



## LAKWOOD CITY COUNCIL AGENDA

Monday, May 18, 2015

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

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Page No.

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

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

- ( 3) A. Approval of the minutes of the City Council meeting of May 4, 2015.
- (10) B. Approval of the minutes of the City Council Study Session of May 11, 2015.
- (14) C. Items Filed in the Office of the City Clerk:
  - 1. Community Services Advisory Board meeting minutes of March 25, 2015.
  - 2. Lakewood's Promise Advisory Board meeting minutes of February 12, 2015.
  - 3. Planning Commission meeting minutes of April 15, 2015.
  - 4. Lakewood Arts Commission meeting minutes of April 6, 2015.
  - 5. Public Safety Advisory Committee meeting minutes of January 7, February 4, March 4, and April 1, 2015.

*The 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.*

<http://www.cityoflakewood.us>

*City Hall will be closed 15 minutes after adjournment of the meeting.*

**R E G U L A R   A G E N D A**

**RESOLUTION**

- (37) Resolution No. 2015-14

Amending the fee schedule relative to temporary business licenses. –  
*Assistant City Manager for Development Services*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**REPORTS BY THE CITY MANAGER**

**CITY COUNCIL COMMENTS**

**ADJOURNMENT**

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## **LAKWOOD CITY COUNCIL MINUTES**

May 4, 2015  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:01 p.m.

### **ROLL CALL**

Councilmembers Present: 7 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led Mayor Anderson.

### **PROCLAMATIONS AND PRESENTATIONS**

#### **Youth Council Report.**

The Youth Council reported on the Youth Empowerment Program, Youth Council recruitment, and Arts Fest. A school report was also provided on activities at Harrison preparatory, and a college report was provided of Youth Council students attending college.

#### **Welcoming Lakewood Sister City Bauang, LaUnion, Philippines**

Mayor Anderson welcomed Mayor Del R. De Guzman from Bauang, LaUnion, Philippines. Ms. Coleman-Lacadie, President of the Lakewood Sister Cities Association, thanked the Philippine guests and reported on the International Festival that was held on May 2, 2015. Mayor De Guzman thanked the Council for welcoming the Philippines delegation and introduced other Bauang Councilmembers and delegation members in the audience.

#### **Proclamation declaring the week of May 3 – 9, 2015 as Teachers Appreciation Week.**

DEPUTY MAYOR WHALEN PRESENTED A PROCLAMATION DECLARING THE WEEK OF MAY 3-9, 2015 AS TEACHERS APPRECIATION WEEK TO MS. MYRA JOHNSON, CLOVER PARK EDUCATION ASSOCIATION.

**Proclamation recognizing Taj Jensen as Washington State's 2015 Elementary Principal of the Year.**

COUNCILMEMBER BRANDSTETTER PRESENTED A PROCLAMATION RECOGNIZING TAJ JENSEN AS WASHINGTON STATE'S 2015 ELEMENTARY PRINCIPAL OF THE YEAR.

**Proclamation declaring the week of May 10-16, 2015 as Police Week.**

MAYOR ANDERSON PRESENTED A PROCLAMATION DECLARING THE WEEK OF MAY 10-16, 2015 AS POLICE WEEK TO INTERIM POLICE CHIEF MIKE ZARO.

**Proclamation declaring the week of May 17 – 23, 2015 as National Public Works Week.**

COUNCILMEMBER BOCCHI PRESENTED A PROCLAMATION DECLARING THE WEEK OF MAY 17-23, 2015 AS NATIONAL PUBLIC WORKS WEEK TO MR. DON WICKSTROM, PUBLIC WORKS DIRECTOR.

**Clover Park School District Report.**

None.

**PUBLIC COMMENTS**

Speaking before the Council were:

*Dennis Haugen, Lakewood resident*, showed a video of Governor Nikki Haley recognizing a software company.

*Lisa Green, Lakewood resident*, spoke about an incident at the Lakewood community garden where a burglary took place and graffiti was sprayed on a mobile home. She reported that the case was closed with no police report and no restitution will be provided.

*Andie Gernon, Lakewood resident*, spoke about a community vigil over a police incident that she attended. She expressed concern that there was no City official who attended the vigil and that there should have been better communication to the community.

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

- A. Approval of the minutes of the City Council meeting of April 20, 2015.
- B. Approval of the minutes of the City Council Study Session of April 27, 2015.

- C. Approval of payroll checks, in the amount of \$2,141,712.83, for the period March 16, 2015 through April 15, 2015.
- D. Approval of claim vouchers, in the amount of \$2,352,824.68, for the period March 31, 2015 through April 24, 2015.
- E. Items Filed in the Office of the City Clerk:
1. Planning Commission meeting minutes of March 18, 2015.
  2. Landmarks and Heritage Advisory Board meeting minutes of March 26, 2015.
- F. Motion No. 2015-19
- Appointing Ken Witkoe to serve on the Public Safety Advisory Committee through August 6, 2016.
- G. Motion No. 2015-20
- Reappointing Kathy Bressler to serve on the Lakewood's Promise Advisory Board through May 21, 2018.
- H. Motion No. 2015-21
- Awarding a bid to Granite Construction Company, in the amount of \$218,810, for the 2015 chip seal program.
- I. Motion No. 2015-22
- Awarding a bid to Hoffman Construction, Inc., in the amount of \$157,573, for street improvements on San Francisco Avenue from Bridgeport Way SW to Addison Avenue SW.

COUNCILMEMBER MOSS MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

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

### PUBLIC HEARINGS AND APPEALS

**This is the date set for a public hearing on vacating a portion of Lakeholme Road SW.**

Speaking before the Council was:

*Dennis Haugen, Lakewood resident*, spoke about the value of the property and asked what does it cost to maintain it.

There being no further testimony, the hearing was declared closed.

## **ORDINANCES**

### **Ordinance No. 608 adopting the 2015-2016 Biennial Budget amendments.**

COUNCILMEMBER BOCCHI MOVED TO ADOPT ORDINANCE NO.608.  
SECONDED BY COUNCILMEMBER BARTH. VOICE VOTE WAS TAKEN AND  
CARRIED UNANIMOUSLY.

### **Ordinance No. 609 establishing an overdraft line of credit and corporate credit cards with Heritage Bank.**

COUNCILMEMBER SIMPSON MOVED TO ADOPT ORDINANCE NO. 609.  
SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND  
CARRIED UNANIMOUSLY.

### **Ordinance No. 610 amending Title 5 of the Lakewood Municipal Code relative to business licenses and regulations.**

COUNCILMEMBER BOCCHI MOVED TO ADOPT ORDINANCE NO. 610.  
SECONDED BY DEPUTY MAYOR WHALEN.

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COUNCILMEMBER BARTH MOVED TO AMEND ORDINANCE NO. 610,  
SECTION 5.02.050 ENTITLED, "EXEMPTIONS," SECTION iii. to READ: "iii.  
SMALL OR PART-TIME BUSINESSES, PROFESSIONS, OR TRADES  
PERFORMED BY MINORS WHEREIN THE ANNUAL GROSS INCOME IS LESS  
THAN ~~\$1,000~~, \$2,000 IN THE NATURE OF BABY-SITTING, DELIVERY OF  
NEWSPAPERS, OR SALES IN THE NATURE OF A RESIDENTIAL-BASED  
"LEMONADE STAND," OR THE LIKE; PROVIDED THAT THE ACTIVITY IS NOT  
ONE FOR WHICH A LICENSE WOULD OTHERWISE BE REQUIRED BY LMC  
5.02.010(H((1)-(4))." SECONDED BY COUNCILMEMBER BRANDSTETTER.  
VOICE VOTE WAS TAKEN ON THE AMENDMENT AND CARRIED.

