



**Wednesday, October 15, 2025 @ 6:30 PM**

**HOW TO ATTEND**

- **In-person:** Council Chambers, Lakewood City Hall, 6000 Main St SW., Lakewood, WA 98499
- **Virtually:** Online or by phone.  
Online: <https://cityoflakewood-us.zoom.us/j/88030740190>  
Phone: (253) 215-8782 and enter meeting ID: 88030740190
- **Livestream:** <https://YouTube.com/CityofLakewoodWA>

*Persons requesting special accommodation or language interpreters should call 253-983-7767 as soon as possible in advance of the meeting so that an attempt to provide special accommodation can be made.*

**PUBLIC COMMENT**

Public comments or testimony on public hearings are accepted by mail, email, or by in-person or virtual attendance. Mail comments to Karen Devereaux, Planning Commission Clerk, 6000 Main Street SW Lakewood, WA, 98499 or email [kdevereaux@cityoflakewood.us](mailto:kdevereaux@cityoflakewood.us). Comments received by noon on the day of the meeting will be provided to the commission electronically.

**IN-PERSON/VIRTUAL COMMENTS**

Each person has 3 minutes. Attendees are allowed to speak during public comments or public hearings only. Those attending in person will be called on by the Chair. Those attending via Zoom should use the “raise hand” function to indicate they wish to speak. Once the Chair calls your name, you will be unmuted. First, state your name and city of residence, and then provide your testimony.

**WELCOME/CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MEETING MINUTES** dated October 1, 2025

**AGENDA UPDATES**

**PUBLIC COMMENT**

**PUBLIC HEARINGS**

- Expanding Land Use Zones where Child Care Centers are Allowed ~~SC 4~~<sup>6</sup>

**UNFINISHED BUSINESS**

- Action on Resolution 2025-04 recommending Expanding Land Use Zones where Child—Care Centers are Allowed
- Discussion re Allowed Locations for Alcohol Production and Sales Uses ~~SC 6~~<sup>6</sup>

**NEW BUSINESS**

- Introduction of Updates to LMC Title 12 (Public Works) and Lakewood Engineering—Services Manual (ESM) ~~SC 6~~<sup>6</sup>

**NEXT STEPS**

- REPORTS FROM CITY COUNCIL LIAISON, CITY STAFF, PLANNING COMMISSION MEMBERS
- NEXT MEETING: OCTOBER 15, 2025

**Attachments**

- Staff Report: Expanding Zones where Child Care Centers are Allowed
- Staff Report: 2026 Comprehensive Plan Amendment Docket Resolution 2025-04
- Staff Report: Allowed Locations for Alcohol Production and Sales Uses
- Staff Report: Introduction of Updates to LMC Title 12 (Public Works) and Lakewood Engineering Services Manual (ESM)



City of  
Lakewood

## Lakewood Planning Commission October 1, 2025 Meeting Minutes

### **WELCOME/CALL TO ORDER**

Phil Combs, Chair, called the meeting to order at 6:36 p.m.

### **ROLL CALL**

**Planning Commission Members Present:** Phillip Combs, Chair; Ellen Talbo, Vice-Chair; Robert Estrada, Mark Herr, Linn Larsen, Sharon Wallace, Philip Lindholm.

**Planning Commission Members Absent:** None

**Staff** Tiffany Speir, PPW Planning Division Manager; Andrea Bell, Senior Planner; and Karen Devereaux, Planning Commission Clerk

**Council Liaison** Council Member Paul Bocchi (not present)

### **PLEDGE OF ALLEGIANCE.**

### **APPROVAL OF MINUTES**

**MOTION** (Herr): To approve the September 17, 2025, meeting minutes as presented.

**SECONDED** (Estrada). **PASSED 6-0.**

**AGENDA UPDATES** None.

**PUBLIC COMMENT** None.

### **PUBLIC HEARINGS**

Expanding Zones Where Child Care Centers Are Allowed per ESSB 5509.

Mr. Phillip Combs, Chair, opened the floor for the public hearing. No one was present online or in person to provide comments.

**MOTION** (Herr): To leave the public hearing open through the October 15, 2025 Planning Commission meeting.

**SECONDED** (Talbo). **PASSED 7-0.**

### **UNFINISHED BUSINESS**

Action on Resolution Recommending 2026 Comprehensive Plan Docket to City Council.

**MOTION** (Larsen): To approve Resolution 2025-05 as presented.

**SECONDED** (Herr). **PASSED 7-0.**

### **NEW BUSINESS**

Status Update Regarding Natural Environment and Climate Change (NECC) Program.

Ms. Tiffany Speir updated the commissioners on the status of the NECC program. The City would begin public outreach and identifying potential members for the Climate Advisory Team (CAT) in October 2025, and the CAT would be convened in early 2026 following review of the membership by the City Council.

**REPORTS**

**City Council Liaison Comments**

None.

**City Staff Comments**

The next Planning Commission meeting would be held on October 15, 2025.

**Planning Commission Members Comments**

None.

**ADJOURNMENT** Meeting adjourned at 7:30 p.m.

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Phillip Combs, Chair

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Karen Devereaux, Commission Clerk



TO: Planning Commission  
FROM: Tiffany Speir, Planning Division Manager  
DATE: October 15, 2025  
SUBJECT: Expanding Child Care Center Locations per ESSB 5509  
ATTACHMENT: Draft Planning Commission Resolution 2025-04

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**BACKGROUND**

In 2025, the State Legislature adopted [ESSB 5509](#), “Concerning the siting of child care centers.” RCW 43.216.010 defines “child care center.”

Per ESSB 5509, by June 30, 2027, Lakewood must:

- allow child care centers, and the conversion of existing buildings for use as child care centers, as an outright permitted use in all zones except industrial zones, light industrial zones, and open space zones; and
- provide for a conditional use approval of an on-site child care center in industrial or light industrial zones, except in or around high hazard facilities.

Nothing in ESSB 5509 limits Lakewood from allowing child care centers in other zones, including industrial zones or light industrial zones. Lakewood may also impose reasonable restrictions on the permit, including pickup and drop-off areas in all land use zones.

The Planning Commission opened a public hearing on this proposal on October 1 and continued the hearing through October 15. The Commission is scheduled to take action on Resolution 2025-04 on October 15.

Draft Resolution 2025-04 is included in **Attachment A**. New amendments that would allow “family day care” as a residential use in the Transit Oriented Commercial (TOC) and Central Business District (CBD) zones are included for LMC 18A.40.110.

**Note:** Per LMC 18A.40.120 (B) , Adult Family Homes are already permitted in the following land use zones:

<b>R1, R2, R3, R4</b>	<b>MR1, MR2</b>	<b>MF1, MF2, MF3</b>	<b>ARC, NC1, NC2</b>	<b>TOC, CBD</b>	<b>PI</b> (conditional use)
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## ATTACHMENT A

### RESOLUTION 2025-04

#### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LAKEWOOD, WASHINGTON, RECOMMENDING TO THE CITY COUNCIL EXPANSION OF THE ALLOWED LOCATIONS FOR CHILD CARE CENTERS

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

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

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

**WHEREAS**, the City Council adopted the Tillicum Neighborhood Plan on June 20, 2011 via Resolution 2011-09; and

**WHEREAS**, the City Council adopted the Downtown Subarea Plan, Development Regulations, and Planned Action on October 1, 2018 via Ordinances 695 and 696; and

**WHEREAS**, the City Council adopted the Lakewood Shoreline Master Program (SMP) and Shoreline Restoration Program via Ordinance 711 on May 6, 2019 and a locally-initiated amendment of the SMP on September 16, 2025 via Ordinance 836; and

**WHEREAS**, the City Council adopted the Station District Subarea Plan, Development Regulations, and Planned Action on May 3, 2021 via Ordinances 751 and 752; and

**WHEREAS**, the City Council adopted its ten-year periodic updates to the Comprehensive Plan, development regulations, and Downtown Subarea Plan per RCW 36.70A.130 (4) and (5) on September 16, 2024 via Ordinances 812, 813, and 814; and

**WHEREAS**, it is appropriate for the City Council to periodically consider and adopt amendments needed to ensure that the Plan and implementing regulations provide appropriate policy and regulatory guidance for growth and development; and

**WHEREAS**, On October 1 and continued through October 15, 2025, the Lakewood Planning Commission held a duly noticed public hearing on a proposed expansion of land use zones where child care centers are located per 2025 ESSB 5509 as well as associated development regulation amendments as included in Lakewood Municipal Code (LMC) Titles 18A, 18B, and 18C; and

**WHEREAS**, the Lakewood Planning Commission has determined that the proposed amendments are consistent with: the Growth Management Act; VISION 2050 and the Regional Growth Strategy; and the Pierce County Countywide Planning Policies; and

**WHEREAS**, the Lakewood Planning Commission finds that the proposed amendments further the goals and policies of the Comprehensive Plan and promote the community’s overall health, safety, and welfare;

**NOW, THEREFORE BE IT RESOLVED** by the Lakewood Planning Commission:

Recommends that the proposed expansion of land use zones where child care centers are located per 2025 ESSB 5509 as well as associated development regulation amendments as included in Lakewood Municipal Code (LMC) Titles 18A, 18B, and 18C, are updated as described fully in **Exhibit A**.

**PASSED AND ADOPTED** at a regular meeting of the City of Lakewood Planning Commission this 15<sup>th</sup> day of October, 2025, by the following vote:

AYES: \_\_\_\_\_  
BOARDMEMBERS:

NOES: \_\_\_\_\_  
BOARDMEMBERS:

ABSTAIN: \_\_\_\_\_  
BOARDMEMBERS:

ATTEST:

\_\_\_\_\_  
KAREN DEVEREAUX, CLERK

\_\_\_\_\_  
PHILLIP COMBS, CHAIR

**EXHIBIT A**  
**AMENDMENTS TO LAKEWOOD MUNICIPAL CODE TITLE 18A**

**LMC 18A.10.180 Definitions**

“*Child day care*” means the providing of supplemental parental care and supervision for a child or children who are not related to the provider on a regular basis for less than twenty-four (24) hours per day and under license by the Washington State Department of Children, Youth, and Families Social and Health Services. The term does not include babysitting services of a casual, nonrecurring nature or in the child’s own home. The term is further not intended to include cooperative, reciprocative child care by a group of parents in their respective homes.

~~“*Child day care center*” means a facility providing regularly scheduled care for a group of thirteen (13) or more children within an age range of one (1) month through twelve (12) years, for periods of less than twenty four (24) hours.~~

“*Child day care center*” and “*child care center*” mean an agency, as defined in RCW 43.216.010, that regularly provides early childhood education and early learning services for a group of children for periods of less than 24 hours.

~~“*Child day care facility*” means a building or structure in which a child day care center or child care center is located. an agency, person or persons regularly provide care for a group of children for periods of less than twenty four (24) hours a day. Child day care facilities include family day care homes and child day care centers regulated by the Washington State Department of Children, Youth, and Families Social and Health Services, as presently defined in Chapter ~~74.15~~ 43.216 RCW and as such statute or regulations may hereafter be amended.~~

“*Day care center*,” “*nursery school*,” or “*preschool*” means any type of group day care programs, for children or adults, 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. “*Family day care provider*” and “*family home provider*” mean a child care provider who regularly provides early childhood education and early learning services for not more than 12 children at any given time in the provider’s home in the family living quarters except as provided in RCW 43.216.692 and if it is a family home provider located in the surrounding metropolitan area of a federal military reservation and is overseen and currently certified by a federal military

~~service. "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. "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.~~

~~4. "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.~~

"Day care 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 after school 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 43.216.010 ~~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:

a. "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.

b. "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.

**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.

**[Table excerpts follow]**

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

Uses	Zoning Classifications																				
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
<b>Health and Social Services</b> See note (B)(1)*																					
Day care center in existing or new religious assembly structures (B)(2)	P	P	P	P	P	P	P	P	P	PC	P	P	P	P	P	P	PC	-	-	-	-
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)	PC	PC	PC	PC	P	P	P	P	P	PC	P	PC	P	P	P	P	PC	-	-	-	P
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)	PC	PC	PC	PC	PC	PC	PC	PC	PC	PC	P	P	PC	PC	P	P	PC	P	C	C	PC
Day care center, independent (B)(2)	PC	PC	PC	PC	PC	PC	PC	PC	P	P	P	P	P	P	P	P	PC	-	-	-	C
Preschool/ nursery school	P	P	P	P	PC	PC	P	P	P	PC	P	P	P	P	P	P	PC	C	-	-	PC
Use of existing buildings for day care centers (B)(23), (B)(24)	PC	PC	PC	PC	PC	PC	PC	PC	PC	P	P	P	P	P	P	P	P	-	-	-	P

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

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

**B. 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.

**18A.40.110 Residential uses.**

A. *Residential Land Use Table.* See subsections [B](#), [C](#), and [D](#) of this section for development and operating conditions. See LMC [18A.10.120\(D\)](#) for the purpose and applicability of zoning districts.

**[Table excerpts follow]**

Residential Land Uses	Zoning Classifications																				
	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Babysitting care	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-
Family day care <a href="#">(B)(6)</a>	P	P	P	P	P	P	P	P	P	P	P	P	<a href="#">P</a>	<a href="#">P</a>	-	-	-	-	-	-	-

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.*

\* \* \*

6. Family day care is a permitted use, subject to obtaining a state license in accordance with Chapter ~~43.216~~ [74.15](#) RCW and the following:
  - a. Compliance with all building, fire, safety, health code, and City licensing requirements;
  - b. Conformance to lot size, setbacks, building coverage, hard surface coverage, and other design and dimensional standards of the zoning classification in which the home is located;
  - c. Certification by the office of child care policy licensor that a safe passenger loading area, if necessary, is provided.

TO: Planning Commission  
FROM: Tiffany Speir, Planning Division Manager  
DATE: October 15, 2025  
SUBJECT: Updating Locations for Alcohol Production and Sales Uses

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## LAKWOOD REGULATION OF ALCOHOL PRODUCTION AND SALES USES

### BACKGROUND

On September 17, the Planning Commission reviewed the issue of whether to expand where various alcohol production and sales uses might be expanded in the city. The Commission requested additional information to continue their development of a recommendation for the City Council. No legislative action schedule is currently set for the Planning Commission; it will be set once the Commission is ready to proceed with a final draft resolution.

### DISCUSSION

#### Planning Commission Request for Examples of Alcohol Sales & Production Facilities

Included below are examples of various types of alcohol [r]oduction and sales uses.

- **Bar/Tavern:** a business where alcoholic beverages are sold for on-site consumption-that is not part of a larger restaurant. Any food service is subordinate to the sale of alcoholic beverages. May be a microbrewery or brew pub or a wine or beer tasting room. Does not include night clubs or adult-oriented businesses.
- **Tavern:** any establishment with special space and accommodation for sale by the glass and for consumption on the premises, of beer.

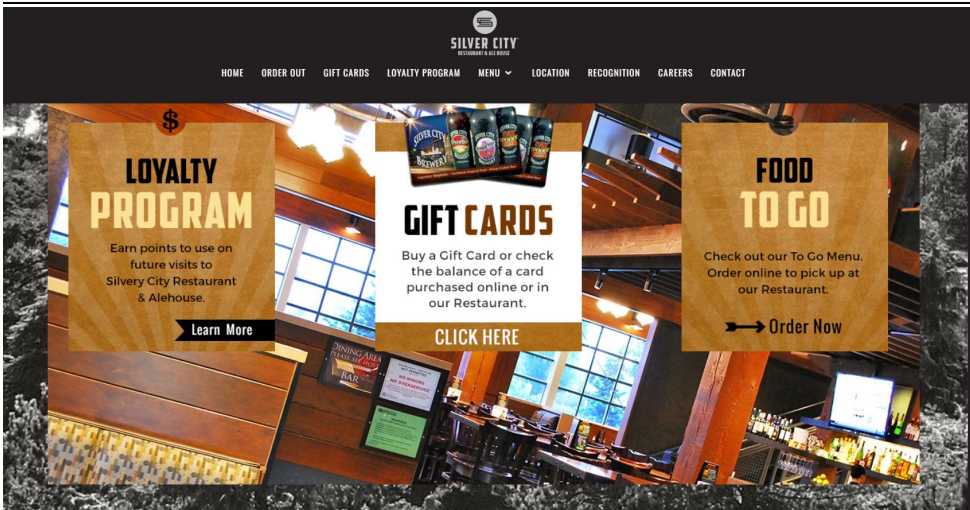
#### Lake City Pub (Lakewood, WA)






- **Brew pub:** a type of eating or drinking establishment that includes the production of malt liquors, regardless of alcohol content by volume, for consumption on the premises as an accessory use. The area of the establishment devoted to the production of malt liquors shall not exceed five thousand (5,000) square feet. Sales for off-premises consumption, if not prohibited by other local ordinance or state or federal law, shall be allowed in specialty containers holding no more than one (1) U.S. gallon (128 U.S. fluid ounces), commonly referred to as growlers. May include the distribution of beverages for consumption at other sites.
- **Brewer or brewery:** any person engaged in the business of manufacturing beer and malt liquor. Brewer includes a brand owner of malt beverages who holds a brewer's notice with the federal bureau of alcohol, tobacco, and firearms at a location outside the state and whose malt beverage is contract-produced by a licensed in-state brewery, and who may exercise within the state, under a domestic brewery license, only the privileges of storing, selling to licensed beer distributors, and exporting beer from the state.

**Silver City Restaurant & Brewery (Bremerton WA)**



<p><b>LOCATION</b></p> <p><b>TAPROOM</b>          206 KATY PENMAN          AVE.          BREMERTON, WA —          98312          (360) 813-1487</p> <p>21+ ALL HOURS, NO          MINORS.          OUTSIDE FOOD IS          WELCOME.          DOG FRIENDLY.</p>	<p><b>HOURS</b></p> <p>MONDAY -          SATURDAY</p> <p>12PM - 8PM</p> <p>SUNDAY</p> <p>12PM - 7PM</p>	 <p><i>Silver City</i>          BREWERY</p> <p><i>Silver City</i>          BREWERY</p>
<p><a href="#">Careers</a> <a href="#">FAQ</a> <a href="#">Contact Us</a> <a href="#">Secret Society</a> <a href="#">Join Our Email List</a> <a href="#">UNTAPPD</a> <a href="#">Keg Info</a> <a href="#">Media Kit</a></p>		

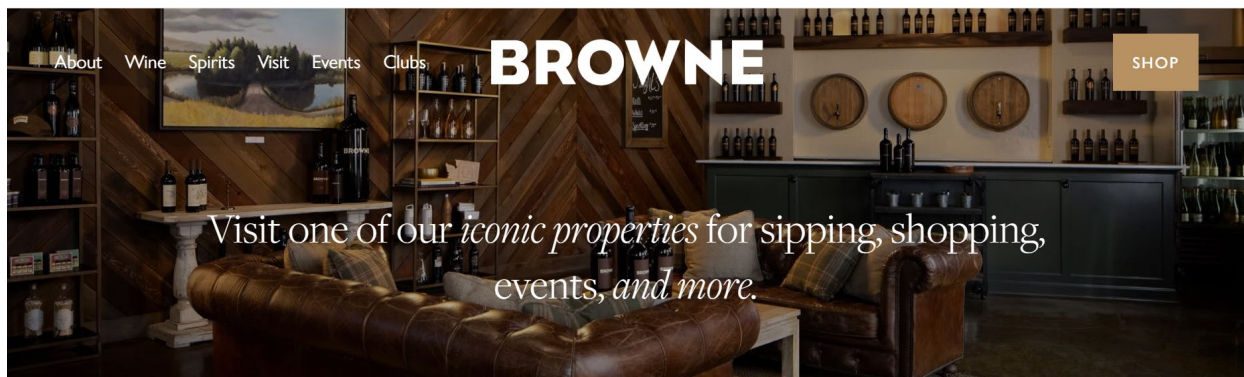


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- **Tasting room:** both an on-site operation attached to a distillery's or craft distillery's production facility, or an off-site operation, at which the licensee may sample, serve, and sell spirits and alcohol products authorized to be sampled, served, and sold for on-premises and off-premises consumption. Tasting rooms must comply with standard retail land use hours of operation (7:00 a.m. to 11:00 p.m.)

**Browne Family Vineyards (Tacoma, WA)**



- **Distillery:** a place where liquor is manufactured.
- **Distiller:** means a person engaged in the business of distilling spirits. Distilling is an agricultural practice.

## Mastrogiannis Distillery (North Bend, WA)



HASSLE-FREE RETURNS [30-day postage paid returns](#)



**Currently** permitted (P) or conditional permitted (C) alcohol production and uses land uses in Lakewood land use zones:

Uses	Zoning Classifications																				
	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	M F 3 (1)*	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2
<b>Commercial and Industrial</b>																					
Brewery, production	-	-	-	-	-	-	-	-	-	P	-	-	C	C	C	P	C	-	P	-	-
Small craft distillery	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-
Wine production facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-
<b>Eating and drinking establishments land uses</b>																					
Bar/tavern	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C	P	P	P	-	-	-
Brewery, brew pub	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P			
Tasting room	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	-	-	-

\*MF3 (1) is located exclusively within the Station District Subarea

The current LMC includes development regulations governing the uses listed above.

**Recommended** Amendments to Current Lakewood Municipal Code

Recommended amendments to the Lakewood definitions and locations for different types of alcohol sales and production are included in the summary table below and the following text. These have been drafted for consistency with direction provided by the City Council on August 18 as well as with current state law.

Uses	Zoning Classifications																		A C 1	A C 2		
	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	M F 3 (1)*	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3			I B P	I 1
<b>Agricultural Uses</b>																						
Distillery	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-
Small Craft Distillery	-	P	P	P	P	-	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-
<b>Commercial and Industrial</b>																						
Brewery, production	-	-	-	-	-	-	-	-	-	P	-	-	C	C	C	P	C	-	P	P	-	-
Microbrewery	-	-	-	-	-	-	-	-	-	P	-	-	C	C	C	P	C	-	P	P	-	-
Small craft distillery	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-	P
Wine production facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-
<b>Eating and drinking establishments uses</b>																						
Bar/tavern	-	-	-	-	-	-	-	-	-	-	-	-	-	C	C	P	P	P	-	-	-	-
Brewery, brew pub	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P				-
Tasting room	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	-	-	-	-
<b>Residential Uses</b>																						
Small craft distillery	-	P	P	P	P	-	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-

\*MF3 (1) is located exclusively within the Station District Subarea

## Potential Changes to Alcohol Production and Sales Development Regulations

- Most alcohol production and sales uses and daycares, with the exception of 24 hour child care, have different core operating hours that typically would not interfere with one another.
- Set a 150-300ft buffer between 24 hour child care and alcohol sales uses.
- No buffer requirements between child care and alcohol production uses.
- Require that outdoor play area for child care shall be screened and/or shall be obstructed from any adjacent or near alcohol sales with outdoor spaces.

### Amendments to LMC 18A.10.180 Definitions

*"Bar/tavern"* means a business where alcoholic beverages are sold for on-site consumption, which that are not part of a larger restaurant. Includes bars, taverns, and similar establishments where any food service is subordinate to the sale of alcoholic beverages. May also include beer brewing as part of a microbrewery or brew pub, and other beverage tasting facilities, such as wine or beer tasting rooms. Does not include night clubs or adult-oriented businesses.

*"Brew pub"* means a type of eating or drinking establishment that includes the production of malt liquors, regardless of alcohol content by volume, for consumption on the premises as an accessory use. ~~the production of malt liquors, regardless of alcohol content by volume, for consumption on the premises; except that s~~ Sales for off-premises consumption, if not prohibited by other local ordinance or state or federal law, shall be allowed in specialty containers holding no more than one (1) U.S. gallon (128 U.S. fluid ounces), commonly referred to as growlers. The area of the establishment devoted to the production of malt liquors shall not exceed five thousand (5,000) square feet. May include the distribution of beverages for consumption at other sites.

"Brewer" or "brewery" means any person engaged in the business of manufacturing beer and malt liquor. Brewer includes a brand owner of malt beverages who holds a brewer's notice with the federal bureau of alcohol, tobacco, and firearms at a location outside the state and whose malt beverage is contract-produced by a licensed in-state brewery, and who may exercise within the state, under a domestic brewery license, only the privileges of storing, selling to licensed beer distributors, and exporting beer from the state.

~~*"Brewery, production"* means an establishment which produces ales, beers, meads, hard ciders, and/or similar beverages on site. Production breweries are classified as a use which manufactures more than fifteen thousand (15,000) barrels of beverage (all beverage types combined) annually. Breweries may also serve beverages on site, and sell beverages for off-site consumption in keeping with the regulations of the Washington State Liquor and Cannabis Board and Bureau of Alcohol, Tobacco, and Firearms (ATF). In addition, uses which produce fifteen thousand (15,000) barrels of beverage or less, but which do not meet one or more of the additional requirements to be considered a brew pub, are breweries.~~

*"Distiller"* means a person engaged in the business of distilling spirits. Distilling is an agricultural practice.

"Distillery" means a place where liquor is manufactured.

"Microbrewery or a small craft brewery" means an entity that produces less than 60,000 barrels of malt liquor, including strong beer, per year. A microbrewery may sell beer of its own production at retail for on- and off-premises consumption, and may act as a distributor for beer of its own production.

"Night club" means a facility serving alcoholic beverages for on-site consumption, and providing entertainment, examples of which include live music and/or dancing, comedy, etc. an establishment that provides entertainment and has as its primary source of revenue (a) the sale of alcohol for consumption on the premises, (b) cover charges, or (c) both.

"Small craft distillery" means a production facility that pays the reduced licensing fee under RCW 66.24.140 and that manufactures distilled spirits and that can contract distilled spirits for, and sell distilled spirits to, holders of distillery licenses, manufacturer's licenses and grower's licenses.

"Tasting room" means a location separate from, or on the same site as, the production/manufacturing site, that allows customers to taste samples of wine, beer, or other alcoholic beverage and has a State of Washington issued liquor license to operate a tasting room. In addition to sampling of alcoholic beverages, a tasting room may include retail sales for off-premises consumption. The tasting room facility must be directly affiliated with a minimum of one (1) brewery/winery. The tasting room may be operated within a brewery/winery facility, accessory to separate on-site use or as a standalone retail use.

"Tasting room" means both an on-site operation attached to a distillery's or craft distillery's production facility, or an off-site operation, at which the licensee may sample, serve, and sell spirits and alcohol products authorized to be sampled, served, and sold under RCW 66.24.140 and 66.24.145, for on-premises and off-premises consumption, subject to the same limitations as provided in RCW 66.24.140 and RCW 66.24.145. Tasting rooms must comply with standard retail land use hours of operation (7:00 a.m. to 11:00 p.m.).

"Tavern" means any establishment with special space and accommodation for sale by the glass and for consumption on the premises, of beer, as herein defined.

"Winery" means a business conducted by any person for the manufacture of wine for sale, other than a domestic winery.

"Wine production facility" means a facility licensed as a domestic winery under RCW 66.04.010 where fruit or other ingredients are processed (i.e., crushed, fermented, blended, aged, and/or stored, bottled) and may include as incidental and/or accessory to the principal use a tasting room, food and beverage service, places of public/private assembly and/or retail sales area.

# Introduction to Title 12 and Engineering Standards Manual (ESM) Update

**10/15/2025 Planning Commission Meeting**

Angie Silva, Assistant Director

Planning & Public Works Department



# Agenda

- Update Goals
- Overview
- Scope & Schedule
- Initial Compliance Review
- Next Steps
- Questions?



# Overview

Title 12 & ESM regulate public works, ROW, stormwater, and utilities:

- Safeguard public health, safety, welfare.
- Implement federal, state, and local requirements.
- Title 12 last update: 2009; ESM: 2021 (limited update)
- Refresh needed after 2024 Comp Plan and zoning updates.

Council approved Keller Associates contract (Summer 2025)

- Improve consistency with federal, state, and local requirements.
- Enhance predictability, efficiency, and functionality.



# Scope & Schedule

**Task 1** – Kickoff: Completed August 2025

**Task 2** – Compliance Review: August 2025

**Task 3** – Draft Revisions: November 2025

**Task 4** – Legislative Process: PC & Council review (late 2025 – early 2026)

## **Planning Commission**

- 10/15/25: Introduction
- 11/5/25: Study Session Draft Amendments
- 11/19/25: Public Hearing
- 12/2/25: Action/Recommendation

## **City Council**

- 10/13/25: Introduction

**Task 5** – Adoption: Early 2026

## **City Council**

- 1/12/26: Study Session on PC Recommendations
- 2/2/26: Public Hearing
- 2/16/26: Action/Ordinance Adoption



# Compliance Review

Independent review conducted:

**Phase 1:** Holistic consistency check with adopted standards and plans.

**Phase 2:** Technical review of streets, stormwater, sewer vs. regulations & peer jurisdictions.



# Compliance Review-Streets, ROW, Traffic

Gaps in cross-references and inconsistent standards.

Recommendation:

- Cross-reference Title 12.18 with ESM.
- Update street templates, sidewalks, ADA standards.



# Compliance Review-Stormwater

Lakewood relies on Underground Injection Control (UIC) systems with over 1,700+ registered with Ecology

## Recommendations:

- Exempt roof runoff infiltration (SF/duplex housing).
- Add section on linear bioretention in ROW.
- Clarify coordination with LMC Titles 18A, 18B, 18C (i.e low impact development, landscaping, impervious surface maximum, etc).



# Compliance Review-Sewer

Chapter lacks clarity and criteria.

## Recommendations:

- Consider adding to Title 13-Public Utilities
- Add sewer standards in ESM (consistent with Pierce County standards).
- Include pipe, slope, material, cleanouts, valves, connections, septic decommissioning.



# Compliance Review-Misc

- Numerous conflicts between Titles 18 series, 12 & ESM – need coordinated framework.
- Incorporate LID best practices (bioswales, permeable pavements).
- Improve usability: clearer checklists, design details, plan requirements, etc.



# Next Steps

- Prepare and refine draft revisions to Title 12 and the ESM for Planning Commission and City Council review.
- Present Department findings and issue SEPA determination.




# Thank you!

*Questions?*

Angie Silva, Assistant Director

Planning & Public Works Department

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

 253-983-7839





TO: Planning Commission

FROM: Jeff Rimack, Planning & Public Works (PPW) Director

Angie Silva, PPW Assistant Director

DATE: October 15, 2025

SUBJECT: Introduction to Title 12 & Engineering Standards Manual Update

**ATTACHMENTS:**

- Draft Compliance Review

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**Summary**

In summer 2025, City Council approved a contract with Keller Associates to support a comprehensive update of Lakewood Municipal Code (LMC) Title 12 (Public Works) and the Engineering Standards Manual (ESM).

Update Objective

- Improve consistency with federal, state, and local requirements. This includes improving alignment with the Comprehensive Plan and subarea plans.
- Enhance predictability, efficiency, and functionality in implementation for the public, applicants, and City staff.

The intent of the study session is to go over project scope, the tentative schedule and share initial findings on compliance review.

**Background**

LMC Title 12 establishes the City's framework for regulating public works, site development, right-of-way use, stormwater water quality and quantity and utility construction. This Title is used in conjunction with the Engineering Standards Manual (ESM) to ensure consistent, safe, and sustainable design and construction of transportation, stormwater, and utility infrastructure. Together, they:

- Safeguard public health, safety, and welfare through standards for clearing, grading, and infrastructure.
- Implement federal, state, and local requirements through enforceable specifications.

Update need

- LMC Title 12 has not been substantially revised since 2009.
- The ESM was last updated in 2021 on a limited basis.

- Since then, state and federal standards have changed, and in 2024 the city adopted a substantially updated Comprehensive Plan, subarea plans, and zoning code.
- A comprehensive refresh is therefore timely and necessary.

## **Project Scope & Schedule**

### **Task 1 – Project Kickoff (Q3 2025)**

Project kickoff and discovery workshop. .

**Milestone:** Kickoff completed in August 2025.

### **Task 2 – Compliance Review (Q4 2025)**

Comprehensive regulatory review.

**Milestone:** Compliance Review Report completed in August 2025.

### **Task 3 – Draft Revisions (Q4 2025)**

Preparation preliminary draft amendments to Title 12 and the ESM.

**Milestone:** Draft revisions ready for City review by November 2025.

### **Task 4 – Legislative Process (Q4 2025 – Q1 2026)**

Draft Amendments for Planning Commission and City Council review.

**Milestone (Tentative):**

#### Planning Commission

- 10/15/25: Introduction
- 11/5/25: Study Session Draft Amendments
- 11/19/25: Public Hearing
- 12/2/25: Action/Recommendation

#### City Council

- 10/13/25: Introduction
- 1/12/26: Study Session on Planning Commission Recommendations
- 2/2/26: Public Hearing
- 2/16/26: Action/Ordinance Adoption

### **Compliance Review**

The consultant was hired to conduct an independent review of Title 12 and the ESM. This review was structured into two components:

- **Phase 1:** Holistic review of Title 12 and the ESM for internal consistency with adopted plans.
- **Phase 2:** System-specific technical review of streets, stormwater, and sanitary sewer standards against current federal, state, and regional regulations, as well as peer agency practices.

## Findings & Recommended Actions

### 1. Streets, Right-of-Way, and Traffic (LMC Chapter 12.18)

Gaps in cross-references between Title 12 and the ESM; inconsistent pedestrian facility standards.

- **Recommendation:** Cross-reference LMC 12.18 in ESM Sections 1 and 4, update street templates, sidewalks, and ADA accommodations and add supporting references.

### 2. Stormwater Standards (LMC Chapter 12.20)

Lakewood relies heavily on Underground Injection Control (UIC) systems, with over 1,700 registered.

- **Recommendation:** Add exemptions for roof-runoff infiltration systems serving single-family and duplex housing (per Department of Ecology). Add a new section on linear bioretention in public right-of-way and clarify coordination with LMC Title 18A – Landscaping.

### 3. Sanitary Sewer Connections (LMC Chapter 12.15)

Chapter lacks clarity and technical criteria.

- **Recommendation:** Supplement LMC 12.15 with a new Sanitary Sewer Connection Standards section in the ESM, consistent with Pierce County’s Sewer Development Specifications. This includes:
  - Pipe size, slope, and material standards.
  - Cleanout spacing, backwater valve criteria.
  - Connection methods (e.g., core taps, saddles, wyes/tees).
  - Septic system decommissioning (per Tacoma-Pierce County Health Department).
  - Easement and deferral requirements tied to availability charges in LMC.

### 3. Broader Observations

- **Consistency:** Numerous conflicts between Title 12 and the ESM; update is needed to create a single, coordinated framework.
- **Best Practices:** Incorporation of Low Impact Development (LID) practices (e.g., bioswales, bioretention, permeable pavements) to align Lakewood with peer jurisdictions and the Ecology Phase II Municipal Stormwater permit.
- **Usability:** Updates will provide clearer checklists, design details, and plan requirements for developers and staff.

**Next Steps**

- Prepare and refine draft revisions to Title 12 and the ESM for Planning Commission and City Council review.
- Present Department findings and issue SEPA determination.

## Technical Memorandum

### Engineering Standards Manual / Title 12 Update – Task 2

**TO:** City of Lakewood, Washington  
**FROM:** Keller Associates, Inc. – Sanaz Malaki, PE  
**DATE:** August 27, 2025  
**SUBJECT:** Compliance Review Memorandum – Phases 1 & 2

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## 1. PURPOSE & BACKGROUND

The City of Lakewood is conducting a comprehensive update to Title 12 of the Lakewood Municipal Code (LMC) and the Engineering Standards Manual (ESM) to ensure alignment with the City’s adopted Comprehensive Plan, applicable subarea plans, and current federal, state, and regional regulations. The update is intended to:

- Resolve inconsistencies between City documents and external standards.
- Modernize technical requirements to reflect current best practices.
- Improve clarity, usability, and internal consistency.

Under contract with Keller Associates, the City initiated a multi-phase process to review and revise Title 12 of the LMC and the ESM.

- **Phase 1:** Holistic review for internal consistency with the Comprehensive Plan and subarea plans, identifying conflicts, gaps, and organizational improvements.
- **Phase 2:** Detailed, system-by-system technical review to ensure regulatory compliance and integration of current best practices, referencing peer community standards and applicable agency guidelines.

## 2. SCOPE OF THE MEMORANDUM

This memorandum summarizes initial findings from both phases:

1. **Comprehensive Plan Consistency Check** – Identification of inconsistencies between Title 12, other LMC titles, the ESM, the Comprehensive Plan, and subarea plans.
2. **System-Specific Technical Review** – Comparative evaluation of standards for streets/ROW/traffic, stormwater, and sanitary sewer systems against current regulations, technical manuals, and peer standards.

## 3. SUMMARY OF REVIEW APPROACH

### Sources Compared:

These sources were identified and selected based on their direct applicability to Lakewood’s current code framework, regulatory requirements, and peer agency practices. Primary references such as the Lakewood Municipal Code, WSDOT Design Manual, MUTCD, and Ecology’s Stormwater Management Manual were included to ensure alignment with federal, state, and local mandates. Additional references—such as the Pierce County Code, Kitsap County Code, and Tacoma ROW Design Manual—were chosen as representative peer agency standards with similar regional context, growth patterns, and infrastructure challenges. National and industry guidelines (AASHTO, APWA, ITE, ASCE) were incorporated to



benchmark Lakewood's standards against widely accepted best practices. The combination of these sources provides both a regulatory foundation and a practical comparison to inform updates to the City's Engineering Standards Manual.

#### Methods Used:

The review was carried out using a structured approach designed to capture inconsistencies, gather input, and ensure alignment with both local practices and broader regulatory requirements. The following methods were applied:

- 1. Annotated Comparison Documenting Inconsistencies and Regulatory Gaps.**  
Conducted a systematic comparison of provisions across Title 12, the ESM, and other guiding documents. Existing documents were annotated to identify specific conflicts, omissions, or opportunities for alignment with current policy. A detailed list of the reviewed materials is provided in Appendix A.
- 2. Comment Tracking Sheets for Detailed Observations.**  
Created and maintained tracking worksheets to capture City staff reviewer comments, supporting references, and suggested revisions. This worksheet, included in Appendix B, provides a clear record of the review outcomes to date and facilitate coordination among multiple staff and project team members.
- 3. City Staff Input to Verify Interpretations and Confirm Local Practices.**  
On August 1, the project team presented the updated tracking sheet to City staff for input and to verify interpretations and confirm local practices. City staff reviewed the findings, clarified ambiguous language, and confirmed operational practices. Staff feedback was incorporated directly into the analysis to ensure recommendations addressed priority concerns and were both practical and implementable. The updated tracking sheet is provided in Appendix C (City Staff Review Tracking Sheet).
- 4. Cross-Referencing Between Title 12, the ESM, and the Comprehensive Plan.**  
Performed targeted cross referencing to identify overlapping requirements, missing linkages, and areas where updates could improve consistency. This process ensured that technical standards, policy goals, and regulatory requirements were mutually supportive. The detailed redline edits are included in Appendix D (Title 12 – Track Changes) and Appendix E (ESM – Track Changes).

## 4. TITLE 12 – KEY FINDINGS, OBSERVATIONS & ISSUES FOR DISCUSSION

The review of Title 12 focused on how well the current code aligns with the City's adopted policies, the Comprehensive Plan, and related regulatory documents. The findings highlight areas where provisions are inconsistent, outdated, or unclear, as well as opportunities to improve coordination across agencies, departments, and code sections. The following subsections summarize the key issues identified for further discussion and refinement.

### 4.1. INTERNAL CONSISTENCY

- Several provisions in Title 12 conflict with Comprehensive Plan goals or adopted policies, particularly around transportation level-of-service targets, utility extension policies, and frontage improvement requirements.
- Some sections duplicate or contradict requirements in other LMC titles (e.g., Title 18A zoning and development standards) and the ESM, creating uncertainty over which provision governs.
- Regulation of the floodplain is addressed in LMC 12.10, LMC 18A.50, and LMC 14.158 with several inconsistencies between the three regarding allowed activities, exceptions, and prohibitions.



- SEPA and environmental review considerations are mentioned but not consistently integrated with permit decision making processes in Title 12.

#### 4.2. CROSS-AGENCY REFERENCES

- Roles and responsibilities between the Tacoma–Pierce County Health Department (TPCHD) and Pierce County Sewer Utility for septic-to-sewer conversions are not clearly defined, leading to uncertainty about lead agency authority and enforcement.
- No clear “proximity trigger” standards (e.g., when a property must connect to sewer based on distance to an existing main) or sequencing requirements for conversions.
- Interagency coordination requirements are not codified, leaving gaps in procedures for joint reviews, inspections, and approvals.

#### 4.3. ORGANIZATIONAL ALIGNMENT

- Realignment of roles and reorganization of former departments into a combined Planning and Public Works Department has resulted in outdated references to offices within the City. Both Title 12 and the ESM require wholesale updates to reflect current departmental roles and positional authorities.
- Clarification on desired authorities (City Manager, City Engineer, Director, etc.) for certain approvals are required to ensure alignment with the City’s desired procedures. Examples include right of way vacation and dedication processes, code interpretations, engineering determinations, and decisions on required studies, reports, and technical analysis.
- References to “Director” or “Public Works Director” are not always accompanied by clear statements of decision authority, creating ambiguity in interpretations, deviations, and enforcement.

#### 4.4. REGULATORY ALIGNMENT

- Certain provisions are outdated relative to current Manual on Uniform Traffic Control Devices (MUTCD), Washington State Department of Transportation (WSDOT) design standards, and Washington Department of Ecology stormwater requirements.
- Outdated or incomplete cross references to federal, state, and regional regulations (e.g., SWMMWW 2024, Phase II NPDES Permit, WSDOT Design Manual).
- Lacks integration of emerging best practices such as Low Impact Development (LID) in both private development and ROW projects.
- Driveway standards, TIA triggers, and deviation processes are not aligned with peer community codes, leading to inconsistencies in application.

#### 4.5. TERMINOLOGY & CLARITY

- Inconsistent use of terms across sections, including varying definitions for right-of-way (ROW) widths, stormwater facility types, sewer connection requirements, and grading terminology.
- Several technical terms (e.g., “business days,” “level of service,” “proprietary treatment device”) are used without formal definitions or cross-references to definitions in other Titles (e.g., 18A.10).
- Missing or unclear links to relevant sections of Title 18A (e.g., 18A.10.050 Computation of Time, 18A.20 Article III Public Notice Requirements) and other City codes that govern permitting, deviations, and completeness determinations.

#### 4.6. PROCESS & USABILITY

- Deviation and variance procedures (last revised in 2009) are outdated, lack a formal application and evaluation process, and do not clearly link to public notice requirements in Title 18A.
- No defined process for issuing addenda or amendments to approved plans, which limits flexibility in managing mid-project changes.



- Formatting and organization make it difficult to quickly identify applicable requirements; opportunities exist to integrate revision logs, change tables, and cross reference tools similar to those used in peer jurisdictions like Renton and University Place.

## 5. ESM - KEY FINDINGS, OBSERVATIONS & ISSUES FOR DISCUSSION

The ESM was evaluated for consistency with Title 12, state and federal regulations, and peer community practices. The analysis identified several areas where standards are incomplete, outdated, or lack clarity, along with opportunities to enhance usability and integration across City codes. The following subsections outline the primary findings and issues for consideration in updating the ESM.

### 5.1. TRAFFIC & ROW STANDARDS

- No formal documentation of City preferred traffic signal types, configurations, and hardware specifications, resulting in inconsistent design and submittal practices.
- Certain traffic control device requirements, lane configuration standards, and intersection design criteria are not fully aligned with the current Manual on Uniform Traffic Control Devices (MUTCD) and Washington State Department of Transportation (WSDOT) standards.
- Title 12 includes dimensions and spacing for certain driveway types but standards for other types (e.g., horseshoe, wagon wheel) do not exist. Guidance on spacing, access management, and safety considerations in the ESM is limited. Consolidating physical design standards in the ESM and the policies and administrative procedures in code may help streamline the design and review process.
- Traffic Impact Analysis (TIA) triggers, thresholds, and Level of Service (LOS) definitions are not clearly established or cross referenced, leading to uncertainty during project review.
- Limited cross referencing between ROW standards and other City codes (e.g., Title 18A frontage improvements), making it difficult for applicants to locate all applicable requirements.

### 5.2. STORMWATER STANDARDS

- Several design and sizing criteria do not match the 2024 Stormwater Management Manual for Western Washington (SWMMWW) or the 2024–2029 Western Washington Phase II Municipal Stormwater Permit performance standards.
- Underground Injection Control (UIC) provisions are not fully aligned with Washington Department of Ecology requirements, including registration, siting, pretreatment, and exemptions.
- Permit “triggers” for Site Development Permits (SDPs) and drainage reports are unclear and exemptions are inconsistently defined; current language lacks alignment with peer jurisdiction best practices (e.g., Kitsap County and Pierce County).
- Limited procedural guidance for incorporating Low Impact Development (LID) strategies in ROW projects and for reviewing proprietary treatment devices.
- No clear integration of stormwater requirements with landscaping provisions in Title 18A, missing opportunities to allow bioretention and infiltration facilities to meet multiple code objectives.

### 5.3. SANITARY SEWER STANDARDS

- Gaps in alignment with Pierce County Sewer Standard Specifications and Tacoma–Pierce County Health Department (TPCHD) requirements for sewer design, installation, and inspection.
- No clear, detailed procedures for septic-to-sewer conversions, including decommissioning of on-site systems, service connection sequencing, inspection protocols, and coordination with TPCHD.
- Missing cross references to county and state regulations, leading to potential confusion for applicants and reviewers.



#### 5.4. POLICY & PROCESS

- Certain cost participation and reimbursement policies (e.g., downtown transportation cost share) are not codified in Title 12, creating inconsistencies in application.

#### 5.5. CROSS-REFERENCES & INTEGRATION

- Inconsistent references to external standards (e.g., WSDOT Design Manual, MUTCD, SWMMWW), which may cause confusion over which standard governs in case of conflict.
- Lack of a consolidated reference section or appendix to guide users to related standards and regulations.

#### 5.6. FORMATTING & USABILITY

- Current organization hinders quick reference, with related requirements spread across multiple sections and minimal use of indexing, hyperlinks, or visual aids.
- No formal revision history, summary change tables, or standardized section numbering, making it difficult to track updates over time.
- Opportunities to consolidate repetitive requirements, integrate flowcharts and checklists, and annotate standard details for easier navigation.

#### 5.7. PER CITY OBSERVATIONS

*(from benchmarking with Renton, Lacey, Kitsap County, Pierce County, University Place)*

- Peer jurisdictions provide clearer SDP trigger language, integrated LID standards, and stronger alignment with state stormwater manuals.
- Several peer communities incorporate their deviation processes, driveway standards, and TIA thresholds directly into their engineering standards, improving clarity and consistency.

### 6. NEXT STEPS

Building on the findings from Phases 1 and 2, the project team will take the following steps to advance the Title 12 and Engineering Standards Manual (ESM) update:

#### 6.1. INTEGRATE FINDINGS INTO ANNOTATED MATRICES

- Update and finalize the annotated comparison matrices for both Phase 1 and Phase 2, ensuring that each identified issue is linked to its corresponding code section, standard, or policy.
- Document both internal consistency issues and gaps in regulatory compliance, with cross references to relevant Comprehensive Plan policies, subarea plans, and external standards.

#### 6.2. PREPARE A CONSOLIDATED COMPLIANCE REVIEW REPORT

- Merge the annotated matrix findings into a single, consolidated report that provides a clear, comprehensive view of the City's current alignment with applicable regulations.
- Highlight the highest priority revisions, those with the greatest impact on regulatory compliance, operational clarity, and alignment with City policy objectives for focused attention in Task 3.

#### 6.3. GUIDE DRAFT REVISIONS TO TITLE 12 AND THE ESM

- Use the consolidated findings to inform targeted draft revisions, emphasizing high-impact changes prioritized by City staff.
- Coordinate with City stakeholders to confirm intended policy direction, resolve outstanding decision points, and ensure revisions are practical, enforceable, and consistent with best practices.



These steps will position the project team to move seamlessly into the drafting phase, ensuring that proposed updates to Title 12 and the ESM are both technically sound and fully aligned with City priorities.

