



LAKEWOOD CITY COUNCIL AGENDA

Monday, November 20, 2023

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.

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.

<http://www.cityoflakewood.us>

CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE****PROCLAMATIONS AND PRESENTATIONS**

- (5) 1. Presentation of the 2024 Stormwater Outreach Calendar.

PUBLIC COMMENTS**C O N S E N T A G E N D A**

- (31) A. Approval of the minutes of the City Council study session of October 23, 2023.
- (36) B. Approval of the minutes of the City Council special meeting of October 30, 2023.
- (40) C. Approval of minutes of the City Council meeting of November 6, 2023.
- (47) D. Motion No. 2023-105
- Approving the 2024 Human Services Funding Recommendations.
- (50) E. Motion No. 2023-106
- Approving the 2024 Lodging Tax Funding Recommendations.
- (65) F. Motion No. 2023-107
- Authorizing award of a construction contract to Sound Pacific Construction, LLC, in the amount of \$5,132,292.91, for the construction of the Hipkins Road Improvement Project.

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.

- (73) G. Items filed in the Office of the City Clerk:
1. Lakewood's Promise Advisory Board meeting minutes of August 4, 2023.
 2. Planning Commission meeting minutes of October 4, 2023.
 3. Lakewood's Promise Advisory Board meeting minutes of October 5, 2023.

R E G U L A R A G E N D A

PUBLIC HEARINGS AND APPEALS

- (80) This is the date set for a public hearing on the 2023-2024 Mid-Biennial Budget Ordinance.

ORDINANCE

- (105) Ordinance No. 792

Amending Lakewood Municipal Code Title 3, Revenue and Finance, Property Tax Exemptions for Multifamily Housing, Chapter 3.64.

- (121) Ordinance No. 793

Adopting amendments to Title 18A related to zoning and development regulations.

- (177) Ordinance No. 794

Adopting amendments to Title 18A related to zoning and development regulations.

- (222) Ordinance No. 796

Relating to ad valorem property taxes; establishing the amount to be raised in 2024 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2024.

RESOLUTION

- (227) Resolution No. 2023-12

Adopting the 2024 Fee Schedule.

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.

UNFINISHED BUSINESS**NEW BUSINESS****REPORTS BY THE CITY MANAGER**

(259) Tenzler Library Log Relocation Update.

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.

2024 City of Lakewood Stormwater Pollution Prevention Calendar

All city events are subject to change for various reasons. Please follow us on twitter,
facebook or check City's website (Cityoflakewood.us) for event updates.



It causes the earth to
have pollution and kills your
brain cells and hurts animals.
The same way you treat your
animals, is the way you
should treat the wild. They are
no different than your

Pets. We are

supposed to take care
of the planet because it's
the right thing
to do.



Don't Litter

Don't litter - litter and garbage make their way down storm drains and harm wildlife while polluting water. Trash goes in the garbage cans and we should recycle when we can to help keep litter out of our streams, lakes and Puget Sound.

Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	New Year's Day					
	1	2	3	4	5	6
			Chinese New Year			MLK Celebration
7	8	9	10	11	12	13
	Martin Luther King Jr. Day					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

We don't want this
to happen!!!!



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Only Rain Down the Drain!

If we let only rain down the drain, we can help keep our water clean and free of pollutants.

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
			St. Valentine's Day			
11	12	13	14	15	16	17
	Presidents Day					
18	19	20	21	22	23	24
25	26	27	28	29		



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Just Doo It; clean up after your pet.

Cleaning up after your pet can be as simple as taking plastic bags along with you on your next walk.

Use the bag to pick up the waste. Tie bag closed and place it in the trash.

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
Daylight Savings Time Begins (U.S)						
10	11	12	13	14	15	16
St. Patrick's Day						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Easter						
31						



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Have you ever wondered where rainwater goes after it hits your roof, yard, driveway and streets?
In case you did not know, it flows into storm drains and goes directly to our streams, rivers, lakes and eventually into Puget Sound.
The water enters the storm drain and does not go to a wastewater treatment plant.
Do you part and keep our stormwater clean!

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Earth Day	Passover	Admin Professionals Day			Parks Appreciation Day
21	22	23	24	25	26	27
28	29	30				

Do your part;

Clean up after your pets,

Maintain your cars -
stop them from leaking,

Use less fertilizer and pesticides,

Throw your garbage in the trash,

Wash your car in the grass or gravel
and remember...

ONLY RAIN DOWN THE DRAIN!!!



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
Cinco de Mayo						
5	6	7	8	9	10	11
Mother's Day						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	Memorial Day					
26	27	28	29	30	31	

Don't Litter when you go fishing!!



Full of Trash



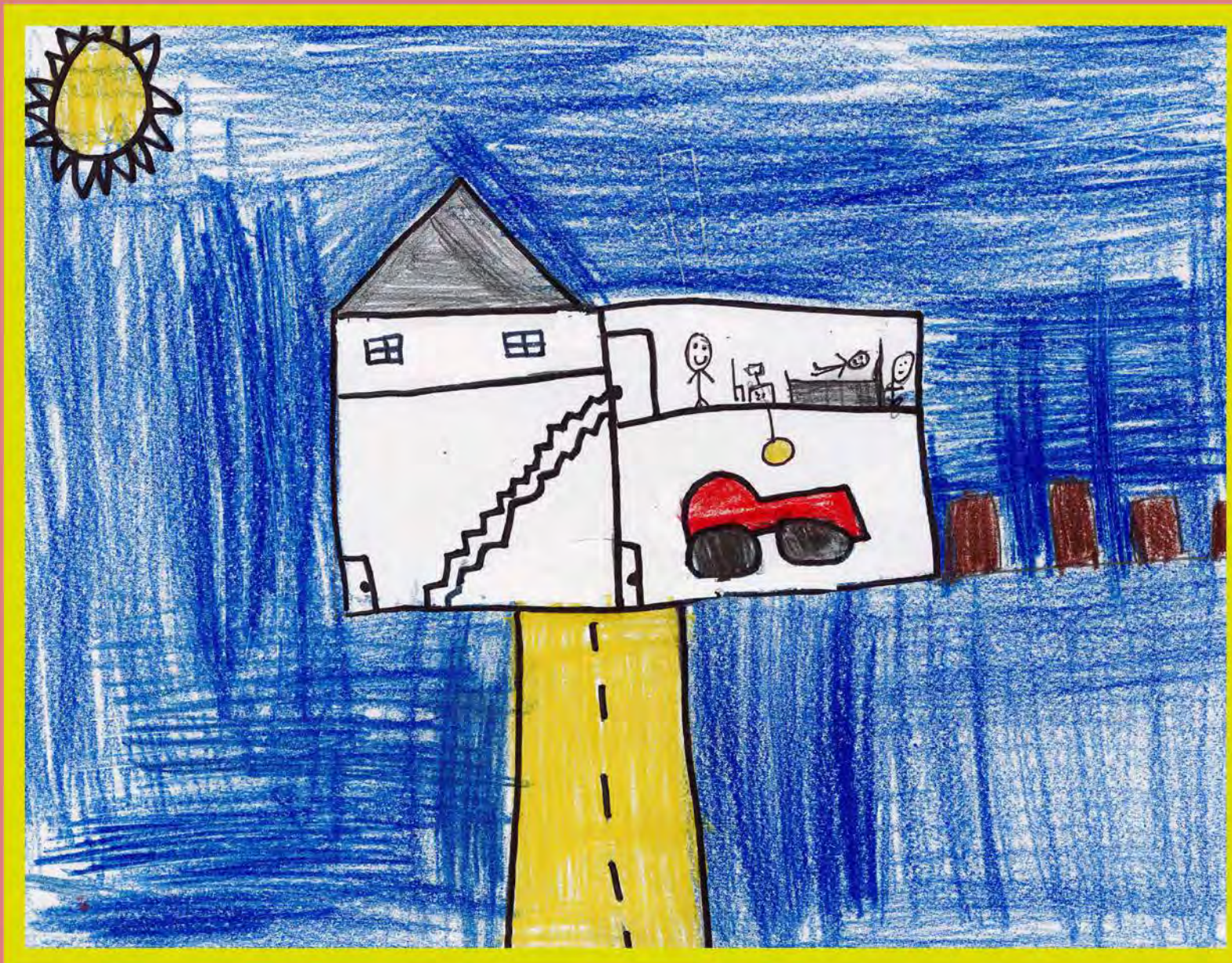
Trash Free

Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Think before using pesticides and herbicide sprays, use only as needed,
Remember that rain can wash the excess chemicals to storm drains, creeks and into Puget Sound.

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						Dancing in the Streets - Motor Ave 1
2	3	Farmers Market - Ft. Steilacoom Park 4	5	6	7	8
9	10	Farmers Market - Ft. Steilacoom Park 11	12	13	14	15
Father's Day 16	17	Farmers Market - Ft. Steilacoom Park 18	Juneteenth 19	20	21	22
23	24	Farmers Market - Ft. Steilacoom Park 25	26	27	28	29
30						



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Wash your car on a lawn or at a licensed facility. Car wash water contains dirt, road grime, heavy metals, oils and soaps which are toxic to fish and aquatic life.

Contact the City of Lakewood at (253) 589-2489 for more information regarding charity car washes.

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
		Farmers Market - Ft. Steilacoom Park		Independence Day		
	1	2	3	4	5	6
7	8	Farmers Market - Ft. Steilacoom Park	10	11	12	13
14	15	16	17	18	19	SummerFest - Ft. Steilacoom Park
21	22	23	24	25	26	27
28	29	Farmers Market - Ft. Steilacoom Park	31			



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Only Rain Down the Drain!

If we let only rain down the drain, we can help keep our water clean and free of pollutants.

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	Farmers Market - Ft. Steilacoom Park 6	7	8	9	Dancing in the Streets - Motor Ave 10
11	12	Farmers Market - Ft. Steilacoom Park 13	14	15	16	17
18	19	Farmers Market - Ft. Steilacoom Park 20	21	22	23	24
25	26	Farmers Market - Ft. Steilacoom Park 27	28	29	30	31



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Have you ever wondered where rainwater goes after it hits your roof, yard, driveway and streets?
In case you did not know, it flows into storm drains and goes directly to our streams, rivers, lakes and eventually into Puget Sound.
The water enters the storm drain and does not go to a wastewater treatment plant.
Do you part and keep our stormwater clean!

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
	Labor Day	Farmers Market - Ft. Steilacoom Park				Fiesta de la Familia - Ft. Steilacoom Park
1	2	3	4	5	6	7
Grandparents' Day		Farmers Market - Ft. Steilacoom Park	Day of Remembrance			
8	9	10	11	12	13	14
		Farmers Market - Ft. Steilacoom Park				
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Do your part;

Clean up after your pets,

Maintain your cars -
stop them from leaking,

Use less fertilizer and pesticides,

Throw your garbage in the trash,

Wash your car in the grass or gravel

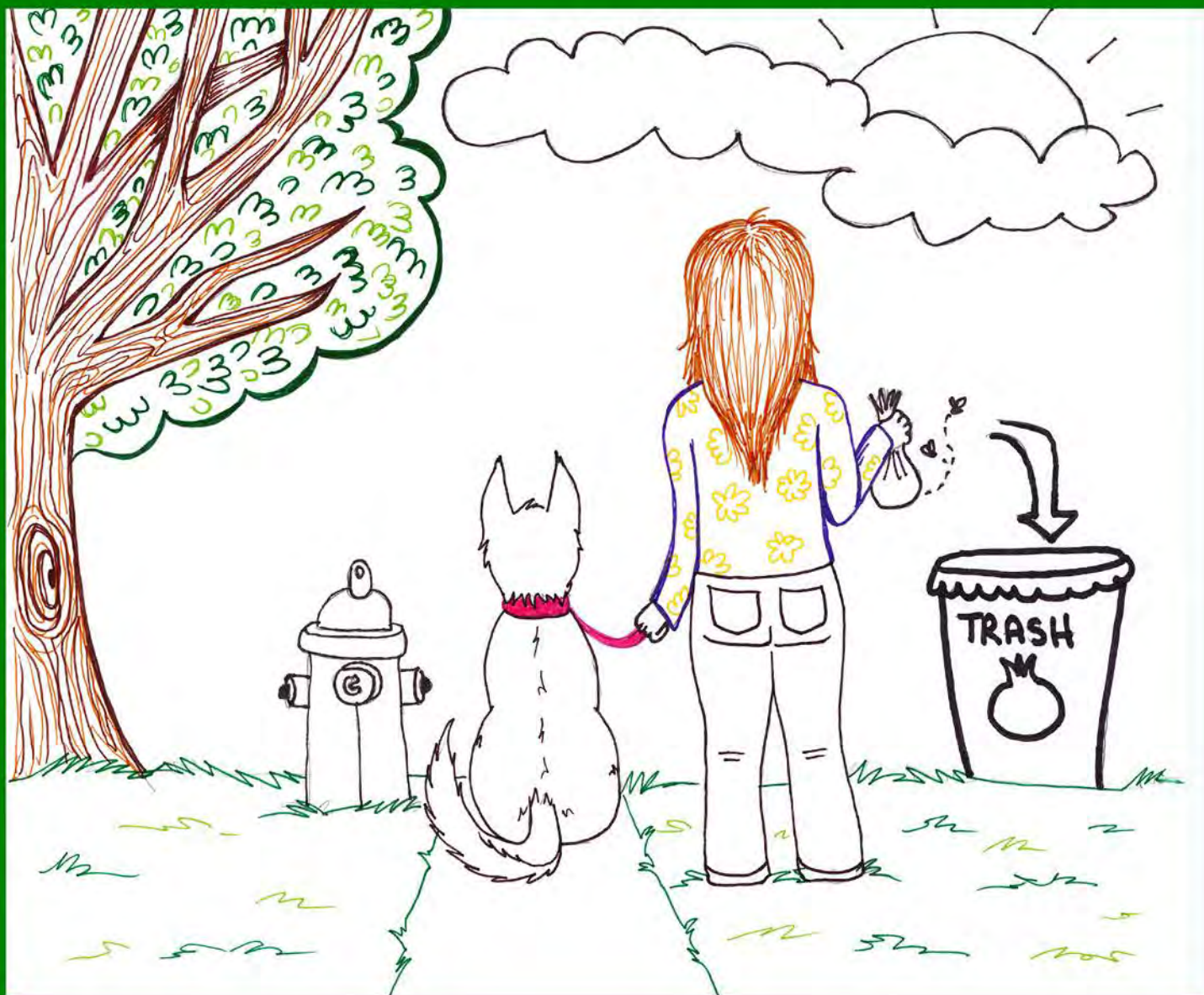
and remember...

ONLY RAIN DOWN THE DRAIN!!!

Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
				Rosh Hashanah		
		1	2	3	4	5
6	7	8	9	10	11	Truck and Tractor Day - Ft. Steilacoom Park12
13	Columbus Day		Boss's Day			
	14	15	16	17	18	19
20	21	22	23	24	25	26
				Halloween		
27	28	29	30	31		



Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

Just Doo It; clean up after your pet.

Cleaning up after your pet can be as simple as taking plastic bags along with you on your next walk.
Use the bag to pick up the waste. Tie bag closed and place it in the trash.

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
Daylight Savings Time Ends (U.S)						
3	4	5	6	7	8	9
	Veterans Day					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
				Thanksgiving Day		
24	25	26	27	28	29	30

DON'T LITTER!!!
THROW GARBAGE IN
TRASH



Don't litter - litter and garbage make their way down storm drains and harm wildlife while polluting water. Trash goes in the garbage cans and we should recycle when we can to help keep litter out of our streams, lakes and Puget Sound.

Artwork Courtesy of a student attending:
Oak Grove Elementary or
Firwood Secondary School

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
						Christmas Parade of Lights
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			Christmas Day	Hanukkah		
22	23	24	25	26	27	28
29	30	31				



Small changes
make a **BIG** 
difference!



Pollution Prevention Assistance
We help businesses for free!

Who We Help: We help Washington businesses with pollution issues.
The help is available through your local government, here in Lakewood, WA.
When we help businesses, we help Washington, we help Lakewood.
The people of Washington enjoy outdoor activities and vibrant communities, so making small changes at your business helps make Washington a safe and healthy place for all.

How We Help:

1. Review and improve your spill prevention practices.
2. Recommend best management practices for dangerous waste and stormwater.
3. Provide ideas to reduce waste and possibly save money.
4. Answer questions about environmental regulations.
5. Share information about financial assistance to help with pollution prevention improvements.

Why We Help: We help you find and resolve pollution issues. Many businesses in Washington only make a little dangerous waste - maybe your business is one of them. When combined, these businesses generate millions of pounds of dangerous waste per year that could pollute land, air and water.
We've found and resolved tens of thousands of potential pollution issues. Would you like to be the next business we help? If in Lakewood, contact the City of Lakewood at (253) 589-2489 or outside of the City of Lakewood, contact The Department of Ecology at ecology.wa.gov/PPA.

Printed by:

POSTNET

17404 Meridian East - Suite F Puyallup, WA 98375 (253) 841-8848



LAKEWOOD CITY COUNCIL STUDY SESSION MINUTES

Monday, October 23, 2023

City of Lakewood

Council Chambers

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

CALL TO ORDER

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

ROLL CALL

Councilmembers Present: 6 – Mayor Whalen; Councilmembers Mike Brandstetter, Don Anderson, Patti Belle, J. Trestin Lauricella and Paul Bocchi (arrived at 7:10 p.m.).

Councilmembers Excused: 1 – Deputy Mayor Mary Moss.

Public Safety Advisory Committee (PSAC) Members Present: 4 – Martin Pullman, Kamarie Wilson, Alan Hart and Ray Dotson.

Community Services Advisory Board (CSAB) Members Present: 3 – Edith Owen Wallace, Kyle Franklin and Denise Nicole Franklin.

ITEMS FOR DISCUSSION:

Joint Public Safety Advisory Committee meeting.

Public Safety Advisory Committee (PSAC) members introduced themselves. Chair Pullman highlighted the 2023 PSAC workplan and significant accomplishments. Discussion ensued.

Joint Community Services Advisory Board meeting and Review of 2024 Human Services Funding Recommendations.

Community Services Advisory Board (CSAB) members introduced themselves. Chair Owen Wallace highlighted the 2023 workplan and significant accomplishments. Franklin spoke about funding for the Pierce County Aids Foundation and the opioid fund distribution.

Chair Owen Wallace, who was joined by Shannon Bennett, Human Services Coordinator, shared that based on data and performance the CSAB

recommends allocating human services funding to all existing contracts and programs at the current levels for 2024. Discussion ensued.

Review of Tax Increment Financing Strategy.

Becky Newton, Economic Development Manager was joined by Bob Stowe, Stowe Development and Associates and Morgon Shook, EconNorthwest.

Stowe shared that the Tax Increment Financing (TIF) was adopted by the State Legislature in 2021 and is a financing tool by which the City may bond against future anticipated increases in property taxes to fund development projects or public infrastructure improvements. He shared that eligible infrastructure must be publically owned and the tax increment area must be designated by Ordinance which is effective June 1 of each year. He then reviewed requirements for the project analysis that would be completed and submitted to the State Treasurer's Office, public outreach and notice requirements, the recommended TIF area which includes new Downtown Subarea projects and remodel projects. He then reviewed the tax increment financing levy rates and revenue allocation summary examples.

Stowe shared that next steps include City Council consideration of a Resolution authorizing a Project Analysis Report to be completed and submitted to the Office of the State Treasure for review and comment. Discussion ensued.

ITEMS TENTATIVELY SCHEDULED FOR THE NOVEMBER 6, 2023 REGULAR CITY COUNCIL MEETING:

1. Proclamation declaring November 2023 as Native American Heritage month. – *Nisqually Indian Tribe*
2. Proclamation declaring November 11, 2023 as Veterans Day and the month of November 2023 as Veterans Appreciation month. – *MAJ Brian Molloy, Brigade Executive Officer, 2/2 Stryker Brigade Combat Team*
3. Proclamation recognizing November 6 – 11, 2023 as Operation Green Light for Veterans.
4. Recognition of Gomer Roseman, Habitat for Humanity.
5. Business Showcase. – *AA Meats, Tammy Faelnar*

6. Youth Council Report. – *Lincoln Estrada Perez, Jacqueline Rodriguez Leal, Neveah Tutt and Chase Washington, Youth Councilmembers*
7. Clover Park School District Report. – *Alyssa Anderson Pearson, Board President*
8. Approving the 2024 Human Services Funding Recommendations. – (Motion – Consent Agenda)
9. Approving the 2024 Federal, State and County Legislative Agenda. – (Motion – Consent Agenda)
10. Authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs for state governmental affairs. – (Motion – Consent Agenda)
11. Authorizing the execution of an agreement with Johnston Group for federal governmental affairs. – (Motion – Consent Agenda)
12. Awarding a bid for the Ardmord / Whitman/ 93rd Street project. – (Motion – Consent Agenda)
13. Authorizing the execution of an amendment to an agreement with RWD Landscape Architects to support additional design for the American Lake Park Improvement project. – (Motion – Consent Agenda)
14. Authorizing the execution of an agreement for the Western State Hospital Plan review. – (Motion – Consent Agenda)
15. Appointing an American Lake – Lake Management District No. 1 Advisory Committee member. – (Motion – Consent Agenda)
16. This is the date set for a public hearing on the 2023 Miscellaneous Zoning and Development Regulation Code Amendments. – (Public Hearings and Appeals – Regular Agenda)
17. This is the date set for public hearing on the Multifamily Tax Exemption Code Amendments. – (Public Hearings and Appeals – Regular Agenda)
18. This is the date set for a public hearing on the 2024 Property Tax Levy Ordinance. – (Public Hearings and Appeals – Regular Agenda)

19. Approving the Tax Increment Area Boundary and Infrastructure Needs. – (Resolution – Regular Agenda)

REPORTS BY THE CITY MANAGER

City Manager Caulfield provided a draft City Council Corner article for the next Connections Magazine their review and feedback.

He shared that the City reached out to the Lakewood Water District to inquire about a possible partnership with to create a park at their two vacant properties located at 6434 127th St SW and 6502 127th St SW. Discussion ensued and it is recommended we survey the community as to whether there is an interest in acquiring this property.

He shared that as a follow up to last week's meeting there is one school zone flashing light in the city, near Lakes High School that has been replaced with a sign and the City continues to coordinate with the Pierce County Library System about taking ownership of the Tenzler log. The City is in the process of identifying locations on City property where the log can be relocated.

He shared that Pierce County cities and towns have agreed to sign on to the letter to the Legislature to communicate their support for several of the public safety policy issues.

He then announced the following upcoming meetings and events:

- October 30, 11:30 A.M. to 1:00 P.M., AWC District 6 Meeting, AWC Headquarters
- November 1, 6:30 P.M., Public Safety Roundtable, University Place City Hall
- November 2, , 8:00 A.M. to 10:00 A.M., SSMCP Elected Officials Council, Eagle's Pride Golf Course
- November 11 and 12, Fall 2023 Community Cleanup, 8:00 A.M. to 2:00 P.M., Waste Connections Transfer Station, 3869 94th Street SW

CITY COUNCIL COMMENTS

Councilmember Bocchi shared that he attended the Pierce County Regional Council meeting.

Councilmember Belle shared that she participated as a Judge for the Daffodil Princess at Harrison Prep and she attended the Lakewood Arts Commission Retreat at Lakewold Gardens.

Councilmember Brandstetter shared that he attended the Civic Health Summit hosted by Lt. Governor Heck and he spoke about the Multifamily Tax Exemption code amendments coming forward for City Council review on October 30th.

Councilmember Lauricella expressed appreciation to the Public Safety Advisory Committee and Community Services Advisory Board members who presented this evening.

Councilmember Anderson shared that this week he will attend the Puget Sound Regional Council meeting.

Mayor Whalen recognized the Public Safety Advisory Committee and Community Services Advisory Board members who presented this evening. He shared that participated in the Pierce County Navigator Center event and he went to a Fort Steilacoom Park Cross County running event.

Mayor Whalen announced that the City Council will recess into Executive Session for approximately 30 minutes pursuant to RCW 42.30.110(1)(g) to review the performance of a public official. The City Council is not expected to take action following the Executive Session other than to adjourn the meeting.

The City Council recessed into Executive Session at 9:15 p.m. At 9:40 p.m., Mayor Whalen announced that the Executive Session will be extended an additional 30 minutes. The City Council reconvened at 10:06 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:06 p.m.

JASON WHALEN, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK



LAKEWOOD CITY COUNCIL SPECIAL MEETING MINUTES

Monday, October 30, 2023

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

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, Don Anderson, Patti Belle, J. Trestin Lauricella and Paul Bocchi.

Councilmembers Excused: 1 – Councilmember Mike Brandstetter.

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 October 9, 2023.

B. Motion No. 2023-97

Authorizing settlement of Pierce County Superior Court Cause No. 23-2-06560-9 between the City of Lakewood and Heirs and Devisees of Edith Josephine Takemoto.

C. Items Filed in the Office of the City Clerk:

1. Lodging Tax Advisory Committee meeting minutes of September 22, 2022.
2. American Lake – Lake Management District No. 1 Advisory Committee meeting minutes of May 9, 2023.
3. Community Services Advisory Board meeting minutes of September 20, 2023.

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

REPORTS BY THE CITY MANAGER**Park Sign Design Project Update.**

Parks, Recreation and Community Services Director Mary Dodsworth introduced presenters from Tangram who presented the signage project process and updates from the feedback process, stakeholders, and advisory board members. They completed a site survey and shared their vision to include modern architecture and City of Lakewood branding in the designs. They displayed six concepts with mock-ups of different designs and then detailed next steps. Discussion ensued.

Review of proposed 2024 Federal, State and County Legislative Agenda and Policy Manual.

Assistant to the City Manager Michael Vargas and state lobbyist Shelly Helder, Gordon Thomas Honeywell Governmental Affairs, shared a list of changes to the State legislative agenda and policy manual to include updates on pursuit policy and policy changes to floodplain language, public safety, juvenile crime, geographic equity in discharge from state facilities, a request for state coordination for military affairs, and provided that more changes can be seen in Council documents. Vargas continued to detail the Pierce County and Federal legislative agenda changes including the opioid settlement funds process, juvenile crime update to align with state policy and dive deeper on education for at-risk youth and their families, support for water concern issues, and additional changes to better align with state policy manual. Discussion ensued.

Review of Multifamily Tax Exemption Code Amendments.

Economic Development Manager Becky Newton and Community and Economic Development Director / Assistant City Manager Dave Bugher presented the proposed Multifamily Tax Exemption (MFTE) code amendments. Bugher highlighted the history and overview of the program which began in 2002. Newton then presented recommendations to include an increase of minimum unit requirements from 4 units to 15 units, a 20-year program in Lakewood Station and Springbrook areas with a prohibition in the Downtown residential target area (RTA), the maintenance of A-tier program to encourage development in RTA areas, and creation of an administrative review process. Newton also shared two additional RTAs for expansion and shared that a public hearing on the proposed amendments is scheduled for November 6, 2023. Discussion ensued.

Review of 2023 Annual Development Regulation Code Amendments.

Long Range and Strategic Planning Manager Tiffany Speir provided an update on twelve 2023 Annual Development Regulations (ADRs) amendments. The first ten amendments are technical changes in response to code cleanup, which included permission for standalone truck/trailer parking, permission for electric fences, definitions for unusual use permits, correction of inconsistencies between Title 17 and 18A, moving sign permit regulations, updates to appeal timeframes, clarification on flex space buildings, removing a redundancy in mobile/manufactured home land use, updates to lot size standards, and updates to Air Installation Compatible Use Zone section. She reported that amendment 11 covers expansion of land use zones to allow child care facilities and amendment 12 proposes updates to regulations for Accessory Dwelling Units. Discussion ensued.

City Manager Caulfield shared that a ribbon cutting for the JBLM North Access Improvements is scheduled for November 22, 2023, weather dependent. He provided an update on the Ardmore-Whitman project bidding process and the Hipkins Road project, a partnership with Lakewood Water District, for sidewalk and intersection improvements. He shared that the City will move forward with the 2 year Community Satisfaction Survey. He then shared that Parks and Recreation Director Dodsworth met with Seahawks' Wide Receiver Doug Baldwin about a possible opportunity for his foundation to come to Lakewood. He shared the Edgewater Master Plan update from the previous Tuesday, which included an overview of the history of the park as well as public comment and interactive activities. He then shared that he attended the Association of Washington Cities (AWC) District 6 event with Deputy Mayor Moss. Discussion ensued.

He then announced the following upcoming meetings and events:

- November 1, Meeting with Pierce County, State Legislators, and Mayor Whalen about public safety
- November 2, 8:00 A.M. to 10:00 A.M., South Sound Military and Communities Partnership (SSMCP) Elected Officials Council recognizing Bill Adamson with Association of Defense Communities Champions Award
- November 11 and 12, Fall Community Cleanup, Lemay
- November 29, 8:00 A.M., Flag Changing Ceremony For The Fallen Four, Blue Steele Coffee Company
- November 29, Annual Fallen Officer Food and Blood Drive, Lakewood Police Station
- December 6, 8:00 A.M. to 10:00 A.M., Annual Employee Recognition Event at Clover Park Technical College Rotunda

CITY COUNCIL COMMENTS

Councilmember Lauricella thanked everyone who presented during this session. He also thanked Mary Dodsworth for her work in the Edgewater Park meeting. He then shared his experience about the feedback process on the parks.

Councilmember Belle agreed with Councilmember Lauricella's experience at the Parks and Recreation Advisory Board meeting and told everyone to stay safe for Halloween.

Deputy Mayor Moss shared she attended the Association of Washington Cities (AWC) District 6 event which was productive and thanked the City Manager for his work.

Mayor Whalen shared that this week he will attend the Pierce County Mayor's Public Safety Discussion meeting and the South Sound Military and Communities Partnership (SSMCP) meeting. He then shared that he attended the Lake Steilacoom Improvement Club meeting, which mainly focused on lake treatment options.

Mayor Whalen announced that the City Council will recess into Executive Session for approximately 30 minutes pursuant to RCW 42.30.110(1)(g) to review the performance of a public official. The City Council is not expected to take action following the Executive Session other than to adjourn the meeting.

The City Council recessed into Executive Session at 9:17 p.m. Mayor Whalen extended the meeting five minutes at 9:47 p.m. The City Council reconvened at 9:55 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:55 p.m.

JASON WHALEN, MAYOR

ATTEST:



AMELIA HERNANDEZ
ACTING CITY CLERK



LAKEWOOD CITY COUNCIL MEETING MINUTES

Monday, November 6, 2023

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

CALL TO ORDER

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

ROLL CALL

Councilmembers Present: 4 – Mayor Jason Whalen, Deputy Mayor Mary Moss, Councilmembers Patti Belle and J. Trestin Lauricella.

Councilmember Excused: 3 – Councilmembers Mike Brandstetter, Don Anderson and Paul Bocchi.

PLEDGE OF ALLEGIANCE

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

PROCLAMATIONS AND PRESENTATIONS

Proclamation declaring November as Native American Heritage month.

MAYOR WHALEN PRESENTED A PROCLAMATION DECLARING NOVEMBER AS NATIVE AMERICAN HERITAGE MONTH TO HANFORD MCCLOUD, NISQUALLY INDIAN TRIBE.

Proclamation declaring November 11, 2023 as Veterans Day and November, 2023 as Veterans Appreciation month.

MAYOR WHALEN PRESENTED A PROCLAMATION DECLARING NOVEMBER 11, 2023 AS VETERANS DAY AND NOVEMBER 2023 AS VETERANS APPRECIATION MONTH TO MAJ BRIAN MOLLOY, BRIGADE EXECUTIVE OFFICER, 2/2 STRYKER BRIGADE COMBAT TEAM.

Proclamation recognizing November 6 – 12, 2023 as Operation Green Light for Veterans.

DEPUTY MAYOR MOSS PRESENTED A PROCLAMATION RECOGNIZING NOVEMBER 6 – 11, 2023 AS OPERATION GREEN LIGHT FOR VETERANS TO EASTER IULI, DEPARTMENT SERVICE OFFICER, AMERICAN LEGION DEPARTMENT OF WASHINGTON.

Proclamation recognizing Gomer Roseman, Pierce County Habitat for Humanity.

COUNCILMEMBER LAURICELLA PRESENTED A PROCLAMATION RECOGNIZING GOMER ROSEMAN, PIERCE COUNTY HABITAT FOR HUMANITY.

Business Showcase.

COUNCILMEMBER BELLE PRESENTED A CERTIFICATION OF RECOGNITION TO TAMMY FAELNAR, AA MEATS AS THE NOVEMBER 2023 BUSINESS SHOWCASE AND SHARED A VIDEO HIGHLIGHTING AA MEATS COMMUNITY INVOLVEMENT.

Youth Council Report.

Youth Councilmember Chase Washington shared that this year's Youth Summit will be held on May 25th at Harrison Preparatory School and the theme is Youth Empowerment. Neveah Tutt shared that students are working on a gift bag card for the Holiday Parade and Jacqueline Rodriguez Leal spoke about attending the Arts Commission meeting.

Clover Park School District Report.

Clover Park School District (CPSD) Board President Alyssa Anderson Pearson shared that the CPSD Board will place a 2024 Replacement Educational Programs and Operational Levy on the February, 2024 ballot. She shared that CPSD was awarded a \$2 Million grant to focus on STEM instruction, parent teacher conferences are November 15th – 17th, free meals are available to all students at all schools and spoke about inclement weather notifications. She shared that the blinking lights have been removed from the school zone in front of Lakes High School but the school zone speeds still remain in place from 7 a.m. to 5 p.m.

PUBLIC COMMENTS

The City Council received written comments in advance from Casey Crook and Harriett Triquart.

Speaking before the Council were:

Dennis Haugen, Sioux Falls, spoke about parents having a negative view of the education system, the need for education in order for democracy to survive and about sanctuary states.

Christina Manetti, Lakewood resident, spoke about an individual who came to her family's property looking for shelter. Manetti encouraged the City to invest in healthcare and mental health crisis management for those living on the streets of Lakewood.

Stephanie Cardinal, Lakewood resident, spoke about drivers speeding through intersections and requested the City raise the fine for running red lights or install signage around busy intersections.

Casey Crook, Lakewood resident, expressed concerns about the building of an apartment complex on the former Lakewood Library location.

Saki Litov, Puyallup resident, spoke about the terror that took place in Israel on October 7, 2023 and requested the City Council denounce terror in any form.

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

- A. Approval of the minutes of the City Council meeting of October 16, 2023.
- B. Approval of claims vouchers, in the amount of \$4,181,494.14, for the period of September 16, 2023 through October 20, 2023.
- C. Approval of payroll checks, in the amount of \$3,104,573.75, for the period of September 16, 2023 through October 15, 2023.
- D. Motion No. 2023-98

Approving the 2024 Federal, State and County Legislative Agenda and Policy Manual.

E. Motion No. 2023-99

Authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs for state governmental affairs.

F. Motion No. 2023-100

Authorizing the execution of an agreement with Johnston Group for federal governmental affairs.

G. Motion No. 2023-101

Authorizing the award of a construction contract to R.L. Alia Company, in the amount of \$2,615,490.84, for the construction of the Ardmore/Whitman/93rd Street project.

H. Motion No. 2023-102

Authorizing the execution of an amendment to the agreement with Robert W. Droll Landscape Architects, for services to design and engineer American Lake Park access improvements.

I. Motion No. 2023-103

Authorizing the execution of an Employment Agreement with John Caulfield.

J. Motion No. 2023-104

Appointing Jeff Cox to serve on the American Lake – Lake Management District No. 1 Advisory Committee through June 2, 2024.

K. Items filed in the Office of the City Clerk:

1. Landmarks and Heritage Advisory Board meeting minutes of July 27, 2023.
2. Parks and Recreation Advisory Board meeting minutes of September 26, 2023.

COUNCILMEMBER BELLE MOVED TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILMEMBER LAURICELLA. 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 2023 Annual Development Regulation code amendments.

Speaking before Council were:

Dave Durr, Lakewood resident, spoke about the privilege and responsibility of property ownership, the ability to be creative with property, assessor dwelling units and short term rental requirements.

There being no further testimony, the public hearing was declared closed at 8:24 p.m.

This is the date set for a public hearing on the proposed code amendments to the Lakewood Multifamily Tax Exemption (MFTE) Program.

Speaking before Council were:

David Iverson, Lakewood resident, spoke in support of the proposed code amendments to the Multifamily Tax Exemption (MFTE) Program.

Dennis Haugen, Sioux Falls, spoke in opposition to the Multifamily Tax Exemption (MFTE) Program.

There being no further testimony, the public hearing was declared closed at 8:32 p.m.

This is the date set for a public hearing on the 2024 Property Tax Levy Ordinance.

Speaking before Council were:

Dennis Haugen, Sioux Falls, spoke in support of lowering taxes to make the community more attractive.

There being no further testimony, the public hearing was declared closed at 8:36 p.m.

RESOLUTION

Resolution No. 2023-11 Authorizing the City Manager to sign documentation for submission to the Office of the Treasurer, State of Washington, for Tax Increment Financing project analysis review.

DEPUTY MAYOR MOSS MOVED TO ADOPT RESOLUTION NO. 2023-11. SECONDED BY COUNCILMEMBER LAURICELLA. 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 will be hosting a battery manufacturing company from the Republic of Korea who has an interest in relocating to the Lakewood Industrial Park.

He complimented the Parks, Recreation and Community Services Department for receiving a \$100,000 grant for parks maintenance to be used for improvements at Harry Todd Park.

He then announced the following upcoming meetings and events:

- November 11 and 12, Fall 2023 Community Cleanup, 8:00 A.M. to 2:00 P.M., Waste Connections Transfer Station, 3869 94th Street SW
- November 29, Flag Changing Ceremony, Blue Steele Coffee Company
- November 29, 14th Annual Fallen Officer Food and Blood Drive
- December 6, 8:00 A.M to 10:00 A.M., Employee Recognition Event, Clover Park
- December 9, Association of Washington Cities Elected Officials Reception
- December 9, Holiday Parade and Tree Lighting Event, Lakewood City Hall

- December 13, 6:00 P.M. City Council Special Meeting with State Legislative
- January 5, City Council and 2/2 Stryker Brigade Combat Team Community Dinner, Thornewood Castle

CITY COUNCIL COMMENTS

Councilmember Lauricella recognized AA Meats as the Business Showcase.

Councilmember Belle thanked all those who were in attendance at this evenings meeting.

Deputy Mayor Moss expressed appreciation for those in attendance who received Proclamations this evening.

Mayor Whalen thanked those who participated and attended this evenings meeting. Whalen spoke about the Public Safety Discussion with Legislators that took place last week.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:51 p.m.

JASON WHALEN, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 20, 2023	TITLE: 2024 Human Services Funding	TYPE OF ACTION: ___ ORDINANCE
REVIEW: October 23, 2023	ATTACHMENTS: 2024 Human Services Funding Recommendations	___ RESOLUTION
		<input checked="" type="checkbox"/> MOTION NO. 2023-105
		___ OTHER

SUBMITTED BY: Shannon Bennett, Human Services Coordinator

RECOMMENDATION: Approve the 2024 human services fund allocations.

DISCUSSION: Below is the chart of the Community Services Advisory Board's (CSAB) recommendation for the 2024 Human Services 1% funded allocations.

SUMMARY: In 2023, Council appropriated resources and approved funding for a variety of programs in five strategic areas which support the most vulnerable in Lakewood. During their October 23, 2023 study session Council reviewed the CSAB's recommendation for 2024 funding. The CSAB provided information regarding current funding and agency performance as part of their justification for ongoing funding. The CSAB did share concerns regarding two agencies (LASA and YWCA) who had not met a proportionate amount of their performance outcome goals and one agency (PC Aids foundation) who was having internal control, financial and administrative issues which could affect their ability to provide services in 2024. (Continued)

ALTERNATIVE(S): Council could reconsider Community Services Advisory Board's recommendation to one or more agencies. Delays could affect ability to contract in early 2024 which could affect an agency's ability to provide service.

FISCAL IMPACT: \$457,500.00 anticipated in 2024 general fund budget if approved by Council on December 4, 2023.

In 2023 Council approved an additional \$22,500 to the \$435,000 human services budget in order to fund Making a Difference Foundation. The increase was to correct an administrative error caused by the City.

Prepared by:

Shannon Bennett, Coordinator

Mary Dodsworth Department Director



City Manager Review

SUMMARY (CONTINUED)

LASA: Due to a delay in construction, the LASA hygiene center was not fully operational in 2023. Although LASA is providing hygiene support services to clients, they may not meet expected outcomes. Their year-end reimbursement will be proportionate to the number of Lakewood residents served in 2023. The hygiene center is anticipated to be fully operational in January of 2024 and we anticipate they will meet contractual outcomes and obligations, therefore, the CSAB is recommending full funding for 2024.

YWCA: In 2023, although YWCA provided crisis intervention and advocacy services to many clients, they were not able to serve as many Lakewood residents or provide as many shelter beds as noted in their contract. Reimbursement for 2023 will be proportionate to the number of Lakewood residents served and beds provided. However, based on additional staff and new administrative processes, we anticipate they'll be able to fully meet all of their contractual obligations next year. Therefore, CSAB is recommending full funding for 2024.

PC AIDS Foundation (PCAF): Although PCAF met their 2023 contract obligations, they recently experienced internal issues that were perceived as having a negative impact on their ability to provide services in 2024. However, after receiving a presentation from PCAF staff on their strategic plans for the future, CSAB members feel fully confident that PCAF will be able to perform the obligations of their contract and successfully serve an extremely vulnerable population in Lakewood that's come to trust the organization over many years and would be negatively impacted by their lack of presence in the community. Therefore, CSAB is recommending full funding for 2024.

2024 City of Lakewood Human Services Funding Recommendations		2023	2024
Emotional Supports & Youth Programming			
Asia Pacific Cultural Center	Promised Leaders of Tomorrow	\$22,500	\$22,500
Oasis Youth Center	Center for LGBTQ youth	\$20,000	\$20,000
Communities in Schools	School-wide supports	\$25,000	\$25,000
Children's Therapy Center	Therapy Program for special needs youth	\$22,500	\$22,500
Your Money Matters	Financial literacy for BIPOC youth	\$15,000	\$15,000
Lakewood's Promise	Thriving families and youth mental health	\$32,650	\$32,650
Access to Food			
Emergency Food Network	Co-op food purchasing	\$22,500	\$22,500
Emergency Food Network	Food delivery	\$22,500	\$22,500
Making a Difference Foundation	Lakewood food delivery program	\$22,500	\$22,500
Nourish Pierce County	Nutritious food for families	\$22,500	\$22,500
Multicultural Child & Family Hope Center	Distributes basic box needs to families in need	\$22,500	\$22,500
St Leo's Food Connection	Children's program & Springbrook mobile	\$15,000	\$15,000
Access to Health & Behavioral			
Lindquist Dental	Uncompensated Care for youth	\$25,000	\$25,000
Community Health Care	Lakewood prompt care	\$15,000	\$15,000
Pierce County AIDS Foundation	Provides support to people living with AIDS	\$14,850	\$14,850
Pierce County Project Access	Donated Care	\$15,000	\$15,000
Housing Assistance & Homelessness Prevention			
The Rescue Mission	Shelter Services	\$15,000	\$15,000
LASA	Hygiene stations	\$22,500	\$22,500
LASA	Emergency Shelter	\$15,000	\$15,000
Rebuilding Together	Housing Rehabilitation & Volunteer Day	\$25,000	\$25,000
Crisis Stabilization & Advocacy			
YWCA	Crisis intervention and advocacy services	\$22,500	\$22,500
Rebuilding Hope	Advocacy & therapy program	\$22,500	\$22,500
	TOTAL	\$457,500	\$457,500

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 20, 2023	TITLE: Lodging Tax Advisory Committee (LTAC) Recommendations Authorizing 2024 Contracts for Tourism.	TYPE OF ACTION: — ORDINANCE
REVIEW: November 13, 2023	ATTACHMENTS: Memo and draft LTAC Retreat minutes as presented to the City Council November 13, 2023.	— RESOLUTION X MOTION No. 2023-106 — OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager.

RECOMMENDATION: Authorize the City Manager to enter into 2024 LTAC grant contracts as recommended by LTAC.

DISCUSSION: Please see attached memo and draft LTAC Retreat minutes as presented to the City Council on November 13, 2023.

ALTERNATIVE(S):

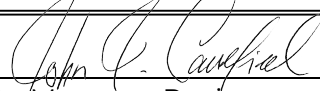
1. The City Council may accept or reject any of the LTAC funding recommendations.

The City Council is not required to fund the full list of recommended recipients and may choose to make awards to some or even none of the recommended recipients, but the City Council may not award funds to any recipient that was not recommended by LTAC.

2. Return the recommendations to the LTAC for further consideration. Under this alternative, the City Council would need to provide direction as to what it desires from the committee.

The City Council may award amounts different from the LTAC's recommended amounts but only after satisfying the procedural requirement of submitting the proposed change(s) to the LTAC for review and comment at least 45 days before financial action is taken.

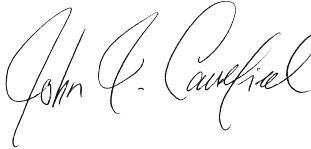
FISCAL IMPACT: Recommendations totaling \$1,126,800 (details provided in attached memo).

Dana Kapla, Assistant Finance Director Prepared by	 City Manager Review
_____ Department Director	



TO: Mayor and City Councilmembers

FROM: Dana Kapla, Assistant Finance Director
Tho Kraus, Deputy City Manager

THROUGH: John J. Caulfield, City Manager 

DATE: November 13, 2023

SUBJECT: Review of 2023 Lodging Tax Funding Allocations

ATTACHMENTS: Draft LTAC Minutes from September 22, 2023 Retreat

Overview

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

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

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

Lodging Tax Advisory Committee

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

Chair	Represent Businesses Authorized to Collect the Tax	Represent Entities Authorized to Receive Funding
Mayor Jason Whalen	Jarnail Singh Comfort Inn & Suites Term Expired 12/31/2025	Dean Burke Travel Tacoma-Mt Rainier Tourism & Sports
	DJ Wilkins Best Western Lakewood Term Expires 12/31/2025	Linda Smith Lakewood Chamber of Commerce

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

2023 Estimated Funds Available for 2024 Grant Awards

	Restrictions on Use		Total
	4%	3% (Restricted)	
	Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Total Estimated Funding Available for 2024 Grant Awards			
Estimated Ending Balance, 12/31/2023	\$1,440,104	\$1,800,721	\$3,240,825
Less Required for CPTC McGavick Center	\$0	(\$101,850)	(\$101,850)
Total	\$1,440,104	\$1,698,871	\$3,138,975

Grant Requests

On July 31, 2023, the City solicited for and received 17 proposals requesting \$1,017,950.

Additionally, the City had previously committed to make annual payments of \$101,850, beginning in 2007, for 20 years to Clover Park Technical College for the construction of the Sharon McGavick Student/Conference Center.

2023 Grant Award Recommendations

The LTAC was provided completed applications on September 12, 2023 for review. On September 22, 2023 the LTAC met for a full day to hear presentations by each of the applicants. The members of the committee carefully considered each request based on the following criteria:

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

Below are the Lodging Tax Advisory Committee's recommendations:

2023 Requests for 2024 LTAC Grant Funds	Total Project Cost	Funding Request			Recommended Funding		
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Grave Concerns Association	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	10,000	-	10,000
Historic Fort Steilacoom Association	17,000	15,000	-	15,000	15,000	-	15,000
Asia Pacific Cultural Center	42,600	15,000	-	15,000	15,000	-	15,000
Travel Tacoma - Mt. Rainier Tourism & Sports	4,016,415	115,000	-	115,000	115,000	-	115,000
Lakewold Gardens	200,000	200,000	-	200,000	200,000	-	200,000
Lakes Cross County Booster Club	6,500	6,500	-	6,500	6,500	-	6,500
Lakewood Chamber of Commerce	112,000	112,000	-	112,000	112,000	-	112,000
Lakewood Historical Society & Museum	58,000	39,500	-	39,500	39,500	-	39,500
Lakewood Playhouse ¹	30,000	28,000	-	28,000	35,000	-	35,000
Lakewood Sister Cities Association	24,500	23,950	-	23,950	23,950	-	23,950
City of Lakewood - Gimhae Delegation Visit	35,000	35,000	-	35,000	35,000	-	35,000
City of Lakewood - Marketing Promotion	75,000	75,000	-	75,000	75,000	-	75,000
City of Lakewood - SummerFEST	250,000	193,000	-	193,000	193,000	-	193,000
City of Lakewood - Farmers Market	93,000	78,000	-	78,000	78,000	-	78,000
City of Lakewood - Pavillion Concert Series	54,000	30,000	-	30,000	30,000	-	30,000
City of Lakewood - Saturday Street Festival	30,000	15,000	-	15,000	15,000	-	15,000
City of Lakewood - Fiesta de la Familia	52,000	27,000	-	27,000	27,000	-	27,000
	\$ 5,106,015	\$ 1,017,950	\$ -	\$ 1,017,950	1,024,950	-	1,024,950
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850
	\$ 5,207,865	\$ 1,017,950	\$ 101,850	\$ 1,119,800	1,024,950	101,850	1,126,800
2024 Available funds =>					\$ 1,440,104	\$ 1,800,721	\$ 3,240,825
Ending Balance =>					\$ 415,154	\$ 1,698,871	\$ 2,114,025

¹ Lakewood Playhouse: An additional \$7,000 was added to accommodate for the marketing and promotional painted wall mural by artist Jeremy Gregory.

Next Step

On November 20, 2023, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2024.

The City Council may:


1. Accept or reject any of the LTAC funding recommendations;

The City Council is not required to fund the full list of recommended recipients and may choose to make awards to some or even none of the recommended recipients, but the City Council may not award funds to any recipient that was not recommended by LTAC.

2. Return the recommendations to the LTAC for further consideration. under this alternative, the City Council would need to provide direction as to what it desires from the committee; or

The City Council may award amounts different from the LTAC's recommended amounts but only after satisfying the procedural requirement of submitting the proposed change(s) to the LTAC for review and comment at least 45 days before financial action is taken.

ATTACHMENT: Minutes of Sept. 22, 2022 LTAC Retreat

	<p style="text-align: center;">LODGING TAX ADVISORY COMMITTEE (LTAC) September 22, 2022 - Thursday – 8:30 A.M. Council Chambers (and via Zoom)</p>
---	---

CALL TO ORDER

Chair Mayor Jason Whalen called the meeting to order at 8:44 a.m.

ROLL CALL (Committee members announced their presence)

Members present: **In person:** Lakewood Mayor Jason Whalen, Chair; Chelene Potvin-Bird, Vice President of Sales & Servicing/CEO - Travel Tacoma; DJ Wilkins, Comfort Inn and Suites

Members arriving after roll call: Linda Smith, President/CEO - Lakewood Chamber of Commerce and Jarnail Singh, President - Comfort Inn & Suites.

Members Absent: None

City staff present: Dana Kapla, Assistant Finance Director; Jennifer Posalski, CED Office Assistant.

PUBLIC COMMENTS - None.

MEETING MINUTES APPROVAL - The motion to approve the 2022 LTAC meeting minutes from September 23, 2021 passed unanimously.

OPEN PUBLIC MEETINGS ACT

City Attorney Heidi Ann Wachter provided an annual update to the Open Public Meetings Act. She discussed some of the challenges surrounding public disclosures and described their responsibilities. Once the training concluded she noted that the three people in attendance had been trained. Linda Smith joined late, and Ms. Wachter asked Ms. Smith if she was familiar with the public meetings act and if she had been trained. Ms. Smith indicated she had been through this many times. Member Potvin-Bird asked to describe voting when members have interest in the proposals. Ms. Wachter stated they could not vote if they had interest and described when members could have input and discussed the quorum. Chair Mayor Whalen noted that he has not seen or heard any audit finding related to LTAC, Ms. Wachter confirmed and said that it could say with confidence that there would not be one. Ms. Wachter noted that if the committee needed her assistance or had question to contact her.

2022 GRANTS STATUS & FUND BALANCE – Dana Kapla, Assistant Finance Director.

Ms. Kapla gave an overview of the Lodging Tax Advisory Committee process and described the breakdown of the Washington State's lodging taxes paid by lodging businesses. She provided a brief overview of the agreement with Clover Park Technical College relating to the McGavick Center and announced that \$2,575,189 is available for allocation in 2023 (net of McGavick lease debt service requirement). She stated \$1,424,384 was available 4%, which is the unrestricted portion that can also be used for capital, and \$1,150,805 is from the 3% that is restricted for capital purposes only. She pointed out that this information was located within the package along with a 2021 funding report. Chair Mayor Whalen wanted confirmation that his understanding of the presentation regarding the McGavick center contract and the fact that the city had no ownership of the McGavick Center at the time of the contract. Ms. Kapla confirmed.

2023 GRANT PROPOSAL PRESENTATIONS

Grave Concerns Association – Laurel Lemke, Chair Person

Ms. Lemke began by describing the Grave Concerns Association (GCA) and how they are dedicated to the restoration of the historic Western State Hospital Cemetery at Fort Steilacoom Park. Ms. Lemke explained a place of burial is very sacred and should be identified by a tombstone or grave marker. While there are many grave markers many have deteriorated or need replacement, GCA works to replace them. To do this they would like request funds for; a) create and distribute tri-fold brochures; b) create and distribute postcards; c) would like to work with Pretty Gritty Tours which is online. They would like to distribute additional information about the Graves Concerns Association and to add more historical markers. Pretty Gritty Tours could assist in with this goal.

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

Mr. Lewis began by describing how LTAC funding has help Historic Fort Steilacoom Association get caught up with technology. They have been able to update their website, renew membership, donate money and design and purchase tickets for tours. They use the Eventbrite Application to establish capacity for tours. They are now on social media which is one way they market in addition to publishing newsletters. They are now able to host hybrid meetings using Zoom. They use the Square for processing credit cards which provide inventory control. They are now in the process of creating videos and provided examples. Mr. Lewis displayed hats, long sleeved t-shirts, and jigsaw puzzles they now have available for advertising. He also explained how they join various events and gatherings to get their information out to the public. He stated he they only needed \$12,000 this year.

Chair Mayor Whalen asked what their goals were to attract attendance. Mr. Lewis stated they are limited by volunteers and have lost some due to COVID. They have started to attract younger people, but not available during the weeks.

Chair Mayor Whalen asked if they foresee any needs for capital money for sustainability. Mr. Lewis said yes and is aware of the discussions between DSHS and the City, but they do not own the building they are currently in. Chair Mayor Whalen stated that city was in discussions with DSHS which is similar to the transfer of Fort Steilacoom Park and provided some additional information.

Member Potvin-Bird asked how they are tracking attendance over 50 miles. Mr. Lewis said their attendance is less than 20% and described how they might obtain this information.

Member Potvin-Bird asked where they get their additional funding. Mr. Lewis stated they obtain revenue from tickets, merchandise, donations, and Nisqually tribe.

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

Ms. Pritchard said the APCC could not take place without LTAC support. She noted that the Pacific Islander population has continued to increase over the years in this area. She presented information on the activities in 2022 and stated how they want to instill the language and culture on the younger generation so that their culture and language will go on. She provided an overview of the activities and stated that it is a wonderful event for people from all over. She thanked the committee and hoped they would continue to support them.