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VOICE VOTE WAS TAKEN ON THE AMENDED ORDINANCE NO. 610 AND  
CARRIED UNANIMOUSLY.

**RESOLUTION**

**Resolution No. 2015-13 approving the Five Year 2015-2019 and Fiscal Year 2015 Joint Tacoma-Lakewood Consolidated Plan and proposed use of Community Development Block Grant and HOME Investment Partnership Act funds.**

DEPUTY MAYOR WHALEN MOVED TO ADOPT RESOLUTION NO. 2015-13. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Motion No. 2015-23 authorizing the execution of an agreement with New Cingular Wireless, in the amount of \$10,500, relative to a local utility tax claims settlement.**

COUNCILMEMBER MOSS MOVED TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH NEW CINGULAR WIRELESS, IN THE AMOUNT OF \$10,500, RELATIVE TO A LOCAL UTILITY TAX CLAIMS SETTLEMENT. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

**REPORTS BY THE CITY MANAGER**

City Manager Caulfield noted that the far back parking lanes at City Hall will be closed for a few weeks in association with the building construction next to City Hall.

He reported on a meeting he and Federal lobbyist Jake Johnston held with Senator Cantwell regarding a viability study to locate an Amtrak station in Lakewood.

He reported on Sound Transit's outreach efforts relative to a ballot election in 2016 for Sound Transit III. A discussion will be scheduled with Sound Transit and the City Council in the near future.

He reported that he will be presenting the State of City address at Tacoma Narrows Rotary and the Lakewood Rotary. He noted that Mayor Anderson is scheduled to present the State of the City address on July 2, 2015 before the Lakewood Chamber of Commerce.

He reported that there will be traffic slowdowns and closure at Bridgeport Way and Pacific Highway, and Custer and Bridgeport Way between 83<sup>rd</sup> and 75<sup>th</sup> Streets due to road construction.

He reported that Pierce County Councilmember Richardson has provided a copy of the Pierce County billing audit and noted that there are outstanding bills due on several Lakewood accounts.

Councilmember Brandstetter requested that when checking on the outstanding billings, if the property owners' economic status are eligible for Community Development Block Grant funds, perhaps such funds could be made available to provide assistance with payment on the lien.

He then noted several calendar items including:

- May 5, 4:00 PM to 7:00 PM, I-5 JBLM Vicinity Congestion Relief Study -- Public Open House, McGavick Center.
- May 6, Law Enforcement Memorial, McGavick Center.
- May 7, Arts Commission will be holding an art jury.
- June 11, Developers Forum.

## **CITY COUNCIL COMMENTS**

Councilmember Moss commented on the Lakewood Chambers Event she attended on Wednesday, April 29, 2015 and the Canadian Air Force dinner she attended on Friday, May 1, 2015 at the American Lake Conference. She then commented on the International Festival she attended. She indicated that she will be judging at the NEWS TRIBUNE All Star honors. She also noted that she will be speaking at Pierce College on preventing poverty.

Councilmember Brandstetter commented on Mayor Lucas' invitation to attend the Operations Recruitment dinner for high school seniors transitioning to military service.

Councilmember Barth commented on the City Connection newsletter and how informative it was. She commented on the Parks and Recreation Advisory Board (PRAB) meeting, the Community Services Advisory Board meeting and the International Festival event she attended.

Deputy Mayor Whalen commented on the PRAB community meeting he attended. He said that the next meeting is on Tuesday, May 26, 2015.

Mayor Anderson commented on the Acres for the Arts program presentation. He then commented on the International Festival event and dinner he attended with Mayor De Guzman and the Philippines delegation. He then commented on the meeting he attended with the State Auditor.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:40 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



## **LAKWOOD CITY COUNCIL STUDY SESSION MINUTES**

May 11, 2015  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

Deputy Mayor Whalen called the meeting to order at 7:00 p.m.

### **ROLL CALL**

Councilmembers Present: 5 –Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, and Marie Barth.

Councilmembers Excused: 2- Mayor Don Anderson and Councilmember Paul Bocchi.

### **ITEMS FOR DISCUSSION:**

#### **Mental health professional services status report.**

Interim Police Chief Zaro provided an update on the mental health professional program at Greater Lakes Mental Health. He explained that the goal of the program is to connect individuals requiring mental health services with appropriate services.

Discussion ensued on homelessness; if grant funding is not forthcoming, looking at prioritizing funding for various programs; and has there been public disclosure requests filed about this program.

#### **Review of fee schedule amendments for temporary business licenses.**

Assistant City Manager for Development Services Bugher reviewed the proposed fee schedule for temporary business licenses at a fee of \$40 per license.

Discussion ensued on the process and implementation of issuing a new temporary business license fee; would consideration be given to a vendor who works a stall/booth for 200 days to obtain a general business license versus a temporary business license that could cost the vendor substantially more than a general business license; how will monitoring of temporary business licenses be conducted if a vendor roves; what is the rationale for a \$40 fee; will temporary business licenses apply to Farmers Market vendors (no); consideration of establishing a \$60

fee versus a \$40 fee for temporary business licenses; applying fairness when issuing temporary business licenses; can the City make temporary licensing applications available at the site such as at Starlite; and what is the vendor ratio between second hand sales and others.

### **Review of a sale of surplus City property.**

City Attorney Wachter reviewed a process for selling surplus City property and suggested that a public hearing be held prior to the actual sale of surplus City property (Lakeland property).

Discussion ensued on whether the process would also include personal property; clarifying the options presented; potentially include street end properties that have no value and declare them as surplus property (waterfront street ends follow another State statute); perhaps having the Parks and Recreation Advisory Board look at including street-ends property in the Legacy Plan.

### **REPORTS BY THE CITY MANAGER**

City Manager Caulfield noted that the matter about street-ends is scheduled for 2017, however, it can be brought forward sooner.

He reported that the State legislature continues to hold meetings and it has been somewhat quiet. He noted that Senator Cantwell will be asking Amtrak to conduct a study to determine if it is viable to have an Amtrak Station in Lakewood. He commented that Joni Earl, CEO of Sound Transit, is retiring in early 2016.

He reported that a stop sign will be erected at Montrose Avenue and Becker Drive in the Northeast Neighborhood Association area.

He announced that the Department of Ecology will be arranging to have volunteers to work on clean-up at the I-5 and SR 512 area prior to the US Open.

He provided an economic development update on the EB5 regional center, Habitat for Humanity looking at having a storefront in Lakewood, Bruno's restaurant, Babblin' Bas Bistro, Chick-Fil-A, and Jimmy John's Gourmet Sandwiches are looking to locate in Lakewood. Tacoma Trophy is being sold, and Marriott Towne Place Suites is also looking to locate in Lakewood.

He then noted upcoming meetings and events include:

May 13, 2015, Senators Murray and O'Ban, telephone town hall conference meeting.

May 14, 2014, 2:30 PM, State Auditor Entrance conference

May 15, 10:00 AM to 2:00 PM, 2-2 SBCT (Lancer) Community Event, Fort Steilacoom Park.

May 16, 2015, Ray Evans Memorial Fishing Event, 9:00 AM to 1:00 PM, American Lake Park.

May 20, 2015 6:00 PM-8:30PM, Greater Lakes Mental Health 50th Anniversary, McGavick Center.

May 29, 2015 10:00 AM, 2/2 SBCT (Lancer) Monument Dedication, JBLM.

July 11, 2015, Summerfest, 11:00 AM, Ft. Steilacoom Park.

Councilmember Brandstetter asked that a Proclamation be prepared for Joni Earl in recognizing her contributions as Sound Transit's CEO.