## APPENDICES

Appendix A: Peer Cities Comparison

Appendix B: Comment Tracker

Appendix C: City Staff Input and Verification Worksheet

Appendix D: Title 12 – Track Changes

Appendix E: ESM – Track Changes



# APPENDIX A

## Peer Cities Comparison



Potential peer communities (based on MRSC City Profiles)

<https://mrsc.org/research-tools/washington-city-codes#R>

Jurisdiction	Population	Governance	County	NPDES Permit	Comparable Features	Engineering Standards	Code Site
Lakewood	64,620	Council-Manager, Code	Pierce	Phase II	TBD, Lake / Shorelines	<a href="https://cityoflakewood.us/wp-content/uploads/2021/06/Engineering-Standards-Manual_2021-revisions.pdf">https://cityoflakewood.us/wp-content/uploads/2021/06/Engineering-Standards-Manual_2021-revisions.pdf</a>	<a href="https://lakewood.municipal.codes/">https://lakewood.municipal.codes/</a>
Renton	103,005	Mayor-Council, Code	King		TBD, Empl center, econ dev, growth	<a href="https://www.wsdot.wa.gov/PlansandSpecs/StandardSpecifications/Construction/Details">WSDOT + City of Renton Standard Plans for Public Works Construction/Details</a>	<a href="https://www.codepublishing.com/WA/Renton/">https://www.codepublishing.com/WA/Renton/</a>
Lacey	59,395	Council-Manager, Code	Thurston		JBLM, near large city, NPDES		<a href="https://lacey.municipal.codes/">https://lacey.municipal.codes/</a>
Kitsap County	288,900	Commission-Administrator	Kitsap		Shoreline,	<a href="https://dcd.kitsapgov.com/ordnances/Stormwater_HTML_20210902/Content/FrontMatter/TitlePage.htm">https://dcd.kitsapgov.com/ordnances/Stormwater_HTML_20210902/Content/FrontMatter/TitlePage.htm</a> <a href="https://www.kitsap.gov/pw/Documents/Kitsap%20County%20Road%20Standards_200706.pdf">https://www.kitsap.gov/pw/Documents/Kitsap%20County%20Road%20Standards_200706.pdf</a>	<a href="https://www.co.kittitas.wa.us/boc/countycode/">https://www.co.kittitas.wa.us/boc/countycode/</a>
Pierce County	959,900	Council-Executive, Charter	Pierce	Phase I 2024	Shoreline, sewer, CPP, share boundary	<a href="https://www.piercecountywa.gov/3760/Manuals">https://www.piercecountywa.gov/3760/Manuals</a>	<a href="https://pierce.county.codes/">https://pierce.county.codes/</a>
University Place	36,140	Council-Manager, Code	Pierce	Phase II	Code City, shoreline, share boundary, county sewer	<a href="#">King County Surface Water Code and Manual</a> <a href="#">King County Road Standards</a> <a href="#">Ecology SWMM for WW acceptable alternative</a> <a href="https://www.cityofup.com/191/Construction-Development">https://www.cityofup.com/191/Construction-Development</a> <a href="https://www.codepublishing.com/WA/UniversityPlace/#!/UniversityPlace13/UniversityPlace1320.html#13.20">https://www.codepublishing.com/WA/UniversityPlace/#!/UniversityPlace13/UniversityPlace1320.html#13.20</a>	<a href="https://www.codepublishing.com/WA/UniversityPlace/">https://www.codepublishing.com/WA/UniversityPlace/</a>
Tacoma	228,400	Council-Manager, First	Pierce	Phase I 2024 Permit	Shoreline, share boundary, sewer	<a href="https://tacoma.gov/government/departments/public-works/engineering/">https://tacoma.gov/government/departments/public-works/engineering/</a>	<a href="https://tacoma.gov/government/departments/city-clerks-office/tacoma-municipal-code/#tmc">https://tacoma.gov/government/departments/city-clerks-office/tacoma-municipal-code/#tmc</a>



# APPENDIX B

## Comment Tracker





City Staff Input						Keller Team Response				
Comment No.	Date	Comment	Commenter Name	Reference Doc (ESM or Title 12)	Section Reference	Assigned to	Response	Responder Initials	Final Check	Open/Closed
1	7/17/2025	EX. insert comment here....	Angie	Title 12	3.6 Grading..	N/A	Sample text			
2	7/17/2025	Current language on triggers for and SDP is unclear, especially around the 25 CY threshold.	Angie	Title 12	See Kitsap County approach to SDAP permit triggers...KCC 12.10.030	Jen	Seems to refer to 12.10.080 Exemptions from site development permits. Reviewed KCC 12.10. See Client Decisions Needed for recommendations.			
3	7/17/2025	Exemptions are confusing; need to clearly define trigger points.	Angie	Title 12	Redundant. Same as above. See Kitsap County approach to SDAP exemption...KCC 12.10.040	N/A	Removed by client	JLT		
4	7/17/2025	Establish clearer distinctions between Director's policy/process decisions and City Engineer's technical interpretations	Angie	Title 12	See Chapter 12.01	Jen	Reviewed 12.01.020, 12.02.010, 12.02.050, 12.02.060, 12.04. . See Client Decisions Needed for recommendations.	JLT		
5	7/17/2025	Site development permits required for non-residential grading even if minimal.	Angie	Title 12	See Comment # 2	Jen	Reviewed 12.04.040 and KCC 12.10. See Client Decisions Needed for recommendations.	JLT		
6	7/17/2025	No clarity in current language around when permits are required.	Angie	Title 12	See comments # 2 & 3	Jen	Reviewed 12.04 and KCC 12.10. See Client Decisions Needed for recommendations.	JLT		
7	7/17/2025	Desire to strengthen how SEPA and environmental reviews are tied to stormwater early in land use applications.	Angie	Title 12	Essentially this is establishing requirement of certain design feasible (i.e. 30% design for stormwater as part of land use permit approval. Stormwater is a SEPA trigger to migrate impacts as well as criteria for approval in Downtown code (LMC 18B.500) and Station District (18C.500). This further strengthens comp plan/subarea plan policies	Jen	Reviewed 12.05.020 Environmental considerations under 12.05 Procedures which apply to all Title 12 permits. Recommend replacing language with references to 14.02 (Environmental Rules and Procedures) and Title 18 requirements for a complete application to provide consistency across all permit applications.	JLT		
8	7/17/2025	Current code requires review but lacks enforcement trigger.	Angie	Title 12	LMC Chapter 1.44 reference in 12.02	Jen	Add reference to LMC 8.16 Public Nuisance and use that enforcement authority.	JLT		
9	7/17/2025	Title 12 is currently standalone and sparse on procedural content.	Angie	Title 12	Various sections in Title 12, LMC 12.05 KCC 12 and 21	Jen	Noted. Will reference 18A.20 and 18A.30 wherever applicable	JLT		
10	7/17/2025	Must cross-reference Title 18A20 for key permit procedures (e.g., timelines, decision authority, public notice).	Angie	Title 12		Jen	Noted. Will reference 18A.20 and 18A.30 wherever applicable	JLT		
11	7/17/2025	Suggested improvements include linking to Title 18A20 instead of duplicating content.	Angie	Title 12	See comment #10	Jen	Noted. Will reference 18A.20 and 18A.30 wherever applicable	JLT		
12	7/17/2025	Need to distinguish between decisions by the PPW Director (procedural) and the City Engineer (technical).	Angie	Title 12	See comment #4	Jen	Reviewed 12.01.020, 12.02.010, 12.02.050, 12.02.060, 12.04. . See Client Decisions Needed for recommendations.	JLT		
13	7/17/2025	Historic overlap/confusion due to previously combined positions.	Angie	Title 12	See comment #4	Jen	Reviewed 12.01.020, 12.02.010, 12.02.050, 12.02.060, 12.04. . See Client Decisions Needed for recommendations.	JLT		
14	7/17/2025	The deviation process is outdated (from 2009).	Angie	Title 12	Variance and deviation definitions in LMC and need to match definitions in LMC 18	Jen	Reviewed 12.04.020, 12.04.030, and 18A.30 Article X (Variance). See Client Decisions Needed for recommendations	JLT		
15	7/17/2025	There is no clear addendum process or documentation system.	Angie	Title 12	See Kitsap code KCC 12.10.100 and LMC 18A.20	Jen	Need clarification if this only refers to stormwater / site development permits or all PW permit types	JLT		
16	7/17/2025	A structured, documented system is needed for tracking and coordinating deviations.	Angie	Title 12	Combo of code but permit system/application improvements	Jen	Reviewed 12.04.020. See Client Decisions Needed	JLT		

17	7/17/2025	Lack of clarity about application completeness and responsibility for submittal review.	Angie	Title 12	Remove, not needed. Director already has authority to set minimum application requirements. This is an internal issue confusing application completeness (all required docs received and payment) versus technical review of meeting standards	N/A	Removed by client	JLT		
18	7/17/2025	Need for local code updates to reflect that Planning & PW are designated reviewers, not the Clerk.	Angie	Title 12	This is specific to Street End Chapter 12.12, but may need to address in other chapters too	Jen	Reviewed 12.12. See Client Decisions Needed for recommendations	JLT		
19	7/17/2025	The current SDP trigger (25 cubic yards) is seen as arbitrary and low.	Angie	Title 12	See comments # 2 & 3	Jen	Noted. See Client Decisions Needed for recommendations	JLT		
20	7/17/2025	Recommendation to develop a more nuanced trigger system:	Angie	Title 12	See comments # 2 & 3	Jen	Noted. See Client Decisions Needed for recommendations	JLT		
21	7/17/2025	Examples: proximity to shoreline/critical areas, area disturbed, cubic yards, impervious conversion, sediment risk.	Angie	Title 12	See comments # 2 & 3	Jen	Noted. See Client Decisions Needed for recommendations	JLT		
22	7/17/2025	Need to define when an SDP is mandatory and when it's not.	Angie	Title 12	See comments # 2 & 3	Jen	Noted. See Client Decisions Needed for recommendations	JLT		
23	7/17/2025	Currently, frontage improvements can proceed without an SDP.	Angie	Title 12	See Kitsap County Road standards and directors/county engineer interpretation <a href="https://www.kitsap.gov/dcd/Codelnterpretations/T21-DI%20Development%20Work%20Within%20the%20ROW.pdf">https://www.kitsap.gov/dcd/Codelnterpretations/T21-DI%20Development%20Work%20Within%20the%20ROW.pdf</a>	Jen	Can Keller team review this please and add to Client Decisions Needed Tab? KA - Under Review			
24	7/17/2025	No requirement for engineering or as-builts for work in ROW—this needs to be codified.	Angie	Title 12		Jen	12.06.010 requires as-built drawings (hard copy and digital) for all development "as deemed necessary by the City Engineer".	JLT		
25	7/17/2025	Ambiguity over whether sewer code should be in Title 12 or 13.	Angie	Title 12		Jen	Recommend moving to Title 13 as 13.04 to separate from street regulations and align with Pierce County Code 13.04. See Client Decisions Needed for other sewer code recommendations	JLT		
26	7/17/2025	City's authority is limited since Pierce County determines availability.	Angie	Title 12		Jen	Refer to PCC Title 13 Sewer Code, See Client Decisions Needed for other sewer code recommendations	JLT		
27	7/17/2025	Code should:	Angie	Title 12		N/A	Comment incomplete. See lines above and below.	JLT		
28	7/17/2025	Reference the most current sewer utility standards.	Angie	Title 12		Jen	Refer to PCC Title 13 Sewer Code	JLT		
29	7/17/2025	Clarify when mandatory connection is triggered (e.g., septic failure, distance threshold).	Angie	Title 12		Jen	Refer to PCC Title 13 Sewer Code, See Client Decisions Needed for other sewer code recommendations	JLT		
30	7/17/2025	TMF (specific to downtown) is based on an ordinance but not codified in Title 12.	Angie	Title 12	See current TMF policy	Jen	Reviewed Ordinance 696. Recommend adding new section to 12.09 Article II			
31	7/17/2025	Need to define:	Angie	Title 12		N/A	Comment incomplete. See lines above and below.	JLT		
32	7/17/2025	When and why TMF is assessed	Angie	Title 12	See TMF Policy	Jen	Response Pending			
33	7/17/2025	Procedure for calculation (based on trips)	Angie	Title 12	This is set by the Planned Action Ordinance	Jen	Reviewed Ordinance 696. Recommend adding new section to 12.09 Article II			
34	7/17/2025	Link to existing ordinance and Plan Action SEPA	Angie	Title 12		Jen	Reviewed Ordinance 696. Recommend adding new section to 12.09 Article II			
35	7/17/2025	Avoid hardcoding fee numbers—reference latest policies instead	Angie	Title 12	No fees in Title 12. Its set seperatly via resolution based on cost recovery	Jen	Noted.	JLT		
36	7/17/2025	LOS targets are referenced in the Comprehensive Plan but not clearly tied to mitigation requirements in Title 12.	Angie	Title 12	Need to add the standard that must be maintained and effects for applicants	Jen	In Progress			
37	7/17/2025	No clear process exists for handling LOS failure or mitigation responsibilities.	Angie	Title 12		Jen	In Progress			

38	7/17/2025	Lacks mechanisms for proportionate share or mitigation for LOS failure.	Angie	Title 12	This is related to SEPA determinations outside of downtown and station district subareas which have Planned Action EISs.	Jen	In Progress			
39	7/17/2025	Intent to rely primarily on WSDOT standards (supplemented as needed).	Angie	ESM		Stillman	Reviewed 12.03.020 (Adopted guidelines and regulations) - The following references are outdated, overlapping or redundant. (E) Pierce County Stormwater Management and Site Development Manual. May be redundant or conflicting with SWMMWW. (F) Soil Survey of Pierce County (NRCS). Not a design standard. (H) AASHTO Standard Specifications for Highway Bridges, has been superseded by AASHTO LRFD Bridge Design Specifications.	RHU		
40	7/17/2025	Review existing City- and Pierce County-specific details—evaluate if WSDOT equivalent exists.	Angie	ESM	work to reference existin state standards for the most part	Stillman	Reviewed 12.03.020 (Adopted guidelines and regulations) - Several adopted references in this section are outdated or duplicative. - The Pierce County Stormwater Manual may no longer be necessary with the adoption of the SWMMWW. - The Soil Survey should reference the NRCS Web Soil Survey. - The AASHTO "Standard Specifications for Highway Bridges" is obsolete and should be updated to the AASHTO LRFD Bridge Design Specifications. - The WSDOT Pavement Guide should be reviewed to ensure correct and current naming. <b>Recommended Action:</b> Update or remove outdated references and ensure all titles match current agency publications.	RHU		
41	7/17/2025	Where City retains its own detail, it may be renumbered and labeled (e.g., COL-###).	Angie	ESM		Stillman	Reviewed 12.19 (Complete Streets Policy) - LMC 12.18 outlines a strong policy foundation for complete streets, emphasizing multimodal access, user safety, and connectivity. However, there is currently no direct cross-reference in the ESM to this policy. Design criteria such as minimum sidewalk widths, bike lane placement, curb ramps, or traffic calming features should reflect the intent of the Complete Streets Policy. - The policy calls for integration with public works standards and incremental implementation, but performance standards and design best practices (e.g., NACTO, AASHTO, ITE) are not clearly carried into the ESM or referenced in related design sections. <b>Recommended Actions:</b> - Cross-reference Chapter 12.18 in ESM Section 1 or 4 (General Design Standards or Roadway Design). - Ensure street section templates, pedestrian facility standards, and ADA accommodations in the ESM are consistent with LMC 12.18. - Incorporate references to best-practice design guides (NACTO, AASHTO, etc.) as supporting resources in relevant ESM chapters.	RHU		
42	7/17/2025	Lakewood relies heavily on infiltration—over 1,700 registered UICs.	Angie	ESM	investigate exemptions surroundin UIC registration (SFRs I believe) Rimack Email uploaded to Shared OneDrive for context	Rich	Roof-runoff systems on single-family and duplexes are exempt, including infiltration trenches with perforated pipe when used exclusively for roof drainage or basement flooding minigation. Section should be added under Stormwater Standards.	RHU		

43	7/17/2025	City prefers in-ground infiltration or bioretention which can also be used to meet landscaping requirements	Angie	ESM	Please let city know if landscaping standard in 18A need to be updated. City will update accordingly.	Rich	LMC Title 18A – Landscaping does not currently reference in-ground infiltration or bioretention systems. If consistent with City goals, consider updating Chapter 18A.70 to explicitly allow bioretention and other LID practices to meet landscaping requirements.	RHU		
44	7/17/2025	Interest in integrating linear bioswales, curb cuts, etc., into right-of-way designs. Stepping away from proprietary WQ	Angie	ESM		Rich	Added section to Stormwater Standards on Linear Bioretention in Public ROW	RHU		
45	7/17/2025	Chapter on sewer connections is poorly written and lacks clarity.	Angie	ESM		Rich	<p><b>Recommended Actions:</b></p> <p>1. Supplement LMC 12.15 with a Technical Section in the ESM. Include a new ESM section titled "Sanitary Sewer Connection Standards" with the following components:</p> <ul style="list-style-type: none"> <li>•Connection Requirements Summary (based on LMC 12.15)</li> <li>•Minimum Technical Criteria: <ul style="list-style-type: none"> <li>-Pipe size and material requirements</li> <li>-Minimum slope by pipe size</li> <li>-Cleanout spacing</li> <li>-Backwater valve requirement criteria</li> </ul> </li> <li>•Connection to Existing Sewer Main: <ul style="list-style-type: none"> <li>-Core tap and saddle requirements</li> <li>-Use of wye or tee connections</li> </ul> </li> <li>-Inspection procedures</li> <li>-Decommissioning Septic Systems: <ul style="list-style-type: none"> <li>-Steps per Tacoma-Pierce County Health Department</li> </ul> </li> <li>•Easement Requirements (when outside ROW)</li> <li>•Deferral process and availability charges (tie to LMC)</li> </ul> <p>2. Clarify Ambiguities in LMC 12.15</p> <p>There are currently no explicit design/construction standards for connections, unlike Pierce County's Development Specifications. Model After Pierce County's Sanitary Sewer Specs, which are far more technical and structured. Consider adapting or referencing the following from the County's standards:</p> <ul style="list-style-type: none"> <li>•Standard details (e.g., sewer lateral connection, drop manholes)</li> <li>•Installation and inspection procedures</li> <li>•Permitting and developer extension review process</li> <li>•Requirements for as-built submittals and GIS</li> </ul>	RHU		
46	7/17/2025	Desire to standardize triggers for SDP and eliminate confusion.	Angie	ESM		N/A	Duplicates comment #22	JLT		
47	7/17/2025	Current Title 12 lacks criteria for when a TIA is required.	Angie	Title 12	See 12.09.028 of existing and TMF policy where we want to go. Pierce County Code also is a good resource too	Jen	12.09.028 identifies when a TIA is currently required to be submitted with application (20 new trips in peak hour at any signal, 50 new trips during the peak hour, or 200 average daily trips). Title 12 needs updated to the TMF standards: Full TIA at 100 or more trips in PM Peak, and a Memo if there are 99 trips or less for the PM Peak.	SL		
48	7/17/2025	City wants to include TIA thresholds and memo vs. full study guidance.	Angie	ESM	See comment # 47	Scott	Comment 56 states that triggers and thresholds should be removed from the ESM, but this comment says they should be included for TIAs. Which direction should we proceed (see Client Decisions Needed)?	SL		
49	7/17/2025	Level of Service (LOS) standards exist in the Comprehensive Plan, but City didn't perform a traffic system assessment during last Comp Plan update.	Angie	ESM	See 12.09.027	Scott	The comprehensive plan briefly touches on LOS as a concept, but does not assign any definitions in regards to traffic systems. Is the intent to add definitions per the Highway Capacity Manual for intersections, roadways, etc. (see Client Decisions Needed)?	SL		
50	7/17/2025	Align ESM and Title 12 updates with Subarea Plans and Comprehensive Plan implementation.	Angie	ESM		Stillman	Response Pending			
51	7/17/2025	Streamline procedures for developers, reviewers, and inspectors.	Angie	ESM	See comment # 10	Stillman	<p>Add a procedural streamlining note in Section 1.0 (after Purpose and Intent, before References) to clarify that development review, inspection, and permitting procedures must be coordinated and cross-referenced with LMC Title 18A.20 for timelines, decision authority, and public notice.</p> <p>This ensures consistency between ESM processes and the City's adopted permitting regulations, reduces duplication, and improves clarity for developers, reviewers, and inspectors.</p>	RHU		
52	7/17/2025	Technical triggers and regulatory language (e.g., thresholds, requirements) are scattered across both documents.	Angie	ESM		Stillman	Noted. See Client Decisions Needed for recommendations	JLT		

53	7/17/2025	Recommendation to:	Angie	ESM		N/A	Comment incomplete. See lines above and below.	JLT		
54	7/17/2025	Keep "what" is required in Title 12	Angie	Title 12		Stillman	See comment # 51	RHU		
55	7/17/2025	Keep "how" it is done (design standards) in the ESM	Angie	ESM		Stillman	Noted. See Client Decisions Needed for recommendations	JLT		
56	7/17/2025	Remove triggers and thresholds from ESM	Angie	ESM		Stillman	Keller: please flag for Jen "triggers and thresholds" in the current ESM that need to be moved to Title 12 KA - Under Review			
57	7/17/2025	Existing details (e.g., UIC, PG binder specs, handrails) are outdated or noncompliant:	Angie	ESM		Rich	UIC details do not reflect the current SWMMWW or Phase II Permit. Need to update for native infiltration, pretreatment, and UIC labeling per BMB T5.10/T5.15. PG Binder specs need to align with latest WSDOT specs. Handrail Details need to be updated to comply with IBC 2021, ADA, ICC A117.1.	RHU		
58	7/17/2025	UIC requirements not aligned with Ecology standards	Angie	ESM		Rich	Added text to ESM	RHU		
59	7/17/2025	Handrail/guardrail standards don't meet ICC codes	Angie	ESM		Shannon, Stillman	Need to add text to ESM for handrails and guardrail comply with IBC 2021, ADA, and ICC A117.1	RHU		
60	<del>7/17/2025</del>	PG binder (6422) likely obsolete or inappropriate for general use	Angie	ESM	Removed, not needed. This was a pre-populated comment from previous meetings. Not certain what this is meant to address.	N/A	Removed by client	JLT		
61	7/17/2025	Need to update to meet current agency and code requirements	Angie	ESM		Stillman	Edits made in ESM	RHU		
62	7/17/2025	No guidance on sight distance. want a simple table for anyone's use based on road speed.	Angie	ESM	See Kitsap County Road Standards	Stillman	A new section with a table should be added to the ESM to include minimum stopping and intersection sight distance requirements based on design speed, similar to the Kitsap County Road Standards and AASHTO guidance.	RHU		
63	7/17/2025	No clear zone standards (critical due to wedge curb issues and resident-installed obstructions)	Angie	ESM		Rich	A new section titled "Clear Zone and Roadside Obstruction" should be included in the Engineering Standards Manual. The section should reference AASHTO and WSDOT guidance, establish clear zone dimensions based on curb type and roadway context, and provide policy direction for managing obstructions in the right-of-way. It should be modeled in part after Section 4-9 of the Pierce County Design Manual and tailored to address Lakewood's wedge curb conditions and related safety concerns.	RHU		
64	7/17/2025	Right-of-way permits lack any requirement for engineering documentation or as-builts	Angie	ESM		Stillman	See comment #65	RHU		
65	7/17/2025	As-builts should be mandatory for ROW and capital projects	Angie	ESM		Stillman	12.06.010 requires as-built drawings (hard copy and digital) for all development "as deemed necessary by the City Engineer". Update language to require as-builts for all City facilities (i.e. parks, city hall, etc.) and all ROW improvements.  The ESM should be updated to provide the "how" (i.e drawing size, format, specifications on GIS data layers as appropriate). Language should also be added to clarify that as-built plans must be submitted, reviewed, and approved as a condition of project closeout for all public infrastructure constructed within City ROW or funded as a capital project.	JLT RHU		
66	7/17/2025	Font, logo, formatting, and overall structure are outdated	Angie	ESM	See City branding standards and logo in shared OneDrive file	Stillman	Will be in Final Draft			
67	7/17/2025	Suggest redesigning the ESM document for usability and professionalism	Angie	ESM		Stillman	Will be in Final Draft			

68	7/17/2025	Need to revisit if current suppliers and specs are still applicable	Angie	ESM		Stillman	The current Lakewood ESM does not explicitly identify or reference approved suppliers or manufacturers for key materials and components (e.g., precast vaults, manhole castings, HDPE structures, pipe couplings, or proprietary BMPs). In contrast, the Pierce County Sanitary Sewer Development Specifications include specific product names and manufacturers (e.g., Romac, EJ, Neenah, Industrial Pipe Fittings, Calgon Carbon) with "or Approved Equal" clauses for flexibility. Action: - Review whether Lakewood should: - Incorporate similar supplier references, - Default to Pierce County specs for consistency, or - Add an appendix or section listing approved products. Including clear product references will improve consistency during design review, procurement, and inspection. Recommend adding this as a new subsection (e.g., under General Provisions or Sewer/Stormwater sections) if adopted.	RHU		
69	7/22/2025	LMC/IFC requires 24' whereas ESM requires 30' access easement. Does not correlate with access required for IFC which is different for emergency vehicle access (IFC 503.2.1 & 15.05.080)	Angie	12.10.063& ESM Section 4.10		Stillman	The Engineering Standards Manual (ESM) currently requires a 30-foot wide access easement, while the Lakewood Municipal Code and IFC reference a minimum of 24 feet (per IFC 503.2.1 and LMC 15.05.080) for fire apparatus access roads. This discrepancy may lead to inconsistent enforcement and unnecessary design burdens. Clarification is needed regarding whether the 30-foot easement is intended to accommodate utilities in addition to fire access, and how that intent aligns with fire code requirements. Recommended Action: Coordinate with Fire Marshal and Planning staff to determine the correct minimum access width for dual-purpose easements (vehicular + utility). Revise ESM Section 4.10 or add explanatory language to clarify when 30' is required versus when 24' suffices. Ensure consistency with LMC 12.10.063 and IFC 503.2.1 to avoid conflict in site plan review.	RHU		
70	7/22/2025	Do not duplicate the DOE stormwater manual. Just reference it.	Franc	Title 12		Jen	Reviewed 12.03.020 (Adopted guidelines and regulations). Already references Ecology stormwater manual			
71	7/23/2025	Clear zone on shoulders. 2' on 6" vertical curb. 10' on shoulders.	Franc	ESM		Rich	See Comment #63	RHU		
72	7/24/2025	Title 12 needs to specify that each SFR is allowed one driveway not to exceed 24' wide. The code currently hints towards that but doesn't say that. City Engineer approval needed for more than 1 driveway and will be based on safety	Franc	ESM	Modified by Rimack specific to SFRs and City Engineer allowance	Scott	Title 12 revision is needed. Modify 12.10.060 Ingress/egress, driveways and access and 12.10.061 Residential driveways. Current Lakewood standard drawings identify the 24' maximum. Consider removing all dimensions from Title 12 and capturing in the ESM instead, with visuals for common situations.	JLT		
73	7/24/2025	Residential horseshoe driveways can (should/could) be allowed on a street if it meets all of the standard criteria including : driveway must be 5' from property line. Driveways must be a minimum of 35' or the posted speed limit in feet, whichever is greater, from the nearest edge of any other driveway (this includes the neighbors driveway.) or cross street.	Franc	ESM	Red text added by Rimack for department intent. Need to review what the acceptable spacing or restriction would be for a horseshoe	Scott	See comment #80. Allow on arterials if all spacing meets all minimum requirements.	SL		

74	7/24/2025	Wagon wheel driveways (two parallel lines of pavement or hardened surface) are not considered "all weather" nor are they acceptable for EV access. Wagon wheel would not be allowed where EV access is required but would be allowable for immediate street front approach if a paved/asphalt approach is used and the parking area in front of garage is the width of the garage door and provides a full width hammerhead for turnaround	Franc	ESM	Red text added by Rimack on Department intent. See KC guidance	Scott	Kitsap County guidelines: <a href="https://www.kitsap.gov/dcd/FormsandBrochures/Wagon%20Wheel%20Driveway.pdf">https://www.kitsap.gov/dcd/FormsandBrochures/Wagon%20Wheel%20Driveway.pdf</a>	SL		
75	7/24/2025	Another thought about the 2' from property lines is so the rescue team is able to access all sides of their vehicle even if there is a fence at the property line.	Franc	ESM	Red text modified by Rimack on Department intent. An offset is necessary, but 5 foot seems excessive. Research KC PC and other surrounding jurisdictions.	Stillman	Pierce County's Design Manual Section 6-4 defines emergency vehicle access width requirements for shared access and alleys based on the number of dwelling units and whether fire sprinklers are installed. Minimum driving surface widths range from 18 ft (≤2 units) to 24 ft (≥5 units or commercial). Where NFPA-compliant sprinklers are installed, reduced widths are allowed—down to 12 ft plus 2 ft clear each side. A cleared area free of obstructions must be provided on both sides of the access. Larger buildings (3+ stories or over 30 ft tall) must comply with IFC Appendix D105. These standards could inform updates to the Lakewood ESM for better alignment with fire code access requirements.	RHU		
76	7/24/2025	ADU's can be a safety risk if they are not accessible by emergency vehicles. The ESM needs to specify that an ADU is not exempt from access requirements. It is the same as any other dwelling unit.	Franc		Remove, not needed. IFC has regulations surrounding access and the 150' hose length issue before it starts in on access needs	N/A	Removed by client	JLT		
77	7/24/2025	ESM could be more clear on using USDA soil Survey <a href="https://websoilsurvey.nrcs.usda.gov/app/">https://websoilsurvey.nrcs.usda.gov/app/</a> as soils data for SFRs on lots up to one acre with a basin of up to 1 acre.	Franc	ESM	ESM 7.1	Rich	Add text to ESM 7.1	RHU		
78	7/24/2025	Downspouts and splash blocks should allow by default the use of a 20' path in type A soils rather than the standard 50'.	Franc	ESM	Research DOE. I believe BMP 5.10(?) requires a established lawn for splashblock use	Rich	BMP T5.10B requires a well established lawn or vegetated flow path for splash block use. The SWMMWW does not allow a reduced vegetated flow path solely based on a favorable soil type such as Type A soils.	RHU		
79	7/24/2025	Are ADU's allowed their own driveway? I suggest no because each driveway increases risk to traffic flow.	Franc		Removed, not needed. state law changes allow ADUs to be sold as separate lots.	N/A	Removed by client	JLT		
80	7/24/2025	Horseshoe driveways for SFR. Should be allowed on arterials but only if the spacing between the two driveways meets minimum distance requirements AND spacing between this lot driveways and neighbors driveways meet minimum distance requirements.	Franc	ESM	See above	Scott	Noted. Final client decisions will determine where updates will go (ESM vs standard plans, etc.).	SL		
81	7/24/2025	Title reports are being submitted with hyperlinks to supporting documents. 2. Hyperlinks are a dangerous access port for virus' and other computer issues. Allowing City employees to click on hyperlinks in a document makes it more likely that they will click on a hyperlink in an email which is a big cause of virus access to networks.	Franc	Title 12	Not in T 12 but should be. Please note title reports are also used by Land Use, see city Brochure <a href="https://cityoflakewood.us/wp-content/uploads/2025/05/P10-Title-Report.pdf">https://cityoflakewood.us/wp-content/uploads/2025/05/P10-Title-Report.pdf</a>	Jen	In Progress			
82	7/24/2025	Soil augmenting under a trench?	Franc	ESM	Research the DOE. I believe Infiltrative soils must be native and modified for structural or WQ only.	Rich	Per SWMMWW infiltration trenches must be constructed in native, naturally infiltrative soils. Soil augmentation under a trench is not permitted unless the system is designed solely for water quality treatment. ESM updated to reflect DOE.	RHU		

83	7/24/2025	Driveway aprons for all situations. Conc, asphalt, drain pipes or not, sidewalk or not. Etc.	Franc	ESM		Scott	Pierce County Standards list multiple scenarios for different types of driveway approaches and interactions with sidewalk and other elements. Can look at leveraging these directly to bolster the ESM.	SL		
84	7/24/2025	Properties using easements for access should not be allowed to subdivide or build more houses unless the easement is brought up to standards. This is a safety issue and a legal issue as we cannot give away the rights of the underlying land owner.	Franc	Title 12	Should reference Title 17 and subdivision process. Needs to be looked at during landuse	Jen	Reviewed 12.05.010. Language needs revision and cross reference to Title 17			
85	7/24/2025	UIC – ESM and Details need to reflect ECY UIC requirements	Weston	ESM	Reference the standard, don't add to ESM	Rich	Text added to ESM, 7.0 Stormwater Standards	RHU		
86	7/24/2025	Maintenance of ROW behind sidewalk, EOP – Owner/City Responsibility	Weston	Title 12		Jen	In Progress			
87	7/24/2025	standardize addendum vs revision in language	Rimack	Title 12		Jen	See comment #15			
88	7/24/2025	Minnimum SDP design standards and Drainage reports for civil. Check list style	Rimack	ESM		Stillman	Text added to ESM, 3.5, Stormwater Plans.	RHU		
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# APPENDIX C

## City Staff Input and Verification Worksheet



TASK 2 HOLISTIC REVIEW		SUMMARY TABLE	CLIENT DECISIONS NEEDED	
COMMENT #	FOCUS AREA	ISSUE SUMMARY	QUESTION (Q) / RECOMMENDATION (R)	CLIENT RESPONSE / DECISIONS
4, 10, 12	CLARIFY ROLES AND RESPONSIBILITIES	<p><b>PPW Department / Director:</b> There is no reference to the Planning and Public Works Department or its Director in LMC Title 2 (Administration and Personnel). It only identifies the City Manager and their right to create, change, and eliminate positions and departments, as well as the Police Department.</p> <ul style="list-style-type: none"> <li>- Title 17 lists PPW Director as reviewer and approver for legal lots and subdivisions but it is unclear where this authority comes from</li> <li>- Title 18 defines the Department and the Director but it is unclear where this authority comes from</li> <li>- Table 18A.20.080 (Review and approval authorities) lists City Engineer at the bottom but does not assign any approvals despite having multiple responsibilities listed in Titles 3, 12, 17, 18.</li> <li>- 14.02 lists Department of Community Development for SEPA processes</li> </ul> <p>Currently the <b>City Engineer</b> is authorized to:</p> <ul style="list-style-type: none"> <li>- Interpret and enforce all of Title 12 and all technical codes referenced herein</li> <li>- Resolve disputes or questions of fact connected to "work covered by these regulations or the issuance, conditioning or denial of permits and applications"</li> <li>- Review and analyze all development proposals including grading, subdivisions, commercial building, binding site plans, mobile home parks, utility and other work in ROW, or other projects</li> <li>- Approve traffic control plans</li> <li>- Approve street tree plans</li> <li>- Inspect properties and sites, validate that construction survey staking matches approved plans</li> <li>- Serve written and verbal orders to correct or remove public nuisances*</li> <li>- File liens of abated properties*</li> </ul> <p><b>- Require and/or Waive financial guarantee requirement for work in ROW, site development permits, construction (3.06)</b></p>	<p>Q1: Does the City want to change its strategy and establish the PPW Department in Title 2 or just add it to Title 12 as was done for 17 and 18?</p> <p>Q2: Does the City want to eliminate all references to the City Engineer and refer to PPW instead? If not all, please highlight list of functions or authorities to change to PPW.</p> <p>Q3: Does the City want to update 14.02 from DCD to PPW as part of this project?</p> <p>R1: *Delete 12.02.050-070 Public nuisance, Serving of Orders, and Contents of order. They are 100% redundant to 8.16.050-070 under the City Manager's authority.</p> <p>R2: **Update 12.12.040, 070, 080, 090 to assign Street/Alley Vacation process to PPW or the City Engineer. Leave 12.12.160-180 (compensation and appraisal approval) with the City Manager.</p> <p>R3: **Discuss legal and safety risk of City Manager's role on setting speed limits and traffic control devices.</p>	<p>Q1: No. We don't need to amend Title 2 to recognize PPW. The City Manager can create/consolidate/eliminate Departments as needed as well as delegation of authority.</p> <p>Q2: Separate out what is City Engineer - technical side and Public Works Director - Code, Process and Policy</p> <p>Q3: - No need to address in this scope of project.</p> <p>R1: Agree, but 12.02 needs to replace with reference to Chapter 1.44, which identifies SWO procedures and public nuisances</p> <p>R2: Agree, the processing of vacation requests to PPW but still retains Council as decision authority. Also needs to require appraisal as part of complete application.</p> <p>R3: - Retain CM role, but require City Engineer authority/recommendation</p>
14, 16	IMPROVE DEVIATION PROCESS	<p>Currently, the City does not have an application type to request Deviations and it is unclear how the administrative decision is processed.</p> <ul style="list-style-type: none"> <li>- 12.04.020 says "The deviation process follows the Process I application procedures, described in LMC 18A.20.310, except the City Engineer is responsible for the administrative decision."</li> <li>- Criteria for approving deviations are provided in 12.04.020. While subjective, they are sound and consistent with other agencies.</li> <li>- Engineer's decisions on deviations are appealable through 18A.30 procedures</li> <li>- 12.04.030 ("Major variance procedures") says requests outside the scope of Deviation criteria will be treated similar to land use Variances in 18A.30 Article X</li> <li>- Deviations are not listed in the review and approval authority table 18A.20.080</li> </ul>	<p>Q1: Does the City intend to create a DEVIATION application type or continue to incorporate the process into existing application type reviews?</p> <p>Q2: Is the City willing to amend Title 18 as part of this project?</p> <p>R1: Create a new Type I application (Deviation) and add it to Table 18A.20.080 with City Engineer as the approval authority.</p> <p>R2: Rename 12.04.030 to Engineering Variance and modify language. Add it to Table 18A.20.080 as Type III application.</p> <p>R3: Remove appeal language from Deviations so that Engineer's decision is final - or allow applicant to submit Engineering Variance to appeal denial of Deviation request.</p>	<p>Q1: -We want an application process for deviations/minimum contents. We also need a process in code for revisions to issued ROW, SDPs. See Kitsap for examples.</p> <p>Q2: Yes, just need which provisions we need to amend for consistency and inclusion into PC and Council packet.</p> <p>R1: See Kitsap as examples for approach.</p> <p>R2: Deviations shouldn't be a Type 3 decisions. ROW and SDP are currently Type 1, any deviations would be the same or approach in a tiered manner like zoning or critical area variances</p> <p>R3: Appeal language should be retained. All administrative decisions are subject to an HEX appeal consistent with LMC 18A.20 Article IV.</p>
2, 5, 6, 19-23, 46	UPDATE AND CLARIFY SITE DEVELOPMENT PERMIT REQUIREMENTS	<p>12.04.040 Site Development permit.</p> <ul style="list-style-type: none"> <li>- Includes procedures and conflicting language on when this type of permit is required</li> <li>- Also includes restrictions on forest practices (only Class IV DNR permits will be issued and an add'l City permit is required)</li> <li>- "Subject to requirements of IBC App J, the following work is exempt..." The use of IBC is unclear.</li> </ul> <p>12.10.080 (Exemptions from site development permits) is hard to follow and "except in" provisions may be lost in the narrative</p> <p>Kitsap County Code 12.10 relies on the SWM flowchart (found in KCC 12.20) AND the following thresholds to determine if a SDP is required:</p> <ul style="list-style-type: none"> <li>- 150 cubic yards soil disturbance</li> <li>- 5,000 square feet new impervious surface</li> <li>- Grading resulting in unstable soils (&gt;3:1 slope and &gt;5 ft in height, temp or permanent)</li> <li>- Grading resulting in berms storing 2,500 cubic feet or 18 inches depth of water</li> <li>- Grading that changes existing drainage course entry or exit points from the site</li> <li>- Grading or clearing of steep slopes (&gt;30% or within critical area setback areas)</li> </ul> <p>KCC 12.10.040 and 12.16.070 exempt a long (and partially duplicative) list of activities from SDP requirements.</p> <p>LMC 12.11.030 requires Drainage Review for any "development proposal subject to a City permit."</p> <p><b>Keller team we need to recommend new thresholds for soil disturbance and impervious surface (to include frontage and ROW improvements) that trigger a site development permit. Please advise here if you have recommendations that are different from Kitsap County.</b></p>	<p>Q1: Is City using IBC App J (Grading) to review Excavation or only for Fill? It is not listed in 12.03.020 as an adopted guideline or regulation but if referenced in 12.10.080 (Exemptions) and 12.10.032 (Fill). Also, Setback distance in 12.10 differs from current IBC.</p> <p>Q2: Clarify if the City issues (or prefers to issue) a separate Forest Practices permit or if approval for timber harvesting is included in the Site Development Permit.</p> <p>Q3: Does City have separate process for drainage review if no SDP is required and/or is City comfortable not having drainage review for SDP exempt projects?</p> <p>Q4: Does City want to exempt all the activities that Kitsap County exempts?</p> <p>R1: Convert activities listed in 12.10.080 into a table clearly showing thresholds that trigger permit requirement and exemptions.</p> <p>R2: Move activities/exemptions list/table to the beginning of 12.10.</p> <p>R3: Remove Forested land / DNR permit language from 12.04.040 and address separately.</p> <p><b>R4: Use KCC criteria with minor modifications (i.e. separate 30% steep slope criteria from certain setback areas and add criteria for work in or near Critical Areas)</b></p> <p>R5: Clarify if drainage review is required for all permitted activity or just those subject to Site Development Permit.</p>	<p>Q1: - Very question, will need more research if we adopted that section of IBC.</p> <p>Q2: Not applicable in the city as we are a largely developed except parks and level of timber harvesting threshold not created at city. Class IV permits apply when a property is converted from forestry use to non-forestry use, a very circumstance. Additionally, we also have separate significant tree removal permits and critical area protections governed by Title 14 and 18A. In short, Class IV conversions processed at the city are non-existent given the city is largely built out except public lands for parks, open space, etc which has its own real estate limitations due to funds used to acquire (i.e. RCO).</p> <p>Q3:</p> <p>Q4:</p> <p>R1: See Kitsap County SDP permit trigger s as starting point</p> <p>R2: See Kitsap County SDP permit exemptions as starting point</p> <p>R3: Ok with this approach</p> <p>R4:</p> <p>R5:</p>

25-29, 45	UPDATE AND CLARIFY SEWER CONNECTION REQUIREMENTS AND STANDARDS	<p>Currently, the City relies on Pierce County Sewer utility for all municipal wastewater collection and treatment. Properties not connected to the County sewer utility utilize privately owned septic tanks, regulated by TPCHD.</p> <p>- Title 12 includes some provisions governing sewer connections but there are discrepancies between the County's definitions, connection requirements, and permitting requirements.</p> <p>- Title 13 is listed as "Public Utilities" but only includes a single chapter on Solid Waste. Title 13 is the first place new property owners or developers would look for information on Sewer regulations.</p>	<p>Q1: Does the City want to adopt County requirement for new development to connect if existing sewer line is within 300 ft?</p> <p>Q2: Does the City want to continue to allow interim use of septic for up to 10 years or reduce that down?</p> <p>Q2A: is the intent to apply the "interim" septic use inside the ULID (contrary to PCC) or just outside the ULID? PCC allows 60 days to connect after notice of availability.</p> <p>Q3: Does Lakewood's GIS / permitting portal include the Sewer ULID data layer so that property owners can easily identify if they are part of a ULID or not?</p> <p>Q4: Is the City comfortable referencing PCC Title 13 in the LMC?</p> <p>Q5: Is the city comfortable opening up LMC 13 and moving the Sewer code from Title 12?</p>	<p>Q1: - for sewer not applicable to Notice of availability as this pertains to City lead sewer installation in Tillicum. All other instances connections required per the PC requirements. For context, if the City installed sewer/side sewer (Notice of Availability) and gave notice of availability, then the current provisions apply.</p> <p>Q2: The goal is to sewer all properties, but in the sewer availability it is 5 yrs then 5 yrs. But there is the provision if the property is sold it must connect, if the City has issued a notice of sewer availability.</p> <p>Q2A: 60 days is really quick to get permits and connect.</p> <p>Q3: No - Pierce County's Public GIS is the source of existing sewer and sewer plans.</p> <p>Q4: - Yes</p> <p>Q5: - Yes</p>
30-38, 47-49	CODIFY DOWNTOWN TRANSPORTATION COST SHARE POLICY AND ADDRESS LOS FAILURE MITIGATION REQUIREMENTS	<p>Current policy specifies: Project Cost Estimates &amp; Cost Share.</p> <p>In 2018, the total transportation costs to 2035 are estimated \$28,944,000. The public's share of planned action transportation costs shall be 50%. The TMF program shall pay the remaining 50% or \$14,472,500 of the estimated costs.</p> <p>viii. Trip Fee. The TMF trip fee shall be calculated at \$2,174.00 per trip.</p> <p>ix. TMF Formula. The TMF calculation formula shall be <math>TMF = P(R*U)</math> where:</p> <p>P = Fee per trip of \$2,174.00.</p> <p>R = Average Rate of Trip Generation according to ITE Weekday, Peak Hour of Adjacent Street Traffic, one hour between 4:00 PM and 6 PM as adjusted for Pass-By Trips, or approved alternative.</p> <p>U = Number of Units or Unit area of measurement</p>	<p>Q1: Does the City want to keep specifying "Weekday, Peak Hour..." traffic as the Rate or just refer to the standard "PM Peak Hour" metric in ITE?</p> <p>Q2: Does the City intend to publish the TMF in the broader fee schedule and eliminate the separate policy document?</p> <p>R1: Recommend adding new section to LMC 12.09 Article II to capture the policy and refer to the general fee schedule published by the Department.</p>	<p>Q1: -Yes, must be consistent with Planned Action EIS which uses PM Peak trips</p> <p>Q2: - We want to codify the TMF policy and elaborate. The fee/trip is set by the Planned Action EIS. It is already adopted in our fee schedule as \$2,174 per PM trip</p> <p>R1: Agree</p>
48, 56	TIA TRIGGERS AND THRESHOLDS	<p>Comment 48 states "City wants to include TIA thresholds and memo vs. full study guidance" while comment 56 states "Remove triggers and thresholds from ESM."</p> <p><b>Keller team, City is also looking for our recommendation on what the trigger should be for a full TIA, and when a trip generation report / memo would be sufficient. Currently, "a Traffic Impact Analysis (TIA) shall be required if a proposed use generates 100 or more PM Peak Trips" per their department policy on Downtown TMF. 99 trips or less requires a "trip generation memo".</b></p>	<p>Q1: Where does the City want the trigger/threshold information for TIAs? In the ESM or in Title 12 language as it is now? 12.09.028</p> <p>R1: Consolidate information from TFM into one location in Title 12.</p> <p>R2:</p>	<p>Q1: - Open to reorg of Title 12, but current traffic study language is located in LMC 12.09.028. It is outdated</p> <p>R1: Agree and same with traffic studies, when required, minimum contents, etc</p>
49	LEVEL OF SERVICE	<p>Comment 49 states "Level of Service (LOS) standards exist in the Comprehensive Plan, but City didn't perform a traffic system assessment during last Comp Plan update."</p>	<p>Q1: Is the intent to add definitions for Level of Service in the ESM?</p> <p>R1: Level of Service section can be expanded to include definitions for roadways, intersections, and other metrics identified by existing standards and publications.</p>	<p>Q1: - no planned change on LOS, but perhaps recognition they are adopted in the Comp Plan</p> <p>R1: Don't think that is necessary, other than reference to comp plan</p>
73-74	DRIVEWAY TYPES	<p>Horseshoe, Wagon wheel driveway types.</p>	<p>Q1: Is the intent to add requirements for each of the different driveway types and dimensions to the ESM?</p> <p>R1: Add driveway types to ESM for further clarification and data, OR</p> <p>R2: Update standard drawings and refer user to them for driveway types</p>	<p>Q1: - only local, non-federal routes would this apply two. For arterials it would be an analysis related to a 2nd driveway. Need to research how close to an intersection. In addition, my experience is that a driveway wing can't project onto the adjoin property. However, I have seen this built in Lakewood both public and capital projects.</p> <p>R1: Depending on research, need to discuss best approach.</p> <p>R2: Depending on research, need to discuss best approach.</p>



# APPENDIX D

Title 12 – Track Changes



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## Title 12 PUBLIC WORKS\*

Chapters:

- 12.01 Administration**
- 12.02 Organization and Enforcement**
- 12.03 Standard Specifications, Guidelines, and Regulations**
- 12.04 Permits**
- 12.05 Procedures**
- 12.06 Project Closeout**
- 12.07 Right-of-Way**
- 12.08 Use of Streets and Right-of-Way – Parades, Motorcades, Runs and Assemblies**
- 12.09 Transportation Facilities**
- 12.10 Site Development Provisions**
- 12.11 Storm Water Management**
- 12.12 Street and Alley Vacation Procedures**
- 12.13 Commute Trip Reduction**
- 12.14 Definitions and Abbreviations**
- 12.15 Sanitary Sewer Connection**
- 12.16 Transportation Benefit District**
- 12.17 Local Improvement Districts**
- 12.18 Complete Streets Policy**
- 12.19 Cluster-Style Mailboxes**
- 12.20 Locally Sourced Compost Materials**

\* **Prior legislation note:** Ord. [501](#) repealed this title and enacted a Title [12A](#). Prior to its repeal and reenactment, the title was based on the provisions of Ords. [48](#), [49](#), [63](#), [74](#), [99](#), [155](#), [197](#) and [377](#).