Travel Tacoma Mt. Rainier Tourism & Sports - Dean Burke, President/CEO

Mr. Burke started by stating they have a lot to look forward to 2023. They are making a 42% jump in stay within the county. 2022 had a delivery goal of 63,000 in 2022 and will go to 105,000 in 2023. He explained they are seeing an increase in attendance via the Geodata tool they currently use to track information. He listed priority events such as golf, cyclocross, cross county, baseball, SummerFEST Lakewold Gardens, Colonial Plaza Asia Pacific Cultural Center, Geo-Targeting complains, and have increased capacity for larger conventions. He mentioned they are requesting a very modest increase for 2023 with the leanest team ever and setting the highest ROI values ever. Using Geodata reports, he shared many trends over time such as trips, locations/ranges from area, celebrations attendance numbers, state visitation, and demographic information, with/such as age groups, income, education and ethnicity.

Chair Mayor Whalen asked what Lakewood is missing to increase tourism. Mr. Burke stated he would love to discuss offline as the questions is very complicated.

Chair Mayor Whalen asked what he was seeing regarding to meeting size/place/attendance and that are in demand. Mr. Burke stated this is a complex question because of the pandemic recovery, but what he is seeing at the moment he is smaller meetings. However, while the big national meetings are recovering this number could increase.

Member Wilkins asked what their plans were for the Colonial Plaza. Mr. Burke said there is detail in the proposal, but their plan for 2023 is to paint a larger narrative on the larger itineraries.

Lakewold Gardens - Tourism – Susan Warner, Executive Director, Robin Echtle, Contract Grant Writer. Ms. Warner thanked LTAC for their support. Ms. Warner presented a slide showing the breakdown of the requested \$100,000, which she announced was similar to last year. She then stated that their goal is to be a “garden of all seasons”. Ms. Warner presented slides with current trends for visitors, demographics, web presence, and social media. She introduced the Black Splendor series, explained their wedding series, their presence at the local farmer’s markets and State fairs. Ms. Warner introduced new exhibition series programs such as Rainbow to the Anthropocene, Artist Series, painting programs for veterans, and explained how they are a Blue Star Museum which attracts veterans. She was happy to announce their concert programs are selling out and presented information on their Halloween series, scavenger hunt, solstice lights, big nature flag, micro nature, Mayfest/Mother’s Day, and Fairyfest.

Chair Mayor Whalen asked if they had flyers available for the hotels and motel. She responded yes.

Lakewold Gardens - Capital – Susan Warner, Executive Director, Robin Echtle, Contract Grant Writer. Ms. Warner explained that the capital was for the restoration of the carriage house on the property which is the first building the visitor’s encounter. She stated that it is in need of rehabilitation and is the oldest building on the property. This building houses admission and their garden shop. She provided the history of the building and provided a rendering of their design. This new space would continue to contain admissions and garden shop, but then would also include exhibition space, education studio, and greeting rooms. The space would be flexible for community use. The total cost of renovation will be \$3.2M and was happy to say that they are over \$2M in their fund raising. The State’s Heritage Capital Fund is investing approximately \$800,000. She explained that this restoration will be available not only for the communities but for our schools. She show drawing for new restrooms, meeting rooms, activity rooms, new greenhouse, large doors that open to outdoor space, garden shop, admission office, upstairs/roof area. Ms. Warner asked that the City support this endeavor as an investment of \$400,000 over 4 years and in exchange the City would have access to this building for City use, similar to Clover Park.

Member Potvin-Bird asked how they plan to cover other costs. Ms. Warner stated they have increased their budget to support these new projects and have many foundations approaching them to support and described the other current funding.

Chair Mayor Whalen added that the rationale in building the facility increases their sustainability by having these new programs. Chair Mayor Whalen explained the need for this mid-size space. Committee then discussed space size further.

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

Ms. Scott presented the members with their latest newsletter about museums and introduced Mr. Raschke. Mr. Raschke started by providing a brief history of the museum and presented photos of their history, renovation, and changes. He then presented photos of their welcome flag, theater history show casing motion activated film, historic cabin with QR code, introduced the one-room Byrd School which was the beginning of the Clover Park School District, described how the buffalo soldier influenced Lakewood's growth, and introduced Lakewood's first mayor, Lt. Ret. William Harrison. Mr. Raschke stated how their current 8 volunteers (no paid staff) plan, maintain, conduct fundraising events, and operate the museum with a total operating cost of \$60,950 per year. He detailed their revenue and described how they would still have an operating shortfall of \$32,500. Their current goal is to host 10 historical events, place 2 historical markers, publish 4 publications (Prairie Gazette), maintain current paid memberships, increase their board, and refresh and maintain the museum. He then described a few of their featured stories, historical markers, historical films, and book program.

Lakewood Arts Festival Association – Phil Raschke, Vice Chair

Mr. Raschke provided a brief history. He stated that when they started with the Lakewood Art Commission they wanted to do something with film therefore they created a film festival in Lakewood. It started as the Asian FilmFest which was then combined with International FilmFest. This is how Film and Art and Book (FAB) was born. They had an overwhelming response which led to creation of a presence on Facebook, website and email. Mr. Raschke presented information on the 6th Annual Lakewood Festival (FAB) and told stories of visiting authors and special guests. He explained FAB is a one-of-a-kind festival with a unique combination of creative endeavors which has peaked interest from a broad section to the public. Mr. Raschke stated that their copy right brand "FAB" has proven to be a superb marketing technique. He then went on to describe the schedule for the 10th Annual Festival and the films, authors, musicians, presentations, displays, and award ceremony that have been included in this festival. Mr. Raschke then described some of the expenses they would use with City's funding such as maintain current schedules, international films, juried of fine arts/arts/graphics, marketing, and add a military art display, local tribal displays, a 3-dimensional art, youth art displays and REEL LIFT 96.

Chair Mayor Whalen asked what their attendance is. Mr. Raschke stated there was an approximately 20,100.

Member Potvin-Bird ask how do they track attendee zip code. Mr. Raschke stated they collect upon entry.

Chair Mayor Whalen suggested incentivizing free registration to track information where people come from.

Chair Mayor Whalen stated he understood admission is free and at what point will you be charging to recoup money. Mr. Raschke stated that because they are in growing stage they are not ready. Discussion occurred on ways to grow attendance.

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

Ms. Smith stated they will be focused on the individual consumer (leisure) traveler through 2023. They serve travelers driving to Lakewood to overnight, shop, dine and tour the area while their focus market is Seattle-north, eastern Washington, Idaho and Portland south. Ms. Smith stated they would like to maintain operation of the information center 7 days a week, create and distribute informational publications, maintain online presence, produce destinations videos/guides and commercials, and partner with umbrella organization such as Travel+Tacoma. She presented information about the center, brochures, calendar-of-events, visitor guides/directory, and their website. She described what can be found on their website such as antiques, zoos, dining, accommodations, churches, parks, B&Bs, historical information, local attractions, events, tours, and a page for each of their partners. Here one can share information and provide reviews for travelers. Ms. Smith presented information on the “Continue to Drive Tour Ad Campaign”, their visitor guide, foodie road trip, international road trip, seasonal ads. She presented their concept for next year which is “Our Best Kept Secrets”.

Chair Mayor Whalen asked to if the City had any missing links. Ms. Smith stated Lakewood has a plethora of beauty but not many indoor attractions for all year around.

Member Potvin-Bird stated how the industry needed more resources to support tourism.

Lakewood Chamber of Commerce – Nights of Blue Lights

Ms. Smith mentioned that this event is the way to brand the community for the holiday season. She presented a history of the origins of the blue lights. She explained it started with decorating the Colonial Plaza theatre and how people travelled from all over to see the blue lights. This tradition was kept alive through the 70s and began to wane. The blue lights blazed again after the tragedy in Lakewood November 29, 2009. Ms. Smith would like to, once again, propose that Lakewood be branded as City of Blue lights this holiday season. She presented photos of some of the 55 businesses that took part in the past year’s event. The Chamber had lights installed for 38 businesses. Ms. Smith stated that they plan to kick off the event with an outdoor gathering prior to the Christmas Parade.

Chair Mayor Whalen asked what they do with the funds. Ms. Smith stated that the funds are used for marketing, materials, and labor to install the lights for the business that request the lights.

Lakewood Arts Foundation, Lakewood Community Playhouse dba Lakewood Playhouse and Lakewood Institute of Theatre – Paige Hansen – Vice President

Ms. Hansen gave thanks for the support and provided a history of Lakewood Playhouse. She stated that the Playhouse has been operating for 84 seasons. She described the uniqueness of their round theatre. People come from all over to see a show with the unique setting and the type of shows they present. She provided information about some of their shows, talent, directors, and attendees. Their mission statements states that they nurture students of all ages, at all stages, by offering a variety of education and performance opportunities, and empowers life skill through the experience of theatre. Ms. Hansen stated the pandemic effected their season, but plans to consolidate and rebuild. Their 2022 season will be shortened and plan to announce shows shortly. She was happy to announce they have received an angel donor that will help to support the Playhouse. She thanked the committee for prior support and hope they will continue their support and would it go to advertising. There is a population of approximately 876,000 in Pierce County and they estimate only 6,000 know about the Playhouse. They plan to reach a larger population through marketing and quality shows.

Member Wilkins ask what are some of the strategies they have for the new funding source. Ms. Hansen said they plan to put up large posters, create more press releases, advertise among a larger area, and by the word of mouth.

Chair Mayor Whalen asked how their facilities are holding up. Ms. Hansen stated the donation from the angel donor will be addressing issues with the side shed, roof, yard, storage, lobby refreshment, backstage and dressing room.

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

Ms. Martinez started by showing an advertisement for the event. She stated that radio ads are the key component for getting their information out. Sponsors Amazon and TwinStar Credit Union were new sponsors for 2021. Ms. Martinez stated because radio ads are expensive she has obtained the radio stations as sponsors to reduce this cost, which included 186 commercials heard by over 1 million people. Free advertising was also provided by Seattle Ballooning Company, Museum of Glass Hot Shop and other vendors. Ms. Martinez presented a variety of marketing reports, photos, and event information. With their sponsorship, and 25,000 people attending in attendance in 2021 Ms. Martinez says they are in their sweet spot. Based on their space and parking they do not want the festival larger or smaller. Ms. Martinez stated that it's important they have resources for print, radio, digital, posters, signs, banners, sticker, and swag for their marketing campaign. She presented information and videos from some of the entertainment and activities they had in 2021 and described how they had "something for everyone". Lastly, she presented photos of some of the 185 vendors, visitors, support, the drone show, and announced July 15, 2023 will be SummerFest 2023.

Member Potvin-Bird noted LTAC funding has increased and wanted to know what her expectation moving forward was. Ms. Martinez stated she now knows what is needed and that this should be the last increase to operate fully.

Chair Mayor Whalen asked how much money was used from the general fund subsidy. Ms. Martinez stated \$23,000 from the City, along with support from LTAC and sponsorships.

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

Ms. Martinez opened by stating this last season was beyond successful. She thanked the committee for their sponsorship. She stated the market was moved from the parking lot to the grounds and could tell it was successful due to the increased attendance. In 2022, she estimates that she get 5,000 visitors a day which has increased sales. Ms. Martinez presented slides that support the growth of the market and believes it was due to funding increase. This year's market added SNAP and EBT, which brings money to our vendors but has increased the need for additional staff. She presented photos from this year's market. The location adjustment has provided vendors and attendees with more trees for shade, more room for Food Trucks, additional seating, more parking, and linear walkways for better accessibility and near the pavilion for the Concert Series. She provided many photos and videos from the event and provided a list of the type of vendors you can find at the market along of views of the market and diversity of the attendees.

Member Potvin-Bird asked how many people attend this year. Ms. Martinez stated 4K to 5K and will not change locations again as this is perfect.

Chair Mayor Whalen ask what their total cost was. Ms. Martinez said it was \$67,000 due to additional staffing. The city subsidizes \$20,000 plus LTAC funding and vendor fees. Ms. Martinez stated she will continue the marketing strategy and conduct surveys to obtain information from attendees.

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

Ms. Martinez stated she did not need to ask for additional money as this is the right amount. She presented a video of the concert series and photos of the attendees and the artists. She noted that attendees are from all different backgrounds and having a great time. Ms. Martinez stated she has already booked the 6 or 7 bands for next year.

Chair Mayor Whalen asked why bands were not playing in the pavilion. Ms. Martinez stated the artists preferred outside of the pavilion due to the sound baffling problems. Mayor Whalen stated this is a good opportunity to ask for capital funding and may need to request for it next year.

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

Ms. Martinez thanks the committee for their funding. She stated they had 4 events which were May through September. She highlighted the Jazz night and Car Show and presented information on awards activity, roaming entertainment, face painting, games, market vendors, live music, crafts, fire department, food trucks, and great partners. She also provided detail on the Fiesta la Familia event and proceeded to present the entertainment, food, sponsors, and activities that were included in the event.

Chair Mayor Whalen stated there are not a lot of activities during the shoulder months and wanted to know if she'd consider having a night market. Ms. Martinez stated it was hard to get food and vendor trucks during this time as they their regular day markets and didn't think a night market would work, but suggested perhaps a food truck rally could work. Discussion on night market or other types of events continued. After some discussion they concluded another market might be able to take place and Ms. Martinez could look into it.

Lakewood Sister Cities Association – Gimhae Delegation– Connie Coleman-Lacadie, President

Ms. Coleman-Lacadie introduced herself and thanked the committee for their support. Their sister cities are Okinawa, Japan; Bauang, Philippines; Gimhae, South Korea; and Danzhou, People's Republic of China, and mission is to promote relationships with international cities by providing cultural, social, educational, and governmental opportunities and encouraging trade, tourism, and economic development. Due to the pandemic they were unable to meet in person in 2021 and 2022 but did conduct meetings virtually. She stated that in 2021 the City of Lakewood hosted an art contest that included 80 submissions from Gimhae students, which one made the cover of Lakewood's Connection magazine. The City will host a commemorating ceremony to become a Sister City with Gimhae December of 2022. She thanked the committee for being flexible with the funding support due to the pandemic and travel adjustments due to the pandemic.

Chair Mayor Whalen asked if we pay for their lodging for their visits. Ms. Coleman-Lacadie stated they pay for all the travel to our city except for the airfare to the US. In turn, when we visit them, they do the same.

Chair Mayor Whalen asked if the Lt Governor has been included. Ms. Coleman-Lacadie stated state government has been invited (and attended) along with the Chamber, school districted, and City officials.

Lakewood Sister Cities Association — International Festival Kathleen Hoban, Vice President

Ms. Coleman-Lacadie stated that the international festival was their largest event. They have hosted 15 years at Sharon McGavick Center & Fort Steilacoom Pierce College to support student exchange. The students from the student exchanged helped created posters promoting the international festival, host calligraphy and origami booths, volunteer in the community and complete an internship in the field of

study with local businesses. In 2016 they jointed SummerFest which increased attendance by over 5,000 and continues to grow each year they participate. She presented photos, activities, entertainment, and other information from past events. Ms. Coleman-Lacadie noted that they have increased the request because of increased costs and the increased participation. She thanked the committee again for their support.

Chair Mayor Whalen asked if they work with or issues with the timing with the Asian Pacific Cultural Center. Ms. Coleman-Lacadie stated they had not except for one hiccup when they both had entertainment programs at once, but not since then. She said she has worked with the Asian Pacific Cultural Center for many years and they work well together.

City of Lakewood Communications – Imaging Promotions 2022 –Brynn Grimley, Communications Manager

Ms. Grimley stated they are requesting funding to continue the Nearcation campaign. The Nearcation campaign was created from the pandemic which is consistent with the City Council vision and goals. The LTAC support would go to support website management, content development focused on promoting Lakewood as a destination for special event, park exploration, restaurant crawls, business visits, and overnight stays. Ms. Grimley presented the marketing and promotion history and provided highlights from the current campaign, such as 523K video views, 3,799 total clicks, 360K YouTube impressions, and 163K Facebook impressions from paid ads. Goals for 2023 are to generate new content, increase outreach, and focus on overnight stays and attendance to local events. She stated beneficiaries will be residents, businesses, and others by raising awareness of Lakewood’s attractions, spurring development to create more economic activity, and increase tourism.

Member Potvin-Bird stated that Nearcation, like Travel+Tacoma, they are marketing for extended stays.

GRANT FUNDING DECISIONS

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

Basis for Awards and Other Recommendations

- Asian Pacific Cultural Center - The committee granted the full amount requested of \$15,000.
- Grave Concerns - The committee granted the full amount requested of \$5,000.
- Historic Fort Steilacoom Association - The committee granted the full amount requested of \$12,000.
- Lakewold Gardens - Capital - The committee granted the full amount requested of \$400,000 spread evenly over 6 years under the condition it is allowable.
- Lakewold Gardens - Tourism & Promotions - The committee granted the full amount requested of \$100,000.
- Lakewood Arts Book Festival Association - The committee granted the full amount requested of \$23, 000 and asks they track attendance.
- Lakewood Chamber of Commerce - Nights of Lights - The committee granted the full amount requested of \$25,000.
- Lakewood Chamber of Commerce - Tourism - The committee granted the full amount requested of \$100,000.
- Lakewood Historical Society & Museum - The committee granted the full amount requested of \$32,500.
- Lakewood Playhouse - The committee granted the full amount requested of \$25,000.
- Lakewood Sister Cities Association - Friendship Delegation - The committee granted the full amount requested of \$21,500.
- Lakewood Sister Cities Association - International Festival - The committee granted the full amount requested of \$9,000.
- Travel Tacoma - The committee granted the full amount requested of \$115,000.
- CoL - Communications - The committee granted the full amount requested of \$60,000.
- CoL - SummerFEST - The committee granted the full amount requested of \$135,000.
- CoL - Farmers Market - The committee granted the full amount requested of \$57,000.
- CoL - Summer Concert Series - The committee granted the full amount requested of \$30,000.
- CoL - Saturday Street Festivals on Motor Ave - The committee granted the full amount requested of \$30,000 and added an additional \$7,500 under the condition a one "night event" be added to their schedule during the off-season for a total of \$37,500.

LAKEWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2022 Requests for 2023 LTAC Grant Funds

Applicant	Funding Request			Recommended Funding			
	Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total	Notes
Asian Pacific Cultural Center	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000	
Grave Concerns	5,000	-	5,000	5,000	-	5,000	
Historic Fort Steilacoom Association	12,000	-	12,000	12,000	-	12,000	
Lakewold Gardens - Capital	-	400,000	400,000	-	400,000	400,000	Total award to be spread evenly over 4 years (\$100,00/yr) under the condition it is allowable.
Lakewold Gardens - Tourism & Promotions	100,000	-	100,000	100,000	-	100,000	
Lakewood Arts Book Festival Association	23,000	-	23,000	23,000	-	23,000	Ask that they track attendance.
Lakewood Chamber of Commerce - Nights of Lights	25,000	-	25,000	25,000	-	25,000	
Lakewood Chamber of Commerce - Tourism	100,000	-	100,000	100,000	-	100,000	
Lakewood Historical Society & Museum	32,500	-	32,500	32,500	-	32,500	
Lakewood Playhouse	25,000	-	25,000	25,000	-	25,000	
Association - Friendship Delegation	21,500	-	21,500	21,500	-	21,500	
Association - International Festival	9,000	-	9,000	9,000	-	9,000	
Travel Tacoma	115,000	-	115,000	115,000	-	115,000	
CoL - Communications	60,000	-	60,000	60,000	-	60,000	
CoL - SummerFEST	135,000	-	135,000	135,000	-	135,000	
CoL - Farmers Market	57,000	-	57,000	57,000	-	57,000	
CoL - Summer Concert Series	30,000	-	30,000	30,000	-	30,000	
CoL - Saturday Street Festivals on Motor Ave	30,000	-	30,000	37,500	-	37,500	An additional \$7,500 was added under the condition a one "night event" can be added in the off-season
	\$ 795,000	\$ 400,000	\$ 1,195,000	802,500	400,000	1,202,500	
CPTC McGavic Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850	
	\$ 795,000	\$ 501,850	\$ 1,296,850	802,500	501,850	1,304,350	

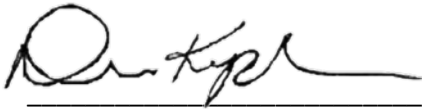
It was moved and seconded that the final allocation be approved.

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


ADJOURNMENT - Chair Mayor Whalen adjourned the meeting at 4:32 p.m.

For the full video of this meeting go to the [City of Lakewood YouTube channel](https://www.youtube.com/watch?v=MtC8xg2AfoA) and visit the following link: <https://www.youtube.com/watch?v=MtC8xg2AfoA>

Minutes:



Dana Kapla, Asst. Finance Director (Preparer)



Mayor Jason Whalen, Chair

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE:	TYPE OF ACTION:
November 20, 2023	Motion authorizing award of a construction contract to Sound Pacific Construction, LLC in the amount of \$5,132,292.91 plus a five percent contingency for the construction of the Hipkins Road Improvement Project.	<input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION 2023-107 <input type="checkbox"/> OTHER
REVIEW:	ATTACHMENTS:	
	Vicinity Map Bid Tabulations	

SUBMITTED BY: Paul A. Bucich, P.E., Public Works Engineering Director/City Engineer.

RECOMMENDATION: It is recommended that the City Council authorize award of a construction contract to Sound Pacific Construction, LLC. in the amount of \$5,132,292.91 plus a five percent contingency (\$256,614.65) for the construction of the Hipkins Road Improvement project, City Project 302.0083.

DISCUSSION: Through this project, the City will construct curb, gutter, and sidewalk on Hipkins Road between 104th and Steilacoom Blvd, a new roundabout at the intersection of North and Hipkins, and water main between 104th and Steilacoom on Hipkins. It is anticipated that construction will begin later this winter and will be completed in late Spring 2024.

ALTERNATIVE(S): The City received 14 bids; attached are the Bid Tabulations for the project. It is not anticipated that rebidding the project would result in lower bids.

FISCAL IMPACT: Project 302.0083, Hipkins Road is sufficiently funded in the approved budget. Lakewood Water District will reimburse the City for all costs incurred in construction of the water main in accordance with the Interlocal Agreement executed under Motion 2023-16.

Troy Pokswinski, P.E.
Prepared by


City Manager Review

Paul A. Bucich, P.E.
Department Director

BID TABULATIONS

Hipkins Road Improvements
302.0156
November 14, 2023

Tuesday, November 14, 2023

Note: We hereby certify that these tabulated bids represent all bids received and that the additions of all prices shown have been checked and corrected.

SCHEDULE A - ROADWAY & STORM				ENGINEER'S ESTIMATE		SOUND PACIFIC		R.L. ALIA		RODARTE CONSTRUCTION		R.W. SCOTT CONSTRUCTION		ACTIVE CONSTRUCTION		TUCCI & SONS	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	1	LS	\$277,000.00	\$277,000.00	\$300,000.00	\$300,000.00	\$200,000.00	\$200,000.00	\$166,000.00	\$166,000.00	\$110,000.00	\$110,000.00	\$545,133.15	\$545,133.15	\$170,000.00	\$170,000.00
2	Minor Change	25,000	FA	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
3	Roadway Surveying	1	LS	\$30,000.00	\$30,000.00	\$54,000.00	\$54,000.00	\$50,000.00	\$50,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$41,000.00	\$41,000.00
4	SPCC Plan	1	LS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$150.00	\$150.00	\$500.00	\$500.00	\$125.00	\$125.00	\$250.00	\$250.00
5	Project Temporary Traffic Control	1	LS	\$60,000.00	\$60,000.00	\$105,000.00	\$105,000.00	\$32,000.00	\$32,000.00	\$80,000.00	\$80,000.00	\$20,000.00	\$20,000.00	\$165,000.00	\$165,000.00	\$175,000.00	\$175,000.00
6	Clearing and Grubbing	1	LS	\$25,000.00	\$25,000.00	\$56,000.00	\$56,000.00	\$55,000.00	\$55,000.00	\$17,000.00	\$17,000.00	\$19,000.00	\$19,000.00	\$180,000.00	\$180,000.00	\$25,000.00	\$25,000.00
7	Removal of Structures and Obstructions	1	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$38,000.00	\$38,000.00	\$200,000.00	\$200,000.00	\$85,000.00	\$85,000.00
8	Sawcutting	4,200	LF	\$5.00	\$21,000.00	\$5.00	\$21,000.00	\$4.00	\$16,800.00	\$4.00	\$16,800.00	\$4.00	\$16,800.00	\$2.50	\$10,500.00	\$6.00	\$25,200.00
9	Roadway Excavation Including Haul	11,925	CY	\$35.00	\$417,375.00	\$26.00	\$310,050.00	\$42.00	\$500,850.00	\$26.00	\$310,050.00	\$37.00	\$441,225.00	\$30.00	\$357,750.00	\$19.00	\$226,575.00
10	Embankment Compaction	4,250	CY	\$5.00	\$21,250.00	\$5.00	\$21,250.00	\$8.00	\$34,000.00	\$3.00	\$12,750.00	\$15.00	\$63,750.00	\$7.50	\$31,875.00	\$3.00	\$12,750.00
11	Shoring or Extra Excavation Class B	1	LS	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$100.00	\$100.00	\$1,500.00	\$1,500.00	\$225.00	\$225.00	\$500.00	\$500.00
12	Crushed Surfacing Base Course	3,800	TN	\$45.00	\$171,000.00	\$55.00	\$209,000.00	\$43.00	\$163,400.00	\$28.00	\$106,400.00	\$38.00	\$144,400.00	\$30.00	\$114,000.00	\$30.00	\$114,000.00
13	HMA Cl. 1/2", PG 58-22	6,200	TN	\$105.00	\$651,000.00	\$96.00	\$595,200.00	\$95.00	\$589,000.00	\$105.00	\$651,000.00	\$103.25	\$640,150.00	\$100.00	\$620,000.00	\$97.00	\$601,400.00
14	Asphalt Cost Price Adjustment	25,000	CALC	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
15	Commercial HMA	250	TN	\$150.00	\$37,500.00	\$150.00	\$37,500.00	\$165.00	\$41,250.00	\$185.00	\$46,250.00	\$155.00	\$38,750.00	\$300.00	\$75,000.00	\$145.00	\$36,250.00
16	Planing Bituminous Pavement	1,800	SY	\$12.00	\$21,600.00	\$5.50	\$9,900.00	\$7.00	\$12,600.00	\$6.50	\$11,700.00	\$10.65	\$19,170.00	\$7.00	\$12,600.00	\$8.00	\$14,400.00
17	Cement Concrete Truck Apron	220	SY	\$100.00	\$22,000.00	\$72.00	\$15,840.00	\$70.00	\$15,400.00	\$105.00	\$23,100.00	\$81.65	\$17,963.00	\$72.00	\$15,840.00	\$100.00	\$22,000.00
18	Corrosion Resistant Dowel Bars	140	EA	\$30.00	\$4,200.00	\$26.00	\$3,640.00	\$25.00	\$3,500.00	\$25.00	\$3,500.00	\$64.25	\$8,995.00	\$25.00	\$3,500.00	\$65.00	\$9,100.00
19	Infiltration Gallery	220	LF	\$90.00	\$19,800.00	\$80.00	\$17,600.00	\$85.00	\$18,700.00	\$85.00	\$18,700.00	\$83.00	\$18,260.00	\$69.00	\$15,180.00	\$136.00	\$29,920.00
20	Schedule A Storm Sewer Pipe, 8-Inch Diam.	822	LF	\$80.00	\$65,760.00	\$46.00	\$37,812.00	\$75.00	\$61,650.00	\$55.00	\$45,210.00	\$41.00	\$33,702.00	\$39.00	\$32,058.00	\$109.00	\$89,598.00
21	Concrete Inlet	1	EA	\$1,200.00	\$1,200.00	\$1,600.00	\$1,600.00	\$2,500.00	\$2,500.00	\$1,250.00	\$1,250.00	\$1,750.00	\$1,750.00	\$1,300.00	\$1,300.00	\$2,500.00	\$2,500.00
22	Catch Basin Type 1	28	EA	\$1,300.00	\$36,400.00	\$2,100.00	\$58,800.00	\$2,200.00	\$61,600.00	\$1,550.00	\$43,400.00	\$1,900.00	\$53,200.00	\$1,300.00	\$36,400.00	\$2,500.00	\$70,000.00
23	Catch Basin Type 1P w/Down Turned 90	10	EA	\$1,500.00	\$15,000.00	\$2,400.00	\$24,000.00	\$2,800.00	\$28,000.00	\$2,000.00	\$20,000.00	\$2,000.00	\$20,000.00	\$1,550.00	\$15,500.00	\$2,600.00	\$26,000.00
24	Connection to Existing Catch Basin	31	EA	\$500.00	\$15,500.00	\$1,100.00	\$34,100.00	\$500.00	\$15,500.00	\$1,000.00	\$31,000.00	\$410.00	\$12,710.00	\$400.00	\$12,400.00	\$625.00	\$19,375.00
25	Install Thru Curb Inlet Casting	2	EA	\$700.00	\$1,400.00	\$650.00	\$1,300.00	\$1,200.00	\$2,400.00	\$800.00	\$1,600.00	\$650.00	\$1,300.00	\$800.00	\$1,600.00	\$900.00	\$1,800.00
26	Adjust Catch Basin	21	EA	\$500.00	\$10,500.00	\$800.00	\$16,800.00	\$500.00	\$10,500.00	\$885.00	\$18,585.00	\$450.00	\$9,450.00	\$275.00	\$5,775.00	\$300.00	\$6,300.00
27	Adjust Manhole	14	EA	\$800.00	\$11,200.00	\$800.00	\$11,200.00	\$800.00	\$11,200.00	\$885.00	\$12,390.00	\$450.00	\$6,300.00	\$625.00	\$8,750.00	\$725.00	\$10,150.00
28	Resolution of Utility Conflicts	20,000	FA	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00
29	Adjust Valve Box	20	EA	\$500.00	\$10,000.00	\$500.00	\$10,000.00	\$600.00	\$12,000.00	\$500.00	\$10,000.00	\$400.00	\$8,000.00	\$400.00	\$8,000.00	\$725.00	\$14,500.00
30	Erosion/Water Pollution Control	2,000	FA	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00
31	Topsoil Type A	300	CY	\$70.00	\$21,000.00	\$74.00	\$22,200.00	\$72.00	\$21,600.00	\$75.00	\$22,500.00	\$58.00	\$17,400.00	\$75.00	\$22,500.00	\$79.00	\$23,700.00
32	Seeded Lawn Installation	700	SY	\$5.00	\$3,500.00	\$3.50	\$2,450.00	\$6.00	\$4,200.00	\$6.00	\$4,200.00	\$4.00	\$2,800.00	\$1.85	\$1,295.00	\$3.60	\$2,520.00
33	Bark Mulch	250	CY	\$80.00	\$20,000.00	\$70.00	\$17,500.00	\$72.00	\$18,000.00	\$75.00	\$18,750.00	\$58.00	\$14,500.00	\$73.00	\$18,250.00	\$75.00	\$18,750.00
34	PSIPE "Hypericum Caycinum" 3 Gal.	75	EA	\$60.00	\$4,500.00	\$66.00	\$4,950.00	\$40.00	\$3,000.00	\$45.00	\$3,375.00	\$50.00	\$3,750.00	\$37.00	\$2,775.00	\$70.00	\$5,250.00
35	PSIPE Mt Vernon Laurel 3 Gal.	100	EA	\$60.00	\$6,000.00	\$52.00	\$5,200.00	\$60.00	\$6,000.00	\$62.00	\$6,200.00	\$70.00	\$7,000.00	\$37.00	\$3,700.00	\$55.00	\$5,500.00
36	PSIPE 'Mahonia Repens' 3 Gal.	101	EA	\$60.00	\$6,060.00	\$45.00	\$4,545.00	\$26.00	\$2,626.00	\$28.00	\$2,828.00	\$50.00	\$5,050.00	\$37.00	\$3,737.00	\$47.00	\$4,747.00
37	PSIPE 'Geranium Macrorrhizum' 3 Gal.	173	EA	\$60.00	\$10,380.00	\$42.00	\$7,266.00	\$26.00	\$4,498.00	\$28.00	\$4,844.00	\$50.00	\$8,650.00	\$37.00	\$6,401.00	\$55.00	\$9,515.00
38	PSIPE Chamaecyparis Obtusa 'Gracilis' 10 Gal.	4	EA	\$500.00	\$2,000.00	\$255.00	\$1,020.00	\$350.00	\$1,400.00	\$365.00	\$1,460.00	\$400.00	\$1,600.00	\$425.00	\$1,700.00	\$275.00	\$1,100.00
39	PSIPE Oregon Grape 3 Gal.	18	EA	\$80.00	\$1,440.00	\$48.00	\$864.00	\$30.00	\$540.00	\$28.00	\$504.00	\$50.00	\$900.00	\$37.00	\$666.00	\$50.00	\$900.00
40	PSIPE Viburnum Davidii 3 Gal.	6	EA	\$80.00	\$480.00	\$42.00	\$252.00	\$50.00	\$300.00	\$50.00	\$300.00	\$65.00	\$390.00	\$37.00	\$222.00	\$44.00	\$264.00
41	3-4 Man Rock - Landscape Boulder	27	EA	\$400.00	\$10,800.00	\$485.00	\$13,095.00	\$225.00	\$6,075.00	\$225.00	\$6,075.00	\$200.00	\$5,400.00	\$425.00	\$11,475.00	\$530.00	\$14,310.00
42	Irrigation System Complete	1	LS	\$75,000.00	\$75,000.00	\$70,000.00	\$70,000.00	\$75,000.00	\$75,000.00	\$80,000.00	\$80,000.00	\$72,000.00	\$72,000.00	\$47,000.00	\$47,000.00	\$75,000.00	\$75,000.00
43	Cement Concrete Traffic Curb and Gutter	10,035	LF	\$25.00	\$250,875.00	\$24.50	\$245,857.50	\$21.00	\$210,735.00	\$27.00	\$270,945.00	\$24.00	\$240,840.00	\$19.50	\$195,682.50	\$23.00	\$230,805.00
44	Cement Concrete Truck Barrier Curb	133	LF	\$50.00	\$6,650.00	\$54.00	\$7,182.00	\$50.00	\$6,650.00	\$70.00	\$9,310.00	\$45.00	\$5,985.00	\$50.00	\$6,650.00	\$51.00	\$6,783.00
45	Cement Concrete Pedestrian Curb	1,204	LF	\$30.00	\$36,120.00	\$33.00	\$39,732.00	\$12.00	\$14,448.00	\$50.00	\$60,200.00	\$31.50	\$37,926.00	\$28.00	\$33,712.00	\$30.00	\$36,120.00
46	Roundabout Truck Apron Cem. Conc. Curb and Gutter	220	LF	\$30.00	\$6,600.00	\$47.00	\$10,340.00	\$35.00	\$7,700.00	\$64.00	\$14,080.00	\$30.00	\$6,600.00	\$44.00	\$9,680.00	\$38.00	\$8,360.00
47	Remove and Replace Cement Conc. Curb and Gutter	240	LF	\$50.00	\$12,000.00	\$41.00	\$9,840.00	\$45.00	\$10,800.00	\$100.00	\$24,000.00	\$56.00	\$13,440.00	\$40.00	\$9,600.00	\$34.00	\$8,160.00
48	Cement Concrete Driveway Entrance	3,250	SY	\$55.00	\$178,750.00	\$55.00	\$178,750.00	\$55.00	\$178,750.00	\$78.00	\$253,500.00	\$75.00	\$243,750.00	\$70.00	\$227,500.00	\$59.00	\$191,750.00
49	Raised Pavement Markers Type 2	2	HUND	\$1,000.00	\$1,600.00	\$1,000.00	\$1,600.00	\$1,000.00	\$1,600.00	\$950.00	\$1,520.00	\$900.00	\$1,440.00	\$625.00	\$1,000.00	\$1,000.00	\$1,600.00
50	Monument Case and Cover	21	EA	\$1,000.00	\$21,000.00	\$600.00	\$12,600.00	\$1,000.00	\$21,000.00	\$700.00	\$14,700.00	\$550.00	\$11,550.00	\$550.00	\$11,550.00	\$625.00	\$13,125.00
51	Cement Concrete Sidewalk	4,400	SY	\$40.00	\$176,000.00	\$46.00	\$202,400.00	\$40.00	\$176,000.00	\$57.00	\$250,800.00	\$55.00	\$242,000.00	\$45.00	\$198,000.00	\$45.00	\$198,000.00
52	Cement Concrete Colored Sidewalk	1,235	SY	\$70.00	\$86,450.00	\$75.00	\$92,625.00	\$70.00	\$86,450.00	\$92.00	\$113,620.00	\$75.00	\$92,625.00	\$75.00	\$92,625.00	\$75.00	\$92,625.00
53	Cement Concrete Curb Ramp Type Single Direction	31	EA	\$2,500.00	\$77,500.00	\$1,800.00	\$55,800.00	\$1,600.00	\$49,600.00	\$2,000.00	\$62,000.00	\$1,300.00	\$40,300.00	\$2,000.00	\$62,000.00	\$1,800.00	\$55,800.00
54	Cement Concrete Curb Ramp Type Parallel	9	EA	\$2,500.00	\$22,500.00	\$1,800.00	\$16,200.00	\$1,600.00	\$14,400.00	\$2,000.00	\$18,000.00	\$1,200.00	\$10,800.00	\$2,000.00	\$18,000.00	\$1,800.00	\$16,200.00
55	Remove and Replace Cement Concrete Sidewalk	160	SY	\$80.00	\$12,800.00	\$55.00	\$8,800.00	\$60.00	\$9,600.00	\$175.00	\$28,000.00	\$117.00	\$18,720.00	\$56.00	\$8,960.00	\$51.00	\$8,160.00
56	Detectable Warning Surface (Cast Iron)	824	SF	\$55.00	\$45,320.00	\$42.00	\$34,608.00	\$50.00	\$41,200.00	\$42.00	\$34,608.00	\$80.00	\$65,920.00	\$41.00	\$33,784.00	\$44.00	\$36,256.00

69	Plastic Yield Symbol	16	EA	\$200.00	\$3,200.00	\$105.00	\$1,680.00	\$110.00	\$1,760.00	\$105.00	\$1,680.00	\$105.00	\$1,680.00	\$250.00	\$4,000.00	\$110.00	\$1,760.00
SCHEDULE A TOTAL				\$3,385,192.00		\$3,395,455.50		\$3,258,202.00		\$3,374,693.00		\$3,177,466.00		\$3,880,784.65		\$3,244,063.00	
SCHEDULE B - WATER MAIN				ENGINEER'S ESTIMATE		SOUND PACIFIC		R.L. ALIA		RODARTE CONSTRUCTION		R.W. SCOTT CONSTRUCTION		ACTIVE CONSTRUCTION		TUCCI & SONS	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Minor Change	10,000	FA	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
2	Mobilization	1	LS	\$255,000.00	\$255,000.00	\$75,000.00	\$75,000.00	\$130,000.00	\$130,000.00	\$71,200.00	\$71,200.00	\$70,000.00	\$70,000.00	\$50,000.00	\$50,000.00	\$15,000.00	\$15,000.00
3	Potholing	35	EA	\$900.00	\$31,500.00	\$325.00	\$11,375.00	\$400.00	\$14,000.00	\$675.00	\$23,625.00	\$250.00	\$8,750.00	\$290.00	\$10,150.00	\$400.00	\$14,000.00
4	Record Drawings, (Min. Bid \$2000)	1	LS	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
5	Project Temporary Traffic Control	1	LS	\$25,000.00	\$25,000.00	\$8,000.00	\$8,000.00	\$24,000.00	\$24,000.00	\$80,000.00	\$80,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00
6	Contractor Provided Off Duty Uniformed Police Officer	64	HR	\$200.00	\$12,800.00	\$140.00	\$8,960.00	\$125.00	\$8,000.00	\$130.00	\$8,320.00	\$125.00	\$8,000.00	\$155.00	\$9,920.00	\$135.00	\$8,640.00
7	Water Main Surveying	1	LS	\$15,000.00	\$15,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$8,000.00	\$8,000.00	\$9,000.00	\$9,000.00	\$7,500.00	\$7,500.00	\$8,100.00	\$8,100.00
8	Furnish and Install 12 Inch Ductile Iron Water Main	6,497	LF	\$125.00	\$812,125.00	\$80.00	\$519,760.00	\$112.00	\$727,664.00	\$96.00	\$623,712.00	\$131.00	\$851,107.00	\$80.00	\$519,760.00	\$122.00	\$792,634.00
9	Furnish and Install 10 Inch Ductile Iron Water Main	20	LF	\$100.00	\$2,000.00	\$82.00	\$1,640.00	\$200.00	\$4,000.00	\$125.00	\$2,500.00	\$156.00	\$3,120.00	\$125.00	\$2,500.00	\$145.00	\$2,900.00
10	Furnish and Install 8 Inch Ductile Iron Water Main	1,443	LF	\$75.00	\$108,225.00	\$59.00	\$85,137.00	\$85.00	\$122,655.00	\$90.00	\$129,870.00	\$90.00	\$129,870.00	\$56.00	\$80,808.00	\$135.00	\$194,805.00
11	Furnish and Install 6 Inch Ductile Iron Water Main	465	LF	\$60.00	\$27,900.00	\$53.00	\$24,645.00	\$85.00	\$39,525.00	\$70.00	\$32,550.00	\$80.00	\$37,200.00	\$50.00	\$23,250.00	\$120.00	\$55,800.00
12	Furnish and Install 4 Inch Ductile Iron Water Main	163	LF	\$60.00	\$9,780.00	\$60.00	\$9,780.00	\$100.00	\$16,300.00	\$80.00	\$13,040.00	\$91.00	\$14,833.00	\$70.00	\$11,410.00	\$90.00	\$14,670.00
13	Furnish and Install 2 Inch Polyethylene Water Main	8	LF	\$200.00	\$1,600.00	\$84.00	\$672.00	\$200.00	\$1,600.00	\$30.00	\$240.00	\$70.00	\$560.00	\$55.00	\$440.00	\$150.00	\$1,200.00
14	Furnish and Install 12-Inch Gate Valve	54	EA	\$4,000.00	\$216,000.00	\$3,900.00	\$210,600.00	\$4,250.00	\$229,500.00	\$4,000.00	\$216,000.00	\$4,090.00	\$220,860.00	\$4,000.00	\$216,000.00	\$4,600.00	\$248,400.00
15	Furnish and Install 8-Inch Gate Valve	19	EA	\$2,500.00	\$47,500.00	\$2,200.00	\$41,800.00	\$3,000.00	\$57,000.00	\$2,400.00	\$45,600.00	\$2,800.00	\$53,200.00	\$2,400.00	\$45,600.00	\$2,700.00	\$51,300.00
16	Furnish and Install 6-Inch Gate Valve	2	EA	\$1,750.00	\$3,500.00	\$1,500.00	\$3,000.00	\$2,400.00	\$4,800.00	\$1,600.00	\$3,200.00	\$1,800.00	\$3,600.00	\$1,750.00	\$3,500.00	\$1,900.00	\$3,800.00
17	Furnish and Install Fire Hydrant Assembly	15	EA	\$5,500.00	\$82,500.00	\$7,500.00	\$112,500.00	\$8,200.00	\$123,000.00	\$8,750.00	\$131,250.00	\$8,157.00	\$122,355.00	\$7,500.00	\$112,500.00	\$9,300.00	\$139,500.00
18	Furnish and Install Blowoff Assembly	1	EA	\$4,000.00	\$4,000.00	\$5,600.00	\$5,600.00	\$6,800.00	\$6,800.00	\$6,000.00	\$6,000.00	\$6,400.00	\$6,400.00	\$5,500.00	\$5,500.00	\$6,360.00	\$6,360.00
19	Furnish and Install Combination Air Release/Air Vacuum Valve	2	EA	\$4,000.00	\$8,000.00	\$7,000.00	\$14,000.00	\$7,500.00	\$15,000.00	\$7,000.00	\$14,000.00	\$7,283.00	\$14,566.00	\$6,500.00	\$13,000.00	\$8,500.00	\$17,000.00
20	Connection to Existing Water Main	32	EA	\$5,000.00	\$160,000.00	\$1,400.00	\$44,800.00	\$2,000.00	\$64,000.00	\$4,500.00	\$144,000.00	\$4,000.00	\$128,000.00	\$2,500.00	\$80,000.00	\$3,000.00	\$96,000.00
21	Import Trench Backfill and Bedding	1,102	CY	\$50.00	\$55,100.00	\$5.00	\$5,510.00	\$1.00	\$1,102.00	\$55.00	\$60,610.00	\$45.00	\$49,590.00	\$65.00	\$71,630.00	\$60.00	\$66,120.00
22	1-Inch Irrigation Service	1	EA	\$1,000.00	\$1,000.00	\$1,300.00	\$1,300.00	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$3,100.00	\$3,100.00	\$1,600.00	\$1,600.00	\$4,600.00	\$4,600.00
23	Furnish and Install Ductile Iron Fittings	103	EA	\$600.00	\$61,800.00	\$800.00	\$82,400.00	\$770.00	\$79,310.00	\$850.00	\$87,550.00	\$650.00	\$66,950.00	\$775.00	\$79,825.00	\$775.00	\$79,825.00
24	Reconnect Existing Far Side Water Service	18	EA	\$3,000.00	\$54,000.00	\$1,650.00	\$29,700.00	\$3,325.00	\$59,850.00	\$1,900.00	\$34,200.00	\$4,500.00	\$81,000.00	\$1,650.00	\$29,700.00	\$3,000.00	\$54,000.00
25	Reconnect Existing Near Side Water Service	23	EA	\$2,000.00	\$46,000.00	\$1,350.00	\$31,050.00	\$3,325.00	\$76,475.00	\$1,650.00	\$37,950.00	\$3,100.00	\$71,300.00	\$950.00	\$21,850.00	\$2,750.00	\$63,250.00
26	Trench Excavation Safety System	1	LS	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$25,000.00	\$25,000.00	\$100.00	\$100.00	\$1,000.00	\$1,000.00	\$150.00	\$150.00	\$500.00	\$500.00
27	Compaction Tests	115	EA	\$300.00	\$34,500.00	\$50.00	\$5,750.00	\$50.00	\$5,750.00	\$90.00	\$10,350.00	\$150.00	\$17,250.00	\$75.00	\$8,625.00	\$160.00	\$18,400.00
28	Erosion Control and Water Pollution Prevention- Steilacoon	1	LS	\$5,000.00	\$5,000.00	\$1,700.00	\$1,700.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$450.00	\$450.00	\$5,000.00	\$5,000.00
29	Resolution of Utility Conflicts	15,000	FA	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
30	Cold Mix	235	TN	\$200.00	\$47,000.00	\$250.00	\$58,750.00	\$1.00	\$235.00	\$120.00	\$28,200.00	\$130.00	\$30,550.00	\$155.00	\$36,425.00	\$1.00	\$235.00
31	Irrigation System Modification	15,000	FA	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
32	Permanent Asphalt Pavement for Trench Restoration	344	TN	\$180.00	\$61,920.00	\$195.00	\$67,080.00	\$185.00	\$63,640.00	\$210.00	\$72,240.00	\$195.00	\$67,080.00	\$240.00	\$82,560.00	\$180.00	\$61,920.00
33	Reconnect Existing Far Side 1.5 In. Water Service	3	EA	\$3,500.00	\$10,500.00	\$3,000.00	\$9,000.00	\$4,000.00	\$12,000.00	\$3,000.00	\$9,000.00	\$4,300.00	\$12,900.00	\$2,200.00	\$6,600.00	\$4,700.00	\$14,100.00
34	Reconnect Existing Near Side 1.5 In. Water Service	3	EA	\$2,500.00	\$7,500.00	\$2,500.00	\$7,500.00	\$4,000.00	\$12,000.00	\$2,800.00	\$8,400.00	\$4,200.00	\$12,600.00	\$2,100.00	\$6,300.00	\$4,450.00	\$13,350.00
35	Reconnect Exist. Far Side Water Service - District Supplied	30	EA	\$1,500.00	\$45,000.00	\$900.00	\$27,000.00	\$1,450.00	\$43,500.00	\$1,200.00	\$36,000.00	\$2,500.00	\$75,000.00	\$425.00	\$12,750.00	\$2,500.00	\$75,000.00
36	Reconnect Exist. Near Side Water Service - Distr. Supplied	30	EA	\$1,200.00	\$36,000.00	\$650.00	\$19,500.00	\$1,450.00	\$43,500.00	\$950.00	\$28,500.00	\$2,400.00	\$72,000.00	\$325.00	\$9,750.00	\$2,750.00	\$82,500.00
SCHEDULE B SUBTOTAL				\$2,334,750.00		\$1,577,509.00		\$2,068,206.00		\$2,012,507.00		\$2,304,741.00		\$1,612,053.00		\$2,275,909.00	
SCHEDULE B SALES TAX (10.1%)				\$235,809.75		\$159,328.41		\$208,888.81		\$203,263.21		\$232,778.84		\$162,817.35		\$229,866.81	
SCHEDULE B TOTAL				\$2,570,559.75		\$1,736,837.41		\$2,277,094.81		\$2,215,770.21		\$2,537,519.84		\$1,774,870.35		\$2,505,775.81	
				ENGINEER'S ESTIMATE		SOUND PACIFIC		R.L. ALIA		RODARTE CONSTRUCTION		R.W. SCOTT CONSTRUCTION		ACTIVE CONSTRUCTION		TUCCI & SONS	
TOTAL BID				\$5,955,751.75		\$5,132,292.91		\$5,535,296.81		\$5,590,463.21		\$5,714,985.84		\$5,655,655.00		\$5,749,838.81	

BID TABULATIONS

Hipkins Road Improvements
302.0083
November 14, 2023

Tuesday, November 14, 2023

Note: We hereby certify that these tabulated bids represent all bids received and that the additions of all prices shown have been checked and corrected.

