



January 10, 2014

Don Anderson  
Mayor

Jason Whalen  
Deputy Mayor

Mary Moss  
Councilmember

Michael D. Brandstetter  
Councilmember

John Simpson  
Councilmember

Marie Barth  
Councilmember

Paul Bocchi  
Councilmember

John J. Caulfield  
City Manager

## NOTICE

### LAKWOOD CITY COUNCIL AND YOUTH COUNCIL JOINT MEETING

Notice is hereby given that the Lakewood City Council and the Youth Council will be meeting on Tuesday, January 14, 2014, at 7:00 p.m., at Lakewood City Hall, Conference Room 1E, 6000 Main Street SW, Lakewood, Washington.

The purpose of the meeting is to discuss the RACE: Are We So Different exhibit.

Alice M. Bush, MMC  
City Clerk



## LAKESWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, January 13, 2014

7:00 P.M.

City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

Page No.

### Call to Order

### Items for Discussion:

- ( 1) 1. Review of a proposed energy savings grant for converting 3,000 City streetlights to energy-efficient light emitting diode (LED) streetlights. - (Memorandum)
- ( 3) 2. Review of proposed Parks code amendments and fee changes. - (Memorandum)
- (21) 3. Review of a proposed interlocal agreement with Pierce County, amending the Pierce County Countywide Planning Policies, centers of local importance. - (Memorandum)
- (35) 4. Designating City of Lakewood centers of local importance. - (Memorandum)
- (41) 5. Status report on building permitting software. - (Memorandum)
- (44) 6. Designating 2014 Council liaisons to Citizens' Advisory Boards and Committees and external committees. - (Memorandum)

### Briefing by the City Manager

### Items Tentatively Scheduled for the January 21, 2014 Regular City Council Meeting:

1. Item Nos. 1 - 4 above.
2. Proclamation declaring February 2-8, 2014 as Toastmasters International Week. - *Ms. Julie Skaw, Lakewood Toastmaster Member and Area Governor*

*The City Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.*

3. Appointing an individual to serve on the Redevelopment Advisory Board. - (Motion - Regular Agenda)
4. Appointing an individual to serve on the Arts Commission. - (Motion - Regular Agenda)
5. Authorizing the execution of a grant agreement with the Washington State Department of Energy, in the amount of \$150,000, to prepare a lake management plan for Waughop Lake. - (Motion - Regular Agenda)

### **City Council Comments**

### **Adjournment**

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**LAKWOOD CITY HALL**  
6000 Main Street SW, Lakewood, WA 98499-5027  
(253) 589-2489

**MEETING SCHEDULE**  
**January 13, 2014 – January 17, 2014**

Date	Time	Meeting	Location
January 13	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
January 14	7:30 A.M.	Redevelopment Advisory Board	Lakewood City Hall 3rd Floor, Conference Room 3A
	7:30 A.M.	Coffee with the Mayor	St. Clare Hospital Resource Center 4908 112 <sup>th</sup> Street SW
	7:00 P.M.	Joint City Council and Youth Council meeting	Lakewood City Hall 1 <sup>st</sup> Floor, Conference Room 1E
January 15	5:30 P.M.	Community Development Block Grant Citizen's Advisory Board	Lakewood City Hall 3rd Floor, Conference Room 3A
	6:30 P.M.	Planning Advisory Board	Lakewood City Hall Council Chambers
January 16	7:30 A.M.	Lakewood's Promise Advisory Board	Lakewood City Hall 3 <sup>rd</sup> Floor, Conference Room 3A
	4:00 P.M.	Human Services Funding Advisory Board	Lakewood City Hall 3rd Floor, Conference Room 3A
January 17	No Meetings Scheduled		

**TENTATIVE MEETING SCHEDULE**  
**January 20, 2014– January 24, 2014**

Date	Time	Meeting	Location
January 20		City Hall Closed In Observance of Martin Luther King, Jr. Day	
January 21	6:00 P.M.	Youth Council	Lakewood City Hall 3 <sup>rd</sup> Floor, Conference Room 3A
	7:00 P.M.	City Council	Lakewood City Hall Council Chambers
	7:00 P.M.	Northeast Neighborhood Association	Lakewood Fire Department 10928 Pacific Highway SW
January 22	5:30 P.M.	Community Development Block Grant Citizens' Advisory Board	Lakewood City Hall 3 <sup>rd</sup> Floor, Conference Room 3A
January 23	3:30 P.M.	City Talk with the Mayor Or another Councilmember. Please call 253-589-2489 for an appointment	Lakewood City Hall 3 <sup>rd</sup> Floor, Mayor's Office
	6:00 P.M.	Landmark's & Heritage Advisory Board	Lakewood City Hall 3 <sup>rd</sup> Floor, Conference Room 3A
January 24	No Meetings Scheduled		

NOTE: The City Clerk's Office has made every effort to ensure the accuracy of this information. Please confirm any meeting with the sponsoring City department or entity.



To: Mayor and City Councilmembers  
From: Don Wickstrom, Public Works Director  
Through: John J. Caulfield, City Manager *John J. Caulfield*  
Date: January 7, 2014  
Subject: Energy Performance Contracting – LED Streetlight Replacement

### **Introduction**

The Public Works Department has initiated the process to review the feasibility of replacing the city's existing streetlights with energy-efficient light emitting diode (LED) streetlights. Currently, the city spends over \$500,000 annually on the operation and maintenance of over 3,000 streetlights. The energy and maintenance savings with LED streetlight replacement could be up to 50%.

The two main challenges with many energy savings improvements is how to: 1) afford the initial capital expenditures; and 2) have the technical expertise to manage an energy savings contract. The Public Works Department is recommending Energy Savings Performance Contracting as the process to most quickly and efficiently implement a LED streetlight replacement project which addresses these two challenges.

### **Energy Savings Performance Contracting – A Brief Overview**

An Energy Savings Performance Contract (ESPC) is a contract between a public or private entity and an energy services company (ESCO) under which the ESCO:

- Performs detailed audits,
- Identifies energy and operational savings opportunities,
- Designs infrastructure improvements that reduce resource consumption,
- Causes the improvements to be implemented as the general contractor, and

- Guarantees maximum not-to-exceed cost, equipment performance, and energy savings.

In addition, the ESCO must be able to provide the financing for the project if the entity chooses not to finance the costs by other methods such as selling of bonds.

### **The State of Washington's ESPC Program**

The State of Washington's Department of Enterprise Services (DES) (formally General Administration (GA)) has designed a program specifically for public entities to utilize energy savings performance contracting. Through an interlocal agreement, DES provides the program management to support public entities completion of an energy savings contract.

DES developed a pre-qualified list of Energy Savings Contracting (ESCO) firms from which public entities may choose from. The Public Works Department has chosen to work with Ameresco who is located in Renton, WA and has successfully worked with other cities such as Olympia and Renton on similar LED streetlight replacement projects.

### **Project Status**

Ameresco is currently in the process of completing an Investment Grade Audit (IGA) of the city's street lighting system. The IGA is reviewing the current streetlight assets, determining current costs for energy and maintenance, developing cost estimates for LED replacements, determining energy and maintenance cost savings, and reviewing potential for grants and rebates.

The measure of a successful street lighting replacement project will be one that can pay for all of the project costs with the energy and maintenance savings realized in a maximum of 12 years.

### **Next Steps**

At the January 13, 2014 Council Study Session, staff from Public Works, Department of Enterprise Services (DES), and Ameresco will provide more information on Energy Savings Performance Contracting and have some preliminary project costs and phasing.

Staff recommends council adopt a resolution at the following regular council meeting to approve applying for a Department of Commerce energy savings grant which could provide up to \$500,000 or 25% of the project costs.

Further consideration and action will be required in the coming months to amend the current budget and determine the best financing mechanism(s) for this project.



To: Mayor and City Councilmembers

From: Mary Dodsworth, Director

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

Date: January 6, 2014

Subject: 2014 Proposed Park Code and Fee Changes

Attachment: Proposed Changes to the Fee Schedule (Attachment A)  
Proposed Changes to Chapter 8.76 Park Code (Attachment B)

**Summary:** The Lakewood Municipal Code (LMC) 8.76 authorizes the City to establish rules and fees for park and recreation programs and facilities. The Parks and Recreation Advisory Board (PRAB) worked with staff to review Chapter 8.76 of the Lakewood Municipal Code (LMC) relating to the City of Lakewood Park Code. They approved the proposed code and fee changes and recommended presentation to Council for review.

**Background:** Every few years the City reviews the City's park code and fee schedule and recommends changes based on legislative requirements, citizen or staff requests, council actions, planning policies, clarification or to support current or future operations. Three members of the PRAB worked with staff from July through November to review the code, identify issues, review alternatives, research other agency policies, assess the impacts of changes and prepare a draft document for review. They also considered fees for the newly proposed opportunity to allow alcohol in parks at special events. The recommendations were reviewed at the November and December, 2013 PRAB meetings and, on December 9, 2013, the Board approved forwarding the proposed changes to Council for consideration.

**Current Status:** Below is a summary of the recommended code and fee changes. Please note on the draft - If text is recommended to be deleted the text ~~will have a line through it.~~ New language will be underlined.

**Code Changes:** Staff is recommending changes to the code in the following areas:

- **Definitions** for recreational vehicles, service animals, tobacco, smoking, trailers, and vessels were added or modified.
- **Alcohol Use in Parks:** allowing alcohol in parks during special events and by special permit was clarified. Staff has created very detailed procedures regarding how this may occur. Procedures and requirements were created from State liquor control board regulations as well as in consultation with our risk management agency.
- **Cooking in parks:** clarified safety language regarding BBQ's in parks.

- **Tobacco Free Parks:** To continue creating a healthy and vibrant community we recommend prohibiting smoking and tobacco use in city parks and facilities. Tobacco related diseases are the number one killer in Washington State (killing more people than AIDS, alcohol, car accidents, fires, illegal drugs, murders and suicides combined). There is no safe level of second hand smoke. Tobacco use in the proximity of children and adults engaging in or watching outdoor recreational activities is detrimental to their health and can be offensive to those using such facilities. Cigarettes or chewing tobacco, once consumed in public spaces, are often discarded on the ground, requiring additional maintenance expense and diminishing the beauty of the area (and can pose a risk to children who might ingest them.)
- **Motor Vehicles Parking** in city parks, including overnight parking at the American Lake Park, is clarified.
- **Boating:** Non motorized vessels (row boats, kayaks, paddle boards, canoes) do not need a permit to launch at American Lake Park. We want to encourage healthy activities.
- **Tents** in excess of 400 square feet need a special permit based on State law.
- **Horses** are only permitted at Fort Steilacoom Park and only in specific areas. An annual permit, like a boat launch permit or animal license, is required to support education and proper use of the facility. No fee for this permit is recommended.
- **Firearms** must be allowed if a person is licensed to carry it. The current code did not meet State law.

**Fee Changes:** Staff is recommending three changes to the fee schedule.

1. A new permit fee is being recommended when alcohol is present in parks during special events (by special use permit). The fee for the alcohol permit would be in addition to the special use permit fee. Alcohol use permit fees vary from city to city, but most base the fee on the size of the event. The PRAB wanted to ensure the fee was substantial enough to denote the added value and impact that alcohol will add to a park related event. To simplify the process we are recommending that we use the special use permit fee scale to determine the cost for bringing alcohol related events to the parks. This would provide a cost range for small to large events and using the same fees would be easy for an applicant to understand and for city staff to administer. Attachment A shows the current special use permit fee and proposed 2014 alcohol permit fee. Other city comparables can be provided upon request.

