



Wednesday, December 3, 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/89827406560>
Phone: (253) 215-8782 and enter meeting ID: 89827406560
- **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. 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 November 19, 2025

AGENDA UPDATES

PUBLIC COMMENT

PUBLIC HEARINGS

- Alcohol Production and Sales Use Locations and Regulations

UNFINISHED BUSINESS

- Action on Resolution 2025-06: Alcohol Production and Sales Use Locations and Regulations
- Continued Discussion: LMC Title 12 (Public Works) and Lakewood Engineering Services Manual (ESM) Update

NEW BUSINESS

- None

NEXT STEPS

- REPORTS FROM CITY COUNCIL LIAISON, CITY STAFF, PLANNING COMMISSION MEMBERS
- NEXT MEETING: JANUARY 7, 2026

Attachments

- Staff Report: Alcohol Production and Sales Uses Locations and Regulations
- Staff Report: LMC Title 12 (Public Works) and Lakewood Engineering Services Manual



**Lakewood Planning Commission
November 18, 2025 Meeting Minutes**

WELCOME/CALL TO ORDER

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

ROLL CALL

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

Planning Commission Members Excused: Sharon Wallace

Staff Jeff Rimack, Planning & Public Works Director; Tiffany Speir, PPW Planning Division Manager; and Karen Devereaux, Administrative Assistant

Council Liaison Council Member Paul Bocchi (not present)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION (Herr): To approve October 15, 2025, meeting minutes as presented.

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

AGENDA UPDATES None.

PUBLIC COMMENT None.

PUBLIC HEARINGS None.

UNFINISHED BUSINESS

Continued discussion regarding Allowed Locations for Alcohol Production and Sales Uses

Mr. Jeff Rimack provided information regarding past Lakewood calls for police responses to alcohol establishments disturbance calls incidents. In 2024, there were 49,810 total calls for police assistance, 62 involving alcohol establishments (.001% of the total calls.) Year-to-date for 2025, there had been 49 calls for service involving alcohol establishments.

Mr. Rimack explained that other local jurisdictions do not require buffers, setbacks or conditional uses for breweries, distilleries, or bar/taverns. Based on these findings PPW did not recommend adopting alcohol buffers or alcohol-exclusion zones.

A public hearing on the proposed amendments to City code was scheduled on for December 3, 2025. City Council was scheduled to begin discussions on this topic in January 2026.

NEW BUSINESS None.

REPORTS

City Council Liaison Comments

None.

City Staff Comments

Ms. Tiffany Speir informed Commissioners the City Council adopted the budget and fee schedule for 2026 at Monday's meeting. The next Planning Commission meeting would be held on December 3, 2025.

Planning Commission Members Comments

Commissioner Herr stated he felt the commission had completed the task assigned by Council to reconsider the alcohol regulations and was confident that the research was thorough and a good recommendation would be made.

Commissioner Larsen and requested to revisit the tree preservation code compliance and fees collected in a future Planning Commission meeting. Staff would provide information to the Commission in January 2026.

ADJOURNMENT Meeting adjourned at 6:50 p.m.

Phillip Combs, Chair

Karen Devereaux, Commission Clerk



TO: Planning Commission
FROM: Tiffany Speir, Planning Division Manager
DATE: December 3, 2025
SUBJECT: Updating Allowed Locations for Alcohol Productions and Sales
Uses and Related Regulations
ATTACHMENTS: Resolution 2025-06 (**Attachment A**)

After initial review of the Planning Commission's recommendation regarding expanded locations for alcohol sales in the Lakewood, on August 18, the City Council directed that PPW staff to further evaluate the issue and obtain additional information and an updated recommendation from the Planning Commission.

The Planning Commission is considering potential updates to its original recommendation. The Commission is scheduled to hold a public hearing on the draft updates on December 3 with possible action on Resolution 2025-06 (**Attachment A**) for the same date.

The proposed amendments are included in **Exhibit A** to Attachment A.

ATTACHMENT A

RESOLUTION 2025-06

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LAKEWOOD, WASHINGTON, RECOMMENDING UPDATES TO THE CITY COUNCIL TO ALLOWED LOCATIONS AND DEVELOPMENT REGULATIONS GOVERNING ALCOHOL PRODUCTION AND SALES USES

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 development regulations implementing the Comprehensive Plan provide appropriate guidance for growth and development; and

WHEREAS, On December 3, 2025, the Lakewood Planning Commission held a duly noticed public hearing on proposed allowed locations and development regulations governing alcohol production and sales uses as included in Lakewood Municipal Code (LMC) Titles 18A; 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 allowed locations and development regulations governing alcohol production and sales uses as summarized below and as described fully in **Exhibit A** in Lakewood Municipal Code (LMC) Titles 18A, be updated.

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	MF 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	A C 1	A C 2
Commercial and Industrial																							
Brewery, ~~production~~	-	-	-	-	-	-	-	-	-	P	-	P	P	P	P	P	P	P	P	P	P	-	-
Distillery	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-	-
~~Microbrewery~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~P~~	~~-~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~-~~	~~-~~
Wine production facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-	-
Eating and drinking establishments uses																							
Bar/tavern	-	-	-	-	-	-	-	-	-		-	-	-	P	P	P	P	P	-	-	-	-	-
~~Brewery, brew pub~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~
Tasting room	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	-	-	-	-	-
Residential Uses																							
~~Small craft distillery~~	~~-~~	~~P~~	~~P~~	~~P~~	~~P~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~P~~	~~-~~	~~P~~	~~-~~	~~-~~	~~-~~

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

18A.80.030 Zoning district parking requirements.

F. Parking Standards. Note that the parenthetical numbers in the matrix identify specific requirements or other information which is set forth following the matrix in subsection G of this section.

[Table excerpt below]

PARKING STANDARDS TABLE				
Use	Unit measure	Optional Minimum; see 18A.80.060(H) .	Max	Required bicycle parking spaces
COMMERCIAL				
<u>Brewery, winery, tasting rooms and distillery</u>	<u>Per 500 gross square feet</u>	2		<u>1 per 20 auto stalls</u>

PASSED AND ADOPTED at a regular meeting of the City of Lakewood Planning Commission this 3rd day of December, 2025, by the following vote:

AYES: _____

BOARDMEMBERS:

ABSTAIN: _____

BOARDMEMBERS:

NOES: _____

BOARDMEMBERS:

ATTEST:

KAREN DEVEREAUX, CLERK

PHILLIP COMBS, PLANNING COMMISSION CHAIR

EXHIBIT A
AMENDMENTS TO LAKEWOOD MUNICIPAL CODE TITLE 18A

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 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.

"Brewery, ~~production~~" means a business licensed by the Washington State Liquor Cannabis Board that is a combination of retail, wholesale and manufacturing business that brews and serves beer, malt beverages or wine on premises. Brew pubs, tasting rooms, tap rooms may locate on site and food may be sold on site, but all such uses shall be auxiliary to the primary brewery use. May also include a microbrewery or small scale craft production. ~~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.~~

"Distillery" means a business licensed by the Washington State Liquor Cannabis Board that is a combination of retail, wholesale and manufacturing business of liquor or spirits. Tasting rooms, tap rooms, and food may be sold, on site, but shall be a subordinate uses. May also include a micro or craft distillery production. ~~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 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.

"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.

18A.40.027

[The Summary Land Use Table at LMC 18A.40.027 will be updated for consistency with amendments to specific use tables in LMC Chapter 18A.40.]

18A.40.040 Commercial and industrial uses.

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

[Excerpt from updated Table below]

	Zoning Classifications																					
Commercial and Industrial	R1	R2	R3	R4	MR1	MR2	MF1	MF2	MF3	MF3 (B)(1)	ARC	NC1	NC2	TOC	CBD	C1	C2	C3	IBP	I1	I2	PI
Brewery; (B)(1)*	-	-	-	-	-	-	-	-	-	P	-	P	P	P	P	P	P	P	P	P	P	-
Distillery	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Wine production facility (B)(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-

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

B. Development and Operating Conditions.

2. Breweries, small craft distilleries, and wineries may contain accessory retail sales.

18A.40.050 Eating and drinking establishments.

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

[Excerpts from updated Table below]

	Zoning Classifications																				
Eating and drinking establishments land uses	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P 1
Bar/tavern (B)(1)*	-	-	-	-	-	-	-	-	-	-	-	-	<u>P</u>	<u>P</u>	P	P	P	-	-	-	-
Tasting room	-	-	-	-	-	-	-	-	-	-	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.

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.

[Excerpt from updated Table included below]

	Zoning Classifications																				
Residential Land Uses	R 1	R 2	R 3	R 4	M R 1	M R 2	M F 1	M F 2	M F 3	A R C	N C 1	N C 2	T O C	C B D	C 1	C 2	C 3	I B P	I 1	I 2	P I
Small craft distillery (B)(6) , (B)(12)	-	P	P	P	P	-	-	-	-	-	-	P	P	P	P	P	P	-	P	-	-

B. *Operating and Development Conditions.*

~~12.—Small craft distilleries may contract distilled spirits for, and sell distilled spirits to, holders of distillery licenses, manufacturer's licenses and grower's licenses.~~

18A.80.030 Zoning district parking requirements.

F. *Parking Standards.* Note that the parenthetical numbers in the matrix identify specific requirements or other information which is set forth following the matrix in subsection G of this section.

[Table excerpt below]

PARKING STANDARDS TABLE				
Use	Unit measure	Optional Minimum; see 18A.80.060(H) .	Max	Required bicycle parking spaces
COMMERCIAL				
<u>Brewery, winery, tasting rooms and distillery</u>	<u>Per 500 gross square feet</u>	<u>2</u>		<u>1 per 20 auto stalls</u>

Title 12 and Engineering Standards Manual (ESM) Update

12/3/2025 Planning Commission Meeting

Angie Silva, Assistant Director
Planning & Public Works Department



Project Overview

Purpose: Modernize the City's engineering standards to reflect current regulatory requirements, best practices and adopted city plans.

Scope:

Title 12 (Public Works Code)

- Full code review and reorganization
- Align with current department structure, policies, and procedures
- Ensure consistency with state and county requirements
- Streamline engineering and right-of-way permitting

Engineering Standards Manual (ESM)

- Shift design criteria out of code and into the ESM
- Update technical and regulatory references
- Add standards for right-of-way access, site development, traffic analysis, and stormwater compliance

Title 18A (Development Code)

- Internal consistency revision for alignment with Title 12 revisions on permit processing



Project Schedule



Document Overview

Title 12 Public Works

- Streets and traffic management
- Stormwater management
- Utilities in the ROW
- Engineering and permit approval authorities

Title 13 Public Utilities

- Garbage Collection Services
- Sanitary sewer connection requirements (moved from Title 12)

Engineering Standards Manual

- Design criteria
- Physical dimensions
- Minimum requirements for technical documents
- Standard drawings



Compliance & Consistency Review

Title 12 Public Works

- Compare state and county stormwater requirements
- Align with adopted Building and Fire codes
- Ensure Right of Entry language is defensible
- Align with Title 18A application procedures
- Identify outdated references

Title 13 Public Utilities

- Adopt Pierce County Sewer Code by reference
- Clarify mandatory connection requirements
- Clarify when availability charge applies

Engineering Standards Manual

- Remove outdated technical references
- Add new references
- Remove policies not found in code
- Comply with Ecology Stormwater Manual and NPDES permit
- Update LMC references



Housekeeping Updates

Title 12 Public Works

- Add 123rd Street SW to Minor Arterial inventory
- Code enforcement references LMC 1.44 and 8.16 authorities
- Update all references

Title 13 Public Utilities

- Define “building sewer”
- Define “side sewer stub”
- Code enforcement references LMC 1.44 and 8.16 authorities

Engineering Standards Manual

- Remove outdated technical references
- Add new references
- Remove policies not found in code
- Comply with Ecology Stormwater Manual and NPDES permit
- Update LMC references



Title 12 Changes

Public Works Code



Title 12 Substantive Changes



Stormwater

Three tiers for drainage review

Simplified documentation for low impact projects

Control runoff from trash enclosures



Site Development

Driveways, gates, and emergency vehicle access

Clear geotechnical analysis requirements

Aligned floodplain regulations



Right of Way Use

Clarify utility permit types

Streamlined event and Oversize load permits

Trenchless road crossings



Traffic Impacts

Multi-modal LOS

Downtown Transportation Mitigation Fee Incorporation

Traffic study description/content



Title 13 Changes

Public Utilities Code



Title 13 Clarifications



Mandatory Connection

Within 10 years after public sewer availability

Availability charge applies after 90 days of notice

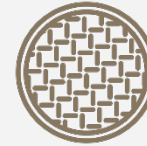


Immediate Connection

If septic fails, property sale, higher intensity, or new construction

Owner has 90 days to act

May be deferred up to 3 years



Pierce County Sewer Code

County code applies for sewer operations, treatment, billing, etc.

Sewer available when "immediately abuts property"



Availability Charge

When property does not connect

Begins 90 days after notice

Multi-unit discount still available



ESM Changes

Engineering Standards Manual



ESM Substantive Changes



Stormwater

Updates all stormwater design standards to align with SWMMWW 2024 and consolidates requirements into a single, modernized chapter.



Site Development

Relocates outdated code-level design specifications into the ESM and provides unified technical standards for grading, access, and construction practices.



Right of Way Use

Adds detailed trenching, restoration, trenchless, and utility-coordination standards to support the new right-of-way work classifications in Title 12.



Traffic Impacts

Updates traffic study requirements and technical criteria to align with the new multimodal LOS policy and tiered analysis thresholds.



Before & After

Title 12 vs. ESM Structure

Before (Old Structure)

- **Technical standards scattered throughout Title 12**
Mixed policy and detailed engineering standards made the code difficult to navigate.
- **Conflicting and inconsistent cross-references**
Standards referenced different manuals and outdated sections of code.
- **Outdated or legacy technical details**
Many requirements reflected old Pierce County standards or superseded engineering practices.
- **Slow, legislative update cycle**
Updating technical standards required formal code amendments, slowing the adoption of modern engineering practices.

After (New Structure)

- **Title 12 = Policy framework**
Contains high-level regulatory provisions, processes, authority, and definitions.
- **ESM = Technical design and construction standards**
Provides all detailed engineering requirements in one unified and maintainable manual
- **Faster, more flexible updates**
ESM can be updated administratively, allowing rapid adoption of state and industry standard changes.
- **Cleaner, consistent, and unified manual**
Clear organization supporting better navigation, predictable review, and modernized standards.



How the ESM Supports Title 12 Implementation

Implements Title 12 policies

The ESM provides the technical criteria needed to apply Title 12's regulatory framework in day-to-day development review.

Supports consistent reviews

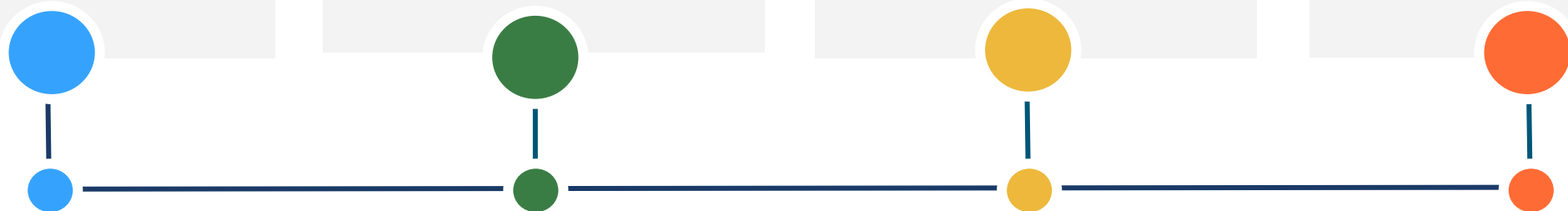
Centralized technical standards ensure uniform Engineering Variance, ROW permit, and stormwater review across departments.

Aligns with adopted manuals

The ESM incorporates current WSDOT, AASHTO, MUTCD, SWMMWW, IFC, and IBC standards into one unified manual.

Improves cross-department coordination

A single technical reference reduces conflicting interpretations between Planning, Public Works, and Fire.



Additional Changes Required

Title 18A Consistency Updates

- 18A.20.080 Review and approval authorities
 - New application type added for Engineering Variance
 - Renaming of Minor/Major “Modification” to “Revision”
- 2026 Fee Schedule Updates
 - Pavement Degradation Fee schedule simplified
 - Currently 16 fee types from \$43 to \$85 per sq yd
 - New 2026 Fee Schedule- 4 fee types from \$33.25 to \$111.25 per sq yd
 - Removes material and type of street and relies on Pavement Condition Index (PCI) only



Thank you!

Questions?

Angie Silva, Assistant Director

Planning & Public Works Department

 asilva@cityoflakewood.us

 253-983-7839





TO: Planning Commission

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

THROUGH: Jeff Rimack, Director PPW

DATE: 12/3/2025

SUBJECT: ENGINEERING STANDARDS MANUAL (ESM) AND TITLE 12 UPDATE

ATTACHMENTS:

1. DRAFT LMC TITLE 12 (Page 12)
2. DRAFT ENGINEERING STANDARDS MANUAL(ESM) (Page 180)
3. DRAFT LMC TITLE 13 ((Page 276)Page
4. DRAFT LMC 18.20.080-TITLE 12 AND ESM CONSISTANCY REVISION((Page 290)Page

Summary

The City has undertaken a comprehensive update of the Engineering Standards Manual (ESM), Title 12 Public Works Code and related codes to ensure Lakewood's infrastructure design standards are current, consistent, and aligned with adopted City policies.

Following the Planning Commission's October 15, 2025 introduction, this study session will provide an overview of the purpose of the update and proposed amendments. The updates are intended to:

- 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.

Tentative Schedule

Milestone	Description	Target Date
Planning Commission Study Session Review	Review of draft amendments	December 3, 2025
Planning Commission Public Hearing	Consider public testimony on proposed ordinance and draft amendments	January 7, 2026

Planning Commission Recommendation	Provide recommendations on draft proposal to Council	January 21, 2026
City Council Study Session Review	Council feedback on draft amendments and Planning Commission recommendations	February 9, 2026
City Council Public Hearing	Consider public testimony on proposed ordinance and draft amendments	February 17, 2026
Council Final Adoption	Ordinance adoption of ESM and Titles 12, 13 & 18A updates	March 2, 2026

Summary of Proposed Code Amendments

Summarized below outlines substantive, organizational and housekeeping proposed code amendments.

Title 13 – Public Utilities Changes

Substantive

- **Connection Requirements:** Clarifications on requirements to connect to the public sewer system, including “mandatory connection” when public sewer is available and the option for the City to issue an order for “immediate connection” in the case of a failing septic system, sale of property, or other specific situations. The timelines for completing the connection and for paying the availability charge have been clarified.
- **County Code Adopted:** A new section (13.04.030) "Adoption of Pierce County Code with Exceptions" has been added. This new provision formally adopts the Pierce County Sewer Code (PCC 13.04, 13.06, and 13.08) by reference to serve as the City's technical, operational, and administrative standard. This allows Lakewood to leverage the County's detailed technical and administrative code while retaining local control through a "supremacy clause," which states that the Lakewood Municipal Code (LMC) will govern in any case of conflict.

Organizational

- **Moved to Title 13:** The "Sanitary Sewer Connection" chapter is moved out of Title 12 to a new Chapter 13.04, placing it logically within the Public Utilities title, which currently only includes Chapter 13.06 (Garbage Collection Services). The designation 13.04 was chosen to match the Pierce County Code Chapter 13.04 “Sewer Administrative Regulations” for ease of use by applicants and sewer designers.

Housekeeping

- **Definitions:** Key terms such as "Building sewer" and "Side Sewer Stub," have been added or updated to align with the adopted County code.

Title 12 – Public Works Changes

Substantive

- **Legal & Administrative Updates:** The "Right of Entry" section (12.02.010) has been rewritten to be legally defensible, clarifying procedures for "Plain View Doctrine," consent, and administrative warrants. The updated "Permitting" chapter (12.04) includes revised permit expiration and closure timelines (e.g., 2 years for Site Development, 6 months for Right-of-Way) and clearly distinguishes between administrative Deviations and formal Variances.
- **Right-of-Way Use:** Chapter 12.06 (Right-of-Way Use) has been updated to streamline and consolidate regulations and adds a new categorization of work within ROWs (12.06.050). This new section establishes a modern framework for managing utility work by creating three work classifications (Routine Maintenance, One-time ROW Work, and Annual ROW Work) and their associated permitting and notification requirements. It also mandates new technical standards, such as requiring trenchless construction for roadway crossings and holding utilities responsible for restoring any disturbed survey monuments.
- **Traffic Impacts:** Chapter 12.09 (Transportation Facilities) has been revised in two areas. It updates section 12.09.027 to reflect the multi-modal Level of Service language adopted in the Comprehensive Plan and traffic study requirements in 12.09.028 are simplified into a clear, tiered table based on PM peak hour trips. Currently, the code requires a Traffic Impact Analysis, which is costly and time-consuming, for nearly all development proposals. The new requirements allow for a less intense Trip Generation Memo for proposals generating between 5 and 50 PM peak hour trips and does not require a study for 5 or fewer trips generated. This approach ensures compliance with mitigation of traffic impacts, consistent with surrounding jurisdictional practices and reduces costs where appropriate.
- **Site Development:** Chapter 12.10 (Site Development Provisions) revisions remove old, prescriptive technical standards - particularly for residential driveways (12.10.061), commercial driveways (12.10.062), emergency vehicle (EV) access (12.10.063), and gates (12.10.070). These sections have been streamlined and replaced with policy level requirements and defer technical design and construction details to the updated Engineering Standards Manual (ESM) and the International Fire Code (IFC). Additionally, the requirements for a Geotechnical Analysis (12.10.033) have been clarified to specify when an analysis is required and the minimum requirements for the report. Lastly,

floodplain regulations (12.10.050) have been updated to align with policies in Chapter 18A.50 (Flood Hazard Overlay).

- **Stormwater & NPDES Compliance:** Chapter 12.11 (Storm Water Management) is updated to adopt the current Department of Ecology Stormwater Management Manual for Western Washington (SWMMWW) and removes the reference to the Pierce County Stormwater Management Manual. The updates also add a simple and clear, tiered requirement for drainage review and submittal requirements based on the amount of impervious surface area. A new provision in 12.11.060 (Illicit Discharge) addresses runoff from trash enclosures, requiring them to be roofed, contained, and connected to the sanitary sewer when allowed by Pierce County.

Housekeeping

- **Reference Updates:** Chapter 12.03 updates the list of technical references and clarifies that the City will rely on the most current edition of each, as subsequently amended. This improvement will allow the City to enforce new standards as they are published rather than have to amend the code each time.
- **Transportation Mitigation Fee (TMF) Program:** An entirely new Chapter (12.08) has been added to codify the TMF program currently in use for development within the Downtown Subarea Plan. This chapter ensures consistency with policy, applicability, and fee structure (\$2,174.00 per trip) in accordance with the Comprehensive Plan, Planned Action Environmental Impact Statement, and Ordinance 696. Any substantive changes to the TMF program must be consistent with the Planned Action EIS and Ordinance 696.
- **Street Inventory:** The recently created 123rd Street SW has been added to the table of Minor Arterials (12.09.023).
- **Permit Process:** Proposed update to Chapter 18A.20 identifies process type for engineering variances as a Type IV decision, as well as minor updates as it pertains to appropriate terminology for revisions to issued permits.

Organizational

- **Title 12 Restructuring:** The Public Works code has been completely reorganized into a more intuitive, sequential structure. The new flow proceeds logically from Administration (12.01), Enforcement (12.02), and Standard Specifications (12.03), through Permitting (12.04), land use actions like Dedications and Vacations (12.05), and consolidates various types of Right-of-Way Use (12.06).
- **Parades, Motorcades, Runs, and Assemblies:** The former 12.08 (Use of Streets and Right-of-Way – Parades, Motorcades, Runs, and Assemblies) has been significantly streamlined and reorganized as a new section 12.06.060 (Events). It relocates the rules for parades, motorcades, and assemblies into the logical

chapter for events that may disrupt traffic and eliminates redundant administrative procedures for application submittal and review processes. The new ROW permit code continues to exempt peaceful assemblies that do not interfere with traffic. The new Chapter 12.08 is now dedicated to the new Transportation Mitigation Fee (TMF) program described above.

- **Chapter 12.19 (Cluster-Style Mailboxes):** The policy provisions have been moved to Section 12.06.070 and design requirements have been moved and updated in the Engineering Standards Manual.

Engineering Standards Manual (ESM) – Summary of Proposed Amendments

Substantive Changes

Consolidation of Technical Standards

- **Consolidated technical standards:** All prescriptive engineering standards formerly located in LMC Title 12 have been removed from code and fully consolidated into the ESM. This includes requirements for roadway and sidewalk design, driveway and access geometry, emergency vehicle access, private gates and access control, right-of-way (ROW) utility work, stormwater conveyance and treatment facilities, construction materials and testing, and all City standard plans and technical details.

Updated Street and Transportation Standards

- **Modernized street and transportation standards:** The ESM updates roadway, sidewalk, and multimodal transportation design requirements consistent with current AASHTO, WSDOT Design Manual, and MUTCD guidance. Updates include revised roadway classifications and cross-sections, pavement design criteria, ADA-compliant ramps and sidewalks, intersection sight-distance requirements, and updated clear-zone and utility separation standards.

Driveways and Site Access Standards

- **Updated driveway and site access standards:** Technical standards for residential, commercial, and industrial driveways have been relocated into the ESM and expanded to clarify allowable driveway widths, spacing requirements, and throat lengths. The updates also establish maximum and minimum driveway slopes, define structural and material requirements, incorporate turning radius criteria based on AASHTO vehicle templates, and provide consistent access management requirements including corner clearance and intersection spacing.

Emergency Services (ES) Access

The ESM fully integrates ES design requirements and gate standards, coordinated with the International Fire Code (IFC). Key technical requirements include:

- **ES access lane requirements:** Updated requirements for ES lane widths, grades, surfacing, and load capacity.
- **Fire apparatus turning movements:** Turning radii based on AASHTO WB-67 and Fire Ladder Truck templates.
- **Dead-end street turnarounds:** Hammerheads, cul-de-sacs, and other approved configurations Hammerheads, cul-de-sacs, and other approved turnaround configurations.
- **Access gate standards:** Gate placement, clear opening width, emergency override systems, and Knox access.

Right-of-Way Utility Work Standards

The ESM includes detailed technical requirements that support the utility work classifications established in Title 12, including:

- **Standard trench and backfill requirements:** Requirements for trench geometry, bedding materials, and compaction.
- **Pavement restoration requirements:** T-cut limits, full lane and full width restoration triggers, and minimum asphalt and concrete patch depths.
- **Survey monument protection:** Requirements for preserving, resetting, and documenting disturbed survey control points.
- **Trenchless construction standards:** Acceptable trenchless methods, bore pit dimensions, and installation criteria.
- **Pavement management coordination:** Requirements to coordinate utility work with the City's pavement program.

Stormwater Standards and Ecology Compliance

- **SWMMWW 2024 is adopted as the governing stormwater manual:** The ESM updates all stormwater standards to implement the revised stormwater code in LMC 12.11. This includes adopting the 2024 Stormwater Management Manual for Western Washington (SWMMWW) as the City's governing technical manual, replacing outdated Pierce County references and ensuring consistency with requirements under the Western Washington Phase II Municipal Stormwater Permit.
- **Stormwater standards and checklists updated to meet current Ecology guidance:** This includes revisions to conveyance systems, catch basins,

culverts, water quality treatment facilities, flow control structures, and infiltration design criteria to ensure technical consistency throughout the ESM.

- **Trash enclosure standards updated for illicit discharge compliance:** The ESM now includes clear requirements for roofing, containment, drainage routing, and sanitary sewer connections (where approved by Pierce County), addressing a known compliance gap in prior City standards.
- **All stormwater standards consolidated into a single ESM chapter:** This improves clarity, reduces redundancy, and provides a unified reference point for applicants, designers, and reviewers.
- **Stormwater submittal requirements aligned with the tiered review thresholds in LMC 12.11.030:** The ESM now clearly distinguishes requirements for projects with less than 2,000 square feet of new impervious surface, those with 2,000–5,000 square feet, and those exceeding 5,000 square feet, improving predictability and simplifying the review process for small projects.

Organizational Changes

Reorganization of ESM Chapters

The ESM has been reorganized to follow the same logical sequence as the updated Title 12, beginning with general provisions and materials standards and proceeding through street design, right-of-way and utility standards, stormwater management, traffic engineering requirements, standard plans, and submittal checklists. This alignment improves usability and creates clarity between policy (Title 12) and technical requirements (ESM).

