



LAKEWOOD CITY COUNCIL AGENDA

Monday, May 19, 2025

6:00 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 May, 2025 as Asian American, Hawaiian and Pacific Islander Heritage Month. – *Lua Pritchard, Executive Director, Asia Pacific Cultural Center*
2. Business Showcase. – *Good Fit + Fit Fight, Rachel Goodner and Elizabeth Wiltsie*
- (6) 3. Beloved Community In Action Update.

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

- (19) A. Approval of the minutes of the City Council meeting of May 5, 2025.
- (26) B. Motion No. 2025-25
- Authorizing the award of a construction contract to Asphalt Patch Systems, in the amount of \$207,129.00, for the 2025 Roadway Patching Project.
- (29) C. Motion No. 2025-26
- Authorizing the award of a construction contract to Sierra Santa Fe Corporation, in the amount of \$299,777.00, for the 2025 Chip Seal Program.
- (32) D. Motion No. 2025-27
- Authorize the execution of an agreement with Gunderson Law Firm for municipal legal services effective May 19, 2025 through December 31, 2025.

(42) E. Motion No. 2025-28

Authorizing the execution of an agreement with Facet, in the amount of \$85,106, to design and permit a street end for public water access at the Westlake Ave Street End terminating at Lake Steilacoom.

(65) F. Motion No. 2025-29

Authorizing the execution of an amendment to the agreement with SMS Cleaning, Inc., in the amount of \$63,284, for park custodial services.

(74) G. Motion No. 2025-30

Authorizing the execution of an agreement with KBH Construction, in the amount of \$93,507.93, for improvements to future downtown park site at Motor Avenue.

(76) H. Motion No. 2025-31

Authorizing the execution of an agreement with Psomas, in the amount of \$60,890, to design and facilitate installation of interpretive elements along the Fort Steilacoom Park Nisqually Loop Trail.

- (91) I. Items filed in the Office of the City Clerk:
1. Lakewood Art Commission meeting minutes of March 3, 2025.
 2. Lakewood's Promise Advisory Board meeting minutes of March 6, 2025.
 3. Planning Commission meeting minutes of April 2, 2025.

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

PUBLIC HEARINGS AND APPEALS

- (100) This is the date set for a public hearing on the Six-Year (2026-2031) Transportation Improvement Program.
- (118) This is the date set for a public hearing on the 2025 Comprehensive Plan Amendments.

<p><i>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.</i></p>

- (272) This is the date set for a public hearing on the Multifamily Tax Exemption Residential Target Areas.

ORDINANCE

- (313) Ordinance No. 830

Amending the 2025-2026 Biennial Budget.

UNFINISHED BUSINESS

NEW BUSINESS

ITEMS FOR DISCUSSION

- (355) Review of Clover Creek Flood Control Status.

REPORTS BY THE CITY MANAGER

CITY COUNCIL COMMENTS

ADJOURNMENT

CITY OF LAKEWOOD



PROCLAMATION

WHEREAS, in May we take time to reflect on and call special attention to the achievements and contributions of Asian Americans, Native Hawaiians and Pacific Islanders in our community, our state and our country; and

WHEREAS, in 1978 Congress created Asian/Pacific American Heritage Week in May to coincide with two milestones in Asian/Pacific American history: the arrival of the first Japanese immigrants (May 7, 1843) in the United States, and Chinese workers' role in building the transcontinental railroad, completed May 10, 1869; and

WHEREAS, Lakewood's connection to the Asian community goes back decades, from welcoming immigrants to the area as they arrived alongside service members stationed at Joint Base Lewis-McChord, to supporting business development and expansion endeavors within the city, and celebrating the many cultures, customs and heritage of the kaleidoscope of countries from the Asian continent and Pacific Islands represented in our community; and

WHEREAS, Asian Americans, Native Hawaiians and Pacific Islanders comprise nearly 12% of the city's population according to the 2020 Census and nationally are some of the fastest-growing racial and ethnic groups; and

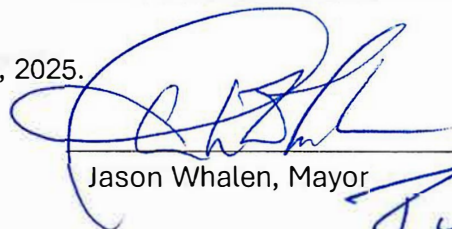
WHEREAS, Asian Americans, Native Hawaiians and Pacific Islanders are some of our most devoted community members who serve as leaders in our military and in law enforcement, as experts in the fields of science, medicine and technology, as teachers, as distinguished lawyers, as innovative farmers, as business owners, as non-profit executives and as leaders within their community and beyond.

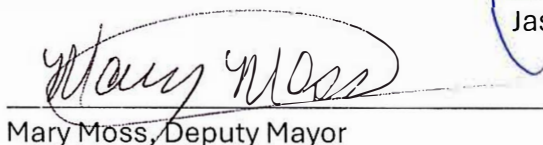
NOW, THEREFORE, the Lakewood City Council hereby proclaims May 2025 as

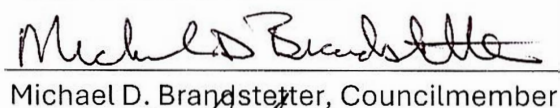
ASIAN AMERICAN, NATIVE HAWAIIAN, PACIFIC ISLANDER HERITAGE MONTH

in the City of Lakewood and encourages all residents to recognize the vital role Asian Americans, Native Hawaiians and Pacific Islanders play in our community and urges residents to visit the Asia Pacific Cultural Center to learn more about their programs and commitment to bridge communities and generations through art, culture, education, and business.

PROCLAIMED this 18th day of May, 2025.

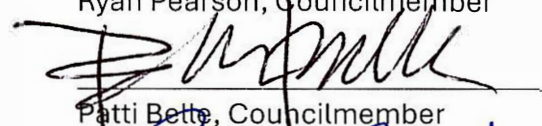

Jason Whalen, Mayor


Mary Moss, Deputy Mayor


Michael D. Brandstetter, Councilmember


J. Trestin Lauricella, Councilmember


Ryan Pearson, Councilmember


Patti Bette, Councilmember


Paul Bocchi, Councilmember



TO: City Council
FROM: Sally Martinez, Recreation Coordinator and MLK facilitator
THROUGH: John Caulfield, City Manager *Tho Kraus*
DATE: May 12, 2025
SUBJECT: Beloved Community In Action
ATTACHMENTS: Beloved Community PowerPoint

Summary

The citywide Martin Luther King, Jr (MLK) Committee plans and facilitates an annual MLK Celebration every January. Each year a new theme and format is selected. The theme for 2025 is Beloved Community. This theme was chosen for its ability bring our entire Lakewood community together. The MLK Committee plans to utilize this theme throughout the year and hopes to expand and build upon it for years to come. The Beloved Community theme matches the mission and vision of many of the MLK partner organizations and also ties back to the Lakewood City Council's Strategic Plan. The MLK Committee would like City Council's concurrence and support to continue building community in authentic ways within the framework of MLK's Beloved Community in Action.

Background

In January 2025 the MLK Committee hosted the *MLK Welcome Walk for our Beloved Community*. The 20 traits of a Beloved Community were printed on signs around the lake for people to read and discuss. Prior to the walk Dr. John Scott presented a keynote speech to leaders in the community to learn more about MLK's Beloved Community concepts and how to implement them in their own organizations and communities. Dr. Scott's keynote also included historical information about Beloved Community, key leaders and his mentor, Dr. Vincent Harding, a dear colleague and speech writer for Dr. King.

The committee didn't want this to be a one and done event so a series of three workshops to further delve into Beloved Community were planned, designed, and facilitated by Dr. John Scott. Each workshop had 20-25 people who spent a Saturday understanding the vision and practice of MLK's Beloved Community. In these sessions, Dr. Scott utilized intentional community play, creativity and team building exercises, reflective writing, and dialogue in small circles. Participants discovered and identified how they want beloved community to look within their lives, organizations, communities and professional systems.

The session topics provided conversation and understanding of issues like oppression, liberation, antiracism, authentic community engagement, gender bias and more. The workshops were extremely successful based on participation, surveys and feedback. One of the workshops was specifically for youth and they shared that this was the best workshop they had ever attended. Both youth and adult participants shared feeling anxious before coming but were pleasantly surprised how safe they felt. The groups expressed gratitude for the inclusiveness practiced in each session and grateful for the work being done. Most had not had the opportunity to explore this work prior to coming and they valued the experience and want to continue this community work in the future.

Partners: Following are the MLK Committee members, Beloved Community program sponsors and participating organizations:

City of Lakewood	Washington Secretary of State
Clover Park School District	Office of Civic Engagement
Center for Ethical Leadership	Pierce College
Ft Steilacoom Neighborhood Assc.	Pierce Transit
Gig Harbor Suicide Prevention	Lake City Neighborhood Assc.
Indivisible Tacoma	Tacoma Chapter of NAACP
Lakewood's CHOICE	Twin Star Credit Union
Lutherans Confronting Racism	Vibrant Schools of Puget Sound

Fiscal Impact: The Welcome Walk and Beloved Community events were supported by MLK committee members, a City LTAC Grant and sponsorships. Future presentations would be funded by future grants and sponsorship.

Next Steps

The MLK Committee is confirming Lakewood City Council's support of the MLK Beloved Community in Action programs and events. Support may include City staff and volunteer participation on the MLK committee, utilizing city facilities and resources to promote and support MLK Beloved Community programs, community workshops, small group sessions, and special events, continuing the collaboration between the MLK committee and community experts into the next phase of this Beloved Community work, promoting and sharing the Beloved Community work being done throughout the community, partnering with organizations already doing this work so Lakewood will be known as a Beloved Community in Action.

20 Traits of Beloved Community

1. Acting authentically
2. Avoiding physical & verbal abuse
3. Being a life-long learner
4. Building Trust
5. Caring for our planet
6. Committing to justice
7. Connecting community members
8. Embracing diversity
9. Empathizing
10. Encouraging creativity
11. Forgiving
12. Self-Healing
13. Honoring relationships with each other
14. Letting go of grudges
15. Loving
16. Nurturing antiracism
17. Promoting human rights
18. Restoring neighborhoods
19. Showing Compassion
20. Using wise speech

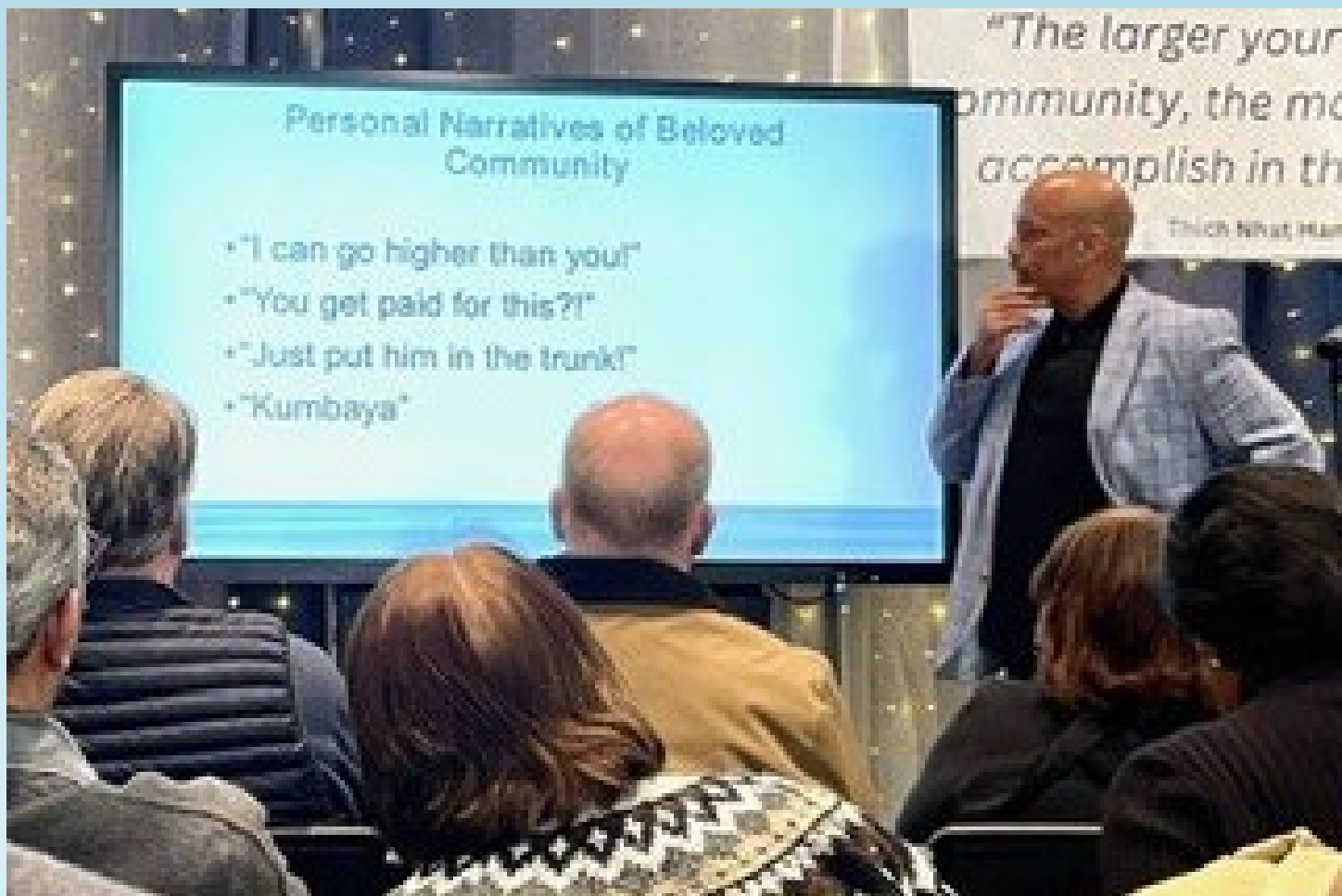
City of Lakewood
Council Meeting
May 19, 2025

“MOVING TOWARDS A MORE
BELOVED COMMUNITY”

DR JOHN SCOTT

City of Lakewood Beloved Community Keynote





MLK Keynote Presentation about Beloved Community

- **Offer historical context**
- **Share BC Narratives**
- **Invite audience to share their relationship to BC and stories.**



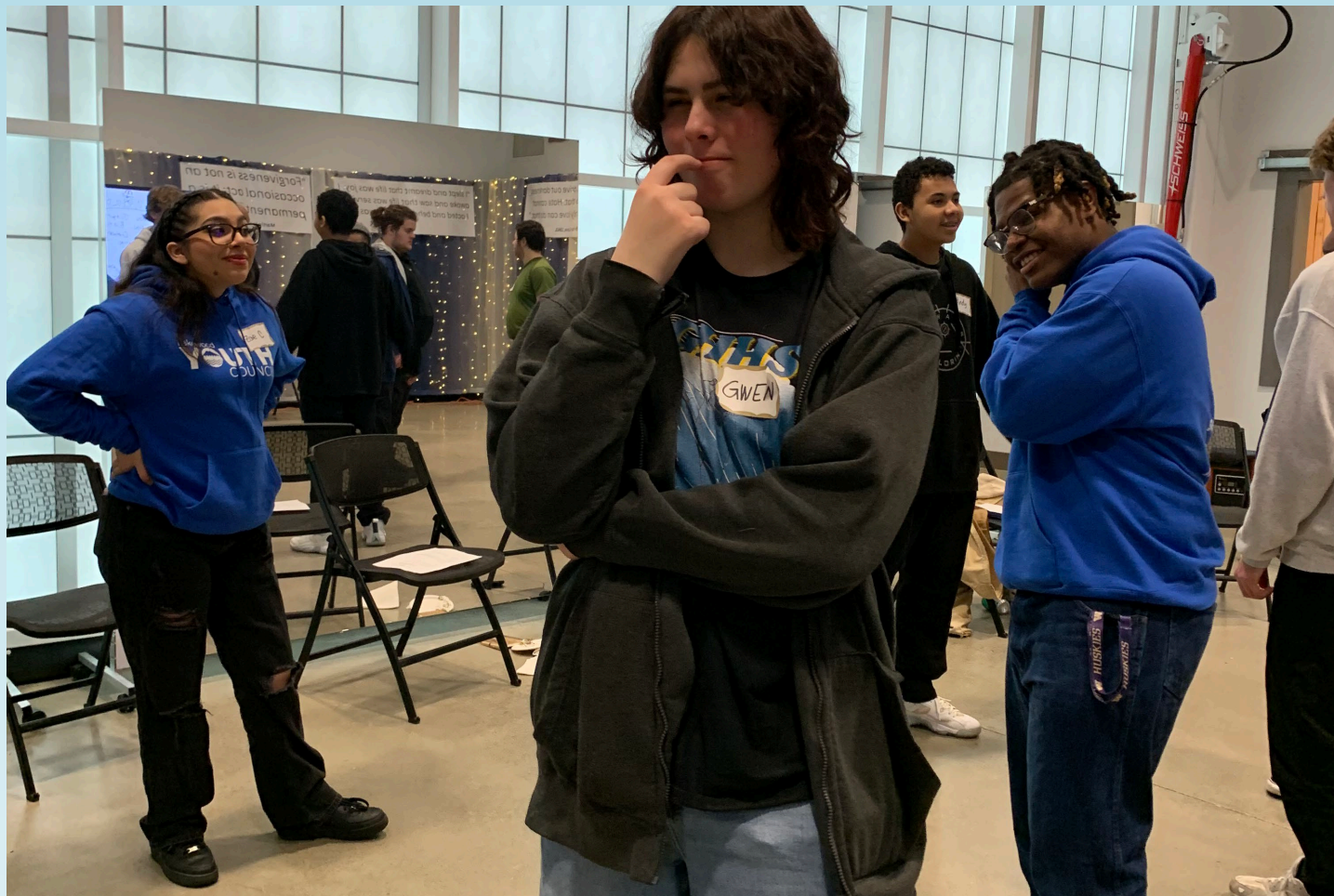
3 Beloved Community Workshops!

- Offer context about BC
- What is your relationship with and understanding of BC?
- What is your vision/desire for BC for yourself and your community?



Youth Workshop!

- Movement/Theater
- Creative writing
- Community Dialogue
- Envisioning BC in Action!!



Youth Workshop Image Theater

Practicing for BC!



Adult Workshops Beloved Community “Sharing our Narratives”

Circles and
Checking in: BC
Relationship



Adult Workshops!

Embodying
and practicing
BC!



“Community As a Mirror” Adult Workshops

Deepening our
understanding of
BC language and
words...

Beloved Community Campaign: Deepening our Relationships, Practicing the Work

Envisioning What's Next...

Support from Lakewood City Council to:

- Provide more multicultural, multigenerational and engaged/interactive workshops for Adults, Teens, Community focused on BC work.
- Creating a Beloved Community 'center' with the City of Lakewood as a place for community to come to, restore, practice, build relationships, nurture and sustain more Beloved Communities.
- Deepen practices and understanding of Beloved Community in the City of Lakewood and become a beacon of light for other cities/orgs/communities to learn from and thrive in this work.



LAKEWOOD CITY COUNCIL MINUTES

Monday, May 5, 2025

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 recognizing May 4 through May 10, 2025 as Water Week.

COUNCILMEMBER LAURICELLA PRESENTED A PROCLAMATION RECONIZING MAY 4 THROUGH MAY 10, 2025 AS WATER WEEK TO JOHN KORSMO, JR. PRESIDENT AND MARSHALL MEYER, GENERAL MANAGER LAKEWOOD WATER DISTRICT.

Proclamation recognizing May 2025 as Hunger Awareness Month.

MAYOR WHALEN PRESENTED A PROCLAMATION RECONGIZING MAY 2025 AS HUNGER AWARENESS MONTH TO CLAIRE AIJIAN, DIRECTOR OF DEVELOPMENT, EMERGENCY FOOD NETWORK.

Proclamation recognizing May 15 through May 21, 2025 as National Police Week.

COUNCILMEMBER BRANDSTETTER PRESENTED A PROCLAMATION RECOGNIZING MAY 15 THROUGH MAY 21, 2025 AS NATIONAL POLICE WEEK TO CHIEF PATRICK SMITH WHO WAS JOINED BY CAPTAIN PETER JOHNSON, CAPTAIN CHRIS WESTBY AND MARK EAKES, LAKEWOOD POLICE DEPARTMENT.

Proclamation recognizing May 18 through May 24, 2025 as Public Works Week.

COUNCILMEMBER BOCCHI PRESENTED A PROCLAMATION RECOGNIZING MAY 18 THROUGH MAY 24, 2025 AS PUBLIC WORKS WEEK TO WESTON OTT, CITY ENGINEER.

Youth Council Report.

None.

PUBLIC COMMENTS

The City Council received written comments in advance of the meeting from Christina Manetti.

Julius Brown, Jr., Lakewood resident, spoke in support of accountability for Lakewood Police Department leadership and restoring public trust.

Jackie Jones-Hook, Buffalo Soldiers, requested that the City Council support the Honoring our Military Labor Day event at Cheney Stadium.

Alice Fong, Lakewood resident, invited the City Council to attend the meetings of the Pierce County Commission of Refugee and Immigrant Affairs.

Christina Manetti, Lakewood resident, spoke about the Water Week Proclamation and the city's lack of protection of water sources from pollution.

Christina Manetti, Garry Oak Coalition, requested that City prioritize Garry Oak public outreach and education in its Urban Forestry program.

James Dunlop, Lakewood resident, spoke about Lakewood Police Department culture.

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

- A. Approval of the minutes of the City Council meeting of April 21, 2025.
- B. Approval of claims vouchers, in the amount of \$4,154,797.77, for the period of March 15, 2025 through April 15, 2025.
- C. Approval of payroll checks, in the amount of \$3,501,639.29, for the period of March 16, 2025 through April 15, 2025.

D. Motion No. 2025-20

Authorizing the execution of an amendment to the agreement with KBH Construction for the Park Sign Project.

E. Motion No. 2025-21

Authorizing the execution of an amendment to the agreement with Robert W. Droll Landscape Architects, for design and support services for the American Lake Park Access Improvement Project.

F. Motion No. 2025-22

Authorizing the execution of an amendment to the agreement with Redside Construction, in the amount of \$701,366, for the Wards Lake Park Improvement Project.

G. Motion No. 2025-23

Adopting the 2024 Transportation Benefit District (TBD) Annual Report.

H. Motion No. 2025-24

Authorizing the execution of an amendment to the agreement with DP Excavation, in the amount of \$43,599.60, for the demolition of dangerous and nuisance structures at 9320-9330 Bridgeport Way SW.

COUNCILMEMBER PEARSON MOVED TO ADOPT THE CONSENT AGENDA. SECONDED BY DEPUTY MAYOR MOSS. 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 2025 Carry Forward Budget Adjustment.

There being no testimony, the public hearing was declared closed at 7:57 p.m.

ORDINANCE

Ordinance No. 828 Amending Ordinance No. 766 to extend the date within which the City's designated representative can finalize the terms of the City's Limited Tax General Obligation Bonds.

COUNCILMEMBER BRANDSTETTER MOVED TO ADOPT ORDINANCE NO. 828. SECONDED BY COUNCILMEMBER BELLE. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

Ordinance No. 829 Relating to the approval of projects to be funded with revenue generated by the City of Lakewood's Transportation Benefit District.

COUNCILMEMBER BRANDSTETTER MOVED TO ADOPT ORDINANCE NO. 829. SECONDED BY COUNCILMEMBER BOCCHI. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

RESOLUTION

Resolution No. 2025-06 Adopting the 5-Year (2025-2029) Consolidated Plan and FY 2025 Annual Action Plan.

COUNCILMEMBER PEARSON MOVED TO ADOPT RESOLUTION NO. 2025-06. SECONDED BY COUNCILMEMBER LAURICELLA. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

Resolution No. 2025-07 Amending the 2025 Fee Schedule.

COUNCILMEMBER LAURICELLA MOVED TO ADOPT RESOLUTION NO. 2025-07. SECONDED BY DEPUTY MAYOR MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

Resolution No. 2025-08 Approving Halcyon Commons Apartment 40-unit Multifamily Tax Exemption (MFTE).

COUNCILMEMBER BRANDSTETTER MOVED TO ADOPT RESOLUTION NO. 2025-08. SECONDED BY COUNCILMEMBER PEARSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

REPORTS BY THE CITY MANAGER

City Manager Caulfield reported that statistics through April, 2025 show that overall crime is down 22%. He shared that Sister City Gimhae, South Korea would like to bring a K-Pop group to Lakewood to perform at SummerFEST which will cost approximately \$18,000 for the city to host. After discussion, the City Council requested the City proceed with sponsoring the group and consider Lodging Tax funding to be allocated in support.

He then announced the following upcoming meetings and events:

- May 7, 6:00 P.M., Pierce County Law Enforcement Memorial, Our Church, 5000 67th Ave W, University Place
- May 17, 8:00 A.M. to noon, Youth Fishing Event, Harry Todd Park
- May 21, 7:30 A.M., LASA Friendraising Breakfast, McGavick Conference Center
- May 21, 4:00 P.M., Arlington Project Ceremony, Clover Park High School
- May 22, 8:00 A.M. to 10:00 A.M., South Sound Military and Communities Partnership (SSMCP) Elected Officials Council (EOC), Eagles Pride Golf Course
- May 22, 10:00 A.M., Puget Sound Regional Council General Assembly, Seattle Convention Center
- May 26, 2:00 P.M., Pierce County Veterans Advisory Council Memorial Day Ceremony, Mountain View Memorial Park,
- May 27, 5:30 P.M., Retirement Celebration for City Manager John Caulfield, Lakewood City Hall Council Chambers
- May 28, 4:30 P.M. to 6:00 P.M., Volunteer Recognition Event, Fort Steilacoom Park Pavilion
- May 29, 8:30 A.M. to 4 P.M., Tour of Community Centers, Various Locations
- May 29, 5:30 P.M., Lakes High School Celebration of Art, St. Clare Hospital
- May 30, 4:00 P.M., Street Festival, Colonial Plaza

- June 3, 12:00 P.M., Lakewood Farmers Market, Fort Steilacoom Park

CITY COUNCIL COMMENTS

Councilmember Bocchi thanked those who presented items this evening and shared that he looks forward to this week's events.

Councilmember acknowledged the Proclamations that were presented this evening, shared that last week he attended the Pierce County Opioid Abatement Council meeting and thanked those who participated in Parks Appreciation Day.

Councilmember Brandstetter shared that he attended the South Sound Military and Community Partnership Child Education Symposium, and he will attend the Pierce County Law Enforcement Memorial and the Celebration of Art reception at St. Clare Hospital.

Councilmember Pearson shared that he attended the Nothing Bundt Cakes Grand Opening event and he shared that he is unable to attend the Puget Sound Regional Council General Assembly.

Councilmember Belle shared that she attended the Lakeview Light and Power Annual meeting and she thanked those who provided public comments this evening.

Deputy Mayor Moss shared that she attended the H-Barn tour, the UPS Store Grand Opening event and shared that she will meet with Dr. Claudia Thomas Middle School students at City Hall this week.

Mayor Whalen shared that he attended the H-Barn tour, the Nothing Bundt Cakes grand opening, Coffeehouse with the Mayor, the Emergency Food Network Hunger Walk, Samoan Academic and Cultural Competition. This week he will attend the Law Enforcement Memorial Ceremony, the Lake City Neighborhood Association meeting, interviews for the American Lake – Lake Management District No. 1 Advisory Committee position vacancy and the EDB Board of Directors meeting.

Mayor Whalen announced that the City Council will recess into Executive Session for approximately 15 minutes pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The City Council is not expected to take action following the Executive Session other than to adjourn the meeting. The City Council recessed at 9:15 p.m. At 9:30 p.m., Mayor Whalen announced that the Executive session will be extended for an additional five minutes. The City Council reconvened at 9:35 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:35 p.m.

JASON WHALEN, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: Motion authorizing award of a construction contract to Asphalt Patch Systems. in the amount of \$207,129.00 plus a twenty percent contingency for the 2025 Roadway Patching Project.	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION #2025-25 <input type="checkbox"/> OTHER
REVIEW: May 19, 2025	ATTACHMENTS: Bid Tabulations Vicinity Map	

SUBMITTED BY: Jeff Rimack, Planning and Public Works Director

RECOMMENDATION: It is recommended that the City Council authorize award of a construction contract to Asphalt Patch Systems in the amount of \$207,129.00 plus a twenty percent contingency (\$41,425.80) for the construction of the 2025 Roadway Patching Project.

DISCUSSION: The City received competitive bids from four (4) contractors; bid tabulations for the project are attached.

Schedule A contains repairs necessary for potholes and damaged curb sections throughout the City and Schedule B is the annual drainage repair.

Request for twenty percent contingency is unusual. A scrivener's error during transcribing the bid quantities in Schedule B resulted in the plans showing ten existing catch basins that have settled along arterials being adjusted and the bid schedule showing just one. This error will result in the contract increasing \$15,300.

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 as several contractors known to perform this character of work were notified and opted to not enter a bid.

FISCAL IMPACT: This project is funded through the City's Minor Capital project 302.0004 and the Annual Catch Basin and Storm Drainage Repair 401.0034. The request is within the budgeted amount for the associated projects listed above and does not require additional budget authorization.

Troy Pokswinski, P.E.
Prepared by

Jeff Rimack
Department Director

Tho Kraus
City Manager Review

BID TABULATIONS

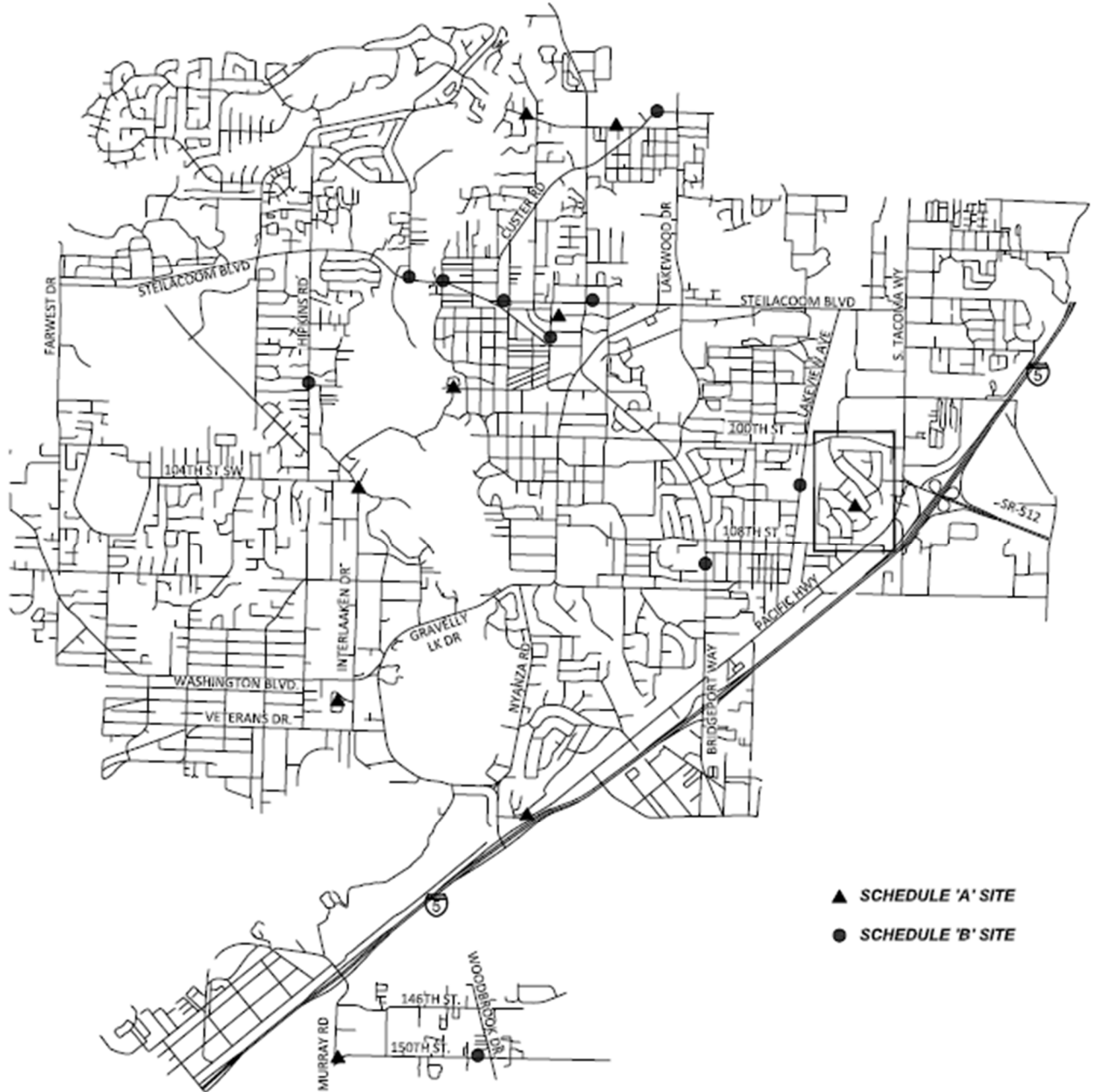
2025 Roadway Patching Project

302.0004 (2025)

Bid Closed: 04/30/2025 02:00 PM PDT

					Engineer Estimate		Asphalt Patch Systems		Puget Paving & Construction, Inc		Miles Resources, LLC		Estate Design and Construction	
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Schedule A - Roadway Patching														
A1	001	Mobilization	LS	1	\$14,000.00	\$14,000.00	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00	\$7,900.00	\$7,900.00	\$7,242.50	\$7,242.50
A2	002	Project Temporary Traffic Control	LS	1	\$20,000.00	\$20,000.00	\$9,700.00	\$9,700.00	\$11,500.00	\$11,500.00	\$19,275.00	\$19,275.00	\$6,250.00	\$6,250.00
A3	003	Local Road Pavement Repair	SY	235	\$135.00	\$31,725.00	\$127.00	\$29,845.00	\$130.00	\$30,550.00	\$255.00	\$59,925.00	\$111.65	\$26,237.75
A4	004	Arterial Road Pavement Repair	SY	542	\$135.00	\$73,170.00	\$120.00	\$65,040.00	\$130.00	\$70,460.00	\$135.00	\$73,170.00	\$116.08	\$62,915.36
A5	005	Site A-12 - 150th/Murray	LS	1	\$10,000.00	\$10,000.00	\$6,400.00	\$6,400.00	\$13,500.00	\$13,500.00	\$1,030.00	\$1,030.00	\$52,307.10	\$52,307.10
		Schedule A Total				\$148,895.00		\$111,985.00		\$136,010.00		\$161,300.00		\$154,952.71
Schedule B Drainage Repair														
B1	006	Mobilization	LS	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$11,100.00	\$11,100.00	\$7,242.50	\$7,242.50
B2	007	Project Temporary Traffic Control	LS	1	\$20,000.00	\$20,000.00	\$11,400.00	\$11,400.00	\$11,516.00	\$11,516.00	\$15,800.00	\$15,800.00	\$7,500.00	\$7,500.00
B3	008	Contractor Provided Law Enforcement Officer	HR	8	\$150.00	\$1,200.00	\$150.00	\$1,200.00	\$125.00	\$1,000.00	\$180.00	\$1,440.00	\$212.50	\$1,700.00
B4	009	Arterial Road Pavement Repair	SY	152	\$135.00	\$20,520.00	\$147.00	\$22,344.00	\$235.00	\$35,720.00	\$190.00	\$28,880.00	\$116.08	\$17,644.16
B5	010	Schedule A Storm Sewer Pipe, 8-Inch Diam.	LF	40	\$225.00	\$9,000.00	\$120.00	\$4,800.00	\$310.00	\$12,400.00	\$270.00	\$10,800.00	\$162.50	\$6,500.00
B6	011	Infiltration Gallery	LF	20	\$250.00	\$5,000.00	\$285.00	\$5,700.00	\$520.00	\$10,400.00	\$325.00	\$6,500.00	\$262.50	\$5,250.00
B7	012	Catch Basin Type 1	EA	3	\$2,500.00	\$7,500.00	\$6,400.00	\$19,200.00	\$1,500.00	\$4,500.00	\$6,160.00	\$18,480.00	\$3,250.00	\$9,750.00
B8	013	Catch Basin Type 1P w/ Down-Turned Elbow	EA	1	\$3,000.00	\$3,000.00	\$6,400.00	\$6,400.00	\$1,500.00	\$1,500.00	\$4,950.00	\$4,950.00	\$3,917.14	\$3,917.14
B9	014	Adjust Catch Basin Furnish Frame and Grate	EA	1	\$1,500.00	\$1,500.00	\$1,700.00	\$1,700.00	\$1,200.00	\$1,200.00	\$2,200.00	\$2,200.00	\$2,800.00	\$2,800.00
B10	015	Adjust Catch Basin Furnish Frame and Solid Locking Lid	EA	1	\$1,500.00	\$1,500.00	\$1,700.00	\$1,700.00	\$1,200.00	\$1,200.00	\$2,202.99	\$2,202.99	\$1,900.00	\$1,900.00
B11	016	Resolution of Utility Conflicts	FA	5000	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00
B12	017	Site B-5 Steilacoom Blvd	LS	1	\$20,000.00	\$20,000.00	\$14,700.00	\$14,700.00	\$12,500.00	\$12,500.00	\$11,600.00	\$11,600.00	\$65,543.49	\$65,543.49
		Schedule B Total				\$104,220.00		\$95,144.00		\$99,436.00		\$118,952.99		\$134,747.29
		Base Bid Total				\$253,115.00		\$207,129.00		\$235,446.00		\$280,252.99		\$289,700.00

VICINITY MAP



REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: Motion authorizing award of a construction contract to Sierra Santa Fe Corporation. in the amount of \$299,777.00 plus a ten percent contingency for the 2025 Chip Seal Program.	TYPE OF ACTION: — ORDINANCE — RESOLUTION X MOTION #2025-26 — OTHER
REVIEW: May 19, 2025	ATTACHMENTS: Bid Tabulations Vicinity Map	

SUBMITTED BY: Jeff Rimack, Planning and Public Works Director

RECOMMENDATION: It is recommended that the City Council authorize award of a construction contract to Sierra Santa Fe Corporation in the amount of \$299,777.00 plus a ten percent contingency (\$29,977.70) for the construction of the 2025 Chip Seal Program, City Project 302.0005(2025).

DISCUSSION: This project proposes to chip and fog seal approximately three miles of roadway primarily in the Southgate neighborhood between Lakeview Avenue and South Tacoma Way (See Vicinity Map – Attached). Some areas will receive a “chip patch” – which places an additional layer of chips to remedy areas where the pavement is worn.

The City received competitive bids from three contractors, bid tabulations for the project are attached. The apparent low bidder, Estate Design and Construction, was found to be non-responsible.

ALTERNATIVE(S): There is no practical alternative except to reject all bids and rebid the project. It is unlikely that the subsequent bid would decrease bids due to the limited number of contractors conducting this type of work in Washington State.

FISCAL IMPACT: This project is funded entirely through the City’s 2025/2026 budget, through the Annual Chip Seal project 302.0005. The request is within the budgeted amount.

Troy Pokswinski, P.E. Prepared by	<i>Tho Kraus</i> City Manager Review
Jeff Rimack Interim Department Director	

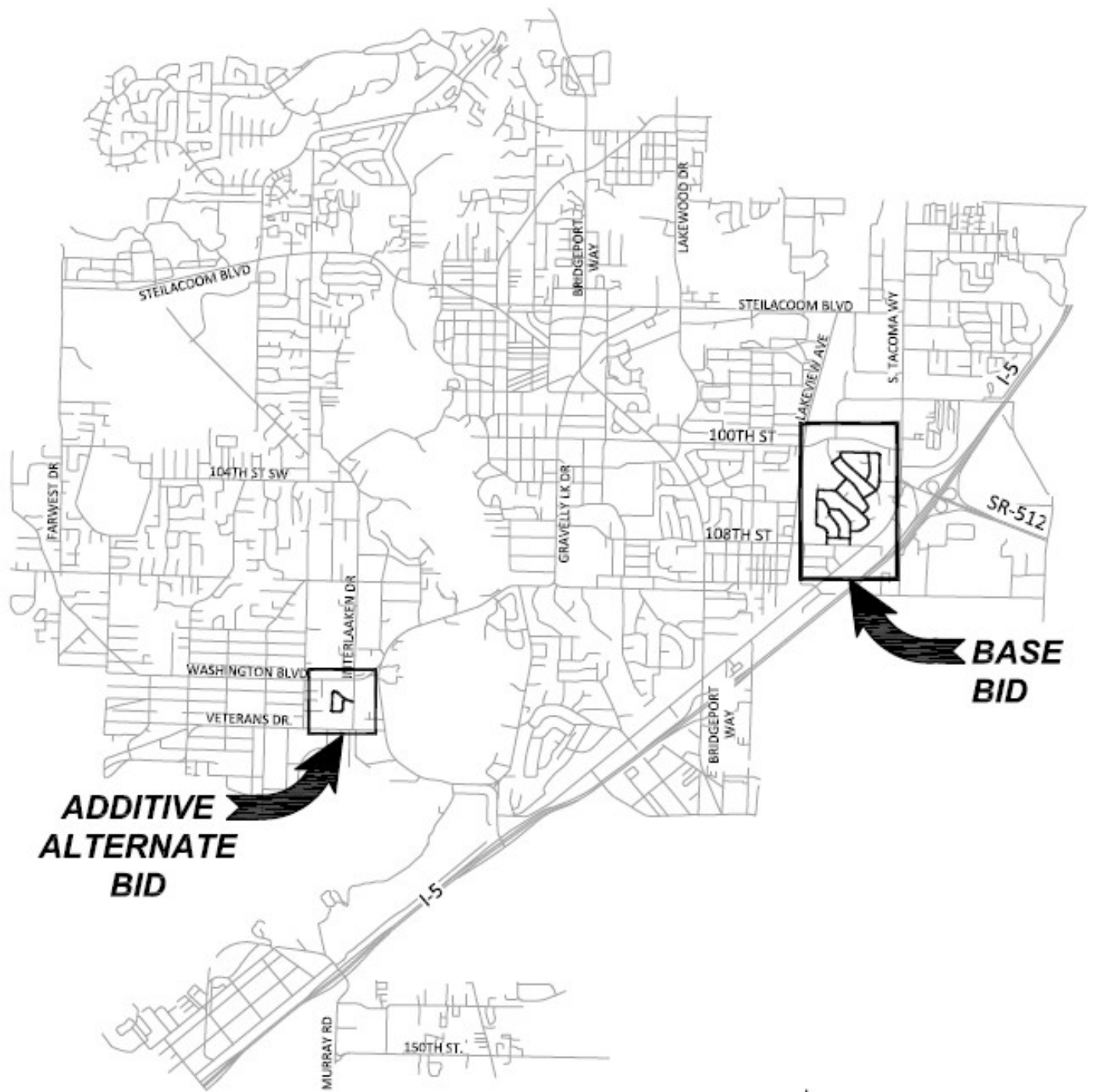
BID TABULATIONS

2025 Chip Seal Program

302.0005 (2025)

Bid Closed: 04/30/2025 02:15 PM PDT

						Engineer Estimate		Estate Design and Construction		Sierra Santa Fe Corporation		Doolittle Construction	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid													
	1	001	Mobilization	LS	1	\$30,000.00	\$30,000.00	\$11,995.00	\$11,995.00	\$11,500.00	\$11,500.00	\$16,500.00	\$16,500.00
	2	002	Minor Change	FA	5000	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00
	3	003	SPCC Plan	LS	1	\$1,000.00	\$1,000.00	\$11,995.00	\$11,995.00	\$550.00	\$550.00	\$1,000.00	\$1,000.00
	4	004	Project Temporary Traffic Control	LS	1	\$35,000.00	\$35,000.00	\$14,882.02	\$14,882.02	\$12,205.00	\$12,205.00	\$18,000.00	\$18,000.00
	5	005	Asphalt Emulsion CSS-1H Fog Seal	TN	14	\$1,250.00	\$17,500.00	\$6,596.24	\$92,347.36	\$3,277.00	\$45,878.00	\$1,000.00	\$14,000.00
	6	006	Asphalt Emulsion PMCRS-2H Chip Seal	TN	75	\$1,000.00	\$75,000.00	\$130.41	\$9,780.75	\$871.52	\$65,364.00	\$950.00	\$71,250.00
	7	007	Furnishing and Placing Crushed Screening 3/8" to No. 10	SY	44500	\$2.75	\$122,375.00	\$1.82	\$80,990.00	\$1.89	\$84,105.00	\$2.75	\$122,375.00
	8	008	PMCRS-2H Emulsion Cost Price Adjustment	FA	4000	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00
	9	009	Rubberized Asphalt for Crack Sealing	LB	4500	\$5.00	\$22,500.00	\$1.98	\$8,910.00	\$4.74	\$21,330.00	\$5.00	\$22,500.00
Base Bid Total							\$312,375.00		\$239,900.13		\$249,932.00		\$274,625.00
Additive Alternate Bid	A1	013	Mobilization	LS	1	\$3,600.00	\$3,600.00	\$1,442.50	\$1,442.50	\$12,270.00	\$12,270.00	\$10,000.00	\$10,000.00
	A2	014	Project Temporary Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$1,910.94	\$1,910.94	\$9,540.80	\$9,540.80	\$17,000.00	\$17,000.00
	A3	015	Asphalt Emulsion CSS-1H Fog Seal	TN	2	\$1,250.00	\$2,500.00	\$6,596.24	\$13,192.48	\$3,277.00	\$6,554.00	\$1,000.00	\$2,000.00
	A4	016	Asphalt Emulsion PMCRS-2H Chip Seal	TN	10	\$1,000.00	\$10,000.00	\$130.41	\$1,304.10	\$871.52	\$8,715.20	\$950.00	\$9,500.00
	A5	017	Furnishing and Placing Crushed Screening 3/8" to No. 10	SY	5500.0000	\$2.75	\$15,125.00	\$1.82	\$10,010.00	\$1.89	\$10,395.00	\$2.75	\$15,125.00
	A6	018	Rubberized Asphalt for Crack Sealing	LB	500	\$5.00	\$2,500.00	\$1.98	\$990.00	\$4.74	\$2,370.00	\$5.00	\$2,500.00
Additive Alternate Bid Total							\$38,725.00		\$28,850.02		\$49,845.00		\$56,125.00



**ADDITIVE
ALTERNATE
BID**

**BASE
BID**

VICINITY MAP

SCALE: 1" = 2,500'



REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED

May 19, 2025

REVIEW:

TITLE: Authorize the execution of an agreement with Gunderson Law Firm for municipal legal services effective May 19, 2025 through December 31, 2025.

ATTACHMENTS:

Contract

TYPE OF ACTION:

— ORDINANCE NO.

— RESOLUTION NO.

X MOTION NO. 2025-27

— OTHER

SUBMITTED BY: Heidi Ann Wachter, City Attorney

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to enter into an agreement with Gunderson Law Firm for municipal legal services starting May 19, 2025 through December 31, 2025.

DISCUSSION: Gunderson Law Firm has performed prosecution services for the City via contract on and off since May, 2016. Approval of the contract ensures the continuity of legal services without disruption, maintaining the integrity of legal processes. The selected firm has demonstrated experience in municipal law ensuring effective representation of the city's interests.

ALTERNATIVE(S): The City can hire a 1.0 FTE Associate City Attorney at a higher cost than the contracted although the current market even for entry-level applicants heavily favors applicants over employers making our ability to fill an FTE uncertain.

FISCAL IMPACT: The fiscal impact for the contact is \$68,000. This is within the 2025 allocated budget for legal services.

Heidi Ann Wachter
Prepared by

Department Director

Tho Kraus

City Manager Review

PROFESSIONAL SERVICES CONTRACT FOR AS-NEEDED MUNICIPAL LEGAL SERVICES

The City of Lakewood, Washington, a municipal corporation (hereafter, the "City") and Gunderson Law Firm (hereafter, the "Contractor"), agree as written below. This contract is made and entered into on the date signed by all parties.

1. LEGAL SERVICES

A. "Contractor" as referenced in this agreement shall mean any attorney performing services on behalf of Gunderson Law Firm and meeting the requirements detailed in Section 4 and performing in accordance with the other terms of this agreement.

B. Contractor shall perform the duties as outlined in the attached Exhibit A (hereafter, "services"). Additional municipal legal services may be provided as mutually agreed.

C. Contractor shall take all actions to fulfill the obligations of the City for prosecution as established by state law or City ordinances as Contract Associate City Attorney. This includes provision of prosecution services to other jurisdictions pursuant to City contracts with these jurisdictions (which include, but is not limited to Town of Steilacoom and City of DuPont ("other contracting cities")).

D. All services, and all duties, shall be conducted and performed diligently, completely and in accordance with the highest legal and ethical standards.

2. COMPENSATION

A. The Contract Attorney shall be compensated for primary prosecution services outlined in Exhibit A at a flat fee of \$8,500 per month. Primary prosecution services consist of regular court coverage on an agreed-upon schedule and infraction calendars. There is no guarantee regarding hours to complete assigned primary prosecution services.

B. Additional municipal legal services shall be performed as agreed and will be compensated as agreed. Under circumstances involving consecutive full days of service or particularly complex assignments the parties may agree to a separate fee structure tailored to the assignment. Such agreement shall be in writing signed by the parties. There is no guarantee of a minimum number of hours based on this agreement for additional municipal legal services.

C. The Contract Attorney shall submit in writing documentation of hours Professional services.

D. The Contract Attorney shall be paid in accordance with the City's accounts payable schedule.

3. TERM

A. The term of this Agreement is from May 19, 2025 through December 31, 2025.

B. Either party may terminate this Agreement at any time, with or without cause, by giving forty-five (45) days' notice to the other party in writing. In the event of termination, the Contract Attorney shall be entitled to compensation under the terms of this Agreement to the extent of the actual work performed prior to the date of termination.

C. This agreement may be extended by mutual written agreement by both parties.

4. PROFESSIONAL REQUIREMENTS

A. The Contract Attorney shall be licensed to practice law before the courts of record for the State of Washington. The Contract Attorney must immediately report to the City any change affecting the maintenance of membership in good standing of the Washington State Bar Association of any of its attorneys; this requirement includes the requirement to report to the City any complaints made to the Washington State Bar Association, regardless of whether the complaint is related to work performed pursuant to this Agreement.

B. The Contract Attorney will keep current on legal issues and legislation relevant to municipal law, prosecution and related substantive areas of law.

5. CONTRACT ATTORNEY INDEPENDENCE

The Contract Attorney represents the City and other contracting cities in the prosecution of all misdemeanor violations of state law and City ordinances. The Contract Attorney is an independent contractor in preparing, presenting cases for which they are responsible (see Exhibit A) and in determining how to present a case for trial. The Contract Attorney has a key role in recommending sentencing for defendants. The Contract Attorney must maintain a close, but independent, working relationship with the police, court personnel, service providers, and defense counsel. Nothing herein shall be deemed to limit the discretion vested in the Contract Attorney or the immunity for such as may be allowed by law.

6. OWNERSHIP OF WORK PRODUCT

All information, records, files, and court documents produced pursuant to this Agreement shall belong to the City, provided that the Contract Attorney may retain a copy of the Contract Attorney's work product such as legal briefs and results of legal research.

7. SUCCESSORS AND ASSIGNS

The Contract Attorney shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement, or any part of this Agreement, without prior written consent of the City.

8. HOLD HARMLESS/INDEMNIFICATION

The Contract Attorney shall defend, indemnify and hold the City as well as other contracting cities, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from Contract Attorney's negligence or breach of any of the obligations in performance of this Agreement.

In event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contract Attorney and the City, its officers, officials, employees, and volunteers, the Contract Attorney's liability shall be only to the extent of the

Contract Attorney's negligence. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. LIABILITY INSURANCE COVERAGE

The Contract Attorney shall procure and maintain for the duration of the Agreement professional liability insurance for claims which may arise from or in connection with the performance of the work by the Contract Attorney. The Contract Attorney's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contract Attorney to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Failure to maintain required insurance on the part of the Contract Attorney as required shall constitute a material breach of this Agreement, upon which the City may, after giving five (5) business days' notice to the Contract Attorney to correct the breach, immediately terminate the contract at its discretion.

Professional liability insurance shall be written with limits no less than \$100,000.00 per claim and \$300,000.00 policy aggregate limit.

10. COMPLIANCE WITH LAWS

The Contract Attorney shall comply with all applicable state, federal and city laws, ordinances, regulations and codes.

11. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of the Contract Attorney activities except as set forth in this Agreement.

12. INDEPENDENT CONTRACTOR

A. The Contract Attorney shall serve as Contract Associate City Attorney for the City and shall at all times perform his or her duties and responsibilities and carry out all services as an independent contractor and not an employee of the

City. The Contract Attorney agrees that they are solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records and all other requirements and obligations imposed on it as a result of its status as an independent contractor. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Contract Attorney or any employee or agent of the Contract Attorney.

B. The Contract Attorney, at his or her sole expense, shall obtain and keep in force any and all necessary licenses, permits, and tax certificates.

13. CONFLICT OF INTEREST

The Contract Attorney agrees not to perform professional services for other clients where a conflict of interest or ethical violation as defined in the Rules of Professional Responsibility (RPC) for attorneys may exist.

It is understood between the parties that Contract Attorney may represent defendants in the City's municipal court. Contract Attorney agrees that time in service to the City will be dedicated to the interest of the City and Contract Attorney will not access the City's files on any cases in which they do not exclusively represent the City. Contract Attorney will immediately advise the City Prosecutor of cases assigned to him/her that are defended by him/her or his/her firm as well as any positions taken on behalf of other clients that are contrary to the interests of the City.

14. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all identified attachments and/or exhibits, represents the entire and integrated Agreement between the identified parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by written instrument properly signed by all parties hereto.

15. NOTICE

Notice given pursuant to this Agreement shall be given in writing by directing it to:

City Attorney

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499- 5027

Gunderson Law Firm

Ivar Gunderson

PO BOX 160

Puyallup WA 98371

Phone: (253) 347-8824

ivar@gundylaw.net

16. CONTINGENT UPON APPROPRIATIONS

This Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the City. If the City fails to appropriate sufficient monies to provide for continuation of the Agreement, or if such appropriation is reduced by the City or by any means provided in the appropriations or budgeting process to prevent total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction provides insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal quarter for which funds are not appropriated or available. No minimum number of hours or payment are guaranteed by this Agreement; it is intended to address an occasional need.

17. DISPUTE RESOLUTION

Upon the occurrence of any dispute or disagreement between the parties arising out of, or in connection with, any term or provision of this Agreement, or the interpretation of or enforcement thereof, the parties shall engage in informal, good-faith discussions and attempt to resolve the dispute. Either party may appoint a designated individual to meet and confer as often as the parties deem reasonably necessary to resolve the dispute. If the parties are

unable to resolve the dispute, and in the event either of the parties concludes, in good faith, that an amicable resolution of the dispute through continued negotiations is not reasonably likely, the parties agree to submit to arbitration with a Pierce County arbitrator who is selected by mutual agreement.

18. E-VERIFY - EMPLOYMENT ELIGIBILITY REQUIREMENTS

The Contractor and any subcontractors will comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automatic link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue to participate in E-Verify throughout the course of the Contractor's contractual relationship with the City. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor. The Contractor shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section within three (3) working days of the date of the City's request for such proof.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed effective the 6th day of May, 2025.

CITY OF LAKEWOOD

Gunderson Law Office

Dated: _____

Date: _____

John J. Caulfield, City Manager

Ivar Gunderson

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A- PRIMARY PROSECUTION SERVICES

Primary Prosecution services will be provided in accordance with the following schedule: Tuesday, Thursday and Friday mornings to include in-custody arraignments, out-of-custody and bailed arraignments and reviews.

Contractor will also provide services to represent the City in infraction matters as scheduled on Monday's. Deviation from this schedule may be made to accommodate either the City or Contractor and shall be communicated to the City Legal Department via email with as much notice as is feasible given the circumstances.

Services include municipal prosecution not only for the City of Lakewood but also for those cities contracting with the City of Lakewood for municipal prosecution, the Town of Steilacoom and City of DuPont, as well as any other jurisdictions that have contracts for prosecution services with the City of Lakewood. Services provided to each city and town shall be of equal quality.

When providing prosecution services, Contractor shall work with the in-house Associate City Attorney and representative duties may include any or all of the following as assigned:

- Preparation time for each calendar
- Documenting witness contact, case evaluation and recommended sentencing in LawBase
- Communicating with defense counsel to resolve cases in advance where possible
- Reviewing Police Reports and Making Charging Decisions
- Recommending conditions of release
- Making offers, negotiating cases, enter dispositions
- Reviewing compliance with court orders
- Recommending sanctions or other appropriate actions
- Handling motions if set by yourself
- Other duties as agreed upon by the parties
- Other criminal case proceedings in Lakewood Municipal Court as agreed upon by the parties.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: Facet Consultant Contract for Street End development at Westlake Ave	TYPE OF ACTION: — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2025-28 — OTHER
REVIEW: May 19, 2025	ATTACHMENTS: Facit Contract and Scope of Services	

SUBMITTED BY: Mary Dodsworth, Parks, Recreation & Community Services Director

RECOMMENDATION: It is recommended that City Council authorize the City Manager to execute a contract with Facet in the amount of **\$85,106** to design and permit a street end that will become usable for public water access at the Westlake Ave Street End terminating at Lake Steilacoom.

DISCUSSION: In collaboration with the Parks Recreation Advisory Board, City Council identified street ends as important assets for all residents. Street ends provide a unique recreation opportunity to connect with and access the water. In 2024, Council selected Westlake Avenue, on Lake Steilacoom, as the priority street end site to develop. The Westlake Ave pilot project will be a strong start to future street end development. A consultant has been selected for design support, after reviewing strong qualifications from a Request for Qualification process. The interview process demonstrated Facet would be able to support the design and permitting effort with their level of expertise working on projects of similar and larger scales. Facet will take the schematic design to final construction. We will continue to work with the PRAB and local residents on a final design for future council approval. A contract with scope of work and compensation is attached

ALTERNATIVE(S): The City Council could not approve this consultant contract and request additional selection and review processes, however, this could extend the development and permitting period which could affect spending ARPA dollars by the end of 2026.

FISCAL IMPACT: The fiscal impact of this action is \$85,106, which was appropriated in the 2025/26 parks CIP budget. Total project cost is anticipated at \$500,000.

Mary Dodsworth Prepared by	<i>Tho Kraus</i> City Manager Review
_____ Department Director	

**PROFESSIONAL SERVICES AGREEMENT
FOR**

This Professional Services Agreement ("Agreement"), made and entered into this _____ day of _____, 20____, by and between the City of Lakewood, a Washington municipal corporation ("City"), and _____, ("Contractor"). The City and Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this Agreement:

:	CITY OF LAKEWOOD: 6000 Main Street SW Lakewood, WA 98499 Attn: Phone: Email:
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The Parties agree as follows:

1. TERM. The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than ____("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

2. SERVICES. The Contractor shall perform the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Lakewood business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantiality or the ease of its discovery.

3. TERMINATION. Either party may terminate this Agreement, with or without cause, upon providing the other party __ days written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails

to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

4.1 Amount. In return for the Services, the City shall pay the Contractor an amount not to exceed a maximum amount and according to a rate or method as delineated in Exhibit "B", attached hereto and incorporated by this reference. The Contractor agrees that any hourly or flat rate charged by it for its services contracted for herein shall remain locked at the negotiated rate(s) for the Term. Except as otherwise provided in Exhibit "B", the Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.2 Method of Payment. On a monthly basis, the Contractor shall submit a voucher or invoice in the form specified by the City, including a description of what Services have been performed, the name of the personnel performing such Services, and any hourly labor charge rate for such personnel. The Contractor shall also submit a final bill upon completion of all Services. Payment shall be made on a monthly basis by the City only after the Services have been performed and within thirty (30) days after receipt and approval by the appropriate City representative of the voucher or invoice. If the Services do not meet the requirements of this Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

4.3 Non-Appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

5. INDEMNIFICATION.

5.1 Contractor Indemnification. Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

5.2 Industrial Insurance Act Waiver. It is specifically and expressly understood that the Contractor waives any immunity that may be granted to it under the Washington State industrial insurance act, Title 51 RCW, solely for the purposes of this indemnification. Contractor's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

5.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

6. INSURANCE. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

6.1. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

6.2. Minimum Scope of Insurance. Contractor shall obtain insurance of the types and coverage described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- b. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Professional Liability insurance appropriate to the Contractor's profession.

6.3. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limit:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
- c. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

6.4 Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.5 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

6.6 Verification of Coverage. Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

6.7 Notice of Cancellation. The Contractor shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

6.9 Public Entity Full Availability of Contractor Limits. If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

6.10 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement.

7. WORK PRODUCT. All originals and copies of work product, including plans, sketches, layouts, designs, design specifications, records, files, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the Work shall belong to the City upon delivery. The Contractor shall make such data, documents, and files available to the City and shall deliver all needed or contracted for work product upon the City's request. At the expiration or termination of this Agreement, all originals and copies of any such work product remaining in the possession of Contractor shall be delivered to the City.

8. BOOKS AND RECORDS. The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Work and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

9. INDEPENDENT CONTRACTOR. The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

10. CONFLICT OF INTEREST. It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.

11. EQUAL OPPORTUNITY EMPLOYER. In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Contractor or its subcontractors of any level, or any of those entities' employees, agents, subcontractors, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

12. GENERAL PROVISIONS.

12.1 Interpretation and Modification. This Agreement, together with any attached Exhibits, contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior statements or agreements, whether oral or written, shall be effective for any purpose. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. The respective captions of the Sections of this Agreement are inserted for convenience of reference only and shall not be deemed to modify or otherwise affect any of the provisions of this Agreement. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Any act done by either Party prior to the effective date of the Agreement that is consistent with the authority of the Agreement and compliant with the terms of the Agreement, is hereby ratified as having been performed under the Agreement. No provision of this Agreement, including this provision, may be amended, waived, or modified except by written agreement signed by duly authorized representatives of the Parties.

12.2 Assignment and Beneficiaries. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

12.3 Compliance with Laws. The Contractor shall comply with and perform the Services in accordance with all applicable federal, state, local, and city laws including, without limitation, all City codes, ordinances, resolutions, regulations, rules, standards and policies, as now existing or hereafter amended, adopted, or made effective.

12.4 Contractor's Employees – Employment Eligibility Requirements. The Contractor and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue participation in E-Verify throughout the course of the Contractor's contractual relationship with the City. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor. The Contractor shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the City's request for such proof.

12.5 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the Pierce County Superior Court, Pierce County, Washington, unless the parties agree in writing to an alternative process.

If the Pierce County Superior Court does not have jurisdiction over such as suit, then suit may be filed in any other appropriate court in Pierce County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in Pierce County, Washington and waives an objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

12.6 Execution. Each individual executing this Agreement on behalf of the City and Contractor represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. The signature and acknowledgment pages from such counterparts may be assembled together to form a single instrument comprised of all pages of this Agreement and a complete set of all signature and acknowledgment pages. The date upon which the last of all of the Parties have executed a counterpart of this Agreement shall be the "date of mutual execution" hereof.

[Signature page follows]

IN WITNESS, the Parties hereto have caused this agreement to be executed the day and year first above written.

Date: _____

CITY OF LAKEWOOD

John J. Caulfield, City Manager

ATTEST:

Briana Schumacher, City Clerk

APPROVED AS TO FORM:

Heidi Ann Wachter, City Attorney

EXHIBIT "A"

SERVICES

Provide a complete description of any services that the Contractor will render including any limitations or requirements, special methods, and any instructions on how to do the services, reports or track the services.

1. The Contractor shall do or provide the following:

EXHIBIT "B"

COMPENSATION

1. Total Compensation: In return for the Services, the City shall pay the Contractor an amount not to exceed \$_____ Dollars and Washington State sales tax equal to \$_____ Dollars for a total amount not to exceed \$_____.
2. Method of Compensation:



May 9, 2025

Davi de la Cruz | *Parks Development Project Manager*
City of Lakewood
6000 Main Street SW
Lakewood, WA 98499
DdelaCruz@cityoflakewood.us

Contract Exhibit - Proposal for Engineering and Design Services

Facet Number: 2504.0460.00

RE: Westlake Street End Development Pilot Project

Dear Davi and the City of Lakewood,

Project Description

This project would include a neighborhood access point, a plan for parking access, including one ADA stall, a path down to the water and habitat protection along the shoreline at the end of Westlake Ave in the City of Lakewood. This is one of the City of Lakewood's right of ways, which dead end into public lakes. This proposal will address permitting applications, permitting support, bidding support and bidding plans.

Scope of Work

Facet as Prime Consultant and J.A. Brennan and Associates as a subconsultant, will provide permitting and construction documents, civil engineering services including drainage, utility, and paving plans. The specific tasks are summarized as follows:

- | | |
|--------|--|
| Task 1 | <p>Administration and Meetings</p> <p>This task will include tracking budgets and updating the schedule on a weekly basis. It will also involve invoicing, managing subcontractors, and verifying the implementation of all in-house quality control guidelines. Assignment of tasks and schedules to individuals and subconsultants responsible is also important to good project management and will be performed by the project manager on a regular basis.</p> <p>Deliverables:</p> <p>Facet will provide monthly status reports submitted with invoicing summarizing project activity</p> |
| Task 2 | <p>Research, Document Review and Basemap</p> <p>Facet will obtain any available previous survey information including property lines, topographic and utility mapping required. The team will review available geotechnical data, environmental field studies, as-built drawings of existing structures and structural assessments. A plan will be developed to verify necessary field data while minimizing the overlap with the previous documents. Facet deliverable:</p> <p>Deliverables:</p> <p>Combined Project basemap as CAD file and PDF and email to the City with any data gaps identified.</p> |
| Task 3 | <p>60% Design Development</p> <p>Facet will meet with the City while they review existing policy and documents, identify design goals and list potential program elements. Facet will create an initial plan set and design sufficient for permitting showing the form and function of the design to a conservative level so that all project activities can be approved by agencies having jurisdiction.</p> |

Deliverables:

60% Issued for Bid Package

- 60% plan set,
- 60% specifications
- 60% cost estimate
- Basis of Design

Task 4 Permitting and Permit Support

We will begin permitting with a pre-application meeting. It is standard practice to make initial contact with each agency that has jurisdiction over the proposed work. Coordination effort includes one site meeting with agencies.

Facet will act as the permitting agent on behalf of the City to coordinate directly with the agencies and prepare complete applications as required. Because the concept to be permitted is as yet undetermined, for the sake of scoping this work. Each agency has unique submittal requirements and review processes. We will make every effort to develop supporting documentation and drawings that can be utilized by multiple jurisdictions. The following permits may be required depending on the final scope of improvements and whether that scope is determined to be jurisdictional under local, state and federal review:

Facet has budgeted 16 hours for phone calls and coordination with the City and agency for the approximate 6 month review period. We will notify the City if this effort is expended before approval to discuss how to make sure additional coordination is handled by FACET or the City. The list of anticipated permits includes the following:

Deliverables:

- City Shoreline Substantial Development permit
- Checklist for State Environmental Policy Act (SEPA) determination
- City Building permit
- City Grading permit
- WDFW-Hydraulic Project Approval
- Critical areas and no net loss review

Task 5 Construction Documents

Facet has budgeted time to provide Site, Hardscaping, Utility Plans, and Asphalt specs, as well as the final Drainage Report Final TIR and SWPPP and cost estimates. We will engineer the urban design, grading stormwater, utilities and paving. Work under this task includes structural calculations, sketches, and iterative design of site geometry and details. Grading and landscape architecture will be JA Brennan's scope. Plans Specifications and Estimate (PS&E) Submittals will be made at the levels listed in the deliverables below.

Deliverables:

100% Issued for Bid Package

- 100% plan set,
- 100% specifications
- 100% cost estimate

Task 6 Bid Support

Facet will provide support to the City while each bid is evaluated by contractors. Facet will answer contractor questions during the bidding process, hold a pre-bid meeting and prepare addenda as listed below.

Deliverables:
Up to three Bid addenda

Assumptions

1. Topographic base mapping will be completed by others and provided to Facet in electronic AutoCAD format including point files.
2. Any additional survey required will be completed by others under separate scope.
3. Either on-site infiltration, sheet flow to the lake, or a direct connection to an existing city main within 100' of the site will be a viable method of stormwater conveyance, flow control, and discharge.
4. There will be less than 5,000 Square feet of new pollution generating impervious surface, requiring neither water quality facilities or flow control.
5. Electrical design is excluded from the project.
6. Geotechnical Engineering services (i.e., infiltration facility testing and recommendations) will be completed by others and the information provided to Facet.
7. All permit applications, coordination and fees will be handled and paid for by others.
8. Structural design and calculations are excluded.

Schedule

Facet will begin work immediately following authorization to proceed and deliverables will be coordinated with J.A. Brennan. Any revisions to Facet deliverables should be completed within two to three weeks after receipt by Facet.

- NTP-5/15/25
- Base map complete 6/16/25
- Submit 60% Design 8/15/25
- Submit Permits to agencies 8/29/25
- Permitting Support September 2025 – February 2026
- 100% design March 2026
- Permits in hand March 2026
- Project out to bid April 2026

Payment

Our Services will be billed on a time and materials basis. Hourly fees shall be billed at the rate schedule attached. The hourly posted rates are updated on January 1st of each year. We invoice monthly and accept payment by check, credit card or Automated Clearing House (ACH). Please refer to our website for details on electronic payments.

- | | |
|---|----------|
| 1. Facet Services | \$55,581 |
| 2. JA Brennan Sub-consultant Services | \$28,525 |

Estimated Expenses\$1,000

Total fee\$85,106

Expenses will be invoiced at cost plus ten percent (10%) and mileage will be invoiced at the current federal published rate per mile for project related travel.

Additional Services

The work noted above is for a one-time performance only. Requests for additional work shall constitute a change of scope and will be billed at the current year's posted rates. Additional services shall not be performed without Client authorization.

Westlake Street End Development project
May 9, 2025

Many projects require multiple services that may not have been requested in this proposal process, and we are happy to help. Services offered by Facet include civil and structural engineering, landscape architecture, trees/arboriculture, wetlands/streams/shorelines, wildlife, long range planning, and permitting. Please contact us if any additional services are needed for your project.

Terms and Conditions

The terms and conditions of this proposal are as attached (Attachment 1). Acknowledgement of these terms shall be indicated by signature of this proposal.

Conclusion

If our proposal is satisfactory, please sign and return a copy of this proposal to us. We appreciate the opportunity and look forward to working with you towards the successful completion of the project. Please do not hesitate to contact us if you have any questions.

Sincerely,

Facet

Steven M. Robert 2025.05.09
13:58:20 -07'00'

Steve Robert, PE
Principal of Marine and Environmental

Authorization to proceed:

Name/Title

Signature

Date

Client Billing Address:

Address

City

State

ZIP

Attachments:

Attachment 1 – Facet Fee Estimate
Attachment 2 – 2025 Hourly Rates
Attachment 3 – JAB scope and fee

Facet
PROFESSIONAL ENGINEERING SERVICES ESTIMATE

Project: Lakewood Westlake Ave Street End Project

Prime: FACET

Facet PM: Steve Robert, PE

		FACET LABOR CATEGORIES							
TASK							TOTAL	FACET TOTAL	
NO.	TASK DESCRIPTION	Principal	Engineer IV	Engineer III	Ecologist II	Engineer I	HOURS	EACH TASK	
100	Administration and Meetings	12	28				40	\$9,200	
200	Research, Document review and Basemap	4	6			16	26	\$4,350	
300	60% Design Development Documents: Plans, Specs, and Estimate	2	20	13		40	75	\$12,508	
400a	Permit document prep	2	12		40		54	\$8,110	
400b	Permit Support	2	6		22		30	\$4,570	
500	100% Construction Documents: Plans, Specs, and Estimate	5	8	13		47	73	\$11,598	
600	Bid Support	1	4	20			25	\$5,245	
700	JAB services							\$28,525	
		28	84	46	62	103	323		
		\$265	\$215	\$206	\$125	\$125			
		\$7,420	\$18,060	\$9,476	\$7,750	\$12,875		\$84,106	

FEE ESTIMATE SUMMARY:

Facet Labor Fees: \$84,106.00
Facet Expenses: \$1,000.00

TOTAL ESTIMATED MAXIMUM FEES: \$85,106.00

Facet
2025 Marine Hourly Billing Rates
 Effective: 1/1/2025

Position	Rate
Principal	\$265
Engineer V	\$227
Engineer IV	\$215
Engineer III	\$206
Engineer II	\$157
Engineer I	\$134
Engineer Tech II	\$115
Ecologist V	\$200
Ecologist IV	\$177
Ecologist III	\$157
Ecologist II	\$148
Planner I	\$115
Project/Contract Administrator	\$149

May 9, 2025

Scope of Work

City of Lakewood - Westlake Street End Improvements

Prepared for:

Drew McDonald, PE

Facet

9706 4th Ave NE, Suite 300

Seattle, WA 98115

Prepared by:

J.A. Brennan Associates PLLC

2701 1st Ave, Suite 510

Seattle, WA 98121

DESCRIPTION

J.A Brennan (JAB) is pleased to present our Scope of Work as subconsultant to FACET for the City of Lakewood - Westlake Street End Improvements Project. The City of Lakewood plans to improve the Westlake Street end site near Lake Steilacoom. The project aims at minimal development, meeting codes, and providing a neighborhood access point, with amenities that make a welcoming water access point to Lake Steilacoom.

This scope of work includes the production of a contract document package that highlights the development of the street end with ADA parking stall, painted street art, an accessible path to the water edge, seating walls, beach enhancements and perimeter fence to improve waterfront access to provide recreational opportunities for the local community.

The following scope describes roles, and the major tasks anticipated for the project. See the fee matrix for associated scope hours, products, specific meetings, and fee for each task.

TASK A – ADMINISTRATION / COORDINATION

Administration tasks include meeting coordination, scheduling, contract administration and subconsultant administration costs and expenses.

Deliverables:

- Monthly invoices

TASK B – SITE INVENTORY AND ANALYSIS

Work in this task includes site visits, data collection and review, analysis of existing conditions, base map preparation, and other elements identified in the fee matrix. It is assumed Parks will provide all available pertinent information.

Perform site visit to observe the existing conditions. The site visits will include on-site meetings with Parks staff and FACET.

Deliverables:

- Base Map
- Site Visit notes

TASK C – 60% DESIGN

JAB will create a 60% design submittal that is primarily Auto-CAD drafted, although some information may be hand-drawn.

The base map will be prepared in AutoCAD as a complete site survey provided by Parks. The base map will identify OHWM, topography, trees, utilities, and existing key features of the work area.

Illustrative drawings will be completed as a method to convey design feasibility and finished project character. Hours for illustrative rendering are limited.

This task includes a refinement of the concept plan previously developed to fit with the site survey. One site cross section will be prepared. Parks will have one opportunity to review and comment prior to the final 60% percent submittal. A preliminary plant list will be included with the layout plan. A preliminary square-footage level cost estimate will be provided for the design development plan.

JAB will collaborate with FACET to develop layout and grading plans.

60% submittal will be used for permit applications.

Deliverables

- Plans, section, and cost estimates as per fee matrix

TASK D – CONSTRUCTION DOCUMENTS (CD'S 100%)

Construction documents will be submitted once for Parks review prior to issuing final construction documents. Submittals will be provided at 100% (bid-ready) design completion.

JAB will provide input to FACET in developing TESC and tree protection plan and will continue collaborating on layout and grading plan with FACET.

The 100% submittal will include landscape plan, site cross section, detail sheets, planting schedule, specifications & estimate of probable construction costs. Specifications will be provided in CSI format (CSI Master Format 2024 Edition), JAB specifications will be used as a starting point. JAB will only author up to 3 spec. sections and will review up to 2 spec. sections.

Deliverables

- Plans, specs, and cost estimates as per fee matrix

TASK E – BID SUPPORT

JAB will support with reviewing and responding to bidder questions. Support with one addenda is included. JAB assumes they will not attend an onsite pre bid meeting.

Deliverables

- See fee matrix.

TASK F – PERMIT SUPPORT

The permit documentation assumes the 60% plan set will be used as the permit-ready set of plans. FACET will lead all permit application and documentation.

JAB will only attend a virtual meeting for pre-application with City staff. Permit comments will be incorporated as part of the 100% design.

Deliverables

- 60% Plans for Permit, see fee matrix.

TASK G – MEETINGS

This task includes a kick-off meeting to start the project and additional meetings through the process of the project schedule. This task provides coordination with the design team and Parks. JAB will participate in up to 2 virtual meetings with Parks to review the design. This task also includes up to 3 virtual meetings with the design team.

Deliverables

- See fee matrix.

GENERAL ASSUMPTIONS:

- Wetland/OHWM delineation is provided by others if needed.
- A Complete CAD survey will be provided by Parks for the project area including topography, high quality air photo, wetlands, Ordinary high-water elevation, parcel boundaries, pavement edges, roads, utilities, trees and vegetation and other information needed for design.
- J.A. Brennan does not provide contaminated soils remediation services. No contaminated soil is anticipated on site.

- A technical memorandum will not be prepared.
- Parks/ Client will provide coordinated, consolidated review comments at each submittal. Parks review period will take no longer than three weeks. Submittals are limited to 60% design and 100% design.
- We will use J.A. Brennan CAD standards.
- Graphics may be hand drawn during 60% design.
- The cost estimate will be limited to the specified hours. The City will review cost estimate assumptions prior to cost estimating. Estimates will be at a planning level or pre-design level based on lineal foot or square foot costs for schematic design.
- Specifications will not be provided at 60% design development.
- FACET will be responsible for distribution (digital or physical) and printing of all documents.
- J.A. Brennan Associates will not be responsible for working with adjacent landowners.

City of Lakewood - Westlake street end improvements												
J.A. BRENNAN ASSOCIATES, PLLC		May 9, 2025										
Landscape Architecture Services												
WORK	DESCRIPTION	JB	TW	DC	AT	SMS	TM/SY	Total	Total	Total	Total	Grand
ITEM		PIC	SR.PLA	SR.PLA	LD	LD	Admin	JAB			J.A. Brennan	Total
Rate		\$240.00	\$195.00	\$195.00	\$120.00	\$120.00	\$135.00	Hours	Labor	Expenses	Labor/Exp	
A	Administration / Coordination											
1	Job set-up			1			1	2	\$330.00	\$20.00	\$350.00	\$350.00
2	Progress reports			1			1	2	\$330.00	\$20.00	\$350.00	\$350.00
3	Prepare invoices			1			3	4	\$600.00	\$20.00	\$620.00	\$620.00
4	Scheduling			1				1	\$195.00	\$20.00	\$215.00	\$215.00
	Total	0	0	4	0	0	5	9	\$1,455.00	\$80.00	\$1,535.00	1,535
B	Site Inventory & Analysis											
1	Data / code review			1		1		2	\$315.00	\$20.00	\$335.00	\$335.00
2	Inventory/ analysis of existing conditions survey (limited utilities, stormwater)			1		1		2	\$315.00	\$20.00	\$335.00	\$335.00
3	Up to (1) site visit			3		5		8	\$1,185.00	\$100.00	\$1,285.00	\$1,285.00
	Total	0	0	5	0	7	0	12	\$1,815.00	\$140.00	\$1,955.00	\$1,955.00
C	Design Development 60%											
1	Sheet setup / base map			1		4		5	\$675.00	\$20.00	\$695.00	\$695.00
2	Refined plan from concept Plan (draft may be hand Drawn)	1		2		11		14	\$1,950.00	\$20.00	\$1,970.00	\$1,970.00
3	Site Cross section (up to 1)			2		4		6	\$870.00	\$20.00	\$890.00	\$890.00
4	Preliminary Plant Schedule	1		1		4		6	\$915.00	\$20.00	\$935.00	\$935.00
5	Collaboration on layout and grading with FACET			1		3		4	\$555.00	\$20.00	\$575.00	\$575.00
6	DD cost estimate (s.f. costs- identify planting and hardscape features)			1		3		4	\$555.00	\$20.00	\$575.00	\$575.00
	Total	2	0	8	0	29	0	39	\$5,520.00	\$120.00	\$5,640.00	\$5,640.00
D	Construction Documents (CD's 100%)											
1	Sheet Setup updates					3		3	\$360.00	\$20.00	\$380.00	\$380.00
2	Tree Protection - input to TESC and tree protection plan by Facet (Prime Engineer)			1		2		3	\$435.00	\$20.00	\$455.00	\$455.00
3	Collaboration on layout and grading with FACET			2		1		3	\$510.00	\$20.00	\$530.00	\$530.00
4	Landscape Plan (1 sheet 10 scale)	1		3		18		22	\$2,985.00	\$20.00	\$3,005.00	\$3,005.00
5	Plant schedule/ planting notes	1		2		8		11	\$1,590.00	\$20.00	\$1,610.00	\$1,610.00
6	Standard Details (1 sheet) - planting			2		10		12	\$1,590.00	\$20.00	\$1,610.00	\$1,610.00
7	Custom Details (1 sheets) (Site furnishings)			5		17		22	\$3,015.00	\$20.00	\$3,035.00	\$3,035.00
8	CD cost estimate (planting and site features)			5		9		14	\$2,055.00	\$20.00	\$2,075.00	\$2,075.00
9	Specifications (Up to 3 sections landscape, site funishings and paths)			8		16		24	\$3,480.00	\$20.00	\$3,500.00	\$3,500.00
	Total	2	0	28	0	84	0	114	\$16,020.00	\$180.00	\$16,200.00	\$16,200.00
E	Bid Support											
1	Review and respond to bidder questions			1		3		4	\$555.00	\$20.00	\$575.00	\$575.00
3	Addenda support (one only)			1		2		3	\$435.00	\$20.00	\$455.00	\$455.00
	Total	0	0	2	0	5	0	7	\$990.00	\$40.00	\$1,030.00	\$1,030.00
F	Permit Support											
1	Attend pre-application meeting with City Staff (Virtual Meeting)			1				1	\$195.00	\$20.00	\$215.00	\$215.00
	Total	0	0	1	0	0	0	1	\$195.00	\$20.00	\$215.00	\$215.00
G	Meetings											
2	Kick off Meeting - Virtual			1		1		2	\$315.00	\$20.00	\$335.00	\$335.00
1	Parks Review client meetings (up to 2 - Virtual Teams Meetings)			2		2		4	\$630.00	\$20.00	\$650.00	\$650.00
2	Design team meetings (up to 3)			3		3		6	\$945.00	\$20.00	\$965.00	\$965.00
	Total	0	0	6	0	6	0	12	\$1,890.00	\$60.00	\$1,950.00	\$1,950.00
Grand total		4	0	54	0	131	5	194	\$27,885.00	640	28,525	28,525

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: Contract Amendment for Park Custodial Services	TYPE OF ACTION: — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2025-29 — OTHER
REVIEW: May 19, 2025	ATTACHMENTS: Contract Amendment Bid Tab	

SUBMITTED BY: Scott Williams, Operations Superintendent

RECOMMENDATION: It is recommended that Council authorize the City Manager to execute a contract amendment in the amount of \$63,284 to SMS Cleaning Services, Inc. for park custodial services.