Councilmember Simpson asked if the black letters on the Lakewood sign at Bridgeport Way could be painted white.

### **ITEMS TENTATIVELY SCHEDULED FOR THE MAY 18, 2015 REGULAR CITY COUNCIL MEETING:**

1. Amending the fee schedule for temporary business licenses.
2. Vacating a portion of Lakeholme Road.

### **CITY COUNCIL COMMENTS**

Councilmember Barth commented on the WSDOT meeting, Public Safety Advisory Committee meeting, honoring heroes event at McGavick, reception for the Arts Commission at Lakewold Gardens, Tillicum Neighborhood Association, and Lakewood Historical Society display opening she attended.

Councilmember Moss commented on the honoring heroes event, Lakewood United breakfast, and the Pierce College poverty awareness session she attended. She asked if a Councilmember could attend the Thursday, May 14, 2015, 7:30 a.m., Lakewood's Promise Advisory Board meeting as she has a conflict. She then suggested that proclamations be prepared for the outgoing commanders of JBLM and the Air Force.

Councilmember Brandstetter spoke about the Arts Commission reception at Lakewold Gardens. He noted that he will be attending the AUSA event in Lacey about high school leaders joining the armed services. He indicated that he will be interviewing Youth Council candidates for next year. He then spoke about the run he participated in to benefit the healthy start program.

Councilmember Simpson commented on the Pierce College poverty awareness program and complimented Councilmember Moss for her participation.

Deputy Mayor Whalen commented on the honoring heroes event and the Studio Fitness run he attended. He indicated that he received a citizen comment about the JBLM/I-5 meeting that was held earlier. He asked that a lodging tax application be provided to Bob Lawrence relative to the Arts Fest. He then spoke about a University Place Whole Foods opening that he attended.

\* \* \* \* \*

**Executive Session**

Deputy Mayor Whalen announced that Council will recess into Executive Session for approximately 15 minutes to discuss pending litigation.

\* \* \* \* \*

Council recessed into Executive Session at 8:45 p.m. and reconvened at 9:00 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:00 p.m.

\_\_\_\_\_  
JASON WHALEN, DEPUTY MAYOR

ATTEST:

\_\_\_\_\_  
ALICE M. BUSH, MMC  
CITY CLERK



**COMMUNITY SERVICES ADVISORY BOARD**  
**Regular Meeting Minutes**  
**WEDNESDAY – March 25, 2015**  
**Lakewood City Hall, Conference Room 3A**  
**6000 Main Street SW, Lakewood, WA**

**CALL TO ORDER**

Chair Edith Owen Wallace called the meeting to order at 5:30 p.m.

**ATTENDANCE**

Board members present: Edith Owen Wallace, Sharon Taylor, Kathleen Lind, Mumbi Ngari-Turner, Laurie Maus, Ric Torgerson, Paul Calta, Nancy Huseman

Council Liaison: Councilmember Marie Barth

Youth Council Representative Marcos Vieyra

Staff present: Jeff Gumm, Karmel Shields, and Martha Larkin

**APPROVAL OF MINUTES – MARCH 4, 2015**

LAURIE MAUS MOVED TO APPROVE THE OCTOBER 8, 2014 CDBG CITIZEN'S ADVISORY BOARD MEETING MINUTES AS WRITTEN. THE MOTION WAS SECONDED BY RIC TORGERSON. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

**PUBLIC COMMENTS**

There was no one present to comment.

**NEW BUSINESS**

**INTRODUCTIONS**

Everyone present introduced themselves and Chair Wallace welcomed the new members.

**Overview of CDBG/HOME and Human Services**

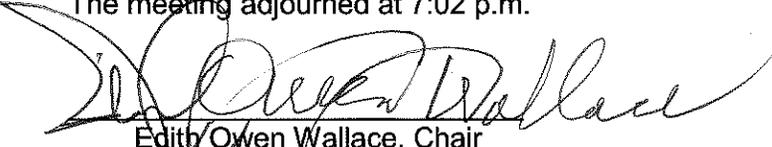
Mr. Gumm gave an overview of the CDBG and HOME-funded programs and Ms. Shields discussed the Human Services process and current funding allocations. Discussion ensued.

**NEXT MEETING**

The next meeting will be held on April 29, 2015 at 5:30 in conference room 3A.

**ADJOURNMENT**

The meeting adjourned at 7:02 p.m.

  
Edith Owen Wallace, Chair

4/29/15  
Dated



**LAKWOOD'S PROMISE  
ADVISORY BOARD**

**Thursday February 12, 2015**

**Conference Room 1E – Lakewood  
City Hall, Lakewood, WA 98499**

**7:30 am – 8:30 am Meeting**

**CALL TO ORDER**

Clayton DeNault called the meeting to order at 7:40 a.m.

**ATTENDANCE**

Lakewood's Promise Advisory Board: Mary Dodsworth, Ellie Wilson,  
Elvin Bucu, Judi Weldy, Kathy Bressler, Bianca Vieyra, Clayton DeNault,

Council Liaison: Mary Moss

Staff Present: Kurt Sample

Guests Present: James Leet (Lakewood's CHOICE)

LPAB members excused: Dr. Claudia Thomas, Dr. Lonnie Howard, Dr. Michele Johnson,  
Debbie LeBeau

**APPROVAL OF MINUTES:** The minutes of January 8, 2015 were approved.

**PUBLIC COMMENT:** None

**PRESENTATION AND DISCUSSION:**

Mr. Leet's presentation concerned the Springbrook neighborhood of Lakewood - an area of the City that is the focus of Lakewood's CHOICE coalition. Mr. Leet has been gathering data and working to understand Springbrook so CHOICE, which focuses on substance abuse prevention, can create a strategy for future programming.

- There are two sides to the neighborhood - North and South - with Bridgeport Way being the dividing line.
- A large hispanic population
- One store with questionable selling of alcohol practices.
- Springbrook Park is a valuable resource
- Centerforce is the biggest meeting space and is undergoing renovations to become more of a community center. Mr Leet is based at Centerforce.
- The mobile food bank, run by St Leo's Food Connection, is an asset that brings the neighborhood together in a way.
- Youth in Springbrook are above 96% Free/Reduced Lunch.

- Name used to be “McChord Gate”.
- No school in the neighborhood. The progression is Tyee Park Elementary, Lochburn Middle, and Clover Park High School.
  - CHOICE has been getting involved in some of the family night activities at Tyee Park.
- Mr Leet has been primarily gathering initial information about the neighborhood so they can undertake a more detailed community assessment.
- There is a neighborhood association that does meet monthly.
- Some ideas already being implemented
  - Cultural competency training
  - A faith community meeting being planned
  - CPHS club educating Tyee Park students
  - Poverty Immersion Training will occur in May. Karmel Shiels from the City will help facilitate this.

Board discussion included supporting the Poverty Immersion Training which some members had participated in with other organizations.

Perceptions that youth view marijuana as less dangerous than tobacco was also discussed.

## **OLD BUSINESS.**

There was no old business.

## **NEW BUSINESS**

### **Healthy Start Task Force**

Mr Sample informed the Board that the HSTF had met at Centerforce on Tuesday, February 10. This shift of meeting space prompted some new conversations and new collaborative ideas so the task force will “float” to different sites each month to get a better feel for Lakewood.

Presently, the Task Force is working on a fact sheet that can be shared with school personnel - primarily principals, custodians, and food service workers - which may help reduce food waste in the cafeterias. This will include:

- clarifying the changed rules of what students have to take
- explaining sharing tables
- identifying food bank resources which can be a disposal option for sharing tables after a meal.

