



LAKWOOD CITY COUNCIL AGENDA

Monday, November 18, 2024

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. Proclamation recognizing Municipal Court Judge Lisa Mansfield.
2. Business Showcase. – *Diamond Designs*

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

- (7) A. Approval of the minutes of the City Council study session of October 28, 2024.
- (11) B. Approval of the minutes of the City Council meeting of November 4, 2024.
- (18) C. Motion No. 2024-76
 Authorizing the award of a construction contract to Miles Resources, LLC., in the amount of \$606,998.00, for the South Tacoma Way – 96th to Steilacoom Project.
- (21) D. Motion No. 2024-77
 Approving a Grant Agreement with the Washington State Department of Commerce to upgrade permit software and supporting tools.
- (36) E. Motion No. 2024-78
 Authorizing the award of a contract with Pro-Vac, in the amount of \$1,277,729.10, for the Surface Water Infrastructure Cleaning and Inspection Services project.
- (38) F. Motion No. 2024-79
 Authorizing the award of a contract with McDonough & Sons, Inc., in the amount of, \$275,437.00, for the 2025-2030 Street Sweeping Services project.

(40) G. Motion No. 2024-80

Authorizing the award of a contract to Thomson Electric Constructors Inc., in the amount of \$350,000.00, for the 2025 Electrical Services project.

(43) H. Motion No. 2024-81

Approving the 2025 Human Services funding recommendations.

(45) I. Motion No. 2024-82

Approving the 2025 Lodging Tax funding recommendations.

(56) J. Items Filed in the Office of the City Clerk:

1. Lakewood's Promise Advisory Board meeting minutes of June 6, 2024.
2. Community Services Advisory Board meeting minutes of June 18, 2024.
3. Lakewood's Promise Advisory Board meeting minutes of September 5, 2024.
4. Community Services Advisory Board meeting minutes of September 25, 2024.
5. Lakewood's Promise Advisory Board meeting minutes of October 3, 2024.

R E G U L A R A G E N D A**ORDINANCE**(71) Ordinance No. 816

Amending Chapter 3.52 of the Lakewood Municipal Code related to Utility Tax Rates.

(75) Ordinance No. 817

Relating to ad valorem property taxes; establishing the amount to be raised in 2025 by taxation on the assessed valuation of the property of the city; and setting the property tax levy rate for 2025.

(80) Ordinance No. 818

Amending the 2023-2024 Biennial Budget.

(100) Ordinance No. 819

Adopting the 2025-2026 Biennial Budget.

(104) Ordinance No. 820

Amending Lakewood Municipal Code Chapters 18A.10.20 and 18A.30 to address 2SSB 5290 Local Project Review, Chapter 36.70B RCW; and establishing an effective date.

(255) Ordinance No. 821

Adopting amendments to Title 18A of the Lakewood Municipal Code related to 2024 Development Regulations.

RESOLUTION(271) Resolution No. 2024-14

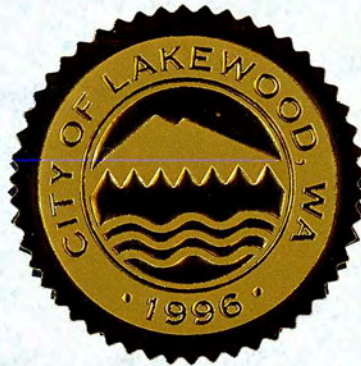
Setting the 2025 Fee Schedule.

(318) Resolution No. 2024-15

Establishing the 2025 Docket of Comprehensive Plan Land Use, Zoning Map and Policy Amendments.

UNFINISHED BUSINESS**NEW BUSINESS****REPORTS BY THE CITY MANAGER****CITY COUNCIL COMMENTS****ADJOURNMENT**

CITY OF LAKEWOOD



PROCLAMATION

WHEREAS, Lisa Mansfield was appointed as Lakewood Municipal Court Judge on September 21, 2020; and

WHEREAS, she has served with distinction as Municipal Court Judge serving the cities of Lakewood, DuPont and the Town of Steilacoom for over 4 years, demonstrating unwavering dedication to justice and the rule of law; and

WHEREAS, Judge Mansfield has consistently upheld the principles of fairness and integrity, ensuring that all individuals are treated with respect and dignity in the courtroom; and

WHEREAS, Judge Mansfield has been an advocate for community engagement, actively participating in local initiatives to promote legal education and awareness; and

WHEREAS, Judge Mansfield has contributed to the enhancement of the judicial system fostering trust and confidence within the community; and

WHEREAS, during her years of dedicated service to the City of Lakewood Judge Mansfield worked collaboratively with community partners to help veterans reintegrate into the community more effectively by connecting them with services through the Veterans Treatment Court; and

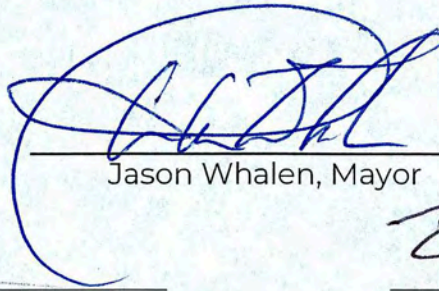
WHEREAS, in 2024 Judge Mansfield introduced a Community Therapeutic Court focused on linking defendants with services to reduce recidivism and make lifestyle changes that will have a lasting impact.

NOW, THEREFORE, the Lakewood City Council and the residents of Lakewood do hereby wish to express our deepest appreciation to

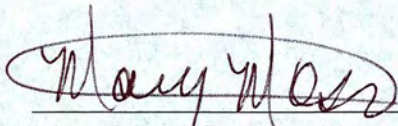
JUDGE LISA MANSFIELD

for her exemplary accomplishments and extend gratitude for her contributions and wish her success in all future endeavors.

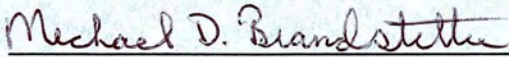
PROCLAIMED this 18th day of November, 2024.



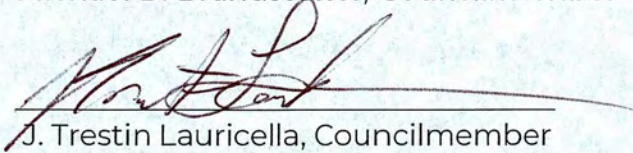
Jason Whalen, Mayor



Mary Moss, Deputy Mayor



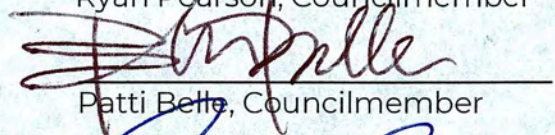
Michael D. Brandstetter, Councilmember



J. Trestin Lauricella, Councilmember



Ryan Pearson, Councilmember



Patti Belle, Councilmember



Paul Bocchi, Councilmember



LAKWOOD CITY COUNCIL MINUTES

Monday, October 28, 2024

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, Councilmembers Michael Brandstetter, Ryan Pearson, J. Trestin Lauricella and Paul Bocchi (virtual).

Councilmember Excused: 1 – Councilmember Patti Belle.

ITEMS FOR DISCUSSION:

Review of 2025 Property Tax Levy.

Deputy City Manager Tho Kraus reported that it is recommended that the property tax levy be increased by 1%. She reported that a public hearing will be held on November 4th followed by City Council adoption on November 18th. Discussion ensued.

Review of 2024 Year-End Budget Adjustment.

Deputy City Manager Tho Kraus provided an overview of the 2024 Year-End Budget Adjustment. She shared that a public hearing will be held on November 4th followed by City Council adoption on November 18th. Discussion ensued.

Introduction of 2025 Comprehensive Plan Docket.

Planning Manager Tiffany Speir provided a high-level overview of the 12 proposed 2025 Comprehensive Plan amendments. After discussion, the City Council requested 2025-08, 2025-09, 2025-10 be removed for consideration.

Introduction of 2024 Development Regulation Updates.

Planning Manager Tiffany Speir provided a high-level overview of the 2024 Development Regulation updates. Discussion ensued.

Assistant Director Angie Silva provided an overview of major changes that the City is required to comply with 2SSB which amended Chapter 36.70B RCW related to land use and environmental permit review. She shared that a public hearing will be held on November 4th followed by City Council adoption on November 18th. Discussion ensued.

ITEMS TENTATIVELY SCHEDULED FOR NOVEMBER 4, 2024 REGULAR CITY COUNCIL MEETING:

1. Proclamation declaring November as Native American Heritage month. – *Nisqually Tribal Council*
2. Proclamation recognizing Veterans Day and Veterans Appreciation month. – *Colonel Gallo, Commander, 2/2 Stryker Brigade Combat Team*
3. Youth Council Report.
4. Clover Park School District Report.
5. Authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs for state government relation services. – (Motion – Consent Agenda)
6. Authorizing the execution of an agreement with Johnston Group for federal government relation services. – (Motion – Consent Agenda)
7. Authorizing the execution of an interlocal agreement between Pierce County and the City of Lakewood for the provision of specialized law enforcement services. – (Motion – Consent Agenda)
8. Confirming the appointment of Tim Lewis as Municipal Court Judge and authorizing the execution of an agreement with Tim Lewis to fill the Municipal Court Judge term ending December 31, 2025. – (Motion – Consent Agenda)
9. This is the date set for a public hearing on the Utility Tax Rate Increase. – (Public Hearings and Appeals – Regular Agenda)
10. This is the date set for a public hearing on the 2025 Property Tax Levy. – (Public Hearings and Appeals – Regular Agenda)
11. This is the date set for a public hearing on the Year-End (2024) Budget Adjustment. – (Public Hearings and Appeals – Regular Agenda)

12. This is the date set for a public hearing on the 2025-2026 Proposed Biennial Budget. – (Public Hearings and Appeals – Regular Agenda)
13. This is the date set for a public hearing on the 2025 Comprehensive Plan Docket. – (Public Hearings and Appeals – Regular Agenda)
14. This is the date set for a public hearing on the 2024 Development Regulation Updates. – (Public Hearings and Appeals – Regular Agenda)
15. Considering the vacation of that section of Cline Road lying between Interstate 5 and Pacific Highway SW. – (Ordinance – Regular Agenda)

REPORTS BY THE CITY MANAGER

City Manager Caulfield shared that city representatives will be meeting with Congresswoman Strickland tomorrow to provide an update on key transportation projects.

He then announced the following upcoming meetings and events:

- November 7, 8:00 A.M., SSMCP Elected Officials Council, Eagles Pride Golf Course
- November 9 and 10, Fall Community Clean Up Event, Lemay Transfer Station
- November 12, 8:00 A.M., United Way from Poverty to Possibilities, Hotel Murano
- November 13, 6:00 P.M., Desserts on the Driveway, Springbrook Connections

CITY COUNCIL COMMENTS

Councilmember Brandstetter spoke about permanent supportive housing projects.

Councilmember Bocchi shared that he will attend the South Sound Housing Affordability Partners (SSHA³P) meeting this week.

Councilmember Pearson spoke about the Interlaaken Drive project and correspondence regarding tree removal, thanked those who presented this evening and shared that he will be absent from the November 25th meeting.

Mayor Whalen thanked those who presented this evening. Whalen shared that last week he hosted Coffeehouse with the Mayor, attended the Emergency Food Network Dinner and Auction and spoke about the correspondence regarding the Interlaaken Drive project and tree removal.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 p.m.

JASON WHALEN, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK



LAKESWOOD CITY COUNCIL MINUTES

Monday, November 4, 2024

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: 7 – Mayor Jason Whalen, Deputy Mayor Mary Moss, Councilmembers Michael Brandstetter, Ryan Pearson, Patti Belle, J. Trestin Lauricella 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, 2024 as Native American Heritage Month.

MAYOR WHALEN AND YOUTH COUNCILMEMBERS ELIJAH STAANA AND EFRAN LOPEZ PRESENTED A PROCLAMATION DECLARING NOVEMBER, 2024 AS NATIVE AMERICAN HERITAGE MONTH TO NISQUALLY TRIBAL COUNCIL REPRESENTATIVE HANFORD MCCLOUD.

Proclamation recognizing November 11, 2024 as Veterans Day and November, 2024 as Veterans Appreciation Month.

MAYOR WHALEN AND YOUTH COUNCILMEMBERS ELIJAH STAANA AND EFRAN LOPEZ PRESENTED A PROCLAMATION RECOGNIZING NOVEMBER 11, 2024 AS VETERANS DAY AND NOVEMBER, 2024 AS VETERANS APPRECIATION MONTH TO COLONEL GALLO, COMMANDER AND COMMAND SERGEANT MAJOR BOYD, 2/2 STRYKER BRIGADE COMBAT TEAM.

Youth Council Report.

Youth Councilmember Efran Lopez shared that students began planning the 2025 Youth Summit. Elijah StaAna spoke about attending the Lakewood's Promise Advisory Board meeting and goals related to youth opportunities that were identified. Discussion ensued.

Clover Park School District Report.

Clover Park School District (CPSD) Board President Alyssa Anderson Pearson shared that Clover Park High School received the School on the Rise Award and a grant for world language. She spoke about the focus on attendance this school year, shared that there is an updated format of the Inside Schools Newsletter which received an award, the CPSD Board was recognized as a Board of Distinction and CPSD received favorable results from the Washington State Auditors Office. Discussion ensued.

PUBLIC COMMENTS

The City Council received written comments in advance of the meeting from Tricia Parsons.

Christina Manetti, Garry Oak Coalition, spoke in opposition to the cutting of Garry Oak trees on Interlaaken Drive for sidewalks and about ivy that is killing trees.

James Dunlop, Lakewood resident, expressed concerns about the use of grant money for projects throughout the city.

Erik Jorgensen, Lakewood resident, spoke in support of protection of older trees in the city and in opposition to the removal of trees on Interlaaken Drive for sidewalks.

Ebrahim Mirjalili, Lakewood resident, questioned the design of the roundabout on Hipkins Road and in opposition to the cutting of trees.

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 14, 2024.
- B. Approval of the minutes of the City Council meeting of October 21, 2024 .
- C. Approval of claims vouchers, in the amount of \$5,872,302.37, for the period of September 16, 2024 through October 15, 2024.

- D. Approval of payroll checks, in the amount of \$3,378,016.81, for the period of September 16, 2024 through October 15, 2024.
- E. Motion No. 2024-71
- Authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs for state governmental relations services.
- F. Motion No. 2024-72
- Authorizing the execution of an agreement with Johnston Group for federal governmental relations services.
- G. Motion No. 2024-73
- Authorizing award of a construction contract to Active Construction, Inc. in the amount of \$5,272,272.00, for the Steilacoom Blvd – 87th to Weller Project.
- H. Motion No. 2024-74
- Authorizing the execution of an interlocal agreement between Pierce County and the City of Lakewood for the provision of specialized law enforcement services.
- I. Motion No. 2024-75
- Confirming the appointment of Tim Lewis as Municipal Court Judge and authorizing the execution of an agreement with Tim Lewis to fill the Municipal Court Judge term ending December 31, 2025.

COUNCILMEMBER BRANDSTETTER MOVED TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILMEMBER BELLE. 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 Utility Tax Rate Increase.

Speaking before Council were:

Ebrahim Mirjalili, Lakewood resident, spoke in opposition.

There being no further testimony, the public hearing was declared closed at 7:56 p.m.

This is the date set for a public hearing on the 2025 Property Tax Levy.

The City Council received written testimony in advance from Bob Warfield.

Speaking before Council were:

Ebrahim Mirjalili, Lakewood resident, spoke in opposition.

There being no further testimony, the public hearing was declared closed at 8:02 p.m.

This is the date set for a public hearing on the 2024 Year-End Budget Adjustment.

Speaking before Council were:

Ebrahim Mirjalili, Lakewood resident, spoke in opposition.

There being no further testimony, the public hearing was declared closed at 8:09 p.m.

This is the date set for a public hearing on the 2025/2026 Proposed Biennial Budget.

Speaking before Council were:

Ebrahim Mirjalili, Lakewood resident, spoke in opposition.

There being no further testimony, the public hearing was declared closed at 8:26 p.m.

This is the date set for a public hearing on the 2025 Comprehensive Plan and Zoning Map Amendment Docket.

Speaking before Council were:

Walter Neary, Lakewood resident, spoke in support of the amendments and removal of Amendment 2024-08.

Kevin Green, Waste Connections/LRI, spoke in support of Amendment 2025-11.

Ebrahim Mirjalili, Lakewood resident, expressed concerns about the treatment property owners when redevelopment and permitting takes place.

Christina Manetti, Lakewood resident, spoke in opposition to Amendment 2024-08.

There being no further testimony, the public hearing was declared closed at 8:39 p.m.

This is the date set for a public hearing on the 2024 Development Regulation Updates.

Speaking before Council were:

Ebrahim Mirjalili, Lakewood resident, spoke in support of equitable development regulations.

There being no further testimony, the public hearing was declared closed at 8:52 p.m.

ORDINANCE

Ordinance No. 815 Vacating that section of Cline Road lying between Interstate 5 and Pacific Highway SW.

COUNCILMEMBER PEARSON MOVED TO ADOPT ORDINANCE NO. 815. SECONDED BY COUNCILMEMBER BRANSTETTER. VOICE VOTE WAS TAKEN AND CARRIED WITH COUNCILMEMBER LAURICELLA VOTING IN OPPOSITION.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

REPORTS BY THE CITY MANAGER

City Manager John Caulfield reported that the shelter enclosure for the Tenzler log has been delivered and the area will begin to be prepared for final completion in 2025. He shared that the City received an Energy Efficiency grant and the Police Department received a grant from the GASA Community Foundation for peer and wellness support for police officers.

He then announced the following upcoming meetings and events:

- November 7, 8:00 A.M. to 10:00 A.M., SSMCP Elected Officials Council (EOC), Eagle's Pride Golf Course
- November 9 and 10, 8:00 A.M. to 2:00 P.M., Fall Community Clean-up, Lakewood Transfer Station, 3869 94th St SW
- November 12, 8:00 A.M. to noon, United Way Poverty to Possibilities Summit, Hotel Murano, 1320 Broadway, Tacoma, WA 98402
- November 13, 2024, 6:00 P.M., Desserts on Driveway event, Springbrook Connections, 5105 Solberg Dr SW Suite #A, Springbrook

CITY COUNCIL COMMENTS

Councilmember Bocchi shared that last week he attended the South Sound Affordability Partnership (SSHA³P) meeting and this week he will attend the Planning Commission meeting.

Councilmember Lauricella encouraged individuals to get out and vote, thanked the Youth Council for their involvement in this evenings meeting and the Clover Park School District for their work. He then spoke about the public hearings held this evening.

Councilmember Brandstetter shared that this week he will attend the South Sound Military and Community Partnership Elected Officials Council and the Fall Community Clean Up events. He then spoke about the Association of Washington Cities Quality Communities Scholarship and requested Councilmembers donate towards the Lakewood Lions local match.

Councilmember Belle shared that she will attend the South Sound Military and Community Partnership Elected Officials Council and thanked the Youth Council for their involvement in this evenings meeting.

Deputy Mayor Moss shared that this week she will attend the South Sound Military and Community Partnership Elected Officials Council, the Lakewood's Promise Advisory Board and Lakewood Multicultural Coalition meetings.

Mayor Whalen shared that he met with Congresswoman Strickland last week and this week he will attend the South Sound Military and Community Partnership Elected Officials Council and the City of Auburn

Veterans Day Festival and Parade. He encouraged residents to get out and vote, noting that Starbucks in Town Center will be providing coffee during the morning.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:33 p.m.

JASON WHALEN, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: Motion authorizing award of a construction contract to Miles Resources, LLC. in the amount of \$606,998.00 plus a ten percent contingency for the South Tacoma Way – 96 th to Steilacoom Project.	TYPE OF ACTION: — ORDINANCE — RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2024-76 — OTHER
REVIEW:	ATTACHMENTS: Bid Tabulations Vicinity Map	

SUBMITTED BY: Jeff Rimack, P.E., Planning and Public Works Director


RECOMMENDATION: It is recommended that the City Council authorize award of a construction contract to Miles Resources, LLC. in the amount of \$606,998.00 plus a five percent contingency (\$60,699.80) for the construction of the South Tacoma Way – 96th to Steilacoom Project, City Project 302.0151.

DISCUSSION: This project will grind and overlay the existing paved surface, cement concrete ramps will be brought up to current standard, and the road will be restriped with durable marking.

The City received competitive bids from 4 contractors; bid tabulations for the project are attached.

ALTERNATIVE(S): There is no practical alternative except to reject all bids and re-bid the project. It is unlikely that a re-bid would decrease bids due to the competitive nature of the first bid.

FISCAL IMPACT: Project 302.0151, South Tacoma Way – 96th to Steilacoom is funded through a federal grant and City funds which have been allocated in the 2023-2024 Biennial Budget. There are adequate funds to construct the project,

Troy Pokswinski, P.E. _____ Prepared by	 _____ City Manager Review
Jeff Rimack _____ Department Director	

BID TABULATIONS

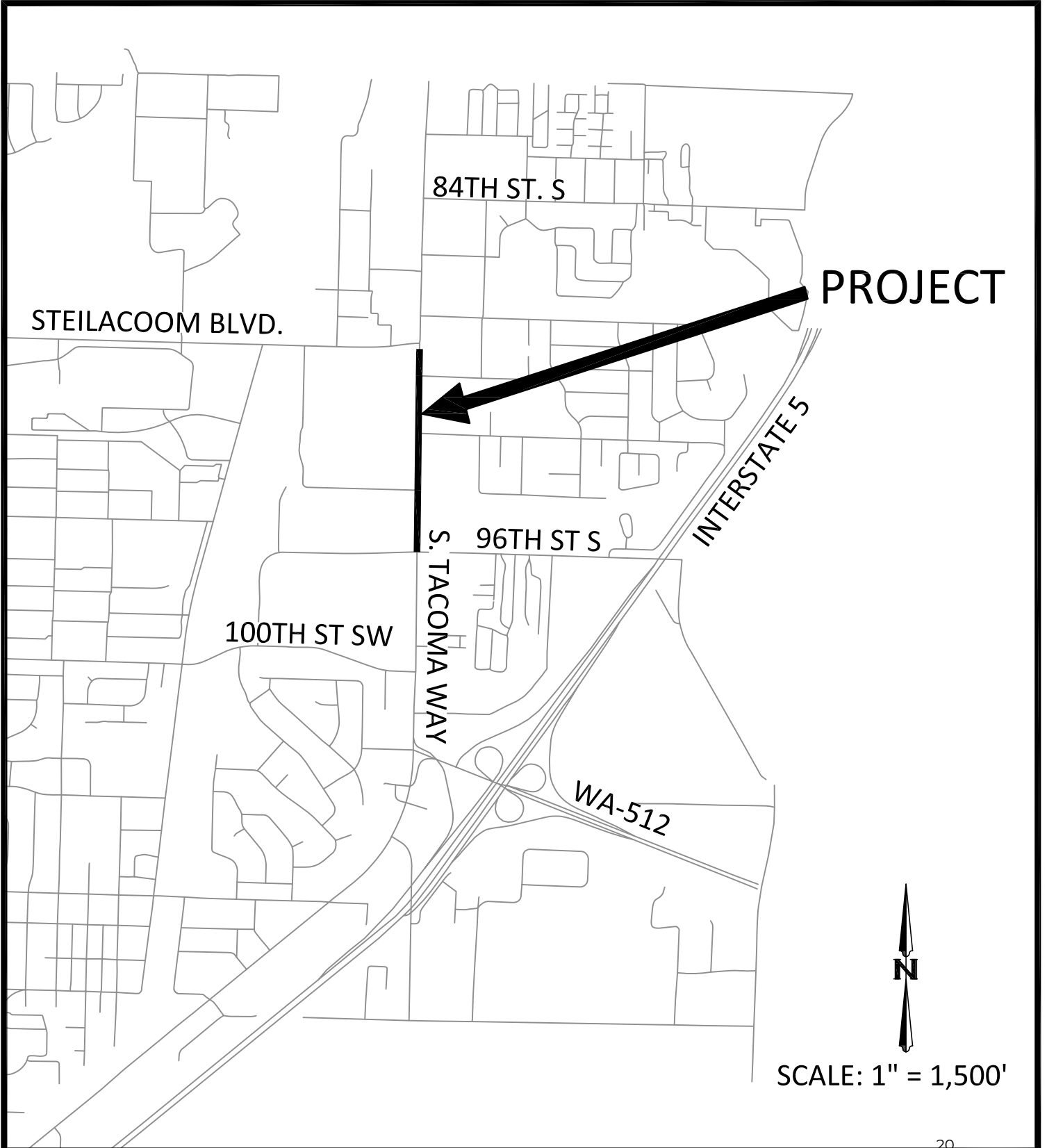
South Tacoma Way - 96th to Steilacoom Overlay
 City Project No: 302.0151, Fed Aid No.: STBGUL-2977(012)
 Bid Opened: 10/30/2024



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				ENGINEER'S ESTIMATE		MILES RESOURCES		STRICKLAND & SONS		TUCCI & SONS		PUGET PAVING		AVERAGE	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	Mobilization	1	LS	\$74,500.00	\$74,500.00	\$27,500.25	\$27,500.25	\$35,000.00	\$35,000.00	\$32,000.00	\$32,000.00	\$70,000.00	\$70,000.00	\$41,125.06	\$41,125.06
A-2	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
A-3	Roadway Surveying	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$10,500.00	\$10,500.00	\$7,500.00	\$7,500.00	\$9,000.00	\$9,000.00	\$9,250.00	\$9,250.00
A-4	SPCC Plan	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$250.00	\$250.00	\$500.00	\$500.00	\$437.50	\$437.50
A-5	Traffic Control Supervisor	1	LS	\$15,000.00	\$15,000.00	\$17,500.00	\$17,500.00	\$11,000.00	\$11,000.00	\$26,500.00	\$26,500.00	\$20,000.00	\$20,000.00	\$18,750.00	\$18,750.00
A-6	Pedestrian Traffic Control	1	LS	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,750.00	\$2,750.00
A-7	Flaggers (Min. Bid \$70/hr)	120	HR	\$70.00	\$8,400.00	\$70.00	\$8,400.00	\$75.00	\$9,000.00	\$91.35	\$10,962.00	\$92.00	\$11,040.00	\$82.09	\$9,850.50
A-8	Other Traffic Control Labor (Min. Bid \$70/hr)	480	HR	\$70.00	\$33,600.00	\$70.00	\$33,600.00	\$78.00	\$37,440.00	\$102.55	\$49,224.00	\$98.00	\$47,040.00	\$87.14	\$41,826.00
A-9	Other Temporary Traffic Control Devices	1	LS	\$9,000.00	\$9,000.00	\$9,500.00	\$9,500.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$6,375.00	\$6,375.00
A-10	Work Zone Safety Contingency	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
A-11	Clearing and Grubbing	1	LS	\$7,500.00	\$7,500.00	\$9,200.00	\$9,200.00	\$13,000.00	\$13,000.00	\$4,000.00	\$4,000.00	\$4,750.00	\$4,750.00	\$7,737.50	\$7,737.50
A-12	Removal of Structures and Obstructions	1	LS	\$10,000.00	\$10,000.00	\$19,000.00	\$19,000.00	\$13,000.00	\$13,000.00	\$13,500.00	\$13,500.00	\$25,500.00	\$25,500.00	\$17,750.00	\$17,750.00
A-13	Sawcutting	525	LF	\$7.00	\$3,675.00	\$15.50	\$8,137.50	\$4.00	\$2,100.00	\$6.00	\$3,150.00	\$9.00	\$4,725.00	\$8.63	\$4,528.13
A-14	Crushed Surfacing Top Course	52	TN	\$85.00	\$4,420.00	\$152.00	\$7,904.00	\$45.00	\$2,340.00	\$40.00	\$2,080.00	\$52.00	\$2,704.00	\$72.25	\$3,757.00
A-15	HMA Cl. 1/2" PG 58H-22	2,100	TN	\$130.00	\$273,000.00	\$98.00	\$205,800.00	\$126.00	\$264,600.00	\$108.00	\$226,800.00	\$116.00	\$243,600.00	\$112.00	\$235,200.00
A-16	HMA for Pavement Repair Cl. 1/2", PG 58 -22	125	TN	\$225.00	\$28,125.00	\$127.00	\$15,875.00	\$126.00	\$15,750.00	\$300.00	\$37,500.00	\$270.00	\$33,750.00	\$205.75	\$25,718.75
A-17	Pavement Repair Excavation Incl. Haul	176	SY	\$60.00	\$10,560.00	\$37.00	\$6,512.00	\$36.00	\$6,336.00	\$35.00	\$6,160.00	\$21.00	\$3,696.00	\$32.25	\$5,676.00
A-18	Planing Bituminous Pavement	7,515	SY	\$5.50	\$41,332.50	\$3.05	\$22,920.75	\$5.50	\$41,332.50	\$4.50	\$33,817.50	\$6.50	\$48,847.50	\$4.89	\$36,729.56
A-19	Asphalt Cost Price Adjustment	1	EST	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
A-20	Adjust Manhole	6	EA	\$975.00	\$5,850.00	\$1,550.00	\$9,300.00	\$750.00	\$4,500.00	\$980.00	\$5,880.00	\$910.00	\$5,460.00	\$1,047.50	\$6,285.00
A-21	Adjust Catch Basin	6	EA	\$500.00	\$3,000.00	\$830.00	\$4,980.00	\$750.00	\$4,500.00	\$415.00	\$2,490.00	\$910.00	\$5,460.00	\$726.25	\$4,357.50
A-22	Adjust Valve/ Junction/ Meter Box	12	EA	\$500.00	\$6,000.00	\$730.00	\$8,760.00	\$500.00	\$6,000.00	\$1,150.00	\$13,800.00	\$870.00	\$10,440.00	\$812.50	\$9,750.00
A-23	Erosion Control and Water Pollution Prevention	1	LS	\$5,600.00	\$5,600.00	\$3,700.00	\$3,700.00	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$1,025.00	\$1,025.00	\$2,806.25	\$2,806.25
A-24	Cement Concrete Traffic Curb and Gutter	320	LF	\$45.00	\$14,400.00	\$52.00	\$16,640.00	\$51.00	\$16,320.00	\$102.00	\$32,640.00	\$55.00	\$17,600.00	\$65.00	\$20,800.00
A-25	Cement Concrete Pedestrian Curb	150	LF	\$45.00	\$6,750.00	\$45.00	\$6,750.00	\$44.00	\$6,600.00	\$102.00	\$15,300.00	\$37.00	\$5,550.00	\$57.00	\$8,550.00
A-26	Raised Pavement Marker Type 2	2	HUND	\$500.00	\$1,000.00	\$1,100.00	\$2,200.00	\$1,100.00	\$2,200.00	\$1,100.00	\$2,200.00	\$1,140.00	\$2,280.00	\$1,110.00	\$2,220.00
A-27	Detectable Warning Surface	80	SF	\$65.00	\$5,200.00	\$66.00	\$5,280.00	\$65.00	\$5,200.00	\$108.00	\$8,640.00	\$50.00	\$4,000.00	\$72.25	\$5,780.00
A-28	Cement Concrete Sidewalk	135	SY	\$75.00	\$10,125.00	\$90.00	\$12,150.00	\$87.80	\$11,853.00	\$120.00	\$16,200.00	\$70.00	\$9,450.00	\$91.95	\$12,413.25
A-29	Cement Concrete Curb Ramp Type Parallel	8	EA	\$3,000.00	\$24,000.00	\$2,365.00	\$18,920.00	\$2,320.00	\$18,560.00	\$2,175.00	\$17,400.00	\$2,250.00	\$18,000.00	\$2,277.50	\$18,220.00
A-30	Cement Concrete Curb Ramp Type Single Direction	1	EA	\$3,000.00	\$3,000.00	\$2,090.00	\$2,090.00	\$2,050.00	\$2,050.00	\$2,175.00	\$2,175.00	\$1,750.00	\$1,750.00	\$2,016.25	\$2,016.25
A-31	Permanent Signage	1	LS	\$6,000.00	\$6,000.00	\$6,100.00	\$6,100.00	\$3,250.00	\$3,250.00	\$5,000.00	\$5,000.00	\$5,750.00	\$5,750.00	\$5,025.00	\$5,025.00
A-32	Profiled Plastic Lane Line	10,000	LF	\$9.00	\$90,000.00	\$3.40	\$34,000.00	\$3.35	\$33,500.00	\$3.45	\$34,500.00	\$3.50	\$35,000.00	\$3.43	\$34,250.00
A-33	Plastic Wide Lane Line	5,100	LF	\$12.00	\$61,200.00	\$4.85	\$24,735.00	\$4.75	\$24,225.00	\$4.90	\$24,990.00	\$5.00	\$25,500.00	\$4.88	\$24,862.50
A-34	Plastic Dotted Extension Line	250	LF	\$4.00	\$1,000.00	\$2.75	\$687.50	\$2.70	\$675.00	\$2.80	\$700.00	\$2.85	\$712.50	\$2.78	\$693.75
A-35	Plastic Stop Line	36	LF	\$30.00	\$1,080.00	\$16.50	\$594.00	\$16.25	\$585.00	\$16.00	\$576.00	\$17.00	\$612.00	\$16.44	\$591.75
A-36	Plastic Traffic Arrow	20	EA	\$400.00	\$8,000.00	\$385.00	\$7,700.00	\$375.00	\$7,500.00	\$390.00	\$7,800.00	\$400.00	\$8,000.00	\$387.50	\$7,750.00
A-37	Plastic Traffic Letter	4	EA	\$180.00	\$720.00	\$165.00	\$660.00	\$160.00	\$640.00	\$165.00	\$660.00	\$170.00	\$680.00	\$165.00	\$660.00
A-38	Plastic Bicycle Lane Symbol	14	EA	\$180.00	\$2,520.00	\$407.00	\$5,698.00	\$400.00	\$5,600.00	\$415.00	\$5,810.00	\$420.00	\$5,880.00	\$410.50	\$5,747.00
A-39	Plastic Crosswalk Line	320	SF	\$15.00	\$4,800.00	\$15.95	\$5,104.00	\$15.50	\$4,960.00	\$16.00	\$5,120.00	\$16.50	\$5,280.00	\$15.99	\$5,116.00
A-40	Temporary Pavement Marking - Short Duration	15,500	LF	\$0.50	\$7,750.00	\$0.20	\$3,100.00	\$2.00	\$31,000.00	\$0.10	\$1,550.00	\$0.30	\$4,650.00	\$0.65	\$10,075.00
SCHEDULE A TOTAL				\$819,607.50		\$606,998.00		\$685,116.50		\$693,874.50		\$723,732.00		\$677,430.25	

South Tacoma Way - 96th St to Steilacoom Blvd. Overlay
City of Lakewood
Vicinity Map



REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: A Motion Approving a Grant Agreement with the Washington State Department of Commerce to upgrade our permit software and supporting tools.	TYPE OF ACTION: ___ ORDINANCE NO. ___ RESOLUTION NO. <u> X </u> MOTION NO. 2024-77 ___ OTHER
REVIEW:	ATTACHMENTS: Grant Agreement	

SUBMITTED BY: Angie Silva, Assistant Director, Planning & Public Works (PPW)

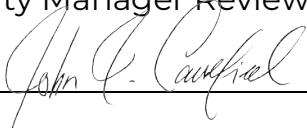
RECOMMENDATION: It is recommended City Council adopt this Motion.

DISCUSSION: Through a competitive selection process, the city has been awarded a Washington Department of Commerce grant totaling \$240,000. All associated work must be completed by June 2025. This grant program is to assist local governments on updates to its permit software and other technologies to support meeting new requirements in 2SSB 5290. The awarded grant funds two deliverables 1) Permit Software Update including a development guide and application portal and 2) Generative AI Research Tool. The AI research tool is intended to assist in researching applicable state laws, Lakewood Municipal Codes and engineering manuals to respond to customer inquiries on feasibility, pre-application meetings, staff reports, public notices, etc while meeting required timelines. The grant covers one-time implementation expenses and at least the first year of subscription fees. Cost recovery through the city’s permit technology fee is anticipated to cover ongoing expenses beyond 2025.

Following a competitive procurement process, vendor contracting is anticipated to complete the scope of work identified in the grant agreement.

ALTERNATIVE(S): The Council could take no action on the Motion.

FISCAL IMPACT: The Motion would approve a grant agreement with the Washington State Department of Commerce for \$ 240,000. This is a reimbursable grant and does not require a city match.

Prepared by <u>Angie Silva, PPW Assistant Director</u> Department Director <u>Jeff Rimack</u>	City Manager Review  _____
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Interagency Agreement with

City of Lakewood

through

Growth Management Services

**Contract Number:
25-63342-207**

For

Paper to Digital Permitting Grant

Dated: Date of Execution

Table of Contents

FACE SHEET	3
SPECIAL TERMS AND CONDITIONS	4
1. AUTHORITY	4
2. CONTRACT MANAGEMENT	4
3. COMPENSATION	4
4. BILLING PROCEDURES AND PAYMENT	4
5. SUBCONTRACTOR DATA COLLECTION	5
6. INSURANCE	5
7. FRAUD AND OTHER LOSS REPORTING	5
8. ORDER OF PRECEDENCE	5
GENERAL TERMS AND CONDITIONS	6
1. DEFINITIONS	6
2. ALL WRITINGS CONTAINED HEREIN	6
3. AMENDMENTS	6
4. ASSIGNMENT	6
5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION	6
6. COPYRIGHT	7
7. DISPUTES	7
8. GOVERNING LAW AND VENUE	8
9. INDEMNIFICATION	8
10. LICENSING, ACCREDITATION AND REGISTRATION	8
11. RECAPTURE	8
12. RECORDS MAINTENANCE	8
13. SAVINGS	8
14. SEVERABILITY	8
15. SUBCONTRACTING	9
16. SURVIVAL	9
17. TERMINATION FOR CAUSE	9
18. TERMINATION FOR CONVENIENCE	9
19. TERMINATION PROCEDURES	9
20. TREATMENT OF ASSETS	10
21. WAIVER	11
ATTACHMENT A: SCOPE OF WORK	12
ATTACHMENT B: BUDGET	14

Face Sheet

Contract Number: 25-63342-207

Local Government Division Growth Management Services Paper to Digital Grant

1. Contractor City of Lakewood 6000 Main Street Sw City of Lakewood, WA 98499-5027		2. Commerce Regional Planner Eric Guida Eric.Guida@commerce.wa.gov (360) 725-3044	
3. Contractor Representative Angie Silva Assistant Director, Planning & Public Works City of Lakewood (253)985-7839 asilva@cityoflakewood.us		4. COMMERCE Representative Jo Anne Wright Senior Planner (509) 601-0385 joanne.wright@commerce.wa.gov	
5. Contract Amount \$240,000	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		7. Start Date Date of Execution
8. End Date June 30, 2025			
9. Federal Funds (as applicable)		Federal Agency:	
ALN			
10. Tax ID # 91-1698185	11. SWV # 0017611-00	12. UBI # 601667295	13. UEI #
14. Contract Purpose The purpose of this Paper to Digital Grant Program is to provide funding to a jurisdiction to transition from paper permitting systems to software systems capable of processing digital permit applications, virtual inspections, electronic review and with the capacity for video storage.			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment "B" – Budget.			
FOR CONTRACTOR _____ John Caulfield, City Manager _____ Signature _____ Date		FOR COMMERCE _____ Mark Barkley, Assistant Director _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed \$240,000, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 25-63342-. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will

be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

5. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

6. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

7. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

8. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A.** "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B.** "COMMERCE" shall mean the Washington Department of Commerce.
- C.** "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D.** "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E.** "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F.** "State" shall mean the state of Washington.
- G.** "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A.** "Confidential Information" as used in this section includes:
 - i.** All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii.** All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the

majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this Contract. Before suspending or terminating the Contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the Contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Contract, COMMERCE, in addition to any other rights provided in this Contract, may require the Contractor to deliver to COMMERCE any property specifically produced

or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the Contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. **WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

• Task	Description	State Date	End date
Action 1.0	Assess 3 rd party software companies regarding a Digital Permitting System & Customer Informational Portals. Assess pros/cons of various platforms.		
Step 1.1	Develop cost estimates and timeline for execution.	Jun 2024	Aug 2024
Deliverable 1	Select vendor (i.e either Granicus-SmartGov or Clariti-Camino) and contract 3 rd party web-based services.	Receipt of Notice of Grant Award	Dec 2024
Action 2.0	Project Management		
Deliverable 2	Submit progress reports and reimbursement requests, execute and manage vendor contracts.	Receipt of Notice of Grant Award	June 2025
Action 3.0	Permit Software Upgrade		
Step 3.1	Build software conversion. This includes exiting merchant connection, map and parcel public portal, permit fee/financial connection, data migration from Eden and PALs+, code compliance integration, business licensing integration, as well as general configuration, public submittal and notice portal configuration, and short-term rental configuration. This will also include a development guide and application portal.	Dec 2024	Mar 2025
Step 3.2	Upgrade and integrate to Bluebeam Studio connector for collaborative/consolidated review	Jan 2025	Feb 2025
Step 3.3	Train permit techs, financial analysts, technical reviewers and inspectors on new system upgrade.	Mar 2025	May 2025
Step 3.4	Build custom reporting needs including required 2SSB 5290 reports.	Mar 2025	May 2025
Deliverable 3	Public launch of either online Granicus-SmartGOV or Clariti- Camino permitting system.	May 2025	June 2025

Task	Description	State Date	End date
Action 4.0	AI Research Tool		
Step 4.1	Develop AI application tool. This toll will assist in researching applicable state laws, Lakewood Municipal Codes and engineering manuals to respond to customer inquiries on feasibility, pre-application meetings, staff reports, public notices, etc. This AI tool accesses a cloud base database accessible to City personnel. Intent is to save hours of research time that could be redirected to application review and meeting 2SSB 5290 timelines. While this AI application would generate information, it requires City personnel to QA/QC to ensure accuracy and applicability. However, it would reduce hours of research time that could then be redirected to application completeness review and technical review to ensure	Dec 2024	Mar 2025
Step 4.2	Train staff on use of AI application.	Apr 2025	May 2025
Deliverable 4	Internal launch	May 2025	June 2025

Attachment B: Budget

Deliverable	Amount
Deliverable 1.0 Select Vendor	\$0
Deliverable 2.0 Project Management	\$0
Deliverable 3.0 Launch Permit Software & Online Development Guide/Application Portal Upgrade	\$200,000
Deliverable 4.0 Launch AI Research Tool	\$40,000
TOTAL	\$240,000

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: Motion authorizing the award of a contract with Pro-Vac, in the amount of \$1,277,729.10, for Surface Water Infrastructure Cleaning and Inspection Services project.	TYPE OF ACTION: — ORDINANCE — RESOLUTION <u>X</u> MOTION 2024-78 — OTHER
REVIEW: November 11, 2024	ATTACHMENTS: Bid Tabulations and rating score	


SUBMITTED BY: Weston Ott, P.E., Planning and Public Works City Engineer

RECOMMENDATION: It is recommended that the City Council authorize the award of a contract with Pro-Vac, in the amount of \$1,277,729.10, for Surface Water Infrastructure Cleaning and Inspection Services.

DISCUSSION: This is required work for the City’s National Pollutant Discharge Elimination System (NPDES) permit. The City solicited proposals for the above work in October 2024. The current contract expires December 31, 2024. This is a one year service contract (Jan. 1 through Dec. 31) with the ability to extend the contract for up to 5 additional years. Two vendors submitted proposals. Staff rated the proposals based on contract price, equipment and facilities, customer references, and response time. Staff recommends awarding the contract to Pro-Vac as they rated the highest overall of the two vendors and the lowest cost, they do similar work for other agencies, and they have the largest fleet of vacuum and camera trucks. Pro-vac has a proven track record working with the City and is our current professional services vendor since 2018.

ALTERNATIVE(S): The contract could be awarded to another vendor; or all RFPs could be rejected and the project re-advertised. It is not anticipated that advertising a second time will result in any more favorable bids or bid prices. This is required work for the City’s NPDES permit, the City must either contract through a services agreement or purchase equipment and hire staff.

FISCAL IMPACT: The project will be paid for from the Surface Water Management Utility budget (401). The contract will be awarded up to \$1,277,729.10 and is currently in the proposed 2025 and 2026 budget. The bid tabulations reflect any and all services that City may need. If the service costs exceed the current budget, a budget adjust would be made. The City’s 401 fund has sufficient funds to cover the total estimated costs.

Weston Ott _____ Prepared by	 _____ City Manager Review
Jeff Rimack _____ Department Director	

BID TABULATIONS

Wednesday, October 30, 2024

2025-2030 Surface Water Infrastructure Cleaning and Inspection Services Contract

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.

October 30, 2024

SCHEDULE A				ENGINEER'S ESTIMATE		PRO-VAC		DRAIN-PRO INC.	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	Inspect Storm Drain System	1,000	HR	\$60.00	\$60,000.00	\$48.21	\$48,210.00	\$147.81	\$147,810.00
A-2	Clean Type I and Dry Well Storm Drain Structures	2,890	EA	\$50.00	\$144,500.00	\$46.79	\$135,223.10	\$50.00	\$144,500.00
A-3	Clean Type II and Manhole Storm Drain Structure	500	EA	\$80.00	\$40,000.00	\$67.64	\$33,820.00	\$114.50	\$57,250.00
A-4	Clean Storm Line and Culvert	30,000	LF	\$3.00	\$90,000.00	\$3.68	\$110,400.00	\$1.85	\$55,500.00
A-5	Decant Disposal	130,000	GAL	\$0.75	\$97,500.00	\$0.69	\$89,700.00	\$0.49	\$63,700.00
A-6	Vacuumed Solids/Spoils Disposal	700	TN	\$230.00	\$161,000.00	\$249.00	\$174,300.00	\$219.00	\$153,300.00
A-7	Traffic Control for Drainage	200	HR	\$125.00	\$25,000.00	\$110.00	\$22,000.00	\$136.88	\$27,376.00
A-8	Strom Line Video Inspection	800	HR	\$250.00	\$200,000.00	\$285.00	\$228,000.00	\$235.43	\$188,344.00
A-9	Emergency/Mis Storm Drain Cleaning/Potholing - Vacuum Truck w/ Driver	120	HR	\$325.00	\$39,000.00	\$295.00	\$35,400.00	\$333.98	\$40,077.60
A-10	Emergency/Mis Storm Drain Cleaning/Potholing - Vacuum Truck w/ Driver + Laborer	90	HR	\$375.00	\$33,750.00	\$310.00	\$27,900.00	\$410.63	\$36,956.70
A-11	Potholing - Extracted Spoils Wet/Native Soils	200	TN	\$65.00	\$13,000.00	\$63.88	\$12,776.00	\$32.85	\$6,570.00
A-12	Cleaning and Cartridge Replacement for Storm Filter Vaults	1,000	HR	\$375.00	\$375,000.00	\$310.00	\$310,000.00	\$355.86	\$355,860.00
SCHEDULE A TOTAL				\$1,278,750.00		\$1,227,729.10		\$1,277,244.30	

Proposal Score Basis of Award	100	70
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REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE: Motion authorizing award of a contract in the estimated amount of \$275,437.00 to McDonough & Sons, Inc. for the 2025-2030 Street Sweeping Service Contract.	TYPE OF ACTION:
November 18, 2024		— ORDINANCE
REVIEW:		— RESOLUTION
	ATTACHMENTS: Bid Tabulations	<input checked="" type="checkbox"/> MOTION 2024-79
		— OTHER

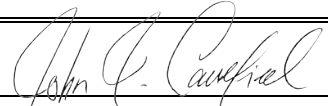
SUBMITTED BY: Weston Ott, P.E., Planning and Public Works City Engineer

RECOMMENDATION: It is recommended that the City Council award a contract in the estimated amount of \$275,437.00 to McDonough & Sons, Inc. for the 2025-2030 Street Sweeping Service Contract.

DISCUSSION: The City solicited proposals for the above work in October 2024. Two different vendors submitted proposals. Staff reviewed the proposals and contract price. Staff recommends awarding the contract to McDonough & Sons, Inc. as they rated the highest of the two vendors. McDonough & Sons, Inc. has been the City's street sweeping contractor since 2020. They are located in the Maple Valley area and have a good response time well within the two-hour requirement

ALTERNATIVE(S): The contract could be awarded to the other vendor; or both RFPs could be rejected and the project re-advertised. It is not anticipated that advertising again will result in any more favorable bids.

FISCAL IMPACT: The contract will be paid for from the Surface Water Management budget (401), and work for the City Hall parking lot, the parks, and the Sounder Garage from the Facilities budget (504). This is a one-year service contract (Jan 1 through Dec 31) with the ability to extend the contract for up to 5 additional years. The current contract expires at the end of December 2024.