SCHEDULE A - ROADWAY & STORM				MIDWAY UNDERGROUND		P&A CIVIL		MILES RESOURCES		REED TRUCKING		NW CASCADE		SCI INFRASTRUCTURE		CECCANTI	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	1	LS	\$280,000.00	\$280,000.00	\$285,000.00	\$285,000.00	\$112,848.00	\$112,848.00	\$300,000.00	\$300,000.00	\$385,000.00	\$385,000.00	\$330,000.00	\$330,000.00	\$308,332.00	\$308,332.00
2	Minor Change	25,000	FA	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
3	Roadway Surveying	1	LS	\$37,740.00	\$37,740.00	\$38,000.00	\$38,000.00	\$49,000.00	\$49,000.00	\$45,000.00	\$45,000.00	\$40,000.00	\$40,000.00	\$52,000.00	\$52,000.00	\$34,200.00	\$34,200.00
4	SPCC Plan	1	LS	\$1,230.00	\$1,230.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$372.00	\$372.00
5	Project Temporary Traffic Control	1	LS	\$72,870.00	\$72,870.00	\$75,000.00	\$75,000.00	\$220,000.00	\$220,000.00	\$160,000.00	\$160,000.00	\$129,000.00	\$129,000.00	\$190,000.00	\$190,000.00	\$333,000.00	\$333,000.00
6	Clearing and Grubbing	1	LS	\$50,950.00	\$50,950.00	\$25,000.00	\$25,000.00	\$249,000.00	\$249,000.00	\$25,000.00	\$25,000.00	\$432,000.00	\$432,000.00	\$105,000.00	\$105,000.00	\$136,400.00	\$136,400.00
7	Removal of Structures and Obstructions	1	LS	\$10,340.00	\$10,340.00	\$60,000.00	\$60,000.00	\$13,500.00	\$13,500.00	\$15,000.00	\$15,000.00	\$95,000.00	\$95,000.00	\$65,000.00	\$65,000.00	\$99,100.00	\$99,100.00
8	Sawcutting	4,200	LF	\$10.75	\$45,150.00	\$3.50	\$14,700.00	\$3.00	\$12,600.00	\$5.00	\$21,000.00	\$5.00	\$21,000.00	\$4.00	\$16,800.00	\$4.00	\$16,800.00
9	Roadway Excavation Including Haul	11,925	CY	\$43.50	\$518,737.50	\$32.00	\$381,600.00	\$24.00	\$286,200.00	\$40.00	\$477,000.00	\$27.00	\$321,975.00	\$40.00	\$477,000.00	\$42.00	\$500,850.00
10	Embankment Compaction	4,250	CY	\$14.75	\$62,687.50	\$15.50	\$65,875.00	\$18.00	\$76,500.00	\$10.00	\$42,500.00	\$3.50	\$14,875.00	\$5.00	\$21,250.00	\$8.00	\$34,000.00
11	Shoring or Extra Excavation Class B	1	LS	\$7,260.00	\$7,260.00	\$1,250.00	\$1,250.00	\$500.00	\$500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$2,500.00	\$2,500.00	\$2,570.00	\$2,570.00
12	Crushed Surfacing Base Course	3,800	TN	\$28.50	\$108,300.00	\$48.00	\$182,400.00	\$62.00	\$235,600.00	\$50.00	\$190,000.00	\$36.00	\$136,800.00	\$30.00	\$114,000.00	\$31.00	\$117,800.00
13	HMA Cl. 1/2", PG 58-22	6,200	TN	\$99.00	\$613,800.00	\$100.00	\$620,000.00	\$86.00	\$533,200.00	\$100.00	\$620,000.00	\$100.00	\$620,000.00	\$97.00	\$601,400.00	\$106.00	\$657,200.00
14	Asphalt Cost Price Adjustment	25,000	CALC	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00	\$1.00	\$25,000.00
15	Commercial HMA	250	TN	\$290.00	\$72,500.00	\$210.00	\$52,500.00	\$210.00	\$52,500.00	\$175.00	\$43,750.00	\$197.00	\$49,250.00	\$152.00	\$38,000.00	\$150.00	\$37,500.00
16	Planing Bituminous Pavement	1,800	SY	\$8.40	\$15,120.00	\$12.00	\$21,600.00	\$7.00	\$12,600.00	\$9.00	\$16,200.00	\$6.25	\$11,250.00	\$4.60	\$8,280.00	\$10.00	\$18,000.00
17	Cement Concrete Truck Apron	220	SY	\$81.00	\$17,820.00	\$87.00	\$19,140.00	\$65.00	\$14,300.00	\$89.00	\$19,580.00	\$87.00	\$19,140.00	\$66.00	\$14,520.00	\$75.00	\$16,500.00
18	Corrosion Resistant Dowel Bars	140	EA	\$26.50	\$3,710.00	\$62.00	\$8,680.00	\$24.00	\$3,360.00	\$34.00	\$4,760.00	\$28.25	\$3,955.00	\$58.00	\$8,120.00	\$25.00	\$3,500.00
19	Infiltration Gallery	220	LF	\$181.00	\$39,820.00	\$90.00	\$19,800.00	\$69.00	\$15,180.00	\$85.00	\$18,700.00	\$118.00	\$25,960.00	\$140.00	\$30,800.00	\$93.00	\$20,460.00
20	Schedule A Storm Sewer Pipe, 8-Inch Diam.	822	LF	\$44.50	\$36,579.00	\$50.00	\$41,100.00	\$139.00	\$114,258.00	\$75.00	\$61,650.00	\$64.00	\$52,608.00	\$85.00	\$69,870.00	\$71.00	\$58,362.00
21	Concrete Inlet	1	EA	\$1,350.00	\$1,350.00	\$1,700.00	\$1,700.00	\$2,900.00	\$2,900.00	\$2,000.00	\$2,000.00	\$1,350.00	\$1,350.00	\$1,130.00	\$1,130.00	\$1,450.00	\$1,450.00
22	Catch Basin Type 1	28	EA	\$1,360.00	\$38,080.00	\$1,750.00	\$49,000.00	\$2,915.00	\$81,620.00	\$2,200.00	\$61,600.00	\$1,450.00	\$40,600.00	\$1,600.00	\$44,800.00	\$1,620.00	\$45,360.00
23	Catch Basin Type 1P w/Down Turned 90	10	EA	\$1,580.00	\$15,800.00	\$2,700.00	\$27,000.00	\$3,075.00	\$30,750.00	\$3,000.00	\$30,000.00	\$1,950.00	\$19,500.00	\$1,900.00	\$19,000.00	\$1,660.00	\$16,600.00
24	Connection to Existing Catch Basin	31	EA	\$660.00	\$20,460.00	\$1,000.00	\$31,000.00	\$975.00	\$30,225.00	\$750.00	\$32,250.00	\$1,000.00	\$31,000.00	\$500.00	\$15,500.00	\$1,200.00	\$37,200.00
25	Install Thru Curb Inlet Casting	2	EA	\$1,000.00	\$2,000.00	\$800.00	\$1,600.00	\$2,800.00	\$5,600.00	\$900.00	\$1,800.00	\$950.00	\$1,900.00	\$2,000.00	\$4,000.00	\$912.00	\$1,824.00
26	Adjust Catch Basin	21	EA	\$600.00	\$12,600.00	\$550.00	\$11,550.00	\$1,420.00	\$29,820.00	\$800.00	\$16,800.00	\$600.00	\$12,600.00	\$750.00	\$15,750.00	\$777.00	\$16,317.00
27	Adjust Manhole	14	EA	\$710.00	\$9,940.00	\$800.00	\$11,200.00	\$1,850.00	\$25,900.00	\$800.00	\$11,200.00	\$600.00	\$8,400.00	\$1,200.00	\$16,800.00	\$777.00	\$10,878.00
28	Resolution of Utility Conflicts	20,000	FA	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00
29	Adjust Valve Box	20	EA	\$570.00	\$11,400.00	\$300.00	\$6,000.00	\$965.00	\$19,300.00	\$500.00	\$10,000.00	\$600.00	\$12,000.00	\$560.00	\$11,200.00	\$520.00	\$10,400.00
30	Erosion/Water Pollution Control	2,000	FA	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00	\$1.00	\$2,000.00
31	Topsoil Type A	300	CY	\$59.00	\$17,700.00	\$60.00	\$18,000.00	\$74.00	\$22,200.00	\$77.00	\$23,100.00	\$76.00	\$22,800.00	\$73.00	\$21,900.00	\$72.00	\$21,600.00
32	Seeded Lawn Installation	700	SY	\$3.00	\$2,100.00	\$2.50	\$1,750.00	\$3.25	\$2,275.00	\$4.00	\$2,800.00	\$2.00	\$1,400.00	\$1.80	\$1,260.00	\$2.00	\$1,400.00
33	Bark Mulch	250	CY	\$65.00	\$16,250.00	\$80.00	\$20,000.00	\$70.00	\$17,500.00	\$72.00	\$18,000.00	\$76.00	\$19,000.00	\$73.00	\$18,250.00	\$73.00	\$18,250.00
34	PSIPE 'Hypericum Caycinum' 3 Gal.	75	EA	\$47.00	\$3,525.00	\$45.00	\$3,375.00	\$66.00	\$4,950.00	\$68.00	\$5,100.00	\$38.00	\$2,850.00	\$36.00	\$2,700.00	\$36.00	\$2,700.00
35	PSIPE Mt Vernon Laurel 3 Gal.	100	EA	\$41.00	\$4,100.00	\$45.00	\$4,500.00	\$52.00	\$5,200.00	\$55.00	\$5,500.00	\$38.00	\$3,800.00	\$36.00	\$3,600.00	\$36.00	\$3,600.00
36	PSIPE 'Mahonia Repens' 3 Gal.	101	EA	\$37.50	\$3,787.50	\$45.00	\$4,545.00	\$44.00	\$4,444.00	\$48.00	\$4,848.00	\$38.00	\$3,838.00	\$36.00	\$3,636.00	\$36.00	\$3,636.00
37	PSIPE 'Geranium Macrorrhizum' 3 Gal.	173	EA	\$3.50	\$605.50	\$48.00	\$8,304.00	\$52.00	\$8,996.00	\$54.00	\$9,342.00	\$38.00	\$6,574.00	\$36.00	\$6,228.00	\$36.00	\$6,228.00
38	PSIPE Chamaecyparis Obtusa 'Gracilis' 10 Gal.	4	EA	\$236.00	\$944.00	\$200.00	\$800.00	\$260.00	\$1,040.00	\$275.00	\$1,100.00	\$345.00	\$1,380.00	\$420.00	\$1,680.00	\$414.00	\$1,656.00
39	PSIPE Oregon Grape 3 Gal.	18	EA	\$37.50	\$675.00	\$45.00	\$810.00	\$47.00	\$846.00	\$52.00	\$936.00	\$38.00	\$684.00	\$36.00	\$648.00	\$36.00	\$648.00
40	PSIPE Viburnum Davidii 3 Gal.	6	EA	\$37.50	\$225.00	\$45.00	\$270.00	\$41.00	\$246.00	\$45.00	\$270.00	\$38.00	\$228.00	\$36.00	\$216.00	\$46.00	\$276.00
41	3-4 Man Rock - Landscape Boulder	27	EA	\$350.00	\$9,450.00	\$350.00	\$9,450.00	\$500.00	\$13,500.00	\$500.00	\$13,500.00	\$435.00	\$11,745.00	\$420.00	\$11,340.00	\$414.00	\$11,178.00
42	Irrigation System Complete	1	LS	\$47,120.00	\$47,120.00	\$70,000.00	\$70,000.00	\$67,000.00	\$67,000.00	\$70,000.00	\$70,000.00	\$54,500.00	\$54,500.00	\$48,600.00	\$48,600.00	\$45,300.00	\$45,300.00
43	Cement Concrete Traffic Curb and Gutter	10,035	LF	\$21.00	\$210,735.00	\$23.00	\$230,805.00	\$18.00	\$180,630.00	\$22.50	\$225,787.50	\$23.00	\$230,805.00	\$25.50	\$255,892.50	\$22.00	\$220,770.00
44	Cement Concrete Truck Barrier Curb	133	LF	\$53.50	\$7,115.50	\$50.00	\$6,650.00	\$46.00	\$6,118.00	\$52.00	\$6,916.00	\$62.00	\$8,246.00	\$53.00	\$7,049.00	\$51.00	\$6,783.00
45	Cement Concrete Pedestrian Curb	1,204	LF	\$33.00	\$39,732.00	\$25.00	\$30,100.00	\$28.00	\$33,712.00	\$33.00	\$39,732.00	\$37.00	\$44,548.00	\$36.50	\$43,946.00	\$32.00	\$38,528.00
46	Roundabout Truck Apron Cem. Conc. Curb and Gutter	220	LF	\$47.00	\$10,340.00	\$35.00	\$7,700.00	\$39.00	\$8,580.00	\$46.00	\$10,120.00	\$55.00	\$12,100.00	\$48.00	\$10,560.00	\$45.00	\$9,900.00
47	Remove and Replace Cement Conc. Curb and Gutter	240	LF	\$60.50	\$14,520.00	\$43.00	\$10,320.00	\$22.00	\$5,280.00	\$60.00	\$14,400.00	\$51.00	\$12,240.00	\$48.00	\$11,520.00	\$29.00	\$6,960.00
48	Cement Concrete Driveway Entrance																

69	Plastic Yield Symbol	16	EA	\$101.00	\$1,616.00	\$100.00	\$1,600.00	\$102.00	\$1,632.00	\$120.00	\$1,920.00	\$109.00	\$1,744.00	\$105.00	\$1,680.00	\$104.00	\$1,664.00
	SCHEDULE A TOTAL			\$3,453,245.50		\$3,535,921.00		\$3,489,827.00		\$3,876,219.50		\$4,025,179.00		\$3,751,185.50		\$3,934,152.80	

SCHEDULE B - WATER MAIN				MIDWAY UNDERGROUND		P&A CIVIL		MILES RESOURCES		REED TRUCKING		NW CASCADE		SCI INFRASTRUCTURE		CECCANTI	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Minor Change	10,000	FA	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
2	Mobilization	1	LS	\$56,810.00	\$56,810.00	\$21,500.00	\$21,500.00	\$11,625.00	\$11,625.00	\$100,000.00	\$100,000.00	\$150,000.00	\$150,000.00	\$36,000.00	\$36,000.00	\$10,000.00	\$10,000.00
3	Potholing	35	EA	\$237.00	\$8,295.00	\$950.00	\$33,250.00	\$800.00	\$28,000.00	\$300.00	\$10,500.00	\$500.00	\$17,500.00	\$450.00	\$15,750.00	\$570.00	\$19,950.00
4	Record Drawings, (Min. Bid \$2000)	1	LS	\$3,680.00	\$3,680.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
5	Project Temporary Traffic Control	1	LS	\$24,290.00	\$24,290.00	\$15,000.00	\$15,000.00	\$36,000.00	\$36,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$100,000.00	\$100,000.00	\$76,767.00	\$76,767.00
6	Contractor Provided Off Duty Uniformed Police Officer	64	HR	\$86.00	\$5,504.00	\$130.00	\$8,320.00	\$105.00	\$6,720.00	\$140.00	\$8,960.00	\$135.00	\$8,640.00	\$100.00	\$6,400.00	\$140.00	\$8,960.00
7	Water Main Surveying	1	LS	\$7,920.00	\$7,920.00	\$7,500.00	\$7,500.00	\$11,500.00	\$11,500.00	\$8,900.00	\$8,900.00	\$8,500.00	\$8,500.00	\$13,000.00	\$13,000.00	\$6,000.00	\$6,000.00
8	Furnish and Install 12 Inch Ductile Iron Water Main	6,497	LF	\$92.00	\$597,724.00	\$99.00	\$643,203.00	\$104.00	\$675,688.00	\$108.00	\$701,676.00	\$83.00	\$539,251.00	\$130.00	\$844,610.00	\$112.00	\$727,664.00
9	Furnish and Install 10 Inch Ductile Iron Water Main	20	LF	\$117.00	\$2,340.00	\$190.00	\$3,800.00	\$135.00	\$2,700.00	\$300.00	\$6,000.00	\$119.00	\$2,380.00	\$220.00	\$4,400.00	\$207.00	\$4,140.00
10	Furnish and Install 8 Inch Ductile Iron Water Main	1,443	LF	\$66.00	\$95,238.00	\$70.00	\$101,010.00	\$79.00	\$113,997.00	\$85.00	\$122,655.00	\$56.00	\$80,808.00	\$100.00	\$144,300.00	\$86.00	\$124,098.00
11	Furnish and Install 6 Inch Ductile Iron Water Main	465	LF	\$56.00	\$26,040.00	\$55.00	\$25,575.00	\$79.00	\$36,735.00	\$75.00	\$34,875.00	\$59.00	\$27,435.00	\$110.00	\$51,150.00	\$85.00	\$39,525.00
12	Furnish and Install 4 Inch Ductile Iron Water Main	163	LF	\$90.00	\$14,670.00	\$72.00	\$11,736.00	\$90.00	\$14,670.00	\$100.00	\$16,300.00	\$70.00	\$11,410.00	\$140.00	\$22,820.00	\$98.00	\$15,974.00
13	Furnish and Install 2 Inch Polyethylene Water Main	8	LF	\$31.50	\$252.00	\$70.25	\$562.00	\$135.00	\$1,080.00	\$100.00	\$800.00	\$29.00	\$232.00	\$200.00	\$1,600.00	\$136.00	\$1,088.00
14	Furnish and Install 12-Inch Gate Valve	54	EA	\$4,580.00	\$247,320.00	\$4,200.00	\$226,800.00	\$4,495.00	\$242,730.00	\$3,800.00	\$205,200.00	\$4,400.00	\$237,600.00	\$4,800.00	\$259,200.00	\$3,740.00	\$201,960.00
15	Furnish and Install 8-Inch Gate Valve	19	EA	\$2,850.00	\$54,150.00	\$2,300.00	\$43,700.00	\$2,665.00	\$50,635.00	\$2,200.00	\$41,800.00	\$2,750.00	\$52,250.00	\$3,050.00	\$57,950.00	\$2,055.00	\$39,045.00
16	Furnish and Install 6-Inch Gate Valve	2	EA	\$2,200.00	\$4,400.00	\$1,600.00	\$3,200.00	\$1,845.00	\$3,690.00	\$1,500.00	\$3,000.00	\$2,100.00	\$4,200.00	\$2,300.00	\$4,600.00	\$1,420.00	\$2,840.00
17	Furnish and Install Fire Hydrant Assembly	15	EA	\$9,300.00	\$139,500.00	\$8,600.00	\$129,000.00	\$8,925.00	\$133,875.00	\$8,000.00	\$120,000.00	\$7,700.00	\$115,500.00	\$8,000.00	\$120,000.00	\$8,745.00	\$131,175.00
18	Furnish and Install Blowoff Assembly	1	EA	\$5,400.00	\$5,400.00	\$6,500.00	\$6,500.00	\$5,275.00	\$5,275.00	\$5,000.00	\$5,000.00	\$7,400.00	\$7,400.00	\$6,300.00	\$6,300.00	\$6,675.00	\$6,675.00
19	Furnish and Install Combination Air Release/Air Vacuum Valve	2	EA	\$9,260.00	\$18,520.00	\$8,900.00	\$17,800.00	\$8,825.00	\$17,650.00	\$7,400.00	\$14,800.00	\$9,500.00	\$19,000.00	\$7,300.00	\$14,600.00	\$6,855.00	\$13,710.00
20	Connection to Existing Water Main	32	EA	\$2,310.00	\$73,920.00	\$5,300.00	\$169,600.00	\$5,050.00	\$161,600.00	\$2,500.00	\$80,000.00	\$2,750.00	\$88,000.00	\$2,550.00	\$81,600.00	\$3,500.00	\$112,000.00
21	Import Trench Backfill and Bedding	1,102	CY	\$89.00	\$98,078.00	\$75.00	\$82,650.00	\$1.00	\$1,102.00	\$60.00	\$66,120.00	\$14.00	\$15,428.00	\$23.50	\$25,897.00	\$52.00	\$57,304.00
22	1-Inch Irrigation Service	1	EA	\$4,210.00	\$4,210.00	\$2,800.00	\$2,800.00	\$3,425.00	\$3,425.00	\$3,200.00	\$3,200.00	\$1,825.00	\$1,825.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
23	Furnish and Install Ductile Iron Fittings	103	EA	\$1,110.00	\$114,330.00	\$1,000.00	\$103,000.00	\$720.00	\$74,160.00	\$750.00	\$77,250.00	\$1,100.00	\$113,300.00	\$950.00	\$97,850.00	\$575.00	\$59,225.00
24	Reconnect Existing Far Side Water Service	18	EA	\$3,160.00	\$56,880.00	\$3,600.00	\$64,800.00	\$4,035.00	\$72,630.00	\$3,200.00	\$57,600.00	\$3,500.00	\$63,000.00	\$3,500.00	\$63,000.00	\$3,625.00	\$65,250.00
25	Reconnect Existing Near Side Water Service	23	EA	\$3,040.00	\$69,920.00	\$2,500.00	\$57,500.00	\$3,205.00	\$73,715.00	\$3,200.00	\$73,600.00	\$1,650.00	\$37,950.00	\$1,500.00	\$34,500.00	\$2,380.00	\$54,740.00
26	Trench Excavation Safety System	1	LS	\$9,680.00	\$9,680.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$15,000.00	\$15,000.00	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00
27	Compaction Tests	115	EA	\$60.50	\$6,957.50	\$100.00	\$11,500.00	\$78.00	\$8,970.00	\$50.00	\$5,750.00	\$95.00	\$10,925.00	\$215.00	\$24,725.00	\$310.00	\$35,650.00
28	Erosion Control and Water Pollution Prevention- Steilacoon	1	LS	\$89,150.00	\$89,150.00	\$8,000.00	\$8,000.00	\$175.00	\$175.00	\$500.00	\$500.00	\$24,000.00	\$24,000.00	\$5,000.00	\$5,000.00	\$13,500.00	\$13,500.00
29	Resolution of Utility Conflicts	15,000	FA	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
30	Cold Mix	235	TN	\$172.00	\$40,420.00	\$130.00	\$30,550.00	\$260.00	\$61,100.00	\$150.00	\$35,250.00	\$166.00	\$39,010.00	\$10.00	\$2,350.00	\$285.00	\$66,975.00
31	Irrigation System Modification	15,000	FA	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00	\$1.00	\$15,000.00
32	Permanent Asphalt Pavement for Trench Restoration	344	TN	\$188.00	\$64,672.00	\$265.00	\$91,160.00	\$270.00	\$92,880.00	\$200.00	\$68,800.00	\$268.00	\$92,192.00	\$200.00	\$68,800.00	\$367.00	\$126,248.00
33	Reconnect Existing Far Side 1.5 In. Water Service	3	EA	\$4,350.00	\$13,050.00	\$4,800.00	\$14,400.00	\$5,700.00	\$17,100.00	\$5,300.00	\$15,900.00	\$3,650.00	\$10,950.00	\$4,000.00	\$12,000.00	\$4,240.00	\$12,720.00
34	Reconnect Existing Near Side 1.5 In. Water Service	3	EA	\$4,170.00	\$12,510.00	\$4,300.00	\$12,900.00	\$4,805.00	\$14,415.00	\$5,300.00	\$15,900.00	\$3,100.00	\$9,300.00	\$3,250.00	\$9,750.00	\$2,380.00	\$7,140.00
35	Reconnect Exist. Far Side Water Service - District Supplied	30	EA	\$2,540.00	\$76,200.00	\$3,000.00	\$90,000.00	\$3,485.00	\$104,550.00	\$1,700.00	\$51,000.00	\$1,350.00	\$40,500.00	\$1,200.00	\$36,000.00	\$3,110.00	\$93,300.00
36	Reconnect Exist. Near Side Water Service - Distr. Supplied	30	EA	\$2,540.00	\$76,200.00	\$1,750.00	\$52,500.00	\$2,645.00	\$79,350.00	\$1,700.00	\$51,000.00	\$950.00	\$28,500.00	\$1,100.00	\$33,000.00	\$2,072.00	\$62,160.00
SCHEUDE B SUBTOTAL				\$2,158,230.50		\$2,132,816.00		\$2,200,242.00		\$2,074,836.00		\$1,943,986.00		\$2,245,652.00		\$2,242,283.00	
SCHEDULE B SALES TAX (10.1%)				\$217,981.28		\$215,414.42		\$222,224.44		\$209,558.44		\$196,342.59		\$226,810.85		\$226,470.58	
SCHEDULE B TOTAL				\$2,376,211.78		\$2,348,230.42		\$2,422,466.44		\$2,284,394.44		\$2,140,328.59		\$2,472,462.85		\$2,468,753.58	

				MIDWAY UNDERGROUND	P&A CIVIL	MILES RESOURCES	REED TRUCKING	NW CASCADE	SCI INFRASTRUCTURE	CECCANTI
TOTAL BID				\$5,829,457.28	\$5,884,151.42	\$5,912,293.44	\$6,160,613.94	\$6,165,507.59	\$6,223,648.35	\$6,402,906.38

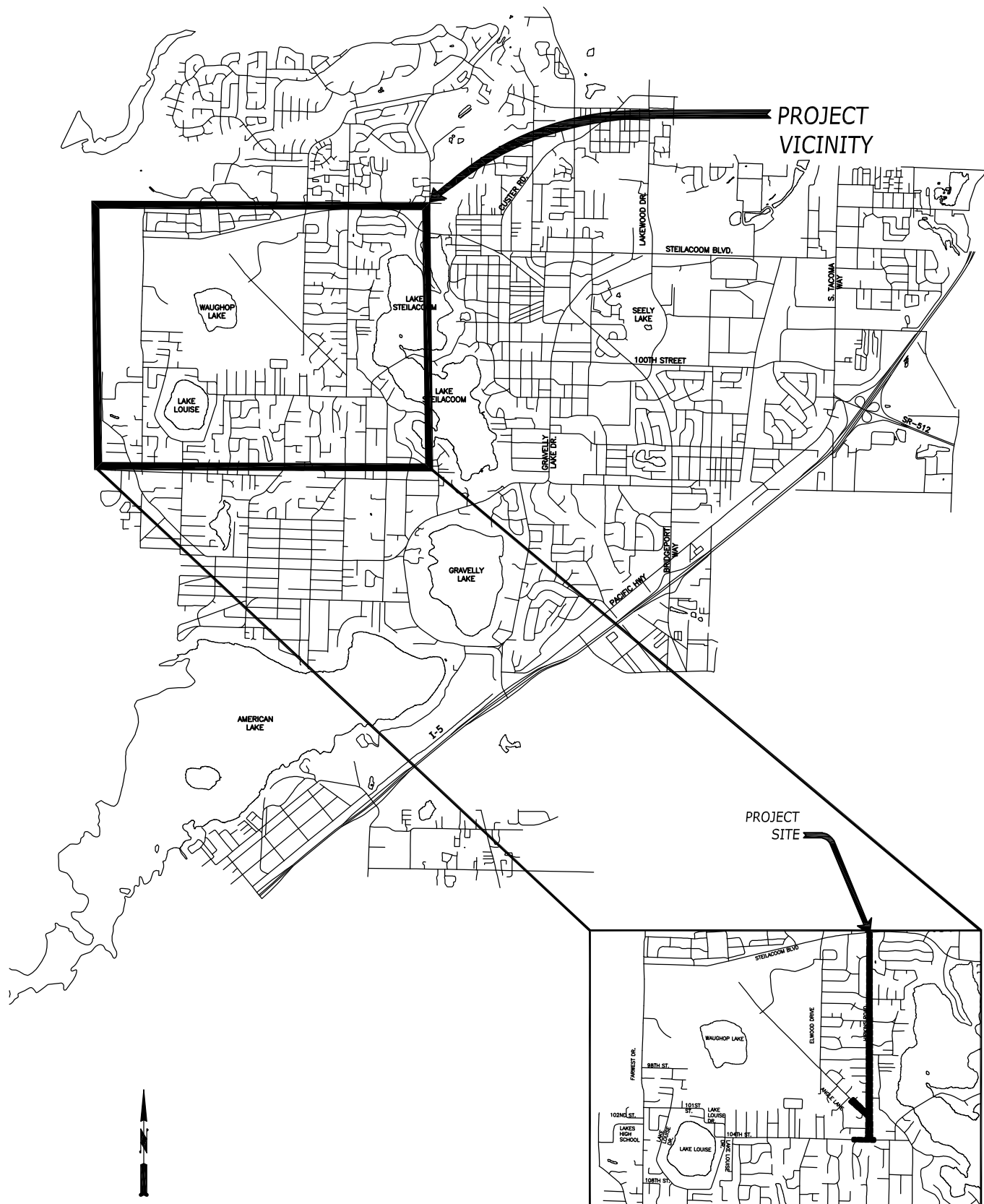
19	Infiltration Gallery	220	LF	\$114.00	\$25,080.00
20	Schedule A Storm Sewer Pipe, 8-Inch Diam.	822	LF	\$65.00	\$53,430.00
21	Concrete Inlet	1	EA	\$1,600.00	\$1,600.00
22	Catch Basin Type 1	28	EA	\$1,800.00	\$50,400.00
23	Catch Basin Type 1P w/Down Turned 90	10	EA	\$2,225.00	\$22,250.00
24	Connection to Existing Catch Basin	31	EA	\$820.00	\$25,420.00
25	Install Thru Curb Inlet Casting	2	EA	\$1,120.00	\$2,240.00
26	Adjust Catch Basin	21	EA	\$600.00	\$12,600.00
27	Adjust Manhole	14	EA	\$600.00	\$8,400.00
28	Resolution of Utility Conflicts	20,000	FA	\$1.00	\$20,000.00
29	Adjust Valve Box	20	EA	\$1,000.00	\$20,000.00
30	Erosion/Water Pollution Control	2,000	FA	\$1.00	\$2,000.00
31	Topsoil Type A	300	CY	\$80.00	\$24,000.00
32	Seeded Lawn Installation	700	SY	\$3.50	\$2,450.00
33	Bark Mulch	250	CY	\$75.00	\$18,750.00
34	PSIPE 'Hypericum Caycinium' 3 Gal.	75	EA	\$70.00	\$5,250.00
35	PSIPE Mt Vernon Laurel 3 Gal.	100	EA	\$55.00	\$5,500.00
36	PSIPE 'Mahonia Repens' 3 Gal.	101	EA	\$48.00	\$4,848.00
37	PSIPE 'Geranium Macrorrhizum' 3 Gal.	173	EA	\$55.00	\$9,515.00
38	PSIPE Chamaecyparis Obtusa 'Gracilis' 10 Gal.	4	EA	\$275.00	\$1,100.00
39	PSIPE Oregon Grape 3 Gal.	18	EA	\$51.00	\$918.00
40	PSIPE Viburnum Davidii 3 Gal.	6	EA	\$44.00	\$264.00
41	3-4 Man Rock - Landscape Boulder	27	EA	\$530.00	\$14,310.00
42	Irrigation System Complete	1	LS	\$71,750.00	\$71,750.00
43	Cement Concrete Traffic Curb and Gutter	10,035	LF	\$34.00	\$341,190.00
44	Cement Concrete Truck Barrier Curb	133	LF	\$64.00	\$8,512.00
45	Cement Concrete Pedestrian Curb	1,204	LF	\$45.00	\$54,180.00
46	Roundabout Truck Apron Cem. Conc. Curb and Gutter	220	LF	\$58.00	\$12,760.00
47	Remove and Replace Cement Conc. Curb and Gutter	240	LF	\$52.00	\$12,480.00
48	Cement Concrete Driveway Entrance	3,250	SY	\$70.00	\$227,500.00
49	Raised Pavement Markers Type 2	2	HUND	\$1,000.00	\$1,600.00
50	Monument Case and Cover	21	EA	\$750.00	\$15,750.00
51	Cement Concrete Sidewalk	4,400	SY	\$65.00	\$286,000.00
52	Cement Concrete Colored Sidewalk	1,235	SY	\$101.00	\$124,735.00
53	Cement Concrete Curb Ramp Type Single Direction	31	EA	\$1,460.00	\$45,260.00
54	Cement Concrete Curb Ramp Type Parallel	9	EA	\$1,460.00	\$13,140.00
55	Remove and Replace Cement Concrete Sidewalk	160	SY	\$71.00	\$11,360.00
56	Detectable Warning Surface (Cast Iron)	824	SF	\$44.00	\$36,256.00
57	Mailbox Support Type 1	12	EA	\$500.00	\$6,000.00
58	Cluster Mailbox Type V	10	EA	\$4,000.00	\$40,000.00
59	Cluster Mailbox Type I	2	EA	\$4,000.00	\$8,000.00
60	Illumination System Complete	1	LS	\$80,113.00	\$80,113.00
61	Rectangular Rapid Flashing Beacon	1	LS	\$45,300.00	\$45,300.00
62	Permanent Signage	1	LS	\$38,000.00	\$38,000.00
63	Profiled Plastic Line	14,200	LF	\$4.50	\$63,900.00
64	Plastic Wide Line	380	LF	\$16.50	\$6,270.00
65	Plastic Stop Line	152	LF	\$28.00	\$4,256.00
66	Plastic Traffic Arrow	5	EA	\$500.00	\$2,500.00
67	Plastic Traffic Letter	20	EA	\$140.00	\$2,800.00
68	Plastic Crosswalk Line	700	SF	\$15.00	\$10,500.00
69	Plastic Yield Symbol	16	EA	\$110.00	\$1,760.00
SCHEDULE A TOTAL				\$4,141,562.00	

SCHEDULE B - WATER MAIN				SANTANA TRUCKING	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1	Minor Change	10,000	FA	\$1.00	\$10,000.00
2	Mobilization	1	LS	\$140,000.00	\$140,000.00
3	Potholing	35	EA	\$500.00	\$17,500.00
4	Record Drawings, (Min. Bid \$2000)	1	LS	\$2,000.00	\$2,000.00
5	Project Temporary Traffic Control	1	LS	\$128,000.00	\$128,000.00
6	Contractor Provided Off Duty Uniformed Police Officer	64	HR	\$200.00	\$12,800.00
7	Water Main Surveying	1	LS	\$8,300.00	\$8,300.00
8	Furnish and Install 12 Inch Ductile Iron Water Main	6,497	LF	\$101.00	\$656,197.00
9	Furnish and Install 10 Inch Ductile Iron Water Main	20	LF	\$226.00	\$4,520.00
10	Furnish and Install 8 Inch Ductile Iron Water Main	1,443	LF	\$65.00	\$93,795.00
11	Furnish and Install 6 Inch Ductile Iron Water Main	465	LF	\$90.00	\$41,850.00
12	Furnish and Install 4 Inch Ductile Iron Water Main	163	LF	\$144.00	\$23,472.00
13	Furnish and Install 2 Inch Polyethylene Water Main	8	LF	\$200.00	\$1,600.00
14	Furnish and Install 12-Inch Gate Valve	54	EA	\$4,300.00	\$232,200.00
15	Furnish and Install 8-Inch Gate Valve	19	EA	\$2,452.00	\$46,588.00
16	Furnish and Install 6-Inch Gate Valve	2	EA	\$1,800.00	\$3,600.00
17	Furnish and Install Fire Hydrant Assembly	15	EA	\$8,000.00	\$120,000.00
18	Furnish and Install Blowoff Assembly	1	EA	\$7,000.00	\$7,000.00
19	Furnish and Install Combination Air Release/Air Vacuum Valve	2	EA	\$6,000.00	\$12,000.00
20	Connection to Existing Water Main	32	EA	\$4,300.00	\$137,600.00
21	Import Trench Backfill and Bedding	1,102	CY	\$80.00	\$88,160.00
22	1-Inch Irrigation Service	1	EA	\$1,800.00	\$1,800.00
23	Furnish and Install Ductile Iron Fittings	103	EA	\$1,400.00	\$144,200.00
24	Reconnect Existing Far Side Water Service	18	EA	\$2,200.00	\$39,600.00
25	Reconnect Existing Near Side Water Service	23	EA	\$1,400.00	\$32,200.00
26	Trench Excavation Safety System	1	LS	\$20,000.00	\$20,000.00
27	Compaction Tests	115	EA	\$300.00	\$34,500.00
28	Erosion Control and Water Pollution Prevention- Steilacoon	1	LS	\$30,000.00	\$30,000.00

29	Resolution of Utility Conflicts	15,000	FA	\$1.00	\$15,000.00
30	Cold Mix	235	TN	\$175.00	\$41,125.00
31	Irrigation System Modification	15,000	FA	\$1.00	\$15,000.00
32	Permanent Asphalt Pavement for Trench Restoration	344	TN	\$330.00	\$113,520.00
33	Reconnect Existing Far Side 1.5 In. Water Service	3	EA	\$3,400.00	\$10,200.00
34	Reconnect Existing Near Side 1.5 In. Water Service	3	EA	\$3,300.00	\$9,900.00
35	Reconnect Exist. Far Side Water Service - District Supplied	30	EA	\$850.00	\$25,500.00
36	Reconnect Exist. Near Side Water Service - Distr. Supplied	30	EA	\$850.00	\$25,500.00
SCHEDULE B SUBTOTAL				\$2,345,227.00	
SCHEDULE B SALES TAX (10.1%)				\$236,867.93	
SCHEDULE B TOTAL				\$2,582,094.93	

				SANTANA TRUCKING	
	TOTAL BID			\$6,723,656.93	

HIPKINS ROAD IMPROVEMENTS VICINITY MAP





***Lakewood's Promise Advisory Board
Meeting Minutes***

MEETING PLACE/DATE:

Friday, August 4, 2023

In-Person and Zoom Virtual Meeting

American Lake Conference Room, City Hall Lobby

6000 Main St SW Lakewood, WA 98499

7:30 am – 8:30 am

CALL TO ORDER:

Kerri Pedrick called the meeting to order at 7:39 am

ATTENDANCE:

Lakewood's Promise Advisory Board Members Present:

Kerri Pedrick, Ellie Wilson, Mary Dodsworth, Megan Dempsey, Dr. Joyce Loveday and Ron Banner.

Lakewood's Promise Advisory Board Members Excused:

Julie White and Kyle Manglona.

Staff:

Shannon Bennett, Human Services Coordinator

Youth Council Liaison:

None assigned.

Council Liaison:

Mary Moss, Deputy Mayor

APPROVAL OF MINUTES

Ellie moved to approve the June 1 2023 meeting minutes. Megan seconded the motion. MPU.

PUBLIC COMMENT:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS

As a result of hearing feedback from our youth on their desire to have safe spaces, genuine relationships with adults and their peers, and knowledge of available resources members agreed to host a summit. The purpose will be to bring leaders and staff from youth facing agencies together to harvest what everyone's doing both physically and emotionally and build upon it. The goal of the summit will be to build a community commitment by exploring our core values, sharing strategies, learning from each other. The intended result will be to eventually bring the community into the fold by way of a LPAB communication plan and get the information out through a community wide initiative.

Members determined a planning subcommittee made up of Shannon, Kerri, Joyce, and staff from CPSD, the Boys and Girls Club and the YMCA will focus on the summits' intent, guest list, date, location, and audience.

Members recommended the September meeting be cancelled to allow for the subcommittee to focus on their planning efforts and report back to the Board in October.

Board Comments:
None

NEXT MEETING:
October 5, 2023

ADJOURNMENT
Kerri Pedrick adjourned the meeting at 8:33 am.


Kerri Pedrick, Chair


Shannon Bennett, Staff Person/Minutes



Call to Order

Mr. Don Daniels, Chair, called the hybrid ZOOM meeting to order at 6:30 p.m.

Roll Call

Planning Commission Members Present: Don Daniels, Chair; Ryan Pearson, Vice-Chair; Phillip Combs, Paul Wagemann, Robert Estrada, and Brian Parsons

Planning Commission Members Excused: Linn Larsen

Commission Members Absent: None

Staff Present: Tiffany Speir, Long Range & Strategic Planning Manager and Karen Devereaux, Administrative Assistant

Council Liaison: Councilmember Paul Bocchi (Not present)

Approval of Minutes

The minutes of the meeting held on September 20, 2023 was approved as written by voice vote. M/S/C Parsons/Pearson. The motion carried unanimously, 6-0.

Agenda Updates None.

Public Comments None.

Public Hearings None.

Unfinished Business

Action on Recommendation Regarding 2023 Annual Development Regulations

Ms. Tiffany Speir reviewed the 12 proposed amendments with the commissioners noting the twelfth amendment has had the most discussion among the group.

Mr. Phillip Combs made a motion to approve Resolution 2023-03 as written.

Commissioners then requested to vote on the amendments separately.

Mr. Phillip Combs made the motion to approve Amendments 1 through 11 as written. Mr. Robert Estrada seconded. A voice vote was taken and the motion carried, 6-0.

Mr. Phillip Combs recused himself from voting on Amendment 12.

Mr. Ryan Pearson made the motion to revise Amendment 12 by striking out section b and section m of the Resolution 2023-03 to allow Accessory Dwelling Units as short-term rentals. Mr. Brian Parsons seconded. A voice vote was taken and the motion carried, 4-0.

New Business

2024 Comprehensive Plan Periodic Review: Impact of 2023 E2SHB 1181 on Climate Change, Transportation, and Utility Element Updates

In 2023 State Legislature passed E2SHB 1181 that significantly affects Lakewood's ongoing 2024 Comprehensive Plan Periodic Review and changes what is required for the updates of the following:

- Land Use Element
- Capital Facilities Element
- Utilities Element

- Transportation Element
- Parks & Recreation Element
- Climate Change & Resiliency Element

Ms. Speir explained that staff is reviewing how much of what is required by E2SHB 1181 is already included in the City's Comprehensive Plan and what is not. The City began a review of the current Energy & Climate Change Chapter in 2022, has draft updates to the element that predate E2SHB 1181, and will verify what additional updates may be required.

The Planning Commission will start a formal review on May 1, 2024 then take action with a recommendation on June 26, 2024. On July 1, 2024 City Council will begin their formal review and take action on July 22, 2024.

Report from Council Liaison None.

Reports from Commission Members and Staff

Ms. Speir reviewed the upcoming meetings schedule with commissioners:

October 18: 2024 Comprehensive Plan Periodic Review (Regulatory Update Overview)
 November 1: Open House regarding 2024 Comprehensive Plan Periodic Review 5:30 PM – 6:15 PM in Council Chambers prior to the Planning Commission meeting

The Next Regular Meeting would be held as a hybrid in-person/ZOOM meeting on Wednesday, November 1, 2023 at 6:30 p.m.

Meeting Adjourned at 7:32 p.m.


 Don Daniels, Chair
 Planning Commission 11/01/2023


 Karen Devereaux, Recording Secretary
 Planning Commission 11/01/2023



***Lakewood's Promise Advisory Board
Meeting Minutes***

MEETING PLACE/DATE:

Thursday, October 5, 2023

In-Person and Zoom Virtual Meeting

American Lake Conference Room, City Hall Lobby

6000 Main St SW Lakewood, WA 98499

7:30 am – 8:30 am

CALL TO ORDER:

Kerri Pedrick called the meeting to order at 7:34 am

ATTENDANCE:

Lakewood's Promise Advisory Board Members Present:

Kerri Pedrick, Megan Dempsey, Dr. Joyce Loveday and Julie White

Lakewood's Promise Advisory Board Members Excused:

Ron Banner, Mary Dodsworth, Ellie Wilson, and Kyle Manglona.

Staff:

Shannon Bennett, Human Services Coordinator

Tiffany Spier, Planning Manager- Long Range/Strategic Planning, Community & Economic Development, City of Lakewood

Chris Davis, Program Coordinator - Neighborhood Connections, Community & Economic Development

Youth Council Liaison:

Alexis Lynn, Alli Laska (not present), Katherine Kaiser and Launa Nieto-Johnson

Council Liaison:

Mary Moss, Deputy Mayor

APPROVAL OF MINUTES

Quorum not present. No minutes approved.

PUBLIC COMMENT:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS

Kerri asked members to introduce themselves providing their name, pronouns and favorite Fall tradition.

Chris shared his goals for fulfilling the duties of his new position related to community outreach and bridging the gap between City staff/departments and the community.

Kerri reminded members of our purpose for the January 27th youth focused adults' summit: organizations focused on young people want to recommit to our young people and to do better and be better at providing our youth with safe spaces and genuine relationships with adults and their peers. She shared the draft plan with the members and asked for their feedback. Planning committee is currently focusing on invite list, which will include agencies and youth serving organizations already focusing on young people for this first meeting. Parents and other folks who care about our youth will be invited to future like events. The most important part is that we listen to our young people. We want directors of agencies and programs to hear young people's definition of safe spaces and figure out how within their current framework they're able to work towards fulfill the youth's communicated needs.

Mary shared she's been working a lot with youth with Multicultural Coalition. Youth are asking for a Youth Day where they can hang out together and suggested the two organizations work together to plan this for the youth.

Launa expressed said she liked the idea of having a Youth Day. Maybe somewhere they can be bussed in or walk to and that emails should be sent to parents. Possibly an event at Fort Steilacoom Park with games and activities for youth only.

Shannon raised the point that we need to hone in on what decisions we're asking attendees to the summit to make. Kerri suggested an example could be to make a commitment to creating a safer place for young people who are experiencing mental health issues. And a commitment to be better trained or prepared to serve youth with mental health issues. Shannon asked the Youth Council members to weigh in on what's important to them. Alexis said it would be nice to interact with people they'd not normally have the opportunity to interact with and to build more of bond with their community.

Kerri informed members the planning committee will be meeting in a couple of weeks to finalize an invitation, format and an agenda.

Mary Moss said Council will be present at the summit.

Joyce expressed her full commitment to the event and asked if there will be a speaker or somebody to help facilitate the conversations that the planning

committee will be working to secure.

Megan suggested that the topic of youth mental health and safe spaces is so broad and asked that we narrow our topic down to make the conversation more productive and solutions more clear.

Launa expressed her observations of younger students acting out at school and getting into fights. Suggested we focus on engaging students more with conversations and materials that will help them be kinder to others.

Kerri announced CIS will be holding the Great Kindness Challenge in February and suggested the Youth Council Social Health sub-committee help with the planning.
Council Comments:

Board Comments:

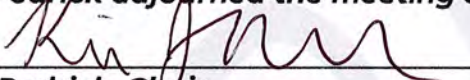
Julie shared her appreciation to the community for their patience shown during the cyber security breach and that the problem has been pretty well resolved.

NEXT MEETING:

November 2, 2023

ADJOURNMENT

Kerri Pedrick adjourned the meeting at 8:30 am.


Kerri Pedrick, Chair


Shannon Bennett, Staff Person/Minutes



TO: Mayor and City Councilmembers
FROM: Tho Kraus, Deputy City Manager
THROUGH: John J. Caulfield, City Manager *John J. Caulfield*
DATE: November 20, 2023
SUBJECT: 2023/2024 Mid-Biennium Budget Adjustment – Public Hearing

BACKGROUND

The proposed budget adjustment makes the following types of modification to the current biennium:

- Revise the estimated beginning fund balance to reflect the final 2022 ending fund balance;
- Adjustments to incorporate items previously approved by the City Council;
- Appropriate projects funded by grants and contributions;
- Continuation of capital projects; and
- New allocations as necessary.

NEXT STEPS

- Adoption – December 4, 2023 Regular City Council Meeting

ITEMS FOR FUTURE CONSIDERATION

Collective Bargaining Agreements. The budget adjustment does not include potential financial impacts to 2024 for the AFSCME contract.

<u>Group</u>	<u>Contract Period</u>	<u>Status</u>
AFSCME	1/1/2022 – 12/31/2023	Expires 12/31/2023
Teamsters	1/1/2022 – 12/31/2025	Current
LPIG	1/1/2023 – 12/31/2027	Current
LPMG	1/1/2023 – 12/31/2025	Current

LPIG: Per the current LPIG collective bargaining agreements, effective January 1, 2024, the 2023 wage scale will increase by the Seattle-Tacoma-Bellevue CPU-U, June-June with a minimum of 2% and a maximum of 6%. The Seattle-Tacoma-Bellevue CPI-U, June-June is 4.6%.

LPMG: Per the current LPMG collective bargaining agreements, effective January 1, 2024, the 2023 wage scale will increase by the Seattle-Tacoma-Bellevue CPU-U, June-June with a minimum of 2% and a maximum of 6%. The Seattle-Tacoma-Bellevue CPI-U, June-June is 4.6%.

PROPOSED BUDGET ADJUSTMENT SUMMARY

Year 2023:

- Decreases beginning fund balance by \$1.49M, resulting in a revised estimate of \$63.13M;
- Increases revenues by \$8.86M, resulting in a revised estimate of \$129.94M;
- Increases expenditures by \$9.06, resulting in a revised estimate of \$164.15M; and
- Decreases ending fund balance by \$1.69M, resulting in a revised estimate of \$28.92M.

Year 2024:

- Decrease beginning fund balance by \$1.69M, resulting in a revised estimate of \$28.92M;
- Increases revenues by \$1.75M, resulting in a revised estimate of \$88.21M;
- Increases expenditures by \$2.93M, resulting in a revised estimate of \$93.32M; and
- Decreases ending fund balance by \$2.86M, resulting in a revised estimate of \$23.81M.

The table below provides a breakdown of the proposed budget adjustment (\$ in millions):

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Prop Adj	Proposed Revised Budget	Current Budget	Prop Adj	Proposed Revised Budget	Current Budget	Prop Adj	Proposed Revised Budget	Current Budget	Prop Adj	Proposed Revised Budget
Total Year 2023	\$63.80	\$ (1.49)	\$ 63.13	\$110.65	\$ 8.86	\$ 129.94	\$143.84	\$ 9.06	\$ 164.15	\$ 30.61	\$ (1.69)	\$ 28.92
General	\$ 19.39	\$ 0.08	\$ 19.47	\$ 45.29	\$ 2.45	\$ 47.74	\$ 53.29	\$ 2.46	\$ 55.75	\$ 11.39	\$ 0.07	\$ 11.46
Special Revenue	\$ 4.98	\$ 0.05	\$ 5.86	\$ 8.56	\$ 3.32	\$ 22.30	\$ 10.40	\$ 3.24	\$ 24.89	\$ 3.14	\$ 0.13	\$ 3.27
Debt Service	\$ 1.37	\$ -	\$ 1.37	\$ 3.61	\$ (0.84)	\$ 2.77	\$ 3.39	\$ (0.84)	\$ 2.56	\$ 1.58	\$ -	\$ 1.58
Capital Projects	\$20.95	\$ 0.15	\$ 21.10	\$ 37.68	\$ 2.86	\$ 40.54	\$ 58.10	\$ 2.75	\$ 60.85	\$ 0.53	\$ 0.26	\$ 0.79
Enterprise	\$ 11.01	\$ (1.78)	\$ 9.23	\$ 4.73	\$ 0.42	\$ 5.15	\$ 7.44	\$ 0.76	\$ 8.20	\$ 8.30	\$ (2.12)	\$ 6.18
Internal Service	\$ 6.11	\$ -	\$ 6.11	\$ 10.78	\$ 0.65	\$ 11.43	\$ 11.21	\$ 0.69	\$ 11.90	\$ 5.68	\$ (0.04)	\$ 5.64
Total Year 2024	\$ 30.61	\$ (1.69)	\$ 28.92	\$86.46	\$ 1.75	\$ 88.21	\$ 90.39	\$ 2.93	\$ 93.32	\$26.68	\$ (2.86)	\$ 23.81
General	\$ 11.39	\$ 0.07	\$ 11.46	\$ 45.50	\$ 0.83	\$ 46.33	\$ 49.35	\$ 0.80	\$ 50.15	\$ 7.54	\$ 0.10	\$ 7.64
Special Revenue	\$ 3.14	\$ 0.13	\$ 3.27	\$ 6.61	\$ 0.14	\$ 6.75	\$ 6.52	\$ 0.31	\$ 6.83	\$ 3.23	\$ (0.04)	\$ 3.19
Debt Service	\$ 1.58	\$ -	\$ 1.58	\$ 3.61	\$ -	\$ 3.61	\$ 3.68	\$ -	\$ 3.68	\$ 1.51	\$ -	\$ 1.51
Capital Projects	\$ 0.53	\$ 0.26	\$ 0.79	\$ 16.58	\$ 0.08	\$ 16.66	\$ 17.00	\$ 0.08	\$ 17.08	\$ 0.11	\$ 0.26	\$ 0.37
Enterprise	\$ 8.30	\$ (2.12)	\$ 6.18	\$ 4.85	\$ -	\$ 4.85	\$ 4.83	\$ 0.17	\$ 5.00	\$ 8.32	\$ (2.29)	\$ 6.03
Internal Service	\$ 5.68	\$ (0.04)	\$ 5.64	\$ 9.31	\$ 0.70	\$ 10.01	\$ 9.02	\$ 1.56	\$ 10.57	\$ 5.97	\$ (0.89)	\$ 5.07

GENERAL FUND ENDING FUND BALANCE

In support of the City's financial integrity, the City Council originally adopted on September 15, 2014, a set of financial policies including fund balance reserves totaling 12% of General/Street O&M Funds operating revenues as follows:

- 2% General Fund Contingency Reserves: The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared.
- 5% General Fund Ending Fund Balance Reserves: The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.
- 5% Strategic Reserves: The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events.

Additionally, on November 15, 2021 the City Council via Ordinance 764 established an Economic Development Opportunity Fund within the General Fund ending fund balance for the purpose of accumulating excess funds from the General Fund and other funds that are eligible to provide funding for economic development opportunity related expenditures. The set aside amount as approved in the 2021/2022 mid-biennium budget adjustment is \$1,000,000 in each year of 2021 and 2022 for a total of \$2,000,000. The City shall appropriate and use the funds as approved by the City Council.

The proposed budget adjustment maintains General Fund ending fund balance reserves, Economic Development Opportunity Fund, and a balanced budget as follows:

General Fund Ending Fund Balance	Proposed Revised Budget	
	2023	2024
2% Contingency Reserves	\$ 935,444	\$ 940,526
5% Ending Fund Balance Reserves	2,338,609	2,351,315
5% Strategic Reserves	2,338,609	2,351,315
Total 12% Ending Fund Balance Reserves	5,612,662	5,643,156
+ Economic Development Opportunity Fund	2,000,000	2,000,000
+ Unreserves/Designated for 2023/2024 Budget	3,849,509	32
Total Ending Fund Balance	\$ 11,462,171	\$ 7,643,188

General Fund Financial Summary	Proposed Revised Budget	
	2023	2024
Operating Revenue	\$ 45,790,769	\$ 46,046,370
operating Expenditures	44,531,552	45,447,752
Operating Income / (Loss)	1,259,217	598,618
As a % of Operating Expenditures	2.83%	1.32%
Other Financing Sources	1,948,613	282,550
Other Financing Uses	11,217,624	4,700,152
Beginning Fund Balance	\$ 19,471,966	\$ 11,462,172
Ending Fund Balance	\$ 11,462,172	\$ 7,643,188

PROPOSED BUDGET ADJUSTMENT DETAILS

The narrative below provides detailed information on the proposed budget adjustments. A summarized list is included as an attachment to this memo.

Fund 001 General

Revenue Changes:

- **Sales Tax.** Increase sales tax revenue estimate by \$368,000 in 2023 and \$377,000 in 2024, resulting in revised estimates of \$13,518,000 and \$13,973,000, respectively.
- **Interest Earnings.** Increase interest earnings revenue estimates by \$515,000 in 2023 and \$300,000 in 2024, resulting in revised estimates of \$577,400 and \$357,500, respectively.
- **Gambling Tax.** Reduce gambling tax revenue estimates by \$150,000 in 2023, resulting in revised estimates of \$3,760,000 in 2023 and \$3,910,200 in 2024 (unchanged).
- **Camera Enforcement.** Increase camera enforcement revenue estimates by \$150,000 in 2023 and 2024, resulting in revised annual estimates of \$950,000.

AD – Washington State Office of Public Defense (OPD) Grant, New/1-Time Revenue Neutral

Add \$68,000 in 2023 (\$34,000 for 2023 and \$34,000 for 2024). The funds are to be used only for the following purposes: reimbursement of training costs for public defense service providers; professional evaluation of attorney performance by a public defense expert; investigator and/or expert services; and social worker services to assist public defense attorneys. Funds may not be used for supplanting. Unspent balances from 2023 grant along with the full 2024 grant will be carried over into 2025.

AD – Audit Costs, New/Ongoing

Add \$6,000 in 2024 for a total annual budget of \$98,000. The legislature approved cost of living salary increases, as well as retention and vaccine payments, for all state employees. Employee salaries and benefits for the Washington State Auditor's Office comprise close to 90% of their operational cost. The 2024 rate for local government audits at \$139. The hourly rate for auditors in travel status is 75% of the hourly rate or \$104.

AD – GASB Accounting Software, New/1-Time & Ongoing

Add \$7,500 in 2023 for 1-time implementation of new accounting software and \$18,400 in 2024 for ongoing maintenance. The software will assist with implementing, tracking and reporting debt, lease and subscription-information technology arrangements for government end users under the recently issued statements by the Governmental Accounting Standards Board (GASB). The accounting change, particularly as it relates to GASB 96 subscription-information technology arrangements is considered one of the most complex changes since GASB 34. GASB is the independent, private-sector organization that establishes accounting and financial reporting standards for the U.S. state and local governments that following Generally Accepted Accounting Principles (GAAP). These standards are recognized as authoritative by state and local governments, state Boards of Accountancy, and the American Institute of CPA (AICPA). The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

AD – New Financial Enterprise Resource Planning (ERP) System, New/1-Time & Ongoing

Add \$450,000 in 1-time funds for systems conversion and project support and \$80,000 in ongoing maintenance costs in 2024. Support for the current system ends in early 2027. Systems implementation is expected to take approximately two years with completion no later than 12/31/2026. With technology moving to software as a service subscription, the annual maintenance and operations cost is expected to increase to \$151,000.

AD – Puget Sound Regional Council Dues (PSRC), New/Ongoing

Add \$2,000 in 2023 and \$2,000 in 2024 for total annual budgets of \$20,360. PSRC membership dues for cities and towns are calculated based on population and assessed property values in member jurisdictions. All other members' dues are based on a fee that was established upon joining. Key projects in 2024 will continue the development of the Regional Safety Plan, Regional Climate Action Plan and Equity Pilot Program for PSRC transportation funding. PSRC will continue to build the comprehensive library of housing data and resources to help local jurisdictions improve housing availability and affordability, in addition to the planning resources they have put out to help with local comprehensive plan amendment.

AD (City-Wide) – Suspend 2024 Fleet & Equipment Reserves Collection, New/Ongoing

Suspend fleet and equipment replacement reserves collection in 2024 totaling \$852,807 in (\$833,348 General Fund impact and \$19,459 SWM Fund). This suspension may be lifted, pending year-end 2023 results and evaluation as part of the 2024 carryforward budget adjustment.

AD (City-Wide) – Washington Cities Insurance Authority (WCIA) Assessment Increase, New/Ongoing

Add \$775,272 in 2024 for the preliminary risk assessment, resulting in a revised estimate of \$2,795,948. The current risk environment is one of the most challenging since WCIA's inception. Uncertainty about future risks and significant unrealized investment losses have resulted in a negative net position at year-end 2022. WCIA must secure funding today to be there for their members tomorrow. Considering the current financial needs and to stabilize and prevent any further reduction in WCIA's undersigned reserves, the Executive Committee unanimously approved an overall rate increase of 25% for 2024; individual member rates will then vary plus or minus 15% based on their loss claims.

The civil litigation environment is bad and getting worse, resulting in increasing loss costs across the insurance industry. Legislative and judicial outcomes are driving an increased frequency of very large jury awards and settlements. Recently the WA State Supreme Court decided that a verdict against the state of \$98.5 million was appropriate for the wrongful death of two children. Spokane Jury Awarded over \$19 million to a deputy for a Defamation claim against the elected Sheriff; A Thurston County Jury awarded \$5.5 million against a transit agency for a minor vehicle accident involving two cars. All of these verdicts are funded utilizing taxpayer dollars. Additionally, the erosion of defenses and immunities once afforded to public entities have meant claims once dismissed are now costing millions of dollars. A court decision that further eroded the recreational immunity statute resulted in a county paying \$10 million on a claim that a few short years ago would have been dismissed outright.

Additionally, economic inflation is introducing more volatility and uncertainty into claim values. The pandemic created a backlog of legal cases and when they were finally able to be resolved, the claim costs were much worse than if they had been settled just a few years earlier. A recent study by Lexus/Nexus found that nationwide automobile claim severity has increased 35% since 2019. The environment is also affecting WCIA's reinsurers who have been significantly raising their rates for the past several years.

CC – Independent Salary Commission Decision, New/Ongoing

Add \$11,605 in 2023 and \$11,605 in 2024 to implement the Independent Salary Commission (ISC) decision. The Lakewood City Council established by Ordinance #605 the ISC to provide an independent authority to set compensation for elected officials and separate officials from the compensation the decision. The ordinance requires the ISC to convene and determine salaries paid to the Mayor and City Council within 45 days of confirmation by the City Council (with extensions available, if necessary). The 2023 ISC members were confirmed on July 17th, August 31st as the initial 45-day timeframe. The July 25, 2023 meeting of the ISC was subject to the Open Public Meetings Act and provided an opportunity for citizens of the City to comment on the salaries of the Mayor and City Council. After thorough, thoughtful discussion and appropriate deliberation, the ISC approved the following salaries effective July 16, 2023:

- Councilmember \$1,625/month (currently \$1,400/month)
- Deputy Mayor \$1,740/month (currently \$1,500/month)
- Mayor \$1,855/month (currently \$1,600/month)

CD – Western State Hospital Contracted Plan Review, New/1-Time Revenue Neutral

Add \$200,000 in 2023 for plan review contract for Western State Hospital. The Washington State Legislature provided \$884M to upgrade the hospital campus and thus address behavioral health needs across the state. The City will be required to provide plan review services; however, for a project of this magnitude, outside plan review services are proposed. The City is waiting on DSHS to provide information from which to prepare and RFP. The request for additional information has not been forthcoming. At this time, it is difficult to determine a good estimate due to lack of information. The current request is \$200,000. Unspent funds will be carried over into 2024. Since this is a 10-year project, additional contracted services may be needed beyond 2024. Cost of contracted services are reimbursed through the collection of plan review fees at the time a building permit application is submitted to the City.