## Chapter 12.01 ADMINISTRATION

Sections:

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

- 12.01.010 Title.**
- 12.01.020 Purpose.**
- 12.01.030 Scope.**
- 12.01.040 Provisions of this title not exclusive.**
- 12.01.050 Conflicting provisions.**
- 12.01.060 Severability.**

**12.01.010 Title.**

This title shall be known as the Lakewood Public Works Code, may be cited as such, and will be referred to herein as “these regulations.” The term “these regulations” shall also include other provisions of the Lakewood Municipal Code (LMC) that are referenced herein. [Ord. 501 § 3, 2009.]

**12.01.020 Purpose.**

These regulations establish criteria for review and analysis by the **City Engineer**, and/or the designee thereof, of all development proposals including but not limited to the following: grading, formal subdivision, short subdivision, commercial building, binding site plans, mobile home parks, utility or other work within City right-of-way, or other projects. All development proposals, whether public or private, which are submitted to the City for review, shall conform to these regulations, which are to be used as the basis for review, design, and construction.

These regulations cannot address all situations. They are intended to assist, but not to substitute for professional engineers to submit competent work. It is expected that the applicant’s professional engineer will bring to each project the best of his/her skills and abilities to ensure that each project is thoroughly analyzed and designed correctly, accurately, and in compliance with generally accepted engineering practices. These regulations are not intended to unreasonably limit any innovative or creative effort in design and construction which could result in better quality, cost savings, or improved performance of a development project.

The purpose of these regulations is to ensure that minimum public safety requirements are met and to provide the most effective and appropriate design elements for the function each

**Commented [JT1]:** Purpose section is excessively long. Shorten to be more consistent with other titles? - not on priority list

**Commented [JT2]:** City Engineer authority

project serves. The appropriate design elements should address safety, welfare, appearance, and economics of a facility design and be consistent with City comprehensive plan policies.

These regulations are based on the premise that development should not impact adjacent and/or downstream property owners compared to the predevelopment condition. The project engineer shall show by calculations, plans, and engineering data that the proposed project meets the requirements of these regulations.

It is not the intent of these regulations to make the City of Lakewood a guarantor or protector of public or private property in regard to land development activity. [Ord. 583 § 1, 2014; Ord. 501 § 3, 2009.]

#### **12.01.030 Scope.**

This code establishes the standards for construction, improvement and maintenance of street system improvements and storm drainage facilities, utilities, grading and clearing, emergency vehicle access, and related amenities, whether such activities occur on public rights-of-way or on private lands. Further, this code establishes procedures to administer these standards. [Ord. 501 § 3, 2009.]

**Commented [JT3]:** Look for utilities in the ROW section  
- not on priority list

#### **12.01.040 Provisions of this title not exclusive.**

Other provisions of the LMC apply to the development or improvement of real property. The provisions of this title are not exclusive. [Ord. 501 § 3, 2009.]

#### **12.01.050 Conflicting provisions.**

In the case where any provision of this title is or could be construed as being in conflict with any other provision of the LMC or any of the manuals adopted by reference herein, the provision of this title shall control, and the provisions of the LMC shall, to the fullest extent reasonably possible, be construed and interpreted consistent with the purposes of this title. [Ord. 501 § 3, 2009.]

### 12.01.060 Severability.

The sections, paragraphs, sentences, clauses, and phrases of this title are severable. If any such section, paragraph, sentence, clause, or phrase is declared unconstitutional or otherwise invalid by any court of competent jurisdiction in a valid judgment or decree, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, or phrases of this title, which shall continue in full force and effect. Further, if any section, paragraph, sentence, clause, or phrase of this title is adjudged invalid or unconstitutional as applied to a particular property, use, building, or other structure, the application of said portion of this title to other property, uses, buildings, or structures shall not be affected. [Ord. 501 § 3, 2009.]

## Chapter 12.02 ORGANIZATION AND ENFORCEMENT

Sections:

- 12.02.010 Authority.**
- 12.02.020 Violations.**
- 12.02.030 Enforcement measures.**
- 12.02.040 Inspections.**
- 12.02.050 Public nuisance.**
- 12.02.060 Serving of orders.**
- 12.02.070 Contents of order.**
- 12.02.080 Appeals.**

### 12.02.010 Authority.

The City Engineer, or the designee thereof, is hereby authorized to interpret and enforce these regulations consistent with the regulations of this chapter. The City Engineer is authorized to interpret all technical codes referenced herein or incorporated by reference into these regulations. The City Engineer has authority to resolve disputes or questions of fact in

**Commented [JT4]:** City Engineer authority - no mention of PPW  
Does not reference any statutory authority - not on priority list

**Commented [JT5R4]:** From LMC Statutory references:  
**Streets, Sidewalks and Public Property**

*Local improvements.* Chapters [35.43](#) through [35.56](#) RCW  
*Metropolitan park districts.* Chapter [35.61](#) RCW  
*Sidewalk construction.* Chapters [35.68](#) through [35.70](#) RCW  
*Street construction and maintenance.* Chapters [35.72](#) through [35.79](#) RCW

connection with work covered by these regulations or the issuance, conditioning or denial of permits and applications. [Ord. 501 § 3, 2009.]

**12.02.020 Violations.**

It shall be a violation of this title for any person to:

- A. Use, construct, locate or demolish any structure, land, sign or property within the City without first obtaining the permits or authorizations required by this title.
- B. Use, construct, locate or demolish any structure, land, sign or property within the City in any manner that is not permitted by the terms of any permit or authorization issued pursuant to these regulations.
- C. Remove or deface any sign, notice, complaint or order required by or posted in accordance with this title, Chapter 14.02 LMC, Environmental Rules and Procedures, or other City ordinances.
- D. Misrepresent any material fact in any application, plans or other information submitted to obtain any land use authorization.
- E. Fail to comply with the requirements of these regulations or any applicable state or local law or regulation.

Except as specified elsewhere, a violation of this title is a misdemeanor crime, punishable by imprisonment in jail for a term of up to 90 days, by a fine of up to \$1,000, or by both such imprisonment and fine. [Ord. 501 § 3, 2009.]

**Commented [JT6]:** Verify if this contradicts 8.16 for public nuisance violations

**12.02.030 Enforcement measures.**

The City Manager or designee is authorized and empowered to ensure compliance with and enforce the provisions of this title to the fullest extent of the law. [Ord. 501 § 3, 2009.]

**Commented [JT7]:** Update to refer to LMC 1.44 and 8.16

**Commented [JT8]:** City manager authority

**12.02.040 Inspections.**

The City Engineer, or designee thereof, and all inspectors or employees of the City shall at all reasonable times have and be granted access to any premises, dock, building, storeroom, warehouse, property or residence for the purpose of inspecting same and ascertaining compliance with the provisions of this title. [Ord. 501 § 3, 2009.]

**Commented [JT9]:** Delete or update to refer to 8.16.080 ?

**Commented [JT10]:** City engineer authority

**12.02.050 Public nuisance.**

A. Any building, project or land found in violation of these regulations is deemed to be a public nuisance and a danger to the public health and/or safety. Failure to remedy violations of these regulations after lawful notice to do so shall be a misdemeanor crime punishable as provided in Chapter 1.44 LMC and LMC 8.16.040. Notices declaring violations of these regulations to be a public nuisance shall be written and served as provided for in this title.

**Commented [JT11]:** Redundant. Delete or update to refer to 8.16

B. The City Engineer, or designee thereof, shall have the power and authority to order verbally and/or in writing the owner, occupant or user of property to correct and remove such nuisances at the expense of such owner, occupant, or user within such time as the City Engineer, or designee thereof, may order.

**Commented [JT12]:** City engineer authority - duplicates City Manager authority in 8.16.050

C. In the event of the refusal or failure to remove such nuisance within said time, the City Manager or designee may cause such nuisance to be abated at the expense of such person or persons, which cost may be recovered by the City from such person or persons in an action brought in the name of the City to recover the same in any court of competent jurisdiction. The City Engineer, or designee, is also authorized to file a lien against the property on which the nuisance was abated in the amount of the City's costs in abating the nuisance, and to enforce said lien against the property. In any such abatement by the City, the City shall also be entitled to interest accruing at the rate of 12 percent per annum from the time of the expenditure of funds by the City for such abatement. The authority for enforcement provided herein shall be in addition to and as an alternative to the authority of the City to prosecute violations of City Codes as misdemeanors, gross misdemeanors or infractions. [Ord. 501 § 3, 2009.]

**12.02.060 Serving of orders.**

A. Written orders made pursuant to this title shall be served on a person, owner, agent or occupant of a premises or property, and shall be deemed to have been served under any of the following conditions:

1. Such order is delivered to such person by any authorized representative of the City Engineer or designee;
2. Such order is mailed (by registered mail) to the owner, representative of the owner, or the last known occupant of the premises;
3. Such order, properly signed, is posted by an authorized representative of the City Engineer or designee upon any portion of such premises visible from a public place.

Commented [JT13]: City engineer authority

B. If the whereabouts of such persons are unknown and the same cannot be ascertained by the City Engineer or designee after reasonable diligence, the City Engineer or designee shall make an affidavit to that effect, then the order shall be served by publishing the same twice, once each week for two consecutive weeks, in the official newspaper of the City. [Ord. 501 § 3, 2009.]

**12.02.070 Contents of order.**

The order shall contain the following information:

- A. Name of owner or other persons or parties interested;
- B. Street address and legal description of the premises;
- C. General description of the premises considered a nuisance;
- D. A statement or list of items in violation of this chapter;
- E. A reasonable time for correction of the violation;
- F. A copy of the order shall be filed with County Auditor, which filing shall have the same force and effect as other lis pendens orders provided by law. [Ord. 501 § 3, 2009.]

**12.02.080 Appeals.**

Any person or agency aggrieved by any act or decision of the City under these regulations may appeal to the City of Lakewood Hearing Examiner pursuant to the provisions of Chapter [18A.20](#) LMC, Article IV. Such appeal must be made in writing, served upon the City Clerk of the City, and must be accompanied by the Hearing Examiner fee in the amount specified in the City's fee schedule. [Ord. 726 § 2(Exh. A), 2019; Ord. 501 § 3, 2009.]

Commented [JT14]: Correction - redundant language

**Chapter 12.03****STANDARD SPECIFICATIONS, GUIDELINES, AND REGULATIONS**

Sections:

- 12.03.010 Engineering Standards Manual.**
- 12.03.020 Adopted guidelines and regulations.**

**12.03.010 Engineering Standards Manual.**

These regulations make reference to the "Engineering Standards Manual," a document published by the City of Lakewood. This document includes construction specifications, standardized details, and design standards referred to in these regulations and are enforceable through the provisions of these regulations. The Engineering Standards Manual and any amendments thereto are available to the public upon request and at least one copy of the Engineering Standards Manual shall be kept on file in the Office of the City Clerk. The specifications include, but are not limited to, the following:

- A. Street widths, curve radii, alignments, street layout, street grades, pavement design;
- B. Intersection design, sight distance and clearance, driveway location;
- C. Sidewalk placement and standards, length of cul-de-sacs, street-end designs;
- D. Surface water and storm water specifications;

- E. Traffic control and safety markings, signs, signals, street lights, turn lanes and other devices; and
- F. Other improvements or features within the public right-of-way. [Ord. 501 § 3, 2009.]

**12.03.020 Adopted guidelines and regulations.**

Except where these regulations and the Engineering Standards Manual provide otherwise, design detail, construction, and materials shall be in accordance with the following publications' current editions:

- A. A Policy on Geometric Design of Highways and Streets, published by the American Association of State Highway and Transportation Officials.
- B. Design Manual, published by the Washington State Department of Transportation.
- C. Highway Runoff Manual, published by the Washington State Department of Transportation.
- D. Manual on Uniform Traffic Control Devices (MUTCD), published by the U.S. Department of Transportation as adopted and amended by the state of Washington.
- E. Pierce County Stormwater Management and Site Development Manual.
- F. Soil Survey of Pierce County Area, Washington, published by the Natural Resources Conservation Service, U.S. Department of Agriculture.
- G. Standard Plans for Street, Bridge and Municipal Construction, published by the Washington State Department of Transportation.
- H. Standard Specifications for Highway Bridges, published by the American Association of State Highway and Transportation Officials.
- I. Standard Specifications for Street, Bridge and Municipal Construction, published by the Washington State Department of Transportation and the Washington State Chapter of the American Public Works Association.

**Commented [JT15]:** Keller to verify all references are accurate and relevant.

**Commented [je16]:** May be redundant to and more restrictive than Ecology manual

**Commented [je17]:** AASHTO Standard Specifications for Highway Bridges, has been superseded by AASHTO LRFD Bridge Design Specifications

- J. Stormwater Management Manual for Western Washington, published by the Washington State Department of Ecology, and including Appendix 1 of the Western Washington Phase II Municipal Stormwater Permit, or approved equivalent.
- K. Trip Generation Manual, published by the Institute of Transportation Engineers.
- L. Highway Capacity Manual, published by the Transportation Research Board.
- M. WSDOT Pavement Guide, published by the Washington State Department of Transportation.
- N. ADA Accessibility Guidelines, published by the United States Access Board. [Ord. 501 § 3, 2009.]

## Chapter 12.04 PERMITS

Sections:

- 12.04.010 General provisions.**
- 12.04.020 Deviations.**
- 12.04.030 Major variance procedures.**
- 12.04.040 Site development permit.**
- 12.04.050 Right-of-way permit.**
- 12.04.060 Right-of-way vacation petition.**
- 12.04.070 Oversize load permit.**
- 12.04.080 Miscellaneous permits.**

### **12.04.010 General provisions.**

A. Permits shall be required for all construction and usage activities as described within this chapter. Site development permits shall be valid for two years from the approval date, and may be extended for up to one additional year. Right-of-way permits shall be valid for six months, and may be extended for one additional six-month period upon expiration of the time limits contained therein.

**Commented [JT18]:** Site development permits expiration

**Commented [JT19]:** ROW permit expiration

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

B. If a permit has not been renewed or extended within the appropriate period of time, such permit shall be considered expired and a new application shall be submitted.

C. All construction activities within City rights-of-way shall require a permit and the posting of a financial guarantee, unless the City Engineer determines such a guarantee to be unnecessary. [Ord. 501 § 3, 2009.]

**Commented [JT20]:** City engineer authority

### 12.04.020 Deviations.

A deviation from the engineering standards is a mechanism to allow the City Engineer to grant an adjustment in the application of engineering standards. The deviation process follows the Process I application procedures, described in LMC 18A.20.310, except the City Engineer is responsible for the administrative decision.

**Commented [JT21]:** Client says section is outdated and a structured system is needed for tracking and coordinating deviations (tasks 22 and 24)

**Commented [JT22]:** R: Change from "Process I" to "Type I" and add to 18A.20.080 table. Delete "except ..."

**Commented [JT23]:** City engineer authority

An administrative decision on a request for a deviation shall be in writing and may be appealed pursuant to the appeal procedures outlined in Chapter 18A.30 LMC, Article IV.

**Commented [JT24]:** Incorrect citation - change to 18A.20 LMC Article IV

**Commented [JT25]:** R: delete this and add appeal language under 'major variance' section below.

Deviations may be granted when the proposal is based on engineering principles designed to solve or improve a site-specific issue that achieves results similar to or greater than those described in these regulations.

Criteria for granting a deviation are:

A. The granting of such deviation will not be materially detrimental to the public welfare or injurious or create adverse impacts to the property or other property(s) and improvements in the vicinity and in the zone in which the subject property is situated.

B. A deviation from engineering standards shall only be granted if the proposal meets the following criteria:

1. Conform to the intent and purpose of these regulations;
2. Produce a compensating or comparable result which is in the public interest;
3. Meet the objectives of safety, function and maintainability based upon sound engineering judgment.

- C. Deviations from road standards shall meet the objectives for public safety as identified in the International Fire Code (IFC). Any deviation from road standards, which does not meet the IFC, shall also require concurrence by the Fire Marshal.
- D. Deviations from drainage standards shall meet the objectives for appearance, quality, and environmental protection.
- E. Deviations from drainage standards shall be shown to be justified and required for the use and situation intended.
- F. Deviations from drainage standards for facilities that request use of an experimental water quality facility or flow control facilities shall meet these additional criteria:
  - 1. The new design is likely to meet the identified target pollutant removal goal or flow control performance based on limited data and theoretical consideration;
  - 2. Construction of the facility can, in practice, be successfully carried out;
  - 3. Maintenance considerations are included in the design, and costs are not excessive or will be borne and reliably performed by the applicant or property owner.
- G. Any deviation from utility standards, for utilities not owned and operated by the City, shall require concurrence by the utility provider. [Ord. 726 § 2(Exh. A), 2019; Ord. 501 § 3, 2009.]

**12.04.030 Major variance procedures.**

Proposed variances that do not meet the deviation criteria shall be subject to the variance process as described in Chapter 18A.30 LMC, Article X. [Ord. 726 § 2(Exh. A), 2019; Ord. 583 § 2, 2014; Ord. 501 § 3, 2009.]

**Commented [JT26]:** Change to "Engineering Variance"

**Commented [JT27]:** Change to "Requests for exceptions to engineering regulations or standards that do not...shall be subject to the variance process as described in 18A.30..." . Add a para with appeal language. Add Engineering Variance to the approval table 18A.20.080 (Type III)

**12.04.040 Site development permit.**

No person, party, firm, corporation, or entity shall do any grading, filling, cutting and clearing, excavating, or ditching, or create an impervious surface, unless the work is in accordance with a valid permit from the City issued pursuant to the provisions of these regulations. Each site shall

**Commented [JT28]:** Add "or meets the requirement for exemption in 12.10.XXX"

require a separate permit. Applications for site development permits shall be made on forms that the City provides and will be considered incomplete unless submitted with all fees indicated in the City's fee schedule.

Commented [JT29]: Procedures - refer to Title 18

All forested land within the City of Lakewood is designated "likely to be converted," or is to be preserved in its natural state as greenbelts, parks, or open space. Therefore, only Class IV Department of Natural Resources permits shall be issued within the City limits. All DNR permits will require an additional City permit. The City Engineer may require the posting of security to assure compliance with requirements of this permit, which may include but are not limited to provisions for minimizing off-site soil erosion, noise disturbance, and fire danger. The City permit will not be issued until a development plan has been approved, and the applicant has demonstrated that he/she has the financial resources to proceed with the development project. Any cutting or removal of timber without a permit will be subject to the penalties outlined in this code.

Commented [JT30]: City engineer authority

Short plats, formal plats, mobile home parks, and other development projects that indicate new roads to be developed are required to obtain a permit. The permit issuance, payment of fees, and plan review shall be completed prior to plat approval or issuance of building permits. [Ord. 583 § 3, 2014; Ord. 501 § 3, 2009.]

### 12.04.050 Right-of-way permit.

City right-of-way shall not be blocked, occupied, privately improved or used for access or other purposes unless a permit has been issued for such use. Permits issued pursuant to this section shall not be construed to convey any vested private right or ownership interest in any City right-of-way. Every right-of-way permit shall state on its face that any City right-of-way subject to the permit shall be open to use by the general public except in those cases where specific conditions require the closure of the right-of-way to the public for safety reasons. Applications for right-of-way permits shall be made on forms that the City provides and will be considered incomplete unless submitted with all fees indicated in the City's fee schedule. [Ord. 501 § 3, 2009.]

Commented [JT31]: Procedures - refer to title 18

**12.04.060 Right-of-way vacation petition.**

The owners of an interest in any real property abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the City Council to vacate the public interest of that street or alley. The street vacation process is described in Chapter [12.12](#) LMC. [Ord. 501 § 3, 2009.]

**12.04.070 Oversize load permit.**

All vehicles in excess of the legal size, weight or load limitations according to Chapter [46.44](#) RCW shall obtain an oversize load permit prior to operating on Lakewood streets.

A. For applicants transporting the same oversize/overweight load on both a state highway and City streets, the applicant shall:

1. Obtain and fill out City of Lakewood oversize load permit application available from the Public Works Department. Note route through City streets, date, and approximate time of travel.
2. Attach WSDOT Special Motor Vehicle Oversize/Overweight Permit.
3. Pay permit fee.

B. For applicants transporting an oversized/overweight load on only City streets, the applicant shall:

1. Obtain and fill out City of Lakewood oversize load permit application available from the Public Works Department. Note route through City streets, date, and approximate time of travel.
2. Pay permit fee.

Allow for two business days to process the permit. [Ord. 583 § 4, 2014; Ord. 501 § 3, 2009.]

**Commented [JT32]:** Procedures - refer to Title 18 ?

### **12.04.080 Miscellaneous permits.**

See Chapter [12.08](#) LMC for details on parades, motorcades, runs, and assemblies.

Any permit work not covered by the fee schedule, if performed by an employee, will be based on actual hourly costs, plus benefits at 30 percent, operating costs at 16 percent and central services costs at 16 percent. [Ord. 648 § 1, 2016; Ord. 501 § 3, 2009.]

**Commented [JT33]:** Validate this is still needed and in effect - not on priority list

## **Chapter 12.05 PROCEDURES**

Sections:

- 12.05.010 Responsibility of applicant.**
- 12.05.020 Environmental considerations.**
- 12.05.030 Right-of-way inspections.**
- 12.05.040 Site development inspections.**
- 12.05.050 Dedications.**
- 12.05.060 Dedication of land for right-of-way.**
- 12.05.070 Private to public street dedication.**
- 12.05.080 Easements.**
- 12.05.090 Repealed.**

### **12.05.010 Responsibility of applicant.**

All development proposals submitted to the City for review and approval shall be prepared by a professional engineer registered in the state of Washington. The City will review the engineer's work for compliance with these regulations. Should errors, omissions, or inaccurate data related to the engineer's work come to the City's attention, the engineer shall agree to be responsible for correcting all substantive deficiencies and shall agree to be responsible for any damages resulting from defective work conducted in reliance upon the engineer's work.

Prior to a development using or proposing to use an existing **easement**, the applicant shall research and provide to the City all information applicable to that easement. An affidavit shall be signed confirming all information was submitted to the best of the applicant's knowledge.

**Commented [JT34]:** Use of Easement - add restriction on subdivision and reference Title 17

All surveying and staking shall be performed by or at the direction of a professional land surveyor licensed by the state of Washington. Construction staking shall be sufficient to allow the **City Engineer to verify conformance to the approved plans**. [Ord. 501 § 3, 2009.]

**Commented [JT35]:** City engineer authority

### 12.05.020 Environmental considerations.

An environmental checklist shall be submitted to the City Environmental Official for the work shown on the street and/or storm drainage construction plans submitted to the City for review and approval unless the proposed work is part of a project for which an environmental checklist has already been submitted or the work is categorically exempt per City environmental regulations or Chapter **197-11 WAC**. A determination of nonsignificance or a final environmental impact statement shall be issued for the work and any comment period and appeal periods shall have expired before the project plans are given final approval by the City. [Ord. 501 § 3, 2009.]

**Commented [JT36]:** Procedures - replace with references to 14.02 Environmental Rules and Procedures and Title 18 requirements for a complete application?

### 12.05.030 Right-of-way inspections.

For all right-of-way construction (existing or proposed right-of-way), inspections will be done by the City Engineer, or the designated inspectors for the City Engineer. **The applicant shall notify the City at least two business days in advance of each of the following required inspections:**

**Commented [JT37]:** Procedural - verify still valid

Inspection No. 1: Clearing and grubbing, embankment and excavation, and temporary water detention/retention and siltation control.

Inspection No. 2: Complete drainage system prior to cover; including pipe connections, connections to structures, compaction, etc.

Inspection No. 3: General street; when the drainage system, underground utilities, and street grading to suitable subgrade are complete.

Inspection No. 4: General street; when the crushed gravel surfacing has been placed.

Inspection No. 5: General street; curb, gutter and sidewalk and other appurtenances if required by the approved plans.

Inspection No. 6: General street; while the paving is in progress.

Inspection No. 7: Overall street; after paving, cleaning of drainage system and all necessary cleanup, striping, buttoning, monumentation, and all street delineation work.

Lack of inspection(s) does not relieve the applicant from ensuring proper construction and/or compliance with the approved plans and specifications. [Ord. 501 § 3, 2009.]

#### **12.05.040 Site development inspections.**

The applicant shall be responsible for ensuring conformance to plans for all site development work and storm water management facilities. The applicant shall notify the City at least two business days in advance of each of the following required inspections:

**Commented [JT38]:** Procedures - validate still accurate

Inspection No. 1: Installation of erosion control facilities prior to clearing.

Inspection No. 2: Completion of clearing.

Inspection No. 3: Upon completion of excavation, filling, and earthwork.

Inspection No. 4: Completion of project.

Inspection No. 5: Work in City right-of-way per LMC [12.05.030](#).

The project engineer shall be responsible for inspection and approval of the storm drainage system per LMC [12.06.020](#).

The City has the right to inspect private storm water facilities at any time. [Ord. 501 § 3, 2009.]

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**12.05.050 Dedications.**

The applicant shall submit all necessary deeds, easements, etc., to the City for acceptance. The applicant shall bear all cost and responsibility for submitting or recording accepted documents to the Pierce County Auditor's Office. [Ord. 501 § 3, 2009.]

**12.05.060 Dedication of land for right-of-way.**

In order to protect the public safety and to aid in the safe movement of pedestrian and vehicular traffic, where the existing width for any right-of-way adjacent to a development site is less than the minimum standards listed in the tables within the Engineering Standards Manual, additional right-of-way dedication shall be required for the following:

- A. All new construction.
- B. All additions, alterations or tenant improvements.
- C. All subdivisions.
- D. All single-family or duplex homes if located on an arterial street.
- E. Reference Article II of Chapter [12.09](#) LMC (Road Improvements). [Ord. 501 § 3, 2009.]

**12.05.070 Private to public street dedication.**

The City has no obligation to accept any private street into the City's street system for dedication or maintenance. It shall be the applicant's responsibility to submit a preliminary site plan showing the street(s) proposed for dedication to the City. The applicant shall receive the City's written approval before proceeding with street construction plans.

All construction work shall be completed to City standards and/or financial guarantee(s) submitted to the City in the form and amount as required by these regulations before the City will accept the street for dedication and maintenance.

Once the street has been dedicated to the City and accepted for maintenance, the street shall remain open for public use and may not be closed except by the City, as provided by RCW [47.48.010](#), [47.48.020](#), and [47.48.031](#). [Ord. 501 § 3, 2009.]

### **12.05.080 Easements.**

Easements shall be recorded for facilities used by a limited number of parties when approved by the City Engineer. All easements shall specify the maintenance responsibility in the recording documents. Examples of situations where easements may be used include, but are not limited to:

**Commented [JT39]:** City engineer authority

- A. Access for ingress and egress (driveways), or utilities serving a neighboring property.
- B. Design features of a street necessitating the granting of slope, wall, and drainage easements.
- C. Nonmotorized easements to facilitate pedestrian circulation between neighborhoods, schools, shopping centers and other activity centers. [Ord. 501 § 3, 2009.]

### **12.05.090 Financial guarantees.** *Repealed by [Ord. 726](#).*

## **Chapter 12.06 PROJECT CLOSEOUT**

Sections:

- 12.06.010 Record (as-built) drawings.**
- 12.06.020 Certification from engineer (storm drainage system).**
- 12.06.030 City acceptance.**
- 12.06.040 One-year guarantee period.**

**12.06.010 Record (as-built) drawings.**

Record drawings (sometimes referred to as “as-built” drawings) shall be required for all development as deemed necessary by the City Engineer. A full-size set of record drawings shall be reviewed, edited (e.g., strike-throughs, clouds, etc.), stamped, and signed by a licensed professional engineer or surveyor, and submitted prior to the City’s acceptance of any improvement. Along with a hard copy, a digital copy of the record drawings produced using AutoCAD software (most recent edition) shall also be provided to the City. Each sheet of the record drawings shall include the following statement located at the bottom right-hand corner of the sheet when possible:

Commented [JT40]: City engineer authority

“These plans are record drawings and the information shown accurately reflects existing field conditions as of this date: \_\_\_\_\_.”

Commented [JT41]: Procedural - verify still valid

The following, as applicable, shall be included in all record drawing submittals:

Commented [JT42]: Procedural - verify still valid

- A. Roadway centerline stationing at minimum 50-foot spacing. Stationing shall include elevations and horizontal control in state plane coordinates.
- B. Right-of-way lines and property lines.
- C. Locations, widths, and composition of travel lanes, sidewalks, curbs, gutters, medians, planter strips, irrigation systems, shoulders and bike lanes.
- D. Street light locations and types.
- E. Utility locations.
- F. Street names.
- G. Pavement markings and street signs.
- H. Type and widths of easements.
- I. Catch basin type, location, rim elevation, bottom elevation, and inlet/outlet invert elevation.
- J. Storm drain pipe size, composition, location, and invert slope.
- K. Detention/retention/infiltration facility location, and inlet/outlet locations and elevations.

[Ord. 501 § 3, 2009.]

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**12.06.020 Certification from engineer (storm drainage system).**

Prior to final inspection and approval of work under site development permits, the project engineer shall submit a letter to the City certifying that the storm drainage system has been completed. The letter of certification shall be stamped and signed by the project engineer and shall be worded as follows:

I have inspected the constructed storm drainage control facility located on the project known as \_\_\_\_\_ and based on the standard of care and expertise which is usual and customary in this community for professional engineers, I find that it substantially conforms to the terms and conditions of the site development permit and the accepted design for the project.

The certification letter shall reference, if applicable, the building permit number(s), site development permit number, plat name, project name, street address, and the section, township, and range. Any alterations to the system which vary from the accepted design shall be listed in the certification letter or noted on record drawings as required by the City Engineer. [Ord. 501 § 3, 2009.]

**12.06.030 City acceptance.**

A project is final when a certificate of occupancy is issued by the City or after the project's final inspection is approved (when not associated with a building permit or a subdivision). [Ord. 501 § 3, 2009.]

**12.06.040 One-year guarantee period.**

The applicant shall be responsible for correcting all defects in workmanship and material within one year after final acceptance of this work by the City. The applicant shall start work to remedy such defects within seven calendar days of written notice of discovery thereof by the City and shall complete such work within the time stated in the notice. In emergencies, where damage may result from delay or where loss of services may result, such corrections may be made by City, in which case the cost shall be borne by applicant. In the event the applicant does not

accomplish corrections at the time specified, the work will be otherwise accomplished and the cost of same shall be paid by applicant.

When corrections of defects are made, the applicant shall then be responsible for correcting all defects in workmanship and materials in the corrected work for one year after acceptance of the corrections by City. [Ord. 501 § 3, 2009.]

## Chapter 12.07 RIGHT-OF-WAY

**Commented [JT43]:** Have not reviewed - not on priority list.  
Does not have a Purpose section or definitions

Sections:

- 12.07.010** Objects or activity within the right-of-way.
- 12.07.020** Equipment and materials within the right-of-way.
- 12.07.030** Coordination requirements.
- 12.07.040** Vehicles – Escape of load.
- 12.07.050** Unlawful to deposit material on right-of-way.
- 12.07.060** Identification of owner – Evidence of dumping material.

### **12.07.010** Objects or activity within the right-of-way.

A. No person, organization, or agency shall place, erect, or install any object of any nature whatsoever, within a City right-of-way without a right-of-way permit issued by the City Engineer. Any such object now in place within a City street right-of-way without written permission of the City Engineer is declared illegal and a public nuisance; provided, that this section shall not apply to mailboxes and attached newspaper boxes, placed on the right-of-way, where these are placed as far removed from the driving portion of the right-of-way as possible, except that said placement shall be subject to approval of the City Engineer.

B. The adjoining property owner, or any person placing any object or doing any work within the right-of-way in violation of these regulations, shall be responsible for the removal of the object and repair of the right-of-way to the satisfaction of the City Engineer within 48 hours of receipt of written notice from the City.

C. If the object is not removed or work repaired within 48 hours and it unreasonably hampers or prevents the proper use of the right-of-way, it may be removed by the City at the cost of the person(s) placing the object or working in the right-of-way. The notice requirement may be waived and the object may be immediately removed by the City if it presents an immediate threat of physical harm to persons or property. Placing an object or obstruction within the right-of-way or failing to remove an object or work from a right-of-way after notice that such object or work must be removed is a misdemeanor crime, punishable by imprisonment in jail for a term of up to 90 days, by a fine of up to \$1,000, or by both such imprisonment and fine, when such object or work hampers or prevents proper use of the right-of-way. The property owner or person responsible for obstructing or placing an object in the right-of-way shall be responsible for the costs of such removal.

D. Any object or encroachment in the right-of-way which does not interfere with the proper and legitimate use of such right-of-way constitutes a Class 2 civil infraction as defined in LMC [1.48.010](#), punishable by a fine of up to \$500.00. Each day, location, violator and incident shall constitute a separate civil infraction. [Ord. 501 § 3, 2009.]

#### **12.07.020 Equipment and materials within the right-of-way.**

During nonworking hours all project sites are to be left in a manner that allows the public to safely use all right-of-way. Equipment and materials are not allowed in the right-of-way during nonworking hours unless they are placed in a safe location or protected by permanent guardrails, lighted barricades, or temporary concrete barriers. The use of temporary concrete barriers in the right-of-way is permitted only if the City Engineer approves the installation and location. During work hours, only materials or equipment necessary for construction are allowed in the right-of-way or roadway. [Ord. 501 § 3, 2009.]

#### **12.07.030 Coordination requirements.**

At the time of application for a right-of-way permit, the applicant shall notify all other public and private utility entities known to be using or proposing to use the same right-of-way of the proposed timing of such construction. Within seven days of receiving this notification, any such

entity notified may request a delay of the proposed construction to coordinate other right-of-way construction with the applicant.

The City Engineer may approve a delay of up to 90 days, except in case of emergencies, if he/she determines that such delay will reduce the inconvenience to City street users from construction activities and that the delay will not create undue economic hardship on the applicant. The City Engineer shall also coordinate the approval with City street improvements and maintenance and may also delay the construction under the same circumstances. [Ord. 501 § 3, 2009.]

#### **12.07.040 Vehicles – Escape of load.**

**Commented [JT44]:** Move to Title 10 ? Seems out of place here - not on priority list

No vehicle shall be driven or moved on a public highway of the City unless such vehicle is so constructed or loaded as to prevent any of its load or contents from dropping, sifting, leaking or otherwise escaping therefrom, except that sand may be dropped for the purpose of securing traction, or water may be sprayed on streetways in the cleaning and maintaining of such streetways by public authority having such jurisdiction. Any person operating a vehicle from which any objects have fallen or escaped shall immediately cause the highway to be cleaned of all such objects. A violation of this section constitutes a Class 2 civil infraction as defined in LMC [1.48.010](#), punishable by a fine of up to \$500.00. Each day, location, violator and incident shall constitute a separate civil infraction. [Ord. 501 § 3, 2009.]

#### **12.07.050 Unlawful to deposit material on right-of-way.**

It is unlawful for any person to deposit any materials, or allow any materials to be deposited or to remain upon any public right-of-way of the City or upon private or public property adjoining the highway on either side of the right-of-way, except at duly designated dumping places as set out and so marked and authorized by the City Council. Any person violating this section shall be responsible for the removal of the material within 48 hours after being given written notice from the City that such materials must be removed. If the materials are not removed within 48 hours, the violator shall be responsible for all costs incurred by the City in removing the materials. A violation of this section constitutes a Class 2 civil infraction as defined in LMC [1.48.010](#), punishable by a fine of up to \$500.00. Each day, location, violation and incident shall

constitute a separate civil infraction. Materials placed or allowed to remain upon public right-of-way are a public nuisance. (LMC [12.02.050](#).) [Ord. 501 § 3, 2009.]

**12.07.060 Identification of owner – Evidence of dumping material.**

Whenever materials of any nature are found upon private or public property adjoining any public highway or on any right-of-way of the City, the adjoining property owner shall be responsible for the removal of such items. [Ord. 501 § 3, 2009.]

**Commented [JT45]:** Move to Title 8 or Title 10 ? Seems out of place - not on priority list

**Chapter 12.08**

**USE OF STREETS AND RIGHT-OF-WAY – PARADES, MOTORCADES, RUNS AND ASSEMBLIES\***

**Commented [JT46]:** Have not reviewed - not on priority list

Sections:

- 12.08.010 Purpose.**
- 12.08.015 Definitions.**
- 12.08.020 Application submittal.**
- 12.08.030 Insurance required.**
- 12.08.040 Performance bond.**
- 12.08.050 Application review.**
- 12.08.060 Approval/denial of application.**
- 12.08.070 Appeal procedure.**
- 12.08.080 Officials to be notified.**
- 12.08.090 Revocation of permit.**

\* **Prior legislation note:** Ord. [501](#) repealed provisions concerning parades, motorcades, runs and assemblies that were formerly in Chapter 12.22, based on the provisions of Ord. [74](#).

**12.08.010 Purpose.**

Free speech is a fundamental right of the American people, and the provisions of this section shall be broadly interpreted to support this right. The purpose of this section is to place reasonable and necessary time, place and manner restrictions upon use of the City's streets for the purpose of protecting the public safety and welfare. No permit shall be required for peaceful assembly and speech on private or public property that does not interfere with vehicular or pedestrian traffic or safe ingress and egress to any building although such are encouraged to allow the City to support the safe completion of the event. Permits provided under these circumstances shall not be subject to the permitting requirements of this chapter, but shall serve notice to the City of the anticipated event. The City official or officials responsible for issuance of a permit under this section shall be authorized to suspend the application of any particular section of this chapter or waive compliance with any of the stated requirements, including payment of fees or provision of insurance where such requirements potentially inhibit the exercise of Constitutional Rights. [Ord. 501 § 3, 2009.]

**12.08.015 Definitions.**

As used in this chapter:

"Assembly" means a gathering of people for the purpose of presenting or viewing an exhibition, theatrical presentation, dance or other public, political or religious event, held on any public street, highway, alley, sidewalk or publicly owned parking lot.

"Motorcade" means an organized procession containing 10 or more motor vehicles, except funeral processions, upon any public street, highway, sidewalk, alley, or publicly owned parking lot.

"Parade" means a march or procession consisting of people, animals, bicycles, vehicles, or any combination thereof except funeral processions, upon any public street, highway, sidewalk, alley or publicly owned parking lot which does not comply with normal and usual traffic regulations or controls.

“Run” means an organized racing event comprised of 10 or more persons on foot, bicycles, wheelchairs, beds, or any other nonmotorized vehicles or combinations thereof upon a public street, highway, sidewalk, alley or publicly owned parking lot. [Ord. 501 § 3, 2009.]

### **12.08.020 Application submittal.**

Any individual or organization planning any parade, motorcade, run or assembly which will or may disrupt normal traffic flow or usage of any public street, highway, sidewalk, alley or publicly owned parking lot within the City of Lakewood, shall obtain a permit from the City of Lakewood. The permit application shall be submitted no less than 30 days prior to the start of the event unless the 30-day time period is reduced or waived by the City Manager or designee. The application shall be on a form provided by the City of Lakewood and shall include, but not be limited to, the following:

- A. The name and address of the sponsoring person, persons or organization;
  - B. The name, address and telephone number of the person or persons in charge of the event;
  - C. The nature and purpose of the event;
  - D. Estimated number of persons, participants, vehicles and spectators;
  - E. The number of persons and/or vehicles furnished by the sponsoring organization to patrol the event;
  - F. A time schedule and description of the event or events;
  - G. A map or scale drawing showing the boundaries of the event, the route of the event, the direction of travel, and all areas to be used by participants, officials and spectators of the event.
- [Ord. 501 § 3, 2009.]

### **12.08.030 Insurance required.**

The person or organization sponsoring the parade, motorcade, run or public assembly shall, prior to obtaining authorization from the City, provide a certificate of insurance showing that

the person or organization has obtained public liability and property damage insurance in amounts not less than the minimum set by the City Manager. The City of Lakewood shall be named as an additional insured and shall be notified by the insurer at least 10 days prior to the cancellation of this insurance. Any waiver of this requirement cannot be construed as acceptance of liability for the event on the part of the City, nor should the event, via such waiver, be treated as covered by the City's insurance. [Ord. 501 § 3, 2009.]

#### **12.08.040 Performance bond.**

No permit shall be issued for any parade, motorcade, run or assembly until the permittee shall file with the City of Lakewood a bond or deposit to pay for any costs reasonably anticipated to be incurred in removing debris, litter or papers from the street, highway, sidewalk, alley, or publicly owned parking lot as a result of the parade, motorcade, run or public assembly; provided, that the City Manager or designee may make specific finding that such a bond may inhibit the expression of free speech in violation of the U.S. Constitution and therefore waive the bond for a specific event. [Ord. 501 § 3, 2009.]

#### **12.08.050 Application review.**

Each application for a permit to hold a parade, motorcade, run or assembly shall, when applicable, be reviewed by the City Manager or designee or other appropriate representatives of the City to determine compliance with the following requirements:

- A. The proposed parade, motorcade, run or assembly will not jeopardize life and/or property;
- B. The event as described on the application requires no supervision or patrol; or the event requires supervision or patrol and the application adequately describes the method of providing same without cost or participation from the City. [Ord. 501 § 3, 2009.]

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**12.08.060 Approval/denial of application.**

- A. The City Manager or designee shall approve, approve as amended, or disapprove all applications not less than 15 days prior to the proposed event, with any disapprovals or conditions placed upon a permit being provided to the applicant in writing.
- B. Decisions on approvals or conditions placed upon permits under this section shall be made without regard to the message, purpose or content of speech presented at the event.
- C. As a condition of approval, the sponsor may be required to post notice in a local newspaper and/or at the proposed site of the event. The City Manager or designee may close for general use any public street, highway, alley, sidewalk or publicly owned parking lot in whole or in part, for the purpose of the event.
- D. A permit may be conditioned, amended or denied upon written findings that:
1. The time, route and size of the assembly, motorcade, parade or run will unreasonably and unsafely disrupt the movement of other vehicular or pedestrian traffic;
  2. The assembly, motorcade, parade or run is of a size or nature that requires the diversion of so great a number of law enforcement officers of the City to properly police the line of movement and the areas contiguous thereto that allowing the assembly, motorcade, parade or run would deny reasonable law enforcement protection to the City;
  3. Such assembly, motorcade, parade or run will interfere with another assembly, motorcade, parade or run for which a permit has been issued; or
  4. The assembly, motorcade, parade or run will impact principal arterial streets or minor arterial streets, as defined in Article I of Chapter [12.09](#) LMC, so that the arterial streets may become congested, so that police response or emergency vehicle access will be delayed, or so that entrances or exits to interstate highways would be blocked or congested.
- E. Based upon the factors stated in subsection [D](#) of this section, it is within the discretion of the City Manager or designee to require amendments to the time, date, location or route proposed in the application for an assembly, motorcade, parade or run permit. A permit under this section shall be denied only upon specific findings of fact that state that no other reasonably alternative venue, time or location could safely accommodate the permit as requested. [Ord. 501 § 3, 2009.]

**12.08.070 Appeal procedure.**

The applicant may appeal the denial or conditions placed upon a permit within five days after notice of denial or imposition of conditions by filing written notice of appeal with the City Clerk. The City Manager, or the designee thereof, shall have discretion with regard to whether the conditions or denial is appropriate or whether conditions can be waived to facilitate the event. Any applicant aggrieved by a decision of the City Manager in regard to a permit or the appeal of permit conditions shall have recourse to a court of competent jurisdiction in the form of injunctive or declaratory relief. [Ord. 501 § 3, 2009.]

Commented [JT47]: City Manager authority

**12.08.080 Officials to be notified.**

Immediately upon the granting of a permit for a parade, motorcade, run or public assembly, the City Manager or designee shall send a copy thereof to the appropriate representative of the departments of the City and other appropriate agencies such as local fire districts and the Washington State Patrol. [Ord. 501 § 3, 2009.]

**12.08.090 Revocation of permit.**

Any permit for a parade, motorcade, run or public assembly issued pursuant to this chapter may be summarily revoked by an official of the City when such event becomes manifestly unsafe to life, safety or the public welfare. Such a permit may be summarily revoked by a City official when the activities of the participants in the event causes harm to public or private property. Revocation of a permit under the circumstances contemplated herein shall be by a public order to disperse. [Ord. 501 § 3, 2009.]

## Chapter 12.09 TRANSPORTATION FACILITIES

Sections:

**12.09.010 General provisions.**

**Article I.**

**Streets**

- 12.09.021 Street classification and plan.
- 12.09.022 Principal arterials.
- 12.09.023 Minor arterials.
- 12.09.024 Collector arterials.
- 12.09.025 Local access street system.
- 12.09.026 Minimum street standards.
- 12.09.027 Roadway level of service.
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**Article II.**

**Road Improvements**

- 12.09.031 Street frontage improvements.
- 12.09.032 Other road improvement requirements.

**Article III.**

**Private Streets**

- 12.09.061 Certification.
- 12.09.062 Completion.
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**Article IV.**

**Other Provisions**

- 12.09.070 Traffic control.
- 12.09.080 Street trees.
- 12.09.090 Sidewalks, walkways, paths, and trails.

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**12.09.010 General provisions.**

The purpose of this chapter is to classify streets and establish requirements for engineering regulations and standards to implement the comprehensive plan. [Ord. 501 § 3, 2009.]

**Article I. Streets****12.09.021 Street classification and plan.**

Streets and highways are most effectively classified by their function according to the character of service they are intended to provide. The primary function of streets and highways is to provide mobility and access, and the degree to which these functions are provided is considered an integral part of classifying streets. The functional classification system creates a hierarchy of classified streets.

The City functional classification system directly addresses all streets that are under the jurisdiction of the City. State highways under the jurisdiction of the Washington State Department of Transportation are all legally designated arterials (RCW [46.61.195](#)).

For purposes of comprehensive planning and this code, and pursuant to RCW [35.78.010](#), the City of Lakewood has classified and designated its City streets in three general categories, principal arterials, minor arterials, and local access roads. These classifications have the same meanings, respectively, as the terms major arterial, secondary arterial and access streets as those terms are used in RCW [35.78.010](#). The City of Lakewood has further designated a fourth category, collector arterial, as shown in this code and as used in the City's comprehensive plan. Lakewood's street designations are consistent with the federal functional classification system for city streets. [Ord. 501 § 3, 2009.]

**12.09.022 Principal arterials.**

Principal arterials provide service for principal traffic movements within the City. They serve centers of activity; intra-area travel between Lakewood and other suburban centers between

larger communities, and between principal trip generators. Principal arterials serve the longest trips and carry the principal portion of trips entering and leaving the overall area. Typically they are the highest traffic volume corridors in the City. The design year ADT is generally more than 15,000 vehicles per day. They frequently carry important intra-urban and inter-city bus routes.

The spacing of principal arterials usually varies from about one mile in highly developed business areas to five miles or more in rural areas. Service to abutting land should be subordinate to the provision of travel service to principal traffic movements; this service should be incidental to the primary functional responsibility of the street. Desirably it is located on community and neighborhood boundaries or adjacent to but not through principal shopping centers, parks, and other homogeneous areas.

**Principal Arterials**

<b>Street Name</b>	<b>From</b>	<b>To</b>
Bridgeport Way W/SW	McChord Drive (South City Limits)	Leach Creek (North City Limits)
Custer Road SW and W	88th Street SW	74th Street W
Gravelly Lake Drive	I-5 Northbound On-Ramp	Bridgeport Way W
Lakewood Drive SW	Bridgeport Way SW	74th Street W (North City Limits)
Military Road SW	107th Avenue SW (West City Limits)	Washington Boulevard SW
South Tacoma Way	112th Street S	South 80th Street (North City Limits)
Steilacoom Boulevard SW	Far West Drive (West City Limits)	South Tacoma Way

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

Street Name	From	To
Washington Boulevard SW	Military Road SW	Gravelly Lake Drive SW
74th Street W	Custer Road W	Lakewood Drive SW
88th Street SW	Steilacoom Boulevard SW	Custer Road SW
100th Street SW	Bridgeport Way SW	South Tacoma Way
112th Street S	South Tacoma Way	Steele Street S

[Ord. 635 § 1, 2016; Ord. 501 § 3, 2009.]

**12.09.023 Minor arterials.**

Minor arterials interconnect with and augment the principal arterial system. Minor arterials connect principal arterials to collector arterials and small generators. They provide service to medium-size trip generators, such as less intensive commercial development, high schools and some junior high/grade schools, warehousing areas, active parks and ball fields, and other land uses with similar trip generation potential. They distribute travel to smaller geographic areas and communities than those identified with the principal arterial system. They provide service to trips of moderate length of a somewhat lower level of travel mobility than principal arterials. The design year ADT is approximately 5,000 to 20,000.