DISCUSSION: . Park restroom cleaning is a seven days a week, 365 days a year operation. The City has contracted for restroom cleaning services since 2017 to support year-round park maintenance and operations. The scope of work includes cleaning restrooms, picking up garbage around the restrooms, and locking the restrooms and gates in the evenings. This allows park restrooms to remain open until parks close at 9:00 p.m. or sunset, whichever is earlier. This also allows staff to open all parks in the morning, do site inspections, address any safety or graffiti issues, and complete other park maintenance tasks to ensure parks are safe for the public to use each day. The current restroom contract was expiring so the City advertised a request for proposals (RFP) in April, 2025 to update the current contract. The City received five bids and the lowest responsible bidder is SMS Cleaning Services, Inc., the city's current facilities custodial contractor.

ALTERNATIVE(S): Council may reject all bids and redo the RFP process which would delay our ability to utilize a contractor for services. Without contract support we would need to reduce our level of service in City parks, close restrooms earlier in the day, reduce operations or support on the weekends or hire additional staff to cover maintenance needs from 7:00 a.m. – 9:00 p.m during daily park hours.

FISCAL IMPACT: Fiscal impact is \$63,284. Funds are included in the 2025-26 approved Parks operational budget.

Scott Williams
Prepared by

Mary Dodsworth
Department Director

Tho Kraus
City Manager Review

**FIRST ADDENDUM TO THE CITY OF LAKEWOOD PROFESSIONAL SERVICES
AGREEMENT**

THIS ADDENDUM is made and entered into this ____ day of May, 2025 and between the City of Lakewood (City) and SMS Cleaning, Inc. (Contractor). The parties do hereby agree to the following amendment to the original agreement executed February 19, 2025

ITEM ONE. Services – The Contractor shall perform the services more specifically described in Exhibit "A" Services,

ITEM TWO: Compensation: The Contractor will be paid by the City for services as provided in Exhibit “B” Compensation, attached hereto.

ITEM THREE. All other terms of the professional services agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the day and year written above.

CITY OF LAKEWOOD

LAKEWOOD BUILDING MAINTENANCE, LLC

John Caulfield, City Manager

Kyong Hoon/ Manager

Date: _____

Date _____

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

Exhibit “A”

EXHIBIT “A” SERVICES

Provide a complete description of any services that the Contractor will render including any limitations or requirements, special methods, and any instructions on how to do the services, reports or track the services.

The Contractor shall do or provide the following:

Parks Property– Summer Contract - (May 6th through September 30th) Schedule: 7 Days a Week

Restroom Cleaning

Locations:

1. **Harry Todd Park**
 - a. **Number of Restroom Buildings: 1**
2. **American Lake Park (Tentative Opening June/July 2025)**
 - a. **Number of Restroom Buildings: 1**
3. **Wards Lake Park (Tentative Opening August/September 2025)**
 - a. **Number of Restroom buildings: 1**
4. **Kiwanis Park**
 - a. **Number of Restroom Building: 1**
5. **Fort Steilacoom Park**
 - a. **Number of Restroom Buildings: 3**

Scope of Work

Cleaning Tasks:

- Clean, sanitize, and disinfect all:
 - Restrooms.
 - Sinks, toilets, and all touchable surfaces.
- Sweep floors and foam restrooms.
- Empty all garbage cans and insert new liners.
- Restock paper products and soap dispensers
- Lock up and secure restrooms.

Garbage Pickup

1. Harry Todd Park
2. American Lake Park

Scope of Work

- Garbage pickup in parking lot areas and boat launch parking lot.
- Garbage pickup in Main Parks (grass areas and beaches).
- Empty all garbage cans and pick up all ground garbage in Parks.
- Dispose of collected garbage in onsite dumpsters.

Parks Property – Winter Contract - (October 1st through April 30th)

Schedule: 7 Days a Week

Restroom Cleaning

Locations:

1. **Harry Todd Park**
 - **Number of Restroom Building: 1**
2. **American Lake Park (Tentative Opening June/July 2025)**
 - **Number of Restroom Buildings: 1**
3. **Wards Lake Park (Tentative Opening October 2025)**
 - **Number of Restroom Buildings: 1**
4. **Kiwanis Park**
 - **Number of Restroom Buildings: 1**

Scope of Work

Cleaning Tasks:

- Clean, sanitize, and disinfect all:
 - Restrooms
 - Sinks, toilets and all touchable surfaces
- Sweep floors and foam restrooms.
- Empty all garbage cans and insert new liners.
- Restock paper products and soap dispensers
- Lock up and secure restrooms.

SPECIFIC REQUIREMENTS

1. The awarded Contractor/Firm shall be responsible for maintaining, at its sole cost and expense, comprehensive general liability insurance, including automobile and property damage, insuring the City of Lakewood, against loss or liability for damages for personal injury, death, or property damage arising out of or in connection with the performance by the Contractor of its obligation hereunder, with minimum liability limits of \$1,000,000.00 combined single limit for personal injury, death or property damage in any one occurrence. Professional liability insurance shall also be maintained with a minimum liability limit of \$2,000,000.00. The awarded Contractor/Firm shall furnish evidence, satisfactory to the City, of all such policies.
2. The awarded Contractor/Firm shall maintain a current City of Lakewood business license.
3. The awarded Contractor/Firm and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42.

SELECTION CRITERIA

Proposals shall be ranked based upon the following criteria:

- 1) Price; 2) Experience, References, Performance; 3) Quality of Risk Assessment and Clearance reports provided; and 4) Response time.

TERMS AND CONDITIONS

1. The City reserves the right to reject all proposals, and to determine and waive minor regularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The City reserves the right to determine the most qualified contractor based on the City's evaluation of the above selection criteria and any factors relevant thereto.
4. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
5. The City reserves the right to award contracts for all or some of the tasks in the Scope of Work to one or more contractor/firm(s).
6. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
7. The contract resulting from acceptance of a RFP by the City shall be in a form supplied or approved by the City and shall reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City of Lakewood Legal Department.
8. At times, City Parks have construction projects in them that could result in the suspension of services required by the contractor.

COMPENSATION

1. Please present detailed information on the proposer's draft fee schedule for the work specifications and for any variation for non-routine services, inclusive of Washington State sales tax and any other applicable government charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
2. If awarded a contract, payment for services will only be made after the services have been contracted and have been performed. An itemized billing statement shall be submitted in a form specified by the City and approved by the appropriate representatives, which shall specifically set forth the services performed. Payment will be made in accordance with the payable payment cycles based upon a signed contract agreement with the City.

Exhibit B

Compensation, refer to attached Change Orders for Cost Breakdown



SMS Cleaning, Inc.

Subject: Scrivener's Error Notification – Bid Correction

To Whom It May Concern,

We at SMS Cleaning, Inc. would like to formally notify the City of Lakewood of a Scrivener's error in our submitted pricing for seasonal janitorial services. Upon reviewing our bid documentation, we discovered that the monthly pricing for the summer and winter seasons was inadvertently reversed.

The correct monthly pricing should be as follows:

- **Summer Season:** \$5,340.00 per month
- **Winter Season:** \$4,397.00 per month

We apologize for any confusion this may have caused and kindly ask that you update your records accordingly.

We have attached our proposal with the corrected prices. Please feel free to contact us should you require any further clarification or support documentation.

Thank you for your understanding and continued consideration.

Sincerely,

Kyong Hoon

Manager, SMS

Cleaning, Inc.

(206)529-7076

Kyonghoon@smscleaning.net



SMS Cleaning, Inc.

Subject: Scrivener's Error Notification – Bid Correction

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We at SMS Cleaning, Inc. would like to formally notify the City of Lakewood of a Scrivener's error in our submitted pricing for seasonal janitorial services. Upon reviewing our bid documentation, we discovered that the monthly pricing for the summer and winter seasons was inadvertently reversed.

The correct monthly pricing should be as follows:

- **Summer Season:** \$5,340.00 per month

Name of Park	Amount in \$	Amount Written
Harry Todd Park	\$1,068.00 per month	One thousand sixty-eight
American Lake Park	\$801.00 per month	Eight hundred one
Wards Lake Park	\$801.00 per month	Eight hundred one
Kiwanis Park	\$1,068.00 per month	One thousand sixty-eight
Fort Steilacoom Park	\$1,602.00 per month	One thousand six hundred two

- **Winter Season:** \$4,397.00 per month

Name of Park	Amount in \$	Amount Written
Harry Todd Park	\$1,099.25 per month	One thousand ninety-nine dollars and twenty-five cents
American Lake Park	\$1,099.25 per month	One thousand ninety-nine dollars and twenty-five cents
Wards Lake Park	\$1,099.25 per month	One thousand ninety-nine dollars and twenty-five cents
Kiwanis Park	\$1,099.25 per month	One thousand ninety-nine dollars and twenty-five cents

We apologize for any confusion this may have caused and kindly ask that you update your records accordingly.

We have attached our proposal with the corrected prices. Please feel free to contact us should you require any further clarification or support documentation.

Thank you for your understanding and continued consideration.

Sincerely,

Kyong Hoon

Manager,

SMS

Cleaning, Inc.

(206)529-7076

Kyonghoon@smscleaning.net

Custodial Service BID FORM (Due April 15th, Due at 2:00 p.m.)

TO: City of Lakewood, City Clerk's Office
ADDRESS: 6000 Main Street SW, Lakewood, WA 98499-5027
PROPOSAL TO LAKEWOOD CITY COUNCIL, LAKEWOOD,

WASHINGTON

**PROJECT: Custodial Services for Parks Restrooms, Garbage and
Grounds Pickup**

Firm Name: __SMS Cleaning, Inc.__

Bidder: __Kyong Hoon; SMS Cleaning, Inc.____

Address: __3118 Judson St Unit 889, Gig Harbor, WA 98335__

Phone: __206-529-7076____ **Email:** __kyonghoon@smscleaning.net____

Contractor's State License # __602-016-570____

BIDDER'S DECLARATION OF UNDERSTANDING:

The Bidder, in compliance with the City's Advertisement for Bids and Instructions for Bidders for Custodial Services, having examined the specifications, related documents and the locations of the proposed work, and being familiar with all of the conditions surrounding the work including the availability of labor and equipment, hereby proposes to furnish all labor, materials, tools, equipment, and documentation for the rates and lump sum prices listed below. These prices shall cover all expenses incurred in performing the work required under the contract documents, for which this bid is a part. Sales tax shall not be included in the lump sum prices within this bid.

The undersigned hereby certifies that he/she is authorized to sign on behalf of the firm and has read the requirements, project scope, and specifications and thoroughly understands the same and proposes to meet or exceed custodial services expectations.

NON-COLLUSION DECLARATION:

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.

__Kyong Hoon__
Print Name of Authorized Official

Kyong Hoon
Signature of Authorized Official

____Manager____
Title



Lakewood Custodial Services

Bid Closing Date: April 29 2025

Bidder	Summer Contract 5 Months (May 6th thru Sept 30th)	Winter Contract 7 Months (Oct 1st thru April 30)	Total	Washington State Sales Tax 10.1%	Total
Hughes Group, LLC	\$ 61,827.85	\$ 91,778.61	\$ 153,606.46	\$ 15,514.25	\$ 169,121
SMS Cleaning, Inc.	\$ 26,700.00	\$ 30,779.00	\$ 57,479.00	\$ 5,805.38	\$ 63,284
Lakewood Building Maintenance	\$ 63,320.00	\$ 19,292.00	\$ 82,612.00	\$ 8,343.81	\$ 90,956
Gamundi Cleaning	\$ 40,000.00	\$ 21,700.00	\$ 61,700.00	\$ 6,231.70	\$ 67,932
DH Services	\$ 198,000.00	\$ 445,200.00	\$ 643,200.00	\$ 64,963.20	\$ 708,163

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: Contract for services to support future City Park on Motor Ave	TYPE OF ACTION: — ORDINANCE NO. — RESOLUTION NO.
REVIEW: May 19, 2025	ATTACHMENTS: Informal Quote Form	<u>X</u> MOTION NO. 2025-30 — OTHER

SUBMITTED BY: Scott Williams, Superintendent, Operations & Maintenance

RECOMMENDATION: It is recommended that Council authorize the City Manager to execute a contract with KBH Construction in the amount of \$93,507.93 for improvements to future downtown park site so it can be accessible and maintainable open space.

DISCUSSION: The City recently acquired a 1.58-acre site and demolished a dilapidated building. To ensure the area remains safe and secure while future development plans are considered, this contract will irrigate the site, cap and level with topsoil and seed with a lawn mix.

ALTERNATIVE(S): Council may choose to reject all bids; in which case the site would remain fenced and inactive until future development decisions are made. Council could direct a modified rebid to take place, reducing the scope of work.

FISCAL IMPACT: The fiscal impact is for this project is \$93,507.93 and is included in the parks CIP and carry forward budgets.

Prepared by _____	<i>Tho Kraus</i> _____ City Manager Review
Department Director _____	

City of Lakewood
Informal Quotes Form

Detailed Description: (Include Item/Part Numbers Quantity, Description)

Adding a POC for the irrigation, including removal and replacement of a sidewalk panel
 Adding up to 9 new irrigation zones
 Repairing 3 existing irrigation zones
 Adding 4" of 3 way topsoil to entire site and leveling it out to a smooth level surface
 Seed all disturbed areas

	Company A	Company B	Company C
Company Name	KBH	Redside Construction	Barcott Construction
Representative	Jamie Kirkpatrick	Sam Berry	Jeff Barcott
Phone Number	360-413-7888	206-317-6400	360-941-0828
Price Quote including 10.1% sales tax	\$67,634.43	\$95,331.19	\$111,751.50
Excluded Items Additional Charges	Includes POC and one zone of irrigation. Each zone of irrigation after that is an additional \$2,350. Total price below reflects 11 additional zones.	Excludes tapping into city water at POC, surveying, saw cutting, dust control, erosion control, clearing & grubbing, boring & patching existing HMA and gravel for sleeving. All traffic control, Union rates and dues, subgrades for any material we are placing, sales tax, and mowing.	Excluded: surveys, permits, testing
Total Price	\$93,507.93	\$95,331.19 + exclusions	\$111,751.50 + exclusions
Delivery Date?	On contract award	On contract award	On contract award
Warranty Included?	No	No	No

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: Psomas Design Services for Nisqually Loop Trail Project	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE NO. <input type="checkbox"/> RESOLUTION NO. <input checked="" type="checkbox"/> MOTION NO. 2025-31 <input type="checkbox"/> OTHER
REVIEW: May 19, 2025	ATTACHMENTS: Psomas Scope of Work, Fees and Contract	

SUBMITTED BY: Mary Dodsworth - Parks, Recreation and Community Services Director

RECOMMENDATION: It is recommended that Council authorize the City Manager to execute a contract with Psomas in the amount of \$60,890 to design and facilitate installation of interpretive elements along the Fort Steilacoom Park Nisqually Loop Trail.

DISCUSSION: The City and the Nisqually Indian Tribe (NIT) have a positive history of collaboration and partnership and are working on the development of a one-mile interpretive trail at Fort Steilacoom Park. Progress has been regarding interpretive themes at various locations along the trail. Historic research and artwork created by NIT artists will be included in a series of interpretive panels and wayfinding signs. The City is in need of graphic design work and construction management to support this project. The project is expected to be completed by December 31, 2025.

ALTERNATIVE(S): Council could not approve the contract which would delay our ability to meet current project expectations and grant deadlines.

FISCAL IMPACT: Fiscal impact is \$60,890 and will be funded by a \$300,000 Legislation appropriation (Dept of Commerce grant).

Mary Dodsworth Prepared by Department Director	<i>Tho Kraus</i> City Manager Review
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**PROFESSIONAL SERVICES AGREEMENT
FOR
Nisqually Indian Tribe Interpretive Trail**

This Professional Services Agreement ("Agreement"), made and entered into this _____ day of _____, 2025, by and between the City of Lakewood, a Washington municipal corporation ("City"), and PSOMAS, ("Contractor"). The City and Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this Agreement:

PSOMAS 2502 Jefferson Avenue Tacoma, WA 98402 Att: Nina Lomas 253-627-0720	:	CITY OF LAKEWOOD: 6000 Main Street SW Lakewood, WA 98499 Attn: Stacey Reding Phone: 253-983-7852 Email: sreding@cityoflakewood.us
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The Parties agree as follows:

1. TERM. The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than 4/30/26 ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

2. SERVICES. The Contractor shall perform the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Lakewood business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantiality or the ease of its discovery.

3. TERMINATION. Either party may terminate this Agreement, with or without cause, upon providing the other party 30 days written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails

to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

4.1 Amount. In return for the Services, the City shall pay the Contractor an amount not to exceed a maximum amount and according to a rate or method as delineated in Exhibit "B", attached hereto and incorporated by this reference. The Contractor agrees that any hourly or flat rate charged by it for its services contracted for herein shall remain locked at the negotiated rate(s) for the Term. Except as otherwise provided in Exhibit "B", the Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.2 Method of Payment. On a monthly basis, the Contractor shall submit a voucher or invoice in the form specified by the City, including a description of what Services have been performed, the name of the personnel performing such Services, and any hourly labor charge rate for such personnel. The Contractor shall also submit a final bill upon completion of all Services. Payment shall be made on a monthly basis by the City only after the Services have been performed and within thirty (30) days after receipt and approval by the appropriate City representative of the voucher or invoice. If the Services do not meet the requirements of this Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

4.3 Non-Appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

5. INDEMNIFICATION.

5.1 Contractor Indemnification. Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

5.2 Industrial Insurance Act Waiver. It is specifically and expressly understood that the Contractor waives any immunity that may be granted to it under the Washington State industrial insurance act, Title 51 RCW, solely for the purposes of this indemnification. Contractor's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

5.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

6. INSURANCE. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

6.1. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

6.2. Minimum Scope of Insurance. Contractor shall obtain insurance of the types and coverage described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- b. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Professional Liability insurance appropriate to the Contractor's profession.

6.3. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limit:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
- c. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

6.4 Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.5 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

6.6 Verification of Coverage. Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

6.7 Notice of Cancellation. The Contractor shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

6.9 Public Entity Full Availability of Contractor Limits. If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

6.10 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement.

7. WORK PRODUCT. All originals and copies of work product, including plans, sketches, layouts, designs, design specifications, records, files, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the Work shall belong to the City upon delivery. The Contractor shall make such data, documents, and files available to the City and shall deliver all needed or contracted for work product upon the City's request. At the expiration or termination of this Agreement, all originals and copies of any such work product remaining in the possession of Contractor shall be delivered to the City.

8. BOOKS AND RECORDS. The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Work and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

9. INDEPENDENT CONTRACTOR. The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

10. CONFLICT OF INTEREST. It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.

11. EQUAL OPPORTUNITY EMPLOYER. In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Contractor or its subcontractors of any level, or any of those entities' employees, agents, subcontractors, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

12. GENERAL PROVISIONS.

12.1 Interpretation and Modification. This Agreement, together with any attached Exhibits, contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior statements or agreements, whether oral or written, shall be effective for any purpose. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. The respective captions of the Sections of this Agreement are inserted for convenience of reference only and shall not be deemed to modify or otherwise affect any of the provisions of this Agreement. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Any act done by either Party prior to the effective date of the Agreement that is consistent with the authority of the Agreement and compliant with the terms of the Agreement, is hereby ratified as having been performed under the Agreement. No provision of this Agreement, including this provision, may be amended, waived, or modified except by written agreement signed by duly authorized representatives of the Parties.

12.2 Assignment and Beneficiaries. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

12.3 Compliance with Laws. The Contractor shall comply with and perform the Services in accordance with all applicable federal, state, local, and city laws including, without limitation, all City codes, ordinances, resolutions, regulations, rules, standards and policies, as now existing or hereafter amended, adopted, or made effective.

12.4 Contractor's Employees – Employment Eligibility Requirements. The Contractor and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue participation in E-Verify throughout the course of the Contractor's contractual relationship with the City. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor. The Contractor shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the City's request for such proof.

12.5 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the Pierce County Superior Court, Pierce County, Washington, unless the parties agree in writing to an alternative process.

If the Pierce County Superior Court does not have jurisdiction over such as suit, then suit may be filed in any other appropriate court in Pierce County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in Pierce County, Washington and waives an objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

12.6 Execution. Each individual executing this Agreement on behalf of the City and Contractor represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. The signature and acknowledgment pages from such counterparts may be assembled together to form a single instrument comprised of all pages of this Agreement and a complete set of all signature and acknowledgment pages. The date upon which the last of all of the Parties have executed a counterpart of this Agreement shall be the "date of mutual execution" hereof.

[Signature page follows]

IN WITNESS, the Parties hereto have caused this agreement to be executed the day and year first above written.

Date: _____

CITY OF LAKEWOOD

PSOMAS

John J. Caulfield, City Manager

Elizabeth Gibson, Vice President

ATTEST:

Briana Schumacher, City Clerk

APPROVED AS TO FORM:

Heidi Ann Wachter, City Attorney

Exhibit A

City of Lakewood Parks and Recreation Nisqually Indian Tribe Interpretive Trail

SCOPE OF WORK

Psomas, Inc.
May 08, 2025

A. PROJECT DESCRIPTION AND BACKGROUND

The City of Lakewood's Parks and Recreation Department ("City") has solicited work from Psomas, Inc. ("Consultant") to build upon previously developed conceptual design elements for the Nisqually Indian Tribe Interpretive Trail ("Project"). The project limits include a loop segment of the trail system located at Fort Steilacoom Park, 8714 87th Ave SW, Lakewood, WA, as identified in the previously completed design documents *DD2 90% Design Development Draft* (Exhibit C) and *Nisqually Loop Trail Exhibits Permit Set* (Exhibit D).

During the term of this Agreement, Psomas, Inc. shall provide professional services for the project, including the interpretive design elements for the following eight (8) identified sites:

1. Welcome Kiosk (North)
2. Coast Salish Woolly Dogs
3. Nisqually Prairies and Camas
4. Welcome Kiosk (South)
5. Nature's Gifts (Trail Junction)
6. Nisqually Strong (1)
7. Nisqually Strong (2)
8. Chief Lechi & Medicine Creek Treaty

This scope of work also includes providing professional services for wayfinding signage throughout the project, and collaboration on the location and design of multiple site benches.

B. ASSUMPTIONS

The following are assumed to be provided by the City:

- City will designate a single point of contact with whom the Consultant will coordinate through final design, permitting, staff/agency coordination, bidding, and construction phases.
- The City will lead its own internal staff reviews and provide final feedback and decisions to the Consultant and the project team; it is assumed that the City will return comments on submittals within a 2-week timeline.
- The City will lead the coordination efforts and meeting facilitation with project Stakeholders, including, but not limited to, Artists and the Nisqually Indian Tribe. For scheduling purposes, it is assumed that the City regularly meets with the Nisqually Indian Tribe monthly to present the latest version of the submittals for review and approval.
- The City will be responsible for pertinent right-of-way and easement coordination if needed.
- The City and/or selected Signage Contractor will provide all permitting documentation and lead the permitting process for project implementation.

- The City will be responsible for leading the bidding process, including advertising.
- The City will provide any applicable documentation, *Nisqually Loop Trail Exhibits Permit Set* (Exhibit D) .cadd file, bench specifications, record drawings, and/or background information related to the project, such as existing sign code and standards, lighting standards, landscape standards, engineering standards, geotechnical investigation, topographic survey, utility locates, and City design standards.

The following assumptions have been made to apply to the scope of work:

- The duration of this work is estimated at eight (8) months total.
- Previously developed content, including but not limited to text, stories, artwork, Lushootseed language, and graphic elements included in Exhibits C and D shall be the starting point for this work and modified to develop the final basis of design and deliverables.
- Geotechnical services are not included in this scope of work, but can be provided as an additional service by a subconsultant.
- Survey mapping, rights of way determination, and utility locates are not included in this scope of work, but can be provided as an additional service.
- Lighting and electrical engineering design services are not included in this scope of work, but can be provided as an additional service.
- Footing calculations and structural engineering design services are not included in this scope
- Fabrication details or “shop drawings” are not included in this scope of work and shall be developed as part of the selected Signage Contractor’s scope of work.

C. DELIVERABLES

Consultant deliverables are identified at the end of each task in the scope of work.

D. SCOPE OF WORK

Task 1: Project Coordination and Management

- 1.1 The Consultant shall provide project management for the duration of this work identified in the “B. ASSUMPTIONS” section of this document. The Consultant will prepare monthly progress reports identifying work completed in the previous month, work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needed. These reports shall be submitted with the Consultant’s monthly invoice. The Consultant shall prepare and update the project schedule as needed.
- 1.2 Consultant shall prepare for and attend project team coordination meetings with the City; estimating six (6) meetings total; one (1) on-site and five (5) 30-minute meetings via virtual/teleconference.
- 1.3 Consultant shall prepare for and attend Stakeholder review meetings with the project team; the City, and the Nisqually Indian Tribe; estimating two (2) meetings total: one (1) in-person or on-site and one (1) via virtual/teleconference.
- 1.4 The Consultant will provide internal quality assurance/quality control (QA/QC) reviews of all major deliverables prior to submittal to the City.

Task 1 Deliverables:

- Meeting notes (six meetings; .pdf file format)
- Monthly invoicing and progress reports (eight months; .pdf file format)

Task 2: Design Development

- 2.1 Using the existing documentation (Exhibits C and D) as a baseline, the Consultant shall review the existing design, and based on the current understanding of the overall project goals:
 - Collaborate with the City to develop a list of ideas to enhance the design and experience of the eight interpretive sites and explore wayfinding opportunities.
- 2.2 Consultant shall perform a site visit with the City to determine and confirm final exhibit, bench, and wayfinding locations.
- 2.3 Consultant shall develop a design development package that includes design for the Camas Women Cutouts and concept-level design drawings of the interpretive sites and wayfinding, including final text, stories, artwork, Lushootseed language, and graphic elements. Consultant shall provide design parameters and specification requirements for public artist work to be incorporated into the final interpretive designs, including:
 - Coordination with Tahoma Peak for the Plant ID graphics
 - Coordination and constructability design with artist Kyle Sanchez for the Woolly Dog Cutout
- 2.4 Upon City and Stakeholder approval of the concept-level work from tasks 2.2 and 2.3, Consultant shall develop final illustrations for eight (8) interpretive artwork panels.

This scope for Task 2 includes two (2) rounds of City review.

Task 2 Deliverables:

- Design development package that includes concept-level drawings (dimensions, elevations, materials, artwork panel layouts) for the eight interpretive sites, wayfinding signs, bench locations and an aerial overlay showing final exhibit and wayfinding locations (11"X17" .pdf file format)
- One (1) each Full-scale Prints for Eight (8) Interpretive Artwork Panels (Final size TBD)

Task 3: Final Design

- 3.1 Using the existing drawings in the .cadd file format of the *Nisqually Loop Trail Exhibits Permit Set* (Exhibit D) as a starting point, Consultant shall develop a 90% Set, or "Draft Bid Set" for review, comment, and final approval by the City, including the following:

• Cover & Abbreviation Sheet	1 sheet
• Overall Site Plan (1"=200')	1 sheet
• Sign Kiosk Standard Drawings:	4 sheets
○ Plan, elevations, 3D views, & detail drawings	
○ Performance specification notations for paving, grading, and landscape restoration; site conditions to be field verified by the selected Signage Contractor	
• Wayfinding Sign Plans, Elevation & Detail Drawings	2 sheets
• Plant ID Sign Plans, Elevation & Detail Drawings*	1 sheet
• Cutouts Plans, Elevations & Detail Drawings	2 sheets
• Bench Specification†	1 sheet

This scope for task item 3.1 includes two (2) rounds of City review.

* Placement of existing plant ID sign drawings from Exhibit D only; no additional scope of work for this item.

† Placement of manufacturer's specification sheet and existing City of Lakewood standard paving detail only; no additional scope of work for this item. All other conditions for installation and attachment will be field verified and detailed by selected Sign Contractor.

3.2 Consultant shall provide an Engineer's Cost Estimate for all signs and cutouts included in the 90% set.

3.3 Consultant **shall** address all City comments from task 3.1 into a 100% Set, or "Final Bid Set" to be used for bid advertisement, including the following:

- Cover & Abbreviation Sheet 1 sheet
- Overall Site Plan (1"=200') 1 sheet
- Sign Kiosk Standard Drawings: 4 sheets
 - Plan, elevations, 3D views, & detail drawings
 - Performance specification notations for paving, grading, and landscape restoration; site conditions to be field verified by selected Signage Contractor
- Wayfinding Sign Plans, Elevation & Detail Drawings 2 sheets
- Plant ID Sign Plans, Elevation & Detail Drawings 1 sheet
- Cutouts Plans, Elevations & Detail Drawings 2 sheets
- Bench Specification 1 sheet

This scope for task item 3.3 includes one (1) round of City review.

3.4 Consultant shall develop final, production-ready, interpretive artwork digital files, including but not limited to illustrations, graphic elements, layouts, messaging, and other content as determined by the final design for each of the eight (8) interpretive artwork panels, bench engravings, and trail wayfinding signs as needed.

Task 3 Deliverables:

- 90% Set (11"X17" and 22"X34" .pdf file format)
- 90% Outline of Contract Specifications (8.5"X11" .pdf file format)
- 90% Engineer's Cost Estimate (.pdf file format)
- 100% Set (11"X17" and 22"X34" .pdf file format)
- 100% Set Contract Specifications (8.5"X11" .pdf file format)
- Interpretive Artwork Production-Ready Files (.pdf, .eps, and .jpg formats as appropriate for fabrication by selected Signage Contractor)

Task 4: Bidding and Construction Support Services

An allowance has been included for minor support during the bidding and construction phases. The scope of these services will be determined based on the project needs or other considerations at the sole discretion of the City.

Additional Services:

The City may require additional services of the Consultant. The scope of these services will be determined based on the unanticipated project needs or other considerations at the sole discretion of the City. These services will be authorized under a future contract supplement if necessary. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a notice to proceed

EXHIBIT B
PRIME CONSULTANT COST COMPUTATIONS
Client: City of Lakewood Parks and Recreation
Project Name: Nisqually Indian Tribe Interpretive Trail
Psomas Project Number: TBD
Date: 5/8/2025

Task No.	Task Description	Labor Hour Estimate							Total Hours and Labor Cost Computations by Task	
		Senior Landscape Architect I	Project Landscape Architect I	Landscape Designer I	Landscape Designer II	Senior CAD Technician	Business Manager	Office Admin		
		Holly / Phuong	Coreen	Kat			Rita			
		\$191.00	\$164.00	\$111.00	\$122.00	\$146.00	\$186.00	\$116.00	Hours	Totals
Task 1: Project Coordination and Management										
1.1	Project Management	8						10	18	\$ 2,688.00
1.2	Project Team Meetings	10	4	8			8		30	\$ 4,942.00
1.3	Stakeholder Meetings	4	4				4		12	\$ 2,164.00
1.4	QA/QC	2	4						6	\$ 1,038.00
Task Total		24	12	8	0	0	12	10	66	\$ 10,832.00
Task 2: Design Development										
2.1	Design Development (DD) Exploration	2	6	16			6		30	\$ 4,258.00
2.2	DD Siting & Locations	2	4	12			4		22	\$ 3,114.00
2.3	DD Package	2	30	34			16		82	\$ 12,052.00
2.4	(8) Interpretive Artwork Panel Illustrations	2	2				64		68	\$ 12,614.00
Task Total		8	42	62	0	0	90	0	202	\$ 32,038.00
Task 3: Final Design										
3.1	90% "Draft Bid Set"	3	12	40		2	2		59	\$ 7,645.00
3.2	Cost Estimate	1	8						9	\$ 1,503.00
3.3 & 3.4	100% "Final Bid Set" & Final Artwork	2	6	16		2	8		34	\$ 4,922.00
Task Total		6	26	56	0	4	10	0	102	\$ 14,070.00
Task 4: Bidding and Construction Support Services										
	Allowance									\$ 3,400.00
Task Total		0	0							\$ 3,400.00
Total Labor Hours and Fee		38	80	126	0	4	112	10	370	\$ 60,340.00
Reimbursable Direct Non-Salary Costs										
									Mileage Allowance	\$ 50.00
									Reproduction Allowance	\$ 500.00
									Total Reimbursable Expense	\$ 550.00
									Total Estimated Budget	\$ 60,890.00



Arts Commission Meeting Minutes

Monday, March 3, 2025, 5:00p.m.

City of Lakewood – American Lake Conference Room

6000 Main Street SW Lakewood, WA 98499

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

Telephone via Zoom: 253.215.8782 Participant ID: 996 7750 5460

CALL TO ORDER

The meeting was called to order at 5:04 p.m.

ROLL CALL

Arts Commission Members Present: Emily Feleen-Chair, Earl Borgert-Vice Chair, Shauna Alexander, Nancy Camirand, Don Doman, Sylvi Estrella, Adie Kleckner, Laura Martinez, Lani Neil, Darryl Owens, Lua Pritchard, Phil Raschke, Adriana Serrienne, Susan Warner

Staff Present: Sally Martinez- Recreation Coordinator, Nikki York- Office Assistant

Youth Council Liaison: Bentley Webster-absent, Nevaeh Tutt-absent, Valeria Becerra-present

City Council Liaison: Patti Belle

PUBLIC COMMENT

APPROVAL OF MINUTES

LANI NEIL MOVED TO ADOPT THE ARTS COMMISSION MEETING MINUTES OF JANUARY 6, 2025. SECONDED BY DON DOMAN. VOICE VOTE WAS TAKEN AND MPU.

NEW BUSINESS

The Joint Commission Meeting with City Council is September 8, 2025, at 7:00pm

UNFINISHED BUSINESS

Rotating Artist Selection for 2026:

Shoutout to Darryl Owens for his Art Reception at Tacoma Community Center. The Commission discussed the following as potential rotating art 1st quarter- Black Artists. 2nd quarter -Korean Association. 3rd Quarter Latino artist collective. 4th quarter- Pierce College Students. Sylvi Estrella suggested a young man named Miles Byrd. Darryl Owens

inquired about the possibility of having the reception at another location such as Pierce College.

Recap Beloved Community Walk & Rodney King Artist Reception:

The keynote had full attendance. There was a spoken word poet. Great Weather. Planning for 2026. Rodney King's Artist Reception was great. The spoken word poet presented two pieces.

Mural Update:

Periko the Artist will try to begin the Mural in March when the weather is warmer and dry.

Subcommittee Updates:

1. **Fiesta de la Familia** (Laura Martinez, Sylvi Estrella, Darryl Owens) Meeting will be on March 13th.
2. **Plinths** (Earl Borgert & Phil Raschke) Not much to discuss at this point. Earl Borgert mentioned that the downtown park would be a great space for plinths.
3. **Community Education/Art in the Park** (Sylvi Estrella, Laura Martinez, Nancy Camirand and Shuana Alexander) Sylvi Estrella shared a series of 3-4 events over the summer or once a quarter. Possibly pottery or ceramics, painting acrylic or watercolor, nature journaling, poetry, music, photography walkabout, Japanese calligraphy. These events would be low cost or new cost. Adie Kleckner would like to join the subcommittee. Emily Feleen mentioned using the Library meeting room.
4. **Collection Policy** (Emily Feleen & Susan Warner). Susan Warner shared the Museum of Glass policy and the City of Issaquah's policy. Emily & Susan will be meeting next week to discuss and will provide future updates.

Rotating Art Update:

1. 2nd quarter Art Reception, Hwa Sil Art Studio, Monday, April 7, 2025, 5:00-7:00 pm.
2. 3rd quarter Art Reception, Diane Aoki, September 15, 2025, 5:00-7:00 pm. A Tacoma Metal Artist may join the show. Nagode Metal Art.
3. 4th quarter Art Reception, Pierce College Student show, October 20th, 5:00-7:00pm. Earl Borgert mentioned having a food truck at the Pierce College Student art reception.

Signal Boxes: Rodney King's box had to be replaced due to an accident. Kelly Loney's will be installed soon. Sylvi Estrella asked if artists needed to be submitted. Suggestions should be sent to Sally.

Commission Comments:

Susan Warner invited the commission to attend the Alexis Rockman lecture at the Museum of Glass on April 23rd at 7:00 p.m.

NEXT MEETING

The next regular meeting of the Arts Commission is scheduled for Monday, April 7, 2025, at 5:00 p.m. in the American Lake Room at Lakewood City Hall, 6000 Main St SW, Lakewood, WA 98499

ADJOURNMENT

There being no further business, the meeting adjourned at 6:00 p.m.

Emily Feleen
Emily Feleen (May 6, 2025 09:12 PDT)

Emily Feleen, Chair

Sally Martinez

Sally Martinez, Recreation Coordinator



**Lakewood's Promise Advisory Board
March 6, 2025 Meeting Minutes**

MEETING PLACE/DATE:

Thursday, March 6, 2025

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:

Alice Fong called the meeting to order at 7:43 am

ATTENDANCE:

Lakewood's Promise Advisory Board Members Present:

Megan Dempsey, Alice Fong, Mary Dodsworth, Kerri Pedrick and Joyce Loveday

Lakewood's Promise Advisory Board Members Excused:

Julie White and Ron Banner

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:

Mary D. motioned and Joyce L. seconded. February 6, 2025, minutes were unanimously approved.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Youth Empowerment Summit Update

Shannon provided an update on the planning for the upcoming Youth Empowerment Summit on April 12th and sought input from members on transportation ideas.

Transportation Ideas:

- Kerri suggested reaching out to CPSD to provide bus transportation for middle school students, similar to the arrangement made for the 2022 Youth Empowerment Summit. She also offered to have her staff assist with marketing the event in the schools they serve.
- Mary D. proposed implementing a “walking bus” from Lochburn Middle School with 8-10 adult chaperones.

Beloved Community Art Piece: Shannon informed members about an art piece that students will complete during the event, asking for suggestions on where to display the completed piece.

- Mary M. mentioned that City Council has recently discussed housing original art and suggested hanging the completed piece in City Hall.
- Mary D. agreed with this suggestion.

Cooking and Crafts Event Update

Shannon updated members on the Cooking and Crafts event. The event cannot take place at the Boys and Girls Club due to a lack of access to the stovetop (as per management). Shannon proposed two potential venues:

- Tillicum Community Center
- The Pavilion at Lake Steilacoom Park

Venue Discussion:

- Mary D. expressed support for using The Pavilion and suggested using hot plates for the cooking demonstration. She also supported Tillicum as a venue due to its potential to benefit underserved youth and foster relationship building between the City and the community. However, she emphasized the need to first confirm if the Tillicum Community Center is open to hosting the event, and to obtain final approval from the Youth Council.

- Elijah raised concerns about transportation to Tillicum but expressed openness to the idea. He recommended bringing up the topic at the next Youth Council meeting.

Youth Financial Fitness Workshop

Members discussed the possibility of hosting a youth financial fitness workshop during the summer.

Suggestions:

- Kerri suggested supporting the Boys and Girls Club with their existing financial fitness courses or hosting a separate event in a different area within Lakewood.
- Elijah proposed making financial fitness more engaging by hosting a fun event such as a "Monopoly Night."
- Alice recommended partnering with Clinton Taylor from Your Money Matters.
- Mary D. suggested collaborating with Junior Achievement and offered to put Shannon in contact with decision-makers within the organization.

BOARD MEMBER UPDATES:

Alice shared the Center for Ethical Leadership is recruiting for the next cohort for adult leadership flagship program and is currently seeking partnerships to bring the program to Lakewood.

Mary M. issued a reminder of the Saturday, March 8th Lakewood Multicultural Center's Claudia Thomas Legacy dinner.

Kerri reminded members of the Wednesday, April 16th Communities in Schools of Lakewood annual breakfast and invited them to become table hosts. Housing programs and CISL's expansion into Franklin Pierce will be highlighted at the event.

Mary D. announced City staff is gearing up for summer programming.

MEETING ADJOURN: Alice Fong adjourned the meeting at 8:32 am.

NEXT MEETING:

April 3, 2025.



Alice Fong, Chair



Shannon Bennett, Staff Person



Lakewood Planning Commission April 2, 2025 Meeting Minutes

WELCOME/CALL TO ORDER

Phillip Combs, Chair, called the meeting to order at 6:30 p.m.

ROLL CALL

Planning Commission Members Present Phillip Combs, Chair; Ellen Talbo, Vice Chair; Mark Herr; Linn Larsen; Philip Lindholm; and Sharon Wallace

Planning Commission Members Excused Robert Estrada

Staff Jeff Rimack, Director, PPW; Tiffany Speir, Planning Division Manager; Becky Newton, Economic Development Manager; and Karen Devereaux, Planning Commission Clerk

Council Liaison Councilmember Paul Bocchi (present via ZOOM)

APPROVAL OF MINUTES

MOTION: For approval of March 5, 2025, meeting minutes as written.

SECONDED. PASSED 6-0.

AGENDA UPDATES

At a past meeting a few commissioners queried if saying the pledge of allegiance would be allowed. Ms. Tiffany Speir informed the commissioners that if they wanted to start their meetings in this manner, they are welcome to do so. It was noted people have a choice to participate or not.

PUBLIC COMMENT

Chair Combs opened the floor for in-person and virtual public comment.

Christina Klas, Lakewood resident and business owner, stated she is not against new development in the residential target areas then urged commissioners to wait to expand the RTA along Gravelly Lk Dr SW until they can develop a mixed-use overlay.

Ms. Kim Lopez, Lakewood resident, spoke in opposition of the RTA expansion along Gravelly Lake Dr SW noting that she is upset the City possibly will tear down existing businesses that already provide for the community. Ms. Lopez also voiced concerns about increased traffic and unsafe intersections in the RTA.

Ms. Cindy Gardner, Lakewood resident, spoke both in favor and opposition of the RTA expansion along Gravelly Lake Dr SW. Ms. Gardner noted she loved the plan and thinks it will work, but thought the Alliance project should be built first and time taken to see what impact the large development would have on the neighborhood, schools, and traffic in the area before moving forward with expansion.

Jeff, stated representative of Mr. Terry Emmert of Emmert, LLC, opposed the use of the parcel recently purchased by the City for a park.

Chair Combs closed the public comment segment.

PUBLIC HEARINGS

2025 Comprehensive Plan Amendments

Ms. Speir provided a background overview of the 13 proposed 2025 Comprehensive Plan amendments and staff recommendations for each:

- 2025-01** Adopt "co-Living Housing" Amendments for consistency with ESHB 1998 ("Concerning co-living housing")
- 2025-02** Updates to Comprehensive Plan Capital Facilities Element, Parks Element, and Utilities Element for consistency with E2SHB 1181 (Climate Change & Resiliency) 2025-03
- 2025-03** Updates to Lakewood development regulations regarding "middle housing" for consistency with E2SHB 1110
- 2025-04** Adopt regulatory amendments for consistency with SB 5792 ("Concerning the definition of multiunit residential buildings")
- 2025-05** Adopt regulatory amendments regarding residential parking for consistency with SSB 6015 ("Concerning residential parking configurations")
- 2025-06** Adopt technical updates to the Lakewood Municipal Code (LMC) to: reincorporate previous Civic Use regulations; update LMC 18A.10.180 (Definitions) to include "religious assembly"; amendments to LMC 18A.40.080 (A) to allow religious organizations in various land use zones; and amendments to LMC 18A.40.080 (A) to allow day care centers in real property owned or controlled by religious organizations in the MR1 and MR2 zones
- 2025-07** Adopt the 2025-2029 Commute Trip Reduction (CTR) Plan
- 2025-08** Adopt redesignation/rezoning of parcel 0319061001 from exclusively Air Corridor (AC) / Air Corridor 1 (AC1) to "split zoning" of AC / AC1 and Industrial (I) / Industrial 1 (I1.)
- 2025-09** 2025-09 Review, and if needed, amend, the Lakewood Regional Urban Growth Center (RUGC)'s implementation through the Downtown Subarea Plan (DSAP) for consistency with PSRC's Regional Centers Framework Redesignation Requirements
- 2025-10** Adopt redesignation/rezoning of parcel 5140001191 from Downtown / Central Business District (CBD) to Open Space and Recreation (OSR) / Open Space and Recreation 2 (OSR 2.)
- 2025-11** Review LMC 18A.40.110 (B)(1)(e) to consider amending the minimum square footage for accessory dwelling units (ADUs.)
- 2025-12** Recognize RCW 35A.21.440 and RCW 36.70A.130 and adopt regulations regarding allowing new housing in "existing buildings", as defined herein, zoned commercial or mixed-use in the Lakewood Municipal Code.
- 2025-13** Rezone parcel 7025000161 from Open Space & Recreation 2 (OSR2) to Open Space & Recreation 1 (OSR1.)

Chair Combs opened the public hearing.

Samantha Winkle, LRI Waste Connections, spoke in favor of the requested rezoning and thanked the commission for working on the requested amendment 2025-08.

Chair Combs closed the public hearing comment segment during the hearing.

Discussion ensued and all the Commissioner's questions were answered, or staff offered to research and provide additional information at the next meeting. Ms. Speir described the next steps as reviewing the full docket of 13 proposed amendments and making a recommendation to the Council at a meeting on April 16, 2025.

UNFINISHED BUSINESS

Multi-family Tax Exemption (MFTE) Program Updates and Residential Target Area (RTA) Boundary Updates

Ms. Becky Newton provided the Planning Commission with a summary of public comments received with City responses to each for review prior to the April 2 meeting.

Commissioners discussed the amendments to the proposed resolution. However, during discussion three members recused themselves from the vote on the MFTE Program and RTA boundary changes due to conflict of interest in that they each live within or very close to the boundary of the RTA. Because of lack of a quorum, action was postponed to a future meeting.

NEW BUSINESS None.

REPORTS

City Council Liaison Comments

Councilmember Bocchi updated Commissioners on the following topics: City Council held a retreat on Saturday, March 29, 2025, during which they met with the consultant firm hired to conduct the search process to find a new City Manager. Mr. John Caulfield would be retiring on June 5th, 2025.

City Staff Comments

Ms. Speir provided the schedule of upcoming meetings: April 16, May 7 and No Meeting May 21.

Planning Commission Members

Commissioner Ms. Ellen Talbo invited members to celebrate Earth Month by attending the Lakewood Waughop Lake Cleanup on Saturday, April 12th from 9:00 a.m. to 12:00 noon. It was suggested to bring your gloves and boots to assist with removing invasive plant species.

ADJOURNMENT Meeting adjourned at 7:55 p.m.

Phillip Combs

Phillip Combs (May 1, 2025 08:13 PDT)

Phillip Combs, Chair

Karen Devereaux

Karen Devereaux, Clerk

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: A Public Hearing for the proposed City of Lakewood Six-Year (2026-2031) Comprehensive Transportation Improvement Program (TIP)	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input checked="" type="checkbox"/> OTHER
REVIEW: May 12, 2025	ATTACHMENTS: Proposed Comprehensive Transportation Improvement Program 2026-2031	

SUBMITTED BY: Jeff Rimack, Planning and Public Works Director

RECOMMENDATION: It is recommended that the City Council hold a hearing on 5/19/2025 for public comment on the proposed City of Lakewood Six-Year Comprehensive Transportation Improvement Program (TIP) (2026-2031).

DISCUSSION: The public hearing this evening was advertised in the Tacoma News Tribune and through the City's social media accounts. If public comments are received, they can be reviewed and vetted for addition to the TIP prior to adoption scheduled for Council consideration on June 2, 2025.

ALTERNATIVE(S): The Council can decide to direct the department to submit the prior 2025-2030 TIP to the Secretary of the Washington Department of Transportation without the updated cost estimates, additions, and deletions.

FISCAL IMPACT: The Transportation Improvement Plan does not have any fiscal impacts by itself. It is a planning document and does not obligate funds. The TIP is not required to be fiscally balanced and decisions on initiating projects comes with the adoption of the City's Capital Improvement Program as a part of the biennial budget.

Troy Pokswinski, P.E.
Prepared by

Tho Kraus
City Manager Review

Jeff Rimack
Department Director



City of
Lakewood

CITY OF LAKEWOOD
AMENDED SIX-YEAR COMPREHENSIVE
TRANSPORTATION IMPROVEMENT PROGRAM
2026-2031

PREFACE

Chapters 35.77.010 of the Revised Code of Washington (RCW) provide that each city shall annually update its Six-Year Comprehensive Transportation Program (Program) and file a copy of the adopted Program with the Secretary of the Washington State Department of Transportation (WSDOT) by July 1 of each year. The Program is necessary to allow cities and counties to obtain State and Federal funding. For a project to obtain funding, it must appear in the agency's current Program.

The Program is based upon anticipated revenues versus desirable projects. There are always more projects than available revenues. Therefore, a primary objective of the Program is to integrate the two to produce a comprehensive, realistic program for the orderly development and preservation of our street system. It is also important to note that the adoption of the Program does not irreversibly commit the City of Lakewood to construct the projects. The Program may at any time be revised by a majority of the City Council, but only after a public hearing.

CONSISTENCY WITH LAND USE MANAGEMENT PLAN

The State's Growth Management Act (GMA) requires local governments to develop and adopt comprehensive plans covering land use, housing, capital facilities, utilities, and transportation. These comprehensive plans must balance the demands of growth with the provision of public facilities and services and transportation facilities and services. The City of Lakewood was required to develop and adopt a comprehensive plan that is in conformance with the requirements of the GMA.

The City of Lakewood has, as part of its Comprehensive Plan, a Transportation Element with a Master Goal to "Ensure that the transportation and circulation system is safe, efficient and serves all segments of the population and reduces reliance on single-occupant vehicles and increase use of other modes of transportation."

Specific goals include the following.

1. To provide a safe, comfortable, and reliable transportation system.
2. To reduce consumption of energy through an efficient and convenient transportation system.
3. To enhance options for future improvements to the transportation system by taking advantage of advances in technology and transportation research.
4. To keep travel times for people and goods as low as possible.

5. To emphasize the movement of people and goods, rather than vehicles, in order to obtain the most efficient use of transportation facilities.
6. To establish a minimum level of adequacy for transportation facilities through the use of consistent and uniform standards.
7. To protect the capital investment in the transportation system through adequate maintenance and preservation of facilities.

The projects in the Six-Year Comprehensive Transportation Program are intended to conform to the goals within the City's Comprehensive Plan.

GRANT APPLICATIONS AND LEVERAGING LOCAL DOLLARS

The need to leverage local dollars through grant applications is very important to the City, especially in light of the decrease in funding available for transportation related capital improvements. The intent of this Program is not only to list and program projects for funding, but to establish City Council approval to submit grant applications on those projects contained in the Program.

FUNDING SOURCES

A. Motor Vehicle Fuel Tax Funds

The Motor Vehicle Fuel Tax Funds have been programmed to provide matching funds for federal aid and urban arterial projects and for projects to be implemented with Motor Vehicle Fuel Tax Funds only.

By law, each city receives a proportionate share of the total state motor vehicle fuel tax. Money received is a monthly allocation based on population. The dollars shown in this year's Program reflect the revenues from this source expected to be received by the City of Lakewood.

B. Federal Aid Funding Programs

Each of the Federal aid programs listed below has specific requirements a project must meet to qualify for funding under the individual program. For a project to receive funding from any of these sources it must compete with other public agency projects.

- RAISE/BUILD/TIGER – A federal program created in 2009 to improve surface transportation infrastructure throughout the country. This program has awarded \$17.5 billion since 2009 to agencies across the country. The annual allocations range between \$500 million and \$9.8 billion. The amount is determined by congressional legislation.

The 2025 Notice of Funding Opportunity process has been completed. It is unknown at the time of this publication whether congress will extend this program beyond 2025.

- On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA). The Act authorizes \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including roads, bridges, and mass transit, water infrastructure, resilience and broadband. The ACT essentially continues with several specific funding programs that were funded under the previous Federal Transportation program (FAST Act). These include the following:
 1. STP Surface Transportation Program: This is a regionally competitive program.
 2. CMAQ Congestion Mitigation and Air Quality: This is a regionally competitive program intended for projects that significantly improve air quality.
 3. HSIP Highway Safety Improvement Program: Statewide competition for federal funds targeted at safety improvements at high accident locations.
 4. TAP Transportation Alternatives Program: This is a regionally competitive program and focuses on pedestrian and bicycle facilities (on and off road); safe routes to schools, etc.; and other non-highway focused programs.

Much of the above said Federal grant funds are funneled through the regional MPOs which for Lakewood that's Puget Sound Regional Council (PSRC). PSRC will request applications for eligible projects in 2026. The cumulative amount of funding for that call for projects has yet to be announced.

C. Washington State Transportation Improvement Board (TIB)

The TIB has several statewide competitive programs which use criteria developed by the TIB for prioritization of projects. The three TIB programs in which the City can compete are as follows:

1. UAP Urban Arterial Program. This program is for arterial street construction with primary emphasis on safety and mobility.
2. Active Transportation Program. This program is for the improvement of pedestrian and bicycle safety, and to address pedestrian system continuity and connectivity.

3. Complete Streets. The Complete Streets Award is a funding opportunity for local governments that have adopted complete streets ordinance.

D. Community Development Block Grants (CDBG)

This is a program to provide physical improvements within low-income census tracts or to promote economic development within the City.

E. City Funding Sources

1. Real Estate Excise Tax (REET). This funding source comes from the two ¼% REET's charged by the City on the sale of real estate within the City limits. The City's REET is restricted to funding capital, including transportation and related debt service. Revenue from REET has averaged \$3,399,896 between 2020 and 2024, the REET is estimated at \$2.4 annually.
2. General Fund Transfer In. This funding source comes from several different sources that make up the General Fund revenue including property tax, sales tax, and utility tax and fees. The Street Capital Projects Fund is budgeted to receive \$623,300 in 2025 and 2026 in support of the pavement preservation program.
3. Transportation Benefit District (TBD). In 2014, the TBD Board implemented a \$20 per vehicle tab fee to provide funds toward a specific list of pavement preservation projects. The anticipated revenue is approximately \$835,000 per year. In 2021 the City Council authorized the use of this revenue stream to purchase bond funds in order to construct seven (7) projects eligible for TBD funding but unlikely to garner outside grant agency funding.
4. General Obligation bonds: A general obligation bond (GO) is a municipal bond backed by the credit and taxing power of the issuing jurisdiction.
5. Downtown Plan Trip Mitigation Fee Policy: All businesses in the subarea plan that generate new PM Peak Hour trips as determined by the most recent edition of the ITE Trip Generation Manual, will be charged a Transportation Mitigation Fee (TMF).

F. Washington State Department of Transportation

1. Pedestrian and Bicycle Program: This is a statewide competitive program specifically oriented toward the elimination of hazards to pedestrians and bicyclists. The program focus for "complete streets" is for "Main Street" urban arterials and corridors.

2. Safe Routes to Schools Program: This is a statewide competitive program specifically oriented toward pedestrian and bicycle safety near schools.

3. Surface Water Management Program:

The City's Surface Water Management (SWM) Program pays for all drainage facilities constructed in conjunction with street improvements. The revenue from SWM is directly related to the amount of capital improvement projects constructed.

PROJECT NUMBERING SYSTEM

Project numbers were revised to match the City's CIP Budget 2021/2022 using City's BARS numbering system for consistency. Most sections of the Program will have non-sequential project numbering, as projects are completed and removed from the list. Projects carried forward from previous year(s) retain the same project numbers from the previous year(s). Some projects will have the same numbering if they are part of a larger project that hasn't been fully funded.

BUDGET DOLLARS

Costs shown are planning level estimates and are reflected in each year as FY20xx dollars, with 4% inflation per year to year of anticipated expenditure with a base established previously for 2025.

2025	2026	2027	2028	2029	2030	2031
1.00	1.040	1.0816	1.1249	1.1699	1.2167	1.2653

Note: Compounded Inflation Multiplier does not apply to grant amounts, these are fixed based upon the grant award.

Amended Six Year Comprehensive Transportation Program: 2026 - 2031

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 1	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
ROADWAY IMPROVEMENTS										
302.0073 150th Street Corridor Capacity - Murray Road to Woodbrook Drive	Provide capacity for Woodbrook Industrial development: widening of 150th Street; bike/pedestrian facilities; structural pavement section improvements		City							0
			Grant							0
		5	Other							0
		5	Total	0	0	0	0	0	0	0
302.0075 Mt Tacoma Dr. SW - Interlaaken to Whitman Ave SW	Provide curb and gutter, sidewalk and a shared travel/bike lane on one side of Mt. Tacoma Dr. SW and Motor Ave. SW.	3,950	City	3950						3,950
			Grant							0
			Other							0
		3,950	Total	3,950	0	0	0	0	0	3,950
302.0084 Interlaaken Drive SW Non-Motorized Improvements - Short Lane to Holly Hedge Ln. SW	Provide curb and gutter, sidewalk and a shared travel/bike lane on one side of Interlaaken Dr.		City							0
			Grant							0
		7,007	Other							0
		7,007	Total	0	0	0	0	0	0	0
302.0092 Steilacoom Blvd. - Custer Rd SW to Gravelly Lake Drive SW	Curbs, gutters, sidewalks, street lighting on both sides from BPW to Fairlawn. Overlay BPW to GLD.		City							0
			Grant							0
		5,780	Other							0
		5,780	Total	0	0	0	0	0	0	0
302.0096 Union Avenue - W. Thorne to Spruce Street	Widen to add turn lane, shared bike/travel lane, sidewalks, street lighting on north side of the road.	3,823	City							0
			Grant							0
			Other							0
		3,823	Total	0	0	0	0	0	0	0
302.0097 Lakewood Station - Non-Motorized Access Improvements (115th Ct. SW to Pedestrian Crossing at Kendrick St. SW)	Curb, gutters, sidewalks, and street lighting improvements per Lakewood's 2009 Non-Motorized Transportation Plan and Sound Transit Access Improvement Study.	1,622	City							0
			Grant		1,622					1,622
		-	Other							0
		1,622	Total	0	1,622	0	0	0	0	1,622
302.0109 Phillips Rd. Sidewalks and Bike Lanes - Agate to Steilacoom Blvd. (east side of roadway)	Provide for curb and gutter, sidewalk, street lighting, bike facilities, storm drainage, striping, and pavement overlay.		City							0
			Grant							0
		3,118	Other							0
		3,118	Total	0	0	0	0	0	0	0
302.0111 Kendrick from 111th St. SW to 108th St. SW Roadway Improvements	Provide for curb and gutter, sidewalk, street lighting, bike facilities, storm drainage, striping, and pavement rebuild. Sound Transit to Fund via Access Imp.		City							0
		1,200	Grant	1200						1,200
			Other							0
		1,200	Total	1,200	0	0	0	0	0	1,200
302.0113 Military Rd. SW - Edgewood Dr. SW to Farwest Dr.	curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay. Connects Military Rd. to sidewalks as part of development on Military Rd. and Farwest.	505	City		505					505
		3,235	Grant		3235					3,235
			Other							0
		3,740	Total	0	3740	0	0	0	0	3,740

Amended Six Year Comprehensive Transportation Program: 2026 - 2031

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 1	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
ROADWAY IMPROVEMENTS										
302.0114 112th Sidewalks - Gravelly Lk. Dr. SW to Bridgeport Way SW	curb, gutter, sidewalks, bike lanes, street lighting, drainage, overlay. Sound Transit to Fund via Access Imp.		City							0
		2,645	Grant	2645						2,645
			Other							0
		2,645	Total	2645	0	0	0	0	0	2,645
302.0115 Davisson Rd. SW and Highland Ave SW - 112th St. SW to 108th St. SW	curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay. Sound Transit to Fund via Access Imp.		City							0
		1,881	Grant							0
			Other							0
		1,881	Total	0	0	0	0	0	0	0
302.0116 Custer Rd. SW - Bridgeport Way to Lakewood Dr. (East City Limits/74th St.)	curb, gutter, sidewalks, bike facilities, street lighting, drainage, road reconstruction, utility relocation	66	City	66						66
		3,653	Grant	3,653						3,653
			Other							0
		3,719	Total	3,719	0	0	0	0	0	3,719
302.0118 Lakewood Drive - Custer/74th to N. City Limits	Traffic signal replacement, ADA upgrades, new sidewalk, storm drainage upgrades, and hot mix asphalt paving		City							0
		1,328	Grant							0
			Other							0
		1,328	Total	0	0	0	0	0	0	0
302.0120 Tye Park School Sidewalks - Seminole Rd. SW	Intersection upgrades and sidewalks to school		City							0
		665	Grant							0
			Other							0
		665	Total	0	0	0	0	0	0	0
302.0121 112th Sidewalks - Farwest Dr. SW to Butte Dr. SW	curb, gutter, sidewalks, bike lanes, street lighting, drainage, overlay	141	City	141						141
		1,008	Grant	1,008						1,008
			Other							0
		1,149	Total	1,149	0	0	0	0	0	1,149
302.0122 47th Ave. SW Sidewalks - Clover Creek to Pacific Hwy. SW	curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay. Sound Transit to Fund via Access Imp.		City							0
		2,500	Grant		2,500					2,500
			Other							0
		2,500	Total	0	2,500	0	0	0	0	2,500
302.0131 Custer Rd. SW - Bridgeport Way SW to Steilacoom Blvd. SW	Curb, gutter, sidewalk, roadway widening, turn pockets, pedestrian ramps, signage, and striping.		City							0
		957	Grant	957						957
			Other							0
		3,059	Total	957	0	0	0	0	0	957
302.0136 100th - 59th Ave. to South Tacoma Way	Curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay.	659	City	30			629			659
		4,221	Grant	125			4,096			4,221
			Other							0
		4,880	Total	155	0	0	4,725	0	0	4,880
302.0141 104th St. SW - Short Ln. to Lake Louise Dr.	Curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay.		City							0
		5,040	Grant							0
			Other							0
		5,040	Total	0	0	0	0	0	0	0

Amended Six Year Comprehensive Transportation Program: 2026 - 2031

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 1	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
ROADWAY IMPROVEMENTS										
302.0144 146th St. SW: Woodbrook Dr. SW to Murray Rd. SW Industrial Road Section	Curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay.		City							0
			Grant							0
		3,115	Other							0
		3,115	Total	0	0	0	0	0	0	0
302.0146 Downtown Plan - Green Street Loop - Gravelly Lake Dr., 59th Ave., Main St., Mt. Tacoma Dr., and Bridgeport Way	Downtown loop with full Green Street Amenities		City							0
			Grant							0
		25,301	Other							0
		25,301	Total	0	0	0	0	0	0	0
302.0147 59th Ave. SW and Towne Center Blvd. SW	Curb, gutter, sidewalks, street lighting, drainage, and paving		City							0
			Grant							0
		3,502	Other							0
		3,502	Total	0	0	0	0	0	0	0
302.0148 100th St. SW / Bridgeport Way SW - Add westbound right turn pocket	Curb, gutter, sidewalks, drainage, and paving		City							0
			Grant							0
		910	Other							0
		910	Total	0	0	0	0	0	0	0
302.0150 Lake Louise Loop Patching and Road Restoration - Lake Louise Dr. SW and 101st St. SW	Roadway patching and repair, sidewalk, signage, markings, and striping.		City							0
			Grant							0
		2,161	Other							0
		2,161	Total	0	0	0	0	0	0	0
302.0152 Oakbrook Non-Motorized Loop - Onyx Dr. SW/97th Ave SW to Zircon Dr. SW Zircon Dr. SW to Onyx Dr. SW/Phillips Rd. SW Coral Ln. SW/Amber Dr. SW: Onyx Dr. SW and Zircon Dr. SW	Curb, gutter, sidewalks, shared use path, turn lanes, street lighting, drainage, overlay. Total length 3.3 miles.		City							0
			Grant							0
		16,816	Other							0
		16,816	Total	0	0	0	0	0	0	0
302.0155 Edgewater Dr./Waverly Dr. SW - Steilacoom Blvd. SW to Mt. Tacoma Dr. SW	Curb, gutter, sidewalks, bike facilities, parking, street lighting, drainage, road rebuild. Total length 0.6 miles.		City							0
			Grant							0
		3,502	Other							0
		3,502	Total	0	0	0	0	0	0	0
302.0161: N. Thorne Ln. - Union Ave. SW to Portland Ave. SW	Curb, gutter, sidewalks, bike lanes, street lighting, drainage, pavement rebuild and widening. Total length 0.3 miles.		City							0
			Grant							0
		1,260	Other							0
		1,260	Total	0	0	0	0	0	0	0
302.0163 Butte Dr. SW - Vernon - 104th St. SW to Washington Blvd. SW	Curb, gutter, sidewalks, bike facilities, street lighting, drainage, overlay. Total length 1.1 miles.		City							0
			Grant							0
		5,536	Other							0
		5,536	Total	0	0	0	0	0	0	0

Amended Six Year Comprehensive Transportation Program: 2026 - 2031

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 1	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
ROADWAY IMPROVEMENTS										
302.0165 Pine St. SW - 84th St. SW to 80th St. SW(City Limits)	Curb, gutter, sidewalks, street lighting, drainage, overlay. Total length 0.2 miles.		City							0
			Grant							0
		1,121	Other							0
		1,121	Total	0	0	0	0	0	0	0
302.0167 McChord Dr. SW - New York Ave SW: Pacific Hwy. SW to Bridgeport Way SW	Curb, gutter, sidewalk on one side. Street lighting, bike lanes, and drainage improvements both sides. Pavement widening, patching and overlay. Total length 0.73 miles. Sound Transit to Fund via Access Imp.		City							0
		3,800	Grant		3800					3,800
			Other							0
		3,800	Total	0	3,800	0	0	0	0	3,800
302.0168 McChord Dr. SW -A263 Bridgeport Way SW to 47th Ave. SW	Curb, gutter, sidewalk on one side. Street lighting, bike lanes, and drainage improvements both sides. Pavement widening, patching and overlay. Total length 0.11 miles. Sound Transit to Fund via Access Imp.		City							0
		300	Grant							0
			Other							0
		300	Total	0	0	0	0	0	0	0
302.0169 47th Ave. SW - McChord Dr SW to 127th St. SW	Curb, gutter, sidewalk on one side. Street lighting, bike lanes, and drainage improvements both sides. Pavement widening, patching and overlay. Total length 0.20 miles. Sound Transit to Fund via Access Imp.		City							0
		544	Grant							0
			Other							0
		544	Total	0	0	0	0	0	0	0
302.0170 Lincoln Ave. SW - McChord Dr. SW to San Francisco Ave. SW	Curb, gutter, sidewalks, street lighting, drainage, overlay. Total length 0.35 miles. Sound Transit to Fund via Access Imp.		City							0
		950	Grant			950				950
			Other							0
		950	Total	0	0	950	0	0	0	950
302.0171 Chicago Ave. SW - Spring Brook Ln. SW to McChord Dr. SW	Curb, gutter, sidewalks, street lighting, drainage, overlay. Total length 0.37 miles. Sound Transit to Fund via Access Imp.		City							0
		1,007	Grant							0
			Other							0
		1,007	Total	0	0	0	0	0	0	0
302.0172 San Francisco Ave. SW - Spring Brook Ln. SW to True Ln. SW	Curb, gutter, sidewalks, street lighting, drainage, overlay. Total length 0.22 miles. Sound Transit to Fund via Access Imp.		City							0
		598	Grant							0
			Other							0
		598	Total	0	0	0	0	0	0	0
302.0173 Clover Creek Dr. SW - Pacific Hwy. SW to Hillcrest Dr. SW *This does not include the work within the Sound Transit ROW	Curb, gutter, sidewalks, street lighting, drainage, overlay. Total length 0.06 miles. Sound Transit to Fund via Access Imp.		City							0
		490	Grant			490				490
			Other							0
		490	Total	0	0	490	0	0	0	490

Amended Six Year Comprehensive Transportation Program: 2026 - 2031

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 1 ROADWAY IMPROVEMENTS	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026- 2031
302.0174 Boston Ave SW - I-5 to McChord Dr SW	Curb, gutter, sidewalks, street lighting, drainage, overlay. Total length 0.28 miles. Sound Transit to Fund via Access Imp.	389	City							0
			Grant							0
			Other							0
		389	Total	0	0	0	0	0	0	0
302.0175 John Dower Road - 78th Street SW to 75th Street	Curb, gutter, sidewalks, street lighting, drainage, overlay east side only. Total length 0.22 miles.	931	City							0
			Grant							0
			Other							0
		931	Total	0	0	0	0	0	0	0
302.0181 Gravelly Lake Drive - Pacific Highway to Nyanza	Sidewalks west side only. Total length 0.12 miles.	750	City							0
			Grant							0
			Other							0
		750	Total	0	0	0	0	0	0	0
302.0182 Nyanza Park Drive - Nyanza rd to Clover Creek Dr	Curb, gutter, sidewalks, street lighting, drainage, overlay east side only. Total length 0.57 miles.	2,275	City							0
			Grant							0
			Other							0
		2,275	Total	0	0	0	0	0	0	0
TOTALS		9,144	City	4,187	505	0	629	0	0	5,321
		31,000	Grant	9,588	11,157	1,440	4,096	0	0	26,281
		90,126	Other	0	0	0	0	0	0	0
		130,270	Total	13,775	11,662	1,440	4,725	0	0	31,602

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 2 TRAFFIC SIGNALS	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
302.0059 Steilacoom / Durango New Traffic Signal	Signal needed with new development in area. Special concern with adjacent train crossing becoming active.		City							0
		1,172	Grant							0
			Other							0
		1,172	Total	0	0	0	0	0	0	0
302.0094 Gravelly Lake Drive / Avondale New Traffic Signal	Intersection meets warrants for traffic signal. Increased volumes in and around Towne Center. Increase in accidents.		City							0
		1,085	Grant							0
			Other							0
		1,085	Total	0	0	0	0	0	0	0
302.0123 Holden/Military Rd. New Traffic Signal	Increased volumes in and around Mann Middle School.		City							0
		771	Grant							0
			Other							0
		771	Total	0	0	0	0	0	0	0
302.0126 Custer Rd. and 88th Traffic Signal Replacement	Replace existing traffic signal with pole and mast arm signal.		City							0
		771	Grant							0
			Other							0
		771	Total	0	0	0	0	0	0	0
302.0166 Gravelly Lake Dr./112th St. SW Traffic Signal Replacement	Convert span wire signal to mast arm signal.		City							0
		1,085	Grant							0
			Other							0
		1,085	Total	0	0	0	0	0	0	0
302.0174 Pacific Hwy. SW/Sharondale SW New Traffic Signal	Traffic signal for future increased volumes related to the Lakewood Station District Plan. Will include pedestrian ramp modifications and minor roadway patching.		City							0
		1,054	Grant							0
			Other							0
		1,054	Total	0	0	0	0	0	0	0
302.0177 Signal Work at Western State Hosp. Traffic Signal Relocation	Install Temp signal and after WSH is ready install a new permanent signal and remove the temp and the existing signal at Circle Dr. Funded 100% by WSH.		City							0
		430	Grant		430					430
			Other							0
		430	Total	0	430	0	0	0	0	430
TOTALS		0	City	0	0	0	0	0	0	0
		430	Grant	0	430	0	0	0	0	430
		5,939	Other	0	0	0	0	0	0	0
		6,369	Total	0	430	0	0	0	0	430

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
<i>NOTE: Bold & Italicized numbers denote grant secured</i>										
SECTION 3 TRANSPORTATION PLANNING	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026- 2031
101.0000 Pavement Management System Pavement Condition Index Rating	4-year cycle. Consultant to perform.	50/4/yr	City			50				50
			Grant							0
			Other							0
		13/yr	Total	0	0	50	0	0	0	50
TOTALS		50	City	0	0	50	0	0	0	50
			Grant	0	0	0	0	0	0	0
			Other	0	0	0	0	0	0	0
		50	Total	0	0	50	0	0	0	50

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
<i>NOTE: Bold & Italicized numbers denote grant secured</i>										
SECTION 5 BRIDGES	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
101.0000 Bridge Inspection	On-going biennial bridge inspection.	5	City		10		10		10	30
			Grant							0
			Other							0
		5	Total	0	10	0	10	0	10	30
302.0130 Structural Guardrail Replacement Clover Creek Gravelly Lake Drive SW - 112th SW to Nyanza Rd SW Includes structural analysis of the box culvert.	Design and replace the existing guard rail over the south side of the roadway where Gravelly Lake Drive crosses Clover Creek between Nyanza and 112th.		City							0
			Grant							0
			Other							0
		189	Total	0	0	0	0	0	0	0
TOTALS		10	City	0	10	0	10	0	10	30
			Grant	0	0	0	0	0	0	0
			Other	0	0	0	0	0	0	0
		194	Total	0	10	0	10	0	10	30

Amended Six Year Comprehensive Transportation Program: 2026 - 2031

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
NOTE: Bold & Italicized numbers denote grant secured										
SECTION 6 ROADWAY RESTORATION PROJECTS	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
302.0004 Minor Capital Improvements	Roadway patching and repair, sidewalk, signage, markings, and striping.	270	City	270	270	270	270	270	270	1,620
			Grant							0
			Other							0
		270	Total	260	270	270	270	270	270	1,620
302.0005 Chip Seal Resurfacing Program	Projects in various locations may include pavement preservation contribution to planned utility projects to facilitate full roadway overlays.	400	City	400	420	420	440	440	440	2,560
			Grant							0
			Other							0
		400	Total	400	380	420	390	440	440	2,560
302.0145 150th St. SW Road Restoration - East City Limits to Woodbrook Drive SW	Roadway replacement, sidewalk, signage, markings, and striping.		City							
			Grant							
		420	Other							
		420	Total	0	0	0	0	0	0	0
302.0176 112th - South Tacoma Way to Steele St	Roadway patching and repair, overlay, signage, markings, and striping.	466	City	466						466
		707	Grant	707						707
			Other							
		1,173	Total	1,173	0	0	0	0	0	1,173
302.0180 Pacific Highway SW - Rail Bridge to 108th St	Roadway patching and repair, overlay, signage, markings, and striping.	450	City							0
		750	Grant							0
			Other							
		1,200	Total	0	0	0	0	0	0	0
302.0183 96th Street SW - South Tacoma Way to East City Limit	Roadway patching and repair, overlay, signage, markings, and striping.	375	City							0
		750	Grant							0
			Other							
		1,125	Total	0	0	0	0	0	0	0
TOTALS		1,586	City	1,136	690	690	710	710	710	4,646
		1,457	Grant	707	0	0	0	0	0	707
		420	Other	0	0	0	0	0	0	0
		2,263	Total	1,833	650	690	660	710	710	5,353

PROJECT COSTS IN THOUSANDS OF DOLLARS										
EXPENDITURE PLAN										TOTAL FUNDS
<i>NOTE: Bold & Italicized numbers denote grant secured</i>										
SECTION 7 NEIGHBORHOOD TRAFFIC MANAGEMENT	Description	Base Cost 2025	Sources	2026	2027	2028	2029	2030	2031	2026-2031
302.0003 Neighborhood Traffic Safety Traffic Calming Various Locations	May include speed humps, traffic circles, signage, radar feedback signs, etc.	27	City	27	30	30	30	30	30	177
			Grant							
			Other							
		27	Total	27	30	30	30	30	30	177
TOTALS		27	City	27	30	30	30	30	30	177
			Grant	0	0	0	0	0	0	0
			Other	0	0	0	0	0	0	0
		27	Total	27	30	30	30	30	30	177

Completed/Removed and Added Projects									
302.0076 Gravelly Lake Non-Motorized Trail - Phase 2 (Nyanza Road - GLD to GLD))	Provide non-motorized path around Gravelly Lake along Nyanza Drive. Existing roadway cross section shifted to outside and overlaid. Lighting.		City	Completed in 2025					0
			Grant						0
			Other						0
			Total	0	0	0	0	0	0
302.0078 South Tacoma Way/92nd Street Traffic Signal	New warranted signal, improvements include associated ADA upgrades and pavement patching.		City	Completed in 2025					0
			Grant						0
			Other						0
			Total	0	0	0	0	0	0
302.0151 S. Tacoma Way Road Restoration - 96th St. S to Steilacoom Blvd	Roadway patching and repair, overlay, signage, markings, and striping.		City	Completed in 2025					0
			Grant						0
			Other						0
			Total	0	0	0	0	0	0
302.0158 Interlaaken Dr. SW - 112th St. SW to Washington Blvd	Curb, gutter, sidewalks, shared use path, street lighting, drainage, pavement overlay and widening. Total length 0.5 miles.		City	Completed in 2025					0
			Grant						0
			Other						0
		-	Total	0	0	0	0	0	0
302.0180 Pacific Highway SW - Rail Bridge to 108th St	Roadway patching and repair, overlay, signage, markings, and striping.	450	City	ADDED in 2025					0
		750	Grant						0
			Other						0
		1200	Total	0	0	0	0	0	0
302.0181 Gravelly Lake Drive - Pacific Highway to Nyanza	Sidewalks west side only. Total length 0.12 miles.		City	ADDED in 2025					0
			Grant						0
		750	Other						0
		750	Total	0	0	0	0	0	0
302.0182 Nyanza Park Drive - Nyanza rd to Clover Creek Dr	Curb, gutter, sidewalks, street lighting, drainage, overlay east side only. Total length 0.57 miles.		City	ADDED in 2025					0
			Grant						0
		2275	Other						0
		2275	Total	0	0	0	0	0	0
302.0183 96th Street SW - South Tacoma Way to East City Limit	Roadway patching and repair, overlay, signage, markings, and striping.	375	City	ADDED in 2025					0
		750	Grant						0
		0	Other						0
		1125	Total	0	0	0	0	0	0



TO: City Council
FROM: Tiffany Speir, Planning Division Manager
THROUGH: John Caulfield, City Manager and Jeff Rimack, PPW Director *Tho Kraus*
DATE: May 19, 2025
SUBJECT: 2025 Comprehensive Plan, Zoning Code, and Development Regulation Amendments (25CPAs)
ATTACHMENT: Statutory and Legislative Requirements for 25CPAs 2025-01, -03, -04, -05, and -12 (**Attachment A**)

BACKGROUND

The Planning Commission has recommended approval of the following amendments as worded in Commission Resolution 2025-02:

- 2025-01** “Co-Living Housing” Amendments for consistency with ESHB 1998;
- 2025-03** Updates to Lakewood development regulations regarding “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 to reincorporate previous Civic Use regulations; update LMC 18A.10.180 (Definitions) to include “religious assembly”; amendments to LMC 18A.40.080 (A) to allow religious organizations in various land use zones; and amendments to LMC 18A.40.080 (A) to allow day care centers in real property owned or controlled by religious organizations in the MR1 and MR2 zones;
- 2025-07** New 2025-2029 Commute Trip Reduction (CTR) Plan and updates to LMC Chapter 12.13;
- 2025-08** Redesignate / rezone parcel 0319061001 from Air Corridor (AC) / Air Corridor 1 (AC1) to “split zoning” of AC / AC1 and Industrial (I) / Industrial 1 (I1);
- 2025-10** Redesignate / rezone parcel 5140001191 from Downtown / Central Business District (CBD) to Open Space and Recreation (OSR) / Open Space and Recreation 2 (OSR 2);
- 2025-11** Reduce the minimum square footage for attached and detached accessory dwelling units (ADUs) in LMC 18A.40.110 (B)(1)(e) to 400 sq. ft.;
- 2025-12** Adopt regulations allowing new housing in “existing buildings” zoned for commercial and mixed use in all land use zones that allow multifamily (4+ units in one building) housing consistent with RCW 35A.21.440 and RCW 36.70A.130;
- 2025-13** Rezone parcel 7025000161 (Primley Park) from Open Space & Recreation 2 (OSR2) to Open Space & Recreation 1 (OSR1); and
- 2025-14** Redesignate/rezone parcel 2200000021 (Harry Todd Park) to exclusively Open Space & Recreation (OSR) / Open Space & Recreation 1 (OSR1).

The City Council held a study session regarding the 25CPA amendments on May 12 and is holding a public hearing on May 19. The City Council is scheduled to take action on the 25CPA package on June 2.

DISCUSSION

The full language of each amendment, *including new edits to 2025-01, 2025-03, and 2025-06 based on communications the City received from state agencies and SSHA³P after the Planning Commission took action*, are included below.

2025-01 “Co-Living Housing” Amendments for consistency with RCW 36.70A.535

18A.10.180 Definitions

“Co-living housing” or congregate living facilities, single room occupancy, rooming house, boarding house, lodging house, and residential suites means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. Co-living housing is a permitted use on any lot that allows at least six multifamily residential units, including on a lot zoned for mixed-use development. See RCW 36.70a.535 (11)(b) or its successor for definition of “major transit stop” in reference to co-living.

“Kitchen” means a room or part of a room which is used, intended, or designed to be used for preparing food. The kitchen includes facilities, or utility hookups for facilities, sufficient to prepare, cook, and store food, and wash dishes, including, at a minimum, countertops, a kitchen-style sink, and space and utilities sufficient for a gas or 220/240v electric stove and oven, and a refrigerator.