<p>Weston Ott _____ Prepared by</p> <p>Jeff Rimack _____ Department Director</p>	 _____ City Manager Review
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BID TABULATIONS

Wednesday, October 30, 2024

2025-2030 Street Sweeping Services Contract

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.

October 30, 2024

SCHEDULE A				ENGINEER'S ESTIMATE		PRO-VAC		MCDONOUGH & SONS	
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1	Lakewood Towne Center (once/week)	100	LINEAL CURB MILE	\$60.00	\$6,000.00	\$58.50	\$5,850.00	\$55.00	\$5,500.00
A-2	City Hall Parking Lot (once/month)	1	LS	\$4,500.00	\$4,500.00	\$5,700.00	\$5,700.00	\$3,663.00	\$3,663.00
A-3	Sounder Station Parking Garage (once/quarter)	1	LS	\$2,500.00	\$2,500.00	\$2,700.00	\$2,700.00	\$2,035.00	\$2,035.00
A-4	Ft Steilacoom, Harry Todd & American Lake Parks (once/quarter)	1	LS	\$5,000.00	\$5,000.00	\$7,100.00	\$7,100.00	\$2,442.00	\$2,442.00
A-5	Colonial Plaza	1	LS	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$2,442.00	\$2,442.00
A-6	High Organic Debris Areas (OCT, NOV, DEC, JAN, every other week)	1,290	LINEAL CURB MILE	\$60.00	\$77,400.00	\$58.50	\$75,465.00	\$55.00	\$70,950.00
A-7	Principal Arterials	1,150	LINEAL CURB MILE	\$60.00	\$69,000.00	\$58.50	\$67,275.00	\$55.00	\$63,250.00
A-8	Minor Arterials (once/month)	610	LINEAL CURB MILE	\$60.00	\$36,600.00	\$58.50	\$35,685.00	\$55.00	\$33,550.00
A-9	Collectors & Local Access (FEB, MAY, AUG, NOV, and/or upon request)	1,090	LINEAL CURB MILE	\$60.00	\$65,400.00	\$58.50	\$63,765.00	\$55.00	\$59,950.00
A-10	Center Turn Lanes (FEB, MAY, AUG, NOV)	260	LINEAL CURB MILE	\$60.00	\$15,600.00	\$58.50	\$15,210.00	\$55.00	\$14,300.00
A-11	Wide Sidewalks (FEB, MAY, AUG, NOV)	10	LINEAL CURB MILE	\$50.00	\$500.00	\$58.50	\$585.00	\$610.50	\$6,105.00
A-12	Extra Sweeping - Emergency Call-out	150	HOUR	\$200.00	\$30,000.00	\$225.00	\$33,750.00	\$75.00	\$11,250.00
SCHEDULE A TOTAL					\$316,500.00		\$317,585.00		\$275,437.00

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: Motion authorizing award of a contract to Thomson Electric Constructors Inc. in the amount of up to \$350,000.00 for the 2025 Electrical Services project.	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE NO. <input type="checkbox"/> RESOLUTION NO. <input checked="" type="checkbox"/> MOTION NO. 2024-80 <input type="checkbox"/> OTHER
REVIEW: November 12, 2024	ATTACHMENTS: Bid Tabulations	

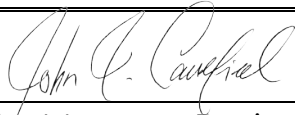
SUBMITTED BY: Weston Ott, P.E. Planning and Public Works City Engineering

RECOMMENDATION: It is recommended that the City Council authorize award of a contract to Thomson Electric Constructors Inc. in the amount of \$350,000.00 for the 2025 Electrical Services project. The bid price was used as a basis for award, bid tabulation is attached. The hourly rates and unit prices on work assigned under this contract will be the corresponding bid rates. Actual expenditures will be limited to a total of up to \$350,000.00 over the one year duration. The contract has an option to extend the contract for a second year if mutually agreed to between the City and the contractor at no additional contract cost extension.

DISCUSSION: The purpose of this contract is to establish set prices for electrical work that the City can draw upon over the duration of the project. This will enable the city to continue to repair or replace damaged streetlights, traffic signals, and other electrical components in a timely basis. While this contract does not guarantee any work to the contractor, it allows the City to issue task authorizations individually tied to allocated budgets: capital, maintenance, or risk pool. **Continued on page 2.**

ALTERNATIVE(S): The City received one (1) bid for this project from a qualified responsible bidder. It is not anticipated that rebidding the project would result in new or lower bids.

FISCAL IMPACT: There is no fiscal impact to the City as this contract will be used to support current and on going efforts to repair/replace/rehabilitate existing infrastructure or new infrastructure covered in existing budgets.

Weston Ott Prepared by	 _____ City Manager Review
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DISCUSSION CONTINUED:

This is the fourth Electrical Services project recommended by the Public Works Engineering Department. The 2020 Electrical Services project completed 66 tasks with a total cost of over \$276,000 in a two year time period. The 2022 Electrical Services project was recently completed and consisted of 20 tasks totaling just under \$350,000.00 in a one year period. The 2023 Electrical Services project is ongoing until December 31, 2024, and has consisted to date of 50 tasks totaling \$109,344.44.

BID TABULATIONS

Wednesday, October 30, 2024

2025 Electrical Services Contract

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.

October 30, 2024

SCHEDULE				ENGINEER'S ESTIMATE		THOMPSON ELEC			
ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
1	Electricians - Inside Wireman	500	HR	\$180.00	\$90,000.00	\$166.00	\$83,000.00		
2	Electricians - Foreman	200	HR	\$170.00	\$34,000.00	\$166.00	\$33,200.00		
3	Power Equipment Operator	100	HR	\$170.00	\$17,000.00	\$166.00	\$16,600.00		
4	General Labroer	100	HR	\$75.00	\$7,500.00	\$65.00	\$6,500.00		
5	Flagger	100	HR	\$75.00	\$7,500.00	\$75.00	\$7,500.00		
6	Traffic Control Supervisor	100	HR	\$90.00	\$9,000.00	\$85.00	\$8,500.00		
7	Other Temporary Traffic Control	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		
8	Minor Change	1	FA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
9	Equipment Markup	1	LS	\$15,000.00	\$15,000.00	\$11,700.00	\$11,700.00		
10	Material Markup	1	LS	\$85,000.00	\$85,000.00	\$93,600.00	\$93,600.00		
11	Subcontractor Markup	1	LS	\$80,000.00	\$80,000.00	\$80,500.00	\$80,500.00		
SCHEDULE TOTAL					\$360,000.00		\$356,100.00		

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: Approving the 2025 Human Services Funding Allocations.	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2024-81 <input type="checkbox"/> OTHER
REVIEW: November 12, 2024	ATTACHMENTS: 2025 Human Services Funding Recommendations	

SUBMITTED BY: Shannon Bennett, Human Services Coordinator

RECOMMENDATION: It is recommended that the City Council adopt the human services funding recommendations presented on November 12, 2024 for \$510,000 and authorize the City Manager to approve contracts to support twenty-one (28) human services programs.


DISCUSSION: The Community Services Advisory Board (CSAB) conducted a rigorous review process of evaluating twenty-six (29) human services funding requests totalling \$855,050. This competitive application process was used to identify qualified programs to serve Lakewood’s most vulnerable populations. All recommended services are within the Council-approved strategic areas of emotional supports and youth programming, access to food, access to health and behavioral health, assistance & homelessness prevention and crisis stabilization and advocacy.

ALTERNATIVE(S):

1. Approve the 2025 human services funding recommendations as presented on November 12, 2024 (Attachment A).

2. Increase funding for various program services, reduce funding for various programs or services and/or fund additional programs or services, which meet Council strategies and community needs.

FISCAL IMPACT: \$ 510,000 from the general fund human services budget.

Prepared by:	
<u>Shannon Bennett, Coordinator</u>	 _____ City Manager Review
<u>Mary Dodsworth Department Director</u>	

Agency Name	Program(s)	Priority	Funding Requested	Funding Recommendation	Avg. Score
Making a Difference	Eloise's Cooking Pot Food Bank Delivery Program	Access to Food	\$25,000.00	\$ 25,000.00	41.5
Nourish	Nourishing Food For Families	Access to Food	\$30,000.00	\$ 20,000.00	41.2
Emergency Food Network	Co-Op Food Purchasing	Access to Food	\$25,000.00	\$ 16,000.00	41
Tillicum Community Center	Emergency Services Food Bank Plus Clothing	Access to Food	\$25,000.00	\$ 15,000.00	40.8
St Leos	Feeding the Hungry in Lakewood	Access to Food	\$25,000.00	\$ 12,000.00	40
Emergency Food Network	Home Delivery	Access to Food	\$25,000.00	\$ 12,000.00	39.7
		Total Access to Food	\$155,000.00	\$ 100,000.00	
Greater Lakes Mental Health Care	Behavioral Health Contact Team (BHCT)	Access to Health and Behavioral Health	\$25,000.00	\$ 25,000.00	41.8
Lindquist Dental	Uncompensated Dental Care	Access to Health and Behavioral Health	\$25,000.00	\$ 20,000.00	41.3
Community Health Care	Behavioral Health Services	Access to Health and Behavioral Health	\$15,000.00	\$ 15,000.00	40.2
Asia Pacific Cultural Center	Mental Health	Access to Health and Behavioral Health	\$55,300.00	\$ 15,000.00	37.5
Pierce County Project Access	Donated Care and General Operating	Access to Health and Behavioral Health	\$20,000.00	\$ 12,000.00	33
		Total Access to Health & Behavioral Health	\$140,300.00	\$ 87,000.00	
Rebuilding Hope	Advocacy and Therapy Sexual Assault Victim Services	Crisis Stabilization	\$24,750.00	\$ 24,750.00	41.5
Tillicum Community Center	Referrals for Assistance and Community	Crisis Stabilization	\$25,000.00	\$ 20,000.00	40.8
		Total Crisis Stabilization	\$49,750.00	\$ 44,750.00	
Lakewood's Promise	The 5 Promises	Emotional Supports & Youth Programming	\$0.00	\$ 35,250.00	N/A
Communities in Schools	High School In-School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 22,000.00	44.3
Communities in Schools	McKinney Vento In School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 17,000.00	43
B&GC	Social / Emotional Learning	Emotional Supports & Youth Programming	\$25,000.00	\$ 20,000.00	43
Oasis	Supports for LGBTQ+ Youth in Lakewood	Emotional Supports & Youth Programming	\$25,000.00	\$ 16,000.00	42.7
Communities in Schools	Elementary In- School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 12,000.00	42.3
Communities in Schools	Middle School In-School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 9,000.00	42.2
Asia Pacific Cultural Center	PLOT Youth	Emotional Supports & Youth Programming	\$80,000.00	\$ 12,000.00	37
Safe Streets	Health is Wealth Youth Program	Emotional Supports & Youth Programming	\$90,000.00	\$ 12,000.00	34.8
Team Work	Wrk Zone	Emotional Supports & Youth Programming	\$25,000.00	\$ 25,000.00	33.8
		Total Emotional Supports & Youth Programming	\$345,000.00	\$ 180,250.00	
The Rescue Mission	Family Shelter & Emergency Services	Housing Assistance and Homeless Prevention	\$15,000.00	\$ 15,000.00	39.7
LASA	Emergency Shelter	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 20,000.00	38
STEP	Preventing Homelessness for Military & Veteran Families	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 20,000.00	38
LASA	Client Services & Hygiene Center	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 16,000.00	37
Tacoma Pro Bono	HJP Homelessness Prevention Legal Aid - Crisis Stabilizaton	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 15,000.00	35.2
Rebuilding Together	Community Revitalization Partnership	Housing Assistance and Homeless Prevention	\$25,000.00	\$ -	35
Tacoma Pro Bono	HJP Homelessness Prevention Legal Aid - Housing Asst	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 12,000.00	34.8
		Total Housing Assistance & Homeless Prevention	\$165,000.00	\$ 98,000.00	
29 Total Applications / 22 Agencies		Total Funding Recoomendations	\$855,050.00	\$ 510,000.00	

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: Lodging Tax Advisory Committee (LTAC) Recommendations Authorizing 2025 Contracts for Tourism. ATTACHMENTS: Memo and draft LTAC Retreat minutes as presented to the City Council November 12, 2024.	TYPE OF ACTION: — ORDINANCE — RESOLUTION — MOTION — OTHER
REVIEW: November 12, 2024		

SUBMITTED BY: Tho Kraus, Deputy City Manager.

RECOMMENDATION: Authorize the City Manager to enter into 2025 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 12, 2024.

ALTERNATIVE(S):

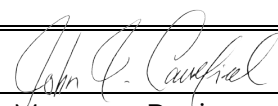
1. The City Council may accept or reject any of the LTAC funding recommendations.

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 **\$1,247,850** (details provided in attached memo).

Dana Kapla, Assistant Finance Director Prepared by _____ Department Director	 _____ City Manager Review
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TO: Mayor and City Councilmembers

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

THROUGH: John J. Caulfield, City Manager *John J. Caulfield*

DATE: November 12, 2024

SUBJECT: Review of 2024 Lodging Tax Funding Allocations

ATTACHMENTS: Draft LTAC Minutes from September 20, 2024 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.

2024 Estimated Funds Available for 2025 Grant Awards

	Restrictions on Use		Total
	4%	3% (Restricted)	
Total Estimated Funding Available for 2025 Grant Awards	Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Estimated Ending Balance, 12/31/2024	\$1,324,752	\$2,366,457	\$3,691,209
Less Required for CPTC McGavick Center	\$0	(\$101,850)	(\$101,850)
Total	\$1,324,752	\$2,264,607	\$3,589,359

Grant Requests

On July 29, 2024, the City solicited for and received 18 proposals requesting \$1,146,000.

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.

2025 Grant Award Recommendations

The LTAC was provided completed applications on September 9, 2024 for review. On September 20, 2024 the LTAC met for a half 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:

2024 Requests for 2025 LTAC Grant Funds Applicant	Total Project Cost	Funding Request			Recommended Funding			
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total	
Grave Concerns Association	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000	
Historic Fort Steilacoom Association	14,000	12,000	-	12,000	12,000	-	12,000	
Asia Pacific Cultural Center	42,600	15,000	-	15,000	15,000	-	15,000	
Tacoma-Pierce County Tourism Authority	4,206,749	150,000	-	150,000	150,000	-	150,000	
Lakewood Gardens	200,000	200,000	-	200,000	200,000	-	200,000	
Lakes Cross County Booster Club	9,500	7,000	-	7,000	7,000	-	7,000	
Lakewood Chamber of Commerce	125,000	125,000	-	125,000	125,000	-	125,000	
Lakewood Chamber of Commerce - Memorial Day Concert	7,500	7,500	-	7,500	7,500	-	7,500	
Lakewood Historical Society & Museum	56,500	38,000	-	38,000	38,000	-	38,000	
Lakewood Playhouse	342,113	100,000	-	100,000	100,000	-	100,000	
Lakewood Sister Cities Association	23,950	23,500	-	23,500	23,500	-	23,500	
City of Lakewood - Marketing Promotion	80,000	80,000	-	80,000	80,000	-	80,000	
City of Lakewood - SummerFEST	270,000	210,000	-	210,000	210,000	-	210,000	
City of Lakewood - Farmers Market	93,000	78,000	-	78,000	78,000	-	78,000	
City of Lakewood - Pavilion Concert Series	54,000	30,000	-	30,000	30,000	-	30,000	
City of Lakewood - Saturday Street Festival	20,000	10,000	-	10,000	10,000	-	10,000	
City of Lakewood - Fiesta de la Familia	60,000	35,000	-	35,000	35,000	-	35,000	
City of Lakewood - MLK Beloved Community	25,000	10,000	-	10,000	10,000	-	10,000	
	\$ 5,644,912	\$ 1,146,000	\$ -	\$ 1,146,000	1,146,000	-	1,146,000	
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850	
	\$ 5,746,762	\$ 1,146,000	\$ 101,850	\$ 1,247,850	1,146,000	101,850	1,247,850	
					2025 Available funds =>	\$ 1,324,752	\$ 2,366,457	\$ 3,691,209
					Ending Balance =>	\$ 178,752	\$ 2,264,607	\$ 2,443,359

Next Step

On November 18, 2024, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2025.

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.



LODGING TAX ADVISORY COMMITTEE (LTAC) MINUTES

Friday, September 20, 2024
Council Chambers (and via Zoom)

CALL TO ORDER

Chair Mayor Jason Whalen called the meeting to order at 8:38 a.m.

ROLL CALL (Committee members announced their presence)

Members present: **In person:** Lakewood Mayor Jason Whalen, Chair; Linda Green, Lakewood Chamber of Commerce; Dean Burke, President - Travel Tacoma.

Members Absent: DJ Wilkins, Comfort Inn and Suites; Jarnail Singh, President - Comfort Inn and Suites.

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

PUBLIC COMMENTS - None.

MEETING MINUTES APPROVAL - The motion to approve the 2024 LTAC meeting minutes from September 22, 2023 passed unanimously.

OPEN PUBLIC MEETINGS ACT and Public Records

City Attorney Heidi Ann Wachter provided an annual update/training on the Open Public Meetings Act. She explained the requirement for this training and then presented the relevant information to the attendees. Ms. Wachter concluded her training and asked the members to contact the Legal Department if they have any additional questions in the future.

2024 GRANTS STATUS & FUND BALANCE – Dana Kapla, Assistant Finance Director.

Ms. Kapla provided the projected fund balance at 12/31/2024 is \$3,589,359, whereas \$1,324,752 was available for tourism, promotion, acquisition of tourism related facilities, or operations of tourism related facilities, and \$2,264,607 is available for acquisition, construction, expansion, marketing, and management of convention facilities.

2025 GRANT PROPOSAL PRESENTATIONS

Grave Concerns Association – Laurel Lemke, Chairperson

Ms. Lemke expressed gratitude to the committee for their previous meeting and offered a comprehensive overview of the organization's Mission, Vision, and Principles. She delved into the group's historical context, showcased visual aids such as maps and photos of the grave sites, and provided updates on marketing efforts and project/activity progress. Additionally, Ms. Lemke outlined past and requested funding, highlighting anticipated projects and the intended allocation of funds for current funding requests, such as markers, promotional materials, media, and to host a Military Memorial Dedication in partnership with multiple organizations.

Mayor Whalen inquired about the availability of an entry marker list that identifies all individuals with existing markers. Ms. Lemke responded that while a formal list doesn't exist, individuals can visit the organization's website to find information about markers. She also mentioned that the group is actively working to improve the marker list and develop a discovery map. Ideas for this and tool storage (as dual purpose) were discussed.

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

Secretary Lewis commenced his presentation by outlining the proposed use of HFSA's 2025 funding to enhance social media platforms (Facebook, website, etc.). He highlighted the significance of Eventbrite membership, which allows website visitors to seamlessly purchase tour tickets. This feature facilitates event planning, and the Square credit card application provides valuable reporting.

Mr. Lewis discussed the organization's internet services, digital media requirements, event needs (such as candle events), guest speaker arrangements for the 175th anniversary celebration, advertising strategies, historical information dissemination, and the engagement of a writer to feature HFSA in the Rural Light magazine. He accompanied his presentation with photos, explaining their traditions and purposes. Additionally, Mr. Lewis expressed gratitude to Tacoma Trophy for their exceptional work and announced that this would be his final presentation as Secretary and introduced that President Walter Neary would be presenting and briefly discussing the anticipated changes.

Chair Whalen thanked Joe for his hard work over the years. He raised the topic of potential capital projects, and Joe discussed ongoing construction near the building and current parking challenges. A subsequent discussion ensued.

Tacoma-Pierce County Tourism Authority - Dean Burke, President/CEO

Mr. Burke initiated his presentation by briefly discussing the organization's recent rebranding to align with a county-wide perspective. He provided an overview of the Tacoma-Pierce County Tourism Authority (TPCTA), highlighting its role as a destination marketing organization, convention & visitors bureau, and sports commission serving seven municipal contracts across Pierce County. Mr. Burke briefly described how visitors are defined and explained how the TPCTA measures hotel room night generation. He showcased marketing campaign photos and presented statistical information on room sales generated by various activities, the economic impact of tourism, historical hotel occupancy rates, visitor numbers, core market segments, and their impact on leisure tourism. He concluded with a brief summary of last year's visitor numbers, which exceeded their initial estimates.

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

Ms. Pritchard commenced her presentation by showcasing photos and requesting the same funding amount as the previous year. She expressed the APCC's longstanding goal of hosting this event within the City of Lakewood, but acknowledged the challenges encountered with Clover Park High School that have prevented local hosting the last few years but hope to in 2025.

Ms. Pritchard highlighted the significant growth of the Asian Pacific population in Lakewood since 2010 and emphasized the importance of celebrating this cultural heritage within the city. She estimated the event attendance to be around 8,000 people, although she suggested the actual number might be higher. She explained that admission is free except for those that help support the week-long event. The event format includes a prayer on the first day, youth-focused activities on days two and three, cultural education and language preservation on day four, fashion and promotions on day five, a grand dinner on day six, and a culminating day open to the public featuring a parade, dances, food, and various activities.

Ms. Pritchard concluded by acknowledging the ongoing funding support from the City of Lakewood and provided a brief historical overview of the Simonian people in Lakewood, highlighting the event's role in fostering understanding.

Member Burke commented how he supports all that they do and thanked her.

City of Lakewood PRCS – Various Events – Sally Martinez, Parks and Recreation Recreational Coordinator

Ms. Martinez began by expressing gratitude to the committee for their ongoing support of various events. She then provided an overview of the following events:

SummerFest: Ms. Martinez described SummerFest as a longstanding tradition, now in its 26th year. She emphasized its significance beyond attracting visitors and highlighted how the event contributes to a sense of community, encouraging people to relocate to Lakewood. SummerFest attracts approximately 40,000 attendees through statewide advertising and the involvement of over 200 organizations, with a focus on wellness, fitness, and art. She noted that 40% of attendees are new each year and showcased specific events and statistics from SummerFest.

Farmer's Market: The Farmers' Market has expanded to 14 weeks and Ms. Martinez discussed the survey process, shared statistics, highlighted internal events, and mentioned vendor satisfaction with the market's location, sales, layout, and arrangement of other activities. A discussion followed regarding visitor behavior at the market, the lack of September dates, the possibility of extending the market season, and potential staffing implications.

Summer Concert Concerts: The Summer Concert Series has grown in popularity, attracting attendees of all ages and cultures.

Saturday Street Festival: Ms. Martinez discussed the Jazz Night and Car Show theme of this year's festival, the origin of the participating cars, the event's quality and growth, its contribution to tourism and economic impact, its role in community development and engagement, and its cultivation of family traditions.

Fiesta De La Familia: Ms. Martinez described this remarkable event, providing a brief history of its origins and the impact of media coverage on its growth. She highlighted various events, shows, and artists featured at Fiesta De La Familia.

Martin Luther King Jr.'s Beloved Community Welcome Walk & 3 Workshops: Ms. Martinez introduced this new event, which supports the Diversity, Equity, and Inclusion (DEI) campaign. She explained the event's concepts, the keynote speaker Dr. John Scott (who his mentor was a former speechwriter for MLK Jr.), and the activities included. Ms. Martinez discussed funding support for the event, provided additional information about Dr. John Scott, listed the beloved community traits, and engaged in a discussion with committee members regarding workshops, location, and the event's potential.

Lakewood Chamber of Commerce – Memorial Day Concert - Linda Smith, President/CEO
Ms. Smith proposed a new event, the Memorial Day Concert. She explained that while Lakewood doesn't have a Veterans Day parade, the Chamber, in collaboration with its Armed Forces Connection Committee, would like to create a community-wide event to honor veterans during Memorial Day.

The concert would complement the Mountain View Memorial Service and feature both military and civilian bands, along with a commemorative ceremony. Ms. Smith requested

\$7,500 to support advertising and vendor costs. A subsequent discussion with the committee focused on the event venue and potential vendors.

Lakewold Gardens - Tourism – Justin Henderson, Executive Director, Lori Scharmach, Board of Trustee

Justin Henderson, the new Executive Director of Lakewold Gardens, began his presentation by introducing himself and sharing his relevant work experience. He expressed gratitude for the previous year's award, which significantly impacted the garden's marketing efforts, media presence, program offerings, and community outreach.

Looking ahead to 2025, Mr. Henderson outlined the garden's ambitious plans to expand its reach, host larger events, and attract more attendees. He highlighted the upcoming Winter Glow, Music from Home, and then discussed plans to utilize their garden venue by allowing for larger events, releasing event restrictions for events such as weddings, corporate retreats, and celebrations of life. While the garden will maintain appropriate guidelines, this flexibility aims to cater to a wider range of event needs.

Addressing questions and concerns related to recent property changes, Mr. Henderson provided insights into how these alterations may impact future events. He also introduced David LeClaire as the garden's new social consultant.

Mr. Henderson concluded his presentation by summarizing how Lakewold Gardens has effectively utilized LTAC funding to increase event capacity, enhance programs, and expand its marketing reach throughout the region.

Discussion Points

Chair Linda Smith initiated a discussion about making Lakewold Gardens more accessible to a wider audience through cost-effective measures. The group explored the possibility of offering a free day or discounts for Lakewood residents, as well as other strategies to make events more affordable for the community.

Lakes Cross Country Booster Club - Peter Johnson, President

Peter Johnson, President of the Lakes Cross Country Booster Club, began his presentation by discussing the upcoming 2024 cross country event, which was scheduled to take place the following day. He provided details about the event setup, equipment, and expected attendance, anticipating between 8,000 and 10,000 participants.

Mr. Johnson emphasized the booster club's role as a group of parents supporting the cross-country event. He presented a slideshow with statistics from the previous year, highlighting those 3,373 runners crossed the finish line, representing 111 teams from the region. Despite facing competition from an Oregon event, the 2024 competition has seen an increase to 123 club teams and middle schools, with approximately the same number of runners participating.

Mr. Johnson described the various runs during the event, the award ceremony, and provided additional statistical information regarding runner demographics and attendance. He discussed his collaboration with Brynn Grimley from the City of Lakewood on marketing strategies through the Nearcation marketing initiative.

He also explained how the booster club's equipment is utilized by other groups throughout the region and discussed the equipment, supplies, and awards purchased with last year's funding and partnerships. Mr. Johnson concluded his presentation with a summary of his hotel costs and a brief discuss on the jingle bell dash and future asks.

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

Ms. Smith began her presentation by stating the chamber's commitment to serving as the lead destination marketing organization for Lakewood. She emphasized their goal of attracting visitors and providing valuable tourist information and services to the public.

Ms. Smith explained the chamber's focus on individual consumer travel, their role as Lakewood's lead destination marketing authority, and their efforts to promote Lakewood as an affordable and attractive getaway destination. She outlined the target market, which includes Seattle-north, eastern Washington, Idaho, and Portland-south.

Ms. Smith provided data on visitor trends, marketing strategies and campaigns, the chamber's website, and upcoming videos and publications. She showcased a commercial and discussed advertising campaigns and the visitor guide and member directory.

Concluding her presentation, Ms. Smith introduced the 2025 concept for Lakewood's best-kept secret: Los Guerreros Panaderia

Mayor Whalen inquired about the types of visitors who frequent businesses in Lakewood. A brief discussion followed to explore this topic in more detail.

Lakewood Playhouse – Joesph Walsh, Producing Artistic Director

Mr. Walsh began his presentation by outlining the playhouse's goal of reestablishing its local, national, and international presence through the power of theater and community building. He expressed gratitude for the committee's support and the recently completed mural, which was created by the talented artist Jeremy Gregory, also the director of the production of "Godspell."

Mr. Walsh discussed the playhouse's plans to showcase the work of all production directors in their lobby. He then delved into their project activities, which include a journey of growth and change, rebuilding their reputation, ensuring financial responsibility and stability, developing a robust donor campaign, re-engaging with their mission, and promoting the City of Lakewood.

Mr. Walsh highlighted three key focal points: People, Programming, and Partnerships. He discussed each point, showcasing the board of directors, season directors, cast and creative team of "Godspell," programming, artwork, partnerships, and relevant statistics.

Concluding his presentation, Mr. Walsh emphasized that by focusing on culture, people, and policy, the playhouse can achieve a fiscally responsible and stable organization. He thanked the committee for their ongoing support.

Mayor Whalen initiated a discussion regarding the increased asking amount, inquiring about the reasons behind the increase.

City of Lakewood Communications – Marketing Promotions –Brynn Grimley, Communications Manager

Ms. Grimley began her presentation by discussing the accomplishments of the "NEARcation" campaign and outlining the project goal of promoting Lakewood's premier events under the NEARcation brand, aligning with the Lakewood City Council's vision and objectives.

Ms. Grimley provided a brief history of the marketing campaign, highlighting the events and statistical information supported. She explained the distribution of funding among the events, showcased the beneficiaries, and detailed the marketing and promotion strategies employed.

She then introduced the new 2025 Goals, which focus on promoting the city's premier events, maintaining a presence on well-ranked activity pages, and ensuring visibility in hotels, restaurants, and other activity pages. Ms. Grimley discussed plans to rebrand or refresh SummerFest.

Mayor Whalen inquired about statistical information regarding vendors and surrounding businesses. Ms. Grimley stated that while there is no current method to track this information within the department, there are paid services available that could provide this data at a significant cost. A discussion ensued about the potential benefits and drawbacks of acquiring this information.

Lakewood Historical Museum – Edward Voie, Vice President; Sue Scott, President

Mr. Voie began the presentation by providing a brief history of himself and introducing Sue Scott. He discussed the museum's continued growth in programs and events, while acknowledging the challenges posed by rising inflation costs.

Mr. Voie shared information about some of the museum's events and showcased photos of their theater, highlighting its prime location. Sue Scott then discussed the museum's renovation efforts, accompanied by photos, and briefly mentioned the significance of Ben, their banner.

Mr. Voie listed the films that have been displayed at the museum and showcased a photo of the bar. He highlighted the invaluable contributions of volunteers who handle fundraising, marketing, and museum operations throughout the year.

The presenters outlined the museum's expenses (\$66K) and estimated income (\$28K), revealing a shortfall of \$38K, which was the amount of their proposal request. They presented their goals, which include hosting 10 events, installing 2 markers, publishing 4 publications, maintaining 300 paid memberships, expanding the board, refreshing exhibits, and keeping the museum open 2-3 days a week.

The presentation concluded with a discussion of the museum's traffic-building programs, book library, murals, volunteers, festivals, events, and event space rental. The presenters expressed their gratitude for the committee's support.

Lakewood Sister Cities Association — International Festival - Connie Coleman-Lacadie, President

Due to last-minute changes in presentation schedules made by Chair Mayor Whalen, Ms. Coleman-Lacadie was unable to present. The committee members reviewed the proposal and funding request in her absence. After review of the proposal and funding request, the committee determined that the request was not higher than the previous year. Given this, and in light of the adjusted presentation schedule, the committee agreed to move forward with the proposal without requiring a formal presentation from Ms. Coleman-Lacadie.

GRANT FUNDING DECISIONS

Following a brief discussion, a proposal to approve proposals as submitted, totaling \$1,247,850 (\$101,850 capital and \$1,146,000 non-capital), was approved by all without further discussion.

LAKWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2024 Requests for 2025 LTAC Grant Funds Applicant	Total Project Cost	Funding Request			Recommended Funding		
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Grave Concerns Association	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000
Historic Fort Steilacoom Association	14,000	12,000	-	12,000	12,000	-	12,000
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Lakewood Chamber of Commerce	125,000	125,000	-	125,000	125,000	-	125,000
Lakewood Chamber of Commerce - Memorial Day Concert	7,500	7,500	-	7,500	7,500	-	7,500
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City of Lakewood - MLK Beloved Community	25,000	10,000	-	10,000	10,000	-	10,000
	\$ 5,644,912	\$ 1,146,000	\$ -	\$ 1,146,000	1,146,000	-	1,146,000
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850
	\$ 5,746,762	\$ 1,146,000	\$ 101,850	\$ 1,247,850	1,146,000	101,850	1,247,850
				2025 Available funds =>	\$ 1,324,752	\$ 2,366,457	\$ 3,691,209
				Ending Balance =>	\$ 178,752	\$ 2,264,607	\$ 2,443,359

ADJOURNMENT - Chair Mayor Whalen adjourned the meeting at 12:49 p.m.

For the full video of this meeting go to the [City of Lakewood YouTube channel](https://www.youtube.com/watch?v=9OqjFj7qcAY) and visit the following link: <https://www.youtube.com/watch?v=9OqjFj7qcAY>

Minutes:


 Dana Kapla, Asst. Finance Director (Preparer)

 Mayor Jason Whalen, Chair



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

MEETING PLACE/DATE:

Thursday, June 6, 2024

In-Person and Zoom Virtual Meeting

Lake Steilacoom 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 7:32 am

ATTENDANCE:

Lakewood's Promise Advisory Board Members Present:

Kerri Pedrick, Julie White, Dr. Joyce Loveday, Alice Fong and Mary Dodsworth

Lakewood's Promise Advisory Board Members Excused:

Ron Banner and Megan Dempsey

Staff: Shannon Bennett provided staff support

Youth Council Liaison:

Katie Keiser, Launa Nieto Johnson, and Alexis Lynn

Council Liaison:

Mary Moss, Deputy Mayor

Guests:

APPROVAL OF MINUTES:

The March 7th minutes were unanimously approved.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Youth Summit debrief and Youth Council liaisons recognition.

Shannon reported to members, of the 115 students who registered for the May 27th Youth Empowerment Summit, 87 attended. Upon entry students were greeted by our Youth Council members and given a free Youth Council drawstring bag to house all of the fun swag handed out by seventeen local resource vendors who engaged the youth with fun activities. One of the many highlights of the day included City Council Speed Round when students enjoyed the opportunity to interact with our City Council members through asking them a series of questions. Breakout sessions provided students the opportunity to learn life skills related to college and job prep, political advocacy, life balance and cultural wealth. Delicious coffee drinks were provided by Bean Water coffee truck along with a Jimmy John's catered lunch. The youth enjoyed using a photo booth and props to document memories with their student colleagues and adult chaperones. Other fun activities included video and lawn games, and to round out the day, eight prizes provided by the event's sponsor Twin Star Credit Union were randomly awarded.

Shannon shared that the application for the 2024/25 school year is currently open and will close on June 16th. The application can be found on the City's website.

Members thanked the Youth Council liaisons for all of their hard work during the year.

Reflect on the 24-25 LPAB year and share hopes for the coming year.

Kerri advised members we'll be taking a break from meeting in July and invited members to share their thoughts about a success for the current year and hopes for next year. The information will be used to put together the school year 2024/25 workplan during the August meeting. Kerri started by saying she loved hearing from Alexa that there's a group of adults that care and are willing to take action. Mary D. said she appreciated seeing the initial conversations by the different communications people and wants to see more of an outcome/action around the information shared; maybe holding a communications summit at the beginning of the year. Collaboration builds relationships and trust and we need to fill the gap in reaching folks. Kerri mentioned a success this year was the Partnering for Progress summit and the ideas that came out of that; with an emphasis on the organizations becoming more familiar with each other and brainstorming how we can all work together. One of her hopes is supporting out of school time, beginning with supporting agencies already holding youth events and enhancing their programs offered. Kerri suggested we recraft the member highlights with not only reporting organizational successes, but also their needs. Julie loves the communication, collaboration and relationship building piece of the group. Wants to see some of the policy issues brought forward by the Youth Council students and see if we can figure out ways to support them and give our

students increased opportunities to build their advocacy skills and get in front of decision makers. Kerri suggested LPAB facilitates more opportunities for students to spend quality time with City Council. Mary D. reported City Council expressed interest in sending more fun time with the Youth Council and that they possibly be involved in an event at the beginning of the school year. Shannon suggested getting the groups together during the kick-off event. Alexis agreed it would be nice to have more opportunity to spend time with City Council to humanize them.

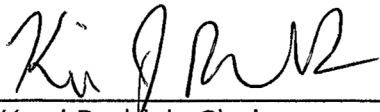
Kerri suggested having fun together for LPAB members and their families in August. Announced August 1st will be this year's Leader's of Change presentations occur and asked if members bypassing August's meeting and hosting a social event that month instead. Julie shared she liked the idea of the group becoming more active and not just coming together to simply report things. Wants to maintain connections built at Partnering for Progress and continue bringing youth serving agencies together.

BOARD MEMBER HIGHLIGHTS:

MEETING ADJOURN: Kerri Pedrick adjourned the meeting at 8:46 am.

NEXT MEETING:

September 5, 2024.



Kerri Pedrick, Chair



Shannon Bennett, Staff Person



**Community Services Advisory Board
Meeting Minutes**

MEETING PLACE/DATE:

Wednesday, June 18, 2024

In-Person and Zoom Virtual Meeting

American Lake Conference Room, City Hall Lobby

6000 Main St SW Lakewood, WA 98499

5:30-6:30PM

CALL TO ORDER:

Kyle Franklin called the meeting to order at 5:36 pm

ATTENDANCE:

Community Services Advisory Board Members Present:

Kyle Franklin, Darrin Lowry, Denise Nicole Franklin and Shelby Taylor

Community Services Advisory Board Members Excused:

Michael Lacadie and Laurie Maus

Staff: Shannon Bennett provided staff support

Guests:

None

Youth Council Liaison:

None

Council Liaison:

Michael Brandstetter

APPROVAL OF MINUTES: February 20, 2024 meeting minutes were unanimously approved.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Kyle Franklin announced the passing of Edith Wallace Owen and members shared their memories of Edith.


Members confirmed the final draft of the human services funding priorities, application and rating tool and agreed to release the 2025/26 Human Services grant application on June 24th with a due date of August 9th.

BOARD MEMBER HIGHLIGHTS: None

MEETING ADJOURN: Kyle Franklin adjourned the meeting at 6:39 pm.

NEXT MEETING:

July 17, 2024, from 5:30-6:30PM



Kyle Franklin, Chair



Shannon Bennett, Staff Person



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

MEETING PLACE/DATE:

Thursday, September 5, 2024

In-Person and Zoom Virtual Meeting

Lake Steilacoom 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 7:30 am

ATTENDANCE:

Lakewood's Promise Advisory Board Members Present:

Kerri Pedrick, Ron Banner, Megan Dempsey, Alice Fong and Mary Dodsworth

Lakewood's Promise Advisory Board Members Excused:

Julie White and Dr. Joyce Loveday

Staff: Shannon Bennett provided staff support

Youth Council Liaison:

Alicia Stanford, Ava Qualls, Britany Robles, Elijah Sta Ana, Gabriel Flores, Jada Martin, Kasia King and Sophia Lana Castro

Council Liaison:

Mary Moss, Deputy Mayor

Guests:

None

APPROVAL OF MINUTES:

The June 5th, 2024 minutes were unanimously approved.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: Kerri invited all members to share their favorite summer memories

and what they're most looking forward to in the new school year.

Goal setting for the new year: What do we want to accomplish for the new year? Shannon asked that the Youth Council liaisons would like to see LPAB work on.

Elijah asked that we work on student planned events for Filipino Heritage month. Also wants to focus on self-discipline. He agrees safe spaces is something he'd be interested in investing in. If youth are given safe spaces, they will flourish. A chance to creatively express themselves will benefit the youth and make them feel engaged. Ezra suggests using something that pops and piques their interest when communicating to the youth. Nothing long.

Gabriel wants to focus on teaching youth leadership skills; maybe hosting some sort of leadership conference.

Alicia would like to have financial classes to help youth know how to do things like taxes and seeking college financial aid.

Mary D. suggests our community is constantly evolving so reminding everyone of the 5 Promises (Promises) is important. Partnership is the key to doing anything in our community and there are people within our community that, if they knew about the Promises can figure out how they have ways of contributing to them. We don't have to do them all, but let's submit one idea and go from there. How do we share this with the community that this even exists and how they can participate. What LPAB means and how we can benefit from their participation and vice versa. Suggests LPAB create a canned presentation for members to present to the service clubs on a regular basis and volunteered to put the clubs schedule together.

Ron likes the idea of communicating the general understanding of the language that we're using it and how it applies to this space, and cross walking it to what we decide to end up doing. The resources are here, and our community partners are begging to get involved. We begin with the definition of the Promise we decide to do and then we give the relevance to the youth and what they are asking for right now. When we make things relevant, we increase the will and the desire of the community to contribute to the value. It will produce be a symbiotic relationship. Suggests we can have a highlighted thing this year, but it does not mean other things (safe spaces) can't also be fulfilled. Let's decide on one thing and highlight other things happening in the community.

Megan asks that we decide on something and move forward with it and make it happen. We should decide on one thing so as not to lose track. Suggested putting an annual calendar of events and brief synopsis for each event together for distribution to the schools.

Alice reminded members that our youth have been asking for safe spaces for quite some time and thinks we can knock out several things and have it all interconnect with what

our youth are asking for. After listening to the youth express their needs, we need to find adults to get involved and funding to do what we need to do. Let's also team up with the service groups on finding safe spaces where youth can feel safe to gather and possibly interact with adults and create those safe relationships.

Shannon recommended having LPAB and Youth Council host an event at the Steilacoom Park Pavilion that highlights youth creativity and art.

Mary M. advised members of the Library ribbon cutting and that Barnes and Noble is currently looking for a new location in Lakewood. Also, Lakewood Multicultural Community Coalition used to provide a safe place for students to express their opinions and views of safety within their community and schools and it's something they want to bring back. It was an opportunity for the Police to listen.

Alice suggested we decide on our goals and take it back to the Youth Council for their input and buy-in prior to putting them into action. Announced Asia Pacific Cultural Center is hosting a nonpartisan Democracy summit at the Tacoma Dome at the end of this month, which might be a good opportunity for youth to involve themselves in civic engagement and financial workshops and something LPAB may be able to partner up with. Also suggested our youth involve themselves in

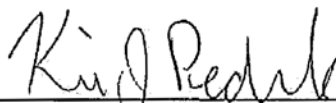
Kerri suggests our power of coming together is to express our wants and fulfilling them. Figure out what the old things and new things are and the outcomes. To do an inventory of what's out there now and where are the gaps and invite youth serving groups to present to LPAB to see how they can enrich any existing programs already occurring within the community. Kerri ended the meeting by suggesting we use the last 5 minutes to draft our SMART goals for distribution to the remaining LPAB members and the Youth Council. The agreed upon goals include: Goal 1: Get More Community Members Involved in Supporting Youth and the Five Promises through a communication campaign. Goal 2: Increase Youth Empowerment to Lead, Learn and Thrive through collaboration of youth-serving agencies.

BOARD MEMBER HIGHLIGHTS:

MEETING ADJOURN: Kerri Pedrick adjourned the meeting at 8:37 am.

NEXT MEETING:

October 3rd, 2024.



Kerri Pedrick, Chair



Shannon Bennett, Staff Person



City of
Lakewood

**Community Services Advisory Board
Meeting Minutes**

MEETING PLACE/DATE:

Wednesday, September 25, 2024

In-Person and Zoom Virtual Meeting

American Lake Conference Room, City Hall Lobby

6000 Main St SW Lakewood, WA 98499

5:30-6:30PM

CALL TO ORDER:

Kyle Franklin called the meeting to order at 5:37 pm

ATTENDANCE:

Community Services Advisory Board Members Present:

Kyle Franklin, Michael Lacadie, Darrin Lowry, Denise Nicole Franklin, Shelby Taylor, Laurie Maus and Gregory Waggs

Community Services Advisory Board Members Excused:

None

Staff: Shannon Bennett provided staff support

Guests:

Charles Ames came to observe the meeting.

Youth Council Liaison:

Estrella Gonzalez-Sanchez, Irie Hinkle, Jaqueline Gonzalez-Mejia, Lesli Rosales-Martinez, Nathalye Lopez, Reinida Benavente, Ruffaro Guzha, and Sotiria Sexton

Council Liaison:

Michael Brandstetter

APPROVAL OF MINUTES: June 18, 2024, meeting minutes were unanimously approved.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Introductions and welcoming of new members was conducted.

Shannon shared her appreciation for the Youth Council members attending tonight's meeting.

There were some issues with all members receiving all 29 applications and as a result a complete set of member ratings was not available. Members compared ratings for the applications rated by all and agreed to arrive at an average rating and decipher a methodology for scoring at the October 16th meeting. Councilmember (CM) Brandstetter asked if the applicant interviews would allow members to revise their scores based. Shannon confirmed they would. Members discussed the 2023/24 funding round's methodology and how it might be revised to best connect the current demand of \$850,050 to this funding rounds \$475,000 in available program funds.

Members expressed concern for Communities in Schools submitting four separate applications totalling \$100,000 and how, if all four applications rate highly this may negatively impact the Board's ability to recommend funding other highly rated and/or important programs.

Members inventoried which applications they have not received prior to all members sharing their scores for each of the applications commonly received.

CM Brandstetter made the recommendation it would be helpful to give a range of scores for discussions sake. Shannon provided members with the low and high score for each application then opened it up for discussion. Members shared the positive and negative application aspects that helped them arrive at their ratings.

Denise and Darrin appreciated the data provided by many of the applicants.

Shelby said she rated applications very strongly, but an area that was lacking for her in many of the lower rated applications was outlining a clear need for many of the applications.

Shannon asked the Youth Council to weigh in on some of the youth focused programs. All members agreed that although they may not utilize the Boys and Girls Club, they have many friends who've access the center and have found much value in the space and programs offered. Ruffaro expressed her strong support for Oasis Youth Center. CM Brandstetter advised the Board that Oasis Youth Center is one of the only centers of its kind to fill a large need and expressed his support for their work. Darrin expressed his concern that the dollar amount associated with helping one resident appeared to be quite high in some applications as compared to others. Shannon cautioned that comparing dollar amounts to number of residents served for all applications may not be making a fair comparison. For example: Oasis Youth Center offers wraparound services

(on-site mental health therapists, outings, etc.), whereas food banks offer food items, which are far less expensive so the cost per client will be far lower.

Members expressed their concern for the vast difference in scores amongst the members and asked that a document including everyone's ratings and the average score be provided prior to the October 16th meeting. Members agreed to provide Shannon with 100% of their scores by the end of the week.

BOARD MEMBER HIGHLIGHTS: None

MEETING ADJOURN: Kyle Franklin adjourned the meeting at 7:05 pm.

NEXT MEETING:

October 16, 2024, from 5:30-6:30PM



Kyle Franklin, Chair



Shannon Bennett, Staff Person



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

MEETING PLACE/DATE:

Thursday, October 3, 2024

In-Person and Zoom Virtual Meeting

Lake Steilacoom 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 7:32 am

ATTENDANCE:

Lakewood's Promise Advisory Board Members Present:

Kerri Pedrick, Ron Banner, Megan Dempsey, Alice Fong

Lakewood's Promise Advisory Board Members Excused:

Julie White, Dr. Joyce Loveday and Mary Dodsworth

Staff: Shannon Bennett provided staff support

Youth Council Liaison:

Alicia Stanford, Ava Qualls, Britany Robles, Elijah Sta Ana, Gabriel Flores, Jada Martin, Kasia King and Sophia Lana Castro

Council Liaison:

Mary Moss, Deputy Mayor

Guests:

Christopher Davis

APPROVAL OF MINUTES:

The September 5th, 2024 minutes were unanimously approved, as corrected to address grammatical errors.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Members came up with the following SMART goals and associated strategies and agreed to present them to Youth Council for their input and buy-in during their October 21st meeting.

Goal 1: Get More Community Members Involved in Supporting Youth and the Five Promises through a Campaign

- **Specific:** Plan a communications campaign for 2025 to tell people about the "5 Promises" through examples and to move them to action by presenting community members with tangible ways they can help—by volunteering, mentoring, supporting youth events or programs. In late 2024, we'll compile a list of stories from LPAB & youth-serving agencies of successful examples of the "5 Promises" AND a list of "calls to action." We will utilize LPAB members communications channels and encourage youth-serving agencies (and other interested groups/individuals)
- **Measurable:** By December 2024, confirm 5 partners who will help spread the message, and find 3 success stories (matched with 3 ways to get involved) to inspire others.
- **Achievable:** We'll partner with LPAB leaders and youth-serving agencies (from Partnering for Promise) to get the word out.
- **Relevant:** This will help adults in the community take action and support youth in real ways, like becoming chaperones, mentors or volunteers.
- **Time-bound:** Launch the campaign by February 2025 and aim to get 50 community members involved/signed up by June 2025.

Goal 2: Support Youth to Lead, Learn, and Thrive in Safe Spaces

- **Specific:** Increase opportunities for Lakewood youth to lead, learn new life skills, and thrive in safe, supportive spaces. Focus on empowering the Youth Council, enhancing out-of-school programs, and partnering with youth-agencies to offer workshops that teach important skills that youth are requesting (like financial literacy). Strengthen partnerships between youth-serving organizations to achieve these objectives.
- **Measurable:** Engage at least 100 youth across different initiatives
- **Achievable:** Build on LPAB's existing network and successful past events like the Partnering for Progress summit. Partner with local organizations, community leaders, and youth-serving agencies.
- **Relevant:** This goal supports the overall mission of creating opportunities for youth to be leaders, while providing safe environments to grow and learn.