Housekeeping Changes

Updated References and Standard Plans:

- **Removed all references to outdated Pierce County standards:** Eliminating conflicting or obsolete technical requirements and ensuring consistency with the City's current engineering direction.
- **Updated all external technical references:** Including AASHTO design guides, the WSDOT Design Manual and Standard Specifications, the Stormwater Management Manual for Western Washington (SWMMWW), ITE publications, and the state adopted IBC and IFC to a "most recent edition" citation format to keep the manual aligned with current federal, state, and industry practices.
- **Reviewed, updated, and renumbered all City standard plans:** Match the reorganized ESM chapter structure, creating a more intuitive and consistent set of design resources for applicants and reviewers.

Proposed Amendments Matrix

Reference	Description of Proposed Revision	Intent of the Change
Title 12 (Overall)	The entire title is renumbered and reorganized into a logical, sequential structure.	To improve code usability, clarity, and navigation for staff, applicants, and the public.
Title 12 (12.15) & Title 13 (13.04)	The "Sanitary Sewer Connection" chapter is deleted from Title 12 and moved to a new Chapter 13.04 in Title 13 (Public Utilities).	To logically place sewer utility regulations within the Public Utilities title, rather than Public Works.
Title 13 - 13.04.030 (New)	Adds a new section that adopts the Pierce County Sewer Code (PCC 13.04, 13.06, 13.08) by reference.	To streamline the LMC by relying on the County's comprehensive technical standards while retaining local control.
Title 13 - 13.04.030(B) (New)	Establishes a "supremacy clause" stating that in any conflict, the LMC shall govern and control over the adopted PCC.	To ensure local exceptions (e.g., availability, connection timelines) take precedence over the adopted County code.
Title 13 - 13.04.040	Revises the "Building sewer" definition and adds a "Side Sewer Stub" definition.	To align Lakewood's definitions with the adopted Pierce County Sewer Code for consistency and to clarify property owner's responsibilities.
Title 12 - 12.01 (Administration)	Consolidates general provisions (e.g., definitions, authority) and project acceptance requirements into a single, introductory chapter.	To create a single, easy-to-find source for all foundational administrative rules, definitions, and project closeout procedures.
Title 12 - 12.02.010 (Right of Entry)	Replaces broad "right of entry" language with a new, legally-defensible procedure based on the "Plain View Doctrine," consent, and administrative warrants.	To align City code with Fourth Amendment case law, protect the City from legal challenges, and provide clear guidance to staff.
Title 12 - 12.03 (Standards)	Adopts the new ESM and revised list of adopted industry technical manuals (published by AASHTO, WSDOT, ITE, etc.) and clarifies	To establish the ESM as the single, enforceable source for all technical design and construction details, and to

Reference	Description of Proposed Revision	Intent of the Change
	that the most current edition applies.	ensure all references are current.
Title 12 - 12.04.010 (Permitting)	Adds new permit expiration and closure timelines (e.g. Site Development 2 years and Right-of-Way 6 months).	To create clear timelines for permits, prevent inactive permits from clogging the system, and provide a defined process for reactivation and closure.
Title 12 - 12.04.020 & .030	Clearly separates and defines the review process for engineering "Deviations" (administrative decision by City Engineer) from "Variances" (formal application process).	To clarify the two distinct paths for requesting exceptions to the engineering standards and align the Variance process with LMC Title 18A procedures.
Title 12 - 12.06.050 (Utilities)	Adds a comprehensive new section for regulating utility work in the ROW, classifying work (Routine, One-time, Annual) and setting standards for road crossings (e.g., trenchless, restoration).	To provide modern, clear, and enforceable standards for utility providers to protect public infrastructure and minimize disruption.
Title 12 - 12.08 (New Chapter)	Adds a new chapter establishing the Transportation Mitigation Fee (TMF) Program for the Downtown Subarea Plan, including the fee (\$2,174.00 per trip) and formula.	To codify the mitigation program identified in the Downtown Subarea Plan EIS that provides a formal funding mechanism for planned downtown transportation improvements.
Title 12 - 12.09.028 (Traffic)	Replaces previous criteria with a clear table establishing tiered thresholds for traffic studies based on PM Peak Hour Trips (No Analysis, Memo, or TIA).	To provide simple, predictable, and clear requirements for applicants regarding traffic analysis.
Title 12 - 12.09.070 (Traffic Control)	Adds a new provision (D) explicitly authorizing the City Engineer to require uniformed police officers for traffic control in high-risk work zones, at the applicant's expense.	To enhance public and worker safety in complex or high-traffic work zones where flaggers may be insufficient.
Title 12 - 12.11.030 (Stormwater)	Adds Table 12.11-1, which creates new, tiered submittal requirements for drainage	To simplify and clarify drainage review submittals for small projects while maintaining

Reference	Description of Proposed Revision	Intent of the Change
	review and minimum stormwater management requirements based on the amount of impervious surface area (<2,000, 2,000 - 5,000, >5,000 SF).	robust review for large projects, aligning with NPDES permit thresholds.
Title 12 - 12.11.060 (Stormwater)	Adds a new prohibited discharge provision for trash enclosures, requiring them to be roofed, contained, and connected to the sanitary sewer (with utility approval).	To address a known source of high-pollutant runoff and ensure compliance with the City's NPDES permit and the current SWMMWW.
ESM Technical Standards Consolidation	Moves all technical street, utility, stormwater, driveway, EV access, and ROW standards from Title 12 into the ESM.	Ensure technical material can be updated administratively without code amendments.
ESM Street & Transportation Standards	Updates cross-sections, ADA ramps, sidewalks, pavement design, sight distances, and multimodal facilities using AASHTO/WSDOT.	Improve safety and consistency with state/federal design standards.
ESM Driveway & Access Standards	Creates unified driveway geometry, spacing, and material requirements replacing former LMC 12.10.061–062.	Clarify standards and remove conflicts between code and design manual.
ESM Emergency Services Access	Relocates ES lane width, grade limits, turning radii, and load requirements into ESM; coordinated with IFC.	Align with fire code and ensure clear, enforceable criteria.
ESM Utility Work in ROW	Adds trench details, compaction, pavement restoration, trenchless crossing standards, survey monument protection.	Protect public infrastructure and minimize long-term pavement damage.
ESM Stormwater Standards	Incorporates SWMMWW 2024 standards; updates catch basins, pipes, culverts, infiltration, trash enclosures, and checklists.	Ensure compliance with Ecology NPDES permit and modern stormwater engineering.
ESM Geotechnical Requirements	Defines when geotech reports are required; establishes minimum contents including	Standardize expectations for developers and reduce review ambiguity.

Reference	Description of Proposed Revision	Intent of the Change
	infiltration tests and fill requirements.	
ESM Right-of-Way Restoration	Defines pavement cutback, full-lane restoration triggers, concrete panel replacement, and patch thicknesses.	Improve lifecycle of city streets and reduce patch failures.
ESM Submittal Requirements	Creates detailed checklists for site development, stormwater, ROW, and utility projects.	Improve application completeness and streamline city review.
ESM Materials Specifications	Updates asphalt, concrete, aggregates, pipe materials, compaction, and testing standards to align with WSDOT/APWA.	Ensure consistent construction quality.

Title 12

PUBLIC WORKS

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12.01 Administration

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- 12.01.010 Title.
- 12.01.020 Authority.
- 12.01.030 Purpose.
- 12.01.040 Applicability.
- 12.01.050 Conflicting provisions.
- 12.01.060 Severability.

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12.02 Enforcement

- 12.02.010 Right of Entry and Inspection.
- 12.02.020 Violations.
- 12.02.030 Public nuisance.
- 12.02.040 Enforcement.
- 12.02.050 Appeals.

12.03 Standard Specifications, Guidelines, and Regulations

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

12.04 Permitting

- 12.04.010 General provisions.
- 12.04.020 Deviations.
- 12.04.030 Variances.
- 12.04.040 Site development permit.
- 12.04.050 Right-of-way permit.
- 12.04.060 Right-of-way vacation petition.
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12.05 Dedications, Vacations, and Easements

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- 12.05.020 Dedication of land for right-of-way.
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- 12.05.200 **Authority.**
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- 12.05.300 Easements.

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- 12.06.020 **General provisions.**
- 12.06.030 **Unpermitted objects or activity.**
- 12.06.040 **Illegal dumping.**
- 12.06.050 **Utilities.**
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- 12.06.070 Cluster style mailbox requirements.

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- 12.07.020 Complete streets definition.
- 12.07.030 Exceptions.
- 12.07.040 Implementation.
- 12.07.050 Intergovernmental cooperation.
- 12.07.060 Best practice criteria.
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12.08 Transportation Mitigation Fee Program (new)

- 12.08.010 **Policy.**
- 12.08.020 **Applicability.**
- 12.08.030 **Administration.**
- 12.08.040 **Criteria.**
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12.09.021 Street classification and plan.

12.09.022 Principal arterials.

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 - 12.14.020 Powers and duties of City Engineer – Assessment roll.
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Chapter 12.01 ADMINISTRATION

Article I - General

Sections:

- 12.01.010 Title.
- 12.01.020 Authority.
- 12.01.030 Purpose.
- 12.01.040 ~~Scope~~ Applicability.
- ~~12.01.040 Provisions of this title not exclusive.~~
- 12.01.050 Conflicting provisions.
- 12.01.060 Severability.
- ~~12.01.070 Definitions~~

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 Authority.

A. The ~~City Engineer~~ **Planning and Public Works Director**, or the designee thereof, is hereby authorized to interpret and enforce these regulations consistent with the ~~regulations~~ **provisions** of this chapter.

B. 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 **technical** disputes or questions of fact in connection with work covered by these regulations or the issuance, conditioning or denial of permits and applications. [Ord. 501 § 3, 2009.]

12.01.030 Purpose.

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

~~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.~~

The purpose of these regulations is to ensure that minimum public safety **and environmental compliance** requirements are met and to provide the ~~most~~ effective and appropriate design elements for the function each project serves. The appropriate design elements should address **environment**, safety, welfare, appearance, and economics of a facility design and be consistent with City comprehensive plan **and subarea plan** policies.

12.01.040 Scope **Applicability**.

A. All development **and construction** 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. **The project engineer, licensed in the state of Washington, shall show by calculations, plans, and engineering data that the proposed project meets the requirements of these regulations.**

B. These regulations cannot address all situations **and do**. ~~They are intended to assist, but not to substitute for a professional engineer's judgement or 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 efforts in design and construction which could result in better quality, cost savings, or improved performance of a development project.~~

~~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.~~

C. 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.

~~12.01.030 Scope.~~

~~12.01.040 Provisions of this title not exclusive.~~

D. Other provisions of the LMC apply to the development or improvement of real property. The provisions of this title are not exclusive.

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 more restrictive standards shall apply.** ~~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.~~

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.]

Article II – Definitions

Sections:

12.01.070 Definitions

12.01.070 Definitions

Unless the context specifically indicates otherwise, the meaning of terms used in this Title shall be as set forth in this Chapter. Any terms not listed in this Chapter shall be defined in accordance with other Titles of the Lakewood Municipal Code (LMC). Any inconsistency in definitions between Titles or Chapters in the LMC shall be resolved in favor of the later adopted definition. Any term not listed in the LMC shall be defined in accordance with the latest definition in the Revised Code of Washington (RCW), ~~or the~~ Washington Administrative Code (WAC) and LMC 18A.10.040.

~~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.~~

"AASHTO" means the American Association of State Highway and Transportation Officials, a non-profit organization that develops and maintains technical standards and policy for transportation systems in the United States.

"AKART" means 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 an application form furnished by the City and paying of 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.

"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.

"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 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~~ 1988 (or Pierce County Datum or United States Coast and Geodetic Survey ~~1929~~ 1988 Datum which are the same).

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

"Best management practices" or "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 person appointed by the City Manager and defined in LMC 17.02.035** ~~means the individual appointed to be the City Engineer for the City of Lakewood or his/her designee.~~

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

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.~~

"Cluster-style mailbox" means a style whereby mailboxes are assembled together in a manufactured unit by an approved United States Postal Service (USPS) manufacturer.

"Compaction" means the densification of a fill by mechanical means.

"Critical area" means wetlands, frequently flooded areas, fish and wildlife habitat conservation areas, aquifer recharge areas, and geologically hazardous areas as defined in LMC Title 14.

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

"Dedication" means **the deliberate appropriation of land by an owner for any general or public uses, reserving no other rights than those compatible with the full exercise and enjoyment of the public uses to which the property has been devoted as further defined in Chapter 17.02 LMC.** ~~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" ~~means.~~ **A an exception** ~~deviation~~ from the **City's** engineering standards **that has been approved by** ~~is a mechanism to allow the City Engineer to grant~~ **and allows for** an adjustment in the application of engineering standards.

"Director" means **the person appointed by the City Manager to be the Director of the Planning and Public Works department.**

"DOE" means Washington State Department of Ecology, **also referred to as "Ecology".**

"DOE Stormwater Manual" means the **current** Stormwater Management Manual for Western Washington (**SWMMWW**) 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, **utility provider**, 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. **Refer to SWMMWW for examples and exclusions.** ~~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 **services vehicle (EV)** access" **or "ES"** means an all-weather drivable surface constructed and maintained in accordance with this title that provides emergency access between a public or private street. **Refer to LMC 15.05.080(P) through (S).** ~~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.

"Event" means 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 travel way within the City of Lakewood.

~~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 1.36 LMC](#), 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 [material or condition which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. It is also defined as a surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. Refer to SWMMWW for examples and exclusions.](#) ~~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.~~

["Institute of Transportation Engineers" or "ITE" means the professional organization for transportation professionals, including engineers, planners, and researchers that develops standards and policy for transportation facility design.](#)

"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. [Refer to SWMMWW for examples and exclusions.](#) ~~"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" or "**LOS**" 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."

"Low Impact Development" or "LID" means a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

"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.

"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" or "{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.~~

"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.

"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" or "{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 Association of City Transportation Officials” or “NACTO” means the non-profit coalition of major city and transit agencies that develops standards and policy for transportation systems.

“National Pollutant Discharge Elimination System” or (“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 Garry Oak, 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.

“New impervious surface” means the amount of surface area that is either converted from a pervious surface to an impervious surface or upgraded to a less pervious surface than the existing material. Refer to SWMMWW for examples and exclusions.

“Occupancy Classification” 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. Refer to IBC 302.1 for full definition.

"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.

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

"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.

"Pervious surface" means any surface material that allows stormwater to infiltrate into the ground. Refer to SWMMWW for examples and exclusions.

"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" or {"PGHS}" means those hard surfaces considered to be a significant source of pollutants in storm water runoff. Refer to SWMMWW for examples and exclusions. ~~See the listing of surfaces under "pollution-generating impervious surface (PGIS)."~~

"Pollution-generating impervious surface" or {"PGIS}" means those impervious surfaces considered to be significant sources of pollutants in storm water runoff. Refer to SWMMWW for examples and exclusions. ~~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" or {"PGPS}" means any ~~non~~impervious surface subject to pollution generating activities. Refer to SWMMWW for examples and exclusions. ~~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.

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

"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. **Refer to SWMMWW for examples and exclusions.**

"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.

"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 ~~hard impervious~~ surface coverage), the creation or addition of ~~hard 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 ~~hard 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 **down to the** ~~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 process of collecting and holding surface and stormwater runoff with no surface outflow.** ~~long-term storage of water on site with the dissipation of said water into the ground by means of percolation.~~

"Right-of-way" ~~or "(ROW)"~~ means that area of land dedicated for public road uses including all road appurtenances, secured by the **city** ~~county~~ or the public for purposes of public traffic, drainage, and/or franchised utilities.

"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.

"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 Official" means Washington State Environmental Policy Act the City staff person designated by the Director to carry out the duties and responsibilities of the lead agency under the State Environmental Policy Act (SEPA), Chapter 43.21C RCW and Chapter 197-11 WAC. The SEPA Official is responsible for making threshold determinations, ensuring appropriate environmental review, maintaining SEPA records, and coordinating with federal, state, local and tribal governments.

“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 **a lot, parcel, tract, or combination of lots, parcels, or tracts where a development is proposed. Refer to SWMMWW for examples and exclusions.** ~~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.~~

“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.

~~*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.~~

“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. **Refer to SWMMWW for details.** ~~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.

“Stormwater” means ~~runoff during and following~~ the portion of precipitation and snowmelt that does not percolate into the ground or evaporate, but flows via overland flow, interflow, pipes, and other features of a stormwater drainage system into a defined surface waterbody, or construction infiltration facility. ~~events, including surface runoff, drainage or interflow.~~

“Stormwater Management Manual for Western Washington” or “~~{SWMMWW~~” or “DOE Stormwater Manual”) means the current version of the ~~five-volume~~ technical manual (~~publication number 14-10-055~~) prepared by the Washington State Department of Ecology for use by local governments that contains Best Management Practices (BMPs) to prevent, control, or treat pollution in stormwater.

“Street frontage improvements” means the construction, reconstruction or repair of the following right-of-way facilities:

1. Curbs, gutters and sidewalks;
2. Asphalt pavement and concrete pavement;
3. Storm drainage facilities;
4. Patching the street from its preexisting edge to the new curb line;
5. Overlayment of the existing public street to its centerline;
6. Relocating utilities as necessary;
7. Street frontage landscaping;
8. Street lights;
9. Other such improvements deemed necessary by the City Engineer and applicable LMC Titles.

~~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.~~

“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.~~

“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 **in accordance with Chapter 58.17 RCW and LMC Title 17.**

“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~~ **a distance** downstream (as determined by the shortest flow path). Refer to SWMMWW for details. ~~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.~~

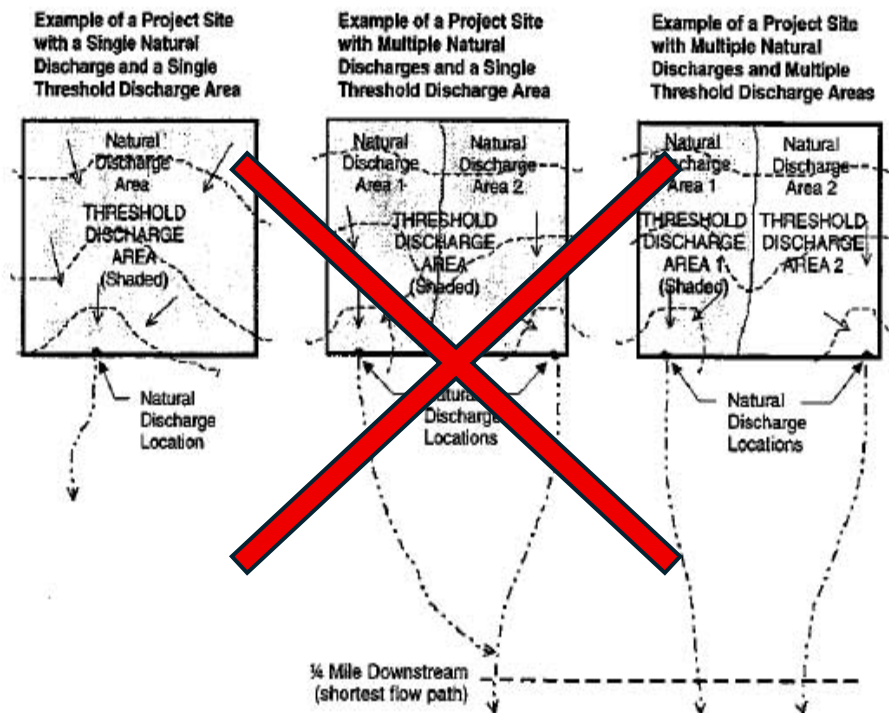


Figure 14.1 Threshold Discharge Area

Total Maximum Daily Load (TMDL). A water cleanup plan, TMDL is **"Total Maximum Daily Load"** or **"TMDL" means** 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 (**also known as a Water Cleanup Plan**) is the sum of the allowable loads of a single pollutant from all contributing point and nonpoint sources. **Refer to SWMMWW for details.** 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 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" or "TIA" 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 in the State of Washington 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.

"Transportation Mitigation Fee" or "TMF" means a calculated fee charged for certain development projects proposed in the Downtown Subarea Plan geographic area consistent with the Downtown Subarea Planned Action Environmental Impact Statement (EIS).

"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 ~~right-of-way City street~~" means ~~a city right-of-way that exists by dedication or deed, but for which no vehicular roadway has been constructed by the city or other parties through an approved city permitting procedure. 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, energy storage, telephone, broadband, or communication

lines, pipelines, sewer lines, water lines, natural gas lines or similar transmission facilities, natural gas ~~gate valve~~ **distribution** and storage facilities, **stormwater and** sewage collection, **conveyance**, and treatment facilities, waste disposal facilities, waste transfer facilities, and water supply **and treatment facilities**.

"Vacation" of a street or alley 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. **Easements or other legal access requirements may be placed on the property to ensure access to utilities or other services and shall be recorded in the County parcel records.**

"Variance" means **a request for an exception to the requirements of Title 12 or the Engineering Standards Manual** that **does** not meet the deviation criteria. ~~a modification of regulations of this title when authorized by the appropriate decision authority and review process as defined in Chapter 18A.20 LMC. 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.~~

"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 **may** include those artificial wetlands intentionally created to mitigate conversion of wetlands.

"WSDOT" means Washington State Department of Transportation.

Article III – Project Acceptance

Sections:

12.01.080 Record (as-built) drawings.

12.01.090 Certification from engineer (storm drainage system).

12.01.100 City acceptance.

12.01.110 One-year guarantee period

12.01.080 ~~12.06.010~~ Record (as-built) drawings.

Record drawings (sometimes referred to as "as-built" drawings) shall be required for all ~~development~~ **commercial developments, and projects that connect to or add infrastructure in the city Right-of-Way. As-built drawings shall be provided to the City prior to final project closeout in the format specified in the ESM.** ~~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:~~

~~"These plans are record drawings and the information shown accurately reflects existing field conditions as of this date: _____."~~

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

~~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.~~

12.01.090 ~~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.]

12.01.100 ~~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.]

12.01.110 ~~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 12.02

~~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 Right of Entry and Inspection.

12.02.020 Violations.

12.02.030 Public nuisance.

12.02.040 Enforcement.

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

12.02.010 Right of Entry and Inspection.

~~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.]~~

A. General. The Director, or their designee, including code enforcement staff and City inspectors ("authorized staff"), are authorized to make inspections and enter private or public property as necessary to enforce the provisions of this Title.

B. Inspection of Work Under Permit. When any construction, work, or installation is being performed under an active permit issued by the City, authorized staff may enter the property or premises at all reasonable times to inspect the work. The applicant, by accepting the permit, is deemed to have granted consent to such entries and inspections for the purpose of verifying compliance with the approved permit and City code.

C. Code Enforcement Investigations. For the purpose of investigating a potential code violation or enforcing compliance with this Title, authorized staff may enter onto property or premises subject to the following limitations:

1. **Publicly Accessible Areas and Plain View.** Authorized staff may make observations and document potential violations from any public right-of-way, public property, or other place where they have a legal right to be.
2. **Consent Required.** Authorized staff may not enter any private building, structure, or area of a property not visible from a public area without first obtaining the consent of the property owner, occupant, or other person of authority.
3. **Refusal of Entry.** If consent to enter is refused, authorized staff shall not enter the property and shall consult with the Director regarding the merits of seeking an administrative inspection warrant.

D. Administrative Inspection Warrant. If consent to enter is refused, or if authorized staff is otherwise unable to obtain permission to enter, the Director may seek an administrative inspection warrant from a court of competent jurisdiction.

E. Identification. All authorized staff shall present City identification when entering property or premises for inspection or enforcement purposes.

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.]~~

~~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.]~~

~~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.]~~

12.02.030 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.

12.02.040 Enforcement.

Failure to remedy violations of these regulations after lawful notice to do so shall be **unlawful a-misdemeanor crime punishable and enforced** as provided in Chapters **1.44** LMC and **8.16** 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. Notices declaring violations of these regulations to be a public nuisance shall be written and served as provided for in this title.~~

~~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.~~

~~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.~~

~~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.]~~

12.02.050 ~~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 **submitted on an application in the form provided by the Department** made in writing, served upon the City Clerk of the City, and **fees paid consistent with the** must be accompanied by the Hearing Examiner fee in the amount specified in the City's fee schedule.

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 detail~~ **drawings**, 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 **and as subsequently amended**:

- A. A Policy on Geometric Design of Highways and Streets, published by the American Association of State Highway and Transportation Officials (**AASHTO**).
- ~~BN.~~ **ADA Standards for Accessible Design** ~~Accessibility Guidelines~~, published by the United States ~~Access Board~~ **Department of Justice as adopted by the state of Washington**.
- ~~CB.~~ **Design Manual (M 22-01)**, published by the Washington State Department of Transportation.

~~D.~~ Guide for Design of Pavement Structures published by the American Association of State Highway and Transportation Officials (AASHTO).

~~E.~~ Highway Capacity Manual (HCM), published by the Transportation Research Board.

~~F.~~ Highway Runoff Manual (M 31-16), published by the Washington State Department of Transportation.

~~G.~~ International Building Code (IBC), published by the International Code Council and as amended in LMC Title 15.

~~H.~~ Load and Resistance Factor Design (LRFD) Bridge Design Specifications, published by the American Association of State Highway and Transportation Officials (AASHTO).

~~I.~~ 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.

~~J.~~ Pierce County Road and Bridge Standard Drawings

~~K.~~ Roadside Design Guide, published by the American Association of State Highway and Transportation Officials (AASHTO).

~~L.~~ Soil Survey of Pierce County Area, Washington, published by the Natural Resources Conservation Service, U.S. Department of Agriculture.

~~M.~~ Standard Plans for Road Street, Bridge and Municipal Construction (M 21-01), 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.

~~N.~~ Standard Specifications for Road Street, Bridge and Municipal Construction (M 41-10), published by the Washington State Department of Transportation and the Washington State Chapter of the American Public Works Association.

~~O.~~ Stormwater Management Manual for Western Washington (SWMMWW), published by the Washington State Department of Ecology, and including Appendix 1 of the Western Washington Phase II Municipal Stormwater Permit, or approved equivalent.

~~P~~**K.** Trip Generation Manual, published by the Institute of Transportation Engineers (ITE).

~~Q~~**M.** Urban Drainage Design Manual (HEC 22), published by Federal Highway Administration.

~~R.~~ WSDOT Pavement Guide (M 23-50), published by the Washington State Department of Transportation.

Chapter 12.04

PERMITTING 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.**
- 12.04.020 Deviations.**
- 12.04.030 Variances.**
- 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.**
- 12.04.090 Inspections.**

12.04.010 General provisions.

A. Permits shall be required for all construction and **right-of-way** usage activities **regulated by this title unless specifically exempted.** ~~as described within this chapter.~~

B. Permit Expiration and Closure.

1. Site Development: ~~Site development permits shall be valid for two years from the approval date, and may be extended for up to one additional year.~~ Issued site development permits shall become invalid unless the work authorized by such permit is commenced within three hundred sixty-five days (365) after its issuance, or if after commencing, the work authorized by such permit is suspended or abandoned for a period of one hundred eighty days (180).

a. Having required inspections performed and approved within every one-hundred eighty days (180) is evidence that work has commenced and is continuing. Permits that do not receive a required inspection within one hundred eighty days (180) of permit issuance, or within one hundred eighty days (180) since the previous approved inspection, will be considered abandoned and shall automatically expire.

b. If no action is taken within one hundred eighty days (180) of the expiration date by the applicant/owner to reactivate the permit, the permit will be closed. The applicant shall be responsible for requesting a reactivation prior to the one-hundred-eighty-day point.

c. If a permit has not been ~~renewed or extended~~ reactivated within the appropriate period of time, such permit shall be considered ~~expired~~ closed and a new application shall be required ~~submitted~~. A closed permit may not be reissued or reactivated.

2. Right-of-Way: ~~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.~~ Issued Right-of-Way permits shall become invalid unless the work authorized by such permit is commenced within one-hundred eighty (180) days after its issuance, or if after commencing, the work authorized by such permit is suspended or abandoned for a period of ninety (90) days.

a. Having required inspections performed and approved within ninety (90) days is evidence that work has commenced and is continuing. Permits that do not receive a required inspection within ninety (90) days of permit issuance, or within ninety (90) days since the previous approved inspection, will be considered abandoned and shall automatically expire.

b. If no action is taken within ninety (90) days of the expiration date by the applicant or owner to reactivate the permit, the permit will be closed. The applicant shall be responsible for requesting a reactivation prior to the ninety-day point.

c. If a permit has not been reactivated within the appropriate period of time, such permit shall be considered closed, and a new application shall be required. A closed permit may not be reissued or reactivated.

3. Right-of-Way Annual: Issued Right-of-Way annual permits shall become invalid unless the work authorized by such permit is commenced and completed within three hundred sixty-five days (365) of issuance. This permit type is not eligible for reactivation.