CD – General Contracted Plan Review, New/1-Time Revenue Neutral

Add \$50,000 in 2023 and \$50,000 in 2024 for plan review contract for projects other than Western State Hospital. This contract will provide for commercial plan review on an as needed basis as determined by the Building Official. The amount will vary from project-to-project and year-to-year. The use of a consultant contract is based on staff availability and the complexity of the building plans. Cost of contracted services are reimbursed through the collection of plan review fees at the time a building permit application is submitted to the City.

CD – Downtown Subarea Plan Contracted Plan Review, New/1-Time

Add \$11,500 in 2023 for contracted services to review the Lakewood Downtown Subarea Plan. The City adopted the Lakewood Downtown Subarea Plan in 2018 and the Lakewood Station District Subarea Plan in 2021, with provisions to monitor and review the plans every two years. The Downtown Subarea Plan review coincides with The City's preparation of a Comprehensive Plan periodic review in 2024, whereas until amended the Station District Subarea Plan review is due in 2023. An amendment to review the Station Subarea Plan is anticipated to coincide with the Downtown Subarea District Review in 2024 and thereafter both would be reviewed every 5 years with either the Comprehensive Plan progress report or periodic update in 10 years. As part of the review, the consultant (BERK Consulting, contract approved August 1, 2023) will review the implementation status of policies, strategies, and infrastructure investments, as well as development activity in the subareas. Based on the initial review provide, the City may request further assistance to complete the subarea plan updates, should updates be appropriate. Potential funding source is Washington State Department of Commerce 2023 grant, however; the current proposed budget adjustments reflects costs to the General Fund and will not be spent if the grant materializes.

CD – Tax Increment Financing Strategy, New/1-Time

Add \$50,000 in 2024 for consultant services to conduct a Tax Increment Financing (TIF) analysis and to provide an implementation plan within the Downtown Subarea. The Downtown Planned Action Ordinance, adopted October 2018, requires upwards of \$30 million in infrastructure improvements plus a Downtown park. The area is a Regional Center, as designated by Puget Sound Regional Council, calling for a significant increase in commercial and residential development. The following thresholds of new land uses are contemplated by the Downtown Planned Action: By 2035, to support 2,257 net residential units, and to support 7,369 net jobs. At the time of subarea adoption there were 419 dwelling units, and approximately 5,000 jobs. The TIF for Jobs bill was signed by Governor Jay Inslee in May of 2021. TIF is a powerful public-private partnership tool that allows local governments to encourage private development in targeted areas by financing public infrastructure and improvements with additional property taxes from increased property values resulting from that public investment and the ensuing, related private investment. A local government may create increment areas and bond against future increases in taxes anticipated due to new development. An established TIF increment area will help the City of Lakewood to fund infrastructure within the Downtown. TIF increment areas require highly technical analysis, carefully planned implementation, and collaboration with private development in order to be successful. Timing is critical in creating increment areas where we know development will occur. Note, the City Council previously approved \$58,500 for 2023 as part of the previous carry forward budget adjustment.

CD – Department of Commerce Grant for Climate Change, New/1-Time Revenue Neutral

Add \$50,000 in 2023 for Department of Commerce Early Implementation Climate Planning Grant. The purpose is for identification and launch of implementation measures that reduce per capita GHG emissions, reduce per capita VMT, or increase resilience in the City of Lakewood that are informed by public engagement.

CD – Department of Commerce Grant for Periodic Review, New/1-Time Revenue Neutral

Add \$87,500 in 2023 for Department of Commerce Grant for GMA periodic update. Grant funds are for assisting the City with planning work for the completion of the Growth Management Act (GMA) requirement to review and revise the comprehensive plan and develop regulations under RCW 36.70A.130(5).

CD – Department of Commerce Grant for Middle Housing, New/1-Time Revenue Neutral

Add \$150,000 in 2023 for Department of Commerce Grant as it relates to the 2024 periodic update to the comprehensive plan related to housing. \$100,000 is provided to the City and \$10,000 is for the City to subcontract with community-based organizations from the Middle Housing Grant Program. The 2022 Legislature created this grant program to support the adoption of middle housing types in the Puget Sound region, along with conducting a racial equity analysis and establishing anti-displacement policies. This funding will support these required components of the update to the housing element. The grant is administered by the Washington Department of Commerce, Growth Management Services Unit.

CD – Panattoni Tree Mitigation, New/1-Time Revenue Neutral

Add \$417,600 for tree mitigation regarding a Mitigated Determination of Non-Significance for Pannattoni property located at 4805 123rd St. SW. This is an industrial warehouse project located in the Springbrook neighborhood. The City is also evaluating how the funds could be spent, including moving forward with the urban forestry program, and the planting of trees in neighborhoods that lack adequate tree canopies, all which would be subject to City Council consideration and approval.

CD – Short-Term Rentals Software, New/1-Time & Ongoing

Add \$5,000 for 1-time setup costs in 2023 and \$6,000 for ongoing annual administration fee beginning in 2024 for short-term rental software. Currently, the City has within its boundaries 146 unregulated short-term rentals. More such units are anticipated with the additional construction of accessory dwelling units (ADUs), and higher density housing being required by Washington State. From time-to-time, the City receives complaints about ADUs being used as party houses and impacting residential neighborhoods. The cost of the program could be offset by increasing the rental housing safety program (RHSP) fees. However, the current proposed budget adjustment reflects costs to the General Fund. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

CD – Rental Housing Safety Program Software, New/Ongoing

Add \$41,000 in 2023 and \$41,000 in 2024 for cloud-based software subscription services for RHSP. The cost of the program could be offset with RHSP fees; however, RHSP revenue has not covered the cost of current operations, therefore it is expected that General Fund will incur the costs. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

CM – National Community Survey (NCS), New/1-Time

Add \$15,000 for NCS Survey for a total survey cost of \$35,000. The additional funds will double the sample size and account for increased survey cost.

CM – Government Alliance on Race and Equity (GARE) Membership, New/Ongoing

Add \$1,000 in each year of 2023 and 2024 in support of the City's Diversity, Equity and Inclusion (DEI) efforts. GARE is a national network of governments working to achieve racial equity and advance opportunities for all. GARE membership provides access to tools and resources, events and training, and other information in support of the City's DEI efforts, increase our awareness of issues and opportunities as we work to achieve the City's DEI strategies.

CM – Communications Professional Development, New/Ongoing

Add \$2,950 in 2024 to allow for two employees to attend professional communications conference - one person in the spring, and one person in the fall. Conferences include:

- Government Social Media Conference (GSMCON) spring 2024. This is the largest social media conference in the United States for government agencies with a focus on strategic use of social media in government.
- City-County Communications & Marketing Association (3CMA) conference fall 2024. This is the nation's premiere network of local government communicators. Each year it holds an annual conference to bring Communications professionals together to learn best management practices in the industry.

Attending communications-focused conferences will provide valuable insights for our team, allow us to stay up on best management practices in social media and overall government communications, and provide access to valuable resources and tools to help with our day-to-day duties of executing the city's communications strategy.

LG - Opioid Abatement Funds, New/Revenue Neutral

Add \$43,120 for the third distribution. According to the most recent estimates provided in Opioid portal, the City is scheduled to receive a total of \$1,067,830 over the course of 18 years. The specific uses of the fund is currently under review. The first two distributions totaling \$84,168 was received in 2022. Note from portal: The calculations are the amounts that the indicated State(s) and/or Subdivision(s) would receive pursuant to the Settlement Agreements if all the relevant facts and circumstances were to remain unchanged. Be advised, however, that the relevant facts and circumstances, including but not limited to current levels of Stat and Subdivision participation, are subject to change and thus, there are no guarantees regarding the amounts or timing of any future payment(s). The amounts and timing of any future payments will be governed by the terms of the Settlers Agreements. Payment timing and amounts are subject to change and may be affected by, among other things, increased participation in a State, or State's eligibility for Incentive Payment D, and suspensions or offsets related to Later Litigating Subdivisions. Payment timing and amounts may also be affected by the Pre-Payment Option and/or Significant Financial Constraint provisions of the Distributor Settlement Agreement. Also, note, these calculations do not take into account any Settlement Fund Administrator costs and fees that exceed the available interest accrued in the Settlement Fund.

LG – Public Records Settlement, New/1-Time

Add \$45,000 in 2023 for the settlement and release in a case regarding request for public records. The subject matter generally favors requestors and even when the penalty awarded is small the attendant attorney fees awarded to the prevailing party can result in a significant total. Awards in public records cases are not covered by insurance. The City prevailed in Superior Court but that decision was overturned on appeal and the matter is now at the Supreme Court. The settlement resolves the case expediently and with certainty. This item was previously approved by the City Council on January 3, 2022.

MC – Municipal Court Contracts, Revenue/Ongoing

Add \$178,091 in municipal court contract revenue based on 2022 true-up. The revised estimates are \$169,551 for City of DuPont and \$213,840 for Town of Steilacoom. The new expiration date of the current term is now December 31, 2025 for City of DuPont and Town Steilacoom. For Steilacoom, beginning December 31, 2025, the contract will automatically renew every four (4) years unless terminated.

MC – Therapeutic Court Grant, New/1-Time Revenue Neutral

Add \$187,115 in revenues and expenditures for grant received from Washington State Administrative Office of the Courts for Lakewood Municipal Court to establish a Therapeutic Court to serve Lakewood, DuPont and Steilacoom, similar to the Veterans Treatment Court. The grant, which is for one year, July 1, 2023 through June 30 2024 will reimburse the City for costs related to Therapeutic Court. Funds will be used for the following: \$150,000 for personnel salaries and benefits (coordinator, case manager, peer support, prosecution, defense, judicial); \$3,065 for staff equipment; \$24,000 for training; \$4,125 for treatment services; and \$5,925 for recovery supports. The amounts between cost categories may vary. Funds cannot be used for: replacing or supplementing the salary of current employees of the Court (must take on additional work or be a new employee to be eligible for funding); program incentives that constitute a gift or reward; and items and activities outside the cost categories listed in the Court's contract.

PD – Clean Air Assessment, New/Ongoing

Add \$3,000 in 2024 for the 2024 Clean Air Assessment, bringing the total budget to \$46,197. The Agency's Board of Directors approved the 2024 supplemental income per capita rate of 93 cents, a six-cent increase from the prior year. This increase will help to offset the recent inflationary (7.5-7.9%) impacts on the agency's expenses. Each jurisdiction's portion of the supplemental income is based on a formula using the jurisdiction's population as and assessed valuation of taxable property, as defined by the Washington State Clean Air Act (RCW 70A.15.1600).

PD – Employee Settlements, New/1-Time

Add \$299,886 in 2023 for two employee settlement pay dating back to 2020.

PD – Retiree Cash/Out Pay, New/1-Time

Add \$184,312 in 2023 for year-to-date retirees cash/out pay for seven employees upon termination of employment. These termination pays historically have been absorbed within each department's budget, however, the department's budget is not sufficient given the substantial amounts and position vacancy savings used for overtime pay.

PD – Recruitment Supplies, New/1-Time

Add \$25,000 in 2023 for the purchase of recruitment materials, advertisement fees, LPD logoed giveaways at recruiting events as well as travel and training associated with recruitment events and efforts.

PD – Firearms Training Ammunition, New/1-Time

Add \$82,000 in 2023 for firearms training ammunition. Due to cost increases and supply chain issues over the last three years, the department's ammunition supply has greatly diminished. The budgeted amount for each case of ammunition is for a price point of \$150. Currently, the cost of a case of ammunition is \$230, a 53% increase.

PD – Special Response Teams Ammunition, Continuation/1-Time

Add \$5,970 in 2023 for ammunition purchased in 2022 and received in 2023. Ammunition deliveries are commonly facing significant delays, and sometimes approaching or exceeding 12 months.

PD – Special Response Teams Clothing, Continuation/1-Time

Add \$1,630 in 2023 for clothing purchased in 2022 and received in 2023 due to production delays.

PD – South Sound 911 CodeRED Reimbursement, New/1-Time

Add \$10,682 reimbursement for the City's CodeRED (Alert & Warning System) expenditure in 2023. SS911 also reimbursed the City for 2022. Cities and towns (Tacoma, Lakewood, Puyallup, University Place, Bonney Lake, Sumner, Orting, Buckley, Steilacoom, Carbonado, and Wilkeson) are pushing towards making this a regular budget item for SS911 and possibly have them create one big account that they can also use. Currently each City has its own account costing a total of \$66,991.

PD – South Sound 911, New/Ongoing

Add \$49,380 in 2024, increasing the total budget from \$1,917,390 to \$1,966,770.

PD – City of Tacoma Radio Fees, New/Ongoing

Add \$5,000 in each year of 2023 and 2024, increasing the total budget from \$147,000 to \$152,000.

PD – Nisqually Jail Services, New/1-Time

Add \$173,485 in 2023 due to increase in Nisqually jail rates effective July 2022. The budget adjustment covers payment made in 2023 for July 2022 through December 2022. The daily rate increased from \$65.00 to \$130.00 on July 1, 2022 and increases 5% every January 1 (2023 rate is \$136.50) and hospital security rate of \$48.50/hour was added. Booking fees remain at \$20.00 and City continues to pay major medical costs.

PD – Flock Safety Falcon Vehicle Fingerprint Technology, New/1-Time & Ongoing

Add \$125,500 for year 1 costs for 36 cameras in 2023 and \$108,000 beginning in 2024 for ongoing annual costs for Flock Safety Falcon vehicle fingerprint technology. With the evolving advancement of technology, Automated License Plate Readers (ALPRs) have become a modern-day investigatory tool for numerous law enforcement agencies. ALPR technology has become an industry standard that has proven to be an effective and efficient resource for law enforcement to detect, solve, prevent, and deter crime in a focused and unbiased manner. ALPR systems function to capture a vehicle's license plate automatically, then compare the captured license plate number to one or more databases of vehicles of interest to law enforcement. The automated capture, analysis, and comparison of vehicle license plates typically occur within seconds and alerts officers almost immediately when a vehicle of interest is identified. These fixed cameras only capture and read license plates that travel on public roadways and do not identify any individual or access anyone's personal information through their analysis of license plate characters. The implementation of an ALPR program will provide the Lakewood Police Department (LPD) with the ability to enhance its investigative efforts in the following ways: locate stolen vehicles entering and exiting the City; locate vehicles wanted in connection with criminal activity; and provide LPD with investigative leads into crimes committed within the City. This item was previously approved by the City Council on July 24, 2023. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

PD – Axon Automated License Plate Reader & Live Stream Capabilities, New/Ongoing

Add \$74,528 in 2023 and \$74,528 in 2024 for the purchase of Axon Automated License Plate Reader (ALPR) and live stream capabilities to existing Axon Fleet 3 systems. Adding ALPR would be another step in closing the existing gap in the effort to locate, recover and hopefully have charges filed against those involved in stealing and/or the possession of a stolen car. This will assist in the investigation of those criminals who steal cars and use them in the commission of violent crimes. Live streaming allows supervisory and command personnel to log in and see in real time exactly what the Fleet 3 system is seeing, anytime an in-car video system is reporting. The total contract cost is \$372,639 spread over a 5-year period. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

PD – Axon Body Camera Interview Room, New/1-Time

Add \$30,000 in 2023 electrical and network wiring, and cameras and other accessories that was not identified in the department's original estimates. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

PD – Power Field Training Officer (FTO) Software, New/1-Time & Ongoing

Add \$6,950 (\$2,450 1-time + \$4,500 ongoing in 2023 and 2024) for the purchase of Power FTO. This program will centralize all required forms, track and log access to the student officer profile, fulfill retention requirements, eliminate the need for numerous email exchanges regarding the forms and provide many other benefits to the PTO program. The amount requested will cover the first year's annual subscription cost of \$4,500 as well as the initial \$2,450 which covers setup, customization and "train-the-trainer" training for administrative users. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

PD – EDR Toolkit with Software, New/1-Time

Add \$3,440 in 2023 for the purchase of a collision diagramming and simulating tools. The total cost is \$10,200 with costs to be split between the participating MCRT agencies, the City's portion is reduced to \$3,440. There are no subscription or additional costs required. This will enable the Traffic Reconstructionists to access the black boxes for Hyundai's and Kia's (previously impossible for the department) in case of accidents/accidents resulting in death. The costs will be accounted for in the Information Technology internal service fund with chargeback to the department.

PD – Replace Vehicle #40351 (2015 Ford Expedition), New/1-Time

Add \$40,000 in 2023 for the purchase a mid-sized truck with extended/crew cab, canopy and to upfit it with minimal emergency lighting package. The training officer often assists with moving training equipment to/from different training venues, purchasing and transporting supplies and transporting new hires/student officers to different venues for training. The current vehicle does not aid, and often hinders,

in completing these tasks. The costs will be accounted for in the Fleet and Equipment internal service fund, funded by replacement reserves.

PD – Replace Totaled Vehicle #40391, New/1-Time Revenue Neutral

Add \$80,000 for the replacement of patrol car (2023 Ford Explorer) and upfitting with emergency equipment and patrol equipment, funded by insurance proceeds. -sized truck with extended/crew cab, canopy and to upfit it with minimal emergency lighting package. The officer was struck head-on by a drunk driver, ending in his patrol car being deemed a total loss. The costs will be accounted for in the Fleet and Equipment internal service fund, funded by insurance proceeds.

PD – Replace Totaled Vehicle #40471, New/1-Time Revenue Neutral

Add \$80,000 in revenues and expenditures for replacement of police vehicle #40471 (2016 Ford Interceptor) that was involved in a collision and declared a total loss. The revenue is a transfer in of insurance proceeds received and accounted for in the Risk Management Fund.

PD – Replace 2017 Ford Interceptor #40711, Continuation/1-Time Revenue Neutral

Add an additional \$17,531 in revenues and expenditures for replacement of police vehicle #40711 that was involved in a collision and declared a total loss. Insurance paid was more than expected. The revenue is a transfer in of insurance proceeds received and accounted for in the Risk Management Fund.

PK – Donations/Sponsorships, New/1-Time

Add \$42,150 in revenues and expenditures in 2023 funded by donations and sponsorships as follows:

- Twin Star \$8,000 (\$3,000 SummerFEST/ \$1,000 Youth Summit/\$2,000 Fiesta/\$2,000 MLK)
- Virginia Mason \$18,500 (\$3,500 Yoga/\$7,500 SummerFEST/\$7,500 Farmers Market)
- Sister Cities \$2,650 (SummerFEST)
- WSECU \$5,500 (\$2,500 Truck & Tractor Day/\$3,000 Farmers Market)
- Harborstone \$2,500 (Truck & Tractor Day)
- Amazon \$5,000 (Summer Concert Series)

PK – CHOICE Grant, New Grant/1-Time

Add program expenditures of \$130,000 funded by grant revenue from the Washington State Health Care Authority (HCA) CHOICE. The City has been the fiscal agent for the Lakewood's CHOICE program since July 1, 2019. It is a behavioral health initiative that serves parents and youth directly with various programs and curricula in partnership with the school district and local nonprofit organizations. This initiative does high impact work and is a great partner in Lakewood. The amendment is to add \$130,000 of new money and extend the duration of the contract through 6/30/2024. Most of the contract pays for the two CHOICE contractors who perform the work, and 8% is set aside to cover a portion of the administrative costs as it relates to the Human Services Coordinator position but does not cover other administrative costs such as finance and accounting.

PW – Transportation CIP General Fund, New/1-Time

- 302.0156 Angle Lane/Elwood Sidewalks and Pedestrian Pathway Project
Reduce General Fund Support by \$329,500 in 2023 and replace with Transportation CIP Interest.
Add General Fund Support of \$254,619 in 2023 due to increased project scope.
- 302.0144 146th St SW: Murray Road SW to Woodbrook Drive SW
Add General Fund support of \$40,584. The project shortfall is due to ineligible reimbursements submitted to Port of Tacoma.
- 302.0005 Chip Seal Program – Local Access Roads
Eliminate General Fund support of \$75,532 in 2023 and \$39,048 in 2024.
Replace with \$20 Transportation Vehicle License Fee source.
- 302.0004 Minor Capital & Major Maintenance
Eliminate General Fund support of \$34,736 in 2024.
Replace with \$20 Transportation Vehicle License Fee source.

Fund 101 Streets O&M

Increase General Fund subsidy by \$23,974 in 2024 due to increase in WCIA assessment increase of \$68,976 offset by elimination of 2024 fleet and equipment replacement reserve charges of \$45,002. See General Fund for additional details.

Fund 103 Transportation Benefit District

- Eliminate \$211,000 transfer to debt service fund by \$211,000 in 2023 due to issuing debt in 2024.
- Replace Transportation CIP General Fund support to eligible Transportation Benefit District projects as follows:
 - 302.0004 Minor CIP & Major Maintenance: \$34,736 in 2024.
 - 302.0005 Chip Seal Program – Local Access Roads: \$75,532 in 2023 and \$39,048 in 2024.

Fund 104 Lodging Tax

2024 LTAC Grant Allocation, 1-Time/Revenue Neutral

Eliminate 2024 estimated grant awards allocation of \$1,125,000 and replace with LTAC recommendation totaling \$1,126,800 (pending November 20, 2023 City Council approval):

- \$10,000 Grave Concerns
- \$15,000 Historic Fort Steilacoom
- \$15,000 Asia Pacific Cultural Center
- \$115,000 Travel Tacoma-Mount Rainier Tourism & Sports Commission
- \$200,000 Lakewold Gardens
- \$6,500 Lakes Cross Country Booster Club
- \$112,000 Lakewood Chamber of Commerce
- \$39,500 Lakewood Historical Society
- \$35,000 Lakewood Playhouse
- \$23,950 Lakewood Sister Cities Association
- \$35,000 City of Lakewood Gimhae Delegation Visit
- \$75,000 City of Lakewood Marketing Promotion
- \$193,000 City of Lakewood SummerFEST
- \$78,000 City of Lakewood Farmers Market
- \$30,000 City of Lakewood Pavilion Concert Series
- \$15,000 City of Lakewood Saturday Street Festival
- \$27,000 City of Lakewood Fiesta de la Familia
- \$101,850 Clover Park Technical College McGavick Center

Note:

Fort Steilacoom Park H-Barn Restoration and Renovation Construction. The City will apply for Lodging Tax grant funding for annual debt service payments of \$160,000 in support of \$2.0M construction bonds, 20-year life. The grant application will occur in August 2024 for funds availability in 1st quarter 2025. Additional information can be found at the end of this report.

GASB Statement 87 McGavick Center Lease, 1-Time/Revenue Neutral

Add \$281,245 and \$213,567 in revenues (lease revenue) and expenditures (capital outlay) in 2023 and 2024, respectively. The net effect is \$0. This entry is required under Governmental Accounting Standards Board (GASB) Statement 87 Leases. Per GASB, this statement will increase the usefulness of government's financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This statement will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

Fund 180 Narcotics Seizure Fund

The purpose of this fund is to track assets seized as a result of involvement with the illegal sale, possession, or distribution of drugs or controlled substances, and for the purchase of controlled substances or drugs by law enforcement officers or agents, as well as other expenses to enhance and improve law enforcement

activities having a close and demonstrable relationship to enforce enforcement of controlled substances. Funds may not be used to supplant existing funding sources.

Drug Enforcement Administration Asset Forfeiture Sharing, Continuation/1-Time

Add \$7,039 in revenues and expenditures in 2023 funded by asset forfeiture sharing in accordance with the Tacoma Regional Task Force (TRTF) me. The \$7,039 represents year-to-date revenues and expenditures through September 30.

Organized Crime Drug Enforcement Task Forces (OCDETF), Grant/1-Time

Add \$20,000 in revenues and expenditures funded by the US. Department of Justice organized Crime Drug Enforcement Task Force for the Pacific Region with a period of performance of 05/01/2023-09/30/23. This grant reimburses overtime hours worked by detectives and investigators with the Special Operations Unit as they assist with surveillance, and other duties as requested by the Task Force Officer or the Drug Enforcement Administration Supervisor. This program is a multi-agency initiative that targets major drug trafficking and money laundering organizations in the United States. The initiatives have been awarded as follows:

The High Mileage Initiative (\$10,000) - This initiative focuses on dismantling drug trafficking organizations that distribute large quantities of drugs across the United States. The program targets drug traffickers who use vehicles to transport drugs across the country, hence the name "High Mileage".

The Family Knots initiative (\$10,000) – This initiative combats drug trafficking organizations that use family members to facilitate their illegal activities. The initiative aims to identify and dismantle these organizations by targeting their leadership, financial infrastructure, and communication networks.

City of Kent Wireless Network Forensic Server Use, New/1-Time

Add \$10,000 in 2023 for the purchase of software. The City of Kent currently contracts with Gladiator Forensics, LLC ("Gladiator") for wireless network forensics that enable the Kent Police Department to collect and/or comprehensively analyze wireless data in direct support of criminal investigations and missing persons cases. The contract with Gladiator would provide for similar services without incurring the costs associated with installation of a dedicated server for use of the system. The Police Department has already used a trial program from Gladiator under this proposed configuration and benefited greatly in recent criminal investigations and apprehensions. The fiscal impact is minimal to the City of Lakewood. The City would purchase parallel software from Gladiator with funds already budgeted for this application. The total cost of less than \$10,000 would be covered by seizure funds. Through this partnership, the City is using the already in place server infrastructure provided by City of Kent. To create that same type of system today would cost the City \$200,000 to create and maintain. Through Gladiator, the City can use its current servers to keep the data completely separate from the main server but utilize the system to run the software as if the City were hosting it. This item was previously approved by the City Council on July 17, 2023.

Replace Seizure Vehicles, New/1-Time

Add \$62,823 for the replacement of two special operations funded by proceeds of \$42,000 from the sale of four seizures vehicles and seizure revenue. The vehicles to be sold are: #41750/2013 Ford Explorer; #41741 2016 Lincoln MKZ; #41521 2013 Nissan Frontier; and #41680 2011 Hyundai Santa Fe.

Narcotic Seizure Balance Available for Eligible Expenditures, New/1-Time

Add \$86,273 in unallocated revenues equal to year-to-date September 2023 seizure forfeiture settlements and \$86,273 for eligible expenditures. Note, \$20,823 is proposed to be used for the replacement of two special operations vehicles and \$10,000 is proposed to be used for Wireless Network Forensic Server use, leaving \$86,273 available for other eligible purchases.

Fund 182 Federal Seizure

The Federal Equity Sharing Guidelines lists the following (funds shall be used to increase or supplement and not be used to replace or supplant):

Permissible Uses: law enforcement investigations; law enforcement training, law enforcement and detention facilities; law enforcement equipment; law enforcement travel and transportation; law enforcement awards and memorials; drug and gang education awareness programs; matching fund for grants; pro rata funding of the law enforcement agency's percentage of costs associated with supporting multi-agency items or facilities; asset accounting and tracking of expenditures of federally shared funds; language assistance services in connection with law enforcement activity; transfers of cash to other law enforcement agencies; support of community-based programs (cash transfers to community-based programs are not permitted); and windfall situations to provide additional support to community-based programs.

Impermissible Uses: Salaries and benefits of permanent law enforcement personnel, except in limited circumstances (i.e. express statutory authorization, overtime of officers and investigators, new positions and temporary or not-to-exceed one year appointments and salary of an officer hired to replace an officer assigned to a task force, specialized programs that generally to not involve traditional law enforcement functions); use of forfeited property by non-law enforcement personnel; payment of education-related costs; uses contrary to the laws of the state or local jurisdiction; non-official government use of shared assets; purchase of food and beverage (except for conference and meals during local operations); extravagant expenditures or wasteful expenditures and entertainment; cash on hand, secondary accounts, and stored value cards (such as prepaid credit cards); transfers to other law enforcement agencies; purchase of items for other law enforcement agencies; costs related to lawsuits; loans; and money laundering operations.

Federal Seizure, New/1-Time

Add \$29,214 in 2023 for eligible federal seizure related activity funded by Department of Justice Seizure Funds received through Q3 2023.

Fund 190 Community Development Block Grant (CDBG) Fund

Fund 190 CDBG is predominantly comprised of U.S. Department of Housing and Urban Development funds for Community Development Block Grant Entitlements (CDBG), HOME program funding through the Lakewood and Tacoma HOME Consortium, and Section 108 Loan Guarantees. There is also a grant from the Nisqually Tribe for minor home repairs and West Pierce Fire & Rescue for emergency assistance for displaced residents.

Through the planning and citizen participation process, CDBG and HOME spending priorities are set on an annual basis, to be broken out into funding projects for physical improvements, public service (not to exceed 15%), housing, economic development, and administration (not to exceed 20%).

2022 HOME Funds, Continuation/1-Time

Add \$483,813 for Affordable Housing & Program Administration. This program is responsible for ensuring that all federal, state, and local regulations, laws, and requirements are met prior to the written commitment and/or disbursement of any HOME funds for households whose gross annual income is at or below eighty percent (80%) of median under income guidelines established annually by HUD for the Tacoma-Lakewood area.

Fund 192 South Sound Military Communities Partnership

Tactical Tailor Lease Amendment, New/Ongoing

Reduce lease revenue by \$56,000 in 2023 and \$96,000 in 2024. The amendment reduces the monthly lease payment from \$18,000 per month to \$10,000 per month beginning in July 2023 through December 2025, a period of 2.5 years that results in a lease reduction of \$240,000. In addition, the term of the lease would be reduced by one year from December 2026 to December 2025 coupled with a specific timeline

for Tactical Tailor to undertake that results in them locating new property to locate to, and returning the property back to City by the end of 2025. The benefit to the City is guaranteed lease payment for 2.5 years since the current lease allows the tenant to terminate at any time. These lease payments were designated first to repay the City's interfund loan that was needed to fully finance the acquisition of the property in January 2022. This change in lease payments still results in that occurring, though instead of 2024, it would occur in 2025. This item was previously approved by the City Council on July 3, 2023.

Amazon Donation, 1-Time/Donation

Add \$8,000 in 2023 for Amazon donation in support of SSMCP events, which would be used towards the May and November 2023 Elected Officials Council. This item was previously approved by the City Council on July 17, 2023.

JBLM Growth Implementation 2023 Grant, 1-Time/Revenue Neutral

Add \$698,850 in revenues and expenditures in 2024 funded the Office of Local Defense Community Cooperation (OLDCC) for the purpose of carrying out recommendations of the Joint Base Lewis McChord (JBLM) Joint Land Use Study implementation. The grant period is February 1, 2023 through July 31, 2024 and requires non-federal match of \$77,670 which has been identified as staff travel & training and personnel costs within the existing SSMCP budget. The deliverables are scheduled for 7/31/2024 and include the following:

- Housing Study 2.0 Final Report. Detailed report of the housing status and needs in the South Sound region (Pierce and Thurston counties).
- Installation Resilience Report. Detailed report of the community-based resilience assessment (climate change), including identified concerns and recommendations for improvement.
- Military Spouse Employment Report. Detailed report on military spousal employment in the State of Washington, including barriers to enter the workforce and recommendations for improvement.
- Performance Measures Report. A performance measures report will be included along with the final report to include: 1) Outcomes from engagement with the military installation and the number of interactions that occurred; 2) A summary of deliverables from the project and their benefits for reducing impairments to the local mission or improvements to the resilience of the installation; and, 3) a summary of actions from the project that will be or have been carried out regardless of whether Federal funds are supporting it.

North Clear Zone Property Purchase Department of Commerce Grant, 1-Time/Revenue Neutral

Add \$900,000 in grant funds from the Defense Community Compatibility Account (DCCA) grant program for the JBLM McChord North Clear Zone project. The 2023 Legislature created this grant program to facilitate the compatibility between military installations and neighboring communities. Funding comes from DCCA, Growth Management Services, Washington State Department of Commerce Capital Budget. Project costs may begin on July 1, 2023.

Fund 195 Public Safety Grants

Washington Auto Theft Prevention Authority (WAPTA), Continuation/1-Time Revenue Neutral

Add \$706,037 in revenues and expenditures for grant received from the Washington Auto Theft Task Prevention Authority. This funding through the City of Federal Way serving as fiscal agent, provides for the 2.0 FTE assigned to the Auto Crimes Enforcement Task Force Investigators and related equipment and supplies. There is no local match required. The mission of the WAPTA is to prevent and reduce motor thefts in the State. The Grant period is from 7/1/23 to 6/30/25.

US DOJ Justice Assistance Grant – Real Time Crime Center, Grant/1-Time Revenue Neutral

Add \$47,051 for revenues and expenditure for this grant received from the Department of Justice. The Real Time Crime Center System provides police with rapid intelligence and instant information to help identify emerging crime patterns. This FY 2021 award has a program period from 10/1/22 to 9/30/26.

WTSC – Pierce County Regional Phlebotomy, Grant/1-Time Revenue Neutral

Add \$2,960 in grant revenue and expenditures for the remaining grant balance. This grant provides funding for the Pierce County Regional Phlebotomy 2022 Traffic Safety Grant Project. The program is

aimed at training 20 law enforcement officers within Pierce County Region 5 to receive training to become licensed Washington State Phlebotomists. The funding provides wages for police officer regular time to attend classes, tuition, fees, books, physician oversight, supplies and recertification fees. The grant period is from March 25, 2022 through June 30, 2023.

Patrick Leahy Bulletproof Vest Partnership, Grant/1-Time Revenue Neutral

Add \$25,934 for revenues and expenditures. \$13,934 for the grant period through 08/31/2024 and \$12,000 for the grant period through 08/31/2025. This grant was received from the Department of Justice. The Patrick Leahy Bulletproof Vest Partnership (BVP) program may be used for National Institute of Justice (NIJ) compliant armored vests. The federal portion of the costs for body armor vests purchased under the BVP Program may not exceed 50 percent.

Fund 301 Parks Capital

Edgewater Park

Add \$152,512 in 2023 for design services funded by Parks CIP interest earnings. Edgewater Park is a relatively undeveloped 1 acre linear park on the shore of Lake Steilacoom and has the only public boat launch on the lake. The site is considered a neighborhood park and should be designed for easy access as well as supporting unstructured, spontaneous activities including active and passive recreation. In 2004 the City worked with the Department of Fish and Wildlife to replace the aging boat launch at Edgewater Park. The City did not survey the area or make adjacent street improvements to change how people accessed the launch. In 2018, to prepare for the upcoming grant cycles, the Parks and Recreation Advisory Board (PRAB) met with neighbors and community members at a series of meetings both on site and at City Hall to review site issues, list community concerns and brainstorm improvements. Several draft plan options were created and community members shared what they liked and disliked regarding each option and a preferred draft master plan was created. Because road width concerns and traffic issues were discussed a site survey was completed which identified several encroachment issues along the roadways with the most significant encroachment occurring at the south end of the site. Due to this encroachment and how it might affect the site and adjacent roads, the City was not able to apply for grants to improve this area. Since 2020 the City has been working with the adjacent property owner to identify issues and possible solutions. One solution was to purchase additional property for park use so earlier this year City Council authorized the acquisition of real property in the area for park purposes.

To support future Edgewater Park improvements, JA Brennan Associates, PLLC was asked to prepare a scope of work to update the master site plan and help the city prepare for permitting and various grant opportunities. Specialty tasks include site assessment, construction feasibility, wetland delineations, a traffic study, surveying, development of graphics and cost estimates as well as geo tech, environmental and engineering services to support design and permit needs.

This budget adjustment results in a life-to-date through 2024 cost estimate of \$327,512 funded by:

\$50,000 REET

\$125,000 General Fund

\$152,512 Parks CIP Interest Earnings

\$357,512 Total Sources

Approved by City Council on 9/18/2023.

Fund 302 Transportation Capital

302.0114 112th Street SW – Clover Park High School Sidewalk Project, New/1-Time

Add \$69,768 in 2023 due to increased construction costs across the industry between when the estimate was developed and construction completed. The increase is funded by SWM \$114,000 offset by a reduction in REET \$44,232.

This budget adjustment results in a life-to-date through 2024 cost estimate of \$812,898 funded by:

\$656,000 Washington State Grant

\$114,000 Transfer In from SWM

\$42,898 REET

\$812,898 Total Sources

302.0121 112th Street SW Sidewalks (Farwest Drive to Holden), New/1-Time

Add \$1,304,720 in revenues and expenditures in 2024 funded by TIB Safe Routes to Schools grant \$1,142,720 and SWM for storm drainage element of the project \$162,000. Project description includes school/playground 20 mph speed zone (flashing beacons/signage), lower the speed limit, pedestrian scale segment lighting/illumination, ADA curb ramps, crossing enhancements, bicycle wayfinding signs/markings, bike lanes, sidewalk with curb and gutter, rectangular rapid flashing beacons, and speed management treatments.

This budget adjustment results in a life-to-date through 2024 cost estimate of \$1,304,720 funded by:

\$1,142,720 TIB Safe Routes to School Grant

\$162,000 Transfer In from SWM

\$1,304,720 Total Sources

Approved by City Council on 5/1/2023.

302.0144 146th St SW: Murray Road SW to Woodbrook Drive SW, New/1-Time

Add General Fund support of \$40,584 to cover ineligible reimbursements submitted to Port of Tacoma.

302.0156 Streets: Elwood Dr. SW and Angle Lane SW, Continuation/1-Time

Add \$493,257 in revenues and expenditures in 2023 funded by a reimbursement from Lakewood Water District \$238,638, General Fund \$254,619 due to increase in project scope. Through this project, the City will construct curb gutter and sidewalk on the southwest side of Angle Lane from Hipkins to Elwood, a non-motorized trail on the west side of Elwood Drive between Angle Lane and Steilacoom Blvd and a roundabout at the intersection of 87th and Dresden. Improvements include reconstructed pavement along 87th, the entrance to Fort Steilacoom Park baseball field parking lot, and Dresden, storm drainage, water main, street lighting, curb, sidewalk and landscaping. All water main work, with the exception of a portion of irrigation main servicing Fort Steilacoom Park that is owned by the City, will be covered by the Interlocal agreement with the Lakewood Water District currently in place (this portion of the project improvements will be owned by Lakewood Water District). The initial project was funded with a TIB complete streets grant totaling \$746,000 for pedestrian improvements along the southwest side of Angle Lane between Hipkins and Elwood and a non-motorized trail along the west side of Elwood between Angle Lane and Steilacoom Blvd. Additional improvements included in a revised project are: installation of a roundabout at the intersection of Dresden and 87th including realigning Elwood Drive and Fort Steilacoom Park Entrance; rebuilding of the access of Fort Steilacoom Park ballfield parking lot; partnering with Lakewood Water District (LWD) to replace LWD's water main along Dresden, Elwood, and 87th and the City's 6" irrigation service; and installation of street lighting along the Elwood Drive path

This budget adjustment results in a life-to-date through 2024 cost estimate of \$2,403,498 funded by:

\$432,619 General Fund

\$316,241 Real Estate Excise Tax

\$220,000 Surface Water Management

\$746,000 TIB Complete Streets Grant

\$238,638 Lakewood Water District

\$450,000 Transportation CIP Interest Earnings

\$2,403,498 Total Sources

Approved by City Council on 5/1/2023.

Fund 303 Real Estate Excise Tax

Reduce transfer to Transportation CIP Project 302.0114 112th Street Sidewalks: Clover Park High School (GLD SW to BPW SW) and replace with SWM for storm drainage element of the project.

Fund 311 Sewer Capital Projects

311.0007 Wadsworth, Silcox, Boat Road Sewer Extension, New/1-Time

Add \$1,182,822 in revenues and expenditures funded by a reimbursement from the American Rescue Plan Act (ARPA) through Pierce County. The grant period is from October 27, 2022 through March 31, 2026. The project will extend a sewer main from the Portland Ave/ W Thorne Ln SW intersection and will include approximately 2,060 feet of gravity line and 800 feet of force main.

311.0008 Grant Ave & Orchard Sewer Extension, New/1-Time

Add \$735,600 in revenues and expenditures funded by a reimbursement from the American Rescue Plan Act (ARPA) through Pierce County. The grant period is from October 27, 2024 through December 31, 2026. The project will also extend a sewer main from the Grant Ave/Berkeley Street intersection approximately 1,880 ft.

311.0014 American Lake Townhomes Sewer Extension, New/1-Time

Add \$159,000 in revenues and expenditures funded by a reimbursement from the American Rescue Plan Act (ARPA) through Pierce County. The grant period is from October 27, 2022 through February 28, 2024. The project will also extend a sewer main from 15116 Portland Ave SW and running to 88th St. Ct. SW ending at Boat St. SW approximately 705 ft.

Fund 401 Surface Water Management

401.9999 Amendment to Biennial Stormwater Capacity Grant 2021-2023, New/1-Time

Add \$192,500 in revenues and expenditures from the Washington Department of Ecology. The grant period was extended to June 30th, 2023. The grant provides funds for implementation or management of municipal stormwater programs.

401.9999 Pollution Prevention Assistance Grant 2021-2023, New/1-Time

Add \$41,087 in revenues and expenditures funded by the Washington Department of Ecology for 2023. The grant period ended June 30th, 2023. The grant provides funds for Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state.

401.9999 Pollution Prevention Assistance Grant 2023-2025, New/1-Time

Add \$186,958 in revenues and expenditures funded by the Washington Department of Ecology. The grant period is from July 1st, 2023 through June 30th, 2025. The grant provides funds for Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state.

Transfers to Transportation CIP Fund for Storm Drainage Element of Project

See Transportation CIP for additional information.

- Continuation/1-Time:
 - \$153,500 in 2023 to 302.0083 Hipkins Road SW from Steilacoom Blvd to 104th St SW
 - \$49,080 in 2023 to 302.0142 Ardmore/Whitman/93rd
 - \$20,000 in 2023 to 302.0156 Angle Lane/Elwood Sidewalks and Pedestrian Pathway
- New/1-Time:
 - \$114,000 in 2023 to 302.0114 112th St SW - Clover Park High School Sidewalk Project
 - \$162,000 in 2024 to 302.0121 112th St SW Sidewalks (Farwest to Holden)

Fund 501 Fleet & Equipment

See General Fund for additional information.

Police Department Vehicle Replacement, New/Revenue Neutral

- \$80,000 in 2023 to replace totaled vehicle #40391 (2015 Ford Interceptor).
Funded by insurance proceeds.

- \$80,000 in 2023 to replace totaled vehicle #40471 (2016 Ford Interceptor). Funded by insurance proceeds.
- \$17,531 in 2023 for additional costs to replace vehicle #40711 (2017 Ford Interceptor) Funded by insurance proceeds.
- \$40,000 in 2023 to replace vehicle #40351 (2015 Ford Expedition). Funded by replacement reserves.

Suspend 2024 City-Wide Replacement Reserve Collection, New/Ongoing

Eliminate \$852,807 in replacement reserves revenue in 2024.

Fund 503 Information Technology

See General Fund for additional information.

- AD – GASB Accounting Software, New/1-Time & Ongoing
 - \$7,500 1-time in 2023 and \$18,400 ongoing in 2024.
- AD – Financial ERP System, New/1-Time & Ongoing
 - \$450,000 1-time in 2024 and \$80,000 ongoing in 2024.
- CD – Short-Term Rentals, New/1-Time & Ongoing
 - \$6,000 1-time in 2023 and \$5,000 ongoing in 2024.
- CD – Rental Housing Safety Program Software, New/Ongoing
 - \$41,000 ongoing in 2023 and 2024.
- PD – Axon Body Camera Interview Room (Electrical, Network, Cameras), New/1-Time
 - \$30,000 in 2023.
- PD – Flock Safety Falcon Vehicle Fingerprinting Technology), New/1-Time & Ongoing
 - \$125,500 1-time in 2023 and \$108,000 ongoing in 2024.
- PD – Power Field Training Officer (FTO), New/1-Time & Ongoing
 - \$2,450 1-time in 2023 and \$4,500 ongoing in 2023 and 2024.
- PD – EDR Toolkit with Software, New/1-Time
 - \$3,440 in 2023.

Fund 504 Risk Management

See General Fund for additional information.

Transfer Insurance Proceeds to Fleet Fund for Police Vehicle Replacement, New/Revenue Neutral

- \$80,000 in 2023 to replace totaled vehicle #40391 (2015 Ford Interceptor). Funded by insurance proceeds.
- \$80,000 in 2023 to replace totaled vehicle #40471 (2016 Ford Interceptor). Funded by insurance proceeds.
- \$17,531 in 2023 for additional costs to replace vehicle #40711 (2017 Ford Interceptor) Funded by insurance proceeds.

AD (City-Wide) – WCIA Assessment Increase, New/Ongoing

Add \$775,272 in 2024 for the preliminary Washington Cities Insurance Authority (WCIA) risk assessment, resulting in a revised estimate of \$2,795,948.

ORDINANCE NO. 795

AN ORDINANCE of the City Council of the City of Lakewood, Washington, adopting the 2023/2024 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2023/2024 fiscal biennium have been prepared and filed on October 3, 2022 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

WHEREAS, the budget was printed for distribution and notice published in the official paper of the City of Lakewood setting the time and place for hearing on the budget and said notice stating copies of the budget can be obtained on-line and at the Office of the City Clerk; and

WHEREAS, the City Council of the City of Lakewood having held a public hearing on November 7, 2022, and having considered the public testimony presented; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 779 on November 21, 2022 implementing the 2023/2024 Biennial Budget; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 785 on May 15, 2023 implementing the 2023 Carry Forward Budget Adjustment;

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2023/2024 Budget to: revise the estimated beginning balances to reflect the 2022 ending fund balance; incorporate items previously approved by the City Council, appropriate projects funded by grants and contributions; continue capital projects; and include new allocations as necessary.

WHEREAS, the City Council of the City of Lakewood having held a public hearing on the 2023/2024 Mid-Biennium Budget Adjustment on November 20, 2023.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as Follows:

Section 1. Section 1. Budget Amendment. The budget for the 2023/2024 biennium as set forth in Ordinance 785, Section 1 and as shown in Exhibit C (Adopted By Fund – Year 2023) and Exhibit D (Adopted Budget by Fund – Year 2024) is amended to adopt the revised budget for the years 2023 and 2024 in

the amounts and for the purposes as shown in exhibit A (Proposed Revised budget by Fund – Year 2023) and Exhibit B (Proposed Revised Budget by Fund – Year 2024).

Section 2. 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 3. Copies of the Budget to Be Filed. A complete copy of the final budget as adopted herein shall be transmitted to the Office of the State Auditor, the Association of Washington Cities and to the Municipal Research and Services Center of Washington. Copies of the final budget as adopted herein shall be filed with the City Clerk and shall be made available for use by the public.

Section 4. Effective Date. That this Ordinance shall be in full force and effect for years 2023 and 2024 five (5) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 4th day of December, 2023.

CITY OF LAKEWOOD

Attest:

Jason Whalen, Mayor

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A
PROPOSED REVISED BUDGET BY FUND - YEAR 2023

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	26,560,865	135,232	26,696,097	67,878,379	4,935,507	72,813,886	78,333,590	4,865,230	83,198,820	16,311,163
001 General	\$ 19,387,798	\$ 84,168	\$ 19,471,966	\$ 45,292,114	\$ 2,447,268	\$ 47,739,382	\$ 53,292,717	\$ 2,456,459	\$ 55,749,176	\$ 11,462,172
101 Street	-	-	-	3,908,997	-	3,908,997	3,908,997	-	3,908,997	-
103 Transportation Benefit District	91,140	-	91,140	835,000	-	835,000	835,000	(135,468)	699,532	226,608
104 Hotel/Motel Lodging Tax Fund	3,010,175	-	3,010,175	1,125,000	281,245	1,406,245	904,350	281,245	1,185,595	3,230,825
105 Property Abatement/RHSP/1406	278,099	-	278,099	425,500	-	425,500	703,599	-	703,599	-
106 Public Art	50,588	-	50,588	37,000	-	37,000	87,588	-	87,588	-
180 Narcotics Seizure	55,667	-	55,667	-	196,135	196,135	55,667	196,135	251,802	-
181 Felony Seizure	23,305	-	23,305	-	-	-	23,305	-	23,305	-
182 Federal Seizure	703	-	703	-	29,214	29,214	703	29,214	29,917	-
190 CDBG	1,863,733	-	1,863,733	1,282,189	483,813	1,766,002	3,145,922	483,813	3,629,735	-
191 Neighborhood Stabilization Prog	14,148	-	14,148	303,000	-	303,000	317,148	-	317,148	-
192 SSMCP	(405,878)	51,064	(354,814)	527,125	1,550,850	2,077,975	306,377	1,606,850	1,913,227	(190,066)
195 Public Safety Grants	-	-	-	112,821	781,982	894,803	112,821	781,982	894,803	-
196 ARPA (American Rescue Plan Act)	826,287	-	826,287	10,419,705	-	10,419,705	11,245,992	-	11,245,992	-
201 GO Bond Debt Service	-	-	-	2,521,978	(835,000)	1,686,978	2,521,978	(835,000)	1,686,978	-
202 LID Debt Service	109,584	-	109,584	236,692	-	236,692	346,276	-	346,276	-
204 Sewer Project Debt	1,120,328	-	1,120,328	851,258	-	851,258	525,150	-	525,150	1,446,436
251 LID Guaranty	135,188	-	135,188	-	-	-	-	-	-	135,188
Capital Project Funds:	20,946,664	151,999	21,098,663	37,682,792	2,856,031	40,538,823	58,102,566	2,748,727	60,851,293	786,193
301 Parks CIP	3,947,368	-	3,947,368	12,987,858	175,000	13,162,858	16,935,226	152,512	17,087,738	22,488
302 Transportation CIP	13,107,490	-	13,107,490	20,702,485	603,609	21,306,094	33,684,110	563,025	34,247,135	166,449
303 Real Estate Excise Tax	2,258,776	-	2,258,776	3,148,584	-	3,148,584	5,407,360	(44,232)	5,363,128	44,232
311 Sewer Project CIP	1,633,030	151,999	1,785,029	843,865	2,077,422	2,921,287	2,075,870	2,077,422	4,153,292	553,024
Enterprise Fund:	11,009,735	(1,780,988)	9,228,747	4,731,450	420,545	5,151,995	7,439,677	757,125	8,196,802	6,183,940
401 Surface Water Management	11,009,735	(1,780,988)	9,228,747	4,731,450	420,545	5,151,995	7,439,677	757,125	8,196,802	6,183,940
Internal Service Funds:	6,108,595	-	6,108,595	10,780,524	649,980	11,430,504	11,213,379	689,980	11,903,359	5,635,740
501 Fleet & Equipment	5,180,871	-	5,180,871	2,948,946	177,531	3,126,477	2,874,520	217,531	3,092,051	5,215,297
502 Property Management	655,625	-	655,625	1,585,873	-	1,585,873	2,156,498	-	2,156,498	85,000
503 Information Technology	272,099	-	272,099	3,622,875	294,918	3,917,793	3,559,531	294,918	3,854,449	335,443
504 Risk Management	-	-	-	2,622,830	177,531	2,800,361	2,622,830	177,531	2,800,361	-
Total All Funds	64,625,859	\$ (1,493,757)	\$63,132,102	\$ 121,073,145	\$ 8,862,063	\$129,935,208	\$ 155,089,212	\$ 9,061,062	\$164,150,274	\$ 28,917,036

EXHIBIT B
PROPOSED REVISED BUDGET BY FUND - YEAR 2024

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 16,105,654	\$ 205,509	\$ 16,311,163	\$ 55,722,509	\$ 968,541	\$56,691,050	\$ 59,541,902	\$ 1,115,830	\$60,657,732	\$ 12,344,482
001 General	11,387,195	74,977	11,462,172	45,501,920	827,000	46,328,920	49,345,199	802,705	50,147,904	7,643,188
101 Street	-	-	-	2,994,888	23,974	3,018,862	2,994,888	23,974	3,018,862	-
103 Transportation Benefit District	91,140	135,468	226,608	835,000	-	835,000	926,140	73,784	999,924	61,684
104 Hotel/Motel Lodging Tax Fund	3,230,825	-	3,230,825	1,125,000	213,567	1,338,567	1,125,000	215,367	1,340,367	3,229,025
105 Property Abatement/RHSP/1406	-	-	-	488,000	-	488,000	488,000	-	488,000	-
106 Public Art	-	-	-	37,000	-	37,000	37,000	-	37,000	-
180 Narcotics Seizure	-	-	-	-	-	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	-	-	-	-	-	-	-
190 CDBG	-	-	-	550,000	-	550,000	550,000	-	550,000	-
191 Neighborhood Stabilization Prog	-	-	-	45,500	-	45,500	45,500	-	45,500	-
192 SSMCP	(185,130)	(4,936)	(190,066)	537,925	(96,000)	441,925	352,796	-	352,796	(100,936)
195 Public Safety Grants	-	-	-	-	-	-	-	-	-	-
196 ARPA (American Rescue Plan Act)	-	-	-	-	-	-	-	-	-	-
201 GO Bond Debt Service	-	-	-	2,517,754	-	2,517,754	2,517,754	-	2,517,754	-
202 LID Debt Service	-	-	-	219,765	-	219,765	219,765	-	219,765	-
204 Sewer Project Debt	1,446,436	-	1,446,436	869,757	-	869,757	939,860	-	939,860	1,376,333
251 LID Guaranty	135,188	-	135,188	-	-	-	-	-	-	135,188
Capital Project Funds:	\$ 526,890	\$ 259,303	\$ 786,193	\$ 16,580,363	\$ 81,898	\$ 16,662,261	\$17,000,445	\$ 81,898	\$17,082,343	\$ 366,111
301 Parks CIP	-	22,488	22,488	3,785,788	-	3,785,788	3,785,788	-	3,785,788	22,488
302 Transportation CIP	125,865	40,584	166,449	7,957,135	1,304,720	9,261,855	8,083,000	1,304,720	9,387,720	40,584
303 Real Estate Excise Tax	-	44,232	44,232	2,917,500	-	2,917,500	2,916,657	-	2,916,657	45,075
311 Sewer Project CIP	401,025	151,999	553,024	1,919,940	(1,222,822)	697,118	2,215,000	(1,222,822)	992,178	257,964
Enterprise Fund:	\$ 8,301,508	\$ (2,117,568)	\$ 6,183,940	\$ 4,847,382	\$ -	\$ 4,847,382	\$ 4,830,860	\$ 171,340	\$ 5,002,200	\$ 6,029,122
401 Surface Water Management	8,301,508	(2,117,568)	6,183,940	4,847,382	-	4,847,382	4,830,860	171,340	5,002,200	6,029,122
Internal Service Funds:	\$ 5,675,740	\$ (40,000)	\$ 5,635,740	\$ 9,306,689	\$ 703,893	\$ 10,010,582	\$ 9,017,238	\$1,556,700	\$10,573,938	\$ 5,072,384
501 Fleet & Equipment	5,255,297	(40,000)	5,215,297	2,479,927	(852,807)	1,627,120	2,172,320	-	2,172,320	4,670,097
502 Property Management	85,000	-	85,000	916,396	-	916,396	1,001,396	-	1,001,396	-
503 Information Technology	335,443	-	335,443	3,406,246	781,428	4,187,674	3,339,402	781,428	4,120,830	402,287
504 Risk Management	-	-	-	2,504,120	775,272	3,279,392	2,504,120	775,272	3,279,392	-
Total All Funds	30,609,792	\$ (1,692,756)	\$28,917,036	\$86,456,943	\$ 1,754,332	\$88,211,275	\$90,390,445	\$2,925,768	\$93,316,213	\$ 23,812,099

