

**CITY COUNCIL**

ANDY RYDER

Mayor

CYNTHIA PRATT

Deputy Mayor

LENNY GREENSTEIN

MICHAEL STEADMAN

CAROLYN COX

ED KUNKEL

MALCOLM MILLER

CITY MANAGER

SCOTT SPENCE

LACEY CITY COUNCIL AGENDA**AUGUST 19, 2021****4:00 P.M.****REMOTE ATTENDANCE**

The Lacey City Council meeting will be conducted remotely, not in-person. You may view the Council meeting by watching live using one of following platforms: [Live Meetings](#), [YouTube](#), [Facebook](#), Thurston Community Media, Channel 3 with your local cable provider, or Zoom:

https://us02web.zoom.us/webinar/register/WN_gByCZ0JIR5W7zCDQFCaEFw

The public may listen to the meeting via telephone by dialing toll-free: **(888) 788-0099** or **(877) 853-5247** - when prompted enter Webinar ID **819 9469 6045**

CALL TO ORDER:

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA & CONSENT AGENDA ITEMS:***
 - A. [Council Worksession minutes of July 22, 2021](#)
 - B. [Council Meeting minutes of August 5, 2021](#)
 - C. [A motion to approve payment of claims, wages, and transfers for July 30, 2021, through August 12, 2021](#)
 - D. [A motion to approve the Department of Commerce 2020 Community Project Program Grant for the Lacey Veterans Services Hub Facility Renovations](#)

**Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

3. **PUBLIC RECOGNITIONS AND PRESENTATIONS:**
4. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA****

****VERBAL PUBLIC COMMENT**

Persons wishing to provide verbal public comment on items NOT on the agenda must preregister to speak at https://us02web.zoom.us/webinar/register/WN_gByCZ0JIR5W7zCDQFCaEFw. Instructions and access details will be provided once registration is complete. Registration for verbal public comment closes at 3:00 p.m. on August 19, 2021.

****WRITTEN PUBLIC COMMENT**

Public comments may also be submitted by email to publiccomment@ci.lacey.wa.us. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record. The commenting period will close at 12:00 p.m. on August 19, 2021.

5. PUBLIC HEARING:
6. PROCLAMATIONS:
 - A. [Arbor Day Proclamation and Recognition of Tree City USA](#) (*Jenny Bauersfeld*)
 - B. [Overdose Awareness Day](#) (*Katie Strozyk*)
7. REFERRAL FROM PLANNING COMMISSION:
8. REFERRAL FROM HEARINGS EXAMINER:
 - A. [Preliminary Subdivision and Class IV Forest Practices - Bradley Park Project #20-307](#) (*Sarah Schelling*)
9. RESOLUTIONS:
 - A. [Resolution 1107 - Lacey City Council Policies–Procedures Manual](#) (*Kelly Adams*)
10. ORDINANCES:
11. MAYOR'S REPORT:
12. CITY MANAGER'S REPORT:
 - A. [Lift Station 49 – Cross Connection Control Project #2018-10](#) (*Jason Kashani*)
 - B. [Gold Star Memorial Proposal](#) (*Scott Spence*)
13. STANDING GENERAL COMMITTEE:
 - A. [Finance & Economic Development Committee \(07.27.2021\)](#)
 - B. [General Government & Public Safety Committee \(07.27.2021\)](#)
 - C. [Community Relations & Public Affairs Committee \(08.02.2021\)](#)
 - D. [Utilities Committee \(08.02.2021\)](#)
14. OTHER BUSINESS:
15. BOARDS, COMMISSIONS AND COMMITTEE REPORTS:
 - A. Mayor Andy Ryder:
 1. Mayors' Forum
 2. Thurston Chamber Shared Legislative Committee
 3. Transportation Policy Board (TPB)
 - B. Deputy Mayor Cynthia Pratt:
 1. Joint Animal Services Commission (JASCOM)
 2. LOTT Clean Water Alliance
 3. Olympic Region Clean Air Agency (ORCAA)
 - C. Councilmember Carolyn Cox:
 1. Intercity Transit (IT)
 2. Regional Housing Council

D. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911

E. Councilmember Malcolm Miller:

1. Lodging Tax Advisory Committee (LTAC)
2. Thurston County Coalition Against Trafficking (TCCAT)
3. Thurston Regional Planning Council (TRPC)
4. Thurston Thrives

F. Councilmember Michael Steadman:

1. Community Action Council
2. Nisqually River Council
3. Thurston County Law & Justice

G. Councilmember Ed Kunkel:

1. Economic Development Council (EDC)
2. Lacey South Sound Chamber
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
4. Solid Waste Advisory Committee (SWAC)

16. ADJOURN

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

THURSDAY, JULY 22, 2021

4:00 P.M. – 4:59 P.M.

REMOTE ONLY

COUNCIL PRESENT: DEPUTY MAYOR PRATT, COUNCILMEMBERS GREENSTEIN, COX,
KUNKEL, MILLER

COUNCIL EXCUSED: MAYOR RYDER, COUNCILMEMBER STEADMAN

STAFF PRESENT: S. KELLEY-FONG, D. SCHNEIDER, E. FONTAINE

ACTION: APPROVE WORKSESSION AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS GREENSTEIN
AND COX

GOLD STAR MEMORIAL REQUEST FOR SUPPORT

PRESENTER: JERRY WILKINS, GOLD STAR MEMORIAL LACEY

ACTION: INFORMATION ONLY

This agenda item was rescheduled for a future Worksession.

PSE BEYOND NET ZERO CARBON PLEDGE

PRESENTER: MATTHEW MAUER, SENIOR GOVERNMENT AFFAIRS REPRESENTATIVE,
PUGET SOUND ENERGY

ACTION: INFORMATION ONLY

Matthew Mauer, Senior Government Affairs Representative with Puget Sound Energy (PSE), presented on PSE's Beyond Net Zero Carbon Pledge.

PSE has been a local energy provider for nearly 150 years and is Washington's largest and oldest utility, serving 1.5 million customers in 10 counties. PSE's goal is to be a Beyond Net Zero Carbon energy company by the year 2045 by reducing its own carbon emissions to net zero, while helping other sectors enable carbon reduction across Washington.

The following three pathways were identified and discussed on obtaining Beyond Net Zero Carbon:

PSE Operations and Electric Supply

- Net zero carbon emissions for all PSE operations and electric supply by 2030
- 100% carbon free electric supply by 2045

Natural Gas Sales Customer End Use

- Reduce customer end use carbon emissions 30% by 2030
- Net zero carbon emissions for customer end use by 2045

Beyond PSE Reported Emissions

- Electric vehicles
- Liquefied natural gas for marine and long-haul trucking
- Renewable natural gas/hydrogen or other low carbon fuels for transportation and other applications
- Upstream methane emission reduction

PSE is working towards facilitating an advisory group that includes diverse, external committee of community members, partners, technical experts, and others to provide meaningful input and enable opportunities for collective action towards the goal of Beyond Net Zero Carbon by year 2045.

COMMUNITY DEVELOPMENT BLOCK GRANT

STAFF: SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER
ACTION: AUTHORIZE THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THURSTON COUNTY TO PARTICIPATE IN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR THE YEARS 2022-2024
MOTION: MOTION MADE AND SECONDED BY COUNCILMEMBERS GREENSTEIN AND KUNKEL. MOTION CARRIED.

Shannon Kelley-Fong, Assistant City Manager, presented the interlocal agreement between the City of Lacey and Thurston County to participate in and receive funds under the Federal Community Development Block Grant (CDBG) Program as an Urban County Entitlement Program for the years 2022-2024. It is anticipated that the City would receive \$980,000 in CDBG funds during the next three-year cycle.

In 2021, the City met the criteria, having a population of over 50,000, to qualify as a standalone entitlement community. The Department of Housing and Urban Development (HUD) also indicated that the other members of the Thurston County Urban CDBG Program would be able to continue as an Urban County CDBG should the City elect to leave the partnership.

After researching the advantages and disadvantages of being an entitlement community or remaining in the Thurston County Urban CDBG Program, staff recommended remaining in the Thurston County Urban CDBG Program by authorizing the City Manager to enter into the interlocal agreement as proposed.

COUNCIL & COMMITTEE MEETINGS

STAFF: SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER

ACTION: INFORMATION ONLY

Shannon Kelley-Fong, Assistant City Manager, led a discussion surrounding Council & Committee Meetings. Council discussed the following two options regarding the location of future meetings.

Option 1: Continue Remote-Only

Option 2: Implement Hybrid (allow for in-person and remote)

Staff advised that Council would need to adopt a resolution, amending the existing emergency resolution, before a hybrid model could take place. If a hybrid model is permitted, all of Council could be present in-person and remain socially distanced, or any number of Council could choose to attend remotely.

Dave Schneider, City Attorney, highlighted that a separate resolution was adopted regarding temporary procedures, and that is the resolution intended to be amended. Staff advised that if Council wishes to change the start time of the meetings, an ordinance will also be required.

Council expressed support for reviewing a resolution at the next full Council meeting, as well as an ordinance amending the start time. Council suggested the start time for Council and Worksession meetings begin at 6:00 p.m.

Council directed staff to prepare the necessary documents to present at the August 5, 2021, Council meeting.

MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL HELD THURSDAY,
AUGUST 5, 2021, REMOTE ATTENDANCE

CALL TO ORDER: Mayor Ryder called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE: Mayor Ryder led the Pledge of Allegiance.

COUNCIL PRESENT: A. Ryder, C. Pratt, C. Cox, L. Greenstein, E. Kunkel, M. Miller, M. Steadman

STAFF PRESENT: S. Spence, R. Almada, J. Burbidge, S. Egger, M. Hardie, S. Kelley-Fong, D. Schneider, R. Walk, T. Woo, P. Edmonds

APPROVAL OF AGENDA
AND CONSENT AGENDA: Consent Agenda Items:
A. Council Worksession minutes of July 8, 2021.
B. Council meeting minutes of July 15, 2021
C. A motion to approve payment of claims, wages and transfers for July 8, 2021, through July 29, 2021.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

PUBLIC COMMENT: Persons wishing to provide public comment on items not on the agenda must pre-register to speak. Registration closed at 3:00 p.m. today.

No one registered to speak during public comment.

Public comments may also be submitted by email by 12:00 p.m. today. Comments will be provided to the City Council electronically prior to the meeting. Comments

will not be addressed during the meeting; however, comments received will be added to the official record.

Two written public comments were received and will be made part of the official record.

RESOLUTIONS:

Resolution 1107 relating to temporary procedures in response to the COVID-19 emergency.

No action taken. Council directed staff to bring back to Council in about 30 days for consideration.

ORDINANCES:

Ordinance 1598 relating to Council meeting times.

No action taken. Council directed staff to bring back to Council in about 30 days for consideration.

MAYOR'S REPORT:

MAYOR RYDER MOVED TO APPOINT THE FOLLOWING STUDENTS TO THE 2021-2022 LACEY YOUTH COUNCIL. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

Laila Markland	River Ridge High School
Alejandra Linares	North Thurston High School
Declan Line	Timberline High School
Justin Begley	Timberline High School
Alanis Blackburn	River Ridge High School
Kaydence Husband	River Ridge High School
Rianna Joseph	River Ridge High School
Hunter McKay	North Thurston High School
Nathan Miller	Pope John Paul II High School
Abigail Asare	North Thurston High School
Romeo Brown	Timberline High School
Ryen Hill	North Thurston High School
Sarah Amanda Towne	North Thurston High School

STANDING COMMITTEES:

Community Relations & Public Affairs Committee
Councilmember Steadman reported the Committee met on July 6, 2021, to discuss the Gold Star Memorial Proposal.

BOARDS & COMMISSIONS: JASCOM

Deputy Mayor Pratt reported on the following:

- Volunteer program assessment
- Current and future board vacancies

Regional Housing Council

Councilmember Cox reported on the following:

- Recommended agreement with Community Solutions
- HB 1590

Emergency Medical Services

Councilmember Greenstein reported on the following:

- Levy Lid Lift
- Overcrowded hospitals
- Fire agencies and the new law enforcement legislation

Community Action Council

Councilmember Steadman reported on the following:

- Housing funds
- CEO and CFO resignations
- Upcoming audits

Lodging Tax Advisory Committee

Councilmember Miller reported on the following:

- Revenue presentation
- Application process
- Recruitment efforts

Thurston Regional Planning Council

Councilmember Miller reported on TRPC's annual retreat.

Lacey South Sound Chamber

Councilmember Kunkel reported on the following:

- Presentation by Rick Walk, Community & Economic Development Director
- Chamber events

Solid Waste Advisory Committee

Councilmember Kunkel reported on the following:

- Bylaws
- Plastic bag ban

Mayor Ryder adjourned the meeting at 4:48 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



LACEY CITY COUNCIL MEETING

August 19, 2021

SUBJECT: Disbursement Approval

RECOMMENDATION: By motion, approve payment of claims, wages, and transfers.

STAFF CONTACT: Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 7/30/2021 through 8/12/2021. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	7/30/2021	257607	257727	1,031,221.86
	*7/30/2021	257728	257730	1,565.13
	8/6/2021	257731	257852	1,260,812.58

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	7/12/2021	13,670.88
	*7/28/2021	145,811.82
	*7/29/2021	26,978.03
	*7/30/2021	53.20
	*7/30/2021	1,437,867.49
	*7/30/2021	18,978.30
	7/30/2021	2,940,673.73
	7/30/2021	62,348.26
	8/4/2021	633.00
	8/6/2021	540,381.43

Payroll:	<u>Month Ended:</u>	<u>Wages</u>
	*7/30/2021	1,619,702.19

* Disbursements for employee out-of-pocket deductions and employee benefits

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Active Construction, Inc.	\$ 738,206.72	Cap City Water/Sewer Ph. 2
Interfaith Works	\$ 90,257.52	Martin Way Construction Grant
South Sound Contractors	\$ 387,944.72	Cap City Water/Sewer Ph. 1
T Bailey, Inc.	\$ 755,969.95	Hawks Prairie Sister Standpipe
LOTT Wastewater Alliance	\$1,153,108.68	ERU's/ LOTT Reserve Cap Fees
Pape & Sons Construction	\$ 246,699.67	Carpenter Road Utility Improvements
South Sound Contractors	\$ 176,140.57	Beddington & Mugho Water



LACEY CITY COUNCIL MEETING

August 19, 2021

SUBJECT: Department of Commerce 2020 Community Project Program Grant for the Lacey Veterans Services Hub Facility Renovation

RECOMMENDATION: Approve the Department of Commerce 2020 Community Project Program Grant for the Lacey Veterans Services Hub Facility Renovation in the amount of \$1,960,000

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Office

ATTACHMENTS: 1. [Department of Commerce 2020 Community Project Program Grant for the Lacey Veterans Services Hub Facility Renovation](#)

FISCAL NOTE: The City of Lacey ("City") would receive \$1,960,000 from the state of Washington for the Lacey Veterans Services Hub (LVSH) renovations. Renovations at the LVSH are nearing completion.

PRIOR REVIEW:

BACKGROUND:

The City received a \$1,960,000 grant from the Washington State Department of Commerce through the 2020 Local and Community Project Program for the LVSH renovation. The Lacey City Council is required to review and approve the grant contract as provided in **Attachment 1**. It is recommended that the Lacey City Council approve the Department of Commerce 2020 Community Project Program Grant for the Lacey Veterans Services Hub Facility Renovation in the amount of \$1,960,000.

The majority of LVSH renovations are complete. It is anticipated that the remaining work will be completed by the end of September 2021. The City anticipates hosting a (re)opening

ceremony to celebrate the LVSH renovations and expanded footprint in November 2021, if COVID-19 restrictions and conditions allow.

In addition to this grant, LVSH renovations were funded through federal contributions for the Veterans Affairs suite, Community Development Block Grant (CDBG) funds from the Urban County, and City resources.

Thurston County is home to nearly 32,000 veterans including almost 6,000 in the city of Lacey. Unfortunately, 7% of these veterans live below the poverty line and 24% have a service related disability. LVSH provides a one-stop-shop that reduces barriers to services, allowing any and all veterans to be connected to a variety of essential needs. In 2019 alone, the Hub provided more than 7,000 veteran client appointments, including 2,202 VA Benefit Assistance; 1,290 mental and behavioral health counseling; 936 housing assistance; and 543 financial assistance appointments. LVSH partners with over 70 non-profits and community partners to provide these appointments. LVSH appointments and services continue to grow. LVSH renovations expand the footprint of LVSH from 1,200 square feet to over 8,000 square feet to meet the overwhelming demand the LVSH has experienced since opening in 2017, as well as make the building more energy efficient and accessible.

ADVANTAGES:

1. \$1,960,000 of Washington state funding for LVSH renovations. Renovations are nearing completion.

DISADVANTAGES:

1. None identified at this time.



Washington State
Department of
Commerce

Grant to

City of Lacey

through

The 2020 Local and Community Projects Program

For

Lacey Veterans Services Hub Facility Renovation

Start date: 7/1/2019

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Attachment A, Scope of Work; Attachment B, Budget; Attachment C, Availability of Funds;
Attachment D Certification of Prevailing Wages; Attachment E, Certification of LEED

FACE SHEET

Grant Number: 20-96627-131

Washington State Department of Commerce
Local Government Division
Community Capital Facilities Unit

1. GRANTEE City of Lacey 420 College Street SE Lacey, Washington 98503		2. GRANTEE Doing Business As (optional) 	
3. Grantee Representative Scott Spence City Manager 360-491-3214 sspence@ci.lacey.wa.us		4. COMMERCE Representative Kari Sample Project Manager (360) 764-3090 kari.sample@commerce.wa.gov	
5. Grant Amount \$1,960,000.00		6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	
7. Start Date 7/1/2019		8. End Date 6/30/2023	
9. Federal Funds (as applicable) N/A		Federal Agency N/A	
CFDA Number N/A			
10. Tax ID # 91-0819427	11. SWV # 0003100-00	12. UBI # 349-001-275	13. DUNS # N/A
14. Grant Purpose The outcome of this performance-based contract is to renovate an existing facility for the use of veteran services as referenced in Attachment A – Scope of Work.			
COMMERCE, defined as the Department of Commerce, and the GRANTEE, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment “A” – Scope of Work, Attachment “B” – Budget, Attachment “C” – Certification of Availability of Funds to Complete the Project, Attachment “D” – Certification of the Payment and Reporting of Prevailing Wages, Attachment “E” – Certification of Intent to Enter LEED process.			
FOR GRANTEE Scott Spence, City Manager Date		FOR COMMERCE Mark K. Barkley, Assistant Director Date APPROVED AS TO FORM  Steve Scheele, Assistant Attorney General 7/26/2021 Date	

**SPECIAL TERMS AND CONDITIONS
GENERAL GRANT
STATE FUNDS**

THIS CONTRACT, entered into by and between City of Lacey (a unit of local government hereinafter referred to as the GRANTEE), and the Washington State Department of Commerce (hereinafter referred to as COMMERCE), WITNESSES THAT:

WHEREAS, COMMERCE has the statutory authority under RCW 43.330.050 (5) to cooperate with and provide assistance to local governments, businesses, and community-based organizations; and

WHEREAS, COMMERCE is also given the responsibility to administer state funds and programs which are assigned to COMMERCE by the Governor or the Washington State Legislature; and

WHEREAS, the Washington State Legislature has, in LAWS of 2019, Chapter 413, Section 1042, made an appropriation to support the 2020 Local and Community Projects Program, and directed COMMERCE to administer those funds; and the reappropriations in Laws of 2021, Chapter 332, Section 6007, directed COMMERCE to administer those funds.

WHEREAS, the enabling legislation also stipulates that the GRANTEE is eligible to receive funding for acquisition, construction, or rehabilitation (a venture hereinafter referred to as the "Project").

NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties hereto agree as follows:

1. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Grant.

The Representative for the GRANTEE and their contact information are identified on the Face Sheet of this Grant.

2. COMPENSATION

COMMERCE shall pay an amount not to exceed \$1,960,000.00 for the capital costs necessary for or incidental to the performance of work as set forth in the Scope of Work.

3. CERTIFICATION OF FUNDS PERFORMANCE MEASURES

A. The release of state funds under this contract is contingent upon the GRANTEE certifying that it has expended or has access to funds from non-state sources as set forth in ATTACHMENT C (CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT), hereof. Such non-state sources may consist of a combination of any of the following:

- i) Eligible Project expenditures prior to the execution of this contract.
- ii) Cash dedicated to the Project.
- iii) Funds available through a letter of credit or other binding loan commitment(s).
- iv) Pledges from foundations or corporations.
- v) Pledges from individual donors.

**SPECIAL TERMS AND CONDITIONS
GENERAL GRANT
STATE FUNDS**

- vi) The value of real property when acquired solely for the purposes of this Project, as established and evidenced by a current market value appraisal performed by a licensed, professional real estate appraiser, or a current property tax statement. COMMERCE will not consider appraisals for prospective values of such property for the purposes of calculating the amount of non-state matching fund credit.
- vii) In-kind contributions, subject to COMMERCE'S approval.

- B.** The GRANTEE shall maintain records sufficient to evidence that it has access to or has expended funds from such non-state sources, and shall make such records available for COMMERCE'S review upon reasonable request.

4. PREVAILING WAGE LAW

The Project funded under this Grant may be subject to state prevailing wage law (Chapter 39.12 RCW). The GRANTEE is advised to consult the Industrial Statistician at the Washington Department of Labor and Industries to determine whether prevailing wages must be paid. COMMERCE is not responsible for determining whether prevailing wage applies to this Project or for any prevailing wage payments that may be required by law.

5. DOCUMENTATION AND SECURITY

The provisions of this section shall apply to capital projects performed by nonprofit organizations and public benefit corporations that involve the expenditure of over \$500,000 in state funds. Projects for which the grant award or legislative intent documents specify that the state funding is to be used for design only are exempt from this section.

- A. Deed of Trust.** This Grant shall be evidenced by a promissory note and secured by a deed of trust or other appropriate security instrument in favor of COMMERCE (the "Deed of Trust"). The Deed of Trust shall be recorded in the County where the Project is located, and the original returned to COMMERCE after recordation within ninety (90) days of contract execution. The Deed of Trust must be recorded before COMMERCE will reimburse the GRANTEE for any Project costs. The amount secured by the Deed of Trust shall be the amount of the grant as set forth in Section 2, hereof.
- B. Term of Deed of Trust.** The Deed of Trust shall remain in full force and effect for a period of ten (10) years following the final payment of state funds to the GRANTEE under this grant. Upon satisfaction of the ten-year term requirement and all other grant terms and conditions, COMMERCE shall, upon written request of the GRANTEE, take appropriate action to reconvey the Deed of Trust.
- C. Title Insurance.** The GRANTEE shall purchase an extended coverage lender's policy of title insurance insuring the lien position of the Deed of Trust in an amount not less than the amount of the grant.
- D. Covenant.** If the project will be partially funded by a loan and the term of said loan is less than the commitment period under this grant contract, COMMERCE may require that GRANTEE record or cause to be recorded a covenant in a superior lien position ahead of the lender's security instrument that restricts use of the facility or property for the purpose(s) stated elsewhere in this contract for at least the term of the commitment period

**SPECIAL TERMS AND CONDITIONS
GENERAL GRANT
STATE FUNDS**

- E. Subordination. COMMERCE may agree to subordinate its deed of trust upon request from a private or public lender. Any such request shall be submitted to COMMERCE in writing, and COMMERCE shall respond to the request in writing within thirty (30) days of receiving the request.

6. BASIS FOR ESTABLISHING REAL PROPERTY VALUES FOR ACQUISITIONS OF REAL PROPERTY PERFORMANCE MEASURES

When the grant is used to fund the acquisition of real property, the value of the real property eligible for reimbursement under this grant shall be established as follows:

- a. GRANTEE purchases of real property from an independent third-party seller shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser, or a current property tax statement.
- b. GRANTEE purchases of real property from a subsidiary organization, such as an affiliated LLC, shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser or the prior purchase price of the property plus holding costs, whichever is less.

7. EXPENDITURES ELIGIBLE FOR REIMBURSEMENT

The GRANTEE may be reimbursed, at the rate set forth elsewhere in this contract, for Project expenditures in the following cost categories:

- A. Real property, and costs directly associated with such purchase, when purchased or acquired solely for the purposes of the Project;
- B. Design, engineering, architectural, and planning;
- C. Construction management and observation (from external sources only);
- D. Construction costs including, but not limited to, the following:
 - Site preparation and improvements;
 - Permits and fees;
 - Labor and materials;
 - Taxes on Project goods and services;
 - Capitalized equipment;
 - Information technology infrastructure; and
 - Landscaping.

8. BILLING PROCEDURES AND PAYMENT

COMMERCE shall reimburse the GRANTEE for one hundred percent (100%) of eligible Project expenditures, up to the maximum payable under this contract. When requesting reimbursement for expenditures made, the GRANTEE shall submit to COMMERCE a signed and completed Invoice Voucher (Form A-19), that documents capitalized Project activity performed – by budget line item – for the billing period.

The GRANTEE shall evidence the costs claimed on each voucher by including copies of each invoice received from vendors providing Project goods or services covered by the contract. The GRANTEE shall also provide COMMERCE with a copy of the cancelled check or electronic funds transfer, as applicable, that confirms that they have paid each expenditure being claimed. The cancelled checks or electronic funds transfers may be submitted to COMMERCE at the time the voucher is initially submitted, or within thirty (30) days thereafter.

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The voucher must be certified (signed) by an official of the GRANTEE with authority to bind the GRANTEE. The final voucher shall be submitted to COMMERCE within sixty (60) days following the completion of work or other termination of this contract, or within fifteen (15) days following the end of the state biennium unless contract funds are reappropriated by the Legislature in accordance with Section 19, hereof.

If GRANTEE has or will be submitting any of the invoices attached to a request for payment for partial reimbursement under another grant contract, GRANTEE must clearly identify such grant contracts in the transmittal letter and request for payment.

Each request for payment must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the Project since the last invoice was submitted, as well as a report of Project status to date. COMMERCE will not release payment for any reimbursement request received unless and until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, COMMERCE shall promptly remit a warrant to the GRANTEE.

COMMERCE will pay GRANTEE upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the GRANTEE.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the GRANTEE for services rendered if the GRANTEE fails to satisfactorily comply with any term or condition of this Grant.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Duplication of Billed Costs

The GRANTEE shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the GRANTEE, if the GRANTEE is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The GRANTEE is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

9. SUBCONTRACTOR DATA COLLECTION

GRANTEE will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Grant performed by subcontractors and the portion of Grant funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

10. INSURANCE

The GRANTEE shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state of Washington should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the GRANTEE, or Subgrantee, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. The insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other

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valid and collectable insurance. The GRANTEE shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation or modification.

The GRANTEE shall submit to COMMERCE within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, the GRANTEE shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The GRANTEE shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the GRANTEE is responsible for ensuring that any Subgrantees provide adequate insurance coverage for the activities arising out of subgrants.

Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the GRANTEE for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- A. The amount of fidelity coverage secured pursuant to this Grant shall be \$2,000,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
- B. Subgrantees that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantees pursuant to this paragraph shall name the GRANTEE and the GRANTEE's fiscal agent as beneficiary.
- C. The GRANTEE shall provide, at COMMERCE's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

GRANTEES and Local Governments that Participate in a Self-Insurance Program.

Self-Insured/Liability Pool or Self-Insured Risk Management Program – With prior approval from COMMERCE, the GRANTEE may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from COMMERCE, the GRANTEE shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by: 1) Governmental Accounting Standards Board (GASB), 2) Financial Accounting Standards Board (FASB), and 3) the Washington State Auditor's annual instructions for financial reporting. GRANTEE's participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The state of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

GRANTEE shall provide annually to COMMERCE a summary of coverages and a letter of self-insurance, evidencing continued coverage under GRANTEE's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self-insurance will be provided on the anniversary of the start date of this Agreement.

11. ORDER OF PRECEDENCE

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In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Certification of the Availability of Funds to Complete the Project
- Attachment D – Certification of the Payment and Reporting of Prevailing Wages
- Attachment E – Certification of Intent to Enter the Leadership in Energy and Environmental Design (LEED) Certification Process

12. REDUCTION IN FUNDS

In the event state funds appropriated for the work contemplated under this contract are withdrawn, reduced, or limited in any way by the Governor or the Washington State Legislature during the contract period, the parties hereto shall be bound by any such revised funding limitations as implemented at the discretion of COMMERCE, and shall meet and renegotiate the contract accordingly.

13. OWNERSHIP OF PROJECT/CAPITAL FACILITIES

COMMERCE makes no claim to any real property improved or constructed with funds awarded under this contract and does not assert and will not acquire any ownership interest in or title to the capital facilities and/or equipment constructed or purchased with state funds under this contract; provided, however, that COMMERCE may be granted a security interest in real property, to secure funds awarded under this contract. This provision does not extend to claims that COMMERCE may bring against the GRANTEE in recapturing funds expended in violation of this contract.

14. CHANGE OF OWNERSHIP OR USE FOR GRANTEE-OWNED PROPERTY

- A. The GRANTEE understands and agrees that any and all real property or facilities owned by the GRANTEE that are acquired, constructed, or otherwise improved by the GRANTEE using state funds under this contract, shall be held and used by the GRANTEE for the purpose or purposes stated elsewhere in this contract for a period of at least ten (10) years from the date the final payment is made hereunder.
- B. This provision shall not be construed to prohibit the GRANTEE from selling any property or properties described in this section; Provided, that any such sale shall be subject to prior review and approval by COMMERCE, and that all proceeds from such sale shall be applied to the purchase price of a different facility or facilities of equal or greater value than the original facility and that any such new facility or facilities will be used for the purpose or purposes stated elsewhere in this contract.
- C. In the event the GRANTEE is found to be out of compliance with this section, the GRANTEE shall repay to the state general fund the principal amount of the grant, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to Section 26 (Recapture provision) of the General Terms and Conditions.

15. CHANGE OF USE FOR LEASED PROPERTY PERFORMANCE MEASURE

- A. The GRANTEE understands and agrees that any facility leased by the GRANTEE that is constructed, renovated, or otherwise improved using state funds under this contract shall be used

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by the GRANTEE for the purpose or purposes stated elsewhere in this contract for a period of at least ten (10) years from the date the final payment is made hereunder.

- B.** In the event the GRANTEE is found to be out of compliance with this section, the GRANTEE shall repay to the state general fund the principal amount of the grant, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to Section 26 (Recapture provision) of the General Terms and Conditions.

16. MODIFICATION TO THE PROJECT BUDGET

- A.** Notwithstanding any other provision of this contract, the GRANTEE may, at its discretion, make modifications to line items in the Project Budget (Attachment B), hereof, that will not increase the line item by more than fifteen percent (15%).
- B.** The GRANTEE shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item in the Project Budget (Attachment B,) hereof, that would increase the line item by more than fifteen percent (15%). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this contract that would cause one or more budget line items to exceed the 15 percent (15%) threshold increase described above.
- C.** Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Project Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D.** Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Section 2 of this contract.

17. SIGNAGE, MARKERS AND PUBLICATIONS

If, during the period covered by this contract, the GRANTEE displays or circulates any communication, publication, or donor recognition identifying the financial participants in the Project, any such communication or publication must identify "The Taxpayers of Washington State" as a participant.

18. HISTORICAL AND CULTURAL ARTIFACTS

Prior to approval and disbursement of any funds awarded under this Contract, GRANTEE shall cooperate with COMMERCE to complete the requirements of Governor's Executive Order 05-05 or Executive Order 21-02, where applicable, or GRANTEE shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. GRANTEE agrees that the GRANTEE is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless COMMERCE and the state of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, GRANTEE shall, in accordance with Governor's Executive Order 05-05 or Executive Order 21-02 as applicable, coordinate with Commerce and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommended consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by

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Project. GRANTEE agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Contract.

The GRANTEE agrees that, unless the GRANTEE is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural artifacts are discovered during construction, the GRANTEE shall immediately stop construction and notify the local historical preservation officer and the state's historical preservation officer at DAHP, and the Commerce Representative identified on the Face Sheet. If human remains are uncovered, the GRANTEE shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The GRANTEE shall require this provision to be contained in all subcontracts for work or services related to the Scope of Work attached hereto.

In addition to the requirements set forth in this Contract, GRANTEE agrees to comply with RCW 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 05-05 and Executive Order 21-02.

In the event that the GRANTEE finds it necessary to amend the Scope of Work the GRANTEE may be required to re-comply with Governor's Executive Order 05-05, Executive Order 21-02, or Section 106 of the National Historic Preservation Act.

19. REAPPROPRIATION

- A. The parties hereto understand and agree that any state funds not expended by June 30, 2023 will lapse on that date unless specifically reappropriated by the Washington State Legislature. If funds are so reappropriated, the state's obligation under the terms of this contract shall be contingent upon the terms of such reappropriation.
- B. In the event any funds awarded under this contract are reappropriated for use in a future biennium, COMMERCE reserves the right to assign a reasonable share of any such reappropriation for administrative costs.

20. TERMINATION FOR FRAUD OR MISREPRESENTATION

In the event the GRANTEE commits fraud or makes any misrepresentation in connection with the Grant application or during the performance of this contract, COMMERCE reserves the right to terminate or amend this contract accordingly, including the right to recapture all funds disbursed to the GRANTEE under the Grant.

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1. DEFINITIONS

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "GRANTEE" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the GRANTEE.
- D. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- E. "State" shall mean the state of Washington.
- F. "Subgrantee/subcontractor" shall mean one not in the employment of the GRANTEE, who is performing all or part of those services under this Grant under a separate Grant with the GRANTEE. The terms "subgrantee/subcontractor" refers to any tier.
- G. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.
- H. "Vendor" is an entity that agrees to provide the amount and kind of services requested by COMMERCE; provides services under the grant only to those beneficiaries individually determined to be eligible by COMMERCE and, provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.

2. ACCESS TO DATA

In compliance with RCW 39.26.180, the GRANTEE shall provide access to data generated under this Grant to COMMERCE, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the GRANTEE's reports, including computer models and the methodology for those models.

3. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by COMMERCE.

4. ALL WRITINGS CONTAINED HEREIN

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

5. AMENDMENTS

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

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6. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The GRANTEE must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

7. ASSIGNMENT

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the GRANTEE without prior written consent of COMMERCE.

8. ATTORNEYS' FEES

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorney's fees and costs.

9. AUDIT

A. General Requirements

COMMERCE reserves the right to require an audit. If required, GRANTEES are to procure audit services based on the following guidelines.

The GRANTEE shall maintain its records and accounts so as to facilitate audits and shall ensure that subgrantees also maintain auditable records.

The GRANTEE is responsible for any audit exceptions incurred by its own organization or that of its subgrantees.

COMMERCE reserves the right to recover from the GRANTEE all disallowed costs resulting from the audit.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The GRANTEE must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. State Funds Requirements

In the event an audit is required, if the GRANTEE is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the GRANTEE.

The GRANTEE shall include the above audit requirements in any subcontracts.

In any case, the GRANTEE's records must be available for review by COMMERCE.

C. Documentation Requirements

The GRANTEE must send a copy of the audit report described above no later than nine (9) months after the end of the GRANTEE's fiscal year(s) by sending a scanned copy to auditreview@commerce.wa.gov or a hard copy to:

Department of Commerce
ATTN: Audit Review and Resolution Office
1011 Plum Street SE
PO Box 42525
Olympia WA 98504-2525

In addition to sending a copy of the audit, when applicable, the GRANTEE must include:

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- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE.
- Copy of the Management Letter.

If the GRANTEE is required to obtain a Single Audit consistent with Circular A-133 requirements, a copy must be provided to COMMERCE; no other report is required.

10. BREACHES OF OTHER STATE CONTRACTS

GRANTEE is expected to comply with all other contracts executed between GRANTEE and the State of Washington. A breach of any other agreement entered into between GRANTEE and the State of Washington may, in COMMERCE's discretion, be deemed a breach of this Agreement.

11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

1. All material provided to the GRANTEE by COMMERCE that is designated as "confidential" by COMMERCE;
2. All material produced by the GRANTEE that is designated as "confidential" by COMMERCE; and
3. All personal information in the possession of the GRANTEE that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

B. The GRANTEE shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the GRANTEE shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by COMMERCE. Upon request, the GRANTEE shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The GRANTEE shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

12. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, COMMERCE may, in its sole discretion, by written notice to the GRANTEE terminate this contract if it is found after due notice and examination by COMMERCE that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW and 42.23 RCW; or any similar statute involving the GRANTEE in the procurement of, or performance under this contract.

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Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The GRANTEE and their subcontractor(s) must identify any person employed in any capacity by the state of Washington that worked on this Grant, or any matter related to the project funded under this Grant or any other state funded project, including but not limited to formulating or drafting legislation, participating in grant procurement, planning and execution, awarding grants, or monitoring grants, during the 24 month period preceding the start date of this Grant. Any person identified by the GRANTEE and their subcontractors(s) must be identified individually by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the GRANTEE may be disqualified from further consideration for the award of a Grant.

In the event this contract is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the GRANTEE as it could pursue in the event of a breach of the contract by the GRANTEE. The rights and remedies of COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

13. COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the GRANTEE hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the GRANTEE hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The GRANTEE warrants and represents that the GRANTEE has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The GRANTEE shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The GRANTEE shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the GRANTEE with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the GRANTEE.

14. DISPUTES

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the GRANTEE's name, address, and Contract number; and

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- be mailed to the Director and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

15. DUPLICATE PAYMENT

COMMERCE shall not pay the GRANTEE, if the GRANTEE has charged or will charge the State of Washington or any other party under any other Grant, subgrant/subcontract, or agreement, for the same services or expenses.

16. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

17. INDEMNIFICATION

To the fullest extent permitted by law, the GRANTEE shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The GRANTEE's obligation to indemnify, defend, and hold harmless includes any claim by GRANTEE's agents, employees, representatives, or any subgrantee/subcontractor or its employees.

GRANTEE expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to GRANTEE'S or any subgrantee's/subcontractor's performance or failure to perform the Grant. GRANTEE'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The GRANTEE waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

18. INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent contractor relationship will be created by this Grant. The GRANTEE and its employees or agents performing under this Contract are not employees or agents of the state of Washington or COMMERCE. The GRANTEE will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the GRANTEE make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the GRANTEE.

19. INDUSTRIAL INSURANCE COVERAGE

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The GRANTEE shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the GRANTEE fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the GRANTEE the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the GRANTEE to the accident fund from the amount payable to the GRANTEE by COMMERCE under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the GRANTEE.

20. LAWS

The GRANTEE shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended.

21. LICENSING, ACCREDITATION AND REGISTRATION

The GRANTEE shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

22. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Authorized Representative.

23. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Grant, the GRANTEE shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the GRANTEE's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the GRANTEE may be declared ineligible for further Grants with COMMERCE. The GRANTEE shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein. The funds provided under this contract may not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this grant.

24. PAY EQUITY

The GRANTEE agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- a. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- b. GRANTEE may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
 - (i) A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.

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(ii) A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.

(iii) A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Contract may be terminated by COMMERCE, if COMMERCE or the Department of Enterprise services determines that the GRANTEE is not in compliance with this provision.

25. POLITICAL ACTIVITIES

Political activity of GRANTEE employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17a RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

26. PUBLICITY

The GRANTEE agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

27. RECAPTURE

In the event that the GRANTEE fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the GRANTEE of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grant.

28. RECORDS MAINTENANCE

The GRANTEE shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant.

GRANTEE shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

29. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the GRANTEE shall complete registration with the Washington State Department of Revenue.

30. RIGHT OF INSPECTION

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The GRANTEE shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant.

31. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

32. SEVERABILITY

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

33. SITE SECURITY

While on COMMERCE premises, GRANTEE, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

34. SUBGRANTING/SUBCONTRACTING

Neither the GRANTEE nor any subgrantee/subcontractor shall enter into subgrants/subcontracts for any of the work contemplated under this contract without obtaining prior written approval of COMMERCE. In no event shall the existence of the subgrant/subcontract operate to release or reduce the liability of the GRANTEE to COMMERCE for any breach in the performance of the GRANTEE's duties. This clause does not include Grants of employment between the GRANTEE and personnel assigned to work under this Grant.

Additionally, the GRANTEE is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subgrants/subcontracts. GRANTEE and its subgrantees/subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of COMMERCE or as provided by law.

35. SURVIVAL

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

36. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the GRANTEE's income or gross receipts, any other taxes, insurance or expenses for the GRANTEE or its staff shall be the sole responsibility of the GRANTEE.

37. TERMINATION FOR CAUSE

In the event COMMERCE determines the GRANTEE has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this Grant. Before

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suspending or terminating the Grant, COMMERCE shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the GRANTEE shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the GRANTEE from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by COMMERCE to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the GRANTEE: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

38. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

39. TERMINATION PROCEDURES

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this Grant, may require the GRANTEE to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the GRANTEE the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the GRANTEE and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AUTHORIZED REPRESENTATIVE shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant. COMMERCE may withhold from any amounts due the GRANTEE such sum as the AUTHORIZED REPRESENTATIVE determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the AUTHORIZED REPRESENTATIVE, the GRANTEE shall:

1. Stop work under the Grant on the date, and to the extent specified, in the notice;
2. Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
3. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the AUTHORIZED REPRESENTATIVE, all of the rights, title, and interest of the GRANTEE under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its

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discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;

4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the AUTHORIZED REPRESENTATIVE to the extent AUTHORIZED REPRESENTATIVE may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the AUTHORIZED REPRESENTATIVE any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
6. Complete performance of such part of the work as shall not have been terminated by the AUTHORIZED REPRESENTATIVE; and
7. Take such action as may be necessary, or as the AUTHORIZED REPRESENTATIVE may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the GRANTEE and in which COMMERCE has or may acquire an interest.

40. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the GRANTEE, for the cost of which the GRANTEE is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the GRANTEE. Title to other property, the cost of which is reimbursable to the GRANTEE under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the GRANTEE shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Grant.
- B. The GRANTEE shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the GRANTEE or which results from the failure on the part of the GRANTEE to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the GRANTEE shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The GRANTEE shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Grant

All reference to the GRANTEE under this clause shall also include GRANTEE'S employees, agents or subgrantees/subcontractors.

41. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Scope of Work

Funds awarded under this grant awarded to the City of Lacey shall be used for the renovation of an existing facility located at 4232 6th Avenue Southeast, Lacey, Washington 98503-1080.

Renovation improvements will include but not limited to replacement of windows, interior lighting, and insulation, replacement of HVAC system, and installation of water-efficient plumbing fixtures, ADA restroom and entryway doors, electrical wiring, interior finishes, and floor coverings. Replacement of roofing materials and siding.

This project will serve as a benefit to the community by improving the facility's capacity to support multiple veteran services at the location.

This project is expected to be completed in September 2021.

All project work completed with prior legislative approval. The "Copyright Provisions", Section 12 of the General Terms and Conditions, are not intended to apply to any architectural and engineering design work funded by this grant.

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body as of the date and year written below.

GRANTEE

Lacey City Manager

TITLE

DATE

Budget

Line Item	Amount
Architecture & Engineering	\$526,234.00
Site Acquisition	\$0.00
Construction	\$1,979,670.00
Capitalized Equipment	\$0.00
Contingency	\$367,285.00
Construction Management	\$89,680.00
Total Contracted Amount:	\$2,962,870.00

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that the Project Budget set forth above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, as of the date and year written below.

GRANTEE

Lacey City Manager

TITLE

DATE

Certification of the Availability of Funds to Complete the Project

Non-State Funds	Amount	Total
Federal Contribution (VA)	\$546,566.00	
Urban County CDBG - HUD	\$395,486.00	
City of Lacey -Local Revenue	\$60,818.00	
Total Non-State Funds	\$1,002,870.00	\$1,002,870.00
State Funds		
State Capital Budget	\$1,960,000.00	\$1,960,000.00
Total Non-State and State Sources		\$2,962,870.00

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that project funding from sources other than those provided by this contract and identified above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, and has either been expended for eligible Project expenses, or is committed in writing and available and will remain committed and available solely and specifically for carrying out the purposes of this Project as described in elsewhere in this contract, as of the date and year written below. The GRANTEE shall maintain records sufficient to evidence that it has expended or has access to the funds needed to complete the Project, and shall make such records available for COMMERCE'S review upon reasonable request.

GRANTEE

Lacey City Manager

TITLE

DATE

Certification of the Payment and Reporting of Prevailing Wages**CERTIFICATION PERFORMANCE MEASURE**

The GRANTEE, by its signature, certifies that all contractors and subcontractors performing work on the Project shall comply with prevailing wage laws set forth in Chapter 39.12 RCW, as of April 3, 2020 including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The GRANTEE shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for COMMERCE'S review upon request.

If any state funds are used by the GRANTEE for the purpose of construction, applicable State Prevailing Wages must be paid.

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body as of the date and year written below.

GRANTEE

Lacey City Manager

TITLE

DATE

**Certification of Intent to Enter the
Leadership in Energy and Environmental Design (LEED) Certification Process**

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that it will enter into the Leadership in Energy and Environmental Design certification process, as stipulated in RCW 39.35D, as applicable to the Project funded by this contract. The GRANTEE shall, upon receipt of LEED certification by the United States Green Building Council, provide documentation of such certification to COMMERCE.

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, as of the date and year written below.

Not
Applicable

GRANTEE

TITLE

DATE

Not Applicable

Capital Programs – Contract DOCUSIGN REVIEW AND ROUTING FORM			
Reviewed & Approved By:	Name	Initials	Date
Managing Director	Addie Craig		
Deputy Assistant Director	Tony Hanson		

CITY OF LACEY

Official Proclamation

WHEREAS, in 1872, Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community;

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the City Council, do hereby proclaim the month of August 2021, as

Arbor Month

in the City of Lacey, and I encourage all citizens to support efforts to care for our trees and woodlands, and to plant trees to provide beautification for future generations to enjoy.




Mayor Andy Ryder
August 19, 2021

CITY OF LACEY

Official Proclamation

WHEREAS, *no city in Washington State is immune to accidental or intentional overdose, and death from drug overdose is preventable; and*

WHEREAS, *people who experience an overdose are deserving of our care and kindness; and*

WHEREAS, *stigma creates barriers to disclosing drug misuse and abuse to family, friends, health care providers, service providers and others; and*

WHEREAS, *when someone you care for dies from a stigmatized behavior, such as overdose, grieving is often much harder for those left behind because of shame and guilt; and*

WHEREAS, *the City of Lacey acknowledges that there is a need to treat drug-related harm as a public health issue; and*

WHEREAS, *Washington State has implemented a State Opioid Response Plan and offers resources like the 24-hour Washington Recovery Helpline ; and*

WHEREAS, *International Overdose Awareness Day is an opportunity to stand beside those in our community who have lost loved ones to an overdose and those who have a substance use disorder and are diligently working toward recovery;*

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby proclaim August 31, 2021, as

Overdose Awareness Day

in the City of Lacey and encourages anyone whose life has been impacted by substance use disorder to call the Washington Recovery Helpline at
1-866-789-1511.



Mayor Andy Ryder
August 19, 2021

SUMMARY OF HEARINGS EXAMINER REPORT TO CITY COUNCIL

SUBJECT: Preliminary Subdivision and Class IV Forest Practice Permit Application for the Subdivision of Bradley Park – Case no. 20-307

DESCRIPTION OF PROPOSAL: SSHI, LLC. dba DR Horton, requests preliminary approval to subdivide 15.66 acres into 82 lots single-family development. The project includes open space, roadway, and stormwater improvements on approximately 10 acres, with 5.16 acres set aside for future development. A Class IV Forest practices application has been submitted for timber removal. The property is zoned Mixed Use Moderate Density Corridor. Residential development is permitted at a density between 8 and 12 units per acre. The property is unaddressed; located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast, in section 8, township 18N, range 1W, Lacey, Thurston County, Washington. The parcel number is 11808430201

SUMMARY OF CONCLUSIONS: The Hearing Examiner conducted a public hearing on Wednesday July 7, 2021. The hearing was held as a zoom webinar that allowed for public testimony. All hearing notices provided information necessary for the public and interested parties to attend the virtual hearing. Staff, the applicant's representatives, and one member of the community provided testimony at the hearing. The City also received several written comments immediately prior to the hearing. Topics of concern were raised relating to traffic on 15th Avenue NE, conversion of wooded areas to urban development, and impacts to wildlife. There are conditions in the recommendation to the Council that address these issues.

On July 21, 2021, the Hearings Examiner recommended approval of the Preliminary Subdivision, and Class IV Forest Practices Permit applications with conditions based on the established record and testimony presented at the hearing. Staff requests the Council approve the recommendation including adoption of findings, conclusions and conditions outlined in the written recommendation of the Hearings Examiner.

ACTION OPTIONS

FOR CITY COUNCIL: The City Council may take one of the following actions:

1. Approve the recommendation of the Hearings Examiner.
2. Reverse the decision of the Hearings Examiner.
3. Modify the recommendation of the Hearings Examiner.

Any decision to modify or reject the Examiner's decision shall be made based on the open record hearing and supported by findings of fact and conclusions.

**BEFORE THE HEARINGS EXAMINER
FOR THE CITY OF LACEY**

In the Matter of the Application of	)	No. 20-307
	)	
Tyrell Bradley, on behalf of	)	Bradley Park Preliminary Plat
SSHI, LLC, dba D.R. Horton	)	
	)	
	)	FINDINGS, CONCLUSIONS,
<u>For Approval of a Preliminary Plat</u>	)	AND RECOMMENDATION

SUMMARY OF RECOMMENDATION

The Hearings Examiner recommends that the request for a preliminary plat to subdivide a 15.66-acre parcel into 82 lots for single-family residential development, located between 6th Avenue NE and 15th Avenue NE, approximately 460 feet east of Sleater Kinney Road NE, be **APPROVED** and that the request for an associated Class IV Forest Practices Permit also be **APPROVED**. Conditions are necessary to address specific impacts of the proposed project.

SUMMARY OF RECORD

Hearing Date:

The Hearings Examiner for the City of Lacey held an open record hearing on the request on July 7, 2021, using remote access technology.

Testimony:

The following individuals presented testimony under oath at the open record hearing:

Sarah Schelling, City Senior Planner

Art Orth

Tom Stiles, City Development Review Engineer

Tyrell Bradley, Applicant Representative

Doug Christenson, City Stormwater Engineer

Exhibits:

The following exhibits were admitted into the record:

1. List of Exhibits, undated
2. Staff Report, dated June 28, 2021
3. General Land Use Application, received November 3, 2020
4. Preliminary Subdivision Supplemental Form, received November 3, 2020
5. Project Narrative, dated November 3, 2020
6. Plan Set (9 Sheets), dated March 22, 2021
7. Landscape Plans (4 Sheets), revised March 29, 2021
8. Land Clearing/Class IV Forest Practices Application, undated
9. Request for Additional Information Letter, dated January 2021

Findings, Conclusions, and Recommendation

City of Lacey Hearings Examiner

Bradley Park Preliminary Plat, #20-307

10. Applicant Response to Request for Additional Information Letter, dated March 29, 2021
11. SEPA Environmental Checklist, dated March 25, 2021
12. Preliminary Drainage Report, SCJ Alliance, dated March 16, 2021
13. Traffic Impact Analysis, Transportation Engineering NorthWest, updated March 18, 2021
14. Priority Species Mitigation Plan, EnviroVector, dated March 18, 2021
15. Tree Protection Plan, Sound Urban Forestry, LLC, dated September 17, 2020
16. Agency Routing Sheet, dated December 1, 2020
17. Notice of Application, issued December 1, 2020
18. Comment from Washington State Department of Ecology, dated December 15, 2020
19. Comment from Washington State Department of Ecology, dated April 27, 2021
20. Comment from North Thurston Public Schools, dated December 2, 2020
21. Comment from Intercity Transit, dated December 4, 2020
22. Comment from City of Olympia Transportation Engineer, dated December 10, 2020
23. Stormwater Review Memorandum, dated April 29, 2021
24. Letter from City Transportation Engineer Christopher Stolberg to Spenser Haynie, dated December 22, 2020
25. Fire Site Plan Review Comments, dated January 7, 2021
26. City Public Works Department Development Review Comments, dated May 13, 2021
27. Comment from Squaxin Island Tribe, dated December 2, 2020
28. Comment from Washington State Department of Fish and Wildlife, dated December 28, 2020
29. Comment from Washington State Department of Fish and Wildlife, dated May 17, 2020
30. Comment from Rita Amptmann, received December 7, 2020
31. Comment from Tara Manubay, dated December 14, 2020
32. Comment from Robert and Lynda Benn, dated December 6, 2020
33. Comment from Joe Graham, dated December 6, 2020
34. Mitigated Determination of Nonsignificance, issued June 3, 2021
35. Notice of Public Hearing, mailed June 24, 2021
36. Notice of Public Hearing, for publication in *The Olympian* on June 25, 2021
37. Affidavit of Notice, dated June 29, 2021
38. Comment from Robert and Lynda Benn, dated July 5, 2021
39. Comment from Art Orth, dated July 7, 2021
40. Revisions to Proposed Conditions, dated July 7, 2021

The Hearings Examiner enters the following findings and conclusions based upon the testimony and exhibits admitted at the open record hearing:

FINDINGS

Application and Notice

1. Tyrell Bradley, on behalf of SSHI, LLC, dba D.R. Horton (Applicant), requests approval of a preliminary plat to subdivide a 15.66-acre undeveloped parcel into 82 lots for single-family residential development. The proposal would include road, stormwater, and open space improvements, as well as an approximately 3.5-acre tract at the southern portion of

Findings, Conclusions, and Recommendation
City of Lacey Hearings Examiner
Bradley Park Preliminary Plat, #20-307

the property for the potential future development of a church. In addition, as discussed in more detail below, the proposal would create an approximately 0.4-acre critical habitat conservation tract that would permanently protect forested areas on-site to mitigate for the project's impacts to priority habitat and species. The Applicant also seeks approval of a Class IV Forest Practices permit to remove approximately 570,000 board feet of timber from the property prior to plat development. The property is located between 6th Avenue NE and 15th Avenue NE, approximately 460 feet east of Sleater Kinney Road NE.¹ *Exhibit 2, Staff Report, pages 1, 2, 8, and 9; Exhibits 3 through 7; Exhibit 14; Exhibit 15.*

2. The City of Lacey (City) determined that the application was complete on December 1, 2020. The same day, the City posted notice of the application on-site and provided notice of the application to applicable government departments, agencies, and tribes, including the Washington State Department of Ecology (DOE), the Washington State Department of Fish and Wildlife (WDFW), North Thurston Public Schools, Intercity Transit, and the Squaxin Island Tribe, with a comment deadline of December 15, 2020. The next day, the City published notice of the application in *The Olympian*. On June 24, 2021, the City mailed notice of the open record hearing associated with the application to property owners within 300 feet of the site. The next day, the City published notice of the hearing in *The Olympian*. On June 24, 2021, the City posted notice of the hearing on the property. *Exhibit 2, Staff Report, page 7; Exhibit 16; Exhibit 17; Exhibits 35 through 37.*
3. The City received several comments on the proposal from applicable government department, agencies, and tribes. Comments from reviewing agencies and tribes were specific to the environmental review for the proposal and are discussed in more detail below. Comments from reviewing City departments are discussed as appropriate throughout this recommendation. The City also received comments on the proposal from members of the public, specifically:
 - Rita Amptmann submitted a comment raising concerns about the project's proposed tree removal and its impacts to area wildlife. She noted that the property contains a variety of large trees and that she has observed several wildlife species in the forested area of the property, including deer, raccoons, opossums, rabbits, squirrels, chipmunks, coyote, hawks, eagles, and owls. Ms. Amptmann also raised concerns about development in the city generally, noting that the increased population in the city has led to traffic and public safety issues. She included with her comment several photographs documenting wildlife in the area.
 - Tara Manubay noted that there are current traffic and pedestrian safety issues at the intersection of Sleater Kinney Road NE and 6th Avenue NE and the

¹ The subject property is identified by Tax Parcel No. 11808430201. *Exhibit 2, Staff Report, page 1.*

intersection of Sleater Kinney Road NE and 15th Avenue NE. She requested that the City require the Applicant to make improvements to the intersections.

- Robert and Lynda Benn noted that they own four duplexes directly to the west of the proposed development. They raised concerns about the density of residential lots proposed to be located next to their property and requested that the Applicant be required to install a cedar fence between the adjacent properties. They also raised concerns about the proposal's traffic and public safety impacts.
- Joe Graham raised concerns about the proposal's traffic, stormwater, and wildlife impacts. He also raised concerns about the tree removal that would be necessary to facilitate the development.
- Art Orth submitted a comment inquiring about certain aspects of the proposal, including about the sewer and water service connections to the property.

Exhibit 2, Staff Report, page 7; Exhibits 30 through 33; Exhibit 38; Exhibit 39.

State Environmental Policy Act

4. The City acted as lead agency and analyzed the environmental impacts of the proposal, as required by the State Environmental Policy Act (SEPA), Chapter 43.21C Revised Code of Washington (RCW). The City consolidated notice of the SEPA review and application comment periods under the optional process provided for by Washington Administrative Code (WAC) 197-11-355, with a comment deadline of December 15, 2020. The notice materials stated that the City expected to issue a Mitigated Determination of Nonsignificance (MDNS) for the project. As noted above, the City received several SEPA-specific comments from reviewing agencies and tribes:
 - DOE submitted general comments noting that the project must utilize only clean fill for all grading and filling activity; all removed debris must be disposed of at an approved site; and testing of potentially contaminated media must be conducted if contamination is suspected, discovered, or occurs during the proposed development. DOE also noted that the property could contain heavy metal contamination from the old Asarco smelter in north Tacoma and that the Applicant would be required to submit information regarding temporary erosion and sediment control plans and stormwater pollution prevention plans prior to issuance of a National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit.
 - North Thurston Public Schools (NTPS) noted that future students residing at the subdivision would be served by Pleasant Glade Elementary School, Chinook Middle School, and North Thurston High School. NTPS stated that the proposed development would generate approximately 61 new students that would be served by the district and requested \$358,800 in school impact fees to mitigate for the increased enrollment.
 - Intercity Transit submitted a comment in support of the proposal, noting that it would provide increased density and a connection between 6th Avenue NE and 15th Avenue, which would support additional bus service in the area. Intercity

Transit requested that required frontage improvements to 15th Avenue NE be designed to support a future bus stop and loading zone.

- The City of Olympia Transportation Department submitted a comment identifying a road project in Olympia that would be directly impacted by the proposed development and requesting that the Applicant pay \$5,532 in traffic impact fees as mitigation for the project's impacts.
- Thurston County Public Works Department submitted a comment identifying three road projects in the county that would be impacted by traffic generated from the proposed development and requesting that the Applicant pay \$18,884 in traffic impact fees as mitigation for the project's impacts.
- The Squaxin Island Tribe noted that it did not have any specific cultural resource concerns for the project but requested to be contacted if any cultural resources are discovered on-site.
- WDFW requested that the Applicant submit a wildlife and habitat study to determine the proposal's impacts to priority habitat and species. Based on WDFW's comment (and Ms. Amptmann's comment described above), the City requested that the Applicant provide a wildlife and habitat study for the proposal. As discussed in more detail below, EnviroVector prepared a Priority Species Mitigation Plan for the proposal, dated March 18, 2021, which identified one priority species, the pileated woodpecker, on the subject property. WDFW reviewed the Applicant's conceptual mitigation plan addressing the project's impacts to pileated woodpecker habitat and submitted an additional comment, which noted that the Applicant's proposed measures would meet the requirements for mitigation of priority species.

Exhibit 2, Staff Report, pages 7 through 9; Exhibit 9; Exhibit 10; Exhibit 14; Exhibits 18 through 22; Exhibit 24; Exhibits 27 through 29.

5. The City reviewed the Applicant's Environmental Checklist and other information on file, including the agency comments detailed above and the Applicant's Priority Species Mitigation Plan, and determined that, with mitigation, the proposal would not likely have a significant adverse impact upon the environment. Accordingly, the City issued a Mitigated Determination of Nonsignificance (MDNS) on June 3, 2021, with an appeal deadline of June 17, 2021. The MDNS was not appealed. The MDNS requires the Applicant to pay \$5,532 in traffic impact fees to the City of Olympia and \$18,884 in traffic impact fees to Thurston County. *Exhibit 2, Staff Report, page 3; Exhibit 11; Exhibit 14; Exhibits 18 through 22; Exhibit 24; Exhibits 27 through 29; Exhibit 34.*

Comprehensive Plan, Zoning, and Surrounding Property

6. The City and Thurston County prepared a joint planning document, the "City of Lacey and Lacey Urban Growth Area Comprehensive Plan" (Comprehensive Plan) under the Growth Management Act, to account for long-term growth and planning within the community. The Comprehensive Plan designates the subject property as being within the "Pleasant Glade Planning Area." The Pleasant Glade Planning Area includes areas

within the City (including the subject property) as well as areas within unincorporated Thurston County. The planning area is characterized primarily by residential development, including single-family, multifamily, and manufactured homes, with some commercial development in the southwest corner within the central business district. *Comprehensive Plan, 9-1 through 9-5.* City staff identified several Comprehensive Plan goals and policies as relevant to the proposal, which include: ensuring sustainable use of land resources to provide an adequate amount and mix of housing types for the anticipated increase in population; ensuring that development regulations meet the current vision of the Comprehensive Plan; enhancing the function, safety, and appearance of Lacey's streets; designing streets in a modified grid pattern that terminate in other streets; ensuring that private development projects, including subdivisions, facilitate measures to improve multimodal transportation; supporting Intercity Transit's efforts to meet the transportation needs of all segments of the community; implementing requirements of the Comprehensive Plan for outdoor recreation, regional trails, and open space; ensuring that existing utility customers, and future customers, are adequately served by water, sewer, and stormwater utility services that consider both growth demand projections and asset management; working to achieve a safe, active, and healthy lifestyle for Lacey citizens through community planning and design; working to achieve a community where residents have convenient access to healthy food, clean water, and affordable shelter; protecting environmental amenities in the Pleasant Glade Planning Area; and providing opportunities for moderate- and high-density housing along major arterials in the Pleasant Glade Planning Area.² *Exhibit 2, Staff Report, pages 3 through 6.*

7. The property is zoned Mixed Use Moderate Density Corridor (MMD), which allows all residential uses at a density between 8 and 12 units per acre. *Lacey Municipal Code (LMC) 16.22.020.* The MMD zone is intended to gradually develop into a mixed use, moderate density residential and commercial area, with the primary commercial corridors along Sleater Kinney Road NE and Pacific Avenue and moderate density residential uses integrated throughout. *LMC 16.22.010.* The proposed density for this subdivision is 8.2 units per acre based on the area of the site being proposed for residential development. The proposal is governed both by the subdivision design standards of Chapter 15.22 LMC and the individual lot development standards for the MMD zone, Chapter 16.22 LMC. The lot development standards for MMD zone provide for a 15-foot maximum front setback to promote pedestrian friendly design, 10-foot minimum side yard setbacks, and a 15-foot minimum rear yard setback, with no minimum lot size requirement. *LMC 16.22.060.* Although the MMD zone lot development standards do not contain a minimum lot size requirement, LMC 16.22.060.A states that lots must be a shape, size,

² City staff specifically identified Comprehensive Plan Residential Goals 1 and 2 and Policies 1.A, 2.A, and 2.B; Transportation and Land Use Goals 1, 4, and 5 and Policies 1.A, 1.C, 1.E, 1.F, 4.C, 5.A, and 5.B; Parks and Open Space Goal 1 and Policies 1.A, 1.B, 1.D, and 1.E; Utilities and Capital Facilities Goal 1 and Policy 1.B; Health and Human Services Goals 1 and 2 and Policies 1.B, 1.C, 2.A, 2.B, and 2.D; and Pleasant Glade Land Use Goals 1 and 2 and Policies 1.A, 1.C, 1.D, and 2.A. *Exhibit 2, Staff Report, pages 3 through 6.*

and design appropriate to the zone and intended uses as determined by the City. In addition, the subdivision design standards of LMC 15.12.080 require that the size, shape, and orientation of lots within a subdivision be appropriate for the location and contemplated use of the subdivision. City staff determined that the lot development standards for the MMD zone were not designed for traditional single-family subdivisions and, instead, were designed for commercial and multi-family apartment building uses. City staff further determined that, under the flexibility provided in LMC 16.22.060.A and pursuant to the subdivision design standards of LMC 15.12.080, the proposal should be subject to the minimum lot size and setback standards for the Moderate Density Residential (MDR) zoning district. The Applicant's site plans demonstrate that the proposed development would meet these standards. *Exhibit 2, Staff Report, pages 7 and 8; Exhibit 6.*

8. The subject property is surrounded to the east, west, and north (across 15th Avenue NE) by residential developments of various densities and housing types, including single-family homes, multifamily apartments, duplexes, and triplexes. Property to the south, across 6th Avenue NE, is developed with North Thurston High School and Chinook Middle School. There are no requirements to provide buffers from the proposed single-family residential lots to the existing adjacent residential properties to the east and west. To mitigate for the proposed development's impacts to adjacent properties and to ensure compatibility with these adjacent residential uses, the Applicant would install a 6-foot-tall cedar fence on the property lines adjacent to existing residential development. In addition, the Applicant would plant fast-growing tree species, as deemed appropriate by the City Forester, on rear property lines of the residential lots. The proposed development would also be subject to design review under Chapter 14.23 LMC, which would ensure that the residential units would be compatible with the adjacent residential developments. *Exhibit 2, Staff Report, pages 2 and 11.*

Existing Site and Critical Areas

9. The 15.66-acre property is currently undeveloped and is bordered to the north by 15th Avenue NE, to the south by 6th Avenue NE, and to the east and west by single-family and multifamily residential developments. The northern two-thirds of the property consist of forested areas dominated by a Douglas fir canopy and a dense understory of shrubs and herbaceous vegetation. The existing trees are generally in good condition, except for a large pocket of laminate root rot on the western edge of the site. The southern third of the property consists of an open grass area. Site topography generally slopes to the northeast at an approximate two to six percent gradient. The property is located within a Category II Critical Aquifer Recharge Area and within a FEMA minimal flood hazard zone. *Exhibit 2, Staff Report, page 2; Exhibits 12 through 15.*
10. As noted above, EnviroVector prepared a Priority Species Mitigation Plan for the proposal, which identified a priority species, the pileated woodpecker, on the subject property. No other endangered, threatened, or priority species were identified on the

property, and no wetlands or streams were identified on or within 300 feet of the property. The conceptual mitigation plan proposes to retain 32 large Douglas fir trees within a 0.43-acre area that would be permanently protected in a critical habitat conservation tract. The Applicant would also relocate seven pileated woodpecker habitat trees, including feeding stations and cavity nests, to the tree preservation area. In addition, the Applicant would remove invasive weeds from the conservation tract to enhance the habitat value and would install a split-rail fence around the preservation area to discourage entry. WDFW reviewed the Applicant's conceptual mitigation plan and determined that it would adequately mitigate for the project's impacts to priority species. *Exhibit 2, Staff Report, pages 8, 9, 14, and 15.*

Access and Traffic

11. Access to the site would be from 6th Avenue NE and 15th Avenue NE. The Applicant would construct a new major local residential roadway (Road A) that would traverse the site, provide access to several of the lots within the eastern portion of subdivision, and provide a connection between 6th Avenue NE and 15th Avenue NE. The Applicant would also construct a new minor local residential roadway (Road B), which would connect to Road A at two locations within the subdivision and would provide access to the lots within the western portion of the subdivision. The proposed new roadways would be constructed consistent with the City's Development Guidelines and Public Works Standards, which would require sidewalks on both sides of the new roadways. *City Development Guidelines and Public Works Standards, Chapter 4, Details 4-4.0 and 4-4.1.* In addition, access to lots at the northwest corner of the property would be provided by private access tracts that would include a five-foot sidewalk connecting to sidewalks on Road B. *Exhibit 2, Staff Report, pages 2, 10, 11, and 18; Exhibit 6.*

12. Transportation Engineering Northwest prepared a Traffic Impact Analysis (TIA) for the proposal, updated March 18, 2021. The TIA determined that a full buildout of the subdivision as proposed would generate an estimated net increase of 774 daily trips, 61 AM peak-hour trips, and 81 PM peak-hour trips. The TIA also determined that all studied intersections would continue to operate at acceptable levels of service with the proposed development. The City uses trips generated during the PM peak hours (between 4:00pm and 6:00pm) to determine how the Applicant should mitigate impacts to the transportation network. To mitigate project impacts the Applicant would be required to pay traffic mitigation fees, currently estimated at \$94,254.67. The actual traffic mitigation fees required for the proposal would be assessed at the time of building permit issuance. *LMC 14.21.040.* In addition to paying traffic mitigation fees, the Applicant would be required to construct frontage improvements and dedicate public right-of-way along the parcel frontage associated with the project. 15th Avenue NE serves as a boundary between the City and unincorporated Thurston County, and proposed frontage improvements and right-of-way dedication along 15th Avenue NE would be within the jurisdiction of Thurston County. Improvements would include sidewalks, planter strips, curbs and gutters, and street lighting constructed to City standards (6th Avenue NE) and

to Thurston County standards (15th Avenue NE). As noted above, the MDNS would require the Applicant to pay \$5,532 in traffic impact fees to the City of Olympia and \$18,884 in traffic impact fees to Thurston County to mitigate for the proposal's traffic impacts to the respective jurisdictions. *Exhibit 2, Staff Report, pages 10, 11, 18, 19, and 26; Exhibit 13; Exhibit 22; Exhibit 24; Exhibit 34.*

Utilities and Services

13. Puget Sound Energy would provide electricity and natural gas to the site. The City would provide water and sanitary sewer. The Lacey Fire District would provide fire protection services. City Fire Code Specialist Terry McDaniel provided proposed conditions concerning requirements for fire hydrant flow, fire apparatus access roads, building address numbers, fire lane markings, and fire inspections. The proposed development would be served by schools in the North Thurston Public Schools district. Required frontage improvements, including sidewalk installation, and the required installation of sidewalks on both sides of the proposed new internal roadways would ensure safe walking conditions for future students of the subdivision to area schools or school bus stops. The Applicant would be required to pay school impact fees to North Thurston Public Schools to mitigate for the increased student enrollment generated by the proposed development. *Exhibit 2, Staff Report, pages 1, 2, and 12; Exhibit 20; Exhibit 25.*

Open Space and Tree Retention

14. LMC 15.12.120 requires that all residential subdivisions provide a minimum of 10 percent of the total site area as open space, and at least half of the required open space area must be usable for active recreation. The Applicant's site plan and conceptual landscape plan identifies several tracts, totaling 10 percent of the site area, that would be dedicated for open spaces, including active recreation areas with such amenities as a basketball half-court, maintained lawn areas, and picnic tables. The City Community and Economic Development Department would review the Applicant's final, detailed landscape and open space plan to ensure compliance with open space and design review requirements prior to construction drawing approval. *Exhibit 2, Staff Report, page 10; Exhibit 6; Exhibit 7.*
15. A Class IV Forest Practices permit was submitted as part of the consolidated review of the application. Development of the subject parcel would require removal of 570 mbf (570 thousand board feet) of timber from the property. Under Chapter 14.32 LMC, Tree and Vegetation Protection and Preservation, a minimum 5 percent tree tract would be required to be designated on-site for tree protection, retention, and replanting. The focus of the tree tract would be areas where existing trees can be retained. If there are not adequate numbers of trees within the tree tract to reach 90 percent canopy coverage in 15 years, additional trees would need to be planted to obtain that coverage requirement. The City Forester submitted, as part of the project, a tree report under LMC 14.32.060.B.2, prepared by Sound Urban Forestry, LLC, dated September 17, 2020, that made recommendations for tree retention and protection. The Applicant proposes to retain trees

within three separate tracts to satisfy the tree tract requirement. Proposed Tract A would be located at the site's northern property line, Tract I would be located at the northern central portion of the property, and Tract D, which would include the habitat conservation area, would be located to the south of the proposed residential lots and north of the proposed future development tract. The City Forester recommended that tree retention be primarily focused within the proposed Tract D, noting that the existing trees in that area are health and wind firm. The other trees tracts would need to be replanted to achieve the required coverage canopy within 15 years. Although the City Forester did not recommend tree retention outside of the southern tree Tract D, the City recommends that the Applicant work with the City Forester during civil drawing review and construction site work to determine if individual trees can be retained in tree tracts throughout the site. In addition to tree tract requirements, all residential lots are required to retain, or plant, a minimum of four trees per 5,000 square feet of lot area. Based on the proposed lot sizes, each lot would need to have a minimum of two to four trees. For lots located on the east and west property lines, trees should be planted on the rear property line to provide additional buffering to adjacent existing residence. *Exhibit 2, Staff Report, pages 9 and 10; Exhibit 6; Exhibit 7; Exhibit 15.*

Stormwater Management

16. Stormwater management for the proposal would be required to comply with the City of Lacey 2016 Stormwater Design Manual. SCJ Alliance prepared a preliminary drainage report for the project, dated March 16, 2021, addressing how stormwater would be managed on-site. Stormwater runoff from roof areas would be infiltrated in individual drywells located on each lot. Stormwater runoff from pollution-generating surfaces throughout the property would be collected and conveyed to a bioretention facility for enhanced water quality treatment before fully infiltrating on-site. In addition, conveyance swales along the east and west sides of proposed Road A would provide additional flow control and water quality treatment. City Water Resources Engineer Doug Christensen reviewed the Applicant's proposed stormwater management measures and determined that, with conditions, it would meet applicable stormwater management requirements. In addition, Development Review Engineer Tom Stiles provided detailed notes about requirements related to stormwater, water, sewer, and transportation improvements, as well as requirements related to surveying and additional plat submittal requirements. Specific to stormwater, Mr. Stiles noted that the Applicant would be required to submit a final stormwater site plan demonstrating compliance with the City of Lacey 2016 Stormwater Design Manual for final approval from the City Public Works Department and that the City would need to approve a stormwater pollution prevention plan (SWPPP) prior to site disturbance. *Exhibit 2, Staff Report, pages 17, 18, 23, and 24. Exhibit 6; Exhibit 12; Exhibit 23; Exhibit 26.*

Testimony

17. City Senior Planner Sarah Schelling testified generally about the application and explained that, after considering comments submitted by members of the public, City

departments, and other agencies, including the Washington State Department of Fish and Wildlife (WDFW), City staff determined that, with conditions, the preliminary subdivision and associated Class IV Forest Practices Permit would be consistent with the City Comprehensive Plan, the City Zoning Code, and other applicable codes and regulations. She noted that the subject property is within the Pleasant Glade Planning Area and is zoned Mixed Use Moderate Density Corridor (MMD), which allows for residential uses at densities between 8 and 12 units per acre. Ms. Schelling explained that, although single-family residential uses are permitted in the MMD zone, the lot development standards for the MMD zone were not designed for traditional single-family subdivisions and, instead, were designed to accommodate commercial and multifamily apartment building development. She stated, however, that the municipal code provides flexibility in determining appropriate lot dimension and setback requirements and, therefore, City staff recommends applying the lot development standards for the Moderate Density Residential zone to the project proposal.

Ms. Schelling stressed that, following comments from WDFW and various City departments, the Applicant submitted revised project plans and a wildlife study and mitigation plan addressing WDFW's and the City's concerns. She noted that, under the mitigation plan approved by WDFW, the Applicant would permanently protect a 0.43-acre forested area in a critical habitat conservation tract. Ms. Schelling explained that the City Forester reviewed the Applicant's tree retention plan, agreed that the proposed critical habitat conservation tract was well suited for tree retention, and determined that the project would satisfy applicable tree tract requirements under the City code. She discussed concerns raised by members of the public regarding existing traffic issues in the area, noting that the City and Thurston County reviewed the Applicant's traffic impact analysis and have recommended conditions to address the project's traffic impacts, which include the payment traffic impact fees and street frontage improvements. Ms. Schelling also discussed public concerns about the project's compatibility with adjacent residential development, explaining that, although the municipal code does not require buffering between the proposed development and adjacent residential developments, City staff has recommended conditions requiring that the Applicant install fencing along the eastern and western property lines and plant fast-growing tree species at the rear of lots along the property lines to ensure compatibility with surrounding development. *Testimony of Ms. Schelling.*

18. Art Orth testified that he owns two parcels abutting the subject property: one, a parcel fronting Sleater Kinney Road NE that is developed with two homes and, another, an undeveloped rear parcel that is currently landlocked between his front parcel and the subject property. He noted that his rear parcel does not currently have public sewer or water access and inquired whether the Applicant would align and stub out water and sewer extensions in a manner that could provide his property with future utility services. Mr. Orth also noted that he does not currently have roadway access to his rear parcel and

inquired whether the proposed subdivision could provide access to this parcel. *Testimony of Mr. Orth.*

19. City Development Review Engineer Tom Stiles responded to Mr. Orth's concerns regarding utility connections. He explained that the City of Olympia provides sewer service to several parcels in the area through a previous agreement between the City and the City of Olympia and noted that Mr. Orth's property is within the City of Olympia sewer service area. *Testimony of Mr. Stiles.*
20. Ms. Schelling responded to Mr. Orth's concerns regarding roadway access to his property. She noted that current municipal code requirements would not allow a property to be subdivided in a manner preventing roadway access to a parcel, surmising that the previous land division must have been grandfathered in. She stated that the City does not have authority to require the Applicant to provide a roadway connection from the subdivision to Mr. Orth's rear property and that Mr. Orth would have to provide access to the rear parcel from his front parcel or negotiate with adjacent property owners for access through their property. *Testimony of Ms. Schelling.*
21. Applicant Representative Tyrell Bradley testified generally about the application and focused specifically on the stormwater management and habitat conservation aspects of the proposal. He noted that the entire site is underlain with glacial till, which limits most infiltration capability across the project site. Mr. Bradley stated, however, that the Applicant's geotechnical engineer identified an area in the northeast corner of the property suitable for infiltration and, therefore, the entire stormwater management system for the project has been designed to infiltrate in this area. He explained that the Applicant did not propose to locate the critical habitat conservation tract at the northeast corner of the property, due to the required stormwater system design and in light of the City Forester's assessment that the selected location was better suited for tree preservation. Mr. Bradley testified that the Applicant would install cedar fencing along the eastern and western property lines abutting residential development. *Testimony of Mr. Bradley.*
22. City Stormwater Engineer Doug Christenson testified about how the proposal would satisfy municipal stormwater requirements, including requirements related to stormwater infiltration. He confirmed that infiltration on-site is limited to the northeast corner of the property due to existing site conditions. Mr. Christenson noted that the property is located within a Category II Critical Aquifer Recharge Area (CARA), explaining that the proposed bioretention facility would provide enhanced water quality treatment exceeding standards applicable to properties within a Category II CARA. *Testimony of Mr. Christenson.*

Staff Recommendation

23. Ms. Schelling testified that, with conditions, staff recommends approval of the subdivision and associated Class IV Forest Practices Permit. Mr. Bradley testified that

the Applicant concurs with staff's assessment of the proposal and would comply with the recommended conditions, with minor language revisions. Ms. Schelling noted that City staff has reviewed and agrees with the Applicant's proposed language revisions to the recommended conditions. *Exhibit 40; Testimony of Ms. Schelling; Testimony of Mr. Bradley.*

CONCLUSIONS

Jurisdiction

The Hearings Examiner has the authority to hear requests for preliminary plat applications and to issue a recommendation on the requests to the City Council. *LMC 2.30.090.B; LMC 14.32.060.C; LMC 15.10.090; LMC 15.10.100; City Development Guidelines and Public Works Standards (DG&PWS) Sections 1.030(L) and 1B.030(B).* Class IV forest practice applications shall be processed concurrently with, and using the same process as, the underlying land use application. *LMC 14.32.045.E.*

Criteria for Review

Preliminary Plat

To make a recommendation on a preliminary plat application, the Hearings Examiner must give due consideration to the following criteria set forth in LMC 15.10.090:

- A. To assure conformance of the proposed subdivision to the general purposes of LMC Chapter 15.10, all elements of the Comprehensive Land Use Plan and implementing legislation including the Zoning Code (LMC, Title 16), the Development Guidelines and Public Works Standards, and other applicable planning standards, specifications and policies adopted by the city council shall be considered;
- B. To inquire into the public use and interest proposed to be served by the establishment of the subdivision and/or dedication, the examiner shall determine if appropriate provisions are made for, but not limited to, the following:
 - 1. Prevention of overcrowding. Consideration shall be given to designations of the Comprehensive Land Use Plan and Zoning Code, and the requirements of the Development Guidelines and Public Works Standards in consideration of the physical characteristics of the land in relation to the number of persons, buildings or sites proposed to be located thereon, and also to the availability of public facilities such as water, sewers, fire protection, streets, schools, parks, etc., if not adequately provided for within the subdivision.

2. Conformance with the Transportation Plan and Development Guidelines and Public Works Standards to facilitate traffic circulation on the streets and highways. Proposed streets must be aligned or built in such a way as to best facilitate the movement of pedestrians and vehicles and reduce the possibility of crashes. Traffic calming techniques and other standards of the Development Guidelines and Public Works Standards will be required. Key pedestrian intersection improvements for pedestrians will be considered where so designated on the Comprehensive Land Use Plan Map.
3. Meeting requirements of the Zoning Code (Title 16 of the Lacey Municipal Code) and Design Review (Chapter 14.23 of the Lacey Municipal Code) to provide adequate light air and privacy by meeting setbacks, dimensional standards, yard areas and design principles. Assurance that the plat is arranged in such a way that all lots have adequate light, air, and opportunity for privacy.
4. Satisfying principles, goals and policies of the Comprehensive Land Use Plan and Comprehensive Plan for Outdoor Recreation for proper arrangement and provision of easements and pathways and other bicycle-pedestrian paths, etc. Adequate provisions for pathways, sidewalks and other pedestrian features connecting various parts of a subdivision shall be an emphasis of design. Goals and policies of the Comprehensive Land Use Plan for key pedestrian intersections and improvements shall be used when designing pedestrian movement and circulation. Consideration shall be given to key focus areas in every neighborhood, particularly considering local grade schools and open space, and how each subdivision relates to these areas and provides connectivity to key sites within each neighborhood. Provisions for trail systems in areas conducive to such (along creeks, rivers, scenic areas, etc.) shall also be considered.
5. Conformance with goals, policies and standards of the Comprehensive Plan for Outdoor Recreation and standards of this title for provision of adequate recreation and open space and buffers. Sufficient guaranteed open space and recreational areas shall be designed and provided to adequately serve the subdivision. Plans for connectivity between subdivisions and throughout neighborhood areas shall be provided to residents of the subdivision and shall be implemented in the design of each subdivision. This shall include trail systems, key pedestrian

intersection concepts, sensitive area buffers and corridors with trails systems and other global circulation concepts (including more than just the local circulation of the individual subdivision) for the neighborhood and community.

- C. To consider the physical characteristics of the proposed subdivision site. The hearings examiner may recommend disapproval because of flood, inundation or wetland or other sensitive area conditions pursuant to the standards of Title 14 of the Lacey Municipal Code. The examiner may recommend the construction of protective improvements be required as a condition of approval, with such improvements to be noted on the final plat in order to assure that:
1. All such proposals are consistent with the need to minimize flood damage;
 2. All public utilities and facilities, such as sewer, gas, electrical and water systems are located, elevated and constructed to minimize or eliminate flood damage; and
 3. Adequate drainage is provided so as to reduce exposure to flood hazards;
 4. Other purposes as described in the City Environmental Protection and Resource Conservation Plan and implementing legislation of Title 14 of the Lacey Municipal Code are achieved.

LMC 15.10.090.

In addition, RCW 58.17.110(1) provides that a proposed subdivision shall not be approved unless appropriate provisions are made for the public health, safety, and general welfare; for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds; and for all other relevant facts, including sidewalks and other planning features, that assure safe walking conditions for students who walk to and from school, and unless the public interest will be served by the platting of such subdivision and dedication.

Land Clearing/Class IV Forest Practices

LMC 14.32.020 provides the following criteria used for the issuance of Land Clearing/Class IV Forest Practices:

- A. To implement strategies for the management and protection of Lacey's urban forest resources pursuant to the goals and policies of the Lacey Urban Forest Management Plan;

- B. To implement the purposes of the State Growth Management Act relating to conservation of natural resources, including Lacey's urban forest resources, pursuant to RCW 36.70A.050, 36.70A.060 and 36.70A.080;
- C. To implement the purposes of the State Growth Management Act pursuant to RCW 36.70A.172, considering the many environmental benefits of the urban forest as described in Lacey's Urban Forest Management Plan;
- D. To promote the public health, safety, and general welfare of the citizens of Lacey without preventing the reasonable development of land;
- E. To preserve and enhance the city's physical and aesthetic character by preventing indiscriminate removal or destruction of trees and ground cover and to insure the protection of trees chosen to remain during construction;
- F. To minimize surface water and ground water runoff and diversion and to prevent erosion and reduce the risk of slides;
- G. To retain and utilize trees to assist in site planning, considering the abatement of noise, visual screening, protection from wind, and other site design issues;
- H. To acknowledge that trees and ground cover have significant environmental and quality of life benefits as identified in Lacey's Urban Forest Management Plan, such as the production of pure oxygen from carbon dioxide, the reduction of air pollution, help in providing clean water, control of soil erosion, use in design for energy efficiency and temperature control, noise attenuation, and wildlife habitat;
- I. To promote building and site planning practices that are consistent with the city's natural topography, soils, and vegetation features. At the same time certain factors may require the removal of certain trees and ground cover for things such as, but not limited to disease, danger of falling, proximity to existing and proposed structures and improvements, interference with utility services, protection of scenic views, protection of solar access and the realization of a reasonable enjoyment of property;
- J. To insure prompt development, restoration, replanting, and effective erosion control of property after land clearing;
- K. To reduce water pollution from siltation in the city's streams and lakes;
- L. To implement the goals and objectives of the Washington State Environmental Policy Act;
- M. To implement and further the City's Comprehensive Land Use Plan and its Environmental Protection and Resource Conservation Element;

- N. To encourage protection of wildlife and/or wildlife habitat whenever possible.

The criteria for review adopted by the Lacey City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040.*

Conclusions Based on Findings

Preliminary Plat

1. **With conditions, the proposed preliminary plat would conform to the City of Lacey Comprehensive Land Use Plan, the City Zoning Code, and the City Development Guidelines and Public Works Standards.** The proposed subdivision would conform to the City's Comprehensive Land Use Plan goals and policies. There are adequate public services, including water, sewer, and fire protection, available to serve the proposed development. The proposed development would consist of residential land use that is consistent with the Pleasant Glade Planning Area designation. The proposed development would incorporate residential development of a density within the range of densities permitted in the Mixed Use Moderate Density Corridor zoning district and would comply with lot development and setback standards for the Moderate Density Residential zone, which are suitable for the proposed single-family residential subdivision and may be applied to the project proposal under the flexibility provided in LMC 16.22.060.A and pursuant to the subdivision design standards of LMC 15.12.080.

The City provided reasonable notice and opportunity for members of the public to comment on the application. The City received several comments from members of the public, which raised concerns about proposal's impacts to wildlife, stormwater, and traffic, as well as impacts to adjacent residential properties. The Applicant submitted a wildlife study and conceptual mitigation plan that identified a priority species, the pileated woodpecker, on-site. To mitigate for the project's impacts to pileated woodpecker habitat, the Applicant would retain and permanently preserve a 0.43-acre forested area in a critical habitat conservation tract and would relocate existing pileated woodpecker habitat trees to the conservation tract. The Applicant would also remove invasive weeds from the conservation tract to enhance habitat value and would install a split-rail fence around the preservation area to discourage entry. The Washington State Department of Fish and Wildlife reviewed the Applicant's conceptual mitigation plan and determined that it would meet the requirements for mitigation to priority species habitat. City Development Review Engineer Tom Stiles reviewed the Applicant's proposed stormwater management design and determined that, with conditions, it would comply with the requirements of the City of Lacey 2016 Stormwater Design Manual, including requirements for enhanced water quality treatment for development within a Category II CARA. The City would review the Applicant's final stormwater management plan for

compliance with applicable requirements prior to final approval from the City Public Works Department. The Applicant provided a traffic impact analysis for the proposal, which determined that the proposed development would generate an additional 81 PM peak-hour trips. The Applicant would be required to pay traffic impact fees and make street frontage improvements to mitigate for the project's traffic impacts. The Applicant would also be required to pay traffic impact fees to the City of Olympia and to Thurston County as conditions of the Mitigated Determination of Nonsignificance.

City sewer and water services are available to the site. Puget Sound Energy would provide power and natural gas service to the site. A proposed internal road system would serve all the proposed lots and would provide a connection between 6th Avenue NE and 15th Avenue NE. The Applicant would provide sidewalks within the subdivision and along the property's frontage with 6th Avenue NE and 15th Avenue NE to provide students residing at the subdivision with safe walking conditions to area schools or school bus stops.

Conditions unique to the proposal and those required of all subdivision projects, as detailed below, are necessary to ensure that the development complies with the municipal code and the City Development Guidelines and Public Works Standards, as well as all other state and local requirements. *Findings 1 – 23.*

2. **With conditions, the proposed preliminary plat would provide appropriate provisions to serve the public use and interest.** The proposed project meets the density restrictions for the Mixed Use Moderate Density Corridor zone and would not lead to overcrowding. Public services, including water, sewer, and fire protection, are available. To ensure compatibility with adjacent residential development, the Applicant would install a 6-foot-tall cedar fence on the eastern and western property lines abutting existing residential development. In addition, the Applicant would plant fast-growing tree species, as deemed appropriate by the City Forester, on rear property lines of the residential lots. The proposed development would also be subject to design review under Chapter 14.23 LMC, which would further ensure that the proposed development would be compatible with surrounding development. The proposal would include open space areas, including active recreation open space areas, meeting municipal code requirements. The Applicant would pay traffic impact fees and would construct required frontage improvements along 6th Avenue NE and 15th Avenue NE. The City reviewed the Applicant's environmental checklist and other information on file and issued a Mitigated Determination of Nonsignificance, which was not appealed. With the conditions detailed below, the proposal would serve the public use and interest and would satisfy all local and state requirements for plat development. *Findings 1, 4 – 23.*

3. **The physical characteristics of the proposed subdivision have been considered.** The 15.66-acre undeveloped property generally slopes to the northeast and contains forested areas in the northern two-thirds of the site and an open grass area in the southern third of

the site. Stormwater runoff from pollution-generating surfaces throughout the property would be collected and conveyed to a bioretention facility at the property's northeast corner for enhanced water quality treatment meeting Category II CARA requirements before fully infiltrating on-site. No evidence was presented of any flood hazards or flood damage that would occur from the proposed development. The Applicant would be required to comply with the City Forester's recommendations for tree retention and protection and would work with the City Forester to determine if there are other individual trees in open space areas that are suitable for retention. Pileated woodpecker habitat was identified on-site, and the Applicant would employ appropriate measures to mitigate for the project's impacts to the priority species habitat, which would include permanently preserving a 0.43-acre forested area in a critical habitat conservation tract. *Findings 1 – 23.*

Forest Practices Permit

4. **With conditions, the proposal would meet the requirements for a Class IV Forest Practices Permit.** Development of the subject parcel would require removal of 570 mbf (570 thousand board feet) of timber from the property. Under Chapter 14.32 LMC, Tree and Vegetation Protection and Preservation, a minimum 5 percent tree tract would be required to be designated on-site for tree protection, retention, and replanting. Conditions unique to the proposal are necessary to ensure that the Applicant's proposal satisfies the requirements of the municipal code and would be consistent with the criteria for approval of a Class IV Forest Practices Permit. *Findings 15 and 17.*

RECOMMENDATION

The Hearings Examiner for the City of Lacey recommends to the Lacey City Council that the request for a preliminary plat to subdivide a 15.66-acre parcel into 82 lots for single-family residential development, located between 6th Avenue NE and 15th Avenue NE, approximately 460 feet east of Sleater Kinney Road NE, be **APPROVED**, and that the request for an associated Class IV Forest Practices Permit also be **APPROVED**, with the following conditions:³

Conditions Unique to the Application

The conditions below are intended to mitigate impacts associated with an approval of this application.

1. All requirements of the MDNS issued on June 3, 2021, shall be satisfied.
2. Setbacks and lot size for the single-family lots shall be consistent with the Moderate Density zoning district.

³ This recommendation includes conditions required to reduce project impacts as well as conditions required to meet municipal code standards.

3. The project shall proceed in substantial conformance with the preliminary plat drawing and application resubmitted on March 31, 2021, except as modified by the conditions below.
4. School impact fees shall be collected from the Applicant by the City of Lacey prior to issuance of the building permit for each residential building. Fees shall be forwarded to the North Thurston School District and shall be as generated by the formula for calculating impacts fees as set forth in the Capital Facility Plan for the North Thurston School District, which has been incorporated by reference into the Lacey Municipal Code (LMC 14.25.060).
5. The Applicant shall coordinate with Intercity Transit to locate and design a bus loading zone within the 15th Avenue NE right-of-way area dedicated with this plat.
6. Design review approval shall be obtained prior to the issuance of the building permits for each lot. All buildings shall meet the applicable criteria of LMC 14.23 and 14.23.072. Building design shall focus on compatibility with existing residential structures particularly in regard to the units on the east and west property lines of the subdivision. Additional measures to ensure compatibility on the west property line shall include tree planting on the rear property line per minimum tree per lot requirements and screening fencing a minimum of six feet in height on the property line.
7. Prior to construction drawing approval, a final detailed landscaping and open space plan shall be prepared by a licensed landscape architect, nursery person, or landscaper and submitted to the Planning Department for review and approval. The plan shall include the type, number, and location of the vegetative improvements as well as a specific timeline for completion of the improvements. Additionally, details of proposed amenities such as benches, trashcans, and play equipment shall be submitted to the Planning Department. A separate irrigation plan must also be submitted showing the location of all irrigation lines, location of sprinkler heads, and approximate coverage areas. The plans must include a note stating that the property owner is responsible for maintaining all plants in a healthy growing condition for the life of the project. All requirements of Chapter 16.80 of the Zoning Code shall be satisfied (LMC 16.80).
8. Pursuant to LMC 14.32 Tree and Vegetation Protection and Preservation, a minimum tree per lot threshold must be maintained on each lot of the subdivision. Prior to issuance of building permits, verification will be required showing that the minimum tree threshold requirements are being met based on the square footage of the lot. Lots located on the east and west sides of the plat, adjacent to existing residences, shall plant the minimum trees per lot on the rear property line. Tree species for these lots shall be fast growing to create a visual buffer between uses.

9. No trees shall be removed until a grading permit has been issued. The location of all save trees and tree protection fencing shall be shown on the grading plans and civil drawings.
10. Prior to final approval of the Class IV Forest practices permit, the site map submitted with the permit application shall be resubmitted and shall identify the tree tract area, the priority habitat species area, and the location of tree protection fencing.
11. Tree protection and preservation shall be coordinated Kevin McFarland of Sound Urban Forestry. Tree protection shall follow the recommendations of Preliminary Tree Protection report dated September 17, 2020. All trees to be retained shall be shown on all applicable development plans, including the grading and erosion control plans submitted for the project. In addition to the trees identified in the tree report, the Applicant shall coordinate with the City of Lacey Forester during development of the grading plans to determine if there are other individual trees located in open space areas that are candidates for retention. If there are no trees that are candidates for retention, then additional documentation from the Forester shall be provided.
12. Trees to be saved shall be protected throughout all phases of construction by temporary chain link fencing on driven posts located at the edge of the critical root zone. The location of the protective fencing shall be identified on the grading plans and a detail of the fencing shall be included on the plans.
13. Prior to any site construction activities taking place, a preconstruction meeting shall be held with Sound Urban Forestry to review the location of the tree protection fencing. A note stating that a preconstruction meeting shall be held with Sound Urban Forestry shall be shown on the grading plans for the project. Confirmation from the Forester that the meeting has been held shall be provided to the Community Development Department prior to the start of site construction or grading activity.
14. Prior to site construction activity the contractor completing any tree removal or logging work shall sign and submit the "Acknowledgement of Responsibilities for Professionals Doing Tree Removal in the City of Lacey." The form shall be submitted to the Planning Department prior to issuance of the grading permit.
15. The preliminary habitat mitigation plan submitted on March 31, 2021, is approved. All mitigation measures identified in the Priority Species Mitigation Plan shall be satisfied and shall be in place prior to final plat approval. All requirements of the Washington Department of Fish and Wildlife shall be satisfied and all permits required from WDFW and any other agency shall be obtained.
16. Pursuant to LMC 14.33.200, the Applicant shall create a separate sensitive area tract containing all the area as identified in the priority species mitigation plan submitted with the application materials on March 31, 2021. The critical habitat conservation area shall

be set aside in a separate tract to be protected in perpetuity. The Applicant shall establish and record a permanent and irrevocable deed restriction on the property title, on the subdivision map, and in homeowner's association agreements, covenants, and articles of incorporation. The tract shall be designated as common open space and shall be protected in perpetuity from development, alteration, or disturbance of vegetation except for the purposes of habitat enhancement as part of an enhancement project that has received prior written approval from the City of Lacey, and any other agency with jurisdiction over the activity. The critical habitat area, or a portion thereof, can also serve as the tree tract required for the project (LMC 14.33.200).

17. The following language shall be included on the deed restriction, construction drawings, and final plat map, as appropriate, submitted for the project (LMC 14.33.200C):
 - a) "Before beginning and during the course of any grading, building construction, or other development activity adjacent to the common area subject to this deed restriction, the common boundary between the area subject to the deed restriction and the area of development activity shall be fenced or otherwise marked in the field to the satisfaction of the City of Lacey."
 - b) Responsibility for maintaining the open space tracts shall be help by a lot or homeowners association or other appropriate entity as approved by the City of Lacey.
 - c) The following note shall be on the face of the final plat and shall be recorded on the title for all lots within the development for the critical habitat tract:

NOTE: The association shall be responsible for maintenance and protection of the tracts. No alteration shall occur and all vegetation shall remain undisturbed unless the express written authorization of the city of Lacey has been received.
18. The common boundary between the critical area tract and the adjacent land shall be permanently identified and fenced. The identification shall include permanent signs made of an enamel-coated metal face and attached to a metal post or another non-treated material of equal durability. Signs shall be posted at an interval of one every fifty feet or one per lot if the lot is less than fifty feet wide. The sign(s) shall be maintained by the homeowners association in perpetuity. The signs shall be worded as follows:

"Protection of this natural area is in your care. Alteration or disturbance is prohibited by law. Please call the city of Lacey for more information." (LMC 14.33.200D)
19. The location of the outer extent of the priority habitat area shall be marked in the field by a qualified habitat biologist; the area shall be protected with construction fencing throughout all phases of construction activity. The field marking shall be approved by the City of Lacey prior to construction activity.

20. The location of the critical area habitat fencing shall be shown on the grading plans, and all applicable construction plans prior to issuance of the grading plans or civil approval for the project.
21. A detailed estimate from the habitat biologist shall be submitted to the city of Lacey planning department and shall include all costs associated with completion of the mitigation elements associated with the Priority Species Mitigation Plan.
22. A financial security in the amount of 150% of the biologist's estimate shall be submitted to the City of Lacey Planning Department prior to the issuance of the building permits for the project. The financial security may be released when the following have been satisfied:
 - a) All activities, including any required mitigating conditions, have been completed in compliance with the terms and conditions of the approval and the requirements of LMC 14.33;
 - b) Upon posting of a financial security in the amount of 20% of the cost of improvements associated with the critical habitat area. The security shall be to ensure that structures, improvements, and mitigation required perform satisfactorily and shall be held for a minimum of two years (LMC 14.33.210).
23. The following note shall be on the building, grading and land clearing permits:

When an unanticipated discovery of protected cultural materials (e.g., bones, shell stone tools, beads, ceramics, old bottles, hearths, etc.) or human remains are discovered, the property owner or contractor will immediately stop all work, completely secure the location, and contact the Washington State Department of Archeology and Historic Preservation and other contacts as identified in the City of Lacey Standard Inadvertent Archeological and Historic Resources Discovery Plan (LMC 16.53.080).
24. The site requires a minimum of 600 feet between fire hydrants. One fire hydrant shall be installed prior to prior to sign off on the vertical permit. The required fire flow for buildings shall be not less than 750 gpm for 2 hours in accordance with IFC Appendix B. The fire flow is based on square-footage and building construction type, including a 50% credit for the installation of automatic fire sprinkler systems (LMC 14.07 and IFC Appendix D).
25. To provide domestic water service for each building, meet fire protection, and water quality requirements, the following water mains shall be installed: A 10-inch water main shall be extended to and through the project site, within the proposed north/south roadway (Road A). This main shall connect to the 10-inch main located in 6th Avenue NE and the 8-inch main located in 15th Avenue Northeast. From the primary main,

adequately sized mains shall be extended to serve the remaining lots with water. To meet water-looping requirements, the 10-inch main located on the west property line shall be extended to the 10-inch main on road A.

26. A 25-foot easement shall be provided for the proposed water and sewer mains in Tracts B and C.
27. A 10-inch stub with a blow off shall be provided to tract 'E' in order to avoid cutting roads in the future.
28. Domestic water services shall be provided for each lot/new building. If duplexes are constructed each side shall be individually metered (DG&PWS, Water 6.120F).
29. An irrigation meter with a Double Check Valve Assembly, backflow prevention device shall be provided for the planter strip irrigation system and all other landscaped areas (DG&PWS 6.120F).
30. The existing 8-inch gravity sanitary sewer main located in Abernethy Road shall be extended to-and-throughout the site as necessary to provide sanitary sewer service to each proposed lot.
31. Per section 3.130B of the City of Lacey 2017 Development Guidelines and Public Works Standards Manual, utilities shall be extended to and through the extremes of the property. For this application to satisfy to-and-through requirements, the sanitary sewer main shall be extended through the site to Tract E (in road A). When Tract E develops, the sewer main shall be extended to the southwest corner of tract E to 6th Avenue. On 15th Avenue sewer shall be extended to the private cul-de-sac slightly west of the proposed north entrance to Bradley Park. A latecomer agreement can be submitted to recover costs associated with the sewer main extensions when they are completed.
32. An 8-inch sewer stub with a clean out at the right-of-way shall be provided for tract E to avoid cutting roads in the future. The side sewer for tract E shall be connected to a manhole, pipes shall not connect to manholes with an angle less than 90 degrees in relation to the outlet pipe (DG&PWS, Sewer 7A.010).
33. The proposed sewer mains in Tract B and C shall be constructed as public mains. At angle points, manholes are required rather than the cleanouts proposed.
34. A complete Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted, reviewed, and approved, and the site shall be inspected by the City of Lacey prior to any site disturbing activities such as clearing or grading.

35. All stormwater facilities shall comply with the applicable criteria specified in the City of Lacey 2016 Stormwater Design Manual.
36. Bioretention facilities generally have a maximum ponding depth of 12 inches and surface ponding drawdown time of 24 hours. The tract G bioretention facility as proposed exceeds the ponding depth criteria, but with a rapid drawdown expected. Provide information in the drainage report to support/justify the proposed maximum ponding depth and address potential issues (e.g. plant inundation, safety, etc.).
37. The base of the proposed Tract G bioretention facility (below the bioretention soil mix) shall be set in undisturbed native soil.
38. The proposed Tract G bioretention facility has a contributing drainage area exceeding one acre, thus more detailed infiltration receptor analysis and/or performance testing may be required (2016 SDM, section 7.4.4 and section 7.2.2).
39. A section detail for each stormwater treatment/flow control facility, including existing grade, design elevations, inflow and outflow conveyances, emergency overflow, etc. For bioretention facilities, include criteria for the bioretention soil mix, mulch layer, and planting plan.
40. Stormwater facilities shall provide adequate setback distances per 2016 SDM, Chapter 7.
41. Design infiltration rate(s) shall be determined for the actual proposed infiltration location(s), depths, and materials, and facility design adjusted as needed. The drainage report shall include the data and calculations for determining long-term infiltration rates. Methodology shall be per Appendix 7A of the 2016 SDM.
42. Stormwater treatment and infiltration facilities shall be constructed for stormwater associated with all site improvements, adjacent properties currently discharging to the site and with the half-street stormwater associated with the 15th Avenue frontage.
43. A 6.5-foot planter strip (with street trees, irrigation, and street lighting, etc.) and a 6-foot sidewalk shall be constructed for 6th Avenue Northeast, in accordance with Major Collector Type II roadway standards, per detail 4-3.3 dated December 15, 2014, from the Development Guidelines and Public Works Standards Manual. Existing overhead utilities shall be located underground. Right-of-way dedication will be required if the existing right-of-way does not encompass the required sidewalks and planter strip.
44. Right-of-way dedication and the installation of half-street frontage improvements are required for this project. Frontage improvements will include the following: 1-foot of free area; an 8-foot sidewalk; a 7-foot planter strip (with street trees, irrigation, street

lighting, etc.) curb and gutter, a 5-foot bike lane, two 11-foot travel lanes, 1-foot of shy distance, and five feet of the ten-foot median.

45. A north/south roadway shall be constructed between 6th Avenue Northeast and 15th Avenue Northeast. The roadway is classified as a Major Local Residential roadway, designed per detail 4-4.0 of the Development Guidelines and Public Works Standards, and requires 54-feet of right-of-way.
46. All other roadways within the subdivision shall be constructed to Minor Local Residential roadway standards, per detail 4-4.1 from the Development Guidelines and Public Works Standards. Minor Local Residential roadways require 50-feet of right-of-way.
47. Access tracts 'B' and 'C' shall be constructed as paved, 20-foot roadways with rolled curb and gutter on one side of the tract and a five-foot sidewalk, six inches thick, (or other design as approved by the City) tying to Road 'B.'
48. Where the major local residential roadway connects to 6th Avenue and to 15th Avenue, the roadway at the intersection shall meet Major Collector Type II standards. The Applicant shall confirm access points to 15th Avenue and 6th Avenue are properly designed prior to submittal of the civil drawings.
49. The traffic mitigation identified as of December 22, 2021 is \$94,254.67 and will mitigate off site traffic impacts for this project. The actual fee will be determined at the date of payment for issuance of building permits, water meters, or other approval process. The fees increase annually in an amount equal to the increase in the Engineering News Record Construction Cost Index over a date one year earlier (LMC 14.21).
50. The Traffic Impact Analysis is approved based on the recommendation from Chris Stolberg, City of Lacey Transportation Engineer. All mitigation measures volunteered by the developer and mitigation required by the City and reviewing agencies shall be satisfied.

General Conditions

The conditions below are summaries of ordinances and standards that apply to approval of this application regardless of any specific impacts of this proposed development. The list is intended as a courtesy notice and not as an exhaustive list of legal requirements that may apply to an approval of the application. The list is also a summary of the legal requirement; if there is a conflict between the summary and the ordinance, the language of the ordinance controls.

51. A detailed landscaping plan shall be prepared by a licensed landscape architect, nursery person, or landscaper and submitted to the Planning Department for review and approval. The plan shall include the type, number, and location of the vegetative improvements as

well as a specific timeline for completion of the improvements. A separate irrigation plan must also be submitted showing the location of all irrigation lines, location of sprinkler heads, and approximate coverage areas. The plans must include a note stating that the property owner is responsible for maintaining all plants in a healthy growing condition for the life of the project. All requirements of Chapter 16.80 of the Zoning Code shall be satisfied (LMC 16.80).

52. A detailed estimate from a landscape installer must be submitted to the Planning Department. The estimate should include all costs associated with installing landscaping and irrigation as called out on the approved plans, including labor (LMC 16.80).
53. A letter of credit or assignment of savings must be provided to the Planning Department in the amount of 150 percent of the above-mentioned landscape estimate. The City shall release this financial security once the landscaping for the project is installed and approved by the Planning Department and a financial security is in order to ensure that all plant materials are properly maintained. This security device shall be in the amount of 20 percent of the value of the vegetative improvements and shall be held for a period of one year (LMC 16.80).
54. A note shall be placed on the face of the landscaping and irrigation plans stating that any irrigation lines placed within tree protection zones established for the project must be installed in such a manner as to not cause damage to the root protection zone, such as by cutting roots, digging trenches, operation of machinery, etc. Special care must be taken (hand digging trenches, designing lines to stay out of these areas where possible, etc.) to ensure damage to the trees does not occur. In the event damage to these areas does occur, the city may require, at their discretion, replacement of the comparable landscape value of the trees damaged or other means to make up that loss (LMC 16.80).
55. A sign permit shall be issued by the City of Lacey prior to the installation of any signs on the subject site (LMC 16.75).
56. All applicable requirements of the City Zoning Code shall be satisfied (LMC Title 16).
57. The Applicant/Developer shall be responsible for obtaining all applicable permits required for the project, including National Pollutant Discharge Elimination System Permit (NPDES), ORCAA permits, and any others. These permits will require additional review time from the appropriate agencies.
58. A Homeowners' Association shall be established to insure proper maintenance of common facilities within the single-family subdivision. In order to insure proper responsibility and authority to carry out necessary maintenance activities, the Homeowners' Association shall, at a minimum, include the following provisions:

- a. Membership in the Homeowners' Association will be mandatory for all lot owners.
- b. The Homeowners' Association shall have the power to levy fees and dues necessary to successfully accomplish necessary activities.
- c. The Homeowners' Association shall have the provision for the collection of attorney fees extended in collecting delinquent assessments from lot owners.
- d. Responsibility of the Homeowners' Association in maintenance of common areas shall be specifically detailed.

Assessment of the Association dues shall initially be established by the Applicant and approved by the Department of Community Development. Protective covenants and declarations establishing the Homeowners' Association shall be approved by the Department of Community Development as adequate to satisfy the intent and the function of this condition to assure proper maintenance of common facilities.

- 59. Approved 20-foot-wide all-weather fire apparatus access roads shall be provided to within 150-feet of all exterior portions of the buildings at ground level. The fire apparatus access roads shall be located not less than 10 feet from the building (IFC Section 503.1).
- 60. The inside turning radius of the fire lane shall be 28 feet (IFC Appendix D).
- 61. An approved fire department turn around may be required if the fire department access road has a dead end in excess of 150 feet (IFC 503.2.5).
- 62. Four-inch address numbers shall be provided on the building in a location facing the fire apparatus access roadway. The numbers shall contrast with the building colors (IFC Section 505.1; LMC 14.07.015).
- 63. Approved fire lane marking shall be provided where necessary to discourage obstructions by the parking of private vehicles. The City of Lacey Fire Code Official shall conduct a site inspection following completion of the road surfaces to determine the location of fire lane markings (IFC Section D103.6; LMC 14.07.015).
- 64. All applicable requirements of the 2018 edition of the International Fire Code and most recently published NFPA shall be satisfied.
- 65. The City of Lacey fire code official shall conduct the necessary inspections or witness required tests to ascertain compliance with applicable codes. The Applicant shall contact the City of Lacey to schedule required inspections; inspections shall be requested a minimum of 24 hours in advance.

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66. The project shall comply with all of the codes and ordinances adopted by the City of Lacey, including the 2018 International Building Code, 2018 International Fire Code, and the 2018 International Existing Code.
67. When connection to the public water system is required for development of a property where there is an existing well exempt from the provisions of the Revised Code of Washington 90.44.050, the 'exempt' well shall be properly decommissioned per the Department of Ecology (DOE) Standards prior to making connection to the public system. When connection to the public water system by a customer with a well with a water right issued by the Department of Ecology, a physical disconnect between the well and the public water system shall be made and maintained. This is to ensure that the well will not contaminate the public water supply. Provided the well is in compliance with Ecology setback standards and purpose of use restriction on the customer water right for the well, the customer's 'permitted' well may be kept serviceable for irrigation purposes only. If the well is to remain for irrigation purposes, a Reduced Pressure Backflow Assembly (RPBA) is required and shall be installed as premise isolation at the public water supply service connection. If the existing well is not to be used for irrigation, then it shall be decommissioned per Ecology standards. No water meter will be installed until the RPBA is installed and cross connection inspection has been completed to the satisfaction of the City (DG&PWS, Water, 6.120).
68. For irrigation lines located in the right-of-way, the following shall be on the plat:
"The Homeowners Association Owners will be responsible for maintaining and locating all irrigation lines located in the public right-of-way" (DG&PWS, Water, Irrigation 6.210).
69. Water system improvements shall meet the requirements of the City of Lacey, the Coordinated Water System Plan (CWSP), Department of Health (DOH), City of Lacey Water System Plan, AWWA, Department of Ecology, Thurston County Environmental Health, and the City of Lacey Fire Code Official's standards. Actual main size, loop closures, and possible off-site improvements, including the number and location of fire hydrants, will depend on fire flows required and available to the site (DG&PWS, Water 6.010).
70. All wells located on-site, or within 100-feet of the proposed plat, shall be shown with their protective radii on the plat maps (DG&PWS, Subdivisions and Short Plats, Chapter 2 – plat checklist).
71. Water mains shall be extended on the north or east sides of roadways or drive aisles, six feet off centerline (DG&PWS, Water 6.020).

72. To ensure adequate water is present for the project, modeling of the water system shall occur. The contact for water modeling is Brandon McAllister at (360)491-5600.
73. The water meter shall be purchased prior to the issuance of each building permit (DG&PWS, Water 6.121).
74. If utility extensions are required for the project that require roads paved in the last five years to be 'cut', a disruption fee will be charged in accordance with LMC 12.16.055.
75. New sewer main extensions shall be on the South or West side of each roadway or drive area six feet off centerline. Along Abernethy Road, 6th Avenue, and 15th Avenue sewer mains shall be installed in locations as approved by the City.
76. All structures shall be connected to sanitary sewer. Public mains with associated appurtenances shall be installed to serve the project with sewer (DG&PWS, Sewer 7A.010).
77. Sewer stubs shall be provided for each parcel for connection of each building to the public main.
78. Sanitary sewer improvements associated with this project shall meet the requirements of the City of Lacey Comprehensive Sanitary Sewer Plan, Thurston County Department of Health, Washington State Department of Health, the LOTT Cleanwater Alliance and the Department of Ecology (DG&PWS, Sewer 7A.010 and Subdivisions and Short Plat 2-21).
79. The project shall comply with the City of Lacey 2016 Stormwater Design Manual (LMC 14.27). Stormwater drainage and erosion control submittals shall be in conformance with the formatting and content requirements described in Chapter 3 of the 2016 Stormwater Design Manual.
80. A final stormwater site plan, including a drainage report and drainage plans in conformance with current Stormwater Design Manual standards shall be submitted prior to final Public Works civil approval. Key elements to be part of the report include: the project engineers certification; descriptions of how each of the Core requirements are being addressed; construction SWPPP; basin map and plan drawings; hydrologic modeling inputs and results (including WWHM 2012 Data files produced with the model); summary data of sub-basin areas, design calculations, and facility sizing; soils report and infiltration analysis; soil management plan; maintenance agreement/covenant; and a stormwater facilities maintenance manual (SDM 2.2.1).
81. The project shall retain, disperse, and infiltrate stormwater on-site to the maximum extent feasible. Design of infiltration facilities requires site infiltration analysis, to determine

wet-season soil and groundwater conditions and to establish a long-term design infiltration rate (SDM 2.2.5 & 7.2).

82. In order to provide for long-term maintenance access to the stormwater facility, the maximum depth of an infiltration facility is 20-feet below the surrounding finished (developed) ground elevation (SDM).
83. The following note shall be on the face of the civil engineering drawings:
‘Roof downspout infiltration systems shall be placed on each lot being developed and shall be sized to accommodate storm runoff per the City of Lacey 2016 Stormwater Design Manual.’
84. If site conditions cannot support downspout infiltration or dispersion systems, a note shall be included on the civil drawings indicating that roof and foundation drains shall be tied into the stormwater system with perforated stub out connections (SDM 2.2.5 and 7.4.10).
85. A Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to and approved by the City prior to beginning site work or construction of the project. A complete SWPPP consists of both a narrative report and a temporary erosion and sediment control plan drawing. Each of the 13 SWPPP Elements as identified in Chapter 5 of the City of Lacey 2016 Stormwater Design Manual shall be addressed and included in the construction SWPPP. If site conditions render any SWPPP elements unnecessary, exemptions for each element shall be clearly justified in the narrative report.
86. A Stormwater Facility Maintenance Plan, per chapter 3 of the 2016 Stormwater Design Manual shall be submitted to and approved by the City of Lacey. The maintenance manual shall be included in the drainage report as part of the Stormwater Site Plan. The maintenance manual shall also be prepared as a stand-alone document for the post development facility owner(s). The maintenance plan shall be submitted to and approved by the City prior to civil drawing approval.
87. Clearing, grading, and other soil disturbing activities shall be prohibited between October 1 and April 30, unless shown to the City of Lacey that sediment-laden runoff will be prevented from leaving the site (SDM 5.2.3).
88. Post utility/roadway construction site stabilization improvements as shown on the erosion control plans on the approved civil drawings shall be completed prior to issuance of building permits for construction of buildings associated with the site. Elements of the plans shall include, but are not limited to, placing straw, provide concrete wash areas, and other best management practices to assure erosion of the site does not occur.
89. Residential subdivisions shall provide signage to enhance protection of the storm drainage system. Signage for stormwater facilities and pet waste stations is a condition

of approval and shall be installed by the developer prior to final Public Works approval. Details of signage are available at the City of Lacey.

90. All residential projects that abut a boulevard, an arterial, or any class collector street are required to establish a 20-foot buffer from such street. The buffer shall be a separate tract of land, 20-feet in width, within the subdivision and is to be maintained by the homeowners association (DG&PWS, Transportation 4B.065).
91. Street lighting levels shall satisfy City of Lacey requirements for roadways and intersections. If street lighting does not meet current City of Lacey standards, additional lighting shall be required for all streets adjacent to the project to assure it is in conformance with spacing standards. All streetlight designs shall be prepared by an engineering firm capable of performing such work. (DG&PWS, Transportation, Illumination 4E.010).
92. Fiber optic conduit shall conform to the standards and requirements as set forth in Chapter 4 (Transportation) from the Development Guidelines and Public Works Standards (DG&PWS Transportation 4E.035).
93. Minimum intersection curb radii and centerline radius requirements must be satisfied. All radii shall be labeled on the final plat (DG&PWS 4B.020).
94. Street trees per requirements of the Development Guidelines and Public Works Standards shall be planted in planter strips and medians (DG&PWS, Transportation 4G.100).
95. Electrical services associated with street lighting, pump stations, or other applications, (for the public benefit as agreed to by the City) shall be transferred into the City's name. In order to change service, the Applicant/Owner shall provide a copy of the billing statement to the City. If service has not been established, the Applicant shall provide the following information to the City: project name; service meter's number, address of the service meter; owner's contact number and address; and the type of items being energized by the service. All fees associated with the installation of the service shall be the responsibility of the developer. Without the information outlined herein, or a copy of a previous billing statement, the service will remain in the Applicant's/Owner's name and they will be responsible for payment of bills until such time as the information is received by the City.
96. Access shall be provided to the property owner as determined and approved by the City. All access points shall meet minimum access spacing, minimum corner clearance, sight distance and minimum or maximum width requirements (DG&PWS, Transportation 4B.025).

97. All existing and proposed driveways associated with the plat shall be shown on the civil plans (DG&PWS, Subdivisions and Short Plats 2-2.1)
98. Roadway sections cannot be constructed in saturated ground areas. If separation from the water table cannot be obtained, the site must be filled to accommodate the roadways.
99. The following notes shall be included on the plat:
 - ‘The City of Lacey has no responsibility to build, improve, maintain (including stormwater improvements), or otherwise service the private roads and/or alleys within or providing access to the property described in this plat’ (LMC 15.32.190).
 - ‘The homeowners association shall be responsible for maintaining the private streets (along with associated parking areas) and planter strips (weeding, mowing, pruning of the street trees, etc.) in a healthy and growing manner in perpetuity (DG&PWS, Transportation 4G.100D).
100. Utility easements are required for all water and sewer mains located on private property. Easements shall be included for fire hydrants, water meters, sewer improvements, and future extensions of mains to adjacent properties. Easements and stub outs shall be provided to serve adjoining properties as determined by the City. All easements shall be identified as ‘utility’ easements on the civil drawings and in the easement documents. Specific requirements will be determined at the time of plan review. All easements shall be prepared by a licensed land surveyor and submitted prior to release of approved civil drawings (DG&PWS Chapter 3.110).
101. The City of Lacey Coordinate System is a ground scale coordinate system derived from the Washington Coordinate System, NAD 83/91. Units are expressed in feet. Data can be obtained from Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Coordinate System (DG&PWS 3.025).
102. City of Lacey vertical datum has elevations referenced to the National Geodetic Vertical Datum of 1929 (NGVD29). Units are expressed in feet. A benchmark listing can be obtained from the Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Vertical Datum (DG&PWS 3.025).
103. Right-of-way shall be dedicated for a subdivision. The requirement to dedicate right-of-way shall be determined by the City or regional transportation plans, by a Traffic Impact Analysis, or as determined by Public Works. Dedications shall be prepared by a professional land surveyor and shall be submitted to and approved by the City prior to plan approval (DG&PWS, Transportation 4B.060).
104. A 10-foot joint utility easement, immediately adjacent to the public right-of-way (all roadways – both sides of each roadway) shall be dedicated to accommodate the

installation of private and public utilities (2017 Development Guidelines and Public Works Standards, Roadway Details).

105. All improvements shall satisfy City of Lacey Development Guidelines and Public Works Standards in effect at the time of complete application, as determined by the Department of Community and Economic Development.
106. All Public Works improvements shall be designed by an engineer licensed in the State of Washington and shall be submitted to the City of Lacey Public Works Department for review and approval (DG&PWS 3.040).
107. Land use approval shall be obtained prior to submitting Public Works civil drawings.
108. All structures associated with the site shall be connected to City of Lacey utilities (DG&PWS 6.010 & 7A.010).
109. Prior to civil drawing approval, one paper set of drawings, with a PDF copy of the drawing report and civil drawings shall be submitted for all approved final plans (DG&PWS Chapter 3.040B).
110. Prior to final Public Works Construction approval, “as-built” bonded paper drawings, with the revised civil drawings in AutoCAD and PDF formats, shall be submitted for all approved final plans (DG&PWS, Chapter 3.040J).
111. Certificate of Occupancy for the buildings will not be issued until all improvements shown on the civil plans are installed by the Applicant and approved by the City (DG&PWS 4B.080).
112. A 20 percent maintenance bond or financial guarantee of the engineer’s estimate, or approved bid estimate, is required for a period of 24 months upon construction completion and approval of Public Works improvements. The financial guarantee may be released after 18 months if all conditions of approval have been satisfied. The financial guarantee applies to sewer, stormwater, water, frontage, landscaping and irrigation in public rights-of-way, roadway and street lighting improvements (LMC 14.20.025).
113. With the civil review application and completed, signed, and stamped checklist from Chapter 3 of the Development Guidelines and Public Works Standards, please submit three sets of civil drawings, two drainage reports and one electronic copy of the civil drawings (pdf format) directly to the Public Works Department. Drawings submitted to other departments as a part of their approval process will not satisfy this requirement (DG&PWS 3.030B).

114. The following language shall be state on the final plat:
The property owner(s) adjacent to the public right-of-way shall be responsible for maintaining the planter strip and street trees (weeding, pruning, irrigating, mowing, etc.) in the right-of-way in a healthy and growing manner in perpetuity. If the planter strip and or trees are being maintained by another group or organization, then a maintenance agreement (or adequate documentation) that verifies the planter strip and/or trees are being (and will continue to be) maintained shall be submitted to the City for review and approval (DG&PWS, Transportation 4G.100D)
115. The following language shall be on the face of any easement documents submitted for the project:
To protect the public interest on private property, utility mains located on private property shall be protected from damage. If on-site settling or other phenomenon occurs causing valve boxes, sewer manholes, or other appurtenances to protrude above or settle below the driving surfaces or ground elevations, the owner will be notified and the problem shall be fixed within 30 days of notification. If the problem is not fixed within the 30-day time period, the City will fix the problem and bill the property owner.
116. A bill of sale for water, sewer, and street lighting improvements installed for the project shall be submitted to the Public Works Department prior to final Public Works approval of the project.

Recommended this 21st day of July 2021.

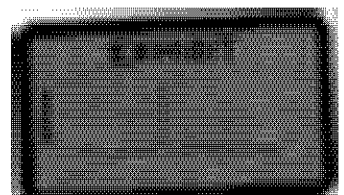


ANDREW M. REEVES
Hearings Examiner
Sound Law Center

LIST OF EXHIBITS

Project #20-307; Preliminary Plat of Bradley Park

<u>Exhibit #</u>	<u>Description</u>
1	List of Exhibits
2	Staff Report
3	General Land Use Application
4	Preliminary Subdivision Application
5	Bradley Park Narrative
6	Preliminary Plat Maps dated March 2021
7	Landscape Plans dated March 29, 2021
8	Class IV Forest Practices application
9	Request for additional information from City of Lacey to Applicant dated January 11, 2021
10	Response letter from Tyrell Bradley, SCJ Alliance, dated March 29, 2021
11	Environmental Checklist, updated March 25, 2021
12	Preliminary Drainage Report dated March 2021
13	Traffic Impact Analysis, updated March 2021
14	Priority Species Mitigation Plan dated March 18, 2021
15	Tree Protection Plan by Sound Urban Forestry dated September 17, 2020
16	Agency Routing Sheet dated December 1, 2020
17	Notice of Application issued December 1, 2020
18	Comments letter from Department of Ecology dated December 15, 2021
19	Comments from the Department of Ecology dated April 21, 2021
20	Comment letter from Dean Martinolich, North Thurston Public Schools, dated December 2, 2020.
21	Comments from Mike Burnham, Intercity Transit dated December 4, 2020.
22	Mitigation request from Nicole Floyd, City of Olympia dated sent by email December 10, 2020.
23	Memo from Doug Christenson dated April 29, 2021
24	Letter from Chris Stolberg to Spenser Haynie, dated December 22, 2020
25	Comments from Terry McDaniel, Fire Code Reviewer dated January 7, 2021
26	Comments from Tom Stiles, Public Works Department – Development Review dated May 13, 2021
27	Comment email from Shaun Dinubilo, Squaxin Island Tribe dated December 2, 2020
28	Comments from Noll Steinweg, Washington Department of Fish and Wildlife dated December 28, 2020
29	Comments from Noll Steinweg, dated May 17, 2021
30	Comment letter from Rita Amptmann, received December 7, 2020
31	Comment email from Tara Manubay, sent December 14, 2020
32	Comment email from Robert Benn, sent December 6, 2020



- 33 Comment email from Joe Graham dated December 6, 2020
- 34 Mitigated Determination of Non Significance June 3, 2021
- 35 Hearing Notice to surrounding property owners mailed June 24, 2021
- 36 Hearing Notice to the Olympian newspaper, with publication confirmation (June 24, 2021)
- 37 Certification of Notice signed June 29, 2021

STAFF REPORT

Date: June 28, 2021
To: City of Lacey Hearings Examiner
From: City of Lacey Community & Economic Development Department *JS*
Subject: City of Lacey Project #20-307 – Preliminary Subdivision of Bradley Park

I. GENERAL INFORMATION

- A. Applicant
SSH, LLC dba DR Horton
ebang@drhorton.com, 425.821-3400
- B. Property Owner:
City Life Church, c/o Steve Bradley
- C. Authorized Representative:
Tyrell Bradley, SCJ Alliance
Tyrell.bradley@scjalliance.com, 360.352-1465 ext. 136

II. DESCRIPTION OF PROPOSAL

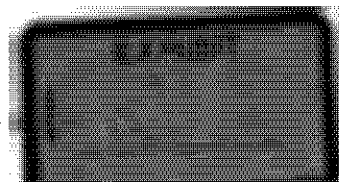
Subdivision of 15.66 acres into 82 lots for single-family development, with approximately 5 acres set-aside for future commercial/institutional development. The application includes a class IV forest practices permit application for removal of timber. The property is zoned mixed-use moderate density corridor.

III. LOCATION OF SUBJECT PARCEL/PROPOSED PROJECT

The property is currently unaddressed, located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast; section 8, township 18N, range 1W, Lacey, Thurston County Washington. The parcel number is 11808430201.

IV. SITE PLAN INFORMATION

Project Size: The total parcel size is 15.66 acres
Number of Lots: 82 lots for single-family development, one parcel for future development.
Minimum Lot Size: 3,000 square feet
Water: City of Lacey
Sewer: City of Lacey
Power/Natural Gas: Puget Sound Energy



Fire Protection: Lacey Fire District 3

Site Characteristics: The project site is an undeveloped 15.66-acre parcel. The northern two-thirds of the site is forested with Douglas fir as the dominate species. Other tree species found on the site include big leaf maple, western hemlock and western red cedar. Understory plants include salal, mahonia, wood rose, sword fern, pacific dogwood and serviceberry. The trees are generally in good condition with the exception of a large pocket of laminated root rot on the western edge of the parcel. The southern portion of the parcel is open grass. The site generally slopes northeast with a total elevation gain of 18 feet across the parcel. Soils on the site are mapped as Vashon till which is a mixture of clay, silt, sand and gravel.

Surrounding Land Uses: The project site is surrounded to the north, east, and west by residential development of various densities and housing types, including single-family, multi-family apartments, and duplex and tri-plex developments. Across 6th Avenue from the parcel is North Thurston High School and Komachin Middle School.

Access: The developer has proposed access to the site in two locations from the existing street network, 6th Avenue Northeast and 15th Avenue Northeast. Local residential streets will be constructed throughout the project site to serve the individual homes.

Zoning and Comprehensive Plan: The parcel is zoned Mixed-use Moderate Density Corridor per the City of Lacey Zoning Map. This zone is governed by Lacey Municipal Code 16.22. The intent of the zone is to gradually develop into a mixed use, moderate density residential and commercial area. The primary corridors for commercial use in this zone are Sleater Kinney and Pacific Avenue, with moderate density residential integrated within the district. All types of residential uses are permitted within this zone at a density of 8-12 units per acre.

The parcel is located in north/central Lacey in the Pleasant Glade Planning Area, within the urban limits of the City of Lacey. 15th Avenue on the north side of the property is the boundary line between the City of Lacey and property within the Urban Growth area of the City of Lacey, though under the permitting and jurisdictional boundaries of Thurston County. The Pleasant Glade Planning Area is approximately 1,373 acres in size and approximately one-third of the planning area is in unincorporated Thurston County but within the urban growth area of Lacey. Urban growth such as this type of development is anticipated on parcels like this property within the planning area, both in the City limits and outside the city in the Urban Growth Area.

Compatibility and Impact of Proposal on Surrounding Area/Probable Characteristics of Development:

The Pleasant Glade planning area is currently developed with single family, multi-family, and duplex developments, with scattered commercial on the west side of the planning area on Sleater Kinney. The planning area is also home to Chinook Middle School and North Thurston High School. One of the goals of the planning area, per the City of Lacey Comprehensive Plan, is to provide opportunities for moderate and high-density housing along major arterials with convenient access to transit. The accompanying policy reads; maintain existing areas for

moderate and high-density development opportunities along arterials of Sleater Kinney and 15th Avenue, contingent on provisions for public sewer.

The applicant proposes transitioning an undeveloped parcel surrounded by residential development into a moderate density single-family subdivision. The type of development proposed is anticipated based on zoning classification and goals and policies of the City of Lacey Comprehensive Plan. This does not mean that there will not be impacts to existing residents. The development will result in additional residents and traffic and trees will be removed to facilitate development. As part of the application process, the applicant was required to submit reports and plans addressing impacts and proposing measures to mitigate such impacts.

V. ENVIRONMENTAL EVALUATION

The environmental checklist for this project has been reviewed and a mitigated determination of non-significance was issued on June 3, 2021. The Optional DNS process was used and the comment period for the project began on December 1, 2020 and ended on December 15, 2020. Notice of the comment period was given by posting the site and publishing a notice in The Olympian. The City received comments on the environmental checklist from the Department of Ecology. These comments are attached as exhibits to this report. A Mitigated Determination of Nonsignificance (MDNS) was issued in accordance with the procedures of WAC 197-11-355 and RCW 43.21C. The MDNS was issued based on review of materials submitted with the original application on November 3, 2020 as well as all materials that were submitted to supplement the record. The MDNS is attached.

VI. APPLICABLE COMPREHENSIVE GOALS AND POLICIES

The City of Lacey and Lacey Urban Growth Area Land Use Element of the Comprehensive Plan: This document, known as the comprehensive land use plan, was prepared as a joint planning document by the City of Lacey and Thurston County for Lacey and the Lacey Urban Growth Area. There are other general policies in the Comprehensive Land Use Plan, which could apply, but the issues they cover are specifically detailed in the Lacey Zoning Ordinance, which is reviewed in the next section VIII. The following sections of the Comprehensive Plan apply to this proposal:

A. Chapter III. Community Vision

a. Section B: Residential

- i. **GOAL 1:** Ensure sustainable and wise use of land resources to provide an adequate amount and mix of housing types for the anticipated increase in population.
- ii. **POLICY A:** Assign land use designations that will provide for adequate opportunity for increased densities and a diversity of housing types.
- iii. **GOAL 2:** Ensure that development regulations meet the current vision outlined in the Comprehensive Plan.

- iv. **POLICY A:** Review development code provisions to provide increased density opportunities and better define the stated intent of development standards to meet the goals of the Plan.
- v. **POLICY B:** Achieve a level of design with innovative, creative, and efficient concepts for integration of different land use types that will facilitate development of great places that provide increased opportunities to live, work, and play.

b. Section F: Transportation and Land Use

- i. **GOAL 1:** Enhance the function, safety and appearance of Lacey's streets.
- ii. **POLICY A:** Ensure coordination with the Transportation Element of the Comprehensive Plan, the Thurston County transportation Plan, and the Thurston Regional Transportation Plan.
- iii. **POLICY C:** Streets shall be a modified grid pattern that terminate in other streets, where feasible...
- iv. **POLICY E:** Right-of-way and pavement width shall be the minimum necessary to provide for the safe use of vehicles, public transit, bicycles and pedestrians.
- v. **POLICY F:** Ensure coordination with Thurston County regarding transportation in the Urban Growth Area. Ensure that development standards and road/street level of service standards within the UGA conform to the standards of the City of Lacey.
- vi. **GOAL 4:** Ensure that private development projects, including subdivision and commercial/retail project design, facilitate measures to improve multimodal transportation.
- vii. **POLICY C:** Private development projects shall provide bicycle parking and a site design that will accommodate transit.
- viii. **GOAL 5:** Support Intercity Transit's efforts to meet the transportation needs of all segments of the community by providing a high quality, safe, convenient, accessible, and cost effective transit service as an attractive alternative to the single-occupancy vehicle.
- ix. **POLICY A:** Continue to recognize transit's economic development role in the Lacey community by connection residents to jobs and other day-to-day activities.
- x. **POLICY B:** Encourage Intercity Transit to extend regular bus service to northeast Lacey in order to serve and connect growing residential, commercial, and industrial development...

c. Section G: Parks and Open Spaces Goals and Policies

- i. **GOAL 1:** The land use policies should complement and help implement requirements of the City of Lacey Comprehensive Plan for Outdoor Recreation, Regional Trail Plan, and land use regulatory requirements for the provision of open space.
- ii. **POLICY A:** Continue to require open space for residential and commercial development.