C. **Financial guarantees.** In accordance with Chapter 3.80 LMC, All construction activities within City rights-of-way shall require a permit and the posting of a financial guarantee, unless the Director or City Engineer determines such a guarantee to be unnecessary and waives this requirement in writing.

D. **Procedures.** Pursuant to LMC 18A.20.020 and 18A.20.030, applications for permits subject to this Title shall be determined by the Director. Applications will be considered incomplete unless all required documents are submitted and all applicable fees paid.

E. **Professional engineering and surveying.** All development proposals submitted in accordance with this Title 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.

a. 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.

b. 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.

F. **Environmental considerations.** Environmental review requirements, exemptions, approvals, rules and procedures shall be in accordance with LMC 14.02.

H. Suspension or Revocation. The Director may suspend or revoke any permit issued in error or on the basis of incorrect information supplied by the applicant. The Director may also suspend or revoke any permit when the applicant fails to comply with the conditions of the permit approval. Any permit applicant aggrieved by the Director's decision to suspend or revoke a permit may appeal this action as provided in LMC 12.02.050.

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.~~

~~An administrative decision on a~~ A request for a deviation shall be in writing and **will be reviewed as part of the associated permit application.** ~~may be appealed pursuant to the appeal procedures outlined in LMC 18A.20.400 18A.20.310 LMC, Article IV.~~

Deviations may be granted **by the City Engineer** 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, **function**, 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.~~

EG. Any deviation from utility standards, for utilities not owned and operated by the City, shall require concurrence by the utility provider.

12.04.030 ~~Major variance procedures~~ **Variances.**

~~Proposed variances~~ **Requests for exceptions to the requirements in this Title and the Engineering Standards Manual that do not meet the deviation criteria shall be considered an Engineering Variance,** subject to the **variance review and approval** process as described in ~~Chapter 18A.30 LMC~~ **18A.20 LMC.**

A. Criteria. An engineering variance may be considered for any regulation or standard of this title when unusual circumstances relating to the property cause undue hardship in the application of this title. The granting of such a variance shall be in the public interest and based on sound engineering judgement. A variance shall be made only when all of the following conditions and facts exist:

1. There are special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, that were not created by the applicant;
2. Such variance is necessary for the preservation and enjoyment of a substantial property right or use of the applicant possessed by the owners of other properties in the same vicinity or zone;
3. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or zone in which property is located; and
4. The variance is the minimum necessary to grant relief to the applicant._

B. Variance requests are only applicable to Lakewood codes and standards. Variances requests for applicable standards from other regulating agencies including but not limited to the Department of Ecology, Washington Department of Natural Resources, Washington State Department of Transportation, or Pierce County will not be accepted.

12.04.040 Site development permit.

A. General. 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 **or meets the requirements for exemptions below.** ~~Each site shall 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.~~

B. Separate permit required. A site development permit shall be required in addition to all other required permits when the proposed construction meets any of the following criteria:

1. Site development or redevelopment meets the thresholds requiring Minimum Requirements Nos. 1 through 9 of the Stormwater Management Manual for Western Washington (SWMMWW).
2. Site development or redevelopment requires connection to a public stormwater drainage system or places new infrastructure in the city right-of-way.
3. Grading that involves the import or disturbance of fifty (50) cubic yards or more of earth.

4. Grading that will create a temporary or permanent slope steeper than three-to-one (3H:1V) with a total height exceeding five (5) feet.
5. Grading that includes the construction of embankments or berms resulting in the impoundment of water exceeding eighteen (18) inches in depth or a volume greater than two thousand five hundred (2,500) cubic feet.
6. Grading that diverts an existing natural or constructed drainage course from its natural point of entry or exit from the site.
7. Land clearing or grading on slopes greater than thirty percent (30%) or within any required setback or buffer of a steep slope, wetland, stream, or other critical area as established by this code.

C. Exemptions. The following work is exempt from obtaining a site development permit.

Item	Activity	Threshold/Limitation
A	Construction or maintenance of public roads or flood control projects by public agency.	Must have City approval, SEPA checklist if applicable, and work must be within existing ROW or easement owned/dedicated to City.
B	Import or disturbance of minor quantity of material.	Less than 50 cubic yards over life of project. Not exempt in critical areas, within 25 feet of drainage course, pothole, or floodplain. Excludes road construction.
C	Cutting, clearing, and/or grubbing of minor area.	Less than 5,000 square feet and not located in critical areas.
D	Utility installations, well drilling, sanitary drain fields, soil log excavations.	Must obtain a valid construction permit from Authority Having Jurisdiction (AHJ).
E	Emergency protective work.	Sandbagging, diking, ditching, filling or similar work during/after extreme weather to protect life or property.
F	Excavation or fill for footprint of Structure.	Limited to footprint area of the proposed structure.
G	Agricultural crop management outside of critical drainage areas	Limited to preparation of soil and planting, maintaining, and harvesting of crops
H	Installation of topsoil for landscaping planting	Fill is confined to less than one foot of topsoil and land disturbing activities are less than three quarters of an acre.

D. Forest practices. 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 **Director** ~~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 **they** ~~he/she~~ **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.

E. Land division and development. Land divisions governed by Chapter 58.17 RCW and LMC Title 17, including but not limited to short plats, unit lot subdivisions, boundary line adjustments, as well as development projects proposing the construction of new roads, frontage, utilities, or stormwater controls, shall obtain a site development permit in accordance with this title. Approval of the site development permit final inspection shall be obtained prior to final plat approval and recording, consistent with the provisions of LMC 17.16.030. ~~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.~~

F. Project phasing. Phasing of a site development project is allowed when consistent with the provisions of this title, applicable land use permit approvals, and the project’s SEPA threshold determination.

1. Site Plan Requirements. When a project is proposed to be constructed in phases, the site plan shall:

- a. Depict the entire project area, including all proposed phases;
- b. Clearly delineate phasing limits for land clearing, erosion and sediment control, grading, drainage facilities, and impervious surface construction; and
- c. Demonstrate that all conveyance systems, stormwater management facilities, water quality treatment, erosion control best management practices (BMPs), ADA facility requirements, and sidewalks necessary to serve the each phase are designed and constructed as if no further development were to occur.

2. Stormwater Management.

a. Stormwater runoff control facilities shall be designed so that release rates for each phase do not exceed the allowable release rates for that phase of development.

b. Modify or adjust stormwater control structures with the construction of each subsequent phase to maintain compliance with approved stormwater design criteria.

3. Independent Functionality. Each phase of development shall be designed and constructed so that it functions independently and can operate as a stand-alone project without reliance on completion of future phases.

12.04.050 Right-of-way permit.

A. **General.** 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.

B. **Permit required.** A right-of-way permit is required before any person commences to grade or stockpile material; alter, construct, repair, remove, excavate, place, obstruct, damage or disturb any structure, utility, facility or improvement located in the public right-of-way; or commence any other activity that interferes with the free use of the public right-of-way.

1. An annual right-of-way permit for certain activities may be granted by the City Engineer.

C. **Roadside memorials.** All Public or Private Roadside Memorials within the public right-of-way must be approved by the Planning and Public Works Director or designee or will be subject to removal.

For applicants seeking to place a Roadside Memorial partially within or encroaching upon any real property outside the City's right-of-way, the applicant must include signed written consent from the owner of such real property.

If the City approves a permit application, the applicant shall be responsible for all costs of fabricating an approved Roadside Memorial.

D. **No rights conveyed.** 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.~~

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~~ **must** 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 **12.05.220**. [Ord. 501 § 3, 2009.]

12.04.070 Oversize load permit.

A. General. 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.

B. Separate permit required.

1. State and local routes. ~~For a~~ **A** Applicants transporting the same oversize/overweight load on both a state highway and City streets, ~~the applicant shall Complete the City of Lakewood oversize load permit application including date and approximate time of travel within the City's permitted travel times, and attach WSDOT Special Motor Vehicle Oversize/Overweight Permit.~~

~~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 a~~ **2. Local routes only.** **A** Applicants transporting an oversized/overweight load on only City streets, ~~the applicant shall~~ **complete the City of Lakewood oversize load permit application and provide details of the route through City streets including date and approximate time of**

travel within the City's permitted travel times. The permit will be reviewed by the City Engineer or designee and issued prior to transporting an oversized/overweight load on city streets.

~~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.~~

12.04.080 Miscellaneous permits.

See Chapter [12.08](#) LMC 12.06.060 for details on events, parades, motorcades, runs, and assemblies.

Any permit work not covered by a specific application provided by the Department shall be charged the Miscellaneous Permit fee published in 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.]

12.04.090 Inspections.

A. All activity regulated under this title shall be subject to inspection by the Director or designee and shall remain accessible and exposed for inspection purposes until approved by the Director or designee. The applicant, engineer of record, contractor or project representative shall be responsible for scheduling inspections in a timely manner with the city and applicable utility provider.

B. Approval of inspected work shall not be construed to be an approval of a violation of the provisions of this code or other provisions of the LMC. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the City shall not be valid.

C. It shall be the duty of the applicant, project engineer of record, contractor or project representative to cause the work to remain accessible and exposed for inspection purposes.

The applicant shall be liable for any expense entailed in the removal or replacement of any material required to allow inspection.

D. Failure to receive the City's approval may result in removal or modification of construction at the applicant's expense to bring the work into conformance with approved plans.

~~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:~~

~~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. 501-5-3, 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:~~

~~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. 50153, 2009.}~~

Chapter 12.05

DEDICATIONS, VACATIONS, AND EASEMENTS 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.~~

Article I - Dedications

~~[12.05.010](#) Dedications—General provisions.~~

~~[12.05.020](#) Dedication of land for right-of-way.~~

~~[12.05.030](#) Private to public street dedication.~~

~~Article II—Vacations~~

~~[12.05.200](#)—Authority.~~

~~[12.05.210](#)—Initiation of vacation.~~

~~[12.05.220](#)—Petition for vacation.~~

~~[12.05.230](#)—Setting of hearing procedures.~~

~~[12.05.240](#)—Limitation on vacations of streets abutting bodies of water.~~

~~[12.05.250](#)—Requirements prior to resolution regarding vacation of streets abutting bodies of water.~~

~~[12.05.260](#)—Vacation by ordinance.~~

~~[12.05.270](#)—Compensation for vacation.~~

~~12.05.280 — Recording with County Auditor.~~

~~Article III — Easements~~

~~12.05.300 — 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.

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.]

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.]

Article I - Dedications

12.05.050 ~~General provisions. 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~~ and recording accepted documents ~~to~~ at 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.]

Article II Vacations

~~STREET AND ALLEY VACATION PROCEDURES*~~

Sections:

- 12.05.200 Authority.**
- 12.05.210 Initiation of vacation.**
- 12.05.220 Petition for vacation.**
- 12.05.230 Hearing procedures.**
- 12.05.240 Limitation on vacations of streets abutting bodies of water.**
- 12.05.250 Vacation by ordinance.**
- 12.05.260 Compensation for vacation.**
- 12.05.270 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.]~~

12.05.200 Authority. ~~12.12.020 Statement of purpose~~

The purpose of this ~~chapter~~ **article** is to establish procedures **and** notice requirements ~~and fees~~ for the vacation of streets and alleys within the City. This ~~chapter~~ **article** 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~~ **article** and those statutes, the statutory provisions shall be controlling. [Ord. 501 § 3, 2009.]

12.05.210 ~~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 ~~Department City Clerk.~~

12.05.220 ~~12.12.040~~ Petition for vacation.

A. Form. The petition shall be in an **application** form prescribed by the ~~City Manager or designee Director.~~ 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 **this section 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.]

~~12.12.050~~ — Petition fees.

B. Fees. Every petition for the vacation of any street or alley, or any part thereof, shall **be deemed incomplete until all applicable fees are paid in accordance with the City's fee schedule.** ~~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.

CA. Survey requirements. All surveys shall be accomplished as required by Chapter 332-130 WAC and the Survey Recording Act, Chapter 58.09 RCW and include ~~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:~~

1. The specific parcels abutting the proposed street or alley to be vacated
2. ~~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.
3. Flagging which indicates the boundaries of the street or alley shall be installed when the survey is conducted. [Ord. 501 § 3, 2009.]

12.05.230 Hearing procedures ~~12.12.070 Setting of hearing.~~

A. Setting of hearing. Upon receipt of the petition, the ~~fee and all required documents~~ the City Clerk ~~Department shall coordinate with the City Clerk as follows:~~ ~~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.~~

~~1. If the petition has been signed by the required percentage of such owners, the City Manager~~ **The Director** or designee shall bring the petition before the City Council within 30 ~~a~~ **calendar** days of receipt of the petition, ~~and~~ **and** ~~the~~ **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.

2. 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.]

~~12.12.080~~ **Staff report.**

B. Staff report. The ~~City Manager~~ **Director** 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~~ **Director** or designee. In preparing the report, the ~~City Manager~~ **Director** or designee shall solicit comments from Law Enforcement, ~~Public Works and other~~ **city** departments of 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.~~

C. 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~~ **Director** 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.]

~~12.12.100 — Protest.~~

D. 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.~~

E. 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.

F. 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:

- 1A.** Whether a change of use or vacation of the street or alley will better serve the public good;
- 2B.** Whether the street or alley is no longer required for public use or public access;
- 3C.** Whether the substitution of a new and different public way would be more useful to the public;
- 4D.** Whether conditions may so change in the future as to provide a greater use or need than presently exists; and,
- 5E.** 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.]

12.05.240 ~~12.12.130~~ Limitation on vacations of streets abutting bodies of water.

A. 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:

1A. 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;

2B. 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

~~3C.~~ 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.~~

~~B.~~ Before adopting a resolution vacating a street or alley under LMC ~~12.05.240(A)(2)~~ 12.12.130(B), the City shall complete the following:

~~1A.~~ 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;

~~2B.~~ 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;

~~3C.~~ 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

~~4D.~~ 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.

~~5E.~~ 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 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.]

12.05.250 ~~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 ~~12.05.230~~ [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.]

12.05.260 ~~12.12.160~~ Compensation for vacation.

A. **Requirement.** 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~~ **Director** 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. **In lieu of payment.** 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.

1. 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.

2. 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.

~~3~~ C. When the value of the in-lieu parcel is less than the required payment, the petitioners shall pay the difference to the City.

4. When the value of the in-lieu parcel exceeds the required payment, the City shall pay the difference to the petitioners.

~~C.D.~~ **Use of payment.** 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.**

~~D.A.~~ **Appraisals.** The ~~City Manager~~ **Director** 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.

1. To obtain such appraisal, the **petitioner shall pay for the appraisal.** ~~The City Manager~~ **Director** or designee **may provide** ~~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.~~

2. If the ~~City Manager designee~~ **City Council** is not satisfied with the appraisal, the ~~City Manager~~ **Director** 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.

~~3B.~~ The ~~City Manager~~ **Director** or designee shall use the appraisal having the highest value for the area vacated.

4. The ~~City Manager~~ **Director** 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 ~~12.05.230~~ **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.

E. Payment. After determining the appraisal of the value of the street or alley to be vacated, pursuant to LMC ~~12.05.260~~ 12.12.170, the ~~City Manager~~ **Director** or designee shall notify the representatives of the petitioners of the amount of compensation.

1. 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.

2. 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 **this section**, ~~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.]

~~12.05.270~~ ~~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.]

Article III – Easements**Sections:****~~12.05.300~~ Easements.****~~12.05.300~~ ~~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:

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:~~

~~"These plans are record drawings and the information shown accurately reflects existing field conditions as of this date: _____."~~

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

- ~~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.]

~~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 12.0607 RIGHT-OF-WAY USE

Sections:

12.06.010 Purpose.

- 12.06.020 General provisions.
- 12.06.030 Unpermitted objects or activity.
- 12.06.040 Illegal dumping.
- 12.06.050 Utilities.
- 12.06.060 Events.
- 12.06.070 Cluster style mailbox requirements.
- 12.06.080 Roadside memorials.
- ~~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.~~

12.06.010 Purpose.

The purpose of this section is to regulate activities occurring within the public right-of-way. These provisions are intended to ensure public safety, protect the integrity of City infrastructure, and establish consistent requirements for accommodating non-transportation uses of the right-of-way deemed to be in the public interest.

12.06.020 General provisions.

A. **Permit required.** 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 Department ~~City Engineer~~. A copy of the issued permit and approved plans shall remain onsite during the duration of the work for inspection.

B. **Notification required.** 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. The applicant shall include the City of the correspondence to the public and private utilities. 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~~ **they** 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.]

C. Equipment and material storage. During non-working 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 non-working 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.]

~~12.07.020 — Equipment and materials within the right-of-way.~~

~~12.07.030 — Coordination requirements.~~

~~12.07.010 — Objects or activity within the right-of-way.~~

12.06.030 Unpermitted objects or activity.

A. **Unauthorized objects.** Any ~~such~~ object ~~now in~~ placed 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. **Responsibility.** 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. **Removal.** 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.

D. Penalties. 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.]

12.06.040 Illegal dumping. ~~Vehicles — Escape of load.~~

A. Unsecured loads. 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.~~

B. Dumping. 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.

C. Responsibility. 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.]

D. Removal. 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.

E. Penalties. 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.~~

12.06.050 Utilities.

A. Permits required. A right-of-way permit or notification is required for any utility installation, relocation, or adjustment within the public right-of-way.

1. Utilities located in private streets must obtain approval from the private property owner and will not be issued a permit by the City.
2. These requirements apply to all public and private utilities, including water, sewer, storm drainage, gas, petroleum pipelines, power, telecommunications, and broadband facilities.
3. right-of-way permit is issued by the City, the utility owner's use of the right-of-way is conditioned upon the following:
 - A. If the City determines that a constructed utility must be relocated out of the way of proposed City-improvements within the right-of-way, the utility owner will move their utility at the utility's expense. The City will attempt to accommodate a new location for the utility to reside within the right-of-way, however if accommodations cannot be made, then the utility owner must move out of the right-of-way when ordered by the City.

- B. All costs to move existing utilities out of the way of the City's proposed improvements shall be borne by the utility owner.
 - C. If the City orders the utility owner to move the utility, the utility shall move said utilities within six months of the order to move.
 - D. If the utility owner fails to move within the allotted timeframe, the utility shall pay all damages caused by the utility's delay to the city's construction project.
- B. Utility work shall be classified by scope:
- 1. Routine Maintenance. Routine and recurring activities that do not alter the design or function of right-of-way or significantly impact traffic. Routine maintenance in the City's right-of-way requires notification but does not require a permit.
 - 2. One-time Right-of-Way Work. Any construction or work that alters the right-of-way (ROW) or significantly impacts traffic must obtain a permit. Contractors or property owners shall submit applications through the permit center portal and receive approval before commencing any work in the right-of-way.
 - 3. Annual Right-of-Way Work. Utilities with valid franchise agreements may apply for an annual right-of-way permit to cover non-routine maintenance work including installation, replacement, repair, or relocation of utility poles, attachments, vaults, wires, cables, valves, pumps, etc. Notification to the City is required before commencing each work event.
- C. Construction standards. All utility installations shall conform to the standards set forth in the Engineering Standards Manual. At a minimum:
- 1. Trenchless construction methods shall be used for roadway crossings unless a deviation is approved by the City Engineer.
 - 2. Authorized pavement cuts and restorations shall comply with the City's specifications, including warranty requirements.
 - 3. Traffic control shall comply with LMC 12.09.070 and the Manual on Uniform Traffic Control Devices (MUTCD).
 - 4. Utilities shall coordinate projects to minimize repeated crossings in the same roadway, and the City may require joint trenching or spare conduit installations to promote efficient use of the right-of-way.

E. Easements and access. When utility facilities are located outside roadway sections, the utility shall secure a permanent easement or right-of-entry sufficient for inspection, operation, maintenance, and repairs.

F. Survey monuments. Utilities shall protect all survey monuments as required by state law. Any monument disturbed by utility work shall be restored by a licensed surveyor at the utility's expense.

G. Documentation. Utilities shall provide accurate as-built records to the City in accordance with the requirements in LMC 12.01.080.

~~Chapter 12.08 USE OF STREETS AND RIGHT-OF-WAY PARADES, MOTORCADES, RUNS AND ASSEMBLIES*~~

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](#).~~

12.06.060 Events.

~~12.08.010 Purpose.~~

A. **Purpose.** Free speech and the right to assemble are is a fundamental rights 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.

~~12.08.015 Applicability.~~

BA. Permit required. Any individual or organization planning any **event** ~~parade, motorcade, run 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.

~~B.~~ 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:

~~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.~~

C. Insurance required. The person or organization sponsoring the **event** ~~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.

~~12.08.040 Performance bond.~~

D. Performance bond. No permit shall be issued for any **event** ~~parade, motorcade, run or assembly~~ until the permittee ~~shall file~~ **files** 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 **event** ~~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.

~~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.~~

~~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.~~

E. Approvals and conditions. ~~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.~~ **1.** 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 **Director** ~~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.~~ **2.** A permit may be conditioned, amended or denied upon written findings that:

- a.1** The time, route and size of the **event** ~~assembly, motorcade, parade or run~~ will unreasonably and unsafely disrupt the movement of other vehicular or pedestrian traffic;
- b.2** The **event** ~~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 **event** ~~assembly, motorcade, parade or run~~ would deny reasonable law enforcement protection to the City;

~~c.3~~ Such ~~event assembly, motorcade, parade or run~~ will interfere with another ~~event assembly, motorcade, parade or run~~ for which a permit has ~~already~~ been issued; or

~~d.4~~ The ~~event 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.

~~E3.~~ Based upon the factors stated in subsection ~~D~~[E](#) 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 ~~event 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.~~

4. Appeals. 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.]

~~12.08.080 Officials to be notified.~~

F. Notifications. Immediately upon the granting of an ~~event~~ permit ~~for a parade, motorcade, run or public assembly~~, the ~~City Manager~~ **Director** 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.

~~12.08.090~~ — ~~Revocation of permit.~~

G. Revocation. Any **event** 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.]

~~12.06.070 Chapter 12.19 Cluster Style~~ **style Mailbox mailbox
Requirementsrequirements.**

The City of ~~Lakewood~~ shall, to the maximum extent practical, require the installation of cluster-style mailboxes **or Cluster Box Units (CBU)** for both private and public new street construction and street reconstruction.

A. *New Residential Subdivisions.*

1. ~~All The~~ Cluster-style mailboxes shall ~~not be installed anywhere within a cul-de-sac or a circular offset cul-de-sac bulb~~ **in accordance with the Engineering Standards Manual.**
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 contractor performing operations at the request of the City.

12.06.080 Roadside Memorials

A. Purpose. The purpose of Roadside Memorials is to provide family and friends of persons fatally injured in traffic accidents the opportunity to memorialize their loved ones by placing authorized Roadside Memorials within the public rights-of-way in a safe and consistent manner. These memorials also recognize that many roadway locations hold historical significance, both as sites of personal loss and as part of the broader history of local area. When installed appropriately, they may increase public awareness of the need for safety on and around public streets. A Roadside Memorial collectively refers to Private Memorials, Public Memorials and/or City Memorial Signs. Any Roadside Memorial that is placed in the public rights-of-way is authorized solely as a temporary use subject to the City's sole discretion and absolute right of revocation.

B. Cost and Removal. If the City approves a permit, the applicant shall be responsible for all costs of fabricating, installation and maintaining an approved Roadside Memorial. The applicant for any Private Memorial may remove the Private Memorial at any time. City requests 30 days notification whenever a Private Memorial is about to be removed.

E. Physical and local requirements. The location, design and dimensions of the memorial shall be approved by the Planning & Public Works Director in consultation with the City Engineer, and shall ensure public safety and not create unsafe conditions for all modes of transportation.

F. Removal by City. The City retains sole and absolute discretion to remove any Roadside Memorial, including if it fails to comply with applicable laws or this code. All items removed by the City shall be handled with the utmost care and respect. The City will hold items removed from a Roadside Memorial for thirty (30) calendar days to allow time for items to be retrieved by applicant, family members or responsible person(s) of the Roadside Memorial upon request.

Chapter ~~12.07~~ **12.18**

COMPLETE STREETS POLICY

Sections:

12.07.010	Purpose.
12.07.020	Complete streets definition.
12.07.030	Exceptions.
12.07.040	Implementation.
12.07.050	Intergovernmental cooperation.
12.07.060	Best practice criteria.
12.07.070	Performance standards.

12.07.010 ~~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 **redevelopment and capital investments**, ~~ongoing operations and maintenance~~, the City of ~~Lakewood~~ shall identify cost effective opportunities to ~~include~~ **implement the adopted Pedestrian and Bicycle System Plans using** complete streets practices. [Ord. 645 § 1, 2016.]

12.07.020 ~~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. **Refer to the Engineering Standards Manual for design details when the complete street standard is required.** [Ord. 645 § 1, 2016.]

12.07.030 12.18.020 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 the City 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.]

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 12.08

TRANSPORTATION MITIGATION FEE PROGRAM

Sections:

- 12.08.010 Policy.
- 12.08.020 Applicability.
- 12.08.030 Administration.
- 12.08.040 Criteria.
- 12.08.050 Requirements.
- 12.08.060 Fees.

12.08.010 Policy.

A. The purpose of this chapter is to provide policy and guidance for the administration of the Transportation Mitigation Fee (TMF) program consistent with the Downtown Subarea Plan and the associated Planned Action Environmental Impact Statement (EIS) and the Comprehensive Plan.

B. Implementation of the policy shall be consistent with the adopted Planned Action EIS and Ordinance No 696 and is intended to ensure:

1. Concurrency. All planned action projects shall meet transportation concurrency requirements and the adopted Level of Service (LOS) standards.
2. Mitigation. Transportation mitigation shall be provided consistent with mitigation measures identified in the Planned Action EIS and Ordinance No. 696.

12.08.020 Applicability.

This policy applies to the Downtown Planned Action EIS area defined in Ordinance No. 696 and Title 18B of the LMC. Land uses and activities identified in the Planned Action EIS shall be subject to mitigation measures where appropriate and a Transportation Mitigation Fee shall be applied consistent with the Planned Action EIS, Ordinance No. 696 and this chapter.

12.08.030 Administration.

A. The Department of Planning and Public Works (PPW) is responsible for the administration and implementation of the downtown Planned Action EIS and associated TMF program. The Director shall be responsible for the implementation and interpretation in consultation with the City's designated State Environmental Policy Act (SEPA) Responsible Official.

B. The PPW shall monitor regularly the performance and collection of TMF to ensure consistency with the downtown subarea plan, Planned Action EIS expectations and

transportation concurrency requirements. Performance reporting shall be presented to the City Manager and City Council as needed.

12.08.040 Criteria.

A. Land uses and activities subject to traffic mitigation and the TMF program include but not limited to:

1. Townhome or cottage dwelling units
2. Multi-family dwelling units
3. Commercial office
4. Services
5. Medical
6. Hotel and lodging
7. Retail
8. Eating and drinking establishments
9. Open space, parks, plazas, trails, gathering spaces and recreational uses
10. Civic and cultural facilities
11. Government and utility facilities
12. Industrial use
13. Other allowed uses in LMC Title 18B

B. Calculations of TMF shall be based on the following criteria:

1. Development Thresholds. By 2035, the number of planned residential dwelling units is anticipated to be 2,257 and the planned commercial square feet at 2.85 million or 7,369 jobs.
2. Trip Ranges & Thresholds. Estimates shall be based on new PM peak hour trips to the year 2035. A total of 6,658 vehicular traffic trips is currently estimated through 2035.
3. Trip Generation. Determination of trip generation for uses and activities shall use the Institute of Transportation Engineers (ITE) Trip Generation Manual latest addition. Any deviation from ITE trip generation rates must be analyzed in the applicants TIA or traffic memo. Traffic studies are required in accordance with ESM.
4. Existing Structure. If a proposed use is intended to occupy an existing structure, a new TMF calculation shall be assessed if the space has been vacant for 12 months or more. If before 12 months, the prior use and associated trips shall be credited towards the new TMF assessment if applicable.
5. Change of Use. If a proposed use is intended to occupy an existing structure and is a change in use, a TMF shall be assessed regardless of the existing structure being vacant less than 12 months.

12.08.050 Requirements.

A. SEPA checklist. The PPW shall prepare, make available and update as needed a modified SEPA checklist. Proposed development projects within the downtown Planned Action EIS area shall submit a SEPA checklist to PPW to ensure consistency with the Planned Action EIS.

Consistent with Ordinance No. 696, the PPW shall review the submitted checklist to ensure:

1. A complete application consistent with Chapter 18A.20 LMC.
2. Project is located within the Planned Action EIS area.
3. Proposed uses are consistent with activities described in the Planned Action EIS and downtown subarea plan.
4. Anticipated significant adverse impacts were identified and mitigated through measures in the Planned Action EIS.
5. Project is not an essential public facility.