- **Time-bound:** Plan and prepare throughout late 2024, with full implementation starting in January 2025 and continuing through the year.

Possible Supporting Strategies:

Strategy 1: Youth-Led Advocacy Opportunities

- **Specific:** Partner with Pierce College (or other partner?) to provide advocacy training to the Youth Council and/or existing youth programming; facilitate a youth/City Council policy roundtable in 2025.
- **Measurable:** Have a training plan for at least 10 youth members by December 2024 and host at least one “Policy Round Table” with youth and the City Council.
- **Time-bound:** Begin meetings with the City Council by June 2025.

Strategy 2: Youth Program Collaboration Summit

- **Specific:** Host a collaboration summit in January 2025 that brings together local youth-serving organizations to discuss ways to improve and enhance safe out-of-school spaces.
- **Measurable:** Confirm 20 participating organizations by December 2024 and develop an action plan for better collaboration by January 2025.
- **Time-bound:** Hold the summit in January 2025, and continue collaborations throughout the year.

Strategy 3: Provide Opportunities to Learn Important Life Skills

- **Specific:** Plan and host two financial literacy workshops in 2025 to teach youth essential skills for managing money and planning for their future in partnership with existing youth programming (e.g. Youth Summit; Late Night; after school club).
- **Measurable:** Partner with financial experts by December 2024 and reach at least 50 youth through the workshops by June 2025.
- **Time-bound:** Complete both workshops by mid-2025.

BOARD MEMBER HIGHLIGHTS:

Julie shared that Pierce College is opening a new science building dedicated to Michelle Johnson and is hosting an open house on October 16th from 3-5pm. In addition she asked members to think of new trustee recommendations and forward their information to her.

Chris Davis shared the neighborhood groups are “growing some legs” and are looking for ways to have more youth voices represented during their meetings.

Megan reminded everyone of the St Clair job shadowing opportunities and asked

interested students to contact her directly. Kasia and Elijah said they're interested.

MEETING ADJOURN: Kerri Pedrick adjourned the meeting at 8:36 am.

NEXT MEETING:

December 5, 2024.

November 7



Kerri Pedrick, Chair



Shannon Bennett, Staff Person

REQUEST FOR COUNCIL ACTION

<p>DATE ACTION IS REQUESTED: November 18, 2024</p> <p>REVIEW: October 16, 2024 November 4, 2024</p>	<p>TITLE: An Ordinance amending Chapter 3.52 of the Lakewood Municipal Code related to Utility Tax Rates.</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Ordinance 	<p>TYPE OF ACTION:</p> <p><input checked="" type="checkbox"/> ORDINANCE NO. 816</p> <p><input type="checkbox"/> RESOLUTION NO.</p> <p><input type="checkbox"/> MOTION</p> <p><input type="checkbox"/> OTHER</p>
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SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: City Council adopts this ordinance to increase the utility tax rate on electricity and natural gas from five percent (5%) to six percent (6%).

DISCUSSION: The 2025/2026 proposed budget includes a utility tax rate increase on electricity and natural gas. Four police officer positions, which were authorized though not funded as part of the 2023-2024 Adopted Budget are proposed to be funded as part of the 2025-2026 biennial budget. It is recommended that these four positions be funded with a 1% increase (\$500,000 per year) from 5% to 6% on the Lakeview Light and Power and Puget Sound Energy utilities. With the new increased utility tax rate, electricity and natural gas will be consistent with majority of surrounding cities, and, also consistent with the City's utility tax rate on phone/cell, cable tv, solid waste and stormwater.


City	Electricity	Natural Gas
Auburn	6%	6%
Bonney Lake	6%	6%
Buckley	6%	6%
Carbonado	6%	6%
DuPont	6%	6%
Eatonville	6%	0%
Edgewood	6%	6%
Fife	6%	6%
Fircrest	6%	6%
Gig Harbor	5%	5%
Lakewood (Proposed)	6%	6%
Milton	6%	6%
Orting	6%	6%
Puyallup	4.2%	4.2%
Roy	6%	6%
Ruston	6%	0%
South Prairie	6%	6%
Steilacoom	6%	6%
Sumner	6%	6%
Tacoma	7.5%	7.5%
University Place	6%	6%

The monthly impact of increasing the utility tax to 6% for the average Lakewood residential bill is as follows:

- Natural Gas: \$1.00 per month
- Electricity
 - Puget Sound Energy: \$1.63 per month
 - Lakeview Light & Power: \$1.08 per month

ALTERNATIVE(S): The City Council may approve the amendment with modifications.

FISCAL IMPACT: The 2025/2026 proposed biennial budget includes the proposed utility tax rate increase from five percent (5%) to six percent (6%) on electricity and natural gas, estimated to generate approximately \$500,000 per year.

<p>Tho Kraus Prepared by</p> <hr/> <p>Department Director</p>	 <hr/> <p>City Manager Review</p>
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ORDINANCE NO. 816

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending Chapter 3.52 of the Lakewood Municipal Code related to Utility Tax Rates.

WHEREAS, in order to create an equitable tax rate amongst utilities and maintain appropriate service levels to the community an increased utility tax rate may be levied pursuant to the City's authority; and

WHEREAS, the City Council has determined that the public interest is best served by the City of Lakewood increasing its electric and natural gas tax.

NOW, THEREFORE, the City Council of the City of Lakewood do ordain as follows:

Section 1. Amending Lakewood Municipal Code Chapter 3.52.050 entitled Utility businesses subject to tax – Amount to read as follows:

There are levied upon, and shall be collected from everyone, including the City, on account of certain business activities engaged in or carried on in the City, utility business occupation taxes in the amounts to be determined by the application of rates given against gross income as follows:

A. Upon everyone engaged in and carrying on a telegraph business, a tax equal to 6.0 percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due;

B. Upon everyone engaged in or carrying on a competitive telecommunication service or network telecommunication service, a tax equal to six percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due. In determining gross income from such business, including intrastate toll service, the taxpayer shall include 100 percent of the gross income received from such business in the City;

C. Upon everyone engaged in or carrying on the business of cellular telephone service, a tax equal to six percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due;

D. Upon everyone engaged in or carrying on the business of selling, brokering or furnishing artificial, natural or mixed gas for domestic, business or industrial consumption, a tax equal to ~~five~~ six percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due;

E. Upon everyone engaged in or carrying on the business of selling or furnishing electric energy, a tax equal to ~~five~~ six percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due; provided, this tax shall not apply to any entity engaged in or carrying on the business of selling or furnishing electric energy on which there is already imposed a tax on the business of selling or furnishing electric energy levied by and paid to any other municipality of the state of Washington organized under the provisions of RCW Title 35 or 35A;

F. Upon everyone engaged in or carrying on the business of cable communications, a fee or tax equal to six percent of the total gross income, not including the amount of the tax, from gross subscriber revenues in the City during the period for which the fee or tax is due. For purposes of this chapter, "gross subscriber revenues" means and includes those revenues derived from the supplying of subscription services, that is, installation fees, disconnect and reconnect fees, fees for regular cable benefits including the transmission of broadcast signals and access and origination channels and per-program or per-channel charges; it does not include leased channel revenue, advertising revenue, or any other income derived from the system;

G. Upon the City with respect to its conducting, maintaining and/or operating any municipal storm water management program or utility that it operates, or may operate in the future, as a public utility a tax of six percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due;

H. Upon the City with respect to its conducting, maintaining and/or operating any municipal garbage collection service or utility that it operates, or may operate in the future as a public utility, a tax of six percent of the total gross income, not including the amount of the tax, from such business in the City during the period for which the tax is due. [Ord. 290 § 1, 2002; Ord. 253 § 1, 2000; Ord. 215 § 1, 1999.]

Section 2. Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary clerical corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section or subsection numbers and any references thereto.

Section 3. 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 4. Initiative and Referendum Procedure. The provisions of the Ordinance are subject to the initiative and referendum procedures as set forth in Chapter 1.29 of the Lakewood Municipal Code.

Section 5. Effective Date. Effective Date. That this Ordinance shall be in full force and effect sixty (60) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: An Ordinance of the City Council setting the 2025 Property Tax Levy	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 817
REVIEW: October 28, 2024 November 4, 2024	ATTACHMENTS: <ul style="list-style-type: none"> • Ordinance • 2024 Preliminary Assessed Values from Pierce County Assessor's Office. • Highest Lawful Levy Limit 2024 for 2025 from Pierce County Assessor's Office. 	<input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER


SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: City Council adopts 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 preliminary percent change in implicit price deflator for personal consumption for taxes due in 2025, Quarter 2, 2024 value of 123.13 as compared to Quarter 2, 2023 value of 120.04 equates to an increase of 2.57%. This means the City can take the full 1% levy increase in 2025 without the City Council adopting a declaration of substantial need.

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 2025 proposed property tax levy totals \$8,088,180 based on the 1% limit factor. The 2025 1% increase equates to \$79,043 and the cumulative impact of not taking the 1% increase in 2025 over the 6-year period (2025-2030) is approximately \$486,000.

Tho Kraus Prepared by	 City Manager Review
_____ Department Director	



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 13, 2024

OFFICIAL NOTIFICATION TO: LAKWOOD

RE: 2024 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	11,860,646,779
Highest lawful regular levy amount since 1985	7,983,369.59
Additional revenue from current year's NC&I	60,572.22
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	19,864.27
<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)	8,063,806.08
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	11,765,842,951
Timber Assessed Value	-
Total Taxable Excess Value	11,765,842,951
New Construction and Improvement Value	85,152,241

*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

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PRELIM LAWFUL LEVY LIMIT 2024 FOR 2025

**LAKEWOOD
> 10,000**

REGULAR TAX LEVY LIMIT:

	2023
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	7,904,326.33 1.01 7,983,369.59
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).	85,152,241 0.711340238492 60,572.22
C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V., the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)	214,926,166.00 180,661,540.00 34,264,626.00 0.711340238492 24,373.81
D. 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). PRIOR YEAR'S REVENUE AS PLACE HOLDER	71,563,958 71,563,958 0.00 0.711340238492 0.00
E. REGULAR PROPERTY TAX LIMIT (A + B + C)	8,068,315.62

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F. 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.	8,068,315.62 11,860,646,779 0.680259328710
G. Annexed area's current assessed value including new construction and improvements times rate found in F above.	0.00 0.680259328710 0.00
H. NEW LEVY LIMIT FOR ANNEXATION (E + G)	8,068,315.62

LEVY FOR REFUNDS:

I. 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)	8,068,315.62 19,864.27 8,088,179.89
J. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT	8,088,179.89
K. Amount of levy under statutory rate limitation.	11,860,646,779 1.600000000000 18,977,034.85
L. HIGHEST LAWFUL LEVY FOR THIS YEAR	8,088,179.89
M. New Highest Lawful Levy since 1985 (Lesser of H & K minus C, unless A (before limit factor increase) is greater than H or K minus C, then A before the limit factor increase)	8,043,941.81

ORDINANCE NO. 817

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 2025 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2025.

WHEREAS, the City Council of the City of Lakewood has met and considered its budget for the budget years 2025/2026; and

WHEREAS, the City Council conducted the public hearing on the 2025 property tax levy on November 4, 2024; 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 \$7,931,957; 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. Be it resolved by the Lakewood City Council that an increase in the regular property tax is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$51,412.59 which is a percentage increase of 0.65% from the previous year. The 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 refunds made.

SECTION 2. 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 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

From: [Bob Warfield](#)
To: [Briana Schumacher](#)
Subject: PUBLIC COMMENT - CC Meet, 4 Nov 2024
Date: Saturday, November 2, 2024 11:08:42 AM

This email originated outside the City of Lakewood.

Use caution when following links or opening attachments as they could lead to malicious code or infected web sites. When in doubt, please contact the HelpDesk.

- helpdesk@cityoflakewood.us ext. 4357

PUBLIC COMMENT

City Council Meeting scheduled 4 Nov 2024

2 November 2024

FROM: Bob Warfield
143 Candlewyck Drive, W
Lakewood, WA 9499-8113

TO: Mayor and City Council
City of Lakewood, Washington

Dear Mayor Whalen and City Council;

With appreciation for City Manager's Weekly Bulletin (2 Nov 2024), noting:

"The City Council will hold a public hearing at its meeting on Monday on the proposed increase. The options before the City Council Are:

- Option 1: Collect property taxes without an increase.
- **Option 2: Increase the property tax levy by 1%.”**

I wish to express my **strong support for Option 2 levy increase**, recognizing its fiscally responsible benefit to community.

Thank you for your attention to this important matter.

Respectfully,

Bob Warfield

Citizen

REQUEST FOR COUNCIL ACTION

<p>DATE ACTION IS REQUESTED: November 18, 2024</p> <p>REVIEW: October 28, 2024 November 4, 2024</p>	<p>TITLE: An Ordinance amending the 2024 Budget</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Ordinance & Exhibits • Memo 	<p>TYPE OF ACTION:</p> <p><input checked="" type="checkbox"/> ORDINANCE NO. 818</p> <p><input type="checkbox"/> RESOLUTION NO.</p> <p><input type="checkbox"/> MOTION</p> <p><input type="checkbox"/> OTHER</p>
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SUBMITTED BY: Tho Kraus, Deputy City Manager

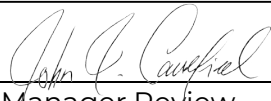
RECOMMENDATION: It is recommended that the City Council adopt this Ordinance amending the City's 2024 Budget.

DISCUSSION: The Revised Code of Washington (RCW) Chapter 35A.34 stipulates that a public hearing be held in connection with the modification process. Following the RCW guidelines, the City held a public hearing on the 2024 Year-End Budget Adjustment ordinance on November 4, 2024. The proposed budget adjustment makes the following types of modifications to 2024: incorporate items previously approved by Council; appropriate projects funded by grants and contributions; continuation of capital projects; and new allocations.

ALTERNATIVE(S): The City Council may approve the budget ordinance with modifications.

FISCAL IMPACT: The proposed budget adjustment for all funds:

- No change in beginning fund balance.
- Increases revenues by \$11.52M, resulting in a revised estimate of \$138.97M.
- Increases expenditures by \$12.64M, resulting in a revised estimate of \$170.37M.
- Decreases ending fund balance by \$1.12M, resulting in a revised estimate of \$25.76M.

<p>Tho Kraus _____ Prepared by</p> <p>_____ Department Director</p>	 _____ City Manager Review
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ORDINANCE NO. 818

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending 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; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 795 on December 4, 2023 implementing the 2023 Year-End Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 804 on May 20, 2024 implementing the 2024 Carry Forward Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2024 Budget to: incorporate items previously approved by the City Council, appropriate projects funded by grants and contributions; continue capital projects; and include new allocations as necessary; and

WHEREAS, the City Council of the City of Lakewood held a public hearing on the 2024 Year-End Budget Adjustment on November 4, 2024.

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

Section 1. Budget Amendment. The budget for year 2024 as set forth in Ordinance 804, and as shown in Exhibit A (Current Revised Budget by Fund – Year 2024) is amended to adopt the revised budget for year 2024 in the amounts and for the purposes as shown in 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 year 2024 five (5) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 18th day of November, 2024.

CITY OF LAKEWOOD

Attest:

Jason Whalen, Mayor

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A
CURRENT REVISED BUDGET BY FUND - YEAR 2024

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Fund Balance
General Government Funds:	\$ 16,311,163	\$ 6,315,952	\$ 22,627,115	\$ 56,691,050	\$ 14,221,554	\$ 70,912,604	\$ 60,657,732	\$ 19,438,956	\$ 80,096,688	\$ 13,443,032
001 General	11,462,172	2,035,692	13,497,864	46,328,920	2,701,828	49,030,748	50,147,904	4,530,014	54,677,918	7,850,694
101 Street	-	-	-	3,018,862	910,661	3,929,523	3,018,862	910,661	3,929,523	-
103 Transportation Benefit District	226,608	(14,320)	212,288	835,000	-	835,000	999,924	-	999,924	47,364
104 Hotel/Motel Lodging Tax Fund	3,230,825	362,186	3,593,011	1,338,567	-	1,338,567	1,340,367	-	1,340,367	3,591,211
105 Property Abatement/RHSP/1406	-	102,893	102,893	488,000	1,079,291	1,567,291	488,000	1,182,184	1,670,184	-
106 Public Art	-	26,902	26,902	37,000	-	37,000	37,000	26,902	63,902	-
180 Narcotics Seizure	-	76,230	76,230	-	28,595	28,595	-	104,825	104,825	-
181 Felony Seizure	-	22,370	22,370	-	-	-	-	22,370	22,370	-
182 Federal Seizure	-	4,671	4,671	-	-	-	-	4,671	4,671	-
190 CDBG	-	1,852,040	1,852,040	550,000	699,404	1,249,404	550,000	2,551,444	3,101,444	-
191 Neighborhood Stabilization Prog	-	14,148	14,148	45,500	303,000	348,500	45,500	317,148	362,648	-
192 SSMCP	(190,066)	76,359	(113,707)	441,925	1,166,885	1,608,810	352,796	1,155,770	1,508,566	(13,462)
195 Public Safety Grants	-	-	-	-	675,714	675,714	-	675,714	675,714	-
196 ARPA (American Rescue Plan Act)	-	1,301,077	1,301,077	-	6,656,176	6,656,176	-	7,957,253	7,957,253	-
201 GO Bond Debt Service	-	-	-	2,517,754	-	2,517,754	2,517,754	-	2,517,754	-
202 LID Debt Service	-	344,289	344,289	219,765	-	219,765	219,765	-	219,765	344,289
204 Sewer Project Debt	1,446,436	105,262	1,551,698	869,757	-	869,757	939,860	-	939,860	1,481,595
251 LID Guaranty	135,188	6,153	141,341	-	-	-	-	-	-	141,341
Capital Project Funds:	\$ 786,193	\$ 16,024,363	\$ 16,810,556	\$ 16,662,261	\$ 23,445,555	\$ 40,107,816	\$ 17,082,343	\$ 39,529,437	\$ 56,611,780	\$ 306,592
301 Parks CIP	22,488	5,638,436	5,660,924	3,785,788	4,743,938	8,529,726	3,785,788	10,404,863	14,190,651	-
302 Transportation CIP	166,449	8,527,457	8,693,906	9,261,855	16,940,054	26,201,909	9,387,720	25,508,094	34,895,814	-
303 Real Estate Excise Tax	44,232	235,196	279,428	2,917,500	(543,976)	2,373,524	2,916,657	(263,705)	2,652,952	-
311 Sewer Project CIP	553,024	1,623,274	2,176,298	697,118	2,305,539	3,002,657	992,178	3,880,185	4,872,363	306,592
Enterprise Fund:	\$ 6,183,940	\$ 5,035,680	\$ 11,219,620	\$ 4,847,382	\$ 287,342	\$ 5,134,724	\$ 5,002,200	\$ 3,287,572	\$ 8,289,772	\$ 8,064,572
401 Surface Water Management	6,183,940	5,035,680	11,219,620	4,847,382	287,342	5,134,724	5,002,200	3,287,572	8,289,772	8,064,572
Internal Service Funds:	\$ 5,635,740	\$ 863,594	\$ 6,499,334	\$ 10,010,582	\$ 1,285,349	\$ 11,295,931	\$ 10,573,938	\$ 2,155,892	\$ 12,729,830	\$ 5,065,435
501 Fleet & Equipment	5,215,297	205,424	5,420,721	1,627,120	97,100	1,724,220	2,172,320	349,312	2,521,632	4,623,309
502 Property Management	85,000	654,671	739,671	916,396	682,473	1,598,869	1,001,396	1,250,804	2,252,200	86,340
503 Information Technology	335,443	3,499	338,942	4,187,674	392,031	4,579,705	4,120,830	442,031	4,562,861	355,786
504 Risk Management	-	-	-	3,279,392	113,745	3,393,137	3,279,392	113,745	3,393,137	-
Total All Funds	28,917,036	\$ 28,239,589	\$57,156,625	\$ 88,211,275	\$ 39,239,800	\$127,451,075	\$ 93,316,213	\$ 64,411,856	\$157,728,069	\$ 26,879,632

**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:	\$ 22,627,115	\$ -	\$ 22,627,115	\$ 70,912,604	\$ 6,317,567	\$ 77,230,171	\$ 80,096,688	\$ 6,936,113	\$ 87,032,801	\$ 12,824,485
001 General	13,497,864	-	13,497,864	49,030,748	3,893,580	52,924,328	54,677,918	3,163,580	57,841,498	8,580,694
101 Street	-	-	-	3,929,523	106,406	4,035,929	3,929,523	106,406	4,035,929	-
103 Transportation Benefit District	212,288	-	212,288	835,000	-	835,000	999,924	-	999,924	47,364
104 Hotel/Motel Lodging Tax Fund	3,593,011	-	3,593,011	1,338,567	220,000	1,558,567	1,340,367	220,000	1,560,367	3,591,211
105 Property Abatement/RHSP/1406	102,893	-	102,893	1,567,291	-	1,567,291	1,670,184	-	1,670,184	-
106 Public Art	26,902	-	26,902	37,000	-	37,000	63,902	-	63,902	-
180 Narcotics Seizure	76,230	-	76,230	28,595	18,056	46,651	104,825	18,056	122,881	-
181 Felony Seizure	22,370	-	22,370	-	-	-	22,370	-	22,370	-
182 Federal Seizure	4,671	-	4,671	-	9,000	9,000	4,671	9,000	13,671	-
190 CDBG	1,852,040	-	1,852,040	1,249,404	2,306,607	3,556,011	3,101,444	2,306,607	5,408,051	-
191 Neighborhood Stabilization Prog	14,148	-	14,148	348,500	-	348,500	362,648	-	362,648	-
192 SSMCP	(113,707)	-	(113,707)	1,608,810	-	1,608,810	1,508,566	32,436	1,541,002	(45,899)
195 Public Safety Grants	-	-	-	675,714	594,259	1,269,973	675,714	594,259	1,269,973	-
196 ARPA (American Rescue Plan Act)	1,301,077	-	1,301,077	6,656,176	-	6,656,176	7,957,253	-	7,957,253	-
201 GO Bond Debt Service	-	-	-	2,517,754	(835,000)	1,682,754	2,517,754	(835,000)	1,682,754	-
202 LID Debt Service	344,289	-	344,289	219,765	-	219,765	219,765	344,289	564,054	-
204 Sewer Project Debt	1,551,698	-	1,551,698	869,757	-	869,757	939,860	923,480	1,863,340	558,115
251 LID Guaranty	141,341	-	141,341	-	4,659	4,659	-	53,000	53,000	93,000
Capital Project Funds:	\$ 16,810,556	\$ -	\$ 16,810,556	\$ 40,107,816	\$ 3,817,305	\$ 43,925,121	\$ 56,611,780	\$ 3,817,305	\$ 60,429,085	\$ 306,592
301 Parks CIP	5,660,924	-	5,660,924	8,529,726	455,000	8,984,726	14,190,651	455,000	14,645,651	-
302 Transportation CIP	8,693,906	-	8,693,906	26,201,909	2,438,825	28,640,734	34,895,814	2,438,825	37,334,639	-
303 Real Estate Excise Tax	279,428	-	279,428	2,373,524	-	2,373,524	2,652,952	-	2,652,952	-
311 Sewer Project CIP	2,176,298	-	2,176,298	3,002,657	923,480	3,926,137	4,872,363	923,480	5,795,843	306,592
Enterprise Fund:	\$ 11,219,620	\$ -	\$ 11,219,620	\$ 5,134,724	\$ -	\$ 5,134,724	\$ 8,289,772	\$ 60,274	\$ 8,350,046	\$ 8,004,298
401 Surface Water Management	11,219,620	-	11,219,620	5,134,724	-	5,134,724	8,289,772	60,274	8,350,046	8,004,298
Internal Service Funds:	\$ 6,499,334	\$ -	\$ 6,499,334	\$ 11,295,931	\$ 1,388,660	\$ 12,684,591	\$ 12,729,830	\$ 1,830,786	\$ 14,560,616	\$ 4,623,309
501 Fleet & Equipment	5,420,721	-	5,420,721	1,724,220	85,000	1,809,220	2,521,632	85,000	2,606,632	4,623,309
502 Property Management	739,671	-	739,671	1,598,869	698,660	2,297,529	2,252,200	785,000	3,037,200	-
503 Information Technology	338,942	-	338,942	4,579,705	520,000	5,099,705	4,562,861	875,786	5,438,647	-
504 Risk Management	-	-	-	3,393,137	85,000	3,478,137	3,393,137	85,000	3,478,137	-
Total All Funds	57,156,625	\$ -	\$57,156,625	\$ 127,451,075	\$ 11,523,532	\$138,974,607	\$ 157,728,069	\$ 12,644,478	\$170,372,547	\$ 25,758,685

**EXHIBIT A
CURRENT REVISED BUDGET BY FUND - YEAR 2024**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Fund Balance
General Government Funds:	\$ 16,311,163	\$ 6,315,952	\$ 22,627,115	\$ 56,691,050	\$ 14,221,554	\$ 70,912,604	\$ 60,657,732	\$ 19,438,956	\$ 80,096,688	\$ 13,443,032
001 General	11,462,172	2,035,692	13,497,864	46,328,920	2,701,828	49,030,748	50,147,904	4,530,014	54,677,918	7,850,694
101 Street	-	-	-	3,018,862	910,661	3,929,523	3,018,862	910,661	3,929,523	-
103 Transportation Benefit District	226,608	(14,320)	212,288	835,000	-	835,000	999,924	-	999,924	47,364
104 Hotel/Motel Lodging Tax Fund	3,230,825	362,186	3,593,011	1,338,567	-	1,338,567	1,340,367	-	1,340,367	3,591,211
105 Property Abatement/RHSP/1406	-	102,893	102,893	488,000	1,079,291	1,567,291	488,000	1,182,184	1,670,184	-
106 Public Art	-	26,902	26,902	37,000	-	37,000	37,000	26,902	63,902	-
180 Narcotics Seizure	-	76,230	76,230	-	28,595	28,595	-	104,825	104,825	-
181 Felony Seizure	-	22,370	22,370	-	-	-	-	22,370	22,370	-
182 Federal Seizure	-	4,671	4,671	-	-	-	-	4,671	4,671	-
190 CDBG	-	1,852,040	1,852,040	550,000	699,404	1,249,404	550,000	2,551,444	3,101,444	-
191 Neighborhood Stabilization Prog	-	14,148	14,148	45,500	303,000	348,500	45,500	317,148	362,648	-
192 SSMCP	(190,066)	76,359	(113,707)	441,925	1,166,885	1,608,810	352,796	1,155,770	1,508,566	(13,462)
195 Public Safety Grants	-	-	-	-	675,714	675,714	-	675,714	675,714	-
196 ARPA (American Rescue Plan Act)	-	1,301,077	1,301,077	-	6,656,176	6,656,176	-	7,957,253	7,957,253	-
201 GO Bond Debt Service	-	-	-	2,517,754	-	2,517,754	2,517,754	-	2,517,754	-
202 LID Debt Service	-	344,289	344,289	219,765	-	219,765	219,765	-	219,765	344,289
204 Sewer Project Debt	1,446,436	105,262	1,551,698	869,757	-	869,757	939,860	-	939,860	1,481,595
251 LID Guaranty	135,188	6,153	141,341	-	-	-	-	-	-	141,341
Capital Project Funds:	\$ 786,193	\$ 16,024,363	\$ 16,810,556	\$ 16,662,261	\$ 23,445,555	\$ 40,107,816	\$ 17,082,343	\$ 39,529,437	\$ 56,611,780	\$ 306,592
301 Parks CIP	22,488	5,638,436	5,660,924	3,785,788	4,743,938	8,529,726	3,785,788	10,404,863	14,190,651	-
302 Transportation CIP	166,449	8,527,457	8,693,906	9,261,855	16,940,054	26,201,909	9,387,720	25,508,094	34,895,814	-
303 Real Estate Excise Tax	44,232	235,196	279,428	2,917,500	(543,976)	2,373,524	2,916,657	(263,705)	2,652,952	-
311 Sewer Project CIP	553,024	1,623,274	2,176,298	697,118	2,305,539	3,002,657	992,178	3,880,185	4,872,363	306,592
Enterprise Fund:	\$ 6,183,940	\$ 5,035,680	\$ 11,219,620	\$ 4,847,382	\$ 287,342	\$ 5,134,724	\$ 5,002,200	\$ 3,287,572	\$ 8,289,772	\$ 8,064,572
401 Surface Water Management	6,183,940	5,035,680	11,219,620	4,847,382	287,342	5,134,724	5,002,200	3,287,572	8,289,772	8,064,572
Internal Service Funds:	\$ 5,635,740	\$ 863,594	\$ 6,499,334	\$ 10,010,582	\$ 1,285,349	\$ 11,295,931	\$ 10,573,938	\$ 2,155,892	\$ 12,729,830	\$ 5,065,435
501 Fleet & Equipment	5,215,297	205,424	5,420,721	1,627,120	97,100	1,724,220	2,172,320	349,312	2,521,632	4,623,309
502 Property Management	85,000	654,671	739,671	916,396	682,473	1,598,869	1,001,396	1,250,804	2,252,200	86,340
503 Information Technology	335,443	3,499	338,942	4,187,674	392,031	4,579,705	4,120,830	442,031	4,562,861	355,786
504 Risk Management	-	-	-	3,279,392	113,745	3,393,137	3,279,392	113,745	3,393,137	-
Total All Funds	28,917,036	\$ 28,239,589	\$57,156,625	\$ 88,211,275	\$ 39,239,800	\$127,451,075	\$ 93,316,213	\$ 64,411,856	\$157,728,069	\$ 26,879,632

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:	\$ 22,627,115	\$ -	\$ 22,627,115	\$ 70,912,604	\$ 6,317,567	\$ 77,230,171	\$ 80,096,688	\$ 6,936,113	\$ 87,032,801	\$ 12,824,485
001 General	13,497,864	-	13,497,864	49,030,748	3,893,580	52,924,328	54,677,918	3,163,580	57,841,498	8,580,694
101 Street	-	-	-	3,929,523	106,406	4,035,929	3,929,523	106,406	4,035,929	-
103 Transportation Benefit District	212,288	-	212,288	835,000	-	835,000	999,924	-	999,924	47,364
104 Hotel/Motel Lodging Tax Fund	3,593,011	-	3,593,011	1,338,567	220,000	1,558,567	1,340,367	220,000	1,560,367	3,591,211
105 Property Abatement/RHSP/1406	102,893	-	102,893	1,567,291	-	1,567,291	1,670,184	-	1,670,184	-
106 Public Art	26,902	-	26,902	37,000	-	37,000	63,902	-	63,902	-
180 Narcotics Seizure	76,230	-	76,230	28,595	18,056	46,651	104,825	18,056	122,881	-
181 Felony Seizure	22,370	-	22,370	-	-	-	22,370	-	22,370	-
182 Federal Seizure	4,671	-	4,671	-	9,000	9,000	4,671	9,000	13,671	-
190 CDBG	1,852,040	-	1,852,040	1,249,404	2,306,607	3,556,011	3,101,444	2,306,607	5,408,051	-
191 Neighborhood Stabilization Prog	14,148	-	14,148	348,500	-	348,500	362,648	-	362,648	-
192 SSMCP	(113,707)	-	(113,707)	1,608,810	-	1,608,810	1,508,566	32,436	1,541,002	(45,899)
195 Public Safety Grants	-	-	-	675,714	594,259	1,269,973	675,714	594,259	1,269,973	-
196 ARPA (American Rescue Plan Act)	1,301,077	-	1,301,077	6,656,176	-	6,656,176	7,957,253	-	7,957,253	-
201 GO Bond Debt Service	-	-	-	2,517,754	(835,000)	1,682,754	2,517,754	(835,000)	1,682,754	-
202 LID Debt Service	344,289	-	344,289	219,765	-	219,765	219,765	344,289	564,054	-
204 Sewer Project Debt	1,551,698	-	1,551,698	869,757	-	869,757	939,860	923,480	1,863,340	558,115
251 LID Guaranty	141,341	-	141,341	-	4,659	4,659	-	53,000	53,000	93,000
Capital Project Funds:	\$ 16,810,556	\$ -	\$ 16,810,556	\$ 40,107,816	\$ 3,817,305	\$ 43,925,121	\$ 56,611,780	\$ 3,817,305	\$ 60,429,085	\$ 306,592
301 Parks CIP	5,660,924	-	5,660,924	8,529,726	455,000	8,984,726	14,190,651	455,000	14,645,651	-
302 Transportation CIP	8,693,906	-	8,693,906	26,201,909	2,438,825	28,640,734	34,895,814	2,438,825	37,334,639	-
303 Real Estate Excise Tax	279,428	-	279,428	2,373,524	-	2,373,524	2,652,952	-	2,652,952	-
311 Sewer Project CIP	2,176,298	-	2,176,298	3,002,657	923,480	3,926,137	4,872,363	923,480	5,795,843	306,592
Enterprise Fund:	\$ 11,219,620	\$ -	\$ 11,219,620	\$ 5,134,724	\$ -	\$ 5,134,724	\$ 8,289,772	\$ 60,274	\$ 8,350,046	\$ 8,004,298
401 Surface Water Management	11,219,620	-	11,219,620	5,134,724	-	5,134,724	8,289,772	60,274	8,350,046	8,004,298
Internal Service Funds:	\$ 6,499,334	\$ -	\$ 6,499,334	\$ 11,295,931	\$ 1,388,660	\$ 12,684,591	\$ 12,729,830	\$ 1,830,786	\$ 14,560,616	\$ 4,623,309
501 Fleet & Equipment	5,420,721	-	5,420,721	1,724,220	85,000	1,809,220	2,521,632	85,000	2,606,632	4,623,309
502 Property Management	739,671	-	739,671	1,598,869	698,660	2,297,529	2,252,200	785,000	3,037,200	-
503 Information Technology	338,942	-	338,942	4,579,705	520,000	5,099,705	4,562,861	875,786	5,438,647	-
504 Risk Management	-	-	-	3,393,137	85,000	3,478,137	3,393,137	85,000	3,478,137	-
Total All Funds	57,156,625	\$ -	\$57,156,625	\$ 127,451,075	\$ 11,523,532	\$138,974,607	\$ 157,728,069	\$ 12,644,478	\$170,372,547	\$ 25,758,685



To: Mayor and City Councilmembers
 From: Tho Kraus, Deputy City Manager
 Through: John J. Caulfield, City Manager *John J. Caulfield*
 Date: November 4, 2024
 Subject: Public Hearing on 2024 Year-End Budget Adjustment

BACKGROUND

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

- 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.

PROPOSED BUDGET ADJUSTMENT SUMMARY

Year 2024:

- No change in beginning fund balance.
- Increases revenues by \$11.52M, resulting in a revised estimate of \$138.97M.
- Increases expenditures by \$12.64M, resulting in a revised estimate of \$170.37M.
- Decreases ending fund balance by \$1.12M, resulting in a revised estimate of \$25.76M.

The following 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	\$ 57.16	\$ -	\$ 57.16	\$ 127.45	\$ 11.52	\$ 138.97	\$ 157.73	\$ 12.64	\$ 170.37	\$ 26.88	\$ (1.12)	\$ 25.76
General	\$ 13.50	\$ -	\$ 13.50	\$ 49.03	\$ 3.89	\$ 52.92	\$ 54.68	\$ 3.16	\$ 57.84	\$ 7.85	\$ 0.73	\$ 8.58
Special Revenue	\$ 7.09	\$ -	\$ 7.09	\$ 18.27	\$ 3.25	\$ 21.53	\$ 21.74	\$ 3.29	\$ 25.03	\$ 3.63	\$ (0.03)	\$ 3.59
Debt Service	\$ 2.04	\$ -	\$ 2.04	\$ 3.61	\$ (0.83)	\$ 2.78	\$ 3.68	\$ 0.49	\$ 4.16	\$ 1.97	\$ (1.32)	\$ 0.65
Capital Projects	\$ 16.81	\$ -	\$ 16.81	\$ 40.11	\$ 3.82	\$ 43.93	\$ 56.61	\$ 3.82	\$ 60.43	\$ 0.31	\$ -	\$ 0.31
Enterprise	\$ 11.22	\$ -	\$ 11.22	\$ 5.13	\$ -	\$ 5.13	\$ 8.29	\$ 0.06	\$ 8.35	\$ 8.06	\$ (0.06)	\$ 8.00
Internal Service	\$ 6.50	\$ -	\$ 6.50	\$ 11.30	\$ 1.39	\$ 12.68	\$ 12.73	\$ 1.83	\$ 14.56	\$ 5.07	\$ (0.44)	\$ 4.62

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 appropriately 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	2024 Budget	
	Current	Proposed
2% Contingency Reserves	\$ 974,582	\$ 1,007,117
5% Ending Fund Balance Reserves	2,436,455	2,517,791
5% Strategic Reserves	2,436,455	2,517,791
Total 12% Ending Fund Balance Reserves	5,847,492	6,042,699
+ Economic Development Opportunity Fund	2,000,000	2,000,000
+ Unreserves/Designated for 2025/2026 Budget	3,203	537,989
Total Ending Fund Balance	\$ 7,850,694	\$ 8,580,691

General Fund Financial Summary	2024 Budget	
	Current	Proposed
Operating Revenue	\$ 47,749,160	\$ 49,375,899
Operating Expenditures	46,090,558	47,749,798
Operating Income / (Loss)	1,658,602	1,626,101
As a % of Operating Expenditures	3.6%	3.4%
Other Financing Sources	1,281,588	3,548,429
Other Financing Uses	8,587,360	10,091,701
Beginning Fund Balance	\$ 13,497,864	\$ 13,497,864
Ending Fund Balance	\$ 7,850,694	\$ 8,580,691

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 Adjustments, New/Ongoing

- Increase development services permits and fees revenue estimates by \$2,100,422 resulting in a revised budget estimate of \$4,547,357.
- Increase property tax revenue estimate by \$85,857 for a total revised budget estimate of \$7,931,957.
- Increase sales tax revenue estimate by \$372,000 for a total revised budget estimate of \$14,645,000.
- Increase utility tax revenue estimate by \$427,900 for a total revised budget estimate of \$5,970,000.
- Decrease gambling tax revenue estimate by \$1,276,500 for a total revised budget estimate of \$2,633,700.
- Decrease municipal court fines & forfeitures revenue estimate by \$82,940 for a total revised budget estimate of \$263,560.

CC – Independent Salary Commission Decision, New/Ongoing

Add \$17,540 in salary and benefits for 2024 to update 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).

CM – Personnel Costs, New/Ongoing

Add \$21,700 in personnel costs to align position budget with actual placement of positions on the pay scale and related payroll benefits.

LG - Opioid Abatement Funds, New/Revenue Neutral

Add \$388,320 for the Opioid distribution of which \$289,326 is from the Janssen of WA and \$53,983 is from Distributor #4, and early distributions for Teva \$14,666, Allergan \$16,116, and CVS \$14,229. According to the most recent estimates provided in Opioid portal, the City is scheduled to receive a total of \$1,638,293 over the course of 18 years (2021-2038). The specific use of the fund is currently under review. The first three years of distributions have been received (\$84,168, \$43,130, & \$634,589 respectively). 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.

MC – Office of Public Defense SPAR Grant, Grant/1-Time

Add \$42,000 for OPD (Office of Public Defense) SPAR (Simple Possession Advocacy and Representation) Funding for use in FY25 (FY25 (July 1, 2024 – June 30, 2025). This award shall be used to reimburse Lakewood's eligible expenses related to public defense services for indigent adults facing charges under RCW 69.50.4011(1)(b) or (c), 69.50.4013, 69.50.4014, or 69.41.030(1), or under local ordinances involving allegations of possession or public use of a controlled substance, counterfeit substance, or legend drug. These funds shall be disbursed by OPD on a reimbursement basis only.

PD – Tahoma Narcotics Enforcement Team Puyallup (TNET), Grant/1-Time

Add \$4,274 in revenue available for drawdown. The current contract runs from 7/1/2024 – 6/30/2025. This is indirect federal funding from the Department of Justice through the Department of Commerce and the City of Puyallup. These funds pay a portion of the regular time and benefits of a dedicated Lakewood Officer to TNET.

PD – Websedge Film Production for 2024 IACP, New/1-Time

Add \$28,900 to produce a film, 5 to 6 minutes in length which will include interviews with client spokespeople and case study material; Produce a series of news programs for the Event and include the client's film in one or more of these programs; Screen the client's film at the event via a dedicated television channel in selected HQ delegate's hotels in the area; Broadcast this film to attendees of the event on television screens; Stream and host the client's film online for 12 months after the event; Include the film in any social media activities carried out by IACP TV for the conference; Provide the client with a link to their full 5 minute film and 1 minute version for their own social media and marketing; And guarantees: Pre-production consultation on the client's topic and schedule; One (1) day of filming; Final approval of film before broadcast; Use of any rushes / B-Roll (including unused footage) for client's own purposes via a royalty-free, indefinite license; Delivery of all assets including footage from the shoot, a high quality master digital file, plus a file in a format suitable to your marketing needs. (Note: Quote does not include tax.)

PD – North Carolina Hurricane 2024, Revenue Neutral/1-Time

Add \$69,172 in revenue reimbursements and expenditures for costs of a 10-member team to assist with North Carolina's hurricane relief efforts during the period 10/4/2014 – 10/19.20204. Washington also has the right to request resources back should conditions dictate need in our state.

PD – Personnel Cost, New/Ongoing

Add \$1,620,000 in personnel costs to align position budget with actual placement of positions on the pay scale and related payroll benefits due to implementation of collective bargaining agreement, filling all authorized and overhire positions. The department is currently fully staffed.

PK – CHOICE Grant, Grant/1-Time

Add \$130,000 for expenditures covering July 2024 through July 2025, 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 contract ends 06/30/2025. Most of this funding pays for the two CHOICE contractors who perform the work, with 10% 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.

PPW – New Permit System, Grant/1-Time

Add \$240,000 for new permitting system, funded by grant

Internal Service Charges

See internal services funds for additional information.

Fund 101 Streets O&M

Internal Service Charges

See internal services funds for additional information.

Fund 103 Transportation Benefit District

On December 20, 2021 the City Council approved to use the Transportation Benefit District \$20 Vehicle License Fee to leverage the issuance of bonds in support of seven transportation projects totaling \$11,600,000. The estimated bond repayment period is 20 years with annual debt service of \$835,000. Ordinance 767 added these seven projects to the list of eligible projects and extended the original sunset date from 12:01 AM on July 16, 2032 unless dissolved sooner to 12:01 AM on December 2, 2044 to coincide with the debt service schedule. With the delay in issuing the bonds, Bond Ordinance 766, along with Ordinance 767 will need to be extended with City Council review and approval tentatively scheduled to be issued in 2025. The delay in bond issuance frees up \$835,000 for the Interlaaken Bridge repair by reallocating Transportation Benefit District \$20 Vehicle Licensing Fees to eligible projects.

Fund 104 Hotel/Motel Lodging Tax

GASB 87 Lease Accounting, Revenue Neutral/Ongoing

Add \$220,000 in revenues and expenditures to account for GASB 87 Leases.

Transfer to General Fund, New/1-Time

Fund 105 Property Abatement/Rental Housing Safety Program /1406 Affordable Housing

Transfer to General Fund, New/1-Time

Return General Fund contributions of \$640,000 received for abatement expenditures in advance of abatement lien revenues. The General Fund provided a total of \$640,000 during 2021-2024, including \$500,000 for Karwan Village abatement. The City has since received payment from Karwan Village totaling \$1,076,982.

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.

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

Reduce \$1,944 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 10/01/2023-09/30/24. The funding amount of the High Mileage Initiative has been reduced by \$1,944. 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".

Replace Freezer & Refrigerator Units, Revenue Neutral/1-Time

Add \$20,000 in seizure revenues and expenditures to replace freezer and refrigerator units. The police are required to store evidence, and sometimes that means freezing or chilling evidence for later use. The units in the evidence storage warehouse are 15 years old and are considered at the end of useful life. This equipment is something the police consider to be a "No Fail" situation, meaning that they cannot lose evidence due to failed equipment and thus request replacement prior to any failures.

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, Revenue Neutral/1-Time

Add \$9,000 in revenues and expenditures funded by seizure revenues received for eligible expenditures.

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%).

HOME Investment Partnerships American Rescue Plan Program (HOME ARP), Grant/1-Time

Add \$1,175,489 to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. The grant period is 3/1/2024-12/31/2026

HUD - Community Development Block Grant, Grant/1-Time

Add \$1,131,118 to provide annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Fund 192 South Sound Military Communities Partnership

Tactical Tailor Insurance Recovery - New/1-Time

Add \$32,436 to be transferred to Risk Management Internal Service Fund to reimburse insurance costs incurred by Tactical Tailor from the start of their lease in 2022 through 2024. Tactical Tailor has been responsible for covering insurance premiums associated with the leased building during this period. This transfer will ensure that the Risk Management Internal Service Fund is appropriately reimbursed for providing insurance coverage to Tactical Tailor.

Fund 195 Public Safety Grants

Office of Justice Programs Veterans Court, Grant/1-Time

Carry forward \$201,854 remaining grant balance from prior years. This is an enhancement grant for the Veterans Treatment Court and serves Type A non-violent offenders. The total grant amount is \$500,000 and runs through December 31, 2024. In addition to personnel costs, the grant includes travel and training, supplies, and subaward for prosecution, consultant evaluator/information manager, and public defense.

Washington Auto Theft Prevention Authority, Grant/1-Time

Add \$157,355 to provide Lakewood police officers to the task force in support of the Washington Auto Theft Prevention Grant Program. The funding covers public outreach, training, and innovative programs. The grant period is 6/1/2024 – 6/30/2025.

Washington State Parks Recreational Boating Safety, Grant/1-Time

Add \$12,884 for grant period 10/1/2023 – 9/30/2024. This grant provides funding for officer overtime for emphasis patrol, vessel safety inspections, and educational boater safety-related activities. This grant has in-kind (such as personnel, maintenance of boats, fuel, trailers, and boat house) matching requirements of \$3,208. The match is the annual vessel registration fee.

Washington Association of Sheriffs & Police Chiefs - Traffic Safety Equipment, Grant/1-Time

Add \$6,000 for the grant period 1/1/2024 – 9/30/2024. The grant provides funding for 2 lidar equipment purchases.

Washington Traffic Safety Commission - School Zones, Grant/1-Time

Add \$10,000 for the grant period 1/1/2024 – 6/30/2024. The grant provides funding for heavy weather gear for motorcycle enforcement..

Emergency Management Planning, Grant/1-Time

The grant pays the partial salary and benefits of an emergency management coordinator in cooperation with West Pierce Fire and Rescue and the City of University Place. This grant requires a match that is already budgeted in the General Fund Emergency Management budget in addition to in-kind Assistant Police Chief personnel cost and balance of the coordinator's salary.

- Add \$50,022 to assist with enhancing, sustaining, and improving state, local, and tribal emergency management programs. The grant period is 07/1/2024-06/30/2025
- Add \$16,066 to provide Community Emergency Response Team (CERT) training and basic supplies. The grant period is 1/1/2024-9/30/2024.

Washington Traffic Safety Commission – Impaired Driving Emphasis, Grant/1-Time

Add \$7,600 in revenues and expenditures for the WTSC Impaired Driving Emphasis grant (10/1/2023-09/30/2024). The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional DUI, distracted, speeding, and safety patrols.

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

Add \$1,228 in grant revenue and expenditures. This grant provides funding for the Pierce County Regional Law Enforcement Phlebotomy Program. This project would provide fully equipped and supplied phlebotomy sites at the established sites strategically located in Pierce County. These sites are in the City of Fife, the City of Edgewood, two cities in unincorporated Pierce County, in the City of Tacoma, in the City of Lakewood, and in the City of Puyallup. The grant period is from February 23, 2024, through June 30, 2024.

Washington Auto Theft Prevention Authority – Public Safety Equipment, Grant/1-Time

Add \$131,250 in revenues and expenditures. This grant supports the cost of equipment specifically designed to deter, reduce, or investigate auto theft cases. The Police Department will use this funding to purchase 17 flock cameras to increase the city's flock cameras network. The grant period is 7/1/2024-06/30/2025.

Fund 201 Debt Service Funds

Eliminate TBD \$20 VLF Funded Debt Service (Issue Debt in 2025). See Fund 103 Transportation Benefit District for additional details.

Fund 204 Sewer Debt Service Fund

Transfer \$943,480 to Sewer Capital Projects. See Fund 311 Sewer Capital Projects.

Fund 301 Parks Capital

301.0020 Wards Lake Improvements, Revenue Neutral/1-Time

Add \$355,000 in project expenditures funded by grants \$250,000 and Park CIP Fund interest earnings \$105,000.