- iii. **POLICY B:** Link pedestrian and bicycle pathways with greenways, priority habitat sites, wetlands, and open space between neighborhoods. Open space shall be designed into a project from the outset, with sizable and meaningful pieces set aside. It shall not be left to the end, using only those restricted and small spaces that are left over. It should be designed in conjunction with school and community sites whenever possible and should provide a focus for neighborhood activity.
- iv. **POLICY D:** Open space shall be designed to define our community, create outdoor spaces, protect wildlife habitat and the natural environment, and create public and civic spaces.
- v. **POLICY E:** Require means to ensure perpetual maintenance of wetlands and priority habitat sites for passive recreational opportunities.
- d. **Section H: Utilities and Capital Facilities**
 - i. **GOAL 1:** Ensure that existing utility customers, and future customers, are adequately served by water, sewer, and stormwater utility services that consider both growth demand projections and asset management.
 - ii. **POLICY B:** All proposed development should be analyzed for anticipated impact on utilities and services, either as an element of the site plan review, subdivision review, or as part of the environmental impact assessment.
- e. **Section J: Health & Human Services**
 - i. **GOAL 1:** Work to achieve a safe, active, and healthy lifestyle for Lacey citizens through community planning and design.
 - ii. **POLICY B:** Design neighborhoods to promote bicycling and walking, encouraging these activities and healthy lifestyle choices.
 - iii. **POLICY C:** Prioritize safe routes for capital improvements such as sidewalks, planter strips, street trees, traffic calming, and other pedestrian improvements. Consider incentives for infill development to add off site traffic calming and other pedestrian amenities for designated safe routes.
 - iv. **GOAL 2:** Work to achieve a community where residents have convenient access to healthy food, clean water, and affordable shelter.
 - v. **POLICY A:** Provide opportunities for housing development to serve Lacey's full demographic spectrum, including a full range of housing choices designed to meet life stage needs of those demographics.
 - vi. **POLICY B:** Provide opportunities to integrate housing into core areas and arterial corridors where services and transportation options can be provided.

- vii. **POLICY D:** Support environmental measures to protect critical/sensitive and resource areas and provisions for clean air, water, and soil for overall community health.

B. Chapter III. Planning Areas

a. Land Use Pleasant Glade Area

- i. **GOAL 1:** Protection of environmental amenities in this planning area is of paramount concern.
- ii. **POLICY A:** Require development to work around environmental amenities and create developments that take advantage of and promote environmental resources as an amenity.
- iii. **POLICY C:** In balancing competing goals and interests, the City shall weigh in favor of strict applications of environmental regulations.
- iv. **POLICY D:** Require the extension of public sewer for new development and to support the future connection of existing non-sewered development.
- v. **GOAL 2:** Provide opportunities for moderate and high density housing along major arterials with convenient access to potential transit, designating “urban reserve areas”, and annexing areas for public use where appropriate.
- vi. **POLICY A:** Maintain existing areas for moderate and high-density development opportunities along arterials of Sleater Kinney and 15th Avenue, contingent on provisions for public sewer.

VII. APPLICABLE MUNICIPAL CODE STANDARDS

The following list depicts the applicable Titles and Chapters of the Lacey Municipal Code that Planning staff relied upon when evaluating this proposal for land use approval:

- Title 14 - Buildings and Construction
 - Chapter 14.21 - Traffic Mitigation and Concurrency
 - Chapter 14.23 - Design Review
 - Chapter 14.24 - Environmental Policy
 - Chapter 14.27 - Stormwater Management
 - Chapter 14.33 – Habitat Conservation Areas
 - Chapter 14.32 - Tree and vegetation Protection and Preservation
- Title 15 - Land Division
 - Chapter 15.10 - Subdivision
 - Chapter 15.12 - Design Standards for Subdivisions, Short Subdivisions and Binding Site Plans
 - Chapter 15.14 - Dedications - Plats, Short Plats and Binding Site Plans
- Title 16 - Zoning
 - Chapter 16.22 – Mixed Use Moderate Density Corridor
 - Chapter 16.54 - Environmentally Sensitive Areas
 - Chapter 16.57 - Environmental Performance Standards

- Chapter 16.72 - Off-Street Parking and Loading
- Chapter 16.80 - Landscaping Requirements

V. NOTIFICATION

The application for preliminary subdivision and class IV forest practices permit was received on November 3, 2020, and was deemed complete pursuant to RCW 36.70B.070 on December 1, 2020. The comment period for the Notice of Complete Application had a 14-day comment period that ended on December 15, 2020. A notice was published in The Olympian and the site was posted with the notice of complete application. These notices are attached to this report as exhibits. The City received comments from the internal departments, external agencies and adjacent jurisdictions as well as comments from members of the community. These comments are attached to this report as exhibits.

Written notice of the public hearing was sent to all property owners within 300 feet of the site, and published in The Olympian on June 25, 2021 at least 10 days prior to the public hearing. Notice was posted on-site on June 28, 2021.

IX. COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT ANALYSIS

In review of the application, staff evaluated several items related to the proposal particularly as they related to compatibility of the use with the surrounding area and the impacts to priority species and the extent to which this proposal would further the goals of the City of Lacey Comprehensive Plan. The following analysis provides details into the review process as well as review items that warranted special attention and conditions, as well as discusses how community concerns related to wildlife, traffic, and compatibility are reviewed and addressed.

PLAT/ZONING REQUIREMENTS

The subject parcel is located in the Mixed Use Moderate Density zoning district. This zoning district requires a density of 8-12 units per acre. The parcel is 15.66 acres in size and the applicant is proposing to subdivide the parcel into 82 lots for single-family detached residential development, and create a large parcel on the southern 5 acres for future development of a potential church. Approximately 10 acres have been designated for residential development. Based on the portion of the property intended for residential use, the density proposed is approximately 8.2 units per acre.

Subdivisions such as the one proposed are governed by the design standards specified by section 15.12 of the city's subdivision ordinance, as well as the individual lot design standards of the zoning chapter (LMC 16.22). The lot development standards found in Chapter 16.22 were not designed with a traditional subdivision in mind. The chapter provides for maximum front setbacks for buildings so they are located close to the street to encourage pedestrian friendly design, larger side yards, and no standards for minimum lot sizes. The standards are more appropriate to commercial or multi-family apartment buildings than they are for a traditional single-family subdivision. The zoning chapter does provide some flexibility to the City to

determine lot size and design based on the proposed use. Section 16.22.060A states the following:

Lots may contain more than one use and will be a shape, size and design appropriate to the zone and intended uses as determined by the city.

Section 15.12.080 also discusses lot standards stating that lot size, width, shape and orientation shall be appropriate for the location and contemplated use of the subdivision.

Based on the type of subdivision and density requirements, and the above noted sections and minimum and maximum density requirements for residential uses in the zoning district, staff suggests the applicant apply the Moderate Density Residential zone (LMC 16.15) setbacks and minimum lot size for the single-family lots. A condition is included recommending that the minimum lot size, and setbacks for the lots be consistent with LMC 16.15.

PROJECT REVIEW

The project materials were originally submitted on November 3, 2020 and determined complete on December 1, 2020. The materials were routed for review and notice of application was issued on December 1, 2020 with a 14-day comment period, ending on December 15, 2020. During project review and the open public comment period, staff received emails and letters from several members of the surrounding community voicing concerns related to traffic impacts, project density and compatibility, school impacts, tree removal and impacts to wildlife. Comments were also provided by internal departments, which identified application deficiencies related to stormwater design as well as challenges related to fire protection and utility design. These comments, in addition to a letter related to wildlife discussed below, required that the City stop the regulatory review clock for revised materials. The letter stopping the review clock is included as an exhibit. A revised plat, revised traffic study, drainage report were submitted with a priority species and habitat mitigation plan were submitted to the City on March 31, 2021 and routed for review and comment.

HABITAT CONSERVATION AREAS REQUIREMENTS

During project review, the city received many comments regarding the impacts to wildlife. One comment letter included photos of various wildlife species that use the subject property. The photos included pictures of Pileated Woodpecker and the Pacific Coast Band Tail Pigeon, both of which are State of Washington priority species requiring additional protection.

Based on the photos included with the comment letter and following consultation with the State of Washington Department of Fish and Wildlife, the City paused the review clock and requested the applicant provide a wildlife and habitat study to determine to what extent the noted species use the parcel. On March 31, 2021, the applicant submitted a priority species mitigation plan per the requirements of LMC 14.33. In addition to the mitigation plan, the applicant submitted a revised plat layout and a revised stormwater report to address issues identified during the initial project review. The revised materials were routed to agencies and departments for review.

The Priority Species Mitigation Plan report identified the location of feeding stations and cavity nests for the Pileated Woodpecker on the subject site. The report did not identify habitat of any other endangered, threatened or priority species. The applicant has submitted a mitigation plan, which proposes setting aside .43 acres of forested mitigation area. Approximately 32 Douglas fir trees will be retained in the tract, and seven pileated woodpecker habitat trees, which include feeding stations and cavity nests, will be relocated to the forested mitigation area in order to retain the habitat on the property.

The mitigation plan was reviewed by the Washington Department of Fish and Wildlife and it was determined that it meets the requirements for mitigation of priority species. The WDFW did express some concerns related to relocation of the trees and the preservation area. However, based on requirements related to stormwater management, as well as the recommendations made by the City of Lacey Forester for tree retention and preservation, this portion of the site was determined to be best suited for the mitigation area.

In addition to the mitigation area set aside, the applicant will be required to record a deed restriction for tract D, noting that the tract is a mitigation area and must be set aside and protected in perpetuity. The habitat mitigation area must also be protected during all phases of construction with construction fencing and tree protection fencing, and permanently protected with fencing and signage. Recommended conditions are included in order to ensure the project proceeds in compliance with the City of Lacey Critical Habitat ordinance (LMC 14.33).

CLASS IV FOREST PRACTICES PERMIT AND TREE RETENTION TRACTS

Development of the subject parcel will require removal of 570 mbf (mbf = thousand board feet) of timber from the property. As such, a Class IV Forest Practices permit has been submitted as part of a consolidated review of this application. The City of Lacey Forester has prepared a tree report that was submitted with the application materials and has made recommendations for tree retention.

In regards to tree protection, retention and replanting, per LMC 14.32 Tree and Vegetation Protection and Preservation a minimum 5% tree tract will be required to be designated on site. The focus for the tree tract will be areas where existing trees can be retained. If there are not adequate numbers of trees within the tree tract to reach 90% canopy coverage in 15 years additional trees will need to be planted to obtain that coverage requirement. On this property, tree tract locations are planned in three locations. The southern tree tract will be the focus for tree retention based on recommendations from the City forester in his report submitted with the application. The forester recommended that trees be saved on the southern edge of the residential development as trees in this location are healthy and wind firm. The area of the southern tree tract will also act as the habitat conservation area as identified in the priority species mitigation plan. Other tree tracts will need to be replanted to achieve requirements for canopy coverage within 15 years. Although the forester did not recommend trees outside of the southern tree tract area be retained, the City is recommending that the applicant work with the City of Lacey Forester during the civil drawing review and construction site work to determine if

individual trees can be retained in tree tracts throughout the site to further the goals of the Lacey Urban Forest Management Plan.

In addition to tree tract requirements, all residential lots are required to retain or plant a minimum of four trees per 5000 square feet of lot. Based on the proposed lot sizes, each lot will need to have a minimum of 2 to 4 trees. For lots located on the east and west property lines, trees should be planted on the rear property line to provide additional buffering to adjacent existing residences.

OPEN SPACE

Per LMC 15.12.120, the minimum usable open space/park area for all residential land divisions, shall be ten percent of the total site. At least half of the open space within a residential development must be usable for active recreation. Open space shall meet the design criteria contained in LMC 14.23.088

The applicant is proposing to dedicate several tracts within the subdivision as open space. Tract D and Tract I will both contain elements of active recreation. Tract D also includes the habitat conservation area and the tree tract, both of which can be included within the open space calculations. The applicant has submitted a conceptual landscape plan that identifies the open space areas. A final detailed landscape and open space plan shall be submitted, illustrating that the open spaces meet the requirements of the subdivision and design review ordinances. The plans will need to be reviewed and approved by the Community and Economic Development Department prior to construction drawing approval.

TRAFFIC CONCERNS

The applicant submitted a Traffic Impact Analysis (TIA) that identified 81 new trips during the PM Peak Hours. The City uses trips generated during the PM Peak Hours (between 4:00pm and 6:00pm) to determine how the project proponent will mitigate impacts to the transportation network. Traffic fees in accordance with LMC 14.21.040.B. will be assessed at the time of building permit issuance. These fees are put towards existing projects identified in the Transportation Improvement Program to improve capacity of the road network.

One of the project's main frontages will be along 15th Avenue NE. 15th Avenue NE serves as a boundary between the City of Lacey corporate limits and Lacey's unincorporated Urban Growth area. The proposed right-of-way dedication and associated frontage improvements along 15th Avenue NE are within Thurston County jurisdiction. Frontage improvements in accordance with the City of Lacey 2017 Development Guidelines and Public Works standards (and consistent with adopted Thurston County codes) will be constructed. These improvements will include sidewalks, planter strips, curb and gutter, and street lighting. Thurston County Public Works provided comments noting the requirements for frontage improvements to 15th Avenue in order to mitigate impacts to the roadway. The County also requested mitigation fee payments for trips impacting County roadways, including the 15th Avenue Northeast roadway project from Olympia City limits to Draham road. Presumably, the mitigation fees will work to

improve the conditions on 15th Avenue Northeast. Frontage improvements will also be installed on the other primary frontage of 6th Avenue Northeast.

Internally, the subdivision will be served by a minor local residential roadways and access to the development will be from both 6th Avenue Northeast and 15th Avenue Northeast. Both these roadways are arterial roadways. Access to both these roadways for the residents of the subdivision will help to distribute trips throughout the road network rather than forcing all the trips out to one arterial.

COMPATIBILITY ISSUES

This project will convert a 15-acre tract of undeveloped property into an 82-unit subdivision for construction of single-family homes. The existing residences located on the east and west property lines of the proposed neighborhood are those who are most likely to have day-to-day impacts with the conversion of the property. Though there are not buffer requirements for these single-family lots to existing residences, there are measures that the developer and builder can take to help reduce impacts associated with density of the development. To maintain some degree of privacy for the existing single family homes that share a property line with the development staff has recommended that a condition be included requiring the developer to construct a 6 foot tall cedar fence on the property lines adjacent to existing residences. Staff also recommends that a condition be included requiring that required per lot trees be planted on the rear property lines of the future lots and be a fast growing species appropriate to the lot as determined by the City of Lacey Forester. Additional measures can also be taken to ensure privacy of existing residences, including limiting second story windows, constructing single story homes, or placing windows in such a way as to minimize views to adjacent lots. Staff will use the design review application process to ensure that the units are compatible with the adjacent developments and to ensure that the buildings meet the requirements of LMC 14.23 – Design Review

As proposed on the documents and plans submitted on November 3, 2020 and March 31, 2021, and as further conditioned below, staff has determined that the proposal is consistent with the goals and policies of the 2016 Lacey Comprehensive Plan, and with the provisions of LMC 16.22, as well as with the requirements of LMC 14.33. Recommended conditions have been included which are intended to address and mitigate impacts. Conditions are also included to ensure that all requirements of the code are met during project review.

X. HEARING EXAMINER AUTHORITY

The Hearings Examiner has the responsibility and authority to recommend action to the City Council on preliminary subdivisions and class IV forest practices permits. Pursuant to section 2.30.140 of the Lacey Municipal Code, the Examiner has the authority to render a decision on the application which may be to grant, deny, or grant with such conditions, limitations, modifications and restrictions as the Examiner finds necessary to make the application compatible with its environment, the comprehensive plan, other official policies and objectives and land use regulatory enactments.

XI. SUMMARY OF STAFF ANALYSIS

Staff finds that the proposed preliminary subdivision and class IV forest practices permits are, with conditions recommended by staff, consistent with the City Comprehensive Development Plan, the City Zoning Code, and other applicable codes and regulations provided that the conditions recommended below, under Section XII, are implemented.

XII. STAFF RECOMMENDATIONS CONCERNING ACTION ON THE PROPOSED PRELIMINARY SUBDIVISION AND FOREST PRACTICE APPLICATIONS

Based upon the above analysis, city staff recommends approval of the preliminary subdivision and class IV forest practices permits. The project shall proceed in substantial conformance with the plans on file, except as modified below:

CONDITIONS OF PROJECT APPROVAL

Conditions unique to this application:

Community and Economic Development Department

Planning Section

1. All requirements of the MDNS issued on June 3, 2021 shall be satisfied.
2. Setbacks and lot size for the single family lots shall be consistent with the Moderate Density zoning district
3. The project shall proceed in substantial conformance with the preliminary plat drawing and application resubmitted on March 31, 2021, except as modified by the conditions below.
4. School impact fees shall be collected from the applicant by the City of Lacey prior to issuance of the building permit for each residential building. Fees shall be forwarded to the North Thurston School District and shall be as generated by the formula for calculating impacts fees as set forth in the Capital Facility Plan for the North Thurston School District, which has been incorporated by reference into the Lacey Municipal Code (LMC 14.25.060)
5. The applicant shall coordinate with Intercity Transit to locate and design a bus-loading zone of the property owner's 15th Avenue frontage.
6. Design review approval shall be obtained prior to the issuance of the building permits for each lot. All buildings shall meet the applicable criteria of LMC 14.23 and 14.23.072.

Building design shall focus on compatibility with existing residential structures particularly in regards to the units on the east and west property lines of the subdivision. Additional measures to ensure compatibility on the west property line, shall include additional screening vegetation and a screening fencing, a minimum of six feet in height on the property line.

7. Prior to construction drawing approval, a final detailed landscaping and open space plan shall be prepared by a licensed landscape architect, nursery person, or landscaper and submitted to the Planning Department for review and approval. The plan shall include the type, number, and location of the vegetative improvements as well as a specific time line for completion of the improvements. Additionally, details of proposed amenities such as benches, trashcans, and play equipment shall be submitted to the Planning Department. A separate irrigation plan must also be submitted showing the location of all irrigation lines, location of sprinkler heads, and approximate coverage areas. The plans must include a note stating that the property owner is responsible for maintaining all plants in a healthy growing condition for the life of the project. All requirements of Chapter 16.80 of the Zoning Code shall be satisfied. (LMC 16.80)
8. Pursuant to LMC 14.32 Tree and Vegetation Protection and Preservation, a minimum tree per lot threshold must be maintained on each lot of the subdivision. Prior to issuance of building permits verification will be required showing that the minimum tree threshold requirements are being met based on the square footage of the lot. Lots located on the east and west sides of the plat, adjacent to existing residences, shall have tree planting focused on the rear property line. Tree species for these lots shall be fast growing to create a visual buffer between uses.
9. No trees shall be removed until a grading permit has been issued. The location of all save trees and tree protection fencing shall be shown on the grading plans and civil drawings.
10. Prior to final approval of the Class IV Forest practices permit, the site map submitted with the permit application shall be resubmitted and shall identify the tree tract area, the priority habitat species area, and the location of tree protection fencing.
11. Tree protection and preservation shall be coordinated Kevin McFarland of Sound Urban Forestry. Tree protection shall follow the recommendations of Preliminary Tree Protection report dated September 17, 2020. All trees to be retained shall be shown on all applicable development plans, including the grading and erosion control plans submitted for the project. In addition to the trees identified in the tree report, the applicant shall coordinate with the City of Lacey Forester during development of the grading plans to determine if there are other individual trees located in open space areas that are candidates for retention. If there are no trees that are candidates for retention, then additional documentation from the forester shall be provided.

12. Trees to be saved shall be protected throughout all phases of construction by temporary chain link fencing on driven posts located at the edge of the critical root zone. The location of the protective fencing shall be identified on the grading plans and a detail of the fencing shall be included on the plans.
13. Prior to any site construction activities taking place, a preconstruction meeting shall be held with Sound Urban Forestry to review the location of the tree protection fencing. A note stating that a preconstruction meeting shall be held with Sound Urban Forestry shall be shown on the grading plans for the project. Confirmation from the Forester that the meeting has been held shall be provided to the Community Development Department prior to the start of site construction or grading activity.
14. Prior to site construction activity the contractor completing any tree removal or logging work shall sign and submit the "Acknowledgement of Responsibilities for Professionals Doing Tree Removal in the City of Lacey". The form shall be submitted to the Planning Department prior to issuance of the grading permit.
15. The preliminary habitat mitigation plan submitted on March 31, 2021 is approved. All mitigation measures identified in the Priority Species Mitigation Plan shall be satisfied and shall be in place prior to final plat approval. All requirements of the Washington Department of Fish and Wildlife shall be satisfied and all permits required from WDFW and any other agency shall be obtained.
16. Pursuant to LMC 14.33.200, that applicant shall create a separate sensitive area tract containing all the area as identified in the priority species mitigation plan submitted with the application materials on March 31, 2021. The critical habitat conservation area shall be set aside in a separate tract to be protected in perpetuity. The applicant shall establish and record a permanent and irrevocable deed restriction on the property title, on the subdivision map, and in homeowner's association agreements, covenants and articles of incorporation. The tract shall be designated as common open space and shall be protected in perpetuity from development, alteration, or disturbance of vegetation except for the purposes of habitat enhancement as part of an enhancement project that has received prior written approval from the City of Lacey, and any other agency with jurisdiction over the activity (LMC 14.33.200).
17. The following language shall be included on the deed restriction, construction drawings, and final plat map, as appropriate, submitted for the project (LMC 14.33.200C):
 - a) "Before beginning and during the course of any grading, building construction, or other development activity adjacent to the common area subject to this deed restriction, the common boundary between the area subject to the deed restriction and the area of development activity shall be fenced or otherwise marked in the field to the satisfaction of the City of Lacey."

b) Responsibility for maintaining the open space tracts shall be help by a lot or homeowners association or other appropriate entity as approved by the City of Lacey.

c) The following note shall be on the face of the final plat and shall be recorded on the title for all lots within the development for the critical habitat tract:

NOTE: The association shall be responsible for maintenance and protection of the tracts. No alteration shall occur and all vegetation shall remain undisturbed unless the express written authorization of the city of Lacey has been received.

18. The common boundary between the critical area tract and the adjacent land shall be permanently identified and fenced. The identification shall include permanent signs made of an enamel-coated metal face and attached to a metal post or another non-treated material of equal durability, Signs shall be posted at an interval of one every fifty feet or one per lot if the lot is less than fifty feet wide. The sign(s) shall be maintained by the homeowners association in perpetuity. The signs shall be worded as follows:

“Protection of this natural area is in your care. Alteration or disturbance is prohibited by law. Please call the city of Lacey for more information.” (LMC 14.33.200D)

19. The location of the outer extent of the priority habitat area shall be marked in the field by a qualified habitat biologist; the area shall be protected with construction fencing throughout all phases of construction activity. The field marking shall be approved by the City of Lacey prior to construction activity.

20. The location of the critical area habitat fencing shall be shown on the grading plans, and all applicable construction plans prior to issuance of the grading plans or civil approval for the project.

21. A detailed estimate from the habitat biologist shall be submitted to the city of Lacey planning department and shall include all costs associated with completion of the mitigation elements associated with the Priority Species Mitigation Plan.

22. A financial security in the amount of 150% of the biologists estimate shall be submitted to the City of Lacey Planning Department prior to the issuance of the building permits for the project. The financial security may be released when the following have been satisfied:

- a) All activities, including any required mitigating conditions, have been completed in compliance with the terms and conditions of the approval and the requirements of LMC 14.33;
- b) Upon posting of a financial security in the amount of 20% of the cost of improvements associated with the critical habitat area. The security shall be to ensure that structures, improvements, and mitigation required

perform satisfactorily and shall be held for a minimum of two years. (LMC 14.33.210)

23. The following note shall be on the building, grading and land clearing permits:

When an unanticipated discovery of protected cultural materials (e.g bones, shell stone tools, beads, ceramics, old bottles, hearths, etc.) or human remains are discovered, the property owner or contractor will immediately stop all work, completely secure the location, and contact the Washington State Department of Archeology and Historic Preservation and other contacts as identified in the City of Lacey Standard Inadvertent Archeological and Historic Resources Discovery Plan (LMC 16.53.080).

Building and Fire Code

24. The site requires a minimum of 600 feet between fire hydrants. One fire hydrant shall be installed prior to sign off on the vertical permit. The required fire flow for buildings shall be not less than 750gpm for 2 hours in accordance with IFC Appendix B. The fire flow is based on square-footage and building construction type, including a 50% credit for the installation of automatic fire sprinkler systems (LMC 14.07 and IFC Appendix D).

Public Works Department:

Specific Water

25. To provide domestic water service for each building, meet fire protection, and water quality requirements, the following water mains shall be installed: A 10-inch water main shall be extended to and through the project site, within the proposed north/south roadway (Road A). This main shall connect to the 10" main located in 6th Avenue NE and the 8-inch main located in 15th Avenue Northeast. From the primary main, adequately sized mains shall be extended to serve the remaining lots with water. To meet water-looping requirements, the 10-inch main located on the west property line shall be extended to the 10-inch main on road A.
26. A 25-foot easement shall be provided for the proposed water and sewer mains in Tracts B and C.
27. A 10-inch stub with a blow off shall be provided to tract 'E' in order to avoid cutting roads in the future.
28. Domestic water services shall be provided for each lot/new building. If duplexes are constructed each side shall be individually metered (DG&PWS. Water 6.120F).
29. An irrigation meter with a Double Check Valve Assembly, backflow prevention device shall be provided for the planter strip irrigation system and all other landscaped areas (DG&PWS 6.120F).

Specific Sewer Improvements

30. The existing 8-inch gravity sanitary sewer main located in Abernethy Road shall be extended to-and-throughout the site as necessary to provide sanitary sewer service to each proposed lot.
31. Per section 3.130B of the City of Lacey 2017 Development Guidelines and Public Works Standards Manual, utilities shall be extended to and through the extremes of the property. For this application to satisfy to-and-through requirements, the sanitary sewer main shall be extended through the site to Tract E (in road A). When Tract E develops, the sewer main shall be extended to the southwest corner of tract E to 6th Avenue. On 15th Avenue sewer shall be extended to the private cul-de-sac slightly west of the proposed north entrance to Bradley Park. A latecomer agreement can be submitted to recover costs associated with the sewer main extensions when they are completed.
32. An 8-inch sewer stub with a clean out at the right-of-way shall be provided for tract E to avoid cutting roads in the future. The side sewer for tract E shall be connected to a manhole, pipes shall not connect to manholes with an angle less than 90 degrees in relation to the outlet pipe (DG&PWS, Sewer 7A.010).
33. The proposed sewer mains in Tract B and C shall be constructed as public mains. At angle points, manholes are required rather than the cleanouts proposed.

Specific Stormwater

34. A complete Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted, reviewed and approved, and the site shall be inspected by the City of Lacey prior to any site disturbing activities such as clearing or grading.
35. All stormwater facilities shall comply with the applicable criteria specified in the City of Lacey 2016 Stormwater Design Manual.
36. Bioretention facilities generally have a maximum ponding depth of 12 inches and surface ponding drawdown time of 24 hours. The tract G bioretention facility as proposed exceeds the ponding depth criteria, but with a rapid drawdown expected. Provide information in the drainage report to support/justify the proposed maximum ponding depth and address potential issues (e.g. plant inundation, safety, etc.).
37. The base of the proposed Tract G bioretention facility (below the bioretention soil mix) shall be set in undisturbed native soil.
38. The proposed Tract G bioretention facility has a contributing drainage area exceeding one acre, thus more detailed infiltration receptor analysis and/or performance testing may be required (2016 SDM, section 7.4.4 and section 7.2.2).
39. A section detail for each stormwater treatment/flow control facility, including existing grade, design elevations, inflow and outflow conveyances, emergency overflow, etc. For

bio retention facilities, include criteria for the bio retention soil mix, mulch layer, and planting plan.

40. Stormwater facilities shall provide adequate setback distances per 2016 SDM, Chapter 7.
41. Design infiltration rate(s) shall be determined for the actual proposed infiltration location(s), depths, and materials, and facility design adjusted as needed. The drainage report shall include the data and calculations for determining long-term infiltration rates. Methodology shall be per Appendix 7A of the 2016 SDM.
42. Stormwater treatment and infiltration facilities shall be constructed for stormwater associated with all site improvements, adjacent properties currently discharging to the site and with the half-street stormwater associated with the 15th Avenue frontage.

Specific Transportation

43. A 6.5 foot-planter strip (with street trees, irrigation and street lighting, etc.) and a 6-foot sidewalk shall be constructed for 6th Avenue Northeast, in accordance with Major Collector Type II roadway standards, per detail 4-3.3 dated 12/15/14 from the Development Guidelines and Public Works Standards Manual. Existing overhead utilities shall be located underground. Right-of-way dedication will be required if the existing right-of-way does not encompass the required sidewalks and planter strip.
44. Right-of-way dedication and the installation of half-street frontage improvements are required for this project. Frontage improvements will include the following: 1-foot of free area; an 8-foot sidewalk; a 7-foot planter strip (with street trees, irrigation, street lighting, etc.) curb and gutter, a 5 foot bike lane, two 11-foot travel lanes, 1-foot of shy distance, and five feet of the ten foot median.
45. A north/south roadway shall be constructed between 6th Avenue Northeast and 15th Avenue Northeast. The roadway is classified as a Major Local Residential roadway, designed per detail 4-4.0 of the Development Guidelines and Public Works Standards, and requires 54-feet of right-of-way.
46. All other roadways within the subdivision shall be constructed to Minor Local Residential roadway standards, per detail 4-4.1 from the Development Guidelines and Public Works Standards. Minor Local Residential roadways require 50-feet of right-of-way.
47. Access tracts 'B' and 'C' shall be constructed as paved 20-foot roadways with curb and gutter on both sides of the tract and a five-foot sidewalk tying to Road 'B'.
48. Where the major local residential roadway connects to 6th Avenue and to 15th Avenue, the roadway at the intersection shall meet Major Collector Type II standards. The

applicant shall confirm access points to 15th Avenue and 6th Avenue are properly design prior to submittal of the civil drawings.

49. The traffic mitigation identified as of December 22, 2021 is \$94,254.67 and will mitigate off site traffic impacts for this project. The actual fee will be determined at the date of payment for issuance of building permits, water meters or other approval process. The fees increase annually in an amount equal to the increase in the Engineering News Record Construction Cost Index over a date one year earlier (LMC 14.21).
50. The Traffic Impact Analysis is approved based on the recommendation from Chris Stolberg, City of Lacey Transportation Engineer. All mitigation measures volunteered by the developer and mitigation required by the City and reviewing agencies shall be satisfied.

General conditions

The conditions below are summaries of ordinances and standards that apply to approval of this application regardless of any specific impacts of this proposed development. The list is intended as a courtesy notice and not as an exhaustive list of legal requirements that may apply to an approval of the application. The list is also a summary of the legal requirement; if there is a conflict between the summary and the ordinance, the language of the ordinance controls.

Community and Economic Development Department:

Planning Section

51. A detailed landscaping plan shall be prepared by a licensed landscape architect, nursery person, or landscaper and submitted to the Planning Department for review and approval. The plan shall include the type, number, and location of the vegetative improvements as well as a specific time line for completion of the improvements. A separate irrigation plan must also be submitted showing the location of all irrigation lines, location of sprinkler heads, and approximate coverage areas. The plans must include a note stating that the property owner is responsible for maintaining all plants in a healthy growing condition for the life of the project. All requirements of Chapter 16.80 of the Zoning Code shall be satisfied. (LMC 16.80)
52. A detailed estimate from a landscape installer must be submitted to the Planning Department. The estimate should include all costs associated with installing landscaping and irrigation as called out on the approved plans, including labor. (LMC 16.80)
53. A letter of credit or assignment of savings must be provided to the Planning Department in the amount of 150 percent of the above mentioned landscape estimate. The City shall release this financial security once the landscaping for the project is installed and approved by the Planning Department and a financial security is in order to ensure that all plant materials are properly maintained. This security device shall be in the amount

of 20 percent of the value of the vegetative improvements and shall be held for a period of one year. (LMC 16.80)

54. A note shall be placed on the face of the landscaping and irrigation plans stating that any irrigation lines placed within tree protection zones established for the project must be installed in such a manner as to not cause damage to the root protection zone, such as by cutting roots, digging trenches, operation of machinery, etc. Special care must be taken (hand digging trenches, designing lines to stay out of these areas where possible, etc.) to ensure damage to the trees does not occur. In the event damage to these areas does occur, the city may require, at their discretion, replacement of the comparable landscape value of the trees damaged or other means to make up that loss. (LMC 16.80)
55. A sign permit shall be issued by the City of Lacey prior to the installation of any signs on the subject site. (LMC 16.75)
56. All applicable requirements of the City Zoning Code shall be satisfied (LMC Title 16).
57. The applicant/developer shall be responsible for obtaining all applicable permits required for the project, including National Pollutant Discharge Elimination System Permit (NPDES), ORCAA permits, and any others. These permits will require additional review time from the appropriate agencies.
58. A Homeowners' Association shall be established to insure proper maintenance of common facilities within the single-family subdivision. In order to insure proper responsibility and authority to carry out necessary maintenance activities, the Homeowners' Association shall, at a minimum, include the following provisions:
 - a. Membership in the Homeowners' Association will be mandatory for all lot owners.
 - b. The Homeowners' Association shall have the power to levy fees and dues necessary to successfully accomplish necessary activities.
 - c. The Homeowners' Association shall have the provision for the collection of attorney fees extended in collecting delinquent assessments from lot owners.
 - d. Responsibility of the Homeowners' Association in maintenance of common areas shall be specifically detailed.

Assessment of the Association dues shall initially be established by the applicant and approved by the Department of Community Development. Protective covenants and declarations establishing the Homeowners' Association shall be approved by the Department of Community Development as adequate to satisfy the intent and the function of this condition to assure proper maintenance of common facilities.

Building and Fire Code

59. An approved 20-foot wide all-weather fire apparatus access roads shall be provided to within 150-feet of all exterior portions of the buildings at ground level. The fire apparatus access roads shall be located not less than 10-feet from the building (IFC Section 503.1).
60. The inside turning radius of the fire lane shall be 28 feet (IFC Appendix D).
61. An approved fire department turn around may be required if the fire department access road has a dead end in excess of 150 feet (IFC 503.2.5).
62. Four-inch address numbers shall be provided on the building in a location facing the fire apparatus access roadway. The numbers shall contrast with the building colors (IFC Section 505.1; LMC 14.07.015).
63. Approved fire lane marking shall be provided where necessary to discourage obstructions by the parking of private vehicles. The City of Lacey Fire Code Official shall conduct a site inspection following completion of the road surfaces to determine the location of fire lane markings (IFC Section D103.6; LMC 14.07.015).
64. All applicable requirements of the 2018 edition of the International Fire Code and most recently published NFPA shall be satisfied.
65. The City of Lacey fire code official shall conduct the necessary inspections or witness required tests to ascertain compliance with applicable codes. The applicant shall contact the City of Lacey to schedule required inspections; inspections shall be requested a minimum of 24 hours in advance.
66. The project shall comply with all of the codes and ordinances adopted by the City of Lacey, including the 2018 International Building Code, 2018 International Fire Code, and the 2018 International Existing Code. .

Public Works Requirements

General Water

67. When connection to the public water system is required for development of a property where there is an existing well exempt from the provisions of the Revised Code of Washington 90.44.050, the 'exempt' well shall be properly decommissioned per the Department of Ecology (DOE) Standards prior to making connection to the public system. When connection to the public water system by a customer with a well with a water right issued by the Department of Ecology, a physical disconnect between the well and the public water system shall be made and maintained. This is to ensure that the well will not contaminate the public water supply. Provided the well is in compliance with Ecology setback standards and purpose of use restriction on the customer water

right for the well, the customer's 'permitted' well may be kept serviceable for irrigation purposes only. If the well is to remain for irrigation purposes, a Reduced Pressure Backflow Assembly (RPBA) is required and shall be installed as premise isolation at the public water supply service connection. If the existing well is not to be used for irrigation, then it shall be decommissioned per Ecology standards. No water meter will be installed until the RPBA is installed and cross connection inspection has been completed to the satisfaction of the City (DG&PWS, Water, 6.120).

68. For irrigation lines located in the right-of-way, the following shall be on the plat:
 "The property owner adjacent to the public right-of-way will be responsible for maintaining and locating all irrigation lines located in the public right-of-way" (DG&PWS, Water, Irrigation 6.210).
69. Water system improvements shall meet the requirements of the City of Lacey, the Coordinated Water System Plan (CWSP), Department of Health (DOH), City of Lacey Water System Plan, AWWA, Department of Ecology, Thurston County Environmental Health and the City of Lacey Fire Code Official's standards. Actual main size, loop closures, and possible off-site improvements, including the number and location of fire hydrants, will depend on fire flows required and available to the site (DG&PWS, Water 6.010).
70. All wells located on-site, or within 100-feet of the proposed plat, shall be shown with their protective radii on the plat maps (DG&PWS, Subdivisions and Short Plats, Chapter 2 – plat checklist).
71. Water mains shall be extended on the North or East sides of roadways or drive aisles, six feet off centerline (DG&PWS, Water 6.020).
72. To ensure adequate water is present for the project, modeling of the water system shall occur. The contact for water modeling is Brandon McAllister at (360)491-5600.
73. The water meter shall be purchased prior to the issuance of each building permit (DG&PWS, Water 6.121).
74. If utility extensions are required for the project that require roads paved in the last five years to be 'cut', a disruption fee will be charged in accordance with LMC 12.16.055.

General Sewer

75. New sewer main extensions shall be on the South or West side of each roadway or drive area six-feet off centerline. Along Abernethy Road, 6th Avenue, and 15th Avenues sewer mains shall be installed in locations as approved by the City.

76. All structures shall be connected to sanitary sewer. Public mains with associated appurtenances shall be installed to serve the project with sewer (DG&PWS, Sewer 7A.010).
77. Sewer stubs shall be provided for each parcel for connection of each building to the public main.
78. Sanitary sewer improvements associated with this project shall meet the requirements of the City of Lacey Comprehensive Sanitary Sewer Plan, Thurston County Department of Health, Washington State Department of Health, the LOTT Cleanwater Alliance and the Department of Ecology (DG&PWS, Sewer 7A.010 and Subdivisions and Short Plat 2-21).

General Stormwater

79. The project shall comply with the City of Lacey 2016 Stormwater Design Manual (LMC 14.27). Stormwater drainage and erosion control submittals shall be in conformance with the formatting and content requirements described in Chapter 3 of the 2016 Stormwater Design Manual.
80. A final stormwater site plan, including a drainage report and drainage plans in conformance with current Stormwater Design Manual standards shall be submitted prior to final Public Works civil approval. Key elements to be part of the report include: the project engineers certification; descriptions of how each of the Core requirements are being addressed; construction SWPPP; basin map and plan drawings; hydrologic modeling inputs and results (including WWHM 2012 Data files produced with the model); summary data of sub-basin areas, design calculations, and facility sizing; soils report and infiltration analysis; soil management plan; maintenance agreement/covenant; and a stormwater facilities maintenance manual (SDM 2.2.1).
81. The project shall retain, disperse, and infiltrate stormwater on-site to the maximum extent feasible. Design of infiltration facilities requires site infiltration analysis, to determine wet-season soil and groundwater conditions and to establish a long-term design infiltration rate (SDM 2.2.5 & 7.2).
82. In order to provide for long-term maintenance access to the stormwater facility, the maximum depth of an infiltration facility is 20-feet below the surrounding finished (developed) ground elevation (SDM).
83. The following note shall be on the face of the civil engineering drawings:
 'Roof downspout infiltration systems shall be placed on each lot being developed and shall be sized to accommodate storm runoff per the City of Lacey 2016 Stormwater Design Manual.'

84. If site conditions cannot support downspout infiltration or dispersion systems, a note shall be included on the civil drawings indicating that roof and foundation drains shall be tied into the stormwater system with perforated stub out connections (SDM 2.2.5 and 7.4.10).
85. A Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to and approved by the City prior to beginning site work or construction of the project. A complete SWPPP consists of both a narrative report and a temporary erosion and sediment control plan drawing. Each of the 13 SWPPP Elements as identified in Chapter 5 of the City of Lacey 2016 Stormwater Design Manual shall be addressed and included in the construction SWPPP. If site conditions render any SWPPP elements unnecessary, exemptions for each element shall be clearly justified in the narrative report.
86. A Stormwater Facility Maintenance Plan, per chapter 3 of the 2016 Stormwater Design Manual shall be submitted to and approved by the City of Lacey. The maintenance manual shall be included in the drainage report as part of the Stormwater Site Plan. The maintenance manual shall also be prepared as a stand-alone document for the post development facility owner(s). The maintenance plan shall be submitted to and approved by the City prior to civil drawing approval.
87. Clearing, grading, and other soil disturbing activities shall be prohibited between October 1 and April 30th, unless shown to the City of Lacey that sediment-laden runoff will be prevented from leaving the site (SDM 5.2.3).
88. Post utility/roadway construction site stabilization improvements as shown on the erosion control plans on the approved civil drawings shall be completed prior to issuance of building permits for construction of buildings associated with the site. Elements of the plans shall include, but are not limited to, placing straw, provide concrete wash areas, and other best management practices to assure erosion of the site does not occur.
89. Residential subdivisions shall provide signage to enhance protection of the storm drainage system. Signage for stormwater facilities and pet waste stations is a condition of approval and shall be installed by the developer prior to final Public Works approval. Details of signage are available at the City of Lacey.

General Transportation

90. All residential projects which abut a boulevard, an arterial, or any class collector street are required to establish a 20-foot buffer from such street. The buffer shall be a separate tract of land, 20-feet in width, within the subdivision and is to be maintained by the homeowners association (DG&PWS, Transportation 4B.065).
91. Street lighting levels shall satisfy City of Lacey requirements for roadways and intersections. If street lighting does not meet current City of Lacey standards, additional

lighting shall be required for all streets adjacent to the project to assure it is in conformance with spacing standards. All street light designs shall be prepared by an engineering firm capable of performing such work. (DG&PWS, Transportation, Illumination 4E.010).

92. Fiber optic conduit shall conform to the standards and requirements as set forth in Chapter 4 (Transportation) from the Development Guidelines and Public Works Standards (DG&PWS Transportation 4E.035).
93. Minimum intersection curb radii and centerline radius requirements must be satisfied. All radii shall be labeled on the final plat (DG&PWS 4B.020).
94. Street trees per requirements of the Development Guidelines and Public Works Standards shall be planted in planter strips and medians (DG&PWS, Transportation 4G.100).
95. Electrical services associated with street lighting, pump stations, or other applications, (for the public benefit as agreed to by the City) shall be transferred into the City's name. In order to change service the applicant/owner shall provide a copy of the billing statement to the City. If service has not been established, the applicant shall provide the following information to the City: project name; service meter's number, address of the service meter; owner's contact number and address; and the type of items being energized by the service. All fees associated with the installation of the service shall be the responsibility of the developer. Without the information outlined herein, or a copy of a previous billing statement, the service will remain in the applicant's/owners name and they will be responsible for payment of bills until such time as the information is received by the City.
96. Access shall be provided to the property owner as determined and approved by the City. All access points shall meet minimum access spacing, minimum corner clearance, sight distance and minimum or maximum width requirements (DG&PWS, Transportation 4B.025).
97. All existing and proposed driveways associated with the plat shall be shown on the civil plans (DG&PWS Subdivisions and Short Plats 2-2.1)
98. Roadway sections cannot be constructed in saturated ground areas. If separation from the water table cannot be obtained, the site must be filled to accommodate the roadways.
99. The following notes shall be included on the plat:
 - 'The City of Lacey has no responsibility to build, improve, maintain (including stormwater improvements), or otherwise service the private

roads and/or alleys within or providing access to the property described in this plat' (LMC 15.32.190).

- 'The homeowners association shall be responsible for maintaining the private streets (along with associated parking areas) and planter strips (weeding, mowing, pruning of the street trees, etc.) in a healthy and growing manner in perpetuity. (DG&PWS, Transportation 4G.100D)

Surveying

100. Utility easements are required for all water and sewer mains located on private property. Easements shall be included for fire hydrants, water meters, sewer improvements, and future extensions of mains to adjacent properties. Easements and stub outs shall be provided to serve adjoining properties as determined by the City. All easements shall be identified as 'utility' easements on the civil drawings and in the easement documents. Specific requirements will be determined at the time of plan review. All easements shall be prepared by a licensed land surveyor and submitted prior to release of approved civil drawings (DG&PWS Chapter 3.110).
101. The City of Lacey Coordinate System is a ground scale coordinate system derived from the Washington Coordinate System, NAD 83/91. Units are expressed in feet. Data can be obtained from Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Coordinate System (DG&PWS 3.025).
102. City of Lacey vertical datum has elevations referenced to the National Geodetic Vertical Datum of 1929 (NGVD29). Units are expressed in feet. A benchmark listing can be obtained from the Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Vertical Datum (DG&PWS 3.025).
103. Right-of-way shall be dedicated for a subdivision. The requirement to dedicate right-of-way shall be determined by the City or regional transportation plans, by a Traffic Impact Analysis, or as determined by Public Works. Dedications shall be prepared by a professional land surveyor and shall be submitted to and approved by the City prior to plan approval (DG&PWS, Transportation 4B.060).
104. A 10-foot joint utility easement, immediately adjacent to the public right-of-way (all roadways – both sides of each roadway) shall be dedicated to accommodate the installation of private and public utilities (2017 Development Guidelines and Public Works Standards, Roadway Details).

General Public Works requirements

105. All improvements shall satisfy City of Lacey Development Guidelines and Public Works Standards in effect at the time of complete application, as determined by the Department of Community and Economic Development.

106. All Public Works improvements shall be designed by an engineer licensed in the State of Washington and shall be submitted to the City of Lacey Public Works Department for review and approval (DG&PWS 3.040).
107. Land use approval shall be obtained prior to submitting Public Works civil drawings.
108. All structures associated with the site shall be connected to City of Lacey utilities (DG&PWS 6.010 & 7A.010).
109. Prior to civil drawing approval, one paper set of drawings, with a PDF copy of the drawing report and civil drawings shall be submitted for all approved final plans (DG&PWS Chapter 3.040B).
110. Prior to final Public Works Construction approval, "as-built" bonded paper drawings, with the revised civil drawings in AutoCAD and PDF formats, shall be submitted for all approved final plans (DG&PWS, Chapter 3.040J).
111. Certificate of Occupancy for the buildings will not be issued until all improvements shown on the civil plans are installed by the applicant and approved by the City (DG&PWS 4B.080).
112. A 20 percent maintenance bond or financial guarantee of the engineer's estimate, or approved bid estimate, is required for a period of 24 months upon construction completion and approval of Public Works improvements. The financial guarantee may be released after 18 months if all conditions of approval have been satisfied. The financial guarantee applies to sewer, stormwater, water, frontage, landscaping and irrigation in public right-of-ways, roadway and street lighting improvements (LMC 14.20.025)
113. With the civil review application and completed, signed and stamped checklist from Chapter 3 of the Development Guidelines and Public Works Standards, please submit three sets of civil drawings, two drainage reports and one electronic copy of the civil drawings (pdf format) directly to the Public Works Department. Drawings submitted to other departments as a part of their approval process will not satisfy this requirement (DG&PWS 3.030B).
114. The following language shall be state on the final plat:
The property owner(s) adjacent to the public right-of-way shall be responsible for maintaining the planter strip and street trees (weeding, pruning, irrigating, mowing, etc.) in the right-of-way in a healthy and growing manner in perpetuity. If the planter strip and or trees are being maintained by another group or organization, then a maintenance agreement (or adequate documentation) that verifies the planter strip and/or trees are being (and will continue to be)

maintained shall be submitted to the City for review and approval (DG&PWS, Transportation 4G.100D)

115. The following language shall be on the face of any easement documents submitted for the project:

To protect the public interest on private property, utility mains located on private property shall be protected from damage. If on-site settling or other phenomenon occurs causing valve boxes, sewer manholes, or other appurtenances to protrude above or settle below the driving surfaces or ground elevations, the owner will be notified and the problem shall be fixed within 30 days of notification. If the problem is not fixed within the 30 day time period, the City will fix the problem and bill the property owner.

116. A bill of sale for water, sewer, and street lighting improvements installed for the project shall be submitted to the Public Works Department prior to final Public Works approval of the project.



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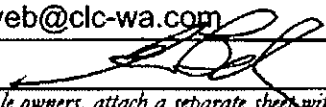
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
420 College Street SE, Lacey, WA 98503 (360) 491-5642

OFFICIAL USE ONLY
Date: _____
Case #: _____
Received By: _____
Planner: _____
Related Cases: _____

GENERAL LAND USE APPLICATION

NOV 03 2020

20.307

Please Identify Supplemental Forms Accompanying This Application:	
☐ Binding Site Plan (Preliminary) ☐ Binding Site Plan (Final) ☐ Boundary Line Adjustment ☐ Conditional Use Permit ☐ Environmental Checklist (SEPA) (must include 2 CD's containing .pdf copies of all submittal materials, including applications) ☐ Joint Aquatic Resources Permit Application (JARPA) ☐ Landclearing Permit/Class IV Forest Practices ☐ Limited Administrative Review (separate application form is <u>not</u> required)	☐ Planned Residential Development (Preliminary) ☐ Planned Residential Development (Final) ☐ Short Subdivision (Preliminary) ☐ Short Subdivision (Final) ☐ Site Plan Review ☐ Street Merchant Supplemental ☒ Subdivision (Preliminary) ☐ Subdivision (Final) ☐ Townhouse Development Permit ☐ Wetland Development Permit ☐ Woodland District Supplemental
Applicant/Property Owner Information Owner: <u>City Life I c/o Steve Bradley</u> Mailing Address: <u>4205 Lacey Blvd SE Olympia, WA 98503</u> Phone Number(s): <u>(360) 491-6611</u> E-mail Address: <u>steveb@clc-wa.com</u> Signature:  <i> For projects with multiple owners, attach a separate sheet with above owner information and signatures.</i>	
Applicant: <u>SSHJ, LLC dba DR Horton</u> Mailing Address: <u>11241 Slater Ave NE Suite 200, Kirkland, WA 98033</u> Phone Number(s): <u>425.821.3400</u> E-mail Address: <u>ebang@drhorton.com</u>	
*Authorized Representative: Tyrell Bradley Mailing Address: <u>1201 3rd Ave #550 Seattle, WA 98101</u> Phone Number(s): <u>360.352.1465, ext. 136</u> E-mail Address: <u>tyrell.bradley@scjalliance.com</u> <i>*The authorized representative will be the primary staff contact for all project related questions and correspondence.</i>	



Project InformationProject Name: Bradley Park

Project Description: Proposed development of 80 single family homes. The site consists of 15.66 acres including an approximate 5.16-acre Future Tract for Development. The site will be constructed according to City of Lacey Municipal Code Standards.

Property DescriptionSite Address: 6th Ave NE & Sleater Kinney Rd NE, Lacey, WA 98516Full Legal Description of Subject Property (attached ☒):Section: 8 Township: 18 N Range: 1 WestAssessor Tax Parcel Number(s): 11808430201Zoning District: Mixed Use Moderate Density Corridor (MMDC)

Shoreline Designation (if applicable): _____

Area of Project Site (in square feet if less than 1 acre; in acres if greater): 15.66 Acres

Critical Areas on or near Site (show areas on site plan):

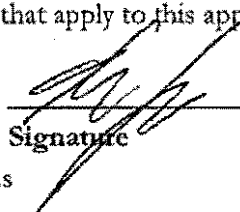
- | | |
|--|---|
| ☒ None | ☐ Wetland |
| ☐ Creek or stream (name): _____ | ☐ Steep slopes/draw/gully/ravine |
| ☐ Lake or pond (name): _____ | ☐ Historic site or structure |
| ☐ Endangered or threatened species (identify): _____ | ☐ Flood hazard area, provide FEMA flood zone and map number: _____ |
| ☐ Encumbrances, such as wells with radius, and easements: _____ | |

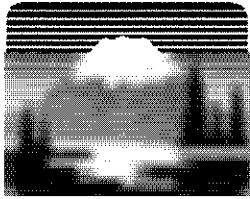
Utilities (Existing and Proposed)Water: Existing None Proposed New Water MainSewer: Existing None Proposed New Sewer MainAccess (name of street(s) from which access will be gained): Water: 15th Ave NE, Sewer: Abernethy

I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Lacey and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Kevin Capuzzi, Seattle Division President**Print Name**

Please attach all applicable supplemental forms


Signature10-30-2020
Date



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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
420 College Street S.E. Lacey, WA 98503 (360) 491-5642

OFFICIAL USE ONLY

Date: _____

Case #: _____

Received By: _____

Planner: _____

Related Cases: _____

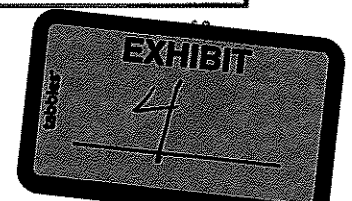
NOV 03 2020

20.307

PRELIMINARY SUBDIVISION SUPPLEMENTAL

(This form is to be accompanied by the General Land Use Application)

Name of Subdivision: <u>Bradley Park</u>	
Applicant or Authorized Representative: <u>Erin Bang - c/o SSHI LLC, dba DR Horton</u>	
Existing Zoning: <u>Mixed Use Moderate Density Corridor (MMDC)</u> Proposed Density: <u>8-12 Units Per Acre</u> Total Site Acreage: <u>15.66</u> Number of Proposed Lots: Single-Family: <u>80</u> Multi-Family: _____ Duplex: _____	Average Lot Size: <u>3,708.25 Sq. Ft.</u> Smallest Lot Size: <u>3,000 Sq. Ft.</u> Largest Lot Size: <u>5,028.75 Sq. Ft.</u> Acreage in Parks/Common Open Space: <u>0.22 ac,</u> <u>0.41 ac, 0.28 ac, 0.63 ac (1.54 ac Total)</u> Area of Tree Tract: <u>.63 acre</u> Critical Area Tracts: <u>N/A</u>
To Apply for a Preliminary Subdivision, the Following shall be Submitted: ☐ 25 copies of the General Land Use application ☐ 25 copies of the Preliminary Subdivision Supplemental Application ☐ 25 copies of the Preliminary Subdivision maps ☐ One 11" x 17" copy of the Preliminary Subdivision maps ☐ Environmental Checklist, with original signature and 25 copies (must include 2 CD's containing .pdf copies of all submittal materials, including applications) ☐ Plat certificate dated within 30 days of submittal ☐ Two (2) copies of all proposed lot owners association agreements and protective covenants ☐ Any additional information requested at the presubmission conference ☐ All application fees	
The preliminary subdivision shall show specifically and clearly, all of the following features on one or more maps: 1. General Information: ☐ Proposed name of the subdivision (a name reservation request must be made by the applicant to the County Auditor's Office; proof of the name reservation shall be submitted with the final subdivision application) ☐ Plat scale, datum, north arrow and date ☐ The boundary lines of the tract to be divided	



2. Scale and Size:

- ☐ The preliminary plat shall be at a scale of not more than fifty (50) feet to the inch nor less than 200 feet to the inch

3. Existing Conditions:

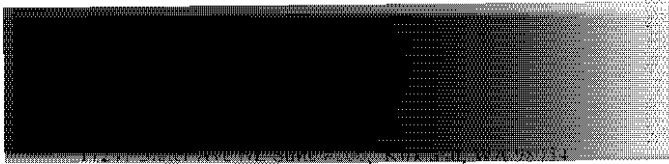
- ☐ Vicinity sketch showing boundary lines of adjacent parcels, and the relationship of the proposed division to major highways, schools, parks, shopping center.
- ☐ If the application constitutes a re-plat, the lots, blocks and streets of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement of the plat; the new plat being so clearly shown in solid lines so as to avoid ambiguity.
- ☐ The location and direction of all watercourses, lakes, streams and the location of all areas subject to flooding.
- ☐ Natural features such as rock outcroppings, marshes, wooded areas.
- ☐ Existing uses on the property, including the location of all existing structures to remain on the property after platting.
- ☐ The location and size of all pertinent existing sewers, water mains, culverts and other public or private underground installations within the division and immediately adjacent to, and elevations of sewers at points of probable connections.
- ☐ The location, widths and names of both unopened and open streets, easements and other ways within or adjacent to the proposed binding site plan. The location of other important features such as the general outline of permanent buildings, water sources, power lines, telephone lines, railroads, city boundaries, section lines and section corners.
- ☐ Contours of sufficient intervals to indicate the topography of the entire tract for a sufficient distance beyond the boundaries of the proposed binding site plan as follows:
- a. Up to 5% slope, two-foot (2 foot) contours;
 - b. Five percent (5%) and over slopes, 5-foot contours.
- ☐ The existing monuments or other such identifying markers as required.

4. Proposed Plan of Partitioning

- ☐ Location, width, name and approximate grade and radii of curves of streets
- ☐ Approximate centerline grades, elevations, cuts and fills, including individual lot driveways, with extensions of these items for a reasonable distance beyond the limits of the proposed subdivision showing the finished grade of streets and the nature and extent of street construction.
- ☐ A proposal for domestic water supply; stating the source and a preliminary distribution system layout
- ☐ Proposals for sewage disposal; storm water drainage, and flood control
- ☐ If lot areas are to be substantially graded, a plan showing the nature of the cuts and fills and information on the character of the soil
- ☐ Proposals for other improvements such as electric utilities and boat docks, pathways and recreation facilities
- ☐ The layout of proposed street rights-of-way, alleys, easements, lots and blocks, and the approximate dimensions of each
- ☐ All parcels of land intended to be dedicated or temporarily reserved for public use, or to be reserved in the deeds for common use of the property owners in the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated
- ☐ Trees and natural features which are to be preserved in the subdivision
- ☐ A vicinity map accurate enough for the planning staff to locate the proposed subdivision without referring to the legal description, along with common language description.

5. Adjacent Property Owners Mailing List

- ☐ A mailing list, on labels, which includes the mailing addresses of the adjacent property owners within 300 feet of the exterior boundary of the property involved. The mailing list shall be obtained from a title company. Include mailing labels for the owners, applicant, engineer, and representative.



Bradley Park
Planned Unit Lot Subdivision
Project Narrative

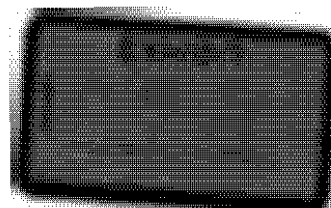
November 3, 2020

Project Overview

Bradley Park is a new residential community proposed in the city of Lacey, Washington. It will create 80 detached single-family residential lots through the Planned Unit Lot Subdivision application process. The project is approximately 15.66 acre in size (County Tax Parcel No. 11808430201). The northern approximate 10.5 acres will be the Bradley Park Plat with the balance of the approximate 5.16 acres being a Tract for Future Development (Tract E). The subject property and project site access from the south side of 15th Ave NE and the north side of 6th Ave NE, east of Sleater-Kenny Road.

The development of Tract E is proposed to be processed through a separate application (Conditional Use Permit) with the city for a future church site (Tract E). Much of the Bradley Park Plat development will be shared with this future church site. It is anticipated that the Tree/Open Space Tract (Tract D) at the south end of the Plat will be shared by both the Plat and the future church site. In addition, Tract I will be included in the Tree Tract calculations, however, it will contain amenities such as a pathways and benches. Open space and Tree Tract calculations have been provided on the Preliminary Plat Map to assist in showing compliance with the city's requirements. Road A is proposed to be a Major Local Residential road constructed and will run north/south through the Tract E allowing access through the plat from 6th Ave NE to 15th Ave NE. Road A, along with Road B, is proposed to be dedicated to the City of Lacey. There are 2 alley tracts, Tracts H and J and 2 Private Access Tracts, Tracts B and C, these are proposed to be private. All storm drainage from the Plat (including the roads) will be handled by the storm facility located within Storm Tract C. Storm Tract F is being provided in advance for the future church site, Tract E.

It is proposed that during preliminary plat review we will work alongside the Forester and landscape architect to save any viable trees as possible in our specified Tree Tracts on site. We are planning to have the tree tract locations staked so the forester and landscape architect can more accurately assess each location. Landscape plans have been prepared to indicate how the tree canopy requirements will be met, along with the passive and active open space requirements.



[Return to Agenda](#)

SEC. 30, T17N., R1W., W.M.

PROJECT INFORMATION:

OWNER/APPLICANT:
CLONINGER

THW:
11808430201

SITE ADDRESS:
TBD

PARCEL SIZE:
662,290 SF (15.66 ACRES)

STORMWATER TRACT:
21,292 SF (0.49 ACRES)

DRAINAGE:
(FOR APPLICATION PURPOSES ONLY)
+/-15,900 CY CUT
+/-17,050 CY FILL

IMPERVIOUS SURFACES AREA COVERAGE:
+/-1.91 ACRES AC ROADWAY
+/-1.40 ACRES CONC. SIDEWALK/DRIVEWAY

ROADWAY AREA/LENGTH:
+/-1.91 ACRES / 2,420 LF

SOILS:
ALDERWOOD GRAVELLY SANDY LOAM

SANITARY SEWER/WATER:
CITY OF LACEY

POWER/GAS:
PUGET SOUND ENERGY

TELEPHONE/FIBER:
CENTURY LINK

CABLE/TV:
COMCAST

FIRE DISTRICT:
LACEY

SCHOOL DISTRICT:
NORTH THURSTON

FEMA FIRM DESCRIPTION:
ZONE X (PANEL #53067C0187E)

VEHICULAR TRIPS:
SEE TRIP GENERATION SUMMARY TABLE 1
PER TRAFFIC SCOPING MEMO

EXISTING WELLS:
NO WELLS LOCATED ON THE SITE

ZONING DESIGNATION:
MIXED USE MODERATE DENSITY

SUBDIVISION APPLICATION:
PRELIMINARY PLAT

MAXIMUM ALLOWABLE (GROSS) DENSITY:
6-16 UNITS PER ACRE

MAXIMUM DWELLING UNITS ALLOWED:
165 DU

PROPOSED NO. DWELLING UNITS:
82 DU

PROPOSED RESIDENTIAL DENSITY:
5.24 DU/ACRE

MINIMUM LOT SIZE:
3,000 SF (0.068 ACRES)

PROPOSED AVERAGE (INDIVIDUAL) LOT SIZE:
3,638 SF (0.083 ACRES)

PROPOSED MINIMUM (INDIVIDUAL) LOT SIZE:
3,000 SF (0.068 ACRES)

MINIMUM LOT WIDTH:
30 FT.

PROPOSED MINIMUM (INDIVIDUAL) LOT WIDTH:
30 FT.

FRONT YARD SETBACK, FROM STREET:
20 FT.

REAR YARD SETBACK:
15 FT.

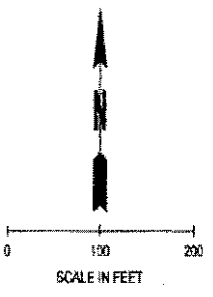
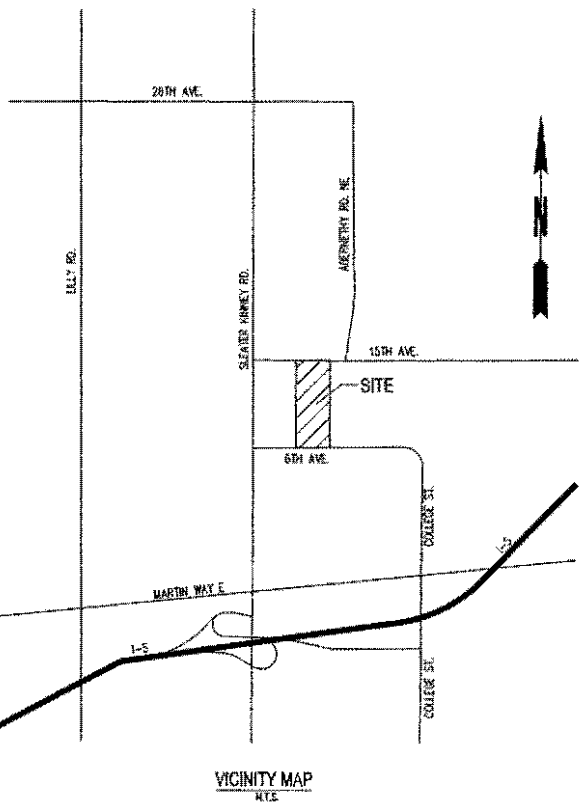
SIDE YARD SETBACK, FROM STREET:
10 FT.

SIDE YARD SETBACK, FROM ADJACENT PROPERTY:
5 FT.

GARAGE SETBACK, FROM BACK OF SIDEWALK:
20 FT.

MAXIMUM BUILDING HEIGHT:
40 FT.

MAXIMUM LOT COVERAGE:
75%



SHEET INDEX		
SHEET NO.	SHEET TITLE	SHEET DESCRIPTION
1	PP-01	OVERALL PRELIMINARY PLAT MAP
2	PP-02	PRELIMINARY PLAT MAP
3	PP-03	PRELIMINARY PLAT MAP
4	PP-04	PRELIMINARY GRADING PLAN
5	PP-05	PREL. DRAINAGE AND EROSION CONTROL PLAN
6	PP-06	PRELIM. DRAINAGE AND EROSION CONTROL PLAN
7	PP-07	PRELIMINARY PLAT WATER AND SEWER PLAN
8	PP-08	PRELIMINARY PLAT WATER AND SEWER PLAN
9	PP-09	ROADWAY SECTIONS

NOTE:
SEE SHEETS PP-02 AND PP-03
FOR PLAT DIMENSIONS

OPEN SPACE CALCULATIONS:

REQUIRED MIN. USABLE OPEN SPACE (LMC 16.15.050 (D):
10% SITE - 1.57 ACRES

TOTAL OPEN SPACE PROVIDED:
1.57 ACRES

TREE TRACT REQUIRED (LMC 14.32.064 (A):
5% SITE - 0.78 ACRES

TREE TRACT PROVIDED (INCLUDED IN OPEN SPACE):
5% SITE - 0.78 ACRES

TRACT A - 0.21 ACRES (TREE TRACT/OPEN SPACE)

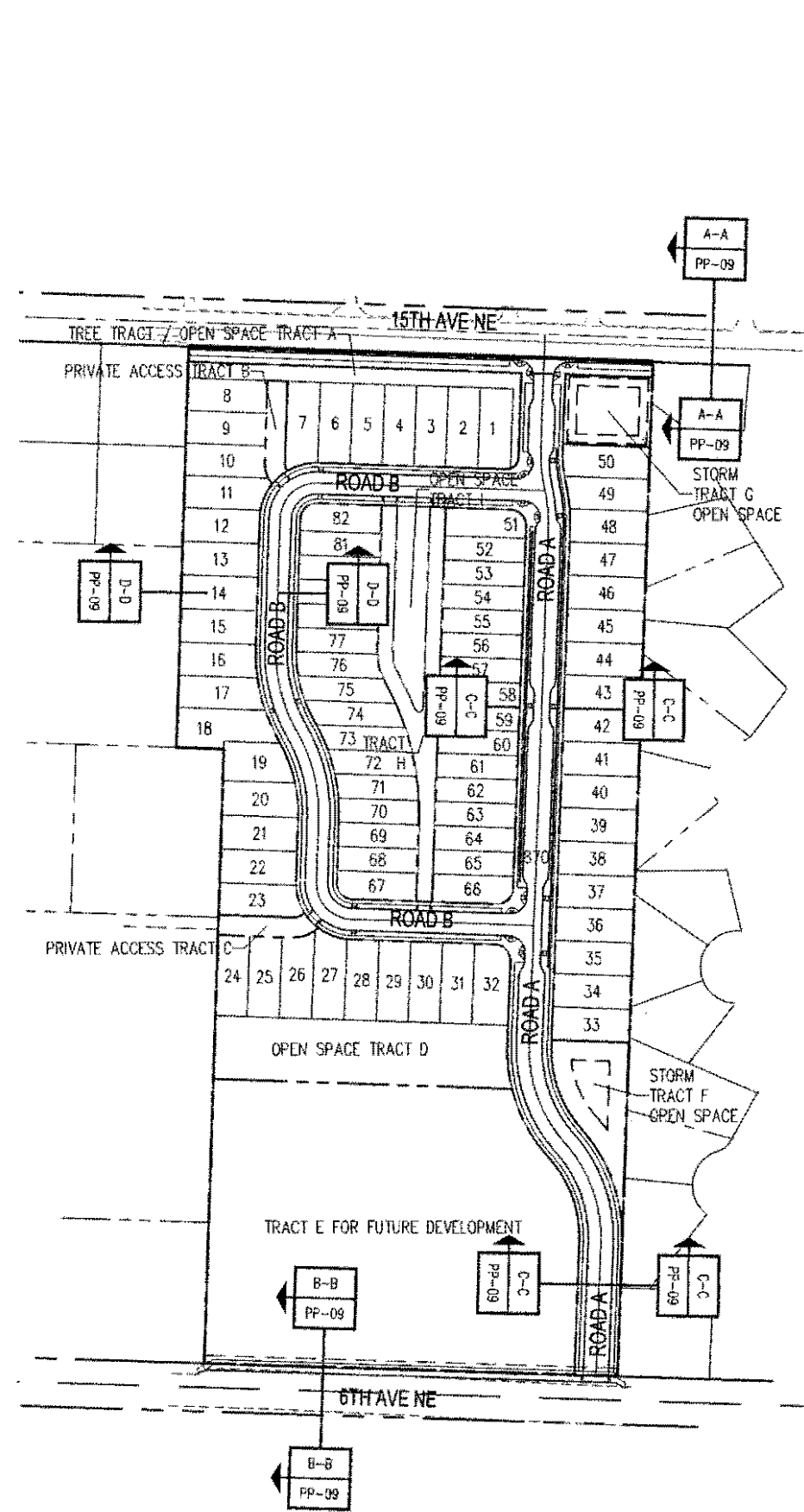
TRACT D - 0.56 ACRES (0.40 ACRES TREE TRACT/0.26 ACRES OPEN SPACE)
0.43 ACRES OF TRACT D WILL BE USED AS A PRIORITY SPECIES HABITAT FOR PILEATED WOODPECKER

TRACT F - 0.27 ACRES (OPEN SPACE/STORM POND)

TRACT G - 0.22 ACRES (OPEN SPACE/STORM POND)

TRACT I - 0.21 ACRES (0.17 AC TREE TRACT/0.04 AC OPEN SPACE)

TOTAL: 1.57 ACRES (10% OF TOTAL SITE)



DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - MVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7435, SOUTH QUARTER CORNER, 2'
BRASS CAP IN CONCRETE ELEVATION= 204.52

SURVEY
TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION WAS PROVIDED BY WINDCOAST, LLC.
PROFESSIONAL LAND SURVEYORS. THIS SURVEY INFORMATION WAS NOT FIELD VERIFIED BY SCJ
ALLIANCE.

BY

DATE

REVISIONS

SCJ ALLIANCE

CONSULTING SERVICES

8730 TALLON LANE NE, SUITE 200, LACEY, WA 98615

P: 360.352.1465 F: 360.352.1509

SCJALLIANCE.COM

OVERALL PRELIMINARY PLAT MAP

BRADLEY PARK PRELIMINARY PLAT

LACEY, WA

SEAL

DESIGNER:
R. WEEDEEN

DRAWN BY:
R. WEEDEEN

APPROVED BY:
T. BRADLEY

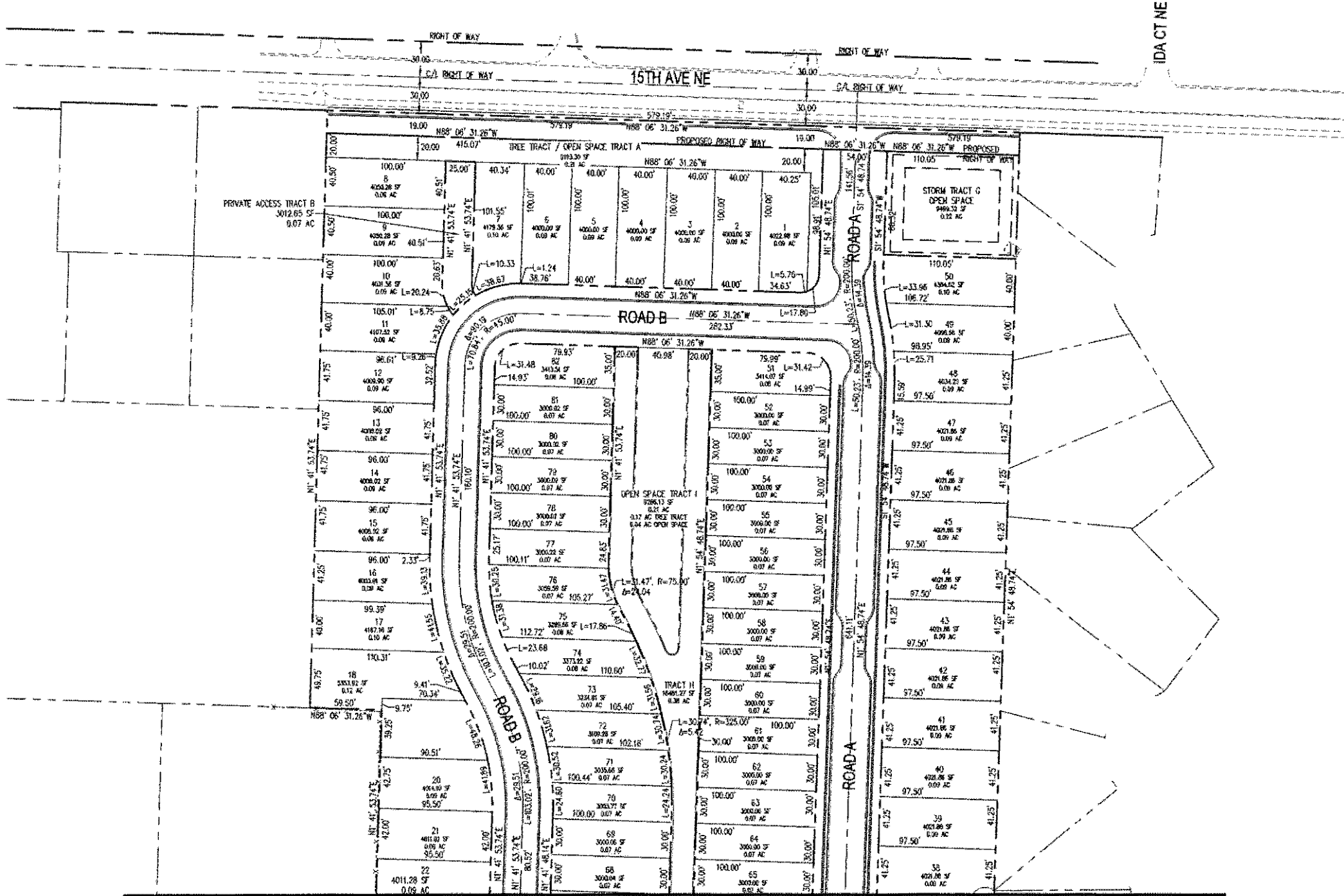
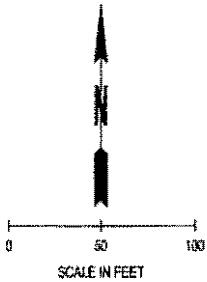
DATE:
MARCH, 2021

JOB NO.:

EXHIBIT

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SEC. 30, T17N., R1W., W.M.



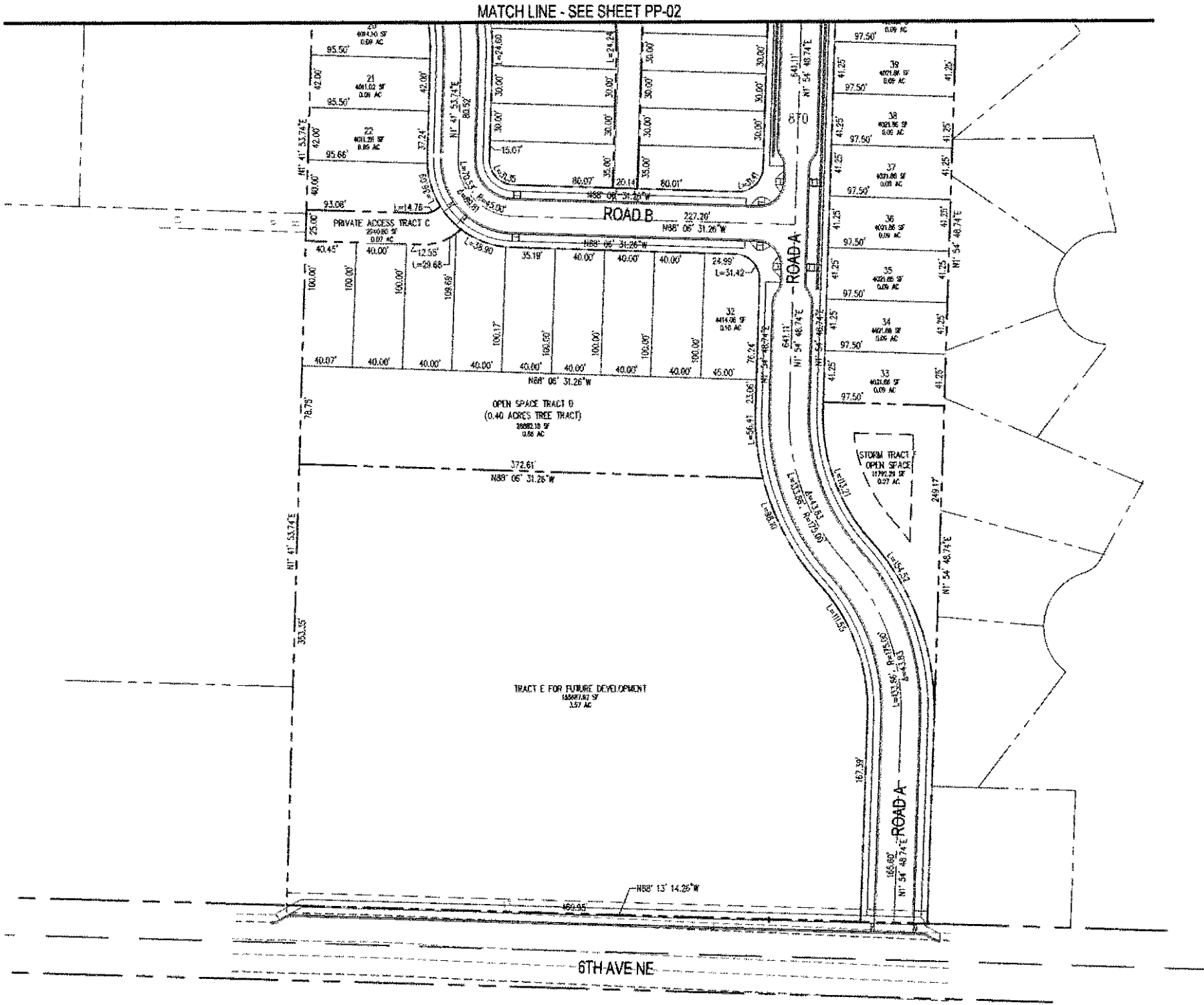
MATCH LINE - SEE SHEET PP-03

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NGVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7488, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

Map 18, 2021, 3:05:38pm - User: ltracy.king
PROJECT: 2407.01 BRADLEY PARK PRELIMINARY PLAT, 15TH AVE PLAYPHASE 02 - CONSTRUCTION DOCUMENTS (LACEY, WA) BY: PP-02.DWG

BY	
DATE	
REVISIONS	
 SCJ ALLIANCE CONSULTING SERVICES 8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516 P: 360.352.1465 F: 360.352.1509 SCJALLIANCE.COM	
PRELIMINARY PLAT MAP	
BRADLEY PARK PRELIMINARY PLAT LACEY, WA	
 DESIGNER: R. WEEDEN DRAWN BY: R. WEEDEN APPROVED BY: T. BRADLEY DATE: MARCH, 2021 JOB NO: 2407.01 DRAWING FILE NO: 2407.01 PP-02 DRAWING NO: PP-02 SHEET NO: 2 of 9	

SEC. 30, T17N., R1W., W.M.



DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NAD83 BASED ON TIES TO THURSTON COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2" BRASS CAP IN CONCRETE, ELEVATION= 204.52

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CONSULTING SERVICES
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P: 360.352.1505 F: 360.352.1509
SCJALLIANCE.COM

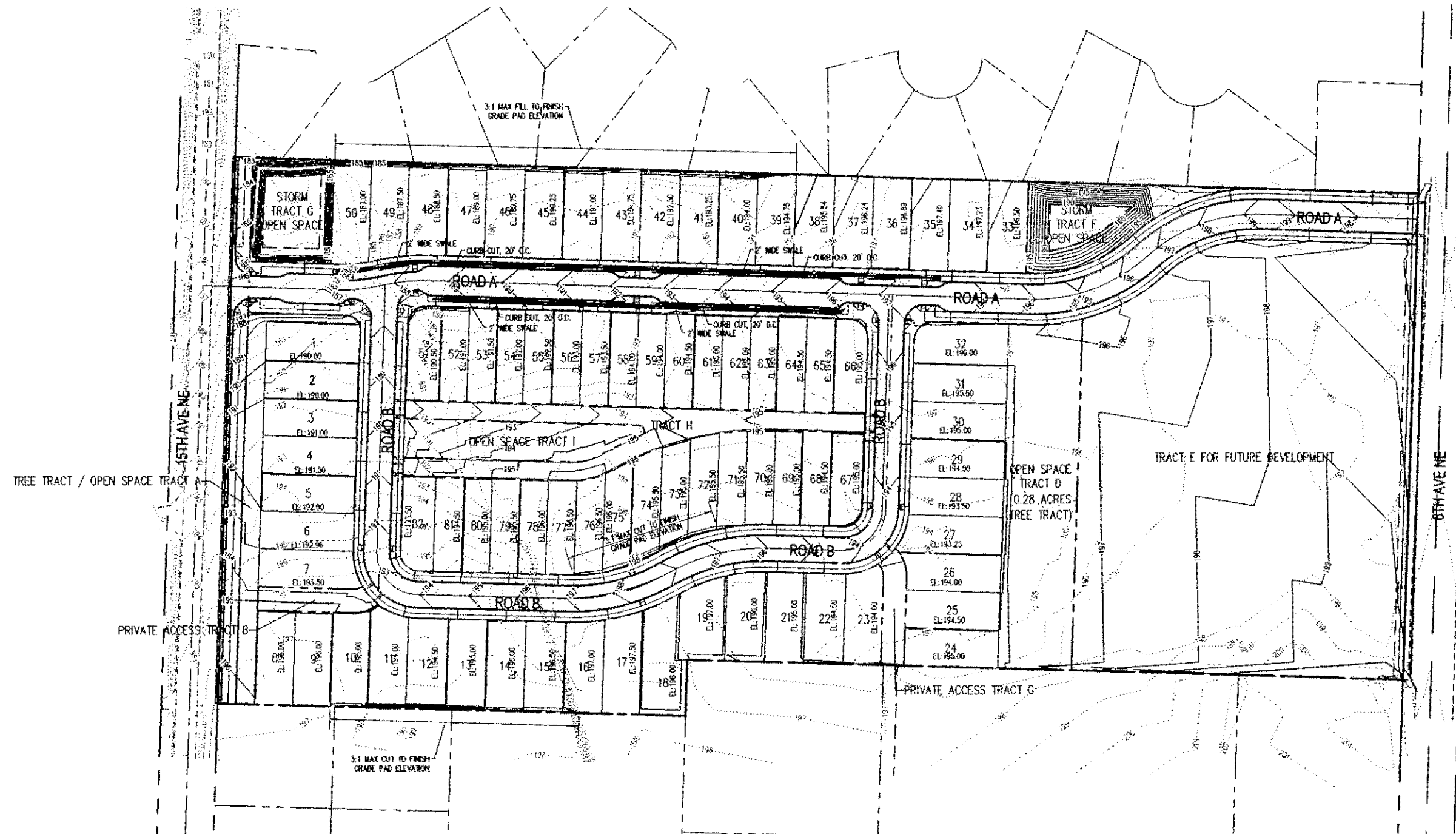
PRELIMINARY PLAT MAP
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA

SHEET TITLE:
PROJECT NAME:



DESIGNER:
R. WEEDEN
DRAWN BY:
R. WEEDEN
APPROVED BY:
T. BRADLEY
DATE:
MARCH, 2021
JOB NO:
3407.01
DRAWING FILE NO:
3407.01 PP-03
DRAWING NO:
PP-03
SHEET NO:
3 of 9

SEC. 30, T17N., R1W., W.M.

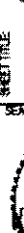


GRADING NOTES:

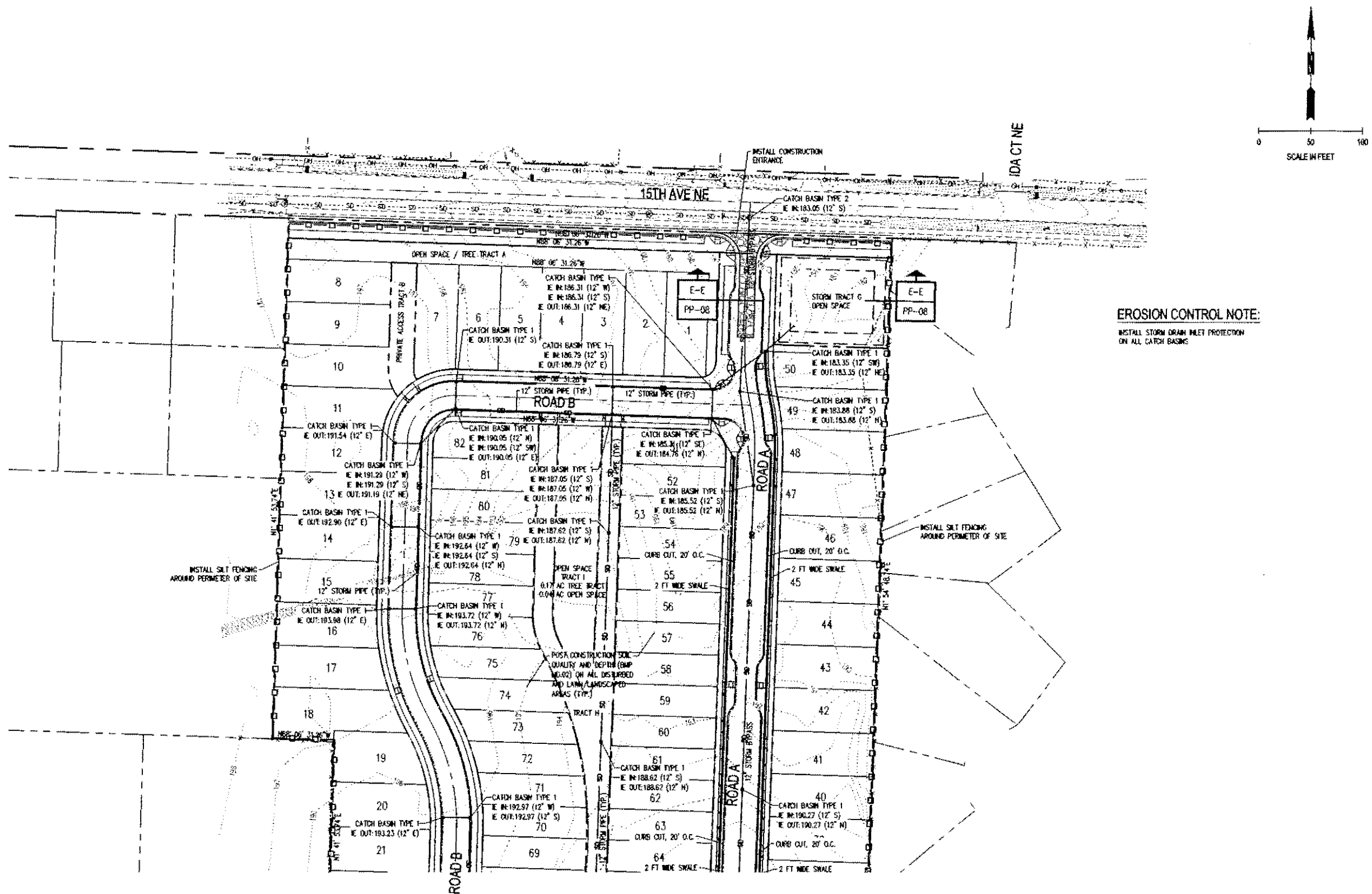
1. LOTS 72-77 WILL PROVIDE +/- 3 FT. ELEVATION DIFFERENCE BETWEEN BACK OF WALK AND FINISH PAD ELEVATION ALONG ROAD B. STAIRS TO BE INSTALLED OFF THE BACK OF SIDEWALK TO CATCH INTO PAD FINISH GRADE. PAD GRADE WILL BE FLUSH WITH FINISH GRADE ALONG THE ALLEY.
2. ALL LOTS AROUND THE PERIMETER THAT REQUIRE A CUT OR FILL TO THE INTO EXISTING GRADE SHALL BE GRADED AT 3:1 MAX. TO FINISH GRADE PAD ELEVATION. SEE PLAN VIEW FOR LOCATIONS.

DATUM

HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NGVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7450, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

 SCJ ALLIANCE CONSULTING SERVICES 4750 TALLON LANE NE SUITE 200 LACEY, WA 98516 P: 360.352.1465 F: 360.352.1505 SCJALLIANCE.COM		PERSONS	DATE	BY
SHEET TITLE PRELIMINARY GRADING PLAN PROPERTY NAME BRADLEY PARK PRELIMINARY PLAT LACEY, WA				
 DESIGNER: R. WEEDEN DRAWN BY: R. WEEDEN APPROVED BY: T. BRADLEY DATE: MARCH, 2021 JOB NO.: 3407.01 DRAWING FILE NO.: 3407.01 PRELIMINARY GRADING PLAN DRAWING NO.: PP-04 SHEET NO.: 4 OF 9				

SEC. 30, T17N., R1W., W.M.



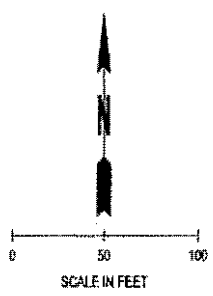
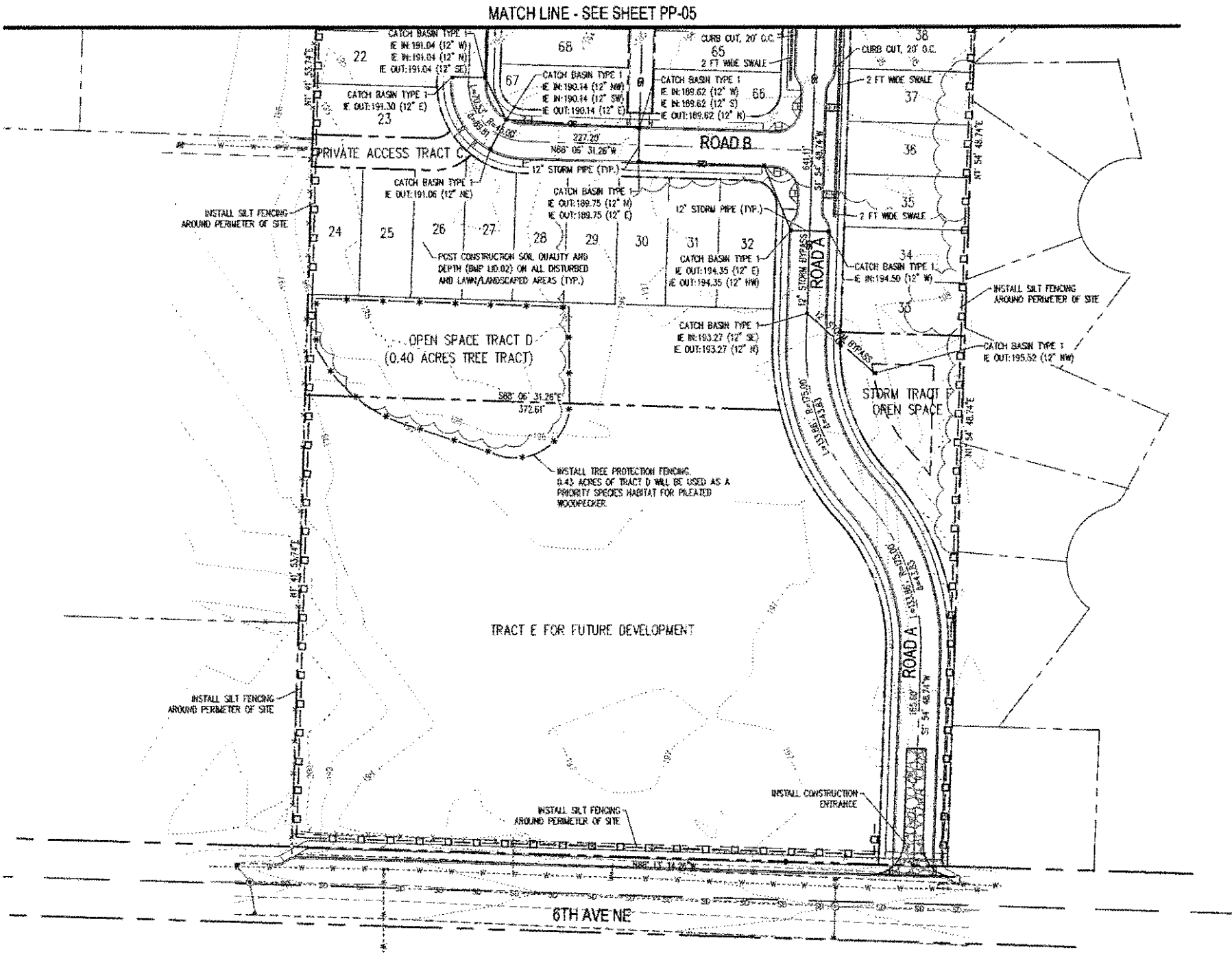
EROSION CONTROL NOTE:
INSTALL STORM DRAIN INLET PROTECTION
ON ALL CATCH BASINS

MATCH LINE - SEE SHEET PP-06

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - HMD 79 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7496, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE, ELEVATION= 204.52

BY	
DATE	
REVISIONS	
 SCJ ALLIANCE CONSULTING SERVICES 8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516 P: 360.352.1485 F: 360.352.1509 SCJALLIANCE.COM	
PREL. DRAINAGE AND EROSION CONTROL PLAN	
BRADLEY PARK PRELIMINARY PLAT	
LACEY, WA	
DESIGNER:	R. WEESEN
DRAWN BY:	R. WEESEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH 2021
JOB NO:	2487.01
DRAWING FILE NO:	2487.01 PP-04
DRAWING NO:	PP-05
SHEET NO:	5 OF 9

SEC. 30, T17N., R1W., W.M.



EROSION CONTROL NOTE:
INSTALL STORM DRAIN INLET PROTECTION ON ALL CATCH BASINS

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NGVD 29 BASED ON TIES TO THURSTON COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2" BRASS CAP IN CONCRETE. ELEVATION= 204.52

REVISIONS	DATE	BY

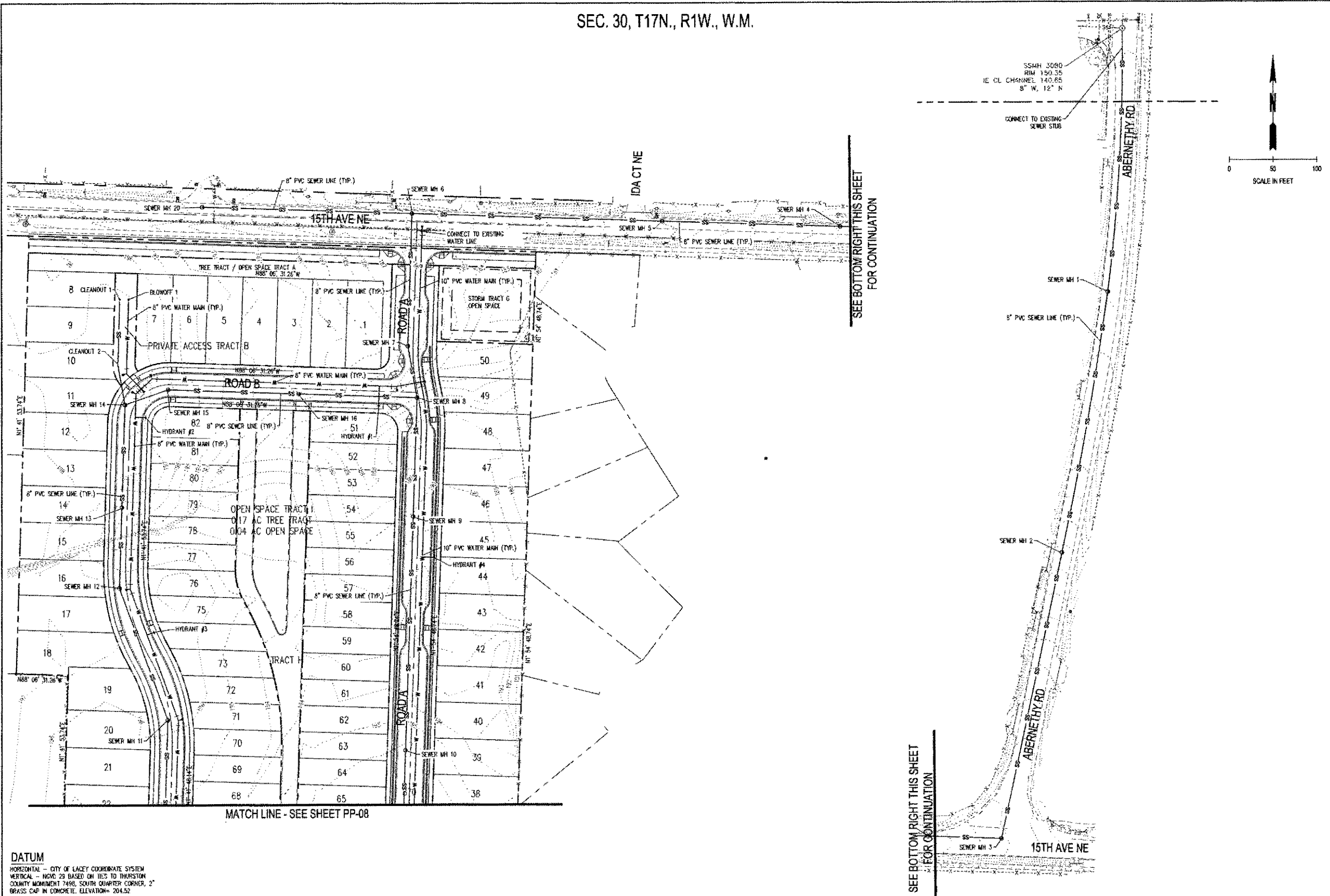
SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.952.1465 F: 360.952.1509
SCJALLIANCE.COM

SHEET TITLE: PRELIM. DRAINAGE AND EROSION CONTROL PLAN	PROJECT NAME: BRADLEY PARK PRELIMINARY PLAT
LACEY, WA	

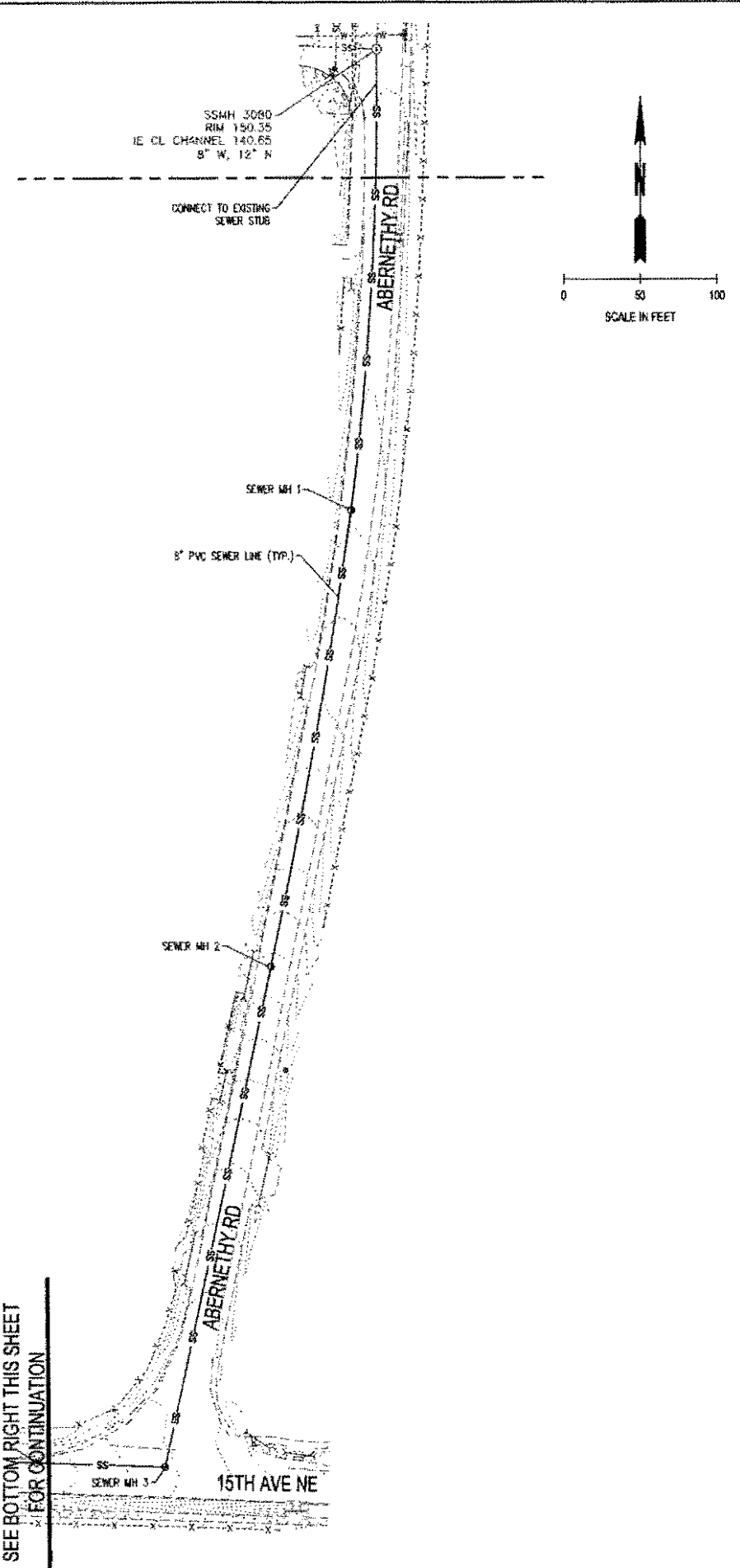
DESIGNER:
R. WEEDEN
DRAWN BY:
R. WEEDEN
APPROVED BY:
T. BRADLEY
DATE:
MARCH, 2021
JOB NO:
3407.01
DRAWING FILE NO:
3407.01-PP-05
DRAWING NO:
PP-06
SHEET NO:
6 OF 9

Mar 19, 2021 3:08:25pm - User: tyrell.bradley
N:\PROJECTS\3407.01 BRADLEY PARK\3407.01-PP-05.DWG - CONSTRUCTION DOCUMENTS\3407.01-PP-05.DWG

SEC. 30, T17N., R1W., W.M.

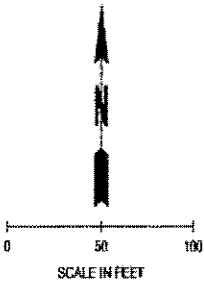
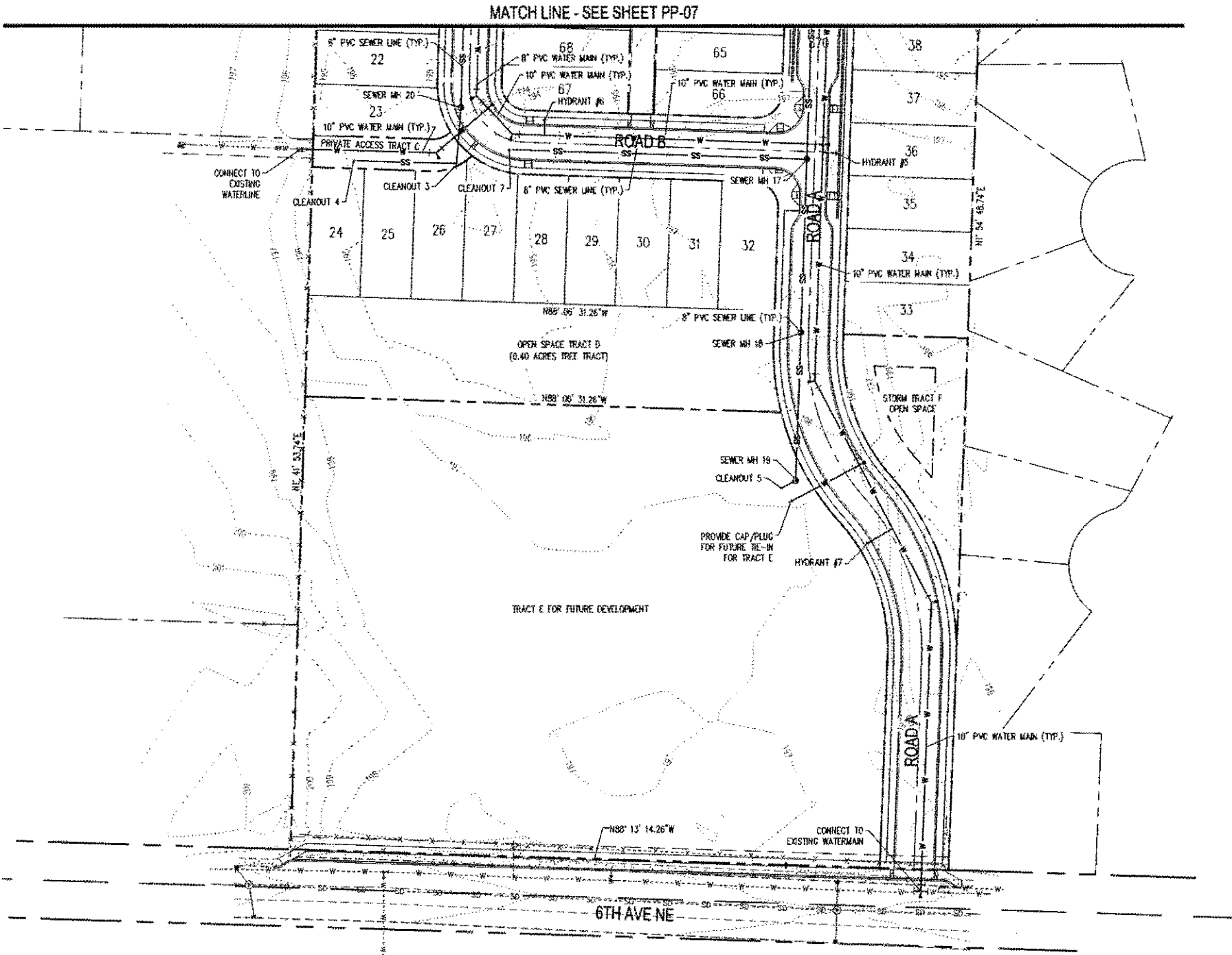


DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NGVD 29 BASED ON TIES TO THURSTON COUNTY MONUMENT 7496, SOUTH QUARTER CORNER, 2" BRASS CAP IN CONCRETE. ELEVATION= 204.52



BY	
DATE	
REVISIONS	
SCJ ALLIANCE CONSULTING SERVICES 8730 TALLON LANE NE SUITE 200, LACEY, WA 98516 P: 360.352.1405 F: 360.352.1509 SCALLIANCE.COM	
PRELIMINARY PLAT WATER AND SEWER PLAN	
PROJECT NAME: BRADLEY PARK PRELIMINARY PLAT LACEY, WA	
DESIGNER: R. WEEDEN DRAWN BY: R. WEEDEN APPROVED BY: T. BRADLEY DATE: MARCH, 2021 JOB NO: M07.01 DRAWING FILE NO: 3407.01 PP-08 DRAWING NO: PP-07 SHEET NO: 7 of 9	

SEC. 30, T17N., R1W., W.M.



DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NAVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE, ELEVATION= 204.52

REVISIONS	DATE	BY



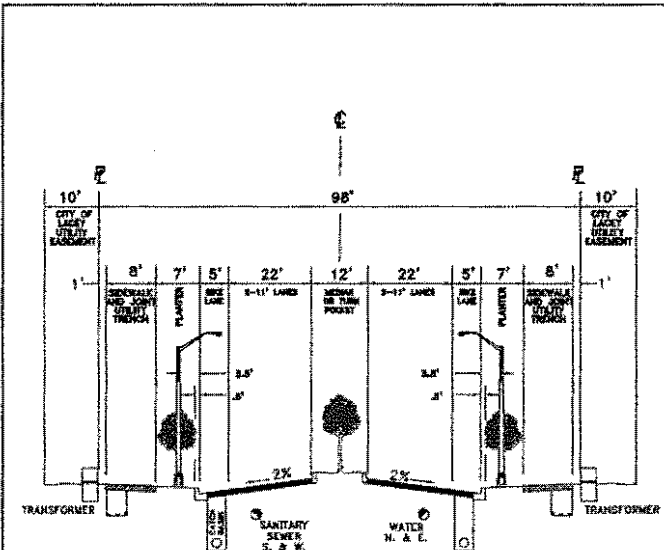
SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.352.1185 F: 360.352.1309
SCJALLIANCE.COM

SHEET TITLE: **PRELIMINARY PLAT WATER AND SEWER PLAN**
PROJECT NAME: **BRADLEY PARK PRELIMINARY PLAT**
LACEY, WA



DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	2467.01
DRAWING FILE NO:	3487.01 PP-07
DRAWING NO:	PP-08
SHEET NO:	8 OF 9

SEC. 30, T17N., R1W., W.M.



- GENERAL NOTES:
- 1. ON-STREET PARKING PROHIBITED.
 - 2. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 - 3. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANES.
 - 4. STREET TREES IN MEDIAN SHALL BE CENTERED. STREET TREES IN PLANTERS SHALL BE 2.5' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.

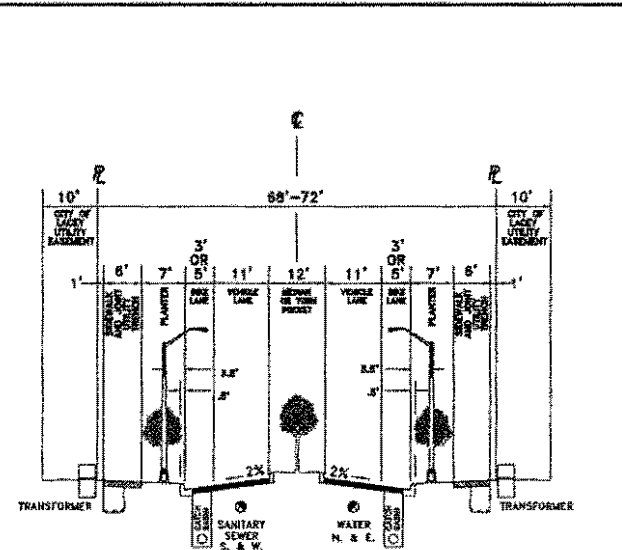
CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

**STREET DESIGN
ARTERIAL**

APPROVED: [Signature] DATE: 10/15/01
CITY ENGINEER

DES. MAH CHN. GGW CKD. PDM DATE: 10/15/01

SECTION A-A



- GENERAL NOTES:
- 1. ON-STREET PARKING PROHIBITED.
 - 2. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 - 3. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANES.
 - 4. STREET TREES IN MEDIAN SHALL BE CENTERED. STREET TREES IN PLANTERS SHALL BE 2.5' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.
 - 5. FOR USE IN LIMITED PEDESTRIAN TRAFFIC AREA.

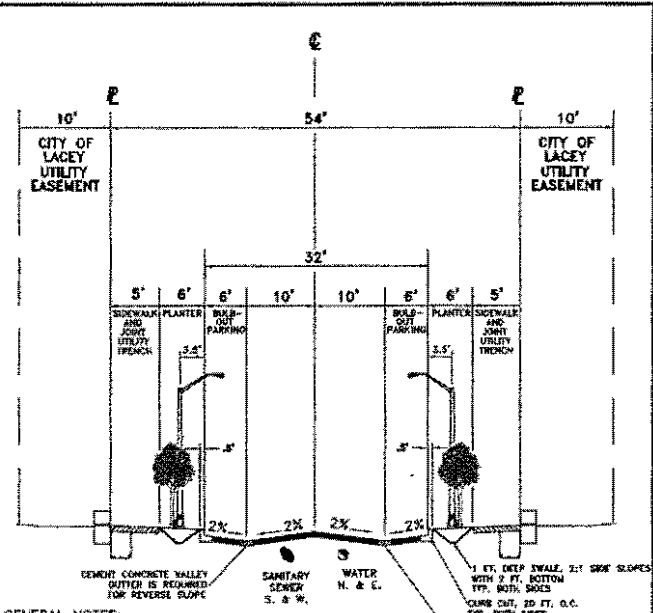
CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

**STREET DESIGN
MAJOR COLLECTOR
TYPE II**

APPROVED: [Signature] DATE: 1/25/05
CITY ENGINEER

DES. RAS CHN. GGW CKD. MAH DATE: 1/25/05

SECTION B-B



- GENERAL NOTES:
- 1. STANDARD CROSS SLOPE OR REVERSE SLOPE AT THE DISCRETION OF THE DEVELOPER.
 - 2. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 - 3. THE NUMBER OF DRIVEWAYS LOCATED DIRECTLY ACROSS FROM EACH OTHER SHALL BE MINIMIZED.
 - 4. SEE DETAIL 4-4.2 FOR TRANSITION SECTIONS USED AT INTERSECTIONS.
 - 5. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANE.
 - 6. CATCH BASINS NOT PERMITTED WITHIN VALLEY GUTTERS.
 - 7. STREET TREES SHALL BE 2' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.

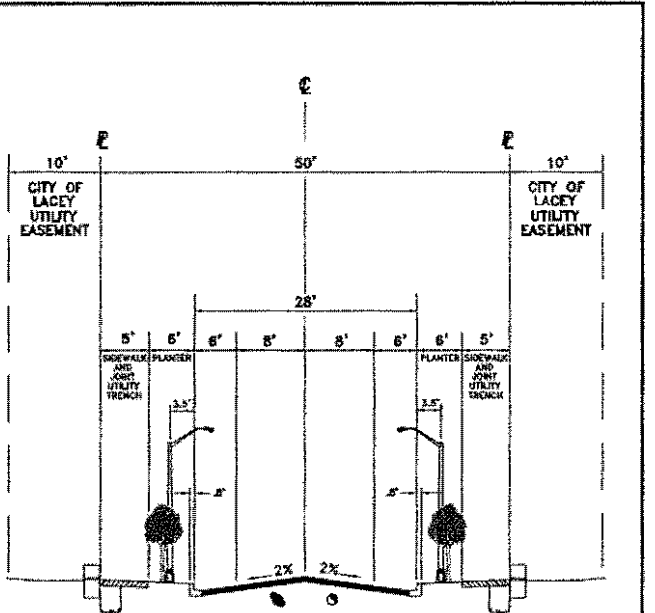
(MODIFIED)
CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

**STREET DESIGN
MAJOR LOCAL RESIDENTIAL**

APPROVED: [Signature] DATE: 1/25/05
CITY ENGINEER

DES. MAH CHN. GGW CKD. PDM DATE: 1/25/05

SECTION C-C



- GENERAL NOTES:
- 1. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 - 2. THE NUMBER OF DRIVEWAYS LOCATED DIRECTLY ACROSS FROM EACH OTHER SHALL BE MINIMIZED.
 - 3. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANE.
 - 4. STREET TREES SHALL BE 2' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.

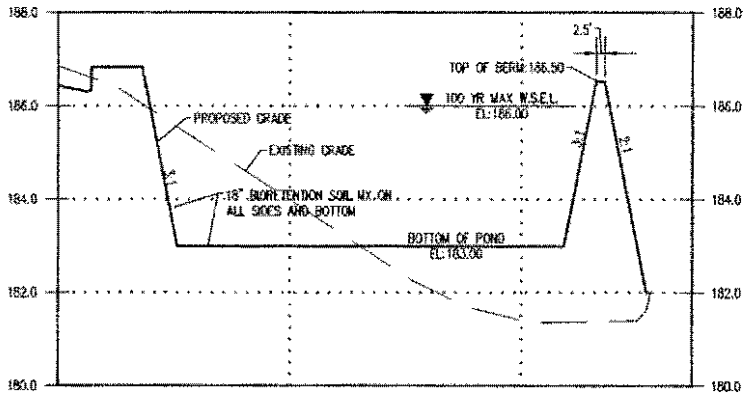
CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

**STREET DESIGN
MINOR LOCAL RESIDENTIAL**

APPROVED: [Signature] DATE: 10/15/01
CITY ENGINEER

DES. MAH CHN. GGW CKD. PDM DATE: 10/15/01

SECTION D-D



STORM TRACT A SECTION E-E
HORIZ. SCALE: 1"=20'
VERT. SCALE: 1"=2'

REVISIONS

NO.	DATE	BY

SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE, SUITE 200, LACEY, WA 98516
P. 360.952.1465 F. 360.952.1509
SCJALLIANCE.COM

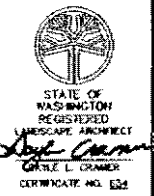
ROADWAY SECTIONS
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA

SHEET TITLE: [Blank]
PROJECT NAME: [Blank]
SHEET NO.: [Blank]

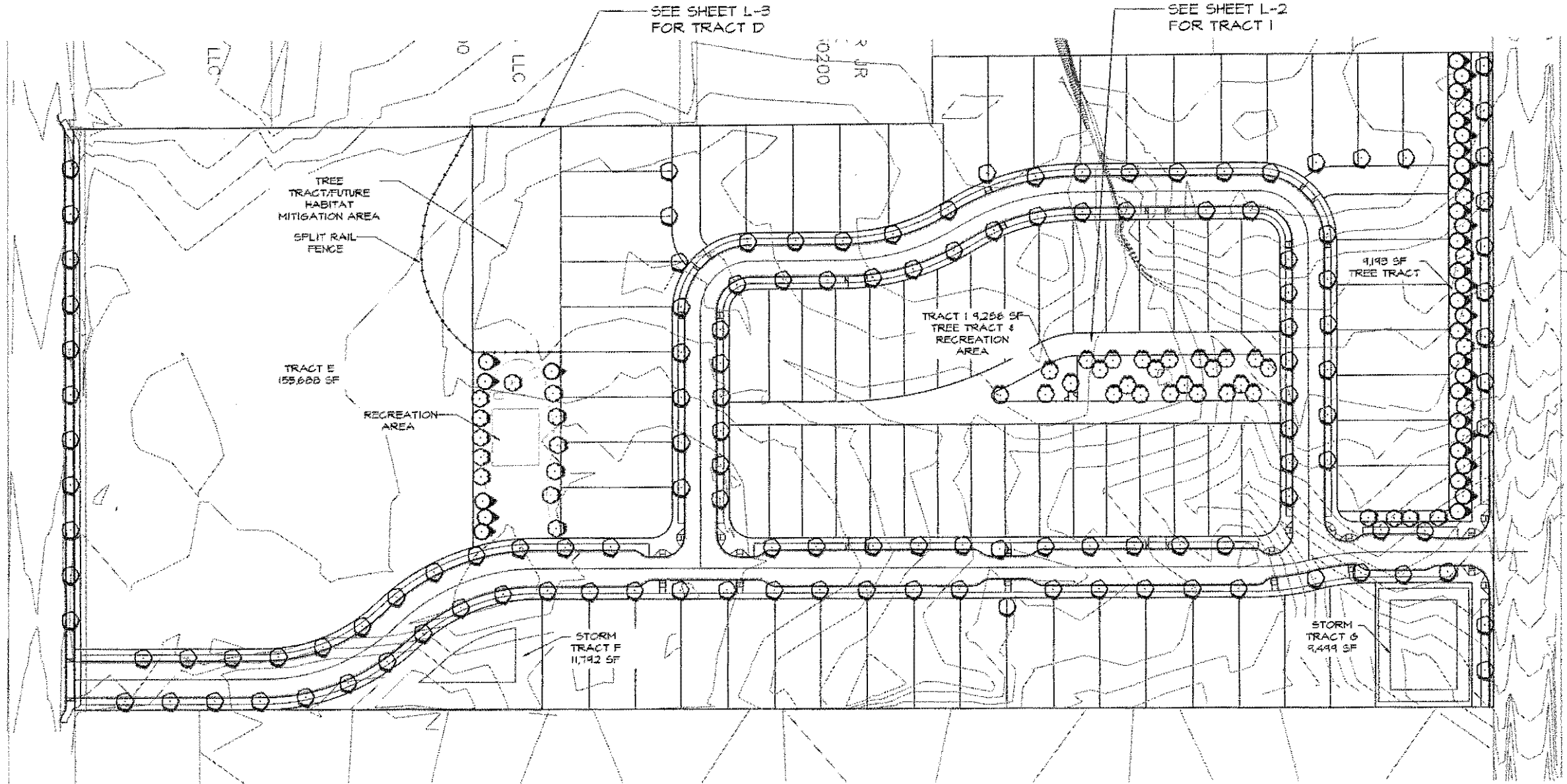
DESIGNER: R. WEEDEN
DRAWN BY: R. WEEDEN
APPROVED BY: T. BRADLEY
DATE: MARCH, 2001
JOB NO.: 3407.01
DRAWING FILE NO.: 3407 PLAT DETAILS
DRAWING NO.: PP-09
SHEET NO.: 9 OF 9

10/28/20
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LANDSCAPE ARCHITECT
1909 242ND STREET SE
BOTHELL, WA 98021
425-241-6258

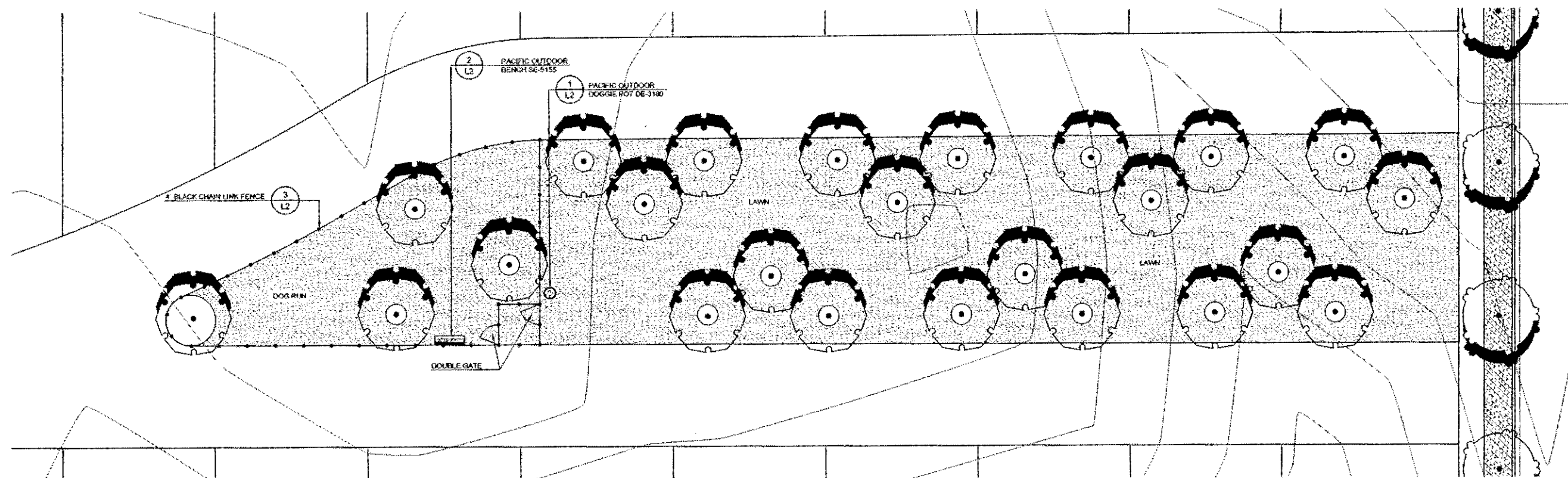


BRADLEY PARK

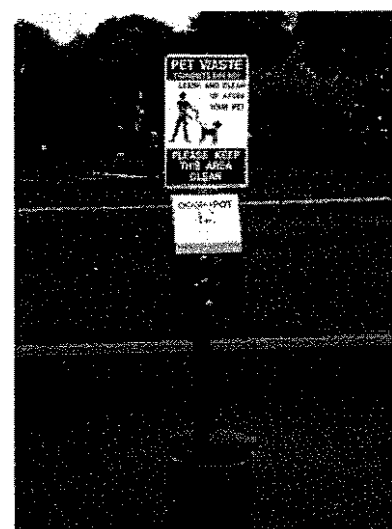


PLANT SCHEDULE *			
TREES	BOTANICAL / COMMON NAME	SIZE	QTY.
○	Deciduous Trees / 30' mature canopy	15" Cal	45
●	Evergreen Tree / 30' mature canopy	1" ht. min.	32
○	Street Tree / 30' mature canopy	2" Cal	132

PRELIMINARY TREE PLAN
SCALE: 1" = 50' - 0"
GRAPHIC SCALE
1 inch = 50 feet



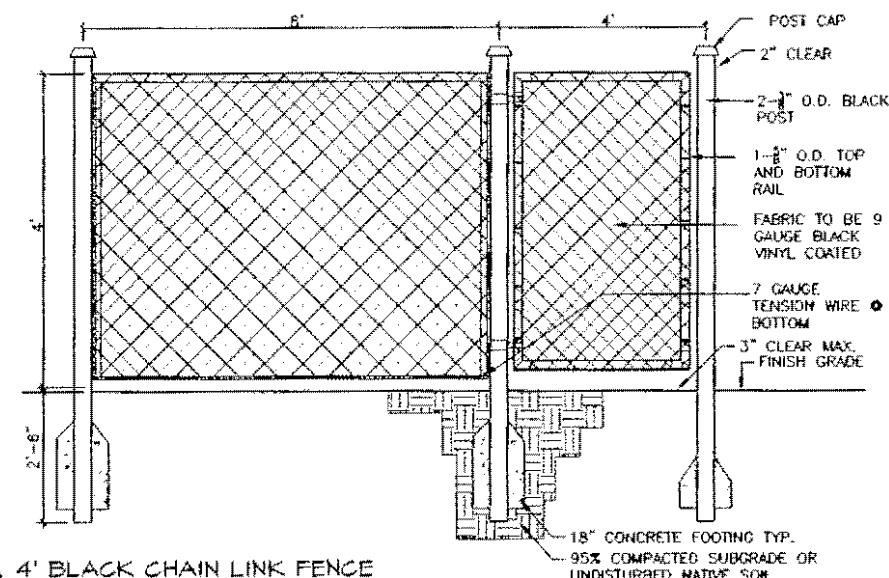
PRELIMINARY LANDSCAPE PLAN
SCALE: 1" = 10' - 0"



1 PACIFIC OUTDOOR DOGGIE POT DE-3180
HTS



2 PACIFIC OUTDOOR BENCH SE-5155



3 4' BLACK CHAIN LINK FENCE
HTS

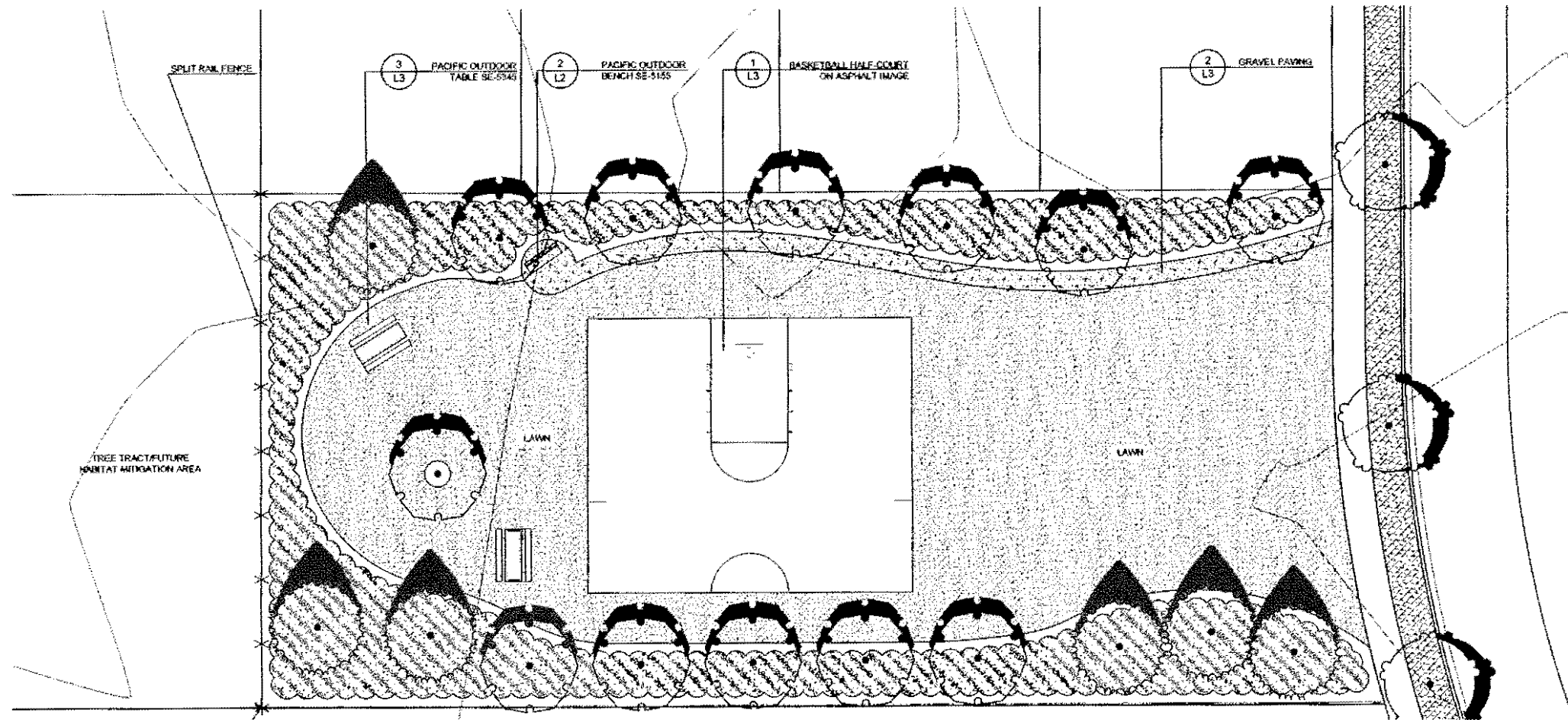
DATE: 10/25/20
BY: J. L. CRAMER
CHECKED: J. L. CRAMER
DATE: 10/25/20

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LANDSCAPE ARCHITECT
1909 242ND STREET SE
BOTHELL, WA 98021
425-241-6258

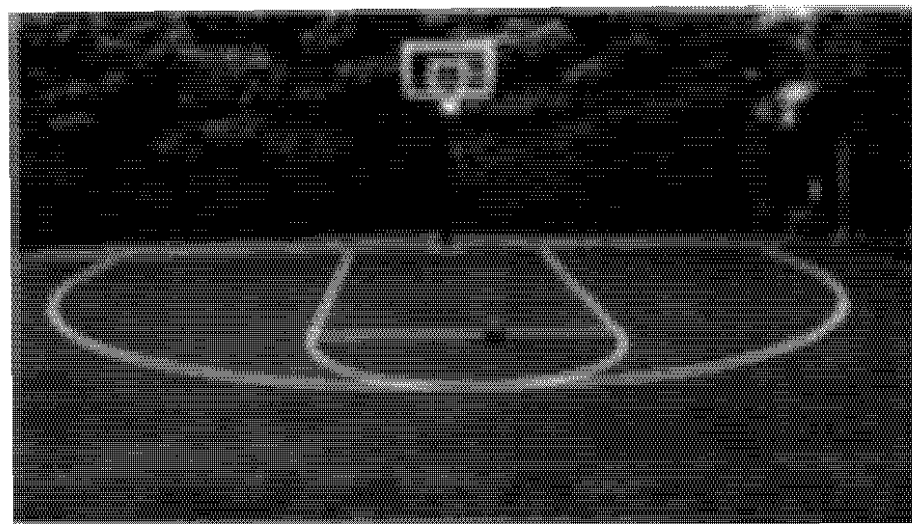
STATE OF WASHINGTON
REGISTERED
LANDSCAPE ARCHITECT
J. L. CRAMER
CERTIFICATE NO. 822

BRADLEY PARK

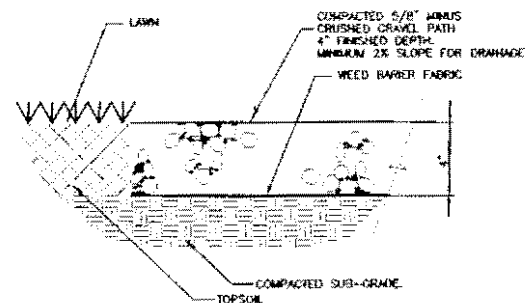
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OF 4 SHEETS



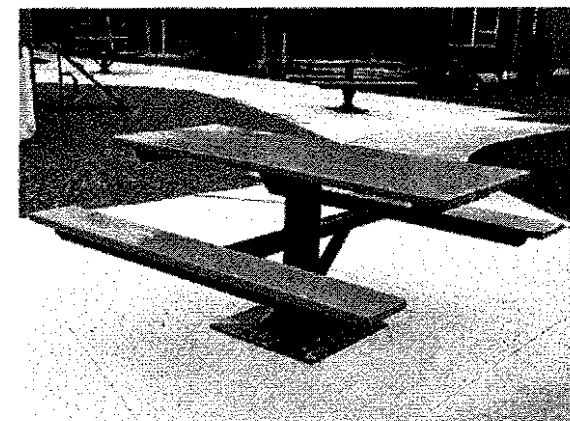
TRACT D PRELIMINARY LANDSCAPE PLAN
SCALE: 1" = 10' - 0"



① BASKETBALL HALF-COURT ON ASPHALT IMAGE



2 GRAVEL PAVING



③ PACIFIC OUTDOOR TABLE SE-5345

Created: 10/29/20
10/31/201 REASED SEE COMMENTS & SUE PLAN. FLK
* 03/28/21 REASED PER COMMENTS. FLK

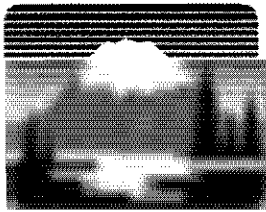
GRAMER DESIGN CONSULTANTS, INC.
LANDSCAPE ARCHITECT
1909 242ND STREET SE
BOTHELL, WA 98021
425-241-6258



STATE OF
WASHINGTON
REGISTERED
LANDSCAPE ARCHITECT
John L. Creamer
JOHN L. CREAMER
PUDISCASE NO. 622

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SHEET
L-3
OF 4 SHEETS



*Shaping
our community
together*

CITY OF LACEY

DEPARTMENT OF COMMUNITY DEVELOPMENT
420 College Street S.E. Lacey, WA 98503 (360) 491-5642

OFFICIAL USE ONLY

Date: _____

Case #: _____

Received By: _____

Planner: _____

Related Cases: _____

LAND CLEARING/CLASS IV FOREST PRACTICES APPLICATION

LANDOWNER, TIMBER OWNER AND OPERATOR INFORMATION

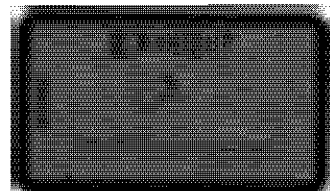
Name of Landowner: EVANGEL CHAPEL
Mailing Address: 4205 Lacey Blvd SE City, Lacey WA, 98503
Phone Number(s): 360.491.6611
E-mail Address: steveb@clc-wa.com

Name of Timber Owner: EVANGEL CHAPEL
Mailing Address: 4205 Lacey Blvd SE City, Lacey WA, 98503
Phone Number(s): 360.491.6611
E-mail Address: steveb@clc-wa.com

Name of Operator: N/A
Mailing Address: _____
Phone Number(s): _____
E-mail Address: _____

Contact Person: Steve Bradley
Phone Number(s): 360.491.6611
E-mail Address: steveb@clc-wa.com

If you are harvesting timber, enter the Forest Tax Reporting Account Number of the Timber Owner:
N/A To receive a tax number, call the Department of Revenue at (800) 548-8829.