“Kitchenette” means a room or part of a room which is used, intended, or designed to be used for basic food preparation, with a sink and 120v electrical outlets.

“Major transit stop” means, except as defined below, (1) a stop on a high capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW; (2) commuter rail stops; (3) stops on rail or fixed guideway systems; or (4) stops on bus rapid transit routes, including those stops that are under construction.

Regarding the meaning of “major transit stop” in relation to accessory dwelling units (ADUs), see RCW 36.70A.696 (8) or its successor.

Regarding the meaning of “major transit stop” in relation to co-living, see RCW 36.70a.535 (11)(b) or its successor.

Regarding the meaning of “major transit stop” in relation to middle housing, see RCW 36.70A.030 (25) or its successor.

“Shared kitchen” means a kitchen that is used, intended, or designed to be used by residents of multiple dwelling or sleeping units for preparing food simultaneously.

“Sleeping unit” means an independently rented or owned and lockable and provide living and sleeping space.

18A.40.027 Summary land use table.

This table provides a summary of the land use tables included in this chapter, **excluding open space**. In cases where there are differences between this table and other tables in this chapter, the other tables will apply. See LMC [18A.10.120\(D\)](#) ~~for the purpose and applicability of zoning districts.~~

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

	Zoning Classifications																							
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	MF3 (1)	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI	OSR1	OSR2
Residential Land Uses																								
Accessory caretaker's unit	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Accessory dwelling unit (ADU) (27)	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Babysitting care	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Boarding house (28)	C	C	C	C	C	C	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Co-Living Housing (39)	!	!	!	!	!	!	P	P	P	P	P	P	P	P	P	!	!	!	!	!	!	!	!	!
Cottage housing (29)	P	P	P	P	–	–	–	–	–	–	–	P	P	P	P	P	P	P	–	P	P	–	–	–
Foster care facility	P	P	P	P	P	P	P	P	P	P	–	–	–	P	–	–	–	–	–	–	–	–	–	–
Co-housing (dormitories, fraternities and sororities) (30)	–	–	–	–	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–
Detached single-family (31)	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Two-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Three-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	–	–	–	P	P	P	P	P	–	–	–	–	–	–	–	–	–
Four-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	P	P	P	–	P	P	–	–	–	–	–	–	–	–	–	–	–
Five-residential, attached or detached dwelling units	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–
Zoning Classifications																								
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	MF3 (1)	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI	OSR1	OSR2
Six-family residential, attached or detached dwelling units	!	!	!	!	!	!	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–
Multifamily, seven or more residential units	–	–	–	–	–	–	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–
Mixed use	–	–	–	–	–	–	–	–	–	–	P	P	P	–	–	–	–	–	–	–	–	–	–	–
Family day care (32)	P	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–
Home agriculture	P	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–
Home occupation (33)	P	P	P	P	P	–	–	–	–	–	P	P	P	P	P	–	–	–	–	–	–	–	–	–
Mobile home parks (34)	–	–	C	C	C	–	–	–	–	–	–	P	P	P	P	–	–	–	–	–	–	–	–	–
Residential accessory building (35)	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	–	–	–	–	–	–	–	–	P	–	–	–	–	–	–	–	–	–	–	–	–	–
Small craft distillery (32, 36)	–	P	P	P	P	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Specialized senior housing (37)	–	–	–	–	C	C	C	C	C	C	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Accessory residential uses (38)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	–

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

B. *Summary of Use-Specific Development and Operating Conditions.* Where these

conditions are inconsistent with other use table conditions in this chapter, the other conditions shall apply.

* * *

39. See LMC 18A.40.110 (B)(14) for additional development and operating conditions for **co-living housing**.

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. See [LMC 18A.10.180](#) for Definitions.

	Zoning Classifications																				
Residential Land Uses	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
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	C	–	–	–	–	–	–	–	–	–	–	–	–	–	–	
Co-living housing (B)(14)	!	!	!	!	!	!	P	P	P	P	P	P	P	P	–	–	–	–	–	–	
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	P	P	P	P	P	P	P	–	–	P	P	P	–	–	–	–	–	–	–	–	
Three-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	–	–	P	P	P	–	–	–	–	–	–	–	–	
Four-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	
Five-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	
Six-family residential, attached or detached dwelling units	!	!	!	!	!	!	P	P	P	P	P	P	–	–	–	–	–	–	–	–	
Multifamily, seven or more residential units	–	–	–	–	–	–	P	P	P	P	P	P	P	P	–	–	–	–	–	–	
Mixed use	–	–	–	–	–	–	–	–	–	–	P	P	P	P	–	–	–	–	–	–	
Family daycare (B)(6)	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–	–	

	Zoning Classifications																				
Residential Land Uses	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
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

B. Operating and Development Conditions.

14. Co-Living Housing Units

A. Sleeping units shall be subject to the following standards:

1. All sleeping units shall be no more than 300 square feet.
2. Sleeping units may include kitchenettes, but may not include kitchens.
3. Sleeping units must include a private bathroom.

B. Sleeping units shall be treated as one-half of a multifamily dwelling unit for the purpose of calculating fees for sewer connections.

C. Shared kitchens shall be subject to the following standards:

1. At least one shared kitchen shall be provided for every fifteen sleeping units.
2. At least one shared kitchen shall be provided on each floor that also contains sleeping units.

D. For the purposes of calculating housing unit density, sleeping units count as one quarter of a dwelling unit.

E. Where open space standards are applied based on the number of dwelling units, one half of the open space requirement will be required for sleeping units that is required of dwelling units.

F. All sleeping units must have access by interior or covered exterior walkway to a shared kitchen.

G. Off-street parking for co-living housing shall be subject to the following:

1. No off-street parking shall be required within one-half mile walking distance of a major transit stop as defined in RCW 36.70A.535.

2. A maximum of one off-street parking space per four sleeping units shall be required.

3. Notwithstanding subsections (G)1 and (G)2, cities may be exempted from required limitations on parking requirements by submitting an empirical study to the Department of Commerce. The study must be prepared by a credentialed transportation or land use planning expert and clearly demonstrate that the application of the parking limitations of 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.

H. Co-living housing shall be subject to the Rental Housing Safety Program (LMC Chapter 5.60)

I. Where open space standards are applied based on the number of dwelling units, one half of the open space requirement will be required for co-living sleeping units that is required of dwelling units. See also LMC 18A.70.040 (C)(1)(o).

18A.70.040 Specific uses design standards.

* * *

C. Multifamily Residential Uses and Zones. These standards are intended to create an attractive and enjoyable environment for multifamily residential uses, improve vehicular circulation and upgrade the City's visual appearance in high-density residential areas.

1. *Required Multifamily Site Design and Building Design Elements.* These standards are in addition to other development standards applicable under this article or other chapters of the code. Exterior lighting shall comply with LMC 18A.60.095.

* * *

o. Provide an open space network that is accessible to all units and that will accommodate a wide variety of activities, public and private, in the following manner:

i. Provide at least one hundred (100) square feet per unit of common open space in addition to individual balconies or patios and that area required by landscaping, recreation, building setbacks, critical area buffers and other code requirements.

One half of the open space requirement that is required of dwelling units will be required for co-living sleeping units.

ii. Common open space shall be an open air area intended for use by all residents, guests, employees or patrons of a site and may include lawns, gardens, squares, plazas,

courtyards, terraces, barbecue and picnic areas, games court or multi-use recreational areas, and other types of built space. Common open space shall meet the following standards:

- (a) Linear dimensions of no less than twenty (20) feet.
- (b) No more than thirty (30) percent of the area covered by a structure.
- (c) Provide ample exposure to natural sunlight and fresh air.
- (d) Provide direct pedestrian connection to other parts of the site.
- (e) May include multi-use storm water detention facilities, if the Planning and Public Works (PPW) Director determines that the facilities are designed to function as common open space by providing an enhanced nature or visually aesthetic design.

iii. Ensure that the open space network provides privacy for the residents while allowing for security and surveillance from residential units. Common recreational spaces shall be located and arranged to allow windows to overlook them.

iv. Provide adequate lighting in the open space network, but place and shield lighting so that it does not glare into housing units. Exterior lighting shall comply with LMC 18A.60.095.

v. Provide landscaping that defines the open space and provides shade and wind protection where needed but permits surveillance from units and roads.

vi. Design the residential open space network with specific uses in mind. In each multifamily residential or combined uses buildings, private open space shall be provided in addition to common open space areas.

- (a) Private open space shall be a partially or fully screened or enclosed open-air area that is strictly intended for use by the residents of the dwelling unit.
- (b) Private open space may include yards, gardens, patios, courtyards, porches, balconies, terraces, rooftop gardens, decks or verandahs. Private open space shall not have a dimension less than six (6) feet in length.

2025-03 Updates to Lakewood development regulations regarding “middle housing” for consistency with E2SHB 1110.

**Chapter 17.22
SHORT SUBDIVISIONS**

Sections:

17.22.010	Applicability.
17.22.020	Filing procedure and fee.
17.22.025	Determination of complete application.
17.22.030	Owner's free consent.
17.22.035	Posting requirements.
17.22.040	Survey.
17.22.050	Departmental review.
17.22.060	Review criteria.
17.22.070	Preliminary approval.
17.22.080	Notice.
17.22.090	Appeal procedure.
17.22.095	Final short plat approval.
17.22.100	Amendments.

17.22.010 Applicability.

Every short plat and short subdivision shall comply with the provisions of this chapter.

- A. *Exemptions.* The provisions of this chapter are not applicable to the following:
1. Deed releases, for the purpose of obtaining building financing; provided, that a short plat is required if said parcel is separately sold or if all land specified by the contract is not acquired.
 2. Divisions which were surveyed in accordance with the Survey Recording Act and are recorded with the Auditor prior to August 13, 1974.
 3. Up to four model homes may be constructed on a single tract of land without short platting provided the City has approved a preliminary subdivision which includes the specific lots upon which the model homes are to be located. The subdivision shall be completed and the final map recorded prior to the sale of any of the model home units.
 4. Divisions made by court order; provided, that this exemption shall not apply to land divided pursuant to dissolution or any partition proceedings.
 5. Any division of land for use solely for the installation of electric power, telephone, water supply, sewer service or other utility facilities of a similar or related nature; provided, however, that any remaining lot or lots are consistent with applicable zoning and land use plans.
 6. Any division or divisions of land for the sole purpose of enabling the City or other public agency to acquire land, either by outright purchase or exchange, for port purposes, boat moorage or launching sites, or for park, viewpoint, recreational, educational or other public purposes; provided, however, that any remaining lot or lots are consistent with applicable zoning and land use plans.
- B. The entire original tract (except adjacent platted or short platted land) shall be included within one short plat application.

C. *Further Divisions.* Land within a short subdivision shall not be further divided in any manner for a period of five years from the date said approved short plat is recorded with the Auditor without the filing of a final plat on the land which is proposed to be further divided, except that:

- when the short plat contains fewer than nine parcels, the owner who filed the short plat may file an alteration within the five-year period to create a total of up to nine lots within the original short plat boundary; and
- a residential zero lot line short subdivision may be made where the number of lots created is equal to the unit density required in LMC 18A.60.030.

~~These~~ requirements shall be stated on the face of the short plat. [Ord. 591 § 48, 2015; Ord. 500 § 4, 2009; Ord. 60 § 1, 1996.]

17.22.020 Filing procedure and fee.

An application for a short subdivision shall include a completed application form, ~~six full-size paper prints and six 11-inch by 17-inch reduced copies of the proposed short plat~~ showing all required information along with a nonrefundable application fee as set forth in separate resolution.

For purposes of RCW [58.17.033](#), a complete application for short plat approval must contain the information and documents required by this section.

A short plat shall meet the following standards:

- A. Drawn ~~in ink~~ to a scale not smaller than one inch equals 100 feet or other approved scale on a sheet size of 18 inches by 24 inches.
- B. The plat shall show the boundary and dimensions of the "original tract" including its Assessor's parcel number, section, township and range, and all adjoining public or private streets and identifying names as such.
- C. A vicinity map drawn to a scale of four inches equals one mile or other approved scale of sufficient detail to orient the location of the original tract.
- D. Name and address of the owner of record of the "original tract," scale of the drawing, and north directional arrow.
- E. All lots shall be identified by numerical designation. The dimensions of each lot shall be shown.
- F. Width and location of access to all short platted lots.
- G. The location and use of all existing buildings on the original tract.
- H. Space ~~on a second 18-inch by 24-inch plat map sheet~~ shall be reserved for comments and appropriate City signatures.

I. Where a survey is required, the form of the plat shall be as required by the Survey Recording Act.

17.22.025 Determination of complete application.

Within 28 days of receiving an application for preliminary plat approval containing all information required by LMC [17.22.020](#), the Department of Planning and Public Works (PPW) shall issue a determination of completeness or incompleteness as required by RCW [36.70B.070](#). The Department of Planning and Public Works (PPW) is responsible for complying with all other requirements of RCW [36.70B.070](#). [Ord. 814 § 2, 2024; Ord. 591 § 50, 2015; Ord. 60 § 1, 1996.]

17.22.030 Owner's free consent.

The contract purchasers shall sign a statement prescribed by the Department of Planning and Public Works (PPW) signifying that the plat is made with their free consent and in accordance with the desires of the owners. [Ord. 814 § 2, 2024; Ord. 60 § 1, 1996.]

17.22.035 Posting requirements.

After acceptance of a short plat application, notice of application shall be posted in accordance with the provisions of LMC [18A.20.330](#). [Ord. 726 § 2 (Exh. A), 2019; Ord. 591 § 51, 2015; Ord. 60 § 1, 1996.]

17.22.040 Survey.

Recordable surveys shall be required for all short plats and short subdivisions. All surveys shall be accomplished as required by Chapter [332-130](#) WAC and the Survey Recording Act (Chapter [58.09](#) RCW), except an additional recording will not be required for the "Survey Recording Act."

All lot staking shall be completed by the certifying professional land surveyor prior to the recording of the short plat.

All short plat corners, including interior lot corners, shall be staked with steel rebar or metal pipe with a cap which permanently bears the land surveyor's registration number. When the plat corner(s) or lot corner(s) falls in a body of water, over the edge of a steep slope or other inaccessible area, an offset corner will be permitted. When the boundary line of a short plat follows a meandering line, corners shall be set as directed by the City. A presubmittal meeting with City staff to discuss corner locations is recommended.

When the legal description of the short plat utilizes a partial or complete section subdivisional breakdown to establish the short plat boundaries, section subdivision survey information in accordance with the requirements of WAC [332-130-030](#) shall be shown on the short plat map.

All reference monuments used in the establishment of the short plat corners shall be identified, described, and noted as set or found on the short plat map. When appropriate, the short plat survey shall reference the recorded or previous survey that was the basis for the short plat survey.

When the short plat is adjacent to a constructed City street and the short plat corner(s) or its offset represents a one-sixteenth corner, quarter corner, section corner, or donation land claim corner that is not of record or is lost or obliterated, a City standard monument(s) shall be placed in the City street. In cases where a monument of record is found, the existing corner does not have to be replaced. Whenever a short plat is adjacent to an existing City street or right-of-way, the centerline of that street shall be located on the short plat drawing. If the existing constructed City street or maintained street section falls outside of the documented right-of-way, the surveyor shall identify the existing edge of pavement and limits of the maintained street section on the short plat drawing and show its relationship to said centerline. [Ord. 591 § 52, 2015; Ord. 60 § 1, 1996.]

17.22.050 Departmental review.

A. The Engineering Manager's Office shall review a short plat for adequacy of access, storm water drainage facilities, public sewer system, survey accuracy, and feasibility for building sites.

B. The Department of Planning and Public Works (PPW) shall review the proposed short plat for conformance with the Land Use and Development Code (LMC Title [18A](#)), including whether a residential zero lot line short subdivision would result in the number of lots created being equal to the unit density required in LMC 18A.60.030, other applicable land use laws, the comprehensive plan, and the subdivision code (LMC Title 17.)

C. The Tacoma-Pierce County Health Department shall review the proposed short plat for adequacy of potable water supply, and provisions for sanitary sewage disposal. The Lakewood Water District, or other water provider, shall provide information regarding the public water system. This will typically be in the form of a letter of water availability from the District.

D. The Fire Chief shall review the proposed short plat for adequacy of the fire protection water system and access for firefighting equipment.

E. The Pierce County Assessor's Office shall review the proposed short plat with regard to map and document format, tax status, and legal description.

F. The Pierce County Sewer Utility shall review the project with regard to sanitary sewer availability, appropriate easements, and details of any sanitary sewer infrastructure and connections.

The City may require that any review fees payable to outside agencies be made directly with that agency prior to submittal of the short plat application. [Ord. 814 § 2, 2024; Ord. 591 § 53, 2015; Ord. 60 § 1, 1996.]

17.22.060 Review criteria.

A. Access.

1. *General.* The proposed short plat shall be reviewed for adequate ingress and egress to all proposed lots. Extension of streets or access rights from property line to property line of the short subdivision land may be required so that the street may be extended in the future. If there is other reasonable access available, the Engineering Manager may limit the location of direct access to City arterials or other City streets. When an adjoining landowner will be obligated to construct or maintain a future street, a note to this effect shall be stated on the face of the short plat.
2. *Street Reserved Areas.* Where a City arterial may, or is being planned for a short subdivision land area, the Engineering Manager may require that a 60-foot-wide right-of-way area be reserved as a street reserved area for a future street, if all legal requirements for such a dedication are met.
3. *Private Streets.* Private streets are not normally permitted, but may be allowed when the Planning and Public Works (PPW) Director and City Engineer determine that the most logical development of the land requires that the lots be served by private streets or easements. Private street plats shall be reviewed per Chapter [17.26](#) LMC.

B. *Drainage.* The proposed short plat shall be reviewed for adequate drainage facilities. Requirements for any necessary facilities may be required to be written on the face of the short plat map.

C. *Sewers or Septic Tanks.* The proposed short plat shall be reviewed for potential sewer or septic tank adequacy. If known local conditions exist which may affect future building sites, these conditions may be required to be stated on the face of the short plat.

D. *Feasibility for Building Sites.* Areas which are known or suspected to be poor building sites because of geological hazard, flooding, poor drainage or swamp conditions, mud slides or avalanche, may be noted on the face of the short plat.

E. *Water Supply and Fire Protection.* The proposed plat shall be reviewed for potential adequacy of water supply and fire protection. Subsections [A](#) through [E](#) of this section may be considered as criteria for which a short plat may be denied. Existing City standards shall be used during the review process. [Ord. 813 § 2, 2024; Ord. 591 § 54, 2015; Ord. 60 § 1, 1996.]

F. *Density.* If the application is for a residential zero lot line short subdivision, that the number of lots created is equal to the unit density required in LMC 18A.60.030.

17.22.070 Preliminary approval.

A. *Procedure.* An application for a short plat shall be reviewed as a Process II permit type, which does not require a public hearing but does provide for public notice and comment. (See LMC [18A.20.080](#).) The initial decision on a short plat application is made by the Planning and Public Works (PPW) Director. The Director's decision may be appealed to the City's Hearing Examiner.

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1. Upon receipt of a complete application for a short plat, the Department of Planning and Public Works (PPW) shall forward copies of the application and short plat map to the Public Works Department, the Fire Marshal, the Pierce County Assessor's Office, the Pierce County Public Works Sewer Utility, the Lakewood Water District, any affected public utility agencies, and the Tacoma-County Health Department. The initial review by the departments/agencies of the proposed short plat shall be completed within 15 days, unless, upon the request of the Department of Planning and Public Works (PPW), the applicant consents to an extension of such time period. The proposed preliminary short plat shall be considered under the subdivision regulations and zoning or other land use control ordinances in effect at the time a fully completed application for preliminary short plat approval has been submitted to the City.
 2. Each department or official shall either recommend approval, disapproval, or revision of the short plat within the 15-day initial review period. The Planning and Public Works (PPW) Director shall have the final authority to approve, approve with conditions or deny a short plat application.
 3. If returned for revision, the applicant or representative shall submit six prints to the Department of Planning and Public Works (PPW) reflecting the required revisions within 60 days after any review comments are provided by the reviewing agencies. Should the applicant require an extension of time to satisfy the requirements that were requested during the initial 15-day review, additional time may be granted upon written request.
 4. Due to the complexity of the proposal, the applicant may desire to request the following to extend the life of the application.
 - a. Request in writing from the applicant that the application for the proposed short plat be placed on hold for due cause. "Due cause" would constitute a situation that was beyond the applicant's controls; i.e., required environmental checklist, Health Department requirement for viewing high water table on the site prior to review for waste disposal, or water availability report required by the state.

The request shall be accompanied by an estimated time-line for completion of the required additional material, studies, or review. The hold will be placed upon the application for a specified period of time.

- b. Request in writing by the applicant that a time extension would be necessary to provide the reviewing departments the necessary material, documents, and studies, as requested in the initial City review. The Department of Planning and Public Works (PPW) may provide a second additional extension, not to exceed 180 days. A fee may be charged for the extended time, per the fee schedule.
 - c. Any applicable time limitations for processing an application, including time limits set forth in Chapter [36.70B](#) or [58.17](#) RCW, LMC Title [18A](#), or this title, shall be tolled while the applicant responds to requests for revision or additional information within the time frames set forth in this section.

5. The applicant is required to submit the revisions as requested, at the expiration of the allowable time line, along with six prints to the Department of Planning and Public Works (PPW). The reviewing departments shall have a 14-day review period to consider the revised plans. At the conclusion of the review period, the reviewing department directors or authorized representatives shall notify the applicant whether the application is complete or what additional information is necessary (RCW [36.70B.070\(4\)\(b\)](#)).

6. If the project applicant does not respond to requests for project amendments or additional information within the time frames specified herein, the Department of Planning and Public Works (PPW) may deny the application without prejudice.

B. *Required Written Findings for Short Subdivisions.* The Planning and Public Works (PPW) Director or designee shall inquire into the public use and interest proposed to be served by the establishment of the short subdivision and dedication. A proposed short subdivision and dedication shall not be approved unless the Director or designee makes written findings that:

1. Appropriate provisions are made for the public health, safety, and general welfare, for open spaces, drainage ways, streets, alleys, other public ways, transit stops, potable water supplies, time limits, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and

2. The public use and interest will be served by the platting of such subdivision and dedication. If the Director or designee finds that the proposed short subdivision makes such appropriate provisions and that the public use and interest will be served, then the Director or designee shall approve the proposed short subdivision and dedication.

C. *Notice of Return to Applicant for Cause.* If a short plat is not in proper order or cannot be approved in its present form, a letter postmarked prior to the expiration of said 30-day period shall be sent to the applicant (by the disapproving department) to notify him of why approval cannot be given in its present form.

D. *Effect of Approval.* The Planning and Public Works (PPW) Director's initial approval shall set forth the findings required by subsection [B](#) of this section, and may include specific conditions of approval. All required improvements must be installed and a copy of the final short plat map that responds to any conditions of approval must be submitted within three years of the date of the initial approval for final review and recording. An additional one-year extension of time may be granted by the Planning and Public Works (PPW) Director upon a showing of good cause beyond the control of the applicant that has delayed the ability of the applicant to complete the subdivision. The approval of a short plat shall not be a guarantee that future permits will be granted for any structures or development within said area and a notation to this effect shall be stated on the face of the short plat. Provided further that land in short subdivisions may not be further divided in any manner

within a period of five years without the filing of a preliminary and final plat, except that when the short plat contains fewer than nine parcels, the owner may file a short plat alteration or new short plat application within the five-year period to create up to a total of nine lots within the original short plat boundaries. Any such alteration application shall be reviewed de novo on its own merits. [Ord. 814 § 2, 2024; Ord. 813 § 2, 2024; Ord. 726 § 2 (Exh. A), 2019; Ord. 591 § 55, 2015; Ord. 60 § 1, 1996.]

17.22.080 Notice.

Prior to the sale, lease or contract to sell of any lot, parcel or tract within a short subdivision, a copy of the approved short plat shall be given to the prospective purchaser or lessee by the owner, owner's agent, or any person, firm or corporation who closes or escrows the transaction. [Ord. 60 § 1, 1996.]

17.22.090 Appeal procedure.

Any aggrieved party with the City's decision on a short plat, may appeal such decision to the Hearing Examiner in accordance with Chapter [1.36](#) LMC. Decisions not appealed are deemed final and conclusive. [Ord. 585 § 27, 2014; Ord. 60 § 1, 1996.]

17.22.095 Final short plat approval.

Upon completion of any and all conditions of the preliminary short plat approval, the developer shall present to the Department of Planning and Public Works (PPW) one copy of the approved short plat map for final approval and recordation. The final short plat map shall contain a certificate giving a full and correct description of the lands divided as they appear on the plat drawing, including a statement that the subdivision of property has been made with the free consent and in accordance with the desires of the owner(s) or contractor purchasers. If the subdivision of property includes a dedication, the certification shall also contain the dedication of all streets and other areas to the public, and any other required dedications as required by LMC [17.16.020](#). Said certificate shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.

The Department of Planning and Public Works (PPW) shall arrange for all responsible agencies to sign the plat map; provided, that the applicant may secure required approval signatures on the final plat map prior to submittal to the Department of Planning and Public Works (PPW).

Pursuant to RCW [58.17.140\(2\)](#), a final short plat map shall be approved, disapproved, or returned to the applicant within 30 days from the date of filing thereof, unless the applicant consents to an extension of such time period.

Development of lots created in a final short plat shall be regulated by the land use controls in effect at the time that the complete preliminary short plat application was filed, for a period of two years from the date of the final short plat recordation. After two years, the lots created by the short plat shall be regulated by the land use controls then in effect. [Ord. 814 § 2, 2024; Ord. 726 § 2 (Exh. A), 2019; Ord. 591 § 56, 2015.]

17.22.100 Amendments.

Amendments to short plats may be approved by the Department of Planning and Public Works (PPW) by approving an amendment note which states to the effect that this amended short plat supersedes "Short Plat No. ____." The note must specify the changes and before the Department of Planning and Public Works (PPW) can approve the amended short plat, all City requirements and conditions stated on the original short plat, must be stated on the amended short plat.

If any City department's or other agency's previous approval may be affected by the amendment (as determined by the Department of Planning and Public Works (PPW)), said department or agency will be notified of the change and be given the opportunity to comment before the Department of Planning and Public Works (PPW) approves the amendment. In addition, any amendment involving public dedication must be processed as provided in RCW [58.17.212](#) or [58.17.215](#). A fee as set forth in separate resolution shall be paid the Department of Planning and Public Works (PPW) for the processing of an amended short plat.

The Assessor-Treasurer's Office must again signify that the current real estate taxes are paid before the amended short plat is recorded. Upon recording, the amended short plat is deemed approved by City. [Ord. 814 § 2, 2024; Ord. 60 § 1, 1996.]

Chapter 17.24 UNIT LOT SUBDIVISIONS

Sections:

17.24.010	Purpose.
17.24.020	Applicability.
17.24.030	General requirements.
17.24.040	Application procedure.
17.24.050	Approval criteria.
17.24.060	Recording.

17.24.010 Purpose.

The purpose of this chapter is to provide an alternate process for the subdivision of land into unit lots for the creation of townhouse, cottage housing, attached housing, and similar developments. This process allows for fee-simple ownership while applying development standards primarily to a parent site, rather than to the individual lots resulting from a subdivision. [Ord. 813 § 2 (Att. C), 2024.]

17.24.020 Applicability.

- A. The provisions of this chapter apply exclusively to the subdivision of land for townhouses, cottage housing, attached housing, and similar residential developments. These regulations ensure that development on individual unit lots need not conform to minimum lot area or dimensional standards, provided the overall development of the parent lot meets applicable standards.
- B. A unit lot subdivision is permitted in all zones that permit residential land uses.
- C. A unit lot subdivision creates a relationship between the parent lot and two or more unit lots created.
- D. A unit lot subdivision may be used for any development with two or more dwelling units on parent sites of two acres or less that meet the standards of this chapter.
- E. Subdivisions with a commercial or other nonresidential use seeking similar flexibility must be approved through a binding site plan under Chapter 17.30 LMC.
- F. A unit lot subdivision may be combined with a subdivision or short subdivision so long as the portion of the development utilizing this section meets the requirements of this chapter.
- G. Existing developments which meet or can be brought into conformance with the requirements of this chapter may submit an application for a unit lot subdivision. [Ord. 813 § 2 (Att. C), 2024.]

17.24.030 General requirements.

- A. Parent and unit lots are subject to all applicable requirements of LMC Titles 12 (Public Works), 14 (Environmental Protection), 15 (Buildings and Construction), 16 (Shoreline Protection), 17 (Subdivisions), 18A (Land Use and Development Code), 18B (Downtown Development Code), and 18C (Station District Development Code), except as modified by this section.

- B. Development on individual unit lots does not need to conform to minimum lot area, density, frontage, or dimensional requirements; provided, that development on the parent lot conforms to these requirements.
- C. All buildings shall meet all applicable provisions of the building and fire codes.
- D. Required parking for a dwelling unit may be provided on a different unit lot than the dwelling unit if the right to use the parking is formalized by an easement recorded with the county.
- E. Adequate provisions for ingress, egress, emergency services, and utilities must be ensured through recorded easements. Access easements, joint use agreements, and maintenance agreements must be executed for use and maintenance of common areas and recorded with the county.
- F. Portions of the parent site not subdivided for unit lots shall be identified as tracts and owned in common by the owners of the unit lots.
- G. Common areas and facilities, which may include parking and open spaces, shall be maintained by a homeowners' association or the owners of the unit lots. [Ord. 813 § 2 (Att. C), 2024.]

17.24.035 Unit lot setbacks.

Lands where unit lots are created through the subdivision provisions of LMC Title 17 may apply the following special setbacks to offspring lots within a parent site; provided, however, that setbacks from the exterior lot lines of the parent site shall be consistent with LMC 18A.60.030(A).

- A. Side and rear yard setbacks from offspring lot lines that are not a parent site lot line may be based upon the building separation requirements of the applicable building and fire codes; provided, that zero, common, or shared lot lines may be allowed as set forth within subsection C of this section;
- B. Front yard setbacks from internal private access streets and/or access drives shall be at least five (5) feet or shall be set back from the internal private access street and/or access drive tract or easement line sufficient to provide a straight line length of at least 25 feet from the access point of the garage, carport or parking area to the opposite edge of the private access street and/or access drive tract or easement. No portion of a garage or any garage door which may be in motion may cross any lot line;
- C. Zero, common, or shared lot lines may be permitted subject to the standards of the applicable building and fire codes;
- D. Existing developments comprising detached condominiums or common wall townhouses may utilize the setback provisions of this section if converting to fee simple lots as provided by the subdivision process of LMC Title 17; and
- E. Figure 17.24.035-1 provides a visual example of the parent site and unit lot line setback requirements as set forth within subsections A, B, and C of this section and Figure 17.24.035-2 provides a visual example of zero, common, or shared offspring lot line requirements as set forth within subsection C of this section.



Figure 17.24.035 -1 Parent site and unit lot setback illustration

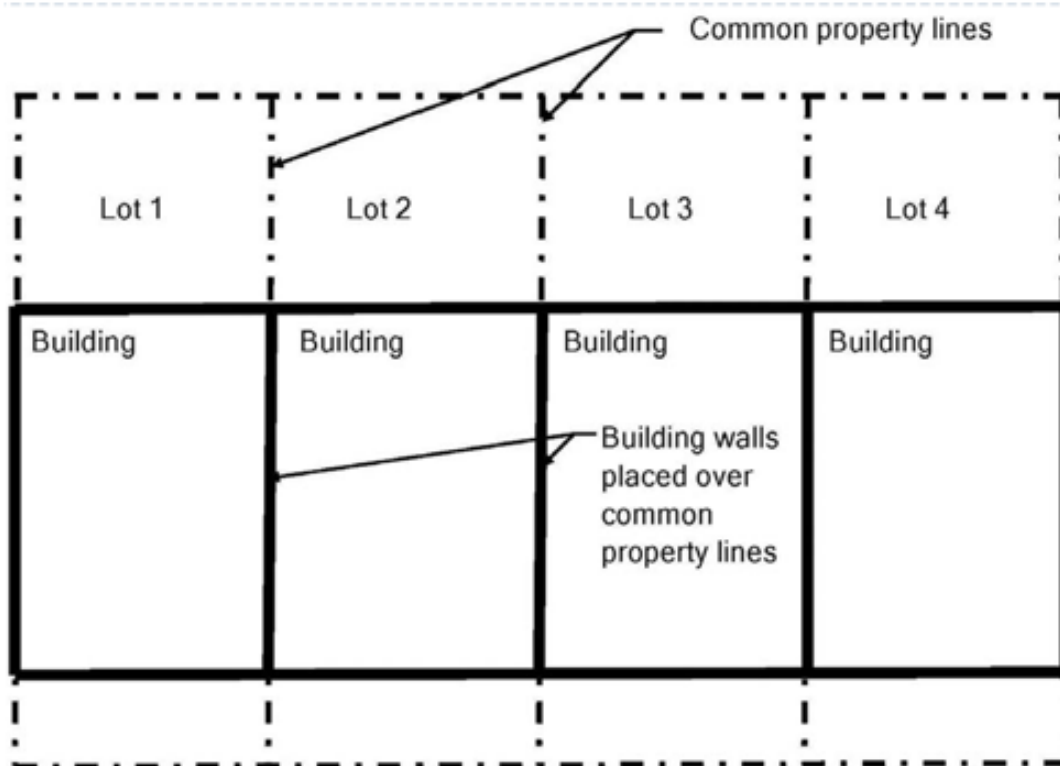


Figure 17.24.035-2 Zero, common, or shared unit lot lines for townhouses or zero lot lines.

17.24.040 Application procedure.

- A. Unit lot subdivisions shall be otherwise processed as subdivisions under this title.
- B. Unit lot subdivisions creating nine or fewer lots shall be processed as short subdivisions under Chapter [17.22](#) LMC.
- C. Applications for a unit lot subdivision must fulfill the applicable requirements for a subdivision or short subdivision, and also identify:
 - 1. Areas and facilities owned in common by the owners of the unit lots, including garages, parking, vehicle access, and open space;
 - 2. Access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners' association for use and maintenance of common areas; and
 - 3. Conformance of the parent lot with all applicable development requirements... [Ord. 813 § 2 (Att. C), 2024.]

17.24.050 Approval criteria.

Unit lot subdivisions are subject to approvals based on the requirements for a subdivision or short subdivision, in addition to the following additional criteria:

- A. The requirements provided in this chapter are satisfied;
- B. All common areas should be located/recorded in tracts and owned by undivided interests;
- C. The parent lot is designed to function as one site with respect to, but not limited to, lot access, interior circulation, open space, landscaping, drainage facilities, facility maintenance and parking;
- D. Appropriate provisions are made for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, and parks and recreation; and
- E. The conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access and other improvements are identified and enforced by the covenants, easements or other similar mechanisms... [Ord. 813 § 2 (Att. C), 2024.]

17.24.060 Recording.

The plat recorded with the county auditor's office for a unit lot subdivision is required to include the following in addition to the requirements for a plat in LMC [17.10.025](#) or short plat in LMC [17.22.020](#):

- A. A title that includes "Unit Lot Subdivision."
- B. Access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners' association for use and maintenance of common areas, including garages, parking, vehicle access, and open space.

- C. Notes to acknowledge the following:
1. Approval of the subdivision was based on the review of the development as a whole on the parent lot;
 2. Subsequent platting actions or additions or modifications to structures may not create or increase any nonconformity of the parent site as a whole, and shall conform to the approved site plan;
 3. If a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction or replacement of the structure(s) shall conform to the approved site development plan;
 4. Additional development of the individual lots may be limited as a result of the application of development standards to the parent site;
 5. Individual unit lots are not separate buildable sites and additional development may be limited;
 6. Subsequent platting actions or modifications may not create or increase nonconformity of the parent site..[Ord. 813 § 2 (Att. C), 2024.]

17.24.070 Conflicts.

Any irreconcilable conflicts regarding unit lot subdivisions between the provisions of this chapter and other sections of the Lakewood Municipal Code shall be resolved in favor of the text of this chapter.

LMC 18A.10.180 Definitions

Term	LMC Definition	Amended Definition
<u>Boarder</u>	"Boarder" means a patron of a boarding house or rooming house who is provided meals, with or without lodging, for compensation.	-
<u>Boarding House</u>	"Boarding house" means a dwelling or part of a dwelling where lodging is furnished for compensation to three (3) or more persons living independently from each other. Meals may also be included.	-
<u>Co-housing</u>	"Co-housing" means a variety of housing options in which a community facility is included for the purpose of such things as communal meals, laundry, recreation or socialization, day care, and/or other functions supportive of voluntary communal living by an organized group. Examples include fraternity/sorority houses; intentional communities; and religious orders, whether or not in conjunction with a religious facility.	-
<u>Cottage housing</u>	---	<u>"Cottage housing" means residential units on a lot with a common open space that either: (a) is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space. Examples may include, but are not limited to, bungalow courts, garden court homes, courtyard cottages, and ecovillages.</u>
<u>Courtyard Apartments</u>	---	<u>"Courtyard apartments" means attached dwelling units arranged on two or three sides of a yard or court. Courtyard apartments may include, but are</u>

Term	LMC Definition	Amended Definition
		<u>not limited to, garden apartments, and patio apartments.</u>
Duplex	--	<u>"Duplex" means a residential building with two attached dwelling units. See "Two (2) family residential structure, attached or detached dwelling units."</u>
<u>"Five (5) family residential structure, attached or detached dwelling units"</u>	--	<u>"Five (5) family residential structure, attached or detached dwelling units" means five (5) dwelling units located on one (1) property. The term means the same thing as "fiveplex."</u>
Fiveplex	--	<u>"Fiveplex" means a residential building with five attached dwelling units. See "Five (5) family residential structure, attached or detached dwelling units."</u>
<u>"Four (4) family residential structure, attached or detached dwelling units"</u>		<u>"Four (4) family residential structure, attached or detached dwelling units" means four (4) dwelling units located on one (1) property. The term means the same thing as "fourplex."</u>
Fourplex	--	<u>"Fourplex" means a residential building with four attached dwelling units. See "Four (4) family residential structure, attached or detached dwelling units."</u>
Middle Housing	<i>"Middle housing"</i> 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.	<i>"Middle housing"</i> 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. <u>See RCW 36.70A.030 (25) or its successor for the meaning of "major transit stop" in relation to middle housing.</u>
Major Transit Stop	"Major transit stop" means (1) a stop on a high capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW; (2) commuter rail stops; (3) stops on rail or fixed guideway systems; or (4) stops on bus rapid transit routes, including those stops that are under construction.	"Major transit stop" means (1) a stop on a high capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW; (2) commuter rail stops; (3) stops on rail or fixed guideway systems; or (4) stops on bus rapid transit routes <u>that run on high occupancy vehicle lanes, including those stops that are under construction or (5) stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.</u>
Multiple-unit housing; multifamily housing; multifamily	"Multiple-unit housing," "multifamily housing," and "multifamily" may be used interchangeably and mean a building or a group of buildings having four (4) or more dwelling units for permanent residential occupancy, not designed or used as transient accommodations and not including hotels and motels. Multifamily units may result from new construction or rehabilitated or conversion of vacant,	"Multiple-unit housing," "multifamily housing," and "multifamily" may be used interchangeably and mean a building or a group of buildings having <u>seven (7) four (4)</u> or more dwelling units for permanent residential occupancy, not designed or used as transient accommodations and not including hotels and motels. Multifamily units may result from new construction or rehabilitated or conversion of vacant, underutilized, or substandard buildings to multifamily housing.

Term	LMC Definition	Amended Definition
	underutilized, or substandard buildings to multifamily housing.	
Multifamily	--	<u>"Multifamily" means a building that contains seven or more dwelling or sleeping units. The term also includes any dwelling or sleeping units that are within a mixed-use building.</u>
Single-family zones	--	<u>"Single-family zones" means those zones where single-family detached residences are the predominant land use.</u>
<u>"Six (6) family residential structure, attached or detached dwelling units"</u>	--	<u>"Six (6) family residential structure, attached or detached dwelling units" means four (6) dwelling units located on one (1) property. The term means the same thing as "sixplex."</u>
Sixplex	--	<u>"Sixplex" means a residential building with six attached dwelling units. See "Six (6) family residential structure, attached or detached dwelling units."</u>
Stacked Duplex	"Stacked duplex" means a small- to medium-sized structure that consists of two (2) stacked dwelling units, one (1) on top of the other, both of which face and are entered from the street.	-
Stacked Flats	--	<u>"Stacked flat" means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.</u>
Townhouse	--	<u>"Townhouses" means buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides. Examples may include, but are not limited, to rowhouses, triplexes, fourplexes, fiveplexes, and sixplexes.</u>
Triplex	--	<u>"Triplex" means a residential building with three attached dwelling units. See "Three (3) family residential structure, attached or detached dwelling units."</u>
Unit density	--	<u>"Unit density" means the number of dwelling units allowed on a lot, regardless of lot size.</u>

18A.40.110 Residential uses.

A. Residential Land Use Table. See LMC 18A.40.110(B), 18A.40.110(C), and 18A.40.110(D) for development and operating conditions. See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

Table 18A.40.110 - Allowed Residential Uses by Residential Zoning District

Use	ZONING DISTRICT													
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD
Accessory Caretaker's Unit											P	P	P	P
Accessory Dwelling Unit (ADU) ^{B1}	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	C	C	C	C	C	C								
Cottage Housing ^{B2}	P	P	P	P										

Use	ZONING DISTRICT													
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD
Courtyard Apartments	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)					P	P	P	P	P		P	P		
Detached Single-Family B3	P	P	P	P	P	P				P				
Two-Family Residential, attached or detached dwelling units. Duplex.	P	P	P	P	P	P	P			P	P	P		
Three-Family Residential, attached or detached dwelling units. Triplex.	P	P	P	P	P	P	P			P	P	P		
Four-family residential, attached or detached dwelling units. Fourplex.	P	P	P	P	P	P	P	P	P	P	P	P		
Five-family residential, attached or detached dwelling units. Fiveplex.	P	P	P	P	P	P	P	P	P	P	P	P		
Six-family residential, attached or detached dwelling units. Sixplex.							P	P	P	P	P	P		
Stacked Flats	P	P	P	P							P	P		
Multifamily, seven or more residential units							P	P	P	P	P	P	P	P
Townhouse	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Mixed Use											P	P	P	P
Family Daycare	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	P	P	P	P	P									
Mobile Home Parks			C	C	C									
Residential Accessory Building	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		P	P	P	P							P	P	P
Specialized senior housing					C	C	C	C	C			P	C	C
Accessory residential use	P	P	P	P	P	P	P	P	P	P	P	P	P	P

D. Interrelation of Middle Housing and Other Residential Uses

Middle housing provisions shall apply to all lots zoned predominantly for residential use except for: lots that were created through the splitting of a single residential lot; and portions of a lot, parcel, or tract designated with critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170.

1. Nothing regarding middle housing:

a. prohibits the city from permitting detached single-family residences;

b. prohibits the city from requiring any development, including middle housing development, to provide affordable housing, either on-site or through an in-lieu payment, nor limit the city's ability to expand or modify the

requirements of an existing affordable housing program enacted under RCW 36.70A.540;

c. requires the issuance of a building permit if other federal, state, and local requirements for a building permit are not met;

d. affects or modifies the responsibilities of the City to plan for or provide “urban governmental services” as defined in RCW 36.70A.030; or

e. applies to a lot that was created through the splitting of a single residential lot.

2. The city shall not approve a building permit for middle housing without compliance with the adequate water supply requirements of RCW 19.27.097.

3. The city shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences, but may apply any objective development regulations that are required for detached single-family residences, including, but not limited to, set-back, lot coverage, stormwater, clearing, and tree canopy and retention requirements.

4. The same development permit and environmental review processes shall apply to middle housing that apply to detached single-family residences, unless otherwise required by state law including, but not limited to, shoreline regulations under chapter 90.58 RCW, building codes under chapter 19.27 RCW, energy codes under chapter 19.27A RCW, or electrical codes under chapter 19.28 RCW.

LMC 18A.60.030 Residential Area and Dimensions

A. Development Standards Table. For unit lots and unit lot subdivisions, see also LMC Chapter 17.24.

Density and Dimensional Standards	Zoning Classifications								
	R1	R2	R3	R4	MRI	MR2	MF1	MF2	MF3
Density (units per acre)	7.0/3.5/1.8 1.45 DUA	10.3/5.2/2.6 2.2 DUA	23.3/11.7/5.9 4.8 DUA	30.6/15.3/7.7 6.4 DUA	<u>22</u>	<u>35</u>	22	35	54
Minimum Unit Density (units per lot) (B)(1)	2	2	2	2					
Lot Size	25,000 GSF	17,000 GSF	7,500 GSF	5,700 GSF	<u>No min. lot size</u>	<u>No min. lot size</u>	No min. lot size	No min. lot size	No min. lot size
Building Coverage (B)(2)	45 35%	45 35%	45%	50%	55%	60%	60%	60%	60%
Impervious Surface	45%	45%	60%	70%	70%	75%	70%	70%	70%
Front yard / street setback	15 25 ft	15 25 ft	10 ft	10 ft	5 ft	5 ft	10 15 ft	10 15 ft	10 15 ft
Garage / carport setback	20 30 ft	20 30 ft	20 ft	20 ft	20 ft	20 ft	20 ft	20 ft	20 ft
Principal arterial and state highway setback	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft
Rear yard setback without an alley	1-3 units: 15 20 ft	1-3 units: 15 20 ft	10 ft	10 ft	5 ft	5 ft	10 15 ft	10 15 ft	10 15 ft

Density and Dimensional Standards	Zoning Classifications								
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3
	More than 3 units: 10 ft	More than 3 units: 10 ft							
Rear yard setback with an alley (B) (3)	0 ft	0 ft	0 ft	0 ft	0 ft	0 ft	0 ft	0 ft	0 ft
Interior setback	Attached: 0 ft; Detached: 5 ft 8 ft	Attached: 0 ft; Detached: 5 ft 8 ft	Attached: 0 ft; Detached: 5 ft 8 ft	Attached: 0 ft; Detached: 5 ft 8 ft	Attached: 0 ft; Detached: 5 ft	Attached: 0 ft; Detached: 5 ft	8 ft	8 ft	8 ft
Building height	35 ft	35 ft	35 ft	35 ft	35 ft	50 ft	45 ft	65 ft	80 ft
Design	Design features shall be required as set forth in Chapter 18A.70, Article I.								
Landscaping	Landscaping shall be provided as set forth in Chapter 18A.70, Article II.								
Parking	Parking shall conform to the requirements of Chapter 18A.80.								

GSF = gross square foot

LMC 18.60.030.B

B. Specific Development Considerations.

~~a. Residential (R) Maximum Density~~

~~i. The maximum density requirements for Residential (R) zoning districts are listed as three figures, which are interpreted as follows:~~

~~1. The first number refers to the maximum housing density (excluding accessory dwelling units) permitted on lots where additional affordable units are provided according to Chapter 18A.90 LMC or is located within the Residential/Transit Overlay as defined in Chapter 18A.50 LMC, Article IV, and do not include critical areas or their buffers as defined under LMC Title 14.~~

~~2. The second number refers to the maximum housing density (excluding accessory dwelling units) permitted on lots that do not include critical areas or their buffers.~~

~~3. The third number refers to the maximum housing density (excluding accessory dwelling units) permitted on lots that include critical areas or their buffers.~~

1. Middle Housing. For all Residential (R) zoning districts, a minimum of two (2) housing units per lot (excluding accessory dwelling units) are allowed on all lots that meet minimum lot size requirements and do not include critical areas or their buffers, or four (4) housing units per lot where additional affordable units are provided according to Chapter 18A.90 LMC or additional units are permitted in locations close to a major transit stop, as defined in 36.70A.030 (25) or its successor, under Chapter 18A.50 LMC, Article IV.

a. To qualify for additional units, an applicant shall commit to renting or selling the required number of units as affordable housing and meeting the standards below.

b. Dwelling units that qualify as affordable housing shall have costs, including utilities other than telephone, that do not exceed 30 percent of the monthly income of a household whose income does not exceed the following percentages of median household income adjusted for household size, for the county where the household is located, as reported by the United States Department of Housing and Urban Development:

i. Rental housing: 60 percent.

ii. Owner-occupied housing: 80 percent.

c. The units shall be maintained as affordable for a term of at least 50 years in accordance with RCW 36.70A.635(2)(a), and the property shall satisfy that commitment and all required affordability and income eligibility condition.

d. The applicant shall record a covenant or deed restriction that ensures the continuing rental or ownership of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years.

e. The covenant or deed restriction shall address criteria and policies to maintain public benefit if the property is converted to a use other than that which continues to provide for permanently affordable housing.

f. The units dedicated as affordable housing shall:

i. Be provided in a range of sizes comparable to other units in the development.

ii. The number of bedrooms in affordable units shall be in the same proportion as the number of bedrooms in units within the entire development.

iii. Generally, be distributed throughout the development and have substantially the same functionality as the other units in the development.

g. Minimum and maximum numbers of dwelling units per structure for middle housing are invalid, except as provided by the definitions of middle housing typologies.

h. An applicant may also apply the Multifamily Tax Exemption (MFTE) program to its affordable dwelling units, provided the units qualify in accordance with Chapter 3.64.

2. The maximum lot coverage is as follows:

a. For lots with a unit density of six: 55 percent

b. For lots with a unit density of four or five: 50 percent

c. For lots with a unit density of three or less: 45 percent

d. Unless the city has a different pre-existing approach to measuring lot coverage, lot coverage is measured as follows: the total area of a lot covered by buildings or structures divided by the total amount of site area minus any required or planned dedication of public rights-of-way and/or designation of private rights-of-way. Lot coverage does not include building overhangs such as roof eaves, bay windows, or balconies and it does not include paved surfaces.

3. The minimum setback for a rear alley is zero feet. It is three feet for a garage door where it is accessed from the alley.

4. No hard surface areas shall be allowed within the dripline of a significant tree to the maximum extent possible, subject to the tree preservation regulations of Chapter 18A.70, Article III.

5. The process used for reviewing compliance with middle housing design standards shall be administrative review as described under LMC Chapter 18A.20.

18A.30.240 General Provisions

* * *

B. Individual cottage units shall contain at least eight hundred (800) and no more than ~~one thousand five hundred (1,500)~~ one thousand six hundred (1,600) 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)~~ two thousand four hundred (2,400) square feet in size, excluding attached garages, 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

D. Setbacks and Building Separation

1. Dwelling units shall have at least a ~~ten (10)~~ twenty (20) foot front setback, ~~five (5)~~ eight (8) foot side yard setback and a ten (10) foot rear setback without an alley; Zero (0) foot rear setback with an alley; Three (3) foot rear setback for a garage door accessed from the alley.

2. Dwelling units shall be separated from one another by a minimum of five (5) ~~ten (10)~~ feet, not including projections.

3. Dwelling units shall maintain a five (5) ~~ten (10)~~ foot separation between buildings.

4. For unit lot subdivisions, see also LMC 17.24.035.

18A.30.260 Open Space

A. A minimum of three hundred (300) ~~five hundred (500)~~ square feet of common open space shall be provided per dwelling unit.

18A.30.270 Building Design Standards

A. Building Height

The maximum building height for dwelling units shall be thirty-five (35) ~~twenty-five (25)~~ feet.

18A.30.280 Parking

A ~~minimum~~ maximum of one (1) parking spaces per cottage shall be provided for the entire development. An additional fifteen (15) percent of total required spaces shall be designated for guests. If the lot is within one-half (1/2) mile of a major transit stop, defined as a stop for commuter rail or bus rapid transit, no parking is required if adequate provision of on-street parking facilities is available ~~as determined by the Director~~.

Table 18A.80.030(F) LMC Parking Standards Table

Use	Unit Measure	Minimum (TDM-program only) ¹	Max	Required Bicycle Parking Spaces
Accessory Dwelling Unit ³	<u>Per dwelling unit</u>	1	<u>N/A</u>	<u>None</u>
	<u>Per dwelling unit within ½ mile of a major transit stop (3)</u>	<u>0/1</u>	<u>N/A</u>	<u>None</u>
Affordable housing units within ¼ ½ mile of a major transit stop (any type) ⁴	Per dwelling unit within ¼ ½ mile of frequent a major transit stop (any type) service ³	Studio – 0.75-0 1 Bedroom – 1-0 2+ bedroom – 1.5-0	N/A	None 1 per 7.5 auto-stalls, 3 minimum-per building
Single-Family	Per dwelling unit	2	N/A	None
Duplexes on lots no greater than 6,000 square feet ⁵	Per dwelling unit	1 2	N/A	None
	Per dwelling unit within ½ mile of frequent a major transit stop service ⁴	<u>0</u>	N/A	None 0.5 per unit
Duplexes on lots greater than 6,000 square feet ⁵	Per dwelling unit	2	N/A	None
	Per dwelling unit within ½ mile of frequent a major transit stop service ⁴	<u>0</u>	N/A	None 0.5 per unit
Multifamily structures with four to six units on lots no greater than 6,000 square feet ⁵	Per dwelling unit	Studio – 1 1 bedroom – 1 1.25 2+ bedroom – 1 1.5	N/A	None 2
	Per dwelling unit within ½ mile of a major transit stop	0	N/A	None 0.5 per unit
Multifamily structures with four to six units on lots	Per dwelling unit	Studio -1 1 bedroom – 1.25 2+ bedroom – 1.5	N/A	None 2

Use	Unit Measure	Minimum (FDM-program-only) ¹	Max	Required Bicycle Parking Spaces
greater than 6,000 square feet ⁵	Per dwelling unit within ½ mile of a major transit stop	0	N/A	None 0.5 per unit
Multifamily Structures with seven or more units ⁶	Per Dwelling Unit	Studio – 1 1 Bedroom – 1.25 2+ bedroom – 1.5	N/A	1 per 10 auto stalls; 2 minimum per building
	Per dwelling unit within ½ mile of a major transit stop	Studio – 0.75 1 bedroom – 1 2+ bedroom – 1.5	N/A	1 per 7.5 auto stalls. 3 minimum per building

¹ See LMC 18A.80.060(H)

Section LMC 18A.80.030.G

* * *

9. Residential parking standards for residential development do not apply to:
- Portions of the city for which the Department of Commerce has certified a parking study in accordance with RCW 36.70A.635(7)(a), in which case off-street parking requirement shall be as provided in the certification from the Department of Commerce.

Section LMC 18A.30.280A

A ~~maximum~~ ~~minimum~~ of one (1) parking spaces per cottage shall be provided for the entire development. An additional fifteen (15) percent of total required spaces shall be designated for guests. If the lot is within one-half (1/2) mile of a major transit stop, defined as a stop for commuter rail or bus rapid transit, no parking is required if adequate provision of on-street parking facilities is available ~~as determined by the Director~~.

2025-04 Regulatory amendments for consistency with RCW 64.55.010

“Concerning the definition of multiunit residential buildings.”

LMA 18A.10.180 Definitions

~~“Multiple-unit housing,”~~ ~~“m~~Multifamily housing,” and “multifamily” may be used interchangeably and mean a building or a group of buildings having four (4) or more dwelling units for permanent residential occupancy, not designed or used as transient accommodations and not including hotels and motels. Multifamily units may result from new construction or rehabilitated or conversion of vacant, underutilized, or substandard buildings to multifamily housing.

“Multiunit residential building” means:

(a) A building containing more than two attached dwelling units, including a building containing nonresidential units if the building also contains more than two attached dwelling units, but excluding the following classes of buildings:

(i) Hotels and motels;

(ii) Dormitories;

(iii) Care facilities;

(iv) Floating homes;

(v) A building that contains attached dwelling units that are each located on a single platted lot, except as provided in (b) of this subsection;

(vi) A building in which all of the dwelling units are held under one ownership and is subject to a recorded irrevocable sale prohibition covenant; ((and))

(vii) A building with 12 or fewer units that is no more than two stories; and

(viii) A building with 12 or fewer units that is no more than three stories so long as one story is utilized for parking, either above or below ground, or retail space.

(b) When applying for the building permit described in RCW 64.55.020, the applicant submits to the PPW department a statement that the developer elects to treat the improvement for which a permit is sought as a multiunit residential building for all purposes under RCW Chapter 64.55, then “multiunit residential building” also means the following buildings for which such election has been made:

(i) A building containing only two attached dwelling units;

(ii) A building that does not contain attached dwelling units; and

(iii) Any building that contains attached dwelling units, each of which is located on a single platted lot.

2025-05 Regulatory amendments regarding residential parking for consistency with SSB 6015 amending the GMA

LMC Chapter 18A.80 (unaffected sections of the chapter are not included below):

* * *

18A.80.030 Zoning district parking requirements.

A. The requirements for any use not listed herein shall be those of the listed use most similar to the unlisted use. When similarity is not apparent, the Director shall determine the minimum and maximum for the unlisted use. The Director may require that the applicant conduct a parking study to evaluate the parking needs associated with a proposed use.

B. For conditional uses, as identified and described in Chapter 18A.20 LMC, Article II, the parking requirement shall be as provided in that chapter or as determined by the Hearing Examiner.

C. *Residential Zoning Districts.* Additional parking requirements for residential districts are located in subsections [F](#) and [G](#) of this section.

D. *Commercial, Office and Industrial Uses.* In commercial, industrial, and mixed use districts, off-street parking requirements shall be as shown in subsection [F](#) of this section; provided, that all of the property is controlled by a single person or corporation, or written agreements for shared parking, acceptable to the City, are filed with the Director.

E. *Rounding of Fractions.* When the number of required parking spaces for a particular use or building results in a fractional space, any fraction less than one-half (0.5) shall be disregarded and any fraction of one-half (0.5) or over shall be counted as one (1) space.

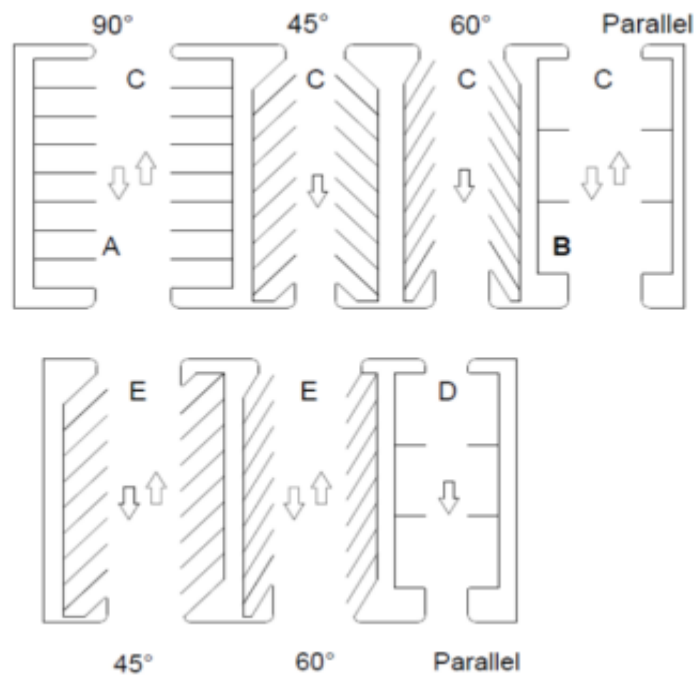
F. *Parking Standards.* Note that the parenthetical numbers in the matrix identify specific requirements or other information [which are set forth](#) following the matrix in subsection [G](#) of this section.

PARKING STANDARDS TABLE				
Use	Unit measure	Optional Minimum; see 18A.80.060(H).	Max	Required bicycle parking spaces
BUSINESS PARK				
General business park	Per 1,000 square feet	2	4	See offices
COMMERCIAL				
Banks	Per 1,000 gross square feet	2	3	See offices
Billiard halls	Per table	1	2	1 per 20 auto stalls. Minimum of 4
Bowling alleys	Per alley	3	5	1 per 20 auto stalls. Minimum of 4
Commercial recreation	Per 1,000 square feet	3	5	1 per 20 auto stalls. Minimum of 4

PARKING STANDARDS TABLE				
Use	Unit measure	Optional Minimum; see 18A.80.060(H) .	Max	Required bicycle parking spaces
Day care, preschools, nursery schools (1)	Per staff member	0.5	1	1 per 25 auto stalls. Minimum of 1
Hotels, motels (2)	Per room or suite	1	2	See retail
	Per 1,000 square feet of seating area of banquet and meeting rooms	6	N/A	See places of assembly without fixed seats
Medical and dental clinic and offices	Per 1,000 square feet of GFA	2	4	See offices
Mini storage	Per 100 units	1; or a minimum of 3 spaces plus 2 for permanent on-site managers	N/A	None
Mortuaries, funeral homes	Per 4 seats	1	2	None
Neighborhood commercial shopping area	Per 1,000 square feet	1	2	See retail
Office building	Per 1,000 square feet of GFA			1 per 15 auto stalls. Minimum of 2
	• With on-site customer service	2	4	
	• Without on-site customer service	1.5	3	
Regional shopping centers, food and drug stores	Per 1,000 square feet of GFA	3	6	See retail
Restaurants	Per 100 square feet of dining area	1	4	See retail
Retail	Per 1,000 gross square feet	3	6	1 per 20 auto stalls. Minimum of 2
Retail in mixed-use development	Per 1,000 gross square feet	2	4	See retail
Service stations (mini marts are retail uses)	Per employee plus per service bay	0.5	1	None
INDUSTRIAL				
General industrial	Greatest number of employees on a single shift plus one space for each vehicle owned, leased or operated by the company	0.5	1	See offices
Warehouse	Per 2,000 square feet of GFA plus per 400 square feet of GFA used for office or	1	N/A	None

PARKING STANDARDS TABLE				
Use	Unit measure	Optional Minimum; see 18A.80.060(H) .	Max	Required bicycle parking spaces
	display area			
INSTITUTIONAL				
Convalescent facilities, nursing homes	Per 2 patient beds	1	3	See offices
Hospital	Per bed	0.5	1	See offices
Libraries	Per 200 square feet of GFA	0.5	1	1 per 20 auto stalls. Minimum of 2
Schools, elementary and junior high	Per classroom and office	1	1.5	1 per classroom
Schools, senior high	Per classroom and office plus per each 5 students of designated capacity	1	2	1 per 5 auto stalls. Minimum of 2
PLACES OF ASSEMBLY				
Places of assembly without fixed seats	Per 1,000 square feet of GFA	10	11	1 per 25 auto stalls. Minimum of 2
Places of assembly with fixed seats	Per 4 seats	1	2	1 per 40 auto stalls. Minimum of 4
Stadiums, auditoriums, gymnasiums, theaters	Per 4 seats of the permitted assembly occupants. (School and/or public facility parking spaces may be used provided the facilities are on the same or contiguous parcels within 300 feet of the theater or auditorium.)	1	1.5	1 per 25 auto stalls. Minimum of 4
RESIDENTIAL (See also Subsection G)				
Accessory dwelling unit (3)	Per dwelling unit	1	N/A	None
	Per dwelling unit within 1/2 mile of a major transit stop (3)	0/1	N/A	None
Affordable housing units within 1/4 mile of transit (any type) (4)	Per dwelling unit within 1/4 mile of frequent transit service (4)	Studio – 0.75 1 bedroom – 1 2+ bedroom – 1.5	N/A	1 per 7.5 auto stalls. 3 minimum per building
Single-family	Per dwelling unit	2	N/A	None
Duplexes (5)	Per dwelling unit within 1/2 mile of frequent transit service (5)	0	N/A	0.5 per unit
Multifamily structures	Per dwelling unit	Studio – 1	N/A	2

PARKING STANDARDS TABLE				
Use	Unit measure	Optional Minimum; see 18A.80.060(H) .	Max	Required bicycle parking spaces
with four to six units (5)		1 bedroom – 1.25 2+ bedroom – 1.5		
	Per dwelling unit within 1/2 mile of a major transit stop	0	N/A	0.5 per unit
Multifamily structures with seven or more units (6)	Per dwelling unit	Studio – 1 1 bedroom – 1.25 2+ bedroom – 1.5	N/A	1 per 10 auto stalls. 2 minimum per building
	Per dwelling unit within 1/2 mile of a major transit stop	Studio – 0.75 1 bedroom – 1 2+ bedroom – 1.5	N/A	1 per 7.5 auto stalls. 3 minimum per building
Mobile home subdivision	Per dwelling unit	2	N/A	None
Mobile home parks (7)	Per dwelling unit	1.5	N/A	None
Rooming houses, lodging houses, bachelor or efficiency units (6)	Per occupant	1	3	See multifamily
	Per room within 1/2 mile of a major transit stop	0.75	3	See multifamily
Senior citizen apartments and housing for people with disabilities	Per 3 dwelling units	1	2	See multifamily
	Per dwelling unit within 1/4 mile of frequent transit service	0	N/A	0.25 per unit



Off-Street Parking Dimension Table				
	45-Degree	60-Degree	90-Degree	Parallel
Parking Stall Width (A)	9' (Compact 8')	9' (Compact 8')	9' (Compact 8')	9' (Compact 8')
Parking Stall Depth (B)	18' (Compact 16')	18' (Compact 16')	18' (Compact 16')	18' (Compact 16')
Width of Driveway Aisle (C)	13'	18'	24'	12'
Width of One-Way Access Driveway (D)	14'	14'	14'	14'
Width of Parking Lot Access Driveway (E)	24'	24'	24'	24'

G. *Additional Provisions.*

1. For day care, preschools, and nursery schools, one drop-off loading area must be provided per seven (7) students.
2. Restaurants in hotels and motels are managed as a separate use under parking requirements.
3. Accessory dwelling units within one-half (0.5) mile of a major transit stop, defined as a stop for commuter rail, bus rapid transit, or actual fixed route service at intervals of at least fifteen (15) minutes for at least five (5) hours during the peak hours of operation on weekdays, are not required to provide on-site parking spaces if adequate provision of on-street parking facilities is available as determined by the Director.
4. The requirements for reduced parking for affordable housing include the following:
 - a. Housing units must be affordable at fifty (50) percent of area median income or lower.
 - b. The housing unit is located within one-quarter (1/4) mile of a transit stop that receives transit service at least two (2) times per hour for twelve (12) or more hours per day.
 - c. A covenant must be registered on title consistent with the requirements in Chapter [18A.90](#) LMC that will maintain units as affordable for a minimum of fifty (50) years.
5. For middle housing types, housing units that are within one-half (1/2) mile of a major transit stop, defined as a stop for commuter rail or bus rapid transit, are not required to provide on-site parking if adequate provision of on-street parking facilities is available as determined by the Director.
6. For multifamily housing types:
 - a. Housing units within one-half (1/2) mile of a transit stop that receives transit service at least two (2) times per hour for twelve (12) or more hours per day are required to provide three-quarters (3/4) parking spaces per unit or one (1) space per bedroom, to a maximum of two (2) spaces per unit.

- b. At least ten (10) percent of the total parking spaces must be set aside for unreserved guest parking.
7. In mobile home parks, parking spaces in excess of one (1) per mobile home may be grouped in shared parking areas.
8. For housing units that are specifically for seniors or people with disabilities and are within one-half (1/2) mile of a transit stop that receives transit service at least two (2) times per hour for twelve (12) or more hours per day, no on-site parking is required.
9. Garages and carports may not be required as a way to meet minimum parking requirements for residential development;
10. Parking spaces that count towards minimum parking requirements may be enclosed or unenclosed;
11. Parking spaces in tandem must count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet with any necessary provisions for turning radius. For purposes of this subsection, "tandem" is defined as having two or more vehicles, one in front of or behind the others with a single means of ingress and egress;
12. Existence of legally nonconforming gravel surfacing in existing designated parking areas may not be a reason for prohibiting utilization of existing space in the parking area to meet local parking standards, up to a maximum of six parking spaces;
13. Parking spaces may not be required to exceed eight feet by 20 feet, except for required parking for people with disabilities;
14. Off-street parking is not a condition of permitting a residential project if compliance with tree retention would otherwise make a proposed residential development or redevelopment infeasible; and
15. Parking spaces that consist of grass block pavers may count toward minimum parking requirements.
16. Existing parking spaces that do not conform to the requirements of this section are not required to be modified or resized, except for compliance with the Americans with Disabilities Act (ADA.)
17. Existing paved parking lots are not required to change the size of existing parking spaces during resurfacing if doing so will be more costly or require significant reconfiguration of the parking space locations.

18B.600.610 Parking.

A. *Off-Street Parking Requirements.* The following off-street parking requirements

supersede the requirements in Chapter [18A.80](#) LMC. Uses not listed below must comply with the requirements in Chapter [18A.80](#) LMC.

18B-600-1. Off-Street Parking Requirements.

Land Use	Parking Requirement	Required Bicycle Parking Spaces
Residential	1 per dwelling unit	1 per 10 auto stalls; 2 minimum per building
Retail, Services, Restaurants	2 per 1,000 GSF minimum; 3 per 1,000 GSF maximum	1 per 15 auto stalls; minimum of 2
Office	2 per 1,000 GSF minimum; 3 per 1,000 GSF maximum	1 per 15 auto stalls; minimum of 2
Street level retail 3,000 sq. ft. or less per business	None where there is available public parking within 500' or abutting on-street parking designed to serve street level retail	1 per 8,000 GSF of total retail; minimum of 2

B. **Parking Reductions or Increases.** The amount of required parking may be reduced or eliminated, or increased above the maximum, based on a site-specific parking study that demonstrates one or more of the following:

1. **Reduction Due to Shared Parking at Mixed-Use Sites and Buildings.** A shared use parking analysis for mixed-use buildings and sites that demonstrates that the anticipated peak parking demand will be less than the sum of the off-street parking requirements for specific land uses.
2. **Reduction Due to Public Parking Availability.** The availability of public parking to accommodate the parking demand generated by the site or building. The City may approve a reduction in the amount of required parking by up to 50 percent for any parking stalls that will be open and available to the public. On-street parking may be considered for the reduction; any new on-street parking provided will be counted toward the required parking availability.
3. **Reduction Due to Lower Parking Demand or Increase Based on Greater Parking Demand.** Demonstrating that anticipated parking demand will be less than the minimum parking required, or greater than the maximum allowed, based on collecting local parking data for similar land uses on a typical day for a minimum of eight hours.

C. **Parking Location and Design.** Parking shall be located behind the building or in a structure except in locations where the parking frontage type is permitted.

D. **Shared Parking.** Shared parking is encouraged to support a walkable and pedestrian-oriented CBD where people can park once and visit multiple destinations. Off-site shared parking may be authorized per the standards in Chapter [18A.80](#) LMC.

E. **Public Parking.** Public parking is permitted as a principal or accessory use in the Downtown District subject to the frontage and design standards.

F. Dimensional Standards. Parking stall and circulation design shall meet the standards of Chapter [18A.80](#) LMC.

G. Garages and carports may not be required as a way to meet minimum parking requirements for residential development;

H. Parking spaces that count towards minimum parking requirements may be enclosed or unenclosed;

I. Parking spaces in tandem must count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet with any necessary provisions for turning radius. For purposes of this subsection, “tandem” is defined as having two or more vehicles, one in front of or behind the others with a single means of ingress and egress;

J. Existence of legally nonconforming gravel surfacing in existing designated parking areas may not be a reason for prohibiting utilization of existing space in the parking area to meet local parking standards, up to a maximum of six parking spaces;

K. Parking spaces may not be required to exceed eight feet by 20 feet, except for required parking for people with disabilities;

L. Off-street parking is not a condition of permitting a residential project if compliance with tree retention would otherwise make a proposed residential development or redevelopment infeasible; and

M. Parking spaces that consist of grass block pavers may count toward minimum parking requirements.

N. Existing parking spaces that do not conform to the requirements of this section are not required to be modified or resized, except for compliance with the Americans with Disabilities Act (ADA.)

O. Existing paved parking lots are not required to change the size of existing parking spaces during resurfacing if doing so will be more costly or require significant reconfiguration of the parking space locations.

18C.600.610 Parking.

A. *Off-Street Parking Requirements.* The following off-street parking requirements supersede the requirements in Chapter [18A.80](#) LMC. Uses not listed below must comply with the requirements in Chapter [18A.80](#) LMC.

Table 18C.600-1. Off-Street Parking Requirements

Land Use	Vehicular Parking Requirement	Bicycle Parking Requirement
Residential	Single-family: 2 per dwelling unit Accessory dwelling: 1 per dwelling unit; or	Meet rates and standards of: Chapter 18A.80 LMC

Land Use	Vehicular Parking Requirement	Bicycle Parking Requirement
	zero when located within 1/2 mile of the Sounder Station or a bus rapid transit stop. (RCW 36.70A.698) Senior citizen apartments: 1 per 3 dwelling units* Multifamily housing:* Studio – 1 per unit 1+ bedroom – 1.25 per unit (At least 10% of the total parking spaces must be set aside for unreserved guest parking)* <i>*See process in subsection B of this section to prepare parking study to reduce further near station.</i>	
Retail Services, Restaurants	2 per 1,000 GSF minimum; 3 per 1,000 GSF maximum	Meet rates and standards of: Chapter 18A.80 LMC
Office	2 per 1,000 GSF minimum; 3 per 1,000 GSF maximum	Meet rates and standards of: Chapter 18A.80 LMC
Street-Level Retail 3,000 sq. ft. or less per business	None where there is available public parking within 500' or abutting on-street parking designed to serve street level retail	Meet rates and standards of: Chapter 18A.80 LMC

B. Parking Reductions or Increases. The amount of required parking may be reduced or eliminated, or increased above the maximum, based on a site-specific parking study that demonstrates one (1) or more of the following:

1. Reduction Due to Shared Parking at Mixed-Use Sites and Buildings. A shared use parking analysis for mixed-use buildings and sites that demonstrates that the anticipated peak parking demand will be less than the sum of the off-street parking requirements for specific land uses.
2. Reduction Due to Public Parking Availability. The availability of public parking to accommodate the parking demand generated by the site or building. The City may approve a reduction in the amount of required parking by up to fifty (50) percent for any parking stalls that will be open and available to the public. On-street parking may be considered for the reduction; any new on-street parking provided will be counted toward the required parking availability.
3. Reduction Due to Lower Parking Demand or Increase Based on Greater Parking Demand. Demonstrating that anticipated parking demand will be less than the minimum parking required, or greater than the maximum allowed, shall be based on collecting local parking data for similar land uses on a typical day for a minimum of eight (8) hours.
4. Reduction for Housing in Proximity to Sounder Station or Bus Rapid Transit (RCW 36.70A.620). When located within one-quarter (0.25) mile of the Sounder Station, a bus rapid transit stop, or a fixed route transit stop receiving transit service at least four (4) times per hour for twelve (12) or more hours per day, an applicant may apply for an exception allowing minimum parking requirements to be reduced at least to one (1) parking space per bedroom or three-quarters

(0.75) space per unit, as justified through a parking study prepared to the satisfaction of the Planning and Public Works (PPW) Director or their designee. At the discretion of the Director, this may require evidence that there is sufficient on-street capacity to accommodate parking requirements.

This exemption can apply to the following residential uses:

- a. Housing units that are affordable to very low-income or extremely low-income individuals, which may be exempted from parking requirements if serviced by a fixed route transit stop receiving transit service at least twice per hour for twelve (12) or more hours per day;
- b. Housing units that are specifically for seniors or people with disabilities, which may be provided with an exemption for all parking requirements;
- c. Market rate multifamily housing.

5. Credit for Tree Preservation. For every significant tree and/or heritage tree preserved within the property, the required number of parking spaces may be reduced by one-half (0.5) spaces, provided the total reduction does not exceed five (5) percent of the total required parking spaces, when combined with all parking incentive credits.

In determining whether to grant a parking reduction, the Planning and Public Works (PPW) Director may also consider if the project is proposed in an area with a lack of access to street parking capacity, physical space impediments, or other reasons supported by evidence that would make on-street parking infeasible for the unit.

In determining whether to grant a parking reduction, the Planning and Public Works (PPW) Director may also consider if the project is proposed in an area with a lack of access to street parking capacity, physical space impediments, or other reasons supported by evidence that would make on-street parking infeasible for the unit.

C. Parking Location and Design. Parking shall be located behind the building or in a structure except in locations where the parking frontage type is permitted.

D. Shared Parking. Shared parking is encouraged to support a walkable and pedestrian-oriented Station District where people can park once and visit multiple destinations. Off-site shared parking may be authorized per the standards in Chapter [18A.80](#) LMC.

E. Public Parking. Public parking is permitted as a principal or accessory use in the Station District subject to the frontage and design standards.

F. Dimensional Standards. Parking stall and circulation design shall meet the standards of Chapter [18A.80](#) LMC.

G. Garages and carports may not be required as a way to meet minimum parking requirements for residential development;

H. Parking spaces that count towards minimum parking requirements may be enclosed or unenclosed;

I. Parking spaces in tandem must count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet with any necessary provisions for turning radius. For purposes of this subsection, "tandem" is defined as having two or more vehicles, one in front of or behind the others with a single means of ingress and egress;

J. Existence of legally nonconforming gravel surfacing in existing designated parking areas may not be a reason for prohibiting utilization of existing space in the parking area to meet local parking standards, up to a maximum of six parking spaces;

K. Parking spaces may not be required to exceed eight feet by 20 feet, except for required parking for people with disabilities;

L. Off-street parking is not a condition of permitting a residential project if compliance with tree retention would otherwise make a proposed residential development or redevelopment infeasible; and

M. Parking spaces that consist of grass block pavers may count toward minimum parking requirements.

N. Existing parking spaces that do not conform to the requirements of sections G-M above are not required to be modified or resized, except for compliance with the Americans with Disabilities Act (ADA.)

O. Existing paved parking lots are not required to change the size of existing parking spaces during resurfacing if doing so will be more costly or require significant reconfiguration of the parking space locations.

2025-06 Update the Lakewood Municipal Code (LMC) to reincorporate Civic Use and Civic Accessory Use regulations; update LMC 18A.10.180 (Definitions); update LMC 18A.40.080 (A) to allow religious organizations in various land use zones; and update LMC 18A.40.080 (A) to allow day care centers on real property owned or controlled by religious organizations in the Mixed Residential 2 (MR2) zone.

LMC Title 18A.10.120 (D)(2)

2. Mixed Residential Zoning Districts.

a. Purpose. The Mixed Residential 1 (MR1) and Mixed Residential 2 (MR2) zoning districts promote residential renewal to small-lot detached single-family residential dwellings, attached single-family dwellings, and two-family residential development. Small scale multifamily residential is permitted in the MR2 zone. These districts provide for moderate residential density using a variety of urban housing types and designs. The mix of housing may take a variety of forms, either mixed within a single site or mixed within a general area, with varied dwelling types. Development standards for the Mixed Residential zoning districts are intended to encourage increased residential densities. The MR 1 and MR2 zones may include supporting infrastructure, amenities, and services that allow for higher-density development.

b. Applicability – Mixed Residential Zoning Districts. The MR1 and MR2 zoning districts are applicable to land designated Mixed Residential in the comprehensive plan.

Updates to LMC 18A.10.180

(Uncited code sections remain unchanged)

* * *

“Community and Cultural Services” include establishments primarily engaged in the provision of services that are strongly associated with community, social, or public importance. Examples include libraries, museums, art galleries, senior centers, community centers, performing arts theaters, and community clubs and organizations.

Level 1: Establishments which do not exceed 14,999 gross square feet.

Level 2: Establishments which are between 15,000 gross square feet and 40,000 gross square feet.

“Daycare facilities” means any type of group day care programs, for children, including nursery schools for children under minimum age for education in public schools, parent cooperative nursery schools, playgroups for preschool children, covering afterschool care for school children, and programs which provide organized learning and education experiences, provided such establishments are licensed by the state and conducted in accordance with state requirements. For the purpose of this title the following shall also apply to day care center, nursery schools or preschools:

1. “Babysitting care” means a dwelling which provides occasional custodial care to children, for periods of less than twenty-four (24) hours, who do not

reside within the residence of the person providing the care. Babysitting care is not necessarily provided in exchange for compensation.

2. Level 1: “Family day care” means a state-licensed day care provider as defined in RCW 74.15.020, who regularly provides day care for not more than twelve (12) children in the provider’s home in the family living quarters.

3. Level 2 includes:

“Day care center” means a place, other than the home of the provider, which provides regular custodial care for twelve (12) or more children, for periods of less than twenty-four (24) hours.

“Preschool/nursery school” means a place, other than the home of the provider, which provides regular custodial care and/or organized learning and educational experiences for children.

“Educational Services, Civic” include services provided by public, private, or parochial institutions. Examples include grade schools, community colleges, public and private colleges or universities.

Level 1: Primary and secondary educational facilities such as kindergarten, elementary, middle schools, and junior high schools.

Level 2: High schools and higher educational facilities such as community colleges, colleges or universities.

“Government Facilities” include the executive, legislative, judicial, administrative and regulatory activities of local, state, federal, and international governments or special districts that may perform public services and work directly with citizens. Examples include courthouses, emergency response facilities, maintenance facilities, human and social service offices, health offices, and government offices.

Level 1: Uses that do not exceed 9,999 gross square feet.

Level 2: Uses of greater than 10,000 gross square feet.

“Military Installations” means governmentally owned or controlled property and facilities which support a range of uses to facilitate military operations in a “compound” setting, as distinguished from stand-alone facilities such as recruiting stations or armories. The autonomy associated with governmental ownership or control of the property, in combination with the unique character of the military operations and support structures, are not typical of civilian uses.

“Outdoor Recreation” means recreational areas and recreation facilities which primarily are owned or operated by private, public, or non-profit entities for the use and enjoyment of the general public. Examples include neighborhood parks, community parks, regional parks, waterfront parks, open space, arboretums, small or special landscaped areas, community and “pea patch” gardens, fairgrounds, zoos, and swimming pools. In some cases, such areas and facilities may be incidental to private development, such as open space set-asides necessary for environmental mitigation and children’s play areas (“tot lots”).