This budget adjustments results in a life-to-date through 2024 cost estimate of \$6,297,518 funded by:

- \$7,315 Grant - Pierce County Conservation Futures
- \$500,000 Grant - WWRP (WA Wildlife & Recreation Program) Phase 1
- \$500,000 Grant – WWRP (WA Wildlife & Recreation Program) Phase 2
- \$960,430 Grant- LWCF (Land & Water Conservation Fund) Phase 1
- \$1,250,000 Grant – LWCF (Land & Water Conservation Fund) Phase 2
- \$350,000 Grant - YAF (Youth Athletic Fields) Phase 1
- \$350,000 Grant - YAF (Youth Athletic Fields) Phase 2
- \$252,840 Grant – DOC (Department of Commerce)
- \$637,500 General Fund
- \$1,260,837 REET
- \$105,000 Parks CIP Interest Earnings
- \$100,000 SWM
- \$23,596 MVET for Paths & Trails
- \$6,297,518 Total Sources**

301.0054 Harry Todd Deferred Maintenance Program, Grant/1-Time

Add \$100,000 for deferred maintenance items at Harry Todd Park, funded by RCO for \$100,000. This work will include applying a protective seal coat and striping to asphalt-based pavements, painting and striping the basketball courts, filling potholes and adding material to grade and level gravel surfaces, and adding wood chips to the playground. Lakewood will also hire additional seasonal staff to complete the maintenance activities.

This budget adjustments results in a life-to-date through 2024 cost estimate of \$100,000 funded by:

- \$100,000 Grant – RCO (Recreation Conservation Office)

\$100,000 Total Sources

Fund 302 Transportation Capital

302.0083 Hipkins Road SW from Steilacoom Blvd to 104th St SW, Revenue Neutral/1-Time

Add \$1,595,000 for expenditures directly related to work for Lakewood Water District, funded by Lakewood Water.

This budget adjustment results in a life-to-date through 2024 cost estimate of \$5,543,488 funded by:

- \$1,595,000 Lakewood Water District
- \$1,422,000 GO Bonds Funded by TBD \$20 VLF
- \$1,153,000 REET
- \$364,000 TBD \$20 VLF
- \$517,000 SWM
- \$337,500 Unallocated CIP (from various project savings, interest earnings, other revenue)

\$5,543,488 Total Sources

302.0135 JBLM North Access, Grant/1-Time

Add \$8,825 for expenditures, funded by addition to TIB Grant of \$8,825.

The budget adjustment results in a life-to-date through 2024 budget of \$22,759,571 as follows:

- \$5,484,970 GO Bonds
- \$6,706,827 Grants - TIB
- \$252,860 General Fund
- \$2,389,108 REET
- \$195,000 TBD \$20 VLF
- \$123,530 Developer Fees
- \$4,311,914 SWM
- \$3,295,362 Lakewood Water District

\$22,759,571 Total Sources

302.0178 Interlaaken Bridge Repair, New/1-Time

Add \$835,000 for bridge repair funded by reallocation of Transportation Benefit District \$20 Vehicle Licensing Fees to eligible projects by delaying issuance of bonds for TBD eligible projects.

The budget adjustment results in a life-to-date through 2024 budget of \$835,000 as follows:

- \$329,446 MVET (Motor Vehicle Excise Tax)
- \$184,602 General Fund
- \$320,952 REET

\$835,000 Total Sources

Fund 311 Sewer Capital Projects

311.0004 North Thorne Lane Sewer Extension, Continuation/1-Time

Eliminate project budget of \$7,615 due to project completion.

311.0005 Maple Street Sewer Extension, Continuation/1-Time

Eliminate project budget of \$327,905 due to project completion.

311.0006 Rose Road & Forest Road Sewer Extension, Continuation/1-Time

Additional \$711,000 in project expenditures funded by sewer surcharge \$711,000 due bid results coming in higher than the City's estimates.

The budget adjustment results in a life-to-date through 2024 cost estimate of \$1,920,000 funded by:

- \$711,000 Sewer Surcharge
- \$611,005 Sewer Availability
- \$597,995 Pierce County ARPA Grant

\$1,920,000 Total Sources

311.0007 Wadsworth, Silcox & Boat Street Sewer Extension, Continuation/1-Time

Additional \$200,000 in project expenditures funded by sewer availability \$200,000. The increase is due to bid results coming in higher than the City's estimates.

The budget adjustment results in a life-to-date through 2024 cost estimate of \$2,487,000 funded by:

\$887,000 Sewer Availability
\$1,182,822 Pierce County ARPA Grant
\$417,178 Sewer Surcharge
\$2,487,000 Total Sources

311.0008 Grant Avenue & Orchard Street Sewer Extension, Continuation/1-Time

Additional \$500,000 in project expenditures funded by sewer surcharge \$212,480 and sewer availability \$287,520. The increase is due to bid results coming in higher than the City's estimates.

The budget adjustment results in a life-to-date through 2024 cost estimate of \$735,600 funded by:

\$212,480 Sewer Surcharge
\$287,520 Sewer Availability
\$735,600 Pierce County ARPA Grant
\$1,235,600 Total Sources

311.0013 Fort Steilacoom Park Sewer Extension, Continuation/1-Time

Eliminate project budget of \$152,000 due to project completion.

Fund 401 Surface Water Management

Internal Service Charges

See internal services funds for additional information.

Fund 501 Fleet & Equipment

Replace Totaled Police Vehicle 40641, Revenue Neutral/1-Time

Add \$85,000 for the replacement of totaled police vehicle involved in a two-car collision (no injuries). WCIA declared the vehicle a total loss. The new patrol car is fully funded by WCIA insurance proceeds.

Fund 502 Property Management

City Hall Beam Repair, New/1-Time

Additional \$700,000 in expenses to replace, seal and protect the exposed exterior beams on City Hall building.

City Hall Beam Painting, New/1-Time

Add \$60,000 to paint the exterior beams on the City Hall building once replaced.

City Hall Server Room Air Conditioner, New/1-Time

Add \$25,000 to add air conditioning system to the City Hall server room.

Fund 503 Information Technology

Transfer to General Fund, New/1-Time

Close out unspent fund balance of \$355,786 to General Fund.

GASB 96 SBITA Accounting, Revenue Neutral/Ongoing

Add \$520,000 in revenues and expenditures to account for GASB 96 SBITA (Subscription Based Information Technology Arrangements). This new standard enhances financial reporting by defining SBITAs and providing consistent guidance for accounting and financial reporting related to these arrangements

504 Risk Management

Insurance Reimbursement Tactical Tailor, New/1-Time

Add \$32,436 insurance reimbursement for Tactical Tailor as part of their lease agreement. The reimbursement offsets internal service charges allocated to operating funds.

Insurance Reimbursement for Police Totaled Vehicle 40641, Revenue Neutral/1-Time

Add \$85,000 insurance reimbursement for police vehicle involved in a two-car collision (no injuries). WCIA declared the vehicle a total loss. The patrol car is covered at replacement cost estimated at \$85,000. The insurance proceeds will be transferred to the fleet & equipment fund to cover the cost of replacement.

**2024 Year-End Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2024	
			Revenue	Expenditure
Grand Total - All Funds			\$ 11,523,528	\$ 12,644,478
Total - Fund 001 General			\$ 3,893,577	\$ 3,163,581
RV Development Services Permits & Fees	Revenue	Ongoing	2,100,422	-
RV Property Tax	Revenue	Ongoing	85,857	-
RV Sales Tax	Revenue	Ongoing	372,000	-
RV Utility Tax	Revenue	Ongoing	427,900	-
RV Gambling Tax	Revenue	Ongoing	(1,276,500)	-
RV Fines & Forfeitures	Revenue	Ongoing	(82,940)	-
CC Implement Independent Salary Commission Decision	New	Ongoing	-	17,540
CM Personnel Cost Adj (Actual Position Placement vs. Budget)	New	Ongoing	-	21,700
ND Office of Public Defense SPAR Grant FY 2025	Revenue Neutral	1-Time	42,000	42,000
LG Opioid Abatement Funds Distributions	Revenue Neutral	1-Time	388,320	388,320
PD DOC Grant - Tahoma Narcotics Enforcement Team (TNET)	Revenue Neutral	1-Time	4,274	-
PD IAP Film Production	New	1-Time	-	28,900
PD Assist with North Carolina Hurricane 2024	New	1-Time	69,172	69,172
PD Personnel Cost Adj (Collective Bargaining, Unfunded FTEs, Overhires, Placement)	New	Ongoing	-	1,620,000
PK Washington State HCA (Health Care Authority) CHOICE Grant	New	1-Time	130,000	130,000
PPW New Permit System, Grant Funded	New	1-Time	240,000	240,000
GF Transfer from Property Abatement	New	1-Time	640,000	-
GF Transfer from LID Guaranty	New	1-Time	53,000	-
GF Transfer from LID Debt Svcs	New	1-Time	344,286	-
GF Transfer from Information Technology Fund	New	1-Time	355,786	-
CW City Hall Server Room Air Conditioner - Internal Service Charge	New	1-Time	-	18,890
CW City Hall Beam Painting (Separate from Beam Repair) - Internal Service Charge	New	1-Time	-	45,336
CW City Hall Beam Repair - Internal Service Charge	New	1 - time	-	463,662
CW WCIA Assessment Reduction from Tactical Tailor Reimb - Internal Service Charge	New	1-Time	-	(28,345)
TR General/Street Fund Subsidy	New	1-Time	-	106,406
Total - Special Revenue Funds			\$ 3,254,328	\$ 3,286,764
Total - Fund 101 Street O&M			106,406	106,406
CW City Hall Server Room Air Conditioner - Internal Service Charge	New	1-Time	3,910	3,910
CW City Hall Beam Painting (Separate from Beam Repair) - Internal Service Charge	New	1-Time	9,384	9,384
CW City Hall Beam Repair - Internal Service Charge	New	1 - time	95,998	95,998
CW WCIA Assessment Reduction from Tactical Tailor Reimb - Internal Service Charge	New	1-Time	(2,886)	(2,886)
Total - Fund 103 Transportation Benefit District			\$ -	\$ -
Delay Issuance of TBD Bonds	Revenue Neutral	1-Time	-	(835,000)
Redirect Funds to Eligible Projects for Interlaaken Bridge Repair	Revenue Neutral	1-Time	-	835,000
Total - Fund 104 Lodging Tax			\$ 220,000	\$ 220,000
GASB 87 Leases	Revenue	Ongoing	220,000	220,000
Total - Fund 105 Property Abatement			\$ -	\$ -
CD Abatement - Return General Fund Contributions \$640K offset by Exp Reduction	New	1-Time	-	-
Total - Fund 180 Narcotics Seizure			\$ 18,056	\$ 18,056
PD OCDETF - High Mileage 2024 Funding Change	Revenue Neutral	1-Time	(1,944)	(1,944)
PD Replace Freezer & Refridgerator Units	Revenue Neutral	1-Time	20,000	20,000
Total - Fund 182 Federal Seizure			\$ 9,000	\$ 9,000
PD Federal Seizure Revenue & Eligible Expenditures	Revenue Neutral	1-Time	9,000	9,000
Total - Fund 190 CDBG			\$ 2,306,607	\$ 2,306,607
CD HOME Investment Partnerships American Rescue Plan Program (HOME ARP)	Revenue Neutral	1-Time	1,175,489	1,175,489
CD HUD - Community Development Block Grant	Revenue Neutral	1-Time	1,131,118	1,131,118
Total - Fund 192 South Sound Military Communities Partnership (SSMCP)			\$ -	\$ 32,436
CD Tactical Tailor - Reimburse Insurance Costs 2022-2024	New	1-Time	-	32,436
Total - Fund 195 Public Safety Grants			\$ 594,259	\$ 594,259
MC Office of Justice Programs Veterans Court Grant	Revenue Neutral	1-Time	201,854	201,854
PD Washington Auto Theft Prevention Authority Mini Grant	Revenue Neutral	1-Time	157,355	157,355
PD WA State Parks & Recreation Boaters Safety	Revenue Neutral	1-Time	12,884	12,884
PD Washington Association of Sheriffs & Police Chiefs - Traffic Safety Equipment	Revenue Neutral	1-Time	6,000	6,000
PD Washington Traffic Safety Commission - School Zones	Revenue Neutral	1-Time	10,000	10,000
PD Emergency Management Planning EMPG- Main Program Activities	Revenue Neutral	1-Time	50,022	50,022
PD Emergency Management Planning EMPG. CERT Trainings	Revenue Neutral	1-Time	16,066	16,066
PD WTSC - Impaired and Distracted Driving	Revenue Neutral	1-Time	7,600	7,600
PD Pierce County Regional Law Enforcement Phlebotomy Program	Revenue Neutral	1-Time	1,228	1,228
PD WATPA -Public Safety Equipment	Revenue Neutral	1-Time	131,250	131,250

**2024 Year-End Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/1-Time	Year 2024	
			Revenue	Expenditure
Grand Total - Debt Service Funds			\$ (830,341)	\$ 485,769
Total - Fund 201 General Obligation Debt Service			\$ (835,000)	\$ (835,000)
Eliminate TBD \$20 VLF Funded Debt Service (Issue Debt in 2025)	Continuation	1-Time	(835,000)	(835,000)
Total - Fund 202 LID Debt Service			\$ -	\$ 344,289
Earmark for Early Redemption	Continuation	1-Time	-	-
Transfer to General Fund	New	1-Time	-	344,289
Total -Fund 204 Sewer Project Debt			\$ -	\$ 923,480
Transfer to Sewer CIP	New	1-Time	-	923,480
Total - Fund 251 LID Guarantee			\$ 4,659	\$ 53,000
Transfer to General Fund	New	1-Time	4,659	53,000
Total - Capital Improvement Project Funds			\$ 3,817,305	\$ 3,817,305
Total - Fund 301 Parks CIP			\$ 455,000	\$ 455,000
301.0020 Wards Lake, Funded by Grants \$2,150,000 & Interest Earnings \$105,000	New	1-Time	355,000	355,000
301.0054 Harry Todd Deferred Maintenance Program, Funded by RCO Grant	New	1-Time	100,000	100,000
Total - Fund 302 Transportation CIP			\$ 2,438,825	\$ 2,438,825
302.0178 Interlaaken Bridge Repair	New	1-Time	835,000	835,000
302.0135 Streets: WA Blvd & Edgewood Dr (North Fort to Gravelly Lk. Dr.) - TIB	New	1-Time	8,825	8,825
302.0083 Hipkins Road SW from Steilacoom Blvd to 104th St SW Reimbursed by Lakewood Water District	New	1-Time	1,595,000	1,595,000
Total - Fund 311 Sewer Project CIP			\$ 923,480	\$ 923,480
311.0006 Rose Road - Source is Sewer Surcharge	New	1-Time	711,000	711,000
311.0004 Thorne Lane - Project Complete	Revenue Neutral	1-Time	-	(7,615)
311.0005 Maple Street - Project Complete	Revenue Neutral	1-Time	-	(327,905)
311.0013 Fort Steilacoom Park - Project Complete	Revenue Neutral	1-Time	-	(152,000)
311.0007 Wadsorth/Silcox - Source is Sewer Availability Charge	Revenue Neutral	1-Time	-	200,000
311.0008 Grant Ave - Source is Sewer Surcharge	New	1-Time	212,480	212,480
311.0008 Grant Ave - Source is Sewer Availability Charge	Revenue Neutral	1-Time	-	287,520
Total - Enterprise Funds			\$ -	\$ 60,274
Total - Fund 401 Surface Water Management			\$ -	\$ 60,274
CW City Hall Server Room Air Conditioner - Internal Service Charge	New	1-Time	-	2,200
CW City Hall Beam Painting (Separate from Beam Repair) - Internal Service Charge	New	1-Time	-	5,280
CW City Hall Beam Repair - Internal Service Charge	New	1-time	-	53,999
CW WCIA Assessment Reduction from Tactical Tailor Reimb - Internal Service Charge	New	1-Time	-	(1,205)
Total - Internal Service Funds			\$ 1,388,659	\$ 1,830,786
Total - Fund 501 Fleet & Equipment			\$ 85,000	\$ 85,000
PD Replace Totaled Police Vehicle 40641, Funded by Insurance Proceeds	Revenue Neutral	1-Time	85,000	85,000
Total - Fund 502 Property Management			\$ 698,659	\$ 785,000
CW City Hall Beam Repair	New	1-time	613,659	700,000
CW City Hall Beam Painting (Separate from Beam Repair)	New	1-time	60,000	60,000
CW City Hall Server Room Air Conditioner	New	1-Time	25,000	25,000
Total - Fund 503 Information Technology			520,000	875,786
GF Transfer to General Fund	New	1-Time	-	355,786
GF GASB 96 SBITA (Subscription Based Information Technology Arrangements)	Revenue Neutral	Ongoing	520,000	520,000
Total - Fund 504 Risk Management			\$ 85,000	\$ 85,000
PD Transfer Insurance Proceeds to Fleet Fund to Replace Totaled Police Vehicle	Revenue Neutral	1-Time	85,000	85,000
CW Tactical Tailor Insurance Reimbursement \$32,436 / Reduce Assessments, Net \$0	New	1-Time	-	-

REQUEST FOR COUNCIL ACTION

<p>DATE ACTION IS REQUESTED: November 18, 2024</p> <p>REVIEW: Various Dates – See Below</p>	<p>TITLE: An Ordinance adopting the 2025/2026 Biennial Budget.</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Ordinance & Exhibit 	<p>TYPE OF ACTION:</p> <p><input checked="" type="checkbox"/> ORDINANCE NO. 819</p> <p><input type="checkbox"/> RESOLUTION NO.</p> <p><input type="checkbox"/> MOTION</p> <p><input type="checkbox"/> OTHER</p>
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SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: City Council adopts this ordinance providing for the City of Lakewood 2025/2026 Biennial Budget beginning January 1, 2025 and ending December 31, 2026.

DISCUSSION: Per state law, the City Council must adopt the 2025/2026 Biennial Budget no later than December 31, 2024. The City held many open public meetings to review the budget. The meeting dates and the topics discussed are as follows:

October 7, 2024

City Manager presentation of the 2025/2026 Proposed Biennial Budget

October 9, 2024 – Department Presentations:

City Council, City Manager, Parks, Recreation & Community Services, Police, and Legal

October 16, 2024 – Department Presentations:

Municipal Court, Planning & Public Works, and Administrative Services
Review of Proposed Utility Tax Rate Increase

October 28, 2024 – Review:

2025 Property Tax Levy
2024 Year-End Budget Adjustment

November 4, 2024 – Public Hearings:

2025/2026 Proposed Biennial Budget
2025 Property Tax Levy
Utility Tax Rate Increase
2024 Year-End Budget Adjustment

November 12, 2024 – Review:

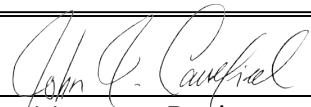
2025/2026 Proposed Biennial Budget
2025 Human Services Funding Recommendation
2025 Lodging Tax Funding Recommendation
2025 Fee Schedule Amendments

November 18, 2024 – Adoption:

2025-2026 Biennial Budget
2025 Property Tax Levy Ordinance
Utility Tax Rate Increase
2024 Year-End Budget Adjustment
2025 Human Services Funding
2025 Lodging Tax Funding
2025 Fee Schedule Amendments

ALTERNATIVE(S): The City Council may approve the budget ordinance with modifications.

FISCAL IMPACT: The Proposed 2025/2026 Biennial Budget includes: a balanced operating budget; sound underlying financial assumptions and policies in place; consistent with adopted financial policies; not using one-time funds for ongoing operations; operating expenditures do not exceed operating revenues; reserves requirements are achieved; provides for financial stability; targets prudent investment opportunities; and preserves the City’s excellent credit rating.

<p>Tho Kraus Prepared by</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Department Director</p>	 <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>City Manager Review</p>
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ORDINANCE NO. 819

AN ORDINANCE of the City Council of the City of Lakewood, Washington, adopting the 2025/2026 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2025/2026 fiscal biennium have been prepared and filed on October 7, 2024 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 4, 2024, and having considered the public testimony presented.

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

Section 1. 2025/2026 Biennial Budget. The budget for the 2025/2026 biennium is hereby adopted in the amounts and for the purposes as shown in Exhibit A ("2025/2026 Proposed Biennial Budget").

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance 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 Ordinance or its application to any other person, property or circumstance.

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. This Ordinance shall be effective January 1, 2025.

ADOPTED by the City Council this 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

Exhibit A

2025/2026 Proposed Biennial Budget

Fund	2025 Proposed				2026 Proposed			
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
General Government Funds:	\$ 13,336,926	\$ 62,488,313	\$ 62,269,627	\$ 13,555,612	\$ 13,555,612	\$ 63,581,445	\$ 62,803,607	\$ 14,333,450
001 General Fund	8,640,485	51,687,631	52,014,895	8,313,221	8,313,221	53,253,007	53,059,442	8,506,786
101 Street	-	3,021,668	3,021,668	-	-	3,135,225	3,135,225	-
103 Transportation Benefit District	-	835,000	835,000	-	-	835,000	835,000	-
104 Hotel/Motel Lodging Tax	3,857,464	1,351,250	1,271,250	3,937,464	3,937,464	1,351,250	1,271,250	4,017,464
105 Property Abatement/RHSP	-	777,800	777,800	-	-	486,625	486,625	-
106 Public Art	26,448	15,000	37,000	4,448	4,448	32,552	37,000	-
180 Narcotics Seizure	-	-	-	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	-	-	-	-	-
190 CDBG	-	553,819	553,819	-	-	550,000	550,000	-
191 Neighborhood Stabilization Prog	-	319,047	319,047	-	-	45,500	45,500	-
192 SSMCP	55,626	352,550	352,550	55,626	55,626	352,550	352,550	55,626
195 Public Safety Grants	-	-	-	-	-	-	-	-
196 ARPA	-	-	-	-	-	-	-	-
201 GO Bond Debt Service	-	2,450,772	2,450,772	-	-	2,441,294	2,441,294	-
202 LID Debt Service	-	145,328	145,328	-	-	91,294	91,294	-
204 Sewer Project Debt	663,903	978,448	490,498	1,151,853	1,151,853	1,007,148	498,427	1,660,574
251 LID Guaranty	93,000	-	-	93,000	93,000	-	-	93,000
Capital Project Funds:	\$ 392,000	\$ 13,646,500	\$ 13,423,600	\$ 614,900	\$ 614,900	\$ 22,466,700	\$ 23,081,600	\$ -
301 Parks	-	1,810,000	1,810,000	-	-	6,060,000	6,060,000	-
302 Transportation	-	9,126,000	9,126,000	-	-	13,681,000	13,681,000	-
303 Real Estate Excise Tax	-	2,402,600	2,402,600	-	-	2,400,000	2,400,000	-
311 Sewer Project	392,000	307,900	85,000	614,900	614,900	325,700	940,600	-
Enterprise Fund:	\$ 9,558,628	\$ 5,739,735	\$ 7,241,574	\$ 8,056,789	\$ 8,056,789	\$ 5,714,735	\$ 5,239,032	\$ 8,532,492
401 Surface Water Management	9,558,628	5,739,735	7,241,574	8,056,789	8,056,789	5,714,735	5,239,032	8,532,492
Internal Service Funds:	\$ 4,623,309	\$ 10,385,964	\$ 10,102,942	\$ 4,906,331	\$ 4,906,331	\$ 11,087,894	\$ 10,087,246	\$ 5,906,979
501 Fleet & Equipment	4,623,309	1,873,032	1,590,010	4,906,331	4,906,331	1,796,368	795,720	5,906,979
502 Property Management	-	942,680	942,680	-	-	956,628	956,628	-
503 Information Technology	-	3,829,155	3,829,155	-	-	4,105,045	4,105,045	-
504 Risk Management	-	3,741,097	3,741,097	-	-	4,229,853	4,229,853	-
Grand Total - All Funds	\$ 27,910,863	\$ 92,260,512	\$ 93,037,744	\$ 27,133,630	\$ 27,133,630	\$ 102,850,774	\$ 101,211,485	\$ 28,772,921
			Total Budget	\$ 120,171,375			Total Budget	\$ 129,984,406

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE: Ordinance No. 820 approving amendments to Title 18A as part of 2SSB 5290 compliance.	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 820 <input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
November 18, 2024		
REVIEW: October 28, 2024 Study Session November 4, 2024 Public Hearing	ATTACHMENTS: Ordinance No. 820 & Attachments	

SUBMITTED BY: Angie Silva, Assistant Director Planning & Public Works (PPW)

RECOMMENDATION: City Council adopt Ordinance No. 820 to address mandated requirements of 2SSB 5290 as part of Chapter 36.70B RCW, Local Project Review.


DISCUSSION: In 2023, the state legislature amended Chapter 36.70B RCW through 2SSB 5290. This state law requires certain procedures and requirements for local land use and environmental project permit review. 2SSB 5290 went into effect July 2023 with exception to revised permit timelines and required performance reporting in 2025. The city is required to comply with Chapter 36.70B RCW. Code amendments have been proposed to Lakewood Municipal Code (LMC) Title 18A to address this state law change, along with revisions to promote permit streamlining and internal consistency.

ALTERNATIVE(S):

Option 1: Amend the proposed Ordinance before taking final action to adopt.

Option 2: Not adopt the proposed Ordinance, however this would result in non-compliance with Chapter 36.70B RCW.

FISCAL IMPACT: The Ordinance has a de minimis fiscal impact. However, as part of implementation, operational considerations to meet required review and performance timelines, permitting system enhancements, etc. will be through future, separate action(s).

Angie Silva, PPW Assistant Director Prepared by	 City Manager Review
Jeff Rimack, PPW Department Director	

ORDINANCE NO. 820

AN ORDINANCE of the City Council of the City of Lakewood, Washington amending Lakewood Municipal Code Chapters 18A.10, 18A.20 and 18A.30 to address 2SSB 5290 Local Project Review, Chapter 36.70B RCW; and establishing an effective date.

WHEREAS, the City of Lakewood is a code city planning under the Washington State Growth Management Act (GMA), 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 City Council adopted Title 18A, Land Use and Development Code, of the Lakewood Municipal Code (LMC) originally enacted by Ordinance No. 264 on August 20, 2001; and

WHEREAS, the Washington State Legislature enacted Chapter 36.70B RCW Local Project Review and established standards for jurisdictions planning under GMA for land use and environmental project permits; and

WHEREAS, in 2023 the state legislature amended Chapter 36.70B RCW through 2SSB 5290. This state law change is intended to modernize and streamline local project review and permitting procedures; and

WHEREAS, 2SSB 5290 went into effect July 23, 2023 with exception to new performance reporting commencing on March 1, 2025 and permit review timelines beginning in January 1, 2025; and

WHEREAS, notice of intent to adopt the proposed code amendments to Chapter 18A.10, 18A.20 and 18A.30 were submitted to the Washington State Department of Commerce, state agencies, neighboring jurisdictions and Joint Base Lewis McCord on September 12, 2024 consistent with RCW 36.70A.106 and RCW 36.70A.530; and

WHEREAS, the proposal consists of regulatory amendments to procedures related to state law compliance and updates to application review and permit approval processes. The City's Designated SEPA Official has determined the proposal are procedural and is categorically exempt under Washington Administrative Code (WAC) 197-11-800(19); and

WHEREAS, the Lakewood Planning Commission held a study session on September 4, 2024 and an open record hearing on September 18, 2024. The Planning Commission rendered their recommendation to City Council on October 2, 2024 through Resolution 2024-06; and

WHEREAS, the Lakewood City Council held a study session on October 28, 2024 to review the proposal and Planning Commission's recommendation; and

WHEREAS, the Lakewood City Council held a public hearing on the proposal on November 4, 2024; and

WHEREAS, the Lakewood City Council completed its review on November 18, 2024; and

WHEREAS, the proposed code amendments are consistent with Vision 2050, the Washington State Growth Management Act, Pierce Countywide Planning Policies and the Washington State Local Project Review Act; and

NOW, THEREFORE, the City Council of the City of Lakewood do ordain as follows:

Section 1. Adoption of Findings of Fact contained within this Ordinance.

Section 2. Adoption of amendments to Chapter 18A.10 LMC attached hereto in Attachment A.

Section 3. Adoption of amendments to Chapter 18A.20 LMC attached hereto in Attachment B.

Section 4. Adoption of amendments to Chapter 18A.30 LMC attached hereto in Attachment C.

Section 5. Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary clerical corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section or subsection numbers and any references thereto.

Section 6. 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 7. Effective Date. This Ordinance shall be in full force and effect on January 1, 2025.

ADOPTED by the City Council this 18th day of November, 2024.

CITY OF LAKEWOOD

Attest:

Jason Whalen, Mayor

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

Chapter 18A.10 BASIC PROVISIONS

Sections:

18A.10.010	Title.
18A.10.020	Purpose.
18A.10.030	Scope.
18A.10.040	Rules of code interpretation.
18A.10.050	Computation of time.
18A.10.060	Measurements.
18A.10.070	Interpretations.
18A.10.080	Authority and comprehensive plan consistency.
18A.10.090	Comprehensive plan amendments.
18A.10.100	General requirements.
18A.10.110	Severability.
18A.10.120	Establishment of zoning districts.
18A.10.125	JBLM Air Installation Compatible Use Zone (AICUZ) in relation to land use zones.
18A.10.130	Establishment of overlay districts.
18A.10.135	Establishment of military influence area.
18A.10.135.1	Purpose.
18A.10.135.2	Applicability.
18A.10.135.3	Definitions.
18A.10.135.4	Administration.
18A.10.135.5	Coordinating officials.
18A.10.135.6	Lakewood Military Coordination and Notice Area (MCNA).
18A.10.135.7	Coordination between the City of Lakewood and JBLM.
18A.10.135.8	Light emissions.
18A.10.135.9	Notice to property owners.
18A.10.135.10	Compatible use standards.
18A.10.135.11	Property records and GIS.
18A.10.135.12	No delegation of local authority.
18A.10.140	Establishment of subareas.
18A.10.150	Adoption of City-wide and subarea zoning maps.
18A.10.160	Boundaries – Administrative determination.
18A.10.170	Boundaries – Planning Commission recommendation – City Council determination.
18A.10.175	Reasonable accommodation.
18A.10.180	Definitions.

18A.10.010 Title.

No changes proposed.

18A.10.020 Purpose.

No changes proposed.

18A.10.030 Scope.

No changes proposed.

18A.10.040 Rules of code interpretation.

See LMC [18A.10.180](#) for definitions applicable to this title. In addition:

- A. Words used in the present tense include the future tense, and a singular number includes the plural, and a plural number includes the singular, unless the context clearly indicates the contrary.
- B. The word “shall” is always mandatory and is not discretionary; the words “should” and “may” are permissive.
- C. Where terms are not specifically defined, they shall have their ordinary accepted meanings within the context with which they are used. Webster’s Third New International Dictionary of the English Language, Unabridged, Copyright 1986, shall be considered in determining ordinarily accepted meanings.
- D. When any provision of this title refers to or cites a section of federal law, the Revised Code of Washington (RCW), Washington Administrative Code (WAC), or Lakewood Municipal Code (LMC), and that section is later amended or superseded, this title shall be deemed amended to

refer to the amended section or the section that most closely corresponds to the superseded section.

E. When any provision of this title refers to or cites a section heading within this title, that reference or cite refers to all applicable subsections of the entire section text under that heading.

F. Where the responsibility or authority is indicated in this title to lie with the [Department of Planning and Public Works](#) ~~Community and Economic Development~~ Director (hereinafter referred to as Director), City Engineer, Building Official or other authorized agent of the City, responsibility or authority shall lie equally with that individual's duly authorized designee.

G. When any provision of this title refers to "the City", the phrase refers to the government entity of the City of Lakewood or the City Lakewood as a geographic location or place, as appropriate in the context.

H. Illustrations found herein are not intended to supersede or replace written definitions, restrictions or standards. [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.050 Computation of time.

No changes proposed.

18A.10.060 Measurements.

No changes proposed.

18A.10.070 Interpretations.

A. The Director shall review and resolve any questions involving the proper interpretation or application of the provisions of this title and other City plans, codes, regulations and standards

related to project permits that may be requested by any property owner, tenant, government officer, department, board, council or commission affected. The Director's decision shall be in keeping with the spirit and intent of this title and of the comprehensive plan.

B. *Classification of Use.* Recognizing that there may be uses not specifically mentioned in this title, either because of advancing technology or any other reason, the Director may permit or condition such use if it is clearly evident that the use is in conformity with the designated principal uses of the district in which it is to be located.

C. *Interpretation of Land Use Tables.* See LMC [18A.40.020](#), Interpretation of land use tables.

D. *Interpretation of Map Boundary.* Where uncertainty exists as to any of the zone boundaries as shown on the zoning map, the following rules shall apply:

1. A boundary shown on the zoning map as approximately following a lot line or parcel boundary shall be construed as following the lot line or parcel boundary as it actually existed at the time the zoning boundary was established. If, subsequent to the establishment of the zoning boundary, a lot line should be moved as a result of a legally performed boundary line adjustment (including right-of-way dedications and vacations), the zoning boundary shall be construed as moving with the lot line if the Director, in his sole discretion, determines that the boundary line adjustment is minor in nature and that the corresponding change in the zoning is consistent with goals, objectives and intent of the comprehensive plan and is consistent with the general zoning pattern in the area. In this case, the [Community Development](#) Director shall direct that the official zoning map be amended.

If the Director determines that moving the zoning line as a result of a boundary line adjustment is not clearly minor, would have a material impact on the zoning pattern of the area, or would be contrary to the goals, objectives or intent of the comprehensive plan, then the zoning boundary shall only be moved after approval through the formal zoning amendment process pursuant to Chapter [18A.20](#) LMC.

2. A boundary shown on the zoning map as approximately following a creek, lake, or other water course shall be construed as following the actual centerline of the water course. If, subsequent to establishment of the boundary, the centerline of the water course should move as a result of natural processes, the boundary shall be construed as moving with the centerline of the water course, as determined by the ordinary high water line.

3. A boundary shown on the zoning map as approximately following a ridge line or topographic contour line shall be construed as following the actual ridge or contour line. If, subsequent to the establishment of the boundary, the ridge or contour line should move as a result of natural processes, the boundary shall be construed as moving with the ridge or contour line.

4. A boundary shown on the zoning map as approximately following a street or railroad line shall be construed as following the centerline of the street or railroad right-of-way. If, subsequent to the establishment of the boundary, the centerline of the street or railroad right-of-way should be moved as a result of its widening or minor realignment, such as at an intersection, the boundary shall be construed as moving with the centerline.

5. Whenever any street or other public right-of-way is vacated in the manner prescribed by law, the zoning district adjoining each side of said street or other public right-of-way shall be automatically extended to the centerline of the former street or other public right-of-way, unless determined otherwise pursuant to this section, and all of the area included in the vacation shall then and henceforth be subject to all regulations of the extended districts.

6. An Open Space and Recreation (OSR) zoning district boundary shown on the zoning map as approximately following a wetland boundary line shall be construed as following the actual edge of the wetland. If, subsequent to the establishment of the zoning district boundary, a wetland delineation report is conducted by a qualified wetland biologist and said report is reviewed and accepted by the City, the boundary shall be construed as following the delineated wetland line. The appropriate wetland buffer shall not be included within the OSR zone boundary, rather the buffer area shall be included in adjacent upland zoning district, pursuant to LMC [18A.60.110](#).

7. If the specific location of a zoning boundary line cannot be determined from application of the above rules to the zoning map, it shall be determined by the use of the scale designated on the zoning map.

8. Where questions still arise concerning the exact location of a district boundary, the Director shall interpret the zone boundaries.

E. *Interpretation of Unlisted Words and Phrases.* The definition of any word or phrase, not listed in this title, which is in question when administering this title, shall be defined from one of the

following sources which are incorporated herein and adopted by reference. Said sources shall be utilized to find the desired definition in the order listed as follows:

1. City of Lakewood Land Use and Development Code.
2. City of Lakewood Comprehensive Plan.
3. Any other portion of the Lakewood Municipal Code or other City resolution, ordinance, or regulations.
4. Any statute or regulation of the State of Washington, beginning with the most applicable first.
5. Legal determinations and definitions from applicable case law.
6. Legal definitions from the most recent edition of Black's Law Dictionary.
7. Definitions from Webster's Dictionary or other common dictionary.

F. *Minimum Requirements.* When interpreting and applying the regulations of this Development Code, its provisions shall be the minimum requirements, unless otherwise stated.

G. *Easements and Private Agreements.* This title is not intended to override any easement, covenant, or any other private agreement; provided, that where the provisions of this title are more restrictive or impose higher standards or regulations than such easements, covenants, or other private agreements, the requirements of this title shall govern.

H. *Conflicts of Regulations.* Except as otherwise specifically stated, where conflicts occur within this Development Code or between the provisions of this Development Code and the Building and Fire Codes or other regulations of the City, the more restrictive shall apply.

I. *Conflicts with State Law.* The provisions of this title shall not have the effect of authorizing any activities prohibited by state law or other ordinances of the City of Lakewood.

J. *Official Zoning Map – Conflicts with LMC 18A Text.* If any conflict occurs between the City of Lakewood Zoning Map and the text of this title, then the text of this title shall prevail.

K. Requests for interpretations shall be made in writing and include cites to specific code section(s) needing interpretation as well as an explanation of the need for interpretation.

L. *Record.* A record shall be kept of all interpretations and rulings made by the Director; such decisions shall be used for future administration. The Director shall report decisions to the Planning Commission when it appears desirable and necessary to amend this title.

M. *Time Limitation.* An interpretation of the provisions of this title remains in effect until rescinded in writing by the Director, or until the subject text of this title has been amended.

N. Interpretations of the Director shall be appealable to the Hearing Examiner as set forth in Chapter [18A.20](#) LMC, Part IV. [Ord. 758 § 2 (Exh. A), 2021; Ord. 726 § 2 (Exh. B), 2019.]

18A.10.080 Authority and comprehensive plan consistency.

No changes proposed.

18A.10.090 Comprehensive plan amendments.

No changes proposed.

18A.10.100 General requirements.

A. *Application.* All land or structures shall be used and constructed in accordance with the regulations and requirements of this Development Code including obtaining applicable permits prior to initiation of use.

B. *Conflicting Permits and Licenses to Be Voided.* All permits or licenses shall be issued in conformance with the provisions of this Development Code. Any permit or license subsequently issued and in conflict with this Development Code shall be null and void.

The ~~Community Development~~ Director is authorized and empowered to revoke any permit issued by the ~~Community and Economic Development~~ Department issued in error or based on

false or misleading information or upon failure of the permit holder thereof to comply with any provision or condition of this title.

C. *Burden of Proof.* Except as otherwise provided herein or by prevailing law, each and every applicant shall bear the burden of demonstrating compliance with the provisions of this code. [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.110 Severability.

No changes proposed.

18A.10.120 Establishment of zoning districts.

No changes proposed.

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

No changes proposed.

18A.10.130 Establishment of overlay districts.

No changes proposed.

18A.10.135 Establishment of military influence area.

18A.10.135.1 Purpose.

No changes proposed.

18A.10.135.2 Applicability.

No changes proposed.

18A.10.135.3 Definitions.

No changes proposed.

18A.10.135.4 Administration.

The City of Lakewood ~~Community and Economic Development~~ Planning and Public Works Department (~~CEEDD~~) is responsible for implementing the provisions of this chapter. [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.135.5 Coordinating officials.

No changes proposed.

18A.10.135.6 Lakewood Military Coordination and Notice Area (MCNA).

No changes proposed.

18A.10.135.7 Coordination between the City of Lakewood and JBLM.

No changes proposed.

18A.10.135.8 Light emissions.

No changes proposed.

18A.10.135.9 Notice to property owners.

A. *Permit Notices.*

1. The approval documentation associated with the types of applications identified below, within the Lakewood MCNA shown in Figure 2A, shall include a notification statement in accordance with subsection [\(A\)\(2\)](#) of this section.
 - a. Building permits,
 - b. Zoning permits,

- c. Subdivision plats, and
- d. Site plans.

2. The approval documentation associated with the types of applications identified in subsection [\(A\)](#) of this section shall include a notification statement that:

- a. The property and its subsequent occupants could experience military training impacts, including impacts related to noise, vibration, odors, flight safety hazards, and other impacts related to operations associated with JBLM;
- b. The property may be subject to additional development regulations or limitations due to the property's proximity to the installation; and
- c. Information related to such regulations or limitations is available in the City of Lakewood Community and Economic Development Department.

B. *Real Estate Disclosures.*

1. At or prior to all real estate closings involving a property located in the Military Coordination and Notice Area, the buyer and seller shall sign a Real Estate Disclosure Form, which shall be filed with the deed and/or plat at the Pierce County Auditor's Recording Office.

2. The City of Lakewood ~~Community and Economic Development~~ [Planning and Public Works](#) Department shall develop and maintain a Real Estate Disclosure Form, which advises prospective lessees or tenants that:

- a. The property and its subsequent occupants could experience military training impacts, including impacts related to noise, vibration, odors, flight safety hazards, and other impacts related to operations associated with JBLM;
- b. The property may be subject to additional development regulations or limitations due to the property's proximity to the installation; and
- c. Information related to such regulations or limitations is available in the City of Lakewood ~~Community and Economic Development~~ [Planning and Public Works](#) Department.

3. All prospective lessees or tenants signing a commercial or residential lease or rental agreement for a property located within the Military Coordination and Notice Area, shall be notified by the property owner through a written provision contained in the lease or rental agreement that:

- a. The property and its subsequent occupants could experience military training impacts, including impacts related to noise, vibration, odors, flight safety hazards, and other impacts related to operations associated with JBLM;
- b. The property may be subject to additional development regulations or limitations due to the property's proximity to the installation; and
- c. Information related to such regulations or limitations is available in the City of Lakewood [Community and Economic Development Planning and Public Works](#) Department. [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.135.10 Compatible use standards.

No changes proposed.

18A.10.135.11 Property records and GIS.

No changes proposed.

18A.10.135.12 No delegation of local authority.

No changes proposed.

18A.10.140 Establishment of subareas.

No changes proposed.

18A.10.150 Adoption of City-wide and subarea zoning maps.

No changes proposed.

18A.10.160 Boundaries – Administrative determination.

When uncertainty exists as to boundaries of any land use zoning classification on the zoning map, the Director following the administrative procedures [of a Process Type I](#) application as contained in [LMC Chapter 18A.20 LMC 18A.20.310](#) shall make a determination as to the location of the boundary in question based on the following rules of construction:

- A. Where zone boundaries are indicated as approximately following the centerline of street, alley or highway right-of-way, the actual centerline shall be the boundary.
- B. Where zone boundaries are indicated as running approximately parallel to the centerline of the street right-of-way, the boundary line shall be construed to be parallel to the centerline of the street right-of-way.
- C. Where zone boundaries are indicated as approximately following the lot or tract lines, the actual lot or tract lines shall be construed to be the boundaries of such zone.
- D. Where a zone boundary divides a tract in unsubdivided property, the location of such zone boundary, unless the same is indicated by dimensions thereon, shall be determined by use of the scale appearing on the zoning map.
- E. Zone boundaries indicated as following shorelines shall be interpreted to follow such shorelines, and in the event of change in the shoreline, shall be interpreted as moving with the actual shoreline.
- F. Where a public street or alley right-of-way is officially vacated or abandoned, the regulations applicable to the abutting property to which the vacated portion shall revert shall apply to such vacated or abandoned street or alley right-of-way.
- G. Where the zone boundaries shown on the zoning map are inconsistent with the written legal descriptions of the zoning boundary as described in the implementing ordinance, the written legal description of the zoning boundary shall prevail. [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.170 Boundaries – Planning Commission recommendation – City Council determination.

In case uncertainty exists in zoning designation lines that cannot be resolved by application of the administrative rules contained in LMC [18A.10.160](#), the Planning Commission shall recommend, and the City Council shall determine, the location of such zone boundaries. This action shall be considered a [legislative process and Process Type V](#) application [type](#) as outlined under [Chapter 18A.20](#) LMC [18A.20.310](#). The Planning Commission and City Council shall base the determination of zone classification lines on the land use designation maps and policies of the comprehensive plan. [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.175 Reasonable accommodation.

A. *Purpose and Intent.* The Federal Fair Housing Act (FFHA) requires that reasonable accommodations be made in rules, policies, practices, or services, when such accommodations may be necessary to afford persons with disabilities equal opportunity to use and enjoy a dwelling in conformance with the Federal Fair Housing Act and the Washington Housing Policy Act.

B. *Applicability.*

1. A request for reasonable accommodation may be made by any person with a disability, the person's representative, or any entity, when the application of a zoning law or other land use regulation, policy or practice acts as a barrier to fair housing opportunities.
2. A request for reasonable accommodation may include a modification or exception to the rules, standards and practices for siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of his or her choice.

C. *Application Requirement.*

1. A request for reasonable accommodation shall be submitted on an application form provided by the [Community and Economic Development Planning and Public Works](#) Department and shall contain the following information:
 - a. The applicant's name, address, telephone number, and email address;
 - b. Address of the property for which the request is being made;
 - c. The current use of the property;
 - d. The basis for the claim that the individual is considered under the Acts;
 - e. The code provision, regulation, or policy from which reasonable accommodation is being requested;
 - f. What specific accommodation is requested and why the accommodation is necessary to make the specific property accessible to the individual.

D. *Review Authority.*

1. If no approval is sought other than the request for reasonable accommodation, the request shall be reviewed by the [Community Development](#) Director or designee as outlined in Chapter [18A.20 LMC, Article I, LMC 18A.20.070 and LMC 18A.20.080](#).
2. If a request for reasonable accommodation is submitted for review with a land use application requiring a higher level of review, the review authority making the final land use decision shall concurrently review and make a decision on the request.

E. *Review Findings.*

1. The written decision to grant, grant with modifications or deny a request for reasonable accommodation shall be based on the following findings:
 - a. The housing, which is the subject of the request, will be used by a disabled individual;
 - b. The accommodation requested is necessary to make specific housing available to a disabled individual;
 - c. Potential impact on surrounding uses;
 - d. Physical attributes of the property and structures;
 - e. Alternative accommodations which may provide an equivalent level of benefit;
 - f. The requested accommodation would not require a fundamental alteration in the nature of a City policy or law, including but not limited to the Lakewood Comprehensive Plan and zoning;
 - g. The requested accommodation would not impose an undue financial or administrative burden on the City.
2. In granting a request for reasonable accommodation, the [Community Development](#) Director may impose conditions of approval deemed reasonable and necessary to ensure that the accommodation complies with the findings.

F. *Appeal of Determination.* A determination by the reviewing authority to grant, grant with modifications or deny a request for reasonable accommodation may be appealed pursuant to LMC [18A.20.400](#). [Ord. 726 § 2 (Exh. B), 2019.]

18A.10.180 Definitions.

Only proposed changes noted below.

"A."

"Amendment" means a change in the wording, context, or substance of this code or the comprehensive plan; a change in the zoning map or comprehensive plan map; a change to the official controls of City code; or any change to a condition of approval or modification of a permit or plans reviewed or approved by the ~~Community and Economic Development~~ Planning and Public Works Director or Hearing Examiner.

"C."

"City of Lakewood Coordinating Official" means the Planning and Public Works ~~Community and Economic Development~~ Department Director or their designee.

~~"Community and Economic Development~~ Planning and Public Works Director" (see also "Director") means the individual who performs responsible professional, administrative and supervisory work in directing and leading the activities of the Planning and Public Works ~~Community and Economic Development~~ Department.

"D."

"Director" means the ~~Community and Economic Development~~ Planning and Public Works Director or their designee.

"I."

"Interior Alterations" means any construction activities that does not modify the existing site layout, its current use and involves no exterior work expanding the existing building footprint.

"P."

"Project permit" means any land use or environmental application or permit ~~or~~ approval required from the City for a project action, including but not limited to: subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, ~~and~~ site plan review, permit of approvals required by the critical

area ordinance, and site specific rezones not requiring a Comprehensive Plan or Shoreline Master Program amendment.

~~“Public Works Director” means the Director of the Lakewood Public Works Department and/or~~

[Ord. 794 § 2 (Exh. A), 2023; Ord. 789 § 2 (Exh. A), 2023; Ord. 775 § 1 (Exh. A), 2022; Ord. 758 § 2 (Exh. A), 2021; Ord. 756 § 2, 2021; Ord. 751 § 4 (Exh. C), 2021; Ord. 738 § 2 (Exh. A), 2020; Ord. 726 § 2 (Exh. B), 2019.]