PROPERTY INFORMATION (PLEASE ATTACH A MAP ASSOCIATED WITH THE HARVEST AREA.)Legal Description of Property: B-18-1W SW-SE BEG 330F W OF SE COR SE-SE N 1320F WParcel Number: 11808430201Number of Acres Being Harvested: 12.37 +/-**ANSWER EACH QUESTION AS IT APPLIES TO YOUR PROPOSED FOREST PRACTICE:**

- ☒ No ☐ Yes Is the activity within 500 feet of a public park? Park name: _____
- ☒ No ☐ Yes Is the activity located on lands platted after January 1, 1960?
- ☒ No ☐ Yes Is the activity within 200 feet of saltwater ____ lake ____ river/creek/stream ____ pond ____ wetland ____ seasonal runoff ____ slopes which exceed 15 % ____

What is the expected duration of FPA? 1 month of clearing the land for developmentProposed start date: 4/30/2021Proposed end date: 5/31/2021

Are you cutting or removing timber?

☐ No ☒ Yes – Complete the table below and identify all timber harvest and salvage activity boundaries on the activity map.

Unit #	Harvest Type	Yarding Method	Acres (net)	Volume to be Harvested (mbf)	Steepest Slope in Harvest Unit (%)
1	Uneven Aged	Rubber Tired	+/- 12.37	+/- 570 mbf	5%

Are you constructing or abandoning roads:

☐ No ☒ Yes – Complete the table below. Show locations and identify all road activities on the activity map.

Type of Activity	Total Length (feet)	Steepest Side Slope (%)	Abandonment date (Mo/Yr)
Road Construction	2,395	5%	Does Not Apply
Temp Road Construction	n/a		
Road Abandonment	n/a		

Work in or over typed water may require a Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW) and a review and approval under the City's sensitive area restrictions. If you have questions concerning the HPA, visit the WDFW website at www.wdfw.wa.gov/habitat.htm.

Are you installing or replacing water-crossings?

☒ No ☐ Yes – Complete the table below. Show locations and identify all proposed water-crossings on the activity map.

Crossing Identifier	Crossing Type	Dimensions (width x length)	Crossing Identifier	Crossing Type	Dimensions (width x length)

Mark the following activities that are proposed in or over typed water: N/A

Activity in or over:	Type I Stream	Type II Stream	Type III Stream	Type IV Stream	Type V Stream
Removing culverts or bridges					
Equipment crossing					
Ground skidding					
Suspending cables					
Cable yarding					
Falling and bucking					
Other _____					

What is proposed to mitigate impacts to these areas and habitats? _____

Does the site have a wetland or wetland buffer? Tree removal is prohibited in wetlands and wetland buffers. Show locations and identify all wetlands and buffers on the activity map. N/A

Wetland Identifier	Wetland Type (I, II, III, IV, Other)	Activity Type in Wetland	Activity Type in Buffer	Total Wetland Area (acres)	Total Area Drained (acres)	Total Area Filled (acres)

Describe how the following are identified on the ground.

Harvest boundaries/unit corners: Surveyed in the field

Right-of-way limits and centerlines for road work, culverts, and bridges: Surveyed in the field

Critical areas and critical area buffer boundaries: N/A

Have you reviewed this forest practices activity area to determine whether it may involve historic sites and/or Native American cultural resources? ☒ No ☐ Yes

We affirm that the information contained herein is true, and understand that this proposed forest practice is subject to the Forest Practices Act and Rules and City of Lacey Urban Forest Management Plan and Tree Protection Ordinance as well as all other federal, state or local regulations. Compliance with the Forest Practices Act and Rules and the City of Lacey Urban Forest Management Plan and Tree Protection Ordinance does not ensure compliance with the Endangered Species Act or other federal, state or local laws.

Signature of LANDOWNER	Signature of TIMBER OWNER (if different than landowner)	Signature of OPERATOR (if different than landowner)
Print Name: Date:	Print Name: Date:	Print Name: Date:

Per City of Lacey Ordinance 14.32.045, the application must meet requirements of Lacey Urban Forest Management Plan of tree protection requirements. To evaluate this application, a site map is required pursuant to LMC 14.32.060B1. Please include a site map with the following information:

- Harvest boundaries and retention areas.
- The approximate location of any structures.
- The location of all existing and proposed streets, right-of-ways, easements, skid roads, haul roads, and landings within the proposal.
- Site topography at contour intervals not greater than ten feet.
- Critical areas and critical area buffers regulated pursuant to the City of Lacey's Critical Areas Ordinance.
- Drainage ways and culverts.
- Site area targeted for further harvest including proposed timing.
- North arrow and scale shall be shown on all site plans. The scale shall be appropriate to show required information.
- Location of fixed markers for staff: Staff asks that, at a minimum, the corners of the harvest unit(s) be flagged for clear identification.

NOTE: Copies of all FPA Applications will be forwarded to Lacey Public Works for stormwater and erosion control review. Projects which disturb more than one acre (regardless of total lot size) will require an engineered stormwater plan consistent with the Lacey Phase 2 NPDES Municipal Stormwater Discharge and Elimination Permit requirements. Applicants will be charged for Public Works staff time to review these plans and applications.

Property owners should also be aware that the Washington State Department of Ecology (WSDOE) might ask for a NPDES (National Pollution Discharge Elimination System) Permit. The threshold for such a permit is equivalent to Lacey's threshold. WSDOE will notify applicants through SEPA review if a NPDES is required. An NPDES is not a prerequisite for FPA approval. It is the responsibility of the applicant to obtain this permit when required.

**Departmental Review
(For Office Use Only)**

Site visit: _____

Date approved: _____

City of Lacey Community Development

[Return to Agenda](#)

January 11, 2021

Tyrell Bradley
SCJ Alliance
1201 3rd Avenue #550
Seattle, Washington 98101

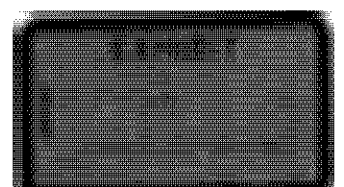
Subject: City of Lacey Project #20-307; Preliminary Subdivision of Bradley Park – Comment Review

Dear Mr. Bradley:

The notice of application comment period for the above referenced project has closed. The City has received comments from several public agencies, city departments and members of the public. This letter is to notify you that based on comments received and determining information is needed to complete the project review the City is stopping the regulatory review clock until such time as the additional information can be submitted. The items needed to continue our review are identified below:

Stormwater Review

1. The Preliminary Drainage Report, dated October 2020, was reviewed for conformance with the City of Lacey 2016 Stormwater Design Manual by the Doug Christensen the City of Lacey Drainage Manual Administrator. The report must be revised to reflect several comments and requirements noted below (and attached). Changes to the storm system, may affect site design of the plat, which will need to be revised accordingly. ***Four copies of a revised stormwater report, and an electronic copy, must be resubmitted for review and approval.*** Noted items to be addressed are as follows:
 - a. Per the 2016 SDM, a substantially complete stormwater report is required with the land use application; this includes submittal of a complete Construction Stormwater Pollution Prevention Plan (SWPPP). The submittal did not include a



SWPPP narrative document and the preliminary drainage and erosion control plan does not show erosion control BMPs. This must be addressed.

- b. Basin 2 (Tract E) was excluded from the calculations. As it is part of the same overall parcel, the area must be left undisturbed, or included in the overall stormwater site plan with appropriate stormwater mitigation BMPs
- c. The initial stormwater design does not meet the intent of the Low Impact Development and Core Requirement #5 per the City of Lacey 2016 Stormwater Design Manual. Per the manual, stormwater must be dispersed throughout the site as much as possible; additionally storm features (such as ponds) must meet the design standards identified in the manual. Per the proposed drainage report the bottom of the proposed ponds are five feet lower than what is permitted by the manual.
- d. Soil explorations for the site were conducted in May 2020. For infiltration analysis soil testing must be conducted during the "wet-season", Please provide supplemental soil/groundwater data for proposed stormwater facility locations based upon wet-season conditions, including groundwater monitoring to ensure adequate vertical separation of stormwater facilities above seasonally-high (or perched) groundwater.
- e. Additional review comments attached.

Wildlife & Habitat Study

2. Public comments received during the comment period showed that there might be State priority species associated with the site; the Pileated Woodpecker and the Pacific Coast Band Tail Pigeon. After consultation with the State Department of Fish and Wildlife, it has been determined that a wildlife survey is necessary prior to proceeding with the project. In addition to the woodpecker and the pigeon, WDFW also noted that the big brown bat (*Eptesicus fuscus*) has been identified on sites nearby and should be included in the wildlife and habitat survey and that the US Fish and Wildlife should be consulted regarding any nesting bald eagles found on site. ***Four copies, and an electronic copy, of the wildlife survey shall be submitted for review.***

Emergency access, utility and open space review

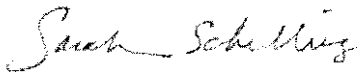
3. Comments received from the Public Works Department indicate that some plat design changes may need to be made in order to accommodate utilities, as well as to meet emergency access needs (see comments attached). A public road will need to be provided for utility extensions and emergency access to the center lots of the subdivision, which are currently shown as accessed by a 20-foot private access tract with two utilities running through each tract. As designed, the tracts are not adequate to accommodate the two utilities; an easement a minimum of 25 feet in width is required for the utilities. The alleys would need to be redesigned to accommodate an adequate utility easement.

Additionally, there is concern regarding emergency vehicle access and addressing related to the access tracts. If the homes are to be accessed from an alley without a roadway in

front for emergency responder access, the homes would need to be designed with an entry door for emergency responders on the private alley side of the home. Constructing a roadway in the location of the central open space/tree tract is the preferred option to address both utility and emergency access. Adjustments will need to be made to accommodate required open space and tree tracts. ***Four copies, and an electronic copy, of the revised preliminary plat drawings that address the utility and emergency access concerns shall be submitted for review.*** (The Public Works Development Review comments/conditions of approval have been attached for review.)

When the above items have been addressed and documents re-submitted, review of the project will resume. Given the above noted items and the challenges that they may present, we are happy to meet with you over zoom to answer questions and to discuss plat design and layout. Please contact me at (360)438-2689 or by email at sschelli@ci.lacey.wa.us to coordinate a meeting with appropriate parties.

Sincerely,



Sarah Schelling, AICP
Senior Planner

Cc: Tom Stiles, Development Review
Terry McDaniel, Fire Code Review
Rick Walk, Director of Community and Economic Development
Scott Egger, Director of Public Works

[Return to Agenda](#)



March 29, 2021

Sarah Schelling, AICP
Senior Planner
City of Lacey

Re: City of Lacey Project #20-307; Preliminary Subdivision of Bradley Park – Comment Review
SCJ Project #3407.01

Dear Sarah:

Attached are copies of the updated DR Horton Bradley Park Plat plans and reports that have been revised based on the city's comment review letter and Site Plan Review Conditions emailed to me on January 11, 2021. Below are your comments provided to us, with our responses below them in italics.

Stormwater Review:

- 1) The Preliminary Drainage Report, dated October 2020, was reviewed for conformance with the City of Lacey 2016 Stormwater Design Manual by the Doug Christensen the City of Lacey Drainage Manual Administrator. The report must be revised to reflect several comments and requirements noted below (and attached). Changes to the storm system, may affect site design of the plat, which will need to be revised accordingly. Four copies of a revised stormwater report, and an electronic copy, must be resubmitted for review and approval. Noted items to be addressed are as follows:
 - a. Per the 2016 SDM, a substantially complete stormwater report is required with the land use application; this includes submittal of a complete Construction Stormwater Pollution Prevention Plan (SWPPP). The submittal did not include a SWPPP narrative document and the preliminary drainage and erosion control plan does not show erosion control BMPS. This must be addressed.
 - i. *SCJ Response – The stormwater site plan has been updated to include a SWPPP and preliminary drainage and erosion control plan with associated BMP's. Please see Drainage Control Plan Attachment 2.*
 - b. Basin 2 (Tract E) was excluded from the calculations. As it is part of the same overall parcel, the area must be left undisturbed, or included in the overall stormwater site plan with appropriate stormwater mitigation BMPS.
 - i. *SCJ Response – Tract E has been included in the Basin map. Calculations are included in Appendix 1.*
 - c. The initial stormwater design does not meet the intent of the Low Impact Development and Core Requirement #5 per the City of Lacey 2016 Stormwater Design Manual. Per the manual, stormwater must be dispersed throughout the site as much as possible; additionally, storm features (such as ponds) must meet the design standards identified





March 29, 2021

Page 2 of 4

in the manual. Per the proposed drainage report the bottom of the proposed ponds are five feet lower than what is permitted by the manual.

- i. *SCJ Response – The overall stormwater design approach has been updated to disperse stormwater throughout the site to the maximum extent feasible. Impermeable till covers much of the site except for areas along the eastern lot line, see Till Exhibit in Appendix 3. Drywells have been added to all single-family lots that have a depth to the till layer of 5 feet or greater. 52 total lots meet this parameter and will provide individual drywells on each parcel. The remaining 30 lots will be tight lined to bioretention facility in the NE corner of the site. Please see section 4.1.2 of the stormwater site plan for additional information concerning the pond design standards. Additionally, curb cuts and swoles have been added to the planter strips on the main north/south roadway and discussion surrounding the swoles has been added to several sections of the report.*
- d. Soil explorations for the site were conducted in May 2020. For infiltration analysis soil testing must be conducted during the “wet-season”, Please provide supplemental soil/groundwater data for proposed stormwater facility locations based upon wet-season conditions, including groundwater monitoring to ensure adequate vertical separation of stormwater facilities above seasonally-high (or perched) groundwater.
 - i. *SCJ Response – The geotechnical engineer for the project (Riley Group) installed two monitoring wells on-site, one in each proposed pond. Data has been collected starting in December and is currently continuing. Preliminary data from December through March indicates groundwater has peaked at approximately 15 feet below the proposed pond bottom. A final report will be submitted once monitoring has finished. Please see the end of Attachment 3 in the Stormwater Site Plan for preliminary groundwater data from Riley Group.*
- e. Additional review comments are attached.
 - i. *SCJ Response – No Comment.*

Wildlife & Habitat Study:

- 2) Public comments received during the comment period showed that there might be State priority species associated with the site; the Pileated Woodpecker and the Pacific Coast Band Tail Pigeon. After consultation with the State Department of Fish and Wildlife, it has been determined that a wildlife survey is necessary prior to proceeding with the project. In addition to the woodpecker and the pigeon, WDFW also noted that the big brown bat (*Eptesicus fuscus*) has been identified on sites nearby and should be included in the wildlife and habitat survey and that the US Fish and Wildlife should be consulted regarding any nesting bald eagles found on site. Four copies, and an electronic copy, of the wildlife survey shall be submitted for review.
 - i. *SCJ Response – Please see attached Priority Species Mitigation Plan prepared by Envirovector. The plat map (PP-01) has been revised to show a priority species habitat that will be set aside within Tract D. Approximately 0.43 acres of native trees will be saved and mitigated with feeding stations and relocated snags to*



create a habitat for the pileated woodpecker. See updated landscape plan for more information on the priority species habitat. No other priority species were found on the subject property.

Emergency access, utility, and open space review:

- 3) Comments received from the Public Works Department indicate that some plat design changes may need to be made in order to accommodate utilities, as well as to meet emergency access needs (see comments attached). A public road will need to be provided for utility extensions and emergency access to the center lots of the subdivision, which are currently shown as accessed by a 20-foot private access tract with two utilities running through each tract. As designed, the tracts are not adequate to accommodate the two utilities; an easement a minimum of 25 feet in width is required for the utilities. The alleys would need to be redesigned to accommodate an adequate utility easement.

Additionally, there is concern regarding emergency vehicle access and addressing related to the access tracts. If the homes are to be accessed from an alley without a roadway in front for emergency responder access, the homes would need to be designed with an entry door for emergency responders on the private alley side of the home. Constructing a roadway in the location of the central open space/tree tract is the preferred option to address both utility and emergency access. Adjustments will need to be made to accommodate required open space and tree tracts. Four copies, and an electronic copy, of the revised preliminary plat drawings that address the utility and emergency access concerns shall be submitted for review. (The Public Works Development Review comments/conditions of approval have been attached for review.)

- i. *SCJ Response – Plans have been revised to remove the east/west configuration and are now configured north/south. With the new configuration, all lots now front a public street for ease of addressing and emergency vehicle access. Water and sewer are now served off adjacent public streets, eliminating the need to route through the alleys.*

Bradley Park Site Plan Review Conditions:

- 1) The proposed water and sewer mains in Tracts 'B' and 'C' need a wider easement to allow for future maintenance of the mains. Typically, a minimum of 25-feet for the easement is provided between water and sewer (The configuration is 7.5-feet on the outside of each main and 10-feet of separation between the two mains).
 - i. *SCJ Response – Width of tracts B and C have been increased to 25 feet.*

SCJ Addition Comments:

- 1) The SEPA checklist has been updated to include 82 lots instead of 80, conversation surrounding the pileated woodpecker priority habitat, and updated traffic report trips due to the increase in lot county
- 2) Please see attached updated TIA due to the total lot count being increased from 80 to 82.



March 29, 2021
Page 4 of 4

If there are additional comments to be addressed please feel free to give me a call to discuss at 360.352.1465,

Thank You!

Respectfully,
SCJ Alliance

Tyrell Bradley, PE
Project Manager



CITY OF LACEY
Community & Economic Development Department
420 College Street SE
Lacey, WA 98503
(360) 491-5642

WAC 197-11-960
ENVIRONMENTAL CHECKLIST

OFFICIAL USE ONLY

Case Number: _____

Date Received: _____

By: _____

Related Case Numbers:

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

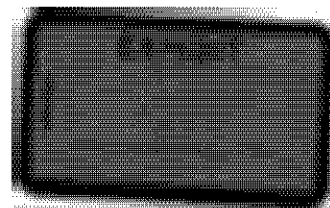
The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals: [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements -that do not contribute meaningfully to the analysis of the proposal.



A. BACKGROUND

1. Name of proposed project, if applicable:

Bradley Park

2. Name of applicant:

SSHI, LLC dba D.R. Horton

3. Address and phone number of applicant and contact person:

D.R. Horton: 11241 Slater Ave NE Suite 200
Kirkland, WA 98033
(425) 821-3400

Attn: Erin Bang

Contact: Tyrell Bradley, PE
SCJ Alliance
8730 Tallon Lane NE Suite 200
Lacey, WA 98516
(360) 352-1465

4. Date checklist prepared:

Prepared October 2020
Updated March 2021

5. Agency requesting checklist:

City of Lacey

6. Proposed timing or schedule (including phasing, if applicable):

Depending upon approvals and market demand, the project will start site improvements in the spring/summer of 2021, with homes projected to begin construction in the winter/spring of 2022. Homes would likely be completed by fall of 2023. At this time the project is not proposed to be phased.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Future development will occur on the most southern lot created by this subdivision (approximately 5.06 acres). The future development lot is intended to be retained by the current owner for construction of a church with associated facilities. A separate SEPA checklist will be prepared for that project.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Critical Areas Determination Report prepared by Envirovector; SEPA Checklist; Geotechnical report prepared by The Riley Group; Foresters Report prepared by Sound Urban Forestry, LLC; Traffic Impact Analysis prepared by TENW; Preliminary Drainage Report by SCJ Alliance; Priority Species Mitigation Plan prepared by Envirovector.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None known

10. List any government approvals or permits that will be needed for your proposal, if known.

The following approvals are required from the City of Lacey - Preliminary and Final Plat approvals, Construction Plan approval, including water and sewer plans, natural gas and electric plans, SEPA Determination, Forest Practices Permit, and Building Permits for the individual homes. An NPDES construction general stormwater permit from Department of Ecology.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The Bradley Park proposal consists of an 82-lot single family detached residential development including the required clearing, tree removal and grading associated with utilities (Sewer, Water, Storm, Electric, Communication and Natural Gas), roadway, landscape and construction associated with a typical residential project. The project size is 15.66 acres. DR Horton will retain approximately 10.6 acres and City Life Church will retain the remaining approximately 5.06 acres for future development under a separate permit and SEPA checklist. Open space and tree tracts will be dedicated as required by the City of Lacey.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The project is located on tax parcel number 11808430201. A site address has not been assigned by the city of Lacey but is located between 15th Ave NE and 6th Ave NE, east of Sleater Kinney Rd NE in the SE quarter of the SW quarter of Section 8, Township 18 North, Range 1 West. Site plan and vicinity map included.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site

(circle one) ~~Flat~~ rolling, hilly, steep slopes, mountainous, other: _

b. What is the steepest slope on the site (approximate percent slope)?

The steepest slope is less than 5%.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Geotechnical Report completed by Riley Group on June 3rd 2020 determined soils encountered during field exploration include loose to medium dense surficial soils comprised of silty sand with varying amounts of gravel over outwash and lacustrine deposits comprised of soft to stiff silt, and medium dense to dense sand with varying amount of silt and gravel, and gravel with varying amounts of sand and silt.

d. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

During construction, the potential for increased erosion would be present. However erosion control BMP's will be implemented. Following construction, erosion potential would decrease when drainage is controlled and cleared areas are re-vegetated.

e. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The project site is approximately 15.66 acres. The approximate 10.6-acres including the 82-lot subdivision will be covered with approximately 65% impervious after construction. The balance of the site or approximate 5.06-acre will be developed under a separate SEPA checklist.

f. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

The project will meet or exceed the Engineering Design and Development Standards for erosion control and shall apply best management practices throughout the construction of the project such as silt fencing, sedimentation ponds, cut off ditches and rock check dams.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Typical air emissions of a residential site are possible. During construction, there would be increased exhaust and dust particle emissions. Objectionable odors could be caused by the roofing of homes or the paving of roads and driveways. After construction, the principal source of air pollution would be vehicular traffic exhaust. All emissions must comply with current Puget Sound Clean Air Agency regulations.

Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

No

- b. Proposed measures to reduce or control emissions or other impacts to air, if any:

Should construction activities be undertaken during the dry season, periodic watering, if deemed necessary, could be used to control dust. Automobile emissions should be negligible because of the standards regulated by the State of Washington Department of Licensing.

3. Water

- a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

There are no waterbodies on or immediately adjacent to the project site per review of Thurston County Geodata and the Geotechnical Engineering Report prepared by The Riley Group on June 3, 2020.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Not applicable.

- 3) Estimate the amount of fill and dredge material that would be placed in or

removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not applicable.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

According to the FEMA website (<https://msc.fema.gov/portal/search>), this project is not located within the 100-year floodplain and is listed as being located in an "Area of Minimal Flood Hazard" Zone X (FEMA Map 53067C0187E effective 10/16/2012).

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Post development stormwater runoff containing some pollutants (primarily oils and debris washed from the road system), along with water-soluble household products, would be collected by the storm drainage system. Required water quality BMP's will be implemented.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Groundwater will not be withdrawn from a well for drinking water or other purposes. Stormwater runoff will be treated and infiltrated on-site.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Project will be served by existing sewer service which will be extended through the project site to serve future development. There are no anticipated discharges into the ground from septic tanks or other sources.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

The source of stormwater runoff will be from impervious surfaces from the rooftops, driveways and roads/streets serving the development. Stormwater runoff will be collected in catch basins and piped to a pond where it will be treated and infiltrated on-site per Engineering Design Standards required by the City of Lacey and Department of Ecology. Stormwater is allowed to be released downstream at the predeveloped forested rate. Stormwater released downstream would flow to the City of Olympia regional system as it currently does.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

Refer to Surface Water response #6 and Ground Water response #2. Required BMP's will be implemented.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

It is not anticipated that drainage patterns will be altered or otherwise affected by this project proposal.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

The project will use standard accepted methods of controlling surface storm water such as below surface drywells and bioretention ponds to control/reduce surface water runoff.

4. Plants

a. Check the types of vegetation found on the site:

☒ deciduous tree: alder, maple, aspen, other
☒ evergreen tree: fir, cedar, pine, other
☒ shrubs
☒ grass
☐ pasture

- _____ crop or grain
- _____ Orchards, vineyards or other permanent crops.
- _____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- _____ water plants: water lily, eelgrass, milfoil, other
- _____ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

Existing vegetation will be removed or altered as necessary for the construction of the roadways, utilities, and building sites.

- c. List threatened, and endangered species known to be on or near the site.

None known.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Landscaping will be provided pursuant to the approved landscape plans which have been prepared in accordance with city of Lacey municipal code. The plat is retaining approximately 0.43 acres of native forest.

- e. List all noxious weeds and invasive species known to be on or near the site.

According to the Early Detection and Distribution Mapping System (EDDMaps) website (<https://www.eddmaps.org/tools/query/>), scotch broom, yellow archangel, diffuse knapweed, and English holly are in the area around the site.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

birds: hawk, heron, eagle, songbirds, other: pileated woodpecker
mammals: deer, bear, elk, beaver, other:
fish: bass, salmon, trout, herring, shellfish, other

- b. List any threatened and endangered species known to be on or near the site.

The Priority Species Mitigation Plan completed by Envirovector on March 18th, 2021 determined the presence one (1) priority species, the pileated woodpecker (*Dryocopus pileatus*). The pileated woodpecker is not federally listed under the endangered species list but is a State Candidate for listing.

- c. Is the site part of a migration route? If so, explain.

Migration routes exist near the site, Washington is within the Pacific Flyway route.

- d. Proposed measures to preserve or enhance wildlife, if any:

Landscaping and tree retention is being provided in accordance with city of Lacey municipal code. The removed trees will be replaced as required by code. In addition, 1.57 acres of the site will remain as permanent open space and will likely be used by small animals and birds. Yards with ornamental landscaped areas for residences will provide similar habitat.

As part of Tract D of the plat, thirty-two (32) large Douglas fir trees will be preserved in an area totaling 18,766 sf (0.43 acres) in size. The tree preservation area would be part of a larger network of forested patches comprising the pileated woodpecker urban home range for a breeding pair, which encompasses more than one thousand (>1000) acres. Pileated woodpecker habitat trees, including feeding stations and cavity nests will be relocated to Tract D to enhance the habitat value of the preservation area.

- e. List any invasive animal species known to be on or near the site.

None known.

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electricity and natural gas will be the primary sources of energy for the proposal and would be used for heating, lighting, and other miscellaneous household purposes. Passive solar gain would be secondary source of energy. Project will meet current energy codes.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

It is not anticipated that the project will affect any surrounding solar use.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Measures required by the Washington State residential energy code would be employed. Additional energy conservation features would be at the choice of the individual residents.

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

There are no increased environmental health hazards or risks associated with the proposal.

- 1) Describe any known or possible contamination at the site from present or past uses.

Review of the Department of Ecology Toxic Cleanup Program (<https://apps.ecology.wa.gov/neighborhood/>) shows no known contamination on the site. The project is located near sites under the Tacoma Smelter Plume Area Wide Contamination but it is not expected to affect this proposal.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

There are no known existing hazardous conditions that will affect this project. According to the Utilities and Transportation Commission ArcGIS (<https://pvnpm.phmsa.dot.gov/PublicViewer/>) website there are no underground pipelines located within the project area.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

No Toxic or hazardous chemicals are expected to be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

- 4) Describe special emergency services that might be required.

No need for special emergency services is anticipated.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

All potentially hazardous materials used during construction would be handled and stored in accordance with state and federal hazardous materials handling

requirements. If contaminated soil or groundwater are encountered during construction, a formal plan would be developed consistent with state and federal regulations for their removal and treatment or disposal. Also, if contaminants are encountered, measures would be implemented to minimize exposure to people in accordance with applicable regulations.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Typical residential neighborhood and vehicular noise from established and planned single-family communities in the vicinity of the site will be heard by future home-sites within the project.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Noise levels would be intermittently high during construction but would be limited to code allowed and normal waking hours. Post-development, residential activity and traffic noise created by daily vehicular trips would increase ambient noise levels in the vicinity.

- 3) Proposed measures to reduce or control noise impacts, if any:

Construction will be limited to normal working hours as prescribed by the city of Lacey Ordinance so nearby residences should not experience long-lasting adverse noise impacts.

8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The project site is currently vacant and undeveloped. It is surrounded by residential developments to the north, east, and west. To the south of the property is North Thurston High School and Chinook Middle School.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will

be converted to nonfarm or nonforest use?

No.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No farm activities/ forest harvesting operations are within the vicinity of the project.

c. Describe any structures on the site.

There are no structures currently on the site.

d. Will any structures be demolished? If so, what?

Not applicable.

e. What is the current zoning classification of the site?

Mixed Use Moderate Density (MMDC)

f. What is the current comprehensive plan designation of the site?

Listed within the Pleasant Glade Planning Area.

g. If applicable, what is the current shoreline master program designation of the site?

Not applicable.

h. Has any part of the site been classified as a critical area by the city or county?
If so, specify.

No.

i. Approximately how many people would reside or work in the completed project?

At 82 single family residences and the average family size for city of Lacey being 2.5 persons
(<https://www.census.gov/quickfacts/fact/table/laceycitywashington/RHI725219>)
approximately 205 people will live at the project site once completed.

- j. Approximately how many people would the completed project displace?

None. There are no existing residences on site.

- k. Proposed measures to avoid or reduce displacement impacts, if any:

Not applicable, there are no people being displaced.

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Compliance with existing regulatory codes and standards ensures compatibility with existing and project land uses. In addition, open space will be provided as required.

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

This proposal is within an existing, developed area within the city of Lacey city limits, there will be no impacts to agricultural or forest lands.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

82 residences will be constructed as part of the proposal, these will be middle income houses.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

The site is vacant, no units would be eliminated.

- c. Proposed measures to reduce or control housing impacts, if any:

Compliance with regulatory codes and standards will reduce the housing impacts of the proposed development.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

45 feet or as allowed by the city of Lacey municipal code.

- b. What views in the immediate vicinity would be altered or obstructed?

None to current knowledge.

- c. Proposed measures to reduce or control aesthetic impacts, if any:

The observance of building setbacks and provision of ornamental and native landscaping would reduce the aesthetic impacts of the project. The project will comply with the city of Lacey's design review; the proposed structures will comply with the City's regulations. See the Landscape Plan provided with this application for more details.

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

The proposal would produce light from automobile headlights, streetlights and home lighting, primarily at night.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not to our knowledge. Provision of streetlights will actually enhance safety.

- c. What existing off-site sources of light or glare may affect your proposal?

Light from nearby residences and roadway lights may be present.

- d. Proposed measures to reduce or control light and glare impacts, if any:

Project will be in compliance with all required light-diversion regulations.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

The property is located across 6th Ave NE from North Thurston High School and Chinook Middle School, with the ability to use those existing amenities, such as ball fields, tennis courts, etc. It is also near the Chehalis Western Trail as well as within driving distance of some smaller City parks. The project site also has easy access to Interstate 5 which allows access to multiple state and national parks. The project will also include open space with passive and active recreation as required by the City of Lacey.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

The project will not displace any existing recreational uses.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

There are no specific plans aside from creating the required onsite community open space to mitigate impact.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

Review of the Thurston County Geodata site shows that no historical buildings or structures exist on the site. There are a few buildings located within a mile of the site that are registered as historical sites, but it is not expected that these will be affected by the project.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any

material evidence, artifacts, or areas of cultural importance on or near the site?
Please list any professional studies conducted at the site to identify such resources.

According to the Department of Archaeological and Historical Preservation WISSARD Predictive Model (<https://wisaard.dahp.wa.gov/Map>), the project site is a moderately low risk for archaeological discovery.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Washington Information System for Architectural and Archaeological Records Data (WISSARD) was reviewed as well as the Thurston County Geodata site.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Construction would be temporarily halted should evidence of historic, archaeological, scientific, or cultural importance be discovered.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The site will be accessed from 15th Ave NE from the north and 6th Ave from the south as shown on the site plan. Access to the lots in the proposed development would be provided by an internal public road network and private alleys.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Intercity Transit operates bus routes in the area. The closest stops are from Lily Road to the west (about ¾ of a mile) and Martin Way to the South (about a half mile).

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

On street parking will be provided on the major local residential street section. Parking will be for residential use only. No parking spaces would be eliminated.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Frontage improvements will be provided on both 15th Ave NE and 6th Ave NE. The street connection between 15th Ave NE and 6th Ave NE will be a major local residential street section including curb, gutter, sidewalks, planter strip, and on street parking. The other roads within the development will be minor local residential that includes a sidewalk and planter strip. Both roads will be dedicated as public right of way to the city of Lacey.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Per the Traffic Impact Analysis completed by Transportation Engineering NorthWest (TENW) on October 29, 2020, updated on March 18, 2021, the Bradley Park development is estimated to generate 774 new weekday daily trips, with 61 trips (15 in, 46 out) occurring during the AM peak hour and 81 trips (51 in, 30 out) occurring during the PM peak hour.

The weekday daily, AM and PM peak hour trip generation estimates for the proposed development were based on trip rates provided in the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10th addition.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

- h. Proposed measures to reduce or control transportation impacts, if any:

A traffic impact analysis will be performed as part of the project and payment of traffic mitigation fees will be made in accordance with the city of Lacey municipal code.

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

It is assumed that with the addition of housing at the completion of the proposed project services such as fire, police, health care, and schooling will have a slight increase; however, facilities are generally in place to handle these additional demands.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

Mitigation measures for traffic and school impacts will be provided, including payment of fees as required, pursuant to city of Lacey Municipal Code. Also, residents would become part of the tax base/user group that supports these services.

16. Utilities

- a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Each of the utilities purveyors listed in 16(a) are prospective services providers for the project. Existing services in the vicinity of the project site will be extended for services. This extension will involve trenching and backfill efforts for each of the utilities.

General construction activities consist of trenching for service lines and structure installations. Please refer to the preliminary plat map.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Tyrell E. Bradley

Name of signee: Tyrell Bradley, PE

Position and Agency/Organization: Project Manager, SCJ Alliance

Date Submitted: March 25, 2021

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

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Preliminary Drainage Report

DR Horton – Bradley Park Plat
Lacey, WA

Prepared For:

DR Horton
11241 Slater Ave. NE
Kirkland, WA

Prepared By:

SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360-352-1465

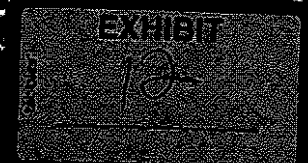
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March 2021



SCJ ALLIANCE

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Preliminary Drainage Report

DR Horton – Bradley Park Plat
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Prepared For:

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Kirkland, WA

Prepared By:

SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360-352-1465

March 2021



SCJ ALLIANCE
CONSULTING SERVICES

Preliminary Drainage Report

Project Information

Project: **DR Horton – Bradley Park Plat**

Prepared for: **DR Horton**
11241 Slater Ave. NE
Kirkland, WA 98033
Contact Name: Erin Bang
Contact Phone: 425.821.3400 x5137

Reviewing Agency

Jurisdiction: City of Lacey

Project Representative

Prepared by: **SCJ Alliance**
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465
scjalliance.com

Contact: Tyrell Bradley, PE

Project Reference: **SCJ #3407.01**
Path: N:\Projects\3407 DR Horton\3407.01 15th Ave Plat\Phase 05 -
Construction Documents\Design\Storm\Drainage Report\2019-xxxx
Stormwater Site Plan.docx

PROJECT ENGINEER'S CERTIFICATION

I hereby certify that this Drainage Control Plan for the Bradley Park Plat project has been prepared by me or under my supervision and meets the minimum standards of care and expertise which is usual and customary in this community for professional engineers. I understand that the City of Lacey does not and will not assume liability for the sufficiency, suitability, or performance of drainage facilities prepared by me.



03/16/2021

Prepared by: Mallory Dobbs, PE
Mallory.Dobbs@scjalliance.com
(360) 352-1465

Date

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DRAINAGE CONTROL PLAN ATTACHMENTS

- Attachment 1: Site Development Drawings
- Attachment 2: Construction SWPPP Report
- Attachment 3: Soils Report
- Attachment 4: Maintenance and Source Control Manual – **NOT INCLUDED, ATTACHED SEPERATELY**
- Attachment 5: Establishment of Maintenance Covenant

LIST OF APPENDICES

- Appendix 1: Design Calculations
- Appendix 2: Soil Management Plan – **NOT REQUIRED**
- Appendix 3: Supplemental Reports and Information



1. PROPOSED PROJECT DESCRIPTION

The following report was prepared for the DR Horton Bradley Park Plat project in Lacey, WA. This report was prepared to comply with the minimum technical standards and requirements that are set forth in the City of Lacey 2016 *Stormwater Design Manual (SDM)*.

Project Proponent:	DR Horton
Parcel Numbers:	11808430201
Total Parcel Area:	15.66 Acres
Current Zoning:	MMDC – Mixed Use Moderate Density Corridor
Required Permits:	Grading, Utility, Paving, Building, etc.
Site Address:	Not yet assigned
Section, Township, Range:	Section 8, Township 18 N, Range 1 W

The proposed Bradley Lake Plat is located on one parcel that contains a total of 15.66 acres. The site is bounded by 15th Ave. NE to the north, single-family residences to the east and west, and 6th Ave NE to the south. The site is the only parcel undeveloped in a surrounding heavily residential area. The proposed construction includes 82 lots, as well as driveways, utilities, and stormwater improvements disturbing approximately 11.11 acres of the parcel. The remaining 4.54 acres of the parcel will remain for the Evangel Church. Specifically, the proposed site improvements/construction activities for this project include the following:

- Site preparation, grading, and erosion control activities
- Construction of 82 single-family lots
- Construction interior circulation roadways
- Construction of driveways and sidewalks
- Construction/installation of on-site water quality and flow control facilities
- Extension of available utilities (i.e., water, sewer, etc.)

A site vicinity map of the proposed project location, an Existing and Proposed Basin Map, and a worksheet for determining the number of Core Requirements for this project has been prepared and is enclosed herein as **Appendix 3**. Core requirements 1-9 are required for this project. Table 1 below describes the land use of the parcel.



LAND TYPE DESIGNATIONS	AREA (ACRES)	% OF TOTAL AREA
Total On-Site Area	11.11	100
Existing Pervious Surface	11.11	100
Existing Impervious Surface	0	0
Proposed Pervious Surface	4.77	42.93
Proposed Impervious Surface	6.34	57.07

Table 1: Land Type Designations Existing vs. Proposed

1.1 SUMMARY OF COMPLIANCE ON-SITE

The stormwater design complies with the 9 core requirements as follows:

Core Requirement #1 – Preparation of Stormwater Site Plans – This summary is contained within the Drainage Report.

Core Requirement #2 – Construction Stormwater Pollution Prevention – A pollution prevention plan has been included within the stormwater site plan as **Drainage Control Plan Attachment 2** which describes the 13 required elements. Further, an erosion control plan has been prepared and is part of the engineering plan set. The contractor may need to amend and update these plans as part of development and/or management of the SWPPP. The contractor will be responsible for preparing the full SWPPP which shall comply with all of the required elements and the Washington Department of Ecology requirements for coverage under the NPDES Construction Stormwater General Permit.

Core Requirement #3 – Source Control of Pollution – All source control BMPs have been evaluated for feasibility and are identified in the Maintenance and Source Control Manual.

Core Requirement #4 – Preservation of Natural Drainage Systems and Outfalls – Currently, it appears that the majority of the stormwater runoff sheet flows to the north and into an existing roadside ditch. The roadside ditch then conveys the stormwater runoff to the east and eventually into Woodland Creek. After construction, the majority of the stormwater runoff from the proposed improvements will be infiltrated on-site. It is important to note that approximately 4.54 acres of the parcel will be developed in the future by the church owners. The stormwater runoff from those improvements will utilize separate stormwater facilities from the proposed project in this report.

Core Requirement #5 – On-site Stormwater Management, including Easements and Setbacks– In accordance with Core Requirement #7, this project is not flow control exempt. Using Figure 2.3: Flow Chart for Determining Core Requirement #5 Requirements, the proposed project is a new development triggering core requirement #1-9 located in the UGA, therefore the project shall employ the On-Site Stormwater Management BMPs in accordance with the Low Impact Performance Standard or List #2. The project will demonstrate compliance with List #2, see below.

Lawn and Landscaped Areas:

- Per Chapter 7 Section 7.4.1, the 2016 SDM, Post Construction Soil Quality and Depth will be utilized to the maximum extent practicable. See landscape plans for details.

Roofs:

- Full Dispersion (Chapter 7, Section 7.4.2) or Downspout Infiltration (Chapter 7, Section 7.4.10): Full dispersion is not feasible for this project site. Full dispersion requires that the site protects at least 65% of



the site in a forest or native condition. For this reason alone this BMP is not feasible. In addition, the existing topography and the surrounding development does not allow for the required native vegetation paths. Downspout infiltration is feasible for the proposed project, however due to the variation in the on-site soils throughout the parcel it is safer to localize the majority of the roof runoff to the proposed infiltration system. Approximately 52 lots are assumed to have appropriately soils to allow for infiltration on-site. The roof area from the remaining lots will be tightlined directly into the bioretention facility. See the till and drywell exhibits provided in Appendix 3.

- Bioretention (Chapter 7, Section 7.4.4): Bioretention is feasible for the proposed project and will be utilized for the remaining roof areas as mentioned above.

Other Hard Surfaces:

- Full Dispersion (Chapter 7, Section 7.4.2): Full dispersion is not feasible for this project site for the reasons mentioned above.
- Permeable Pavement (Chapter 7, Section 7.4.6): The proposed pollution generating impervious surfaces require treatment prior to infiltration, therefore the proposed roadways cannot be permeable. Additionally, the soils vary across the site and would not be safe for the design of permeable pavement. Due to these things, permeable pavement is infeasible.
- Bioretention (Chapter 7, Section 7.4.4): As mentioned above, bioretention is feasible for the proposed project and will be used to meet minimum requirements #5, 6, and 7. See Section 4 of this report for more information.

Core Requirement #6 – Runoff Treatment – Per this requirement, a treatment facility was chosen for this project based on the step-by-step selection process in Section 8.2.1 of the SDM. See Section 4 of this report for this process. Phosphorous treatment is not required for the project area. The project is not considered an industrial, commercial, or multi-family project and therefore enhanced treatment is also not required. Therefore the project requires only basic treatment for the pollution-generating impervious surfaces. Treatment will be provided through infiltration through a bioretention facility.

Core Requirement #7 – Flow Control – This requirement will be met through the use of infiltration within a bioretention facility. Almost all of the stormwater runoff within the parcel will be collected and conveyed to the bioretention facility. This facility will infiltrate 100% of the runoff that is conveyed to it. See Section 4 of this report for more information.

Core Requirement #8 – Wetlands Protection – There are no wetlands on the project site nor does the project site does currently discharge into a wetland.

Core Requirement #9 – Operation and Maintenance – A Maintenance and Source Control Manual will be included as **Drainage Control Plan Attachment No. 4** at the time of the civil permit submittal.

2. EXISTING CONDITIONS DESCRIPTION

2.1 EXISTING ON-SITE CONDITIONS

The subject site is +/- 15.66 acres in size. Topography within the property generally slopes to the north east at approximately 2-6%. The parcel is currently undeveloped with approximately 75% forested land cover and the remaining area pasture/grass. There are no known current drainage flow control facilities on the site. See the figures below.



Figure 1: Existing Conditions (1990)



Figure 2: Existing Conditions (2018)

2.2 CRITICAL AREAS

Flood Zones: The project parcel is located with Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Panel No. 53067C0187E. According to the FIRM Map the project parcel is located within Zone X. Zone X is determined to be an area of minimal flood hazard. See **Appendix 3** for the FIRM Map.

Critical Aquifer Recharge Areas (CARA): According to Figure 8B.2 of the SDM, the proposed project is located within a Critical Aquifer Recharge Area Category II.

2.2.1 On-Site Soils Information

A geotechnical investigation was conducted by The Riley Group in June of 2020. The on-site soils encountered in the thirteen (13) test pits generally confirmed the mapped stratigraphy. The soils encountered during the field exploration included loose to medium dense surficial soils comprised of soft to stiff silt and medium dense to dense sand with varying amounts of silt and gravel, and gravel with varying amounts of sand and silt. The outwash and lacustrine deposits were underlain by dense to very dense silty sand with gravel (glacial till) at nine locations. Light groundwater seepage was encountered at three locations at depths of 7 to 9 feet in the southern portion of the site during our subsurface exploration. Infiltration is feasible in some areas of the site specifically the northeast corner and the south central portion of the site. For preliminary design, in the area of TP-1 and TP-4, a design rate of 5 inches per hour was recommended. Groundwater monitoring is also being conducted for the proposed project in the stormwater facility locations. The final report is not yet completed as the monitoring is still being conducted, the preliminary depths to groundwater show a maximum elevation at approximately 17.91 feet bgs for MW-1 on the south side of the site and 15.5 feet bgs for the north side of the site. For more information see the **Drainage Control Plan Attachment No. 3** for the soils reports and preliminary groundwater information.

3. VICINITY ANALYSIS AND SUBBASIN DESCRIPTION

There are no known flooding or bank overtopping problems, and no steep slopes are located near the project site. The project site is located within the Category II Critical Aquifer Recharge Area. The project is not located within a wellhead protection area. There are no known fuel tanks on-site.



3.1 QUALITATIVE UPSTREAM ANALYSIS

The adjacent roadways area either curbed or equipped with a drainage ditch, therefore the roadway runoff does not enter the site. The areas to the east and west are mostly developed and contain their own stormwater systems therefore on-site run-on is minimal to none.

3.2 QUALITATIVE/QUANTITATIVE DOWNSTREAM ANALYSIS

All of the stormwater runoff generated by the developed site will be collected, treated, and infiltrated on-site. The future development in Basin 2 will be collected, treated, detained and released at the predeveloped rates. Overall the runoff flows from the site are anticipated with the construction of this project and the downstream conveyance system will be improved.

4. FLOW CONTROL AND WATER QUALITY FACILITY SIZING

4.1 SUMMARY SECTION

Following Figure 2.1 (See **Appendix 3**), this project classifies as a new development that triggers all of the core requirements. The site does not have 35% or more of existing impervious coverage, and the project will add more than 5,000 S.F. of new impervious surfaces. See **Drainage Control Plan Attachment No. 1** for the proposed stormwater facility locations and details. Table 2: Area Analysis below illustrates the existing and proposed impervious and pervious areas of the disturbed areas (See **Appendix 3** for the basin map).

LAND TYPE DESIGNATIONS	AREA (ACRES)	% OF TOTAL AREA
Total Parcel Area	15.66	100
Basin 1	9.07	57.85
Roof*	1.16	7.41
Asphalt	1.92	12.26
Sidewalk/Concrete*	1.40	8.94
Landscape	4.59	29.31
Basin 2**	4.54	29.05
Impervious	2.18	13.92
Landscape	1.74	11.11
Undisturbed	0.63	4.02
Drywells (Roof Areas)***	2.05	13.09

Table 2: Basin Area Analysis

*The roof and a portion of the proposed concrete areas were assumed based on the typical lot layouts for each parcel. At this time it was assumed that 25 lots will have 1,640 s.f. houses, 25 lots will have 1,748 s.f. houses, and 30 lots will have 1,831 s.f. houses. It was also assumed that each lot would have 400 s.f. concrete driveway.

** Basin 2 is the future development of the parcel and was assumed so that a preliminary detention facility could be designed.

***52 lots with an assumed roof area of 1,640 s.f. (32 lots) and 1,831 s.f. (20 lots) will have individual drywells on-site (2.05 acres total) and was removed from Basin 1. See the till and drywell exhibits for the exact lots assumed to have feasible soils for infiltration of the roof area on-site.



4.1.1 Performance Standards and Goals

Following Figure 2.1 – Flow Chart for Determining Requirements for New Development, the project site triggers the use of Core Requirements #1-9. All of the stormwater runoff from the disturbed area of the project parcel will be collected, treated, and infiltrated on-site. The area of the parcel reserved for future development will be collected, treated, detained, and then released into the city of Lacey stormwater system. Basic treatment will be provided for this project through the use of bioretention.

4.1.2 Flow Control System

Flow control is required for the proposed development and will be provided through the use of a bioretention facility. WWHM was used to size the infiltration facility while MGS Flood was used to size the facility for the future development of Basin 2. The drainage plan with the bioretention facility location has been included as **Drainage Control Plan Attachment No. 1**. See **Appendix 1** for the MGS Flood reports.

- **Basin 1:** All of the stormwater runoff from the proposed plat development (excluding the roof areas that go to drywells) will be collected and conveyed to the proposed bioretention facility. Conveyance swales have also been provided along the east and west side of Road A. These swales will provide flow control and treatment, however due to the inconsistent soils throughout the site these ditches were not modeled at this stage in the design. This bioretention facility has been sized to infiltrate 100% of the runoff from the project area with a bottom area of 4,550 s.f. and total depth of 3.5 feet (including 0.5 feet of freeboard). A design infiltration rate of 5 inches per hour was used. The bioretention facility requires a drawdown time of 24-hours if the live storage depth exceeds 1 foot. The facility has a live storage depth of 3 feet and an infiltration rate of 5 inches/hour, which means the drawdown time of the facility is approximately 7 hours. Additionally, as mentioned above, the maximum groundwater elevation is approximately 15.5 feet bgs. The bottom of the proposed bioretention facility is 183.0, while the groundwater depth is at approximately 166.80, which leaves a separation to groundwater of 15+ feet and therefore groundwater mounding is not required. See **Appendix 1** for the full WWHM report.
- **Basin 2:** The remaining area of the parcel (4.54 acres) will be developed in a future phase. This portion of the site is anticipated to have soils not conducive to infiltration, therefore a detention pond was sized using MGS Flood. According to the zoning of the parcel, the maximum impervious surface coverage is 60 percent and therefore this was the assumed developed impervious surface. A detention pond 5,865 s.f. and 8 feet of total depth (including 1' of freeboard) will provide the necessary storage to allow for the release of the stormwater runoff such that it matches the predeveloped flow rates and durations. A flow control structure with 2 orifices will release the stormwater runoff into a storm pipe that will convey the runoff to the north and into the City of Lacey stormwater system located within 15th Ave. See **Appendix 1** for the full MGS Flood report.

4.1.3 Water Quality System

Per Minimum Requirement #6, only basic treatment is required for this project. However, enhanced treatment will be provided through the use of a bioretention facility. In order to meet this requirement, at least 91% of the total runoff volume must infiltrate through the bioretention soil mixture. Using the Western Washington Hydrology Model (WWHM 2012) the provided bioretention pond will infiltrate 100% of the stormwater runoff conveyed to it and therefore meets this requirement. Part of the conveyance system will consist of swales along the roadway. These swales will also contain bioretention soil and therefore provide treatment for the proposed project. However, it is unknown what the native soil infiltration rates will be and therefore at this stage in the design these swale facilities have not been modeled for treatment or flow control benefits. At this stage in design, it is assumed that the stormwater runoff from the sidewalk areas will flow across the asphalt driving and parking areas, and



therefore were included in the treatment facility sizing. Additionally, a portion of the roof runoff will be tightlined in the conveyance system and treated through the bioretention facility while the remaining roof areas will be infiltrated in individual drywells located on each lot. These lots were determined based on the depth to the till layer for each lot. Exhibits have been provided in **Appendix 3** to show exactly which lots that we deem are feasible to provide drywells at this time. According to WWHM, a bioretention facility with 4,550 s.f. of bottom area, 3.5 feet of depth (including 0.5' of freeboard) and 3:1 side slopes will provide both water quality and flow control for the entire site. See below for the treatment facility sizing. The drainage plan with the locations of the stormwater facilities has been included as **Drainage Control Plan Attachment No. 1**. See **Appendix 1** for the WWHM report.

It is important to note that basic treatment will also be required for the future development in Basin 2. At this time the treatment type has not been determined for this parcel.

5. AESTHETIC CONSIDERATIONS FOR FACILITIES

All of the stormwater facilities will be designed in such a way that they will provide necessary treatment and flow control, but also provide eye appeal to the residents. The bioretention facility will have landscaping surrounding the edges that will act as a screen as well as plants throughout the facility to make it look natural and part of the environment.

6. CONVEYANCE SYSTEM ANALYSIS AND DESIGN

The piped conveyance system is sized to convey the developed conditions 25-year return period peak runoff. All main stormwater conveyance pipes are a minimum of 12-inch in diameter and designed at a minimum slope of 0.5%. All roof drain lines and area drain lines are a minimum of 6-inch in diameter and designed at a minimum slope of 0.5%. According to flowmaster, a 12-inch PVC pipe installed at a slope of 0.5% has a capacity of 3.27 cfs and a 6-inch pipe installed at a slope of 0.5% has a capacity of 0.52 cfs. The conveyance swale will be grass lined with a minimum slope of 1% and a 2' bottom width.

7. COVENANTS, DEDICATIONS, EASEMENTS

It is the City of Lacey's policy that the property owner(s) shall maintain their stormwater drainage facilities. Thus, the Bradley Park Homeowner's Association will be responsible for maintaining and insuring that all installed drainage facilities are functioning in accordance with their design purposes. The Bradley Park Homeowner's Association will keep a copy of the maintenance plan at the project site. The Maintenance and Source Control Manual is a standalone document submitted separately from the Stormwater Site Plan and the Establishment of Maintenance Covenant will be included as **Attachment 5** at the time of the civil permit submittal.

It is important to note that only slow release fertilizers shall be applied for the life of the development at a maximum amount of 4 lbs of nitrate as Nitrogen annually and no more than 1 lb. per application for every 1,000 square feet of turf grass. Only fertilizer formulas with a minimum of 50% water insoluble form of nitrogen are permitted for use. Approved water insoluble forms of nitrogen include sulfur and/or polymer coated fertilizers, Isobutylidene Diurea (IBDU), Methylene Urea and Ureaform, and organic fertilizers registered with Washington Department of Agriculture.



8. AGREEMENTS AND GUARANTEES

Maintenance and/or operational bonding or other appropriate financial guarantees are required for all projects to ensure construction and functionality of drainage facilities in compliance with applicable standards. These guarantees are to be consistent with the most recent edition of the City of Lacey Development Guidelines and Public Works Standards.

9. OTHER PERMITS OR CONDITIONS PLACED ON THE PROJECT

There are no other known required permits at this time.

END OF STORMWATER SITE PLAN

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DRAINAGE CONTROL PLAN

ATTACHMENT 1

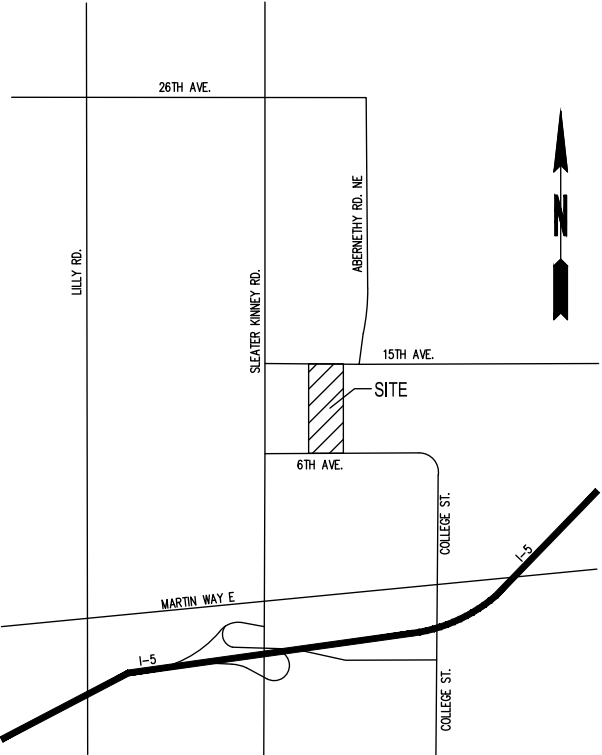
SITE DEVELOPMENT DRAWINGS

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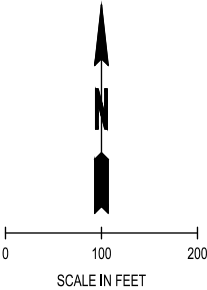
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PROJECT INFORMATION:

OWNER/APPLICANT: CLONINGER	EVANGEL CHAPEL 4205 LACEY BLVD SE LACEY, WA 98503
TPN:	11808430201
SITE ADDRESS:	TBD
PARCEL SIZE:	682,290 SF (15.66 ACRES)
STORMWATER TRACT:	21,292 SF (0.49 ACRES)
GRADING: (FOR APPLICATION PURPOSES ONLY)	+/-15,900 CY CUT +/-17,050 CY FILL
IMPERVIOUS SURFACES AREA COVERAGE:	+/-1.91 ACRES AC ROADWAY +/-1.40 ACRES CONC. SIDEWALK/DRIVEWAY
ROADWAY AREA/LENGTH:	+/-1.91 ACRES / 2,428 LF
SOILS:	ALDERWOOD GRAVELLY SANDY LOAM
SANITARY SEWER/WATER:	CITY OF LACEY
POWER/GAS	PUGET SOUND ENERGY
TELEPHONE/FIBER:	CENTURY LINK
CABLE/TV:	COMCAST
FIRE DISTRICT:	LACEY
SCHOOL DISTRICT:	NORTH THURSTON
FEMA FIRM DESCRIPTION:	ZONE X (PANEL #53067C0187E)
VEHICULAR TRIPS:	SEE TRIP GENERATION SUMMARY TABLE 1 PER TRAFFIC SCOPING MEMO
EXISTING WELLS:	NO WELLS LOCATED ON THE SITE
ZONING DESIGNATION	MIXED USE MODERATE DENSITY
SUBDIVISION APPLICATION	PRELIMINARY PLAT
MAXIMUM ALLOWABLE (GROSS) DENSITY	8-16 UNITS PER ACRE
MAXIMUM DWELLING UNITS ALLOWED	165 DU
PROPOSED NO. DWELLING UNITS	82 DU
PROPOSED RESIDENTIAL DENSITY	5.24 DU/ACRE
MINIMUM LOT SIZE	3,000 SF (0.068 ACRES)
PROPOSED AVERAGE (INDIVIDUAL) LOT SIZE	3,688 SF (0.085 ACRES)
PROPOSED MINIMUM (INDIVIDUAL) LOT SIZE	3,000 SF (0.068 ACRES)
MINIMUM LOT WIDTH	30 FT.
PROPOSED MINIMUM (INDIVIDUAL) LOT WIDTH	30 FT.
FRONT YARD SETBACK, FROM STREET	20 FT.
REAR YARD SETBACK	15 FT.
SIDE YARD SETBACK, FROM STREET	10 FT.
SIDE YARD SETBACK, FROM ADJACENT PROPERTY	5 FT.
GARAGE SETBACK, FROM BACK OF SIDEWALK	20 FT.
MAXIMUM BUILDING HEIGHT	40 FT.
MAXIMUM LOT COVERAGE	75%



VICINITY MAP
N.T.S.



SHEET INDEX

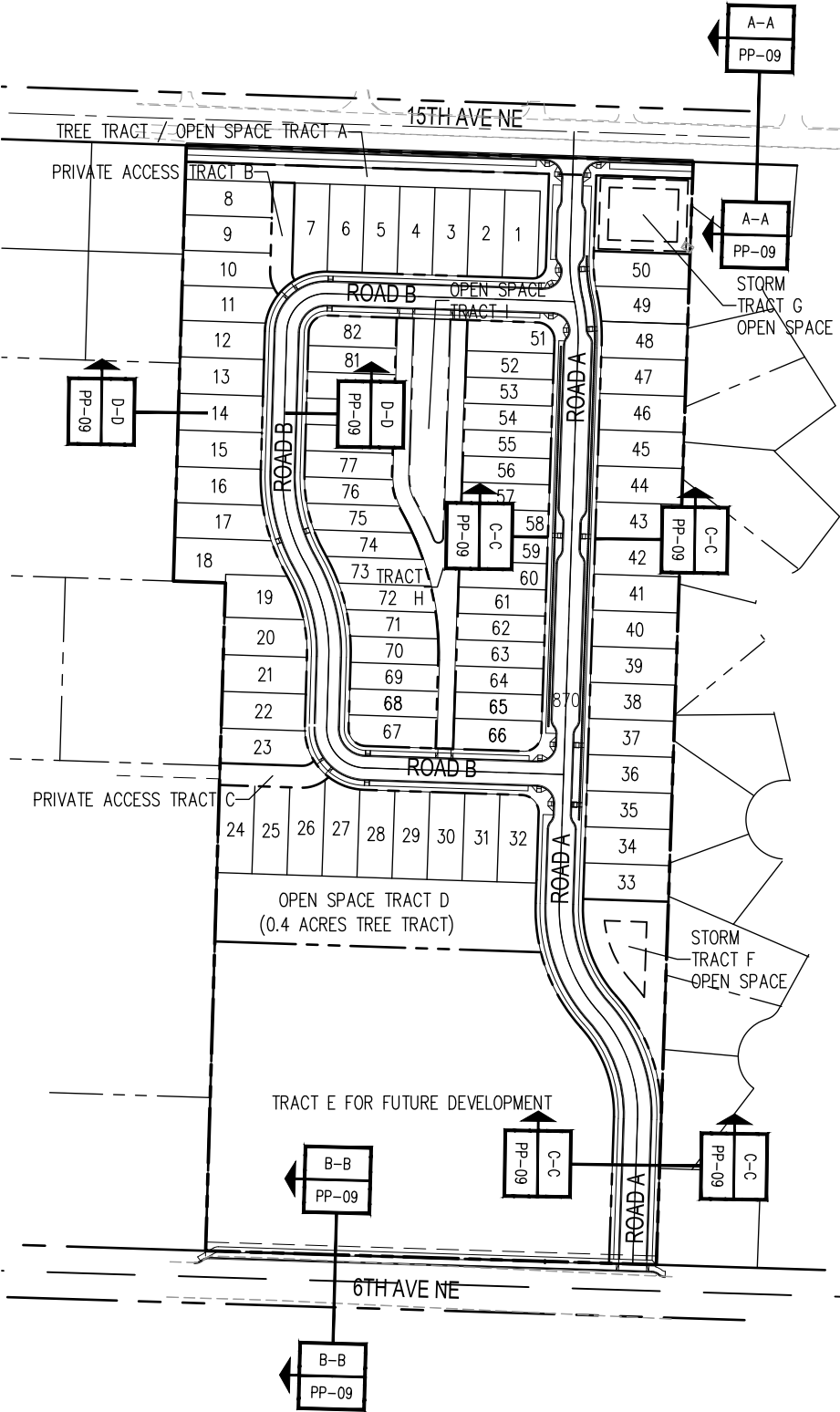
SHEET NO.	SHEET TITLE	SHEET DESCRIPTION
1	PP-01	OVERALL PRELIMINARY PLAT MAP
2	PP-02	PRELIMINARY PLAT MAP
3	PP-03	PRELIMINARY PLAT MAP
4	PP-04	PRELIMINARY GRADING PLAN
5	PP-05	PREL. DRAINAGE AND EROSION CONTROL PLAN
6	PP-06	PRELIM. DRAINAGE AND EROSION CONTROL PLAN
7	PP-07	PRELIMINARY PLAT WATER AND SEWER PLAN
8	PP-08	PRELIMINARY PLAT WATER AND SEWER PLAN
9	PP-09	ROADWAY SECTIONS

OPEN SPACE CALCULATIONS:

REQUIRED MIN. USABLE OPEN SPACE (LMC 16.15.050 (D):	10% SITE -1.57 ACRES
TOTAL OPEN SPACE PROVIDED:	1.57 ACRES
TREE TRACT REQUIRED (LMC 14.32.064 (A):	5% SITE -0.78 ACRES
TREE TRACT PROVIDED (INCLUDED IN OPEN SPACE):	5% SITE -0.78 ACRES
	TRACT A - 0.21 ACRES (TREE TRACT/OPEN SPACE)
	TRACT D - 0.66 ACRES (0.40 ACRES TREE TRACT/0.26 ACRES OPEN SPACE)
	TRACT F - 0.27 ACRES (OPEN SPACE/STORM POND)
	TRACT G - 0.22 ACRES (OPEN SPACE/STORM POND)
	TRACT I - 0.21 ACRES (0.17 AC TREE TRACT/0.04 AC OPEN SPACE)
	TOTAL: 1.57 ACRES (10% OF TOTAL SITE)

SURVEY

TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION WAS PROVIDED BY MTN2COAST, LLC.
PROFESSIONAL LAND SURVEYORS. THIS SURVEY INFORMATION WAS NOT FIELD VERIFIED BY SCJ
ALLIANCE.



NOTE:
SEE SHEETS PP-02 AND PP-03
FOR PLAT DIMENSIONS

DATUM

HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NGVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

SCJ ALLIANCE
CONSULTING SERVICES

8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.352.1465 F: 360.352.1509
SCJALLIANCE.COM

OVERALL PRELIMINARY PLAT MAP

BRADLEY PARK PRELIMINARY PLAT

LACEY, WA

SHEET TITLE:

PROJECT NAME:

SEAL:



DESIGNER:

R. WEEDEN

DRAWN BY:

R. WEEDEN

APPROVED BY:

T. BRADLEY

DATE:

MARCH, 2021

JOB NO:

3407.01

DRAWING FILE NO:

3407 PLAT PLAN

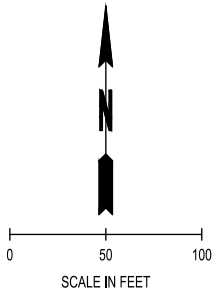
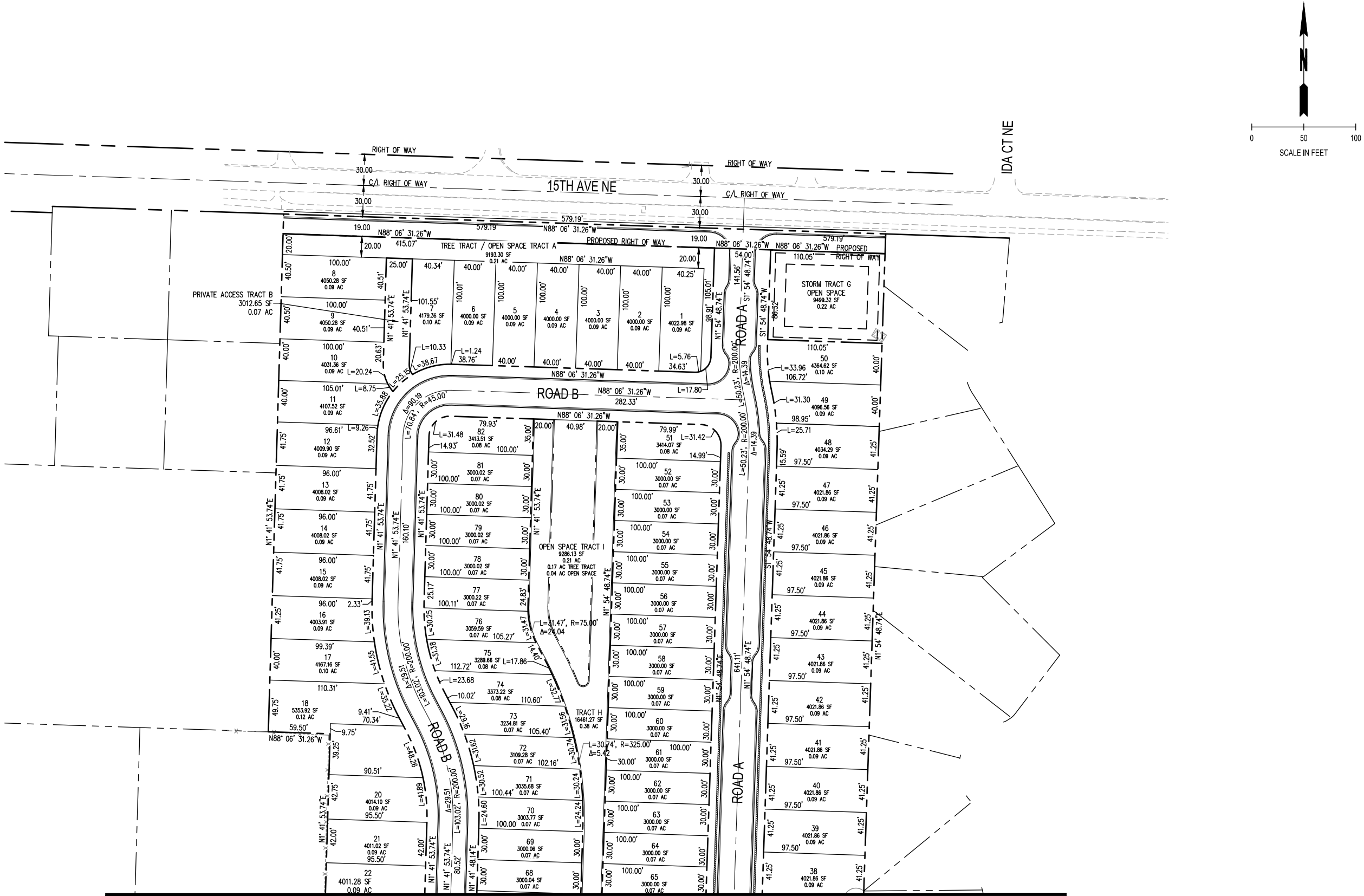
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SHEET NO:

1 OF 9

SEC. 30, T17N., R1W., W.M.



MATCH LINE - SEE SHEET PP-03

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.352.1465 F: 360.352.1509
SCJALLIANCE.COM

PRELIMINARY PLAT MAP
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA

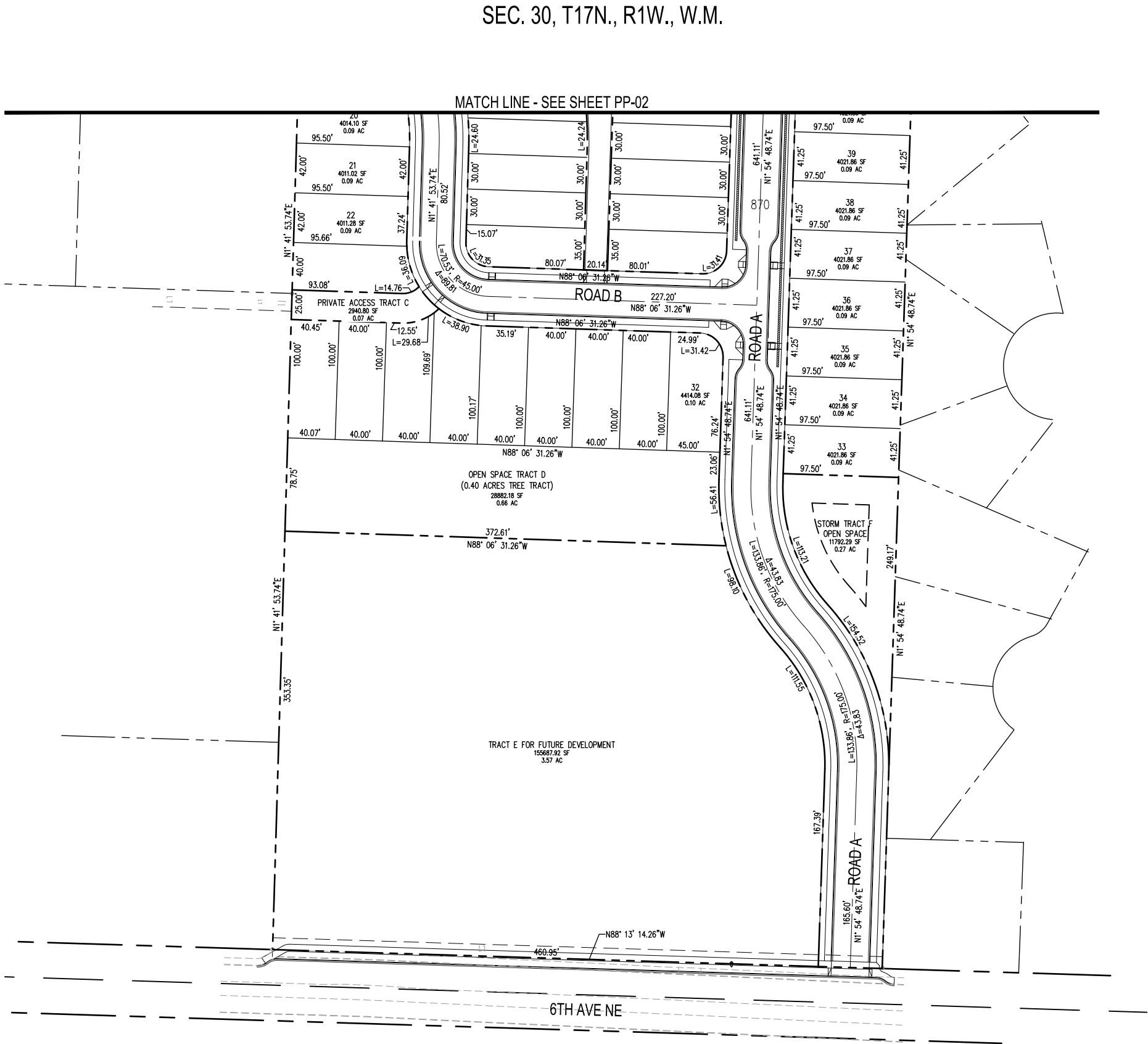
SEAL: TIRELL E. BRADLEY
STATE OF WASHINGTON
REGISTERED PROFESSIONAL ENGINEER
03/15/2021

DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	3407.01
DRAWING FILE NO:	3407.01 PP-02
DRAWING NO:	PP-02
SHEET NO:	2 OF 9

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DATUM
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VERTICAL - NVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52



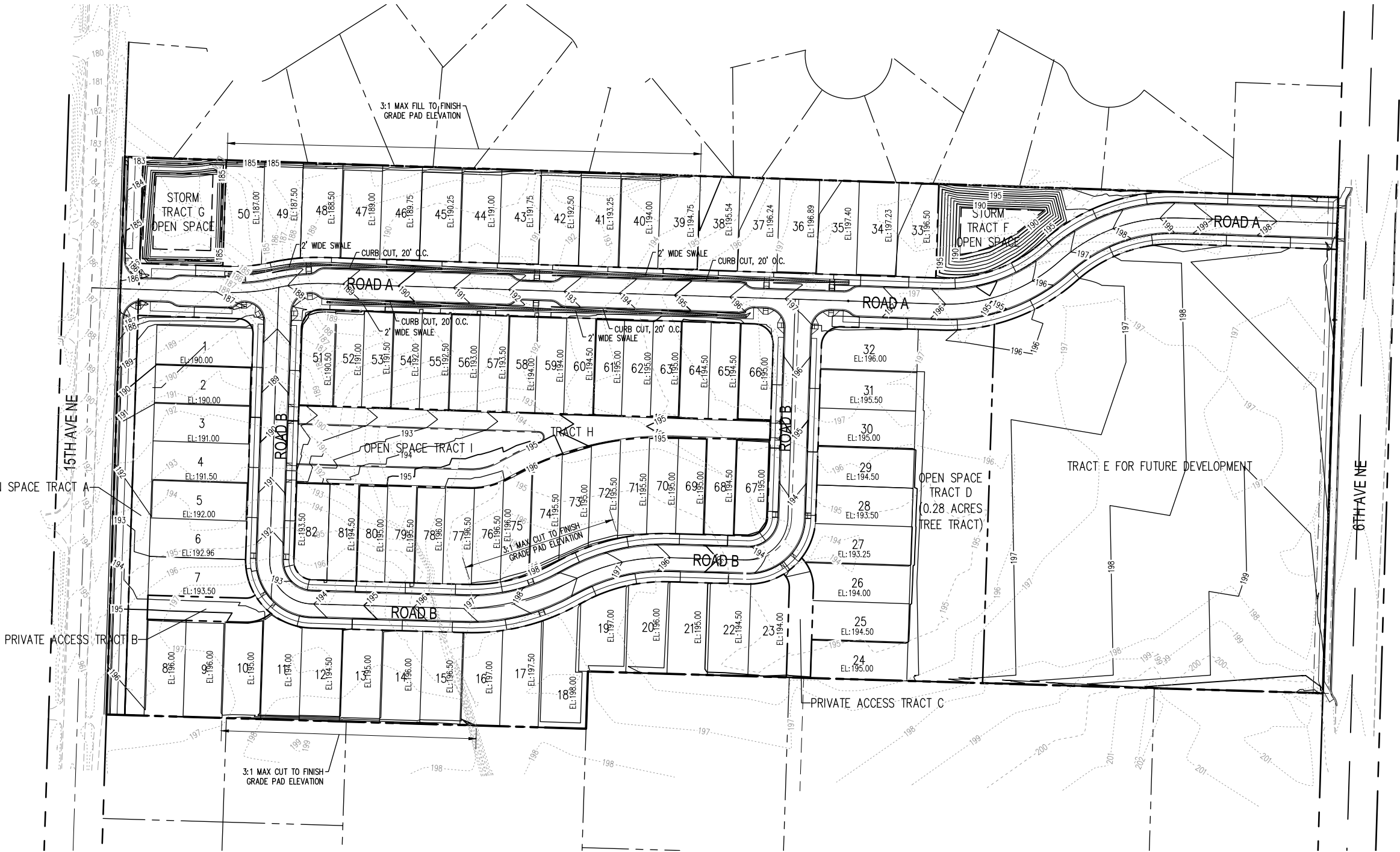
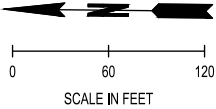
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PRELIMINARY PLAT MAP
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA



DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	3407.01
DRAWING FILE NO:	3407.01 PP-03
DRAWING NO:	PP-03
SHEET NO:	3 OF 9

SEC. 30, T17N., R1W., W.M.



GRADING NOTES:

- 1. LOTS 72-77 WILL PROVIDE +/- 3 FT. ELEVATION DIFFERENCE BETWEEN BACK OF WALK AND FINISH PAD ELEVATION ALONG ROAD B. STAIRS TO BE INSTALLED OFF THE BACK OF SIDEWALK TO CATCH INTO PAD FINISH GRADE. PAD GRADE WILL BE FLUSH WITH FINISH GRADE ALONG THE ALLEY.
- 2. ALL LOTS AROUND THE PERIMETER THAT REQUIRE A CUT OR FILL TO TIE INTO EXISTING GRADE SHALL BE GRADED AT 3:1 MAX. TO FINISH GRADE PAD ELEVATION. SEE PLAN VIEW FOR LOCATIONS

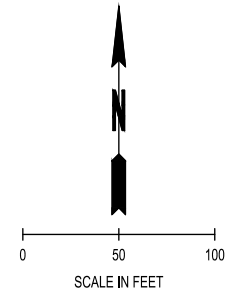
DATUM
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VERTICAL - NVD 29 BASED ON TIES TO THURSTON COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2" BRASS CAP IN CONCRETE. ELEVATION= 204.52

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PRELIMINARY GRADING PLAN
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA



DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	3407.01
DRAWING FILE NO:	3407.01 PRELIMINARY GRADING PLAN
DRAWING NO:	PP-04
SHEET NO:	4 OF 9



INSTALL STORM DRAIN INLET PROTECTION
ON ALL CATCH BASINS

HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NGVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
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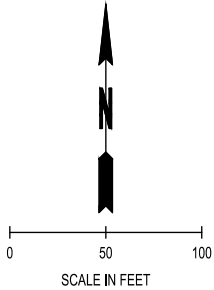
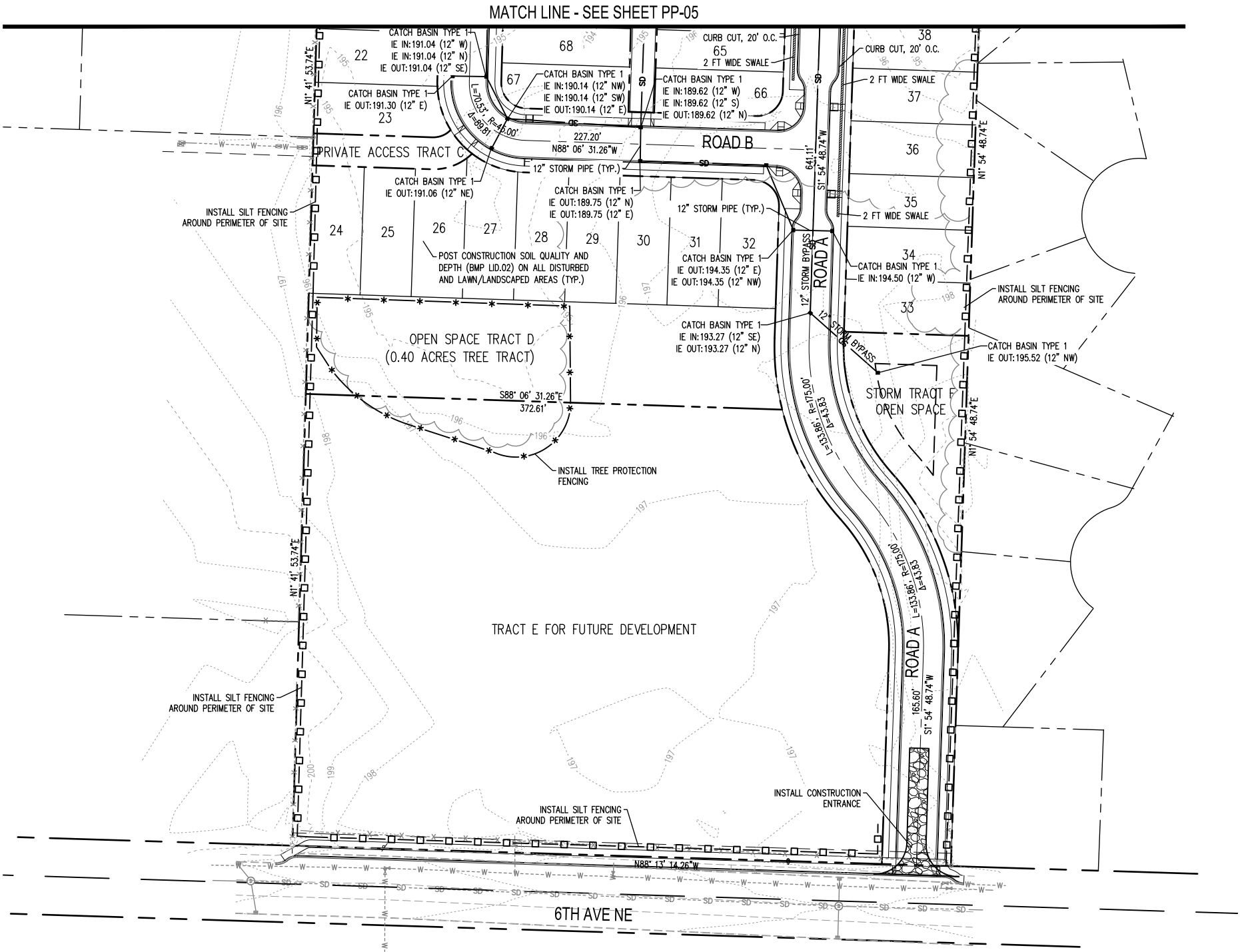
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EROSION CONTROL NOTE:
INSTALL STORM DRAIN INLET PROTECTION
ON ALL CATCH BASINS

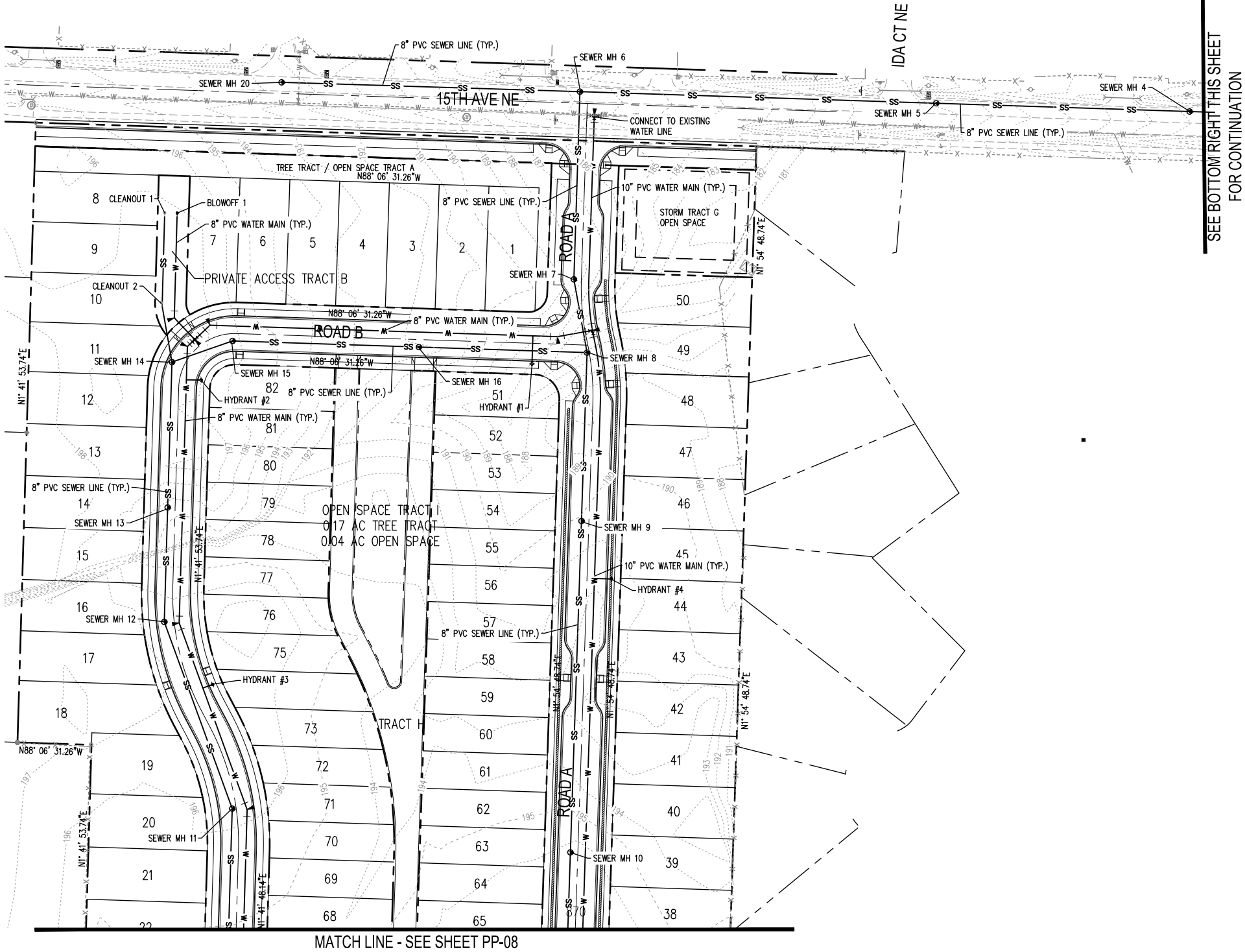
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VERTICAL - NVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

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SHEET TITLE: PRELIM. DRAINAGE AND EROSION CONTROL PLAN	
PROJECT NAME: BRADLEY PARK PRELIMINARY PLAT	
LACEY, WA	
 03/15/2021	
DESIGNER: R. WEEDEN	
DRAWN BY: R. WEEDEN	
APPROVED BY: T. BRADLEY	
DATE: MARCH, 2021	
JOB NO: 3407.01	
DRAWING FILE NO: 3407.01 PP-05	
DRAWING NO: PP-06	
SHEET NO: 6 OF 9	

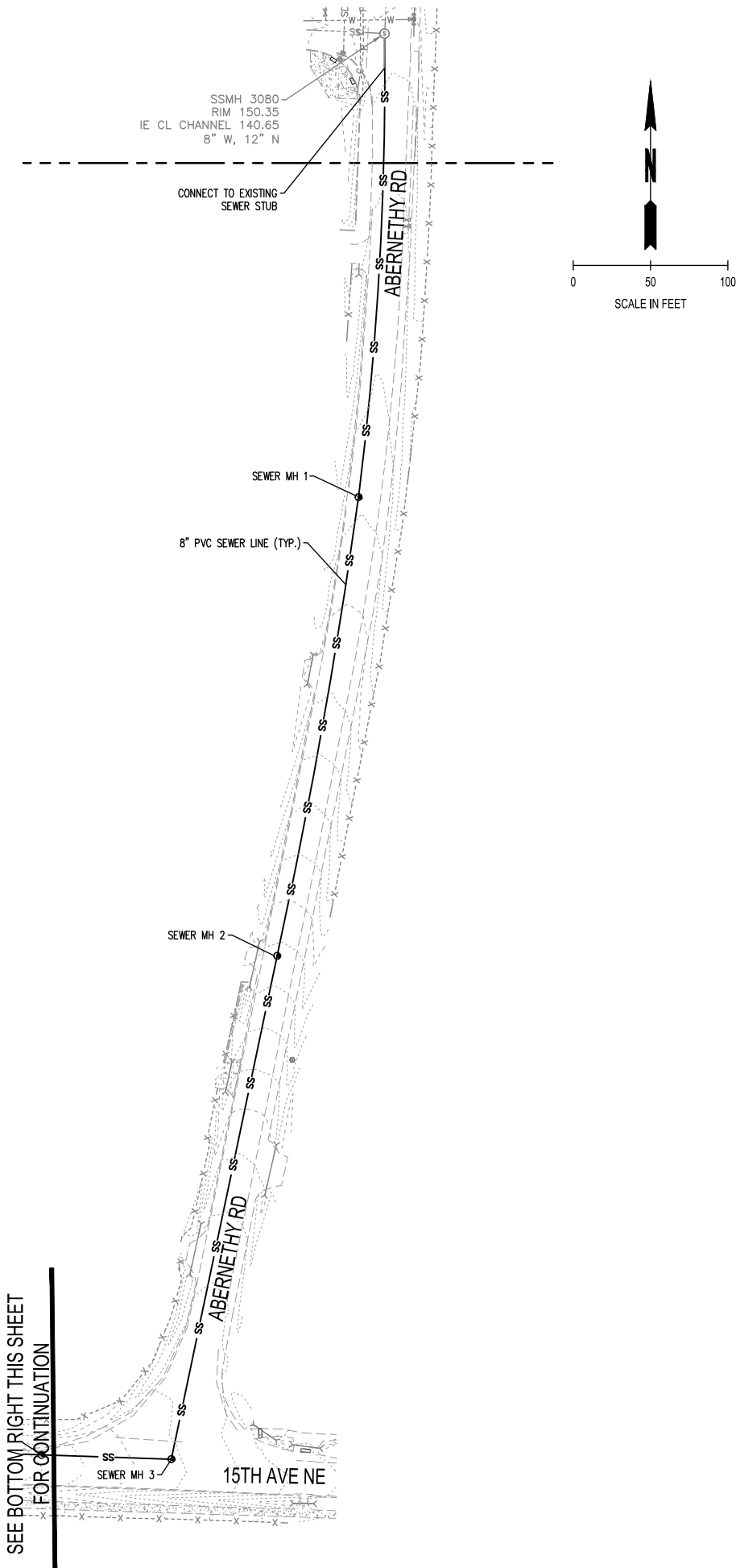
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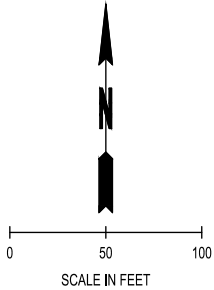
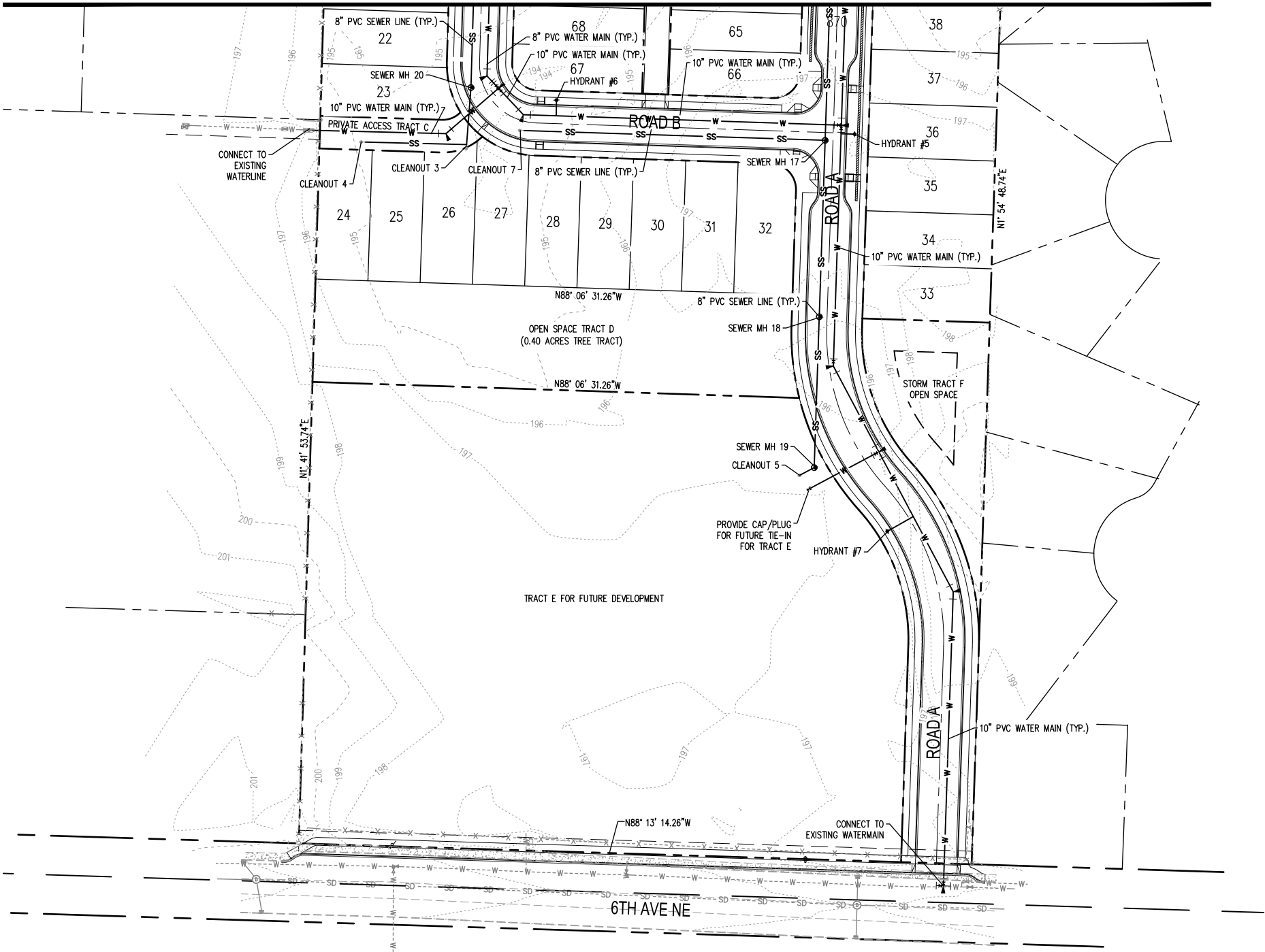
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VERTICAL - NGVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52



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SHEET TITLE: PRELIMINARY PLAT WATER AND SEWER PLAN	
PROJECT NAME: BRADLEY PARK PRELIMINARY PLAT	
DESIGNER: R. WEEDEN	
DRAWN BY: R. WEEDEN	
APPROVED BY: T. BRADLEY	
DATE: MARCH, 2021	
JOB NO: 3407.01	
DRAWING FILE NO: 3407.01 PP-06	
DRAWING NO: PP-07	
SHEET NO: 7 OF 9	

SEC. 30, T17N., R1W., W.M.

MATCH LINE - SEE SHEET PP-07



DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
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COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52



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PRELIMINARY PLAT WATER AND SEWER PLAN

BRADLEY PARK PRELIMINARY PLAT

LACEY, WA

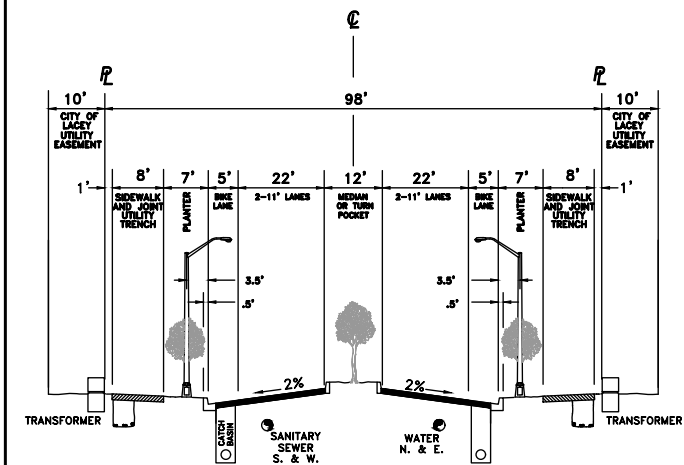


DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
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JOB NO:	3407.01
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DRAWING NO:	PP-08
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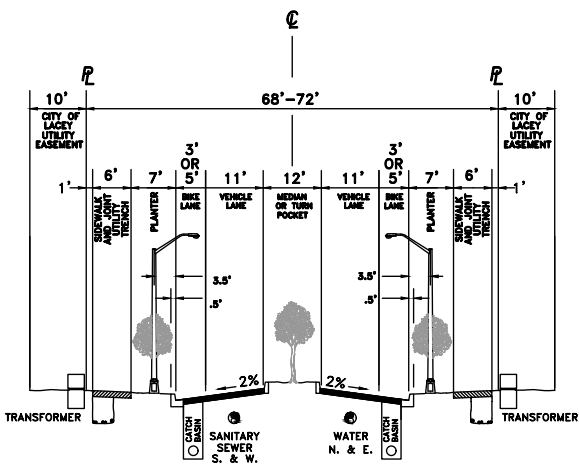
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- GENERAL NOTES:
1. ON-STREET PARKING PROHIBITED.
 2. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 3. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANES.
 4. STREET TREES IN MEDIAN SHALL BE CENTERED. STREET TREES IN PLANTERS SHALL BE 2.5' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.

CITY OF LACEY, WASHINGTON DEPT. OF PUBLIC WORKS				
STREET DESIGN ARTERIAL				
APPROVED		DWG. NO.		
CITY ENGINEER		4-2.2		
DES. MAH	DWN. GGW	CHKD. PDM	DATE 10/15/01	

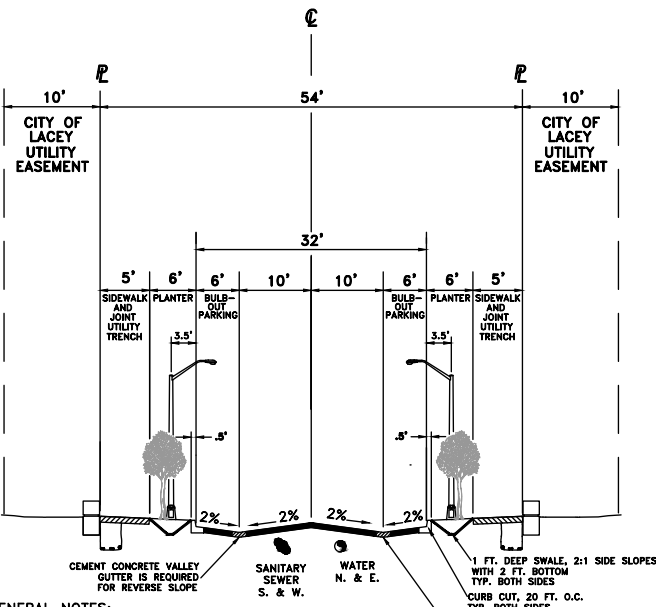
SECTION A-A



- GENERAL NOTES:
1. ON-STREET PARKING PROHIBITED.
 2. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 3. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANES.
 4. STREET TREES IN MEDIAN SHALL BE CENTERED. STREET TREES IN PLANTERS SHALL BE 2.5' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.
 5. FOR USE IN LIMITED PEDESTRIAN TRAFFIC AREA.

CITY OF LACEY, WASHINGTON DEPT. OF PUBLIC WORKS				
STREET DESIGN MAJOR COLLECTOR TYPE II				
APPROVED		DWG. NO.		
CITY ENGINEER		4-3.1		
DES. RAS	DWN. GGW	CHKD. MAH	DATE 1/25/05	

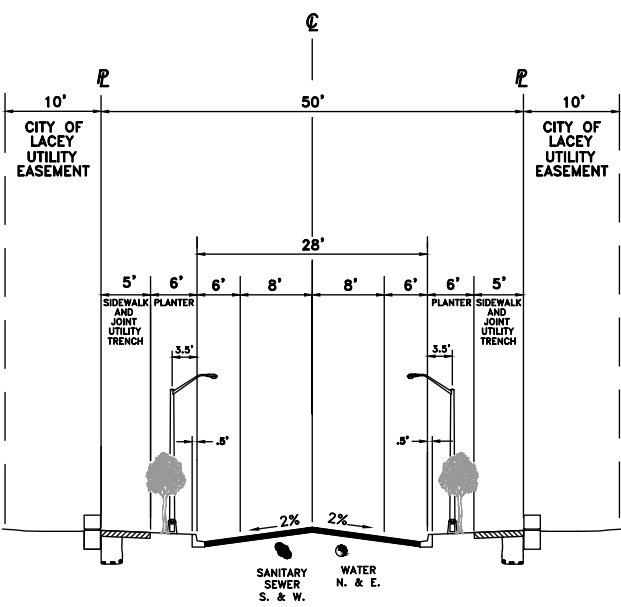
SECTION B-B



- GENERAL NOTES:
1. STANDARD CROSS SLOPE OR REVERSE SLOPE AT THE DISCRETION OF THE DEVELOPER.
 2. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 3. THE NUMBER OF DRIVEWAYS LOCATED DIRECTLY ACROSS FROM EACH OTHER SHALL BE MINIMIZED.
 4. SEE DETAIL 4-4.2 FOR TRANSITION SECTIONS USED AT INTERSECTIONS.
 5. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANE.
 6. CATCH BASINS NOT PERMITTED WITHIN VALLEY GUTTERS.
 7. STREET TREES SHALL BE 2' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.

CITY OF LACEY, WASHINGTON DEPT. OF PUBLIC WORKS				
STREET DESIGN MAJOR LOCAL RESIDENTIAL (MODIFIED)				
APPROVED		DWG. NO.		
CITY ENGINEER		4-4.0		
DES. MAH	DWN. GGW	CHKD. PDM	DATE 1/25/05	

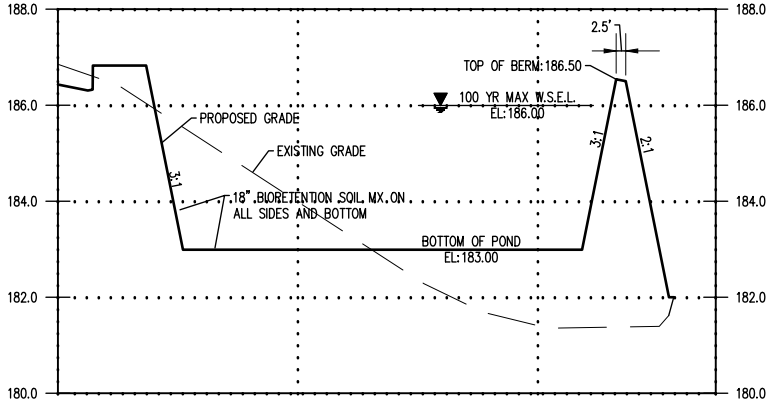
SECTION C-C



- GENERAL NOTES:
1. SEE DETAIL 4-6.1 FOR PAVEMENT STRUCTURE.
 2. THE NUMBER OF DRIVEWAYS LOCATED DIRECTLY ACROSS FROM EACH OTHER SHALL BE MINIMIZED.
 3. MANHOLE LIDS AND WATER VALVE BOXES SHALL BE LOCATED IN THE MIDDLE OF THE OUTSIDE VEHICLE TRAVEL LANE.
 4. STREET TREES SHALL BE 2' FROM EDGE OF SIDEWALK TO CENTERLINE OF TREE.

CITY OF LACEY, WASHINGTON DEPT. OF PUBLIC WORKS				
STREET DESIGN MINOR LOCAL RESIDENTIAL				
APPROVED		DWG. NO.		
CITY ENGINEER		4-4.1		
DES. MAH	DWN. GGW	CHKD. PDM	DATE 10/15/01	

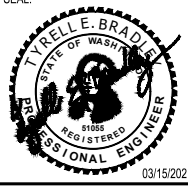
SECTION D-D



STORM TRACT A SECTION E-E
HORIZ. SCALE: 1"=20'
VERT. SCALE: 1"=2'



ROADWAY SECTIONS
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA



DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	3407.01
DRAWING FILE NO:	3407 PLAT DETAILS
DRAWING NO:	PP-09
SHEET NO:	9 OF 9



DRAINAGE CONTROL PLAN

ATTACHMENT 2

CONSTRUCTION SWPPP REPORT

[Return to Agenda](#)

Construction Stormwater Pollution Prevention Plan (SWPPP)

DR Horton – Bradley Park Plat
Lacey, Washington

March 2021



SCJ ALLIANCE
CONSULTING SERVICES

Construction SWPPP

Project Information

Project: **DR Horton – Bradley Park Plat, Lacey**

Site Address: Not yet assigned

Owner/Applicant: **DR Horton**
11241 Slater Ave. NE
Kirkland, WA 98033
Contact Name: Erin Bang
Contact Phone: 425.821.3400 x5137

Reviewing Agency

Jurisdiction: City of Lacey

Project Representative

Prepared by: **SCJ Alliance**
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465

Contact: Mallory Dobbs, PE
Mallory.Dobbs@scjalliance.com

Project Reference: SCJ #3407.001

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Appendix A - Erosion Control and Grading Plans

Appendix B – Construction BMP’s

Appendix C – Site Inspection Forms (and Site Log)

1. NARRATIVE

1.1 STORMWATER BMPs

The following explains and illustrates the measures to be taken on the site to control erosion and sedimentation problems. The SWPPP is a guideline to follow during construction to prevent erosion and sedimentation. Erosion control measures are not limited to those shown on the TESC plan and in this SWPPP. Measures shall be installed as necessary to meet the Department of Ecology’s (DOE) and the City of Lacey’s guidelines for stormwater pollution prevention and the requirements of the DOE National Pollutant Discharge Elimination System (NPDES) permit as applicable. Further, the SWPPP shall be updated by the contractor as required by the requirements of the DOE NPDES permit.

Total Disturbed Area: 15.66 acres

Property Use: MMDC – Mixed Use Moderate Density Corridor

Parcel Number: 11808430201

Section, Township, Range: Section 8, Township 18N, Range 1W, W.M.

1.1.1 *Element #1 –Mark Clearing Limits*

To protect adjacent properties and reduce the area of soil exposed, the limits of the construction will be clearly marked before land-disturbing activities begin. Where possible natural vegetation shall be preserved and the duff layer and native top soil shall remain in place. The following BMP will be implemented where appropriate:

- BMP C101: Preserving Natural Vegetation
- BMP C103: High Visibility Plastic or Metal Fence
- BMP C233: Silt Fence

1.1.2 *Element #2 – Establish Construction Access*

Access points should be established to minimize the tracking of sediment onto public roads, and wheel washing, street sweeping, and street cleaning shall be employed to prevent sediment from entering state waters. All wash wastewater shall be controlled on site.

Construction access will be granted off of 15th Avenue and 6th Avenue. Areas used throughout the parcel for construction storage and parking will be moved throughout the parcel depending on the location of the construction being conducted.

- BMP C105: Stabilized Construction Entrance/Exit
- BMP C106: Wheel Wash
- BMP C107: Construction Road/Parking Area Stabilization

1.1.3 *Element #3 – Control Flow Rates*

Properties and waterways downstream from development sites shall be protected from erosion due to increases in the volume, velocity, and peak flow rate of stormwater runoff from the project site. The following BMPs are applicable for this project. If the following BMPs are not shown on the construction plan set, the Owner and the Engineer reserves the right to direct the Contractor to install, construct, and/or implement said BMPs:

- BMP C235: Wattles

In general, discharge rates of stormwater from the site will be controlled where increases in impervious area or soil compaction during construction could lead to downstream erosion, or where necessary to meet local agency stormwater discharge requirements. Care will be taken throughout construction to protect the existing wetland from sediments, while protecting the hydrology as well.

1.1.4 *Element #4 – Install Sediment Controls*

Prior to leaving a construction site, stormwater runoff must pass through a sediment pond or other appropriate sediment removal BMP. Silt fence barriers shall be installed in accordance with BMP C233. In addition, the following BMP's will be implemented where appropriate:

- BMP C233: Silt Fence
- BMP C235: Wattles

In addition, sediment will be removed from paved areas in and adjacent to work areas manually or using mechanical sweepers, as needed, to minimize tracking of sediments on vehicle tires away from the site and to minimize wash off of sediments from adjacent streets in runoff.

In some cases, sediment discharge in concentrated runoff can be controlled using permanent stormwater BMP's (e.g. infiltration swales, ponds, trenches). Sediment loads can limit the effectiveness of some permanent stormwater BMP's, such as those used for infiltration or biofiltration; however, those BMP's designed to remove solids by settling (wet ponds or detention ponds) can be used. When permanent stormwater BMP's will be used to control sediment discharge, the structure will be

protected from excessive sedimentation with adequate erosion and sediment control BMP's. Any accumulated sediment shall be removed after construction is complete and the permanent stormwater BMP will be restabilized with vegetation per applicable design requirements once the remainder of the site has been stabilized. Concentrated runoff is not anticipated for this project.

1.1.5 *Element #5 – Stabilize Soils*

All exposed and unworked soils shall be stabilized by application of effective BMP's, which protect the soil from the erosive forces of raindrop impact and flowing water and from wind erosion. From October 01 through April 30 of each calendar year, no construction shall be happening. From May 01 to September 30 of each calendar year, no soils shall remain exposed and unworked for more than seven (7) days. This condition applies to all on-site soils, whether at final grade or not. Additionally, except where approved chemical treatment, full dispersion, or infiltration is practiced, clearing, grading, and other soil disturbing activities are prohibited between November 1 and February 28.

In areas where construction activities have temporarily or permanently ceased, seeding and mulching shall be used in accordance with BMP's C120 and C121. Dust control shall be used as needed to prevent wind transport of dust from disturbed soil surfaces and in accordance with BMP C140.

In general, cut slopes will be stabilized as soon as possible and soil stockpiles will be temporarily covered with plastic sheeting. All stockpiled soils shall be stabilized from erosion, protected with sediment trapping measures, and where possible, be located away from storm drain inlets, waterways, and drainage channels.

- BMP C120: Temporary and Permanent Seeding
- BMP C121: Mulching
- BMP C122: Nets and Blankets
- BMP C124: Sodding
- BMP C125: Topsoiling
- BMP C140: Dust Control
- BMP C209: Outlet Protection

1.1.6 *Element #6 – Protect Slopes*

Slopes shall be constructed in a manner that will minimize erosion. This shall include, but is not limited to: placing excavated material on the uphill side of trenches, collecting drainage at the top of slopes, etc. Slopes will be stabilized as indicated in Element #5 above. In addition, the following BMP's will be implemented where appropriate:

- BMP C130: Surface Roughening
- BMP C200: Interceptor Dike and Swale
- BMP C201: Grass-Lined Channels
- BMP C204: Pipe Slope Drains
- BMP C205: Subsurface Drains

1.1.7 *Element #7 – Protect Drain Inlets*

All storm drain inlets made operable during construction shall be protected to prevent unfiltered or untreated water from entering the drainage conveyance system. However, the first priority is to keep all access roads clean of sediment and keep street wash water separate from entering storm drains until treatment can be provided. Storm Drain Inlet Protection (BMP C220) will be implemented for all drainage inlets that could potentially be impacted by sediment-laden runoff on and near the project site. The following inlet protection measures will be applied on this project:

- BMP C220: Storm Drain Inlet Protection

1.1.8 *Element #8 – Stabilize Channels and Outlets*

All temporary on-site conveyance channels shall be constructed and stabilized to prevent erosion. Stabilization, including armoring material, adequate to prevent erosion of outlets, adjacent to streambanks, slopes and downstream reaches shall be provided at the outlets of all conveyance systems. The following BMP's will be implemented where appropriate:

- BMP C202: Channel Lining
- BMP C209: Outlet Protection

1.1.9 *Element #9 – Control Pollutants*

All pollutants, including waste materials, that occur on-site during construction shall be handled and disposed of in a manner that does not cause contamination of stormwater. Maintenance and repair of heavy equipment and vehicles involving oil changes, hydraulic system drain down, solvent and degreasing cleaning operations, fuel tank drain down and removal, and other activities which may result in discharge or spillage of pollutants to the ground or into stormwater runoff must be conducted using spill prevention measures, such as drip pans. Contaminated surfaces shall be cleaned immediately following any discharge or spill incident. Emergency repairs may be performed on-site using temporary plastic placed beneath and, if raining, over the vehicle. Application of agricultural chemicals, including fertilizers and pesticides, shall be conducted in a manner and at application rates that will not result in loss of chemical to stormwater runoff. Manufacturers' recommendations shall be followed for application rates and procedures. No pH-Modifying sources will be present on-site.

Three source control BMP's will apply to this project:

- A Spill Prevention Plan
- Maintenance of Storm Drainage Facilities
- Street Sweeping

In addition, the following BMP's shall be implemented where appropriate:

- BMP C151: Concrete Handling
- BMP C152: Sawcutting and Surfacing Pollution Prevention
- BMP C153: Material Delivery, Storage and Containment
- BMP C154: Concrete Washout Area

1.1.10 *Element #10 – Control Dewatering*

Clean, non-turbid de-watering water, as determined by the Certified Professional in Erosion and Sediment Control, can be discharged to systems tributary to state surface waters, provided the de-watering flow does not cause erosion or flooding of receiving waters. These clean waters should not be routed through stormwater sediment ponds.

Highly turbid or otherwise contaminated de-watering water, such as from equipment operation shall be handled separately from stormwater at the site. Some disposal options, depending on site constraints, may include: 1) transport off-site in vehicle, such as a vacuum flush truck, for legal disposal in a manner that does not pollute state waters, 2) on-site treatment using chemical treatment or other suitable treatment technologies such as Baker tanks or approved equal, or 3) sanitary sewer discharge with local sewer purveyor's approval if there is no other option.

1.1.11 *Element #11 – Maintain BMP's*

All temporary and permanent erosion and sediment control BMP's shall be maintained and repaired as needed to assure continued performance of their intended function. Maintenance and repair shall be conducted in accordance with each particular BMP's specifications. Visual monitoring of the BMP's will be conducted per the inspection schedule in Section 6.

All temporary erosion and sediment control BMP's shall be removed within 30 days after the final site stabilization is achieved or after the temporary BMP's are no longer needed. Trapped sediment shall be removed or stabilized on site. Disturbed soil resulting from removal of BMP's or vegetation shall be permanently stabilized.

- BMP C150: Materials on Hand
- BMP C160: Certified Erosion and Sediment Control Lead

1.1.12 *Element #12 – Manage the Project*

Erosion and sediment control BMP's for this project have been designed based on the following principles:

- Design the project to fit the existing topography, soils, and drainage patterns.
- Emphasize erosion control rather than sediment control.
- Minimize the extent and duration of the area exposed.
- Keep runoff velocities low.
- Retain sediment on site.
- Thoroughly monitor site and maintain all ESC measures.

In addition, project management will incorporate the key components listed below:

Phasing

Revegetation of exposed areas and maintenance of that vegetation shall be an integral part of the clearing activities during each phase of construction, per the Scheduling BMP (C162).

Inspection and Monitoring

All BMP's shall be inspected, maintained, and repaired as needed to assure continued performance of their intended function. Site inspections shall be conducted by a person who is knowledgeable in the principles and practices of erosion and sediment control. This person has the necessary skills to:

- Assess the site conditions and construction activities that could impact the quality of stormwater, and
- Assess the effectiveness of erosion and sediment control measures used to control the quality of stormwater discharges.

A Certified Erosion and Sediment Control Lead shall be on-site or on-call at all times.

Whenever inspection and/or monitoring reveals that the BMP's identified in this SWPPP are inadequate, due to the actual discharge of or potential to discharge a significant amount of any pollutant, appropriate BMP's or design changes shall be implemented as soon as possible.

Maintaining an Updated SWPPP

This SWPPP shall be retained on-site or within reasonable access to the site.

The SWPPP shall be modified whenever there is a change in the construction activities that has, or could have, a significant effect on the discharge of pollutants to waters of the state.

The SWPPP shall be modified if, during inspections or investigations conducted by the owner/operator, or the applicable local or state regulatory authority, it is determined that the SWPPP is ineffective in eliminating or significantly minimizing pollutants in stormwater discharges from the site. The SWPPP shall be modified as necessary to include additional or modified BMP's designed to correct problems identified. Revisions to the SWPPP shall be completed within seven (7) days following the inspection.

1.1.13 Element #13 – Protect Low Impact Development BMPs

All temporary and permanent erosion and sediment control BMP's shall be maintained and repaired as needed to assure continued performance of their intended function. All maintenance and repairs shall

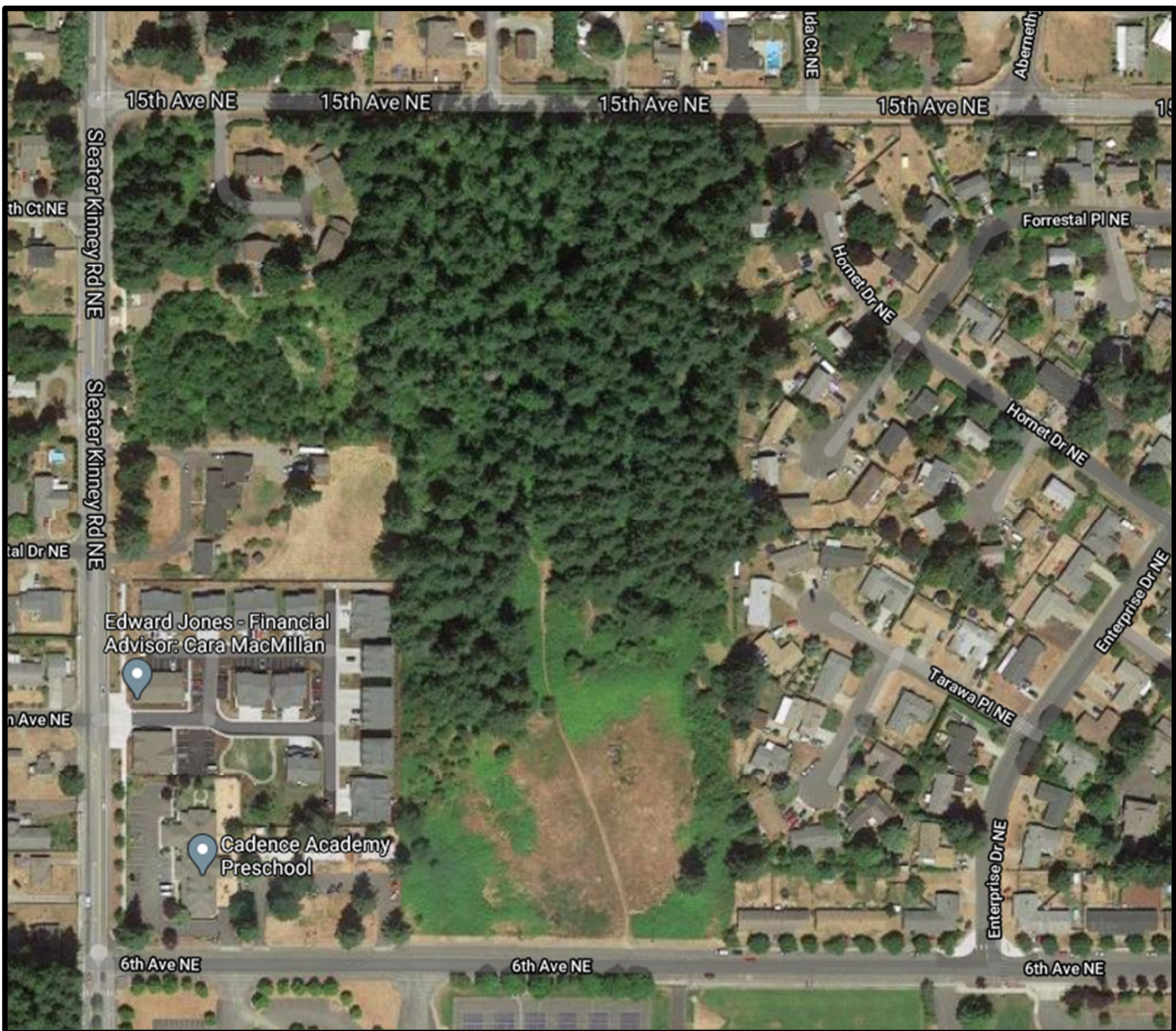
be completed in accordance with the practices, procedures, and materials for each respective BMP. This project will not construct any Low Impact Development BMPs or infiltration BMPs. The contractor shall refrain from compacting the existing soils surrounding the project site.

- BMP C233: Silt Fence

1.2 PROJECT DESCRIPTION

The project is located at the corner of 15th Avenue and Sleater Kinney Road, Lacey Washington. See Vicinity Map below.

Figure 1) Vicinity Map



The proposed construction includes 82 lots, as well as driveways, utilities, and stormwater improvements disturbing approximately 11.11 acres of the parcel. The remaining 4.54 acres of the parcel will remain for the Evangel Church.

1.3 EXISTING SITE CONDITIONS

EXISTING DRAINAGE SYSTEM

There are no known current drainage flow control facilities on the site. Currently, it appears that the majority of the stormwater runoff sheet flows to the north and into an existing roadside ditch. The roadside ditch then conveys the stormwater runoff to the east and eventually into Woodland Creek.

EXISTING TOPOGRAPHY AND VEGETATION

Topography within the property generally slopes to the north east at approximately 2-6%. The parcel is currently undeveloped with approximately 75% forested land cover and the remaining area pasture/grass.

1.4 ADJACENT AREAS

The site is bounded by 15th Ave. NE to the north, single-family residences to the east and west, and 6th Ave NE to the south.

1.5 CRITICAL AREAS

Flood Zones: The project parcel is located with Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Panel No. 53067C0187E According to the FIRM Map the project parcel is located within Zone X. Zone X is determined to be an area of minimal flood hazard. See **Appendix 3** of the Stormwater Site Plan for the FIRM Map.

Critical Aquifer Recharge Areas (CARA): According to Figure 8B.2 of the SDM, the proposed project is located within a Critical Aquifer Recharge Area Category II.

1.6 SOIL

A geotechnical investigation was conducted by The Riley Group in June of 2020. The on-site soils encountered in the thirteen (13) test pits generally confirmed the mapped stratigraphy. The soils encountered during the field exploration included loose to medium dense surficial soils comprised of soft to stiff silt and medium dense to dense sand with varying amounts of silt and gravel, and gravel with varying amounts of sand and silt. The outwash and lacustrine deposits were underlain by dense to very dense silty sand with gravel (glacial till) at nine locations. Light groundwater seepage was encountered at three locations at depths of 7 to 9 feet in the southern portion of the site during our subsurface exploration. Infiltration is feasible in some areas of the site specifically the northeast corner and the south central portion of the site. For preliminary design, in the area of TP-1 and TP-4, a design rate of 5 inches per hour was recommended. Groundwater monitoring is also being conducted for the proposed project in the stormwater facility locations. The final report is not yet completed as the monitoring is still being conducted, the preliminary depths to groundwater show a maximum elevation at approximately 17.91 feet bgs for MW-1 on the south side of the site and 15.5 feet bgs for the north side of the site. For more information see the **Drainage Control Plan Attachment No. 3** of the Stormwater Site Plan for the soils reports and preliminary groundwater information.

1.7 POTENTIAL EROSION

Potential on-site erosion control problems are not anticipated at this time. The Certified Professional in Erosion and Sediment Control will be on-site or on-call during construction activities to identify any erosion control problems. If there is a problem, the Certified Professional in Erosion and Sediment Control will promptly authorize the Contractor to initiate corrective measures.

1.8 CONSTRUCTION PHASING

The BMP implementation schedule will be driven by the construction schedule. The key milestones for each segment are as follows:

- **07/19/2021:** Mobilize equipment on-site
- **07/19/2021:** Mobilize and store all erosion and sediment control (ESC) and soil stabilization products (store Materials On Hand BMP C150)
- **07/19/2021:** Install ESC measures include stormwater management facility if applicable
- **07/19/2021:** Begin implementing soil stabilization and sediment control BMPs throughout the site for the duration of the wet season. Implement Element #12 BMPs and manage site to minimize soil disturbance.
- **07/19/2021:** Site inspections and monitoring conducted weekly and for applicable rain events as detailed in Section 1.13 of this SWPPP
- **07/26/2021:** Begin clearing and grubbing
- **10/15/2021:** Wet season starts
- **05/01/2022:** Dry season starts
- **10/15/2022:** Wet season starts
- **04/01/2023:** Construction end, full site cleanup and restoration

1.9 CONSTRUCTION SCHEDULE

Estimated Construction Start Date: July 2021

Estimated Construction End Date: April 2023

1.10 FINANCIAL/OWNERSHIP RESPONSIBILITIES

DR Horton will be the owner of the site and will have full responsibility financially. If or when a new owner takes over the site the new owner will have full financial responsibilities of the site.

1.11 ENGINEERING CALCULATIONS

MGS Flood and the Western Washington Hydrology Model (WWHM 2012) were used to size the flow control/water quality facilities, these calculations have been provided in the Stormwater Site Plan **Appendix 1** prepared by SCJ Alliance March 2021.

1.12 POLLUTION PREVENTION TEAM

1.12.1 Roles and Responsibilities

The pollution prevention team consists of personnel responsible for implementation of the SWPPP, including the following:

- Certified Erosion and Sediment Control Lead – Primary contractor contact, responsible for site inspections (BMPs, visual monitoring, sampling, etc.); to be called upon in case of failure of any ESC measures.
- Project Engineer – For projects with engineered structures only (sediment pond/traps, sand filters, etc.): site representative for the owner that is the project's supervising engineer responsible for inspections and issuing instructions and drawings to the contractor's site supervisor or representative.
- Emergency Owner Contact – Individual that is the site owner or representative of the site owner to be contacted in the case of an emergency.
- Monitoring Personnel – Personnel responsible for conducting water quality monitoring; for most sites this person is also the CESCL.

1.12.2 Team Members

Title	Name (s)	Phone Number
Certified Erosion and Sedimentation Control Lead (CESCL)		
General Contractor		
Project Engineer	Mallory Dobbs – SCJ Alliance	360.352.1465
Emergency Owner Contact		
Emergency Ecology Contact	Southwest Regional Office	360.407.6300
Non-Emergency Ecology Contact	Carol Serdar	360.407.6269

Monitoring Personnel	See CESCL	
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1.13 SITE INSPECTIONS AND MONITORING

Monitoring includes visual inspection, monitoring for water quality parameters of concern and documentation of the inspection and monitoring findings in a site log book. A site log book will be maintained for all on-site construction activities and will include:

- A record of the implementation of the SWPPP and other permit requirements
- Site inspections; and,
- Stormwater quality monitoring.

For convenience, the inspection form and water quality monitoring forms included in this SWPPP include the required information for the site log book. This SWPPP may function as the site log book if desired, or the forms may be separated and included in a separate site log book. However, if separated, the site log book must be maintained on site or within reasonable access to the site and be made available upon request to Ecology or the local jurisdiction.

1.13.1 *Site Inspection*

All BMPs will be inspected, maintained, and repaired as needed to assure continued performance of their intended function. The inspector will be a CESCL per BMP C160. The name and contact information for the CESCL is provided in Section 1.12.2 of this SWPPP

Site inspection will occur in all areas disturbed by construction activities and at all potential stormwater discharge points. Stormwater will be examined for the presence of suspended sediment, turbidity, discoloration, and oily sheen.

The site inspector will evaluate and document the effectiveness of the installed BMPs and determine if it is necessary to repair or replace any of the BMPs to improve the quality of the stormwater discharges. All maintenance and repairs will be documented in the site log book or forms provided in this document. All new BMPs or design changes will be documented in the SWPPP as soon as possible.

1.13.2 *Site Inspection Frequency*

Site inspection will be conducted at least once a week and within 24 hours following any discharge from the site. For sites with temporary stabilization measures, the site inspection frequency will be reduced to once every month.

1.13.3 *Site Inspection Documentation*

The site inspector will record each site inspection using the site log inspection forms provided in Appendix C. The site inspection log forms may be separated from this SWPPP document, but will be maintained on site or within reasonable access to the site and be made available upon request to Ecology, the local jurisdiction and the Engineer.

1.14 STORMWATER QUALITY MONITORING

1.14.1 *Turbidity*

Turbidity sampling and monitoring will be conducted during the entire construction phase of the project. Samples will be collected weekly at the discharge point nearest the current phase of the project work. If there is no flow at the discharge point, the attempt to sample will be recorded in the site log book and reported to Ecology in the monthly Discharge Monitoring Report (DMR) as “No Discharge”. Samples will be analyzed for turbidity using the Hach 2100Q Turbidimeter.

The key benchmark turbidity value is 25 nephelometric turbidity units (NTU) for the downstream receiving water body. If the 25 NTU benchmark is exceeded in any sample collected, the following steps will be conducted:

1. Ensure all BMPs specified in this SWPPP are installed and functioning as intended.
2. Assess whether additional BMPs should be implemented, and document modified BMPs in the SWPPP as necessary.
3. Sample discharge daily until the discharge is 25 NTU or lower.

If the turbidity exceeds 250 NTU at any time, the following steps will be conducted:

1. Notify ecology by phone within 24 hours of analysis (see Section 1.12.2 of this SWPPP for contact information).
2. Continue sampling daily until the discharge is 25 NTU or lower. Initiate additional treatment BMPs such as off-site treatment, infiltration, filtration and chemical treatment within 24 hours, and implement those additional treatment BMPs as soon as possible, but within a minimum of 7 days.
3. Describe inspection results and remedial actions taken in the site log book and in monthly discharge monitoring reports described in Section 1.15 of this SWPPP.

1.14.2 *pH*

Sampling and monitoring of pH occurs if significant concrete work (> 1,000 cubic yards throughout the life of the project) or use of engineered soils (e.g., cement-treated base) is anticipated. No significant concrete work or engineered soils is planned for this project; therefore, no pH testing will be conducted.

1.15 RECORDKEEPING

1.15.1 *Site Log Book*

A site log book will be maintained for all on-site construction activities and will include:

- A record of the implementation of the SWPPP and other permit requirements;

- Site inspections; and,
- Stormwater quality monitoring.

For convenience, the inspection form included in this SWPPP include the required information for the site log book.

1.15.2 *Records Retention*

Records of all monitoring information (site log book, inspection reports/checklists, etc.), this Stormwater Pollution Prevention Plan, and any other documentation of compliance with permit requirements will be retained during the life of the construction project and for a minimum of three years following the termination of permit coverage in accordance with permit condition S5.C.

1.15.3 *Access to Plans and Records*

All applicable documentation, including but not limited to the SWPPP, General Permit, Notice of Authorization letter, and Site Log Book will be retained on site or within reasonable access to the site and will be made immediately available upon request to Ecology or the local jurisdiction. A copy of this SWPPP will be provided to Ecology within 14 days of receipt of written request for the SWPPP from Ecology. Any other information requested by Ecology will be submitted within a reasonable time. A copy of the SWPPP or access to the SWPPP will be provided to the public when requested in writing in accordance with the general permit condition S5.G.

1.15.4 *Updating the SWPPP*

In accordance with conditions S3, S4.B, and S.B.3 of the General Permit, this SWPPP will be modified if the SWPPP is ineffective in eliminating or significantly minimizing pollutants in stormwater discharges from the site or there has been a change in design, construction, operation, or maintenance at the site that has a significant effect on the discharge, or potential for discharge, of pollutants to the waters of the State. The SWPPP will be modified within seven days of determination based on inspection(s) that additional or modified BMPs are necessary to correct problems identified, and an updated timeline for BMP implementation will be prepared.

1.16 REPORTING

1.16.1 *Notification of Noncompliance*

If any of the terms and conditions of this permit is not met, and it causes a threat to human health or the environment, the following steps will be taken in accordance with permit section S5.F:

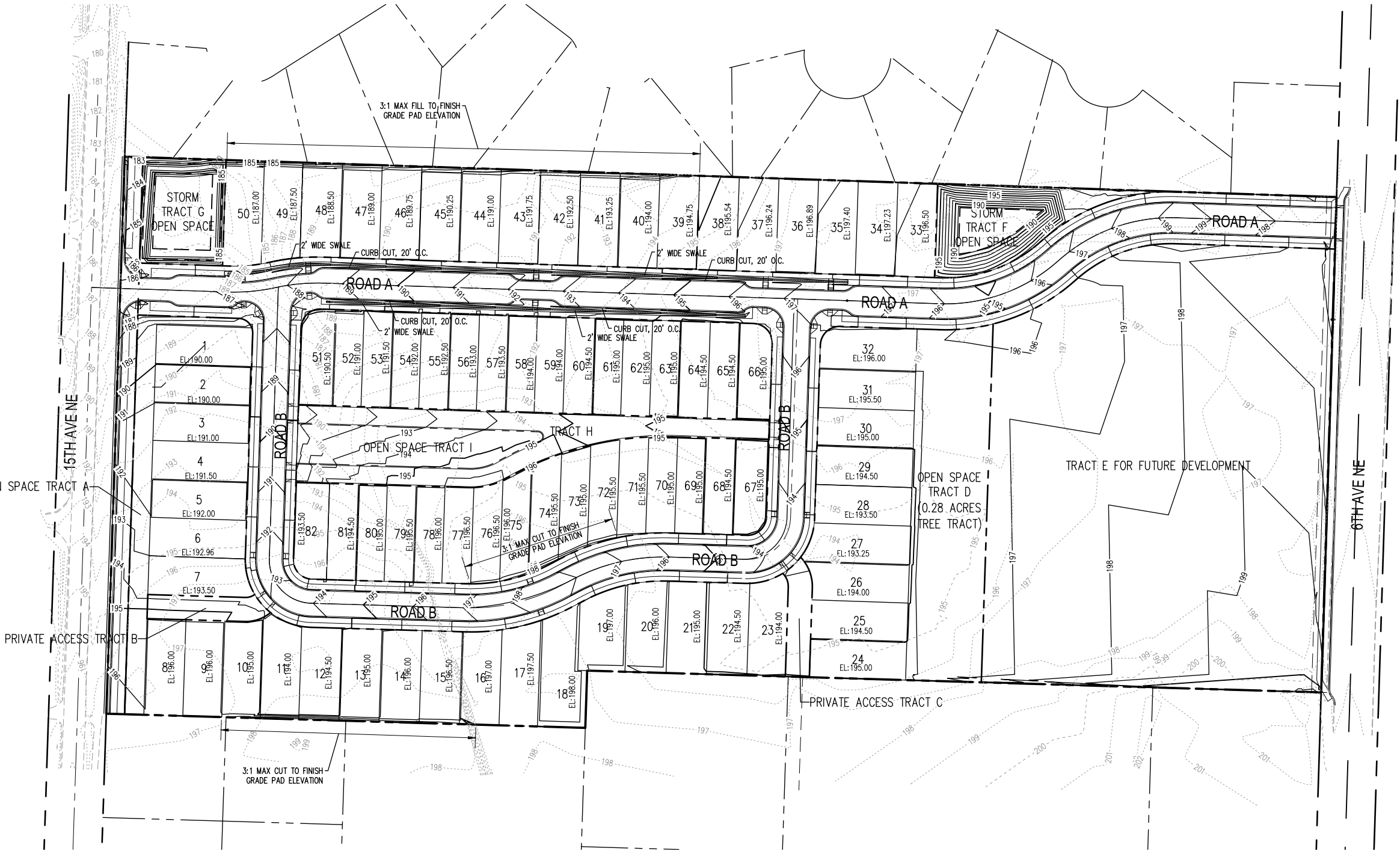
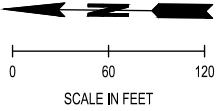
1. Ecology will be immediately notified of the failure to comply.
2. Immediate action will be taken to control the noncompliance issue and to correct the problem. If applicable, sampling and analysis of any noncompliance will be repeated immediately and submitted to Ecology within five days of becoming aware of the violation.
3. A detailed report describing the noncompliance will be submitted to Ecology within five days, unless requested earlier by Ecology.