“Places of assembly” means a facility providing for the assembly of persons for interaction as a primary use, including community centers, and religious institutions, also referred to as place(s) of assembly for worship. Place(s) of assembly do not include art centers, conservatories, convention centers, libraries, museums, residential dwellings, recreational and entertainment facilities, theaters, shelters, or social service distribution facilities, which fall under separate definitions in this code.

“Transportation facilities” means the provision of public or semi-public transportation services. Examples include parking garages, park-and-ride lots, commercial parking lots, bus shelters, bus stations, bus transfer centers, passenger rail stations, ferry docks, and other types of public and quasi-public transportation facilities.

Level 1: Transportation uses serving neighborhoods, including but not limited to bus shelters.

Level 2: Transportation uses serving communities and regions, including but not limited to passenger rail and bus stations; parking facilities, park-and-rides; and weigh stations.

Level 3: Taxi, shuttle, and bus “barns” and yards, and motor pool facilities. May include usable and/or scrap tire piles of up to a total of two hundred (200) tires as an accessory use.

Level 4: Airports, heliports, landing fields or waterways.

[New Section LMC 18A.40.035]

18A.40.035 Civic uses.

A. The Civic use category includes facilities or services that serve a demonstrated public function and are generally considered to be of community importance, such as educational, cultural, medical, protective, and governmental facilities and uses.

B. Civic Use Land Use Table. See LMC 18A.10.180 for definitions of Civic Uses. 18A.40.035 (C) for development and operating conditions. See LMC 18A.10.120(D) for the purpose and applicability of zoning districts.

Uses	Zoning Classification																				
Civic	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Community and Cultural Services Level 1			P	P	P	P					P		P	P	P	P	P				
Community and Cultural Services Level 2						C				C		C	C	C		C	C				C
Daycare Facilities Babysitting Care	P	P	P	P	P	P	P	P	P	P			P	P							
Daycare Facilities Level 1 Family Day Care	P	P	P	P	P	P	P	P	P	P			P	P							

Uses	Zoning Classification																				
Civic	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Daycare Facilities Level 2 Day Care Center Preschool/Nursery School	C	C	C	C	P	P	P	P	P	P	P	P	P	P			P				P
Education Services Level 1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Education Services Level 2	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Government Facilities Level 1					P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Government Facilities Level 2						C	C		C	C		C		C	C	C	C		C	C	
Outdoor Recreation	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Places of Assembly					P	P					P	P	P	P	P	P	P				
Transportation Facilities Level 1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Transportation Facilities Level 2									P	P		P	P	P			P				
Transportation Facilities Level 3										P									P	P	P
Transportation Facilities Level 4																					

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

* Numbers in parentheses reference use-specific development and operating conditions under subsection C of this section.

Applications for all uses must comply with all of subsection C of this section’s relevant general requirements.

C. Development and Operating Conditions.

1. Civic accessory uses are subject to all applicable construction permits and include:

a. Professional Offices Level 1

b. Daycare Facilities Level 2

c. Eating and Drinking Establishment Level 1/2

d. Storage buildings and outdoor storage, subject to the provisions of LMC 18A.50.170, Outdoor Storage and Commercial Yard Surfacing Standards, for maintenance equipment and goods utilized in the primary use.

e. Antennae and satellite dishes for private telecommunication services, subject to specific standards, including siting criteria, set forth in LMC 18A.70.600, Wireless Telecommunications Facilities.

- f. Facilities used in on-site grounds maintenance.
- g. On-site soil reclamation treatment in accordance with state regulations.
- h. Retaining walls, freestanding walls, and fences.
- i. Accessory caretaker's dwelling, subject to the provisions of LMC 18A.70.350.
- j. Private docks and mooring facilities as regulated by applicable shoreline management regulations.
- k. Community and Cultural Services Level 1/2, in conjunction with an Outdoor Recreation use type.
- l. Amusement and Recreation Level 1, in conjunction with an Outdoor Recreation use type.
- m. Lodging Level 2, in conjunction with an Outdoor Recreation use type.

18A.40.040 Commercial and industrial uses.

A. *Commercial and Industrial Land Use Table.* See LMC [18A.40.040\(B\)](#) for development and operating conditions. See LMC [18A.10.120\(D\)](#) for the purpose and applicability of zoning districts.

Commercial and Industrial	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	MF3 (B)(1)	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Community center	-	-	-	-	-	P	-	-	P	-	-	P	P	P	P	-	P	-	-	-	-	C
Places of assembly	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	P

P: Permitted Use C: Conditional Use "-": Not 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. *Development and Operating Conditions.*

* * *

18A.40.080 Health and social services.

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

Uses	Zoning Classifications																				
Health and Social Services See note (B)(1)*	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Day care center in existing and new schools (B)(2)	-	-	-	-	-	-	-	-	P	C	P	P	P	P	P	P	C	-	-	-	P

Uses	Zoning Classifications																				
Health and Social Services See note (B)(1)*	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Day care center in existing or new religious assembly structures churches (B)(2)	P	P	P	P	P	P	-	-	P	C	P	P	P	P	P	P	C	-	-	-	-
Day care center providing care for children and/or adult relatives of owners or renters of dwelling units located on the same site (B)(2), (B)(3)	-	-	-	-	P	P	P	P	P	C	P	C	P	P	P	P	C	-	-	-	-
Day care center providing care for children and/or adult relatives of employees of a separate business establishment located on the same site (B)(2), (B)(3)	-	-	-	-	-	-	-	-	-	C	P	P	C	C	P	P	C	P	-	-	C
Day care center, independent (B)(2)	-	-	-	-	-	-	-	-	P	-	P	P	P	P	P	P	C	-	-	-	C
Human service agency offices	-	-	-	-	-	-	-	-	-	C	P	P	P	P	-	P	P	P	-	-	-
Medical service, urgent care clinic	-	-	-	-	-	-	-	-	-	-	-	P	C	P	-	P	P	-	-	-	-
Medical service, doctor office	-	-	-	-	-	-	-	-	-	C	P	P	-	P	-	P	P	-	-	-	-
Medical service, hospital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C	-	-	-	C
Medical service, integrated medical health center	-	-	-	-	-	-	-	-	-	-	-	P	-	P	-	-	C	-	-	-	C
Medical service, lab	-	-	-	-	-	-	-	-	-	-	-	P	-	P	-	C	C	P	-	-	C
Pharmacy	-	-	-	-	-	-	-	-	-	-	P	P	P	P	-	P	P	-	-	-	-
Preschool/nursery school	P	P	P	P	-	-	P	P	P	C	P	P	P	P	P	P	C	C	-	-	C

P: Permitted Use C: Conditional Use "-": Not allowed

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

B. *Development and Operating Conditions.*

1. Family day care and other health and social services which are residential in nature are regulated under LMC 18A.40.110, Residential uses. Adult family homes are regulated under LMC 18A.40.120, Special needs housing.
2. Includes adult and child day care, subject to all state licensing requirements.
3. Day care centers providing care for children and/or adult relatives of owners or renters of dwelling units located on the same site, and day care centers providing care for children and/or adult relatives of employees of a separate business establishment located on the same site, shall be given the following allowances to encourage development of such uses:
 - a. Such day care centers shall not be required to provide parking for the day care use in addition to parking required for the primary business or the dwelling units; and
 - b. Such day care centers may provide care for children and/or adults other than those related to employees of the on-site business or the owners or renters of the on-site dwelling units.

2025-07 2025-2029 Commute Trip Reduction (CTR) Plan and updates to LMC Chapter 12.13.

Chapter 12.13 COMMUTE TRIP REDUCTION*

Sections:

- 12.13.010 Definitions.
- 12.13.020 Commute trip reduction goals.
- 12.13.030 Designation of CTR zone and base year values.
- 12.13.040 City employee CTR plan.
- 12.13.050 Implementation responsibility.
- 12.13.060 Responsible City department.
- 12.13.070 Applicability.
- 12.13.080 Notification of applicability.
- 12.13.090 New affected employers.
- 12.13.100 Change in status as an affected employer.
- 12.13.110 Requirements for employers.
- 12.13.120 Record-keeping.
- 12.13.130 Schedule and process for CTR reports, program review and implementation.
- 12.13.140 Exemptions and goal modifications.
- 12.13.150 Credit for transportation demand management (TDM) efforts.
- 12.13.160 Appeals of final decisions.
- 12.13.170 Enforcement.

12.13.010 Definitions.

The following definitions shall apply to this chapter:

“Affected employee” means a full-time employee who is scheduled to begin his or her regular work day at a single work site between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays per week for at least 12 continuous months. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees. For the purposes of this chapter, principals and associates in a corporation, partners (general or limited) in a partnership and participants in a joint venture are to be considered employees.

“Affected employer” means an employer that employs 100 or more full-time employees at a single work site who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 continuous months. Construction work sites, when the expected duration of the construction is less than two years, are excluded from this definition. (See also definition of “employer.”)

“Alternative mode” means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including teleworking and compressed work weeks if they result in reduced commute trips.

“Alternative work schedules” means programs such as compressed work weeks that eliminate work trips for affected employees.

~~"Base year" means the period on which goals for vehicle miles traveled (VMT) per employee and the proportion of single-occupant vehicle (SOV) trips shall be based.~~

"Base year" means the twelve-month period commencing when a major employer is determined to be participating by the local jurisdiction, on which commute trip reduction goals shall be based.

"Carpool" means a motor vehicle occupied by two to six people 16-plus years of age traveling together for their commute trip that results in a reduction of a minimum of one motor vehicle commute trip.

"Certification" means a determination by a regional transportation planning organization that a locally designated growth and transportation efficiency center program meets the minimum criteria developed in a collaborative regional process and the rules established by the department of transportation.

"City" means the City of Lakewood, including any persons, agencies, or entities providing services for and on behalf of the City in connection herewith.

"Commute trip" means trips made from a worker's home to a worksite during the peak period of 6:00 a.m. to 9:00 a.m. on weekdays.

"Commute trip vehicle miles traveled per employee" means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.

~~"Commute trips" means trips made from a worker's home to a work site with a regularly scheduled arrival time of 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.~~

"Commuter matching service" means a system that assists in matching commuters for the purpose of commuting together.

"Compressed work week" means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements.

"CTR (commute trip reduction) plan" means the City of Lakewood's plan and ordinance to regulate and administer the CTR programs of affected employers within its jurisdiction.

"CTR (commute trip reduction) program" means an employer's strategies to reduce affected employees' SOV use and VMT per employee.

"CTR (Commute Trip Reduction) Task Force Guidelines" means the model standards for local jurisdictions to use in the creation and administration of CTR plans and programs. The standards are guidelines to create consistency among local

jurisdictions.

“CTR (commute trip reduction) zone” means an area, such as a census tract or combination of census tracts within Pierce County and/or the City of Lakewood, characterized by similar employment density, population density, level of transit service, parking availability, access to high-occupancy vehicle facilities, and other factors that are determined to affect the level of SOV commuting.

“Custom bus/buspool” means a commuter bus service arranged specifically to transport employees to work.

“Dominant mode” means the mode of travel used for the greatest distance of a commute trip.

“Employee” means anyone who receives financial or other remuneration in exchange for work provided to an employer, including owners or partners of the employer.

“Employer” means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, or private, that employs workers.

“Exemption” means a waiver from any or all CTR program requirements granted to an employer by the City based on unique conditions that apply to the employer or employment site.

“Flex-time” means an employer policy or a mutual agreement between employee and employer allowing individual employees some flexibility in choosing the time, but not the number, of their working hours in order to facilitate the use of alternative modes.

“Full-time employee” means a person other than an independent contractor, scheduled to be employed on a continuous basis for 52 weeks per year for an average of at least 35 hours per week.

“Good faith effort” means that an employer is meeting the minimum requirements identified in RCW [70A.15.4050](#) [70.94.531](#) and this chapter and is working collaboratively with the City to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed-upon length of time.

“Implementation” means active pursuit by an employer of the CTR goals of RCW [70.94.521](#) through [70.94.551](#) and this chapter as evidenced by appointment of a transportation coordinator, distribution of information to employees regarding alternatives to SOV commuting, and commencement of other measures according to their CTR program and schedule.

“A major employer” means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who

begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months during the year.

"Major worksite" means a building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way, and at which there are one hundred or more full-time employees, who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays, for at least twelve continuous months.

"Mode" means the means of transportation used by employees, such as SOVs, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedules, and teleworking.

"Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service, unless the third day falls on a weekend or legal holiday, in which case the notice is deemed accepted the day after the weekend or legal holiday.

"Peak period" means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

"Peak period trip" means any employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

"Person hours of delay" means the daily person hours of delay per mile in the peak period of 6:00 a.m. to 9:00 a.m., as calculated using the best available methodology by the department of transportation.

"Proportion of SOV (single-occupant vehicle) commute trips or SOV rate" means the number of commute trips over a set period made by affected employees in SOVs divided by the number of potential trips taken by affected employees working during that period.

"Proportion of single-occupant vehicle commute trips" means the number of commute trips made by single-occupant automobiles divided by the number of full-time employees.

"Single-occupant vehicle (SOV)" means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

"Single-occupant vehicle (SOV) trips" means trips made by affected employees in SOVs.

"Single work site" means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way occupied by one or more affected employers.

“State” means the Commute Trip Reduction Program of the Washington State Department of Transportation, its successor(s) and/or assign(s).

“Teleworking” means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

“Transit” means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool. A transit trip counts as zero vehicle trips.

“Transportation demand management (TDM)” means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

“Transportation management organization (TMO)” means a group of employers or an association representing a group of employers in a defined geographic area. A TMO may represent employers within specific city limits or may have a sphere of influence that extends beyond city limits.

“Vanpool” means a vehicle occupied by from seven to 15 people 16-plus years of age traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. A vanpool trip counts as zero vehicle trips.

“Vehicle miles traveled (VMT) per employee” means the sum of the individual vehicle commute trip lengths in miles made by affected employees over a set period divided by the number of affected employees during that period.

“Week” means a seven-day calendar period, starting on Monday and continuing through Sunday.

“Weekday” means any day of the week except Saturday or Sunday.

“Writing, Written, or In Writing.” Original signed and dated documents facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery.

12.13.020 Commute trip reduction goals.

The intent of the Lakewood CTR program goals and targets, per RCW 70A.15.4020 is to help achieve the City’s broader transportation and land use goals, and that the jurisdiction in turn develops services, regulations, policies and programs that support the trip reduction investments of major employers.

The CTR goals for employers affected by this chapter are to achieve, from the date on which they become subject to this chapter, the following reductions in vehicle miles traveled (VMT) per employee or in the proportion of single-occupant vehicle (SOV) commute trips from the 2025 base year value of Lakewood’s CTR ~~zone~~ or the work site’s measured base year value:

- A. Fifteen percent within two years ~~by January 1, 1995;~~
- B. Twenty percent within four years ~~by January 1, 1997;~~
- C. Twenty-five percent within six years ~~by January 1, 1999;~~ and
- D. Thirty-five percent within 12 years ~~by January 1, 2005.~~

~~New employers that become subject to this chapter after 1997 shall have two years from the date on which they become subject to this chapter to achieve the 15 percent reduction goals, four years to achieve the 20 percent reduction goals, six years to achieve the 25 percent reduction goals, and 12 years to achieve the 35 percent reduction goals.~~

12.13.030 — Designation of CTR zone and base year values.

~~Employers in Lakewood shall be placed into a given CTR zone that shares generally common values for employees' VMT and proportion of SOV trips.~~

12.13.040 City employee CTR plan.

The City of Lakewood's CTR plan for City employees, developed in accordance with the provisions of RCW 70A.15.4000 through 70A.15.4110 [70.94.521](#) through [70.94.551](#) and the provisions of this chapter, shall be on file in the Office of the City Clerk; provided, that the plan may be amended from time to time.

12.13.050 Implementation responsibility.

The City of Lakewood has a variety of responsibilities pursuant to the requirements of RCW 70A.15.4000 through 70A.15.4110 [70.94.521](#) through [70.94.551](#) and this chapter, including but not limited to the following:

- A. Adoption and implementation of CTR programs and plans for all major employers, consistent with RCW 70A.15.4020 [70.94.527](#), and in cooperation with other major employers and other public agencies.
- B. Provide for civil penalties for affected employers that fail to implement or modify a CTR program as required by this chapter.
- C. Coordinate with neighboring jurisdictions to ensure consistency in the development and interpretation of the CTR plan.
- D. Implement a CTR program for City of Lakewood employees.
- E. Provide technical assistance to affected employers within the City of Lakewood to help them meet the requirements of this chapter.
- F. Review the CTR programs of affected employers within the City of Lakewood.
- G. Review and revise the City of Lakewood CTR program as necessary.
- H. Provide information on the adopted CTR plan, as well as annual reports and other information as required, to the State Commute Trip Reduction Board ~~Task Force~~ (RCW 70A.15.4060 [70.94.537](#)) ~~via the state.~~

12.13.060 Responsible City department.

The City of Lakewood ~~Department of Planning & Public Works Engineering Department~~ shall be responsible for implementing this chapter, the CTR plan, and the City's CTR program for its own employees. The City Engineer or designee shall

have the authority to issue such rules and administrative procedures as are necessary to implement this chapter.

12.13.070 Applicability.

The provisions of this chapter shall apply to any affected employer at any single work site within the corporate limits of the City of Lakewood.

12.13.080 Notification of applicability.

- A. In addition to the City's established public notification for adoption of an ordinance, a notice of availability of a summary of this chapter, a notice of the requirements and criteria for affected employers to comply with this chapter, and subsequent revisions shall be published at least once in the City's official newspaper not more than 30 days after the passage or revision of this chapter.
- B. Affected employers located in the City are to receive formal written notification that they are subject to this chapter. Such notification shall be at least 180 days prior to the due date for submittal of their CTR program.
- C. Affected employers that, for whatever reason, do not receive notice within 30 days of passage of the ordinance providing for this chapter and are either notified or identify themselves to the City within 180 days of the passage of the ordinance providing for this chapter will be granted an extension to assure up to 180 days from the passage of the ordinance providing for this chapter within which to develop and submit a CTR program.
- D. Affected employers that have not been identified or do not identify themselves within 180 days of the passage of the ordinance providing for this chapter and do not submit a CTR program within 180 days from the passage of the ordinance providing for this chapter are in violation of this chapter.

12.13.090 New affected employers.

- A. Employers that meet the definition of the "affected employer" in this chapter must identify themselves to the City within 180 days of either moving into the boundaries of the City or growing in employment at a work site to 100 or more affected employees. Such employers shall be given 180 days to develop and submit a CTR program. Employers that do not identify themselves within 180 days are in violation of this chapter.
- B. Employers must conduct a baseline survey within one year of becoming an affected employer. Employers must survey all of their affected employees. Employers are required to achieve a 70 percent response rate. An employer's survey of employees shall utilize the state form or Pierce County approved equivalent data as set forth in the CTR Task Force Guidelines.
- C. New affected employers shall have two years to meet the first CTR goal of a 15 percent reduction in proportion of SOV trips or VMT per person; four years to meet the second goal of a 20 percent reduction; six years to meet the third goal of a 25 percent reduction; and 12 years to meet the fourth goal of a 35 percent reduction, from the time they begin their programs.

12.13.100 Change in status as an affected employer.

Any of the following changes in an employer's status will change the employer's CTR program requirements:

- A. If an employer initially designated as affected employer no longer employs 100 or more affected employees and expects not to employ 100 or more affected employees for the next 12 months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the City that it is no longer an affected employer.
- B. If the same employer returns to the level of 100 or more affected employees within the same 12 months, that employer will be considered an affected employer for the entire 12 months and will be subject to the same program requirements as other affected employers.
- C. If the same employer returns to the level of 100 or more affected employees 12 or more months after its change in status to an "unaffected" employer, that employer shall be treated as a newly affected employer and will be subject to the same program requirements as other newly affected employers.

12.13.110 Requirements for employers.

An affected employer is required to make a good faith effort, as defined in RCW 70A.15.4050 ~~70.94.534(2)~~ and this chapter, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and SOV commute trips. The employer shall submit a description of its program to the City and provide an annual progress report to the City on employee commuting and progress toward meeting the SOV goals. ~~The CTR program must include the mandatory elements described below.~~

~~A. --CTR Program Description Requirements. The CTR program description presents the strategies to be undertaken by an employer to achieve the CTR goals for each goal year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management organizations in developing and implementing their CTR programs.~~

~~At a minimum, the employer's description must include the following:~~

- ~~1. --General description of the employment site location, transportation characteristics, and surrounding services, including unique conditions experienced by the employer or its employees;~~
- ~~2. --Number of employees affected by the CTR program;~~
- ~~3. --Documentation of compliance with the mandatory CTR program elements (as described in subsection [B](#) of this section);~~
- ~~4. --Description of the additional elements included in the CTR program (as described in subsection [B](#) of this section); and~~

~~5. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources.~~

A. Not more than 90 days after the adoption of the City's CTR plan, each major employer in Lakewood shall perform a baseline measurement consistent with the rules established by the department of transportation under RCW 70A.15.4060. Not more than 90 days after receiving the results of the baseline measurement, each major employer shall develop a CTR program and shall submit a description of that program to the City for review. The program shall be implemented not more than 90 days after approval by the City.

B. A CTR program of a major employer shall consist of, at a minimum:

1. designation of a transportation coordinator and the display of the name, location, and telephone number of the coordinator in a prominent manner at each affected worksite;

(b) regular distribution of information to employees regarding alternatives to SOV commuting;

(c) a regular review of employee commuting and reporting of progress toward meeting the SOV reduction goals to the City consistent with the method established in the CTR plan and the rules established by the department of transportation under RCW 70A.15.4060; and (d) implementation of a set of measures designed to achieve the applicable CTR goals adopted by Lakewood. Such measures may include but are not limited to:

(i) Provision of preferential parking or reduced parking charges, or both, for high occupancy vehicles and motorcycles;

(ii) Instituting or increasing parking charges for SOVs;

(iii) Provision of commuter ride matching services to facilitate employee ride sharing for commute trips;

(iv) Provision of subsidies for transit fares;

(v) Provision of vans for vanpools;

(vi) Provision of subsidies for carpooling or vanpooling;

(vii) Permitting the use of the employer's vehicles for carpooling or vanpooling;

(viii) Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;

(ix) Cooperation with transportation providers to provide additional regular or express service to the worksite;

(x) Construction of special loading and unloading facilities for transit, carpool, and vanpool users;

(xi) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;

(xii) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facility;

(xiii) Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes;

- (xiv) Establishment of a program of alternative work schedules such as compressed workweek schedules which reduce commuting; and
- (xv) Implementation of other measures designed to facilitate the use of high occupancy vehicles such as on-site day care facilities and emergency taxi services.

(C) Employers or owners of worksites may form or utilize existing transportation management associations or other transportation-related associations authorized by RCW [35.87A.010](#) to assist members in developing and implementing commute trip reduction programs.

(D) Employers shall make a good faith effort towards achievement of the goals identified in RCW [70A.15.4020\(4\)\(d\)](#).

~~B. *Mandatory Program Elements.* Each employer's CTR program shall include the following mandatory elements:~~

~~1. *Transportation Coordinator.* The employer shall designate a transportation coordinator to administer the CTR program. The coordinator's and/or designee's name, location, and telephone number must be displayed prominently at each affected work site. The coordinator shall oversee all elements of the employer's CTR program and act as liaison between the employer and the City of Lakewood. The objective is to have an effective transportation coordinator presence at each work site; an affected employer with multiple sites may have one transportation coordinator for all sites.~~

~~2. *Information Distribution.* Information about alternatives to SOV commuting shall be provided to employees at least once a year. Each employer's program description and annual report must report the information to be distributed and the method of distribution.~~

~~3. *Annual Progress Report.* The CTR program must include an annual review of employee commuting and progress and good faith efforts toward meeting the SOV reduction goals. Affected employers shall file an annual progress report with the City in accordance with the format established by this chapter and consistent with the CTR Task Force Guidelines. The report shall describe each of the CTR measures that were in effect for the previous year, the results of any commuter surveys undertaken during the year, and the number of employees participating in CTR programs. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the CTR goals. Survey information or approved alternative information must be provided in the reports submitted in the second, fourth, sixth, eighth, tenth, and twelfth years after implementation begins. The employer should contact the City for the format of the report.~~

~~4. *Additional Program Elements.* In addition to the specific program elements noted above, the employer's CTR program shall include additional elements as needed to meet CTR goals. Elements may include, but are not limited to, one or more of the following:~~

- ~~a. Provision of preferential parking or reduced parking charges, or both, for high occupancy vehicles;~~
- ~~b. Instituting or increasing parking charges for SOVs;~~
- ~~c. Provision of commuter ride matching services to facilitate employee ridesharing for commute trips;~~
- ~~d. Provision of subsidies for transit fares;~~
- ~~e. Provision of vans for vanpools;~~
- ~~f. Provision of subsidies for carpools or vanpools;~~
- ~~g. Permitting the use of the employer's vehicles for carpooling or vanpooling;~~
- ~~h. Permitting flexible schedules to facilitate employees' use of transit, carpools or vanpools;~~
- ~~i. Cooperation with transportation providers to provide additional regular or express service to the work site;~~
- ~~j. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;~~
- ~~k. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;~~
- ~~l. Provision of a program of parking incentives such as rebates for employees who do not use the parking facilities;~~
- ~~m. Establishment of a program to permit employees to work part or full-time at home or at an alternative work site closer to their homes;~~
- ~~n. Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting; and~~
- ~~o. Implementation of other measures designed to facilitate the use of high occupancy vehicles, such as on-site day care facilities and emergency taxi service.~~

12.13.120 Record-keeping.

Affected employers shall include a list of the records they will keep as part of the CTR program they submit to the City for approval. Employers will maintain all records listed in their CTR program for a minimum of 24 months. The City and the employer shall agree on the record-keeping requirements as part of the accepted CTR program.

12.13.130 Schedule and process for CTR reports, program review and implementation.

A. *CTR Program.* Not more than 180 days after the adoption of the ordinance providing for this chapter, or within six months after an employer qualifies under the provisions of this chapter, the employer shall develop a CTR program and shall submit to the City a description of that program for review.

B. *Document Review.* The City shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or annual report within 90 days of submission, the employer's program or annual report is deemed accepted. The City may extend the review period up to 90 days. The implementation date for the employer's CTR program will be

extended an equivalent number of days.

C. *CTR Annual Progress Reports.* Upon review of an employer's initial CTR program, the City shall establish the employer's annual reporting date, which shall not be less than 12 months from the day the program is submitted. Each year on the employer's reporting date, the employer shall submit to the City its annual CTR report.

D. *Surveying.* Employers are required to survey their affected employees to measure progress toward CTR performance targets. Remaining survey years are ~~1999 and 2005~~ 2026, 2028, and 2030. New affected employers shall survey on an alternative schedule consistent with LMC [12.13.020](#). An employer's survey of employees shall use the state form or Pierce County approved equivalent data as set forth in the CTR Task Force Guidelines.

E. *Modification of CTR Program Elements.* Any affected employer may submit a request to the City for modification of CTR program elements, other than the mandatory elements specified in this chapter, including record-keeping requirements. Such request may be granted if one of the following conditions exists:

1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or
2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship. This may include evidence from employee surveys administered at the work site; first, in the base year, showing that the employer's own base year values of VMT per employee and SOV rates were higher than the CTR zone average; and/or secondly, in the goal measurement year(s), showing that the employer has achieved reductions from its own base values that are comparable to the reduction goals established for the employer's CTR zone.

F. *Extensions.* An employer may request additional time to submit a CTR program or CTR annual progress report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested. Extensions not to exceed 90 days shall be considered for reasonable causes. The City shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's annual reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the direction of the City Engineer or designee.

G. *Implementation of Employer's CTR Program.* Unless extensions are granted, the employer shall implement its approved CTR program not more than 180 days after the program was first submitted to the City. Implementation of the

approved program modifications shall begin within 30 days of the final decision or 180 days from submission of the CTR program or CTR annual report, whichever is greater.

12.13.140 Exemptions and goal modifications.

A. *Work Site Exemptions.* An affected employer may request that the City grant an exemption from all CTR program requirements or penalties for a particular work site. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this chapter as a result of the characteristics of its business, its workforce, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement measures that could reduce the proportion of SOV trips or VMT per employee. Exemptions may be granted by the City at any time based on written notice provided by the affected employer. The notice shall clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The City shall review annually all employers receiving exemptions and shall determine whether the exemption will continue to be in effect during the following program year.

B. *Employee Exemptions.* Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a work site's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City will use the criteria identified in the CTR Task Force Guidelines to assess the validity of employee exemption requests. The City shall review annually all employee exemption requests and shall determine whether the exemption will be in effect during the following program year.

C. *Modification of CTR Program Goals.*

1. An affected employer may request that the City modify its program goals. Such requests shall be filed in writing at least 60 days prior to the date the work site is required to submit its program description or annual report. The goal modification request must clearly explain why the work site is unable to achieve the applicable goal. The work site must also demonstrate that it has implemented all of the elements contained in its approved CTR program.
2. The City will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Task Force Guidelines.
3. An employer may not request a modification of the applicable goals until one year after City approval of its initial program description or annual report.

12.13.150 Credit for transportation demand management (TDM) efforts.

A. *Leadership Certificate.* As public recognition for their efforts, employers with VMT per employee and proportion of SOV trips lower than the zone average will receive a Commute Trip Reduction Certificate of Leadership from the City.

B. *Credit for Programs Implemented Prior to the Base Year.* Employers with successful TDM programs implemented prior to the base year may be eligible to apply for program exemption credit, which exempts them from most program requirements.

1. Affected employers wishing to receive credit for the results of existing TDM efforts may do so by applying to the City within 90 days of the adoption of the ordinance providing for this chapter. Applications shall include data from a survey of employees or equivalent to establish the applicant's VMT per employee and proportion of SOV trips. The survey or equivalent data shall conform to all applicable standards established in the CTR Task Force Guidelines.

2. The employer shall be considered to have met the first measurement goals if their VMT per employee and proportion of SOV trips are equivalent to a 12 percent or greater reduction from the final base year CTR zone values. This three-percentage-point credit applies only to the first measurement goals.

C. *Program Exemption Credit.* Affected employers may apply for program exemption credit for the results of past or current TDM efforts by applying to the City within 90 days of adoption of the applicable CTR ordinance, or as part of any annual report. Application shall include results from a survey of employees or equivalent information that establishes the applicant's VMT per employee and proportion of SOV trips. The survey or equivalent information shall conform to all applicable standards established in the CTR Task Force Guidelines.

Employers that apply for credit whose VMT per employee and proportion of SOV trips are equal to or less than goals for one or more future goal years and who commit in writing to continue their current level of effort shall be exempt from the requirements of the ordinance providing for this chapter, except for the requirements to report performance in the measurement years (LMC [12.13.090\(B\)](#)). If any of these reports indicate the employer does not satisfy the next applicable goal(s), the employer shall immediately become subject to all requirements of this chapter.

12.13.160 Appeals of final decisions.

Employers may file a written appeal of the City's final decisions regarding the following actions:

- A. Rejection of an employer's proposed program.
- B. Denial of an employer's request for a waiver or modification of any of the requirements under this chapter or a modification of the employer's program.
- C. Denial of credits requested under LMC [12.13.150](#).
- D. Mandated program element changes.

Such appeals must be filed with the City within 20 days after the employer receives notice of a final decision. Timely appeals shall be heard by the City's Hearing Examiner. Determinations on appeals shall be based on whether the decision being appealed is consistent with the state law.

12.13.170 Enforcement.

A. *Compliance.* For purposes of this section, compliance shall mean fully implementing, in good faith, all provisions in an approved CTR program. It is provided, however, that affected employers shall be considered as being in compliance with the terms of this chapter if, on the effective date of the ordinance adopting this chapter, such employers are in compliance with the provisions of the Pierce County CTR ordinance (Pierce County Ordinance No. 93-30S and any subsequent amendments). In order to remain in compliance herewith following the effective date of the ordinance adopting this chapter, such affected employers shall continue on the time table originally established by Pierce County Ordinance No. 93-30S, or any subsequent amendments to said timetable, to meet the CTR goals. New employers shall be required to meet the CTR goals in accordance with the schedule set forth in LMC [12.13.020](#).

B. *Program Modification Criteria.* The following criteria for achieving goals for VMT per employee and proportion of SOV trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer is making good faith effort, as defined in RCW [70A.15.4050](#) [70.94.534\(2\)](#) and this chapter, and is meeting either or both goals, the employer is satisfying the objectives of the CTR plan and will not be required to modify its CTR program.

2. If an employer is making a good faith effort, as defined in RCW [70A.15.4050](#) [70.94.534\(2\)](#) and this chapter, but is not meeting or is not likely to meet the applicable SOV or VMT goal, the City shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the City for approval within 30 days of reaching an agreement. If an employer is not making a good faith effort, as defined in RCW [70A.15.4050](#) [70.94.534\(2\)](#) and this chapter, and is failing to meet either the applicable SOV or VMT reduction goal, the City shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within 30 days to incorporate the modifications. In response to the recommended modifications, the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with the program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the City within 10 working days of the conference.

C. *Violations.* The following constitute violations if the deadlines established in this chapter are not met:

1. Failure to develop and/or submit on time a complete CTR program, including the following:
 - a. Employers notified or that have identified themselves to the City within

- 180 days of the ordinance providing for this chapter being adopted and that do not submit a CTR program within 180 days from the notification or self-identification; and
- b. Employers not identified or self-identified within 180 days of the ordinance being adopted and that do not submit or implement a CTR program within 180 days from the adoption of the ordinance providing for this chapter.
2. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and SOV goals as specified in this chapter.
3. Failure of an employer to meet the requirements of RCW 70A.15.4050 ~~70.94.534(2)~~ and this chapter for good faith effort.
4. Failure to revise a CTR program as defined in RCW 70A.15.4050 ~~70.94.534(4)~~ and this chapter.
- D. *Penalties.*
1. The City shall notify employers in writing if they are in violation of this chapter. The written notification shall state the effective date upon which penalties will begin to accrue. In the event that an affected employer appeals the imposition of penalties, the penalties will not accrue during the appeals process. Should the outcome of the appeals process favor the employer, all or a portion of monetary penalties will be dismissed.
2. No affected employer with an approved CTR program which is making a good faith effort may be held liable for failure to reach the applicable SOV or VMT goal.
3. Each day of failure to implement the program shall constitute a separate violation and is classified as a Class I civil infraction pursuant to the City Code. The penalty for this violation shall be \$250.00 per day.
4. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they do the following:
- a. Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
- b. Advise the union of the existence of the statute and mandates of the CTR program approved by the City of Lakewood and advise the union that the proposal being made is necessary for compliance with state law (RCW 70A.15.4040 ~~70.94.531~~).
- E. *Appeals of Penalties.* Affected employers may appeal penalties pursuant to

the provisions of the City Code and RCW [7.80.100](#).

[See 2025-2029 Commute Trip Reduction Plan on following pages]

City of Lakewood Commute Trip Reduction (CTR) Four-Year Plan Update: 2025 - 2029

September 12, 2024 DRAFT



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Appendices

Appendix A

 Title of Appendix Here

Abbreviations

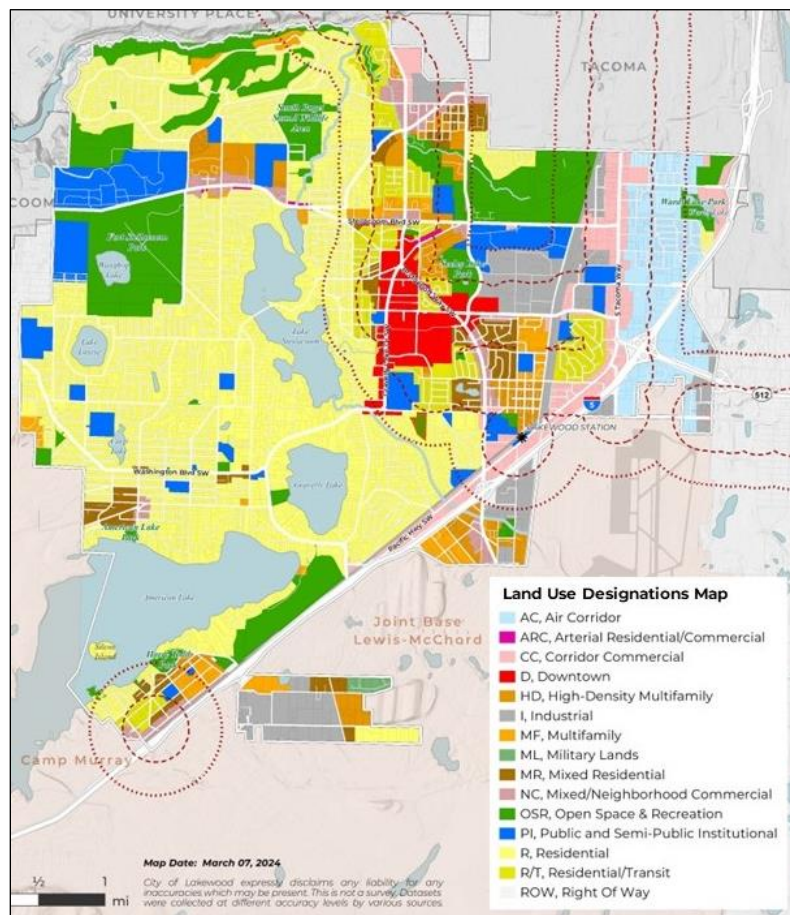
ACS	American Community Survey
Census	U.S. Census Bureau
City	City of Lakewood
Comprehensive Plan	City of Lakewood Comprehensive Plan
County	Pierce County
CTR	commute trip reduction
DSHS	Washington State Department of Social and Health Services
ETC	Employee Transportation Coordinator
JBLM	Joint Base Lewis-McChord
MIC	Frederickson Regional Manufacturing/Industrial Center
ORCA	One Regional Card for All
PSRC	Puget Sound Regional Council
RTPO	regional transportation planning organizations
SOV	single-occupancy vehicle
SR	State Route
State	State of Washington
WTP	Washington State Transportation Plan

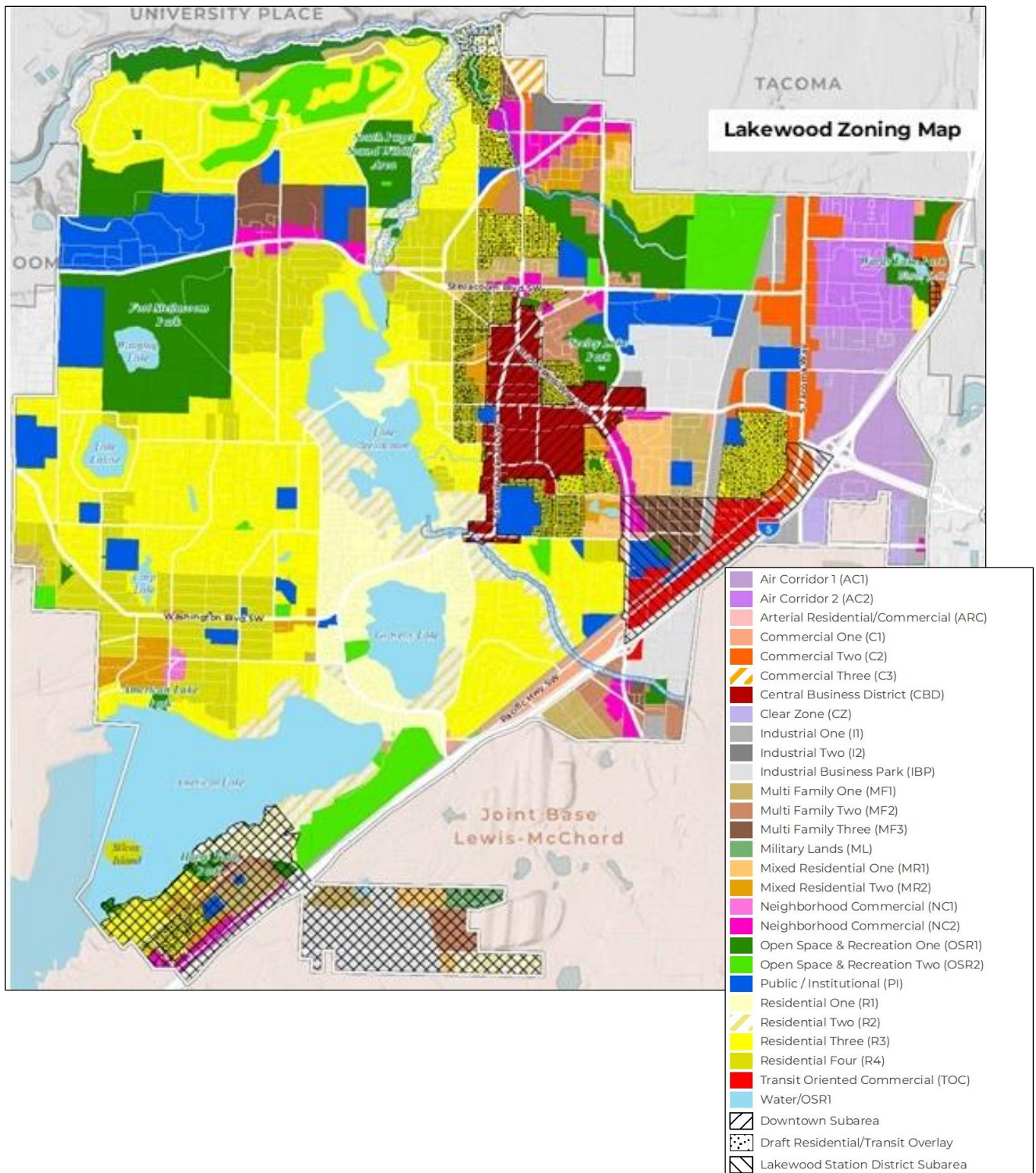
1. Local Land Use and Transportation Context and Objectives

a. Setting In Lakewood as It Is Today or Will Be in the Near Future

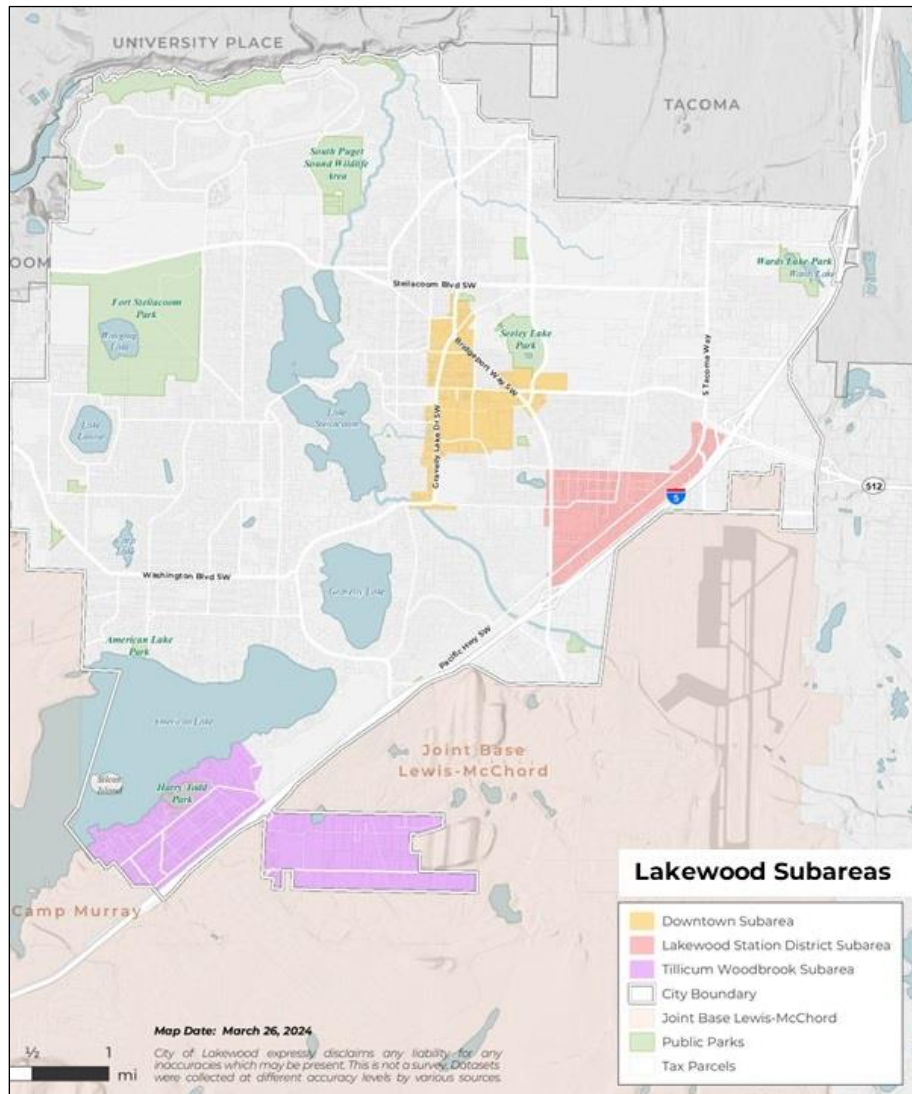
Incorporated in 1996, the City of Lakewood is now the second largest city in Pierce County, Washington with an estimated 2021 population of 67,397. Lakewood incorporated as an extensively developed, mature community; the majority of privately held properties within the City boundaries are developed and improved. The overall infrastructure network, including transportation, utilities, and open space is largely in place with several notable exceptions. Most future population and employment growth will occur as the result of urban infill and redevelopment of existing properties.

The City updated its Land Use Designations Map and Land use Zoning Map in 2024 (see below) to reflect the changes in housing density required by state law, including adding increased density options in single family areas and reducing SOV parking requirements within ¼ mile of “major transit stops.”





Lakewood’s Comprehensive Plan includes three subareas: the Downtown Subarea, the Lakewood Station District Subarea, and the Tillicum Woodbrook Subarea (shown below). Lakewood expects to see and is planning for concentrated housing and employment growth in these subareas.

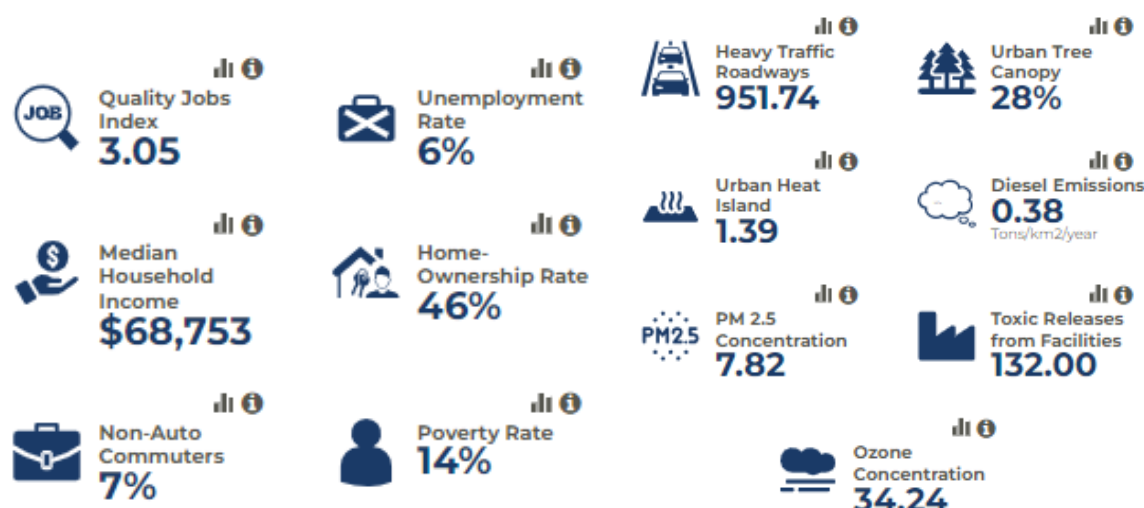


Population characteristics

- **Expected population targets are significantly higher than historical population trends.** Under the recently approved Countywide Planning Policies for Pierce County, it is expected that Lakewood’s population will grow by an additional 22,992 people to 86,792 total residents. This represents a growth rate of about 1.4% per year, which is a significant increase over recent historical trends.
- **The local population has a disproportionate number of younger adults.** In comparison to other communities, Lakewood has a greater proportion of residents that are 20–29 years old. There is also a higher proportion of residents 60 years of age and older. This is possibly tied to the proximity to Joint Base Lewis-McChord (JBLM), both with younger service members living off-base and older veterans living closer to available veterans’ facilities.

- **The Lakewood community is becoming more diverse.** Over the past decade, Lakewood has become notably more racially diverse. There has been a decline in both the proportional and total number of white residents (from 54% in 2010 to 48% in 2020), while other populations of people of color have increased over time. Lakewood is home to a higher percentage of Black, Indigenous and people of color compared to Pierce County.
- **Veterans form a key part of the population of the city.** While the oldest veterans are represented at rates comparable to the county overall, Lakewood has a greater proportion of veterans in its population between the ages of 18 and 74. This is due in part to the presence of JBLM, including the availability of services to veterans in the community.

	2044 Citywide Growth Targets	2035 Targets for Downtown Subarea	2035 Targets for Station District Subarea	2044 Targets for outside subareas	2044 Citywide Emergency Housing Unit Target
Housing Units	9,378 net new units	2,257 net new units (~24% of '44 target)	1,772 net new units (~19% of '44 target)	5,349 (~57% of '44 target)	574
Jobs	9,863 net new jobs	7,317 net new jobs (~74% of '44 target)	1,276 net new jobs (~13% of '44 target)	1,270 (~13% of '44 target)	-

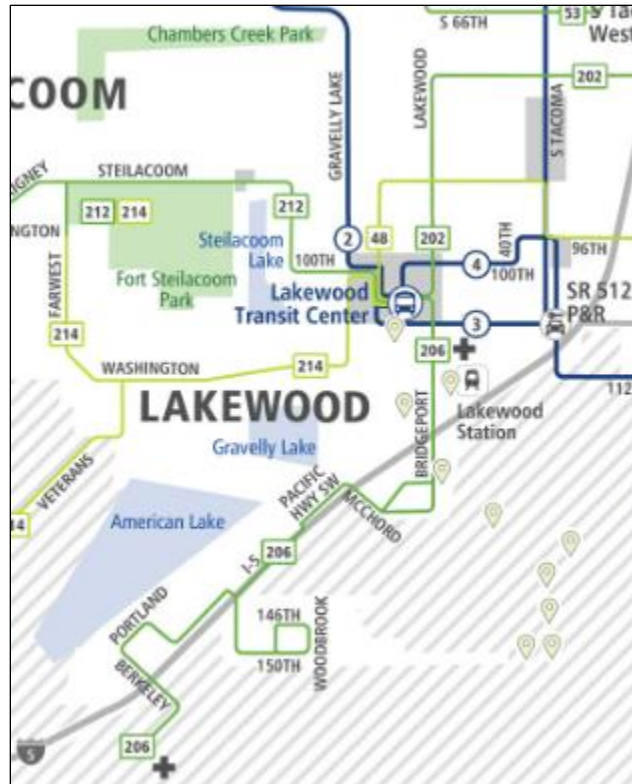


Source: 2024 Lakewood, WA Equity Index Map

Features of Land Use and Transportation Facilities and Services that Affect Commuters

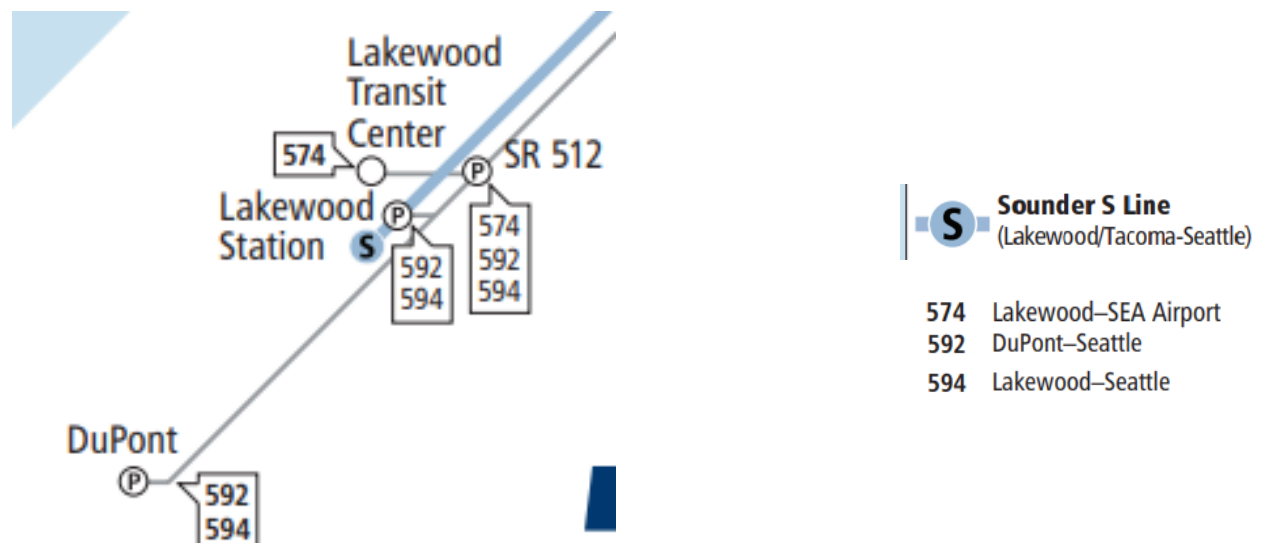
Three transit providers operate within the City of Lakewood: Pierce Transit, Intercity Transit, and Sound Transit. Pierce Transit provides bus service throughout Lakewood and all three transit agencies provide service to areas outside of Lakewood.

Pierce Transit provides transit service within the City of Lakewood and throughout Pierce County (see map below.). There are currently ten local routes serving the City of Lakewood, offering connections to McChord AFB, Parkland Transit Center, Tillicum, Steilacoom, Tacoma Mall, and downtown Tacoma. Nine of these routes connect at the Lakewood Transit Center, adjacent to the north side of Lakewood Towne Center.

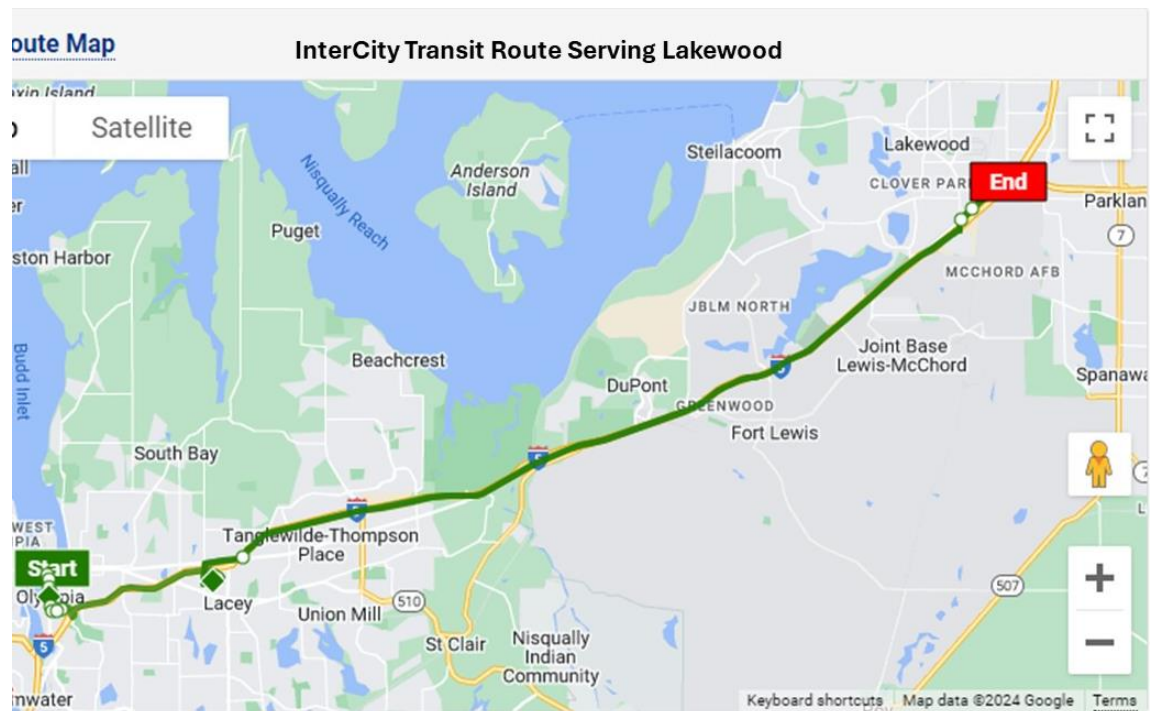


Pierce Transit Route Map in Lakewood. Source: Pierce Transit, 2024

Regional express routes to Seattle and Olympia operated by Sound Transit and Intercity Transit also serve the SR 512 Park and Ride located at the junction of SR 512 and South Tacoma Way, and the Lakewood Sounder Station.



Source: Sound Transit, 2024



Source: Intercity Transit, 2024

Several transit service facilities are located in Lakewood, including:

- The Lakewood Transit Center located in the Town Center area;
- The SR 512 Park & Ride near the SR 512 / I-5 interchange; and
- Lakewood Station on Pacific Highway SW near the Bridgeport Way SW interchange with I-5.

Under the Sound Transit 3 package, 28 new or extended bus rapid transit lines are planned across all four Puget Sound Regional Council (PSRC) counties through 2040. Passenger-only ferry routes are also expanding, with four routes currently operating as of 2019 and new routes being studied for the future. Further investment in commuter rail service is also occurring.

Intercity Transit in Thurston County operates a limited stop service from Olympia to the SR 512 Park-and-Ride in Lakewood, where riders can connect to Pierce Transit local bus and Sound Transit ST Express bus.

The Pierce Transit Lakewood Transit Center (TC) has the highest ridership of all the stops in the Pierce Transit system. Eight Pierce Transit routes serve this location. In fall 2019 (pre-pandemic), 1,211 people used this station each weekday.

The Pierce Transit Stream Bus rapid Transit (BRT) System Expansion Study (completed in 2023) analyzed four high performing bus route corridors throughout the Pierce Transit service area for potential future Stream BRT or HCT service. See map on next page.

Route 206 connects Lakewood TC and Joint Base Lewis-McChord (JBLM) Madigan Hospital, via Springbrook, Woodbrook and Tillicum neighborhoods. The route serves multiple lower-income neighborhoods. It is the only route in this area and operates every 30 minutes on weekdays and

Saturdays, and hourly on Sundays. Stream BRT service to Tillicum was considered in early planning stages but was discarded due to the high cost compared to low projected ridership. But this area is growing and demonstrates a need for better bus service. In the future, Route 206 may also provide a connection to Stream BRT at Lakewood TC. Improvements to Route 206 may include increasing frequency to every 20 or 15 minutes on weekdays and to every 30 minutes on Sundays. Timed transfers at Lakewood TC can make service more convenient, as many Route 206 riders transfer.



Pierce Transit BRT Route Options. *Source:* Pierce Transit 2023 Stream BRT System Expansion Study Final Report

With work now underway on Pierce Transit’s next Long Range Plan, Destination 2045, the agency is similarly seeking targeted feedback from the 13 local jurisdictions, Pierce County, and other stakeholders, to ensure that any proposed long range high capacity transit projects or new bus routes are in alignment with local or regional transportation plans.

The Sound Transit 3 (ST3) plan adds 62 miles of light rail and implements BRT and other express services throughout the region. Voters approved the plan in November 2016, which includes Lakewood and South Tacoma Sounder station access improvements. The Pierce Transit Stream BRT candidate corridors connect to many of these transit centers, strengthening the regional transit network. See map below.



South Sound Projects funded via Sound Transit 3 Package. *Source:* Sound Transit

The Lakewood Sounder station provides access to the Sound Transit S Line to Seattle. Service is very commuter-oriented, with seven outbound trips in the morning and seven inbound trips in the afternoon. There is one inbound trip from Seattle to Lakewood in the morning. In addition to rail service, Sound Transit Express routes 592 and 594 also serve Lakewood Sounder station. The public and stakeholders emphasized the importance of the 594 in particular. This route runs every 20-30 minutes from 8:30 a.m. to 10 p.m. with service to Seattle.

Sound Transit and Lakewood are partnering in 2024 to complete “access improvement projects that support increased use of transit assets at the Sounder Station:



2024 Sound Transit Access Improvement Projects at Lakewood Station. *Source:* Pierce Transit 2023 Stream BRT System Expansion Study Final Report

In 2024, Pierce Transit’s routes 2 (Corridor A), 3 (Corridor B) and 4 (Corridor D) do not serve Lakewood Sounder. Community input into Pierce Transit’s 2023 Stream BRT System Expansion Study Final Report showed people strongly favor Pierce Transit buses serving the Lakewood

Sounder Station. Many of the routes that terminate at Lakewood Transit Center, including routes 2, 3 and 4, could be extended along Bridgeport Way to include Lakewood Sounder Station. The Lakewood Sounder station and SR 512 Park-and-Ride are one mile apart and served by different transit options. Understanding the markets served at each may reveal opportunities for optimizing local and regional connections.

The access improvements being built at, and the land use planning around, the Sounder Station concentrating jobs and housing nearby per the Lakewood Station District Subarea Plan make a strong case for Stream BRT to serve this location in the future.

As of 2022, WSDOT work continues to build the HOV lanes from Thorne Lane in Lakewood south to Mounts Road in DuPont. When these HOV facilities are complete, the section from South 38th Street to Thorne Lane remains the final gap needed to implement continuous HOV lanes on I-5 through Pierce County. While not yet funded, this section remains a priority for WSDOT.

When completed, the I-5 Gravelly-Thorne Connector will provide access to Lakewood neighborhoods of Tillicum and Woodbrook for pedestrians and bicyclists from Gravelly Lake Drive south to Thorne Lane.

WSDOT is in the third phase of a series of projects that widen Interstate 5 from Mounts Road near DuPont to Gravelly Lake Drive in Lakewood. Southbound I-5 currently narrows down from four lanes to three, just past 41st Division Drive. This project extends the existing southbound I-5 HOV lane to Steilacoom-DuPont Road. The northbound HOV lane will extend from Mounts Road to the existing HOV lane at 41st Division Drive.

At the Steilacoom-DuPont Road interchange (exit 119), a new overpass will be constructed. The new overpass creates enough space to extend the I-5 HOV lanes further south into DuPont and provides increased vertical clearance over the interstate to meet current standards.

Construction along this stretch of I-5 began in early August 2023 and will continue through 2026. The completed project will improve mobility along I-5 in the vicinity of Joint Base Lewis-McChord. Current traffic flow in the area is constrained by the proximity of the I-5 ramp intersections, Joint Base Lewis-McChord's DuPont Gate, the railroad, and the intersection of Wilmington Drive and Barksdale Avenue. Building a new Steilacoom-DuPont Road interchange will provide increased distance between the intersections while maintaining access to neighboring communities and JBLM. Once the new interchange is constructed, the existing bridge at exit 119 will be removed.

b. Land Use Features that Affect Commuters

There are 14 lakes in Lakewood that limit the City's ability to construct east-west transportation corridors and to provide transit into the City's west side, which is primarily residential.

Transportation Facilities and Services that Affect Commuters

Lakewood's southern area is bisected by I-5 and is immediately adjacent to Hwy 512. Bridgeport Way, Gravelly Lake Drive, Pacific Highway, and South Tacoma Way are major Lakewood streets that provide in-city commuting opportunities into Tacoma and University Place.

When the I-5 HOV lanes from Thorne Lane in Lakewood south to Mounts Road in DuPont are complete, the section from South 38th Street to Thorne Lane remains the final gap needed to implement continuous HOV lanes on I-5 through Pierce County. While not yet funded, this section remains a priority for WSDOT.

When completed, the I-5 Gravelly-Thorne Connector will provide access to Lakewood neighborhoods of Tillicum and Woodbrook for pedestrians and bicyclists from Gravelly Lake Drive south to Thorne Lane.

WSDOT is in the third phase of a series of projects that widen Interstate 5 from Mounts Road near DuPont to Gravelly Lake Drive in Lakewood. Southbound I-5 currently narrows down from four lanes to three, just past 41st Division Drive. This project extends the existing southbound I-5 HOV lane to Steilacoom-DuPont Road. The northbound HOV lane will extend from Mounts Road to the existing HOV lane at 41st Division Drive.

At the Steilacoom-DuPont Road interchange (exit 119), a new overpass will be constructed. The new overpass creates enough space to extend the I-5 HOV lanes further south into DuPont and provides increased vertical clearance over the interstate to meet current standards.

Construction along this stretch of I-5 began in early August 2023 and will continue through 2026. The completed project will improve mobility along I-5 in the vicinity of Joint Base Lewis-McChord. Current traffic flow in the area is constrained by the proximity of the I-5 ramp intersections, Joint Base Lewis-McChord's DuPont Gate, the railroad, and the intersection of Wilmington Drive and Barksdale Avenue. Building a new Steilacoom-DuPont Road interchange will provide increased distance between the intersections while maintaining access to neighboring communities and JBLM. Once the new interchange is constructed, the existing bridge at exit 119 will be removed.

Voters approved measures authorizing \$54 billion to build out the region's light rail network, which will extend from Seattle to Everett, Tacoma, Redmond, and Issaquah. When complete, the region's light rail system will be among the largest in the nation. In addition, 28 new or extended bus rapid transit lines are planned across all four Puget Sound Regional Council (PSRC) counties through 2040. Passenger-only ferry routes are also expanding, with four routes currently operating as of 2019 and new routes being studied for the future. Further investment in commuter rail service is also occurring.

Intercity Transit in Thurston County operates a limited stop service from Olympia to the SR 512 Park-and-Ride in Lakewood, where riders can connect to Pierce Transit local bus and Sound Transit ST Express bus.

The Pierce Transit Stream Bus rapid Transit (BRT) System Expansion Study (completed in 2023), which analyzed four high performing bus route corridors throughout the Pierce Transit service area for potential future Stream BRT or HCT service, included targeted outreach to leaders in jurisdictions to gauge their readiness to partner on large scale capital projects. See map below.



Pierce Transit BRT Route Options. *Source:* Pierce Transit 2023 Stream BRT System Expansion Study Final Report

- Top priority: Corridor B (Lakewood to Tacoma Mall to downtown Tacoma) had the highest corridor prioritization score and is the top priority for implementation.
- Next highest priority: Corridor A (Lakewood to Tacoma via Bridgeport Way and S. 19th Street). Routing length and termini would be determined in partnership with Sound Transit and local agencies at a later date through additional planning.

With work underway in 2024 on Pierce Transit’s next Long Range Plan, Destination 2045, the agency is similarly seeking targeted feedback from the 13 local jurisdictions, Pierce County, and other stakeholders, to ensure that any proposed long range high capacity transit projects or new bus routes are in alignment with local or regional transportation plans.

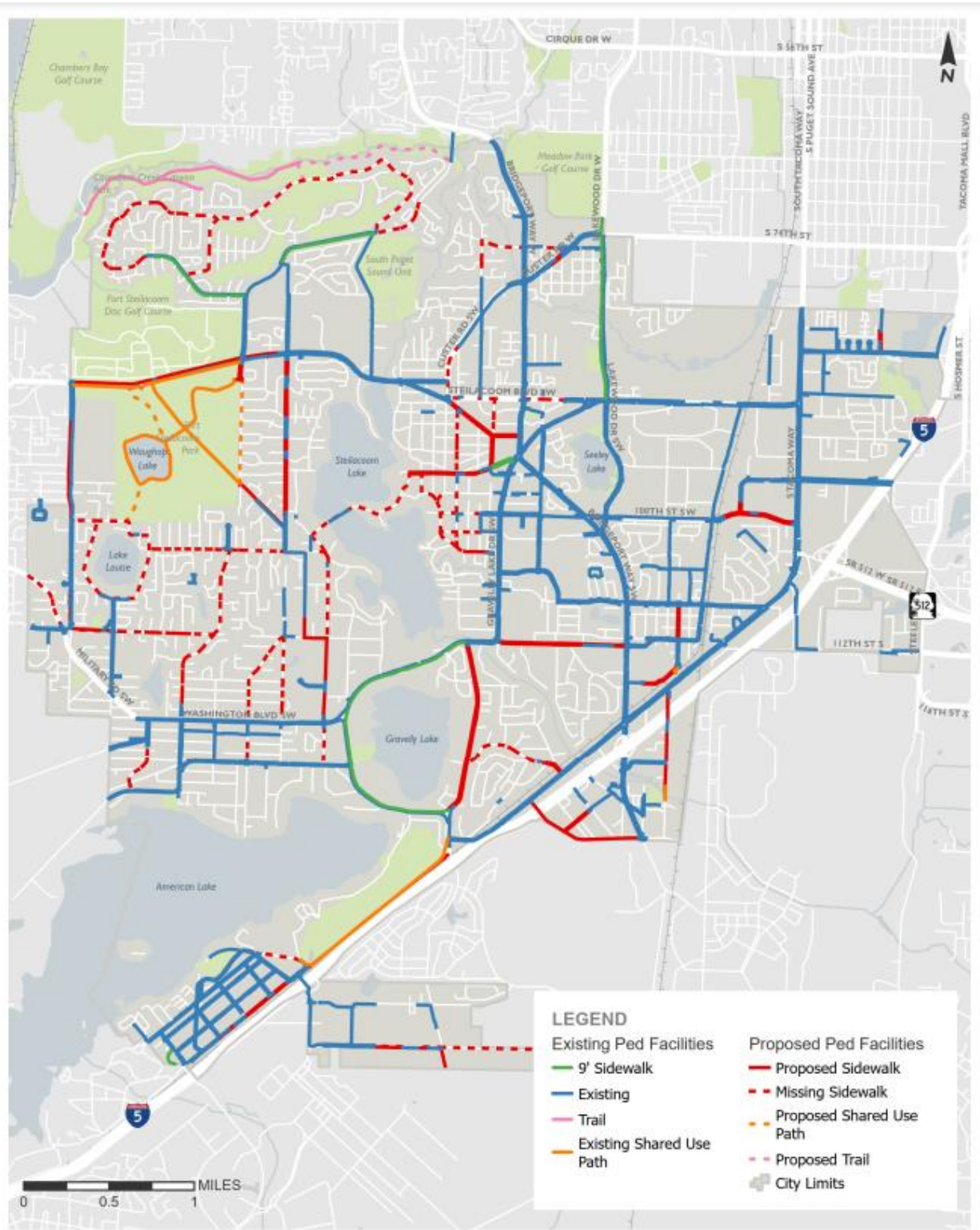
The Sound Transit 3 (ST3) plan adds 62 miles of light rail and implements BRT and other express services throughout the region. Voters approved the plan in November 2016, which includes Lakewood and South Tacoma Sounder station access improvements. The Pierce Transit Stream BRT candidate corridors connect to many of these transit centers, strengthening the regional transit network. See map below.

Figure 8: ST3 Projects in the South Sound



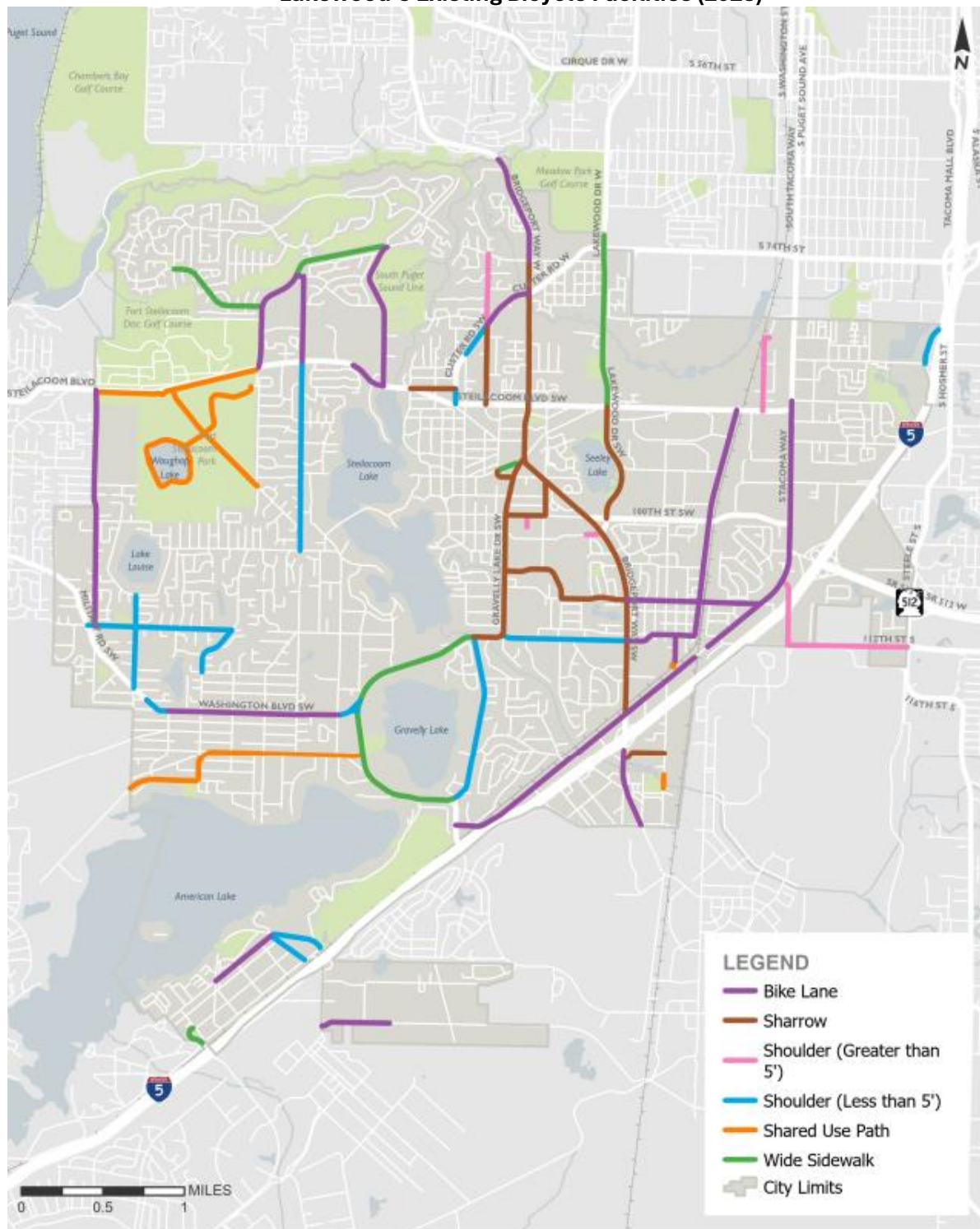
Source: Sound Transit

Lakewood's Pedestrian System Plan (2023)



Source: Lakewood Nonmotorized Transportation Plan, 2023

Lakewood's Existing Bicycle Facilities (2023)



Source: Lakewood Nonmotorized Transportation Plan, 2023

c. Whether and How Commuting Patterns Have Changed in the Past Few Years

The COVID-19 pandemic drastically disrupted public transportation ridership and slashed transit boardings across almost all communities in 2020. Transit agencies such as Pierce Transit, Sound Transit, and Intercity Transit saw historic lows in ridership both during and after the pandemic. Since the pandemic, ridership for essential workers and students has started to increase, though it remains 40 to 65 percent below pre-2020 levels according to interviews with transit agencies. While Pierce County certainly experienced declines, areas and stations surrounding major worksites for essential workers tended not to decline as much and have rebounded more quickly than areas in east/north King County and Snohomish County.

While the rise of remote work opportunities has decreased the need for transit for some workers, other workers have expressed an interest in returning to in-person work. Transit agencies are now seeing ridership spread throughout more of the workday and on weekends, rather than being concentrated in traditional commuting hours and peaks.

Implications for CTR

There are a number of implications for CTR from these changes, specifically:

The increase in availability and practicality of remote work indicates a long-term reduction in commute trips to worksites, which meets a critical goal of CTR.

The increasing demand for public transit, especially near key work sites, provides an opportunity for CTR incentives to meet a community need.

The shift in peak commute times suggests a decrease in congestion and traffic volume between 6:00 a.m. and 9:00 a.m.; however, it also means that congestion is more widespread throughout the day.

d. The Most Important Land Use and Transportation Objectives from Plans that Commute Trip Reduction Most Directly Affects

CTR directly affects land use and transportation objectives adopted by the City's Comprehensive Plan. Strategies and policies implemented as part of this CTR Plan help support the Comprehensive Plan objectives by encouraging residents and workers to use the alternative transportation modes that new development is designed to incorporate. The most prominent examples include the following:

Lakewood Land Use Policies

LU-4.5: Encourage more intensive development in areas served by transit.

LU-5.8: Promote the development of neighborhood business districts as transit hubs.

LU-5.9: Accommodate automobile use while ensuring that vehicles do not overpower the character and function of neighborhood business districts.

Lakewood Transportation Policies

TR-1 Provide a balanced, multimodal transportation system for the safe and efficient movement of people and goods.

TR-1.1: Plan, develop, and maintain transportation infrastructure to meet the needs of all users, including drivers, transit riders, bicyclists, and pedestrians of varying ages and abilities.

TR-1.2: Minimize the negative impacts of transportation improvements on low-income, disadvantaged, and special needs groups, as well as youth and older adults.

TR-1.3: Increase availability and accessibility of alternative transportation modes like walking, biking, carpooling, and public transit, focusing on those without personal vehicles or with mobility needs.

TR-3 Enhance transportation connectivity while minimizing impacts to residential and mixed-use areas.

TR-3.4: Provide for pedestrian and bicycle pathways in areas where terrain, right-of-way limitations, or other constraints prevent street connections.

TR-4.3: Maintain multimodal LOS and concurrency standards for transit, pedestrian, and bicycle facilities.

TR-4.6: Incorporate multimodal mitigation strategies in development reviews to address LOS impacts.

TR-6 Manage traffic to minimize its effects on neighborhoods, residents, visitors, and businesses.

TR-6.1: Decrease dependence on automobiles in neighborhoods and Downtown while accommodating their use.

TR-7 Protect the city's investment in current and future through sustainable maintenance and preservation.

TR-7.2: Construct and maintain sidewalks to provide continuous and safe connections.

TR-8 Reduce traffic to meet state, regional, and city environmental and sustainability goals.

TR-8.1: Decrease reliance on single-occupant vehicles for regular travel.

TR-8.2: Reduce the work-related SOV trip mode share for the Lakewood Regional Growth Center (Downtown) to 65% by 2044.

TR-8.3: Require Transportation Demand Management improvements serving pedestrians, bicyclists, and transit riders as impact mitigation for new development.

TR-8.4: Implement comprehensive commute trip reduction strategies in collaboration with local businesses, transit agencies, and other entities to decrease traffic.

TR-8.5: Promote local commute trip reduction and TDM programs through targeted public awareness and education, especially for specific groups like teenagers and college students.

TR-8.6: Provide High-Occupancy Vehicle (HOV) focused improvements on arterials to link high-density employment areas with transit hubs, BRT, and commuter rail stations.

TR-8.7: Expand park-and-ride facilities for commuter rail and other transit in partnership with Pierce Transit, Sound Transit, and other potential parking providers.

TR-8.8: Minimize the impacts of transportation infrastructure on the environment and climate

TR-8.9: Enhance the energy efficiency and performance of the transportation system.

TR-9 Enhance safe, convenient, and inviting routes for active transportation such as walking and cycling to promote accessibility and healthy living.

TR-9.1: Implement projects from the city's Non-Motorized Transportation Plan to link high-density areas with key destinations such as workplaces, schools, parks, and shopping centers.

TR-9.2: Improve bicycle and pedestrian connections for greater connectivity.

TR-9.3: Provide safe midblock crossings for pedestrians where possible.

TR-9.4: Require non-motorized transportation improvements such as bicycle parking/lockers and streetscape upgrades as part of new development.

TR-9.5: Coordinate with transit providers to encourage multimodal “first mile/last mile” connections with supporting improvements like bike racks and lockers.

TR-9.6: Collaborate with neighboring jurisdictions to maintain consistent bike and pedestrian corridor planning and standards.

TR-9.7: Prioritize traffic safety improvements at locations with high accident rates.

TR-11 Promote a walkable, pedestrian-friendly downtown

TR-11.1: Implement transportation-related components of the Downtown Subarea Plan.

TR-11.2: Consider maximum parking requirements in high-density areas well-served by high-capacity transit (HCT) to encourage alternative transportation modes.

TR-11.3: Create a pleasant and safe walking and biking environment by regulating the placement of on- and off-site parking and managing streetscape design.

TR-11.4: Encourage structure or underground parking to reduce surface parking footprints.

TR-11.5: Encourage joint and shared parking solutions, particularly for mixed-use developments in Downtown.

TR-11.6: Integrate regional transportation standards into the planning of centers and areas around HCT stations.

e. Critical Aspects of Land Use and Transportation that Should Be Sustained and Key Changes that Should Be Considered to Improve Commute Trip Reduction's Contribution to the Land Use and Transportation Objectives Referenced

Critical Aspects of Land Use and Transportation that Should Be Sustained

Pierce Transit, Intercity Transit, and Sound Transit currently operate bus and commuter rail services for commuters in Lakewood. Maintaining and expanding these systems is crucial for the success of a CTR program. The Pierce County Comprehensive Plan identifies Centers of Municipal Importance (COMIs) as priority areas for focusing growth.

Lakewood has identified the following areas as COMIs:

- Tillicum
- Fort Steilacoom/Oakbrook
- Custer Road
- Lakewood Industrial Park/Clover Park Technical College
- South Tacoma Way
- Springbrook
- Woodbrook
- Lake City West

Key Changes that Should Be Considered

Continuing to invest in active transportation infrastructure and additional public transportation options in these areas will help to increase livability, maintain sustainability, and support transportation goals for Lakewood commuters and residents. The City should also continue efforts towards rideshare programs for major employers, as this can increase the amount of higher-occupancy vehicle trips made by commuters.