Mr Sample is working with Kevin Scott - Director of Nutrition - from the Clover Park School District to refine the fact sheet

### **YouthCentric Newsletter**

Mr Sample shared a printed version of the online “YouthCentric” newsletter which is sent out Mondays and Thursdays to those who work with youth. The list includes youth directors, pastors, principals, scoutmasters and others who work with young people. The newsletter hopefully will strengthen collaborations. Similar to the Suburban Times, the newsletter draws its content from posts on the Promise website and various community calendars.

## **IALA**

Ms Dodsworth presented ideas pertaining to renewing the Inter-Agency Local Agreement (IALA). The four original primary partners were the City of Lakewood, Pierce College, Clover Park Technical College and St. Clare Hospital. The Board agreed with Ms Dodsworth that this should be expanded to include any agency that wants to be a partner and can contribute something towards the effort. Ms Dodsworth would report back with more information.

## **Meetings for March and April**

Mr Sample informed the Board that the United Way will be presenting the "Year in Review" on March 12 - the same time as the LPAB meeting. It was agreed that attending this would be a good substitute for the March Meeting.

Mr Sample has a conflict for the April 9 LPAB meeting. It was agreed to meet the third Thursday instead - April 16.

**ADJOURNMENT:** Mr DeNault adjourned the meeting at 8:30 a.m.



Clayton DeNault, Chairman



Kurt Sample, Program Coordinator



**PLANNING COMMISSION  
REGULAR MEETING  
WEDNESDAY, April 15, 2015  
Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499**

### **Call to Order**

The meeting was called to order at 6:30 p.m. by Mr. Don Daniels.

### **Roll Call**

Planning Commission Members Present: Don Daniels, Connie Coleman-Lacadie, Robert Estrada, James Guerrero and Paul Wagemann

Planning Commission Members Excused: Robert Pourpasand and Christopher Webber

Planning Commission Members Absent: None

Staff Present: Dave Bugher, Assistant City Manager-Development; Dan Catron, Principal Planner; Tyler Wells, IT Administrator; and Karen Devereaux, Recording Secretary

Council Liaison: Councilmember Paul Bocchi

### **Acceptance of Agenda**

Mr. David Bugher was granted permission to move the new business item, iPads Training, forward on the agenda to allow staff to train the commissioners.

### **Approval of Minutes**

**Minutes of the meeting held on March 18, 2015, were approved as written by a unanimous voice vote, M/S/C Wagemann/Guerrero.**

### **Public Comments**

None

### **Public Hearing**

None

### **New Business**

#### *iPad Training*

Planning commissioners were issued new iPads to use while conducting official business. This purchase was approved by City Council to increase efficiency with providing large volume meeting packet information and allow accessibility to research topics on next agenda. Staff member Mr. Tyler Wells provided training and answered basic questions. Keyboards and protective cases will be issued once received.

## **Unfinished Business**

### Cottage Housing Regulations

Mr. Dan Catron led a discussion noting some of the policy issues the Commission may want to consider in the formulation of a cottage housing program.

The specific issues identified for early discussion included:

- Maximum allowable lot coverage
- Maximum number of units allowed in a cottage housing development
- Use and ownership of cottage units
- Inclusion of garages
- Should garages be allowed to count toward parking requirements, and
- Design standards

In order to facilitate the Commission's consideration of a cottage housing program, a draft resolution was provided for review and discussed.

### R1 and R2 Map Amendments

Based on commissioner's comments to-date regarding possible comprehensive plan and zoning map changes, Mr. Dave Bugher submitted five proposals (Map 1 through Map 5) for further review and study. The group considered possible changes in and around Interlaaken Dr SW, and in the vicinity of Veterans Dr SW and Gravelly Lk Dr SW. A Resolution was examined that outlined a proposed City-initiated amendment for 2015. The Resolution proposes to change the zoning for the properties designated on Map 1 from R1 to R2, and to amend the Comprehensive Plan designation from "Residential Estate" to "Single Family"; and change the zoning classification for two properties located at the southwesterly corner of Gravelly Lk Dr SW and Veterans Dr SW from R1 to R3, as depicted on Map 4 contained in the department staff report to the Lakewood Planning Commission dated April 15, 2015.

**Commissioner Ms. Connie Coleman-Lacadie made the motion to adopt the Resolution of Intent. Commissioner Mr. James Guerrero seconded the motion. With no opposition being heard in a voice vote the motion carried unanimously.**

The next steps would be an environmental review process initiated in late May/early June, followed by notification to affected property owners, culminating in a public hearing in September 2015.

### **Reports from Commission Members and Staff**

Mr. Dave Bugher shared the following project updates:

The draft Community Visioning document has been received. The next steps with the document are review by the City Manager, the Visioning Committee, and ultimately, City Council.

Staff has been drafting a Cost Recovery Analysis that will be shared with the commissioners after presentation to Council in May 2015.

In early June 2015 Council will be presented with the Multi-Family Tax Analysis.

Planning staff continue to work at updating the 2015 Comprehensive Plan with a deadline of June 2015.

The City's new website is launching on Monday, April 20, 2015, with drop-down menus and quick buttons to enhance the user experience. Permit Central with online permitting, tip sheets and more upgrades are planned for department pages.

Mr. James Guerrero requested all past meeting agenda packets be pushed to the iPads for commissioners to have access.

Community and Economic Development staff will be hosting the City of Lakewood Developers Forum on June 11, 2015 in Council Chambers.

A Joint Council Meeting with the Planning Commission is scheduled for Tuesday, May 26, 2015, at 7:00 p.m. in the Council Chambers.

**Next Meeting:** May 6, 2015, at 6:30 p.m. in Council Chambers

Agenda items include:

- Review Background Data and 1<sup>st</sup> Draft of 2016-2021 Six-Year TIP

**Meeting Adjourned** at 8:08 p.m.

  
\_\_\_\_\_  
Don Daniels  
Planning Commission 5/6/2015

  
\_\_\_\_\_  
Karen Devereaux, Recording Secretary  
Planning Commission 5/6/2015



**LAKWOOD ARTS COMMISSION  
REGULAR MONTHLY MEETING  
MONDAY, April 6, 2015 4:30 PM TO 6:00 PM  
Lakewood City Hall Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499**

**CALL TO ORDER**

Chair Kurt Erickson called the meeting to order at 4:35 pm.

**ATTENDANCE:**

**Arts Commission Members Present:** Susan Coulter, Kurtiss Erickson, Retha Hayward, Marquita Hunt, Phillip Raschke, Barbara Vest, Jean Witte, William Joy (Youth Council Representative)

**Council Liaison:** Marie Barth

**Arts Commission Member Excused:** Kathy Flores

**Arts Commission Members Absent:** Sandra Cavillo, Jeff Greenwell, Robert Lawrence

**Guests:** Connie Perra

**APPROVAL OF MINUTES:** Retha Hayward moved and Marquita Hunt seconded a motion to approve the minutes of the March 2, 2015, meeting. The motion passed.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:**

**Recruitment:**

Guest Connie Perra has submitted her application to the arts commission. Confirmation of the Mayor's appointment is scheduled for the Council meeting agenda of April 20, 2015

**Public Art**

**City Hall Art Exhibit:** Previous guest and artist Glory Cancro submitted an application for the City Hall Art Exhibit. Retha Hayward moved and Phil Raschke seconded a motion to accept her application to provide artwork for the exhibit. Dennis Higashiyama will contact Ms. Cancro to schedule a time for the hanging.