EXHIBIT C
ADOPTED BUDGET BY FUND - YEAR 2023

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	21,309,004	5,251,861	26,560,865	54,253,705	13,624,674	67,878,379	58,594,205	19,739,385	78,333,590	16,105,654
001 General	\$ 15,837,013	\$ 3,550,785	\$ 19,387,798	\$ 43,535,910	\$ 1,756,204	\$ 45,292,114	\$ 48,207,266	\$ 5,085,451	\$ 53,292,717	\$ 11,387,195
101 Street	-	-	-	3,792,423	116,574	3,908,997	3,792,423	116,574	3,908,997	-
103 Transportation Benefit District	58,424	32,716	91,140	835,000	-	835,000	835,000	-	835,000	91,140
104 Hotel/Motel Lodging Tax Fund	2,677,042	333,133	3,010,175	1,125,000	-	1,125,000	1,125,000	(220,650)	904,350	3,230,825
105 Property Abatement/RHSP/1406	-	278,099	278,099	425,500	-	425,500	425,500	278,099	703,599	-
106 Public Art	-	50,588	50,588	37,000	-	37,000	37,000	50,588	87,588	-
180 Narcotics Seizure	-	55,667	55,667	-	-	-	-	55,667	55,667	0
181 Felony Seizure	-	23,305	23,305	-	-	-	-	23,305	23,305	(0)
182 Federal Seizure	-	703	703	-	-	-	-	703	703	0
190 CDBG	1,513,495	350,238	1,863,733	553,819	728,370	1,282,189	553,819	2,592,103	3,145,922	0
191 Neighborhood Stabilization Prog	-	14,148	14,148	28,000	275,000	303,000	28,000	289,148	317,148	0
192 SSMCP	-	(405,878)	(405,878)	311,125	216,000	527,125	306,377	-	306,377	(185,130)
195 Public Safety Grants	-	-	-	-	112,821	112,821	-	112,821	112,821	-
196 ARPA (American Rescue Plan Act)	19,209	807,078	826,287	-	10,419,705	10,419,705	-	11,245,992	11,245,992	-
201 GO Bond Debt Service	-	-	-	2,521,978	-	2,521,978	2,521,978	-	2,521,978	-
202 LID Debt Service	-	109,584	109,584	236,692	-	236,692	236,692	109,584	346,276	-
204 Sewer Project Debt	1,070,728	49,600	1,120,328	851,258	-	851,258	525,150	-	525,150	1,446,436
251 LID Guaranty	133,093	2,095	135,188	-	-	-	-	-	-	135,188
Capital Project Funds:	6,809,757	14,136,907	20,946,664	15,162,865	22,519,927	37,682,792	21,198,625	36,903,941	58,102,566	526,890
301 Parks CIP	-	3,947,368	3,947,368	965,000	12,022,858	12,987,858	965,000	15,970,226	16,935,226	-
302 Transportation CIP	3,767,000	9,340,490	13,107,490	11,154,000	9,548,485	20,702,485	14,921,000	18,763,110	33,684,110	125,865
303 Real Estate Excise Tax	2,068,447	190,329	2,258,776	2,200,000	948,584	3,148,584	3,866,625	1,540,735	5,407,360	-
311 Sewer Project CIP	974,310	658,720	1,633,030	843,865	-	843,865	1,446,000	629,870	2,075,870	401,025
Enterprise Fund:	4,393,180	6,616,555	11,009,735	4,731,450	-	4,731,450	5,731,863	1,707,814	7,439,677	8,301,508
401 Surface Water Management	4,393,180	6,616,555	11,009,735	4,731,450	-	4,731,450	5,731,863	1,707,814	7,439,677	8,301,508
Internal Service Funds:	5,802,936	305,659	6,108,595	9,200,400	1,580,124	10,780,524	9,209,630	2,003,749	11,213,379	5,675,740
501 Fleet & Equipment	5,000,658	180,213	5,180,871	2,898,946	50,000	2,948,946	2,526,520	348,000	2,874,520	5,255,297
502 Property Management	530,000	125,625	655,625	912,134	673,739	1,585,873	1,357,134	799,364	2,156,498	85,000
503 Information Technology	272,278	(179)	272,099	2,940,490	682,385	3,622,875	2,877,146	682,385	3,559,531	335,443
504 Risk Management	-	-	-	2,448,830	174,000	2,622,830	2,448,830	174,000	2,622,830	-
Total All Funds	38,314,877	\$ 26,310,982	\$64,625,859	\$ 83,348,420	\$ 37,724,725	\$121,073,145	\$ 94,734,323	\$ 60,354,889	\$155,089,212	\$ 30,609,792

EXHIBIT D
ADOPTED BUDGET BY FUND - YEAR 2024

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 16,968,504	\$ (862,850)	\$ 16,105,654	\$ 54,102,848	\$ 1,619,661	\$ 55,722,509	\$ 57,869,295	\$ 1,672,607	\$ 59,541,902	\$ 12,286,262
001 General	11,165,657	221,538	11,387,195	44,145,920	1,356,000	45,501,920	47,837,515	1,507,684	49,345,199	7,543,916
101 Street	-	-	-	2,958,027	36,861	2,994,888	2,958,027	36,861	2,994,888	-
103 Transportation Benefit District	58,424	32,716	91,140	835,000	-	835,000	835,000	91,140	926,140	(0)
104 Hotel/Motel Lodging Tax Fund	2,677,042	553,783	3,230,825	1,125,000	-	1,125,000	1,125,000	-	1,125,000	3,230,825
105 Property Abatement/RHSP/1406	-	-	-	488,000	-	488,000	488,000	-	488,000	-
106 Public Art	-	-	-	37,000	-	37,000	37,000	-	37,000	-
180 Narcotics Seizure	-	0	0	-	-	-	-	-	-	0
181 Felony Seizure	-	(0)	(0)	-	-	-	-	-	-	(0)
182 Federal Seizure	-	0	0	-	-	-	-	-	-	0
190 CDBG	1,513,495	(1,513,495)	0	550,000	-	550,000	550,000	-	550,000	0
191 Neighborhood Stabilization Prog	-	0	0	45,500	-	45,500	45,500	-	45,500	0
192 SSMCP	4,748	(189,878)	(185,130)	311,125	226,800	537,925	315,874	36,922	352,796	-
195 Public Safety Grants	-	-	-	-	-	-	-	-	-	-
196 ARPA (American Rescue Plan Act)	19,209	(19,209)	-	-	-	-	-	-	-	-
201 GO Bond Debt Service	-	-	-	2,517,754	-	2,517,754	2,517,754	-	2,517,754	-
202 LID Debt Service	-	-	-	219,765	-	219,765	219,765	-	219,765	-
204 Sewer Project Debt	1,396,836	49,600	1,446,436	869,757	-	869,757	939,860	-	939,860	1,376,333
251 LID Guaranty	133,093	2,095	135,188	-	-	-	-	-	-	135,188
Capital Project Funds:	\$ 773,997	\$ (247,107)	\$ 526,890	\$ 16,388,940	\$ 191,423	\$ 16,580,363	\$ 17,071,470	\$ (71,025)	\$ 17,000,445	\$ 106,808
301 Parks CIP	-	-	-	3,115,000	670,788	3,785,788	3,115,000	670,788	3,785,788	-
302 Transportation CIP	-	125,865	125,865	9,154,000	(1,196,865)	7,957,135	9,154,000	(1,071,000)	8,083,000	-
303 Real Estate Excise Tax	401,822	(401,822)	-	2,200,000	717,500	2,917,500	2,587,470	329,187	2,916,657	843
311 Sewer Project CIP	372,175	28,850	401,025	1,919,940	-	1,919,940	2,215,000	-	2,215,000	105,965
Enterprise Fund:	\$ 3,392,767	\$ 4,908,741	\$ 8,301,508	\$ 4,847,382	\$ -	\$ 4,847,382	\$ 4,812,468	\$ 18,392	\$ 4,830,860	\$ 8,318,030
401 Surface Water Management	3,392,767	4,908,741	8,301,508	4,847,382	-	4,847,382	4,812,468	18,392	4,830,860	8,318,030
Internal Service Funds:	\$ 5,793,706	\$ (117,966)	\$ 5,675,740	\$ 8,864,139	\$ 442,550	\$ 9,306,689	\$ 8,574,688	\$ 442,550	\$ 9,017,238	\$ 5,965,191
501 Fleet & Equipment	5,373,084	(117,787)	5,255,297	2,479,927	-	2,479,927	2,172,320	-	2,172,320	5,562,904
502 Property Management	85,000	-	85,000	916,396	-	916,396	1,001,396	-	1,001,396	-
503 Information Technology	335,622	(179)	335,443	3,017,696	388,550	3,406,246	2,950,852	388,550	3,339,402	402,287
504 Risk Management	-	-	-	2,450,120	54,000	2,504,120	2,450,120	54,000	2,504,120	-
Total All Funds	26,928,974	\$ 3,680,818	\$30,609,792	\$ 84,203,309	\$ 2,253,634	\$86,456,943	\$ 88,327,921	\$ 2,062,524	\$90,390,445	\$ 26,676,291

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 20, 2023	TITLE: Ordinance 792 amending property tax exemptions for multifamily housing, chapter 3.64	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 792 <input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
REVIEW: October 30, 2023 and November 6, 2023	ATTACHMENTS: MFTE memorandum, and draft ordinance No. 792	

SUBMITTED BY: Becky Newton, Economic Development Manager

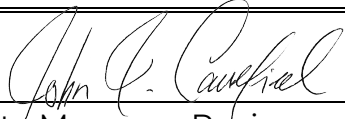
RECOMMENDATION: It is recommended that the City Council adopt Ordinance 792 amending the City of Lakewood Municipal Code, Title 3, Revenue & Finance, Property Tax Exemptions for Multifamily Housing, Chapter 3.64

DISCUSSION: E2SSB 5287 was adopted in 2021 amending several elements of the statute.

The City engage BERK Consulting to provide input on the amendments and to recommend changes to property tax exemptions for multifamily housing, chapter 2.64. The Planning Commission held a public hearing and provided recommendations. Staff presented recommendations and a draft ordinance to City Council, and a public hearing was held on November 6th.

ALTERNATIVE(S): 1) Adopt Ordinance 792 with recommended changes; or, 2) Adopt Ordinance 792 with alterations to the recommendations.

FISCAL IMPACT: The Multifamily Tax Exemption (MFTE) will eliminate property tax collection on the value of new residential construction for MFTE projects for the period where the exemption is in place. Once that period has ended taxes will be collected on the full increased value of the property.

Becky Newton Prepared by	 City Manager Review
Department Director	

ORDINANCE NO. 792

AN ORDINANCE AMENDING THE CITY OF LAKEWOOD MUNICIPAL CODE, TITLE 3, REVENUE AND FINANCE, PROPERTY TAX EXEMPTIONS FOR MULTIFAMILY HOUSING, CHAPTER 3.64

WHEREAS, the Multi-Family Housing Property Tax Exemption (MFTE) program began in 1995, codified as RCW 84.14, to incentivize residential development in urban centers, designated as “residential targeted areas,” for Washington’s largest cities; and

WHEREAS, the City of Lakewood has in place an MFTE program, Lakewood Municipal Code, Title 3, Revenue & Finance, Property Tax Exemptions for Multifamily Housing, Chapter 3.64, originally adopted in 2002, which has been subsequently amended; and

WHEREAS, in 2021, SB 5287 made substantial changes to the Multifamily Housing Tax Exemption (MFTE) Program with the Legislature intending to achieve multiple goals by: Incentivizing the development of multiple-unit housing including creating additional affordable housing; Encouraging urban development and density; Increasing market rate workforce housing; Developing permanently affordable housing opportunities; Promoting economic investment and recovery; and Creating family-wage jobs; and

WHEREAS, the Washington Department of Commerce was charged by the Washington State Legislature to develop guidance, complete a study, evaluate the impact of MFTE programs on cities and develop an MFTE auditing program; and

WHEREAS, the Washington Department of Commerce has completed its work; and

WHEREAS, in response to state legislative changes, the City of Lakewood proposed to make amendments to the City MFTE program; and

WHEREAS, the Community & Economic Development Department, as part of its work plan included an annual report on the City’s MFTE program; and

WHEREAS, on April 19, 2023, the Lakewood Planning Commission, received a presentation regarding updates to Lakewood’s MFTE program; and

WHEREAS, on June 7, 2023, the Lakewood Planning Commission, adopted Resolution 2023-02 recommending amendments to the MFTE program; and

WHEREAS, on June 26, 2023, the Lakewood City Council conducted a study session on the Planning Commission’s recommendations; and

WHEREAS, on November 6, 2023, the Lakewood City Council conducted a duly noticed public hearing on the proposed amendments to the City of Lakewood's MFTE regulations; and

WHEREAS, on November 6, 2023, the Lakewood City Council closed the public hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as follows:

Section 1. Adoption of Amendments to the Lakewood Municipal Code.

Amendments to the City's Lakewood Municipal Code, Title 3, Revenue & Finance, Property Tax Exemptions for Multifamily Housing, Chapter 3.64, and Title 18A, Land Use and Development Code, Chapter 18A.10, Section 18A.10.180 Definitions. are adopted as summarized below and included in full in Exhibit A.

Section 2. 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 3. Effective Date. That this Ordinance shall be in full force and effect thirty (30) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 20th day of November, 2023.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A
Ordinance No. 792

Chapter 3.64
PROPERTY TAX EXEMPTIONS FOR MULTIFAMILY HOUSING

Sections:

- 3.64.010 Definitions.
- 3.64.020 Property tax exemption – Requirements and process.
- 3.64.030 Residential target area designation and standards.

3.64.020
Definitions.

See LMC 18A.10.180 for definitions related to this chapter.

3.64.020
Property tax exemption – Requirements and process.

A. Intent. Limited eight (8), ~~or twelve (12)-year~~ or twenty (20)-year exemptions from ad valorem property taxation for ~~multifamily housing are intended to~~ Residential Targeted Areas are intended to:

- ~~1. Encourage increased residential opportunities within mixed-use centers~~
additional housing, all types, including permanently affordable housing opportunities, market rate workforce housing, and market rate housing within areas of the City designated by the City Council as residential target areas;
2. Achieve development densities which are more conducive to transit use within areas of the City designated by the City Council as residential target areas;
3. Promote economic investment and recovery and create family-wage jobs; and
4. Stimulate new construction or rehabilitation of existing vacant and underutilized buildings for multifamily housing in residential target areas to increase and improve housing opportunities.
- ~~3. Assist in directing future population growth to designated RTAs, thereby reducing development pressure on single-family residential neighborhoods; and~~
- ~~4. Achieve development densities which are more conducive to transit use.~~

B. Duration of Exemption. The value of improvements qualifying under this chapter will be exempt from ad valorem property taxation for eight ~~(8)~~, twelve (12) or twenty (20) successive years (depending on which ~~whether the property includes an~~ affordable housing component as described in subsections E, and F, or G below of this section) beginning January 1st of the year immediately following the calendar year of issuance of the Final Certificate of Tax Exemption.

C. Limits on Exemption. The exemption does not apply to the value of land or to the value of improvements not qualifying under this chapter, nor does the exemption apply to increases in assessed valuation of land and non-qualifying improvements. In the case of rehabilitation of existing buildings, the exemption does not include the value of improvements constructed prior to submission of the completed application required under this chapter.

D. Rehabilitation Provisions. Per RCW 84.14.030, property proposed to be rehabilitated must fail to comply with one or more standards of the applicable state or local building or housing codes on or after July 23, 1995.

E. Eight-Year (8) Exemption Project Eligibility. A proposed project must meet the following requirements for consideration for a property tax exemption:

1. Location. The project must be located within a residential target area, as designated in LMC 3.64.030(C).
2. Size. The project must include at least ~~four~~ fifteen (15) units of multifamily housing within a residential structure or as part of a mixed-use development. A minimum of ~~four~~ fifteen (15) new units must be constructed or at least ~~four~~ fifteen (15) additional multifamily units must be added to existing occupied multifamily housing. Existing multifamily housing that has been vacant for 12 months or more does not have to provide additional units so long as the project provides at least ~~four~~ fifteen (15) units of new, converted, or rehabilitated multifamily housing.
3. Property tax exemptions for Accessory Dwelling Units (ADUs) are not permitted under this Chapter.
4. Permanent Residential Occupancy. At least 50 percent of the space designated for multifamily housing must be provided for permanent residential occupancy, as defined in LMC 3.64.010.
5. Proposed Completion Date. New construction multifamily housing and rehabilitation improvements must be scheduled to be completed within three (3) years from the date of approval of the application.
6. Compliance with Guidelines and Standards. The project must be designed to comply with the City's comprehensive plan, building, housing, and zoning codes, and any other applicable regulations in effect at the time the application is approved. Rehabilitation and conversion improvements, and new construction, must comply with Chapter 15.05 LMC. The project must also comply with any other standards and guidelines adopted by the City Council for the residential target area (RTA) in which the project will be developed.
7. Vacancy Requirement. Existing dwelling units proposed for rehabilitation must have one or more violations of Chapter 15.05 or 15.25 LMC. If the property proposed to be rehabilitated is not vacant or, in the case of applications for property to be developed as new construction which currently has a residential rental structure on it, an applicant must provide each existing household a ~~90~~ one-hundred and twenty (120) calendar-day move notice as well as provide housing of comparable size, quality, and price which meets standards acceptable to the City. If any household being provided a 120-calendar-day move notice is qualified as a low-income household, the applicant will provide the household with moving expenses according to the current Department of Transportation Fixed Residential Moving Costs Schedule.

F. Twelve-Year (12) exemption requirements-~~Exemption Project Eligibility~~. A proposed project must meet the following requirements for consideration for a 12-year property tax exemption:

1. All requirements set forth in subsection E ~~of this section~~; and

2. The applicant must commit to renting or selling at least twenty (20) percent of the multifamily housing units as affordable housing units to low- and moderate-income households respectively, and the property must satisfy that commitment and any additional affordability and income eligibility conditions adopted by the City of Lakewood. In the case of projects intended exclusively for owner occupancy, the minimum requirement of this subsection may be satisfied solely through housing affordable to moderate-income households.

G. Twenty-year exemption Project Eligibility. A proposed project must meet the following requirements for consideration for a 20-year property tax exemption:

1. Applications accepted through December 31, 2031;

2. All requirements set forth in subsection E above;

3. Must be located in the Lakewood Station District and Springbrook residential target areas only, as designated in Section 3.64.030;

5. Provide 25 dwelling units or more per gross acre;

6. At least 25 percent of the units must be built by or sold to a qualified nonprofit or local government that will assure permanent affordable homeownership to households earning 70 percent Pierce County family median income or less.

a. In the case of projects intended exclusively for owner occupancy, households may earn up to 80 percent of the Pierce County family median income.

7. For purposes of this section, "permanently affordable homeownership" means homeownership that, in addition to meeting the definition of "affordable housing" in RCW 43.185A.010, is:

a. Sponsored by a nonprofit organization or governmental entity;

b. Subject to a ground lease or deed restriction that includes:

(1) A resale restriction designed to provide affordability for future low and moderate-income homebuyers;

(2) A right of first refusal for the sponsor organization to purchase the home at resale; and

(3) A requirement that the sponsor must approve any refinancing, including home equity lines of credit; and

c. Sponsored by a nonprofit organization or governmental entity and the sponsor organization:

(1) Executes a new ground lease or deed restriction with a duration of at least 99 years at the initial sale and with each successive sale; and

(2) Supports homeowners and enforces the ground lease or deed restriction.

H. Extension for projects receiving an initial eight-year or 12-year exemption. Any project in the Lakewood Station District and Springbrook Residential Target Areas

receiving an eight or 12 year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units; and

1. Application must be received within 18 months of expiration of current exemption;
2. At least 20 percent of the housing must be occupied by households earning no more than 70 percent of the Pierce County family median income;
3. Conversion from market rate to affordable units must comply with the procedures outlined in the City's policies and procedures;
4. Applicants must provide notice to tenants in rent-restricted units at the end of the tenth and eleventh years of the continued 12-year exemption that the exemption will expire and the landlord will provide relocation assistance;
5. Landlords must provide one month's rent as relocation assistance to a qualified tenant in their final month when affordability requirements no longer apply, even when the affordable rent period extends beyond the expiration of the tax exemption;
6. New extensions are not permitted on or after January 1, 2046.

Any project in the Downtown Residential Target Areas receiving an eight or 12-year extension is prohibited from making an application for a 12-year extension.

Gj. Application Procedure. A property owner who wishes to propose a project for a tax exemption shall complete the following procedures:

1. File with the Community and Economic Development Department the required application along with the required fees as set in the Lakewood Master Fee Schedule (adopted annually by resolution). If the application shall result in a denial by the City, the City will retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant.
2. A complete application shall include:
 - a. A completed City of Lakewood application ~~form~~ setting forth the grounds for the exemption;
 - b. Preliminary floor and site plans of the proposed project;
 - c. A statement acknowledging the potential tax liability when the project ceases to be eligible under this chapter;
 - d. For rehabilitation projects and for new development on property upon which an occupied residential rental structure previously stood, the applicant shall also submit an affidavit stating that each existing household was sent a ~~90 one-hundred and twenty day (120)~~ calendar-day move notice and that each household was provided housing of comparable size, quality, and price ~~which meets the Uniform Physical Condition Standards or a similar standard acceptable to the City;~~
 - e. For any household being provided a ~~90 one-hundred and twenty (120)~~ - calendar-day move notice that qualifies as a low-income household, the applicant will also submit an affidavit stating that moving expenses have been or

will be provided according to the current Department of Transportation Fixed Residential Moving Costs Schedule;

f. In addition, for rehabilitation projects, the applicant shall secure from the City verification of the property's noncompliance with Chapter 15.05 LMC;

g. Verification by oath or affirmation of the information submitted.

J. Application Review and Issuance of Conditional Certificate. The Director may certify as eligible an application which is determined to comply with the requirements of this chapter. A decision to approve or deny an application shall be made within 90 calendar days of receipt of a complete application.

1. Approval. If an application is approved, the applicant shall enter into a contract with the City, subject to approval by resolution of the City Council regarding the terms and conditions of the project. Such contract shall require the applicant to comply with the City's Nuisance Code, Title 8, for the property at issue. Upon Council approval of the contract, the Director shall issue a Conditional Certificate of Acceptance of Tax Exemption. The Conditional Certificate expires three years from the date of approval unless an extension is granted as provided in this chapter.

2. Denial. The Director shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within ten (10) calendar days of the denial. An applicant may appeal a denial to the City Council within fourteen (14) calendar days of receipt of notice. On appeal, the Director's decision will be upheld unless the applicant can show that there is no substantial evidence on the record to support the Director's decision. The City Council's decision on appeal will be final.

~~H~~K. Extension of Conditional Certificate. The Conditional Certificate may be extended by the Director for a period not to exceed twenty-four (24) consecutive months. The applicant must submit a written request stating the grounds for the extension, accompanied by a processing fee, the amount of which is listed in the City's Master Fee Schedule. An extension may be granted if the Director determines that:

1. The anticipated failure to complete construction or rehabilitation within the required time period is due to circumstances beyond the control of the owner;
2. The owner has been acting and could reasonably be expected to continue to act in good faith and with due diligence; and
3. All the conditions of the original contract between the applicant and the City will be satisfied upon completion of the project.

~~I~~L. Application for Final Certificate. Upon completion of the improvements agreed upon in the contract between the applicant and the City and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a Final Certificate of Tax Exemption. The applicant must file with the Community and Economic Development Department the following:

1. ~~A statement of expenditures made with respect to each multifamily housing unit and the total expenditures made with respect to the entire property~~ The total number and type of units produced;

2. ~~A description of the completed work and a statement of qualification for the exemption~~ The number, size, and type of units produced meeting affordable housing requirements;
3. ~~A statement that the work was completed within the required three-year period or any authorized extension~~ The development cost of each unit produced;
4. ~~If applicable, a statement that the project meets the affordable housing requirements as described in subsection F of this section.~~ The total monthly rent or total sale amount of each unit produced, affordable and market rent;
5. The annual income and household size of each renter household for each of the affordable units; and
6. A statement that the work was completed within the required three-year period or any authorized extension.

Within thirty (30)-calendar days of receipt of all materials required for a Final Certificate, the Director shall determine which specific improvements satisfy the requirements of this chapter.

~~K~~ M. Issuance of Final Certificate. If the Director determines that the project has been completed in accordance with the contract between the applicant and the City and has been completed within the authorized time period, the City shall, within ten (10)-calendar days, file a Final Certificate of Tax Exemption with the Pierce County Assessor.

1. Denial and Appeal. The Director shall notify the applicant in writing that a Final Certificate will not be filed if the Director determines that:
 - a. The improvements were not completed within the authenticated time period;
 - b. The improvements were not completed in accordance with the contract between the applicant and the City; or
 - c. The owner's property is otherwise not qualified under this chapter.
2. Within ten (10)-calendar days of receipt of the Director's denial of a Final Certificate, the applicant may file an appeal with the City's Hearing Examiner, as provided in Chapter 1.36 LMC. The applicant may appeal the Hearing Examiner's decision in Pierce County Superior Court under RCW 34.05.510 through 34.05.598, if the appeal is filed within thirty (30)-calendar days of notification by the City to the owner of the decision being challenged.

~~L~~ N. Annual Compliance Review. ~~Within 30 calendar days after the first anniversary of the date of filing the Final Certificate of Tax Exemption, Annually, when requested by the Community & Economic Development Department and each year thereafter,~~ for a period of eight ~~(8)~~- or twelve (12)-, or twenty (20)-years, the property owner shall file a notarized declaration with the Director indicating the following:

1. ~~A statement of occupancy and vacancy of the multifamily units during the previous year~~ The number, size, and type of each unit, market rate and affordable;
2. ~~A certification that the property continues to be in compliance with the contract with the City; and, if applicable, a certification of affordability based on~~

~~documentation that the property is in compliance with the affordable housing requirements as described in Chapter 84.14 RCW since the date of the certificate approved by the City; The total monthly rent each unit, affordable and market rent; and~~

3. A description of any subsequent improvements or changes to the property.

~~The City staff~~ shall also conduct on-site verification of the declaration. Failure to submit the annual declaration may result in the tax exemption being canceled.

~~MO.~~ Cancellation of Tax Exemption. If the Director determines the owner is not complying with the terms of the contract, the tax exemption will be canceled. This cancellation may occur in conjunction with the annual review or at any other time when noncompliance has been determined. If the owner intends to convert the multifamily housing to another use, the owner must notify the Director and the Pierce County Assessor within 60 days of the change in use.

1. Effect of Cancellation. If a tax exemption is canceled due to a change in use or other noncompliance, the Pierce County Assessor may impose an additional tax on the property, together with interest and penalty, and a priority lien may be placed on the land, pursuant to state legislative provisions.
2. Notice and Appeal. Upon determining that a tax exemption is to be canceled, the Director shall notify the property owner by certified mail. The property owner may appeal the determination by filing a notice of appeal with the City Clerk within thirty (30) - calendar days, specifying the factual and legal basis for the appeal. The Hearing Examiner will conduct a hearing at which all affected parties may be heard and all competent evidence received. The Hearing Examiner will affirm, modify, or repeal the decision to cancel the exemption based on the evidence received. An aggrieved party may appeal the Hearing Examiner's decision to the Pierce County Superior Court.

3.64.030

Residential target area designation and standards.

A. Criteria. Following a public hearing, the City Council may, in its sole discretion, designate one or more residential target areas (RTAs). Each designated RTA must meet the following criteria, as determined by the City Council:

1. The target area lacks sufficient available, desirable, and convenient residential housing to meet the needs of the public who would likely live in the ~~mixed-use center~~ residential target area, if desirable, attractive, and livable places were available; and
2. The providing of additional housing opportunity in the target area will assist in achieving the following purposes:
 - a. Encourage increased residential opportunities within the target area; or
 - b. Stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multifamily housing.
3. In designating an RTA, the City Council may also consider other factors, including, but not limited to: whether additional housing in the target area will ¹¹⁴ attract and maintain a significant increase in the number of permanent

residents; whether an increased residential population will help alleviate detrimental conditions and social liability in the target area; and whether an increased residential population in the target area will help to achieve the planning goals mandated by the Growth Management Act under RCW 36.70A.020.

4. When designating a residential target area, the city council shall give notice of a hearing to be held on the matter and that notice shall be published, not less than fifteen (15) days nor more than thirty (30) days before the date of the hearing. The notice shall be published on the city's website. The notice must state the time, date, place, and purpose of the hearing and generally identify the area proposed to be designated.

~~4~~ 5. The City Council may, by ordinance, amend or rescind the designation of an RTA at any time pursuant to the same procedure as set forth in this chapter for original designation.

B. Target Area Standards and Guidelines. For each designated residential target area (RTA), the City Council shall adopt basic requirements for both new construction and rehabilitation supported by the City's property tax exemption for multifamily housing program, including the application procedures specified in LMC 3.64.020(I). The City Council may also adopt guidelines including the following:

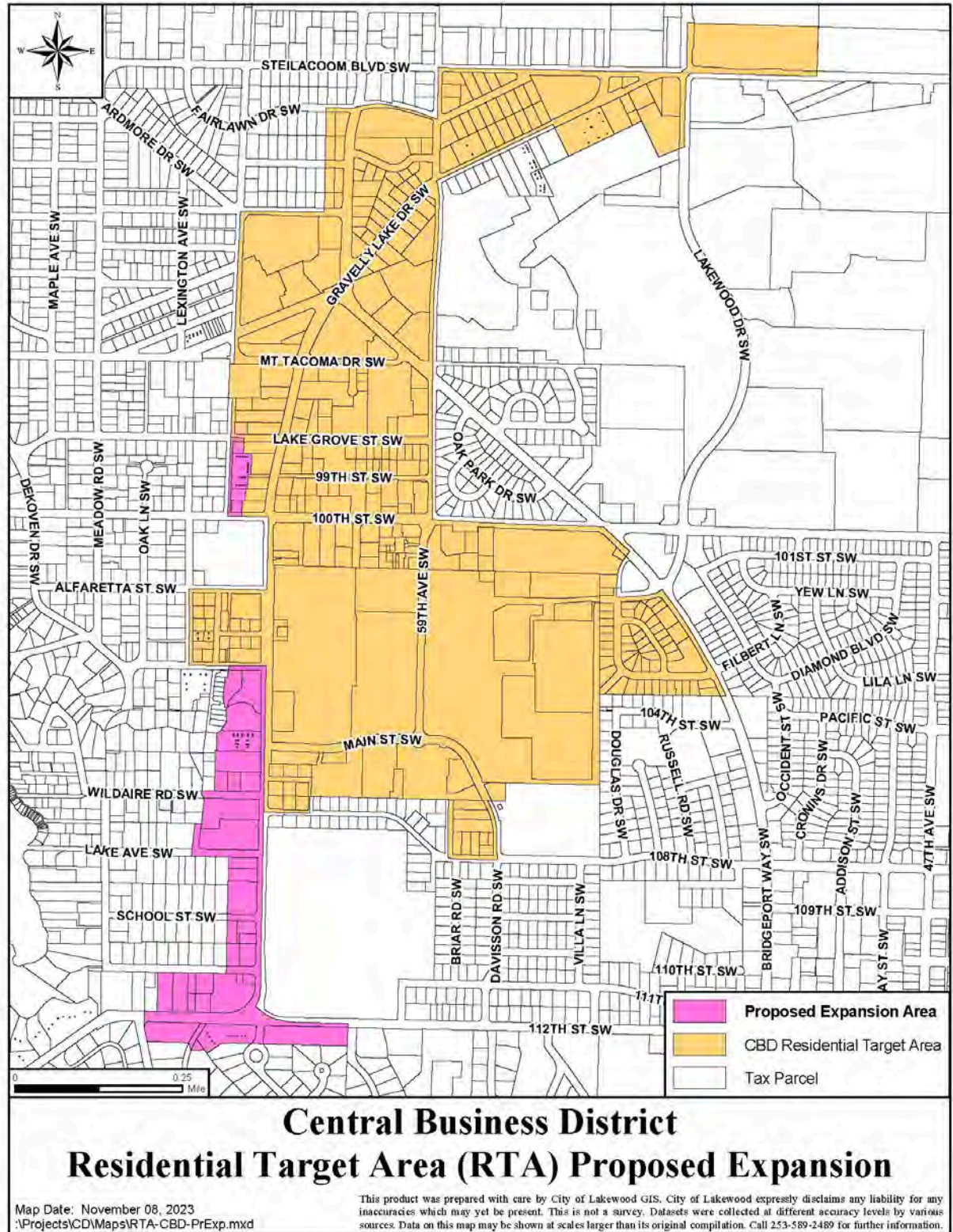
1. Requirements that address demolition of existing structures and site utilization; and
2. Building requirements that may include elements addressing parking, building height, density, environmental impact, public benefit features, site security including installation of approved fencing and ingress/egress gates, compatibility with the surrounding property, and such other amenities as will attract and keep permanent residents and will properly enhance the livability of the residential target area. The required amenities shall be relative to the size of the proposed project and the tax benefit to be obtained as determined by the Director.
 - a. Minimum parking requirements: studio apartment, one (1) parking space; one (1) bedroom apartment unit, 1.25 parking spaces; two (2) + bedroom apartment, 1.5 parking space; and at least ten (10)-percent of the total parking spaces must be set aside for unreserved guest parking.

C. Designated Residential Target Areas (RTAs). ~~The boundaries of the RTAs are the RTA boundaries previously established by City Council resolutions at the time of adoption of this chapter, and as such may be updated by future Council action, as depicted on the comprehensive plan future land use and zoning maps. The previous RTA resolutions and maps are incorporated herein by reference, and on file in the City Clerk's office.~~

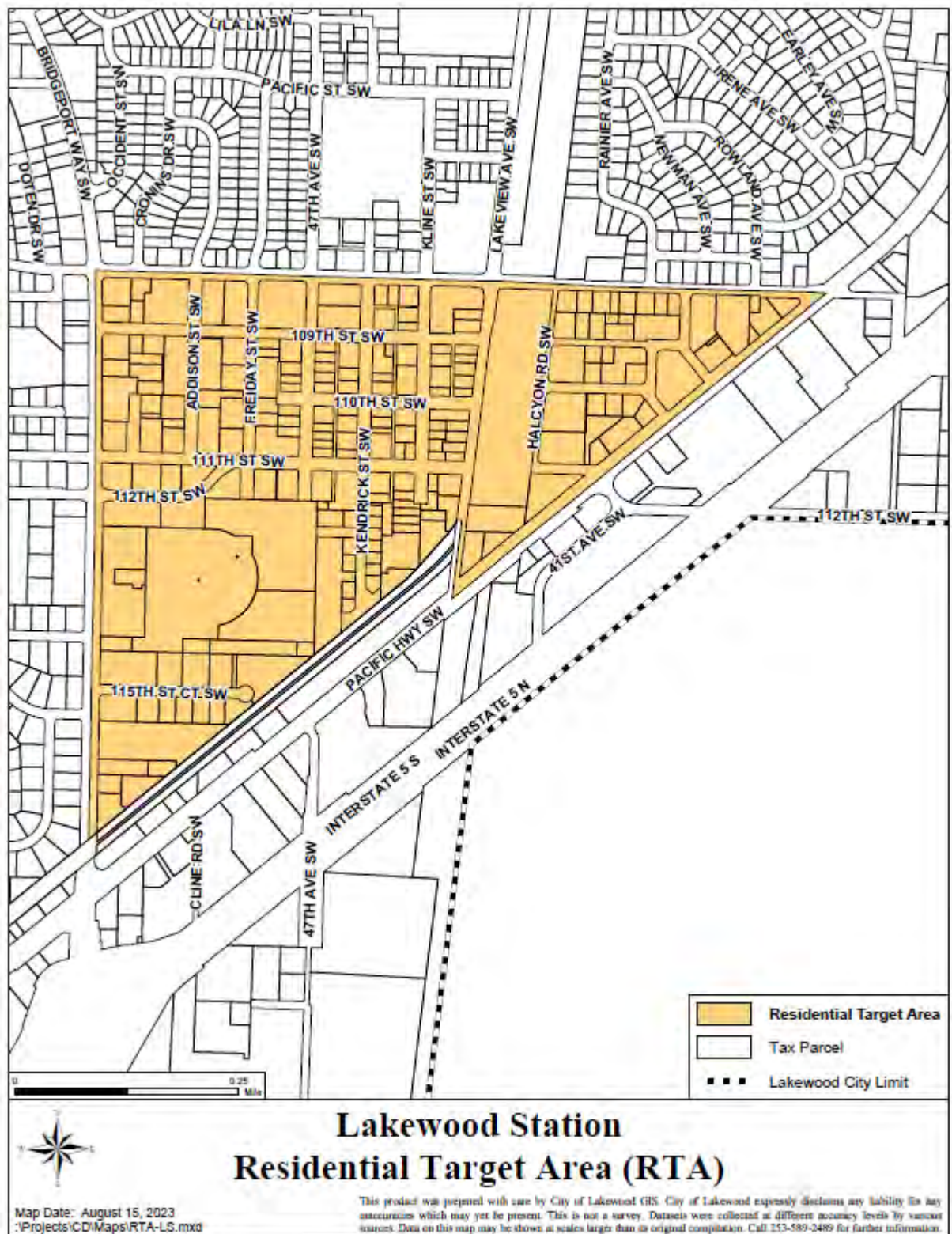
1. The proposed boundaries of the "residential target areas" include the boundaries of the geographic areas listed below and as indicated in the Comprehensive Plan, which are incorporated herein by reference and on file in the City Clerk's Office.

(See next page.)

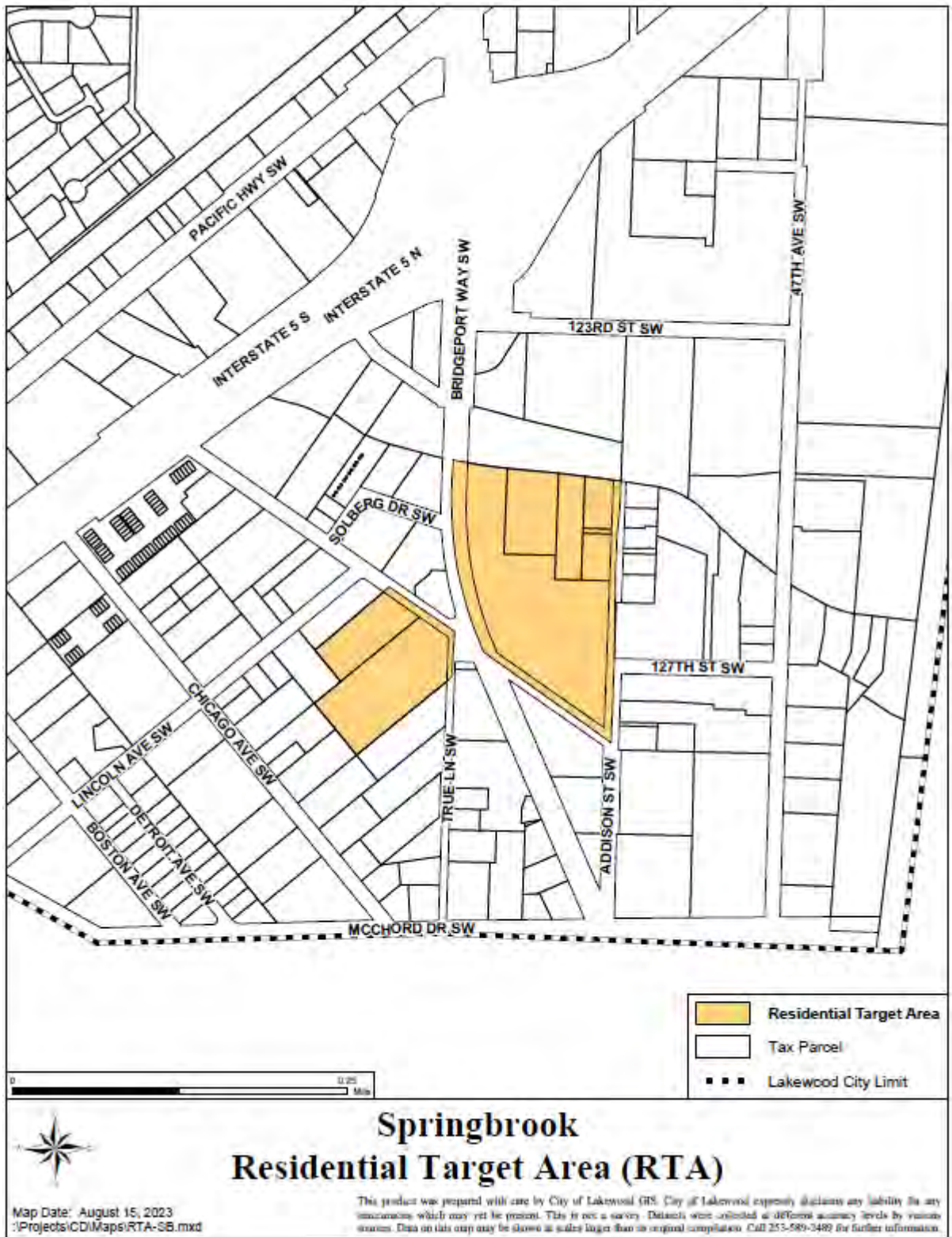
MAP 1: CBD Residential Target Area



MAP 2: Lakewood Station District Target Area




MAP 3: Springbrook Target Area





TO: Mayor and City Council

FROM: Becky Newton, Economic Development Manager

THROUGH: John Caulfield, City Manager; and Dave Bugher, Assistant City Manager, Community & Economic Development Director 

DATE: November 20, 2023

SUBJECT: Amendments to the Lakewood Multifamily Tax Exemption (MFTE) Program, LMC Title 3, Revenue & Finance, Chapter 3.64

ATTACHMENTS: Draft Ordinance 792 Amending LMC Title 3, Chapter 3.64

BACKGROUND

The Washington State Legislature first codified the Multifamily Tax Exemption (MFTE) program, Chapter 84.14 RCW in 1995.

City of Lakewood Created Chapter 3.64 of the Lakewood Municipal Code relative to a Housing Tax Credit Program for multifamily housing in residential target areas in 2002. Since then, several updates have been made to the code.

In 2021, Washington State Legislature adopted SB 5287 concerning affordable housing incentives intending to achieve several goals: Incentivizing the development of multiple-unit housing including creating additional affordable housing; Encouraging urban development and density; Increasing market rate workforce housing; Developing permanently affordable housing opportunities; Promoting economic investment and recovery; and Creating family-wage jobs.

January 2022, an overview of the changes was presented to City Council.

June 7, 2023, the Lakewood Planning Commission, adopted resolution 2023-02 recommending amendments to the MFTE program.

June 26, 2023, the Lakewood City Council conducted a study session on the Planning Commission's recommendations.

October 30, 2023, proposed amendments were presented to City Council, along with a draft ordinance, amending Chapter 3.64.

November 6, 2023, City Council Public Hearing was held.

DISCUSSION

The MFTE is a significant economic development tool and incentive to increase much needed housing stock in Lakewood, and to provide an opportunity for additional affordable housing.

Staff has proposed an expansion to the CBD map based on internal discussion and public testimony. This is noted below in recommendation number 10.

RECOMMENDATIONS

The amendments, specific to this ordinance, are:

- 1) No MFTE project in “low density” areas; minimum project size, 15 units;
- 2) Parking costs are considered as part of affordability calculations for rent;
- 3) Retain 12-year MFTE, and add safeguards against affordable units being sold for market rate;
- 4) Provide a 20-year MFTE program in the Lakewood Station District and Springbrook Residential Target Areas; prohibit a 20-year MFTE program in the Downtown Residential Target Area;
- 5) Maintain the 8-year MFTE to encourage redevelopment and housing growth in all three existing residential target areas;
- 6) Any existing MFTE project in the Lakewood Station District and Springbrook Residential Target Areas that has received an eight or 12 year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units;
- 7) Initiate a MFTE administrative review process with approval by the Director, through the City Manager, but with Council provisos;
 - a. Council still approves MFTE contracts;
 - b. Council reviews/updates the conditional certificate;
 - c. Community Development Director, through the City Manager approves conditional and final certificates; and
 - d. Community Development Director, through the City Manager, reports to the City Council on all conditional and final certificates issued, and related terms and conditions;
- 8) Where appropriate, include the WA Department of Commerce best practices into the MFTE review/approval process;
- 9) Once the 2024 Comprehensive Plan Periodic Review and updated Tillicum Subarea Plans are completed, consider adding RTAs in Tillicum, Lakeview, and other multifamily areas close to commercial districts to meet the residential planning goals for each area (We could expand both the Central Business District and Lakewood Station District RTA boundaries now to match their respective zoning boundaries);
- 10) Expand the CBD Residential Target Area to include “Proposed Expansion Area” identified in pink on the map, included in the draft Ordinance No. 792;
- 11) Update existing MFTE manual (underway);
- 12) Update MFTE application (underway);
- 13) Provide clear and concise public facing web page (not started);
- 14) As part of the manual, include written process steps for notification, compliance, and state audit (in process).

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 20, 2023	TITLE: AN ORDINANCE of the City Council of the City of Lakewood, Washington adopting the 2023 amendments to Title 18A of the Lakewood Municipal Code (LMC).	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 793 and ORDINANCE NO. 794 <input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
REVIEW: October 30, 2023 Study Session November 6, 2023 Council Meeting	ATTACHMENT: Draft Ordinance 793 Version A (Attachment A); draft Ordinance 794 Version B (Attachment B)	

SUBMITTED BY: David Bugher, Assistant City Manager for Development Services
Tiffany Speir, Long Range & Strategic Planning Manager

RECOMMENDATION: It is recommended that the City Council adopt Ordinance No. 794, Version B, Attachment B.

DISCUSSION: On November 6, 2023, the City Council held a public hearing on the 2023 Annual Development Regulation (23ADR) amendment package.

Two versions of proposed draft Ordinance are included in Attachments A and B.

- **Ordinance No. 793 Version A (Attachment A)** reflects the CED's recommendation to prohibit short terms rentals in accessory dwelling units in proposed Amendment 12.
- **Ordinance No. 794 Version B (Attachment B)** reflects the Planning Commission's recommendation to allow short term rentals in accessory dwelling units in proposed Amendment 12.

Discussion about potential STR regulations (regardless of whether they are in an ADU or not) that would be brought to the City Council for approval at a future date continues on the following pages.

ALTERNATIVE(S): The Council could amend either proposed Ordinance 793 or 794; the Council could also not adopt either Ordinance.

FISCAL IMPACT: The amendments in the 23ADR package have no direct fiscal impact. Fiscal impact will be related to the administrative implementation of these amendments.

Prepared by:
Tiffany Speir, Long Range & Strategic Planning Manager

Department Director:
Dave Bugher, Assistant City Manager for Development Services

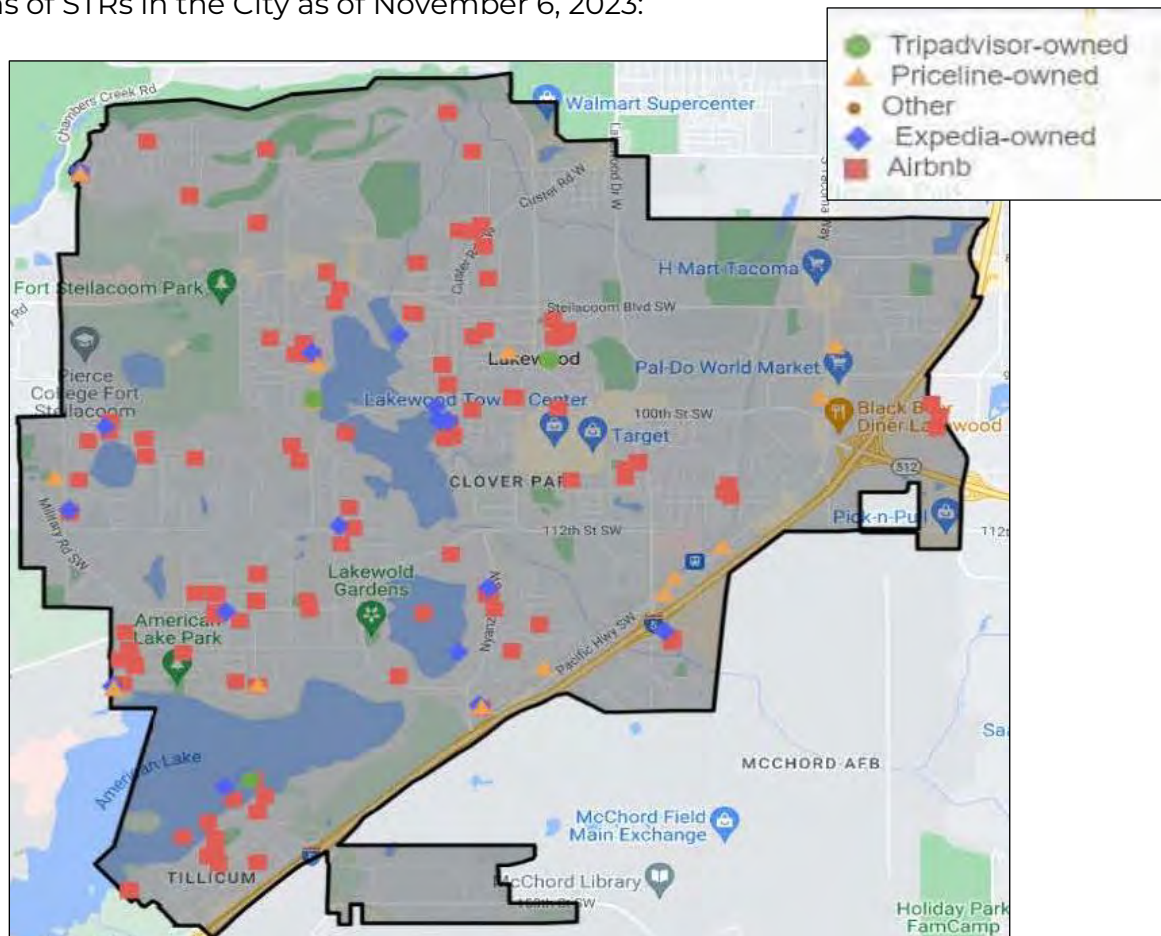

City Manager Review

DISCUSSION Continued:

Proposed Amendment 12 (regulating short term rentals): Proposed amendment 12 concerns regulation of short term rentals in the City, including whether to allow them in ADUs or not. At the November 6 public hearing, Dave Durr commented in favor of allowing accessory dwelling units (ADUs) as short term rentals (STRs.) No other public comments were received.

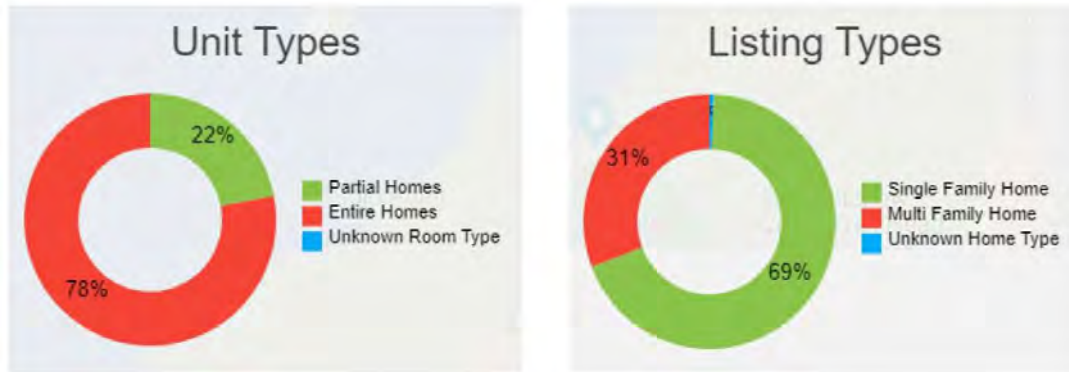
At the October 30 study session, members of the City Council expressed interest in regulating ADUs. CED continues to recommend that the City prohibit ADUs from being used as STRs.

CED was able to gather one-time information regarding the number, type, rates, and locations of STRs in the City as of November 6, 2023:



Source: Granicus.com

The number of identified STRs in Lakewood increased from 71 in April 2021 to 136 in November 2023, with a 45% increase in the number of units in the past calendar year. The median nightly rate is \$96.



Source: Granicus.com

The table below outlines common STR regulation issues and CED's recommended action or no action for each issue through a future ordinance. Some of the regulations discussed are already in place, some of the regulations will need enhancement, and others would be new.

The proposed mid-biennial 2023-2024 budget includes the setup and administration of STR tracking software, to be funded by increasing the rental housing safety program (RHSP) fees.

Enforcement of STR regulations is a challenging assignment. The biggest issue is finding them. There is also a concern about adding one more item to an already full code enforcement plate.

Common STR regulations	Description	Currently regulated?	CED Comments/Recommendations
Permitting	Require hosts to obtain a permit or license before they can legally offer their property as a short-term rental.	Yes. See LMC 18A.40.090 (B) (2). City requires premise inspection & City business license.	<p>The singular biggest problem is tracking STRs. STR platforms have become increasingly sophisticated in making it difficult for regulators to find active STRs. However, there are now software platforms that are very good at addressing this issue.</p> <p>NOTE: The proposed mid-biennial 2023-2024 budget includes the setup and administration of STR tracking software, to be funded by increasing the rental housing safety program (RHSP) fees.</p> <p>The business license fee for an STR is \$60, collected by the State Department of Revenue. With about 136 STRs in the City, the total collection is \$8,160. This revenue</p>

			<p>would not cover the costs of regulation. (Lodging taxes are discussed elsewhere in this table.)</p> <p>According to Granicus.com, in November 2023, cities that collect STR business license fees set them at an average of the cost for 2-3 nights. For the City's STR average \$96 per night rate, the license fee could be set at \$250. This would result in \$34,000 annually from business license fees on Lakewood's identified STRs.</p> <p>Recommendations: Acquire tracking software and raise the business license fee for STRs to offset tracking costs.</p>
Safety requirements	STRs are currently required to meet certain safety standards, such as having working smoke detectors, carbon monoxide detectors, fire extinguishers, and clear egress paths.	Yes , through 18A.40.090 (B) (2), however, difficult to track.	Highly recommended once the City resolves its STR tracking problem. Recommended that the current code be amended to explicitly reflect specific building code requirements.
Taxation	Hosts are required through the state to collect and remit local lodging or transient occupancy taxes on their rental income.	Yes , but difficult to track. See RCW 67.28.180 & LMC, Title 3, Chapter 3.36.	<p>Recommended that tracking software be purchased followed up with enforcement using current codes.</p> <p>NOTE: The proposed mid-biennial 2023-2024 budget includes the setup and administration of STR tracking software, to be funded by increasing the rental housing safety program (RHSP) fees.</p>
Penalties	Fines or other penalties can be levied against STR operators who do not adhere to local regulations.	Yes. Enforcement is found in LMC Title 1, Chapter 1.44, General Penalties (Infractions, \$500); or LMC Title 5, Chapter 5.02 (Business License Required for all Businesses); or	No comments.