2. The Farmers Market fees have not been added to the fee schedule. We are approaching our third year and looking to modify the current rates. Staff compared market rates from 15 different markets. As an incentive to encourage vendors to participate, our current vendor rates are lower than other markets. We have a strong market base and believe we can raise our rates without affecting the number or quality of vendors since most of the other markets in our area charge an application fee as well as take a percentage of sales. We do not. Also, the additional revenue will help offset the cost of managing the market.

3. The City hosts a variety of special events each year where vendors are invited to participate. Vendor rates vary for each event based on length of event, vendor type (non profit vs food item), space needed (10 x 10 area or food truck), site needs, number of participants anticipated at the event, etc. A specific vendor fee schedule is created for each event. We charge an application fee to cover the time and cost to review, approve and manage the vendor areas. This rate has been consistent for the past three years.

Staff will be at the Jan 13 study session to answer questions and provide comparable information as requested.

**Attachment A  
Parks and Recreation  
2014 Proposed Fee changes**

<b>Special Use Permit*</b>	<b>2014 Permit Fee</b>	<b>Proposed Alcohol Permit Criteria</b>	<b>Proposed 2014 Fee</b>
<u>Small events</u> 100 – 200 guests	\$200	<u>Small events</u> 100 – 200 guests	\$200
<u>Large events</u> 201 – 500 guests	\$500	<u>Large events</u> 201 – 500 guests	\$500
<u>Major events</u> Over 500 guests	\$1,000	<u>Major events</u> Over 500 guests	\$1,000

<b>2013 Farmers Market Fees</b>			<b>2014 Proposed Farmers Market Fees</b>		
	Daily Rate	Seasonal		Daily Rate	Seasonal**
Regular Stall 10x10	\$20.00	\$240.00	Regular Stall 10x10	\$25.00	\$250.00
10x10 Stall w/ Electricity	\$25.00	\$300.00	10x10 Stall w/ Electricity	\$30.00	\$300.00
Pull-Through Stall	\$25.00	\$300.00	Pull - Through Stall	\$40.00	\$400.00
Payment Plan Processing	0	0	Payment Plan Processing	\$35	\$35
		<b>2013 Rate</b>			<b>2014 Rate</b>
Special Event Vendor Application Fee		\$25		\$25	

\* Special Use Permit fees are not proposed to change. They are provided as information to support the proposed alcohol permit fees.

\*\*2014 seasonal rate provides a free six day incentive to participate. Vendors must commit to the entire season to receive the seasonal rate.

## **Attachment B**

### **Chapter 8.76 Draft Park Code**

#### **I - GENERAL**

- 8.76.010 Definitions.
- 8.76.020 Program - Purpose.

#### **II - ADMINISTRATION**

- 8.76.030 Administrative rules - Hours and conditions of operation.
- 8.76.050 Special use permits.
- 8.76.055 Gender Equity
- 8.76.060 Cancellation of permit.
- 8.76.080 Use of facilities.
- 8.76.090 Cleanup.
- 8.76.100 Liability.
- 8.76.110 Liability insurance.
- 8.76.120 Adults to be present at functions of minors.
- 8.76.130 Storage of equipment - Liability of City.
- 8.76.140 Equipment regulations - Failure to perform.
- 8.76.150 Facility use - Sale of goods or services.
- 8.76.160 Picnicking, fires and cooking.

#### **III - RULES GOVERNING USE OF FACILITIES - INFRACTIONS**

- 8.76.165 Alcoholic beverages  
(Information also included in 8.76.050 Special Use Permits)
- 08.76.168 Tobacco Use and Smoking
- 8.76.170 Bathing, washing of clothes or animals.
- 8.76.180 Parking lots and roadways - Games prohibited.
- 8.76.190 Motor Vehicles - Parking.
- 8.76.200 Motor vehicles on roads and trails.
- 8.76.210 Motor vehicles - speed limits.
- 8.76.220 Boat speeds in associated marine areas.
- 8.76.221 Power Loading
- 8.76.230 Cleaning, Washing, Testing or Repairing vehicles.
- 8.76.240 Motor vehicles - trucks and commercial vehicles.
- 8.76.250 Trail use.
- 8.76.260 Vehicle-Vessel-Boating - occupancy policy.
- 8.76.270 Use of marine heads.
- 8.76.280 Camping prohibited except in designated areas only.
- 8.76.290 Tents and shelters on beaches.
- 8.76.300 Indecent Exposure.
- 8.76.310 Ice
- 8.76.320 Game fish.
- 8.76.330 Pets in City park facilities.
- 8.76.340 Animal Disturbances
- 8.76.341 Wildlife feeding and harassment.
- 8.76.342 Damage by animal.
- 8.76.350 Horseback riding - In designated areas only.
- 8.76.360 Littering.
- 8.76.370 Swimming - In designated areas only.

- 8.76.380 Swimmers must obey rules.
- 8.76.385 Visitors must obey rules
- 8.76.390 Swimming/scuba diving in boat launch areas prohibited.
- 8.76.400 Presence in parks during hours the park is closed.

#### **IV - RULES GOVERNING USE OF FACILITIES - MISDEMEANORS**

- 8.76.405 Bicycle and Scooter Restriction in Skate Park Facilities.
- 8.76.410 Mechanical trapping devices - Capturing or injuring animals.
- 8.76.420 False alarm of drowning prohibited.
- 8.76.430 Games on beaches.
- 8.76.440 Moorage in swimming area prohibited.
- 8.76.450 Damage to property.
- 8.76.460 Removal of property.
- 8.76.470 Outside household or commercial waste.
- 8.76.480 Waste from vehicles.
- 8.76.490 Dumping in water prohibited.
- 8.76.500 Model aircraft and rockets.
- 8.76.510 Solicitation.
- 8.76.520 Fireworks.
- 8.76.530 Firearms, weapons.
- 8.76.550 Intoxication.
- 8.76.560 Interference with trails.

#### **V - PENALTIES**

- 8.76.570 Infractions.
- 8.76.580 Misdemeanors.
- 8.76.590 Administrative sanctions.

### 08.76.010 - Definitions

#### **I - GENERAL**

Whenever used in this chapter the following terms shall be defined as herein indicated:

A "Aircraft" means any machine or device designated to travel through the air including but not limited to : airplanes, helicopters and balloons;

B. "Alcoholic beverages" or "liquor" includes the four varieties of liquor defined as alcohol, spirits, wine and beer, all fermented, spirituous, vinous, or malt liquor, and all other intoxicating beverages, and every liquor, solid or semisolid or other substance, patented or not, containing alcohol, spirits, wine or beer; all drinks or drinkable liquids and all preparations or mixtures capable of human consumption. Any liquor, semisolid, solid or other substance which contains more than one percent alcohol by weight shall be conclusively deemed to be intoxicating;

C. "Associated marine area" means any water area within one hundred feet of any "Lakewood City park area" or "marine facility" such as a dock, pier, float, buoy, log boom, or other object which is part of a "Lakewood City park area", provided that such area does not include private property;

D. "Camper" means a motorized vehicle containing sleeping and/or housekeeping accommodations, and shall include a pickup truck with camper, a van-type body, a converted bus, or any similar type vehicle;

E. "Camping" means erecting a tent or shelter or arranging bedding or both for the purpose of, or in such a way as will permit remaining overnight, or parking a trailer, camper, or other vehicle for the purpose or remaining overnight;

F. "Campsite" means designated camping sites which are designated for the use of

camping, and which have no water and/or electrical facilities available for hookup to a trailer or a camper;

G. "City" means the City of Lakewood, a municipal corporation in the State of Washington.

H. "City Manager" means the City Manager of the City of Lakewood or designee

I. "Commercial Use" means any use of a park facility where money is exchanged on site; the area is used as a staging, instruction or display area; or doing work at a park location (i.e. testing engines, storing or delivering goods) that could result in a personal/professional benefit.

J. "Community Athletic Programs" means any athletic program that is organized for the purposes of training for and engaging in athletic activity and competition and that is in any way operated, conducted, administered, or supported by a city, town, county, district or school district (other than those athletic programs offered by the school and created solely for the students by the school).

K. "Department" means the department of the City of Lakewood that administers and oversees the City Parks, provided that where the context indicates, Department may mean the person or persons responsible for the administration and oversight of the City Parks;

L. "Discrimination" means any action or failure to act, whether by single act or part of a practice, the effect of which is to adversely affect or differentiate between or among individuals or groups of individuals, because of race, color, religion, national origin, age, sex, marital status, parental status, sexual orientation, the presence of any sensory mental or physical handicap, or the use of a trained dog guide by a blind or deaf person;

M. "Facility" or "facilities" means any building, structure, or park area managed by the City of Lakewood Parks & Recreation Department;

N. "Facility Supervisor" refers to a duly appointed City of Lakewood Parks & Recreation Department employee;

O. "Gender Equity" means that cities, towns, counties and districts are prohibited from discriminating on the basis of sex in the operation, conduct, or administration of community athletic programs. Third parties who receive a lease or permit from such entities to operate, conduct, or administer a community athletic program are also prohibited from discriminating on the basis of sex.

P. "Holiday" means federally recognized holidays

Q. "Motor vehicle" means any self-propelled device capable of being moved upon a road, and in, upon, or by which any persons or property may be transported or drawn, and shall include, but not be limited to, automobiles, trucks, motorcycles, motor scooters, jeeps or similar type four-wheel drive vehicles, snowmobiles and vessels, whether or not they can legally be operated upon the public highways;

R. "Overnight" means a 24 hour period of time with a defined start time/end time.

S. "Park area" means any area under the ownership, management, or control of the City of Lakewood Parks & Recreation Department;

T. "Person" means all natural persons, groups, firms, partnerships, corporations, clubs, and all associations or combination of persons whenever acting for themselves or an agent, servant, or employee;

U. "Power Loading" is the use of a boat motor to load a boat onto a boat trailer.

V. "Recreational Vehicle" shall include vehicles used exclusively for noncommercial purposes which are primarily designed for recreational, camping, or travel use or towing a horse trailer.

W "Resident" means anyone who can verify proof of Lakewood residency with identification such as a public utility bill, Lakewood business license or Washington Drivers' License.

X. "Rocket" means any device containing a combustible substance which when ignited propels the device forward;

Y. "Service Animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.

Z. "Smoking" shall include inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other lighted or vaporized substance in any manner or form for any purpose.

AA "Tobacco" means the leaves of various plants which are dried and processed chiefly for chewing or snuffing or smoking in cigarettes, cigars, pipes and other devices.

~~X~~ BB. "Trail" means any path, track, or right-of-way designed for use by pedestrians, bicycles, equestrians, or other non-motorized modes of transportation

~~Y~~ CC. "Trailer" means a towed vehicle which contains sleeping or housekeeping accommodations or used to tow a vessel;  
(Ord. 126 § 1 (part), 1997.)

DD. "Vessel" includes every description of watercraft on the water, other than a seaplane, used or capable of being used as a means of transportation on the water. However, it does not include inner tubes, air mattresses, sailboards, and small rafts or flotation devices or toys customarily used by swimmers.

### **08.76.020 - Program – Purpose**

Our Vision is that Lakewood is a healthy and vibrant community where opportunities abound. The Mission of the Parks, Recreation and Community Services Department is to create an active, engaged and livable Lakewood through quality parks, diverse programs and sustainable practices. The Mission of the Parks and Recreation Department is to create a healthy community through people, parks and programs. The playgrounds, activity centers, and other facilities of the Department are established by law for public recreation purposes.

(Ord. 126 § 1 (part), 1997.)

## II – ADMINISTRATION

The City shall establish rules setting forth the times and conditions upon which the City parks and recreation facilities will be open, closed, or used by the public. The City parks and park facilities shall be open from dawn to dusk, except as otherwise provided by permits issued by the City, and except as otherwise posted. (Ord. 126 § 1 (part), 1997.)