**Gravelly & Washington site for art:** There is a request for Council Action for later this evening for the approval of this site for public art. The site has already

been discussed during the joint meeting of the Arts Commission and City Council back in February. This will be a formal request for action by the Council. A proposed timeline has been included in the request with fundraising taking place from April 2015 – March 2016, RFP process from March – June 2016, RFP selection in July 2016, RFP awarded in September 2016, artwork installed by June 2017. The total budget for the project; \$80,000. Approximately \$60,000 must be raised in matching funds. The RFP will be scaled at \$50k, \$60k, \$70k and \$80k levels.

**SummerFEST & Farmers Market stages:** Susan Coulter is chairing the entertainment selection committee for these two stages. She has six performances committed for the Market and one for SummerFEST

**ArtsFest:** Will be held Saturday & Sunday, May 2<sup>nd</sup> & 3<sup>rd</sup> at Pierce College. The next planning meeting will be on Tuesday, April 7<sup>th</sup> at City Hall in room 1E at 10:00am. The event will be held from 11:00am – 6:00pm on Saturday, and 11:00am-4:00pm on Sunday. The awards will be given on Sunday evening from 3:00-4:00pm.

**MayFest:** Intake will be held on Friday, May 1<sup>st</sup>, display set up Monday, May 4<sup>th</sup> and take down will be Monday May 11<sup>th</sup>. The reception will be held on Thursday, May 7<sup>th</sup>. The Arts Commission sign and transportation for the artwork will be needed on Monday, May 4<sup>th</sup>.

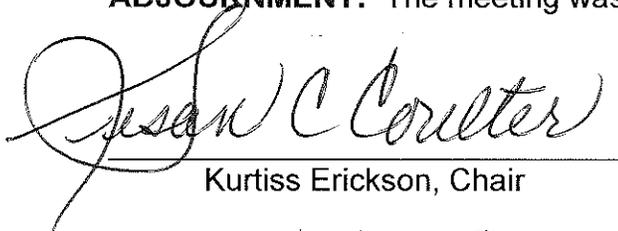
**Asian Film Festival:** The idea of hosting the festival at City Hall proved impractical due to the difficulty of darkening the room and the hanging light fixtures. The Lakewood Playhouse and the Lakewood Elks are two alternative sites that are being investigated. The Playhouse has hosted the event in the past and the Elks are offering their building for 3 days at the same cost of the Playhouse for 2 days. The Elks would require the use of folding chairs. More info to come in May.

**Literary:** Barbara Vest reported that the Pierce County Reads book for this year will be Daniel Brown's "The Boys in the Boat" will feature an evening with the author on Friday, April 24<sup>th</sup> at 7:00pm at the McGavick Conference Center.

## NEW BUSINESS

None

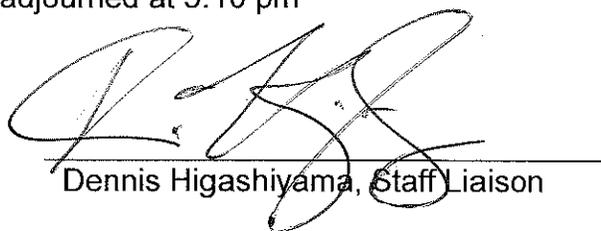
**ADJOURNMENT:** The meeting was adjourned at 5:10 pm



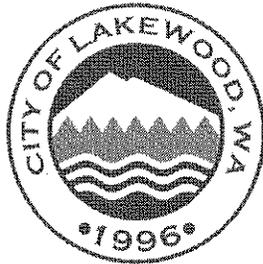
Kurtiss Erickson, Chair

SUSAN COULTER

VICE - CHAIR



Dennis Higashiyama, Staff Liaison



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, January 7, 2015  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:16 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Bryan Thomas, Joseph Boyle, Alan Hart, Michael Lacadie, Aaron Young, Lonnie Lai, Ray Dotson and Sheri Badger

Public Safety Advisory Committee Members Excused: Julio Perez-Tanahashi

Public Safety Advisory Committee Members Absent: None

City Councilmember Present: Marie Barth

Fire Department Staff Present: Assistant Fire Chief Karl Roth and Emergency Management Coordinator Rachel Adler

Lakewood Youth Council Present: Riki Takeuchi.

Staff Present: Assistant Chief Mike Zaro, Committee Staff Support, Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Aaron Young motioned to approve the December minutes. All ayes; minutes were approved.

### PUBLIC COMMENT

No one from the public wanted to speak.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth stated there would be a meeting regarding trees on the golf course tonight, as well as an Army listening session on January 21<sup>st</sup> at the Sharon McGavick Center from 10-12. She encouraged PSAC members to attend to show their support. Discussion ensued.

## FIRE CHIEF COMMENTS

### **Handout- December 2014 Alarm Summary Report**

Assistant Fire Chief Karl Roth went over statistics (see handout) stating that numbers were on the rise and sharing how their grant funded smoke detector program had helped save lives at a recent call.

Emergency Management Coordinator Rachel Adler stated they would be having another CERT training on February 23<sup>rd</sup> and discussed recent 1<sup>st</sup> Aid/Disaster Preparedness training they were holding at Tyee Park Elementary, with emphasis on the Hispanic population. If the program grew the way they were hoping it would they would take the training to Tillicum and other area elementary schools next. Sheri Badger asked if they had considered holding/having a teen CERT. Rachel stated that they were working on it.

## YOUTH COUNCIL COMMENTS

Assistant Chief Mike Zaro was delayed by a previous meeting, so the schedule was moved around to accommodate hearing from him when he arrived.

Riki Takeuchi discussed recent Youth Council events, as well as some upcoming events they were working on, such as the "I'm Okay Celebration" on January 17<sup>th</sup> and the Lions Club Crab Feed on January 31<sup>st</sup>. The successful Harrison Prep Clover Park School District Open House was discussed as well.

## UNFINISHED BUSINESS

Assistant City Attorney Kimberly Cox asked if everyone was satisfied in regards to her report on the solicitation ordinance at last meeting. Alan Hart agreed that he had received the information he had inquired about, and was able to bring it back to his neighborhood block watch people.

Assistant City Attorney Kimberly Cox discussed the shopping cart issue, stating that she wanted to talk with Bellevue and Yakima, still, but had been making phone calls and had heard back from several cities already. She will bring back the information she gathers from Bellevue and Yakima, if she finally gets a hold of them, to the next meeting. Discussion ensued.

Assistant City Attorney Kimberly Cox stated she also wanted to look into the Wall of Shame more as she had not had a chance to delve into that as much as she had hoped, but so far she had seen no reason, legally, why we should not proceed with the idea. Discussion ensued. It was agreed that some of the most important things to find out were: whose responsibility it

would be to keep the wall updated and what kind of success rate Tacoma felt they had with the program.

POLICE CHIEF COMMENTS

**Handout-Crime and Incident Report (November 2014)**

Assistant Chief Mike Zaro answered questions regarding the monthly statistics. Alan Hart asked about the number for homicides again and Assistant Chief Zaro stated he had not had a chance to check on that number but he would do so and would get the information to PSAC as soon as possible.

Assistant Chief Mike Zaro gave a hiring update, stating that we were offering conditional offers to 3 entry-level and 3 lateral applicants over the next few months. The Academy is still a problem, simply because they are so full, but we're making good progress at getting our entry-level's in as soon as possible and have at least one in the March session. Discussion ensued.

Alan Hart asked about body cams. Assistant Chief Mike Zaro stated the big stumbling block with those had more to do with PDR's and the manpower involved in fulfilling the requests where body camera footage was concerned. Discussion ensued.

Bryan Thomas asked about marijuana stores in Lakewood. Assistant Chief Mike Zaro and Councilmember Marie Barth both stated that it is still against Federal Law and that was the City's stance.