Chapter 18A.20 ADMINISTRATION

Sections:

18A.20.005	Definitions.
	Article I. Administration
18A.20.010	Applications.
18A.20.015	Preapplication conferences and application assistance .
18A.20.020	Application fees.
18A.20.030	Complete application form and content .
18A.20.040	Consolidated review of applications .
18A.20.050	Determination of Completeness permit applications , notice and time periods.
18A.20.060	Effects of Project permit application revisions .
18A.20.070	Approval and appeal authorities .
18A.20.080	Review and approval authorities.
18A.20.085	Modifications to approved permits or decisions .
18A.20.090	Expiration of approvals.
18A.20.100	Licenses and building permits.
18A.20.105	Violations and enforcement.
18A.20.110	Certificate of occupancy.
18A.20.120	Annexed land.
18A.20.130	Approval of transfer of development rights.
	Article II. Nonconforming Uses and Structures
18A.20.200	Purpose.
18A.20.208	Applicability – Nonconformities.
18A.20.210	Preexisting nonconforming lots of record.
18A.20.218	Transfer of ownership – Nonconforming uses.
18A.20.220	Proof of nonconformity.
18A.20.228	Nonconforming uses.
18A.20.230	Nonconforming structures.
18A.20.238	Repairs and maintenance.
18A.20.240	Health or safety improvements.
18A.20.248	Nonconforming parking lots.
18A.20.250	Nonconforming landscaped areas.
18A.20.258	Conditional uses.
18A.20.260	Administrative determinations.
18A.20.268	Review of administrative decisions.
	Article III. Public Notice Requirements
18A.20.300	Public notice procedures.

18A.20.310	Public notice framework.
18A.20.320	<i>Repealed.</i>
18A.20.330	Notice of application –Permits.
18A.20.340	Notice of public hearing.
<u>18A.20.345</u>	<u>Notice of decision.</u>
18A.20.350	Optional public notice.
18A.20.360	Joint public hearings.
Article IV.	
Appeals/Reconsiderations	
18A.20.400	Specific appeal procedures.
18A.20.410	Appeals to hearing examiner.
18A.20.420	Reconsideration of hearing examiner decision.
18A.20.430	Clarification of hearing examiner decision.
18A.20.440	No appeals to City Council.

18A.20.005 Definitions.

No changes proposed.

Article I. Administration

18A.20.010 Applications.

The Director shall provide ~~describe the official form in which~~ applications ~~forms are made~~ for amendments to the comprehensive plan and the ~~d~~Development ~~c~~Code and ~~the form of~~ all project permit applications to be used for all matters which may come before the Department, Hearing Examiner, ~~the~~ Planning Commission and ~~the~~ City Council. The Department will prepare ~~and provide copies for such purposes~~ and prescribe the type of information to be provided in the application or petition by the applicant ~~or petitioner~~. No application shall be deemed complete unless it complies with such requirements ~~and payment of applicable fees~~.

Applications shall be submitted through the City's online permitting system. An applicant may request to be exempt from electronic submission by providing the Director with a written request for accommodations pursuant to the provisions of the Americans with Disabilities Act

of 1990 (42 U.S.C. §§ 12101-12231), chapter 49.60 RCW, and other similar local, state, and federal laws.

At minimum, each form shall require the authorized signature of the landowner or their agent applicant, designation of a single person or entity to receive determinations and notices, and payment of the appropriate application fee, if any. [Ord. 726 § 2 (Exh. B), 2019.]

18A.20.015 Preapplication conferences and application assistance.

The Department may assist the public in interpreting and applying the LMC to proposals. Assistance may be subject to applicable fees in the adopted fee schedule available on the Department's website. Requests for preapplication conferences and/or staff consultations must be submitted on a completed form provided by the Department with all information required and payment of fees. Failure to provide all pertinent information may prevent the Department from identifying applicable requirements or otherwise providing the most effective assistance to applicants.

- A. Preapplication meeting. The purpose of the preapplication conference is to acquaint the applicant with the technical and procedural requirements of the Code, including applicable elements of the comprehensive plan. It is not possible for the Department to provide an exhaustive review of all potential issues with a proposal at a preapplication conference. Nor shall the City be bound by the Department's discussion at the preapplication conference. The Department may suspend or revoke a permit under the provisions of the Code, whenever the permit is issued in error or based on or in reliance on information that is incorrect, inaccurate, or incomplete, or when the permit violates or permits a violation of any law.

Preapplication conferences are optional but encouraged for all permit types described in LMC 18A.20.080. The Department shall provide a written summary of the project proposal and the code requirements applicable to the proposal.

B. Staff Consultations. Applicants may request an informal meeting to discuss project feasibility, technical and procedural requirements and/or applications under review. Fees associated with a staff consultation shall be in accordance with the adopted fee schedule.

The purpose of the preapplication conference is to acquaint the applicant with the substantive and procedural requirements of the Lakewood Municipal Code in relation to the proposed project and the applicable elements of the comprehensive plan, to arrange such technical and design assistance as will aid the applicant, and to otherwise identify policies and regulations associated with the proposed development.

A. A preapplication conference shall be required for all Process III and IV permits as described in LMC 18A.20.080 and for all Process I and II permits as described in LMC 18A.20.080 that require environmental review. A preapplication conference may also be required for any project at the discretion of the Director. A preapplication conference may also be initiated by an applicant for a project where technical review is desired. Only one preapplication conference shall be required for all project permit applications related to the same project; however, an applicant may request multiple preapplication conferences in relationship to a given project.

A preapplication conference shall precede the submittal of any project permit application, including an environmental checklist. The Director may waive, in writing, the requirement for a preapplication conference for proposals that are determined not to be of a size and complexity to require the detailed analysis of a preapplication conference, or as otherwise determined not appropriate for such review.

B. Submission of Application. To initiate a preapplication conference, an applicant shall submit a completed form provided by the City and all information pertaining to the proposal as prescribed by administrative procedures of the Community and Economic Development

~~Department. Failure to provide all pertinent information may prevent the City from identifying all applicable issues or providing the most effective preapplication conference.~~

~~C. *Limitations.* It is impossible for the conference to be an exhaustive review of all potential issues. The discussion at the conference or the information form given to the applicant shall not bind or prohibit the City's future application or enforcement of the applicable law; rather, it is intended to offer the applicant guidance in preparing a development proposal for submittal. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.20.020 Application fees.

A. *Payment.* Application fees as established by the City and shall be paid to the Department upon the filing of any application or petition. An application shall not be deemed complete nor go under review without payment of applicable fees.

B. *Official Fee Schedule.* Fees for the review and processing of applications or permits pursuant to this title shall be identified on the official fee schedule for the City, adopted by the City Council. The permit fee schedule shall be made available on the Department's website. [Ord. 726 § 2 (Exh. B), 2019.]

18A.20.030 Complete application ~~form and content.~~

~~*Permit Application Contents.* The City of Lakewood permit applications shall specify on each type of permit application the requirements necessary for complete compliance with required time periods and procedures for approval. One copy of each permit application shall be kept on file in the Lakewood Community and Economic Development Department and shall be available in electronic format where possible. Such applications specify the content necessary for timely and orderly processing of each project permit application and for reaching a determination that such application is complete as provided by LMC 18A.20.050. The Director shall be responsible for updating the permit applications as necessary. [Ord. 726 § 2 (Exh. B), 2019.]~~

A. Application submittals shall specify the content required in LMC 18A.20.010. The Department Director or their designee shall review applications for completeness prior

to acceptance and commencing review. An application shall be considered complete, unless otherwise determined by the Department, when it contains the following:

1. Signatures for legally authorized agent and landowner.
2. Engineer of record and contractor, if required.
3. Parcel identification.
Required documents, plans, site plans and application forms signed by the applicant.
4. Detailed description of the proposed project and existing easements.
5. Related studies and reports associated with the project application.
6. For all land division actions, alterations or adjustments to existing land divisions, a completed land survey of the perimeter of the site per the application requirements of LMC Title 17 Subdivisions.
7. A completed State Environmental Policy Act checklist, if required.
8. Payment of all applicable fees in accordance with LMC 18A.20.020. In the event of insufficient funds, the application submittal shall expire.

B. Applications for interior alterations shall not require a site plan in accordance with RCW 36.70B provided that the interior alterations do not result in the following:

1. Alteration of existing egress points from the facility/structure.
2. Additional dwelling unit, sleeping quarters or bedrooms.
3. Nonconformity with federal emergency management agency substantial improvement thresholds.
4. Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.
5. Any change of use that requires changes to the existing site layout or building footprint.
6. Frontage or site development improvements.

Pursuant to LMC Title 15 Buildings and Construction, nothing in this section exempts interior alterations from applicable building, plumbing, mechanical, fire or electrical codes.

18A.20.040 Consolidated review ~~of applications.~~

Pursuant to RCW [36.70B.060](#) and [36.70B.120](#), an applicant may request in writing to the Department Director ~~elect~~ to consolidate all project related permit applications related to the same proposal as part of an integrated process. ~~submit a consolidated project permit application.~~ Following Director approval, ~~such a~~ request shall be upon ~~and simultaneously~~

~~with submission of all complete applications and payment of fees pursuant to LMC 18A.20.050. to be consolidated.~~ Upon determination of application completeness, payment of the appropriate fee(s), all consolidated applications shall be processed as one application with the final decision on such application by the appropriate decision authority noted in LMC 18A.20.080.~~to be made by the Director if no public hearing is required, or the Hearing Examiner if a public hearing is required by law or by exercise of the Director's discretion.~~ The time period for a final decision shall be the longest of the application permit time periods as established in LMC 18A.20.050(D).

~~To the extent possible, SEPA review, if applicable, shall be combined and integrated in the project application review. Simultaneous applications for permit approval within one category of approvals, such as solely land use, building, or engineering approval, shall not be deemed consolidated reviews, but nonetheless shall be entitled to consolidated review if so elected by the applicant.~~ [Ord. 726 § 2 (Exh. B), 2019.]

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

A. *Determination of Complete Application.* An application shall be deemed complete by the Department~~City~~ when it meets the minimum~~City's technical procedural~~ submission requirements in LMC 18A.20.030. ~~and is sufficient for continued processing.~~ Once deemed complete, the Department reserves the right to request even though additional information and condition a project as part of the application review process to ensure compliance with applicable development regulations. ~~may be required. An application shall not be deemed complete unless it is accompanied by the appropriate application fee and includes all information specifically required as listed at LMC 18A.20.030, including the signature of the property owner(s) or an authorized representative thereof.~~

B. *Notice of Completeness.* The Department shall provide a written notice within twenty-eight (28) calendar days of the date of receipt of any application submittal stating whether the application is complete or incomplete in conformance to the LMC. ~~To the extent known, the Department shall, and~~ identifying any other governmental agencies known to have jurisdiction over the proposal. ~~; or if not complete, setting forth any deficiency of the application, and~~

~~specifying a date upon which the application will be null and void if any deficiencies have not been corrected.~~

~~If an application is incomplete, the Department shall provide written notice to the applicant of any deficiencies pursuant to section C. Upon receipt of any required additional information, the Department shall notify the applicant within fourteen (14) days whether the application is now complete or what additional information is necessary.~~

~~In accordance to RCW 36.70B.070, if the ~~Should the~~ Department fails to provide a timely notice that an application is ~~complete or~~ incomplete, the application shall be deemed ~~technically complete~~ ~~vested as if complete~~ on the 29th day after submittal ~~and upon payment of applicable fees, the Department must review the application~~ ~~go under review following payment of fees~~. The Department may ~~reserves the right to~~ request additional information and/or condition a project permit to ensure compliance with applicable development regulations pursuant to RCW 36.70B.070.~~

~~C. *Provision of Additional Information* Incomplete Application. When an application is determined to be incomplete, the Department ~~review authority~~ shall identify, in writing, the specific information necessary to constitute a complete application.~~

- ~~1. Any information necessary to complete or to supplement an application must be submitted within ~~six (6) months~~ ~~ninety (90) days~~ ~~calendar days~~ of the date of the notice describing such deficiency. ~~If the applicant does not submit the required information within a ninety (90) day period, the project permit application shall automatically expire.~~~~
- ~~2. Prior to the expiration date, the applicant may request, in writing, to the Department, an extension to provide the required information. The Department may grant one additional ninety (90) calendar day extension if it is determined that the required studies or information warrants more time.~~
- ~~3. The Department shall specify the date upon which the application will be null and void in any requests for supplemental information or studies. Should such information not be timely received, the application shall be null and void on the said date. Within fourteen (14) calendar days after an applicant has submitted to the Department all additional information identified as being necessary for a complete application, the Department shall notify the applicant whether the application is complete or what additional information is necessary. If additional information is necessary, the applicant shall submit the required~~

information within a ninety (90) calendar day period. No additional extensions will be granted.

~~D. *Weekends and Holidays.* Regardless of whether any period is a minimum or maximum, when any permit review, notice or decision time limit of this title terminates upon a weekend or City holiday, such time limit shall automatically be extended to the first following nonholiday weekday.~~

~~DE. *Review Types and Time Period.* The review and processing of project permit applications shall result in a decision being rendered within time limits set forth below.~~

~~FE. *Notice of Delayed Decision.* If the City is unable to issue its final decision within the time limits listed below, the City will provide written notice of this fact to the applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of a final decision.~~

~~FG. *Request for Timeline.* Where no time limit is specified, upon written request the City will provide an estimated time of review.~~

~~GH. *Application Time Limits.*~~

1. ~~_____Type I: Type I permit decisions are projects reviewed administratively which do not require public notice or a public hearing. The time period for issuing a final decision is sixty-five (65) calendar days. The appropriate decision authority may approve, approve with conditions, deny or modify.~~
2. ~~_____Type II: Type II permit decisions are projects reviewed administratively which do require a public notice but does not require a public hearing. The time period for issuing a final decision is one hundred (100) calendar days. The appropriate decision authority may approve, approve with conditions, deny or modify.~~
3. ~~_____Type III: Type III permits are projects which requires both a public notice and hearing. The time period for issuing a final decision is one hundred and seventy (170) calendar days. The appropriate decision authority may approve, approve with conditions, deny or modify.~~

4. ————Type IV: Type IV are not project permits. Type IV decisions are administrative clarifications not subject to a public notice, public hearing nor permit review timelines established in Chapter 36.70B RCW.

5. ————Type V: Type V permits are legislative actions relating to the Lakewood Comprehensive Plan, subarea plans, development regulations and the Shoreline Master Program. Public notice and public hearings before the Lakewood Planning Commission and City Council may be required in state laws and agency rulemaking. The responsibilities for review, processing and associated time periods are established in RCW 36.70A, RCW 90.58, RCW 43.21 and LMC Chapter 18A.30 Article I. Type V decisions are not subject to permit review timelines established in Chapter 36.70B RCW.

E. Notice of Delayed Decision. If the Department is unable to issue its final decision within the time periods listed for Type I, II and III permits, the Department shall provide written notice to the applicant. The notice shall include a statement of reasons why the time has not been met and an estimated date for issuance of a final decision.

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

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
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

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Emergency Shelter Permit*	N	N	Y	120
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

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
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

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Shoreline Exemption Permit	Y	N	N	120
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

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
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

Application	Planning Permit	Engineering Permit	Building Permit	Review Time Limits (Days)
Zoning Map, site specific	Y	N	N	120
Zoning amendment text only	N	N	N	120

Notes:

"Y" means Yes.

"N" means No.

* A building permit is only necessary if there is: (1) new construction per LMC Title 15; (2) change of use per LMC Title 15; or (3) construction activity where a building permit is required per LMC Title 15.

Exemptions: Type I and Type II administrative approvals, categorically exempt from SEPA or for which environmental review has been completed in connection with other project permits are exempt from the provisions of RCW 36.70B.060 and 36.70B.110 through 36.70B.130

4E. Complete Applications Requiring Responses to Corrections or Additional Information. When a complete application requires corrections or additional information, the Department shall identify, in writing, the specific correction or information necessary to continue review.

1. When corrections or additional information is required, the applicant shall have ninety (90) calendar days from the date of the written notification to submit all required corrections or information to the Department. If the applicant does not submit all required corrections or information within the ninety (90)-day period, the project permit application shall automatically expire.
2. Prior to the expiration date, the applicant may request, in writing, an extension to provide the required information. The Director may grant up to two (2) ninety (90)-day extensions if it is determined that the required information warrants additional time.

3. The Director may provide extensions beyond the two ninety-day extensions when such extension is necessary to accommodate review or comment by another local, state or federal agency or private or public utility district/provider (collectively "agency").
4. If the agency is reviewing the project, the extension must be supported by the agency, must be the minimum needed by the agency for review, the agency must indicate that all necessary materials have been provided for their respective review, and the agency must provide a date by which they will complete their review.
5. If the agency is nonresponsive to an applicant's need for additional information or corrections, the Department shall, in consultation with the applicant, temporarily waive the expiration deadline and associated review time period, or in the event of minor information or corrections needed, defer the information or correction to a subsequent and related project permit application.
6. Applications that expire shall be held for sixty (60) calendar days; after that time, they shall be voided. The Department Director shall have the discretion to refund fees paid on expired applications in accordance with the Department's adopted permit fees.
7. If a project for which an application has been submitted becomes the subject of formal mediation or arbitration, an additional extension to the time frame may be requested and granted. The time frame for decision shall consider the date of conclusion of mediation or arbitration.
8. Expired applications will not be further processed and reviewed.

1. ~~Time Period Limit Exemptions/Exceptions.~~ The time periods for issuing a decision on complete applications/limits set forth above do not include:

1. Up to the first twenty-eight (28) days after receipt of an application during~~The time in~~ which the Department/City determines whether the application is deemed complete.
2. Type I and Type II approvals, categorically exempt from SEPA or for which environmental review has been completed in connection with another project.
- ~~32.~~ Time periods to process a permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application

that would make the application fail to meet the determination of application completeness in LMC 18A.20.050.—

43. Any period during which the applicant has been requested by the DepartmentCity to correct plans, perform studies or provide additional information requested by the DepartmentCity.

53. If the DepartmentCity determines that ~~the~~ additional information submitted ~~to the City~~ by the applicant under ~~subsection (1)(2) of this section this Title~~ is insufficient, the DepartmentCity shall notify the applicant of the deficiencies and the procedures ~~of~~ ~~subsection (1)(2)~~ shall apply as if a new request for information has been made.

64. ~~Any appeal period. Any period after an administrative appeal is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired. Decisions regarding appeals shall be issued by the Examiner within ninety (90) days of receipt of an appeal.~~

75. Any extension of time mutually agreed upon by the applicant and the DepartmentCity. ~~Requests to suspend review will be afforded six (6) months to restart review before —an application is deemed abandoned and expired. An application expired due to suspension can be reactivated if still within the same code cycle.~~

86. The time required to prepare and issue a ~~n final~~ Environmental Impact Statement (EIS) in accordance with the State Environmental Policy Act.

9. Public agency capital projects.

10. The application is to rectify a code violation.

11. In the event of an emergency which is declared by federal, state or local authorities.

12. Requires a Comprehensive Plan, Subarea Plan, Shoreline Master Program or development regulation amendment.

13. Building permit applications.

14. Construction/site development and rights-of-way applications.

15. Shoreline permits requiring final decision by the Washington State Department of Ecology or other federal or state agency.

16. A variance, deviation, exception or adjustment to minimum standards as required under the LMC.

17. Certificate of appropriateness as outlined in Chapter 2.48 LMC.

18. Multi-family tax exemption as outlined in Chapter 3.64 LMC.

J. The City shall submit an annual application timeline performance report(s) in accordance with RCW 36.70B.080.

[Ord. 794 § 2 (Exh. A), 2023; Ord. 789 § 2 (Exh. A), 2023; Ord. 726 § 2 (Exh. B), 2019.]

18A.20.060 ~~Effects of P~~project permit application revisions.

A. If, ~~in the judgment of~~ the Director ~~determines or their designee~~, the content of a ~~complete~~ application is so substantially revised by an applicant, either voluntarily or to conform with applicable standards and requirements, that such revised proposal constitutes a substantially different proposal than that originally ~~deemed complete submitted~~, the Director shall deem the revised proposal to be a new application and associated time periods set forth in LMC 18A.20.050 shall restart. The revised project application shall be subject to all laws, regulations, and standards in effect on the date of receipt of such complete substantial revision.

B. In reaching a decision whether a revision is substantial, the Director shall consider the relative and absolute magnitude of the revision, the environmental sensitivity of the site, any changes in location of significant elements of the project and their relation to public facilities, surrounding lands and land uses and the stage of review of the proposal. Lesser revisions that would not constitute substantial revisions during early stages of review may be substantial during later stages due to the reduced time and opportunity remaining for interested parties to review and comment upon such changes. Written notice of such determination of substantial revision shall be provided to the applicant and all parties of record.

~~C. A determination that any revision is substantial shall result in the time periods mandated by the Regulatory Reform Act, Chapter 36.70B RCW, set forth in this title starting from the date at~~

~~which the revised project application is determined to be complete. The revised project application shall be subject to all laws, regulations, and standards in effect on the date of receipt of such complete substantial revision. [Ord. 726 § 2 (Exh. B), 2019.]~~

~~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, Type I permits, 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;~~
- ~~7. Business license;~~
- ~~8. Certificate of occupancy;~~
- ~~9. Commercial addition/remodel;~~
- ~~10. Conditional use permit;~~
- ~~11. Conditional use permit – minor modification;~~
- ~~12. Cottage housing development;~~
- ~~13. Demolition permit;~~
- ~~14. Design review permit;~~

15. ~~Emergency housing permit;~~
16. ~~Emergency shelter permit;~~
17. ~~Environmental review (SEPA checklist and threshold determination);~~
18. ~~Final subdivision plat (10 or more lots);~~
19. ~~Foster care facility permit;~~
20. ~~Home occupation permit;~~
21. ~~Housing incentives permit;~~
22. ~~Landscape plan review;~~
23. ~~Land use approval;~~
24. ~~Lot line adjustment;~~
25. ~~Manufactured/mobile home setup permit;~~
26. ~~New commercial permit;~~
27. ~~New multifamily permit;~~
28. ~~New single-family permit;~~
29. ~~Permanent supportive housing permit;~~
30. ~~Pre-application;~~
31. ~~Preliminary and final short plats (creating 2 to 9 lots);~~
32. ~~Rapid rehousing permit;~~
33. ~~Reasonable accommodation request;~~
34. ~~Residential addition/remodel;~~
35. ~~Senior housing overlay permit;~~
36. ~~Shoreline conditional use permit;~~

- ~~37. Shoreline substantial development permit;~~
 - ~~38. Shoreline exemption;~~
 - ~~39. Shoreline variance permit;~~
 - ~~40. Short plat amendment;~~
 - ~~41. Sign permit;~~
 - ~~42. Site development permit;~~
 - ~~43. Senior housing permit;~~
 - ~~44. Small cell wireless permit;~~
 - ~~45. Subdivision plat alteration;~~
 - ~~46. Temporary use permit;~~
 - ~~47. Transfer of development rights;~~
 - ~~48. Transitional housing permit;~~
 - ~~49. Transitory accommodation permit;~~
 - ~~50. Tree retention plan;~~
 - ~~51. Time extension or minor modification to a Type I permit;~~
 - ~~52. Time extension or minor modification to a Type II permit;~~
 - ~~53. Transitory accommodation permit;~~
 - ~~54. Tree removal permit;~~
 - ~~55. Unusual use(s) permit;~~
 - ~~56. Zoning certification;~~
 - ~~57. Zoning interpretations (map and/or text).~~
- ~~B. Director. Pursuant to Chapter 18A.30 LMC, Article V, Land Use Review and Approval, the Director shall have the authority to conduct pre-submission conferences and to grant,~~

~~conditionally grant, deny, or modify, land use approvals regarding projects for which a public hearing is not required, and to extend the period of approval for land use approval granted by the Director or by the Hearing Examiner. These are Type II permits.~~

~~C. Lakewood Hearing Examiner. Lakewood Hearing Examiner shall have the authority vested pursuant to Chapter 1.36 LMC. These include Type III permits.~~

~~D. The City Environmental Review Officer shall administer the State Environmental Policy Act (SEPA), Chapter 14.02 LMC, Environmental Rules and Procedures, and Chapter 14.142 LMC, Critical Areas. This can include Type II and III.~~

~~E. Shoreline Permit Review Process. See City of Lakewood Shoreline Master Program, Ordinance No. 711 or as amended hereafter. This can include Type II and Type III.~~

~~F. Subdivision Review Process. See LMC Title 17. This is a Type III. [Ord. 794 § 2 (Exh. A), 2023; Ord. 789 § 2 (Exh. A), 2023; Ord. 726 § 2 (Exh. B), 2019.]~~

18A.20.080 Review and approval authorities.

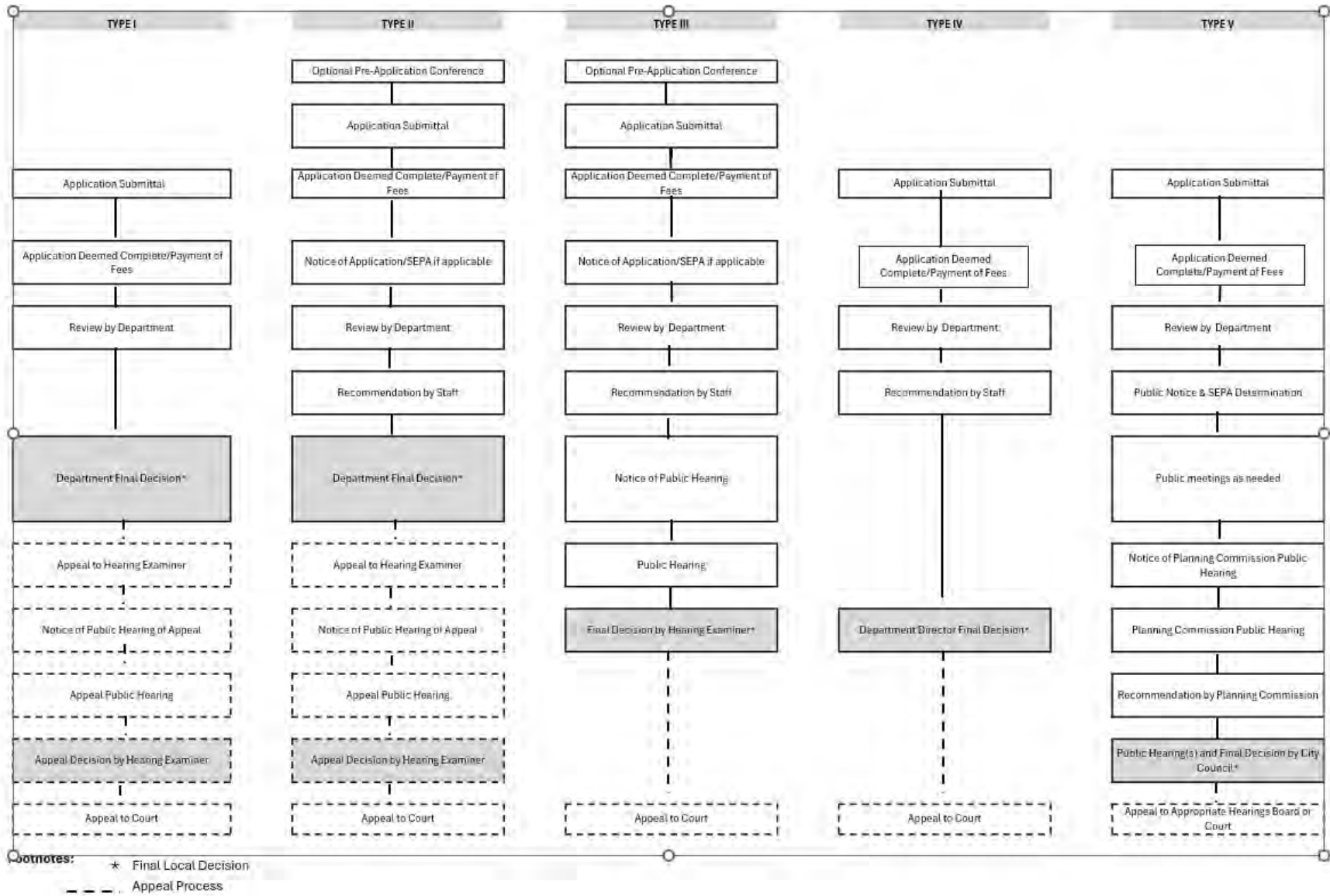
The following table and generalized flowchart describes development permit types, the process the public notice requirements, and the final decision and appeal authorities. See LMC 18A.20.400 et seq. for appeals. When separate applications are consolidated at the applicant’s request and approved by the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

Application Type	Review & Approval Authority	Type I	Type II	Type III	Type IV	Type V
Planning (Titles 17, 18A, 18B and 18C)						
Administrative Conditional Use	PPW		X			
Administrative Nonconforming Determination	D	X				
Binding Site Plan	PPW		X			
Binding Site Plan Major Modification	PPW		X			
Binding Site Plan Minor Modification	PPW	X				
Boundary Line Adjustment	PPW	X				

<u>Application Type</u>	<u>Review & Approval Authority</u>	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>	<u>Type V</u>
<u>Comprehensive Map Amendment, area-wide</u>	PC/CC					X
<u>Comprehensive Map Amendment, site specific</u>	PC/CC					X
<u>Conditional Use</u>	HE			X		
<u>Cottage Housing</u>	PPW		X			
<u>Design Review</u>	PPW	X				
<u>Development Agreement</u>	CC					X
<u>Directors Interpretation</u>	D	X				
<u>Emergency Housing</u>	PPW	X				
<u>Emergency Shelter</u>	PPW	X				
<u>Essential Public Facilities</u>	HE			X		
<u>Home Occupation</u>	PPW	X				
<u>Final Plat Alteration</u>	PPW			X		
<u>Final Plat (10 lots or more)</u>	PPW	X				
<u>Final Short Plat (9 lots or less)</u>	PPW	X				
<u>Foster care facility</u>	PPW	X				
<u>Land Use Variance (less than 15% deviation to standards)</u>	PPW	X				
<u>Land Use Variance (greater than 15%, less than 25% deviation to standards)</u>	PPW		X			
<u>Land Use Variance (greater than 25% deviation to standards)</u>	PPW			X		
<u>Permanent Supportive Housing</u>	PPW	X				
<u>Planned Development District</u>	HE			X		
<u>Plat Alteration</u>	HE			X		
<u>Preliminary plat (10 lots or more)</u>	HE			X		
<u>Preliminary plat major modification</u>	HE			X		
<u>Preliminary plat minor modification</u>	PPW		X			
<u>Preliminary short plat (9 lots or less)</u>	PPW		X			
<u>Preliminary short plat major modification</u>	PPW		X			
<u>Preliminary short plat minor modification</u>	PPW	X				
<u>Public facilities master plan</u>	HE			X		
<u>Similar use determination</u>	D	X				

Application Type	Review & Approval Authority	Type I	Type II	Type III	Type IV	Type V
Rezone, area-wide	PC/CC					X
Rezone, site specific	PC/CC					X
Small Cell Wireless	PPW	X				
Temporary Use	PPW	X				
Time Extension	PPW	X				
Transfer of Development Rights	PPW	X				
Transitional Housing	PPW	X				
Tree Removal/Emergency Tree Removal	PPW	X				
Zoning Amendment (text only)	CC					X
Zoning Certification	PPW	X				
Zoning Interpretations	D	X				
Environmental (Titles 14 & Lakewood Shoreline Master Program)						
Critical Area Reasonable Use Exception	PPW	X				
Critical Area Variance (less than 15% deviation to standards)	PPW	X				
Critical Area Variance (greater than 15%, less than 25% deviation to standards)	PPW		X			
Critical Area Variance (greater than 25% deviation to standards)	HE			X		
Shoreline Exemption	PPW	X				
Shoreline Conditional Use*	HE			X		
Shoreline Master Program Amendment*	PC/CC					X
Shoreline Substantial Development Permit	PPW		X			
Shoreline Permit (after approval) Major/Minor Modification*	PPW		X			
Shoreline Variance*	HE			X		
SEPA Threshold Determination	PPW		X			
SEPA Planned Action Conformance	PPW	X				
Building (Title 15)						
Accessory Building	PPW	X				
Accessory Dwelling Unit	PPW	X				
Adult Family Home	PPW	X				
Building Code Interpretation	CBO	X				

Application Type	Review & Approval Authority	Type I	Type II	Type III	Type IV	Type V
Certificate of Occupancy	CBO	X				
Commercial Addition/Remodel	PPW	X				
Demolition	PPW	X				
Manufactured/mobile home	PPW	X				
Mechanical	PPW	X				
Multi-family	PPW	X				
New Commercial Building	PPW	X				
New Residential Building	PPW	X				
Plumbing	PPW	X				
Residential Addition/Remodel	PPW	X				
Minor/Major modification to Approved Building Permit	PPW	X				
Signs	PPW	X				
Single family home	PPW	X				
Development Engineering (Titles 12 & 13)						
Right-of-Way	PPW	X				
Road Vacation	CC					X
Site Development Permit	PPW	X				
Minor/Major modification to approved Site Development Permit	PPW	X				
Transportation Mitigation Fee	PPW	X				
Miscellaneous						
Business license	PPW	X				
Multi-family tax exemption**	PPW	X				
Scrivener's corrections	D				X	
<p>Legend: D=Planning & Public Works Director PPW=Planning & Public Works Department CBO=Chief Building Official CE=City Engineer CC=Lakewood City Council HE=Hearings Examiner PC=Lakewood Planning Commission</p> <p><i>*Pursuant to RCW 90.58, following local action, final decisions are made by the Washington State Department of Ecology. Ecology's final approval is required for amendments to the Lakewood Shoreline Master Plan (SMP), Shoreline Conditional Use permit and Shoreline Variance permit.</i> <i>**Subject to final approval by Resolution of the City Council per Chapter 3.64 LMC.</i></p>						



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
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
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
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

[Ord. 794 § 2 (Exh. A), 2023; Ord. 789 § 2 (Exh. A), 2023; Ord. 758 § 2 (Exh. A), 2021; Ord. 756 § 2, 2021; Ord. 738 § 2 (Exh. A), 2020; Ord. 726 § 2 (Exh. B), 2019.]

18A.20.085 Modifications to approved permits or decisions.

A. This section applies to proposed amendments to approved permits or decisions governed by LMC Chapter 18A.20, unless more specific amendment provisions are provided elsewhere in the Code or state laws.

B. Major Amendments.

1. If an applicant submits an application for a major modification to an approved permit or decision, the application shall be reviewed under the vested rules of the associated development regulations and original project permit application. Any amendment is subject to all procedural review requirements and may require additional fees or supporting information as necessary for consistent and informed review. Any changes required by conditions of approval of an application shall not be considered major modifications.

2. For the purpose of this subsection, modifications shall be considered major if one or more of the following applies:

a. The modification would (i) add more than ten percent (10%) gross square footage to a proposed or existing structure(s) on the site and (ii) result in at least one of the following (subsections (B)(2)(b) through (h) of this section); or

b. The perimeter boundary of the original site would be expanded by more than ten percent (10%) of the original lot area; or

c. The modification would increase the overall impervious surface on the site by more than twenty-five percent (25%); or

d. The modification would substantially relocate points of access or increase traffic, unless supported by a revised traffic impact analysis that demonstrates no significant increase in traffic impact; or

e. The modification would reduce designated open space by more than ten percent (10%); or

f. The modification would change the intended use of the original proposal to a new use that is of higher intensity, and would create more significantly adverse impacts than originally proposed; or

g. The modification would result in significant adverse impacts that have not been previously disclosed by the applicant or considered by the department; or

h. There is significant new information that would change a prior SEPA threshold determination.

C. *Minor Modifications.* Minor modifications are changes that do not qualify as major under the criteria above. If an applicant submits an application for a minor amendment to an approved permit or decision, the application shall be reviewed under the vested rules of the original project permit application. Any modification is subject to all procedural review requirements at the time of application for modifications and may require additional fees or supporting information as necessary for consistent and informed review.

D. *Site Development Permits.* Proposed modifications to approved site development permits shall be subject to requirements set forth in LMC Title 12 and this Title.

[E. Land Divisions. Proposed amendments to approved preliminary land divisions, or proposed alterations to approved final land divisions shall be governed by LMC Title 17, Subdivisions and this Title.](#)

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.

A. *Variance.* Except for variances related to LMC [18A.60.050](#) and [18A.60.060\(F\)](#), unless exercised, a variance shall expire one (1) year from the date a final decision is issued. If timely exercised, a variance shall be valid indefinitely.

B. *Conditional Use Permit.* Unless exercised or otherwise specified, a conditional use permit shall be void one (1) year from the date a notice of final decision was issued. If exercised, a conditional use permit shall be valid for the amount of time specified by the Hearing Examiner. If the use allowed by the permit is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be obtained in accordance with the provisions of this title prior to resuming operations.

C. *Home Occupation Permit.* A home occupation permit shall be valid indefinitely unless a time limitation is specified by staff or the Hearing Examiner or it is revoked for lack of compliance to conditions. A home occupation permit shall be void unless exercised within one (1) year from the date such permit was issued. If the use allowed by the permit is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be applied for and obtained in accordance with the provisions of this title prior to resuming operations. A home occupation permit shall not be transferable to a new site or entity.

D. *Land Use Approval.* Unless exercised by complete application for necessary construction permits, any land use approval shall expire and be null and void two (2) years from the date the final approval was issued. Land use approval shall be extended two (2) additional years if a complete building or other construction permit application for the project is submitted prior to expiration of the land use approval. Even absent such application, upon finding that there has been no substantial change in relevant circumstances and standards, land use approval may be

extended up to two (2) additional years by the Director pursuant to a written request submitted prior to expiration of land use approval. Upon receiving such request, notice shall be provided pursuant to the comparable notice of application procedures of LMC [18A.20.310](#). Following a comment period of at least fourteen (14) days, the Director may grant, limit or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards. If such written request for extension is not received by the Department prior to expiration, such extension shall be denied.

E. *Land Division Approval*. Approved land divisions regulated under LMC Title 17 shall adhere to the expiration timelines set forth in RCW 58.17.

F. *Site Development & Right of Way Approval*. Approved and issued engineering permits shall expire pursuant to LMC Title 12.

G. *Building Permit Approval*. Approved and issued building permits shall expire pursuant to LMC Title 15.

~~H.~~ Detailed design review approval shall expire simultaneously with expiration of any associated building or other construction permit.

~~I.~~ *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-Planning and Public Works~~ Director determines that the sign is not being properly maintained. [Ord. 794 § 2 (Exh. A), 2023; Ord. 726 § 2 (Exh. B), 2019.]

18A.20.100 Licenses and building permits.

No proposed changes.

18A.20.105 Violations and enforcement.

A. *Violations.* It shall be a violation of this title for any person to:

1. Use, construct, locate or demolish any structure, land, sign or property within the City without first obtaining the permits or authorizations required for the use by this title.
2. Use, construct, locate or demolish any structure, land, sign or property within the City in any manner that is not permitted by the terms of any permit or authorization issued pursuant to this title; provided, that the terms or conditions are explicitly stated on the permit or the approved plans.
3. Remove or deface any sign, notice, complaint or order required by or posted in accordance with this title, Chapter [14.02](#) LMC, Environmental Rules and Procedures, or other City ordinances.
4. Misrepresent any material fact in any application, plans or other information submitted to obtain any land use authorization.
5. Fail to comply with the requirements of this title.

B. *Enforcement Measures.* The City Manager is authorized and empowered to ensure compliance with and enforce the provisions of this title to the fullest extent of the law. Except as specified elsewhere, violation of any provision of this title, including failure to comply with any lawful order issued under the authority of this title, constitutes a Class 2 civil infraction, as defined in Chapter [1.48](#) LMC. Any violation of this title which is deemed to be a public nuisance or a danger to the public health and/or safety shall be addressed as specified in Chapter [1.44](#) LMC.

C. *Revocation of Permits.*

1. The ~~Community Development Planning and Public Works~~ Director is authorized and empowered to revoke any permit issued by the ~~Community and Economic Development~~ Department issued in error or based on false or misleading information or upon failure of the permit holder thereof to comply with any provision or condition of this title.
2. Any conditions or requirements placed upon a project permit by the ~~Community Development~~ Director or decision-making body as a result of the provisions of this title shall be strictly followed. In the event that the permit holder, or his assignee, fails to comply with any such conditions the project permit may be revoked or modified as set forth below or under the provisions of the International Building Code.
3. If, after an investigation, the ~~Community Development~~ Director determines that one (1) or more conditions of a permit are not being met, notice shall be mailed to the permit holder or agent by regular mail advising him of the deficiency and requiring that the deficiency be remedied within ten (10) days from the date the notice is mailed or such longer period as the ~~Community Development~~ Director may deem appropriate.
4. If the permit holder or agent fails to remedy the deficiency within this time period set, the ~~Community Development~~ Director shall mail notice to the permit holder or agent advising the intent to revoke the development permit. Such notice shall state that to avoid such action the permittee must request, in writing, a hearing before the Hearing Examiner and then appear and show cause why the permit should not be revoked. Such a hearing request must be filed within ten (10) days of the date of the notice of intent to revoke. The Hearing Examiner may uphold the permit should it be determined that all conditions have been met or no longer need to be met; may modify or add conditions to the permit; or may revoke the permit. If the permittee fails to file a timely request for hearing, then the ~~Community Development~~ Director shall send him a notice advising him the project permit has been revoked and that any further action thereon would be in violation of City of Lakewood Land Use and Development Code.
5. The provisions of this section shall apply to all project permits issued prior to the date of adoption of this code, as well as all project permits issued thereafter. [Ord. 726 § 2 (Exh. B), 2019.]

18A.20.110 Certificate of occupancy.

No proposed changes.

18A.20.120 Annexed land.

No proposed changes.

18A.20.130 Approval of transfer of development rights.

No proposed changes.

Article II. Nonconforming Uses and Structures

No proposed changes.

Article III. Public Notice Requirements

18A.20.300 Public notice procedures.

A. The Director shall determine the proper public notification procedure for all applications. If there is a question as to the appropriate process, the Director shall resolve it in favor of the higher process type number procedure. ~~Process~~ Type I ~~permits are~~ the lowest number procedure and ~~Process~~-Type V ~~permits is~~are the highest.

B. An application that involves two (2) or more procedures may be processed, at the City's sole discretion, collectively under the highest numbered procedure required for any part of the application or processed individually under each of the procedures identified by this chapter. If the application is processed under the individual procedure option, the highest numbered process procedure must be processed prior to the subsequent lower numbered procedure. Joint public hearings with other agencies shall be held in accordance with LMC [18A.20.360](#).

~~C. Abbreviated findings shall be restricted to Process Types I and II, where less discretion is required to make a decision, and may serve as a permit if requirements are met.~~ [Ord. 726 § 2 (Exh. B), 2019.]

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

<u>Type of Notice</u>	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>	<u>Type V</u>
<u>Notice of Application (NOA)</u>	No	Yes	Yes	No	<u>Yes; only for area-wide and site specific amendments and rezones.</u>
<u>Adjacent property owner mailing</u>	No	<u>Yes**</u>	Yes	No	<u>Yes; only for area-wide and site specific amendments, rezones and annexation proposals.</u>
<u>Project Site Posting</u>	No	Yes	Yes	No	<u>Yes; only for area-wide and site specific amendments and rezones.</u>
<u>City Website</u>	No	Yes	Yes	Yes	Yes
<u>Newspaper of Record</u>	No	Yes	Yes	No	Yes
<u>SEPA Determination*</u>	<u>If applicable</u>	<u>If applicable</u>	<u>If applicable</u>	<u>If applicable</u>	<u>If applicable</u>
<u>Notice to parties of record</u>	Yes	Yes	Yes	No	Yes
<u>Notice of Decision (NOD)</u>	Yes	Yes	Yes	No	No
<u>*SEPA threshold determination is required unless categorically exempt by SEPA Washington Administrative Codes and/or LMC Title 14.</u> <u>**Only for land subdivisions and shoreline permits.</u>					

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. Accessory dwelling unit;			2. PR.
3. Administrative nonconforming determination;			
4. Business license;			
5. Certificate of occupancy;			
6. Commercial addition/remodel;			
7. Conditional use permit—minor modification;			
8. Demolition permit;			

Application Type	Notice Types	When	Who gets Notices
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.		1. Applicant; and 2. PR.
14. Landscape plan approval;			
15. Land use approval;			
16. Lot line adjustment;			

Application Type	Notice Types	When	Who gets Notices
17. Manufactured/mobile home permit;		Within 90 calendar days after the City notifies the applicant that the application is complete.	
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;			

Application Type	Notice Types	When	Who gets Notices
25. Senior housing overlay permit;			
26. Shoreline exemption;			
27. Sign permit;			
28. Site development permit;			
29. Small cell wireless permit;			
30. Temporary use permit;			
31. Transfer of development rights;			
32. Tree retention plan;			
33. Time extension or minor modification to a Type I permit;			

Application Type	Notice Types	When	Who gets Notices
34. Tree removal permit;			
35. Zoning certification;			
36. Zoning interpretations— (map and/or text).			

Type II Administrative

Application Type	Notice Types	When	Who gets Notices
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<p>1. Binding site plan;</p> <p>2. Cottage housing;</p> <p>3. Preliminary and final short-plats (2-9 lots);</p> <p>4. Shoreline conditional use permit;</p> <p>5. Shoreline substantial development permit;</p> <p>6. Shoreline variance permit;</p> <p>7. Time extension or minor modification to a Type II permit;</p>	<p>1. NOA;</p> <p>2. PO-100;</p> <p>3. Post site;</p> <p>4. Notify in new spa permit of record; and</p> <p>5. Post on the City's web site; and</p> <p>NOD.</p>	<p>1. 14 calendar days after City has made determination that application is complete; and</p> <p>2. Within 120 calendar days after the City notifies the applicant that the application is complete.</p>	<p>1. Applicant;</p> <p>2. PR;</p> <p>3. PO-100; and</p> <p>4. Agencies with jurisdiction.</p>
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Application Type	Notice Types	When	Who gets Notices
<p>8. Transitory accommodation permit.</p>			
<p>SEPA</p>			

Application Type	Notice Types	When	Who gets Notices
<p>1. Environmental checklist</p>	<p>1. NOA;</p> <p>2. PO-300;</p> <p>3. Post site;</p> <p>4. Notify in new spa per of record; and</p> <p>5. Post on the City's web site; and</p> <p>NOD.</p>	<p>1. 14 calendar days after City has made determination that application is complete; and</p> <p>2. SEPA Threshold Determination.</p>	<p>1. Applicant;</p> <p>2. PR;</p> <p>3. PO-300 depending on Proc ess; and</p> <p>4. Agencies with juris dicti on.</p>

Type III Discretionary (Hearing Examiner)

Application Type	Notice Types	When	Who gets Notices
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<p>1. Conditional use permit;</p> <p>2. Conditional use permit—major modification;</p> <p>3. Major modification to a Type III permit;</p> <p>4. Planned development district;</p> <p>5. Preliminary plat, long;</p> <p>6. Time extension to a Type III permit;</p> <p>7. Unusual use(s) permit;</p> <p>8. Variance; and</p>	<p>1. NOA;</p> <p>2. PO-300;</p> <p>3. Post site;</p> <p>4. Notify in— news paper of record; and</p> <p>5. Post on the City's— website; and</p> <p>6. For public hearing, PO-300;</p> <p>7. Post site;</p> <p>8. Notify in— news paper of</p>	<p>1. For NOA, 14 calendar days— after— City— has— made— determination— that— application is— complete; and</p> <p>2. For public hearing, not less than 15— nor— more— than 30— days— prior to the— public— hearing— requiring the— notice;— and</p> <p>3. Within 120 calendar days—</p>	<p>1. Applicant;</p> <p>2. PR;</p> <p>3. PO-300; and</p> <p>4. Agencies with— jurisd iction .</p>
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Application Type	Notice Types	When	Who gets Notices
<p>9. Zoning Map amendment, site-specific</p>	<p>9. Post on the City's website; and NOD.</p>	<p>after the City notifies the applicant that the application is complete.</p>	

~~1. Shoreline conditional
use
permit
when
referred by
the
Shoreline
Administrator;~~

~~2. Substantial
development
permit
when
referred by
the
Shoreline
Administrator;~~

Notification procedures are those that are contained in [WAC 173-27-110](#).

~~3. Shoreline variance
when
referred by
the
Shoreline
Administrator;~~

Application Type	Notice Types	When	Who gets Notices
Administrator.			

Type IV Other

Application Type	Notice Types	When	Who gets Notices
1. Scrivener corrections to Comprehensive Plan Map and/or Comprehensive Plan Text.	Post on the City's web site.	Within 120 days after the City initiates action.	1. Applicant; and 2. PR.