APPENDIX A

EROSION CONTROL AND GRADING PLANS

[Return to Agenda](#)

SEC. 30, T17N., R1W., W.M.



GRADING NOTES:

- 1. LOTS 72-77 WILL PROVIDE +/- 3 FT. ELEVATION DIFFERENCE BETWEEN BACK OF WALK AND FINISH PAD ELEVATION ALONG ROAD B. STAIRS TO BE INSTALLED OFF THE BACK OF SIDEWALK TO CATCH INTO PAD FINISH GRADE. PAD GRADE WILL BE FLUSH WITH FINISH GRADE ALONG THE ALLEY.
- 2. ALL LOTS AROUND THE PERIMETER THAT REQUIRE A CUT OR FILL TO TIE INTO EXISTING GRADE SHALL BE GRADED AT 3:1 MAX. TO FINISH GRADE PAD ELEVATION. SEE PLAN VIEW FOR LOCATIONS

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NVD 29 BASED ON TIES TO THURSTON COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2" BRASS CAP IN CONCRETE. ELEVATION= 204.52

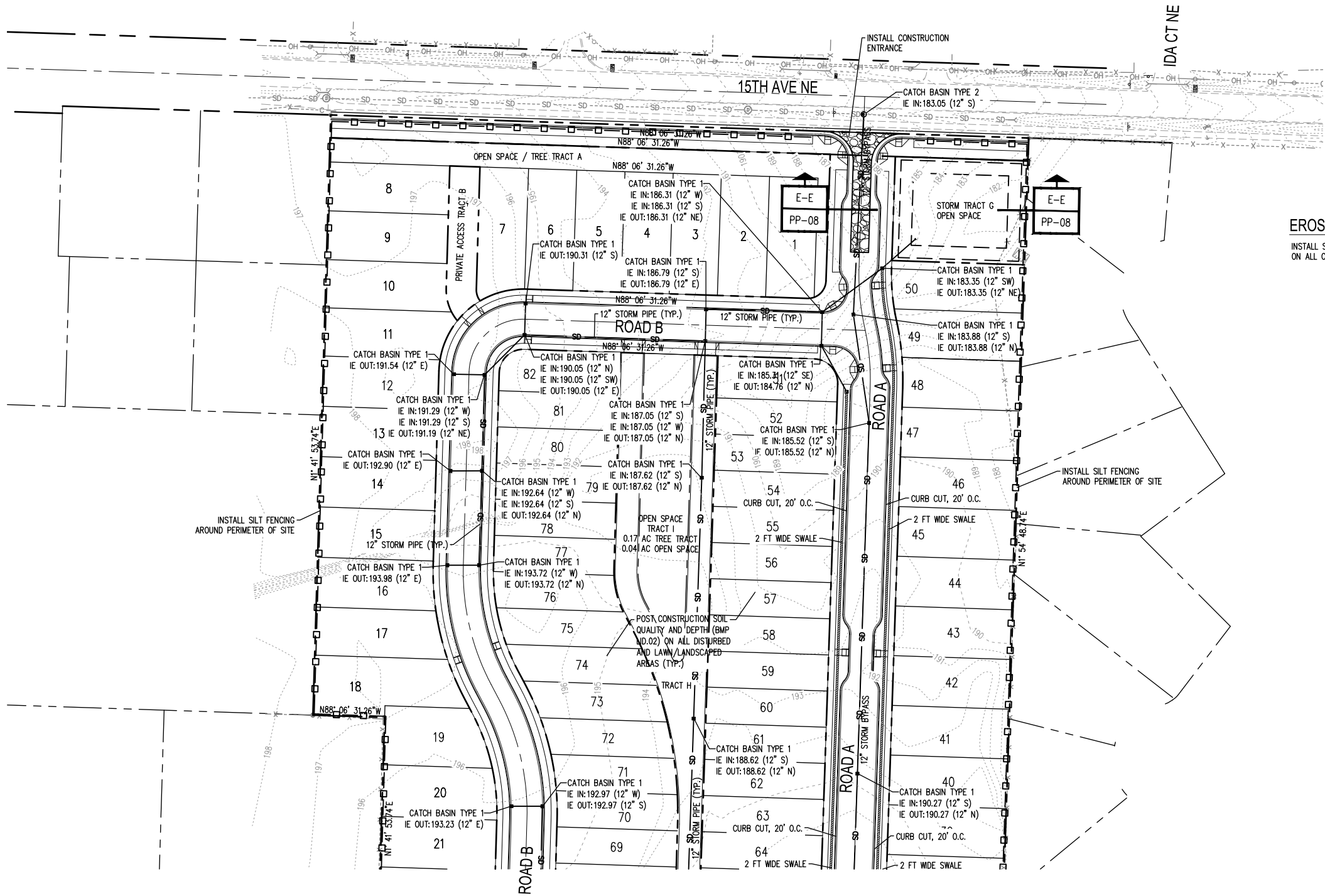
SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.352.1465 F: 360.352.1509
SCJALLIANCE.COM

PRELIMINARY GRADING PLAN
BRADLEY PARK PRELIMINARY PLAT
LACEY, WA

SEAL: TIRELL E. BRADLEY
STATE OF WASHINGTON
REGISTERED PROFESSIONAL ENGINEER
03/22/2021

DESIGNER: R. WEEDEN
DRAWN BY: R. WEEDEN
APPROVED BY: T. BRADLEY
DATE: MARCH, 2021
JOB NO: 3407.01
DRAWING FILE NO: 3407.01 PRELIMINARY GRADING PLAN
DRAWING NO: PP-04
SHEET NO: 4 OF 9

SEC. 30, T17N., R1W., W.M.



EROSION CONTROL NOTE:
INSTALL STORM DRAIN INLET PROTECTION
ON ALL CATCH BASINS

MATCH LINE - SEE SHEET PP-06

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

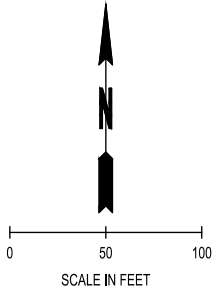
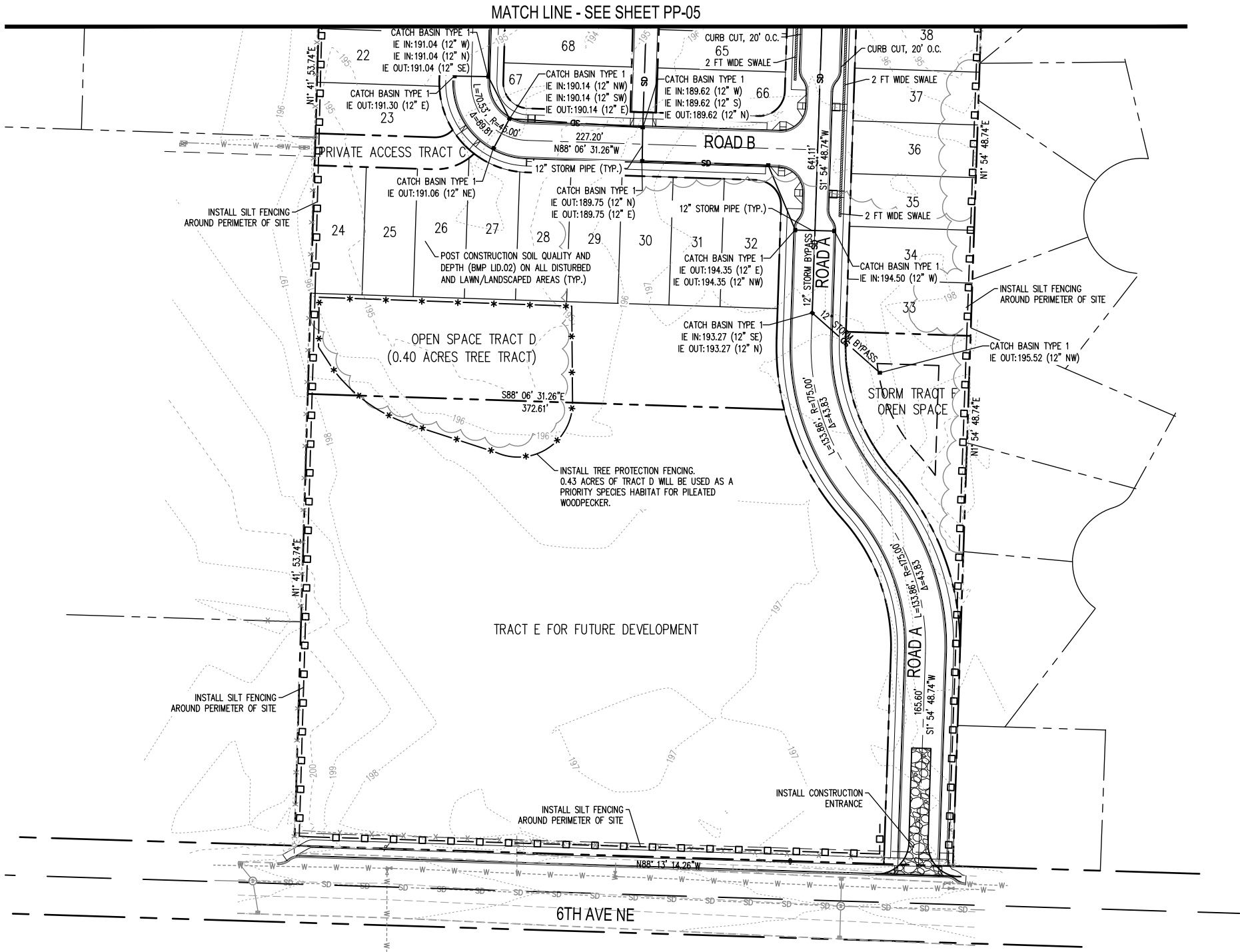
SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.352.1465 F: 360.352.1509
SCJALLIANCE.COM

SHEET TITLE: PREL. DRAINAGE AND EROSION CONTROL PLAN
PROJECT NAME: BRADLEY PARK PRELIMINARY PLAT
LACEY, WA



DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	3407.01
DRAWING FILE NO:	3407.01 PP-04
DRAWING NO:	PP-05
SHEET NO:	5 OF 9

SEC. 30, T17N., R1W., W.M.



EROSION CONTROL NOTE:
INSTALL STORM DRAIN INLET PROTECTION
ON ALL CATCH BASINS

DATUM
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM
VERTICAL - NVD 29 BASED ON TIES TO THURSTON
COUNTY MONUMENT 7498, SOUTH QUARTER CORNER, 2"
BRASS CAP IN CONCRETE. ELEVATION= 204.52

REVISIONS	DATE	BY



SCJ ALLIANCE
CONSULTING SERVICES

8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
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SCJALLIANCE.COM

SHEET TITLE:
PRELIM. DRAINAGE AND EROSION CONTROL PLAN

PROJECT NAME:
BRADLEY PARK PRELIMINARY PLAT

LACEY, WA



03/22/2021

DESIGNER:	R. WEEDEN
DRAWN BY:	R. WEEDEN
APPROVED BY:	T. BRADLEY
DATE:	MARCH, 2021
JOB NO:	3407.01
DRAWING FILE NO:	3407.01 PP-05
DRAWING NO:	PP-06
SHEET NO:	6 OF 9

APPENDIX B

CONSTRUCTION BMPS

[Return to Agenda](#)

BMP C101: Preserving Natural Vegetation

Purpose

The purpose of preserving natural vegetation is to reduce erosion wherever practicable. Limiting site disturbance is the single most effective method for reducing erosion. For example, conifers can hold up to about 50 percent of all rain that falls during a storm. Up to 20 to 30 percent of this rain may never reach the ground but is taken up by the tree or evaporates. Another benefit is that the rain held in the tree can be released slowly to the ground after the storm.

Conditions of Use

- Natural vegetation must be preserved on steep slopes, near perennial and intermittent watercourses or swales, and on building sites in wooded areas.
- As required by the city or other agencies.

Design and Installation Specifications

Natural vegetation can be preserved in natural clumps or as individual trees, shrubs and vines.

The preservation of individual plants is more difficult because heavy equipment is generally used to remove unwanted vegetation. The points to remember when attempting to save individual plants are:

- Is the plant worth saving? Consider the location, species, size, age, vigor, and the work involved. City ordinances to save natural vegetation and trees should be reviewed.
- Fence or clearly mark areas around trees that are to be saved. It is preferable to keep ground disturbance away from the trees at least as far out as the dripline.

Plants need protection from three kinds of injuries:

- **Construction Equipment:** This injury can be above or below the ground level. Damage results from scarring, cutting of roots, and compaction of the soil. Placing a fenced buffer zone around plants to be saved prior to construction can prevent construction equipment injuries.
- **Grade Changes:** Changing the natural ground level will alter grades, which affects the plant's ability to obtain the necessary air, water, and minerals. Minor fills usually do not cause problems although sensitivity between species does vary and should be checked. Trees can typically tolerate fill of 6 inches or less. For shrubs and other plants, the fill should be less.

When there are major changes in grade, it may become necessary to supply air to the roots of plants. This can be done by placing a layer of gravel and a tile system over the roots before the fill is made. A tile system protects a tree from a raised grade. The tile system should be laid out on the original grade leading from a dry well around the tree trunk. The system should then be covered with small stones to allow air to circulate over the root area.

Lowering the natural ground level can seriously damage trees and shrubs. The highest percentage of the plant roots are in the upper 12 inches of the soil and cuts of only 2 to 3 inches can cause serious injury. To protect the roots it may be necessary to terrace the immediate area around the plants to be saved. If roots are exposed, construction of retaining walls may be needed to keep the soil in place. Plants can also be preserved by leaving them on an undisturbed, gently sloping mound. To increase the chances for survival, it is best to limit grade changes and other soil disturbances to areas outside the dripline of the plant.

- **Excavations:** Protect trees and other plants when excavating for drainfields, power, water, and sewer lines. Where possible, the trenches should be routed around trees and large shrubs. When this is not possible, it is best to tunnel under them. This can be done with hand tools or with power augers. If it is not possible to route the trench around plants to be saved, then the following should be observed:
 - Cut as few roots as possible. When you have to cut, cut clean. Paint cut root ends with a wood dressing like asphalt base paint if roots will be exposed for more than 24 hours.
 - Backfill the trench as soon as possible.
 - Tunnel beneath root systems as close to the center of the main trunk to preserve most of the important feeder roots.

Some problems that can be encountered with a few specific trees are:

- Maple, dogwood, red alder, western hemlock, western red cedar, and Douglas-fir do not readily adjust to changes in environment and special care should be taken to protect these trees.
- The windthrow hazard of Pacific silver fir and Pacific madrone is high, while that of western hemlock is moderate. The danger of windthrow increases where dense stands have been thinned. Other species (unless they are on shallow, wet soils less than 20 inches deep) have a low windthrow hazard.
- Cottonwoods, maples, and willows have water-seeking roots. These can cause trouble in sewer lines and infiltration fields. On the other hand, they thrive in high moisture conditions that other trees would not.

- Thinning operations in pure or mixed stands of grand fir, Pacific silver fir, noble fir, Sitka spruce, western red cedar, western hemlock, Pacific dogwood, and red alder can cause serious disease problems. Disease can become established through damaged limbs, trunks, roots, and freshly cut stumps. Diseased and weakened trees are also susceptible to insect attack.

Maintenance Standards

- Inspect flagged and/or fenced areas regularly to make sure flagging or fencing has not been removed or damaged. If the flagging or fencing has been damaged or visibility reduced, it shall be repaired or replaced immediately and visibility restored.
- If tree roots have been exposed or injured, prune cleanly with an appropriate pruning saw or loppers directly above the damaged roots and recover with native soils. Treatment of sap flowing trees (fir, hemlock, pine, soft maples) is not advised as sap forms a natural healing barrier.

BMP C103: High Visibility Fence***Purpose***

Fencing is intended to:

- Restrict clearing to approved limits
- Prevent disturbance of sensitive areas, their buffers, and other areas required to be left undisturbed
- Limit construction traffic to designated construction entrances, exits or internal roads
- Protect areas where marking with flagging/survey tape may not provide adequate protection

Conditions of Use

To establish clearing limits plastic, fabric, or metal fence may be used:

- At the boundary of sensitive areas, their buffers, and other areas required to be left uncleared
- As necessary to control vehicle access to and on the site

Design and Installation Specifications

- High visibility plastic fence shall be composed of a high-density polyethylene material and shall be at least 4 feet in height. Posts for the fencing shall be steel or wood and placed every 6 feet on center (maximum) or as needed to ensure rigidity. The fencing shall be fastened to the post every 6 inches with a polyethylene tie. On long continuous lengths of fencing, a tension wire or rope shall be used as a top stringer to prevent sagging between posts. The fence color shall be high visibility orange. The fence tensile strength shall be 360 pounds/feet using the American Society for Testing and Materials (ASTM) D4595 testing method.
- If appropriate install fabric silt fence in accordance with BMP C233 to act as high visibility fence. Except that the silt fence shall be at least 3 feet high and must be highly visible to meet the requirements of this BMP.
- Metal fences are the least preferred but might be appropriate to address security concerns. Metal fencing shall be designed and installed according to the manufacturer's specifications.
- Metal fences shall be at least 4 feet high and must be highly visible.
- Fences shall not be wired or stapled to trees.

Maintenance Standards

- If the fence has been damaged or visibility reduced, it shall be repaired or replaced immediately and visibility restored.

BMP C105: Stabilized Construction Entrance/Exit***Purpose***

Stabilized Construction entrances are established to reduce the amount of sediment transported onto paved roads by vehicles or equipment. This is done by constructing a stabilized pad of quarry spalls at entrances and exits for construction sites.

Conditions of Use

Construction entrances shall be stabilized wherever traffic will be entering or leaving a construction site if paved roads or other paved areas are within 1,000 feet of the site.

For residential construction, provide stabilized construction entrances for each residence, rather than only at the main subdivision entrance. Stabilized surfaces shall be of sufficient length/width to provide vehicle access, based on lot size and configuration.

Design and Installation Specifications

- See Figure 5.1 for details. Note: the 100 foot minimum length of the entrance shall be reduced to the maximum practicable size when the size or configuration of the site does not allow the full length (100 feet).
- Construct stabilized construction entrances with a 12-inch-thick pad of 4-inch to 8-inch quarry spalls, a 4-inch course of asphalt treated base (ATB), or use existing pavement. For single-family residential lots pad may be reduced in length to fit site, to no less than 20 feet long, and in depth, to 6 inches thick with 4-inch to 6-inch quarry spalls, provided that performance standards are still met.
- Do not use crushed concrete, cement, or calcium chloride for construction entrance stabilization because these products raise pH levels in stormwater and concrete discharge to surface waters of the State is prohibited.
- A separation geotextile shall be placed under the spalls to prevent fine sediment from pumping up into the rock pad. The geotextile shall meet the following standards:
 - Grab Tensile Strength (ASTM D4751): 200 psi minimum
 - Grab Tensile Elongation (ASTM D4632): 30 percent maximum
 - Mullen Burst Strength (ASTM D3786-80a): 400 psi minimum
 - AOS (ASTM D4751): 20 to 45 (U.S. standard sieve size)
- Fencing (see BMP C103) shall be installed as necessary to restrict traffic to the construction entrance.

- Whenever possible, the entrance shall be constructed on a firm, compacted subgrade. This can substantially increase the effectiveness of the pad and reduce the need for maintenance.

Maintenance Standards

- Quarry spalls shall be added if the pad is no longer in accordance with the specifications.
- On large commercial, highway, and road projects, the designer should include enough extra materials in the contract to allow for additional stabilized entrances not shown in the initial Construction SWPPP. It is difficult to determine exactly where access to these projects will take place; additional materials will enable the contractor to install them where needed.
- Construction entrances should avoid crossing existing sidewalks and back of walk drains if at all possible. If a construction entrance must cross a sidewalk or back of walk drain, the full length of the sidewalk and back of walk drain must be covered and protected from sediment leaving the site.
- If the entrance is not preventing sediment from being tracked onto pavement, then alternative measures to keep the streets free of sediment shall be used. This may include replacement/cleaning of the existing quarry spalls, street sweeping, an increase in the dimensions of the entrance, or the installation of a wheel wash.
- Any sediment that is tracked onto pavement shall be removed by shoveling or street sweeping. The sediment collected by sweeping shall be removed or stabilized on site. The pavement shall not be cleaned by washing down the street, except when high efficiency sweeping is ineffective and there is a threat to public safety. If it is necessary to wash the streets, the construction of a small sump to contain the wash water may be required. The sediment would then be washed into the sump where it can be controlled.
- Perform street sweeping by hand or with a high efficiency sweeper. Do not use a non-high efficiency mechanical sweeper as these sweepers create dust and throw soil into nearby storm systems or conveyance ditches.
- Any quarry spalls that are loosened from the pad, which end up on the roadway shall be removed immediately.
- If vehicles are entering or exiting the site at points other than the construction entrance(s), fencing (see BMP C103) shall be installed to control traffic.
- Upon project completion and site stabilization, all construction accesses intended as permanent access for maintenance shall be permanently stabilized.

Approved as Equivalent

Ecology has approved specific products as able to meet the requirements of BMP C105. However, the products did not pass through the Technology Assessment Protocol – Ecology (TAPE) process. The list of products is available on Ecology’s web site at www.ecy.wa.gov/programs/wq/stormwater/newtech/equivalent.html.

If a project wishes to use any of the “approved as equivalent” BMPs in the City of Lacey, the project owner or representative must obtain approval for use of the BMP from the city on a case-by-case basis (i.e., for each project or site) before use.

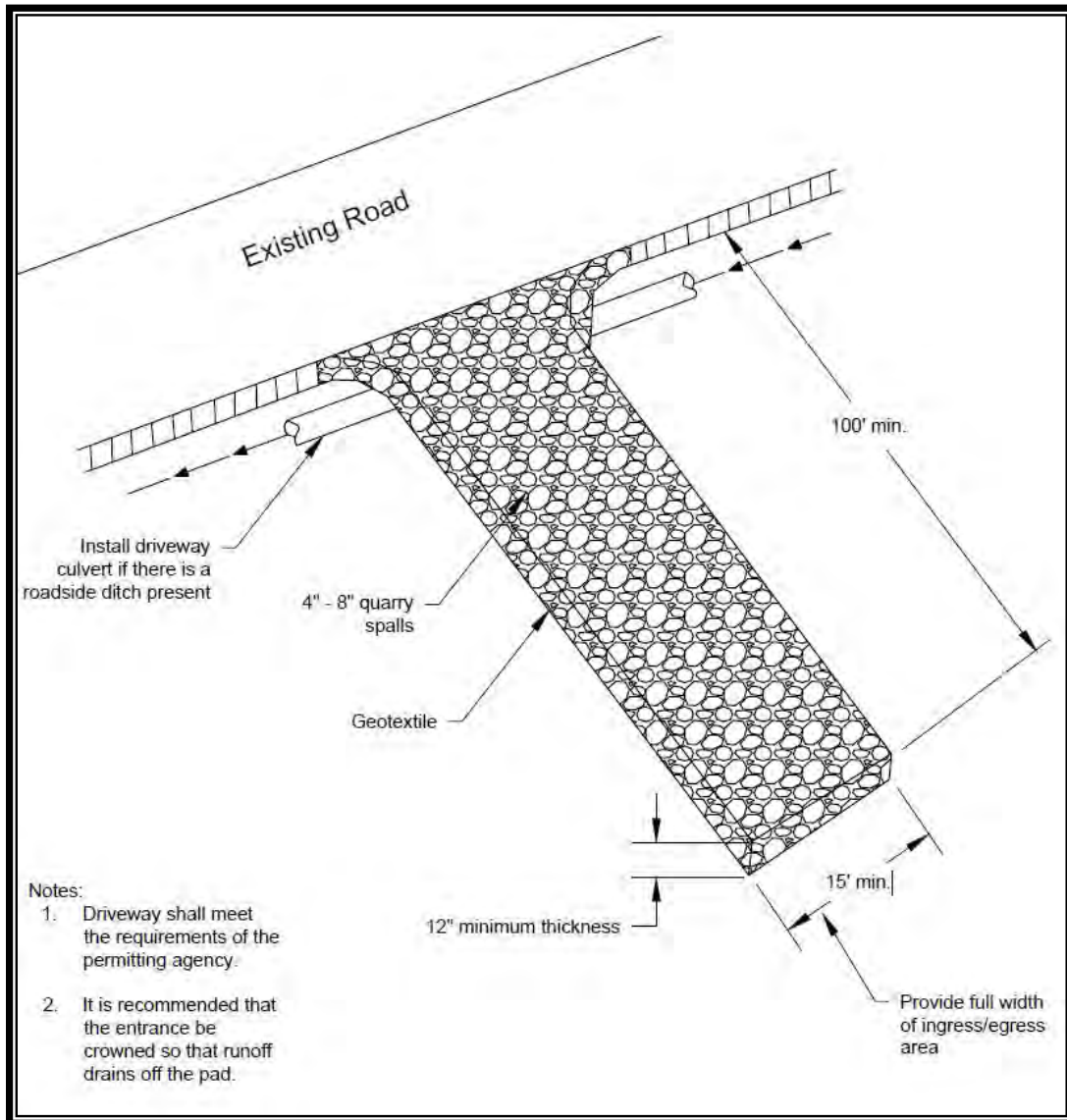


Figure 5.1. Stabilized Construction Entrance.

BMP C231: Brush Barrier***Purpose***

The purpose of brush barriers is to reduce the transport of coarse sediment from a construction site by providing a temporary physical barrier to sediment and reducing the runoff velocities of overland flow.

Conditions of Use

- Brush barriers may be used downslope of all disturbed areas of less than 0.25 acre.
- Brush barriers are not intended to treat concentrated flows, nor are they intended to treat substantial amounts of overland flow. Any concentrated flows must be conveyed through the drainage system to a sediment pond. The only circumstance in which overland flow can be treated solely by a brush barrier, rather than by a sediment pond, is when the area draining to the barrier is small.
- Brush barriers shall only be installed on contours.

Design and Installation Specifications

- Height 2 feet (minimum) to 5 feet (maximum).
- Width 5 feet at base (minimum) to 15 feet (maximum).
- Filter fabric (geotextile) may be anchored over the brush berm to enhance the filtration ability of the barrier. Ten-ounce burlap is an adequate alternative to filter fabric.
- Chipped site vegetation, wood-based mulch (hog fuel), or other suitable mulch material can be used to construct brush barriers.
- A 100 percent biodegradable installation can be constructed using 10-ounce burlap held in place by wooden stakes. Figure 5.19 depicts a typical brush barrier.

Maintenance Standards

- There shall be no signs of erosion or concentrated runoff under or around the barrier. If concentrated flows are bypassing the barrier, it must be expanded or augmented by toed-in filter fabric.
- The dimensions of the barrier must be maintained.

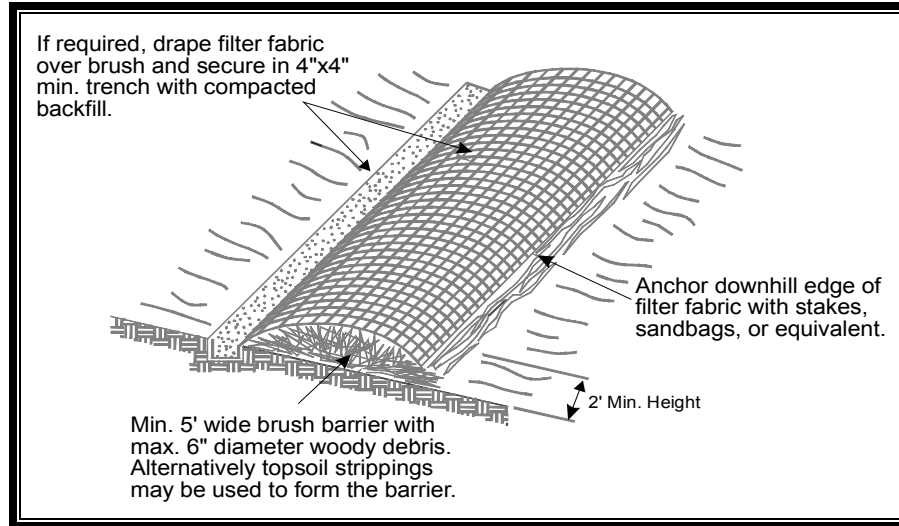


Figure 5.19. Brush Barrier.

BMP C233: Silt Fence

Purpose

Use of a silt fence reduces the transport of coarse sediment from a construction site by providing a temporary physical barrier to sediment and reducing the runoff velocities of overland flow. See Figure 5.20 for details on silt fence construction.

Conditions of Use

- Silt fence may be used downslope of all disturbed areas.
- Silt fence shall prevent soil carried by runoff water from going beneath, through, or over the top of the silt fence, but shall allow the water to pass through the fence.
- Silt fence is not intended to treat concentrated flows, nor is it intended to treat substantial amounts of overland flow. Convey any concentrated flows through the drainage system to a sediment pond.
- Do not construct silt fences in streams or use in V-shaped ditches. Silt fences do not provide an adequate method of silt control for anything deeper than sheet or overland flow.

Design and Installation Specifications

- Use in combination with sediment basins or other BMPs.
- Maximum slope steepness (normal [perpendicular] to fence line) 1H:1V.
- Maximum sheet or overland flow path length to the fence of 100 feet.
- Do not allow flows greater than 0.5 cubic feet per second.
- The geotextile used shall meet the following standards. All geotextile properties listed below are minimum average roll values (i.e., the test result for any sampled roll in a lot shall meet or exceed the values shown in Table 5.11).

Table 5.11. Geotextile Standards.	
Polymeric Mesh AOS (ASTM D4751)	0.60 mm maximum for film wovens (U.S. #30 sieve). 0.30 mm maximum for all other geotextile types (U.S. #50 sieve). 0.15 mm minimum for all fabric types (U.S. #100 sieve).
Water Permittivity (ASTM D4491)	0.02 sec ⁻¹ minimum
Grab Tensile Strength (ASTM D4632)	180 lbs minimum for extra strength fabric. 100 lbs minimum for standard strength fabric.
Grab Tensile Strength (ASTM D4632)	30% maximum
Ultraviolet Resistance (ASTM D4355)	70% minimum

- Standard strength fabrics must be supported with wire mesh, chicken wire, 2-inch by 2-inch wire, safety fence, or jute mesh to increase the strength of the fabric to the 180 lbs minimum threshold. Silt fence materials are available that have synthetic mesh backing attached.
- Filter fabric material shall contain ultraviolet ray inhibitors and stabilizers to provide a minimum of 6 months of expected usable construction life at a temperature range of 0°F to 120°F.
- Include the following standard notes for silt fence on construction plans and specifications:
 - The contractor shall install and maintain temporary silt fences at the locations shown in the plans.
 - Construct silt fences in areas of clearing, grading, or drainage prior to starting those activities.
 - The silt fence shall have a 2-foot minimum and 2.5-foot maximum height above the original ground surface.
 - The filter fabric shall be sewn together at the point of manufacture to form filter fabric lengths as required. Locate all sewn seams at support posts. Alternatively, two sections of silt fence can be overlapped, provided the contractor can demonstrate, to the satisfaction of the engineer, that the overlap is long enough and that the adjacent fence sections are close enough together to prevent silt laden water from escaping through the fence at the overlap.
 - Attach the filter fabric on the upslope side of the posts and secure with staples, wire, or in accordance with the manufacturer's recommendations. Attach the filter fabric to the posts in a manner that reduces the potential for tearing.
 - Support the filter fabric with wire or plastic mesh, dependent on the properties of the geotextile selected for use. If wire or plastic mesh is used, fasten the mesh securely to the upslope side of the posts with the filter fabric upslope of the mesh.
 - Mesh support, if used, shall consist of steel wire with a maximum mesh spacing of 2 inches, or a prefabricated polymeric mesh. The strength of the wire or polymeric mesh shall be equivalent to or greater than 180 pounds grab tensile strength. The polymeric mesh must be as resistant to the same level of ultraviolet radiation as the filter fabric it supports.
 - Bury the bottom of the filter fabric 4 inches min. below the ground surface. Backfill and tamp soil in place over the buried portion of the filter fabric, so that no flow can pass beneath the fence and scouring cannot occur. The wire or polymeric mesh shall extend into the ground 3 inches min.

- Drive or place the fence posts into the ground 18 inches minimum. A 12-inch minimum depth is allowed if topsoil or other soft subgrade soil is not present and 18 inches cannot be reached. Increase fence post min. depths by 6 inches if the fence is located on slopes of 3H:1V or steeper and the slope is perpendicular to the fence. If required post depths cannot be obtained, the posts shall be adequately secured by bracing or guying to prevent overturning of the fence due to sediment loading.
- Use wood, steel, or equivalent posts. The spacing of the support posts shall be a maximum of 6 feet. Posts shall consist of either:
 - Wood with dimensions of 2-inch by 2-inch minimum width and a 3-foot minimum length. Wood posts shall be free of defects such as knots, splits, or gouges.
 - No. 6 steel reinforcement bar or larger.
 - ASTM A 120 steel pipe with a minimum diameter of 1 inch.
 - U, T, L, or C shape steel posts with a minimum weight of 1.35 pounds/feet.
 - Other steel posts having equivalent strength and bending resistance to the post sizes listed above.
- Locate silt fences on contour as much as possible, except at the ends of the fence, where the fence shall be turned uphill such that the silt fence captures the runoff water and prevents water from flowing around the end of the fence.
- If the fence must cross contours, with the exception of the ends of the fence, place gravel check dams perpendicular to the back of the fence to minimize concentrated flow and erosion. The slope of the fence line where contours must be crossed shall not be steeper than 3H:1V.
 - Gravel check dams shall be approximately 1 foot deep at the back of the fence. Gravel check dams shall be continued perpendicular to the fence at the same elevation until the top of the check dam intercepts the ground surface behind the fence.
 - Gravel check dams shall consist of crushed surfacing base course, gravel backfill for walls, or shoulder ballast. Gravel check dams shall be located every 10 feet along the fence where the fence must cross contours.

- Silt fence installation using the slicing method specification details follow. See also Figure 5.21:
 - The base of both end posts must be at least 2 to 4 inches above the top of the filter fabric on the middle posts for ditch check dams to drain properly. Use a hand level or string level, if necessary, to mark base points before installation.
 - Install posts 3 to 4 feet apart in critical retention areas and 6 to 7 feet apart in standard applications. Install posts 24 inches deep on the downstream side of the silt fence, and as close as possible to the filter fabric, enabling posts to support the filter fabric from upstream water pressure.
 - Install posts with the nipples facing away from the filter fabric.
 - Attach the filter fabric to each post with three ties, all spaced within the top 8 inches of the filter fabric. Attach each tie diagonally 45 degrees through the filter fabric, with each puncture at least 1 inch vertically apart. Each tie should be positioned to hang on a post nipple when tightening to prevent sagging.
 - Wrap approximately 6 inches of fabric around the end posts and secure with three ties.
 - No more than 24 inches of a 36-inch filter fabric is allowed above ground level, 12 inches must be buried.
- Compact the soil immediately next to the filter fabric with the front wheel of the tractor, skid steer, or roller exerting at least 60 pounds per square inch. Compact the upstream side first and then each side twice for a total of four trips. Check and correct the silt fence installation for any deviation before compaction. Use a flat-bladed shovel to tuck fabric deeper into the ground if necessary.

Maintenance Standards

- Repair any damage immediately.
- Intercept and convey all evident concentrated flows uphill of the fence to a sediment pond.
- Check the uphill side of the fence for signs of the fence clogging and acting as a barrier to flow and then causing channelization of flows parallel to the fence. If this occurs, replace the fence or remove the trapped sediment.
- Remove sediment deposits when the deposit reaches approximately one-third the height of the silt fence, or install a second silt fence.
- Replace filter fabric that has deteriorated due to ultraviolet breakdown.

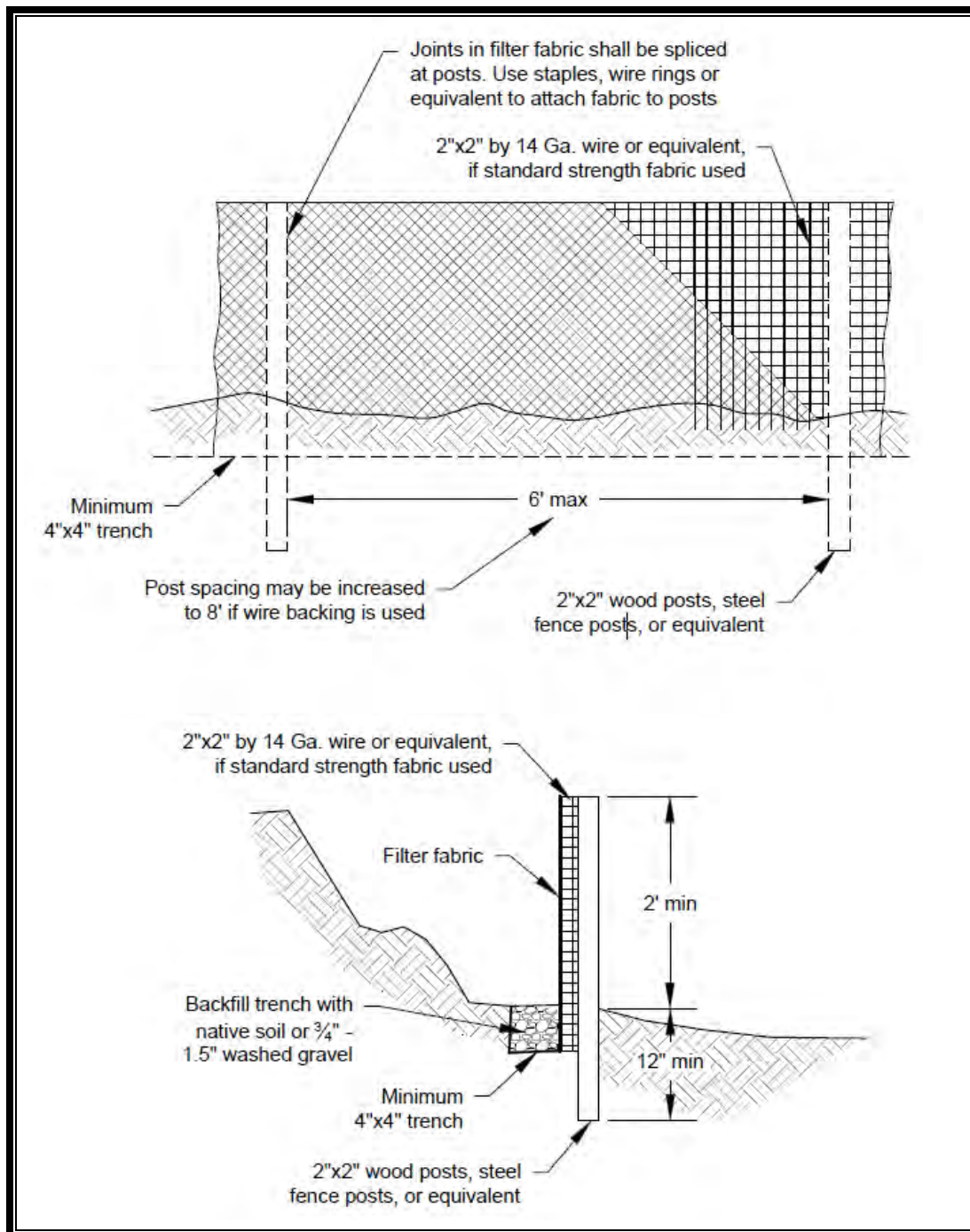


Figure 5.20. Silt Fence.

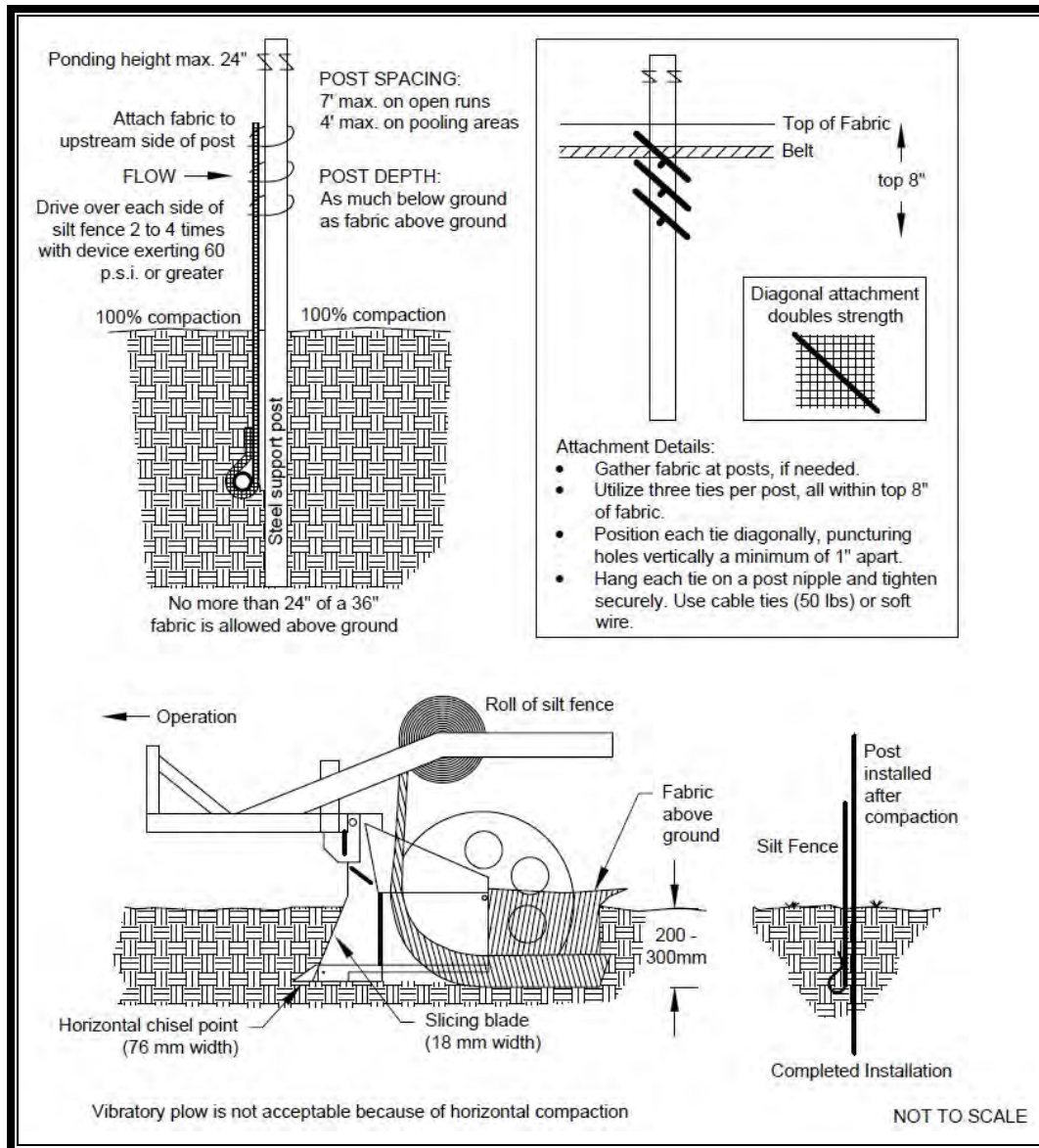


Figure 5.21. Silt Fence Installation by Slicing Method.

BMP C235: Wattles***Purpose***

Wattles are temporary erosion and sediment control barriers consisting of straw, compost, or other material that is wrapped in biodegradable tubular plastic or similar encasing material. They reduce the velocity and can spread the flow of rill and sheet runoff, and can capture and retain sediment. Wattles are typically 8 to 10 inches in diameter and 25 to 30 feet in length. Wattles are placed in shallow trenches and staked along the contour of disturbed or newly constructed slopes. See Figure 5.22 for typical construction details.

Conditions of Use

- Use wattles:
 - In disturbed areas that require immediate erosion protection
 - On exposed soils during the period of short construction delays, or over winter months
 - On slopes requiring stabilization until permanent vegetation can be established.
- The material used dictates the effectiveness period of the wattle. Typically, wattles are effective for one to two wet seasons.
- Prevent rilling beneath wattles by properly entrenching and abutting wattles together to prevent water from passing between them.

Design Criteria

- Install wattles perpendicular to the flow direction and parallel to the slope contour.
- Narrow trenches shall be dug across the slope on contour to a depth of 3 to 5 inches on clay soils and soils with gradual slopes. On loose soils, steep slopes, and areas with high rainfall, the trenches shall be dug to a depth of 5 to 7 inches, or one-half to two-thirds of the thickness of the wattle.
- Start building trenches and installing wattles from the base of the slope and work up. Spread excavated material evenly along the uphill slope and compacted using hand tamping or other methods.
- Construct trenches on contours at intervals of 10 to 25 feet apart depending on the steepness of the slope, soil type, and rainfall. The steeper the slope, the closer together the trenches.

- Install the wattles snugly into the trenches and abut tightly end to end. Do not overlap the ends.
- Install stakes at each end of the wattle, and at 4-foot centers along entire length of wattle.
- If required, install pilot holes for the stakes using a straight bar to drive holes through the wattle and into the soil.
- Wooden stakes should be approximately 0.75 by 0.75 by 24 inches min. Willow cuttings or 0.375-inch rebar can also be used for stakes. Note: rebar must be removed at end of project if used, while other fasteners maybe permitted to remain if all parts of the wattles are biodegradable and shown in plans for permanent erosion control.

Maintenance Standards

- Stakes should be driven through the middle of the wattle, leaving 2 to 3 inches of the stake protruding above the wattle.
- Wattles may require maintenance to ensure they are in contact with soil and thoroughly entrenched, especially after significant rainfall on steep sandy soils.
- Inspect the slope after significant storms and repair any areas where wattles are not tightly abutted or water has scoured beneath the wattles.

Approved as Equivalent

Ecology has approved specific products as able to meet the requirements of BMP C235. However, the products did not pass through the Technology Assessment Protocol – Ecology (TAPE) process. The list of products is available on Ecology’s web site at www.ecy.wa.gov/programs/wq/stormwater/newtech/equivalent.html.

If a project wishes to use any of the “approved as equivalent” BMPs in the City of Lacey, the project owner or representative must obtain approval for use of the BMP from the city on a case-by-case basis (i.e., for each project or site) before use.

BMP C120: Temporary and Permanent Seeding

Purpose

Seeding reduces erosion by stabilizing exposed soils with a well-established vegetative cover. This is one of the most effective methods of reducing erosion.

Conditions of Use

- Use seeding throughout the project on disturbed areas that have reached final grade or that will remain unworked for more than 30 days.
- The optimum seeding windows for western Washington are April 1 through June 30 and September 1 through October 1.
- Between July 1 and August 30 seeding requires irrigation until 75 percent grass cover is established.
- Between October 1 and March 30 seeding requires a cover of mulch with straw or an erosion control blanket until 75 percent grass cover is established.
- Where the term “fully established” is used to describe vegetative cover or plantings, it shall be understood to mean that healthy vegetation covers 90 percent of exposed soil.
- Inspect all disturbed areas in late August to early September and complete all seeding by the end of September. Otherwise, vegetation will not establish itself enough to provide more than average protection.
- Mulch is required at all times for seeding because it protects seeds from heat, moisture loss, and transport due to runoff. Mulch can be applied on top of the seed or simultaneously by hydroseeding. See BMP C121: Mulching for specifications.
- Seed and mulch all disturbed areas not otherwise vegetated at final site stabilization. Final stabilization means the completion of all soil disturbing activities at the site and the establishment of a permanent vegetative cover, or equivalent permanent stabilization measures (such as pavement, riprap, gabions, or geotextiles) that will prevent erosion.

Design and Installation Specifications

- Seed retention/detention ponds as required.
- Install channels intended for vegetation before starting major earthwork and hydroseeded with a Bonded Fiber Matrix (BFM). For vegetated channels that will have high flows, install erosion control blankets over hydroseed. Before allowing water to flow in vegetated channels, establish 75 percent vegetation cover. If

vegetated channels cannot be established by seed before water flow, install sod in the channel bottom—over hydromulch and erosion control blankets.

- Confirm the installation of all required surface water control measures to prevent seed from washing away.
- The seedbed should be firm and rough. All soil shall be roughened no matter what the slope. If compaction is required for engineering purposes, slopes must be track walked before seeding. Backblading or smoothing of slopes greater than 4:1 is not allowed if they are to be seeded.
- New and more effective restoration-based landscape practices rely on deeper incorporation than that provided by a simple single-pass rototilling treatment. Wherever practical the subgrade should be initially ripped to improve long-term permeability, infiltration, and water inflow qualities. At a minimum, permanent areas shall use soil amendments to achieve organic matter and permeability performance defined in engineered soil/landscape systems. For systems that are deeper than 8 inches the rototilling process should be done in multiple lifts, or the prepared soil system shall be prepared properly and then placed to achieve the specified depth.
- Organic matter is the most appropriate form of “fertilizer” because it provides nutrients (including nitrogen, phosphorus, and potassium) in the least water-soluble form. A natural system typically releases 2 to 10 percent of its nutrients annually. Chemical fertilizers have since been formulated to simulate what organic matter does naturally.
- In general, 10-4-6 N-P-K (nitrogen-phosphorus-potassium) fertilizer can be used at a rate of 90 pounds per acre. Slow-release fertilizers shall be used because they are more efficient and have fewer environmental impacts. It is recommended that areas being seeded for final landscaping conduct soil tests to determine the exact type and quantity of fertilizer needed. This will prevent the over-application of fertilizer. Fertilizer must not be added to the hydromulch machine and agitated more than 20 minutes before it is to be used. If agitated too much, the slow-release coating is destroyed.
- There are numerous products available on the market that takes the place of chemical fertilizers. These include several with seaweed extracts that are beneficial to soil microbes and organisms. If 100 percent cottonseed meal is used as the mulch in hydroseed, chemical fertilizer may not be necessary. Cottonseed meal is a good source of long-term, slow-release, available nitrogen.
- Hydroseed applications shall include a minimum of 1,500 pounds per acre of mulch with 3 percent tackifier. See BMP C121: Mulching for specifications.
- On steep slopes, BFM or Mechanically Bonded Fiber Matrix (MBFM) products should be used. BFM/MBFM products are applied at a minimum rate of

3,000 pounds per acre of mulch with approximately 10 percent tackifier. Application is made so that a minimum of 95 percent soil coverage is achieved. Numerous products are available commercially and should be installed per manufacturer's instructions. Most products require 24 to 36 hours to cure before a rainfall and cannot be installed on wet or saturated soils. Generally, these products come in 40- to 50-pound bags and include all necessary ingredients except for seed and fertilizer.

- BFM's and MBFM's have some advantages over blankets:
 - No surface preparation required
 - Can be installed via helicopter in remote areas
 - On slopes steeper than 2.5:1, blanket installers may need to be roped and harnessed for safety
 - They are at least \$1,000 per acre cheaper installed.
- In most cases, the shear strength of blankets is not a factor when used on slopes, only when used in channels. BFM's and MBFM's are good alternatives to blankets in most situations where vegetation establishment is the goal.
- Areas that will have seeding only and not landscaping may need compost or meal-based mulch included in the hydroseed in order to establish vegetation. Re-install native topsoil on the disturbed soil surface before application. See also postconstruction soil quality and depth in Chapter 7, Section 7.4.1.
- When installing seed via hydroseeding operations, only about one-third of the seed actually ends up in contact with the soil surface. This reduces the ability to establish a good stand of grass quickly. To overcome this, consider increasing seed quantities by up to 50 percent.
- Enhance vegetation establishment by dividing the hydromulch operation into two phases:
 1. Phase 1 – Install all seed and fertilizer with 25 to 30 percent mulch and tackifier onto soil in the first lift.
 2. Phase 2 – Install the rest of the mulch and tackifier over the first lift.Or, enhance vegetation by:
 1. Installing the mulch, seed, fertilizer, and tackifier in one lift.
 2. Spread or blow straw over the top of the hydromulch at a rate of 800 to 1,000 pounds per acre.
 3. Hold straw in place with a standard tackifier.

Both of these approaches will increase cost moderately but will greatly improve and enhance vegetative establishment. The increased cost may be offset by the reduced need for:

- o Irrigation
- o Reapplication of mulch
- o Repair of failed slope surfaces.

This technique works with standard hydromulch (1,500 pounds per acre minimum) and BFM or Mechanically Bonded Fiber Matrix (MBFM) (3,000 pounds per acre minimum).

- Seed may be installed by hand if:
 - o Temporary and covered by straw, mulch, or topsoil
 - o Permanent in small areas (usually less than 1 acre) and covered with mulch, topsoil, or erosion blankets.
- The seed mixes listed in the tables below include recommended mixes for both temporary and permanent seeding, and rates are provided as pounds of pure live seed per acre.
- Other mixes may be appropriate, depending on the soil type and hydrology of the area. Consult the local revegetation experts or the local conservation district for their recommendations because the appropriate mix depends on a variety of factors, including location, exposure, soil type, slope, and expected foot traffic. Alternative seed mixes approved by the city may be used.
- Table 5.3 represents the standard mix for areas requiring a temporary vegetative cover.

Table 5.3. Temporary Erosion Control Seed Mix.		
Common Name	Species	Pounds Pure Live Seed per Acre
Spike bentgrass	<i>Agrostis exarata</i>	0.1
California brome	<i>Bromus carinatus</i>	10.5
Tufted hairgrass	<i>Deschampsia cespitosa</i>	0.4
Blue wildrye	<i>Elymus glaucus</i>	11.4
California oatgrass	<i>Danthonia californica</i>	6.0
Native red fescue	<i>Festuca rubra</i> var. <i>rubra</i>	2.5
Meadow barley	<i>Hordeum brachyantherum</i>	8.2
Total		39.1

- Table 5.4 lists a recommended mix for landscaping seed.

Table 5.4. Landscaping Seed Mix.		
Common Name	Species	Pounds Pure Live Seed per Acre
Sideoats grama	<i>Bouteloua curtipendula</i>	7.3
California oatgrass	<i>Danthonia californica</i>	6.6
Native red fescue	<i>Festuca rubra</i> var. <i>rubra</i>	4.2
Prairie Junegrass	<i>Koeleria macrantha</i>	0.9
Total		19.0

- Table 5.5 lists a low-maintenance turf seed mix that may be used in dry situations where there is little to no watering.

Table 5.5. Low-Growing Turf Seed Mix.		
Common Name	Species	Pounds Pure Live Seed per Acre
Hard fescue	<i>Festuca brevipila</i>	3.1
Sheep fescue	<i>Festuca ovina</i>	3.1
Native red fescue	<i>Festuca rubra</i> var. <i>rubra</i>	3.5
Prairie Junegrass	<i>Koeleria macrantha</i>	0.6
Total		10.2

- Table 5.6 lists a mix for bioswales and other intermittently wet areas.

Table 5.6. Bioswale Seed Mix.		
Common Name	Species	Pounds Pure Live Seed per Acre
American sloughgrass	<i>Beckmannia syzigachne</i>	0.9
Tufted hairgrass	<i>Deschampsia cespitosa</i>	0.6
Blue wildrye	<i>Elymus glaucus</i>	11.4
Native red fescue	<i>Festuca rubra</i> var. <i>rubra</i>	2.8
Meadow barley	<i>Hordeum brachyantherum</i>	9.8
Northwestern mannagrass	<i>Glyceria occidentalis</i>	5.2
Total		30.7

- Table 5.7 lists a low-growing seed mix appropriate for very wet areas that are not regulated wetlands. Consult Hydraulic Permit Authority (HPA) for seed mixes if applicable.

Table 5.7. Low Growing Wet Area Seed Mix.		
Common Name	Species	Pounds Pure Live Seed per Acre
California brome	<i>Bromus carinatus</i>	10.5
Columbia brome	<i>Bromus vulgaris</i>	8.7
Tufted hairgrass	<i>Deschampsia cespitosa</i>	0.4
California oatgrass	<i>Danthonia californica</i>	5.0
Native red fescue	<i>Festuca rubra</i> var. <i>rubra</i>	2.4
Western manna grass	<i>Glyceria occidentalis</i>	3.5
Meadow barley	<i>Hordeum brachyantherum</i>	8.2
Total		38.5

- Table 5.8 lists a recommended meadow seed mix that is intended for infrequently maintained areas or non-maintained areas where colonization by native plants is desirable. Likely applications include rural road and utility right-of-way. Seeding should take place in September or very early October in order to obtain adequate establishment prior to the winter months.

Table 5.8. Meadow Seed Mix.		
Common Name	Species	Pounds Pure Live Seed per Acre
Common yarrow	<i>Achillea millefolium</i>	0.07
Pearly everlasting	<i>Anaphalis margaritacea</i>	0.01
California brome	<i>Bromus carinatus</i>	7.84
California oatgrass	<i>Danthonia californica</i>	3.73
Blue wildrye	<i>Elymus glaucus</i>	7.60
Idaho fescue	<i>Festuca idahoensis</i>	1.74
Native red fescue	<i>Festuca rubra</i> var. <i>rubra</i>	1.88
Sickle keeled lupine	<i>Lupinus albicaulis</i>	2.22
Fowl bluegrass	<i>Poa palustris</i>	0.36
Total		22.9

Maintenance Standards

- Reseed any seeded areas that fail to establish at least 80 percent cover (100 percent cover for areas that receive sheet or concentrated flows). If reseeding is ineffective, an alternate method, such as sodding, mulching, or nets/blankets, shall be used. If winter weather prevents adequate grass growth, this time limit may be relaxed at the discretion of the city when sensitive areas would otherwise be protected.

- Reseed and protect by mulch any areas that experience erosion after achieving adequate cover. Reseed and protect by mulch any eroded area.
- Supply seeded areas with adequate moisture, but do not water to the extent that it causes runoff.

Approved as Equivalent

Ecology has approved specific products as able to meet the requirements of BMP C120. However, the products did not pass through the Technology Assessment Protocol – Ecology (TAPE) process. The list of products is available on Ecology’s web site at www.ecy.wa.gov/programs/wq/stormwater/newtech/equivalent.html.

If a project wishes to use any of the “approved as equivalent” BMPs in the City of Lacey, the project owner or representative must obtain approval for use of the BMP from the city on a case-by-case basis (i.e., for each project or site) before use.

BMP C121: Mulching

Purpose

Mulching soils provides immediate temporary protection from erosion. Mulch also enhances plant establishment by conserving moisture, holding fertilizer, seed, and topsoil in place, and moderating soil temperatures. There is an enormous variety of mulches that can be used. This section discusses only the most common types of mulch.

Conditions of Use

As a temporary cover measure, mulch shall be used:

- For fewer than 30 days on disturbed areas that require cover.
- At all times for seeded areas, especially during the wet season and during the hot summer months.
- During the wet season on slopes steeper than 3H:1V with more than 10 feet of vertical relief.
- Mulch may be applied at any time of the year and must be refreshed periodically.
- For seeded areas, mulch may be made up of 100 percent: cottonseed meal; fibers made of wood, recycled cellulose, hemp, kenaf; compost; or blends of these. Tackifier shall be plant-based, such as guar or alpha plantago, or chemical-based such as polyacrylamide or polymers. Any mulch or tackifier product used shall be installed per manufacturer's instructions. Generally, mulches come in 40- to 50-pound bags. Seed and fertilizer are added at time of application.

Design and Installation Specifications

For mulch materials, application rates, and specifications, see Table 5.9. Always use a 2-inch minimum mulch thickness; increase the thickness until the ground is 95 percent covered (i.e., not visible under the mulch layer). Note: Thicknesses may be increased for disturbed areas in or near sensitive areas or other areas highly susceptible to erosion.

Where the option of "compost" is selected, it must be a coarse compost that meets the following size gradations when tested in accordance with the U.S. Composting Council "Test Methods for the Examination of Compost and Composting" Test Method 02.02-B.

CITY OF LACEY 2016 STORMWATER DESIGN MANUAL

Table 5.9. Mulch Standards and Guidelines.

Mulch Material	Quality Standards	Application Rates	Remarks
Straw	Air-dried; free from undesirable seed and coarse material.	2" to 3" thick; five bales per 1,000 sq. ft. or 2 to 3 tons per acre	Cost-effective protection when applied with adequate thickness. Hand-application generally requires greater thickness than blown straw. The thickness of straw may be reduced by half when used in conjunction with seeding. In windy areas straw must be held in place by crimping, using a tackifier, or covering with netting. Blown straw always has to be held in place with a tackifier as even light winds will blow it away. Straw, however, has several deficiencies that should be considered when selecting mulch materials. It often introduces and/or encourages the propagation of weed species and it has no significant long-term benefits. It should also not be used within the ordinary high water elevation of surface waters (due to flotation).
Hydromulch	No growth inhibiting factors.	Approx. 25 to 30 lbs per 1,000 sq. ft. or 1,500 to 2,000 lbs per acre	Shall be applied with hydromulcher. Shall not be used without seed and tackifier unless the application rate is at least doubled. Fibers longer than about 0.75 to 1 inch clog hydromulch equipment. Fibers should be kept to less than 0.75 inch.
Compost	No visible water or dust during handling. Must be produced per WAC 173-350, Solid Waste Handling Standards, but may have up to 35% biosolids.	2" thick min.; approx. 100 tons per acre (approx. 800 lbs per yard)	More effective control can be obtained by increasing thickness to 3 inches. Excellent mulch for protecting final grades until landscaping because it can be directly seeded or tilled into soil as an amendment. Compost used for mulch has a coarser size gradation than compost used for BMP C125 or the postconstruction soil quality and depth BMP see Chapter 7, Section 7.4.1. It is more stable and practical to use in wet areas and during rainy weather conditions. Do not use near wetlands or near phosphorous impaired water bodies.
Chipped Site Vegetation	Average size should be several inches. Gradations from fines to 6 inches in length for texture, variation, and interlocking properties.	2" thick min.	This is a cost-effective way to dispose of debris from clearing and grubbing, and it eliminates the problems associated with burning. Generally, it should not be used on slopes above approx. 10 percent because of its tendency to be transported by runoff. It is not recommended within 200 feet of surface waters. If seeding is expected shortly after mulch, the decomposition of the chipped vegetation may tie up nutrients important to grass establishment.
Wood-based Mulch or Wood Straw	No visible water or dust during handling. Must be purchased from a supplier with a Solid Waste Handling Permit or one exempt from solid waste regulations.	2" thick min.; approx. 100 tons per acre (approx. 800 lbs per cubic yard)	This material is often called "hog fuel" or "hogged fuel." The use of mulch ultimately improves the organic matter in the soil. Special caution is advised regarding the source and composition of wood-based mulches. Its preparation typically does not provide any weed seed control, so evidence of residual vegetation in its composition or known inclusion of weed plants or seeds should be monitored and prevented (or minimized).
Wood Strand Mulch	A blend of loose, long, thin wood pieces derived from native conifer or deciduous trees with high length-to-width ratio.	2" thick min.	Cost-effective protection when applied with adequate thickness. A minimum of 95 percent of the wood strand shall have lengths between 2 and 10 inches, with a width and thickness between one-sixteenth and three-eighths inch. The mulch shall not contain resin, tannin, or other compounds in quantities that would be detrimental to plant life. Sawdust or wood shavings shall not be used as mulch. (WSDOT Standard Specification 9-14.4(4)).

Coarse Compost

- Mulch may be applied at any time of the year and must be refreshed periodically
- Minimum Percent passing 3-inch sieve openings 100 percent
- Minimum Percent passing 1-inch" sieve openings 90 percent
- Minimum Percent passing 0.75-inch sieve openings 70 percent
- Minimum Percent passing 0.25-inch sieve openings 40 percent

Mulch used within the ordinary high water mark of surface waters must be selected to minimize potential flotation of organic matter. Composted organic materials have higher specific gravities (densities) than straw, wood, or chipped material.

Maintenance Standards

- The thickness of the cover must be maintained.
- Any areas that experience erosion shall be remulched and/or protected with a net or blanket. If the erosion problem is drainage related, then the problem shall be fixed and the eroded area remulched.

BMP C123: Plastic Covering

Purpose

Plastic covering provides immediate, short-term erosion protection to slopes and disturbed areas.

Conditions of Use

- Plastic covering may be used on disturbed areas that require cover measures for less than 30 days, except as stated below.
- Plastic is particularly useful for protecting cut and fill slopes and stockpiles. Note: The relatively rapid breakdown of most polyethylene sheeting makes it unsuitable for long-term (greater than 6 months) applications.
- Due to rapid runoff caused by plastic covering, do not use this method upslope of areas that might be adversely impacted by concentrated runoff. Such areas include steep and/or unstable slopes.
- Plastic sheeting may result in increased runoff volumes and velocities, requiring additional on-site measures to counteract the increases. Creating a trough with wattles or other material can convey clean water away from these areas.
- To prevent undercutting, trench and backfill rolled plastic covering products.
- While plastic is inexpensive to purchase, the added cost of installation, maintenance, removal, and disposal make this an expensive material, up to \$1.50 to \$2 per square yard.
- Whenever plastic is used to protect slopes install water collection measures at the base of the slope. These measures include plastic-covered berms, channels, and pipes used to convey clean rainwater away from bare soil and disturbed areas. Do not mix clean runoff from a plastic covered slope with dirty runoff from a project.
- Other uses for plastic include:
 - Temporary ditch liner
 - Pond liner in temporary sediment pond
 - Liner for bermed temporary fuel storage area if plastic is not reactive to the type of fuel being stored
 - Emergency slope protection during heavy rains
 - Temporary drainpipe (“elephant trunk”) used to direct water.

Design and Installation Specifications

- Plastic slope cover must be installed as follows:
 - Run plastic up and down slope, not across slope.

- o Plastic may be installed perpendicular to a slope if the slope length is less than 10 feet.
- o Minimum of 8-inch overlap at seams.
- o On long or wide slopes, or slopes subject to wind, tape all seams.
- o Place plastic into a small (12-inch wide by 6-inch deep) slot trench at the top of the slope and backfill with soil to keep water from flowing underneath.
- o Place sand filled burlap or geotextile bags every 3 to 6 feet along seams and tie them together with twine to hold them in place.
- o Inspect plastic for rips, tears, and open seams regularly and repair immediately. This prevents high velocity runoff from contacting bare soil which causes extreme erosion.
- o Sandbags may be lowered into place tied to ropes. However, all sandbags must be staked in place.
- Plastic sheeting shall have a minimum thickness of 6 mil.
- If erosion at the toe of a slope is likely, a gravel berm, riprap, or other suitable protection shall be installed at the toe of the slope in order to reduce the velocity of runoff.

Maintenance Standards

- Torn sheets must be replaced and open seams repaired.
- Completely remove and replace the plastic if it begins to deteriorate due to ultraviolet radiation.
- Completely remove plastic when no longer needed.
- Dispose of old tires used to weight down plastic sheeting appropriately.

Approved as Equivalent

Ecology has approved specific products as able to meet the requirements of BMP C123. However, the products did not pass through the Technology Assessment Protocol – Ecology (TAPE) process. The list of products is available on Ecology’s web site at www.ecy.wa.gov/programs/wq/stormwater/newtech/equivalent.html.

If a project wishes to use any of the “approved as equivalent” BMPs in the City of Lacey, the project owner or representative must obtain approval for use of the BMP from the city on a case-by-case basis (i.e., for each project or site) before use.

BMP C124: Sodding

Purpose

The purpose of sodding is to establish permanent turf for immediate erosion protection and to stabilize drainage ways where concentrated overland flow will occur.

Conditions of Use

Sodding may be used in the following areas:

- Disturbed areas that require short-term or long-term cover.
- Disturbed areas that require immediate vegetative cover.
- All waterways that require vegetative lining. Waterways may also be seeded rather than sodded, and protected with a net or blanket.

Design and Installation Specifications

Sod shall be free of weeds, of uniform thickness (approximately 1 inch thick), and shall have a dense root mat for mechanical strength.

The following steps are recommended for sod installation:

- Shape and smooth the surface to final grade in accordance with the approved grading plan. The swale needs to be overexcavated 4 to 6 inches below design elevation to allow room for placing soil amendment and sod.
- Amend 4 inches (minimum) of compost into the top 8 inches of the soil if the organic content of the soil is less than 10 percent or the permeability is less than 0.6 inches per hour. See www.ecy.wa.gov/programs/swfa/organics/soil.html for further information.
- Fertilize according to the supplier's recommendations.
- Work lime and fertilizer 1 to 2 inches into the soil, and smooth the surface.
- Lay strips of sod beginning at the lowest area to be sodded and perpendicular to the direction of water flow. Wedge strips securely into place. Square the ends of each strip to provide for a close, tight fit. Stagger joints at least 12 inches. Staple on slopes steeper than 3H:1V. Staple the upstream edge of each sod strip.
- Roll the sodded area and irrigate.
- When sodding is carried out in alternating strips or other patterns, seed the areas between the sod immediately after sodding.

Maintenance Standards

If the grass is unhealthy, the cause shall be determined and appropriate action taken to re-establish a healthy groundcover. If it is impossible to establish a healthy groundcover due to frequent saturation, instability, or some other cause, the sod shall be removed, the area seeded with an appropriate mix, and protected with a net or blanket.

BMP C125: Topsoiling/Composting

Purpose

Topsoiling and composting provide a suitable growth medium for final site stabilization with vegetation. While not a permanent cover practice in itself, topsoiling and composting are an integral component of providing permanent cover in those areas where there is an unsuitable soil surface for plant growth. Use this BMP in conjunction with other BMPs such as seeding, mulching, or sodding. Note that this BMP is functionally the same as the postconstruction soil quality and depth BMP (see Chapter 7, Section 7.4.1), which is required for all disturbed areas that will be developed as lawn or landscaped areas at the completed project site.

Native soils and disturbed soils that have been organically amended not only retain much more stormwater, but they also serve as effective biofilters for urban pollutants and, by supporting more vigorous plant growth, reduce the water, fertilizer and pesticides needed to support installed landscapes. Topsoil does not include any subsoils but only the material from the top several inches including organic debris.

Conditions of Use

- Permanent landscaped areas shall contain healthy topsoil that reduces the need for fertilizers, improves overall topsoil quality, provides for better vegetal health and vitality, improves hydrologic characteristics, and reduces the need for irrigation.
- Leave native soils and the duff layer undisturbed to the maximum extent practicable. Stripping of existing, properly functioning soil system and vegetation for the purpose of topsoiling during construction is not acceptable. Preserve existing soil systems in undisturbed and uncompacted condition if functioning properly.
- Areas that already have good topsoil, such as undisturbed areas, do not require soil amendments.
- Restore, to the maximum extent practicable, native soils disturbed during clearing and grading to a condition equal to or better than the original site condition's moisture-holding capacity. Use on-site native soil, incorporate amendments into on-site soil, or importing blended topsoil to meet this requirement.
- Topsoiling is a required procedure when establishing vegetation on shallow soils, and soils of critically low pH (high acid) levels.
- Beware of where the topsoil comes from, and what vegetation was on site before disturbance, invasive plant seeds may be included and could cause problems for establishing native plants, landscaped areas, or grasses.
- Topsoil from the site will contain mycorrhizal bacteria that are necessary for healthy root growth and nutrient transfer. These native mycorrhiza are acclimated

to the site and will provide optimum conditions for establishing grasses. Use commercially available mycorrhiza products when using off-site topsoil.

Design and Installation Specifications

Meet the following requirements for disturbed areas requiring disruption and topsoiling: that will be developed as lawn or landscaped areas at the completed project site:

- Maximize the depth of the topsoil wherever possible to provide the maximum possible infiltration capacity and beneficial growth medium. Topsoil shall have:
 - A minimum depth of 8 inches. Scarify subsoils below the topsoil layer at least 4 inches with some incorporation of the upper material to avoid stratified layers, where feasible. Ripping or restructuring the subgrade may also provide additional benefits regarding the overall infiltration and interflow dynamics of the soil system.
 - A minimum organic content of 10 percent dry weight in planting beds, and 5 percent organic matter content in turf areas. Incorporate organic amendments to a minimum 8-inch depth except where tree roots or other natural features limit the depth of incorporation.
 - A pH between 6.0 and 8.0 or matching the pH of the undisturbed soil.
 - If blended topsoil is imported, then fines shall be limited to 25 percent passing through a U.S. #200 sieve.
 - Mulch planting beds with 2 inches of organic material.
- Accomplish the required organic content, depth, and pH by returning native topsoil to the site, importing topsoil of sufficient organic content, and/or incorporating organic amendments.
 - When using the option of incorporating amendments to meet the organic content requirement, use compost that meets the composted material specification for bioretention (see Chapter 7, Section 7.4.4), with the exception that the compost may have up to 35 percent biosolids or manure.
 - Sections three through seven of the document entitled *Guidelines and Resources for Implementing Soil Quality and Depth BMP T5.13 in WDOE Stormwater Management Manual for Western Washington* provide useful guidance for implementing whichever option is chosen. The document includes guidance for preapproved default strategies and guidance for custom strategies. As of this printing the document can be found at: www.soilsforsalmon.org/pdf/Soil_BMP_Manual.pdf.
- The final composition and construction of the soil system will result in a natural selection or favoring of certain plant species over time. For example,

incorporation of topsoil may favor grasses, while layering with mildly acidic, high-carbon amendments may favor more woody vegetation.

- Allow sufficient time in scheduling for topsoil spreading prior to seeding, sodding, or planting.
- Take care when applying top soil to subsoils with contrasting textures. Sandy topsoil over clayey subsoil is a particularly poor combination, as water creeps along the junction between the soil layers and causes the topsoil to slough. If topsoil and subsoil are not properly bonded, water will not infiltrate the soil profile evenly and it will be difficult to establish vegetation. The best method to prevent a lack of bonding is to actually work the topsoil into the layer below for a depth of at least 6 inches.
- Field exploration of the site shall be made to determine if there is surface soil of sufficient quantity and quality to justify stripping. Topsoil shall be friable and loamy (loam, sandy loam, silt loam, sandy clay loam, and clay loam). Avoid areas of natural groundwater recharge.
- Stripping shall be confined to the immediate construction area. A 4-inch to 6-inch stripping depth is common, but depth may vary depending on the particular soil. All surface runoff control structures shall be in place prior to stripping.
- Do not place topsoil while in a frozen or muddy condition, when the subgrade is excessively wet, or when conditions exist that may otherwise be detrimental to proper grading or proposed sodding or seeding.
- In any areas requiring grading, remove and stockpile the duff layer and topsoil on site in a designated, controlled area, not adjacent to public resources and critical areas. Stockpiled topsoil is to be reapplied to other portions of the site where feasible.
- Locate the topsoil stockpile so that it meets specifications and does not interfere with work on the site. It may be possible to locate more than one pile in proximity to areas where topsoil will be used.

Stockpiling of topsoil shall occur in the following manner:

- Side slopes of the stockpile shall not exceed 2H:1V
- Between October 1 and April 30:
 - An interceptor dike with gravel outlet and silt fence shall surround all topsoil
 - Within 2 days, complete erosion control seeding, or covering stockpiles with clear plastic, or other mulching materials.

- Between May 1 and September 30:
 - An interceptor dike with gravel outlet and silt fence shall surround all topsoil if the stockpile will remain in place for a longer period of time than active construction grading.
 - Within 7 days, complete erosion control seeding, or covering stockpiles with clear plastic, or other mulching materials.
- When native topsoil is to be stockpiled and reused the following should apply to ensure that the mycorrhizal bacterial, earthworms, and other beneficial organisms will not be destroyed:
 - Re-install topsoil within 4 to 6 weeks
 - Do not allow the saturation of topsoil with water
 - Do not use plastic covering.

Maintenance Standards

- Inspect stockpiles regularly, especially after large storm events. Stabilize any areas that have eroded.
- Establish soil quality and depth toward the end of construction and once established, protect from compaction, such as from large machinery use, and from erosion.
- Plant and mulch soil after installation.
- Leave plant debris or its equivalent on the soil surface to replenish organic matter.
- Reduce and adjust, where possible, the use of irrigation, fertilizers, herbicides and pesticides, rather than continuing to implement formerly established practices.

BMP C140: Dust Control***Purpose***

Dust control prevents wind transport of dust from disturbed soil surfaces onto roadways, drainage ways, and surface waters.

Conditions of Use

For use in areas (including roadways) subject to surface and air movement of dust where on site and off-site impacts to roadways, drainage ways, or surface waters are likely.

Design and Installation Specifications

Vegetate or mulch areas that will not receive vehicle traffic. In areas where planting, mulching, or paving is impractical, apply gravel or landscaping rock.

- Limit dust generation by clearing only those areas where immediate activity will take place, leaving the remaining area(s) in the original condition. Maintain the original ground cover as long as practical.
- Construct natural or artificial windbreaks or windscreens. These may be designed as enclosures for small dust sources.
- Sprinkle the site with water until surface is wet. Repeat as needed. To prevent carryout of mud onto street, refer to Stabilized Construction Entrance (BMP C105).
- Irrigation water can be used for dust control. Irrigation systems should be installed as a first step on sites where dust control is a concern.
- Spray exposed soil areas with a dust palliative, following the manufacturer's instructions and cautions regarding handling and application. Oil based products are prohibited from use as a dust suppressant. The city may approve other dust palliatives such as calcium chloride or PAM.
- PAM (BMP C126) added to water at a rate of 0.5 pounds per 1,000 gallons of water per acre and applied from a water truck is more effective than water alone. This is due to increased infiltration of water into the soil and reduced evaporation. In addition, small soil particles are bonded together and are not as easily transported by wind. Adding PAM may actually reduce the quantity of water needed for dust control. Use of PAM could be a cost-effective dust control method.

Techniques that can be used for unpaved roads and lots include:

- Lower speed limits. High vehicle speed increases the amount of dust stirred up from unpaved roads and lots.

- Upgrade the road surface strength by improving particle size, shape, and mineral types that make up the surface and base materials.
- Add surface gravel to reduce the source of dust emission. Limit the amount of fine particles (those smaller than 0.75 mm) to 10 to 20 percent.
- Use geotextile fabrics to increase the strength of new roads or roads undergoing reconstruction.
- Encourage the use of alternate, paved routes, if available.
- Restrict use of paved roadways by tracked vehicles and heavy trucks to prevent damage to road surface and base.
- Apply chemical dust suppressants using the admix method, blending the product with the top few inches of surface material. Suppressants may also be applied as surface treatments.
- Pave unpaved permanent roads and other trafficked areas.
- Use vacuum street sweepers.
- Remove mud and other dirt promptly so it does not dry and then turn into dust.
- Limit dust-causing work on windy days.

Contact your Puget Sound Clean Air Agency <www.pscleanair.org> for guidance and training on other dust control measures. Compliance with Puget Sound Clean Air Agency guidance and BMPs constitutes compliance with this BMP.

Maintenance Standards

- Respray area as necessary to keep dust to a minimum.

BMP C130: Surface Roughening

Purpose

Surface roughening aids in the establishment of vegetative cover, reduces runoff velocity, increases infiltration, and provides for sediment trapping through the provision of a rough soil surface. Horizontal depressions are created by operating a tiller or other suitable equipment on the contour or by leaving slopes in a roughened condition by not fine grading them.

Use this BMP in conjunction with other BMPs such as seeding, mulching, or sodding.

Conditions of Use

- All slopes steeper than 3H:1V and greater than 5 vertical feet require surface roughening to a depth of 2 to 4 inches prior to seeding
- Areas that will not be stabilized immediately may be roughened to reduce runoff velocity until seeding takes place
- Slopes with a stable rock face do not require roughening
- Slopes where mowing is planned should not be excessively roughened.

Design and Installation Specifications

There are different methods for achieving a roughened soil surface on a slope, and the selection of an appropriate method depends upon the type of slope. Roughening methods include stair-step grading, grooving, contour furrows, and tracking. See Figure 5.5 for tracking and contour furrows. Factors to be considered in choosing a method are slope steepness, mowing requirements, and whether the slope is formed by cutting or filling.

- Disturbed areas that will not require mowing may be stair-step graded, grooved, or left rough after filling.
- Stair-step grading is particularly appropriate in soils containing large amounts of soft rock. Each “step” catches material that sloughs from above, and provides a level site where vegetation can become established. Stairs must be wide enough to work with standard earth moving equipment. Stair steps must be on contour or gullies will form on the slope.
- Areas that will be mowed (these areas should have slopes less steep than 3H:1V) may have small furrows left by disking, harrowing, raking, or seed-planting machinery operated on the contour.
- Graded areas with slopes steeper than 3H:1V but less than 2H:1V shall be roughened before seeding. This can be accomplished in a variety of ways,

including “track walking,” or driving a crawler tractor up and down the slope, leaving a pattern of cleat imprints parallel to slope contours.

- Tracking is done by operating equipment up and down the slope to leave horizontal depressions in the soil.

Maintenance Standards

- Areas that are graded in this manner should be seeded as quickly as possible.
- Regular inspections should be made of the area. If rills appear, they should be regraded and reseeded immediately.

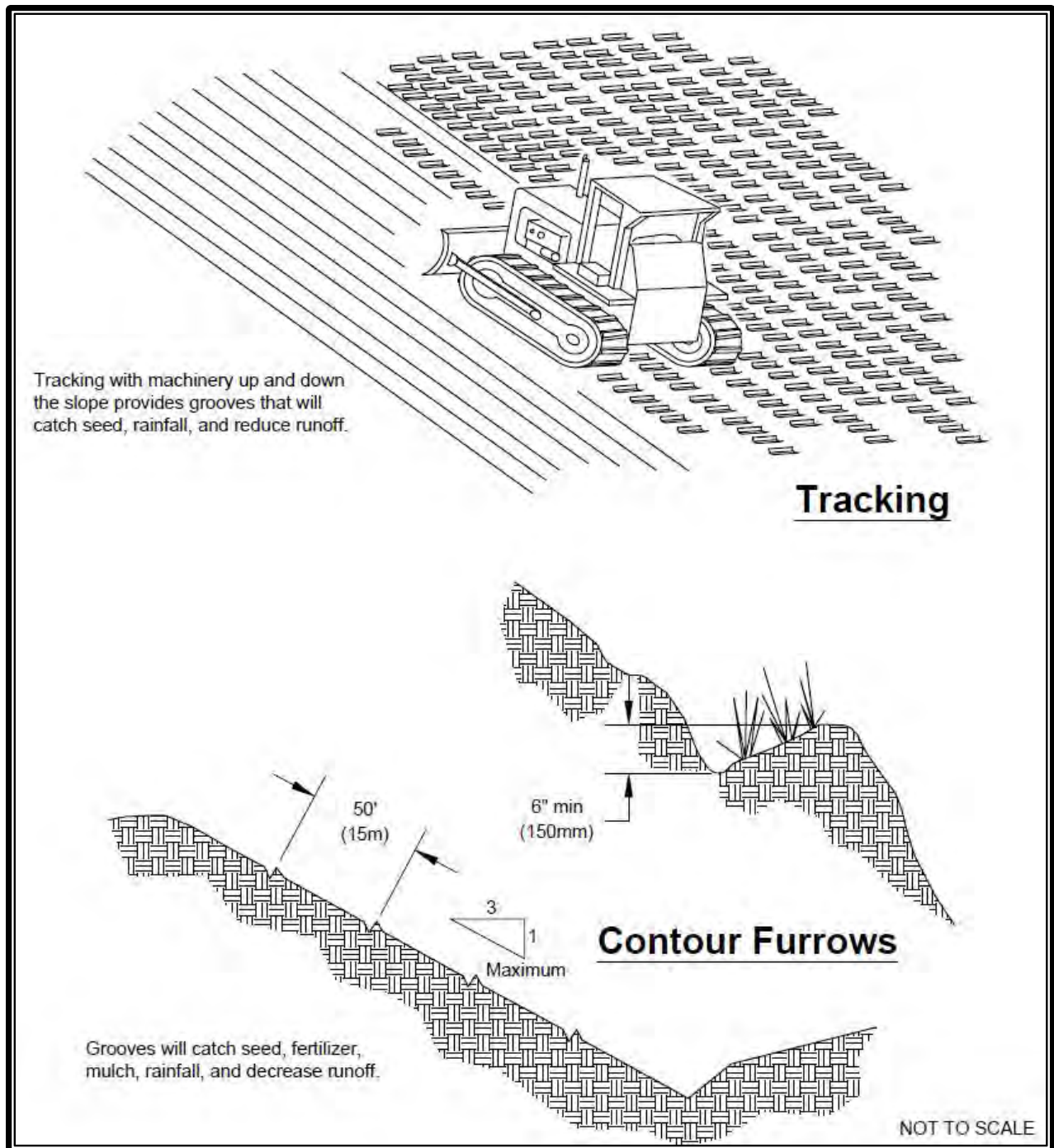


Figure 5.5. Surface Roughening by Tracking and Contour Furrows.

BMP C204: Pipe Slope Drains

Purpose

To use a pipe to convey stormwater anytime water needs to be diverted away from or over bare soil to prevent gullies, channel erosion, and saturation of slide-prone soils.

Conditions of Use

Pipe slope drains should be used when a temporary or permanent stormwater conveyance is needed to move the water down a steep slope to avoid erosion. See also Figure 5.12.

On highway projects, pipe slope drains should be used at bridge ends to collect runoff and pipe it to the base of the fill slopes along bridge approaches. These can be designed into a project and included as bid items. Another use on road projects is to collect runoff from pavement and pipe it away from side slopes. These are useful because there is generally a time lag between having the first lift of asphalt installed and the curbs, gutters, and permanent drainage installed. Used in conjunction with sand bags, or other temporary diversion devices, these will prevent massive amounts of sediment from leaving a project.

Water can be collected, channeled with sand bags, Triangular Silt Dikes, berms, or other material, and piped to temporary sediment ponds.

Pipe slope drains can be:

- Connected to new catch basins and used temporarily until all permanent piping is installed.
- Used to drain water collected from aquifers exposed on cut slopes and take it to the base of the slope.
- Used to collect clean runoff from plastic sheeting and direct it away from exposed soil.
- Installed in conjunction with silt fence to drain collected water to a controlled area.
- Used to divert small seasonal streams away from construction. They have been used successfully on culvert replacement and extension jobs. Large flex pipe can be used on larger streams during culvert removal, repair, or replacement.
- Connected to existing downspouts and roof drains and used to divert water away from work areas during building renovation, demolition, and construction projects.

There are now several commercially available collectors that are attached to the pipe inlet and help prevent erosion at the inlet.

Design and Installation Specifications

Size the pipe to convey the flow. The capacity for temporary drains shall be sufficient to handle the peak flow from a 10-year, 24-hour storm event assuming a NRCS Type 1A rainfall distribution resolved to 10-minute time steps,. Alternatively, use 1.6 times the 10-year, 1-hour time step flow indicated by an approved continuous runoff model. If a 15-minute (or less) time step is used, no correction factor is required.

- Use care in clearing vegetated slopes for installation.
- Re-establish cover immediately on areas disturbed by installation.
- Use temporary drains on new cut or fill slopes.
- Use diversion dikes or swales to collect water at the top of the slope.
- Ensure that the entrance area is stable and large enough to direct flow into the pipe.
- Dike material shall be compacted to 90 percent modified proctor to prevent piping of water through the berm. The entrance area is a common failure location.
- The entrance shall consist of a standard flared end section for culverts 12 inches and larger with a minimum 6-inch metal toe plate to prevent runoff from undercutting the pipe inlet. The slope of the entrance shall be at least 3 percent. Sand bags may also be used at pipe entrances as a temporary measure.
- The soil around and under the pipe and entrance section shall be thoroughly compacted to prevent undercutting.
- The flared inlet section shall be securely connected to the slope drain and have watertight connecting bands.
- Slope drain sections shall be securely fastened together, fused or have gasketed watertight fittings, and shall be securely anchored into the soil.
- Thrust blocks must be installed anytime 90 degree or sharper bends are utilized. Depending on size of pipe and flow, these can be constructed with sand bags, straw bales staked in place, T-posts and wire, or ecology blocks.
- Pipe needs to be secured along its full length to prevent movement. This can be done with steel T-posts and wire. A post is installed on each side of the pipe and the pipe is wired to them. This should be done every 10 to 20 feet of pipe length or so, depending on the size of the pipe and quantity of water to be diverted.
- Interceptor dikes shall be used to direct runoff into a slope drain. The height of the dike shall be at least 1 foot higher at all points than the top of the inlet pipe.

- The area below the outlet must be stabilized with a riprap apron (see BMP C209 Outlet Protection, for the appropriate outlet material).
- If the pipe slope drain is conveying sediment-laden water, direct all flows into the sediment trapping facility.
- Materials specifications for any permanent piped system are listed in Chapter 6, Section 6.3.5, and shall be approved by the city.

Maintenance Standards

- Check inlet and outlet points regularly, especially after storms.
- The inlet must be free of undercutting, and no water should be going around the point of entry. If there are problems, the headwall shall be reinforced with compacted earth or sand bags.
- The outlet point must be free of erosion and installed with appropriate outlet protection.
- For permanent installations, inspect pipe periodically for vandalism and physical distress such as slides and windthrow.
- Normally the pipe slope is so steep that clogging is not a problem with smooth wall pipe; however, debris may become lodged in the pipe.

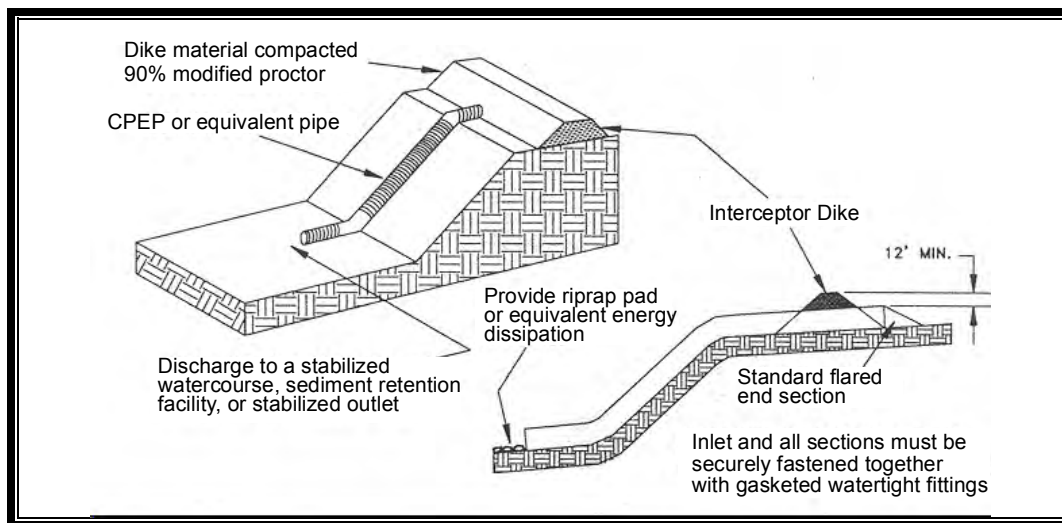


Figure 5.12. Pipe Slope Drain.

BMP C205: Subsurface Drains

Purpose

To intercept, collect, and convey groundwater to a satisfactory outlet, using a perforated pipe or conduit below the ground surface. Subsurface drains are also known as “French drains.” The perforated pipe provides a dewatering mechanism to drain excessively wet soils, provide a stable base for construction, improve stability of structures with shallow foundations, or to reduce hydrostatic pressure to improve slope stability.

Conditions of Use

Use when excessive water must be removed from the soil. The soil permeability, depth to water table and impervious layers are all factors which may govern the use of subsurface drains.

Design and Installation Specifications

- **Relief drains** are used either to lower the water table in large, relatively flat areas, improve the growth of vegetation, or to remove surface water.
 - They are installed along a slope and drain in the direction of the slope
 - They can be installed in a grid pattern, a herringbone pattern, or a random pattern.
- **Interceptor drains** are used to remove excess groundwater from a slope, stabilize steep slopes, and lower the water table immediately below a slope to prevent the soil from becoming saturated.
 - Interceptor drains are installed perpendicular to a slope and drain to the side of the slope
 - They usually consist of a single pipe or series of single pipes instead of a patterned layout.
- **Depth and spacing of interceptor drains** – The depth of an interceptor drain is determined primarily by the depth to which the water table is to be lowered or the depth to a confining layer. For practical reasons, the maximum depth is usually limited to 6 feet, with a minimum cover of 2 feet to protect the conduit.
 - The soil should have depth and sufficient permeability to permit installation of an effective drainage system at a depth of 2 to 6 feet.
 - An adequate outlet for the drainage system must be available either by gravity or by pumping.
 - The quantity and quality of discharge needs to be accounted for in the receiving stream (additional detention may be required).

- This standard does not apply to subsurface drains for building foundations or deep excavations.
- The capacity of an interceptor drain is determined by calculating the maximum rate of groundwater flow to be intercepted. Therefore, it is good practice to make complete subsurface investigations, including hydraulic conductivity of the soil, before designing a subsurface drainage system.
- **Size of drain** – Size subsurface drains to carry the required capacity without pressure flow. Minimum diameter for a subsurface drain is 4 inches.
 - The minimum velocity required to prevent silting is 1.4 feet/second. The line shall be graded to achieve this velocity at a minimum. The maximum allowable velocity using a sand-gravel filter or envelope is 9 feet/second.
 - Filter material and fabric shall be used around all drains for proper bedding and filtration of fine materials. Envelopes and filters should surround the drain to a minimum of 3-inch thickness.
 - The outlet of the subsurface drain shall empty into a sediment pond through a catch basin. If free of sediment, it can then empty into a receiving channel, swale, or stable vegetated area adequately protected from erosion and undermining.
 - The trench shall be constructed on a continuous grade with no reverse grades or low spots.
 - Soft or yielding soils under the drain shall be stabilized with gravel or other suitable material.
 - Backfilling shall be done immediately after placement of the pipe. No sections of pipe shall remain uncovered overnight or during a rainstorm. Backfill material shall be placed in the trench in such a manner that the drain pipe is not displaced or damaged.
 - Do not install permanent drains near trees to avoid the tree roots that tend to clog the line. Use solid pipe with watertight connections where it is necessary to pass a subsurface drainage system through a stand of trees.
- **Outlet** – Ensure that the outlet of a drain empties into a channel or other watercourse above the normal water level.
 - Secure an animal guard to the outlet end of the pipe to keep out rodents.
 - Use outlet pipe of corrugated metal, cast iron, or heavy-duty plastic without perforations and at least 10 feet long. Do not use an envelope or filter material around the outlet pipe, and bury at least two-thirds of the pipe length.
 - When outlet velocities exceed those allowable for the receiving stream, outlet protection must be provided.

Maintenance Standards

- Subsurface drains shall be checked periodically to ensure that they are free-flowing and not clogged with sediment or roots.
- The outlet shall be kept clean and free of debris.
- Trees located too close to a subsurface drain often clog the system with their roots. If a drain becomes clogged, relocate the drain or remove the trees as a last resort. Drain placement should be planned to minimize this problem.
- Where drains are crossed by heavy vehicles use steel plate or boards to prevent the lines from being crushed. After work is complete the line shall be checked to ensure that it was not crushed.

BMP C206: Level Spreader

Purpose

To provide a temporary outlet for dikes and diversions consisting of an excavated depression constructed at zero grade across a slope. To convert concentrated runoff to sheet flow and release it onto areas stabilized by existing vegetation or an engineered filter strip.

Conditions of Use

Used when a concentrated flow of water needs to be dispersed over a large area with existing stable vegetation.

Items to consider are:

1. What is the risk of erosion or damage if the flow may become concentrated?
2. Is an easement required if discharged to adjoining property?
3. Will most of the flow discharge to groundwater and not contribute to surface flow?
4. Is there an unstable area downstream that cannot accept additional groundwater?

Use only where the slopes are gentle, the water volume is relatively low, and the soil will adsorb most of the low flow events.

- Design and Installation Specifications
- Use above undisturbed areas that are stabilized by existing vegetation.
- If the level spreader has any low points, flow will concentrate, create channels and may cause erosion.
- Discharge area below the outlet must be uniform with a slope flatter than 5H:1V.
- Outlet to be constructed level in a stable, undisturbed soil profile (not on fill).
- The runoff shall not reconcentrate after release unless intercepted by another downstream measure.
- The grade of the channel for the last 20 feet of the dike or interceptor entering the level spreader shall be less than or equal to 1 percent. The grade of the level spreader shall be 0 percent to ensure uniform spreading of storm runoff.
- A 6-inch high gravel berm placed across the level lip shall consist of washed crushed rock, 2- to 4-inch or 0.75-inch to 1.5-inch size.

- The spreader length shall be determined by estimating the peak flow expected from the 10-year, 24-hour design storm event assuming a NRCS Type 1A rainfall distribution resolved to 10-minute time steps. Alternatively, use the peak flow from a 10-year, 15-minute (or less) time step using an approved continuous runoff model. The length of the spreader shall be a minimum of 15 feet for 0.1 cubic feet per second and shall increase by 10 feet for each 0.1 cubic feet per second thereafter to a maximum of 0.5 cubic feet per second per spreader. Use multiple spreaders for higher flows.
- The width of the spreader must be at least 6 feet.
- The depth of the spreader as measured from the lip must be at least 6 inches and be uniform across the entire length.
- Level spreaders shall be setback 100 feet minimum from the property line unless there is an easement for flow or the flow is directed to a natural drainage course.
- Level spreaders, when installed every so often in grassy swales, keep the flows from concentrating. Materials that can be used include sand bags, lumber, logs, concrete, and pipe. To function properly, the material needs to be installed level and on contour. Figures 5.13 and 5.14 provide a cross-section and a detail of a level spreader. A capped perforated pipe could also be used as a spreader.

Maintenance Standards

- The spreader should be inspected after every runoff event to ensure that it is functioning correctly.
- The contractor should avoid the placement of any material on the structure and shall prevent construction traffic from crossing over the structure.
- If the spreader is damaged by construction traffic, it shall be immediately repaired.

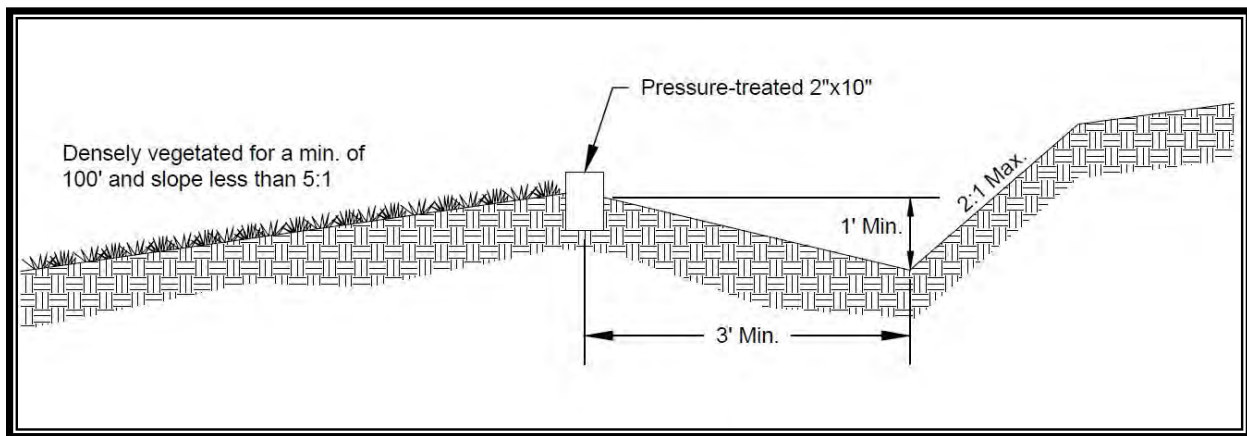


Figure 5.13. Cross-Section of Level Spreader.

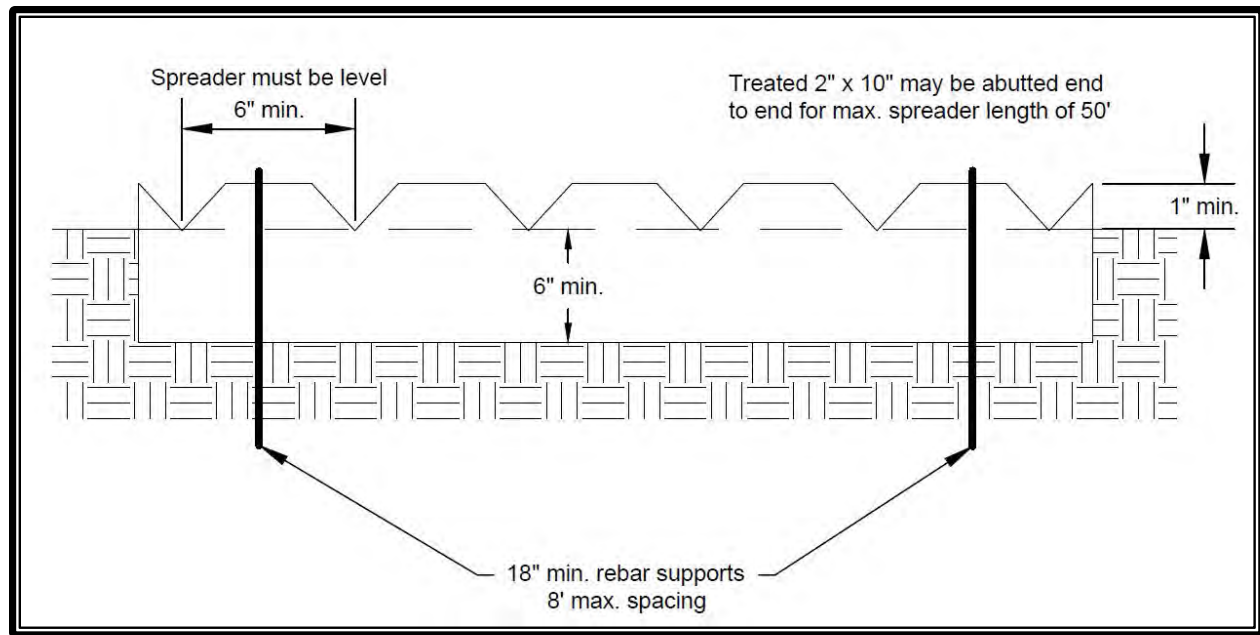


Figure 5.14. Detail of Level Spreader.

BMP C207: Check Dams

Purpose

Construction of small dams across a swale or ditch reduces the velocity of concentrated flow and dissipates energy at the check dam.

Conditions of Use

- Where temporary channels or permanent channels are not yet vegetated, channel lining is infeasible, and/or velocity checks are required.
- Check dams may not be placed in streams unless approved by the WDFW. Check dams may not be placed in wetlands without approval from the appropriate permitting agency.
- Do not place check dams below the expected backwater from any salmonid bearing water between October 1 and May 31 to ensure that there is no loss of high flow refuge habitat for overwintering juvenile salmonids and emergent salmonid fry.

Design and Installation Specifications

- Construct rock check dams from appropriately sized rock. The rock used must be large enough to stay in place given the expected design flow through the channel. The rock must be placed by hand or by mechanical means (no dumping of rock to form dam) to achieve complete coverage of the ditch or swale and to ensure that the center of the dam is lower than the edges.
- Check dams may also be constructed of either rock or pea-gravel filled bags. Numerous products are also available for this purpose. They tend to be reusable, quick and easy to install, effective, and cost efficient. Straw bales are not an allowed construction material.
- Place check dams perpendicular to the flow of water.
- The dam should form a triangle when viewed from the side. This prevents undercutting as water flows over the face of the dam rather than falling directly onto the ditch bottom.
- Before installing check dams, impound and bypass upstream water flow away from the work area. Options for bypassing include pumps, siphons, or temporary channels.
- Check dams in association with sumps work more effectively at slowing flow and retaining sediment than just a check dam alone. A deep sump should be provided immediately upstream of the check dam.

- In some cases, if carefully located and designed, check dams can remain as permanent installations with very minor regrading. They may be left as either spillways, in which case accumulated sediment would be graded and seeded, or as check dams to prevent further sediment from leaving the site.
- The maximum spacing between the dams shall be such that the toe of the upstream dam is at the same elevation as the top of the downstream dam.
- Keep the maximum height at 2 feet at the center of the dam.
- Keep the center of the check dam at least 12 inches lower than the outer edges at natural ground elevation.
- Keep the side slopes of the check dam at 2H:1V or flatter.
- Key the stone into the ditch banks and extend it beyond the abutments a minimum of 18 inches to avoid washouts from overflow around the dam.
- Use filter fabric foundation under a rock or sand bag check dam. If a blanket ditch liner is used, filter fabric is not necessary. A piece of organic or synthetic blanket cut to fit will also work for this purpose.
- In the case of grass-lined ditches and swales, all check dams and accumulated sediment shall be removed when the grass has matured sufficiently to protect the ditch or swale—unless the slope of the swale is greater than 4 percent. The area beneath the check dams shall be seeded and mulched immediately after dam removal.
- Ensure that channel appurtenances, such as culvert entrances below check dams, are not subject to damage or blockage from displaced stones. Figure 5.15 depicts a typical rock check dam.

Maintenance Standards

- Check dams shall be monitored for performance and sediment accumulation during and after each runoff producing rainfall. Sediment shall be removed when it reaches one-half the sump depth.
- Anticipate submergence and deposition above the check dam and erosion from high flows around the edges of the dam.
- If significant erosion occurs between dams, install a protective riprap liner in that portion of the channel.

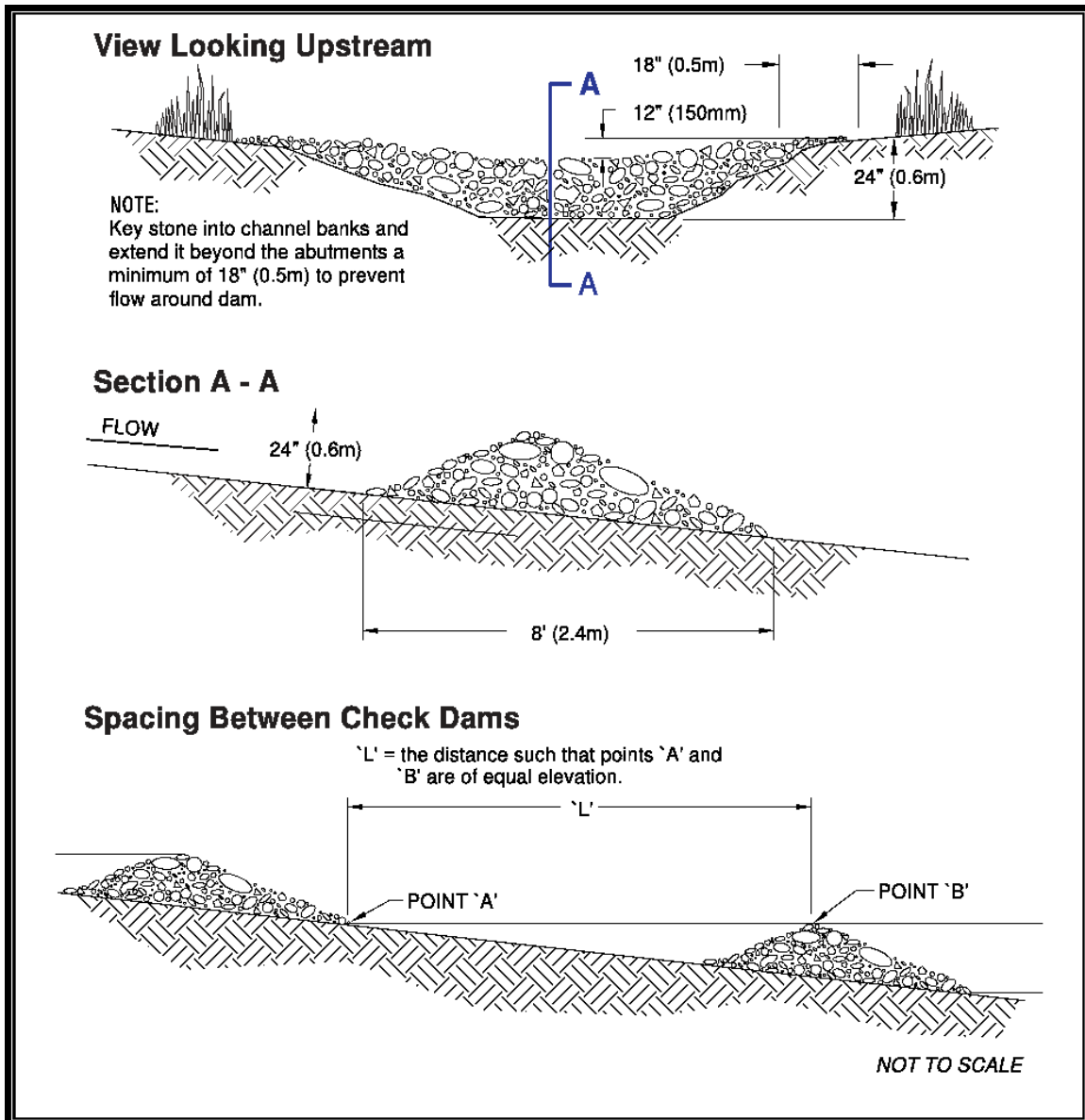


Figure 5.15. Check Dams.

BMP C220: Storm Drain Inlet Protection

Purpose

Storm drain inlet protection prevents coarse sediment from entering drainage systems prior to permanent stabilization of the disturbed area.

Conditions of Use

Use storm drain inlet protection at inlets that are operational before permanent stabilization of the disturbed drainage area. If these BMPs are used on active roadways, projects shall install appropriate traffic control to ensure vehicle and pedestrian traffic is not exposed to the roadway obstructions. Provide protection for all storm drain inlets downslope and within 500 feet of a disturbed or construction area, unless conveying runoff entering catch basins to a sediment pond or trap.

Also use inlet protection for lawn and yard drains on new home construction. These small and numerous drains coupled with lack of gutters in new home construction can add significant amounts of sediment into the roof drain system. If possible delay installing lawn and yard drains until just before landscaping or cap these drains to prevent sediment from entering the system until completion of landscaping. Consider erosion protection methods around each finished lawn and yard drain until area is stabilized.

Table 5.10 lists several options for inlet protection. All of the methods for storm drain inlet protection tend to plug and require a high frequency of maintenance. Limit drainage areas to 1 acre or less. Possibly provide emergency overflows with additional end-of-pipe treatment where stormwater ponding would cause a hazard.

Table 5.10. Storm Drain Inlet Protection.			
Type of Inlet Protection	Emergency Overflow	Applicable for Paved/Earthen Surfaces	Conditions of Use
Drop Inlet Protection			
Excavated drop inlet protection	Yes, temporary flooding will occur	Earthen	Applicable for heavy flows. Easy to maintain. Large area Requirement: 30- by 30-feet/acre
Block and gravel drop inlet protection	Yes	Paved or Earthen	Applicable for heavy concentrated flows. Will not pond.
Gravel and wire drop inlet protection	No		Applicable for heavy concentrated flows. Will pond. Can withstand traffic.
Catch basin filters	Yes	Paved or Earthen	Frequent maintenance required.
Curb Inlet Protection			
Curb inlet protection with a wooden weir	Small capacity overflow	Paved	Used for sturdy, more compact installation.
Lock and gravel curb inlet protection	Yes	Paved	Sturdy, but limited filtration.
Culvert Inlet Protection			
Culvert inlet sediment trap			18-month expected life.

Design and Installation Specifications

- **Excavated Drop Inlet Protection:** An excavated impoundment around the storm drain. Sediment settles out of the stormwater prior to entering the storm drain.
 - Provide a depth of 1 to 2 feet as measured from the crest of the inlet structure
 - Slope sides of excavation no steeper than 2H:1V
 - Minimum volume of excavation 35 cubic yards
 - Shape basin to fit site with longest dimension oriented toward the longest inflow area
 - Install provisions for draining to prevent standing water problems
 - Clear the area of all debris
 - Grade the approach to the inlet uniformly
 - Drill weep holes into the side of the inlet
 - Protect weep holes with screen wire and washed aggregate
 - Seal weep holes when removing structure and stabilizing area
 - Build a temporary dike, if necessary, to the down slope side of the structure to prevent bypass flow.
- **Block and Gravel Filter:** A barrier formed around the storm drain inlet with standard concrete blocks and gravel. See also Figure 5.16.
 - Provide a height of 1 to 2 feet above inlet
 - Recess the first row 2 inches into the ground for stability
 - Support subsequent courses by placing a 2 by 4 through the block opening
 - Do not use mortar
 - Lay some blocks in the bottom row on their side for dewatering the pool
 - Place hardware cloth or comparable wire mesh with 0.5-inch openings over all block openings
 - Place washed rock, 0.75- to 3-inch diameter, just below the top of blocks on slopes of 2H:1V or flatter.

- **Gravel and Wire Mesh Filter:** A gravel barrier placed over the top of the inlet. This structure does not provide an overflow.
 - Use a hardware cloth or comparable wire mesh with 0.5-inch openings
 - Use coarse aggregate
 - Provide a height 1 foot or more, 18 inches wider than inlet on all sides
 - Place wire mesh over the drop inlet so that the wire extends a minimum of 1 foot beyond each side of the inlet structure
 - Overlap the strips if more than one strip of mesh is necessary
 - Place coarse aggregate over the wire mesh
 - Provide at least a 12-inch depth of gravel over the entire inlet opening and extend at least 18 inches on all sides.
- **Catch Basin Filters:** Use inserts designed by manufacturers for construction sites. The limited sediment storage capacity increases the amount of inspection and maintenance required, which may be daily for heavy sediment loads. To reduce maintenance requirements, combine a catch basin filter with another type of inlet protection. The combination of inlet protection and filters may provide flow bypass without overflow and therefore may be a better method for inlets located along active rights-of-way.
 - Provides 5 cubic feet of storage
 - Requires dewatering provisions
 - Provides a high-flow bypass that will not clog under normal use at a construction site
 - Insert the catch basin filter in the catch basin just below the grating.
- **Curb Inlet Protection with Wooden Weir:** Barrier formed around a curb inlet with a wooden frame and gravel.
 - Use wire mesh with 0.5-inch openings
 - Use extra strength filter cloth
 - Construct a frame
 - Attach the wire and filter fabric to the frame
 - Pile coarse washed aggregate against wire/fabric
 - Place weight on frame anchors.

- **Block and Gravel Curb Inlet Protection:** Barrier formed around an inlet with concrete blocks and gravel. See Figure 5.17.
 - Use wire mesh with 0.5-inch openings.
 - Place two concrete blocks on their sides abutting the curb at either side of the inlet opening. These are spacer blocks.
 - Place a 2 by 4 stud through the outer holes of each spacer block to align the front blocks.
 - Place blocks on their sides across the front of the inlet and abutting the spacer blocks.
 - Place wire mesh over the outside vertical face.
 - Pile coarse aggregate against the wire to the top of the barrier.
- **Curb and Gutter Sediment Barrier:** Sandbag or rock berm (riprap and aggregate) 3 feet high and 3 feet wide in a horseshoe shape. See Figure 5.18.
 - Construct a horseshoe shaped berm, faced with coarse aggregate if using riprap, 3 feet high and 3 feet wide, at least 2 feet from the inlet
 - Construct a horseshoe shaped sedimentation trap on the outside of the berm sized to sediment trap standards for protecting a culvert inlet.

Maintenance Standards

- Inspect catch basin filters frequently, especially after storm events. Clean or replace clogged inserts. For systems with clogged stone filters pull away from the inlet and clean or replace. An alternative approach would be to use the clogged stone as fill and put fresh stone around the inlet.
- Do not wash sediment into storm drains while cleaning. Spread all excavated material evenly over the surrounding land area or stockpile and stabilize as appropriate.

Approved as Equivalent

Ecology has approved specific products as able to meet the requirements of BMP C220. However, the products did not pass through the Technology Assessment Protocol – Ecology (TAPE) process. The list of products is available on Ecology’s web site at www.ecy.wa.gov/programs/wq/stormwater/newtech/equivalent.html.

If a project wishes to use any of the “approved as equivalent” BMPs in the City of Lacey, the project owner or representative must obtain approval for use of the BMP from the city on a case-by-case basis (i.e., for each project or site) before use.

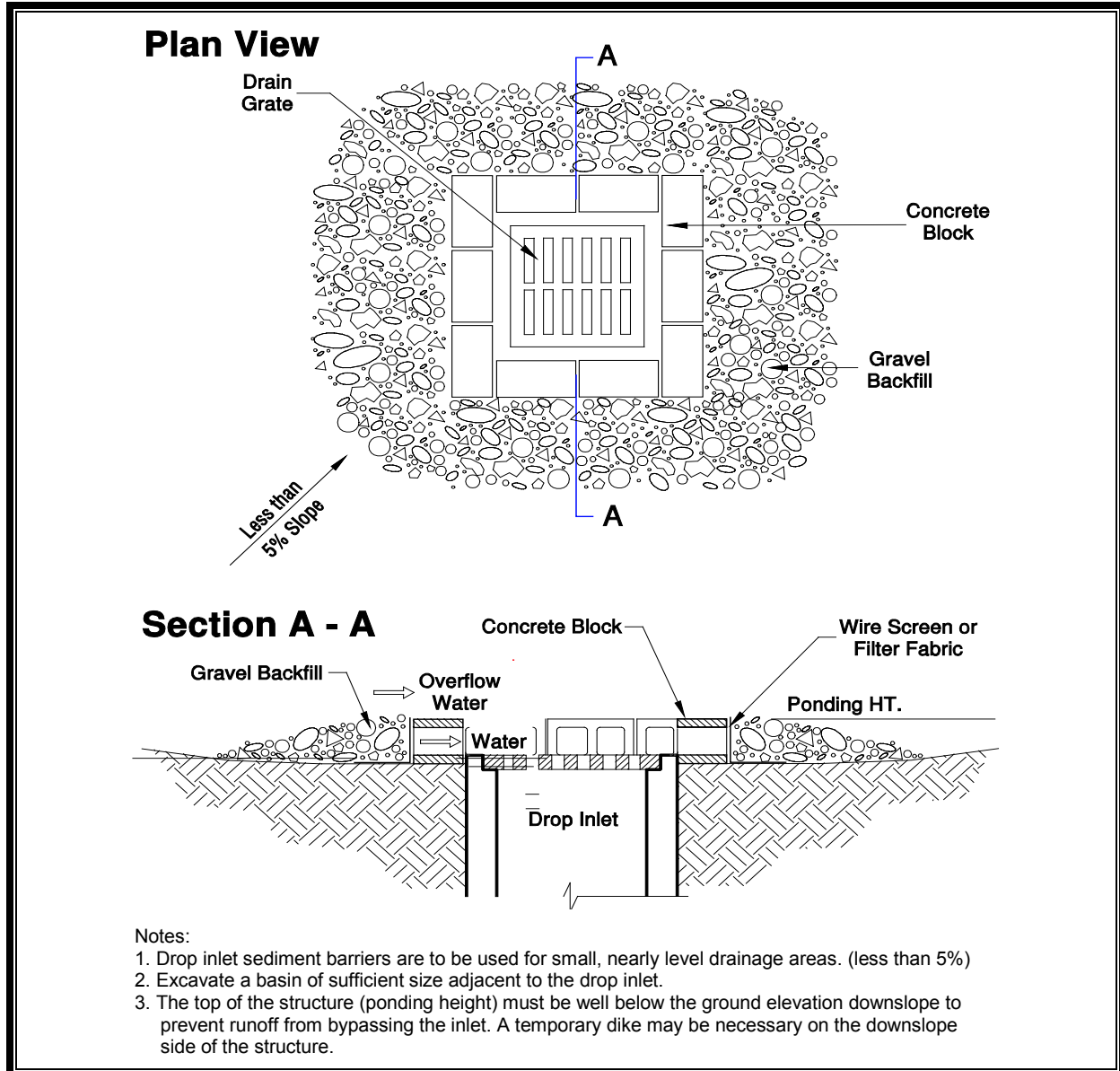


Figure 5.16. Block and Gravel Filter

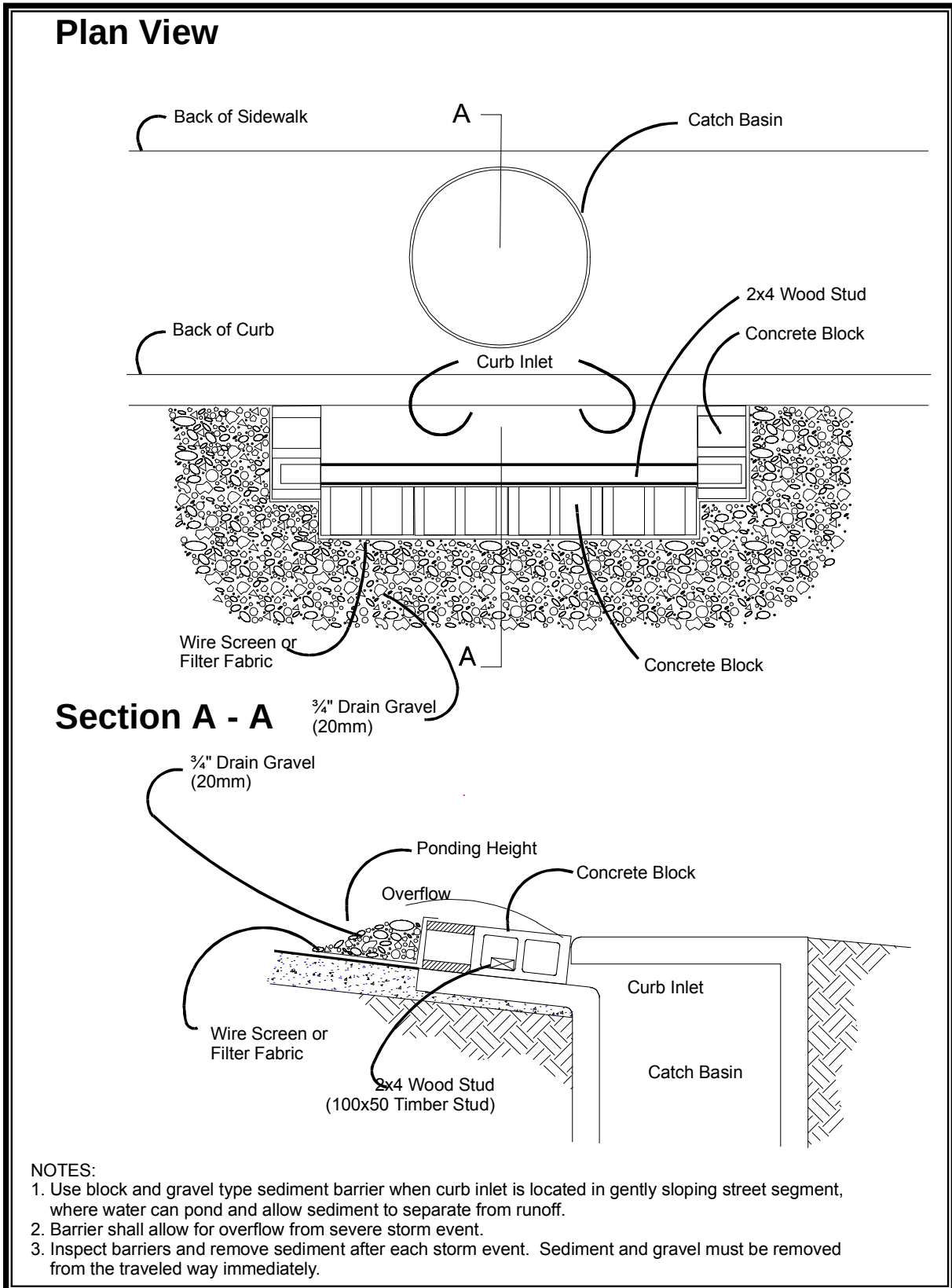


Figure 5.17. Block and Gravel Curb Inlet Protection.

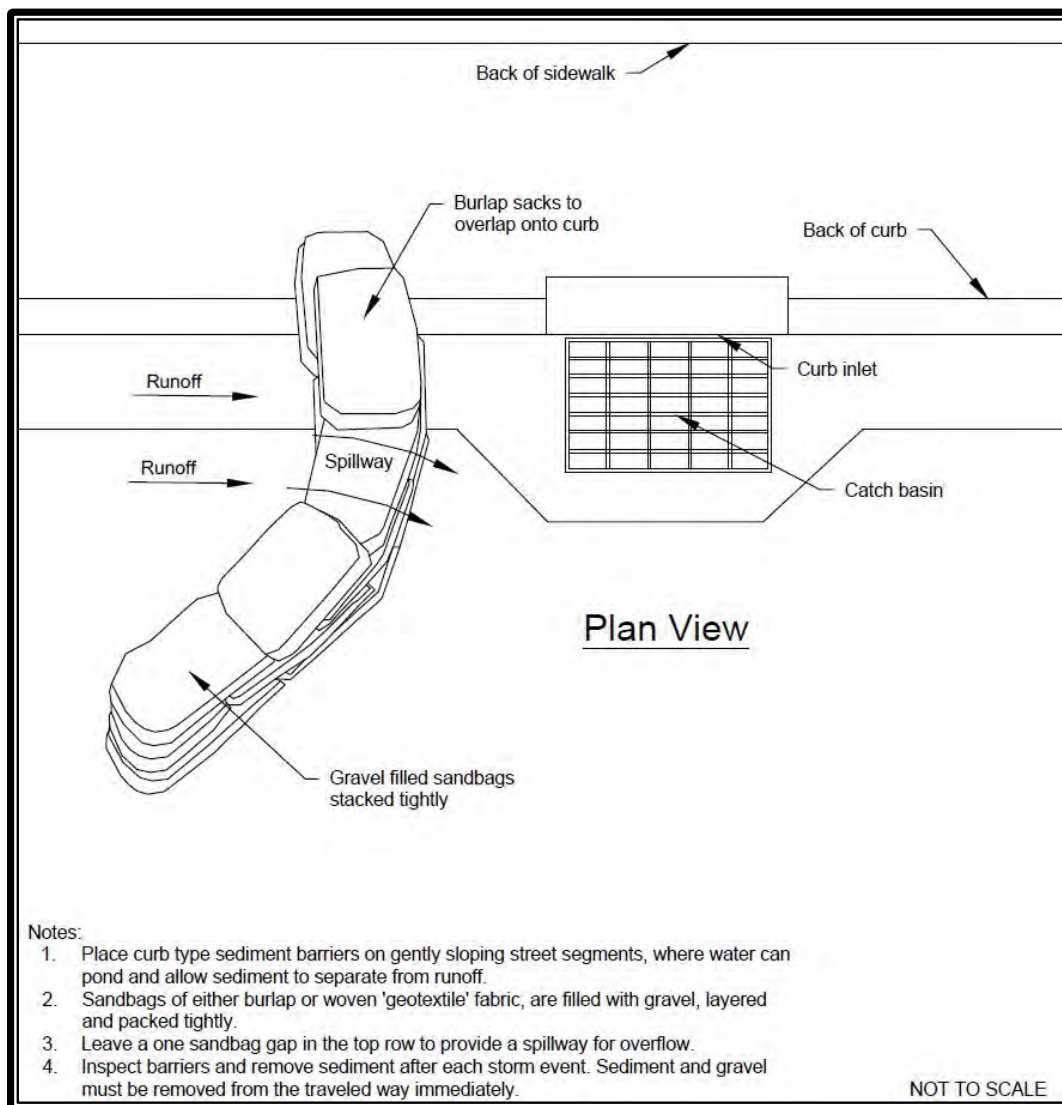


Figure 5.18. Curb and Gutter Barrier.

BMP C202: Channel Lining

Purpose

To protect channels by providing a channel liner using either blankets or riprap.

Conditions of Use

When natural soils or vegetated stabilized soils in a channel are not adequate to prevent channel erosion.

- When a permanent ditch or pipe system is to be installed and a temporary measure is needed.
- In almost all cases, synthetic and organic coconut blankets are more effective than riprap for protecting channels from erosion. Blankets can be used with and without vegetation. Blanketed channels can be designed to handle any expected flow and longevity requirement. Some synthetic blankets have a predicted life span of 50 years or more, even in sunlight.
- Other reasons why blankets are better than rock include the availability of blankets over rock. In many areas of the state, rock is not easily obtainable or is very expensive to haul to a site. Blankets can be delivered anywhere. Rock requires the use of dump trucks to haul and heavy equipment to place. Blankets usually only require laborers with hand tools, and sometimes a backhoe.
- The Federal Highway Administration recommends not using flexible liners whenever the slope exceeds 10 percent or the shear stress exceeds 8 pounds/square foot.

Design and Installation Specifications

- See BMP C122 for information on blankets.
- Since riprap is used where erosion potential is high, construction must be sequenced so that the riprap is put in place with the minimum possible delay.
- Disturbance of areas where riprap is to be placed should be undertaken only when final preparation and placement of the riprap can follow immediately behind the initial disturbance. Where riprap is used for outlet protection, the riprap should be placed before or in conjunction with the construction of the pipe or channel so that it is in place when the pipe or channel begins to operate.
- The designer, after determining the riprap size that will be stable under the flow conditions, shall consider that size to be a minimum size and then, based on riprap gradations actually available in the area, select the size or sizes that equal or exceed the minimum size. The possibility of drainage structure damage by

children shall be considered in selecting a riprap size, especially if there is nearby water or a gully in which to toss the stones.

- Stone for riprap shall consist of field stone or quarry stone of approximately rectangular shape. The stone shall be hard and angular and of such quality that it will not disintegrate on exposure to water or weathering and it shall be suitable in all respects for the purpose intended.
- A lining of engineering filter fabric (geotextile) shall be placed between the riprap and the underlying soil surface to prevent soil movement into or through the riprap. The geotextile must be keyed in at the top of the bank.
- Filter fabric shall not be used on slopes greater than 1.5H:1V as slippage may occur. It should be used in conjunction with a layer of coarse aggregate (granular filter blanket) when the riprap to be placed is 12 inches and larger.

BMP C209: Outlet Protection

Purpose

Outlet protection prevents scour at conveyance outlets and minimizes the potential for downstream erosion by reducing the velocity of concentrated stormwater flows.

Conditions of Use

Outlet protection is required at the outlets of all ponds, pipes, ditches, or other conveyances, and where runoff is conveyed to a natural or artificial drainage feature such as a stream, wetland, lake, or ditch.

Design and Installation Specifications

- The receiving channel at the outlet of a culvert shall be protected from erosion by rock lining a minimum of 6 feet downstream and extending up the channel sides a minimum of 1 foot above the maximum tailwater elevation or 1 foot above the crown, whichever is higher. For large pipes (more than 18 inches in diameter), the outlet protection lining of the channel is lengthened to four times the diameter of the culvert.
- Standard wingwalls, and tapered outlets and paved channels should also be considered when appropriate for permanent culvert outlet protection. (See WSDOT Hydraulics Manual, available through WSDOT Engineering Publications <www.wsdot.wa.gov/Publications/Manuals/index.htm>.)
- Organic or synthetic erosion blankets, with or without vegetation, are usually more effective than rock, cheaper, and easier to install. Materials can be chosen using manufacturer product specifications. ASTM test results are available for most products and the designer can choose the correct material for the expected flow.
- With low flows, vegetation (including sod) can be effective.
- The following shall be used for riprap outlet protection:
 - If the discharge velocity at the outlet is less than 5 feet per second (pipe slope typically less than 10 percent), use 2-inch to 8-inch riprap. Minimum thickness is 1 foot.
 - For outlets at the base of steep slope pipes (pipe slope greater than 10 percent), an engineered energy dissipater shall be used.
- Filter fabric or erosion control blankets shall be used under riprap to prevent scour and channel erosion.

- New pipe outfalls can provide an opportunity for low-cost fish habitat improvements. For example, an alcove of low-velocity water can be created by constructing the pipe outfall and associated energy dissipater back from the stream edge and digging a channel, over-widened to the upstream side, from the outfall. Overwintering juvenile and migrating adult salmonids may use the alcove as shelter during high flows. Bank stabilization, bioengineering, and habitat features may be required for disturbed areas. This work may require a hydraulic project approval (HPA). See Chapter 6, Section 6.3.5, for more information on outfall system design.

Maintenance Standards

- Inspect and repair as needed.
- Add rock as needed to maintain the intended function.
- Clean energy dissipater if sediment builds up.

BMP C151: Concrete Handling

Purpose

Concrete work can generate process water and slurry that contain fine particles and high pH, both of which can violate water quality standards in the receiving water. Concrete spillage or concrete discharge to surface waters of the State is prohibited. Use this BMP to minimize and eliminate concrete, concrete process water, and concrete slurry from entering waters of the State.

Conditions of Use

Any time concrete is used, utilize these management practices. Concrete construction projects include, but are not limited to, the following:

- Curbs
- Sidewalks
- Roads
- Bridges
- Foundations
- Floors
- Runways.

Design and Installation Specifications

Ensure that washout of concrete trucks, chutes, pumps, and internals is performed at an approved off-site location or in designated concrete washout areas, in accordance with BMP C154. Do not wash out concrete trucks onto the ground, or into storm drains, open ditches, streets, or streams.

Return unused concrete remaining in the truck and pump to the originating batch plant for recycling. Do not dump excess concrete on site, except in designated concrete washout areas.

- Wash off hand tools including, but not limited to, screeds, shovels, rakes, floats, and trowels into formed areas only.
- Wash equipment difficult to move, such as concrete pavers in areas that do not directly drain to natural or constructed stormwater conveyances.
- Do not allow washdown from areas, such as concrete aggregate driveways, to drain directly to natural or constructed stormwater conveyances.

- Contain washwater and leftover product in a lined container when no formed areas are available. Dispose of contained concrete in a manner that does not violate groundwater or surface water quality standards.
- Always use forms or solid barriers for concrete pours, such as pilings, within 15 feet of surface waters.
- Refer to BMPs C252 and C253 for pH adjustment requirements.
- Refer to the CSWGP for pH monitoring requirements if the project involves one of the following activities:
 - Significant concrete work (greater than 1,000 cubic yards poured concrete or recycled concrete used over the life of a project)
 - The use of engineered soils amended with (but not limited to) Portland cement-treated base, cement kiln dust or fly ash.
- Discharging stormwater to segments of water bodies on the 303(d) list (Category 5) for high pH.

Maintenance Standards

- Check containers for holes in the liner daily during concrete pours and repaired the same day.

BMP C152: Sawcutting and Surfacing Pollution Prevention***Purpose***

Sawcutting and surfacing operations generate slurry and process water that contains fine particles and high pH (concrete cutting), both of which can violate the water quality standards in the receiving water. Concrete spillage or concrete discharge to surface waters of the State is prohibited. Use this BMP to minimize and eliminate process water and slurry from entering waters of the State.