2. How the CTR Program Will Help Achieve Lakewood's Land Use and Transportation Objectives

a. How and to What Extent the CTR Program Will Help Lakewood Achieve the Land Use and Transportation Objectives Referenced in Question 1

The relevant goals listed from the 2024 Lakewood Comprehensive Plan are aligned with the goals and programmatic elements of the Pierce County CTR. The City's focus on encouraging and increasing access for alternative modes of transit and, establishing employment center-specific targets, are in some cases directly met through the CTR program. In turn, emphasizing transportation investments to decrease drive-alone rates will offer more opportunities for employees to take advantage of the CTR program benefits and incentives that their employers provide. CTR incentives and benefits include bicycle infrastructure such as showers and parking, carpool parking and rideshare systems, and teleworking policies.

As Lakewood is still improving bicycle and pedestrian infrastructure across the city, most CTR opportunities will come from carpool parking, rideshare systems, and teleworking policies.

3. How the CTR Program Will Help Achieve Lakewood's Environmental Objectives

CTR Programs are an essential tool for meeting greenhouse gas (GHG) reduction and sustainability goals. Vehicle trips are a significant contributor of greenhouse gas emissions that impact air quality and natural resources such as wetlands and aquatic habitat. According to the Pierce County community-wide *Geographic Greenhouse Gas Emissions Report*, 23 percent of countywide emissions were from on-road vehicles in 2019. Passenger vehicles accounted for 83 percent of on-road vehicle emissions or 19 percent of total emissions. Lakewood has recognized the need to prioritize greenhouse gas reductions and climate action through legislative objectives. The City's environmental and climate objectives are outlined in the 2024 Lakewood Comprehensive Plan.

a. How the CTR Program Will Support Lakewood's Greenhouse Gas Emission Reduction Efforts

The County is aiming to reduce countywide and municipal greenhouse gas emissions by 45 percent by 2030 from a 2015 baseline. The actions outlined in the Sustainability 2030 Plan are designed to address this goal through targets relating to transportation, energy and built environment, waste reduction, nature-based climate solutions, outreach and education, and growing community capacity. Transportation-related goals are some of the most impactful, as 31 percent of countywide GHG emissions come from on-road vehicles, aviation, and other marine and off-road transportation equipment. Lakewood aligns with these aims by setting goals and policies that encourage reducing GHG emissions.

The CTR program supports greenhouse gas reduction goals by promoting other modes of transportation through employer education and engagement, as well as incentives. As more people shift to alternative modes of transportation, the reduction in SOV trips can help reduce GHG emissions. The CTR program also supports many of the transportation goals outlined in the Greenhouse Gas Reduction Plan outright, as well as the CTR goals.

b. How the CTR Program Will Support Lakewood's Environmental Objectives in addition to Greenhouse Gas Emission Reductions

The CTR program supports both the environmental objectives and GHG emissions reduction goals by prioritizing alternative modes of transportation, coordinating between agencies and employers, and recognizing the impact that drive-alone rates have on air quality.

Lakewood Energy & Climate Change Policies

EC-2.1: Expand Affordable Public Transit: Lakewood will coordinate with transportation agencies and support enhanced and expanded public transit to improve mobility options for residents and visitors.

EC 2.2: Develop Safe and Convenient Walking and Bicycling Routes: Prioritize and incentivize walking and bicycling as safe and convenient modes of transportation.

EC 2.3: Expand Regional Passenger Rail: Work with Amtrak and Sound Transit to expand commuter rail service and existing parking facilities.

EC-2.4: Reduce Private Automobile Use: Work toward creation of an urban landscape that will reduce reliance on private automobiles through land use planning and by providing amenities and infrastructure that encourage safe and convenient use of public transit, walking and bicycling. Commute Trip Reduction programs cannot happen without partnership with local business organizations and local transit advocates.

EC-2.5: Improve Multimodal Transportation Options: Promote improved public transit and partner with private developers to undertake citywide improvements that make active modes of travel, such as walking and bicycling, more comfortable and preferable options.

EC-4.1: Promote Mixed-Use and Infill Development Promote mixed-use, high-density, infill development on vacant and underutilized parcels along commercial corridors, in the Downtown area, and in the Lakewood Station District.

EC-4.2: Develop Compact Walkable Neighborhoods and Livable Streets Promote safe and walkable neighborhoods and inter-connected streets through the design of complete streetscapes, public gathering places and all types of physical development that encourages less vehicle use.

4. How the CTR Program Will Help Achieve Regional and State Objectives

State and regional objectives are clearly laid out in the 2022 [Regional Transportation Plan](#) and the [2018 Washington State Transportation Plan \(WTP\)](#).

The 2022 Regional Transportation Plan, prepared by the Puget Sound Regional Council (PSRC), emphasizes climate, equity, access to transit, safety, and mobility. Direct objectives include the following:

- Increased transit-oriented development
- Increased nonmotorized transportation
- Decreased travel times when taking transit
- Increased service times and services
- Access to health and wellness destinations
- Affordable transportation options
- Microtransit/micromobility
- Increased connectivity for pedestrians

The 2018 WTP similarly emphasizes economic vitality, preservation, safety, mobility, environment and health, and stewardship. Direct objectives include:

- Continue the ongoing practice of integrating safety into infrastructure design and system operations for all modes of travel and work to ensure the safety of those who operate and maintain the transportation system
- Support efforts to increase reliable multimodal travel for people and goods in communities across the state, recognizing that the diverse nature of places, needs, and opportunities statewide require equally diverse strategies applicable to those communities
- Encourage the design and development of communities that make walking and biking more viable for more people and increase opportunities for active travel for all ages

- Align investments with desired performance outcomes to get the greatest mobility and safety benefit from existing infrastructure and services at the least cost to the traveling public, which may require revisiting existing funding programs to better align with the kinds of projects that offer cost-effective solutions

By promoting alternatives to SOV trips, the CTR program directly addresses goals such as increased transit-oriented development, enhanced access to health and wellness destinations, and decreased travel times when taking transit. Moreover, initiatives within the CTR framework, such as incentivizing microtransit/micromobility and improving pedestrian connectivity, align with objectives related to affordable transportation options and increased connectivity for pedestrians.

a. The Local, Regional, and State Benefits that Would Be Gained If Lakewood Achieves the CTR Targets

By addressing key objectives outlined in regional and state transportation plans, the potential advantages of successful CTR implementation are significant. From reducing greenhouse gas emissions in highway-adjacent communities to promoting nonmotorized transportation and improving transit service quality, CTR induced benefits contribute to broader goals of sustainability, accessibility, and mobility. Furthermore, aligning with the overarching aim of increasing multimodal travel across communities, the CTR program can be a strategic tool to meet diverse transportation needs while fostering a more resilient and connected transportation network.

Local, Regional, and State Benefits

- Decrease in greenhouse gas emissions, especially for highway-adjacent communities: the County, region, and State have goals to decrease greenhouse gas emissions. Every reduction in SOV trips contributes to a decrease in emissions.
- Increase in nonmotorized transportation: the Regional Transportation Plan and 2024 Comprehensive Plan both emphasize increases in nonmotorized transportation via walking, biking, or rolling. CTR incentives and infrastructure can help to improve this.
- Increased service: both the County and region have objectives that are centered around increasing service. Implementation of the CTR Plan can help to further this goal by providing additional demand for transit services, increasing coordination between employers and transit agencies, and adding outreach and education.
- The WTP emphasizes efforts to increase multimodal travel; implementing CTR is an inherent effort to increase multimodal travel across communities. The implementation of the program would provide a benefit in meeting this objective.

b. Adjacent CTR-Affected Cities and Counties.

Adjacent CTR-affected cities University Place.

Adjacent CTR-affected counties include King, Kitsap, and Thurston.

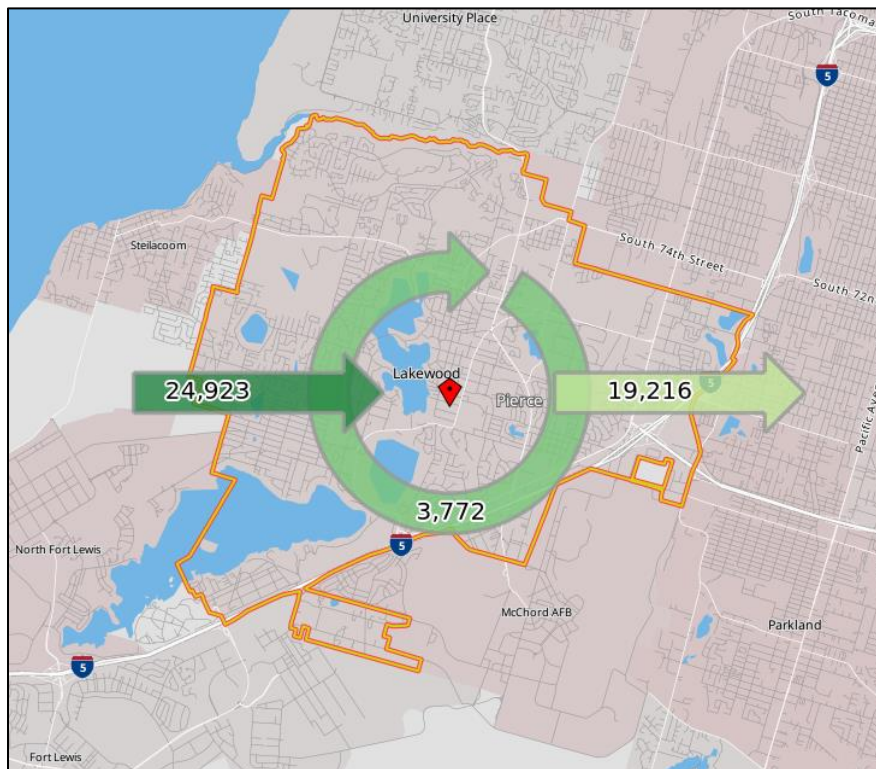
c. The Top Few Cross-Border and Regional Transportation Issues that Affect Lakewood.

Congestion

Congestion is the primary transportation issue in Lakewood. I-5 runs through a corner of the City. SR-512 intersects with I-5 and terminates at South Tacoma Way in Southeastern Lakewood. The City also borders Joint Base Lewis-McChord (JBLM) and provides housing and services to service members.

As JBLM is the largest employer in Lakewood's immediate vicinity, there is significant congestion on roads and highway exits near to JBLM. This congestion not only disrupts the daily lives of residents and workers, it also adversely affects air and water quality due to emissions containing GHGs and particulate matter, oil leaks, and other pollutants that enter the stormwater system. These negative impacts from congestion and pollution are experienced primarily in disproportionately impacted areas of the city: Tillicum, Woodbrook, and Springbrook. Moreover, escalating congestion levels carry the risk of overflow onto local roads, compounding the challenges faced by residents and exacerbating traffic-related issues.

Approximately 15% of workers live and work in Lakewood. Approximately 50,000 people regularly commute either into or out of Lakewood.



Source: U.S. Census Bureau OnTheMap

Transit Connectivity and Access

Public transit accessibility remains a challenge across various neighborhoods in Lakewood. The major regional transportation connections in the City are the Lakewood Transit Center in the Downtown Subarea; the I-5/SR-512 Park & Ride in the Lakewood Station District Subarea; and the Sounder Commuter Rail Station in the Lakewood Station District Subarea. Despite ongoing initiatives to enhance funding, improve access, and expand route networks, certain parts of the City remain without sidewalks or bicycle infrastructure. During outreach efforts, participants identified multiple barriers to taking transit, including a lack of reliability and safety as well as the limited reach and schedules of transit routes.

Bicycling Infrastructure

A strong theme heard by staff at CTR-related outreach events is a desire for more and safer bicycling infrastructure such as designated bicycling lanes and bicycling paths separated from the street.

d. The Strategies Lakewood, Adjacent Cities and Counties, and the Region Have Agreed to Use to Address the Top Issues Described in Section 4c

Lakewood Transportation Improvement Plan goals:

- 1) To provide a safe, comfortable, and reliable transportation system.
- 2) To reduce consumption of energy through an efficient and convenient transportation system.
- 3) To enhance options for future improvements to the transportation system by taking advantage of advances in technology and transportation research.
- 4) To keep travel times for people and goods as low as possible.
- 5) To emphasize the movement of people and goods, rather than vehicles, in order to obtain the most efficient use of transportation facilities.
- 6) To establish a minimum level of adequacy for transportation facilities through the use of consistent and uniform standards.
- 7) To protect the capital investment in the transportation system through adequate maintenance and preservation of facilities.

Congestion

Lakewood works in conjunction with WSDOT and Pierce County to improve its road infrastructure. I-5 runs through Lakewood and brings high volumes of traffic to the areas of the City with highway entrances and exits. Lakewood receives funds from the Motor Vehicle Fuel Tax as well as from federal aid funding programs including the Surface Transportation Program (STP) and the Highway Safety Improvement Program (HSIP). State funding comes from competitive programs run by the Washington State Transportation Improvement Board (TIB). Lakewood competes for Urban Arterial Program (UAP) funds as well as Complete Streets funds.

Lakewood's most recent major road network improvements include the I-5 Thorne Lane overpass improvements and roundabouts across the city.

Transit Connectivity and Access

While Lakewood does not directly provide transportation services, the City is always looking for opportunities to support transportation options. Lakewood supports regional planning efforts through Pierce Transit and Intercity Transit bus connections and Sound Transit Sounder commuter rail connections.

Pierce County helps residents and commuters access transit by providing information on transit route planning, supporting a ride buddy program and ride classes, making available free ORCA cards loaded with transit fares, providing safety gear, educating on ways to combine bicycling and transit, asking employers to provide their employees with transit subsidy programs, promoting a rideshare month campaign with prizes, and coordinating with transit agencies to promote their services and products.

The County plans to develop a multi-family housing sustainable transportation toolkit. This toolkit will show developers and property managers of multi-family developments how to incorporate transit fare programs into their resident package along with providing bike racks and spaces for teleworkers. Through this CTR Plan, Comprehensive Plan, and other planning efforts with the departments of Parks and Recreation and Human Services, the County will coordinate with the transit agencies on land use development, community needs and transit service.

Active Transportation Infrastructure

Lakewood updated its Non-Motorized Transportation Plan (NMTP) in 2023. The 2023 NMTP includes a public survey to inform planners how people currently use non-motorized transportation options in the city as well as improvements users would like to see in Lakewood's non-motorized transportation network.

The City has installed more than 22 miles of sidewalk since the last NMTP update in 2009. This represents a 41% increase in the city's sidewalk infrastructure. While many major routes across the City now have sidewalks, there is still a significant amount of ground to cover to make Lakewood safely walkable for all residents.

Sidewalk improvements are targeted towards neighborhoods, schools, parks, and commercial areas of the city. Safely walkable paths allow residents and workers to choose alternate transportation methods to avoid SOV trips within the city.

The Tillicum and Woodbrook neighborhoods in southern Lakewood are effectively an enclave of the city, separated by water and I-5. Currently, the only way to travel between those neighborhoods and the main body of the City is via I-5. A proposed active transportation path connecting Thorne Lane with Gravelly Lake Drive will provide residents of those neighborhoods an alternate connection with the City that does not require motorized transportation to safely navigate.

5. CTR Performance Targets

a. Performance Targets That Reflect Only CTR-Affected Worksites

Weighted average drive-alone rate of 60 percent or less for CTR-affected worksites at the jurisdictional level.

b. Additional Performance Targets

No additional performance targets are designated for this CTR Plan.

6. Base Values for Each Performance Target

a. The Baseline Number

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026-,2028 and 2030 survey results.

7. Method Used to Determine the Base Value for Each Target

a. The Source for Each Base Value Listed

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026,2028 and 2030 survey results.

8. How Lakewood Will Measure Progress Toward Each Target

a. The Method Used to Measure Progress for Each Target

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

9. CTR-Affected Worksites in Lakewood

a. List of CTR-Affected Worksites

Aero Precision
City of Lakewood - City Hall
Clover Park Technical College
DSHS - Child Study and Treatment Center
Greater Lakes Mental Healthcare
Pierce College - Ft. Steilacoom Campus
Pierce Transit
Virginia Mason Franciscan Health - St. Clare Hospital
Western State Hospital

10. Performance Targets for Each CTR-Affected Worksite

a. Performance Targets Established during the 2023–2025 Survey Cycle

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023–2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

11. List the Base Value for Each Site

a. Base Values Established during the 2023–2025 Survey Cycle

A base value will be established during the 2023–2025 survey cycle.

Services and Strategies

12. Services and Strategies Lakewood Will Use to Achieve CTR Targets

Lakewood will offer employer and commuter services through the Ride Together Pierce program, a one-stop-shop for sustainable transportation information and services.¹ Ride Together Pierce provides services that help businesses in Pierce County implement commute options programs and make sustainable transportation options easy for riders to access.

Free Services for Employers:

- Employee commute options program development and analysis assistance.
- Employee Transportation Coordinator (ETC) training.
- Employer network and learning opportunities.
- Survey tools, marketing materials, and assistance with the state-required biennial survey of employee commuting habits.
- Marketing materials such as posters, brochures, and sample email messages.
- As needed, transcribed or trans-created materials in languages other than English.
- Campaign toolkit with directions, promotion tips, marketing materials, and sample emails. The campaigns will promote the use of sustainable modes such as Bike Month in May.

¹ <https://www.ridetoggetherpierce.com/>

- Access to employee trip-tracking data to monitor program efforts and issue program benefits such as subsidies.
- Online library of employer support services such as best-practice tip sheets.
- Online telework toolkit for businesses and managers.
- Co-host worksite transportation fairs with ETCs.
- Carpool and vanpool ride-share matching and formation assistance.
- Carpool and vanpool parking signs and vehicle rearview mirror hang tags.
- ORCA (One Regional Card for All) cards loaded with transit fare to provide to employees to try transit.
- Emergency Ride Home program that will provide sustainable transportation commuters a ride home by taxi, Lyft, or Uber. Commuters can request a prepaid e-code or be reimbursed for their trip, up to \$100 per trip and up to three trips per year.
- Quarterly ETC recognition on the Ride Together Pierce website.
- Best Commuter Business leadership program to honor top-performing employer commute options programs.

Free Services for Residents:

- Carpool and vanpool ride-share matching and formation assistance.
- Bicycle Buddy matching assistance.
- Mode-based campaigns with incentives to encourage the use of sustainable modes. Participants will receive first-time user tips for getting started, motivational communication, and notices of opportunities to connect with other sustainable commuters through Ride Together Pierce social media channel.
- Resources to help plan sustainable commute trips to save on personal commuting costs and reduce climate footprint.
- Travel mode information that explains each mode and first-time user guides.
- Online telework toolkit for teleworkers.
- Trip-tracking calendar that will allow users to log their trips to earn participation badges, view pollution and personal cost savings, join team challenges, enter campaign prize drawings, and earn employer program benefits.
- Emergency Ride Home program that will provide sustainable transportation commuters a ride home by taxi, Lyft, or Uber. Commuters can request a prepaid e-code or be reimbursed for their trip, up to \$100 per trip and three trips per year.
- Opportunities to receive commuter assistance or safety items such as helmets, gear with reflective material, and umbrellas.

- Opportunities to participate in transit and bicycle riding classes, bicycle rides, or transit field trips.
- ORCA cards loaded with transit fare to provide to employees to try transit.

13. How Lakewood's Services and Strategies Will Support CTR-Affected Employers

Ride Together Services and Strategies

Ride Together Pierce assists employers with developing effective strategies and programs that support CTR and help their employees choose sustainable transportation practices.

- **These services will support CTR-affected employers in the following ways:**
 - Help businesses meet their sustainable goals and climate action visions and missions.
 - Survey results can be used to identify the commute plans that best suit employees' needs and to help employers develop their own CTR plans.
 - Funding rideshare events and campaigns will provide a community of awareness that will support the CTR actions of individual employers.
 - The services and strategies will be provided free of cost to the employer, not requiring them to budget for these services.
 - Customized support and tools can be piloted by the employer, allowing for program modifications and final implementation of successful programs with no financial risk by the employer.
 - Fulfilling request for free translated materials will help them provide information to non-English or limited English speakers at no additional cost to the employer.
 - Employers can take advantage of other employee events such as a benefit fair to present commute options information.
 - Implementing a commute options program and providing an Employee Transportation Coordinators to serve as liaisons between businesses and the Pierce County, facilitates ongoing support for transportation plans and improves future CTR strategies and services.
 - Providing employees with commute option benefits such as transit subsidies and HOV parking, may reduce the costs associated with providing parking spaces or increase client parking.
 - Employer commute options programs, which help to reduce the rate of solo driving; support the economy and environment; and effectively reduce traffic congestion, air pollution, and fuel consumption, which help business operations for all companies.

14. Barriers Lakewood Must Address to Achieve CTR Targets

a. How Lakewood Will Address the Barriers

Transit Safety Concerns

Public comments received during CTR Plan public engagement identified concerns regarding the safety of riding public transit and fear that crime and drug use may occur aboard public transit.

Pierce County Response: The County will offer tips for riding safely, statistics on the relative safety of taking public transit compared to driving, and protocol for reporting unsafe drivers or misconduct of passengers on our website, [RideTogetherPierce.com](https://www.ride-together-pierce.com). Additionally, goal T-16.9 of the 2024 Comprehensive Plan encourages the placement of transit shelters that are well lit and clearly visible.

Bicycling Infrastructure Safety Concerns

Several community-based organizations and attendees at CTR Plan tabling events commented that they would prefer to bicycle in designated bike lanes and multi-use paths that are separated from the roadway. Without safety-focused bicycle infrastructure, many are deterred from selecting bike trips as a commute alternative.

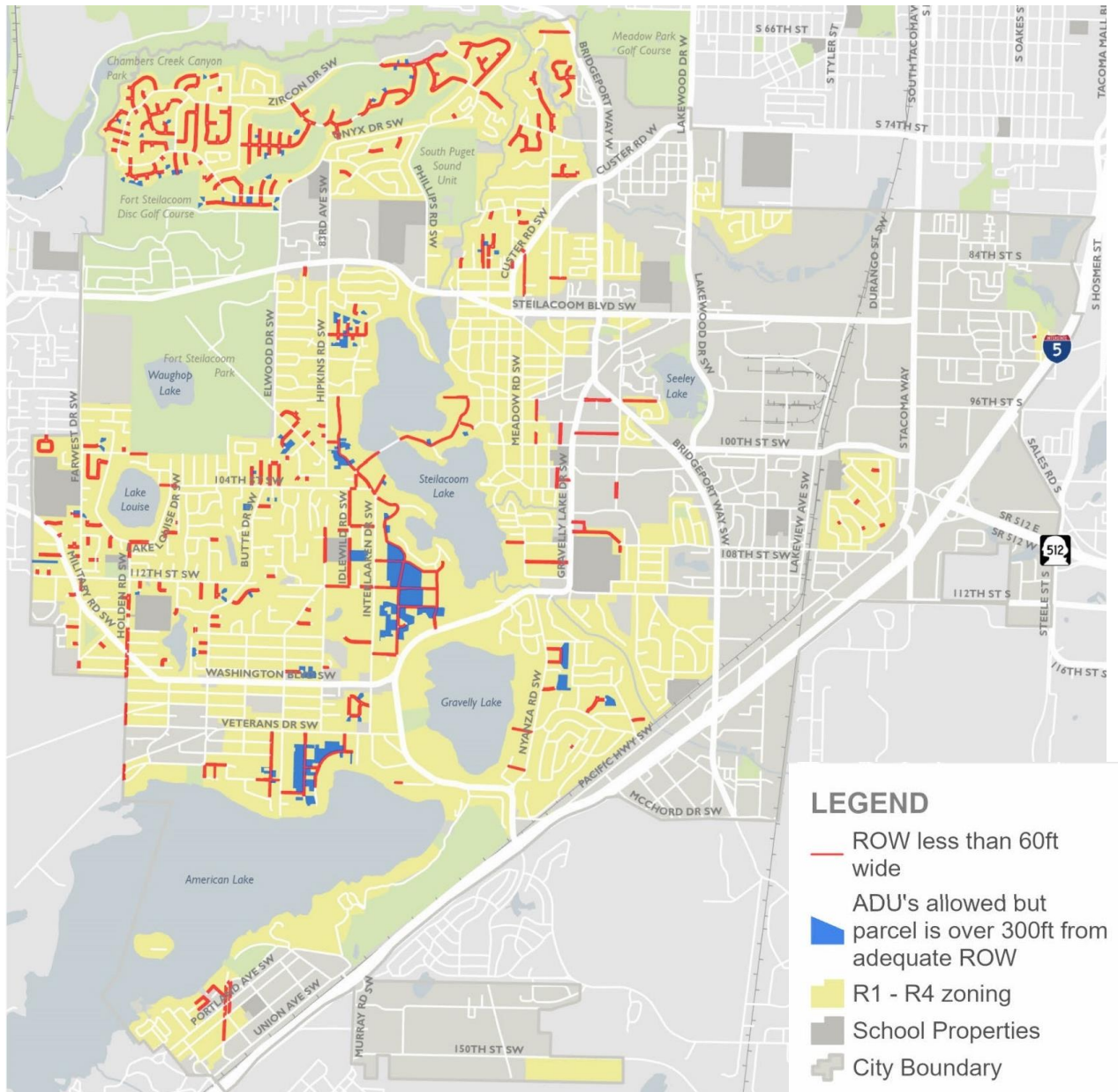
County Response: Pierce County offers its First Time Riders Guide to help new bicycle commuters plan their bike route and safely and confidently navigate their commute. Pierce County also offers a bike buddy program that allows new riders to test out their route with an experienced companion. These guides and program can be found on, [RideTogetherPierce.com](https://www.ride-together-pierce.com)

Transit Service Area

The Tillicum and Woodbrook neighborhoods are effectively enclaves of Lakewood. The only current path from Tillicum and Woodbrook to the main body of the City of Lakewood is via I-5. While there is bus service to both Tillicum and Woodbrook, there is no dedicated transit center or train service. Commuter rail service is planned via a Sounder Station being constructed by 2046.

Right-of-Way Widths

Many residential roads in Lakewood are too narrow to add parking or pedestrian/bicycle infrastructure. Over time, the City will explore what funding and design options there are to mitigate this issue.



Source: City of Lakewood, 2024.

15. The Transportation Demand Management Technologies Lakewood Plans to Use to Deliver CTR Services and Strategies

Through Ride Together Pierce, Lakewood will offer the following transportation demand management technologies to deliver CTR services and strategies:

- A website that offers CTR information for residents, commuters, and employers. There will be first-time guides for sustainable transportation modes, and links to services such as ride-share matching and transit route planning.

- The website will host an employer portal for turnkey materials to promote commute options services to their employees, campaign mode materials, and training videos for ETCs.
- The website will house a comprehensive Telework Tool for businesses, managers, and teleworkers. The toolkit will provide the resources needed to establish a policy, training for how to manage in a telework setting, and answer frequently asked questions about teleworking.
- The website will have a Contact Us form that will be monitored by the Ride Together Pierce team.
- Host a trip-tracking calendar that will allow people to record their trips, watch their environmental and cost savings, earn achievement badges, join team challenges, and view team results live as trips are logged.
 - The trip calendar will track campaign statistics and will include a prize entry form.
- Management of the Emergency Ride Home program to allow sustainable commute users to request an e-voucher for a Lyft or Uber ride home from their worksite. Users who pay the taxi, Lyft, or Uber provider directly, can submit a reimbursement claim for the trip expense.
- Provide trip planning through the Ride Together Pierce ride management tool. The user can input their origin and destination and the tool will provide trip suggestions for carpooling, vanpooling, transit, bicycling and walking.
 - Promote transit trip planning tools that will suggest routes, times, and fares for the Pierce, King, Kitsap, and Snohomish regions.
- Provide matching services for ride-sharing through the Ride Together Pierce ride management tool for joining or forming carpools and vanpools. Users can enter their home origin and work destination, hours, and days worked to request potential matches.
- Communicate programs and services through the Ride Together Pierce community newsletter email distribution list.
- Promote programs and services by posting on Ride Together Pierce social media accounts.

16. Lakewood's Local CTR Ordinance

<https://cityoflakewood.us/wp-content/uploads/2022/12/Ordinance-696.pdf>

17. Lakewood's Financial Plan

a. The Estimated Average Annual Costs

Through a contract with Ride Together Pierce, Pierce County administers CTR programs and services for the CTR-affected cities listed in Table 1 below, as well as for Unincorporated Pierce County. As such, CTR funding for these jurisdictions is considered as a whole, except for each jurisdiction's Employee Commute Options Program. Explanatory notes for each activity follow.

Table 1: 2025–2029 CTR Financial Plan for Lakewood

Activity	Estimated Average Annual Cost
Employer Engagement	\$410,000
Performance Reporting	\$12,000
Administration and Agency Coordination	\$26,000
Commute Trip Reduction Plan Development	\$21,000
Pierce County Employee Commute Options Program*	\$92,000
Lakewood Employee Commute Options Program*	\$5,000
Estimated Annual Total	\$472,000

Note: Estimated average annual cost is based on 2024 grant funding levels.

**Indicates a jurisdiction-specific cost. All others are collective under Ride Together Pierce.*

- **Employer Engagement** includes training ETCs, conducting networks, providing technical assistance, and reviewing employer CTR plans.
- **Performance Reporting** includes worksite surveys and program reports.
- **Administration** includes identifying worksites, financial and program management, involvement in comprehensive regional transportation and transit planning, transportation demand management technical assistance to capital projects, and collaboration with community-based organizations.
- **Commute Trip Reduction Plan Development** includes consultant fees and staff charges.
- **Lakewood Employee Commute Options Program** includes transit and vanpool subsidies and staff charges.

The Likely Funding Sources, Public and Private, to Implement the Plan

Table 1:Likely Revenue Sources for Funding CTR Plan

Source of Revenue	Estimated Average Annual Revenue
Pierce County	\$57,000
Lakewood*	\$5,000
Washington State Department of Transportation CTR Formula Funds	\$75,000
Congestion Mitigation and Air Quality Federal Competitive Grant Funds	\$337,000
Total	\$472,000

**Indicates a jurisdiction-specific funding source. All others are collective under Ride Together Pierce.*

18. Lakewood's Implementation Structure

a. Who Will Conduct the Activities Listed in the Plan

Lakewood contracts with Pierce County for CTR program administration. It is expected that the contracting will continue during the 2025 - 2029 plan years. Within the County, the Planning and Public Works department will be responsible for plan implementation.

b. Who Will Monitor Progress on the Plan

The Pierce County Planning and Public Works department, with staff from the CTR-affected cities, will monitor the progress of the CTR Plan.

19. Lakewood's Implementation Schedule

Table 2 - Anticipated CTR Projects and Actions

1st Biennium July 2025–June 2027	2nd Biennium July 2027–June 2029
<ul style="list-style-type: none">• Provide commute and other employee transportation services to Pierce County employees.• Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, ride-share matching assistance, transportation fair and event support, transit trip planning, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program.• Identify CTR-affected and voluntary worksites.• Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices.• Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process.• Review employer quarterly and annual CTR program reports.• Provide access to the survey tool and training on how to complete the survey process. Review survey results.• Conduct financial and administrative program management of the CTR Plan.• Engage in local, regional and state CTR planning and collaborate CTR efforts with local agencies.	<ul style="list-style-type: none">• Provide commute and other employee transportation services to Pierce County employees.• Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program.• Identify CTR-affected and voluntary worksites.• Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices.• Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process.• Review employer quarterly and annual CTR program reports.• Provide access to the survey tool and training on how to complete the survey process. Review survey results.• Conduct financial and administrative program management of the CTR Plan.• Engage in local, regional, and state CTR planning and collaborate CTR efforts with local agencies.• Undertake development activities for 2029–2033 four-year CTR plan.

20. The CTR Plan for Lakewood Employees

a. Services, Programs, Information, and Other Actions Lakewood Put in Place to Help Employees Reduce Their Drive Alone Commute Trips

The City of Lakewood is setting the example for local businesses by implementing its own Commute Trip Reduction (CTR) program for City employees.

The elements of the Commute Trip Reduction Program include:

- Guaranteed Ride Home in Case of Emergency, etc.
- Covered and Secure Bike Rack in secured garage
- Employee Lockers and showers
- Compressed work schedules
- Flex schedules
- Telework
- Vanpooling
- Regional ride match system
- Participation in Regional CTR events
- Personalized help for employees from City's CTR representative

Subsidies offered:

- Subsidies for carpoolers, bicyclists, walkers and bus riders:
 - \$1.50/day for first 4 days per month
 - \$2.00/day for every day thereafter in the same month
- 50% subsidy for bus passes/ ORCA cards

21. How the CTR Plan for Lakewood Employees Contributes to the Success of the Overall Plan

a. How the Plan for Lakewood Employees Reinforces the Success of the Jurisdiction Plan

The actions included in the Lakewood's commute options employee program indicate the city's commitment to the goals of the CTR Plan. The Lakewood's employee program is similar to the worksite programs of other CTR-affected employers. Thus, they create a mutually reinforcing community focused on CTR efforts. Employers know that the city is involved and committed to CTR along with them. The regular forums for ETCs foster relationships through sharing experiences and best practices and provide a place for mutual problem-solving and support. This strengthens the program at all affected sites in Pierce County.

Alignment with Plans

22. Transit Agencies That Provide Service in Lakewood

Transit Agencies:

- Pierce Transit
- Sound Transit
- Intercity Transit

23. Transit Plans Reviewed While Developing this Plan

Pierce Transit

- [2024-2029 Transit Development Plan](#)
- [2023 Bus System Recovery Plan](#)
- [Destination 2040 Long Range Plan Update \(2020\)](#)
- [BRT Expansion Study](#)

Sound Transit

- [Transit Development Plan 2023-2028 and 2022 Annual Report](#)
- [2025 Service Plan](#)
- [Regional Transit Long-Range Plan \(2014\)](#)
- [System Expansion Implementation Plan \(2018\)](#)
- [ST3 Regional Transit System Plan \(2017\)](#)

Intercity Transit

- [2022 Annual Report and 2023-2028 Transit Development Plan](#)
- [Intercity Transit Proposition 1](#)
- [Short- and Long-Range Plan](#)

24. How This CTR Plan Supports the Transit Plan(s)

CTR plans play a crucial role in supporting transit initiatives by encouraging employees to choose public transit options for their daily commutes. By providing incentives, subsidies, and informational campaigns, CTR programs promote transit usage among commuters. Specifically:

- **ORCA Product Assistance:** Increases use of transit service through the ORCA Business Passport program that offers pretax and subsidized transit passes.
- **Engagement in the Planning Process:** Efforts to gather public feedback through weekly updates, manager's bulletins, and social media engagement.
- **Instituting Parking Maximums:** Reducing the supply of parking by instituting parking maximums for new development will help encourage people in those developments to look to non-drive-alone modes of travel, foremost transit.

25. Comprehensive Plan Updates Needed and When They Will Be Made

Safety

Several representatives of community-based organizations (see the interview list in #26a below) interviewed during the CTR planning process highlighted safety as a primary concern for riding the bus, commuter train, and light rail. Interviewees revealed that fear of criminal activity, coupled with inadequate infrastructure such as inaccessible sidewalks and poorly lit, unsheltered bus

stops, significantly discourages transit ridership. Safety apprehensions extended beyond transit to active mobility methods such as walking, biking, and rolling. Many organizations emphasized the urgent need for protective measures such as designated bike lanes, interconnected trail systems, roadway designs conducive to reduced speeds, and enhanced sidewalk infrastructure to address these safety challenges.

The 2024 Lakewood Comprehensive Plan update includes recognition of the Non-Motorized Transportation Plan's (NMTP's) finding that the City should continue implementing its Neighborhood Traffic Management Program to address local traffic and safety concerns and integrate considerations from the NMTP into this ongoing effort. Second, ongoing efforts is required to ensure that multimodal levels of service (MMLOS) be improved for non-motorized systems by striving towards greater connectivity, safety, and effective use through the complete network identified in the NMTP.

Comprehensive Plan Goals TR-4.7, TR-6.2, TR-9.7, and TR-10.5 recognize the importance of safety improvements needed to construct a successful multimodal transportation network.

Community-based organizations emphasized that workers are forced to travel long distances because it is too expensive to live near their workplaces. Organizations interviewed stressed the importance of providing affordable housing near employment centers and along transit corridors.

As part of the 2024 Comprehensive Plan update, the City's designated Downtown and Station District Subareas are identified as priority areas for focusing growth. These subareas will see increased housing and job, and prioritized infrastructure development and their locations will correlate with areas of planned transit investment. These updates support and encourage transit-oriented development.

Engagement

26. Stakeholder Engagement

Pierce County offered a series of engagement activities featuring CTR topics leading up to and continuing throughout development of this CTR Plan. Broadly, CTR engagement activities included:

- Tabling at community events, 2022–2023
- Meetings with employers, city staff, transit agencies, and the Pierce County Senior Counsel for Tribal Relations, 2023–2024
- Online open house and surveys, spring 2024
- Community-based organization interviews, spring 2024
- Public comments on the draft CTR Plan, summer 2024

a. Who did we talk to?

1. Community Members/Pierce County Residents

- Tabling Events

- Communities in Bethel/Spanaway, Fife, Key Peninsula, Lakewood, Orting, Parkland, Prairie Ridge, Puyallup, South Hill, Sumner, Tacoma, University Place, and unincorporated Pierce County.
- Online Community Member Survey
 - Pierce County residents and workers.
- Commute Trip Reduction Online Open House, Phases 1 and 2
 - Respondents living and working in Auburn, Bonney Lake, Buckley, Carbonado, DuPont, Eatonville, Edgewood, Lakewood, Puyallup, Tacoma, University Place, unincorporated Pierce County, Fife, Fircrest, Gig Harbor, Milton, Orting, Roy, Ruston, South Prairie, Steilacoom, Sumner, and Wilkeson.
- Commute Trip Reduction Plan Public Comment Period and Questionnaire
 - Respondents living and working in Auburn, Bonney Lake, DuPont, Eatonville, Lakewood, Puyallup, Tacoma, University Place, unincorporated Pierce County, Fife, Fircrest, Gig Harbor, Orting, Steilacoom, and Sumner (179 responses)

2. Employers, City Staff, Tribal Relations, and Transit Agencies

- **Employee Transportation Coordinator Network Event**
 - AGEISS; Apex Companies; Clover Park Technical College; Washington State Department of Social and Health Services (DSHS) Child Study and Treatment Center; Greater Lakes Mental Healthcare; InfoBlox; Kaiser Permanente Washington; Pacific Lutheran University; Pierce Transit; Sekisui Aerospace; Sound Transit; Tacoma-Pierce Health Department; University of Washington, Tacoma; and Virginia Mason Franciscan Hospital.
- **Partner Visioning Meeting**
 - Climate Pierce County; Clover Park Technical College; DSHS Child Study and Treatment Center; Downtown On the Go; ForeverGreen Trails; JBLM Madigan Army Medical Center; Kaiser Permanente Washington; Pierce Transit; Second Cycle; Toray Composite Materials America; and University of Washington, Tacoma.
- **Pierce County Senior Counsel for Tribal Relations Interview**
 - Informational emails with requests to meet were sent to the Puyallup, Muckleshoot, Nisqually, and Squaxin Tribes.
- **Employer Interviews**
 - DSHS Child Study and Treatment Center, Toray Composite Materials America, MultiCare Health System, and Virginia Mason Franciscan Hospital.
- **Transit Agency Outreach/Interviews**
 - Pierce Transit, Intercity Transit, and Sound Transit.
- **Employer Workshop**

- The Boeing Company, City of DuPont, City of Fife, City of Gig Harbor, City of Lakewood, City of Sumner, City of Tacoma, City of University Place, Clover Park Technical College, Department of Social and Health Services, Kaiser Permanente, MultiCare Health System, Pacific Lutheran University, Pierce County, Pierce Transit, Red Dot Corp. Tacoma-Pierce County Health Department, Umpqua Bank, Washington Military Department.

3. Community-Based Organizations

- Interviews with ForeverGreen Trails, YMCA of Pierce and Kitsap Counties, and Tacoma-Pierce County Health Department.

4. Pierce County Transportation Advisory Commission

- CTR Plan presentation and comment collection

b. When did we talk to them?

1. Community Members/Pierce County Residents

- **Tabling Events:** Tree Giveaway 3/21/2022 and 3/25/2023; South Sound Sustainability Expo 4/16/2022; Spring Garden Fest 5/21/2022; Parkland National Night Out 8/2/2022; Trails Conference 9/29/2022; Summer Brain Health Event 10/8/2022; Thriftapalooza 11/5/2022 and 3/25/2023; South Hill Library 12/12/2022; Safe Streets 4/25/2023, 5/1/2023, 5/17/2023, 6/9/2023, 6/17/2023, 7/25/2023, and 7/28/2023; Orting Library Climate Change Display 5/2/2023; Pipeline Trail Party 5/20/2023; Kids Kraze 6/10/2023; Lakewood Summer Fest 7/15/2023.
- **Online Community Member Survey:** February - April 2024.
- **Commute Trip Reduction Online Open House:** April - May 2024.
- **Employer Workshop:** July 18, 2024.
- **Draft CTR Plan Public Comment Period and Questionnaire:** August 5-25, 2024.

2. Employers, City Staff, Transit Agencies

- **ETC Network Event:** 10/17/2023.
- **Partner Visioning Meeting:** 1/19/2024.
- **Pierce County Senior Counsel for Tribal Relations Interview:** 3/8/2024.
 - Information emails sent to Puyallup, Muckleshoot, Nisqually, and Squaxin Island tribes, 3/15/24 and 5/3/24
- **Employer Interviews:** MultiCare Health System and Virginia Mason Franciscan Hospital 5/6/2024; DSHS Child Study and Treatment Center 5/7/2024; Toray Composite Materials America 5/15/2024.
- **Transit Agency Outreach and Interviews:** April 2024.

3. Community-Based Organizations

- **Interviews:** ForeverGreen Trails 3/19/2024; Tacoma-Pierce Health Department 4/1/2024; YMCA of Pierce and Kitsap Counties 4/18/2024.

Pierce County Transportation Advisory Commission

- **CTR Plan Presentation:** 5/23/2024.

Pierce County Residents and Workers (Online Open House and Surveys)

- **Online Open House and Survey:** Spring 2024.

c. What did they have to say?

4. Tabling Events

Pierce County-area residents and workers provided feedback on the county transportation system and CTR at outreach tables hosted by Pierce County staff. The following is a summary of comments received at tabling events held in Lakewood:

- Provide shuttles to Clover Park Technical College.
- Improve ADA transit options for Clover Park Technical College and throughout Pierce County.
- Improve transit service to outlying areas of Pierce County.
- Separate sidewalks from the road for walking and biking in Ruston.
- Install moving sidewalks.

5. Community Member Survey

Pierce County, in collaboration with the Ride Together Pierce program, conducted an online survey to collect information about commuter habits and gather feedback on potential sustainable and affordable commuting options. This survey was distributed to Ride Together Pierce newsletter subscribers, promoted on Ride Together Pierce's social media sites, and available on the Ride Together Pierce website. The survey received 74 responses from residents across Pierce County. Key themes include the following:

Public Transportation: Many respondents indicated that more direct and frequent transit service, transit stops located closer to home, and amenities such as bus shelters would encourage them to ride transit.

Bicycle Infrastructure and Education: Respondents indicated that providing improved bike infrastructure, such as dedicated bike lanes, and improving roadway safety would encourage commuting by bike. A few respondents expressed interest in programs focused on bike safety education and safe route planning.

Incentives: Several respondents identified financial incentives such as cash, gifts, or point-based reward programs as a motivation to try alternatives to drive-alone trips.

Vanpools/Carpools: Although respondents expressed a willingness to try carpooling and vanpooling, they identified difficulty forming vanpool/carpool groups and a need for flexible vanpool/carpool timing as deterrents.

Telecommuting: Several respondents noted they would choose to work from home if their office policy allowed.

Land Use: Some respondents noted a desire to live closer to their workplace if there were affordable housing available and that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips.

Safety: Safety was identified as a major deterrent for choosing sustainable commute options. In addition to feeling unsafe while biking, some respondents mentioned concerns about the safety of public transportation. Additionally, one respondent noted that they avoid carpooling due to their distrust of the driving abilities of other people.

6. Commute Trip Reduction Online Open House

Following the online community member survey, Pierce County hosted an online open house that described what could be included in each section of the 2025–2029 CTR Plan and asked respondents to provide comments and additional input on commuting preferences and barriers. There were 238 respondents to the survey embedded in the online open house. Key themes of the feedback provided are summarized below:

Changes in Commuting Patterns: Most respondents shared that, despite an increase in working from home, they have observed significant increases in congestion and travel time during their commutes, and several shared that there are more cars driving on side streets and through neighborhoods. Multiple respondents shared that they have observed that driving behavior has become more dangerous and they do not feel safe on the road when driving, biking, or walking. Many respondents noted that several bus routes have been eliminated or reduced and remaining routes are more challenging to access.

Public Transportation: Several respondents expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple respondents emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel. Additionally, respondents appreciated on-demand runner systems, transit cars that can be hailed by a smart phone app in areas where bus service is not available, and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops.

Active Mobility: Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes, noting they would like to see dedicated, protected bicycle lanes and more sidewalks.

Safety: In addition to safety improvements for pedestrians and bicyclists, respondents expressed safety concerns for transit riders, noting the presence of crime and drug use on buses. Others emphasized the need for an overall shift toward prioritizing people over cars, advocating for policies and infrastructure to support pedestrians, cyclists, and public transportation riders.

Performance Metrics: Asked to share their thoughts on selecting CTR performance metrics, respondents expressed a preference for jurisdictions to consider their local transportation needs and set realistic, impactful goals. This could include considering environmental factors and integrating low-carbon targets.

Draft CTR Plan Public Comment Period and Questionnaire

Pierce County made the draft *Pierce County Commute Trip Reduction Plan, Four-Year Plan: 2025–2029* available for public comment between August 5-25, 2024. At the same time, the County released a questionnaire on its [Ride Together Pierce website](#) to help gather comments on the draft plan. The questionnaire asked respondents to provide their place of residency and where they work as well as feedback on the four plan sections: Benefits of CTR, Performance Targets, Services and Strategies, Alignment with Plans, and Engagement. A final question asked for any additional comments the respondent might want to provide.

Benefits of CTR: The most common suggestions related to requests for additional services, infrastructure, and practices, followed by comments expressing approval of or support for the section or plan. In this section, commenters also suggested cooperative regional land use and transportation planning, requiring traffic impact statements for developers, and facilitating rideshare and cycling adoption with in-person events.

Performance Targets: Many comments expressed approval of or support for the section or plan. Some commenters provided suggestions, such as adding performance targets that focus on peak commute hours, and some shared criticisms, with some saying that the targets are unrealistic for residents who have multiple reasons to drive for their commute, and others that the plan itself was too long and confusing.

Services and Strategies: The most common comment themes include concerns about and suggestions for improving safety (especially cycling safety in Tacoma) followed by comments expressing approval and understanding of the section. Suggestions on perceived gaps and suggested additions to service covered a large cross-section of topics, including encouraging more flexible systems such as work and daycare hours for workers and fostering more interagency coordination for commuters who cross county lines.

Alignment with Plans: Many of the comments expressed approval of and support for the section. Suggestions for additions included requests to add more transit service and accelerate the schedule for providing Sounder service, and not only providing incentives but making the incentives more accessible to commuters.

Engagement: While many of the comments expressed approval for this section, perceived gaps included communities that respondents felt had not experienced enough outreach or the feeling that the plan summary did not reflect certain comments or topics.

General Comments: For most sections of the CTR plan, an average of more than 10 percent of respondents provided positive comments or expressed approval of the section or plan. The comments about plan contents may point to the need to adopt more plain-language standards for all transportation planning materials. The most frequently expressed needs were for more incentives, more accessible benefits, more transit routes

(particularly in DuPont) and greater frequency, more coordination among agencies, improved safety, particularly for cyclists.

7. ETC Network Event

Keep doing:

- Providing promotional materials, templates, and campaigns.
- Training and ongoing coordination and support for ETCs.

Start doing:

- Employer and employee spotlight.
- Providing vanpool vans and assisting with ride-share matching and formation.
- Adding earlier or later transit routes and improving Emergency Ride Home² for those working early or late shifts.
- Subsidies for items such as bike racks, helmets, walking shoes, and ORCA cards.

Stop doing:

- Opt-in option for receiving printed posters.

8. Partner Visioning Meeting

What should the CTR program keep doing?

- Provide ETCs with toolkits, materials, and training to promote CTR programs.
- Support CTR survey planning and recognize ETCs for their efforts.
- Maintain the Ride Together Pierce webpage and resources, as well as programs and campaigns such as Bike Swap, Emergency Ride Home, handing out ORCA cards, and other incentives.

What is one bold new idea the CTR program should consider doing?

- Promote a free transit month for all commuters and analyze ridership data.
- Provide grants for high-quality, secure bike parking.
- Promote safety, particularly with regard to public transportation (i.e., accessible, well-lit bus stops).

9. ETC Interviews

MultiCare Health System

- Subsidized ORCA cards are a popular benefit.
- Spanish is the most common language spoken other than English, followed by Tagalog.
- Employees want easier transit and ride-sharing options.
- Information about the environmental benefits of CTR would encourage more people to participate.
- On-site promotions would reach more employees than email.

Virginia Mason Franciscan Hospital

² Ride Together Pierce. <https://www.ridetoggetherpierce.com/ERH>

- Carpooling and teleworking are the most popular non-drive-alone modes.
- Spanish is the most common language spoken other than English, followed by Vietnamese and Russian.
- Employees want easier transit and ride-sharing options.
- Safety tips for riding transit, carpooling, or riding bicycles would encourage people to participate.
- Parking is always limited; often employees have to park in the patient lot and end up running late.

DSHS Child Study and Treatment Center

- The bicycle map is the most popular pamphlet. Adding secure on-site bike parking would make this mode more accessible.
- Working early or late shifts can be a barrier to participating in ride-sharing or taking the bus.
- Employees commute from all over, so finding ride-sharing partners can be challenging.

Toray Composite Materials America

- Getting information out to employees can be challenging. Not all have access to a computer, so using QR codes in printed materials (such as posters and break room signs) could better help reach people.
- Emphasizing sustainability could be a good way to garner additional leadership support.

Pierce County Senior Counsel for Tribal Relations

- Transportation issues around elder and veteran needs.
- Would like transit agencies to do a better job reaching out to tribes. Does not support rail going through tribal land.
- Support for opening relationships to have conversations around transportation needs.
- Would like agencies and government to support tribe treaty rights.

Employer Workshop

The Employer Workshop brought together major employers to discuss and enhance the development of Pierce County's CTR plan and the CTR plans of CTR-affected cities in Pierce County. This engagement centered around understanding current challenges, sharing best practices, and identifying strategies to encourage sustainable commuting methods among employees. Key themes of the feedback collected during this workshop are captured below.

Infrastructure and Accessibility

- **Time and Convenience Issues:** Public transit is perceived as taking significantly longer than driving. This perception, combined with the availability of free parking, makes transit use less attractive.
- **Non-traditional start times and safety concerns:** Employees who start their shifts very early in the morning or end late at night face more barriers to using transit, rideshare, or active transportation modes.
- **Lack of Active Transportation Infrastructure:** Current infrastructure inadequately supports bicycling and walking, with safety concerns being a major barrier.

Remote Work Impact

- **Reduced Need for Commuting:** The rise in remote work has decreased the number of employees commuting regularly, affecting traditional CTR efforts.

Incentives and Employee Engagement

- **Low Incentives for Transit Use:** The availability of free parking diminishes motivation for employees to choose alternative commuting methods.
- **Challenges with Employee Buy-In:** Engaging employees and shifting their commuting habits remains a challenge, with employers seeking better incentives to increase participation.
- **Awareness of Incentives:** There is a lack of employee knowledge about available programs such as Emergency Ride Home and other CTR benefits.

Cultural and Organizational Shifts

Need for Internal Support: Effective CTR plans require strong internal support and policies that encourage sustainable commuting methods, highlighting the importance of organizational commitment to these initiatives.

10. Transit Agency Outreach/Interviews

Pierce Transit shared that its next upcoming System Restoration goal is to restore 15-minute frequencies on Routes 2 and 3. The agency noted that peaks in ridership have expanded throughout the day and on weekends, and that more students are riding transit with the Youth Ride Free program.

Intercity Transit shared that the agency primarily serves riders commuting between counties, as well as the large military population commuting to JBLM. Upcoming changes may include more effectively connecting military residents with the base, as well as increasing the span and frequency of existing express routes to provide better connections with Pierce Transit and Sound Transit routes. Staff noted that the rise of remote work, particularly among government workers based in Olympia, has drastically impacted ridership.

Sound Transit shared that working with employers is a key strategy to develop successful CTR strategies. For instance, negotiating reasonable transit pricing with the ORCA Passport Program can be very impactful, as it can incentivize people to shift to transit without a massive added cost. Building these connections relies on enhanced marketing and partnering with jurisdictions and organizations, such as Downtown On the Go, to better reach employers. Staff also provided the following details on ridership:

- With the rise in remote work, commuting peaks are lower on Monday and Friday and higher Tuesday through Thursday. Peaks overall are broader throughout the day and on the weekend, particularly for large events.
- Ridership was least impacted during the pandemic on the 574 (Lakewood, Tacoma, Airport) route, indicating a high proportion of essential workers along that route.

11. Community-Based Organization Interviews

ForeverGreen Trails

- Remote work is a key CTR strategy that increased significantly during the COVID-19 pandemic. It preserves transportation capacity for those who need to commute while eliminating environmental impacts from trips not taken.
- Densification reduces transportation barriers and impacts. Managing land use to avoid low-density, single-use development is necessary for people to be able to get around without a car.
- Improving transit corridors requires collaboration between local and state jurisdictions and transit authorities—infrastructure and service improvements rely on multiple agencies working together.
- It's important to reduce collision risk and make sustainable modes safer. Making them enjoyable is also key.

Tacoma-Pierce Health Department

- Exposure to low air quality is higher in communities divided by highways and other heavily traveled roads.
- Speeding on multilane roadways is a major safety issue and can be difficult to manage on a local level.
- Pierce County is under-resourced for public transit. Expanding service, investing in more complete streets and first/last mile programs, and constructing and improving sidewalks—particularly near libraries, schools, and other similar facilities—is important to make transit a more accessible choice.
 - This is especially important for people using mobility devices who may rely on public transit. Most municipalities have a budget for sidewalk improvement requests from people using mobility devices, but often the budgets aren't fully used.
- Weather, distance, and geographic features such as hills can be barriers to choosing active mobility options.
- There are not enough protected or connected bicycle lanes. Glass and debris on major roadways can further deter people from choosing to ride their bicycles.
- Accessing childcare is a widespread barrier to choosing non-drive-alone modes.
- There is a lot of free parking in Pierce County.

YMCA of Pierce and Kitsap Counties

- Accessing childcare is a big issue, particularly in unincorporated Pierce County. Transportation can be a barrier to access to basic services for families.
- Families who need to make multiple stops during their commute are less likely to choose non-drive-alone options.
- Areas on the Kitsap Peninsula and in Bethel and unincorporated Pierce County are not served by transit.

- Ride Together Pierce’s programming and incentives can help communities to embrace healthier practices such as active mobility and reducing emissions from driving alone. This can help with developing blue zones.

12. Pierce County Transportation Advisory Commission CTR Plan Presentation

What would make commuting easier? What should the CTR program consider doing?

- Create transportation hubs in low-income or historically disadvantaged communities with free options such as bike-sharing and scooters, and focus on connecting people to public transportation.
- Work to connect nearby (CTR-affected and non-CTR-affected) employers using carpool/vanpool.
- Improve bike infrastructure; focus on routes with lower traffic speeds.
- Increase public transit, provide more direct routes, and offer door-to-door van service to bridge gaps.
- Pay for vanpool and provide vehicles for employee use in case of emergency.
- Improve minimum requirements for CTR-affected employers (e.g., subsidized ORCA cards, staggered work schedules, and telework).
- Analyze traffic data near major employers and synchronize intersections to reduce congestion.
- Add schools to the CTR program.

d. How did what they said influence the plan?

- Pierce County collected comments at several community events during 2022 and 2023. At these events, people said that Pierce County should offer [transit] vouchers for low-income, disabled, homeless, and vulnerable community members; provide carpooling incentives; encourage residents to walk, bike and carpool to destinations; and provide outreach classes and information in Spanish.

To help support these interests, Ride Together Pierce will:

- Make ORCA cards loaded with transit fares available at community events and for CTR-affected employers to hand out to employees.
- Encourage the use of sustainable modes of transportation by providing information on their website including first-time rider guides; marketing sustainable alternative transportation campaigns with incentives; offering training opportunities such as bicycle classes, bicycle skills courses, and transit field trips; promoting a bicycle buddy matching program; and work with employers to provide translated materials.
- Respondents to the Spring 2024 Community Survey shared interest in programs focused on bike safety education and safe route planning, financial incentives, gifts or reward programs, help forming carpool groups, options to work from home.

To help support these interests, Pierce County will:

- look for funding opportunities for additional incentives to those offered with mode campaigns and providing free ORCA cards loaded with transit fare.
- promote partner incentive programs such as occasional vanpool formation incentives offered by transit agencies.
- promote its online telework toolkit to businesses and school career centers.
- The preferred sustainable transportation modes as reported in the Spring 2024 Open House Survey were to ride the city or regional bus, ride a bicycle, walk or use a mobility device that rolls or a scooter or skateboard, and work from home.

To help support these modes, Pierce County will provide:

- Transit ridership: transit fare and ORCA cards, transit training, classes, or field trips.
- Bicycling: bicycle classes, skills course training, bike rides, bicycle buddy ride-share matching, support or safety gear such as reflective gear or tire repair kits, transit fare to combine bicycling and transit for longer trips.
- Walk or use a mobility device that rolls or a scooter or skateboard: provide opportunities to receive support or safety gear such as reflective gear and umbrellas or transit fare to combine walking and transit for longer trips.
- Work from home: online telework toolkit for businesses, managers, and teleworkers.
- The top barriers to sustainable transportation modes as reported in the Spring 2024 Open House Survey were the lack of transit availability, that transit takes too long, and concerns about safety while riding transit. The secondary barriers reported included that riding a bicycle feels unsafe and that people feel their commute is too long for riding a bicycle.

To help address these barriers, Pierce County will:

- Share with transit agencies the valuable comments received from the CTR Plan outreach and engagement process and collaborate with transit agencies
- Provide transit riding classes and field trips to help grow rider confidence.
- Address rider safety concerns by providing transit agency safety information to commuters.
- Goal T-12.2 of the 2024 Comprehensive Plan endorses the concept of complete streets, which promotes roadways that are safe and convenient for all users and new Goal T-12.7 prioritizes developing a safe, connected network of active transportation facilities that allows for access to centers and community destinations.³
- Goal T-16.8 of the 2024 Comprehensive Plan encourages placement of transit shelters that are well lit and clearly visible.⁴

³ Transportation Draft Element, 2024 Comprehensive Plan p. 8.

<https://www.piercecountywa.gov/DocumentCenter/View/133292/Transportation-Draft-Element-and-Technical-Appendix>

⁴ *Ibid* p. 11

27. Vulnerable Populations Considered

Staff collaborated with community-based organizations that serve vulnerable populations to host several safe streets tabling events throughout Pierce County. Staff identified vulnerable populations by using the [Washington Environmental Health Disparities](#) map and [Pierce County's Equity Index](#) and through interviews with community-based organizations.

The highest environmental health disparity⁵ scores and lowest equity index scores⁶ are most prevalent along the I-5 corridor, which bisects Lakewood's southern border.

The feedback provided by community-based organizations that serve vulnerable populations was considered in development of this CTR Plan. The demographics of some area populations served by community-based organizations are as follows:

Native Hawaiian and other Pacific Islander residents make up two percent of Pierce County's population.⁷

Hispanic and Latino ethnicities represent twelve percent of Pierce County's population.⁸

Cost-burdened households spend more than 30 percent of their income on rent and utilities. In Pierce County, 22 percent of property owners are cost-burdened, and 49 percent of renters are cost-burdened.⁹

The Bethel Community is a rural community in Pierce County located in the 98387 zip code and centered around the Bethel School District, which serves 20,000 students. Approximately 47 percent of the students qualify for free and reduced lunch. According to the Tacoma-Pierce County Health Department, the Bethel Community has a high number of youth and families with adverse childhood experiences and substance use disorders.¹⁰

28. Engagement Focused on Vulnerable Populations

a. Who did we talk to?

- Pacific Islander Health Board of Washington.
- Puget Sound Educational School District Latinx Family Advocacy Group.
- DeMark Apartments and the Pierce County Housing Authority.
- Bethel Community Services.

b. When did we talk to them?

- Pacific Islander Health Board of WA (Safe Streets tabling event in Fife on 5/17/23).
- Puget Sound Educational School District Latinx Family Advocacy Group (Safe Streets tabling event in Prairie Ridge on 7/25/23).

⁵ Washington Environmental Health Disparities Map. <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

⁶ Pierce County Equity Index. <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

⁷ Pierce County Equity Index. <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

⁸ *Ibid*

⁹ *Ibid*

¹⁰ Bethel Community services p. 2. <https://bethelservices.org/wp-content/uploads/2019/04/Pierce-Co-Bethel-2019.pdf>

- DeMark Apartments and the Pierce County Housing Authority (Safe Streets tabling event in unincorporated Pierce County on 7/25/23).
- Bethel Community Services (Safe Streets tabling event in Bethel/Spanaway on 6/9/23).

c. What did they have to say?

- **Pacific Islander Health Board of WA**
 - Create public transportation routes that focus on working-class and poor communities.
 - Improve safety on transit systems.
 - More bus routes and trains in low-income areas are needed, as well as higher wages for drivers.
 - For poor ones/disabled ones, provide cheap prices, a voucher for gas, etc., as well as for disabled, vulnerable/homeless, etc.
 - Carpooling incentives such as free gas or reduced taxes for those in a given area riding together.
 - Provide better carpooling and public transportation to meet the needs of low-income communities.
- **Puget Sound Educational School District Latinx Family Advocacy Group**
 - Create a public transportation route for the city of Bonney Lake so then we can reduce our car use.
 - We need public transportation in the Bonney Lake community.
 - We need more bikes or to walk to places that are nearby.
- **DeMark Apartments w/Pierce County Housing Authority**
 - Climate change is going to change no matter what. Where it would make a difference is in construction. Transporting workers and waste from construction.
 - Create an electric bike program for low-income riders.
 - Redesign main streets with more bike lanes and sidewalks.
 - Reconfigure community streets with more roundabouts to slow traffic and keep kids safer.
 - We need more public transportation for older people.
- **Bethel Community Services**
 - Provide electric and free buses to reduce traffic.
 - Make areas more walkable.
 - If public transportation were better—such as an electric bus that could go on certain roads not available to the public—it would incentivize people to use it instead of cars.
 - Provide affordable eco-friendly cars and buses.

d. How did what they said influence the plan?

Several employers and attendees to tabling events suggested providing outreach classes and information in Spanish. Ride Together Pierce provides a downloadable First Time Rider Guide in Spanish, Russian, Vietnamese, Tagalog, Korean, Chinese, and Khmer.

Event attendees suggested vouchers for low-income, disabled, homeless, and vulnerable community members. Ride Together Pierce will make ORCA cards loaded with transit fares

available at community events and cards will be available for CTR-affected employers to hand out to employees.

29. List employers' suggestions to make CTR more effective

The employees that participated in the Employee Transportation Coordinator Network Event and employer interviews made the following suggestions:

- Keep providing promotional materials, templates, and campaigns.
- Continue offering training opportunities for ETCs.
- Share information on how other employers are supporting CTR.
- Increase the vanpool fleet and provide more assistance for ride-share matching and vanpool formation.
- Add earlier and later transit services.
- Expand the Emergency Ride Home service to better help those working early or late shifts.
- Provide more subsidies for bike racks, helmets, walking shoes, and ORCA cards.
- Provide more information about the environmental benefits of CTR to encourage more people to participate.
- Provide more safety tips for riding transit, carpooling, and riding bicycles.
- Add secure on-site bike parking to the bicycle map.
- Include QR codes on printed materials, especially posters for employee break rooms.
- Reach out to tribes to learn elder and veteran transportation needs and to collaborate on siting new transit and rail routes.

30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.

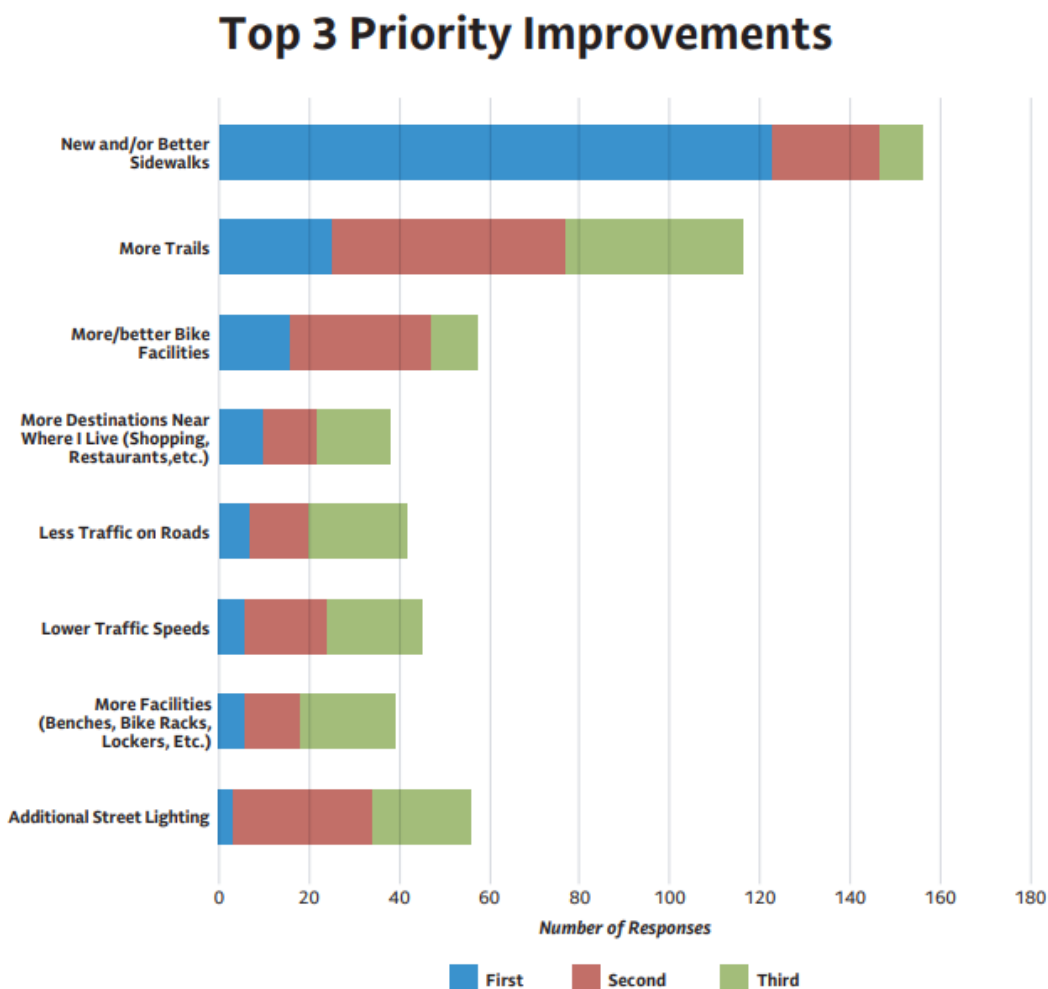
Land Use: A common theme heard during public engagement is that many workers have a desire to live closer to their workplace and would do so if there were affordable housing available. Many indicated that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips. This identified need can be addressed as part of the 2024 Comprehensive Plan update by prioritizing and focusing housing growth, infrastructure development, and transit investment on the County's designated centers of local importance as well as any other areas with CTR-affected employers.

Safety: Safety was identified as a major deterrent by several public engagement participants for riding bikes and walking to work. Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes and suggested dedicated, protected bicycle lanes and more sidewalks. The 2024 Lakewood Comprehensive Plan update should recognize these concerns and prioritize safety improvement projects. The 2024 Comprehensive Plan update includes Goals TR-1 through TR-4, TR-9, and TR-11 that recognize the importance of safety improvements needed to construct a successful multimodal transportation network. These new goals aim to use Vision Zero plans and strategies to prioritize safety projects.

Public Transit: Several public engagement participants expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple participants emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a

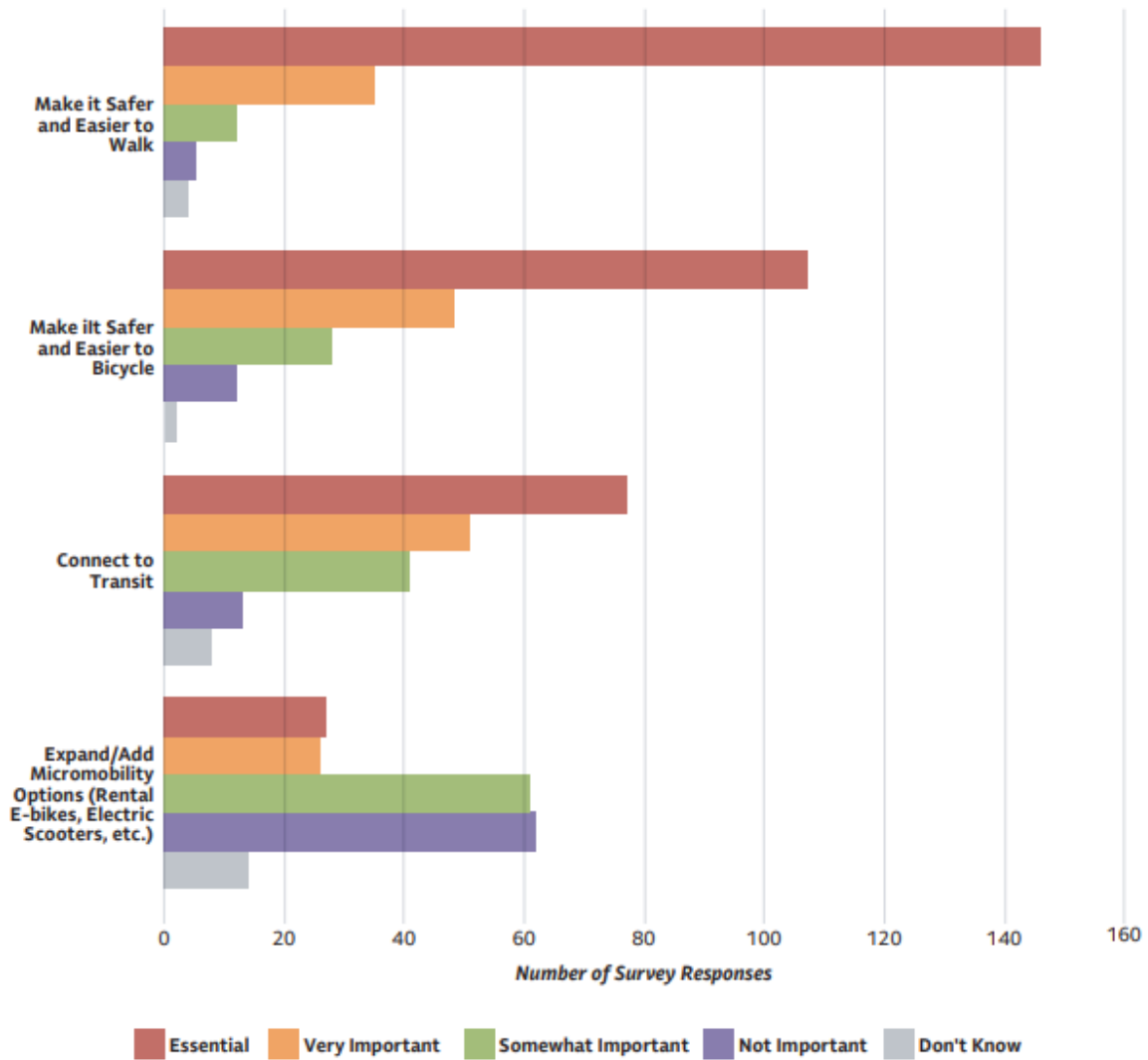
focus on regional travel. Additionally, participants appreciated transit cars that can be hailed by a smart phone app in areas where bus service is not available, and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops and expressed feeling unsafe on transit because of the conduct of other riders. Several community-based organizations suggested providing free or low-cost ORCA cards for vulnerable populations. Plans to expand transit service, offer free or low-cost ORCA cards, and investment in transit amenities and rider safety should be prioritized in the comprehensive plan update.

These results of public engagement with vulnerable populations and this CTR Plan have been shared with the transit agencies listed in this plan and with the Comprehensive Plan update team.



Source: 2023 Lakewood Non-Motorized Transportation Plan

Importance of Non-Motorized Goals



Source: 2023 Lakewood Non-Motorized Transportation Plan

Lakewood provided the 2025-2029 CTR Plan to Puget Sound Regional Council (PSRC) for review on [date].

PSRC Comments: See the following pages.



2025–2029 Draft Commute Trip Reduction Plan Consistency Review Prepared for: Lakewood

PSRC staff have reviewed the draft plan and noted our findings by section:

Benefits of Commute Trip Reduction

In responding to Question 4, the plan explicitly ties intended CTR outcomes to the Regional Transportation Plan (2022–2050), particularly goals related to non-motorized transportation. The narrative could be strengthened by mentioning how the Lakewood CTR plan relates to or supports the TDM priorities in the Regional Transportation Plan ([Pages 93–98](#)).

Performance Targets

The plan adopts a local target drive-alone rate of 60 percent or less, consistent with the statewide target, to measure CTR effectiveness. Like many other jurisdictions, this plan indicates Pierce County will use 2023–2025 CTR survey data to set the baseline and 2025–2027 survey data to evaluate progress for Lakewood worksites. PSRC may reach out in the future for further details to help develop a regional baseline and target for the regional plan.

Services and Strategies

PSRC reviewed the services and strategies described in this section and did not identify anything inconsistent with regional transportation goals.

Alignment with Plans

The draft plan accurately identifies all transit agencies providing service within and to Lakewood and indicates the appropriate transit development plans and long-range transit plans were reviewed in the development of this CTR plan. The response to Question 24 addresses the connections between the broad goals in these transit plans and the intended outcomes of the CTR plan. This section could be strengthened by tying CTR programming to the specific local transit investments detailed in these plans (which were referenced in response to Question 1, earlier in the Lakewood CTR plan).

Engagement

The RTP identifies a regional need to better address equity in TDM, and understanding the transportation needs of underserved and historically marginalized populations is critical to achieving that goal. Lakewood's draft CTR plan detailed extensive outreach conducted by Pierce County to inform local CTR plans,



2025–2029 Draft Commute Trip Reduction Plan Consistency Review Prepared for: Lakewood

including tabling, employer and stakeholder interviews, online open houses and surveys, and a public comment period on this CTR plan. The primary outreach strategy to understand the needs of vulnerable populations was engaging with community-based organizations that serve and represent Native Hawaiian and other Pacific Islanders, Hispanic and Latino people, and cost-burdened households.

If possible, it might be useful to highlight what the city and county heard specifically from Lakewood residents during this outreach. PSRC appreciates this thorough engagement and encourages Lakewood and Pierce County to continue engaging with vulnerable populations in future planning processes.

Appendices

Appendix A

2024 Survey Results

City of Lakewood - 6000 Main St SW

CTR ID: C70034

Survey Summary

Survey Created: 5/8/24 2:25 PM

Last Submission: 6/3/24 9:34 AM

Total Responses: 51

Total Employees: 109

Response Rate: 46.79%

Average Vehicle Miles of Travel (VMT) per employee: 10.48

Drive Alone Rate (DAR): 79.02%

Total Annual Greenhouse Gas Emissions (Metric Ton CO₂e): 196.96

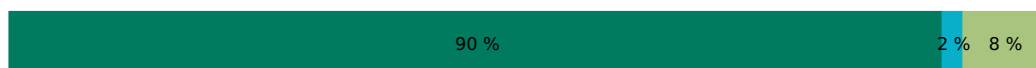
Annual Greenhouse Gas Emissions Avoided by Electric Vehicles(EVs) used to commute to site (Metric Ton CO₂e): 0.12

Your employees selected the following transportation modes



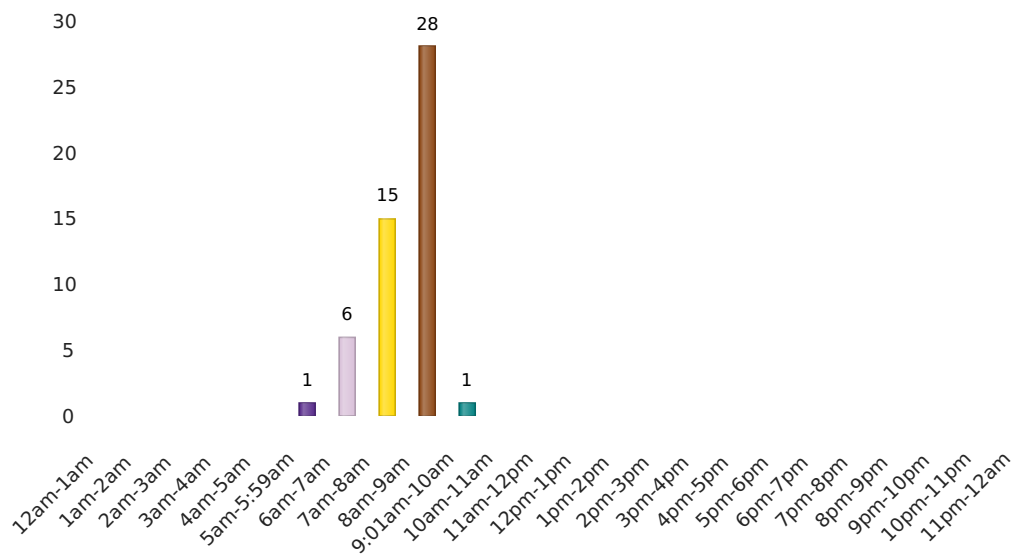
■ Work from Home
 ■ Bus
 ■ Train / Light Rail / Streetcar
 ■ Ferry
 ■ Carpool (2 or more people aged 16+)
 ■ Vanpool
 ■ Walk
 ■ Bike
 ■ Scooter
 ■ Lyft / Uber / Taxi
 ■ Employer Shuttle
 ■ Motorcycle
 ■ Drive Alone
 ■ Other

Your employees selected the following schedules

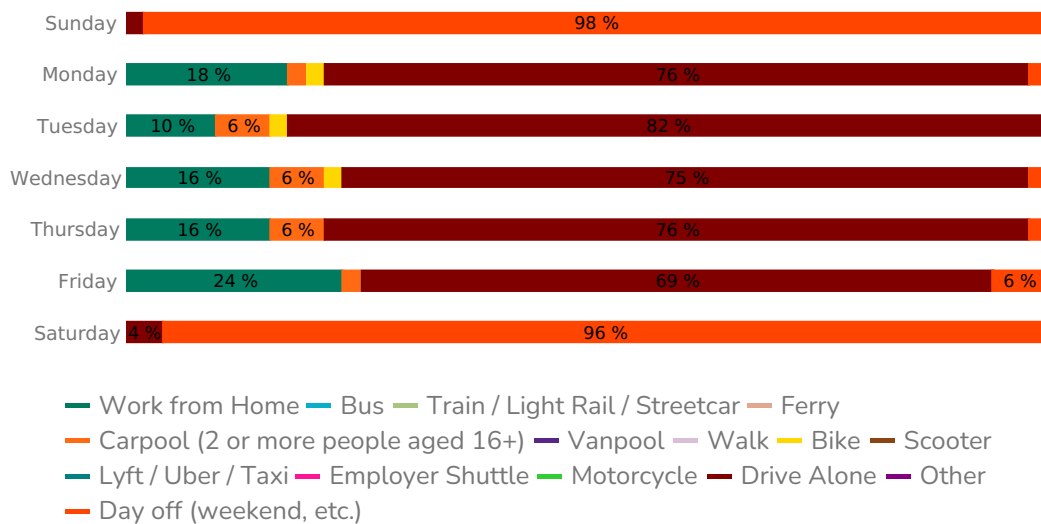


■ 5 days/8 hours (5/8s)
 ■ 4 days/10 hours (4/10s)
 ■ 9 days in two weeks (9/80)
 ■ 3 days/12 hours
 ■ Part time (less than 35 hours per week)

See when your employees start their workday

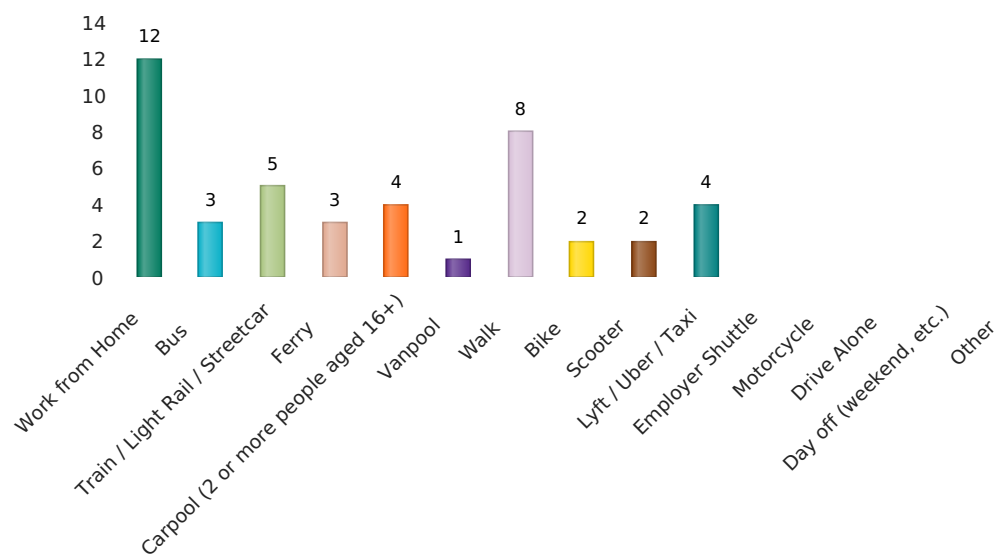


See how your employees get to work each day



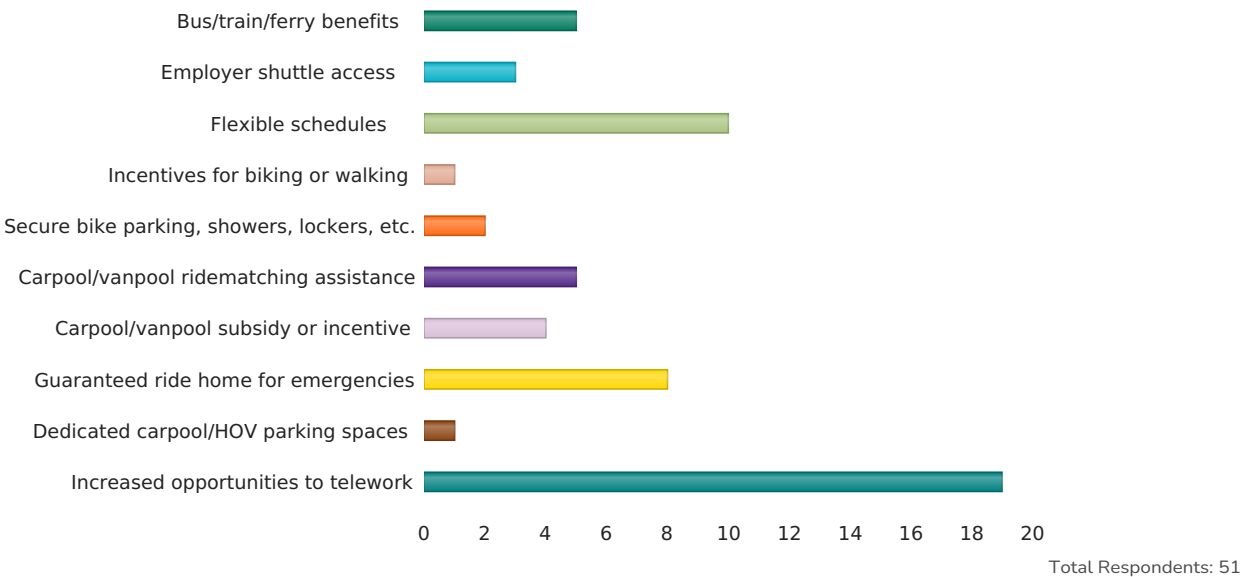
MODE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Work from Home	0	9	5	8	8	12	0
Bus	0	0	0	0	0	0	0
Train / Light Rail / Streetcar	0	0	0	0	0	0	0
Ferry	0	0	0	0	0	0	0
Carpool (2 or more people aged 16+)	0	1	3	3	3	1	0
Vanpool	0	0	0	0	0	0	0
Walk	0	0	0	0	0	0	0
Bike	0	1	1	1	0	0	0
Scooter	0	0	0	0	0	0	0
Lyft / Uber / Taxi	0	0	0	0	0	0	0
Employer Shuttle	0	0	0	0	0	0	0
Motorcycle	0	0	0	0	0	0	0
Drive Alone	1	39	42	38	39	35	2
Other	0	0	0	0	0	0	0
Day off (weekend, etc.)	50	1	0	1	1	3	49

Other transportation modes your employees have used



Total Respondents: 51

Factors that might help employees consider not driving alone to work



TDM Technical Committee approved 2025-2029 CTR 4-year Plans

- [City of Airway Heights \(PDF 482KB\)](#)
- [City of Auburn \(PDF 5.2MB\)](#)
- [City of Arlington \(PDF 1.5MB\)](#)
- [City of Bellevue \(PDF 1MB\)](#)
- [City of Bellingham \(PDF 316KB\)](#)
- [City of Bothell \(PDF 5.7MB\)](#)
- [City of Burien \(PDF 83KB\)](#)
- [City of Camas \(PDF 433KB\)](#)
- [City of Cheney \(PDF 331KB\)](#)
- [City of Edmonds \(PDF 400KB\)](#)
- [City of Everett \(PDF 471KB\)](#)
- [City of Federal Way \(PDF 418KB\)](#)
- [City of Fife \(PDF 1MB\)](#)
- [City of Kent \(PDF 271KB\)](#)
- [City of Kirkland \(PDF 248KB\)](#)
- [City of Lacey \(PDF 275KB\)](#)
- [City of Lakewood \(PDF 1.8MB\)](#)

From: Barulich, Wren <wren.barulich@wsdot.wa.gov>

Sent: Friday, November 15, 2024 4:02 PM

To: Tiffany Speir <tspeir@cityoflakewood.us>; WSDOT Transportation Demand Management <TDM@WSDOT.WA.GOV>

Subject: RE: [EXTERNAL] For WSDOT review: Draft 2025-2029 City of Lakewood Commute Trip Reduction Plan

Dear Tiffany,

WSDOT has reviewed the City of Lakewood's CTR Plan and found to meet compliance requirements.

