



## LAKEWOOD CITY COUNCIL AGENDA

Monday, September 19, 2022

7:00 P.M.

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel: <https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can participate via Zoom by either visiting <https://us02web.zoom.us/j/86872632373> or calling by telephone: Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373.

**Virtual Comments:** If you would like to provide virtual Public Comments or Testimony on Public Hearings during the meeting, you will need to join the Zoom meeting as an attendee by calling by telephone Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373 or visiting <https://us02web.zoom.us/j/86872632373>.

**By Phone:** For those participating by calling in by telephone (+1(253) 215- 8782 and enter participant ID: 868 7263 2373), to use the "Raise Hand" feature press \*9 on your phone, to be called upon by the Mayor during the Public Comments or Public Hearings portion of the agenda. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in you may need to press \*6 to unmute yourself. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak during the Public Comment and at each Public Hearing.

**By ZOOM:** For those using the ZOOM link (<https://us02web.zoom.us/j/86872632373>), upon entering the meeting, please enter your name or other chosen identifier. Use the "Raise Hand" feature to be called upon by the Mayor during the Public Comments or Public Hearings portion of the agenda. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak.

Outside of Public Comments and Public Hearings, all attendees on ZOOM will continue to have the ability to virtually raise your hand for the duration of the meeting. You will not be acknowledged and your microphone will remain muted except for when you are called upon.

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Page No.

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### PROCLAMATIONS AND PRESENTATIONS

- (4) 1. Proclamation recognizing September 25, 2022 through October 1, 2022 as Childhood Cancer Awareness Week. – *Dr. Amy Firestein*

*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.*

- (5) 2. Proclamation recognizing the 50<sup>th</sup> Anniversary of the Lakewood Chamber of Commerce.
3. American Rescue Plan Act (ARPA) Sub recipient Presentations.  
- *Diana Sullivan, Boys & Girls Club of South Puget Sound and Edison Velez, Northwest Youth Corps*

## PUBLIC COMMENTS

## C O N S E N T A G E N D A

- (6) A. Approval of the minutes of the City Council meeting of September 6, 2022
- (15) B. Approval of the minutes of the City Council study session of September 12, 2022.
- (19) C. Motion No. 2022-69
- Authorizing the execution of an amendment to the agreement for the JBLM North Access Improvement Phase 1 project.
- (20) D. Motion No. 2022-70
- Reappointing Jason Gerwen and appointing Anessa McClendon to serve on the Parks and Recreation Advisory Board through September 19, 2025.
- (26) E. Motion No. 2022-71
- Appointing Violet Johnson to serve on the Youth Council for the 2022-2023 school year.
- (27) F. Motion No. 2022-72
- Appointing Kamarie Wilson to serve on the Public Safety Advisory Committee through August 6, 2025.
- (30) G. Motion No. 2022-73
- Removing Phillip Raschke from the Lodging Tax Advisory Committee.

*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.*

**R E G U L A R   A G E N D A****ORDINANCE****(32)   Ordinance No. 774**

Amending Ordinance No. 695 and 696 regarding the Schedule for Periodic Reviews of the 2018 Downtown Subarea Plan, Development Code located at LMC Title 18B, and Planned Action.

**UNFINISHED BUSINESS****NEW BUSINESS****REPORTS BY THE CITY MANAGER****(48)   Review of City Website Accessibility and Translation.****CITY COUNCIL COMMENTS****ADJOURNMENT**

*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.*

# CITY OF LAKEWOOD



## PROCLAMATION

**WHEREAS**, cancer is the leading cause of death by disease among U.S. children between infancy and age 15, according to the American Cancer Fund for Children and Kids Cancer Connection report and this tragic disease is detected in more than 16,000 of our country's young people annually with an estimated 400,000 children and adolescents diagnosed with cancer globally each year; and

**WHEREAS**, one in five of our nation's children loses their battle with cancer, while those that survive, including many infants, children and teens, will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

**WHEREAS**, founded nearly thirty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc., Kids Cancer Connection, Inc. and Lions Clubs International are dedicated to helping children impacted by cancer and their families; and

**WHEREAS**, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Seattle Children's Hospital, Mary Bridge Children's Hospital in Tacoma and Madigan Army Medical Center on Joint Base Lewis-McChord, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

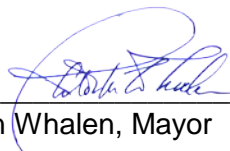
**WHEREAS**, the American Cancer Fund for Children and Kids Cancer Connection also sponsor toy distributions, family sailing programs, positive appearance services, pet-assisted therapy, Laughternoon - Laughter is Healing, KCC Supercar Experience, educational programs and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

**NOW, THEREFORE**, the Lakewood City Council hereby recognizes September 25, 2022 through October 1, 2022 as

### CHILDHOOD CANCER AWARENESS WEEK

in the City of Lakewood and encourages all residents to learn more about childhood cancers and how they can support children with cancer and their families

PROCLAIMED this 19<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
Jason Whalen, Mayor

# CITY OF LAKEWOOD



## PROCLAMATION

**WHEREAS**, the Lakewood Chamber of Commerce was established in 1972 by a group of business and civic leaders; and

**WHEREAS**, the mission of the Lakewood Chamber of Commerce is to promote the community, provide networking opportunities, represent the interests of business through political action and create a strong local economy; and

**WHEREAS**, since its creation, the Lakewood Chamber of Commerce has grown its membership to 400 businesses; and

**WHEREAS**, the Lakewood Chamber of Commerce promotes regional prosperity through its military relationships and community connections; and

**WHEREAS**, the Lakewood Chamber of Commerce represents the concerns and needs of its member businesses through market research and promotion, and lobbying at the state and local level; and

**WHEREAS**, for fifty years the Lakewood Chamber of Commerce has worked with the surrounding military community, civic organizations, schools, businesses, towns and cities and Pierce County to promote economic development and tourism; and

**WHEREAS**, the Lakewood Chamber of Commerce and its members provide residents with a robust business environment that increases employment, retail trade and commerce, and industrial growth in order to make the City of Lakewood a better place to live, work and play; and

**WHEREAS**, the Lakewood Chamber of Commerce encourages the growth of existing industries, services and commercial firms, through training, education and advocacy; and

**WHEREAS**, the Lakewood Chamber of Commerce has sponsored or participated in many community events and activities such as Lemonade Day, SummerFEST, Night of Lights, parades, holiday events, ground breakings and blue ribbon cutting ceremonies; and

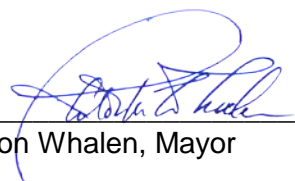
**WHEREAS**, 2022 marks the 50<sup>th</sup> Anniversary of the Lakewood Chamber of Commerce.

NOW, THEREFORE, BE IT RESOLVED that the Lakewood City Council do hereby recognize the

### LAKEWOOD CHAMBER OF COMMERCE

for its dedication to serving the businesses and residents of Lakewood and urges all to join in celebrating its 50 years of accomplishments.

PROCLAIMED this 19<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
Jason Whalen, Mayor



## **LAKEWOOD CITY COUNCIL MINUTES**

Tuesday, September 6, 2022

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499

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

Telephone via Zoom: +1(253) 215-8782

Participant ID: 868 7263 2373

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### **CALL TO ORDER**

Mayor Whalen called the meeting to order at 7:00 p.m.

### **ROLL CALL**

Councilmembers Present: 6 – Mayor Jason Whalen, Deputy Mayor Mary Moss, Councilmembers Mike Brandstetter, Don Anderson, Linda Farmer and Paul Bocchi.

Councilmembers Excused: 1 – Councilmember Patti Belle.

### **PLEDGE OF ALLEGIANCE**

Mayor Whalen paused for a moment of silence and led the Pledge of Allegiance.

### **PROCLAMATIONS AND PRESENTATIONS**

**Proclamation declaring September 11, 2022 as Patriot Day and Day of Remembrance.**

MAYOR WHALEN PRESENTED A PROCLAMATION DECLARING SEPTEMBER 11, 2022 AS PATRIOT DAY AND DAY OF REMEMBRANCE TO CHIEF MIKE ZARO, LAKEWOOD POLICE DEPARTMENT AND DEPUTY CHIEF HALLIE MCCURDY, WEST PIERCE FIRE & RESCUE.

**Proclamation recognizing September 15 through October 15, 2022 as National Hispanic Heritage month.**

COUNCILMEMBER FARMER PRESENTED A PROCLAMATION RECOGNIZING SEPTEMBER 15 THROUGH OCTOBER 15, 2022 AS NATIONAL HISPANIC HERITAGE MONTH TO JOSE GONZALES, VETERAN ROOFERS.

### **Youth Council Report.**

Youth Councilmember Hank Jones reported that the Youth Council will hold the first meeting of the school year on September 7<sup>th</sup>. He shared that students held a kickoff event last month and have created an Executive Council led by Hank Jones, Brandon Elliott and Angel Ramirez who will plan and facilitate monthly meetings and students have adopted a Mission Statement that will formalize expectations. He then shared that this year students will focus on fostering and expanding youth leadership. Discussion ensued.

**Clover Park School District Report.**

Clover Park School District (CPSD) Board Director Alyssa Anderson Pearson shared that students are excited to be back to school and kindergarten started today. She shared that CPSD is undergoing a re-districting process and three scenarios based on population census data have been presented to the Board and after consideration, option 3 was selected to publish for public feedback. The plan would reduce the total population variance between director districts to from 35.2 % to 7.8%, which was the lowest variance. If this option is approved by the Board the current director District 5 would move into District 3. She shared that details related to the draft plan are available on the CPSD website, public comments will be taken at the September 12<sup>th</sup> CPSD Board meeting followed by adoption on October 10<sup>th</sup>.

She then shared that late start Wednesday's will begin on September 21<sup>st</sup>, highlighted several administrative staff changes that have taken place this year and spoke about a new electronic cadaver table which students are using at Lakes High School.

**PUBLIC COMMENTS**

Speaking before Council were:

*Ameila Escobedo, Lakewood resident*, spoke about No Child Left Behind and parent's choice to hold students back a grade in school. Escobedo commented on the Hispanic and Latino Heritage month proclamation, outreach for students participation in the Youth Summit, funding for the Lakewood library and the need for street lights in her neighborhood.

*James Dunlop, Lakewood resident*, spoke about public comments and individuals living outside the area having the ability to provide comments. Dunlop spoke about the Pannatoni warehouse development on 123<sup>rd</sup> Street, the possibility of polyfluoroalkyl substance on the property and the chance of a major flood which would cause a poisoning event in the city.

*Christina Manetti, Lakewood resident*, spoke about the dismissal of the appeal of the 123<sup>rd</sup> Street warehouse project due to procedural reasons and in support of preventing the development due to impacts to the 100-year critical area floodplain and Garry oak trees. Manetti spoke about floods in Rhode Island and all over the world.

*Christopher Escobedo, Lakewood resident*, spoke about the lack of a community center for children and a Youth Council he created for children of color. Escobedo spoke about celebrating Fiestas Patrias and the difference between cultures and races.

*Mark Pfeiffer, Lakewood resident*, spoke about the City getting out of the Pierce County Library System and the 3.5% of property taxes that are allocated to the library system.

*Dennis Haugen, Sioux Falls*, spoke about fentanyl, crime, illegal immigration, sanctuary cities and impacts of government paid housing on the market and increased cost of rent.

*Tichomir Dunlop, Lakewood resident*, spoke about private property rights and depriving the community of the benefits of the trees when you cut them down.

*Bunchy Carter, Black Panther Party*, spoke about poverty and the impacts of the pandemic on people specifically students who are returning to school buildings.

*Addo Aequitas*, apologized to the people for losing his temper at last week's meeting and about being out in the community keeping neighborhoods safe.