		LMC Title 8, Chapter 8.16, Public Nuisance	
What constitutes a STR?	City will receive requests to use RVs, tents, garages, boats, other spaces, dwellings in commercial or industrial buildings permitted as “caretaker’s quarters” and live work units as STRs.	No.	Highly recommend the City define STRs to not include the uses listed in the “Description” column to the left.
Insurance	STR operators could be required to have liability insurance to cover potential issues arising from the rental.	No.	Highly recommended.
Noise & nuisance requirements	STR operators could be held to strict noise or nuisance rules to prevent disturbances in residential neighborhoods.	No.	Highly recommended. <ol style="list-style-type: none"> 1. Require listings to screen guests before accepting bookings; 2. Require the installation of a privacy-safe noise detection sensors both inside and out, and notify guests if volume exceeds acceptable levels. 3. Require rules and expectations in OTA listings, guest correspondence, and on-site at the rental property, to minimize the potential for vacation-rental noise complaints. <p>Examples: Strict occupancy maximums (to be determined, although the maximum would be 8); Parking only in assigned spaces; Quiet hours 11 PM - 8 PM; No parties or events; No smoking.</p>
Inspections	Require annual inspections of STRs to ensure they meet health,	No.	Highly recommended. Treat STRs in the same manner we treat rental housing.

	safety, and operational standards.		
Offsite STR owner requirements	Require owner of STR property to reside within a specified radius from the STR.	No.	<p>Recommended to explore.</p> <p>Proposal would make the owner more responsible in addressing neighborhood complaints. Also, the proposed regulation would restrict corporations from owning multiple STRS in a community.</p> <p>This may be complicated by the restrictions on how Lakewood can regulate middle housing and accessory dwelling units under new state law (E2SHB 1110 and EHB 1337.)</p> <p>(For the Council's information, there are 240 corporate owned single family residences and condominiums in Lakewood currently.)</p>
Density or cap limits	City could impose a limit on the number of STRs within a certain radius, or in specific neighborhoods to prevent an oversaturation of rentals.	No. Proposed regulation would require a nexus, & at this juncture, one does not exist since the City does not possess data on actual STR locations. City is aware that we have about 186 STRs in the city.	Not recommended at this time.
Duration limits	City could set a maximum number of days per year that a property can be rented as an STR, which might range from a few days to several months.	No.	Not recommended given an increased workload on current planning and CSRT.
Parking	Some jurisdictions may require STR operators to provide off-street parking for guests.	No.	Not recommended at this time. This subject needs work. Increased parking requirements could clash with WA state requirements for missing middle housing and accessory dwelling units.

Notice to neighbors	Hosts could be required to notify neighbors that they are operating an STR.	No.	Not recommended at this time. Proposed requirement raises several red flags. Who does the noticing, the host or the City? A notice process often sends the signal that neighbors can force the City to deny the application, which would not be the case with STRS.
Prohibited zones	Certain zones or neighborhoods might prohibit STRs altogether, while others might allow them with specific restrictions.	No.	Not recommended. No information exists to justify this proposal.
Platform responsibilities	Some jurisdictions place some responsibility on the STR platforms themselves, requiring them to verify that listed properties have the necessary permits.	No.	Not recommended at this time. Reason: increased workload on current planning and CSRT.

Two versions of Draft Ordinance are attached:

- **Ordinance No. 793, Version A (Attachment A)** reflects the CED's recommendation to prohibit short terms rentals in accessory dwelling units in proposed Amendment 12.
- **Ordinance No. 794, Version B (Attachment B)** reflects the Planning Commission's recommendation to allow short term rentals in accessory dwelling units in proposed Amendment 12.

ATTACHMENT A
VERSION A - ORDINANCE NO. 793
CED Recommendation

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON ADOPTING AMENDMENTS TO TITLE 18A OF THE LAKEWOOD MUNICIPAL CODE (LMC).

FINDINGS

WHEREAS, the City of Lakewood is a code city planning under the Growth Management Act, codified in RCW 36.70A, and

WHEREAS, the City Council adopted its Comprehensive Plan via Ordinance No. 237 on July 10, 2000; and

WHEREAS, the Lakewood City Council adopted Title 18A, Land Use and Development Code, of the Lakewood Municipal Code (LMC) via Ordinance No. 264 on August 20, 2001; and

WHEREAS, the Growth Management Act (GMA) requires the City of Lakewood to adopt development regulations that are consistent with and implement the adopted Comprehensive Plan pursuant to Revised Code of Washington (RCW) 36.70A.040; and

WHEREAS, it is appropriate for a local government to adopt needed amendments to its development regulations to ensure that the Comprehensive Plan and implementing regulations provide appropriate policy and regulatory guidance for growth and development; and

WHEREAS, environmental review as required under the Washington State Environmental Policy Act (SEPA) has resulted in the issuance of a determination of environmental non-significance that was published on August 21, 2023 under SEPA #202303985; and

WHEREAS, notice was provided to state agencies on August 21, 2023 per City of Lakewood--2023-S-6386--Request for Expedited Review / Notice of Intent to Adopt Amendment, prior to the adoption of this Resolution, and state agencies have been afforded the opportunity to comment per RCW 36.70A.106(1); and

WHEREAS, on September 20, 2023, acting as the City's designated planning agency, the Lakewood Planning Commission held a duly noticed public hearing on the proposed 2023 Annual Development Regulation Amendments to Lakewood Municipal Code Title 18A; and

WHEREAS, on October 4, 2023, the Lakewood Planning Commission adopted Resolution 2023-03 recommending approval of the 2023 Annual Development

Regulation Amendments to Lakewood Municipal Code Title 18A to provide needed revisions, clarifications and updates; and

WHEREAS, on November 6, 2023, the Lakewood City Council held a duly noticed public hearing on the proposed 2023 Annual Development Regulation amendments; and

WHEREAS, on November 20, 2023, the City Council completed review.

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 Annual Development Regulation Amendments.

Amendments to the City's land use and development regulations are adopted as summarized below and included in full in Exhibit A, attached hereto:

Amendment 1. Permit standalone truck/trailer parking as a use type in the IBP, I1 and I2 spaces for general industrial and warehouses.

Amendment 2. Permit electric fencing in C1, C2, C3, and TOC zone classifications.

Amendment 3. Define "Unusual Use" and clarify that the Unusual Use Permit is for uses not similar to other uses or accessory uses within the municipal code.

Amendment 4. Correct inconsistencies between Title 17 and 18A and acknowledge binding site plan amendments, plat alterations, and short plat amendments in the list of permit types, review authorities, and timeframes.

Amendment 5. Colocate sign permit administration-related regulations with the other administration-related regulations in 18A and remove them from the sign regulations in 18A.100 to avoid code inconsistencies.

Amendment 6. Update appeal timeframes for SEPA and land use decisions for internal consistency and consistency with State laws.

Amendment 7. Clarify that uses with a flex space building must be permitted in the applicable zone classification.

Amendment 8. Remove redundancy in mobile / manufactured home land use table and update permitted locations to current zone classifications.

Amendment 9. Update MR2 lot size standards to clarify lot size and reorganize interior setbacks for readability.

Amendment 10. Update Air Installation Compatible Use Zone (AICUZ) section for consistency with adopted Air Corridor 1 (AC1) and Air Corridor 2 (AC2) land use designations and zone classifications.

Amendment 11. Expanding Land Use Zones Allowing Child Care Facilities.

Amendment 12. Updating Development Regulations related to Short Term Rentals.

Section 3. Remainder Unchanged. The rest and remainder of the Lakewood Comprehensive Plan, including the unaffected sections of the Future Land-Use Map and Zoning Map, and the unaffected sections of the Lakewood Municipal 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 20th day of November, 2023.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A

Amendment 1. Permit standalone truck / trailer parking as a use type in the IBP, I1, and I2 zone classifications as a conditional use and require truck / trailer parking spaces for general industrial and warehouses.

18A.10.180 Definitions.

* * *

“Parking facility” means a surface parking area or parking garage [for temporarily storing passenger vehicles not intended for long-term storage of vehicles](#). Also refers to parking lot.

* * *

“Truck / Trailer parking” means a surface parking area for the purpose of [temporarily parking semi-trucks and/or semi-truck trailers, not intended for long-term storage of vehicles](#).

* * *

18A.40.040 Commercial and industrial uses.

A. *Commercial and Industrial Land Use Table*. See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

* * *

	Zoning Classifications																					
Commercial and Industrial	R 1	R 2	R 3	R 4	M R1	MR 2	M F1	MF 2	MF 3	MF 3 (B)(1)	AR C	N C1	NC 2	TO C	CB D	C 1	C 2	C 3	IB P	I 1	I 2	P I
Truck/Trailer parking	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	<u>C</u>	<u>C</u>	<u>C</u>	=

* * *

Amendment 2. Permit electric fencing in C1, C2, C3, and TOC zone classifications 18A.60.090 General standards.

* * *

- B. *Setbacks and Lot Lines.* Setbacks shall be measured from the property line of a lot to the wall line of a building or the exterior perimeter of a structure. A property line is a line of record bounding a lot that divides one (1) lot from another lot or from a public or private street right-of-way or any other private or public space.

* * *

12. *Fences Within the Required Setbacks or Located on the Property Line.*
Fences to enclose, screen, or separate areas may be erected within required yard setbacks; provided, that fences or other barriers:

* * *

- e. *Electric Fences.* The construction and use of electric fences shall be allowed pursuant to a director's determination in the [C1, C2, C3, TOC, IBP, I1, I2 and P/I](#) zones, subject to the following standards:

Amendment 3. Define “Unusual Use” and clarify that the Unusual Use Permit is for uses not similar to other uses or accessory uses within the municipal code

18A.10.180 Definitions.

* * *

“Use, Unusual” means a use that is not identified and not similar to another use or accessory use identified in LMC Title 18A. Furthermore, a use that could not have been anticipated as a possible use to regulate at the time LMC Title 18A was written.

* * *

18A.30.900 Purpose.

Certain unusual uses which are not identified and not similar to another use or accessory use identified in LMC Title 18A may be allowed by the Hearing Examiner if such use will have no detrimental effect on other properties in the vicinity. In authorizing uses of this type, the Hearing Examiner shall impose limits and conditions necessary to safeguard the health, safety and general welfare of those persons that might be affected by the use.

Amendment 4. Correct inconsistencies between Title 17 and 18A and acknowledge binding site plan amendments, plat alterations, and short plat amendments in the list of permit types, review authorities, and timeframes.

18A.20.050 Complete permit applications, notice and time periods.

H. Application Time Limits.

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Accessory Building	Y	N	N	90
Accessory Dwelling Unit	Y	N	N	90
Administrative Nonconforming Determination	Y	N	N	90
Annexation	Y	N	N	180
Appeal to Hearing Examiner	Y	Y	Y	90
Binding Site Plan	Y	N	N	120
Binding Site Plan Amendment	Y	N	N	120
Business License	Y	N	N	120
Certificate of Occupancy	N	N	Y	60
Commercial Addition/Remodel	N	N	Y	120
Comprehensive Map amendment, Area Wide	Y	N	N	120
Comprehensive Map amendment, site specific	Y	N	N	120
Comprehensive text only amendment	Y	N	N	120
Conditional Use Permit	Y	N	N	120
Conditional Use Permit – Major Modification	Y	N	N	120
Conditional Use Permit – Minor Modification	Y	N	N	120
Cottage Housing Development	Y	N	N	120
Demolition Permit	N	N	Y	120
Design Review Permit	Y	N	N	90
Development Agreement	Y	N	N	120
Emergency Housing Permit*	N	N	Y	120
Emergency Shelter Permit*	N	N	Y	120

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Environmental Review (SEPA Checklist and Threshold Determination)	Y	N	N	120
Environmental Impact Statement (Draft)	Y	N	N	365
Final Subdivision Plat (10 or more lots)	Y	N	N	120
Foster Care Facility Permit	N	N	Y	60
Home Occupation Permit	Y	N	N	90
Housing Incentives Permit	Y	N	N	90
Landscape Plan Review	Y	N	N	90
Land Use Approval	Y	N	N	120
Lot Line Adjustment	Y	N	N	90
Major Modification to a Type III Permit	Y	N	N	120
Manufactured/Mobile Home Setup Permit	N	N	Y	90
New Commercial Permit	N	N	Y	120
New Single-Family Permit	N	N	Y	60
New Multifamily Permit	N	N	Y	120
Permanent Supportive Housing Permit*	N	N	Y	120
Pre-Application	Y	Y	Y	60
Preliminary and Final Short Plats (creating 2 – 9 lots)	Y	Y	N	120
Preliminary Plat (10 or more lots)	Y	Y	N	120
Planned Development District	Y	N	N	120
Rapid Rehousing Permit*	N	N	Y	120
Reasonable Accommodation Request	Y	N	N	90
Residential Addition/Remodel	N	N	Y	60
Scrivener Corrections to Comprehensive Plan Map, and/or Comprehensive Plan text, Zoning Map, and/or Zoning Development Regulations	Y	N	N	N/A
Senior Housing Overlay Permit	Y	N	N	90
Shoreline Conditional Use Permit	Y	N	N	120
Shoreline Conditional Use Permit when Referred by the Shoreline Administrator	Y	N	N	120
Shoreline Exemption Permit	Y	N	N	120

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Shoreline Master Program amendment	Y	N	N	120
Shoreline Substantial Development Permit	Y	N	N	120
Shoreline Substantial Development Permit when Referred by the Shoreline Administrator	Y	N	N	120
Shoreline Variance Permit	Y	N	N	120
Shoreline Variance Permit when Referred by the Shoreline Administrator	Y	N	N	120
Short Plat Amendment	Y	Y	N	120
Sign Permit	Y	N	N	60
Site Development Permit	N	Y	N	90
Small Cell Wireless Permit	Y	N	N	See Chapter 18A.95 LMC
Subdivision Plat Alteration	Y	Y	N	120
Temporary Use Permit	Y	N	N	90
Transfer of Development Rights	Y	N	N	120
Transitional Housing Permit*	N	N	Y	120
Transitory Accommodation Permit	Y	N	N	120
Tree Removal Permit	Y	N	N	90
Tree Retention Plan	Y	N	N	90
Time Extension or Minor Modification to a Type I Permit	Y	N	N	120
Time Extension or Minor Modification to a Type II Permit	Y	N	N	120
Time Extension or Minor Modification to a Type III Permit	Y	N	N	120
Variance	Y	N	N	120
Unusual Use(s) Permit	Y	N	N	120
Zoning Certification	Y	N	N	60
Zoning Interpretations (map and/or text)	Y	N	N	90
Zoning Map amendment, Area Wide	Y	N	N	120
Zoning Map, site specific	Y	N	N	120
Zoning amendment text only	N	N	N	120

* * *

18A.20.070 Approval and appeal authorities.

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. *Department Staff.* Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, the following actions and/or permits:

1. Accessory building;
2. Accessory dwelling unit;
3. Administrative nonconforming determination;
4. Appeal to Hearing Examiner;
5. Binding site plan;
- [6. Binding site plan amendment;](#)
- [67. Business license;](#)
- [78. Certificate of occupancy;](#)
- [89. Commercial addition/remodel;](#)
- [910. Conditional use permit;](#)
- [1011. Conditional use permit – minor modification;](#)
- [1112. Cottage housing development;](#)
- [1213. Demolition permit;](#)
- [1314. Design review permit;](#)
- [1415. Emergency Housing permit;](#)
- [1516. Emergency Shelter permit;](#)
- [1617. Environmental review \(SEPA checklist and threshold determination\);](#)
- [1718. Final subdivision plat \(10 or more lots\);](#)
- [1819. Foster Care Facility permit;](#)
- [1920. Home occupation permit;](#)
- [2021. Housing incentives permit;](#)
- [2122. Landscape plan review;](#)
- [2223. Land use approval;](#)
- [243. Lot line adjustment;](#)
- [2425. Manufactured/mobile home setup permit;](#)
- [2526. New commercial permit;](#)
- [2627. New multifamily permit;](#)
- [2728. New single-family permit;](#)
- [2829. Permanent Supportive Housing permit;](#)
- [2930. Pre-application;](#)
- [3031. Preliminary and final short plats \(creating 2 to 9 lots\);](#)
- [3132. Rapid Rehousing Permit;](#)
- [3233. Reasonable accommodation request;](#)
- [3334. Residential addition/remodel;](#)
- [3435. Senior housing overlay permit;](#)
- [3536. Shoreline conditional use permit;](#)
- [3637. Shoreline substantial development permit;](#)

- ~~37~~38. Shoreline exemption;
- ~~38~~39. Shoreline variance permit;
- [40.Short plat amendment;](#)
- ~~39~~41. Sign permit;
- ~~40~~42. Site development permit;
- ~~41~~43. Senior housing permit;
- ~~42~~44. Small cell wireless permit;
- [45.Subdivision plat alteration;](#)
- ~~43~~46. Temporary use permit;
- ~~44~~47. Transfer of development rights;
- ~~45~~48. Transitional Housing permit;
- ~~46~~49. Transitory accommodation permit;
- ~~47~~50. Tree retention plan;
- ~~48~~51. Time extension or minor modification to a Type I permit;
- ~~49~~52. Time extension or minor modification to a Type II permit;
- ~~50~~53. Transitory accommodation permit;
- ~~51~~54. Tree removal permit;
- ~~52~~55. Unusual use(s) permit;
- ~~53~~56. Zoning certification;
- ~~54~~57. Zoning interpretations (map and/or text).

* * *

18A.20.080 Review authorities.

The following table describes development permits, the public notice requirements, and the final decision and appeal authorities. See LMC 18A.20.400 et seq. for appeals. When separate applications are consolidated at the applicant's request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application.

KEY:		
Appeal	=	Body to whom appeal may be filed
Director	=	Community and Economic Development Director
PC	=	Planning Commission
HE	=	Hearing Examiner
CC	=	City Council
R	=	Recommendation to Higher Review Authority
D	=	Decision
O	=	Appeal Hearing (Open Record)
C	=	Appeal Hearing (Closed Record)
N	=	No
Y	=	Yes

Applications	Public Notice of Application	Director	HE	PC	CC
TYPE I ADMINISTRATIVE					
Accessory building	N	D	O/Appeal	N	N
Accessory dwelling unit	N	D	O/Appeal	N	N
Administrative nonconforming determination	N	D	O/Appeal	N	N
Boundary line adjustment	N	D	O/Appeal	N	N
Business license	N	D	O/Appeal	N	N
Certificate of occupancy	N	D	O/Appeal	N	N
Commercial addition/remodel	N	D	O/Appeal	N	N
Demolition permit	N	D	O/Appeal	N	N
Design review	N	D	O/Appeal	N	N
Emergency Housing Permit	N	D	O/Appeal	N	N
Emergency Shelter Permit	N	D	O/Appeal	N	N
Final subdivision plat (10 or more lots)	Y	D	O/Appeal	N	N
Form-based code review and decision	N	D	O/Appeal	N	N
Foster Care Facility Permit	N	D	O/Appeal	N	N
Home occupation permit			O/Appeal		
Hosting the homeless by religious organizations	See RCW 35A.21.360	D	O/Appeal	N	N
Land use permit – minor modification	N	D	O/Appeal	N	N
Manufactured/mobile home permit	N	D	O/Appeal	N	N
New commercial building permit	N	D	O/Appeal	N	N
New single-family building permit	N	D	O/Appeal	N	N
Permanent Supportive Housing Permit	N	D	O/Appeal	N	N
Pre-application conference permit	N	N	N	N	N
Preliminary and final short plats (creating 2–9 lots)	N	D	O/Appeal	N	N
Reasonable accommodation request	N	D	O/Appeal	N	N
Residential addition/remodel	N	D	O/Appeal	N	N
Shoreline exemption	N	D	O/Appeal	N	N
Sign permit	N	D	O/Appeal	N	N

Applications	Public Notice of Application	Director	HE	PC	CC
Site development permit	N	D	O/Appeal	N	N
Small wireless facility permit	See Chapter 18A.95 LMC				
Temporary use permit	N	D	O/Appeal	N	N
Transfer of development rights	N/A (Program administered by Pierce County)				
Time extension or minor modification to a Type I permit	N	D	O/Appeal	N	N
Transitional Housing Permit	N	D	O/Appeal	N	N
Tree removal permit	N	D	O/Appeal	N	N
Zoning certification	N	D	O/Appeal	N	N
Zoning (map and/or text) interpretation or determination	N	D	O/Appeal	N	N
TYPE II ADMINISTRATIVE					
Binding site plan	Y	D	O/Appeal	N	N
Binding site plan amendment	Y	D	O/Appeal	N	N
Cottage housing	Y	D	O/Appeal	N	N
Environmental review (SEPA) – (SEPA Checklist and Threshold Determination)	Y	D	O/Appeal	N	N
Preliminary and final short plats (2 – 9 lots)	Y	D	O/Appeal	N	N
Shoreline conditional use permit	Y	D	O/Appeal	N	N
Shoreline substantial development permit	Y	D	O/Appeal	N	N
Shoreline variance permit	Y	D	O/Appeal	N	N
Short plat amendment	Y	D	O/Appeal	N	N
Time extension or minor modification to a Type II permit	Y	D	O/Appeal	N	N
TYPE III DISCRETIONARY					
Conditional use permit	Y	R	D	N	N
Land use permit – major modification	Y	R	D	N	N
Major modification to a Type III permit	Y	R	D	N	N
Planned development district	Y	R	D	N	N
Preliminary plat, long	Y	R	D	N	N

Applications	Public Notice of Application	Director	HE	PC	CC
Public facilities master plan	Y	R	D	N	N
Shoreline conditional use permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline substantial development permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline variance when referred by the Shoreline Administrator	Y	R	D	N	N
Subdivision plat alteration	Y	R	D	N	N
Time extension to a Type III permit	Y	R	D	N	N
Unusual use(s) permit	Y	R	D	N	N
Variance	Y	R	D	N	N
Zoning Map amendment, site specific	Y	R	D	N	CC/ Appeal
TYPE IV OTHER					
Scrivener corrections to CPA map and/or CPA text	Y	R	N	N	D
TYPE V LEGISLATIVE					
Annexation	Y	R	N	R	D
Comprehensive Plan Map only amendment, Area Wide	Y	R	N	R	D
Comprehensive Plan Map only amendment, site specific	Y	R	N	R	D
Comprehensive Plan text only amendment	Y	R	N	R	D
Development agreement	Y	R	N	R	D
Shoreline Master Program amendment	Y	R	N	R	D
Zoning amendment – Text only	Y	R	N	R	D

Amendment 5. Move sign permit administration-related regulations with the other administration-related regulations in 18A.20 and remove from the sign regulations in 18A.100 to avoid code inconsistencies.

18A.20.090 Expiration of approvals.

The City shall provide expiration dates in notifications of permit approvals. Knowledge of the expiration date of any approval is the responsibility of the applicant. The City shall not be held accountable for notification of pending expirations.

* * *

F. *Sign Permit.* If a sign is not installed and a use permit issued within six (6) months following the issuance of a sign permit (or within thirty (30) days for temporary signs), the permit shall be void. The City of Lakewood may revoke a sign permit under any of the following circumstances:

1. The City of Lakewood determines that information in the application was materially false;
2. The sign as installed does not conform to the sign permit application;
3. The sign violates this code, building code, or other applicable law, regulations or ordinance; or
4. The Community and Economic Development Department Director determines that the sign is not being properly maintained.

* * *

Chapter 18A.100 Signs

* * *

18A.100.030 Administration – Sign regulations.

D. *Application for a Permit.*

1. An application for a sign permit must be filed with the Community and Economic Development Department on forms furnished by that department. The applicant must provide sufficient information to determine if the proposed sign is allowed under this code and all other applicable laws, including the International Building Code, regulations and ordinances.
2. Review and Time Limits. The Community Development Director shall promptly review the application upon the receipt of a completed permit application and payment of the permit fee by the applicant. The Community Development Director shall grant or deny the permit application within twenty (20) days from the date the completed application and permit fee is filed with the Community and Economic Development Department.
3. If the application is rejected, the Community and Economic Development Department must provide a list of the reasons for the rejection in writing. An application may only be rejected for noncompliance with the terms of this code, the building code, or other applicable law, regulation or ordinance.

E. *Permit Fee.* A nonrefundable fee as set forth in the fee schedule adopted by the City of Lakewood City Council must accompany all sign permit applications.

- ~~F. *Duration and Revocation of Permit.* If a sign is not installed and a use permit issued within six (6) months following the issuance of a sign permit (or within thirty (30) days for temporary signs), the permit shall be void. The City of Lakewood may revoke a sign permit under any of the following circumstances:~~
- ~~1. The City of Lakewood determines that information in the application was materially false;~~
 - ~~2. The sign as installed does not conform to the sign permit application;~~
 - ~~3. The sign violates this code, building code, or other applicable law, regulations or ordinance; or~~
 - ~~4. The Community and Economic Development Department Director determines that the sign is not being properly maintained.~~
- ~~G. *Appeal of Sign Permit Determinations.* Final decisions regarding issuance of a sign permit application may be appealed to the City's Hearing Examiner pursuant to LMC 18A.02.740. An appeal hearing regarding the issuance of a sign permit shall be conducted within thirty (30) days of the receipt of the appeal petition and appeal fee.~~
- ~~H. *Enforcement.* This section shall be enforced pursuant to the procedures established in LMC 18A.20.105.~~
- ~~I. *Signs Placed in Roundabouts.* A right-of-way permit shall be required for any sign located in a roundabout.~~

Amendment 6. Update appeal timeframes for SEPA and land use decisions for internal consistency and consistency with State laws

14.02.210 Time limitation on appeals.

A written notice of appeal identifying the grounds for appeal must be filed with the City Clerk within ~~10-14~~ days of the date of issuance of the final threshold determination of significance, final determination of nonsignificance, or final EIS.

* * *

18A.20.400 Specific appeal procedures.

* * *

C. SEPA.

* * *

2. The City establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:
 - a. Any agency or person may appeal the City's conditioning, lack of conditioning or denial of an action pursuant to Chapter 197-11 WAC. All such appeals shall be made to the Hearing Examiner and must be filed within ~~fourteen seven~~ (~~714~~) days after the comment period before the threshold decision has expired. This appeal and any other appeal of a land use action shall be considered together.
 - b. The following threshold decisions or actions are subject to timely appeal:
 - i. *Determination of Significance.* Appeal of a determination of significance (DS) or a claim of error for failure to issue a DS may only be appealed to the Hearing Examiner within that ~~fourteen ten~~ (~~7014~~) day period immediately following issuance of such initial determination.
 - ii. *Determination of Nonsignificance or Mitigated Determination of Nonsignificance.* Conditions of approval and the lack of specific conditions may be appealed to the Hearing Examiner within ~~fourteen seven~~ (~~714~~) calendar days after the SEPA comment period expires.
 - iii. *Environmental Impact Statement (EIS) Adequacy.* A challenge to a determination of adequacy of a Final EIS may be heard by the Hearing Examiner in conjunction with any appeal or hearing regarding the associated project permit. Where no hearing is associated with the proposed action, an appeal of the determination of adequacy must be filed within fourteen (14) days after the thirty (30) day comment period has expired.
 - iv. *Denial of a Proposed Action.* Any denial of a project or nonproject action using SEPA policies and rules may be appealed to the Hearing Examiner within ~~fourteen seven~~ (~~714~~) days following the final administrative decision.

Amendment 7. Clarify that uses within a flex space building must be permitted in the applicable zone classification.

18A.10.180 Definitions.

* * *

“Flex space” means flex space industrial or mixed-use industrial buildings or parks adaptable to multiple use types which primarily serve a number of small- to medium-size tenants, which predominantly require direct access for truck deliveries and have limited or controlled on-site customer service, and which are generally comprised of adaptable open floor space with a delineated office area. May include space within a single or multiple structures. [The specific uses permitted in flex space buildings are limited to those uses allowed in the applicable zone classification.](#)

* * *

18A.40.040 Commercial and industrial uses.

* * *

B. Operating and Development Conditions.

* * *

7. *Flex Space Industrial.* Mixed-use industrial buildings or parks adaptable to multiple use types which primarily serve a number of small- to medium-size tenants, which predominantly require direct access for truck deliveries and have limited or controlled on-site customer service, and which are generally comprised of adaptable open floor space with a delineated office area. May include space within a single or multiple structures. [The specific uses permitted in flex space buildings are limited to those uses allowed in the applicable zone classification.](#)

Amendment 8. Remove redundancy in mobile / manufactured home land use table and update permitted locations to current zone classifications.

18A.40.110 Residential uses.

A. *Residential Land Use Table.* See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

	Zoning Classifications																				
Residential Land Uses	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Mobile home parks (B)(8)	–	–	C	C	C	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Mobile and/or manufactured homes, in mobile/manufactured home parks (B)(8)	–	–	C	C	C	–	P	P	P	–	–	P	–	–	–	–	–	–	–	–	–

B. *Operating and Development Conditions.*

8. Mobile and/or manufactured homes are allowed only in mobile/manufactured home parks developed in accordance with subsection (C) of this section.

C. *Manufactured/Mobile Home Parks.*

2. *Permitted Locations.* Mobile and manufactured homes are permitted as follows:
 - a. As a primary use in a mobile or manufactured home subdivision of not less than five (5) nor more than forty (40) acres in all residential districts.
 - b. As a primary use in a mobile or manufactured home park of not less than three (3) acres nor more than twenty (20) acres. Mobile or manufactured home parks may be permitted in all residential districts after receiving a conditional use permit.
 - c. As a primary use in existing non-conforming mobile or manufactured home parks.
 - d. As an accessory use for security or maintenance personnel in the following districts:
 - i. General commercial district;
 - ii. Light industrial/commercial district;
 - iii. Industrial district;
 - iv. Mineral extraction district;
 - v. Open space/institutional district.

- de.
- i. As temporary or emergency use in:
- ii. Any district as part of a construction project for office use of construction personnel or temporary living quarters for security personnel for a period extending not more than ninety (90) days beyond completion of construction. A thirty (30) day extension may be granted by the City Manager upon written request of the developer and upon the Manager's finding that such request for extension is reasonable and in the public interest;
- iii. Any district as an emergency facility when operated by or for a public agency;
- iii. In the ~~open space~~Public/institutional ~~classification district~~Institutional zone where a community need is demonstrated by a public agency such as temporary classrooms or for security personnel on school grounds.

Amendment 9. Update Mixed Residential 2 (MR2) lot size standards to clarify lot size and reorganize interior setbacks for readability.

18A.60.030 Residential area and dimensions.

A. Development Standards Table.

	Zoning Classifications								
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3
Density	1.45 DUA	2.2 DUA	4.8 DUA	6.4 DUA	8.7 DUA	14.6 DUA	22 DUA	35 DUA	54 DUA
Lot size	25,000 GSF	17,000 GSF	7,500 GSF	5,700 GSF	5,000 GSF /unit	3,000 GSF /unit for 2 <u>or more units</u>	No minimum lot size	No minimum lot size	No minimum lot size
Building coverage	35%	35%	45%	50%	55%	60%	60%	60%	60%
Impervious surface	45%	45%	60%	70%	70%	75%	70%	70%	70%
Front yard/ street setback	25 feet	25 feet	10 feet	10 feet	5 feet	5 feet	15 feet	15 feet	15 feet
Garage/ carport setback	30 feet	30 feet	20 feet	20 feet	20 feet	20 feet	20 feet	20 feet	20 feet
Principal arterial and state highway setback	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Rear yard setback	20 feet	20 feet	10 feet	10 feet	5 feet	5 feet	15 feet	15 feet	15 feet
Interior setback	8 feet	8 feet	5 feet	5 feet	<u>Attached units: 0 feet;</u> <u>Detached units: 5 feet</u>	<u>Attached units: 0 feet;</u> <u>Detached units: 5 feet</u>	8 feet	8 feet	8 feet
<u>Interior setback for attached units</u>					<u>0 feet</u>	<u>0 feet</u>			
<u>Interior setback for detached units</u>					<u>5 feet</u>	<u>5 feet</u>			

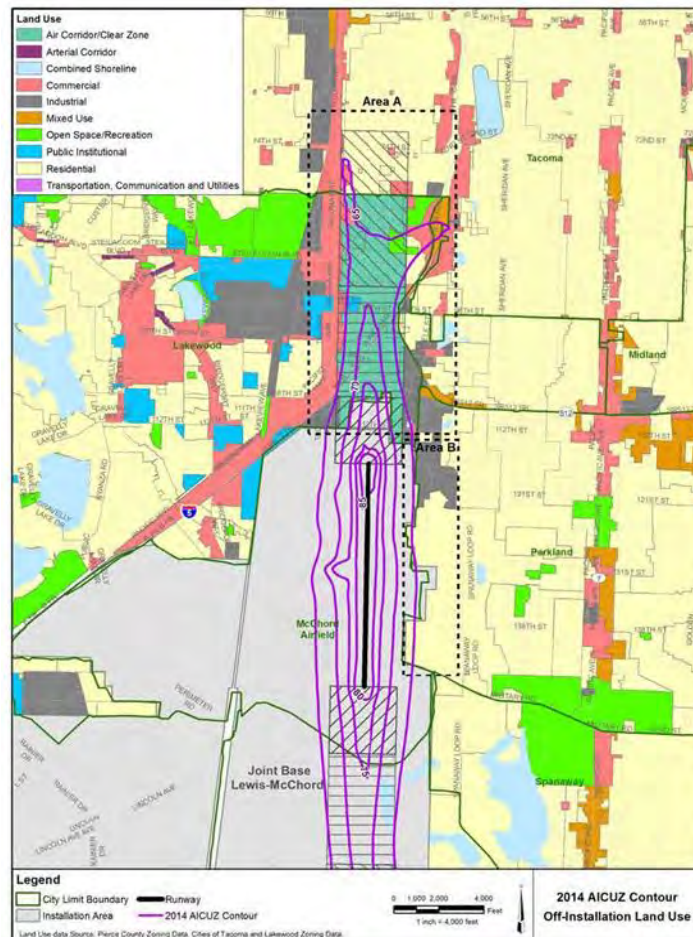
	Zoning Classifications								
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3
Building height	35 feet	35 feet	35 feet	35 feet	35 feet	50 feet	45 feet	65 feet	80 feet
Design	Design features shall be required as set forth in Chapter 18A.70, Article I.								
Landscaping	Landscaping shall be provided as set forth in Chapter 18A.70, Article II.								
Tree Preservation	Significant tree identification and preservation and/or replacement shall be required as set forth in LMC 18A.70.300 through 18A.70.330.								
Parking	Parking shall conform to the requirements of Chapter 18A.80.								
Signs	Signage shall conform to the requirements of Chapter 18A.100.								

Amendment 10. Update Air Installation Compatible Use Zone (AICUZ) section for consistency with adopted Air Corridor 1 (AC1) and Air Corridor 2 (AC2) land use designations and zone classifications.

18A.10.125 JBLM [Air Installation Compatible Use Zone \(AICUZ\)](#) in relation to land use zones.

The City of Lakewood is host city to Joint Base Lewis McChord, and portions of the JBLM flight patterns' clear zone (CZ) and accident potential zones (APZs) are located within the City's boundaries. The City follows Department of Defense guidance and limits land use densities within the CZ and APZs. [The AICUZ contour was used as a guide to establish the Clear Zone \(CZ\), Air Corridor 1 \(AC1\), and Air Corridor 2 \(AC2\) zone classifications under the Air Corridor 1 and Air Corridor 2 land use designations as described in 18A.10.120\(D\). The CZ and AC zones do not exactly align with the AICUZ contour in order to achieve a logical geographic boundary.](#) See Figure 3.

Figure 3. 2014 AICUZ Contour and Off-Installation Land Use



Source: 2015 JBLM Air Installation Compatible Use Zone (AICUZ) Study [Ord. 758 § 2 (Exh. A), 2021.]

18A.40.130 Air ~~installation compatible use zones (AICUZ) and uses~~ Corridor and Clear Zone.

- A. *Title*. This section ~~shall be known as the Air Installations Compatible Use Zones (AICUZ) of the City of Lakewood~~ applies to the Clear Zone (CZ), Air Corridor 1 (AC1), and Air Corridor 2 (AC2) zone classifications.

* * *

- D. ~~AICUZ Air Corridor and Clear Zone~~ Land Use Table. See LMC 18A.40.130(E) for Development and Operating Conditions. See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Existing Uses				
Continuation of conforming uses and structures already legally existing within the zone at the time of adoption of this chapter. Maintenance, repair, and alteration/addition of existing conforming structures shall be permitted.	P	P	–	N/A
Alteration or modification of nonconforming existing uses and structures. (Subject to LMC 18A.40.130(E)(4) and Chapter 18A.20 LMC, Article II, Nonconforming Uses and Structures.)	Director/HE	Director/HE	–	N/A
Adult family home: Alteration or modification of existing residential structure for use as an adult family home. Not subject to intensity of use criteria, LMC 18A.40.130(E)(1); and subject to the Washington State Building Codes, as amended.	P	P	–	N/A
Agriculture and Natural Resources				
Agriculture	–	–	–	N/A
Agriculture, clear zone	–	–	P	N/A
Agriculture, home	P	P	–	N/A
Natural resource extraction/recovery	C	C	–	Maximum FAR of 0.28 in APZ-IAC1 , no activity which produces smoke, glare, or involves explosives.

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Research, scientific (small scale)	C	P	–	Office use only. Maximum FAR of 0.22 in APZ-IAC1 and APZ-IIAC2 .
Undeveloped land	P	P	P	N/A
Residential Uses				
Accessory caretaker's unit	–	–	–	N/A
Accessory dwelling unit	–	–	–	N/A
Cottage housing	–	–	–	N/A
Cohousing (dormitories, fraternities and sororities)	–	–	–	N/A
Detached single-family structure(s) on lot less than 20,000 square feet	–	–	–	N/A
Detached single-family structure(s) on lot greater than 20,000 square feet	–	P	–	N/A
Foster care facilities	–	–	–	N/A
Two-family residential structure(s), attached or detached dwelling units	–	–	–	N/A
Three-family residential structure(s), attached or detached dwelling units	–	–	–	N/A
Multifamily structure(s), 4 or more residential units	–	–	–	N/A
Mixed use	–	–	–	N/A
Home occupation	P	P	–	N/A
Mobile home parks	–	–	–	N/A
Mobile and/or manufactured homes, in mobile/manufactured home parks	–	–	–	N/A
Rooms for the use of domestic employees of the owner, lessee, or occupant of the primary dwelling	–	P	–	N/A
Child care facility	–	–	–	N/A
Child day care center	–	–	–	N/A
Family day care provider	–	–	–	N/A

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Special Needs Housing (Essential Public Facilities)				
Type 1 group home	–	–	–	N/A
Type 2 group home	–	–	–	N/A
Type 3 group home	–	–	–	N/A
Type 4 group home	–	–	–	N/A
Type 5 group home	–	–	–	N/A
Assisted living facilities	–	–	–	N/A
Emergency Housing	–	–	–	N/A
Emergency Shelter	–	–	–	N/A
Permanent Supportive Housing	–	–	–	N/A
Transitional Housing	–	–	–	N/A
Continuing care retirement community	–	–	–	N/A
Hospice care center	–	–	–	N/A
Enhanced services facility	–	–	–	N/A
Nursing home	–	–	–	N/A
Commercial and Industrial Uses				
Building and landscape materials sales	P	P	–	Maximum FAR of 0.28 in APZ-IAC1 and 0.56 in APZ-IIAC2 .
Building contractor, light	P	P	–	Maximum FAR of 0.28 in APZ-IAC1 and 0.56 in APZ-IIAC2 .
Building contractor, heavy	C	–	–	Maximum FAR of 0.11 in APZ-IAC1 and 0.22 in APZ-IIAC2 .
Business support service	P	–	–	Maximum FAR of 0.22 in APZ-IAC1 .
Catering service	P	P	–	Maximum FAR of 0.22 in APZ-IIAC2 .
Construction/heavy equipment sales and rental	C	C	–	Maximum FAR of 0.11 in APZ-IAC1 ; and 0.22 in APZ-IIAC2 .
Equipment rental	P	P	–	Maximum FAR of 0.11 in APZ-IAC1 ; and 0.22 in APZ-IIAC2 .
Furniture, furnishings, appliance/equipment store	–	C	–	Maximum FAR of 0.28 in APZ-IIAC1 .

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Handcraft industries, small-scale manufacturing	P	P	–	Maximum FAR of 0.28 APZ-IAC1 ; Maximum FAR of 0.56 in APZ-IIAC2 .
Kennel, animal boarding	P	P	–	Maximum FAR of 0.11 APZ-IAC1 ; Maximum FAR of 0.22 in APZ-IIAC2 .
Laundry, dry cleaning plant	P	–	–	Maximum FAR of 0.22 in APZ-IIAC2 .
Live/work and work/live units	P	P	–	N/A
Maintenance service, client site services	P	P	–	Maximum FAR of 0.22 in APZ-IIAC2 .
Manufacturing, assembling and packaging, light	P	P	–	Maximum FAR of 0.28 in AC1 and 0.56 in AC2.
Military installations	P	P	P	N/A
Mobile home, RV, and boat sales	C	C	–	Maximum FAR of 0.14 in APZ-IAC1 and 0.28 in APZ-IIAC2 .
Office, business services	P	P	–	Maximum FAR of 0.22 in APZ-IIAC2 .
Office, professional	P	–	–	Maximum FAR of 0.22 in APZ-IIAC2 .
Places of assembly	–	–	–	N/A
Personal services	P	–	–	Office uses only. Maximum FAR of 0.11 in APZ-IIAC2 .
Small craft distillery	–	P	–	Maximum FAR 0.56 in APZ-IIAC2 .
Storage, personal storage facility	P	P	–	Maximum FAR of 1.0 in APZ-IAC1 ; 2.0 in APZ-IIAC2 .
Vehicle services, minor maintenance/repair	P	P	–	Maximum FAR of 0.11 APZ-IAC1 ; 0.22 in APZ-IIAC2 .
Vehicle storage	C	C	–	Maximum FAR of 0.28 in APZ-IAC1 and 0.56 in APZ-IIAC2 .
Warehouse retail	P	–	–	Maximum FAR of 0.16 in APZ II.

Land Use Categories	APZ- I AC1	APZ- H AC2	CZ	Density
Warehouse	P	P	–	Maximum FAR of 1.0 in APZ-IAC1 ; 2.0 in APZ-HAC2 .
Wholesaling and distribution	P	P	–	Maximum FAR Of 0.28 in APZ-IAC1 and 0.56 in APZ-HAC2 .
Wildlife preserve or sanctuary	P	P	–	N/A
Eating and Drinking Establishments				
Bar/tavern	–	–	–	N/A
Brewery, brew pub	–	–	–	N/A
Mobile food vending facility	P	P	–	N/A
Night club	–	–	–	N/A
Restaurant, café, coffee shop, counter ordering	–	–	–	N/A
Restaurant, café, coffee shop, drive-through services	–	–	–	N/A
Restaurant, café, coffee shop, table service	–	–	–	N/A
Restaurant, café, coffee shop, outdoor dining	–	–	–	N/A
Restaurant, café, coffee shop, serving alcohol	–	–	–	N/A
Tasting room	–	–	–	N/A
Lodging				
Bed and breakfast guest houses	–	–	–	N/A
Hostels	–	–	–	N/A
Hotels and motels	–	–	–	N/A
Recreational vehicle parks	–	–	–	N/A
Transportation				
Parking facilities (surface)	P	P	–	N/A
Parking facilities (structured)	–	–	–	N/A
Streets with pedestrian and bicycle facilities	P	P	–	N/A
Transit park and ride lots	P	P	–	N/A
Transit shelter	P	P	–	N/A

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Utilities				
Above-ground electrical distribution lines, pipes, and support poles, transformers, and related facilities, not including substations	P	P	–	N/A
Underground electrical distribution lines, pipes, and support poles, transformers, and related facilities, not including substations	P	P	P	N/A
Electrical distribution substations	P	P	–	N/A
Electrical transmission lines of 115 kV or less and support poles	P	P	–	N/A
Electric vehicle battery charging stations	P	P	–	N/A
Above-ground natural gas conveyance facilities	–	–	–	N/A
Underground natural gas conveyance facilities	P	P	P	N/A
Potable water conveyance facilities	P	P	–	N/A
Potable water storage facilities	C	P	–	N/A
Storm water collection and conveyance facilities	P	P	P	N/A
Storm water detention/retention facilities	P	P	C	N/A
Telecommunications earth receiving stations (satellite dishes)	P	P	–	N/A
Telecommunications lines, pipes, support poles and related facilities, not including earth receiving stations, personal wireless service, transmission/receiving/relay facilities, or switching facilities	P	P	–	N/A
Telecommunications switching facilities	P	P	–	N/A
Telecommunications transmission/receiving/relay facilities		P	–	N/A
Waste water conveyance facilities	P	P	P	N/A

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Wireless communication facilities (WCFs)	P	P	–	N/A
Essential Public Facilities				
Airport (American Lake Seaplane Base)	–	–	–	N/A
Community and technical colleges, colleges and universities	–	–	–	N/A
Correctional facilities	–	–	–	N/A
Electrical transmission lines of higher voltage than 115 kV, in existing corridors of such transmission lines	–	C	–	N/A
Electrical transmission lines of higher voltage than 115 kV, in new corridors	–	–	–	N/A
Group home	–	–	–	N/A
In-patient facility including but not limited to substance abuse facility	–	C	–	N/A
Intercity high-speed ground transportation	–	–		N/A
Intercity passenger rail service	–	–	–	N/A
Interstate Highway 5 (I-5)	P	–	–	N/A
Mental health facility	–	–	–	N/A
Military installation	P	P	P	N/A
Minimum security institution	–	–	–	N/A
Secure community transition facility (SCTFs)	–	–	–	N/A
Solid waste transfer station	–	–	–	N/A
Sound Transit facility	–	–	–	N/A
Sound Transit railroad right-of-way	–	–	–	N/A
Transit bus, train, or other high capacity vehicle bases	–	–	–	N/A
Washington State Highway 512	P	–	–	N/A
Work/training release facility	–	–	–	N/A

Director: Community and Economic Development Director

HE: Hearing Examiner

P: Permitted Use C: Conditional Use “–”: Not Allowed N/A: Not Applicable

E. Operating and Development Conditions.

1. In addition to the other requirements of the chapter, the intensity of use criteria are applicable to all new land uses in the CZ, ~~APZ-1AC1~~, and ~~APZ-1AC2~~ zoning districts and shall be used to determine compatibility of proposed uses with aircraft operations hazards. The applicant shall bear the burden of proof to demonstrate compliance of a proposed development with the following intensities of uses:
 - a. Within the CZ zoning district, the total number of people on a site at any time shall not exceed one (1) person per four thousand three hundred fifty-six (4,356) square feet of gross site area, or ten (10) persons per acre.
 - b. Within the ~~APZ-1AC1~~ zoning district, the total number of people on a site at any time shall not exceed one (1) person per one thousand seven hundred forty-two (1,742) square feet of gross site area, or twenty-five (25) persons per acre.
 - c. Within the ~~APZ-1AC2~~ zoning district, the total number of people on a site at any time shall not exceed one (1) person per eight hundred seventy-one (871) square feet of gross site area, or fifty (50) persons per acre.
2. In addition to other requirements of the code, the following performance criteria shall be used to determine the compatibility of a use, project design, mitigation measures and/or any other requirements of the code with respect to aircraft operation hazards in the CZ, ~~APZ-1AC1~~, and ~~APZ-1AC2~~ zoning districts. The applicant shall bear the burden of proof to demonstrate compliance of a proposed development with the following performance criteria:

* * *

3. *Noise Attenuation.* Provisions for noise mitigation shall apply to all buildings or structures constructed or placed in use for human occupancy on sites within the Clear Zone (CZ), ~~Accident Potential Zone~~Air Corridor One (~~APZ-1AC1~~), and ~~Accident Potential Zone~~Air Corridor Two (~~APZ-1AC2~~) zoning districts, which are located within the sixty-five (65) Ldn Noise Contour or higher, as shown in the Final Air Installation Compatible Use Zone (AICUZ) Study Update, Joint Base Lewis-McChord, May 2015, and on file with the Community and Economic Development Department.

Amendment 11. Expanding Land Use Zones Allowing Child Care Facilities.

LMC 18A.40.080

A. *Health and Social Services Land Use Table.* See LMC 18A.10.120 (D) for the purpose and applicability of zoning districts.

	Zoning Classifications																				
Health and Social Services	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P I
Day care center in existing and new schools	-	-	-	-	-	-	-	-	<u>P</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	<u>P</u>
Day care center in existing or new churches	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	-	-	-	-	<u>P</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	-
Day care center providing care for children and/or adult relatives of owners or renters of dwelling units located on the same site.	-	-	-	-	P	P	P	P	P	<u>C</u>	<u>P</u>	C	P	P	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	-
Day care center providing care for children and/or adult relatives of employees of a separate business establishment located on the same site.	-	-	-	-	-	-	-	-	-	<u>C</u>	<u>P</u>	<u>P</u>	C	C	<u>P</u>	<u>P</u>	<u>C</u>	P	-	-	C
Day care center, independent	-	-	-	-	-	-	-	-	<u>P</u>	C	<u>P</u>	P	P	P	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	C
Preschool/nursery school	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	-	-	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	<u>P</u>	P	P	P	<u>P</u>	<u>P</u>	C	C	-	-	C
	Zoning Classifications																				
Residential Land Uses	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P I
Babysitting care	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Family daycare	P	P	P	P	P	P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	-

Military-Related Land Use Categories	A P Z -I	A P Z - II	C Z
Residential Uses			
Child care facility	–	–	–
Child day care center	–	–	–
Family day care provider	–	–	–

Amendment 12. Updating Development Regulations related to Short Term Rentals.

18A.10.180 Definitions.

* * *

"Permanent residential occupancy" means multifamily housing that provides either rental or owner occupancy for a period of at least one month. This excludes hotels and motels that predominately offer rental accommodation on a daily or weekly basis.

* * *

"Short-term rental" or "short term vacation rental" means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty (30) consecutive nights. Short-term rental does not include any of the following:

(i) A dwelling unit that is occupied by the owner for at least six (6) months during the calendar year and in which fewer than three (3) rooms are rented at any time;

(ii) A dwelling unit, or portion thereof, that is used by the same person for thirty (30) or more consecutive nights; or

(iii) A dwelling unit, or portion thereof, that is operated by an organization or government entity that is registered as a charitable organization with the secretary of state, state of Washington, or is classified by the federal internal revenue service as a public charity or a private foundation, and provides temporary housing to individuals who are being treated for trauma, injury, or disease, or their family members.

"Short-term rental advertisement" means any method of soliciting use of a dwelling unit for short-term rental purposes.

"Short-term rental operator" or "operator" means any person who is the owner of a dwelling unit established under this title, or portion thereof, who offers or provides that dwelling unit, or portion thereof, for short-term rental use or a person who is the tenant of a dwelling unit, or portion thereof, who offers or provides a short-term rental as set forth in LMC 18A.40.090.

"Short-term rental platform" or "platform" means a person that provides a means through which an operator may offer a dwelling unit, or portion thereof, for short-term rental use, and from which the person or entity financially benefits. Merely publishing a short-term rental advertisement for accommodations does not make the publisher a short-term rental platform.

* * *

18A.70.070 Approval and appeal authorities.

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. *Department Staff*. Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, the following actions and/or permits:

1. [Accessory building](#);
2. [Accessory dwelling unit](#);
3. Administrative nonconforming determination;
4. [Appeal](#) to [Hearing Examiner](#);
5. [Binding site plan](#);
6. [Business](#) license;
7. [Certificate of occupancy](#);
8. Commercial addition/remodel;
9. [Conditional use](#) permit;
10. [Conditional use](#) permit – minor modification;
11. Cottage housing development;
12. Demolition permit;
13. Design review permit;
14. [Emergency housing](#) permit;
15. [Emergency shelter](#) permit;
16. Environmental review ([SEPA](#) checklist and threshold determination);
17. Final subdivision plat (10 or more [lots](#));
18. [Foster care facility](#) permit;
19. [Home occupation](#) permit;
20. Housing incentives permit;
21. Landscape plan review;
22. [Land use approval](#);
23. [Lot line](#) adjustment;
24. Manufactured/[mobile home](#) setup permit;
25. New commercial permit;
26. New [multifamily](#) permit;
27. New single-[family](#) permit;
28. [Permanent supportive housing](#) permit;
29. Pre-application;
30. Preliminary and final short plats (creating 2 to 9 [lots](#));
31. Rapid rehousing permit;
32. [Reasonable accommodation](#) request;
33. Residential addition/remodel;
34. Senior housing overlay permit;
35. Shoreline [conditional use](#) permit;
36. Shoreline substantial development permit;
37. Shoreline exemption;

- 38. Shoreline [variance](#) permit;
- 39. [Short term rental permit](#);
- 3940. [Sign](#) permit;
- 410. Site development permit;
- 421. Senior housing permit;
- 432. Small cell wireless permit;
- 443. Temporary [use](#) permit;
- 454. Transfer of development rights;
- 465. [Transitional housing](#) permit;
- 476. [Transitory accommodation](#) permit;
- 487. Tree retention plan;
- 498. Time extension or minor modification to a Type I permit;
- 5049. Time extension or minor modification to a Type II permit;
- 510. [Transitory accommodation](#) permit;
- 521. Tree removal permit;
- 532. Unusual [use](#)(s) permit;
- 543. [Zoning certification](#);
- 554. [Zoning](#) interpretations (map and/or text).

18A.20.080 Review Authorities

The following table describes development permits, the public notice requirements, and the final decision and [appeal](#) authorities. See [LMC 18A.20.400](#) et seq. for [appeals](#). When separate applications are consolidated at the [applicant](#)'s request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application.