Spacing of minor arterials is usually less than one mile in fully developed areas. They provide intra-community continuity and are typically a continuous street with a direct rather than a meandering alignment. They may carry local bus routes. Minor arterials allow for more emphasis on land access than the principal arterial system. They usually do not penetrate identifiable neighborhoods.

**Minor Arterials**

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

<b>Street Name</b>	<b>From</b>	<b>To</b>
Ardmore Drive SW	Steilacoom Boulevard SW	Whitman Avenue SW
Butte Drive SW	116th Street SW	104th Street SW
Custer Road SW	Steilacoom Boulevard SW	88th Street SW
Edgewood Avenue SW	North Gate Road SW	Washington Boulevard SW
Far West Drive SW	112th Street SW	Steilacoom Boulevard SW
Garnet Lane SW	Onyx Drive SW	83rd Avenue SW
Gravelly Lake Drive SW	Bridgeport Way SW	Steilacoom Boulevard SW
Hipkins Road SW	104th Street SW	Steilacoom Boulevard SW
Interlaaken Drive SW	Short Lane SW	Holly Hedge Lane SW
Lakeview Avenue SW	111th Street SW	Steilacoom Boulevard
Main Street SW	Gravelly Lake Drive	108th Street SW
Motor Avenue SW	Lexington Avenue SW	Whitman Avenue SW
Mount Tacoma Drive SW	Holly Hedge Lane SW	Lexington Avenue SW
Mount Tacoma Drive SW	Motor Avenue SW	Bridgeport Way SW
Murray Road SW	Fort Lewis Gate Entrance	I-5 Northbound On-Ramps
North Gate Road SW	Nottingham Road SW	Edgewood Avenue SW
North Thorne Lane SW	Union Avenue SW	I-5 Northbound On-Ramps

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<b>Street Name</b>	<b>From</b>	<b>To</b>
Nyanza Road SW	Gravelly Lake Drive SW (S)	Gravelly Lake Drive SW (N)
Pacific Highway SW	Gravelly Lake Drive SW	South Tacoma Way
Phillips Road SW	Steilacoom Boulevard SW	Onyx Drive SW
Short Lane SW	104th Avenue SW	Interlaaken Drive SW
Union Avenue SW	Berkeley Street SW	North Thorne Lane SW
Vernon Avenue SW	Veterans Drive SW	116th Street SW
Veterans Drive SW	Nottingham Avenue	Gravelly Lake Drive SW
Whitman Avenue SW	Motor Avenue SW	Ardmore Drive SW
40th Avenue SW	100th Street SW	96th Street SW
75th Avenue W	Bridgeport Way W	Lakewood Drive W
83rd Avenue SW	Steilacoom Boulevard SW	Garnett Lane SW
84th Street S	South Tacoma Way	Tacoma Mall Boulevard S
87th Avenue SW	Steilacoom Boulevard SW	Onyx Drive SW
93rd Street SW	Whitman Avenue SW	Bridgeport Way SW
96th Street S	40th Avenue SW	Lakewood East City Limits
100th Street SW	Gravelly Lake Drive SW	Bridgeport Way SW
104th Street SW	Butte Drive SW	Hipkins Road SW

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

Street Name	From	To
108th Street SW	Main Street	Pacific Highway SW
111th Street SW	112th Street SW	Lakeview Avenue SW
112th Street SW	Gravelly Lake Drive SW	111th Street SW
112th Street SW	Military Road SW	Farwest Drive SW
150th Street SW	Murray Road SW	Lakewood East City Limits

[Ord. 635 § 2, 2016; Ord. 503 § 3, 2009.]

**12.09.024 Collector arterials.**

Collector arterials distribute trips from principal and minor arterials to the ultimate destination, or may collect traffic from local streets and channel it into the principal and minor arterial systems. They carry a low proportion of traffic traveling through the entire subarea; carry a high proportion of local traffic with an origin or destination within that area. Design year ADT is approximately 2,000 to 8,000. They may be on a somewhat meandering alignment and need not be particularly long or continuous.

Spacing is typically about one-quarter mile in developed areas. Collector arterials provide land access service and traffic circulation within residential neighborhoods, commercial, and industrial areas. They may penetrate identifiable residential neighborhoods.

**Collector Arterials**

Street Name	From	To
Alferetta Drive SW	Dekoven Drive SW	Gravelly Lake Drive SW
Amber Drive SW	Zircon Drive SW	Sapphire Drive SW

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

<b>Street Name</b>	<b>From</b>	<b>To</b>
Angle Lane SW	Elwood Drive SW	Hipkins Road SW
Avondale Road SW	Brook Lane SW	Gravelly Lake Drive SW
Berkeley Street SW	I-5 Northbound On-Ramps	Portland Avenue SW
Bristol Avenue SW	Lakewood Towne Center	100th Street SW
Clover Creek Drive SW	Pacific Highway SW	Hillcrest Drive SW
Coral Lane SW	Sapphire Drive SW	Onyx Lane SW
Dekoven Drive SW	Meadow Road SW	Lake Grove Street SW
Dresden Lane SW	Elwood Drive SW	87th Avenue SW
Durango Street SW	Steilacoom Boulevard SW	B&I Parking Lot
Edgewood Avenue SW	Veterans Drive SW	North Gate Road SW
Elwood Drive SW	Angle Lane SW	Dresden Lane SW
Hillcrest Drive SW	Glenwood Avenue SW	Clover Creek Drive SW
Holden Road SW	Military Road SW	Lake Louise Drive SW
Huggins Meyers Rd SW	116th Street SW	112th Street SW
Idlewild Road SW	112th Street SW	104th Street SW
Interlaaken Drive SW	Veterans Drive SW	Lake Steilacoom Drive SW
John Dower Road SW	Steilacoom Boulevard	Custer Road W

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

<b>Street Name</b>	<b>From</b>	<b>To</b>
John Dower Road W	Custer Road W	75th Street W
Lake City Boulevard SW	Veterans Drive SW	116th Street SW
Lake Grove Avenue SW	Waverly Avenue SW	Dekoven Drive SW
Lakewood Mall Boulevard SW	Lakewood Towne Center	Bridgeport Way SW
Lake Louise Drive SW	100th Avenue SW	Holden Road SW
Lake Louise Drive SW	Holden Road SW	104th Street SW
Lake Louise Drive SW	104th Street SW	100th Ave SW
Lake Louise Drive SW	Lake Louise Drive SW	100th Avenue SW
McChord Drive SW	New York Avenue SW	Bridgeport Way SW
Meadow Road SW	Brooke Lane SW	Ardmore Drive SW
New York Avenue SW	Pacific Highway SW	McChord Drive SW
North Thorne Lane SW	Union Avenue SW	Portland Avenue SW
Nyanza Park Drive SW	Nyanza Road SW	Glenwood Avenue SW
Onyx Drive SW	Zircon Drive SW	87th Avenue SW
Onyx Drive SW	87th Avenue SW	Phillips Road SW
Onyx Drive SW	Phillips Road	Turquoise Drive SW
Phillips Road SW	Onyx Drive SW	Turquoise Drive SW

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

<b>Street Name</b>	<b>From</b>	<b>To</b>
Portland Avenue SW	Boundary Street SW	North Thorne Lane SW
San Francisco Avenue SW	Interstate 5	Addison Street SW
Sapphire Avenue SW	Amber Drive SW	Coral Lane
Waverly Drive SW	Crescent Lane SW	Mount Tacoma Drive SW
West Thorne Lane SW	Union Avenue SW	Portland Avenue SW
Whitman Avenue SW	Ardmore Drive SW	Steilacoom Boulevard SW
Zircon Drive SW	Onyx Drive SW	Turquoise Drive SW
59th Avenue SW	Main Street SW	Gravelly Lake Drive SW
75th Street SW	75th Street W	Bridgeport Way W
78th Street SW	Onyx Drive SW	91st Avenue SW
83rd Avenue SW	Washington Boulevard SW	112th Street SW
87th Avenue SW	Dresden Street SW	Steilacoom Boulevard SW
91st Avenue SW	78th Street SW	Zircon Drive SW
100th Street SW	Dekoven Drive SW	Gravelly Lake Drive SW
101st Street SW	Farwest Drive SW	100th Avenue SW
104th Street SW	Lake Louise Drive SW	Butte Drive SW
104th Street SW	Hipkins Road SW	Interlaaken Drive SW

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

Street Name	From	To
112th Street SW	Farwest Drive SW	Butte Drive SW
112th Street SW	Huggins Meyers Road SW	Interlaaken Drive SW

[Ord. 635 § 3, 2016; Ord. 501 § 3, 2009.]

**12.09.025 Local access street system.**

The local access street system provides circulation and access for residential neighborhoods away from the arterial system.

Traffic generators, such as schools or churches, within residential areas should be considered within the local circulation pattern, not only from within the subdivision, but from adjacent neighborhoods as well. There should be a limited number of access points with the arterial streets that border a subdivision.

Local access streets should be designed for relatively uniform low volume of traffic upon full development. The system should be designed to discourage excessive speeds and should minimize the necessity for traffic control devices. Internal streets with direct lot access should be discontinuous so as to discourage through traffic.

Local access streets provide direct access from abutting land to the arterial street system. There are usually no bus routes on local access streets. Through traffic is deliberately discouraged.

[Ord. 501 § 3, 2009.]

**12.09.026 Minimum street standards.**

See the Engineering Standards Manual, current edition, for street details.

Pavement for all city streets shall meet the requirements outlined in the Engineering Standards Manual and shall be designed by a professional engineer registered in the state of Washington. In some cases the City Engineer may elect to waive the requirements for a design report

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

provided the roadway is designed to a minimum pavement section as outlined in the ESM. [Ord. 583 § 5, 2014; Ord. 501 § 3, 2009.]

#### **12.09.027 Roadway level of service.**

**Commented [JT48]:** Traffic LOS

The intent of this section is to ensure that public streets maintain an adequate level of service (LOS) as new development occurs. The LOS standard is adopted in the transportation element of the comprehensive plan. [Ord. 501 § 3, 2009.]

#### **12.09.028 Traffic studies.**

The City may request that a trip generation analysis be prepared and submitted for any proposed development. The analysis shall clearly identify traffic generated and trip distribution.

All new proposals for development that would meet any of the following trip generation levels shall submit a traffic impact analysis at the time of application:

- A. Twenty new trips during the peak hour at any signalized intersection;
- B. Fifty new trips during the peak hour; or
- C. Two hundred average daily trips.

Where a safety concern exists, the City may require an analysis to be prepared to address the safety concern and any other concern identified by the applicant's engineer upon review.

All traffic studies shall be consistent with the most recent edition of the Trip Generation Manual, published by the Institute of Transportation Engineers. Traffic impact analyses shall identify a traffic impact area and include an analysis of origin/destination trip distribution and an analysis of impacts to LOS within the traffic impact area, an evaluation of safety concerns, recommendations for mitigating traffic impacts, or additional information as deemed necessary by the City Engineer. Traffic impact analyses shall be prepared by a professional traffic engineer. [Ord. 501 § 3, 2009.]

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## Article II. Road Improvements

### 12.09.031 Street frontage improvements.

A. *When Required.* Street frontage improvements are required for the following development projects:

1. *New Construction.* The installation of street frontage improvements is required prior to issuance of a certificate of occupancy for all new construction projects except two or fewer single-family houses (when constructed concurrently on adjacent existing lots) or one duplex, unless otherwise required by the City Engineer.

2. *New Subdivisions and Short Plats.* The installation of street frontage improvements is required prior to final plat approval for subdivisions and short plats which create two or more additional/new lots, unless otherwise required by the City Engineer.

3. *Additions, Alterations, or Tenant Improvements – Special Provisions Apply.* Street frontage improvements shall be constructed as part of all additions, alterations or tenant improvements if one of the following conditions is met:

- a. The proposed addition, alteration or tenant improvement will generate an increase in traffic exceeding 12 additional/new vehicular trips per day as determined by the latest edition of the Institute of Transportation Engineers (ITE) manual.
- b. The proposed addition, alteration or tenant improvement is considered a change of use which intensifies the use of the site or significantly alters the traffic circulation within the site.
- c. The proposed addition, alteration or tenant improvement will create a traffic safety concern or exacerbate a known traffic safety concern in surrounding project vicinity.
- d. The proposed addition, alteration or tenant improvement will redevelop the property (remove/demolish existing buildings, parking areas and improvements on site and construct new buildings, parking areas and improvements within the property).

B. *Scope of Improvements.* Street frontage improvements shall be installed along the entire frontage of the property, to the centerline of the street, or if a multi-lane street, the affected

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

lane, at the sole cost of the applicant as directed by the City Engineer. The City Engineer may permit modification of street improvement standards where the required street improvements are not, in the opinion of the City Engineer, roughly proportionate to the impact, type, scale and cost of the proposed development action.

1. Street frontage improvements may include the following: curb, gutter, sidewalk, storm drainage, street lighting, traffic signal equipment, utility installation or relocation, landscaping strip, street trees and landscaping, irrigation, street widening, pavement overlay or reconstruction, and channelization.
2. In addition to required frontage improvements, the applicant shall provide ramps from the new sidewalk or walkway to the existing shoulder, across streets and pavement and channelization tapering back to the existing pavement and channelization as required to address safety concerns.
3. *Frontage Improvement Pavement Requirements.*
  - a. Half-street pavement reconstruction shall be required when: the existing pavement rating is at or below 40, based on the City of Lakewood Pavement Management System; crown slope is greater than three percent; is light bituminous pavement; and/or was built with no base structure. Pavement coring and/or subsurface investigation shall be required to determine base condition.
  - b. Half-street asphalt overlay (two-inch minimum) shall be required when the existing pavement rating is at or below 60 based on the City of Lakewood Pavement Management System. Pre-leveling and/or grinding may be required to create a uniform two percent crown slope.
  - c. Minimum frontage improvement pavement requirements shall be a patch per City standard plans and one lane grind/inlay (two-inch minimum).
  - d. See the Engineering Standards Manual for additional requirements.

C. *Deferral of Improvements.* When the City has plans for an improvement project, or an area is deemed not essential to the City sidewalk system, or for other similar reasons, the City Engineer may determine that street frontage improvements cannot or should not be constructed at the time of building construction or subdivision, and may allow improvements to be deferred. In

these instances, the property owner shall, prior to issuance of the building permit or site development permit, at the direction of the City Engineer:

1. Pay to the City an amount equal to the property owner’s cost of installing the required improvements prior to issuance of a building permit. The property owner shall provide documentation satisfactory to the City Engineer that establishes the cost of the materials, labor, quantities; or
2. Record an agreement which provides for these improvements to be installed by the property owner by a date acceptable to the City Engineer; or
3. Record an agreement to not protest a local improvement district to improve the street frontage.

Note: In the case of subsection (C)(1) of this section, the City shall be required to use the money collected in accordance with RCW [82.02.020](#) and identify to the owner which streets the money collected will be used to improve.

D. *Corner Lots.* In the case of corner lots or other development sites fronting more than one right-of-way, should the impact of the development be such that street system improvements would not be required on all rights-of-way fronting the development site, street system improvements shall be constructed on the right-of-way or rights-of-way selected by the City Engineer.

E. The City Engineer may require the applicant to deed to the City, in accordance with LMC [12.05.060](#), additional right-of-way as necessary from the property under consideration to create a right-of-way width which complies with state statutes, City ordinances, and/or any other statutes, ordinances, or regulations as a means of mitigating any impact the project may have on the City street system. [Ord. 583 § 6, 2014; Ord. 501 § 3, 2009.]

**12.09.032 Other road improvement requirements.**

If a proposed project is determined to impact an existing City-maintained street, one or more of the following mitigation measures may be required:

**Commented [je49]:** City engineer authority

**Commented [JT50]:** Add Downtown District Transportation Shared Fee requirement here? Reference map in 18B.100 for boundaries.  
Ordinance 696 says: Planned Action Project applicants shall pay a proportionate share of the costs of the projects identified in Exhibit D. The responsible City official shall have the discretion to adjust the allocation of responsibility for required improvements between individual Planned Action Projects based upon their identified impacts.  
Implementation of transportation improvements identified as mitigation measures shall occur through a SEP A fair share fee program such that new development contributes its share of the cost for these projects. See Exhibit D.  
The proportionate share of costs of the Planned Actions shall be determined based on their proportionate share of trips identified in Section 3.D(3) of this ordinance and this section.

From p. 23 of Ex D.  
Mitigation Fee Payable at Permit Issuance: The mitigation fee shall be payable at the time of building permit issuance. For projects that require longer-term construction periods prior to occupancy and impacts to the transportation system, the City may allow for the mitigation fee to be paid prior to the issuance of occupancy permits subject to a construction schedule and supporting information provided to the satisfaction of the City.  
Credit: The City shall provide a credit for the value of dedication or improvement to or new construction of any system improvements provided by the developer per subsection 1 above. The applicant shall be entitled to a credit for the value of the land or actual costs of capital facility construction against the fee that would be chargeable under the formula in subsection 1 above.  
a. The dedication, improvement, or construction shall be conducted at suitable sites and constructed at acceptable quality as determined by the City. Such improvement or construction shall be completed, dedicated, or otherwise transferred to the City prior to the determination and award of a credit.  
b. The value of a credit for right of way and easements shall be established on a case-by case basis by an appraiser selected by, or acceptable to the City. The appraiser must be licensed in good standing by the State of Washington for the category of the property appraised. The appraisal shall be in accord with the most recent version of the Uniform Standards of Professional Appraisal Practice and shall be subject to review and acceptance by the City. The appraisal and review shall be at the expense of the applicant.  
5. Period of Expenditure: The current owner of property on which traffic mitigation fees have been paid may receive a refund of such fees if the mitigation fees have not been expended or encumbered within 10 years (... [1])

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- A. Implement site-specific traffic mitigating measures immediately adjacent to the project such as right- or left-turn lanes, channelization, signalization, signal coordination, signal timing, additional road and/or shoulder widening, and correction of geometric deficiencies which are determined to be necessary based upon information from a traffic or engineering study or other sources. These improvements shall be implemented only to mitigate impacts resulting directly from a proposed project's traffic on the City street at the entrance/exit to the project or in the affected project area; and/or
- B. Projects that cause a City street to be reclassified to an arterial classification or higher classification of arterial shall be subject to the right-of-way requirements of the higher classified road; and/or
- C. If the City streets serving as access to the development do not meet City standards, the City shall require the applicant to construct the existing City streets for a length and in such areas as the City determines is necessary. Design and construction shall be in conformance with the Engineering Standards Manual.
- D. If a proposed project will create a safety concern or exacerbate a known safety concern in the surrounding project vicinity, the applicant and/or property owner shall be required to:
1. Participate in road improvements to correct or improve safety concern(s) as directed by the City Engineer; or
  2. At the discretion of the City Engineer, the applicant shall comply with all of the items listed below:
    - a. Hire a professional traffic engineer to evaluate the safety concern and determine appropriate solutions to the problem;
    - b. Provide construction plans designed by a professional civil engineer to remedy the safety concern. The City shall review and approve the proposed construction plans.

[Ord. 501 § 3, 2009.]

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### Article III. Private Streets

#### 12.09.061 Certification.

All private streets shall be constructed by the applicant and inspected by the project engineer who shall issue a letter of compliance to the applicant with a copy to the City certifying the following:

- A. The private street has been constructed in accordance with the Engineering Standards Manual.
- B. The street signs are in place.
- C. The storm drainage, if applicable, has been constructed in accordance with the project engineer's design.
- D. The gate (if applicable) has been installed in conformance with all applicable codes.
- E. Existing and new bridge structures, if any, comply with all applicable codes.
- F. The compliance letter shall be stamped, signed, and dated by the project engineer and shall be worded as follows:

I have inspected the project and find that the private street and storm drainage as constructed for this project conform to the terms and conditions of the submitted design and requirements of the City's development standards and regulations, and that the appropriate street signs are in place.

A revised set of plans showing alterations to the previous accepted plans shall be submitted with the letter of compliance. [Ord. 501 § 3, 2009.]

#### 12.09.062 Completion.

All site improvements shall be completed and the letter of compliance submitted to the City or a financial guarantee shall be submitted to the City prior to plat approval.

The street(s) within a short plat, large lot, or formal plat shall be constructed prior to approval of occupancy of any structures constructed within the plat, except for model home permits as authorized by the City.

A note shall be placed on the face of the plat which states:

No building permits will be issued on any lots in this plat (except for model home permits as authorized by the City Subdivision Code) until the private street(s) have been constructed and a letter certifying their compliance to the City's development standards and regulations is on file with the City.

[Ord. 726 § 2(Exh. A), 2019; Ord. 501 § 3, 2009.]

#### **12.09.063 Maintenance.**

All private streets and sidewalks subject to the terms of these regulations shall have a maintenance covenant approved by the City Engineer and recorded with the Pierce County Auditor's Office prior to or concurrent with the recording of the subdivision or plat. An active association shall be established to carry out the terms of the covenant. Private streets or easements existing prior to the effective date of this chapter will be exempted from the street maintenance covenant. Any new private street shall conform to these standards.

Maintenance of the street shall include but not be limited to street surfacing, shoulders, gates, signs, storm water facilities, landscape maintenance, and vegetation control. [Ord. 501 § 3, 2009.]

#### **12.09.064 Conditions of recording.**

Prior to recording a plat, the applicant shall dedicate private street easements to the City in the event of formation of a local improvement district (LID). If private street easement widths are insufficient to allow dedication to the City, then a note will be placed on the face of the plat stating that "Future dedication of the private street to the City may require the dedication of additional right-of-way." [Ord. 501 § 3, 2009.]

## Article IV. Other Provisions

### 12.09.070 Traffic control.

A traffic control plan meeting the approval of the City Engineer, based on engineering principles, shall be prepared for any activities within the right-of-way that disrupt pedestrian or vehicular traffic patterns in accordance with the most current version of the MUTCD. This plan shall be developed and submitted with the permit application.

Commented [JT51]: City engineer authority

- A. Temporary traffic control to ensure traffic safety during construction activities must be provided. A City-approved plan is required prior to starting construction activities.
- B. The applicant is responsible for supplying and installing all necessary permanent traffic control devices such as street name signs, stop signs, speed limit signs, and channelization.
- C. The traffic control plan shall minimize disruption to pedestrians during construction. In the event of pedestrian disruption, the plan shall contain adequate pedestrian connections and clear signage.

City approval of traffic control plans does not relieve the contractor of responsibility for maintaining proper traffic control for the project's duration. [Ord. 501 § 3, 2009.]

### 12.09.080 Street trees.

The purpose of this section is to protect existing street trees by regulating their maintenance and removal, and to provide for new street trees on existing and new streets.

- A. No person shall plant, remove, or otherwise change a tree on a right-of-way, without an approved right-of-way permit, or if appropriate, site development permit. The general maintenance of street trees by property owners or their contractors is exempt from this requirement. The general maintenance of City-owned street trees by City employees, their contractors, or assigns is also exempt from this requirement.

Commented [je52]: Verify if City wants to require an SDP for removal of a tree in the ROW.

B. All new development applications are required to plant and maintain street trees consistent with the requirements of LMC [18A.70.040](#), [18A.70.150](#) and [18A.70.170](#), as determined by the City Engineer. [Ord. 726 § 2(Exh. A), 2019; Ord. 501 § 3, 2009. Formerly 12.09.040.]

Commented [JT53]: City engineer authority

### **12.09.090 Sidewalks, walkways, paths, and trails.**

Sidewalks shall be provided on public and private streets. Walkways, paths, and trails may be required for pedestrian connectivity. Installation of improvements shall be required as a condition of development approval.

A. Sidewalks fronting public right-of-way shall be located in public right-of-way. The preferred location for other sidewalks, walkways, and trails is within existing public rights-of-way. If it is not feasible to locate these facilities within the right-of-way, then recorded easements across private property that guarantee public access may be used.

B. Easements and tracts may be used to accommodate trails. Easements and tracts shall be wide enough to include the trail width and a minimum clear distance of two feet on each side of the trail. The width may vary according to site-specific design issues such as topography, buffering, landscaping, and utilities.

C. The location of nonmotorized facilities shall consider the following factors.

1. Compliance with adopted City plans and policies, including but not limited to the comprehensive plan, the six-year transportation improvement plan, the nonmotorized transportation plan, the parks master plan;
2. Need to improve access to public facilities;
3. Need to connect a development with trails;
4. Need for sidewalks on one or both sides of a street. [Ord. 501 § 3, 2009. Formerly 12.09.050.]

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## Chapter 12.10

### SITE DEVELOPMENT PROVISIONS

Sections:

- 12.10.010 Storm drainage.**
- 12.10.020 Wastewater disposal.**
- 12.10.031 Earthwork – Excavation standards.**
- 12.10.032 Earthwork – Fill standards.**
- 12.10.033 Soil – Engineering geology report.**
- 12.10.040 Erosion control.**
- 12.10.050 Floodplain.**
- 12.10.051 Elevating by fill, pilings and diking.**
- 12.10.052 Access requirements.**
- 12.10.053 Floodways.**
- 12.10.060 Ingress/egress, driveways and access.**
- 12.10.061 Residential driveways.**
- 12.10.062 Commercial and multifamily driveways.**
- 12.10.063 Emergency vehicle (EV) access standards.**
- 12.10.070 Gates.**
- 12.10.080 Exemptions from site development permits.**

The provisions of this chapter shall be in addition to any other applicable adopted regulations.

#### **12.10.010 Storm drainage.**

Storm drainage review and inspection shall be required in accordance with Chapter [12.11](#) LMC.  
[Ord. 501 § 3, 2009.]

#### **12.10.020 Wastewater disposal.**

All development proposals shall be served by a wastewater disposal system, including both collection and treatment facilities as follows:

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

- A. For the issuance of a building permit, preliminary plat approval, or other land use approval for an existing lot of record, documentation shall be provided indicating that the disposal system for the project site is consistent with adopted rules and regulations of Pierce County Sewer Utility and/or the Tacoma Pierce County Health Department;
- B. Prior to the issuance of a certificate of occupancy for a building or change of use permit, the applicant shall provide documentation to the City that an approved wastewater disposal system has been properly installed to serve each building, unit, tenant space, or lot; and
- C. All new subdivisions, including short plats, preliminary and final plats, binding site plans and condominium conversions shall require connection to the public sewer system prior to recordation of the subdivision instrument. [Ord. 726 § 2(Exh. A), 2019; Ord. 591 § 76, 2015; Ord. 501 § 3, 2009.]

**12.10.031 Earthwork – Excavation standards.**

Cut slopes shall be no steeper than is safe for the intended use and shall not be steeper than two horizontal to one vertical, or as recommended by a soils engineer. The cut depth shall be set back from property lines as follows:

<u>Cut Depth</u>	<u>Set Back Distance</u>
Under 5 Feet	2 Feet
5 – 20	Feet Height of Cut/2
Over 20 Feet	10 Feet

**Commented [JT54]:** Matches IBC App J but leaves out Exceptions. [https://codes.iccsafe.org/content/IBC2021P2/appendix-j-grading#IBC2021P2\\_AppxJ\\_SecJ106](https://codes.iccsafe.org/content/IBC2021P2/appendix-j-grading#IBC2021P2_AppxJ_SecJ106)

**Commented [JT55]:** IBC says H/5 (not H/2)

[Ord. 501 § 3, 2009.]

**12.10.032 Earthwork – Fill standards.**

Fills which are intended for building sites shall be constructed in conformance with the requirements of the latest edition of the International Building Code (IBC), as adopted by the City of Lakewood, and an assignment of allowable soil-bearing pressures will be determined under the jurisdiction of the City Building Official in accordance with the latest edition of the IBC.

**Commented [JT56]:** Not listed in 12.03 list of adopted guidelines

Fill slopes shall be no steeper than is safe for the intended use and shall not be steeper than two horizontal to one vertical, or as recommended by a soils engineer. Fill sites shall be approved by the engineer as suitable locations for the proposed fill.

**Commented [JT57]:** Clarify which engineer this refers to

The ground surface for fills over five feet in height shall be prepared by removing vegetation, noncomplying fill, topsoil, and other unsuitable materials; scarifying to provide a bond with the new fill; and, where existing slopes are steeper than five horizontal to one vertical, by benching into competent material as determined by the engineer. The bench under the toe of a fill on a slope steeper than five horizontal to one vertical shall be at least 10 feet wide, or as recommended by a soils engineer.

Except as permitted by the City, no material other than earth material shall be buried or placed in fills. Placement of other than earth material is regulated by state statutes or federal laws and additional permits may be required. Fills shall be constructed using earth materials, compaction methods, and construction techniques so that stable fills are created.

The toe or catch point of fill slopes shall be set back from the site boundary line in accordance with the following table unless a retaining wall is designed by the engineer and constructed for the project:

<b>Fill Depth</b>	<b>Set Back Distance</b>
Under 5 Feet	2 Feet
5 – 40 Feet	Height of Fill/2
Over 40 Feet	20 Feet

**Commented [JT58]:** IBC says H/5 (not H/2) [https://codes.iccsafe.org/content/IBC2021P2/appendix-j-grading#IBC2021P2\\_AppxJ\\_Sec1106](https://codes.iccsafe.org/content/IBC2021P2/appendix-j-grading#IBC2021P2_AppxJ_Sec1106)

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

[Ord. 501 § 3, 2009.]

**12.10.033 Soil - Engineering geology report.**

When site conditions or the proposed work involve slide-prone or unstable soils, in accordance with Chapter [14.146](#) LMC or [as determined by the City Engineer](#), the applicant shall be required to retain a soils engineer to prepare a report that includes data regarding the nature, slide potential, soil bearing capacity, and slope stability of existing soils; conclusions and recommendations for grading procedures and design criteria for corrective measures when necessary; and opinions and recommendations covering adequacy of sites to be developed. The report shall be stamped and signed by the engineer. Recommendations in the report shall be incorporated in the proposed plans or specifications. [Ord. 501 § 3, 2009.]

**Commented [JT59]:** City Engineer authority

**12.10.040 Erosion control.**

All proposed projects that will clear, grade, or otherwise disturb a site shall provide erosion and sediment controls to prevent, to the maximum extent possible, the transport of sediment from the project site to downstream drainage facilities, water resources, and adjacent properties. Both temporary and permanent erosion and sediment controls shall be designed, implemented, and maintained as described in Chapters [12.05](#) and [12.11](#) LMC and the Engineering Standards Manual. [Ord. 648 § 2, 2016; Ord. 501 § 3, 2009.]

**12.10.050 Floodplain.**

Flood hazard areas are designated in LMC [14.158.020](#). Development in the flood hazard overlay is regulated by Chapter [18A.50](#) LMC, Article I. The following provisions apply to project proposals located in flood hazard areas and requiring site development permits. [Ord. 726 § 2(Exh. A), 2019; Ord. 501 § 3, 2009.]

**Commented [je60]:** Compare to definitions and requirements in Title 14.158 (Critical Area - Frequently Flooded Areas) and Title 18A.50 (Flood Overlay). Remove some content from Title 12 or update language to match Titles 18 and 14?

**12.10.051 Elevating by fill, pilings and diking.**

No filling or grading shall be permitted which increases flood hazards, water velocities, or flood elevations. Compensatory storage volumes may be required. Armoring protection such as rock riprap or bulkheads shall be constructed to protect filled areas when water velocities exceed two feet per second. All armoring protection shall be elevated at least three feet above the base flood elevation. All construction elevated by piling shall be designed by a professional structural engineer and approved by the City prior to construction. [Ord. 501 § 3, 2009.]

**Commented [je61]:** 18A.50.070.B.8.b.ii allows up to 10% of a parcel in the floodplain to be covered by impervious surface, if they demonstrate "no net increase in rate and volume of storm water surface runoff that leaves the site or that the adverse impact is mitigated".

**12.10.052 Access requirements.**

Private roads and access easements and all public or future public roads shall be armored and elevated one foot above the base flood elevation. Parking lots are not considered as private roads or access easements. [Ord. 501 § 3, 2009.]

**12.10.053 Floodways.**

A floodway is an extremely hazardous area due to the height and/or velocity of flood waters which carry debris, potential projectiles, and erosion potential. Encroachments, filling, new construction, and substantial improvements shall be prohibited except as follows:

**Commented [je62]:** Language not included in 18A.50 definition of Floodway.

**Commented [je63]:** 18A.50 includes "and other development" shall be prohibited except for...list of 7 different scenarios.

A. Work done by or for a public agency or utility; such as bridges, flood control works, revetments, retaining walls, drainage structures, or other structures necessary to promote the public health, safety, and welfare when the improvements do not obstruct the floodway, increase the water surface elevation more than one foot, or cause an adverse impact to adjacent, cross-channel or downstream properties, and the improvements use appropriate flood hazard protection standards.

**Commented [je64]:** This exception not mentioned in 18A.50. There is a more general exception for "Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications, which are solely necessary to assure safe living conditions."

Certification by a registered professional engineer is required to verify that the proposed work shall not result in any increase in flood levels during the occurrence of the base flood discharge.

B. Agricultural uses or recreational facilities that do not require the installation of utilities or structures.

**Commented [je65]:** 18A.50.080.B.4 allows "Development of open space and recreational facilities, such as parks, trails and hunting grounds, that do not include structures, grading, fill, impervious surfaces or removal of more than five (5) percent of the native vegetation on that portion of the property in the Regulatory Floodplain."

C. Repairs and/or interior remodels (which are not substantial improvements) to a structure that do not increase the ground floor area or overall square footage of the structure. [Ord. 501 § 3, 2009.]

**Commented [je66]:** Not exactly aligned with 18A.50 - recommend deleting and referring to Title 18 for all structures.

**12.10.060 Ingress/egress, driveways and access.**

Driveways and driveway approaches shall be constructed in accordance with the Engineering Standards Manual.

**Commented [je67]:** Title 12 revision is needed. Consider adding to 12.10.060 Ingress/egress, driveways and access. Current Lakewood standard drawings identify the 24' maximum.

All development proposals shall provide adequate access to a street system or fire lane system that provides life safety/rescue access, and other adopted fire protection requirements for buildings.

Except for a single-family dwelling (not located on an arterial street), all development access shall be provided with adequate aisles/driveways and/or turnaround areas so that all vehicles may enter the street in a forward manner. The access shall be designed and constructed to facilitate the flow of traffic on and off the site, with due regard to pedestrian and vehicle safety, and which shall be clearly and permanently marked and defined.

**Commented [je68]:** Clarify this statement

Wherever a potential access exists to any property from both a local access road and a road of a higher classification, the City shall refuse access to the higher classified road for residential uses.

Lots of record in existing formal plat subdivisions, short plats and large lots not served by a minor or major driveway shall be permitted a minimum of one residential driveway.

All driveway locations shall be shown on the plat maps and/or on the site development plans. Residential driveway locations for lots in formal plats are not restricted to any location unless so noted on the plat maps. [Ord. 501 § 3, 2009.]

**12.10.061 Residential driveways.**

Driveway locations shall be unified whenever possible to create the fewest number of accesses onto a street. Driveways that serve only one lot shall be located a minimum of five feet from an adjacent property line where the driveway enters the right-of-way. The City Engineer or

**Commented [je69]:** PPW Director: Title 12 needs to specify that each SFR is allowed one driveway not to exceed 24' wide. The code currently hints towards that but doesn't say that. City Engineer approval needed for more than 1 driveway and will be based on safety.

designee may approve driveways for flag lots on easements to land-locked properties to be located two and one-half feet from an adjacent property line.

**Commented [je70]:** Physical dimension / design criteria

Residential driveways shall be constructed the maximum practical distance but in no event less than 35 feet or the posted speed limit in feet, whichever is greater, from a side street or intersection. The distance is measured from the road right-of-way line to the nearest edge of the driveway. [Ord. 501 § 3, 2009.]

**Commented [je71]:** Verify this. Physical dimension / design criteria

**Commented [je72]:** Need to review what the acceptable spacing or restriction would be for a horseshoe. Consider removing all dimensions from Title 12 and capturing in the ESM.

### 12.10.062 Commercial and multifamily driveways.

Commercial and multifamily driveways shall be located a minimum of 125 feet from a side street or intersection except where physical site conditions and spacing of existing driveways may cause the City to require another location. The 125 feet is measured along the property line from the right-of-way of the perpendicular street to the edge of the driveway. New driveways that would create a four-legged intersection are undesirable unless the existing City street has an arterial classification, or if a stop condition to the City street exists. Access to a corner lot with a frontage less than 155 feet in width will be established on a case-by-case basis by the City and the driveway(s) shall be placed at such a location to maximize safety.

**Commented [je73]:** Physical dimension / design criteria

**Commented [je74]:** Need to review what the acceptable spacing or restriction would be for a horseshoe. Consider removing all dimensions from Title 12 and capturing in the ESM.

New driveway locations created by the platting of property shall be unified whenever possible to create the fewest number of accesses onto a City street.

The number, location, and size of commercial and multifamily driveways shall be determined by the volume and type of traffic generated by the development, other driveways in the vicinity of the proposed approach, the amount of lot frontage along the City street, and channelization/traffic control on the City street along the lot frontage.

When multiple driveways to one parcel or development are permitted, they shall not be less than 125 feet apart, measured from centerline to centerline.

**Commented [je75]:** Physical dimension / design criteria

A minimum of two major driveways shall be required for developments that will generate 500 ADT or more unless other mitigating measures are approved by the City.

**Commented [je76]:** Physical dimension / design criteria

Notwithstanding the requirements of these regulations, the number and location of major driveways may be more restrictive than described herein if deemed necessary by the City. The City shall base its determination on existing and projected traffic volumes and channelization

and signalization on the existing City street, traffic, and turning movements generated by the existing and/or proposed project and other applicable traffic design criteria.

When a three-lane driveway is requested, a traffic engineering study along with a signing, striping, and traffic channelization plan shall be done by the applicant's engineer for submittal to the City for review and approval. [Ord. 501 § 3, 2009.]

### **12.10.063 Emergency vehicle (EV) access standards.**

**Commented [je77]:** Should these Physical dimension / design criteria be moved to the ESM?

The following provisions are required for property access roads and shall be approved by the City Engineer and Fire Marshal:

- A. *Length.* Approved emergency vehicle (EV) access road shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the facility.
- B. *Width.* EV access servicing not more than two dwelling units shall not be less than 15 feet wide. EV access for all other projects shall not be less than 24 feet with no parking, 28 feet with parking on one side and 32 feet with parking on both sides.
- C. *Vertical Clearance.* EV access shall have an unobstructed vertical clearance of not less than 13 feet, six inches. The City, after conferring with the Fire Marshal, may allow a reduction in the vertical clearance, provided such reduction does not impair access by emergency vehicles, and approved signs are installed and maintained indicating the established vertical clearance.
- D. *Surface Requirements.* EV access shall be designed and maintained to support the imposed loads of fire apparatus and shall be paved with asphalt or concrete so as to provide all-weather driving capabilities. Exception: access designated "Emergency Vehicles Only" may be designed by a professional engineer and can be alternative surfacing, as approved by the City Engineer or designee.
- E. *Turning Radii.* A minimum outside turning radius of 45 feet shall be provided for all EV access.
- F. *Number of Accesses.* More than one EV access may be required for commercial developments when it is determined by the Pierce County Fire District No. 2 that access by a

single street may be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access unless mitigation acceptable to the City and the Fire District is provided.

G. *Grade*. The maximum grade (vertical profile grade) of an EV access shall be 15 percent. All sections of EV accesses with grades over 12 percent shall be paved with 0.17 feet compacted asphalt concrete or its cement concrete equivalent.

H. *Dead End Road Access*. Dead end emergency access roads or drive aisles in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. The turnaround shall be as follows:

1. New additions, alterations or tenant improvements, on a dead end street or interior drive access aisle, that increase the number of uses to the site shall construct an EV turnaround.
2. A hammerhead turnaround or a cul-de-sac shall be provided within all new commercial/industrial projects whose EV access meets the "Dead End Access Road" criteria.
3. Hammerhead turnarounds and cul-de-sac design shall comply with the latest edition of the Engineering Standards Manual.

I. *Modifications to the Standards*. The Fire Marshal may modify the emergency vehicle access requirements of this section in accordance with the latest edition of the International Fire Code (IFC) or as amended by City ordinance. [Ord. 648 § 3, 2016; Ord. 501 § 3, 2009.]

#### **12.10.070 Gates.**

A building permit issued by the City is required when gates are installed over private streets and driveways. The following requirements shall be met:

- A. Gates which serve 10 or more dwelling units shall have an Opticom activation system or an equivalent and compatible system that is approved by the Fire Marshal.
- B. Gates shall have rapid-entry key capabilities compatible with the Fire District per IFC Section 506.

- C. All electrically-activated gates shall have default capabilities to the unlocked position.
- D. The minimum clear width of a gate shall be compatible with the street or driveway required width.
- E. Gates that might be obstructed by the accumulation of snow shall not be installed.
- F. A vehicular turn around shall be provided in front of the gate.

Gates on residential driveways shall be set back from the right-of-way line a minimum of 20 feet. Gates on private streets and commercial and multifamily driveways shall be set back from the right-of-way line a minimum of 60 feet. [Ord. 501 § 3, 2009.]

**12.10.080 Exemptions from site development permits.**

Subject to the requirements of International Building Code Appendix J, the following work is exempt from the requirements of these regulations:

- A. Construction or maintenance of public roads or flood control projects when done by a public agency sponsoring the project has completed a SEPA checklist, if required, has been approved by the City, and the work is in existing public right-of-way or easement dedicated to or owned by the City of Lakewood.
- B. The import or disturbance of not more than a total of 25 cubic yards of material, throughout the life of a development from its existing condition, except in sensitive areas; import or disturbance placed within 25 feet of a drainage course, pothole, or floodplain; and for road construction.
- C. Cutting and clearing and/or grubbing of a parcel of land or portion thereof less than 5,000 square feet except in sensitive areas.
- D. The stockpiling or broadcasting of less than 500 cubic yards of topsoil, peat, sawdust, mulch, bark, chips or solid nutrients on a lot, tract, or parcel of land, per year except in floodplains and except in sensitive areas.
- E. The installation of utilities in accordance with a valid City permit, well drilling activities, installation of sanitary drain fields, or excavation for soil logs.

**Commented [je78]:** Physical dimension / design criteria

**Commented [je79]:** Kitsap County Code - 12.10.040 Exemptions.  
 The following activities shall not require a site development activity permit:  
 (1) Commercial Agriculture. Commercial agriculture practices involving working the land for production are generally exempt. However, the conversion from timber land to agriculture and the construction of impervious surfaces are not exempt.  
 (2) Grading. Grading activities described in Section 12.16.070 are exempt from the provisions of this chapter.  
 (3) Forest Practices. Forest practices regulated under WAC Title 222, except for Class IV general forest practices that are conversions from timber land to other uses, are exempt from the provisions of the minimum requirements.  
 (4) Road Maintenance. The following road maintenance practices are exempt from minimum requirements: pothole and square cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/reggrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, pavement preservation activities that do not expand the road prism, and vegetation maintenance.  
 The following road maintenance practices are exempt only outside a census-defined urban area or an urban...

**Commented [je80R79]:** Additional Exemptions in KCC 12.16.070  
 12.16.070 Permit exemptions.  
 The following grading activities shall not require the issuance of a site development activity permit so long as there is less than one acre of land disturbing activity:  
 (1) Excavation for utilities, or for wells or tunnels allowed under separate permit by other agencies;  
 (2) An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt the placement of any fill material removed from such an excavation, and shall not exempt any excavation beyond the limits of the basement or foot...

**Commented [JT81]:** PPW Director thinks this is too low and language is confusing. Review all exemptions against KCC. Recommend creating a table with the activities and thresholds to trigger permit.  
 Relevant Kitsap County Code  
 12.10.030 Site development activity permits required. A site development activity permit, issued by the Kitsap County department of community development, shall be required for any of the following activities:  
 (1) Site development or redevelopment activities that meet the thresholds requiring minimum requirements Nos. 1 through 9 to be met, as indicated by Figures I-4.1 and I-4.2 in Section 12.20.010;

F. Emergency sandbagging, diking, ditching, filling or similar work during or after periods of extreme weather conditions when done to protect life or property.

G. The excavation or filling required to accommodate only the footprint of a proposed single-family residential structure in preparation for the proposed structure. [Ord. 583 § 7, 2014; Ord. 501 § 3, 2009.]

## **Chapter 12.11**

### **STORM WATER MANAGEMENT**

Sections:

- 12.11.010 Purpose.**
- 12.11.020 General provisions.**
- 12.11.030 Development proposal requirements.**
- 12.11.040 Minimum surface water and storm water requirements.**
- 12.11.050 Construction timing and final approval.**
- 12.11.060 Illicit discharge.**

#### **12.11.010 Purpose.**

The purpose of this chapter is to describe requirements for new development and redevelopment to:

- A. Reduce flooding, erosion, and sedimentation;
- B. Prevent and mitigate habitat loss;
- C. Enhance ground water recharge; and
- D. Prevent surface and subsurface water pollution through the implementation of comprehensive and thorough permit review and construction inspection. [Ord. 501 § 3, 2009.]

### 12.11.020 General provisions.

All new development and redevelopment shall be served by an adequate storm water management system as follows:

- A. The proposed system is adequate if the development proposal site is served by a storm water management system approved by the City Engineer as being consistent with the design, operating and procedural requirements adopted by the City. The project engineer shall submit a letter to the City certifying completeness of the storm water management system in accordance with LMC [12.06.020](#);
- B. For a formal subdivision, special use permit or zone reclassification, the phased installation of required storm water management improvements shall be stated in the approving documents. [Ord. 501 § 3, 2009.]

### 12.11.030 Development proposal requirements.

A drainage review and approval is required when any development proposal is subject to a City permit. All proposals for development or redevelopment, whether public or private, which are submitted to the City for review and approval shall conform to these requirements which are to be used as the basis for review and approval of design and construction.

Development projects that capture and infiltrate all storm water on site are also subject to these regulations, since these projects contribute to ground water and have a probability of contributing storm water to the City storm water system in the event the design capacity is exceeded; or the system is compromised or fails.

Not all of the minimum requirements apply to every development or redevelopment project. The applicability varies depending on the type and size of the project. The flow charts in Figures 11.1 and 11.2 shall be used to determine which of the minimum requirements apply.

**Commented [je82]:** How will Drainage Review occur if no Site Development Permit is required? Is it done on the Building Permit application, for example?