B. Determination of Consistency/Inconsistency. Pursuant to WAC 197-11-172 and Ordinance No. 696, the SEPA Responsible Official shall determine whether the proposed action is consistent with the Downtown subarea plan and associated Planned Action EIS.

1. The determination of consistency shall be distributed to the property owner, applicant, federally recognized tribes, agencies having jurisdiction and posted on the Washington State Department of Ecology's SEPA register.
2. The Determination shall remain valid and in effect as long as the underlying project approval is also in effect.
3. If the proposal exceeds the development thresholds of the Planned Action EIS, additional environmental review and a threshold determination will be required.
4. The Determination of Consistency or Inconsistency is a Type 1 decision and can be appealed to the Hearings Examiner.

C. Traffic studies. Shall be required based on thresholds outlined in LMC 12.09.028 and in compliance with requirements in the Engineering Standards Manual.

12.08.060 Fees.

A. Project Cost Estimates & Cost Share. TMF calculations shall be based on a cost share allocation between the public and private development. In 2018, the total transportation costs to 2035 were estimated \$28,944,000.

1. The public's share of planned action transportation costs shall be 50 percent.

2. The TMF program shall pay the remaining 50 percent or \$14,472,500 of the estimated costs.

B. Trip Fee. The TMF trip fee shall be calculated at \$2,174.00 per trip.

C. TMF Formula. The TMF calculation formula shall be $TMF = P(R * U)$ where:

1. P = Fee per trip of \$2,174.00.

2. 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.

3. U = Number of Units or Unit area of measurement.

D. Payment. The PPW shall collect applicable TMF fees from a proposed project within the Planned Action EIS area. TMF fees shall be paid prior to final building permit issuance and/or issuance of certificate of occupancy by the designated Chief Building Official or their designee.

E. Use of TMF funds. TMF fees shall be applied to transportation projects identified in the Planned Action EIS. If the City fails to expend or obligate TMF funds within 10 years of when they were collected, the City shall refund the TMF.

Chapter 12.09

TRANSPORTATION FACILITIES

Sections:

12.09.010 **General provisions.**

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

Sections:

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.
- 12.09.028 Traffic studies.

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~~ **The City'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

Street Name	From	To
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	Farwest Drive (West City Limits)	South Tacoma Way
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. 833 § 2 (Exh. A), 2025; 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

Street Name	From	To
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

Street Name	From	To
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
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

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
123rd Street SW	Bridgeport Way SW	47th Ave SW
150th Street SW	Murray Road SW	Lakewood East City Limits

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
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

Street Name	From	To
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
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

Street Name	From	To
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
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
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~~ **Minimum street standards and roadway cross sections** 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 provided the roadway is designed to a **minimum street standards pavement section** as outlined in the ESM. [Ord. 583 § 5, 2014; Ord. 501 § 3, 2009.]

12.09.027 ~~Roadway~~ **Transportation** level of service.

The ~~City's intent of this section~~ is to ensure that public **transportation networks** ~~streets~~ maintain an adequate level of service (LOS) **to accommodate all modes of travel** as new development

occurs. The LOS standards ~~for vehicle, pedestrian, and bicycle networks are~~ is adopted in the transportation element of the comprehensive plan.

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.~~

A Trip Generation Memo or a Traffic Impact Analysis (TIA) is required for all new development, redevelopment, or change of use unless exempted in the table below. Required elements for each type of traffic study are detailed in the City of Lakewood Engineering Standards Manual.

Traffic Study Requirements

Trip Generation Criteria	Required Traffic Study
5 or Fewer PM Peak Hour Trips	No Analysis Required
Over 5 PM Peak Hour Trips and Under 50 PM Peak Hour Trips	Trip Generation Memo
Over 50 PM Peak Hour Trips	Traffic Impact Analysis
SEPA review required by LMC 14.02	Traffic Impact Analysis

~~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 ~~or crash history~~ 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 and follow the guidelines of ITE's Transportation Impact Analysis for Site Development.

Article II. Road Improvements

Sections:

12.09.031 Street frontage improvements.

12.09.032 Other road improvement requirements.

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 or ADUs (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, **as determined by the City Engineer.**

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).

e. **The proposed addition, alteration or tenant improvement will increase the area of the building by more than 50%.**

4. *Planned Action Areas.* For developments located within the Downtown Subarea Plan area or the Station District Subarea Plan area that generates more than twelve (12) new/additional vehicular trips per day, frontage improvements are required. Such frontage improvements shall be designed and constructed in accordance with the applicable standards in Titles 18B and 18C or the Engineering Standards Manual (ESM), whichever imposes the more stringent requirement.

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 lane, at the sole cost of the applicant as directed by the City Engineer. The City Engineer may **require the improvements to be installed for a greater length as a condition of project approval based on the TIA and/or 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 **and pedestrian** signal equipment, utility installation or relocation, landscaping strip, street trees ~~and landscaping~~, irrigation, street widening, pavement overlay or reconstruction, ~~and~~ channelization, **signing, and pavement markings.**

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's 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, and quantities based on WSDOT's average unit prices. **Cost shall also include engineering design and surveying and testing costs;** 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.~~ **along the higher classification roadway. Alternatively, the City Engineer may require improvements along the lower classification roadway to satisfy site access, circulation, or public safety requirements.**

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:

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.]

Article III – Private Streets

Sections:

- 12.09.061 Certification.**
- 12.09.062 Completion.**
- 12.09.063 Maintenance.**
- 12.09.064 Conditions of recording.**

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 public street requirements as required in the Engineering Standards Manual and in accordance with the International Fire Code (IFC).
- 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 Access gates (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. Any utilities located on the private street have been installed in conformance with all applicable codes.
- G. 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 from the project engineer 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~~ Final plat shall be constructed completed 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 **P**lat, 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 **P**lat 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

Sections:

12.09.070 Traffic control.

12.09.080 Street trees.

12.09.090 Sidewalks, walkways, paths, and trails.

12.09.070 Traffic control.

A-~~Temporary and permanent~~ 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.

A. ~~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.~~

B. 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 ~~temporary~~ 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.

D. ~~When the provisions of an approved temporary traffic control plan are insufficient to ensure public safety, or when specific site conditions warrant, the City Engineer shall have the authority to require the applicant to employ one or more uniformed police officers with police vehicles to provide traffic control at the applicant's sole expense. Conditions requiring the use of a police officer may include, but are not limited to:~~

- ~~1. Directing traffic through a signalized intersection in a manner other than the normal signal phasing;~~
- ~~2. Work on arterial streets where posted speeds are high;~~
- ~~3. Locations with high pedestrian or vehicular traffic volumes;~~
- ~~4. Periods of limited visibility or during emergencies; or~~

5. Any other condition where the City Engineer determines that certified flaggers are insufficient to provide for the safety of the public and the work crew.

E. City approval of temporary and permanent traffic control plans does not relieve the contractor and applicant of responsibility for maintaining proper traffic control for the project's duration.

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 to comply with LMC 18A.70.170 is exempt from this requirement. The general maintenance of City-owned street trees by City employees, ~~their~~ the City's contractors, or assigns is also exempt from this requirement.

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.]

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 and meeting ADA requirements. The preferred location for other sidewalks or 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. The minimum easement width shall be the width of the sidewalk or walkway plus two feet on each side of the sidewalk or walkway, but not to be less than eight feet.

B. Easements and tracts may be used to accommodate multiuse pathways or trails. Easements and tracts shall be wide enough to include the pathway or 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. **The minimum width of the easement shall not be less than fourteen feet.**

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.]

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 Geotechnical analysis.
- 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 Not used.
- 12.10.062 Commercial and multifamily driveways.
- 12.10.063 Emergency vehicle (EV) access standards.
- 12.10.070 Gates.

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:

- A. For the issuance of a **commercial** 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, **City of Tacoma** 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 (**2H:1V**), or as recommended by a soils engineer. The cut depth shall be set back from property lines as follows:

Cut Depth	Set Back Distance
Under 5 Feet	2 Feet
5 – 20*	Feet Height of Cut/5 *Minimum of a 2' setback required
Over 20 Feet	10 Feet

Exceptions:

1. A cut surface that is demonstrated to be stable at a steeper slope as certified by a registered design professional and approved by the City Engineer.
2. A cut that does not extend vertically four feet (4') or more from the finished grade.

[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.

Fill slopes shall be no steeper than is safe for the intended use and shall not be steeper than two horizontal to one vertical (2H:1V), or as recommended by a **licensed geotechnical soils** engineer. ~~Fill sites shall be approved by the engineer as suitable locations for the proposed fill.~~
All proposed fill sites shall be reviewed and stamped by a licensed geotechnical engineer for suitability. In addition, fills affecting public right-of-way or public infrastructure shall be subject to review and approval by the City Engineer.

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:

Fill Depth	Set Back Distance
Under 5 Feet	2 Feet
5 – 40 Feet**	Height of Fill/52 ** Minimum setback of 2 feet
Over 40 Feet	20 Feet

[Ord. 501 § 3, 2009.]

12.10.033 **Geotechnical analysis.** ~~Soil – Engineering geology report.~~

All site development proposals that include grading or construction of retention, detention, or other stormwater facilities within two hundred feet of slopes steeper than thirty percent, or where the Director or City Engineer deems that the proposed construction poses a potential hazard due to its proximity to a slope shall include a geotechnical analysis.

A. The analysis shall include a map of investigation and testing locations, soil characteristics, and depth to groundwater (if encountered), at a minimum.

B. Additional elements may be required depending on the amount of impervious area infiltrated on the project site.

C. The geotechnical analysis and report shall be prepared by a professional engineer or engineering geologist licensed in the state of Washington. ~~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.]~~

12.10.040 Erosion control.

All proposed projects that will clear, grade, or otherwise disturb a site shall provide erosion and sediment controls **Best Management Practices (BMPs)** 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 **12.04** [12.05](#) and LMC 12.11 and the Engineering Standards Manual. [Ord. 648 § 2, 2016; Ord. 501 § 3, 2009.][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.]

12.10.051 Elevating by fill, pilings and diking.

All new development shall be designed and located to minimize the impact on flood flows, flood storage, water quality, and habitat. No filling or grading shall be permitted which increases

flood hazards, water velocities, or flood elevations **except as allowed in LMC 18A.50.070.**

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.]

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, **including** filling, new construction, ~~and~~ substantial improvements, **and other development** shall be prohibited except as ~~follows~~ **allowed in LMC 18A.50.070(B)(6) and:**

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.

The applicant shall provide a certification by a registered professional engineer demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed development would not result in any increase in flood levels during the occurrence of the base flood discharge. ~~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.~~

12.10.060 Ingress/egress, driveways and access.

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

B. 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.

C. ~~Except for a single family dwelling (not located on an arterial street),~~ All **non-residential** 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.

D. 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.

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

F. 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~~ **the** location **shown on the final plat** unless **alternatives are** ~~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 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.~~

~~Residential driveways shall be constructed the maximum practical distance but in no event less than 35 feet or the posted speed limit, 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.]~~

12.10.06¹² Commercial and multifamily driveways.

Commercial and multifamily driveways shall **comply with the design standards established in the City of Lakewood Engineering Standards Manual. The City Engineer or designee shall approve the number, location, and design of commercial and multifamily driveways based on traffic safety, volumes, and site conditions.** ~~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.~~

~~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.~~

~~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.~~

~~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.~~

12.10.06~~23~~ Emergency vehicle (EV) access standards.

~~All developments shall provide emergency services access in accordance with the standards in the City of Lakewood Engineering Standards Manual (ESM). ES access designs require the approval of the City Engineer, in consultation with the Fire Marshal. The Fire Marshal may modify ES access requirements consistent with the International Fire Code as adopted by the City. 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.]~~

12.10.06370 Gates.

A building permit issued by the City is required when gates are installed over private streets and driveways. All gates shall comply with the design and access requirements established in the City of Lakewood Engineering Standards Manual (ESM). The City Engineer and Fire Marshal

shall review and approve gate locations and designs, including fire access features, in accordance with the International Fire Code (IFC) and City standards.

~~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.~~

~~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 **and compliant** 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 **12.01.090** ~~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.

C. The City has adopted the current version of the Department of Ecology Stormwater Management Manual for Western Washington (SWMMWW) as the basis for ensuring compliance with its NDPES permit and protecting surface water quality. Local requirements and procedures herein are intended to provide efficient and effective administration of the Manual. While general definitions are provided in 12.01.070 LMC to provide context and a common understanding within the Code, the SWMMWW shall be consulted for detailed definitions, examples, exclusions, and exceptions related to stormwater management.

D. No site development activity, including land clearing, grading, or other construction activity described in this title, shall commence or continue without a valid permit issued by the Department.

12.11.030 Development proposal requirements.

~~A drainage review and approval is required when any development proposal is subject to a City permit.~~ Separate drainage review and approval shall be required based on thresholds of new and replaced impervious surfaces, measured in square feet (SF). Thresholds are established in Table 12.11-1, and may be modified by the City Engineer to protect the public interest. 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.

Table 12.11-1 Drainage Review Submittal Requirements

New Impervious Surface Area	Submittal Requirement	Reference
Less than 2,000 SF	No separate drainage review* unless in critical area or associated buffer.	12.04.040 LMC
	Minimum Requirement #2	SWMMWW
2,000 – 5,000 SF	No separate drainage review* unless in critical area or associated buffer.	ESM Ch. 2
	Site Plan showing grading, drainage flow paths, and proposed BMPs.	SWMMWW
	Minimum Requirements #1-5	
Greater than 5,000 SF	Engineered Drainage Plan and Report	ESM Ch. 2, 3
	Site Development Permit.	SWMMWW
	Minimum Requirements #1-9	

*Compliance for NPDES requirements for projects with less than 5,000 SF will be verified during the construction permit review and inspection process.

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 onsite mitigation capacity is exceeded; or the system is compromised or fails.

Not all of the minimum requirements apply to every development or redevelopment project. All new development and redevelopment projects are responsible for preventing erosion and discharge of sediment and other pollutants into receiving waters. The applicability of other minimum requirements varies depending on the type and size of the project. The **SWMMWW Volume 1 Chapter 3** provides flow charts (Figures I-3.1; I-3.2; I-3.4) in Figures 11.1 and 11.2 and shall be used to determine which of the minimum requirements apply.

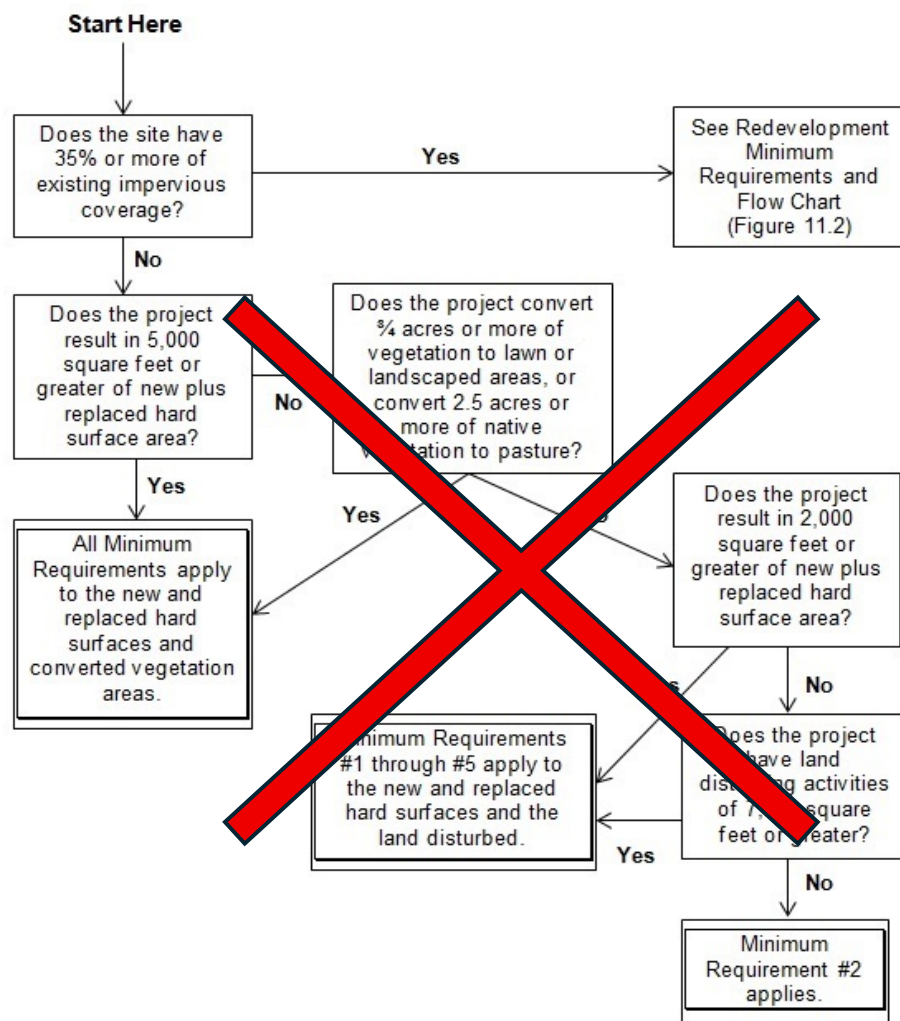


Figure 11.1: Flow Chart for Determining Requirements for New Development

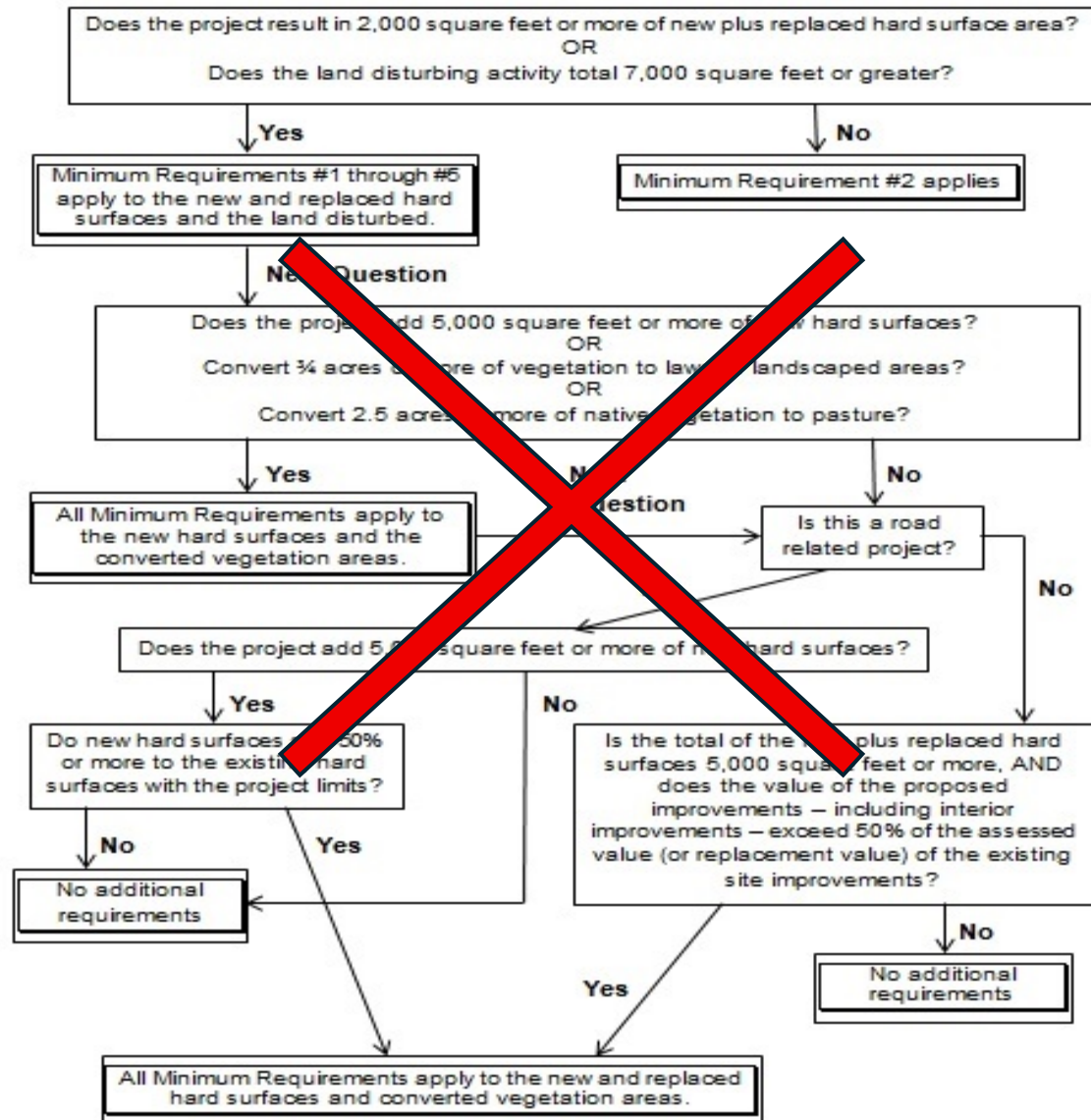


Figure 11.2: Flow Chart for Determining Requirements for Redevelopment

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. **Design details, sizing methods, and construction standards for required drainage plans are provided in the City of Lakewood Engineering Standards Manual**

and shall be used. The ESM distinguishes between submittal requirements for site plans and engineering drainage plans.

A. *Minimum Requirement No. 1: Preparation of Storm Water Site Plans.* All projects meeting the thresholds in LMC [12.11.030](#), [Table 12.11-1](#) ~~Figure 11.1 or 11.2~~, shall prepare a stormwater site plan for City review. Stormwater site plans shall be prepared in accordance with the **SWMMWW** ~~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](#), [Table 12.11-1](#) ~~Figure 11.1 or 11.2~~, shall prepare a construction stormwater pollution prevention plan (SWPPP) as part of the stormwater 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 stormwater 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 **SWMMWW** ~~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 stormwater 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 stormwater 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.~~

Projects that fully infiltrate all runoff from hard surfaces and converted vegetation areas onsite satisfy this minimum requirement.

b. ~~This minimum requirement applies to p~~**Projects that will discharge stormwater to a City-owned conveyance system will require detention onsite and an engineered release rate in accordance with items 2-4 below. 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 ~~SWMMWW 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~~ **0.15** cubic feet per second or greater increase in the 100-year flow frequency from a threshold discharge area as estimated using **an approved continuous simulation model** ~~the Western Washington Hydrology Model or other approved model and one-hour time steps (or a 0.15 cfs increase or greater using and 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 **approved continuous simulation model** ~~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. **Refer**

~~to SWMMWW for basin map and additional details. 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 ~~SWMMWW DOE Stormwater Manual~~ or an approved equivalent.

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

1. *Applicability.* The requirements below apply only to projects whose stormwater 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-CD~~ of the ~~SWMMWW 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.

Stormwater 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 ~~SWMMWW 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 ~~SWMMWW 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.

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~~ **shall not** occur prior to the construction **and acceptance** of drainage facilities, **roadways, and sidewalks. All safety and ADA compliance elements of a project must be complete prior to final plat approval.** ~~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.~~

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;

a. Runoff contacting trash, food waste, or leachate constitutes a prohibited discharge to the storm drainage system.

b. Uncovered or uncontained waste enclosures shall not directly discharge or infiltrate into storm drainage or pervious surfaces without mitigation. These areas must be managed in accordance with design parameters in the Engineering Standards Manual. Wash water and leachate shall be collected and directed to the sanitary sewer, if approved by Pierce County. See Engineering Standards Manual for design criteria.

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 **Director and** City Engineer, or their **designees** thereof or enforcement inspector or official, **is are** authorized to enforce the regulations of this section ~~through the following process or procedure~~ **in accordance with LMC 1.44.**

~~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 5 6, 2016; Ord. 583 5 9, 2014; Ord. 501 5 3, 2009.]~~

Chapter 12.12

COMMUTE TRIP REDUCTION*

Sections:

- 12.12.010 Definitions
- 12.12.020 Commute trip reduction goals.
- 12.12.030 Designation of CTR zone and base year values.
- 12.12.040 City employee CTR plan.
- 12.12.050 Implementation responsibility.
- 12.12.060 Responsible City department.
- 12.12.070 Applicability.
- 12.12.080 Notification of applicability.
- 12.12.090 New affected employers.
- 12.12.100 Change in status as an affected employer.
- 12.12.110 Requirements for employers.
- 12.12.120 Record-keeping.
- 12.12.130 Schedule and process for CTR reports, program review and implementation.

- 12.12.140 Exemptions and goal modifications.**
- 12.12.150 Credit for transportation demand management (TDM) efforts.**
- 12.12.160 Appeals of final decisions.**
- 12.12.170 Enforcement.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Good faith effort" means that an employer is meeting the minimum requirements identified in RCW 70A.15.4050 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.

"Major employer" means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months during the year.

"Major worksite" means a building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way, and at which there are one hundred or more full-time employees, who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays, for at least twelve continuous months.

"Mode" means the means of transportation used by employees, such as SOVs, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedules, and teleworking.

"Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service, unless the third day falls on a weekend or legal holiday, in which case the notice is deemed accepted the day after the weekend or legal holiday.

"Peak period" means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

"Peak period trip" means any employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

"Person hours of delay" means the daily person hours of delay per mile in the peak period of 6:00 a.m. to 9:00 a.m., as calculated using the best available methodology by the department of transportation.

"Proportion of single-occupant vehicle commute trips" means the number of commute trips made by single-occupant automobiles divided by the number of full-time employees.

"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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.020 Commute trip reduction goals.

The intent of the Lakewood CTR program goals and targets, per RCW 70A.15.4020 is to help achieve the City's broader transportation and land use goals, and that the jurisdiction in turn develops services, regulations, policies and programs that support the trip reduction investments of major employers.

The CTR goals for employers affected by this chapter are to achieve, from the date on which they become subject to this chapter, the following reductions in vehicle miles traveled (VMT) per employee or in the proportion of single-occupant vehicle (SOV) commute trips from the 2025 base year value of Lakewood's CTR zone or the work site's measured base year value:

- A. Fifteen percent within two years;
- B. Twenty percent within four years;
- C. Twenty-five percent within six years; and
- D. Thirty-five percent within 12 years.

[Ord. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

~~**12.13.030 Designation of CTR zone and base year values.**~~

Repealed by Ord. 831.

12.12.030 City employee CTR plan.

The City of Lakewood's CTR plan for City employees, developed in accordance with the provisions of RCW 70A.15.4000 through 70A.15.4110 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.]

12.12.040 Implementation responsibility.

The City of Lakewood has a variety of responsibilities pursuant to the requirements of RCW 70A.15.4000 through 70A.15.4110 and this chapter, including but not limited to the following:

- A. Adoption and implementation of CTR programs and plans for all major employers, consistent with RCW 70A.15.4020, and in cooperation with other major employers and other public agencies.
- B. Provide for civil penalties for affected employers that fail to implement or modify a CTR program as required by this chapter.
- C. Coordinate with neighboring jurisdictions to ensure consistency in the development and interpretation of the CTR plan.
- D. Implement a CTR program for City of Lakewood employees.
- E. Provide technical assistance to affected employers within the City of Lakewood to help them meet the requirements of this chapter.
- F. Review the CTR programs of affected employers within the City of Lakewood.
- G. Review and revise the City of Lakewood CTR program as necessary.
- H. Provide information on the adopted CTR plan, as well as annual reports and other information as required, to the State Commute Trip Reduction Board (RCW 70A.15.4060) via the state. [Ord. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.050 Responsible City department.

The City of Lakewood Department of Planning and Public Works 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.060 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.070 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.080 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.090 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.100 Requirements for employers.

An affected employer is required to make a good faith effort, as defined in RCW 70A.15.4050 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.

A. Not more than 90 days after the adoption of the City's CTR plan, each major employer in Lakewood shall perform a baseline measurement consistent with the rules established by the department of transportation under RCW 70A.15.4060. Not more than 90 days after receiving the results of the baseline measurement, each major employer shall develop a CTR program and shall submit a description of that program to the City for review. The program shall be implemented not more than 90 days after approval by the City.

B. A CTR program of a major employer shall consist of, at a minimum:

- (a). designation of a transportation coordinator and the display of the name, location, and telephone number of the coordinator in a prominent manner at each affected worksite;
- (b) regular distribution of information to employees regarding alternatives to SOV commuting;
- (c) a regular review of employee commuting and reporting of progress toward meeting the SOV reduction goals to the City consistent with the method established in the CTR plan and the rules established by the department of transportation under RCW 70A.15.4060; and (d) implementation of a set of measures designed to achieve the applicable CTR goals adopted by Lakewood. Such measures may include but are not limited to:
 - (i) Provision of preferential parking or reduced parking charges, or both, for high occupancy vehicles and motorcycles;
 - (ii) Instituting or increasing parking charges for SOVs;
 - (iii) Provision of commuter ride matching services to facilitate employee ride sharing for commute trips;
 - (iv) Provision of subsidies for transit fares;
 - (v) Provision of vans for vanpools;

- (vi) Provision of subsidies for carpooling or vanpooling;
- (vii) Permitting the use of the employer's vehicles for carpooling or vanpooling;
- (viii) Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
- (ix) Cooperation with transportation providers to provide additional regular or express service to the worksite;
- (x) Construction of special loading and unloading facilities for transit, carpool, and vanpool users;
- (xi) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
- (xii) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facility;
- (xiii) Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes;
- (xiv) Establishment of a program of alternative work schedules such as compressed workweek schedules which reduce commuting; and
- (xv) Implementation of other measures designed to facilitate the use of high occupancy vehicles such as on-site day care facilities and emergency taxi services.