What happens next?

The City of Lakewood's CTR Plan will be recommended for approval to the TDM Technical Committee on Thursday, December 5th. The plan will be posted for the committee's review here: [Resources – Transportation Demand Management](#). You are not required to be in attendance for the

approval process on December 5th and I will follow-up after the plan has been approved to close out this process.

Have an excellent weekend! And as always I am here for any questions.

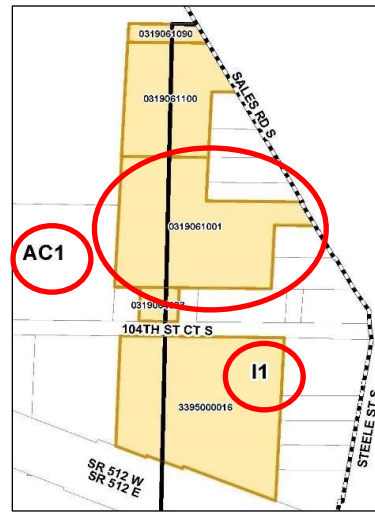
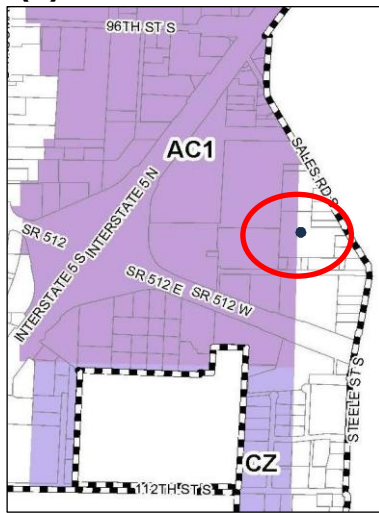
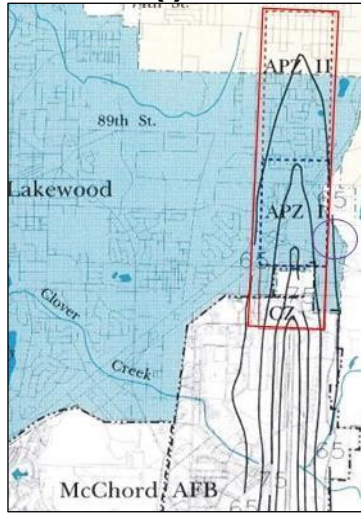
Thank you,

Wren

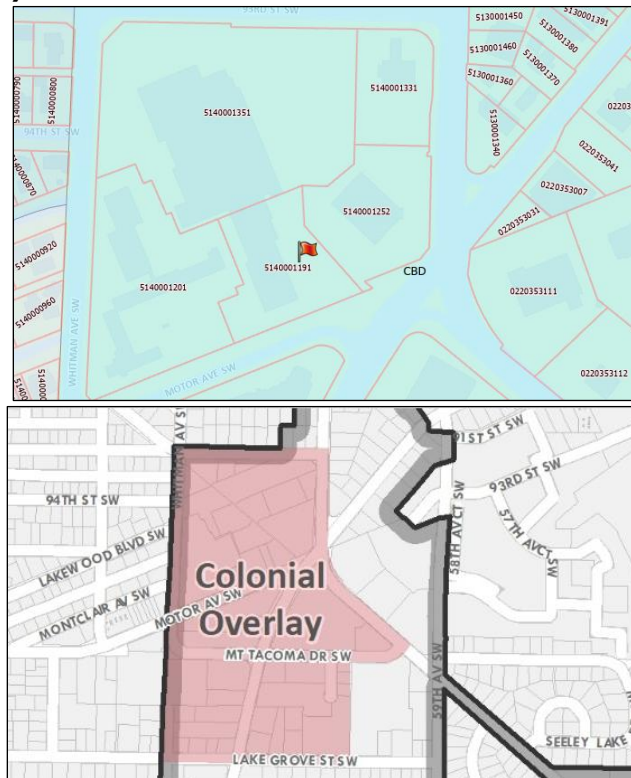
Wren Barulich
Planner / Public Transportation Division
wren.barulich@wsdot.wa.gov



2025-08 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).



2025-10 Redesignate / rezone parcel 5140001191 from Downtown / Central Business District (CBD) to Open Space and Recreation (OSR) / Open Space and Recreation 2 (OSR 2.)



2025-11 Reduce the minimum square footage for attached and detached accessory dwelling units (ADUs) in LMC 18A.40.110 (B)(1)(e)

18A.10.180 Definitions

“Accessory dwelling unit (ADU)” means a habitable [dwelling unit](#) added to, created within, or detached from and on the same [lot](#) with a single-[family](#) housing unit, duplex, [triplex](#), townhome, or other housing unit that provides basic requirements for living, sleeping, eating, cooking, and sanitation. See RCW 36.70A.696 (8) or its successor for the meaning of “major transit stop” in relation to ADUs.

18A.40.110 Residential Uses

* * *

B. Operating and Development Conditions.

1. Accessory dwelling units (ADUs) are permitted when added to, created within, or detached from a principal dwelling unit subject to the following restrictions:
 - a. Up to two (2) ADUs shall be allowed as accessory uses in conjunction with any detached single-family structure, duplex, triplex, townhome, or other housing unit. ADUs shall not be included in the density calculations. A lot shall contain no more than two (2) ADUs.
 - b. Lots designated with critical areas or their buffers shall be allowed up to one (1) ADU as an accessory use in conjunction with any detached single-family structure, duplex, triplex, townhome, or other housing unit.
 - c. An ADU may be established by creating the unit within or in addition to the new or existing principal dwelling, or as a detached unit from the principal dwelling.
 - d. The ADU, as well as the main dwelling unit, must meet all applicable setbacks, lot coverage, and building height requirements.
 - e. The maximum size of an attached ADU contained within or attached to an existing single-family structure shall be limited by the existing structure’s applicable zoning requirements. The maximum size of all other attached and all detached ADUs shall be no more than one thousand two hundred (1,200) square feet, excluding the garage.
 - f. The minimum size for both attached and detached ADUs shall be 400 square feet.

2025-12 Recognize RCW 35A.21.440 and RCW 36.70A.130¹ and adopt regulations allowing new housing in “existing buildings”, as defined herein, in all land use zones that allow multifamily (4+ units in one building) housing.

18A.10.180 Definitions

* * *

“Existing building” means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units.

* * *

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
Accessory caretaker's unit	–	–	–	–	–	–	–	–	–	–	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	P	P	P	P	P	P	P	–	–	P	P	P	–	–	–	–	–	–
Three-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	–	–	P	P	P	–	–	–	–	–	–
<u>Multifamily:</u> Four-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–
<u>Multifamily:</u> Five- and six-family residential, attached or detached dwelling units	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–
Multifamily, seven or more residential units	–	–	–	–	–	–	P	P	P	P	P	P	P	P	–	–	–	–
Mixed use	–	–	–	–	–	–	–	–	–	–	P	P	P	P	–	–	–	–

¹ 2023-2024 ESHB 1042

	Zoning Classifications																				
Residential Land Uses	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
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	–	–	–	–	–	–	–
Use of existing buildings for residential purposes (B)(14)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	–	–	–	–	–	–	–
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.

(14) Use of existing buildings for residential purposes:

(a) The addition of housing units at a density up to 50% more than what is allowed in the underlying zone may be permitted if constructed entirely within an existing building envelope, provided that generally applicable health and safety standards, including but not limited to building code standards and fire and life safety standards, can be met within the building;

(b) Sufficient existing parking must be retained to satisfy the number required for existing residential units and non-residential uses that remain after the new residential units are added;

(c) If an existing building is a designated landmark or is within a historic district established through a local preservation ordinance, applicable exterior design or architectural requirements beyond those necessary for health and safety of the use of the interior of the building or to preserve character-defining streetscapes will be enforced on the residential use in the building;

(e) The addition of housing units in an existing building with ground floor commercial or retail that is along a major pedestrian corridor as defined by the City is prohibited;

(f) Unchanged portions of an existing building used for residential purposes

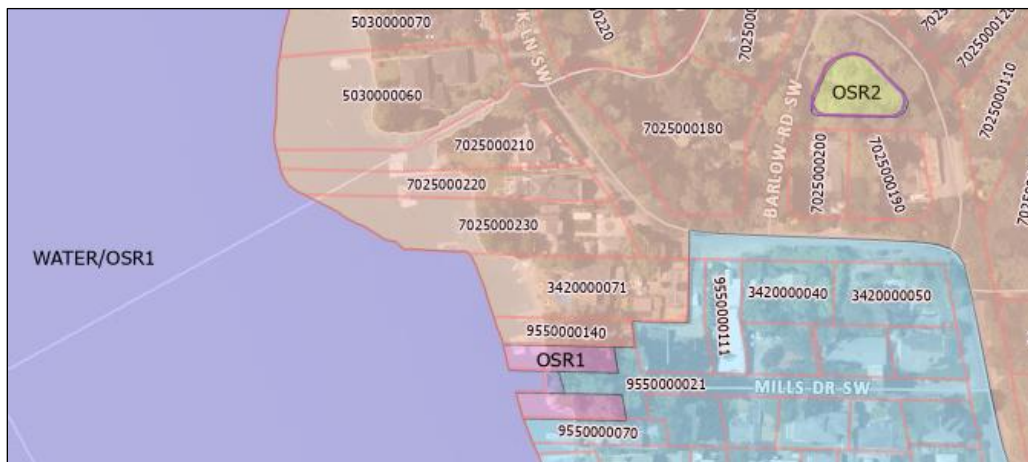
do not need to meet the current energy code; however, if any portion of an existing building is converted to new dwelling units, each of those new units must meet the requirements of the current energy code;

(g) Unless the code city official with decision-making authority makes written findings that a nonconformity regarding parking, height, setbacks, elevator size for gurney transport, or modulation is causing a significant detriment to the surrounding area, the City shall not deny a building permit application for the addition of housing units within the existing building;

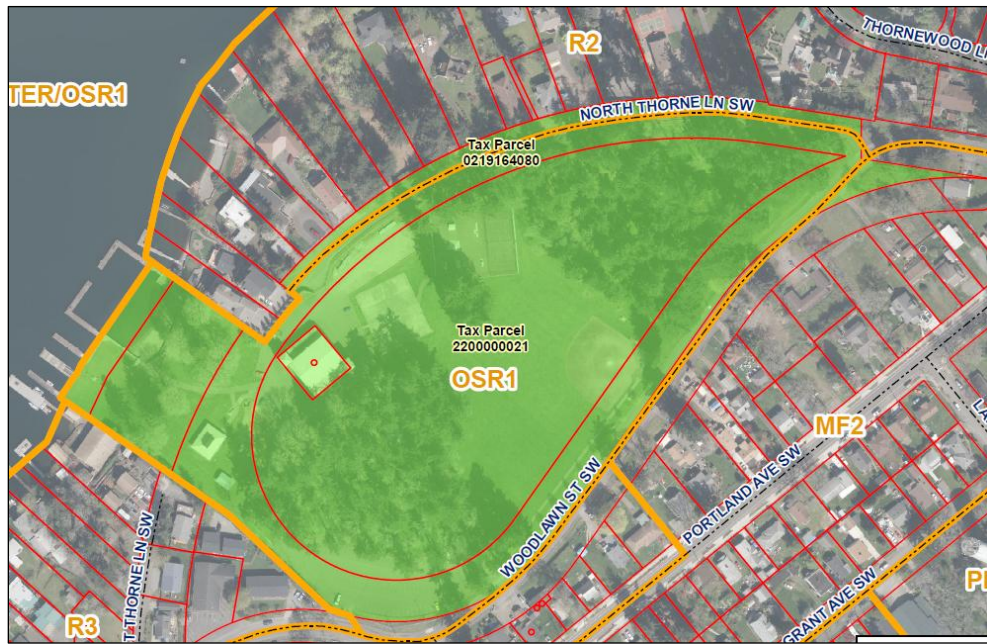
(h) A transportation concurrency study under RCW 36.70A.070 or an environmental study under chapter 43.21C RCW (SEPA) based on the addition of residential units within an existing building shall not be required; and

(i) Where an existing building cannot satisfy life safety standards, no housing units constructed entirely within the building's envelope will be allowed.

2025-13 Rezone parcel 7025000161 from Open Space & Recreation 2 (OSR2) to Open Space & Recreation 1 (OSR1)



2025-14 Redesignate/rezone parcel 2200000021 to be completely Open Space & Recreation (OSR) / Open Space & Recreation 1 (OSR1)



ATTACHMENT A
Statutory Requirements for 2025 Comprehensive Plan, Zoning Code, and
Development Regulation Amendments 2025-01, -03, -04, -05, and -12

2025-01 (Co-Living Housing)

RCW 36.70A.535 Co-living housing.

- (1) Cities and counties planning under this chapter must allow co-living housing as a permitted use on any lot located within an urban growth area that allows at least six multifamily residential units, including on a lot zoned for mixed-use development.
- (2) A city or county subject to the provisions of this section may not require co-living housing to:
 - (a) Contain room dimensional standards larger than that required by the state building code, including dwelling unit size, sleeping unit size, room area, and habitable space;
 - (b) Provide a mix of unit sizes or number of bedrooms; or
 - (c) Include other uses.
- (3) (a) A city or county subject to the provisions of this section also may not require co-living housing to:
 - (i) Provide off-street parking within one-half mile walking distance of a major transit stop; or
 - (ii) Provide more than 0.25 off-street parking spaces per sleeping unit.(b) The provisions of (a) of this subsection do not apply:
 - (i) If a city or county submits to the department an empirical study prepared by a credentialed transportation or land use planning expert that clearly demonstrates, and the department finds and certifies, that the application of the parking limitations of (a) of this subsection 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. The department must develop guidance to assist cities and counties on items to include in the study; or
 - (ii) To portions of cities within a one-mile radius of a commercial airport in Washington with at least 9,000,000 annual enplanements.
- (4) A city or county may not require through development regulations any standards for co-living housing that are more restrictive than those that are required for other types of multifamily residential uses in the same zone.
- (5) A city or county 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 including, but not limited to, shoreline regulations under chapter 90.58 RCW.

(6) A city or county may not exclude co-living housing from participating in affordable housing incentive programs under RCW 36.70A.540.

(7) A city or county may not treat a sleeping unit in co-living housing as more than one-quarter of a dwelling unit for purposes of calculating dwelling unit density.

(8) A city or county may not treat a sleeping unit in co-living housing as more than one-half of a dwelling unit for purposes of calculating fees for sewer connections, unless the city or county makes a finding, based on facts, that the connection fees should exceed the one-half threshold.

(9) (a) A city or county subject to the requirements of this section must adopt or amend by ordinance and incorporate into their development regulations, zoning regulations, and other official controls the requirements of this section to take effect no later than December 31, 2025.

(b) In any city or county that has not adopted or amended ordinances, regulations, or other official controls as required under this section, the requirements of this section supersede, preempt, and invalidate any conflicting local development regulations.

(10) Any action taken by a city or county to comply with the requirements of this section is not subject to legal challenge under this chapter or chapter 43.21C RCW.

(11) For the purposes of this section, the following definitions apply:

(a) "Co-living housing" means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. Local governments may use other names to refer to co-living housing including, but not limited to, congregate living facilities, single room occupancy, rooming house, boarding house, lodging house, and residential suites.

(b) "Major transit stop" means:

(i) A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;

(ii) Commuter rail stops;

(iii) Stops on rail or fixed guideway systems, including transitways;

(iv) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

(v) Stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.

2025-03 (Middle Housing Regulation)

2024 E2SHB 1110

Density Requirements.

A fully planning city meeting the population criteria must provide by ordinance, and incorporate into its development regulations, zoning regulations, and other official controls, authorization for the development of a minimum number of units on all lots zoned predominately for residential use by six months after the city's next required comprehensive plan update.

A fully planning city with a population of at least 25,000 but less than 75,000 must include authorization for at least:

- two units per lot;
- four units per lot within 0.25 miles walking distance of a major transit stop; and
- four units per lot if at least one unit is affordable housing.

A major transit stop includes a stop on a high-capacity transportation system, commuter rail stops, stops on rail or fixed guideway systems, and stops on bus rapid transit routes.

To qualify as affordable housing, the unit must be maintained as affordable for at least 50 years and record a covenant or deed restriction that ensures continued affordability. The affordable units also must be comparable in size and number of bedrooms as other units and be generally distributed throughout the development. A city with an affordable housing incentive program may vary from these affordable housing requirements and require any development to provide affordable housing, either onsite or through an in-lieu payment.

The density requirements do not apply to:

- lots designated with critical areas or their buffers
- watershed serving a reservoir for potable water if that watershed is listed as impaired or threatened under the federal Clean Water Act; or
- lots that have been designated urban separators by countywide planning policies.

Middle Housing Requirements.

A city must allow at least six of the nine types of middle housing and may allow ADUs to achieve the minimum density requirements. Middle housing is defined as 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. A city is not required to allow ADUs or middle housing types beyond the density requirements.

A city subject to the density requirements must include specific provisions related to middle housing in their development regulations. Any city subject to the middle housing requirements:

- 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 the city 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.

The limits on off-street parking requirements do not apply if a city submits to Commerce an empirical study prepared by a credentialed transportation or land use planning expert that clearly demonstrates, and Commerce certifies, that parking limits for middle 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 for the same number of detached houses.

A city 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 on-site 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.

A city adopting the density and middle housing requirements 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.

2025-04 ("Concerning the definition of multiunit residential buildings")

2024 SB 5792

(6) "Multiunit residential building" means:

(a) A building containing more than two attached dwelling units, including a building containing nonresidential units if the building also contains more than two attached dwelling units, but excluding the following classes of buildings:

(i) Hotels and motels;

(ii) Dormitories;

(iii) Care facilities;

(iv) Floating homes;

(v) A building that contains attached dwelling units that are each located on a single platted lot, except as provided in (b) of this subsection;

(vi) A building in which all of the dwelling units are held under one ownership and is subject to a recorded irrevocable sale prohibition covenant; ((and))

(vii) A building with 12 or fewer units that is no more than two stories; and

(viii) A building with 12 or fewer units that is no more than three stories so long as one story is utilized for parking, either above or below ground, or retail space.

2025-05 (Residential Parking Regulations)

2024 SSB 6015

Cities and counties must enforce the following land use regulations for residential development:

- 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 spaces during resurfacing if doing so will be more costly or require significant reconfiguration of the parking space locations.

Any county planning under the GMA, and any city within the county with a population greater than 6,000, 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.

2025-12 (New housing in “existing buildings” zoned for commercial and mixed use in all land use zones that allow multifamily (4+ units in one building) housing)

RCW 35A.21.440 (Statute effective 2023; 2025 HB 1757 amendments effective 7/27/25)
New housing in existing buildings - Prohibitions on local regulation.

(1) (a) Code cities must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations, and other official controls the requirements of subsection (2) of this section for buildings that are zoned for commercial or mixed use no later than six months after its next periodic comprehensive plan update required under RCW 36.70A.130.

(b) The requirements of subsection (2) of this section apply and take effect in any code city that has not adopted or amended ordinances, regulations, or other official controls as required under this section by the timeline in (a) of this subsection and supersede, preempt, and invalidate any conflicting local development regulations.

(2) Through ordinances, development regulations, zoning regulations, or other official controls as required under subsection (1) of this section, code cities may not:

(a) Impose a restriction on housing unit density that prevents the addition of housing units at a density up to 50 percent more than what is allowed in the underlying zone if constructed entirely within an existing building envelope in a building located within a zone that permits multifamily housing, provided that generally applicable health and safety standards, including but not limited to building code standards and fire and life safety standards, can be met within the building;

(b) Impose parking requirements on the addition of dwelling units or living units added within an existing building, however, cities may require the retention of existing parking that is required to satisfy existing residential parking requirements under local laws and for nonresidential uses that remain after the new units are added;

(c) With the exception of emergency housing and transitional housing uses, impose permitting requirements on the use of an existing building for residential purposes beyond those requirements generally applicable to all residential development within the building's zone;

(d) Impose design standard requirements, including setbacks, lot coverage, and floor area ratio requirements, on the use of an existing building for residential purposes beyond those requirements generally applicable to all residential development within the building's zone;

(e) Impose exterior design or architectural requirements on the residential use of an existing building beyond those necessary for health and safety of the use of the interior of the building or to preserve character-defining streetscapes, unless the building is a designated landmark or is within a historic district established through a local preservation ordinance;

(f) Prohibit the addition of housing units in any specific part of a building except ground floor commercial or retail that is along a major pedestrian

corridor as defined by the code city, unless the addition of the units would violate applicable building codes or health and safety standards;

(g) Require unchanged portions of an existing building used for residential purposes to meet the current energy code solely because of the addition of new dwelling units within the building, however, if any portion of an existing building is converted to new dwelling units, each of those new units must meet the requirements of the current energy code;

(h) Deny a building permit application for the addition of housing units within an existing building due to nonconformity regarding parking, height, setbacks, elevator size for gurney transport, or modulation, unless the code city official with decision-making authority makes written findings that the nonconformity is causing a significant detriment to the surrounding area; or

(i) Require a transportation concurrency study under RCW 36.70A.070 or an environmental study under chapter 43.21C RCW based on the addition of residential units within an existing building.

(3) Nothing in this section requires a code city to approve a building permit application for the addition of housing units constructed entirely within an existing building envelope in a building located within a zone that permits multifamily housing in cases in which the building cannot satisfy life safety standards.

(4) For the purpose of this section, "existing building" means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units.

2025 2SHB 1183 (Updates to RCW 35A.21.440 – Lakewood must comply by 12/31/29) Development Regulations and the Growth Management Act.

For cities and counties planning under the GMA, retrofits of existing buildings to be used for residential housing, new construction, or the retrofit of existing buildings meeting passive house requirements must:

- allow the portion of exterior wall assemblies that include insulation to project up to 8 inches into the setbacks on all sides;
- allow the building to exceed the maximum allowable roof height by 8 inches to accommodate additional insulation; and
- ensure that the gross floor area is measured from the interior face of the exterior walls, including drywall.

The following must also be allowed by planning cities and counties:

- For existing nonconforming buildings already projecting into setbacks, and to be used for residential housing, the portion of exterior wall assemblies that include insulation may project up to an additional 8 inches into the setbacks on all sides.
- A building may exceed any maximum allowable roof height limit by at least 48 inches to accommodate a roof-mounted solar energy panel.
- For new construction or the retrofit of existing buildings meeting passive house requirements, any required setback must be measured to the outside face of the foundation.

In each of the foregoing instances, cities and counties are not prohibited from applying the requirements of the State Building Code and there is no requirement that a city or county allow a setback of less than 36 inches between residential dwelling units.

Facade Modulation and Setbacks.

Cities and counties planning under the GMA may not require facade modulation or upper level setbacks as a condition of permitting the following residential projects:

- (1) affordable housing;
- (2) new construction meeting passive house requirements;
- (3) the retrofit of existing buildings meeting passive house requirements;
- (4) conversions of existing buildings to housing or mixed-use developments, that includes housing;
- (5) modular construction; and
- (6) mass timber construction.

(Definitions are provided for several of these terms.)

Parking Requirements.

Cities and counties planning under the GMA may not require off-street parking as a condition for permitting affordable housing, new construction or the retrofit of existing buildings meeting passive house requirements, modular construction, or mass timber construction. However, off-street parking may be required if:

- the city or county submits a study prepared by credentialed planning experts to the Department of Commerce demonstrating that the foregoing parking limitations will be significantly less safe for vehicle drivers or passengers, pedestrians, or bicyclists than the jurisdiction's parking requirements; or
- a county's roads are not developed to the standards adopted by cities within that county for streets and roads.

Affordable Unit Sizes.

Subject to specified exceptions, planning cities and counties may not require affordable housing units for low-income or very low-income households to exceed specified size requirements based on the unit configuration. If a project's average market rate unit size is smaller than the size requirements for low or very low-income affordable housing units, the city must allow affordable housing units to be of a comparable size to the market rate units.

Implementation.

Cities and counties that plan under the GMA must implement the foregoing requirements by the sooner of six months safter their next periodic comprehensive plan update or six months after their next implementation progress report.

Statutory Definitions of “Major Transit Stop”

36.70A.030 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

* * *

(25) "Major transit stop" means:

- (a) A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
- (b) Commuter rail stops;
- (c) Stops on rail or fixed guideway systems; or
- (d) Stops on bus rapid transit routes, including those stops that are under construction.

RCW 36.70A.535 Co-living housing.

(11) For the purposes of this section, the following definitions apply:

* * *

(b) "Major transit stop" means:

- (i) A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
- (ii) Commuter rail stops;
- (iii) Stops on rail or fixed guideway systems, including transitways;
- (iv) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
- (v) Stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.

36.70A.696 Accessory Dwelling Units - Definitions

(8) "Major transit stop" means:

- (a) A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
- (b) Commuter rail stops;
- (c) Stops on rail or fixed guideway systems, including transitways;
- (d) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
- (e) Stops for a bus or other transit mode providing actual fixed route service at intervals of at least fifteen minutes for at least five hours during the peak hours of operation on weekdays.

RCW 43.21C.420 Comprehensive plans and development regulations - Optional elements - Nonproject environmental impact statements - Subarea plans - Transfer of development rights program - Recovery of expenses

(3) A major transit stop is defined as:

- (a) A stop on a high capacity transportation service funded or expanded under the provisions of chapter 81.104 RCW;
- (b) Commuter rail stops;
- (c) Stops on rail or fixed guideway systems, including transitways;
- (d) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

(e) Stops for a bus or other transit mode providing fixed route service at intervals of at least thirty minutes during the peak hours of operation.

RCW 43.21C.440 Planned action – Defined - Authority of a county, city, or town - Community meetings.

(5) For purposes of this section, "major transit stop" means a commuter rail stop, a stop on a rail or fixed guideway or transitway system, or a stop on a high capacity transportation service funded or expanded under chapter 81.104 RCW.



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
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May 16, 2025

Tiffany Spears, Planning Division Manager
City of Lakewood
6000 Main Street SW
Lakewood, WA 98499

RE: PlanView Submittal #2025-S-8178, Draft Comprehensive Plan Amendment

Dear Tiffany:

Thank you for the opportunity to comment on proposed amendments to the City of Lakewood's comprehensive plan. Growth Management Services received the proposed amendments on March 17, 2025, and processed them with material identification number 2025-S-8178. We commend the City for getting an early start on its 2025 amendments. We encourage you and your community to consider the following as you finalize the plan and present amendments to your appointed and elected officials.

We have the following concerns for Amendment 2025-03, regarding middle housing.

Proposed Table 18A.80.030(F) requires bicycle parking for duplexes and not for single-family homes. As proposed, we do not believe this is consistent with [RCW 36.70A.635\(6\)\(b\)](#) which requires regulations for middle housing to be no more restrictive than single-family housing. We recommend modifying Table 18A.80.030(F) by removing the required parking for duplexes and any other middle housing. For more information see [Middle Housing User Guide 11-07-2024 Update.pdf | Powered by Box](#), pages 69-72.

Proposed Section 18A.30.280(A) states the director can determine whether parking is required within 1/2 mile of a major transit stop. As proposed, we do not believe this is consistent with [RCW 36.70A.635\(6\)\(d\)](#) which states parking is not required within 1/2 mile of a major transit stop. We recommend modifying section 18A.30.280(A) by removing the determination by the director. For more information see [Middle Housing User Guide 11-07-2024 Update.pdf | Powered by Box](#), pages 70-71 and 79-83.

Please note: If the city does not adopt middle housing regulations consistent with state law on or before June 30, 2025, state law will supersede, preempt and invalidate local codes if a local government does

not adopt regulations consistent with state law. See Commerce's fact sheet about [preemptive state laws for infill housing](#) for additional information and guidance.

Thank you again for the opportunity to comment on your draft comprehensive plan. If you have any questions or concerns about this letter and/or would like to discuss other growth management topics, please contact me at eric.guida@commerce.wa.gov or 360-725-3044. We extend our continued support to the City of Lakewood in achieving the goals of the Growth Management Act.

Sincerely,

Eric Guida

Eric Guida, Senior Planner
Growth Management Services

:SV

cc: David Andersen, AICP, Senior Managing Director, Growth Management Services
Valerie Smith, AICP, Deputy Managing Director, Growth Management Services
Benjamin Serr, AICP, Eastern Regional Manager, Growth Management Services
Carol Holman, MUP, Western Regional Manager, Growth Management Services
Anne Fritzel, AICP, Housing Planning Manager, Growth Management Services
Lilith Vespier, Infill Housing Manager, Growth Management Services
Laura Hodgson, Housing Data Manager, Growth Management Services
Katherine Mitchell, TODI Grant Manager, Growth Management Services



TO: Mayor and City Council

FROM: Jeff Rimack, Director, Planning and Public Works
Becky Newton, Economic Development Manager Planning and Public Works

THROUGH: John Caulfield, City Manager *Tho Kraus*

DATE: June 19, 2025

SUBJECT: Multifamily Tax Exemption (MFTE) Program and Residential Target Area (RTA) Map & Code Amendments Public Hearing

ATTACHMENTS:
Resolution 2025-01 Planning Commission Recommendation **(Attachment A)**; PPW Memo to Planning Commission for Multifamily Tax Exemption (MFTE) Program **(Attachment B)**

EXECUTIVE SUMMARY

In 2024 the City of Lakewood began an assessment of the Multi-Family Tax Exemption (MFTE) program, this included a review of the corresponding Residential Target Areas (RTA) within the city. Amendments to the Lakewood Municipal Code (LMC) surrounding the MFTE program as well as the RTA boundaries are being recommended by Planning and Public Works (PPW) staff. Consistent with the comprehensive plan and downtown subarea plan, the amendments are intended to:

- Improve clarity;
- increase participation; and
- Improve effectiveness.

The Lakewood Planning Commission met to review, discuss and consider public testimony regarding the MFTE proposal on the following dates:

Study Sessions

- January 15, 2025,
- February 5, 2025

Public Hearing

- February 19, 2025,
- March 5, 2025,
- April 2, 2025, and
- April 16, 2025

The Commission's recommendations are reflected in Resolution 2025-01 as shown in Attachment A.

BACKGROUND

In 2024, after initial proposed changes to certain RTA boundaries, the City Council directed the Planning Commission to revisit the proposal and to provide additional public engagement and input. During this process, staff discovered that the Central Business District (CBD) RTA does not have the same MFTE extension allowances as the Springbrook and Station District.

In line with the Council's goals for the MFTE program, the following items were reviewed for potential amendment.

1. Proposed Amendments regarding the MFTE 12-year Extension

In accordance with state law (RCW 84.14.020), jurisdictions are allowed to authorize a 12-year extension of the MFTE program. LMC 3.64.020 (G) already allows the 12-year extension of the MFTE in the Springbrook and Station District RTAs. The 12-year extension requires that at least 20% of units are affordable to those at 70% of the Pierce County AMI.

The proposed amendment is to also allow the same extension within the CBD RTA outside of the Tax Increment Finance program area.

Analysis

The proposed 12-year extension for the CBD would align all RTAs consistently in the code. Allowing for differences in MFTE requirements creates confusion about how the program operates. The extension also provides additional incentives for developers, especially for properties that may not typically be financially viable but could be with a longer authorization period.

While this is an additional 12 years, it is important to remember taxes on the land and non-residential components, such as commercial spaces, continue to be paid to the city and other public agencies during the exemption period. Once concluded, in the eleven previous MFTE projects approved, an average 200% increase in the property tax rate which now includes the building along with land valuation.

<u>Staff Recommendation</u> Neutral. This is a council policy decision and centered around how much incentive/opportunity the City of Lakewood wants to afford developers in meeting regional and local growth and policy objectives.	<u>Planning Commission Recommendation</u> Remove the 12-year Extension from the code for all RTAs.
--	---

2. MFTE Application Procedure Language Cleanup

The timing surrounding when an application for MFTE is to be filed and when agreements are to be executed in the current code is ambiguous. This has been interpreted differently by applicants and staff over the years. The proposed amendments to LMC 3.64.020 (H) *Application Procedure* will clarify for staff and applicants the MFTE application and agreement execution timing.

Analysis

The proposed amendment language:

"The application shall be filed after land use permitting is complete or prior to building permit issuance if no land use action is required. Conditional agreements shall be fully executed prior to issuance of building final certificate of occupancy. If the application shall result in a denial by the City, the City will retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant. (*amended language*)

The amended language is clear, concise, and direct. It also allows applicants to apply for the MFTE in parallel with other permits for the project, removing unneeded delays.

<u>Staff Recommendation</u> Approve the language amendments.	<u>Planning Commission Recommendation</u> Approve the language amendments.
---	---

3. Expansion of the Residential Target Areas (RTA).

The PPW department reviewed the Oakbrook, Springbrook, Lakewood Station, Central Business District, and Tillicum neighborhoods for possible extension of the RTA. The areas zoning, density allowances, current use, neighborhood protections, and conformance to Comprehensive plan goals were all looked at when selecting and making a recommendation for RTA expansion. The study resulted in the CBD being the area best placed to expand the RTA.

Analysis

The analysis of the areas shows that the CBD is the appropriate location based on:

- The purpose of the MFTE is to stimulate the construction of new multifamily housing in urban centers that have insufficient housing opportunities for all income levels. Currently, CBD's housing stock is below the targeted rates.
- The CBD zone is the area designated in the Comprehensive Plan and Downtown Subarea Plan to welcome a significant share of significant housing development and job growth in the city. This helps prevent single-family residential zones throughout the city from increased densification to meet new growth and housing goals.
- LMC 18B.200.250 regulates the buffer transition overlay between the higher intensity uses in the Downtown Subarea and lower intensity uses in the residential zones that surround Downtown protecting abutting residential areas. Restrictions address the following within the CBD:
 - Building Height
 - Building Setbacks
 - Parking and Loading
 - Refuse Containers
 - Mechanical Equipment

These protections are not available outside of the CBD subarea.

- The Pierce Transit transfer facility is in the subarea supporting multimodal transportation and reduced parking requirements leading to decreased carbon emissions.

- Existing zoning classifications and land use regulations anticipate and require higher density, middle housing and multifamily housing in the CBD subarea.
 - The 2018 Environmental Impact Study (EIS) and 2024 Supplemental EIS for the 2024 Comprehensive Plan periodic update focused on increased housing density within the CBD and providing proposed mitigation measures for adverse impacts.
 - Increased housing is required to maintain the CBDs Regional Urban Growth Center (RUGC) designation. Since 2010, over \$17 million in PSRC-administered federal funding has been awarded for City transportation projects. Without the RUGC designation, Lakewood would no longer be eligible for PSRC funds.
 - Design requirements in the CBD provide control over the character of any project located within it. This is not possible in the other areas investigated.
- The Downtown Subarea and its regulations include incentives for new affordable and denser housing. The regulations also identify that public desired transportation and park infrastructure are to be funded by development projects within the subarea.
- Aligns the boundaries of the CBD RTA with the CBD zoning boundaries easing developers' ability to recognize where the MFTE can be applied for.

The other neighborhoods identified *DID NOT*:

- Afford protective transitions zones for surrounding neighborhoods;
- Support the Comprehensive Plan goals;
- Provide control over design standards;
- Support methodologies to establish a downtown park;
- Support maintaining the RUGC designation for traffic funding;
- Provide ready multimodal transportation options reducing greenhouse emissions in alignment with Council and state goals.

<u>Staff Recommendation</u> Approve expansion of the CBD RTA.	<u>Planning Commission Recommendation</u> 1) Approve the CBD RTA expansion in the pink area West of Gravelly Lake Drive SW, South of Lake Grove ST SW and North of 100 th ST SW. only; 2) Approve Springbrook RTA expansion; 3) Approve new RTAs in Oakbrook, and Tillicum.
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SUMMARY OF STAFF RECOMENDATIONS

1. Proposed Amendments regarding the MFTE 12-year Extension-**Neutral**
2. MFTE application procedure language cleanup-**Approve**
3. Expansion of the Residential Target Areas (RTA)-**Approve expansion of CBD RTA**

PLANNING COMMISSION RESOLUTION 2025-01
[As adopted 4/16/25]

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LAKEWOOD, WASHINGTON, FORMALIZING ITS RECOMMENDATIONS REGARDING THE MULTIFAMILY TAX EXEMPTION (MFTE) PROGRAM AND RESIDENTIAL TARGET AREA (RTA) BOUNDARIES AND FORWARDING ITS RECOMMENDATIONS TO THE LAKEWOOD CITY COUNCIL FOR CONSIDERATION AND ACTION.

WHEREAS, in 2020 the City of Lakewood passed Ordinance 738 updating Chapter 3.64 of the Lakewood Municipal Code related to availability of tax exemptions for multi-family housing (MFTE program); and

WHEREAS, in 2023 the City of Lakewood passed Ordinance 792 amending LMC Chapter 3.64; and

WHEREAS, it is appropriate for the City Council to periodically consider and adopt amendments to the Lakewood MFTE program to ensure that it performs as intended and in compliance with state law; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 19, 2025 and continued the hearing to accept additional written public comment until March 5, 2025;

NOW, THEREFORE, THE LAKEWOOD PLANNING COMMISSION OF THE CITY OF LAKEWOOD, WASHINGTON, DOES RECOMMEND AS FOLLOWS:

Section 1. Amendments to the Lakewood Municipal Code 3.64.020 Property Tax Exemption – Requirements and process hereto, as follows:

~~3.64.020 (G) Extension for Projects Receiving an Initial Eight-Year or 12-Year Exemption.~~ Any project in the Lakewood Station District and Springbrook Residential Target Areas (RTAs) an eight- or 12-year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units; and

- ~~1. must be received within 18 months of expiration of current exemption;~~
- ~~2. At least 20 percent of the housing must be occupied by households earning no more than 70 percent of the Pierce County family median income;~~
- ~~3. Conversion from market rate to affordable units must comply with the procedures outlined in the City's policies and procedures;~~
- ~~4. Applicants must provide notice to tenants in rent-restricted units at the end of the tenth and eleventh years of the continued 12-year exemption that the exemption will expire and the landlord will provide relocation assistance;~~
- ~~5. Landlords must provide one month's rent as relocation assistance to a qualified tenant in their final month when affordability requirements no~~

longer apply, even when the affordable rent period extends beyond the expiration of the tax exemption;

6. ~~New extensions are not permitted on or after January 1, 2046.~~

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

3.64.020 (H) Application Procedure

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

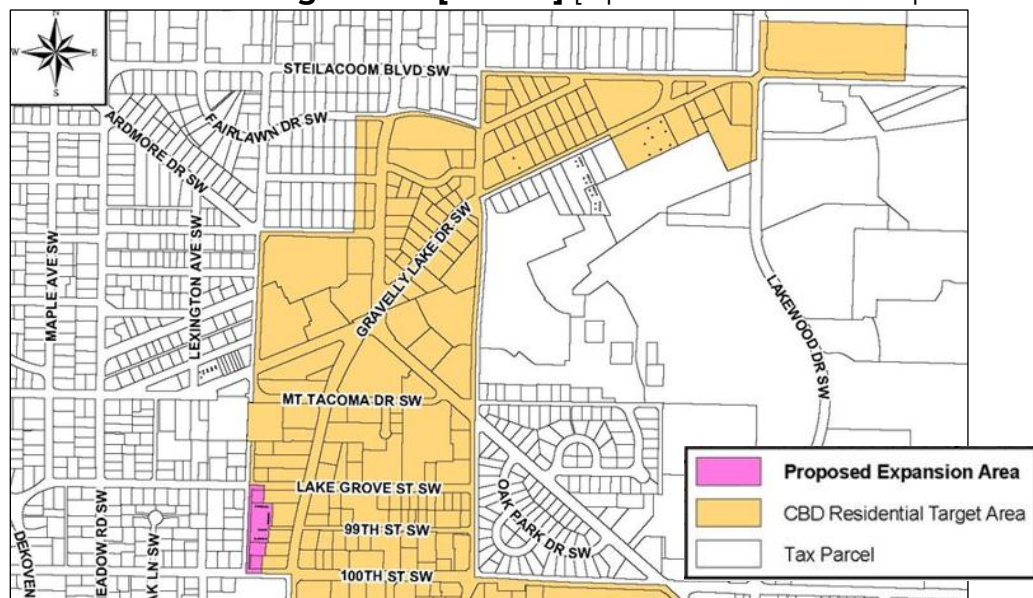
File with the Department of Planning and Public Works (PPW) the required application along with the required fees as set in the Lakewood Master Fee Schedule (adopted annually by resolution).

The application shall be filed after land use permitting is complete or prior to building permit issuance if no land use action is required. Conditional agreements shall be fully executed prior to issuance of building final certificate of occupancy. If the application shall result in a denial by the City, the City will retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant.

LMC 3.64.030 (C) Designated Residential Target Areas (RTAs).

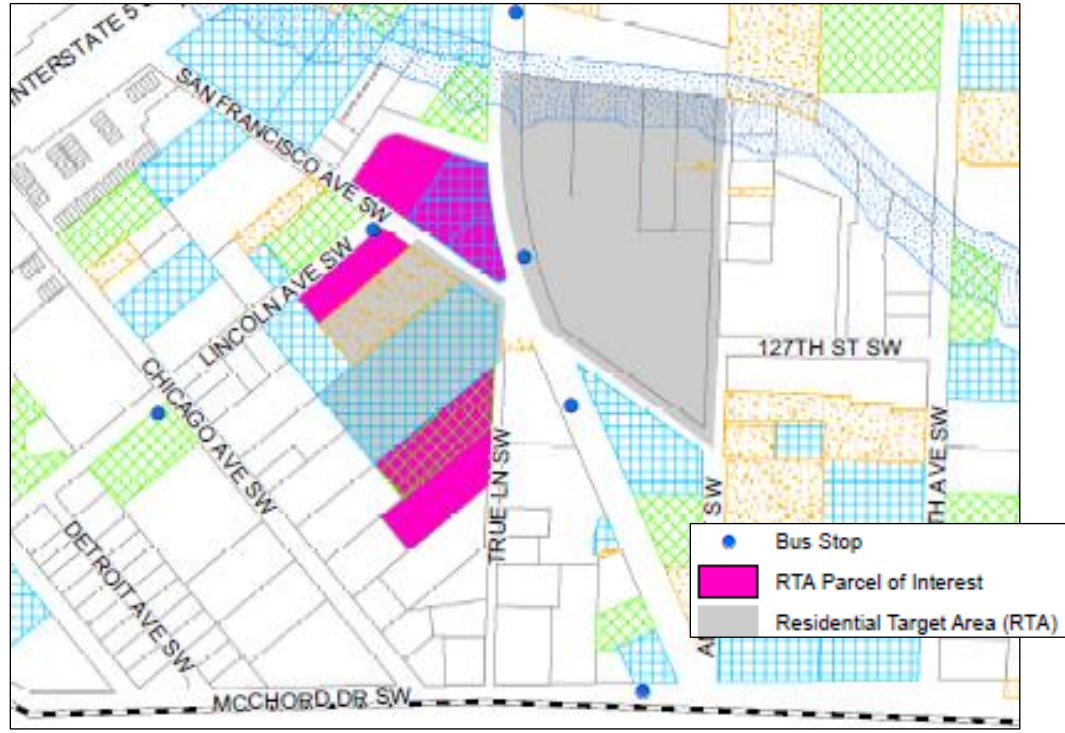
1. The proposed boundaries of the “residential target areas” include the boundaries of the geographic areas listed below and as indicated in the Comprehensive Plan, which are incorporated herein by reference and on file in the City Clerk’s Office.

Map 1: CBD Residential Target Area [Partial] [Update to include the pink area.]

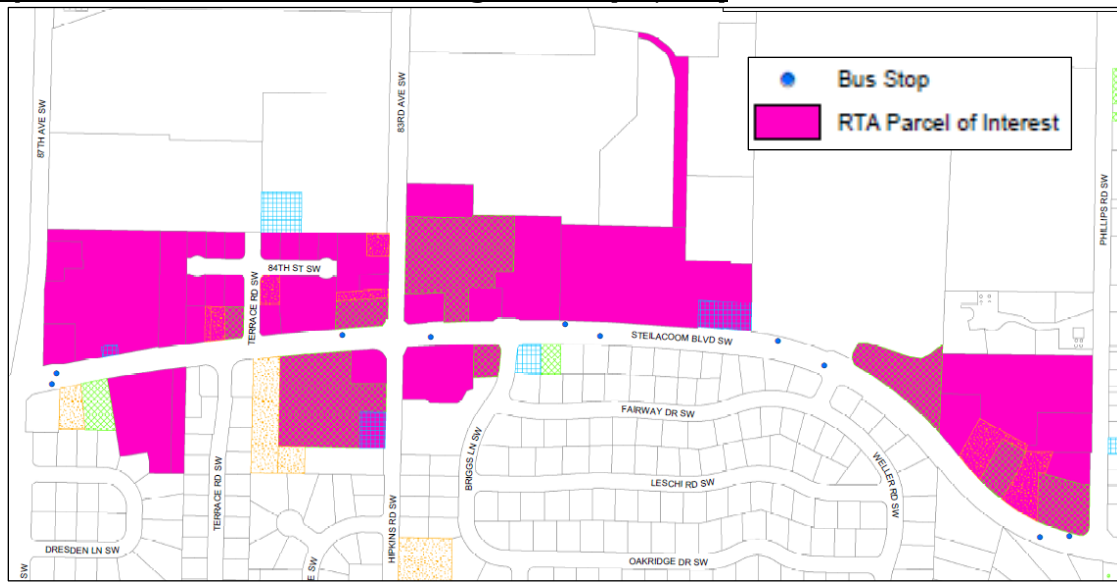


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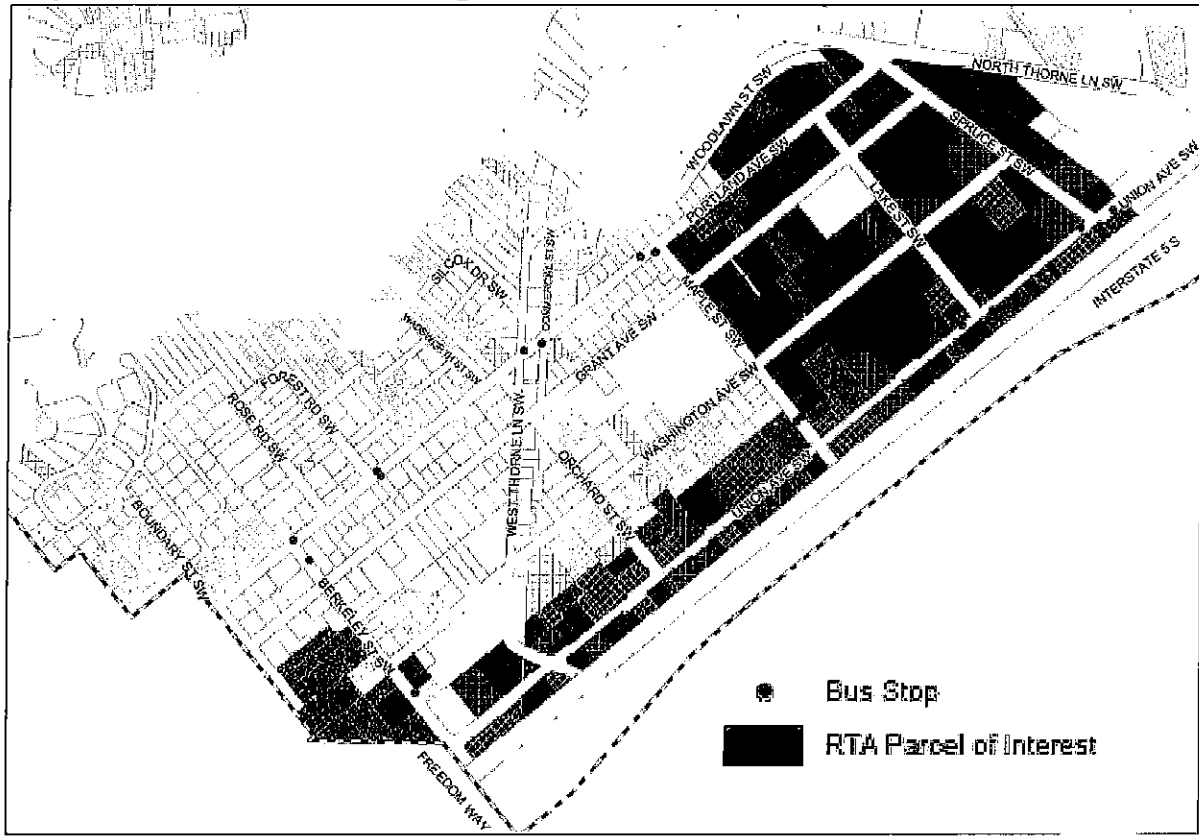
Map 3: Updated Springbrook Residential Target Area [add pink area]



Map 4: Oakbrook Residential Target Area [in pink]



Map 5: Tillicum Residential Target Area



Section 2: The Lakewood Planning Commission hereby directs staff to transmit its recommendations as contained herein to the Lakewood City Council in a timely manner.

PASSED AND ADOPTED at a regular meeting of the City of Lakewood Planning Commission this 16th day of April, 2025, by the following votes:

AYES: 5 BOARDMEMBERS: Combs, Herr, Larsen, Lindholm, Talbo

NOES: 0 BOARDMEMBERS:

ABSENT: 2 BOARDMEMBERS Estrada, Wallace

ATTEST:

Phillip Combs

Phillip Combs (May 1, 2025 08:12 PDT)

CHAIR, PLANNING COMMISSION

Karen Devereaux

KAREN DEVEREAUX, SECRETARY



TO: Lakewood Planning Commission

FROM: Jeff Rimack, Director, Planning and Public Works and
Becky Newton, Economic Development Manager

DATE: April 16, 2025

SUBJECT: Multifamily Tax Exemption (MFTE) Program and Residential Target Area (RTA) Map & Code Amendments

ATTACHMENTS: Draft Resolution 2025-01 (**Attachment A**); City response matrix to public comments received during the Planning Commission public hearing (**Attachment B**); Current LMC Chapter 3.64 regulating the MFTE program (**Attachment C**); Maps of Oakbrook, Springbrook, and Tillicum RTAs (**Attachment D**); MFTE Financing examples (**Attachment E**); Summary of purpose for MFTE Program and how it interacts with Lakewood's zoning and development regulations (**Attachment F**); and Comment letter submitted related to the Lakewood Station District Subarea (**Attachment G**.)

BACKGROUND

The City of Lakewood adopted a Multifamily Tax Exemption program (MFTE) in 2002 and significantly updated it in 2023. Residential Target Areas (RTAs) regulations were first adopted in 2007 and in 2015, the City Council adopted Resolution 2015-10 establishing residential target areas (RTAs) for the MFTE program. The Lakewood MFTE program can only be applied within adopted RTAs.

In 2024, following an initial consideration of changes to certain RTAs' boundaries, the City Council directed that the Planning Commission reconsider the draft changes to provide additional public engagement and input opportunities. Within the reconsideration process, the Council also directed that an expansion of the CBD RTA boundary be reviewed.

The Planning Commission held a duly noticed public hearing on February 19, 2025 and extended it through March 5, 2025 on several proposed code amendments to the MFTE program and several potential Residential Target Area (RTA) boundary expansions (Central Business District, Oakbrook, Springbrook, and Tillicum.) Having reviewed the various potential RTA boundary expansions, PPW staff recommended the expansion of only the Central Business District (CBD) RTA.

Following the Council's direction to increase public engagement, all property owners located inside and within 300 feet of the proposed RTA boundary expansions were notified by mail on February 6. The Planning Commission public hearing was noticed as required in the Tacoma News Tribune, and the information was provided on the City's website and through social media.

Included in and attached to this memorandum:

- Options regarding criteria for proposed 12-year extension of an MFTE award;

- Draft Resolution 2025-01 (**Attachment A**);
- City response matrix to comments received during the Planning Commission public hearing (**Attachment B**);
- Current LMC Chapter 3.64 regulating the MFTE program (**Attachment C**);
- Maps of Oakbrook, Springbrook, and Tillicum RTAs (**Attachment D**);
- MFTE Financing examples (**Attachment E**);
- Summary of purpose for MFTE Program and how it interacts with Lakewood's zoning and development regulations (**Attachment F**); and
- Comment letter submitted related to the Lakewood Station District Subarea (**Attachment G**.)

DISCUSSION

Proposed Amendments regarding the MFTE 12-year Extension

RCW 84.14.020, the state law authorizing the proposed 12-year extension, states:

[T]he applicant must meet at a minimum the locally adopted requirements for the property to qualify for an exemption applicable at the time of the extension application, and the applicant commits to renting or selling at least 20 percent of the multifamily housing units as affordable housing units for low-income households.

[F]or any 12-year exemption extension authorized, at the expiration of the exemption, the applicant must provide tenant relocation assistance in an amount equal to one month's rent to a qualified tenant within the final month of the qualified tenant's lease.

No new exemptions may be provided beginning on or after January 1, 2032.
No extensions may be granted under subsection (6) of this section on or after January 1, 2046.

(Emphasis in italics added.)

LMC 3.64.020 (G) already allows the 12-year extension of the MFTE in the Springbrook and Station District RTAs. The 12-year extension requires that at least 20% of units are affordable to those at 70% of the Pierce County AMI. The proposed amendment in Resolution 2025-01 is to also allow the extension within the CBD RTA.

At its April 2 meeting, the Planning Commission requested that PPW prepare information about how to adopt a “phased approach” to the proposed 12-year extension authorized under RCW 84.14.020(6)-(9). After review of RCW 84.14.020 and consultation with the state staff who oversee local governments' MFTE program reporting, PPW has found that a phased approach is not within the scope of the law.

However, the Commission can recommend more restrictive affordability requirements for MFTE projects to receive a 12-year extension beyond their initial 8- or 12-year MFTE award by amending the criteria LMC 3.64.020 (E), (F), and/or (G):

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

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

F. Twelve-Year Exemption Requirements. A proposed project must meet the following requirements for consideration for a 12-year property tax exemption:

1. All requirements set forth in subsection [E](#) of this section; and
2. The applicant must commit to renting or selling at least 20 percent of the multifamily housing units as affordable housing units to low- and moderate-income households respectively, and the property must satisfy that commitment and any additional affordability and income eligibility conditions adopted by the City of Lakewood. In the case of projects intended exclusively

for owner occupancy, the minimum requirement of this subsection may be satisfied solely through housing affordable to moderate-income households.

G. Extension for Projects Receiving an Initial Eight-Year or 12-Year

Exemption. Any project in the Lakewood Station District and Springbrook Residential Target Areas receiving an eight- or 12-year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units; and

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

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

Several amendment options for Planning Commission consideration include:

- Increase the minimum percentage of affordable housing units in an MFTE development to something above 20%
- Lower the required level of affordability of units (e.g., 60% area media income (AMI) vs 80% AMI)
- Increase the minimum number of units in a development receiving an MFTE award to more than 15
-

ATTACHMENT A

RESOLUTION 2025-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LAKEWOOD, WASHINGTON, FORMALIZING ITS RECOMMENDATIONS REGARDING THE MULTIFAMILY TAX EXEMPTION (MFTE) PROGRAM AND RESIDENTIAL TARGET AREA (RTA) BOUNDARIES AND FORWARDING ITS RECOMMENDATIONS TO THE LAKEWOOD CITY COUNCIL FOR CONSIDERATION AND ACTION.

WHEREAS, in 2020 the City of Lakewood passed Ordinance 738 updating Chapter 3.64 of the Lakewood Municipal Code related to availability of tax exemptions for multi-family housing (MFTE program); and

WHEREAS, in 2023 the City of Lakewood passed Ordinance 792 amending LMC Chapter 3.64; and

WHEREAS, it is appropriate for the City Council to periodically consider and adopt amendments to the Lakewood MFTE program to ensure that it performs as intended and in compliance with state law; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 19, 2025 and continued the hearing to accept additional written public comment until March 5, 2025;

NOW, THEREFORE, THE LAKEWOOD PLANNING COMMISSION OF THE CITY OF LAKEWOOD, WASHINGTON, DOES RECOMMEND AS FOLLOWS:

Section 1. Amendments to the Lakewood Municipal Code 3.64.020 Property Tax Exemption – Requirements and process hereto, as follows:

3.64.020 (G) Extension for Projects Receiving an Initial Eight-Year or 12-Year Exemption. Per RCW 84.14.020(6)-(9), any project in the Central Business District (CBD) zone outside of the Tax Increment Area, Lakewood Station District, and Springbrook Residential Target Areas (RTAs) that have received an eight- or 12-year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units; and

1. The application must be received within 18 months of expiration of current exemption;
2. At least 20 percent of the housing must be occupied by households earning no more than 70 percent of the Pierce County family median income;
3. Conversion from market rate to affordable units must comply with the procedures outlined in the City's policies and procedures;
4. Applicants must provide notice to tenants in rent-restricted units at the end of the tenth and eleventh years of the continued 12-year exemption that the exemption will expire and the landlord will provide relocation assistance;

5. Landlords must provide one month's rent as relocation assistance to a qualified tenant in their final month when affordability requirements no longer apply, even when the affordable rent period extends beyond the expiration of the tax exemption;
6. New extensions are not permitted on or after January 1, 2046.

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

3.64.020 (H) Application Procedure

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

File with the Department of Planning and Public Works (PPW) the required application along with the required fees as set in the Lakewood Master Fee Schedule (adopted annually by resolution).

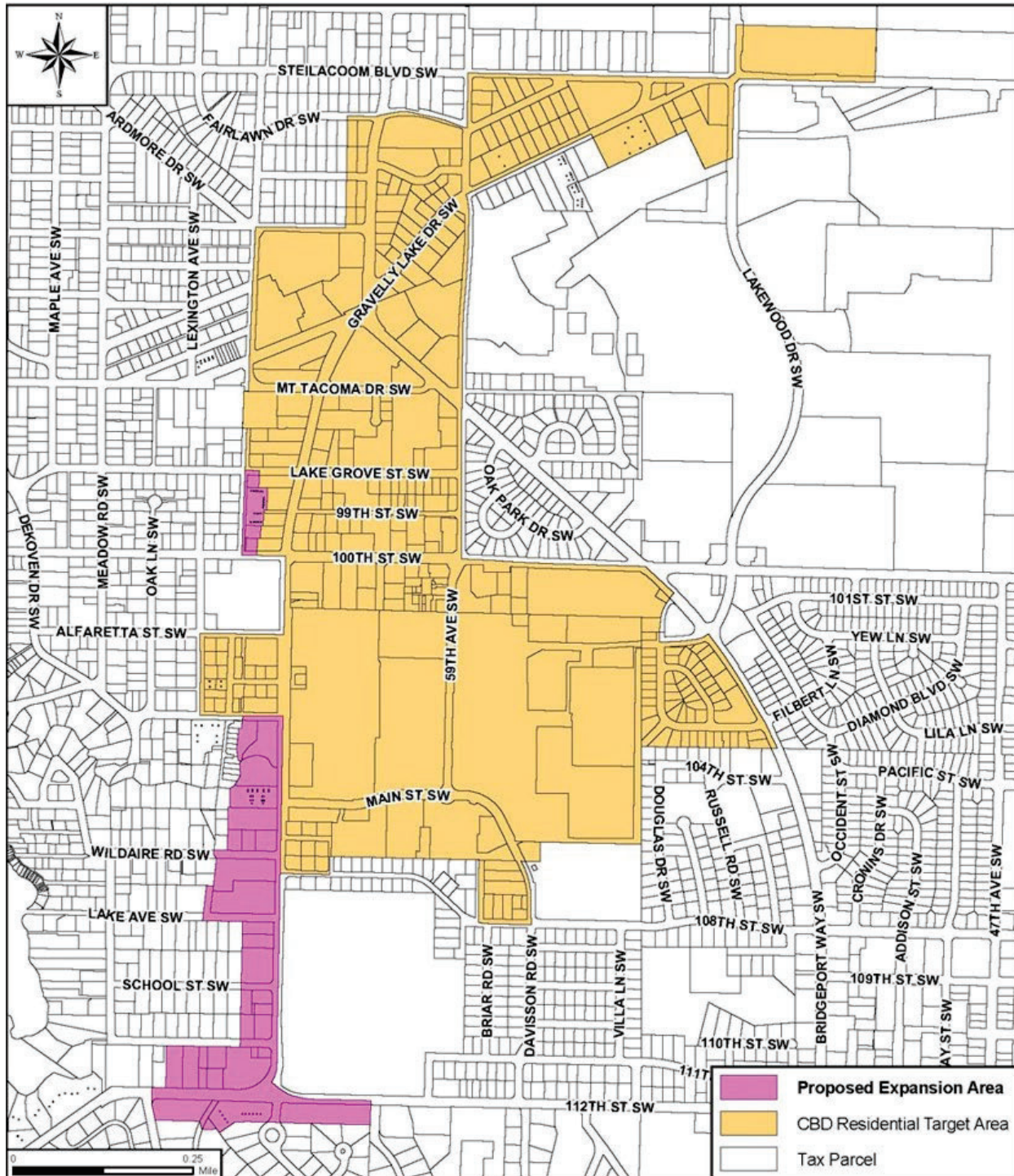
The application shall be filed after land use permitting is complete or prior to building permit issuance if no land use action is required. Conditional agreements shall be fully executed prior to issuance of building final certificate of occupancy. If the application shall result in a denial by the City, the City will retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant.

LMC 3.64.030 (C) Designated Residential Target Areas (RTAs).

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

Map 1: CBD Residential Target Area

[Map 1 would be updated to reflect the addition of the pink areas below.]



Central Business District Residential Target Area (RTA) Proposed Expansion

Map Date: November 08, 2023
 \Projects\CD\Maps\RTA-CBD-PrExp.mxd

This product was prepared with care by City of Lakewood GIS. City of Lakewood expressly disclaims any liability for any inaccuracies which may yet be present. This is not a survey. Datasets were collected at different accuracy levels by various sources. Data on this map may be shown at scales larger than its original compilation. Call 253-589-2489 for further information.

Section 2: The Lakewood Planning Commission hereby directs staff to transmit its recommendations as contained herein to the Lakewood City Council in a timely manner.

PASSED AND ADOPTED at a regular meeting of the City of Lakewood Planning Commission this 16th day of April, 2025, by the following votes:

AYES: BOARDMEMBERS:

NOES: BOARDMEMBERS:

ABSENT: BOARDMEMBERS:

ATTEST:

CHAIR, PLANNING COMMISSION

KAREN DEVEREAUX, SECRETARY

ATTACHMENT B

Topic	Number of Comments*	Summary of Comments	Staff Response
Opposition to RTA Expansion in Established Neighborhoods	12	Many residents oppose the expansion into existing neighborhoods, fearing loss of character, increased density, and a shift away from single-family home areas.	The MFTE addresses concerns by aligning with the city's comprehensive plan, as well as abiding by all land use, zoning, and code regulations. The Downtown calls for a significant increase in housing density. The city has extensively planned for future growth and developed subareas in the Downtown and Lakewood Station District to address the character and design of the areas.
Traffic and Infrastructure Concerns	10	Concerns about increased congestion, lack of adequate roads, and strain on public infrastructure in areas like Gravelly Lake Drive.	Lakewood conducts and follows a six-year transportation improvement plan. Capital projects, including infrastructure improvements and plans are found here: https://cityoflakewood.us/capital-projects/ . The Downtown has a traffic mitigation fee for more intensive uses. Lakewood tracks traffic volumes and requires traffic trip generation for projects.

Alternative Development Locations Suggested	9	Alternative sites suggested for development, including Bridgeport Way, Pacific Highway, and existing vacant commercial properties.	<p>CBD is a regional center for growth with the primary density and subarea detailing design standards is recommended. Other areas: Bridgeport Way, mostly outside of the CBD would not have the same design and subarea requirements and may have some commercial displacement, if mixed use not implemented. Pacific Highway suggested by commenter and would be a small add to Lakewood Station District RTA, could present commercial displacement if no mixed use incorporated. Existing vacant commercial properties as a general suggestion would not be recommended unless it is connected to a subarea or makes sense for encouraging housing. Oakbrook has commercial displacement potential. Springbrook has concerns about the walkability, displacement, and flood plain although there is a significant MFTE project built there. Tillicum concerns include displacement of residents and commercial, and this is a very low income area.</p>
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Concerns About Tax Exemptions for Developers	8	<p>Opposition to tax exemptions that primarily benefit developers, with concerns that local taxpayers will bear the burden of infrastructure costs.</p>	<p>The property owner in Lakewood receives the tax exemption for 8 years or 12 years (if 20% affordable units set aside). The property owner is often also the developer. The tax exemption is a deferral of property taxes on the value of new or rehabilitated housing that would not otherwise exist if not for the new or rehabilitated housing. In other words the tax property tax did not exist prior to the development. Also, significant taxes on construction are collected while project is being built. SEE EXAMPLE THAT FOLLOWS. Once the exemption expires all taxing jurisdictions, including Lakewood collect the increased property tax amount. 55 cities in Washington state offer the MFTE. Lakewood had just 249 projects built as of 2023 as compared to Tacoma at 1,938 and Shoreline at 1,123. Seattle represents 53% of MFTE projects.</p>
Public Safety Concerns	7	<p>Concerns about crime, pedestrian safety, particularly in school zones, and increased traffic-related accidents.</p>	<p>Lakewood Police Department is leading the way in Washington state. Crime is down across the board in 2024 as compared to 2023. As of Q3 2024 burglary -18.9%, Fraud -10.6%, Larceny -12.1%, Motor Vehicle Theft -67.5%, Stolen Property -23.9%, Vandalism -33.7%, Weapons Violation -25%. https://cityoflakewood.us/police-homepage/crime-statistics/. Safety measure include a focused retail watch program with officers on site, and an extensive flock camera system at all entrances to the city and within the city, particularly around Lakewood Towne Center. Traffic calming is part of the Downtown subarea plan along Gravelly Lake Drive, including expanded walkable areas and landscaping.</p>

Environmental Concerns	6	Environmental concerns regarding tree removal, impact on local wildlife, and potential ecological damage from increased development.	Environmental impacts have been extensively studied. View documents here: https://cityoflakewood.us/planning-documents/ Lakewood has a comprehensive tree preservation plan aimed at protecting its urban forest and achieving a 40% tree canopy cover by 2050. https://cityoflakewood.us/trees/ . The environment is protected through critical areas mitigation with shoreline management and restoration goals. https://lakewood.municipal.codes/LMC/14.142.135
Pause for Further Study	6	Some residents suggest pausing expansion until after major projects, like the Alliance project, are completed and evaluated for impact.	Could consider pausing or a phased approach and delay in decision-making to assess current development impacts. Consider requirements for the Regional Center, pace and momentum of development as well as potential pending projects. Market conditions drive development.
Support for MFTE & RTA Expansion	5	Some residents and developers support the MFTE program and RTA expansion, citing increased housing supply, economic benefits, and support for workforce housing.	We appreciate your support of the program. MFTE is a significant economic development tool to promote investment, recovery, and create family-wage jobs. It helps to achieve development densities that are more conducive to transit use, and encourages additional housing of all types, including permanently affordable housing and market-rate housing. MFTE stimulates new construction or rehabilitation of vacant and underutilized buildings for multifamily housing. Lakewood offers 8-year market rate and 12-year if 20% is set aside as affordable.

Impact on Small Businesses	5	<p>Opposition from small business owners who fear displacement and loss of commercial vibrancy in areas slated for multifamily development.</p>	<p>The economic development division of Planning and Public works has a comprehensive business retention and expansion program. Outreach is conducted annually to more than 100 businesses, with additional outreach in partnership with the County, EDB, Lakewood Chamber and others. The division has ongoing retention cases, conducts surveys, prepares a variety of reports, provides resources and connection to all business resources, manages business licensing, and produces data as needed. The team provides relocation assistance. There is a goal to help create over 7,000 jobs in Lakewood. More housing density provides built-in shopping and patrons of businesses for mixed use areas in particular. MFTE encourages housing growth sooner rather than later that will support small businesses and fill empty retail spaces.</p>
Need for Better Public Communication & Education	5	<p>Residents feel the city has not adequately communicated details about the MFTE program, its benefits, and its impact on taxpayers.</p>	<p>Lakewood is committed to increasing transparency through its robust communications department with the City Manager Bulletin, online news, social media, and increasing neighborhood meetings and events where public engagement is encouraged. The MFTE has been discussed at neighborhood meetings and is documented on the website. The RTA potential for expansion was noticed to all proposed areas and within 300 feet of the borders of those areas. Staff members are available to provide answers to questions on MFTE and are striving to continually improve the program and messaging.</p>

Need for Mixed-Use Development	4	Desire for mixed-use development rather than large-scale apartment complexes; calls for requiring commercial space in new developments.	Mixed use is currently required on 35% of the ground floor of residential projects (horizontal or verticle) in the Downtown within the Town Center and Colonial Center overlays. No developer is able to meet this requirement at this time and there is no value given within a project for commercial space. Challenges include complexity in planning and design, higher development costs, operational management challenges, market volatility, and unique traffic considerations. The MFTE helps to offset these challenges. However, requiring mixed use is a non-starter and causes developers to walk away.
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**A total of 34 unique commenters provided feedback on this proposal.*

ATTACHMENT C

Current Lakewood Municipal Code Chapter 3.64 PROPERTY TAX EXEMPTIONS FOR MULTIFAMILY HOUSING

Sections:

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

3.64.010 **Definitions.**

See LMC [18A.10.180](#) for definitions related to this chapter. [Ord. 792 § 1 (Exh. A), 2023; Ord. 738 § 3 (Exh. B), 2020.]

3.64.020 **Property tax exemption – Requirements and process.**

A. *Intent.* Limited eight- or 12-year exemptions from ad valorem property taxation for residential targeted areas are intended to:

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

B. *Duration of Exemption.* The value of improvements qualifying under this chapter will be exempt from ad valorem property taxation for eight or 12 successive years (depending on whether or not the property includes an affordable housing component as described in subsections [E](#) and [F](#) of this section) beginning January 1st of the year immediately following the calendar year of issuance of the final certificate of tax exemption.

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

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

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

1. *Location.* The project must be located within a residential target area, as designated in LMC [3.64.030\(C\)](#).
2. *Size.* The project must include at least 15 units of multifamily housing within a residential structure or as part of a mixed-use development. A minimum of 15 new units must be constructed or at least 15 additional multifamily units must be added to existing occupied multifamily housing. Existing multifamily housing that has been vacant for 12 months or more does not have to provide additional units so long as the project provides at least 15 units of new, converted, or rehabilitated multifamily housing.

3. Property tax exemptions for accessory dwelling units (ADUs) are not permitted under this chapter.

4. *Permanent Residential Occupancy.* At least 50 percent of the space designated for multifamily housing must be provided for permanent residential occupancy, as defined in LMC [3.64.010](#).

5. *Proposed Completion Date.* New construction multifamily housing and rehabilitation improvements must be scheduled to be completed within three years from the date of approval of the application.

6. *Compliance with Guidelines and Standards.* The project must be designed to comply with the City's comprehensive plan, building, housing, and zoning codes, and any other applicable regulations in effect at the time the application is approved. Rehabilitation and conversion improvements, and new construction, must comply with Chapter [15.05](#) LMC. The project must also comply with any other standards and guidelines adopted by the City Council for the residential target area (RTA) in which the project will be developed.

7. *Vacancy Requirement.* Existing dwelling units proposed for rehabilitation must have one or more violations of Chapter [15.05](#) or [15.25](#) LMC. If the property proposed to be rehabilitated is not vacant or, in the case of applications for property to be developed as new construction which currently has a residential rental structure on it, an applicant must provide each existing household a 120-calendar-day move notice as well as provide housing of comparable size, quality, and price which meets standards acceptable to the City. If any household being provided a 120-calendar-day move notice is qualified as a low-income household, the applicant will provide the household with moving expenses according to the current Department of Transportation Fixed Residential Moving Costs Schedule.

F. *Twelve-Year Exemption Requirements.* A proposed project must meet the following requirements for consideration for a 12-year property tax exemption:

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

G. *Extension for Projects Receiving an Initial Eight-Year or 12-Year Exemption.* Any project in the Lakewood Station District and Springbrook Residential Target Areas receiving an eight- or 12-year extension may apply for a subsequent 12-year extension in exchange for continued or increased income restrictions on affordable units; and

1. Application must be received within 18 months of expiration of current exemption;
2. At least 20 percent of the housing must be occupied by households earning no more than 70 percent of the Pierce County family median income;
3. Conversion from market rate to affordable units must comply with the procedures outlined in the City's policies and procedures;
4. Applicants must provide notice to tenants in rent-restricted units at the end of the tenth and eleventh years of the continued 12-year exemption that the exemption will expire and the landlord will provide relocation assistance;

5. Landlords must provide one month's rent as relocation assistance to a qualified tenant in their final month when affordability requirements no longer apply, even when the affordable rent period extends beyond the expiration of the tax exemption;
6. New extensions are not permitted on or after January 1, 2046.

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

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

1. File with the Department of Planning and Public Works (PPW) the required application along with the required fees as set in the Lakewood Master Fee Schedule (adopted annually by resolution). If the application shall result in a denial by the City, the City will retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant.
2. A complete application shall include:
 - a. A completed City of Lakewood application setting forth the grounds for the exemption;
 - b. Preliminary floor and site plans of the proposed project;
 - c. A statement acknowledging the potential tax liability when the project ceases to be eligible under this chapter;
 - d. For rehabilitation projects and for new development on property upon which an occupied residential rental structure previously stood, the applicant shall also submit an affidavit stating that each existing household was sent a 120-calendar-day move notice and that each household was provided housing of comparable size, quality, and price acceptable to the City;
 - e. For any household being provided a 120-calendar-day move notice that qualifies as a low-income household, the applicant will also submit an affidavit stating that moving expenses have been or will be provided according to the current Department of Transportation Fixed Residential Moving Costs Schedule;
 - f. In addition, for rehabilitation projects, the applicant shall secure from the City verification of the property's noncompliance with Chapter [15.05](#) LMC;
 - g. Verification by oath or affirmation of the information submitted.

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

1. *Approval.* If an application is approved, the applicant shall enter into a contract with the City, subject to approval by resolution of the City Council regarding the terms and conditions of the project. Such contract shall require the applicant to comply with LMC Title [8](#) for the property at issue. Upon Council approval of the contract, the Director shall issue a conditional certificate of acceptance of tax exemption. The conditional certificate expires three years from the date of approval unless an extension is granted as provided in this chapter.
2. *Denial.* The Director shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within 10 calendar days of the denial. An applicant may appeal a denial to the City Council within 14 calendar days of receipt of notice. On appeal, the Director's decision will be upheld unless the applicant can show that there is no substantial evidence on the record to support the Director's decision. The City Council's decision on appeal will be final.

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

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

K. *Application for Final Certificate.* Upon completion of the improvements agreed upon in the contract between the applicant and the City and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a final certificate of tax exemption. The applicant must file with the Department of Planning and Public Works (PPW) the following:

1. The total number and type of units produced;
2. The number, size, and type of units produced meeting affordable housing requirements;
3. The development cost of each unit produced;
4. The total monthly rent or total sale amount of each unit produced, affordable and market rent;
5. The annual income and household size of each renter household for each of the affordable units; and
6. A statement that the work was completed within the required three-year period or any authorized extension.

Within 30 calendar days of receipt of all materials required for a final certificate, the Director shall determine which specific improvements satisfy the requirements of this chapter.

L. *Issuance of Final Certificate.* If the Director determines that the project has been completed in accordance with the contract between the applicant and the City and has been completed within the authorized time period, the City shall, within 10 calendar days, file a final certificate of tax exemption with the Pierce County Assessor.

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

M. *Annual Compliance Review.* Annually, when requested by the Department of Planning and Public Works (PPW), for a period of eight, 12, or 20 years, the property owner shall file a notarized declaration with the Director indicating the following:

1. The number, size, and type of each unit, market rate and affordable;
2. The total monthly rent each unit, affordable and market rent; and
3. A description of any subsequent improvements or changes to the property.

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

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

1. *Effect of Cancellation.* If a tax exemption is canceled due to a change in use or other noncompliance, the Pierce County Assessor may impose an additional tax on the property, together with interest and penalty, and a priority lien may be placed on the land, pursuant to state legislative provisions.
2. *Notice and Appeal.* Upon determining that a tax exemption is to be canceled, the Director shall notify the property owner by certified mail. The property owner may appeal the determination by filing a notice of appeal with the City Clerk within 30 calendar days, specifying the factual and legal basis for the appeal. The Hearing Examiner will conduct a hearing at which all affected parties may be heard and all competent evidence received. The Hearing Examiner will affirm, modify, or repeal the decision to cancel the exemption based on the evidence received. An aggrieved party may appeal the Hearing Examiner's decision to the Pierce County Superior Court. [Ord. 792 § 1 (Exh. A), 2023; Ord. 738 § 3 (Exh. B), 2020.]