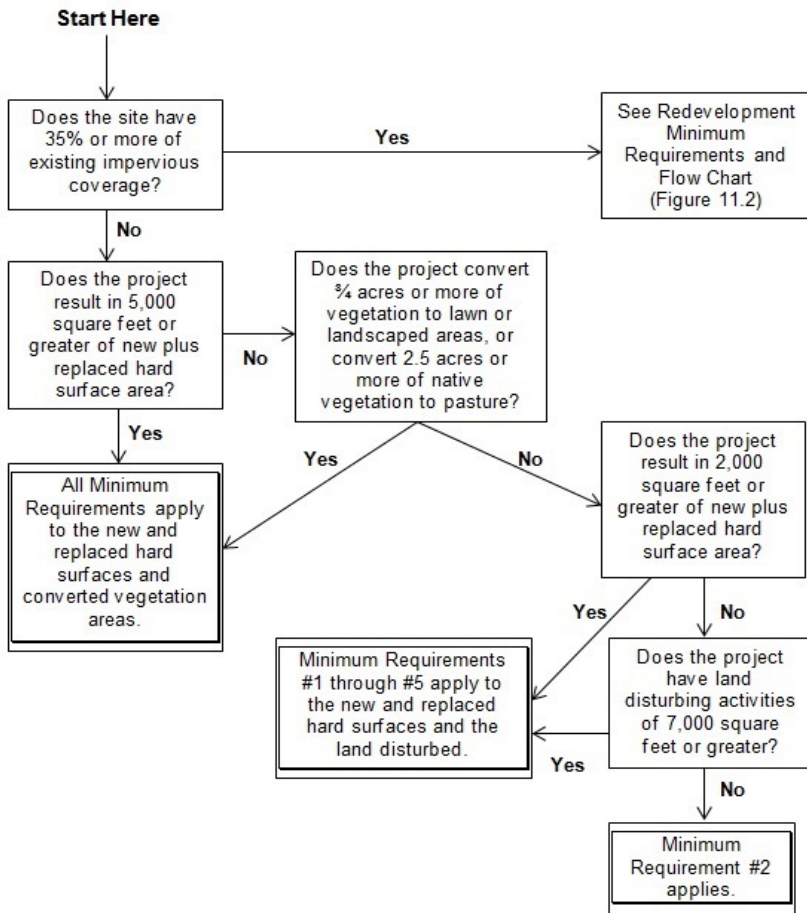


Figure 11.1: Flow Chart for Determining Requirements for New Development

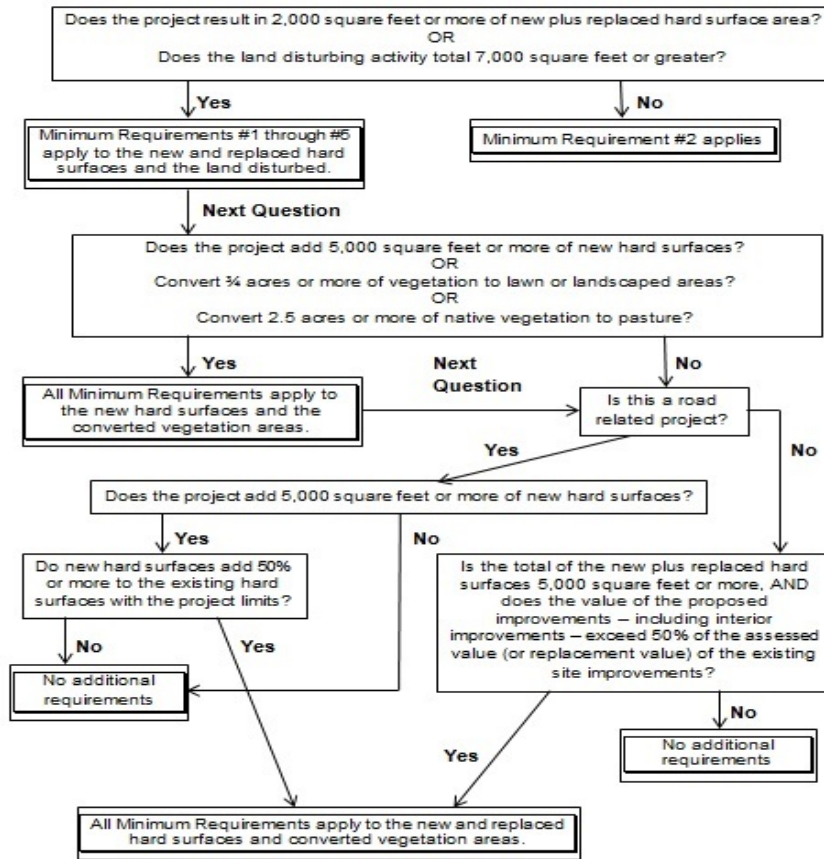


Figure 11.2: Flow Chart for Determining Requirements for Redevelopment

[Ord. 648 § 4, 2016; Ord. 583 § 8, 2014; Ord. 501 § 3, 2009.]

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**12.11.040 Minimum surface water and storm water requirements.**

When drainage review and approval is required the City requires, at a minimum, full compliance with this section.

A. *Minimum Requirement No. 1: Preparation of Storm Water Site Plans.* All projects meeting the thresholds in LMC [12.11.030](#), Figure 11.1 or 11.2, shall prepare a storm water site plan for City review. Storm water site plans shall be prepared in accordance with the DOE Stormwater Manual as amended by the Engineering Standards Manual.

B. *Minimum Requirement No. 2: Construction Storm Water Pollution Prevention.* All new development and redevelopment projects are responsible for preventing erosion and discharge of sediment and other pollutants leaving the site. Projects meeting the thresholds described in LMC [12.11.030](#), Figure 11.1 or 11.2, shall prepare a construction storm water pollution prevention plan (SWPPP) as part of the storm water site plan (see Minimum Requirement No. 1). In addition, projects greater than one acre that have the potential to discharge to waters of the state, as determined by the City Engineer, shall apply for a construction storm water general permit through the DOE. The permit, as well as guidance for preparing a SWPPP, is available through the DOE.

The SWPPP shall be implemented beginning with initial soil disturbance and until final stabilization. The SWPPP shall meet the following objectives:

1. To implement best management practices (BMPs) to prevent erosion and sedimentation, and to identify, reduce, eliminate or prevent storm water contamination and water pollution from construction activity;
2. To prevent violations of surface water quality, ground water quality or sediment management standards; and
3. To control peak volumetric flow rates and velocities of storm water discharges.

C. *Minimum Requirement No. 3: Source Control of Pollution.* All known, available and reasonable source control BMPs shall be applied to all projects. Source control BMPs shall be selected, designed, and maintained in accordance with the DOE Stormwater Manual and as amended by the Engineering Standards Manual.

D. *Minimum Requirement No. 4: Preservation of Natural Drainage Systems and Outfalls.* Natural drainage patterns shall be maintained, and discharges from the project site shall occur at the natural location, to the maximum extent practicable. The manner by which runoff is discharged from the project site shall not cause a significant adverse impact to downstream receiving waters and down gradient properties. All outfalls require energy dissipation.

E. *Minimum Requirement No. 5: On-Site Storm Water Management.* Projects shall employ on-site storm water management BMPs in accordance with the project thresholds, standards, and lists found in Section 4.5 of Appendix 1 of the Western Washington Phase II Municipal Stormwater Permit (Municipal NPDES Permit) to infiltrate, disperse, and retain storm water runoff on site to the maximum extent feasible without causing flooding or erosion impacts.

F. *Minimum Requirement No. 6: Runoff Treatment Project Thresholds.* The following require construction of storm water treatment facilities:

1. Projects in which the total of pollution-generating hard surface (PGHS) is 5,000 square feet or more in a threshold discharge area of the project; or
2. Projects in which the total of pollution-generating pervious surfaces (PGPS), not including permeable pavements, is three-quarters of an acre or more in a threshold discharge area, and from which there will be a surface discharge in a natural or manmade conveyance system from the site.

Treatment-type thresholds, facility sizing and facility selection, design and maintenance are as described in Section 4.6 of Appendix 1 of the Municipal NPDES Permit.

G. *Minimum Requirement No. 7: Flow Control.*

1. Projects shall provide flow control to reduce the impacts of storm water runoff from hard surfaces and land cover conversions. This requirement shall be interpreted as follows within the City of Lakewood:
  - a. This minimum requirement applies to projects that discharge storm water directly or indirectly through a conveyance or overflow system, into a fresh water body.
  - b. This minimum requirement applies to projects that discharge storm water to a City-owned conveyance system which subsequently infiltrates storm water. However, for this scenario, the level of control required for such discharges will be approved on a

site-by-site basis by the City Engineer. The intent is to ensure that drainage from the project site will not exceed the capacity of the downstream conveyance and/or the downstream infiltration system.

c. This minimum requirement is waived for sites that will infiltrate on site all runoff from hard surfaces and converted vegetation areas.

2. *Thresholds.* The following require construction of flow control facilities and/or land use management BMPs that will achieve the standard requirements of the DOE Stormwater Manual:

a. Projects in which the total of effective impervious surfaces is 10,000 square feet or more in a threshold discharge area; or

b. Projects that convert three-quarters of an acre or more of native vegetation to lawn or landscape, or convert two and one-half acres or more of native vegetation to pasture in a threshold discharge area, and from which there is a surface discharge in a natural or manmade conveyance system from the site; or

c. Projects that through a combination of hard surfaces and converted vegetation areas cause a 0.10 cubic feet per second or greater increase in the 100-year flow frequency from a threshold discharge area as estimated using the Western Washington Hydrology Model or other approved model and one-hour time steps (or a 0.15 cfs increase or greater using 15-minute time steps).

3. *Standard Flow Control Requirement.* Storm water discharges shall match developed discharge durations to predeveloped durations for the range of predeveloped discharge rates from 50 percent of the two-year peak flow up to the full 50-year peak flow. The predeveloped condition to be matched shall be a forested land cover unless:

a. Reasonable, historic information is provided that indicates the site was prairie prior to settlement (modeled as "pasture" in the Western Washington Hydrology Model); or

b. The drainage area of the immediate stream and all subsequent downstream basins have had at least 40 percent total impervious area since 1985. In this case, the predeveloped condition to be matched shall be the existing land cover condition. The map in Appendix I-G of the DOE Stormwater Manual depicts those areas which meet this criterion. Where basin-specific studies determine a stream channel to be unstable,

even though the above criteria is met, the predeveloped condition assumption shall be the "historic" land cover condition or a land cover condition commensurate with achieving a target flow regime identified by an approved basin study.

This standard requirement is waived for sites that will reliably infiltrate on site all the runoff from hard surfaces and converted vegetation areas.

4. *Alternative Requirement.* An alternative requirement may be established through application of watershed-scale hydrological modeling and supporting field observations. Possible reasons for an alternative flow control requirement include the following:

- a. Establishment of a stream-specific threshold of significant bed load movement other than the assumed 50 percent of the two-year peak flow;
- b. Zoning and land clearing ordinance restrictions that, in combination with an alternative flow control standard, maintain or reduce the naturally occurring erosive forces on the stream channel; or
- c. A duration control standard is not necessary for protection, maintenance, or restoration of designated beneficial uses or Clean Water Act compliance.

See Section 7, Basin/Watershed Planning, of Appendix 1 of the Municipal NPDES Permit for details on how alternative control requirements may be established.

5. *Additional Requirement.* Flow control BMPs shall be selected, designed, and maintained in accordance with Volume III of the DOE Stormwater Manual or an approved equivalent.

H. *Minimum Requirement No. 8: Wetlands Protection.*

1. *Applicability.* The requirements below apply only to projects whose storm water discharges into a wetland, either directly or indirectly through a conveyance system. These requirements shall be met in addition to meeting Minimum Requirement No. 6, Runoff Treatment Project Thresholds; and Minimum Requirement No. 7, Flow Control; and comply with the provisions of Chapter [14.162](#) LMC, Wetlands Areas.

2. *Standard Requirement.* Projects shall comply with Guide Sheets No. 1 and No. 3 in Appendix I-D of the DOE Stormwater Manual. The hydrologic analysis shall use the existing land cover condition to determine the existing hydrologic conditions unless directed otherwise by a regulatory agency with jurisdiction.

3. *Additional Requirements.* The standard requirement does not excuse any discharge from the obligation to apply whatever technology is necessary to comply with state water quality standards, Chapter [173-201A](#) WAC, or state ground water standards, Chapter [173-200](#) WAC. Additional treatment requirements to meet those standards may be required by federal, state, or local governments.

Storm water treatment and flow control facilities shall not be built within a natural vegetated buffer, except for necessary conveyance systems as approved by the City Engineer or as allowed in wetlands approved for hydrologic modification and/or treatment in accordance with the Guide Sheet No. 2 in Appendix I-D of the DOE Stormwater Manual.

An adopted and implemented basin plan prepared in accordance with provisions of Section 7 of Appendix 1 of the Municipal NPDES Permit may be used to develop requirements for wetlands that are tailored to a specific basin.

I. *Minimum Requirement No. 9: Operation and Maintenance.* An operation and maintenance manual consistent with the provisions in Volume V of the DOE Stormwater Manual shall be provided for all proposed storm water facilities and BMPs. The party (or parties) responsible for maintenance and operation shall be identified in the operation and maintenance manual. At private facilities, a copy of the manual shall be retained on site or within reasonable access to the site, and shall be transferred with the property to the new owner. For short plats and subdivisions, a plat agreement to follow the long-term operation and maintenance plan shall be signed. For public facilities, a copy of the manual shall be retained in the appropriate department. A log of maintenance activity that indicates what actions were taken shall be kept and be available for inspection by the City. [Ord. 648 § 5, 2016; Ord. 501 § 3, 2009.]

#### **12.11.050 Construction timing and final approval.**

Erosion and sediment control measures associated with both the interim and permanent drainage systems shall be:

A. Constructed in accordance with the approved plan prior to any grading or land clearing other than that associated with an approved erosion and sediment control plan; and

B. Satisfactorily sequenced and maintained until all improvements, restoration, and landscaping associated with the permit and/or for the project are completed, and the potential for on-site erosion has passed.

Prior to the construction of any improvements and/or buildings on the site, those portions of the drainage facilities necessary to accommodate the control of surface water and storm water runoff discharging from the site shall be constructed and in operation. Recording of short plats and subdivisions may occur prior to the construction of drainage facilities when approved in writing by the City Engineer only to minimize impacts that may result from construction during inappropriate times of the year. If recording of formal or administrative subdivisions occurs prior to the construction of the drainage facilities then a deadline for completion of the drainage facilities will be imposed. [Ord. 726 § 2(Exh. A), 2019; Ord. 501 § 3, 2009.]

#### **12.11.060 Illicit discharge.**

A. *Prohibited Discharges.* It is unlawful for any individual, person, firm or corporation to discharge into the public storm drainage system directly or indirectly any liquid or solid foreign substances of biodegradable or other nature which may cause or tend to cause water pollution, including but not limited to the following items:

1. Petroleum and automotive products including but not limited to oil, gasoline, diesel fuel, grease, fuel oil and heating oil, antifreeze or other automotive products;
2. Trash, waste and debris including but not limited to food waste, garbage, pet wastes, sanitary sewage, bark and other fibrous material, lawn clippings, leaves or branches, animal carcasses, silt, sand, dirt or rock;
3. Chemicals, paints, paint chips, steam cleaning wastes, laundry wastes, soaps, pesticides, herbicides or fertilizers, degreasers and/or solvents, acids or alkalis, or dyes;
4. Heated water, chlorinated water or chlorine;
5. Construction materials including waste from washing of fresh concrete for cleaning and/or finishing purposes or to expose aggregates, mortar, gypsum, paint, or any other building materials.

B. Discharging of the following non-storm-water into the public storm drainage system directly or indirectly is illegal unless the stated conditions are met:

1. Discharges from potable water sources that have not been dechlorinated, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the City drainage system;
2. *Dechlorinated Swimming Pool Discharges.* The discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent resuspension of sediments in the City drainage system. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the City drainage system;
3. Street and sidewalk wash water, water used to control dust, and routine external building wash down water at active construction sites. Street sweeping must be performed prior to washing the street;
4. Discharges shall be in compliance with the requirements of the storm water pollution prevention plan reviewed by the City, which addresses control of construction site dewatering discharges.

C. *Permissible Discharges.* Discharges from the sources listed below shall only be considered illicit discharges if the City Engineer, or designee thereof, determines that the type of discharge, whether singly or in combination with others, is a significant source of water pollution:

Natural uncontaminated ground water; uncontaminated air conditioning condensation; natural springs; uncontaminated water from crawl space pumps; irrigation runoff from agricultural sources that is commingled with urban storm water; discharges in compliance with an NPDES permit; discharges from approved footing drains and foundation drains; diverted stream flows; flows from riparian habitat and wetlands; uncontaminated pumped ground water; and rising ground water.

D. *Exemption.* Discharges resulting directly from public firefighting activities, but not from such as the maintenance or cleaning of firefighting equipment, are exempt from regulation under this section.

E. *Enforcement.* The City Engineer, or the designee thereof or enforcement inspector or official, is authorized to enforce the regulations of this section through the following process or procedure:

1. *Notice to Correct Violation.* Whenever the code enforcement official or other authorized enforcement official, or his/her designee, determines that a violation of this section is occurring or has occurred, a written notice may be issued to correct the violation, with such notice being posted upon the property or delivered to the property owner(s) and/or tenant(s) and/or to any person(s) causing or allowing or participating in the violation.
2. *Service of Notice.* Such notice shall be served by posting the property, personally serving a copy of the notice upon a party responsible for the property, or by certified mail to the property owner or taxpayer of record for the property.
3. Notices pursuant to this section shall be in writing, shall state the specific violation to be remedied, the location of the violation, and the property owner and/or persons responsible for the property.
4. The code enforcement officer or inspecting official shall require the violation to be corrected within one to 15 working days from the issuance of the notice to correct. The length of time to correct shall be determined, in the sole discretion of the code enforcement official or other authorized enforcement official, or his/her designee, by the scope of violation, the history of prior violations by the same persons and/or at the same location and method needed to correct violation. All violations, in any event, shall be corrected expeditiously.
5. Failure to remedy a violation of this section after proper service of a notice to correct is a misdemeanor crime, punishable by up to 90 days in jail, a \$1,000 fine or any combination thereof.
6. *Public Nuisance.* Violations of this section are public nuisances and may be abated by the City. See LMC [12.02.050](#), Public nuisance. [Ord. 648 § 6, 2016; Ord. 583 § 9, 2014; Ord. 501 § 3, 2009.]

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## Chapter 12.12

### STREET AND ALLEY VACATION PROCEDURES\*

Sections:

- 12.12.010** Definitions.
- 12.12.020** Statement of purpose.
- 12.12.030** Initiation of vacation.
- 12.12.040** Petition for vacation.
- 12.12.050** Petition fees.
- 12.12.060** Survey, vicinity map, plat map and legal description.
- 12.12.070** Setting of hearing.
- 12.12.080** Staff report.
- 12.12.090** Notice of hearing.
- 12.12.100** Protest.
- 12.12.110** Hearing and committee report.
- 12.12.120** City Council decision.
- 12.12.130** Limitation on vacations of streets abutting bodies of water.
- 12.12.140** Requirements prior to resolution regarding vacation of streets abutting bodies of water.
- 12.12.150** Vacation by ordinance.
- 12.12.160** Compensation for vacation.
- 12.12.170** Appraisals.
- 12.12.180** Payment of compensation of conveyance.
- 12.12.190** Recording with County Auditor.

\* **Prior legislation note:** Ord. [501](#) repealed provisions concerning street vacation procedures that were formerly in Chapter 12.20, based on the provisions of Ords. [48](#) and [377](#).

#### **12.12.010 Definitions.**

A street or alley “vacation” means that the public is letting go of, or “vacating,” the public interest in a property. After a street or an alley is vacated, the public no longer has a right to use the property for access. [Ord. 501 § 3, 2009.]

**12.12.020 Statement of purpose.**

The purpose of this chapter is to establish procedures, notice requirements and fees for the vacation of streets and alleys within the City. This chapter is intended to implement the authority granted to the City by Chapter [35.79](#) RCW and RCW [35A.47.020](#) and to conform to their provisions. In case of conflict between this chapter and those statutes, the statutory provisions shall be controlling. [Ord. 501 § 3, 2009.]

**12.12.030 Initiation of vacation.**

The owners of an interest in any real property abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the City Council. In the alternative, the City Council may itself initiate a vacation by resolution. The petition or resolution shall be filed with the City Clerk. [Ord. 501 § 3, 2009.]

**12.12.040 Petition for vacation.**

The petition shall be in a form prescribed by the City Manager or designee and shall contain a name, address and telephone number of a representative for the petitioners. The petition shall also discuss the criteria set forth in LMC [12.12.120](#). The sufficiency of the petition shall be governed by RCW [35A.01.040](#). [Ord. 583 § 10, 2014; Ord. 501 § 3, 2009.]

**Commented [JT83]:** City manager authority

**12.12.050 Petition fees.**

Every petition for the vacation of any street or alley, or any part thereof, shall be accompanied by a fee in an amount established by resolution of the City to defray the administrative costs incurred in processing the petition and publishing, posting and mailing notices, plus any consulting costs incurred by the City during the review process. The fee shall not be refunded under any circumstances. [Ord. 501 § 3, 2009.]

**12.12.060 Survey, vicinity map, plat map and legal description.**

- A. Every petition shall be accompanied by: (1) a survey, (2) a vicinity map showing the general area of the proposed vacation, (3) a plat map prepared and sealed by a professional land surveyor, registered in the state of Washington, indicating the specific parcels abutting the proposed street or alley to be vacated, and (4) an exact legal description of the portion of road to be vacated prepared and sealed by a professional land surveyor, registered in the state of Washington.
- B. Flagging which indicates the boundaries of the street or alley shall be installed when the survey is conducted. [Ord. 501 § 3, 2009.]

**12.12.070 Setting of hearing.**

Upon receipt of the petition, the fee and all required documents the City Clerk shall forward the petition and required documents to the City Manager or designee who shall determine whether the petition has been signed by the owners of more than two-thirds of the property abutting the part of the street or alley to be vacated. If the petition has been signed by the required percentage of such owners, the City Manager or designee shall bring the petition before the City Council within 30 days of receipt of the petition, and the City Council shall, by resolution, fix a time when the petition will be heard and determined by the City Council, or committee of the City Council, which time shall be not more than 60 days nor less than 20 days after the date of adoption of the resolution. Where the City Council initiates the vacation by resolution, that resolution shall fix a time when the proposed vacation will be heard by the City Council or a committee of the City Council. [Ord. 501 § 3, 2009.]

Commented [JT84]: Clerk authority

Commented [JT85]: City Manager authority

**12.12.080 Staff report.**

The City Manager or designee shall prepare a report concerning the proposed vacation, which report shall address the criteria (see LMC 12.12.120) to be considered by the City Council in determining whether to vacate the street or alley, and such other information as deemed appropriate by the City Manager or designee. In preparing the report, the City Manager or designee shall solicit comments from Law Enforcement, Public Works and other departments of

Commented [JT86]: City Manager authority

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

the City, and may solicit comments from other governmental agencies and utility service providers operating within the boundaries of the City, including fire districts. The report shall be submitted to the City Council, or the City Council committee hearing the matter, and to the representative of the petitioners, not less than five days before the hearing. [Ord. 583 § 11, 2014; Ord. 501 § 3, 2009.]

### **12.12.090 Notice of hearing.**

Upon the passage of the resolution fixing the time for hearing the petition or proposal for vacation, the City Clerk shall give not less than 20 days' notice to the time, place and purpose of the hearing by (A) publishing written notice once in the City's official newspaper, (B) posting a placard in a conspicuous place at each end of the street or alley sought to be vacated, and (C) mailing written notice to all petitioners at the address on the petition and all owners of property abutting the street or alley proposed to be vacated, as shown on the records of the Pierce County Assessor. In addition, notice shall be given to the owners of property which lie within 300 feet beyond the street or alley to be vacated, measuring in both directions from the area to be vacated. The City Manager or designee shall send the same written notice to the representative of the petitioners at the address on the petition. The placards shall be highly visible and at least 11 by 14 inches in size, and shall include a map showing the location of the street or alley proposed to be vacated. [Ord. 501 § 3, 2009.]

**Commented [JT88]:** Procedural - should this refer back to 18A.20 Article III (Public Notice Requirements) instead ?

**Commented [JT89]:** City Manager role

### **12.12.100 Protest.**

If 50 percent or more of the owners of the abutting property file written objections to a City Council-initiated vacation with the City Clerk, prior to the time of the hearing, the City shall be prohibited from proceeding with the vacation. [Ord. 501 § 3, 2009.]

### **12.12.110 Hearing and committee report.**

The hearing on the petition proposal shall be held before the City Council, or a committee of the City Council, upon the day fixed by resolution or at the time to which a hearing may be

adjourned. Following the hearing, the committee shall report its recommendation on the petition or proposal to the City Council, which may adopt or reject the recommendation. If a hearing is held before a committee, it shall not be necessary to hold a hearing before the City Council. [Ord. 501 § 3, 2009.]

### **12.12.120 City Council decision.**

Following the hearing and receipt of committee report, if applicable, the City Council shall determine whether to vacate the street or alley. The determination shall include, but not be limited to, consideration of the following criteria:

- A. Whether a change of use or vacation of the street or alley will better serve the public good;
- B. Whether the street or alley is no longer required for public use or public access;
- C. Whether the substitution of a new and different public way would be more useful to the public;
- D. Whether conditions may so change in the future as to provide a greater use or need than presently exists; and,
- E. Whether objections to the proposed vacation are made by owners of private property (exclusive of petitioners) abutting the street or alley or other governmental agencies or members of the general public. [Ord. 501 § 3, 2009.]

### **12.12.130 Limitation on vacations of streets abutting bodies of water.**

If the street or alley to be vacated, or any portion of the street or alley to be vacated, abuts a body of fresh or salt water, the City shall not vacate such street or alley unless the following additional criteria and ~~the~~ requirements are met:

- A. The vacation is sought to enable the City to acquire the property for port purposes, beach or water access purposes, boat moorage or launching sites, park, public view, recreation, or educational purposes, or other public uses;

Commented [JT90]: Delete - redundant word

B. The City, by resolution, declares that the street or alley is not presently being used as a street or alley and that the street or alley is not suitable for any of the following purposes: port, beach or water access, boat moorage, launching sites, park, public view, recreation, or education; or

C. The vacation is sought to enable the City to implement a plan, adopted by resolution or ordinance, that provides comparable or improved public access to the same shoreline area to which the streets or alleys sought to be vacated abut, had the properties included in the plan not been vacated. [Ord. 501 § 3, 2009.]

#### **12.12.140 Requirements prior to resolution regarding vacation of streets abutting bodies of water.**

Before adopting a resolution vacating a street or alley under LMC [12.12.130\(B\)](#), the City shall complete the following:

A. Compile an inventory of all rights-of-way within the City that abut the same body of water that is abutted by the street or alley sought to be vacated;

B. Conduct a study to determine if the street or alley to be vacated is suitable for use by the City for any of the following purposes: port, boat moorage, launching sites, beach or water access, park, public view, recreation, or education;

C. Hold a public hearing on the proposed vacation in the manner required by this chapter, where in addition to the normal requirements for publishing notice, notice of the public hearing is posted conspicuously on the street or alley sought to be vacated, which posted notice indicates that the area is public access, is proposed to be vacated, and that anyone objecting to the proposed vacation should attend the public hearing or send a letter to a particular designated official indicating his or her objection; and

D. Make a finding that the street or alley sought to be vacated is not suitable for any of the purposes listed under subsection [B](#) of this section, and that the vacation is in the public interest.

E. No vacation shall be effective until the fair market value has been paid for the street or alley that is vacated. Moneys received from the vacation may be used by the City only for acquiring

**Commented [JT91]:** Refer to 18A.20 Article III instead?

additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites. [Ord. 583 § 12, 2014; Ord. 501 § 3, 2009.]

### **12.12.150 Vacation by ordinance.**

If the City Council determines to grant the vacation, the action shall be made by ordinance in conformance with LMC [12.12.120](#) and with such conditions or limitations as the City Council deems necessary and proper to preserve any desired public use or benefit. The ordinance may contain a provision retaining or requiring conveyance of easements for construction, repair and maintenance of existing and future utilities and services. [Ord. 581 § 13, 2014; Ord. 501 § 3, 2009.]

### **12.12.160 Compensation for vacation.**

A. Where a vacation has been initiated by petition, the owners of the property abutting the area vacated shall pay to the City, prior to the effective date of the ordinance vacating the area, a sum equal to one-half of the appraised value of the area vacated plus the full cost of physical closure and road repairs as required by the City Manager or designee. If the property sought to be vacated, however, has been part of a dedicated public right-of-way, whether open or unopened for 25 years or more, or if the property or portions thereof were acquired at public expense, the City may require the petitioner(s) to pay compensation in an amount that does not exceed the full appraised value of the area vacated. Where the vacation was initiated by the City or was required by the City as a condition of a permit or approval, the owners of the property abutting the area vacated shall not be required to compensate the City.

B. Conveyance of other property acceptable to the City may be made in lieu of the required payment, whether required to mitigate adverse impacts of the vacation or otherwise. When the conveyance is made for street purposes, one-half of the fair market value of the land conveyed shall be credited to the required payment. When the conveyance is made in fee for purposes other than street purposes, the full appraised value of the land conveyed shall be credited to the required payment.

**Commented [JT92]:** City Manager authority

C. When the value of the in-lieu parcel is less than the required payment, the petitioners shall pay the difference to the City. When the value of the in-lieu parcel exceeds the required payment, the City shall pay the difference to the petitioners.

D. One-half of the revenue received by the City as compensation for vacated public property shall be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation projects within the City. [Ord. 501 § 3, 2009.]

### **12.12.170 Appraisals.**

A. The City Manager or designee shall determine the appraised value of the area vacated based on an appraisal from a state-certified real estate appraiser who has an MAI or SRA designation from the Appraisal Institute. To obtain such appraisal, the City Manager or designee shall present to the representatives of the petitioners a list of three such certified and designated appraisers from which the representatives of the petitioners shall select one appraiser. The petitioner shall pay for the appraisal. If the City Manager or designee is not satisfied with the appraisal, the City Manager or designee may order a second appraisal from a state-certified real estate appraiser who has an MAI or SRA designation from the Appraisal Institute. The City shall pay for the second appraisal.

Commented [JT93]: City Manager authority

B. The City Manager or designee shall use the appraisal having the highest value for the area vacated. The City Manager or designee shall determine the fair market value or full appraisal value of the real property proposed to be granted or dedicated to the City in lieu of cash payment under LMC [12.12.120](#) in accordance with the appraisal procedure of subsection [A](#) of this section. [Ord. 583 § 14, 2014; Ord. 501 § 3, 2009.]

### **12.12.180 Payment of compensation of conveyance.**

After determining the appraisal of the value of the street or alley to be vacated, pursuant to LMC [12.12.170](#), the City Manager or designee shall notify the representatives of the petitioners of the amount of compensation. The payment shall be delivered to the City Manager or designee who, upon receipt of the payment, shall transmit it to the City Finance Department for deposit in the street fund and shall make a written report of the payment to the City Council. If

the petitioner has been authorized to deliver an instrument granting or dedicating to the City a parcel or parcels of land in lieu of cash payment, as contemplated in LMC [12.12.160](#), the City Manager or designee, at the petitioner's expense, may obtain either a policy of title insurance insuring title of the property in the City, or a certificate of title as to the title insurance insuring title of the property in the City, or a certificate of title as to the title thereof, and upon receipt of such policy or certificate, shall transmit it to the City Council. [Ord. 583 § 15, 2014; Ord. 501 § 3, 2009.]

### **12.12.190 Recording with County Auditor.**

A certified copy of any such ordinance vacating a street or alley, or part thereof, shall be recorded by the City Clerk in the office of the Pierce County Auditor. [Ord. 501 § 3, 2009.]

## **Chapter 12.13**

### **COMMUTE TRIP REDUCTION\***

**Commented [JT94]:** Did not review - not on priority list

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.**

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

**12.13.160 Appeals of final decisions.****12.13.170 Enforcement.**

\* **Prior legislation note:** Ord. [501](#) repealed provisions concerning commute trip reduction that were formerly in Chapter 12.24, based on the provisions of Ords. [99](#) and [197](#).

**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.

“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.

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

“Commuter 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 (Commuter 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 [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.

“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.

“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.

“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. [Ord. 501 § 3, 2009.]

### **12.13.020 Commute trip reduction goals.**

The CTR goals for employers affected by this chapter are to achieve the following reductions in vehicle miles traveled (VMT) per employee or in the proportion of single-occupant vehicle (SOV) commute trips from the base year value of Lakewood’s CTR zone or the work site’s measured base year value:

- A. Fifteen percent by January 1, 1995;
- B. Twenty percent by January 1, 1997;
- C. Twenty-five percent by January 1, 1999; and
- D. Thirty-five percent 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. [Ord. 501 § 3, 2009.]

**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. [Ord. 501 § 3, 2009.]

**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 [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. [Ord. 501 § 3, 2009.]

**12.13.050 Implementation responsibility.**

The City of Lakewood has a variety of responsibilities pursuant to the requirements of RCW [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 [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 Task Force (RCW [70.94.537](#)) via the state. [Ord. 501 § 3, 2009.]

#### **12.13.060 Responsible City department.**

The City of Lakewood 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. [Ord. 501 § 3, 2009.]

#### **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. [Ord. 501 § 3, 2009.]

#### **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. [Ord. 501 § 3, 2009.]

### **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. [Ord. 501 § 3, 2009.]

### **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. [Ord. 501 § 3, 2009.]

### **12.13.110 Requirements for employers.**

An affected employer is required to make a good faith effort, as defined in RCW [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.

**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. [Ord. 501 § 3, 2009.]

### **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. [Ord. 501 § 3, 2009.]

### **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. 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. [Ord. 501 § 3, 2009.]

### **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. [Ord. 501 § 3, 2009.]

### **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. [Ord. 501 § 3, 2009.]

### **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. [Ord. 501 § 3, 2009.]

### **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 [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 [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 [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 [70.94.534\(2\)](#) and this chapter for good faith effort.
4. Failure to revise a CTR program as defined in RCW [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 [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](#). [Ord. 501 § 3, 2009.]

## Chapter 12.14

### DEFINITIONS AND ABBREVIATIONS

Except for chapters with identified definition sections or specific definitions provided, the following definitions apply to this title:

"[40 CFR](#)" means Title [40](#) of the Code of Federal Regulations, which is the codification of general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

"ADT" means average daily traffic.

AKART. "All known, available and reasonable methods of prevention, control and treatment" refers to the State Water Pollution Control Act, RCW [90.48.010](#) and [90.48.520](#).

"Applicant" means the person, party, firm, corporation, or other legal entity that proposes to develop property in the City of Lakewood by submitting an application for any of the activities covered by these regulations on a form furnished by the City and paying the required fees.

"Arterial" means a road or street primarily for through traffic. The term includes roads or streets considered collectors. It does not include local access roads which are generally limited to providing access to abutting property.

"Average daily traffic" or "ADT" means the total traffic during a given time period (in whole days), greater than one day and less than one year, divided by the number of days in that time period. To determine potential ADT for a local access City street, it will be assumed, for the purposes of

**Commented [JT95]:** Should this section be moved? Other titles have Definitions as .02 or .20. This seems to only apply to 12.1-12.14, then subsequent chapters have their own definition list.

Also need to review for consistency and/or redundancy with other titles - not on priority list

this title only, that each dwelling unit or each existing or proposed segregated lot that accesses onto the street will generate 10 traffic trips per day. Traffic generation for other uses will be in accordance with the publication "Trip Generation," by the Institute of Traffic Engineers, or other approved sources and will include the traffic generated by the proposed development unless otherwise noted. Projects submitted to the City for review and approval will be considered to be proposed projects.

"Base flood" means the flood having a one percent chance of being equaled or exceeded in any given year, also referred to as the "100-year flood." Designation on maps will always include the letter "A" or "V."

"Base flood elevation" means the water surface elevation, in feet, above mean sea level for the base flood and referenced to the National Geodetic Vertical Datum of 1929 (or Pierce County Datum or United States Coast and Geodetic Survey 1929 Datum which are the same).

"Bench" means a relatively level step excavated into natural earth or fill material.

"Best management practices (BMPs)" means the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by the Washington State Department of Ecology that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

"BMP" means best management practices.

"Building" means any structure used or intended for supporting or sheltering any use or occupancy.

"Certification" means a written engineering opinion, stamped, signed, and dated by an engineer, concerning the progress or completion of work.

"Change of use" means a change of use shall be determined to have occurred when it is found that the general character of the use in question has been modified. This determination shall include review of but not be limited to: hours of operation, materials processed or sold, required parking, traffic generation, impact on public utilities, clientele, general appearance and location or a change in use type.

"City" means the City of Lakewood or an official representative of the City of Lakewood.

“City Engineer” means the individual appointed to be the City Engineer for the City of Lakewood or his/her designee.

**Commented [JT96]:** Delete or update if necessary based on org / authority decisions

“City Environmental Official” means the individual appointed to be the Environmental Official for the City of Lakewood or his/her designee.

**Commented [JT97]:** Validate if this still accurate

Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub. L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. 6-483 and Pub. L. 97-117, [33](#) U.S.C. Section [1251](#) et seq.

“Clearing” means the cutting, moving on site, or removal of standing or fallen timber (including stumps); the removal or moving on site of stumps; or the cutting or removal of brush, grass, ground cover, or other vegetative matter from a site in a way which exposes the earth’s surface of the site. In addition to the above, clearing is an activity which does not require reforestation per an approved forest practices application/notification issued by the Department of Natural Resources.

“Compaction” means the densification of a fill by mechanical means.

“Cul-de-sac” means a circular pavement symmetrical or offset about the centerline of a dead-end street.

“Dedication” means a conveyance of land by the owner of the land to some public use through a clause or conveyance in a deed or some other instrument of conveyance or a duly filed plat.

“Detention” means the short-term storage of storm drainage runoff that has been artificially collected and then released at a predetermined rate.

“Development” means any action taken either in conjunction with a use or to make a use possible. Activities do not in and of themselves result in a specific use. Most activities may take place in conjunction with a variety of uses.

**Deviation.** A deviation from the engineering standards is a mechanism to allow the City Engineer to grant an adjustment in the application of engineering standards.

**Commented [JT98]:** Verify consistency with 12.04.020

**Commented [JT99]:** City engineer authority

“DOE” means Washington State Department of Ecology.

“DOE Stormwater Manual” means the Stormwater Management Manual for Western Washington published by the Washington State Department of Ecology, 2005 Edition.

“Drainage” means rainfall runoff from a basin or contributing area which flows on the surface of the ground.

“Driveway” means any area, construction, or facility between a public road and private property which provides access for vehicles from the public roadway to or from private property.

“Dwelling” means a building or portion thereof designed exclusively for human habitation, but not including hotels or motel units.

“Dwelling unit” means any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation for not more than one family.

“Earth/earth material” means naturally occurring rock, soil, stone, dirt, or a combination thereof.

“Earthwork” means any operation involving the excavation, grading, filling, or moving of earth materials.

“Easement” means a grant by the property owner of the use of a strip of land by the public, corporation, or persons for specific purposes.

“Effective impervious surface” means those impervious surfaces that are connected via sheet flow or discrete conveyance to a drainage system. Impervious surfaces are considered ineffective if (1) the runoff is dispersed through at least 100 feet of native vegetation in accordance with BMP T5.30 “Full Dispersion,” as described in Chapter 5 of Volume V of the Stormwater Management Manual for Western Washington (SMMWW); (2) residential roof runoff is infiltrated in accordance with Downspout Full Infiltration Systems in BMP T5.10A in Volume III of the SWMMWW; or (3) approved continuous runoff modeling methods indicate that the entire runoff file is infiltrated.

“Emergency vehicle (EV) access” means an all-weather drivable surface constructed and maintained in accordance with this title that provides emergency access between a public or private street and 150 feet of all portions of an exterior wall of the first story of any structure requiring EV access as measured by an approved route around the exterior of the building.

“Engineer” (also “project engineer”) means a professional civil engineer, currently licensed in the state of Washington, retained by and acting on behalf of the applicant.

“Erodible or leachable materials” means wastes, chemicals, or other substances that measurably alter the physical or chemical characteristics of runoff when exposed to rainfall. Examples include erodible soils that are stockpiled, uncovered process wastes, manure, fertilizers, oily substances, ashes, kiln dust, and garbage dumpster leakage.

“Erosion” means the wearing away of the earth’s surface as a result of the movement of wind, water, or ice.

EV Access. See “emergency vehicle (EV) access.”

“Excavate” means the removal by man of sand, sediment, or other material from an area of land or water for other than commercial or industrial use.

“Fill” means the placement by man of sand, sediment or other material to create new uplands or raise the elevation of the land.

“Filling” means the act of transporting or placing (by any manner or mechanism) earth material, including temporary stockpiling.

“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters, and/or the unusual and rapid accumulation of runoff of surface waters from any source.

“Floodfringe” means the area subject to inundation by the base flood, but outside the limits of the floodway, and which may provide needed temporary storage capacity for flood waters.

“Floodplain” means the total area subject to inundation by the base flood, including the floodfringe and the floodway areas.

“Floodway” means the channel of a river, or other watercourse, and the adjacent land areas that shall be reserved in order to convey and discharge the base flood without cumulatively increasing the water surface elevation by more than one foot, and those areas designated as deep and/or fast-flowing water.

“Frontage” refers to length of a property line along a public street or right-of-way.

“Gate” (at driveway entrance) means a movable fence or other blockade designed to prevent general purpose traffic from entering a private development.

“Grading” means any excavating, filling, or creating of impervious surfaces or combination thereof.

“Ground water” means subsurface water in the subsoil or in a zone of saturation.

“Grubbing” means the removal and disposing of all unwanted vegetative matter from underground, such as sod, stumps, roots, buried logs, or other debris.

“Hard surface” means an impervious surface, a permeable pavement, or a vegetated roof.

“Hearing Examiner” means a person appointed by the City to carry out the functions authorized under Chapter [18A.20](#) LMC, Article IV, Administration, and Chapter [35A.63](#) RCW.

“Hyperchlorinated” means water that contains more than 10 mg/L chlorine.

“IBC” means International Building Code.

“IFC” means International Fire Code.

“Impervious surface” means a nonvegetated surface area that either prevents or retards the entry of water into the soil mantle as it entered under natural conditions prior to development. Common impervious surfaces include but are not limited to rooftops, concrete or asphalt paving, paved walkways, patios, driveways, parking lots or storage areas, grasscrete, and oiled, macadam or other surfaces, which similarly impede the natural infiltration of surface water. Open, uncovered retention/detention facilities shall not be considered impervious surfaces for purposes of determining whether the thresholds for application of minimum requirements are exceeded. Open uncovered retention/detention facilities shall be considered impervious surfaces for purposes of runoff modeling.

“Land disturbing activity” means any activity that results in a change in the existing soil cover (both vegetative and nonvegetative) and/or the existing soil topography. “Land disturbing activities” include, but are not limited to, clearing, grading, filling, and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered a land disturbing activity. Vegetation maintenance practices, including landscape maintenance and gardening, are not considered land disturbing activity. Storm water facility maintenance is not considered land disturbing activity if conducted according to established standards and procedures.

“Land surveyor” means a professional land surveyor currently licensed by the state of Washington.

“Landscaping” means the improvement or installation on a parcel or portion thereof of objects or vegetation for decorative or ornamental effect. Examples include: trees, bushes, shrubs, flowers, grass, weeds, ornamental rocks or figures, and low-lying ground cover, sprinkler systems, sidewalks, and lighting fixtures.

Large Lot. As defined by the City of Lakewood Subdivision Code.

“Level of service” means a way to measure the level of traffic congestion, with “A” being the best level of service, and “F” the lowest.

“Local improvement district” means a special assessment district whereby a capital improvement is financed and paid for over a period of time through assessments on the benefiting properties.

“LOS” means level of service.

“Lot” means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area, and developed or built upon as a unit. The term shall include “tracts” or “parcels.”

“Maintained city street” means a road dedicated to the City through various legal instruments or processes, or claimed through usage, and maintained by City maintenance forces on a periodic and regular basis, or as determined by the City. The road shall be listed on the City of Lakewood most recent road log or accepted by the City for inclusion into the City’s road system and not yet shown on the road log.

“Maintenance” means the regular and continual preservation of the private street and appurtenant features within the easement in an “as new” condition.

“Major municipal separate storm sewer outfall” means a municipal separate storm sewer outfall from a single pipe with an inside diameter of 36 inches or more, or its equivalent (discharge from a single conveyance other than circular pipe which is associated with a drainage area of more than 50 acres); or for municipal separate storm sewers that receive storm water from lands zoned for industrial activity (based on comprehensive zoning plans or the equivalent), an outfall that discharges from a single pipe with an inside diameter of 12

inches or more or from its equivalent (discharge from other than a circular pipe associated with a drainage area of 12 acres or more).

“Maximum extent practicable (MEP)” refers to paragraph 402(p)(3)(B)(iii) of the Federal Clean Water Act which reads as follows: Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants.

“Median” means the portion of a divided street separating the traveled way for traffic in opposing directions.

“MEP” means maximum extent practicable.

“Motor vehicle” includes every device capable of being moved upon a public highway and in, upon, or by which any persons or property is or may be transported or drawn upon a public highway except for mopeds, bicycles and other devices moved by human or animal power or used exclusively upon stationary rails or tracks.

“Municipal separate storm sewer (MS4)” means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) (1) owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the Clean Water Act that discharges to waters of the United States; (2) designed or used for collecting or conveying storm water; (3) which is not a combined sewer; (4) which is not part of a publicly owned treatment works (POTW) as defined at [40 CFR 122.2](#); and (5) which is defined as “large,” or “medium” or “small” or otherwise designated by the Department of Ecology pursuant to [40 CFR 122.26](#).

“MUTCD” means the Manual on Uniform Traffic Control Devices.

“National Pollutant Discharge Elimination System (NPDES)” means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and

imposing and enforcing pretreatment requirements, under Sections 307, 318, 402, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington Department of Ecology.

“Native vegetation” means vegetation comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and which reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas fir, western hemlock, western red cedar, alder, big-leaf maple, and vine maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed.

“New development” means land disturbing activities, including Class IV general forest practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of impervious surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter [58.17](#) RCW. Projects meeting the definition of redevelopment shall not be considered new development.

“Occupancy” means the purpose for which a building is used or intended to be used. The term shall also include the building or room housing such use. Change of occupancy is not intended to include change of tenants or proprietors.

“Outfall” means point source as defined by [40 CFR 122.2](#) at the point where discharges leave the MS4 and discharges to waters of the state and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances which connect segments of the same stream or other waters of the state and are used to convey waters of the state.

“Owner” means the owner of record of real property as shown on the tax rolls of the Pierce County Assessor, or a person who is purchasing a piece of property under contract.

“Parcel” means any portion, piece, or division of land. Fractional part or subdivision of block, according to plat or survey; portion of platted territory measured and set apart for individual and private use and occupancy.

“Parking area” means an area accessible to vehicles, which area is provided, improved, maintained, and used for the sole purpose of accommodating a motor vehicle.

“Paved road” means a road that has been treated or covered with asphalt to create an oil mat surface; a road that has a bituminous surface treatment, asphalt, or cement concrete surface.

“Paved surface” means minimum of two inches of hot mix asphalt per Washington State Department of Transportation specifications, or six inches of Portland cement concrete.

“Percolation” means the downward or lateral movement of water through soil under either saturated or unsaturated ground conditions.

“Permanent erosion control” means continuous on-site and off-site control measures that are needed to control conveyance and/or the deposit of earth, turbidity, or pollutants after construction or development.

“Person” means an individual, partnership, corporation, or other legal entity.

“Plat” means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets, and alleys or other division and dedications.

“Pollution-generating hard surface (PGHS)” means those hard surfaces considered to be a significant source of pollutants in storm water runoff. See the listing of surfaces under “pollution-generating impervious surface (PGIS).”

“Pollution-generating impervious surface (PGIS)” means those impervious surfaces considered to be significant sources of pollutants in storm water runoff. Such surfaces include those that are subject to vehicular use, industrial activities, or storage of erodible or leachable materials, wastes or chemicals, and that receive direct rainfall or run-on or blow-in of rainfall. Metal roofs are considered to be PGIS unless coated with an inert, nonleachable material. Roofs that are subject to venting of indoor pollutants from manufacturing, commercial or other operations or processes are also considered PGIS.

“Pollution-generating pervious surfaces (PGPS)” means any nonimpervious surface subject to vehicular use, industrial activities or storage of erodible or leachable materials, wastes or chemicals, and that receives direct rainfall or run-on or blow-in of rainfall, use of pesticides and fertilizers or loss of soil. Typical PGPS include permeable pavement subject to vehicular use, lawns, landscaped areas, golf courses, and parks.

“Predeveloped condition” means the native vegetation and soils that existed at a site prior to the influence of Euro-American settlement. The predeveloped condition shall be assumed to be a forested land cover unless reasonable, historic information is provided that indicates the site was prairie prior to settlement.

“Private drainage system” means a system that is totally owned and maintained by an individual, joint venture, partnership, corporation, or other legal entity.

“Private street” means a street which is owned, controlled, and maintained by one or more property owners.

“Private street easement” means an easement or parcel which creates a legal source of access from a public street to an existing or proposed lot or lots of record or project, across other parcels of property.

“Process wastewater” means any water which, during manufacture or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product.

“Project engineer” means a professional civil engineer, currently licensed in the state of Washington, retained by and acting on behalf of the applicant.

“Project site” means that portion of a property, properties, or right-of-way subject to land disturbing activities, new impervious surfaces, or replaced impervious surfaces.

“Public drainage system” means a system that is owned by the City of Lakewood or exists through accepted easements.

“RCW” means Revised Code of Washington.

“Receiving waters” means bodies of water or surface water systems to which surface runoff is discharged via a point source of storm water or via sheet flow. Ground water to which surface runoff is directed by infiltration.

“Record drawings” means drawings that reflect changes made during the construction process, recording differences between the original design and the completed structure.

“Recorded” means, unless otherwise stated, filed for record with the Auditor of the County of Pierce, state of Washington.

“Redevelopment” means, on a site that is already substantially developed (i.e., has 35 percent or more of existing impervious surface coverage), the creation or addition of impervious surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of impervious surface that is not part of a routine maintenance activity; and land disturbing activities.

“Replaced hard surface” means, for structures, the removal and replacement of hard surfaces down to the foundation. For other hard surfaces, the removal down to bare soil or base course and replacement.

“Replaced impervious surface” means, for structures, the removal and replacement of any exterior impervious surfaces or foundation; or, for other impervious surfaces, the removal down to bare soil, or base course, and replacement. Exemptions and partial exemptions are defined in Appendix 1 of the City’s NPDES permit.