### 08.76.030 - Administrative Rules - Hours and Conditions of Operation

### 08.76.050 - Special Use Permits

The City may grant special use permits to individuals and groups who wish to reserve a park area for a designated period of time or for a special use. Based on type of event, number of participants, or other unusual conditions, a special use permit may be required. The special use permit allows the City to gather information regarding the special use and outlines conditions to ensure the park and other park visitors will not be negatively impacted.

Factors to be considered and evaluated in granting or denying an application for a Special Use Permit shall include: the type of event or use, time of facility use, other competing uses and their compatibility, insurance and indemnification, police and fire concerns, parking, number of expected participants and size limitations, methods to ensure that all alcohol will remain ~~indoors~~ in approved areas, and any other factors that warrant consideration based on the event and/or activity involved or local, county or state laws and permit regulations.

The City will charge a fee for special use permits. Where appropriate, additional fees and special conditions of use will be established by the City and so noted on the special use permit. The City is authorized to develop a schedule of fees for such permits, which allow the City to offset impacts caused by the use and/or recover its costs in connection with the use. The schedule of fees shall be posted.

The City may grant special use permits to meet or conduct activities in City parks without charge provided the activities are exclusively for youth eighteen years of age or under, and provided that all of the following conditions are satisfied: the buildings or facilities are not otherwise required by the City, the activities are conducted in accordance with the City's standards; held without admission charge; not conducted for fundraising or other financial gain; open to the general public without discrimination; not exclusively planned for one group and scheduled during hours when the facility is regularly open. The City may charge additional fees or require special conditions to offset impacts caused by the use and/or recover its costs in connection with the use.

No alcoholic beverages are allowed at any park facilities or on any park property, other than as provided in Section 8.76.540 of this Chapter, or its successor provision(s).

Selling, possessing or consuming alcoholic beverages in a City park, recreation area, or associated marine area is prohibited, other than in connection with an event or activity ~~in a community center, park building or other indoor structure~~ for which a Special Use Permit or rental contract has been issued and provided that the activities and the use of alcoholic beverages shall conform to the permits therefore, and shall conform to federal, state and local laws, rules and regulations with respect thereto.

~~For the purposes hereof, "community center, park building or other indoor structure" refers to buildings with solid opaque walls such that activity within the buildings is not readily visible outside of the buildings.~~

Facilities cannot be reserved more than one year (12 calendar months) prior to an event. Fees may be adjusted prior to an event as fee schedules are typically adopted in January of each year. (Ord. 247§ 2, 2000; Ord. 126 § 1 (part), 1997.)

#### 08.76.055 Gender Equity

The City prohibits discrimination in the operation, conduct, or administration of community athletic programs for youth or adults on basis of gender. Third parties who receive permits to use facilities for community athletic programs are also prohibited from discriminating on the basis of gender. In addition, the City does not discriminate on any other basis protected by federal or state law.

#### 08.76.060 - Cancellation of Permit

The Parks and Recreation Department reserves the right to cancel a permittee's reservation for cause (valid reasons) or if the City needs to make use of the facility which in the judgment of the City Manager supersedes the need of the permittee. Notice of the City's cancellation for priority use shall be given at least five business days in advance and permit fees will be refunded. Notice of cancellation for cause may be given at any time. (Ord. 126 § 1 (part), 1997.)

#### 08.76.080 - Use of Facilities

Time and use restrictions for any building or other facility that may be located in a City park shall be identified and determined by the Department. (Ord. 126 § 1 (part), 1997.)

#### 08.76.090 - Cleanup

User groups and individuals will be responsible for set up, break down, and general clean up of their park facility space. Removal and disposal of garbage, decorations, and miscellaneous materials must be completed at the conclusion of the event. In the event that additional cleaning or emergency repairs are needed as a result of an event and can be performed by City staff, then the total hourly staff charges for services will be assessed against the deposit or billed to the user. Up to a 25% administrative charge may be added to the costs.

Depending on the type and nature of use, and the number involved, the City Manager or designee may require the posting of a refundable deposit or other security, in a reasonable amount, to ensure compliance with the requirements of this Section of the Code. The City Manager or designee is authorized to determine and identify criteria to be used in administering the requirement for posting such security deposit. (Ord. 126 § 1 (part), 1997.)

#### 08.76.100 – Liability

Persons using facilities by permit will be required to protect, save and hold the City, its elected and appointed officials and employees while acting within the scope of their duties, harmless from and against all claims, demands and causes of action of any kind

or character, including the cost of defense thereof, arising in favor of a person or group's members or employees or third parties on account of any action including but not limited to personal injuries, death or damage to property arising out of the use of premises, or in any way arising out of the acts or omissions of the person, group and/or its agents, employees or representatives. (Ord. 126 § 1 (part), 1997.)

#### 08.76.110 - Liability Insurance

During all periods of use, persons using facilities by permit shall obtain and maintain public liability insurance acceptable to the City and/or other insurance necessary to protect the public and the City on premises to be used, with limits of liability not less than: a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. The City reserves the right to require higher limits if it deems there is an increased liability exposure.

The City shall be named as an additional insured in connection with any such insurance policy, unless waived in writing by the City. The City shall be provided with a certificate of insurance, or, upon written request of the City, a duplicate of the policy, as evidence of the insurance protection provided. This insurance shall not be canceled or reduced without prior written notice to the City at least thirty days in advance of the cancellation, with this provision being included in the insurance policy.

It is provided, however, that in the case of permits for use of park facilities by recognized non-profit organizations, or by small, neighborhood or family groups, depending on the type and nature of the use, the extent to which park facilities are to be used, the amount of time the facilities are to be used and the number of persons involved in the use, and the level of liability exposure involved in the use, the City Manager or designee may waive some or all of the insurance requirements hereof, and/or may require lesser limits of liability than the amounts identified hereinabove this Section. (Ord. 242 § 1, 2000; Ord. 126 § 1 (part), 1997.)

#### 08.76.120 - Adults to be Present at Functions of Minors

Adults must be present and responsible at all functions involving organized assemblies of minors, and shall remain throughout the entire function. (Ord. 126 § 1 (part), 1997.)

#### 08.76.130 - Storage of Equipment - Liability of City

Persons using facilities should not expect storage space for equipment necessary for their programs. If temporary storage is provided, the City shall not be held responsible for loss or damage. City equipment shall not be available for use by any non-city person, group or organization, nor for any non-city purpose. (Ord. 126 § 1 (part), 1997.)

#### 08.76.140 - Equipment Regulations - Failure to Perform

In addition to the penalties and consequences available pursuant to Sections 8.76.570, 8.76.580 and 8.76.590 of this Chapter, the misuse of a park facility or the failure to conform with these regulations, the instructions of Department employees, or the conditions of a permit will be sufficient reason for denying any future permits. (Ord. 126 § 1 (part), 1997.)

#### 08.76.150 - Facility Use - Sale of Goods or Services

The use of park facilities for financial gain shall be allowed only through concession contracts secured by the City's competitive process, negotiated concession contracts or by special use permit issued by the Department. (Ord. 126 § 1 (part), 1997.)

#### 08.76.160 - Picnicking, Fires and Cooking

No open flame camp fires are permitted. Barbeques, stoves or similar devices or uses are permitted in park facilities if used ~~according to safe procedures.~~ in accordance with individual manufacturer instructions and coals are disposed of in an approved manner. (Ord. 126 § 1 (part), 1997.)

### III - RULES GOVERNING USE OF FACILITIES - INFRACTIONS

#### 08.76.165 - Alcoholic Beverages (Information also included in 8.76.050 Special Use Permits)

Selling, possessing or consuming alcoholic beverages in a City park, recreation area, or associated marine area is prohibited, other than in connection with an event or activity ~~in a community center, park building or other indoor structure~~ for which a Special Use Permit or rental contract has been issued by the Department, provided that the activities and the use of alcoholic beverages shall conform to the permits therefore, and shall conform to federal, state and local laws, rules and regulations with respect thereto.

Factors to be considered and evaluated in granting or denying an application for a Special Use Permit shall include: the type of event or use, time of facility use, other competing uses and their compatibility, insurance and indemnification, police and fire concerns, parking, number of expected participants and size limitations, methods to ensure that all alcohol will remain ~~indoors~~ in approved areas, and any other factors that warrant consideration based on the event and/or activity involved. The fee for the Alcohol Special Use Permit is the same as the fee for an Administrative Use Permit as is contained in the City's Fee Schedule and may be determined on a case by case basis depending on those factors noted in this paragraph 08.76.165 .

For the purposes hereof, "community center, park building or other indoor structure" refers to buildings with solid opaque walls such that activity within the buildings is not readily visible outside of the buildings. (Ord. 247 § 2, 2000; Ord. 126 § 1 (part), 1997.)

#### 08.76.168 – Tobacco Use and Smoking

Tobacco use and smoking are prohibited in City parks and facilities. No person shall use any form of tobacco in City parks, including, but not limited to, restrooms, picnic shelters, beaches, aquatic facilities, playgrounds, trails, athletic fields, natural areas and spectator or concession areas.

08.76.170 – Bathing, Washing of Clothes or Animals No person shall bathe, clean fish or other food, or wash any clothing or other articles for personal or household use, or any dog or other animal in any park area. (Ord. 126 § 1 (part), 1997.)

#### 08.76.180 - Parking Lots and Roadways - Games Prohibited

Games of any kind are prohibited in parking lots and roadways of all Department facilities. (Ord. 126 § 1 (part), 1997.)

#### 08.76.190 - Motor Vehicles – Parking

No operator of any automobile, trailer, camper, boat trailer, or other vehicle, shall park such vehicle in any park area, except where the operator is using the area for the designated recreational purpose and the vehicle is parked either in the designated parking area, or in another area with the permission of a facility supervisor and for which all applicable fees have been paid. No person shall park, leave standing, or abandon a vehicle in any park area after closing time except persons using park facilities as part of an ~~event~~ activity authorized by the Department. In addition to the penalties found in Part V of this chapter, any vehicle found parked in violation of this section may be towed away at the owner's expense, consistent with signs posted in conformity with State law. (Ord. 126 § 1 (part), 1997.)

Overnight parking in the American Lake Park Boat Launch parking lot is allowed only if an overnight pass is purchased from the launch kiosk. The receipt will note the time of purchase and is valid for 24 hours from the dated time stamp. The City of Lakewood is absolved of all liability and/or responsibility for damage to the vehicle or boat trailer parked in the parking lot overnight.

No recreational vehicle may be parked overnight in any City of Lakewood park facility unless authorized by the Department.

#### 08.76.200 - Motor Vehicles on Roads and Trails

No person shall operate any motor vehicle on a trail in any park area unless such trail has been specifically designated and posted for such use. No person shall operate a motor vehicle within the boundaries of a park area except on roads, streets, highways, parking lots, parking areas, or where otherwise permitted by proper posting. It is provided, however, that this section shall not apply to emergency vehicles, nor to any maintenance vehicles, construction vehicles or other vehicles (ADA permitted vehicles) authorized by the Department. (Ord. 126 § 1 (part), 1997.)

#### 08.76.210 - Motor Vehicles - Speed Limits

No person shall drive a motor vehicle within any park area at a speed greater than fifteen miles per hour or as otherwise posted, having due regard for traffic on, and the surface and width of the road, and in no event at a speed which endangers the safety of persons, property, or wildlife; provided, however, that in no event shall a vehicle be driven at a speed greater than fifteen miles per hour in picnic, utility, or headquarters areas, or in areas of general public assemblage. (Ord. 126 §1 (part), 1997.)