*Docere Pharmakis*, spoke about not understanding history, glorifying a culture of colonialism and in support of the abolishment of imperialism.

### C O N S E N T   A G E N D A

- A. Approval of the minutes of the City Council study session of August 8, 2022.
- B. Approval of the minutes of the City Council meeting of August 15, 2022.
- C. Approval of the minutes of the City Council study session of August 22, 2022.
- D. Approval of claims vouchers, in the amount of \$2,229,917.74, for the period of July 22, 2022 through August 19, 2022.
- E. Approval of payroll checks, in the amount of \$2,662,141.73, for the period of July 16, 2022 through August 15, 2022.
- F. Motion No. 2022-62  
  
Authorizing the execution of an interlocal agreement adopting amendments updating the Pierce County Countywide Planning Policies.
- G. Motion No. 2022-63  
  
Authorizing the execution of an agreement with David Evans and Associates, Inc., in the amount of \$343,378, for design engineering services related to the Ardmore/Whitman/93<sup>rd</sup> sidewalks project.
- H. Motion No. 2022-64  
  
Authorizing the execution of agreements and forms related to the Washington Opioid Settlement.
- I. Motion No. 2022-65  
  
Authorizing the execution of abatement contracts with Northwest Abatement Services for demolition of 9616 Gravelly Lake Drive SW.
- J. Motion No. 2022-66  
  
Authorizing the execution of an agreement with Global IT Resources for updates to the Rental Housing Safety Program Software.



K. Motion No. 2022-67

Authorizing the execution of an employment agreement with John J. Caulfield for City Manager services.

L. Motion No. 2022-68

Appointing DJ Wilkins to serve on the Lodging Tax Committee through December 31, 2025.

## M. Items filed in the Office of the City Clerk:

1. Public Safety Advisory Committee meeting minutes of June 1, 2022.
2. Lakewood's Promise Advisory Board meeting minutes of June 6, 2022.
3. Landmarks and Heritage Advisory Board meeting minutes of June 23, 2022.

DEPUTY MAYOR MOSS MOVED TO ADOPT THE CONSENT AGENDA.  
SECONDED BY COUNCILMEMBER ANDERSON. VOICE VOTE WAS TAKEN  
AND CARRIED UNANIMOUSLY.

## R E G U L A R   A G E N D A

### PUBLIC HEARINGS AND APPEALS

**This is the date set for a Public Hearing on the second Biennial Review of the Downtown Subarea Plan, SEPA Planned Action and Development Code.**

Speaking before Council were:

*Amelia Escobedo, Lakewood resident*, questioned what the demographics are of those working on this plan and what input has been sought from the residents of the city.

*Leslie Bruner, Lakewood resident*, questioned why a review of the plan would be changed from two years to five years.

There being no testimony, the public hearing was declared closed at 8:17 p.m.

**This is the date set for a Public Hearing on the Tree Preservation Code Updates.**

The City Council received written comments in advance of the meeting from Tahoma Audubon, Jennifer Adams, Addo Aequitas, Joan Anderson, Julie Andrzejewski, Steven Bakker, Pam Beal, Philippa Blyth, Jeff Brown, William Burgin, Cynthia Carmichael, Kathryn Castleberry, Bunchy Carter, Edward Chaffee, Jodi Cook, Yanah Cook, Byron Cregeur, Kimberly Cregeur, Casey Crook, Esther Day, Vivian DeZwager, Todd Dickens, Ross Drangsholt, Karen Drum, James Dunlop, Tichomir Dunlop, Carol Eckert, Christopher Escobedo, Nakanee Fernandez, Claudia Finseth, Aja Fulani, Chris Fynboe, Russ Gibson, Winfield Giddings, Phyllis Griggs, James Guerero, Phil Harty, Dagmar Ivanicki, Dave Iverson, Joan Jackson,

Melissa Jackson, Brett Jacobsen, Melissa Knott, Heejae Kwon, Jenna Lee, Rachel Mackey, Carlo Manetti, Christina Manetti, Judith Manetti, Sean Martin, Matthew McCarthy, Julie Miller, Christine Moody, Sheryl Murray, Tommie Oakley, Ben Olsen, Ally Orosco, Cathryn Parks, Tricia Parsons, Docere Pharmakis, Christine Piatt, Christine Ridge, Michelle Ryder, Gail Skar, Colleen Smart, Kimberly Smart, Ginny Smith, Janet Spingath, Victoria Stanich, Heidi Stephens, Sue Stibbe, Ovunayo X, Celia and Rob Warren, Colleen Waterhouse and Wendy Zicht.

Speaking before Council were:

*Mark Pfeiffer, Lakewood resident*, spoke in support of the recommendations Tree Advisory Committee.

*Kate Read, Lakewood resident*, spoke in support of the recommendations of the Tree Advisory Ad Hoc Committee.

*Celia Warren, University Place resident*, spoke in support of a 40% tree canopy goal and preservation of all healthy mature non-invasive trees.

*Amelia Escobedo, Lakewood resident*, spoke in support of tree preservation and a 40% or higher tree canopy goal.

*Al Schmauder, Lacey resident*, commended the City Council for creating a Tree Advisory Ad Hoc Committee. Schmauder spoke about balancing tree preservation, economic development and developing incentives to encourage tree retention.

*Lowell Wysa, Tacoma Tree Foundation*, spoke in support of the recommendations of the Tree Advisory Ad Hoc Committee and the preservation of the existing tree canopy.

*Mary Elaine Lyle, Lakewood resident*, spoke in support of the recommendations of the Tree Advisory Ad Hoc Committee related to the tree canopy goal.

*Derek Faust, Lakewood resident*, spoke in support of tree preservation and a 35% tree canopy goal.

*Lawrence Cleveland, Lakewood resident*, spoke about trees being removed for housing in his neighborhood and in opposition to the clear cutting of trees.

*Lynda Cleveland, Lakewood resident*, spoke about tree canopy disappearing throughout the city and impacts to wildlife. Cleveland spoke about the importance of climate control and enjoying what trees give you.

*Sean Arent, Tacoma resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations, the 40% tree canopy goal and removal of exemptions on residential lots.

*Helen Wagner, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations, the 40% tree canopy goal and in support of decreasing the development of carbon producing warehouses.

*Christopher Escobedo, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations of the 40% tree canopy goal and in opposition to the development of warehouses.

*Christina Manetti, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations and an Urban Forestry Program.

*James Dunlop, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations and the 17,000 square foot residential lot exemption for tree removal.

*Casey Crook, Lakewood resident*, spoke in support of tree preservation and a substantial plan of action to protect the environment.

*Shawn Hill, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations.

*Vicky Stanich, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations and about environmental impacts to the ecosystem and habitat from the destruction of Garry Oak trees.

*Tom Galdabini, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations, the need for a true inventory of the tree canopy, monitoring and mitigation for the cutting of trees.

*Addo Aequitas, Panther Party*, spoke in support of a higher tree canopy goal and about the bias of the Planning Commission.

*Bunchy Carter, Lakewood resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations and letting the people in the community know that their concerns matter.

*Kim Underwood, Lakewood resident*, spoke in support of tree preservation and enforcement for the removal of trees without permits.

*Pepper Lisowski, Los Angeles*, spoke in support of the protection of trees and the Tree Advisory Ad Hoc Committee recommendations.

*Dennis Haugen, Sioux Falls*, spoke about trees not always being healthy, the impacts of trees to roofs and forest fires.

*Heidi Stevens, Tacoma resident*, spoke in support of stronger tree protections and the Tree Advisory Ad Hoc Committee recommendations.

*Docere Pharmakis, Panther Party*, spoke about not serving the people and rules being written to defend the rights of private property owners.

*Alice Fong, Lakewood resident*, spoke in support of preservation of Garry Oak trees and long-term benefits of tree preservation.

*General Ovunayo X, Lakewood resident*, spoke in support of the protection and preservation of trees.

*Michelle Ryder, Olympia resident*, spoke in support of the protection of trees and the indigenous land.

*Eric Seibel, Pierce County Audubon Society*, spoke in support of the 40% tree canopy goal and about an initiative to get an urban forest planted in Lakewood.

*Patricia Federly, Tacoma resident*, spoke in support of the Tree Advisory Ad Hoc Committee recommendations and for a true inventory of the canopy, monitoring and urban forest.

*Tichomir Dunlop, Lakewood resident*, spoke in support of 40% tree canopy goal and the Tree Advisory Ad Hoc Committee recommendations.

There being no further testimony, the public hearing was declared closed at 10:13 p.m.

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At 10:15 p.m., Mayor Whalen announced that the City Council will recess for five approximately minutes. The City Council reconvened at 10:25 p.m.

## **ORDINANCE**

**Ordinance No. 773 Vacating the terminal westerly thirty-six (36) feet of 88<sup>th</sup> Avenue Court SW west of the intersection with Wadsworth Street SW.**

COUNCILMEMBER ANDERSON MOVED TO ADOPT ORDINANCE NO. 773. SECONDED BY DEPUTY MAYOR MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **REPORTS BY THE CITY MANAGER**

City Manager Caulfield shared that the City Council has been asked to issue three proclamations, the first recognizing the week of September 25<sup>th</sup> as Childhood Cancer Awareness Week, the second request from Leave 10 South Sound declaring the week of October 17 through 23, 2022 as National Estate Planning Awareness Week and finally to the Lakewood Chamber of Commerce celebrating its 50<sup>th</sup> anniversary on September 12, 2022.

He then shared that Parks and Recreation Director Dodsworth and her team have been coordinating with the Pierce County Library System (PCLS) specifically to partner to provide story time and popup library services and programs at Lakewood City Hall. He spoke about the August 12<sup>th</sup> Library Advisory Board meeting and

shared that the Pierce County Library System Executive Director and the Board Chair will be attending the September 12<sup>th</sup> study session to provide an update, in addition, a joint meeting will be scheduled in November.

He shared that the Puget Sound Regional Council (PSRC) Growth Management Policy Board began discussing the idea of PSRC certifying housing policies for consistency with VISION 2050 and he shared that Pierce County received 17 project applications totaling \$14 Million for the American Rescue Plan Act (ARPA) sewer and water funding, the City has applied for three projects and has sponsored the Habitat for Humanity request for the Boat Street project. A recommendation will be provided to the Pierce County Council later this year.

He then shared that the Public Works Engineering Department was notified that the City received full grant funding in the amount of \$1,420,000 from the WSDOT for the Custer Road from Bridgeport to John Dower sidewalk and street improvement project.

He reported that the Lakewood Police Department is currently working through the Washington Association of Sheriff and Police Chief (WASPC) Re-accreditation process and two virtual community meetings are planned for people to share their ideas about what qualities a future Lakewood Police Chief should hold. The meetings will be held on September 13 at 6:30 p.m. and September 17 at 9 a.m. In addition, an online survey is open until October 21<sup>st</sup>.

He then reported that the City's Hearing Examiner issued a final decision on Western State Hospital Facility Master Plan Update on August 23<sup>rd</sup>, the 21 day appeal period will run through the end of September and an update will be provided to the City Council at the January 23<sup>rd</sup> City Council study session.

He highlighted key federal and state legislative initiatives noting that the City Council will hold a Retreat on October 15<sup>th</sup> to discuss federal and state legislative priorities.

He then announced the following upcoming meetings and events:

- September 8<sup>th</sup> at 3:30 p.m., Partners for Parks, H-Barn Project Update, Fort Steilacoom Park Pavilion
- September 9<sup>th</sup>, 2:00 P.M., September 11 Remembrance Ceremony, Lakewood City Hall
- September 17<sup>th</sup>, Festival De La Familia, Colonial Plaza

## **CITY COUNCIL COMMENTS**

Councilmember Anderson shared that he will be absent from the September 12<sup>th</sup> meeting.