Conditions of Use

Utilize these management practices anytime sawcutting or surfacing operations take place. Sawcutting and surfacing operations include, but are not limited to, the following:

- Sawing
- Coring
- Grinding
- Roughening
- Hydro-demolition
- Bridge and road surfacing

Design and Installation Specifications

- Vacuum slurry and cuttings during cutting and surfacing operations.
- Slurry and cuttings shall not remain on permanent concrete or asphalt pavement overnight.
- Slurry and cuttings shall not drain to any natural or constructed drainage conveyance including stormwater systems. This may require temporarily blocking catch basins.
- Dispose of collected slurry and cuttings in a manner that does not violate groundwater or surface water quality standards.
- Do not allow process water generated during hydro-demolition, surface roughening or similar operations to drain to any natural or constructed drainage conveyance including stormwater systems. Dispose process water in a manner that does not violate groundwater or surface water quality standards.

- Handle and dispose cleaning waste material and demolition debris in a manner that does not cause contamination of water. Dispose of sweeping material from a pick-up sweeper at an appropriate disposal site.

Maintenance Standards

- Continually monitor operations to determine whether slurry, cuttings, or process water could enter waters of the State. If inspections show that a violation of water quality standards could occur, stop operations and immediately implement preventive measures such as berms, barriers, secondary containment, and vacuum trucks.

BMP C153: Material Delivery, Storage, and Containment

Purpose

Prevent, reduce, or eliminate the discharge of pollutants to the stormwater system or watercourses from material delivery and storage. Minimize the storage of hazardous materials on site, store materials in a designated area, and install secondary containment.

Conditions of Use

These procedures are suitable for use at all construction sites with delivery and storage of the following materials:

- Petroleum products such as fuel, oil and grease
- Soil stabilizers and binders (e.g., Polyacrylamide)
- Fertilizers, pesticides and herbicides
- Detergents
- Asphalt and concrete compounds
- Hazardous chemicals such as acids, lime, adhesives, paints, solvents, and curing compounds
- Any other material that may be detrimental if released to the environment

Design and Installation Specifications

The following steps should be taken to minimize risk:

- Temporary storage area should be located away from vehicular traffic, near the construction entrance(s), and away from waterways or storm drains.
- Material Safety Data Sheets (MSDS) should be supplied for all materials stored. Chemicals should be kept in their original labeled containers.
- Hazardous material storage on site should be minimized.
- Hazardous materials should be handled as infrequently as possible.
- During the wet weather season (October 1 to April 30), consider storing materials in a covered area.
- Materials should be stored in secondary containments, such as earthen dike, horse trough, or even a children's wading pool for non-reactive materials such as detergents, oil, grease, and paints. Small amounts of material may be secondarily contained in "bus boy" trays or concrete mixing trays.
- Do not store chemicals, drums, or bagged materials directly on the ground. Place these items on a pallet and, when possible, in secondary containment.

- If drums must be kept uncovered, store them at a slight angle to reduce ponding of rainwater on the lids to reduce corrosion. Domed plastic covers are inexpensive and snap to the top of drums, preventing water from collecting.

Material Storage Areas and Secondary Containment Practices:

- Liquids, petroleum products, and substances listed in 40 CFR Parts 110, 117, or 302 shall be stored in approved containers and drums and shall not be overfilled. Containers and drums shall be stored in temporary secondary containment facilities.
- Temporary secondary containment facilities shall provide for a spill containment volume able to contain 10 percent of the total enclosed container volume of all containers, or 110 percent of the capacity of the largest container within its boundary, whichever is greater.
- Secondary containment facilities shall be impervious to the materials stored therein for a minimum contact time of 72 hours.
- Secondary containment facilities shall be maintained free of accumulated rainwater and spills. In the event of spills or leaks, accumulated rainwater and spills shall be collected and placed into drums. These liquids shall be handled as hazardous waste unless testing determines them to be non-hazardous.
- Sufficient separation should be provided between stored containers to allow for spill cleanup and emergency response access.
- During the wet weather season (October 1 to April 30), each secondary containment facility shall be covered during non-working days, prior to and during rain events.
- Keep material storage areas clean, organized and equipped with an ample supply of appropriate spill cleanup material (spill kit).
- The spill kit shall include, at a minimum:
 - 1 water resistant nylon bag
 - 3 oil absorbent socks 3 inches by 4 feet
 - 2 oil absorbent socks 3 inches by 10 feet
 - 12 oil absorbent pads 17 inches by 19 inches
 - 1 pair splash resistant goggles
 - 3 pair nitrile gloves
 - 10 disposable bags with ties
 - Instructions

BMP C154: Concrete Washout Area***Purpose***

Prevent or reduce the discharge of pollutants to stormwater from concrete waste by conducting washout off site, or performing on-site washout in a designated area to prevent pollutants from entering surface waters or groundwater.

Conditions of Use

Concrete washout area best management practices are implemented on construction projects where:

- Concrete is used as a construction material.
- It is not possible to dispose of all concrete wastewater and washout off site (ready mix plant, etc.).
- Concrete trucks, pumpers, or other concrete coated equipment are washed on site.
- Note: If fewer than 10 concrete trucks or pumpers need to be washed out on site, the washwater may be disposed of in a formed area awaiting concrete or an upland disposal site where it will not contaminate surface or groundwater. The upland disposal site shall be at least 50 feet from sensitive areas such as storm drains, open ditches, or water bodies, including wetlands.

Design and Installation Specifications**Implementation:**

The following steps will help reduce stormwater pollution from concrete wastes:

- Perform washout of concrete trucks at an approved off-site location or in designated concrete washout areas only.
- Do not wash out concrete trucks onto the ground, or into storm drains, open ditches, streets, or streams.
- Do not allow excess concrete to be dumped on site, except in designated concrete washout areas.
- Concrete washout areas may be prefabricated concrete washout containers, or self-installed structures (above-grade or below-grade).
- Prefabricated containers are most resistant to damage and protect against spills and leaks. Companies may offer delivery service and provide regular maintenance and disposal of solid and liquid waste.

- If self-installed concrete washout areas are used, below-grade structures are preferred over above-grade structures because they are less prone to spills and leaks.
- Self-installed above-grade structures should only be used if excavation is not practical.

Education:

- Discuss the concrete management techniques described in this BMP with the ready-mix concrete supplier before any deliveries are made.
- Educate employees and subcontractors on the concrete waste management techniques described in this BMP.
- Arrange for contractor's superintendent or CESCL to oversee and enforce concrete waste management procedures.
- A sign should be installed adjacent to each temporary concrete washout facility to inform concrete equipment operators to utilize the proper facilities.

Contracts:

Incorporate requirements for concrete waste management into concrete supplier and subcontractor agreements.

Location and Placement:

- Locate washout area at least 50 feet from sensitive areas such as storm drains, open ditches, or water bodies, including wetlands.
- Allow convenient access for concrete trucks, preferably near the area where the concrete is being poured.
- If trucks need to leave a paved area to access washout, prevent track-out with a pad of rock or quarry spalls (see BMP C105). These areas should be far enough away from other construction traffic to reduce the likelihood of accidental damage and spills.
- The number of facilities you install will depend on the expected demand for storage capacity.
- On large sites with extensive concrete work, washouts must be placed in multiple locations for ease of use by concrete truck drivers.

On-site Temporary Concrete Washout Facility, Transit Truck Washout Procedures:

- Temporary concrete washout facilities shall be located a minimum of 50 feet from sensitive areas including storm drain inlets, open drainage facilities, and water courses. See Figures 5.7 and 5.8.
- Concrete washout facilities shall be constructed and maintained in sufficient quantity and size to contain all liquid and concrete waste generated by washout operations.
- Washout of concrete trucks shall be performed in designated areas only.
- Concrete washout from concrete pumper bins can be washed into concrete pumper trucks and discharged into designated washout area or properly disposed of off site.
- Once concrete wastes are washed into the designated area and allowed to harden, the concrete should be broken up, removed, and disposed of per applicable solid waste regulations. Dispose of hardened concrete on a regular basis.
- Temporary Above-Grade Concrete Washout Facility:
 - Temporary concrete washout facility (type above grade) shall be constructed as shown on the details below, with a recommended minimum length and minimum width of 10 feet, but with sufficient quantity and volume to contain all liquid and concrete waste generated by washout operations.
 - Plastic lining material shall be a minimum of 10 mil polyethylene sheeting and must be free of holes, tears, or other defects that compromise the impermeability of the material.
- Temporary Below-Grade Concrete Washout Facility:
 - Temporary concrete washout facilities (type below grade) should be constructed as shown on the details below, with a recommended minimum length and minimum width of 10 feet. The quantity and volume must be sufficient to contain all liquid and concrete waste generated by washout operations.
 - Lath and flagging shall be commercial type.
 - Plastic lining material shall be a minimum of 10 mil polyethylene sheeting and must be free of holes, tears, or other defects that compromise the impermeability of the material.
 - Liner seams shall be installed in accordance with manufacturers' recommendations.
 - Soil base shall be prepared free of rocks or other debris that may cause tears or holes in the plastic lining material.

Maintenance Standards**Inspection and Maintenance:**

- Inspect and verify that concrete washout BMPs are in place prior to the commencement of concrete work.
- During periods of concrete work, inspect daily to verify continued performance.
 - Check overall condition and performance
 - Check remaining capacity (percent full)
 - If using self-installed washout facilities, verify plastic liners are intact and sidewalls are not damaged
 - If using prefabricated containers, check for leaks.
- Washout facilities shall be maintained to provide adequate holding capacity with a minimum freeboard of 12 inches.
- Washout facilities must be cleaned, or new facilities must be constructed and ready for use once the washout is 75 percent full.
- If the washout is nearing capacity, vacuum and dispose of the waste material in an approved manner.
 - Do not discharge liquid or slurry to waterways, storm drains or directly onto ground.
 - Do not use sanitary sewer without a permit that must be obtained either from the City of Lacey Wastewater Utility Department at (360) 491-5600, or the LOTT Clean Water Alliance at (360) 664-2333. The city manages the collection and conveyance of wastewater to the LOTT Clean Water Alliance Wastewater Treatment Plant. Note that a permit may need to be obtained by either or both entity(ies) depending on the nature of the discharge.
 - Place a secure, non-collapsing, non-water collecting cover over the concrete washout facility prior to predicted wet weather to prevent accumulation and overflow of precipitation.
 - Remove and dispose of hardened concrete and return the structure to a functional condition. Concrete may be reused on site or hauled away for disposal or recycling.
- When you remove materials from the self-installed concrete washout, build a new structure; or, if the previous structure is still intact, inspect for signs of weakening

or damage, and make any necessary repairs. Re-line the structure with new plastic after each cleaning.

Removal of Temporary Concrete Washout Facilities:

- When temporary concrete washout facilities are no longer required for the work, the hardened concrete, slurries and liquids shall be removed and properly disposed of.
- Materials used to construct temporary concrete washout facilities shall be removed from the site of the work and disposed of or recycled.
- Holes, depressions or other ground disturbance caused by the removal of the temporary concrete washout facilities shall be backfilled, repaired, and stabilized to prevent erosion.

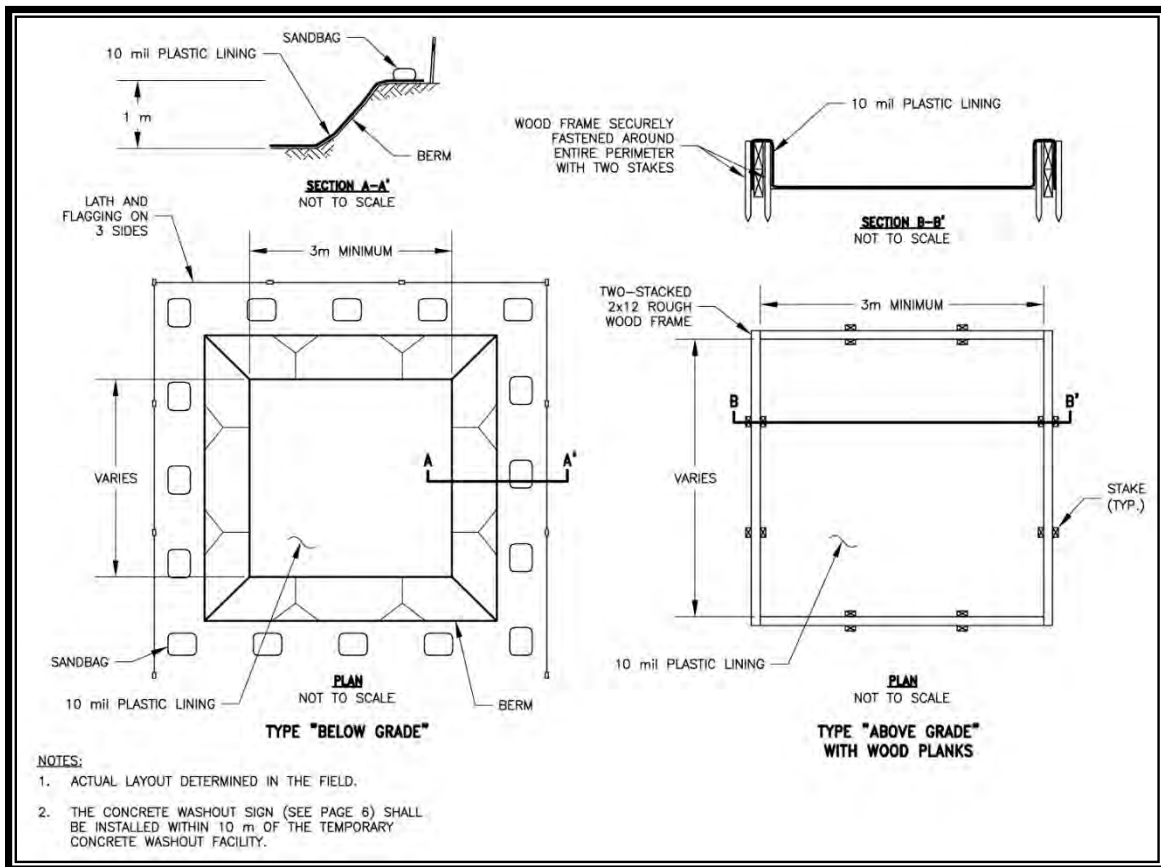


Figure 5.7a. Concrete Washout Area.

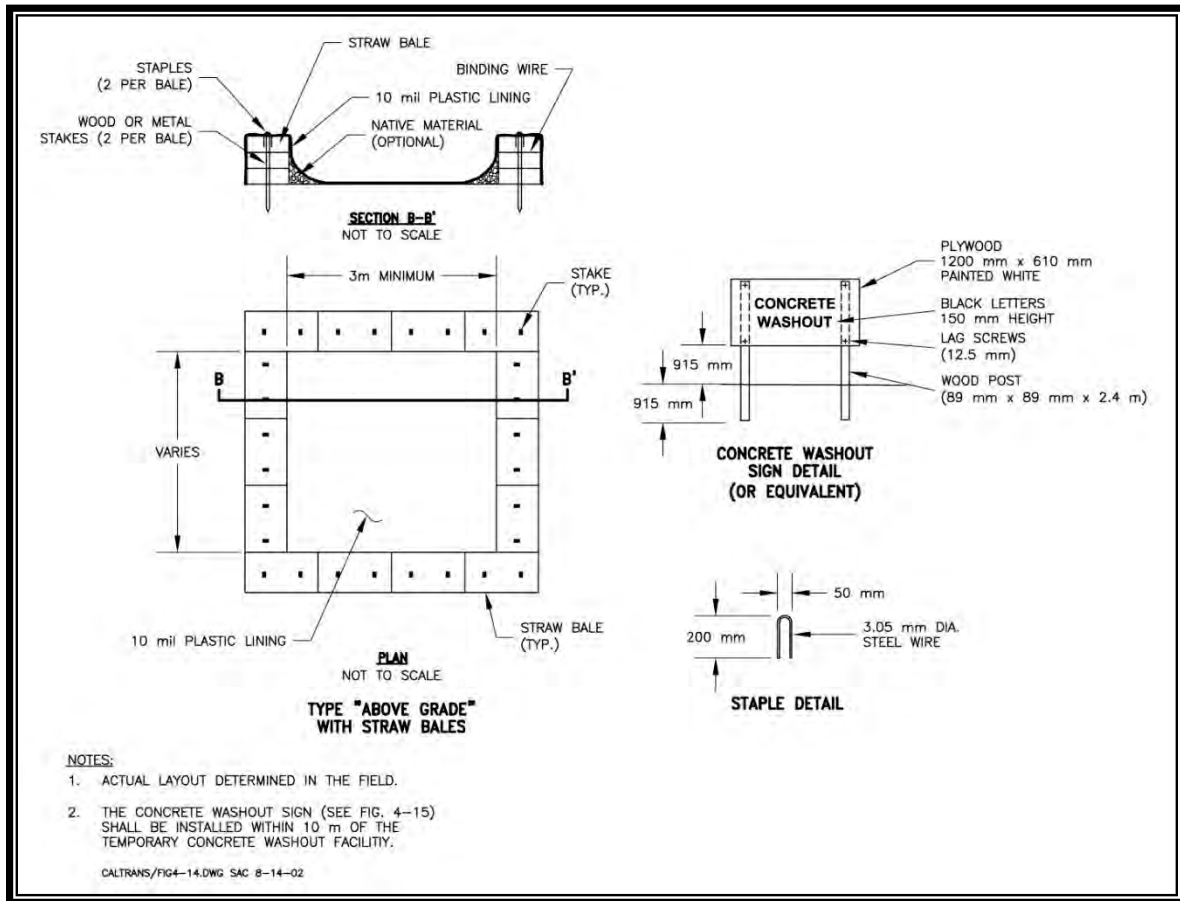


Figure 5.7b. Concrete Washout Area.

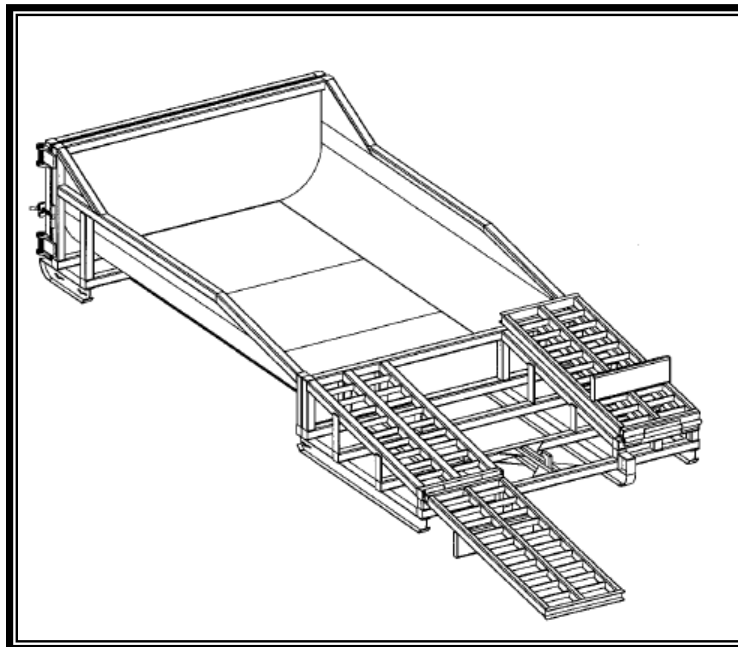


Figure 5.8. Prefabricated Concrete Washout Container with Ramp.

BMP C160: Certified Erosion and Sediment Control Lead***Purpose***

The project applicant designates at least one person as the responsible representative in charge of erosion and sediment control, and water quality protection. The designated person shall be the CESCL who is responsible for ensuring compliance with all local, state, and federal Construction SWPPP and water quality requirements.

Conditions of Use

A CESCL shall be made available on projects required to prepare a Construction SWPPP and that discharge stormwater to surface waters of the State.

The CESCL shall:

- Have a current certificate proving attendance in an erosion and sediment control training course that meets the minimum training and certification requirements established by Ecology (see details below)
- Ecology will maintain a list of erosion and sediment control training and certification providers at:
<www.ecy.wa.gov/programs/wq/stormwater/cescl.html>

OR

- Be a Certified Professional in Erosion and Sediment Control (CPESC); for additional information go to: <www.cpesc.net>.

Specifications

Certification shall remain valid for 3 years.

- The CESCL shall have authority to act on behalf of the contractor or developer and shall be available, or on call, 24 hours per day throughout the period of construction.
- The Construction SWPPP shall include the name, telephone number, email address, fax number, and address of the designated CESCL.
- A CESCL may provide inspection and compliance services for multiple construction projects in the same geographic region.

Duties and responsibilities of the CESCL shall include, but are not limited to the following:

- Maintaining permit file on site at all times which includes the Construction SWPPP and any associated permits and plans.

- Directing BMP installation, inspection, maintenance, modification, and removal.
- Updating all project drawings and the Construction SWPPP with changes made.
- Completing any sampling requirements including reporting results using WebDMR.
- Keeping daily logs, and inspection reports. Inspection reports must include:
 - Inspection date/time.
 - Weather information; general conditions during inspection and approximate amount of precipitation since the last inspection.
 - A summary or list of all BMPs implemented, including observations of all erosion/sediment control structures or practices. The following shall be noted:
 - Locations of BMPs inspected
 - Locations of BMPs that need maintenance
 - Locations of BMPs that failed to operate as designed or intended
 - Locations of where additional or different BMPs are required
 - Visual monitoring results, including a description of discharged stormwater. The presence of suspended sediment, turbid water, discoloration, and oil sheen shall be noted, as applicable.
 - Any water quality monitoring performed during inspection.
 - General comments and notes, including a brief description of any BMP repairs, maintenance or installations made as a result of the inspection.
- Facilitate, participate in, and take corrective actions resulting from inspections performed by outside agencies or the owner.

BMP C200: Interceptor Dike and Swale

Purpose

Provide a ridge of compacted soil, or a ridge with an upslope swale, at the top or base of a disturbed slope or along the perimeter of a disturbed construction area to convey stormwater. Use the dike and/or swale to intercept the runoff from unprotected areas and direct it to areas where erosion can be controlled. This can prevent storm runoff from entering the work area or sediment-laden runoff from leaving the construction site.

Conditions of Use

Where the runoff from an exposed site or disturbed slope must be conveyed to an erosion control facility which can safely contain the stormwater:

- Locate upslope of a construction site to prevent runoff from entering disturbed area
- When placed horizontally across a disturbed slope, it reduces the amount and velocity of runoff flowing down the slope
- Locate downslope to collect runoff from a disturbed area and direct water to a sediment basin.

Design and Installation Specifications

- Dike and/or swale and channel must be stabilized with temporary or permanent vegetation or other channel protection during construction.
- Channel requires a positive grade for drainage; steeper grades require channel protection and check dams.
- Review construction for areas where overtopping may occur.
- Can be used at top of new fill before vegetation is established.
- May be used as a permanent diversion channel to carry the runoff.
- Subbasin tributary area shall be 1 acre or less.
- Design capacity for the peak flow from a 10-year, 24-hour storm event assuming a NRCS Type 1A rainfall distribution resolved to 10-minute time steps, for temporary facilities. Alternatively, use 1.6 times the 10-year, 1-hour time step flow indicated by an approved continuous runoff model. If a 15-minute (or less) time step is used, no correction factor is required. For conveyance systems that will also serve on a permanent basis see design standards in Chapter 6.

- **Interceptor dikes** shall meet the following criteria:
 - o Top Width: 2 feet minimum.
 - o Height: 1.5 feet minimum on berm.
 - o Side Slope: 2H:1V or flatter.
 - o Grade: Depends on topography; however, dike system minimum is 0.5 percent, maximum is 1 percent
 - o Compaction: Minimum of 90 percent ASTM D698 standard proctor.
 - o Horizontal Spacing of Interceptor Dikes:

Average Slope	Slope Percent	Flowpath Length
>20H:1V or flatter	3% to <5%	300 feet
(>10 to 20)H:1V	5% to <10%	200 feet
(>4 to 10)H:1V	10% to <25%	100 feet
(2 to 4)H:1V	25% to 50%	50 feet

- o Stabilization depends on velocity and reach:
 - Slopes *less than 5 percent*: Seed and mulch applied within 5 days of dike construction (see *BMP C121, Mulching*).
 - Slopes *5 to 40 percent*: Dependent on runoff velocities and dike materials. Stabilization must be done immediately using either sod or riprap or other measures to avoid erosion.
- o The upslope side of the dike shall provide positive drainage to the dike outlet. No erosion shall occur at the outlet. Provide energy dissipation measures as necessary. Sediment-laden runoff must be released through a sediment trapping facility.
- o Minimize construction traffic over temporary dikes. Use temporary cross culverts for channel crossing.
- **Interceptor swales** shall meet the following criteria:
 - o Bottom Width: 2-foot minimum; the cross-section bottom shall be level.
 - o Depth: 1-foot minimum.
 - o Side Slope: 2H:1V or flatter.

- Grade: Maximum 5 percent, with positive drainage to a suitable outlet (such as a sediment pond).
- Stabilization: Seed as per *BMP C120, Temporary and Permanent Seeding*, or *BMP C202, Channel Lining*, 12 inches thick of riprap pressed into the bank and extending at least 8 inches vertical from the bottom.
- Inspect diversion dikes and interceptor swales once a week and after every rainfall. Immediately remove sediment from the flow area.
- Damage caused by construction traffic or other activity must be repaired before the end of each working day.
- Check outlets and make timely repairs as needed to avoid gully formation. When the area below the temporary diversion dike is permanently stabilized, remove the dike and fill and stabilize the channel to blend with the natural surface.

BMP C201: Grass-Lined Channels

Purpose

To provide a channel with a vegetative lining for conveyance of runoff. See Figure 5.9 for typical grass-lined channels.

Conditions of Use

This practice applies to construction sites where concentrated runoff needs to be contained to prevent erosion or flooding.

- When a vegetative lining can provide sufficient stability for the channel cross-section and at lower velocities of water (normally dependent on grade). This means that the channel slopes are generally less than 5 percent and space is available for a relatively large cross-section.
- Typical uses include roadside ditches, channels at property boundaries, outlets for diversions, and other channels and drainage ditches in low areas.
- Channels that will be vegetated should be installed before major earthwork and hydroseeded with a bonded fiber matrix (BFM). The vegetation should be well established (i.e., 75 percent cover) before water is allowed to flow in the ditch. With channels that will have high flows, erosion control blankets should be installed over the hydroseed. If vegetation cannot be established from seed before water is allowed in the ditch, sod must be installed in the bottom of the ditch in lieu of hydromulch and blankets.

Design and Installation Specifications

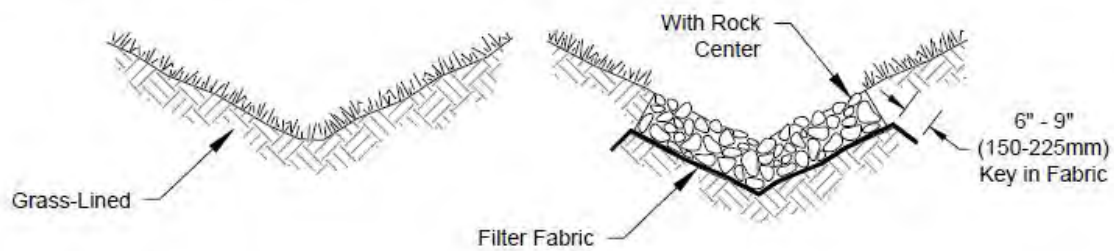
- Locate the channel where it can conform to the topography and other features such as roads.
- Locate them to use natural drainage systems to the greatest extent possible.
- Avoid sharp changes in alignment or bends and changes in grade.
- Do not reshape the landscape to fit the drainage channel.
- The maximum design velocity shall be based on soil conditions, type of vegetation, and method of revegetation, but at no times shall velocity exceed 5 feet/second. The channel shall not be overtopped by the peak runoff from a 10-year, 24-hour storm event assuming a NRCS Type 1A rainfall distribution resolved to 10-minute time steps. Alternatively, use 1.6 times the 10-year, 1-hour time step flow indicated by an approved continuous runoff model to determine a flow rate which the channel must contain. If a 15-minute (or less) time step is used, no correction factor is required.

- Where the grass-lined channel will also function as a permanent stormwater conveyance facility, the channel must meet the drainage conveyance requirements defined in Chapter 6.
- An established grass or vegetated lining is required before the channel can be used to convey stormwater, unless stabilized with nets or blankets.
- If design velocity of a channel to be vegetated by seeding exceeds 2 feet/second, a temporary channel liner is required. Geotextile or special mulch protection such as straw or netting provides stability until the vegetation is fully established. See Figure 5.10.
- Check dams shall be removed once the grass roots and aboveground biomass have grown enough to stabilize soils and sufficiently protect the swale bottom and side slopes from erosion. Check dams will remain when swale slopes are greater than 4 percent for long term erosion protection. The area beneath the check dams shall be seeded and mulched immediately after dam removal.
- If vegetation is established by sodding, the permissible velocity for established vegetation may be used and no temporary liner is needed.
- Do not subject grass-lined channel to sedimentation from disturbed areas. Use sediment-trapping BMPs upstream of the channel.
- **V-shaped grass channels** generally apply where the quantity of water is small, such as in short reaches along roadsides. The V-shaped cross-section is least desirable because it is difficult to stabilize the bottom where velocities may be high.
- **Trapezoidal grass channels** are used where runoff volumes are large and slope is low so that velocities are nonerosive to vegetated linings. (Note: it is difficult to construct small parabolic shaped channels.)
- Subsurface drainage, or riprap channel bottoms, may be necessary on sites that are subject to prolonged wet conditions due to long duration flows or a high water table.
- Provide outlet protection at culvert ends and at channel intersections.
- Grass channels, at a minimum, must carry peak runoff for temporary construction drainage facilities from the 10-year, 24-hour storm without eroding. Where flood hazard exists, increase the capacity according to the potential damage.
- Grassed channel side slopes generally are constructed 3H:1V or flatter to aid in the establishment of vegetation and for maintenance.
- Construct channels a minimum of 0.2 foot larger around the periphery to allow for soil bulking during seedbed preparations and sod buildup.

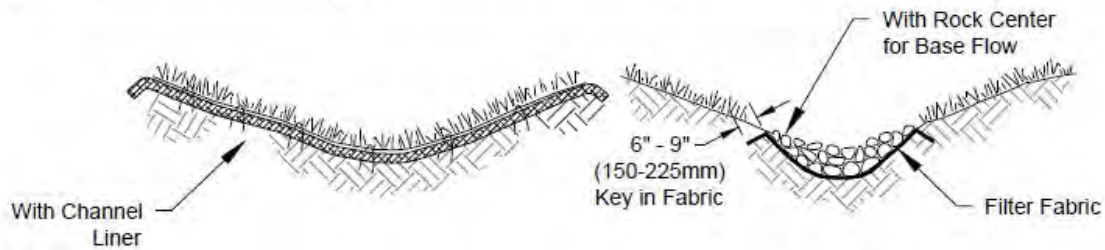
Maintenance Standards

- During the establishment period, check grass-lined channels after every rainfall.
- After grass is established, periodically check the channel; check it after every heavy rainfall event. Immediately make repairs.
- It is particularly important to check the channel outlet and all road crossings for bank stability and evidence of piping or scour holes.
- Remove all significant sediment accumulations to maintain the designed carrying capacity. Keep the grass in a healthy, vigorous condition at all times, since it is the primary erosion protection for the channel.

Typical V-Shaped Channel Cross-Section



Typical Parabolic Channel Cross-Section



Typical Trapezoidal Channel Cross-Section

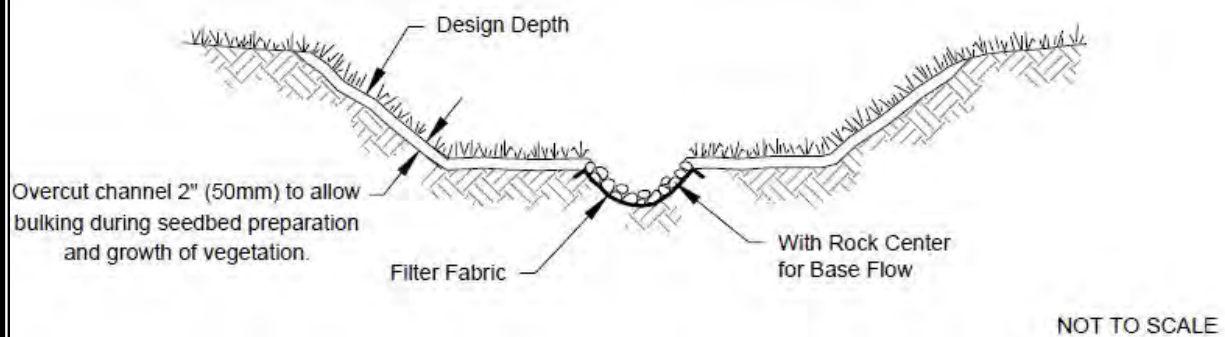


Figure 5.9. Typical Grass-Lined Channels.

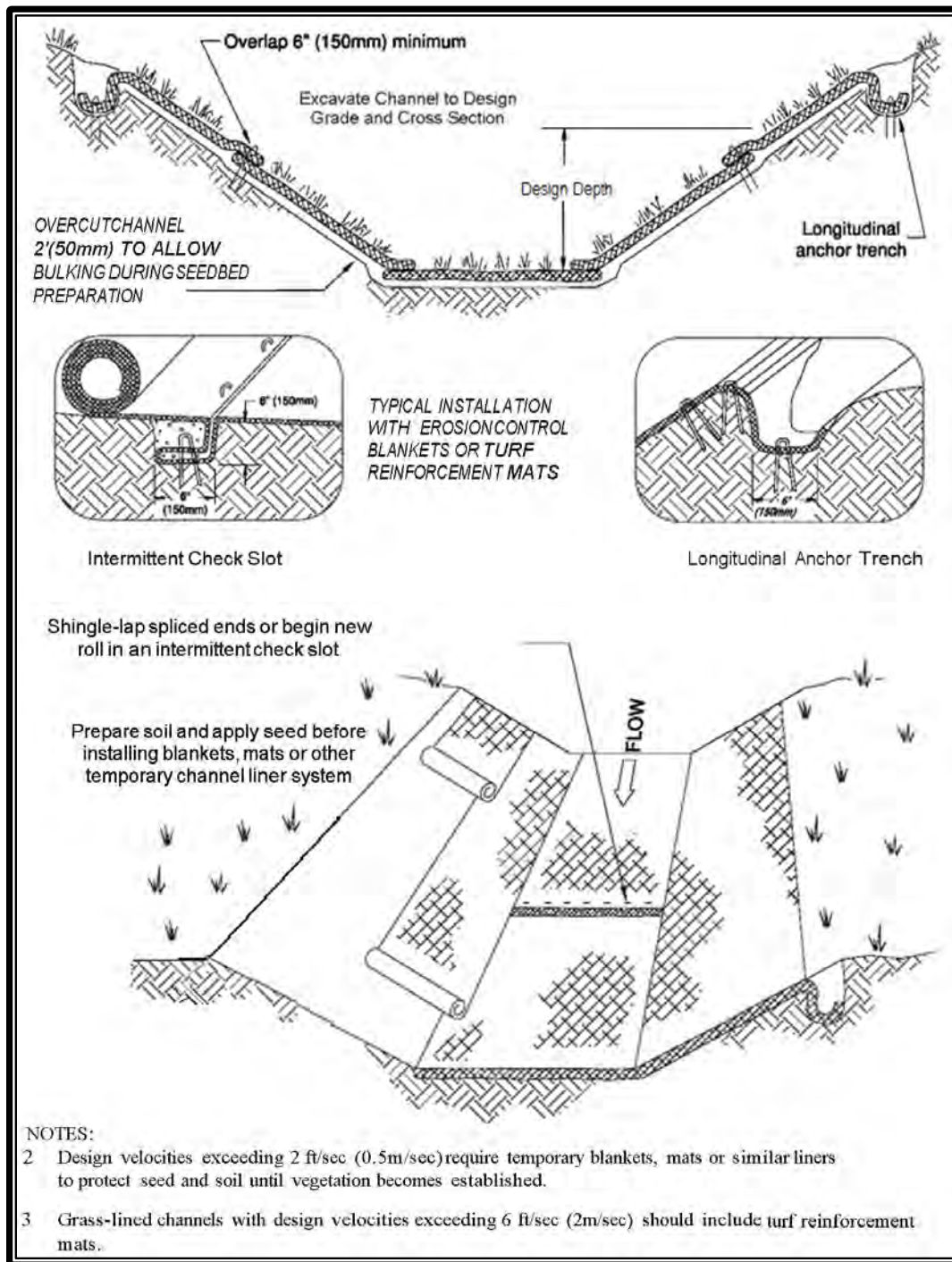


Figure 5.10. Temporary Channel Liners.

BMP C208: Triangular Silt Dike (TSD) (Geotextile-Encased Check Dam)***Purpose***

Triangular silt dikes may be used as check dams, for perimeter protection, for temporary soil stockpile protection, for drop inlet protection, or as a temporary interceptor dike.

Conditions of Use

- May be used on soil or pavement with adhesive or staples
- TSDs have been used to build temporary:
 - o Sediment ponds
 - o Diversion ditches
 - o Concrete washout facilities
 - o Curbing
 - o Water bars
 - o Level spreaders
 - o Berms.

Design and Installation Specifications

- Made of urethane foam sewn into a woven geosynthetic fabric.
- It is triangular, 10 inches to 14 inches high in the center, with a 20-inch to 28-inch base. A 2-foot apron extends beyond both sides of the triangle along its standard section of 7 feet. A sleeve at one end allows attachment of additional sections as needed.
- Install with ends curved up to prevent water from flowing around the ends.
- The fabric flaps and check dam units are attached to the ground with wire staples. Wire staples should be No. 11 gauge wire and should be 200 millimeters to 300 millimeters in length.
- When multiple units are installed, the sleeve of fabric at the end of the unit shall overlap the abutting unit and be stapled.
- Check dams should be located and installed as soon as construction will allow.
- Check dams should be placed perpendicular to the flow of water.

- When used as check dams, the leading edge must be secured with rocks, sandbags, or a small key slot and staples.
- In the case of grass-lined ditches and swales, check dams and accumulated sediment shall be removed when the grass has matured sufficiently to protect the ditch or swale unless the slope of the swale is greater than 4 percent. The area beneath the check dams shall be seeded and mulched immediately after dam removal.

Maintenance Standards

- Triangular silt dams shall be inspected for performance and sediment accumulation during and after each runoff producing rainfall. Sediment shall be removed when it reaches one-half the height of the dam.
- Anticipate submergence and deposition above the triangular silt dam and erosion from high flows around the edges of the dam. Immediately repair any damage or any undercutting of the dam.

APPENDIX C

SITE INSPECTION FORMS (AND SITE LOG)

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Stormwater/Erosion Control Inspection Form									
DATE:			TIME:			CONTACT:			
SITE:			ACRES:						
LOCATION:									
WEATHER:									
PERMIT ON SITE					PERMIT NO.				
SWPPP ON SITE					CONTRACTOR:				
Best Management Practices in the SWPPP:									
Control BMPs	In Plan	Properly installed	Treatment BMPs	In Plan	Properly Installed	Other:			
Preserv Nat Veg			Intercept Dike/Swale						
Buffer Zones			Grass Lines Swales						
High Vis Fence			Channel Lining						
Stake & Wire Fence			Water bars						
Stabilized Entrance			Pipe Slope Drains						
Wheel Wash			Subsurface Drains						
Road/Pk Area Stable			Level Spreader						
Temp/Perm Seeding			Check Dams						
Mulching			Triangular Silt Dike						
Nets/Blankets			Outlet Protection						
Plastic Covering			Sto Drain Inlet Protec						
Sodding			Straw Bale Barrier						
Topsoiling			Brush Barrier						
Polyacrylamides			Gravel Filter Berm						
Surface roughing			Silt Fence						
Gradient Terraces			Vegetated Strip						
Dust Control			Straw Wattles						
Materials On Hand			Sediment trap						
Concrete Handling			Temp Sed Pond						
Sawcut & Surface			SW Chem Treatment						
Erosion Control Lead			SW Filtration						
Pay Erosion Work			Is the site stabilized?		Partially				
Scheduling			Turbid Water is being discharged?						
Small Project			Receiving Water:						
Water Quality Samples Taken?			Results:	pH	TUR	CON	TEM	Other:	
Sample ID:			LOC:						
Sample ID:			LOC:						
Sample ID:			LOC:						
This site is IN/OUT of compliance with the terms of the SWPPP & Permit.									
Summary of remedial action(if needed):									
<i>I certify under penalty of law that this report is true, accurate and complete, to the best of my knowledge and belief.</i>									
Name:			Title:						
Signature:									

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DRAINAGE CONTROL PLAN

ATTACHMENT 3

SOILS REPORT

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GEOTECHNICAL ENGINEERING REPORT

PREPARED BY:

**THE RILEY GROUP, INC.
17522 BOTHELL WAY NORTHEAST
BOTHELL, WASHINGTON 98011**

PREPARED FOR:

**DR HORTON
11241 SLATER AVENUE NORTHEAST
KIRKLAND, WASHINGTON 98033**

RGI PROJECT NO. 2020-188-1

**CITY LIFE PLAT
PARCEL 11808430201
LACEY, WASHINGTON**

JUNE 3, 2020



June 3, 2020

Ms. Erin Michelle Bang
DR Horton
11241 Slater Avenue Northeast
Kirkland, Washington 98033

**Subject: Geotechnical Engineering Report
City Life Plat
Parcel 11808430201
Lacey, Washington
RGI Project No. 2020-188-1**

Dear Ms. Bang:

As requested, The Riley Group, Inc. (RGI) has performed a Geotechnical Engineering Report (GER) for the City Life Plat located at Parcel 11808430201, Lacey, Washington. Our services were completed in accordance with our proposal 2020-188-PRP1 dated April 3, 2020 and authorized in the Additional Services Agreement dated May 11, 2020. The information in this GER is based on our understanding of the proposed construction, and the soil and groundwater conditions encountered in the test pits completed by RGI at the site on May 18, 2020.

RGI recommends that you submit the project plans and specifications to RGI for a general review so that we may confirm that the recommendations in this GER are interpreted and implemented properly in the construction documents. RGI also recommends that a representative of our firm be present on site during portions of the project construction to confirm that the soil and groundwater conditions are consistent with those that form the basis for the engineering recommendations in this GER.

If you have any questions or require additional information, please contact us.

Respectfully submitted,

THE RILEY GROUP, INC.

Eric L. Woods, LG
Project Geologist



Kristina M. Weller, PE
Principal Geotechnical Engineer

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Executive Summary

This Executive Summary should be used in conjunction with the entire Geotechnical Engineering Report (GER) for design and/or construction purposes. It should be recognized that specific details were not included or fully developed in this section, and the GER must be read in its entirety for a comprehensive understanding of the items contained herein. Section 7.0 should be read for an understanding of limitations.

RGI's geotechnical scope of work included the advancement of 13 test pits up to approximate depths of 13.5 feet below existing site grades.

Based on the information obtained from our subsurface exploration, the site is suitable for development of the proposed project. The following geotechnical considerations were identified:

Soil Conditions: The soils encountered during field exploration include loose to medium dense surficial soils comprised of silty sand with varying amounts of gravel over outwash and lacustrine deposits comprised of soft to stiff silt, and medium dense to dense sand with varying amounts of silt and gravel, and gravel with varying amounts of sand and silt. The outwash and lacustrine deposits were underlain by dense to very dense silty sand with gravel (glacial till) at nine locations.

Groundwater: Light groundwater seepage was encountered at three locations at depths of 7 to 9 feet in the southern portion of the site during our subsurface exploration.

Foundations: Foundations for the proposed building may be supported on conventional spread footings bearing on medium dense to dense native soil or structural fill

Slab-on-grade: Slab-on-grade floors and slabs for the proposed building can be supported on medium dense to dense native soil or structural fill.

Pavements: The following pavement sections are recommended:

- **For access roadways:** 3 inches of Hot Mix Asphalt (HMA) class ½ inch PG 64-22 over 3 inches asphalt treated base
- **For general parking areas:** 2 inches of HMA over 4 inches of crushed rock base (CRB)
- **For concrete pavement areas:** 5 inches of concrete over 4 inches of CRB

1.0 Introduction

This Geotechnical Engineering Report (GER) presents the results of the geotechnical engineering services provided for the City Life Plat in Lacey, Washington. The purpose of this evaluation is to assess subsurface conditions and provide geotechnical recommendations for the construction of a residential plat with associated roadways, underground utilities, and stormwater facilities, and a church. Our scope of services included field explorations, laboratory testing, engineering analyses, and preparation of this GER.

The recommendations in the following sections of this GER are based upon our current understanding of the proposed site development as outlined below. If actual features vary or changes are made, RGI should review them in order to modify our recommendations as required. In addition, RGI requests to review the site grading plan, final design drawings and specifications when available to verify that our project understanding is correct and that our recommendations have been properly interpreted and incorporated into the project design and construction.

2.0 Project description

The project site is located at Parcel 11808430201 in Lacey, Washington. The approximate location of the site is shown on Figure 1.

The site is comprised of an approximately 15.66 acre undeveloped property. RGI understands that most of the northern portion of the site will be developed with a residential plat with associated roadways, underground utilities, and stormwater facilities. A church will be constructed in the southern portion of the property.

At the time of preparing this GER, building plans were not available for our review. Based on our experience with similar construction, RGI anticipates that the proposed building will be supported on perimeter walls with bearing loads of two to four kips per linear foot, and a series of columns with a maximum load up to 50 kips. Slab-on-grade floor loading of 250 pounds per square foot (psf) are expected.

3.0 Field Exploration and Laboratory Testing

3.1 FIELD EXPLORATION

On May 18, 2020, RGI observed the excavation of 13 test pits. The approximate exploration locations are shown on Figure 2.

Field logs of each exploration were prepared by the geologist that continuously observed the excavation. These logs included visual classifications of the materials encountered during excavation as well as our interpretation of the subsurface conditions between

samples. The test pit logs included in Appendix A represent an interpretation of the field logs and include modifications based on laboratory observation and analysis of the samples.

3.2 LABORATORY TESTING

During the field exploration, a representative portion of each recovered sample was sealed in containers and transported to our laboratory for further visual and laboratory examination. Selected samples retrieved from the test pits were tested for moisture content and grain size analysis to aid in soil classification and provide input for the recommendations provided in this GER. The results and descriptions of the laboratory tests are enclosed in Appendix A.

4.0 Site Conditions

4.1 SURFACE

The subject site is an irregular-shaped parcel of land approximately 15.66 acres in size. The site is bound to the north by 15th Avenue North, to the east by residential properties, to the south by 6th Avenue Northeast, and to the west by residential properties and undeveloped land.

The existing site is undeveloped. The site slopes generally northeast with a total elevation change of approximately 18 feet across the site. The southern third of the site is vegetated primarily with grass and blackberry brambles. The remainder of the site is vegetated with medium-diameter trees with a fern and mixed brush undergrowth.

4.2 GEOLOGY

Review of the *Geologic Map of the Lacey 7.5-minute Quadrangle, Thurston County, Washington*, by Robert L. Logan, etc. (2003) indicates that most of the site is mapped as Vashon till (Qgt), which is a mixture of clay, silt, sand, and gravel deposited at the base of the Vashon glacier. The southeastern portion of the site is mapped as Latest Vashon recessional sand and minor silt (Qgos), which is sorted sand with minor silt deposited in and around glacial lakes during recession. These descriptions are generally similar to the findings in our field explorations.

4.3 SOILS

The soils encountered during field exploration include loose to medium dense surficial soils comprised of silty sand with varying amounts of gravel over outwash and lacustrine deposits comprised of soft to stiff silt, and medium dense to dense sand with varying amounts of silt and gravel, and gravel with varying amounts of sand and silt. The outwash

and lacustrine deposits were underlain by dense to very dense silty sand with gravel glacial till at nine locations.

More detailed descriptions of the subsurface conditions encountered are presented in the test pit logs included in Appendix A. Sieve analysis was performed on eight selected soil samples. Grain size distribution curves are included in Appendix A.

4.4 GROUNDWATER

Light groundwater seepage was encountered at three locations at depths of 7 to 9 feet in the southern portion of the site during our subsurface exploration. The observed groundwater is collecting in sand deposits above dense glacial till at each location.

It should be recognized that fluctuations of the groundwater table will occur due to seasonal variations in the amount of rainfall, runoff, and other factors not evident at the time the explorations were performed. In addition, perched water can develop within seams and layers contained in fill soils or higher permeability soils overlying less permeable soils following periods of heavy or prolonged precipitation. Therefore, groundwater levels during construction or at other times in the future may be higher or lower than the levels indicated on the logs. Groundwater level fluctuations should be considered when developing the design and construction plans for the project.

4.5 SEISMIC CONSIDERATIONS

Based on the International Building Code (IBC), RGI recommends the follow seismic parameters for design.

Table 1 2012/2015 IBC

Parameter	2015 Value	2018 Value
Site Soil Class ¹	D ²	
Site Latitude	47.0560	
Site Longitude	-122.8310	
Short Period Spectral Response Acceleration, S_s (g)	1.321	1.4
1-Second Period Spectral Response Acceleration, S_1 (g)	0.538	0.512
Adjusted Short Period Spectral Response Acceleration, S_{Ms} (g)	1.321	1.40
Adjusted 1-Sec Period Spectral Response Acceleration, S_{M1} (g)	0.807	0.916
Numeric seismic design value at 0.2 second; S_{Ds} (g)	0.881	0.933
Numeric seismic design value at 1.0 second; S_{D1} (g)	0.538	0.611

1. Note: In general accordance with Chapter 20 of ASCE 7-10 and 7-16, the Site Class is based on the average characteristics of the upper 100 feet of the subsurface profile.

2. Note: ASCE 7-10 and 7-16 require a site soil profile determination extending to a depth of 100 feet for seismic site classification. The current scope of our services does not include the required 100 foot soil profile determination. Test pits extended to a maximum depth of 13.5 feet, and this seismic site class definition considers that very dense soil continues below the maximum depth of the subsurface exploration. Additional exploration to deeper depths would be required to confirm the conditions below the current depth of exploration.

3. Note: In accordance with ASCE 11.4.8, a ground motion hazard analysis is not required for the following cases:

- Structures on Site Class E sites with S_s greater than or equal to 1.0, provided the site coefficient F_a is taken as equal to that of Site Class C.
- Structures on Site Class D sites with S_1 greater than or equal to 0.2, provided that the value of the seismic response coefficient C_s is determined by Eq. 12.8-2 for values of $T \leq 1.5T_s$ and taken as equal to 1.5 times the value computed in accordance with either Eq. 12.8-3 for $T_L \geq T > 1.5T_s$ or Eq. 12.8-4 for $T > T_L$.
- Structures on Site Class E sites with S_1 greater than or equal to 0.2, provided that T is less than or equal to T_s and the equivalent static force procedure is used for design.

The above exceptions do not apply to seismically isolated structures, structures with damping systems or structures designed using the response history procedures of Chapter 16.

Liquefaction is a phenomenon where there is a reduction or complete loss of soil strength due to an increase in water pressure induced by vibrations from a seismic event. Liquefaction mainly affects geologically recent deposits of fine-grained sands that are below the groundwater table. Soils of this nature derive their strength from intergranular friction. The generated water pressure or pore pressure essentially separates the soil grains and eliminates this intergranular friction, thus reducing or eliminating the soil's strength.

RGI reviewed the results of the field and laboratory testing and assessed the potential for liquefaction of the site's soil during an earthquake. Since the site is underlain by medium dense to very dense soils and lacks an established shallow groundwater table, RGI considers that the possibility of liquefaction during an earthquake is low.

4.6 GEOLOGIC HAZARD AREAS

Regulated geologically hazardous areas include erosion, landslide, earthquake, or other geological hazards. Based on the definition in the Lacey Municipal Code, the site does not contain geologically hazardous areas.

5.0 Discussion and Recommendations

5.1 GEOTECHNICAL CONSIDERATIONS

Based on our study, the site is suitable for the proposed construction from a geotechnical standpoint. Foundations for the proposed building and residences can be supported on conventional spread footings bearing on medium dense to dense native soil or structural fill. Slab-on-grade floors and pavements can be similarly supported.

Detailed recommendations regarding the above issues and other geotechnical design considerations are provided in the following sections. These recommendations should be incorporated into the final design drawings and construction specifications.

5.2 EARTHWORK

Earthwork will include grading the site, installing utilities, excavating and backfilling stormwater facilities, and preparing roadway subgrades.

5.2.1 EROSION AND SEDIMENT CONTROL

Potential sources or causes of erosion and sedimentation depend on construction methods, slope length and gradient, amount of soil exposed and/or disturbed, soil type, construction sequencing and weather. The impacts on erosion-prone areas can be reduced by implementing an erosion and sedimentation control plan. The plan should be designed in accordance with applicable city and/or county standards.

RGI recommends the following erosion control Best Management Practices (BMPs):

- Scheduling site preparation and grading for the drier summer and early fall months and undertaking activities that expose soil during periods of little or no rainfall
- Retaining existing vegetation whenever feasible
- Establishing a quarry spall construction entrance
- Installing siltation control fencing or anchored straw or coir wattles on the downhill side of work areas
- Covering soil stockpiles with anchored plastic sheeting
- Revegetating or mulching exposed soils with a minimum 3-inch thickness of straw if surfaces will be left undisturbed for more than one day during wet weather or one week in dry weather
- Directing runoff away from exposed soils and slopes
- Minimizing the length and steepness of slopes with exposed soils and cover excavation surfaces with anchored plastic sheeting (Graded and disturbed slopes should be tracked in place with the equipment running perpendicular to the slope contours so that the track marks provide a texture to help resist erosion and channeling. Some sloughing and raveling of slopes with exposed or disturbed soil should be expected.)
- Decreasing runoff velocities with check dams, straw bales or coir wattles
- Confining sediment to the project site
- Inspecting and maintaining erosion and sediment control measures frequently (The contractor should be aware that inspection and maintenance of erosion control BMPs is critical toward their satisfactory performance. Repair and/or replacement of dysfunctional erosion control elements should be anticipated.)

Permanent erosion protection should be provided by reestablishing vegetation using hydroseeding and/or landscape planting. Until the permanent erosion protection is established, site monitoring should be performed by qualified personnel to evaluate the effectiveness of the erosion control measures. Provisions for modifications to the erosion

control system based on monitoring observations should be included in the erosion and sedimentation control plan.

5.2.2 STRIPPING

Stripping efforts should include removal of pavements, vegetation, organic materials, and deleterious debris from areas slated for building, pavement, and utility construction. The test pits encountered 2 to 12 inches of topsoil and rootmass. Deeper areas of stripping may be required in forested or heavily vegetated areas of the site.

5.2.3 EXCAVATIONS

All temporary cut slopes associated with the site and utility excavations should be adequately inclined to prevent sloughing and collapse. For excavations more than 4 feet but less than 20 feet in depth, the temporary side slopes should be laid back with a minimum slope inclination of 1H:1V (Horizontal:Vertical). If there is insufficient room to complete the excavations in this manner, or excavations greater than 20 feet in depth are planned, using temporary shoring to support the excavations should be considered. For open cuts at the site, RGI recommends:

- No traffic, construction equipment, stockpiles or building supplies are allowed at the top of cut slopes within a distance of at least five feet from the top of the cut
- Exposed soil along the slope is protected from surface erosion using waterproof tarps and/or plastic sheeting
- Construction activities are scheduled so that the length of time the temporary cut is left open is minimized
- Surface water is diverted away from the excavation
- The general condition of slopes should be observed periodically by a geotechnical engineer to confirm adequate stability and erosion control measures

In all cases, however, appropriate inclinations will depend on the actual soil and groundwater conditions encountered during earthwork. Ultimately, the site contractor must be responsible for maintaining safe excavation slopes that comply with applicable OSHA or WISHA guidelines.

5.2.4 SITE PREPARATION

After stripping, grubbing, and prior to placement of structural fill, RGI recommends proofrolling building and pavement subgrades and areas to receive structural fill. These areas should moisture conditioned and compacted to a firm and unyielding condition in order to achieve a minimum compaction level of 95 percent of the modified proctor maximum dry density as determined by the American Society of Testing and Materials D1557-09 Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (ASTM D1557).

Proofrolling and adequate subgrade compaction can only be achieved when the soils are within approximately ± 2 percent moisture content of the optimum moisture content. Soils which appear firm after stripping and grubbing may be proofrolled with a heavy compactor, loaded double-axle dump truck, or other heavy equipment under the observation of an RGI representative. This observer will assess the subgrade conditions prior to filling. The need for or advisability of proofrolling due to soil moisture conditions should be determined at the time of construction. In wet areas it may be necessary to hand probe the exposed subgrades in lieu of proofrolling with mechanical equipment.

Subgrade soils that become disturbed due to elevated moisture conditions should be overexcavated to reveal firm, non-yielding, non-organic soils and backfilled with compacted structural fill. In order to maximize utilization of site soils as structural fill, RGI recommends that the earthwork portion of this project be completed during extended periods of warm and dry weather if possible. If earthwork is completed during the wet season (typically November through May) it will be necessary to take extra precautionary measures to protect subgrade soils. Wet season earthwork will require additional mitigative measures beyond that which would be expected during the drier summer and fall months.

5.2.5 STRUCTURAL FILL

RGI recommends fill below the foundation and floor slab, behind retaining walls, and below pavement and hardscape surfaces be placed in accordance with the following recommendations for structural fill. The structural fill should be placed after completion of site preparation procedures as described above.

The suitability of excavated site soils and import soils for compacted structural fill use will depend on the gradation and moisture content of the soil when it is placed. As the amount of fines (that portion passing the U.S. No. 200 sieve) increases, soil becomes increasingly sensitive to small changes in moisture content and adequate compaction becomes more difficult or impossible to achieve. Soils containing more than about 5 percent fines cannot be consistently compacted to a dense, non-yielding condition when the moisture content is more than 2 percent above or below optimum. Optimum moisture content is that moisture that results in the greatest compacted dry density with a specified compactive effort.

Non-organic site soils are only considered suitable for structural fill provided that their moisture content is within about two percent of the optimum moisture level as determined by ASTM D1557. Excavated site soils may not be suitable for re-use as structural fill depending on the moisture content and weather conditions at the time of construction. If soils are stockpiled for future reuse and wet weather is anticipated, the stockpile should be protected with plastic sheeting that is securely anchored. Even during dry weather, moisture conditioning (such as, windrowing and drying) of site soils to be reused as

structural fill may be required. Even during the summer, delays in grading can occur due to excessively high moisture conditions of the soils or due to precipitation. If wet weather occurs, the upper wetted portion of the site soils may need to be scarified and allowed to dry prior to further earthwork, or may need to be wasted from the site.

If on-site soils are or become unusable, it may become necessary to import clean, granular soils to complete site work that meet the grading requirements listed in Table 2 to be used as structural fill.

Table 2 Structural Fill Gradation

U.S. Sieve Size	Percent Passing
4 inches	100
No. 4 sieve	22 to 100
No. 200 sieve	0 to 5*

*Based on minus 3/4 inch fraction.

Prior to use, an RGI representative should observe and test all materials imported to the site for use as structural fill. Structural fill materials should be placed in uniform loose layers not exceeding 12 inches and compacted as specified in Table 3. The soil's maximum density and optimum moisture should be determined by ASTM D1557.

Table 3 Structural Fill Compaction ASTM D1557

Location	Material Type	Minimum Compaction Percentage	Moisture Content Range	
Foundations	On-site granular or approved imported fill soils:	95	+2	-2
Retaining Wall Backfill	On-site granular or approved imported fill soils:	92	+2	-2
Slab-on-grade	On-site granular or approved imported fill soils:	95	+2	-2
General Fill (non-structural areas)	On-site soils or approved imported fill soils:	90	+3	-2
Pavement – Subgrade and Base Course	On-site granular or approved imported fill soils:	95	+2	-2

Placement and compaction of structural fill should be observed by RGI. A representative number of in-place density tests should be performed as the fill is being placed to confirm that the recommended level of compaction is achieved.

5.2.6 CUT AND FILL SLOPES

All permanent cut and fill slopes (except interior slopes of detention pond) should be graded with a finished inclination no greater than 2H:1V. The interior slopes of the detention pond must be graded with a slope gradient no steeper than 3H:1V. Upon completion of construction, the slope face should be trackwalked, compacted and vegetated, or provided with other physical means to guard against erosion. All fill placed for slope construction should meet the structural fill requirements as described in Section 5.2.5.

Final grades at the top of the slopes must promote surface drainage away from the slope crest. Water must not be allowed to flow in an uncontrolled fashion over the slope face. If it is necessary to direct surface runoff towards the slope, it should be controlled at the top of the slope, piped in a closed conduit installed on the slope face, and taken to an appropriate point of discharge beyond the toe of the slope.

5.2.7 WET WEATHER CONSTRUCTION CONSIDERATIONS

RGI recommends that preparation for site grading and construction include procedures intended to drain ponded water, control surface water runoff, and to collect shallow subsurface seepage zones in excavations where encountered. It will not be possible to successfully compact the subgrade or utilize on-site soils as structural fill if accumulated water is not drained prior to grading or if drainage is not controlled during construction. Attempting to grade the site without adequate drainage control measures will reduce the amount of on-site soil effectively available for use, increase the amount of select import fill materials required, and ultimately increase the cost of the earthwork phases of the project. Free water should not be allowed to pond on the subgrade soils. RGI anticipates that the use of berms and shallow drainage ditches, with sumps and pumps in utility trenches, will be required for surface water control during wet weather and/or wet site conditions.

5.3 FOUNDATIONS

Following site preparation and grading, the proposed building foundation can be supported on conventional spread footings bearing on dense native soil or structural fill. Loose, organic, or other unsuitable soils may be encountered in the proposed building footprint. If unsuitable soils are encountered, they should be overexcavated and backfilled with structural fill.

Perimeter foundations exposed to weather should be at a minimum depth of 18 inches below final exterior grades. Interior foundations can be constructed at any convenient depth below the floor slab. Finished grade is defined as the lowest adjacent grade within 5 feet of the foundation for perimeter (or exterior) footings and finished floor level for interior footings.

Table 4 Foundation Design

Design Parameter	Value
Allowable Bearing Capacity - Structural Fill Dense native soils	2,500 psf ¹ 5,000 psf
Friction Coefficient	0.30
Passive pressure (equivalent fluid pressure)	250 pcf ²
Minimum foundation dimensions	Columns: 24 inches Walls: 16 inches

1. psf = pounds per square foot

2. pcf = pounds per cubic foot

The allowable foundation bearing pressures apply to dead loads plus design live load conditions. For short-term loads, such as wind and seismic, a 1/3 increase in this allowable capacity may be used. At perimeter locations, RGI recommends not including the upper 12 inches of soil in the computation of passive pressures because they can be affected by weather or disturbed by future grading activity. The passive pressure value assumes the foundation will be constructed neat against competent soil or backfilled with structural fill as described in Section 5.2.5. The recommended base friction and passive resistance value includes a safety factor of about 1.5.

With spread footing foundations designed in accordance with the recommendations in this section, maximum total and differential post-construction settlements of 1 inch and 1/2 inch, respectively, should be expected.

5.4 RETAINING WALLS

If retaining walls are needed in building areas, RGI recommends cast-in-place concrete walls be used. Modular block walls may be used for grade changes outside of building areas if needed. RGI can provide design of modular block walls if needed for grade changes.

5.4.1 CAST IN PLACE WALLS

The magnitude of earth pressure development on cast-in-place retaining walls will partly depend on the quality of the wall backfill. RGI recommends placing and compacting wall backfill as structural fill. Wall drainage will be needed behind the wall face. A typical retaining wall drainage detail is shown in Figure 3.

With wall backfill placed and compacted as recommended, and drainage properly installed, RGI recommends using the values in the following table for design.

Table 5 Retaining Wall Design

Design Parameter	Value
Allowable Bearing Capacity - Structural Fill	2,500 psf
Dense native soils	5,000 psf
Active Earth Pressure (unrestrained walls)	35 pcf
At-rest Earth Pressure (restrained walls)	50 pcf

For seismic design, an additional uniform load of 7 times the wall height (H) for unrestrained walls and 14H in psf for restrained walls should be applied to the wall surface. Friction at the base of foundations and passive earth pressure will provide resistance to these lateral loads. Values for these parameters are provided in Section 5.3.

5.5 SLAB-ON-GRADE CONSTRUCTION

Once site preparation has been completed as described in Section 5.2, suitable support for slab-on-grade construction should be provided. RGI recommends that the concrete slab be placed on top of medium dense native soil or structural fill. Immediately below the floor slab, RGI recommends placing a four-inch thick capillary break layer of clean, free-draining sand or gravel that has less than five percent passing the U.S. No. 200 sieve. This material will reduce the potential for upward capillary movement of water through the underlying soil and subsequent wetting of the floor slab.

Where moisture by vapor transmission is undesirable, an 8- to 10-millimeter thick plastic membrane should be placed on a 4-inch thick layer of clean gravel.

For the anticipated floor slab loading, we estimate post-construction floor settlements of 1/4- to 1/2-inch. For thickness design of the slab subjected to point loading from storage racks and fork lift vehicle traffic, RGI recommends using a subgrade modulus (K_s) of 150 pounds per square inch per inch of deflection.

5.6 DRAINAGE

5.6.1 SURFACE

Final exterior grades should promote free and positive drainage away from the building area. Water must not be allowed to pond or collect adjacent to foundations or within the immediate building area. For non-pavement locations, RGI recommends providing a minimum drainage gradient of 3 percent for a minimum distance of 10 feet from the building perimeter. In paved locations, a minimum gradient of 1 percent should be provided unless provisions are included for collection and disposal of surface water adjacent to the structure.

5.6.2 SUBSURFACE

RGI recommends installing perimeter foundation drains. A typical footing drain detail is shown on Figure 4. The foundation drains and roof downspouts should be tightlined separately to an approved discharge facility. Subsurface drains must be laid with a gradient sufficient to promote positive flow to a controlled point of approved discharge.

5.6.3 INFILTRATION

It appears that infiltration is feasible in some areas of the site specifically the northeast corner and the south central portion of the site. Infiltration testing and potentially groundwater monitoring over the wet season will be required once the facility have been sited. For preliminary design, in the area of TP-1 and TP-4, we recommend a design rate of 5 inches per hour be used based on the grain size analysis of the soils.

5.7 UTILITIES

Utility pipes should be bedded and backfilled in accordance with American Public Works Association (APWA) specifications. For site utilities located within the right-of-ways, bedding and backfill should be completed in accordance with City of Lacey specifications. At a minimum, trench backfill should be placed and compacted as structural fill, as described in Section 5.2.5. Where utilities occur below unimproved areas, the degree of compaction can be reduced to a minimum of 90 percent of the soil's maximum density as determined by the referenced ASTM D1557. As noted, soils excavated on site should be suitable for use as backfill material. If on-site soils are or become unusable, imported structural fill meeting the gradation provided in Table 2 should be used for trench backfill.

5.8 PAVEMENTS

Pavement subgrades should be prepared as described in Section 5.2 and as discussed below. Regardless of the relative compaction achieved, the subgrade must be firm and relatively unyielding before paving. The subgrade should be proof-rolled with heavy construction equipment to verify this condition.

5.8.1 FLEXIBLE PAVEMENTS

With the pavement subgrade prepared as described above, RGI recommends the following pavement sections for parking and drive areas paved with flexible asphalt concrete surfacing.

- **For access roadways:** 3 inches of Hot Mix Asphalt (HMA) class ½ inch PG 64-22 over 3 inches asphalt treated base
- **For parking areas:** 2 inches of HMA over 4 inches of crushed rock base (CRB)

5.8.2 CONCRETE PAVEMENTS

With the pavement subgrade prepared as described above, RGI recommends the following pavement sections for parking and drive areas paved with concrete surfacing.

- **For concrete pavement areas:** 5 inches of concrete over 4 inches of CRB base

The paving materials used should conform to the WSDOT specifications for HMA, concrete paving, and CRB surfacing (9-03.9(3) Crushed Surfacing).

Long-term pavement performance will depend on surface drainage. A poorly-drained pavement section will be subject to premature failure as a result of surface water infiltrating into the subgrade soils and reducing their supporting capability.

For optimum pavement performance, surface drainage gradients of no less than 2 percent are recommended. Also, some degree of longitudinal and transverse cracking of the pavement surface should be expected over time. Regular maintenance should be planned to seal cracks when they occur.

6.0 Additional Services

RGI is available to provide further geotechnical consultation throughout the design phase of the project. RGI should review the final design and specifications in order to verify that earthwork and foundation recommendations have been properly interpreted and incorporated into project design and construction.

RGI is also available to provide geotechnical engineering and construction monitoring services during construction. The integrity of the earthwork and construction depends on proper site preparation and procedures. In addition, engineering decisions may arise in the field in the event that variations in subsurface conditions become apparent. Construction monitoring services are not part of this scope of work. If these services are desired, please let us know and we will prepare a cost proposal.

7.0 Limitations

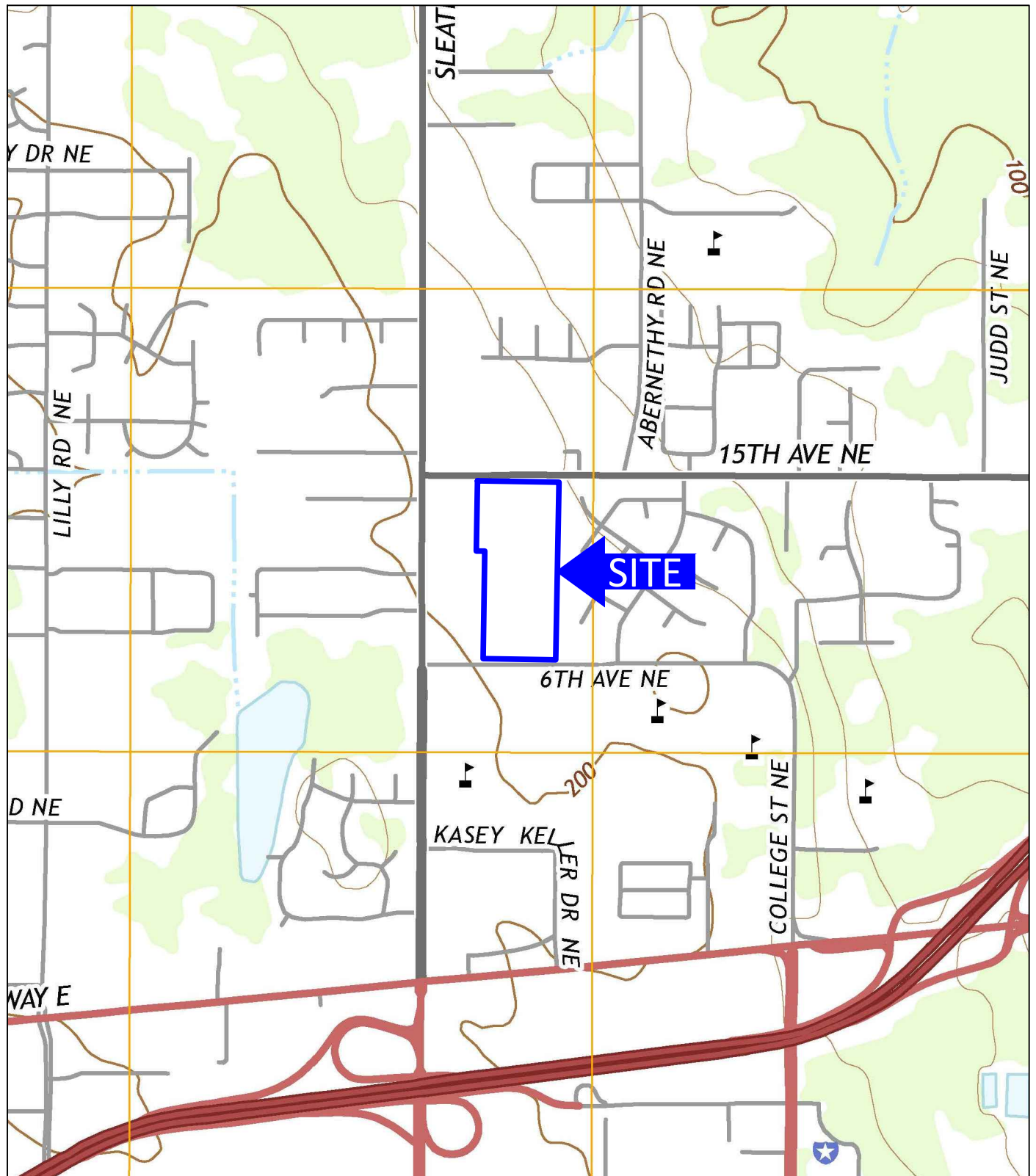
This GER is the property of RGI, DR Horton, and its designated agents. Within the limits of the scope and budget, this GER was prepared in accordance with generally accepted geotechnical engineering practices in the area at the time this GER was issued. This GER is intended for specific application to the City Life Plat project in Lacey, Washington, and for the exclusive use of DR Horton and its authorized representatives. No other warranty, expressed or implied, is made. Site safety, excavation support, and dewatering requirements are the responsibility of others.

The scope of services for this project does not include either specifically or by implication any environmental or biological (for example, mold, fungi, bacteria) assessment of the site or identification or prevention of pollutants, hazardous materials or conditions. If the

owner is concerned about the potential for such contamination or pollution, we can provide a proposal for these services.

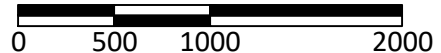
The analyses and recommendations presented in this GER are based upon data obtained from the explorations performed on site. Variations in soil conditions can occur, the nature and extent of which may not become evident until construction. If variations appear evident, RGI should be requested to reevaluate the recommendations in this GER prior to proceeding with construction.

It is the client's responsibility to see that all parties to the project, including the designers, contractors, subcontractors, are made aware of this GER in its entirety. The use of information contained in this GER for bidding purposes should be done at the contractor's option and risk.



USGS, 2014, Lacey, Washington
7.5-Minute Quadrangle

Approximate Scale: 1"=1000'



Corporate Office
17522 Bothell Way Northeast
Bothell, Washington 98011
Phone: 425.415.0551
Fax: 425.415.0311

City Life Plat

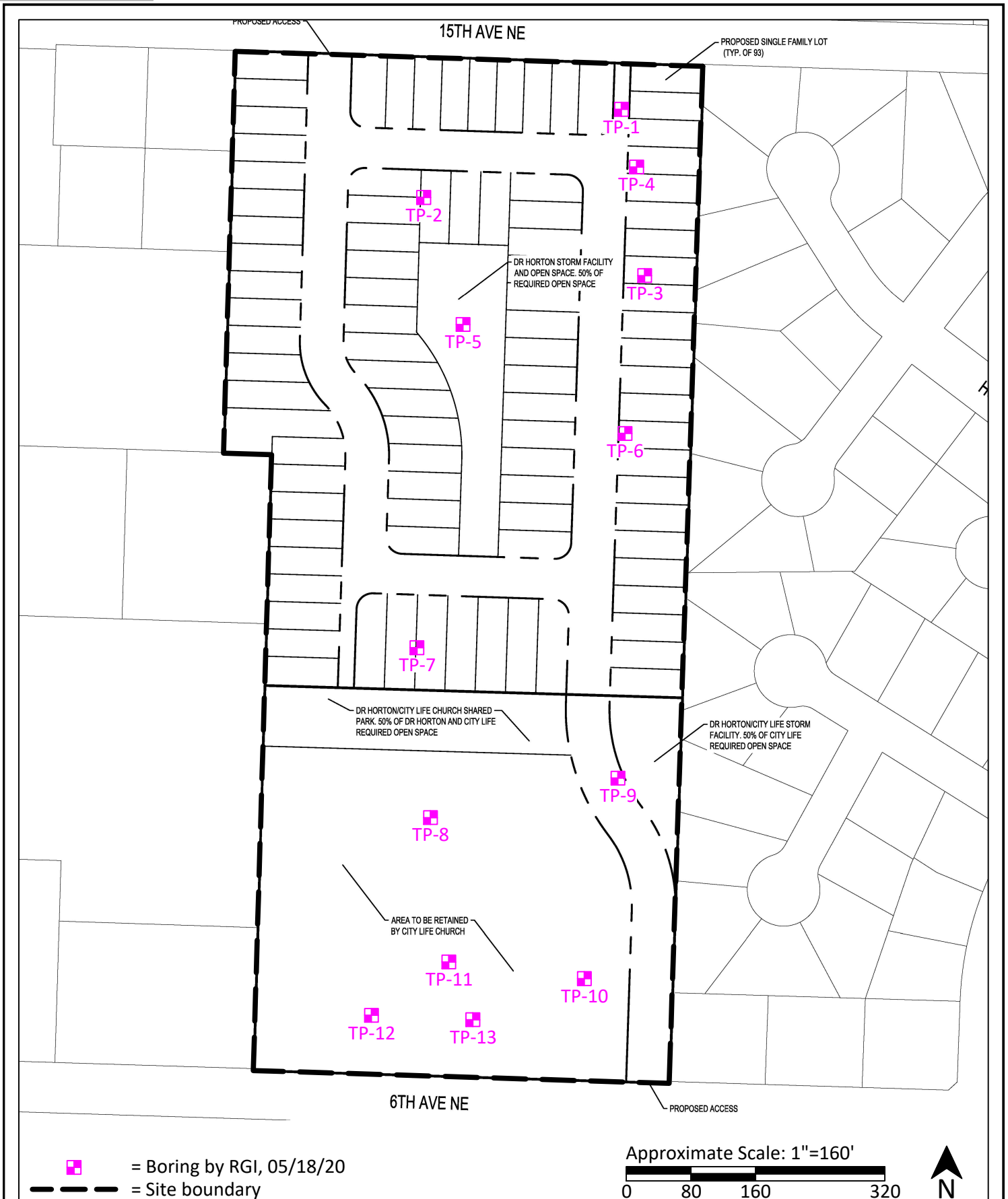
Figure 1

RGI Project Number:
2020-188-1

Site Vicinity Map

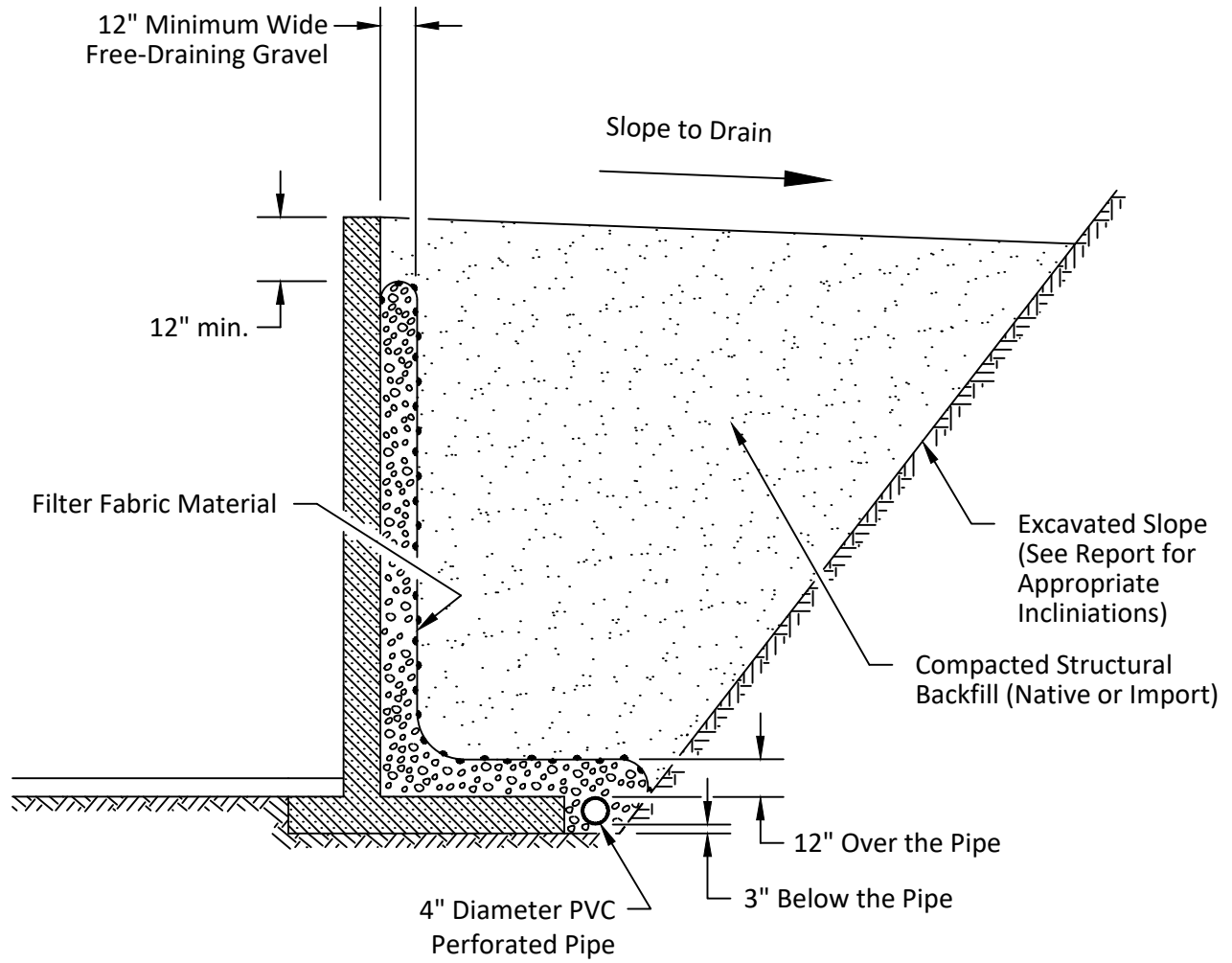
Date Drawn:
06/2020

Address: Parcel No 11808430201, Lacey, Washington 98516



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Bothell, Washington 98011
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Fax: 425.415.0311

City Life Plat		Figure 2
RGI Project Number: 2020-188-1	Geotechnical Exploration Plan	Date Drawn: 06/2020
Address: Parcel No 11808430201, Lacey, Washington 98516		



Not to Scale



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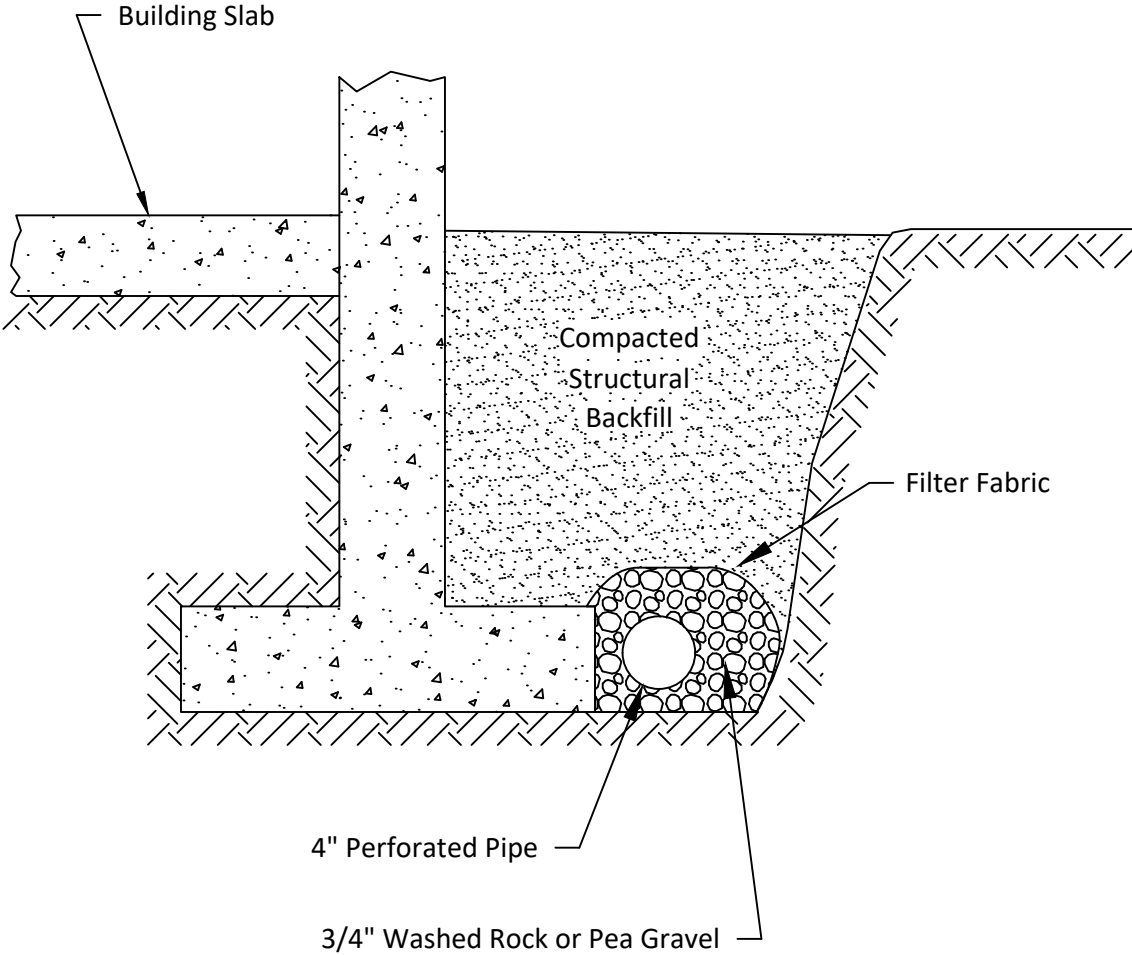
RGI Project Number:
2020-188-1

Retaining Wall Drainage Detail

Figure 3

Date Drawn:
06/2020

Address: Parcel No 11808430201, Lacey, Washington 98516



Not to Scale



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City Life Plat		Figure 4
RGI Project Number: 2020-188-1	Typical Footing Drain Detail	Date Drawn: 06/2020
Address: Parcel No 11808430201, Lacey, Washington 98516		

APPENDIX A

FIELD EXPLORATION AND LABORATORY TESTING

On May 18, 2020, RGI performed field explorations using a tracked excavator. We explored subsurface soil conditions at the site by observing the excavation of 13 test pits to a maximum depth of 13.5 feet below existing grade. The test pit locations are shown on Figure 2. The test pit locations were approximately determined by measurements from existing property lines and paved roads.

A geologist from our office conducted the field exploration and classified the soil conditions encountered, maintained a log of each test exploration, obtained representative soil samples, and observed pertinent site features. All soil samples were visually classified in accordance with the Unified Soil Classification System (USCS).

Representative soil samples obtained from the explorations were placed in closed containers and taken to our laboratory for further examination and testing. As a part of the laboratory testing program, the soil samples were classified in our in house laboratory based on visual observation, texture, plasticity, and the limited laboratory testing described below.

Moisture Content Determinations

Moisture content determinations were performed in accordance with ASTM D2216-10 Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass (ASTM D2216) on representative samples obtained from the exploration in order to aid in identification and correlation of soil types. The moisture content of typical sample was measured and is reported on the test pit logs.

Grain Size Analysis

A grain size analysis indicates the range in diameter of soil particles included in a particular sample. Grain size analyses was determined using D6913-04(2009) Standard Test Methods for Particle-Size Distribution (Gradation) of Soils Using Sieve Analysis (ASTM D6913) on eight of the samples.

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-1**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Mixed Brush
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 13 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		4" topsoil	
				SM		Brown silty SAND with some gravel, loose to medium dense, moist	13% moisture
				SP-SM		Gray SAND with some silt and trace gravel, medium dense, moist	6% moisture
				ML		Tan SILT, stiff, moist, iron oxide staining	28% moisture
				SM		Gray gravelly silty SAND, medium dense to dense, moist Contains sandy silt interbeds Well cemented, dense	17% moisture, 33% fines
	5			GW-GM		Gray sandy GRAVEL with some silt, dense, moist	5% moisture, 7% fines
				GW-GM		Gray GRAVEL with some sand and silt, dense, moist	4% moisture, 6% fines
	10			GP-GM		Tan GRAVEL with some sand and silt, dense, moist Contains silt coated gravels	6% moisture, 9% fines 6% moisture
						Test Pit terminated at 13'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-2**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Mixed Brush
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 6.5 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		6" topsoil	
				SM		Tan silty gravelly SAND, loose to medium dense, moist	12% moisture
				SM		Gray silty gravelly SAND, dense, moist (Glacial Till) Becomes very dense, well cemented	9% moisture
	5						7% moisture
						Test Pit terminated at 6.5'	
	10						

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-3**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Mixed Brush, Ferns
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 9.5 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		12" topsoil	
				SM		Tan silty SAND, loose to medium dense, moist	15% moisture
				GW		Gray sandy GRAVEL with trace silt, medium dense, moist Occasional cobble, moderate caving	6% moisture
	5			SM		Gray silty SAND with some gravel, dense, moist	
				GW		Gray sandy GRAVEL with trace silt, dense, moist	4% moisture
							3% moisture
	10					Test Pit terminated at 9.5'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-4**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Mixed Brush, Ferns
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 13.5 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		12" topsoil	
				SM		Reddish brown silty SAND with trace gravel, loose to medium dense, moist	15% moisture
				GW		Gray GRAVEL with some sand and trace silt, medium dense, moist Occasional cobble	4% moisture
	5						4% moisture, 2% fines
				SM		Silty SAND with some gravel, dense, moist	5% moisture, 4% fines
	10			GP-GM		Gray sandy GRAVEL with some silt, dense, wet Contains silt coated gravels	9% moisture, 23% fines
							6% moisture, 5% fines
							6% moisture
						Test Pit terminated at 13.5'	

Project Number: **2020-188-1**

Client: **DR Horton**



Test Pit No.: TP-5

Sheet 1 of 1

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Mixed Brush
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 6 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		6" topsoil	
				SM		Reddish brown silty SAND, loose, moist	21% moisture
				SP-SM		Gray to brown SAND with some silt, medium dense, moist	4% moisture
				ML		Tan mottled SILT, stiff, moist Becomes moist to wet	33% moisture
	5			SM		Gray silty gravelly SAND, very dense, moist (Glacial Till)	8% moisture
						Test Pit terminated at 6'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-6**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Grass, Ferns
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 7 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL SP-SM		2" topsoil	
						Brown SAND with some silt, loose to medium dense, moist	18% moisture
				SP		Gray SAND with trace silt, medium dense, moist	
						Moderate caving	8% moisture
	5			SM		Gray silty SAND with some gravel, dense, moist (Glacial Till)	11% moisture
						Test Pit terminated at 7'	
	10						

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-7**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Grass, Ferns
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 5 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		8" topsoil	
				SM		Reddish brown silty SAND, loose to medium dense, moist	
						Becomes medium dense	22% moisture
				SM		Gray silty SAND with some gravel, dense, moist (Glacial Till) Iron oxide staining	14% moisture
						Becomes dense to very dense, well cemented	
	5					Test Pit terminated at 5'	
	10						

Project Name: **City Life Plat**

Project Number: **2020-188-1**

Client: **DR Horton**

Test Pit No.: **TP-8**

Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Grass, Ferns
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 10 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Seepage at 7'	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		12" topsoil	
				SM		Brown silty SAND, loose to medium dense, moist	21% moisture
						Becomes medium dense	
						Becomes tan	21% moisture
	5			ML		Tan mottled SILT, medium stiff, moist to wet	35% moisture
				SP		Gray SAND with trace silt, medium dense, wet	24% moisture
						Light groundwater seepage at 7'	
				SM		Gray silty SAND with some gravel, dense, moist (Glacial Till)	13% moisture
	10					Test Pit terminated at 10'	7% moisture

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-9**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Blackberries
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 11 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		6" topsoil	
				SP-SM		Tan SAND with some silt, loose to medium dense, moist	11% moisture
				ML		Tan mottled SILT, soft to medium stiff, moist to wet	29% moisture
	5			GP		Gray sandy GRAVEL with trace silt, medium dense, moist	3% moisture
				SM		Gray silty SAND with some gravel, dense, moist	11% moisture
	10			GP		Gray sandy GRAVEL with trace silt, dense, moist to wet	5% moisture
						Contains silt coated gravels	
						Test Pit terminated at 11'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**

Test Pit No.: TP-10

Sheet 1 of 1

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Grass
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 10 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		6" topsoil	
				SP-SM		Brown SAND with some silt, loose to medium dense, moist	15% moisture
						Becomes gray, medium dense	
							13% moisture
	5			ML		Tan mottled SILT, soft to medium stiff, moist to wet	33% moisture
				SP		Gray SAND with trace silt, medium dense, moist	6% moisture
						Contains silty sand interbeds	
				SM		Gray silty sandy GRAVEL, medium dense to dense, moist (Glacial Till)	5% moisture
	10					Test pit terminated at 10'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-11**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Grass
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 12 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Seepage at 9'	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		6" topsoil	
				SP-SM		Brown SAND with some silt, loose to medium dense, moist	
						Becomes medium dense	13% moisture
				ML		Tan mottled SILT, soft to medium stiff, moist to wet	28% moisture
	5			SP		Gray SAND with trace silt, medium dense, moist to wet	16% moisture
				ML		Tan mottled SILT, medium stiff, moist to wet	39% moisture
				SP-SM		Gray SAND with some silt, medium dense, wet	33% moisture
						Seepage at 9', becomes water bearing	
	10			SM		Gray silty SAND with some gravel, dense to very dense, moist (Glacial Till)	8% moisture
						Test Pit terminated at 12'	

Project Number: 2020-188-1



RILEYGROUP

Sheet 1 of 1

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Blackberries
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 4 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Not Encountered	Sampling Method(s) Grab	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
	0			TPSL		8" topsoil	
				SM		Brown silty SAND with some gravel, loose to medium dense, moist	24% moisture
				SM		Gray silty SAND with some gravel, very dense, moist (Glacial Till)	10% moisture
						Test Pit terminated at 4'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**Test Pit No.: **TP-13**Sheet **1** of **1**

Date(s) Excavated: 5/18/2020	Logged By ELW	Surface Conditions: Grass
Excavation Method: Test Pit	Bucket Size: N/A	Total Depth of Excavation: 10 feet bgs
Excavator Type: Tracked Excavator	Excavating Contractor: Kelly's Excavating	Approximate Surface Elevation N/A
Groundwater Level: Seepage at 8.5'	Sampling Method(s)	Compaction Method Bucket
Test Pit Backfill: Cuttings	Location Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
0				TPSL		6" topsoil	
				SM		Brown silty SAND, loose to medium dense, moist	
						Becomes medium dense	
				SP-SM		Gray SAND with some silt, medium dense, moist to wet	
5				ML		Tan mottled SILT, soft to medium stiff, moist to wet	
				SP-SM		Gray SAND with some silt, medium dense, moist to wet	
						Groundwater seepage at 8.5'	
				SM		Gray silty SAND with some gravel, dense, moist (Glacial Till)	
10						Test Pit terminated at 10'	

Project Name: **City Life Plat**Project Number: **2020-188-1**Client: **DR Horton**

Key to Logs

Sheet 1 of 1

Elevation (feet)	Depth (feet)	Sample Type	Sample Number	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	REMARKS AND OTHER TESTS
1	2	3	4	5	6	7	8

COLUMN DESCRIPTIONS

- | | |
|---|--|
| <p>1 Elevation (feet): Elevation (MSL, feet).</p> <p>2 Depth (feet): Depth in feet below the ground surface.</p> <p>3 Sample Type: Type of soil sample collected at the depth interval shown.</p> <p>4 Sample Number: Sample identification number.</p> | <p>5 USCS Symbol: USCS symbol of the subsurface material.</p> <p>6 Graphic Log: Graphic depiction of the subsurface material encountered.</p> <p>7 MATERIAL DESCRIPTION: Description of material encountered. May include consistency, moisture, color, and other descriptive text.</p> <p>8 REMARKS AND OTHER TESTS: Comments and observations regarding drilling or sampling made by driller or field personnel.</p> |
|---|--|

FIELD AND LABORATORY TEST ABBREVIATIONS

CHEM: Chemical tests to assess corrosivity
 COMP: Compaction test
 CONS: One-dimensional consolidation test
 LL: Liquid Limit, percent

PI: Plasticity Index, percent
 SA: Sieve analysis (percent passing No. 200 Sieve)
 UC: Unconfined compressive strength test, Qu, in ksf
 WA: Wash sieve (percent passing No. 200 Sieve)

MATERIAL GRAPHIC SYMBOLS

	Poorly graded GRAVEL (GP)		SILT, SILT w/SAND, SANDY SILT (ML)
	Poorly graded GRAVEL with Silt (GP-GM)		Silty SAND (SM)
	Well graded GRAVEL (GW)		Poorly graded SAND (SP)
	Well graded GRAVEL with Silt (GW-GM)		Poorly graded SAND with Silt (SP-SM)
			Topsoil

TYPICAL SAMPLER GRAPHIC SYMBOLS

	Auger sampler		CME Sampler
	Bulk Sample		Grab Sample
	3-inch-OD California w/ brass rings		2.5-inch-OD Modified California w/ brass liners

	Pitcher Sample
	2-inch-OD unlined split spoon (SPT)
	Shelby Tube (Thin-walled, fixed head)

OTHER GRAPHIC SYMBOLS

	Water level (at time of drilling, ATD)
	Water level (after waiting)
	Minor change in material properties within a stratum
	Inferred/gradational contact between strata
	Queried contact between strata

GENERAL NOTES

- 1: Soil classifications are based on the Unified Soil Classification System. Descriptions and stratum lines are interpretive, and actual lithologic changes may be gradual. Field descriptions may have been modified to reflect results of lab tests.
- 2: Descriptions on these logs apply only at the specific boring locations and at the time the borings were advanced. They are not warranted to be representative of subsurface conditions at other locations or times.

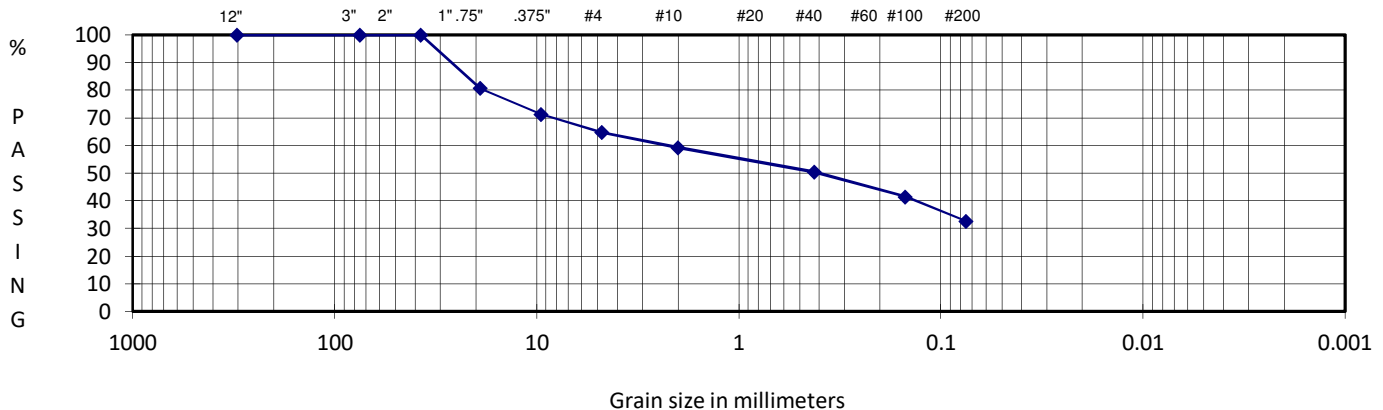
GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-1
PROJECT NO.	2020-188-1	SAMPLE DEPTH	4'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 663.7	Weight Of Sample (gm)	569.0
Wt Dry Soil & Tare (gm)	(w2) 569.0	Tare Weight (gm)	16.0
Weight of Tare (gm)	(w3) 16.0	(w6) Total Dry Weight (gm)	553.0

Weight of Water (gm)	(w4=w1-w2) 94.7	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 553.0	Cumulative	
Moisture Content (%)	(w4/w5)*100 17	Wt Ret (Wt-Tare) (%Retained) % PASS	

% COBBLES	0.0	12.0"	16.0	0.00	0.00	100.00	cobbles
% C GRAVEL	19.4	3.0"	16.0	0.00	0.00	100.00	coarse gravel
% F GRAVEL	15.9	2.5"					coarse gravel
% C SAND	5.5	2.0"					coarse gravel
% M SAND	8.8	1.5"	16.0	0.00	0.00	100.00	coarse gravel
% F SAND	17.8	1.0"					coarse gravel
% FINES	32.6	0.75"	123.1	107.10	19.37	80.63	fine gravel
% TOTAL	100.0	0.50"					fine gravel
		0.375"	175.0	159.00	28.75	71.25	fine gravel
D10 (mm)		#4	211.3	195.30	35.32	64.68	coarse sand
D30 (mm)		#10	241.5	225.50	40.78	59.22	medium sand
D60 (mm)		#20					medium sand
Cu		#40	290.4	274.40	49.62	50.38	fine sand
Cc		#60					fine sand
		#100	340.0	324.00	58.59	41.41	fine sand
		#200	388.6	372.60	67.38	32.62	finer
		PAN	569.0	553.00	100.00	0.00	silt/clay



DESCRIPTION Gravelly silty SAND

USCS SM

Prepared For:

DR Horton

Reviewed By:

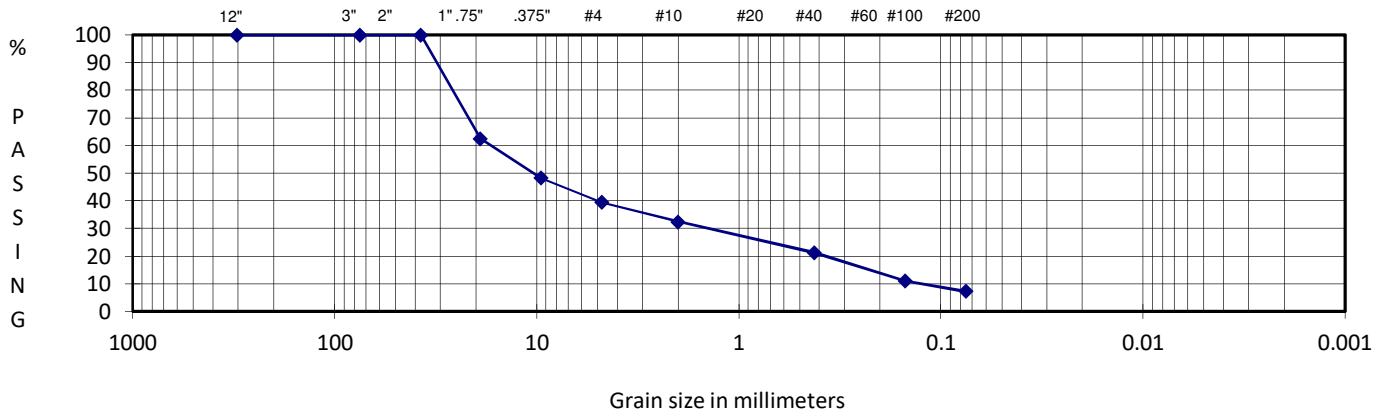
Eric Woods

GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-1
PROJECT NO.	2020-188-1	SAMPLE DEPTH	6'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 903.4	Weight Of Sample (gm)	864.2
Wt Dry Soil & Tare (gm)	(w2) 864.2	Tare Weight (gm)	16.0
Weight of Tare (gm)	(w3) 16.0	(w6) Total Dry Weight (gm)	848.2
Weight of Water (gm)	(w4=w1-w2) 39.2	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 848.2		
Moisture Content (%)	(w4/w5)*100 5		

		Wt Ret	(Wt-Tare)	Cumulative (%Retained)	% PASS	
		+Tare		{(wt ret/w6)*100}	(100-%ret)	
% COBBLES	0.0	12.0"	16.0	0.00	100.00	cobbles
% C GRAVEL	37.6	3.0"	16.0	0.00	100.00	coarse gravel
% F GRAVEL	23.0	2.5"				coarse gravel
% C SAND	7.0	2.0"				coarse gravel
% M SAND	11.1	1.5"	16.0	0.00	100.00	coarse gravel
% F SAND	14.1	1.0"				coarse gravel
% FINES	7.2	0.75"	335.0	319.00	37.61	62.39
% TOTAL	100.0	0.50"				fine gravel
		0.375"	455.1	439.10	51.77	48.23
D10 (mm)	0.14	#4	529.7	513.70	60.56	39.44
D30 (mm)	1.7	#10	589.4	573.40	67.60	32.40
D60 (mm)	18	#20				medium sand
Cu	128.6	#40	683.7	667.70	78.72	21.28
Cc	1.1	#60				fine sand
		#100	771.9	755.90	89.12	10.88
		#200	803.3	787.30	92.82	7.18
		PAN	864.2	848.20	100.00	0.00
						silt/clay



DESCRIPTION Sandy GRAVEL with some silt

USCS GW-GM

Prepared For:

DR Horton

Reviewed By:

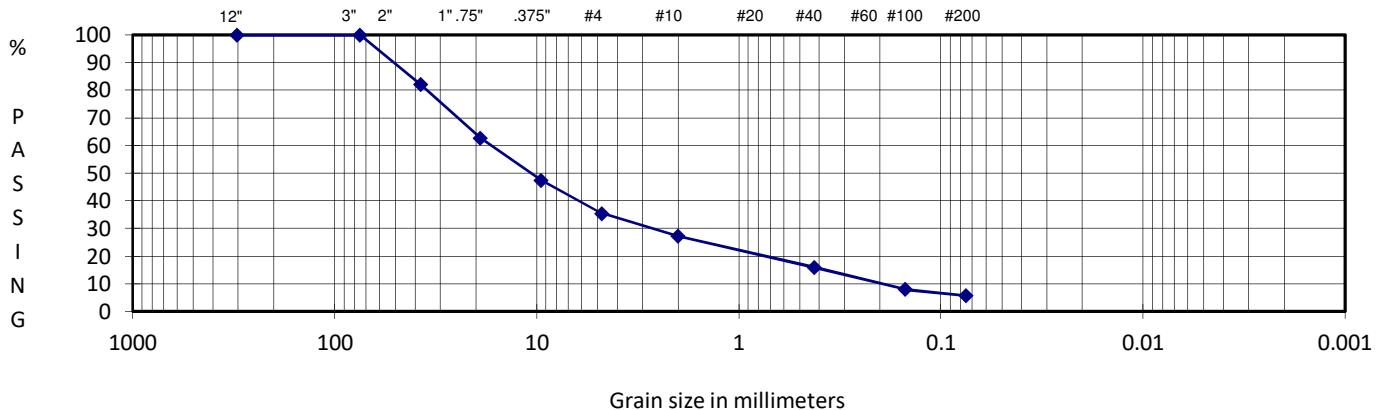
Eric Woods

GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-1
PROJECT NO.	2020-188-1	SAMPLE DEPTH	9'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 934.2	Weight Of Sample (gm)	896.5
Wt Dry Soil & Tare (gm)	(w2) 896.5	Tare Weight (gm)	16.1
Weight of Tare (gm)	(w3) 16.1	(w6) Total Dry Weight (gm)	880.4
Weight of Water (gm)	(w4=w1-w2) 37.7	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 880.4		
Moisture Content (%)	(w4/w5)*100 4		

		Wt Ret	(Wt-Tare)	Cumulative (%Retained)	% PASS	
		+Tare		{(wt ret/w6)*100}	(100-%ret)	
% COBBLES	0.0	12.0"	16.1	0.00	100.00	cobbles
% C GRAVEL	37.3	3.0"	16.1	0.00	100.00	coarse gravel
% F GRAVEL	27.3	2.5"				coarse gravel
% C SAND	8.1	2.0"				coarse gravel
% M SAND	11.3	1.5"	174.9	158.80	81.96	coarse gravel
% F SAND	10.2	1.0"				coarse gravel
% FINES	5.7	0.75"	344.8	328.70	62.66	fine gravel
% TOTAL	100.0	0.50"				fine gravel
		0.375"	479.2	463.10	52.60	fine gravel
D10 (mm)	0.2	#4	585.5	569.40	64.68	coarse sand
D30 (mm)	2.9	#10	657.2	641.10	72.82	medium sand
D60 (mm)	18	#20				medium sand
Cu	90.0	#40	756.6	740.50	84.11	fine sand
Cc	2.3	#60				fine sand
		#100	827.2	811.10	92.13	fine sand
		#200	846.2	830.10	94.29	finer
		PAN	896.5	880.40	100.00	silt/clay



DESCRIPTION GRAVEL with some sand and silt

USCS GW-GM

Prepared For:

DR Horton

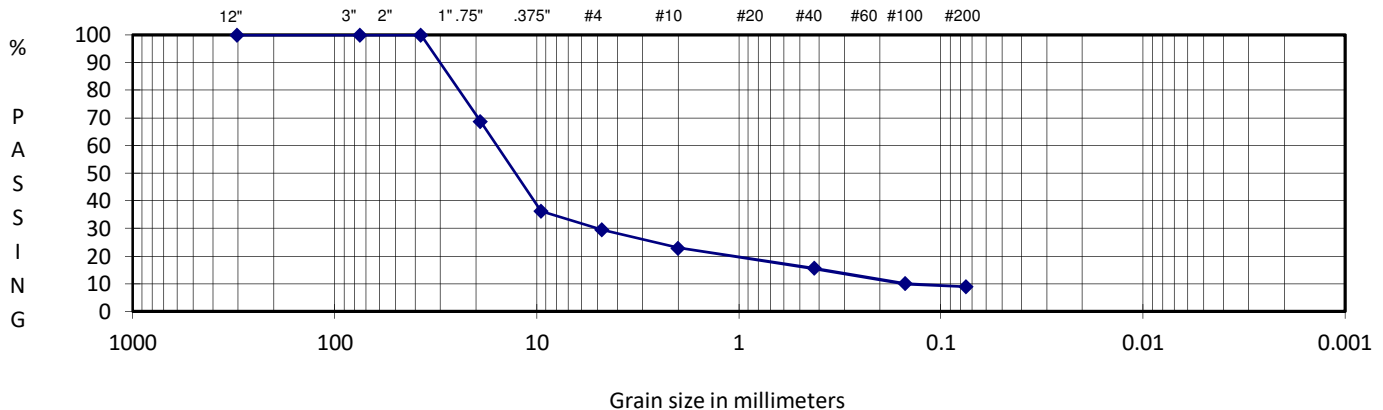
Reviewed By:

Eric Woods

GRAIN SIZE ANALYSIS
ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-1
PROJECT NO.	2020-188-1	SAMPLE DEPTH	12'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 782.8	Weight Of Sample (gm)	738.1
Wt Dry Soil & Tare (gm)	(w2) 738.1	Tare Weight (gm)	16.0
Weight of Tare (gm)	(w3) 16.0	(w6) Total Dry Weight (gm)	722.1
Weight of Water (gm)	(w4=w1-w2) 44.7	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 722.1		
Moisture Content (%)	(w4/w5)*100 6		

		Wt Ret	(Wt-Tare)	Cumulative (%Retained) {(wt ret/w6)*100}	% PASS (100-%ret)	
% COBBLES	0.0	12.0" 16.0	0.00	0.00	100.00	cobbles
% C GRAVEL	31.3	3.0" 16.0	0.00	0.00	100.00	coarse gravel
% F GRAVEL	39.3	2.5"				coarse gravel
% C SAND	6.6	2.0"				coarse gravel
% M SAND	7.3	1.5" 16.0	0.00	0.00	100.00	coarse gravel
% F SAND	6.6	1.0"				coarse gravel
% FINES	9.0	0.75" 242.3	226.30	31.34	68.66	fine gravel
% TOTAL	100.0	0.50"				fine gravel
		0.375" 476.8	460.80	63.81	36.19	fine gravel
D10 (mm)	0.15	#4 525.8	509.80	70.60	29.40	coarse sand
D30 (mm)	5	#10 573.2	557.20	77.16	22.84	medium sand
D60 (mm)	17	#20				medium sand
Cu	113.3	#40 625.9	609.90	84.46	15.54	fine sand
Cc	9.8	#60				fine sand
		#100 665.8	649.80	89.99	10.01	fine sand
		#200 673.4	657.40	91.04	8.96	finer
		PAN 738.1	722.10	100.00	0.00	silt/clay



DESCRIPTION GRAVEL with some sand and silt

USCS GP-GM

Prepared For:

DR Horton

Reviewed By:

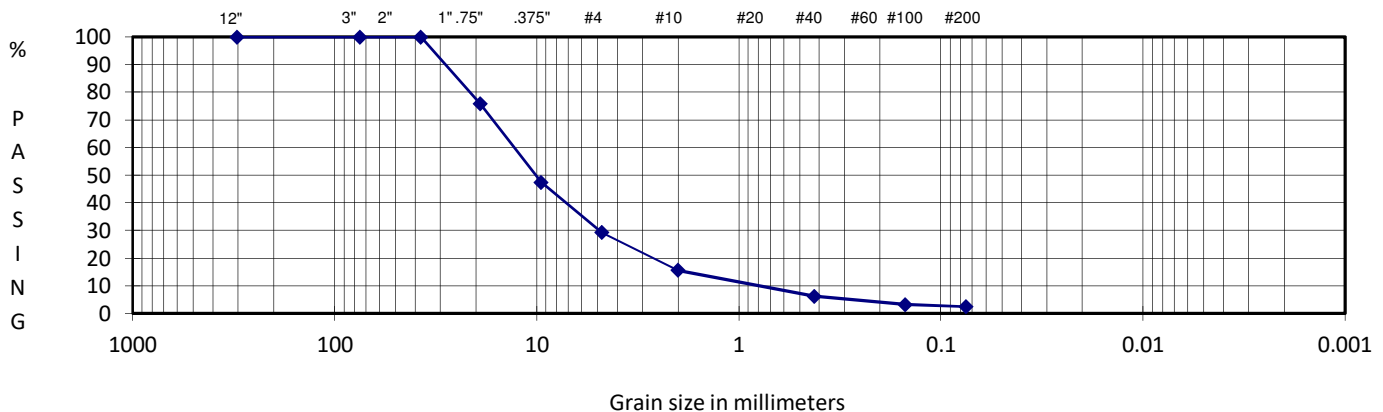
Eric Woods

GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-4
PROJECT NO.	2020-188-1	SAMPLE DEPTH	5'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 781.5	Weight Of Sample (gm)	751.5
Wt Dry Soil & Tare (gm)	(w2) 751.5	Tare Weight (gm)	16.2
Weight of Tare (gm)	(w3) 16.2	(w6) Total Dry Weight (gm)	735.3
Weight of Water (gm)	(w4=w1-w2) 30.0	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 735.3		
Moisture Content (%)	(w4/w5)*100 4		

		Wt Ret	(Wt-Tare)	Cumulative (%Retained)	% PASS	
		+Tare		{(wt ret/w6)*100}	(100-%ret)	
% COBBLES	0.0	12.0"	16.2	0.00	100.00	cobbles
% C GRAVEL	24.2	3.0"	16.2	0.00	100.00	coarse gravel
% F GRAVEL	46.5	2.5"				coarse gravel
% C SAND	13.7	2.0"				coarse gravel
% M SAND	9.4	1.5"	16.2	0.00	100.00	coarse gravel
% F SAND	3.8	1.0"				coarse gravel
% FINES	2.4	0.75"	194.5	178.30	24.25	75.75
% TOTAL	100.0	0.50"				fine gravel
		0.375"	403.4	387.20	52.66	47.34
D10 (mm)	0.8	#4	536.5	520.30	70.76	29.24
D30 (mm)	4.9	#10	636.9	620.70	84.41	15.59
D60 (mm)	14	#20				medium sand
Cu	17.5	#40	705.9	689.70	93.80	6.20
Cc	2.1	#60				fine sand
		#100	728.2	712.00	96.83	3.17
		#200	733.8	717.60	97.59	2.41
		PAN	751.5	735.30	100.00	0.00
						silt/clay



DESCRIPTION GRAVEL with some sand and trace silt

USCS GW

Prepared For:

DR Horton

Reviewed By:

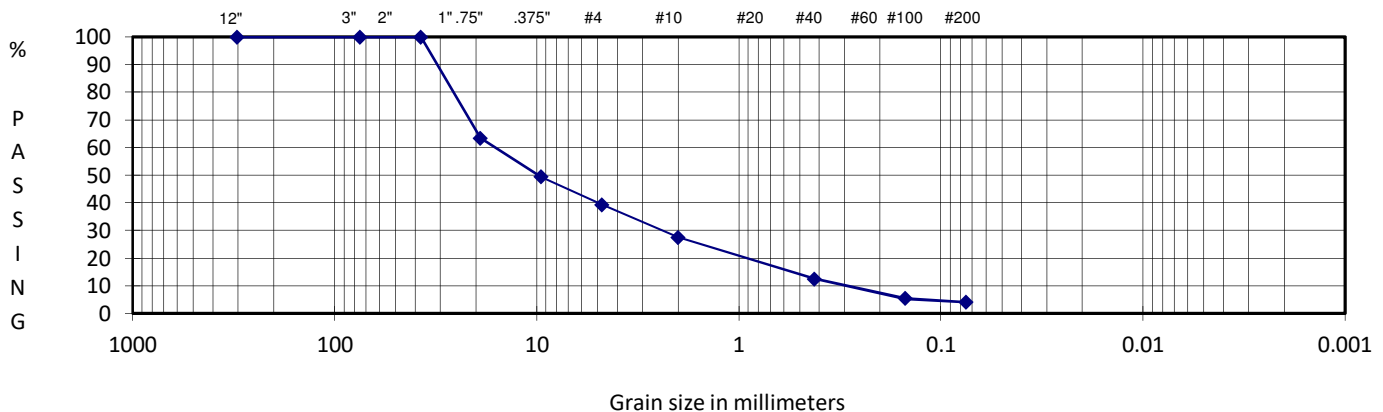
Eric Woods

GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-4
PROJECT NO.	2020-188-1	SAMPLE DEPTH	8'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 972.8	Weight Of Sample (gm)	926.7
Wt Dry Soil & Tare (gm)	(w2) 926.7	Tare Weight (gm)	16.1
Weight of Tare (gm)	(w3) 16.1	(w6) Total Dry Weight (gm)	910.6
Weight of Water (gm)	(w4=w1-w2) 46.1	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 910.6		
Moisture Content (%)	(w4/w5)*100 5		

		SIEVE ANALYSIS					
Weight of Water (gm)	(w4=w1-w2)	46.1					
Weight of Dry Soil (gm)	(w5=w2-w3)	910.6					
Moisture Content (%)	(w4/w5)*100	5					
			Wt Ret	(Wt-Tare)	Cumulative (%Retained)	% PASS	
			+Tare		{(wt ret/w6)*100}	(100-%ret)	
% COBBLES	0.0	12.0"	16.1	0.00	0.00	100.00	cobbles
% C GRAVEL	36.6	3.0"	16.1	0.00	0.00	100.00	coarse gravel
% F GRAVEL	24.1	2.5"					coarse gravel
% C SAND	11.9	2.0"					coarse gravel
% M SAND	15.0	1.5"	16.1	0.00	0.00	100.00	coarse gravel
% F SAND	8.4	1.0"					coarse gravel
% FINES	4.0	0.75"	349.6	333.50	36.62	63.38	fine gravel
% TOTAL	100.0	0.50"					fine gravel
		0.375"	477.5	461.40	50.67	49.33	fine gravel
D10 (mm)	0.8	#4	568.8	552.70	60.70	39.30	coarse sand
D30 (mm)	4.9	#10	676.9	660.80	72.57	27.43	medium sand
D60 (mm)	14	#20					medium sand
Cu	17.5	#40	813.9	797.80	87.61	12.39	fine sand
Cc	2.1	#60					fine sand
		#100	877.4	861.30	94.59	5.41	fine sand
		#200	890.6	874.50	96.04	3.96	fines
		PAN	926.7	910.60	100.00	0.00	silt/clay



DESCRIPTION GRAVEL with some sand and trace silt

USCS GW

Prepared For:

DR Horton

Reviewed By:

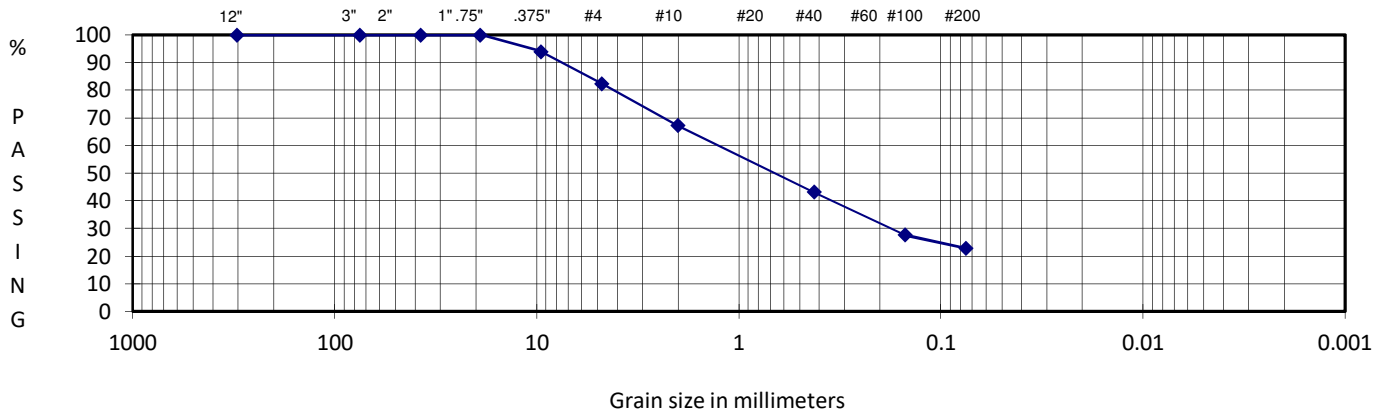
Eric Woods

GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-4
PROJECT NO.	2020-188-1	SAMPLE DEPTH	9'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 601.9	Weight Of Sample (gm)	555.9
Wt Dry Soil & Tare (gm)	(w2) 555.9	Tare Weight (gm)	16.0
Weight of Tare (gm)	(w3) 16.0	(w6) Total Dry Weight (gm)	539.9
Weight of Water (gm)	(w4=w1-w2) 46.0	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 539.9		
Moisture Content (%)	(w4/w5)*100 9		

		Wt Ret	(Wt-Tare)	Cumulative (%Retained) {(wt ret/w6)*100}	% PASS (100-%ret)	
% COBBLES	0.0	12.0"	16.0	0.00	100.00	cobbles
% C GRAVEL	0.0	3.0"	16.0	0.00	100.00	coarse gravel
% F GRAVEL	17.7	2.5"				coarse gravel
% C SAND	15.1	2.0"				coarse gravel
% M SAND	24.2	1.5"	16.0	0.00	100.00	coarse gravel
% F SAND	20.3	1.0"				coarse gravel
% FINES	22.8	0.75"	16.0	0.00	100.00	fine gravel
% TOTAL	100.0	0.50"				fine gravel
D10 (mm)		0.375"	49.0	33.00	6.11	93.89
D30 (mm)		#4	111.4	95.40	17.67	82.33
D60 (mm)		#10	193.0	177.00	32.78	67.22
Cu		#20				
Cc		#40	323.4	307.40	56.94	43.06
		#60				
		#100	407.0	391.00	72.42	27.58
		#200	432.8	416.80	77.20	22.80
		PAN	555.9	539.90	100.00	0.00



DESCRIPTION Silty SAND with some gravel

USCS SM

Prepared For:

DR Horton

Reviewed By:

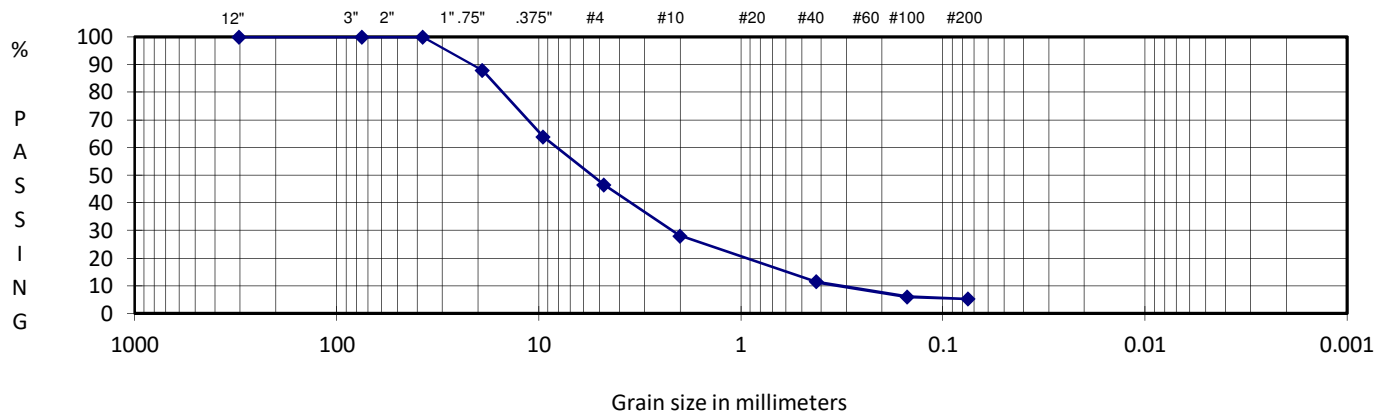
Eric Woods

GRAIN SIZE ANALYSIS

ASTM D421, D422, D1140, D2487, D6913

PROJECT TITLE	City Life Plat	SAMPLE ID/TYPE	TP-4
PROJECT NO.	2020-188-1	SAMPLE DEPTH	10'
TECH/TEST DATE	JDH 5/19/2020	DATE RECEIVED	5/19/2020
WATER CONTENT (Delivered Moisture)		Total Weight Of Sample Used For Sieve Corrected For Hygroscopic Moisture	
Wt Wet Soil & Tare (gm)	(w1) 691.2	Weight Of Sample (gm)	655.5
Wt Dry Soil & Tare (gm)	(w2) 655.5	Tare Weight (gm)	15.9
Weight of Tare (gm)	(w3) 15.9	(w6) Total Dry Weight (gm)	639.6
Weight of Water (gm)	(w4=w1-w2) 35.7	SIEVE ANALYSIS	
Weight of Dry Soil (gm)	(w5=w2-w3) 639.6		
Moisture Content (%)	(w4/w5)*100 6		

			SIEVE ANALYSIS				
Weight of Water (gm)	(w4=w1-w2)	35.7					
Weight of Dry Soil (gm)	(w5=w2-w3)	639.6					
Moisture Content (%)	(w4/w5)*100	6	Wt Ret	(Wt-Tare)	Cumulative (%Retained)	% PASS	
			+Tare		{(wt ret/w6)*100}	(100-%ret)	
% COBBLES	0.0	12.0"	15.9	0.00	0.00	100.00	cobbles
% C GRAVEL	12.1	3.0"	15.9	0.00	0.00	100.00	coarse gravel
% F GRAVEL	41.4	2.5"					coarse gravel
% C SAND	18.6	2.0"					coarse gravel
% M SAND	16.5	1.5"	15.9	0.00	0.00	100.00	coarse gravel
% F SAND	6.3	1.0"					coarse gravel
% FINES	5.1	0.75"	93.2	77.30	12.09	87.91	fine gravel
% TOTAL	100.0	0.50"					fine gravel
		0.375"	247.0	231.10	36.13	63.87	fine gravel
D10 (mm)	0.3	#4	358.2	342.30	53.52	46.48	coarse sand
D30 (mm)	2.2	#10	476.9	461.00	72.08	27.92	medium sand
D60 (mm)	8	#20					medium sand
Cu	26.7	#40	582.5	566.60	88.59	11.41	fine sand
Cc	2.0	#60					fine sand
		#100	617.5	601.60	94.06	5.94	fine sand
		#200	622.8	606.90	94.89	5.11	fines
		PAN	655.5	639.60	100.00	0.00	silt/clay



DESCRIPTION: Sandy GRAVEL with some silt

USCS: GP-GM

Prepared For:

DR Horton

Reviewed By:

Eric Woods



October 13, 2020

Ms. Erin Michelle Bang
DR Horton
11241 Slater Avenue Northeast
Kirkland, Washington 98033

**Subject: Monitoring Well Installation
City Life Plat
Parcel 11808430201
Lacey, Washington
RGI Project No. 2020-188-2**

Dear Ms. Bang

As requested, The Riley Group, Inc. (RGI) is pleased to provide a summary of the recent groundwater monitoring well installation at the City Life Plat Site (Figure 1). Groundwater monitoring wells were installed at the Site to allow for seasonal high groundwater level monitoring during the 2020/2021 wet season.

Monitoring Well Installation

RGI oversaw the drilling and installation of two groundwater monitoring wells (MW-1 and MW-2) on September 23, 2020. The groundwater monitoring well borings and well installation were completed by Borettec Drilling. The monitoring wells were installed in locations identified by SCJ Alliance for potential stormwater infiltration facilities.

Monitoring well MW-1 was completed in the northeast corner of the southern parcel which is to be retained by City Life Church (Figure 2). Subsurface conditions observed in MW-1 included sand, sandy gravel, and gravelly sand to a depth of approximately 25 feet below grade. A two inch diameter groundwater monitoring well was installed at a depth of 25 feet with 15 feet of well screen. The well was completed at the surface with a flush mount monument.

Monitoring well MW-2 was completed in the northeast corner of the north parcel which will contain the City Life Plat (Figure 2). Subsurface conditions observed in MW-2 included brown silty sand from grade to a depth of approximately 15 feet. The silty sand was underlain by sandy gravel to the depth explored, 40 feet below grade. A two inch diameter groundwater monitoring well was installed at a depth of 40 feet with 10 feet of well screen. The well was completed at the surface with a flush mount monument. Groundwater was encountered at a depth of approximately 30 feet below grade during drilling.

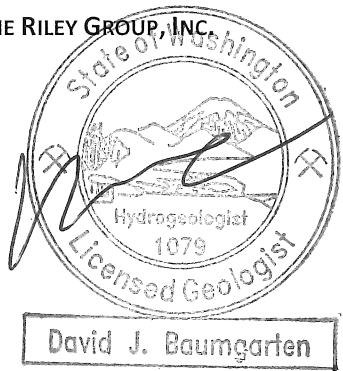
Project Limitations

This report is the property of RGI, DR Horton and their designated agents and was prepared in a manner consistent with the level of skill and care ordinarily exercised by members of the profession currently practicing in the same locality and under similar conditions. This report is intended for specific application to the proposed City Life Plat development located in Lacey, Washington. No other warranty, expressed or implied, is made.

Please call us at (425) 415-0551 if you have any questions or need additional information.

Respectfully submitted,

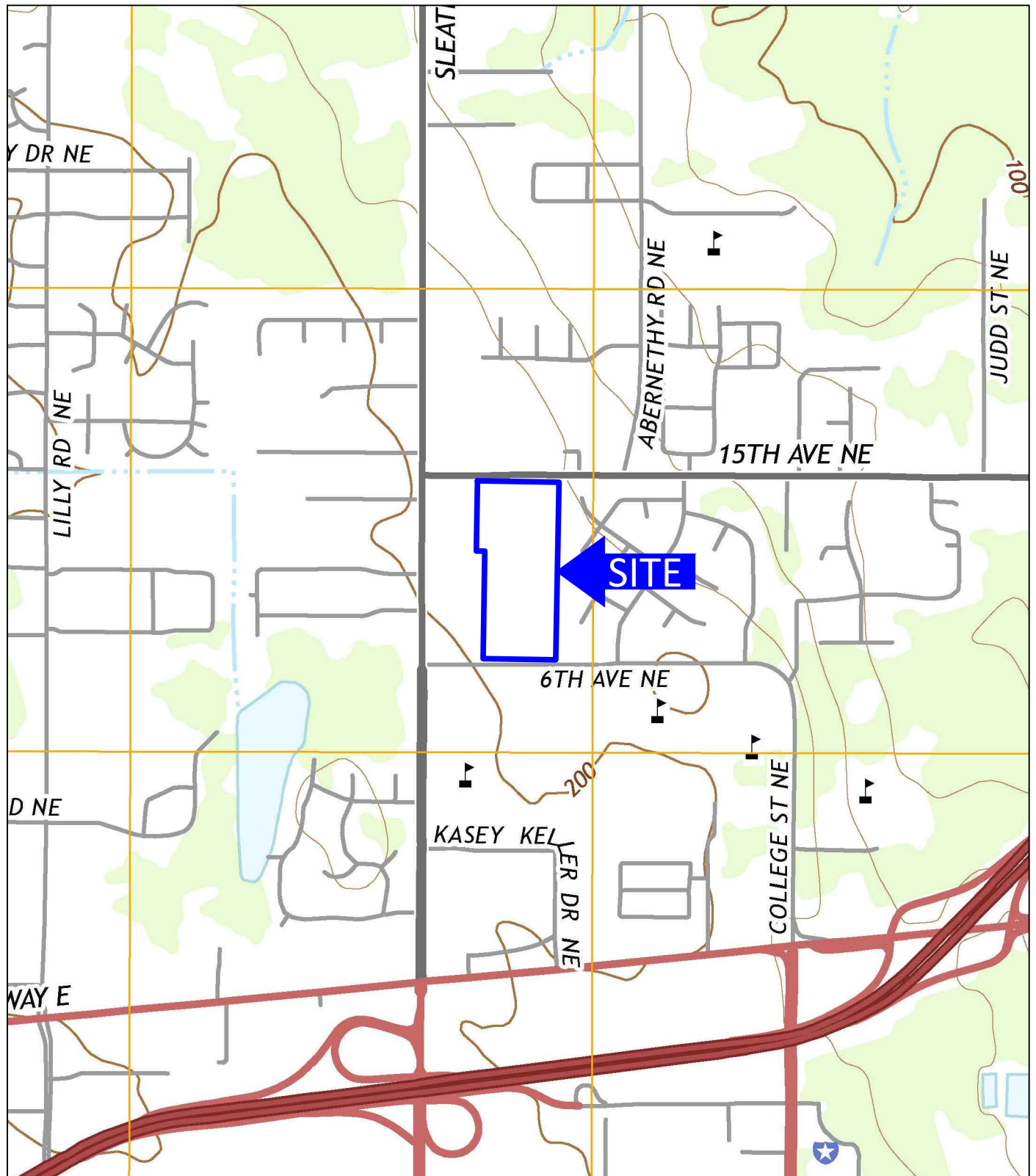
THE RILEY GROUP, INC.