Bryan Thomas asked about the US Open. Discussion ensued; more information would be available the closer it got.

NEW BUSINESS

There was no new business.

REPORTS FROM BOARD MEMBERS & STAFF

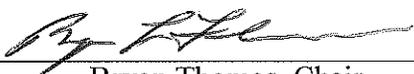
No new reports from the board.

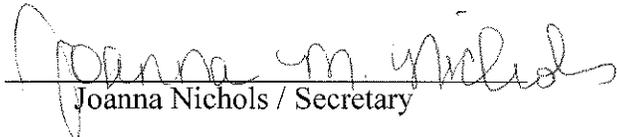
ADJOURNMENT

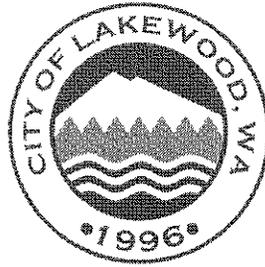
Sheri Badger motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:35 p.m.

Public Safety Advisory Committee

Attest:

  
\_\_\_\_\_  
Bryan Thomas, Chair

  
\_\_\_\_\_  
Joanna Nichols / Secretary



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, February 4, 2015  
Pierce County Department of Emergency Management  
2501 S. 35<sup>th</sup> St, Suite D  
Tacoma, WA 98409

### CALL TO ORDER

The Meeting was called to order at 5:14 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Bryan Thomas, Joseph Boyle, Alan Hart, Michael Lacadie, Ray Dotson, Julio Perez-Tanahashi and Sheri Badger

Public Safety Advisory Committee Members Excused: Lonnie Lai and Aaron Young

Public Safety Advisory Committee Members Absent: none

City Councilmember Present: Mary Moss

Fire Department Staff Present: Emergency Management Coordinator Rachel Adler

Lakewood Youth Council Present: Riki Takeuchi.

Staff Present: Assistant Chief Mike Zaro, Committee Staff Support, Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Alan Hart motioned to approve the January minutes. All ayes; minutes were approved.

### PUBLIC COMMENT

Mr. Bob Saul asked PSAC to look into the Ft. Steilacoom barn hazard. He mentioned the lead that is seeping into the ground, as well as improper signage around the area. He stated he has asked the City Council about it, but he is now asking PSAC to assist with it as well. Discussion ensued.

#### FIRE CHIEF COMMENTS

##### **Handout- January 2015 Alarm Summary Report**

Assistant Fire Chief Karl Roth was unable to attend the meeting, but Emergency Management Coordinator Rachel Adler filled in for him and brought the members January's numbers.

Emergency Management Coordinator Rachel Adler reminded everyone that they would be holding three new CERT training sessions on February 23<sup>rd</sup>, March 31<sup>st</sup> and May 19<sup>th</sup> if they knew anyone who might be interested in attending. Joanna Nichols stated LPD posted the flyers on their Facebook page and Ms. Adler shared that they had already received some registrations due to that post.

Bryan Thomas asked Emergency Management Coordinator Rachel Adler to find out what the regulations were for fire extinguishers in apartment complexes. Alan Hart asked her to also find out how often the Fire Marshall checked that apartment complexes were following said regulations. Ms. Adler stated she would ask Chief Dobbs. Discussion ensued.

Emergency Management Coordinator Rachel Adler stated they were hiring 4 new people in suppression and would be hiring one more, as well as 2 new dispatchers and 2 new admin positions.

#### CITY COUNCIL LIAISON COMMENTS

Councilmember Mary Moss shared some of the upcoming events within the City and stated that the Community Listens event last month was very well attended. Now we will just have to wait and see what happens.

Bryan Thomas shared that Councilmember Brandstetter had informed him there were openings on the CDBG committee if anyone knew anyone who might be interested.

Joseph Boyle asked about the citizen concern brought by Mr. Bob Saul. Councilmember Mary Moss stated that it was a money issue; they were trying to find the money to make sure that the hazardous materials were cleared correctly and safely. Discussion ensued. Mr. Saul stated that the City Manager John Caulfield had stated he had already contact Representative Murray in an attempt to get assistance from the State to get it cleaned up.

#### POLICE CHIEF COMMENTS

### **Handout-Crime and Incident Report (December 2014)**

Assistant Chief Mike Zaro answered questions regarding the monthly statistics and stated he would get the homicide numbers updated to reflect the correct number.

Assistant Chief Mike Zaro gave a hiring update, mentioned our new Mental Health Provider would start working with us this week, and gave a brief case recap on a child-luring person. Alan Hart asked if there were any more updates on body cams. Assistant Chief Zaro stated that LPD tested 3 cameras for 30 days; in that time there were over 900 videos generated. It is very much a management/PDR issue now.

### YOUTH COUNCIL COMMENTS

Riki Takeuchi discussed all the upcoming events the Youth Council was participating in over the next month, as well as sharing what they had done for the month of January.

### UNFINISHED BUSINESS

Bryan Thomas stated we would hold most of our unfinished business over until next month since Assistant City Attorney Kimberly Cox was unable to attend the meeting.

Bryan Thomas asked about parking for the US Open. Assistant Chief Mike Zaro stated he had a meeting next Thursday or Friday and he would ask again then, but he was pretty certain there would be no charge for parking at Ft. Steilacoom Park. Discussion ensued.

Bryan Thomas asked Councilmember Mary Moss about the railroad issue. Councilmember Moss stated it wasn't going away. The City Manager was working with Legislature to get some things done prior to it coming in, and Sound Transit was in the mix, as well.

### NEW BUSINESS

There was no new business.

### REPORTS FROM BOARD MEMBERS & STAFF

Ray Dotson stated that he had attempted, yet again, to attend the January 27<sup>th</sup> Springbrook meeting only to find the building it was supposed to be held in was now condemned. Discussion ensued.

Bryan Thomas and Sheri Badger reminded everyone that she would be doing tours of the Pierce County Emergency Management building after the meeting for anyone interested.

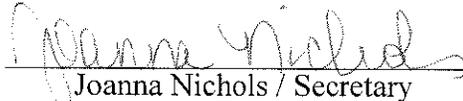
### ADJOURNMENT

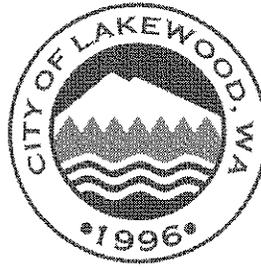
Alan Hart motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:23 p.m.

Public Safety Advisory Committee

Attest:

  
\_\_\_\_\_  
Bryan Thomas, Chair

  
\_\_\_\_\_  
Joanna Nichols / Secretary



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, March 4, 2015  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:16 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Bryan Thomas, Joseph Boyle, Alan Hart, Michael Lacadie, Ray Dotson, Julio Perez-Tanahashi and Sheri Badger

Public Safety Advisory Committee Members Excused: Lonnie Lai

Public Safety Advisory Committee Members Absent: none

City Councilmember Present: Marie Barth

Fire Department Staff Present: Assistant Fire Chief Karl Roth

Lakewood Youth Council Present: Riki Takeuchi.

Staff Present: Chief Bret Farrar, Assistant Chief Mike Zaro, Committee Staff Support, Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Alan Hart motioned to approve the February minutes. All ayes; minutes were approved.

## PUBLIC COMMENT

There were no public comments.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth gave an update on some of the upcoming economic developments expected and suggested we have Becky Newton come and speak to the Committee sometime. Councilmember Barth also reminded everyone about the toxic algae warning at Lake Steilacoom and the Father/Daughter Dance coming up on March 14<sup>th</sup>.