Deputy Mayor Moss shared that she attended the Lakewood's Promise Advisory Board meeting.

Mayor Whalen shared that last week he participated in an interview with Business View to highlight economic development work in the community and this week he will be attending the Partners for Parks H-Barn Project update and the September 11 Remembrance Ceremony.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:01 p.m.

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JASON WHALEN, MAYOR

ATTEST:

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BRIANA SCHUMACHER  
CITY CLERK



## **LAKEWOOD CITY COUNCIL STUDY SESSION MINUTES**

Monday, September 12, 2022

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499

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

Telephone via Zoom: +1(253) 215- 8782

Participant ID: 868 7263 2373

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### **CALL TO ORDER**

Mayor Whalen called the meeting to order at 7:00 p.m.

### **ROLL CALL**

Councilmembers Present: 6 – Mayor Whalen, Deputy Mayor Mary Moss, Councilmembers Mike Brandstetter, Patti Belle, Linda Farmer and Paul Bocchi.

Councilmembers Excused: 1 – Councilmember Don Anderson.

### **ITEMS FOR DISCUSSION:**

#### **Presentation from the Pierce County Library System.**

Gretchen Caserotti, Executive Director Board Chair Jamilyn Penn, Pierce County Library System (PCLS) introduced themselves. Caserotti highlighted the history and timeline of the Pierce County Lakewood Library from when it opened in 1963 to 2022. She shared that the PCLS continues to pursue interim services and is actively working to find a facility in the City. She reported that this fall PCLS will be working to provide story time and drop in services at various locations throughout the community. She reported that the next Library Advisory Committee meeting will be held this Friday, September 16<sup>th</sup> and she will continue to work with the city to communicate with residents about next steps. Board Chair Penn spoke about the composition of the PCLS Board and the vision for the Lakewood Library moving forward. Discussion ensued.

#### **Review of 2<sup>nd</sup> Quarter (2022) Financial Report.**

Deputy City Manager Kraus reviewed the activity in all funds through June 30, 2022 noting that the ending fund balance was \$18.5 Million. Discussion ensued.

#### **Review of American Rescue Plan Act (ARPA) Request for Proposals.**

Long Range & Strategic Planning Manager Speir shared that the City has received its second tranche of \$6.8 Million of American Rescue Plan Act (ARPA) funds. She shared that the City Council provided direction to issue Request for Proposals (RFP) for emergency food bank capital costs, veteran emergency shelter or transitional housing capital costs and providing permanently low income housing construction capital costs. She shared that next steps are for the City to release the

RFP's for a 30 day window followed by a review of responses and to present recommended awards to the City Council at a future date. Discussion ensued and the City Council directed that \$1.5 Million in funding to be held for future use and not allocated in this RFP process.

### **Review of Lakewood Housing Needs by Income.**

Long Range & Strategic Planning Manager Speir shared that House Bill 1220 amended the Growth Management Act housing goal to plan for and accommodate the inventory of existing and projected housing by income bands. She reviewed the Area Median Income (AMI) at the County versus City level and noted that the Pierce County area medium income will be used for these projections. She then highlighted the housing needs assessment tool, allocation methodologies and the first draft which projects a 5.6% increase in available housing for those at the lowest AMI, a reduction by 7.4% for those at the 50-80 AMI and a 4.5% increase for those at the 120 or above AMI for Lakewood. Discussion ensued.

### **Review Tree Preservation Code Update.**

Assistant City Manager for Development Services introduced Planning Manager Brunell who was joined by Lisa Grueter, Berk Consulting, Alex Hancock and Chris Pfeiffer, PlanIT GEO.

Alex Hancock shared that the Tree Canopy Data was based on a 60-centimeter resolution and a vegetation height of 12 to 15 feet. She then reviewed the proposed watering requirements, updates to the Shoreline Master Program, Critical Areas Ordinance and Tree Preservation Standards and the definition for malicious cutting. Discussion ensued.

Planning Manager Brunell then highlighted various scenarios and whether or not a permit is required under the existing or proposed code. Discussion ensued.

Assistant City Manager for Development Services Bugher shared that the City Council have the opportunity to review the proposed Ordinance at the September 26<sup>th</sup> study session.

### **ITEMS TENTATIVELY SCHEDULED FOR THE SEPTEMBER 19, 2022 REGULAR CITY COUNCIL MEETING:**

1. Proclamation recognizing September 25, 2022 through October 1, 2022 as Childhood Cancer Awareness Week.
2. Proclamation recognizing the 50<sup>th</sup> Anniversary of the Lakewood Chamber of Commerce.
3. American Rescue Plan Act (ARPA) Sub recipient Presentations. – *Diana Sullivan, Boys and Girls Club of South Puget Sound and Edison Velez, Northwest Youth Corps*



4. Authorizing the execution of an amendment to the agreement for the JBLM North Access Improvement Phase 1 project. – (Motion – Consent Agenda)
5. Reappointing Jason Gerwen and appointing Anessa McClendon to serve on the Parks and Recreation Advisory Board through September 19, 2025. – (Motion – Consent Agenda)
6. Appointing Kamarie Wilson to serve on the Public Safety Advisory Committee through August 6, 2025. – (Motion – Consent Agenda)
7. Approving amendments to the Downtown Subarea Plan, Planned Action Ordinance and Development Code (LMC Title 18B). – (Ordinance – Regular Agenda)
8. Amending the Critical Areas Ordinance, Title 14, and Chapters 2.48, 18A.70.300-350, 18A.80.060, 18B.600, 18C.600, 18A.60.110, 18B.200.230, 18C.200.230, 18B.700.720, 18C.700.720, 18A.70.140, 18A.60.030-070, related to the Tree Preservation Code. – (Ordinance – Regular Agenda)

## REPORTS BY THE CITY MANAGER

City Attorney Wachter shared that due to a vacancy on the Lodging Tax Advisory Committee and in order to meet the requirement of equal number of representatives, a member who is involved in activities authorized to be funded by revenue received should be removed from the Committee prior to convening the annual Lodging Tax Advisory Committee meeting on September 22<sup>nd</sup>. This item will come forward for City Council action on September 19<sup>th</sup>.

\*\*\*\*\*

City Manager Caulfield shared that pavement patching will take place in the next couple of weeks in the area of 112<sup>th</sup> Street between Butte Drive and Holden Road and City ranked well on various parks project grants and based on past appropriations it is anticipated the Wards Lake and Harry Todd Park projects will be funded.

He reported that the 2023-2024 proposed Biennial Budget includes the evaluation and creation of an Urban Forestry Program and the city submitted a request to partner with the University of Washington Masters in Public Administration students as was done on the Climate Change Program.

He shared that November 17<sup>th</sup> has been identified as the date for a Joint City Council and Pierce County Library System Board of Trustees meeting.

He then announced the following upcoming meetings and events:

- Lakewood Farmers Market, September 13 and September 20, 2:00 P.M. to 6:30 P.M., Fort Steilacoom Park

- Fiesta De La Familia, September 17, 4:00 P.M. to 8:00 P.M, Colonial Plaza
- Catapult Adventure Park Blue Ribbon Cutting, September 23, 4:00 P.M., Lakewood Towne Center

### **CITY COUNCIL COMMENTS**

Councilmember Belle shared that she plans to attend the Catapult Ribbon Cutting and the Fiesta De La Familia event.

Councilmember Bocchi shared that Pierce County Regional Council meeting will be held on September 15<sup>th</sup> where they will be soliciting Transportation Coordinating Committee working group members to make recommendations about future processes.

Deputy Mayor Moss shared that attended the September 11<sup>th</sup> Remembrance Ceremony, the Air Force Ball and the Partners for Parks H-Barn presentation. She shared that she has been selected as a 62<sup>nd</sup> Airlift Wing Honorary Wing Commander.

Mayor Whalen shared that last week he attended the Partners for Parks H-Barn presentation, the September 11 Remembrance Ceremony and this week he will attend the Chamber of Commerce Annual Meeting and Installation Banquet and the Pierce Transit Board Retreat.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:39 p.m.

ATTEST:

\_\_\_\_\_  
JASON WHALEN, MAYOR

\_\_\_\_\_  
BRIANA SCHUMACHER  
CITY CLERK

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> September 19, 2022	<b>TITLE:</b> Motion to increase contract authorization for the JBLM-North Access Improvement Phase 1 Project.	<b>TYPE OF ACTION:</b>  — ORDINANCE — RESOLUTION <u>X</u> MOTION NO. 2022-69 — OTHER
<b>REVIEW:</b> September 13, 2022	<b>ATTACHMENTS:</b>	

**SUBMITTED BY:** Weston Ott, P.E., Acting Public Works Engineering Director/City Engineer.

**RECOMMENDATION:** Public Works is recommending the City Council increase contract authorization in the amount of \$151,170.00 for the construction of the JBLM-North Access Improvement Phase 1 Project, City Project Number 302.0135.

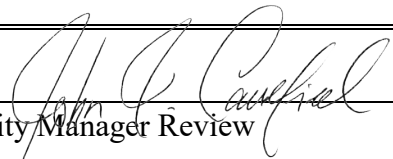
**DISCUSSION:** Motion 2022-50, approved by Council July 5, 2022, ammended the authorized contract amount to \$8,314,355.24. Since this motion, the final cost to complete for the following items have been calculated and has increased aboved the estimated amount, namely for hot mix asphalt paving, roadway striping, and landscaping. In addition, Lakewood Water District has requested approximately \$47,000 of addition work (approximately 30% of this additional contract authorization request) to be done to restore their parcel fronting this project. Lakewood Water District will reimburse the City for this request.

This request will increase the contingency to twelve percent resulting in a project construction spending authorization to \$8,465,525.24. This final request will provide adequate authorization to pay for the final project expenses.

**ALTERNATIVE(S):** There is no practical alternative except to authorize the requested project spending increase for payment of work completed.

**FISCAL IMPACT:** The funding impact of this request was included in Ordinance 770, the 2022 Carry Forward Budget Adjustment. The project budget is still anticipated to remain within the original requested funds at this time. Prior to bidding and award of the JBLM N. Phase 2 contract, the City made adjustments to several units of work that overran on Phase 1. This has brought the anticipated overages on Phase 2 in line with the allotted budget.

Troy Pokswinski  
Prepared by

  
City Manager Review

 for Paul Bucich  
Department Director

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> September 19, 2022	<b>TITLE:</b> Reappointing Jason Gerwen and appointing Anessa McClendon serve on the Parks and Recreation Advisory Board through September 19, 2025.	<b>TYPE OF ACTION:</b>  <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2022-70 <input type="checkbox"/> OTHER
<b>REVIEW:</b>	<b>ATTACHMENTS:</b> Candidate Applications	

**SUBMITTED BY:** Briana Schumacher, City Clerk, on behalf of Mayor Jason Whalen.

**RECOMMENDATION:** It is recommended that the City Council confirm the Mayor's reappointment of Jason Gerwen and appointment of Anessa McClendon serve on the Parks and Recreation Advisory Board through September 19, 2025.

**DISCUSSION:** Notices and outreach to seek volunteers to fill vacancies on the Parks and Recreation Advisory Board were sent to neighborhood associations, civic groups, community organizations, The News Tribune and The Suburban Times. In addition, articles were distributed through the City's Weekly Informational Bulletins and notices were posted on the City's website.

**ALTERNATIVE(S):** The Council could choose to appoint other candidates, not to confirm the appointments or re-advertise for these positions.