KEY:	
Appeal	= Body to whom appeal may be filed
Director	= Community and Economic Development Director
PC	= Planning Commission
HE	= Hearing Examiner
CC	= City Council
R	= Recommendation to Higher Review Authority
D	= Decision
O	= Appeal Hearing (Open Record)
C	= Appeal Hearing (Closed Record)
N	= No
Y	= Yes

Applications	Public Notice of Application	Director	HE	PC	CC
TYPE I ADMINISTRATIVE					
Accessory building	N	D	O/ Appeal	N	N

Accessory dwelling unit	N	D	O/ Appeal	N	N
Administrative nonconforming determination	N	D	O/ Appeal	N	N
Boundary line adjustment	N	D	O/ Appeal	N	N
Business license	N	D	O/ Appeal	N	N
Certificate of occupancy	N	D	O/ Appeal	N	N
Commercial addition/remodel	N	D	O/ Appeal	N	N
Demolition permit	N	D	O/ Appeal	N	N
Design review	N	D	O/ Appeal	N	N
Emergency housing permit	N	D	O/ Appeal	N	N
Emergency shelter permit	N	D	O/ Appeal	N	N
Final subdivision plat (10 or more lots)	Y	D	O/ Appeal	N	N
Form-based code review and decision	N	D	O/ Appeal	N	N
Foster care facility permit	N	D	O/ Appeal	N	N
Home occupation permit			O/ Appeal		
Hosting the homeless by religious organizations	See RCW 35A.21.360	D	O/ Appeal	N	N
Land use permit – minor modification	N	D	O/ Appeal	N	N
Manufactured/ mobile home permit	N	D	O/ Appeal	N	N
New commercial building permit	N	D	O/ Appeal	N	N
New single-family building permit	N	D	O/ Appeal	N	N
Permanent supportive housing permit	N	D	O/ Appeal	N	N
Pre-application conference permit	N	N	N	N	N
Preliminary and final short plats (creating 2 – 9 lots)	N	D	O/ Appeal	N	N
Reasonable accommodation request	N	D	O/ Appeal	N	N
Residential addition/remodel	N	D	O/ Appeal	N	N
Shoreline exemption	N	D	O/ Appeal	N	N
Short Term Rental	N	D	O	N	N
Sign permit	N	D	O/ Appeal	N	N
Site development permit	N	D	O/ Appeal	N	N
Small wireless facility permit	See Chapter 18A.95 LMC				
Temporary use permit	N	D	O/ Appeal	N	N
Transfer of development rights	N/A (Program administered by Pierce County)				
Time extension or minor modification to a Type I permit	N	D	O/ Appeal	N	N
Transitional housing permit	N	D	O/ Appeal	N	N
Tree removal permit	N	D	O/ Appeal	N	N
Zoning certification	N	D	O/ Appeal	N	N
Zoning (map and/or text) interpretation or determination	N	D	O/ Appeal	N	N
TYPE II ADMINISTRATIVE					
Binding site plan	Y	D	O/ Appeal	N	N

Cottage housing	Y	D	O/ Appeal	N	N
Environmental review (SEPA) – (SEPA Checklist and Threshold Determination)	Y	D	O/ Appeal	N	N
Preliminary and final short plats (2 – 9 lots)	Y	D	O/ Appeal	N	N
Shoreline conditional use permit	Y	D	O/ Appeal	N	N
Shoreline substantial development permit	Y	D	O/ Appeal	N	N
Shoreline variance permit	Y	D	O/ Appeal	N	N
Time extension or minor modification to a Type II permit	Y	D	O/ Appeal	N	N
TYPE III DISCRETIONARY					
Conditional use permit	Y	R	D	N	N
Land use permit – major modification	Y	R	D	N	N
Major modification to a Type III permit	Y	R	D	N	N
Planned development district	Y	R	D	N	N
Preliminary plat, long	Y	R	D	N	N
Public facilities master plan	Y	R	D	N	N
Shoreline conditional use permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline substantial development permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline variance when referred by the Shoreline Administrator	Y	R	D	N	N
Time extension to a Type III permit	Y	R	D	N	N
Unusual use (s) permit	Y	R	D	N	N
Variance	Y	R	D	N	N
Zoning Map amendment , site specific	Y	R	D	N	CC/ Appeal
TYPE IV OTHER					
Scrivener corrections to CPA map and/or CPA text	Y	R	N	N	D
TYPE V LEGISLATIVE					
Annexation	Y	R	N	R	D
Comprehensive Plan Map only amendment , Area Wide	Y	R	N	R	D
Comprehensive Plan Map only amendment , site specific	Y	R	N	R	D
Comprehensive Plan text only amendment	Y	R	N	R	D
Development agreement	Y	R	N	R	D
Shoreline Master Program amendment	Y	R	N	R	D
Zoning amendment – Text only	Y	R	N	R	D

18A.20.310 Public notice framework.

To inform the public of proposed project actions, the Department and applicants shall provide notice as identified in the table below. A vicinity map and basic site plan shall be included with any mailed notices. If a project is SEPA-exempt and no public hearing is required, notice of application as required by RCW [36.70B.110](#) will be limited to the type of notice described below.

KEY:		
NOA	=	Notice of Application
CED	=	Community and Economic Development Department
NOD	=	Notice of Decision
PO-300	=	Property owners within 300 feet of project site
PR	=	Parties of record on file
SEPA	=	State Environmental Policy Act
WAC	=	Washington Administrative Code

Process: Type I Administrative

Application Type	Notice Types	When	Who gets Notices
1. Accessory building;	NOD.	Within 90 calendar days after the City notifies the applicant that the application is complete.	1. Applicant; and 2. PR.
2. Accessory dwelling unit;			
3. Administrative nonconforming determination;			
4. Business license;			
5. Certificate of occupancy;			
6. Commercial addition/remodel;			
7. Conditional use permit – minor modification;			
8. Demolition permit;			
9. Design review;			
10. Final subdivision plat (10 or more lots);			
11. Home occupation permit;			
12. Hosting the homeless by religious organizations;	See RCW 35A.21.360	See RCW 35A.21.360	See RCW 35A.21.360
13. Housing incentives permit;	NOD.	Within 90 calendar days after the City	1. Applicant; and 2. PR.
14. Landscape plan approval;			

Application Type	Notice Types	When	Who gets Notices
15. Land use approval;		notifies the applicant that the application is complete.	
16. Lot line adjustment;			
17. Manufactured/mobile home permit;			
18. New commercial permit;			
19. New multifamily permit;			
20. New single-family permit;			
21. Pre-application permit;			
22. Preliminary and final short plats (creating 2 – 9 lots);			
23. Reasonable accommodation request;			
24. Residential addition/remodel;			
25. Senior housing overlay permit;			
26. Shoreline exemption;			
27. Short term rental;			
287. Sign permit;			
298. Site development permit;			
3029. Small cell wireless permit;			
310. Temporary use permit;			
321. Transfer of development rights;			
332. Tree retention plan;			
343. Time extension or minor modification to a Type I permit;			
354. Tree removal permit;			
365. Zoning certification;			
376. Zoning interpretations (map and/or text).			

18A.40.090 Lodging.

A. *Lodging Land Use Table.* See LMC [18A.10.120\(D\)](#) for the purpose and applicability of zoning districts.

	Zoning Classifications																						
Lodging	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P R 1	O S R 1	O S R 2
Bed and breakfast guest houses (B)(1)*	C	C	C	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hostels	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-	-	-	-	-	-	-	-
Hotels and motels	-	-	-	-	-	-	-	-	-	-	-	-	P	P	C	P	P	-	-	-	-	-	-
Short term vacation rentals (B)(2)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

P: Permitted Use C: Conditional Use “-”: Not permitted

* Numbers in parentheses reference use-specific development and operating conditions under subsection [\(B\)](#) of this section.

B. *Development and Operating Conditions.*

1.

a. Bed and breakfast guest houses may be converted from existing residences or newly constructed residences, but shall not contain more than four (4) bedrooms for guests.

b. Parking for bed and breakfast guest houses shall be limited to that which can be accommodated in the guest house’s garage and driveway. No such garage or driveway shall be wider than that necessary to park three (3) vehicles abreast. No on-street parking shall be allowed.

c. The establishment shall be operated in such a manner as to give no outward appearance nor manifest any characteristics of a business that would be incompatible with the ability of the neighboring residents to enjoy peaceful occupancy of their properties.

d. The owner shall operate the establishment and reside on the premises.

e. Meal service shall be limited to serving overnight guests of the establishment. Kitchens shall not be allowed in individual guest rooms.

f. Signs for bed and breakfast uses in the R zones are limited to one (1) identification sign use, not exceeding four (4) square feet and not exceeding forty-two (42) inches in height.

2.

~~a. The property owner is required to obtain a City business license.~~

~~b. As a condition of the business license, the property owner shall provide a notification letter describing the short term rental operations, in addition to the means by which to contact the property owner.~~

~~c. The short term rental shall be inspected by the City and Fire District to ensure the facility meets all applicable building and fire code requirements. Any deficiencies shall be corrected prior to the structure being made available for rental.~~

a. Applicability:

i. Short-term rentals are not permitted in any dwelling unit or building that has received approval under the city's multifamily tax exemption (MFTE) program. This standard does not apply after the exemption period has ended.

ii. Short-term rentals are not permitted in housing units subsidized through city programs.

iii. Short-term rentals do not include hotels or motels.

b. Number of Short-Term Rental Permits per Operator. It is the intent of these regulations to limit the ownership and operation of short-term rentals located in residential areas to no more than one (1) per individual, family living together, domestic partnership, those living as a family unit and/or acting as a principal in any business entity that has ownership of a residential unit. Assigning ownership and/or application for short-term rental use to separate individuals that are living together as a family, in a domestic partnership, or living as a family unit as a means of exceeding this limitation is not permitted.

c. Number of Short-Term Rentals in Condominiums. No more than one (1) unit or 25 percent (%) of the total units, whichever is greater, in a condominium building may include a short-term rental.

d. Accessory dwelling units (ADUs) of any type shall not be used as short term vacation rentals.

e. Number of Guests. No more than two (2) guests, excluding children five (5) years old and under, per bedroom are permitted per guest stay.

f. Parking. At least one (1) off-street parking space must be provided for guests on site during guest stay. The Director may determine, through a simple parking analysis provided by the applicant, that on-street parking or nearby parking may be substituted for off-street parking.

g. Appearance and Behavior.

i. The short-term rental must be operated in a way that will prevent unreasonable disturbances to nearby residents.

ii. There must be no change in the outside appearance of the building or premises that indicates the site is hosting a commercial use, other than one flat, unlighted sign not exceeding two square feet in area and mounted flush against the building.

h. Notifications.

i. Good Neighbor Guidelines. "Good neighbor guidelines" that must be posted in the short-term rental unit, which includes at least the following:

A copy of the short-term rental permit;

Contact information for the operator or designated local contact person;

The location of the designated parking space(s), if required;

The location of fire extinguisher(s), fire exits and escape routes;

The location of trash, compost and recycling containers; and

Noise considerations and other rules of conduct.

ii. The city-issued short-term rental permit number must be clearly displayed on the platform(s) advertising or offering the short-term rental

i. Local Contact Person.

i. The name, address and telephone number(s) of a local contact person who is responsible for the short-term rental and lives within one (1) hour's drive of Lakewood must be submitted with the short-term rental application. This person can be the operator or a designee of the operator.

ii. Any changes to the name, address or telephone number(s) of the local contact person must be submitted to the planning and community development department within one month of the change(s).

iii. The local contact person shall be available 24 hours a day to ensure that the short-term rental is maintained and operated per the requirements of this section.

j. Events.

i.. Short-term rentals must not include weddings, banquets, parties, charitable fundraising, or other gatherings for direct or indirect compensation. The intent of short-term rentals is to provide transient accommodations and allow for limited accessory uses. These limited accessory uses must be consistent with typical residential uses that are allowed in a particular zone.

ii. Small, informal noncommercial gatherings of family and friends of short-term rental guests are permitted, provided the gathering is not a disturbance to the surrounding neighborhood.

k. Food. If a short-term rental operator provides breakfast, light snacks, or both to guests, the facility and operator must meet applicable health and safety regulations including, but not limited to, regulations of the Tacoma-Pierce County Health Department and the Washington State Department of Health.

l. Safety. The City must verify, through a city inspection, that each dwelling unit to be rented to overnight guests meets the following requirements:

i. Each bedroom must comply with building code requirements for a sleeping room that were in place when the bedroom was legally established;

ii. Each bedroom must have a smoke alarm that is interconnected with a smoke detector in an adjacent hallway that is in the dwelling unit; and

iii. Each bedroom must be located on the floor of a dwelling unit that is equipped with a functioning carbon monoxide alarm. If the dwelling unit does not have fuel burning equipment or an attached garage, a carbon monoxide alarm is not required.

m. Age Requirement. The person booking the short-term rental shall be over the age of 25 years old.

n. Licenses and Taxes.

i. Short-term rental operators shall meet all local, state and federal requirements regarding licenses and taxes.

ii. Proof of a valid business license is required with the short-term rental permit application.

o. Insurance. Short-term rental operators shall maintain liability insurance appropriate to cover the short-term rental use in the aggregate of not less than \$1,000,000 or conduct each short-term rental transaction through a platform that provides equal or greater insurance coverage.

p. Renewal. Short-term rental permits must be renewed on or before January 1st of every even-numbered year.

q. Nontransferability. Short-term rental permits are not transferable to another operator or location.

r. Nonconforming Status. No use that constitutes or purports to be a short-term rental, which was engaged in that activity prior to the adoption of this section, will be deemed to have been a legally established use under the provisions of the Lakewood Municipal Code and that use will not be entitled to claim legal nonconforming status.

s. Alterations and Expansions. If construction, including expansion of building area or alterations that increase the intensity of the facility, accompanies the short-term rental use, the project will be reviewed for conformance with all applicable building and construction codes.

t. Relationship to Other Sections of the Code. The provisions of this section apply in addition to the provisions of any other code provision or ordinance. Where there is a conflict, the more restrictive provision applies.

18A.40.110 Residential uses.

A. *Residential Land Use Table.* See LMC [18A.10.120\(D\)](#) for the purpose and applicability of zoning districts.

	Zoning Classifications																				
Residential Land Uses	R 1	R 2	R 3	R 4	MR 1	MR 2	MF 1	MF 2	MF 3	AR C	NC 1	NC 2	TO C	CB D	C 1	C 2	C3	I B P	I 1	I 2	P I
Accessory caretaker's unit	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	-	P	P	-
Accessory dwelling unit (ADU) (B)(1)*	P	P	P	P	P	P	P	P	-	-	-	-	P	-	-	-	-	-	-	-	-
Babysitting care	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Boarding house (B)(2)	C	C	C	C	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

	Zoning Classifications																				
Residential Land Uses	R 1	R 2	R 3	R 4	MR 1	MR 2	MF 1	MF 2	MF 3	AR C	NC 1	NC 2	TO C	CB D	C 1	C 2	C3	I B P	I 1	I 2	P I
Cottage housing (B)(3)	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co-housing (dormitories, fraternities and sororities) (B)(4)	-	-	-	-	P	P	P	P	P	-	P	P	-	-	-	-	-	-	-	-	-
Detached single-family (B)(5)	P	P	P	P	P	P	-	-	-	P	-	-	-	-	-	-	-	-	-	-	-
Two-family residential, attached or detached dwelling units	-	-	-	C	P	P	P	-	-	P	P	P	-	-	-	-	-	-	-	-	-
Three-family residential, attached or detached dwelling units	-	-	-	-	C	C	P	-	-	P	P	P	-	-	-	-	-	-	-	-	-
Multifamily, four or more residential units	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Mixed use	-	-	-	-	-	-	-	-	-	-	P	P	P	P	-	-	-	-	-	-	-
Family daycare (B)(6)	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-	-	-
Home agriculture	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-
Home occupation (B)(7)	P	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mobile home parks (B)(8)	-	-	C	C	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mobile and/or manufactured homes, in mobile/manufactured home parks (B)(8)	-	-	C	C	C	-	P	P	P	-	-	P	-	-	-	-	-	-	-	-	-

	Zoning Classifications																				
Residential Land Uses	R 1	R 2	R 3	R 4	MR 1	MR 2	MF 1	MF 2	MF 3	AR C	NC 1	NC 2	TO C	CB D	C 1	C 2	C3	I B P	I 1	I 2	P I
Residential accessory building (B)(9)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Rooms for the use of domestic employees of the owner, lessee, or occupant of the primary dwelling	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small craft distillery (B)(6) , (B)(12)	-	P	P	P	P	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-
Specialized senior housing (B)(10)	-	-	-	-	C	C	C	C	C	-	-	P	C	C	-	-	-	-	-	-	-
Accessory residential uses (B)(11)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-

P: Permitted Use C: Conditional Use “-”: Not allowed

* Numbers in parentheses reference use-specific development and operating conditions under subsection [\(B\)](#) of this section.

B. *Operating and Development Conditions.*

1. Accessory dwelling units (ADUs) are permitted when added to, created within, or detached from a principal dwelling unit subject to the following restrictions:

a. One (1) ADU shall be allowed as an accessory use in conjunction with any detached single-family structure, duplex, triplex, townhome, or other housing unit. ADUs shall not be included in the density calculations. A lot shall contain no more than one (1) ADU.

b. An ADU may be established by creating the unit within or in addition to the new or existing principal dwelling, or as a detached unit from the principal dwelling.

c. The ADU, as well as the main dwelling unit, must meet all applicable setbacks, lot coverage, and building height requirements.

- d. The size of an ADU contained within or attached to an existing single-family structure shall be limited by the existing structure's applicable zoning requirements. An attached ADU incorporated into a single-family house shall be limited to one thousand (1,000) square feet, excluding garage area. The size of a living space of a detached ADU shall be a maximum of one thousand (1,000) square feet excluding garage.
- e. An ADU shall be designed to maintain the appearance of the principal dwelling as a single-family residence.
- f. Wherever practicable, a principal dwelling shall have one (1) entrance on the front, with additional entrances permitted on the side and rear. On corner lots, it is permissible to locate the entry door to the accessory dwelling unit on a street side of the structure other than the street side with the entry door for the principal dwelling unit. The entrance to an attached accessory dwelling unit may be on the front of the house only if (i) it is located in such a manner as to be clearly secondary to the main entrance to the principal dwelling unit; or (ii) it is screened from the street.
- g. The design of an attached ADU, including the facade, roof pitch and siding, shall be complementary to the principal dwelling unit, so as not to be obvious from the outside appearance that it is a separate unit from the principal dwelling unit.
- h. A minimum of one (1) off-street parking space shall be required for the ADU, in addition to the off-street parking required for the principal dwelling, pursuant to LMC [18A.80.030\(F\)](#). Such parking shall consist of a driveway, carport, garage, or a combination thereof, located on the lot they are intended to serve.
- i. For lots located within one-quarter (1/4) mile of a Pierce Transit bus route, the Sound Transit Lakewood Station, or other major transit stop, and also zoned R1, R2, R3, R4, MR1, MR2, MF1, MF2, or TOC, off-street parking may not be required provided there is adequate street capacity, and there is curb, gutter, and sidewalk, constructed to City standards, adjoining the lot where an ADU is proposed. Parking may be required if the ADU is in an area with a lack of access to street parking capacity, physical space impediments, or other reasons to support that on-street parking is infeasible for the ADU.
- j. Any legally constructed accessory building existing prior to the effective date of the ordinance codified in this title may be converted to an accessory dwelling unit, provided the living area created within the structure does not exceed one thousand (1,000) square feet, excluding garage area.
- k. Where the residential accessory building is detached from an existing single-family structure, the building height shall be limited to twenty-four (24) feet.

l. If a structure containing an ADU was created without a building permit that was finalized, the City shall require a building inspection to determine if the structure is sound, will not pose a hazard to people or property, and meets the requirements of this section and building code. The ADU application fee will cover the building inspection of the ADU.

m. Accessory dwelling units (ADUs) of any type shall not be used as short term vacation rentals.

ATTACHMENT B
VERSION B - ORDINANCE NO. 794
Planning Commission Recommendation

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON ADOPTING AMENDMENTS TO TITLE 18A OF THE LAKEWOOD MUNICIPAL CODE (LMC).

FINDINGS

WHEREAS, the City of Lakewood is a code city planning under the Growth Management Act, codified in RCW 36.70A, and

WHEREAS, the City Council adopted its Comprehensive Plan via Ordinance No. 237 on July 10, 2000; and

WHEREAS, the Lakewood City Council adopted Title 18A, Land Use and Development Code, of the Lakewood Municipal Code (LMC) via Ordinance No. 264 on August 20, 2001; and

WHEREAS, the Growth Management Act (GMA) requires the City of Lakewood to adopt development regulations that are consistent with and implement the adopted Comprehensive Plan pursuant to Revised Code of Washington (RCW) 36.70A.040; and

WHEREAS, it is appropriate for a local government to adopt needed amendments to its development regulations to ensure that the Comprehensive Plan and implementing regulations provide appropriate policy and regulatory guidance for growth and development; and

WHEREAS, environmental review as required under the Washington State Environmental Policy Act (SEPA) has resulted in the issuance of a determination of environmental non-significance that was published on August 21, 2023 under SEPA #202303985; and

WHEREAS, notice was provided to state agencies on August 21, 2023 per City of Lakewood--2023-S-6386--Request for Expedited Review / Notice of Intent to Adopt Amendment, prior to the adoption of this Resolution, and state agencies have been afforded the opportunity to comment per RCW 36.70A.106(1); and

WHEREAS, on September 20, 2023, acting as the City's designated planning agency, the Lakewood Planning Commission held a duly noticed public hearing on the proposed 2023 Annual Development Regulation Amendments to Lakewood Municipal Code Title 18A; and

WHEREAS, on October 4, 2023, the Lakewood Planning Commission adopted Resolution 2023-03 recommending approval of the 2023 Annual Development

Regulation Amendments to Lakewood Municipal Code Title 18A to provide needed revisions, clarifications and updates; and

WHEREAS, on November 6, 2023, the Lakewood City Council held a duly noticed public hearing on the proposed 2023 Annual Development Regulation amendments; and

WHEREAS, on November 20, 2023, the City Council completed review.

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 Annual Development Regulation Amendments.

Amendments to the City's land use and development regulations are adopted as summarized below and included in full in Exhibit A, attached hereto:

Amendment 1. Permit standalone truck/trailer parking as a use type in the IBP, I1 and I2 spaces for general industrial and warehouses.

Amendment 2. Permit electric fencing in C1, C2, C3, and TOC zone classifications.

Amendment 3. Define "Unusual Use" and clarify that the Unusual Use Permit is for uses not similar to other uses or accessory uses within the municipal code.

Amendment 4. Correct inconsistencies between Title 17 and 18A and acknowledge binding site plan amendments, plat alterations, and short plat amendments in the list of permit types, review authorities, and timeframes.

Amendment 5. Colocate sign permit administration-related regulations with the other administration-related regulations in 18A and remove them from the sign regulations in 18A.100 to avoid code inconsistencies.

Amendment 6. Update appeal timeframes for SEPA and land use decisions for internal consistency and consistency with State laws.

Amendment 7. Clarify that uses with a flex space building must be permitted in the applicable zone classification.

Amendment 8. Remove redundancy in mobile / manufactured home land use table and update permitted locations to current zone classifications.

Amendment 9. Update MR2 lot size standards to clarify lot size and reorganize interior setbacks for readability.

Amendment 10. Update Air Installation Compatible Use Zone (AICUZ) section for consistency with adopted Air Corridor 1 (AC1) and Air Corridor 2 (AC2) land use designations and zone classifications.

Amendment 11. Expanding Land Use Zones Allowing Child Care Facilities.

Amendment 12. Updating Development Regulations related to Short Term Rentals.

Section 3. Remainder Unchanged. The rest and remainder of the Lakewood Comprehensive Plan, including the unaffected sections of the Future Land-Use Map and Zoning Map, and the unaffected sections of the Lakewood Municipal 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 20th day of November, 2023.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A

Amendment 1. Permit standalone truck / trailer parking as a use type in the IBP, I1, and I2 zone classifications as a conditional use and require truck / trailer parking spaces for general industrial and warehouses.

18A.10.180 Definitions.

* * *

“Parking facility” means a surface parking area or parking garage [for temporarily storing passenger vehicles not intended for long-term storage of vehicles](#). Also refers to parking lot.

* * *

[“Truck / Trailer parking” means a surface parking area for the purpose of temporarily parking semi-trucks and/or semi-truck trailers, not intended for long-term storage of vehicles.](#)

* * *

18A.40.040 Commercial and industrial uses.

A. *Commercial and Industrial Land Use Table.* See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

* * *

	Zoning Classifications																					
Commer cial and Industria l	R 1	R 2	R 3	R 4	M R1	MR 2	M F1	MF 2	MF 3	MF 3 (B)(1)	AR C	N C1	NC 2	TO C	CB D	C 1	C 2	C 3	IB P	I 1	I 2	P I
Truck/ Trailer parking	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	<u>C</u>	<u>C</u>	<u>C</u>	=

* * *

Amendment 2. Permit electric fencing in C1, C2, C3, and TOC zone classifications 18A.60.090 General standards.

* * *

- B. *Setbacks and Lot Lines.* Setbacks shall be measured from the property line of a lot to the wall line of a building or the exterior perimeter of a structure. A property line is a line of record bounding a lot that divides one (1) lot from another lot or from a public or private street right-of-way or any other private or public space.

* * *

12. *Fences Within the Required Setbacks or Located on the Property Line.*
Fences to enclose, screen, or separate areas may be erected within required yard setbacks; provided, that fences or other barriers:

* * *

- e. *Electric Fences.* The construction and use of electric fences shall be allowed pursuant to a director's determination in the [C1, C2, C3, TOC](#), IBP, I1, I2 and P/I zones, subject to the following standards:

Amendment 3. Define “Unusual Use” and clarify that the Unusual Use Permit is for uses not similar to other uses or accessory uses within the municipal code

18A.10.180 Definitions.

* * *

“Use, Unusual” means a use that is not identified and not similar to another use or accessory use identified in LMC Title 18A. Furthermore, a use that could not have been anticipated as a possible use to regulate at the time LMC Title 18A was written.

* * *

18A.30.900 Purpose.

Certain unusual uses which are not identified and not similar to another use or accessory use identified in LMC Title 18A may be allowed by the Hearing Examiner if such use will have no detrimental effect on other properties in the vicinity. In authorizing uses of this type, the Hearing Examiner shall impose limits and conditions necessary to safeguard the health, safety and general welfare of those persons that might be affected by the use.

Amendment 4. Correct inconsistencies between Title 17 and 18A and acknowledge binding site plan amendments, plat alterations, and short plat amendments in the list of permit types, review authorities, and timeframes.

18A.20.050 Complete permit applications, notice and time periods.

* * *

H. Application Time Limits.

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Accessory Building	Y	N	N	90
Accessory Dwelling Unit	Y	N	N	90
Administrative Nonconforming Determination	Y	N	N	90
Annexation	Y	N	N	180
Appeal to Hearing Examiner	Y	Y	Y	90
Binding Site Plan	Y	N	N	120
Binding Site Plan Amendment	Y	N	N	120
Business License	Y	N	N	120
Certificate of Occupancy	N	N	Y	60
Commercial Addition/Remodel	N	N	Y	120
Comprehensive Map amendment, Area Wide	Y	N	N	120
Comprehensive Map amendment, site specific	Y	N	N	120
Comprehensive text only amendment	Y	N	N	120
Conditional Use Permit	Y	N	N	120
Conditional Use Permit – Major Modification	Y	N	N	120
Conditional Use Permit – Minor Modification	Y	N	N	120
Cottage Housing Development	Y	N	N	120
Demolition Permit	N	N	Y	120
Design Review Permit	Y	N	N	90
Development Agreement	Y	N	N	120
Emergency Housing Permit*	N	N	Y	120
Emergency Shelter Permit*	N	N	Y	120

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Environmental Review (SEPA Checklist and Threshold Determination)	Y	N	N	120
Environmental Impact Statement (Draft)	Y	N	N	365
Final Subdivision Plat (10 or more lots)	Y	N	N	120
Foster Care Facility Permit	N	N	Y	60
Home Occupation Permit	Y	N	N	90
Housing Incentives Permit	Y	N	N	90
Landscape Plan Review	Y	N	N	90
Land Use Approval	Y	N	N	120
Lot Line Adjustment	Y	N	N	90
Major Modification to a Type III Permit	Y	N	N	120
Manufactured/Mobile Home Setup Permit	N	N	Y	90
New Commercial Permit	N	N	Y	120
New Single-Family Permit	N	N	Y	60
New Multifamily Permit	N	N	Y	120
Permanent Supportive Housing Permit*	N	N	Y	120
Pre-Application	Y	Y	Y	60
Preliminary and Final Short Plats (creating 2 – 9 lots)	Y	Y	N	120
Preliminary Plat (10 or more lots)	Y	Y	N	120
Planned Development District	Y	N	N	120
Rapid Rehousing Permit*	N	N	Y	120
Reasonable Accommodation Request	Y	N	N	90
Residential Addition/Remodel	N	N	Y	60
Scrivener Corrections to Comprehensive Plan Map, and/or Comprehensive Plan text, Zoning Map, and/or Zoning Development Regulations	Y	N	N	N/A
Senior Housing Overlay Permit	Y	N	N	90
Shoreline Conditional Use Permit	Y	N	N	120
Shoreline Conditional Use Permit when Referred by the Shoreline Administrator	Y	N	N	120
Shoreline Exemption Permit	Y	N	N	120

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Shoreline Master Program amendment	Y	N	N	120
Shoreline Substantial Development Permit	Y	N	N	120
Shoreline Substantial Development Permit when Referred by the Shoreline Administrator	Y	N	N	120
Shoreline Variance Permit	Y	N	N	120
Shoreline Variance Permit when Referred by the Shoreline Administrator	Y	N	N	120
Short Plat Amendment	Y	Y	N	120
Sign Permit	Y	N	N	60
Site Development Permit	N	Y	N	90
Small Cell Wireless Permit	Y	N	N	See Chapter 18A.95 LMC
Subdivision Plat Alteration	Y	Y	N	120
Temporary Use Permit	Y	N	N	90
Transfer of Development Rights	Y	N	N	120
Transitional Housing Permit*	N	N	Y	120
Transitory Accommodation Permit	Y	N	N	120
Tree Removal Permit	Y	N	N	90
Tree Retention Plan	Y	N	N	90
Time Extension or Minor Modification to a Type I Permit	Y	N	N	120
Time Extension or Minor Modification to a Type II Permit	Y	N	N	120
Time Extension or Minor Modification to a Type III Permit	Y	N	N	120
Variance	Y	N	N	120
Unusual Use(s) Permit	Y	N	N	120
Zoning Certification	Y	N	N	60
Zoning Interpretations (map and/or text)	Y	N	N	90
Zoning Map amendment, Area Wide	Y	N	N	120
Zoning Map, site specific	Y	N	N	120
Zoning amendment text only	N	N	N	120

* * *

18A.20.070 Approval and appeal authorities.

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. *Department Staff.* Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, the following actions and/or permits:

1. Accessory building;
2. Accessory dwelling unit;
3. Administrative nonconforming determination;
4. Appeal to Hearing Examiner;
5. Binding site plan;
- [6. Binding site plan amendment;](#)
- [67. Business license;](#)
- [78. Certificate of occupancy;](#)
- [89. Commercial addition/remodel;](#)
- [910. Conditional use permit;](#)
- [1011. Conditional use permit – minor modification;](#)
- [1112. Cottage housing development;](#)
- [1213. Demolition permit;](#)
- [1314. Design review permit;](#)
- [1415. Emergency Housing permit;](#)
- [1516. Emergency Shelter permit;](#)
- [1617. Environmental review \(SEPA checklist and threshold determination\);](#)
- [1718. Final subdivision plat \(10 or more lots\);](#)
- [1819. Foster Care Facility permit;](#)
- [1920. Home occupation permit;](#)
- [2021. Housing incentives permit;](#)
- [2122. Landscape plan review;](#)
- [2223. Land use approval;](#)
- [243. Lot line adjustment;](#)
- [2425. Manufactured/mobile home setup permit;](#)
- [2526. New commercial permit;](#)
- [2627. New multifamily permit;](#)
- [2728. New single-family permit;](#)
- [2829. Permanent Supportive Housing permit;](#)
- [2930. Pre-application;](#)
- [3031. Preliminary and final short plats \(creating 2 to 9 lots\);](#)
- [3132. Rapid Rehousing Permit;](#)
- [3233. Reasonable accommodation request;](#)
- [3334. Residential addition/remodel;](#)
- [3435. Senior housing overlay permit;](#)
- [3536. Shoreline conditional use permit;](#)
- [3637. Shoreline substantial development permit;](#)

- ~~37~~38. Shoreline exemption;
- ~~38~~39. Shoreline variance permit;
- [40.Short plat amendment;](#)
- ~~39~~41. Sign permit;
- ~~40~~42. Site development permit;
- ~~41~~43. Senior housing permit;
- ~~42~~44. Small cell wireless permit;
- [45.Subdivision plat alteration;](#)
- ~~43~~46. Temporary use permit;
- ~~44~~47. Transfer of development rights;
- ~~45~~48. Transitional Housing permit;
- ~~46~~49. Transitory accommodation permit;
- ~~47~~50. Tree retention plan;
- ~~48~~51. Time extension or minor modification to a Type I permit;
- ~~49~~52. Time extension or minor modification to a Type II permit;
- ~~50~~53. Transitory accommodation permit;
- ~~51~~54. Tree removal permit;
- ~~52~~55. Unusual use(s) permit;
- ~~53~~56. Zoning certification;
- ~~54~~57. Zoning interpretations (map and/or text).

* * *

18A.20.080 Review authorities.

The following table describes development permits, the public notice requirements, and the final decision and appeal authorities. See LMC 18A.20.400 et seq. for appeals. When separate applications are consolidated at the applicant's request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application.

KEY:		
Appeal	=	Body to whom appeal may be filed
Director	=	Community and Economic Development Director
PC	=	Planning Commission
HE	=	Hearing Examiner
CC	=	City Council
R	=	Recommendation to Higher Review Authority
D	=	Decision
O	=	Appeal Hearing (Open Record)
C	=	Appeal Hearing (Closed Record)
N	=	No
Y	=	Yes

Applications	Public Notice of Application	Director	HE	PC	CC
TYPE I ADMINISTRATIVE					
Accessory building	N	D	O/Appeal	N	N
Accessory dwelling unit	N	D	O/Appeal	N	N
Administrative nonconforming determination	N	D	O/Appeal	N	N
Boundary line adjustment	N	D	O/Appeal	N	N
Business license	N	D	O/Appeal	N	N
Certificate of occupancy	N	D	O/Appeal	N	N
Commercial addition/remodel	N	D	O/Appeal	N	N
Demolition permit	N	D	O/Appeal	N	N
Design review	N	D	O/Appeal	N	N
Emergency Housing Permit	N	D	O/Appeal	N	N
Emergency Shelter Permit	N	D	O/Appeal	N	N
Final subdivision plat (10 or more lots)	Y	D	O/Appeal	N	N
Form-based code review and decision	N	D	O/Appeal	N	N
Foster Care Facility Permit	N	D	O/Appeal	N	N
Home occupation permit			O/Appeal		
Hosting the homeless by religious organizations	See RCW 35A.21.360	D	O/Appeal	N	N
Land use permit – minor modification	N	D	O/Appeal	N	N
Manufactured/mobile home permit	N	D	O/Appeal	N	N
New commercial building permit	N	D	O/Appeal	N	N
New single-family building permit	N	D	O/Appeal	N	N
Permanent Supportive Housing Permit	N	D	O/Appeal	N	N
Pre-application conference permit	N	N	N	N	N
Preliminary and final short plats (creating 2–9 lots)	N	D	O/Appeal	N	N
Reasonable accommodation request	N	D	O/Appeal	N	N
Residential addition/remodel	N	D	O/Appeal	N	N
Shoreline exemption	N	D	O/Appeal	N	N
Sign permit	N	D	O/Appeal	N	N

Applications	Public Notice of Application	Director	HE	PC	CC
Site development permit	N	D	O/Appeal	N	N
Small wireless facility permit	See Chapter 18A.95 LMC				
Temporary use permit	N	D	O/Appeal	N	N
Transfer of development rights	N/A (Program administered by Pierce County)				
Time extension or minor modification to a Type I permit	N	D	O/Appeal	N	N
Transitional Housing Permit	N	D	O/Appeal	N	N
Tree removal permit	N	D	O/Appeal	N	N
Zoning certification	N	D	O/Appeal	N	N
Zoning (map and/or text) interpretation or determination	N	D	O/Appeal	N	N
TYPE II ADMINISTRATIVE					
Binding site plan	Y	D	O/Appeal	N	N
Binding site plan amendment	Y	D	O/Appeal	N	N
Cottage housing	Y	D	O/Appeal	N	N
Environmental review (SEPA) – (SEPA Checklist and Threshold Determination)	Y	D	O/Appeal	N	N
Preliminary and final short plats (2 – 9 lots)	Y	D	O/Appeal	N	N
Shoreline conditional use permit	Y	D	O/Appeal	N	N
Shoreline substantial development permit	Y	D	O/Appeal	N	N
Shoreline variance permit	Y	D	O/Appeal	N	N
Short plat amendment	Y	D	O/Appeal	N	N
Time extension or minor modification to a Type II permit	Y	D	O/Appeal	N	N
TYPE III DISCRETIONARY					
Conditional use permit	Y	R	D	N	N
Land use permit – major modification	Y	R	D	N	N
Major modification to a Type III permit	Y	R	D	N	N
Planned development district	Y	R	D	N	N
Preliminary plat, long	Y	R	D	N	N

Applications	Public Notice of Application	Director	HE	PC	CC
Public facilities master plan	Y	R	D	N	N
Shoreline conditional use permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline substantial development permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline variance when referred by the Shoreline Administrator	Y	R	D	N	N
Subdivision plat alteration	Y	R	D	N	N
Time extension to a Type III permit	Y	R	D	N	N
Unusual use(s) permit	Y	R	D	N	N
Variance	Y	R	D	N	N
Zoning Map amendment, site specific	Y	R	D	N	CC/ Appeal
TYPE IV OTHER					
Scrivener corrections to CPA map and/or CPA text	Y	R	N	N	D
TYPE V LEGISLATIVE					
Annexation	Y	R	N	R	D
Comprehensive Plan Map only amendment, Area Wide	Y	R	N	R	D
Comprehensive Plan Map only amendment, site specific	Y	R	N	R	D
Comprehensive Plan text only amendment	Y	R	N	R	D
Development agreement	Y	R	N	R	D
Shoreline Master Program amendment	Y	R	N	R	D
Zoning amendment – Text only	Y	R	N	R	D

Amendment 5. Move sign permit administration-related regulations with the other administration-related regulations in 18A.20 and remove from the sign regulations in 18A.100 to avoid code inconsistencies.

18A.20.090 Expiration of approvals.

The City shall provide expiration dates in notifications of permit approvals. Knowledge of the expiration date of any approval is the responsibility of the applicant. The City shall not be held accountable for notification of pending expirations.

* * *

E. *Sign Permit.* If a sign is not installed and a use permit issued within six (6) months following the issuance of a sign permit (or within thirty (30) days for temporary signs), the permit shall be void. The City of Lakewood may revoke a sign permit under any of the following circumstances:

1. The City of Lakewood determines that information in the application was materially false;
2. The sign as installed does not conform to the sign permit application;
3. The sign violates this code, building code, or other applicable law, regulations or ordinance; or
4. The Community and Economic Development Department Director determines that the sign is not being properly maintained.

* * *

Chapter 18A.100 Signs

* * *

18A.100.030 Administration – Sign regulations.

D. *Application for a Permit.*

1. An application for a sign permit must be filed with the Community and Economic Development Department on forms furnished by that department. The applicant must provide sufficient information to determine if the proposed sign is allowed under this code and all other applicable laws, including the International Building Code, regulations and ordinances.
 2. Review and Time Limits. The Community Development Director shall promptly review the application upon the receipt of a completed permit application and payment of the permit fee by the applicant. The Community Development Director shall grant or deny the permit application within twenty (20) days from the date the completed application and permit fee is filed with the Community and Economic Development Department.
 3. If the application is rejected, the Community and Economic Development Department must provide a list of the reasons for the rejection in writing. An application may only be rejected for noncompliance with the terms of this code, the building code, or other applicable law, regulation or ordinance.
- E. *Permit Fee.* A nonrefundable fee as set forth in the fee schedule adopted by the City of Lakewood City Council must accompany all sign permit applications.
- F. *Duration and Revocation of Permit.* If a sign is not installed and a use permit issued within six (6) months following the issuance of a sign permit (or within

thirty (30) days for temporary signs), the permit shall be void. The City of Lakewood may revoke a sign permit under any of the following circumstances:

- ~~1. The City of Lakewood determines that information in the application was materially false;~~
- ~~2. The sign as installed does not conform to the sign permit application;~~
- ~~3. The sign violates this code, building code, or other applicable law, regulations or ordinance; or~~
- ~~4. The Community and Economic Development Department Director determines that the sign is not being properly maintained.~~
- ~~G. *Appeal of Sign Permit Determinations.* Final decisions regarding issuance of a sign permit application may be appealed to the City's Hearing Examiner pursuant to LMC 18A.02.740. An appeal hearing regarding the issuance of a sign permit shall be conducted within thirty (30) days of the receipt of the appeal petition and appeal fee.~~
- ~~H. *Enforcement.* This section shall be enforced pursuant to the procedures established in LMC 18A.20.105.~~
- ~~I. *Signs Placed in Roundabouts.* A right-of-way permit shall be required for any sign located in a roundabout.~~

Amendment 6. Update appeal timeframes for SEPA and land use decisions for internal consistency and consistency with State laws

14.02.210 Time limitation on appeals.

A written notice of appeal identifying the grounds for appeal must be filed with the City Clerk within ~~10-14~~ days of the date of issuance of the final threshold determination of significance, final determination of nonsignificance, or final EIS.

* * *

18A.20.400 Specific appeal procedures.

* * *

C. SEPA.

* * *

2. The City establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:
 - a. Any agency or person may appeal the City's conditioning, lack of conditioning or denial of an action pursuant to Chapter 197-11 WAC. All such appeals shall be made to the Hearing Examiner and must be filed within ~~fourteen seven~~ (~~714~~) days after the comment period before the threshold decision has expired. This appeal and any other appeal of a land use action shall be considered together.
 - b. The following threshold decisions or actions are subject to timely appeal:
 - i. *Determination of Significance.* Appeal of a determination of significance (DS) or a claim of error for failure to issue a DS may only be appealed to the Hearing Examiner within that ~~fourteen ten~~ (~~1014~~) day period immediately following issuance of such initial determination.
 - ii. *Determination of Nonsignificance or Mitigated Determination of Nonsignificance.* Conditions of approval and the lack of specific conditions may be appealed to the Hearing Examiner within ~~fourteen seven~~ (~~714~~) calendar days after the SEPA comment period expires.
 - iii. *Environmental Impact Statement (EIS) Adequacy.* A challenge to a determination of adequacy of a Final EIS may be heard by the Hearing Examiner in conjunction with any appeal or hearing regarding the associated project permit. Where no hearing is associated with the proposed action, an appeal of the determination of adequacy must be filed within fourteen (14) days after the thirty (30) day comment period has expired.
 - iv. *Denial of a Proposed Action.* Any denial of a project or nonproject action using SEPA policies and rules may be appealed to the Hearing Examiner within ~~fourteen seven~~ (~~714~~) days following the final administrative decision.

Amendment 7. Clarify that uses within a flex space building must be permitted in the applicable zone classification.

18A.10.180 Definitions.

* * *

“Flex space” means flex space industrial or mixed-use industrial buildings or parks adaptable to multiple use types which primarily serve a number of small- to medium-size tenants, which predominantly require direct access for truck deliveries and have limited or controlled on-site customer service, and which are generally comprised of adaptable open floor space with a delineated office area. May include space within a single or multiple structures. [The specific uses permitted in flex space buildings are limited to those uses allowed in the applicable zone classification.](#)

* * *

18A.40.040 Commercial and industrial uses.

* * *

B. Operating and Development Conditions.

* * *

7. *Flex Space Industrial.* Mixed-use industrial buildings or parks adaptable to multiple use types which primarily serve a number of small- to medium-size tenants, which predominantly require direct access for truck deliveries and have limited or controlled on-site customer service, and which are generally comprised of adaptable open floor space with a delineated office area. May include space within a single or multiple structures. [The specific uses permitted in flex space buildings are limited to those uses allowed in the applicable zone classification.](#)

Amendment 8. Remove redundancy in mobile / manufactured home land use table and update permitted locations to current zone classifications.

18A.40.110 Residential uses.

A. *Residential Land Use Table.* See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

* * *

	Zoning Classifications																				
Residential Land Uses	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Mobile home parks (B)(8)	–	–	C	C	C	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Mobile and/or manufactured homes, in mobile/manufactured home parks (B)(8)	–	–	€	€	€	–	P	P	P	–	–	P	–	–	–	–	–	–	–	–	–

* * *

B. *Operating and Development Conditions.*

* * *

8. Mobile and/or manufactured homes are allowed only in mobile/manufactured home parks developed in accordance with subsection (C) of this section.

* * *

C. *Manufactured/Mobile Home Parks.*

* * *

2. *Permitted Locations.* Mobile and manufactured homes are permitted as follows:
 - a. As a primary use in a mobile or manufactured home subdivision of not less than five (5) nor more than forty (40) acres in all residential districts.
 - b. As a primary use in a mobile or manufactured home park of not less than three (3) acres nor more than twenty (20) acres. Mobile or manufactured home parks may be permitted in all residential districts after receiving a conditional use permit.
 - c. As a primary use in existing non-conforming mobile or manufactured home parks.
 - d. As an accessory use for security or maintenance personnel in the following districts all zone classifications, subject to site plan review:
 - i. General commercial district;
 - ii. Light industrial/commercial district;
 - iii. Industrial district;
 - iv. Mineral extraction district;
 - v. Open space/institutional district.
 - e. As temporary or emergency use in:

- iv. Any district as part of a construction project for office use of construction personnel or temporary living quarters for security personnel for a period extending not more than ninety (90) days beyond completion of construction. A thirty (30) day extension may be granted by the City Manager upon written request of the developer and upon the Manager's finding that such request for extension is reasonable and in the public interest;
- v. Any district as an emergency facility when operated by or for a public agency;
- vi. In the ~~open space~~Public/institutional ~~district~~Institutional zone classification where a community need is demonstrated by a public agency such as temporary classrooms or for security personnel on school grounds.

Amendment 9. Update Mixed Residential 2 (MR2) lot size standards to clarify lot size and reorganize interior setbacks for readability.

18A.60.030 Residential area and dimensions.

B. Development Standards Table.

	Zoning Classifications								
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3
Density	1.45 DUA	2.2 DUA	4.8 DUA	6.4 DUA	8.7 DUA	14.6 DUA	22 DUA	35 DUA	54 DUA
Lot size	25,000 GSF	17,000 GSF	7,500 GSF	5,700 GSF	5,000 GSF /unit	3,000 GSF /unit for 2 or more units	No minimum lot size	No minimum lot size	No minimum lot size
Building coverage	35%	35%	45%	50%	55%	60%	60%	60%	60%
Impervious surface	45%	45%	60%	70%	70%	75%	70%	70%	70%
Front yard/ street setback	25 feet	25 feet	10 feet	10 feet	5 feet	5 feet	15 feet	15 feet	15 feet
Garage/ carport setback	30 feet	30 feet	20 feet	20 feet	20 feet	20 feet	20 feet	20 feet	20 feet
Principal arterial and state highway setback	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Rear yard setback	20 feet	20 feet	10 feet	10 feet	5 feet	5 feet	15 feet	15 feet	15 feet
Interior setback	8 feet	8 feet	5 feet	5 feet	<u>Attached units: 0 feet;</u> <u>Detached units: 5 feet</u>	<u>Attached units: 0 feet;</u> <u>Detached units: 5 feet</u>	8 feet	8 feet	8 feet
Interior setback for attached units					0 feet	0 feet			
Interior setback for detached units					5 feet	5 feet			

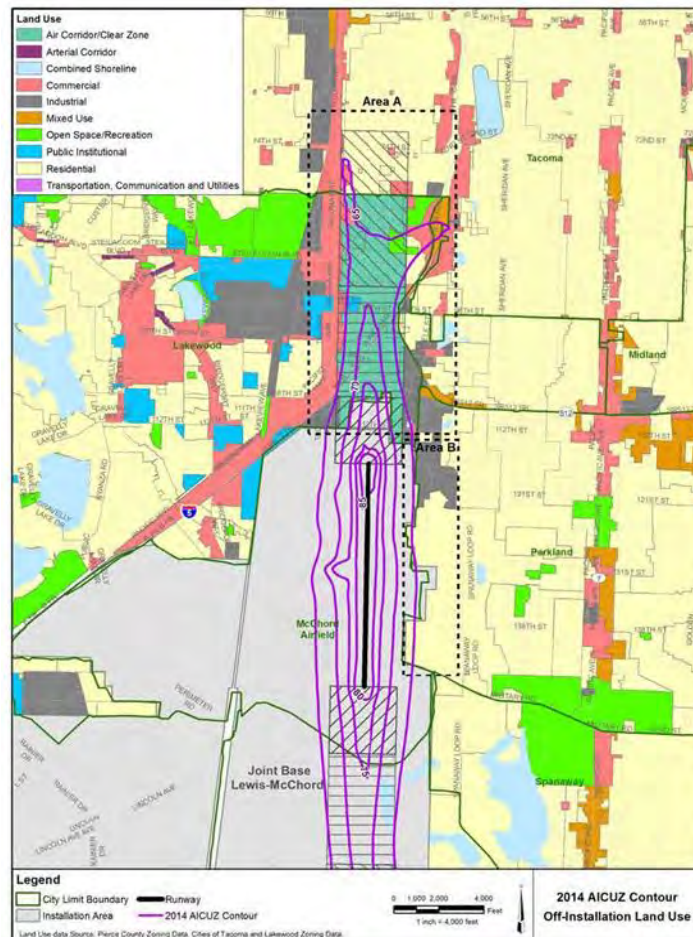
	Zoning Classifications								
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3
Building height	35 feet	35 feet	35 feet	35 feet	35 feet	50 feet	45 feet	65 feet	80 feet
Design	Design features shall be required as set forth in Chapter 18A.70, Article I.								
Landscaping	Landscaping shall be provided as set forth in Chapter 18A.70, Article II.								
Tree Preservation	Significant tree identification and preservation and/or replacement shall be required as set forth in LMC 18A.70.300 through 18A.70.330.								
Parking	Parking shall conform to the requirements of Chapter 18A.80.								
Signs	Signage shall conform to the requirements of Chapter 18A.100.								

Amendment 10. Update Air Installation Compatible Use Zone (AICUZ) section for consistency with adopted Air Corridor 1 (AC1) and Air Corridor 2 (AC2) land use designations and zone classifications.

18A.10.125 JBLM [Air Installation Compatible Use Zone \(AICUZ\)](#) in relation to land use zones.

The City of Lakewood is host city to Joint Base Lewis McChord, and portions of the JBLM flight patterns' clear zone (CZ) and accident potential zones (APZs) are located within the City's boundaries. The City follows Department of Defense guidance and limits land use densities within the CZ and APZs. [The AICUZ contour was used as a guide to establish the Clear Zone \(CZ\), Air Corridor 1 \(AC1\), and Air Corridor 2 \(AC2\) zone classifications under the Air Corridor 1 and Air Corridor 2 land use designations as described in 18A.10.120\(D\). The CZ and AC zones do not exactly align with the AICUZ contour in order to achieve a logical geographic boundary.](#) See Figure 3.

Figure 3. 2014 AICUZ Contour and Off-Installation Land Use



Source: 2015 JBLM Air Installation Compatible Use Zone (AICUZ) Study [Ord. 758 § 2 (Exh. A), 2021.]

18A.40.130 Air ~~installation compatible use zones (AICUZ) and uses~~ Corridor and Clear Zone.

- A. *Title*. This section ~~shall be known as the Air Installations Compatible Use Zones (AICUZ) of the City of Lakewood~~ applies to the Clear Zone (CZ), Air Corridor 1 (AC1), and Air Corridor 2 (AC2) zone classifications.

* * *

- D. ~~AICUZ Air Corridor and Clear Zone~~ Land Use Table. See LMC 18A.40.130(E) for Development and Operating Conditions. See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Existing Uses				
Continuation of conforming uses and structures already legally existing within the zone at the time of adoption of this chapter. Maintenance, repair, and alteration/addition of existing conforming structures shall be permitted.	P	P	–	N/A
Alteration or modification of nonconforming existing uses and structures. (Subject to LMC 18A.40.130(E)(4) and Chapter 18A.20 LMC, Article II, Nonconforming Uses and Structures.)	Director/HE	Director/HE	–	N/A
Adult family home: Alteration or modification of existing residential structure for use as an adult family home. Not subject to intensity of use criteria, LMC 18A.40.130(E)(1); and subject to the Washington State Building Codes, as amended.	P	P	–	N/A
Agriculture and Natural Resources				
Agriculture	–	–	–	N/A
Agriculture, clear zone	–	–	P	N/A
Agriculture, home	P	P	–	N/A
Natural resource extraction/recovery	C	C	–	Maximum FAR of 0.28 in APZ-IAC1 , no activity which produces smoke, glare, or involves explosives.

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Research, scientific (small scale)	C	P	–	Office use only. Maximum FAR of 0.22 in APZ-IAC1 and APZ-IIAC2 .
Undeveloped land	P	P	P	N/A
Residential Uses				
Accessory caretaker's unit	–	–	–	N/A
Accessory dwelling unit	–	–	–	N/A
Cottage housing	–	–	–	N/A
Cohousing (dormitories, fraternities and sororities)	–	–	–	N/A
Detached single-family structure(s) on lot less than 20,000 square feet	–	–	–	N/A
Detached single-family structure(s) on lot greater than 20,000 square feet	–	P	–	N/A
Foster care facilities	–	–	–	N/A
Two-family residential structure(s), attached or detached dwelling units	–	–	–	N/A
Three-family residential structure(s), attached or detached dwelling units	–	–	–	N/A
Multifamily structure(s), 4 or more residential units	–	–	–	N/A
Mixed use	–	–	–	N/A
Home occupation	P	P	–	N/A
Mobile home parks	–	–	–	N/A
Mobile and/or manufactured homes, in mobile/manufactured home parks	–	–	–	N/A
Rooms for the use of domestic employees of the owner, lessee, or occupant of the primary dwelling	–	P	–	N/A
Child care facility	–	–	–	N/A
Child day care center	–	–	–	N/A
Family day care provider	–	–	–	N/A

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Special Needs Housing (Essential Public Facilities)				
Type 1 group home	–	–	–	N/A
Type 2 group home	–	–	–	N/A
Type 3 group home	–	–	–	N/A
Type 4 group home	–	–	–	N/A
Type 5 group home	–	–	–	N/A
Assisted living facilities	–	–	–	N/A
Emergency Housing	–	–	–	N/A
Emergency Shelter	–	–	–	N/A
Permanent Supportive Housing	–	–	–	N/A
Transitional Housing	–	–	–	N/A
Continuing care retirement community	–	–	–	N/A
Hospice care center	–	–	–	N/A
Enhanced services facility	–	–	–	N/A
Nursing home	–	–	–	N/A
Commercial and Industrial Uses				
Building and landscape materials sales	P	P	–	Maximum FAR of 0.28 in APZ-IAC1 and 0.56 in APZ-IIAC2 .
Building contractor, light	P	P	–	Maximum FAR of 0.28 in APZ-IAC1 and 0.56 in APZ-IIAC2 .
Building contractor, heavy	C	–	–	Maximum FAR of 0.11 in APZ-IAC1 and 0.22 in APZ-IIAC2 .
Business support service	P	–	–	Maximum FAR of 0.22 in APZ-IAC1 .
Catering service	P	P	–	Maximum FAR of 0.22 in APZ-IIAC2 .
Construction/heavy equipment sales and rental	C	C	–	Maximum FAR of 0.11 in APZ-IAC1 ; and 0.22 in APZ-IIAC2 .
Equipment rental	P	P	–	Maximum FAR of 0.11 in APZ-IAC1 ; and 0.22 in APZ-IIAC2 .
Furniture, furnishings, appliance/equipment store	–	C	–	Maximum FAR of 0.28 in APZ-IIAC1 .

Land Use Categories	APZ-1AC1	APZ-11AC2	CZ	Density
Handcraft industries, small-scale manufacturing	P	P	–	Maximum FAR of 0.28 APZ-1AC1 ; Maximum FAR of 0.56 in APZ-11AC2 .
Kennel, animal boarding	P	P	–	Maximum FAR of 0.11 APZ-1AC1 ; Maximum FAR of 0.22 in APZ-11AC2 .
Laundry, dry cleaning plant	P	–	–	Maximum FAR of 0.22 in APZ-11AC2 .
Live/work and work/live units	P	P	–	N/A
Maintenance service, client site services	P	P	–	Maximum FAR of 0.22 in APZ-11AC2 .
Manufacturing, assembling and packaging, light	P	P	–	Maximum FAR of 0.28 in AC1 and 0.56 in AC2.
Military installations	P	P	P	N/A
Mobile home, RV, and boat sales	C	C	–	Maximum FAR of 0.14 in APZ-1AC1 and 0.28 in APZ-11AC2 .
Office, business services	P	P	–	Maximum FAR of 0.22 in APZ-11AC2 .
Office, professional	P	–	–	Maximum FAR of 0.22 in APZ-11AC2 .
Places of assembly	–	–	–	N/A
Personal services	P	–	–	Office uses only. Maximum FAR of 0.11 in APZ-11AC2 .
Small craft distillery	–	P	–	Maximum FAR 0.56 in APZ-11AC2 .
Storage, personal storage facility	P	P	–	Maximum FAR of 1.0 in APZ-1AC1 ; 2.0 in APZ-11AC2 .
Vehicle services, minor maintenance/repair	P	P	–	Maximum FAR of 0.11 APZ-1AC1 ; 0.22 in APZ-11AC2 .
Vehicle storage	C	C	–	Maximum FAR of 0.28 in APZ-1AC1 and 0.56 in APZ-11AC2 .
Warehouse retail	P	–	–	Maximum FAR of 0.16 in APZ II.