#### 08.76.220 - Boat Speeds in Associated Marine Areas

No person shall operate a boat at a speed greater than 5 knots per hour in any no wake zone or associated marine areas. (Ord. 126 § 1 (part), 1997.)

#### 08.76.221 – Power Loading at City Boat Launch Facilities

Power Loading at City boat launch facilities is prohibited. No person shall power load his/her boat engine when loading a boat onto a boat trailer at a City boat launch facility. Boaters should use the boat winch to load and unload their boat.

#### 08.76.230 – Cleaning, Washing, or Repairing of Vehicles

No person shall clean, or repair any automobile, other vehicle or vessel in any park area.

#### 08.76.240 - Motor Vehicles - Trucks and Commercial Vehicles

No person shall cause a truck or other vehicle while being used for commercial purposes to enter upon, use, or traverse any portion of any park area or any park road except in the service of the Department at the request of the employees of the Department, or by express permission of the ~~City Manager~~ Department for a special activity not inconsistent with park use; provided that, the provisions of this section shall not apply to City roads or state highways. (Ord. 126 § 1 (part), 1997.)

#### 08.76.250 - Trail Use

No person shall travel on a trail at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards that exist. (Ord. 126 § 1 (part), 1997.)

#### 08.76.260 – Vehicle – Vessel - Boating - Occupancy Policy

In order to afford the general public the greatest possible use of marine facilities, continuous occupancy of marine facilities by the same person or group in any area is limited to one day in any seven day period, provided that this day shall not include overnight, unless otherwise posted. A boat launch permit must be purchased and the permit/receipt clearly visible. Non motorized vessels do not need a permit to launch. Shorter or longer limitation of occupancy may be established by special permit. In addition to the penalties in Part V of this chapter, any boat/trailer/vehicle found to be in violation of this chapter may be towed away at the owner's expense. No person shall launch a boat in any park except in areas specifically designated and/or marked for that purpose. Float planes may dock on designated docks for up to 14 consecutive days. (Ord. 126 § 1 (part), 1997.)

#### 08.76.270 - Use of Marine Heads

No person shall use/or flush any marine head which when flushed emits its contents directly into the waters of a lake, river, or any other water area, nor cause any human or animal waste to be dumped into the waters while moored, anchored, docked or berthed in a park area or associated marine area or when entering or leaving the area. (Ord. 126 § 1 (part), 1997.)

#### 08.76.280 - Camping Prohibited

No person shall camp in any park unless authorized by special permit. (Ord. 126 § 1 (part), 1997.)

#### 08.76.290 - Tents and Shelters on Beaches and in Parks

No person shall erect, maintain, use or occupy a temporary tent or shelter on any swimming beach and/or in any park area unless there is an unobstructed view through such tent or shelter from at least two sides; provided, however, that nothing in this section shall be construed to authorize overnight camping. (Ord. 126 § 1 (part), 1997.)

Tents in excess of 400 square feet shall not be erected, operated or maintained for any purpose within the boundaries of a City park facility without a City special use permit. A permit is also required from the local Fire District.

#### 08.76 - Indecent Exposure

Nudity is not allowed. Clothing shall be worn at all times. Exposure of one's anus, buttocks, genitals and female breasts is not allowed. (Ord. 126 § 1 (part), 1997.)

#### 08.76.310 - Ice

No person shall go out onto ice in any City park or park area, except in areas specifically designated for that purpose. This includes but is not limited to: Lakes, ponds, streams, rivers, and other bodies of water. (Ord. 126 § 1 (part), 1997.)

#### 08.76.320 - Game Fish

All laws, rules and regulations of the State Game Commission relating to season, limits, and methods of fishing are applicable to fishing for game fish in park areas. No person may fish for, or possess any fish taken from any dam, dike, bridge, dock, boat, land or beach, which is posted with a sign prohibiting fishing. (Ord. 126 § 1 (part), 1997.)

#### 08.76.330 - Pets in City Park Facilities

A. Dogs, pets, or domestic animals are not permitted off-leash on any designated swimming beach, picnic area, play areas or any other park area in any City park or in any building, except in those areas specifically identified with signs posted indicating that dogs, pets, or domestic animals are permitted off-leash. It is provided, however, that this section shall not apply to service dogs.

B. In those permissible areas, dogs or other pets or domestic animals must be kept under control at all times and follow all posted rules.

C. Any person whose dog or other pet is in any park area shall be responsible for the conduct of the animal and for removing feces deposited by such animal from the park area in compliance with LMC 6.02.086.(Ord. 361 § 1, 2004; Ord. 126 § 1 (part), 1997.)

#### 08.76.340 - Animal Disturbances

No person shall allow his or her dog or other pet or domestic animal to molest or annoy park visitors or wildlife. (Ord. 126 § 1 (part), 1997.)

#### 08.76.341 - Wildlife Feeding and Harassment

It is unlawful in any manner to tease, annoy, disturb, molest, catch, injure, or kill, throw any stone or missile of any kind, or strike with any stick or weapon any animal, bird, or fowl, or to feed any fowl, bird or animal in any park area.

#### 08.76.342 - Damage by Animals

Owners of dogs or other animals damaging or destroying park property will be held liable for the full value of the property damaged or destroyed in addition to impounding fees and the penalty imposed for violation of these provisions.

#### 08.76.350 - Horseback Riding - In Designated Areas Only

Horses ~~shall be~~ are not permitted ~~only in any park areas that are specifically designated and posted to permit such activity~~ except Fort Steilacoom Park. Horses shall not be permitted in any designated swimming area, sports field, playground, or picnic areas. No person shall allow a horse or other animal to stand unattended or insecurely tied. No person shall ride any horse or other animal in such a manner that could cause physical harm to any person or to any property. Horse riders are expected to pick up their animals' waste and remove it from the park facility. ~~dispose of it appropriately~~ (Ord. 126 § 1 (part), 1997)

All persons riding horses within the boundaries of Fort Steilacoom Park are required to purchase an equestrian permit which allows access to ride his/her horse on Fort Steilacoom Park trails. While in the park, all horses are to wear a manure catcher at all times. Horse riders are expected to pick up their animals' waste and remove it from the park facility 08.76.360 - Littering

Per City Code 08.32. Litter Control, no person shall litter on park property. (Ord. 126 § 1 (part), 1997)

#### 08.76.370 - Swimming - In Designated Areas Only

Swimming areas shall be marked with buoys, log booms, or signs clearly designating the boundaries of such areas. (Ord. 126 § 1 (part), 1997.)

#### 08.76.380 – Swimmers Must Obey Rules

All persons using designated park swimming areas shall obey all posted beach rules and/or the instructions of lifeguards, facility managers, or other City staff. (Ord. 126 § 1 (part), 1997.)

#### 08.76.385 –Visitors Must Obey Rules

All persons using designated park areas shall obey all posted rules and/or the instructions of lifeguards, facility managers, or other City staff.

#### 08.76.390 - Swimming/Scuba Diving in Boat Launch Areas Prohibited

No person shall swim, sunbathe, or scuba dive in any designated boat launching area. (Ord. 126 § 1 (part), 1997.)

#### 08.76.400 - Presence in Parks During Hours the Park is Closed

No person shall enter or be present in a City park area during hours the park is closed except persons using park facilities as part of an ~~event~~ activity authorized by the City.

(Ord. 126 § 1 (part), 1997.)

#### 08.76.405 - Bicycle and Scooter Restriction in Skate Park Facilities

Skate park facilities are designed for use by skate boards, in-line skates and roller skates. No person shall have or use a bicycle, scooter or other similar vehicle in a skate park facility in any City park unless otherwise posted. For the purposes hereof, having or using a bicycle, scooter or other similar vehicle in a skate park facility means riding, locating or positioning a bicycle, scooter or other similar vehicle so that said vehicle touches any part of the concrete surface of the skate park facility. (Ord. 246 § 1, 2001.)

### **IV – RULES GOVERNING USE OF FACILITIES – MISDEMEANORS**

#### 08.76.410 - Mechanical Trapping Devices

The use of a mechanical trapping device within any City park is prohibited. A "mechanical trapping device" shall be defined as any device, including but not limited to snares or machines that shut suddenly upon contact by an animal, or a device which kills or inflicts physical pain and injury upon a captured animal. The act of capturing an animal, by other than lawful means is prohibited. It is provided, however, that this section shall not apply to authorized pest abatement actions of City personnel. (Ord. 126 § 1 (part), 1997.)

#### 08.76.420 - False Alarm of Drowning Prohibited

No person shall give or transmit a false signal or false alarm of drowning. (Ord. (126 § 1 (part), 1997.)

#### 08.76.430 - Games on Beaches

Activities including but not limited to sports and physical play which interfere or tend to interfere with and endanger other beach users and distract from or obstruct the performance of life safety responsibilities of parks personnel are prohibited. When circumstances can safely permit games, such games will be conducted only with the consent of a facility Supervisor, lifeguard, or other Department employee. (Ord. 126 § 1 (part), 1997.)

#### 08.76.440 - Moorage in Swimming Area Prohibited

No person or persons shall moor, dock, or berth a boat or other object to a dock, pier, log boom or float line which delineates a swimming area in a park area, ~~or~~ associated marine area or where posted. (Ord. 126 § 1 (part), 1997.)

#### 08.76.450 - Damage to Property

No person shall cut down, destroy, or in any way injure any shrub, tree, vine, grain, grass or crop, standing or growing or which has been cut down, in any park area unless authorized to do so by the Department. No person or pet shall deface, damage, remove or destroy any property, material or equipment which is under the jurisdiction of the Department. (Ord. 126 § 1 (part), 1997.)

#### 08.76.460 - Removal of Property

No person shall change the position of or remove any City property, material, or equipment from its original position in any area under the jurisdiction of the Department. (Ord. 126 § 1 (part), 1997.)

#### 08.76.470 - Outside Household or Commercial Waste

No person shall deposit any household or commercial garbage, refuse, waste, vegetation or rubbish which is brought in such form from any private property, in any park area, garbage can or other receptacle designated for such purpose. (Ord. 126 § 1 (part), 1997.)

#### 08.76.480 - Waste from Vehicles

No person shall drain or dump refuse or waste from any trailer, camper, vessel, automobile or other vehicle in any park area. (Ord. 126 § 1 (part), 1997.)

#### 08.76.490 - Dumping in Water Prohibited

No person shall pollute, or in any way contaminate by dumping or otherwise depositing any waste or refuse of any nature, kind or description, including human and bodily waste, into any stream, river, lake or other body of water running in, through, or adjacent to any park area. (Ord. 126 § 1 (part), 1997.)

#### 08.76.500 - Model Aircraft and Rockets.

No person shall fly rockets or model aircraft in any park area.

#### 08.76.510 - Solicitation

No person shall solicit, sell, or peddle any goods, services, wares, merchandise, liquids, or edibles for human consumption, or distribute or post any handbills, circulars, or signs, or use any loud-speakers or other amplifying devices, in any park area, except by concession contract or by special use permit issued by the Department. It shall be the responsibility of any person holding a concession contract or special use permit issued by the Department to display such permit or evidence of contract conspicuously so as to be visible to persons in the vicinity of the operations of such person. (Ord. 126 § 1 (part), 1997.)

#### 08.76.520 - Fireworks

No person shall possess, discharge, set off, or cause to be discharged, in or into any park area, any firecracker, torpedo, rocket, firework, explosive, or substance harmful to the life or safety of persons or property, unless so authorized by the Department. (Ord. 126 § 1 (part), 1997.)