**FISCAL IMPACT:** There is no fiscal impact.

Briana Schumacher, City Clerk

Prepared by

Heidi Ann Wachter, City Attorney

Department Director



City Manager Review

**DISCUSSION:** (continued from page 1)

The Parks and Recreation Advisory Board is created to assist the City Council in the following areas:

A. The Parks and Recreation Advisory Board shall advise the Mayor, the City Council and City staff or officials administering parks, regarding the general operation and development of all parks and recreational facilities and programs of Lakewood. The Parks and Recreation Advisory Board shall advise and make recommendations regarding: the development of park and/or recreation facilities, programs, long range park planning, needs assessment, program evaluation, acquisition, construction, development, concessions or privileges in parks and/or playgrounds, sports fields, recreation grounds, and/or other municipally owned recreational facilities, including community buildings, and improvements to the same. The Parks and Recreation Advisory Board shall also work with neighborhood groups and ad-hoc committees to formulate recommendations to the City Council.

B. The Parks and Recreation Advisory Board shall recommend rules and regulations for the government, management, operation, supervision, and control of City parks and recreational facilities and programs.

C. The Parks and Recreation Advisory Board shall advise the City Council in connection with parks and recreation issues as may be referred to the Parks and Recreation Advisory Board by the City Council which may include, but is not limited to, the following:

1. Facilitate cooperation and coordination with City staff, citizens' groups and other entities, agencies and organizations on parks and recreation issues;
2. Recommend to the City Council strategies to enhance awareness of, and interest in, Parks and Recreation facilities and programs of the City, which may be in cooperation with any appropriate private, civic or public agency of the City, county, state or of the federal government;
3. Recommend ways and means of obtaining private, local, county, state or federal funds for the promotion of parks and recreation programs and projects within the City;
4. Advise the City Council on acquisition of parks and recreation facilities and properties; and
5. Represent the community and the City of Lakewood as requested by the City Council to address parks and recreation related issues.



**CITY OF LAKEWOOD**

6000 Main Street SW  
Lakewood, WA 98499

**APPLICATION FOR APPOINTMENT**

*The information in this document is subject to public disclosure and can be made available to the public.  
(Attach additional pages if necessary to complete answers.)*

I wish to be considered for appointment to the following committee, board or commission:

- |  |   |
|--|---|
| <input type="checkbox"/> Arts Commission   | <input checked="" type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board   | <input type="checkbox"/> Planning Commission                            |
| <input type="checkbox"/> Lakewood's Promise Advisory Board   | <input type="checkbox"/> Public Safety Advisory Committee               |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board   | <input type="checkbox"/> Salary Commission                              |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) |   |

**EXPECTATIONS:** Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

**PLEASE RETURN THIS FORM TO:** City of Lakewood - City Clerk's Office  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 983-7705 Fax: (253) 589-3774  
Email: bschumacher@cityoflakewood.us

Name: JASON H. GERWEN  
(Please Print)

Home Address: 8417 101<sup>ST</sup> STREET CT SW

City: LAKEWOOD State: WA Zip: 98498

Home Phone Number: (253) 582-6535 E-mail: jbird23@comcast.net

Present Employer: CITY OF FEDERAL WAY jason.gerwen@cityoffederalway.co

Address: 33325 8<sup>TH</sup> AVE S. FEDERAL WAY 98003 Work Phone: (253) 835-6912

Cell: (253) 261-3941

**LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:**

Are you representing a business that is required to collect lodging tax? Yes ☐ No ☐

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes ☒ No ☐

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

YES. CURRENT CHAIR OF PRAB  
ON PRAB SINCE APPROXIMATELY 2003?

Date available for appointment: AS SCHEDULED

Are you available to attend evening meetings? Yes ☒ No ☐

Are you available to attend daytime meetings? Yes ☒ No ☐ - WITH ADVANCE NOTICE

Recommended by: JAKE & PIPER GERVEN

Education: BACHELOR DEGREE - RECREATION, PARK & TOURISM ADMINISTRATION

Professional and/or community activities:

- LAKEWOOD PRAB
- PACIFIC NW RESOURCE MANAGEMENT SCHOOL
- CUB SCOUT LEADER

Please share some of the experiences or qualifications that you have relating to the work of this board, committee or commission:

MY PERSONAL & PROFESSIONAL PASSION IN LIFE IS PARKS,  
WITH OVER TWENTY-FIVE YEARS OF EXPERIENCE IN THE FIELD.  
THIS INCLUDE CLOSE TO TWENTY ON LAKEWOOD'S PRAB.

Please explain why you would like to be part of this board, committee or commission:

DEDICATED TO THE COMMUNITY & WOULD LIKE  
TO CONTINUE MY WORK TO HELPING MAKE  
LAKEWOOD PARKS THE BEST THEY CAN BE.

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature:

Jason P. Gerven

Date:

6/28/2022



RECEIVED

AUG 17 22

CITY OF  
LAKEWOOD

**CITY OF LAKEWOOD**

6000 Main Street SW  
Lakewood, WA 98499

**APPLICATION FOR APPOINTMENT**

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(Attach additional pages if necessary to complete answers.)*

I wish to be considered for appointment to the following committee, board or commission:

- |  |   |
|--|---|
| <input type="checkbox"/> Arts Commission   | <input checked="" type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board   | <input type="checkbox"/> Planning Commission                            |
| <input type="checkbox"/> Lakewood's Promise Advisory Board   | <input type="checkbox"/> Public Safety Advisory Committee               |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board   | <input type="checkbox"/> Salary Commission                              |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of<br>this committee must be representative of an agency<br>involved in tourism promotion.) |   |

**EXPECTATIONS:** Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

**PLEASE RETURN THIS FORM TO:** City of Lakewood - City Clerk's Office  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 983-7705 Fax: (253) 589-3774  
Email: [bschumacher@cityoflakewood.us](mailto:bschumacher@cityoflakewood.us)

Name: Anessa McClendon

(Please Print)

Home Address: 21710 58th Av E

City: Spanaway State: WA Zip: 98387

Home Phone Number: 971-313-1366 E-mail: anessa.mcclendon@gmail.com

Present Employer: MWR Central Caterring- JBLM

Address: 700 Barnes BLVD JBLM-WA 98432 Work Phone: 253 982 5581

Cell: 971 313 1366

**LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:**

Are you representing a business that is required to collect lodging tax? Yes ☐ No ☒

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes ☐ No ☒



Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

I served on the Parks and Recreation Advisory Board 2011-2019

Date available for appointment: **September 1**

Are you available to attend evening meetings? Yes ☒ No ☐

Are you available to attend daytime meetings? Yes ☒ No ☐

Recommended by: \_\_\_\_\_

Education:

AAS-Culinary Arts- Clover Park Technical College

Professional and/or community activities:

Previously served on P/R advisory board, MLK Celebration Committee

Please share some of the experiences or qualifications that you have relating to the work of this board, committee or commission:

Prior to relocating to Portland, OR in 2019 for job opportunities, I had been a life long resident of Lakewood- and participant in many city activities. I was heavily active in the Sr. Activity Center, in the city's MLK planning committee, and the Parks and Recreation activities.

Please explain why you would like to be part of this board, committee or commission:

I am excited to return to the Pierce County area, and have the opportunity to become involved in the city of Lakewood activities. I have missed the camaraderie and good works of the people who make up the city's operating and management team.

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature:

MCCLENDON.ANESSA.RAE.1135532  
114

Digitally signed by  
MCCLENDON.ANESSA.RAE.1135532114  
Date: 2022.08.16 10:31:55 -07'00'

Date: **08/11/2022**

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> September 19, 2022	<b>TITLE:</b> Youth Council Appointment for the 2022-2023 school year.	<b>TYPE OF ACTION:</b>  — ORDINANCE — RESOLUTION <u>X</u> MOTION NO. 2022-71 — OTHER
<b>REVIEW:</b>	<b>ATTACHMENTS:</b>	

**SUBMITTED BY:** Cameron Fairfield, Recreation Coordinator

**RECOMMENDATION:** It is recommended that the Mayor and City Council appoint Violet Johnson as a Youth Council Member to the Lakewood Youth Council for the 2022/2023 school year.

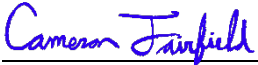
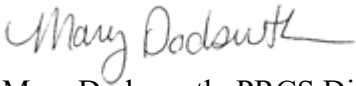

**DISCUSSION:** Since incorporation, the Lakewood City Council has determined that it is important to receive input from City of Lakewood youth to ensure that their concerns are heard and to encourage their continued participation in the growth of our City. As a result of that determination, the Youth Council was created. All schools were contacted to help promote the program and current youth council members also helped recruit new members. Applications were received and reviewed. The recommended student is from Harrison Prep.

2022 - 2023 City of Lakewood Youth Council Recommendation		
First Name	Last Name	High School
Violet	Johnson*	Harrison Prep

\*Returning YC Member

**ALTERNATIVE(S):** The City Council could choose not to appoint.

**FISCAL IMPACT:** There is no fiscal impact from this appointment.

 <u>Cameron Fairfield</u> Recreation Coordinator Prepared by  <u>Mary Dodsworth</u> , PRCS Director Department Head	City Manager Review 
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# REQUEST FOR COUNCIL ACTION

**DATE ACTION IS REQUESTED:**

September 19, 2022

**TITLE:** Appointing Kamarie Wilson to serve on the Public Safety Advisory Committee through August 6, 2025.

**TYPE OF ACTION:**

— ORDINANCE

— RESOLUTION

**REVIEW:****ATTACHMENTS:**

Candidate application.

**X** MOTION NO. 2022-72

— OTHER

**SUBMITTED BY:** Briana Schumacher, City Clerk on behalf of Mayor Jason Whalen.

**RECOMMENDATION:** It is recommended that the City Council confirm the Mayor's appointment of Kamarie Wilson to serve on the Public Safety Advisory Committee through August 6, 2025.

**DISCUSSION:** Notices and outreach to seek volunteers to fill vacancies on the Public Safety Advisory Committee were sent to neighborhood associations, civic groups, community organizations, The News Tribune and The Suburban Times. In addition, articles were posted on the City's website.

The role of the Public Safety Advisory Committee is to provide citizen input and advice to the City Council in developing and monitoring public safety policies. The Committee will report to the Council and will also assist the Council in assessing that department resources allow for compliance with City and department policies.

The Public Safety Advisory Committee shall annually provide to the City Council a report on progress made in carrying out the Committee's responsibilities. Additional reports may be deemed appropriate by the Public Safety Advisory Committee and/or the City Council.

**ALTERNATIVE(S):** The Council could choose not to confirm the appointment.

**FISCAL IMPACT:** There is no fiscal impact.

Briana Schumacher, City Clerk

Prepared by

Heidi Ann Wachter, City Attorney

Department Director



City Manager Review



**CITY OF LAKEWOOD**  
6000 Main Street SW  
Lakewood, WA 98499

**APPLICATION FOR APPOINTMENT**

*The information in this document is subject to public disclosure and can be made available to the public.  
(Attach additional pages if necessary to complete answers.)*

I wish to be considered for appointment to the following committee, board or commission:

- |  |  |
|--|--|
| <input type="checkbox"/> Arts Commission   | <input type="checkbox"/> Parks and Recreation Advisory Board         |
| <input type="checkbox"/> Community Services Advisory Board   | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Lakewood's Promise Advisory Board   | <input checked="" type="checkbox"/> Public Safety Advisory Committee |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board   | <input type="checkbox"/> Salary Commission                           |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of<br>this committee must be representative of an agency<br>involved in tourism promotion.) |  |

**EXPECTATIONS:** Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

**PLEASE RETURN THIS FORM TO:** City of Lakewood - City Clerk's Office  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 983-7705 Fax: (253) 589-3774  
Email: [bschumacher@cityoflakewood.us](mailto:bschumacher@cityoflakewood.us)

Name: Kamarie Wilson  
(Please Print)

Home Address: 314 Wallace St

City: Steilacoom State: WA Zip: 98388

Home Phone Number: 253-732-0080 E-mail: kamarie.wilson@homestreet.com

Present Employer: HomeStreet Bank - Lakewood Branch

Address: 10802 Gravelly Lake Dr SW Work Phone: 253-581-1551

Cell: 253-732-0080

**LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:**

Are you representing a business that is required to collect lodging tax? Yes ☐ No ☐

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes ☐ No ☐

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

Date available for appointment: Next Committee meeting and going forward

Are you available to attend evening meetings? Yes ☒ No ☐

Are you available to attend daytime meetings? Yes ☒ No ☐

Recommended by: Dr. Alan Hart

Education:

Diploma

Some College

Several certifications and technical training throughout my career

Professional and/or community activities:

Treasurer of LASA (Lakewood Area Support Alliance)

Steilacoom Kiwanis Member

Treasurer of Cherrydale Primary School PTA

Past: Member of the Lacey Lions Club and Miss Thurston County Board

Please share some of the experiences or qualifications that you have relating to the work of this board, committee or commission:

Serving on the board for LASA, I have contributed towards solutions in particular areas that have been identified and strengthened communication with board members. I have brought community leaders, business partners, and LASA together to strengthen the relationships and unified a clear vision of LASA's path into the future. I am adaptable to change both personally and professionally. I have served on various connect groups within my organization focusing on operational streamlining and training.