3.64.030 Residential target area designation and standards.

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

1. The target area lacks sufficient available, desirable, and convenient residential housing to meet the needs of the public who would likely live in the residential target area, if desirable, attractive, and livable places were available; and
2. The providing of additional housing opportunity in the target area will assist in achieving the following purposes:
 - a. Encourage increased residential opportunities within the target area; or
 - b. Stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multifamily housing.
3. In designating an RTA, the City Council may also consider other factors, including, but not limited to: whether additional housing in the target area will attract and maintain a significant increase in the number of permanent residents; whether an increased residential population will help alleviate detrimental conditions and social liability in the target area; and whether an increased residential population in the target area will help to achieve the planning goals mandated by the Growth Management Act under [RCW 36.70A.020](#).
4. When designating a residential target area, the City Council shall give notice of a hearing to be held on the matter and that notice shall be published, not less than 15 days nor more than 30 days before the date of the hearing. The notice shall be published on the City's website. The notice must state the time, date, place, and purpose of the hearing and generally identify the area proposed to be designated.
5. The City Council may, by ordinance, amend or rescind the designation of an RTA at any time pursuant to the same procedure as set forth in this chapter for original designation.

B. *Target Area Standards and Guidelines.* For each designated residential target area (RTA), the City Council shall adopt basic requirements for both new construction and rehabilitation

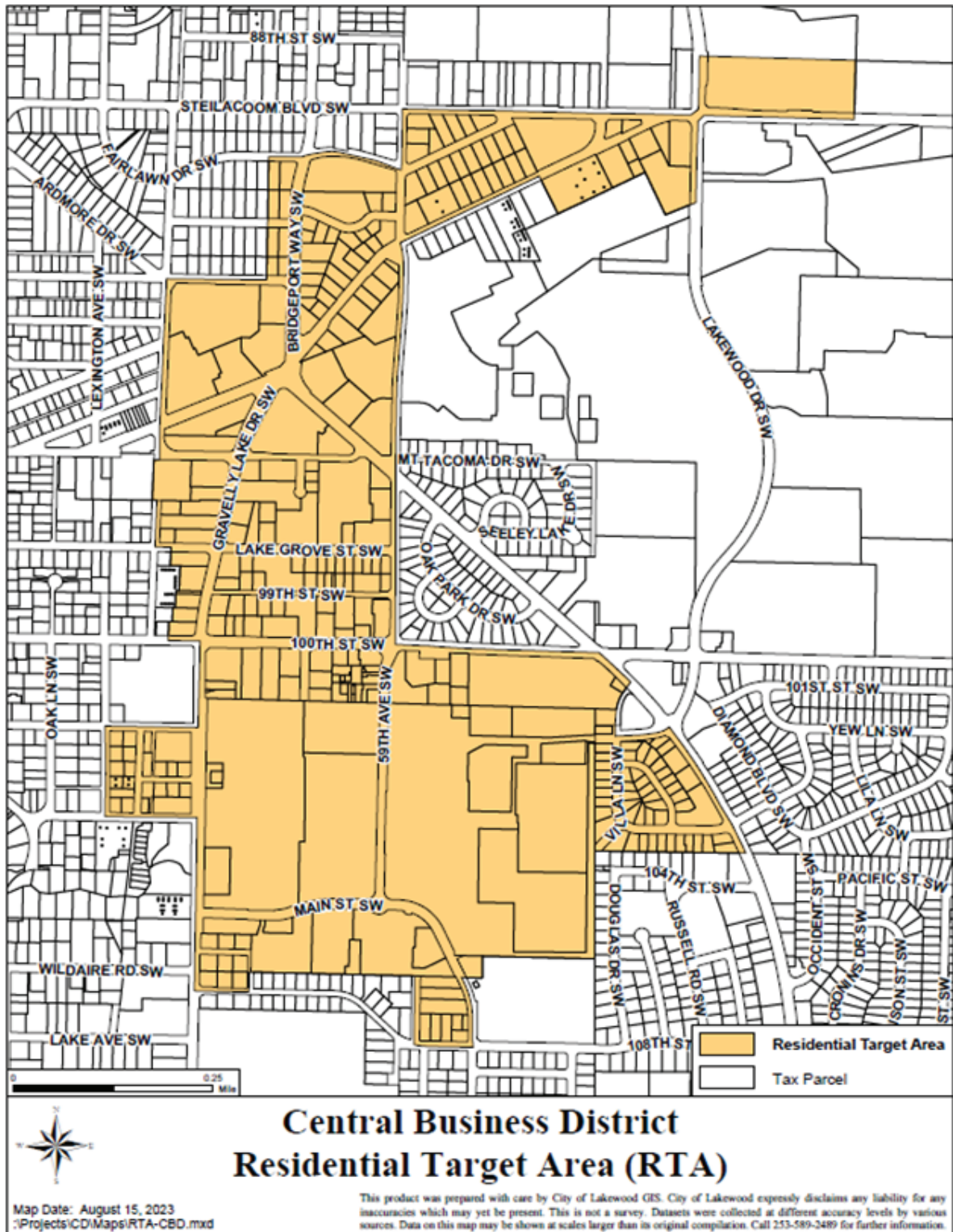
supported by the City's property tax exemption for multifamily housing program, including the application procedures specified in LMC [3.64.020\(I\)](#). The City Council may also adopt guidelines including the following:

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

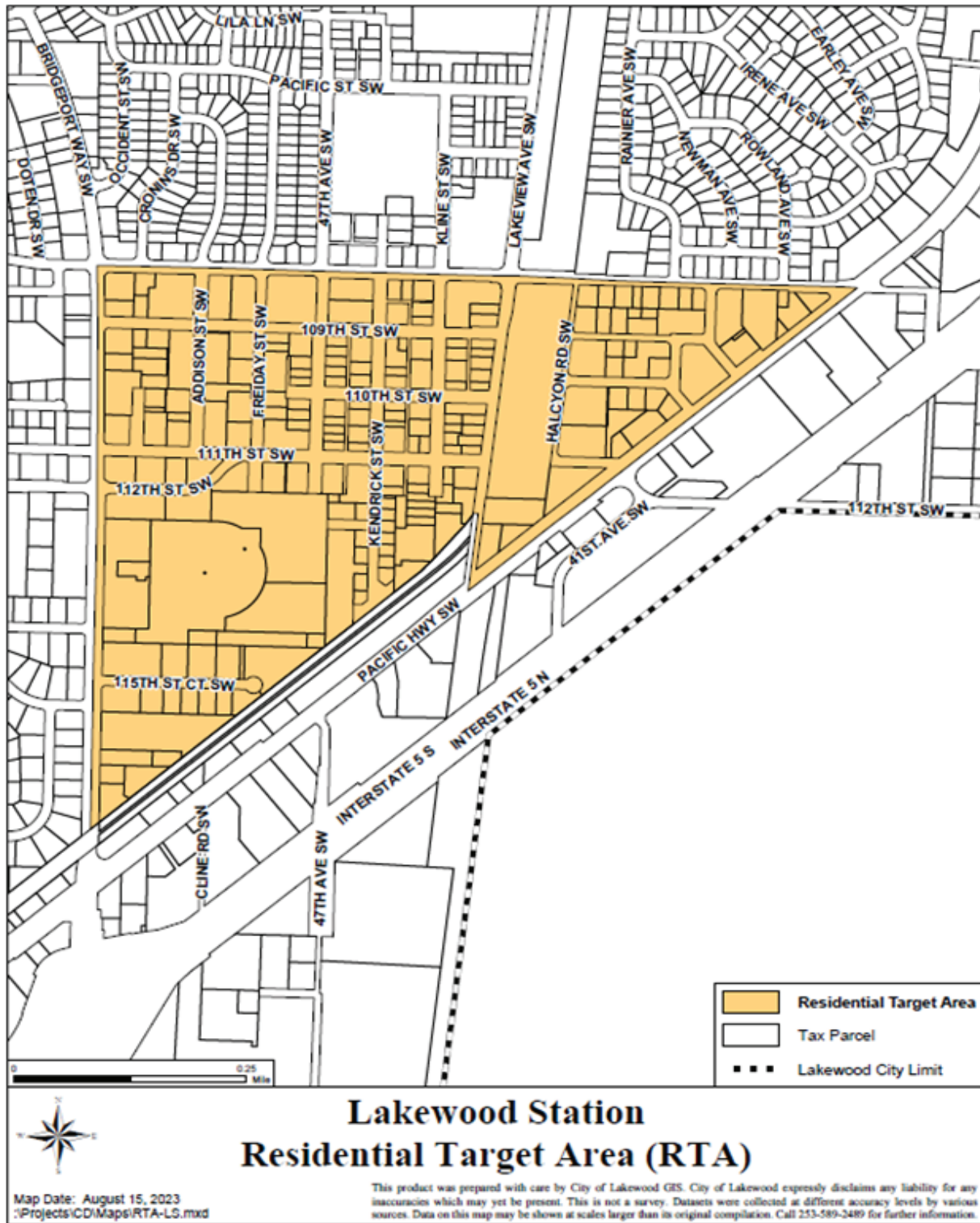
C. *Designated Residential Target Areas (RTAs).*

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

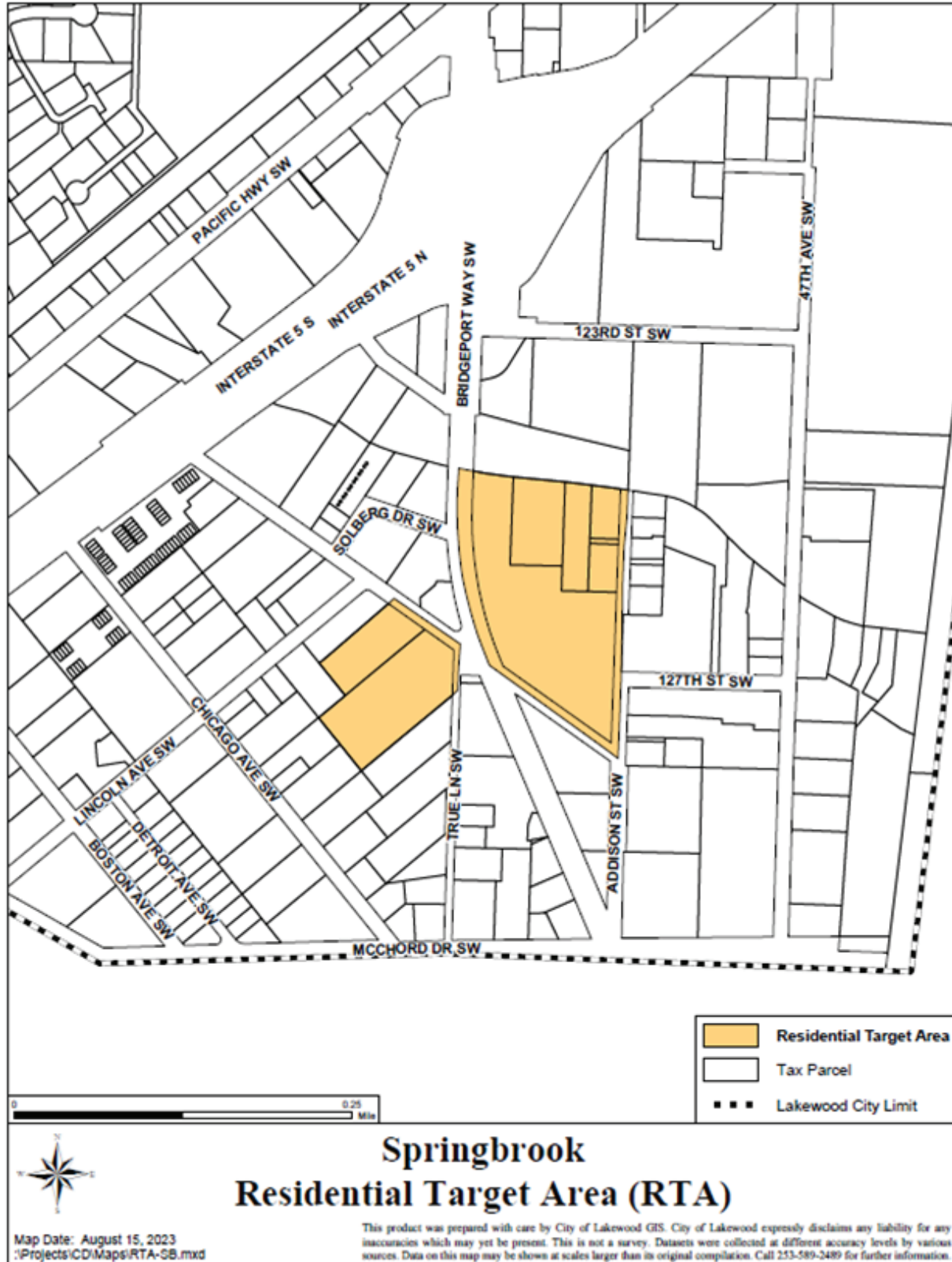
Map 1: CBD Residential Target Area



Map 2: Lakewood Station District Target Area



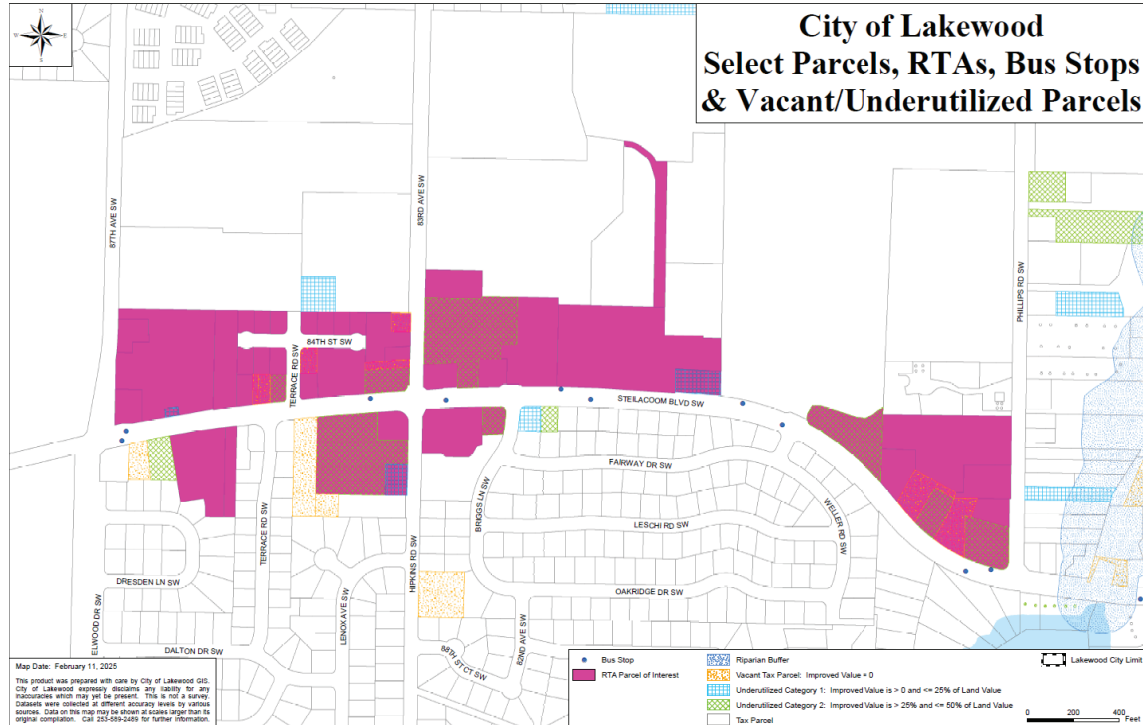
Map 3: Springbrook Residential Target Area



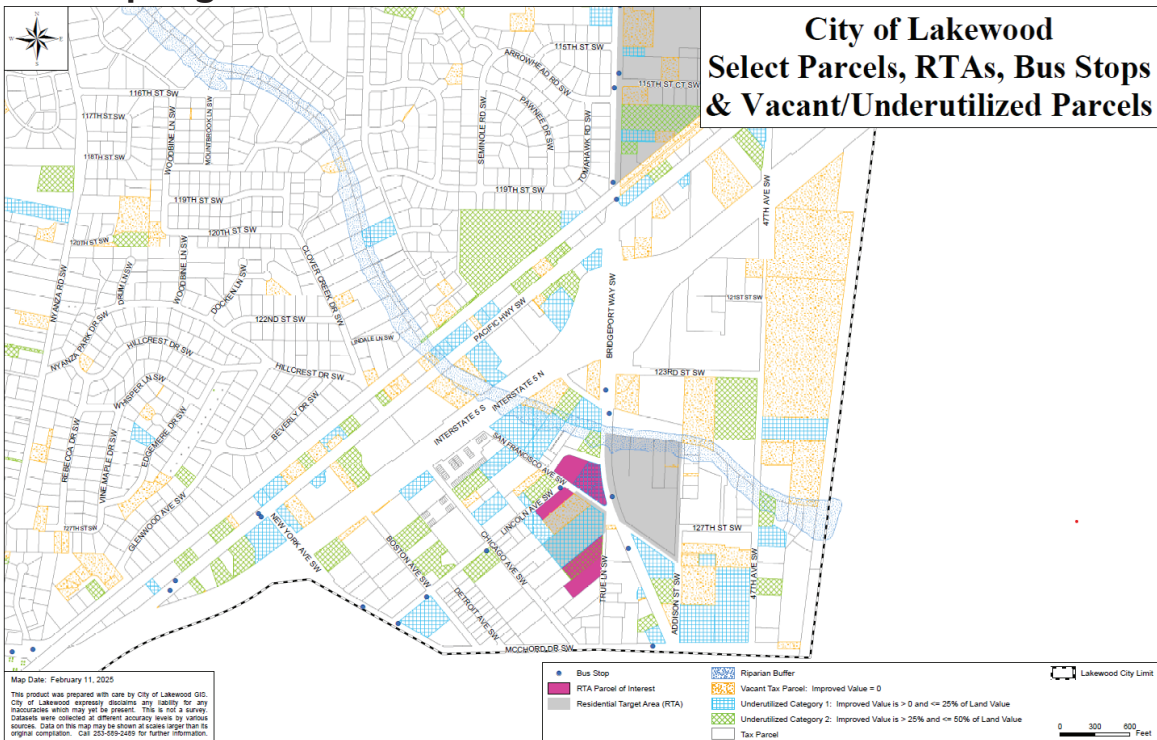
[Ord. 792 § 1 (Exh. A), 2023; Ord. 738 § 3 (Exh. B), 2020.]

ATTACHMENT D

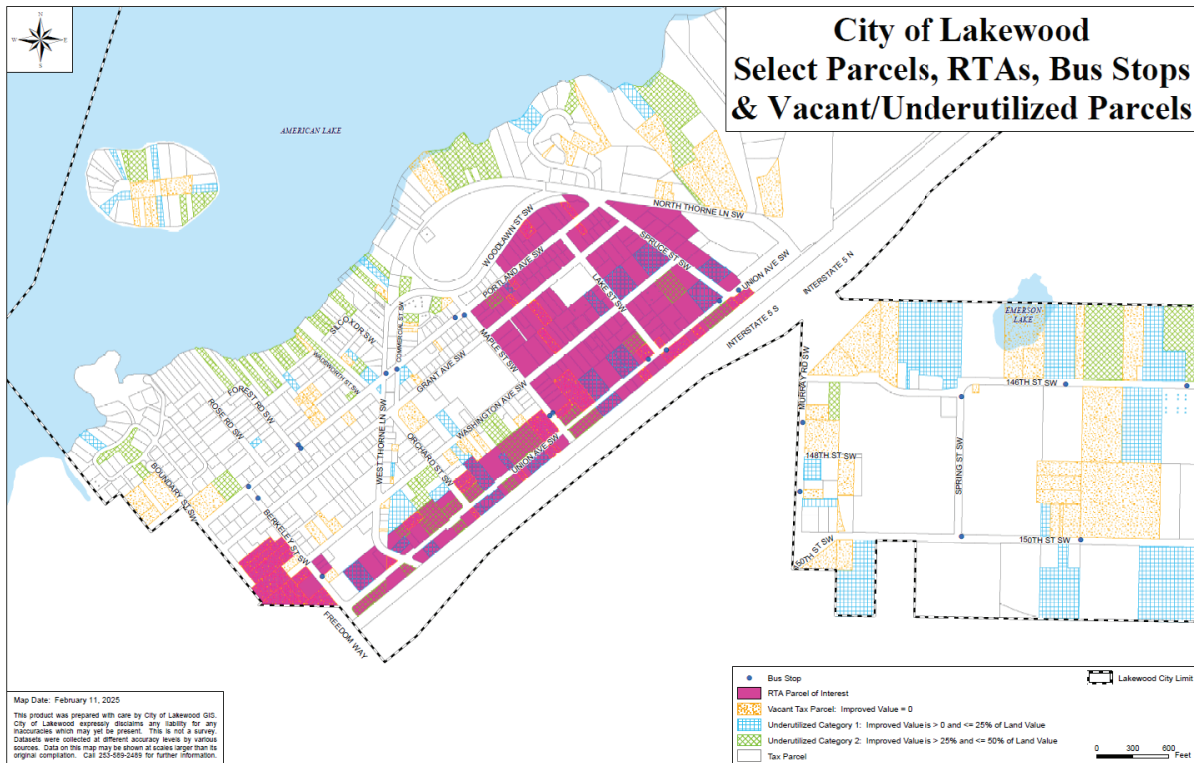
Possible Oakbrook RTA



Possible Springbrook RTA



Possible Tillicum RTA



MULTI-FAMILY TAX EXEMPTION PROGRAM

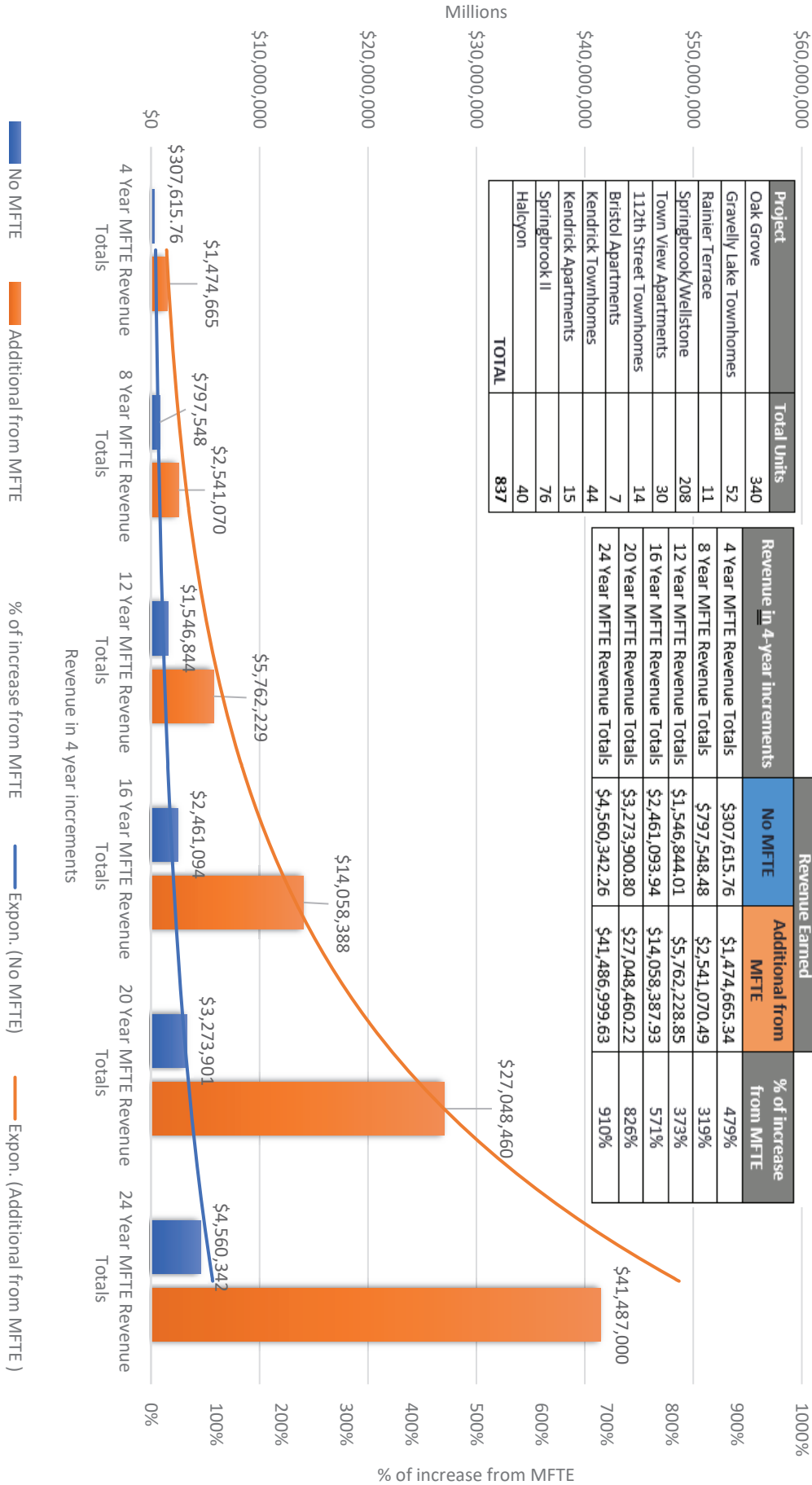
Projects and Property Tax Revenues

Property Tax Revenue w/ MFTE & w/o MFTE

All Projects

Project	Total Units
Oak Grove	340
Gravelly Lake Townhomes	52
Rainier Terrace	11
Springbrook/Wellstone	208
Town View Apartments	30
112th Street Townhomes	14
Bristol Apartments	7
Kendrick Townhomes	44
Kendrick Apartments	15
Springbrook II	76
Halcyon	40
TOTAL	837

Revenue in 4-year increments	Revenue Earned		% of increase from MFTE
	No MFTE	Additional from MFTE	
4 Year MFTE Revenue Totals	\$307,615.76	\$1,474,665.34	479%
8 Year MFTE Revenue Totals	\$797,548.48	\$2,541,070.49	319%
12 Year MFTE Revenue Totals	\$1,546,844.01	\$5,762,228.85	373%
16 Year MFTE Revenue Totals	\$2,461,093.94	\$14,058,387.93	571%
20 Year MFTE Revenue Totals	\$3,273,900.80	\$27,048,460.22	826%
24 Year MFTE Revenue Totals	\$4,560,342.26	\$41,486,999.63	910%



MULTI-FAMILY TAX EXEMPTION PROGRAM

Projects and Property Tax Revenues

ECONOMIC IMPACTS AND REQUIREMENTS OF THE MFTT PROGRAM:

FINANCIAL

- Property taxes are assessed based on both land and building values.
- Under the MFTT program, the added value from new multifamily residential buildings is exempt from property taxes during the exemption period. However, taxes on the land and any non-residential portions, such as commercial spaces, remain payable to the city and other public service agencies.
- The city and other public agencies do not collect property taxes on the new residential improvements until the exemption period ends.
- The accompanying tables and graphics illustrate all existing and proposed MFTT projects.
- The financial data compare projects with and without the MFTT applied, shown in four-year increments:
 - In the first four years, land values increase by 479% with the MFTT applied, rising to 910% over 24 years.
 - Without the MFTT, the rate of increase is significantly lower.
 - At the end of the exemption period, local property tax revenues rise substantially compared to scenarios without the exemption and if the project had not moved forward.
- The program is designed to incentivize the development of multifamily housing by reducing the initial tax burden on new residential construction, while preserving property tax income from land and commercial uses for essential public services.

REDEVELOPMENT

- Redeveloping a site into multifamily housing is a voluntary decision made by the landowner.
- Multifamily housing must be permitted within the zoning and consistent with the Downtown Subarea Plan or other designated residential target area as applicable
- Projects seeking the tax exemption must meet all code requirements and receive final approval from the City Council through a legislative process.
- Initial residential target areas were in part designated where projects we anticipated to move forward, incentivizing development sooner rather than later to meet both economic development and housing needs.
- Developers build choose to build in areas with the MFTT incentive in order to make a project financially feasible to build, particularly for quality projects with higher end construction and amenities.

PLANNING CONSISTENCY & NEIGHBORHOOD PROTECTIONS

- See Memo summarizing recommendations in the April 2, 2025 packet.

*City of Lakewood
Planning & Public Works Department
April 8, 2025*

ATTACHMENT F

RCW 84.14.007 Purpose [of MFTE Program]

The MFTE state law explains that the purpose of the program is to:

- encourage increased residential opportunities, including affordable housing opportunities, in cities that are required to plan or choose to plan under the growth management act within urban centers where the governing authority of the affected city has found there is insufficient housing opportunities, including affordable housing opportunities; and
- stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multifamily housing in urban centers having insufficient housing opportunities that will increase and improve residential opportunities, including affordable housing opportunities, within these urban centers.

The MFTE program provides for special valuations in residentially deficient urban centers for eligible improvements associated with multiunit housing, which includes affordable housing.

Lakewood Downtown Subarea/Regional Urban Growth Area (RUGC)/CBD Zone Residential Target Area

- The CBD zone is the area designated in the Comprehensive Plan and Downtown Subarea Plan to welcome a significant share of significant housing development and job growth in the City.
 - This protects other residential areas of the City from significant housing densification that would otherwise be required to meet state growth targets.
- LMC 18B.200.250 regulates the buffer transition overlay between the higher intensity uses in the Downtown Subarea and lower intensity uses in the residential zones that surround Downtown. Restrictions address:
 - Building Height
 - Building Setbacks
 - Parking and Loading
 - Refuse Containers
 - Mechanical Equipment
- The Pierce Transit transfer facility is located in the subarea.
- Existing zoning classifications and land use regulations anticipate and require higher density, middle housing and multifamily housing on the Downtown/RUGC.
 - The 2018 Environmental Impact Study (EIS) and 2024 Supplemental EIS for the 2024 Comprehensive Plan periodic update focused on

- increased housing density within the CBD and providing proposed mitigation measures for adverse impacts.
 - Increased housing is required to maintain the Regional Urban Growth Center (RUGC) designation. Since 2010, over \$17 million in PSRC-administered federal funding has been awarded for City transportation projects. If the City loses its RUGC designation, it would not longer be eligible for PSRC funds.
 - Design requirements that provide control over the character of any project located within it.
- The Downtown Subarea and its regulations include incentives for new affordable and denser housing. They also identify transportation and park infrastructure to be funded by new subarea development:
 - The SEPA planned action ordinance eliminates the need for specific projects to conduct individual SEPA review;
 - Unique land use zones and hybrid form-based development code;
 - Clear design standards and simple design review;
 - Simplified parking standards;
 - Allows the highest density allowances in the City;
 - Transportation capital improvements have been implemented to facilitate traffic flows in the CBD;
 - Identifies next steps and future funding for needed infrastructure capacity:
 - Frontage improvements are required that allow for multi-modal transportation;
 - Traffic mitigation fee is unique to the subarea;
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 - The recently awarded Raise Grant is to investigate and provide design improvements for Multi-modal transportation in the CBD

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To Whom It May Concern,

Hello there, my name is Matt Rody and I work with Tacoma DADU (our general contractor name is MKM Legacy LLC). We have built almost 70 DADUs in the Pierce County area since 2021. We have learned a lot about them and even more, learned what people really want and need.

When I first started, I thought it would be only great for investors. What I've found is that about 50% of our DADUs end up being for family members. Women are probably the most common, 60+ years old, being widowed or single. It has been a joy to build so many and help them meet a need with the inflation we have all been affected by and just an overall higher cost of living in our Pierce County area.

Min Kim is a middle aged, active military, middle income man, living with his family at 23 Crescent Cir SW in Lakewood. His mother is living in the house with Min's family and it is way too cramped. He asked us to design a DADU that would work for her to live in.

We needed to keep it affordable and that meant a one bedroom/one bathroom, which is all Min's mother really needs. We decided to copy a plan we had just built in Lakewood, permit number 8986, which we had built the previous year. Here is a tour of it from our Instagram page, @tacomadadu: <https://www.instagram.com/p/C7xoRMvvCO6/> Feel free to watch the reel and take a virtual tour of the house in Lakewood.

We started working on plans in late November and had no idea any code was going to be changed about a "minimum" square footage requirement for DADUs. We have built in Lakewood, Tacoma, University Place, and unincorporated Pierce County, and there had never been a minimum, only maximums.

That being said, we submitted for permits at the end of January, the permit number is 15574, and we just found out a few weeks ago that the code no longer allows this. We are now in a hold pattern, waiting to see what happens. Our clients are frustrated and not understanding why this happened.

I personally have gone through multiple channels to see what was going on. I speak at a lot of classes and get tons of questions from the general public. I don't know any single person worried about a smaller DADU, they are only concerned about larger ones. Based on House Bill 1337, we know we have to allow up to 1000sf, but I really believe you are going to hurt a lot of people if you make a minimum.

As a builder, who loves our communities in the Pierce County area, and being from a local family, doing this since the 1940's, I'm big on listening to our clients. I market our company all throughout the area, through Google, Facebook and Instagram, which has allowed me to talk to over 1000+ property owners over the last 4 years. The smallest I've built is 296sf, again for a single woman, who had lost her husband and wanting to live in the backyard of her son's house,

to help with their special needs baby. This was in Tacoma. Here is the link to the tour on Instagram: <https://www.instagram.com/p/CuQakKhJDRJ/>

From our perspective, if you are to set a minimum, 250sf would probably be the smallest you could go and still make it a true living space. Not allowing the smaller units would truly harm the intent of what DADUs are for: affordable housing. Once they get over 1000sf, they are getting more expensive and could hurt a lot of people from being able to meet needs for their families.

I am happy to discuss any of my experiences. I've also spoken as a guest speaker to over 1000 agents, lenders and investors in the Pierce County area. I was able to help the City of Tacoma and the City of University Place with some of their code, prior to implementing what they have now. I love our area and just want to make sure we are helping our clients, as Lakewood and Tacoma DADU work as a team for Lakewood residents. Thank you for your time.

Matt Rody
Tacoma DADU, CEO
253-312-2486
matt@tacomadadu.com

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: May 19, 2025	TITLE: An Ordinance amending the 2025/2026 Biennial Budget.	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 830
REVIEW: April 21, 2025 May 5, 2025	ATTACHMENTS: <ul style="list-style-type: none">• Ordinance & Exhibits• Memo	<input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: It is recommended that the City Council adopt this Ordinance amending the City's 2025/2026 Biennial 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 2025 Carry Forward Budget Adjustment ordinance on May 5, 2025. The proposed budget adjustment makes the following types of modifications: revise the beginning balance by adjusting the estimated amount to reflect the 2024 ending fund balance; incorporate items previously approved by Council; appropriate projects funded by grants and contributions; continue 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:

Year 2025:

- Increases beginning fund balance by \$25.88M, resulting in a revised estimate of \$55.44M.
- Increases revenues by \$36.41M, resulting in a revised estimate of \$128.67M.
- Increases expenditures by \$63.32, resulting in a revised estimate of \$156.36M.
- Increases ending fund balance by \$0.61M, resulting in a revised estimate of \$27.74M.

Year 2026:

- Increases beginning fund balance by \$0.61M, resulting in a revised estimate of \$27.74M.
- Decreases revenues by \$3.96M, resulting in a revised estimate of \$98.89M.
- Decreases expenditures by \$3.08M, resulting in a revised estimate of \$98.13M.
- Increases ending fund balance by \$0.27M, resulting in a revised estimate of \$28.51M.

Tho Kraus Prepared by	<i>Tho Kraus</i> City Manager Review
_____ Department Director	

ORDINANCE NO. 830

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending 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 held a public hearing on November 4, 2024, and having considered the public testimony presented.

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 819 on November 18, 2024; and

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2025/2026 Budget to: revise the estimated beginning balances to reflect the 2024 ending fund balance; incorporate items previously approved by the City Council, appropriate projects funded by grants and contributions; continue capital projects; and include new allocations as necessary; and

WHEREAS, the City Council of the City of Lakewood held a public hearing on the 2025 Carry Forward Budget Adjustment on May 5, 2025.

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

Section 1. Budget Amendment. The budget for the 2025/2026 biennium as set forth in Ordinance 819, Section 1 and as shown in Exhibit C (2025/2026 Original Adopted Budget by Fund) is amended to adopt the revised budget for the years 2025 and 2026 in the amounts and for the purposes as shown in Exhibit A (Proposed Revised Budget by Fund – Year 2025) and Exhibit B (Proposed Revised Budget by Fund – Year 2026).

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 In full force and effective for the fiscal years 2025 and 2026 five (5) days after publication as required by law.

ADOPTED by the City Council this 19th day of May, 2025.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A
PROPOSED REVISED BUDGET BY FUND - YEAR 2025

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	13,336,926	9,153,306	22,490,232	62,488,313	6,195,906	68,684,219	62,269,627	16,766,447	79,036,074	12,138,376
001 General	\$ 8,640,485	\$ 4,236,773	\$ 12,877,258	\$ 51,687,631	\$ 524,106	\$ 52,211,737	\$ 52,014,895	\$ 6,530,360	\$ 58,545,255	\$ 6,543,739
101 Street	-	-	-	3,021,668	811,850	3,833,518	3,021,668	811,850	3,833,518	-
103 Transportation Benefit District	-	22,529	22,529	835,000	-	835,000	835,000	-	835,000	22,529
104 Hotel/Motel Lodging Tax Fund	3,857,464	191,204	4,048,668	1,351,250	-	1,351,250	1,271,250	(23,400)	1,247,850	4,152,068
105 Property Abatement/RHSP/1406	-	661,797	661,797	777,800	-	777,800	777,800	661,797	1,439,597	-
106 Public Art	26,448	5,620	32,068	15,000	-	15,000	37,000	5,620	42,620	4,448
180 Narcotics Seizure	-	1,564	1,564	-	16,290	16,290	-	17,854	17,854	-
181 Felony Seizure	-	779	779	-	-	-	-	779	779	-
182 Federal Seizure	-	2,772	2,772	-	-	-	-	2,772	2,772	-
190 CDBG	-	2,294,732	2,294,732	553,819	3,282,812	3,836,631	553,819	5,577,544	6,131,363	-
191 Neighborhood Stabilization Prog	-	14,148	14,148	319,047	-	319,047	319,047	14,148	333,195	-
192 SSMCP	55,626	(101,091)	(45,465)	352,550	144,749	497,299	352,550	10,999	363,549	88,285
195 Public Safety Grants	-	-	-	-	610,572	610,572	-	610,572	610,572	-
196 ARPA (American Rescue Plan Act)	-	1,648,731	1,648,731	-	805,527	805,527	-	2,454,258	2,454,258	-
201 GO Bond Debt Service	-	-	-	2,450,772	-	2,450,772	2,450,772	-	2,450,772	-
202 LID Debt Service	-	150,472	150,472	145,328	-	145,328	145,328	91,294	236,622	59,178
204 Sewer Project Debt	663,903	21,704	685,607	978,448	-	978,448	490,498	-	490,498	1,173,557
251 LID Guaranty	93,000	1,572	94,572	-	-	-	-	-	-	94,572
Capital Project Funds:	392,000	14,405,250	14,797,250	13,646,500	28,412,036	42,058,536	13,423,600	41,980,745	55,404,345	1,451,441
301 Parks CIP	-	4,997,843	4,997,843	1,810,000	5,008,041	6,818,041	1,810,000	9,950,539	11,760,539	55,345
302 Transportation CIP	-	5,982,372	5,982,372	9,126,000	21,270,504	30,396,504	9,126,000	26,796,952	35,922,952	455,924
303 Real Estate Excise Tax	-	-	-	2,402,600	-	2,402,600	2,402,600	(258,476)	2,144,124	258,476
311 Sewer Project CIP	392,000	3,425,036	3,817,036	307,900	2,133,491	2,441,391	85,000	5,491,730	5,576,730	681,697
Enterprise Fund:	9,558,628	3,666,521	13,225,149	5,739,735	205,561	5,945,296	7,241,574	2,491,034	9,732,608	9,437,837
401 Surface Water Management	9,558,628	3,666,521	13,225,149	5,739,735	205,561	5,945,296	7,241,574	2,491,034	9,732,608	9,437,837
Internal Service Funds:	4,623,309	299,565	4,922,874	10,385,964	1,591,512	11,977,476	10,102,942	2,080,717	12,183,659	4,716,691
501 Fleet & Equipment	4,623,309	(149,640)	4,473,669	1,873,032	21,000	1,894,032	1,590,010	61,000	1,651,010	4,716,691
502 Property Management	-	449,205	449,205	942,680	806,912	1,749,592	942,680	1,256,117	2,198,797	-
503 Information Technology	-	-	-	3,829,155	752,000	4,581,155	3,829,155	752,000	4,581,155	-
504 Risk Management	-	-	-	3,741,097	11,600	3,752,697	3,741,097	11,600	3,752,697	-
Total All Funds	27,910,863	\$ 27,524,642	\$55,435,505	\$ 92,260,512	\$ 36,405,015	\$128,665,527	\$ 93,037,744	\$ 63,318,944	\$156,356,688	\$ 27,744,344

EXHIBIT B
PROPOSED REVISED BUDGET BY FUND - YEAR 2026

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 13,555,612	\$ (1,417,236)	\$ 12,138,376	\$ 63,581,445	\$ (60,574)	\$ 63,520,871	\$ 62,803,607	\$ 169,946	\$ 62,973,553	\$ 12,685,695
001 General	8,313,221	(1,769,482)	6,543,739	53,253,007	(69,366)	53,183,641	53,059,442	161,154	53,220,596	6,506,784
101 Street	-	-	-	3,135,225	8,792	3,144,017	3,135,225	8,792	3,144,017	-
103 Transportation Benefit District	-	22,529	22,529	835,000	-	835,000	835,000	-	835,000	22,529
104 Hotel/Motel Lodging Tax Fund	3,937,464	214,604	4,152,068	1,351,250	-	1,351,250	1,271,250	-	1,271,250	4,232,068
105 Property Abatement/RHSP/1406	-	-	-	486,625	-	486,625	486,625	-	486,625	-
106 Public Art	4,448	-	4,448	32,552	-	32,552	37,000	-	37,000	-
180 Narcotics Seizure	-	-	-	-	-	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	-	-	-	-	-	-	-
190 CDBG	-	-	-	550,000	-	550,000	550,000	-	550,000	-
191 Neighborhood Stabilization Prog	-	-	-	45,500	-	45,500	45,500	-	45,500	-
192 SSMCP	55,626	32,659	88,285	352,550	-	352,550	352,550	-	352,550	88,286
195 Public Safety Grants	-	-	-	-	-	-	-	-	-	-
196 ARPA (American Rescue Plan Act)	-	-	-	-	-	-	-	-	-	-
201 GO Bond Debt Service	-	-	-	2,441,294	-	2,441,294	2,441,294	-	2,441,294	-
202 LID Debt Service	-	59,178	59,178	91,294	-	91,294	91,294	-	91,294	59,178
204 Sewer Project Debt	1,151,853	21,704	1,173,557	1,007,148	-	1,007,148	498,427	-	498,427	1,682,278
251 LID Guaranty	93,000	1,572	94,572	-	-	-	-	-	-	94,572
Capital Project Funds:	\$ 614,900	\$ 836,540	\$ 1,451,440	\$ 22,466,700	\$ (3,987,282)	\$ 18,479,418	\$ 23,081,600	\$ (3,565,000)	\$ 19,516,600	\$ 414,258
301 Parks CIP	-	55,346	55,346	6,060,000	(500,000)	5,560,000	6,060,000	(500,000)	5,560,000	55,346
302 Transportation CIP	-	455,921	455,921	13,681,000	(3,487,282)	10,193,718	13,681,000	(3,065,000)	10,616,000	33,639
303 Real Estate Excise Tax	-	258,476	258,476	2,400,000	-	2,400,000	2,400,000	-	2,400,000	258,476
311 Sewer Project CIP	614,900	66,797	681,697	325,700	-	325,700	940,600	-	940,600	66,797
Enterprise Fund:	\$ 8,056,789	\$ 1,381,048	\$ 9,437,837	\$ 5,714,735	\$ -	\$ 5,714,735	\$ 5,239,032	\$ 225,566	\$ 5,464,598	\$ 9,687,974
401 Surface Water Management	8,056,789	1,381,048	9,437,837	5,714,735	-	5,714,735	5,239,032	225,566	5,464,598	9,687,974
Internal Service Funds:	\$ 4,906,331	\$ (189,640)	\$ 4,716,691	\$ 11,087,894	\$ 91,792	\$ 11,179,686	\$ 10,087,246	\$ 91,792	\$ 10,179,038	\$ 5,717,339
501 Fleet & Equipment	4,906,331	(189,640)	4,716,691	1,796,368	-	1,796,368	795,720	-	795,720	5,717,339
502 Property Management	-	-	-	956,628	26,582	983,210	956,628	26,582	983,210	-
503 Information Technology	-	-	-	4,105,045	14,500	4,119,545	4,105,045	14,500	4,119,545	-
504 Risk Management	-	-	-	4,229,853	50,710	4,280,563	4,229,853	50,710	4,280,563	-
Total All Funds	27,133,630	\$ 610,712	\$27,744,342	\$102,850,774	\$ (3,956,064)	\$98,894,710	\$101,211,485	\$ (3,077,696)	\$98,133,789	\$ 28,505,263

EXHIBIT C
2025/2026 ORIGINAL ADOPTED BUDGET BY FUND
Per Ordinance No. 819 Adopted November 18, 2024

Fund	2025				2026			
	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	8,506,785
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	55,627
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 CIP	-	1,810,000	1,810,000	-	-	6,060,000	6,060,000	-
302 Transportation CIP	-	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 CIP	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



To: Mayor and City Councilmembers
From: Tho Kraus, Deputy City Manager
Through: John J. Caulfield, City Manager
Date: May 19, 2025
Subject: Ordinance Adopting the 2025 Carry Forward Budget Adjustment

BACKGROUND

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

- Revise the estimated beginning fund balance to reflect the 2024 ending fund balance;
- Incorporate items previously approved by the City Council;
- Appropriate projects funded by grants and contributions;
- Continue of capital projects; and
- Allocate new funds as necessary.

PROPOSED BUDGET ADJUSTMENT SUMMARY

Year 2025:

- Increases beginning fund balance by \$25.88M, resulting in a revised estimate of \$55.44M.
- Increases revenues by \$36.41M, resulting in a revised estimate of \$128.67M.
- Increases expenditures by \$63.32, resulting in a revised estimate of \$156.36M.
- Increases ending fund balance by \$0.61M, resulting in a revised estimate of \$27.74M.

Year 2026:

- Increases beginning fund balance by \$0.61M, resulting in a revised estimate of \$27.74M.
- Decreases revenues by \$3.96M, resulting in a revised estimate of \$98.89M.
- Decreases expenditures by \$3.08M, resulting in a revised estimate of \$98.13M.
- Increases ending fund balance by \$0.27M, resulting in a revised estimate of \$28.51M.

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

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Prop Adj	Proposed Revised Budget	Current Budget	Prop Adj	Proposed Revised Budget	Current Budget	Prop Adj	Proposed Revised Budget	Current Budget	Prop Adj	Proposed Revised Budget
Total Year 2025	\$ 27.91	\$ 25.88	\$ 55.44	\$ 92.26	\$ 36.41	\$ 128.67	\$ 93.04	\$ 63.32	\$ 156.36	\$ 27.13	\$ 0.61	\$ 27.74
General	\$ 8.64	\$ 4.24	\$ 12.88	\$ 51.69	\$ 0.52	\$ 52.21	\$ 52.01	\$ 6.53	\$ 58.55	\$ 8.31	\$ (1.77)	\$ 6.54
Special Revenue	\$ 3.94	\$ 3.09	\$ 8.68	\$ 7.23	\$ 5.67	\$ 12.90	\$ 7.17	\$ 10.14	\$ 17.31	\$ 4.00	\$ 0.27	\$ 4.27
Debt Service	\$ 0.76	\$ 0.17	\$ 0.93	\$ 3.57	\$ -	\$ 3.57	\$ 3.09	\$ 0.09	\$ 3.18	\$ 1.24	\$ 0.08	\$ 1.33
Capital Projects	\$ 0.39	\$ 14.41	\$ 14.80	\$ 13.65	\$ 28.41	\$ 42.06	\$ 13.42	\$ 41.98	\$ 55.40	\$ 0.61	\$ 0.84	\$ 1.45
Enterprise	\$ 9.56	\$ 3.67	\$ 13.23	\$ 5.74	\$ 0.21	\$ 5.95	\$ 7.24	\$ 2.49	\$ 9.73	\$ 8.06	\$ 1.38	\$ 9.44
Internal Service	\$ 4.62	\$ 0.30	\$ 4.92	\$ 10.39	\$ 1.59	\$ 11.98	\$ 10.10	\$ 2.08	\$ 12.18	\$ 4.91	\$ (0.19)	\$ 4.72
Total Year 2026	\$ 27.13	\$ 0.61	\$ 27.74	\$ 102.85	\$ (3.96)	\$ 98.89	\$ 101.21	\$ (3.08)	\$ 98.13	\$ 28.77	\$ (0.27)	\$ 28.51
General	\$ 8.31	\$ (1.77)	\$ 6.54	\$ 53.25	\$ (0.07)	\$ 53.18	\$ 53.06	\$ 0.16	\$ 53.22	\$ 8.51	\$ (2.00)	\$ 6.51
Special Revenue	\$ 4.00	\$ 0.27	\$ 4.27	\$ 6.79	\$ 0.01	\$ 6.80	\$ 6.71	\$ 0.01	\$ 6.72	\$ 4.07	\$ 0.27	\$ 4.34
Debt Service	\$ 1.24	\$ 0.08	\$ 1.33	\$ 3.54	\$ -	\$ 3.54	\$ 3.03	\$ -	\$ 3.03	\$ 1.75	\$ 0.08	\$ 1.84
Capital Projects	\$ 0.61	\$ 0.84	\$ 1.45	\$ 22.47	\$ (3.99)	\$ 18.48	\$ 23.08	\$ (3.57)	\$ 19.52	\$ -	\$ 0.41	\$ 0.41
Enterprise	\$ 8.06	\$ 1.38	\$ 9.44	\$ 5.71	\$ -	\$ 5.71	\$ 5.24	\$ 0.23	\$ 5.46	\$ 8.53	\$ 1.16	\$ 9.69
Internal Service	\$ 4.91	\$ (0.19)	\$ 4.72	\$ 11.09	\$ 0.09	\$ 11.18	\$ 10.09	\$ 0.09	\$ 10.18	\$ 5.91	\$ (0.19)	\$ 5.72

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 similar major, unanticipated events.

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

General Fund Ending Fund Balance	Proposed Revised Budget	
	2025	2026
2% Contingency Reserves	\$ 1,051,505	\$ 1,084,462
5% Ending Fund Balance Reserves	2,628,763	2,711,161
5% Strategic Reserves	2,628,763	2,711,161
Total 12% Ending Fund Balance Reserves	6,309,031	6,506,784
+ Unreserves/Designated for 2025/2026 Budget	234,709	-
Total Ending Fund Balance	\$ 6,543,740	\$ 6,506,784

General Fund Financial Summary	Proposed Revised Budget	
	2025	2026
Operating Revenue	\$ 51,300,967	\$ 52,918,403
Operating Expenditures	51,136,061	51,891,775
Operating Income / (Loss)	164,906	1,026,628
As a % of Operating Expenditures	0.3%	2.0%
Other Financing Sources	910,770	265,238
Other Financing Uses	7,409,194	1,328,821
Beginning Fund Balance	\$ 12,877,258	\$ 6,543,739
Ending Fund Balance	\$ 6,543,740	\$ 6,506,784

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

AD – Merchant Service Fees, New/Ongoing

Add \$13,380 per year for merchant service fees associated with credit card acceptance, resulting in an annual estimated cost of \$72,580. The increase in fees is due to increased credit card activity. Estimated annual costs by activity are as follows:

- General Purpose \$3,240
- Development Services Permits \$61,780
- Municipal Court \$7,580

AD – Annual Audit Costs, New/Ongoing

Add \$16,160 per year for annual costs performed by Washington State Auditor's Office, resulting in an annual estimated cost of \$118,160.

AD – Employee & Volunteer Recognition Event, New/Ongoing

Add \$1,480 per year for employee & volunteer recognition events which include supplies, catering and venue for a total cost of \$9,980. Estimated costs for the 3 events are as follows:

- Summer Employee Recognition: Catering \$2,340 and supplies \$265
- December Employee Recognition: Catering \$4,260; Venue \$420; Supplies \$345
- Volunteer Recognition: Catering \$1,610; Venue \$420; Supplies \$230

AD –Public Defender, New/Ongoing

Add \$250,000 per year for primary public defense services resulting in annual budgets of \$803,500. Including the current annual budget for conflict public defense services of \$81,000, the City's total proposed revised public defender budget totals \$884,500. The increase is due to changes in standards including reduced caseload limits.

CC – City Manager Recruitment, New/1-Time

Add \$26,000 for a firm to assist with the recruitment of a new City Manager.

CC – Logo Wear for Boards & Commissions, New/1-Time

Add \$2,800 for logo wear clothing for boards and commissions.

CM – Personnel Costs for Intern, New/1-Time

Add \$15,600 for half -time intern for 6 months. This position will assist the City in the areas of key performance metrics dashboards, communications and geographical information systems, while gaining local government experience. The cost is offset by a reduction to the Assistant to City Manager/Policy Analyst personnel costs. Estimates were calculated based on human resources system setup which inadvertently placed the position at a higher pay scale.

CM – Refreshments for Desserts in the Driveway, New/Ongoing

Add \$1,500 per year for refreshments at Desserts in the Driveway events (8 scheduled for 2025 to be held at Tillicum, Dower Elementary, Springbrook, Oakbrook, Clover Creek, Fort Steilacoom Park, Downtown Lakewood, and Lake City).

LG - Opioid Funds, Continuation/1-Time

Carry forward balance of \$779,499 received through December 31, 2024, for eligible program expenditures. Per the agreement: Section 5. Administration of PCOAC and Expenses. Pierce County agrees to provide for the administration of the PCOAC through the Pierce County Auditor's Office as outlined in this Agreement. The Pierce County Auditor's Office (Administrator) will serve as the administrator for PCOAC and shall perform all administrative functions, including scheduling of meetings, making reports publicly available, maintaining a public dashboard, preparing a report for consideration of the PCOAC at its annual meeting, and other such tasks as assigned by the Chair. Administrative Expenses. 10% of the Opioid Funds received by the Parties will be reserved by each Party, on an annual basis, for administrative costs related to the PCOAC. Administrative costs are limited to 10% and every effort shall be made to keep administrative costs below 10%. The Administrator shall provide itemized invoices for all administrative expenses to each of the Parties before the end of each fiscal year. Each Party will be billed by the Administrator a pro-rated amount based on the overall percentage each Party annually receives in direct allocation from the Trustee. Any reserved funds that exceed a party's pro-rated share of the administrative costs will be reallocated to each Party for Approved Purposes under the MOU. Expenditures thus far has been for administrative fees (\$2,165.37 for 2023 and \$2,458.66 for 2024).

LG – Stop Violence Against Women Grant, Grant/1-Time

Increase \$6,827 to cover the Assistant position assigned to this project, which provides support on STOP grant activities that will enhance the prosecution's response to adult or teen victims of domestic violence, sexual assault, stalking, and dating violence. Grant received from Washington Department of Commerce for funding period 1/1/2025-12/31/2025.

MC – SPAR (Simple Possession Advocacy and Representation Program) Grant, Grant/1-Time

Carry forward program expenditures of \$17,273 funded by grant revenue from Washington State Administrative Office of the Courts to support the Lakewood Municipal Court to provide defense counsel Consultation and Representation for defendants facing charges or charged with simple possession or public use offenses involving allegations of possession or public use of a controlled substance, counterfeit substance, or legend drugs. The grant period is from June 1, 2024 to June 30, 2025.

MC – Therapeutic Court, Grant/1-Time

Carryforward program expenditures of \$76,353 funded by grant revenue from Washington State Administrative Office of the Courts for Lakewood Municipal Court to establish a Therapeutic Court to serve Lakewood, DuPont and Steilacoom, similar to the Veterans Treatment Court. The grant period has been extended and is now from June 1, 2023 to June 30, 2025.

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

Carryforward program expenditures of \$34,000 for OPD grant received from Washington State Office of Public Defense (\$68,000 for funding period 1/1/2024-12/31/2025). The funds must be used in accordance with the grant agreement which provides for reimbursement of training costs for public defense providers, investigator and/or expert services, social worker services to assist public defense attorneys and interpreter services for attorney-client interviews and communications.

MC – Contracted Court Services, Continuation/Ongoing

Reduce estimated contracted court services revenue by \$67,346 in 2025 and \$69,366 in 2026 based on true up of 2024 costs. The adjustment results in revised estimates of \$339,354 in 2025 (Town of Steilacoom \$88,476 / City of DuPont \$250,878) and \$349,534 in 2026 (Town of Steilacoom \$91,130 / City of DuPont \$258,404).

PK – Sponsorships, Grant/1-Time

Add \$67,000 for 2025 sponsorships as approved by the City Council in February 2025 as follows:

- \$15,000 from Amazon for SummerFEST
- \$8,000 from Twin Star:
 - \$3,000 for SummerFest
 - \$1,000 for Youth Summit
 - \$2,000 for Martin Luther King (MLK) Event
 - \$2,000 for Fiesta de la Familia
- \$18,500 from Virginia Mason:
 - \$8,000 for SummerFEST
 - \$8,000 for Farmers Market
 - \$2,500 for Fiesta de la Familia
- \$9,000 from Pierce Transit:
 - \$3,000 for Farmers Market
 - \$3,000 for Fiesta de la Familia
 - \$3,000 for SummerFEST
- \$5,500 from WSECU:
 - \$3,000 for Farmers Market
 - \$2,500 for Truck & Tractor Day
- \$6,000 from Vibrant Schools and Friends for MLK Beloved Community
- \$2,500 from Navy Federal Credit Union for SummerFest
- \$2,500 from Harborstone Credit Union for Truck & Tractor Day

PK – CHOICE Grant, Grant/1-Time

Carry forward program expenditures of \$74,100 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. Most of the contract pays for the two CHOICE contractors who perform the work, and 8% is set aside to cover a portion of the administrative costs as it relates to the Human Services Coordinator position but does not cover other administrative costs such as finance and accounting. The grant period is from June 1, 2023 to June 30, 2025.

PK – Janitorial Services, New/Ongoing

Increase janitorial services by \$7,182 per year, resulting in the following estimates:

- \$1,016 for Fort Steilacoom Park O&M Shop
- \$1,516 for Front Street O&M Shop
- \$7,150 for Fort Steilacoom Park Pavilion

PD – Jail Services, New/Ongoing

Add \$230,000 per year for jail cost increase, resulting in annual budgets of \$1,030,000.

PD – Clean Air Assessment, New/Ongoing

Add \$2,866 in 2025 and \$6,335 in 2026 which reflects a 7% annual increase for a total budget of \$49,582 in 2025 and \$53,053 in 2026. This is a per capita assessment and per Puget Sound Clean Air Agency, direct benefits to the City of Lakewood include: providing real-time air quality information and technical support; engaging residents and communities; planning regionally for greenhouse gas emission reduction; reducing harmful wood smoke emissions across the region; and reducing harmful diesel emissions in our most impacted communities.

PD – Specialty Units/SRT Clothing, Continuation/1-Time

Carry forward \$2,250 from 2024 to 2025 for a total budget of \$4,500. Spending from the 2024 SRT Clothing budget was suspended due to SRT testing in October 2024 and the anticipated assignment of new personnel to the team. New SRT members would involve the cost of initial uniform and equipment issue. Those personnel assignments were not authorized and there is insufficient time in 2024 to make alternate uniform purchases (repair/replacement of worn uniforms or rain jackets for current SRT members). This budget is carried forward in anticipation of additional assignments to SRT and/or replacement of worn uniform items and rain jackets held by current SRT members.

PD – Drone/UAS Program, Continuation/Ongoing

Carry forward \$9,872 for drone equipment replacement funded by drone pilot registration program revenues received in 2024. The Lakewood Police Department's drone program is operating with equipment that is antiquated and becoming more unreliable. There has not been significant investment in this equipment in years and technology is rapidly changing. The request is for a designated Drone/UAS (Unmanned Aircraft System) program beginning with 2024. The purpose of this program is to provide funding for the purchase of the equipment necessary to operate the City's drone program. Payments received are accumulated and earmarked for the purchase and maintenance of UAS program equipment. Life-to-date program revenues totaled \$23,645 and expenditures totaled \$13,773.

PD – Pierce County Sex Offender Residency Verification, Grant/1-Time

Add \$7,795 in carry-forward revenue for the contract available for drawdown. The current contract runs from 7/1/2024 – 6/30/2025. The purpose of this contract is to aid in the verification of all registered sex offenders' places of residence for level I offenders every twelve months, level II offenders every six months, and level III offenders every three months in Pierce County.

PD – FBI Innocence Lost Grant, Continuation/1-Time

Add \$19,950 in carry-forward revenue and expenditures for the contract available for drawdown. The current contract runs from 10/1/2024 – 9/30/2025. The grant provides overtime work for two officers with the FBI in targeting the prosecution of organized crime groups responsible for the promotion of prostitution, specifically juvenile prostitution, interstate, or through the use of interstate commerce, drug trafficking, money laundering, and alien smuggling.

PD – South Sound 911, Grant/1-Time

Add \$9,000 in revenues and expenditures, increasing the total budget from \$40,000 to \$49,000. The current contract runs from 01/01/2025 to 12/31/2025. The purpose of this grant is to assist South Sound 911's efforts to screen and evaluate employment and vendor applicants by performing the tasks assigned by South Sound 911.

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

Carry forward \$4,274 balance available for revenue drawdown. The current contract runs from 7/1/2024 – 6/30/2025. This is a State funding source 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 – Gesa Credit Union - Local Heroes – Grant/1-Time

Add \$7,481 in revenue and expenditure. The funding is part of the Local Heroes Grant Award provided for Gesa Community Foundation directly to the Lakewood Police Department to be invested in the Wellness Room and Gym Equipment. The funds were received in advance in 2024.

PPW – City Tree Fund, Continuation / 1-Time

Carry forward the balance of \$474,096 for projects that meet certain program criteria. The City collects money for its City Tree Fund as payment in lieu of onsite tree replacement for removal of trees in excess of retention requirements, and as mitigation for oak trees removed in conjunction with development projects. The City has an obligation to spend the funds received for planting trees to include oak trees and activities intended to improve Oregon White Oak Woodland habitat as well as improving the health of current or new trees and natural areas citywide.

PPW – Department of Commerce Climate Planning, Grant/1-Time

Add \$25,000 to design climate action plans that incorporate a variety of measures to reduce GHG emissions from across their economies in six key sectors (electricity generation, industry, transportation, buildings, agriculture/natural, and working land. The grant period is from 1/1/2024 to 06/15/2025.

PPW – Department of Commerce Middle Housing, Grant/1-Time

Add \$10,000 Commerce's Middle Housing Program offers grants and technical assistance to help cities in the central Puget Sound region provide middle housing. These jurisdictions have the first state due dates to update their comprehensive plans and development regulations for accommodating housing needs. The grant period is from 1/1/2024 to 06/15/2025.

PPW – Department of Commerce Paper to Digital Permitting, Grant/1-Time

Add \$232,400 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. The grant period is from 12/1/2024 to 06/30/2025.

PPW – Economic Development Opportunity Fund, Continuation/1-Time

Carry forward \$2,000,000 for downtown parks. 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 totaling \$2,000,000. On December 9, 2024, the City Council authorized these funds to be used for downtown parks.

PPW – Tax Increment Financing Strategy, Continuation/1-Time

Carry forward \$19,339 for consultant services to conduct a Tax Increment Financing (TIF) analysis and to provide an implementation plan within the Downtown Subarea.: The Downtown Planned Action Ordinance, adopted October 2018, requires upwards of \$30 million in infrastructure improvements plus a downtown park. The area is a Regional Center, as designated by Puget Sound Regional Council, calling for a significant increase in commercial and residential development. The following thresholds of new land uses are contemplated by the Downtown Planned Action: By 2035, to support 2,257 net residential units, and to support 7,369 net jobs. At the time of subarea adoption there were 419 dwelling units, and approximately 5,000 jobs. The TIF for Jobs bill was signed by Governor Jay Inslee in May of 2021. TIF is a powerful public-private partnership tool that allows local governments to encourage private development in targeted areas by financing public infrastructure and improvements with additional property taxes from increased property values resulting from that public investment and the ensuing, related private investment. A local government may create increment areas and bond against future increases in taxes anticipated due to new development. An established TIF increment area will help the City of Lakewood to fund infrastructure within the Downtown. TIF increment areas require highly technical analysis, carefully planned implementation, and collaboration with private development in order to be successful. Timing is critical in creating increment areas where we know development will occur.

Internal Service Charges

See internal services funds for additional information.

General/Street Fund Subsidy

See Street O&M Fund for additional information.

Transfer to SSMCP Fund, New/1-Time

Transfer \$13,750 to SSMCP Fund for North Clear Zone property purchase due diligence. These costs will not be covered by grants and include payments for outside legal counsel.

Reduce Transfer Transportation CIP

(Use Various Project Savings Due to Additional Grants Received)

- \$30,000 in 2025 / \$66,000 in 2026 to 302.0001 Personnel, Engineering & Professional Services
- \$93,000 in 2025 to 302.0002 Street Lights: New LED Street Lights
- \$27,000 in 2025 / \$30,000 in 2026 to 302.0003 Neighborhood Traffic Safety/Traffic Calming
- \$270,000 in 2026 to 302.0004 Minor Capital & Major Maintenance
- \$56,282 in 2026 to 302.0005 Chip Seal – Local Access Roads

Fund 101 Streets O&M

PPW - Replace School Zone Lights, Continuation/1-Time

Carry forward \$103,951 for the purchase and installation of new school zone lights and associated materials (poles, boxes, etc.)

The City owns and operates 34 school zone lights. These lights are reaching their service life and are requiring expensive and time-consuming repairs. The lights require a staff member to access via ladder to program and an outside electrical services provider to repair. Replacing all 34 units with modern systems serviced via Bluetooth connectivity from the ground or cloud-based services will provide greater safety for staff, little reliance on outside services to repair for a period of time, and enhanced responsiveness to the School District's changing schedules and needs.

PPW - Replace Traffic Signal Controllers, Continuation/1-Time

Carry forward \$589,362 for the replacement of traffic control signals. The City uses 63 signal controllers of which 60 are at various stages in their life cycle. Three of the controllers were replaced recently with the same controllers that Pierce County uses and are working successfully as stand-alone units. With the shift to Pierce County maintenance on our traffic signal systems, it is recommended that all controllers be replaced with the same units the County utilizes for their systems. It is not feasible to operate two different controller systems, and a number of existing controllers are at the end of their life. The City's controllers are not used by any other jurisdiction in Pierce County, which requires additional training, parts inventory and decreases responsiveness by the County's staff.

PK - Homeless Camp Clean Up, Continuation/1-Time

Carry forward \$31,346 for homeless camp clean up including DOE Work Crew. The City has contracted services for the Department of Ecology work crew program. This program has provided support in local parks, supplemental capital improvements and work programs.

Internal Service Charges:

See internal services funds for additional information.

Fund 104 Hotel-Motel Lodging Tax

2023 LTAC Grant Allocation, New/1-Time

Eliminate \$1,271,250 estimated grant awards and replace with actual 2025 grant awards totaling \$1,247,850 as follows:

- \$15,000 Grave Concerns
- \$12,000 Historic Fort Steilacoom
- \$15,000 Asian Pacific Cultural Center
- \$150,000 Tacoma-Pierce County Tourism Authority
- \$200,000 Lakewold Gardens
- \$7,000 Lakes Cross Country Booster Club
- \$125,000 Lakewood Chamber of Commerce Tourism Promotion
- \$7,500 Lakewood Chamber of Commerce Memorial Day
- \$38,000 Lakewood Historical Society & Museum
- \$100,000 Lakewood Playhouse
- \$23,500 Lakewood Sister Cities Association
- \$80,000 City of Lakewood Marketing Promotion
- \$210,000 City of Lakewood SummerFest
- \$78,000 City of Lakewood Farmers Market
- \$30,000 City of Lakewood Pavilion Concert Series
- \$10,000 City of Lakewood Saturday Street Festival
- \$35,000 City of Lakewood Fiesta de la Familia
- \$10,000 City of Lakewood MLK Beloved Community
- \$101,850 for Clover Park Technical College McGavick Center Debt Service

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

Property Abatement, Continuation/1-Time

Carry forward \$162,396 in expenditures funded by program balance. The Property Abatement portion of this fund accounts for projects that the City has identified and processed through the abatement program. All revenue and the rightful recovery of those project expenses, along with all revenues from fees, fines, and interest, and other rightful recoveries from those projects are deposited into the program for the purpose of funding additional abatement projects.

Rental Housing Safety Program, Continuation/1-Time

Carry forward \$59,127 in expenditures funded by program balance.

1406 Affordable Housing, Continuation/1-Time

Carry forward \$440,274 in expenditures funded by program balance.

Fund 106 Public Art

Public Art, Continuation/1-Time

Earmark \$5,620 for a major art project to be determined, funded by ending fund balance.

Fund 180 Narcotics Seizure Fund

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

Add \$17,854 in expenditures for eligible uses.

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

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

Drug Enforcement Administration - Tacoma Regional Task Force), Grant/1-Time

Add \$16,290 in revenues and expenditures funded by the Drug Enforcement Administration to provide funding for officer overtime to work on behalf of the Tacoma Regional Task Force concerning the use and abuse of controlled substances. The current contract runs from 10/1/2024 – 9/30/2025.

Fund 181 Felony Seizure

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

Add \$779 in expenditures for eligible felony seizure related activity.

The purpose of this fund is for tracking assets seized under RCW 10.105.101 and the related expenditures. The state statute authorizes the seizure of assets that have been or was actually employed as an instrumentality in the commission or in the aiding or abetting in the commission of any felony, or which was furnished or was intended to be furnished by any person in the commission of, as a result of, or as a compensation for the commission of, any felony, or which was acquired in whole or in part with the proceeds traceable to the commission of a felony. Funds shall be used exclusively by the City for the expansion and improvement of law enforcement activity; however, may not be used to supplant existing funding sources.

Fund 182 Federal Seizure

Federal Seizure, New/1-Time

Add \$2,772 in expenditures for eligible federal seizure related activity.

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 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.

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 into funding projects for physical improvements, public service (not to exceed 15%), housing, economic development, and administration (not to exceed 20%).

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

Add \$245,345 to the adopted budget 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.

- Add and reprogram 2025 CDBG reprogrammed funds totaling \$245,345 as follows:
 - \$167,467 Housing – Major Home Repair
 - (\$23,297) Housing – Emergency Assistance for Displaced Residents
 - \$47,000 Housing – Foreclosure & Fair Housing Counseling
 - \$14,287 Public Service – Emergency Payments Program
 - \$75,000 Public Service – Rehabilitation Treatment Specification System
 - (\$53,744) Administration
 - \$18,632 Administration of HOME

Affordable Housing Project HOME, Grant/1-Time

Add \$3,037,467 to coordinate and mark the programs by HOME Investment Partnerships Program (HOME) to provide formula grants to states and localities to fund a wide range of activities aimed at creating affordable housing for low-income households. These activities include building, buying, and rehabilitating affordable housing for rent or homeownership, as well as providing direct rental assistance to low-income people. The program Includes:

- \$948,629 – for Gravelly Lake Commons to help alleviate homelessness for families in Pierce County by providing affordable housing options. The project aims to develop 25 units of affordable rental housing targeted at households earning 30% to 50% of the area median income¹. This initiative is part of a broader effort to address the critical need for affordable and low-income housing in the region.
- \$1,173,594 – for American Rescue Plan Program to assist qualified populations including individuals and families who are experiencing or at risk of experiencing homelessness and other vulnerable populations. HOME program to strengthen public-private partnerships and expand the supply of decent, safe, sanitary, and affordable housing for low-income households.
- \$144,097 – for 15121 Boat St SW Project which includes the acquisition and redevelopment of 15121 Boat St. SW and 15123-15125 88th Ave. Ct. SW to create nine (9) new affordable housing opportunities for low-income home buyers. The Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA).
- \$771,147 – for Affordable Housing & Program Administration. This program is responsible for ensuring that all federal, state, and local regulations, laws, and requirements are met prior to the written commitment and/or disbursement of any HOME funds for households whose gross annual income is at or below eighty percent (80%) of median under income guidelines established annually by HUD for the Tacoma-Lakewood area.

CDBG – Restricted Funds, Grant/1-Time

Earmark \$2,294,732 restricted funds for future loan programs. The required accounting does not recognize revenues or expenditures since these are revolving funds.

Fund 191 Neighborhood Stabilization Program

NSP3 (Neighborhood Stabilization Program 3), Continuation/1-Time

Carry forward \$14,148 funded by project balance.

Fund 192 South Sound Military Communities Partnership

Tactical Tailor Insurance Recovery - New/1-Time

Add \$10,999 to be transferred to Risk Management Internal Service Fund to reimburse insurance costs incurred by Tactical Tailor in 2025. 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

PD – Emergency Management Planning, Grant/1-Time

Carry forward \$25,011 for the remaining balance for the grant period 7/1/2024-6/30/2025. 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.

PD – WA Auto Theft Prevention Authority, Grant/1-Time

Add \$ 352,406 to provide Lakewood Police Officers to the task force in support of the Washington Auto Theft Prevention Grant Program. The officers will serve in the capacity of Detective. The grant period is 7/1/2023 – 6/30/2025.

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

Add a total of \$15,494 for the WTSC Impaired Driving Emphasis grant (10/1/2024-09/30/2025). 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.

PD – WA Traffic Safety Commission – Motorcycle/Seatbelts/Distracted Driving, Grant/1-Time

Add \$2,500 for grant period 10/1/2024-09/30/2025. This grant provides funding for overtime and related benefits for law enforcement personnel to participate in scheduled multijurisdictional seatbelt, motorcycle, and distracted driving-focused patrol.

PD – Patrick Leahy Bulletproof Vest, Grant/1-Time

Add \$13,186 in revenues and expenditures. The Patrick Leahy Bulletproof Vest Partnership (BVP) reimburses states, units of local government, and federally recognized Indian tribes, for up to 50 percent of the cost of body armor vests purchased for law enforcement officers. The grant period is 4/1/2024 – 8/31/2026.

PD – WA State Parks Recreational Boating Safety, Grant/1-Time

Add \$22,709 for the grant period 10/1/2024 – 9/30/2025. 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 \$3,137. The match is the annual vessel registration fee.

PD – JAG Real Time Crime Center, Grant/1-Time

Add \$47,051 for the grant starting 10/1/2022 and expiring 9/30/2026. This grant provides funding to enhance the technological abilities of the department through various methods. They intend to build a video wall system that will allow the department to better equip the emergency operations center and the training center by offering a large multi-screen display that allows for a myriad of setups to enhance the ability to monitor ongoing emergent situations.

PD – JAG Unmanned Ground System (UGS) or Tactical Robot, Grant/1-Time

Add \$39,064 for the grant starting 10/1/2023 and expiring 9/30/2027. These systems allow officers to quickly investigate and assess a situation without placing officers in harm's way. UGS allows officers to use time, distance, and shielding to their advantage to keep officers and the public safe.

PD – WA Traffic Safety Commission (WTSC) - School Zones, Grant/1-Time

Add \$10,000 for the grant starting 1/1/2024 until it is expended. The grant provides funding for Heavy Weather Gear for Motorcycle Enforcement and includes LIDARs, shipping & handling, and tax.

PD – Extreme Weather Response Grant (EWRC), Grant/1-Time

Add \$37,113 for the grant starting 10/08/2024 and expiring 02/05/2025. The Program, established by Washington Substitute House Bill (SHB) 1012, provides financial assistance to political jurisdictions in Washington State to support response activities during extreme weather events. The program aims to reimburse eligible political jurisdictions for costs incurred in responding to community needs during periods of extremely hot or cold weather or severely poor air quality from wildfire smoke.

MC – Veterans Treatment Court, Grant/1-Time

Carryforward program expenditures of \$40,038 funded by grant revenue from Office of Justice Programs Veterans Court for the Veterans Treatment Court and serves Type A non-violent offenders. In addition to personnel costs, the grant includes travel and training, supplies, and subaward for prosecution, consultant evaluator/information manager, and public defense. The grant period runs through December 31, 2025.

Fund 196 American Rescue Plan Act (ARPA)**ARPA Programs, Grant/1-Time**

Carry forward \$2,454,258 for ARPA programs funded by grant and interest earnings as follows:

- \$229,713 Rebuilding Together South Sound
- \$25,014 Tacomaprobono
- \$79,149 Boys & Girls Club
- \$22,509 YMCA Teen Services
- \$78,375 YMCA Childcare, Camp, Club
- \$24,010 YMCA Swim, Sports, Art
- \$295,609 City Reader Boards
- \$1,000,000 Pierce County Village
- \$279,750 LASA Gravelly Lake Phase 3
- \$54,670 Dolly Parton Imagination Library
- \$100,000 Camp Murray Boat Launch
- \$196,714 Urban Forestry Program
- \$68,745 Edgewater & Downtown Park(s)

Fund 202 Local Improvement District (LID) Deb Service

LID Redemption, New/1-Time

Earmark estimated funds totaling \$91,294 for early redemption of bonds and fiscal agent fees for LID 1109.

Fund 301 Parks Capital

301.0006 Gateways, Continuation/1-Time

Carry forward \$67,953 in project expenditures funded by project balance. Funds will be used to construct a new gateway at 84th Street. The cost of a gateway is estimated at \$75,000 and is based on standard costs and does not take into consideration of potential unknowns which may include some ROW work

301.0016 Park Equipment Replacement – Annual Program, Continuation/1-Time

Carry forward \$38,491 in project expenditures funded by project balance and increase the total amount available in 2025 to \$58,491. The amount available in 2026 remains unchanged at \$20,000. Equipment replacement is needed regularly at all parks. The current standard for tables and benches is a heavy gauge metal mesh with thermoplastic coating. This protective coating creates a smooth surface that stays cool to the touch even in the sun, resists fading, mold and vandalism, and will ensure durability through years of high traffic usage. This annual replacement program will enable the City to replace picnic tables, drinking fountains, benches, damaged playground elements and other site amenities as they wear out, are vandalized or need replacement. The City is able to offset the cost and/or expand this program by allowing visitors to purchase memorable tables and benches at the park. Specific projects to be determined based on park need and equipment replacement schedules.

301.0017 Park Playground Resurfacing – Annual Program, Continuation/1-Time

Carry forward \$25,114 in project expenditures funded by project balance and increasing the total amount available in 2025 to \$40,114. The amount available in 2026 remains unchanged at \$15,000. This annual program includes \$10,000 per year cost per the current 6-year CIP plan. Playgrounds at all City parks are used year-round. The engineered wood chips below the structures get compressed, worn down and migrated to the edges of the park. Replacement is needed to keep the areas safe and to meet national playground and risk management safety standards. Besides wood chips, mats and other surfacing materials are purchased to support areas under swings, slides and entry ramps. The \$10,000 per year allows for purchases of approximately 200 cubic yards each year to update all city parks. Traditionally, the City purchases large quantities in advance of Parks Appreciation Day and Make a Difference Day and utilizes volunteers to move and spread the material.

301.0019 Edgewater Dock, Continuation/1-Time

Add \$222,107 in project expenditures funded by project balance \$22,107 and various project savings \$200,000.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$1,527,512 funded by:

- \$1,000,000 Funds Anticipated
- \$125,000 General Fund
- \$50,000 REET
- \$352,512 Interest, Various Project Savings
- \$1,527,512 Total Sources**

301.0020 Wards Lake Improvements, Continuation/1-Time

Carry forward \$5,204,900 in project expenditures funded by project balance \$1,499,771, various grants \$3,648,042 and transfer in from SWM \$56,277 for storm drainage element of the project.

This budget adjustments result in a life-to-date through 2026 cost estimate of \$6,297,518 funded by:

- \$7,315 Grant - Pierce County Conservation Futures
- \$1,850,000 Funds Anticipated
- \$500,000 Grant - WWRP
- \$1,000,000 Grant- LWCF (Land & Water Conservation Fund)
- \$350,000 Grant - YAF (Youth Athletic Fields)
- \$252,840 Grant – DOC (Department of Commerce)
- \$237,500 General Fund
- \$1,660,837 REET
- \$100,000 SWM
- \$23,575 MVET for Paths & Trails
- \$6,297,518 Total Sources**

Wards Lake Park is located in the Northeast neighborhood area of Lakewood. Since incorporation, the City has utilized a variety of funding sources (approx. \$2 million) to purchase several parcels of contiguous land to make up the Wards Lake Park property. At over 36 acres, Wards Lake is an amazing natural area in a densely populated area. Improvements include removing invasive plant species to improve habitat and create site lines, pathway and foot bridges updates, a dog park, pump track, 84th street playground replacement, expanded parking, park signage, picnic shelter, new restroom and site furnishings, an accessible loop trail and span bridge over the lake, a new neighborhood park on the south side of the park off 25th Ave S with new playground, off-street parking, a dirt bike skills area and general landscape and habitat improvements. Trail development across the park will link the new neighborhood park to the main park entrance and updated loop trail system. Wards Lake Park construction is underway and should be completed by fall, 2025.

301.0027 American Lake Improvements, Continuation/1-Time

Carry forward/add \$1,737,094 in project expenditures funded by project balance \$1,637,093 and grants \$166,995.

This budget adjustments result in a life-to-date through 2026 cost estimate of \$4,255,257 funded by:

- \$500,000 Grant - WWRP
- \$500,000 Grant - ALEA
- \$252,840 Grant - DOC (Department of Commerce)
- \$35,000 Pierce County
- \$39,966 Donations/Contributions
- \$2,355,887 General Fund
- \$571,575 REET
- \$4,255,257 Total Sources**

American Lake park is a 5 ½ acre park with upland play spaces, oak trees, and viewing areas, 450 feet of freshwater shoreline and also includes a boat launch. This project is underway and when complete it will include ADA access to the waterfront, new retaining walls, a grand staircase to the beach, new restroom building, picnic shelter, viewpoint areas and site amenities.