Councilmember Marie Barth stated that the City Manager, Mayor and Deputy Mayor went to Washington D.C. recently to meet with the Representatives there and it went very well.

Councilmember Marie Barth added that two problem hotels, the Rainier and Vagabond were gone and Curbside Motors was going to be moving in soon.

Councilmember Marie Barth gave an update on the Steilacoom barn and stated that Representative Dick Muri has taken that on; hopefully they will get some money to clean it up soon.

## FIRE CHIEF COMMENTS

Assistant Fire Chief Karl Roth stated that the Fire Department was up about 5% in calls for the year and discussed a recent HazMat incident at a Lakewood apartment. Assistant Chief Roth stated that the Department is attending bicycle training in preparation for the US Open. Assistant Chief Roth also stated that their next CERT training would begin April 25<sup>th</sup>, and the training that was currently underway was going well.

Assistant Chief Karl Roth reminded everyone that Disaster Preparedness Day was March 31<sup>st</sup>.

Bryan Thomas stated that the email response they had received from Rachel Adler regarding Councilmember Brandstetter's question about fire extinguisher requirements for apartment buildings seemed to confirm that they have a reasonable policy on this and no further action was required by the Committee. The Committee agreed.

## POLICE CHIEF COMMENTS

Chief Farrar announced to everyone, in case they hadn't already heard, that he was retiring effective April 6<sup>th</sup>, 2015, and thanked everyone for their service over the years.

### **Handout-Crime and Incident Report (January 2014)**

Assistant Chief Mike Zaro answered questions regarding the monthly statistics and stated that the annual report would be ready next month; he would be taking it to Council on the 23<sup>rd</sup>. Discussion ensued.

Assistant Chief Mike Zaro gave a hiring update, stating that Lateral Oral Boards were happening next week and that we would have another retirement in May. Assistant Chief Zaro also discussed the New World Bar, stating that CSRT is working closely with the military to get a handle on the situation there. Discussion ensued.

Bryan Thomas asked if it was too soon to look at numbers from the mental health grant/project. Assistant Chief Mike Zaro stated he didn't have the numbers on him, and it was too soon to use the numbers to judge the efficacy of the program, but we can definitely look at the activity at the next meeting. Discussion ensued. Bryan stated he was interested in having the new Mental Health Professional come to a meeting and Assistant Chief Mike Zaro agreed this could happen; Joanna Nichols will schedule that.

### YOUTH COUNCIL COMMENTS

Riki Takeuchi discussed all the upcoming events the Youth Council would be participating in, to include the Daddy/Daughter dance and Relay for Life.

Riki Takeuchi also stated they are trying to be more creative with their fundraisers this year, so there is a lot of brainstorming going around that.

### UNFINISHED BUSINESS

#### **Handout-Shopping Cart Memo**

Assistant City Attorney Kimberly Cox discussed what she had learned regarding the shopping carts program. Her recommendation at this point was to start light. Bryan stated that the committee needs to come to a consensus on their recommendation regarding this issue. Discussion ensued. It was decided that Ms. Cox will draft up a letter stating the Committee's recommendation which can be given to City Council for approval; PSAC will look at that letter, make any changes they feel necessary, or approve as is, and move forward from there.

Assistant City Attorney Kimberly Cox stated that the abandoned homes issue was still on her plate, she just hadn't had a chance to look into it further.

### NEW BUSINESS

Bryan Thomas asked about SummerFest, which will be on July 11<sup>th</sup> this year, and the possibility of having someone from the Charity come to the next meeting to discuss whether they would be interested in the Committee doing another booth this year. Discussion ensued. Joanna Nichols will look into the availability of a Charity Board member for the next meeting.

### REPORTS FROM BOARD MEMBERS & STAFF

There were no reports from board members or staff this month.

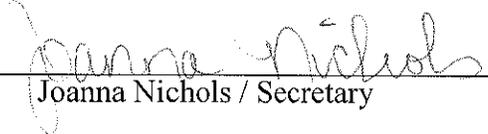
ADJOURNMENT

Sheri Badger motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:21 p.m.

Public Safety Advisory Committee

Attest:

  
\_\_\_\_\_  
Bryan Thomas, Chair

  
\_\_\_\_\_  
Joanna Nichols / Secretary



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, April 1, 2015  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:17 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Bryan Thomas, Joseph Boyle, Alan Hart, Michael Lacadie, Julio Perez-Tanahashi, Lonnie Lai and Sheri Badger

Public Safety Advisory Committee Members Excused: Ray Dotson

Public Safety Advisory Committee Members Absent: none

City Councilmember Present: Marie Barth

Fire Department Staff Present: Assistant Fire Chief Karl Roth

Lakewood Youth Council Present: None

Staff Present: Committee Staff Support, Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Alan Hart motioned to approve the March minutes. All ayes; minutes were approved.

### PUBLIC COMMENT

There were no public comments.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth gave an update on some of the construction projects currently underway, such as the City Gateways. Starting point for the Gateways will be on Bridgeport Way.

## FIRE CHIEF COMMENTS

### **Handout- Fire Department Calls (March 2015)**

Assistant Fire Chief Karl Roth stated that the call volume was still up. Discussion ensued.

Assistant Chief Karl Roth stated they had three new hires graduating on April 11<sup>th</sup>; they had a CERT class happening tonight with 25 people in attendance; and that their Open House would be happening in University Place on June 6<sup>th</sup> from 10-2.

## POLICE CHIEF COMMENTS

### **Handout-Crime and Incident Report (February 2015)**

Interim Chief Michael Zaro was unable to attend the meeting.

## YOUTH COUNCIL COMMENTS

There was no Youth Council member in attendance due to scheduling conflict.

## UNFINISHED BUSINESS

Assistant City Attorney Kimberly Cox stated that she had met with City Manager John Caulfield and he had discussed a process that he wanted to see happen in regards to the shopping cart issue, which included a timeline of three meetings:

- 1.) Creating a subcommittee which included 1 CSRT member, 1 PSAC member, 1 Code Enforcement, 1 Legal Department employee and perhaps someone from Lakewood Towne Center.
- 2.) Present subcommittee findings to PSAC.
- 3.) PSAC will confirm details and make final recommendations to City Council.

Discussion ensued. PSAC members feel that they have already done a lot of work on this issue, per City Council and Police Department request, and are confused by this sudden change in direction, some of which feels like a rehashing of the work already accomplished by PSAC. For this reason, PSAC has requested clarification from the City Manager and City Council. Assistant City Attorney Kimberly Cox will get clarification from the City Manager and email Joanna Nichols. Councilmember Marie Barth will take this request to City Council and get clarification, as well.

Assistant City Attorney Kimberly Cox suggested the PSAC members look into clarifying their work plan. She suggested that since we created the work plan showing what issues we would tackle at every meeting, we should look at showing our progress on the listed issues in our minutes.

#### NEW BUSINESS

Sergeant Andy Gildehaus from the Lakewood Officers' Charity was present to speak to the PSAC members about this year's SummerFest and to thank them for their participation last year. Bryan Thomas asked if the Charity thought the dunk tank was successful enough to do again this year. Sergeant Gildehaus stated the almost \$600 the event raised last year was a significant amount of money and most definitely worth it for them; the Charity will also assist in corralling volunteers for dunking again this year.

#### REPORTS FROM BOARD MEMBERS & STAFF

Alan Hart asked about the Fort Steilacoom Park barn. Councilmember Marie Barth stated they are trying to find the money to adequately and correctly deal with the clean-up of the barn. There is some concern about the safety issues of it- too easy for people to get in to the area and get hurt still. Councilmember Barth will bring it up at the Council meeting on Monday.