C. Employers or owners of worksites may form or utilize existing transportation management associations or other transportation-related associations authorized by RCW 35.87A.010 to assist members in developing and implementing commute trip reduction programs.

D. Employers shall make a good faith effort towards achievement of the goals identified in RCW 70A.15.4020(4)(d). [Ord. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.110 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.120 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 2026, 2028, and 2030. New affected employers shall survey on an alternative schedule consistent with LMC [12.12.020](#). 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.130 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.140 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.150 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 [12.12.150](#).
- 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. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

12.12.160 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 [12.12.020](#).

B. *Program Modification Criteria.* The following criteria for achieving goals for VMT per employee and proportion of SOV trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer is making good faith effort, as defined in RCW 70A.15.4050 and this chapter, and is meeting either or both goals, the employer is satisfying the objectives of the CTR plan and will not be required to modify its CTR program.

2. If an employer is making a good faith effort, as defined in RCW 70A.15.4050 and this chapter, but is not meeting or is not likely to meet the applicable SOV or VMT goal, the City shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the City for approval within 30 days of reaching an agreement. If an employer is not making a good faith effort, as defined in RCW 70A.15.4050 and this chapter, and is failing to meet either the applicable SOV or VMT reduction goal, the City shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within 30 days to incorporate the modifications. In response to the recommended modifications, the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with the program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the City within 10 working days of the conference.

C. *Violations.* The following constitute violations if the deadlines established in this chapter are not met:

1. Failure to develop and/or submit on time a complete CTR program, including the following:

- a. Employers notified or that have identified themselves to the City within 180 days of the ordinance providing for this chapter being adopted and that do not submit a CTR program within 180 days from the notification or self-identification; and
- b. Employers not identified or self-identified within 180 days of the ordinance being adopted and that do not submit or implement a CTR program within 180 days from the adoption of the ordinance providing for this chapter.

2. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and SOV goals as specified in this chapter.
3. Failure of an employer to meet the requirements of RCW 70A.15.4050 and this chapter for good faith effort.
4. Failure to revise a CTR program as defined in RCW 70A.15.4050 and this chapter.

D. *Penalties.*

1. The City shall notify employers in writing if they are in violation of this chapter. The written notification shall state the effective date upon which penalties will begin to accrue. In the event that an affected employer appeals the imposition of penalties, the penalties will not accrue during the appeals process. Should the outcome of the appeals process favor the employer, all or a portion of monetary penalties will be dismissed.
2. No affected employer with an approved CTR program which is making a good faith effort may be held liable for failure to reach the applicable SOV or VMT goal.
3. Each day of failure to implement the program shall constitute a separate violation and is classified as a Class I civil infraction pursuant to the City Code. The penalty for this violation shall be \$250.00 per day.
4. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they do the following:
 - a. Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
 - b. Advise the union of the existence of the statute and mandates of the CTR program approved by the City of Lakewood and advise the union that the proposal being made is necessary for compliance with state law (RCW 70A.15.4040).

E. *Appeals of Penalties.* Affected employers may appeal penalties pursuant to the provisions of the City Code and RCW [7.80.100](#). [Ord. 831 § 2 (Exh. A), 2025; Ord. 501 § 3, 2009.]

~~Chapter 12.15~~

~~SANITARY SEWER CONNECTION~~

Sections:

- ~~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.~~

~~"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.~~

~~"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~~

~~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. 530-5-1, 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. 637-5-3, 2016; Ord. 530-5-1, 2011.]~~

~~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 requester 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 12.13

TRANSPORTATION BENEFIT DISTRICT

Sections:

- 12.13.010 Transportation Benefit District established.**
- 12.13.020 Governing Board.**
- 12.13.030 Powers of the Lakewood Transportation Benefit District.**
- 12.13.040 Transportation improvements funded.**
- 12.13.050 Establishment of revenue sources.**
- 12.13.060 Expiration of authority to exercise statutory powers.**

12.13.010 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.]

12.13.020 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.]

12.13.030 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.]

12.13.040 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.]

12.13.050 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.]

12.13.060 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 12.14

LOCAL IMPROVEMENT DISTRICTS

Sections:

- 12.14.010** Procedures relating to local improvement districts and utility local improvement districts.
- 12.14.020** Powers and duties of City Engineer – Assessment roll.
- 12.14.030** Delinquent installments – Penalties.
- 12.14.040** Notice of delinquent assessments.
- 12.14.050** Foreclosure of delinquent assessments.
- 12.14.060** Issuance of bonds.

12.14.010 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.]

12.14.020 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.]

12.14.030 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.]

12.14.040 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.]

12.14.050 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.]

12.14.060 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 12.19~~

~~CLUSTER-STYLE MAILBOXES~~

Sections:

~~12.19.010~~ —

~~12.19.020~~ —

~~12.19.030~~ —

~~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~~.

"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 12.15

LOCALLY SOURCED COMPOST MATERIALS

Sections:

- 12.15.010 Compost for City projects.
- 12.15.020 Utilization of compost products.
- 12.15.030 Compliance.
- 12.15.040 Purchasing.
- 12.15.050 No substantive rights granted.

12.15.010 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.]

12.15.020 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.]

12.15.030 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.]

12.15.040 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.]

12.15.050 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.]

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.](#)

City of Lakewood Engineering Standards Manual

January 2021

City of Lakewood
Planning and Public Works Engineering Department
6000 Main Street SW
Lakewood, WA 98499

January 2021-TBD



Engineering Standards Manual

January 2021**2026**

City of Lakewood
Planning and Public Works ~~Engineering Department~~
6000 Main Street SW
Lakewood, WA 98499

PREFACE

This manual ~~has been prepared to provide a~~ **provides the** graphic and written representation of minimum standards ~~that establish the minimum design and for construction requirements for~~ of public improvements within the public right-of-way, easements, ~~city~~ **City-owned** properties, and on private ~~property relating to~~ development ~~sites within the City limits.~~ **improvements.**

This manual is compiled and published by the City of Lakewood **Planning and Public Works Engineering** Department **to promote consistency and uniform application** ~~The intent is to achieve maximum uniformity of~~ engineering and construction practices **throughout** ~~within~~ the City of Lakewood.

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1.0 General Considerations

All requirements contained in the Engineering Standards Manual (ESM), 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~~ establish effective, functional and appropriately designed public and private infrastructure. The design elements adopted in this manual are intended to promote ~~for the function each street serves. The appropriate design elements should address~~ health, safety, welfare, appearance, and long term performance for economies of a street, utility, and site improvements.~~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~~ 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. Relationship to LMC and Other Regulations

Titles 12 and 13 of the Lakewood Municipal Code (LMC) establish the legal and procedural requirements for public works and site development and define policy and minimum requirements. The ESM provides the technical standards and specifications defining how those requirements shall be implemented. Technical thresholds and regulatory triggers are governed by the LMC, while the ESM offers corresponding engineering guidance to ensure consistent application and interpretation across projects.

1.2. Coordination with Development Procedures

Development review, inspection, and permitting processes under this manual shall be coordinated with the procedural requirements of LMC Title 18A. This ensures consistency with adopted City timelines, decision authority, public notice provisions, and helps streamline review for the public, applicants, reviewers, and inspectors.

1.3. Materials and Standards Consistency

To maintain quality and compatibility with regional infrastructure, materials, components, and construction practices used under this manual shall conform to the latest editions of the WSDOT Standard Specifications and, where applicable, the Pierce County Sanitary Sewer Development Specifications. Equivalent products or suppliers may be approved by the City Engineer. Detailed requirements for material approval and testing are provided in Section 1.10 Quality Assurance and Quality Control Standards.

1.4. Consistency with Comprehensive and Subarea Plans

The Engineering Standards Manual and related provisions of Titles 12 and 13 shall be implemented in a manner consistent with the City of Lakewood Comprehensive Plan and all adopted Sub-area Plans. The standards in this manual support the infrastructure, transportation, land-use, and environmental objectives of those plans and should be reviewed and updated as needed to remain aligned with future policy or plan amendments.

1.5. Complete Streets and City Standard Details

The City of Lakewood's Complete Streets Policy (LMC 12.07) establishes the framework for safe, accessible, and connected transportation networks for all users. Design and construction within the right-of-way shall support these goals by providing multimodal accommodations consistent with the policy and applicable best practice design guides such as those published by AASHTO, NACTO, and ITE.

Where the City maintains its own construction detail or standard drawings, it shall be numbered and labeled using the prefix COL-### to distinguish it from WSDOT or Pierce County standards. These City details supplement, not replace, regional standards, and shall be referenced in plan sets where applicable.

1.6. 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 **8th Edition (2018)**, published by the American Association of State Highway and Transportation Officials (**AASHTO**)
 - With applicable errata through 2024 or subsequently as amended.
- Design Manual, **WSDOT M 22-01, July 2024 edition or subsequently as amended.**, published by the Washington State Department of Transportation
- Guide for Design of Pavement Structures, 1993, with 1998 Supplement or as subsequently amended, published by the American Association of State Highway and Transportation Officials (AASHTO).
- Highway Capacity Manual, **7th Edition (2022) or subsequently as amended.**, published by the Transportation Research Board (TRB)
- Highway Runoff Manual, **WSDOT M 31-16, July 2024 edition or subsequently as amended.**, 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, or subsequently as amended.**
- ~~Pierce County Stormwater Management and Site Development Manual~~
- Pierce County **Road and Bridge Standard Drawings or subsequently as amended.**

- Soil Survey of Pierce County Area, Washington, published by the Natural Resources Conservation Service, U.S. Department of Agriculture (current online edition, updated 2023 or subsequently as amended.)
- Standard Plans for Road, Bridge, and Municipal Construction, WSDOT M 21-01, 2024 Edition or subsequently as amended, published by the Washington State Department of Transportation
- ~~Standard Specifications for Highway Bridges, published by the American Association of State Highway and Transportation Officials~~
- Standard Specifications for Road, Bridge and Municipal Construction, WSDOT M 41-10, published by the Washington State Department of Transportation and the Washington State Chapter of the American Public Works Association, WSDOT/APWA 2025 Edition or subsequently as amended.
- Stormwater Management Manual for Western Washington (SWMMWW), 2024 Edition or subsequently as amended, 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, 12th Edition (2021) or subsequently as amended., published by the Institute of Transportation Engineers (ITE)
- ~~Highway Capacity Manual, published by the Transportation Research Board~~
- WSDOT Pavement Guide, M 23-50.21, July 2023 Edition or subsequently as amended., 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) or subsequently as amended. ~~Accessibility Guidelines, published by the United States Access Board~~
- 2021 International Building Code (IBC), published by the International Code Council (ICC) and as amended in LMC Title 15
- Roadside Design Guide 4th Edition (2011), published by the American Association of State Highway and Transportation Officials (AASHTO)
- Load and Resistance Factor Design (LRFD) Bridge Design Specifications, 10th Edition (2023) or subsequently as amended, published by the American Association of State Highway and Transportation Officials (AASHTO)
- Sanitary Sewer Development Specifications, published by Pierce County Planning & Public Works, Sewer Division, latest edition and subsequently amended
- U.S. Postal Service (USPS). Delivery Planning Standards for Centralized Delivery, Handbook PO-632, latest edition or subsequently amended.

1.7. 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.

1.8. Professional Qualifications

Professionals in technical fields including Civil, ~~Mechanical Engineering~~, Electrical, ~~Structural, 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.

1.9. Deviation and Variance from Standards

Provisions for deviations ~~and variances~~ from these standards are described in ~~the Lakewood Municipal Code City of Lakewood Public Works Code~~, Sections 12.04.020 and 12.04.030.

1.10. Transit Facilities

Transit facilities may be required as part of a development project. Contact Pierce Transit ~~and Sound Transit~~ to determine if required; and if so, for ~~appropriate~~ design guidelines.

1.11. 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

1.12. Quality Assurance and Quality Control Standards

1.12.1. Approval of Materials, Equipment, and Material Sources

The ~~project~~ engineer ~~of record~~ shall be required to provide quality assurance and quality control for all project materials and equipment. The ~~project~~ 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 ~~project~~ 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 ~~permittee 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~~: 12.01.100

1.12.2. Testing Requirements

The **permittee** 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.

1.12.3. Approved Materials and Suppliers

The City maintains flexibility in approving materials, products, and suppliers to ensure quality, compatibility, and cost effectiveness. Unless otherwise specified, materials and products shall conform to the latest editions of the WSDOT Standard Specifications and Pierce County Sanitary Sewer Development Specifications.

The City may publish or reference an approved products list for key infrastructure components such as traffic signal components, street lighting, school zone lights, manhole castings, precast structures, valves, pipe couplings, and proprietary stormwater treatment devices. Equivalent products may be accepted if they meet or exceed the applicable performance and certification requirements and are approved by the City Engineer prior to installation.

1.12.4. Designers are responsible for verifying current product availability and ensuring compliance with City and regional specifications at the time of design submittal. 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.

1.12.5. 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.

1.12.6. Backfill, Embankment, and Subgrade

- For backfilling trenches compaction testing shall be performed at a minimum of 2 foot depth increments **per 200 ft of trench** and at the top of subgrade.

1.13. **Record Drawings**

Certified record drawings are required for all commercial projects and projects that construct public infrastructure within City rights-of-way. Submittal of approved digital record drawings is required prior to final acceptance of any improvements, in accordance with LMC Title 12 and this Engineering Standards Manual. Preparation of record drawings is the responsibility of the

developer, contractor, and/or design consultant. The City of Lakewood does not budget staff time or internal resources to prepare, convert, or finalize record drawings for Capital Projects. All costs associated with producing digital record drawings shall be included in the project's design and construction contracts. Digital copies of the record drawings in AutoCAD software (most recent edition) and portable document format (PDF) shall be provided to the City. All layers and data must conform to City coordinate system requirements (NAD83/91, NVAD88). Record drawings shall include:

- a. The complete approved plan set, except for erosion control and grading, and including all road and drainage plans, profiles and associated details.
- b. Record drawings shall incorporate all deviations, both horizontal and vertical, to the original approved design. Items not built shall be crossed out. Record drawings shall be accurate, clean, clear and easily readable.
- c. The record drawing set shall be stamped "RECORD DRAWING" and shall be signed and sealed by a professional engineer or land surveyor, and shall contain the following statement 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: _____.”

2.0 ~~Public Works~~ Engineering Review Process

The ~~Planning and~~ Public Works (PPW) engineering ~~Department~~ plan review process is integrated with ~~independent~~ of the review processes of all other City departments and required permits. Therefore, plans or other materials requiring Public Works ~~city~~ engineering review and approval shall be submitted directly to the ~~Public Works Engineering Department~~ through the city's online permit center.

2.1. Pre-Application Conference (Optional)

The pre-application conference is strongly encouraged and is scheduled through the city's online permit center ~~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 application submittal process.

2.2. Fee Schedule

Permit fees shall be paid at the time of permit application in accordance with the City's 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 project engineer of record in the application and civil plan preparation process. The City recommends that these standards be used by the licensed project engineer to ensure compliance and help facilitate a streamlined the plan application review process.

2.4. Application Plan Approval and Review Sequence

2.4.1. Submittal Procedure

~~Applications~~ Plans shall be submitted to ~~through the online permit center.~~ 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, approval and permit issuance. ~~Plans shall be reviewed by the City according to the date they were submitted. Revisions to issued permits shall be~~ Previously approved plans submitted to the City for review and approval through the online permit portal. ~~revisions shall be considered a new submittal. Approved plans under construction will be reviewed prior to new submittals.~~ Permit Expiration and Closure: Refer to LMC 12.04.010 for specific permit expiration timelines and reactivation requirements.

~~2.4.2. Time Limitation of Approval~~

~~2.4.3. 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.~~Revisions to Issued Permits Approved Plans

Projects must be built in accordance with the approved plans. If site conditions necessitate changes to the approved plans this will be considered a Minor or Major revision:

- Minor revisions that have no material design or engineering ramifications or scope changes can be addressed in the field at the inspector's discretion in conjunction with permit lead approval.
- Major revisions will require submittal of a revised plan set via the online permit portal. Inspectors cannot approve changes to approved plans. Applicants should plan for a minimum of 10 business days for review of major revisions.

All revisions must be included on record drawings in accordance with LMC 12.01.080.

~~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. Base Map ~~Formatting Standards~~

A base map provides a common base and reference in the development and design of any project. This component of the site improvement plans helps ensure that the engineering plans, grading plans, and erosion and sediment control (ESC) plans are developed from the same background information. All site improvement plans with multiple sheets must provide the following items on every plan sheet:

- Section, Township, and Range, plat, or project name.
- Assessor's tax parcel #.
- North arrow.
- Graphic engineering scale.
- Title block.
- Revision block.
- Property boundaries.
- All easements to remain.
- Existing utilities to remain, and all associated easements.
- Existing structures (buildings, parking lots and driveways, etc.) to remain.
- Existing natural features such as significant trees, wetlands, streams, floodplain boundaries, slopes and their associated buffers and applicable construction setbacks.

~~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. Basic Site Plan Requirements ~~Cover Sheet~~

The basic site plan set shall be formatted as noted below, and shall include the items listed under base map (3.1.1 Base Map) plus the following:

- Plan sheets – Required sheet size is 22" x 34" unless waived by the director.
- Table of contents – When more than three (3) sheets are used, a table of contents shall be shown.
- Datum – Horizontal: North American Datum of 1983/91 (NAD 83), Vertical: North American Vertical Datum of 1988 (NAVD 88)

- Scale – Preferred horizontal scales are 1" = 20', 1" = 40' (make the scale as large as the plan sheet size can reasonably accommodate). Profiles shall use 1" = 5' or smaller.
- Owner, applicant, and agent information – Name, address, email address, and telephone number.
- Engineer or person preparing the plans – Name, address, email address, and telephone number of the person preparing the plan (Engineer, if an engineered plan).
- Geotechnical Report – A geotechnical report prepared in accordance with SWMMWW Volume III is required whenever an on-site infiltration or percolation stormwater system is proposed. The report shall include soil logs, infiltration test results, soil classification, seasonal groundwater information, and feasibility recommendations for infiltration BMPs. Soil log locations and infiltration test locations shall be shown on the plans.
- Vicinity map – Must be of sufficient clarity to locate the property, showing project site, existing public street systems, etc.
- Symbol legend
- All existing and proposed:
 - Property boundaries with dimensions.
 - Structures and other impervious surfaces such as parking lots, driveways, patios, buildings, etc.
 - Roads and right of way including roadway and right of way widths, surfacing and road names.
 - Sanitary sewers and water utilities.
 - Stormwater systems
 - Common open space.
 - Public dedications.
 - Other manmade features affecting existing topography or proposed improvements.
 - Easements and tracts.
- Offsite waste treatment systems – Show the location of onsite and adjacent offsite waste treatment systems, such as septic tanks and distribution systems, and onsite and adjacent offsite wells and underground storage tanks, all in accordance with Tacoma Pierce County Health District and Pierce County regulations.
- Existing topography for the project site – At a minimum, topography shall be included for the limits of all land-disturbed area, flow-contributing area and the downstream flow path. Additional topography may be required to address relevant topographic features. Topographic contour lines must be shown as described in the plan type being prepared.
- Land disturbing activity – Show proposed limits of land-disturbing activity.
- Surface water discharge – Provide ground surface elevations for a reasonable "fan" around any points of discharge extending at least 50 feet downstream of all point discharge outlets.
- Flow direction – Provide arrows that indicate the direction of surface flow on all public and private property and for all existing conveyance systems.
- Hydrologic features – Provide spot elevations in addition to contour lines to aid in delineating the boundaries and depth of all existing floodplains, wetlands, channels, swales, streams, storm drainage systems, roads (low spots), bogs, depressions, springs, seeps, swales, ditches, pipes, groundwater, and seasonal standing water.

- Revisions – Clearly identify on each sheet, by clouding or other visible notation, all revisions made.

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.

3.1.3. Site Plans and Profile Submittals

a. Simplified Drainage Review (2,000-4,999 sqft impervious)

The Simplified Drainage Review shall contain the base map and basic site plan requirements, plus the following:

1. Existing structures, identifying existing structures to be demolished and existing structures to remain.
2. Proposed structures and distances from lot lines.
3. Setbacks and intended use of each (i.e., side yard setback, top of slope setback, etc.).
4. Clearing limits to show proposed clearing of trees and other vegetation
5. Locations, types, and sizes of conveyance facilities.
6. Locations, types, and sizes of on-site stormwater management BMPs.
7. Locations, types, and sizes of erosion and sedimentation control measures.
8. Proposed driveways and access points from parcel to main road.
9. Adjacent property building(s) for shoreline properties.
10. Location of any critical areas and their associated buffer and/or setback requirements.
11. Notes indicating compliance with conditions of approval for any associated plat, short plat, large lot subdivision, or Performance Based Development, if applicable

b. Engineered Site Development Permit (>5,000 sqft of impervious surface)

All plan sets submitted for Engineered Site Development Permits shall be prepared by and bear the stamp of a professional engineer, licensed in the State of Washington. The plan sets shall follow the requirements of site improvement plans and shall contain the base map and basic site plan requirements, plus the following:

1. Plan view of the entire project site. In the event that the project site is sufficiently large and detailed drainage plans on any given sheet do not encompass the entire project site, the sheet containing the plan view of the entire site shall serve as an index to subsequent detailed plan sheets.
2. Project datum.
3. Locations and elevations of at least one project benchmark for projects < 3 acres in size and 2 benchmarks for projects >3ac.
4. Existing topography, including existing structures, for the site and extending 25 feet beyond project boundaries. Existing topography for adjacent rights of way shall be included for the full width of right of way. Slopes 30% or steeper shall be clearly identified.
5. Contours extending 25 feet beyond project boundaries and including the full width of adjacent rights of way. Contours shall be at 2 foot vertical elevation intervals, except 5 foot intervals may be used in areas of steep slopes.
6. Notation of quantities, in cubic yards, of excavation and/or embankment throughout the project site.
7. Existing and proposed access locations for the project site.
8. Project boundaries including bearings and dimensions.
9. Right of way description including centerline and centerline bearings.
10. Sight triangle detail for all approaches to city right-of-way.
11. Existing utilities including franchised utilities located above or below ground.
12. Locations of existing conveyance facilities that transport surface water onto, across, or from the project site. Existing drainage pipes, culverts, channels, and swales shall include invert or flowline elevations.

13. Location of existing septic system components shall be shown for all areas within 50 feet down-gradient of the project boundaries, consistent with Table 4 of the TPCHD Environmental Health Code.
14. Proposed conveyance facilities, including but not limited to pipes, culverts, channels, swales, structures, outfalls, energy dissipators, etc.
15. Proposed stormwater BMPs, including but not limited to dispersion, bioretention, permeable pavement, ponds, vaults, etc. Include details for construction as needed.
16. Locations of all gutter or ditch flowlines, including flow arrows indicating direction of flow. If a cul-de-sac or hammerhead is proposed as part of roadway system, show spot flowline elevations at 25-foot intervals along the perimeter of the cul-de-sac or hammerhead. Spot elevations at flowlines may also be necessary at intersections.
17. Plan and profile views of conveyance facilities (e.g., pipes, culverts, channels, swales, structures, outfalls, energy dissipators, etc.) including:
 - a. Exact facility locations (e.g., station and offset, or dimensioning).
 - b. Conveyance facility types, sizes, materials, lengths of runs, and gradients.
 - c. Structure identifier (catch basin or manhole number).
 - d. Type of structure (e.g., Type 2 CB).
 - e. Top elevation and invert elevations in/out of structures.
 - f. Notes or references to details, cross-sections, profiles, etc.
 - g. In order to minimize duplication of information where plan and profile views appear on the same sheet, conveyance facility information provided in the plan view can be limited to the following: structure identifier, type of structure, pipe types and materials, and lengths of runs.
 - h. Plan and profile views of proposed conveyance facilities in existing and proposed public and private roads. In addition to items 16a through f, profile views shall include:
 1. Existing and finished grades.
 2. Existing underground utilities where such utilities cross proposed drainage facilities.
18. Notes or call-outs indicating any proposed phasing of construction.
19. Details for all proposed drainage structures for which there is insufficient information in the plan view. Details are not required for structures included in the American Public Works Association (APWA)/Washington State Department of Transportation (WSDOT) Standard Plans, provided that the specific APWA/WSDOT Standard Plans are referenced in the construction notes.
20. Cross-sections for at least the following:
 - a. Roadways, including access roads.
 - b. Surveyed cross-sections for new roadways, frontage improvements and/or roadway widening.
 - c. Proposed on-site stormwater management, flow control, and water quality treatment BMPs.
 - d. Proposed ditches and swales, including bioretention facilities

3.1.4 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.~~

3.1.4. Final Submittal

~~Red line drawings (marked up plans) for final review including 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.
 - Project lead will review cost estimates for approval prior to financial guarantee being issued.
- Financial guarantees shall be consistent with LMC 3.80.

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 **General Notes**

The following General Notes are to be included on the plans.

General Notes

1. All work in City right-of-way requires a Right-of-Way permit from the City of Lakewood **as prescribed in LMC 12.04.**
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 Municipal Code Titles 12 and 13** ~~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~~ **Planning and Public Works Department** 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 **(PLS) in accordance with RCW 18.43 and WAC 196-29** ~~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 12.01.080 ~~6.010~~.
13. A NPDES Construction Stormwater General Permit & Coverage ~~may~~ **will** be required by the Washington State Department of Ecology for **projects >1 acre in size**. Contact the Department of Ecology for more information.
14. Any disturbance or damage to Critical Areas and associated buffers **regulated under LMC Title 14**, or significant trees designated for preservation and protection **pursuant to LMC 18A.70** shall be mitigated. **The proposed mitigation shall be in accordance with a Mitigation Plan reviewed and approved by the Planning & Public Works Department Director or designee** ~~City of Lakewood Community Development Department~~. Preparation and implementation of the Mitigation Plan shall be at the developer's expense.

3.2. Roadway Plans

3.2.1. 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~~ **items**: ~~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. (North is typically up or to the right.)

- 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.

3.2.2. 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 shall be of 1" = 5' or smaller (e.g., 1"=2") to ensure grade changes are clearly visible. Clarifying details may be use a more convenient scale. ~~done to a more convenient scale.~~
- Plan view scales required by outside agencies (e.g., Pierce County Sewer Division) may differ from City standards. However, all drawings submitted to the City shall be adjusted in CAD to meet City submittal scale requirements.
- 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 1.11 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 shown on the same plan sheets as all proposed improvements (not on separate alignment or control sheets).
- Right-of-way radii, included on the improvement plan sheets wherever the right-of-way changes direction.
- 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. **Utilities to be shown in profile view.**
- 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~~ **ADA** ramp locations **and details.**
- 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.

3.2.3. 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 **and schedule required inspections.**

~~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~~

2. ~~Inspection No. 5: Overall roadway, after paving, cleaning of drainage system and all necessary cleanup, striping, buttoning, monuments, and all delineation work~~ **Monuments shall be installed in accordance with Washington State Subdivision laws. For new roads, appropriate monuments shall be installed at required locations; for existing roads, existing monuments shall be replaced in kind rather than installing new ones. Monuments are not required at all street intersections by default, and boundary monuments must comply with all applicable state requirements.**

~~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.~~

3. 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.
4. 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~~ **approval in accordance with LMC 12.11.050**
5. 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.
6. 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. **The City's Operations and Maintenance Division shall be notified upon installation of any new or revised signs so that a code number can be assigned and the to ensure accurate sign inventory and asset management**

3.3. Stormwater Plans

3.3.1. 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 and footing drains including:
 - Locations and pipe sizes
 - Connection and discharge points
 - Footing drains shall be tied into the storm conveyance system (not infiltration facilities), especially in silty/clay soils.
- 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

3.3.2. 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 **or other appropriate inlets such as curb openings and aprons**. 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 **and infiltration test data when required** shall be provided to the City **in addition to the following documentation**:
 - Hydrologic modeling results (WWHM, MGSFlood, HydroCAD or approved equivalent program) 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)

3.4. Grading, Erosion, and Sediment Control Plans

3.4.1. 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 **minimum** 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, **if necessary**.
- **Best Management Practices (BMPs)** and 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.
 - **BMPs and** 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 **Removal Permit issued by the Planning & Public Works Department**. ~~Retention Plan issued by the Community Development Department~~. The location, size and species of each tree shall be shown.