10/13/2020

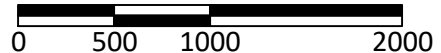
David J. Baumgarten, LHG
Hydrogeologist

Attachments: Figure 1, Site Vicinity Map
 Figure 2, Geotechnical Exploration Plan
 Monitoring Well Logs MW-1 and MW-2



USGS, 2014, Lacey, Washington
7.5-Minute Quadrangle

Approximate Scale: 1"=1000'



Corporate Office
17522 Bothell Way Northeast
Bothell, Washington 98011
Phone: 425.415.0551
Fax: 425.415.0311

City Life Plat

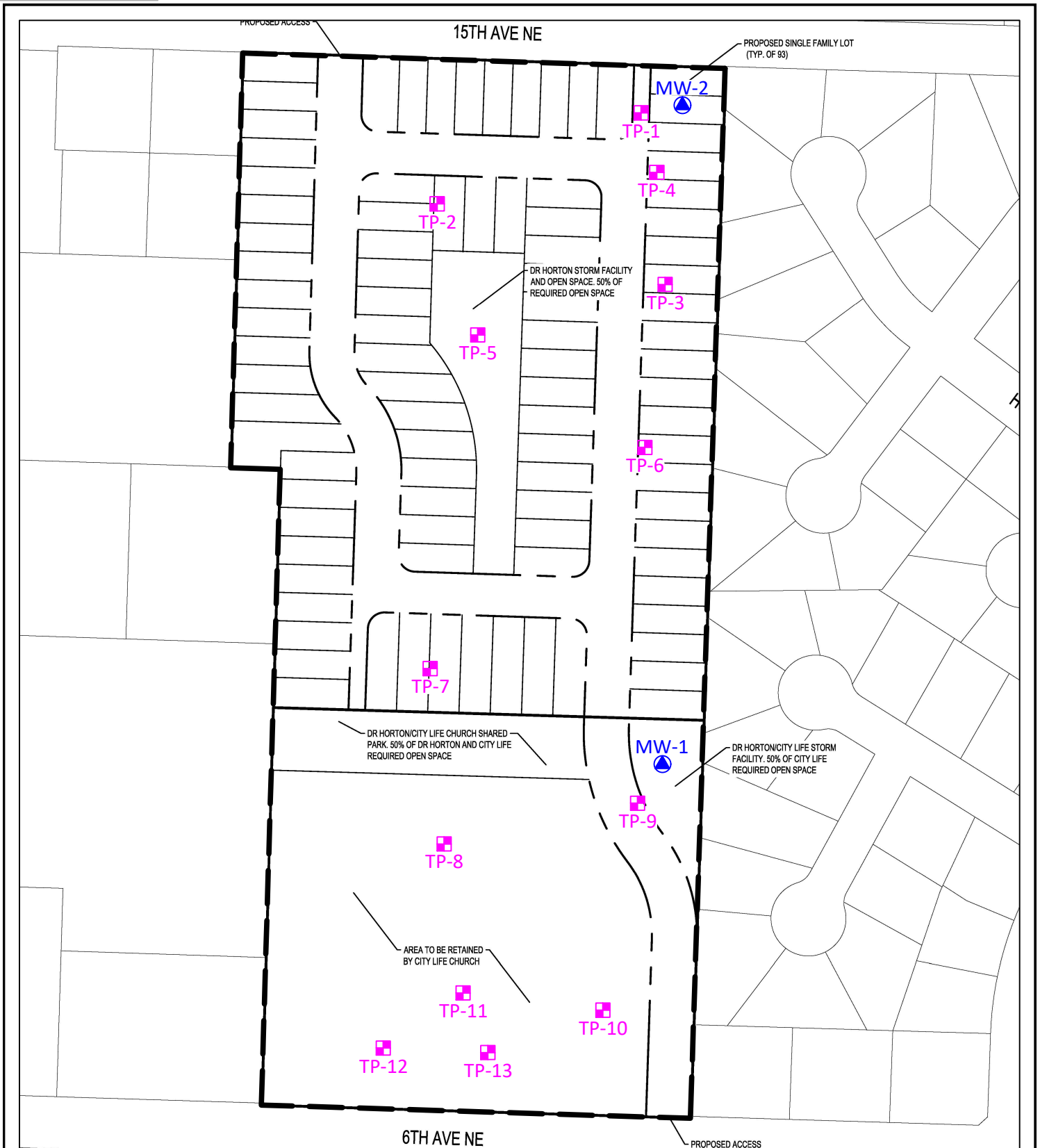
Figure 1

RGI Project Number:
2020-188-2

Site Vicinity Map

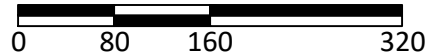
Date Drawn:
10/2020

Address: Parcel No 11808430201, Lacey, Washington 98516



-  = Monitoring well by RGI, 09/23/20
-  = Boring by RGI, 05/18/20
-  = Site boundary

Approximate Scale: 1"=160'



Corporate Office
17522 Bothell Way Northeast
Bothell, Washington 98011
Phone: 425.415.0551
Fax: 425.415.0311

City Life Plat

Figure 2

RGI Project Number:
2020-188-2

Geotechnical Exploration Plan

Date Drawn:
10/2020

Address: Parcel No 11808430201, Lacey, Washington 98516

Project Name: **City Life Plat**

Project Number: **2020-188-2**

Client: **DR Horton**

Well No.: **MW-1 (BJI-191)**

Sheet 1 of 1

Date(s) Drilled: 09/23/20	Logged By: ED	Surface Conditions: Grass
Drilling Method(s): Hollow Stem Auger	Drill Bit Size/Type: n/a	Total Depth of Borehole: 25 feet bgs
Drill Rig Type:	Drilling Contractor: Borettec	Approximate Surface Elevation (feet amsl): n/a
Groundwater Level: Not encountered	Sampling Method(s): SPT	Hammer Data : n/a
Borehole Backfill: Cuttings	Location: Parcel 11808430201, Lacey, Washington	

Elevation (feet)	Depth (feet)	Sample Type	Sample ID	PID Reading, ppm	Recovery (percent)	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Well Log	REMARKS AND OTHER TESTS
	0					SP-SM		Tan, SAND with some silt, loose, moist		Flush Mount Monument Concrete 0 - 1.5 Bentonite 1.5 - 8 SCH 40 2-Inch Blank 0 - 10
	5					GP		Brown, sandy GRAVEL with wood, medium dense, moist		10/20 Sand 8 - 25
	10									2-Inch 20-Slot Screen 10 - 25
	15					GM		Gray, gravelly SAND with silt, dense, moist		
	20									
	25							Monitoring well terminated 25 feet bgs		
								No groundwater encountered		

Project Name: **City Life Plat**Project Number: **2020-188-2**Client: **DR Horton**Well No.: **MW-2 (BJI-192)**

Sheet 1 of 2

Date(s) Drilled: 09/23/20	Logged By: ED	Surface Conditions: Grass
Drilling Method(s): Hollow Stem Auger	Drill Bit Size/Type: n/a	Total Depth of Borehole: 40 feet bgs
Drill Rig Type:	Drilling Contractor: Borettec	Approximate Surface Elevation (feet amsl): n/a
Groundwater Level: 30'	Sampling Method(s): SPT	Hammer Data : n/a
Borehole Backfill: Cuttings	Location: Parcel 11808430201, Lacey, Washington	

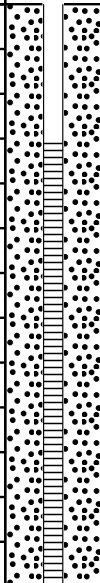
Elevation (feet)	Depth (feet)	Sample Type	Sample ID	PID Reading, ppm	Recovery (percent)	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Well Log	REMARKS AND OTHER TESTS
	0					SM		Brown, silty SAND with some gravel, medium dense, moist		Flush Mount Monument Concrete 0 - 1.5 Bentonite 1.5 - 25 SCH 40 2-Inch Blank 0 - 30
	5									
	10									
	15					GP		Gray, sandy GRAVEL with trace silt, dense, moist		
	20									
	25									
										10/20 Sand 25 - 40

Project Name: **City Life Plat**

Project Number: **2020-188-2**

Client: **DR Horton**

Well No.: **MW-2 (BJI-192)**
Sheet 2 of 2

Elevation (feet)	Depth (feet)	Sample Type	Sample ID	PID Reading, ppm	Recovery (percent)	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Well Log	REMARKS AND OTHER TESTS
	30					GP		Gray, sandy GRAVEL with trace silt, dense, moist		
	35									
	40							Monitoring well terminated 40 feet bgs		
								Groundwater encountered 30 feet bgs		
	45									
	50									
	55									

Project Name: **City Life Plat**Project Number: **2020-188-2**Client: **DR Horton**

Boring Log Key

Sheet 1 of 1

Elevation (feet)	Depth (feet)	Sample Type	Sample ID	PID Reading, ppm	Recovery (percent)	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Well Log	REMARKS AND OTHER TESTS
1	2	3	4	5	6	7	8	9	10	11

COLUMN DESCRIPTIONS

- | | |
|--|---|
| <p>1 Elevation (feet): Elevation (MSL, feet).</p> <p>2 Depth (feet): Depth in feet below the ground surface.</p> <p>3 Sample Type: Type of soil sample collected at the depth interval shown.</p> <p>4 Sample ID: Sample identification number.</p> <p>5 PID Reading, ppm: The reading from a photo-ionization detector, in parts per million.</p> <p>6 Recovery (percent): Percent Recovery</p> | <p>7 USCS Symbol: USCS symbol of the subsurface material.</p> <p>8 Graphic Log: Graphic depiction of the subsurface material encountered.</p> <p>9 MATERIAL DESCRIPTION: Description of material encountered. May include consistency, moisture, color, and other descriptive text.</p> <p>10 Well Log: Graphical representation of well installed upon completion of drilling and sampling.</p> <p>11 REMARKS AND OTHER TESTS: Comments and observations regarding drilling or sampling made by driller or field personnel.</p> |
|--|---|

FIELD AND LABORATORY TEST ABBREVIATIONS

CHEM: Chemical tests to assess corrosivity
 COMP: Compaction test
 CONS: One-dimensional consolidation test
 LL: Liquid Limit, percent

PI: Plasticity Index, percent
 SA: Sieve analysis (percent passing No. 200 Sieve)
 UC: Unconfined compressive strength test, Qu, in ksf
 WA: Wash sieve (percent passing No. 200 Sieve)

MATERIAL GRAPHIC SYMBOLS

	Bentonite		Poorly graded GRAVEL (GP)
	Portland Cement Concrete		Silty SAND (SM)
	Silty GRAVEL (GM)		Poorly graded SAND (SP)
			Poorly graded SAND with Silt (SP-SM)

TYPICAL SAMPLER GRAPHIC SYMBOLS

	Auger sampler		Grab Sample
	Bulk Sample		2.5-inch-OD Modified California w/ brass liners
	3-inch-OD California w/ brass rings		Pitcher Sample
	CME Sampler		

OTHER GRAPHIC SYMBOLS

	Water level (at time of drilling, ATD)
	Water level (after waiting)
	Minor change in material properties within a stratum
	Inferred/gradational contact between strata
	Queried contact between strata

GENERAL NOTES

- 1: Soil classifications are based on the Unified Soil Classification System. Descriptions and stratum lines are interpretive, and actual lithologic changes may be gradual. Field descriptions may have been modified to reflect results of lab tests.
- 2: Descriptions on these logs apply only at the specific boring locations and at the time the borings were advanced. They are not warranted to be representative of subsurface conditions at other locations or times.





DRAINAGE CONTROL PLAN

ATTACHMENT 4

MAINTENANCE AND SOURCE CONTROL MANUAL

(NOT INCLUDED, ATTACHED SEPERATELY)



DRAINAGE CONTROL PLAN

ATTACHMENT 5

ESTABLISHMENT OF MAINTENANCE COVENANT (NOT INCLUDED AT THIS TIME)



APPENDIX 1

DESIGN CALCULATIONS

WWHM2012
PROJECT REPORT
BASIN 1

General Model Information

Project Name: 3407.01 DR Horton Plat Adjusted Roof Area
Site Name:
Site Address:
City:
Report Date: 3/14/2021
Gage: Woodard Creek
Data Start: 1955/10/01
Data End: 2011/09/30
Timestep: 15 Minute
Precip Scale: 1.000
Version Date: 2019/09/13
Version: 4.2.17

POC Thresholds

Low Flow Threshold for POC1:	50 Percent of the 2 Year
High Flow Threshold for POC1:	50 Year

Landuse Basin Data

Predeveloped Land Use

Basin 1

Bypass: No

GroundWater: No

Pervious Land Use acre
A B, Forest, Flat 9.07

Pervious Total 9.07

Impervious Land Use acre

Impervious Total 0

Basin Total 9.07

Element Flows To:
Surface Interflow Groundwater

DRAFT

Mitigated Land Use

Basin 1

Bypass: No

GroundWater: No

Pervious Land Use acre
A B, Lawn, Flat 4.59

Pervious Total 4.59

Impervious Land Use acre
ROADS FLAT 1.92
ROOF TOPS FLAT 1.16
DRIVEWAYS FLAT 0.74
SIDEWALKS FLAT 0.66

Impervious Total 4.48

Basin Total 9.07

Element Flows To:

Surface Interflow Groundwater
Gravel Trench Bed 1 Gravel Trench Bed 1

Mitigated Routing

Gravel Trench Bed 1

Bottom Length:	455.00 ft.
Bottom Width:	10.00 ft.
Trench bottom slope 1:	3 To 1
Trench Left side slope 0:	3 To 1
Trench right side slope 2:	3 To 1
Material thickness of first layer:	1.5
Pour Space of material for first layer:	0.4
Material thickness of second layer:	0
Pour Space of material for second layer:	0
Material thickness of third layer:	0
Pour Space of material for third layer:	0
Infiltration On	
Infiltration rate:	5
Infiltration safety factor:	1
Wetted surface area On	
Total Volume Infiltrated (ac-ft.):	947.802
Total Volume Through Riser (ac-ft.):	0.043
Total Volume Through Facility (ac-ft.):	947.845
Percent Infiltrated:	100
Total Precip Applied to Facility:	25.245
Total Evap From Facility:	0
Discharge Structure	
Riser Height:	4.5 ft.
Riser Diameter:	18 in.
Element Flows To:	
Outlet 1	Outlet 2

Gravel Trench Bed Hydraulic Table

Stage(feet)	Area(ac.)	Volume(ac-ft.)	Discharge(cfs)	Infilt(cfs)
0.0000	0.104	0.000	0.000	0.000
0.0556	0.108	0.002	0.000	0.544
0.1111	0.111	0.004	0.000	0.562
0.1667	0.115	0.007	0.000	0.580
0.2222	0.118	0.009	0.000	0.598
0.2778	0.122	0.012	0.000	0.616
0.3333	0.125	0.015	0.000	0.634
0.3889	0.129	0.018	0.000	0.652
0.4444	0.133	0.021	0.000	0.671
0.5000	0.136	0.024	0.000	0.689
0.5556	0.140	0.027	0.000	0.707
0.6111	0.143	0.030	0.000	0.725
0.6667	0.147	0.033	0.000	0.743
0.7222	0.151	0.036	0.000	0.762
0.7778	0.154	0.040	0.000	0.780
0.8333	0.158	0.043	0.000	0.798
0.8889	0.162	0.047	0.000	0.816
0.9444	0.165	0.051	0.000	0.835
1.0000	0.169	0.054	0.000	0.853
1.0556	0.173	0.058	0.000	0.872
1.1111	0.176	0.062	0.000	0.890
1.1667	0.180	0.066	0.000	0.909
1.2222	0.184	0.070	0.000	0.927

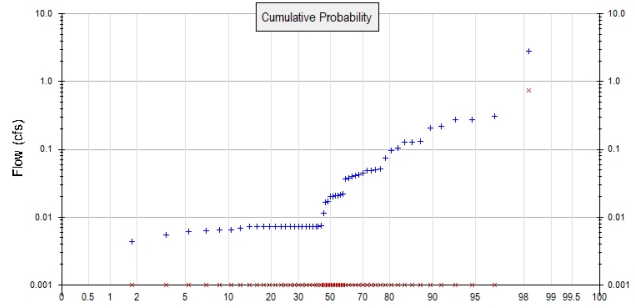
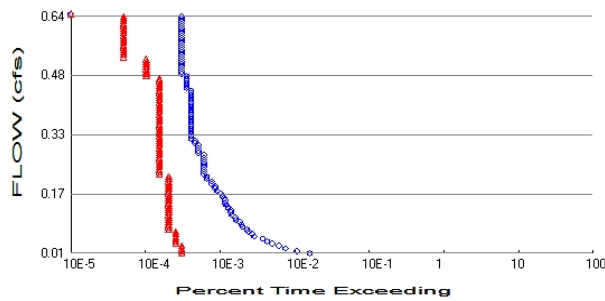
1.2778	0.187	0.074	0.000	0.946
1.3333	0.191	0.078	0.000	0.964
1.3889	0.195	0.083	0.000	0.983
1.4444	0.198	0.087	0.000	1.001
1.5000	0.202	0.098	0.000	1.020
1.5556	0.206	0.109	0.000	1.039
1.6111	0.209	0.121	0.000	1.057
1.6667	0.213	0.133	0.000	1.076
1.7222	0.217	0.145	0.000	1.095
1.7778	0.220	0.157	0.000	1.113
1.8333	0.224	0.169	0.000	1.132
1.8889	0.228	0.182	0.000	1.151
1.9444	0.232	0.195	0.000	1.170
2.0000	0.235	0.208	0.000	1.189
2.0556	0.239	0.221	0.000	1.208
2.1111	0.243	0.234	0.000	1.226
2.1667	0.247	0.248	0.000	1.245
2.2222	0.250	0.262	0.000	1.264
2.2778	0.254	0.276	0.000	1.283
2.3333	0.258	0.290	0.000	1.302
2.3889	0.262	0.304	0.000	1.321
2.4444	0.266	0.319	0.000	1.340
2.5000	0.269	0.334	0.000	1.360
2.5556	0.273	0.349	0.000	1.379
2.6111	0.277	0.364	0.000	1.398
2.6667	0.281	0.380	0.000	1.417
2.7222	0.284	0.396	0.000	1.436
2.7778	0.288	0.412	0.000	1.455
2.8333	0.292	0.428	0.000	1.475
2.8889	0.296	0.444	0.000	1.494
2.9444	0.300	0.461	0.000	1.513
3.0000	0.304	0.477	0.000	1.532
3.0556	0.307	0.494	0.000	1.552
3.1111	0.311	0.512	0.000	1.571
3.1667	0.315	0.529	0.000	1.591
3.2222	0.319	0.547	0.000	1.610
3.2778	0.323	0.565	0.000	1.629
3.3333	0.327	0.583	0.000	1.649
3.3889	0.331	0.601	0.000	1.668
3.4444	0.334	0.619	0.000	1.688
3.5000	0.338	0.638	0.000	1.707
3.5556	0.342	0.657	0.000	1.727
3.6111	0.346	0.676	0.000	1.747
3.6667	0.350	0.696	0.000	1.766
3.7222	0.354	0.715	0.000	1.786
3.7778	0.358	0.735	0.000	1.806
3.8333	0.362	0.755	0.000	1.825
3.8889	0.366	0.775	0.000	1.845
3.9444	0.370	0.796	0.000	1.865
4.0000	0.373	0.816	0.000	1.885
4.0556	0.377	0.837	0.000	1.904
4.1111	0.381	0.858	0.000	1.924
4.1667	0.385	0.880	0.000	1.944
4.2222	0.389	0.901	0.000	1.964
4.2778	0.393	0.923	0.000	1.984
4.3333	0.397	0.945	0.000	2.004
4.3889	0.401	0.967	0.000	2.024
4.4444	0.405	0.989	0.000	2.044

4.5000	0.409	1.012	0.000	2.064
4.5556	0.413	1.035	0.208	2.084
4.6111	0.417	1.058	0.587	2.104
4.6667	0.421	1.081	1.074	2.124
4.7222	0.425	1.105	1.636	2.144
4.7778	0.429	1.129	2.248	2.164
4.8333	0.433	1.153	2.882	2.184
4.8889	0.437	1.177	3.509	2.204
4.9444	0.441	1.201	4.103	2.225
5.0000	0.445	1.226	4.639	2.245

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Analysis Results

POC 1



+ Predeveloped x Mitigated

Predeveloped Landuse Totals for POC #1

Total Pervious Area: 9.07
Total Impervious Area: 0

Mitigated Landuse Totals for POC #1

Total Pervious Area: 4.59
Total Impervious Area: 4.48

Flow Frequency Method: Log Pearson Type III 17B

Flow Frequency Return Periods for Predeveloped. POC #1

Return Period	Flow(cfs)
2 year	0.019869
5 year	0.070783
10 year	0.149493
25 year	0.354248
50 year	0.641667
100 year	1.122694

Flow Frequency Return Periods for Mitigated. POC #1

Return Period	Flow(cfs)
2 year	0
5 year	0
10 year	0
25 year	0
50 year	0
100 year	0

Annual Peaks

Annual Peaks for Predeveloped and Mitigated. POC #1

Year	Predeveloped	Mitigated
1956	0.127	0.000
1957	0.020	0.000
1958	0.012	0.000
1959	0.021	0.000
1960	0.049	0.000
1961	0.310	0.000
1962	0.007	0.000
1963	0.128	0.000
1964	0.204	0.000
1965	0.105	0.000

1966	0.007	0.000
1967	0.044	0.000
1968	0.020	0.000
1969	0.007	0.000
1970	0.021	0.000
1971	0.042	0.000
1972	0.272	0.000
1973	0.007	0.000
1974	0.051	0.000
1975	0.008	0.000
1976	0.021	0.000
1977	0.007	0.000
1978	0.041	0.000
1979	0.007	0.000
1980	0.016	0.000
1981	0.132	0.000
1982	0.036	0.000
1983	0.007	0.000
1984	0.017	0.000
1985	0.007	0.000
1986	0.022	0.000
1987	0.277	0.000
1988	0.007	0.000
1989	0.007	0.000
1990	0.049	0.000
1991	0.216	0.000
1992	2.768	0.748
1993	0.039	0.000
1994	0.006	0.000
1995	0.037	0.000
1996	0.095	0.000
1997	0.075	0.000
1998	0.007	0.000
1999	0.007	0.000
2000	0.004	0.000
2001	0.004	0.000
2002	0.007	0.000
2003	0.005	0.000
2004	0.006	0.000
2005	0.007	0.000
2006	0.006	0.000
2007	0.007	0.000
2008	0.007	0.000
2009	0.050	0.000
2010	0.007	0.000
2011	0.007	0.000

Ranked Annual Peaks

Ranked Annual Peaks for Predeveloped and Mitigated. POC #1

Rank	Predeveloped	Mitigated
1	2.7676	0.7480
2	0.3102	0.0000
3	0.2767	0.0000
4	0.2717	0.0000
5	0.2157	0.0000
6	0.2039	0.0000
7	0.1324	0.0000
8	0.1276	0.0000

9	0.1267	0.0000
10	0.1053	0.0000
11	0.0949	0.0000
12	0.0750	0.0000
13	0.0507	0.0000
14	0.0496	0.0000
15	0.0489	0.0000
16	0.0485	0.0000
17	0.0444	0.0000
18	0.0417	0.0000
19	0.0406	0.0000
20	0.0393	0.0000
21	0.0374	0.0000
22	0.0363	0.0000
23	0.0216	0.0000
24	0.0212	0.0000
25	0.0209	0.0000
26	0.0205	0.0000
27	0.0202	0.0000
28	0.0199	0.0000
29	0.0169	0.0000
30	0.0165	0.0000
31	0.0116	0.0000
32	0.0075	0.0000
33	0.0073	0.0000
34	0.0073	0.0000
35	0.0073	0.0000
36	0.0073	0.0000
37	0.0073	0.0000
38	0.0073	0.0000
39	0.0073	0.0000
40	0.0073	0.0000
41	0.0072	0.0000
42	0.0072	0.0000
43	0.0072	0.0000
44	0.0072	0.0000
45	0.0072	0.0000
46	0.0072	0.0000
47	0.0072	0.0000
48	0.0072	0.0000
49	0.0069	0.0000
50	0.0066	0.0000
51	0.0064	0.0000
52	0.0063	0.0000
53	0.0061	0.0000
54	0.0054	0.0000
55	0.0044	0.0000
56	0.0041	0.0000

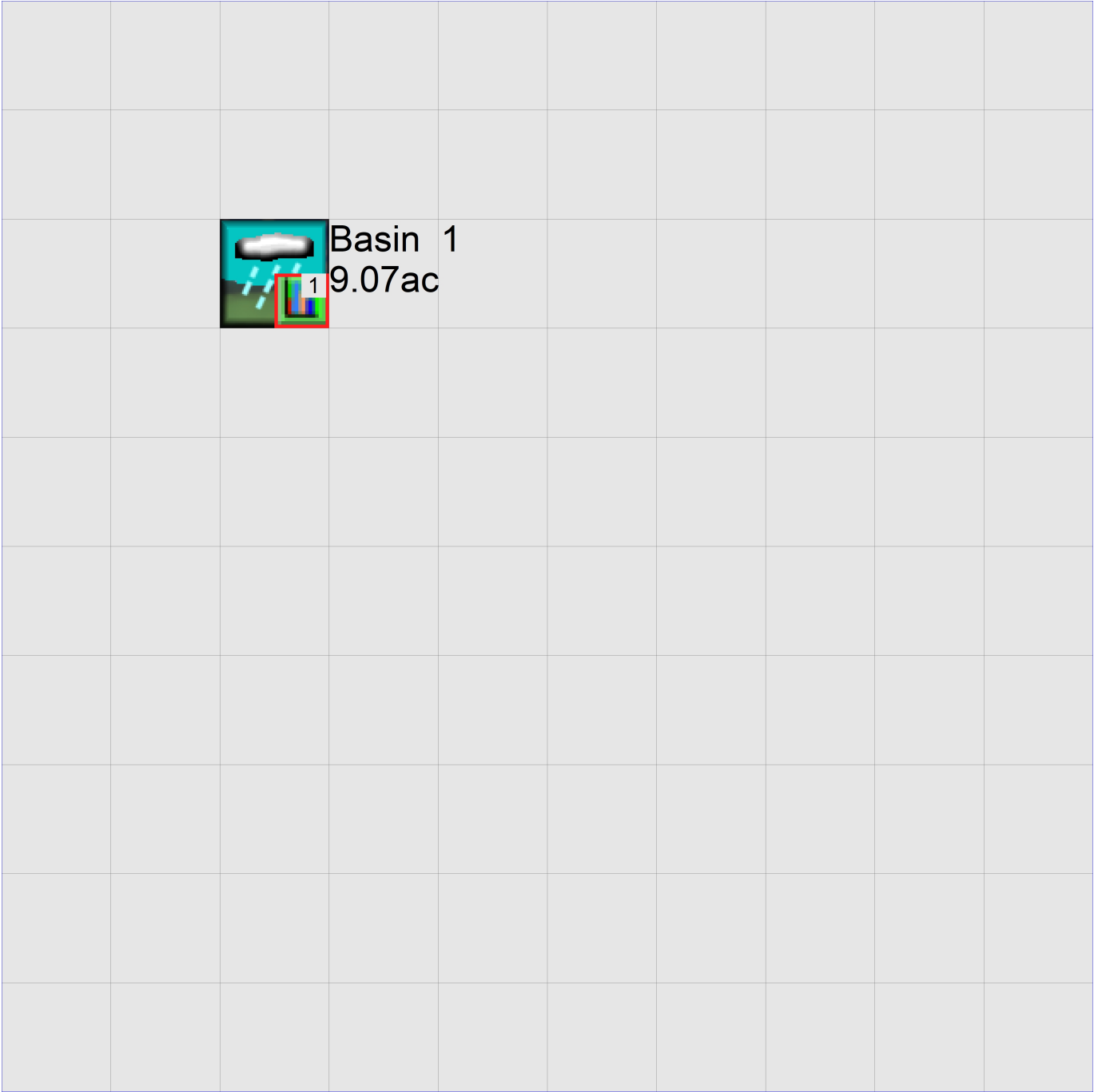
Duration Flows

The Facility PASSED

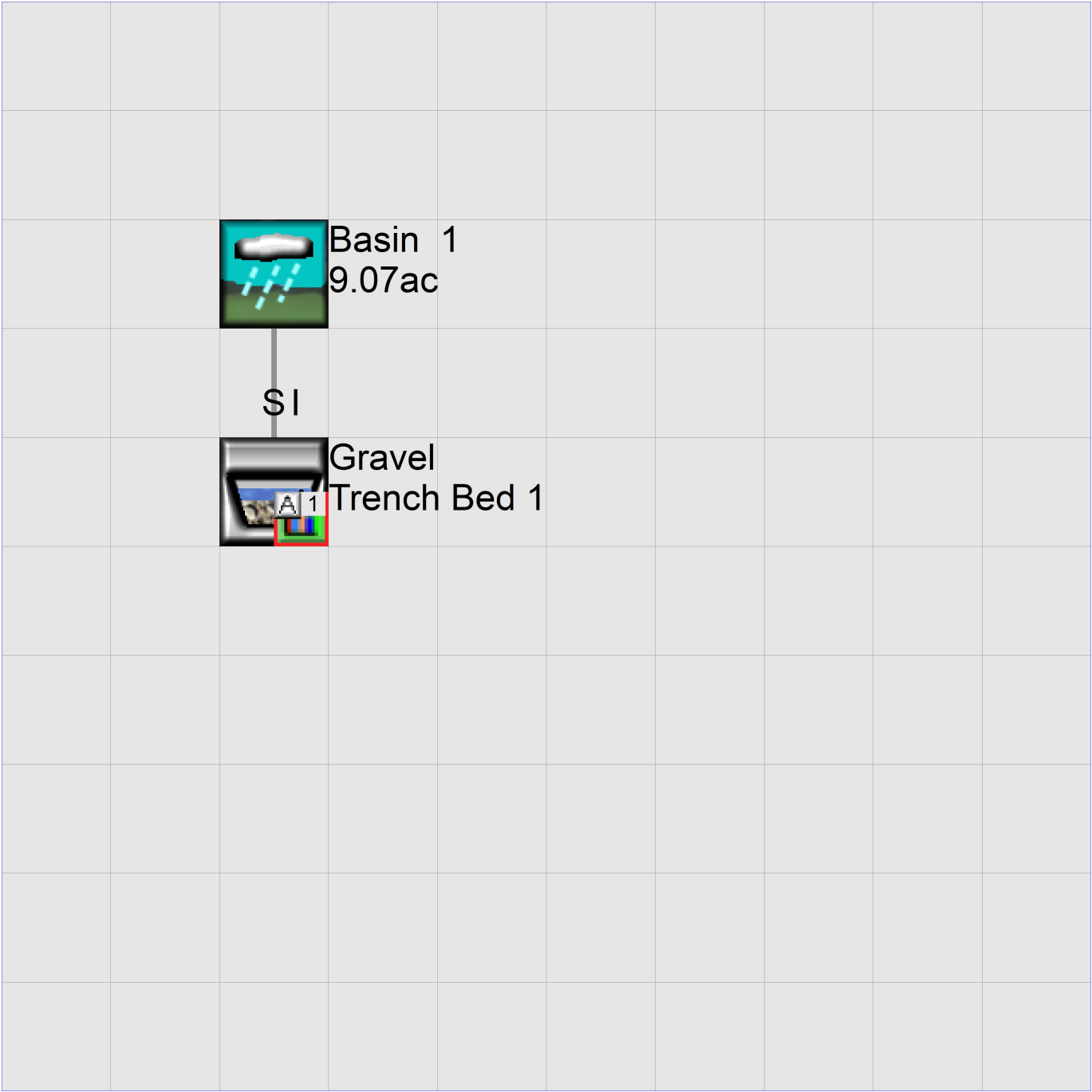
Flow(cfs)	Predev	Mit	Percentage	Pass/Fail
0.0099	311	6	1	Pass
0.0163	210	6	2	Pass
0.0227	147	6	4	Pass
0.0291	121	6	4	Pass
0.0355	98	5	5	Pass
0.0418	84	5	5	Pass
0.0482	73	5	6	Pass
0.0546	56	5	8	Pass
0.0610	52	5	9	Pass
0.0674	47	5	10	Pass
0.0737	45	4	8	Pass
0.0801	39	4	10	Pass
0.0865	38	4	10	Pass
0.0929	36	4	11	Pass
0.0993	32	4	12	Pass
0.1057	31	4	12	Pass
0.1120	28	4	14	Pass
0.1184	27	4	14	Pass
0.1248	27	4	14	Pass
0.1312	25	4	16	Pass
0.1376	24	4	16	Pass
0.1439	23	4	17	Pass
0.1503	23	4	17	Pass
0.1567	22	4	18	Pass
0.1631	21	4	19	Pass
0.1695	20	4	20	Pass
0.1758	18	4	22	Pass
0.1822	17	4	23	Pass
0.1886	17	4	23	Pass
0.1950	15	4	26	Pass
0.2014	15	4	26	Pass
0.2077	13	4	30	Pass
0.2141	13	4	30	Pass
0.2205	12	3	25	Pass
0.2269	12	3	25	Pass
0.2333	12	3	25	Pass
0.2397	12	3	25	Pass
0.2460	12	3	25	Pass
0.2524	12	3	25	Pass
0.2588	12	3	25	Pass
0.2652	12	3	25	Pass
0.2716	12	3	25	Pass
0.2779	10	3	30	Pass
0.2843	10	3	30	Pass
0.2907	10	3	30	Pass
0.2971	10	3	30	Pass
0.3035	9	3	33	Pass
0.3098	9	3	33	Pass
0.3162	8	3	37	Pass
0.3226	8	3	37	Pass
0.3290	8	3	37	Pass
0.3354	8	3	37	Pass
0.3418	8	3	37	Pass

0.3481	8	3	37	Pass
0.3545	8	3	37	Pass
0.3609	8	3	37	Pass
0.3673	8	3	37	Pass
0.3737	8	3	37	Pass
0.3800	8	3	37	Pass
0.3864	8	3	37	Pass
0.3928	8	3	37	Pass
0.3992	8	3	37	Pass
0.4056	8	3	37	Pass
0.4119	8	3	37	Pass
0.4183	8	3	37	Pass
0.4247	8	3	37	Pass
0.4311	8	3	37	Pass
0.4375	8	3	37	Pass
0.4439	8	3	37	Pass
0.4502	7	3	42	Pass
0.4566	7	3	42	Pass
0.4630	7	3	42	Pass
0.4694	7	3	42	Pass
0.4758	7	3	42	Pass
0.4821	7	2	28	Pass
0.4885	6	2	33	Pass
0.4949	6	2	33	Pass
0.5013	6	2	33	Pass
0.5077	6	2	33	Pass
0.5140	6	2	33	Pass
0.5204	6	2	33	Pass
0.5268	6	2	33	Pass
0.5332	6	1	16	Pass
0.5396	6	1	16	Pass
0.5459	6	1	16	Pass
0.5523	6	1	16	Pass
0.5587	6	1	16	Pass
0.5651	6	1	16	Pass
0.5715	6	1	16	Pass
0.5779	6	1	16	Pass
0.5842	6	1	16	Pass
0.5906	6	1	16	Pass
0.5970	6	1	16	Pass
0.6034	6	1	16	Pass
0.6098	6	1	16	Pass
0.6161	6	1	16	Pass
0.6225	6	1	16	Pass
0.6289	6	1	16	Pass
0.6353	6	1	16	Pass
0.6417	6	1	16	Pass

Appendix
Predeveloped Schematic



Mitigated Schematic



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MGS FLOOD PROJECT REPORT BASIN 2

Program Version: MGSFlood 4.38
Program License Number: 200810007
Project Simulation Performed on: 09/29/2020 4:35 PM
Report Generation Date: 09/29/2020 4:36 PM

Input File Name: 3407.01 DR Horton Plat - Church Site.fld
Project Name: DR Horton Plat
Analysis Title:
Comments:

PRECIPITATION INPUT

Computational Time Step (Minutes): 15

Extended Precipitation Time Series Selected
Climatic Region Number: 5

Full Period of Record Available used for Routing
Precipitation Station : 95004805 Puget West 48 in_5min 10/01/1939-10/01/2097
Evaporation Station : 951048 Puget West 48 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

Predevelopment/Post Development Tributary Area Summary

	Predeveloped	Post Developed
Total Subbasin Area (acres)	4.540	4.540
Area of Links that Include Precip/Evap (acres)	0.000	0.000
Total (acres)	4.540	4.540

-----**SCENARIO: PREDEVELOPED**
Number of Subbasins: 1

----- Subbasin : Subbasin 1 -----
-----Area(Acres) -----

Till Forest	4.540
Till Pasture	0.000
Till Grass	0.000
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.000

Subbasin Total 4.540

-----**SCENARIO: POSTDEVELOPED**
Number of Subbasins: 1

----- Subbasin : Subbasin 1 -----
-----Area(Acres) -----

Till Forest	0.630
Till Pasture	0.000
Till Grass	1.560

Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	2.350

Subbasin Total 4.540

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: New Structure Lnk1

Link Type: Structure

Downstream Link: None

Prismatic Pond Option Used

Pond Floor Elevation (ft)	:	100.00
Riser Crest Elevation (ft)	:	107.00
Max Pond Elevation (ft)	:	108.00
Storage Depth (ft)	:	7.00
Pond Bottom Length (ft)	:	108.0
Pond Bottom Width (ft)	:	54.3
Pond Side Slopes (ft/ft)	:	L1= 3.00 L2= 3.00 W1= 3.00 W2= 3.00
Bottom Area (sq-ft)	:	5864.
Area at Riser Crest El (sq-ft)	:	14,445.
(acres)	:	0.332
Volume at Riser Crest (cu-ft)	:	69,025.
(ac-ft)	:	1.585
Area at Max Elevation (sq-ft)	:	15959.
(acres)	:	0.366
Vol at Max Elevation (cu-ft)	:	87,110.
(ac-ft)	:	2.000

Massmann Infiltration Option Used

Hydraulic Conductivity (in/hr)	:	0.00
Depth to Water Table (ft)	:	100.00
Bio-Fouling Potential	:	Low
Maintenance	:	Average or Better

Riser Geometry

Riser Structure Type	:	Circular
Riser Diameter (in)	:	18.00
Common Length (ft)	:	0.000
Riser Crest Elevation	:	107.00 ft

Hydraulic Structure Geometry

Number of Devices: 2

---Device Number 1---

Device Type	:	Circular Orifice
Control Elevation (ft)	:	100.00
Diameter (in)	:	1.30
Orientation	:	Horizontal
Elbow	:	No

--- Device Number 2 ---

Device Type : Vertical Rectangular Orifice
Control Elevation (ft) : 104.06
Length (in) : 0.33
Height (in) : 35.29
Orientation : Vertical
Elbow : No

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
Number of Links: 1

***** Link: New Structure Lnk1 ***** Link WSEL Stats

WSEL Frequency Data(ft)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) WSEL Peak (ft)

=====

1.05-Year	102.581
1.11-Year	102.778
1.25-Year	103.059
2.00-Year	104.226
3.33-Year	104.783
5-Year	105.087
10-Year	105.652
25-Year	106.137
50-Year	106.456
100-Year	106.612

*****Groundwater Recharge Summary*****

Recharge is computed as input to PerInd Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation
Model Element Recharge Amount (ac-ft)

Subbasin: Subbasin 1 924.161

Total: 924.161

Total Post Developed Recharge During Simulation
Model Element Recharge Amount (ac-ft)

Subbasin: Subbasin 1 336.313

Link: New Structure Lnk1 0.000

Total: 336.313

**Total Predevelopment Recharge is Greater than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 5.849 ac-ft/year, Post Developed: 2.129 ac-ft/year**

*****Water Quality Facility Data*****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: New Structure Lnk1

Basic Wet Pond Volume (91% Exceedance): 18868. cu-ft
 Computed Large Wet Pond Volume, 1.5*Basic Volume: 28302. cu-ft

Infiltration/Filtration Statistics-----

Inflow Volume (ac-ft): 1887.84
 Inflow Volume Including PPT-Evap (ac-ft): 1887.84
 Total Runoff Infiltrated (ac-ft): 0.00, 0.00%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Primary Outflow To Downstream System (ac-ft): 1887.80
 Secondary Outflow To Downstream System (ac-ft): 0.00
 Percent Treated (Infiltrated+Filtered)/Total Volume: 0.00%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Subbasin 1

Scenario Postdeveloped Compliance Link: New Structure Lnk1

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	0.175	2-Year	9.778E-02
5-Year	0.276	5-Year	0.177
10-Year	0.357	10-Year	0.254
25-Year	0.496	25-Year	0.331
50-Year	0.538	50-Year	0.385
100-Year	0.638	100-Year	0.413
200-Year	0.963	200-Year	0.423

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%):	-4.0%	PASS	
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%):	-4.0%	PASS	
Maximum Excursion from Q2 to Q50 (Must be less than 10%):	4.7%	PASS	
Percent Excursion from Q2 to Q50 (Must be less than 50%):	7.7%	PASS	

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS



APPENDIX 2

SOIL MANAGEMENT PLAN (NOT REQUIRED)

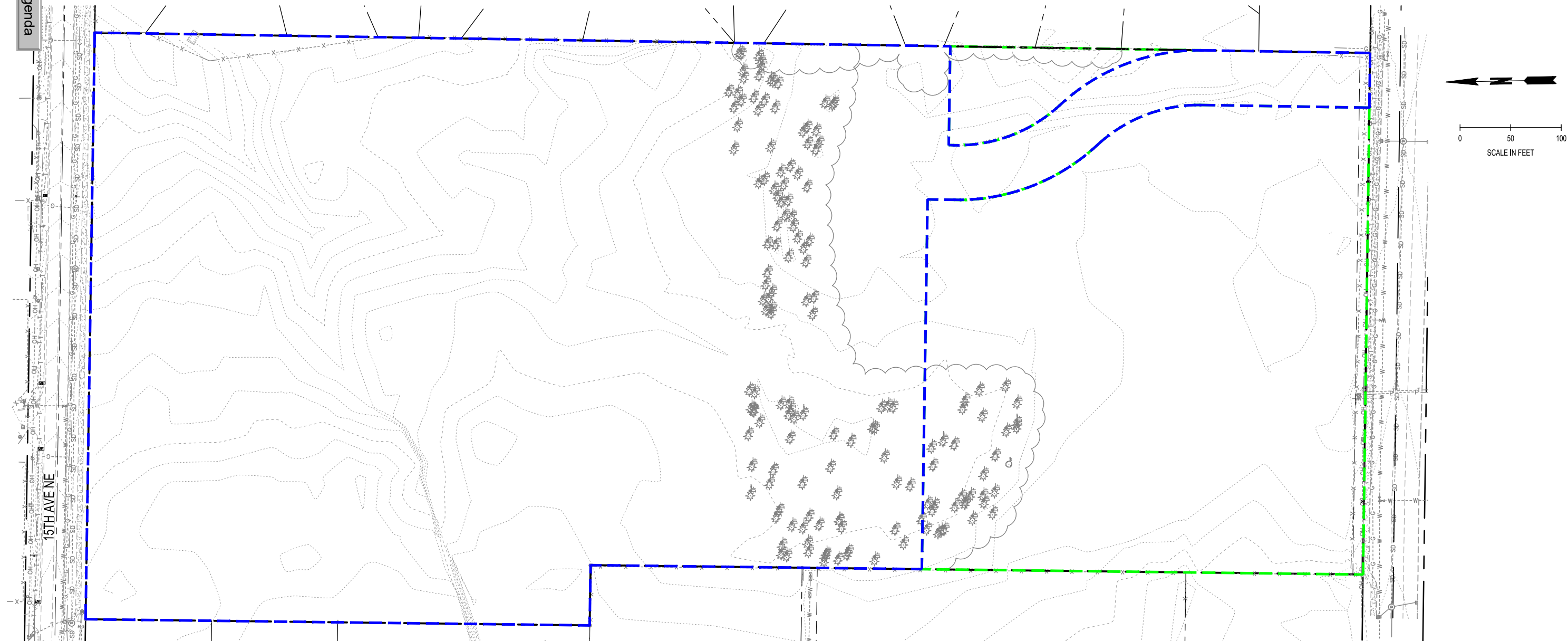


APPENDIX 3

SUPPLEMENTAL REPORTS AND INFORMATION

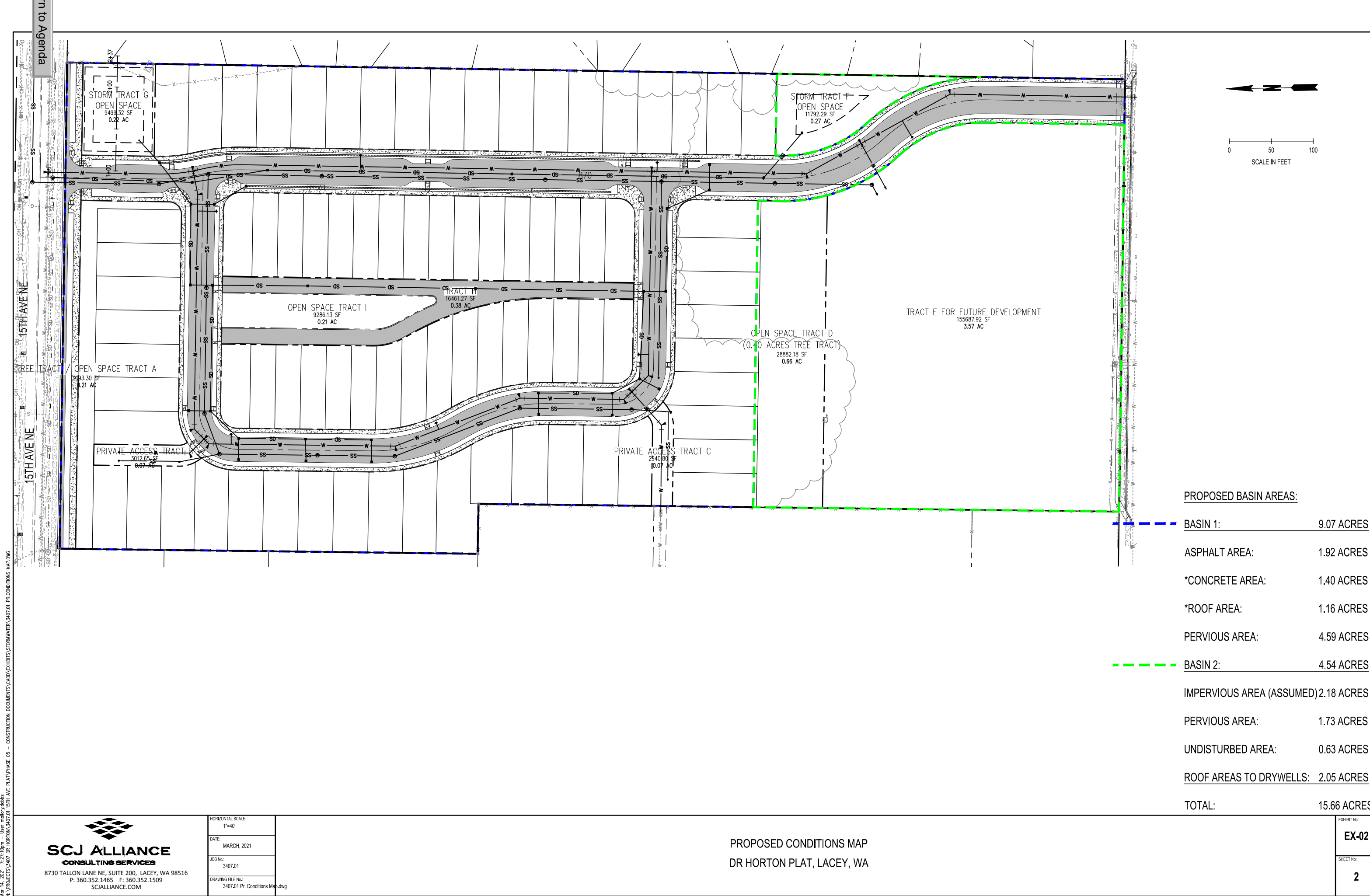
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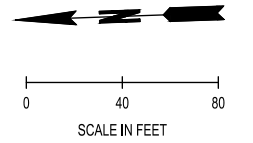
EXISTING BASIN AREAS:

	<u>BASIN 1:</u>	<u>11.11 ACRES</u>
	IMPERVIOUS AREA:	0.00 ACRES
	PERVIOUS AREA:	11.11 ACRES
	<u>BASIN 2:</u>	<u>4.54 ACRES</u>
	IMPERVIOUS AREA:	0.00 ACRES
	PERVIOUS AREA:	4.54 ACRES
	<u>TOTAL:</u>	<u>15.66 ACRES</u>



Map 14, 2021 2:27:09pm - User: modyr, add to projects 3407 DR HORTON 3407.D1 15TH AVE PLAT PHASE 05 - CONSTRUCTION DOCUMENTS (CADD) EXHIBITS (STORMWATER) 3407.D1 PR CONDITIONS MAP.DWG

PROPOSED BASIN AREAS:	
BASIN 1:	9.07 ACRES
ASPHALT AREA:	1.92 ACRES
*CONCRETE AREA:	1.40 ACRES
*ROOF AREA:	1.16 ACRES
PERVIOUS AREA:	4.59 ACRES
BASIN 2:	4.54 ACRES
IMPERVIOUS AREA (ASSUMED)	2.18 ACRES
PERVIOUS AREA:	1.73 ACRES
UNDISTURBED AREA:	0.63 ACRES
ROOF AREAS TO DRYWELLS:	2.05 ACRES
TOTAL:	15.66 ACRES

DEPTH TO TILL LAYER:

	10 + FEET
	5 TO 9.99 FEET
	0 TO 4.99 FEET

OPEN SPACE TRACT D
(0.28 ACRES TREE TRACT)

0.66 AG

PRIVATE ACCESS TRACT C

2940.80 SP
0.07 AC

SDVI 1206
RIM 196.64
IE 24" CPP E ???
UNABLE TO SEE
IE 24" CPP W 186.4

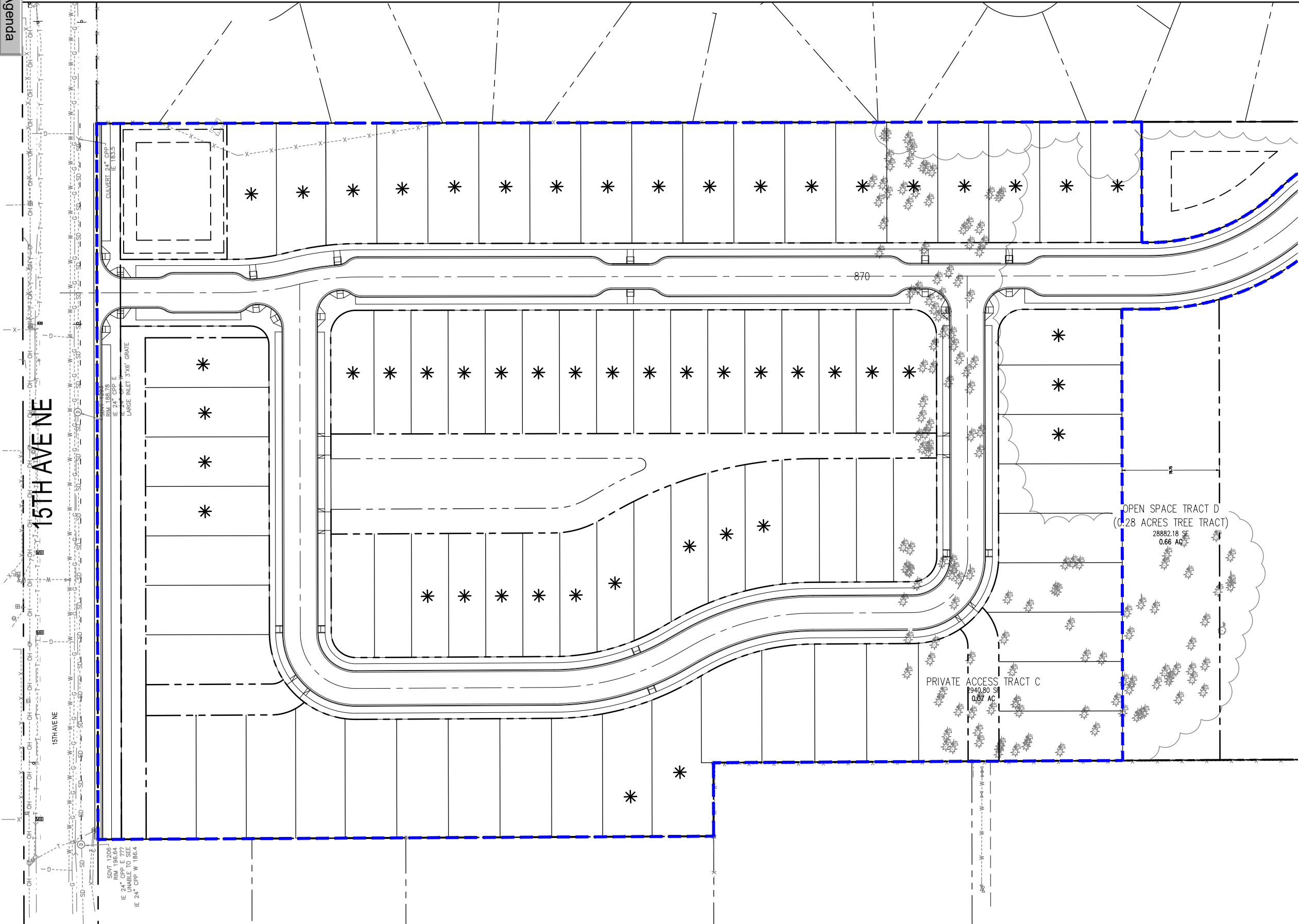
HORIZONTAL SCALE:	1"=40'
DATE:	MARCH, 2021
JOB No.:	3407.01
DRAWING FILE No.:	Till Exhibit.dwg

TILL EXHIBIT
DR HORTON PLAT

IBIT No:	EX-01
ET No:	1

Mar 07, 2021 5:39:07pm User: mofery@scj.com
\\scj-prod01\proj\DR HORTON\47101 15TH AVE PLAT\PHASE 05 - CONSTRUCTION DOCUMENTS\CADD\EXHIBITS\DRYWELL EXHIBIT.DWG

n to Agenda



* LOT ASSUMED TO HAVE A DRYWELL
(52 LOTS TOTAL)

SCJ ALLIANCE
CONSULTING SERVICES
8730 TALLON LANE NE, SUITE 200, LACEY, WA 98516
P: 360.352.1465 F: 360.352.1509
SCJALLIANCE.COM

HORIZONTAL SCALE	1"=40'
DATE:	MARCH, 2021
JOB No.:	3407.01
DRAWING FILE No.:	Drywell Exhibit.dwg

DRYWELL EXHIBIT
DR HORTON PLAT, LACEY, WA

EXHIBIT No:	EX-04
SHEET No:	4

3/17/21

20.357

Bradley Park Lacey, WA

Updated Traffic Impact Analysis
March 18, 2021

Prepared for:

D.R. Horton
11241 Slater Ave NE, Suite 200
Kirkland, WA 98033

Prepared by:

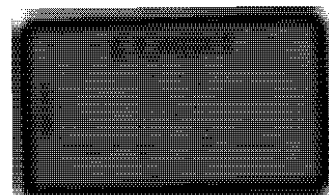
 TENW

Transportation Engineering NorthWest



3/18/2021

11400 SE 8th Street, Suite 200
Bellevue, WA 98004
Office: (425) 889-6747
Fax: (425) 889-8369



Bradley Park Lacey, WA

Updated Traffic Impact Analysis
March 18, 2021

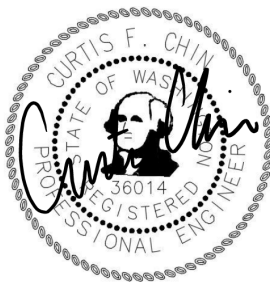
Prepared for:

*D.R. Horton
11241 Slater Ave NE, Suite 200
Kirkland, WA 98033*

Prepared by:



Transportation Engineering NorthWest



3/18/2021

11400 SE 8th Street, Suite 200
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EXECUTIVE SUMMARY

Project Proposal. The proposed Bradley Park site is located east of Sleater Kinney Road between 15th Ave NE and 6th Ave NE. The project proposal includes up to 82 single-family homes on a site that is currently vacant. The project is expected to be completed by 2023.

Vehicle Access. Vehicular access will be provided via a new north-south roadway between 6th Ave NE and 15th Ave NE.

Trip Generation. The proposed project is estimated to generate 774 new weekday daily trips, with 61 trips (15 in, 46 out) occurring during the AM peak hour and 81 trips (51 in, 30 out) occurring during the PM peak hour.

Lacey LOS Impacts & Concurrency. Based on scoping comments provided by the City of Lacey, future 2023 PM peak hour LOS analyses were conducted at four study intersections to determine traffic impacts of the project buildout. The results of the LOS analyses indicate that all study intersections are anticipated to operate at acceptable levels (LOS D or better) during the weekday PM peak hour in 2023 with the proposed Bradley Park development.

Site Access Analysis. The results of the LOS analyses indicate that the overall intersection and all turning movements in and out of the proposed Bradley Park development are anticipated to operate at LOS B or better in 2023 with minimal queuing during the weekday PM peak hour.

Mitigation. The following measures have been identified to mitigate the transportation impacts of the proposed Bradley Park development.

- **Lacey Impact Fees.** To mitigate impacts to City of Lacey roads, payment of a transportation mitigation cost is required. The mitigation cost calculation will be determined by the City Transportation Department and based on the number of PM peak hour trips generated by the proposed project affecting the current City TIP project list.
- **Lacey Intersections.** Based on the results of the LOS analysis, all study intersections are anticipated to operate at acceptable levels (LOS D or better) during the weekday PM peak hour in 2023 with the proposed project. Therefore, no mitigation is proposed.

INTRODUCTION

This Updated Traffic Impact Analysis (TIA) for the Bradley Park development was prepared consistent with City TIA guidelines. This is an update to the previous TIA (dated October 29, 2020) to reflect the current site plan which includes two additional single-family homes. Section 4B.035 of the City of Lacey Development Guidelines and Public Works Standards, Chapter 4 – Transportation, identifies a standardized format for a TIA. A TIA is a specialized study of the impacts that a proposed development project will have on the transportation system. This report is intended to follow the City of Lacey TIA requirements.

The proposed Bradley Park site is located east of Sleater Kinney Road between 15th Ave NE and 6th Ave NE. The project proposal includes up to 82 single-family homes on a site that is currently vacant. The project is expected to be completed by 2023.

Traffic Scoping Report

The scope of work for this TIA was established based on the Traffic Scoping Memo (dated September 4, 2020) and comments received from the City of Lacey, City of Olympia, and Thurston County. Confirmation of scope was received in the City's Traffic Scoping letter dated September 29, 2020.

A total of four off-site study intersections were identified for evaluation during future weekday PM peak hour conditions in year 2023. The City Traffic Scoping letter is provided in **Appendix A**.

Project Approach

To analyze the traffic impacts of the Bradley Park development, the following tasks were undertaken consistent with City of Lacey TIA guidelines:

1. Prospectus
2. Existing Conditions
3. Development Traffic
4. Trip Generation
5. Trip Distribution
6. Future Traffic Conditions
7. Traffic Operations
8. Access Management
9. Traffic Calming
10. Alternate Modes of Transportation
11. Mitigation

Primary Data and Information Sources

- TENW Traffic Scoping Memo – dated September 4, 2020
- City of Lacey Traffic Scoping Letter – dated September 29, 2020.
- ITE *Trip Generation Manual*, 10th Edition, 2017.
- *Highway Capacity Manual*, 6th Edition.
- Year 2020 PM Peak Period Traffic Volumes; source: ATD.
- City of Lacey 2030 Transportation Plan.
- City of Lacey 2020-2025 TIP.

TRAFFIC IMPACT ANALYSIS

1. Prospectus

- a) The proposed Bradley Park site is located east of Sleater Kinney Road between 15th Ave NE and 6th Ave NE as shown in the **Figure 1** vicinity map.
- b) A preliminary site plan concept is provided in **Figure 2**. Vehicular access will be provided via a new north-south roadway between 6th Ave NE and 15th Ave NE.
- c) The project proposal includes up to 82 single-family homes on a site that is currently vacant. The project is expected to be completed by 2023.
- d) The horizon year for project buildout in this Traffic Impact Analysis is 2023.



Figure 1: Project Site Vicinity





Figure 2: Preliminary Site Plan



2. Existing Conditions

- a) The following describes existing transportation conditions in the study area, including an inventory of existing roads, existing traffic volumes, and public transportation services.

Sleater Kinney Road NE is a north-south urban minor arterial with a posted speed of 25 mph. In the project vicinity, the road predominantly has three lanes and centerline features vary between a center median, turn pockets at intersections, and a two-way left-turn lane (TWLTL). Curb, gutter, and sidewalks exist on both sides of the street.

6th Avenue NE is an east-west urban minor arterial with a posted speed limit of 25 mph. The road has three lanes including a center TWLTL. Curb, gutter, and sidewalks exist on both sides of the street and on-street parking is available on the northern side of the street.

15th Avenue NE is an east-west urban minor arterial with a posted speed limit of 35 mph. The road has two lanes with a sidewalk on the south side of the street.

Enterprise Drive NE is a north-south local street with a posted speed limit of 25 mph. The road has 2 lanes in the project vicinity. Curb, gutter, and sidewalks exist on the western side of the street.

Alonna Drive NE is an east-west local street with a posted speed limit of 25 mph. The road has 2 lanes in the project vicinity and provides access to North Thurston High School. No curb, gutter, or sidewalks exist on the street outside of the North Thurston High School site.

College Street NE is a north-south urban minor arterial with a posted speed of 35 mph in the project vicinity. The road has two lanes in each direction with curb, gutter, and sidewalks on both sides of the street.

Martin Way E is an east-west urban principal arterial with posted speed limits of 35 and 40 mph in the project vicinity. The road typically has two travel lanes in each direction with a center TWLTL and turn pockets provided at intersections. Curb, gutter, and sidewalks exist on both sides of the street.

- b) Weekday PM peak hour trips from approved pipeline projects were provided by the City of Lacey in September 2020 and are included in this traffic analysis.
- c) The layout and design of the proposed site access will take into consideration sight distance, crash potential, and pedestrian conflicts.
- d) Existing PM peak hour traffic counts used in the traffic analysis at the four study intersections were collected by All Traffic Data in October 2020. PM peak hour count data sheets for each of the study intersections are provided in **Appendix B**.
- e) **Figure 3** illustrates the 2020 existing PM peak hour turning movements at the four study intersections. The weekday PM peak hour traffic volumes represent the highest hourly volume of vehicles traveling through an intersection during a typical 4:00 to 6:00 p.m. peak period.

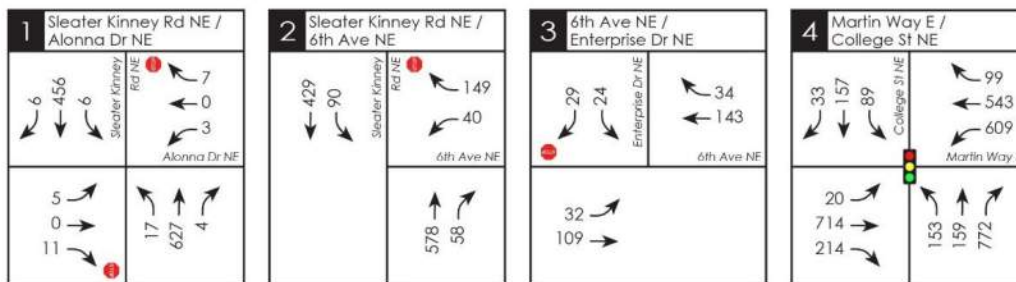


Figure 3: 2020 Existing PM Peak Hour Traffic Volumes



3. Development Traffic

Based on scoping confirmed by the City of Lacey, the following four study intersections were identified for evaluation in this traffic analysis. Each intersection was included in the study area for weekday PM peak hour LOS analyses.

- | | |
|--|-----------------|
| 1. Sleater Kinney Rd NE / Alonna Dr NE | Stop-Controlled |
| 2. Sleater Kinney Rd NE / 6th Ave NE | Stop-Controlled |
| 3. 6th Ave NE / Enterprise Dr NE | Stop-Controlled |
| 4. Martin Way E / College St SE | Signalized |

4. Project Trip Generation

The weekday daily, AM and PM peak hour trip generation estimates for the proposed Bradley Park development were based on trip rates provided in the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 10th Edition. Buildout of the proposed development is anticipated to include up to 82 single-family homes. The existing site is currently undeveloped vacant property. **Table 1** summarizes the net trip generation. Detailed trip generation calculations are provided in **Appendix C**.

Table 1
Trip Generation Summary

Time Period	Trips Generated		
	In	Out	Total
Weekday Daily	387	387	774
Weekday AM Peak Hour	15	46	61
Weekday PM Peak Hour	51	30	81

As shown in **Table 1**, the proposed Bradley Park development is estimated to generate 774 new weekday daily trips, with 61 trips (15 in, 46 out) occurring during the AM peak hour and 81 trips (51 in, 30 out) occurring during the PM peak hour.

5. Project Trip Distribution

The distribution of project-generated trips during the weekday PM peak hour was estimated based on traffic model distribution (SZA 333) as provided by the City of Lacey (included in **Appendix D**). The PM peak hour assignment of project trips with full project buildout of the Bradley Park development is shown at each of the study intersections and site access locations in **Figure 4**.

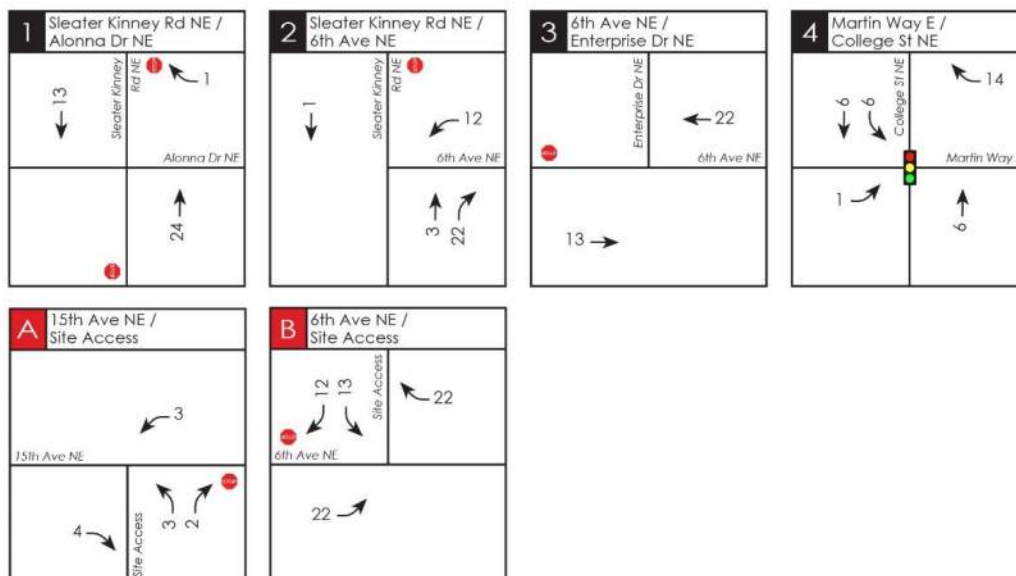


Figure 4: PM Peak Hour Project Trip Assignment



6. Future Traffic Conditions

Future weekday PM peak hour traffic volumes without the proposed Bradley Park development were estimated for future year 2023 conditions with and without project buildout. Future without-project traffic volumes at the study intersections were developed by applying a four (4) percent annual growth rate to existing PM peak hour traffic counts and including known pipeline project developments. The use of a four (4) percent annual growth rate in addition to the inclusion of pipeline traffic is conservative and would likely result in an overestimation of future traffic volumes.

The weekday PM peak hour traffic volumes for year 2023 without the project are illustrated in **Figure 5**. All future pipeline project traffic volumes were provided by the City of Lacey.

Adding the project-generated PM peak hour trips (shown in **Figure 4**) to the future without-project traffic volumes (**Figure 5**), results in future with-project traffic volumes, as shown in **Figure 6**.

Based on review of the *City of Lacey Six-Year 2020-2025 Transportation Improvement Program (TIP)*, there is one planned improvement in the site vicinity.

- College Street NE Extension. This project is expected to begin construction in 2024 and will include extending College Street NE from 6th Avenue NE to 15th Avenue NE. The typical roadway section will consist of three lanes section with bike lanes and sidewalks. Adjacent segments of 6th Avenue NE and College Street NE will be rechannelized to match the proposed improvements.

Full buildout of the Bradley Park development is expected by 2023 and the College Street NE Extension project is not anticipated to begin construction until 2024. Therefore, this improvement was not included in this analysis.

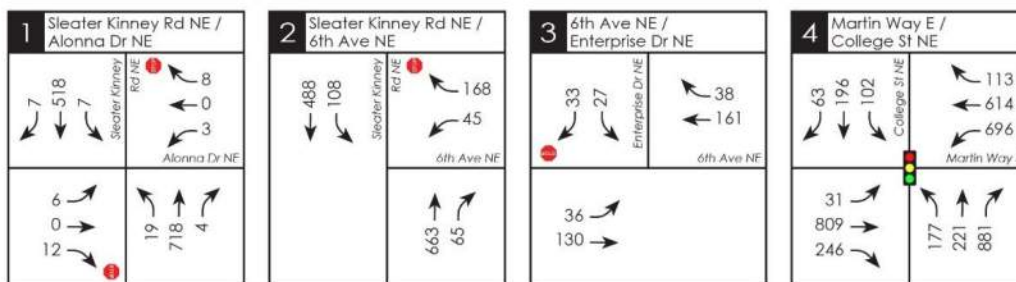


Figure 5: 2023 No Action PM Peak Hour Traffic Volumes



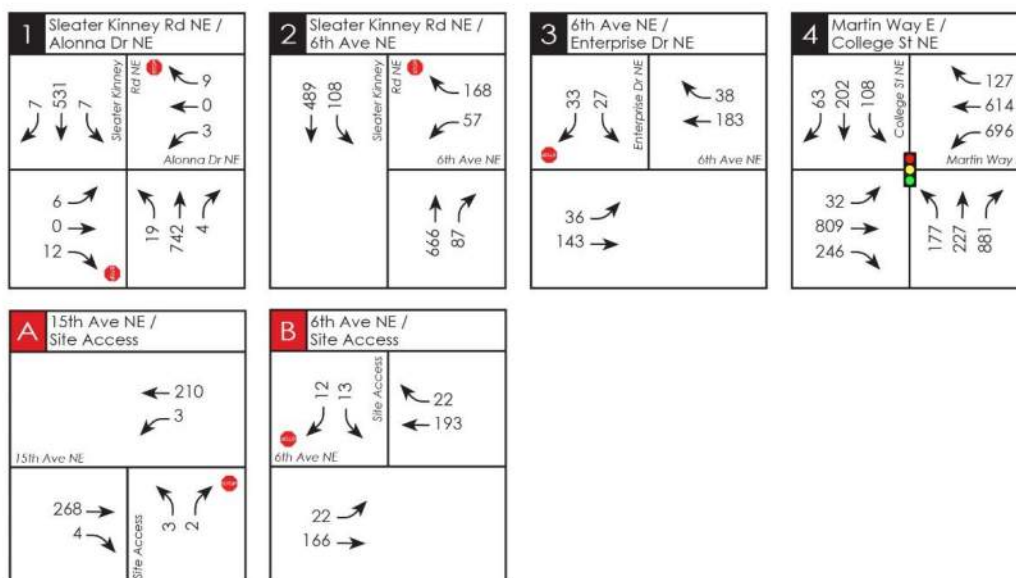


Figure 6: 2023 With-Project PM Peak Hour Traffic Volumes



7. Traffic Operations with Project Buildout

Weekday PM peak hour level of service (LOS) analyses were conducted at the four study intersections for three conditions: (1) 2020 existing, (2) 2023 without-project, and (3) 2023 with-project buildout. Existing, future without project, and future with project LOS analysis results are summarized in **Table 2**. Detailed LOS worksheets are provided in **Appendix E**.

Intersection LOS are established based on the methodology and procedures in the *Highway Capacity Manual*, 6th Edition. Intersection LOS were determined using the *Synchro 10* program for stop-controlled and signalized intersections. Intersection LOS at stop-controlled intersections was based on a weighted-average method. This method takes into account the delay experienced by all vehicles entering the intersection, including through vehicles on the major roadway.

The City of Lacey intersection LOS standard is LOS D outside Lacey Core Area, and LOS E for intersections within the Lacey Core Area. It should be noted that the study intersection located on Martin Way is located on one of the City's *Strategy Corridors*, which are exempt from the City's LOS standards.

The results of the LOS analyses shown in **Table 2** indicate that all study intersections are anticipated to operate at acceptable levels (LOS D or better) during the weekday PM peak hour in 2023 with the proposed Bradley Park development.

Table 2
Existing and Future PM Peak Hour LOS Summary

Study Intersection (approach movement)	2020 Existing		2023 Without Project		2023 With Project	
	LOS ¹	Delay (sec)	LOS ¹	Delay (sec)	LOS ¹	Delay (sec)
<u>Stop Controlled</u>						
1 - Sleater Kinney Rd NE / Alonna Dr NE	A	0.5	A	0.6	A	0.6
2 - Sleater Kinney Rd NE / 6th Ave NE	A	3.6	A	4.7	A	5.6
3 - 6th Ave NE / Enterprise Dr NE	A	2.1	A	2.1	A	2.0
<u>Signalized</u>						
4 - Martin Way E / College St NE ²	D	38.6	D	42.1	D	42.4

1. LOS = Level of Service, reported as intersection average for stop-controlled and signalized intersections.

2. Intersection is part of a Strategy Corridor as defined by the City of Lacey.

8. Access Management

Vehicular access for the Bradley Park development is proposed at two locations: one on 6th Avenue NE and one on 15th Avenue NE. 6th Avenue NE is classified as a Collector and the City's minimum access spacing guideline (measured center line to center line) for full access is 330 feet. The following describes the access points:

- The proposed southern access on 6th Avenue NE is proposed to be full access. The proposed access is located approximately 400 feet from the Chinook Middle School west access on 6th Avenue NE and 415 feet from the North Thurston High School east access on 6th Avenue NE. The proposed full access driveway on 6th Avenue NE is located more than 330 feet from the adjacent existing access locations, meeting City access spacing guidelines.

- The proposed northern access on 15th Avenue NE is proposed to be full access. The proposed access is located over 500 feet from both Sleater Kinney Road NE to the west and Abernethy Road NE to the east. There are also three minor residential driveways located across 15th Avenue NE within 200 feet of the proposed access. The City does not have minimum access spacing guidelines for this roadway classification.

Weekday PM peak hour LOS and queues were evaluated at each of the site access locations. **Table 3** summarizes the LOS and queue results at the site access locations for future 2023 with-project conditions during the PM peak hour.

Table 3
Site Access PM Peak Hour LOS and Queue Summary

Study Intersection (approach movement)	LOS	Delay (sec)	95 th % Queue (ft)
<u>Stop Controlled:</u>			
A - 15th Ave NE / North Site Access	A	0.2	-
Northbound Approach	B	11.3	0'
Westbound Shared Thru-Left	A	7.8	0'
B - 6th Ave NE / South Site Access	A	1.0	-
Eastbound Shared Thru-Left	A	7.7	< 25'
Southbound Approach	B	10.3	< 25'

As shown in **Table 3**, the overall intersection and individual movements at both site access locations are anticipated to operate at LOS B or better during the PM peak hour in 2023 with the proposed project. Additionally, 95th-percentile queues for movements entering and exiting the site are estimated to be 25 feet or less at both site access locations.

9. Traffic Calming

City development guidelines require that internal traffic calming be incorporated into all developments to control cutthrough traffic and reduce speed within the development. Cutthrough traffic is not anticipated to be a concern within the proposed Bradley Park development. Higher-quality north-south roadway network connections such as Sleater Kinney Road NE exist in the site vicinity. The planned College Street NE extension will further alleviate any demand for cutthrough traffic to travel through the proposed development under normal circumstances.

10. Alternate Modes of Transportation

The City of Lacey TIA guidelines encourage alternate modes of transportation. New developments are encouraged to implement Transportation Demand Management (TDM) practices. Sidewalks will be provided on the 6th Avenue NE and 15th Avenue NE project frontages, as well as the new north-south roadway through the site connecting to 6th Avenue NE and 15th Avenue NE. Public transportation in the area is served by Intercity Transit. The nearest transit stops are located on Martin Way E, east and west of the intersection of Martin Way E and Sleater Kinney Road NE approximately 3/4 of a mile to the south of the proposed project.

11. Mitigation

The following measures have been identified to mitigate the transportation impacts of the proposed Bradley Park development.

- **Lacey Impact Fees.** To mitigate impacts to City of Lacey roads, payment of a transportation mitigation cost is required. The mitigation cost calculation will be determined by the City Transportation Department and based on the number of PM peak hour trips generated by the proposed project affecting the current City TIP project list.
- **Lacey Intersections.** Based on the results of the LOS analysis, all study intersections are anticipated to operate at acceptable levels (LOS D or better) during the weekday PM peak hour in 2023 with the proposed project. Therefore, no mitigation is proposed.

Appendix A

City of Lacey Traffic Scoping Comment Letter (dated September 29, 2020)



CITY COUNCIL
ANDY RYDER
Mayor
CYNTHIA PRATT
Deputy Mayor

CAROLYN COX
ED KUNKEL
LENNY GREENSTEIN
MALCOLM MILLER
MICHAEL STEADMAN

CITY MANAGER
SCOTT SPENCE

September 29, 2020

Spenser Haynie
TEWN
11400 8th Street, Suite 200
Bellevue, WA 98004

SUBJECT: City Life Church Residential, Traffic Scoping Report Approval

Dear Mr. Haynie,

I have reviewed the Traffic Scoping report submitted for this project and have determined there are transportation impacts that require a Traffic Impact Analysis. The methodology for completing a Traffic Impact Analysis is identified in Chapter 4 of the City of Lacey Development Guidelines and Public Works Standards, and mitigation and concurrency measures are identified in Lacey Municipal Code Chapter 14.21.

Please analyze these intersections in your report:

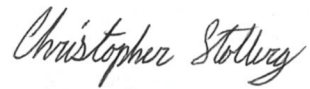
1. Project Access & 6th Ave NE
2. Project Access & 15th Ave NE
3. Sleater Kinney Rd NE & 6th Ave NE
4. Sleater Kinney Rd NE & Alonna Dr NE
5. 6th Ave NE & Enterprise Dr NE
6. Martin Way E & College St SE

Thurston County and the City of Olympia have not identified any intersections for analysis. I have attached their mitigation requests.

Included are the pipeline trips for the intersections. The printed intersection volume diagrams depict the approved cumulative pipeline projects the intersections.

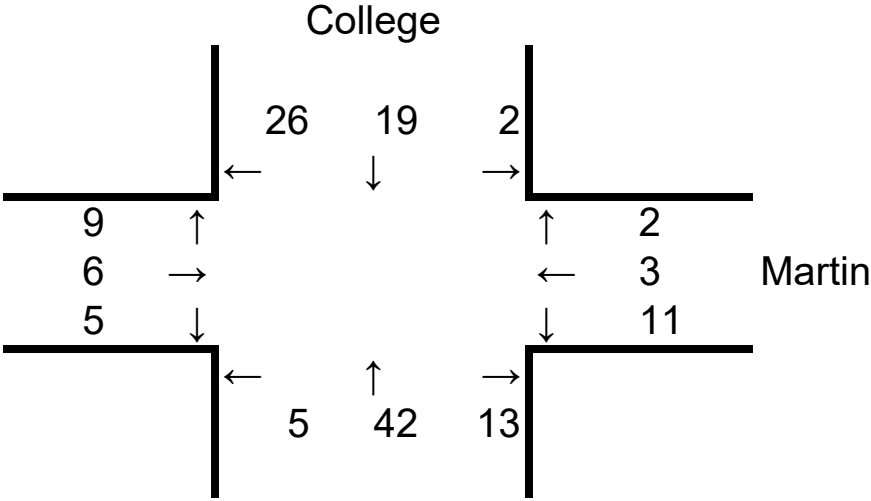
Please provide 5 signed and stamped Traffic Impact Analysis for distribution for the review necessary to evaluate this project. If you have any questions, do not hesitate to call me at (360) 438-2640.

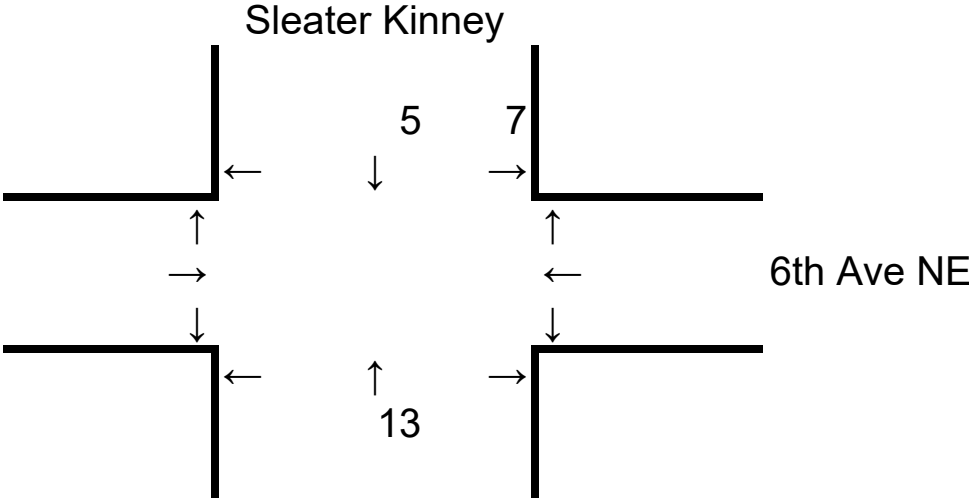
Sincerely,

A handwritten signature in cursive script that reads "Christopher Stolberg".

Christopher Stolberg, EIT
Transportation Engineer

CC: Michele Capestany, Traffic Mitigation Coordinator
Tom Stiles, Development Review Manager
Sarah Schelling, Senior Planner
File





Appendix B

Existing PM Peak Hour Traffic Counts



(303) 216-2439
www.alltrafficdata.net

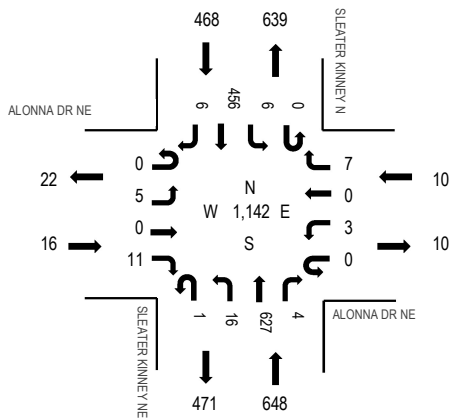
Location: 3 SLEATER KINNEY NE & ALONNA DR NE PM

Date: Tuesday, October 6, 2020

Peak Hour: 04:30 PM - 05:30 PM

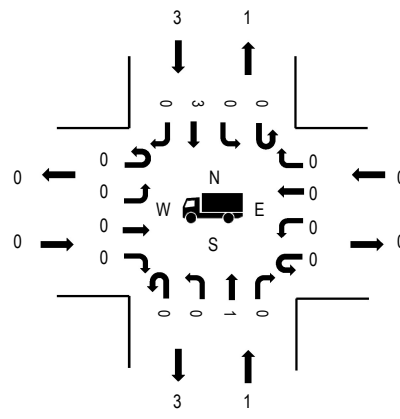
Peak Hour

Motorized Vehicles

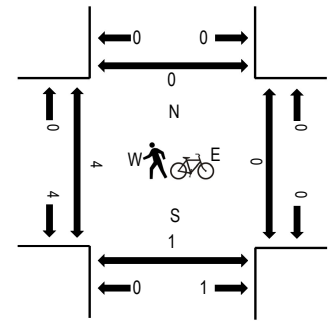


	HV%	PHF
EB	0.0%	0.57
WB	0.0%	0.63
NB	0.2%	0.91
SB	0.6%	0.95
All	0.4%	0.93

Heavy Vehicles



Pedestrians/Bicycles in Crosswalk



Traffic Counts - Motorized Vehicles

Interval Start Time	ALONNA DR NE Eastbound				ALONNA DR NE Westbound				SLEATER KINNEY NE Northbound				SLEATER KINNEY NE Southbound				Total	Rolling Hour
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right		
4:00 PM	0	0	0	2	0	1	0	1	3	2	138	0	0	0	119	1	267	1,079
4:15 PM	0	0	0	1	0	1	0	0	1	2	149	0	0	1	101	4	260	1,120
4:30 PM	0	1	0	2	0	0	0	0	0	5	142	2	0	0	112	0	264	1,142
4:45 PM	0	2	0	5	0	0	0	2	0	3	159	1	0	1	111	4	288	1,116
5:00 PM	0	2	0	1	0	3	0	1	0	5	172	1	0	2	119	2	308	1,037
5:15 PM	0	0	0	3	0	0	0	4	1	3	154	0	0	3	114	0	282	
5:30 PM	0	2	0	3	0	0	0	1	0	2	134	0	0	2	91	3	238	
5:45 PM	0	2	0	0	0	1	0	0	0	2	113	0	0	2	89	0	209	
Count Total	0	9	0	17	0	6	0	9	5	24	1,161	4	0	11	856	14	2,116	
Peak Hour	0	5	0	11	0	3	0	7	1	16	627	4	0	6	456	6	1,142	

Traffic Counts - Heavy Vehicles and Pedestrians/Bicycles in Crosswalk

Interval Start Time	Heavy Vehicles					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
4:00 PM	0	0	0	0	0	4:00 PM	0	0	0	0	0
4:15 PM	0	0	0	1	1	4:15 PM	6	1	0	0	7
4:30 PM	0	1	0	0	1	4:30 PM	0	0	0	0	0
4:45 PM	0	0	0	1	1	4:45 PM	1	0	0	0	1
5:00 PM	0	0	0	1	1	5:00 PM	0	0	0	0	0
5:15 PM	0	0	0	1	1	5:15 PM	3	1	0	0	4
5:30 PM	0	0	0	0	0	5:30 PM	0	0	0	0	0
5:45 PM	0	0	0	0	0	5:45 PM	1	0	0	0	1
Count Total	0	1	0	4	5	Count Total	11	2	0	0	13
Peak Hour	0	1	0	3	4	Peak Hour	4	1	0	0	5



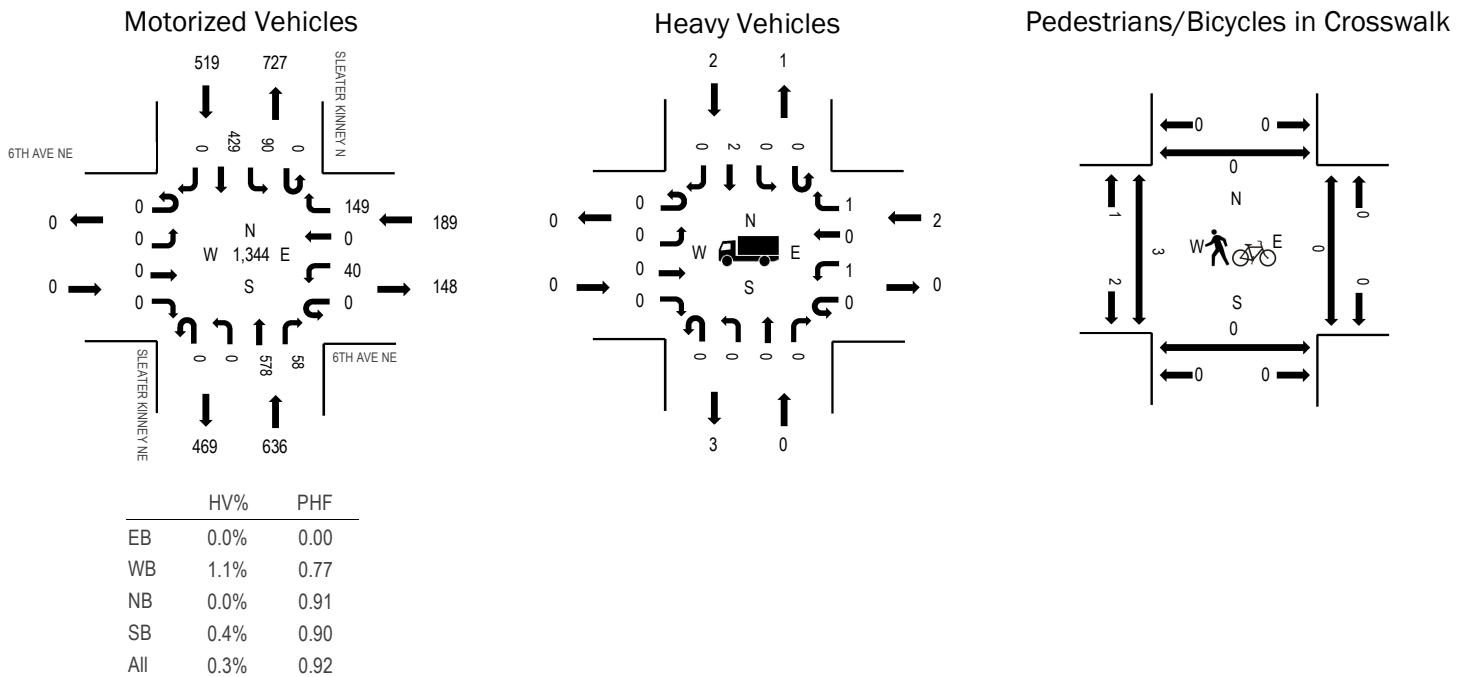
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Location: 2 SLEATER KINNEY NE & 6TH AVE NE PM

Date: Tuesday, October 6, 2020

Peak Hour: 04:30 PM - 05:30 PM

Peak Hour



Traffic Counts - Motorized Vehicles

Interval Start Time	6TH AVE NE Eastbound				6TH AVE NE Westbound				SLEATER KINNEY NE Northbound				SLEATER KINNEY NE Southbound				Total	Rolling Hour
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right		
4:00 PM	0	0	0	0	0	13	0	36	0	0	125	14	0	18	111	0	317	1,267
4:15 PM	0	0	0	0	0	12	0	41	0	0	134	16	0	16	88	0	307	1,315
4:30 PM	0	0	0	0	0	6	0	31	0	0	124	13	0	20	108	0	302	1,344
4:45 PM	0	0	0	0	0	11	0	34	0	0	155	12	0	22	107	0	341	1,340
5:00 PM	0	0	0	0	0	9	0	37	0	0	153	22	0	32	112	0	365	1,253
5:15 PM	0	0	0	0	0	14	0	47	0	0	146	11	0	16	102	0	336	
5:30 PM	0	0	0	0	0	7	0	32	0	0	130	11	0	25	93	0	298	
5:45 PM	0	0	0	0	0	8	0	39	0	0	112	3	0	12	80	0	254	
Count Total	0	0	0	0	0	80	0	297	0	0	1,079	102	0	161	801	0	2,520	
Peak Hour	0	0	0	0	0	40	0	149	0	0	578	58	0	90	429	0	1,344	

Traffic Counts - Heavy Vehicles and Pedestrians/Bicycles in Crosswalk

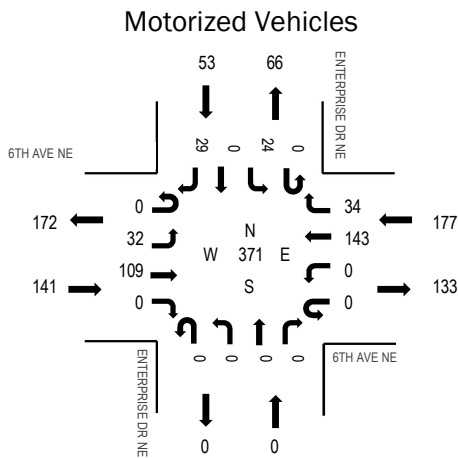
Interval Start Time	Heavy Vehicles					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
4:00 PM	0	0	0	1	1	4:00 PM	1	0	0	1	2
4:15 PM	0	0	1	1	2	4:15 PM	2	0	0	0	2
4:30 PM	0	0	0	0	0	4:30 PM	1	0	0	0	1
4:45 PM	0	0	2	0	2	4:45 PM	0	0	0	0	0
5:00 PM	0	0	0	1	1	5:00 PM	1	0	0	0	1
5:15 PM	0	0	0	1	1	5:15 PM	1	0	0	0	1
5:30 PM	0	0	0	0	0	5:30 PM	0	0	0	1	1
5:45 PM	0	1	0	0	1	5:45 PM	0	0	0	2	2
Count Total	0	1	3	4	8	Count Total	6	0	0	4	10
Peak Hour	0	0	2	2	4	Peak Hour	3	0	0	0	3

Location: 4 ENTERPRISE DR NE & 6TH AVE NE PM

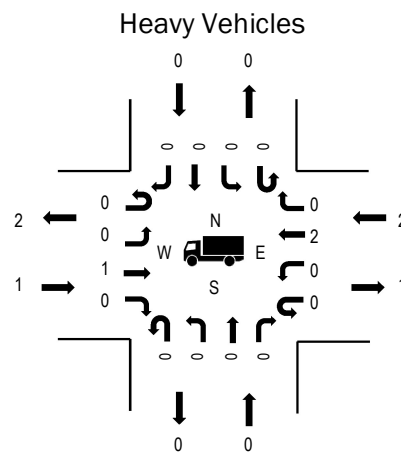
Date: Tuesday, October 6, 2020

Peak Hour: 04:45 PM - 05:45 PM

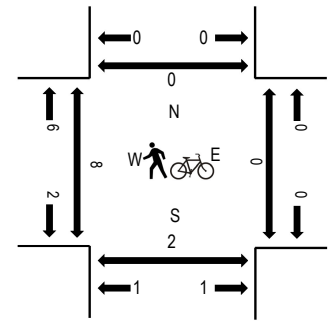
Peak Hour



	HV%	PHF
EB	0.7%	0.77
WB	1.1%	0.90
NB	0.0%	0.00
SB	0.0%	0.74
All	0.8%	0.91



Pedestrians/Bicycles in Crosswalk



Traffic Counts - Motorized Vehicles

Interval Start Time	6TH AVE NE Eastbound				6TH AVE NE Westbound				ENTERPRISE DR NE Northbound				ENTERPRISE DR NE Southbound				Total	Rolling Hour
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right		
4:00 PM	0	4	28	0	0	0	42	10	0	0	0	0	0	4	0	8	96	349
4:15 PM	0	8	20	0	0	0	40	11	0	0	0	0	0	4	0	3	86	355
4:30 PM	0	3	20	0	0	0	34	7	0	0	0	0	0	7	0	3	74	361
4:45 PM	0	7	28	0	0	0	35	7	0	0	0	0	0	8	0	8	93	371
5:00 PM	0	12	34	0	0	0	39	4	0	0	0	0	0	7	0	6	102	352
5:15 PM	0	5	20	0	0	0	37	12	0	0	0	0	0	6	0	12	92	
5:30 PM	0	8	27	0	0	0	32	11	0	0	0	0	0	3	0	3	84	
5:45 PM	0	2	14	0	0	0	42	6	0	0	0	0	0	7	0	3	74	
Count Total	0	49	191	0	0	0	301	68	0	0	0	0	0	46	0	46	701	
Peak Hour	0	32	109	0	0	0	143	34	0	0	0	0	0	24	0	29	371	

Traffic Counts - Heavy Vehicles and Pedestrians/Bicycles in Crosswalk

Interval Start Time	Heavy Vehicles					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
4:00 PM	0	0	0	0	0	4:00 PM	0	0	0	0	0
4:15 PM	0	0	0	0	0	4:15 PM	2	1	0	0	3
4:30 PM	0	0	0	0	0	4:30 PM	2	4	0	0	6
4:45 PM	0	0	2	0	2	4:45 PM	2	1	0	0	3
5:00 PM	1	0	0	0	1	5:00 PM	1	1	0	0	2
5:15 PM	0	0	0	0	0	5:15 PM	0	0	0	0	0
5:30 PM	0	0	0	0	0	5:30 PM	5	0	0	0	5
5:45 PM	0	0	0	0	0	5:45 PM	6	3	0	0	9
Count Total	1	0	2	0	3	Count Total	18	10	0	0	28
Peak Hour	1	0	2	0	3	Peak Hour	8	2	0	0	10



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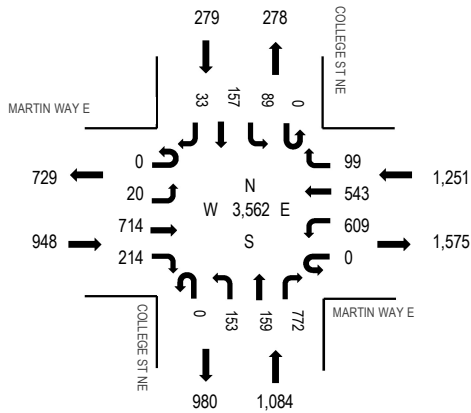
Location: 5 COLLEGE ST NE & MARTIN WAY E PM

Date: Tuesday, October 6, 2020

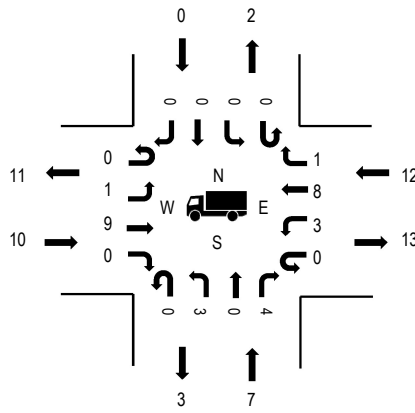
Peak Hour: 04:30 PM - 05:30 PM

Peak Hour

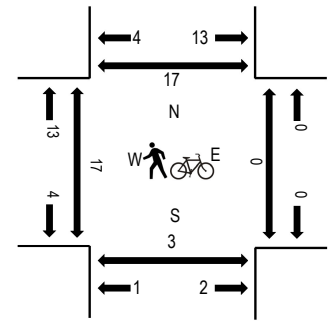
Motorized Vehicles



Heavy Vehicles



Pedestrians/Bicycles in Crosswalk



	HV%	PHF
EB	1.1%	0.87
WB	1.0%	0.98
NB	0.6%	0.86
SB	0.0%	0.86
All	0.8%	0.90

Traffic Counts - Motorized Vehicles

Interval Start Time	MARTIN WAY E Eastbound				MARTIN WAY E Westbound				COLLEGE ST NE Northbound				COLLEGE ST NE Southbound				Total	Rolling Hour
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right		
4:00 PM	0	3	186	63	0	138	159	26	0	52	46	213	0	29	40	7	962	3,534
4:15 PM	0	9	155	62	0	132	149	29	0	45	52	195	0	23	29	16	896	3,559
4:30 PM	0	3	164	48	0	157	140	21	0	31	42	156	0	16	35	9	822	3,562
4:45 PM	0	8	156	51	0	146	124	32	0	37	34	192	0	21	46	7	854	3,517
5:00 PM	0	8	209	55	0	144	153	23	0	42	46	226	0	26	45	10	987	3,421
5:15 PM	0	1	185	60	0	162	126	23	0	43	37	198	0	26	31	7	899	
5:30 PM	0	7	164	41	0	152	117	28	0	33	34	150	0	20	24	7	777	
5:45 PM	0	3	126	40	0	157	122	21	0	29	48	162	0	15	30	5	758	
Count Total	0	42	1,345	420	0	1,188	1,090	203	0	312	339	1,492	0	176	280	68	6,955	
Peak Hour	0	20	714	214	0	609	543	99	0	153	159	772	0	89	157	33	3,562	

Traffic Counts - Heavy Vehicles and Pedestrians/Bicycles in Crosswalk

Interval Start Time	Heavy Vehicles					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
4:00 PM	5	0	2	0	7	4:00 PM	0	2	0	1	3
4:15 PM	5	2	3	0	10	4:15 PM	2	1	0	2	5
4:30 PM	2	1	3	0	6	4:30 PM	1	1	0	0	2
4:45 PM	2	0	5	0	7	4:45 PM	14	0	0	14	28
5:00 PM	4	5	1	0	10	5:00 PM	0	1	0	3	4
5:15 PM	2	1	3	0	6	5:15 PM	2	1	0	0	3
5:30 PM	2	2	3	0	7	5:30 PM	2	3	0	0	5
5:45 PM	3	0	2	0	5	5:45 PM	4	2	0	1	7
Count Total	25	11	22	0	58	Count Total	25	11	0	21	57
Peak Hour	10	7	12	0	29	Peak Hour	17	3	0	17	37



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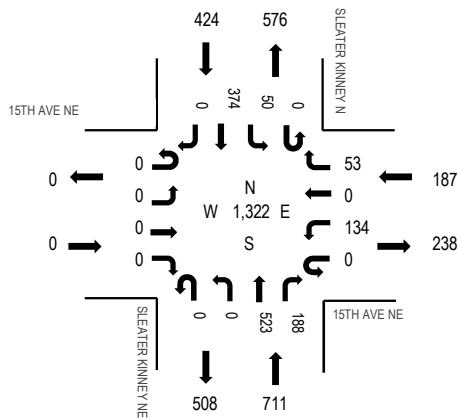
Location: 1 SLEATER KINNEY NE & 15TH AVE NE PM

Date: Tuesday, October 6, 2020

Peak Hour: 04:30 PM - 05:30 PM

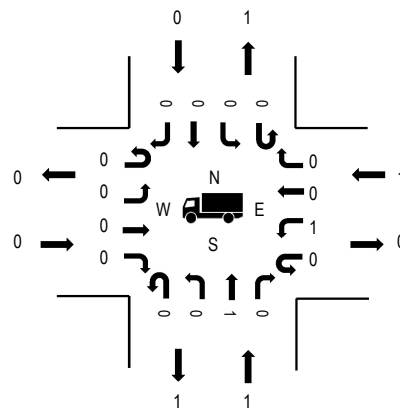
Peak Hour

Motorized Vehicles

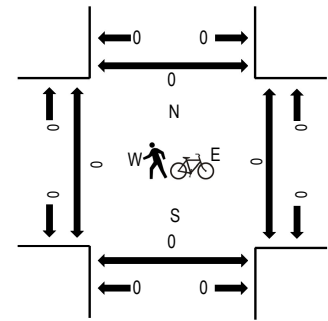


	HV%	PHF
EB	0.0%	0.00
WB	0.5%	0.81
NB	0.1%	0.95
SB	0.0%	0.89
All	0.2%	0.95

Heavy Vehicles



Pedestrians/Bicycles in Crosswalk



Traffic Counts - Motorized Vehicles

Interval Start Time	15TH AVE NE Eastbound				15TH AVE NE Westbound				SLEATER KINNEY NE Northbound				SLEATER KINNEY NE Southbound				Total	Rolling Hour
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right		
4:00 PM	0	0	0	0	0	34	0	13	0	0	123	33	0	19	88	2	312	1,246
4:15 PM	0	0	0	0	0	26	0	22	0	0	128	37	0	8	72	0	293	1,283
4:30 PM	0	0	0	0	0	42	0	16	0	0	106	46	0	14	82	0	306	1,322
4:45 PM	0	0	0	0	0	25	0	11	0	0	140	46	0	14	99	0	335	1,308
5:00 PM	0	0	0	0	0	32	0	12	0	0	141	45	0	15	104	0	349	1,240
5:15 PM	0	0	0	0	0	35	0	14	0	0	136	51	0	7	89	0	332	
5:30 PM	0	0	0	0	0	30	0	11	0	0	110	44	0	13	84	0	292	
5:45 PM	0	0	0	0	0	28	0	12	0	0	109	45	0	9	64	0	267	
Count Total	0	0	0	0	0	252	0	111	0	0	993	347	0	99	682	2	2,486	
Peak Hour	0	0	0	0	0	134	0	53	0	0	523	188	0	50	374	0	1,322	

Traffic Counts - Heavy Vehicles and Pedestrians/Bicycles in Crosswalk

Interval Start Time	Heavy Vehicles					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
4:00 PM	0	0	0	3	3	4:00 PM	0	0	0	0	0
4:15 PM	0	1	1	0	2	4:15 PM	0	0	0	0	0
4:30 PM	0	0	0	0	0	4:30 PM	0	0	0	0	0
4:45 PM	0	1	0	0	1	4:45 PM	0	0	0	0	0
5:00 PM	0	0	0	0	0	5:00 PM	0	0	0	0	0
5:15 PM	0	0	1	0	1	5:15 PM	0	0	0	0	0
5:30 PM	0	0	0	0	0	5:30 PM	0	0	0	0	0
5:45 PM	0	0	0	0	0	5:45 PM	0	0	0	0	0
Count Total	0	2	2	3	7	Count Total	0	0	0	0	0
Peak Hour	0	1	1	0	2	Peak Hour	0	0	0	0	0

Appendix C

Trip Generation Calculations

City Life Church Trip Generation Summary

Land Use	Units ¹	ITE LUC ²	Directional Distribution		Trip Rate	Trips Generated		
			In	Out		In	Out	Total
Daily								
Proposed Use:								
Single-Family Homes	82 DU	210	50%	50%	9.44	387	387	774
Net New Daily Trips =						387	387	774
AM Peak Hour								
Proposed Use:								
Single-Family Homes	82 DU	210	25%	75%	0.74	15	46	61
Net New AM Peak Hour Trips =						15	46	61
PM Peak Hour								
Proposed Use:								
Single-Family Homes	82 DU	210	63%	37%	0.99	51	30	81
Net New PM Peak Hour Trips =						51	30	81

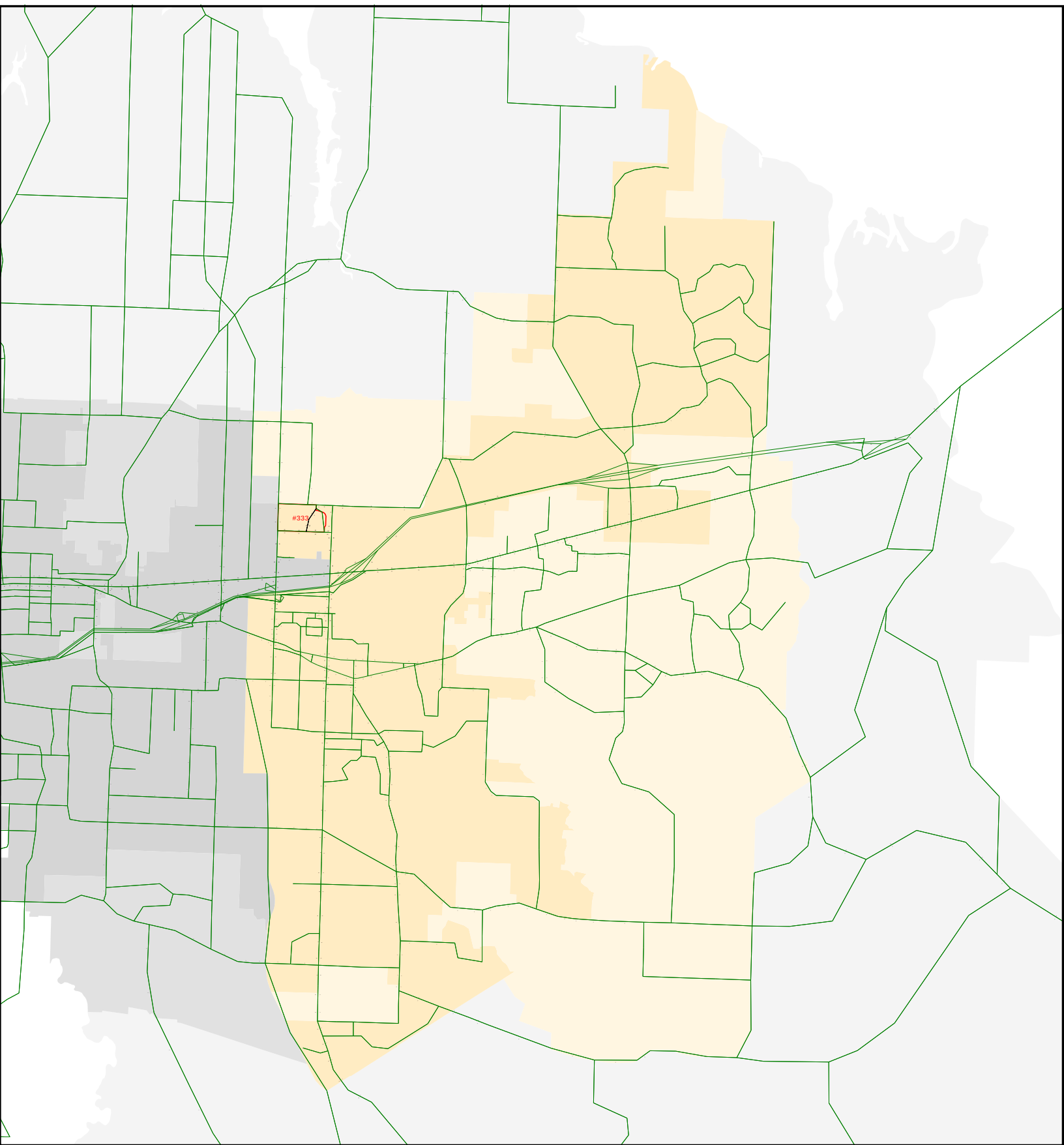
Notes:

¹ DU = Dwelling Units.

² Institute of Transportation Engineers, *Trip Generation* Manual (10th edition) Land Use Code.

Appendix D

SZA 333 Model Distribution Plot



Appendix E

LOS Calculations

Existing LOS

Unsignalized LOS Summary (Weighted Average Method)
2020 Existing - PM Peak Hour

Intersection	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
	1	2	3	4	5	6	7	8	9	10	11	12
1. Sleater Kinney Rd NE / Alonna Dr NE												
Volume (HFR)	16	0		3	0	7	17	627	4	6	456	6
Control Delay	14.7	0	0	33.2	0	10.6	8.5	0	0	9	0	0
Intersection Delay	0.5	A										
2. Sleater Kinney Rd NE / 6th Ave NE												
Volume (HFR)				40		149		578	58	90	429	
Control Delay	0	0	0	37.9	0	16.5	0	0	0	9.5	0	0
Intersection Delay	3.6	A										
3. 6th Ave NE / Enterprise Dr NE												
Volume (HFR)	32	109			143	34				53		
Control Delay	7.7	0	0	0	0	0	0	0	0	10.2	0	0
Intersection Delay	2.1	A										

Note:

FOR TOTAL INTERSECTION DELAY

Major Approach: Left-Through-Right Shared is added together and entered as the left movement with the LT delay.
It is assumed drivers do not pass a queued left-turn and are assigned delay.
HCS assumes there is no delay for the TH movement.
If there is an exclusive Left-turn lane enter the Through and the Right volume without delay
Delay max 1000 sec.

Lanes, Volumes, Timings

1: Sleater Kinney Rd NE & Alonna Dr NE

10/21/2020

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	5	0	11	3	0	7	17	627	4	6	456	6
Future Volume (vph)	5	0	11	3	0	7	17	627	4	6	456	6
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0		0	0		0	120		0	170		0
Storage Lanes	0		0	1		0	1		0	1		0
Taper Length (ft)	25			25			25			25		
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		477			435			629			980	
Travel Time (s)		13.0			11.9			17.2			26.7	
Confl. Peds. (#/hr)			1	1			4					4
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%
Shared Lane Traffic (%)												
Sign Control		Stop			Stop			Free			Free	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											

HCM 6th TWSC

1: Sleater Kinney Rd NE & Alonna Dr NE

10/21/2020

Intersection

Int Delay, s/veh 0.5

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕		↕	↕		↕	↕		↕	↕	
Traffic Vol, veh/h	5	0	11	3	0	7	17	627	4	6	456	6
Future Vol, veh/h	5	0	11	3	0	7	17	627	4	6	456	6
Conflicting Peds, #/hr	0	0	1	1	0	0	4	0	0	0	0	4
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	0	-	-	120	-	-	170	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	1	0
Mvmt Flow	6	0	12	3	0	8	19	697	4	7	507	7

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	916	1268	516	1269	1269	351	518	0	0	701	0	0
Stage 1	529	529	-	737	737	-	-	-	-	-	-	-
Stage 2	387	739	-	532	532	-	-	-	-	-	-	-
Critical Hdwy	7.3	6.5	6.2	7.3	6.5	6.9	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.5	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	242	170	563	137	170	651	1058	-	-	905	-	-
Stage 1	537	530	-	381	428	-	-	-	-	-	-	-
Stage 2	614	427	-	535	529	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	234	165	560	131	165	651	1054	-	-	905	-	-
Mov Cap-2 Maneuver	234	165	-	131	165	-	-	-	-	-	-	-
Stage 1	525	524	-	374	420	-	-	-	-	-	-	-
Stage 2	596	419	-	519	523	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	14.7		17.4		0.2		0.1	
HCM LOS	B		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1WBLn1WBLn2	SBL	SBT	SBR
Capacity (veh/h)	1054	-	-	390 131 651	905	-	-
HCM Lane V/C Ratio	0.018	-	-	0.046 0.025 0.012	0.007	-	-
HCM Control Delay (s)	8.5	-	-	14.7 33.2 10.6	9	-	-
HCM Lane LOS	A	-	-	B D B	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-	0.1 0.1 0	0	-	-

Lanes, Volumes, Timings

2: Sleater Kinney Rd NE & 6th Ave NE

10/21/2020

						
Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	40	149	578	58	90	429
Future Volume (vph)	40	149	578	58	90	429
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	240	0		0	225	
Storage Lanes	1	1		1	1	
Taper Length (ft)	25				25	
Link Speed (mph)	25		25			25
Link Distance (ft)	1386		980			852
Travel Time (s)	37.8		26.7			23.2
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	3%	1%	0%	0%	0%	1%
Shared Lane Traffic (%)						
Sign Control	Stop		Free			Free
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

HCM 6th TWSC

2: Sleater Kinney Rd NE & 6th Ave NE

10/21/2020

Intersection						
Int Delay, s/veh	3.6					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	40	149	578	58	90	429
Future Vol, veh/h	40	149	578	58	90	429
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	240	0	-	0	225	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	3	1	0	0	0	1
Mvmt Flow	44	166	642	64	100	477
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1319	642	0	0	706	0
Stage 1	642	-	-	-	-	-
Stage 2	677	-	-	-	-	-
Critical Hdwy	6.43	6.21	-	-	4.1	-
Critical Hdwy Stg 1	5.43	-	-	-	-	-
Critical Hdwy Stg 2	5.43	-	-	-	-	-
Follow-up Hdwy	3.527	3.309	-	-	2.2	-
Pot Cap-1 Maneuver	172	476	-	-	902	-
Stage 1	522	-	-	-	-	-
Stage 2	503	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	153	476	-	-	902	-
Mov Cap-2 Maneuver	153	-	-	-	-	-
Stage 1	522	-	-	-	-	-
Stage 2	447	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	21	0	1.6			
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 153 476	902	-		
HCM Lane V/C Ratio	-	- 0.29 0.348	0.111	-		
HCM Control Delay (s)	-	- 37.9 16.5	9.5	-		
HCM Lane LOS	-	- E C	A	-		
HCM 95th %tile Q(veh)	-	- 1.1 1.5	0.4	-		

Lanes, Volumes, Timings

3: 6th Ave NE & Enterprise Dr NE

10/21/2020



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (vph)	32	109	143	34	24	29
Future Volume (vph)	32	109	143	34	24	29
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	50			0	0	0
Storage Lanes	1			0	1	0
Taper Length (ft)	25				25	
Link Speed (mph)		25	25		25	
Link Distance (ft)		1386	884		626	
Travel Time (s)		37.8	24.1		17.1	
Confl. Peds. (#/hr)						8
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	1%	1%	0%	0%	0%
Parking (#/hr)			0	0	0	0
Shared Lane Traffic (%)						
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type: Other

Control Type: Unsignalized

HCM 6th TWSC

3: 6th Ave NE & Enterprise Dr NE

10/21/2020

Intersection						
Int Delay, s/veh	2.1					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	32	109	143	34	24	29
Future Vol, veh/h	32	109	143	34	24	29
Conflicting Peds, #/hr	0	0	0	0	0	8
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	50	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	0	1	1	0	0	0
Mvmt Flow	36	121	159	38	27	32
Major/Minor	Major1	Major2	Minor2			
Conflicting Flow All	197	0	-	0	371	186
Stage 1	-	-	-	-	178	-
Stage 2	-	-	-	-	193	-
Critical Hdwy	4.1	-	-	-	6.4	6.2
Critical Hdwy Stg 1	-	-	-	-	5.4	-
Critical Hdwy Stg 2	-	-	-	-	5.4	-
Follow-up Hdwy	2.2	-	-	-	3.5	3.3
Pot Cap-1 Maneuver	1388	-	-	-	634	861
Stage 1	-	-	-	-	858	-
Stage 2	-	-	-	-	845	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1388	-	-	-	618	854
Mov Cap-2 Maneuver	-	-	-	-	666	-
Stage 1	-	-	-	-	836	-
Stage 2	-	-	-	-	845	-
Approach	EB	WB		SB		
HCM Control Delay, s	1.7	0		10.2		
HCM LOS				B		
Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	
Capacity (veh/h)	1388	-	-	-	757	
HCM Lane V/C Ratio	0.026	-	-	-	0.078	
HCM Control Delay (s)	7.7	-	-	-	10.2	
HCM Lane LOS	A	-	-	-	B	
HCM 95th %tile Q(veh)	0.1	-	-	-	0.3	

Lanes, Volumes, Timings 4: Martin Way E & College St NE

10/21/2020

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	20	714	214	609	543	99	153	159	772	89	157	33
Future Volume (vph)	20	714	214	609	543	99	153	159	772	89	157	33
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		-1%			3%			-1%			-2%	
Storage Length (ft)	255		360	415		415	285		200	195		0
Storage Lanes	1		1	2		1	1		1	1		0
Taper Length (ft)	25			25			25			25		
Right Turn on Red			Yes			Yes			Yes			No
Link Speed (mph)		35			40			35			35	
Link Distance (ft)		1212			1009			483			823	
Travel Time (s)		23.6			17.2			9.4			16.0	
Confl. Peds. (#/hr)	17		3	3		17	17					17
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	5%	1%	0%	1%	2%	1%	2%	0%	1%	0%	0%	0%
Shared Lane Traffic (%)												
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Prot	NA	pm+ov	Prot	NA	
Protected Phases	1	6		5	2		7	4	5	3	8	
Permitted Phases			6			2			4			
Detector Phase	1	6	6	5	2	2	7	4	5	3	8	
Switch Phase												
Minimum Initial (s)	4.0	6.0	6.0	6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	
Minimum Split (s)	9.5	30.0	30.0	30.5	24.5	24.5	9.5	23.0	30.5	9.5	28.0	
Total Split (s)	11.0	35.0	35.0	35.0	59.0	59.0	22.0	22.0	35.0	28.0	28.0	
Total Split (%)	9.2%	29.2%	29.2%	29.2%	49.2%	49.2%	18.3%	18.3%	29.2%	23.3%	23.3%	
Yellow Time (s)	4.0	4.0	4.0	4.5	4.5	4.5	4.0	4.0	4.5	3.0	3.0	
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.5	5.5	5.5	5.0	5.0	5.5	4.0	4.0	
Lead/Lag	Lead	Lag	Lag	Lead	Lag	Lag	Lead	Lag	Lead	Lead	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Recall Mode	None	C-Max	C-Max	None	C-Max	C-Max	None	None	None	None	None	

Intersection Summary

Area Type: Other

Cycle Length: 120

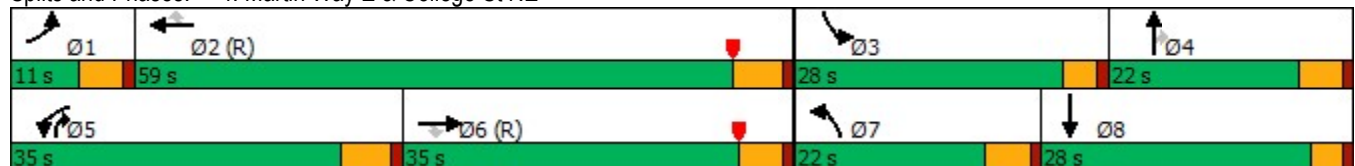
Actuated Cycle Length: 120

Offset: 34.5 (29%), Referenced to phase 2:WBT and 6:EBT, Start of Yellow

Natural Cycle: 100

Control Type: Actuated-Coordinated

Splits and Phases: 4: Martin Way E & College St NE



HCM 6th Signalized Intersection Summary

4: Martin Way E & College St NE

10/21/2020

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	20	714	214	609	543	99	153	159	772	89	157	33
Future Volume (veh/h)	20	714	214	609	543	99	153	159	772	89	157	33
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		0.95	1.00		0.95
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1864	1924	1939	1832	1817	1832	1909	1939	1924	1979	1979	1979
Adj Flow Rate, veh/h	22	793	0	677	603	0	170	177	747	99	174	37
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Percent Heavy Veh, %	5	1	0	1	2	1	2	0	1	0	0	0
Cap, veh/h	31	1420		751	2061		198	304	1062	126	325	67
Arrive On Green	0.02	0.39	0.00	0.22	0.60	0.00	0.11	0.16	0.16	0.07	0.11	0.11
Sat Flow, veh/h	1776	3656	1644	3385	3453	1553	1818	1939	2714	1884	3072	634
Grp Volume(v), veh/h	22	793	0	677	603	0	170	177	747	99	104	107
Grp Sat Flow(s),veh/h/ln	1776	1828	1644	1693	1726	1553	1818	1939	1357	1884	1880	1827
Q Serve(g_s), s	1.5	20.3	0.0	23.3	10.2	0.0	11.0	10.2	18.8	6.2	6.3	6.6
Cycle Q Clear(g_c), s	1.5	20.3	0.0	23.3	10.2	0.0	11.0	10.2	18.8	6.2	6.3	6.6
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		0.35
Lane Grp Cap(c), veh/h	31	1420		751	2061		198	304	1062	126	199	193
V/C Ratio(X)	0.72	0.56		0.90	0.29		0.86	0.58	0.70	0.79	0.53	0.55
Avail Cap(c_a), veh/h	89	1420		832	2061		258	304	1062	377	376	365
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	58.7	28.7	0.0	45.4	11.8	0.0	52.5	47.0	31.9	55.2	50.8	50.9
Incr Delay (d2), s/veh	10.9	1.6	0.0	12.4	0.4	0.0	18.2	2.4	2.0	4.1	0.8	0.9
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.8	9.1	0.0	10.9	3.8	0.0	6.0	5.1	9.3	3.1	3.0	3.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	69.5	30.3	0.0	57.8	12.2	0.0	70.7	49.4	33.9	59.3	51.6	51.9
LnGrp LOS	E	C		E	B		E	D	C	E	D	D
Approach Vol, veh/h		815	A		1280	A		1094			310	
Approach Delay, s/veh		31.3			36.3			42.1			54.1	
Approach LOS		C			D			D			D	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.1	77.1	12.0	23.8	32.1	52.1	18.1	17.7				
Change Period (Y+Rc), s	5.0	5.5	4.0	5.0	5.5	* 5.5	5.0	* 5				
Max Green Setting (Gmax), s	6.0	53.5	24.0	17.0	29.5	* 30	17.0	* 24				
Max Q Clear Time (g_c+I1), s	3.5	12.2	8.2	20.8	25.3	22.3	13.0	8.6				
Green Ext Time (p_c), s	0.0	5.0	0.1	0.0	1.3	3.4	0.1	0.6				

Intersection Summary

HCM 6th Ctrl Delay	38.6
HCM 6th LOS	D

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Unsignalized Delay for [EBR, WBR] is excluded from calculations of the approach delay and intersection delay.

2023 Without-Project LOS

Unsignalized LOS Summary (Weighted Average Method)
2023 Without Project - PM Peak Hour

Intersection	Eastbound			Westbound			Northbound			Southbound		
	L 1	T 2	R 3	L 4	T 5	R 6	L 7	T 8	R 9	L 10	T 11	R 12
1. Sleater Kinney Rd NE / Alonna Dr NE												
Volume (HFR)	18	0		3	0	8	19	718	4	7	518	7
Control Delay	16.7	0	0	43.4	0	11	8.7	0	0	9.4	0	0
Intersection Delay	0.6	A										
2. Sleater Kinney Rd NE / 6th Ave NE												
Volume (HFR)				45		168		663	65	108	488	
Control Delay	0	0	0	61.6	0	20.3	0	0	0	10.1	0	0
Intersection Delay	4.7	A										
3. 6th Ave NE / Enterprise Dr NE												
Volume (HFR)	36	130			161	38				60		
Control Delay	7.7	0	0	0	0	0	0	0	0	10.4	0	0
Intersection Delay	2.1	A										
Note:	FOR TOTAL INTERSECTION DELAY											

Lanes, Volumes, Timings

1: Sleater Kinney Rd NE & Alonna Dr NE

10/21/2020

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	6	0	12	3	0	8	19	718	4	7	518	7
Future Volume (vph)	6	0	12	3	0	8	19	718	4	7	518	7
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0		0	0		0	120		0	170		0
Storage Lanes	0		0	1		0	1		0	1		0
Taper Length (ft)	25			25			25			25		
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		477			435			629			980	
Travel Time (s)		13.0			11.9			17.2			26.7	
Confl. Peds. (#/hr)			1	1			4					4
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%
Shared Lane Traffic (%)												
Sign Control		Stop			Stop			Free			Free	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											

HCM 6th TWSC

1: Sleater Kinney Rd NE & Alonna Dr NE

10/21/2020

Intersection												
Int Delay, s/veh	0.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕		↕	↕		↕	↕		↕	↕	
Traffic Vol, veh/h	6	0	12	3	0	8	19	718	4	7	518	7
Future Vol, veh/h	6	0	12	3	0	8	19	718	4	7	518	7
Conflicting Peds, #/hr	0	0	1	1	0	0	4	0	0	0	0	4
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	0	-	-	120	-	-	170	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	1	0
Mvmt Flow	7	0	13	3	0	9	21	798	4	8	576	8
Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	1041	1444	585	1446	1446	401	588	0	0	802	0	0
Stage 1	600	600	-	842	842	-	-	-	-	-	-	-
Stage 2	441	844	-	604	604	-	-	-	-	-	-	-
Critical Hdwy	7.3	6.5	6.2	7.3	6.5	6.9	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.5	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	198	133	515	102	133	604	997	-	-	830	-	-
Stage 1	491	493	-	329	383	-	-	-	-	-	-	-
Stage 2	570	382	-	489	491	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	190	128	513	97	128	604	993	-	-	830	-	-
Mov Cap-2 Maneuver	190	128	-	97	128	-	-	-	-	-	-	-
Stage 1	479	486	-	322	375	-	-	-	-	-	-	-
Stage 2	550	374	-	471	484	-	-	-	-	-	-	-
Approach	EB		WB		NB		SB					
HCM Control Delay, s	16.7		19.8		0.2		0.1					
HCM LOS	C		C									
Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1WBLn1WBLn2	SBL	SBT	SBR					
Capacity (veh/h)	993	-	-	327	97	604	830	-	-			
HCM Lane V/C Ratio	0.021	-	-	0.061	0.034	0.015	0.009	-	-			
HCM Control Delay (s)	8.7	-	-	16.7	43.4	11	9.4	-	-			
HCM Lane LOS	A	-	-	C	E	B	A	-	-			
HCM 95th %tile Q(veh)	0.1	-	-	0.2	0.1	0	0	-	-			

Lanes, Volumes, Timings

2: Sleater Kinney Rd NE & 6th Ave NE

10/21/2020

						
Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	45	168	663	65	108	488
Future Volume (vph)	45	168	663	65	108	488
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	240	0		0	225	
Storage Lanes	1	1		1	1	
Taper Length (ft)	25				25	
Link Speed (mph)	25		25			25
Link Distance (ft)	1386		980			852
Travel Time (s)	37.8		26.7			23.2
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	3%	1%	0%	0%	0%	1%
Shared Lane Traffic (%)						
Sign Control	Stop		Free			Free
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

HCM 6th TWSC

2: Sleater Kinney Rd NE & 6th Ave NE

10/21/2020

Intersection						
Int Delay, s/veh	4.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	45	168	663	65	108	488
Future Vol, veh/h	45	168	663	65	108	488
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	240	0	-	0	225	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	3	1	0	0	0	1
Mvmt Flow	50	187	737	72	120	542
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1519	737	0	0	809	0
Stage 1	737	-	-	-	-	-
Stage 2	782	-	-	-	-	-
Critical Hdwy	6.43	6.21	-	-	4.1	-
Critical Hdwy Stg 1	5.43	-	-	-	-	-
Critical Hdwy Stg 2	5.43	-	-	-	-	-
Follow-up Hdwy	3.527	3.309	-	-	2.2	-
Pot Cap-1 Maneuver	130	420	-	-	825	-
Stage 1	472	-	-	-	-	-
Stage 2	449	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	111	420	-	-	825	-
Mov Cap-2 Maneuver	111	-	-	-	-	-
Stage 1	472	-	-	-	-	-
Stage 2	384	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	29	0	1.8			
HCM LOS	D					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 111 420	825	-		
HCM Lane V/C Ratio	-	- 0.45 0.444	0.145	-		
HCM Control Delay (s)	-	- 61.6 20.3	10.1	-		
HCM Lane LOS	-	- F C	B	-		
HCM 95th %tile Q(veh)	-	- 2 2.2	0.5	-		

Lanes, Volumes, Timings 3: 6th Ave NE & Enterprise Dr NE

10/21/2020



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (vph)	36	130	161	38	27	33
Future Volume (vph)	36	130	161	38	27	33
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	50			0	0	0
Storage Lanes	1			0	1	0
Taper Length (ft)	25				25	
Link Speed (mph)		25	25		25	
Link Distance (ft)		1386	884		626	
Travel Time (s)		37.8	24.1		17.1	
Confl. Peds. (#/hr)						8
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	1%	1%	0%	0%	0%
Parking (#/hr)			0	0	0	0
Shared Lane Traffic (%)						
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type: Other

Control Type: Unsignalized

HCM 6th TWSC

3: 6th Ave NE & Enterprise Dr NE

10/21/2020

Intersection

Int Delay, s/veh 2.1

Movement	EBL	EBT	WBT	WBR	SBL	SBR
----------	-----	-----	-----	-----	-----	-----

Lane Configurations 

Traffic Vol, veh/h 36 130 161 38 27 33

Future Vol, veh/h 36 130 161 38 27 33

Conflicting Peds, #/hr 0 0 0 0 0 8

Sign Control Free Free Free Free Stop Stop

RT Channelized - None - None - None

Storage Length 50 - - - 0 -

Veh in Median Storage, # - 0 0 - 0 -

Grade, % - 0 0 - 0 -

Peak Hour Factor 90 90 90 90 90 90

Heavy Vehicles, % 0 1 1 0 0 0

Mvmt Flow 40 144 179 42 30 37

Major/Minor	Major1	Major2	Minor2
-------------	--------	--------	--------

Conflicting Flow All 221 0 - 0 424 208

Stage 1 - - - - 200 -

Stage 2 - - - - 224 -

Critical Hdwy 4.1 - - - 6.4 6.2

Critical Hdwy Stg 1 - - - - 5.4 -

Critical Hdwy Stg 2 - - - - 5.4 -

Follow-up Hdwy 2.2 - - - 3.5 3.3

Pot Cap-1 Maneuver 1360 - - - 591 837

Stage 1 - - - - 838 -

Stage 2 - - - - 818 -

Platoon blocked, % - - - -

Mov Cap-1 Maneuver 1360 - - - 574 831

Mov Cap-2 Maneuver - - - - 634 -

Stage 1 - - - - 814 -

Stage 2 - - - - 818 -

Approach	EB	WB	SB
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HCM Control Delay, s 1.7 0 10.4

HCM LOS B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
-----------------------	-----	-----	-----	-----	-------

Capacity (veh/h) 1360 - - - 729

HCM Lane V/C Ratio 0.029 - - - 0.091

HCM Control Delay (s) 7.7 - - - 10.4

HCM Lane LOS A - - - B

HCM 95th %tile Q(veh) 0.1 - - - 0.3

Lanes, Volumes, Timings

4: Martin Way E & College St NE

10/21/2020

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	31	809	246	696	614	113	177	221	881	102	196	63
Future Volume (vph)	31	809	246	696	614	113	177	221	881	102	196	63
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		-1%			3%			-1%			-2%	
Storage Length (ft)	255		360	415		415	285		200	195		0
Storage Lanes	1		1	2		1	1		1	1		0
Taper Length (ft)	25			25			25			25		
Right Turn on Red			Yes			Yes			Yes			No
Link Speed (mph)		35			40			35			35	
Link Distance (ft)		1212			1009			483			823	
Travel Time (s)		23.6			17.2			9.4			16.0	
Confl. Peds. (#/hr)	17		3	3		17	17					17
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	5%	1%	0%	1%	2%	1%	2%	0%	1%	0%	0%	0%
Shared Lane Traffic (%)												
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Prot	NA	pm+ov	Prot	NA	
Protected Phases	1	6		5	2		7	4	5	3	8	
Permitted Phases			6			2			4			
Detector Phase	1	6	6	5	2	2	7	4	5	3	8	
Switch Phase												
Minimum Initial (s)	4.0	6.0	6.0	6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	
Minimum Split (s)	9.5	30.0	30.0	30.5	24.5	24.5	9.5	23.0	30.5	9.5	28.0	
Total Split (s)	11.0	35.0	35.0	35.0	59.0	59.0	22.0	22.0	35.0	28.0	28.0	
Total Split (%)	9.2%	29.2%	29.2%	29.2%	49.2%	49.2%	18.3%	18.3%	29.2%	23.3%	23.3%	
Yellow Time (s)	4.0	4.0	4.0	4.5	4.5	4.5	4.0	4.0	4.5	3.0	3.0	
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.5	5.5	5.5	5.0	5.0	5.5	4.0	4.0	
Lead/Lag	Lead	Lag	Lag	Lead	Lag	Lag	Lead	Lag	Lead	Lead	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Recall Mode	None	C-Max	C-Max	None	C-Max	C-Max	None	None	None	None	None	

Intersection Summary

Area Type: Other

Cycle Length: 120

Actuated Cycle Length: 120

Offset: 34.5 (29%), Referenced to phase 2:WBT and 6:EBT, Start of Yellow

Natural Cycle: 110

Control Type: Actuated-Coordinated

Splits and Phases: 4: Martin Way E & College St NE



HCM 6th Signalized Intersection Summary

4: Martin Way E & College St NE

10/21/2020

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	31	809	246	696	614	113	177	221	881	102	196	63
Future Volume (veh/h)	31	809	246	696	614	113	177	221	881	102	196	63
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		0.95	1.00		0.96
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1864	1924	1939	1832	1817	1832	1909	1939	1924	1979	1979	1979
Adj Flow Rate, veh/h	34	899	0	773	682	0	197	246	868	113	218	70
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Percent Heavy Veh, %	5	1	0	1	2	1	2	0	1	0	0	0
Cap, veh/h	43	1225		822	1926		225	350	1191	141	345	107
Arrive On Green	0.02	0.33	0.00	0.24	0.56	0.00	0.12	0.18	0.18	0.07	0.12	0.12
Sat Flow, veh/h	1776	3656	1644	3385	3453	1553	1818	1939	2735	1884	2792	866
Grp Volume(v), veh/h	34	899	0	773	682	0	197	246	868	113	144	144
Grp Sat Flow(s),veh/h/ln	1776	1828	1644	1693	1726	1553	1818	1939	1368	1884	1880	1779
Q Serve(g_s), s	2.3	26.0	0.0	26.9	13.1	0.0	12.8	14.3	21.7	7.1	8.7	9.2
Cycle Q Clear(g_c), s	2.3	26.0	0.0	26.9	13.1	0.0	12.8	14.3	21.7	7.1	8.7	9.2
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		0.49
Lane Grp Cap(c), veh/h	43	1225		822	1926		225	350	1191	141	232	220
V/C Ratio(X)	0.79	0.73		0.94	0.35		0.88	0.70	0.73	0.80	0.62	0.65
Avail Cap(c_a), veh/h	89	1225		832	1926		258	350	1191	377	376	356
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	58.2	35.2	0.0	44.6	14.6	0.0	51.7	46.1	29.1	54.6	49.9	50.2
Incr Delay (d2), s/veh	11.3	3.9	0.0	18.3	0.5	0.0	23.9	5.8	2.2	4.0	1.0	1.2
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.2	12.0	0.0	13.1	5.0	0.0	7.3	7.4	10.5	3.5	4.1	4.2
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	69.5	39.1	0.0	62.9	15.1	0.0	75.6	51.9	31.3	58.6	51.0	51.4
LnGrp LOS	E	D		E	B		E	D	C	E	D	D
Approach Vol, veh/h		933	A		1455	A		1311			401	
Approach Delay, s/veh		40.2			40.5			41.8			53.3	
Approach LOS		D			D			D			D	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.9	72.4	13.0	26.7	34.6	45.7	19.8	19.8				
Change Period (Y+Rc), s	5.0	5.5	4.0	5.0	5.5	* 5.5	5.0	* 5				
Max Green Setting (Gmax), s	6.0	53.5	24.0	17.0	29.5	* 30	17.0	* 24				
Max Q Clear Time (g_c+l1), s	4.3	15.1	9.1	23.7	28.9	28.0	14.8	11.2				
Green Ext Time (p_c), s	0.0	5.8	0.1	0.0	0.3	1.2	0.1	0.8				

Intersection Summary

HCM 6th Ctrl Delay 42.1

HCM 6th LOS D

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Unsignalized Delay for [EBR, WBR] is excluded from calculations of the approach delay and intersection delay.