Please explain why you would like to be part of this board, committee or commission:

I would like to be knowledgeable about what my community is faced with today, tomorrow, and looking into the future, contribute towards ideas on solutions, support processes positively impacting public safety. I would listen and learn from other committee members to gain an understanding and experience from those invested longer than myself. Before moving to Steilacoom in 2018, I was a resident of Lakewood for over 8 years. Also, my employer, HomeStreet Bank, is a strong supporter of the police department, and a strong supporter of its managers contributing and volunteering in the community. This public safety advisory board is about 2 areas of focus for HomeStreet Bank and myself personally, our community (businesses and residences) and public safety officers. Personally, I have always had a passion to serve others, I enjoy being part of a bigger picture and being of service. I strive to make a positive impact in all I am involved in. Thank you for your time and consideration.

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature:

Kamaria Wilson

Date:

8/30/2022

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> September 19, 2022	<b>TITLE:</b> Removing Phillip Raschke from the Lodging Tax Advisory Committee.	<b>TYPE OF ACTION:</b> — ORDINANCE — RESOLUTION <u>X</u> MOTION NO. 2022-73 — OTHER
<b>REVIEW:</b> September 12, 2022	<b>ATTACHMENTS:</b>	

**SUBMITTED BY:** Heidi Ann Wachter, City Attorney

**RECOMMENDATION:** It is recommended that the City Council remove Phillip Raschke from the Lodging Tax Advisory Committee (LTAC) in order to meet the requirement of equal number of representatives for the scheduled LTAC meeting.

**DISCUSSION:** The [Lodging Tax Advisory Committee](#) must have a minimum of five (5) members. LMC [3.36.055A.1](#), [RCW 67.28.1817](#).

1. At least two members representing businesses are required to collect tax under this chapter; and
2. At least two members involved in activities authorized to be funded by revenue received under this chapter.
  1. Persons who are eligible for appointment under (A) of this subsection are not eligible for appointment under (B) of this subsection. Persons who are eligible for appointment under (B) of this subsection are not eligible for appointment under (A) of this subsection.
  2. Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee.
  3. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are
  4. Involved in activities authorized to be funded by revenue received under this chapter.
3. One member shall be an elected official of the municipality who shall serve as chair of the committee.
4. An advisory committee for a city or town may include one nonvoting member who is an elected official of the county in which the city or town is located. The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

Members are appointed by the Mayor and confirmed by the City Council and state law provides for an annual review of the LTAC membership.

**ALTERNATIVE(S):** The City Council could choose to remove another member who is involved in activities authorized to be funded by revenue received.

**FISCAL IMPACT:** There is no fiscal impact from this appointment.

Heidi Ann Wachter, City Attorney  
Prepared by

  
City Manager Review

Department Head

**DISCUSSION:** (continued) On July 11, 2022 the City Council and LTAC held a joint meeting. At that time, composition of LTAC was as follows:

**Represent Businesses Authorized to Collect Tax**

Jarnail Singh, Comfort Inn & Suites  
Jessica Christensen, Holiday Inn  
1 vacant position

**Represent Entities Authorized to Receive Funding**

Chelene Potvin-Bird, Travel Tacoma - Mt. Rainier Tourism & Sports  
Phillip Raschke, Lakewood Historical Society  
Linda Smith, Lakewood Chamber of Commerce

On July 11, 2022 the City was notified that Jessica Christensen was no longer employed by Holiday Inn, therefore a second vacancy created to represent businesses authorized to collect tax and recruitment for a representative(s) of an organization required to collect the tax continued.

On September 6, 2022, the City Council appointed DJ Wilkins, Best Western Lakewood as a Representative of Businesses Authorized to Collect Tax. To date the City has been unable to fill the third position in this category. This means that in order to comply with state requirements, the City must remove a representative from the category of organizations eligible to receive funding. This would leave the City with five LTAC members, two each from the eligible categories and a City official.

The current LTAC composition is as follows:

**Represent Businesses Authorized to Collect Tax**

Jarnail Singh, Comfort Inn & Suites (Term Expires: 11/1/2022)  
DJ Wilkins, Best Western Lakewood (Term Expires: 12/31/2025)  
1 vacant position

**Represent Entities Authorized to Receive Funding**

Chelene Potvin-Bird, Travel Tacoma - Mt. Rainier Tourism & Sports (Term Expires: 11/1/2023)  
Phillip Raschke, Lakewood Historical Society (Term Expires: 11/1/2022)  
Linda Smith, Lakewood Chamber of Commerce (Term Expires: 11/1/2023)



TO: City Council

FROM: Tiffany Speir, Long Range & Strategic Planning Manager

THROUGH: Dave Bugher, Assistant City Manager, Development Services  
John Caulfield, City Manager

DATE: September 19, 2022

SUBJECT: Second Biennial Review of the Downtown Subarea Plan, Planned Action and Hybrid Form-Based Code (DSAP Package)

ATTACHMENTS: Draft Ordinance 774 (Attachment A)

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### **BACKGROUND**

On July 20, the Planning Commission took action on its Resolution 2022-05 related to the 2022 biennial review of the Downtown Subarea Plan, Planned Action and Hybrid Form-Based Code (DSAP Package.) The City Council held a study session on August 22 and a public hearing on September 6 regarding the Commission-recommended changes to the schedule of future DSAP package reviews:

1. It is recommended that the next review of the Downtown Subarea Plan, its development regulations in LMC Title 18B, its SEPA Planned Action Ordinance, and its transportation mitigation fee cost basis be conducted as part of the City's 2024 required Comprehensive Plan periodic review rather than through a separate process.
2. It is recommended that after the 2024 Comprehensive Plan periodic review, the frequency for the review of the Downtown Subarea Plan, Planned Action Ordinance and implementing Development Regulations be changed from at least every two years to at least every five years. If this were approved, the next review of the DSAP package after 2024 would occur in 2029.
3. If urgent, time sensitive issues are identified in the future, it is recommended that they be incorporated and considered within the City's annual Comprehensive Plan, development regulations, and fee schedule amendment cycles.

### **DISCUSSION**

The DSAP Package 2022 biennial review information was presented to the Council on August 22. Additional information in response to Councilmember questions is included below.



### **Transportation Mitigation Fees (TMFs)**

A question regarding the calculation of the TMF for Dutch Bros and BBQ Pete's at the City Council study session. Included below is an analysis of the TMFs that have been collected since the adoption of the DSAP package through September 14, 2022 as well as specific information regarding the calculation of the TMFs for Dutch Bros and BBQ Pete's.

	Permit Description	Full Permit Address	Final Date	Current Status	TMF
1	Beyler Consulting	5920 100th St SW #25	01/17/2019	FINAL	\$682.14
2	Bristol Apartments (7 units, 3-story building)	9615 Bristol Ave SW	07/26/2019	PENDING	\$5,477.72
3	PAK	5221 100th St SW	08/19/2019	FINAL	\$0.00
4	ULTA	10310 59th Ave SW	09/24/2019	FINAL	\$0.00
5	MMG Speech & Language Therapy LLC	9881 Bridgeport Way SW	09/26/2019	FINAL	\$0.00
6	Dutch Bros	9642 Gravelly Lake Dr SW	10/14/2019	FINAL	\$57,677.75
7	Revive Yoga Co.	11004 Gravelly Lake Dr SW	10/21/2019	FINAL	\$0.00
8	Jamba Juice	10321 Gravelly Lake Dr SW	10/29/2019	FINAL	\$5,331.98
9	Angels Academy (Expansion)	9103 Bridgeport Way SW	11/05/2019	FINAL	\$21,754.39
10	Rush Bowl 5700 100th St SW	5700 100th St SW	11/19/2019	FINAL	\$18,056.88
11	Tee Upper Cuts	6111 Lakewood Towne Ctr Blvd SW	01/09/2020	FINAL	\$0.00
12	Patron Investments, LLC	9116 Gravelly Lake Dr SW	01/23/2020	FINAL	\$0.00
13	Awn's Tailoring & Cleaning	6111 Lakewood Towne Ctr Blvd SW	02/10/2020	FINAL	\$0.00
14	Altitude Trampoline Park	5831 Main Street SW	02/13/2020	FINAL	\$0.00
MARCH 23, 2020 - DATE OF STATEWIDE COVID RESTRICTIONS					
15	Edward Jones	6020 MAIN ST SW # D	04/27/2020	FINAL	\$0.00
16	Taqueria el Antojo #2	6112 100th St SW	5/26/2020	FINAL	\$0.00
17	Lakewood Place Staffing Office	10011 Bridgeport Way SW #800	07/23/2020	FINAL	\$0.00
18	BBQ Pete's	6111 Lakewood Towne Ctr Blvd SW	08/20/2020	FINAL	\$61,085.00
19	Sugar Faced Sweets (Proposed Bakery Kitchen)	11122 Gravelly Lake Dr SW	10/19/2020	FINAL	\$0.00
20	Asian Counseling/ Treatment Services	6111 Community Place SW	03/08/2021	FINAL	\$0.00
21	Lowe's	5115 100th St SW	03/22/2021	FINAL	\$0.00
22	Chick-Fil-A	5429 100th St SW	04/14/2021	FINAL	\$0.00
23	Xfinity	5606 Lakewood Towne Ctr Blvd SW	08/05/2021	FINAL	\$0.00
24	Mathnasium	5700 100th St SW	10/18/2021	FINAL	\$0.00
25	US Bank	9310 Bridgeport Way SW	10/18/2021	FINAL	\$0.00
26	U-Break-I-Fix	10011 Bridgeport Way SW	11/29/2021	FINAL	\$0.00
27	Growing Tots Childcare	9805 Gravelly Lake Dr SW	12/03/2021	FINAL	\$0.00
28	Daiso	6111 Lakewood Towne Ctr Blvd SW	12/14/2021	FINAL	\$0.00

	Permit Description	Full Permit Address	Final Date	Current Status	TMF
29	Crumbl Cookie	5605 Lakewood Towne Ctr Blvd SW	12/27/2021	FINAL	\$0.00
30	Zesty Steak & Seafood	9905 Bridgeport Way SW		PENDING	\$2,174.00
31	N Brother Bakery LLC	6020 Main Street SW		STOPPED	\$0.00
32	<b>Peoples' Plaza</b>	9315 Gravelly Lake Dr SW	06/03/22	FINAL	\$0.00
33	Therapeutic Associates Physical Therapy	1011 Bridgeport Way SW	06/22/22	FINAL	\$0.00

#### TMF Statistics/Facts:

1. 33 TMF applications have been received to-date.
2. 30 of the 33 TMF applications have been finaled (93%).
3. 13 TMF applications (39 %) were received/finaled before the COVID-19 pandemic, and 17 TMF applications (52%) received/finaled after the pandemic.
4. Highest TMF fee, BBQ Pete's at \$61,085.00.
5. 25 TMF applications were not required to pay any TMF fees (76%).