3.4.2. 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 **and the applicant is required to schedule inspections in a timely manner**.
 - ~~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~~
2. ~~Inspection No. 5: As needed to determine compliance with approved plans and/or specifications~~ 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 **BMPs**, 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 **BMPs**, 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 **and BMPs** 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 of **er** erosion or sedimentation ~~occurs~~ **occurring** 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.

3.5. Stormwater Pollution Prevention Plan (SWPPP)

3.5.1. Construction Stormwater Pollution Prevention Plan

All Construction SWPPPs for large projects (> 1 acre disturbance) that trigger Minimum Requirements #1 through #9 shall be prepared by and bear the stamp of a professional engineer, licensed in the State of Washington. The Construction SWPPP shall address the thirteen required elements outlined in Ecology's 2024 Stormwater Management Manual for Western Washington (SWMMWW), Volume II, Chapter 2.

Construction SWPPPs for small projects that trigger Minimum Requirements #1 through #5 only do not have to be prepared by an engineer unless the specific small project requires engineering. The Construction SWPPP shall address the thirteen required elements outlined in Ecology's 2024 Stormwater Management Manual for Western Washington (SWMMWW), Volume II, Chapter 2.

Plans submitted for review shall include the following narrative and plan elements described below, at a minimum.

3.5.2. Narrative

- a. Required elements – Describe how the Construction SWPPP addresses each of the 13 required elements. (See Ecology's 2024 Stormwater Management Manual for Western Washington (SWMMWW), Volume II, Chapter 2) Include the type and location of BMPs used to satisfy the required element. If an element is not applicable to a project, provide a written justification for why it is not necessary.
- b. Project description – Describe the nature and purpose of the construction project. Include the total size of the area, any increase in existing impervious area; the total area expected to be disturbed by clearing, grading, excavation or other construction activities, including offsite borrow and fill areas; and the volumes of grading cut and fill that are proposed.
- c. Existing site conditions – Describe the existing topography, vegetation, and drainage. Include a description of any structures or development on the parcel including the area of existing impervious surfaces.
- d. Adjacent areas – Describe adjacent areas, including streams, lakes, wetlands, residential areas, and roads that might be affected by the construction project. Provide a description of the downstream drainage leading from the site to the receiving body of water.
- e. Critical areas – Describe areas on or adjacent to the site that are classified as critical areas per LMC Title 14. Critical areas that receive runoff from the site shall be described up to 0.25 mile downstream, or for the distance required by the downstream analysis, whichever is greater. Describe special requirements for working near or within these areas.
- f. Soil – Describe the soil on the site, giving such information as soil names, mapping unit, and erodibility, settleability, permeability, depth, texture, and soil structure.
- g. Potential erosion problem areas – Describe areas on the site that have potential erosion problems. Include a completed Construction Site Sediment Damage Potential Worksheet (see Washington State Department of Ecology, Western Washington Phase II Municipal Stormwater Permit, Appendix 7).

- h. Construction phasing – Describe the intended sequence and timing of construction activities.
- i. Construction schedule – Describe the construction schedule. If the schedule extends into the wet season, describe what activities will continue during the wet season and how the transport of sediment from the construction site to receiving waters will be prevented.
- j. Financial/ownership responsibilities – Describe ownership and obligations for the project. Include bond forms and other evidence of financial responsibility for environmental liabilities associated with construction.
- k. Engineering calculations – Attach any calculations made for the design of such items as sediment ponds, diversions, and waterways, as well as calculations for runoff and stormwater detention design (if applicable). Engineering calculations shall bear the signature and stamp of an engineer licensed in the state of Washington.
- l. CESCL – A responsible CESCL shall be identified in accordance with Ecology’s Stormwater Management Manual for Western Washington (SWMMWW), Volume II, Chapter 2.
- m. Contact Information – Telephone numbers and email addresses shall be included.

3.5.3. Plans

The Construction SWPPP shall follow the format requirements of ESM section 3.1 and shall contain the following information:

- Basic site plan requirements – All information required per the basic site plan requirements.
- Existing topography – Existing topography, as per the requirements for Full Drainage Review.
- Finished grade
- Phasing – If the site will be cleared in phases, each phase shall meet all requirements of this chapter. The phasing of any erosion and sedimentation control work shall be clearly indicated on the Plan.
- CESCL – The name, address, and contact information of the designated erosion control lead as required in Ecology’s Stormwater Management Manual for Western Washington (SWMMWW), Volume II, Chapter 2.
- Construction sequencing – A detailed listing of the construction sequence.
- Soil types – The boundaries of and labels for different soil types.

- Erosion areas – Areas of potential erosion problems.
- Discharge locations – Locations where stormwater discharges to surface waters during and upon completion of construction.
- Conveyance systems – Show on the site map the following temporary and permanent conveyance features:
 - Locations for swales, interceptor trenches, or ditches.
 - Drainage pipes, ditches, or cut-off trenches associated with erosion and sediment control and stormwater management.
 - Temporary and permanent pipe inverts and minimum slopes and cover.
 - Grades, dimensions, and direction of flow in all ditches and swales, culverts, and pipes.
 - Details for bypassing offsite runoff around disturbed areas.
 - Locations and outlets of any dewatering systems.
- Location of flow control BMPs – Show on the site plans the locations of any Flow Control BMPs.
- Erosion and Sediment Control (ESC) BMPs – Show on the site plans all structural and nonstructural ESC BMPs including:
 - The location of sediment pond(s), pipes and structures.
 - Dimension pond berm widths and inside and outside pond slopes.
 - The trap/pond storage required and the depth, length, and width dimensions.
 - Typical section views through pond and outlet structure.
 - Typical details of gravel cone and standpipe, and/or other filtering devices.
 - Stabilization technique details for inlets and outlets.
 - Control/restrictor device location and details.
 - Stabilization practices for berms, slopes, and disturbed areas.
 - Rock specifications, spacing, sections and detail for rock check dam, if used.
 - The location, detail, and specification for silt fence.
 - The construction entrance location and a detail.
- Other pollutant BMPs – Indicate on the site map the location of BMPs to be used for the control of pollutants other than sediment (e.g., BMPs for commercial composting; refer

to Ecology's Stormwater Management Manual for Western Washington (SWMMWW), Volume II, Chapter 3).

Standard plan notes – Include standard Erosion and Sediment Control (ESC) plan notes consistent with Ecology's 2024 SWMMWW, Volume II, Chapter 2 (Construction Stormwater Pollution Prevention) and Lakewood permit conditions. ~~Utility Plans~~

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.

3.6. Channelization, Signage, and Illumination Plans

3.6.1. 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 separately as required by the City Engineer.

3.7. Project Record Drawings

Certified record drawings are required for all development projects, including any projects that construct public infrastructure within City rights-of-way and must be submitted prior to acceptance of any improvements. Digital copies of the record drawings in AutoCAD software (most recent edition) and portable document format (PDF) shall be provided to the City. All layers and data must conform to City coordinate system requirements (NAD83/91, NVAD88).

Record drawings shall include:

~~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.~~

- d. The complete approved plan set, except for erosion control and grading, and including all road and drainage plans, profiles and associated details.
- e. Record drawings shall incorporate all deviations, both horizontal and vertical, to the original approved design. Items not built shall be crossed out. Record drawings shall be accurate, clean, clear and easily readable.
- f. The record drawing set shall be stamped "RECORD DRAWING" and shall be signed and sealed by a professional engineer or land surveyor, and shall contain the following statement 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: _____.”

~~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.

3.7.1. Public/Private Streets

- **Street names**

- 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

- **Pavement markings**

- 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/**median**: Locations and width

3.7.2. 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

3.7.3. 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

3.7.4. 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 Drainage Reports

4.1.1. Engineering Drainage Report (Full Drainage Report)

The Drainage Report shall be formatted to fit 8.5" x 11" paper and so that any printed maps shall be folded to 8.5" x 11" size unless another format is approved prior to submittal. All Drainage Reports shall be prepared by and bear the stamp and dated signature of a professional engineer licensed in the State of Washington and shall contain the following information, at a minimum:

- Cover sheet – Include the project name, proponent's name, address and telephone number, project engineer, and date of submittal.
- Table of Contents – Show the page numbers for each section of the report, including appendices.
- Project overview – Include the following information:
 - Relevant project background information.

- Size and location of the project site, including address and tax parcel number(s) of the property.
- Vicinity map.
- Project description, including proposed land uses, proposed site improvements, proposed construction of hard surfaces, proposed landscaping, proposed permanent stormwater management facilities, etc.
- Discussion of how LID techniques were utilized to minimize impervious surfaces, loss of vegetation, and stormwater runoff. Refer to the Site Assessment and Planning Packet, to be included as an appendix, and describe how findings during the site analysis and planning stage were incorporated into preliminary and final designs. List and description of the applicable design standards, documents, and requirements that were used as the basis for drainage design, including but not limited to this manual, the Ecology's 2024 Stormwater Management Manual for Western Washington (SWMMWW). Existing site conditions – Include the following information: Description of site topography, land cover, and land use. Basin map:
 - Show boundaries of project, any offsite contributing drainage basins, onsite drainage basins, approximate locations of all major drainage structures within the basins, and depict the course of stormwater originating from the subject property and extending all the way to nearest receiving water or regional drainage basin or to the closest receiving body of water (lakes, creeks, etc.).
 - Reference the source of the topographic base map (e.g., survey), the scale of the map, and include a north arrow.
 - Show site topography, land cover, and all drainage features on site. Depict and note on the basin map the acreage of each type of land cover (pervious, impervious, buildings, driveways, etc.).
- Tabulation of land cover types and acreages.
- Abutting property land cover and land use.
- Offsite drainage tributary to the project site.
- Existing natural and manmade drainage facilities within and immediately adjacent to the project site, points of discharge for existing drainage from the project site, and receiving water body.
- Sensitive areas, including creeks, lakes, ponds, wetlands, ravines, gullies, steep slopes, springs, groundwater sensitive areas, and other environmentally sensitive areas on or adjacent to the project site. For groundwater sensitive areas, reference applicable reports and include well locations.
- Existing trees and vegetation.
- Existing drainage or erosion problems on site.
- Existing drainage or erosion problems upstream or downstream of the project site that may impact the proposed site development and drainage designs.
- General soil and groundwater conditions.
- References to relevant reports such as basin plans, flood studies, groundwater studies, wetland designation, critical area designation, environmental impact statements, lake restoration plans, water quality reports, etc. Where such reports impose additional conditions on the project, those conditions shall be included in

the Drainage Report. Proposed site conditions – Include the following information:

- a. Description of proposed changes to site topography as a result of grading, land cover, and land use.
- b. Basin map: Show boundaries of project, any offsite contributing drainage basins, onsite drainage basins, approximate locations of all major drainage structures within the basins, and depict the course of stormwater originating from the subject property and extending all the way to nearest receiving water or regional drainage basin or to the closest receiving body of water (lakes, creeks, etc.).
 - Reference the source of the topographic base map (e.g., survey), the scale of the map, and include a north arrow.
 - Show proposed topography, land cover, and all proposed conveyance, on-site stormwater management, flow control, and water quality treatment facilities. Depict and note on the basin map the proposed acreage of each type of land cover (pervious, impervious, buildings, driveways, etc.).
- Tabulation of proposed land cover types and acreages.
- Potential stormwater quantity and quality impacts resulting from the proposed project.
- Minimum requirements that pertain to the project.
- Drainage-related requirements beyond the minimum requirements that pertain to the project.
- Proposed permanent stormwater management plan to address the minimum requirements and other drainage-related requirements, including conveyance, on-site stormwater management, flow control, and water quality treatment facilities.
- Infiltration feasibility assessment and infiltration BMP design – Provide a summary of the relevant Geotechnical Analysis/Soils Reports prepared for the project. The summary shall include discussion of the methods, assumptions, results, and describe how those recommendations were incorporated into the stormwater design. The evaluation shall be completed in accordance with the 2024 Stormwater Management Manual for Western Washington (SWMMWW), Volume III, Chapter 3, Infiltration BMPs, and the City of Lakewood Engineering Standards Manual. Include the full Geotechnical Analysis/Soils Reports in an appendix or multiple appendices, as appropriate.
- Downstream analysis – Include a Level 1 downstream drainage analysis prepared in accordance with the 2024 Stormwater Management Manual for Western Washington (SWMMWW), Volume I, Chapter 4, Downstream Analysis and Mitigation Requirements, and the City of Lakewood Engineering Standards Manual. The Level 1 analysis shall evaluate potential downstream impacts from the proposed project and identify any capacity or erosion issues within the immediate receiving drainage system. The City of Lakewood will review the Level 1 analysis and the project's location within the drainage basin to determine whether a Level 2 and/or Level 3 downstream analysis is required. Any additional downstream analysis required by the City shall be incorporated into the Drainage Report and submitted for review as part of the project's final drainage documentation.
- Hydrologic/Hydraulic analysis – Provide a summary of the hydrologic and hydraulic modeling methods and software used to size conveyance facilities (including outfalls and energy dissipation) and to design on-site stormwater management, flow control, and

water quality treatment BMPs. Identify the specific modeling software and version using (e.g. WWHM, MGSFlood, HydroCAD, or approved equivalent program) and describe the key modeling assumptions, design storms, time steps, infiltration parameters, and boundary conditions applied.

- Include complete model input and output reports in the appendices. Annotate results as appropriate to clarify assumptions, identify any non-standard model inputs or adjustments, and summarize the interpretation of key results used to support design decisions. Figures or representative model output (e.g., hydrographs, storage routing diagrams, or facility sizing summaries) should be included in the main body of the report to aid review and verification.
- Operation and Maintenance (O&M) – List the standards and guidelines used to develop long-term O&M requirements for the permanent stormwater BMPs included in the project design. The O&M information shall be developed in accordance with the 2024 Stormwater Management Manual for Western Washington (SWMMWW), Volume V, Operations and Maintenance, and the City of Lakewood Engineering Standards Manual. Provide a draft O&M Plan or manual in the appendix to the Drainage Report that outlines specific maintenance activities, recommended frequencies, responsible parties, equipment needs, access requirements, and conditions triggering O&M. The final O&M Manual shall be submitted to the City of Lakewood prior to project closeout or as required by permit conditions. Appendices – Include supporting documentation necessary to verify and substantiate the findings, conclusions, and assumptions in the Drainage Report. The appendices shall include, as applicable:
 - A copy of the completed Site Assessment and Planning Packet
 - Relevant sheets from the site improvement plans (e.g., grading, paving, tree protection, drainage plans and profiles, etc.),
 - Geotechnical Analysis/Soils Reports supporting infiltration feasibility and BMP design.
 - Hydrologic and hydraulic model inputs and output reports, annotated as necessary to clarify assumptions and results.
 - Site photographs or other documentation used in the drainage analysis.
 - The draft or final O&M manual for all permanent stormwater BMPs.
 - Any additional relevant reports, studies, or supporting data (e.g., basin plans, flood studies, wetland reports, groundwater studies, or environmental documents) referenced in the Drainage Report.

5.0 Roadway Standards

5.1. Traffic Studies

Traffic studies are required for all new development, redevelopment, or change of use projects in accordance with Table 5-1 below. The purpose of traffic studies is to assess the impact that a development will have on the City's transportation network, including but not limited to: peak periods of vehicle traffic conditions, transit users, pedestrians, bicyclists, parking areas, driveway access, neighborhood connectivity, schools, and safety for all users. A Trip Generation Memo (TGM) or a Traffic Impact Analysis (TIA) is required to study and identify the impacts that a

proposed development will have on the surrounding transportation system. Studies are required to be completed by a licensed professional engineer licensed in the State of Washington. The following table identifies what level of traffic study is required for a proposed development.

5.1.1. Average Daily Traffic (ADT) Generation Rates

Average Daily Traffic (ADT) for purposes of transportation planning, traffic study triggers, street classification, and development review shall be determined as follows:

1. Single-Family Residential (SFR):
Each dwelling unit shall be assumed to generate 10 ADT.
2. Accessory Dwelling Units (ADUs):
Each ADU shall be assumed to generate 6 ADT.
Other Land Uses:
Trip generation for all non-residential, mixed-use, multifamily, institutional, commercial, and industrial uses shall be based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 12th Edition, or a City-approved equivalent source.
3. Proposed Developments:
ADT estimates shall include the traffic generated by the proposed project, unless otherwise approved by the City Engineer.
4. Trip Equivalency:
PM peak hour trips derived from ITE land uses may be converted to ADT using appropriate ITE weekday trip-generation ratios.

Table 5-1 Traffic Study Requirements

<u>Trip Generation Criteria</u>	<u>Required Traffic Study</u>
<u>5 or Fewer PM Peak Hour Trips</u>	<u>No Analysis Required</u>
<u>Over 5 PM Peak Hour Trips and Under 50 PM Peak Hour Trips</u>	<u>Trip Generation Memo (TGM)</u>
<u>Over 50 PM Peak Hour Trips, OR when SEPA review is triggered due to transportation impacts.</u>	<u>Traffic Impact Analysis (TIA)</u>

5.1.2. Trip Generation Memo Requirements

Trip Generation Memos should include (but is not limited to) the following items:

1. Project Narrative
 - Description of existing and proposed land uses and development details, driveway locations, details regarding existing easements, parking, trash collection, and site parcel numbers.
 - Identify project horizon years (build out year), project phasing plan (if applicable), or other assumptions and planning criteria.
 - Vicinity map and description of existing street system adjacent to the proposed development, including roadway functional classification, pedestrian and bicycle facilities, transit service, and traffic control at study intersections.

Study intersections shall be identified by the applicant's traffic engineer and approved by the City. Study intersections typically include any intersections where the development is projected to contribute at least 1% of the existing PM peak hour traffic, or as otherwise directed by the City.

- Site plan illustrating the location and design of on-site features such as parking layout, access to public streets, site circulation, pedestrian circulation, delivery and loading areas, etc.
 - Document all assumptions and data sources utilized within the report.
2. Trip Generation Data (PM Peak Hour)
 - Existing Land Uses and associated trip rates.
 - Proposed Land Uses and associated trip rates.
 - Net new vehicle trips.
 3. Sight Distance Analysis
 - Horizontal and Vertical sight lines for vehicles, pedestrians, and bicycles (if applicable) at all driveways, accesses, and adjacent intersections.
 4. Development Access Analysis
 - Discussion of loading, garbage collection, and EMS access and operations with AutoTURN exhibits. Typical design vehicle for loading area is an SU-30. Exhibits should show the design vehicle entering and exiting the site.
 5. Proposed Design Deviations (if applicable)
 6. Recommendations and Conclusions

Some developments may be unique and require additional specific analysis. The City Engineer and SEPA Official has the discretion to require additional analyses to ensure the safe and efficient operation of the existing transportation system.

5.1.3. Traffic Impact Analysis Requirements

A Traffic Impact Analysis should include (but is not limited to) the following items:

1. All Project information and Trip Generation Memo requirements as noted in the previous section.
2. Vehicle Trip Distribution – Based on the current edition of the ITE Trip generation report.
3. Traffic modeling and Level of Service (LOS) analysis at study intersections for the PM Peak Hour. Study intersections are any intersections that are documented to be impacted at least 1% by the proposed development. Phased projects may require an LOS analysis for each proposed project phase.
 - Analyze impact of development traffic within the study area, including but not limited to: level of impact to adjacent intersections, adjoining developments, driveways within 150 feet of the proposed development's driveways, pedestrians, bicycle, public transit, potential collision areas, and any other facilities identified by the City.
 - Analyze Existing Conditions – Applicant analyzes existing PM Peak Hour LOS using the operational method in the most recent Highway Capacity Manual or other methodologies as acceptable. Applicant must collect appropriate traffic

counts if the City does not have recent data available. The existing traffic counts must not be older than 12 months from the time of analysis.

- Evaluate the need for turn lane warrants and other auxiliary lane requirements per the WSDOT Design Manual or other City-approved methodology.
- Analyze Future Conditions – Applicant shall analyze future PM Peak Hour LOS for the study area for the year the project is anticipated to be fully developed and without any proposed mitigation. Future conditions shall incorporate approved or planned adjacent developments and be evaluated both with and without the future proposed development (unmitigated) for comparison. Unless directed otherwise, applicant should assume a 2% compound growth rate for forecasting existing traffic volumes to future traffic volumes for analysis.
- Analyze Future Conditions with Mitigation (if applicable) - If mitigation is required, analyze future conditions with proposed mitigation in place. Mitigation is required if the analysis reveals that significant intersections future LOS are impacted by the proposed development as noted in the following table.

Table 5-2 Peak Hour Intersection LOS Mitigation

<u>Peak Hour Intersection LOS</u> <u>(1)</u>	<u>Mitigation Required?</u>
<u>A thru D</u>	No, unless the project causes LOS to fall to E or F; if so, mitigation is required for the project-caused delta.
<u>E</u>	Yes, if the project increases delay or worsens LOS by 10% or more; mitigation is required for the delta.
<u>F</u>	Yes, if the project increases delay or worsens LOS by 5% or more; mitigation is required for the delta.

(1) For signalized intersections, apply the intersection average LOS; for unsignalized intersections, apply the LOS for the minor approach.

- Mitigation – The intent of mitigation is to minimize the project’s impact to a given intersection or provide necessary improvements to maintain LOS as follows:
 - If an intersection is forecasted to operate at LOS E and the proposed development impacts the intersection by 10% or more (compared to normal future forecasted conditions), then mitigation is required by maintaining the current intersection LOS.
 - If an intersection is forecasted to operate at LOS F and the proposed development impacts the intersection by 5% or more (compared to normal future forecasted conditions), then mitigation is required to address the impact by not increasing the delay from the normal future forecasted conditions. If this is not possible based on site constraints, then applicant

must maintain LOS letter grade for the future condition without the proposed development's traffic, reduce the delay of the intersection, or propose other alternative mitigation to improve traffic flow in proximity or through the intersection.

- Alternative mitigation shall be reviewed and approved on a case-by-case basis by the City. Additionally, site-specific improvements may be required based on site-specific conditions and proposed development's impacts on nonmotorized users and safety.
- 4. Crash Data Analysis – Analyze previous 5 years of crash data and summarize types of collisions, causes, severity, and pedestrian and bicycle collisions. Identify appropriate mitigation measures. Include evaluation of access spacing and potential conflicts with existing or proposed driveways or intersections.

5.2. 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 12.09.020 ~~021~~ 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.

5.3. Location of Streets

The location of all streets shall conform to the Lakewood Six-Year Transportation Improvement Program, Comprehensive Plan and other adopted ~~subarea~~ 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. Reductions in roadway pavement width may be permitted where a road diet or similar multimodal reconfiguration is consistent with City plans and approved by the City Engineer.

5.4. Cross-sections

Streets shall be constructed in accordance with LMC Title 12 and 13 ~~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 these limits, the existing roadway shall be removed and replaced to current City standards, or overlaid with a minimum of 1½ inches of HMA Class ½-inch PG 64-22 pavement. *(For higher-speed roadways, PG 58-22 may be required; verify binder grade with the City Engineer.)*

~~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 with a minimum of 1½ inches HMA Cl. ½" PG 64-22 pavement.~~

All roadway, sidewalk, bicycle, and intersection designs shall be consistent with the City's Complete Streets Policy (LMC 12.07) and the multimodal intent described in Section 1.5 of this manual.

5.5. Roadside Roadside Clear Zone and Roadside Obstruction Standards

5.5.1. General

This section provides design guidance for roadside 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.

5.5.2. Roadside Clear Zone Guidelines

1. Design and review shall consider AASHTO Roadside Design Guide and WSDOT Design Manual Chapter 1600 for appropriate roadside clear zone widths based on design speed, classification, volume, and roadside conditions.
2. For local streets (e.g., < 200 ADT), strict adherence to published roadside 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

5.5.3. 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.

5.5.4. 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.

5.5.5. Documentation of Deviations

City engineer 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.

5.5.6. Reference Standards

1. AASHTO Roadside Design Guide
2. WSDOT Design Manual, Chapter 1600
3. Lakewood Municipal Code Title 12 – Public Works

5.6. Roadside Controls

5.6.1. 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

Guardrail Considerations

1. Warrants and Placement
 - a. Guardrail shall be considered where roadside conditions (e.g., steep slopes, fixed objects, embankments, waterways, or drop-offs) present an unacceptable risk to motorists.
 - b. The need for guardrail shall be determined using the Guardrail Warrants Decision Flowchart contained in the AASHTO Roadside Design Guide (latest edition). Evaluations shall include roadway classification, design speed, posted speed, ADT, clear zone requirements, embankment geometry, and roadside hazard characteristics.
 - c. For low-speed, low-volume roadways, context-sensitive solutions should be used in accordance with FHWA and AASHTO Low-Volume Road guidance, with guardrail installed only when the flowchart analysis indicates that shielding provides a net safety benefit.
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.

5.6.2. Handrail Requirements

1. Handrails serving flights of stairways, ramps, stepped aisles and ramped aisles are required walkways where:
 - a. When there are more than 4 stair risers (2 one on either side)
 - b. A ramp height exceeds 6" (2 one on either side)
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

5.6.3. Guards (pedestrian)

1. Guards are required when:
 - a. A walking surface is within 36” horizontally of greater than 30” drop.
2. Guards shall be designed and constructed in accordance with in accordance with:
 - a. IBC Section 1015.
3. Minimum design criteria
 - a. Minimum of 42” high.
 - b. Shall not have openings that allow the passage of a sphere 4” in diameter from the walking surface to the minimum guard height of 42”.

5.6.4. Coordination and Approval

Designers must ensure compliance with applicable building codes and transportation safety guidelines. All handrail and guardrail designs require a separate building permit, and shall be reviewed and approved by the City prior to installation.

5.6.5. 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 – Public Works

5.7. Intersections

5.7.1. 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.

5.7.2. 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.

5.7.3. 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.

5.8. **Sight 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.

5.8.1. 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

spacing grades steeper than $\pm 3\%$, 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 5-3 Minimum Stopping Sight Distance

Design Speed (mph)	Stopping Sight Distance (feet), Level Roads	Stopping Sight distance (feet), Grade					
		Downgrade			Upgrade		
		3%	6%	9%	3%	6%	9%
20	115	116	120	126	109	107	104
25	155	158	165	173	147	143	140
30	200	205	215	227	200	184	179
35	250	257	271	287	237	229	222
40	305	315	333	354	289	278	269
45	360	378	400	427	344	331	320
50	425	446	474	507	405	388	375

Source: A Policy on Geometric Design of Highways and Streets (latest edition), AASHTO

Note: Distances were calculated using friction factor for WET pavement.

5.8.2. 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.

For City intersections with stop control on the minor connecting roadway, specific Design Intersection Sight Distance values should be targeted for driver safety to maintain clear sight triangles. The following situations should be considered for this application:

1. Left turns from the minor road
2. Right turns from the minor road
3. Crossing the major road from the minor road

For intersections meeting these criteria (with approach grades of 3% or less), the following Design Intersection Sight Distance values should be followed:

Table 5-4: Design Intersection Sight Distance (Stop Controlled Minor Roadway)

Intersection Movement	Minimum Sight Distance Length in Feet by Posted Speed (mph)						
	20	25	30	35	40	45	50

Left Turn	225	280	335	390	445	500	555
Right Turn or Crossing Straight	195	240	290	335	385	430	480

Source: Policy on Geometric Design of Highway and Streets (latest edition), AASHTO

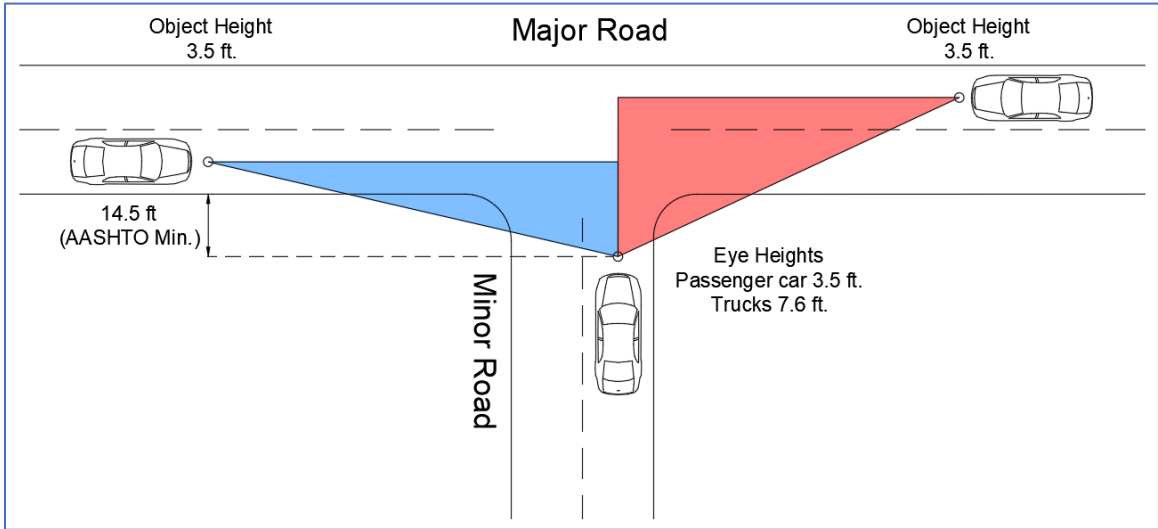


Figure 1 - Clear Sight Triangle

For other specific applications and scenarios, 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

5.9. 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). No street parking is authorized on a Cul-De-Sac unless the design is enlarged to maintain a 45’ outside turning radius when vehicles are parked on street.