#### 08.76.530 - Firearms, Weapons

~~No person except duly authorized law enforcement personnel and/or persons licensed to carry a concealed weapon shall possess a firearm in a city park.~~ No person shall

possess a bow and arrow, crossbow, or air or gas weapon in a City park. No person shall discharge across, in, or into any park area a firearm, bow and arrow, crossbow, air or gas weapon, or any device capable of injuring or killing any person or animal, or damaging or destroying any public or private property provided that where the Department for good cause has authorized and approved a special recreational activity or a recreational program, upon finding that it is not inconsistent with City park use, this section shall not apply. (Ord. 126 § 1 (part), 1997.)

#### 08.76.550 – Intoxication

It is unlawful to be intoxicated while in any City park. (Ord. 126 § 1 part), 1997.)

#### 08.76.560 - Interference With Trails

It shall be unlawful for any person to interfere with or block any portion of a trail owned or maintained by the City. This section shall not apply to employees of the City in the performance of their duties or to persons acting on written direction of the City. (Ord. 126 § 1 (part), 1997.)

#### 08.76.570 - Infractions

A. Failure to perform any act required or the performance of any act prohibited by Part III of this chapter shall be designated as an infraction.

B. Any person cited for violation of Part III of this chapter, shall be subject to ~~the applicable Court rules and bail schedules~~ a penalty amount not to exceed \$125.00.

C. Any person found guilty of committing an infraction shall be assessed a monetary penalty.

D. A finding that an infraction has been committed shall not give rise to any other legal disability which is based upon conviction of a crime.

(Ord. 126 § 1 (part), 1997.)

#### 08.76.580 - Misdemeanors

Any person found guilty of violating any provision of Part IV of this chapter is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$1,000.00, or by imprisonment in jail for not more than 90 days, or both. (Ord. 126 § 1 (part), 1997.)

#### 08.76.590 - Administrative Sanctions

It is unlawful to stay in a park when directed to leave by a City of Lakewood Park Department employee or any police officer. In addition to any prescribed penalty, any person who fails to comply with any provision of this chapter, or who violates any of the ordinances, or rules and regulations of the City while in a park in the City, or who otherwise interferes with the City's administration of the parks or who restricts, or interferes with the use or enjoyment of the park by others, or engages in conduct that is likely to restrict or interfere with the use or enjoyment of the park by others, shall be subject to the loss of park or recreation facility use privileges and ejection from the City park area or associated marine park area. (Ord. 126 § 1 (part), 1997.)

Amended by the City Council this     day of January, 2014.



To: Mayor and City Councilmembers

From: Dave Bugher, Assistant City Manager/Community Development Director

Through: John J. Caulfield, City Manager 

Date: January 13, 2014

Subject: Proposed Interlocal Agreement with Pierce County, amending the Pierce County Countywide Planning Policies, Centers of Local Importance (CoLIs)

**Recommendations:** Adopt a resolution amending the Pierce County Countywide Planning Policies establishing Centers of Local Importance (CoLI). The resolution would contain two attachments: 1) executed interlocal agreement; and 2) the actual CoLI text.

***Jurisdictions do not have the ability to make line item modifications; this is a pass or fails policy choice.***

**Alternative:** Pass a resolution in opposition to the proposed amendment.

**Purpose:** The attached interlocal agreement is between the cities of Pierce County and Pierce County, the purpose of which is to amend the Pierce County Countywide Planning Policies. If adopted, the interlocal agreement would create a new type of center for land use and transportation planning purposes. This new center designation is referred to as a Centers of Local Importance (CoLI). A CoLI serves to promote compact, pedestrian-oriented development with a mix of uses, proximity to diverse services, and a variety of appropriate housing options, or be in an established industrial area.

**History:** The CoLI concept came about as a result of the unintended consequences of Regional Growth Centers (RGCs) being established in selected urban areas of Pierce County, namely, downtown Tacoma, the Tacoma Mall area, downtown Puyallup, South Hill, and the central business district and parts of the I-5 Corridor in the City of Lakewood. Under current rules, RGCs receive higher priority for transportation funding. However, smaller municipalities objected since their transportation projects would be less competitive. Through the actions of the Pierce County Transportation Coordinating Committee Chair, the Pierce County Growth Coordination Committee was requested to review a proposal to

establish local centers. It was through this process that the CoLI concept evolved. The CoLI enables smaller cities transportation projects to compete more favorably for pass-down funding from the Puget Sound Regional Council. A CoLI is in effect a “mini-RGC.” To-date, 23 CoLIs have been proposed.

The CoLI was reviewed by the Growth Management Coordinating Committee, and the Pierce County Planning Commission. Both advisory groups recommended approval. The amendments were submitted to the Pierce County Council and were adopted by Ordinance No. 2013-53s on September 24, 2013. This Ordinance is not in effect until 60% of the jurisdictions representing 75% of the population in the county have approved the proposal. There is one exception to this rule: A jurisdiction shall be deemed as casting an affirmative vote if it has not taken legislative action to disapprove a proposed amendment within 180 days from the date Pierce County Council formally authorizes the Pierce County Executive to enter into the local agreement (March 23, 2014). For a proposal to not be ratified, more than 40% of the jurisdictions representing more than 25% of the population has to take a legislative action stating opposition to a proposal for ratification to fail. (Pierce County Countywide Planning Policy AT 1.2.1)

**Impact on Lakewood:** Lakewood has one RGC and no CoLI’s, and for this transportation c funding cycle, places the City in a disadvantageous position. Thus, seven CoLI’s are being proposed. These CoLI’s will be reviewed at the same study session as this interlocal agreement memorandum as a separate discussion item.

Attachments:

- 1) Pierce County Ordinance No. 2013-53s
- 2) Exhibit A to Ordinance No. 2013-53s
- 3) Exhibit B to Ordinance No. 2013-53s
- 4) Exhibit C to Ordinance No. 2013-53s

1 Sponsored by: Councilmembers Rick Talbert and Stan Flemming  
2 Requested by: Executive/Planning and Land Services  
3  
4  
5

6 **ORDINANCE NO. 2013-53s**  
7  
8

9 **An Ordinance of the Pierce County Council Acknowledging its Approval of**  
10 **a Proposed Amendment to Incorporate Criteria for the**  
11 **Designation of Centers of Local Importance in the Pierce**  
12 **County Countywide Planning Policies as Recommended by**  
13 **the Pierce County Regional Council; Authorizing the Pierce**  
14 **County Executive to Execute Interlocal Agreements with the**  
15 **Cities and Towns of Pierce County to Ratify the Proposed**  
16 **Amendments; and Adopting Findings of Fact.**  
17

18 **Whereas**, the Pierce County Regional Council (PCRC) was created in 1992 by  
19 interlocal agreement among the cities and towns of Pierce County and Pierce County  
20 Government (the County), and charged with responsibilities, including: serving as a  
21 local link to the Puget Sound Regional Council, promoting intergovernmental  
22 cooperation, facilitating compliance with the coordination and consistency requirements  
23 of the Growth Management Act (Chapter 36.70A., Revised Code of Washington [RCW])  
24 and the Regional Transportation Planning Organization (Chapter 47.80 RCW), and  
25 developing a consensus among jurisdictions regarding the development and  
26 modification of the Pierce County Countywide Planning Policies; and  
27

28 **Whereas**, the Pierce County Countywide Planning Policies (CPPs) are written  
29 policy statements which are to be used solely for establishing a countywide framework  
30 from which the County and municipal comprehensive plans are developed and adopted;  
31 and  
32

33 **Whereas**, the framework is intended to ensure that the County and municipal  
34 comprehensive plans are consistent; and  
35

36 **Whereas**, the County adopted its initial CPPs on June 30, 1992; and  
37

38 **Whereas**, the Pierce County Growth Management Coordinating Committee  
39 (GMCC) is a technical subcommittee to the PCRC, and the GMCC includes staff  
40 representatives from the County and the cities and towns within Pierce County; and  
41

42 **Whereas**, the PCRC, based upon the recommendation from the GMCC and its  
43 own discussions, recommended approval of the proposal at its March 21, 2013 meeting;  
44 and  
45

46 **Whereas**, amendments to the Pierce County Countywide Planning Policies must  
47 be adopted through amendment of the original interlocal agreement or by a new

1 interlocal agreement ratified by 60 percent of member jurisdictions in Pierce County  
2 representing 75 percent of the total population; and  
3

4 **Whereas**, demonstration of ratification shall be by execution of an interlocal  
5 agreement or the absence of a legislative action to disapprove a proposed amendment;  
6 and  
7

8 **Whereas**, an Interlocal Agreement entitled "Amendments to the Pierce County  
9 Countywide Planning Policies" has been developed for this purpose, and is included as  
10 Exhibit B to this Ordinance; and  
11

12 **Whereas**, a jurisdiction shall be deemed as casting an affirmative vote if it has  
13 not taken legislative action to disapprove a proposed amendment within 180 days from  
14 the date the Pierce County Council formally authorizes the Pierce County Executive to  
15 enter into an interlocal agreement; and  
16

17 **Whereas**, when ratified by the necessary number of cities and towns, Section  
18 19D.240 of the Pierce County Code (PCC), "Pierce County Countywide Planning  
19 Policies", shall be amended by a subsequent ordinance of the County Council to  
20 incorporate the recommended proposal; and  
21

22 **Whereas**, the Pierce County Planning Commission, at its May 28, 2013, regular  
23 public hearing, reviewed the proposed amendments to the Pierce County Countywide  
24 Planning Policies and recommended denial; and  
25

26 **Whereas**, an environmental review of the proposed amendments to the Pierce  
27 County Countywide Planning Policies was conducted pursuant to Chapter 43.21C RCW  
28 and a Determination of Nonsignificance was issued on June 26, 2013; and  
29

30 **Whereas**, after a properly noticed public hearing, the Community Development  
31 Committee of the Pierce County Council considered oral and written testimony and  
32 forwarded its recommendation to the full County Council; and  
33

34 **Whereas**, the County Council held a public hearing on September 10, 2013,  
35 where oral and written testimony was considered; and  
36

37 **Whereas**, the County Council finds that it is in the public interest to authorize the  
38 Pierce County Executive to execute the interlocal agreement; **Now Therefore**,

39  
40 **BE IT ORDAINED by the Council of Pierce County:**  
41

42 Section 1. The Pierce County Council acknowledges its approval of the  
43 amendments to the Pierce County Countywide Planning Policies recommended by the  
44 Pierce County Regional Council as set forth in Exhibit A, which is attached hereto and  
45 incorporated herein by reference.  
46

1        Section 2. The Pierce County Council authorizes the Pierce County Executive to  
2 execute Interlocal Agreements as set forth in Exhibit B, which is attached hereto and  
3 incorporated herein by reference, thereby ratifying the attached amendments to the  
4 Pierce County Countywide Planning Policies as recommended by the Pierce County  
5 Regional Council.

6  
7        Section 3. The Pierce County Council adopts Findings of Fact as shown in  
8 Exhibit C, which is attached hereto and incorporated herein by reference.

9  
10        PASSED this 24<sup>th</sup> day of September, 2013.

11  
12 ATTEST:

PIERCE COUNTY COUNCIL  
Pierce County, Washington

13  
14  
15  
16 Denise D. Johnson  
17 Denise D. Johnson  
18 Clerk of the Council

Joyce McDonald  
Joyce McDonald  
Council Chair

19  
20  
21 Pat McCarthy  
22 Pat McCarthy  
23 Pierce County Executive  
24 Approved  ~~Wetted~~, this  
25 2 day of October,  
26 2013.