Type V

Application Type	Notice Types	When	Who gets Notices
<p>Annexation – 10 – percent to notice of intent</p>	<p>1. Post site; 2. Notify in news paper of recor d; and 3. Post on the City's webs ite; 4. Mail to affected prop erty owne rs; and 5. PO-300.</p>	<p>Not less than 15 nor more than 30 days prior to the public meetin g requirin g the notice.</p>	<p>1. Applicant; 2. PR; 3. Property owners; and 4. PO-300.</p>

Application Type	Notice Types	When	Who gets Notices
<p>Annexation – 50/60 – percent to petition #</p>	<p>1. Post site; 2. Notify in news paper of record; and 3. Post on the City's website; 4. Mail to affected property owners; and 5. PO-300.</p>	<p>Not less than 15 nor more than 30 days prior to the public hearing requiring the notice.</p>	<p>1. Applicant; 2. PR; 3. Property owners; and 4. PO-300.</p>

<p>Comprehensive Plan Map only amen dment , area wide</p>	<p>For NOA;</p> <p>1. Post site;</p> <p>2. Notify in news pape r of recor d; and</p> <p>3. Post on the City's webs ite; and</p> <p>4. NOD.</p>	<p>1. For NOA, 14 calendar days after City has made determi nation that applicat ion is comple te; and</p> <p>2. For public hearing, not less than 15 nor more than 30 days prior to the public hearing requirin g the notice; and</p> <p>3. For NOD, 180 calenda r days</p>	<p>1. Applicant;</p> <p>2. PR; and</p> <p>3. Agencies with jurisd iction</p>
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Application Type	Notice Types	When	Who gets Notices
		after City has made determi nation that applicat ion is comple te.	

<p>Comprehensive Plan Map only amen dment , site specifi €</p>	<p>1. NOA; 2. Post site; 3. Notify in news pape r of recor d; 4. Post on the City's webs ite; and 5. PO-300; and 6. NOD.</p>	<p>1. For NOA, 14 calendar days after City has made determi nation that applicat ion is comple te; and 2. For public hearing, not less than 15 nor more than 30 days prior to the public hearing requirin g the notice; and 3. For NOD, 180 calenda r days</p>	<p>1. Applicant; 2. PR; 3. PO-300; and 4. Agencies with jurisd iction .</p>
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Application Type	Notice Types	When	Who gets Notices
		after City has made determi nation that applicat ion is comple te.	

<p>Comprehensive Plan, text only amendment</p>	<p>For NOA;</p> <p>1. Post site;</p> <p>2. Notify in news paper of record; and</p> <p>3. Post on the City's website; and</p> <p>4. NOD.</p>	<p>1. For NOA, 14 calendar days after City has made determination that application is complete; and</p> <p>2. For public hearing, not less than 15 nor more than 30 days prior to the public hearing requiring the notice; and</p> <p>3. For NOD, 180 calendar days</p>	<p>1. Applicant;</p> <p>2. PR; and</p> <p>3. Agencies with jurisdiction</p>
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Application Type	Notice Types	When	Who gets Notices
		after City has made determi nation that applicat ion is comple te.	

<p>Development agree ment</p>	<p>1. NOA; 2. Post site; 3. Notify in news paper of recor d; 4. Post on the City's webs ite; and 5. PO-300; and 6. NOD.</p>	<p>1. For NOA, 14 calendar days after City has made determi nation that applicat ion is comple te; and 2. For public hearing, not less than 15 nor more than 30 days prior to the public hearing requirin g the notice; and 3. For NOD, 180 calenda r days</p>	<p>1. Applicant; 2. PR; 3. PO-300; and 4. Agencies with jurisd iction</p>
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Application Type	Notice Types	When	Who gets Notices
		after City has made determi nation that applicat ion is comple te.	

<p>Shoreline Master Program Amendment</p>	<p>For NOA;</p> <p>1. Post site;</p> <p>2. Notify in news paper of record; and</p> <p>3. Post on the City's website; and</p> <p>4. NOD.</p>	<p>1. For NOA, 14 calendar days after City has made determination that application is complete; and</p> <p>2. For public hearing, not less than 15 nor more than 30 days prior to the public hearing requiring the notice; and</p> <p>3. For NOD, 180 calendar days</p>	<p>1. Applicant;</p> <p>2. PR;</p> <p>3. Dept. of Ecology; and</p> <p>4. Other agencies with jurisdiction</p>
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Application Type	Notice Types	When	Who gets Notices
		<p>after— City has made— determi nation— that— applicat ion is— comple te.</p> <p>Amendments or— revision s to the SMP, as provide d by— law, do not— become effectiv e until— approv ed by— the— Dept. of Ecology .</p>	

<p>Zoning amendment— area— wide</p>	<p>For NOA;</p> <p>1. Post site;</p> <p>2. Notify in— news pape r of— recor d;— and</p> <p>3. Post on the City's— webs ite;— and</p> <p>4. NOD.</p>	<p>1. For NOA, 14 calendar— days— after— City has made— determi nation— that— applicat ion is— comple te; and</p> <p>2. For public hearing,— not less than 15— nor— more— than 30— days— prior to the— public— hearing— requirin g the— notice;— and</p> <p>3. For NOD, 180— calenda r days—</p>	<p>1. Applicant;</p> <p>2. PR; and</p> <p>3. Agencies with— jurisd iction</p>
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Application Type	Notice Types	When	Who gets Notices
		after City has made determi nation that applicat ion is comple te.	

<p>Zoning amendment text only</p>	<p>For NOA;</p> <p>1. Post site;</p> <p>2. Notify in news paper of record; and</p> <p>3. Post on the City's website; and</p> <p>4. NOD.</p>	<p>1. For NOA, 14 calendar days after City has made determination that application is complete; and</p> <p>2. For public hearing, not less than 15 nor more than 30 days prior to the public hearing requiring the notice; and</p> <p>3. For NOD, 180 calendar days</p>	<p>1. Applicant;</p> <p>2. PR; and</p> <p>3. Agencies with jurisdiction</p>
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Application Type	Notice Types	When	Who gets Notices
		<p>after City has made determi nation that applicat ion is comple te.</p>	

[Ord. 756 § 2, 2021; Ord. 726 § 2 (Exh. B), 2019.]

18A.20.320 Use of Pierce County Assessor’s Office taxpayer data.

Repealed by Ord [738](#).

18A.20.330 Notice of application –Permits.

A. *Timing.* A notice of application shall be issued within fourteen (14) calendar days after the ~~Department~~City has made a determination of completeness pursuant to LMC [18A.20.050](#). ~~for: all Process Type I and II permits that require SEPA review; all short plats and shoreline substantial development permits; and all Process Type III and IV applications. The notice of application shall be provided at least fifteen (145) calendar days prior to any required open record hearing.~~ One (1) notice of application shall be completed for all permit applications related to the same project at the time of the earliest complete permit application.

B. *SEPA Threshold Determination Exempt Projects.* ~~notice of application shall not be required for project permits that are categorically exempt under SEPA, unless a public comment period or an open record hearing is required prior to the decision on the project.~~

A SEPA threshold determination may be issued with a notice of application; provided, that a final threshold determination of nonsignificance or mitigated determination of nonsignificance may not be issued until after the expiration of the public comment period on the notice of application when the optional DNS process is utilized in accordance to WAC 197-11-355.

C. *Contents.* The notice of application shall include:

1. ~~The Application case file~~ number(s),

~~2. the Date of application submittal,~~

~~3. the Date of the determination of application completeness for the application,~~

~~and the 4. Date of the notice of application.~~

~~52.~~ A description of the proposed project action and a list of ~~the related~~ project ~~applications permits included in the application~~ and, if applicable, a list of any studies requested by the review authority pursuant to RCW [36.70B.070](#).

~~63.~~ To the extent known, The identification of other required permits that are not included in the application, ~~to the extent known by the City.~~

~~74.~~ The identification of existing environmental documents that evaluate the proposed project, and, if not otherwise stated on the document providing notice of application, the location where the application and any studies can be reviewed.

~~65.~~ A statement of the limits of the public comment period, which shall be not less than fourteen (14) nor more than thirty (30) calendar days following the date of notice of application, and statements of the right of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights.

~~76.~~ ~~The tentative date, time, place and type of hearing, if applicable or available any. The tentative hearing date is to be set at the time of the date of notice of the application.~~

~~87.~~ ~~The i~~dentification of the development regulations that will govern mitigation of any project impacts.

~~98.~~ ~~The a~~Name of the applicant or applicant's representative and the name, address and telephone number of a contact person for the applicant.

~~109.~~ A description of the site, including current zoning and nearest road intersections, reasonably sufficient to inform the reader of its location.

~~110.~~ Any other information determined appropriate by the City, such as a determination of significance, ~~if complete at the time of issuance of the notice of application, or the City's statement of intent to issue a determination of nonsignificance (DNS) pursuant to the optional determination of nonsignificance (DNS) process set forth in WAC 197-11-355.~~

D. ~~Distribution and publication~~*Mailing of Notice*. The ~~Department~~City shall mail a copy of the notice of application to the following:

1. ~~The a~~Applicant.
2. ~~Service providers, A~~agencies ~~and federally recognized tribes~~ with jurisdiction.
3. Any person who requests ~~such notice~~ in writing ~~to be a party of record~~.

~~4. If required in LMC 18A.20.310, using Assessor-Treasurer tax records, a~~affected property owners within a 300 foot radius of the exterior boundaries of project site.;

~~5. Posted on the City's website.~~

E. ~~Public Comment~~*on the Notice*. All public comments on the notice of application must be received by the ~~Community and Economic Development~~Department or postmarked by 5:00 p.m. on the last day of the comment period. Comments may be mailed, personally delivered or sent by ~~facsimile or~~ email. Comments should be as specific as possible.

F. ~~Project Site~~*Posted Notice*. ~~In addition to the mailed notice of application, the City will provide notice of application on the City's website.~~The applicant shall be responsible for posting a notice board on the property on which ~~Department~~City notices can be placed. Public notice shall be accomplished through the use of ~~Department~~City poster boards mounted on a four (4) foot by four (4) foot plywood face generic notice board to be supplied by the applicant, to the following specifications:

1. ~~Posting~~. Posting of the property for site-specific proposals shall consist of one (1) or more notice boards as follows:
 - a. A single notice board shall be placed by the applicant in a conspicuous location on a street frontage bordering the subject property.

- b. When the notice board is ~~installed~~posted the applicant shall complete and return a written affidavit statement of posting to the Department by regular or electronic mail. An affidavit of posting shall be submitted to the Director-Department at least seven (7) calendar days prior to the hearing. If the affidavits are not filed as required, any scheduled hearing or date by which the public may comment on the application may be postponed in order to allow compliance with this notice requirement.
- c. Each notice board shall be visible and accessible for inspection by members of the public.
- d. Additional notice boards may be required when:
- i. The site does not abut a public road; or
 - ii. Additional public notice boards are required under other provisions of the Lakewood Municipal Code; or
 - iii. The Director determines that additional notice boards are necessary to provide adequate public notice.
- e. Notice boards should be:
- i. Constructed and installed in accordance with specifications determined by the Department, including mounted and bolted onto at least two (2) four (4) inch by four (4) inch wood posts, and placed securely in the ground;
 - ii. Maintained in good condition by the applicant during the notice period;
 - iii. In place at least fifteen (15) calendar days prior to the end of any required comment period; and
 - iv. Removed by the applicant within ten (10) calendar days after the end of the notice period or final public hearing date.
- f. Notice boards that are removed, stolen, or destroyed prior to the end of the notice period may be cause for discontinuance of the departmental review until the notice board is replaced and remains in place for the specified time period. The Department~~City~~ shall notify the applicant when it comes to the City's attention that notice boards have been removed prematurely, stolen, or destroyed.

~~g. An affidavit of posting shall be submitted to the Director at least seven (7) calendar days prior to the hearing. If the affidavits are not filed as required, any scheduled hearing or date by which the public may comment on the application may be postponed in order to allow compliance with this notice requirement.~~

~~h. SEPA information shall be added by the DepartmentCity to the posted sign within applicable deadlines.~~

~~G. Website. The Department shall publish notices on the City's website. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.20.340 Notice of public hearing.

A. Timing. Notice of public hearing ~~are~~is required for Type III and Type V ~~all types of~~ applications for which a public hearing is held. Notices of public hearing shall be posted on the City's website and published in the newspaper of record.

B. Notice contents. ~~The notice of public hearing shall be reasonably calculated to give actual notice and, other than for a legislative action under Chapter 18A.30 LMC, Articles I and VII, shall~~ contain the following information:

1. The name of the applicant or the applicant's representative.
2. Description of the affected property, which may be in the form of either a vicinity location sketch or written description, other than a legal description.
3. The date, time, and place of the hearing.
4. The nature of the proposed use or development.
5. A statement that all interested persons may appear and provide testimony.
6. When and where information may be examined, and when and how deadline of when and how to submit written comments for inclusion into the record.~~addressing findings required for a decision by the hearing body may be admitted.~~
7. The name and contact information of a City representative ~~to contact and the telephone number~~ where additional information may be obtained.

8. That a copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost [online](#) and will be provided at the cost of reproduction.

9. That a copy of the staff report will be available for inspection at no cost at least [seven five \(75\)](#) calendar days prior to the hearing and copies will be provided at the cost of reproduction.

~~CB. [Mailed/Posted](#) Notice.—~~

~~1. [Mail](#). The Department shall mail notice at least [fourteen/fifteen](#) (145) [calendar](#) days prior to the [public](#) hearing through the United States Postal Service to all property owners of record within a radius of three hundred (300) feet of the exterior boundaries of the subject property, any person who submitted written comments on an application, the applicant, and parties of record, if any. [For Type V permits, mailed notices are only required for certain proposed projects pursuant to LMC 18A.20.310 Public Notice Matrix.](#)~~

~~D. [Continuations](#). [If for any reason a commenced hearing on a pending project application cannot be completed on the date set in the public notice, the hearing may be continued to a date certain and no further notice under this section is required.](#)~~

~~2. [Website](#). [The Department shall publish notice on the City's website.](#) [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.20.350 Optional public notice.

In addition to the required methods set forth in this chapter for providing public notice, the Director may require additional optional notification by the City, if determined necessary to ensure adequate notice to the public. ~~The City's failure to provide This the~~ optional notice as described in this subsection [is not required and](#) shall not be grounds for invalidation of any permit decision. Optional public notice includes, but is not limited to, any one or more of the following:

A. Notify public or private individuals or groups with known interest in a certain proposal or type of proposal, or in proposals within a certain area or areas of the City;

- B. Notify the [newspaper of record](#)~~news media~~;
- C. Mail to neighboring property owners and occupants;
- D. Post notices in public places;
- E. Record notices on a telephone message line;
- F. Post notices electronically via the internet;
- G. For legislative actions, except annexations, mail via the United States Postal Service to persons who have indicated an interest in such actions and who have paid an annual subscription fee based on the cost of such mailings. The list of such persons shall be maintained by the [Planning and Public Works](#) Department ~~of Community Development~~;
- H. For legislative actions, except annexations, email to persons who have indicated an interest in such actions and a preference to be notified by email. The list of such persons shall be maintained by the [Planning and Public Works](#) Department ~~of Community Development~~. [Ord. 726 § 2 (Exh. B), 2019.]

18A.20.360 Notice of Decision

A. *Timing.* Whenever a final decision has been made that requires a notice of decision as noted in LMC 18A.20.310, the Department shall issue the notice within fourteen (14) calendar days of the final decision.

B. *Content.* The notice of decision shall include, at a minimum, the following information:

1. *The decision on the project permit application.*

2. *Any SEPA threshold determination made pursuant to Chapter 43.21C RCW, if applicable.*

3. *The procedure for administrative appeal, if any.*

4. *A statement that the complete file, including findings, conclusions and any conditions of approval, is available for review, and shall list the place, days and times when the file is available and contact information of the Department representative.*

5. The notice of decision may be a copy of the report or decision, if such report or decision contains the information required in this subsection (B).

C. Distribution. The notice of decision shall be provided by electronic mail to the following:

1. The applicant.

2. To any parties of record.

3. To any agencies with jurisdiction over the project permit application or any agencies that commented on the project permit application.

4. To any person who, prior to rendering the decision, has requested a copy of the notice of decision.

5. To the Pierce County Assessor-Treasurer.

D. Shoreline Jurisdiction. Notices of decisions on Type I, II and III project permits governed by the Lakewood's Shoreline Master Program shall also be immediately filed in accordance with applicable procedures governing the Washington State Shoreline Management Act, Chapter 90.58 RCW and Chapter 173-27 WAC.

18A.20.3760 Joint public hearings.

A. The Director may combine any public hearing on a Type III and Type V project ~~permit~~ application with any hearing that may be held by another local, state, regional, federal, or other agency, on the proposed action, as long as:

1. The other agency consents to the joint hearing;
2. The other agency is not expressly prohibited by statute from doing so;
3. Sufficient notice of the hearing is given to meet each of the agencies' adopted notice requirements as set forth in statute, LMC Ordinance, or rule;

4. The agency has received the necessary information about the proposed project from the applicant in enough time to hold its hearing at the same time as the local government hearing; and

5. The hearing is held within the Lakewood City limits.

B. An applicant may request that the public hearing on a permit application be combined as long as the joint hearing can be held within the time periods set forth in LMC [18A.20.090](#). In the alternative, the applicant may agree to a particular schedule if additional time is needed in order to complete the hearings. [Ord. 726 § 2 (Exh. B), 2019.]

Article IV. Appeals/Reconsiderations

18A.20.400 Specific appeal procedures.

A. *Administrative Decisions*. ~~Appeals on final Administrative decisions regarding the approval or denial of the following applications or determinations/interpretations may be appealed shall be heard by to~~ the Hearing Examiner. ~~Appeals shall be filed~~ within fourteen (14) days ~~after notice of decision. In accordance with RCW 43.21C.075, the appeal period shall be extended to~~ ~~or~~ twenty-one (21) days if issued with a SEPA threshold determination including a comment period, of the final ~~Department~~staff decision using procedures outlined below and in Chapter [1.36](#) LMC.

~~1. All administrative interpretations/determinations;~~

~~2. Boundary line adjustments;~~

~~3. Home occupation permits;~~

~~4. Preliminary short plats;~~

~~5. Preliminary SEPA threshold determination (EIS required);~~

~~6. Shoreline exemptions and staff-level substantial development permits;~~

~~7. Sign permits;~~

- ~~8. Site-specific rezones;~~
- ~~9. Variances;~~
- ~~10. Building permits;~~
- ~~11. Engineering permits;~~
- ~~12. Application or interpretations of the International Building Code;~~
- ~~13. Application or interpretations of the International Fire Code;~~
- ~~14. Application or interpretations of the Uniform Code for the Abatement of Dangerous Buildings;~~
- ~~15. Land use (Director) decisions;~~
- ~~16. Appeals of drainage manual administrator decisions.~~

B. *Wireless Service Facilities Permits.* Wireless service facilities permits are administratively approved by the ~~Department~~Director. Such decisions are appealable directly to the Pierce County Superior Court.

C. *SEPA.*

1. Environmental appeals are subject to the requirements of LMC [14.02.200](#), in addition to the requirements found in this subsection.
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 (14) 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 (14) 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 (14) 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 (14) days following the final administrative decision.

c. For any appeal under this subsection the City shall keep a record of the appeal proceedings, which shall consist of the following:

- i. Findings and conclusions; and
- ii. Testimony under oath; and
- iii. A taped or written transcript.

3. The City shall give official notice under WAC [197-11-680](#) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

D. *Land Use Approval.*

1. The Director's decisions may be appealed to the Hearing Examiner by any aggrieved or affected parties. All appeals shall be filed in writing with the Department within fourteen (14) days of the date of the decision being appealed. Where combined with an environmental threshold determination, such appeal period shall be extended to twenty-one (21) days.

2. The Department shall send written notification of receipt of the appeal to the applicant and to all appropriate City departments prior to the date the Hearing Examiner will consider the matter.
3. Any action taken by the Hearing Examiner which upholds, modifies or reverses a decision by the Director shall be final.
4. Site-specific zoning map amendments are appealed to the City Council per Chapter [1.38](#) LMC. [Ord. 794 § 2 (Exh. A), 2023; Ord. 738 § 2 (Exh. A), 2020; Ord. 726 § 2 (Exh. B), 2019.]

18A.20.410 Appeals to hearing examiner.

No proposed changes.

18A.20.420 Reconsideration of hearing examiner decision.

No proposed changes.

18A.20.430 Clarification of hearing examiner decision.

No proposed changes.

18A.20.440 No appeals to City Council.

No proposed changes.

Chapter 18A.30 DISCRETIONARY PERMITS

Sections:

- 18A.30.005** **Definitions.**
- Article I.**
Comprehensive Plan Amendment
- 18A.30.010** **Type of action.**
- 18A.30.020** **Plan amendment procedures – Comprehensive plan.**
- 18A.30.030** **Preliminary review and evaluation criteria – Comprehensive plan.**
- 18A.30.040** **Council approval of final docket – Comprehensive plan.**
- 18A.30.050** **Final review and evaluation – Comprehensive plan.**
- 18A.30.060** **Decision criteria for rezone requests – Comprehensive plan.**
- 18A.30.070** **Consistency between the zoning map and the future land use map –
Comprehensive plan.**
- 18A.30.080** **Planning Commission and City Council review and adoption process.**
- 18A.30.090** **Timing and exemptions.**
- 18A.30.100** **Notice to County Assessor of changes in comprehensive plan and
development regulations.**
- Article II.**
- Administrative Conditional Use Permit and Hearings Examiner Conditional Use Permit**
- 18A.30.110** **Purpose –~~Conditional use permit.~~**
- 18A.30.120** **Type of action.**
- 18A.30.130** **Criteria for approval.**
- ~~**18A.30.140** **Conditions of approval.**~~
- 18A.30.150** **Minor and major modifications ~~to approved conditional use permits.~~**
- 18A.30.160** **Time frame for submission of construction permits.**
- 18A.30.170** **SEPA-exempt conditional uses.**
- 18A.30.180** **Compliance –~~Conditional use permit.~~**
- 18A.30.190** **Transferability –~~Conditional use permit.~~**
- 18A.30.200** **Essential public facilities –~~Conditional use permit.~~**
- 18A.30.210** **Special needs housing –~~Conditional use permit.~~**
- Article III.**
Cottage Housing
- 18A.30.220** **Purpose – Cottage housing.**
- 18A.30.230** **Applicability.**
- 18A.30.240** **General provisions.**
- 18A.30.250** **Development standards.**
- 18A.30.260** **Open space.**
- 18A.30.270** **Building design standards.**
- 18A.30.280** **Parking.**
- 18A.30.290** **Common area maintenance.**
- 18A.30.300** **Low impact development standards.**

18A.30.310 **Modifications.**
Article IV.
Development Agreement

- 18A.30.320** **Authority.**
- 18A.30.330** **Process type of action.**
- 18A.30.340** **Content.**
- 18A.30.350** **Application.**
- 18A.30.360** **Timing of public hearings.**
- 18A.30.370** **Notice.**
- 18A.30.380** **Staff report.**
- 18A.30.390** **Public hearing and City Council action.**
- 18A.30.400** **Term of agreement.**

Article V.
Land Use Review and Approval

- 18A.30.410** **Purpose** ~~—Land use review and approval.~~
- 18A.30.420** **Process type of action.**
- 18A.30.430** **Applicability.**
- 18A.30.440** **Delegation of authority.**
- 18A.30.450** **Application – Content.**
- 18A.30.460** **Application – Review process.**
- ~~**18A.30.470** **Site plan review log – Summary of action.**~~
- ~~**18A.30.480** **Notification.**~~
- ~~**18A.30.4790** **Reconsideration in response to SEPA comments.**~~
- 18A.30.48500** **Amendments.**
- 18A.30.49510** **Dedication, improvements and performance bond.**
- 18A.30.5200** **Final approval – Expiration.**

Article VI.
Planned Development

- 18A.30.530** **Purpose.**
- 18A.30.540** **Application.**
- ~~**18A.30.550** **Public hearing.**~~
- 18A.30.5560** **Required findings.**
- ~~**18A.30.570** **Action of Hearing Examiner.**~~
- 18A.30.5780** **Minimum size.**
- 18A.30.5890** **Permitted modifications.**
- 18A.30.59600** **Permitted residential density and lot sizes.**
- 18A.30.6010** **Required open space and recreation facilities.**
- 18A.30.6120** **Multiple zoning districts.**
- 18A.30.6230** **Phased development.**
- ~~**18A.30.640** **Repealed.**~~

Article VII.
Rezone and Text Amendments

- 18A.30.670** **Authority.**
- 18A.30.680** **Site-specific rezone procedures.**
- 18A.30.690** **Collection of rezone applications.**

18A.30.695	Quasi-judicial rezone procedures.
18A.30.695.10	Purpose.
18A.30.695.20	Applicability.
18A.30.695.30	Application requirements.
18A.30.695.40	Public notice.
18A.30.695.50	Review.
18A.30.695.60	Burden of proof.
18A.30.695.70	Examiner’s authority.
18A.30.695.80	Appeals.
18A.30.695.90	Compliance with conditions.

Article VIII.

Temporary Use Permits

18A.30.700	Purpose.
18A.30.710	Permitted uses.
18A.30.720	Exemptions.
18A.30.730	Application and authorization.
18A.30.740	Standards.
18A.30.750	Criteria for granting approval.
18A.30.760	Decision.

Article IX.

(Reserved)

Article X.

Variance

18A.30.840	Purpose.
18A.30.850	Process type of action.
18A.30.860	Limitations.
18A.30.870	Authority.
18A.30.8780	Required findings.
18A.30.8890	Additional conditions of approval.

Article XI.

Unusual Uses

18A.30.89900	Purpose.
18A.30.9060	Process type of action.

18A.30.005 Definitions.

No changes proposed.

Article I. Comprehensive Plan Amendment

18A.30.010 Type of action.

No changes proposed.

18A.30.020 Plan amendment procedures – Comprehensive plan.

No changes proposed.

**18A.30.030 Preliminary review and evaluation criteria –
Comprehensive plan.**

No changes proposed.

18A.30.040 Council approval of final docket – Comprehensive plan.

No changes proposed.

18A.30.050 Final review and evaluation – Comprehensive plan.

No changes proposed.

18A.30.060 Decision criteria for rezone requests – Comprehensive plan.

No changes proposed.

18A.30.070 Consistency between the zoning map and the future land use map – Comprehensive plan.

No changes proposed.

18A.30.080 Planning Commission and City Council review and adoption process.

No changes proposed.

18A.30.090 Timing and exemptions.

No changes proposed.

18A.30.100 Notice to County Assessor of changes in comprehensive plan and development regulations.

No changes proposed.

Article II. Administrative Conditional Use Permit and Hearings Examiner Conditional Use Permit

18A.30.110 Purpose. ~~– Conditional use permit.~~

The purpose of this article is to establish the ~~type of action, contents of a complete application, and~~ criteria for approval for conditional use permits, ~~whether approved administratively or by the Hearings Examiner.~~ As established in LMC Chapter 18A.40 Land Uses and Interpretation Tables, Conditional use permits, whether approved administratively or by the Hearings Examiner are required for land uses which are appropriate in a zone but typically have certain characteristics such as traffic generation or building mass which warrant imposition of special conditions to ensure compatibility with surrounding properties and overall intent of the Comprehensive Plan, permitted uses in the zone. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.120 Type of action.

~~A conditional use permit is a Type III action and shall be considered in accordance with the procedures for such permits as~~ As set forth in the procedures in Chapter 18A.20 LMC, Administration, the Department or Hearings Examiner, set forth in Chapter 18A.20 LMC, Administration may approve, approve with conditions or deny an administrative conditional use

permit or conditional use permit. The Planning and Public Works Director may delegate review and approval of Administrative Conditional Use Permits. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.130 Criteria for approval.

An administrative conditional use permit or conditional use permit shall be granted by the appropriate review authority by the City, only if the applicant demonstrates that the proposed project will not:

~~A. The granting of the conditional use permit will not:~~

1. Adversely affect the established character of the surrounding vicinity. For the purposes of this section, character shall mean the distinctive features or attributes of buildings and site design on adjacent properties and in the vicinity and as articulated in the comprehensive plan, including but not limited to building facade, length, building modulation, building height, roof form, tree cover, types of flora, location of landscaping, size and location of signs, setbacks, amount and location of parking, fencing type, height and location, and the like;
2. Be detrimental to the public health, safety and general welfare; and
3. Be injurious to the property or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.

~~AB. In granting the proposal, the Department or Hearings Examiner shall ensure the proposed project will be:~~

- ~~1. Consistent with the Lakewood Comprehensive Plan and applicable subarea plans.~~
- ~~2. Complies with applicable requirements as set forth in LMC at the time of application completeness.~~
- ~~3. The proposal is compatible with and incorporates specific features, conditions or revisions to ensure compatibility with the intensity and character of the property and the immediate vicinity.~~

4. The proposed use is not materially determinantal to future land uses, transportation and public facilities in which it can be adequately served.

~~The granting of the proposed conditional use permit is consistent and compatible with the goals and policies of the comprehensive plan, and any code, ordinance, regulation or standard in effect to implement the plan.~~

~~C. The proposed use is properly located in relation to other land uses, transportation and public facilities and services in the vicinity; and further, that the capacity of the transportation system and other public facilities and services will adequately serve the proposed use without placing an undue burden on such systems, facilities and services.~~

~~D. The intensity (i.e., the nature, types and hours of human activity) and character of the proposed use are compatible with the intensity and character of the uses of adjacent property and of property in the vicinity.~~

~~E. That the site is of sufficient size to accommodate the proposed use; and further that, in the opinion of the City, all yards, open spaces, landscaping, walls and fences, parking, loading, and other necessary features are properly provided to assure the proposed use will be compatible with adjacent uses and the character of the vicinity.~~

5.F. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated so as to protect adjacent properties, the vicinity, and the public health, safety and welfare ~~of the community from such hazards.~~

6G. The conditions set forth are necessary to mitigate the adverse impacts of the proposed conditional project use to the environment and adjacent properties. ~~are capable of reasonable monitoring and reasonable enforcement.~~ [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.140 — Conditions of approval.

~~The City may impose any condition of approval on a conditional use permit needed to mitigate adverse impacts to the environment, adjacent properties or the community, consistent with the goals and policies of the comprehensive plan, and any code, ordinance, regulation or standard in effect to implement the plan. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.150 Minor and major modifications to approved conditional use permits.

~~A minor Modifications to an approved administrative conditional use or conditional use permitsCUP is a Type I action and shall be processed in accordance with the procedures and criteria for such actions as set forth in Chapter 18A.20LMC, 18A.30.080 and in accordance with the provisions of this section. Minor modifications to an approved CUP shall be defined as those which do not increase the intensity of the use and the resulting impacts to the surrounding area.~~

~~A. The Community Development Director is authorized to allow minor modifications in accordance with subsection (B) of this section. The Community Development Director shall allow only such minor modifications as are consistent with guidelines established in subsection (B) of this section.~~

~~B. For the purposes of this section, "minor modification" means a departure from the conditions of an approved CUP which is consistent with the following criteria:~~

- ~~1. It does not in any way change the use permitted by the approved CUP;~~
- ~~2. It maintains the design intent and quality of the original approval;~~
- ~~3. The number of dwelling units in residential developments and the square footage of nonresidential structures shall not increase;~~
- ~~4. The minor modification shall not relocate a building, parking area, street or other use or built feature in such a way that visual, light, noise, vibration or other impacts as experienced from surrounding properties and public rights-of-way are intensified, and shall not reduce any required yard, setback, buffer or open space below the area or dimensions established by code or conditions of CUP approval, whichever is more restrictive;~~
- ~~5. The height of buildings and other structures shall not increase;~~
- ~~6. Traffic volumes shall not increase;~~
- ~~7. Modifications to internal circulation layout are acceptable; provided, that ingress and egress points to the subject property are not modified in such a way that external traffic patterns are affected or impacts increased;~~

~~8. Minor changes to plant species, variety, color, etc., may be made; provided, that the type of landscaping required pursuant to LMC Title 12 shall not be modified;~~

~~9. The adjustment does not add significant new environmental impacts or significantly increase environmental impacts disclosed in the original SEPA documents;~~

~~10. The Community Development Director determines that the change will not increase any adverse impacts or undesirable effects of the project, or that the change in no way significantly alters the project. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.160 Time frame for submission of construction permits.

A complete application of all required construction level permits shall have been submitted to the City for approval within ~~three (3) years~~ the expirations dates established in Chapter 18A.20 LMC of the date of or administrative conditional use and conditional use permits ~~approval~~. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.170 ~~SEPA-exempt conditional uses.~~

~~The Director may authorize any conditional use that is exempt from the State Environmental Policy Act. See Chapter 197-11 WAC. Notice of such proposed use shall be sent to property owners within three hundred (300) feet of the subject site, consistent with the notice requirements specified in Chapter 18A.30 LMC, Article III. If anyone requests a public hearing in writing within the specified comment period, the Director shall refer the request to the Hearing Examiner. Copies of all Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. Director decisions may be appealed to the Hearing Examiner consistent with LMC 18A.30.410, Appeals/reconsiderations. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.180 Compliance ~~– Conditional use permit.~~

Noncompliance with the conditions of ~~the~~ either an administrative conditional use or condition use permits shall be grounds for rehearing before the Hearing Examiner, in addition to fines

and penalties. The Hearing Examiner may suspend or revoke a conditional use permit pursuant to this section and/or impose penalties for violation of any of the provisions of this title or original conditions of approval. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.190 Transferability –~~Conditional use permit.~~

An [administrative](#) conditional use permit [or conditional use permit](#) shall be transferable; provided, that the transferee complies with the conditions. If at any time the ~~conditional use permit~~ no longer complies with the conditions of [approval](#)~~the permit~~, the owner shall be declared in violation of this title and shall be subject to fines and penalties, and the Hearing Examiner may suspend or revoke the permit. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.200 Essential public facilities – Conditional use permit.

No proposed changes.

18A.30.210 Special needs housing – Conditional use permit.

No proposed changes.

Article III. Cottage Housing

18A.30.220 Purpose – Cottage housing.

No changes proposed.

18A.30.230 Applicability.

No changes proposed.

18A.30.240 General provisions.

A. Cottage housing projects are permitted with the approval of a cottage housing development plan. Discrete ownerships may only be created through the residential binding site plan and/or

condominium declaration process pursuant to Chapter [64.34](#) RCW as applicable. Cottage housing development plans shall be subject to review and approval as an administrative review Process Type II permit procedure. Adherence to all applicable development standards shall be determined by the City's [Planning and Public WorksCommunity Development](#) Director as a component of the review process.

B. Individual cottage units shall contain at least eight hundred (800) and no more than one thousand five hundred (1,500) square feet of gross floor area. A covenant restricting any increases in unit size after initial construction shall be recorded against the property. Vaulted space shall not be converted into habitable space.

C. A community building of up to two thousand five hundred (2,500) square feet in size may be provided for the residents of the cottage housing development. Roof pitch, architectural themes, materials and colors shall be consistent with those of the dwelling units within the cottage housing development.

D. Accessory dwelling units shall not be permitted in cottage housing developments. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.250 Development standards.

No changes proposed.

18A.30.260 Open space.

No changes proposed.

18A.30.270 Building design standards.

A cottage housing development is expected to reflect a coherent and high quality design concept and include architectural elements that ensure compatibility with existing neighborhood development and character. The following design elements are intended to provide compatibility with existing residential environments. Alternative designs may be submitted to the Community Development Director for review and approval, but the Community Development Director must find that any such concepts meet or exceed the design quality of the prescriptive standards, and fulfill the stated purpose and intent of this chapter.

A. Building Height.

1. The maximum building height for dwelling units shall be twenty-five (25) feet.
2. The maximum building height for garages, community buildings, and accessory structures shall be eighteen (18) feet.

B. Roofs.

1. Dwelling units shall have a minimum six to twelve (6:12) roof pitch. Up to thirty-five (35) percent of roof area may have a slope not less than four to twelve (4:12). Portions of a roof with a pitch of less than six to twelve (6:12) shall be limited to architectural features such as dormers, porch roofs and shed roofs.

2. Garages and carports shall have a minimum six to twelve (6:12) roof pitch.
3. Cottages shall be a maximum of two (2) stories. Any upper floor shall be located within the roof structure, not below it, in order to reduce building massing as much as possible.

C. *Entries and Porches.*

1. Each dwelling unit abutting a public right-of-way (excluding alleys) shall have a primary entry and covered porch a minimum of eighty (80) square feet in size, oriented toward the public right-of-way. If abutting more than one (1) public right-of-way, the developer and City shall collaborate with the project proponent to determine which right-of-way the entrance and covered porch shall be oriented toward.
2. Each dwelling unit shall have an entry and covered porch oriented toward the common open space. If the dwelling unit abuts a public right-of-way, this may be a secondary entrance, and the minimum porch size shall be fifty (50) square feet. If not abutting a public right-of-way, this shall be the primary entrance, and the minimum porch size shall be eighty (80) square feet.
3. Covered porches shall be a minimum of six (6) feet deep.

D. Dwelling units shall not include attached garages.

E. *Detached Garages.* Each dwelling unit shall have no more than one (1) detached garage. The size of the garage shall not exceed two hundred fifty (250) gross square feet in size. Garages can be combined into one (1) garage structure; however, no garage structure may exceed one thousand (1,000) square feet in size for a total not to exceed four (4) garage spaces.

F. ~~Community Development Director-Planning and Public Works Review.~~ The ~~Community Development Planning and Public Works Director~~ shall consider all aspects of the project, and shall ensure that the project is well designed and compatible with existing and planned development in the vicinity. Possible topics for review by the ~~Department Community Development Director~~ include (but are not necessarily limited to): building materials and finishes, articulation and modulation, massing, trim details, colors, exterior lighting, special building heights, paving materials, mechanical equipment screening, fencing, tree retention and landscaping. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.280 Parking.

No changes proposed.

18A.30.290 Common area maintenance.

No changes proposed.

18A.30.300 Low impact development standards.

No changes proposed.

18A.30.310 Modifications.

No changes proposed.

Article IV. Development Agreement

18A.30.320 Authority.

No changes proposed.

18A.30.330 Process type of action.

A development agreement ~~is a Process Type V legislative action and~~ shall be considered in accordance with the procedures for such permits as set forth in Chapter [18A.20](#) LMC, Administration. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.340 Content.

No changes proposed.

18A.30.350 Application.

Consideration of a development agreement may be initiated by City Council, City staff, or applicant. Any person may personally, or through an agent, propose a development agreement regarding property he or she owns. The applicant shall file a complete development agreement application ~~on forms provided by the Department~~ pursuant to [Chapter 18A.20 LMC](#). At minimum, such application shall include a copy of the proposed agreement, applicable fee, names and address of all current owners of real property, and all real property within three hundred (300) feet of each boundary of the subject property as shown in the records of the County Assessor, and a vicinity map showing the subject property with enough information to locate the property within the larger area. In addition, the applicant may be required to submit any additional information or material that the Director determines is reasonably necessary for a decision on the matter. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.360 Timing of public hearings.

No changes proposed.

18A.30.370 Notice.

~~Public notice shall be in conformance with the procedures outlined in Chapter 18A.20 LMC. Prior to the public hearing held by the City Council, the Director shall issue a public hearing notice describing the purpose of hearing, the date, time, and place of the public hearing, the name of the applicant and the project name (if applicable), a description of the proposed agreement, and the street address of the subject property or other description of its location, a~~

~~statement of the availability of the record, a statement of the right of any person to submit written comments to the Council and to appear at the public hearing to give comments. The Director shall distribute this notice and require at least one (1) public notification sign in accordance with LMC 18A.30.310. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.380 Staff report.

The Planning and Public Works Director or their designee shall prepare a staff report for the public hearing by the City Council containing all pertinent application materials, all comments regarding the matter received by the Department prior to distribution of the staff report, an analysis of the application under the relevant provisions of this chapter and state law, and a recommendation on the matter. At least seven (7) calendar days before the hearing, the Department director shall distribute the staff report to the applicant and parties of record, each person who has specifically requested it. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.390 Public hearing and City Council action.

No changes proposed.

18A.30.400 Term of agreement.

No changes proposed.

Article V. Land Use Review and Approval

18A.30.410 Purpose – Land use review and approval.

The purpose of this section is to allow for the placement of uses permitted by this title of the Lakewood Municipal Code through a comprehensive [land use site plan](#) review process which insures compliance with the adopted plans, policies and ordinances of the City of Lakewood. It is further intended to provide for the examination of development proposals with respect to overall site design and to provide a means for guiding development in logical, safe and attractive manners. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.420 Process type of action.

Land use review and approval ~~is either a Process Type I or Type II action and~~ shall be considered in accordance with the procedures for such permits as set forth in Chapter [18A.20](#) LMC, Administration. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.430 Applicability.

No changes proposed.

18A.30.440 Delegation of authority.

The Director may delegate review and approval of a proposed land use and associated improvements to the Fire Marshal, Planning Manager, [Assistant Director](#), Building Official and/or City Engineer, as deemed appropriate by the Director. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.450 Application – Content.

No changes proposed.

18A.30.460 Application – Review process.

~~[A complete application shall be reviewed consistent procedures in Chapter 18A.20 LMC and applicable development regulations.](#)~~

~~[A. Filing.](#)~~

- ~~1. Applications for land use approval shall be made on forms provided by the Director and made available at the Department.~~
- ~~2. A complete application for land use approval shall be filed with the Department. An application shall not be considered complete if it fails to contain any of the information and material required by LMC [18A.30.040](#) and [18A.30.050](#).~~
- ~~3. Upon determination of a complete application, the Department shall notify all appropriate recognized neighborhood associations.~~

~~4. Application fee(s) as established by the City are due upon presentation of an application for land use approval.~~

~~B. Review by Director.~~

~~1. The Site Plan Review Committee is hereby established and shall consist of the Building Official, Planning Manager, City Engineer, SEPA official, and the Fire Marshal or their designees. The committee shall be chaired by the Director or his/her designee and serves in an advisory capacity to the Director, who shall be responsible for all land use related decisions. The committee shall adopt rules of procedure for the purpose of ensuring fair, lawful and timely recommendations.~~

~~2. Except when a public hearing is required or where the applicant agrees to an extension of time, the Director shall, within one hundred twenty (120) days from the date of complete application, approve, disapprove or approve with conditions any proposed land use. Notice of the Director's decision or recommendation shall be distributed as provided by LMC 18A.20.310.~~

~~3. When a public hearing is required prior to land use approval, the Director shall issue his/her recommendation to the Hearing Examiner in a manner that will provide the Hearing Examiner sufficient time to issue a notice of final decision within one hundred twenty (120) days of the date of complete application.~~

~~4. Any time required to prepare, review and issue a final environmental impact statement as required under the provisions of SEPA shall not be included under the time constraints of this subsection.~~

~~5. The Director shall review proposed projects for consistency with the standards and provisions of the City of Lakewood as expressed in the various adopted plans and ordinances, including this title.~~

~~6. Whenever the Director denies land use approval, he/she shall set forth, in writing, his/her findings which shall specify the reasons for the disapproval. Unless a public hearing is otherwise required, the decision of the Director shall be final unless appealed to the Hearing Examiner pursuant to Chapter 1.36 LMC, General Provisions, and Chapter 18A.30 LMC, Article IV.~~

~~C. *Referral to Hearing Examiner.* If in the Director's opinion a project is extraordinarily complex or presents significant environmental, design or compatibility issues, the Director may refer the project for a public hearing before the Hearing Examiner. A decision of the Director to refer a project to the Examiner may be made at any time.~~

~~D. *Hearing Examiner.* Any review by the Hearing Examiner shall be conducted according to the procedural requirements of Chapter 1.36 LMC, General Provisions, and Chapter 18A.20 LMC, Article IV. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.470 Site plan review log – Summary of action.

~~On the first work day following action of the Director, the Hearing Examiner or City Council on a project, the action shall be entered into the permit tracking system maintained by the Department. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.480 Notification.

~~Notice of the decision of the Director or Hearing Examiner shall be mailed to the applicant within seven (7) calendar days following the action. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.4790 Reconsideration in response to SEPA comments.

~~Procedures for SEPA shall be in conformance with the procedures established in LMC Title 14, Chapter 18A.20 LMC and Chapter 197-11 WAC. Any interested person may submit written comments and request reconsideration by the Director within fifteen (15) days of the date any decision attached to a SEPA threshold determination is issued. Unless further action is taken by the Director in response to such comments, the period in which to file an appeal shall terminate twenty one (21) days after the date the decision is issued. SEPA exempt actions of~~

~~the committee shall not be subject to reconsideration and shall be subject to only a fourteen-
(14) day appeal period. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.48500 Amendments.

A project approved by the ~~Department~~~~director~~ or Hearing Examiner may be amended at the applicant's request by the ~~same~~ procedures provided under ~~Chapter 18A.20 LMC. this chapter~~ ~~for original application approval. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.5010 Dedication, improvements and performance bond.

No changes proposed.

18A.30.5120 Final approval – Expiration.

No changes proposed.

Article VI. Planned Development

18A.30.530 Purpose.

No changes proposed.

18A.30.540 Application.

A. *Process.* A PDD ~~is a Process Type III action and~~ shall be considered in accordance with the procedures for such permits as set forth in Chapter [18A.20](#) LMC, Administration.

B. *PDD Applications.* An application for approval of a PDD shall be submitted to the ~~Community and Economic Development Department Planning and Public Works Department in accordance to LMC 18A.20.030. on forms provided by the Department along with established fees.~~

1. *PDD with Subdivision.* For those planned development districts that include the division of land, a PDD application shall only be accepted as complete if it is submitted concurrent with an application for preliminary plat approval that includes all information required pursuant to LMC Title [17](#) and other applicable City regulations. ~~Seven (7) copies of all~~

~~associated application materials must be submitted in hard copy format. Digital application materials (e.g., CD copies) may fulfill a portion of the required hard copy applications as approved by the City.~~

2. *PDD with No Subdivision.* A binding site plan is required for all planned development districts that do not require the subdivision of land and associated preliminary plat.

Requirements for the binding site plan shall include:

- a. *Existing Plat.* All information recorded on the existing plat;
- b. *Structures.* The location of all proposed structures;
- c. *Landscaping.* A detailed landscape plan indicating the location of existing vegetation to be retained, location of vegetation and landscaping structures to be installed, the type of vegetation by common name and taxonomic designation, and the installed and mature height of all vegetation;
- d. *Schematic.* Schematic plans and elevations of proposed buildings with samples of all exterior finish materials and colors, the type and location of all exterior lighting, signs and accessory structures;
- e. *Conditions.* Inscriptions or attachments setting forth the limitations and conditions of development, as well as an outline of the documents of the owners' association, bylaws, deeds, covenants and agreements governing ownership, maintenance and operation of the planned development district, shall be submitted with the binding site plan. Planned development district covenants shall include a provision whereby unpaid taxes on all property owned in common shall constitute a proportioned lien on all property of each owner in common. The [City Department](#) may require that it be a third-party beneficiary of certain covenants with the right but not obligation to enforce association-related documents; and
- f. *Conformity with Site Plan and Final Plat.* Provisions ensuring the development will be in conformance with the site plan and shall include all the required certificates of a final plat.

3. *PDD with a Site-Specific Rezone.* For those planned development districts that include a site-specific rezone, a PDD application shall only be accepted as complete if it is submitted concurrently with an application for a site-specific rezone that includes all information

required per Chapters [1.36](#) and [1.38](#) LMC, LMC [18A.30.680](#), and other applicable City regulations.

C. *All PDD Applications.* An applicant for a PDD shall submit the following items to the [City Department](#), unless the Director finds in writing that one (1) or more submittals are not required due to unique circumstances related to a specific development proposal:

1. *Narrative.* A detailed narrative that includes:

- a. *Improvement.* A description detailing how the proposed development will provide a net benefit to the City under the City's land use regulations and how the approval criteria set forth in LMC [18A.30.560](#) have been satisfied;
- b. *Public Benefit.* A description of how the proposed PDD will benefit the public in a manner greater than that achieved if the project was to be developed using conventional land use regulations;
- c. *Density Table.* A table illustrating the density and lot coverage of the overall development, with the proportion of the site devoted to open space clearly indicated;
- d. *Uses.* A description of the types and numbers of dwelling units proposed and the overall land use density and intensity;
- e. *Open Space and Recreation.* A description of the proposed open space and recreation areas including any proposed improvements, including specific details regarding the ownership and maintenance of such areas;
- f. *Landscaping.* Detailed information regarding all proposed landscaping that is not included on an associated landscaping plan;
- g. *Modifications.* A description of the specific City standards as set forth in the underlying zoning district that the applicant is proposing for modification in accordance with Chapter [18A.20](#) LMC; and
- h. *Impacts.* A description of potential impacts to neighboring properties and how impacts have been mitigated through site design, screening, buffering and other methods;

2. *Site Plan*. A site plan with the heading “Planned Development District Site Plan” that includes any additional information that is not included on the standard preliminary plat map, including building footprints, proposed landscaping, open space and parks and/or recreational areas including trails and proposed setbacks;
3. *Landscape Plan/Map*. A conceptual landscape plan/map showing the proposed location and types of vegetation and landscaping. The landscape plan may also be incorporated into the PDD site plan and narrative;
4. *Phases*. A phasing plan, if the development will occur in distinct phases, with a written schedule detailing the timing of improvements;
5. *Development Agreement*. A draft development agreement, if proposed by the applicant or as required by the City; and
6. *Conditions*. A draft of proposed covenants, conditions and restrictions demonstrating compliance with this chapter.