5.10. Temporary Turn-Around and Street Ends

Where, in the opinion of the City Engineer, or where a street or dead end located 150 feet or more from the intersecting roadway, that future 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.

5.11. 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.

5.12. 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.

5.13. 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

5.14. 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 access easement width shall comply with the greater of the requirements established by the Engineering Standards Manual or the International Fire Code (IFC) as adopted under LMC 15.05.080. The 30 foot minimum easement width in this manual is intended to accommodate shared use by vehicles, pedestrians, and underground utilities within the easement.

For access tracts or easements that serve fire apparatus access only (no utilities), a reduced minimum width of 24 feet may be permitted when consistent with IFC Section 503.2.1 and approved by the Fire Marshal and City Engineer. Final easement width shall be confirmed during plan review to ensure adequate fire access and utility corridor clearance.

The minimum easement and pavement widths are shown in the following table:

Table 5-5 Minimum Easement Widths

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:

- a. Easement and pavement widths are also subject to emergency vehicle access requirements.
- b. Easement widths may be reduced to 24 feet where utilities are not present, and fire access standards per IFC 503.2.1 are met, subject to Fire Marshal and City Engineer approval.

6.0 Utility Design Standards

6.1. 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.

6.2. 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.

6.3. Design and Installation Standards

Utilities shall be designed and installed to minimize conflicts with roadway and stormwater facilities and to protect the safety of the traveling public. Trenchless construction methods, including boring, jacking, tunneling, and horizontal directional drilling, are required for utility

crossings beneath paved roadways unless a deviation is approved by the City Engineer. Jetting is not permitted, and open cutting is prohibited within five years of a roadway resurfacing.

Minimum cover depths for utilities are provided in Table 13-2 Minimum Cover Depths. Utilities must also maintain adequate horizontal and vertical separation, as shown in Table 13-3 Minimum Separation Requirements. Where these minimum requirements cannot be met, the utility owner shall provide protective measures such as casing, concrete encasement, or other methods approved by the City Engineer.

These are minimum covers and separation requirements for the City of Lakewood, utility providers may require additional coverage or separation. Customers should verify provider requirements prior to submittal. The more stringent requirement applies.

Table 6-1 Minimum Cover Depths

Utility Type	Minimum Cover Requirement	Special Conditions
Storm	24 inches	Maintain 18 inches vertical separation between potable and non-potable water utilities
Water & Sewer	36 inches	Maintain 18 inches vertical separation between potable and non-potable water utilities
Gas	36 inches	Casing required if shallow or beneath structures
Power & Communications	30 inches	Encasement required if cover is inadequate
Trenchless Roadway Crossings	48 inches	Measured from roadway surface
Utilities in Roadside Ditches	42 inches	Measured from ditch flowline

Table 6-2 Minimum Separation Requirements

Utility Relationship	Separation Requirement	Notes
Potable Water to Sanitary Sewer (parallel or crossing)	10 feet horizontal AND 18 inches vertical (water above sewer)	Washington DOH WAC 246-290-190. Reduced vertical separation to 6 inches allowed only with pipe encasement or CDF, and only with City Engineer approval.
Potable Water to Non-Potable Water (irrigation, reclaimed, industrial)	10 feet horizontal AND 18 inches vertical	Required for cross connection control. Treat non-potable water utilities the same as sewer for separation purposes.
Potable Water to Storm Drain	10 feet horizontal preferred; 18 inches vertical at crossings	Storm drainage is non-potable. Reduced vertical separation only allowed with encasement/CDF and approval.
Other Utility to Utility (gas, electric, fiber)	12 inches vertical	Applies unless otherwise approved by the City Engineer.

Utility Relationship	Separation Requirement	Notes
Major Utilities in Parallel Alignment (water, sewer, gas, electric)	5 feet horizontal (edge to edge)	Does not supersede the 10-foot potable-water separation rule above.

Encasement is required where cover is inadequate, where utilities cross beneath structures or culverts, or where pipelines carry hazardous or volatile fluids. Below-grade appurtenances such as vaults and manholes shall be flush with finished grade, while above-ground cabinets, pedestals, hydrants, and similar facilities shall be located outside sidewalks, ADA routes, and roadway clear zones.

7.0 Curb, Gutter and Sidewalk Standards

7.1. Curb and Gutter

Concrete curb and gutter shall be constructed in accordance with the **LMC Title 12, 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.

7.2. Driveways and Driveway Approaches

Driveways shall be constructed in accordance with the **LMC Titles 12, Lakewood Public Works Code and Engineering Standards Manual, and the City of Lakewood Standard Drawings FR-01 and FR-02**. The 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.

7.2.1. Residential Driveway Standards

A. Driveway Location and Unification

- Driveway locations shall be unified whenever possible to minimize the number of accesses onto a street.

B. Setback from Property Line

- Driveways serving a single lot shall be located a minimum of 5 feet from an adjacent property line where the driveway enters the right-of-way.
- Flag lots or easements serving land-locked properties may be located a minimum of 2.5 feet from an adjacent property line when approved by the City Engineer or designee.

C. Separation from Intersections

- Residential driveways shall be constructed the maximum practical distance from an intersection.

- In no case should the driveway be located less than 35 feet or the posted speed limit in feet (whichever is greater) from the nearest side street or intersection. The City Engineer may approve reduced spacing where lot size, existing development, or physical constraints make 35 feet impractical
- Distance shall be measured from the right-of-way line to the nearest edge of the driveway.

7.2.2. Commercial and Multifamily Driveway Standards

A. Intersection and Spacing Requirements

- a. Driveways should be spaced a minimum of 100 feet from intersections or other driveways.
The City Engineer may approve reduced spacing where lot size, existing development, or physical constraints make 100 feet impractical.
- b. New driveways that would create a four-legged intersection are undesirable unless:
 - i. The intersecting City street has an arterial classification, or
 - ii. A stop condition exists on the City street.
- c. For corner lots with frontage less than 100 feet, access shall be established on a case-by-case basis by the City to maximize safety. The City Engineer may approve reduced spacing where 100 feet is not feasible.

B. Unified Access

- a. New driveway locations created through platting shall be unified whenever possible to minimize the number of access points onto City streets.

C. Number, Location, and Size of Driveways

- a. Number of Driveways.
 - i. Residential Properties: One (1) driveway is allowed per residential lot in accordance with LMC 12.10.061, unless a modification is approved by the City Engineer based on site constraints or safety considerations. ,
 - ii. Commercial and Multifamily Properties; The number, location, and design of driveways shall be determined by the City Engineer or design based on traffic safety, volume, and site conditions, consistent with LMC 12.10.062.
 - iii. Where multiple driveways are permitted, they shall comply with the spacing and design requirements in this section.

b. Driveway Location and Spacing.

The location and spacing of driveways shall be determined by:

- i. Volume and type of traffic generated.
- ii. Driveway spacing in the vicinity.
- iii. Lot frontage length, and
- iv. Channelization and traffic control along the frontage.

Where multiple driveways to a single parcel or development are permitted, driveways shall be spaced not less than 125 feet apart, measured centerline to centerline unless a reduced spacing is approved by the City Engineer due to physical site constraints or to improve overall traffic circulation and safety.

D. High-Volume Developments

- a. Developments generating 500 ADT or more shall provide a minimum of two major driveways, unless other mitigating measures are approved by the City.

E. Traffic Engineering Considerations

- a. The City may impose more restrictive driveway number or location requirements when warranted by traffic safety, projected volumes, channelization, or signalization.
- b. When a three-lane driveway is requested, the applicant shall submit a traffic engineering study with a signing, striping, and channelization plan prepared by a licensed engineer for City review and approval.

7.2.3. Gate Standards

F. Emergency Access Requirements

- a. Gates serving 10 or more dwelling units shall be equipped with an Opticom activation system or an equivalent system approved by the Fire Marshal.
- b. All gates shall include rapid-entry key capability compatible with the Fire District per IFC Section 506.
- c. Electrically-activated gates shall be designed to default to the unlocked position in the event of power loss or malfunction.

G. Width and Location

- a. The minimum clear width of a gate shall be compatible with the required street or driveway width it serves.

- b. Gates on residential driveways shall be set back a minimum of 20 feet from the right-of-way line.
- c. Gates on private streets and commercial/multifamily driveways shall be set back a minimum of 60 feet from the right-of-way line.

H. Turnaround Requirements

- a. A vehicular turnaround shall be provided in front of all gated entries to allow vehicles to reverse direction without backing into the public right-of-way.

I. Snow and Obstruction Limitations

- a. Gates that could be obstructed by the accumulation of snow shall not be installed.

7.3. Sidewalks

Sidewalks shall be provided on public and private streets in accordance with the **LMC Title 12, 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.

7.4. Curb Ramps

All curb ramps shall conform to **the latest** ADA requirements **and the WSDOT Standard Plans for Road, Bridge, and Municipal Construction unless otherwise approved by the City Engineer**. 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.

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).

8.0 Pavement Standards

8.1. 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.

8.2. 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

8.3. Minimum Pavement Sections

The following minimum pavement sections shall be utilized.

Table 8-1 Minimum Pavement Sections

	Principal and Minor Arterials	Collector Arterials	Local Access
HMA Pavement	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
PCC Pavement	10.0 inches PCC	10.0 inches PCC	N/A

8.4. Pavement Materials

- HMA pavements shall be HMA ½” ~~PG 58H-22~~ ~~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.
- Recycled materials for roadway sections will only be allowed if approved by the City Engineer.
- Permeable pavement will be allowed where practicable.

8.5. Roadway Widening

- 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.
- Roadway widening shall be accomplished so that no longitudinal joint is within any wheel path.
- Additional pavement restoration may be required per Section 6.8 of these Pavement Standards.

8.6. Pavement Construction

All pavement construction shall be in accordance with the WSDOT Standard Specifications except as modified herein.

- 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.
- 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 City Engineer.
- 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.

8.7. 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.

8.8. 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 **within the public right-of-way** 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 be calculated on the area of pavement disturbed by the excavation plus a three (3)-foot wide band around the perimeter of the excavation, using the rate per square yard established in the adopted City of Lakewood Fee Schedule. 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 **based on the applicable per-square-yard rate in the adopted City of Lakewood Fee Schedule for that PCI category, applied to the fee area defined in subsection (i).** ~~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 **using the moratorium rate per square yard, regardless of PCI, applied to the fee area defined in subsection (i), as set forth in the adopted City of Lakewood Fee Schedule.** ~~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~~ **shall** 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.~~ **When the calculated fee area is less than one (1) square yard, the minimum charge shall be the Pavement Degradation Fee rate for one (1) square yard.**

- vi. Pavement Degradation Fees ~~rates and categories (including PCI ranges and moratorium rates) shall be as adopted and amended from time to time in the City of Lakewood Fee Schedule.~~ 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 the 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.

Table 8-2 Pavement Restoration Requirements

Project Type	New Pavement < 5 years old	Pavement > 5 years Old	Pavement Identified by the City to be Reconstructed within 2 years
Large Projects 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	1.) Lateral boring only 2.) Installation outside or paved road and sidewalk improvements. 3.) Complete reconstruction, grind/inlay, or overlay of entire paved surface 50' beyond end of cuts (all lanes).	Grind / inlay, reconstruct, or overlay. Width per lane requirements in Section 8.8 6-8 of these Pavement Standards.	Depending on intended reconstruction strategy, could utilize lesser pavement restoration. Minimum restoration is patch per Standard Plans.

Project Type	New Pavement < 5 years old	Pavement > 5 years Old	Pavement Identified by the City to be Reconstructed within 2 years
300 linear feet of roadway.			
Small Projects 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.	1.) Lateral boring only ~~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~~ 2.) Installation outside or paved road and sidewalk improvements. 3.) Complete reconstruction, grind/inlay, or overlay of entire paved surface 50' beyond end of cuts (full lane).	Patch per Standard Plans	Depending on intended reconstruction strategy, could utilize lesser pavement restoration. Minimum restoration is patch per Standard Plans.

Project Type	New Pavement < 5 years old	Pavement > 5 years Old	Pavement Identified by the City to be Reconstructed within 2 years
Emergency Projects (Defined by PPW/CE) 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~~ 8.8 of the Pavement Standards.	Depending on intended reconstruction strategy, could utilize lesser pavement restoration. Minimum restoration is patch per Standard Plans.

- 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)~~ 8.8(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~~ 8.8(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.

8.9. 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.

9.0 Stormwater Standards

9.1. Stormwater Manual

The Stormwater Management Manual for Western Washington (**SWMMWW**), 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:~~

Infiltration rates used for design shall be based on measured, site-specific field tests conducted in accordance with the Ecology Stormwater Management Manual for Western Washington (SWMMWW, latest edition), Volume III, Chapter 3 – Infiltration Testing and Design Criteria.

Use of assumed or tabulated infiltration rates for design is no longer permitted, except for limited screening-level analyses or conceptual design where field data are not yet available.

9.1.1.1. Measured Infiltration Rates

- **Field Testing:** Conduct a minimum of one test per infiltration facility (two or more for larger or variable sites) using approved methods such as the Double-Ring Infiltrometer, Open Pit Falling-Head Test, or other Ecology-accepted procedures.
- **Correction Factors:** Apply the appropriate correction and safety factors (e.g., 0.5 for field-tested rates, per SWMMWW Table III-3-2) when determining the design infiltration rate.
- **Soil Suitability:** Soils containing more than 2 % passing the No. 200 sieve or with perched groundwater within 3 feet of the facility bottom shall not be used for infiltration without further evaluation.

9.1.1.2. Screening-Level (Preliminary) Rates

For planning-level evaluations only, the following ranges may be used to estimate potential feasibility. These values shall not be used for design:

Table 9-1 RECOMMENDED SOIL INFILTRATION RATES

Soil Texture Class (Hydrologic Soil Group)	Infiltration Rate (in/hr)	Hydrologic Soil Group
1. Gravel, coarse sand (A)	> 20 – 100+	A
2. Medium sand (A)	4 - 20	A
3. Fine sand, loamy sand (A)	1 - 4	A
4. Sandy loam, loam (B)	0.3 - 1.0	B
5. Loam, porous silt loam (C)	< 0.3	C/D

Note: ~~For design purposes the above infiltration rates shall be divided by a factor of safety of 2.~~ These values are provided for preliminary feasibility only. Final design must be based on measured infiltration rates verified through site specific testing and grain size analysis.

For single-family residential (SFR) lots up to one acre, with drainage basins not exceeding one acre, where on site testing is not feasible, the USDA Web Soil Survey (<https://websoilsurvey.nrcs.usda.gov/app/>). may be used for initial feasibility screening only. Final sizing and design of infiltration BMPs shall still be verified with field testing or by the City Engineer's discretion.

9.2. 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 **SWMMWW** 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~~ **shall be prepared** 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~~ **Temporary and permanent erosion and sediment control measures and stabilization requirements shall be addressed through the project's Stormwater Pollution Prevention Plan (SWPPP) per section 3.5 and Ecology's SWMMWW Volume II, Chapter 2.**
- 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~~ **Clearing or grading within critical areas or associated buffers shall comply with the applicable provisions of LMC Title 14 (Critical Areas).**
- Construction recommendations from a soils report shall be followed during all construction activities.
- **In the event of overlap or conflict between this section and SWPPP requirements, the SWPPP provisions shall govern.**

9.3. Infiltration Trench Soil Requirements

Infiltration systems including infiltration trenches, drywells, and bioretention facilities designed for volume reduction shall be located in areas with suitable native or engineered soils. That meet the requirements of the Stormwater Management Manual for Western Washington (SWMMWW), Volume III, Section 3.2 and Volume V, Section 7.2 (Soil Requirements for Infiltration and Bioretention BMPs).

Soil Suitability

- a. Native soils may be used for water quality via infiltration provided they meet Ecology's minimum cation exchange capacity ($CEC \geq 5$ meq/100 g) and organic matter (≥ 1 %) thresholds for water quality treatment and show adequate infiltration performance through field testing.
- b. Where native soils do not meet these thresholds, engineered (amended) soils shall be used to achieve both the infiltration and pollutant removal criteria established in the SWMMWW.
- c. Designers shall verify soil suitability through grain-size analysis and on-site infiltration testing conducted in accordance with SWMMWW Vol. III, section 3.2.

The use of imported or amended soils solely to increase infiltration capacity without meeting the required water quality soil standards is not permitted.

All infiltration systems that discharge below the ground surface are considered Underground Injection Control (UIC) systems under Chapter 173-218 WAC and must be registered and logged with the Washington State Department of Ecology, except as provided below.

An exemption from UIC registration applies to single-family residential (SFR) infiltration systems that manage only roof runoff and meet the criteria of WAC 173-218-100(6)(a). All other systems shall be registered with Ecology, and proof of registration shall be provided to the City prior to final project approval.

Designers shall verify soil suitability through a geotechnical report or on-site infiltration testing in accordance with SWMMWW Volume III, Section 3.2. Designs that rely on imported or amended soils solely to increase infiltration capacity, without meeting Ecology's cation exchange capacity and organic matter thresholds, are not permitted.

All infiltration systems that discharge below the ground surface are considered Underground Injection Control (UIC) systems under Chapter 173-218 WAC and must be registered with Ecology, except as exempted under WAC 173-218-100(6)(a) for single-family residential systems managing only roof runoff. Proof of registration shall be provided to the City prior to final project approval.

9.4. Low Impact Development

9.4.1. Pervious Pavement

Pervious pavement is not authorized for use in the construction of private or public roadways. Unless approved by the City Engineer for the limited applications such as parking stalls, shoulders, or pedestrian zones. Use of pervious pavement for driveway or parking area construction shall comply with the design, material, and maintenance requirements of the SWMMWW, Volume V, Chapter 10, Permeable Pavements, and WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, Section 5-04.

9.4.2. Dispersion

Dispersion may be used to manage runoff from areas, driveways, and other impervious surfaces where site conditions allow. Dispersion systems shall be designed and constructed in accordance

with the Stormwater Management Manual for Western Washington (SWMMWW), Volume V, Chapter 5 (Dispersion BMPs).

Acceptable dispersion BMPs include:

- BMP T5.10A - Downspout Full Dispersion
- BMP T5.10B - Downspout Dispersion Trench
- BMP T5-12 – Sheet Flow Dispersion

Designers shall ensure that flowpath length, slope, vegetative cover, and soil conditions meet the minimum design criteria specified in Ecology’s manual. Dispersion shall not be used where runoff cause erosion, slope instability, or concentrated discharge to adjacent properties or critical areas.

9.4.3. Bioretention/Raingarden

Bioretention and rain garden facilities shall be designed and constructed in accordance with the Stormwater Management Manual for Western Washington (SWMMWW), Volume V, Chapter 7, Bioretention Facilities, including applicable Ecology standard details and specifications.

Design shall follow the requirements of BMP T7.30 - Bioretention for water quality and flow control, and where applicable, BMP T5.14 - Rain Gardens for single family residential lots.

Designers shall ensure that:

- The soil media meets Ecology’s specifications for cation exchange capacity ($CEC \geq 5$ meq/100 g) and organic matter ($\geq 1\%$) as described in SWMMWW Volume V, Section 5.7.
- Hydraulic conductivity and depth are consistent with Ecology’s requirements for water quality treatment and volume reduction performance.
- Pretreatment, overflow, and underdrain configurations are included as required by the selected BMP type.
- Facilities are located to avoid conflict with utilities, structural foundations, and steep slopes

Maintenance and inspection shall be performed per SWMMWW Volume V, Appendix V-A.24 (Maintenance Standards - Bioretention).

9.5. **Bioretention/Raingarden in Public Rights-of-Way (ROW)**

9.5.1. Description Maximum ponding depth $\leq$ 12 inches and stabilized side slopes

Linear bioretention facilities—including bioretention swales, 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.

9.5.2. Integration with Landscaping Requirements

Bioretention and other in-ground infiltration facilities may also serve as required landscaped areas when designed with vegetation and aesthetics consistent with the intent of LMC Titles 18A, 18B and 18C – Landscaping. The use of Low Impact Development (LID) features such as bioretention planters and swales as part of required landscape areas is encouraged when consistent with site design and City objectives. Coordination with the Planning Division is recommended to ensure compliance with land use landscaping and planting standards.

9.5.3. 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 and the Stormwater Management Manual for Western Washington SWMMWW.

9.5.4. Design Requirements

1. Acceptable BMPs

Acceptable LID BMPs in the ROW include the following per the Stormwater Management Manual for Western Washington SWMMWW:

- i. Bioretention swales and planters (BMP T7.3)
- ii. Vegetated filter strips and dispersion systems (BMP T5.10A, T5.10B, T5.12)

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 meeting Ecology CEC and organic matter criteria
- ii. Hydraulic sizing for water-quality and flow-control objectives
- iii. Pretreatment, overflow, bypass, and underdrain design as applicable
- iv. Groundwater separation and infiltration testing per SWMMWW Vol. III section 3.2
- v. Utility separation and maintenance access per City standards
- vi. Maximum ponding depth $\leq$ 12 inches and stabilized side slopes
- vii. Use of native, drought-tolerant vegetation in planting plan

3. Plan Submittals

Plans shall show locations, cross-sections, grading, utility conflicts, pretreatment and overflow structures, connections to the storm system, and maintenance access. Provide calculations demonstrating compliance with SWMMWW Vol. V design criteria.

9.5.5. 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 City through written agreement. A recorded maintenance covenant shall be required prior to final project approval and occupancy.

9.5.6. References

Designs shall comply with:

1. Lakewood Municipal Code (LMC) Chapter 12.11 – Stormwater Management
2. Western Washington Phase II Municipal Stormwater Permit
3. Stormwater Management Manual for Western Washington (SWMMWW), Volume V
4. City of Lakewood Engineering Standards Manual (ESM) Section 2.0 – Engineering Review Process

9.6. **UIC Registration Requirements and Exemptions**

Underground injection control (UIC) systems shall comply with the Washington State Department of Ecology (Ecology), in accordance with Chapter 173-218 WAC. Stormwater infiltration facilities such as drywells, infiltration trenches, and bioretention cells discharging below ground must be registered with the Washington State Department of Ecology unless exempt.

UIC exemptions:

1. Single-Family Residential (SFR): Systems serving only one single-family residence and receiving stormwater exclusively from that property are exempt per WAC 173-218-030(1)(a).
2. Temporary Construction Dewatering: May qualify for separate permitting or exemption, depending on duration and use.

Designers Responsibilities:

1. Verify whether the proposed infiltration system requires UIC registration.
2. Provide proof of registration or exemption prior to final approval.

References:

1. •Washington State UIC Program
2. •Lakewood Municipal Code 12.11 – Stormwater Management
3. •City of Lakewood Stormwater Management Permit Application Guidelines

9.7. Source Control for Solid Waste and Recycling Enclosures

9.7.1. General

Solid waste and recycling collection areas (dumpsters, compactors, grease bins, and enclosures) are pollutant generating source areas under the Stormwater Management Manual for Western Washington (SWMMWW) and the City's LMC 12.11.060 Illicit Discharge.

Runoff contacting trash, food waste, or leachate constitutes a prohibited discharge to the storm drainage system.

9.7.2. Prohibited Discharge/Infiltration

Uncovered or uncontained waste enclosures shall not discharge or infiltrate into storm drainage or pervious surfaces. These areas must be roofed and contained to prevent exposure to rainfall and runoff. Wash water and leachate shall be collected and directed to the sanitary sewer, if approved by the sewer authority.

9.7.3. Design Requirements

1. Enclosures shall include an impervious concrete floor, and curbs or berms to contain runoff.
2. Grade floors away from storm inlets and toward a contained drain connected to sanitary sewer or sump (as approved).
 - a. If meant to be connected to sanitary sewer a roof and approval for connection from Pierce County Sewer is required.
 - b. If no roof or sewer connection is proposed, then flows must be directed to a sump with a spill control oil water separator. This sump will then be connected to the sites stormwater system prior to the water quality device.
3. Locate enclosures at least 10 feet from storm drains and outside drainage flow paths.
4. Do not hose out dumpsters onsite; cleaning must occur offsite or in contained areas.
5. Include signage, lids, and inspection access consistent with City requirements.

9.7.4. Maintenance and Inspections

Owners shall keep lids closed, replace leaking dumpsters, and promptly clean spills. Enclosures shall be inspected regularly and maintained to prevent pollutant discharge, per LMC 12.11.060(E) enforcement authority.

10.0 Sanitary Sewer Connection Standards

10.1. 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 13.04. These requirements apply to all new development, redevelopment, building permits, and existing structures subject to mandatory sewer connection as determined by the City.

Sewer connections shall also comply with Pierce County Sewer Division standards and requirements, as they are the public sewer purveyor, to ensure consistency and avoid conflicts with County specifications.

Potable water service and water line connections within the City of Lakewood shall comply with the Lakewood Water District (LWD) Engineering and Design Construction Standards, as LWD is the primary potable water purveyor for the city.

Where discrepancies occur between City standards and purveyor standards, the City Engineer, in coordination with the applicable purveyor (Pierce County Sewer Division or Lakewood Water District), shall determine the governing requirements.

10.2. Applicability

These standards apply to all new developments, redevelopments, building permits, and existing structures subject to mandatory sewer connection as determined by the City.

10.3. Connection Requirements

1. All structures with plumbing facilities must connect to the public sewer system when sewer is deemed available in accordance with LMC 13.04.
2. Connection must be completed within the specified time following the notice of availability or mandate to immediately connect, 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.

10.4. 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)
 - c. Reduced cover may be permitted only when an alternate pipe material or structural design is provided that meets loading requirements and is approved by

the City Engineer (e.g., ductile iron, reinforced concrete pipe, or HDPE with manufacturer certified shallow bury ratings).

10.5. 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. Record drawings shall be submitted in compliance with Section 1.8

10.6. 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

10.7. 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

10.8. Availability Determination and Deferrals

1. Availability is defined by LMC 13.04
2. Property owners may apply for deferral under criteria in LMC 13.04

10.9. Record Drawing Requirements

1. Submit stamped record drawings 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

10.10. 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

10.11. Reference Standards

Lakewood Municipal Code Chapter 13.04

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)

11.0 Survey Monuments, Pavement Markings, and Signs

11.1. Monuments

All existing survey control monuments which are disturbed, lost, or destroyed during construction shall be replaced by a licensed **land** surveyor ~~pursuant to~~ **in accordance with** WAC 332-120.

New or replaced survey control monuments shall be placed by a licensed land surveyor ~~as shown on the~~ **in accordance with** approved construction plans. ~~or City of Lakewood Standard Plans in~~ accordance with recognized ~~good~~ **best** practices in land surveying, and in conformance with the approved details for survey monuments.

~~Survey in~~ **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~~ **a PI monument is provided** falls within the paved street surface.

For **plats, short plats, large lot divisions, and other** ~~formal~~ recorded **survey** documents, ~~containing a surveyor's certificate, monuments and staking shall be placed in accordance~~ **comply** with the ~~certificate and the Survey Recording Act (RCW 58.09) and the surveyor's certificate. by the~~ responsible surveyor.

11.2. 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.

11.3. Stop Signs and Stop Bars

Stop signs shall be installed **if the intersection warrants a stop condition in accordance with the MUTCD/WSDOT criteria, or at the direction of the City Engineer.** ~~at locations determined by the City prior to the street under construction being open to vehicular use.~~ Placement of stop

signs shall ~~require a~~ be by right-of-way permit and ~~shall be~~ 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.

11.3.1. 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.

11.3.2. 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.

11.3.3. 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.

12.0 Illumination and Signals

The design and installation of street lights and traffic signals ~~requires~~ **shall be** coordination with the City of Lakewood **Capital Projects Division** and the **applicable** electrical service provider. **Appearance and style of illumination and signals should be considered for consistency with neighborhood appearance. Appearance and style, while important, will not overrule function and engineering requirements for safe roads.**

12.1. Street Lighting General Requirements

Street lighting shall be evaluated for all new development, redevelopment, commercial, multifamily, industrial, and institutional projects, and for any project that modifies public right-of-way. Street lighting design shall be coordinated with the City of Lakewood Public Works Capital Projects Division and the applicable electrical service provider to ensure adequate illumination, safety, consistency with neighborhood context, and compliance with the City's Comprehensive Plan and Transportation Master Plan.