“Retention” means the long-term storage of water on site with the dissipation of said water into the ground by means of percolation.

“Right-of-way (ROW)” means that area of land dedicated for public road uses including all road appurtenances, secured by the county or the public for purposes of public traffic, drainage, and/or franchised utilities.

“Runoff” means that portion of the precipitation on a drainage area that is discharged in the form of overland flow from the area to downhill properties, watercourses, or pipe systems.

“Safety concern” means geometric or design conditions on an existing, maintained City street that does not meet the standards of these regulations or the City Engineering Standards Manual.

“Sensitive area” means those areas designated by resolution or ordinance of the City of Lakewood City Council pursuant to LMC Title [14](#) and WAC [197-11-908](#).

“SEPA” means Washington State Environmental Policy Act.

“Significant contributor” means a discharge that contributes a loading of pollutants considered to be sufficient to cause or exacerbate the deterioration of receiving water quality or instream habitat conditions.

“Site” means any parcel or combination of contiguous parcels where grading, filling, clearing, or creation of an impervious surface is proposed, and which may be controlled by more than one property owner.

**Commented [JT100]:** Differs from 14.165.010 definition (“Site” means a lot, parcel, tract, or combination of lots, parcels, or tracts where a development is proposed)

“Site development permit” means a permit issued by the City of Lakewood authorizing the applicant to access the property; fill, grade or create an impervious surface or any combination thereof.

**Commented [JT101]:** This poses a legal risk by complicating accountability for illicit discharges, noncompliance with NPDES, etc.

*Site Development Plan.* “Site development plans” shall include the following, as specifically required by the City in each instance: Site plan, erosion and sedimentation control plan, grading plan, storm drainage plan, storm water drainage control report, soils report, flood study, entering sight distance variances and verifications, and other documents required in the review of proposed development of the property.

**Commented [JT102]:** Format inconsistency

“Site-specific traffic” means that traffic generated by a development. This traffic volume(s) shall be used to determine measures necessary to mitigate significant impacts on the City’s street system.

“Slope” means an inclined earth surface, the inclination of which is expressed as the ratio of horizontal distance to vertical distance.

“Soils engineer” means a professional civil engineer, licensed by the state of Washington, and experienced and knowledgeable in geotechnical engineering.

“Source control BMP” means a structure or operation that is intended to prevent pollutants from coming into contact with storm water through physical separation of areas or careful management of activities that are sources of pollutants. The SWMMWW separates source control BMPs into two types. Structural source control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering storm water. Operational BMPs are nonstructural practices that prevent or reduce pollutants from entering storm water. See Volume IV of the SWMMWW for details.

“Stockpiling” means the placement of material that will be removed within a six-month period or material that is placed on the property of a licensed business for sale.

“Storm water” means runoff during and following precipitation and snowmelt events, including surface runoff, drainage or interflow.

“Stormwater Management Manual for Western Washington (DOE Stormwater Manual)” means the five-volume technical manual (publication number 14-10-055 for the 2012 version amended in December 2014) prepared by Ecology for use by local governments that contains BMPs to prevent, control, or treat pollution in storm water.

**Commented [JT103]:** Update to reflect most current version

“Street frontage improvements” means the construction, reconstruction or repair of the following right-of-way facilities:

1. Curbs, gutters and sidewalks;
2. Storm drainage facilities;
3. Patching the street from its preexisting edge to the new curb line;
4. Overlayment of the existing public street to its centerline;
5. Relocating utilities as necessary;
6. Street frontage landscaping;
7. Street lights;
8. Other such improvements deemed necessary by the City Engineer.

The improvements may be required to be installed along the entire length of abutting public street frontage of property being developed, or for a greater length, as determined by the City Engineer as a condition of project approval for a new construction, new subdivision, short plat, or addition, alteration or tenant improvement project, a local improvement district, or City project. All such frontage improvements shall be constructed to City specifications.

**Commented [JT104]:** This seems out of place - should be in the governing section vice the definition section

“Structure” means anything that is constructed in or on the ground or over water, including any edifice, gas or liquid storage tank, and any piece of work artificially built up or composed of parts and joined together.

**Subdivision or Formal Plat.** As defined in the City of Lakewood Subdivision Code.

**Commented [JT105]:** Formatting inconsistency

“Subdivisions” means any division or redivision of land into lots, tracts, parcels, or sites for the purpose of sale, lease, or transfer of ownership by formal plat, short plat, large lot division, or planned development district, or other subdivisional process.

“Surveyor” means a professional land surveyor, currently licensed in the state of Washington and retained and acting on behalf of the applicant.

“Threshold discharge area” means an on-site area draining to a single natural discharge location or multiple natural discharge locations that combine within one-quarter mile downstream (as determined by the shortest flow path). The examples in Figure 14.1 below illustrate this definition. The purpose of this definition is to clarify how the thresholds are applied to project sites with multiple discharge points. For projects where storm water will be infiltrated on site the threshold discharge area shall be defined as the entire project area.

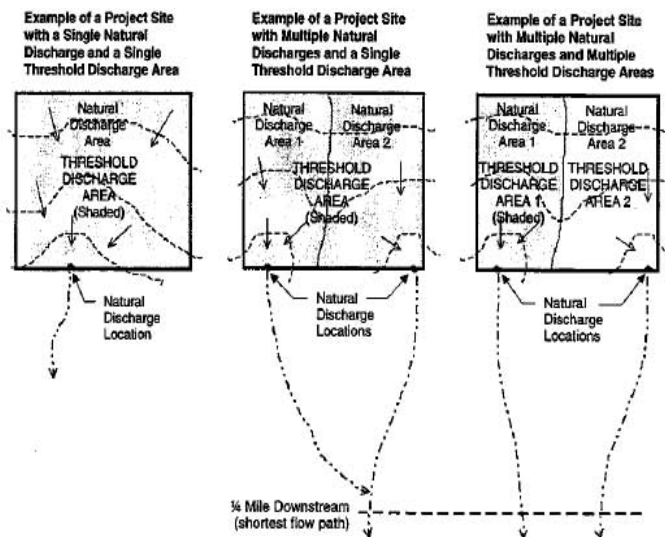


Figure 14.1 Threshold Discharge Area

**Total Maximum Daily Load (TMDL).** A water cleanup plan, TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and an allocation of that amount to the pollutant’s sources. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and nonpoint sources. The calculation shall include a margin of safety to ensure that the water body can be used for the purposes the state has designated. The calculation shall also account for seasonal variation in water quality. Water quality standards are set by states, territories, and tribes. They identify the uses for each

**Commented [JT106]:** Formatting inconsistency (why italics and no quotes?)

The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.

water body, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. The Clean Water Act, Section 303, establishes the water quality standards and TMDL programs.

“Tract” means any parcel of land, lot, building site, or contiguous combination thereof devoted to or intended to be devoted to a principal use and any other uses customarily accessory thereto.

“Traffic impact analysis” means an in-depth analysis of the traffic generated by a new development, redevelopment or increase of traffic related trips due to change of use and its impacts on the surrounding street system. Data shall be presented by a licensed engineer who has special training in and practices in the profession of traffic engineering.

“Traffic impact area” means all public roads within an area which would be impacted by the proposed project.

“Traveled way” means the improved driving surface of the road normally used by the traveling vehicle.

“Trip generation analysis” means a reporting of the number of vehicular trips generated, both average daily traffic (ADT) and p.m. peak hour, by proposed new development, redevelopment or increase of traffic related trips due to change of use. The data may be obtained from the latest edition of the Institute of Transportation Engineers (ITE) manual. Data does not need to be presented by a traffic engineer unless, due to its absence in the ITE manual, traffic data shall be collected.

“Unopened City street” means any street or alley dedicated to public use upon which no public funding or in kind support has been expended for purchase or improvement and which has never been systematically used as a public passage afoot, mounted or by vehicle traffic. The street or alley must also not have been recorded as such in the rolls of the Office of the County Engineer, nor identified in the historic minutes of the City Council or its subordinate organizations.

“USC&GS” means United States Coast and Geodetic Survey.

“USGS” means United States Geodetic Survey.

“Utilities” means public or private facilities including electrical substation, electrical generation facilities, electrical transmission, telephone or communication lines, pipelines, sewer lines, water lines, natural gas lines, or similar transmission facilities, natural gas gate valve and storage facilities, sewage collection and treatment facilities, waste disposal facilities, waste transfer facilities, and water supply facilities.

“Variance” means a modification of regulations of this title when authorized by the Hearing Examiner after finding that the literal application of the provisions of this title would cause undue and unnecessary hardship in view of certain facts and conditions applying to a specific parcel of property.

**Commented [JT107]:** Check for consistency with Title 18

“Water quality standards” means Surface Water Quality Standards, Chapter [173-201A](#) WAC; Ground Water Quality Standards, Chapter [173-200](#) WAC; and Sediment Management Standards, Chapter [173-204](#) WAC.

“Watercourse” means a river, stream, creek, or other course of flowing water which flows intermittently or perennially and discharges into another watercourse or body of water.

“Waters of the state” means those waters as defined as “waters of the United States” in [40](#) CFR Subpart [122.2](#) within the geographic boundaries of Washington State and “waters of the state” as defined in Chapter [90.48](#) RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses within the jurisdiction of the state of Washington.

“Wetland” or “wetlands” means an area or areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. “Wetlands” generally include swamps, marshes, bogs, and similar areas.

“Wetlands” do not include those artificial wetlands intentionally created from nonwetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. However, wetlands include those artificial wetlands intentionally created to mitigate conversion of wetlands.

“WSDOT” means Washington State Department of Transportation. [Ord. 738 § 2 (Exh. A), 2020; Ord. 726 § 2 (Exh. A), 2019; Ord. 648 § 7, 2016; Ord. 501 § 3, 2009.]

## Chapter 12.15

### SANITARY SEWER CONNECTION

Commented [JT108]: Consider moving to Title 13

#### Sections:

Commented [JT109]: Not reviewed yet

- 12.15.010 Purpose.
- 12.15.020 Definitions.
- 12.15.025 Determination of availability.
- 12.15.030 Notice of availability.
- 12.15.040 Connection to available sewer system.
- 12.15.050 Failure to connect and availability charge.
- 12.15.060 Mandatory connection.
- 12.15.070 Authority.
- 12.15.080 Issuance of orders mandating connection.
- 12.15.090 Requests for deferral of connection.
- 12.15.100 Criteria for granting of deferrals.
- 12.15.110 Permits.
- 12.15.120 Violations.
- 12.15.130 Penalties and public nuisance.
- 12.15.140 Appeals.
- 12.15.150 Charges constitute lien.
- 12.15.160 Severability.
- 12.15.170 Chapter to be liberally construed.

#### 12.15.010 Purpose.

The purpose of this chapter is to implement the goals and policies of the Washington State Growth Management Act and the City of Lakewood comprehensive plan, to protect the public health, safety and welfare, as well as the environment, by establishing a system of regulations intended to cause property owners within the City of Lakewood to connect to public sanitary sewers as currently constructed or as may be constructed in the future. [Ord. 530 § 1, 2011.]

**12.15.020 Definitions.**

“Availability charge” means a sum of money charged or assessed against a property or property owner when such property has sanitary sewers available to it but the property is not connected to a sanitary sewer. The availability charge shall be in an amount equal to the base monthly sewer rate and applicable surcharges and fees that would be charged against the property, or a similar property or land use, if the property were connected to an available sanitary sewer system.

“Available” means a property which meets the requirements of LMC [12.15.025](#).

“Building sewer” means a sewer line extending from the structure’s plumbing facilities to the sewer main.

**Commented [je110]:** Does not match PCC. PCC is more specific, requires compliance with County side sewer design standards, and clearly states that it is the responsibility of the building owner.

“City Manager” means the City of Lakewood City Manager or such other duly authorized representative or designee as the City Manager may so authorize to act or ensure the enforcement of this chapter. The City Manager may designate a City official or an official from the public sanitary sewer purveyor to act upon, implement or enforce any portion of this chapter.

“Interim on-site septic system” means an existing on-site septic tank system of sewerage in use upon a property when the public sanitary sewer system is available to the property or property owner.

**Commented [je111]:** PCC does not use "septic system" term. They use "On-Site Sewage System" (OSS) means any system of piping, treatment devices, or other facilities that convey, store, treat, or dispose of sewage on the property where it originates or on adjacent or nearby property under control of the user where the system is not connected to a public or approved private sewer system.

“Sewage” means waste discharged from the plumbing facilities of structures.

“Sewer main” means a public sewer system pipe designed for and used to transport sewage and to which a building sewer can connect. The term “sewer main” excludes building sewers.

“Structure” means any building, manufactured home, or enclosure that contains or should contain plumbing facilities for the disposal of sewage. [Ord. 584 § 1, 2014; Ord. 530 § 1, 2011.]

**12.15.025 Determination of availability.**

A. Sewer service shall be deemed available to a property if a gravity flow sanitary sewer immediately abuts any portion of a property or a private or public utility easement. A private

**Commented [je112]:** This may be too limiting of a definition. Could be challenged where a pump / lift station is used or required.

**Commented [je113]:** Significant difference from County code. PCC requires connection if the property is within 300 feet.

utility easement will be considered for purposes of availability only if it allows for construction and connection to sanitary sewers.

B. When contiguous properties are either (1) owned in whole or part by the same owner or (2) are governed by the same business license, sewer service shall be deemed available to all properties if any one property satisfies any condition in subsection [A](#) of this section. [Ord. 584 § 2, 2014.]

### **12.15.030 Notice of availability.**

Upon determining that a public sewer system is available to a property, the City Manager, or the designee thereof, shall provide a notice of availability to the property owner, as such property owner is identified in the available public records applicable to the property. Such notice of availability to the property owner shall be served in compliance with LMC [12.02.060](#). Further, a copy of the notice of availability will be filed in the Pierce County real property records for said property. [Ord. 530 § 1, 2011.]

### **12.15.040 Connection to available sewer system.**

A. *Sewer Connection Required.* After a notice of availability is provided to a property owner that a sewer main is available, it shall be unlawful for that property owner to fail to or neglect to connect the structures on their property to the sanitary sewer.

B. No later than 90 days after service and recording of a notice of availability, the owner of each lot or parcel of real property with sanitary sewer service available shall connect all appropriate structures there upon to the sanitary sewer system. Failure to comply with this requirement within the time frame set forth herein shall subject the property owner to payment of an availability charge as set forth in LMC [12.15.050](#) and the possibility of future orders directing mandatory connection.

C. All costs of the building sewer lines and connection to the sewer system shall be the responsibility of the property owner.

D. *Proof of Connection.* Any property owner who is required to connect to sanitary sewers under the provisions of this chapter shall upon request provide documentation or other evidence sufficient to show proof of said connection.

E. *Decommissioning of On-site Septic Tank System.* All property owners required to connect to an available sanitary sewer system under this chapter shall upon completion of the building sewer connection also decommission any existing interim on-site septic system in accordance with the requirements of the Tacoma-Pierce County Health Department as currently in effect or hereafter amended. [Ord. 530 § 1, 2011.]

#### **12.15.050 Failure to connect and availability charge.**

A. Any owner or owners of property who fail through neglect or refusal to connect a property and structure to an available sewer main as required under LMC [12.15.040](#) within the time specified, shall be assessed an availability charge for continued use of an interim on-site septic system.

B. All interim on-site septic systems will be allowed to remain in use only if the system is in and remains in good working order.

C. The City Manager, or the designee thereof, may order mandatory connection to an available sewer main in the event that a property owner fails to pay availability charges or fails to provide sufficient proof that an existing on-site septic system is in good working order.

D. Any owner(s) of multifamily properties with more than 10 units or mobile home parks with more than 10 units may request a one-time 50 percent reduction of the availability charge for a 12-month period after service and recording of the notice of availability. To be eligible for the reduction, the total construction cost of the sanitary sewer connection must exceed \$100,000. The property owner(s) shall submit a request to the City, in writing, that includes an estimate from a licensed civil engineer proving that the total construction costs of the sanitary sewer connection will exceed \$100,000. The property owner shall also submit certification from the Tacoma-Pierce County Health Department that the existing septic sewer system is in good working order. Construction costs shall be limited to: engineering, plan review fees, easement document development and recording, sanitary sewer extension construction, and associated restoration costs. Connection fees associated with the sanitary sewer construction shall not be

included in the total construction cost calculations. Property owners that request and receive a reduced availability charge under this exception will not be granted an additional deferral of connection per LMC [12.15.090](#) and shall be connected to sanitary sewer no later than 10 years after service and recording of the notice of availability. Upon the City's approval of the request the reduction shall be effective commencing the first subsequent availability charge billing cycle. A reduction request and/or subsequent approval by the City does not relieve the property owner(s) from paying the availability charge during the period between service and recording of the notice of availability and availability charge reduction approval. [Ord. 637 § 1, 2016; Ord. 551 § 1, 2012; Ord. 530 § 1, 2011.]

### **12.15.060 Mandatory connection.**

A. After service and recording of a notice of availability, an interim on-site septic system may be allowed to remain in use for 10 years from the date of recording. Any extension beyond five years shall require certification by the Tacoma-Pierce County Health Department that the existing septic system is in good working order. The use of an interim on-site septic system after the longer of any deferrals or expiration of the allowed use of such interim on-site septic system is prohibited.

B. Use of interim on-site septic systems on property within the City of Lakewood shall be discontinued, and connection to the public sewer system mandated, upon the occurrence of any the following events:

1. When a septic tank, drain field or other private sewerage disposal system becomes inoperable in accordance with the provisions determination of the authorized public health official or authority;
2. Should the City receive a permit or application proposing a change that intensifies in the use of a structure or residence served by an interim on-site septic system, connection to the public sewer system will be mandated prior to issuance of a certificate of occupancy or prior to issuance of any applicable permit, license or approval;
3. Prior to issuance of a certificate of occupancy for a newly constructed structure upon a property;

4. Upon the sale of a property within the City, the purchaser shall be required to connect to the public sewer system prior to occupancy or use of a structure;
5. As necessary to meet planning and development regulations, including issuance of discretionary permits, land use variances and site development permits where the public health, safety and welfare would be served by mandating connection to the public sewer system;
6. Should lands, buildings or structures be found to exist in a state of public nuisance or in a condition that violates any applicable public health or building code, law or regulation, through issuance of an order to repair or remove such condition, in the discretion of the City Manager, or designee thereof, the owner may be ordered to connect to an available public sewer in order to cure such condition or violation.
7. At the time that any property is proposed to be subdivided, subjected to a binding site plan, or subject to the formation of a condominium. [Ord. 642 § 1, 2016; Ord. 637 § 2, 2016; Ord. 591 § 77, 2015; Ord. 530 § 1, 2011.]

#### **12.15.070 Authority.**

The City Manager, or the authorized designee thereof, shall have authority to make interpretations and issue orders consistent with the terms of this chapter. Orders shall be in writing and shall conform and be served in accordance with the requirements of LMC [12.02.060](#) and [12.02.070](#). [Ord. 530 § 1, 2011.]

#### **12.15.080 Issuance of orders mandating connection.**

The City Manager, or the designee thereof, may issue orders mandating connection, whereby the property owner will be required to connect a property to the public sanitary sewer system when such orders are appropriate under the provisions of this chapter. All orders mandating connection shall be in writing and shall be served upon the property or property owner in compliance with the provisions of LMC [12.02.060](#). An order mandating connection to an available public sanitary sewer system shall order the property owner to act within 90 days of issuance of the order. It is further within the discretion of the City Manager, or the designee

thereof, to allow one additional 90-day extension of the order mandating connection. [Ord. 530 § 1, 2011.]

### **12.15.090 Requests for deferral of connection.**

- A. Deferral of mandatory connection may be authorized for up to three years after the property is subject to a mandatory connection.
- B. Requests for deferrals must be made in writing to the City Manager of the City of Lakewood, and such a request should include the following information:
1. Requestor's name, mailing address, and the address or parcel number of the property for which a deferral is sought.
  2. Financial, medical, utility or tax information as the requestor deems relevant to the request for a deferral.
  3. Proof of age if the requestor's age is relevant to the request for a deferral.
  4. Evidence of the structural integrity of the structure on the property and information regarding any plan that the structure will be demolished, refurbished or rebuilt within the deferral period.
  5. Evidence that the existing septic system is in good working order as approved by the Tacoma-Pierce County Health Department.
  6. The length of time for which a deferral is sought.
  7. Additional information as the requestor may deem relevant to the requested deferral.
  8. As to public agencies or entities, information may be provided that would include future plans to decommission, sell or close facilities or buildings.
- C. The City Manager, or designee, may revoke a deferral upon the occurrence of any of the events that would compel mandatory connection under LMC [12.15.060](#). Revocation of a deferral shall be ordered in writing. [Ord. 637 § 3, 2016; Ord. 530 § 1, 2011.]

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**12.15.100 Criteria for granting of deferrals.**

A. Upon receipt of a written request for a deferral, the City Manager, or designee, shall evaluate such a request under the following criteria or any combination of the following criteria:

1. Whether mandatory connection would be a hardship to an elderly or disabled person, which hardship would be lessened by allowance of a deferral.
2. Whether the requestor, by virtue of age or disability, has qualified for government subsidies, or reduced tax or utility payments.
3. Whether the application evidences that the useful life of the structure or structures upon the property is shorter than the period of deferral requested.
4. Whether the property owner has provided sufficient evidence that structures upon the property will be improved, demolished or rehabilitated, and that deferral is appropriate to facilitate future work contemplated upon the structures or property within the term of the deferral.
5. Whether the cost of connection to an available sewer system, when compared to the combined assessed value of the property and improvements upon the property, exceeds more than 10 percent of the value of the property.
6. Whether a public entity or agency plans to sell, decommission or close facilities or structures.

B. Upon receipt of a request for a deferral under this section, the City Manager, or designee, shall act within a reasonable period of time in responding to said request. For the purposes of this section, City action upon a deferral request includes requesting additional information from the requestor or scheduling an interview with the requestor.

C. A determination of a deferral request shall be made in writing and mailed to the requestor at the mailing address provided in the request.

D. A determination on a request for deferral may impose conditions upon the requestor, which may include, but are not limited to the filing of a voluntary compliance agreement in the public records, acknowledging that the requestor will connect to the public sanitary sewer system upon occurrence of a specific event or upon expiration of the deferral period, payment

of the availability charge and such additional conditions that are lawful and relevant to the nature of any deferral.

E. A determination of a deferral request shall be considered an administrative order of the City.

F. No deferrals shall be granted where connection to the public sewer system is required pursuant to LMC [12.15.060\(B\)](#). [Ord. 637 § 4, 2016; Ord. 591 § 78, 2015; Ord. 530 § 1, 2011.]

### **12.15.110 Permits.**

The property owner shall be responsible to obtain any and all necessary permits from the City, the sewer provider, and the Tacoma-Pierce County Health Department to carry out the requirements of this chapter. Permits in violation of this chapter shall not be issued. [Ord. 530 § 1, 2011.]

### **12.15.120 Violations.**

It is a violation of this chapter for any property owner or person responsible for a property subject to a notice of availability or order mandating connection to do or allow any of the following:

- A. Use, occupy, construct or maintain any structure without connecting the structure to the public sanitary sewer system as required in this chapter;
- B. Fail to comply with any order directing that a property be lawfully connected to the public sewer system;
- C. Perform or cause to be performed any work upon any structure, land or property within the City without necessary permits or approvals or to conduct work in a manner contrary to the terms and conditions of a permit or authorization issued pursuant to this chapter or other applicable health, safety or building code or regulation;
- D. Misrepresent any material fact in any application, plans or other information submitted to the City; or

E. Fail to comply with the requirements of this chapter or any applicable state or local law or regulation. [Ord. 530 § 1, 2011.]

### **12.15.130 Penalties and public nuisance.**

A. Violations of any of the requirements stated within this chapter shall constitute civil infractions pursuant to Chapter [1.44](#) LMC and are punishable by a fine of up to \$500.00 per day for each day that a violation occurs or continues.

B. Any structure constructed, existing or maintained in violation of this chapter is a public nuisance and contrary to the health, safety and welfare of the community. Such a structure is dangerous and shall be subject to abatement as authorized under applicable codes, statutes or the common law. Any person who violates any provisions of this chapter shall be liable to the City for any expense, loss, damage, cost of inspection, or cost of correction incurred by the City to correct or abate such violation, including any cost incurred by the City in collecting such loss, damages or expenses.

C. Any property owner, whether a private party or business or corporate representative or agent, who causes, maintains, allows the continuation of or fails to abate a public nuisance after being lawfully ordered to do so shall be deemed guilty of a misdemeanor crime, punishable by imprisonment for up to 90 days, a fine of up to \$1,000 or any combination thereof, pursuant to Chapter [9.66](#) RCW and Chapter [1.44](#) LMC. [Ord. 530 § 1, 2011.]

### **12.15.140 Appeals.**

A. A property owner may appeal a determination that a public sewer system is available to their property or any other decision or order issued pursuant to the authority provided by this chapter, as set forth in this section.

B. The following time frames shall control the filing of the notice of appeal:

1. For a determination that sewer service is available, the notice of appeal shall be filed within the latter of 45 days after service of a notice of availability or service of a notice of lien.

2. For all other matters, the notice of appeal shall be filed within 14 days of service of the determination.

C. The notice of appeal shall be filed with the City Clerk and contain the following: (1) be conspicuously identified as a notice of appeal; (2) set forth a brief statement setting forth the legal interest of the appellants; (3) the specific order or action protested, together with any material facts claimed to support the contentions of the appellants; (4) the relief sought, and reasons why it is claimed, and why the protested action or notice and order should be reversed, modified or otherwise set aside; (5) the signatures of all persons named as appellants, and their official mailing addresses; (6) the verification (by declaration under penalty of perjury) of each appellant as to the truth of the matters stated in the appeal. No fee shall be required for the filing of the notice of appeal.

D. As soon as practicable after receiving the written appeal, the City Clerk shall fix a date, time, and place for the hearing of the appeal by the Hearing Examiner. Written notice of the time and place of the hearing shall be given at least 10 days prior to the date of the hearing by the City Clerk, by mailing a copy addressed to each appellant at his or her address shown on the notice of appeal.

E. At the hearing, the appellant or appellants shall be entitled to appear in person, and to be represented by counsel and to offer such evidence as may be pertinent and material to the denial or to the notice and order. The technical rules of evidence need not apply.

F. Only those matters or issues specifically raised by the appellant or appellants in the written notice of appeal shall be considered in the hearing of the appeal.

G. Within 10 business days following conclusion of the hearing, the Hearing Examiner shall make written findings of fact and conclusions of law, supported by the record, and a decision which may affirm, modify, or overrule the denial or order of the City, and may further impose terms and conditions regarding hook-up to the City sewer.

H. Excepting those instances where, by law, a different time period applies, a decision by the Hearing Examiner under this chapter shall be final and conclusive unless within 21 days from the date of the decision, a party makes application to a court of competent jurisdiction for appropriate relief.

I. If the matter on appeal is a determination that a public sewer system is available to a property, upon the timely filing of a notice of appeal and pending adjudication by the Hearing Examiner, the City shall not undertake efforts to enforce or collect availability charges imposed under this chapter.

J. This section shall not apply to actions governed by LMC [12.15.130](#). [Ord. 584 § 3, 2014; Ord. 530 § 1, 2011.]

#### **12.15.150 Charges constitute lien.**

All unpaid charges provide for herein, or as may be hereafter amended, together with penalties and interest thereon, shall be a lien upon the property to which the charges were imposed. Enforcement of such lien or liens shall be in the manner provided by law. [Ord. 530 § 1, 2011.]

#### **12.15.160 Severability.**

If any section, sentence, clause or phrase of this chapter 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 effect the validity or constitutionality of any other section, sentence, clause or phrase of this chapter or its application to any other person, property or circumstance. [Ord. 530 § 1, 2011.]

#### **12.15.170 Chapter to be liberally construed.**

The provisions of this chapter are to be liberally construed in favor of connection to public sanitary sewers as currently constructed or as may be constructed in the future. [Ord. 584 § 4, 2014.]

**Chapter 12.16****Commented [JT114]:** Did not review - not on priority list**TRANSPORTATION BENEFIT DISTRICT**

Sections:

- 12.16.010 Transportation Benefit District established.**
- 12.16.020 Governing Board.**
- 12.16.030 Powers of the Lakewood Transportation Benefit District.**
- 12.16.040 Transportation improvements funded.**
- 12.16.050 Establishment of revenue sources.**
- 12.16.060 Expiration of authority to exercise statutory powers.**

**12.16.010 Transportation Benefit District established.**

Pursuant to RCW [35.21.225](#) and Chapter [36.73](#) RCW, there is created the Lakewood Transportation Benefit District with geographical boundaries comprised of the corporate limits of the City of Lakewood as they currently exist or as they may exist following future annexations. [Ord. 550 § 2 part, 2012.]

**12.16.020 Governing Board.**

- A. The Lakewood City Council shall have the authority to exercise the statutory powers set forth in Chapter [36.73](#) RCW and this chapter.
- B. The Lakewood City Council adopts the existing TBD policies, procedures and actions including the TBD material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW [36.73.160\(1\)](#). The City Manager or designee is hereby authorized to amend the language in any such policy, procedure or action to accurately reference City authority rather than TBD authority.
- C. *Annual Report to the Public.* The Lakewood City Council shall issue an annual report, pursuant to the requirements of RCW [36.73.160\(2\)](#). [Ord. 656 § 2, 2016; Ord. 560 § 1, 2013; Ord. 550 § 2, 2012.]

**12.16.030 Powers of the Lakewood Transportation Benefit District.**

The City of Lakewood shall possess all of the powers of a Transportation Benefit District authorized pursuant to Chapter [36.73](#) RCW, including without limitation the power to request voter approval of, and thereafter impose and collect, a sales and use tax in accordance with RCW [82.14.0455](#). [Ord. 656 § 2, 2016; Ord. 550 § 2, 2012.]

**12.16.040 Transportation improvements funded.**

The funds generated under the authority of Chapter [82.14](#) RCW by the City of Lakewood shall be used for the purpose of funding ongoing transportation improvements that preserve, maintain and, as appropriate, construct or reconstruct the transportation infrastructure of the City of Lakewood, consistent with Chapter [36.73](#) RCW. The funds shall be used specifically for annual improvements for the operation, preservation, and maintenance of the City's existing transportation improvements, facilities, functions, activities, and programs set forth in the City's current transportation improvement program, adopted pursuant to Chapter [36.73](#) RCW, nonmotorized improvement plan and the Lakewood City Council Ad Hoc Committee on Transportation Funding recommendations. Lakewood Transportation Benefit District projects may be amended in accordance with the material change policy described in LMC [12.16.020\(B\)](#) and in accordance with the notice, hearing and other procedures described in Chapter [36.73](#) RCW, including RCW [36.73.050\(2\)\(b\)](#), as the same may be amended from time to time. [Ord. 656 § 2, 2016; Ord. 560 § 1, 2013; Ord. 550 § 2, 2012.]

**12.16.050 Establishment of revenue sources.**

The Lakewood City Council shall have the authority to establish fees and other revenue sources consistent with RCW [36.73.065](#). [Ord. 656 § 2, 2016; Ord. 550 § 2, 2012.]

**12.16.060 Expiration of authority to exercise statutory powers.**

The authority of the City to exercise the statutory powers set forth in Chapter [36.73](#) RCW and this chapter shall expire, when all indebtedness, if any, accrued pursuant to that authority has

been retired and when all of the anticipated responsibilities of the Transportation Benefit District have been satisfied. This authority shall automatically expire on 12:01 a.m. on July 16, 2032\*, unless dissolved sooner pursuant to this section. [Ord. 656 § 2, 2016; Ord. 550 § 2, 2012.]

\* **Code reviser's note note:** Ord. [767](#) amends the sunset date of Ord. [550](#) to 12:01 a.m. on December 2, 2044.

## Chapter 12.17 LOCAL IMPROVEMENT DISTRICTS

**Commented [JT115]:** Did not review - not on priority list - except that I did note 12.17.020 duties of City Engineer in 'roles and responsibilities' focus area.

Sections:

- 12.17.010 Procedures relating to local improvement districts and utility local improvement districts.**
- 12.17.020 Powers and duties of City Engineer – Assessment roll.**
- 12.17.030 Delinquent installments – Penalties.**
- 12.17.040 Notice of delinquent assessments.**
- 12.17.050 Foreclosure of delinquent assessments.**
- 12.17.060 Issuance of bonds.**

### **12.17.010 Procedures relating to local improvement districts and utility local improvement districts.**

A local improvement, the cost of which is to be borne in whole or in part by special assessments on the property benefited thereby, may be ordered only by an ordinance, pursuant either to a resolution or petition therefor and in accordance with the provisions of Chapters [35.43](#) through [35.56](#) RCW, as amended. [Ord. 593 § 3, 2014.]

### **12.17.020 Powers and duties of City Engineer – Assessment roll.**

A. The City Engineer is designated as the officer responsible for determining the sufficiency and accuracy of any petition filed to initiate a proceeding for the formation of a local

improvement district or utility local improvement district. Upon the filing of a petition found by the City Engineer to be sufficient or upon the adoption of a resolution initiating a proceeding for the formation of a local improvement district or utility local improvement district, the City Engineer shall cause an estimate to be made of the cost and expense of the proposed improvement and shall certify it to the City Council, together with all papers and information in the City Engineer's possession touching the proposed improvement, a description of the boundaries of the district, and a statement of what portion of the cost and expense of the improvement should be borne by the property owners within the proposed district.

B. The City Engineer shall prepare the final plans and contract documents and shall obtain bids for the construction of the improvement. [Ord. 593 § 4, 2014.]

#### **12.17.030 Delinquent installments – Penalties.**

Whenever any installment upon any local improvement district assessment or utility local improvement district assessment shall become delinquent, each such delinquent installment remaining unpaid at the date of delinquency shall have added thereto a penalty equal to the rate of interest provided by ordinance for the bonds or installment note or notes issued to pay the costs of the improvement in such local improvement district or utility local improvement district plus five percent. When not otherwise provided by ordinance, such delinquent installments shall bear interest at the same rate as is provided by ordinance for the final assessment roll for such local improvement district or utility local improvement district or for the bonds or installment note or notes issued in payment or part payment of the cost of the improvement in such local improvement district or utility local improvement district. [Ord. 593 § 5, 2014.]

#### **12.17.040 Notice of delinquent assessments.**

It shall be the duty of the City Treasurer on or before July 1st of each year to notify by certified mail the persons whose names appear on the assessment roll as the owners of property charged with assessments or installments which are more than two years delinquent on the July 1st preceding, or for which the final installment has been delinquent since July 1st of the preceding year, for the purpose of foreclosing the delinquent assessment or delinquent

installment as provided by Chapter [35.50](#) RCW. If the person whose name appears on the tax rolls of the Pierce County assessor as the owner of the property, or the address shown for the owner on such rolls differs from that appearing on the City assessment roll, then the City Treasurer shall also mail a copy of the notice to that person or that address. The notice shall state the amount due upon each separate lot, tract, or parcel of land and the date after which proceedings to foreclose will be commenced. [Ord. 593 § 6, 2014.]

#### **12.17.050 Foreclosure of delinquent assessments.**

When any local improvement district or utility local improvement district assessment is payable in installments, upon failure to pay any installment due, the assessment shall become immediately due and payable, and the collection thereof shall be enforced by foreclosure. The payment of all delinquent installments, together with interest, penalty and costs, at any time before the entry of judgment in foreclosure shall extend the time of payment on the remainder of the assessment installments as if there had been no delinquency or foreclosure. Foreclosure proceedings may be commenced at any time on or before November 15th of the year in which, on the first day of January of such year, two installments of any local improvement district or utility local improvement district assessment were delinquent or the final installment was delinquent for more than one year. In case of foreclosure, there shall be added to the costs and expenses provided by Chapter [35.50](#) RCW, such reasonable attorneys' fees as the court may adjudge to be equitable, and the amount thereof shall be apportioned to each delinquent assessment or installment appearing on that roll. When one or more delinquent installments are paid before the foreclosure proceedings are completed, payment of such costs shall be a prerequisite to the City's dismissal of such proceedings unless otherwise ordered by the court. [Ord. 593 § 7, 2014.]

#### **12.17.060 Issuance of bonds.**

All local improvement district and utility local improvement district bonds shall be issued and registered in compliance with the applicable provisions of state and federal law and the ordinances authorizing the issuance and sale of the bonds. [Ord. 593 § 8, 2014.]

**Chapter 12.18****Commented [JT116]:** Did not review - not on priority list**COMPLETE STREETS POLICY**

Sections:

- 12.18.010 Purpose.**
- 12.18.020 Complete streets definition.**
- 12.18.030 Exceptions.**
- 12.18.040 Implementation.**
- 12.18.050 Intergovernmental cooperation.**
- 12.18.060 Best practice criteria.**
- 12.18.070 Performance standards.**

**12.18.010 Purpose.**

The City of Lakewood shall, to the maximum extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the City of Lakewood shall identify cost effective opportunities to include complete streets practices. [Ord. 645 § 1, 2016.]

**12.18.020 Complete streets definition.**

A “complete street” is a road that is designed to be safe for drivers; bicyclists; transit vehicles and users; and pedestrians of all ages and abilities. The complete streets concept focuses not just on individual roads but on changing the decision-making process so that all users are routinely considered during the planning, designing, building and operating of all roadways. [Ord. 645 § 1, 2016.]

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**12.18.030 Exceptions.**

Facilities for pedestrians, bicyclists, transit users and/or people of all abilities are not required to be provided when:

- A. Documented absence of current or future need exists;
- B. Nonmotorized uses are prohibited by law;
- C. Routine maintenance of the transportation network is performed that does not change the roadway geometry or operations, such as mowing, sweeping and spot repair;
- D. The cost would be disproportionate to the current need or probable future uses;
- E. In instances where a documented exception is granted by the City Manager or his/her designee. [Ord. 645 § 1, 2016.]

**12.18.040 Implementation.**

- A. The City of Lakewood will incorporate complete streets principles into the City's comprehensive plan, public works standards, parks and recreation master plan, traffic circulation plan and other plans, manuals, rules, regulations and programs as appropriate.
- B. As feasible, Lakewood shall incorporate "complete streets infrastructure" into existing public and private streets to create a comprehensive, integrated, connected transportation network for Lakewood that balances access, mobility, health and safety needs of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities, ensuring a fully sustainable, connected, integrated network that provides transportation options.

"Complete streets infrastructure" means design features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to features such as sidewalks, shared use paths, bicycle lanes, automobile lanes, paved shoulders, curbs, accessible curb ramps, bulbouts, crosswalks, refuge islands, pedestrian and traffic signals, signage, street lighting, street furniture, bicycle parking facilities, public transportation stops and facilities, and traffic calming devices.

C. Complete streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time. All sources of transportation funding should be drawn upon to implement complete streets. Maximum financial flexibility is important to implement complete streets principles. [Ord. 645 § 1, 2016.]

#### **12.18.050 Intergovernmental cooperation.**

The City will cooperate with other transportation agencies including Washington State Department of Transportation, Pierce County and adjoining cities to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The City will specifically cooperate to ensure the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle and pedestrian plans. [Ord. 645 § 1, 2016.]

#### **12.18.060 Best practice criteria.**

The Planning and Public Works (PPW) **Director** or designee shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction, and operations including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE) and National Association of City Transportation Officials (NACTO) while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such. [Ord. 813 § 2, 2024; Ord. 645 § 1, 2016.]

**Commented [JT117]:** Is this OK as is?

#### **12.18.070 Performance standards.**

The City of Lakewood shall put into place performance standards with measurable benchmarks to continuously evaluate the complete streets ordinance codified in this chapter for success and opportunities for improvement. Performance standards may include transportation and mode shift, miles of bicycle facilities or sidewalks, public participation, number of ADA accommodations built, and number of exemptions from this policy approved. [Ord. 645 § 1, 2016.]

## Chapter 12.19 CLUSTER-STYLE MAILBOXES

Commented [JT118]: Did not review - not on priority list

Sections:

- 12.19.010 Purpose.**
- 12.19.020 Definitions.**
- 12.19.030 Cluster-style mailbox requirements.**

### 12.19.010 Purpose.

The City of Lakewood shall, to the maximum extent practical, require the installation of cluster-style mailboxes for both private and public new street construction and street reconstruction. [Ord. 768 § 1, 2022.]

### 12.19.020 Definitions.

*Binding Site Plan.* See LMC [17.02.035](#).

*City.* See LMC [18A.10.180](#).

*City Engineer.* See LMC [17.02.035](#).

Commented [JT119]: Redundant and different than 12.14 definition

“Cluster-style mailbox” means a style whereby mailboxes are assembled together in a manufactured unit by an approved United States Postal Service (USPS) manufacturer.

*Developer.* See LMC [17.02.035](#).

*Owner.* See LMC [18A.10.180](#).

“Reconstruction” means to comprehensively rebuild to a new condition with current design criteria. Used to rebuild subgrade, roadway base, new roadway surface, roadway appurtenances, signalization, signage, marking, lighting, trees and plantings, and may also include replacement of utility lines located within the road right-of-way.

“Road” means street; see LMC [18A.10.180](#).

*Subdivision.* See LMC [17.02.035](#). [Ord. 768 § 1, 2022.]

### **12.19.030 Cluster-style mailbox requirements.**

#### *A. New Residential Subdivisions.*

1. The cluster-style mailbox shall not be installed anywhere within a cul-de-sac or a circular offset cul-de-sac bulb.
2. Where three or more lots are created, the City shall require the installation of cluster-style mailboxes; this requirement is for both private and public roads.
3. The location of the cluster-style mailbox shall be shown on the preliminary plat.
4. The cluster-style mailbox shall not be located to conflict with any public utilities, including, but not limited to, manholes, fire hydrants, and intakes.
5. The cluster-style mailbox shall have a four-foot concrete access from the public street and the public sidewalk.
6. The cluster-style mailbox shall be located at the property lines on the same side of the street that will be designated as a no parking zone.
7. The cost of installation of the cluster-style mailbox, including, but not limited to, box units, the concrete pad, and the connecting sidewalk, shall be borne by the property owner, and/or developer. Subsequent repair, replacement or maintenance of the box units and concrete pad shall be the responsibility of the users of the cluster-style mailboxes. Subsequent maintenance of the connecting sidewalk shall be the responsibility of the property owner adjacent to the sidewalk.
8. Cluster-style mailboxes shall meet the minimum design specifications of the United States Postal Service (USPS).
9. No driveway or street access shall be constructed within five feet of the cluster-style mailbox.
10. This section excludes binding site plans.

**B. Street Reconstruction.**

1. When the City proposes to reconstruct existing public roads, where existing mailboxes must be removed, the City shall replace and install cluster-style mailboxes at its expense.
2. The location and design of any cluster-style mailbox shall be approved by the City. The location of the cluster-style mailbox may be in the road right-of-way or on private property. Where feasible, installation of vehicle pullouts for mailbox access may be required by the City Engineer.
3. *Responsibility of the User of the Cluster-Style Mailbox/Property Owner.* Upon installation of the cluster-style mailbox by the City, the users/property owners of the cluster-style mailbox take ownership of the structure. Subsequent repair, replacement or maintenance of the box units and concrete pad shall be the responsibility of the users/property owners of the cluster-style mailboxes. Subsequent maintenance of the connecting sidewalk shall be the responsibility of the users/property owners adjacent to the sidewalk.  
  
Users/property owners of the cluster-style mailbox shall hold the City harmless from any liability relating to the construction of the structure in the road right-of-way.
4. *Responsibility of the City.* The City shall be responsible for replacing or repairing damaged mailboxes when the mailbox is physically struck by a City-operated vehicle or a subcontractor performing operations at the request of the City. [Ord. 768 § 1, 2022.]

**Chapter 12.20****LOCALLY SOURCED COMPOST MATERIALS**

## Sections:

- 12.20.010 Compost for City projects.**
- 12.20.020 Utilization of compost products.**
- 12.20.030 Compliance.**
- 12.20.040 Purchasing.**
- 12.20.050 No substantive rights granted.**

**Commented [JT120]:** Did not review - not on priority list

**12.20.010 Compost for City projects.**

When planning City-funded projects or soliciting and reviewing bids for such projects, the City shall consider whether compost products can be utilized in the project. [Ord. 780 § 1 (Exh. A), 2023.]

**12.20.020 Utilization of compost products.**

If compost products can be utilized in the project, the City shall use compost products, except as follows:

- A. Compost products are not available within a reasonable period of time;
- B. Compost products that are available do not comply with existing purchasing standards;
- C. Compost products that are available do not comply with federal or state health, quality, and safety standards;
- D. Compost purchase prices are not reasonable or competitive;
- E. The total cost of using compost is financially prohibitive;
- F. Application of compost will have detrimental impacts on the physical characteristics and nutrient condition of the soil as it is used for a specific crop;
- G. The project consists of growing trees in a greenhouse setting, including seed orchard greenhouses; or
- H. The compost products that are available have not been certified as being free of crop-specific pests and pathogens, including pests and pathogens that could result in the denial of phytosanitary permits for shipping seedlings. [Ord. 780 § 1 (Exh. A), 2023.]

**12.20.030 Compliance.**

In the utilization and procurement of composting products pursuant to this chapter, the City will ensure compliance with the Department of Agriculture pest control regulations provided in Chapter [16-470 WAC](#). [Ord. 780 § 1 (Exh. A), 2023.]

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**12.20.040 Purchasing.**

The City may give priority to purchasing compost products from companies that produce compost products locally, are certified by a nationally recognized organization, and produce compost products that are derived from municipal solid waste compost programs and meet the quality standards adopted by rule by the Department of Ecology. In the event of a conflict between this chapter and the City's purchasing policies, this chapter shall control. [Ord. 780 § 1 (Exh. A), 2023.]

**12.20.050 No substantive rights granted.**

Nothing contained within this chapter is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the City of Lakewood, its departments, agencies, or entities, its officers, employees, or agents, or any other person. [Ord. 780 § 1 (Exh. A), 2023.]

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**The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.**

Disclaimer: The city clerk's office has the official version of the Lakewood Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

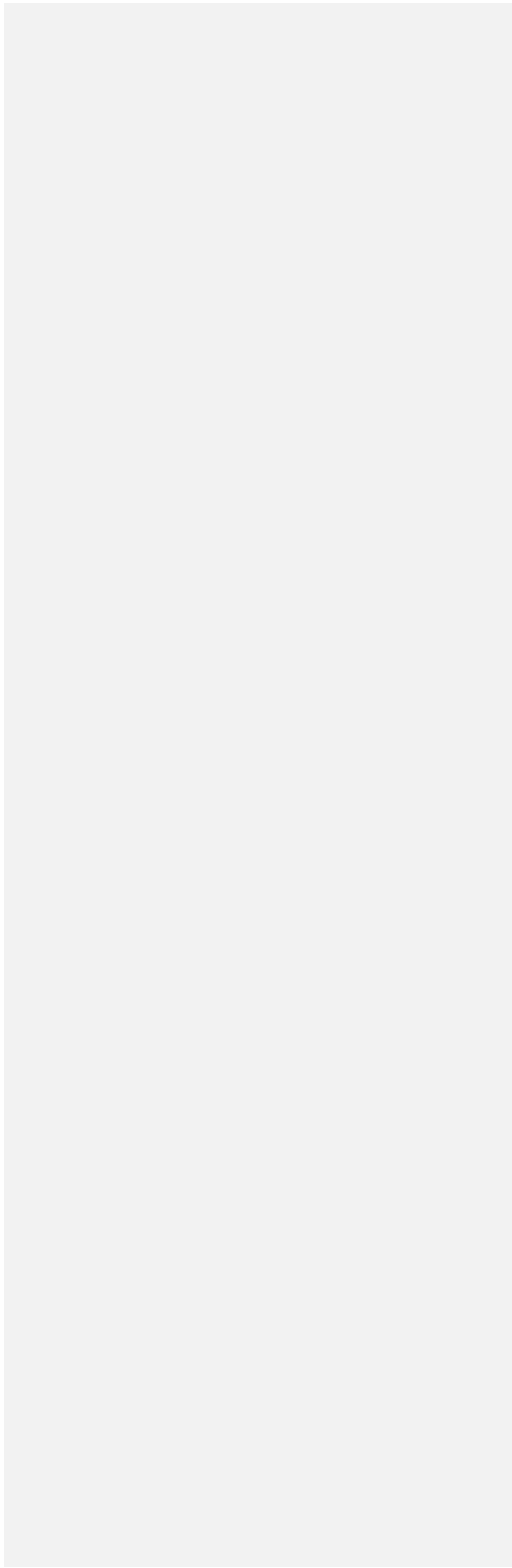
[City Website: www.cityoflakewood.us](http://www.cityoflakewood.us)

[City Telephone: \(253\) 589-2489](tel:(253)589-2489)

[Hosted by General Code.](#)

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The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.