As of September 14, no new applications requiring TMF calculation have been received in 2022.

#### TMF fees for Dutch Bros versus BBQ Pete's:

**Dutch Bros** was developing on an existing vacant lot which had no previous use, and, therefore, did not receive any type of grandfathered traffic counts. The use itself was also unique. There is no indoor seating, and business activity is almost entirely drive-through. The building space is small.

The City started out using the ITE Manual to calculate TMF. The first calculation was:

**45.75** (new trips) x **.8** (size of building using independent variable) x \$2,173.70 (fee per trip) = **\$79,557.42** original total.

Dutch Bros disputed the fee as too high and argued that there were not sufficient models in the ITE Manual that aligned with their business model. Dutch Bros provided an analysis of other Dutch Bros locations so as to reduce the number of trips to 32.2019 per hour. The final building footprint was also smaller at 824 square feet.

Below is the final TMF calculation using the data provided by Dutch Bros and approved by the City Engineer. This exception process is built in to the Planned Action Ordinance (PAO) for the Downtown Subarea Plan, Ordinance 696, at Section 3 (Planned Action Qualifications) (Transportation Thresholds), (Discretion) (see page 9.)

**32.2019** (new trips) x **.824** (size of building using independent variable) x \$2,173.70 (fee per trip) = **\$57,677.75** final total.

**BBQ Pete's** situation was different. The existing suite was converted from a financial office into a full-fledged, sit-down restaurant. The restaurateur was able to take advantage of the

existing traffic counts associated with the previous business, but the number of counts was low. The ITE Manual has numerous examples of restaurant operations. BBQ Pete's was classified as a "fast casual restaurant." The actual calculation is as follows:

Proposed business use: Fast Casual Restaurant (ITE code 930, 14.13 trips per hour, 10th edition ITE Manual).
Prior business use: Household Finance/Small Office Building (ITE code 712, 2.45 trips per hour, 10th edition ITE Manual).
Size of unit, 2,406 square feet.
$(11.68 \text{ (new trips (14.13-2.45))} \times 2.406 \text{ (size of building using independent variable)} \times \$2,173.70 \text{ (fee per trip)}) = \textbf{\$61,085.49 final total.}$

### **Downtown Subarea Plan Implementation**

Included below are the implementation actions adopted with the Downtown Subarea Plan. Information regarding the status of each item is being gathered at the time this staff report is being included in the September 19 City Council meeting packet; any additional information available by the meeting will be presented to the City Council at that time. The recommended edits to the time frame for future reviews of the DSAP package are included in redline/strikeout.

### **Downtown Subarea Plan Table 5: Implementation Actions:**

Short-term (0-3 years), Mid-term (3-5 years) and Long-term (5+ years).

	Plan Action	Timeline	Dept/Div	9/22 Status
Urban Design + Land Use	▪ Update the City's Future Land Use Map and Zoning Map to designate the entire Study Area as "Downtown."	Short-term	CED	Done
	▪ Adopt a hybrid form-based code that combines design elements with traditional zoning to regulate Downtown development. Use Overlay Districts, Street Types, Building Frontage Standards, and a simplified list of allowed land uses in the subarea.	Short-term	CED	Done
	▪ Adopt standards to address the transition and minimize impacts from more intense development Downtown to lower-density residential neighborhoods.	Short-term	CED	Done
	▪ Train staff on maintenance and implementation of a hybrid form-based development code.	Short-term	CED	Done
	▪ Conduct a parking study in the Downtown to understand the existing demand for parking and identify opportunities for redevelopment of existing surface parking lots to support the implementation of this Plan.	Short-term	CED	
	▪ Update the City's parking requirements to "right size" the requirements based on the results of the parking	Short-term	CED	

	Plan Action	Timeline	Dept/Div	9/22 Status
	study and to encourage shared parking and flexibility in meeting parking requirements. The updated parking requirements should consider parking maximums.			
	<ul style="list-style-type: none"> <li>Monitor the impact of the Downtown Code in implementing this Plan at least <u>biennially in 2024 and at least every five (5) years thereafter</u> and amend the Plan and its associated regulations as needed to improve outcomes.</li> </ul>	Short-term; Ongoing	CED	
	<ul style="list-style-type: none"> <li>Remove underlying deed restrictions and/or covenants that prohibit office, high density residential, and/or mixed-use development or open space.</li> </ul>	Mid-term	CED	
	<ul style="list-style-type: none"> <li>Encourage integrated mixed-use urban development, including housing, in the Downtown.</li> </ul>	Ongoing	CED	
Economic Development	<ul style="list-style-type: none"> <li>Support a business improvement district and continue ongoing initiatives to make downtown Lakewood clean and safe.</li> </ul>	Short-term	EconDev	
	<ul style="list-style-type: none"> <li>Evaluate regulations, procedures, and fees to remove barriers to business formation and development while remaining effective and reasonable to achieve the Vision of this plan.</li> </ul>	Short-term	CED	
	<ul style="list-style-type: none"> <li>Activate empty and underutilized places such as parking lots.</li> </ul>	Short-term	CED, EconDev	
	<ul style="list-style-type: none"> <li>Identify and implement incentives that would encourage new businesses to locate in Downtown Lakewood.</li> </ul>	Short-term; Ongoing	EconDev	
	<ul style="list-style-type: none"> <li>Provide resources for entrepreneurs and small businesses, including information available in multiple languages, and recruit key business services to the area.</li> </ul>	Short-term; Ongoing	EconDev	
	<ul style="list-style-type: none"> <li>Work with local financial institutions on providing low interest loans for qualified small local businesses.</li> </ul>	Short-term; Ongoing	EconDev	
	<ul style="list-style-type: none"> <li><b>Implement “crime prevention through environmental design” principles at the time of design and through maintenance programs.</b></li> </ul>	Short-term; Ongoing	CED, PWE	
	<ul style="list-style-type: none"> <li>Invest in civic amenities and infrastructure consistent with this Downtown Plan to attract business owners and investors who create living wage jobs.</li> </ul>	Mid-term	CED, PWE, Parks & Rec	Colonial Plaza completed; funding for Central Park

	Plan Action	Timeline	Dept/Div	9/22 Status
				and transportation improvements being sought
	<ul style="list-style-type: none"> <li>Explore the feasibility of a business incubator in Downtown and consider incorporating economic gardening for microenterprises into it.</li> </ul>	Mid-term	EconDev	
	<ul style="list-style-type: none"> <li>Improve regular police patrols through extension of public streets.</li> </ul>	Mid-term	CED, PWE, LPD	
	<ul style="list-style-type: none"> <li>Develop a Lakewood-specific business attraction and retention program with regional economic development partners including opportunities for incubator businesses.</li> </ul>	Ongoing	CED, PWE, Parks & Rec, EconDev	
	<ul style="list-style-type: none"> <li>Seek neighborhood businesses that provide daily goods and services in the CBD.</li> </ul>	Ongoing	EconDev	
Housing	<ul style="list-style-type: none"> <li>Adopt form-based development regulations that improve the quality of attached and mixed-use housing development and create a walkable attractive Downtown.</li> </ul>	Short-term	CED	Done
	<ul style="list-style-type: none"> <li>Revise land use and development regulations to promote mixed-use development within the CBD.</li> </ul>	Short-term	CED	Done
	<ul style="list-style-type: none"> <li>Adopt transitional height and landscape standards to ensure compatibility with abutting lower-density areas.</li> </ul>	Short-term	CED	Done
	<ul style="list-style-type: none"> <li>Engage affordable housing organizations about opportunities and partnerships to increase housing in the Downtown.</li> </ul>	Short-term; Ongoing	CED, EconDev	
	<ul style="list-style-type: none"> <li>Explore opportunities for transitional housing and services with homelessness service providers to address the health, social, and shelter needs of homeless in Lakewood.</li> </ul>	Short term; Ongoing	CED, EconDev	
	<ul style="list-style-type: none"> <li>Foster neighbor engagement and create a sense of <b>safety through “crime prevention through environmental design” principles integrated into development designs.</b></li> </ul>	Ongoing	CED	
	<ul style="list-style-type: none"> <li>Explore expanding current tax abatement programs and other incentives.</li> </ul>	Long Term	CED	
Street Grid, Streetscapes and Public Spaces	<ul style="list-style-type: none"> <li>Expand the number of events held in public spaces in Downtown by building off the success of the Lakewood <b>Farmer’s Market.</b></li> </ul>	Short-term; Ongoing	PWE, CED	Events now held in Colonial Plaza and at City Hall

	Plan Action	Timeline	Dept/Div	9/22 Status
	<ul style="list-style-type: none"> <li>Adopt regulations for right-sized parking requirements, a larger on-street parking network, parking facilities within structures or located away from the edges of streets and public spaces, and encouraged shared parking.</li> </ul>	Short-term; Ongoing	CED, PWE	
	<ul style="list-style-type: none"> <li>Implement public and civic investment programs such as: public spaces, art, seasonal events; streets, streetscapes, and parks; and environmental remediation.</li> </ul>	Mid-term	PWE, CED, EconDev Parks & Rec	Underway
	<ul style="list-style-type: none"> <li>Require land uses and development to support an active, safe, and engaging public realm in Downtown streets, parks, and public spaces.</li> </ul>	Mid-term; Ongoing	CED, PWE, EconDev, Parks & Rec	
Transportation	<ul style="list-style-type: none"> <li>Amend City design and engineering standards to implement Downtown street sections.</li> </ul>	Short-term	PWE	Done
	<ul style="list-style-type: none"> <li>Actively pursue the acquisition of the proposed public streets based on the priorities established in the Implementation Plan and as strategic opportunities arise.</li> </ul>	Short-term	PWE	
	<ul style="list-style-type: none"> <li>Work with Pierce Transit, Sound Transit, and other partners to offer incentives to small employers that promote multimodal travel.</li> </ul>	Short-term	PWE	
	<ul style="list-style-type: none"> <li>Provide a high level of transit stop amenities, including pads, bus shelters, and traveler information within the Plan area.</li> </ul>	Short-term	Pierce Transit, PWE	
	<ul style="list-style-type: none"> <li>Conduct a parking study in the Downtown to understand the existing demand for parking and identify opportunities for redevelopment of existing surface parking lots to support the implementation of this Plan.</li> </ul>	Short-term	CED	
	<ul style="list-style-type: none"> <li><b>Update the City's parking requirements to "right size"</b> the requirements based on the results of the parking study and to encourage shared parking and flexibility in meeting parking requirements.</li> </ul>	Short-term	CED	
	<ul style="list-style-type: none"> <li>Ensure development standards require new development to provide convenient pedestrian connections to bus stops.</li> </ul>	Short-term	CED, PWE	
	<ul style="list-style-type: none"> <li>Pursue opportunities to add on-street parking consistent with the street concept plans and support the redevelopment of existing surface parking lots and prioritize access to street level retail uses.</li> </ul>	Short Term; Ongoing	CED, PWE	