27  
28 Date of Publication of

29 Notice of Public Hearing: August 14, 2013

30  
31 Effective Date of Ordinance: October 12, 2013

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Proposed Amendment  
to the  
Pierce County Countywide Planning  
to  
Incorporate Criteria for the Designation  
of  
Centers of Local Importance

1 All text shown below is new.

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4 **Centers of Local Importance (CoLI) – Page 60:**

5  
6 ***Introduction language***

7 CoLIs are designated for the purpose of identifying local centers and activity nodes that are  
8 consistent with VISION 2040's Multi-county Planning Policies. Such areas promote compact,  
9 pedestrian-oriented development with a mix of uses, proximity to diverse services, and a variety  
10 of appropriate housing options, or be in an established industrial area.

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12 **Rural Areas – Page 62:**

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14 Rur-21. A CoLI may be located in a rural designated area.

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16 21.1 A CoLI within a rural area shall encompass similar design features as  
17 identified in UGA-48 through UGA-52.

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19 21.2 To be officially recognized, a CoLI within a rural area shall meet the same  
20 implementation strategy/process as set forth in UGA-53 through UGA-55.

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22 **Starting on Page 81:**

23  
24 ***Introduction language***

25 CoLIs are designated for the purpose of identifying local centers and activity nodes that are  
26 consistent with VISION 2040's Multicounty Planning Policies. Such areas promote compact,  
27 pedestrian-oriented development with a mix of uses, proximity to diverse services, and a variety  
28 of appropriate housing options, or be in an established industrial area.

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30 **Urban Growth Areas - Page 104:**

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32 ***Centers of Local Importance (CoLI)***

33 ***Concepts and Principles***

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35 UGA-49. A CoLI may be located in either an urban or rural area, and shall include activities  
36 that provide a focal point or sense of place for a community and its surrounding  
37 area.

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39 ***Design Features of CoLIs***

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41 UGA-50. A CoLI is characterized by a concentration of land uses or activities that provide a  
42 sense of place or gathering place for the community and neighborhood residents.  
43 A CoLI should include one or more the following characteristics:

44  
45 50.1 Civic services

46 50.2 Commercial areas

47 50.3 Recreational areas

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- 50.4 Industrial areas
- 50.5 Cultural facilities/activities
- 50.6 Historic buildings or sites
- 50.7 Residential areas

UGA-51. The size of a CoLI and the mix and density of uses are to be locally determined to meet community goals.

UGA-52. Each jurisdiction shall define the role that the CoLI plays in supporting planned growth.

UGA-53. A variety of appropriate transportation options and pedestrian-friendly design should be available or planned within a CoLI.

*Implementation Strategies*

UGA-54. A CoLI shall be locally adopted; approval by the PCRC or other regional organization shall not be required.

- 54.1 A jurisdiction shall document how an area meets the Design Features (UGA-48 through UGA-52) of a CoLI in its comprehensive plan.
- 54.2 The documentation should include examples, plans, or other information that supports the designation of a CoLI.
- 54.3 An area adopted as a CoLI shall be definitively delineated on a map within a jurisdiction's comprehensive plan.
- 54.4 A CoLI shall have appropriate land use designations, zoning regulations, and infrastructure plans for existing and planned development.
- 54.5 A comprehensive plan that utilizes an alternative label to refer to a CoLI shall be accompanied with adopted findings of fact that recognizes the area as a CoLI per the Pierce County CPPs.

UGA-55. A jurisdiction shall provide the PCRC notice of its intention to locally adopt a CoLI or recognize formally adopted CoLIs that meet the criteria.

- 55.1 The notice shall be provided to the PCRC 60 days (minimum) prior to the expected dated of adoption.
- 55.2 The notice shall provide information that identifies the location of the proposed CoLI and documents how the location meets the CoLI policies.

UGA-56. A locally adopted CoLI shall be recognized in Appendix B of the CPPs.

56.1 Jurisdictions shall forward a map of locally adopted CoLIs together with the comprehensive plan citations to the PCRC for inclusion into Appendix B. The adopted CoLIs shall be attached to the CPP publications as Appendix B for ease of reference. Appendix B shall not be considered a component of the CPPs and, accordingly, an update to Appendix B shall not constitute an amendment to the CPPs requiring ratification by Pierce County jurisdictions.

**INTERLOCAL AGREEMENT**

**AMENDMENTS TO THE PIERCE COUNTY  
COUNTYWIDE PLANNING POLICIES**

This agreement is entered into by and among the cities and towns of Pierce County and Pierce County. This agreement is made pursuant to the provisions of the Interlocal Cooperation Act of 1967, Chapter 39.34 RCW. This agreement has been authorized by the legislative body of each jurisdiction pursuant to formal action and evidenced by execution of the signature page of this agreement.

**BACKGROUND:**

- A. The Pierce County Regional Council (PCRC) was created in 1992 by interlocal agreement among the cities and towns of Pierce County and Pierce County. The organization is charged with responsibilities, including: serving as a local link to the Puget Sound Regional Council, promoting intergovernmental cooperation, facilitating compliance with the coordination and consistency requirements of the Growth Management Act (Chapter 36.70A RCW) and the Regional Transportation Planning Organization (Chapter 47.80 RCW), and developing a consensus among jurisdictions regarding the development and modification of the Countywide Planning Policies.
- B. The Pierce County Countywide Planning Policies provide for amendments to be adopted through amendment of the original interlocal agreement, or by a new interlocal agreement. The Pierce County Countywide Planning Policies may be amended upon the adoption of amendments by the Pierce County Council and ratification by 60 percent of the jurisdictions in Pierce County representing 75 percent of the total Pierce County population as designated by the State Office of Financial Management at the time of the proposed ratification.
- C. A demonstration of ratification shall be by execution of an interlocal agreement or the absence of a legislative action to disapprove a proposed amendment.
- D. A jurisdiction shall be deemed as casting an affirmative vote if it has not taken legislative action to disapprove a proposed amendment within 180 days from the date the Pierce County Council formally authorizes the Pierce County Executive to enter into an interlocal agreement.
- E. The amendment incorporates new policies that set criteria and a process for the formal recognition of areas that serve as important centers within Pierce County communities. This formal recognition may be used in future countywide project evaluations.
- F. The Pierce County Regional Council recommended adoption of the proposed amendment on March 21, 2013.

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**PURPOSE:**

This agreement is entered into by the cities and towns of Pierce County and Pierce County for the purpose of ratifying and approving the attached amendment to the Pierce County Countywide Planning Policies (Attachment).

**DURATION:**

This agreement shall become effective upon execution by 60 percent of the jurisdictions in Pierce County, representing 75 percent of the total Pierce County population as designated by the State Office of Financial Management at the time of the proposed ratification. This agreement will remain in effect until subsequently amended or repealed as provided by the Pierce County Countywide Planning Policies.

**SEVERABILITY:**

If any of the provisions of this agreement are held illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

**FILING:**

A copy of this agreement shall be filed with the Secretary of State, Washington Department of Commerce, the Pierce County Auditor, and each city and town clerk.

IN WITNESS WHEREOF, this agreement has been executed by each member jurisdiction as evidenced by the signature page affixed to this agreement.



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**INTERLOCAL AGREEMENT**

**AMENDMENTS TO THE PIERCE COUNTY  
COUNTYWIDE PLANNING POLICIES**

Signature Page

The legislative body of the undersigned jurisdiction has authorized execution of the Interlocal Agreement, Amendments to the Pierce County Countywide Planning Policies.

IN WITNESS WHEREOF

This agreement has been executed by \_\_\_\_\_  
(Name of City/Town/County)

BY: \_\_\_\_\_  
(Mayor/Executive)

DATE: \_\_\_\_\_

Approved:

BY: \_\_\_\_\_  
(Director/Manager/Chair of County Council)

Approved as to Form:

BY: \_\_\_\_\_  
(City Attorney/Prosecutor)

Approved:

BY: \_\_\_\_\_  
(Pierce County Executive)

FINDINGS OF FACT

The Pierce County Council finds that:

1. The Pierce County Regional Council (PCRC) was created in 1992 by interlocal agreement among the cities and towns of Pierce County and Pierce County Government (the County), and charged with responsibilities, including: Serving as a local link to the Puget Sound Regional Council (PSRC), promoting intergovernmental cooperation, facilitating compliance with the coordination and consistency requirements of the Growth Management Act [GMA] (Chapter 36.70A RCW) and the Regional Transportation Planning Organization (Chapter 47.80 RCW), and developing a consensus among jurisdictions regarding the development and modification of the Countywide Planning Policies.
2. The GMA required the County to adopt a countywide planning policy in cooperation with the cities and towns located within Pierce County.
3. The Countywide Planning Policies are to be used for establishing a county-wide framework from which the comprehensive plans for Pierce County and the cities and towns within Pierce County are developed and adopted.
4. On June 30, 1992, the Pierce County Council passed No. Ordinance 92-74 adopting the initial Pierce County Countywide Planning Policies.
5. The GMA requires the central Puget Sound region to adopt multi-county planning policies.
6. The PSRC membership is comprised of central Puget Sound counties (King, Pierce, Snohomish, and Kitsap), cities and towns, ports, tribes, and transit agencies.
7. The PSRC is the regional authority to adopt multi-county planning policies.
8. The PSRC adopted VISION 2040 at its May 2008 General Assembly meeting.
9. VISION 2040 is the central Puget Sound region's multi-county planning policies.
10. VISION 2040 recognizes "many secondary hubs and concentrations of development also serve important roles as places for concentrating jobs, housing, shopping, and recreational opportunities."
11. VISION 2040 recognizes "small neighborhood centers and even activity hubs that serve as the crossroads in cities and communities of all sizes are also key in implementing a centers-based approach to development in the region."
12. VISION 2040 policy MPP-DP-13 "directs subregional funding, especially county-level and local funds, to centers designated through countywide processes, as well as town centers, and other activity nodes."
13. The PCRC directed the Growth Management Coordinating Committee to recommend policies to designate Centers of Local Importance (CoLI).

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14. The GMCC recommended new policies that set criteria and a process for the formal recognition of areas that serve as important centers within Pierce County communities.
15. This formal recognition may be used in future countywide project evaluations.
16. Designated CoLI may be incorporated into scoring criteria for the future distribution of subregional funding.
17. The PCRC based upon the recommendation from the GMCC, and its own discussions, recommended approval of the proposal at their March 21, 2013 meeting.
18. The Pierce County Planning Commission recommended denial of the proposal at its May 28, 2013 meeting.
19. The Pierce County Planning Commission recommendation to disapprove the proposal was the result of a tie vote (2-2).
20. An environmental review of the proposed amendments to the Pierce County Countywide Planning Policies was conducted pursuant to Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on June 26, 2013.
21. The Pierce County Countywide Planning Policies include provisions addressing procedures for amending the Countywide Planning Policies.
22. The Pierce County Countywide Planning Policies require amendments to the Countywide Planning Policies to be adopted through an amendment of the original Interlocal Agreement or by a new interlocal agreement. The amendment will become effective when 60 percent of the cities, towns, and the County, representing 75 percent of the total population as designated by the State Office of Financial Management at the time of the proposed ratification become signatories to the agreement.
23. A demonstration of ratification shall be by execution of an interlocal agreement or the absence of a legislative action to disapprove a proposed amendment.
24. A jurisdiction shall be deemed as casting an affirmative vote if it has not taken legislative action to disapprove a proposed amendment within 180 days from the date the Pierce County Council formally authorizes the Pierce County Executive to enter into an interlocal agreement.
25. The Community Development Committee of the County Council, after a properly noticed public hearing, considered oral and written testimony, and forwarded its recommendation to the full Council.
26. The County Council held a public hearing on September 10, 2013, where oral and written testimony was considered.
27. It is in support of the amendment for providing consistency between the Pierce Countywide Planning Policies and VISION 2040.

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- 28. A subsequent ordinance of the County Council shall be necessary to acknowledge the ratification process and amend Section 19D.240 PCC, "Pierce County Countywide Planning Policies".
- 29. It is in the public interest to authorize the Pierce County Executive to execute the interlocal agreements.