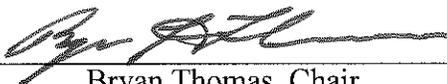
Bryan Thomas stated that there was some discussion regarding a possible meeting time/date change. Discussion ensued and it was decided to keep the meetings the same.

#### ADJOURNMENT

Joseph Boyle motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:05 p.m.

Public Safety Advisory Committee

Attest:

  
\_\_\_\_\_  
Bryan Thomas, Chair

  
\_\_\_\_\_  
Joanna Nichols / Secretary

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> May 18, 2015	<b>TITLE:</b> A Resolution Amending the Master Fee Schedule Establishing a New Interim Fee for Temporary Business Licenses	<b>TYPE OF ACTION:</b> — ORDINANCE ✓ RESOLUTION 2015-14 — MOTION — OTHER
<b>REVIEW:</b> May 11, 2015	<b>ATTACHMENTS:</b> Draft Resolution	

**SUBMITTED BY:** David Bugher, Assistant City Manager for Development Services/Community Development Director

**RECOMMENDATION:** It is recommended that the Mayor and City adopt the attached Draft Resolution amending the master fee schedule establishing a new interim fee for temporary business licenses. The recommended fee is \$40.

**DISCUSSION:**

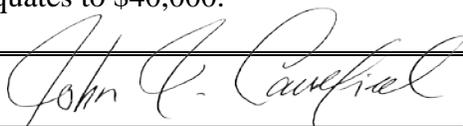
**Background:** At the April 27, 2015 Study Session the City Council considered a draft ordinance amending Title 5 updating the City’s business licensing regulations. Part of the update includes new temporary business license language which clarifies regulation by reducing the number of possible license types which might apply to any given business.

On May 4, 2015, the City Council adopted Ordinance No. 610 which establishes new regulations for business licensing and includes new provisions for temporary business licensing. Under the new Code temporary business licenses will be good for seven days unless specifically authorized otherwise.

Historically, the Community & Economic Development Department (CED) has issued about 1,500 “no-fee” permits annually. Most permits are issued on Mondays, Thursdays, and Fridays. During the peak summer months, as many as 70 permits are issued on Fridays. To-date, 478 “no fee” permits have been issued in 2015. With Ordinance No. 610 in place, “no fee” permits will no longer be issued, and, instead, all businesses in the City of Lakewood will be required to pay for a business license. This is a change for some temporary businesses in the City, which were achieving “no fee” status due to the variety of possible license types which could apply. *(Continued on the next page.)*

**ALTERNATIVE(S):** The City Council does have the option to charge a lesser fee, or the City Council could charge the same amount as that of a general business license fee at \$60. At the Council’s Study Session there was some discussion about setting the fee at \$60 although there was no consensus. If that is the direction of the full Council then the attached resolution would need to be amended from the floor.

**FISCAL IMPACT:** Based on past activity levels, between now and the end of the year, the City may receive about 1,000 applications. At \$40 each, the revenue equates to \$40,000.

_____ Prepared by  _____ Department Director	 _____ City Manager Review
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## DISCUSSION, CONTINUED

**What do other cities charge for temporary licenses?** Table 1 below provides information from seven municipalities. By way of information, also included are general business license fees. Lakewood's business license fee is \$60. That number is lower than other cities. No other city provides "no fee" temporary business licenses.

<b>Municipality</b>	<b>Length</b>	<b>Fee</b>
Auburn*	Based on application	\$50
Black Diamond	30 days	\$15
Federal Way	90 days	\$50
Lacey	30 days	\$50
Puyallup	30 days of occupancy within a 1 year period	\$25 processing fee, plus \$10 per day of operation
Renton	90 days	\$50
Tacoma		
- Special event	Per event	\$50
- Special event per vendor	Per day	\$5
- Transient stock	Per application	\$200

\* Auburn does not appear to have a temporary business license requirement. CED staff, therefore, assumed that the temporary business would be subject to the standard business license fee of \$50.

**Other information:** A cost recovery analysis is currently underway for CED. It includes an analysis of business licensing. The City Council should expect regular review and adjustment to the fee schedule based on the cost of regulation.

A standard general business license is easy to process. They are located in brick and mortar establishments. The business types are easy to categorize. The large majority of general businesses already comply with building and fire code requirements.

The processing of temporary licenses is the opposite experience. They require a significant amount of time at the permit counter. Applicants usually have no experience with opening a business. Additionally, there are follow-up inspections by Law Enforcement and CSRT to ensure applicants are complying with the basic application requirements.

**Follow-Up from the Council Study Session:** Councilmembers requested information on the number of second hand dealers who apply for temporary business licenses. Staff sampled 229 of the 478 private sales applications issued to-date. Of the 278, based on descriptions contained in the applications, 24 percent would be exempt from the second hand sales requirements. This group is primarily selling used clothing, shoes, and books.

Thirteen percent are clearly engaged in second hand sales. Sales items vary considerably. Items include hand tools, jewelry, used bicycles, coins, automotive equipment, electronics, mini-storage auction items, and weapons. Weapons include stun guns, pepper spray, knives, throwing darts, and swords, but no rifles or handguns.

The remainder of the applications, 63 percent, contain descriptors such as, "garage sale items," "household items," "dishes, clothes and toys," "furniture," "kid's items," "junk," "antiques," "collectables," "this and that," and "knick-knacks." Many of these items are likely second hand sales of items with nominal value.

Staff will be providing the Council with updates on roll-out of this program. Further, a formal debriefing on the outcome of the changes to Title 5 will be brought back to the Council this fall.

RESOLUTION NO. 2015-14

A RESOLUTION of the City Council of the City of Lakewood, Washington, amending the City of Lakewood Fee Schedule by revising certain fees.

WHEREAS, in connection with the municipal functions and operations of the City of Lakewood, the City requires certain fees; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs associated with various City functions and facilities; and

WHEREAS the City Council approved Ordinance 610 relative to business licensing, creating a new temporary business license; and

WHEREAS it is appropriate to set a fee for a temporary business license.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. That the Fee Schedule of the City of Lakewood, as set forth in Resolution No. 2014-23, is amended to add the following fees:

Temporary Business License	\$ 40.00
Temporary Business License (Renewal)	\$ 40.00

The City Manager or designee is directed to take any necessary steps to catalog, index and format the fee schedule to address the above changes.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect concurrently with Ordinance 610.

PASSED by the City Council this 18th day of May, 2015.

CITY OF LAKEWOOD

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Don Anderson, Mayor

Attest:

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Alice M. Bush, MMC, City Clerk

Approved as to Form:

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Heidi A. Wachter City Attorney

Exhibit A to Resolution 2014-03

<u>Alcohol Permit Fee</u>	<u>Fee</u>
<u>Small events</u> <u>100 – 200 guests</u>	<u>\$200</u>
<u>Large events</u> <u>201 – 500 guests</u>	<u>\$500</u>
<u>Major events</u> <u>Over 500 guests</u>	<u>\$1000</u>

Farmers Market Fees	Daily Rate	Seasonal
Regular Stall 10x10	<del>\$20.00</del>	<del>\$240.00</del>
	<u>\$25.00</u>	<u>\$250.00</u>
10x10 Stall w/Electricity	<del>\$25.00</del>	\$300.00
	<u>\$30.00</u>	
Pull- Through Stall	<del>\$25.00</del>	<del>\$300.00</del>
	<u>\$40.00</u>	<u>\$400.00</u>
Payment Plan Processing	<u>\$35.00</u>	<u>\$35.00</u>

<u>Special Event Fee</u>	<u>Fee</u>
<u>Vendor Application Fee</u>	<u>\$ 25</u>