The Lakewood Municipal Code is current through Ordinance 826, passed February 3, 2025.



# APPENDIX E

ESM – Track Changes






# City of Lakewood Engineering Standards Manual



January 2021



City of Lakewood  
Public Works Engineering Department  
6000 Main Street SW  
Lakewood, WA 98499



January 2021



# **Engineering Standards Manual**

**January 2021**

**City of Lakewood  
Public Works Engineering Department  
6000 Main Street SW  
Lakewood, WA 98499**

*January 2021*

## **PREFACE**

This manual has been prepared to provide a graphic and written representation of minimum standards for construction of public improvements within the public right-of-way, easements, city properties, and on private property relating to development improvements.

This manual is compiled and published by the City of Lakewood Public Works Engineering Department. The intent is to achieve maximum uniformity of engineering and construction practices within the City of Lakewood.

*January 2021*

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## 1.0 General Considerations

All requirements contained in the Engineering Standards Manual, together with any and all amendments thereto, are applicable to all design and construction of private and public development, including utilities, within the City of Lakewood.

The purpose of these standards is to ensure that minimum public safety requirements are met and to provide the most effective and appropriate design elements for the function each street serves. The appropriate design elements should address safety, welfare, appearance, and economics of a street design.

These standards are intended to serve as guidelines to direct the appropriate design features of the street to be built. The standards are to be followed by and are intended to assist professional engineers, planners, and developers to apply their skills and professional judgments in the design of better quality and cost effective streets. The City Engineer will be the final authority in resolving disputes concerning questions of fact in connection with work not covered by these standards.

### 1.1. References

These standards are intended to be consistent with the most currently adopted provisions and editions of the City's Six-Year Transportation Improvement Program, Comprehensive Plan, other adopted plans and policies, and the works cited below:

- A Policy on Geometric Design of Highways and Streets <sup>8<sup>th</sup></sup> Edition (2018), published by the American Association of State Highway and Transportation Officials (AASHTO)  
• With applicable errata through 2024
- Design Manual, WSDOT M 22-01, July 2024 edition, published by the Washington State Department of Transportation
- Highway Runoff Manual, WSDOT M 31-16, July 2024 edition published by the Washington State Department of Transportation
- Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition with Revisions 1 and 2 (May 2012), published by the U.S. Department of Transportation as adopted and amended by the State of Washington Transportation per WAC 468-95, January 2023-
- Pierce County Stormwater Management and Site Development Manual, 2024 Editon
- Pierce County Standard Drawings, 2024 Edition
- Soil Survey of Pierce County Area, Washington, published by the Natural Resources Conservation Service, U.S. Department of Agriculture (current online edition, updated 2023)
- Standard Plans for Road, Bridges, and Municipal Construction, WSDOT M 21-01, 2024 Edition, published by the Washington State Department of Transportation
- Standard Specifications for Highway Bridges, published by the American Association of State Highway and Transportation Officials

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- Standard Specifications for Road, Bridge and Municipal Construction, published by the Washington State Department of Transportation and the Washington State Chapter of the American Public Works Association, [WSDOT/APWA 2024 Edition](#)
- Stormwater Management Manual for Western Washington ([SWMMWW](#)), [2024 Edition](#), published by the Washington State Department of Ecology, and including Appendix 1 of the [2024-2029](#) Western Washington Phase II Municipal Stormwater Permit, [\(effective August 1, 2024\)](#), or approved equivalent
- Trip Generation Manual, [12<sup>th</sup> Edition \(2021\)](#), published by the Institute of Transportation Engineers ([ITE](#))
- Highway Capacity Manual, [7<sup>th</sup> Edition \(2022\)](#), published by the Transportation Research Board ([TRB](#))
- [WSDOT Pavement Guide, M 23-50.21, July 2023 Edition](#), published by the Washington State Department of Transportation
- [ADA Standards for Accessible Design, 2010 ADA Standards \(Department of Justice\), current as adopted in Washington State under the 2021 International Building Code \(IBC\) and International Residential Code \(IRC\) Accessibility Guidelines, published by the United States Access Board](#)

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## 1.2. Permits

Permits, approvals, or agreements are required by the City, and sometimes other jurisdictions, prior to the initiation of any construction described within this manual. The majority of work covered under these standards will require multiple permit authority review and approvals.

## 1.3. Professional Qualifications

Professionals in technical fields including Civil Engineering, Electrical Engineering, Geotechnical Engineering, Landscape Architecture, Soils Engineering, and Surveying who prepare or are responsible for the preparation of drawings, plans and specifications, or technical reports for obtaining permits and approvals shall be currently licensed or registered in the State of Washington and qualified by both experience and educational background in the technical areas as warranted by the specifics of the proposed development project.

## 1.4. Deviation from Standards

Provisions for deviations from these standards are described in the City of Lakewood Public Works Code, Section 12.04.020.

## 1.5. Transit Facilities

Transit facilities may be required as part of a development project. Contact Pierce Transit to determine if required; and if so, for design guidelines.

## 1.6. Survey Control

Survey control for all construction activities shall be based on the following standards:

- Coordinate system: Washington Coordinate System of 1983
- Horizontal datum: North American Datum of 1983/91 (NAD 83/91), South Zone

- Vertical datum: North American Vertical Datum of 1988 (NAVD 88)
- Unit: U.S. Survey Foot

**1.7. Quality Assurance and Quality Control Standards**

**1.7.1 Approval of Materials, Equipment, and Material Sources**

The engineer shall be required to provide quality assurance and quality control for all project materials and equipment. The engineer shall review all material submittals to verify that what is supplied and utilized on the project meets the approved plans and specifications. When required by the City, the engineer shall provide all documentation of approval of materials and material sources, including but not limited to: requests for approval of material (RAMs); catalog cut sheets; shop drawings; and installation manuals.

If upon review of material documentation, the City finds that materials or sources were utilized that do not meet City standards and the approved plans, the permit holder will be required to either: (1) replace unacceptable materials and equipment, or (2) provide a maintenance guarantee to the City as defined in LMC Section 12.05.090.

**1.7.2 Testing Requirements**

The permit holder will be required to secure a certified independent testing firm to provide quality control testing as outlined in the WSDOT Construction Manual and the requirements outlined below. Some of the more typical testing frequencies and requirements are listed below. All projects must have at least one test completed regardless of quantities. When requested, test results shall be provided to the City prior to final acceptance.

**1.7.3 Hot-Mix Asphalt:**

- When requested, the permit holder shall provide the City a current, WSDOT-approved HMA mix-design for the mix specified in the plans and specifications.
- A compaction test shall be performed at least every 1,000 LF per lane, per lift.
- When requested, a copy of batch plant tickets showing where, date, and time mix was delivered shall be provided to the City.

**Commented [SL2]:** There are HMA testing requirements listed later in the document (6.6) that are a bit more in-depth.

**1.7.4 Portland Cement Concrete**

- When requested, the permit holder shall provide the City a current, WSDOT-approved PCC mix-design for the class specified in the plans and specifications.
- The completed mix shall be sampled for air, temp, slump, and comp. strength.

**1.7.5 Backfill, Embankment, and Subgrade**

- For backfilling trenches compaction testing shall be performed at a minimum of 2 foot depth increments and at the top of subgrade.

**1.8. Record/As-Built Drawings**

Upon completion of a project constructed as a public facility, the Engineer shall prepare as-built drawings accurately depicting the improvements as constructed. These drawings shall be submitted to the Office of the Public Works Engineering Department for inclusion in the permanent project record.

In addition to the as-built drawings, the Engineer shall provide a certification report verifying that all facilities were constructed in accordance with the approved plans, approved plan modifications, and applicable project specifications.

## **2.0 Public Works Engineering Review Process**

The Public Works Engineering Department plan review process is independent of the review processes of all other City departments. Therefore, plans or other materials requiring Public Works Engineering review and approval shall be submitted directly to the Public Works Engineering Department.

### **2.1 Pre-Application Conference (Optional)**

The pre-application conference is strongly encouraged and is scheduled through the Community Development Department. The applicant, and his/her contractor and engineers meet with review staff to discuss their proposal. The purpose of this conference is to prepare the applicant for the project submittal process.

### **2.2 Fee Schedule**

Permit fees shall be paid at the time of permit application in accordance with the adopted fee schedule.

### **2.3 Plan Checklist**

The Plan Set Requirements (Section 3.0 of this manual) are included as a guide to help the engineer in the plan preparation process. The City recommends that these standards be used by the engineer to help facilitate the plan review process.

### **2.4 Plan Approval and Review Sequence**

#### **2.4.1. Submittal Procedure**

Plans shall be submitted to the with an appropriate permit application. For proposed street and drainage construction by a developer, complete street plans and profile, together with drainage calculations, supported topography mapping, contributing areas, etc., shall be signed and stamped by the applicant's engineer for the City's review. Plans shall be reviewed by the City according to the date they were submitted. Previously approved plans submitted to the City for revisions shall be considered a new submittal. Approved plans under construction will be reviewed prior to new submittals.

#### **2.4.2. Time Limitation of Approval**

Site development permit approval shall be valid for a period of two years, and may be renewed for up to one additional year at the discretion of the City Engineer. Plans not implemented within this time period shall require a new permit and all applicable fees. The new plans shall be subject to code requirements at the time of re-submittal. The new plans shall be submitted with revisions or modifications to the City for review and approval by the City.

2.4.3. Revisions to Approved Plans

When the City has authorized revisions to the approved construction plans, the engineer shall submit to the City record drawings of construction plans, stamped and signed, reflecting the approved revisions in accordance with LMC Section 12.06.000.

**3.0 Plan Set Requirements**

**3.1. Plan Sheets**

3.1.1. Formatting Standards

Plan-profile sheets and plan sheets shall use a sheet size of 22" x 34", or 24" x 36". Sheets shall be engineering grade bond paper. All lettering shall be greater than one-eighth (1/8) of an inch high.

The project name, the applicant's and the applicant's engineer's name, address, and telephone number shall be included in the title block. All submitted work shall be stamped by the applicant's engineer before review by the City. Prior to approval, the applicant's engineer shall stamp, sign, and date submitted work.

Typical project plans will include but not be limited to information on streets, grading, stormwater, erosion and sediment control, utilities, channelization, signage, and illumination. Smaller projects may combine information onto fewer sheets when space allows. Regardless of project size, all project plans shall be laid out in a logical, easy to follow sequence.

3.1.2. Cover Sheet

Construction plans submitted to the City for review and approval for streets in a proposed formal plat, short plat, large lot division, or work in existing City right-of-way shall have a plan cover sheet.

The plan cover sheet shall be Sheet 1 of the construction plans and shall contain the following information:

- An approval block containing the following information:

**CITY OF LAKEWOOD PUBLIC WORKS ENGINEERING DEPARTMENT**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
BY THE CITY OF LAKEWOOD PUBLIC WORKS ENGINEERING DEPARTMENT

\_\_\_\_\_  
CITY ENGINEER OR DESIGNEE

- An overall site plan drawn to an appropriate scale; such as, 1" = 100', 1" = 200', or 1" = 400' showing the entire development and street system network including its connection to an existing City street or State highway.
- Section, Township, and Range on each page, plat, or project name.

- North arrow pointing to the top or to the right side of the sheet.
- The project's storm sewer system along with easements, tracts, drainage facilities, all buffer and screening areas, off-site and on-site natural drainage courses or areas shall be shown on the overall site plan.
- Soil logs and soil log locations when an on-site storm drainage percolation system is proposed.
- A vicinity map drawn to a scale of 4" = 1 mile or other similar scale, showing project site, existing public street system and any other pertinent information.
- Standard notes which are applicable to the project.
- When more than three (3) sheets are used, a table of contents shall be shown.

At the City Engineer's discretion, cover sheet information may be shown on additional sheets.

### **3.2. Submittals**

#### **3.2.1. First Submittal**

The first submittal shall include but not be limited to the following: two sets of prints of plans, profiles, and detail sheets, stormwater calculations, and site distance calculations and exhibits if necessary.

#### **3.2.2. Final Submittal**

Red line drawings (marked up plans) and three sets of corrected plans, containing the following information shall be included in the final submittal:

- Corrected plans, profiles, and detail sheets.
- Corrected stormwater calculations if necessary.
- Quantity take-off and engineer's cost estimate of proposed construction when the project is required to have a financial guarantee.

### **3.3. General Site Plans**

#### **3.3.1. General Site Plan Standards**

The following information shall be included on site plans:

- Plans shall be drawn at a scale range of 1" = 20' to 1" = 40'. Details for clarification may be shown on a more convenient scale.
- Identification of all existing City streets and adjoining subdivisions when it is pertinent to the scope of the project.
- Right-of-way lines and width for proposed street(s) and intersecting streets.

- Dimensioned lot lines and lot numbers to properly locate and dimension all tract and easement areas.
- All topographic features within right-of-way limits and sufficient area beyond to resolve questions of setback, slope, drainage, access onto abutting property, and street continuations. This shall include, but is not limited to, ditch flow lines, all drainage structures with invert elevations, utility locations, fences, structures, existing curbing and approaches, pertinent trees and shrubbery, and other appurtenances which would affect the construction of the project.
- Existing and proposed contours at 2-foot intervals.
- Field topographic information including contour lines of the property in its natural undeveloped condition. City or USGS topographic mapping must be field verified and supplemented with additional field topographic information when necessary to provide an accurate depiction of the property. Field topographic information submitted for the project's storm drainage plan does not have to be duplicated on the street construction plans. A 2-foot contour interval shall be used except when the property is extremely flat or undulating and the cross slope varies or when pothole areas, wetlands, swales, or drainage courses exist on the property, then a topographic map with 1-foot contour intervals shall be required. Topographic surveys shall be stamped and signed by a Washington State licensed professional land surveyor.
- Utility locations (new and existing) for: water system, sanitary sewer system, gas, telephone, power, cable TV.
- Delineation of critical areas.
- Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas.
- Limits and elevations of 100-Year Flood Plain, including delineation of the floodway and flood fringe where applicable.

### 3.3.2. General Site Plan Notes

The following general notes shall be shown on site plans.

#### **GENERAL NOTES:**

1. All work in City right-of-way requires a Right-of-Way permit from the City of Lakewood.
2. After completion of all items shown on these plans and before acceptance of the project, the contractor shall obtain a "punch list" prepared by the City's inspector detailing remaining items of work to be completed. All items of work shown on these plans shall be completed to the satisfaction of the City prior to acceptance of the project.
3. All materials and workmanship shall conform to the City of Lakewood Public Works Code, Engineering Standards Manual, and other referenced manuals or documents.
4. A copy of these approved plans, specifications, and details shall be on site during construction.

5. Any revisions made to these plans must be reviewed and approved by the developer's engineer and the City Engineer prior to any implementation in the field. The City shall not be responsible for any errors and/or omissions in these plans.
6. The contractor shall have all utilities verified on the ground prior to any construction. Call 811 or 1-800-424-5555 (Call Before You Dig Hotline) at least 48 hours in advance. The applicant and applicant's engineer shall be contacted immediately if a conflict exists.
7. Any structure and/or obstruction which require removal or relocation relating to this project shall be done so at the developer's expense.
8. Locations of existing utilities are approximate. It shall be the contractor's responsibility to determine the true elevations and locations of hidden utilities. All visible items shall be the engineer's responsibility.
9. The contractor shall install, replace, or relocate all signs, as shown in the plans or as affected by construction.
10. All construction surveying for extensions of public facilities shall be done under the direction of a Washington State licensed professional land surveyor or professional civil engineer.
11. During construction, all public streets adjacent to this project shall be kept clean of all material deposits resulting from on-site construction, and existing structures shall be protected as directed by the City.
12. Certified record (as-built) drawings are required prior to project acceptance per LMC Section 12.06.010.
13. A NPDES Construction Stormwater General Permit & Coverage may be required by the Washington State Department of Ecology for this project. Contact the Department of Ecology for more information.
14. Any disturbance or damage to Critical Areas and associated buffers, or significant trees designated for preservation and protection shall be mitigated in accordance with a Mitigation Plan reviewed and approved by the City of Lakewood Community Development Department. Preparation and implementation of the Mitigation Plan shall be at the developer's expense.

### **3.4. Roadway Plans**

#### **3.4.1. Horizontal Plan**

Horizontal plan elements shall include the following in addition to those items required on the cover sheet when a cover sheet is not required. The horizontal plan shall be drawn at the scale range of 1" = 20' to 1" = 40'. Details for clarification may be shown on a more convenient scale.

- Street alignments with 100-foot stationing, preferably increasing to the north or east and reading from left to right, and stationing at points of curve, tangent, and intersection, with ties to section or quarter corners or other established survey control points at the intersection of the proposed street or streets and the existing City street. All lettering shall be right reading.
- Bearings on street centerline.
- Curve data including radius, delta, and arc length for all horizontal alignments.

- Typical street way cross-section(s) of proposed street.

#### 3.4.2. Roadway Plan/Profile Sheets

Off-site and on-site plans shall be on separate sheets.

On-site plans are generally only prepared on plan sheets. When cross-sections for grading plans or profiles for sanitary sewer lines are required, the profile shall be drawn on the plan/profile sheets.

Off-site plans shall be on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.

Plan/profile elements shall include the following:

- Vertical scale of 1" = 5'. Clarifying details may be done to a more convenient scale.
- Original ground line at 100-foot stations and at significant ground breaks and topographic features, with accuracy to within 0.2 feet on unpaved surface and 0.02 feet on paved surface.
- Survey control shall be in accordance with Section 1.6 of this manual. Established USC&GS control or City bench marks shall be used when they are located within one-half mile of the project.
- Street names.
- Right-of-way and width; lot/subdivision lines and street addresses.
- Right-of-way radii.
- Curb-to-curb pavement width.
- When streets end at a property line, continue the existing ground profile for a minimum of 200 feet to show that the proposed vertical alignment is reasonable.
- Center line bearings.
- Center line/baseline stationing.
- Center line elevations at 50-foot intervals, except as otherwise stated.
- Street grade and vertical curve data; street to be measured at centerline.
- Horizontal curve datum at center line.
- Centerline grade shall be in percentage (%).
- When intersecting profile grades have a difference of 1% or less, a vertical curve is not required. All other vertical grade intersections will require a vertical curve.
- Include gutter line elevations at 25-foot intervals, and the beginning, end, and other critical locations throughout the project limits.
- Accurate locations of monuments at all center line intersections, cul-de-sacs, and other geometric reference points.

- Identification of horizontal or vertical utility conflicts.
- Final street and storm drain profile with stationing the same as the horizontal plan, preferably reading from left to right, to show stationing of points of curve, tangent, and intersection of vertical curves, with elevations to 0.01 feet for each street in the project.
- Length, type, and location of curb and gutter.
- Intersection gutter line elevations at ¼ points and right-of-way curve.
- Intersection elevation datum at ¼ points of radii.
- Location, length, width of sidewalks, and driveways.
- Wheelchair ramp locations.
- Mailbox design and/or placement/replacement.
- Street landscaping and irrigation.
- Height and profile of existing or proposed retaining structures.
- Measures for protection of trees and/or landscaping required to be retained.

#### 3.4.3. Roadway Plan Notes

The following notes shall be shown in the plans.

#### **ROADWAY NOTES:**

1. All work in City right-of-way requires a Right-of-Way permit from the City of Lakewood. Prior to any work commencing, the general contractor shall arrange for a preconstruction meeting to be attended by all major contractors, representatives of involved utilities, and the City of Lakewood. Contact the City of Lakewood Public Works Engineering Department to schedule the meeting. The contractor is responsible to have their set of plans at the meeting.
2. For work in City right-of-way inspections are required at the following construction stages:
  - Inspection No. 1: Clearing and grubbing, embankment and excavation, underground drainage, when trenching and placement of pipe are complete but prior to cover or temporary water detention/retention and siltation control
  - Inspection No. 2: General roadway, when the drainage system, underground utilities, and grading to suitable subgrade are complete, including gravel ballast if required
  - Inspection No. 3: General roadway, when the crushed gravel surfacing has been placed
  - Inspection No. 4: General roadway, while the paving is in progress
  - Inspection No. 5: Overall roadway, after paving, cleaning of drainage system and all necessary cleanup, striping, buttoning, monuments, and all delineation work
3. Monuments shall be installed at all street intersections, at angle points, and points of curvature in each street. All boundary monuments must be installed according to the Washington State Subdivision laws.

4. Signage and traffic control devices are safety items and shall be installed prior to issuance of any certificate of occupancy. All signage shall be in accordance with the MUTCD.
5. Sidewalks, driveways, and other improvements identified in the preliminary plat approval shall be installed prior to final plat approval unless a financial guarantee has been granted for the installation of said improvements.
6. Prior to any sign or striping installation or removal the Contractor shall contact the City to arrange for an on-site meeting to discuss placement and uniformity.
7. New or revised stop signs, yield signs, and traffic signals shall be advance-warned using the procedure outlined in the MUTCD. Advance warning signs and flags shall be maintained by installer for 30 days and then removed.

### **3.5. Stormwater Plans**

#### **3.5.1. Stormwater Plan and Detail Sheets**

The following information shall be included in stormwater plans:

- Two cross-sections of each retention/detention pond or infiltration system showing original ground, property lines, slope catch points, and all other pertinent information to adequately construct the facilities.
- Existing and proposed drainage features, indicating direction of flow, size, and kind of each drainage channel, pipe, and structure. The status of existing drainage structures must be clarified as either "existing-retain," "existing-abandon," or "existing-remove."
- Retention/detention systems including:
  - Volume of storage provided
  - Storage elevation
  - Storage/ponding limits
  - Overflow elevation and location
  - Discharge control orifice size
  - Roof drain connections
  - Bypass area
  - Stabilization/erosion control
  - Water quality features
- Storm pipe including locations, lengths, materials, slopes, depths, and sizes
- Manholes and catch basins including location, types, and rim and invert elevations
- All new and existing manholes and catch basins shall be numbered consecutively.
- Typical ditch cross-sections shall be shown on the plans.
- Public utility easement and private easement widths and locations

- Identify any possible utility conflicts.
- Roof drains
- The distance from the center line of pipes to any building structure
- An all-weather maintenance access to all structures, ditches, ponds, etc., including typical cross-section of said access road
- Natural drainage ways

### 3.5.2. Stormwater Plan Notes

The following applicable notes shall be shown on the plans.

#### **STORMWATER NOTES:**

1. During construction and until final site stabilization, all existing and newly installed drainage structures shall be protected from sediments.
2. All drain pipes shall be laid on a properly prepared foundation in accordance with WSDOT Standard Specifications, Section 7-08. This shall include necessary leveling of the trench bottom or the top of foundation material as well as placement and compaction of required bedding material to uniform grade so that the entire length of pipe will be supported on a dense unyielding base. If native material in the trench bottom meets requirements for WSDOT “Gravel Backfill for Pipe Bedding”, then the first lift of pipe bedding may be omitted provided the trench bottom material is loosened, regraded and compacted to form a dense unyielding base.
3. All paved areas shall drain to catch basins. Run grade in straight line/plane between spot elevations shown on the plans. Make adjustments in grade to avoid standing water. Take special care at catch basins to avoid “bird baths” in surrounding pavement.
4. All catch basin grates shall be adjusted to final grades upon completion of paving.
5. All storm drain mains shall be television inspected prior to final acceptance by the City. A copy of the inspection data shall be provided to the City.

### 3.5.3. Stormwater Site Plan (Drainage Report) Minimum Requirements

This checklist outlines the minimum required contents of a Stormwater Site Plan (commonly referred to as a Drainage Report) for all development and redevelopment projects requiring engineering plan review. The checklist is consistent with LMC 12.11.070 and Section 3.5 of the Engineering Standards Manual. Additional documentation may be required based on project scope or site-specific conditions.

#### Stormwater Site Plan Contents:

- Project narrative describing development scope and proposed stormwater approach
- Vicinity map and site location map
- Summary of existing and proposed impervious surface areas (in square feet)
- Soil information: USDA Web Soil Survey map, geotechnical report, or infiltration test data

- Hydrologic modeling results (WWHM or approved equivalent) for flow control and treatment
- BMP selection and sizing calculations for both flow control and water quality (per SWMMWW Volume V)
- Evaluation of downstream conveyance capacity, if discharging off-site
- UIC registration documentation or exemption verification, if applicable
- Operation and Maintenance (O&M) plan for all permanent stormwater facilities
- Construction Stormwater General Permit coverage documentation (if applicable)
- Completed Minimum Requirements summary table (per SWMMWW guidance)

### 3.6. Grading, Erosion, and Sediment Control Plans

#### 3.6.1. Grading, Erosion, and Sediment Control Plan Sheets

The following information shall be included in the grading, erosion, and sediment control plans:

- Drawings shall be to scale.
- The type and locations of fill material and compaction requirements.
- Limits of grading, clearing, filling, and excavation.
- The fill and/or excavation quantities in cubic yards.
- Existing and proposed contours at 2-foot intervals.
- A minimum of one cross-section.
- Construction entrance.
- Proposed sequence of construction that will provide the maximum drainage and erosion control during construction.
- Perimeter ditches to control water flow.
- Siltation control measures to protect adjacent properties.
- When silt fences are required, show the location with a typical fence detail. Silt fences will usually be required unless site work is lower than the surrounding property.
- Storm Retention/Detention features as follows:
  - How water quality and quantity will be controlled.
  - Ponding limits showing the high water elevations.
  - Existing and proposed storm pipes including locations, lengths, materials, slopes, depths, sizes, rims, and inverts.
  - The location, number, and type of manholes and catch basins.
  - Measures taken to prevent silt laden water from entering the public storm system.

- Storm pipes and control structures that are temporary and not part of the final storm system.
- The highest groundwater elevation.
- Critical areas and associated buffers.
- All existing trees that are proposed to be removed, or retained, as required in the Tree Retention Plan issued by the Community Development Department. The location, size and species of each tree shall be shown.

### 3.6.2. Grading, Erosion, and Sediment Control Plan Notes

The following applicable notes shall be shown on the grading, erosion, and sediment control plans.

#### **GRADING, EROSION AND SEDIMENTATION CONTROL NOTES:**

1. On-site inspections are required at the following construction stages:
  - Inspection No. 1: Installation of erosion control facilities prior to clearing
  - Inspection No. 2: Completion of clearing
  - Inspection No. 3: Upon completion of excavation, filling, and earthwork
  - Inspection No. 4: Completion of project
  - Inspection No. 5: As needed to determine compliance with approved plans and/or specifications
2. All limits of clearing and areas of vegetation preservation as prescribed on the plans shall be clearly flagged in the field and observed during construction.
3. All temporary sedimentation and erosion control measures, and protective measures for critical areas and significant trees shall be installed prior to initiating any construction activities.
4. All required sedimentation and erosion control facilities must be constructed and in operation prior to any land clearing and/or other construction to ensure that sediment laden water does not enter any existing drainage system. The contractor shall schedule an inspection of the erosion control facilities PRIOR to any land clearing and/or other construction. All erosion and sediment facilities shall be maintained in a satisfactory condition as determined by the City, until such time that clearing and/or construction is completed and the potential for on-site erosion has passed. The implementation, maintenance, replacement, and additions to the erosion and sedimentation control systems shall be the responsibility of the permittee.
5. The erosion and sedimentation control system facilities depicted on these plans are intended to be minimum requirements to meet anticipated site conditions. As construction progresses and unexpected or seasonal conditions dictate, facilities will be necessary to ensure complete siltation control on the site. During the course of construction, it shall be the obligation and responsibility of the permittee to address any new conditions that may be created by their activities and to provide additional facilities, over and above the minimum requirements, as may be needed to protect adjacent properties, sensitive areas, natural water courses, and/or storm drainage systems.

6. Any disturbed area which has been stripped of vegetation and where no further work is anticipated for a period of 7 days or more during the dry season (May 1 – Sept 30) or 2 days or more in the wet season (Oct 1 – Apr 30), shall be immediately stabilized with mulching, grass planting, or other approved erosion control treatment applicable to the time of year in question. Grass seeding alone will be acceptable only during the months of May through September inclusive. Seeding may proceed outside the specified time period whenever it is in the interest of the permittee but shall be augmented with mulching, netting, or other treatment approved by the City.
7. In case erosion or sedimentation occurs to adjacent properties, all construction work within the development that will further aggravate the situation must cease, and the owner/contractor shall immediately commence restoration methods. Restoration activity will continue until such time as the affected property owner is satisfied.
8. No temporary or permanent stockpiling of materials or equipment shall occur within critical areas or associated buffers, or the critical root zone for vegetation proposed for retention.

### **3.7. Utility Plans**

#### **3.7.1. Utility Plan Sheets**

The following information shall be included in the utility plans:

- The plans shall be drawn at the scale range of 1" = 20' to 1" = 40'. Details for clarification may be shown on a more convenient scale.
- Street alignments with 100-foot stationing, preferably increasing to the north or east and reading from left to right, and stationing at points of curve, tangent, and intersection, with ties to section or quarter corners or other established survey control points at the intersection of the proposed street or streets and the existing City street. All lettering shall be right reading.
- Street names.
- Utility locations with details and cross-sections.
- Identification of horizontal or vertical utility conflicts.

### **3.8. Channelization, Signage, and Illumination Plans**

#### **3.8.1. Channelization, Signage, and Illumination Plan Sheets**

The following information shall be included in the channelization, signage, and illumination plans:

- The plans shall be drawn at the scale range of 1" = 20' to 1" = 40'. Details for clarification may be shown on a more convenient scale.
- Street alignments with 100-foot stationing, preferably increasing to the north or east and reading from left to right, and stationing at points of curve, tangent, and intersection, with ties to section or quarter corners or other established survey control points at the intersection of the proposed street or streets and the existing City street. All lettering shall be right reading.

- Street names.
- Right-of-way and width.
- Curb-to-curb pavement width.
- Right-of-way radii.
- Channelization locations and details.
- Sign locations and details.
- Street light locations and details.
- Lighting calculations to be provided separate as required by the City Engineer.

### 3.9. Project Record Drawings

Certified record drawings (also known as “as-built drawings”) shall be provided by a Washington State licensed professional civil engineer or surveyor and shall accurately reflect all field design revisions made during the construction process. Record drawings shall be in accordance with LMC Section 12.06.010. All required information shall be clearly shown on the original design drawings approved by the City of Lakewood. Each sheet of the record plans shall include the following statement along with the applicants’ engineer’s or surveyor’s stamp, signed and dated, located at the bottom right-hand corner of the sheet when possible:

“These plans are record drawings and the information shown accurately reflects existing field conditions as of this date: \_\_\_\_\_.”

The record plans should include all existing or abandoned utilities that were encountered during construction that were not shown in the design plans. The following required information is intended to provide a minimum guide to the engineer of record and should be used along with good engineering practices as the type of project and situation warrants.

#### 3.9.1. Public/Private Streets

- Center line elevations at 50-foot intervals
- Center line slopes and vertical curve data
- Gutter line elevations at 25-foot intervals
- Gutter line slopes and curve data
- Gutter line elevations at intersections and as applicable
- Driveways: Locations, lengths, and types
- Channelization: Locations and types
- Signing: Locations and types
- Illumination: Locations, types, heights, and wattages
- Service cabinets: Locations and types
- Junction boxes: Locations and types

- Conduits/Wire: Locations, types, sizes, and depths
- Controller cabinet: Locations and types
- Signalization: Locations, types, heights, and foundation depths and sizes
- Right-of-Way: Locations and widths
- Easements: Locations and widths
- Location, types, and sizes of gas, power, phone, and cable TV lines
- Center line monument locations (property monuments if a plat)
- Sidewalks/planter strip: Locations and width

### 3.9.2. Stormwater

- Manholes/catch basins: Locations, types, rim and invert elevations
- Storm lines: Locations, lengths, slopes, and sizes
- Public utility easements: Locations and widths
- Retention/detention systems:
  - Volume of storage provided
  - Storage elevation
  - Storage/ponding limits
  - Overflow elevation and location
  - Discharge control orifice size
  - Roof drain connections
  - Bypass area
  - Stabilization/erosion control
  - Water quality features
- All storm drainage systems shall include the following statement: “The storm drainage system has been constructed in conformance with the approved plans and is functioning as designed.”
- Connections and/or points of discharge to critical areas

### 3.9.3. Water

- Water lines: Materials, lengths, sizes, and locations
- Water valves: Locations and types
- Fire hydrants: Locations and types
- Water meters: Sizes and locations
- Water services: Sizes, locations, and materials

- Public utility easements: Locations and widths

#### 3.9.4. Sanitary Sewer:

- Manholes: Locations, types, rim/invert elevations
- Sewer line: Materials, locations, lengths, slopes, and sizes
- Side sewers: Materials, locations relative to property lines and sewer manholes in the street, lengths, slopes, sizes, depth below finish grade at property line, and inverts
- Public utility easements: Locations and widths

## 4.0 Roadway Standards

### 4.1. Street Classifications

The City of Lakewood has four street classifications: Principle Arterial, Minor Arterial, and Collector Arterial, and Local Access. Street classifications are further described in LMC Section 12.09.020021 and the City of Lakewood Comprehensive Plan. Streets not identified as arterials are Local Access streets. Street widths and right-of-way widths are described in the appendices.

### 4.2. Location of Streets

The location of all streets shall conform to the Lakewood Six-Year Transportation Improvement Program, Comprehensive Plan and other adopted plans and policies, and approval from the City Engineer. All proposed street systems shall extend existing streets at the same or greater width, but in no case less than the required minimum width.

### 4.3. Cross-sections

Streets shall be constructed in accordance with the Public Works Code and Engineering Standards Manual. When an existing road is to be widened, upon approval from the City Engineer, the transverse slope of the new portion of roadway may vary  $\pm 1\%$  from the existing road slope. The new transverse slope shall not be less than 1% or more than 4%. If the transverse slope cannot be maintained within the 1% to 4% limits, the existing roadway shall be removed and replaced completely to City standards or overlaid (upon existing asphalt) with a minimum of 1 ½ inches HMA CI. ½" PG 64-22 pavement.

**Commented [SL3]:** Most WSDOT QPL mixes are either 64H-28 or 58H-22 now. Consider updating throughout standards.

### 4.4. Clear Zone and Roadside Obstruction Standards

#### 4.4.1. General

This section provides design guidance for clear zones and obstruction-free areas within the City of Lakewood right-of-way. It is especially applicable on streets with wedge curbs, narrow shoulders, or where encroachments or obstructions have been observed.

#### 4.4.2. Clear Zone Guidelines

1. Design and review shall consider AASHTO Roadside Design Guide and WSDOT Design Manual Chapter 1600 for appropriate clear zone widths based on design speed, classification, volume, and roadside conditions.

2. For local streets (e.g., < 200 ADT), strict adherence to published clear zone distances may not be warranted. City-approved deviations are acceptable if based on risk, cost, and practicality.
3. Recommended minimums:
  - a. 2 feet from the back of 6-inch vertical curb
  - b. 10 feet from edge of travel way where no curb is present

#### 4.4.3. Roadside Design Considerations

1. AASHTO and WSDOT values should be treated as desirable goals, not absolute standards.
2. For residential and low-volume streets, a context-sensitive design is encouraged that balances safety with aesthetics and construction feasibility.
3. Use engineering judgment supported by literature, crash data, or precedent.

#### 4.4.4. Recommended Mitigation Measures

Even in constrained ROWs, the following actions may improve roadside safety:

1. Remove or relocate fixed objects near the travel lane, especially on curves.
2. Relocate or shield above-ground utilities near driveways or intersections.
3. Add guardrail on steep embankments where warranted.
4. Remove unneeded or non-standard guardrail on flat side slopes.
5. Enforce prohibition on obstructions such as decorative boulders, fences, or unpermitted signage.
6. Educate the public on the safety implications of placing obstructions in public rights-of-way.

#### 4.4.5. Documentation of Deviations

City engineers and reviewers must document design decisions that differ from adopted standards based on site-specific constraints and comparative safety benefit. Peer or administrative review may be required for major deviations.

#### 4.4.6. Reference Standards

1. AASHTO Roadside Design Guide
2. WSDOT Design Manual, Chapter 1600
3. Pierce County Design Manual, Section 4-9
4. Lakewood Municipal Code Title 12 – Streets and Sidewalks

### **4.5. Roadside Controls**

#### 4.5.1. Guardrails

This section establishes guidance for the selection, design, and placement of guardrails and handrails along roadways and in public spaces within the City of Lakewood. The guidance integrates national safety practices and local context considerations.

The following references shall be used to determine the need for and design of guardrails and handrails:

1. AASHTO Roadside Design Guide

2. FHWA Barrier Guide for Low Volume and Low Speed Roads
3. WSDOT Design Manual, Chapter 1610 and 1620
4. International Building Code (IBC), latest adopted edition by the State of Washington
5. International Residential Code (IRC), as applicable

#### 4.5.2. Guardrail Considerations

##### 1. Warrants and Placement

- a. Guardrail shall be considered where roadside conditions (e.g., steep slopes, fixed objects, drop-offs) present a risk to motorists.
- b. The need for guardrail shall be evaluated based on roadway classification, speed, ADT, and roadside conditions.
- c. Locations on low-speed, low-volume roadways shall use context-sensitive designs per FHWA and AASHTO low-volume road guidance.

##### 2. Design and Materials

- a. Guardrail systems shall conform to WSDOT Standard Plans and Specifications unless otherwise approved.
- b. Post spacing, rail type, and terminal sections shall be designed based on site conditions and functional classification.

#### 4.5.3. Handrail Requirements

##### 1. Handrails are required on pedestrian facilities such as stairs, ramps, and elevated walkways where:

- a. The drop-off exceeds 30 inches vertically, or
- b. The slope exceeds 5% and qualifies as a ramp.

##### 2. Handrails shall be designed and constructed in accordance with:

- a. IBC Section 1014 (Handrails)
- b. IRC Section R311.7.8 (Stairway Handrails)
- c. ADA Standards for Accessible Design, where applicable

##### 3. Minimum design criteria:

- a. Height: 34 to 38 inches (measured vertically from the stair tread nosing or ramp surface)
- b. Clearance: At least 1.5 inches between the handrail and adjacent surface
- c. Continuity: Handrails shall be continuous across all flight segments of stairs or ramps
- d. Grip size and configuration per IBC/IRC

#### 4.5.4. Coordination and Approval

Designers must ensure compliance with applicable building codes and transportation safety guidelines. All handrail and guardrail designs shall be reviewed and approved by the City prior to installation.

#### 4.5.5. Reference Standards

1. AASHTO Roadside Design Guide
2. FHWA Barrier Guide for Low Volume and Low Speed Roads
3. WSDOT Design Manual, Chapters 1610 and 1620
4. IBC (latest edition adopted by Washington State)

- [5. IRC \(latest edition adopted by Washington State\)](#)
- [6. ADA Standards for Accessible Design](#)
- [7. Lakewood Municipal Code Title 12 – Streets and Sidewalks](#)

#### **4.4.4.6. Intersections**

##### **4.4.1.4.6.1. Intersections of Streets and Arterials**

Streets intersecting with existing or proposed public highways and principal or minor arterials shall be minimized and are subject to review and approval by the City Engineer.

##### **4.4.2.4.6.2. Intersection Spacing**

Intersections should be located as follows:

- Spacing between principal arterials shall be approximately one mile.
- Spacing between principal arterials and minor arterials shall be approximately one-half mile.
- Spacing between principal/minor arterials and collectors shall be approximately one-quarter mile.
- Street intersection offsets or jogs with centerline offsets of less than 125 feet shall not be allowed.
- Streets are to intersect at 90 degrees (preferred)  $\pm$  20 degrees measured at centerline intersects.

##### **4.4.3.4.6.3. Intersection Geometry**

The geometric design at intersections to achieve drainage shall meet the following requirements:

- At the intersection of different classifications of streets (e.g., a minor arterial with a collector), the center line slope and typical cross-section should be carried through the intersection of the higher classified street with the lower classified street matching in a manner which will not interfere with the slope or cross-section of the higher classified street.
- Where the same class of streets intersect (e.g., residential with residential), the center line and slopes should be matched at the center line of the intersection with cross slopes varying through the intersection to allow drainage, unless directed otherwise by the City Engineer.

#### **4.7. Site Distance**

Sight distance is the length of roadway visible to a driver and is critical for ensuring safe operations on all roadways. Adequate sight distance must be provided for stopping, decision-making, and intersection movements. Passing sight distance is applicable only on two-lane, two-way roadways with striped centerlines.

For public roads with centerline striping, appropriate passing and no-passing zones shall be established and signed in accordance with applicable MUTCD and WSDOT standards.

The calculation of stopping, decision, passing, and intersection sight distances shall follow the methodologies provided in the latest editions of the AASHTO “Green Book” and the WSDOT Design Manual.

Intersections should be designed and located to maximize sight distance. At a minimum, all public intersections must provide sufficient intersection sight distance (ISD) to allow a driver on the minor approach to enter or cross the major road without requiring mainline traffic to reduce speed, as discussed further in Section 4.6.

4.7.1. Stopping Sight Distance (SSD)

Stopping Sight Distance is the total distance required for a driver to perceive a hazard and bring the vehicle to a complete stop. It is the sum of:

1. Perception-Reaction Distance: the distance traveled during the driver’s reaction time.
2. Braking Distance: the distance required to stop the vehicle once brakes are applied.

SSD shall be maintained along all horizontal and vertical curves. It is measured assuming a driver’s eye height of 3.5 feet and an object height of 2.0 feet, per AASHTO standards. For road grades steeper than ±3%, use grade correction factors as outlined in AASHTO and WSDOT guidance.

If SSD is potentially constrained or unclear, the City may require a stopping sight distance diagram prepared by the project engineer. The diagram shall include:

1. Field-verified measurements
2. Calculations and assumptions
3. Any proposed mitigation measures (e.g., signage, alignment adjustments, vegetation removal)

The diagram must be signed and stamped by a licensed engineer and submitted to the City for review prior to construction plan approval.

Table 4-1: Minimum Stopping Sight Distance

<u>Design Speed (mph)</u>	<u>Stopping Sight Distance (feet), Level Roads</u>	<u>Stopping Sight distance (feet), Grade</u>					
		<u>Downgrade</u>			<u>Upgrade</u>		
		<u>3%</u>	<u>6%</u>	<u>9%</u>	<u>3%</u>	<u>6%</u>	<u>9%</u>
<u>20</u>	<u>115</u>	<u>116</u>	<u>120</u>	<u>126</u>	<u>109</u>	<u>107</u>	<u>104</u>
<u>25</u>	<u>155</u>	<u>158</u>	<u>165</u>	<u>173</u>	<u>147</u>	<u>143</u>	<u>140</u>
<u>30</u>	<u>200</u>	<u>205</u>	<u>215</u>	<u>227</u>	<u>200</u>	<u>184</u>	<u>179</u>
<u>35</u>	<u>250</u>	<u>257</u>	<u>271</u>	<u>287</u>	<u>237</u>	<u>229</u>	<u>222</u>
<u>40</u>	<u>305</u>	<u>315</u>	<u>333</u>	<u>354</u>	<u>289</u>	<u>278</u>	<u>269</u>
<u>45</u>	<u>360</u>	<u>378</u>	<u>400</u>	<u>427</u>	<u>344</u>	<u>331</u>	<u>320</u>
<u>50</u>	<u>425</u>	<u>446</u>	<u>474</u>	<u>507</u>	<u>405</u>	<u>388</u>	<u>375</u>

Source: A Policy on Geometric Design of Highways and Streets (latest edition), AASHTO

Note: Distances were calculated using friction factor for WET pavement.

#### 4.7.2. Decision Sight Distance (DSD)

In some locations, standard SSD may not be sufficient—such as where drivers must perform complex maneuvers, respond to unexpected conditions, or interpret confusing visual cues. In these cases, Decision Sight Distance shall be used.

Designers shall refer to AASHTO’s “Green Book” for guidance on DSD values, and apply them at locations where enhanced driver decision-making time is necessary, including:

1. Complex intersections
2. Major driveways
3. Areas with frequent pedestrian crossings or heavy turning movements

#### 4.5.4.8. Cul-De-Sacs

Cul-de-sacs shall not exceed 500 feet in length measured from the edge of the intersecting roadway to the opposite limits of the cul-de-sac. The radius to face of curb shall be no less than 45 feet. The right-of-way radius shall be no less than 50.5 feet (45 feet for the radius, 0.5 feet for curb, and 5 feet for sidewalk).

Commented [SL4]: I assume this is how they landed at 50.5 feet.

#### 4.6.4.9. Temporary Turn-Around and Street Ends

Where, in the opinion of the City Engineer (or for any street or dead end located 150 feet or more from the intersecting roadway), or it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property. Such cul-de-sac streets shall be provided with a paved temporary turn-around having a roadway radius of at least 35 feet on a temporary easement. Such temporary easement shall be automatically released upon the extension and construction of said street beyond the boundary of the original subdivision. These streets shall have a type III barricade installed across the entire width of the roadway at the end of the driving surface with adequate signage provided.

#### 4.7.4.10. Dead End Streets/No Outlet Signs

Dead end streets shall be signed with a “Dead End” sign at the entrance to the street. Dead end streets that are planned to be extended in the future shall have a type III barricade installed across the entire width of the roadway at the end of the driving surface with adequate signage provided.

A street network which has only one point of ingress/egress shall have a “No Outlet” sign located at the entrance.

#### 4.8.4.11. Alleys

Alleys may be provided as a secondary means of vehicular or pedestrian access to abutting property. Alley right-of-way width shall be at least twenty feet wide. Dead end alleys are not permitted.

#### 4.9.4.12. Change in Roadway Width

When an existing road is required to be widened a taper of length (L), not less than that calculated using the equations below, shall be provided at the transition point where the direction of traffic goes from the wider roadway to the narrower roadway. Where the direction of travel

goes from narrower to wider a taper rate of 5:1 shall be used. Applicable channelization and signage shall be provided in accordance with the MUTCD.

$L = S \times W$  for speeds of 45 mph or more  
 $L = WS^2/60$  for speeds of 40 mph or less

Where:

- L = Minimum length of taper in feet
- S = Posted speed limit in mph
- W = Width of offset in feet

**4.10-4.13. Access Easements and Tracts**

An access easement may be used to serve up to four lots. Private access roads in tracts may serve any number of lots. The standards in this section apply to access easements and tracts.

The proposed development 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 in order that such street access may be extended in the future.

If there is other reasonable access available, the City Engineer may limit the location of direct access to City arterials or other City streets. A right-of-way that is proposed to be dedicated to the City shall meet City standards.

When an adjoining landowner will be obligated to construct or maintain a future road, a note to this effect shall be stated on the face of the recording document.

Existing legal easements less than the required width may be allowed to remain. However, additional lots shall not be served with such existing easement unless widened to the minimum required width.

The minimum easement and pavement widths are shown in the following table:

Number of Dwelling Units	Minimum Easement Width	Minimum Pavement Width	Minimum Pavement Setback From Property Line
1-2	20 feet	15 feet	2.5 feet
3-4	30 feet	20 feet	5 feet
5 or more	Must be built to local road standards.		
Non-Residential	24	24	0

Note: Easement and pavement widths are also subject to emergency vehicle access requirements.

**4.11-4.14. Road Reserved Areas**

Where a City street or arterial may be, or is being planned for the short subdivision land area, the City Engineer may require that a right-of-way area be dedicated for a future street.

#### **4.12.4.15. Flag Lot Access**

A flag lot may be permitted with stem access, provided the stem shall have a minimum easement width of 20 feet and a maximum length of 200 feet, and shall serve no more than one lot.

### **5.0 Curb, Gutter and Sidewalk Standards**

#### **5.1. Curb and Gutter**

Concrete curb and gutter shall be constructed in accordance with the Lakewood Public Works Code ~~and~~ Engineering Standards Manual, and the City of Lakewood Standard Drawing FR-04. Curb cuts may be allowed to accommodate low impact development best management practices.

#### **5.2. Driveways and Driveway Approaches**

Driveways shall be constructed in accordance with the Lakewood Public Works Code ~~and~~ Engineering Standards Manual, and the City of Lakewood Standard Drawings FR-01 and FR-02. ~~Type of driveway to be constructed shall be the same as other driveways within the project area as determined by the City Engineer. Grading and restoration of the private street or driveway beyond the end of the street approach shall be done to provide a smooth, passable, and safe transition to the existing or proposed facility.~~

**Commented [SL5]:** Can expand upon this section if the City would like to include the different driveway types here (horseshoe, wagon wheel, typical, etc.)

#### **5.3. Sidewalks**

Sidewalks shall be provided on public and private streets in accordance with the Lakewood Public Works Code, ~~and~~ Engineering Standards Manual, and the City of Lakewood Standard Drawing FR-03. After the removal of the forms, the sidewalk shall be backfilled and the right-of-way restored to the satisfaction of the City.