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Warehouse	P	P	–	Maximum FAR of 1.0 in APZ-IAC1 ; 2.0 in APZ-IIAC2 .
Wholesaling and distribution	P	P	–	Maximum FAR Of 0.28 in APZ-IAC1 and 0.56 in APZ-IIAC2 .
Wildlife preserve or sanctuary	P	P	–	N/A
Eating and Drinking Establishments				
Bar/tavern	–	–	–	N/A
Brewery, brew pub	–	–	–	N/A
Mobile food vending facility	P	P	–	N/A
Night club	–	–	–	N/A
Restaurant, café, coffee shop, counter ordering	–	–	–	N/A
Restaurant, café, coffee shop, drive-through services	–	–	–	N/A
Restaurant, café, coffee shop, table service	–	–	–	N/A
Restaurant, café, coffee shop, outdoor dining	–	–	–	N/A
Restaurant, café, coffee shop, serving alcohol	–	–	–	N/A
Tasting room	–	–	–	N/A
Lodging				
Bed and breakfast guest houses	–	–	–	N/A
Hostels	–	–	–	N/A
Hotels and motels	–	–	–	N/A
Recreational vehicle parks	–	–	–	N/A
Transportation				
Parking facilities (surface)	P	P	–	N/A
Parking facilities (structured)	–	–	–	N/A
Streets with pedestrian and bicycle facilities	P	P	–	N/A
Transit park and ride lots	P	P	–	N/A
Transit shelter	P	P	–	N/A

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Utilities				
Above-ground electrical distribution lines, pipes, and support poles, transformers, and related facilities, not including substations	P	P	–	N/A
Underground electrical distribution lines, pipes, and support poles, transformers, and related facilities, not including substations	P	P	P	N/A
Electrical distribution substations	P	P	–	N/A
Electrical transmission lines of 115 kV or less and support poles	P	P	–	N/A
Electric vehicle battery charging stations	P	P	–	N/A
Above-ground natural gas conveyance facilities	–	–	–	N/A
Underground natural gas conveyance facilities	P	P	P	N/A
Potable water conveyance facilities	P	P	–	N/A
Potable water storage facilities	C	P	–	N/A
Storm water collection and conveyance facilities	P	P	P	N/A
Storm water detention/retention facilities	P	P	C	N/A
Telecommunications earth receiving stations (satellite dishes)	P	P	–	N/A
Telecommunications lines, pipes, support poles and related facilities, not including earth receiving stations, personal wireless service, transmission/receiving/relay facilities, or switching facilities	P	P	–	N/A
Telecommunications switching facilities	P	P	–	N/A
Telecommunications transmission/receiving/relay facilities		P	–	N/A
Waste water conveyance facilities	P	P	P	N/A

Land Use Categories	APZ-IAC1	APZ-IIAC2	CZ	Density
Wireless communication facilities (WCFs)	P	P	–	N/A
Essential Public Facilities				
Airport (American Lake Seaplane Base)	–	–	–	N/A
Community and technical colleges, colleges and universities	–	–	–	N/A
Correctional facilities	–	–	–	N/A
Electrical transmission lines of higher voltage than 115 kV, in existing corridors of such transmission lines	–	C	–	N/A
Electrical transmission lines of higher voltage than 115 kV, in new corridors	–	–	–	N/A
Group home	–	–	–	N/A
In-patient facility including but not limited to substance abuse facility	–	C	–	N/A
Intercity high-speed ground transportation	–	–		N/A
Intercity passenger rail service	–	–	–	N/A
Interstate Highway 5 (I-5)	P	–	–	N/A
Mental health facility	–	–	–	N/A
Military installation	P	P	P	N/A
Minimum security institution	–	–	–	N/A
Secure community transition facility (SCTFs)	–	–	–	N/A
Solid waste transfer station	–	–	–	N/A
Sound Transit facility	–	–	–	N/A
Sound Transit railroad right-of-way	–	–	–	N/A
Transit bus, train, or other high capacity vehicle bases	–	–	–	N/A
Washington State Highway 512	P	–	–	N/A
Work/training release facility	–	–	–	N/A

Director: Community and Economic Development Director

HE: Hearing Examiner

P: Permitted Use C: Conditional Use “–”: Not Allowed N/A: Not Applicable

E. Operating and Development Conditions.

1. In addition to the other requirements of the chapter, the intensity of use criteria are applicable to all new land uses in the CZ, ~~APZ-1AC1~~, and ~~APZ-1AC2~~ zoning districts and shall be used to determine compatibility of proposed uses with aircraft operations hazards. The applicant shall bear the burden of proof to demonstrate compliance of a proposed development with the following intensities of uses:
 - a. Within the CZ zoning district, the total number of people on a site at any time shall not exceed one (1) person per four thousand three hundred fifty-six (4,356) square feet of gross site area, or ten (10) persons per acre.
 - b. Within the ~~APZ-1AC1~~ zoning district, the total number of people on a site at any time shall not exceed one (1) person per one thousand seven hundred forty-two (1,742) square feet of gross site area, or twenty-five (25) persons per acre.
 - c. Within the ~~APZ-1AC2~~ zoning district, the total number of people on a site at any time shall not exceed one (1) person per eight hundred seventy-one (871) square feet of gross site area, or fifty (50) persons per acre.
2. In addition to other requirements of the code, the following performance criteria shall be used to determine the compatibility of a use, project design, mitigation measures and/or any other requirements of the code with respect to aircraft operation hazards in the CZ, ~~APZ-1AC1~~, and ~~APZ-1AC2~~ zoning districts. The applicant shall bear the burden of proof to demonstrate compliance of a proposed development with the following performance criteria:

* * *

3. *Noise Attenuation.* Provisions for noise mitigation shall apply to all buildings or structures constructed or placed in use for human occupancy on sites within the Clear Zone (CZ), ~~Accident Potential Zone~~Air Corridor One (~~APZ-1AC1~~), and ~~Accident Potential Zone~~Air Corridor Two (~~APZ-1AC2~~) zoning districts, which are located within the sixty-five (65) Ldn Noise Contour or higher, as shown in the Final Air Installation Compatible Use Zone (AICUZ) Study Update, Joint Base Lewis-McChord, May 2015, and on file with the Community and Economic Development Department.

Amendment 11. Expanding Land Use Zones Allowing Child Care Facilities.

LMC 18A.40.080

A. *Health and Social Services Land Use Table.* See LMC 18A.10.120 (D) for the purpose and applicability of zoning districts.

	Zoning Classifications																				
Health and Social Services	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P I
Day care center in existing and new schools	-	-	-	-	-	-	-	-	<u>P</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	P
Day care center in existing or new churches	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	-	-	-	-	<u>P</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	C	-	-	-	-
Day care center providing care for children and/or adult relatives of owners or renters of dwelling units located on the same site.	-	-	-	-	P	P	P	P	P	<u>C</u>	<u>P</u>	C	P	P	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	-
Day care center providing care for children and/or adult relatives of employees of a separate business establishment located on the same site.	-	-	-	-	-	-	-	-	-	<u>C</u>	<u>P</u>	<u>P</u>	C	C	<u>P</u>	<u>P</u>	<u>C</u>	P	-	-	C
Day care center, independent	-	-	-	-	-	-	-	-	<u>P</u>	C	<u>P</u>	P	P	P	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	C
Preschool/nursery school	<u>P</u> C	<u>P</u> C	<u>P</u> C	<u>P</u> C	-	-	C	C	C	<u>C</u>	<u>P</u> C	P	P	P	<u>P</u> C	C	C	C	-	-	C
	Zoning Classifications																				
Residential Land Uses	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P I
Babysitting care	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Family daycare	P	P	P	P	P	P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>	-	-	-	-

Military-Related Land Use Categories	A P Z -I	A P Z - II	C Z
Residential Uses			
Child care facility	–	–	–
Child day care center	–	–	–
Family day care provider	–	–	–

Amendment 12. Updating Development Regulations related to Short Term Rentals.

18A.10.180 Definitions.

* * *

"Permanent residential occupancy" means multifamily housing that provides either rental or owner occupancy for a period of at least one month. This excludes hotels and motels that predominately offer rental accommodation on a daily or weekly basis.

* * *

"Short-term rental" or "short term vacation rental" means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty (30) consecutive nights. Short-term rental does not include any of the following:

(i) A dwelling unit that is occupied by the owner for at least six (6) months during the calendar year and in which fewer than three (3) rooms are rented at any time;

(ii) A dwelling unit, or portion thereof, that is used by the same person for thirty (30) or more consecutive nights; or

(iii) A dwelling unit, or portion thereof, that is operated by an organization or government entity that is registered as a charitable organization with the secretary of state, state of Washington, or is classified by the federal internal revenue service as a public charity or a private foundation, and provides temporary housing to individuals who are being treated for trauma, injury, or disease, or their family members.

"Short-term rental advertisement" means any method of soliciting use of a dwelling unit for short-term rental purposes.

"Short-term rental operator" or "operator" means any person who is the owner of a dwelling unit established under this title, or portion thereof, who offers or provides that dwelling unit, or portion thereof, for short-term rental use or a person who is the tenant of a dwelling unit, or portion thereof, who offers or provides a short-term rental as set forth in LMC 18A.40.090.

"Short-term rental platform" or "platform" means a person that provides a means through which an operator may offer a dwelling unit, or portion thereof, for short-term rental use, and from which the person or entity financially benefits. Merely publishing a short-term rental advertisement for accommodations does not make the publisher a short-term rental platform.

* * *

18A.70.070 Approval and appeal authorities.

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. *Department Staff.* Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, the following actions and/or permits:

1. [Accessory building](#);
2. [Accessory dwelling unit](#);
3. Administrative nonconforming determination;
4. [Appeal](#) to [Hearing Examiner](#);
5. [Binding site plan](#);
6. [Business](#) license;
7. [Certificate of occupancy](#);
8. Commercial addition/remodel;
9. [Conditional use](#) permit;
10. [Conditional use](#) permit – minor modification;
11. Cottage housing development;
12. Demolition permit;
13. Design review permit;
14. [Emergency housing](#) permit;
15. [Emergency shelter](#) permit;
16. Environmental review ([SEPA](#) checklist and threshold determination);
17. Final subdivision plat (10 or more [lots](#));
18. [Foster care facility](#) permit;
19. [Home occupation](#) permit;
20. Housing incentives permit;
21. Landscape plan review;
22. [Land use approval](#);
23. [Lot line](#) adjustment;
24. Manufactured/[mobile home](#) setup permit;
25. New commercial permit;
26. New [multifamily](#) permit;
27. New single-[family](#) permit;
28. [Permanent supportive housing](#) permit;
29. Pre-application;
30. Preliminary and final short plats (creating 2 to 9 [lots](#));
31. Rapid rehousing permit;
32. [Reasonable accommodation](#) request;
33. Residential addition/remodel;
34. Senior housing overlay permit;
35. Shoreline [conditional use](#) permit;
36. Shoreline substantial development permit;
37. Shoreline exemption;

- 38. Shoreline [variance](#) permit;
- 39. [Short term rental permit](#);
- 3940. [Sign](#) permit;
- 410. Site development permit;
- 421. Senior housing permit;
- 432. Small cell wireless permit;
- 443. Temporary [use](#) permit;
- 454. Transfer of development rights;
- 465. [Transitional housing](#) permit;
- 476. [Transitory accommodation](#) permit;
- 487. Tree retention plan;
- 498. Time extension or minor modification to a Type I permit;
- 5049. Time extension or minor modification to a Type II permit;
- 510. [Transitory accommodation](#) permit;
- 521. Tree removal permit;
- 532. Unusual [use](#)(s) permit;
- 543. [Zoning certification](#);
- 554. [Zoning](#) interpretations (map and/or text).

18A.20.080 Review Authorities

The following table describes development permits, the public notice requirements, and the final decision and [appeal](#) authorities. See [LMC 18A.20.400](#) et seq. for [appeals](#). When separate applications are consolidated at the [applicant](#)'s request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application.

KEY:	
Appeal	= Body to whom appeal may be filed
Director	= Community and Economic Development Director
PC	= Planning Commission
HE	= Hearing Examiner
CC	= City Council
R	= Recommendation to Higher Review Authority
D	= Decision
O	= Appeal Hearing (Open Record)
C	= Appeal Hearing (Closed Record)
N	= No
Y	= Yes

Applications	Public Notice of Application	Director	HE	PC	CC
TYPE I ADMINISTRATIVE					
Accessory building	N	D	O/ Appeal	N	N

Accessory dwelling unit	N	D	O/ Appeal	N	N
Administrative nonconforming determination	N	D	O/ Appeal	N	N
Boundary line adjustment	N	D	O/ Appeal	N	N
Business license	N	D	O/ Appeal	N	N
Certificate of occupancy	N	D	O/ Appeal	N	N
Commercial addition/remodel	N	D	O/ Appeal	N	N
Demolition permit	N	D	O/ Appeal	N	N
Design review	N	D	O/ Appeal	N	N
Emergency housing permit	N	D	O/ Appeal	N	N
Emergency shelter permit	N	D	O/ Appeal	N	N
Final subdivision plat (10 or more lots)	Y	D	O/ Appeal	N	N
Form-based code review and decision	N	D	O/ Appeal	N	N
Foster care facility permit	N	D	O/ Appeal	N	N
Home occupation permit			O/ Appeal		
Hosting the homeless by religious organizations	See RCW 35A.21.360	D	O/ Appeal	N	N
Land use permit – minor modification	N	D	O/ Appeal	N	N
Manufactured/ mobile home permit	N	D	O/ Appeal	N	N
New commercial building permit	N	D	O/ Appeal	N	N
New single-family building permit	N	D	O/ Appeal	N	N
Permanent supportive housing permit	N	D	O/ Appeal	N	N
Pre-application conference permit	N	N	N	N	N
Preliminary and final short plats (creating 2 – 9 lots)	N	D	O/ Appeal	N	N
Reasonable accommodation request	N	D	O/ Appeal	N	N
Residential addition/remodel	N	D	O/ Appeal	N	N
Shoreline exemption	N	D	O/ Appeal	N	N
Short Term Rental	N	D	O	N	N
Sign permit	N	D	O/ Appeal	N	N
Site development permit	N	D	O/ Appeal	N	N
Small wireless facility permit	See Chapter 18A.95 LMC				
Temporary use permit	N	D	O/ Appeal	N	N
Transfer of development rights	N/A (Program administered by Pierce County)				
Time extension or minor modification to a Type I permit	N	D	O/ Appeal	N	N
Transitional housing permit	N	D	O/ Appeal	N	N
Tree removal permit	N	D	O/ Appeal	N	N
Zoning certification	N	D	O/ Appeal	N	N
Zoning (map and/or text) interpretation or determination	N	D	O/ Appeal	N	N
TYPE II ADMINISTRATIVE					
Binding site plan	Y	D	O/ Appeal	N	N

Cottage housing	Y	D	O/ Appeal	N	N
Environmental review (SEPA) – (SEPA Checklist and Threshold Determination)	Y	D	O/ Appeal	N	N
Preliminary and final short plats (2 – 9 lots)	Y	D	O/ Appeal	N	N
Shoreline conditional use permit	Y	D	O/ Appeal	N	N
Shoreline substantial development permit	Y	D	O/ Appeal	N	N
Shoreline variance permit	Y	D	O/ Appeal	N	N
Time extension or minor modification to a Type II permit	Y	D	O/ Appeal	N	N
TYPE III DISCRETIONARY					
Conditional use permit	Y	R	D	N	N
Land use permit – major modification	Y	R	D	N	N
Major modification to a Type III permit	Y	R	D	N	N
Planned development district	Y	R	D	N	N
Preliminary plat, long	Y	R	D	N	N
Public facilities master plan	Y	R	D	N	N
Shoreline conditional use permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline substantial development permit when referred by the Shoreline Administrator	Y	R	D	N	N
Shoreline variance when referred by the Shoreline Administrator	Y	R	D	N	N
Time extension to a Type III permit	Y	R	D	N	N
Unusual use (s) permit	Y	R	D	N	N
Variance	Y	R	D	N	N
Zoning Map amendment , site specific	Y	R	D	N	CC/ Appeal
TYPE IV OTHER					
Scrivener corrections to CPA map and/or CPA text	Y	R	N	N	D
TYPE V LEGISLATIVE					
Annexation	Y	R	N	R	D
Comprehensive Plan Map only amendment , Area Wide	Y	R	N	R	D
Comprehensive Plan Map only amendment , site specific	Y	R	N	R	D
Comprehensive Plan text only amendment	Y	R	N	R	D
Development agreement	Y	R	N	R	D
Shoreline Master Program amendment	Y	R	N	R	D
Zoning amendment – Text only	Y	R	N	R	D

18A.20.310 Public notice framework.

To inform the public of proposed project actions, the Department and applicants shall provide notice as identified in the table below. A vicinity map and basic site plan shall be included with any mailed notices. If a project is SEPA-exempt and no public hearing is required, notice of application as required by RCW [36.70B.110](#) will be limited to the type of notice described below.

KEY:		
NOA	=	Notice of Application
CED	=	Community and Economic Development Department
NOD	=	Notice of Decision
PO-300	=	Property owners within 300 feet of project site
PR	=	Parties of record on file
SEPA	=	State Environmental Policy Act
WAC	=	Washington Administrative Code

Process: Type I Administrative

Application Type	Notice Types	When	Who gets Notices
1. Accessory building;	NOD.	Within 90 calendar days after the City notifies the applicant that the application is complete.	1. Applicant; and 2. PR.
2. Accessory dwelling unit;			
3. Administrative nonconforming determination;			
4. Business license;			
5. Certificate of occupancy;			
6. Commercial addition/remodel;			
7. Conditional use permit – minor modification;			
8. Demolition permit;			
9. Design review;			
10. Final subdivision plat (10 or more lots);			
11. Home occupation permit;			
12. Hosting the homeless by religious organizations;	See RCW 35A.21.360	See RCW 35A.21.360	See RCW 35A.21.360
13. Housing incentives permit;	NOD.	Within 90 calendar days after the City	1. Applicant; and 2. PR.
14. Landscape plan approval;			

Application Type	Notice Types	When	Who gets Notices
15. Land use approval;		notifies the applicant that the application is complete.	
16. Lot line adjustment;			
17. Manufactured/mobile home permit;			
18. New commercial permit;			
19. New multifamily permit;			
20. New single-family permit;			
21. Pre-application permit;			
22. Preliminary and final short plats (creating 2 – 9 lots);			
23. Reasonable accommodation request;			
24. Residential addition/remodel;			
25. Senior housing overlay permit;			
26. Shoreline exemption;			
27. Short term rental;			
287. Sign permit;			
298. Site development permit;			
3029. Small cell wireless permit;			
310. Temporary use permit;			
321. Transfer of development rights;			
332. Tree retention plan;			
343. Time extension or minor modification to a Type I permit;			
354. Tree removal permit;			
365. Zoning certification;			
376. Zoning interpretations (map and/or text).			

18A.40.090 Lodging.

A. *Lodging Land Use Table.* See LMC [18A.10.120\(D\)](#) for the purpose and applicability of zoning districts.

	Zoning Classifications																						
Lodging	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P R 1	O S R 1	O S R 2
Bed and breakfast guest houses (B)(1)*	C	C	C	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hostels	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-	-	-	-	-	-	-	-
Hotels and motels	-	-	-	-	-	-	-	-	-	-	-	-	P	P	C	P	P	-	-	-	-	-	-
Short term vacation rentals (B)(2)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

P: Permitted Use C: Conditional Use “-”: Not permitted

* Numbers in parentheses reference use-specific development and operating conditions under subsection [\(B\)](#) of this section.

B. *Development and Operating Conditions.*

1.

a. Bed and breakfast guest houses may be converted from existing residences or newly constructed residences, but shall not contain more than four (4) bedrooms for guests.

b. Parking for bed and breakfast guest houses shall be limited to that which can be accommodated in the guest house’s garage and driveway. No such garage or driveway shall be wider than that necessary to park three (3) vehicles abreast. No on-street parking shall be allowed.

c. The establishment shall be operated in such a manner as to give no outward appearance nor manifest any characteristics of a business that would be incompatible with the ability of the neighboring residents to enjoy peaceful occupancy of their properties.

d. The owner shall operate the establishment and reside on the premises.

e. Meal service shall be limited to serving overnight guests of the establishment. Kitchens shall not be allowed in individual guest rooms.

f. Signs for bed and breakfast uses in the R zones are limited to one (1) identification sign use, not exceeding four (4) square feet and not exceeding forty-two (42) inches in height.

2.

~~a. The property owner is required to obtain a City business license.~~

~~b. As a condition of the business license, the property owner shall provide a notification letter describing the short term rental operations, in addition to the means by which to contact the property owner.~~

~~c. The short term rental shall be inspected by the City and Fire District to ensure the facility meets all applicable building and fire code requirements. Any deficiencies shall be corrected prior to the structure being made available for rental.~~

a. Applicability:

iv. Short-term rentals are not permitted in any dwelling unit or building that has received approval under the city's multifamily tax exemption (MFTE) program. This standard does not apply after the exemption period has ended.

v. Short-term rentals are not permitted in housing units subsidized through city programs.

vi. Short-term rentals do not include hotels or motels.

b. Number of Short-Term Rental Permits per Operator. It is the intent of these regulations to limit the ownership and operation of short-term rentals located in residential areas to no more than one (1) per individual, family living together, domestic partnership, those living as a family unit and/or acting as a principal in any business entity that has ownership of a residential unit. Assigning ownership and/or application for short-term rental use to separate individuals that are living together as a family, in a domestic partnership, or living as a family unit as a means of exceeding this limitation is not permitted.

c. Number of Short-Term Rentals in Condominiums. No more than one (1) unit or 25 percent (%) of the total units, whichever is greater, in a condominium building may include a short-term rental.

d. Number of Guests. No more than two (2) guests, excluding children five (5) years old and under, per bedroom are permitted per guest stay.

e. Parking. At least one (1) off-street parking space must be provided for guests on site during guest stay. The Director may determine, through a simple parking analysis provided by the applicant, that on-street parking or nearby parking may be substituted for off-street parking.

f. Appearance and Behavior.

i. The short-term rental must be operated in a way that will prevent unreasonable disturbances to nearby residents.

ii. There must be no change in the outside appearance of the building or premises that indicates the site is hosting a commercial use, other than one flat, unlighted sign not exceeding two square feet in area and mounted flush against the building.

g. Notifications.

i. Good Neighbor Guidelines. "Good neighbor guidelines" that must be posted in the short-term rental unit, which includes at least the following:

A copy of the short-term rental permit;

Contact information for the operator or designated local contact person;

The location of the designated parking space(s), if required;

The location of fire extinguisher(s), fire exits and escape routes;

The location of trash, compost and recycling containers; and

Noise considerations and other rules of conduct.

ii. The city-issued short-term rental permit number must be clearly displayed on the platform(s) advertising or offering the short-term rental

h. Local Contact Person.

i. The name, address and telephone number(s) of a local contact person who is responsible for the short-term rental and lives within one (1) hour's drive of Lakewood must be submitted with the short-term rental application. This person can be the operator or a designee of the operator.

ii. Any changes to the name, address or telephone number(s) of the local contact person must be submitted to the planning and community development department within one month of the change(s).

iii. The local contact person shall be available 24 hours a day to ensure that the short-term rental is maintained and operated per the requirements of this section.

i. Events.

i.. Short-term rentals must not include weddings, banquets, parties, charitable fundraising, or other gatherings for direct or indirect compensation. The intent of short-term rentals is to provide transient accommodations and allow for limited accessory uses. These limited accessory uses must be consistent with typical residential uses that are allowed in a particular zone.

ii. Small, informal noncommercial gatherings of family and friends of short-term rental guests are permitted, provided the gathering is not a disturbance to the surrounding neighborhood.

j. Food. If a short-term rental operator provides breakfast, light snacks, or both to guests, the facility and operator must meet applicable health and safety regulations including, but not limited to, regulations of the Tacoma-Pierce County Health Department and the Washington State Department of Health.

k. Safety. The City must verify, through a city inspection, that each dwelling unit to be rented to overnight guests meets the following requirements:

i. Each bedroom must comply with building code requirements for a sleeping room that were in place when the bedroom was legally established;

ii. Each bedroom must have a smoke alarm that is interconnected with a smoke detector in an adjacent hallway that is in the dwelling unit; and

iii. Each bedroom must be located on the floor of a dwelling unit that is equipped with a functioning carbon monoxide alarm. If the dwelling unit does not have fuel burning equipment or an attached garage, a carbon monoxide alarm is not required.

l. Age Requirement. The person booking the short-term rental shall be over the age of 25 years old.

m. Licenses and Taxes.

i. Short-term rental operators shall meet all local, state and federal requirements regarding licenses and taxes.

ii. Proof of a valid business license is required with the short-term rental permit application.

n. Insurance. Short-term rental operators shall maintain liability insurance appropriate to cover the short-term rental use in the aggregate of not less than

\$1,000,000 or conduct each short-term rental transaction through a platform that provides equal or greater insurance coverage.

o. Renewal. Short-term rental permits must be renewed on or before January 1st of every even-numbered year.

p. Nontransferability. Short-term rental permits are not transferable to another operator or location.

q. Nonconforming Status. No use that constitutes or purports to be a short-term rental, which was engaged in that activity prior to the adoption of this section, will be deemed to have been a legally established use under the provisions of the Lakewood Municipal Code and that use will not be entitled to claim legal nonconforming status.

r. Alterations and Expansions. If construction, including expansion of building area or alterations that increase the intensity of the facility, accompanies the short-term rental use, the project will be reviewed for conformance with all applicable building and construction codes.

s. Relationship to Other Sections of the Code. The provisions of this section apply in addition to the provisions of any other code provision or ordinance. Where there is a conflict, the more restrictive provision applies.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:

November 20, 2023

REVIEW:

October 2, 2023

November 6, 2023

TITLE: An ORDINANCE of the City Council setting the 2024 Levy for the City of Lakewood's collection of property tax.

ATTACHMENTS:

1. Ordinance
2. 2023 Preliminary Assessed Values from Pierce County Assessor's Office.
3. Highest Lawful Levy Limit 2023 for 2024 from Pierce County Assessor's Office.

TYPE OF ACTION:

☒ ORDINANCE NO.796

☐ RESOLUTION NO.

☐ MOTION NO.

☐ OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: It is recommended that the City Council adopt this ordinance to increase the property tax levy by 1% as allowed by state law, in addition to increases related to new construction, improvements to property, newly constructed wind turbines, any increases in the value of state-assessed property, any annexations that have occurred and administrative refunds.

DISCUSSION: Per state law, the City is authorized to increase its property tax annually up to the lesser of Implicit Price Deflator (IPD) or one percent (1%). The rate of inflation is the percent change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis on or before the September 25 statutory deadline in RCW 84.55.005. The most recent publication available on September 25 is the August publication. To calculate the percent change in implicit price deflator for personal consumption for taxes due in 2024, Quarter 2, 2023 value of 126.919 as compared to Quarter 2, 2022 value of 122.426 equates to an increase of 3.670%. This means the City can take the full 1% levy increase in 2024 without the City Council adopting a declaration of substantial need. The City has enacted the 1% increase since 2006.

ALTERNATIVE(S): The City Council may choose to set the limit factor at less than 1.0%; however that would negatively impact the City's finances.

FISCAL IMPACT: The 2024 proposed property tax levy totals \$7,931,957 based on the 1% limit factor. The 2024 1% increase equates to \$77,696 and the cumulative impact of not taking the 1% increase in 2024 over the 6-year period (2024-2029) is approximately \$478,000.

Tho Kraus
Prepared by

Department Director


City Manager Review

ORDINANCE NO. 796

AN ORDINANCE of the City Council of the City of Lakewood, Washington, relating to ad valorem property taxes; establishing the amount to be raised in 2024 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2024.

WHEREAS, the City Council of the City of Lakewood has met and considered its budget for the budget years 2023/2024; and

WHEREAS, the City Council conducted the public hearing on the 2024 property tax levy on November 6, 2023; and

WHEREAS, the City Council, after hearing and duly considering all relevant evidence and testimony, determined that it is necessary to meet the expenses and obligations of the City, to increase the regular property tax levy by the 1.0% limit factor as prescribed in RCW 84.55.0101; and

WHEREAS, the district's actual levy amount from the previous year was \$7,777,892; and

WHEREAS, the population of this district is more than 10,000.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON DO ORDAIN as follows:

SECTION 1. Increase in the Highest Lawful Levy. The highest lawful levy for collection in 2024 is \$7,847,320, plus additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and administrative refunds. The preliminary levy limit calculation includes: 1.0% limit factor increase of \$77,696; additional revenue from new construction in the amount of \$56,922; administrative refunds in the amount of \$27,716; and an increase from state-assessed property in the amount of \$0 for a total preliminary 2024 property tax levy of \$7,931,957.

SECTION 2. Dollar and Percentage Increase from the 2023 Actual Property Tax Levy. The dollar amount of the increase over the actual 2023 levy of \$7,777,892 (which is the regular levy of \$7,769,624 plus administrative refunds of \$8,268) is \$69,428 and 0.893%. This increase is exclusive of

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and administrative refunds.

SECTION 3. Estimated Tax Levy. The estimated 2024 regular property tax levy is established at the maximum 101 percent limit. The annual amount of property taxes and rates necessary to raise the estimated budget revenue in 2024 is hereby levied upon real and personal property subject to taxation in the City as follows:

Estimated 2024 Tax Levy

True and Fair Value of Tax Base: \$11,199,498,087

Estimated Levy Rate: \$0.7058

SECTION 4. Maximum Allowable Levy and Certification. The estimated property tax revenues and rates will be subsequently adjusted by the Pierce County Assessor-Treasurer to the maximum allowable amount as specified by state law, including administrative refund, when the property values are finally certified. The levy certifications will then be completed using the final certified figures and forwarded to the Assessor-Treasurer.

SECTION 5. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

ADOPTED by the City Council this 20th day of November, 2023.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 8, 2023

OFFICIAL NOTIFICATION TO: LAKEWOOD

RE: 2023 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	11,199,498.087
Highest lawful regular levy amount since 1985	7,847,320.06
Additional revenue from current year's NC&I	56,921.56
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	27,715.76
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Order Refunds	0.00
Prior Year's Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	7,931,957.39
Last year's certified levy amount (including refunds)	7,777,891.82

FOR EXCESS LEVY

Taxable Value	11,111,347,242
Timber Assessed Value	-
Total Taxable Excess Value	11,111,347,242
 New Construction and Improvement Value	 80,155,593

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

PRELIMINARY LAWFUL LEVY LIMIT 2023 FOR 2024

LAKEWOOD

> 10,000

REGULAR TAX LEVY LIMIT:

2022

- A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).

7,769,623.82

1.01

7,847,320.06

- B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

80,155,593

0.710138367215

56,921.56

- C. State assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).

75,451,132

75,451,132

0.00

0.710138367215

LAST YEAR'S ADDITIONAL REVENUE FROM INCREASE IN STATE ASSESSED VALUE

0.00

D. REGULAR PROPERTY TAX LIMIT (A + B + C)

7,904,241.63

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

- E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.

7,904,241.63

11,199,498.087

0.705767487846

- F. Annexed area's current assessed value including new construction and improvements times rate found in E above.

0.00

0.705767487846

0.00

G. NEW LEVY LIMIT FOR ANNEXATION (D + F)

7,904,241.63

LEVY FOR REFUNDS:

- H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)

7,904,241.63

27,715.76

7,931,957.39

I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)

7,931,957.39

- J. Amount of levy under statutory rate limitation.

11,199,498.087

2.031887680787

22,756,122.19

K. LESSER OF I OR J

7,931,957.39

2024 PRELIMINARY LEVY LIMIT - LAKEWOOD

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 20, 2023	TITLE: 2024 Fee Schedule	TYPE OF ACTION: __ORDINANCE NO.
REVIEW: November 13, 2023	ATTACHMENTS: <ul style="list-style-type: none">• 2024 Fee Resolution• 2024 Fee Schedule – Final (Clean Version)	<input checked="" type="checkbox"/> RESOLUTION NO. 2023-12 __ MOTION __ OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: It is recommended that the City Council adopt the proposed 2024 Fee Resolution.


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

For 2024, the only proposed changes are in Section G Parks and Recreation Program. The changes are presented in red, by section, with background and comparison information supporting the proposed change.

- continued on following pages

ALTERNATIVE(S): The City Council may approve the proposed fees with modifications.

FISCAL IMPACT: N/A

Tho Kraus Prepared by	 City Manager Review
Department Director	

Amendments to Part G. Parks and Recreation Programs

1. Special Use Permit

Fee Type	Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)	
Parks, Recreation & Community Services	
Special Use Permit*	
Events	\$200.00 - \$500.00
Street Festivals and Major events	\$1000.00 - \$5,000.00
Event Deposit	\$250.00 - \$500.00 per event
Event and Facility Staff	\$40 per hour
Additional event fees and services (plus 15% of gross private event revenue)* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)	Market rate + 15%
*permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)	

2. Lakewood Senior Activity Center

Fee Type	Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)	
Lakewood Senior Activity Center (two hour minimum)	
Rainier Room— Full activity room-	\$65.00 per hour
Classroom	\$30.00 per hour
Art room	\$30.00 per hour
Kitchen (only if available if renting full activity room)	\$15.00 per hour
Facility Deposit	\$150.00
Cleaning Fee	\$150.00
Additional Staffing Fee	\$25.00 per hour
Cancellation Fees	
-Facility Deposit/Fees (less than 30-	(0%) 100% retained by City
-Facility Deposit/Fees (31-60 days-	(50% refunded) 50% retained-
-Facility Deposit/Fees (more than 61 days prior)	(75% refunded) 25% retained-

Basis/Background:

The City currently does not have the Senior Center facility to rent and does not anticipate one in the near future.

3. Outdoor Market Vendors

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Outdoor Market Vendors		Daily Rate
Regular Stall 10x10		\$30.00
Regular Stall 10x 20 or Food Trucks		\$50 \$60
Regular Stall 10x30		\$75 \$90
Please note that this fee structure does not apply to the other City special events. Fees for SummerFEST vendors, miscellaneous contractors, street festivals, specialty activities, food trucks and other event fees may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services, impact to site and other		

Basis/Background:

Market vendor fees for the 10x20 and 10x30 correspond the 10x10 market rate.

4. Neighborhood Parks

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Neighborhood Parks		
Sport Field Preparation Fees		\$25.00
Neighborhood Field use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

Basis/Background:

Add "Sport" for clarification regarding type of field.

5. Fort Steilacoom Park, American Lake Park and Harry Todd Park

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park, American Lake Park and Harry Todd Park		
Large Picnic Shelter - Per day, year round		
—Off Season: October—April		\$100.00
—Peak Season: May—September - May require a special use permit.		\$200.00
Small Picnic Shelters - Full day only May—Sep Per day, year round		
—Off Season: October—April		\$50.00
—Peak Season: May—September - May require a special use permit.		\$75 \$100
Pavilion		
—4 Hours		\$500.00
—7 Hours		\$1,000.00
Hourly Rate (4 hour minimum)		\$150.00
Deposit		\$250.00—\$500.00
Cleaning Fee		\$50.00—\$70.00—\$185
Additional hourly rates may be charged for repairs or additional cleaning based on use of the facility. May require a special use permit.		

Basis/Background:

Add American Lake and Harry Todd park shelters to the same price structure as Fort Steilacoom Park as they are regional parks with similar sized shelters. Fee would be for the full day regardless of season as off season use still has an impact to the park. Removing Peak/Off Peak fees is easier to administer and manage. Park gates and facilities close earlier in Fall/Winter so less time is available for use and most families can find space without reserving or paying in winter months. Data shows that less than 25% of residents are reserving park shelters so financial impact to residents and general fund is minimal. When all shelters are reserved, groups still set up in the park for private events

Delete half day and full day options and charge an hourly rate with a 4hour minimum. This makes the fee structure less confusing, supports past use/requests and aligns with similar agencies indoor facility pricing.

Deposit is \$500 and is refunded as long as there is no damage to the facility.

Quotes for contract cleaning is much more than the current rate. The new fee aligns with our contractor fees and other agencies pricing.

Fee Comparison: Pavilion

Location	Capacity	Off Peak	Peak	Note	Cleaning Fee	Refundable Deposit
Owen Beach	66	\$125/\$150	\$150/\$175	4-hour min	\$185	-
Northwest Trek	150	-	\$300 for 90 min \$500 for 3hrs	-	-	-
Dune Peninsula	30	\$250/350	\$350/\$475	-	-	-
Wapato	55	-	\$115/\$175	4-hour min	\$185	-
Point Defiance Pagoda	130	-	\$300/\$350	-	-	-
Titlow Lodge Main Hall	220	-	\$250/\$300	4-hour min	\$185	-
Nature Center Great Room	80	-	\$75-\$150	2-hour min	-	-
Fredrickson Community Center	104	-	\$100/food \$65/no food	-	-	\$250-350
Meridian Habitat	200	-	\$155-\$200/food \$95/no food	-	-	\$250-350
Lakewood FSP Pavilion	*75	-	\$150 per hour	4-hour min	\$185	\$500
* Potential to expand pavilion use with the outdoor space to 400 capacity. Requires Special Use Permit						

Fee Comparison: Shelters

Location	Capacity	Off Peak	Peak	Note	
Stewart Heights	40	\$60	\$85	Full day	
Swan Creek	75	\$90	\$120	Full day	
Point defiance	100	\$180	\$245	Full day	
Owen Beach	100	\$250	\$350	Full day	
Manitou	100	\$90	\$120	Full day	
Franklin Park	30	\$60	\$85	Full day	
Ft Nisqually	100	\$130	\$175	Full day	
Titlow	100	\$180	\$245	Full day	
Wapato	75	\$115	\$150	Full day	
Bradley Lake	72	-	\$80 Resident/\$100 Non-Resident	Half day	
Decoursey	24	-	\$65 Resident/\$80 Non-Resident	Half day	
Wildwood	24	-	\$50 Resident/\$60 Non-Resident	Half day	
Spanaway Park	100	-	\$95 day	plus \$3 Per car	
Spanaway Park	200	-	\$115 day	plus \$3 Per car	
Spanaway Park	300	-	\$160 day	plus \$3 Per car	
Fort Steilacoom Park(FSP) Shelter 1	100	-	\$200	Full Day/ Year Round	Not very many rentals in the winter. Shelter rentals are growing with larger impact. Most other parks don't rent in the winter.
American Lake Park Shelter 2	50	-	\$200	Full Day/ Year Round	Recommnd to change Am LK & HTP to same pricing as FSP- These are regional desintations with limited parking. Only 25% of rentals in Parks are City residents.
Small Shelters (FSP, American Lake, Harry Todd)	40	-	\$100	Full Day/ Year Round	Increasing capacity. Most people exceed capacity with 40 or more people. Greater impact on trash, toilets and personnel. In 2022 eliminated half day rentals and discounted rate of \$75 for the full day. The new fee of \$100 would be the same as two half day rentals.
Small Neighborhood Shelters (All except FSP, American Lake & Harry Todd)	40	-	\$60	Full Day/ Year Round	Price would be the same all year round for resident or non resident. The parks are rarely rented since there are no restroom facilities and ability to keep a sanican onsite is challenging.

C. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park		
Fields		
Single Sports Soccer Field (no preparation)		\$40.00 \$50 per 60 minutes
Sport Field Use Fees		With one field preparation, per field, per day
-1 Field		\$200.00
-2 Fields		\$275.00
-3 Fields		\$350.00
-4 Fields		\$425.00
-5 Fields		\$500.00
Soccer Fields		Without field preparation, per day
- 1 Field		\$150.00
- 2 Fields		\$200.00
- 3 Fields		\$250.00
- 4 Fields		\$300.00
- 5 Fields		\$350.00
Field preparation (all sports) (soccer)		\$50.00 per prep \$75 per mid-day or mound change
Youth Soccer Fees		
Youth soccer teams not associated with city leagues but use city fields for league play, pay a per team fee. Field availability may vary and field prep fees apply.		
- Age 10 years and under		\$100.00 per team
- Age 11 - 18 years		\$125.00 per team
- Adult, age over 18 years		regular field use rates apply
Baseball Fields (Fields 2-4)- Turf infields per field, per day		
- 1 Field		\$300.00
- 2 Fields		\$600.00
- 3 Fields		\$900.00
Turf Field hourly (Monday- Friday) 2 hour minimum		\$50 per hour
Home Field Baseball Complex (Field 1)		
Home Field -per day		\$600.00
Home Field hourly - 2 hour		\$70.00
Lights		\$25 per Hour
Scoreboard		\$25 per Hour
Facility Staff		\$40 per Hour
Batting Cage		\$50 per Hour
Field preparation (all sports) Mound Change		\$50.00 each per prep \$75 per mid-day mound change
Baseball Field #5 at Fort Steilacoom Park		\$25.00 per game or \$50.00 per
Single Sports Field (no preparation)		\$40.00 per 60 minutes
Tournament Deposit and Cancellation Fees (A full refund or credit less)		
- Nonrefundable tournament reservation fee (does not go towards tournament fees) per tournament		\$100.00
- Tournament Deposit Fee (will go towards tournament fees)		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
Youth Baseball Fees		
Lakewood Youth baseball teams not associated with city leagues but use city fields for league play, per team . Field availability may vary and field prep fees apply . Monday-Friday only		\$50.00 per game fee (2.5 hours and one prep per day) Fields 2-4 only

Basis/Background:

The City reviewed fees from various baseball and collegiate facilities with like sites to develop proposed fees for the home field complex. Some have hourly rates or daily rates and others set different fees for leagues and tournaments. Most do not provide resident or non-resident fees. Because this is a new site, without a history of availability and access, we are proposing a straightforward and easy to understand fee schedule that is based on market rate that will be simple to administer. Field pricing supports the new turf fields. Lights, scoreboard and batting cage use are unique to the Home Field Complex. Reduced fee for Lakewood Youth Teams supports local community use and fees were not changed for 2024. Baseball Field #5 is no longer available due to field expansion.

The City reviewed fees from various facilities with like turf sites to develop proposed fees for fields 2-4. Some have hourly rates or daily rates and others set fees for leagues and tournaments. Most do not provide resident or non-resident fees. Because this is a new site, without a history of availability and access, we are proposing a straightforward and easy to understand fee schedule that is based on market rate that will be simple to administer. City recommended fees are in green.

Tournament Rate

Average - \$312	Tournament, per field, per day rate
Lacey	\$228 (Assume 8 hours)
Puyallup	\$210 (8 hour minimum)
Seatac	\$500
Lakewood Fort Steilacoom Fields 2-4	\$300 per field per day plus \$100 reservation fee per tournament

Non-Tournament Rate

Average \$370 daily or \$46/hr	Non-tournament, per field, per day rate
Lacey	\$270 (\$33.85/hr, Assume 8 hours)
Puyallup	\$360 (\$45/hr, Assume 8 hours)
Seatac	\$480 (\$60/hr, Assume 8 hours)
Lakewood Fort Steilacoom Fields 2-4	\$300 per field, per day – no non-tournament rate

Lights and Scoreboard

Average \$24 per hr	Light Fee, per field, per hour
Lacey	Included in rate
Puyallup	\$15
Seatac	\$25 for resident, \$30 for non-resident
CPSD	\$25 per hour
Lower Columbia	\$50 per game (average 2.5 hours per game)
Lakewood Home Complex-Lights	\$25 per hour
Lakewood Home Complex-scoreboard	\$25 per hour

Home Field Complex

Average \$557 daily or \$70 hour	Field Use Rate, per day
Bellevue Community College	\$640 per day (\$80/hr, Assume 8 hour day)
Lower Columbia College	\$500 per day (\$62/hr, Assume 8 hour day)
Edmonds Community College	\$532 (\$67/hr, Assume 8 hours)
Lakewood Home Field Complex	\$600 per day

Neighborhood Shelters

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Neighborhood Shelters		
Off-Season	Resident/Nonresident May require a special use permit.	\$40.00 / \$50.00
Peak-Season	Resident/Nonresident May require a special use permit.	\$60.00 / \$75.00

Basis/Background:

Change smaller neighborhood park shelter fees (Active, Kiwanis, Oakbrook, Springbrook, Wards Lake, Washington) to the previous resident cost of \$60. These parks are very small with limited parking and restroom facilities. Use of shelters is primarily in the Summer/Peak season. They are typically only rented by residents. Removing Peak/Off Peak fees is easier to administer and manage. Park gates and facilities close earlier in Fall/Winter so less time is available for use and most families can find space without reserving or paying a fee in winter months.

RESOLUTION NO. 2023-12

A RESOLUTION of the City Council of the City of Lakewood,
Washington, setting the City of Lakewood 2024 Fee Schedule.

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

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

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

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

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

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

Section 3. This Resolution shall be in full force and effect January 1, 2024.

PASSED by the City Council this 20th day of November, 2023.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter City Attorney

2024 FEE SCHEDULE
Resolution 2023-12 Adopted by City Council on November 20, 2023

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
SEPA & Wetland Fees		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit ⁽ⁿ⁾
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00

2024 FEE SCHEDULE - continued

Fee Type	Fee Amount
Significant Tree Removal Permit	
<u>Note:</u>	
1. All fees subject to technology fee surcharge, rounded to the nearest whole number.	
2. Tree removal permit is separate from any SEPA application fee and related mitigation.	
3. For subarea plans, the tree removal fee is charged based on the underlying zoning.	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$450.00 for each replacement tree.
Offsite Tree Replacement Permit, two (2)-inch (when trees are not being replaced onsite). <i>In the event that a 3-inch tree stock is not available, a lesser size tree may be substituted as approved by the Director or designee.</i>	\$350.00 for each replacement tree.
Removal of trees, all types and species, in association with rights of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$200.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00
Tree Removal Permit- Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1, MR2) <ul style="list-style-type: none"> • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical area. • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - With one (1) or more Garry oaks located thereon; and/or - Lot within a shoreline setback; and/or - Lot located within a critical area. • Zoned lots greater than 10,000 square feet in size. • Zoned lots greater than 10,000 square feet in size and: <ul style="list-style-type: none"> - One (1) or more Garry oaks is located thereon; and/or - Lot is located in a shoreline setback; and/or - Lot is located in a critical area. 	No permit required. no Permit required, \$100.00 Permit required, \$75.00 Permit required, \$150.00
Tree removal permit - Multifamily zoned lots (MF1, MF2, MF3) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Industrial zoned lots (I1, I2, IBP) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Commercial, mixed use, neighborhood commercial zones <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$400.00
Tree removal permit - Lots within the OSR1 zoning district	Permit required, but no fee.
Tree removal permit - Lots within the OSR2 zoning district.	Permit required, \$300.00
Tree removal permit - Lots within the P/I zoning district.	Permit required, \$100.00
Tree Emergency Removal Permit <ul style="list-style-type: none"> • Single family zoned lots • All other zoned properties located in the City of Lakewood. <i>Permit is required because the proposed code may require replacement trees.</i>	No permit required, no fee. Permit required, but no fee.

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
Other		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation per square foot.	

2024 FEE SCHEDULE - continued

Fee Type		Fee Amount
General Comments (continued)		
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS		
Mechanical Permit Fees		
New Single Family Residences and Duplex (per unit) Flat Fee		\$175.00
Residential (Prescriptive Design)		\$175.00
Commercial and Non-Prescriptive Residential		Per Valuation w/ Minimum \$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment		
Project Valuation		Fee
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
> \$100,000		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
Equipment Unit Schedule Description		Fee
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Furnaces over 100,000 BTU		\$29.00
Appliance vents		\$12.00
Repair or additions to A/C systems		\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower		\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower		\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower		\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower		\$100.00
Boilers, compressors and absorption systems over 50 horsepower		\$123.00
Air handlers up to and including 25 tons		\$18.00
Air handlers over 25 tons		\$29.00
Evaporative coolers		\$41.00
Ventilation and exhaust (fans and hoods)		\$18.00
Incinerators, domestic type		\$29.00
Incinerators, international type		\$41.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Miscellaneous		\$18.00

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Special Use Permit*		
Events		\$200.00 - \$500.00
Street Festivals and Major events		\$1000.00 - \$5,000.00
Event Deposit		\$250.00 - \$500.00 per event
Event and Facility Staff		\$40.00
Additional event fees and services may include permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)		Market rate + 15%
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)		
Small events		\$200.00
Large events		\$500.00
Major events		\$1,000.00
** Special conditions apply		
Facility Use Cancellation/Reschedule Fees		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior		(75% refunded) 25% retained by City
Boat Launch		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$125.00 plus tax
Non-Resident Season Pass		\$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
Outdoor Market Vendors		Daily Rate
Regular Stall 10x10		\$30.00
Regular Stall 10x 20 or Food Trucks		\$60.00
Regular Stall 10x30		\$90.00
Outdoor Market Vendor fees do not apply to other City special events. SummerFEST vendors, micellaneous contractors, street festivals, specialty activities, food trucks and other event fees may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services, impact to the site and other conditions.		
Neighborhood Parks		
Sport Field Preparation Fees		\$25.00
Neighborhood Field use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

2024 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park, American Lake Park and Harry Todd Park		
Large Picnic Shelters-per day, year round		
May require a special use permit.		\$200.00
Small Picnic Shelters - per day, year round		
May require a special use permit.		\$100.00
Pavilion		
Hourly Rate (4 hour minimum)		\$150 per hour
Deposit (*refundable)		\$500.00
Cleaning Fee		\$185.00
*Additional rates may be charged for repairs or additional cleaning based on use of the facility.		
Fort Steilacoom Fields		
Soccer Field Use Fees		
- 1 Field		\$150.00
- 2 Fields		\$200.00
- 3 Fields		\$250.00
- 4 Fields		\$300.00
- 5 Fields		\$350.00
Field preparation (Soccer)		\$50.00 per prep
Single Soccer Field (no preparation)		\$50.00 per 60 minutes
Youth Soccer Fees		
Youth soccer teams not associated with city leagues but use city fields for league play, pay a per team fee. Field availability may vary and field prep fees apply.		
- Age 10 years and under		\$100.00 per team
- Age 11 - 18 years		\$125.00 per team
- Adult, age over 18 years		regular field use rates apply
Baseball Field (Fields 2-4) with turf Infields per field, per day		
- 1 Field		\$300.00
- 2 Fields		\$600.00
- 3 Fields		\$900.00
Turf Field Hourly rate (Monday- Friday) 2 hour minimum		\$50 per hour
Mound Change		\$50.00
Home Baseball Field Complex (Field 1)		
Home Field -per day		\$600.00
Home Field - hourly (2 hour minimum)		\$70.00
Lights		\$25 per hour
Scoreboard		\$25 per hour
Facility Staff		\$40 per hour
Batting Cage		\$50 per hour
Tournament Deposit and Cancellation Fees		
- Nonrefundable tournament reservation fee (does not go towards tournament fees)		\$100 per tournament
- Tournament Deposit (will go towards tournament fees)		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
Youth Baseball Fees		
Lakewood Youth baseball teams not associated with city leagues Field availability may vary (Monday- Friday)		\$50.00 per game fee (2.5 hours) Fields 2-4 only

2024 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Other Fees	
	Open Space: Requires a special use permit.	\$100.00 - \$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising Banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	Hourly rate of staff
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	In addition, an hourly rate will be charged for repairs or additional cleaning.	
	Neighborhood Shelters (Active, Wards, Springbrook Parks)	
	May require a special use permit.	\$60 per day
	McGavick Center Facility Use/Rental	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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

2024 FEE SCHEDULE - continued

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



TO: Mayor and City Council

FROM: Mary Dodsworth, Parks, Recreation and Community Services Director

THROUGH: John Caulfield, City Manager *John F. Caulfield*

DATE: November 20, 2023

SUBJECT: Tenzler Library Log Relocation

Summary: Last year, the City of Lakewood agreed to take ownership of the “Big One”, a large log section located in front of the Flora B. Tenzler Memorial Library. The City must now determine a new location for the log to be moved, as well as how to safely install and display it for the public to enjoy.

Big One History: The giant cut section of a Douglas fir tree sitting in front of the Lakewood Library is known as The Big One. The tree was born in 1359 and cut in 1945, making it 586 years old when felled. In 1946, with great fanfare, the log was unveiled to the public and displayed at the Northwest Door Company Plant in Tacoma. The company’s president, Herman E Tenzler, added signs showing the age of the tree and famous events during its lifetime. In 1965 they moved and installed the log at the Lakewood Library where it’s been on display 24 hours a day in a specially built glass enclosure at the front of the library. At 12' 9" in diameter and 40' in circumference, it is said to be the largest Douglas fir tree ever to be cut. The section on display weighs approximately 9¼ tons.

During community discussions about the future of libraries in Lakewood, the question regarding what would happen to the Big One was brought up. The City offered to temporarily store the log. The only location that the City could provide for temporary storage was a barn at Fort Steilacoom Park. Upon investigation it was determined that the log wouldn’t fit through any of the doors leading into any of the barns.

The Library has agreed to move the log to a new City supported location. A location must be determined and engineering must be done in order to support the public display of the log. Library is hoping to move the log in Q1 2024.

LOG DISPLAY LOCATIONS: In order to move forward with considering a new location for the log, several locations and options are being considered:

Option	Location	Considerations
1	Fort Steilacoom Park	<p>Regional Park location with historic amenities Parking nearby and access to trails ADA access exists throughout the site Hundreds of thousands of annual visitors High visibility for public viewing Natural surveillance based on park visitors Could be located along Nisqually Loop Trail Could add Indigenous /Nisqually history to current American historic markers Existing historic features and interpretive displays along Discovery Trail(s) to supplement experience. Natural Setting to match display Scale of installation is appropriate to site Easy access for semi-truck and crane Space to add an enclosure to support the display without encroachment to existing site amenities</p>
2	Wards Lake Park	<p>Neighborhood Park Natural Setting to match display Updated park will have a nature theme Limited visibility for public viewing ADA accessible location could be added Concerns regarding current security at site Would need to modify current park design to accommodate display and enclosure. enclosure to support the display would encroach existing site amenities Current challenge for semi / crane to access interior of the site Construction won't begin until Q2 2024 so display could create obstacle to access</p>
3	City Hall	<p>Civic Center Drive by and walk up viewing ADA access exists or could be created Could draw people to Town Center Less visitors due to on-line access to services enclosure to support the display could encroach or not be to scale of existing site amenities</p>

NEXT STEPS:

- Select location
- Engineer concrete slab base to support structure / display
- Submit / receive permits to install this “monument”
- Receive bids to build base and shelter / kiosk type “cover” large enough to support base.
- Develop safety / security plan for the exhibit to include fencing or other boundary material to provide viewing but protect the log from vandalism.
- Restoration as needed (add/remove plaques)
- Repair log from transport or provide graffiti sealant to protect display
- Work with Tribe and exhibit contractors to support adding Nisqually History plaques to display (if added to Nisqually Loop Trail).

FISCAL IMPACT: Estimated at \$150,000 for items noted above. Library will cover all costs to move the log to the selected site.

RECOMMENDATION: Recommend installing the Big One at Fort Steilacoom Park.
Proposed locations:



Original drawing of enclosure



The Big One



Historic plaques on log