2023 With-Project LOS

Unsignalized LOS Summary (Weighted Average Method)
2023 With Project - PM Peak Hour

Intersection	Eastbound			Westbound			Northbound			Southbound		
	L 1	T 2	R 3	L 4	T 5	R 6	L 7	T 8	R 9	L 10	T 11	R 12
1. Sleater Kinney Rd NE / Alonna Dr NE												
Volume (HFR)	18	0		3	0	9	19	742	4	7	531	7
Control Delay	17.1	0	0	46.1	0	11.2	8.8	0	0	9.5	0	0
Intersection Delay	0.6	A										
2. Sleater Kinney Rd NE / 6th Ave NE												
Volume (HFR)				57		168		666	87	108	489	
Control Delay	0	0	0	74.9	0	20.4	0	0	0	10.2	0	0
Intersection Delay	5.6	A										
3. 6th Ave NE / Enterprise Dr NE												
Volume (HFR)	36	143			183	38				60		
Control Delay	7.8	0	0	0	0	0	0	0	0	10.6	0	0
Intersection Delay	2.0	A										
A. Site Access / 15th Ave NE												
Volume (HFR)		268	4	213			5					
Control Delay	0	0	0	0.2	0	0	11	0	0	0	0	0.0
Intersection Delay	0.2	A										
B. Site Access / 6th Ave NE												
Volume (HFR)	22	166			193	22				25		
Control Delay	7.7	0	0	0	0	0	0	0	0	10.3	0	0
Intersection Delay	1.0	A										

Note:

FOR TOTAL INTERSECTION DELAY

Major Approach:

Left-Through-Right Shared is added together and entered as the left movement with the LT delay.
It is assumed drivers do not pass a queued left-turn and are assigned delay.
HCS assumes there is no delay for the TH movement.
If there is an exclusive Left-turn lane enter the Through and the Right volume without delay
Delay max 1000 sec.

Lanes, Volumes, Timings

1: Sleater Kinney Rd NE & Alonna Dr NE

03/16/2021

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	6	0	12	3	0	9	19	742	4	7	531	7
Future Volume (vph)	6	0	12	3	0	9	19	742	4	7	531	7
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	0		0	0		0	120		0	170		0
Storage Lanes	0		0	1		0	1		0	1		0
Taper Length (ft)	25			25			25			25		
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		477			435			629			980	
Travel Time (s)		13.0			11.9			17.2			26.7	
Confl. Peds. (#/hr)			1	1			4					4
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%
Shared Lane Traffic (%)												
Sign Control		Stop			Stop			Free			Free	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											

HCM 6th TWSC

1: Sleater Kinney Rd NE & Alonna Dr NE

03/16/2021

Intersection

Int Delay, s/veh 0.6

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕		↕	↕		↕	↕		↕	↕	
Traffic Vol, veh/h	6	0	12	3	0	9	19	742	4	7	531	7
Future Vol, veh/h	6	0	12	3	0	9	19	742	4	7	531	7
Conflicting Peds, #/hr	0	0	1	1	0	0	4	0	0	0	0	4
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	0	-	-	120	-	-	170	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	1	0
Mvmt Flow	7	0	13	3	0	10	21	824	4	8	590	8

Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	1068	1484	599	1486	1486	414	602	0	0	828	0	0
Stage 1	614	614	-	868	868	-	-	-	-	-	-	-
Stage 2	454	870	-	618	618	-	-	-	-	-	-	-
Critical Hdwy	7.3	6.5	6.2	7.3	6.5	6.9	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.5	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	190	126	505	96	126	593	985	-	-	812	-	-
Stage 1	483	486	-	318	372	-	-	-	-	-	-	-
Stage 2	560	372	-	480	484	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	182	122	503	91	122	593	981	-	-	812	-	-
Mov Cap-2 Maneuver	182	122	-	91	122	-	-	-	-	-	-	-
Stage 1	471	479	-	311	364	-	-	-	-	-	-	-
Stage 2	539	364	-	462	477	-	-	-	-	-	-	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	17.1		19.9		0.2		0.1	
HCM LOS	C		C					

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1WBLn1WBLn2	SBL	SBT	SBR
Capacity (veh/h)	981	-	-	317 91 593	812	-	-
HCM Lane V/C Ratio	0.022	-	-	0.063 0.037 0.017	0.01	-	-
HCM Control Delay (s)	8.8	-	-	17.1 46.1 11.2	9.5	-	-
HCM Lane LOS	A	-	-	C E B	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-	0.2 0.1 0.1	0	-	-

Lanes, Volumes, Timings

2: Sleater Kinney Rd NE & 6th Ave NE

03/16/2021

						
Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	57	168	666	87	108	489
Future Volume (vph)	57	168	666	87	108	489
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	240	0		0	225	
Storage Lanes	1	1		1	1	
Taper Length (ft)	25				25	
Link Speed (mph)	25		25			25
Link Distance (ft)	906		980			852
Travel Time (s)	24.7		26.7			23.2
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	3%	1%	0%	0%	0%	1%
Shared Lane Traffic (%)						
Sign Control	Stop		Free			Free
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

HCM 6th TWSC

2: Sleater Kinney Rd NE & 6th Ave NE

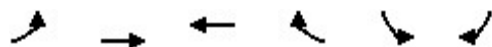
03/16/2021

Intersection						
Int Delay, s/veh	5.6					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	57	168	666	87	108	489
Future Vol, veh/h	57	168	666	87	108	489
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	240	0	-	0	225	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	3	1	0	0	0	1
Mvmt Flow	63	187	740	97	120	543
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	1523	740	0	0	837	0
Stage 1	740	-	-	-	-	-
Stage 2	783	-	-	-	-	-
Critical Hdwy	6.43	6.21	-	-	4.1	-
Critical Hdwy Stg 1	5.43	-	-	-	-	-
Critical Hdwy Stg 2	5.43	-	-	-	-	-
Follow-up Hdwy	3.527	3.309	-	-	2.2	-
Pot Cap-1 Maneuver	129	418	-	-	806	-
Stage 1	470	-	-	-	-	-
Stage 2	449	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	110	418	-	-	806	-
Mov Cap-2 Maneuver	110	-	-	-	-	-
Stage 1	470	-	-	-	-	-
Stage 2	382	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	34.2	0	1.9			
HCM LOS	D					
Minor Lane/Major Mvmt	NBT	NBRWBLn1WBLn2	SBL	SBT		
Capacity (veh/h)	-	- 110 418	806	-		
HCM Lane V/C Ratio	-	- 0.576 0.447	0.149	-		
HCM Control Delay (s)	-	- 74.9 20.4	10.2	-		
HCM Lane LOS	-	- F C	B	-		
HCM 95th %tile Q(veh)	-	- 2.8 2.2	0.5	-		

Lanes, Volumes, Timings

3: 6th Ave NE & Enterprise Dr NE

03/16/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (vph)	36	143	183	38	27	33
Future Volume (vph)	36	143	183	38	27	33
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	50			0	0	0
Storage Lanes	1			0	1	0
Taper Length (ft)	25				25	
Link Speed (mph)		25	25		25	
Link Distance (ft)		480	884		626	
Travel Time (s)		13.1	24.1		17.1	
Confl. Peds. (#/hr)						8
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	1%	1%	0%	0%	0%
Parking (#/hr)			0	0	0	0
Shared Lane Traffic (%)						
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type: Other

Control Type: Unsignalized

HCM 6th TWSC

3: 6th Ave NE & Enterprise Dr NE

03/16/2021

Intersection

Int Delay, s/veh 2

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	36	143	183	38	27	33
Future Vol, veh/h	36	143	183	38	27	33
Conflicting Peds, #/hr	0	0	0	0	0	8
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	50	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	0	1	1	0	0	0
Mvmt Flow	40	159	203	42	30	37

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	245	0	0 463 232
Stage 1	-	-	- 224 -
Stage 2	-	-	- 239 -
Critical Hdwy	4.1	-	- 6.4 6.2
Critical Hdwy Stg 1	-	-	- 5.4 -
Critical Hdwy Stg 2	-	-	- 5.4 -
Follow-up Hdwy	2.2	-	- 3.5 3.3
Pot Cap-1 Maneuver	1333	-	- 561 812
Stage 1	-	-	- 818 -
Stage 2	-	-	- 805 -
Platoon blocked, %		-	-
Mov Cap-1 Maneuver	1333	-	- 544 806
Mov Cap-2 Maneuver	-	-	- 613 -
Stage 1	-	-	- 793 -
Stage 2	-	-	- 805 -

Approach	EB	WB	SB
HCM Control Delay, s	1.6	0	10.6
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1333	-	-	-	706
HCM Lane V/C Ratio	0.03	-	-	-	0.094
HCM Control Delay (s)	7.8	-	-	-	10.6
HCM Lane LOS	A	-	-	-	B
HCM 95th %tile Q(veh)	0.1	-	-	-	0.3

Lanes, Volumes, Timings 4: Martin Way E & College St NE

03/16/2021

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	32	809	246	696	614	127	177	227	881	108	202	63
Future Volume (vph)	32	809	246	696	614	127	177	227	881	108	202	63
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Grade (%)		-1%			3%			-1%			-2%	
Storage Length (ft)	255		360	415		415	285		200	195		0
Storage Lanes	1		1	2		1	1		1	1		0
Taper Length (ft)	25			25			25			25		
Right Turn on Red			Yes			Yes			Yes			No
Link Speed (mph)		35			40			35			35	
Link Distance (ft)		1212			1009			483			823	
Travel Time (s)		23.6			17.2			9.4			16.0	
Confl. Peds. (#/hr)	17		3	3		17	17					17
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	5%	1%	0%	1%	2%	1%	2%	0%	1%	0%	0%	0%
Shared Lane Traffic (%)												
Turn Type	Prot	NA	Perm	Prot	NA	Perm	Prot	NA	pm+ov	Prot	NA	
Protected Phases	1	6		5	2		7	4	5	3	8	
Permitted Phases			6			2			4			
Detector Phase	1	6	6	5	2	2	7	4	5	3	8	
Switch Phase												
Minimum Initial (s)	4.0	6.0	6.0	6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	
Minimum Split (s)	9.5	30.0	30.0	30.5	24.5	24.5	9.5	23.0	30.5	9.5	28.0	
Total Split (s)	11.0	35.0	35.0	35.0	59.0	59.0	22.0	22.0	35.0	28.0	28.0	
Total Split (%)	9.2%	29.2%	29.2%	29.2%	49.2%	49.2%	18.3%	18.3%	29.2%	23.3%	23.3%	
Yellow Time (s)	4.0	4.0	4.0	4.5	4.5	4.5	4.0	4.0	4.5	3.0	3.0	
All-Red Time (s)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Lost Time (s)	5.0	5.0	5.0	5.5	5.5	5.5	5.0	5.0	5.5	4.0	4.0	
Lead/Lag	Lead	Lag	Lag	Lead	Lag	Lag	Lead	Lag	Lead	Lead	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Recall Mode	None	C-Max	C-Max	None	C-Max	C-Max	None	None	None	None	None	

Intersection Summary

Area Type: Other

Cycle Length: 120

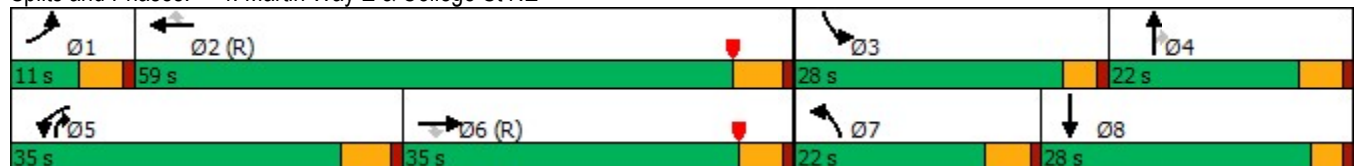
Actuated Cycle Length: 120

Offset: 34.5 (29%), Referenced to phase 2:WBT and 6:EBT, Start of Yellow

Natural Cycle: 110

Control Type: Actuated-Coordinated

Splits and Phases: 4: Martin Way E & College St NE



Queues

4: Martin Way E & College St NE

03/16/2021



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Group Flow (vph)	36	899	273	773	682	141	197	252	979	120	294
v/c Ratio	0.42	0.88	0.42	0.84	0.37	0.17	0.84	0.72	0.62	0.65	0.55
Control Delay	69.8	53.7	6.4	51.3	18.8	3.4	80.0	58.2	15.1	67.1	50.2
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	69.8	53.7	6.4	51.3	18.8	3.4	80.0	58.2	15.1	67.1	50.2
Queue Length 50th (ft)	27	~368	0	281	172	0	149	184	178	91	112
Queue Length 95th (ft)	64	#511	67	#417	239	35	#266	274	272	148	150
Internal Link Dist (ft)		1132			929			403			743
Turn Bay Length (ft)	255		360	415		415	285		200	195	
Base Capacity (vph)	91	1016	648	918	1866	849	251	350	1576	364	696
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.40	0.88	0.42	0.84	0.37	0.17	0.78	0.72	0.62	0.33	0.42

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.

Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.

Queue shown is maximum after two cycles.

HCM 6th Signalized Intersection Summary

4: Martin Way E & College St NE

03/16/2021

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	32	809	246	696	614	127	177	227	881	108	202	63
Future Volume (veh/h)	32	809	246	696	614	127	177	227	881	108	202	63
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		0.95	1.00		0.96
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1864	1924	1939	1832	1817	1832	1909	1939	1924	1979	1979	1979
Adj Flow Rate, veh/h	36	899	0	773	682	0	197	252	868	120	224	70
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Percent Heavy Veh, %	5	1	0	1	2	1	2	0	1	0	0	0
Cap, veh/h	46	1220		822	1917		225	345	1183	149	350	106
Arrive On Green	0.03	0.33	0.00	0.24	0.56	0.00	0.12	0.18	0.18	0.08	0.12	0.12
Sat Flow, veh/h	1776	3656	1644	3385	3453	1553	1818	1939	2733	1884	2812	850
Grp Volume(v), veh/h	36	899	0	773	682	0	197	252	868	120	147	147
Grp Sat Flow(s),veh/h/ln	1776	1828	1644	1693	1726	1553	1818	1939	1366	1884	1880	1783
Q Serve(g_s), s	2.4	26.1	0.0	26.9	13.1	0.0	12.8	14.7	21.3	7.5	8.9	9.4
Cycle Q Clear(g_c), s	2.4	26.1	0.0	26.9	13.1	0.0	12.8	14.7	21.3	7.5	8.9	9.4
Prop In Lane	1.00		1.00	1.00		1.00	1.00		1.00	1.00		0.48
Lane Grp Cap(c), veh/h	46	1220		822	1917		225	345	1183	149	234	222
V/C Ratio(X)	0.79	0.74		0.94	0.36		0.88	0.73	0.73	0.81	0.63	0.66
Avail Cap(c_a), veh/h	89	1220		832	1917		258	345	1183	377	376	357
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	58.1	35.3	0.0	44.6	14.8	0.0	51.7	46.6	29.4	54.4	49.9	50.1
Incr Delay (d2), s/veh	10.5	4.0	0.0	18.3	0.5	0.0	23.9	7.3	2.3	3.9	1.0	1.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.2	12.1	0.0	13.1	5.0	0.0	7.3	7.7	10.6	3.7	4.2	4.2
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	68.7	39.3	0.0	62.9	15.3	0.0	75.6	53.9	31.7	58.3	50.9	51.4
LnGrp LOS	E	D		E	B		E	D	C	E	D	D
Approach Vol, veh/h		935	A		1455	A		1317			414	
Approach Delay, s/veh		40.4			40.6			42.5			53.2	
Approach LOS		D			D			D			D	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	8.1	72.1	13.5	26.3	34.6	45.6	19.8	20.0				
Change Period (Y+Rc), s	5.0	5.5	4.0	5.0	5.5	* 5.5	5.0	* 5				
Max Green Setting (Gmax), s	6.0	53.5	24.0	17.0	29.5	* 30	17.0	* 24				
Max Q Clear Time (g_c+l1), s	4.4	15.1	9.5	23.3	28.9	28.1	14.8	11.4				
Green Ext Time (p_c), s	0.0	5.8	0.1	0.0	0.3	1.2	0.1	0.8				

Intersection Summary

HCM 6th Ctrl Delay	42.4
HCM 6th LOS	D

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Unsignalized Delay for [EBR, WBR] is excluded from calculations of the approach delay and intersection delay.

Lanes, Volumes, Timings

5: North Site Access & 15th Ave NE

03/16/2021

						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	268	4	3	210	3	2
Future Volume (vph)	268	4	3	210	3	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Link Speed (mph)	35			30	25	
Link Distance (ft)	785			652	436	
Travel Time (s)	15.3			14.8	11.9	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	0%	0%	1%	0%	0%
Shared Lane Traffic (%)						
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

HCM 6th TWSC

5: North Site Access & 15th Ave NE

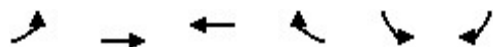
03/16/2021

Intersection						
Int Delay, s/veh	0.2					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	268	4	3	210	3	2
Future Vol, veh/h	268	4	3	210	3	2
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	0	0	0	1	0	0
Mvmt Flow	298	4	3	233	3	2
Major/Minor	Major1	Major2		Minor1		
Conflicting Flow All	0	0	302	0	539	300
Stage 1	-	-	-	-	300	-
Stage 2	-	-	-	-	239	-
Critical Hdwy	-	-	4.1	-	6.4	6.2
Critical Hdwy Stg 1	-	-	-	-	5.4	-
Critical Hdwy Stg 2	-	-	-	-	5.4	-
Follow-up Hdwy	-	-	2.2	-	3.5	3.3
Pot Cap-1 Maneuver	-	-	1270	-	507	744
Stage 1	-	-	-	-	756	-
Stage 2	-	-	-	-	805	-
Platoon blocked, %	-	-		-		
Mov Cap-1 Maneuver	-	-	1270	-	505	744
Mov Cap-2 Maneuver	-	-	-	-	505	-
Stage 1	-	-	-	-	756	-
Stage 2	-	-	-	-	803	-
Approach	EB	WB		NB		
HCM Control Delay, s	0	0.1		11.3		
HCM LOS	B					
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	579	-	-	1270	-	
HCM Lane V/C Ratio	0.01	-	-	0.003	-	
HCM Control Delay (s)	11.3	-	-	7.8	0	
HCM Lane LOS	B	-	-	A	A	
HCM 95th %tile Q(veh)	0	-	-	0	-	

Lanes, Volumes, Timings

6: 6th Ave NE & South Site Access

03/16/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (vph)	22	166	193	22	13	12
Future Volume (vph)	22	166	193	22	13	12
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Storage Length (ft)	50			0	0	0
Storage Lanes	1			0	1	0
Taper Length (ft)	25				25	
Link Speed (mph)		25	25		25	
Link Distance (ft)		906	480		420	
Travel Time (s)		24.7	13.1		11.5	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	0%	1%	1%	0%	0%	0%
Parking (#/hr)			0	0		
Shared Lane Traffic (%)						
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type: Other

Control Type: Unsignalized

HCM 6th TWSC

6: 6th Ave NE & South Site Access

03/16/2021

Intersection

Int Delay, s/veh 1

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	22	166	193	22	13	12
Future Vol, veh/h	22	166	193	22	13	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	50	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	1	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	0	1	1	0	0	0
Mvmt Flow	24	184	214	24	14	13

Major/Minor	Major1	Major2	Minor2
Conflicting Flow All	238	0	0 458 226
Stage 1	-	-	- 226 -
Stage 2	-	-	- 232 -
Critical Hdwy	4.1	-	- 6.4 6.2
Critical Hdwy Stg 1	-	-	- 5.4 -
Critical Hdwy Stg 2	-	-	- 5.4 -
Follow-up Hdwy	2.2	-	- 3.5 3.3
Pot Cap-1 Maneuver	1341	-	- 565 818
Stage 1	-	-	- 816 -
Stage 2	-	-	- 811 -
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	1341	-	- 555 818
Mov Cap-2 Maneuver	-	-	- 621 -
Stage 1	-	-	- 801 -
Stage 2	-	-	- 811 -

Approach	EB	WB	SB
HCM Control Delay, s	0.9	0	10.3
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1341	-	-	-	702
HCM Lane V/C Ratio	0.018	-	-	-	0.04
HCM Control Delay (s)	7.7	-	-	-	10.3
HCM Lane LOS	A	-	-	-	B
HCM 95th %tile Q(veh)	0.1	-	-	-	0.1

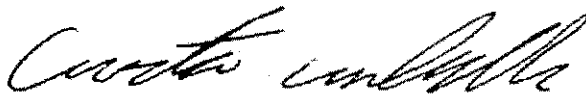
BRADLEY PARK PROPERTY

CITY OF LACEY, WASHINGTON

PRIORITY SPECIES MITIGATION PLAN

MAR 31 2021
20307

Prepared By:



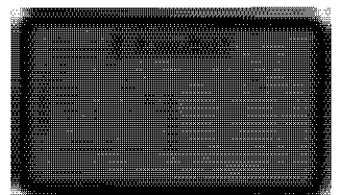
Curtis Wambach, M.S.
Senior Biologist and Principal



18 March 2021

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CITY OF LACEY, WASHINGTON

PRIORITY SPECIES MITIGATION PLAN

Prepared By:



Curtis Wambach, M.S.
Senior Biologist and Principal



18 March 2021

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BRADLEY PARK PROPERTY

PRIORITY SPECIES MITIGATION PLAN

Prepared For:

DR Horton

Prepared By:

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18 March 2021

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this Priority Species Mitigation Plan is to satisfy comments from the Washington Department of Fish and Wildlife (WDFW) requesting a wildlife survey for priority species and to satisfy the City of Lacey requirements for a Priority Species Mitigation Plan under Lacey Municipal Code (LMC) 14.33.110(B)(2 & 9). The WDFW commented to the City that two (2) State Priority Species, the pileated woodpecker (*Dryocopus pileatus*) and Pacific Coast band tailed pigeon (*Columba fasciata*), may be associated with the site. In addition, the WDFW noted that the big brown bat (*Eptesicus fuscus*) has been documented near the subject property and that this species should be included in the wildlife and habitat survey. The WDFW also mentioned to consult the US Fish and Wildlife Service if bald eagles (*Haliaeetus leucocephalus*) are nesting near the subject property.

Another purpose of this report is to identify and map Critical Areas that may occur on the subject property or within three hundred (300) feet of the subject property.

The proposed project consists of a subdivision located on the northern portion of the subject property. This study evaluates potential impacts to regulated environmental features and provides measures to off-site those potential impacts.

1.2 Property Location

The 15.66-acre subject property is located on 15th Avenue NE to the north and 6th Avenue NE to the south, City of Lacey, Thurston County, WA in Section 08, Township 18 North, Range 01 west, Willamette Meridian (**Table 1; Figure 1**).

Table 1 Parcels Comprising Subject Property

No#	Property Address	Parcel Number	Property Size (Acres)
1	---	11808430201	15.66
1 Parcel	Total Size		15.66 acres

Permitting Jurisdiction is City of Lacey.

1.3 Site Evaluation

Critical Areas evaluations were performed on the subject property on:

1. 4 February 2021
2. 11 February 2021
3. 17 February 2021

2.0 GENERAL PROPERTY DESCRIPTION

The northern two thirds (2/3) of the subject property consists of a forested environment dominated by a Douglas fir (*Pseudotsuga menzeisii*) canopy with a dense understory of shrubs and herbaceous vegetation (**Figure 2, Appendix A, Photos 45-50**). The southern one third (1/3) of the subject property consists of a grassy area and a large patch of monotypic Himalayan blackberry (*Rubus armeniacus*) (**Appendix A, Photos 51-62**).

The subject property is confined within public roads and high intensity development. The northern property boundary is bordered by 15th Avenue NE. The southern edge of the property is bordered by 6th Avenue BE. Single and multi-family development is located west of the subject property. High-intensity subdivisions are located east of the subject property.

3.0 METHODOLOGY

This report is based on a review of existing information and field investigations. The goal of these efforts is to collect and document existing information that reflects current site conditions for assessing potential impacts.

3.1 Review of Existing Literature

Prior to conducting fieldwork, and throughout the duration of project design, biologists reviewed existing information to identify wetlands, streams, vegetation patterns, topography, soils, wildlife habitats, and other natural resources in the project area. Existing data sources that were reviewed for this report included, but were not limited to, the following:

- Washington. U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) Soil Survey
- U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI), online wetlands mapper
- Washington Department of Fish and Wildlife (WDFW) Salmonscape Database
- Washington Department of Fish and Wildlife (WDFW) Priority Habitats and Species Database
- Washington State Department of Natural Resources (DNR) Natural Heritage Database
- Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) and Flood Insurance Studies
- State Department of Natural Resources (DNR) Natural Heritage Database
- Washington Department of Fish and Wildlife (WDFW) Management Recommendations

3.2 Field Investigation

Field investigations were performed on 4 February 2021, 11 February 2021, and 17 February 2021, which encompassed the subject property. Three (3) field researchers evaluated the site for Critical Areas and regulated wildlife and habitat by traversing the site along fifteen (15) foot transects. Binoculars were used to search the canopy for habitat features or nests used by the pileated woodpecker, bald eagle, band-tailed pigeon, or big brown bat.

The site evaluation focused on evidence of:

- The pileated woodpecker and its habitat,
- The big brown bat and its habitat,
- The Pacific Band-tailed Pigeon and its habitat,
- The bald eagle and its habitat.

Field investigations comply with the WDFW Management Recommendations for the specific species and habitat

3.3 Wildlife Cameras

Four (4) baited wildlife cameras were installed within three (3) stations (**Figure 2**). Cameras 1 & 2 were installed at Station 1, which contained two (2) pileated woodpecker feeding stations, one (1) of which containing an excavated cavity (**Appendix A, Photos 5-14**). Camera 3 was installed in Station 2, which contains a pileated woodpecker feeding station and cavity in a living Douglas fir tree (**Appendix A, Photos 19 & 21**). Camera 4 was installed in Station 3 at a Douglas fir snag containing many feeding scars and cavities (**Appendix A, Photos 33-36**).

4.0 STUDY RESULTS

4.1 Background Information

4.1.1 Thurston County Geodata Soils

One (1) non-hydric soil type has been mapped on the subject property by Thurston County Geodata (**Appendix B; Table 3**). The soil type is not a prairie indicator soil.

Table 3. Thurston County Geodata Soil Summary

Soil Unit	Hydric	Prairie plant	Comments
Alderwood gravelly sandy loam, 0-3% slopes	No	No	Extends over the entire property and in vicinity

4.1.2 Thurston County Geodata Wetlands & Streams

No wetlands or streams are mapped on or within three hundred (300) feet of the subject property by Thurston County Geodata (**Appendix C**).

4.1.3 WDFW Priority Habitats and Species (PHS) Database

No priority habitats or species are mapped on or within three hundred (300) feet of the subject property by the Washington Department of Fish and Wildlife (WDFW) Priority Habitats and Species (PHS) database (**Appendix D**).

Big brown bat (*Eptesicus fuscus*), little brown bat (*Myotis lucifugus*) and Yuma myotis (*Myotis yumanensis*) are mapped in the township. None were identified onsite (See Section 4.2 Field Results).

4.2 Field Results

4.2.1 Critical Areas

No wetlands or streams have been mapped by Agency databases or have been identified by this study on or within three hundred (300) feet of the subject property.

4.2.2 Wildlife Observations

Wildlife observed during the field investigations are typical of rural/suburban adapted species. These species are adapted to rural/suburban areas and may inhabit or visit the site for food or shelter. Wildlife observed have been recorded and displayed in **Table 4**. General photographs of wildlife species observed on the site are provided in **Appendix A, Photos 45-50**.

4.2.3 Priority Habitats and Species

No priority species, other than the pileated woodpecker, were identified on the subject property during the study.

4.2.3.1 Pileated Woodpecker (*Dryocopus pileatus*)

One (1) priority species, the pileated woodpecker, has been identified on the subject property during the site evaluation. The pileated woodpecker is not Federally-listed under the Endangered Species Act (ESA) but is a State Candidate for listing.

Seven (7) pileated woodpecker feeding stations were identified on the subject property during the site evaluation (**Figure 2; Appendix, Photos 1-4**). Two (2) of the seven (7) trees with feeding stations also had pileated woodpecker nesting cavities.

One (1) pileated woodpecker was identified in Station 2 (**Appendix A, photos 20-25**). The identified pileated woodpecker was observed actively excavating a cavity in the tree (**Appendix A, Photos 19 & 21**). Shavings from the cavity excavation is clearly seen on the ground under the activity (**Appendix A, Photo 26**).

Table 4. Wildlife Species Observed on the Subject Property

COMMON NAME	SCIENTIFIC NAME	STATE LISTED	FEDERALLY LISTED	PRIORITY SPECIES	COMMENTS
Pileated woodpecker	<i>Dryocopus pileatus</i>	Candidate	No	Yes	State-Listed and Candidate Species
Downy woodpecker	<i>Picoides pubescens</i>	No	No	No	Not regulated
Black-tailed deer	<i>Odocoileus hemionus columbianus</i>	No	No	Yes	Species of Recreational, Commercial, and/or Tribal Importance
Eastern gray squirrel	<i>Sciurus carolinensis</i>	No	No	No	Introduced
House finch	<i>Carpodacus mexicanus</i>	No	No	No	Abundant
Black-capped chickadee	<i>Poecile atricapillus</i>	No	No	No	Abundant
Meadowlark	<i>Sturnella neglecta</i>	No	No	No	Common
Red-breasted nuthatch	<i>Sitta canadensis</i>	No	No	No	Common
American robin	<i>Turdus migratorius</i>	No	No	No	Common
Bewick's wren	<i>Troglodytes bewickii</i>	No	No	No	Observed in forest
American crow	<i>Corvus brachyrhynchos</i>	No	No	No	Observed in grassy area
Hummingbird	<i>Calypte sp.</i>	No	No	No	Observed in forest
Northern flicker	<i>Colaptes auratus</i>	No	No	No	Observed in forest
Song sparrow	<i>Melospiza melodia</i>	No	No	No	Throughout site
Western scrub-jay	<i>Aphelocoma californica</i>	No	No	No	Observed in grassy area
Douglas squirrel	<i>Tamiasciurus douglasii</i>	No	No	No	Observed by motion cameras in forest
Eastern gray squirrel	<i>Sciurus carolinensis</i>	No	No	No	Observed by motion cameras in forest
Red-tailed hawk	<i>Buteo jamaicensis</i>	No	No	No	Observed flying overhead

4.2.3.2 Band Tailed Pigeon (*Columba fasciata*)

The band-tailed pigeon typically migrates south, outside of Washington State, during the winter (Lewis *et al.*, 2003a). Thereby, band-tailed pigeons may not have been in the study area at the time of the study. The band-tailed pigeon requires mineral springs, which are necessary during the breeding and brood-rearing seasons. No mineral springs were identified on the subject property or within the immediate vicinity of the subject property. Thereby, breeding or brooding is not likely to occur on the subject property. The band-tailed pigeon may facultatively forage on the subject property; however, the subject property may not provide habitat essential for the long-term survival of this species.

4.2.3.3 Big Brown Bat (*Eptesicus fuscus*)

No big brown bat was identified on the subject property during the site evaluation. Information on the big brown bat was obtained through the WDFW at <https://wdfw.wa.gov/species-habitats/species/eptesicus-fuscus#desc-range>.

The big brown bat is one of the largest bat species in Washington and features a heavy body, large head, and broad nose. The fur varies from pale to dark brown, is darker above and lighter below, and has an oily texture. Individual hairs on the back are relatively long and extend one-quarter of the way down the upper surface of the tail membrane. Wing membranes and ears are black. Ears are relatively rounded and short, and barely reach the nose when pressed forward.

The large, powerful jaw musculature and heavy teeth of big brown bats allow them to feed on hard-bodied insects as well as other prey. Beetles typically form the bulk of their diet, while moths, termites, true bugs, leafhoppers, flies, and flying ants are other main foods. Other regional studies have found preferences for caddisflies, bees, and ants.

Pregnancy lasts about sixty (60) days. Births occur from May to August. Litter size is usually one pup in Western North America.

Big brown bats range from southern and central Canada to northern South America and the Caribbean. This species is present throughout Washington. The big brown bat is a habitat generalist that occupies a variety of forest types, rangeland, and urban areas. In Washington and Oregon, the species appears to be more common in forest than shrubsteppe and alpine areas. Occurrence in the West extends from sea level to three thousand eight hundred (3,800) meters in elevation. In mountainous areas, males inhabit higher elevations than females.

Summer day roosts of this species, including maternity colonies, occur in a variety of settings, including buildings (e.g., inside attics and walls), trees, snags, caves, mines, crevices in cliffs, and bridges. Reproductive females are colonial and occupy sites offering suitable temperature gradients. Maternity roosts are often in older buildings having appropriate entry points or in large live or dead trees in intermediate stages of decay. Occupation of trees and snags depends on the presence of cavities, hollow trunks, crevices, loose exfoliating bark, and dead or broken tops; cavity volume; openness from surrounding vegetation; and older age of the forest stand. Ponderosa pine, aspen, and Douglas-fir are among the main tree species used for roosting.

Maternity roosts in the West usually contain anywhere from about a dozen to several hundred individuals, but in other regions, females sometimes roost in smaller groups or alone. Buildings offer greater safety from predators and warm microclimates, resulting in earlier births, faster juvenile growth, and increased energy savings, and therefore are probably preferred as roosts over some types of natural sites. Most adult females return to the same maternity roost or roost area in successive years.

Hibernacula (place where an animal spends their winter) include buildings, caves, mines, and rock crevices but the extent that other natural sites (e.g., hollow trees) are used is poorly known. Hibernacula generally have air temperatures of 0-18°C (32-64°F). Some winter sites also function as maternity roosts in summer.

Swarming behavior occurs at mines and caves before hibernation. Hibernation lasts from November to April. The big brown bat would have been in hibernation at the time of the study. Hibernacula rarely hold more than a few hundred individuals with those present usually roosting alone or in small clusters of fewer than twenty (<20) animals. Both sexes hibernate together. Individuals may lose twenty-five percent (25%) of their pre-hibernation body weight over winter, thus failure to accumulate sufficient fat reserves can be a major mortality factor, particularly for juveniles. Movement among hibernacula is common within a winter.

Conservation of the big brown bat includes:

- Protection of maternity roosts and sizeable hibernacula is a priority for conservation.
- For tree-dwelling populations, retention and recruitment of large snags, decadent trees, and hollow trees is important.
- On intensively managed forests, management agreements and incentives for protecting large-diameter roost trees are desirable. Maintaining remnant patches of structurally diverse forest with abundant large snags is another protective strategy.
- Providing roost structures within two (2) to three (3) km of open water or riparian areas is probably beneficial by providing ready access to drinking and foraging sites.
- Maintaining potential roosts across a variety of topographical positions is also desirable so that bats have a range of suitable roosting sites to select from.
- Where eviction from buildings is necessary, appropriate actions should be taken to minimize negative impacts to the bats.
- Precautions to reduce disturbance should be taken when mine and cave surveys are conducted during the breeding season and winter hibernation.

4.2.3.4 Bald Eagle (*Haliaeetus leucocephalus*)

No bald eagles or their nests are mapped by the WDFW PHS database (**Appendix D**) or were identified on the subject property or within the immediate vicinity of the subject property. No significant bald eagle habitat occurs on the subject property. The bald eagle is protected under the Bald and Golden Eagle Protection Act and has experienced recovery as a result of DDT removal from most of its range.

Bald eagles nest in large trees, usually near marine shorelines, large lakes, or rivers, which do not occur within four (4) miles of the subject property. Bald eagles prey on fish, waterfowl, and

small mammals, or scavenge. Many birds that nest in Canada and Alaska migrate south to overwinter in Washington, concentrating on rivers with spawned-out salmon, especially chum, which does not occur within four (4) miles of the subject property.

Bald eagles commonly roost communally, especially in winter. Bald eagles return to their breeding territories year after year and may repair and use the same nest for many successive years. They can also construct alternate nests within the territory. Territories also typically contain large perch trees. None of this habitat occurs on the subject property or within at least four (4) miles of the subject property.

4.3 Pileated Woodpecker Evaluation

The pileated woodpecker and associated feeding stations and nesting cavities have been identified and documented on the subject property. The subject property contains Douglas fir trees and snags that provide habitat for the pileated woodpecker. Because the home range of the pileated woodpecker is one thousand (1,000) acres or even larger in urban areas (Lewis *et al.*, 2003), individuals that may occur on the subject property are likely to occupy home ranges that extend for many acres offsite.

Pileated woodpeckers inhabit mature and old-growth forests, and second-growth forests with large snags and fallen trees (Lewis *et al.*, 2003 WDFW Management Recommendations). Large snags and large decaying live trees in older forests are used by pileated woodpeckers for nesting and roosting throughout their range (Lewis *et al.*, 2003). In western Oregon and western Washington, they may use younger forests (<40 years old) as foraging habitat.

4.3.1 Nesting

Large snags occur on the subject property that are utilized by the pileated woodpecker as feeding stations and as cavity nests.

Pileated woodpeckers excavate large nest cavities in snags or large decaying live trees, as can be observed on the subject property (**Appendix A, photos 7, 8, 19, & 21**). The nest entrances are approximately five (5) inches height and four (4) inches width according to the WDFW Management Recommendations for the Pileated Woodpecker (Lewis *et al.*, 2003). The internal dimensions of the nesting cavity are approximately twenty-two (22) inches deep and eight (8) inches wide.

During the breeding season, birds may start a number of cavity excavations, but only complete one nest cavity (Bull and Jackson 1995, Aubry and Raley, 2002a).

The breeding and nesting periods of the pileated woodpecker extends from late March to early July (Bull *et al.*, 1990). Preferred nest tree species and characteristics vary to some degree among different regions of the northwest. Cavity nests were found in Douglas fir on the subject property. The WDFW Management Recommendations report that most nest cavities are observed in hard snags with intact bark and broken tops, or live trees with dead tops. Hard snags are characterized as being comprised of sound wood while soft snags are composed primarily of wood in advanced stages of decay or deterioration (Brown, 1985).

4.3.2 Foraging

Pileated woodpeckers forage in forests containing large trees and snags that support abundant insect prey associated with dead and dying wood. Large rectangular/oval excavations in snags are indicative of pileated woodpecker foraging (McClelland, 1979, Neitro et al., 1985, Bull and Jackson, 1995). Large rectangular feeding stations were identified on the subject property.

In Washington, prey consisted of carpenter and thatching ants (Hymenoptera), beetle larvae (Coleoptera), termites (Isoptera), and other insects (Bull *et al.*, 1992a, Torgersen and Bull, 1995, Aubry and Raley, 1996).

Mature and old-growth coniferous forest are considered high-quality foraging habitat (Aubry and Raley, 1996), but forests as young as forty (40) years of age are used if snags, particularly large residual snags from burns or harvests, are present (Mellen *et al.* 1992).

Pileated woodpeckers forage on large snags that are greater than twenty (>20) inches diameter at breast height (dbh), as well as live trees, logs, and stumps (Bull *et al.*, 1986, Bull 1987, Torgersen and Bull, 1995). Pileated woodpeckers forage on snags in a broad range of decay conditions but appear to prefer large snags that may harbor more insects and larvae than smaller snags (Mannan *et al.*, 1980).

4.3.3 Home Range

Home ranges are approximately one thousand (1,000) acres per breeding pair (Lewis et al., 2003). The actual year-round home range for the pileated woodpecker is larger than the breeding range (Mellen *et al.*, 1992). Although home ranges in the central Oregon Coast Range were actively defended, the ranges of adjacent birds overlapped from nine to thirty percent (9-30%) (Mellen *et al.*, 1992). Home ranges are generally larger in urban areas where adequate habitat trees are more scattered.

4.3.4 Urban/Suburban Habitat Use

Pileated woodpeckers are residents in some developing areas throughout Washington. In these areas they occupy remnant patches of forest, parks, and green belts (Lewis *et al.*, 2003). The Pileated woodpecker requires large trees and sizeable territory (Moulton and Adams, 1991). Pileated woodpeckers in suburban areas forage on a variety of substrates, including large and small diameter coniferous and hardwood trees and snags, and occasionally on suet feeders, utility poles, and fruit trees (Bull and Jackson, 1995; Lewis *et al.*, 2003).

Pileated woodpeckers select large diameter trees and snags for nesting and roosting, which they have on the subject property. Home ranges in urban environments may be larger than in rural areas due to the fragmented nature of remnant forest habitats in most suburban landscapes (Lewis et al., 2003).

Pileated woodpeckers and other cavity-dependent species would benefit from the retention of snags as well as the retention of live trees in the largest size classes available in the stand

4.3.5 Pileated Woodpecker Management Recommendations

The Washington Department of Fish and Wildlife (WDFW) provides generalized recommendations addressing the principle needs of pileated woodpeckers based primarily on the findings of a recent study conducted in the greater Seattle area in 2002. Specific relevant recommendations include:

- Preserve forested area to the greatest extent practicable to achieve project goals.
- Retention of snags as well as the retention of live trees
- Retention of existing snags measuring ten (10) to twenty (20) inches in diameter at seven (7) or more snags per acre.
- Retention of existing snags measuring twenty (20) to thirty (30) inches in diameter at three (3) or more snags per acre.
- Preserve all cavity nests.

The proposed project is in compliance with the WDFW management recommendations (See Section 7 of this report).

4.4 Vegetation Communities and Habitat Types

Three (3) vegetation communities have been identified and mapped on the subject property (**Figure 2**). These vegetation communities consist of:

- Coniferous Forest
Coniferous forest dominated by Douglas fir (*Pseudotsuga menziesii*) trees of ten (10) to eighteen (18) inch DBH and dense understory vegetation with extensive trail network.
- Himalayan Blackberry
Monotypic stand of Himalayan blackberry (*Rubus armeniacus*) with lesser amounts of other introduced weedy species located between forest and grassy area.
- Grassy Area
European grasses and introduced lawn weeds located on the southern portion of the subject property.

4.4.1 Coniferous Forest

The dominant vegetation community on the northern portion of the subject property consists of coniferous forested dominated by Douglas fir trees (**Figures 2**).

Dominant plant species identified to occur associated with the onsite Douglas fir forest include:

- Sword fern (*Polystichum munitum*)
- Douglas fir (*Pseudotsuga menziesii*)
- Red alder (*Alnus rubra*)
- Big-leaf maple (*Acer Macrophyllum*)
- Cascara (*Rhamnus purshiana*)
- Cascade Oregon grape (*Mahonia nervosa*)
- English laurel (*Prunus laurocerasus*)
- English holly (*Ilex aquifolium*)
- Beaked hazelnut (*Corylus cornuta*)
- Osoberry (*Oemleria cerasiformis*)
- Bracken fern (*Pteridium aquilinum*)
- Snowberry (*Symphoricarpos albus*)

4.4.2 Himalayan Blackberry

Thickets of monotypic Himalayan blackberry occur on the southern portion of the subject property (**Appendix A, photos 57-62**). Dominant plant species that occur in the Himalayan blackberry thickets include the following:

- Himalayan blackberry (*Rubus armeniacus*)
- English ivy (*Hedera helix*)

4.4.3 Grassy Area

European grasses typically associated with lawns or pastures occur on the southern portion of the subject property.

Dominant plant species in the grassy areas include:

- Scotch broom (*Cytisus scoparius*)
- Orchard grass (*Dactylis glomerata*)
- Kentucky blue grass (*Agrostis Pretensis*)
- Tall fescue (*Festuca arundinacea*)
- Velvet grass (*Holcus lanatus*)
- Common plantain (*Plantago lanceolata*)
- Alaska brome (*Bromus sitchensis*)
- Oxeye daisy (*Leucanthemum vulgare*)
- Hairy cat's ear (*Hypochaeris radicata*)
- Foxglove (*Digitalis purpurea*)
- Sweet vernal grass (*Anthoxanthum odoratum*)
- Red fescue (*Festuca rubra*)
- Lady's purse (*Capsella bursa-pastoris*)
- Leafy spurge (*Euphorbia esula*)

5.0 REGULATORY CONSIDERATIONS

Because no wetlands, streams, or their buffers were identified on the subject property or within three hundred (300) feet of the subject property, wetland or stream regulations do not apply. Because a priority species, the pileated woodpecker, and its associated feeding stations and cavity nests have been identified on the subject property, a Habitat Assessment and Priority Species Mitigation Plan have been prepared to assess potential impacts to the species and its habitat, as well as to propose measures that would avoid, minimize, or mitigate potential impacts.

No prairie soils occur on the subject property; thereby, no prairie plant survey is required. Because the site contains less preferred MPG soils and is located north of interstate 5, should release a project from further gopher review.

Under Lacey Municipal Code (LMC) 14.33.060(B)(2)---*State priority habitats and areas associated with state priority species*, priority habitats and species are considered to be priorities for conservation and management. Priority species require protective measures for their perpetuation due to their population status, sensitivity to habitat alteration, and/or recreational, commercial, or tribal importance. Priority habitats are those habitat areas or elements with unique or significant value to a diverse assemblage of species. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element. Priority habitats and species are identified by the state Department of Fish and Wildlife.

The City of Lacey requires a Habitat Assessment under LMC 14.33.115---*Critical Areas Requirements*. Under LMC 14.33.115(C)---*Habitat Assessment*, Subsection 2, A habitat assessment is an investigation of the project area to evaluate the presence or absence of a potential fish or wildlife species or habitat that is protected under this ordinance. A critical area report for a habitat conservation area shall contain an assessment of habitats.

Under LMC 14.33.115(C)(2), identification of any species of local importance, priority species, or endangered, threatened, sensitive or candidate species that have a primary association with habitat on or adjacent to the project area, an assessment of potential project impacts to the use of the site by the species.

This report satisfies LMC 14.33.115(C)(3), which states that Habitat Assessments must provide a discussion of any Federal, State, or local special management recommendations, including Washington Department of Fish and Wildlife (WDFW) habitat management recommendations, that have been developed for species or habitats located on or adjacent to the project area.

This report satisfies LMC 14.33.115(C)(4), which states that Habitat Assessments must provide a discussion of measures, including avoidance, minimization and mitigation, proposed to preserve existing habitats and restore any habitat that was degraded prior to the current proposed land use activity and to be conducted in accordance with “mitigation sequencing”.

In addition, under LMC 14.33.115(C)(5), Habitat Assessments must provide a discussion of ongoing management practices that will protect habitat after the project site has been developed, including proposed monitoring and maintenance programs.

5.1 Priority Species Mitigation Plan

Under LMC 14.33.110(B)(9), a priority habitat and priority species management plan prepared by a qualified habitat biologist based upon best available science information provided in the critical area report. The plan shall detail how the designated fish and wildlife habitat conservation area and any priority species found within said area shall be protected. The plan shall follow all recommendations provided by the Department of Fish and Wildlife in its priority habitat and priority species program according to its publication “Management Recommendations of Washington Priority Habitats and Species” or based on site specific recommendations made by the Department of Fish and Wildlife based on review of the project site.

Applications for uses and activities on sites containing a habitat or species subject to this section shall include a critical area report that evaluates the potential impacts of the proposed use or activity on the habitat and/or species, as applicable.

The process for determining whether critical area reports are required, and the extent of information required. Critical area reports that pertain to important habitats and species may also be referred to as priority species management plan.

The director, upon review of a critical area delineation or survey, may require the applicant to submit a critical area report that outlines what impacts will occur and how any impacts will be mitigated. The critical area report must demonstrate that impacts are unavoidable.

Mitigation actions associated with development proposals impacting critical areas shall adhere to the following mitigation sequence:

- A. Avoiding the impact altogether by not taking a certain action or parts of an action.
- B. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts.
- C. Rectifying the impact by repairing, rehabilitating, or restoring the affected environment.
- D. Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action.
- E. Compensating for the impact by replacing, enhancing, or providing substitute resources or environments; and/or
- F. Monitoring the impact and taking appropriate corrective measures.

A priority species management plan must identify how the development impacts from the proposed project will be addressed and follow the management recommendations outlined in the *Management Recommendations from Washington’s Priority Habitats and Species* (1991) as amended.

6.0 PROPOSED PROJECT

6.1 Project Overview

The proposed Bradley Park project consists of an 82-unit proposed plat located on a 15.66-acre parcel in the City of Lacey (**Figure 3**). The southern portion of the property will remain undeveloped. Bradley Park is consistent with other nearby developments. Lots will be served with power, gas, internet, and other utilities.

6.2 Unavoidable Impacts

Unavoidable impacts consist of the removal of 428,879 sf (9.85 acres) of Douglas fir forest. The proposed land use would overlap seven (7) pileated woodpecker habitat trees (**Figure 3**).

6.3 Indirect Construction Impacts

Potential indirect short-term effects during construction include:

- 1) Erosion and sedimentation.
- 2) Elevated potential for noise and vibrations; and
- 3) Increased exhaust emissions and dust from heavy machinery.

The implementation of erosion and sediment control Best Management Practices (BMPs) would limit the erosion and sedimentation. Work would occur primarily during daytime hours to limit noise and vibration. Exhaust emissions and dust would be limited to hours of machinery operation. Mufflers would be standard on heavy machinery to limit noise, vibration, and exhaust emission.

6.4 Operational Impacts

Some impacts would occur generated by routine human activities. Some noise and human activity would occur during routine daytime operations that could disturb wildlife species. Directing human activities away from habitat would minimize noise impacts. A split rail fence around high quality habitat is recommended to limit human access.

6.5 Species Impacts

With applied conservation measures, no impacts to individual wildlife species are anticipated. Mitigation is expected to off-set impacts to facultative wildlife species that may occasionally use individual on-site Douglas fir trees as habitat.

7.0 CONCEPTUAL MITIGATION PLAN

This is a conceptual mitigation plan based on the potential impacts that may occur to identified pileated woodpecker habitat features.

7.1 Mitigation Strategy

The mitigation strategy is based on WDFW Management Recommendations and City of Lacey Code and includes:

1) Habitat & Landscape Linkages

The project was designed to preserve and to establish landscape linkages of contiguous habitat connecting diverse habitat networks for the pileated woodpecker (**Figures 4 & 5**). The pileated woodpecker maintains a home range of greater than one thousand (>1,000) acres in urban areas, which would extend almost entirely offsite.

2) Habitat Preservation

Preserve thirty-two (32) large Douglas fir trees in the tree preservation area totaling 18,766 sf (0.43 acres) in size (**Figures 4 & 5**). The tree preservation area would be part of a larger network of forested patches comprising the pileated woodpecker urban home range for a breeding pair, which encompasses more than one thousand (>1000) acres.

3) Relocate Pileated Woodpecker Habitat Trees

Relocate seven (7) pileated woodpecker habitat trees, including feeding stations and cavity nests, to the tree preservation area (**Figures 4 & 5**). If pileated woodpecker nesting occurs onsite, trees or snags that contain pileated woodpecker feeding stations or cavity nests will be relocated outside of nesting season, which occurs from late March through Early July. No construction window is necessary, if no pileated woodpeckers are nesting in the selected trees on the subject property. The WDFW Management Recommendations for the pileated woodpecker suggests the retention of snags at seven (7) or more per acre for those with a DBH of twenty (20) to thirty (30) inches. This mitigation plan proposes the equivalent of ten (10) snags per acre.

4) Control Invading Weeds.

Remove introduced invasive weeds, primarily Scotch broom (*Cytisus scoparius*) & Himalayan blackberry (*Rubus discolor*), in the tree preservation area to enhance the growth of native vegetation and to provide a greater habitat value.

5) Install Split-Rail Fence.

Install split-rail fence around tree preservation area to discourage entry. Blocking access would discourage disturbance within the pileated woodpecker tree preservation area.

6) Monitoring and Maintenance.

Propose a five (5)-year Monitoring and Maintenance Plan that would apply adaptive management and ensure mitigation success for the long-term.

7.2 Goals and Objectives

Goal 1: Mitigate Habitat. Mitigate pileated woodpecker habitat on the subject property to the greatest extent practicable to achieve land use goals.

Recommended Objectives:

- Preserve thirty-two (32) large Douglas fir trees in the tree preservation area totaling 18,766 sf (0.43 acres) in size. If one (1) or more of the preserved trees parish during the monitoring period, replace the tree with one (1) gallon Douglas fir at a three to one (3:1) replacement to loss ratio.
- Relocate seven (7) pileated woodpecker habitat trees, including feeding stations and cavity nests, to the tree preservation area. If the relocated snags to not stay intact or are otherwise incidentally destroyed, replace the snags using cut live trees from the mitigation area. If relocated trees containing nesting cavities are incidentally destroyed, replacement snags will be installed with artificially created nesting cavities to appropriate habitat specifications.
- Remove and control exotic and invasive plants, primarily Scot's broom and Himalayan blackberry, in mitigation area to allow growth of native plant species.
- If no utilization of the pileated woodpecker tree preservation area during any year of monitoring, apply adaptive management through consultation with the department of fish and wildlife.

8.0 MONITORING AND MAINTENANCE

8.1 Monitoring Methodology

We recommend that the monitoring program be performed for a period of five (5) years. A baseline assessment will be performed at the end of the construction phase. This information will be used as a baseline to compare subsequent monitoring events.

Field visits will be completed once per year and twice the fifth (5th) year as follows:

- At the time of construction completion.
- Early in the growing season of the first (1st) year after construction.
- Early in the growing season of the second (2nd) through forth (4th) years after construction.
- Beginning and end of the fifth (5th) growing season.

Monitoring will evaluate plant growth and establishment and wildlife usage in mitigation area. If mitigation objectives are met at an earlier date, monitoring phase will be closed earlier, upon approval of regulatory agencies.

8.2 Success Criteria

Summary of Success Criteria

1. Success of preserved trees will be based on one hundred percent (100%) survival rate following each monitoring event at the end of the fifth year.
2. Weed maintenance success will be based on less than twenty percent (20%) aerial cover of non-native invasive weeds within the preservation areas following the third year of monitoring.
3. Success of pileated woodpecker habitat tree/snag relocation is based on seven (7) snags and two (2) pileated woodpecker nesting cavities.

8.3 Maintenance (M) and Contingency (C)

Established performance standards for the project will be compared to the monitoring results in order to judge the success of the mitigation project. Contingency measures will include the items listed below and will be implemented if these performance standards are not met. Maintenance and remedial action on the site will be implemented immediately upon completion of the monitoring event (unless otherwise specifically indicated below).

- Replace dead preserved Douglas fir trees to meet the goals and objectives of the plan. (C)
- Re-install woodpecker habitat snags after reason for failure has been identified (C)
- Remove/control weedy or exotic invasive plants (*e.g.*, Scot's broom, reed canarygrass, Himalayan blackberry, purple loosestrife, etc.) by manual or chemical means approved by City of Lacey. Use of herbicides or pesticides within the mitigation area would only be implemented if other measures failed or were considered unlikely to be successful. (C & M)

9.0 CONCLUSION

No wetlands or streams have been identified on or within three hundred (300) feet of the subject property during the site evaluation. Thereby, wetland and stream regulations would not apply.

One (1) priority species, the pileated woodpecker (*Dryocopus pileatus*) has been identified on the subject property during the site evaluation. The pileated woodpecker is not federally-listed under the endangered species list but is a State Candidate for listing.

Seven (7) pileated woodpecker feeding stations and two (2) pileated woodpecker tree cavities were identified on the subject property during the site evaluation (**Figure 2; Appendix, Photos 1-4**). One (1) pileated woodpecker was identified in Station 2 (**Appendix A, photos 20-25**). The identified pileated woodpecker was observed activity excavating a cavity in the tree (**Appendix A, Photos 19 & 21**). Shavings from the cavity excavation is clearly seen on the ground under the activity (**Appendix A, Photo 26**).

No priority species other than the pileated woodpecker, including the band-tailed pigeon, was identified on the subject property during the study. However, band-tailed pigeons typically migrate south, outside of Washington State, during the winter (Band-tailed Pigeon, 2003). Thereby, band-tailed pigeons may not have been in the study area at the time of the study (Band-tailed Pigeon, 2003).

The proposed Bradley Park project consists of an 82-unit proposed plat located on a 15.66-acre parcel in the City of Lacey. The southern portion of the property will remain undeveloped. Bradley Park is consistent with other nearby developments. Lots will be served with power, gas, internet, and other utilities.

Unavoidable impacts consist of the removal of 428,879 sf (9.85 acres) of Douglas fir forest. The proposed land use would overlap seven (7) pileated woodpecker habitat trees.

The mitigation strategy is based on WDFW Management Recommendations and City of Lacey Code and includes:

1) Habitat & Landscape Linkages

The project was designed to preserve and to establish landscape linkages of contiguous habitat connecting diverse habitat networks for the pileated woodpecker (**Figures 4 & 5**). The pileated woodpecker maintains a home range of greater than one thousand (>1,000) acres in urban areas, which would extend almost entirely offsite.

2) Habitat Preservation

Preserve thirty-two (32) large Douglas fir trees in the tree preservation area totaling 18,766 sf (0.43 acres) in size (**Figures 4 & 5**). The tree preservation area would be part of a larger network of forested patches comprising the pileated woodpecker urban home range for a breeding pair, which encompasses more than one thousand (>1000) acres.

3) Relocate Pileated Woodpecker Habitat Trees

Relocate seven (7) pileated woodpecker habitat trees, including feeding stations and cavity nests, to the tree preservation area (**Figures 4 & 5**). If pileated woodpecker nesting occurs onsite, trees or snags that contain pileated woodpecker feeding stations or cavity nests will be relocated outside of nesting season, which occurs from late March through Early July. No construction window is necessary, if no pileated woodpeckers are nesting in the selected trees on the subject property. The WDFW Management Recommendations for the pileated woodpecker suggests the retention of snags at seven (7) or more per acre for those with a DBH of twenty (20) to thirty (30) inches. This mitigation plan proposes the equivalent of ten (10) snags per acre.

4) Control Invading Weeds.

Remove introduced invasive weeds, primarily Scotch broom (*Cytisus scoparius*) & Himalayan blackberry (*Rubus discolor*), in the tree preservation area to enhance the growth of native vegetation and to provide a greater habitat value.

5) Install Split-Rail Fence.

Install split-rail fence around tree preservation area to discourage entry. Blocking access would discourage disturbance within the pileated woodpecker tree preservation area.

6) Monitoring and Maintenance.

Propose a five (5)-year Monitoring and Maintenance Plan that would apply adaptive management and ensure mitigation success for the long-term.

This report complies with City of Lacey Code for the preservation of a priority species.

10.0 REFERENCES

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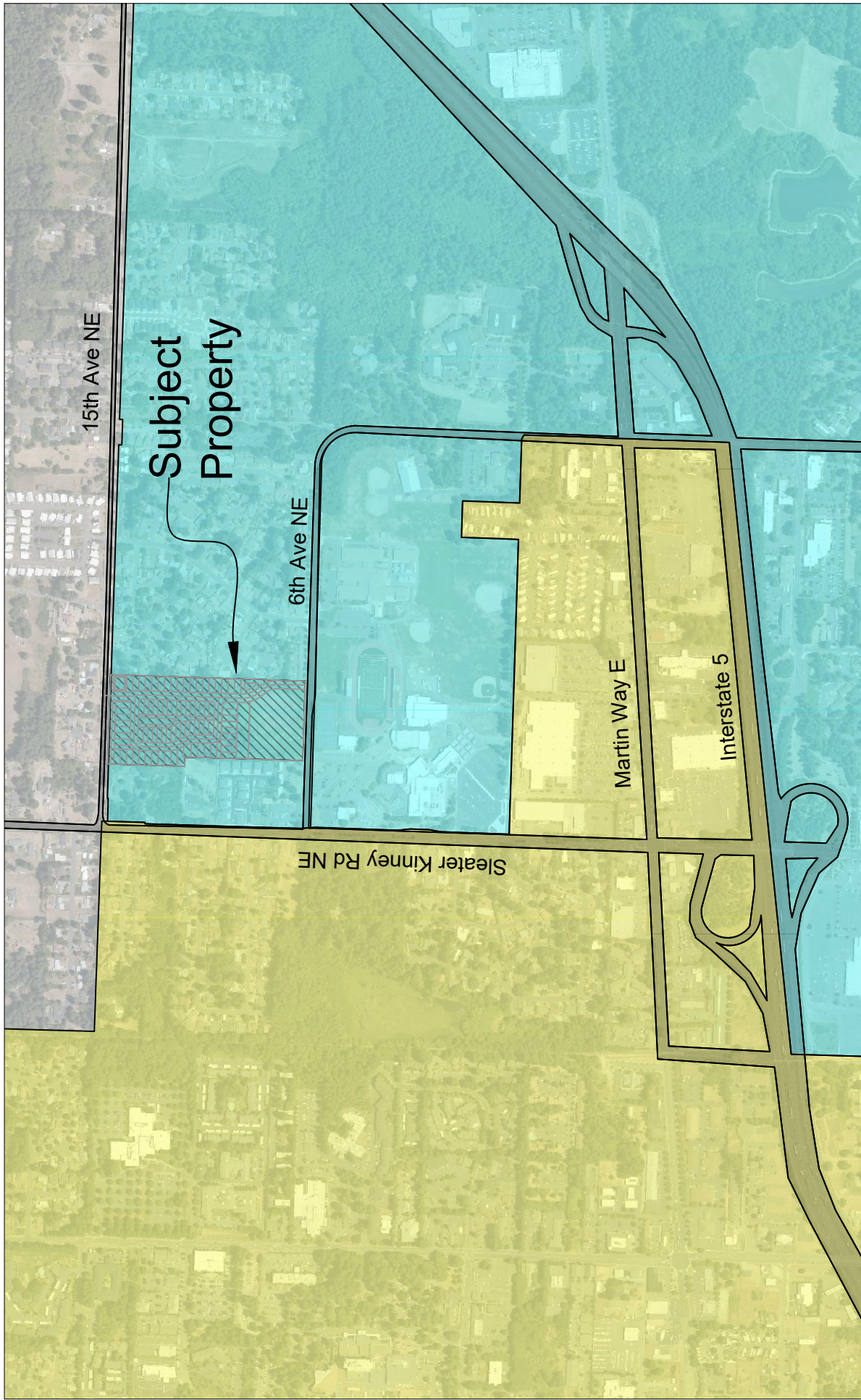
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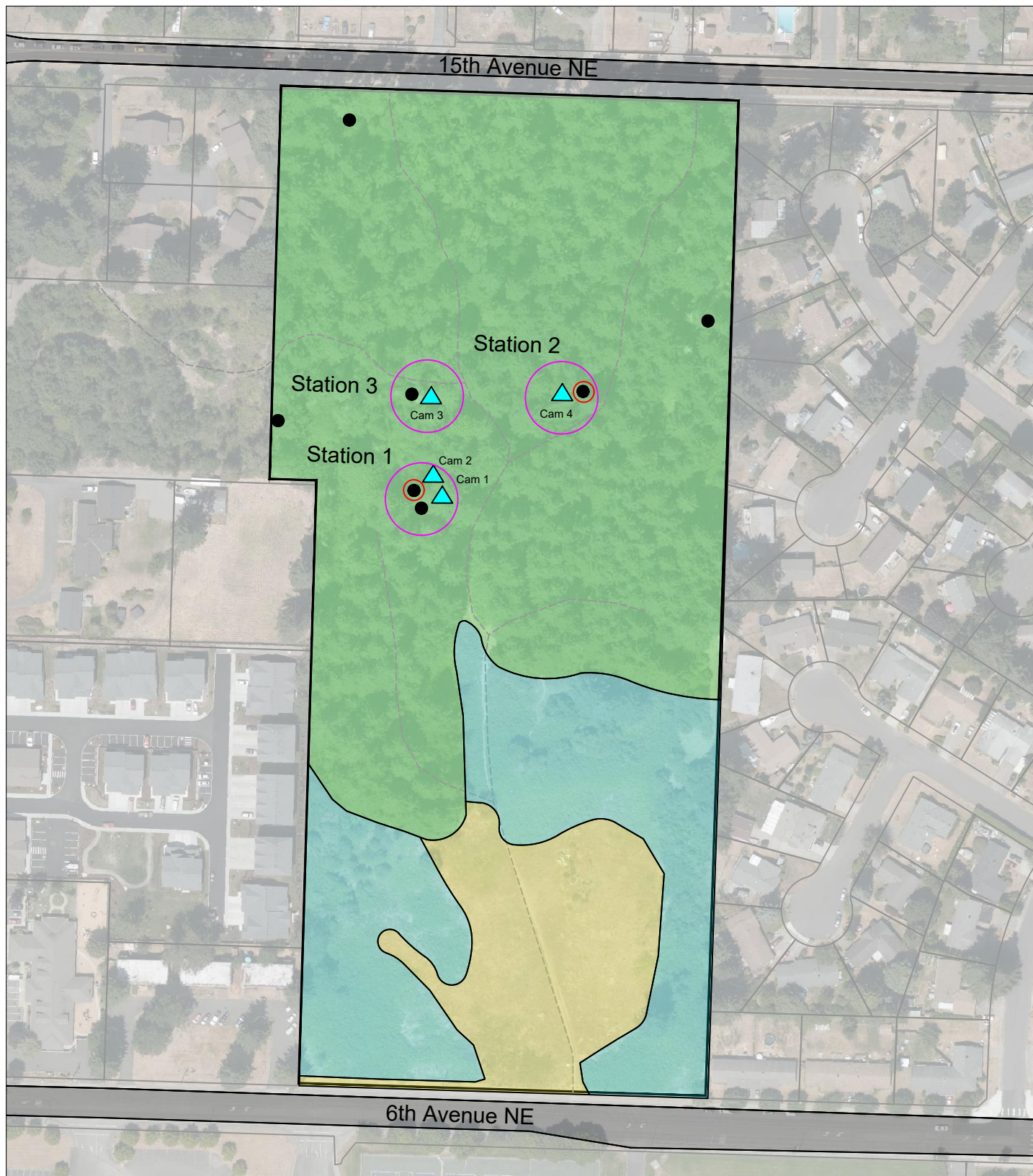
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FIGURES





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360-790-1559

- Feeding stations
- ▲ Motion Cameras
- Cavity Nests
- On-site Trails

- Forest
- Himalayan Blackberry
- Grassy Area
- Station

Figure 2

Bradley Park

Existing
Conditions



Scale: 1"= 175

0 175

10 March 2021



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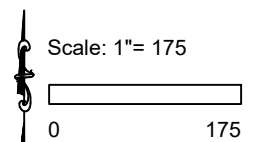
- Feeding stations
- ▲ Motion Cameras
- Cavity Nests
- On-site Trails

- Forest
- Himalayan Blackberry
- Grassy Area

Figure 3

Bradley Park

Proposed
Project



10 March 2021



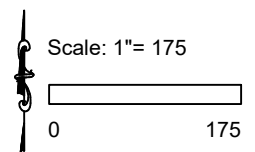
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- Forested Mitigation Area
- Himalayan Blackberry (preserved)
- Grassy Area (Preserved)
- Trans-located Feeding stations
- Trans-located Cavity Nests
- Removed Feeding stations
- Removed Cavity Nest
- Pre-development Vegetation Boundary

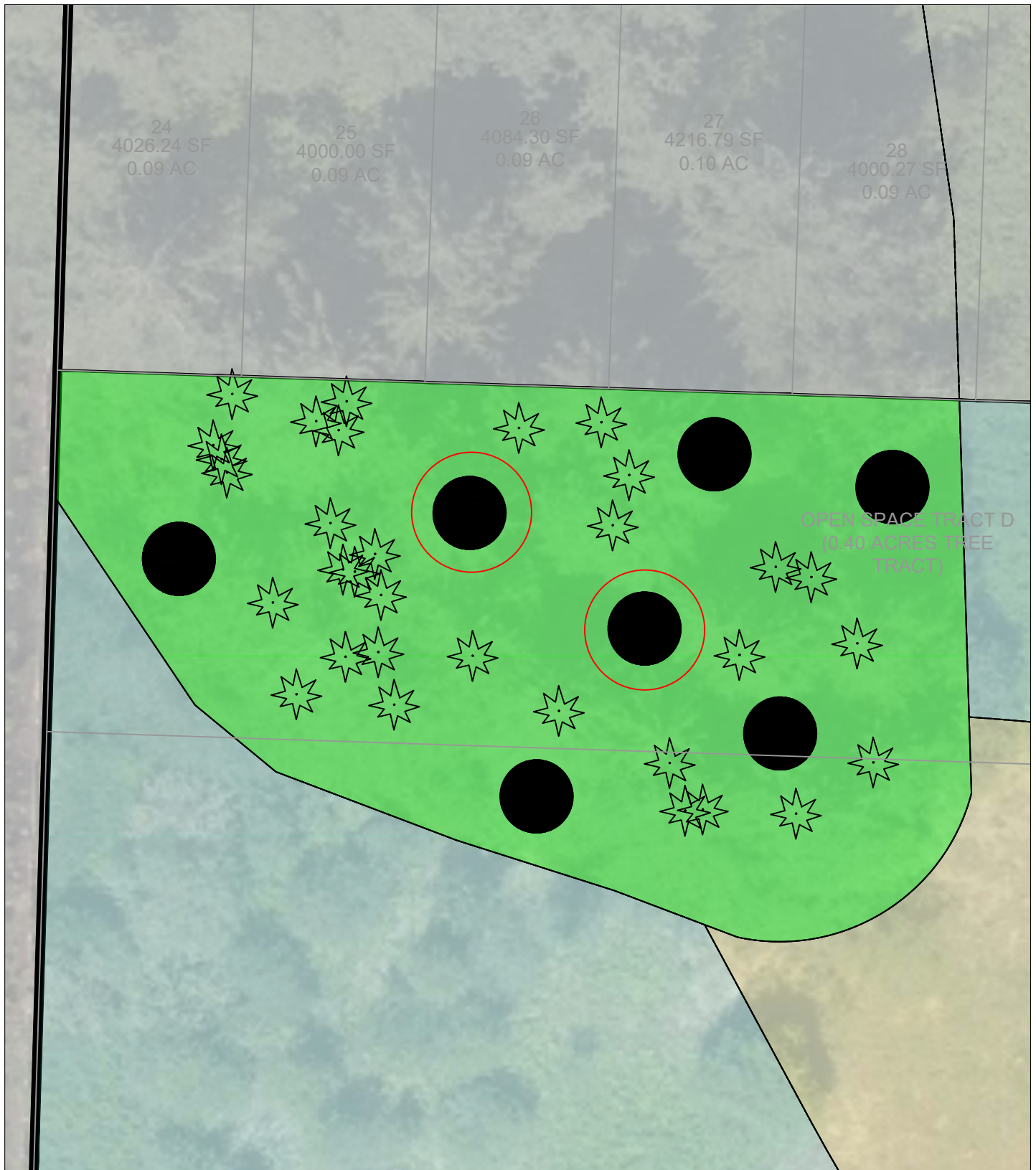
Figure 4

Bradley Park

Mitigation
Plan



10 March 2021



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- Forested Mitigation Area
- Trans-located Feeding stations
- Trans-located Cavity Nests

Existing Surveyed Douglas Fir Tree (Preserved)

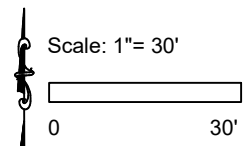
- Himalayan Blackberry (preserved)
- Grassy Area (Preserved)

----- Pre-development Vegetation Boundary

Figure 5

Bradley Park

Mitigation Plan



10 March 2021

Appendix A

Photographs

Pileated Woodpecker Feeding Stations & Cavity Nests



Photo 1. Small snag with downy woodpecker feeding stations.



Photo 2. Northern flicker cavity.



Photo 3. Pileated feeding station at northern property boundary.



Photo 4. Woodpecker feeding station.

Station 1

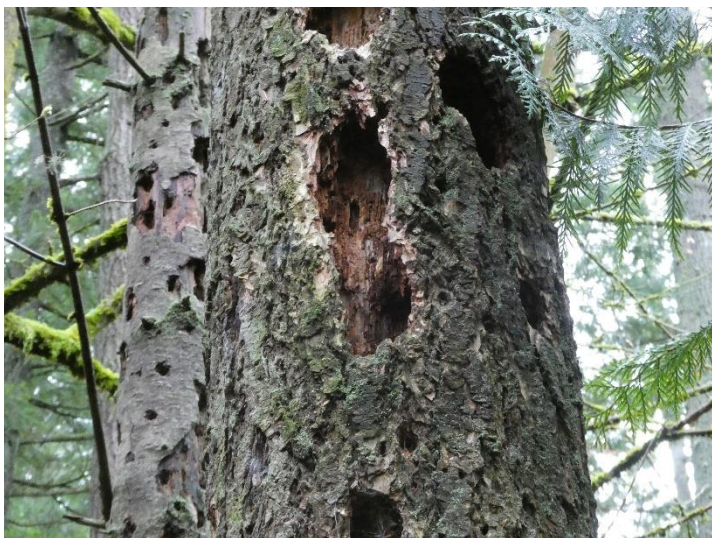


Photo 5. Pileated woodpecker feeding station at Station 1



Photo 6. Pileated cavities & feeding stations at Cameras 1 & 2.



Photo 7. Pileated cavities & feeding stations at Cameras 1 & 2.



Photo 8. Pileated woodpecker cavities in Station 1.



Photo 9. Cameras 1 & 2 at Station 1.



Photo 10. Cameras 1 & 2 at Station 1.



Photo 11. Cameras 1 & 2 at Station 1.



Photo 12. Cameras 1 & 2 at Station 1.



Photo 13. Woodpecker suit baited in Station 1 for Cameras 1 & 2



Photo 14. Eastern gray squirrel from Camera 1



Photo 15. Eastern gray squirrel at Camera 1.



Photo 16. Eastern gray squirrel at Camera 1.



Photo 17. Douglas squirrel at suit.



Photo 18. Douglas squirrel at suit.

Station 2



Photo 19. Pileated woodpecker creating cavity.



Photo 20. Pileated woodpecker creating cavity at Station 2



Photo 21. Pileated woodpecker creating cavity.



Photo 22. Pileated woodpecker creating cavity at Station 2



Photo 23. Pileated woodpecker at Station 2

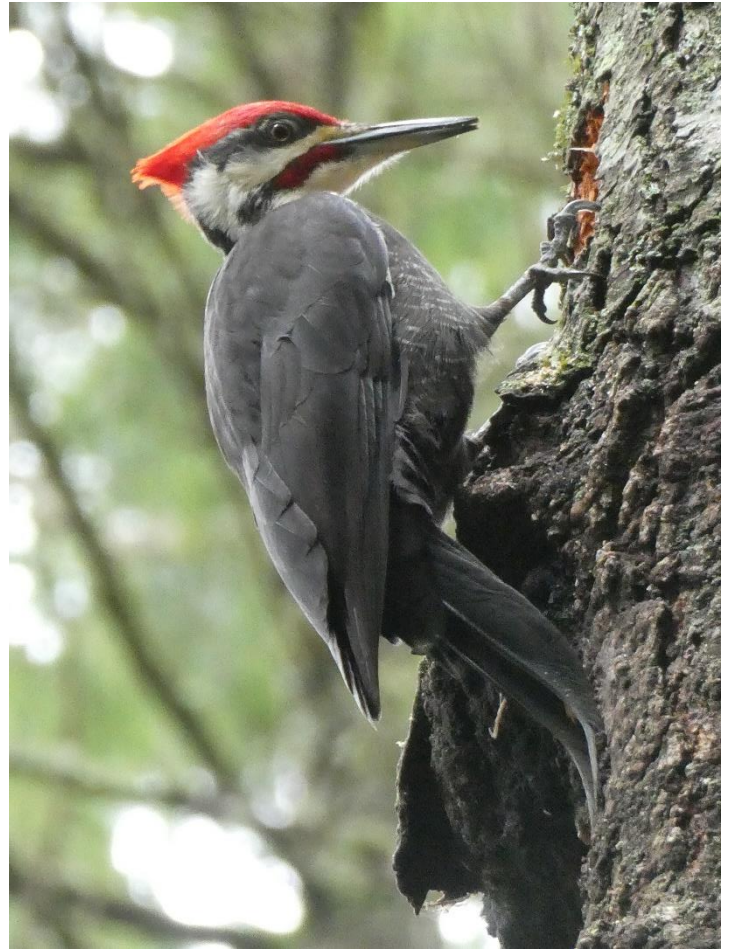


Photo 24. Pileated woodpecker drilling new cavity



Photo 25. Pileated woodpecker in Station 2.



Photo 26. Woodpecker shavings on the ground under activity



Photo 27. Eastern gray squirrel at Camera 3 in Station 2.



Photo 28. Eastern gray squirrel triggers motion camera.



Photo 29. Eastern gray squirrel.



Photo 30. Installing Camera 3 bait in Station 2.



Photo 31. Douglas squirrel at Camera 3 in Station 2.



Photo 32. Black-tailed deer at Camera 3 in Station 2

Station 3



Photo 33. Pileated woodpecker feeding station at Station 3.



Photo 34. Tree cavity in Station 3



Photo 35. Pileated woodpecker feeding station at Station 3.



Photo 36. Pileated woodpecker feeding station at Station 3.



Photo 37. Douglas squirrel at Station 3.



Photo 38. Douglas squirrel at station 3

Wildlife



Photo 39. Northern flicker photographed on the subject property.



Photo 40. Black-capped chickadee on the subject property.



Photo 41. Crow nest in Douglas fir tree.



Photo 42. Downy woodpecker pecking at tree.



Photo 43. Scrub jay located in the grassy area.



Photo 44. Scrub jay located in the grassy area.

Forest



Photo 45. Douglas forest on northern portion of subject property.



Photo 46. Douglas forest on northern portion of subject property.



Photo 47. Douglas forest on northern portion of subject property.



Photo 48. Douglas forest on northern portion of subject property.



Photo 49. Douglas forest on northern portion of subject property.



Photo 50. Douglas forest on northern portion of subject property.

Grassy Area



Photo 51. Grassy area on southern portion of subject property.



Photo 52. Grassy area on southern portion of subject property.



Photo 53. Grassy area on southern portion of subject property.



Photo 54. Orchard grass in grassy area



Photo 55. Queen Anne's Lace in grassy area.



Photo 56. Grassy area on southern portion of subject property.

Himalayan Blackberry



Photo 57. Himalayan blackberry between forest and grassy area.



Photo 58. Himalayan blackberry between forest and grassy area.



Photo 59. Himalayan blackberry between forest and grassy area.



Photo 60. Himalayan blackberry between forest and grassy area.



Photo 61. Thicket of monotypic Himalayan blackberry.



Photo 62. Thicket of monotypic Himalayan blackberry.

Appendix B

Thurston County Geodata

Soils

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Appendix C

Thurston County Geodata

Wetlands & Streams

[Return to Agenda](#)



[Return to Agenda](#)

Appendix D

Washington Department of Fish and Wildlife (WDFW)

Priority Habitats and Species (PHS)

Database

[Return to Agenda](#)



SUF

SOUND URBAN FORESTRY, LLC

Appraisals, Planning, Urban Landscape Design and Management

DR Horton 15th Ave. Plat

Case #20-132

Parcel #11808430201

Tree Protection Plan

Prepared for: SCJ Alliance, representing DR Horton

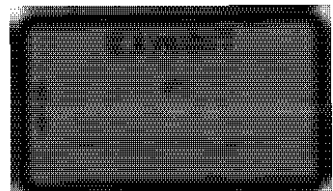
City of Lacey, Community and Economic Development Dept.

Prepared by: Kevin M. McFarland, SUF
City of Lacey, Tree Protection Professional

Date: 9/17/20

Introduction

This report has been developed as part of the preliminary planning requirements of the proposed DR Horton 15th Ave Plat residential project in Lacey, Washington. This project involves 1 parcel and will comprise of 80 individual lots and the associated open space, stormwater and tree tracts. The southern 3.5-acres will be reserved for the church. I have visited the site to assess the current forest cover and provide my recommendations regarding potential tree retention.



Vegetative Description

The southern portion of the parcel is open grass while the remaining area is forested. The interface between the 2 types of vegetation consists of the invasive species Himalayan blackberry and English hawthorn. The forest cover is dominated by Douglas fir with diameters ranging 6-38" and averaging 20". They are in good condition with the exception of a large Laminated Root Rot center along the western edge. Also found are 4-22" big leaf maple, 8-12" western hemlock and 2-6" western red cedar. The northwest corner is more mixed in species while the remaining area is dense Douglas fir. Understory plants include salal, mahonia, wood rose, sword fern, hazelnut, osoberry, huckleberry, pacific dogwood and serviceberry.

Proposed Tree Retention

The site plans I have been provided show 3 open space/tree tracts. One located along 15th Ave, one mid-development between lots and one at the southern end between the lots and the church area. I am recommending that trees not be retained within the 2 northern tracts. The newly created edge effect facing the prevailing winds would result in these trees predisposed to failure and poor retention candidates. I would suggest these areas be replanted to create a safer buffer.

The southern tract is ideal for tree retention as a new southern edge currently exists and the trees are in good condition. I would still recommend that this area be planted to enhance the diversity and help keep out the invasive species. Based on my rough calculations, the three tracts will satisfy the City's 5% gross site requirement (LMC14.32.064).

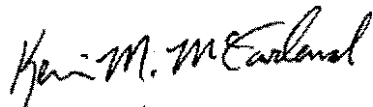
Off-Site Trees

Due to the sudden exposure with the clearing of this property, there may be issues with off-site trees to the east. These trees should be assessed once the clearing has occurred to identify any hazards.

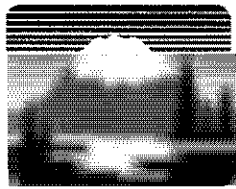
Tree Protection

I am requesting that the outer edges of the southern tree tract be surveyed and staked so that the trees can be assessed and protection measures can be established.

Professionally submitted,



Kevin M. McFarland, Principal
Sound Urban Forestry, LLC
ISA Certified Arborist PN-0373 & ISA Tree Risk Assessment Qualified
1910 E. 4th Ave., PMB 97
Olympia, WA 98506



*Shaping
our community
together*

**CITY
OF LACEY**

TRANSMITTAL MEMORANDUM

*Department of Community Development
420 College St. SE, Lacey, WA 98503
360-491-5642*

Date: December 1, 2020

Project Name: Subdivision of Bradley Park

H.T.E. Case Number: 20-307

Parcel Number(s): 11808430201

Please review the attached project information and notify Sarah Schelling, AICP, Senior Planner, in our office in writing of any comments or recommendations by December 15, 2020. Your comments will become part of the record and utilized in the decision-making process. You may either mail your comments to the above-mentioned address or e-mail them to sschelli@ci.lacey.wa.us.

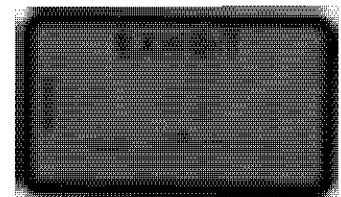
TYPE OF APPLICATION:

Preliminary subdivision, class IV forest practices, environmental checklist

TO:

- | | |
|--|---|
| ✓ Building Codes – Jeff | ○ Public Works Development Review |
| ✓ Fire Codes – Terry | ✓ Puget Sound Energy – Amy |
| ✓ Development Review Division – Tom | ✓ Comcast – Matthew Herrington |
| ✓ Traffic Division- Chris, Martin | ✓ Intercity Transit |
| ✓ Water Resources Engineer - Doug | ✓ North Thurston Public Schools |
| ✓ Erosion Control - Carlos | ✓ Olympic Region Clean Air Agency |
| ✓ Surveying Division – Monty | ✓ WA State Dept. of Fish and Wildlife |
| ✓ Addressing – Marci | ○ Regional Biologist |
| ✓ Parks Department – Jennifer | ✓ WA State Department of Transportation |
| ✓ Site Plan Review Committee | ✓ WA State Department of Ecology |
| ○ R. Walk, S. Egger, S. Spence | ✓ WA State Historic Preservation Office |
| ✓ Thurston County, adjacent jurisdiction | ✓ Nisqually Tribe |
| ○ Resource Stewardship | ✓ Squaxin Island Tribe |

If comments are not received by the date noted above, it will be construed that your agency/department does not have any comments or objections to the project as proposed.



NOTICE OF APPLICATION WITH THE OPTIONAL DNS PROCESS

The City of Lacey Department of Community Development has received the following application for Preliminary Subdivision:

Date Application Received: November 3, 2020

Project Name: Subdivision of Bradley Park

Project Description: Subdivision of 15.66 acres into 80 lots for single-family development. The project includes open space, roadway, and stormwater improvements on approximately 10 acres, with 5.16 acres set aside for future development. A Class IV Forest practices permit has been submitted for timber removal associated with project construction. The property is zoned Mixed Use Moderate Density Corridor. Residential development is permitted at a density between 8 and 12 units per acre.

Project Location: The property is unaddressed; located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast, in section 8, township 18N, range 1W, Lacey, Thurston County, Washington. The parcel number is 11808430201.

The following studies and/or reports are required as a part of this application:

Stormwater Report, Traffic Impact Analysis

This Application will undergo the following approval process:

Environmental Review: A review of the submitted Environmental Checklist and other supporting studies will be conducted.

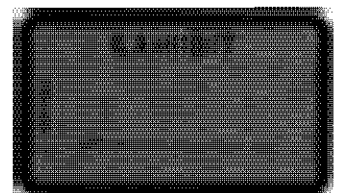
Other Permits/Approvals

Required: Public Works construction drawing approval, grading permit approval, final subdivision approval.

At minimum, this project will be subject to the following regulations:

Title 14, "Building and Construction"; Title 15, Platting & Subdivisions; Title 16, "Zoning" of the Lacey Municipal Code; The International Building and Fire Codes; and the Development Guidelines and Public Works Standards.

On December 1, 2020, this application was deemed complete pursuant to RCW 36.70B.070. This determination of completeness means that the application is sufficient for continued



review. This determination does not preclude the City of Lacey or other reviewing agencies from requesting additional information or studies either at the time of this notice or subsequently, if new information is required or if substantial changes in the proposal occur.

Pursuant to WAC 197-11-355, the City of Lacey is using the Optional DNS process. The Optional Process enables the comment periods for the environmental review and notice of application to be integrated. The City of Lacey expects to issue a mitigated determination of non-significance for this project. This commenting period may be your only opportunity to comment on the environmental impacts of the proposal. If a MDNS is issued, the following mitigated measures may be applied to the project: traffic impact fees for impacts to Thurston County road projects. Copies of the environmental checklist and supporting materials may be reviewed at Lacey City Hall.

Anyone may review any document submitted as part of this project application and may comment on this proposal. No action will be taken on this application for 14 days from the date of this notice or before December 15, 2020.

If you would like to make written comments, these may be directed to Sarah Schelling, Senior Planner, in the Department of Community Development, by email at sschelli@ci.lacey.wa.us, or at the address below. If a public hearing is required as part of the application review process, any member of the public may request to be notified, and may give written or oral comment on the proposal to the Hearings Examiner, and may request a copy of any decisions made on the project. A request for advance notification should be made to the Department of Community Development.

NOTE: Pursuant to RCW 43.21C.075 and Lacey City Code 14.24.170(A), a project denial based upon environmental information, and a conditioned or mitigated Determination of Nonsignificance (DNS) may be appealed by any agency or aggrieved person. Appeals are filed either with the Community Development Department when there is also an underlying governmental action or with the City Council if there is no underlying governmental action. Appeals to the City Council must be filed within ten (10) days of the issuance of the written decision (refer to the Lacey City Code for time periods on appeals filed with the Community Development Department).

Lacey Community Development Department
420 College St. SE
Lacey, WA 98503
(360) 491-5642
sschelli@ci.lacey.wa.us



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

December 15, 2020

Sarah Schelling, AICP, Senior Planner
City of Lacey
Community Development Department
PO Box 3400
Lacey, WA 98509-3400

Dear Sarah Schelling:

Thank you for the opportunity to comment on the optional determination of nonsignificance/notice of application for the Bradley Park Subdivision Project (20-307) as proposed by SSHI, LLC doing business as D.R. Horton. The Department of Ecology (Ecology) reviewed the environmental checklist and has the following comment(s):

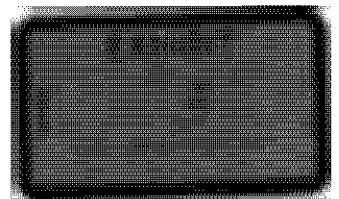
SOLID WASTE MANAGEMENT: Derek Rockett (360) 407-6287

All grading and filling of land must utilize only clean fill. All other materials may be considered solid waste and permit approval may be required from the local jurisdictional health department prior to filling. All removed debris resulting from this project must be disposed of at an approved site. Contact the local jurisdictional health department for proper management of these materials.

TOXICS CLEANUP: Thomas Middleton (360) 407-7263

If contamination is suspected, discovered, or occurs during the proposed SEPA action, testing of the potentially contaminated media must be conducted. If contamination of soil or groundwater is readily apparent, or is revealed by testing, Ecology must be notified. Contact the Environmental Report Tracking System Coordinator for the Southwest Regional Office (SWRO) at (360) 407-6300. For assistance and information about subsequent cleanup and to identify the type of testing that will be required, contact Thomas Middleton with the SWRO, Toxics Cleanup Program at (360) 407-7263.

Ecology's comments are based upon information provided by the lead agency. As such, they may not constitute an exhaustive list of the various authorizations that must be obtained or legal requirements that must be fulfilled in order to carry out the proposed action.



Sarah Schelling
December 15, 2020
Page 2

If you have any questions or would like to respond to these comments, please contact the appropriate reviewing staff listed above.

Department of Ecology
Southwest Regional Office

(GMP:202006067)

cc: Derek Rockett, SWM
Thomas Middleton, TCP



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

April 27, 2021

Sarah Schelling, AICP, Senior Planner
City of Lacey
Community Development Department
PO Box 3400
Lacey, WA 98509-3400

Dear Sarah Schelling:

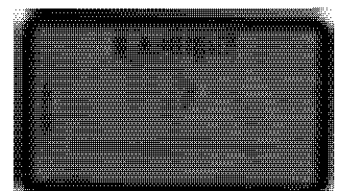
Thank you for the opportunity to comment on the optional determination of nonsignificance/notice of application for the REVISED Bradley Park Subdivision Project (20-307) as proposed by SSHI, LLC dba D.R. Horton. The Department of Ecology (Ecology) reviewed the environmental checklist and information provided. Ecology's previous comments submitted December 15, 2020 on the optional determination of nonsignificance/notice of application, still apply to the project described (see enclosure). After further review, Ecology has the following additional comment(s):

**WATER QUALITY/WATERSHED RESOURCES UNIT:
Morgan Maupin (360) 407-7320**

The SEPA checklist appropriately identifies the required NPDES Construction Stormwater General Permit (CSWGP) and Best Management Practices (BMPs) to be utilized during construction.

This project lies within the ASARCO Tacoma Smelter Plume footprint. Soils in this area may contain elevated concentrations of lead and arsenic. For this reason, information (including, but not limited to: temporary erosion and sediment control plans; stormwater pollution prevention plan; list of known contaminants with concentrations and depths found; a site map depicting the sample location(s); and additional studies/reports regarding contaminant(s)) will be required to be submitted prior to CSWGP issuance. For additional information on contaminated construction sites, please contact Carol Serdar at Carol.Serdar@ecy.wa.gov, or by phone at (360) 742-9751.

Ecology's comments are based upon information provided by the lead agency. As such, they may not constitute an exhaustive list of the various authorizations that must be obtained or legal requirements that must be fulfilled in order to carry out the proposed action.



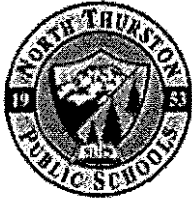
Sarah Schelling
April 27, 2021
Page 2

If you have any questions or would like to respond to these comments, please contact the appropriate reviewing staff listed above.

Department of Ecology
Southwest Regional Office

(GMP:202101919)
Enclosure

cc: Morgan Maupin, WQ



NORTH THURSTON PUBLIC SCHOOLS

CONSTRUCTION & DESIGN • 6620 CARPENTER ROAD S.E. • LACEY, WASHINGTON 98503
TELEPHONE (360) 412-4500 • FAX (360) 412-4505 • WWW.NTHURSTON.K12.WA.US

December 2, 2020

Ms. Sarah Schelling, Senior Planner
City of Lacey, Community & Economic Development
420 College St. SE
Lacey, WA 98503

RE: NORTH THURSTON PUBLIC SCHOOLS NO. 3
Comments Re: #20-307, Bradley Park

To Whom It May Concern:

North Thurston Public Schools (NTPS) received City of Lacey's request for review of the proposed Project #20-307, Bradley Park. NTPS has had the opportunity to review the application for the proposed development which the City forwarded along with the notice. In response to your consultation request, NTPS provides the following:

The proposed development will create additional residential units within North Thurston Public Schools boundaries. The proposed residential units are planned to be served by Pleasant Glade Elementary School, Chinook Middle School and North Thurston High School.

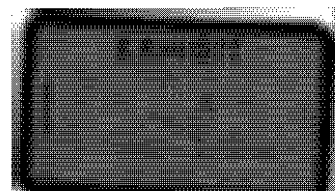
NTPS has determined that the proposed housing units will generate approximately .76 full-time equivalent (FTE) students per single family unit. This determination is based on multipliers derived from the attached Student Generation Factor worksheet for NTPS and U.S. Census data as presented in Demographic Multipliers for Common Configurations of Standard Housing Types for School Age Children from U.S. Department of Commerce. Applying these accepted student generation factors to this proposal, the eighty (80) single family units proposed by the Bradley Park project would generate approximately sixty-one (61) new students to be served by this district.

As described in the district's Capital Facilities Plan (CFP), NTPS schools are over capacity. NTPS does not own sufficient land for additional schools nor sufficient facilities to house the projected additional students generated by the proposed development. Purchases of land with available water and sewer service, temporary classrooms and future facilities to house children are anticipated as a result of the increased enrollment projected from new residences such as this subdivision. In addition, sidewalks and bus facilities must be created to provide safe walking routes and transportation services for school children.

The cost of purchasing land and temporary classrooms and constructing new school facilities is estimated to be \$4,485 per new single-family unit. This assessment of costs is based upon Appendix A of the CFP, Table 18. The district adjusts this assessment annually to reflect the district's current costs. Therefore, for the (80) single family units proposed under this application, the cost of mitigating impacts is found to be \$358,800. Such costs are subject to inflation.

BOARD OF DIRECTORS

MARCIA COPPIN • CHUCK NAMIT • DAVID NEWKIRK • MELISSA HARTLEY • GRAEME SACKRISON
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NORTH THURSTON PUBLIC SCHOOLS

CONSTRUCTION & DESIGN • 6620 CARPENTER ROAD S.E. • LACEY, WASHINGTON 98503
TELEPHONE (360) 412-4500 • FAX (360) 412-4505 • WWW.NTHURSTON.K12.WA.US

The State Environmental Policy Act requires proposed developments to mitigate probable significant adverse environmental impacts on the environment, which includes public schools. See WAC 197-11-444(2)(d)(iii). The addition of (61) new students to NTPS facilities as a result of the proposed development constitutes such an impact. Similarly, the State Subdivision Act, in RCW 58.17.110(2), requires that the permitting jurisdiction find that proposed plats adequately provide for schools and school grounds. The proposed development must provide mitigation to ensure that such facilities are available for the proposed new residents.

For these reasons, NTPS has determined that mitigation measures are needed to compensate for the impact of the increased student enrollment that this development will generate on its schools. NTPS asks that the City note such mitigation measures in the City's staff report for consideration of the proposed application, in its SEPA threshold determination, and on the face of the plat when recorded.

If the proponent of this proposed development provides NTPS with evidence that the assumptions of the CFP's Appendix A are not applicable to its proposed new units, NTPS may revise this assessment. NTPS may consider unusual circumstances of specific developments and may adjust the projected fee amount for specific developments if necessary. Should the developer provide NTPS with cause to revise its assessment, NTPS shall set forth its reasons for adjusting the fee in written findings submitted to the City by letter.

Finally, we would appreciate it if the City would promptly provide us notice of the date and time of any hearing on the proposal and a copy of any environmental determination made or other notice generated concerning this proposed project. These comments are provided based upon the information that has been made available to NTPS at this time. Please note that NTPS reserves its rights to provide further and additional comments on this application.

Thank you for the opportunity to respond concerning this proposed development. Please call me at (360) 412-4500 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean Martinolich".

Dean Martinolich
Director of Construction & Design

cc: Dr. Debra Clemens, Superintendent, NTPS
Monty Sabin, Assistant Superintendent of Operations, NTPS
Deana Maddux, Director of Transportation, NTPS
Andrew Pitman, Principal of Pleasant Glade Elementary, NTPS

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Sarah Schelling

From: Mike Burnham <MBurnham@intercitytransit.com>
Sent: Friday, December 04, 2020 12:14 PM
To: Sarah Schelling
Cc: Rob LaFontaine
Subject: RE: City of Lacey Project #20-307 - Preliminary Subdivision of Bradley Park

External Email Warning! Use caution before clicking links or opening attachments.

Sarah:

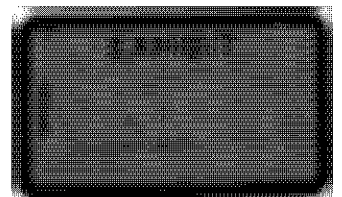
Thanks for eliciting Intercity Transit's input regarding the preliminary subdivision of the Bradley Park parcel (#20-307), in north Lacey. Intercity Transit assessed the residential project as it relates to potential transit service in this growing area of the city and thus supports the developer's request for preliminary approval to subdivide 15.66 acres into 80 lots for single-family development, with associated site improvements.

Earlier this year, Intercity Transit launched Rt. 65 bus service in north Lacey. The route connects Martin Way and Britton Parkway via Carpenter Road and serves commercial and residential developments to the north and east of this intersection (Jubilee, Uline, Target Distribution Center, etc.). The proposed Bradley Park project would add an important north-south connector street between 15th and 6th avenues NE, according to the initial site plan (below), and add housing density that supports additional IT bus service in this area.

Intercity Transit could potentially realign Rt. 65 north along Sleater Kinney Rd. and west along 15th Ave, en route to Britton Parkway. Alternatively, IT could add an additional route along 15th Ave. once Lacey extends College Street between 6th and 15th avenues within the next few years (Lacey Capital Facilities Plan). Olympia's planned extension of the 15th/12th Avenue corridor west to Lilly Road also would improve mobility and transit viability in this densifying area. As IT has not yet selected the alignment of fixed-route transit service in this area, nor when it would begin, IT is not requesting at this time that the developer pour a bus pad and purchase a bus shelter. That said, IT would be looking to have the project's improved frontage on 15th Ave. support an eventual bus stop and loading zone that is free of trees and other obstacles. Should the project move forward to construction, IT is happy to work with the City and developer on locating and designing a bus loading zone on the property's 15th Ave. frontage. Please feel free to reach out with any questions in the meantime. Thanks again for the opportunity to comment.

Sincerely,

Mike Burnham, Associate Planner
Intercity Transit



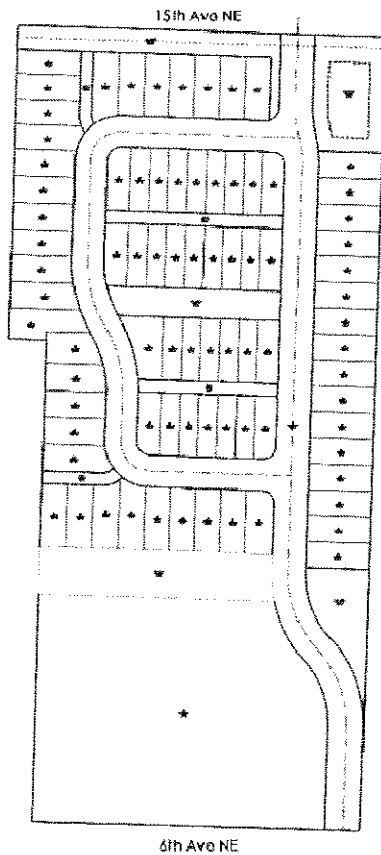


Figure 2: Preliminary Site Plan



From: Rob LaFontaine
Sent: Wednesday, December 2, 2020 3:59 PM
To: Mike Burnham
Subject: FW: City of Lacey Project #20-307 - Preliminary Subdivision of Bradley Park

FYI—looks like you were not included in this email from Sarah yesterday. I haven't looked at the project...

Rob LaFontaine | Planning Manager | INTERcity TRANSIT | PO Box 659 Olympia, WA 98501-0659 | 360-705-5832 (o) | 509-290-3069 (c) | www.intercitytransit.com | rlafontaine@intercitytransit.com |

From: Sarah Schelling <sschelli@ci.lacey.wa.us>
Sent: Tuesday, December 1, 2020 10:28 AM
To: 'Theresa.Nation@dfw.wa.gov' <Theresa.Nation@dfw.wa.gov>; 'delicia.durden@co.thurston.wa.us' <delicia.durden@co.thurston.wa.us>; 'Annette Bullchild - nisqually' <bullchild.annette@nisqually-nsn.gov>; 'Brad Beach - nisqually' <beach.brad@nisqually-nsn.gov>; 'DAHP - SEPA' <sepa@dahp.wa.gov>; 'Matthew Herrington - Comcast' <Matthew_Herrington@comcast.com>; '(separegister@ecy.wa.gov)' <separegister@ecy.wa.gov>; 'Shaun Dinubilo - Squaxin' <[squinubilo@squaxin.us](mailto:sdinubilo@squaxin.us)>; Rick Walk <RWALK@ci.lacey.wa.us>; Scott Egger <SEgger@ci.lacey.wa.us>; Scott Spence <SSpence@ci.lacey.wa.us>; Joe Upton <JUPTON@ci.lacey.wa.us>; Marci Price <MPrice@ci.lacey.wa.us>; Carlos Aviles-Ortiz <caviles@ci.lacey.wa.us>; Doug Christenson <Dchriste@ci.lacey.wa.us>; Martin Hoppe <MHOPPE@ci.lacey.wa.us>; Chris Stolberg <CStolber@ci.lacey.wa.us>; Tom Stiles <TStiles@ci.lacey.wa.us>; Terry McDaniel <tmcdanie@ci.lacey.wa.us>; Jeff Cook <JCOOK@ci.lacey.wa.us>; 'todd.mason@co.thurston.wa.us' <todd.mason@co.thurston.wa.us>; 'SeversD@WSDOT.WA.GOV' <SeversD@WSDOT.WA.GOV>;

Sarah Schelling

From: Nicole Floyd <nfloyd@ci.olympia.wa.us>
Sent: Thursday, December 10, 2020 12:27 PM
To: Sarah Schelling
Cc: David Smith
Subject: FW: Bradley Park Lacey Project #20-307 - Olympia Transportation Mitigation
Attachments: TAZ_333 Bradley Park - Lacey_2.pdf

External Email Warning! Use caution before clicking links or opening attachments.

Sarah,

Thank you for sending me the NOA for the above referenced project. Please see the attached comment related to traffic. Please let me know if you have questions.

Nicole Floyd, AICP

Principal Planner | City of Olympia
601 4th Ave E. | Olympia, WA 98501
Ph: 360.570.3768 | Fax: 360.753.8087
Web: olympiawa.gov

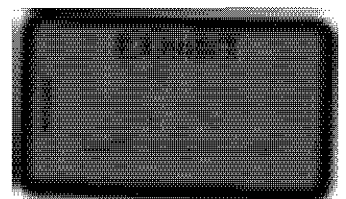
From: David Smith
Sent: Thursday, December 10, 2020 11:58 AM
To: Nicole Floyd
Subject: Bradley Park Lacey Project #20-307 - Olympia Transportation Mitigation

Hi Nicole,

See attached Olympia Transportation Mitigation Worksheet for Bradley Park Lacey Project #20-307. Please get this back to Lacey before December 15, 2020.

Thanks,

Dave S. Smith, P.E.
Transportation Engineer
Olympia, Public Works Dept. Transportation
360.753.8496
601 4th Avenue East
Olympia, WA 98501
dsmith3@ci.olympia.wa.us
www.olympiawa.gov



From: Nicole Floyd <nfloyd@ci.olympia.wa.us>
Sent: Tuesday, December 8, 2020 12:02 PM
To: David Smith <dsmith3@ci.olympia.wa.us>
Subject: FW: NOA

I believe you want to comment on this.

From: Sarah Schelling <sschelli@ci.lacey.wa.us>
Sent: Tuesday, December 08, 2020 11:14 AM
To: Nicole Floyd <nfloyd@ci.olympia.wa.us>
Subject: RE: NOA

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Good morning;

I have attached a pdf of the noa as well as an email with a link to all the documents associated with the project. Let me know if you have any trouble accessing anything.

Thanks so much, Sarah

Sarah Schelling, AICP
Senior Planner
Community and Economic Development
360.438.2689
sschelli@ci.lacey.wa.us

From: Nicole Floyd <nfloyd@ci.olympia.wa.us>
Sent: Tuesday, December 08, 2020 10:35 AM
To: Sarah Schelling <sschelli@ci.lacey.wa.us>
Subject: NOA

External Email Warning! Use caution before clicking links or opening attachments.

Sarah,

Can I get a copy of the noa for the project near north thruston at the intersection of Sleater Kinney and 6th?

Nicole Floyd, AICP

Principal Planner | City of Olympia
601 4th Ave E. | Olympia, WA 98501
Ph: 360.570.3768 | Fax: 360.753.8087
Web: olympiawa.gov

Transportation Mitigation Costs for Development (2015 to 2021)

Traffic Analysis Zone (TAZ) : 333

Bradley Park - Lacey

Development : Lacey

80 Single Family * 0.99 = 79 trips

New Development PM Peak Hour Trips : 79

SUMMARY OF PROJECT COST AND SIX YEAR GROWTH

Funds Needed	\$26,644,722	
Cost Assigned to Growth	\$17,265,639	
Six Year Trip Growth (b)	6,241	
Cost per Trip	\$2,766	

	Funds Needed	Cost Assigned to Growth (a)	TAZ Percent Entering CFP Project (c)	New Development Trips (d)	Proportionate Share Cost Assigned to Development
CFP Project		(1)	(3)	(4)	(2)*(4)

WEST OLYMPIA

US 101 West Olympia Access - Design ROW	\$6,952,308	\$4,129,664	0.0%	0	\$0
345-0000-345-86-87					

EAST OLYMPIA

Fones Road Widening	\$15,194,026	\$9,025,235	2.9%	2	\$5,532
130-0000-345-86-58					

SOUTHEAST OLYMPIA

Henderson Bl. and Eskridge Bl.	\$927,917	\$927,917	0.0%	0	\$0
130-0000-345-86-78					
Wiggins Rd & 37th Avenue	\$510,183	\$303,048	0.4%	0	\$0
130-0000-345-86-77					
Cain Road & North Street	\$444,613	\$264,100	0.0%	0	\$0
130-0000-345-86-79					

Project Total for Olympia:	\$26,644,722	\$17,265,639		2	\$5,532
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(a) Capital Facilities Plan cost is projected to be collected in a six year period and be consistent with concurrency. Project cost assigned does not include any grant funding.

(b) Thurston Regional Planning Council (TRPC) Model years from existing 2015 to the beginning of 2021.

(c) Development cost is based on proportion of new growth that impacts the project limits. Project impact is any vehicle trip entering a CFP Project roadway segment and intersection.

(d) Development trips are rounded to the nearest whole number.

[Return to Agenda](#)



CITY OF LACEY Stormwater Review Memo

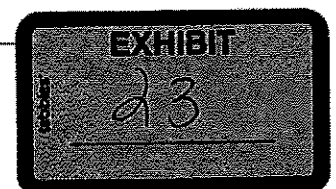
Date: April 29, 2021
To: Sarah Schelling, AICP, Senior Planner
From: Doug Christenson, PE, LG, Water Resources Engineer

PROJECT: Bradley Park Preliminary Subdivision Site Plan Review Application
Location: Between 6th Avenue NE and 15th Avenue NE, east of Sleater-Kinney Road
Applicant: DR Horton, Kirkland WA
Parcel No.: 11808430201
SUBMITTAL: "Preliminary Drainage Report" (Stormwater Site Plan) revised March 2021
Engineer: SCJ Alliance, Lacey WA
HTE Case No.: 20-307

The initial submittal was revised in response to initial comments, including the addition of roadside swales and roof downspout infiltration to retain and disperse runoff, along with other revisions. The response letter from SCJ Alliance dated March 29, 2021 notes that winter groundwater monitoring was conducted, and vertical separation will be adequate as required (final geotechnical report to be submitted when monitoring has finished).

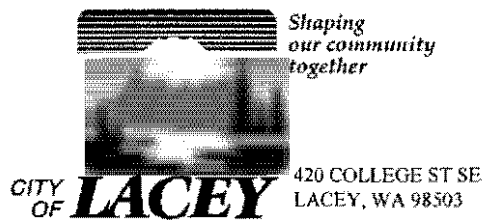
The revised draft Stormwater Site Plan is acceptable for SPR approval, subject to the following conditions to be addressed upon civil plan submittal:

1. A complete Construction Stormwater Pollution Prevention Plan (SWPPP) is required. The SWPPP must be reviewed, approved, and the site inspected by the City of Lacey prior to any site-disturbing activity such as clearing or grading.
2. All stormwater facilities shall comply with the applicable criteria specified in the City of Lacey 2016 *Stormwater Design Manual* (SDM).
3. Bioretention facilities generally have a maximum ponding depth of 12 inches and surface ponding drawdown time of 24 hours. The Tract G bioretention facility as proposed exceeds the ponding depth criteria, but with rapid drawdown expected. Provide information in the drainage report to support/justify the proposed maximum ponding depth and address potential issues (e.g. plant inundation, safety, etc.).
4. The base of the proposed Tract G bioretention facility (below the bioretention soil mix) shall be set in undisturbed native soil.
5. The proposed Tract G bioretention facility has a contributing drainage area exceeding one acre, thus more detailed infiltration receptor analysis and/or performance testing may be required (per Section 7.4.4 and Section 7.2.2 of 2016 SDM).



6. Provide a detail section for each stormwater treatment/flow control facility, including existing grade, design elevations, inflow and outflow conveyances, emergency overflow, etc. For bioretention facilities, include criteria for the bioretention soil mix, mulch layer, and planting plan.
7. Stormwater facilities shall provide adequate setback distances per 2016 SDM, Chapter 7.
8. Design infiltration rate(s) shall be determined for the actual proposed infiltration location(s), depths, and materials, and facility design adjusted as needed. The drainage report shall include the data and calculations for determining long-term infiltration rates. Methodology shall be per Appendix 7A of the 2016 SDM.

End of comments. Thank you.



CITY COUNCIL
ANDY RYDER
Mayor
CYNTHIA PRATT
Deputy Mayor

CAROLYN COX
ED KUNKEL
LENNY GREENSTEIN
MALCOLM MILLER
MICHAEL STEADMAN

CITY MANAGER
SCOTT SPENCE

December 22, 2020

Spenser Haynie
TEWN
11400 8th Street, Suite 200
Bellevue, WA 98004

SUBJECT: Bradley Park, 20-307, Traffic Impact Analysis Approval

Dear Mr. Haynie,

I have reviewed the Transportation Impact Analysis (TIA) for this project, and recommend approval based on the following conditions:

City of Lacey Mitigation

According to the TIA, which was prepared according to the requirements of the City of Lacey's Development Guidelines and Public Works Standards, the project will generate over 50 trips during the PM Peak Hour.

The TIA included a trip distribution based on the City of Lacey Existing Plus Committed Regional Traffic Model. This distribution was used to calculate traffic mitigation fees required to offsite traffic impacts according to LMC 14.21. A tabulation of the calculated mitigation fee is attached.

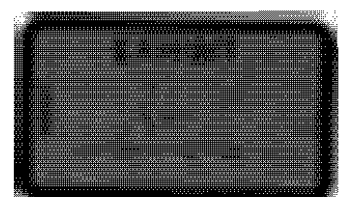
The actual fee will be determined at the date of payment for issuance of the building permit, water meter, or other approval process. The fee shall be increased on July 1, and each year thereafter in an amount equal to the increase in the Engineering News Record Construction Cost Index.

Thurston County Mitigation

Thurston County has requested a traffic mitigation fee of \$18,884 to mitigate offsite impacts. Please find the County's mitigation request attached.

City of Olympia Mitigation

The City of Olympia has requested a traffic mitigation fee of \$5,532 to mitigate offsite impacts. Please find the County's mitigation request attached.



Multi-Modal Mitigation

According to the Thurston Regional Planning Council's 1999 Household Travel Survey, 5.6% of all trips are made by bicycling or walking. This project is expected to generate a similar number of pedestrians and cyclists. The Transportation Comprehensive Plan identifies the need for sidewalk, bike lanes and other facilities to accommodate multi-modal transportation. The multi-modal impacts from this project shall be mitigated by constructing frontage improvements according to Lacey's standards.

Site Plan

There are no comments on the site plan.

If you have any questions, please contact me at (360) 438-2680.

Sincerely,



Christopher Stolberg, EIT
Transportation Engineer

Cc: Michele Capestany, Traffic Mitigation Coordinator
Tom Stiles, Development Review Manager
Sarah Schelling, Senior Planner
File

Residential Traffic Mitigation Fee Estimate

File/ Parcel Number: 11308430201
 Lacey Planning Project: 20-307
 Thurston County Project Number:
 Project Description: Bradley Park SFR

Updated:
 Updated:
 Updated:
 Created: 12/22/2020 CRS

ITE Land Use Code: 210
Land Use Name: (Single-Family Detached Housing)
Trip Rate: 8.99
Per. (Dwelling Units)
During: (Weekday, PM Peak of Adj. Street, 1 hr. 4-6 PM)
New Units: 80
Total Project Trips Generated: 80
Traffic Analysis Zone: 333
Total Trips in TAZ: 242

Account Number	Project	2020/2021 Cost per Trip	TAZ Trips @ project	Distrib. Percent	Project Trips Generated	2020/2021 Traffic Mitigation	Cost per Unit
102-0000-224.50-03	45th Avenue and College Street Improvements	\$ 380.02	9	3.7%	3.0	\$ 1,140.06	\$ 14.25
102-0000-224.50-23	Sleater-Kinney at 14th Ave Improvements	\$ 267.45	4	1.7%	1.0	\$ 267.45	\$ 3.34
102-0000-224.50-25	College Street Extension NE	\$ 1,008.65	111	45.9%	37.0	\$ 37,320.05	\$ 466.50
102-0000-224.50-28	Carpenter Road Capacity /Safety Improvements Pacific to Shady Lane	\$ 1,176.76	2	0.8%	1.0	\$ 1,176.76	\$ 14.71
102-0000-224.50-29	Mullen Road Capacity/Safety Improvements East of Ruddell	\$ 1,296.97	2	0.8%	1.0	\$ 1,296.97	\$ 16.21
102-0000-224.50-33	Martin Way & I-5 Interchange Improvements	\$ 1,296.97	59	24.4%	20.0	\$ 25,939.40	\$ 324.24
102-0000-224.50-38	Carpenter Rd from Martin Way to Britton Parkway	\$ 1,296.97	10	4.1%	3.0	\$ 3,890.91	\$ 48.64
102-0000-224.50-39	Marvin Road-- Britton to Columbia Drive NE	\$ 1,296.97	3	1.2%	1.0	\$ 1,296.97	\$ 16.21
102-0000-224.50-40	Rainier Road from Yelm Hwy to City Limits (near Beckonridge)	\$ 764.90	7	2.9%	2.0	\$ 1,529.80	\$ 19.12
102-0000-224.50-41	Yelm Highway Improvements Ruddell Road to East City Limits	\$ 1,296.97	2	0.8%	1.0	\$ 1,296.97	\$ 16.21
102-0000-224.50-42	6th Avenue / Sleater Kinney Improvements	\$ 1,296.97	13	5.4%	4.0	\$ 5,187.88	\$ 64.85
102-0000-224.50-43	Golf Club Road Extension	\$ 176.55	-	0.0%	-	\$ -	\$ -
102-0000-224.50-44	Martin Way / Hoh Street Intersection Improvements	\$ 235.40	2	0.8%	1.0	\$ 235.40	\$ 2.94
102-0000-224.50-45	Willamette Drive / 31st Ave Intersection Improvements	\$ 294.25	1	0.4%	-	\$ -	\$ -
102-0000-224.50-46	Hogum Bay Road Improvements	\$ 1,296.97	2	0.8%	1.0	\$ 1,296.97	\$ 16.21
102-0000-224.50-47	Carpenter Rd/Mullen Rd Intersection Improvements	\$ 342.54	1	0.4%	-	\$ -	\$ -
102-0000-224.50-49	College Street Reconstruction -- Lacey Blvd to 37th Ave	\$ 1,296.97	23	9.5%	8.0	\$ 10,376.76	\$ 129.70
102-0000-224.50-50	Marvin Road and Britton Parkway Intersection Improvements	\$ 103.92	4	1.7%	1.0	\$ 103.92	\$ 1.30
102-0000-224.50-51	31st Avenue Extension Hogum Bay to Marvin Road	\$ 1,296.97	-	0.0%	-	\$ -	\$ -
102-0000-224.50-52	Britton Parkway and Carpenter Road Intersection Improvements	\$ 379.88	14	5.8%	5.0	\$ 1,899.40	\$ 23.74
102-0000-224.50-58	Willamette Drive / Campus Glen Drive Roundabout	\$ 498.82	-	0.0%	-	\$ -	\$ -
CITY OF LACEY PROPORTIONATE SHARE MITIGATION						\$ 94,254.67	\$ 1,178.18

Note: This estimate is prepared with the best available information. The City reserves the right to update this estimate at any time.



COUNTY COMMISSIONERS

John Hutchings
District One

Gary Edwards
District Two

Tye Menser
District Three



PUBLIC WORKS

An Accredited Agency of the
American Public Works Association

Jennifer D. Walker, PMP
Director

September 16, 2020

Chris Stolberg
420 COLLEGE ST SE
LACEY WA 98503

**SUBJECT: City Life Church, Folder Sequence#20-110885
Project #: 2020104310
Mitigation Request**

REFERENCE: Traffic Study – Dated 9-4-20

Dear Mr. Stolberg:

Upon review of the proposed project referenced above, Public Works has the following comments:

1. To mitigate traffic impacts within Thurston County, the proponent will need to contribute \$ 18,884 to Thurston County Public Works prior to final project approval, pursuant to County Road Standards and Title 17.10 of the Thurston County Code. See attached worksheet prepared by county staff for project specific details.
2. To mitigate traffic impacts within Thurston County, the proponent will need to design and construct improvements along this parcel's frontage along 15th Avenue prior to Final Plat, pursuant to County Road Standards and City of Lacey Development Guidelines and Public Works Standards. These improvements shall include pavement widening, overlaying existing pavement to centerline, sidewalk, curb and gutter, right of way dedication and drainage improvements to accept stormwater runoff from those improvements.

Please be aware, further issues may be addressed as discovered, or as changes are made to the plans.

If you have any questions or comments, please call me at (360) 867-2043.

Sincerely,

Arthur Saint, PE
Thurston County Public Works
Development Review Section

cc: Project File

County Project Reviewer	<u>Arthur Saint, PE</u>	Date	<u>9/16/2020</u>
Permit Type	<u>City</u>	Ref. Traffic Analysis (Firm, Date)	<u>TENW 9-4-20</u>
Permit No.	<u>2020104310</u>	Project Description	<u>80 SFR</u>
Permit Name	<u>City Life Church</u>	Number of New Trips	<u>79</u>

County Road Project No.	Capital Facility Project Description	Project Cost In Thousands of Dollars	Constant Denominator	Per Trip Cost	New Trips	Mitigation
61335A	15th Ave (Olympia City Limits - Draham)	\$8,000,000	4000	\$2,000	5	\$10,000
61335B	Draham St NE (15th- Carpenter)	\$3,000,000	4000	\$750	4	\$3,000
61477	Pacific Avenue Capacity Project (Union Mills Rd- Marvin Rd)	\$5,000,000	1700	\$2,942	2	\$5,884

Affected Jurisdictions	THURSTON COUNTY SUBTOTAL	\$18,884
NOTES:	TOTAL	\$18,884

NOTES:

1. This estimate was prepared with the best available information. The traffic mitigation estimate will be updated annually based on the most current Capital Facilities Plan (CFP).
2. All traffic mitigation unless otherwise noted are due prior to final plat approval, certificate of occupancy or final project acceptance.
3. Project Number: Accounting number for Capital Facility Project.
4. Trip "Hits": Project generated trips intersecting or passing through the project limits of a particular capital facilities project.
5. Project Cost: Please refer to the County Comprehensive Plan, Capital Facility Chapter for additional information.
6. Consistent Denominator: This number represents the capacity at or near Level of Service 'D' or 'C' in the urban and rural areas respectively under ideal conditions as described in the Highway Capacity Manual.
7. The Project cost for Yelm Highway Capacity Project (Henderson to Blvd) has been reduced by \$1,052,000 to reflect the City of Olympia owned/maintained portion.

Transportation Mitigation Costs for Development (2015 to 2021)

Traffic Analysis Zone (TAZ) : 333

City Life Church - Lacey

Development : Lacey

80 Single Family * 0.99 = 79 trips

New Development PM Peak Hour Trips : 79

SUMMARY OF PROJECT COST AND SIX YEAR GROWTH

Funds Needed	\$26,644,722	
Cost Assigned to Growth	\$17,265,639	
Six Year Trip Growth (b)	6,241	
Cost per Trip	\$2,766	

	Funds Needed	Cost Assigned to Growth (a)	TAZ Percent Entering CFP Project (c)	New Development Trips (d)	Proportionate Share Cost Assigned to Development
CFP Project		(1)	(3)	(4)	(2)*(4)

WEST OLYMPIA

US 101 West Olympia Access - Design ROW	\$6,952,308	\$4,129,664	0.0%	0	\$0
345-0000-345-86-67					

EAST OLYMPIA

Fones Road Widening	\$15,194,026	\$9,025,235	2.5%	2	\$5,532
130-0000-345-86-58					

SOUTHEAST OLYMPIA

Henderson Bl. and Eskridge Bl.	\$927,917	\$927,917	0.0%	0	\$0
130-0000-345-86-78					
Wiggins Rd & 37th Avenue	\$510,183	\$303,048	0.4%	0	\$0
130-0000-345-86-77					
Cain Road & North Street	\$444,613	\$264,100	0.0%	0	\$0
130-0000-345-86-79					

Project Total for Olympia:	\$26,644,722	\$17,265,639		2	\$5,532
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(a) Capital Facilities Plan cost is projected to be collected in a six year period and be consistent with concurrency. Project cost assigned does not include any grant funding.

(b) Thurston Regional Planning Council (TRPC) Model years from existing 2015 to the beginning of 2021.

(c) Development cost is based on proportion of new growth that impacts the project limits. Project impact is any vehicle trip entering a CFP Project roadway segment and intersection.

(d) Development trips are rounded to the nearest whole number.



FIRE SITE PLAN REVIEW COMMENTS

Date: 1/7/2021

Case # 20-307

Applicant Name: DR Horton

Project: Bradley Park

Location: 6th Ave and 15th Ave

Notes By: Terry McDaniel

Planner: Schelling

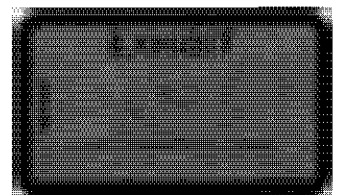
ALL FIRE CODE COMMENTS ARE PRELIMINARY AND ARE BASED ON THE INFORMATION GIVEN AT THE TIME OF PRE-SUBMISSION CONFERENCE.

FIRE FLOW AND FIRE HYDRANT REQUIRMENTS:

1. The required fire-flow for the building shall be not less than **750 gpm for 2 hours** in accordance with (IFC Appendix B). Said fire-flow is based on square footage/ building construction type, including a 50% credit for the installation of automatic fire sprinkler systems. (IFC section 507.1 LMC 14.07.015). The initial calculation is always based on type 5b wood framed construction as a worst case scenario for fire flow. **1 Fire hydrant** shall be installed prior to the sign off of a vertical permit. The site requires a minimum of **600 feet between fire hydrants** per (LMC 14.07 and IFC Appendix B.)

FIRE APPARATUS ACCESS ROAD REQUIRMENTS:

2. An approved 20-foot wide all-weather surface fire apparatus access roads shall be provided to within 150-feet of all exterior portions of the buildings at ground level. Said fire apparatus access road shall be located not less than 10-feet from the building. (IFC Section 503.1)
3. The inside turning radius of the fire lane shall be 28 feet measured from the inside. (IFC Appendix D.)



4. An approved fire department turnaround may be required if the fire department access road has a dead end in excess of 150 feet. (IFC 503.2.5)

ADDRESS REQUIREMENTS:

5. Approved 4" minimum address numbers shall be provided on the building in a location facing the fire apparatus access roadway. The address numbers shall contrast the buildings color. (IFC Section 505.1; LMC 14.07.015) Addressing will be assigned through Marci Price-360-491-5642.

FIRE LANE MARKING REQUIREMENTS:

6. Approved fire lane marking shall be provided where necessary to discourage obstructions by the parking of private vehicles. Upon completion of final road surfaces and curbing construction, the City of Lacey Fire Code Official shall perform a site inspection to determine locations where fire lane marking or signage will be necessary to discourage the parking of private vehicles. Said fire lane marking, where applicable, shall be provided and approved prior to final occupancy approval. (IFC Section D-103.6; LMC 14.07.015)

CURRENT FIRE CODE EDITION:

7. Please note we are under the International Fire Code 2018 Edition and all NFPA code requirements of the most recent year published.

REQUIRED FIRE INSPECTIONS:

8. The City of Lacey fire code official shall conduct the necessary inspections or witness required tests to ascertain compliance with applicable fire codes. The applicant shall contact the City of Lacey Building Department, at (360) 491-5642, to schedule the required inspection or to request witness of required tests. At least 24 hours shall be allowed for scheduling. (IFC Section 106.2)

Terry McDaniel
Fire Code Specialist
City of Lacey
360-456-7783

**CITY OF LACEY
DEVELOPMENT REVIEW
PUBLIC WORKS DIVISION
SITE PLAN REVIEW CONDITIONS**



PW FILE #: 118-08-430201

OWNER: City Life 1 (Steve Bradley)

APPLICANT: SSHI, LLC dba DR Horton

PROPOSED USE: 80 Lot Subdivision and Additional Development Tract

PLANNER: Sarah Schelling

COMMENTS DATE: May 13, 2021

H.T.E. CASE NUMBER: 20-307

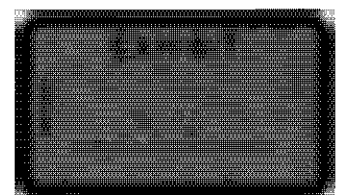
NOTES BY: Tom Stiles

Specific Water Improvements:

1. To provide domestic water service to each proposed building, meet fire protection and water quality requirements, the following water mains shall be installed: A10-inch water main shall be extended through the proposed site (within the proposed north/south roadway – 'A' Road) this main shall be connected to the 10-inch water main located in 6th Avenue and the 8-inch water main located in 15th Avenue. From this primary main, adequately sized mains shall be extended to serve remaining lots with water. Also for looping purposes, the 10-inch main located on the west property line shall be extended to the 10-inch water main on 'A' Road.
2. For the proposed water and sewer mains in Tracts 'B' and 'C' a 25-foot easement shall be provided.
3. To avoid cutting roads in the future, a 10-inch stub with a blow off shall be provided to tract 'E'.
4. Domestic water services shall be provided for each lot/new building. If duplexes are desired, each side of the duplex shall be individually metered. (DG&PWS, Water 6.120 F)
5. An irrigation meter with a Double Check Valve Assembly backflow prevention device shall be provided for the planter strip irrigation system and all other landscaped areas. (DG&PWS 6.120 F)

General Water Improvements:

6. When connection to the public water system is desired by a customer (or required by the City) connected to a well exempt from the provisions of Revised Code of Washington 90.44.050, the "exempt" well must be properly decommissioned per Department of Ecology (DOE) standards prior to making the connection. When connection to the public water system is desired by a



customer connected to an existing well that has a water right issued by the DOE, a physical disconnect between the well and the public water system must be made and maintained. This is necessary to assure that an unapproved auxiliary water supply (the customer's well) will not contaminate the City's water supply. Provided it is in compliance with DOE setback standards and purpose of use restriction on the customers water right for said well, the customer's "permitted" well may be kept serviceable for irrigation purposes only. In addition, if a well is to be used for irrigation, a Reduced Pressure Backflow Assembly (RPBA) is required and shall be installed as premise isolation at the public water supply service connection. If an existing well is not to be used for irrigation purposes, it must be decommissioned per DOE standards. No water meter will be installed until the RPBA is installed and cross connection inspection has been completed to the satisfaction of the City. (DG&PWS, Water, 6.120)

7. For Irrigation lines located in the Right-of-Way, the following shall be stated on the plat document and is a condition of approval: "The property owner adjacent to the public Right-of-Way will be responsible for maintaining and locating all irrigation lines located in the public Right-of-Way". (DG&PWS, Water, Irrigation 6.210)
8. Water system improvements shall meet the requirements of the City of Lacey, the Coordinated Water System Plan (CWSP), Department of Health (DOH), City of Lacey Water System Plan, AWWA, Department of Ecology, Thurston County Environmental Health and City of Lacey Fire Code Official's standards. Actual main size, loop closures, and possible off-site improvements including the number and location of fire hydrants, will depend on the fire flows required and available to the site. (DG&PWS, Water 6.010)
9. Show all wells on site or within 100-feet of the proposed plat with their protective radii (this will assure the proposed development will not impact any wells) (DG&PWS, Subdivisions and Short Plats, Chapter 2 – plat checklist).
10. Water mains shall be extended on North or East sides of roadways or drive aisles six feet off the centerline. (DG&PWS, Water 6.020)
11. To assure adequate water is present for your project. Modeling of the water system shall occur. Please contact Brandon McAllister (360.413.4386) to coordinate the fire flow modeling.
12. The builder/applicant/owner is required to purchase each water meter prior to the issuance of each building permit. (DG&PWS Water 6.121)
13. If utility extensions are needed for the proposed project for roads that were paved in the last five years and the roads must be "cut", a disruption fee will be charged in accordance with Lacey Municipal Code 12.16.055.

Specific Sewer Improvements:

14. The existing 8-inch gravity sanitary sewer main located in Abernethy Road shall be extended to and throughout the proposed site as necessary to provide sanitary sewer service to each proposed lot.
15. As per section 3.130 B of the City of Lacey 2017 Development Guidelines & Public Works Standards Manual, utilities shall be extended to and through the extremes of the property being developed. For this application to satisfy "to and through" requirements, the sanitary sewer main shall be extended through the site to Tract 'E' (in 'A' Road) – When Tract 'E' develops, the sewer main shall be extended to the southwest corner of Tract 'E' to 6th Avenue . On 15th Avenue sewer shall be extended to the private cul-de-sac slightly west of the proposed north entrance to Bradley Park. With satisfying the "to and through" requirements, a latecomer agreement can be submitted to recover costs associated with the sewer main extensions.
16. To avoid cutting roads in the future, an 8-inch sewer stub with a cleanout at the Right of Way shall be provided for Tract 'E'. The side sewer for Tract 'E' shall be connected to a manhole, pipes shall not connect to manholes with an angle less than 90 degrees in relation to the outlet pipe.(DG&PWS, Sewer 7A.010)
17. The proposed sewer mains in Tracts 'B' and 'C' shall be constructed as public mains. At angle points, the cleanouts proposed will not be acceptable manholes are required.

General Sewer Improvements:

18. Any existing on-site septic tanks and drain fields shall be removed per Department of Ecology and Thurston County Department of Health.
19. For new roadways being installed, sewer main extensions shall be on the South or West side of each roadway or drive area 6 feet off centerline. Along Abernethy Road, 6th and 15th Avenues, sewer mains shall be installed in locations as approved by the City.
20. All proposed structures shall be connected to sanitary sewer. (DG&PWS, Sewer 7A.010) Public mains with associated appurtenances shall be installed to serve the proposed project with sewer.
21. Sewer stubs shall be provided for each proposed parcel for connection of each building to the public main.
22. Sanitary sewer improvements associated with this project shall meet the requirements of the City of Lacey Comprehensive Sanitary Sewer Plan, Thurston County Health Department, Washington State Department of Health

(DOH), the LOTT Clean Water Alliance and Department of Ecology.
(DG&PWS, Sewer 7A.010 and Subdivisions and Short Plat 2-21)

Specific Stormwater Improvements:

23. Stormwater treatment and infiltration facilities shall be constructed for stormwater associated with all site improvements, adjacent properties currently discharging to the site along with the half street stormwater associated with the frontage along 15th Avenue.

Please see Doug Christenson's comments for additional specific stormwater conditions

General Stormwater Improvements:

24. This project shall comply with the City of Lacey 2016 Stormwater Design Manual (LMC 14.27). Stormwater drainage and erosion control submittals shall be in conformance with the formatting and content requirements described in Chapter 3 of the 2016 Stormwater Design Manual.
25. A final Stormwater Site Plan, including a drainage report and drainage plans in conformance with current Stormwater Design Manual standards, shall be provided prior to final Public Works civil approval. Some key elements to be included within the report are: the project engineer's certification; descriptions of how each of the Core Requirements is being addressed; construction SWPPP; basin map and plan drawings; hydrologic modeling inputs and results (including the WWHM 2012 Data files produced with the model); summary data of sub-basin areas, design calculations, and facility sizing; soils report and infiltration analysis; soil management plan; maintenance agreement/covenant; and a stormwater facilities maintenance manual (SDM 2.2.1).
26. This project shall retain, disperse, and infiltrate stormwater on-site to the maximum extent feasible. Design of infiltration facilities requires site infiltration analysis, to determine wet-season soil and groundwater conditions and to establish a long-term design infiltration rate. (SDM 2.2.5 & 7.2)
27. In order to provide for long-term maintenance access to the facility, the maximum depth of an infiltration facility is 20 feet below the surrounding finished (developed) ground elevation. (SDM)
28. The following note shall be shown on the face of the civil engineering drawings and is a condition for approval: "Roof downspout infiltration systems shall be placed on each lot being developed and shall be sized to accommodate storm runoff per the City of Lacey 2016 Stormwater Design Manual"

If site conditions cannot support downspout infiltration or dispersion systems, a note must be included on the civil drawings indicating that roof and foundation drains shall be tied into stormwater system with perforated stub-out connections. (SDM 2.2.5 and 7.4.10)

29. A Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to and approved by the City prior to beginning site work or construction of the project. A complete SWPPP consists of both a narrative report and a temporary erosion and sediment control plan drawing. Each of the 13 SWPPP Elements as identified in Chapter 5 of the City of Lacey 2016 Stormwater Design Manual shall be addressed and included in the construction SWPPP. If site conditions render any SWPPP elements unnecessary, exemptions for each element shall be clearly justified in the narrative report.
30. A Stormwater Facility Maintenance Manual per chapter 3 of the City of Lacey 2016 Stormwater Design Manual shall be submitted to and approved by the City of Lacey. The maintenance manual shall be included in the drainage report as part of the stormwater site plan.