D. An applicant shall provide sufficient facts and evidence to enable the Hearing Examiner to make a decision. The established fee shall be submitted at time of application.

~~E. Notice of application shall be provided pursuant to LMC 18A.30.330. [Ord. 738 § 2 (Exh. A), 2020; Ord. 726 § 2 (Exh. B), 2019.]~~

~~18A.30.550 Public hearing.~~

~~A. The Hearing Examiner shall hold an open record public hearing on any proposed conditional use and shall give notice thereof in accordance with the procedures established pursuant to 18A.20 LMC, Article III.~~

~~B. The hearing shall be conducted in accordance with the requirements of Chapter 18A.20 LMC, Article III, Public Notice Requirements. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.5560 Required findings.

A PDD shall only be granted after ~~the Hearing Examiner has reviewed the proposed use and has made~~ written findings have been made that all of the standards and criteria set forth below have been met or can be met subject to conditions of approval:

- A. The PDD is consistent with the comprehensive plan; and
- B. The PDD, by the use of permitted flexibility and variation in design, is a development practice that results in better urban design features than found in traditional development. Net benefit to the City may be demonstrated by one or more of the following:
 - 1. Placement, type or reduced bulk of structures, or
 - 2. Interconnected usable open space, or
 - 3. Recreation facilities, or
 - 4. Other public facilities, or
 - 5. Conservation of natural features, or
 - 6. Conservation of critical areas and critical area buffers beyond, or
 - 7. Aesthetic features and harmonious design, or
 - 8. Energy efficient site design or building features, or
 - 9. Use of low impact development techniques;
- C. The PDD results in no greater burden on present and projected public utilities and services than would result from traditional development and the PDD will be served by adequate public or private facilities including streets, fire protection, and utilities; and
- D. The perimeter of the PDD is compatible with the existing land use or property that abuts or is directly across the street from the subject property. Compatibility includes but is not limited to size, scale, mass and architectural design of proposed structures; and
- E. Landscaping within and along the perimeter of the PDD is superior to that required by LMC 18A.70.150, and landscaping requirements applicable to specific districts contained in LMC

[18A.70.160](#), and enhances the visual compatibility of the development with the surrounding neighborhood; and

F. At least one major circulation point is functionally connected to a public right-of-way; and

G. Open space within the PDD is an integrated part of the project rather than an isolated element of the project; and

H. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity; and

I. Roads and streets, whether public or private, within and contiguous to the site comply with guidelines for construction of streets; and

J. Streets and sidewalks, existing and proposed, are suitable and adequate to carry anticipated traffic within the proposed project and in the vicinity of the proposed project; and

K. Each phase of the proposed development, as it is planned to be completed, contains the required parking spaces, open space, recreation space, landscaping and utility area necessary for creating and sustaining a desirable and stable environment.

[L. In permitting a PDD, additional conditions may also be imposed as follows:](#)

[1. Limit the manner in which the use is conducted, including restricting the time an activity may take place and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.](#)

[2. Establish a special yard or other open space or lot area or dimension.](#)

[3. Limit the height, size or location of a building or other structure.](#)

[4. Designate the size, number, location or nature of vehicle access points.](#)

[5. Increase the amount of street dedication, roadway width or improvements within the street right-of-way.](#)

[6. Designate the size, location, screening, drainage, surfacing or other improvement of parking or truck loading areas.](#)

[7. Limit or otherwise designate the number, size, location, and height of lighting of signs.](#)

8. Limit the location and intensity of outdoor lighting or require its shielding.
9. Require screening, landscaping or another facility to protect adjacent or nearby property and designate standards for installation or maintenance of the facility.
10. Design the size, height, location or materials for a fence.
11. Protect existing trees, vegetation, water resources, wildlife habitat or other significant natural resources.
12. Require provisions for public access, physical and visual, to natural, scenic and recreational resources.
13. Require provisions for storm water drainage including designating the size, location, screening, or other improvements of detention ponds and other facilities.
14. Impose special conditions on the proposed development to ensure that development is in conformance with the surrounding neighborhood and the intent and purpose of the zoning district classification.
15. Require such financial guarantees and evidence that any applied conditions will be complied with.

[Ord. 726 § 2 (Exh. B), 2019.]

~~18A.30.570~~ Action of Hearing Examiner.

~~A. In addition to demonstrating compliance with the criteria as determined by the Hearing Examiner, the applicant shall accept those conditions that the Hearing Examiner finds are appropriate to obtain compliance with the criteria.~~

~~B. In permitting a PDD, the Hearing Examiner may impose any or all of the following conditions:~~

- ~~1. Limit the manner in which the use is conducted, including restricting the time an activity may take place and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.~~

- ~~2. Establish a special yard or other open space or lot area or dimension.~~
- ~~3. Limit the height, size or location of a building or other structure.~~
- ~~4. Designate the size, number, location or nature of vehicle access points.~~
- ~~5. Increase the amount of street dedication, roadway width or improvements within the street right-of-way.~~
- ~~6. Designate the size, location, screening, drainage, surfacing or other improvement of parking or truck loading areas.~~
- ~~7. Limit or otherwise designate the number, size, location, and height of lighting of signs.~~
- ~~8. Limit the location and intensity of outdoor lighting or require its shielding.~~
- ~~9. Require screening, landscaping or another facility to protect adjacent or nearby property and designate standards for installation or maintenance of the facility.~~
- ~~10. Design the size, height, location or materials for a fence.~~
- ~~11. Protect existing trees, vegetation, water resources, wildlife habitat or other significant natural resources.~~
- ~~12. Require provisions for public access, physical and visual, to natural, scenic and recreational resources.~~
- ~~13. Require provisions for storm water drainage including designating the size, location, screening, or other improvements of detention ponds and other facilities.~~
- ~~14. Impose special conditions on the proposed development to ensure that development is in conformance with the surrounding neighborhood and the intent and purpose of the zoning district classification.~~
- ~~15. Require such financial guarantees and evidence that any applied conditions will be complied with.~~

~~C. The decision of the Hearing Examiner is considered final and conclusive by the City. [Ord. 726-§ 2 (Exh. B), 2019.]~~

18A.30.5680 Minimum size.

No changes proposed.

18A.30.5790 Permitted modifications.

No changes proposed.

18A.30.5860 Permitted residential density and lot sizes.

No changes proposed.

18A.30.59610 Required open space and recreation facilities.

No changes proposed.

18A.30.6020 Multiple zoning districts.

No changes proposed.

18A.30.6130 Phased development.

No changes proposed.

18A.30.640 Required certificates and approvals.

Repealed by Ord [738](#).

Article VII. Rezone and Text Amendments

18A.30.670 Authority.

No changes proposed.

18A.30.680 Site-specific rezone procedures.

No changes proposed.

18A.30.690 Collection of rezone applications.

Site-specific rezone applications may be submitted at any time. However, for review purposes, such proposals will be collected into two (2) sets in each calendar year. Unless otherwise specifically authorized by the City Council:

- A. Proposals submitted between April 1st and September 30th shall be considered collectively and voted upon by the City Council by March 31st of the following year.

B. Proposals submitted between October 1st and March 31st shall be considered collectively and voted upon by the City Council by September 30th of the same year.

C. Proposals will be considered no more than twice each year.

D. Time limits for review shall be as established in ~~LMC Chapter 18A.20 LMC.18A.20.090~~
~~provided, that the review period shall start on the latest submittal dates established under~~
~~subsections (A) and (B) of this section and not the date of application.~~ [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.695 Quasi-judicial rezone procedures.

18A.30.695.10 Purpose.

No changes proposed.

18A.30.695.20 Applicability.

No changes proposed.

18A.30.695.30 Application requirements.

A. *Preliminary Review.* The provisions for conducting a preliminary review of a proposed rezone are set forth in LMC [18A.30.030](#).

B. *Application Filing.*

1. *Completeness Review.* Rezone applications shall be reviewed for completeness in accordance ~~with Department submittal standards checklists and pursuant~~ to LMC [18A.20.050](#).

2. *Application Site Plan.* All rezone applications shall include a site plan that identifies the exact boundaries of the proposed rezone area. Such site plan shall also indicate the relationship of the proposed rezone to the related PDD proposal.
3. *Limitations on Refiling.* Applications for a rezone pursuant to this chapter shall not be accepted if a similar rezone has been denied on the same site within the past twelve (12) months from the date of final action. This time period may be waived or modified if the Director or Examiner finds that special circumstances warrant earlier reapplication.
4. *Fees.* Fees for any rezone application filed pursuant to this title are set forth in the City adopted official fee schedule. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.695.40 Public notice.

No changes proposed.

18A.30.695.50 Review.

No changes proposed.

18A.30.695.60 Burden of proof.

No changes proposed.

18A.30.695.70 Examiner's authority.

No changes proposed.

18A.30.695.80 Appeals.

No changes proposed.

18A.30.695.90 Compliance with conditions.

No changes proposed.

Article VIII. Temporary Use Permits

18A.30.700 Purpose.

No changes proposed.

18A.30.710 Permitted uses.

No changes proposed.

18A.30.720 Exemptions.

No changes proposed.

18A.30.730 Application and authorization.

A. A temporary use permit ~~is a Process Type I action and~~ shall be considered in accordance with the procedures for such permits as set forth in Chapter [18A.20](#) LMC, Administration.

B. Temporary use applications shall be on a form prescribed by the ~~Community and Economic Development Planning and Public Works~~ Department and shall include all of the information and materials required by the application form. An applicant shall provide sufficient facts and

evidence to enable the Director to make a decision. The established fee shall be submitted at time of application.

C. Applications for temporary use permits shall be filed with the ~~Community and Economic Development~~ Department. Application shall be made at least fifteen (15) days prior to the requested date for commencement of the temporary use.

D. A temporary use authorized pursuant to this section shall be subject to all of the applicable standards of LMC [18A.30.740](#), Standards, and shall not be exempted or relieved from compliance with any other ordinance, law, permit or license applicable to such use, except where specifically noted. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.740 Standards.

No changes proposed.

18A.30.750 Criteria for granting approval.

A temporary use permit shall only be granted when the ~~Community Development~~ Director, after consultation and coordination with all other applicable City departments and other agencies, has determined that:

- A. The temporary use will be compatible with uses in the general vicinity and on adjacent properties.
- B. The temporary use will not create a material adverse effect on the livability or appropriate development of abutting properties and the surrounding community.
- C. The temporary use will not impair the normal, safe and effective operation of a permanent use on the same site.
- D. The temporary use will comply with the requirements of the zone within which it is proposed.

E. The temporary use shall comply with all applicable standards of the Tacoma-Pierce County Health Department, if applicable.

F. In applying temporary use criteria and determination of appropriate conditions, consideration shall be given but not limited to:

1. The harmony and scale, bulk, coverage, and density;
2. The availability of public facilities and utilities;
3. The harmful effect, if any, upon a desirable neighborhood character;
4. The generation of traffic and the capacity of surrounding streets and roads;
5. The creation of noise, vibration, odors, or other similar nuisances; and
6. Any other relevant impact on the peace, quiet, comfort, and enjoyment by and of the abutting properties and the surrounding community. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.760 Decision.

The Director shall provide the applicant with a written decision, either approving, denying or approving the application with modifications and/or conditions [of approval consistent with the procedures set forth in Chapter 18A.20 LMC, within fifteen \(15\) days after the date of submission of a complete application.](#) [Ord. 726 § 2 (Exh. B), 2019.]

Article IX. (Reserved)

Article X. Variance

18A.30.840 Purpose.

The intent of this section is to provide an avenue of relief where, by reason of exceptional configuration, or by reason of other unique and extraordinary situations or conditions existing on a piece of property, the strict application of development regulations enacted under this title would result in peculiar, exceptional and undue hardship upon the owner of such property, which was not the result of actions of the applicant, property owner or a previous property owner or agent. [Any variance request shall follow the procedures identified in LMC Chapter 18A.20 and other applicable LMC standards for approval.](#) [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.850 Process type of action.

A variance ~~is a Process Type III action and~~ shall be considered in accordance with the procedures for such permits as set forth in Chapter [18A.20](#) LMC, Administration. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.860 Limitations.

A variance shall not relieve an applicant from any of the procedural provisions of [Chapter 18A.20 LMC and applicable development regulations](#) ~~this title and~~, conditions of approval established during prior permit review, ~~or any of the provisions of the critical areas code, except for the required buffer widths.~~ The variance process shall not allow the establishment of a use that is not otherwise permitted in the zoning district in which the proposal is located or allow development that would result in an increase in density or a reduction in the minimum lot size. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.870 Authority.

~~The Hearing Examiner shall have the authority to grant a variance after considering the matter at a public hearing duly called and giving notice to adjoining property owners as provided in LMC 18A.20.310, Public notice framework. [Ord. 726 § 2 (Exh. B), 2019.]~~

18A.30.8780 Required findings.

A. Before any variance is granted, the [approval authority as established in LMC 18A.20.080 Hearing Examiner](#) shall find that the following circumstances exist:

1. That the proposed variance will not amount to a rezone or constitute a change in the district boundaries shown on the official zoning map;
2. That because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property the variance is necessary to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located;
3. That the special conditions and circumstances do not result from the actions of the applicant;
4. That granting of the variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property is located;
5. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which subject property is situated; and
6. That the variance is the minimum variance necessary to provide the rights and privileges described above. [Ord. 726 § 2 (Exh. B), 2019.]

18A.30.8890 Additional conditions of approval.

Before granting a variance, the [appropriate approval authority as established in Chapter 18A.20 LMC Hearing Examiner](#) may prescribe appropriate conditions and safeguards that will ensure that the purpose and intent of this title shall not be violated. Noncompliance with the conditions of the permit shall be grounds for rehearing before the Hearing Examiner, in addition to fines and penalties under Chapter [1.44](#) LMC, General Penalties. The Hearing Examiner may suspend or revoke a variance pursuant to this section for violation of any of the provisions of this title or original conditions of approval. [Ord. 726 § 2 (Exh. B), 2019.]

Article XI. Unusual Uses

18A.30.8990 Purpose.

No proposed changes.

18A.30.9060 Process type of action.

An unusual use ~~is a Process Type III action and~~ shall be considered in accordance with the procedures for such permits as set forth in Chapter [18A.20](#) LMC, Administration. [Ord. 726 § 2 (Exh. B), 2019.]

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: AN ORDINANCE of the City Council of the City of Lakewood, Washington adopting amendments to Title 18A of the Lakewood Municipal Code (LMC).	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 821 <input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
REVIEW: October 28, 2024 Study Session November 4, 2024 Meeting	ATTACHMENT: Draft Ordinance 821	

SUBMITTED BY: Jeff Rimack, PPW Director
Tiffany Speir, Planning Division Manager

RECOMMENDATION: It is recommended that the City Council adopt Ordinance 821.

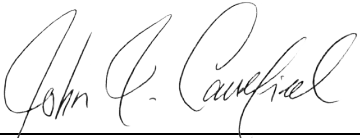
DISCUSSION: On November 4, 2024, the City Council held a public hearing on the 2024 Annual Development Regulation (24ADR) amendment package.

The 24ADR package is divided into two separate ordinances:

- Ordinance 820 that includes changes related to compliance with E2SSB 5290 (permit timeliness); and
- Ordinance 821 (**Attachment A**) that includes an updated due date for information to County Assessor-Treasurer; updated regulations governing mobile/manufactured home parks; updated regulations governing camping and recreational vehicle parks⁷
a definition for "middle housing" consistent with state law has been added as well.

ALTERNATIVE(S): The Council could amend proposed Ordinance 821; the Council could also not adopt the Ordinance.

FISCAL IMPACT: The amendments in Ordinance 821 have no direct fiscal impact. Fiscal impact will be related to the administrative implementation of these amendments.

Prepared by: <u>Tiffany Speir, Planning Division Manager</u>	
Department Director: <u>Jeff Rimack, PPW Director</u>	_____ City Manager Review

ATTACHMENT A

ORDINANCE NO. 821

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 most recently updated the Plan via Ordinance 812; 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 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 September 23, 2024 under SEPA #202404168; and

WHEREAS, notice was provided to state agencies on September 21, 2023 per City of Lakewood--2024-S-7485--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 October 2, 2024, acting as the City's designated planning agency, the Lakewood Planning Commission held a duly noticed public hearing on the proposed 2024 Annual Development Regulation Amendments to Lakewood Municipal Code Title 18A as listed herein; and

WHEREAS, on October 2, 2023, the Lakewood Planning Commission adopted Resolution 2024-08 recommending approval of the 2024 Annual Development Regulation Amendments to Lakewood Municipal Code Title 18A to provide needed revisions, clarifications and updates as listed herein; and

WHEREAS, on November 4, 2024, the Lakewood City Council held a duly noticed public hearing on the proposed 2024 Annual Development Regulation amendments; and

WHEREAS, on November 18, 2024, 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. Revising Lakewood Municipal Code 18A.30.100 updating the deadline for providing annual information to the County Assessor-Treasurer.

Amendment 2. Revising LMC 18A.40.090 to reinsert regulations governing camping and recreational vehicle parks.

Amendment 3. Revising LMC 18A.40.110 to reinsert regulations concerning development standards and operation and maintenance of manufactured home parks (including “Use of Recreational Vehicles as a Primary Residence”).

Amendment 4.

A definition added for “middle housing” consistent with state law.

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 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Approved as to Form

Briana Schumacher, City Clerk

Heidi Ann Wachter, City Attorney

EXHIBIT A

Amendment 1: Revising Lakewood Municipal Code 18A.30.100 updating the deadline for providing annual information to the County Assessor-Treasurer

18A.30.100 Notice to County Assessor of changes in comprehensive plan and development regulations.

The Director shall provide to the Assessor of Pierce County by July 31st of each year a copy of the City's comprehensive plan and development regulations in effect on July 1st of that year.

No later than October 31st of each year, the Director shall notify the Pierce County Assessor-Treasurer of the City's Comprehensive Plan and development regulations in effect following adoption of that year's annual review and updates.

Amendment 2: Revising LMC 18A.40.090 to reinsert regulations governing camping and recreational vehicle parks.

18A.40.090 Lodging.

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

Lodging	Zoning Classifications																							
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI	OSR1	OSR2	
Bed and breakfast guest houses <u>(B)(1)*</u>	C	C	C	C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>Camping and recreational vehicle parks (B)(3)</u>	:	:	:	:	:	:	:	:	:	:	:	:	:	:	C	C	C	:	:	:	:	:	:	:
Hostels	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-	-	-	-	-	-	-	-	-
Hotels and motels	-	-	-	-	-	-	-	-	-	-	-	-	P	P	C	P	P	-	-	-	-	-	-	-
Short term vacation rentals <u>(B)(2)</u>	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. Bed and Breakfast Guest Houses

- 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. Short Term Vacation Rentals

- 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.

3. Camping and Recreational Vehicle Parks

The purpose of this section is to provide the regulations for the development and operation of camping and recreational vehicle (RV) parks, which may also be referred to as RV parks, and to assure that each park provides safe and sanitary accommodations for its users and their RVs while located temporarily in the park. This section also assures that the utility conveniences and facilities provided for tourists are adequate for the period of their stay in the park, and that the park does not permit the use of any of its accommodations for manufactured homes or RVs that are used for permanent occupancy.

- a. Duration of Occupancy – Camping and Recreational Parks
No recreational vehicle or tent shall remain in a RV park for more than thirty (30) days in any ninety (90) day period. No habitable vehicle which is not a recreational vehicle shall be allowed in the park for any period with the exception of one (1) manufactured home for the exclusive use of the park manager and/or caretaker.
- b. Development Standards - Camping and Recreational Vehicle Parks
The following criteria shall govern the design, development, and operation of a camping and RV park facility.
 - A. Park Dimensions.

1. Size. Minimum total acreage shall not be less than three (3) acres.
2. Density. The maximum number of RV spaces per gross acre shall not exceed sixteen (16) spaces per gross acre. The maximum number of tent camping spaces shall not exceed four (4) spaces per gross acre. The total number of spaces, including both RV and tent camping spaces, shall not exceed twenty (20) spaces per gross acre.
3. RV Spaces.
 - a. The minimum area for any RV space shall not be less than two thousand four hundred (2,400) square feet.
 - b. The minimum dimensions for any RV space shall be forty (40) feet wide and fifty (50) feet in length.
 - c. The RV parking pads shall be a minimum twenty (20) feet wide and forty (40) feet in length, paved with asphalt, concrete or similar material, and sloped to allow run-off of stormwater. The remainder of the space, which is not occupied by the RV parking pad, shall be landscaped.
4. Each tent camping space shall be a minimum twenty-five (25) feet in width and forty (40) feet in length. The minimum dimensions within a tent camping spaces shall include:
 - i. A parking area of twelve (12) feet in width and twenty (20) feet in length, paved with asphalt, concrete or similar material, and sloped to allow run-off of stormwater;
 - ii. A ten (10) by ten (10) foot cooking/eating area with a picnic table and campfire pit;
 - iii. A ten (10) by fifteen (15) foot tent set up area, which shall accommodate no more than two (2) tents per tent camping space.
- c. Internal Setbacks. Within the RV park, the minimum setbacks shall be:
 1. Fifty (50) feet between recreation vehicles and a public street, arterial or highway right-of-way;
 2. Ten (10) feet between recreation vehicles and all property lines;
 3. Twenty (20) feet between recreation vehicles and other like units;
 4. Twenty-five (25) feet between recreation vehicles and public services buildings; and,
 5. Thirty (30) feet between all recreation vehicle sites and/or structures and perennial streams or lakes (high water mark) or other bodies of water.
- d. Recreation Areas. Recreation areas and facilities such as playgrounds, swimming pools and community buildings should be provided to the extent necessary to meet the anticipated needs of the clientele the RV park is designed to serve.
 1. A developed recreation area shall be provided which contains a

minimum of two hundred (200)

square feet per site space.

2. A separate recreation area for young children shall be provided.
3. Playground areas shall be protected from public streets, private streets and parking areas by fencing.
4. Recreation areas shall be centrally located to the spaces they are to serve. At least one (1)

recreation area shall have a minimum size of four thousand (4,000) square feet and be of a shape that will make it usable for its intended purpose.

e. Landscaping.

1. No more than sixty (60) percent of a RV space may be impervious surface.

2. No more than thirty (30) percent of a tent camping space may be impervious surface.

3. No more than fifty (50) percent of the total RV park may be impervious surface.

4. The remaining forty (40) percent of the RV space and the not less than sixty (60) percent of the camping space shall be landscaped predominately in grass. other landscaping may be included.

5. Ten (10) percent of the gross area of the RV park shall be reserved for open space. This open space is in addition to areas used for lots, roads, walkways, play areas and service areas. The open space shall be landscaped pursuant to LMC 18A.70 Part II, Landscaping.

6. A site-obscuring landscaping buffer strip shall be required around all sides of the RV park, pursuant to LMC 18A.70 Part II, Landscaping.

7. Additional landscaping, in conformance with the standards of LMC 18A.70 Part II, Landscaping, shall be provided around:

- A. service buildings;
- B. commercial service buildings, such as a convenience market;
- C. recreation areas; and
- D. the perimeter of parking areas for sporting vehicles.

f. Utilities and facilities.

1. Each RV space shall include complete utility hookups, including sewer connections constructed to the requirements of the City Engineer.

2. A potable water source shall be provided in a convenient location to serve every four (4) tent camping spaces.

3. Tent camping spaces shall be located no further than three hundred fifty (350) feet from restroom facilities.

4. Restroom, shower, and utensil cleaning facilities shall be provided for all parks.
 5. All facilities and service structures including each RV space shall be provided with underground water and utilities.
 6. Approved public drinking fountains shall be located in playground and service building areas.
- g. Lighting.
1. Lighting shall be provided for all common walkways, restrooms, recreation areas, service buildings and service areas, and roadways.
- h. Access and Circulation.
1. Roadways with the RV park shall be paved to a minimum width of twenty (20) feet for one-way circulation and thirty-two (32) feet for two-way circulation, with no parking allowed on either side of the roadway.
 2. Access for the RV park shall not be located where it will result in hazardous entrance or exit onto a road or onto a road that has a hazardous intersection with a major arterial.
 3. Ingress and egress shall be provided in such a manner as to allow access through the park tollbooth without causing traffic stoppage or unsafe traffic movement on public roads.
 4. Street grades shall not be in excess of eight (8) percent at any given point.
 5. A pedestrian walkway system shall be provided and maintained which gives safe, convenient access from individual sites to common areas, bathroom facilities, service buildings and natural amenities.
 6. Common walkways shall be located through interior areas and be kept separated from vehicular traffic.
- i. Parking.
1. The total number of parking spaces in the RV park shall be one (1) space per camping space plus two (2) for the use of the manager(s), plus one (1) per employee. All camping spaces shall provided for one (1) paved parking space within each site.
 2. Additional parking areas for boats, boat trailers, and other recreational vehicles shall be conveniently located for supervision, but these specialized parking areas shall be separated from other parking facilities in the park. One (1) additional sporting vehicle parking space shall be provided for every ten (10) camping spaces.

Amendment 3: Revising LMC 18A.40.110 to reinsert regulations concerning development standards and operation and maintenance of manufactured home parks (including “Use of Recreational Vehicles as a Primary Residence”).

18A.40.110 Residential uses.

A. *Residential Land Use Table.* See LMC [18A.40.110\(B\)](#) for development and operating conditions. See LMC [18A.10.120\(D\)](#) for the purpose and applicability of zoning districts.

Residential Land Uses	Zoning Classifications																				
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cottage housing (B)(3)	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Foster care facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Co-housing (dormitories, fraternities and sororities) (B)(4)	-	-	-	-	P	P	P	P	P	-	P	P	-	-	-	-	-	-	-	-	-
Detached single-family, including manufactured homes (B)(5) , (C)	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	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-

Residential Land Uses	Zoning Classifications																				
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
residential units																					
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	C	C	C	C	C	C	C	-	-	-	-	-	-	-	-	-	-	-	-
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.

Applications for all uses must comply with all of subsection B of this section’s relevant general requirements.

B. Operating and Development Conditions.

5. Detached primary dwelling units, or single-family dwelling units, include site-built homes, manufactured homes and modular homes.

- a. All detached single-family dwellings (including manufactured homes) located in residential zones shall meet all of the following criteria:
 - i. May not have previously had a title granted to a retail purchaser and may not be a used mobile home as defined by RCW 82.45.032(2), now or hereafter amended.
 - ii. Be built to meet or exceed the standards established by 42 U.S.C. Chapter 70 – Manufactured Home Construction and Safety Standards, now or hereafter amended.
 - iii. Be thermally equivalent or better to that required by the state energy code for new residential structures, now or hereafter amended.
 - iv. Be set on and securely attached to a permanent foundation as specified by the manufacturer.
 - v. Proof of title elimination per the Pierce County Auditor identified process is required prior to manufactured housing building occupancy.
 - vi. Be connected to required utilities that include plumbing, heating and electrical systems.
- b. All single-family dwellings (including manufactured homes) shall comply with the following siting and design standards unless sited within manufactured/mobile home parks:
 - i. The design and construction of the foundation must meet the requirements of the International Building Code, now or hereafter amended.
 - ii. The gap from the bottom of the structure to the ground, around the entire perimeter of the structure, shall be enclosed by concrete or other concrete product as approved by the building official, which may or may not be load-bearing.
 - iii. Modular homes on individual lots shall incorporate design features of typical site-built homes including but not limited to modulation, articulation, sloped roofs, and wood siding or siding of a material which imitates wood.

* * *

8. Mobile and/or manufactured homes are allowed to locate in residential zones per LMC 18A.40.110 (A) and (B)(5) and only in mobile/manufactured home parks developed in accordance with subsection (C) of this section.

* * *

C. *Manufactured/Mobile Home Parks.*

- 1. *Intent.* It is the intent of this section to:
 - a. Permit the location of manufactured homes in specially designed parks as an additional affordable housing option where manufactured homes lots can be leased as a permanent form of dwelling unit and as indicated in LMC 18A.40.110 A. in all residential districts;

- b. Provide standards for the development and use of manufactured home parks appropriate to their location and use as permanent facilities;
- c. Designate appropriate locations for manufactured home parks;
- d. Ensure a high quality of development for such parks and dwelling units to the end that the occupants of manufactured home and the community as a whole are protected from potentially adverse impact of such development or use;
- e. Provide for City review of proposed manufactured home parks;
- f. Make a distinction between manufactured home parks and other subdivisions, and their development and occupancy characteristics; and
- g. Regulate how recreational vehicles can be used as a primary residence in manufactured home parks.

2. *Permitted Home Locations.* Mobile and manufactured homes, and recreational vehicles being used as a primary residence, are permitted as follows:

- a. As allowed per LMC 18A.40.110 (A) and (B)(5);
- 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 nonconforming mobile or manufactured home parks.
- d. As an accessory use for security or maintenance personnel in all zone classifications, subject to site plan review:
- e. As temporary or emergency use in:
 - i. 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;
 - ii. Any district as an emergency facility when operated by or for a public agency;
 - iii. In the public/institutional zone classification where a community need is demonstrated by a public agency such as temporary classrooms or for security personnel on school grounds.

g. Use of Recreational Vehicles as a Primary Residence.
Pursuant to RCW 35A.21.312, recreational vehicles may be used as a primary residence within the context of a manufactured home park, subject to the following:

1. The recreational vehicle unit shall be connected to full utility hook-ups, including a lawful method of sewage disposal. A recreational vehicle used as a residence should contain at least one functioning internal toilet and at least one functioning internal shower; however, if the toilet and/or shower requirements set forth above are not met, then the manufactured housing park must provide permanent toilet and shower facilities.

3. Permitted Park Locations. Mobile or manufactured home parks may be permitted as indicated in LMC 18A.40.110 (A) after receiving a conditional use permit.

~~4.3-~~ Development Standards – Manufactured Home Park Plot Plan Requirements. A complete and detailed plot plan shall be submitted to the Community and Economic Development Department of Planning and Public Works (PPW.) The plot plan shall include the following information and such other information as the Department may reasonably require to determine the acceptability of the proposed development:

- a. Location and dimensions of all lots;
- b. Roads, internal street system, and driveways;
- c. Common open space, community facilities;
- d. Utility lines, including water, sewer, electrical and any others contemplated;
- e. Landscaping and screening plan for exterior boundaries.

~~5.4-~~ Manufactured Home Park Design Standards – Area and Density. The minimum site for a manufactured home park shall be three (3) acres. The maximum site for a manufactured home park shall be twenty (20) acres. The maximum number of manufactured homes per acre shall be consistent with the underlying density or the zone in which it is located.

~~6.5-~~ Manufactured Home Park Design Standards – Site Requirements. The size and shape of individual manufactured home sites shall be in accordance with the following:

- a. Minimum space area, four thousand (4,000) square feet;
- b. Minimum width, forty (40) feet;
- c. Minimum depth, eighty (80) feet;
- d. Minimum setback from street or access road, ten (10) feet with a ten (10) foot planter and rear load access; fifteen (15) feet with standard planter and no alleys;
- e. Maximum development coverage of space, fifty (50) percent;
- f. Side yard setback five (5) feet.
- g. Rear yard setback fifteen (15) feet.

76. *Manufactured Home Park Design Standards – Off-Street Parking.* Off-street parking shall be provided in accordance with Chapter 18A.80 LMC.

87. *Manufactured Home Park Design Standards – Open Space.* Ten (10) percent of the gross site area shall be set aside for usable open space.

98. *Manufactured Home Park Design Standards – Accessory Buildings and Structures.*

a. Buildings or structures accessory to individual manufactured homes are permitted, including enclosed carports; provided, that the total development coverage of the space shall not exceed the development coverage permitted in LMC 18A.60.030.

b. Buildings or structures accessory to the manufactured home park as a whole, and intended for the use of all manufactured home occupants are permitted, provided the building area not exceed one-fourth of the common open space area.

109. *Manufactured Home Park Design Standards – Landscaping and Screening.*

a. Visual screening and/or landscaping may be required in those developments where such screening is deemed necessary and reasonable by the enforcing officer and/or the hearings examiner.

b. When required, such screening may consist of densely planted vegetation not less than four (4) feet in height at the time of planting, or a solid fence, six (6) feet in height, or a combination of fencing and vegetation which achieves the same screening effect.

c. Landscaping is also required in all setback areas and open space. All applicable requirements of Chapters 18A.60 and 18A.70 LMC shall be satisfied.

d. Visual interruption with appropriate vegetation between manufactured home units may also be required to relieve visual monotony.

e. The perimeters of common parking areas shall be landscaped in such a way as to create a diversion between streets and parking areas, at the same time not obstructing the view of any walkways, driveways, or streets around entrances or exits to the mobile home park.

f. All trees, flowers, lawns and other landscaping features shall be maintained in a healthy growing condition at all times.

110. *Manufactured Home Park Design Standards – Ingress and Egress.*

a. Each manufactured home site shall have access from an interior drive or roadway only.

b. Access to the manufactured home park shall be limited to not more than one (1) driveway from a public street or road for each two hundred (200) feet of frontage.

~~1211.~~ *Manufactured Home Park Design Standards – Surfacing Requirements.* All streets, roads and driveways shall be hard-surfaced, including permeable paving surfaces in conformance with the current City of Lakewood Storm Water Design Manual, to a standard of construction acceptable to the City Engineer. Interior pedestrian walkways, carports and parking areas shall also be paved.

~~1312.~~ *Manufactured Home Park Design Standards – Storm Water Runoff.* Storm water management is required and shall comply with the current City of Lakewood Storm Water Design Manual and shall be subject to the City's review and approval, and shall, moreover, comply with Chapter 12.11 LMC pertaining to community facilities.

14. Operation and Maintenance – Mobile/Manufactured Home Parks

a. Manufactured home parks shall be maintained free of any brush, leaves, and weeds in which might communicate fires between manufactured homes and other improvements. No combustible materials shall be stored in, around, or under any manufactured home. Manufactured home parks shall be maintained in a safe, attractive and well maintained fashion. Landscaping which is required as a part of buffers or otherwise required shall be maintained in a healthy and attractive condition.

b. Streets, sidewalks and public ways within manufactured home parks shall be maintained in a safe manner. The responsibility for maintenance of the streets, sidewalks and public ways rests solely with the park owner and resident manager.

It shall be the responsibility of the manufactured home park resident manager and the CCRs to ensure that the provisions of this section are observed and maintained within the manufactured home park. Violations of this chapter shall subject the owner of the facility to any penalties provided within this title for such violation.

Amendment 4

LMA 18A.10.180

"Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024	TITLE: A Resolution of the City Council setting the 2025 Fee Schedule.	TYPE OF ACTION: __ORDINANCE NO. <input checked="" type="checkbox"/> RESOLUTION NO. 2024-14 __ MOTION __ OTHER
REVIEW: November 12, 2024	ATTACHMENTS: <ul style="list-style-type: none">• 2025 Fee Resolution• 2025 Fee Schedule – Final (Clean Version)	

SUBMITTED BY: Tho Kraus, Deputy City Manager


RECOMMENDATION: It is recommended that the City Council adopt the proposed 2025 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. Changes to the proposed 2025 fee schedules are presented by in red, by section, with background/basis for 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	

1) Summary of Recommended Changes – Copies & Duplication

The Legal Department conducted a study based on 2023-2024 public records request data and on average it took 1.6 minutes of redaction time for every 1-minute video. The average cost (salary and benefits) of the employees performing this work is \$46.66 per hour or \$0.77 per minute.

Removed fee for engineering standards manual as they are available online and maybe printed through personal printers or private vendors such as Kinkos, Office Depot, Staples, etc.

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 & Other Fees	
	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
	Body Worn Camera Recording* / Video Redaction Fee	\$0.77 per minute
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	<p>Note:</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> (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. 	
	<p>*Pursuant to RCW 42.56.240, the City 1) uses "redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable" pursuant to RCW 42.56.240(14)(f); and 2) will provide relief from the imposition of costs to those who demonstrate that they qualify for such relief pursuant to RCW 42.56.240(14)(e).</p>	
	Non Sufficient Funds (NSF) Fee	\$25.00
	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
	Community & Economic Development	
	Engineering Standards Manual	Cost plus 15%

2. Summary of Recommended Changes -Planning & Development Fees

General Increase in Hourly Rate

The current \$92.00 hourly rate will result in a \$600K shortfall in permit revenue achieving 100% cost recovery for 2025. Any failure to achieve full cost recovery will result in the general fund needing to make up the difference.

To avoid this the hourly rate was adjusted to \$120.00 to achieve full cost recovery. This prevents the general funds subsidizing of private development.

Base Fee

A \$90.00 non-refundable base fee was added to ensure permit intake processing costs were fully covered. In the past permits have been submitted and processed without fees being paid after a permit was deemed complete. These unpaid processing costs result in a direct impact to the general fund. The base fee will be paid at the time of submittal eliminating impacts to the general fund going forward.

Fee Type	Fee Amount
C. Planning and Development Fees	
Administrative Fee	
Base Fee	\$90.00
Technology Fee	2% of the total planning permit cost
Revenue & Finance - LMC Title 3	
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)	
Conditional Certificate Application	\$800.00 \$1,000.00
Extension of Conditional Certificate of Application (going from 8 to 12 year)	\$500.00 \$625.00
Final Certificate of Application	\$500.00 \$625.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$800.00 \$1,000.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$1200.00 \$1,500.00

Business License Fees

Existing business license fees were insufficient to cover the full 2025 cost of the licensing program. Increasing licensing fees to \$90.00 allows the program to achieve full cost recovery while affording additional monies for business recruiting and retention efforts in the city.

Fee Type	Fee Amount
C. Planning and Development Fees	
BUSINESS LICENSE FEE SCHEDULE-Business License & Regulation - LMC Title 5	
General Business License (GBL)	
General Business License (GBL)	\$60.00 \$90.00
Renewal of GBL	\$60.00
Specialty Business License Rates	
License Fee	
Temporary Business License	\$60.00
Temporary Business License Renewal	\$60.00
Pawnbroker Pawnshops	\$750.00 \$1,000.00
Second-hand and/or salvage dealers	\$150.00 \$250.00
Junk and/or salvage dealers	\$300.00 \$250.00
Transient Trader in second-hand property	\$53.00 \$250.00
Private Sales	No Fee
Flea Markets	\$750.00 \$1,500.00
Adult Cabaret Manager and Entertainer	
License Fee	
Adult Entertainment Establishment	\$1,125.00 \$2,500.00
Panoram Premises License	\$1,125.00 \$2,500.00
Panoram Device License	\$75.00 \$250.00 per device
Panoram Owner License	\$1,125.00 \$5,000.00
Panoram Manager License	\$113.00 \$500.00
Carnivals and Circuses	\$150.00 \$250.00 per day
- Five or less machines or devices	\$75.00 \$150.00 per week*
- Five or more	\$15.00 \$25.00 per week per device*
* Alternative to device fees	\$150.00 annual fee
Wrecker License	\$150.00 \$250.00
Public Dances, Cabarets, Dance Halls and Teenager Dances	
License Fee	
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	
License Fee	
Massage Business License	\$75.00 Based on Annual Gross Revenue
Massage Manager	\$75.00 No Fee
Bathhouses	
License Fee	
Public Bathhouse	\$750.00 \$150.00
Bathhouse Attendant	\$113.00 \$500.00
Bathhouse Manager	\$113.00 \$500.00
Other	
License Fee	
Outdoor Public Music Festivals	\$1,125.00 \$2,000.00
per day of festival event	
Bondsmen	\$750.00 \$1,500.00
Theaters	\$150.00 \$250.00 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 \$300.00
Commercial Kennel/Cattery (over 50 dogs/cats)	\$100.00 plus \$200.00 \$500.00
Solicitors and Peddlers	\$75.00 \$150.00 per solicitor or peddler

Rental Housing Safety Program

The Rental Housing Safety Programs \$12.00 flat rate fee results annually in a \$125K +/- shortfall to 100% cost recovery for the program. Increasing the rate to a \$50.00 base fee and a \$20.00 fee per additional unit fee allows the program to achieve 100% cost recovery. This prevents the general fund from subsidizing costs that should be paid by the rental owner.

Fee Type		Fee Amount
C. Planning and Development Fees		
Rental Housing Safety Program - LMC Title 5		
Rental Housing Safety		Permit Fee
Detached Single Family Rental Flat Fee Per Unit		\$12.00 \$50.00
Multi-Family Rental Flat Fee Per Unit		\$12.00 \$50.00 first unit, \$20.00 each additional unit
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 \$60.00

Geographical Information Systems

Changed the incremental rate of \$12.50 per 15 minutes to \$120.00 per hour.

Fee Type		Fee Amount
C. Planning and Development 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:		\$120.00 per hour
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

Public Works

2024 fees were divided by the existing hourly rate of \$92.00/hour to determine the number of hours allotted for review based on permit type. The number of review hours was then multiplied by the new \$120.00/hour rate to determine the 2025 permit fee.

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Public Works - LMC Title 12		
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
Project Value is defined as the value of all improvements outside the building footprint.		
Right-of-Way Development Fees		Permit Fee
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$184.00 \$240.00 plus any staff time in excess of 2 hours at \$92.00 \$120.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00 \$680.00
Oversize Load Permit (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)		Individual \$184.00 \$240.00 Annual \$552.00 \$680.00 Additional costs shall apply if police escorts or signal technician work is required.
Reinspection Fee (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)		\$92.00 \$680.00
General Inspection Fee (for inspection not otherwise listed)		\$92.00 per hour \$680.00
Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)		Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%) \$680.00
Professional Services Contracts (any private or public professional service contract needed)		Rate will be billed 100%, plus 10% administrative charges \$680.00
Pavement Degradation Fee (PDF): (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
Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)		\$1,840.00 \$1,920.00
Street Opening Permit (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.)		\$920.00 \$120.00 plus any staff time in excess of 10 hours at \$92.00 \$120.00 per hour

Environmental

Fees were recalculated using the new hourly rate of \$120.00.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
SEPA & Wetland Fees Environmental - LMC Title 14	
Projects Inside Downtown Subarea Plan Boundaries	
	Permit Fee
SEPA-Notice of Consistency with Planned Action State Environmental Policy Act (Process I and II applications LMC section)	\$120.00
Downtown Subarea Planned Action Transportation Mitigation Fee (TMF)	\$2,174.00 per PM peak hour trip
All Project Areas	
	Permit Fee
Critical Area Review	\$1,565.00
Flood Plain Agreement	\$480.00
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Planning & Public Works Department that the project is exempt from the Shoreline Master Program.)	\$150.00 \$190.00
Revised SEPA Determination	\$720.00
Environmental Impact Statement (EIS)	\$3,200.00 \$4,000.00 plus preparation at contract rate to be determined
SEPA-State Environmental Policy Act Checklist-Flat Rate (LMC Section)	\$1,565.00
SSDP - Shoreline Substantial Development Permit	\$2,300.00 \$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
SCUP - Shoreline Conditional Use Permit/Shoreline Variance	\$2,300.00 \$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Reasonable Use Exception other than residential (RUE)	\$1,840.00 \$2,300.00 plus \$2,500.00
⁽¹⁾ 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.	

Residential & Commercial Flat Fee

2024 fees were divided by the existing hourly rate of \$92.00 to determine the number of hours allotted for review based on permit type. The number of review hours was then multiplied by the new \$120.00 hourly rate to determine the 2025 permit fee. Fees were recalculated using the new hourly rate.

Six (6) different permit types were reduced to two (2) and a single fee was developed for demolition permits.

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Building & Construction Fees - LMC Title 15		
GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS Building Permit Fees		
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.		
Residential & Commercial	Plan review fees shall be 65 percent (65%) of the Building Permit Fee (Min 1 hour)	
Residential Building Permits Flat Fee		Permit Fee
Manufactured Home Setup Permit		\$240.00
Manufactured Home installed in a mobile home park		\$240.00
Demolition Permit-Single Family (including duplex)		\$200.00 \$240.00
Re-Roofing		\$240.00
Spa or Hot Tub		\$240.00
Pool		\$240.00
Commercial Building Flat Fee Permits		Permit Fee
Certificate of Occupancy		\$240.00
Temporary building installaton and removal (i,e, job shack/office)		\$240.00
Demolition Permit- Commercial/Multi-Family (including mobile home parks)		\$240.00
	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
Other		
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Mobile Home Setup Permit	\$184.00
Basic Development/Plan Set Fees		Permit Fee
Plan sets approved for construction which may be used multiple times on different lots.		
Setup Fee for Establishing a Basic Plan Set		\$240.00
Establish Basic Plan Set (See Valuation Table for Building Permit fee)		1/2 Residential Permit Fee
Utilization of Basic Plan Set		65% Residential Permit Fee and \$230
Revisions of Issued Building Permit (exempt from base application fee)		Permit Fee
Commercial Building Permits		\$720.00
Residential Building Permits		\$360.00

Miscellaneous Fees

Expedited plan review rates for LMC 12, 14, 15, 16, 18 were implemented as a new process for 2025. A 30% surcharge is being provided to cover planning & public works personnels time handling and inspecting the projects.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Miscellaneous Fees	
<p>Reinspection Fee-Per occurrence Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue.</p>	<p>Permit Fee \$120.00</p>
<p>Investigation Fee Whenever any work for which a permit is required by this code has commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees</p>	<p>\$120.00</p>
<p>Expedited Plan Review Building</p>	<p>City will retain the 65% Plans review Fee</p>
<p>Expedited Plan Review LMC Title: 12, 14, 15, 16, 18</p>	<p>30% in addition to the application cost</p>
<p>Washington State Building Code Council - surcharge per building permit. There is imposed a fee of six dollars and fifty cents on each residential building permit and a fee of twenty-five dollars for each commercial building permit issued by a county or a city, plus an additional surcharge of two dollars for each residential unit, but not including the first unit, on each building containing more than one residential unit. (RCW 19.27.085)</p>	<p>Residential: \$6.50 for 1st unit plus \$2.00 for each additional unit Commercial: \$25.00 each</p>
<p>State Building Code Council (SBCC) Surcharge—Residential</p>	<p>\$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</p>
<p>State Building Code Council (SBCC) Surcharge—Commercial</p>	<p>\$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</p>

General Comments

Hourly permit rates were updated from \$92.00 to \$120.00 to ensure full cost recovery in 2025.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
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 \$120.00 per hour (2 hour minimum).
3)	A reinspection fee shall be calculated at \$92.00 \$120.00 per occurrence.
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 \$120.00 per hour of staff time expended.
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 \$120.00 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.
12)	Review of minor additions or revisions to plans after permit issuance, \$92 \$120.00 per hour, minimum, one hour.
13)	Review of deferred submittals, \$92 \$120.00 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).

Mechanical Permit Fees

Flat rate fees were updated from \$92.00/hour to \$120.00/hour to ensure full cost recovery in 2025.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Mechanical Permit Fees (exempt from base application fee)	
New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00 \$240.00
Residential (Prescriptive Design)	\$175.00 \$240.00
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	Permit 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

Added new equipment unit schedule and fee for thermostat.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
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
Thermostat	\$12.00
Miscellaneous	\$18.00

Plumbing Permit Fees

Flat rate fees were updated from \$92.00/hour to \$120.00/hour to ensure full cost recovery in 2025..

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Plumbing Permit Fees		Permit Fee
New Single Family Residences and Duplex (per unit) flat fee		\$225.00 \$240.00
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

Added notes to clarify fees and additional charges.

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Plumbing Review Fees		Permit Fee
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
General		
1) All fees included plan review and two inspections		
2) Additional inspections fee will be calculated at the rate of \$93.50 per hour.		
3) After hour inspection fees will be calculated at the rate of \$140.25 per hour with a minimum of 2 hours.		
4) Work without permit: fees will be doubled for work being conducted without approved permits.		