To: Mayor and City Councilmembers

From: Dan Catron, Principal Planner

Through: Dave Bugher, Assistant City Manager/Community Development Director; and  
John J. Caulfield, City Manager *John J. Caulfield*

Date: January 13, 2014

Subject: Centers of Local Importance- Designation

**Recommendation:** By resolution adopt seven “Centers of Local Importance” within Lakewood’s incorporated limits and direct the Planning Advisory Board to amend Lakewood’s Comprehensive Plan accordingly.

**Background:** In 2012, the Pierce County Regional Council (PCRC) gave direction to the Growth Management Coordinating Committee (GMCC) to draft criteria for adopting “local centers/activity nodes”. This was to aid the Transportation Coordinating Committee (TCC) in determining where “centers” were located for the purposes of allocating transportation funding.

In January, 2013, the GMCC recommended draft policy amendments to the County-wide Planning Policies (CWPPs) regarding “Centers of Local Importance” (CoLI). The GMCC recommendations were eventually adopted by the Pierce County Council as Ordinance 2013-53s on September 24, 2013<sup>1</sup>.

According to newly adopted CWPPs (pending ratification), CoLI’s located within urban areas would be a focal point or sense of place for the community. These areas are expected to include a concentration of land uses or activities that provide a “sense of place” for the community. A CoLI should include one or more of the following land use resources:

- Civic services
- Commercial areas
- Recreational areas
- Industrial areas

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<sup>1</sup> The approved amendments to the CWPPs are subject to ratification by 60 percent of the jurisdictions in Pierce County representing 75 percent of the total Pierce County population.

Cultural facilities/activities  
Historic buildings or sites  
Residential areas

Centers of Local Importance are designated by the local government with jurisdiction. Approval by the County, PCRC, or other state or regional organization is not required. A minimum 60-day notice to PCRC is required, and a local jurisdiction must also document how a CoLI meets the design features criteria. CoLI areas must be clearly delineated on a map and included in the jurisdiction's comprehensive plan.

**Grounds for CoLI Designation:** The Community Development Department is recommending seven CoLI's based on the following rationale:

### Tillicum

The community of Tillicum is designated as a Center of Local Importance based on its characteristics as a compact, walkable community with its own unique identity and character. The area is located just outside the main gates of both Joint Base Lewis-McChord (JBLM) and Camp Murray National Guard Base ("Camp Murray"). The area is geographically isolated from the rest of Lakewood because of inadequate street connections. The only practical access to the area is provided by Interstate 5. This center provides a sense of place and serves as a gathering point for both neighborhood residents and the larger region with regard to the resources it provides for Camp Murray, JBLM, and access to American Lake.

The Tillicum area includes many of the design features for a Center of Local Importance (CoLI) as described in CWPP UGA-50, including:

- Civic services including the Tillicum Community Center, Tillicum Elementary School, a fire station, JBLM and Camp Murray, the Tillicum Youth and Family Center, and several veterans service providers;
- Commercial properties along Union Ave. SW that serve highway traffic from I-5, personnel from JBLM and Camp Murray, and local residents;
- Recreational facilities including Harry Todd Park, Bills Boathouse Marina, the Commencement Bay Rowing Club, and a WDFW boat launch facility that attracts boaters from around the region;
- Historic resources including Thornewood Castle. Much of the area was developed between 1908 and the 1940s. The street pattern around Harry Todd Park reflects the alignment of a trolley line that served the area in the early 1900's;
- Approximately 62 acres partially developed with, and zoned for, multi-family residential uses; and

- The Tillicum area is subject to specific treatment in the Comprehensive Plan (Section 3.10, Goal LU-52, LU-53 and Policies LU-53.1 through LU-53.4.) Also, the City adopted the Tillicum Neighborhood Plan in June 2011.

### Fort Steilacoom/Oakbrook

The Fort Steilacoom/Oakbrook area is being designated as a CoLI based on its characteristics as a discrete area providing resources of both local and statewide importance. Fort Steilacoom was one of earliest outposts of European settlement in the Northwest. The Fort was later expanded and converted to Western State Hospital. The hospital currently serves approximately 800 patients and employs approximately 1,850 staff. Pierce College was developed on approximately 75 acres of surplus hospital property beginning in 1967. The remaining hospital farmland south of Steilacoom Boulevard became Fort Steilacoom Park in the late 1970s. The designated CoLI area includes Western State Hospital, the Pierce College campus, Fort Steilacoom Park, and commercial and multi-family residential development immediately adjacent to the east.

The designated center area includes many of the design features for a Center of Local Importance (CoLI) as described in CWPP UGA-50, including:

- Civic services, including Western State Hospital, the Oakbrook Fire Station, Pierce College, Custer Elementary and Hudtloff Junior High Schools, commercial areas, recreational areas, cultural facilities and activities, historic buildings and sites, and residential areas;
- Commercial services in the Oakbrook and Thunderbird Plaza shopping centers;
- Recreational resources in Fort Steilacoom Park including Waughop Lake and the Fort Steilacoom Golf Course;
- Cultural and Historic Resources in the Western State Hospital and Fort Steilacoom buildings and the Fort Steilacoom History Museum; and
- Residential resources in the multi-family residential areas north of the Oakbrook and Thunderbird Plaza commercial areas.

Further development at Western State Hospital and Pierce College is guided by master plan documents developed for each entity and implemented through discretionary land use permits (administrative use permits and conditional use permits) issued by the City. Fort Steilacoom Park is managed through the City's Legacy Plan which guides development of the City's parks and recreation programs.

### Custer Road/Walmart

The Custer Road/Walmart area is being designated as a CoLI based on its emerging status as a significant urban node of the City. The area is bounded by Flett Creek on the west, the Flett Wetlands to the south, Leach Creek and Meadowpark Golf Course to the north, and the City boundary/ Calvary cemetery and Mount Tahoma High School to the east. Custer

Road is a Principal Arterial street supporting numerous retail facilities and restaurants. The designated center area includes many of the design features for a Center of Local Importance (CoLI) as described in CWPP UGA-50, including:

- Important commercial resources including a Wal-Mart Superstore, H and L Produce and a variety of resident-serving commercial uses along Custer Road through this area;
- Industrial facilities (Mutual Materials and Sound Glass);
- Residential resources in the underdeveloped areas south of Custer Road which are zoned for multi-family and mixed residential uses.

### Lakewood Industrial Park/ CPTC

The Lakewood Industrial Park/Clover Park Technical College (LIP/CPTC) area is designated as a Center of Local Importance based on its status as an intense industrial and educational activity hub for the City. The designated center area includes many of the design features for a Center of Local Importance (CoLI) as described in CWPP UGA-50, including:

Civic services: CPTC has an average enrollment of approximately 3,400 students and employs approximately 475 faculty. The CoLI area also includes the Lakewood YMCA, the Lakewood Police Department Headquarters, a Fire Station, the Clover Park School District Auxiliary Services Center, and the newly constructed Harrison Preparatory Academy serving approximately 1,450 K-12 students.

Industrial areas: The Lakewood Industrial Park is located on 170 acres and supports 64 businesses with 1,250 employees. The delineated area also includes a Lowe's Home Improvement Center on 100<sup>th</sup> Street SW. The Lakewood Industrial Park has access to the Sound Transit railroad right-of-way along Lakeview Drive SW.

Development in the Lakewood Industrial Park and Clover Park Technical College is guided by master plans adopted for both facilities.

### South Tacoma Way

South Tacoma Way is designated as a CoLI based on its commercial significance to the City. Prior to the construction of Interstate 5 in the late 1950's, South Tacoma Way was part of State Route 99, the primary north-south highway through the Puget Sound region. The South Tacoma Way area is now the City's most prolific commercial area and home to a nascent "International District". The area supports the Star-Lite Swap Meet, the B&I marketplace, the Paldo World commercial center, Pierce Transit headquarters, the Grand Central and Macau casinos, and many other commercial centers and businesses.

## Springbrook

The area just outside the gate to JBLM on Bridgeport Way SW is designated as a CoLI based on its importance to the City and special status as a compact high-density residential area. The area includes the main access gate to the air-field portion of JBLM. The area currently includes Springbrook Park, CenterForce Industries, neighborhood commercial uses, and approximately 100 acres of multi-family residential zoning currently developed with approximately 1,565 multi-family dwelling units. A new water line has recently been extended to the area which will help accommodate additional growth.

## Woodbrook

The central Woodbrook area is proposed to be designated as a CoLI based on its emergence as an important industrial node. Approximately 170 acres have been zoned for industrial uses. Sewers have been extended to the area and roadway improvements have been made to accommodate redevelopment of the area with industrial uses and to facilitate traffic using the JBLM Logistics gate at the end of Murray Road SW. Additional improvements are planned. One 45,000 sq. ft. industrial building has been constructed, and approximately 700,000 sq. ft. of additional industrial space has been approved for development. The City adopted the Woodbrook Business Park Development Report in July, 2009, which analyzes development issues and makes recommendations regarding redevelopment of the area with industrial uses.

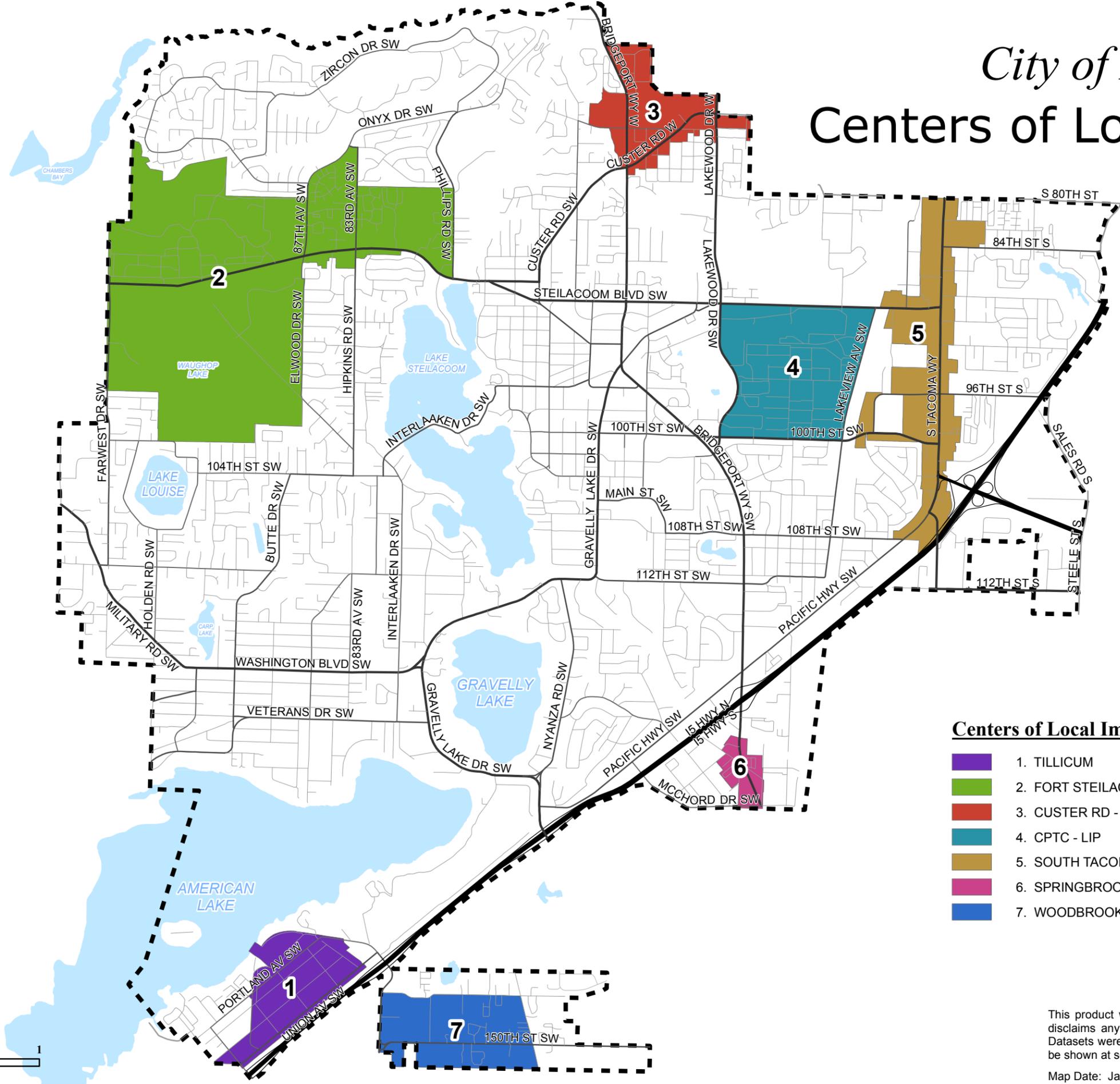
The proposed designations will be reviewed by the Planning Advisory Board on January 15, 2014. A draft resolution will be provided for the Council's consideration which identifies the proposed center areas and describes the land use resources in each area that satisfy the requirements for designation of a CoLI. Designation of these areas pursuant to the CWPP criteria will give these areas more weight when competing for transportation funding at the county-wide level.