301.0028 Oakbrook Park Improvements, Continuation/1-Time

Carry forward \$137,828 in project expenditures funded by project balance.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$200,000 funded by:

\$37,000 Grant - Pierce County

\$100,000 General Fund

\$63,000 REET

\$200,000 Total Sources

Oakbrook Park is located in the NW neighborhood of Lakewood. Staff met with neighborhood groups to determine site improvements which will include: a picnic shelter, perimeter walking path, ADA path to site furnishings, vegetation removal, and landscaping.

301.0034 Park Sign Replacement, Continuation/1-Time

Carry forward \$312,608 in project expenditures funded by project balance. Park signs and landscaping will be completed in 2025.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$330,000 funded by:

\$120,000 General Fund

\$210,000 REET

\$330,000 Total Sources

301.0038 Playground Replacement – Annual Program, Continuation/1-Time and New

Carry forward \$290,000 in project expenditures funded by project balance and add new \$25,000 for Primely Park to cover the ADA parking spot and pathway to new play structure as required by code. This adjustment increases the available funds in 2025 to \$315,000. The next playground to be replaced is Washington Park. Staff will work with neighbors and the community to determine needs.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$315,000 funded by:

\$235,000 General Fund

\$55,000 REET

\$25,000 Interest Earnings & Various Project Savings

\$315,000 Total Sources

301.0041 Parks Sign Replacement (Design), Continuation/1-Time

Carry forward \$31,356 project balance increase funds available in 2025 to \$62,930. Funds will be used for sign fabrication, construction support and additional signage as needed.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$62,930 funded by:

\$20,000 General Fund

\$42,930 Various CIP Project Savings

\$62,930 Total Sources

301.0042 Downtown Park Schematic Design & Planning, Continuation/1-Time

Carry forward \$100,000 for schematic design and planning.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$100,000 funded by:

\$100,000 General Fund

\$100,000 Total Sources

301.0043 Fort Steilacoom Park H-Barn Complex Restoration & Renovation, Continuation/1-Time

Add \$500,000 in funds anticipated increasing the amount to \$1,500,000 in 2025.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$4,650,000 funded by:

\$150,000 General Fund \$4,500,000 Funds Anticipated

\$4,650,000 Total Sources

The City has worked closely with the community and Partners for Parks (PFP) to determine the feasibility and benefits of restoring and renovating the 120-year old H-Barn at Fort Steilacoom Park into a multi-use regional facility for public and private use. This project supports the goals of historic preservation and economic development. In 2023 City Council entered into an agreement with PFP authorizing this organization to raise funds to offset the development and included a timeline and draft budget to implement this effort. The City will manage the project and own and operate the facility. To move this project forward from schematic design to more detailed drawings and cost estimates, consultant services are needed. In December 2024 the City selected the firm Graham Baba to lead this effort. The City will contract and manage this architect and engineering services agreement. PFP will pay for the design services from funds they have raised to date. As a result of the support from PFP, milestones can be met to support the work started in the preliminary feasibility study prepared in 2018.

301.0045 Motor Avenue Uplighting & Gary Oaks, Continuation & New/1-Time

Add \$107,458 (\$27,458 continuation / \$80,000 new) funded by various CIP project saving, interest, etc. The City's downtown sub area plan identifies improvements to road corridors for vehicular and pedestrian functioning and safety. General streetscape improvements such as street lighting, landscaping and signage contribute to increased use and the overall public experience. Previous improvements and additional grading, irrigation and seeding for turf areas will improve the new land purchased near Motor Ave. The infrastructure (water and power meters) may support future events or planned downtown park. The new funds of \$80,000 include adding irrigation zones to cover the full 1.5 acres turf area. The project includes improving the property purchased adjacent to Motor Ave for a downtown park. The building on the parcel was removed. The improvements will: regrade the site to remove rocks and eliminate any significant or immediate drops of dips that could create safety issues; irrigate extent of site (assumed repair 3 zones, install 9 new zones, remove & replace 1 sidewalk panel); and import and install 4" Type A topsoil & hydroseed with PNW turf to cover 1.5 acres.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$178,329 funded by:

\$15,000 General Fund

\$163,329 Various CIP Project Savings

\$178,329 Total Sources

301.0048 Nisqually Partnership Project, Continuation/1-Time

Carry forward \$253,102 in project expenditures funded by grant for total project cost of \$300,000.

The City, in partnership with the Nisqually Indian Tribe, received \$300,000 from the state legislature to fully fund art and signage improvements at Fort Steilacoom Park. The City and the Nisqually Indian Tribe are engaged in a collaborative partnership to provide an introduction to the Nisqually people, add signage, art, and interpretive information throughout the park, feature their unique culture and history include Lushootseed language and incorporate information regarding Chief Leschi's legacy. Cultural interpretive markers will be installed along a newly established one-mile Nisqually Loop Trail. The plaza kiosks will include historic territory maps, land acknowledgement statement and new benches that include tribal artwork.

301.0049 Harry Todd Pickleball Courts &

301.0054 Deferred Maintenance Program, Continuation/1-Time

Carry forward \$524,368 funded by project balance \$120,647 and grants \$403,721 resulting in a total available to \$524,368 in 2025. The project includes \$97,051 for contingency (\$46,065 + additional \$50,986).

This budget adjustment results in a life-to-date through 2026 cost estimate of \$600,000 funded by:

\$150,000 General Fund

\$350,000 Grant - Youth Athletic Fields RCO

\$100,000 Grant – RCO for Deferred Maintenance Program

\$600,000 Total Sources

301.0050 Fort Steilacoom Park Acoustics, Continuation/1-Time

Carry forward \$50,000 funded by project balance. The total estimated project cost is \$50,000 funded by General Fund.

301.0053 Fort Steilacoom Park ADA & Overflow Parking, Continuation/1-Time

Carry forward \$275,000 funded by project balance. Total estimated project cost is \$275,000 funded by General Fund.

301.0055 Tenzler Log Relocation, Continuation/1-Time

Carry forward \$45,148 funded by project balance and add \$4,012 for higher than anticipated costs bringing the total estimated project cost is \$254,012 funded by interest earning and various project savings. General Fund. The unspent funds are for the cage around the log which was completed in Q1 2025.

Fund 302 Transportation Capital

302.0000 Earmark Traffic Mitigation LTD 2024 Balance, Continuation/1-Time

Life-to-date through December 2024 traffic mitigation fees received a total of \$153,358. The plan for the use of this money is first to construct a new traffic signal at Avondale and Gravelly Lake Drive to include signal coordination along the Gravelly Lake Drive Corridor. The estimated cost for a new traffic signal in 2020 dollars is roughly \$700,000 and is anticipated to be covered 50% by traffic mitigation funds matched by 50% City funds. The carry forward budget adjustment includes earmarking \$153,358 of life-to-date 2024 revenues for this purpose.

302.0001 Personnel, Engineering, Professional Services, Continuation/1-Time

Carry forward project expenditures of \$269,336 funded by project balance resulting in a 2025 budget of \$782,336 in 2025 and 2026 budget remains unchanged at \$549,000. The budget adjustment also reduces General Fund source of \$30,000 in 2025 and \$66,000 in 2026 and replacing with various projects savings (from additional grants received freeing up City resources). This project accounts for Public Works Engineering time for grant writing, feasibility studies, street capital program management, federal funding reporting requirements, and professional services. The professional services include traffic engineering studies, professional land surveyor research and exhibits, geotechnical and structural engineering, and comprehensive planning.

302.0002 New LED Street Light, Continuation/1-Time

Carry forward project expenditures of \$265,000 funded by project balance. This budget adjustment results in a 2025 budget of \$450,000. The budget adjustment also reduces General Fund source of \$93,000 in 2025 and replacing with various projects savings (from additional grants received freeing up City resources). The entire new LED streetlight project is anticipated to be completed in 2025.

302.0003 Safety: Neighborhood Traffic Safety/Traffic Calming, Continuation/1-Time

Carry forward \$49,974 in project expenditures funded by project balance. The budget adjustment also reduces General Fund source of \$27,000 in 2025 and \$30,000 in 2026 and replacing with various projects savings (from additional grants received freeing up City resources). This budget adjustment results in a 2025 budget of \$76,974. The 2026 budget remains unchanged at \$30,000.

302.0004 Minor Capital & Major Maintenance, Continuation/1-Time

Carry forward \$15,462 in project expenditures funded by project balance. The budget adjustment also reduces General Fund source of \$270,000 in 2026 and replacing with various projects savings (from additional grants received freeing up City resources). This budget adjustment results in a 2025 budget of \$285,462. The 2026 budget remains unchanged at \$270,000

302.0005 Chip Seal Program – Local Access Roads, Continuation/1-Time

Carry forward \$160,310 in project expenditures funded by project balance. The budget adjustment also reduces General Fund source of \$56,282 in 2026 and replacing with various projects savings (from additional grants received freeing up City resources). This budget adjustment results in a 2025 budget of \$560,310. The 2026 budget remains unchanged at \$400,000.

302.0074 Streets: South Tacoma Way – 88th to 80th Street, Continuation/1-Time

Carry forward \$3,976,919 in expenditures funded by project balance \$728,579 and federal WSDOT grant \$2,613,340.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$4,300,000 funded by:

- \$2,884,059 Grant – Federal WSDOT
- \$6,685 Contributions
- \$774,256 REET
- \$635,000 SWM
- \$4,300,000 Total Sources**

302.0075 Streets: Mt Tacoma Drive - Interlaaken to Whitman Ave, New/1-Time

Add \$400,000 in expenditures funded by various project savings. The increased cost is for the roundabout at the intersection Mt. Tacoma and Meadow and includes design cost increase \$35,000, right-of-way procurement \$150,000, and construction \$215,000.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$4,350,000 funded by:

- \$3,334,000 Transportation Benefit District Bonds
- \$243,300 REET
- \$372,700 SWM
- \$4,350,000 Total Sources**

302.0076 Streets: Nyanza Road, Continuation/1-Time

Carry forward \$911,446 in expenditures funded by project balance \$132,378, various project savings and interest earnings \$1,369,052 offset by a decrease in bond proceeds \$1,894,952, SWM \$44,568, grant \$1,500,000 and eliminate REET source \$239,600.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$5,545,000 funded by:

- \$2,200,448 Transportation Benefit District Bonds
- \$1,500,000 Grant - TIB
- \$475,000 SWM
- \$1,369,052 Various Project Savings, Interest Earnings
- \$5,545,000 Total Sources**

302.0078 South Tacoma Way & 92nd Street Traffic Signal, Continuation/1-Time

Carry forward \$1,216,684 in expenditures funded by project balance \$485,284 and grant \$731,400.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$1,250,000 funded by:

\$731,400 Grant – Federal WSDOT

\$18,600 Grant - TIB

\$500,000 General Fund

\$1,250,000 Total Sources

302.0096 Union Avenue, Berkley to Thorne Lane, Continuation/1-Time

Carry forward \$67,949 funded by project balance \$43,107 and grant \$24,842.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$1,065,000 funded by:

\$500,000 Grant - TIB

\$452,000 REET (Grant Match Match)

\$48,000 Fee-in Lieu Manic Meatballs (Grant Match)

\$65,000 General Fund

\$1,065,000 Total Sources

302.0097 Sound Transit

– 115th St Ct SW – Bridgeport Way to Sound Transit ROW, Continuation/1-Time

Carry forward \$248,535 funded by Sound Transit grant \$248,535. The budget adjustment results in a life-to-date through 2026 cost estimate of \$260,000 solely funded by Sound Transit.

302.0098 Pine Street Sidewalk & Pedestrian Crossing, Continuation/1-Time

Carry forward \$23,359 funded by project balance.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$975,528 funded by:

\$882,364 Grant - WSDOT

\$32,840 REET

\$60,324 SWM

975,528 Total Sources

302.0111 Sound Transit

- Street & Sidewalks: Kendrick (111th St SW to 108th St SW Roadway), Continuation/1-Time

Add \$1,807,261 in 2025 and remove \$1,820,000 in 2026 to account for the balance of the grant after \$12,739 was spent on design in 2024. The life-to-date through 2026 cost estimate totals \$2,030,000 and is solely funded by Sound Transit.

302.0113 Military Road SW - Edgewood to 112th, Continuation/1-Time

Carry forward \$17,398 funded by project balance \$2,398 and federal WSDOT grant \$15,000.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$358,173 funded by:

\$309,971 Grant – Federal WSDOT

\$48,600 REET

\$358,571 Total Sources

302.0114 Sound Transit – 112th Sidewalks – Gravelly Lake Drive to BPW SW, Continuation/1-Time

Reduce Sound Transit grant by \$25,479 in 2025 for portion spent in 2024. The life-to-date through 2026 cost estimate totals \$3,760,000 and is solely funded by Sound Transit.

302.0116 Custer Road from Bridgeport Way to 75th Street - Continuation/1-Time

Carry forward \$3,736,141 funded by project balance \$283,983, state TIB grant \$2,941,991, and SWM \$510,167.

This budget adjustment results in a life-to-date 2026 cost estimate of \$3,785,859 funded by:

\$2,976,686 Grant – State TIB

\$510,167 SWM

\$65,000 General Fund

\$3,785,859 Total Sources

302.0121 112th Street Sidewalks, Farwest Drive to Holden, North Side - Continuation/1-Time

Carry forward \$1,297,859 funded by state TIB grant \$1,137,187, and SWM \$162,000.

This budget adjustment results in a life-to-date 2026 cost estimate of \$1,304,720 funded by:

\$1,142,720 Grant – State TIB

\$162,000 SWM

\$1,304,720 Total Sources

302.0122 Sound Transit –

Sidewalks: 47th Ave SW - 121st St SW to Pacific Highway SW, Continuation/1-Time

Add \$194,268 in 2025 and remove \$235,000 in 2026 to account for the balance of the grant after \$40,732 was spent on design in 2024. The life-to-date through 2026 cost estimate totals \$235,000 and is solely funded by Sound Transit.

302.0131 Overlay & Sidewalk Fill-In: Custer Rd - John Dower to 500' West of Bridgeport Way, Continuation/1-Time

Carry forward \$1,489,198 funded by project balance \$3,951, federal WSDOT grant \$1,346,150 and SWM \$142,000 for storm drainage element of project.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$1,637,000 funded by:

\$1,420,000 Grant – WSDOT (Phase 1)

\$75,000 General Fund (Phase 2)

\$142,000 SWM

\$1,637,000 Total Sources

302.0133 Streets & Sidewalks: Steilacoom Blvd (Farwest to Weller), Continuation/1-Time

Carry forward \$6,650,159 in project expenditures funded by project balance \$184,855, federal WSDOT grant \$5,487,731, state TIB grant \$441,687 and SWM \$535,886 for storm drainage element of the project. This project is the ROW acquisition and construction to add sidewalks and bike lanes from 87th Ave SW to Weller Rd. Improvements would include Curb, gutter, sidewalks, sharrows, turn lanes, street lighting, drainage, and overlay.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$6,664,386 funded by:

\$5,499,004 Grant – Federal WSDOT

\$441,687 Grant – State TIB

\$994 Grant – State Department of Commerce

\$186,815 REET

\$535,885 SWM

\$6,664,385 Total Sources

302.0136 100th St SW from Lakeview Dr to So Tac Way, inclusive of 40th, Continuation/1-Time

Carry forward \$467,571 funded by project balance \$153,958 and federal PSRC Grant \$313,613.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$951,000 funded by:

- \$413,230 Federal PSRC Grant
- \$298,000 Grants Anticipated
- \$100,000 General Fund
- \$139,770 REET

\$951,000 Total Sources

302.0151 South Tacoma Way Between 96th St South & Steilacoom Blvd, Continuation/1-Time

Carry forward \$90,213 funded by project balance and PSRC grant \$707,415. The purpose of this project is to reconstruct the wearing course of asphalt along South Tacoma Way between 96th Street SW and Steilacoom Boulevard. Improvements also include pavement repair, grinding, two-inch overlay, channelization, upgrading sidewalk ramps to conform to ADA, and signage.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$868,000 funded by:

- \$750,000 PSRC Grant
- \$118,000 REET

\$868,000 Total Sources

302.0158 Streets: Interlaaken: 112th to WA Blvd, Continuation/1-Time

Carry forward \$284,217 funded by TIB grant \$500,000 offset by a reduction in Transportation Benefit District bonds \$205,000 and negative project balance in 2024 \$29,783 (timing of bond receipts). The purpose of this project is to reconstruct the wearing course of asphalt along South Tacoma Way between 96th Street SW and Steilacoom Boulevard. Improvements also include pavement repair, grinding, two-inch overlay, channelization, upgrading sidewalk ramps to conform to ADA, and signage.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$2,400,000 funded by:

- \$1,694,600 Transportation Benefit District Bonds
- \$500,000 Grant-TIB
- \$205,400 SWM

\$2,400,000 Total Sources

302.0159 Streets: Idlewild Rd SW: Idlewild School to 112th SW, Continuation & New/1-Time

Carry forward \$559,019 funded by project balance \$150,002, grant \$363,500 and SWM \$45,517. New increase of \$75,000 is due to use of consultant for design and adding sidewalk for southern 200 feet.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$685,000 funded by:

- \$269,500 TBD Bond Proceeds
- \$363,500 TIB Grant
- \$52,000 SWM

\$685,000 Total Sources

302.0160 Streets: 112th St SW: Idlewild Rd SW to Interlaaken Dr SW, Continuation/1-Time

Carry forward \$740,000 funded by project balance \$441,000, grant \$250,000 and SWM \$49,000.

This budget adjustment results in a life-to-date through 2026 cost estimate of \$740,000 funded by:

- \$441,000 TBD Bond Proceeds
- \$250,000 TIB Grant
- \$49,000 SWM

\$740,000 Total Sources

302.0164 Sidewalk Fill-in Farwest Dr from 112th to Lakes HS, & 100th St Ct SW to STL, Blvd, Continuation/1-Time

Carry forward \$30,00 in project expenditures funded by SWM for potential additional work as required by WSDOT.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$1,921,640 funded by:

\$1,326,269 Safe Routes to Schools Grant
\$317,030 REET
\$30,000 SWM
\$248,340 Various Projects Savings & Interest
\$1,921,640 Total Sources

302.0168 Sound Transit –

Sidewalks: McChord Drive/New York Ave - Pacific Hwy to BPW Way SW, Continuation/1-Time

Reduce project expenditures and Sound Transit grant in 2025 by \$37,982 for design incurred in 2025. The life-to-date through 2026 cost estimate totals \$1,100,000 and is solely funded by Sound Transit.

302.0170 Sound Transit –

Sidewalks: Lincoln Ave SW - Mc Chord Drive SW to San Francisco Ave SW, Continuation/1-Time

Add \$84,713 in 2025 and remove \$100,000 in 2026 to account for the balance of the grant after \$15,287 was spent on design in 2025. The life-to-date through 2026 cost estimate totals \$100,000 and is solely funded by Sound Transit.

302.0173 Sound Transit - Sidewalks: Clover Creek Drive, Continuation/1-Time

Add \$144,649 in 2025 and remove \$150,000 in 2026 to account for the balance of the grant after \$5,351 was spent on design in 2024. The life-to-date through 2026 cost estimate totals \$150,000 and is solely funded by Sound Transit.

302.0176 Roadway Restoration: 112th; South Tacoma Way to Steele Street, Continuation/1-Time

Add \$18,876 in additional PSRC grant and decrease the City's REET match by \$18,876.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$1,245,000 funded by:

\$768,876 PSRC Grant
\$476,124 REET
\$1,245,000 Total Sources

302.0179 RAISE Grant - Planning: Lakewood Downtown Transportation Feasibility Study, Continuation/1-Time

Add project expenditures and grant revenue of \$800,000 in 2025 and \$500,000 in 2026. The budget adjustment results in a life-to-date through 2026 cost estimate of \$1,100,000 funded by RAISE grant.

Fund 303 Real Estate Excise Tax

Reduce Transfer Transportation CIP

(Due to Additional Grants Received, Free up City Resources)

- \$239,600 in 2025 to 302.0076 Streets: Nyanza Road
- \$18,876 in 2025 to 302.0176 Roadway Restoration: 112th; South Tacoma Way to Steele Street

Fund 311 Sewer Capital Projects

311.0002 Side Sewers, Continuation/1-Time

Carry forward \$400,419 in project expenditures funded by project balance, resulting in a revised budget of \$450,419 in 2025 and no change in the current \$50,000 budget in 2026.

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

Carry forward \$1,647,994 in project expenditures funded by project balance \$1,179,395 and Pierce County ARPA grant \$468,599.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$1,920,000 funded by:

\$611,005 Sewer Availability
\$711,000 Sewer Surcharge
\$597,995 Pierce County ARPA Grant
\$1,920,000 Total Sources

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

Carry forward \$2,224,111 in project expenditures funded by project balance \$1,281,289 and Pierce County ARPA grant \$942,822.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$2,487,000 funded by:

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

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

Carry forward \$1,219,206 in project expenditures funded by project balance \$497,136 and Pierce County ARPA grant \$722,070.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$1,971,200 funded by:

\$1,013,020 Sewer Availability
\$222,580 Sewer Surcharge
\$735,600 Pierce County ARPA Grant
\$1,971,200 Total Sources

Fund 401 Surface Water Management

401.0012 Outfall Retrofit Feasibility, Continuation/1-Time

Carry forward \$60,000 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$60,000 funded by SWM.

401.0014 Water Quality Improvements 2021, Continuation/1-Time

Carry forward \$228,531 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$245,000 funded by SWM.

401.0018 Waughop Lake Treatment, Continuation/1-Time

Carry forward \$48,976 in project expenditures funded by project balance.

The budget adjustment results in a life-to-date through 2026 cost estimate of \$648,650 funded by:

\$301,883 SWM
\$46,565 Department of Ecology Grant
\$300,202 Pierce County Flood Control
\$648,650 Total Sources

401.0020 Drainage Pipe Repair 2022, Continuation/1-Time

Carry forward \$85,109 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$350,000 funded by SWM.

401.0021 American Lake Management District, Continuation/1-Time

Carry forward \$9,888 in project expenditures funded by project balance from special assessments.

401.0023 Clover Creek Reduction Study, Continuation & New/1-Time

Carry forward \$159,478 in project expenditures funded by project balance \$159,478 and Pierce County Flood Control \$110,000. This budget adjustment results in a life-to-date through 2026 cost estimate of \$481,263 funded by SWM fees.

401.0024 Clover Creek Streambank Restoration Study, Continuation/1-Time

Carry forward \$134,280 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$135,000 funded by SWM.

401.0025 Drainage Pipe Repair 2023, Continuation/1-Time

Carry forward \$370,719 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$375,000 funded by SWM.

401.0026 Drainage Pipe Repair 2024, Continuation/1-Time

Carry forward \$395,00 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$395,000 funded by SWM.

401.0027 Drainage Pipe Repair 2025, Continuation/1-Time

Carry forward \$40,000 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$430,000 funded by SWM.

401.0999 Bicentennial Interagency Agreement for Pollution Prevention, Continuation/1-Time

Carry forward \$95,561 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2026 cost estimate of \$100,000 funded by the grant.

401.0999 Lakewood Municipal Code Title 12 Update, New/1-Time

Add \$200,000 in project expenditures for consulting services. The goal of the Engineering Standards Manual (ESM) and related regulations in the Lakewood Municipal Code Title 12 update is to improve the functionality, efficiency, and compliance of city engineering and development standards. This includes updates to promote efficiency and workflow optimization, enhance customer service by streamlining requirements and standardizing permit procedures on engineering improvements. This is one of several process improvements on Planning & Public Works workplan for 2025.

Internal Service Charges

See internal services funds for additional information.

Transfers to Parks CIP

Total \$56,277 – See Parks CIP Fund for details.

- \$56,277 to 301.0020 Wards Lake

Transfers to Transportation CIP

Total \$2,100,907 – See Transportation CIP Fund for details.

- \$635,000 to 302.0074 Streets: S Tacoma Way - 88th to 80th St
- \$44,568 to 302.0076 Streets: Nyanza Road
- \$510,167 to 302.0116 Custer Road from BPW to 75th St
- \$162,000 to 302.0121 112th Street Sidewalks, Farwest Drive to Holden, North Side
- \$139,097 to 302.0131 Overlay & Sidewalk Fill-In: Custer Rd-John Dower to 500' West of BPW
- \$535,886 to 302.0133 Street & Sidewalks: Steilacoom Blvd (Farwest to Weller)
- \$45,517 to 302.0159 Streets: Idlewild Rd SW: Idlewild School to 112th SW
- \$30,000 to 302.0164 Sidewalk Fill-in Farwest Dr, 112th to Lakes HS, & 100th St Ct SW to STL Blvd

Fund 501 Fleet & Equipment

Vehicle & Equipment Purchases/Replacements, Continuation/1-Time

Carry forward the following:

- \$40,000 Replace unmarked police vehicle #40352, funded by replacement reserves.
- \$14,000 Replace Parks John Deer Gator #42781, funded by chargeback to department.
- \$7,000 Replace Parks Tilt Trailer #43012, funded by chargeback to department.

Fund 502 Property Management

City Hall Beam Repair, Continuation/1-Time

Carry forward \$392,722 in expenses to replace, seal and protect the exposed exterior beams on City Hall building.

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

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

City Hall Beam Painting, Continuation/1-Time

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

Police Station Generator Controls, Continuation/1-Time

Carry forward \$75,000 to replace generator controls. The pro-logic computer (PCL) controls the Police Station backup generator system which is used as an emergency power supply during system / electrical failures. The automatic monthly testing sequence is out of sync and needs to be replaced in order to keep the generator in normal operating conditions.

PD – Investment Grade Audit/Energy Grant, Continuation/1-Time

Carry forward \$44,583. State Law requires all buildings larger than 20,000 sq ft to reduce use of fossil fuels by 2028. The police station is approximately 43,000 sq ft. Funds will be used to complete the audit as well as implement recommended strategies. Audit will identify energy efficiencies and modifications to systems.

Fort Steilacoom Park Caretaker's House Repairs, Continuation/1-Time

Carry forward \$8,025 balance for repairs and maintenance at the Fort Steilacoom Park caretaker's house funded by internal service charges to the General Fund. Other than painting the exterior of the house in 2006 when the City took over maintenance and operations from Pierce County, there hasn't been any major repairs. The City Council authorized \$10,000 for a new roof and gutters necessary to keep the property in good useable condition and ensure a safe living environment is maintained for the tenant at this site. The original additional \$40,000 request is for the HVAC system, new doors and windows and updates to the electrical panel. The repairs are necessary to keep the property in good useable condition and ensure a safe living environment is maintained for the tenant at this site.

Fort Steilacoom Park O&M Shop HVAC (Completed in 2024), Housekeeping/1-Time

Remove (20,000) work was completed in 2024.

Front Street O&M Shop Paving & Salt Bin Cover, Continuation/1-Time

Carry Forward \$170,000 to be used to complete a new fuel tank at the Front Street location, pave the Wash Station and complete the Salt cover project. This project would remove a fuel system from the FS shop that has met it useful life and install a new modern fueling station at the O&M Shop that all city vehicles would use to fuel u utilizing a card system and computerized tracking which would help in auditing for the finance department.

Sound Transit Elevator Floor, New/1-Time

Add \$25,000 to replace the elevator floor at the Sound Transit building.

Custodial Services Contract, New/Ongoing

Add \$23,443 per year for the new custodial services contract with a new vendor.

Fund 503 Information Technology**AD - ERP System Implementation, Continuation/1-Time**

Carry forward \$450,000 for new ERP system implementation.

AD - ERP System Annual Maintenance, New/Ongoing

Add \$121,500 for annual maintenance at the time of implementation kickoff scheduled for April 2025.

CW - Computer Replacement, Continuation/1-Time

Carry forward \$35,000 for computer replacement. Computer desktop, laptop & mobile device replacement is a necessity as the aging life of computers and mobile devices will drive replacements. Older computers are unlikely to support the newer generation operating systems in the future. Whether by hardware failure or software obsolescence the city will need to replace computers and mobile devices to continue to function and provide services to the general public. The current replacement cycle for existing systems is 4 years.

CW - Microsoft 365, Continuation/1-Time

Carry forward \$10,000 to continue implementation of Microsoft 365, SharePoint and Microsoft Teams, including customization and training. This project is part of the City's strategic plan to migrate applications and data to secure cloud. Microsoft 365 is a turnkey suite of integrated collaboration and productivity applications designed to be deployed all at once to save time and resources. Businesses can use Microsoft 365 to deploy IT infrastructure that incorporates desktop and mobile devices, and the security and authentication systems required to keep data safe in a mobile workforce environment. Microsoft 365 combines features and toolsets from the Windows operating system, the Office 365 productivity suite and the Enterprise Mobility and Security package, which establishes authentication and security protocols for employees and systems to protect data and infiltration by outside influences.

CW – Backup MS 365 Environment, New/Ongoing

Add \$10,000 for services to backup Microsoft 365 Environment to the cloud

CW - Incident Response Tabletop Exercise, New/1-Time

Add \$13,000 in professional services to test the City's incident response plan.

CW - Archived Email Migration to Cloud, New/1-Time

Add \$8,000 for migration of Exchange archived email to the cloud. Currently, all emails to/from the City are archived on local servers. This funding will allow for 1-time migration of current archives to the cloud and is consistent with the City's strategy to minimize local storage of data.

CW – Zoom Conference, New/Ongoing

Add \$4,500 for Zoom licenses. The City hoped to replace all Zoom conferencing licenses with MS Teams, however, certain meetings such as City Council, committee meetings, and court sessions require Zoom to fully function. This funding restores the cost of zoom licenses for these types of meeting.

PD - Power DMS, New/Ongoing

Add \$12,000 for Power DMS for the Police Department due to increased cost and additional licenses for multiple systems including Power-Time (scheduling system) and Power-Policy Standards (writes new policy based on changes in law)

PD – BluePeak Skills Manager, New/Ongoing

Add \$8,000 for BluePeak Skills Manager for the Police Department. This application tracks and manages police officer training. The increased cost is for migration of software from local servers to the cloud with added functionalities and benefits.

PD – Cellebrite Digital Forensic, New/Ongoing

Add \$14,000 for Cellebrite Digital Forensic for the Police Department due to increase in number of licenses.

PD – Axon License & Storage, New/Ongoing

Add \$40,000 for Axon License and Storage for the Police Department. The additional costs are related to migration and hosting of COBAN (for in-car/body cameras) and DigitalOnQ (for managing digital evidence) records into Axon cloud and additional licenses.

PD – CradlePoint Annual Maintenance, New/Ongoing

Add \$8,500 for CradlePoint Annual Maintenance for the Police Department. The increase is due to upgrading cellular network from 4G to 5G.

PPW – AutoCad Annual License, Housekeeping/Ongoing

Add \$17,500 for AutoCad Annual License for Planning and Public Works. This cost has been budgeted in previous years but was inadvertently left out of the 2025/2026 budget. The City has been using AutoCAD software for plan reviews and engineering drawings.

Fund 504 Risk Management**WCIA Assessment, New/Ongoing**

Add \$11,600 in 2025 and \$50,710 for Washington Cities Insurance Authority assessment resulting in revised estimates of \$3,269,977 in 2025 and \$3,797,843 in 2026.

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Grand Total - All Funds			\$ 36,405,014	\$ 63,318,944	\$ (3,956,064)	\$ (3,077,696)
Total - Fund 001 General			\$ 524,105	\$ 6,530,360	\$ (69,366)	\$ 161,154
AD Merchant Service Fees for Credit Card Acceptance	New	Ongoing	-	13,380	-	13,380
AD Increase SAO Annual Audit Cost to \$118K/Year	New	Ongoing	-	16,160	-	16,160
AD Increase Employee & Volunteer Recognition Event	New	Ongoing	-	1,480	-	1,480
AD Public Defender Cost Increase	New	Ongoing	-	250,000	-	250,000
CC City Manager Recruitment	New	1-Time	-	26,000	-	-
CC City Logo Wear for Boards & Commissions	New	1-Time	-	2,800	-	-
CM Intern 20 Hours/Week for 6 Months	New	1-Time	-	15,600	-	-
Reduce Assistant to City Manager/Policy Analyst Personnel Cost	Housekeeping	Ongoing	-	(15,600)	-	(15,600)
CM Refreshments for Desserts in the Driveway	New	Ongoing	-	1,500	-	1,500
LG Opioid Funds	Continuation	1-Time	-	779,499	-	-
LG Department of Commerce - Stop Violence Against Women	Grant	1-Time	6,827	6,827	-	-
MC SPAR (Simple Possession Advocacy and Representation Program) Grant	New	1-Time	17,273	17,273	-	-
MC Therapeutic Court Grant	Grant	1-Time	76,353	76,353	-	-
MC Office of Public Defense Grant	Grant	1-Time	34,000	34,000	-	-
MC Court Contracted Services - Town of Steilacoom	Continuation	1-Time	(138,424)	-	(142,570)	-
MC Court Contracted Services - City of DuPont	Continuation	1-Time	71,078	-	73,204	-
PK Sponsorship - Amazon - SummerFEST	Grant	1-Time	15,000	15,000	-	-
PK Sponsorship - Twin Star - SummerFEST	Grant	1-Time	3,000	3,000	-	-
PK Sponsorship - Twin Star - Youth Summit	Grant	1-Time	1,000	1,000	-	-
PK Sponsorship - Twin Star - Martin Luther King	Grant	1-Time	2,000	2,000	-	-
PK Sponsorship - Twin Star - Fiesta de la Familia	Grant	1-Time	2,000	2,000	-	-
PK Sponsorship - Virginia Mason - SummerFEST	Grant	1-Time	8,000	8,000	-	-
PK Sponsorship - Virginia Mason - Farmers Market	Grant	1-Time	8,000	8,000	-	-
PK Sponsorship - Virginia Mason - Fiesta de la Familia	Grant	1-Time	2,500	2,500	-	-
PK Sponsorship - Pierce Transit - Farmers Market	Grant	1-Time	3,000	3,000	-	-
PK Sponsorship - Pierce Transit - Fiesta de la Familia	Grant	1-Time	3,000	3,000	-	-
PK Sponsorship - Pierce Transit - SummerFEST	Grant	1-Time	3,000	3,000	-	-
PK Sponsorship - WSECU - Farmers Market	Grant	1-Time	3,000	3,000	-	-
PK Sponsorship - WSECU - Truck & Tractor Day	Grant	1-Time	2,500	2,500	-	-
PK Sponsorship - Vibrant Schools & Friends - MLK Beloved Community	Grant	1-Time	6,000	6,000	-	-
PK Sponsorship - Navy Credit Union - SummerFEST	Grant	1-Time	2,500	2,500	-	-
PK Sponsorship - Harborstone Credit Union - Truck & Tractor Day	Grant	1-Time	2,500	2,500	-	-
PK Washington State HCA (Health Care Authority) CHOICE	Grant	1-Time	74,100	74,100	-	-
PK Janitorial/Custodial Services - FSP O&M Shop	New	Ongoing	-	1,016	-	1,016
PK Janitorial/Custodial Services - Front Street O&M Shop	New	Ongoing	-	1,516	-	1,516
PK Janitorial/Custodial Services - Pavillion	New	Ongoing	-	4,650	-	4,650
PD Jail Services	New	Ongoing	-	230,000	-	230,000
PD Clean Air Assessment	New	Ongoing	-	2,866	-	6,335
PD Specialty Units/Special Response Team (SRT) Clothing	Continuation	1-Time	-	2,250	-	-
PD Drone Program (2024 Balance Available for 2025)	Continuation	Ongoing	-	9,872	-	-
PD Pierce County Sex Offender Verification	Grant	1-Time	7,795	-	-	-
PD FBI Innocence Lost Grant	Grant	1-Time	19,950	19,950	-	-
PD South Sound 911 2025	Grant	1-Time	9,000	9,000	-	-
PD Tahoma Narcotics Enforcement Team (TNET)	Grant	1-Time	4,274	-	-	-
PD Gesa Credit Union - Local Heroes Grant Award	Grant	1-Time	7,481	7,481	-	-
PPW City Tree Fund	Continuation	1-Time	-	474,096	-	-
PPW WA Department of Commerce: Climate Planning Grant	Grant	1-Time	25,000	25,000	-	-
PPW WA Department of Commerce: Middle Housing Grant	Grant	1-Time	10,000	10,000	-	-
PPW WA Department of Commerce: Paper to Digital Permitting Grant	Grant	1-Time	232,400	232,400	-	-
PPW Economic Development Opportunity Fund	Continuation	1-Time	-	2,000,000	-	-
PPW Tax Increment Financing Strategy	Continuation	1-Time	-	19,339	-	-
Fleet and Equipment Internal Service Charges:						
PK #42780 John D Gator CC	Continuation	1-Time	-	14,000		
PK #43011 Tilt Trailer CC	Continuation	1-Time	-	7,000		

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Property Management Internal Service Charges:						
City Hall Janitorial/Custodial Contract	New	Ongoing	-	19,894	-	19,894
City Hall Beam Repair & Painting	Continuation	1-Time	-	342,076	-	-
City Hall Server Room Air Conditioner	Continuation	1-Time	-	18,890	-	-
Police Station Generator Controls	Continuation	1-Time	-	75,000	-	-
Police Station Investment Grade Audit	Continuation	1-Time	-	44,583	-	-
Fort Steilacoom Park Caretaker's House Repairs	Continuation	1-Time	-	8,025	-	-
Fort Steilacoom Park O&M Shop - Remove HVAC, completed in 2024	Continuation	1-Time	-	(20,000)	-	-
Sounder Station Elevator	Continuation	1-Time	-	25,000	-	-
Front St O&M Shop New FuelTank, Paving of Washdown Station & Salt Bin Cover	Continuation	1-Time	-	170,000	-	-
Information Technology Internal Service Charges:						
AD ERP Implementation	Continuation	1-Time	-	450,000	-	-
AD ERP System Annual Maintenance	New	Ongoing	-	121,500	-	-
CW Computer Replacement	Continuation	1-Time	-	30,586	-	-
CW Zoom Conference	New	Ongoing	-	3,932	-	-
CW Microsoft 365 Project	Continuation	1-Time	-	8,739	-	-
CW Backup Microsoft 365 Environment	New	Ongoing	-	8,739	-	-
CW Incident Response Table Top Exercise	New	1-Time	-	11,360	-	-
CW Email Archives Cloud Migration	New	Ongoing	-	6,991	-	-
PD Power DMS Cost Increase	New	Ongoing	-	12,000	-	-
PD Blue Peak Skills Manager	New	Ongoing	-	8,000	-	-
PD Cellebrite-DigitalForensics	New	Ongoing	-	14,000	-	-
PD Axon License & Storage	New	Ongoing	-	40,000	-	-
PD CradlePoint Hardware Maintenance	New	Ongoing	-	8,500	-	-
Risk Management Internal Service Charges						
WCIA Assessment Property Assessment Increase	New	Ongoing	-	10,138	-	44,313
Transfer to SSMCP for Property Purchase Due Diligence	New	1-Time	-	13,750	-	-
Reduce General Fund Transfers to Transportation CIP - Savings Due to Additional Grants Received:						
302.0001 Personnel, Engineering & Professional Services	Continuation	1-Time	-	(30,000)	-	(66,000)
302.0002 Street Lights: New LED Street Lights	Continuation	1-Time	-	(93,000)	-	-
302.0003 Safety: Neighborhood Traffic Safety/Traffic Calming	Continuation	1-Time	-	(27,000)	-	(30,000)
302.0004 Minor Capital & Major Maintenance	Continuation	1-Time	-	-	-	(270,000)
302.0005 Chip Seal - Local Access Roads	Continuation	1-Time	-	-	-	(56,282)
General/Street Fund Subsidy	Continuation	1-Time	-	800,265	-	-
General/Street Fund Subsidy	New	1-Time	-	4,983	-	-
General/Street Fund Subsidy	New	Ongoing	-	6,602	-	8,792
Total - Special Revenue Funds			\$ 5,671,800	\$ 10,144,793	\$ 8,792	\$ 8,792
Total - Fund 101 Street O&M			811,850	811,850	8,792	8,792
PPW Replace School Zone Lights	Continuation	1-Time	103,951	103,951	-	-
PPW Replace Traffic Signal Controllers	Continuation	1-Time	589,362	589,362	-	-
PPW Homeless Camp Clean Up	Continuation	1-Time	31,346	31,346	-	-
Property Management Internal Service Charges:						
City Hall Janitorial/Custodial Contract	New	Ongoing	4,280	4,280	4,280	4,280
City Hall Beam Repair & Painting	Continuation	1-Time	70,806	70,806	-	-
City Hall Server Room Air Conditioner	Continuation	1-Time	3,910	3,910	-	-
Information Technology Internal Service Charges:						
CW Computer Replacement	New	1-Time	3,114	3,114	-	-
CW MS 365 Project	Continuation	1-Time	890	890	-	-
CW Backup MS 365 Environment	New	Ongoing	890	890	-	-
CW Incident Response Table Top	New	1-Time	1,157	1,157	-	-
CW Email Archives Cloud Migration	New	1-Time	712	712	-	-
CW - Zoom Conference	New	Ongoing	400	400	-	-
Risk Management Internal Service Charges:						
CW Washington Cities Insurance Authority Assessment Increase	New	Ongoing	1,032	1,032	4,512	4,512

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Total - Fund 104 Hotel/Motel Lodging Tax			\$ -	\$ (23,400)	\$ -	\$ -
Remove Original LTAC Grant Allocation Estimate	Grant	1-Time	-	(1,271,250)	-	-
2025 Asia Pac Cultural Ctr	Grant	1-Time	-	15,000	-	-
2025 Chamber Memorial Day	Grant	1-Time	-	7,500	-	-
2025 Chamber Tourism Promotion	Grant	1-Time	-	125,000	-	-
2025 CoL-Farmers Market	Grant	1-Time	-	78,000	-	-
2025 CoL-Marketing Promotion	Grant	1-Time	-	80,000	-	-
2025 CoL-Saturday Street Festivals	Grant	1-Time	-	10,000	-	-
2025 CoL-Summer Concert	Grant	1-Time	-	30,000	-	-
2025 CoL-SummerFEST	Grant	1-Time	-	210,000	-	-
2025 Fiesta de Familia	Grant	1-Time	-	35,000	-	-
2025 Grave Concerns	Grant	1-Time	-	15,000	-	-
2025 Historic Fort Steilacoom	Grant	1-Time	-	12,000	-	-
2025 Historical Society	Grant	1-Time	-	38,000	-	-
2025 Lakes CrossCountryBooster	Grant	1-Time	-	7,000	-	-
2025 Lakewold Gardens	Grant	1-Time	-	200,000	-	-
2025 Lakewood Playhouse	Grant	1-Time	-	100,000	-	-
2025 MLK Beloved Community	Grant	1-Time	-	10,000	-	-
2025 Sister City Assoc (LSCA)	Grant	1-Time	-	23,500	-	-
2025 PCTourAuthority(TravTac)	Grant	1-Time	-	150,000	-	-
2025 McGavick Debt Svc	Grant	1-Time	-	101,850	-	-
Total - Fund 105 Property Abatement			\$ -	\$ 661,797	\$ -	\$ -
PPW Abatement Program	Continuation	Ongoing	-	162,396	-	-
PPW Rental Housing Safety Program	Continuation	Ongoing	-	59,127	-	-
PPW 1406 Affordable Housing	Continuation	Ongoing	-	440,274	-	-
Total - Fund 106 Public Art			\$ -	\$ 5,620	\$ -	\$ -
PK Public Art Program - Earmark for Major Project To Be Determined	Continuation	1-Time	-	5,620	-	-
Total - Fund 180 Narcotics Seizure			\$ 16,290	\$ 17,854	\$ -	\$ -
PD Narcotics Seizure Balance Available for Eligible Expenditures	Continuation	1-Time	-	1,564	-	-
PD Drug Enforcement Agency - DEA - Tacoma Regional Task Force	Continuation	1-Time	16,290	16,290	-	-
Total - Fund 181 Felony Seizure			\$ -	\$ 779	\$ -	\$ -
PD Felony Seizure Balance Available for Eligible Expenditures	Continuation	1-Time	-	779	-	-
Total - Fund 182 Federal Seizure			\$ -	\$ 2,772	\$ -	\$ -
PD Federal Seizure Balance Available for Eligible Expenditures	Continuation	1-Time	-	2,772	-	-
Total - Fund 190 CDBG			\$ 3,282,812	\$ 5,577,544	\$ -	\$ -
PPW Earmark for Future Loan Programs	Continuation	1-Time	-	2,294,732	-	-
PPW HUD - Community Development Block Grant	Grant	1-Time	245,345	245,345	-	-
PPW Affordable Housing Projects HOME	Grant	1-Time	3,037,467	3,037,467	-	-
Total - Fund 191 Neighborhood Stabilization Program			\$ -	\$ 14,148	\$ -	\$ -
PPW Neighborhood Stabilization Program 3	Continuation	1-Time	-	14,148	-	-
Total - Fund 192 South Sound Military Communities Partnership (SSMCP)			\$ 144,749	\$ 10,999	\$ -	\$ -
PPW Transfer In From General Fund for Property Purchase Due Diligence	Continuation	1-Time	13,750	-	-	-
PPW Tactical Tailor Lease Payemnts	Continuation	1-Time	120,000	-	-	-
PPW Tactical Tailor - Reimburse City for Insurance Costs	Continuation	1-Time	10,999	10,999	-	-
Total - Fund 195 Public Safety Grants			\$ 610,572	\$ 610,572	\$ -	\$ -
PD Emergency Management Performance Grant (EMPG)	Grant	1-Time	25,011	25,011	-	-
PD WATPA - Puget Sound Auto Theft Task Force	Grant	1-Time	352,406	352,406	-	-
PD Washington Traffic Safety Commission - Impaired & Distracted	Grant	1-Time	15,494	15,494	-	-
PD Washington Traffic Safety Commission - Seatbelt & Motorcycle	Grant	1-Time	2,500	2,500	-	-
PD Patrick Leahy Bulletproof Vest Partnership	Grant	1-Time	13,186	13,186	-	-
PD WA State Parks & Recreation Boater Safety	Grant	1-Time	22,709	22,709	-	-
PD JAG - Real Time Crime Center	Grant	1-Time	47,051	47,051	-	-
PD JAG - Unmanned Ground System (UGS) or Tactical Robot	Grant	1-Time	39,064	39,064	-	-
PD Washington Traffic Safety Commission (WTSC) - School Zones	Grant	1-Time	10,000	10,000	-	-
PD Extreme Weather Response Grant (EWRG)	Grant	1-Time	37,113	37,113	-	-
PD Veterans Treatment Court	Grant	1-Time	46,038	46,038	-	-

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Total - Fund 196 ARPA Grant			\$ 805,527	\$ 2,454,258	\$ -	\$ -
Rebuilding Together South Sound	Grant	1-Time	-	229,713	-	-
Tacomaprobono	Grant	1-Time	-	25,014	-	-
Boys & Girls Club	Grant	1-Time	-	79,149	-	-
YMCA Teen Services	Grant	1-Time	-	22,509	-	-
YMCA Childcare, Summer Camp & Club	Grant	1-Time	-	78,375	-	-
YMCA Swim, Sport, Art	Grant	1-Time	-	24,010	-	-
City Reader Boards	Grant	1-Time	-	295,609	-	-
Pierce County Village	Grant	1-Time	-	1,000,000	-	-
LASA Phase 3	Grant	1-Time	-	279,750	-	-
Dolly Parton Imaginary Library	Grant	1-Time	-	54,670	-	-
Camp Murray Boat Launch	Grant	1-Time	-	100,000	-	-
Urban Forestry Program	Grant	1-Time	-	196,714	-	-
Edgewater & Downtown Park	Grant	1-Time	-	68,745	-	-
ARPA Revenue Recognition	Grant	1-Time	805,527	-	-	-
Grand Total - Debt Service Funds			\$ -	\$ 91,294	\$ -	\$ -
Total - Fund 202 LID Debt Service			\$ -	\$ 91,294	\$ -	\$ -
Earmark for Early Redemption	Continuation	1-Time	-	91,294	-	-
Total - Capital Improvement Project Funds			\$ 28,412,036	\$ 41,980,745	\$ (3,987,282)	\$ (3,565,000)
Total - Fund 301 Parks CIP			\$ 5,008,041	\$ 9,950,539	\$ (500,000)	\$ (500,000)
301.0006 Gateways	Continuation	1-Time	-	67,953	-	-
301.0016 Park Equipment Replacement	Continuation	1-Time	-	38,491	-	-
301.0017 Playground Resurfacing	Continuation	1-Time	-	25,114	-	-
301.0019 Edgewater Dock	Continuation	1-Time	-	222,107	-	-
301.0020 Wards Lake	Continuation	1-Time	3,704,320	5,204,090	-	-
301.0027 American Lake Park	Continuation	1-Time	100,000	1,737,094	-	-
301.0028 Oakbrook Park	Continuation	1-Time	-	137,828	-	-
301.0034 Park Sign Replacement/Monument Signs	Continuation	1-Time	-	312,608	-	-
301.0038 Playground Replacement	Continuation	1-Time	-	315,000	-	-
301.0041 Park Sign Replacement (Design)	Continuation	1-Time	-	31,356	-	-
301.0042 Downtown Park Schematic Design and Planning	Continuation	1-Time	-	100,000	-	-
301.0043 FSP Barn Restoration & Renovation	Continuation	1-Time	500,000	499,810	(500,000)	(500,000)
301.0045 Motor Avenue Uplighting & Gary Oaks / Other Improvements	Continuation New	1-Time 1-Time	- -	27,458 80,000	-	-
301.0048 Nisqually Partnership Project	Continuation	1-Time	300,000	253,102	-	-
301.0049 Harry Todd Pickleball Courts	Continuation	1-Time	309,053	429,700	-	-
301.0050 FP Acoustics	Continuation	1-Time	-	50,000	-	-
301.0053 FSP ADA & Overflow Parking	Continuation	1-Time	-	275,000	-	-
301.0054 Harry Todd Deferred Maintenance Program	Continuation	1-Time	94,668	94,668	-	-
301.0055 Tenzler Log Relocation	Continuation	1-Time	-	49,160	-	-

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Total - Fund 302 Transportation CIP			\$ 21,270,504	\$ 26,796,952	\$ (3,487,282)	\$ (3,065,000)
302.0000 Earmark Traffic Mitigation Fee for Future Traffic Signal	Continuation	1-Time	-	153,358	-	-
302.0001 Personnel, Engineering & Professional Services	Continuation	1-Time	(30,000)	269,336	(66,000)	-
302.0002 Street Lights: New LED Street Lights	Continuation	1-Time	(93,000)	265,000	-	-
302.0003 Safety: Neighborhood Traffic Safety/Traffic Calming	Continuation	1-Time	(27,000)	49,974	(30,000)	-
302.0004 Minor Capital & Major Maintenance	Continuation	1-Time	-	15,462	(270,000)	-
302.0005 Chip Seal Program - Local Access Roads	Continuation	1-Time	-	160,310	(56,282)	-
302.0074 Streets: S Tacoma Way - 88th to 80th St	Continuation	1-Time	3,248,340	3,976,919	-	-
302.0075 Streets: Mt Tahoma Drive - Interlaaken to Whitman Ave	New	1-Time	-	400,000	-	-
302.0076 Streets: Nyanza Road	Continuation	1-Time	(391,484)	911,446	-	-
302.0078 Union Avenue Sidewalk	Continuation	1-Time	731,400	1,216,684	-	-
302.0096 Union Ave, Berkley to Thorne Lane	Continuation	1-Time	24,842	67,949	-	-
302.0097 Sound Transit - 115th St Ct SW - Bridgeport Way to Sound Transit ROW	Continuation	1-Time	248,535	248,535	(260,000)	(260,000)
302.0098 Pine Street Sidewalk & Pedestrian Crossing	Continuation	1-Time	-	25,359	-	-
302.0111 Sound Transit - Street & Sidewalks: Kendrick from 111th St SW to 108th St SW Roadway	Continuation	1-Time	1,807,261	1,807,261	(1,820,000)	(1,820,000)
302.0113 Street & Sidewalks: Military Road SW - Edgewood to 112th	Continuation	1-Time	15,000	17,398	-	-
302.0114 112th Street SW - Clover Park High School Sidewalk	Continuation	1-Time	(25,479)	(25,479)	-	-
302.0116 Custer Road from BPW to 75th St	Continuation	1-Time	3,452,158	3,736,141	-	-
302.0121 Streets: 112th - Farwest Dr SW to Butte Dr SW	Continuation	1-Time	1,299,187	1,297,859	-	-
302.0122 Sound Transit - Sidewalks: 47th Ave SW - 121st St SW to Pacific Highway SW	Continuation	1-Time	194,268	194,268	(235,000)	(235,000)
302.0131 Overlay & Sidewalk Fill-In: Custer-John Dower to 500' West of BPW	Continuation	1-Time	1,485,247	1,489,198	-	-
302.0133 Street & Sidewalks: Steilacoom Blvd (Farwest to Weller) ROW	Continuation	1-Time	6,465,304	6,650,159	-	-
302.0136 100th St SW from Lakeview Dr to So Tac Way, including 40th	Continuation	1-Time	313,613	467,571	-	-
302.0151 So Tac Way Between 96th St So & Steilacoom Blvd	Continuation	1-Time	707,415	797,628	-	-
302.0158 Streets: Interlaaken: 112th to WA Blvd	Continuation	1-Time	314,000	284,217	-	-
302.0159 Streets: Idlewild Rd SW: Idlewild School to 112th SW	Continuation	1-Time	210,517	484,019	-	-
302.0160 Streets: 112th St SW: Idlewild Rd SW to Interlaaken Dr SW	New	1-Time	-	75,000	-	-
	Continuation	1-Time	299,000	740,000		
302.0164 Sidewalk Fill-in on Farwest Dr from 112th to Lakes High School, & 100th St Ct SW to	Continuation	1-Time	30,000	30,000	-	-
302.0168 Sound Transit - Sidewalks: McChord Drive/New York Ave - Pac Hwy to BPW SW	Continuation	1-Time	(37,982)	(37,982)		
302.0170 Sound Transit - Sidewalks: Lincoln Ave SW -Mc Chord Drive SW to San Francisco Ave S	Continuation	1-Time	84,713	84,713	(100,000)	(100,000)
302.0173 Sound Transit - Sidewalks: Clover Creek Drive	Continuation	1-Time	144,649	144,649	(150,000)	(150,000)
302.0179 Planning: Lakewood Downtown Transportation Feasibility Study	Continuation	1-Time	800,000	800,000	(500,000)	(500,000)
Total - Fund 303 Real Estate Excise Tax			\$ -	\$ (258,476)	\$ -	\$ -
Transfers to/from Transportation CIP:						
302.0076 Streets: Nyanza Road	Continuation	1-Time	-	(239,600)	-	-
302.0176 Roadway Restoration: 112th; South Tacoma Way to Steele Street	Continuation	1-Time	-	(18,876)	-	-
Total - Fund 311 Sewer Project CIP			\$ 2,133,491	\$ 5,491,730	\$ -	\$ -
311.0002 Side Sewers	Continuation	1-Time	-	400,419	-	-
311.0006 Rose Road & Forest Road Sewer Extension	Continuation	1-Time	468,599	1,647,994	-	-
311.0007 Wadsworth, Silcox & Boat St. Sewer Extension	Continuation	1-Time	942,822	2,224,111	-	-
311.0008 Grant Ave. & Orchard St. Sewer Extension	Continuation	1-time	722,070	1,219,206	-	-

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Total - Enterprise Funds			\$ 205,561	\$ 2,491,034	\$ -	\$ 225,566
Total - Fund 401 Surface Water Management			\$ 205,561	\$ 2,491,034	\$ -	\$ 225,566
Adopted Budget Ordinance Correction (No Change to Programs Approved)	Housekeeping	1-Time	-	(1,559,206)	-	221,420
401.9999 Bicentennial Interagency Agreement for Pollution Prevention	Continuation	1-Time	95,561	95,561	-	-
401.9999 Lakewood Municipal Code Title 12 Update	New	1-Time	-	200,000	-	-
401.0012 Outfall Retrofit Feasibility	Continuation	1-Time	-	60,000	-	-
401.0014 Water Quality Improvements 2021	Continuation	1-Time	-	228,531	-	-
401.0018 Wauhop Lake Treatment	Continuation	1-Time	-	48,976	-	-
401.0020 Drainage Pipe Repair 2022	Continuation	1-Time	-	85,109	-	-
401.0021 American Lake Management District	Continuation	1-Time	-	10,034	-	(146)
401.0023 Clover Creek Risk Reduction Study	Continuation	1-Time	110,000	159,478	-	-
401.0024 Clover Creek Streambank Restoration Study	Continuation	1-Time	-	134,280	-	-
401.0025 Drainage Pipe Repair Project 2023	Continuation	1-Time	-	370,719	-	-
401.0026 Drainage Pipe Repair Project 2024	Continuation	1-Time	-	395,000	-	-
401.0027 Drainage Pipe Repair Project 2025	Continuation	1-Time	-	40,000	-	-
Transfer to Parks CIP:						
301.0020 Wards Lake Park	Continuation	1-Time	-	56,277	-	-
Transfers to Transportation CIP:						
302.0074 Streets: South Tacoma Way - 88th to 80th St	Continuation	1-Time	-	635,000	-	-
302.0076 Streets: Nyanza Road	Continuation	1-Time	-	44,568	-	-
302.0116 Custer Road from BPW to 75th	Continuation	1-Time	-	510,167	-	-
302.0121 112th St. SW - Lake Louise Elementary School Sidewalk	Continuation	1-Time	-	160,672	-	-
302.0131 Custer Road from Steilacoom to West of BPW	Continuation	1-Time	-	139,097	-	-
302.0133 Street & Sidewalks: STL Blvd (Farwest to Weller) ROW	Continuation	1-Time	-	535,886	-	-
302.0159 Streets: Idlewild Rd SW: Idlewild School to 112th SW	Continuation	1-Time	-	45,517	-	-
302.0164 Sidewalk Fill-In Farwest Dr from 112th to Lakes HS, & 100th St Ct SW to STL	Continuation	1-Time	-	30,000	-	-
Property Management Internal Service Charges:						
CH City Hall Beam Repair & Painting	Continuation	1-Time	-	39,841	-	-
CH Server Room Air Conditioner	Continuation	1-Time	-	2,200	-	-
CH Custodial Contract	New	Ongoing	-	2,408	-	2,408
Information Technology Internal Service Charges:						
PPW AutoCAD Annual License	Housekeeping	Ongoing	-	17,500	-	-
CW Zoom Conference	New	Ongoing	-	167	-	-
CW Backup MS365 Environment	New	Ongoing	-	371	-	-
CW Computer Replacement	Continuation	1-Time	-	1,300	-	-
CW MS 365 Project	Continuation	1-Time	-	371	-	-
CW Incident Response Table Top Exercise	New	1-Time	-	483	-	-
CW Email Archives Cloud Migration	New	1-Time	-	297	-	-
Risk Management Internal Service Charges:						
CW WCIA Assessment Increase	New	Ongoing	-	430	-	1,884

**2025 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2025		Year 2026	
			Revenue	Expenditure	Revenue	Expenditure
Total - Internal Service Funds			\$ 1,591,512	\$ 2,080,717	\$ 91,792	\$ 91,792
Total - Fund 501 Fleet & Equipment			\$ 21,000	\$ 61,000	\$ -	\$ -
PD Replace PD 41790 Use RR	Continuation	1-Time	-	40,000	-	-
PK Repl PRCS 42780 John D Gator CC	Continuation	1-Time	14,000	14,000	-	-
PK Replace PK 43011 Tilt Trailer CC	Continuation	1-Time	7,000	7,000	-	-
Total - Fund 502 Property Management			\$ 806,912	\$ 1,256,117	\$ 26,582	\$ 26,582
PK Janitorial Services/Custodial Services	New	Ongoing	26,582	26,582	26,582	26,582
PK City Hall Beam Repair	Continuation	1-Time	452,722	901,927	-	-
PK City Hall Server Room Air Conditioner	Continuation	1-Time	25,000	25,000	-	-
PK Police Station Generator Controls	Continuation	1-Time	75,000	75,000	-	-
PK Police Station Investment Grade Audit Grant	Continuation	1-Time	44,583	44,583	-	-
PK Fort Steilacoom Park Caretaker's House Repairs	Continuation	1-Time	8,025	8,025	-	-
PK Fort Steilacoom Park O&M Shop - Remove HVAC, completed in 2024	Housekeeping	1-Time	(20,000)	(20,000)	-	-
PK Sound Transit Elevator	New	1-Time	25,000	25,000	-	-
PK Front St O&M Shop New FuelTank, Paving of Washdown Station & Salt Bin Cover	Continuation	1-Time	170,000	170,000	-	-
Total - Fund 503 Information Technology			752,000	752,000	14,500	14,500
AD ERP Implementation	Continuation	1-Time	450,000	450,000	-	-
AD ERP System Annual Maintenance	Continuation	1-Time	121,500	121,500	-	-
CW Computer Replacement	Continuation	1-Time	35,000	35,000	-	-
CW MS 365 Project	Continuation	1-Time	10,000	10,000	-	-
CW Backup MS365 Environment	New	Ongoing	10,000	10,000	10,000	10,000
CW Incident Response Table Top	New	1-Time	13,000	13,000	-	-
CW Email Archives Cloud Migration	New	1-Time	8,000	8,000	-	-
CW Zoom Conference	New	Ongoing	4,500	4,500	4,500	4,500
PD Power DMS	New	Ongoing	12,000	12,000	-	-
PD BluePeak Skills Manager	New	Ongoing	8,000	8,000	-	-
PD Cellebrite-DigitalForensics	New	Ongoing	14,000	14,000	-	-
PD Axon License & Storage	New	Ongoing	40,000	40,000	-	-
PD CradlePoint Hardware Maint	New	Ongoing	8,500	8,500	-	-
PPW AutoCAD Annual License	Housekeeping	Ongoing	17,500	17,500	-	-
Total - Fund 504 Risk Management			\$ 11,600	\$ 11,600	\$ 50,710	\$ 50,710
WCIA Assessment Property Assessment Increase	New	Ongoing	11,600	11,600	50,710	50,710



TO: Mayor and City Council

FROM: Jeff Rimack, Planning and Public Works Director
Weston Ott, P.E. City Engineer

THROUGH: John Caulfield, City Manager *Tho Kraus*

DATE: May 19, 2025

SUBJECT: Review of Clover Creek Flood Control Status

ATTACHMENTS: Power Point Presentation

Summary: This is a status update on the next steps related to the 100-year Clover Creek flood control study. To date the Council concurred in 2023 with the recommendation to move forward with a proposed setback levee and stream restoration improvements along portions of Clover Creek within the City of Lakewood. The City is in the process of contracting consulting services to progress the project and create materials necessary to pursue grant funds. This project is anticipated to cost more than 30 million dollars, as estimated in 2022 dollars.

Background: Clover Creek has the potential to expand its banks during a 100-year flooding event. The City of Lakewood (City) initiated a study to evaluate project alternatives to mitigate 100-year flood risk along Clover Creek which was modeled and revealed flood extents outside of current 100-year flooding FEMA mapping.

The impetus for updating the flood modeling and initiating the study began with the City reviewing the effective Federal Emergency Management Agency (FEMA) flood maps in 2020, suspecting the maps may be over-predicting the flood inundation. The city updated the hydrology and hydraulic model to better predict the 100-year flood extent, which revealed an increase in the modeled 100-year flood extent. Based on this information, the city paused further updates to the 100-year floodplain with FEMA so that a study could be performed to evaluate potential mitigation alternatives that could reduce the likelihood of flood impacts. An alternatives study was completed in 2022 and recommended a setback levee along with stream restoration/improvements.

DISCUSSION: With Council's direction, the Planning and Public Works department began soliciting professional services for a next phase that would allow the City to begin development of the materials necessary to procure grant funds. The focus of the next steps will be geotechnical investigation, , flood model refinement, Clover Creek habitat assessments and stream survey, permitting needs evaluation, public engagement and 10% plan development.

Ultimately implementation will require partnerships with multiple local, state, and federal agencies. Additional engineering, stakeholder partnerships, funding, and community outreach will be part of the next body of work to advance this option to seek funding.

ALTERNATIVE(S): The do nothing alternative would document the modeled flooding extents through a letter of map revision with FEMA. This would increase the number of properties that would be in the identified floodplain and floodway with the City. This would also include Interstate 5 near Bridgeport Way.

FISCAL IMPACT: Additional funding for some of the next step elements of the project has been secured through the Pierce County Flood Control Zone District in the amount of \$365,000 plus \$135,000 of city surface water funds totaling \$500,000. Additional funding will be needed to advance this project beyond a 10% conceptual level.

Clover Creek Flood Study

Lakewood City Council Briefing
May 19, 2025

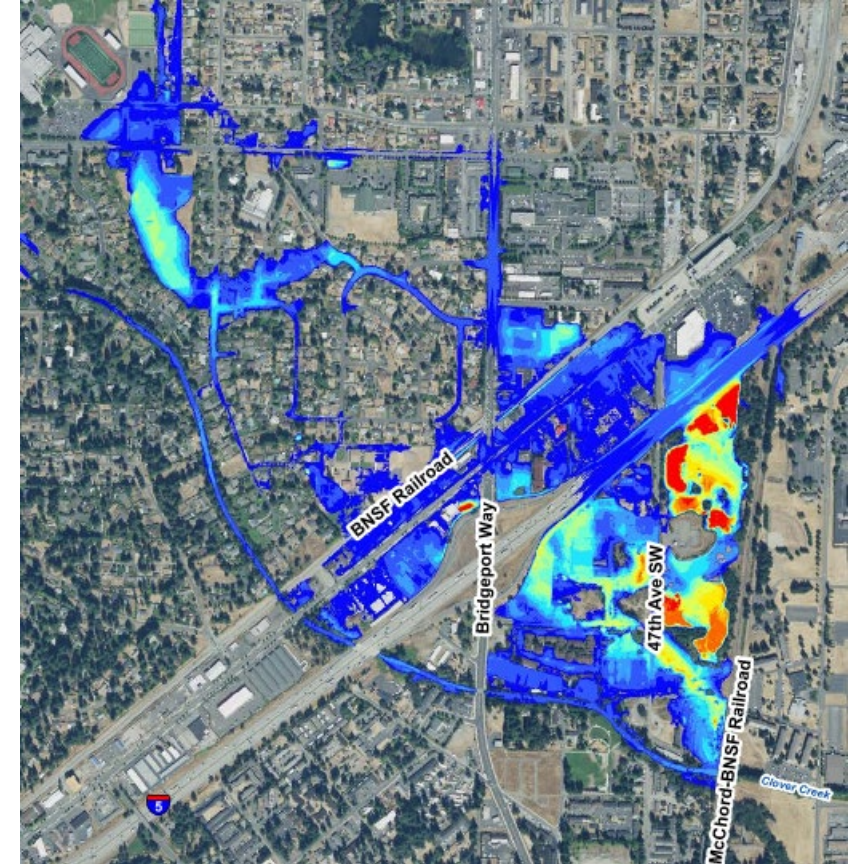


Agenda

- Project History
- Maps
- Why mitigation is needed
- Mitigation Alternatives
- Preferred Alternative
- Public Engagement
- Current Project Status and Next Steps

Project History

- Updated modeling in 2020 increased the 100-year floodplain compared to FEMA maps
- Lakewood decided to investigate mitigation alternatives rather than process new flood plain with FEMA
- Study funded to develop and evaluate alternatives and conduct public engagement
- Preferred alternative determined
- Funding for design, permitting, public engagement and construction needed

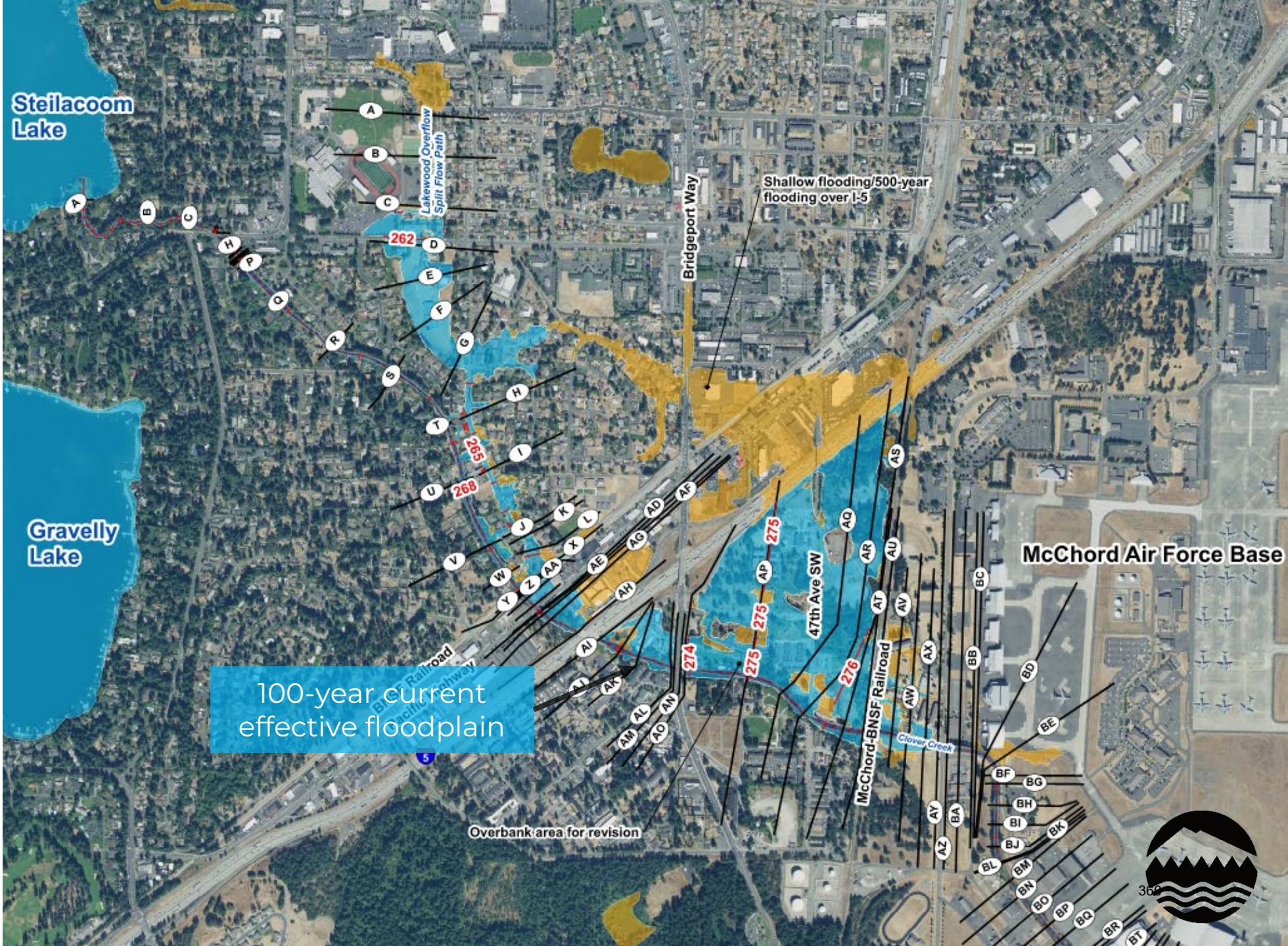


Maps

*Current FEMA
Mapped
Floodplain*

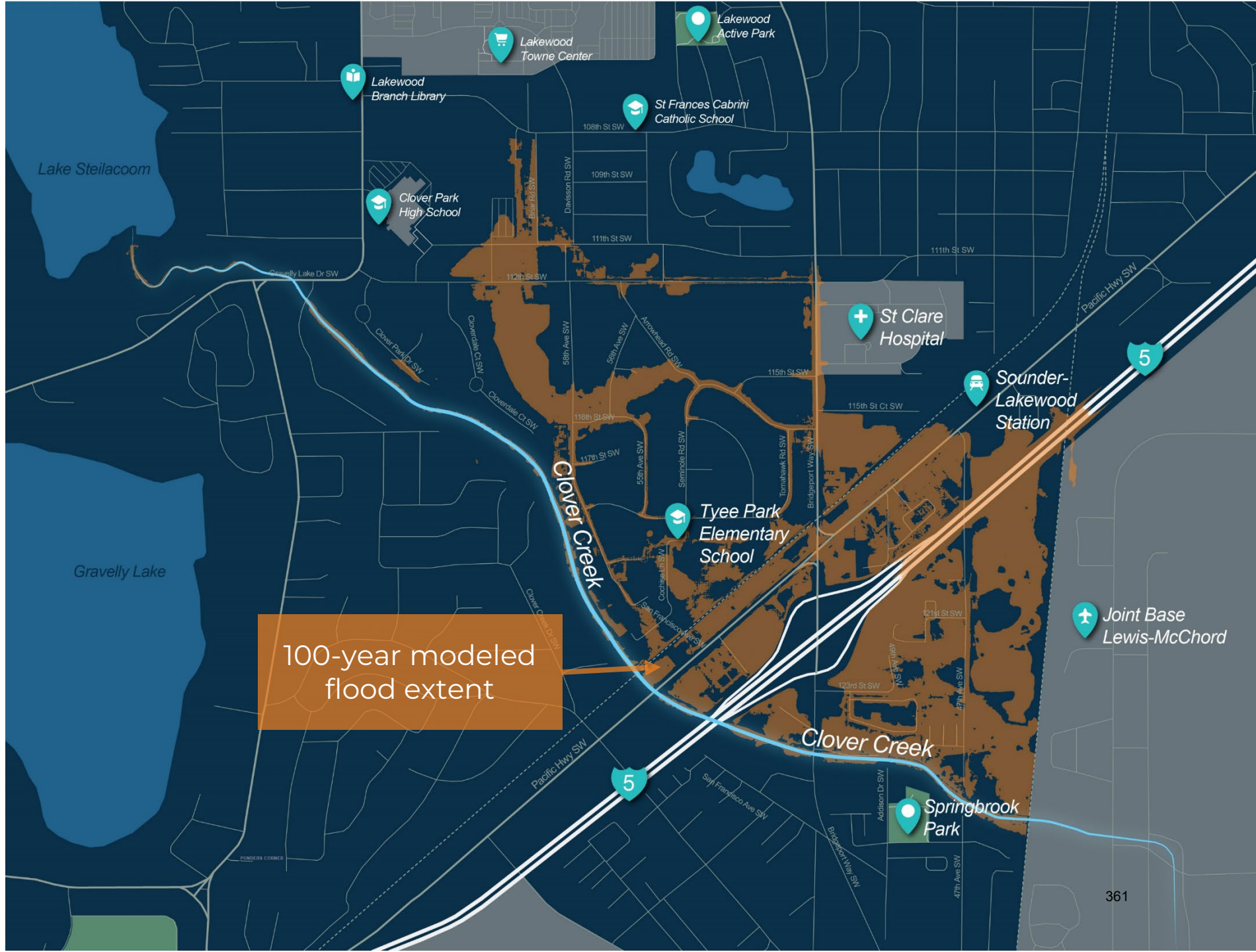
*Blue – 100-year
flood plain*

*Gold – 500-year
flood plain*



*100 – year
floodplain
impacts*

*100 – year
floodplain
impacts*



Why Mitigation is Needed

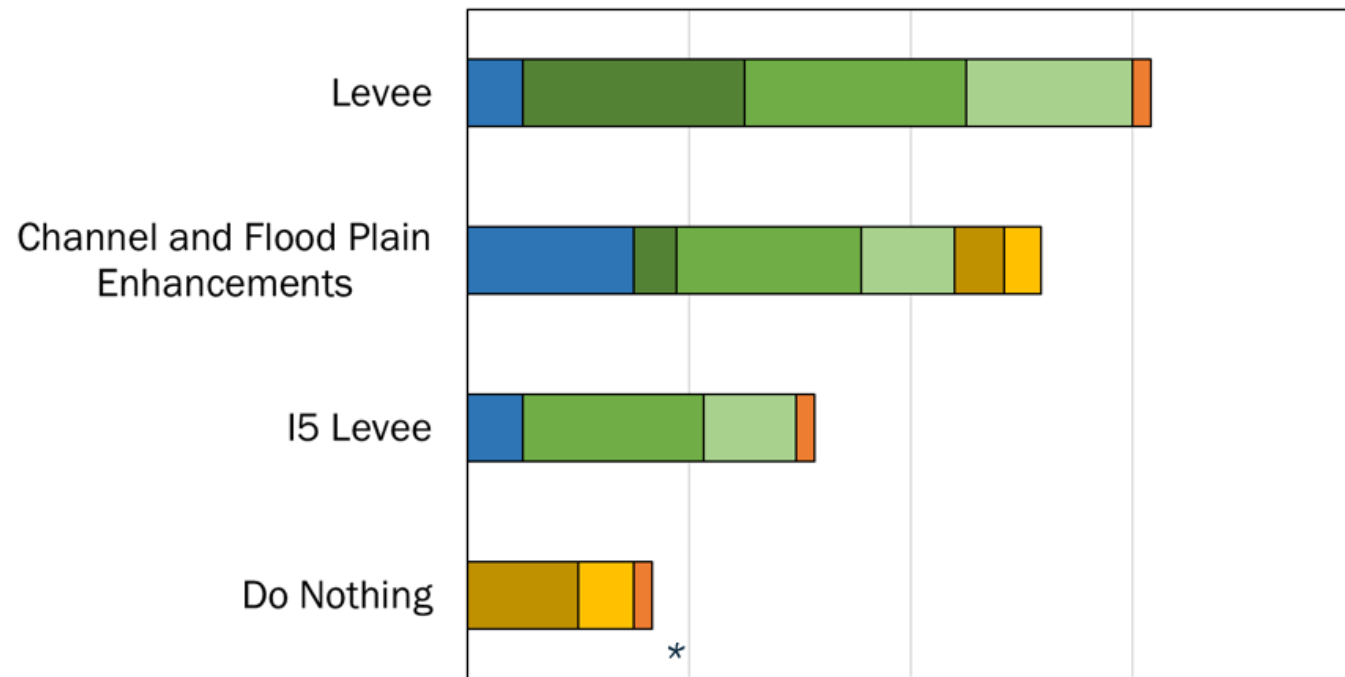
- 100-year floodplain is larger than previously modeled
- Protect and eliminate private and public infrastructure from flooding
- Reduce risk/Protect the public
- Unencumber land for development
- Reduce transportation impacts
- Reduce/eliminate flood insurance for most properties



Alternative Screening Criteria

Four Elements were Used to Evaluate Alternatives

















- Community Benefit
- Affordability Considerations
- Implementation Ease
- Environmental Benefits



Four Preferred Alternatives

- Do Nothing
- Channel and Capacity Enhancement
 - Enhancements to the stream channel and adjacent wetlands
- I-5 Levee
 - Levee south of I-5 to protect I-5 from flooding
- Levee
 - Levee north of Clover Creek from Bridgeport Way to JBLM to minimize flooding

Alternative Scoring

ALTERNATIVE	 ENVIRONMENTAL	 COMMUNITY	 IMPLEMENTATION	 COST
Do Nothing				\$0*
Levee				\$17M - \$31M*
I-5 Levee				\$15M - \$27M*
Channel & Capacity Enhancement				\$17M - \$32M*

*Costs are in 2022 dollars

Set Back Levee Alternative

- Prevent 1-5 flooding
- Protects most existing private/public infrastructure
- Opens land for development
- Provides opportunities for riparian improvements within the creek



Public Engagement

17 stakeholders

Promoted via city website and quarterly magazine

4 stakeholder meetings

Project webpage created

2 community Meetings
(April and November of 2022)

Press release appeared in local news

4 pre-meeting fact sheets sent out

Featured on the City's social media



Next Steps

- **Project is in the early stages**

- Design, Permitting, Construction remain
- Funding needed for all elements

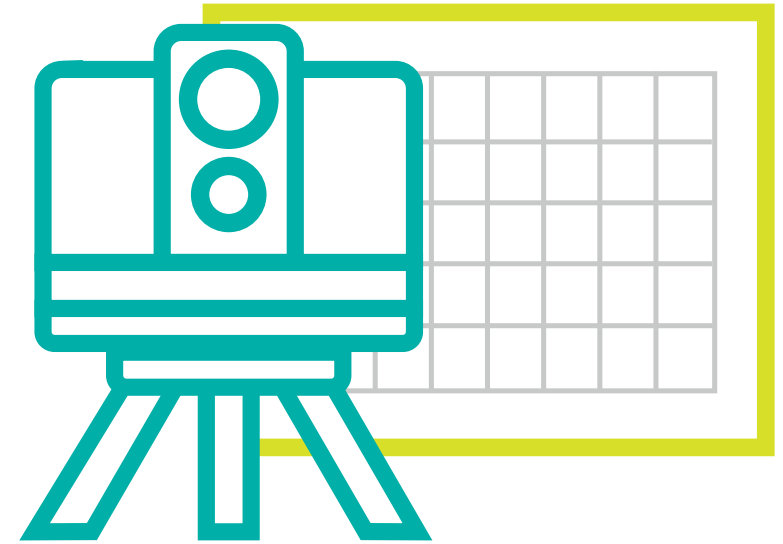
- **Elements included in current 30% scope**

- Data collection
- Habitat and stream survey
- Geotechnical investigation and levee feasibility
- Permitting Needs Evaluation and Hydraulic Modeling

- Public engagement
- 30% Plan development
- Stormwater/Utility relocation feasibility
- Engineering report
- Grant funding assistance

Current Project Budget Scope

- Scope elements included based on City and County funding (\$500,000)
 - Geotechnical investigation
 - Data collection (survey)
 - Permitting needs evaluation
 - hydraulic model update
 - 10% plan development



Current Project Status

- Engineering Report completed in 2023
- City and County funding = \$500,000
- WSDOT and JBLM not contributing funding at this time
- 30% Scoped elements and Public Outreach budget needs= \$865,000
- Budget shortfall of \$365,000