12.2. Cost Responsibility

Street lighting utilities—consistent with other public utilities—shall be the responsibility of the developer. The developer shall be required to provide street lighting as a condition of development approval, including:

1. Installation of underground wiring, conduits, foundations, junction boxes, and poles, unless overhead systems are approved by the City Engineer.
2. Materials and installation may be performed:
 - a. By the developer's contractor, subject to approval by the electrical utility and the City Engineer; or
 - b. By the electrical utility, with the developer billed for the full cost of installation, luminaires, poles, and service connection.
3. Ongoing electrical service charges for street lighting shall be billed to the property owner, HOA, or responsible party, consistent with the policies of the applicable electrical service provider.
4. Unless otherwise accepted by the City through a written agreement, the City of Lakewood shall not be responsible for the costs of lighting poles, fixtures, wiring, installation, electricity, or maintenance associated with developer-installed lighting systems.

12.3. Street Lighting Plan Map

The City, in coordination with electrical service providers, shall maintain and update a street lighting plan map identifying existing and planned street-light locations, lighting districts, and service boundaries. The map shall be available for review through the Planning and Public Works – Capital Projects Division.

12.4. Street Lighting Specifications

Illumination design shall be to the Design and Maintenance of Roadway and Parking Facility Lighting, ANSI/IES RP-8-2018 or latest version. Design projects shall include illumination for the following locations:

1. Signalized or channelized intersection. When the channelization is delineated with curbs, raised medians, or islands, illuminate the raised channelization from the beginning of the approach taper.
2. Railroad crossing with gates or signals if there is nighttime train traffic.
3. Roundabouts.
4. Continuous street lighting for major roadway construction or reconstruction projects on principal and minor arterials in areas of high density urban commercial or moderate density commercial and high-density multi-family development.

5. At midblock crosswalks where a minimum of 20 pedestrian crossings regularly occur in a one-hour period between dusk and dawn, and where the roadway has a posted speed greater than 25 mph, the crosswalk shall meet ANSI/IES light levels.
6. Where marked crosswalks are present on uncontrolled legs of isolated intersections, and where a minimum of 20 pedestrian crossings regularly occur in a one-hour period between dusk and dawn, and where the roadway has a posted speed greater than 25 mph across the uncontrolled leg, the crosswalk horizontal illumination shall meet ANSI/IES light levels. Any proposal that would provide less than basic illumination at the above facilities shall require prior approval by the County.
7. Street lighting shall be required on all interior streets of a subdivision and on all street frontages abutting a proposed development. Lighting Specifications and equipment shall 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.

~~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.~~

12.5. Luminaire Requirements for LED Fixtures:

Each luminaire shall **be an LED fixture and have a temperature between 2700K and 3000K.** **Luminaires 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~~

12.6. Poles and Arms (Standards-Based)

Poles may be aluminum, steel, or concrete, chosen by the City Engineer based on context and durability.

All poles and arms shall comply with:

- AASHTO LTS-6 – Structural Supports for Highway Signs, Luminaires, and Traffic Signals
- WSDOT Standard Plans (foundations, anchor bolts, hardware)

12.6.1. Mounting Heights

- Typical arterial height: 30–35 ft
- Typical residential height: 25–30 ft
- Minimum mounting height: 15 ft when required to maintain clearance from overhead utilities
- Heights and spacing shall be adjusted to maintain IES uniformity ratios

12.6.2. Arms

- Aluminum or steel davit arms meeting AASHTO structural requirements
- Length determined by illumination design (typically 8–12 ft)
- Slip bases only required where clear zone requirements dictate

12.7. 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~~

12.8. Utility Owned Poles

Utility owned and maintained wood poles may be used as determined by the City Engineer

12.9. 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.

12.10. 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.

12.11. 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:

Table 12-1 Streetlight Spacing

Table Notes:

1. Distances are measured along roadway centerline typically. 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.

12.12. Traffic Signals

Traffic signal design requirements and **current equipment** specifications **shall will be obtained from the City's Capital Projects Division provided by the City Engineer upon request. The developer is responsible for requesting the most recent City-approved specifications prior to preparing signal design plans.**

Traffic Control

1.0 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.

Department Director has authority over all permitting, inspection, and enforcement of these standards.

12.13. Permit Requirements

All utility work within the public right-of-way shall be subject to a right-of-way permit unless exempted under routine maintenance provisions. The level of permit review is based on the

scope of work and is classified into three categories: Routine Maintenance, One-time ROW Work, and Annual ROW Work

The classifications, permit requirements, and plan submittal standards are summarized in Table 13-1 Permit Classification. The City Engineer shall determine the appropriate classification for each project and may impose additional conditions as necessary to protect the public interest.

Table 12-2 Permit Classification

Class	Description of Work	Permit Requirement	PE Stamped Plans Required
Routine Maintenance	No ROW disturbance (e.g., pulling cable in existing conduit, adjusting lids, vegetation management).	Notification only	No
One-time ROW Work	One time single ROW permit. Construction or work in the ROW.	Permit required	Yes
Annual ROW Work	Utility maintenance work for utility purveyors.	Permit required (notification required for each event)	Yes

12.14. Pavement Cutting and Restoration

All pavement cuts shall be saw-cut in straight lines, and patches shall be rectangular or circular in shape. Longitudinal cuts shall be restored to the full width of the affected lane. Backfill and compaction shall conform to WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, with a minimum of ninety-five percent of maximum density per WSDOT Test Method T 606 (AASHTO T-99 equivalent). Controlled Density Fill may be required by the City Engineer. Temporary patches must be replaced with permanent pavement within thirty working days of installation. Utilities are responsible for ensuring that restored surfaces remain stable and free of settlement or failure for a period of two years following completion of work.

12.15. Traffic Control

All utility construction activities shall comply with the traffic control requirements in Section 13.0 of this manual, the Manual on Uniform Traffic Control Devices (MUTCD), and applicable City standards. Traffic Control Plans (TPCs) shall be submitted and approved in accordance with the permit classifications and submittal requirements outlined in Table 13-1.

12.16. Utility Coordination

Utilities shall coordinate with the City and with each other to minimize the frequency of roadway cuts. Where feasible, joint trenching shall be used, and telecommunications projects shall include spare conduit, consisting of at least two four-inch ducts, unless a deviation is approved by the

City Engineer. Utilities shall notify the City of planned projects to allow coordination with capital improvements and other ROW activities.

12.17. Survey Monuments

All survey monuments shall be preserved in accordance with WAC 332-120. If monuments are disturbed, they shall be restored by a licensed surveyor in accordance with City and State standards.

12.18. Record Drawings Requirements

Accurate record drawings showing the horizontal and vertical location of all installed facilities shall be submitted to the City within thirty days of project completion. Record drawings shall be provided in both PDF and CAD/GIS formats acceptable to the City.

13.0 Cluster Style Mailboxes

13.1. General

Cluster style mailboxes or Cluster Box Units (CBU) shall be installed in accordance with LMC 12.06.070, U.S. Postal Service (USPS) Delivery Planning Standards (Handbook PO-632), and these standards. CBUs are permitted within public right-of-way subject to City approval and coordination with USPS.

13.2. Location and Siting

1. CBUs may be located within cul-de-sacs or along local access streets provided they do not obstruct vehicle turning movements, driveway access, pedestrian routes, or emergency response.
2. 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.
3. Where feasible, installation of vehicle pullouts for mailbox access may be required by the City Engineer.
4. CBUs shall be located to maintain:
 - a. A minimum of 25 feet clearance from intersecting street returns or driveways.
 - b. A minimum of 8 feet horizontal clearance from fire hydrants.
 - c. ADA compliant pedestrian access with a 5-foot-wide sidewalk or landing pad.
 - i. Placement shall consider on street parking and sight distance; a minimum 20 feet of curb space should be provided adjacent to the mailbox installation for short term parking and postal service access.
 - ii. In constrained urban environments, the City Engineer may approve alternative configurations that maintain equivalent safety, access, and parking functionality.

13.3. Design Construction

- a. Foundations, mounting slabs, and access pads shall conform to USPS Handbook PO-632 and USPS G1-2-0e or G1-2-0e1 and shall comply with City of Lakewood standard details.

- b. Drainage and grading around CBUs shall prevent ponding or icing.
- c. Lighting and landscaping near CBUs shall comply with City standards and USPS visibility requirements.

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

TWLT: 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

Service Provider	Type of Service	Address	Phone
Comecast		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 th 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 th 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 th Street West University Place, WA 98467	(253) 798 4050
Pierce Transit	Transit	3701 96 th Street SW PO Box 99070 Lakewood, WA 98499 0070	(253) 581 8001
Puget Sound Energy	Power, Natural Gas	3130 S. 38 th Street Tacoma, WA 98409	(253) 476 6315
Tacoma Public Utilities	Power	3628 So. 35 th Street Tacoma, WA 98411 3711	(253) 502 8277
U.S. Post Office			800 275 8777
Washington State Department of Ecology	Environmental information, stormwater manual	www.ecy.wa.gov	(800) 917 0043 (permitting)
Washington State Department of Labor and Industries	Electrical service standards	www.lni.wa.gov	(800) 547 8367
Washington State Department of Transportation	Reference plans and documents	www.wsdot.wa.gov	(360) 705 7000

Appendix 2 Table 2 1: Roadway Design Criteria

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
Function	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.
Access	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.
ADT	5,000 – 30,000	2,500 – 15,000	2,500 – 15,000	Varies
Design Speed¹	40	35	35	30
Travel way				

¹ Typical. Required design speed shall be determined by the City Engineer.

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
Through Lanes ² (minimum width)	~~Multilane:~~ ~~11 feet;~~ ~~Outside~~ ~~lane: 12~~ ~~feet; Inside~~ ~~lane~~ ~~adjacent to~~ ~~raised~~ ~~median: 12~~ ~~feet; Two-~~ ~~lane facility:~~ ~~16 feet~~ 11 feet minimum, 12 feet desirable (outside and inside lanes); two lane facility: 16 feet	Two Lane facility: 14 feet minimum to 16 feet maximum	~~Two Lane, facility: 14 feet minimum to 16 feet~~ ~~wide maximum~~ Two lanes, 11-12 feet standard: may be reduced to 10 feet in constrained ROW with City Engineer approval	~~Two lanes only,~~ ~~12 feet minimum~~ ~~to 14 feet wide~~ ~~maximum~~ 10-12 feet
TWLTL ³	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

² Number of lanes is a function of traffic volume and level of service.

³ Application is a function of turning movement volume, existing driveway spacing, and safety

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
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
Roadside				
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, 5-foot paved bike lane.	5-foot bike lanes preferred. Sharrows only permitted in constrained conditions where volumes/speed meet AASHTO/MUTCD criteria.	~~Optional. Five feet paved bike lane from edge of travel way to gutter line.~~ None required
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.

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
Sidewalk (requires vertical face curb and gutter)	Six feet wide ⁴ . Ten feet wide required at transit stops.		5 foot wide with buffer, 6 foot wide without buffer. ⁴	Five feet wide ⁵ , ten feet required at transit stops. ⁴
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.			
Border				
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 ⁶ 60 feet with surface utilities

⁴ In Central Business District (CBD) Zones all sidewalks shall be 8 feet wide unless otherwise approved by the City Engineer.

⁵ Sidewalk widths may be reduced to minimum ADA standards to accommodate low impact development design.

⁶ Right of way widths may be reduced to 40 feet to accommodate low impact development design.

Classification	Principal Arterial	Minor Arterial	Collector Arterial	Local Access
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.

Note: All roadway design criteria shall be applied consistent with the latest editions of AASHTO's Policy on Geometric Design of Highways and Streets (Green Book) and the MUTCD, as adopted by the State of Washington. The City Engineer may approve context-sensitive modifications consistent with current City capital project standards.

Appendix 2 Table 3: Geometric Design Criteria

Design Speed	40 mph	35 mph	30 mph
Horizontal Curvature ⁷			
• 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 ⁸ (mph)	35	30	25
Entering Sight Distance ⁹ (feet)	415	355	295

⁷ Table values based on maximum superelevation. Actual D Max and R Min is a function of the superelevation, maximum side friction, and design speed.

⁸ Posted speed (and corresponding design speed) may vary as approved by the City Engineer.

⁹ 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) ¹⁰
Minimum property line radius	25 feet (arterial streets) 20 feet (local streets) ¹⁰
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

¹⁰ ~~Radii may be reduced to accommodate low impact development design.~~

Title 13

PUBLIC UTILITIES

Chapters:

- 13.04** **Sanitary Sewer Connection**
- 13.06** **Garbage Collection Services**

Chapter 13.04

SANITARY SEWER CONNECTION

Sections:

- 13.04.010** **Authority.**
- 13.04.020** **Purpose.**
- 13.04.030** **Adoption of Pierce County Sewer Code with Exceptions.**
- 13.04.040** **Definitions.**
- 13.04.050** **Determination of availability.**
- 13.04.060** **Notice of availability.**
- 13.04.070** **Mandatory connection to available sewer service.**
- 13.04.080** **Issuance of orders mandating immediate connection.**
- 13.04.090** **Failure to connect and availability charge.**
- 13.04.100** **Interim on-site septic system**
- 13.04.110** **Requests for deferral of connection.**
- 13.04.120** **Criteria for granting of deferrals.**
- 13.04.130** **Permits.**
- 13.04.140** **Violations.**
- 13.04.150** **Penalties and public nuisance.**
- 13.04.160** **Appeals.**
- 13.04.170** **Charges constitute lien.**
- 13.04.180** **Severability.**
- 13.04.190** **Chapter to be liberally construed.**

~~Chapter 12.15~~

~~SANITARY SEWER CONNECTION~~

~~Sections:~~

- ~~**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.~~

13.04.010 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 **Chapters 1.44 LMC and 8.16 LMC**. ~~LMC 12.02.060 and 12.02.070.~~

13.04.020 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.

13.04.030 Adoption of Pierce County Code with Exceptions.

A. Adoption of Pierce County Code. Pursuant to RCW 35A.12.140 and 35A.13.180, the city adopts by reference the provisions of the Pierce County Code (PCC), Chapters 13.04, 13.06 and 13.08 PCC, and any subsequent administrative regulations adopted thereunder, and as hereinafter amended, for the purpose of establishing technical, operational, and administrative standards for the City's sanitary sewer system.

B. Supremacy of Lakewood Municipal Code. In all matters covered by this section, and where any provisions of the adopted PCC are in conflict with any provision of the Lakewood Municipal Code, Title 13, Public Utilities, the provisions of the Lakewood Municipal Code shall govern and control. The provisions of PCC Title 13 are hereby deemed to be modified or supplemented by the provisions of this section.

C. Administrative Responsibility. Where any provision of the adopted PCC delegates authority or imposes duties upon the "Director" or other Pierce County official, such authority or duties shall be exercised by the City Manager or their designee for purposes of enforcement and administration within the City of Lakewood's jurisdiction.

13.04.040 Definitions.

Unless the context specifically indicates otherwise, the meaning of terms used in this Chapter shall be as set forth in this Section. Any terms not listed in this Section shall be defined in accordance with other Titles of the Lakewood Municipal Code (LMC). Any inconsistency in definitions between Titles or Chapters in the LMC shall be resolved in favor of the later adopted definition. Any term not listed in the LMC shall be defined in accordance with the latest definition in the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC).

"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 ~~13.04.050~~12.15.025.

~~"Building sewer" means a sewer line extending from the structure's plumbing facilities to the sewer main.~~ "Building sewer" means that portion of a sewer pipe connecting one or more structures from the plumbing outlets to a sewer main. The building sewer, including that portion called the "side sewer stub," may include pretreatment devices and/or pump systems and is constructed in accordance with City or County standards and is not part of the public sewer facilities. Building sewers shall be maintained by the property 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.

"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.

"Side Sewer Stub" means that portion of a building sewer constructed from a sewer main to a property line or the edge of a perpetual easement of a property being served. Once connected to the building, the side sewer stub shall be considered part of the building sewer and shall be maintained by the property owner.

"Structure" means any building, manufactured home, or enclosure that contains or should contain plumbing facilities for the disposal of sewage.

13.04.050 Determination of availability.

A. Sewer service shall be deemed available to a property if a ~~gravity-flow~~ **public** sanitary sewer line immediately abuts any portion of a property or a private or public utility easement. A private 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.

13.04.060 Notice of availability.

Upon determining that ~~public sewer system~~ **service** 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 **8.16.060** ~~12.02.060~~. Further, a copy of the notice of availability will be filed in the Pierce County real property records for said property.

13.04.070 Mandatory connection to available sewer ~~system~~ service.

A. *Sewer Connection Required.* After a notice of availability is provided to a property owner that sewer ~~main~~ **service** 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~~ Upon notice of availability, the owner of each lot or parcel of real property with sanitary sewer service available shall **take steps to** 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 **13.04.090** ~~12.15.050~~ and the possibility of future orders directing ~~mandatory~~ immediate 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** ~~section~~ 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.

13.04.080 Issuance of orders mandating **immediate connection.**

The City Manager, or the designee thereof, may issue orders mandating **immediate** 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** ~~section~~. All orders mandating **immediate** connection shall be in writing and shall be served upon the property or property owner in compliance with the provisions of LMC **8.16.060** ~~12.02.060~~. An order mandating **immediate** 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 **immediate** connection.

13.04.090 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~~ **service** as required under ~~this chapter~~ **LMC 12.15.040** ~~within the time specified~~, shall be assessed an availability charge for continued use of an interim on-site septic system. **The availability charge will be assessed beginning 90 days after receipt of notice of availability or an order mandating immediate connection.**

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~~ **immediate** connection to an available sewer ~~main~~ **service** 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. ***Multi-unit discount.*** 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 ~~13.04.110~~ ~~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.

12.15.060 ~~Mandatory connection.~~

13.04.100 Interim on-site septic systems.

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 **immediate** 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.

13.04.110 Requests for deferral of **immediate connection.**

- A. Deferral of mandatory **immediate** 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 **discovery of significant risk to public health or** the occurrence of **additional** ~~any of the~~ events that would compel mandatory connection under LMC **13.04.100(B)** ~~12.15.060~~. Revocation of a deferral shall be ordered in writing.

13.04.120 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 requester 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\(B\)](#).~~

13.04.130 Permits.

The property owner shall be responsible to obtain any and all necessary permits from the City, ~~Pierce County 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.

13.04.140 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.]

13.04.150 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 RCW and Chapter [1.44](#) LMC. [Ord. 530 § 1, 2011.][9.66](#) RCW and Chapter [1.44](#) LMC. [Ord. 530 § 1, 2011.]

13.04.160 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 ~~13.04.150~~ [12.15.130](#).

13.04.170 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.]

13.04.180 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.]

13.04.190 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.]

18A.20.080 Review and approval authorities.

The following table and generalized flowchart describe permit types, the process and the final decision authorities. See LMC [18A.20.400](#) et seq. for appeals. When separate applications are consolidated at the applicant's request and approved by the Department Director, the final decision shall be rendered by the highest authority designated for any part of the consolidated application.

If the following table does not specify how to process a major or minor amendment, the Director shall make a determination based on the original permit type. Major amendments go through the same approval process as the original permit. Minor amendments go one level lower. For example, if the original permit used a Type III process, a major amendment would be processed as a Type III, while a minor amendment would be a Type II process.

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

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Binding Site Plan Minor Modification	PPW	X				
Boundary Line Adjustment	PPW	X				
Comprehensive Map Amendment, Area-Wide	PC/CC					X
Comprehensive Map Amendment, Site-Specific	PC/CC					X
Conditional Use	HE			X		
Cottage Housing	PPW		X			
Design Review	PPW	X				
Development Agreement	CC					X
Director's Interpretation	D	X				
Emergency Housing	PPW	X				
Emergency Shelter	PPW	X				
Essential Public Facilities	HE			X		
Final Subdivision Plat (10 lots or more)	PPW	X				

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Final Short Plat (unit lot and binding site plan)	PPW	X				
Foster Care Facility	PPW	X				
Home Occupation	PPW	X				
Land Use Variance (less than 15% deviation to standards)	PPW	X				
Land Use Variance (greater than 15%, less than 25% deviation to standards)	PPW		X			
Land Use Variance (greater than 25% deviation to standards)	HE			X		
Permanent Supportive Housing	PPW	X				
Planned Development District	HE			X		
Plat Alteration	HE			X		
Preliminary Plat (10 lots or more)	HE			X		

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Preliminary Plat Major Modification	HE			X		
Preliminary Plat Minor Modification	PPW		X			
Preliminary Short Plat (9 lots or less)	PPW		X			
Preliminary Short Plat Major Modification	PPW		X			
Preliminary Short Plat Minor Modification	PPW	X				
Public Facilities Master Plan	HE			X		
Public Facilities Master Plan Major Modification	HE			X		
Public Facilities Master Plan Minor Modification	PPW		X			
Rezone, Area-Wide	PC/CC					X
Rezone, Site-Specific	PC/CC					X
RV Use in Manufactured Home Park	PPW	X				

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Short-Term Rental	PPW		X			
Similar Use Determination	D	X				
Small Cell Wireless	PPW	X				
Temporary Use	PPW	X				
Time Extension	PPW	X				
Transfer of Development Rights	PPW	X				
Transitional Housing	PPW	X				
Tree Removal/Emergency Tree Removal	PPW	X				
Preliminary Unit Lot Subdivision	PPW		X			
Preliminary Unit Lot Subdivision Major Modification	PPW		X			
Preliminary Unit Lot Subdivision Minor Modification	PPW	X				
Zoning Amendment (text only)	CC					X

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Zoning Certification	PPW	X				
Zoning Interpretations	D	X				
Environmental (LMC Title 14 and Lakewood Shoreline Master Program)						
Critical Area Reasonable Use Exception	PPW	X				
Critical Area Variance (less than 15% deviation to standards)	PPW	X				
Critical Area Variance (greater than 15%, less than 25% deviation to standards)	PPW		X			
Critical Area Variance (greater than 25% deviation to standards)	HE			X		
Shoreline Exemption	PPW	X				
Shoreline Conditional Use*	HE			X		
Shoreline Master Program Amendment*	PC/CC					X

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Shoreline Substantial Development Permit	PPW		X			
Shoreline Permit (after approval) Major/Minor Modification*	PPW		X			
Shoreline Variance*	HE			X		
SEPA Threshold Determination	PPW		X			
SEPA Planned Action Conformance	PPW	X				
Building (LMC Title 15)						
Accessory Building	PPW	X				
Accessory Dwelling Unit	PPW	X				
Adult Family Home	PPW	X				
Building Code Interpretation	CBO	X				
Certificate of Occupancy	CBO	X				
Commercial Addition/Remodel	PPW	X				

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Demolition	PPW	X				
Manufactured/Mobile Home	PPW	X				
Mechanical	PPW	X				
Minor/Major Revision ~~Modification~~ to Approved Building Permit	PPW	X				
Multifamily	PPW	X				
New Commercial Building	PPW	X				
New Residential Building	PPW	X				
Plumbing	PPW	X				
Residential Addition/Remodel	PPW	X				
Signs	PPW	X				
Single-Family Home	PPW	X				
Development Engineering (LMC Titles 12 and 13)						
Minor/Major ~~Modification~~ Revision to Approved Site Development Permit	PPW	X				

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
Right-of-Way	PPW	X				
Road Vacation	CC					X
Site Development Permit	PPW	X				
Transportation Mitigation Fee	PPW	X				
Engineering Variance	CE/D				X	
Miscellaneous						
Business License	PPW	X				
Multifamily Tax Exemption**	PPW	X				
Scrivener's Corrections	D				X	

Legend:

D = Planning and Public Works Director

PPW = Planning and Public Works Department

CBO = Chief Building Official

CE = City Engineer

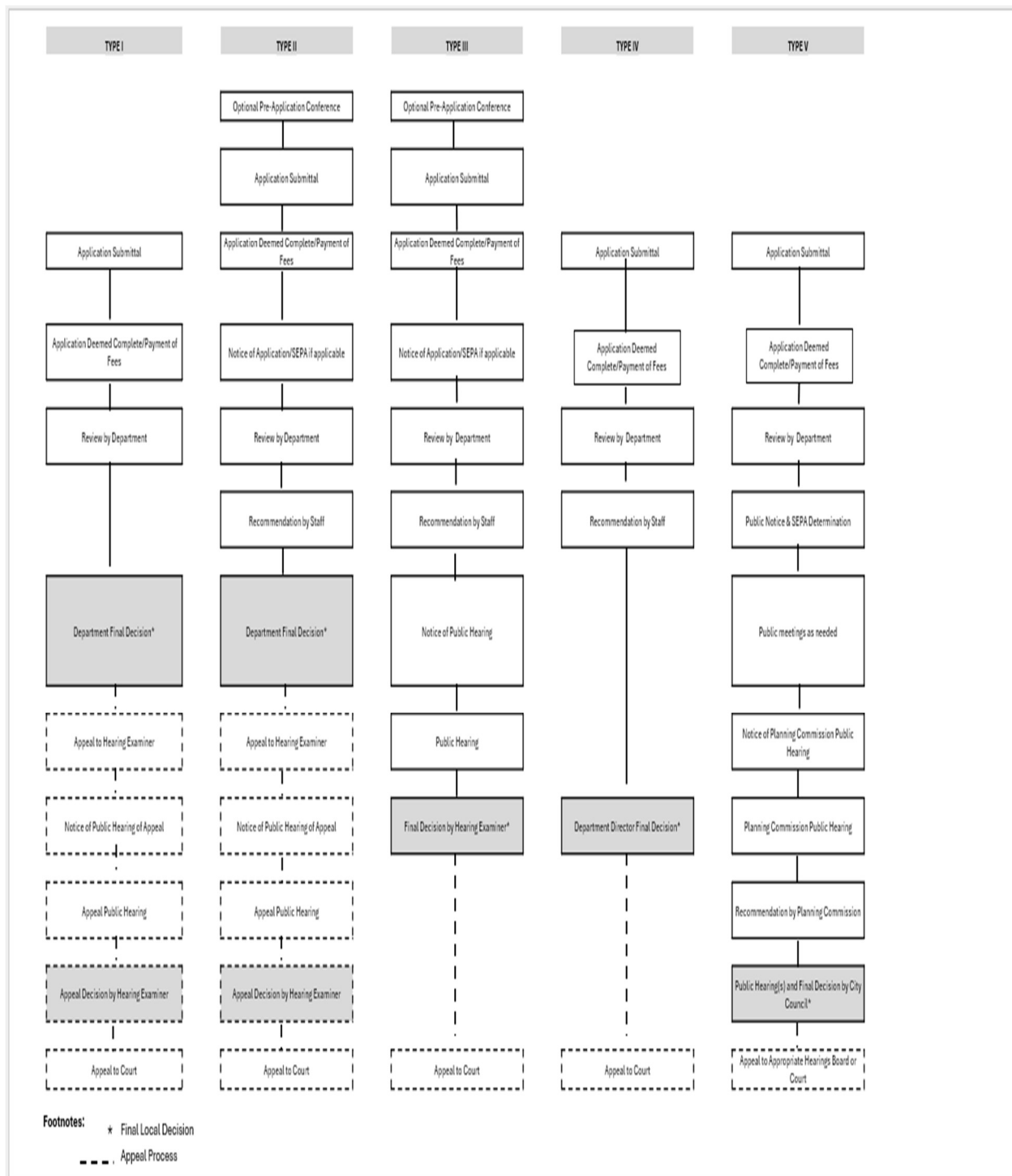
CC = Lakewood City Council

HE = Hearing Examiner

Application Type	Review and Approval Authority	Type I	Type II	Type III	Type IV	Type V
PC = Lakewood Planning Commission						

* Pursuant to Chapter [90.58](#) RCW, following local action, final decisions are made by the Washington State Department of Ecology. Ecology's final approval is required for amendments to the Lakewood Shoreline Master Plan (SMP), shoreline conditional use permit and shoreline variance permit.

** Subject to final approval by resolution of the City Council per Chapter [3.64](#) LMC.



[Ord. 833 § 2 (Exh. A), 2025; Ord. 820 § 3 (Att. B), 2024; Ord. 814 § 2, 2024; Ord. 813 § 2 (Att. D), 2024; Ord. 794 § 2 (Exh. A), 2023; Ord. 789 § 2 (Exh. A), 2023; Ord. 758 § 2 (Exh. A), 2021; Ord. 756 § 2, 2021; Ord. 738 § 2 (Exh. A), 2020; Ord. 726 § 2 (Exh. B), 2019.]

The Lakewood Municipal Code is current through Ordinance 834, passed August 18, 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)

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