Attachment:

- 1) CoLI Map



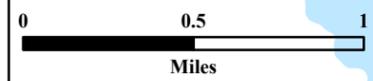
# City of Lakewood Centers of Local Importance



### Centers of Local Importance:

- 1. TILlicUM
- 2. FORT STEILACOOM
- 3. CUSTER RD - WALMART
- 4. CPTC - LIP
- 5. SOUTH TACOMA WAY
- 6. SPRINGBROOK
- 7. WOODBROOK

--- Lakewood City Limit



This product was prepared with care by City of Lakewood GIS. City of Lakewood expressly disclaims any liability for any inaccuracies which may yet be present. This is not a survey. Datasets were collected at different accuracy levels by various sources. Data on this map may be shown at scales larger than its original compilation. Call 253-589-2489 for further information.

Map Date: January 07, 2014



To: Mayor and City Councilmembers

From: Marc Amrine, Senior Planner

Through: Dave Bugher, Assistant City Manager/Community  
Development Director, and  
John J. Caulfield, City Manager

Date: January 13, 2014

Subject: Status Report on the Purchase of New Community  
Development Department Permit Software

A handwritten signature in black ink, which appears to read "John J. Caulfield".

**Background:** As part of the 2013/2014 Lakewood Budget, the City Council approved the allocation of \$100,000 to purchase a new permit tracking system. The new software replaced an older permit system that the community development department had been using since 1998. The original permit tracking system, Permits Plus, was purchased for \$58,000. The new permit system, Eden Permit/Licensing, a product of Tyler Technologies, was selected by the City since it was considered more cost effective, and added several enhancements to departmental operations. The key points are as follows:

Permits Plus annual maintenance fee had increased to \$34,000. In contrast, the Eden Permit/tracking maintenance fee is \$3,996.

There was/is no interoperability between Permits Plus and Eden. At the end of the work day, to balance financial records, it required permit technicians to balance out both in Permits Plus and Eden separately.

The version of Permits Plus that the City was operating would not allow for web-based internet transactions.

Permits Plus lacked "configurability" to allow for new permit types and inspections without programming.

In comparison between the systems, Eden offered an improved interdepartmental routing capability.

**Work Performed To-Date:** The migration from one permit system to another took all of 2013. The work was performed in three stages.

Stage 1: Migrated 7,655 records to the Eden System in August, 2013 and began using the new system to process business licenses at the beginning of September.

Stage 2: Migrated 33,609 records over to the Eden System, including land use applications, engineering permits, and building permits from 1998 to the present. This work was completed in October, 2013, which allowed for the complete transition from Permits Plus to Eden.

Stage 3: Implemented Tyler Cashiering in December, 2013.

The completion of each stage of development required the cooperation of many city departments including public works, finance and IT, and, of course, community development staff. The support and cooperation between departments was outstanding. Permits that were in-process, caught between the old system and the new system, had to be entered into Eden individually which took additional time, but the task was accomplished.

**Benefits of the Eden Permit/Licensing:**

Increased Accountability – The system tracks and records all activity and performances by employees when licenses and permits are processed. Eden can provide detailed reports to help improve timely review of planning, building, business licensing, and public works permits.

Elimination of duplicative daily procedures – Now that the tracking system communicates with the finance department software, the amount of time needed to perform the daily close-out procedures have been reduced by at least 15%.

Preparation for the future – The Eden system will allow the City to offer on-line permitting.

Increase productivity – The new system has been designed to modify how permits are received by the community development and public works departments. Previously, permit review was linear, meaning it went from one department to another department. If there was a problem in the first department that reviewed the application, the permit would not move forward until that department had been satisfied.

One of the major modifications made with this new software is that concurrent review now takes place between the building division, the planning division, the public works department and the West Pierce Fire District. In addition, staff has also centralized the location of all active building permits in order to improve permit review timelines. An unintended consequence of the migration process has allowed front counter staff to prepare a large number of building permits for archival. In turn, this has increased the amount of file storage on the second floor.

The new system will also allow standard reports for summary and detail views of permit activity, inspector's list, financial reports, and permit status.

Secure cashiering – Previously, community development employees had to share a cash drawer which is not an accepted accounting practice. Department employees now have their own separate drawer which, in part, goes back to increasing accountability, and also improving overall financial operations.



To: Mayor and City Councilmembers

From: Alice M. Bush, MMC, City Clerk

Through: John J. Caulfield, City Manager 

Date: January 10, 2014

Subject: 2014 Council Liaison Appointments to Citizens' Advisory Boards and Committees and External Committees

At the beginning of each year, typically at a City Council Retreat, the City Council has made assignments for serving as liaisons to your various citizens' advisory boards, committees, and commissions as well as external committees. The 2013 assignments that were made at the City Council's February 2, 2013 Retreat are attached.

At the Council's January 13, 2014 Study Session, the City Council may wish to discuss how you would like to proceed with making assignments for 2014.

Attachment

**2013 COUNCIL LIAISONS TO CITIZENS ADVISORY BOARDS, COMMITTEES, & COMMISSIONS (CABC)**

Committee/Board	Council Liaison	Legislation	Meeting Time	Meeting Location	Citizens Advisory Boards, Committees & Commissions	
					Residency requirement	Qualification preferences
CDBG Citizens Advisory Board	M. Barth	Ord 211	TBA	City Hall	No	Low income neighborhood areas
Citizens Transportation Advisory Committee	P. Bocchi	Ord 243	4 <sup>th</sup> Tues 5:30 pm	City Hall	No	Engineering, PW background
Human Services Funding Advisory Board	M. Brandstetter	Res 1997-9 Ord 438	TBA	City Hall	No	
Landmarks Heritage & Advisory Board	H. McGovern	Ord 251	Every other month 4 <sup>th</sup> Thurs 6:00 p.m.	City Hall	No	History, architecture, preservation, anthropology, archaeology disciplines
Lakewood's Promise Advisory Board	M. Moss	Ord 546	2 <sup>nd</sup> Thurs 7:30 a.m.	City Hall	No	
Lodging Tax Advisory Board	D. Anderson	Ord 133	TBA	City Hall	No	Businesses authorized to collect and businesses authorized to receive hotel/motel taxes.
Mayor's Select Comm.	N/A	Ord 200	TBA	City Hall	No	
Parks & Rec Advisory Board	D. Anderson	Ord 240	4 <sup>th</sup> Tues 5:30 pm	City Hall	No	
Planning Advisory Board	M. Moss	Ord 14	1 <sup>st</sup> & 3 <sup>rd</sup> Wed 6:30 pm	City Hall	Yes	
Arts Commission	J. Whalen	Ord 421	1 <sup>st</sup> Mon 4:30 pm	City Hall	No	
Public Safety Advisory Committee	M. Barth	Ord 413	1 <sup>st</sup> Wed 5:15 pm	Police HQ	No	
Redevelopment Advisory Board	J. Whalen	Ord 200 & Ord 295	2 <sup>nd</sup> Tues 7:00 am	City Hall	No	
Youth Council	M. Barth	Res 2002-16	1 <sup>st</sup> Mon or 3 <sup>rd</sup> Mon 6:00 pm	1 <sup>st</sup> -City Hall; 3 <sup>rd</sup> CPSD	No	

**2013 COUNCIL/CITY REPRESENTATION TO EXTERNAL COMMITTEES AND BOARDS**

Committee/Board	Council Member	Staff Member	Appointed by	Term of Office	Term Expires	Meeting time	Meeting location
Greater Tacoma Convention Center Public Facilities Board	P. Bocchi M. Brandstetter (alternate)		Council		10/31/2015		
Human Services Collaboration	M. Brandstetter		Council	Ongoing		2 <sup>nd</sup> Wed 9:30 – 11:30	City Hall
South Sound 911	M. Brandstetter					4 <sup>th</sup> Wed. 9:00 am.	Lakewood City Hall
PC Joint Determining Authority	P. Bocchi M. Brandstetter		Council	Ongoing		TBA	Pierce County County-City Bldg, Tacoma
Pierce County Regional Council	Jason Whalen M. Barth P. Bocchi (alt.)		Council	Open		3 <sup>rd</sup> Th. 6:30 pm	Pierce Co. Annex
Pierce Transit Board	D. Anderson		Council	1/1/2012	*12/31/2015 (*extended additl year with new Board composition	2 <sup>nd</sup> Mon 4:00 p.m.	Pierce Transit Training Ctr
Pierce County Flood Control Zone District Advisory Committee	M. Brandstetter		Pierce County Council	7/3/2012	7/2/2014		
SHB 2060 Afford Hsg Bd	N/A	ACM Dev Svcs	Council				Pierce County
SHB 2163 (Ending Homelessness) Board	N/A	ACM Dev Svcs	Council				Pierce County
Sound Transit Board	M. Moss		Council	4 yr	12/31/2013	2 <sup>nd</sup> & 4 <sup>th</sup> Th 1:00 – 4:00	Sound Transit/Seattle
T-P Economic Dev. Board	*J. Whalen			*1/1/2014	*12/31/2016	*TBA	TBA
Pierce County Conservation Futures	N/A		Mayor	10/1/2013	10/1/2017		Pierce County
South Sound Military Community Partnership EOC Elected Officials	Mayor		Mayor			Varies	Varies

\*effective 1/1/2014

**OTHER AFFILIATED COMMITTEES AND BOARDS**

<b>Committee/Board</b>	<b>Council Representative</b>	<b>Meeting Time</b>	<b>Meeting Location</b>	<b>Notes</b>
Civil Service Commission	N/A	1 <sup>st</sup> Thurs, 9:30 am	City Hall	Appt'd by Cty Mgr
Lkwd Historical Society	N/A	3 <sup>rd</sup> Tues, 7:00 pm	TBA	
Lkwd Sister Cities Assoc.	Optional	2 <sup>nd</sup> Thurs 5:30 pm	City Hall	
CPSD Board	All Councilmembers Rotate	2 <sup>nd</sup> Mon. 7:00 pm	CPSD Student Svc Ctr	
Neighborhood Assocs.	All Councilmembers Rotate	Varies	Varies	
Lakewood United	Optional	Every Th. 7:00 am.	Burs Restaurant	