#### **5.4. Curb Ramps**

All curb ramps shall conform to ADA requirements. The ramp centerline shall be perpendicular to or radial to curb returns unless otherwise approved by the City Engineer. When ramps are constructed on one side of a street, ramps shall be constructed at corresponding sidewalk locations on opposite sides of the street.

**Commented [SL6]:** Can tie in and rely on WSDOT standard drawings for curb ramps.

All curb ramps on public streets shall include truncated domes. All truncated domes shall be pre-cast concrete and shall be mortared in place. Truncated domes shall be red in color at controlled ~~intersections;~~intersections, and yellow in color at uncontrolled intersections. No plastic truncated domes are allowed. Retrofitted curb ramps adding truncated domes may use pre-cast concrete or surface applied liquid plastic (Vanguard or equivalent).

### **6.0 Pavement Standards**

#### **6.1. Hot-Mix Asphalt (HMA) Pavement**

The design of flexible (Hot-Mix Asphalt (HMA)) pavements shall be based on the latest AASHTO Guide for Design of Pavement Structures. The following criteria shall be used:

- a) Traffic requirements based on acceptable engineering procedures starting with recent traffic counts. Type of traffic loadings shall be based on anticipated loadings paying close attention to number and types of trucks and bus loadings. Growth rate shall be 2.0% unless otherwise

approved by the City Engineer. A 50/50 split in the direction of traffic shall be assumed. One hundred percent (100%) of the 50/50 split must be assumed in the design lane.

- b) Design life for flexible pavements shall be twenty (20) years.
- c) The soil support capacity by Resilient Modulus (Mr), Resistance R-value or California Bearing Ratio (CBR) shall be determined from actual soils analysis. Soils tests shall consist of one sample per each 500 LF centerline with three minimum per project representative of the roadway subgrade to determine a statistical representation of the existing soil condition. An engineering firm specializing in soils analysis shall perform the tests and the soils report shall accompany the pavement design.
- d) The reliability factor, R and overall standard deviation, So will be as follows:
  - a. For principal, minor, and collector arterials: R = 85% and So = 0.45
  - b. For local access roads: R = 80% and So = 0.45
- e) All vehicle loadings, including automobiles shall be converted to 18-KIP equivalent single axle loads (ESALs). Show load factors in calculations.
- f) Terminal Serviceability Index shall be 2.5. Initial Serviceability Index shall be 4.2.
- g) Structural coefficients shall be according to AASHTO recommendations, local conditions, and approved by the City of Lakewood.

#### **6.2. Portland Cement Concrete (PCC) Pavement**

The design of Portland Cement Concrete (PCC) pavement shall be based on latest AASHTO Guide for Design of Pavement Structures. The following criteria shall be used:

- a) Traffic requirements based on acceptable engineering procedures starting with recent traffic counts. Type of traffic loadings shall be based on anticipated loadings paying close attention to number and types of trucks and bus loadings. Growth rate shall be 2.0% unless otherwise approved by the City Engineer. A 50/50 split in the direction of traffic shall be assumed. One hundred percent (100%) of the 50/50 split must be assumed in the design lane.
- b) Design life for rigid pavements shall be fifty (50) years.
- c) The soil support capacity by Resilient Modulus (Mr), Resistance R-value or California Bearing Ratio (CBR) shall be determined from actual soils analysis. Soils tests shall consist of one sample per each 500 LF centerline with three minimum per project representative of the roadway subgrade to determine a statistical representation of the existing soil condition. An engineering firm specializing in soils analysis shall perform the tests and the soils report shall accompany the pavement design.
- d) The reliability factor, R and overall standard deviation, So will be as follows:
  - a. For principal, minor, and collector arterials: R = 85% and So = 0.45
  - b. For local access roads: R = 80% and So = 0.45
- e) All vehicle loadings, including automobiles shall be converted to 18-KIP equivalent single axle loads (ESALs). Show load factors in calculations.
- f) Terminal Serviceability Index shall be 2.5. Initial Serviceability Index shall be 4.5.

- g) Structural coefficients shall be according to AASHTO recommendations, local conditions, and approved by the City of Lakewood.
- h) All transverse joints shall be doweled

**6.3. Minimum Pavement Sections**

The following minimum pavement sections shall be utilized.

**Minimum Pavement Sections**

	<b>Principal and Minor Arterials</b>	<b>Collector Arterials</b>	<b>Local Access</b>
<b>HMA Pavement</b>	6.0 inches HMA 4.0 inches crushed surfacing base course	4.0 inches HMA 4.0 inches crushed surfacing base course	3.0 inches HMA 4.0 inches crushed surfacing base course
<b>PCC Pavement</b>	10.0 inches PCC	10.0 inches PCC	N/A

**6.4. Pavement Materials**

- a) HMA pavements shall be HMA ½” PG 64-22. All HMA shall be a WSDOT approved mix design. Certified mix designs shall be submitted to the City of Lakewood prior to commencing paving.
- b) Recycled materials for roadway sections will only be allowed if approved by the City Engineer.
- c) Permeable pavement will be allowed where practicable.

**Commented [SL7]:** See previous comment about WSDOT QPL typical mixes.

**6.5. Roadway Widening**

- a) Existing HMA shoulders shall not be used as new driving lanes for roadway widening unless subsurface investigations confirm there is an existing pavement section that is better or equal to the required HMA design. Substandard shoulder pavement sections shall be removed and replaced.
- b) Roadway widening shall be accomplished so that no longitudinal joint is within any wheel path.
- c) Additional pavement restoration may be required per Section 6.8 of these Pavement Standards.

**6.6. Pavement Construction**

All pavement construction shall be in accordance with the WSDOT Standard Specifications except as modified herein.

- a) Compaction tests shall be performed by an approved geotechnical or testing firm under the direction of a professional engineer registered in the State of Washington. Copies of the reports shall be furnished to the City of Lakewood inspector within 24 hours of testing.
- b) Compaction tests shall be performed for every 400 tons of HMA and no less than 2 locations per lift of HMA. Compaction tests shall be performed on subgrade at 150 foot intervals. Compaction tests shall be performed on top course at 150 foot intervals.

- c) HMA shall be compacted in lifts not to exceed 0.25' except that the final lift shall not exceed 0.17' unless approved by the City Engineer. The minimum compacted depth of HMA shall be 0.125'.
- d) Base course (crushed surfacing) shall be compacted in depths not to exceed 0.50' except the top course shall be 0.17' unless otherwise directed. Density shall be 95% of ASTM D1557.
- e) The prepared subgrade shall be compacted in the top 0.50' to 95% of ASTM D 1557. If the underlying subgrade is too soft to permit compaction of the upper 6" layer, the contractor shall over excavate and remove, and compact the subgrade until the top layer can meet compaction requirements. Fill sections shall be prepared in accordance with the Standard Specifications Section 2-03.3(14)C, Method B except ASTM D1557 shall determine the maximum density.
- f) Where HMA is placed in lifts, tack coat in accordance with the Standard Specifications shall be used unless the lifts are placed on the same day and approved by the Director.
- g) In areas where soft subgrades require stabilization, approved geotextile may be used and/or soil stabilization may be used. Stabilization designs shall be provided by a professional engineer licensed in the State of Washington and are subject to approval by the City of Lakewood.
- h) Adjustment of utilities shall be per City of Lakewood Standard Plans. Developers are required to coordinate with effected utilities on utility adjustments and shall replace utility-provided castings as required by the affected utility.

**6.7. Trench Restoration**

- a) Trenches shall be constructed and restored according to the Standard Specifications and City of Lakewood Standard Plans.
- b) Where cuts have been made in either HMA, or in Bituminous Surface Treatment (BST) (aka. Oil mats), the contractor shall reconstruct the trench areas with a minimum three (3) inch HMA pavement placed on six (6) inches of crushed surfacing top course (CSTC). In all cases, the pavement section shall meet or exceed the existing pavement section.
- c) Additional pavement restoration may be required per Section 6.8 of these Pavement Standards.
- d) Pavement Cutting – All pavements shall be neatly saw cut or edge ground prior to pavement restoration.
- e) Compaction tests shall be performed on all trench lines, four (4) feet below sub-grade and at sub-grade every 150 feet.

**6.8. Pavement Restoration**

- a) Introduction. Trench cuts in roadways greatly degrade the condition of the pavement, as well as reduce the design life. The most significant damage can be seen in newer pavements. A restored trench cut in a newly paved road lowers the Pavement Management System (PMS) rating up to 30 points (on a scale of 0 to 100).
- b) Pavement Cuts. Trench and pavement cuts are subject to a Pavement Degradation Fee.

1. **Pavement Degradation Fee.** To recover loss in pavement serviceability and improve the City's capacity to handle future repair and/or reconstruction costs of streets with pavement cuts, a Pavement Degradation Fee shall be applied to all excavations in the public ROW by utilities companies or any other persons or agencies that are permitted to install, replace, or repair approved underground equipment, services, or structures.
  - i. Pavement Degradation Fees shall apply to the pavement excavation area plus the area three (3) feet around the excavation edges, pursuant to the established rate per square yard.
  - ii. For all streets with a PCI 50 or above, the City shall charge a Pavement Degradation Fee equal to the total material and labor costs of repairing the pavement patch plus the area three (3) feet around the excavation edges, pursuant to the established rate per square yard found in the City of Lakewood Fee Schedule.
  - iii. **Moratorium.** Pavement cuts are not allowed for five years after any of the following: new construction, reconstruction, and overlays. When pavement cuts are unavoidable in moratorium, the City shall, in addition to requiring restoration of the pavement, charge a Pavement Degradation Fee equal to the total material and labor costs of repairing the pavement patch plus the area three (3) feet around the excavation edges, pursuant to the established moratorium rate per square yard in the City of Lakewood Fee Schedule, regardless of PCI. Restoration of pavement cuts shall done in accordance with the table in Section 6.8(d).
  - iv. For projects which meet the definition of Large Projects in this manual, the Pavement Degradation Fee will apply only to the seam length abutting any non-reconstructed roadway and applied to a three (3) foot width centered on the seam. These projects may be granted an exemption from the Pavement Degradation Fee if the pre-existing pavement seam is removed and replaced as part of the lane-width reconstruction process at the request of the permittee and after verification by the City Public Works Engineering staff at the discretion of the City Engineer.
  - v. Potholing and small pavement patches are not exempt from Pavement Degradation Fees as pavement cuts of any size degrade the condition of the roadway. A minimum fee will be applied for one square yard should the measured impact be less than this size.
  - vi. Pavement Degradation Fees shall be determined pursuant to the adopted City of Lakewood Fee Schedule.
  - vii. Pavement cuts within roadways deemed to be built up over time from a dirt road overlaid with repeating layers of chip seal applications may be granted an additional 50% reduction of the assessed Pavement Degradation Fee for that portion of the project within that type of roadway at the request of the permittee and after verification by City Public Works Engineering staff at the discretion of the City Engineer.

- c) Lane width restoration requirements. For longitudinal utility trench cuts in pavements over five years old, a minimum 2-inch overlay or full-depth pavement reconstruction is required for the following widths:
1. One-lane overlay or reconstruction: when trench cut or patch is within one travel lane.
  2. Two-lane overlay or reconstruction: when trench cut or patch is within two travel lanes.
  3. Additional overlay or reconstruction: when the remaining pavement area to the edge of existing pavement on either side is less than one travel lane or pavement is less than five years old. No longitudinal joints will be allowed in the wheel path.
- d) Pavement Restoration Requirements. The following table describes pavement restoration requirements for various size projects and various existing pavement conditions.

**Pavement Restoration Requirements**

<b>Project Type</b>	<b>New Pavement &lt; 5 years old</b>	<b>Pavement &gt; 5 years Old</b>	<b>Pavement Identified by the City to be Reconstructed within 2 years</b>
<b>Large Projects</b> Consists of projects requiring a longitudinal trench cut through paved roadway surface, 50 linear feet or greater, or four or more transverse trench cuts per 300 linear feet of roadway.	Complete reconstruction, grind/inlay, or overlay of entire paved surface (all lanes).	Grind / inlay, reconstruct, or overlay. Width per lane requirements in Section 6.8 of these Pavement Standards.	Depending on intended reconstruction strategy, could utilize lesser pavement restoration. Minimum restoration is patch per Standard Plans.
<b>Small Projects</b> Consists of projects requiring a longitudinal trench cut through the paved roadway surface less than 50 linear feet or less than four transverse trench cuts per 300 linear feet of roadway.	Patch per Standard Plans, plus the following conditions: for transverse cuts, the project proponent shall grind 2" deep, 30 feet longitudinally for the entire length of the trench, and inlay with HMA; for longitudinal cuts, the proponent shall grind 2" deep, one lane wide, for at least the trench length, and inlay with HMA.	Patch per Standard Plans	Depending on intended reconstruction strategy, could utilize lesser pavement restoration. Minimum restoration is patch per Standard Plans.

<b>Emergency Projects</b> Unforeseen projects requiring immediate attention for the preservation of life or property.	Grind/inlay, reconstruct, overlay, or patch (dependent on project size – see above). Width per Section 6.8 of the Pavement Standards.	Grind/inlay, reconstruct, overlay, or patch (dependent on project size – see above). Width per Section 6.8 of the Pavement Standards.	Depending on intended reconstruction strategy, could utilize lesser pavement restoration. Minimum restoration is patch per Standard Plans.
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- e) Transverse Utility Crossings. Transverse utility crossings must be bored or completed by another trenchless method unless no alternatives exist and is approved by the City Engineer. Bore pits must be restored pursuant to these *Pavement Standards*.
- f) Trench Cuts in New Pavements. Trench cuts are not permitted in pavements that have been constructed or rehabilitated within five years. Rehabilitation includes all asphalt overlays. If there is no other option but to cut into a new pavement, the pavement must be restored pursuant to requirements in the table in Section 6.8(d).
- g) Exemption from Pavement Restoration Requirements and Financial Penalties. Utilities can appeal in writing directly to the City Engineer for exemption from pavement restoration requirements and Pavement Degradation Fees.
- h) Utilities may be exempt from Pavement Degradation Fees if there is no other viable alternative and under any of the following conditions:
  - 1. If the City failed to give six months’ notice of an upcoming roadway rehabilitation project either because of:
    - (a) A change in property ownership, or
    - (b) A change in the City’s Capital Facilities Plan.
  - 2. If the Pavement Condition Index score of the roadway to be cut is less than 50.
  - 3. If the City Engineer determines that the roadway to be cut is fully budgeted, without contingent funds needed, for a grind and overlay or complete rebuild.
  - 4. If deemed to be in the best interest of the City and adopted by City Council Motion.
  - 5. If a Large Project meets the exemption criteria listed in 6.8(b)(1)(iv).
- i) Warranty Requirement.
  - 1. The Grantee is responsible for the maintenance of all work completed by them as well as any work completed by a Grantee-retained contractor for a warranty period of one year. All warranties shall start over if rehabilitation work is performed within the patched area within the first year. Upon the receipt of written notice required corrective work, the Grantee shall pursue vigorously, diligently, and without unauthorized interruption of the City Facilities, the work necessary to correct the items listed. Warranty covered defects include but are not limited to:
    - i. Sunken pavement patches greater than or equal to one-quarter inch measured with a ten-foot straight edge.
    - ii. Poor workmanship.
    - iii. Inadequate compaction per City standards.
    - iv. Sunken or damaged curb, sidewalk or structures in excavation work area.

- v. Sunken or damaged catch basins or other drainage structures in excavation work area.
- vi. Cracks within patched area.

2. All warranties will become void if the road receives a qualifying pavement treatment within the patching limits. Qualifying pavement treatments include the following but are not limited to: mill and overlay, removal and replacement, thin lift overlay, large area patches half a block in length, and half a lane in width or full street reconstruction. Slurry seals, chip seals, and fog seals are not considered pavement treatments; they are considered a maintenance treatment.

**6.9. Gravel Shoulder Design or Restoration**

New gravel shoulders constructed as part of a project or existing gravel shoulders disturbed during project activities shall be graded to drain as necessary and shall be constructed as a minimum 3 inches crushed surfacing top course over 95% compacted subgrade per Section 6.6.

**7.0 Stormwater Standards**

**7.1. Stormwater Manual**

The Stormwater Management Manual for Western Washington, published by the Washington State Department of Ecology (Ecology Manual) (including Appendix 1 of the Western Washington Phase II Municipal Stormwater Permit), as modified by the City of Lakewood, or an approved equivalent, shall be used for storm drainage design.

For development sites 1 acre or smaller in size the following table may be used in lieu of infiltration rate design methods found in the Ecology Manual:

**RECOMMENDED SOIL INFILTRATION RATES**

Soil Texture Class (Hydrologic Soil Group)	Infiltration Rate (in/hr)
1. Gravel, coarse sand (A)	60
2. Medium sand (A)	12
3. Fine sand, loamy sand (A)	4
4. Sandy loam, loam (B)	2
5. Loam, porous silt loam (C)	1

Note: For design purposes the above infiltration rates shall be divided by a factor of safety of 2.

[For single-family residential \(SFR\) lots up to one acre, with drainage basins not exceeding one acre, soil texture class may be determined using the USDA Web Soil Survey \(https://websoilsurvey.nrcs.usda.gov/app/\). This method may be used in lieu of site-specific infiltration testing when applying the above infiltration rate table.](https://websoilsurvey.nrcs.usda.gov/app/)

**7.2. Erosion and Sediment Control**

All engineering plans for projects that propose land disturbing activities shall include an approved temporary “Erosion and Sedimentation Control” (ESC) Plan to prevent sediment-laden

runoff from leaving the site during construction. The plans shall be designed in accordance with the Ecology Manual, the WSDOT Highway Runoff Manual, the Pierce County Stormwater Management and Site Development Manual, or an approved equivalent.

Clearing and grading shall be designed in accordance with the following standards:

- Clearing and grading design required for project site development should be done in conjunction with proposed site development construction plans.
- Cross-sections of fill/grading shall be shown on the plans through all properties and at least 10 feet beyond the property lines.
- The fill/grading plan shall be designed so as not to affect any public right-of-way or adjacent properties.
- All side slopes shall be stabilized with approved erosion control treatment.
- No fill or cut side slopes shall be steeper than 2H: 1V unless a geotechnical report dictates otherwise.
- A minimum setback of 5 feet shall be provided between the toe of any fill placement and the top of the bank of any defined drainage channel or critical area or associated buffer boundary.
- When filling a site, particular care should be taken to prevent the impediment of existing upstream surface drainage flow.
- Any material to be exported shall not be deposited within the City Limits unless previously approved by the City Engineer. The quantity of both the fill and the cut shall be noted on the plans.
- No clearing, filling, grading, or other alteration shall occur within any critical areas or associated buffer areas unless authorized by the City.
- Construction recommendations from a soils report shall be followed during all construction activities.

### **7.3. Infiltration Trench Soil Requirements**

Infiltration systems—including infiltration trenches, drywells, and bioretention cells designed for volume reduction—shall be constructed in areas with naturally infiltrative native soils. The use of imported or amended soils to artificially increase infiltration capacity is not permitted.

Soil amendments may only be used where the facility is designed for water quality treatment only and not for volume reduction (e.g., bioretention with underdrain).

Designers shall verify soil suitability through a geotechnical report or on-site infiltration testing per SWMMWW Volume III, Section 3.2. Designs that rely on soil augmentation for infiltration performance will not be accepted.

## 7.4. Linear Bioretention in Public Rights-of-Way (ROW)

### 7.4.1. Description

Linear bioretention facilities—including bioswales, vegetated filter strips, and curb cut planters—are encouraged as the preferred method for stormwater treatment and flow control in public rights-of-way. These systems are classified as Low Impact Development (LID) Best Management Practices (BMPs) and are consistent with County objectives to enhance water quality and reduce dependence on proprietary treatment systems.

### 7.4.2. Applicability

This section applies to all public and private development or redevelopment projects that propose stormwater improvements within the public right-of-way (ROW). All stormwater BMPs located in the ROW must comply with the requirements of this section.

### 7.4.3. Design Requirements

#### 1. Acceptable BMPs

Acceptable LID BMPs in the ROW include, but are not limited to, the following:

- i. Bioswales
- ii. Vegetated swales
- iii. Curb cut bioretention planters
- iv. Sheet flow dispersion systems

Proprietary treatment BMPs shall only be used when LID BMPs are demonstrated to be infeasible due to documented constraints, such as:

- i. Conflicts with existing or proposed utilities
- ii. Limited ROW width or geometric limitations
- iii. Poor infiltrative capacity of existing soils

#### 2. Design Criteria

Design of linear bioretention systems shall comply with applicable standards in the Stormwater Management Manual for Western Washington (SWMMWW), Volume V, and County-approved standard details. Key design considerations include:

- i. Bioretention soil media per SWMMWW specifications
- ii. Utility horizontal and vertical separation per County utility standards
- iii. Defined overflow and bypass conveyance for 100-year storm events
- iv. Maximum ponding depth of 12 inches
- v. Adequate maintenance access and clearance
- vi. Use of native, drought-tolerant vegetation in planting plan

#### 3. Plan Submittals

Plans shall clearly show location, cross-sections, utility conflicts, and connections to the storm system. Designs will be reviewed under the standard permit process.

### 7.4.4. Ownership and Maintenance

Stormwater facilities constructed within the ROW by private developers remain the maintenance responsibility of the property owner, homeowners' association (HOA), or designated responsible party unless formally accepted by the County through written agreement. A recorded maintenance covenant shall be required prior to final project approval and occupancy.

#### 7.4.5. References

Designs shall comply with:

1. Lakewood Municipal Code (LMC) Chapter 12.11 – Storm Water Management
2. Western Washington Phase II Municipal Stormwater Permit (2024-2029)
3. Stormwater Management Manual for Western Washington (SWMMWW), Volume V
4. Engineering Review Process ESM Section 2.0

#### 7.5. UIC Registration Requirements and Exemptions

All underground injection control (UIC) systems must be registered with the Washington State Department of Ecology (Ecology), in accordance with Chapter 173-218 WAC. This includes stormwater infiltration facilities such as drywells, infiltration trenches, and bioretention cells discharging below ground.

The following exemptions apply:

1. Single-Family Residential (SFR) Exemption: UIC wells that serve only a single-family residence and receive stormwater solely from that property are exempt from registration per WAC 173-218-030(1)(a).
2. Temporary Construction Dewatering and other limited-duration systems may also be exempt or covered under separate permitting requirements.

Designers are responsible for verifying whether UIC systems on their project require registration. Proof of UIC registration (or exemption documentation) shall be provided prior to final approval.

For additional guidance, refer to:

1. •Washington State UIC Program
2. •Lakewood Municipal Code 12.11 – Stormwater Management
3. •City of Lakewood Stormwater Management Permit Application Guidelines

### 8.0 Sanitary Sewer Connection Standards

#### 8.1. Purpose

The purpose of this section is to establish the minimum technical requirements and procedures for connection of structures to the public sanitary sewer system within the City of Lakewood, in support of LMC Chapter 12.15. These requirements apply to all new development, redevelopment, building permits, and existing structures subject to mandatory sewer connection as determined by the City.

#### 8.2. Applicability

These standards apply to all new developments, redevelopments, building permits, and existing structures subject to mandatory sewer connection as determined by the City.

#### 8.3. Connection Requirements

1. All structures with plumbing facilities must connect to the public sewer system when sewer is deemed available in accordance with LMC 12.15.025.

2. Connection must be completed within 90 days following the notice of availability, unless a deferral is granted.
3. Property owners are responsible for all costs associated with connection and decommissioning of any existing on-site septic systems.

#### **8.4. Technical Standards for Building Sewers**

1. Minimum Pipe Size:
  - a. Residential: 4-inch diameter PVC SDR-35
  - b. Commercial/Multifamily: As determined by flow calculations (minimum 6-inch)
2. Pipe Slope (minimum):
  - a. 4" pipe: 2.0% (1/4 inch per foot)
  - b. 6" pipe: 1.0% (1/8 inch per foot)
3. Materials:
  - a. PVC SDR-35 or equivalent approved by the City
  - b. Fittings shall comply with ASTM D3034 and include watertight joints
4. Cleanouts:
  - a. One cleanout shall be located within 2 feet of the building
  - b. Additional cleanouts shall be provided every 100 feet of lateral length
5. Backwater Valve:
  - a. Required if the lowest fixture is below the elevation of the next upstream manhole rim
6. Minimum Cover:
  - a. 2 feet in landscaped areas
  - b. 3 feet in traffic areas (or as required for structural loading)

#### **8.5. Connection to Public Sewer Main**

1. Connection Types:
  - a. New mains shall include wye or tee fittings for each lot
  - b. Existing mains may require core tapping and saddle installation per City approval
2. Inspection:
  - a. All connections must be inspected by the City prior to backfilling
  - b. As-built drawings shall be submitted in compliance with Section X.X.9

#### **8.6. Decommissioning of Septic Systems**

1. Property owners shall decommission existing on-site septic systems in accordance with Tacoma-Pierce County Health Department standards
2. Decommissioning shall include:
  - a. Pumping the tank
  - b. Crushing or filling the tank with inert material
  - c. Disconnecting inlet/outlet piping

#### **8.7. Easement Requirements**

1. Private laterals crossing adjacent properties shall be placed in recorded utility easements
2. Easements shall be at least 15 feet wide unless otherwise approved

### **8.8. Availability Determination and Deferrals**

1. Availability is defined by LMC 12.15.025
2. Property owners may apply for deferral under criteria in LMC 12.15.090 and 12.15.100

### **8.9. As-Built and Record Drawing Requirements**

1. Submit stamped as-builts for all sewer laterals including:
  - a. Horizontal alignment with distances
  - b. Invert elevations at building and connection points
  - c. Cleanout locations
  - d. Material and pipe size

### **8.10. Diagram**

[Insert Standard Drawing: Typical Sanitary Sewer Connection]

The drawing shall include:

1. Property line
2. Building footprint
3. Sewer lateral (building sewer)
4. Cleanouts
5. Backwater valve (if required)
6. Connection to public sewer main
7. Minimum slope and cover

### **8.11. Reference Standards**

Lakewood Municipal Code Chapter 12.15

Pierce County Sanitary Sewer Development Specifications

Tacoma-Pierce County Health Department Septic System Decommissioning Guidelines

ASTM D2321 (Installation of Thermoplastic Pipe)

ASTM D3034 (PVC Gravity Sewer Pipe)

## **8.09.0 Survey Monuments, Pavement Markings, and Signs**

### **8.1.9.1 Monuments**

All existing survey control monuments which are disturbed, lost, or destroyed during construction shall be replaced by a licensed surveyor pursuant to WAC 332-120.

Survey control monuments shall be placed by a licensed land surveyor as shown on the approved construction plans or City of Lakewood Standard Plans in accordance with recognized good practice in land surveying, and in conformance with the approved details for survey monuments.

Survey monuments shall be required at all intersections, PCs, PTs, centers of cul-de-sacs, and other appropriate locations as determined by the City Engineer. Monuments at PCs and PTs may be eliminated and replaced with a monument at the PI if the PI falls within the paved street surface.

For formal recorded documents containing a surveyor's certificate, monuments and staking shall be placed in accordance with the certificate and the Survey Recording Act by the responsible surveyor.

### **8.2.9.2. Channelization and Signage**

Channelization and signage shall be in accordance with the latest edition of the City of Lakewood standards, the Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County, and the MUTCD, as amended by the City of Lakewood.

The developer is responsible for paying for signs required for development and shall coordinate work with the City.

All symbols, crosswalks, lettering, stop bars, etc., shall be plastic type D – liquid cold applied methyl methacrylate (MMA) per WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.

### **8.3.9.3. Stop Signs and Stop Bars**

Stop signs shall be installed at locations determined by the City prior to the street under construction being open to vehicular use. Placement of stop signs shall be by right-of-way permit and in accordance with approved street construction plans.

All stop-sign controlled intersections with a painted crosswalk shall be per City of Lakewood Standard Plans.

Traffic studies for signs and signals shall satisfy a warrant study as identified in the most recent edition of the MUTCD.

If the intersection warrants a traffic signal, no stop signs shall be placed. All intersections with a traffic signal shall have stop bars on all approaching lanes, regardless if there is a painted crosswalk or not.

#### **8.3.1.9.3.1. Stop Signs at Intersections with Principal/Minor Arterials**

Stop signs with stop bars shall be used on all local access/collector streets intersecting with principal/minor arterials. The exception shall be if the street intersecting the arterial is an alley. In this case, a traffic study may be performed to determine if a stop bar is warranted.

#### **8.3.2.9.3.2. Stop Signs at Local Access Streets Intersecting with a Collector**

Stop signs shall be placed on all residential streets that intersect a collector. Existing intersections of local access and collectors shall be investigated as requested by the City Engineer to determine if a stop bar is warranted.

#### **8.3.3.9.3.3. Stop Signs where Local Access Streets Intersect Local Access Streets**

Residential streets intersecting residential streets do not require stop or yield signs unless a traffic study determines that a stop or yield sign is warranted.

## **9.010.0 Illumination and Signals**

The design and installation of street lights and traffic signals requires coordination with the City of Lakewood and the electrical service provider.

### **9.1.10.1 Street Lighting Specifications**

Street lighting shall be required on all interior streets of a subdivision and on all street frontages abutting a proposed development. Street lighting design shall conform to current IES standards. The contractor is to verify that detail specifications and equipment locations meet the serving utility's requirements as well as City of Lakewood requirements. For projects with multiple lights, lighting calculations shall be required as determined by the City Engineer.

The design plans shall be stamped and signed by a professional engineer hired by the developer. Safe Wiring labels required by the Washington State Department of Labor and Industries and National Electrical Code (NEC) shall apply.

Street light standards shall be either aluminum or concrete as directed by the City Engineer and are specified as follows:

#### **Street Light Standards and Arms – ALUMINUM**

1. Street light poles shall be round tapered aluminum, satin finish, and standard base per USS Manufacturing, HAPCO or approved equivalent.
2. Arterial street mounting height shall be 35 feet. Mounting height may be reduced with City Engineer's approval to match existing conditions or provide required vertical utility clearance.
3. Residential street mounting height shall be 30 feet. Mounting height may be reduced with City Engineer's approval to match existing conditions or provide required vertical utility clearance.
4. Each lighting pole shall contain an internal grounding lug with 3/8" diameter hole for the purpose of attaching a grounding connector.
5. Slip bases are not required when clear zone requirements are met.
6. Street light arms shall be aluminum tapered bracket arm per USS Manufacturing TER Series or approved equivalent. Arm length shall be 10 feet unless otherwise approved by the City Engineer.

#### **Street Light Standards and Arms – CONCRETE**

1. Street light poles shall be anchored-based, octagonal, pre-stressed concrete, Ameron™ MBO, Stresscrete Group, Union Metal Corporation or approved equivalent with natural exposed buff colored finish.
2. Arterial roadway mounting height shall be 35 feet. Mounting height may be reduced with engineer's approval to 33 feet or 30 feet to match existing conditions or provide required vertical utility clearance.
3. Residential roadway mounting height shall be 30 feet. Mounting height may be reduced with engineer's approval to 25 feet to match existing conditions or provide required vertical utility clearance.

4. Each lighting pole shall contain an internal grounding lug with 3/8" diameter hole for the purpose of attaching a grounding connector.
5. Each lighting pole shall contain a ground wire for base of pole to top of pole to luminaire arm and luminaire.
6. Slip bases are not required when clear zone requirements are met.
7. Street light arms shall be aluminum davit tapered, Ameron™ MO-AD. Arm length shall be 10 feet unless otherwise approved by the City Engineer.

#### Luminaires for LED Fixtures:

Each luminaire shall have fuses and fuse holders for each power conductor above ground potential. Fuses shall be 1.0 cm × 1.8 cm (13/31" × 1.5"). Fuses shall be slow blow type (carry 100%, open at 135% within 1 hour, carry 200% for minimum of 10 seconds). Luminaires 50 watt (100-150 watt HPS) and below shall have 5 amp fuses. Luminaires 95 watt (200-250 watt HPS) and above shall have 10 amp fuses.

Electrical components shall be accessed without tools and are mounted on power door. Conductors from power supply to terminal block and LED board must be spliced with quick style electrical disconnects. Photocontrol receptacle is standard and shall be rotatable without tools. Housing finish shall be gray. House or street side shields shall be provided when required by the City Engineer.

#### LED Fixture Options:

Arterial streets, 200-250 watt HPS equivalent:

1. AEL Autobahn Series ATBM-P20-MVOLT-R3-4B-3K-MP-NL-P7
2. Cree Lighting RSW Series RSWL-A-HT-3ME-14L-30K7-UL-GY-N-4BLT
3. Leotek GreenCobra GCM H-Series GCM2-40H-MV-WW-3R-GY-850-PCR7-WL

Residential streets, 100-150 watt HPS equivalent:

1. AEL Autobahn Series ATBS-P10-MVOLT-R3-3K-MP-NL-P7
2. Cree Lighting RSW Series RSWS-A-HT-3ME-5L-27K8-UL-GY-N
3. Leotek GreenCobra GCJ H-Series GCJ1-20H-MV-WW-3-GY-700-PCR7-WL

#### Photoelectric Controls for LED Fixtures:

Assembled photocontrols and each of their individual components shall be designed and constructed to have a nominal life of 20 years.

Photocontrol circuit boards shall be constructed of glass epoxy material. Circuit board components shall be protected from the environment with a thin, transparent coating that does not promote heat buildup. Each photocontrol shall be provided with a means to conveniently and permanently record date of installation and date of removal. Each photocontrol shall be provided with an internal, 160 joule minimum, metal-oxide varistor (MOV) type surge arrester.

Photocontrols shall be provided with a means of sealing according to the requirements of ANSI C136.10, Section 4.3. Photocontrol base gasket shall be fabricated from a neoprene blend.

Photocontrols shall be tested according to the requirements of ANSI C136.10. Test results shall be provided upon request. Each individual photocontrol shall be marked with the manufacturer's name, model number, voltage rating, load rating, north orientation, and rotation of installation/removal.

Plug type: Twist locking type, three-pole, three-wire  
Photosensor type: Silicon  
Operating voltage range, Volts, AC: 105-305  
Load rating, LED, minimum watts: 1000  
Operating temperature range, ambient, degrees C: -40 to +70  
Turn on response time range, seconds: 0.5 to 5.0  
Turn off response time range, seconds: 0.5 to 5.0  
Turn on light level, fc: 2.8 +/- 0.6  
Turn off light level, maximum, fc: 5.1  
Turn-off/turn-on ratio, nominal: 1.5  
Fail mode, nominal: Fail-On

Utility owned and maintained wood poles may be used as determined by the City Engineer

#### **9-2.10.2. Electrical Service Cabinet**

Electrical service cabinets shall be required when two or more street lights are installed.

Electrical service cabinet and foundation shall be installed per City of Lakewood Standard Plans.

Electrical service cabinet shall be TESCO 27-000 service pedestal meeting USERC requirements.

Service cabinet shall be furnished with the following equipment:

Meter Base: 200 AMP utility purveyor approved meter base.

100 AMP utility purveyor approved meter base may be permitted with City Engineer approval.

Branch Breakers:

One (1) 20 amp 1P LL&P or 2P PSE and TPU street lighting circuit for each circuit used

Four (1) 20 amp 1P LL&P or 2P PSE and TPU spare circuit breakers

One (1) 20 amp 1P utility circuit with ground fault receptacle

One (1) 15 amp 1P thermostat circuit

One (1) 15 amp 1P strip heater circuit

Ground fault receptacle: 20 amp, 120 VAC, duplex

Thermostat: 22 amp, 120 VAC, SPST, 40 degrees F "ON", adjustable

Strip Heater: 125 VAC, 100 watt, with guard

The electrical service panel must receive satisfactory inspection approval from electrical inspection authority. Contractor shall notify City of inspection request and results within 3 working days.

A copy of the wiring diagram shall be provided in a plastic holder mounted conveniently inside the electrical service cabinet.

**9.3.10.3. Street Lighting Operations**

It shall be the developer’s responsibility to coordinate the installation of the street light system with all utilities, private and public, to avoid schedule and location conflicts. On public streets it shall be the developer’s responsibility to obtain all permits associated with installation and energizing of new street light installations.

Street lighting will be energized when a home is occupied adjacent to the street light or immediately across the street. At the developer’s request, any or all of the street lights may be energized prior to the occupancy. The developer shall notify the City when the light is ready to be energized. Street lights are not intended to light private property nor provide home security.

For street lighting on private streets, the developer shall be responsible to install adequate lighting to meet IES standards for the street. The developer shall coordinate power needs and installation with the serving utility.

The developer shall surrender to the City of Lakewood any guarantee or warranty acquired as a normal trade practice in connection with the purchase of any materials or items used in the construction of the illumination on public streets.

**9.4.10.4. Location**

In general, street lights shall be located on the highest corner of the intersection. One street light shall be placed at all new intersections and at the end of all cul-de-sacs. All new signal poles shall be equipped with a luminaire arm.

If a street changes direction at sufficient angle and is a substantial distance from another light location, another light may be added at the discretion of the City Engineer.

For projects with multiple lights, lighting calculations shall be required as directed by the City Engineer. Maximum streetlight spacing is shown in the following table:

	Maximum Streetlight Spacing	
	Commercial/Industrial	Residential
Principal Arterial	150 feet	150 feet
Minor Arterial	150 feet	300 feet
Collector Arterial	150 feet	300 feet
Local Access Street	300 feet	300 feet

Table Notes:

1. Distances are measured along roadway centerline typical. Pole placement is staggered, alternating sides of the roadway if possible.
2. Where roads divide two land use classifications, the commercial/industrial classification shall take precedence, unless otherwise approved by the City Engineer.

**9.5.10.5. Traffic Signals**

Traffic signal design requirements and specifications will be provided by the City Engineer upon request.

**10.011.0 Traffic Control**

Traffic control plans shall be prepared in accordance with the latest edition of the WSDOT Work Zone Traffic Control Guidelines for Maintenance Operations and the MUTCD.

## Appendix 1 Definitions

Access Easement: An easement that creates a legal source of access from a public street to an existing or proposed lot, lots of record, or project, across other parcels of property

ADA: Americans with Disabilities Act

ADT: Average Daily Traffic

Applicant: Any person who makes an application to the City of Lakewood for a development permit

City Engineer: The City Engineer of the City of Lakewood or his/her designee

City: The City of Lakewood

Clear Zone: The roadside area defined by a calculated Control Zone distance where the placement of utility objects is controlled or prohibited (ref. WSDOT Design Manual)

Contractor: The individual responsible for the construction of a project

Developer: The individual responsible for the construction plans of a project

Engineer: A professional civil engineer licensed by the State of Washington

HMA: Hot Mix Asphalt

IES: Illuminating Engineers Society

Mitigation Plan: A plan approved by the Community Development Department that includes actions that, to some degree, softens the impact of development on critical or sensitive areas

MUTCD: Manual on Uniform Traffic Control Devices, published by the Federal Highways Administration

NPDES: National Pollutant Discharge Elimination System, a federal permit program (administered by the Washington State Department of Ecology) that requires all point sources discharging pollutants into waters of the United States to obtain a permit

Owner: The individual with legal title to a property

PC: Point of curvature

PG: Performance Grade binder

PI: Point of intersection

Private Street: A street that is owned, controlled, and maintained by one or more private property owner

PT: Point of tangent

Record Drawings: Drawings that reflect changes made during the construction process, recording differences between the original design and the completed project

Red Line Drawings: Markings on approved construction plans that reflect changes made during the construction process, recording differences between the original design and the completed project

Right-of-way: The area of land dedicated for public road uses including all road appurtenances, secured by the City for the public for the purposes of public traffic, drainage, and/or franchised utilities

ROW: Right-of-way

Surveyor: A professional land surveyor licensed by the State of Washington

Traffic Study: An analysis prepared by a transportation engineer that identifies traffic impacts, safety concerns, and potential actions to mitigate traffic impacts and safety concerns

TWLTL: Two-way left turn lane

USC&GS: United States Coastal and Geodetic Survey

USGS: United States Geological Survey

WSDOT: Washington State Department of Transportation

**Appendix 2 Table 1: Lakewood Service Providers Contact Information**

<b>Service Provider</b>	<b>Type of Service</b>	<b>Address</b>	<b>Phone</b>
Comcast		410 Valley Avenue NW, Ste 9 Puyallup, WA 98391	(253) 864-4200
Lakeview Light & Power	Power	11509 Bridgeport Way S.W. P.O. Box 98979 Lakewood, WA 98498-0979	(253) 584-6060
Lakewood Community Development Dept.	Permitting	6000 Main Street SW Lakewood, WA 98499-5027	(253) 512-2261
West Pierce Fire & Rescue	Fire, Emergency Services	10928 Pacific Hwy SW Lakewood, WA 98499	(253) 582-4600
Lakewood Police Department	Police Services	9401 Lakewood Dr. SW Lakewood, WA 98499	(253) 830-5000
Lakewood Public Works Engineering Department	Engineering Review	6000 Main Street SW Lakewood, WA 98499-5027	(253) 589-2489
Lakewood Refuse	Solid Waste	3869 94 <sup>th</sup> St. SW Lakewood, WA 98499	(253) 588-1705
Lakewood Water District	Water	11900 Gravelly Lake Drive SW PO Box 99729 Lakewood, WA 98498	(253) 588-4423
CenturyLink Engineering Department	Cable TV	2510 South 84 <sup>th</sup> Street, STE 18 Lakewood, WA 98499	(253) 597-5090
Parkland Light & Water	Water	12918 Park Avenue Tacoma, WA 98444-0426	(253) 531-5666
Pierce County Utilities	Sewer	9850 64 <sup>th</sup> Street West University Place, WA 98467	(253) 798-4050
Pierce Transit	Transit	3701 96 <sup>th</sup> Street SW PO Box 99070 Lakewood, WA 98499-0070	(253) 581-8001
Puget Sound Energy	Power, Natural Gas	3130 S. 38 <sup>th</sup> Street Tacoma, WA 98409	(253) 476-6315
Tacoma Public Utilities	Power	3628 So. 35 <sup>th</sup> Street Tacoma, WA 98411-3711	(253) 502-8277
U.S. Post Office			800-275-8777
Washington State Department of Ecology	Environmental information, stormwater manual	<a href="http://www.ecy.wa.gov">www.ecy.wa.gov</a>	(800) 917-0043 (permitting)
Washington State Department of Labor and Industries	Electrical service standards	<a href="http://www.lni.wa.gov">www.lni.wa.gov</a>	(800) 547-8367
Washington State Department of Transportation	Reference plans and documents	<a href="http://www.wsdot.wa.gov">www.wsdot.wa.gov</a>	(360) 705-7000

**Appendix 2 Table 2: Roadway Design Criteria**

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
<b>Function</b>	Serve the longest trips and carry the principal portion of trips entering and leaving the overall area.	Connect principal arterials to collector arterials and small generators. Distribute traffic to smaller geographic areas than principal arterials.	Distribute trips from principal and minor arterials to and from local access streets or destinations. Serve high proportion of local traffic and a low proportion of overall area traffic.	Provides circulation within residential areas away from the arterial system. Through-traffic is discouraged.
<b>Access</b>	No direct residential lot access. Driveways, consolidated where practical, may serve commercial, industrial, and public facilities. Access may be allowed with City Engineer approval			Provides direct access to abutting properties. Requirement for consolidating access points at the discretion of the City Engineer.
<b>ADT</b>	5,000 – 30,000	2,500 – 15,000	2,500 – 15,000	Varies
<b>Design Speed<sup>1</sup></b>	40	35	35	30
<b>Travel way</b>				
Through Lanes <sup>2</sup> (minimum width)	Multilane: 11 feet; Outside lane: 12 feet; Inside lane adjacent to raised median: 12 feet; Two-lane facility: 16 feet		Two Lane facility: 14 feet minimum to 16 feet wide maximum	Two lanes only, 12 feet minimum to 14 feet wide maximum
TWLTL <sup>3</sup>	12-foot minimum			Not allowed
Designated Left-Turn Lane	12-foot minimum			n/a
Right-Turn Lane	12-foot minimum			n/a
Channelization	Painted or curbed islands and traffic separation when warranted.			n/a
Traffic Control	Center stripe required. Lane line and channelization striping required when applicable. Pavement marking required when applicable. Signalization when warranted and required by City Engineer.			n/a
<b>Roadside</b>				
Drainage	Closed drainage required			
Curb and Gutter	Use of concrete vertical curb and gutter required unless approved otherwise by the City Engineer.			
Bike Lane	When required by City Engineer, shall consist of five-foot paved bike lane from edge of travel way to gutter line.			Optional. Five feet paved bike lane from edge of travel way to gutter line.

<sup>1</sup> Typical. Required design speed shall be determined by the City Engineer.

<sup>2</sup> Number of lanes is a function of traffic volume and level of service.

<sup>3</sup> Application is a function of turning movement volume, existing driveway spacing, and safety

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
Shared Use Bikeway	Three-foot paved shoulder from edge of travel way to gutter line.			When required by the City Engineer, three feet additional pavement from edge of travel way to gutter line.
Sidewalk (requires vertical face curb and gutter)	Six feet wide <sup>4</sup> . Ten feet wide required at transit stops.	5 foot wide with buffer, 6 foot wide without buffer. <sup>4</sup>		Five feet wide <sup>5</sup> , ten feet required at transit stops. <sup>4</sup>
Buffer (Optional)	Four feet minimum to eight feet maximum in width, from face of curb to edge of sidewalk. Maintenance agreement required.			Four feet minimum to six feet maximum in width, from face of curb to edge of sidewalk. Maintenance agreement required.
Bicycle Path	Optional. Eight feet minimum width.			
Transit Facilities	Requires 10-foot sidewalk where facilities required.			
<b>Border</b>				
Cut-Fill	Requires soils analysis. Function of safety and geometric requirements.			
Retaining Walls	Required when stabilization is necessary and ROW limits length of cut or fill.			
Median	Allowed in City ROW at the discretion of the City Engineer. Minimum 10-foot wide (curb face to curb face), maximum 16 feet. Use of concrete barrier curb only. Landscaping as approved by the City Engineer.			
Minimum ROW Width	80 feet	70 feet	60 feet	50 feet with underground utilities <sup>6</sup> 60 feet with surface utilities
Easement	n/a	n/a	Allowed only for public utilities. Private collector arterials only allowed at discretion of City Engineer.	Allowed beyond roadside for underground public utilities.

<sup>4</sup> In Central Business District (CBD) Zones all sidewalks shall be 8 feet wide unless otherwise approved by the City Engineer.

<sup>5</sup> Sidewalk widths may be reduced to minimum ADA standards to accommodate low impact development design.

<sup>6</sup> Right of way widths may be reduced to 40 feet to accommodate low impact development design.

### Appendix 2 Table 3: Geometric Design Criteria

Design Speed	40 mph	35 mph	30 mph
Horizontal Curvature <sup>7</sup>			
• D Max (degrees)	9.1	13.6	17.1
• R Min (feet)	628	419	333
Maximum Superelevation (%)	4	4	2
Grade			
• Max (%)	10	10	12
• Min (%) (longitudinal)	0.7	0.7	0.7
• Min (%) (cross-section)	2	2	2
Posted Speed <sup>8</sup> (mph)	35	30	25
Entering Sight Distance <sup>9</sup> (feet)	415	355	295

<sup>7</sup> Table values based on maximum superelevation. Actual D Max and R Min is a function of the superelevation, maximum side friction, and design speed.

<sup>8</sup> Posted speed (and corresponding design speed) may vary as approved by the City Engineer.

<sup>9</sup> Entering site distance shall apply to all intersections and driveways unless otherwise approved by the City Engineer. Distances are based on an object height of 0.5 feet and a driver's eye height of 3.5 feet located 14 feet from the edge of traveled way.

**Appendix 2 Table 4: Roadway Intersection Design Standards**

<u>Intersection Spacing</u>	
Distance Between Major Arterials	- 1 mile ±
Distance from principal and minor arterials to collector arterials	- ½ mile ±
Spacing of intersection on arterials shall be 300 feet or more	- ¼ mile ±
Spacing of intersections on local access roads shall be 150 feet or more.	
The intent of spacing is to minimize the number of intersections on arterials/local road feeders.	
Minimum angle	90 degrees ± 20 degrees
Minimum curb radius	35 feet (arterial streets) 25 feet (local street) <sup>10</sup>
Minimum property line radius	25 feet (arterial streets) 20 feet (local streets) <sup>10</sup>
Maximum landing grade	Not to exceed 1 foot difference in elevation for a distance of 30 feet approaching an arterial of 20 feet approaching a local street, measured from the nearest ROW line (extended) of intersecting street
Driveway widths	Refer to standard details and the site development regulations
Entering sight distance	Refer to tables for geometric design criteria by posted speed limit

<sup>10</sup> Radii may be reduced to accommodate low impact development design.