	Plan Action	Timeline	Dept/Div	9/22 Status
	<ul style="list-style-type: none"> <li>Construct high quality bicycle facilities for riders of all ages, including bicycle lanes and multi-use paths to provide safe east-west and north-south routes in the Downtown.</li> </ul>	Long-term	CED, PWE	
	<ul style="list-style-type: none"> <li>Provide pedestrian facilities and amenities, local access, on-street parking, and active streets on designated retail streets in the Downtown.</li> </ul>	Ongoing	PWE	
	<ul style="list-style-type: none"> <li>Prioritize the design and construction of the Green Loop, including the revision on Gravelly Lake Drive SW.</li> </ul>	Ongoing	CED, PWE	Funding for Green Street Loop being sought in 2022-2023 at federal and state levels
	<ul style="list-style-type: none"> <li>Provide sidewalks and/or upgraded sidewalk conditions within the Downtown area along the Green Loop roadways and along connections to parks and recreational spaces.</li> </ul>	Ongoing	CED, PWE	
Parks, Open Spaces, & Trails	<ul style="list-style-type: none"> <li>Authorize partial fees in lieu of onsite parks and recreation facilities to contribute to central and linear park implementation.</li> </ul>	Short-term	Parks & Rec, CED	Done
	<ul style="list-style-type: none"> <li><b>Develop the Green Loop to connect the Downtown's</b> parks, recreation, cultural, transit, and retail assets.</li> </ul>	Short-term	CED, PWE	Funding for Green Street Loop being sought in 2022-2023 at federal and state levels
	<ul style="list-style-type: none"> <li>Program and host events (e.g., farmers market, parades, holiday festivals or Octoberfest) for Downtown public spaces.</li> </ul>	Short-term; Ongoing	Parks & Rec	Underway
	<ul style="list-style-type: none"> <li>Implement the Lakewood Legacy Plan urban parks level of service standard.</li> </ul>	Mid-term	Parks & Rec, CED	
	<ul style="list-style-type: none"> <li>Explore grant and other funding opportunities for public space improvements and programming.</li> </ul>	Mid-term	Parks & Rec, CED, PWE, Admin Services	
	<ul style="list-style-type: none"> <li>Explore the potential to designate a cultural district within Downtown to celebrate art and creativity and to attract funding.</li> </ul>	Mid-term	Parks & Rec	

	Plan Action	Timeline	Dept/Div	9/22 Status
	<ul style="list-style-type: none"> <li>Create streetscapes and trails that link the Downtown area to parks and recreational facilities outside of Downtown.</li> </ul>	Mid-term	CED, PWE	
	<ul style="list-style-type: none"> <li>Acquire land for and develop a central park in Downtown to provide citizens with recreation and cultural features.</li> </ul>	Long-term	CED, PWE	City working with Towne Center Owners and seeking funding for Central Park
Stormwater	<ul style="list-style-type: none"> <li>Feature low impact development and green stormwater infrastructure along the Green Street Loop.</li> </ul>	Short-term	PWE, CED	
	<ul style="list-style-type: none"> <li>Use native and/or drought tolerant landscaping in the Downtown.</li> </ul>	Short-term	CED, PWE	
	<ul style="list-style-type: none"> <li>Provide educational signage at aboveground stormwater facilities and/or added natural features.</li> </ul>	Short-term	PWE	
	<ul style="list-style-type: none"> <li>Encourage that open ponds be an amenity for the Downtown, with both natural landscape and urban access and edge treatments.</li> </ul>	Short-term	PWE	
	<ul style="list-style-type: none"> <li>Identify types of acceptable low impact development and green stormwater infrastructure techniques for small parcels in the Plan area. Be open to emerging ideas.</li> </ul>	Short-term; Ongoing	PWE	
	<ul style="list-style-type: none"> <li>Address protection and potential restoration of piped streams in development to improve downstream function.</li> </ul>	Mid-term	CED, PWE	
	<ul style="list-style-type: none"> <li>Require a conservation easement or other regulatory structure for piped streams to ensure the possibility of creek daylighting is not precluded by future redevelopment.</li> </ul>	Mid-term	CED, PWE	
Utility Infrastructure	<ul style="list-style-type: none"> <li>Develop a water line replacement phasing plan in conjunction with the Lakewood Water District that dovetails with the installation of public street to reduce the costs of utility relocation.</li> </ul>	Short-term	PWE	
	<ul style="list-style-type: none"> <li>Coordinate with Pierce County on the relocation of sewer lines as public streets are developed.</li> </ul>	Short-term; Ongoing	PWE	
	<ul style="list-style-type: none"> <li>Promote energy-saving building materials and site designs (e.g., LEED or similar ranking systems) through development regulation incentives.</li> </ul>	Short-term; Ongoing	CED	



	Plan Action	Timeline	Dept/Div	9/22 Status
	<ul style="list-style-type: none"> <li>Facilitate the creation of public streets to maximize development potential that meets the Downtown Plan vision.</li> </ul>	Mid-term	PWE, CED	
Community Partnerships	<ul style="list-style-type: none"> <li><b>Work with Lakewood Chamber of Commerce on a “buy local” initiative that builds on the small business movement.</b></li> </ul>	Short-term	EconDev	
	<ul style="list-style-type: none"> <li>Explore becoming a designated Main Street program through the State of Washington.</li> </ul>	Short-term	CED, Parks & Rec	
	<ul style="list-style-type: none"> <li>Connect businesses to other Lakewood business <b>support organizations’ missions and programs including</b> the Lakewood Chamber of Commerce.</li> </ul>	Short-term; Ongoing	CED, EconDev	
	<ul style="list-style-type: none"> <li>Create a Downtown Plan Advisory Commission with staff support to assist with implementation efforts.</li> </ul>	Mid-term	CED, EconDev	
	<ul style="list-style-type: none"> <li>Seek community partnerships for the programming and management of public spaces for active use.</li> </ul>	Mid-term; Ongoing	Parks & Rec	

## REQUEST FOR COUNCIL ACTION

**DATE ACTION IS REQUESTED:**

September 19, 2022

**REVIEW:**

August 22, 2022 Study Session  
September 6, 2022 Public Hearing

**TITLE:** An Ordinance amending Ordinances 695 and 696 regarding the schedule for periodic reviews of the 2018 Downtown Subarea Plan, Development Code located at LMC Title 18B, and Planned Action.

**ATTACHMENTS:** Draft Ordinance 774

**TYPE OF ACTION:**

X ORDINANCE NO. 774

\_\_\_ RESOLUTION NO.

\_\_\_ MOTION NO.

\_\_\_ OTHER

**SUBMITTED BY:** Tiffany Speir, Long Range & Strategic Planning Manager through Dave Bugher, Assistant City Manager for Development Services and John Caulfield, City Manager.

**RECOMMENDATION:** It is recommended that the City Council adopt Ordinance 774.

**DISCUSSION:** On September 6, as part of the 2022 biennial review directed in Ordinance 695 and 696, the City Council held a public hearing on Planning Commission-recommended changes to the Downtown Subarea Plan, Development Code and Planned Action (“DSAP Package”). The next biennial review will be conducted in 2024.

Draft Ordinance 774 is attached for Council consideration and action.

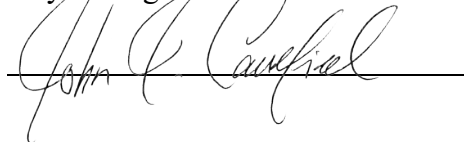
**ALTERNATIVE(S):** The Council could take no action on the Ordinance or amend it prior to action.

**FISCAL IMPACT:** The Ordinance has no fiscal impact to the City of Lakewood.

Prepared by  
Tiffany Speir, Long Range & Strategic Planning Manager

Department Director  
Dave Bugher

City Manager Review



## **ORDINANCE NO. 774**

### **AN ORDINANCE AMENDING ORDINANCES 695 AND 696 REGARDING THE SCHEDULE FOR PERIODIC REVIEWS OF, THE 2018 DOWNTOWN SUBAREA PLAN, DEVELOPMENT CODE LOCATED AT LMC TITLE 18B, AND PLANNED ACTION.**

WHEREAS, on October 1, 2018, the City of Lakewood City Council adopted Ordinance 695, which established a Downtown Subarea and adopted a Downtown Subarea Plan, added a new Title 18B to the Lakewood Municipal Code (LMC), and amended LMC Sections 18A.02.502, 18A.02.850, 18A.02.855, 18A.20.700(E), 18A.50.425(A)(2), 18A.50.430(A) and (G), 18A.90.200, and the Comprehensive Plan and Land Use Map; and

WHEREAS, on October 1, 2018, the City of Lakewood City Council adopted Ordinance 696, which adopted a SEPA Planned Action related to the Lakewood Downtown Subarea; and

WHEREAS, per Ordinance 695, the Lakewood City Council monitors the impact of the Downtown Code in implementing this Plan at least biennially and amends the Plan and its associated regulations as needed to improve outcomes; and

WHEREAS, per Ordinance 696 Section 4, the Lakewood City Council monitors the progress of development in the designated Planned Action area biennially to ensure that it is consistent with the assumptions of the Ordinance and the Planned Action EIS regarding the type and amount of development and associated impacts and with the mitigation measures and improvements planned for the Planned Action Area; and

WHEREAS, per Ordinance 696 Section 4, the Planned Action Ordinance is reviewed by the SEPA Responsible Official every two (2) years from its effective date in conjunction with the City's regular Comprehensive Plan review or docket cycle, as applicable, to determine the continuing relevance of the Planned Action assumptions and

findings with respect to environmental conditions in the Planned Action Area, the impacts of development, and required mitigation measures (Exhibit B) and Public Agency Actions and Commitments (Exhibit C). Based upon this review, the City may propose amendments to Ordinance 696 or may supplement or revise the Planned Action EIS; and

WHEREAS, per Ordinance 696 Exhibit D, the Planned Action Share Transportation Fees are subject to biennial review to affirm the cost basis; and

WHEREAS, on July 13, 2022, following holding a duly noticed public hearing on the Downtown Subarea Plan, Planned Action, and Development Code (the “DSAP package”) per Ordinances 695 and 696, the City of Lakewood Planning Commission adopted Resolution 2022-05 recommending that the schedule for future reviews of the DSAP package be changed from every two years to every five years and be incorporated into the Lakewood Comprehensive Plan periodic review process per RCW 36.70A.130; and

WHEREAS, on August 22, 2022 the Lakewood City Council held a study session to consider whether to amend any portion of the DSAP package; and

WHEREAS, on September 6, 2022 the City Council held a public hearing on proposed changes to the review schedule of the DSAP package;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Adoption of City Council Findings.**

The Findings of the City Council are adopted as part of this Ordinance.

**Section 2. Adoption of Amendments to Ordinances 695 and 696.**

Ordinances 695 and 696 are hereby amended as follows:

**Ordinance 695:**Urban Design Policies + Strategies

**Strategy:** Monitor the impact of the Downtown Code in implementing this Plan in 2024 and at least ~~biennially~~ every five (5) years thereafter and amend the Plan and its associated regulations as needed to improve outcomes.