Fire Permits

Rates were adjusted by West Pierce Fire and Rescue to achieve 100% cost recovery of their operating costs.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Fire Permit Fees - LMC Title 15	
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	
<i>(includes plan review, inspection and testing)</i>	
Permit Fee	
Underground Sprinkler Supply	\$325.00 \$280.00
New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.): Alternative Suppression Systems	
Permit Fee	
- 1 to 5 nozzles	\$200.00 \$280.00
- Over 5 nozzles	\$200.00 \$280.00 plus \$20.00 per
- Bottle(s)	\$30.00 per bottle
Above Ground Fire Sprinkler Systems	
Permit Fee	
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 (for the fire sprinkler systems are in addition to the permit fee)	25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements (relocation and addition to existing system)	valuation 20 percent (20%)
System	
\$270.00	
Standpipes (includes review, inspection and	
Permit Fee	
Temporary Standpipe	\$162.00 \$187.00
Class I	\$184.00 \$374.00
Class II	\$297.00 \$187.00
Class III	\$318.00 \$187.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Other Fire Code Construction permits	
Permit Fee	
Compressed Gases—Install, Modify, Repair or Abandon	\$200.00 \$280.00
Cryogenic Fluids—Install or Modify	\$200.00 \$280.00
Emergency Responder Communication Coverage System - Install or Modify	\$200.00 \$280.00
Energy Storage Systems	\$374.00
Fire Pumps Installations (includes review, inspection and testing fees)	\$540.00 \$280.00
Fuel Cell Power Systems	\$280.00
Gas Detection Systems	\$280.00
High-Piled Combustible Storage	\$280.00
Industrial Ovens —Installation	\$125.00 \$280.00
LP Gas —Installation of Storage and/or Distribution System	\$200.00 \$187.00
Motor Vehicle Repair Rooms and Booths	\$280.00
Private Fire Hydrants	\$187.00
Smoke Control or Smoke Exhaust Systems	\$280.00
Special Event Structure	\$187.00
Spraying or Dipping—Operations—Installation or Modification of Spray Booths, Room or Dip Tank	\$200.00 \$280.00
Temporary Membrane Structures or Tents	\$187.00
Flammable and Combustible Liquids	
Permit Fee	
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00
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	
Permit Fee	
New facility plan review – up to 2 hours plan review time and inspection	\$374.00
Plan review over 2 hours	\$93.50 per hour
System or facility modifications	\$280.00
Hazardous Materials—Installation, Repair, Abandon or Remove a Facility	\$125.00
Other Fees	
—Additional inspection fees may be—	\$50.00 for each additional inspection
—After hours inspections	\$75.00 hour (1-hour minimum)
Battery Systems—Capacity over 50 Gallons	\$125.00
Emergency Responder Radio Coverage System—Install or Modify	\$200.00
Solar/Polarvoltaic Power Systems (Commercial)—Installation and Modification	\$125.00
Fireworks Fees	
1) Fees for temporary fireworks stand permit	\$100.00
1)-2) Fees for a public display permit	\$245.00 \$280.00
2)-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	
3)-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

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
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
Fire Code Permit Fees	
All fire code operational permits required by section 105.5 shall be assessed a fee.	\$110.00
<i>The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.</i>	
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, Farmers 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 Insectidal	\$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

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Magnesium	\$110.00
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	\$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	\$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
Equipment Unit Schedule	Permit Fee
- 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
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

Land Use Subdivision

2024 fees were divided by the existing hourly rate of \$92.00/hour to determine the number of hours allotted for review based on permit type. The number of review hours was then multiplied by the new \$120.00/hour rate to determine the 2025 permit fee.

Staff Consultation was added for pre-permit activity which allows for a 30-minute meeting with staff that can within 12 months be credited to a permit on the same parcel the staff consult was for.

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Land Use & Subdivision - LMC Title 18		
Plat/Subdivision Fees-Pre Permit Activity		Permit Fee
Staff Consult (cross-functional mix of review team members thlp identify potential requirement for developing a single residential parcel (30 minute maximum))		\$240.00
Pre-Application Conference (detailed analysis, department prepares a meeting summary)		\$150.00 \$480.00 - Of this amount, \$100.00 \$240.00 can be applied to related permits filed within sixty (60)- 365 days of the preapplication conference
Hourly Rate Meeting (specific to LMC or project conditions, 1 hour minimum)		\$120.00
Administrative Land Subdivision & Land Use Decisions (Type I & II)		Permit Fee
Short Plat Subdivision (SPLAT)		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit ^(#)
Preliminary Amendment		\$1,565.00
Final Plat		\$2,869.00-\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)-Final Alteration		\$1,434.00-\$2,500.00 plus \$2,500 hearing ^(#)
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Binding Site Plans (BSP)		\$2,200.00 \$2,869.00
Binding Site Plan Alteration		\$1,434.00
Boundary Line Adjustments (BLA)/Lot		\$600.00
Recording Fees		Fees Not Included
Hearing Examiner and City Council Decisions (Type III & IV)		
If an application requires a Hearing Examiner decision, fees will be assessed. ⁽¹⁾		
Permit Type		Permit Fee
Conditional Use Permits (CUP) ⁽¹⁾		\$2,869.00 \$2,200.00 plus \$2,500.00 hearing examiner deposit ^(#)
Conditional Use Permit-Minor Modification		\$717.00
Conditional Use Permit-Major Modification ⁽¹⁾		\$1,434.00
Conditional Use Permit-Shoreline ⁽¹⁾		\$2,869.00
Plat Amendment (before final plat approval)-Plats Preliminary (PPLAT) ⁽¹⁾		\$4,565.00 + \$100.00 per lot
Preliminary Amendment - Minor Type II		\$1,565.00 \$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit ^(#)
Preliminary Amendment - Major Type III ⁽¹⁾		\$2,680.00 \$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit ^(#)
Final		\$2,869.00
Final Alteration ⁽¹⁾		\$1,565.00
Public Master Facilities Master Plan		\$2,869.00-\$2,200.00 plus \$2,500.00 hearing examiner deposit ^(#)

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Variances If an application requires a Hearing Examiner decision, fees will be assessed ⁽¹⁾		Permit Fee
Critical Area/Engineering/Shoreline/Zoning		
	Variance Type I	\$520.00
	Variance Type II	\$780.00
	Variance Type III (1)	\$1,565.00
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit ⁽²⁾
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
Appeals & Reconsiderations		Permit Fee
If an application requires a Hearing Examiner decision, Fees will be assessed ⁽¹⁾		
Reconsideration of a Decision of the Hearing Examiner ⁽¹⁾		\$391.00 \$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽²⁾
Appeal of the Administrative Officer's Decision ⁽¹⁾		\$587.00 \$450.00
Appeal of SEPA Determination ⁽¹⁾		\$587.00 \$450.00
Requests for Amendments to Plans & Regulations		Permit Fee
If an application requires a Hearing Examiner decision, Fees will be assessed (1)		
Amendments to the Comprehensive Plan & other related policy documents		\$2,740.00 \$2,100.00
Amendments to Development Regulations		\$3,391.00 \$2,600.00
Amendments to the Shoreline Master		\$4,173.00 \$3,200.00
Site-Specific Rezone		\$4,043.00 \$3,100.00
Small Wireless Facilities Fees		Permit Fee
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.		\$5,200.00 Deposit \$5,000.00
Small Wireless Facilities Fees (per facility)		Permit Fee
Small Wireless Facility Permit Fee (per facility)		\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$280.00 \$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.		\$280.00 \$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$280.00 \$1,000.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Significant Tree Removal Permit	Permit Fee
<p>Note:</p> <p>1. All fees subject to technology fee surcharge, rounded to the nearest whole number.</p> <p>2. Tree removal permit is separate from any SEPA application fee and related mitigation.</p> <p>3. For subarea plans, the tree removal fee is charged based on the underlying zoning.</p>	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$588.00 \$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 \$250.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00 \$250.00
Tree Removal Permit - Single Family & Mixed Residential Zoned Lots	Permit Fee
Tree Removal Permit - Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1, <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. 	

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Significant Tree Removal Permit		Permit Fee
Tree Removal Permit - Other Zones		Permit Fee
Tree removal permit—Multifamily zoned lots (MF1, MF2, MF3) • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees.		Permit required, \$125.00 \$100.00
• Lots within critical areas, shoreline setback, and/or with Garry oak tree(s).		Permit required, \$250.00 \$200.00
Tree removal permit—Industrial zoned lots (I1, I2, IBP) • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees.		Permit required, \$100.00
• Lots within critical areas, shoreline setback, and/or with Garry oak tree(s).		Permit required, \$200.00
Tree removal permit—Commercial, mixed use, neighborhood commercial zones • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees.		Permit required, \$100.00
• Lots within critical areas, shoreline setback, and/or with Garry oak tree(s).		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, \$375.00 \$300.00
Tree removal permit—Lots within the P/I zoning district.		Permit required, \$125.00 \$100.00
Permit is required because the proposed code may require replacement trees.		Permit required, \$125.00

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Tree Emergency Removal Permit		Permit Fee
Tree Emergency Removal Permit		
• Single family zoned lots		Permit required, \$125.00 No permit required, no fee.
• All other zoned properties located in the City of Lakewood. Permit is required because the proposed code may require replacement trees.		Permit required, \$125.00 No permit required, no fee.
Annexation Petitions		Permit Fee
	Notice of Intent to Commence	\$400.00 \$320.00
	Petition to Annex	\$3,260.00 \$2,500.00

Activity and Related Fees Removed from Fee Schedule

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	CEZ 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.	

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
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
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		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00
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
Residential RUE		\$500.00
Additional SEPA Review (See WAC 197-11-335)		No charge, except any third-party consultant costs to the City.

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
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
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	\$250.00
WTF Administrative Use Permit	\$800.00
WTF Conditional Use Permit	\$2,000.00
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
Residential RUE	\$500.00
Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.

3. Summary of Recommended Changes – Parks and Recreation Programs

Event Deposit

Refundable as long as there is no damage. Helps protect the City if there is damage or additional facility and staff fees.

Additional Fees

Staff coordinates two- and three-day events that include dry camping onsite. City code allows camping by special use permit.

Facility Use Cancellation/Reschedule/Refund

Clarified wording for category.

Fee Type	Fee Amount
DG: 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 50% of event permit fee
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, camping , 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/Refund	
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	(75% refunded) 25% retained by City

Large shelters at Regional Parks

Compared a dozen other parks in the area. Lakewood is on the low end of the average. Fee has not increased in over 10 years.

Small shelters at Regional Parks

Compared other parks in the area. \$100 is the average. Recommending an increase of \$25 to align with the increase for the large shelters as well as limited places to rent so highly desired facilities.

Pavilion

Compared like facilities at other parks in the area. Lakewood is on the low end of the average. Recommending an increase to meet market rate. Fee includes staffing cost for facility attendant.

Pavilion Deposit

Refundable as long as there is no damage. Helps protect city investment if there is damage or if additional facility and/or staff fees are required due to early /late use.

Additional Hourly Fee

Recommending an increased hourly rate for activities that are longer than 8 hours, start or end outside of operational hours or to discourage renters not complying with contracted times. This fee will offset staff and facility expenses for impacts outside of regular operations.

Custodial Charge

Changed title to clarify that a custodian will sanitize the facility after use. City typically contracts for services. Recommending an increase to \$200 to keep up with market rate.

Fee Type		Fee Amount
DG	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 \$225.00
	Small Picnic Shelters - per day, year round	
	May require a special use permit.	\$100.00 \$125.00
	Pavilion	
	Hourly Rate (4 hour minimum)	\$150.00 \$200.00 per hour
	Additional Hourly fee if over 8 hours, before/after operational hours or contracted hours	\$250.00 per hour
	Deposit (*refundable)	\$500.00 50% of rental cost
	Cleaning Fee Custodial Charge	\$185.00 \$200.00

Home Baseball Field Hourly Fee

Clarification that the hourly rate only applies to weekdays.

Fee Type		Fee Amount
DG	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Fort Steilacoom Park, American Lake Park and Harry Todd Park	
	Home Baseball Field Complex (Field 1)	
	Home Field -per day	\$600.00
	Home Field - hourly rate (Monday- Friday) (2 hour minimum)	\$70.00
	Lights	\$25 per hour
	Scoreboard	\$25 per hour
	Facility Staff	\$40 per hour
	Batting Cage	\$50 per hour

Jumpy House Permits

Removing the ability for personal use of blow-up jumpy houses at the park. Jumpy Houses are considered high risk and require additional requirements to be met to include L&I inspections and insurance per our risk management pool recommendations. Individuals shelter renters are not disclosing this activity or following proper protocols which can put the city at risk. Jumpy Houses can still be included as part of a special use permit as additional logistics and risk management elements are included and verified for compliance.

Neighborhood Shelters

Comparison with other parks in the area. \$100 is the average. Recommending an increase to \$80 to continue to support local use.

Fee Type		Fee Amount
DG.	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.	\$60.00 \$80.00 per day

4. Renumbered Sections

Renumbered Police related fees due based on changes above.

Fee Type		Fee Amount
EL.	ANIMAL CONTROL LICENSING FEES	
	Police	

Fee Type		Fee Amount
FM.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	

RESOLUTION NO. 2024-14

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood 2025 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 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter City Attorney

2025 FEE SCHEDULE
Resolution 2024-14 Adopted by City Council on November 18, 2024

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 & Other Fees	
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
Body Worn Camera Recording* / Video Redaction Fee	\$0.77 per minute
Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
<p>Note:</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> (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. 	
<p>*Pursuant to RCW 42.56.240, the City 1) uses "redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable" pursuant to RCW 42.56.240(14)(f); and 2) will provide relief from the imposition of costs to those who demonstrate that they qualify for such relief pursuant to RCW 42.56.240(14)(e).</p>	
Non Sufficient Funds (NSF) Fee	\$25.00
Extra Duty Contracts - Administrative Fee	\$2.00 per hour
Extra Duty Contracts - Processing Fee	\$10.00 per invoice
Lien Filing Fee	\$50.00 plus all recording fees
B. 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.	

Fee Type	Fee Amount
C. Planning and Development Fees	
Administrative Fee	
Base Fee	\$90.00
Technology Fee	2% of the total planning permit cost
Revenue & Finance - LMC Title 3	
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)	
Conditional Certificate Application	\$1,000.00
Extension of Conditional Certificate of Application (going from 8 to 12 year)	\$625.00
Final Certificate of Application	\$625.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$1,000.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$1,500.00
Business License & Regulation - LMC Title 5	
General Business License (GBL)	
General Business License (GBL)	\$90.00
Specialty Business License Rates	
License Fee	
Temporary Business License	\$60.00
Temporary Business License Renewal	\$60.00
Pawnbroker Pawnshops	\$1,000.00
Second-hand and/or salvage dealers	\$250.00
Junk and/or salvage dealers	\$250.00
Transient Trader in second-hand property	\$250.00
Private Sales	No Fee
Flea Markets	\$1,500.00
Adult Entertainment Establishment	\$2,500.00
Panoram Premises License	\$2,500.00
Panoram Device License	\$250.00 per device
Panoram Owner License	\$5,000.00
Panoram Manager License	\$500.00
Carnivals and Circuses	\$250.00 per day
- Five or less machines or devices	\$150.00 per week*
- Five or more	\$25.00 per week per device*
* Alternative to device fees	\$150.00 annual fee
Wrecker License	\$250.00
Public Dances, Cabarets, Dance Halls and Teenager Dances	
License Fee	
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	
License Fee	
Massage Business License	Based on Annual Gross Revenue
Massage Manager	No Fee

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Business License & Regulation - LMC Title 5 (continued)	
Bathhouses	License Fee
Public Bathhouse	\$150.00
Bathhouse Attendant	\$500.00
Bathhouse Manager	\$500.00
Other	License Fee
Outdoor Public Music Festivals	\$2,000.00 per day of festival event
Bondsman	\$1,500.00
Theaters	\$250.00 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)	\$300.00
Commercial Kennel/Cattery (over 50 dogs/cats)	\$500.00
Solicitors and Peddlers	\$150.00 per solicitor or peddler
Rental Housing Safety Program - LMC Title 5	
Rental Housing Safety	Permit Fee
Detached Single Family Rental Flat Fee Per Unit	\$50.00
Multi-Family Rental Flat Fee Per Unit	\$50.00 first unit, \$20.00 each additional unit
<p>Late Fee for Rental Housing Registration (up to one month past due):</p> <p>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.</p>	
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	\$60.00
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.	\$120.00 per hour

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Public Works - LMC Title 12		
Site Development Permit		
	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
Project Value is defined as the value of all improvements outside the building footprint.		
Right-of-Way Development Fees		Permit Fee
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$240.00 plus any staff time in excess of 2 hours at \$120.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$680.00
Oversize Load Permit (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)		Individual \$240.00 Annual \$680.00 Additional costs shall apply if police escorts or signal technician work is required.
Reinspection Fee (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)		\$680.00
General Inspection Fee (for inspection not otherwise listed)		\$680.00
Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)		\$680.00
Professional Services Contracts (any private or public professional service contract needed)		\$680.00
Pavement Degradation Fee (PDF): (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
Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)		\$1,920.00
Street Opening Permit (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.)		\$120.00 plus any staff time in excess of 10 hours at \$120.00 per hour

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Environmental - LMC Title 14	
Projects Inside Downtown Subarea Plan Boundaries	
SEPA-Notice of Consistency with Planned Action State Environmental Policy Act (Process I and II applications LMC section)	\$120.00
Downtown Subarea Planned Action Transportation Mitigation Fee (TMF)	\$2,174.00 per PM peak hour trip generated
All Project Areas	
Permit Fee	
Critical Area Review	\$1,565.00
Flood Plain Agreement	\$480.00
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Planning & Public Works Department that the project is exempt from the Shoreline Master Program.)	\$190.00
Revised SEPA Determination	\$720.00
Environmental Impact Statement (EIS)	\$4,000.00 plus preparation at contract rate to be determined
SEPA-State Environmental Policy Act Checklist-Flat Rate (LMC Section)	\$1,565.00
SSDP - Shoreline Substantial Development Permit	\$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽ⁿ⁾
SCUP - Shoreline Conditional Use Permit/Shoreline Variance	\$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽ⁿ⁾
Reasonable Use Exception other than residential (RUE)	\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽ⁿ⁾
⁽ⁿ⁾ 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.	

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Building & Construction Fees - LMC Title 15	
Building Permit Fees	
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 Construction Costbook 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.
Plan Review Fees	
Residential & Commercial	Plan review fees shall be 65 percent (65%) of the Building Permit Fee (Min 1 hour)
Residential Building Permits Flat Fee	
Manufactured Home Setup Permit	\$240.00
Manufactured Home installed in a mobile home park	\$240.00
Demolition Permit-Single Family (including duplex)	\$240.00
Re-Roofing	\$240.00
Spa or Hot Tub	\$240.00
Pool	\$240.00
Commercial Building Flat Fee Permits	
Certificate of Occupancy	\$240.00
Temporary building installation and removal (i.e, job shack/office)	\$240.00
Demolition Permit- Commercial/Multi-Family	\$240.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Basic Development/Plan Set Fees	
Plan sets approved for construction which may be used multiple times on different lots.	Permit Fee
Setup Fee for Establishing a Basic Plan Set	\$240.00
Establish Basic Plan Set (See Valuation Table for Building Permit fee)	1/2 Residential Permit Fee
Utilization of Basic Plan Set	65% Residential Permit Fee and \$230.00
Revisions of Issued Building Permit (exempt from base application fee)	
Permit Fee	
Commercial Building Permits	\$720.00
Residential Building Permits	\$360.00
Miscellaneous Fees	
Permit Fee	
Reinspection Fee-Per occurrence Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue.	\$120.00
Investigation Fee Whenever any work for which a permit is required by this code has commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees	\$120.00
Expedited Plan Review Building	City will retain the 65% Plans review Fee
Expedited Plan Review LMC Title: 12, 14, 15, 16, 18	30% in addition to the application cost
Washington State Building Code Council - surcharge per building permit. There is imposed a fee of six dollars and fifty cents on each residential building permit and a fee of twenty-five dollars for each commercial building permit issued by a county or a city, plus an additional surcharge of two dollars for each residential unit, but not including the first unit, on each building containing more than one residential unit. (RCW 19.27.085)	Residential: \$6.50 for 1st unit plus \$2.00 for each additional unit Commercial: \$25.00 each

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
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 \$120.00 per hour (2 hour minimum).
3)	A reinspection fee shall be calculated at \$120.00 per occurrence.
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$120.00 per hour of staff time expended.
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$120.00 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.
12)	Review of minor additions or revisions to plans after permit issuance, \$120.00 per hour, minimum, one hour.
13)	Review of deferred submittals, \$120.00 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. <u>This work is limited to improvements of previously unoccupied space.</u>
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).
Mechanical Permit Fees (exempt from base application fee)	
New Single Family Residences and Duplex (per unit) Flat Fee	\$240.00
Residential (Prescriptive Design)	\$240.00
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	Permit 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.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
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
Thermostat	\$12.00
Miscellaneous	\$18.00
Plumbing Fees	Permit Fee
New Single Family Residences and Duplex (per unit) flat fee	\$240.00
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.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Plumbing Review Fees	Permit Fee
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
General	
1) All fees included plan review and two inspections	
2) Additional inspections fee will be calculated at the rate of \$93.50 per hour.	
3) After hour inspection fees will be calculated at the rate of \$140.25 per hour with a minimum of 2 hours.	
4) Work without permit: fees will be doubled for work being conducted without approved permits.	
Fire Permit Fees - LMC Title 15	
Fire Alarm Systems	Permit Fee
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	Permit Fee
Underground Sprinkler Supply	\$280.00
Alternative Suppression Systems	Permit Fee
- 1 to 5 nozzles	\$280.00
- Over 5 nozzles	\$280.00 plus \$20.00 per nozzle over 5
- Bottle(s)	\$30.00 per bottle
Above Ground Fire Sprinkler Systems	Permit Fee
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 (for the fire sprinkler systems are in addition to the permit fee)	25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements (relocation and addition to existing system)	valuation 20 percent (20%)
Standpipes (includes review, inspection and	Permit Fee
Temporary Standpipe	\$187.00
Class I	\$374.00
Class II	\$187.00
Class III	\$187.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Other Fire Code Construction permits	Permit Fee
Compressed Gases	\$280.00
Cryogenic Fluids	\$280.00
Emergency Responder Communication Coverage System - Install or Modify	\$280.00
Energy Storage Systems	\$374.00
Fire Pumps	\$280.00
Fuel Cell Power Systems	\$280.00
Gas Detection Systems	\$280.00
High-Piled Combustible Storage	\$280.00
Industrial Ovens	\$280.00
LP Gas	\$187.00
Motor Vehicle Repair Rooms and Booths	\$280.00
Private Fire Hydrants	\$187.00
Smoke Control or Smoke Exhaust Systems	\$280.00
Special Event Structure	\$187.00
Spraying or Dipping	\$280.00
Temporary Membrane Structures or Tents	\$187.00
Flammable and Combustible Liquids	Permit Fee
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00
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	Permit Fee
New facility plan review – up to 2 hours plan review time and inspection	\$374.00
Plan review over 2 hours	\$93.50 per hour
System or facility modifications	\$280.00
Fireworks Fees	
1) Fees for a public display permit	\$280.00
2) 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	
3) 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

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
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
Fire Code Permit Fees	
All fire code operational permits required by section 105.5 shall be assessed a fee.	\$110.00
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.	
Equipment Unit Schedule	Permit Fee
- 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

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Land Use & Subdivision - LMC Title 18	
Pre Permit Activity	Permit Fee
Staff Consult (cross-functional mix of review team members thlp identify potential requirement for developing a single residential parcel (30 minute maximum))	\$240.00
Pre-Application Conference (detailed analysis, department prepares a meeting summary)	\$480.00 - Of this amount, \$240.00 can be applied to related permits filed within 365 days of the preapplication conference
Hourly Rate Meeting (specific to LMC or project conditions, 1 hour minimum)	\$120.00
Administrative Land Subdivision & Land Use Decisions (Type I & II)	
Permit Fee	
Short Plat Subdivision (SPLAT)	
Preliminary	\$3,850.00
Preliminary Amendment	\$1,565.00
Final	\$2,869.00
Final Alteration	\$1,434.00
Binding Site Plans (BSP)	\$2,869.00
Binding Site Plan Alteration	\$1,434.00
Hearing Examiner and City Council Decisions (Type III & IV)	
If an application requires a Hearing Examiner decision, fees will be assessed. ⁽¹⁾	
Permit Type	Permit Fee
Conditional Use Permits (CUP) ⁽¹⁾	\$2,869.00
Conditional Use Permit-Minor Modification	\$717.00
Conditional Use Permit-Major Modification ⁽¹⁾	\$1,434.00
Conditional Use Permit-Shoreline ⁽¹⁾	\$2,869.00
Plats Preliminary (PPLAT) ⁽¹⁾	\$4,565.00 + \$100.00 per lot
Preliminary Amendment - Minor Type II	\$1,565.00
Preliminary Amendment - Major Type III ⁽¹⁾	\$2,680.00
Final	\$2,869.00
Final Alteration ⁽¹⁾	\$1,565.00
Public Facilities Master Plan	\$2,869.00

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Variations If an application requires a Hearing Examiner decision, fees will be assessed ⁽¹⁾		Permit Fee
Critical Area/Engineering/Shoreline/Zoning		
	Variance Type I	\$520.00
	Variance Type II	\$780.00
	Variance Type III ⁽¹⁾	\$1,565.00
Appeals & Reconsiderations		
If an application requires a Hearing Examiner decision, Fees will be assessed ⁽¹⁾		Permit Fee
Reconsideration of a Decision of the Hearing Examiner ⁽¹⁾		\$391.00
Appeal of the Administrative Officer's Decision ⁽¹⁾		\$587.00
Appeal of SEPA Determination ⁽¹⁾		\$587.00
Requests for Amendments to Regulations		
If an application requires a Hearing Examiner decision, Fees will be assessed (1)		Permit Fee
Amendments to the Comprehensive Plan & other related policy documents		\$2,740.00
Amendments to Development Regulations		\$3,391.00
Amendments to the Shoreline Master Program		\$4,173.00
Site-Specific Rezone		\$4,043.00
Small Wireless Facilities Fees		Permit Fee
Small Wireless Franchise Fee Deposit. Requires a deposit 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		\$5,200.00 Deposit
Small Wireless Facilities Fees (per facility)		Permit Fee
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$280.00
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.		\$280.00
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$280.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Significant Tree Removal Permit	Permit Fee
<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)	\$588.00 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, \$250.00
Permit to Remove Heritage Tree Designation	Permit required, \$250.00
Tree Removal Permit - Single Family & Mixed Residential Zoned Lots	Permit Fee
Zoned lots less than 10,000 square feet in size and: - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical area.	No permit required.
Zoned lots less than 10,000 square feet in size and: - With one (1) or more Garry oaks located thereon; and/or - Lot within a shoreline setback; and/or - Lot located within a critical area.	Permit required, \$125.00
Zoned lots greater than 10,000 square feet in size. Zoned lots greater than 10,000 square feet in size and: - 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.	Permit required, \$125.00 Permit required, \$125.00
Tree Removal Permit - Other Zones	Permit Fee
• Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees.	Permit required, \$125.00
• Lots within critical areas, shoreline setback, and/or with Garry oak tree(s).	Permit required, \$250.00
OSR1 zoning district	Permit required, but no fee.
OSR2 zoning district.	Permit required, \$375.00
P/1 zoning district.	Permit required, \$125.00
Permit is required because the proposed code may require replacement trees.	Permit required, \$125.00
Tree Emergency Removal Permit	Permit Fee
• Single family zoned lots	Permit required, \$125.00
• All other zoned properties located in the City of Lakewood.	Permit required, \$125.00
Annexation Petitions	Permit Fee
Notice of Intent to Commence	\$400.00
Petition to Annex	\$3,260.00

Fee Type	Fee Amount
D. 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	50% of event permit fee
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, camping, 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/Refund	
Administrative Fee	\$10.00 (non-refundable)
Less than 30 days prior to use	(0%) 100% retained by City
31-60 days prior to use	(50% refunded) 50% retained by City
More than 61 days prior to use	(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	
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)

Fee Type	Fee Amount
D. 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.	\$225.00
Small Picnic Shelters - per day, year round May require a special use permit.	\$125.00
Pavilion	
Hourly Rate (4 hour minimum)	\$200.00 per hour
Additional Hourly fee if over 8 hours, before/after operational hours or contracted hours	\$250.00 per hour
Deposit (*refundable)	50% of rental cost
Custodial Charge	\$200.00
*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 rate (Monday- Friday) (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 (<i>will go towards tournament fees</i>)	\$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

Fee Type	Fee Amount
D. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Other Fees	
Open Space: Requires a special use permit.	\$100.00 - \$200.00
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.	\$80.00 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.	

Fee Type	Fee Amount
E. 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.	
F. 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

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 18, 2024 REVIEW: October 28, 2024 Study Session November 4, 2024 Public Hearing	TITLE: Resolution 2024-15, Establishing the 2025 Docket of Comprehensive Plan Land Use / Zoning Map and Policy Amendments ATTACHMENTS: Resolution 2024-15	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE NO. <input checked="" type="checkbox"/> RESOLUTION NO. 2024-15 <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
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SUBMITTED BY: Tiffany Speir, Planning Division Manager through Jeff Rimack, Planning & Public Works (PPW) Department Director

RECOMMENDATION: That the City Council adopt Resolution 2024-15 to set the 2025 Comprehensive Plan and Development Regulation amendment cycle docket list.

DISCUSSION: Included in **Exhibit A** is Resolution 2024-15, which sets the docket list for the 2025 Comprehensive Plan and Development Regulation amendment cycle. Per the discussion at the study session, potential amendments 2025-08 (regarding establishing a retail sales and use tax deferral program for the conversion of commercial buildings to provide affordable housing, under certain conditions), 2025-09 (regarding expanding the Station District Subarea to include Springbrook), and 2025-10 (regarding “developing a unified land use identity and function for the District/Area North of Steilacoom Blvd and West of South Tacoma Way”) have been removed from the Resolution. Amendment 2025-12 (regarding preparing for the 2025 PSRC review of the City’s regional growth center) has been added.

ALTERNATIVE(S): The City Council could amend Resolution 2024-15 before taking action to adopt it; the City Council could also not adopt the Resolution.

FISCAL IMPACT: This Resolution has no fiscal impact to the City.

Prepared by: <u>Tiffany Speir, Planning Division Manager</u> <u>Jeff Rimack, Department Director</u>	 _____ City Manager Review
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ATTACHMENT A

RESOLUTION NO. 2024-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, ESTABLISHING THE 2025 DOCKET OF COMPREHENSIVE PLAN LAND USE/ ZONING MAP AND POLICY AMENDMENTS

WHEREAS, under RCW 36.70A.130(2), Comprehensive Plan policy or map amendments may be initiated by the City or by other entities, organizations, or individuals through petitions filed with the City on or before the last business day of July of each year; and

WHEREAS, the City of Lakewood received timely applications to amend the Comprehensive Plan and Land Use & Development Regulations in 2025; and

WHEREAS, on July 1, 2024, the Planning & Public Works (PPW) Department published a Notice of Application Availability on the City's website and in the City Manager's Bulletin; and

WHEREAS, on September 20, 2024 the PPW Department published a Notice of Public Hearing in The News Tribune; and

WHEREAS, On September 18, and October 2, 2024, the Planning Commission held duly noticed public hearings on the proposed 2025 Comprehensive Plan Zoning Map and Text Amendment docket; and

WHEREAS, on October 2, 2024, the Lakewood Planning Commission reviewed the applications, docketing recommendations, and public comment; and

WHEREAS, also on October 2, 2024, the Lakewood Planning Commission adopted a motion approving docketing recommendations to the Lakewood City Council; and

WHEREAS, on October 28, 2024, the Lakewood City Council reviewed the docketing recommendations from the Planning Commission; and

WHEREAS, on November 4, 2024, the Lakewood City Council held a duly noticed public hearing on the proposed docketing recommendations; and

WHEREAS, amendment proposals placed on the docket will undergo further public, agency, and environmental review, consideration by the Planning Commission, and final consideration by the Lakewood City Council; however, placing a proposal on the docket does not guarantee or imply its ultimate approval.

NOW, THEREFORE BE IT RESOLVED by the Lakewood City Council:

The Council finds that each of the applications summarized below sufficiently meet the docketing criteria and are hereby included in the 2025 Lakewood

Comprehensive Plan and Land Use & Development Code docket (see full application details in **EXHIBIT A**.)

MAP AND TEXT AMENDMENT APPLICATIONS

- 2025-01 “Co-Living Housing” Amendments for consistency with ESHB 1998**
- 2025-02 Updates to Comprehensive Plan Capital Facilities Element, Parks Element, and Utilities Element for consistency with E2SHB 1181 (Climate Change & Resiliency)**
- 2025-03 Updates to Lakewood Development Regulations for Middle Housing for consistency with E2SHB 1110**
- 2025-04 Regulatory amendments for consistency with SB 5792 “Concerning the definition of multiunit residential buildings”**
- 2025-05 Regulatory amendments regarding residential parking for consistency with SSB 6015**
- 2025-06 Technical Updates to the Municipal Code regarding Civic Uses**
- 2025-07 Adoption of 2025-2029 Commute Trip Reduction (CTR) Plan**
- 2025-11 Private request for parcel 0319061001 to be redesignated/rezoned from exclusively Air Corridor (AC) / Air Corridor 1 (AC1) to “split zoning” of AC / AC1 and Industrial (I) / Industrial 1 (I1).**
- 2025-12 Review, and if needed, amend, the Lakewood Regional Growth Center (RGC) and Downtown Subarea Plan, Regulations, and Planned Action for consistency with PSRC’s Regional Centers Framework Requirements**

PASSED by the City Council this 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Approved as to Form:

Briana Schumacher, City Clerk

Heidi Ann Wachter, City Attorney

EXHIBIT A
PROPOSED 2025 COMPREHENSIVE PLAN MAP AND TEXT AMENDMENTS

2025-01 Co-Living Housing Amendments for consistency with ESHB 1998¹

This amendment would edit to the Comprehensive Plan and development regulations per [2024 ESHB 1998](#), “Concerning co-living housing”, which requires Lakewood to allow co-living housing on any lot located within an urban growth area that allows at least six (6) multifamily residential units. The bill prohibits imposing certain regulations on co-living housing. In summary:

By December 31, 2025, Lakewood must adopt development regulations allowing co-living housing on any lot that allows at least six (6) multifamily residential units, including on a lot zoned for mixed use development.

In addition, Lakewood may not require co-living housing to:

- contain room dimensional standards larger than that required by the State Building Code, including dwelling unit size, sleeping unit size, room area, and space;
- provide a mix of unit sizes or number of bedrooms; or
- include other uses.

Lakewood may not require co-living housing to provide off-street parking within 0.5 miles walking distance of a major transit stop or provide more than 0.25 off-street parking spaces per sleeping unit, unless:

- the City submits to the Department of Commerce (Commerce) an empirical study prepared by a credentialed transportation or land use planning expert that clearly demonstrates, and Commerce finds and certifies, that the application of the off-street parking limitations for co-living housing will be significantly less safe for vehicle drivers or passengers, pedestrians, or bicyclists than if the jurisdiction's parking requirements were applied to the same location.

Lakewood may not:

- require any standards for co-living housing that are more restrictive than those required for other types of multifamily residential uses in the same zone;
- exclude co-living housing from participating in affordable housing incentive programs;
- treat a sleeping unit in co-living housing as more than 0.25 of a dwelling unit for purposes of calculating dwelling unit density; and
- treat a sleeping unit in co-living housing as more than 0.5 of a dwelling unit for purposes of calculating fees for sewer connections, unless the city or

¹ ESHB 1198 adds a new section to RCW 36.70A

county makes a finding, based on facts, that the sewer connection fees should exceed the one-half threshold.

Lakewood may only require a review, notice, or public meeting for co-living housing that is required for other types of residential uses in the same location, unless otherwise required by state law.

Any action taken by Lakewood to implement co-living housing requirements is not subject to a legal challenge under the GMA or the State Environmental Policy Act (SEPA).

2025-02 Updates to Comprehensive Plan Capital Facilities Element, Parks (Climate Change & Resiliency) Element, and Utilities Element for consistency with 2024 E2SHB 1181²

This amendment would include edits to the Comprehensive Plan as required under [2024 E2SHB 1181](#), “Improving the state's response to climate change by updating the state's planning framework.” E2SHB 1181 lays out significant updates required to local Comprehensive Plans and development regulations between 2025 and 2029; this amendment includes those edits to the Comprehensive Plan that must be adopted by June 30, 2025, including:

- Update the Capital Facilities Element inventory of existing capital facilities owned by public entities to include green infrastructure;
- Update the Parks & Recreation Element to include a tree canopy evaluation; and
- Update the Utilities Element to include the general location, proposed location, and capacity of all existing and proposed utilities, including electrical, telecommunications, and natural gas systems.

2025-03 Updates to Lakewood Development Regulations for Middle Housing for consistency with 2023 E2SHB 1110³

As part of the 2024 Periodic Review, Lakewood adopted significant changes to its zoning and development regulations to allow for middle housing and accessory dwelling units in its historically single-family areas.

Amendment 2025-03 would include any additional edits to development regulations to ensure full compliance with [2023 E2SHB 1110](#), “Increasing middle housing in areas traditionally dedicated to single-family detached housing.” Relevant E2SHB 1110 excerpts follow:

² E2SHB 1181 amends RCW 36.70a.020, .030, .070, .130, .190, .280, .320, and .480; RCW 43.20; RCW 43.21C; RCW 47.80; RCW 70A.45; RCW 70A.125.180; RCW 86.12.200; and RCW 90.58

³ E2SHB 1110 amends RCW 36.70A.030, .280; RCW 43.21C.450, .495; RCW 64.32; RCW 64.34; RCW 64.38; and RCW 64.90

Lakewood must include specific provisions related to middle housing in their development regulations. The City:

- may only apply administrative design review for middle housing;
- may not require standards for middle housing that are more restrictive than those required for detached single-family residences;
- must apply to middle housing the same development permit and environmental review processes that apply to detached single-family residences, unless otherwise required by state law; is not required to achieve the per-unit density on lots after subdivision below 1,000 square feet unless Lakewood chooses to enact smaller allowable lot sizes;
- must also allow zero lot line short subdivisions where the number of lots created is equal to the unit density required;
- may not require off-street parking as a condition of permitting development of middle housing within 0.5 miles walking distance of a major transit stop;
- may not require more than one off-street parking space per unit as a condition of permitting development of middle housing on lots smaller than 6,000 square feet before any zero lot line subdivisions or lot splits; and
- may not require more than two off-street parking spaces per unit as a condition of permitting development of middle housing on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

A SEPA categorical exemption is established for development regulations that remove parking requirements for infill development.

Lakewood may not approve a building permit if other federal, state, and local requirements for a building permit are not met, including adequate water supply requirements. If an area zoned for residential use is currently served only by private wells, group B water systems, or group A water systems with less than 50 connections, or if a city or water providers within the city do not have an adequate water supply or available connections to serve the zoning increase, the city may limit the areas subject to the density requirements to match current water availability.

Development may be limited to two units per lot in an area served only by onsite sewage systems until either the landowner or local government provides sewer service or demonstrates a sewer system will serve the development at the time of construction.

Note: Lakewood is not required to update its Capital Facilities Plan Element to accommodate the increased housing until its first Comprehensive Plan update required on or after June 30, 2034, unless Commerce grants a timeline extension.

This amendment would also ensure consistency with [2024 EHSB 2321](#)⁴ that updated requirements in [2023 E2SHB 1110](#). [EHSB 2321](#) is summarized below:

- the minimum density requirements for residential lots within 0.25 miles walking distance of a major transit stop must be applied to any bus rapid transit stop under construction;
- the exemption from minimum density requirements for lots with critical areas or their buffers is limited to that portion of a lot, parcel, or tract with a critical area or buffer except for critical aquifer recharge areas where a single-family detached house is an allowed use, provided that any requirements to maintain aquifer recharge are met. Until June 30, 2026, any additional residential capacity required by lots, parcels, or tracts with critical areas or critical area buffers may not be considered an inconsistency with countywide planning policies, multicounty planning policies, or growth targets;
- lots created through the splitting of a single residential lot and areas designated as sole source aquifers by the United States Environmental Protection Agency on islands in the Puget Sound are exempt from the middle housing and minimum density requirements;
- Lakewood allow at least six of the nine types of middle housing. The fourunit limit in the definition of courtyard apartments is removed;
- Lakewood may not require more than one off-street parking space per unit for middle housing constructed on lots that are exactly 6,000 square feet before any zero lot line subdivisions or lot splits; and
- in applying objective development regulations to middle housing, Lakewood may apply regulations related to set-back, lot coverage, stormwater, clearing, and tree canopy and retention requirements, and language related to compliance with existing ordinances intended to protect critical areas and public health and safety is removed.

2025-04 Regulatory amendments for consistency with 2024 SB 5792⁵

2025-04 would amend development regulations as needed for consistency with [2024 SB 5792](#), “Concerning the definition of multiunit residential buildings”:

- Buildings with 12 or fewer units that are no more than three stories are excluded from the definition of multiunit residential building if one story is utilized for above or below ground parking, or retail space.

⁴ EHSB 2321 amends RCW 36.70A.030 and .635

⁵ SB 5792 amends RCW 64.55.010

2025-05 Regulatory amendments regarding residential parking for consistency with SSB 6015⁶

This amendment would ensure consistency with [2024 SSB 6015](#), “Concerning residential parking configurations.” In summary:

- garages and carports may not be required as a way to meet minimum parking requirements for residential development;
- parking spaces that count towards minimum parking requirements may be enclosed or unenclosed;
- parking spaces in tandem count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet, with any necessary provisions for turning radius;
- the existence of non-conforming gravel surfacing in existing designated parking areas may not be a reason for prohibiting the use of existing space in the parking area to meet local parking standards;
- parking spaces may not be required to exceed 8 feet by 20 feet, except for required parking for people with disabilities; and
- parking spaces that consist of grass block pavers may count towards minimum parking regulations.

Existing parking spaces that do not conform to these requirements are not required to be modified or resized, except for compliance with the Americans with Disabilities Act. Existing paved parking lots are not required to change the size of existing parking paces during resurfacing if doing so will be more costly or require significant reconfiguration of the parking space locations.

Lakewood also may not require off-street parking as a condition of permitting a residential project if compliance with tree retention would otherwise make a proposed residential development or redevelopment infeasible.

2025-06 Technical Updates to the Municipal Code regarding Civic Uses

This amendment would correct unintentional various text omissions in portions of the municipal code that occurred during the 2019 rewrite of Lakewood Municipal Code (LMC) Title 18A regarding where Civic Uses are allowed.

Precise language consistent with current state law will be developed if the City Council approves the inclusion of this amendment in the 25CPA docket.

2025-07 Adoption of 2025-2029 Commute Trip Reduction (CTR) Plan

Lakewood must approve its 2025-2029 Commute Trip Reduction (CTR) Plan no later than June 30, 2025. The CTR state law mandates four major actions to accomplish the program’s purposes:

⁶ SSB 6015 adds a section to RCW 36.70A

- Lakewood must develop and implement a CTR ordinance and a CTR plan and engage major employers to provide CTR programs.
- WSDOT must create and implement a statewide CTR plan.
- Regional planning organizations must create and implement a CTR plan.
- The state must provide support and leadership.

The CTR Program is codified in the Washington Clean Air Act, RCW Chapter 70A.15. Rules for the program are codified in WAC Chapter 468-63.

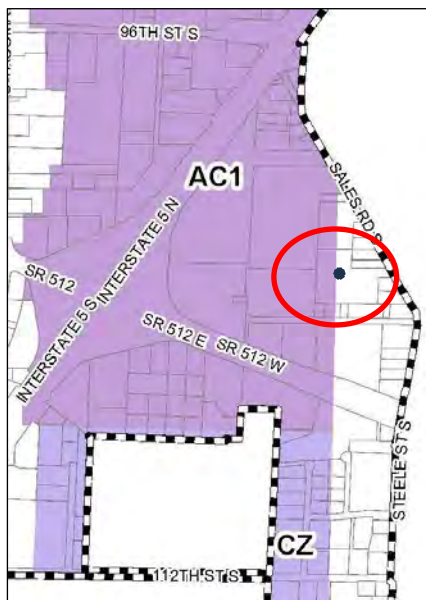
2025-11 Private request for parcel 0319061001 to be redesignated/rezoned from exclusively Air Corridor (AC) / Air Corridor 1 (AC1) to “split zoning” of AC / AC1 and Industrial (I) / Industrial 1 (I1).

This potential amendment is a privately-initiated request submitted during the September 18 and October 2 Planning Commission public hearings by Josh Friedmann, attorney for Waste Connections/LRI. The request is to reinstate the pre2019 “split zoning” of parcel 0319061001 of Air Corridor 1 (AC1) and Industrial 1 (I1).

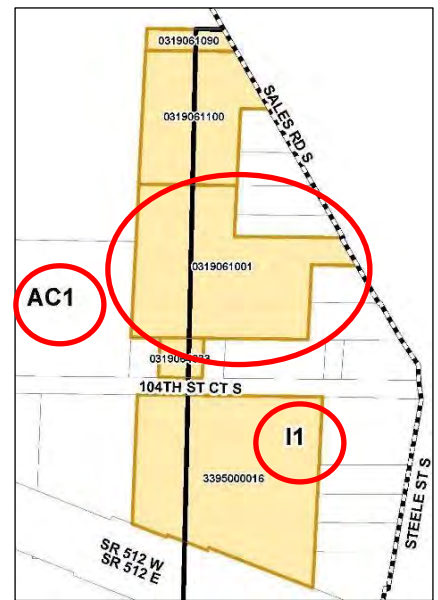
In 2019, to be consistent with the December 2015 Air Installations Compatible Use Zones (AICUZ) Program Air Force Instruction (AFI) 32-7063, Lakewood redesignated/rezoned parcel 0319061001 to Air Corridor (AC)/Air Corridor 1 (AC1) to eliminate its split AC1/I1 zoning. Maps demonstrating the 2019 change follow:

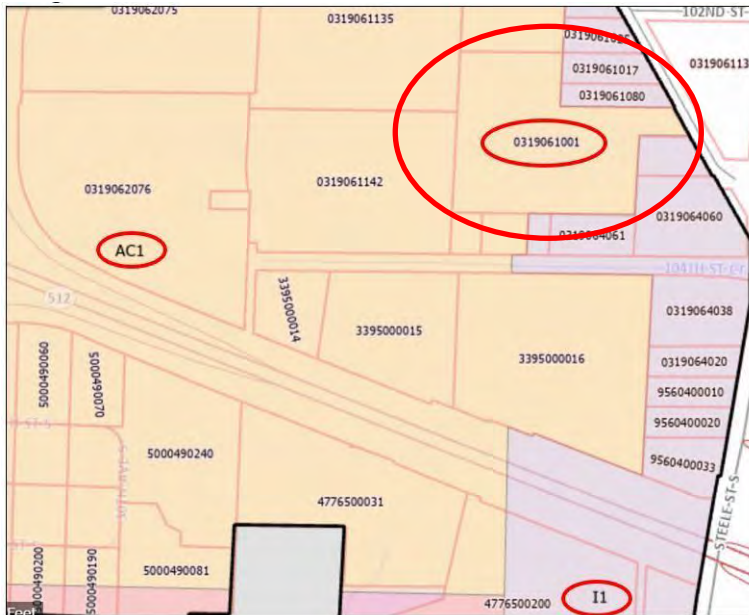


JBALM AICUZ Map



Location & pre-2019 zoning of parcel 319061001





Current Zoning of Parcel 0319061001

Background

The Lakewood Clear Zone and Air Corridor 1 and 2 land use zones' boundaries strive to follow property lines and avoid split zoning consistent with growth management best practices, while the McChord Field Air Installation Compatible Use Zone (AICUZ) Study AICUZ Clear Zone (CZ) and Accident Potential Zones I and II (APZ I and APZ II) are based on imaginary surface areas that do not consider parcel lines:

- the CZ is 3,000 feet by 3,000 feet, measured along the extended runway centerline beginning at the end of the runway;
- the APZ I is 3,000 feet wide by 5,000 feet long; and
- the APZ II is 3,000 feet wide by 7,000 feet long.

As discussed in the 2015 JBLM AICUZ,

Any existing or future development in the CZ is of concern. US Air Force analysis indicates that 28% of all air accidents occur within the CZs. The APZ I designation has somewhat lower accident potential than the CZ, but it is high enough that most types of development in this zone are discouraged, including residential uses.

As requested by the proponent, this amendment would reestablish the split zoning on parcel 0319061001 that had been in place until 2019. Any use of the portion of the parcel within AC1 would be consistent with the AICUZ Study guidance.

2025-12 Review, and if needed, amend, the Lakewood Regional Growth Center (RGC) and Downtown Subarea Plan, Regulations, and Planned Action for consistency with PSRC's Regional Centers Framework Requirements

The following items would be part of amendment 2025-12; additional items may be added based on PSRC requirements.

1. Update boundary of Lakewood RGC to match the Downtown Subarea boundary as approved in Ordinance 812;
2. Review growth targets (i.e., housing and job activity units in the RGC) for consistency with the Regional Centers Framework and the July 2024 PSRC communication to Lakewood regarding the 2024 Comprehensive Plan Periodic Review;
3. Review allowed land uses and development regulations for consistency with PSRC Regional Centers Criteria;
4. Conduct market study to evaluate the potential for and opportunities to best support center growth.