Table 5: Implementation Actions

	<b>Plan Action</b>	<b>Timeline</b>	<b>Department</b>
<b>Urban Design + Land Use</b>	<ul style="list-style-type: none"> <li>Update the City’s Future Land Use Map and Zoning Map to designate the entire Study Area as “Downtown.”</li> </ul>	Short-term	Community Development
	<ul style="list-style-type: none"> <li>Adopt a hybrid form-based code that combines design elements with traditional zoning to regulate Downtown development. Use Overlay Districts, Street Types, Building Frontage Standards, and a simplified list of allowed land uses in the subarea.</li> </ul>	Short-term	Community Development
	<ul style="list-style-type: none"> <li>Adopt standards to address the transition and minimize impacts from more intense development Downtown to lower-density residential neighborhoods.</li> </ul>	Short-term	Community Development
	<ul style="list-style-type: none"> <li>Encourage integrated mixed-use urban development, including housing, in the Downtown.</li> </ul>	Ongoing	Community Development
	<ul style="list-style-type: none"> <li>Train staff on maintenance and implementation of a hybrid form-based development code.</li> </ul>	Short-term	Community Development
	<ul style="list-style-type: none"> <li>Remove underlying deed restrictions and/or covenants that prohibit office, high density residential, and/or mixed-use development or open space.</li> </ul>	Mid-term	Community Development
	<ul style="list-style-type: none"> <li>Conduct a parking study in the Downtown to understand the existing demand for parking and identify opportunities for redevelopment of existing surface parking lots to support the implementation of this Plan.</li> </ul>	Short-term	Community Development
	<ul style="list-style-type: none"> <li>Update the City’s parking requirements to “right size” the requirements based on the results of the parking study and to encourage shared parking and flexibility in meeting parking requirements. The updated parking requirements should consider parking maximums.</li> </ul>	Short-term	Community Development
	<ul style="list-style-type: none"> <li>Monitor the impact of the Downtown Code in implementing this Plan <u>at least <del>biennially</del> in 2024 and at least every five (5) years thereafter</u> and amend the Plan and its associated regulations as needed to improve outcomes.</li> </ul>	Short-term; Ongoing	Community Development

## **Ordinance 696**

### **Section 4. Monitoring and Review.**

A. The City should monitor the progress of development in the designated Planned Action area ~~biennially~~ in 2024 and at least every five (5) years thereafter to ensure that it is consistent with the assumptions of this Ordinance and the Planned Action EIS regarding the type and amount of development and associated impacts and with the mitigation measures and improvements planned for the Planned Action Area.

B. This Planned Action Ordinance shall be reviewed by the SEPA Responsible Official ~~every two (2) years~~ in 2024 and at least every five (5) years thereafter from its effective date in conjunction with the City's regular Comprehensive Plan review or docket cycle, as applicable. The review shall determine the continuing relevance of the Planned Action assumptions and findings with respect to environmental conditions in the Planned Action Area, the impacts of development, and required mitigation measures (Exhibit B) and Public Agency Actions and Commitments (Exhibit C). Based upon this review, the City may propose amendments to this Ordinance or may supplement or revise the Planned Action EIS.

### **Exhibit D. Transportation Cost Estimates**

6. The Planned Action Share Transportation Fees will be incorporated into the City of Lakewood's master fee schedule. Fees shall be subject to ~~biennial~~ review in 2024 and at least every five (5) years thereafter to affirm the cost basis.

### **Section 3. Remainder Unchanged.**

The rest and remainder of the Downtown Subarea Plan, Planned Action and Development Code shall be unchanged and shall remain in full force and effect.

### **Section 4. Severability.**

If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

### **Section 5. Effective Date.**

This Ordinance shall be in full force and effect thirty (30) days after final passage.

ADOPTED by the City Council of the City of Lakewood this 19<sup>th</sup> day of September, 2022.

CITY OF LAKEWOOD

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Jason Whalen, Mayor

Attest:

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Briana Schumacher, City Clerk

Approved as to Form:

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Heidi Ann Wachter, City Attorney

# Website Accessibility and Translation

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2022 ARPA-FUNDED TRANSLATION PROJECT



# Topics

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1. Data Terms
2. Translation
3. Navigation
4. Accessibility and Design

# Data Terms

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## BOUNCE RATE

The percentage of people who click back to previous page immediately upon entering a page.

- **High:** can't find what they need
- **Low:** can find what they need
- **Consistent:** finding what they need always
- **Inconsistent:** finding what they need sometimes

## PAGE VIEWS

The amount of times somebody enters a page and does not bounce.

- Slow increase implies people are able to access the page more.

# Translation

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## Goal:

- Improve language on website to assist Google Translate. Language should be written in 8<sup>th</sup>-10<sup>th</sup> grade level for best results. Eliminate nuances of English language.

## Approach:

- Rewrite content to be 8<sup>th</sup>-10<sup>th</sup> grade level using Hemingway App. Replace old content.
- Make sure all words on website are translatable. This includes removing all images with text. **Example:**



# Translation Examples

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The Nisqually Indian Tribe and the City of Lakewood, among other agencies, hired the U.S. Geological Survey to examine the highway through the delta.

**Hemingway**  
*Editor*

**Readability**

Grade 14

Poor. Aim for 9.

The Nisqually Indian Tribe, City of Lakewood, and other agencies hired the U.S. Geological Survey. This was to examine the highway through the delta.

**Hemingway**  
*Editor*

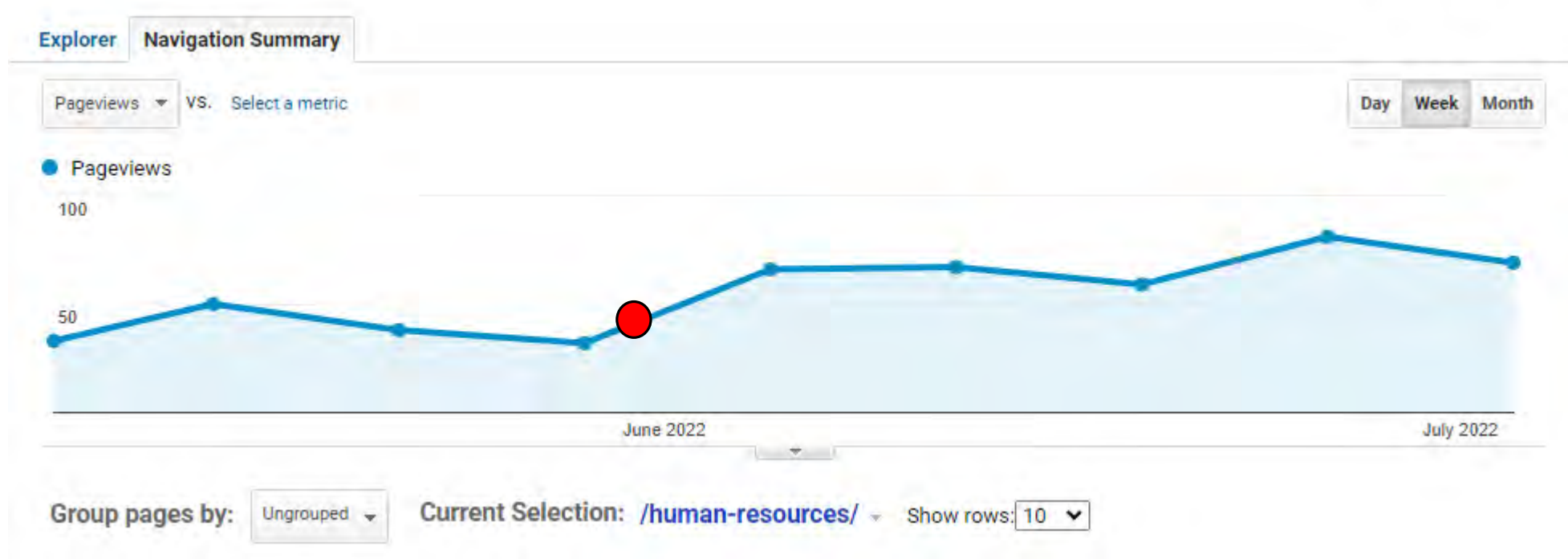
**Readability**

Grade 7

Good

# Translation Results

## Human Resources Page Views



# Navigation

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**Goals:** Make finding and accessing materials faster/easier.

- Circular-moving department sites
- Find the most logical paths of travel
- Improve mobile friendliness (60% of users on mobile)
- Improve site maintenance capabilities by making it easier for City employees to find and edit what they need

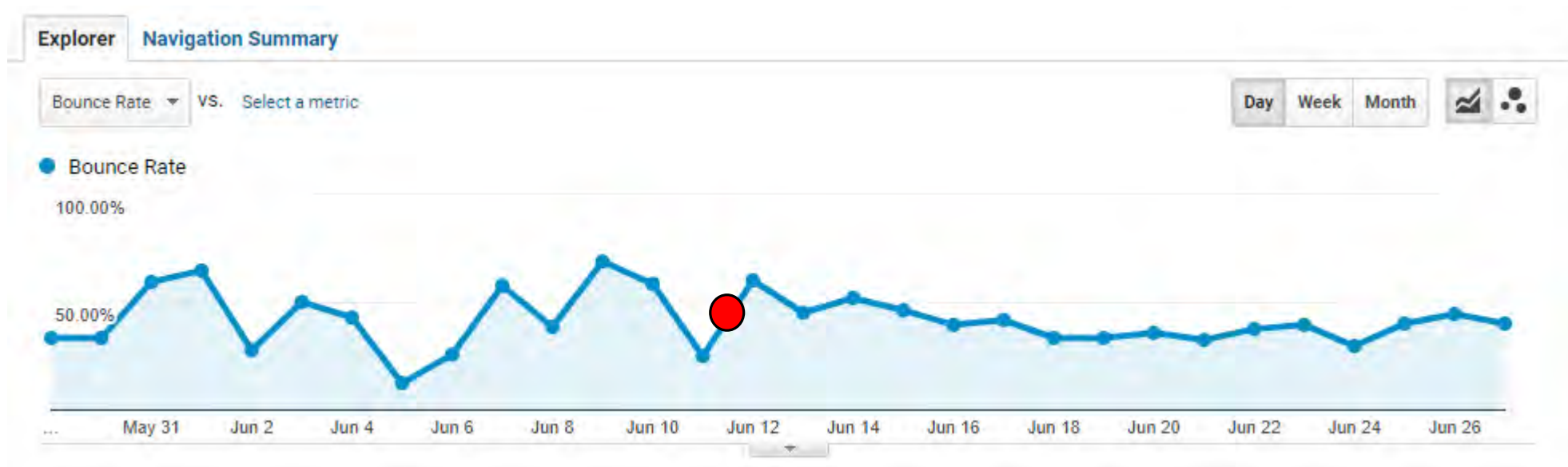
## **Approach:**

- Use analytics to find most-used and most-clicked pages – find paths of travel
- Use department home pages as launching pads to more information
- Reduce amount of pages and page scroll as much as is feasible

# Navigation Example/Results

## Police Home Page

### Municipal Court Bounce Rate – lower and consistent



# Accessibility and Design

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## **Goal:**

- Design the website so look, features, and navigation are cohesive. Identify which site features are most accessible and replace old features.

## **Approach:**

- Visual cohesiveness between pages so viewers know what to expect going from page to page
- Always use same features for similar needs (ex: square vs round buttons).
- Design templates for specific page types – avoid making pages from scratch in the future.



# Accessibility and Design Examples

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VS



Square buttons: Always use for internal page navigation



Round Buttons: Always a link to another page/file



# Accessibility and Design Examples

## Private: TEMPLATE – Department Home

SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION.  
SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION.  
SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION. SEO DESCRIPTION.  
SEO DESCRIPTION.

NAME

Common Link

ADDRESS 1

ADDRESS 2

PHONE

EMAIL

Common Link

Common Link

Hours 1 (Phone?)

Common Link

Monday to Friday: 8:30 a.m. to 5:00 p.m.

Hours 2 (Desk?)

Monday to Friday: 9:00 a.m. to 3:00 p.m.

Special Instructions

Announcements

Big Projects

Common Questions

Important Links

## Parks & Recreation

Lakewood enjoys **600+ acres** of parkland across **14 parks**. Our parks feature wildlife, beaches, playgrounds, sports fields, trails, and more. The City also organizes community events and activities for kids and older adults.

Lakewood Parks & Recreation

6000 Main St SW, 1st Floor

Lakewood, WA 98499

(253) 983-7887

[parks@cityoflakewood.us](mailto:parks@cityoflakewood.us)

Phone & Staff Hours:

Monday to Friday: 8:30 a.m. to 5:00 p.m.

Report a Park Maintenance Issue:

(253) 267-1628

City Parks

City Events

Kids Activities

Farmers  
Market

Senior Center  
and Activities

Parks Capital  
Projects

Sports Field and  
Park Shelter  
Reservations

Fort  
Steilacoom  
Park

Announcements

Photos and Videos

Important Links