The maintenance manual shall be prepared as a stand-alone document for the post-development facility owner(s). The maintenance plan shall be submitted to and approved by the City prior to civil drawing approval.

31. From October 1 through April 30, clearing, grading, and other soil disturbing activities shall be prohibited unless shown to the satisfaction of the City of Lacey that sediment-laden runoff will be prevented from leaving the site. (SDM 5.2.3)
32. Prior to issuance of building permits for construction of buildings associated with the plat, post utility/roadway construction site stabilization improvements as shown on the erosion control plans within the approved civil drawings shall be completed. Elements of the plan shall include but are not limited to placing straw (per Department of Ecology requirements), provide concrete wash areas, and other best management practices to assure erosion of the site does not occur.
33. Residential subdivisions shall provide signage (a detail is available at the City) to enhance the protection of the storm drainage system. Signage for stormwater facilities and pet waste stations is a condition of approval and shall be installed by the developer prior to final Public Works approval.

Specific Transportation Improvements:

34. 6th Avenue NE is classified as a Major Collector Type 2 roadway. See Detail 4-3.3 dated 12/15/14 from the Development Guidelines and Public Works

Standards Manual. This section of roadway requires 30-feet of half-street Right-of-Way. From curb to curb, this section of 6th Avenue roadway is adequate and will not require additional improvements. From the back of curb, the installation of a 6.5-foot planter strip (with street trees, irrigation, street lighting, etc.) and a 6-foot sidewalk will be required. Existing overhead utilities shall be located underground. Right of Way dedication will be required if the existing Right of Way does not encompass the required sidewalk and planter strip.

35. 15th Avenue NE is classified as an Arterial roadway (see Detail 4-2.2 from the City of Lacey 2017 Development Guidelines and Public Works Standards Manual). This section of roadway requires 49 feet of half-street Right of Way. Right of Way dedication and the installation of half-street frontage improvements are required with the development of this project. Frontage improvements will include the following: 1-foot of free area, an 8-foot sidewalk, a 7-foot planter strip (with street trees, irrigation, street lighting, etc.), curb & gutter, a 5-foot bike lane, two 11-foot travel lanes, 1-foot of shy distance, and 5-feet of the 10-foot median. If additional Right of Way is needed at this time for a turn pocket, it shall be determined through the Traffic Impact Analysis.
36. A north/south roadway shall be constructed between 6th Avenue NE and 15th Avenue NE. The roadway is classified as a Major Local Residential roadway (See Detail 4-4.0 from the City of Lacey 2017 Development Guidelines and Public Works Standards Manual) This roadway requires 54-feet of Right of Way.
37. Remaining roadways within the subdivision shall be constructed to Minor Local Residential roadway requirements (See Detail 4-4.1 from the City of Lacey 2017 Development Guidelines and Public Works Standards Manual). These roadways require 50-feet of Right of Way.
38. Access tracts 'B' and 'C' shall be constructed as paved 20-foot roadways with curb and gutter on both sides of the tract and a five foot sidewalk tying to Road 'B' on the side of the tract where houses are located.
39. Where the Major Local Residential Roadway connects to 6th and 15th Avenues, the initial portion of the roadway at the intersections shall meet Major Collector Type II standards (See Detail 4-3.1 dated 12/15/14 & Detail 4-4.2 dated 12/15/14 from the City of Lacey 2017 Development Guidelines and Public Works Standards Manual). Prior to civil drawings submittal, please confirm with the City of Lacey Transportation department that the access points to these roadways are properly designed.

Please see Martin Hoppe's comments for additional specific transportation conditions

General Transportation Improvements:

40. All residential projects, whether single or multi-family, which abut a boulevard, an arterial, or any class collector street are required to establish a buffer from such streets. The buffer must be a separate tract of land, 20-feet in width, within the subdivision and is to be maintained by the homeowners association. (DG&PWS, Transportation 4B.065)
41. Street lighting levels shall satisfy City of Lacey requirements for roadways and intersections. Additional street lighting shall be required for all streets adjacent to this project to assure street lighting is in conformance with City of Lacey spacing standards. All street light designs shall be prepared by an engineering firm capable of performing such work. (DG&PWS, Transportation, Illumination 4E.010)
42. Fiber optic conduit shall conform to the standards and requirements as set forth in Chapter 4 (Transportation) from the Development Guidelines & Public Works Standards (DG & PWS, Transportation 4E.035).
43. Minimum intersection curb radii and centerline radius requirements must be satisfied. Please label all radii on the final plat (DG&PWS 4B.020).
44. All public streets within the City and the City's UGA boundary will be planted with trees to create a distinct and pleasant character for those roadways. The street trees located in the Development Guidelines shall be required in or along the public Right-of-Way, including medians. (DG&PWS, Transportation 4G.100)
45. Traffic mitigations as determined by the Traffic Impact Analysis are required. Conditions of Lacey Municipal Code 14.21 shall be satisfied.
46. As a condition of final Public Works Approval, electrical services associated with street lighting, pump stations, or other applications (for the Public benefit as agreed to by the City) shall be transferred into the City's name. In order to change service, the applicant/owner must provide a copy of a billing statement to the City. If service has not been established, the applicant/owner must provide the following information to the City to establish service: Project Name (final subdivision name), service meter's number, address of the service meter, owner's contact number and address, and the type of items are being energized by the service. All fees associated with the installation of the service shall be the responsibility of the developer. **Without the information outlined above or a copy of a previous billing statement, the service will remain in the applicant/owner's name and they will be responsible for payment of the bills until such time as the information is received by the City.**

47. Access shall be provided to the property as determined and approved by the City. All access points shall meet minimum access spacing, minimum corner clearance, sight distance and minimum or maximum width requirements as outlined in the Development Guidelines & Public Works standards. (DG & PWS, Transportation 4B.025)
48. Please show all proposed and existing driveways associated with the plat. (DG&PWS Subdivisions and Short Plat 2-21)
49. Roadway sections (public or private) cannot be constructed in saturated ground areas. If separation from the water table cannot be obtained, the site must be filled to accommodate the roadways.
50. The following is a condition for approval and shall be included on the plat document: "The City of Lacey has no responsibility to build, improve, maintain (including stormwater improvements), or otherwise service the private roads and/or alleys within or providing access to the property described in this plat." (Lacey Municipal Code 15.32.190)
51. The following note is a condition for approval and shall be included on the plat document: "The Homeowner's Association shall be responsible for maintaining the private streets (along with associated parking areas) and planter strips (weeding, mowing, pruning of the street trees, etc.). in a healthy and growing manner in perpetuity". (DG&PWS, Transportation 4G.100D)

General Surveying Requirements:

52. Utility easements are required for all mains, water and sewer located on private property. Easements shall include fire hydrants, water meters, sewer improvements and future extensions of mains to adjacent properties. Easements and stub outs shall be provided to serve adjoining properties as determined by the City. Rather than being designated as water or sewer, all easements shall be identified as "utility" easements on the civil drawings and in the easement document. Specific requirements will be determined at the of plan review. All easements shall be prepared by a licensed land surveyor and submitted prior to release of approved civil drawings (DG&PWS Chapter 3.110).
53. The City of Lacey Coordinate System is a ground scale coordinate system derived from the Washington Coordinate System, NAD 83/91. Units are expressed in feet. Data can be obtained from Lacey Public Works Department. Civil drawings shall be submitted utilizing the City of Lacey Coordinate System. (DG&PWS 3.025)
54. City of Lacey Vertical Datum has elevations referenced to the National Geodetic Vertical Datum of 1929 (NGVD29). Units are expressed in feet. A benchmark listing can be obtained from Lacey Public Works Department. Civil

drawings shall be submitted utilizing the City of Lacey Vertical Datum.
(DG&PWS 3.025)

55. Right-of-Way shall be dedicated for a subdivision and/or project that requires Site Plan Review approval. The requirement to dedicate Right-of-Way shall be determined by the City or Regional Transportation plans, by a Traffic Impact Analysis, or as determined by Public Works. Dedications shall be determined by a professional Land surveyor. Dedication shall be submitted and approved by the City prior to plan approval (DG&PWS, Transportation 4B.060).

56. Immediately adjacent to the public Right of Way (all roadways – both sides of each roadway) a 10-foot joint utility easement area shall be dedicated to accommodate the installation of private and public utilities (2017 Development Guidelines and Public Works Standards Roadway details).

Other Requirements:

57. All improvements shall satisfy City of Lacey Development Guideline Standards in place at the time complete application is obtained (Complete application is determined by the City of Lacey Community Development Department). (LMC)

58. All Public Works improvements must be designed by an engineer licensed in the State of Washington and submitted to the City of Lacey Public Works Department for review and approval. (DGPWS 3.040)

59. Prior to submitting civil drawings for review, Land Use Approval must be obtained.

60. All structures associated with this site shall be connected to City of Lacey utilities (DG&PWS 6.010 and 7A.010).

61. Prior to civil drawing approval, one paper set of drawings along with a PDF copy of the drainage report and civil drawings shall be submitted for all approved final plans. (DG&PWS Chapter 3.040,B)

62. Prior to final Public Works Construction approval, “as-built” bonded paper drawings along with the revised civil drawings in AutoCAD and PDF formats shall be submitted for all approved final plans. (DG&PWS Chapter 3.040, J)

63. Certificate of Occupancy for the building (s) will not be issued until all improvements shown on the approved civil drawings are installed by the applicant and approved by the City. (DG&PWS 4B.080)

64. A 20 percent maintenance bond or financial guarantee of the engineer's estimate or approved bid estimate is required for a period of 24 months upon construction completion and approval of Public Works improvements. The financial guarantee may be released after 18 months if all conditions of approval have been satisfied. The financial guarantee applies to sewer, stormwater, water, frontage, landscaping/irrigation, roadway and street lighting improvements (LMC 14.20.025).
65. Along with the civil review application and the completed, signed and stamped checklist from Chapter 3 of the Development Guidelines, please provide three sets of civil drawings, two drainage reports and one electronic copy of the civil drawings (PDF format). These drawings shall be submitted directly to the City of Lacey Public Works Department. **Drawings submitted to other City departments will not satisfy this requirement.** (DG&PWS 3.040, B)
66. The property owner(s) adjacent to the public Right-of-Way shall be responsible for maintaining the planter strip and street trees (weeding, pruning, irrigating, mowing, etc.) in the public Right-of-Way in a healthy and growing manner in perpetuity. If the planter strip and or trees are being maintained by another group or organization, then a maintenance agreement (or adequate documentation) that verifies the planter strip and/or trees are being (and will continue to be) maintained shall be submitted to the City for review. (Development Guidelines & Public Works Standards, Transportation 4G.100D).
67. To protect the public interest on private property, utility mains located on private property shall be protected from damage. If on-site settling or other phenomenon occurs causing valve boxes, sewer manholes or other appurtenances to protrude above or settle below the driving surfaces or ground elevations, the owner will be notified and the problem shall be fixed within 30 days of notification. If the problem is not fixed within the 30 day time period, the City will fix the problem and bill the property owner. This language shall be included on the face of any binding site plan or easement documents submitted to the City.
68. A Bill of Sale for water, sewer and street lighting improvements being installed with this project is a requirement for approval. Prior to Final Public Works approval of the project, Bill of Sale documents shall be submitted to and approved by the City.

End of Comments

Sarah Schelling

From: Shaun Dinubilo <sdinubilo@squaxin.us>
Sent: Wednesday, December 02, 2020 8:58 AM
To: Sarah Schelling
Subject: RE: City of Lacey Project #20-307 - Preliminary Subdivision of Bradley Park

External Email Warning! Use caution before clicking links or opening attachments.

Good Morning Sarah,

Thank you for contacting the Squaxin Island Tribe Cultural Resources Department regarding the above listed project for our review and comment. We have no specific cultural resource concerns for this project. However, if DAHP recommends a survey, or any other additional recommendations, we concur with DAHP's recommendations. We would prefer to receive an electronic copy by email once completed. If any archaeological or cultural resources are uncovered during implementation, please halt work in the area of discovery and contact DAHP and the Squaxin Island Tribe's Archaeologist, Shaun Dinubilo via email at sdinubilo@squaxin.us. Please do note that this department only conducts a cultural resources review of the proposed project area.

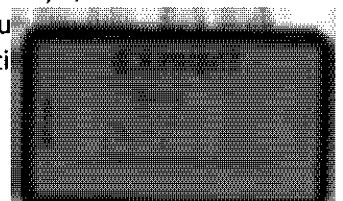
Happy Holidays,



Shaun Dinubilo
Archaeologist
Cultural Resource Department
Squaxin Island Tribe
200 S.E. Billy Frank Jr. Way
Shelton, WA 98584
Office Phone: 360-432-3998
Cell Phone: 360-870-6324
Email: sdinubilo@squaxin.us

As per 43 CFR 7.18[a][1] of the Archaeological Resource Protection Act, Section 304 of the National Historic Preservation Act, and RCW 42.56.300 of the Washington State Public Records Act-Archaeological Sites, all information concerning the location, character, and ownership of any cultural resource must be withheld from public disclosure.

From: Sarah Schelling
Sent: Tuesday, December 1, 2020 10:28 AM
To: 'Theresa.Nation@dfw.wa.gov'; 'delicia.durden@co.thurston.wa.us'; 'Annette Bullchild - nisqually'; 'Brad Beach - nisqually'; 'DAHP - SEPA'; 'Matthew Herrington - Comcast'; 'separegister@ecy.wa.gov'; Shaun Scott Egger; Scott Spence; Joe Upton; Marci Price; Carlos Aviles-Ortiz; Doug Christenson; Marti



Stolberg ; Tom Stiles ; Terry McDaniel ; Jeff Cook ; 'todd.mason@co.thurston.wa.us' ; 'SeversD@WSDOT.WA.GOV' ; 'sainta@co.thurston.wa.us' ; 'lauren.whymbrew@orca.org' ; 'jgoheen@nthurston.k12.wa.us' ; 'Martinolich, Dean' ; 'RLaFontaine@intercitytransit.com' ; 'permit@co.thurston.wa.us' ; 'Amy Tousley' ; Jennifer Burbidge
Subject: City of Lacey Project #20-307 - Preliminary Subdivision of Bradley Park

Good morning;

Below find a link to an FTP site for documents related to City of Lacey Project # 20-307 - Preliminary Subdivision of Bradley Park; documents on the FTP site include the application routing sheet, notice of application, applications, SEPA checklist, plans and other supporting documents. The application is for preliminary approval to subdivide 15.66 acres into 80 lots for single-family development, with associated site improvements. The parcel is unaddressed; located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast. The parcel number is 11808430201.

The comment period closes December 15th, 2020 at 5pm. Please let me know if you have any questions, or have difficulty accessing any documents. Please note that the ftp site should be accessible through any browser EXCEPT for Microsoft Edge.

<ftp://FTP.ci.lacey.wa.us/CommunityDev/20-307%20Bradley%20Park>

Thanks so much, Sarah

Sarah Schelling, AICP
Senior Planner
Community and Economic Development
360.438.2689
sschelli@ci.lacey.wa.us

Sarah Schelling

From: Steinweg, Noll E (DFW) <Noll.Steinweg@dfw.wa.gov>
Sent: Monday, December 28, 2020 2:53 PM
To: Lentes, Gwendolen A (DFW); Sarah Schelling
Subject: RE: City of Lacey Project #20-307 - Bradley Park Subdivision

External Email Warning! Use caution before clicking links or opening attachments.

Hi Sarah,

Thanks for sending these materials over. I think a wildlife survey focused on PHS species is a great place to start given the reported PHS species in the comment letter. The letter also mentioned a nesting pair of eagles and a wildlife survey could help identify the location of the nest tree. WDFW no longer handles bald eagles, so I'd suggest reaching out to the U.S Fish and Wildlife Service in Lacey to see what their recommendations are for the eagles. We don't have any PHS species mapped for the subdivision parcel, but we do have a point for Big brown bat (*Eptesicus fuscus*) about 300 feet east of the parcel from 2010.

Thanks,
Noll

Noll Steinweg
Habitat Biologist
Washington Department of Fish and Wildlife
Noll.Steinweg@dfw.wa.gov
360-628-2173

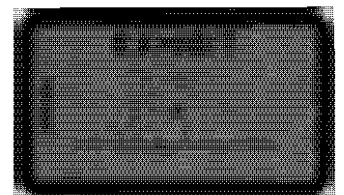
From: Lentes, Gwendolen A (DFW) <Gwendolen.Lentes@dfw.wa.gov>
Sent: Tuesday, December 22, 2020 12:27 PM
To: Sarah Schelling <sschelli@ci.lacey.wa.us>; Steinweg, Noll E (DFW) <Noll.Steinweg@dfw.wa.gov>
Subject: RE: City of Lacey Project #20-307 - Bradley Park Subdivision

Thank you Sarah,

We will look into the materials you've forwarded and let you know if WDFW has any further thoughts or comments on this project proposal, we just ask for a bit of patience as we navigate the holidays. Much appreciated!

Sincerely,
Gwen Lentes
Assistant Regional Habitat Program Manager
Region 6, Olympia Office
Washington Department of Fish and Wildlife
(360) 972-4232; Gwendolen.lentes@dfw.wa.gov

From: Sarah Schelling <sschelli@ci.lacey.wa.us>
Sent: Tuesday, December 22, 2020 11:08 AM



To: Steinweg, Noll E (DFW) <Noll.Steinweg@dfw.wa.gov>
Cc: Lenten, Gwendolen A (DFW) <Gwendolen.Lenten@dfw.wa.gov>
Subject: City of Lacey Project #20-307 - Bradley Park Subdivision

This message has originated from an External Source. Please use caution when opening attachments, clicking links, or responding to this email. Contact your desktop support or IT security staff for assistance and to report suspicious messages.

Good morning;

I have attached a few documents, including a notice of application and SEPA checklist, along with a comment letter, to this email. This is related to an 81-lot subdivision proposed in the City of Lacey. The notice of application was routed on December 1st with a comment period that expired on December 15th, we did route the project to Fish and Wildlife, but have since received the your request to be included on project routings so I am not sure that you have seen the notice. During the comment period we received the attached letter from a neighboring resident with several photos of wildlife she has observed either at her home or on the property, including a pair of Pileated Woodpecker and some banded pigeons. After checking the WDFW website I have learned these are priority species in Washington. I have advised the applicant that they will likely need to submit a wildlife survey, at a minimum, prior to moving forward with the application, but I wondered if there is anything else that they should be aware of from the State perspective at this point?

Any guidance that you can provide, that I can pass on to the applicant would be appreciated. Additionally, if you would like to provide comments on the application given the comment letter received, please do so. If there is any additional information that you need please let me know.

We are primarily working remotely so email is the best way to contact me at this time.

Thanks so much, Sarah

Sarah Schelling, AICP
Senior Planner
Community and Economic Development
360.438.2689
sschelli@ci.lacey.wa.us

Sarah Schelling

From: Steinweg, Noll E (DFW) <Noll.Steinweg@dfw.wa.gov>
Sent: Monday, May 17, 2021 3:33 PM
To: Sarah Schelling
Subject: RE: City of Lacey Project #20-307 - Bradley Park Subdivision

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Hi Sarah,

Thank you for touching bases on this.

Overall, the management plan is sufficient as it meets the recommendations of PHS for leave-trees per acre for Pileated woodpeckers. Here are a couple additional notes I have:

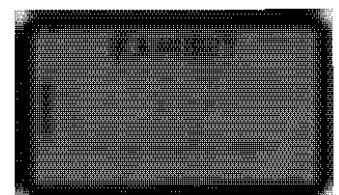
1. The area of proposed leave-trees/the mitigation area appears to be immediately adjacent to and south of five house sites. Given this location, and prevailing winds from the south, it is unlikely that trees in this mitigation area will be allowed to grow to maturity and provide habitat as decomposing snags in the future before being deemed hazards to the houses. I would suggest putting the leave-trees/mitigation area to the south of the stormwater/open space tract in the NE corner of the project to ensure the trees can function for their lifespan and as snags without impacting houses or being deemed hazards (or put the stormwater pond to the north of the current mitigation area). If the leave-trees are kept in their currently proposed location with houses immediately north, some sort of measures should be taken to ensure they will function as habitat and not be removed as hazard trees as they mature and turn into decomposing, standing snags which support Pileated woodpecker.
2. Overall, the south 1/3 of the site is fairly open grass and blackberries. This open 1/3 of the site is not currently being developed while the wooded north 2/3 of the site is being developed. To protect more trees and provide more habitat for the species addressed in the management plan, the lots could be shifted to develop the southern 2/3 of the site and leave trees across the north 1/3. I understand that the developer may be planning to develop the south 1/3 at a future time, or that there may be other constraints on the layout, but I wanted to present this alternative.

The proponent is meeting the recommendations of PHS as is, but the City/proponent may want to consider these points.

Thanks,
Noll

Noll Steinweg
Habitat Biologist
Washington Department of Fish and Wildlife
Noll.Steinweg@dfw.wa.gov
360-628-2173

From: Sarah Schelling <sschelli@ci.lacey.wa.us>
Sent: Monday, May 17, 2021 10:24 AM
To: Steinweg, Noll E (DFW) <Noll.Steinweg@dfw.wa.gov>
Subject: RE: City of Lacey Project #20-307 - Bradley Park Subdivision



External Email

Good morning Noll;

About a month ago I sent out a wildlife survey and habitat management plan for the proposed subdivision of Bradley Park. I wonder if you were able to download the documents and, if yes, if you had any comments on the application? I have attached the docs as a pdf to this email in case you had trouble with the Leapfile transfer. I would appreciate any comments that you could provide.

Thanks so much, Sarah

Sarah Schelling, AICP
Senior Planner
Community and Economic Development
360.438.2689
sschelli@ci.lacey.wa.us

From: Steinweg, Noll E (DFW) <Noll.Steinweg@dfw.wa.gov>
Sent: Monday, December 28, 2020 2:53 PM
To: Lenten, Gwendolen A (DFW) <Gwendolen.Lenten@dfw.wa.gov>; Sarah Schelling <sschelli@ci.lacey.wa.us>
Subject: RE: City of Lacey Project #20-307 - Bradley Park Subdivision

External Email Warning! Use caution before clicking links or opening attachments.

Hi Sarah,

Thanks for sending these materials over. I think a wildlife survey focused on PHS species is a great place to start given the reported PHS species in the comment letter. The letter also mentioned a nesting pair of eagles and a wildlife survey could help identify the location of the nest tree. WDFW no longer handles bald eagles, so I'd suggest reaching out to the U.S Fish and Wildlife Service in Lacey to see what their recommendations are for the eagles. We don't have any PHS species mapped for the subdivision parcel, but we do have a point for Big brown bat (*Eptesicus fuscus*) about 300 feet east of the parcel from 2010.

Thanks,
Noll

Noll Steinweg
Habitat Biologist
Washington Department of Fish and Wildlife
Noll.Steinweg@dfw.wa.gov
360-628-2173

From: Lenten, Gwendolen A (DFW) <Gwendolen.Lenten@dfw.wa.gov>
Sent: Tuesday, December 22, 2020 12:27 PM

To council discussing PROJECT #20-307 Bradley Park off 15th Ave behind North Thurston High School area

I am a neighbor along this property and would like my comments considered!!

This property is a major wildlife area in this neighborhood with many animals living in these woods. There are also many large, tall 80 foot, old **Pines and Cedars** on this property that need preserving! There are also old large **Holly trees, wild Hazelnuts, giant Big Leaf Maples and huckleberry,**

These woods are home to many wild animals including: many **deer** of which we can individually identify 14 by sight with 5 to 7 more that come through now and then! There will be several sets of twin fawn born in the spring! Many **raccoons, opossums, rabbits, native Red Squirrels, chipmunks, several coyotes** as many as 7!! Many birds need these woods to survive. We have **hawks, a nesting pair of Bald Eagles, kestrels, rare white-neck-banded pigeons.** We hear **Owls** but never see them. We see bats flying at night. There is more wildlife in this property than we see out in the "wild"!!

ALL of these animals have a right to a place to live!! **ALM!!!! ANIMAL LIVES MATTER!!!** They have nowhere else to go. They have a right to a wooded area to find shelter, to raise their young, to feel safe!! The deer and squirrel depend on the berries, nuts, ferns, pine cones and bushes for food. The birds need nesting sites and safety. And fencing off access to their daily routes through this neighborhood will be detrimental to their ability to find enough food to eat. **DESTROYING** all these old trees and taking away the habitat for these animals is an outrage!!

WE neighbors to this forest **DO NOT WANT ALL THE TREES CUT DOWN AND THE WILDLIFE DESTROYED!!!**

What happened to "tree city" Lacey? Now you have removed every single large pine and cedar tree in this town!!! You want to bulldoze everything flat and sell out to the greedy builders destroying our town and way of life! We **DON'T NEED OR WANT** more people here!!! We don't want Seattle and California rich people moving in and stealing our land, our trees, our wildlife and our homes!!! **WE DON'T** want more apartments that are too small and too expensive for locals to even afford!!!

These pockets of natural woods in the area **REQUIRE PROTECTION!** This is along the county and the ones of us who live here want it to remain heavily wooded and filled with wildlife! There are few large pines and cedars now. The **Big Leaf Maple trees** are already in trouble along the west and we need to **PRESERVE** every one we have left!! There are several Big Leaf Maple trees in this property including in the north west corner and along the north and south border next to our homes!!! These trees along the edges of this property should remain standing and not be cut down!!



Also the traffic on 15th Ave is already a nightmare! We cannot get out of our own driveways because of the steady stream of vehicles. In the mornings and after 4:00 there is a line of vehicles half a mile long and no one lets us out of our driveways! The corner of Sleater Kinney and 15th Ave is dangerous and has constant accidents, many serious! This plan will only add to the traffic mess and noise! You have done nothing over the last several years to make this T-intersection any safer in spite of us complaining constantly!

The developer did his little paperwork but he hasn't a clue as to the vibrant wildlife in this wooded property or the way the NEIGHBORHOOD feels about it. We never even noticed a soul over here doing any kind of traffic or wildlife survey.

WE DO NOT WANT THIS FOREST FLATTENED!! WE DEMAND SOME CONSIDERATION FOR THE NEIGHBORHOOD AND THE ANIMALS THAT LIVE HERE!!

The way the layout of houses is now is unacceptable. There must be more of the forest set aside for the animals that live here!! There should be at least a **twenty-yard buffer of natural woods left** between the development and the property of the surrounding neighbors. There should be large PINE AND CEDAR AND BIG LEAF MAPLES LEFT UNCUT within the development area itself!! Cutting down a hundred year old, 80 foot pine tree and replacing it with a cheap tiny short deciduous whatever IS NOT EQUAL.

Lacey has gone crazy with wanting to clear out everything and stuff in zero lot line tiny houses and apartments. WE don't want that here. Lacey used to be a nice place to live and raise your children but now it is turning into a concrete mess full of traffic and crime.

The city council seems to have sold out to big corporate builders who want to destroy our trees, our wildlife areas, our waterfront access, our small town feel and our rights. You have also sold out to the druggie trespassing criminals that have now filled every single wooded space in our town with garbage and human waste that is destroying the environment and destroying our town!

WE do not want to be like Seattle! WE do not want more building and more concrete expanding ever outward into our wild areas and our farmland!! And WE the Neighbors of this wild property here at the edge of the county DO NOT WANT this project as it is currently laid out!

**OUR NEIGHBORHOOD VOICES MATTER.
ANIMAL LIVES MATTER.
AND SAVING A LARGE CHUNK OF THESE WOODS MATTERS.**

Rita Amptmann

Hack

and eagle nest in fall cedar
+ 10 we hear but never see



Bagel and biscuit



the twins getting bagel



Big Boy antlers still in velvet



Barbie is 4 in this year



banded pigeon



rabbits



2 nesting pairs of
banded pigeons

4-6 coyotes



Coyotes

pair of Pileated Woodpeckers



you never see one... much less two!!



A Pileated Woodpecker



2005-2006 - two are 10 months old



Big Boy and Girl together



many raccoons



the kids are 10 months old



white red

native RED Squirrel

14 deer we can identify by sight (+ 5 to 7 more!)



several others







Attn:

Josh Schelling

Community Economic Development

Here is my comment document on proposed
Project #20-307 off 15th Ave

Please be sure all of it gets to
everyone involved in the discussion.

Thank you for your answers to my questions
and your timely email.

Rita Apstrom

Sarah Schelling

From: Tara Manubay <taramanubay@gmail.com>
Sent: Monday, December 14, 2020 9:41 PM
To: Sarah Schelling
Subject: comment for new D.R. Horton development

External Email Warning! Use caution before clicking links or opening attachments.

Hi,

In regards to the proposed development between 15th Ave NE and 6th Ave NE, I would like to comment that the intersections of Sleater Kinney Rd NE and 15th Ave NE, and Sleater Kinney Rd. NE and 6th Ave NE are already very difficult to turn out of at times due to the amount of traffic and people speeding on Sleater Kinney Rd. I hope that if this development is approved, these intersections would be improved before the construction begins. Sixth Ave and Sleater Kinney is especially difficult when school lets out at Chinook Middle School. Additionally, students who would be walking home from Chinook Middle School and North Thurston HS would need to be considered. Many students who walk down Enterprise Dr. NE and cross over 15th Ave NE already have to deal with a lot of traffic at the crosswalk in front of the school, as well as down the hill near 15th Ave and Enterprise.

Thank you for your attention to these issues.

Tara Manubay
929 Burton Ray Street NE, Lacey, WA 98516



Sarah Schelling

From: Robert Benn <boblynb@gmail.com>
Sent: Sunday, December 06, 2020 6:15 PM
To: Sarah Schelling
Subject: Re: DR Horton Development on 15th Avenue NE

External Email Warning! Use caution before clicking links or opening attachments.

Hello Sarah, We have reviewed the information you provided regarding the proposed DR Horton Development, Bradley Park (Project #20-307). As we stated before, we own the four duplexes located directly to the west of the proposed development. Though we, and our tenants, are very sorry to see the property developed, we understand the process. We were involved in construction of single family residences in Thurston County in the 1980's and 1990's but have never dealt with the intricacies of a large development such as this one.

We were hoping that the area proposed for future development (a church site) would be located near our property, but apparently, it is on the southern edge of the development. The proposed family homes next to our property seem to be extremely dense. (We realize this is typical of DR Horton developments.) Based on the plans, there appear to be 5+ building lots and an area called "Tree Tract/Open Space Tract A" adjacent to our two eastern duplexes. In addition, it seems that the homes will be in very close proximity to our duplexes. Based on the development design plans and the landscape design, there does not appear to be a fence between our two properties, nor are any native trees left in that area. In the past, we have had a security issue with people crossing our property, occasionally stealing mail and packages, and generally being nuisances. In 2019, we built a cedar fence along our property line and 15th Avenue NE to discourage this. We contacted the City of Lacey at that time and asked about future development and increased traffic in the area. Apparently, no one was aware of any proposed development. We feel that Bradley Park will dramatically increase the traffic, the area population, and the noise (construction and other) and are also concerned about the security of our property, tenants, and their belongings. (This does not take into account the wildlife in the area nor the native vegetation.) We would like to make sure the developers of Bradley Park take this into consideration during their planning process, and **we are requesting that they build a cedar fence along our common property line to help mitigate any potential problems.** (They should be aware that we would not have built a fence along 15th had there not already been problems in the area!)

Sarah, we are not sure how to present this request to the developer or the hearing examiner. If you could advise us on the proper procedure, or if the **City of Lacey would require a fence as part of the approval process**, we would greatly appreciate it. (Perhaps, a fence is already mandated as part of the current new development building requirements. However, we can not determine that from the designs you provided).

Thank you very much for your assistance. Please advise.

Robert and Lynda Benn

On Wed, Dec 2, 2020 at 3:23 PM Robert Benn <boblynb@gmail.com> wrote:

Thank you so much for keeping us in the loop. We will review this information to see if we have further questions and will most likely be getting back to you.

Robert and Lynda Benn

On Tue, Dec 1, 2020 at 1:11 PM Sarah Schelling <sschelli@ci.lacey.wa.us> wrote:



Good afternoon;

Attached find project materials related to the DR Horton plat proposal for 15th Ave NE (Project #20-307 – Bradley Park). I have also included a link which *should* take you to all the project documents including a traffic impact analysis and geotechnical reports. The Notice of Application was issued today 12/1/20. This first comment period runs through 12/15. Comments related to the project need to be submitted in writing. They can be mailed to 420 College Street, Lacey, 98503, or they can be emailed to me.

There will be additional opportunity for comment when the public hearing is scheduled, and at the public hearing, to be set sometime after the first of the new year. Public notices will be posted on the site today, and again prior to the hearing. Property owners within 300 feet of the property will receive a hearing notice about a week prior to the hearing. As noted the hearing will not be held until after the first of the year.

Let me know if you have questions or if you have problems with the link.

Thanks so much, Sarah

Sarah Schelling, AICP

Senior Planner

Community and Economic Development

360.438.2689

sschelli@ci.lacey.wa.us

<ftp://sschelli@FTP.ci.lacey.wa.us/CommunityDev/20-307%20Bradley%20Park>

Sarah Schelling

From: Joe Graham <joe.graham2112@gmail.com>
Sent: Sunday, December 05, 2020 4:57 PM
To: Sarah Schelling
Subject: Bradley Park Subdivision Comments

External Email Warning! Use caution before clicking links or opening attachments.

Dear City of Lacey Community Development,

I am writing to share my concerns with the proposed Bradley Park Subdivision located between 6th Avenue Northeast and 15th Avenue Northeast. I don't believe this development should be approved based on the points below. In short, we need to keep what few green spaces we have left as they are quickly disappearing in Lacey. If this is approved, it should be at less density than proposed, the developers made to wait to conduct the traffic impact analysis until normal traffic patterns resume, and the developer should be required to make improvements in the surrounding neighborhoods, particularly to lighting and street maintenance.

Here are details for my main concerns:

- Traffic increases
 - There is already substantial traffic congestion at the intersection of 6th Avenue Northeast and Sleater Kinney Road Northeast, especially at peak times.
 - There are four schools in the vicinity (I'm including Pleasant Glade Elementary as it's not very far from this area) with a lot of students walking to and from school
 - More traffic increases the risk, especially in the winter months when there is such limited visibility with very few street lights on 6th Avenue Northeast and Enterprise Drive Northeast
 - In the morning, evening, and when schools release, it is very difficult to make a left turn from 6th Avenue Northeast onto Sleater Kinney Road
 - It is also difficult for parents to get into the child care center on the corner of 6th Avenue Northeast and Sleater Kinney Road Northeast if they are coming southbound on Sleater Kinney Road Northeast as they need to turn left onto 6th Avenue Northeast and then left across a line of traffic into the child care center
 - Traffic on 6th Avenue Northeast, 15th Avenue Northeast, and Enterprise Drive Northeast has gone up as subdivisions have been built off of Sleater Kinney Avenue Northeast north of 6th Avenue Northeast
 - At a minimum, I request the Traffic Impact Analysis not be completed until after all COVID-19 related restrictions are rescinded as there is no way to make an accurate assessment with students and many workers at home
- More decimation of trees
 - I don't feel like I live in a Tree City USA anymore
 - I realize we still qualify for this moniker but I see fewer and fewer trees year by year in our community
 - Development in Lacey has been increasing drastically the last several years and every housing development that goes up takes out a slew of trees
 - It feels like every vacant spot in our community is being developed
 - I think this location would be more suitable for a park with walking paths
- Henderson Inlet Watershed and Woodland and Woodard Creek Drainage Basins



- o More development will potentially have greater negative impact on this critical watershed with less soil for stormwater runoff
- o I'm assuming these 80 homes will have septic systems, as sewer lines aren't available in these parts of the city limits north of 6th Avenue Northeast
- o There isn't a great deal of difference in environmental impact between sewer lines and septic systems *as long as people properly maintain their septic systems*
 - Since this is a challenge for many people, adding even more septic systems to this area could be harmful

Thank you for considering these points and please let me know how I can participate further in these discussions.

Sincerely,
Joe Graham



CITY COUNCIL
ANDY RYDER
Mayor
CYNTHIA PRATT
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED RUNKEL
MALCOLM MILLER

CITY MANAGER
SCOTT SPENCE

MITIGATED DETERMINATION OF NONSIGNIFICANCE
SEPA/Case Number: 20-307

Description of Proposal:

Subdivision of 15.66 acres into 82 lots for single-family development. The project includes open space, roadway, and stormwater improvements on approximately 10 acres, with 5.16 acres set aside for future development. A Class IV Forest practices permit has been submitted for timber removal associated with project construction. The property is zoned Mixed Use Moderate Density Corridor. Residential development is permitted at a density between 8 and 12 units per acre.

Proponent:

Tyrell Bradley SCJ Alliance for DR Horton

Location of Proposal:

The property is unaddressed; located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast, in section 8, township 18N, range 1W, Lacey, Thurston County, Washington. The parcel number is 11808430201.

Lead Agency:

City of Lacey Community Development Department

Threshold Determination: As provided by RCW 43.21C.240 and WAC 197-11-158, the lead agency has determined that, with the mitigation described in the conditions below, the requirements for environmental analysis, protection, and mitigation measures have been adequately addressed in the applicable development regulations and comprehensive plan adopted under Chapter 36.70A RCW and in other local, state, or federal laws or rules. Therefore, this proposal is not likely to have a significant adverse impact upon the environment, an Environmental Impact Statement is not required under RCW 43.21C.030(2)(C), and the City of Lacey will not require additional mitigation measures under SEPA, other than those



described below. This decision was made after review of an Environmental Checklist and other information on file with the City. This information is available to the public upon request.

☐ There is no comment period for this DNS.

☐ This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days. Comments must be submitted by

☒ The comment period, pursuant to WAC 197-11-355, was combined with the Notice of Application comment period, using the Optional DNS Process. The initial comment period closed on December 15, 2020.

Environmental Conditions:

1. Traffic impact fees mitigating impacts to Thurston County roads in the amount of \$18,884 (as determined by Thurston County) shall be paid prior to building permit issuance to the City of Lacey. The City of Lacey will then forward to Thurston County the collected impact fees.
2. Traffic impact fees mitigating impacts to City of Olympia roads in the amount of \$5,532 (as determined by the City of Olympia) shall be paid prior to building permit issuance to the City of Lacey. The City of Lacey will then forward the collected impact fees to the City of Olympia.

Findings:

1. Thurston County Public Works Department provided comments dated September 16, 2020 identifying three (3) County road projects that will be impacted by traffic generated by this proposal. Five (5) p.m. peak hour trips will impact County Road Project No. 61335A 15th Ave (Olympia City limits to Draham) with a proportionate per trip cost of \$2,000, four (4) p.m. peak hour trips will impact County Road Project No. 61335B (15th to Carpenter) with a proportionate per trip cost of \$1,750, and two (2) p.m. peak hour trip will impact County Road Project No. 61477 Pacific Avenue Capacity Project (union Mills – Marvin Road) with a proportionate per trip cost of \$2,942.
2. The City of Olympia Transportation Department submitted comments on December 10, 2020 identifying one (1) City of Olympia road projects that will be directly impacted by this development. Two trips will impact project number 130-0000-345-86-58 Fones Road Widening, and are assigned a per trip cost of \$2,766 for a total of \$5,532. Based on the review of the application materials and comments received from the City of Olympia, it is determined that the identified probably significant adverse impacts to the City of Olympia will be mitigated with the payment of traffic impact fees to the City of Olympia prior to building permit issuance for each building.

3. No other probably significant adverse impacts were identified through the review of the environmental checklist and application materials that would not be addressed and/or governed by the provisions of the Lacey Municipal Code.

Assigned Staff Person: Sarah Schelling, AICP, Senior Planner

Responsible Official: Rick Walk, AICP, Director of Community & Economic Development

Address: 420 College Street SE, Lacey, WA 98503

Phone: (360) 491-5642 **Fax:** (360) 438-2669

Date: June 3, 2021 **Signature:**  _____

Appeal Deadline: 5:00 p.m. on June 17, 2021

NOTE: Pursuant to RCW 43.21.C.075 and Lacey City Code 14.24.170(A), a project denial based upon environmental information, and a conditioned or mitigated Determination of Nonsignificance (DNS) may be appealed by any agency or aggrieved person. Appeals are filed either with the Community Development Department when there is also an underlying governmental action or with the City Council if there is no underlying governmental action. Appeals to the City Council must be filed within fourteen (14) days of the issuance of the written decision (refer to the Lacey City Code for time periods on appeals filed with the Community Development Department).

cc: Department of Ecology
Reviewing agencies

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Lacey Hearings Examiner will conduct a public hearing on July 7, 2021, at 10:00am via zoom video conference at the following address: <https://us02web.zoom.us/join/91234567890> for consideration of the following item:

Application #20-307: SSHI, LLC. dba DR Horton, requests preliminary approval to subdivide 15.66 acres into 82 lots single-family development. The project includes open space, roadway, and stormwater improvements on approximately 10 acres, with 5.16 acres set aside for future development. A Class IV Forest practices application has been submitted for timber removal associated with project construction. The property is zoned Mixed Use Moderate Density Corridor. Residential development is permitted at a density between 8 and 12 units per acre. The property is unaddressed; located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast, in section 8, township 18N, range 1W, Lacey, Thurston County, Washington. The parcel number is 11808430201

If you want to state your opinion of this project, please attend the public hearing. Be prepared to speak briefly to the Hearings Examiner. What you say will then become part of the public record. If you cannot come to the public hearing but wish to comment, please write a letter to: Hearings Examiner, 420 College St. SE, Lacey, WA 98503. Your letter will become part of the public record if we receive it before the hearing.

Information on this project, including a study of possible environmental impacts, is available at City Hall. Or, you may phone the Community Development Department at (360) 491-5642 or email sschelli@ci.lacey.wa.us.

If you need special accommodations to participate in this meeting, please call us at (360) 491-5642 by 10:00 a.m. the business day before the hearing.

LACEY COMMUNITY DEVELOPMENT DEPARTMENT

Sarah Schelling, Senior Planner

sschelli@ci.lacey.wa.us

420 College St. SE

Lacey, WA 98503

**DID YOUR NEIGHBORS RECEIVE THIS NOTICE?
PLEASE SHARE IT WITH THEM!**



NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Lacey Hearings Examiner will conduct a public hearing on July 7, 2021, at 10:00am via zoom video conference at the following address: <https://us02web.zoom.us/join/wnlcrFKUTYRcaXr-QmG5cWTg> for consideration of the following item:

Application #20-307: SSHI, LLC, dba DR Horton, requests preliminary approval to subdivide 15.66 acres into 82 lots single-family development. The project includes open space, roadway, and stormwater improvements on approximately 10 acres, with 5.16 acres set aside for future development. A Class IV Forest practices application has been submitted for timber removal associated with project construction. The property is zoned Mixed Use Moderate Density Corridor. Residential development is permitted at a density between 8 and 12 units per acre. The property is unaddressed; located between 6th Avenue Northeast and 15th Avenue Northeast, approximately 460 feet east of Sleater Kinney Road Northeast, in section 8, township 18N, range 1W, Lacey, Thurston County, Washington. The parcel number is 11808430201.

The purpose of the public hearing is to give citizens an opportunity to testify to the Hearings Examiner regarding the above proposal. Any interested citizen may testify. Anyone who cannot attend the meeting may give testimony in a letter addressed to: Hearings Examiner, 420 College St. SE, Lacey, WA 98503. If your letter is received before the hearing, it will become part of the public record. Prior to the hearing, information regarding the proposal, including an environmental impact analysis, may be obtained from the Lacey Community Development Department at City Hall; or you may phone (360) 491-5642.

If you need special accommodations to participate in this meeting, please call us at (360) 491-5642 by 10:00 a.m. the day before the meeting.

LACEY COMMUNITY DEVELOPMENT DEPARTMENT

Sarah Schelling, Senior Planner
sschelli@ci.lacey.wa.us

Do not publish below this line

Please Publish: June 25, 2021

Send bill to City of Lacey, 420 College St. SE, Lacey, WA 98503



CERTIFICATION OF PUBLIC NOTICE

I, Sarah Schelling, Senior Planner, for the City of Lacey hereby certify that public notice for the project #20-307, Bradley Park, was given as follows:

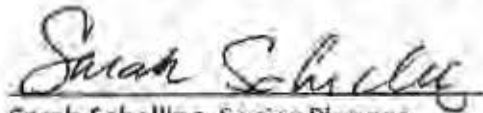
APPLICATION

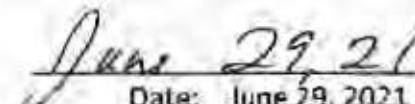
Notice of Application Published:	December 2, 2020
Notice of Application Posted:	December 1, 2020
Posting Locations:	15 th Avenue Northeast at the property frontage, and 6 th Avenue Northeast at the property frontage
Environmental Determination Published:	June 4, 2021

HEARING

Notice of Public Hearing Published:	June 25, 2021
Notice of Public Hearing Posted:	June 28, 2021
Posting Locations:	15 th Avenue Northeast at the property frontage, and 6 th Avenue Northeast at the property frontage
Notice of Public Hearing Mailed to Mailing List:	June 24, 2021

The above is an accurate accounting of the public notice provided for the project.


Sarah Schelling, Senior Planner


Date: June 29, 2021

STATE OF WASHINGTON)

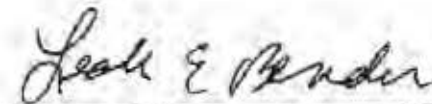
County of Thurston

} ss.
}

This is to certify that on June 29, 2021 before the undersigned Notary Public, personally appeared Sarah Schelling Planner for the City of Lacey.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.





Notary Public in and for the State of Washington, residing at: Lacey WA

My Commission Expires: 08-08-2022



July 5, 2021

City of Lacey Hearings Examiner
420 College St. SE
Lacey, WA 98503

RE: Public Hearing for Bradley Park (#20-307)

This letter is in response to a Notice of Public Hearing for the proposed DR Horton Project (#20-307).

We are the owners of four duplexes located directly to the west of the proposed development. We have previously been in contact with Sarah Schelling, Senior Planner for Lacey Community Development Department, to express some concerns we have regarding the project. We would like those concerns to become part of the public record.

1. The Bradley Park development design plans and the landscape design appear to show 5+ building lots and an area called "Tree Tract/Open Space Tract A" adjacent to our two eastern duplexes. It appears that the homes will be in very close proximity to our duplexes. There does not appear to be a requirement for a fence along the property line. In 2019, we built a cedar fence along our northern property line (on 15th Avenue NE) because our tenants were reporting people trespassing onto our property, stealing mail and packages, etc. as well as increased traffic/noise on 15th Avenue NE. To mitigate any potential security problems, we are requesting that DR Horton construct a cedar fence on our common property line.
2. Recently, while working on our duplexes, we had an opportunity to observe the traffic on 15th Avenue NE. (Our tenants have commented on the increased traffic for several years now.) There were times when we were unable to turn left (west) out of our property due to the backup of vehicles from Sleater Kinney. We had to turn right and travel through neighborhoods east of the proposed development to get to our destinations. The current Bradley Park design plan shows access points on both 15th Avenue NE and 6th Avenue NE. We see that a Traffic Impact Analysis is required for the project, and we hope the City of Lacey takes into account the added traffic congestion on 15th Avenue NE, in particular.
3. Other considerations:
 - a. The increased noise (construction and other);
 - b. The abundant wildlife and native vegetation. It appears that DR Horton does not intend to leave any of the native trees which border our property.

We understand the need for additional housing in the area, but hope the City of Lacey will thoroughly review the proposal to eliminate, as much as possible, the disruption to the individuals who already reside in the area.

Thank you for your consideration.

Robert and Lynda Benn
(Benn Smith Properties, LLC, and
Benn Smith Rentals, LLC)

City of Lacey Project #20-307
Exhibit #39 – Email questions from Art Orth

From: Art Orth <artorth920@gmail.com>
Sent: Wednesday, July 7, 2021 9:02 AM
To: John Koch <jkoch@ci.lacey.wa.us>
Subject: 920 Sleater Kinney NE back parcel:

External Email Warning! Use caution before clicking links or opening attachments.

Sewer / Water access or stub out from Bradley Park? Sleater Landing? Sleater Kinney RD?
Easement access to the back parcel? Are we land locked?
Mixed use at Bradley Park?

These are questions we have regarding this new subdivision.

Thank you,

Art Orth

July 7, 2021

Exhibit #40

Project #20-307 Bradley Park Revised Conditions (5, 6, 8, 16, 47 & 68)

Condition #5 revised to read:

The applicant shall coordinate with Intercity Transit to locate and design a bus loading zone within the 15th Avenue NE right-of-way area dedicated with this plat.

Condition #6 revised to read:

Design review approval shall be obtained prior to the issuance of the building permits for each lot. All buildings shall meet the applicable criteria of LMC 14.23 and 14.23.072. Building design shall focus on compatibility with existing residential structures particularly in regards to the units on the east and west property lines of the subdivision. Additional measures to ensure compatibility on the west property line, shall include tree planting on the rear property line per minimum tree per lot requirements and a screening fencing, a minimum of six feet in height on the property line.

Condition #8 revised to read:

Pursuant to LMC 14.32 Tree and Vegetation Protection and Preservation, a minimum tree per lot threshold must be maintained on each lot of the subdivision. Prior to issuance of building permits verification will be required showing that the minimum tree threshold requirements are being met based on the square footage of the lot. Lots located on the east and west sides of the plat, adjacent to existing residences, shall plant the minimum trees per lot on the rear property line. Tree species for these lots shall be fast growing to create a visual buffer between uses.

Condition #16 Revised to read:

Pursuant to LMC 14.33.200, that applicant shall create a separate sensitive area tract containing all the area as identified in the priority species mitigation plan submitted with the application materials on March 31, 2021. The critical habitat conservation area shall be set aside in a separate tract to be protected in perpetuity. The applicant shall establish and record a permanent and irrevocable deed restriction on the property title, on the subdivision map, and in homeowner's association agreements, covenants and articles of incorporation. The tract shall be designated as common open space and shall be protected in perpetuity from development, alteration, or disturbance of vegetation except for the purposes of habitat enhancement as part of an enhancement project that has received prior written approval from the City of Lacey, and any other agency with jurisdiction over the activity, the critical habitat area can also serve as, or a portion of, the tree tract required for the project (LMC 14.33.200).

Condition #47 Revised to read:

Access tracts 'B' and 'C' shall be constructed as paved 20-foot roadways with rolled curb and gutter on one side of the tract and a five-foot sidewalk, six-inches thick, (or other design as approved by the City) tying to Road 'B'.

Condition #68 revised to read:

For irrigation lines located in the right-of-way, the following shall be on the plat:

- i. "The Homeowners Association Owners will be responsible for maintaining and locating all irrigation lines located in the public right-of-way" (DG&PWS, Water, Irrigation 6.210).*



COUNCIL MEETING

August 19, 2021

SUBJECT: Council Policies-Procedures Manual Update

RECOMMENDATION: Approve Resolution 1107, which approves updates to Council Policies and Procedures Manual.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*
Kelly Adams, Management Analyst *KA*

ORIGINATED BY: City Manager Department

ATTACHMENTS:

1. [Draft Resolution 1107](#)
2. [Draft Lacey City Council Policies-Procedures Manual](#)
3. [Draft Lacey City Council Policies-Procedures Manual with redlines](#)
4. [Recommended Table of Contents Changes to the Lacey City Council Policies-Procedures Manual](#)

FISCAL NOTE: None

PRIOR REVIEW: See Background

BACKGROUND:

On June 9, 2011, the Lacey City Council adopted the Council Policies-Procedures Manual ("Manual") to standardize the process for implementing current and new Council practices, procedures, and policies. Per the existing Manual's Forward, a review of the Manual is performed by the General Government Committee as needed. Staff presented a comprehensive update recommendation to the General Government Committee on July 27, 2021. The Committee approved the changes and recommended review by the full City Council.

The last comprehensive review and update to the Council Policies-Procedures Manual occurred on July 7, 2016.

RECOMMENDATION:

To increase readability, accessibility (consistent formatting and organization), inclusivity, and incorporate changes and new sections of the Manual more effectively, staff recommends that the City Council adopt the updated Manual provided in **Attachment 2**. Notably, no substantive policy changes occurred in this update process.

A redline copy of the changes reflected in **Attachment 2** is provided in **Attachment 3**. For ease of reading, **Attachment 3**, does not reflect reorganizational changes to the updated Manual. **Attachment 4**, provides an overview of organizational changes to the Manual as found in **Attachment 2**.

Sections added to the draft Manual as a result of City Council action since the last comprehensive update include:

- Lacey Youth Council
 - Naming of Public Parks, Trails, Parkways, etc.
 - Naming of Historical Buildings
-

ADVANTAGES:

1. The draft updated Manual is more accessible and incorporates new sections created by the City Council since 2016.
2. The draft updated Manual establishes a consistent process for future updates to the Manual through City Council resolution.

DISADVANTAGES:

1. None.

RESOLUTION NO. 1107

CITY OF LACEY

A RESOLUTION OF THE CITY OF LACEY RELATED TO THE POLICIES AND
PROCEDURES OF THE CITY COUNCIL.

WHEREAS, on June 9, 2011, the Lacey City Council adopted the Council Policies and Procedures Manual to standardize the process for implementing current and new Council practices, procedures, and policies; and

WHEREAS, city staff prepared a comprehensive update to the Manual which included grammatical and structural improvements but no substantive policy changes; and

WHEREAS, the recommended improvements increase readability, accessibility, inclusivity, and incorporate changes and new sections of the Manual more effectively; and

WHEREAS, on July 27, 2021, the General Government and Public Safety Committee approved the changes and recommended they be reviewed and approved by the full City Council.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that the Council Policies and Procedures Manual shall be updated to include changes that improve readability, accessibility, and effectiveness as set forth in Exhibit A.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 19th day of August, 2021.

LACEY CITY COUNCIL

By _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

Attachment 2
Recommended Draft of the
Lacey City Council Policies-Procedures Manual

Lacey City Council

Policies and Procedures Manual

Draft Update: August 2021



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FOREWORD

The Council Policies-Procedures Manual provides a standardized process for implementing current and new Council practices, procedures and policies. The intent is to provide a comprehensive resource book for City Council actions and practices.

Copies of the document are available in the Council Workroom and posted on the City of Lacey's website at www.ci.lacey.wa.us.

The appropriate Council Committee (or Committees) will review amendments or additions to the Council Policies-Procedures Manual, as needed. Committees may forward amendments or additions to the Council Policies-Procedures Manual to a regular council meetings for action or to a Council Worksession or additional committee meeting for further review. All amendments or additions to the Council Policies-Procedures Manual will be adopted by Lacey Council Resolution.

Lacey Council Policies-Procedures Manual

Approved: June 9, 2011
Amended: May 9, 2013
June 25, 2015
May 12, 2016
July 28, 2016
August 23, 2018
September 13, 2018
November 1, 2018
March 14, 2019
June 25, 2020
November 2, 2020
January 21, 2021
March 18, 2021
May 20, 2021
June 17, 2021
Month XX, 2021 (*placeholder for possible adoption*)

CHAPTER 1

Introduction and Overview

Municipal Code City

The City of Lacey ("City") was incorporated in December 1966 and is designated as an optional municipal code city. The optional municipal code, [RCW 35A](#), was devised as an alternative to the existing statutory system of municipal government in Washington. The basic objective of the code was to increase the abilities of cities to cope with complex urban problems provided by broad statutory home rule authority in matters of local concern to all municipalities, regardless of population.

Under the optional municipal code, cities may take any action on matters of local concern so long as that action is neither prohibited by the State Constitution nor in conflict with the general law of the state. The powers granted to code cities includes all the powers granted to any other class of city in any existing or future legislative enactment, unless the legislature specifically makes a statute inapplicable to code cities.

City Mission Statement

The City has adopted a Mission Statement that guides the actions of the organization, defines the City's overall goals, provides a sense of direction and purpose, and guides decision-making.

*Quality Service
Community Leadership
Innovation in Local Government*

"Our mission is to enrich the quality of life in Lacey for all our citizens... to build an attractive, inviting and secure community. We pledge to work in partnership with our residents to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment."

City Vision Themes

In 1990, the City developed eight guiding themes to implement the City's vision.

- Environmental Stewardship
- A Vibrant Place to Live, Work and Play
- Coordinated and Collaborative Planning
- Excellence in Programs and Services
- An Engaged Community
- Quality Transportation and Utility Infrastructure
- A Safe and Secure Community
- Financial Stewardship and Accountability

Organizational Values

The City adopted a set of core values that guide the organization, its behavior, beliefs and performance.

- Integrity
- Productivity
- Stewardship
- Empathy
- Leadership
- Collaboration
- Service
- Professionalism
- Innovation
- Diversity
- Accountability
- Honesty

1.01 Council Manager Form of Government

The City is a Council-Manager form of government ([RCW 35A.13](#)). The City Council ("Council") is the elected governing body of the City. The Council is comprised of seven members elected at large by its citizens, each serving four year staggered terms. The Council is a non-partisan body and represents all residents within city limits. In a Council/Manager form of government, all legislative and policy-making powers are vested in the Council. Councilmember's act as the City's legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees.

By statute, the Council selects the Mayor from among its members. The Mayor's responsibilities are primarily to preside at council meetings, and act as head of the City for ceremonial purposes and for purposes of military law. The Mayor votes as a councilmember and does not have any veto power. The Council elects a Mayor and Deputy Mayor every two years.

The Council appoints a professionally-trained and experienced public administrator, the City Manager, who implements the goals, policies and vision of the Council as chief administrative officer of the City.

1.02 Interpersonal Standards, Protocols, and Ground Rules

The Council values a positive and productive working relationship amongst itself and with neighboring colleagues, City staff, and the public. Toward that end, the Council adopted a set of interpersonal standards, operating protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

- Always conduct oneself in a professional, courteous, and respectful manner.
- Never compromise your personal integrity or the honor and good faith of the City.
- Do not criticize in public. Issues should be addressed in private when possible.

- Listen attentively. Avoid interrupting. Be respectful, even with those you disagree.
- Do not act as a committee of one. Governing a city requires a team effort.
- Remember, we represent all of the people, not a select few interests.
- Arrive on time. Be prepared for meetings. Read and study your materials.
- Avoid engaging in debates with the public or individual citizens.
- Avoid texting, e-mailing, making or receiving calls during meetings.
- Strive for consensus as an operating goal.
- Always be respectful of one another, the public, city staff.
- Be open, honest and diplomatic when communicating.
- Accept constructive input and feedback.
- Return calls and respond to inquiries in a timely manner.
- Do not spring surprises on colleagues and staff, especially at formal meetings – notify others of issues and concerns ahead of time.
- Respect and support decisions of the majority of Council.
- Make decisions on the basis of public policy and be consistent.
- Do not be misled by the strong demands of special interest groups – find the long term public interest of the community as a whole.
- Do not rush to judgment. Seek out the facts before drawing quick conclusions.
- Do not give quick answers when you are not sure.
- Do not make promises you cannot deliver. Many decisions and actions require the approval of the governing body or must be consistent with adopted policy.
- Be respectful of differences. Accept disagreements. Vote and move on.
- Participate in official meetings with the dignity and decorum fitting of those who hold a position of public trust.
- Do not be afraid to ask questions. It is one of the best ways to learn.
- Vote yes or no on motions. Do not abstain, except when you have a conflict of interest.
- Respect the letter and the intent of the open meetings law.
- Do not bypass the system. Stick to policy and avoid personal involvement in the day-to-day operations of the City.
- Be friendly and deal effectively with the news media. Make sure what you say is what you mean.
- Know your neighbors. Get to know the officials of neighboring jurisdictions.
- Never allow conflicts of interest to arise between your public duties and your private interests.
- Do not personally criticize other Council members who vote against or disagree with you.

1.03 Overview of Key City Documents

The following is a summary of some of the key documents that establish Council direction. Many other laws, regulations, plans and documents bind the Council to specific actions and practices.

Lacey Municipal Code (LMC)

The municipal code contains laws and regulations adopted by ordinances. [LMC Chapter 2](#), Administration and Personnel, defines the role of Mayor, Deputy Mayor and Councilmembers,

and describes the organization of Council meetings, and responsibilities and appointment of City staff positions and advisory boards and commissions. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues. The municipal code is available in the Council workroom, and on the City's website at www.ci.lacey.wa.us (Lacey Municipal Code).

Personnel Policies and Procedures Handbook

The Personnel Policies and Procedures Handbook provide operating rules and requirements for employees, including compensation, benefits, hiring, and supervision. A copy of the Personnel Policies and Procedures Handbook is located in the Council workroom.

Revised Code of Washington (RCW)

State laws contain many requirements for the operation of city government and the administration of meetings of Councils throughout the state. The City is a Code City and is governed by [RCW 35.A.13](#). The [Washington Administrative Code](#) (WAC) outlines procedures for implementing state laws set forth in the RCW. Copies of both the RCW and WAC are available online.

Annual Budget

The annual budget promotes fiscal prudence while maintaining all service levels, and funding for important capital improvement projects. The budget is the foundation, upon which the Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations. The City Manager prepares and submits a proposed budget to the Council for approval and adoption. The budget is available in the Council workroom and on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

Comprehensive Plan

State law mandates that each municipality develops and implements a Comprehensive Land Use Plan to address its long-range planning needs. Elements of the plan include land use, transportation, economic development, water, wastewater, parks, utilities, and housing. State law requires updates every six years, although sections of the plan may be revised more frequently, as needed. The Comprehensive Plan is located on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

Development Guidelines and Public Works Standards

This document is a supplement to the WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction as adopted by [LMC 14.20.10](#). While these infrastructure construction standards apply to all projects within the City limits, they are also intended to be used in applicable circumstances when the City's service areas, annexation areas or planning areas extend outside its City limits. These standards are minimum standards and are intended to assist, but not substitute for competent work by engineering and design professionals. Special conditions or environmental constraints may require a more stringent design than

would normally be required under these standards. The Development Guidelines and Public Works Standards are located on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

Six-Year Capital Improvement Plan

The Six-Year Capital Improvement Plan serves as a guide for determining priorities, planning, financing and constructing capital projects which improve the physical infrastructure, capital assets, or productive capacity of City services. A copy of the Capital Improvement Plan is located on the City's website at www.ci.lacey.wa.us (Reports & Plans- Library).

Comprehensive Emergency Management Plan (CEMP)

The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Mayor is called upon to declare the emergency, and the City coordinates emergency efforts with a regional county team. A copy of the plan is available through the City Clerk's office.

Shoreline Master Plan

The City's Shoreline Master Plan regulates the development and use of shorelines within City boundaries in compliance with [RCW 90.58](#). No land use, water alterations, or development can occur within the jurisdiction of the Shoreline Management Act without first obtaining a permit. Permit processes and fees related to implementation of this Shoreline Master Program (SMP) are contained within the City's Development Guidelines and Public Works Standards. A draft of the Shoreline Master Plan is located on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

CHAPTER 2

Council: General Powers and Responsibilities

Overview

The powers of the Council are to be used for the benefit of the community and its residents to provide for the health, safety and general welfare of its citizens. The City values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals, and commitment to customer service.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. Although the Mayor has additional ceremonial and presiding officer responsibilities, all members are equal when establishing policies, voting and performing their Council duties.

Policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority binds the Council to a course of action. Councilmember's should respect the decision of the majority and are expected to follow adopted Council rules, policies and protocols.

It is the City Manager's responsibility to ensure the policy of the Council is enacted. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

2.01 Eligibility for Office

In order to be eligible to hold elective office as a Councilmember, a citizen must be a registered voter of the City at the time of filing their declaration of candidacy and have been a resident of the City for a period of at least one year preceding the election ([RCW 35A.12.030](#)).

2.02 Elections – Terms of Elective Officers

The seven member Council is elected at biennial municipal elections by majority vote from the City at large. Elected Councilmembers serve four-year staggered terms. The Council is a non-partisan body and represents all residents within City limits ([RCW 35A.12.040](#)).

2.03 Lacey Council: General Powers and Responsibilities

Council and Administration

Councilmember's act as the legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees ([RCW 35A.13.230](#)). The City Manager and staff serve as the executive/administrative branch. In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, members of Council refrain from becoming directly involved in the administrative activities of the City.

Except for the purpose of inquiry, the Council should communicate with City staff primarily through the City Manager, and neither the Council nor any committee member shall give orders to any staff member without the City Manager's authorization. The City Manager may choose to establish formal or informal norms for routine Council-staff interaction and staff support of Council committees. In addition, Council can fully and freely discuss with the City Manager in open session anything pertaining to appointments and removals of City staff and City affairs.

Non-Participation in Judicial Matters

The City contracts for court services with the Thurston County Superior Court. The City Manager, Council and staff may not interfere with judicial processes or decisions. The Council has no policy direction over judicial matters.

Legislative Role of Councilmembers

Councilmembers serve important legislative roles in the Community. Councilmembers work to establish policy, enact local laws, appoint and supervise officials, decide appointments to boards and commissions, and call special elections, when necessary. Elements of these roles include:

- *Establish Policy*
 - o Adopt goals and objectives
 - o Establish priorities for public services
 - o Approve/amend the operating and capital budgets
 - o Approve intergovernmental agreements and certain contracts
 - o Adopt resolutions
- *Enact Local Laws*
 - o Adopt ordinances
- *Appoint and Supervise Officials*
 - o Appoint City Manager ([RCW 35A.13.050](#))
 - o Evaluate performance of City Manager
 - o Appoint Hearings Examiner ([LMC 2.30.020](#))
 - o Establish advisory boards and commissions ([LMC 2.32](#), [2.42](#), [2.44](#), [2.46](#))
 - o Make appointments to advisory boards and commissions ([RCW 35A.13.080](#))
 - o Provide direction to advisory bodies
- Decide *Council appointments* to Committees and Intergovernmental Boards and Commissions
- Call *Special Elections* when necessary

Council's Role in the Community

Councilmembers serve several community support roles, which are:

- Provide public leadership
- Represent constituents to promote representative governance
- Mediate conflicting interests while building a consensus
- Communicate the City's vision and goals to constituents
- Represent the City's interest at regional, county, state and federal levels

- Make decisions
- Analyze problems/issues
- Review alternatives/solutions
- Determine best course of public policy

Representation on Council Committees

The Lacey Council established six standing committees by City ordinance:

- Community Relations & Public Affairs Committee
- Finance & Economic Development Committee
- General Government & Public Safety Committee
- Land Use Committee
- Transportation Committee
- Utilities Committee

Three Councilmember's serve on each committee. The Mayor appoints committee members with the consent of Council. The committee elects a Chair who presides over the meetings. Each committee member has equal representation on their respective committee.

Council may vote to establish ad hoc committees. Ad hoc committees must follow Robert's Rules of Order.

Committee Recommendations

Council committee recommendations are presented to the full Council by the respective Committee Chair. The committee chair reports on committee recommendations during a regular Council Meeting under Standing General Committee Reports. If an item does not have a majority recommendation from the committee, or needs further discussion, it is forwarded to a Council Worksession.

Non-Committee Member Attendance at Committee Meetings

In compliance with the Open Public Meetings Act, if a fourth Councilmember decides to attend a committee meeting, he/she should notify the City Manager's office in a timely manner in order for the meeting to be noticed to the public appropriately. Where a fourth Councilmember attends, and proper public notice has not been provided, the fourth member should refrain from participating at the meeting and must sit in seating provided for the public.

2.04 Role of Mayor and Deputy Mayor

The Mayor serves as Chair of the Council and presides over meetings of the Council. The Mayor retains all the rights, privileges, and immunities of a member of the council. The Mayor serves as the head of the City for ceremonial purposes and is recognized by the governor for purposes of military law. The Mayor has no regular administrative duties (RCW 35A.13.030; [LMC 2.09.005](#)).

The Council has authorized the Mayor to sign, on behalf of the Council, proclamations which are non-controversial in nature and comply with Council policy on proclamations.

The Deputy Mayor serves as Mayor in the absence of, or temporary disability of, the Mayor and has all the powers of the Mayor when serving. In addition to the powers conferred upon the Deputy Mayor, they shall continue to have all the rights, privileges and immunities of a member of the Council ([RCW 35A.13.035](#); [LMC 2.09.005](#)).

Biennially, at the first meeting of the New Year, the Council, by majority vote, shall choose a Mayor and a Deputy Mayor.

2.05 Incompatibility of Offices

There are certain restrictions on a Councilmember holding any other public office or employment within City government. [RCW 35A.12.030](#) provides that a Mayor or Councilmember cannot hold other public office or employment within City government unless permitted under the code of ethics for municipal officers ([RCW 42.23](#)). Councilmembers can serve as volunteer fire-fighters or reserve law enforcement officers if authorized by resolution by a two-thirds vote of the full City Council.

2.06 Election of Officers

Prior to the election of officers, all newly-elected members of Council will be administered the oath of office by the City Attorney or a judge. Once sworn in, the full Council will proceed with the election of officers ([RCW 35A.13.035](#)).

Procedure

1. If there is no sitting Mayor, prior to the election of the new Mayor, Council nominates and elects an Interim Chair from among its members.
2. In such case, the Interim Chair conducts the election of the Mayor.
3. The Interim Chair calls for nominations.
4. Each member of the Council may nominate one person. Nominations do not require a second.
5. A nominee who wishes to decline the nomination announces this at time of their nomination.
6. The Interim Chair closes nominations.
7. The Interim chair conducts the election by voice ballot for each candidate.
8. The City Clerk records into the minutes of the meeting the manner in which each vote was cast.
9. A nominee must receive a majority vote of the members present in order to be elected.

10. The newly elected Mayor chairs the nominations and election of the Deputy Mayor.

11. The Council follows the same nomination and election process to elect the Deputy Mayor.

If the Mayor or Deputy Mayor resigns, the Council appoints a new Mayor or Deputy Mayor, following the same procedure.

2.07 Absence of Mayor

In the absence of the Mayor, the Deputy Mayor shall perform the duties of the Mayor. In the absence of both the Mayor and Deputy Mayor, the Council elects, by majority vote, a Chair to preside over the meetings of the Council, using the following procedure:

1. The senior Councilmember convenes the meeting and announces that the Mayor and Deputy Mayor have excused absences and will not be in attendance that evening.
2. The senior Councilmember announces that the Council officially needs to select a chair to run the meeting and be authorized to sign any proclamations, resolutions, or ordinance to be acted on that evening.
3. The senior Councilmember calls for a nomination(s) from the Council. No second is required.
4. The senior Councilmember calls for a vote on the nomination(s) and announces the result.
5. The Councilmember elected presides over the meeting.

2.08 Council Attendance

At the beginning of each Council Meeting, the Mayor will excuse any Councilmember who has contacted the Mayor or City Manager's office prior to the meeting to notify them of their absence. A council position becomes vacant if a Councilmember fails to attend three consecutive regular meetings of the Council without being excused by the Mayor ([RCW 35A.12.060](#) as now or hereafter amended).

2.09 Council Vacancy

A Council position is officially declared vacant upon the resignation, recall, forfeiture of position, or death of a Councilmember. The remaining members of the governing body shall appoint a qualified person to fill the vacant position ([RCW 35A.13.020](#)).

Resignation Process

Council must receive a written notice with an effective date of resignation. The resignation is effective as of the date provided in the written notice. Council accepts the resignation by a motion and vote.

Appointment Process

The City Manager's office coordinates the recruitment process.

1. The City Manager's office issues an advertisement to the local paper and other media outlets for a 2-3 week period. The announcement includes the requirements necessary to hold office, time to be served in the vacant position, election information, salary information, Council duties, and the deadline date and time for submitting applications ([RCW 35A.13.020](#)).
2. The City Manager prepares an application form that requests appropriate information for Council consideration of the applicants. Applications will be available at City Hall, and posted on the website.
3. Applications received by the deadline are copied and distributed to the Council. Packets may contain additional information, such as resumes and references.
4. Prior to interviews, the Mayor requests and accepts suggested interview questions from each Councilmember.
5. The Clerk's office publishes the required public notice for the meeting scheduled for interviewing applicants for consideration for the vacant position.
6. The Clerk's office notifies applicants of the location, date and time of the Council interviews.

Interview Requirements

- Interviews with candidates must be held in an open public meeting.
- The applicants' order of appearance will be determined by the date and time when the application was received.
- The decision as to which applicants to interview will be determined by the Council based on the information contained in the application form.
- The Council will ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and answer the same set of questions. Follow-up questions, based upon responses, are permitted.
- An informal question and answer period in which Councilmembers ask and receive answers to miscellaneous questions may be set aside for 10 minutes upon approval of a majority of Councilmembers.

Voting

1. Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by City Council must be in open public session. The Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.
2. The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.
3. Nominations are closed by a motion, second and majority vote of Council.
4. Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.
5. The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting must take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.
6. The City Clerk records the votes in the meeting minutes.
7. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the Council.
8. If a majority vote is not received for a candidate, the Council may postpone elections until another date.
9. The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.
10. The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. The interim term would then end, and the new term begin upon certification of election results.
11. If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Commissioners will appoint a person to fill the vacancy ([RCW 42.12.070](#)).

2.10 New Councilmember Orientation

As newly-elected Councilmembers, elected officials become an integral part of the City team. The City Manager's office coordinates an orientation process, schedules interviews with the City Manager and Department Directors, and provides opportunities for tours of City facilities and infrastructure. The City Manager's office also coordinates Open Government Trainings, as required by state law ([RCW 42.56.150](#)). Councilmembers are encouraged to attend the Association of Washington Cities (AWC) annual new member orientation. The Mayor and existing Councilmembers welcome and mentor new members, share perspectives and insights, and discuss priorities, procedures, and protocols.

2.11 Appointment and Role of City Manager

The City Manager is the chief administrative officer of the City, appointed by and accountable to the Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. The City Manager appoints and supervises all Department Directors. The City Manager is responsible for all hiring and employment decisions, the approval of all operating rules and procedures, ensuring quality performance, proper financial management of City funds, and carrying out the policy directives of the Council.

The City Manager prepares the annual budget for Council approval, assists in the identification of community priorities, and facilitates public involvement and participation in key areas of policy development and service delivery. The City Manager proposes policy recommendations to the Council, advises on matters of community interest, and supplies facts and information as appropriate to provide the Council with a comprehensive basis for making decisions and establishing annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees ([RCW 35.A.13.080](#)).

The Council evaluates the City Manager's performance on an annual basis, generally in the first quarter of the calendar year, to ensure that both the Council and the City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The Human Resources Director coordinates the evaluation process with the Mayor. The Council discusses the City Manager's evaluation in Executive Session.

2.12 Organization and Procedures of Council

Council Meetings

1. The City Clerk's office prepares a proposed agenda prior to each meeting of the Council. The proposed agenda, together with copies of all information for consideration by the Council at the forthcoming meeting, is posted to the City's website, and each Councilmember will be notified by email when it is available by 4 p.m. the Friday before the meeting.
2. The reading of the minutes of the previous meeting shall be dispensed with, provided that such minutes are made available to each Councilmember prior to the meeting, unless the Council directs otherwise. Any amendments or corrections to the minutes are stated and agreed to by the Council.
3. Councilmembers shall attempt to conduct business at all Council Meetings in a manner, which will allow for adjournment no later than 10:00 p.m.
4. *Robert's Rules of Order, revised*, shall govern the deliberations of the Council, except when such rules are in conflict with state law, ordinances of the City or resolution.

Standing Council Committees

The standing committees of the Council and the scope of their jurisdiction are as follows:

1. The Community Relations and Public Affairs Committee is responsible for policy development and review concerning the City's art, cultural, community relations, historic preservation and parks and recreation activities.
2. The Finance and Economic Development Committee is responsible for policy development and review concerning the financial matters of the City. The committee shall periodically review the City's budget and financial status and make recommendations to the Council relating to the City's expenditures and revenues, including the level and appropriateness of various non-utility fees and charges. The committee shall also consider and make recommendations to the Council regarding such other budget, financial and economic development matters it deems appropriate.
3. The Land Use Committee is responsible for policy development and review of matters referred to the Council by the City's Planning Commission and Thurston Regional Planning Council, as well as urban growth policy, and housing issues. Committee members shall also review matters concerning the environment including stewardship, conservation, regulations, policy, initiatives, and projects.
4. The General Government & Public Safety committee is responsible for policy development and review concerning the general administrative and regulatory functions of the City, including licensing, intergovernmental relations not falling within the jurisdiction of another standing committee, social and health services, library services, and such personnel policy matters as may be properly before the Council. Committee members shall also review public safety matters, including police, fire, criminal justice, dispatch and communication systems, disaster and emergency services, and water safety.
5. The Transportation Committee is responsible for policy developments and review concerning streets, highways, public transit, sidewalks, bicycle routes, traffic safety, rail, parking, and all other transportation matters. The committee shall review and make recommendations to the Council on matters relating to local and regional comprehensive transportation plans, transportation improvement proposals and matters referred to the City by the Transportation Policy Board and the Thurston Regional Planning Council.
6. The Utilities Committee is responsible for policy development and review concerning all City utilities including water, wastewater, stormwater, reclaimed water, and energy related matters. The committee reviews utility comprehensive plans and improvements, existing and proposed utility service delivery areas, boundaries, and issues relating to utility service fees and rates and the boundaries for all proposed annexation areas.

Authority of Standing Committees

To recognize the relationship between standing committees and the full Council, standing Council committees shall be concerned primarily with policy matters and responsibilities vested in the legislative body of the City. Each committee shall review those policy matters assigned by the terms of [Resolution 1071](#) as may be determined by direction of the Council and shall formulate recommendations to the Council for action. Standing committees are subordinate to the Council and the activities of such committees shall not substitute for Council action, but will be designed to facilitate Council business, unless specific or limited authority is granted by the full Council to conduct business on behalf of the full Council.

Appointment of Committee Members

The Mayor appoints all members of standing and special committees of the Council, with the approval of the Council. Committee members elect the Chair, who presides over the meeting.

Special Committees

The Council may create special committees by motion to accomplish specific tasks of limited duration.

Committee Meetings

All committees should coordinate their activities with one another and with the Council as a whole. The schedule of committee meetings is maintained at City Hall and provided to Councilmembers through regular distributions. All committee meetings are open to the public unless the subject matter at such meeting is one upon which the Council as a whole would meet in Executive Session, pursuant to state law. A Councilmember who is not a member of a particular committee may attend a meeting of that committee, but may not be involved in the committee discussion. Also, that Councilmember should provide sufficient advance notice so that the City can assure compliance with the advance notice provisions of the State Open Public Meetings Act.

Committee Reports

Committee reports may be oral or in writing. However, when complex or particularly significant action is requested of the Council, a recommendation of a committee should be contained within a written report distributed to Councilmembers prior to Council consideration.

Staff Assistance to Committees

The City Manager assigns staff assistance to committees, as the committee Chairs may request. If it appears to the City Manager that the amount of staff assistance requested exceeds budget allocations or interferes with the administrative operations of the City, or interferes with established Council priorities, the City Manager shall bring the situation to the attention of the Mayor and Council.

Community Involvement

Any standing or special committee of the Council may seek involvement or advice of members of the community through advisory task forces, focus groups, neighborhood or other area meetings, or by such other means as the committee may deem appropriate.

(Refer to Attachment 2.12A - Resolutions 1071, 893, 842, 620; also refer to Chapter 7.)

2.13 Council Committees and Intergovernmental Boards & Commissions

Council Committees

Members of the Council hold Committee meetings on a monthly basis to discuss issues related to community affairs, transportation, finance/economic development, land use, utilities and general government/public safety. Meeting times and dates are determined by Committee members' meeting schedules, posted on the City's website, and available on the Committee Schedule, which is distributed weekly to Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies; and provide recommendations to the full Council. Committee issues can be forwarded to regular Council Meetings for action or to a Council Worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. *(Refer to section 2.12 Organization and Procedures of City Council and Attachment 2.12A – Resolution 893, 842, 620.)*

The Council Committees are:

- Community Relations and Public Affairs
- Finance and Economic Development
- General Government and Public Safety
- Transportation
- Utilities
- Land Use

Intergovernmental Boards, Commissions, and Ad Hoc Committees

Councilmembers represent the City on regional intergovernmental boards, commissions, and ad hoc committees to facilitate communication relating to a variety of matters including planning, transportation, utilities, housing, the environment, and social services.

Councilmembers participating in policy discussions at regional meetings represent the consensus of the Council. Personal positions, when given, will be identified and not represented as the position of the City. Councilmembers present reports on intergovernmental boards, commissions, and ad-hoc committee activities during regular Council Meetings. When an intergovernmental board, commission, or ad-hoc committee addresses a significant issue or key topic (i.e., costs or service impacts to Lacey residents, Lacey Businesses, Lacey taxpayers, and Lacey Utility customers that are not routine but substantial), the Councilmember assigned to the board, commission, or ad-hoc committee informs the full Council, and/or invites the agency to a Council Worksession to provide an update on the issue.

Appointments

The Mayor appoints Councilmembers to committees, intergovernmental boards, and commissions. Appointments occur at the beginning of a Mayor's new term and with the approval of the Council. Councilmembers provide a list of preferred choices to the newly elected Mayor for consideration at the first Council Meeting in January. The Council confirms these appointments at the following Council meeting in January, after consultation with the full Council. The Mayor makes a good-faith effort to accommodate Councilmembers' preferred choices.

Council appoints a primary delegate and an alternate delegate to each intergovernmental board, commission, and ad hoc committee. Alternate delegates attend meetings when the primary delegate is unable to attend to ensure the City has representation at the meeting. The City Manager assigns and directs staff to serve at regional meetings.

If the primary delegate cannot attend a meeting, they will contact their alternate as a replacement. The primary delegate should notify the alternate as soon as possible when they are not able to attend an upcoming meeting. If no designated representative can attend the meeting, the primary delegate will contact the City Manager's office as notification as well as to coordinate a potential attendee from Council.

If a Councilmember participates in a new Intergovernmental Board or Commission, the Mayor makes an appointment with consent of the Council. Prior to an appointment to a new Intergovernmental Board or Commission, other jurisdictions should be contacted to provide a regional representative. To be recognized as a new Intergovernmental Board or Commission, the body will have one or more elected officials from other jurisdictions other than Lacey.

Intergovernmental Boards & Commissions are as follows:

- Community Action Council
- Economic Development Council
- Emergency Medical Services
- Intercity Transit
- Joint Animal Services Commission
- LOTT Clean Water Alliance
- Mayor's Forum
- Nisqually River Council
- Olympia Lacey Tumwater Visitor & Convention Bureau
- Olympic Region Clean Air Agency
- Regional Housing Council
- Solid Waste Advisory Committee
- TCOMM 911
- Thurston County Law & Justice Council
- Thurston Regional Planning Council
- Transportation Policy Board

Ad Hoc Committees are as follows:

- Lacey South Sound Chamber
- Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board
- Lodging Tax Advisory Committee
- Thurston Chamber Shared Legislative Committee
- Thurston County Coalition Against Human Trafficking (TCCAT)
- Thurston Thrives

2.14 Advisory Boards and Commissions

Community members serve on Lacey's Boards and Commissions in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Community involvement is a key element in the Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements. Prior to serving on one of Lacey's Advisory Boards and Commissions, the full Council shall confirm all advisory board and commission appointments forwarded by the Mayor.

If a member resigns prior to his/her term expiration, a letter of resignation will be submitted to the Mayor, or City Manager for the Civil Service Commission. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor at a regular Council meeting. The City Clerk's office coordinates the recruitment process to fill vacancies on Council Boards and Commissions. Positions are advertised on the City's website, through local media, and by word of mouth. Prior to interviews, copies of applications, letters of interest, and resumes are forwarded to Council to provide an opportunity to comment to the Mayor. Potential candidates are interviewed by the Mayor and staff liaison to the Board/Commission. The Mayor appoints, subject to confirmation by Council, at the next regular Council meeting, with the exception of the Civil Service Commission.

Codified Boards and Commissions are defined in the [Lacey Municipal Code](#) as City law, or in the Revised Code of Washington as state law. Additionally, the [Boards and Commissions Standards, Protocols, and Ground Rules Handbook](#) is available online.

Planning Commission

The nine-member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City and areas outside the City, which may seek annexation. The Planning Commission determines its own meeting times and location.

Reference:	LMC 2.32
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Nine Commissioners

Residency Requirements: Seven of the nine Planning Commissioners must be Lacey City residents. The remaining two Commissioners may be either Lacey residents or residents of Lacey's Urban Growth Area.

Who Appoints: The Mayor appoints Planning Commissioners, subject to confirmation by the Council.

Historical Commission

The eight-member Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. The Historical Commission determines its own meeting times and location.

Reference: [LMC 2.42](#)
Length of Term: Three Years
Term Limit: Two
Number of Members: Seven Commissioners, plus one youth representative

Residency Requirements: Five of the seven Commissioners must be Lacey City residents. Two of the seven Commissioners must be professionals with a background in history, architecture, planning, or American studies. The Lacey Youth Council appoints one member to serve as the youth representative to the Historical Commission.

Who Appoints: The Mayor appoints Historical Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Board of Parks Commissioners

The six-member commission makes recommendations to the Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. The Board of Parks Commissioners determines its own meeting times and location.

Reference: [LMC 2.44](#)
Length of Term: Three Years
Term Limit: Two Terms
Number of Members: Five Commissioners, plus one youth representative

Residency Requirements: Four of the five Commissioners must be Lacey City residents. One of the five Commissioners can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The

Lacey Youth Council appoints one member to serve as the youth representative to the Board of Parks Commissioners.

Who Appoints: The Mayor appoints Board of Parks Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Library Board

The six-member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs and recommends building improvements for the Lacey Timberland Library. The Board selects its own chairperson and officers from its membership. Lacey's Timberland Library has one of the highest circulations of the 27 libraries in the Timberland Regional Library system. The Library Board determines its own meeting times and location.

Reference: [LMC 2.46](#)
Length of Term: Five Years
Term Limit: Two Terms
Number of Members: Five Board Members, plus one youth representative

Residency Requirements: Four of the five Board Members must be Lacey City residents. One of the five Board Members can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The Lacey Youth Council appoints a Lacey Youth Councilmember to serve as the youth representative.

Who Appoints: The Mayor appoints Library Board Members, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Commission on Equity

The eight-member Commission on Equity, comprised of seven general members and one youth representative, work to identify and advance opportunities that will create a more welcoming community, continue critical conversations on race and equity, seek greater participation from underrepresented community members, and identify existing gaps and barriers which could prevent full participation in government and public policy.

Reference: [LMC 2.34](#)
Length of Term: Three Years
Term Limit: Two, if there are no applicants for a vacant term on month prior to the expiration of the term, the incumbent may be reappointed to an additional three-year term
Number of Members: Seven Commissioners, plus one youth representative

Residency Requirements: Commissioners may be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: The Mayor appoints Equity Commissioners, subject to confirmation by Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

LEOFF Disability Board (Law Enforcement Officers Fire Fighters)

The 5-member Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. The LEOFF Disability Board determines its own meeting times and location.

Reference: [RCW 41.26.110](#)
Length of Term: Two Years
Term Limit: No term limit
Number of Members: Five Board Members

Residency Requirements: Two members must currently serve on the Lacey Council. Two members must be active or retired City law enforcement officers. One member must be from the public at large who resides within the City.

Who Appoints: The Mayor appoints two Councilmembers, subject to confirmation by Council. Law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board elect and appoint the two law enforcement Board Members. The remaining Board Members appoint the one at-large Board Member.

Civil Service Commission

By statute, the City Manager appoints members to the Civil Service Commission. The three-member Civil Service Commission adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department. It also hears appeals arising from the administration of the Civil Service rules and regulations. The Civil Service Commission determines its own meeting times and location.

Reference: [LMC 2.52.040](#); [RCW 41.12](#)
Length of Term: Six Years
Term Limit: Two Terms
Number of Members: Three Members

Residency Requirements: Civil Service Commissioners may be Lacey City residents or residents of Lacey's Urban Growth Area.

Who Appoints: The City Manager appoints Civil Service Commissioners.

Lodging Tax Advisory Committee (LTAC)

The five-member Lodging Tax Advisory Committee recommends to the Council how best to use lodging tax revenues. Lodging tax revenues are generated through a 4% hotel-motel tax imposed by the City on each room rental night. The Lodging Tax Advisory Committee determines its own meeting times and location.

Reference: [RCW 67.28.1817](#); [LMC 13.03.045](#)

Length of Term: Three Years

Term Limit: No term limit

Number of Members: Five Members

Residency Requirements: One member must be an elected official of the City, and will serve as Chair. Two Committee Members must represent businesses that collect the lodging tax, and two Committee Members must represent activities authorized to be funded by lodging tax revenues.

Who Appoints: The Mayor appoints Lodging Tax Advisory Committee Members, subject to confirmation by Council.

Non-codified Boards and Commissions are *not* enacted as law in the LMC.

Public Facilities District (PFD)

The seven-member Public Facilities District Board has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds. The Public Facilities District Board determines its own meeting times and location.

Reference: [RCW 82.14.390](#)

Length of Term: Four Years

Term Limit: No term limit

Number of Members: Seven Board Members

Residency Requirements: The Public Facilities District Board must have one member from each jurisdiction, and three regional members.

Who Appoints: Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). The Mayor appoints Lacey's representative, subject to confirmation by the Council. Each jurisdiction appoints their own representative.

Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.

Thurston Community Media (TC Media) Board of Directors:

Lacey representatives fill one position and one alternate position on the 15-member TC Media Board of Directors. The Board sets policy for TC Media to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. The TC Media Board of Directors determine their own meeting times and location.

Length of Term:	3 Years
Term Limit:	No term limit
Number of Members:	15 total (One member and one alternate from Lacey)
Residency Requirements:	None
Who Appoints:	Mayor appoints, subject to confirmation by Council

Removal of a Board/Commission Member:

General or youth representatives who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. The Mayor, with approval of the Council, may also remove a general member or youth representative who has three or more unexcused absences at regular meetings in a calendar year. Removal should not occur for disagreement with an official recommendation of the Board or its members.

Prior to the decision to remove or not remove a Board or Commission member, the Mayor or their designee will conduct a fact-finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.

(Refer to Chapter 2, Paragraph 2.15, and Attachments 12.14A and 12.14B, Appointments to Council Advisory Boards/Commissions.)

2.15 Appointments to Council Advisory Boards and Commissions

Prior to serving on one of Lacey's Advisory Boards and Commissions, the full Council confirms all citizen representative appointments forwarded by the Mayor. Community members, serving on Lacey's Boards and Commissions, serve in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Community involvement is a key element in the Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements. *(Refer to Chapter 2, Paragraph 2.13.)*

Procedure for appointments to Council Advisory Boards and Commissions:

1. All Boards/Commissions are identified as *codified* and *non-codified*.
2. *Codified* Boards/Commissions are defined in the [Lacey Municipal Code](#) (LMC) as City law, or in the [Revised Code of Washington](#) (RCW) as State law. Terms of office, length of service, and meeting times/days are described in the code.
 - a. Planning Commission ([LMC 2.32](#)) 3 year term/2 term limit
 - b. Historical Commission ([LMC 2.42](#)) 3 year term/2 term limit
 - c. Library Board ([LMC 2.46](#)) 5 year term/2 term limit
 - d. Board of Park Commissioners ([LMC 2.44](#)) 3 year term/2 term limit
 - e. The Commission on Equity ([LMC 2.34](#)) 3 year term/2 term limit
 - f. Civil Service Commission ([RCW 41.12](#); [LMC 2.52](#)) 6 year term/2 term limit
 - g. Law Enforcement Officers, Fire Fighters (LEOFF) I Disability Board
 - a. ([RCW 41.26](#)) 2 year term/no term limit
 - h. Lodging Tax Advisory Committee ([LMC 3.03.045](#)) 3 year term/no term limit
3. *Non-codified* Boards/Commissions are *not* enacted as law in the LMC. A description of these Boards/Commissions, their terms of office, length of service, and meeting times/days can be found in an informational brochure, *Serving on a City Advisory Board or Commission*.
 - a. Thurston Community Media Board (TC Media) *no term limits*
 - b. Public Facilities District (PFD) 4 year term/no term limit
4. A candidate must be a resident of Lacey or the urban growth area. Specific residency requirements are outlined in the [LMC](#) or [RCW](#) for the Planning Commission, Historical Commission, Library Board, Board of Park Commissioners, Civil Service Commission, and LEOFF Board. There are no other requirements for eligibility.
5. Community members cannot serve on multiple Boards/Commissions at the same time.

Recruitment Process

The City Manager's office ensures that all vacancies are publicly advertised, unless a current list of qualified candidates exist.

1. The City Manager's office announces vacancies in the local paper, the City's newsletter, Lacey Life, posted on the Lacey website, and at televised Lacey Council meetings.
2. The Mayor and City Clerk determine if applications will be accepted until the vacancy is filled, or if an ending date will be set.
3. The City Manager's office prints and mails applications and the informational brochures, *Serving on a City Advisory Board or Commission*, year-round.

Application Process

1. The City accepts applications year-round.
2. Applicants must submit a completed application form, a letter of interest, and a resume.
3. Staff route original applications to the City Clerk. The City Clerk distributes copies of the application to the Mayor and appropriate staff.
4. The Deputy City Clerk mails a letter of acknowledgement to the applicant.
5. The Mayor determines the appropriate interview and selection process depending upon the number of applicants, the urgency to fill the vacancy, and the skills, knowledge and abilities required.
6. The Deputy City Clerk sends a notification letter to those who applied, but were not selected. Their applications are kept on file for one year.

Appointment Process

1. The Mayor appoints community members, subject to confirmation by Council at a regular Council Meeting, or by the City Manager for the Civil Service Commission.
2. Prior to the Council meeting, the Deputy City Clerk forwards copies of applications, letters of interest, and resumes to the Council for review and comment.
3. Following the appointment of a citizen to a Board or Commission, the City Clerk prepares a letter of appointment for the Mayor's signature.

Recognition Process

1. All members who serve at least one full-term on a Lacey Board or Commission, receive the *Distinguished Public Service Award* at the end of their service. The award is presented at a regular Council Meeting. The City Manager's office orders the plaque and charges the cost to the *Council Special Events* account.
2. On even-numbered years, the Lacey Council hosts an *Appreciation Dinner* for members of the Council Boards/Commissions. The City Manager's office coordinates the event, and charges the cost to the *Council Special Events* account.

(Refer to Attachment 2.14A – Application for Appointment to Lacey Council Boards and Commissions, and Attachment 2.14B – Serving on a City Advisory Board or Commission.)

2.16 Lacey Youth Council

The Lacey Youth Council serves as an avenue for the Lacey Council to proactively engage with our community's youth and empower Lacey's youth to become future leaders. The Lacey Youth Council serves as an advisory body to the Lacey Council on youth perspectives related to community matters.

Structure

1. The Youth Council is comprised of fifteen (15) members recruited from the following organizations: North Thurston High School, River Ridge High School, South Sound High School, Timberline High School, Northwest Christian High School, Pope John Paul II High School, and home school organizations.
2. Seven (7) Youth Councilmembers will be juniors or seniors. This requirement may be waved at the discretion of the Mayor of Lacey.
3. The Youth Council selects a Youth Council Mayor and Deputy Mayor from among its members. The Youth Council Mayor and Deputy Mayor must be juniors or seniors with one previous year in Youth Council. School level and previous Youth Council experience requirements may be waived at the discretion of the Mayor of Lacey.
 - a. At the first meeting of the year, Youth Councilmembers will indicate if they are interested in serving as Youth Council Mayor or Deputy Mayor. City staff will present candidate names in alphabetical order for a vote of the Youth Council. The first candidate to secure a majority of votes for each position receives the appointment.
 - b. The Youth Council Mayor is responsible for chairing the meeting and ensuring that the meeting follows the set agenda. The Youth Council Mayor also assigns Youth Council members to deliver monthly reports regarding each of the school listed above and other youth events or youth-involved issues to the Lacey Council.
 - c. The Youth Council Mayor represents the Youth Council at any outside meetings requiring the attendance of the Youth Council. The Youth Council Deputy Mayor assumes the role of Chair in the absence of the Chair.
4. All members of the Youth Council have an equal vote.
5. Youth Council Members serve for up to three (3) terms. If a student graduates or leaves high school, they are no longer eligible to serve on the Youth Council.
6. The Youth Council utilizes and follows Robert's Rules of Order.
7. Youth Council in coordination with City personnel will create a year-long workplan for the Youth Council.
8. City personnel will conduct ongoing civic educational sessions and trainings throughout the duration of the year.

Meeting Times

1. The Youth Council meets at least twice a month during the school year or from September to June. Meetings will include one Regular Meeting and one Worksession

meeting. Youth Councilmembers may attend meetings remotely if they cannot make the meeting in-person.

2. Youth Council Regular Meetings will be held on the first Tuesday of the month at 5 p.m.
3. Youth Council Worksession meetings will be held prior to or following the Youth Council's monthly reports to the Lacey Council on the second Thursday of the month.
4. All Youth Council Regular and Worksession meetings are limited to two (2) hours.
5. The Youth Council may schedule additional Youth Council meetings, as needed. Youth Council Special meetings may exceed two (2) hours.

Representation on Lacey Council Advisory Boards and Commissions

1. Four (4) Youth Councilmembers that are junior or seniors will serve as the Youth Representatives to one of the following City Advisory Boards and Commissions:
 - a. Historical Commission;
 - b. Board of Parks Commissioners;
 - c. Library Board; and
 - d. Commission on Equity.
2. At the first meeting of the year, Youth Councilmembers will indicate if they are interested in serving as the Youth Representative to a Lacey Advisory Board. City staff will present candidate names in alphabetical order for a vote of the Youth Council. The first candidate to secure a majority of votes for each position receives the appointment.

Council Interaction

1. One (1) Lacey Councilmember will serve as a liaison to the Youth Council for the duration of the Youth Council year.
2. All other Lacey Councilmembers will be assigned at minimum one (1) Youth Council meeting to attend during the year.
3. Once a month, selected Youth Council members will deliver a report to the Lacey Council during the second Lacey Council Meeting of that month.

Projects

1. The Youth Council will pursue at minimum one (1) public service and community engagement project during the year.

2. Three (3) Youth Councilmembers that are junior or seniors will serve as Project Managers for Youth Council Projects.
3. Youth Council may participate in other volunteer and engagement efforts, such as but not limited to:
 - a. providing support for City events; and
 - b. attending Youth Action Day or other leadership summits.

Recruitment

1. The City will coordinate with North Thurston Public Schools, Pope John Paul II, Northwest Christian High School, and home school organizations to promote the Youth Council and solicit applications to the Youth Council.
2. Youth Councilmembers will help with Youth Council recruitment efforts.
3. Recruitment efforts begin in March of each year.

Selection Process

1. Applicants must be in their freshman, sophomore, or junior year at the time of application.
2. The City Mayor reviews all applications and selects candidates for interview. The interview panel consists of the City Mayor, City staff, and if possible, members of Youth Council.
3. After candidate interviews, the City Mayor selects individuals to recommend to the full Lacey Council for service on the Lacey Youth Council. Lacey Council will confirm the selection of Lacey Youth Councilmembers.
4. Once confirmed to the Lacey Youth Council, the City will notify the selected individuals of meeting times, training requirements and next steps.

Replacement Process

1. If a member of the Youth Council resigns, moves, graduates from high school, or is removed due to behavior, or conduct then the vacated position will be filled as soon as possible.
2. If a member of the Youth Council fails to attend a total of three (3) meetings, regardless if the meetings are consecutively missed, without being approved by appropriate City personnel, those members will be removed from the Youth Council. The vacated position will be filled as soon as possible.

3. Previous eligible applicants receive notification of the vacancy and recruitment activities take place to fill the position. The Lacey City Mayor reviews potential candidates and appoints an individual to the position. Where possible, the Lacey City Mayor backfills the position with a candidate from the origin school of the departing Youth Councilmember.

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CHAPTER 3

Administrative Support to the Council

3.01 Staff/Clerical Support

The City Manager's office provides administrative support to members of the Council. Administrative support includes, but is not limited to:

- scheduling of appointments
- receipt of telephone messages and citizen requests
- processing mail, travel, and training arrangements
- managing correspondence
- copying and printing as needed

Sensitivity to the workload of support staff members is appreciated. If requested tasks require significant time commitments, Councilmember's should direct their requests to the City Manager.

The City Manager's office manages the Mayor's calendar and coordinates invitations and requests for the Mayor's attendance at ceremonial functions and events.

3.02 Office Equipment

Councilmembers have access to the use of City equipment for City-related business. Computers, copiers, printers and faxes are available for use. All City policies related to information services shall apply.

3.03 Information Technology

The Information Services (IS) division provides technical support in a limited capacity for the computer/printer in the Council workroom, and to assist with accessing email on the City server.

3.04 Meeting Rooms

The Council Workroom, located in the City Manager's area, provides a quiet working environment and meeting area for Councilmembers. The room is equipped with a printer, telephone and reference materials. The Council Chambers is the official meeting room of the Council and is located adjacent to the Council lobby. Regular Council Meetings, Worksessions and Committee Meetings are held in the Council Chambers.

3.05 Mail and Deliveries

The City Manager's office coordinates the delivery of mail to the Council. Individual mailboxes are located in the Council workroom, and Council is encouraged to check their mailboxes regularly. Staff delivers uncollected mail to Council each Thursday at the Council Meeting or Council Worksession. If information is time sensitive, staff notifies Council via email, phone, or text messages.

Electronic meeting packets for Regular Council Meetings, Worksessions and Committee Meetings are posted on the City's website by 4:00 pm the Friday before a meeting. Staff notifies Council by email when the meeting packets are available electronically.

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CHAPTER 4

Financial Matters

4.01 Budget

The City prepares annual operating and capital budgets on a calendar year basis. The operating budget is prepared each year. With Council approval, the City Manager may, submit a biennial budget. There are several phases in the City's budget cycle:

June through September - Development and Preparation

1. The City Manager and Finance Director issue a *Call to Budget* to Department Directors.
2. Each department develops and submits their budget requests to a Budget Review Team, composed of the City Manager, Assistant City Manager, and Finance Director.
3. The Budget Review Team balances projected revenue and projected expenses, and develops the City Manager's proposed budget.
4. The Budget Review Team briefs the Finance Committee during this process.

October and November - Review

1. The City Manager presents the Annual Operating Budget to the Council no later than the first Tuesday in November.
2. The Council reviews the City Manager's proposed budget, holds a public hearing, and makes budget adjustments.
3. The public hearing occurs in November to receive public input on the proposed budget.

December - Adoption

1. The Council adopts the annual budget for the next fiscal year.
2. The Council must balance and adopt the Annual Operating Budget prior to December 31 of the preceding year.

Implementation

After adoption of the Annual Operating Budget, the City immediately implements services approved for funding in the next fiscal year.

Monitoring

The City Manager and Finance Director monitor revenues and expenditures throughout the year to ensure that funds are used appropriately. The Finance Director submits a Quarterly Financial Report to the City Manager, the Finance Committee, Council and Department Directors.

Evaluation

The State Auditor performs audits on specific topics at their discretion. The State Auditor's Office conducts financial and compliance audits. The Finance Department produces Comprehensive Annual Financial reports.

4.02 Council Compensation

The Council establishes rates of compensation that are subject to certain Washington state laws. Compensation helps fund expenses that Councilmembers may incur in the course of fulfilling their duties. The compensation for each Councilmember elected to office from 2007 to present is \$1,025 per month. On each calendar year, the monthly sum increases by \$50. The Mayor receives an additional \$225 per month. The Deputy Mayor receives an additional \$115 per month ([LMC 2.10](#)).

4.03 Financial Disclosure

Candidates for the office of Councilmember must file a financial disclosure statement with the State Public Disclosure Commission within two weeks of filing a nomination paper. When appointed to fill a vacancy on the Council, the appointee must file a financial disclosure statement with the Commission, covering the preceding 12-month period, within two weeks of appointment. Councilmembers are must file a financial disclosure statement with the Commission on an annual basis after January 1 and before April 15 of each year covering the previous calendar year. Councilmembers whose terms expire on December 31 shall file the statement for the year that ended on December 31. Statements filed in any of the above cases will be available for public inspection. Failure to file or filing a false incomplete financial disclosure statement, if done knowingly, is a Class I misdemeanor ([RCW 42.17A.750](#)).

4.04 Council Professional Development and Training

The City's annual operating budget includes appropriations for expenses necessary for Councilmembers to undertake official City business. Funding provided includes membership in professional organizations, attendance at conferences, or educational seminars, and purchase of publications and office supplies. The City Manager's office processes purchases, subscriptions and registrations. (Refer to Chapter 4, Paragraph 4.07 – Allocation of Annual City Council Travel and Training Budget.)

4.05 Gift of Public Funds

Article 8, section 7 of the Washington constitution prohibits the City from giving money or property, or lending money or credit, except for the necessary support of the poor and infirm. Most commonly referred to as "the gift clause," it reads as follows:

No county, city, town or other municipal corporation shall give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

Staff and elected officials must carefully scrutinize transactions in which the City allocates funds, gives property or lends money or credit in light of the restrictions concerning the gift of public funds.

4.06 Fiscal Policies

The stewardship of public funds, their safe-keeping, proper use and management, is one of the greatest responsibilities entrusted to officials and managers of the City. The establishment and maintenance of wise fiscal policies enables City officials to protect public interests and ensure public trust.

This document defines financial practices and policies to be used by the City to meet its obligations and operate in a financially prudent manner.

The fiscal policies of the City are to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services to ensure public health, safety, and welfare while maintaining its physical infrastructure and promoting the social well-being of the citizens of the City. *(Refer to Attachment 4.06A, Fiscal Policies.)*

4.07 Allocation of Annual Council Travel and Training Budget

It is the intent of the Council that each member takes advantage of training and professional development opportunities to broaden their understanding of municipal government and enhance their role as an elected City official. To that end, funds are budgeted annually to accommodate reasonable travel for conferences, seminars, workshops, and other training opportunities for each Councilmember. Councilmembers are encouraged to attend events sponsored by Association of Washington Cities (AWC), National League of Cities (NLC), or similar local government associations, including conferences, seminars, legislative meetings, and training programs. *(Refer to Chapter 4, Paragraph 4.04.)*

Funds allocated to Council travel and training shall be distributed equally by Council position to adequately allow a Councilmember to attend two conferences annually. In addition, adequate funds will be budgeted annually to accommodate travel by the Mayor or other selected Councilmember to meet with the City's congressional delegation to discuss community needs.

Councilmembers shall determine which conferences they wish to attend during the calendar year, as well as a good faith estimate of total training and travel costs by the first Council Worksession of March. If a Councilmember's travel request is lower than their budgeted funds, their remaining funds will be distributed to other Councilmembers whose travel requests are higher than their budgeted funds. Any remaining funds not allocated towards training and travel during the March Worksession shall be held in reserve to cover additional training or travel requests from Councilmembers.

If a Councilmember wishes to attend additional conferences or trainings during the calendar year, they must present their proposal to the General Government Committee for recommendation to be approved by the Council. Approval is granted by a majority vote of the Council.

If there are not adequate funds for each Councilmember to attend two conferences, the Council may propose a budget amendment to cover the additional costs.

The City Manager's office coordinates registration and travel arrangements for the Mayor and Councilmembers.

Travel authorization and expenditures for Councilmembers requires approval of the Mayor. Travel authorization for the Mayor requires approval by the Deputy Mayor.

All travel and training are subject to City policy.

(Refer to Attachment 4.07A - Reimbursement for Expenses Incurred in the Conduct of City Business; also refer to Chapter 4, Paragraph 4.04.)

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CHAPTER 5

Communications

Perhaps the most fundamental role of a Councilmember is communication. Good communication helps build trust, promotes confidence, improves performance and teamwork, and minimizes surprises.

The Council communicates with the public to assess community opinions and needs, and to share the vision, goals, and priorities for the City. Communication with staff provides policy direction, promotes teamwork and informed decisions, and provides an understanding of the implications of policies.

Since the Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when Councilmembers are expressing personal views and not the position of the Council, the public should be so advised.

5.01 Council Correspondence

The Mayor is typically charged with transmitting the City's position on policy matters to outside agencies on behalf of the Council. The City Manager assists in preparing the correspondence. Individual Councilmembers may occasionally prepare letters for constituents in response to inquiries, or to provide requested information. City letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

Generally, citizen concerns addressed to the Council are forwarded to the appropriate staff person to prepare a response and to address the concern where possible. A copy of the initial request will be included with the response and distributed to each Councilmember. Correspondence addressed to one councilmember will be copied to all Councilmembers.

If any Councilmember receives an email sent directly to his/her address, they are not required to share their response with the full Council. However, if they decide to share the email, they should forward a copy to the generic council email address at council@ci.lacey.wa.us for distribution by the City Clerk to the full Council.

5.02 Public Communication

On occasion, Councilmembers may wish to share an opinion on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, individual Councilmembers should clearly indicate they are not speaking for the Council as a whole, but as individuals. It is not appropriate to use City letterhead or Council titles for personal or political purposes.

5.03 Public Notices and Legal Publications

The City Clerk publishes public notices related to public hearings, special council meetings, budget approval, annexations, and street vacations in the legal section of the local paper, and

on the City's website at www.ci.lacey.wa.us under News & Events/Public Notices. The City Clerk publishes adopted ordinances in the legal section of the local paper in compliance with [LMC 1.08](#) on the Monday following Council action. Five business days after publication, the ordinance becomes law.

5.04 Press Releases

The Public Affairs Department is responsible for the majority of press releases issued by the City related to a specific event, action or announcement. The Council receives copies of all City-related press releases. If an issue is time sensitive or of significant importance, Councilmembers will be contacted directly by the City Manager or their designee.

5.05 City Website

The Public Affairs Department and Information Services (IS) division are responsible for the management of the City's website at www.ci.lacey.wa.us. The website offers another resource for the City to communicate with its citizens. Information about council meetings, ordinances, resolutions, minutes, council issues, and contact information is available on the Council homepage. Council meeting agendas and draft minutes are posted on the City's website each Friday afternoon prior to the meeting. Minutes are not official until approved at a subsequent Council meeting.

Each Councilmember has the opportunity to post a biographical page on the City's website. Councilmembers should submit their biographical information and areas of focus to the Assistant City Manager for review.

The City website will not be used in support of or opposition to a ballot measure or campaign for election of an individual to public office.

5.06 Requesting Council Resolution on Public Issues

At times, local ballot measures and state-wide citizen initiatives may be placed on a ballot that affects Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, state statutes prohibit the use of City personnel, equipment, materials, facilities or other resources to influence the outcome of an election. The Council, however, may take a position on certain ballot measures in accordance with Council Policy. (*Refer to Chapter 5, Paragraph 5.06, and Attachment 5.06A, Requesting Council Resolution on Public Issues.*)

5.07 Requesting Council Resolution on Public Issues

As issues arise, individual community members or groups request Council to take official action as Lacey's governing body in support of or in opposition to issues of interest to them. This section establishes policies and procedures for addressing when and under what circumstances the Council will take such official action.

Council will consider requests to take official action in support of or in opposition to specific issues when:

1. The issue in question has direct financial or policy implications for the City as a governmental organization; or
2. The issue in question has a direct economic or substantive impact on the Lacey community and is of importance and interest to a broad cross-section of Lacey residents; and
3. The issue in question is one that is appropriately addressed by the Council as opposed to another governing body such as the county, state, or federal government; or when the issue is one that is more appropriately addressed in the courts or through public election.

Procedure

1. The individual or group(s) making the request should be Lacey residents. An individual or group making such request should be based in Lacey.
2. It is generally the policy of the Council that actions requested on issues of a controversial, political, or divisive nature are appropriate to address only where there is an important and vital community interest to be served by doing so.
3. The City's determination regarding requests for official positions on ballot measures will be in accordance with [RCW 42.17A.555](#) *(to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view).*
4. The person(s) making the request must submit a completed *Application Requesting Council Position on Ballot Proposition*, supply a copy of the ballot proposition, and provide supporting documentation, materials, and other pertinent information relative to the action requested of the Council.
5. Requests must be made at least six weeks prior to the requested Council action date, if any, unless waived by the General Government & Public Safety Committee.
6. The correspondence and associated materials will be reviewed by the General Government Committee whose recommendation regarding the request along with all appropriate materials and information will be forwarded to full Council.
7. The City Manager's office will notify the individual or group(s) making the request of the Committee meeting date and time. Where possible and practicable, the Committee strives to obtain information from the opposing point of view, and where appropriate will also invite certain representatives of said opponents to the Committee meeting.
8. The Committee first reviews the request to determine if it meets the policy requirements and guidelines established in this policy.

9. The Committee then reviews the request along with pertinent materials and information to determine if this is a matter they wish to recommend to the full Council for consideration. If so, a report on the matter, along with the recommendation, will be forwarded to the Council.
10. If the Council decides that it will act on the recommendation, a resolution will be prepared by the City Attorney for consideration at a subsequent Council Meeting. If the Council decides that it is appropriate to officially consider the request, the City Clerk advertises an open public meeting on the matter including the title and number of the ballot proposition.
11. If the Committee determines that it will not recommend official action on the request, the proponents will be so notified, and, a report on the matter will be presented to the Council for their consideration at the next appropriate meeting.

(Refer to Attachment 5.07A - Application Requesting Council Position on Ballot Proposition; also refer to Chapter 5, Paragraph 5.06.)

5.08 Proclamations

Proclamations are issued by the Mayor as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy and do not require the approval or action of the Council. *(Refer to Chapter 5, Paragraph 5.09, and Attachment 5.09A, Reviewing Public Requests for Proclamations.)*

5.09 Reviewing Public Requests for Proclamations

The Council will consider requests to proclaim certain events or causes, when such proclamations positively impact the community and convey an affirmative message to Lacey community members. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

Procedure

1. The person(s) making the request should be a Lacey resident(s).
2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City retains the right to decide if the proclamation will be issued or not.
6. The person(s) making the request must submit a completed *Application Requesting a City Proclamation* and submit a copy of the proposed proclamation. A sample proclamation is attached to the application to provide format suggestions.

7. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the General Government Committee for their guidance.
8. Once approved, the proclamation will be added to the appropriate Council agenda.
9. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

(Refer to Attachment 5.09A – Application Requesting a City Proclamation; also refer to Chapter 5, Paragraph 5.08.)

5.10 Public Records Act

The following guidelines are provided to help ensure that communications submitted to and by elected and appointed officials comply with the State Public Records Act, [RCW 42.56](#) and the State Open Meetings Act, [RCW 42.30](#), the following guidelines exist:

General Communications

All letters, memoranda, and electronic communication (e.g., email, text, social media) involving Councilmembers, the subject of which relates to the conduct government or the performance of any governmental function, with few exceptions as stated by the [Public Records Act](#), are public records.

Written Communications

Written letters and memoranda received by the City, addressed to Councilmembers, will be distributed to Council and a copy kept in accordance with the City's Record Retention Schedule.

Electronic Communications

Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.

Electronic communications that are intended to be shared among four or more Councilmembers, whether concurrently or serially must be considered in light of the Open Public Meetings Act. Electronic communications should be restricted to providing of information such as materials for later review or notice of a potential new agenda item. Responses to such electronic communications should be limited to ensure that Council business is conducted only at its scheduled meetings. Discussion of City business by a majority of the Council must be conducted in an open meeting. If the intended purpose of the electronic communication is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The use of electronic communication to form a collective decision of the Council is inappropriate and violates the Open Public Meeting Act.

Electronic communications should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other “confidential” City business. In general, electronic communication is discoverable in litigation. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

City phones and other devices are not appropriate for personal use. Conversely, Councilmembers should not use personal devices to transmit official electronic communications. Electronic messages on a Councilmember’s private device pertaining to City business may be considered open to public disclosure, and may not be deleted.

The City Clerk is the City’s official Records Officer, and as such, is available to assist with public records requests. Online public records request forms are available at the City’s website at www.ci.lacey.wa.us / Popular Forms/Public Records Request.

5.11 Social Media

This policy establishes a formal process and standards for the use of social media by Elected Officials (Mayor and Councilmembers) in their official capacity. The purpose of social media platforms owned or maintained by the City for Elected Officials is to provide a limited forum for Elected Officials to communicate with their constituents and members of the public regarding subjects directly related to the City and the Lacey community.

The provisions of this policy shall apply only to social media sites/tools owned or maintained by the City, including sites/tools established by the City for elected officials. It is primarily each Elected Official’s responsibility to ensure compliance with this policy.

It is the city’s preference and intent that elected officials only use social media sites/tools owned or maintained by the City to communicate in their official capacity. The use of private social media sites/tools for this purpose is strongly discouraged. The City asks that elected officials include the disclaimer in Exhibit B on personal social media accounts or pages to avoid confusion and potential violations of open government requirements. The City also asks elected officials to include information on any private accounts directing visitors to their official city page for city related business.

Definitions

“Chat” or “Messenger” is a feature that allows instant messages to be sent.

“Comment” is a response to a post, an article, or other social media content submitted by a visitor.

“Elected Officials” includes Mayor, Councilmembers, and any staff working on an Elected Official’s behalf to represent them, using a social media platform.

“Reacting” is a feature that allows users to show their reaction to specific comments, pictures, wall posts, statuses, or fan pages. The “reaction” button allows users to show a range of responses, such as their appreciation, dislike, or other emotion for content without having to make a written comment.

“Post” is an original entry onto a social media platform.

“Sharing” is to relay a previously created post onto a different social media site.

“Social Media” are third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-city hosted services and may be used by the Elected Officials to communicate with the public. Such third party hosted services/tools may include, but are not limited to: social networking sites (Facebook, LinkedIn), micro-blogging tools (Twitter, Instagram, Snapchat), audiovisual networking sites (YouTube, Vimeo), and blogs (Wordpress, Tumblr, etc.)

“Tagging” is a mechanism of linking a person, page, or place to a post.

“Visitor” is a person who views an Elected Official’s social media site.

General Policy

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts and comments should model the same professional behavior displayed during Council Meetings and community meetings.

Social media are not to be used by Elected Officials as mechanisms for conducting official city business other than to informally communicate with the public. Examples of business that may not be conducted through social media include: making policy decisions, official public noticing, and discussing confidential City matters that have not been approved for release to the public. Elected Officials’ social media site(s) should contain links directing users back to the City’s official website for in-depth information, forms, documents, or online services necessary to conduct official city business.

Administration, Enforcement and Dispute Resolution

The City Manager or designee shall have primary responsibility to administer and enforce the provisions of this policy with respect to social media sites/tools owned or maintained by the City.

The City Manager or designee, following consultation with the City Attorney, may cause categories of official City social media applications, tools, or sites to be permanently or temporarily discontinued if they are not or cannot be used in compliance with this policy. The City Manager or designee shall exercise such discretion in a viewpoint-neutral, evenhanded, and non-arbitrary manner.

Content Restrictions—Ethics and Elections Rules of Compliance

All content posted on individual Elected Officials’ social media sites shall comply with applicable Council Rules of Procedures, City ordinances and administrative rules, and Washington State law regulating public agencies and elected officials.

Social media accounts/platforms owned or maintained by the City shall not contain posts, comments, or links to any content that supports or opposes political candidates or ballot propositions, including, without limitation, links to an Elected Official's campaign site.

For social media accounts that are owned or maintained by the City, no content that promotes or advertises commercial services, entities, or products may be posted.

Elected Officials will not post or release proprietary, confidential, or sensitive information on social media sites in a manner that violates applicable state law, including, without limitation, RCW 42.23.070 – Prohibited Acts.

Public Records Act Compliance

Content maintained in a social media format, whether on a city-owned account or personal account, that is related to City business, including communication between an individual Elected Official and constituents or the general public, and a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the state Public Records Act.

State and local records retention laws and schedules apply to social media content. All social media content that is required to be retained shall be maintained for the legally required retention period based on the subject matter of the content. Social media accounts owned or maintained by the City, will be retained through the City's archiving system.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act, RCW 42.56. If it is not possible to display this notice prominently on the site, Elected Officials should notify users by including a link from the site to the Public Records Act notice set out in Exhibit A, notify new users via response to posts, and/or periodically notify existing users via broadcast message.

Users of, and visitors to, social media sites shall be notified that public disclosure requests must be directed to the appropriate City Public Records Officer pursuant to the City's Public Records Disclosure Policy.

Councilmembers should avoid using their official city account or page to comment on another social media accounts because those comments may not be captured for public records purposes.

Open Public Meetings Act and Appearance of Fairness Doctrine Compliance

Communication between Councilmembers via social media, as with telephone and email, may potentially constitute a "meeting" under the Open Public Meetings Act, Chapter 42.30 RCW.

For this reason, Councilmembers are prohibited from participating in social media discussions/threads regarding City business that involve a quorum of Council Members, and

are strongly discouraged from "friending" or "following" other Councilmembers or reacting to other Councilmember's posts.

In addition, receiving or making posts or comments regarding quasi-judicial matters via social media may violate Council Policy and Chapter 42.36 RCW – the Appearance of Fairness Doctrine. To avoid receiving any comments on pending quasi-judicial matters that may violate the Appearance of Fairness Doctrine, Councilmembers are strongly encouraged to maintain social media sites with settings that can restrict users' ability to post content.

Content Guidelines and Restrictions

For social media sites/tools owned or maintained by the City, users and visitors of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between Elected Officials and the public regarding the City-related topics discussed. If the public is allowed to post comments to an Elected Official's site, the Use Policy set out in Exhibit A must be displayed or made available by hyperlink.

Councilmembers are not allowed to post links to their personal social media accounts or "cross-post" between personal and official city accounts.

Any content removed in compliance with the Use Policy must be retained, including the time, date, and identity of the poster when available, to the extent required by law. See above Records Act Compliance.

Equal Access

Elected Officials are discouraged, in their official capacity, from posting or commenting on social media sites that require membership or subscription. When posting information or soliciting feedback on such a site, Elected Officials should always provide an alternate source for the same information or mechanism for feedback on the City's public web site, so that those who are not members of the social media site may have equal access.

Exhibit A – Disclaimer for Official City Elected Official Accounts

- The views expressed represent the views of the author and may not reflect the views of the Lacey Council.
- Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the Council participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

The following content will be removed from this site:

- (1) comments not related to the specified topics for discussion;

- (2) posts or comments in support of or opposition to political campaigns or ballot measures;
- (3) profane or obscene language;
- (4) posts or comments espousing or conveying racially, ethnically, religiously, gender-oriented, discriminatory comments;
- (5) solicitations and/or transactions of commerce;
- (6) sexual content or links to sexual content;
- (7) encouragement, promotion or undertaking of illegal activity;
- (8) information that may tend to compromise the safety or security of the public or any City equipment, property or system;
- (9) content that violates a legal ownership interest of any party; and
- (10) posts or comments that would constitute ex parte communications in violation of the Appearance of Fairness Doctrine.

Exhibit B – Disclaimer for Personal Accounts

- This is a personal account, city business should be addressed through a City official account.
- The views expressed represent the views of the author and may not reflect the views of the Lacey Council.
- Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the Council participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

5.12 Flag Policy

The flag policy shall apply to all City-owned locations at which the City flag is displayed.

The Lacey Council may choose to fly a different flag in place of the City flag. Any decision to fly a different flag must be made independently by the Council. The approval to fly a flag in place of the City flag must be made by a majority of the Council at any regular Council meeting. The decision can be made to fly the flag for a specific period of time or on a recurring annual basis.

Any flag flown by the City must be purchased and owned by the City.

Council Approved Flags

- **Sister City Flag:** The flag of Lacey's sister city may be flown during the visit of a sister city delegation to City Hall.
- **The Pride Flag:** The Pride Flag will be flown annually from June 1 to June 30.

5.13 Naming of Public Parks, Trails, Parkways, etc.

It is the policy of the City to utilize an established procedure to name public spaces, including public parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and accessories.

Eligibility:

To define the criteria and procedures for naming of public spaces.

Criteria:

In the naming of public spaces, consideration shall be primarily given to:

1. Neighborhood, geographic or common name identification.
2. A natural or geological feature.
3. Significant historical events or cultural attributes.
4. A historical figure.
5. An individual (living or deceased) who has made a significant land and/or monetary contribution to the park system and who has stipulated the name as a condition of the donation.
6. An individual who has contributed outstanding civic service to the City.
 - a. Facilities shall not ordinarily be named for living persons, except under the following conditions:
 - i. The individual in his or her lifetime has provided exceptional service to the City. This service should be of substantial length and leadership.
 - ii. His or her accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the park and recreation movement.
 - b. Park and recreation facilities may be named for a deceased person subject to the following conditions:
 - i. The person has been deceased for a minimum of two years.
 - ii. The person made a significant direct financial contribution for the development/construction of, or donated land for a park, trail and/or recreation facility.
7. An organization that has donated a significant parcel of property or facility, or has provided a majority of the financing for the acquisition of a public space. An organization that provides for significant development of a park and/or element within a park, may receive secondary name recognition as outlined in the "Procedure – item 7."

Procedure:

1. The naming of public spaces should be approached without preconceived notions and with patience and deliberation.
2. Timing is important in naming public spaces, since temporary designations tend to be retained. During the development, a number or street designation will be used until the formal naming of the public space. Whenever possible, naming will be made upon closing a purchase or construction of the public space.
3. Once a name has been approved, it should be considered permanent.
4. Suggestions for names may be solicited from organizations and/or individuals, including residents surrounding the property to be named, at the request of the Lacey Park Board or at the discretion of the Council. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration.
5. To avoid duplication, confusing similarity or inappropriateness, the Lacey Park Board, in considering name suggestions, will review existing names in the park system and surrounding area.
6. The Council, following public review and/or recommendation by the Lacey Park Board, shall designate names for park and recreation facilities. The Lacey Council will have the prerogative of accepting or rejecting all proposals.
7. All portions of a public space will have, as a general rule, the same name as the entire park, trail or facility. However, elements within a public space may be named separately as long as the name does not detract from the intended identity. Thus, the two names can be used in combination, i.e. Beaver Park's Cleaver Field or Riverfront Park's Blooming Arboretum.
8. Public spaces shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.
9. Where appropriate, a "Contributors Corner" may be established to honor those who have made significant contributions to the site.
10. Upon approval of the name, the name will be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.

Definitions:

1. Lacey Park Board – an appointed board of six members representing the citizens of the City.
2. Public spaces – all City owned, public parks, parkways, trails, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and features in the park and recreation system of the City.
3. Memorials – all sculptures, permanent artwork, fountains, memorial gardens, plazas, and exhibits which honor or commemorate a person(s), group or event.
4. Basic park accessories include typical amenities, i.e. benches, picnic tables, equipment, trees, drinking fountains, game equipment and exhibits.

5.14 Naming of Historical Buildings

It is the policy of the City to utilize the following procedures and selection process for recognizing the community's history, places and people.

Purpose:

To define the selection criteria and procedures for recognizing buildings, sites, people, organizations and events important to community's heritage. To amplify and clarify procedure outlined in existing City ordinances regarding historical resources. To assure that historical references and recognition are valid, appropriate and timely.

Criteria:

City Ordinance No. 531 and Ordinance No. 796 identifies the process or recognizing buildings, streets, areas, districts, sites and other activities associated with the City's heritage. The following shall be implemented to augment to existing ordinances:

1. Calendar age will not be a factor in limiting recognition.
2. As an addition to and without alternating the ordinances, recognition may be given to:
 - a. Buildings and sites associated with events important to the City's Heritage.
 - b. Buildings and sites associated with persons important to the City's heritage.
 - c. Significant historical cultural attributes.
 - d. People and organizations that have contributed to the community's history.
 - e. An individual (living or deceased) who has made a significant land and/or monetary contribution to the preservation or enhancement of Lacey's historical resources.
 - f. An individual who has contributed exceptional civic service to the City.
 - i. Recognition is not ordinarily given to living persons, except under the following conditions:
 - 1) The individual in his or her lifetime has provided exceptional service to the City. This service should be of substantial length and leadership.
 - 2) His or her accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the community's history and development.
 - g. An individual or organization that has donated a significant parcel of property or facility, or has provided a majority of the financing for the acquisition of a public facility.
 - h. An individual or organization that has undertaken significant activities that further the understanding of the community's heritage.

Selection Process

1. Providing recognition of the community's history, places and people should be approached objectively with patience and deliberation.
2. All suggestions, recommendations and applications for recognizing people, organizations, sites and events that are directly related with the community's history shall be reviewed by the Lacey Historical Commission.
3. The Lacey Historical Commission will provide guidance, background data, and advice to the entity originating the recommendation for recognition, and will submit recommendations to the Lacey Council for consideration. The Commission, in considering suggestions for recognition, will review existing data known to the Commission.
4. The Lacey Council will have the prerogative of accepting or rejecting all proposals.
5. Duplicates of recognition may be allowed. Some people or organizations contribute in many ways and can be recognized as appropriate for each action or event.
6. Memorials may be dedicated to the cause for which they were given by an appropriate plaque or sign under the following conditions:
 - a. Requirements are that the building, site, person, organization or event will have met the criteria for recognition.
 - b. The memorials are appropriate for the location and approved by the land owner or City department. The City may, but is not obligated to, replace memorials.
7. Placement of signs or plaques will be considered only on permanent monuments, structures, or facilities.
8. The donations of items associated with the community's heritage will be encouraged with or without donor information. However, the City will not be obligated to replace the identification placed on the item.
9. Where appropriate, a "Contributor's Register" may be established at the Lacey Museum or other City facility to honor those who have made significant contributions to the community.

Definitions

1. Lacey Historical Commission – an appointed board of nine members representing the citizens of the City. The Commission's actions and responsibilities are identified in City Ordinance No. 531 and Ordinance No. 796.

Procedure

1. Suggestions for recognizing historical events, places and people shall be solicited from organizations, individuals and City staff, or may be voluntarily submitted by any citizen. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration by the Lacey Historical Commission.
2. The Lacey Historical Commission may act on any recommendation for recognition at a regularly scheduled meeting, special meeting, or telephone poll.

3. The Council, following public review and recommendation by the Lacey Historical Commission, shall provide for the specific recognition.
4. Buildings, sites, and other specific facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

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CHAPTER 6

Interaction with City Staff/Officials

6.01 Council Non-participation in Administration

In order to ensure the efficient and effective delivery of City services, the Council is encouraged to work directly with the City Manager when dealing with administrative services of the City. By statute [RCW 35A.13.120](#), Councilmembers are not to direct staff or become involved in or attempt to influence personnel matters that are under the direction of the City Manager. State law also prohibits Councilmembers from being involved in, or influencing, the purchase of any supplies beyond the requirements of the City procurement code/procedures. Except for the purpose of inquiry, Councilmembers should deal with administrative services primarily through the City Manager or designee.

6.02 Council/City Manager Relationship

The employment relationship between the Council and City Manager recognizes the fact that the City Manager is the chief executive officer of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. The City Manager respects and is sensitive to the policy responsibilities of the Council and acknowledges that Council holds the final responsibility for establishing the policy direction of the City.

The City Manager is subject to a professional code of ethics as a member of the [International City/County Management Association](#) (ICMA). The code binds the City Manager to certain practices that are designed to ensure actions are in support of the City's best interests. Violations of such principles can result in censure by ICMA.

6.03 Council/City Attorney Relationship

Pursuant to recommendation of the City Manager, the Council makes policy for obtaining legal counsel for the City, either by appointment of a City Attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services. ([RCW 35A.13.090](#); [35A.13.100](#)). The City Attorney is similar to other Department Director positions and is appointed by the City Manager. The City Attorney provides legal counsel for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- Provide legal assistance necessary for formulation and implementation of legislative policies and procedures;
- Represent the City's interest, as determined by the Council, in litigation, administrative hearings, negotiations, or similar proceedings;
- Prosecute violations of ordinances and other laws of the City;

- Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Council; and
- Keep Council and staff apprised of court rulings and legislation affecting the legal interest of the City.

The City Attorney does not represent individual members of Council, but rather the City as a whole.

6.04 Council Roles and Information Flow

Council Roles

The full Council retains the authority to accept, reject or amend staff recommendations on policy matters. Individual Councilmembers are not to intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. All Councilmembers with concerns affecting the City should bring those concerns to the full Council and City Manager before contacting an outside agency.

Access to Information

The City Manager is the information liaison between Council and City staff. Requests for information from Councilmembers that require research, or is solicited because of a citizen complaint or Council concern should be directed to the City Manager and will be responded to promptly. Council requests for routine, readily available information should be directed to the appropriate department director. All Councilmembers will be informed of requests and the staff response where a report is involved.

There are limited restrictions when information cannot be provided. The City is legally bound not to release certain confidential personnel information, or sales tax information on individual businesses. Certain areas of police department affairs, i.e. confidential information related to crimes, also may not be available.

Staff Roles

The Council recognizes the primary functions of staff as executing Council policy, implementing adopted goals and priorities, addressing day-to-day issues and problems, and keeping the Council informed. Staff is obligated to take guidance and direction only from the City Manager or assigned Department Director. This direction follows the policy guidance of the Council as a whole.

City staff makes every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers, provided that, in the judgment of the City Manager, the request is not of the significance, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Council.

Significant Requests

No Councilmember shall request or direct the City Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. The City Manager shall determine whether or not the matter is significant.

6.05 Dissemination of Information

The City Manager's open-door policy encourages Councilmembers to meet with the City Manager on an impromptu basis to discuss issues, City operations, intergovernmental issues, citizen concerns, goals, priorities, and the like.

Councilmembers receive a weekly listing of pending agenda items. The monthly *LaceyLife* provides information about on-going City activities. The *Lantern* – the City's monthly employee newsletter, and the *Energizer* - the City's monthly wellness newsletter, also provide information and updates about happenings in Lacey. In addition, the City Manager and Department Directors provide regular status reports, financial reports, staff reports and other updates, as available and needed.

Council meeting packets are available on the City's website by 4 p.m. the Friday before regular meetings. Staff notifies council by email when the meeting packets are available.

6.06 Staff Relationship to Advisory Bodies

Staff provides support and assistance to advisory boards, commissions and task forces. Staff support includes preparation of summary agendas, preparation of reports providing a brief background of the issues, options, alternatives, recommendations, and preparation of minutes of advisory body meetings. Assigned City staff communicate recommendations of the advisory board to the Council as necessary and appropriate.

CHAPTER 7

Council Meetings

In accordance with the Open Public Meetings Act, all Council regular and special meetings are open to the public with the exception of Executive Sessions.

7.01 Meetings

Council Meetings

The Council conducts its official business, enacting laws and approving policies during regular Council meetings. Regular Council meetings occur the first and third Thursday of the month. All regular meetings begin at 7 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. There are no regularly scheduled Council meetings on the 5th Thursday of the month.

Council Worksessions

Worksessions provide an opportunity for the full Council to review and discuss issues in depth without taking official action. Council Worksessions occur on the second and fourth Thursday of each month. All meetings begin at 7 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. Although most formal Council action occurs at regular Council Meetings, the Council may make decisions and take official action at Council Worksessions.

Council Committees

The Council holds committee meetings on a monthly basis to discuss issues related to community affairs, transportation, finance, economic development, land use, utilities, general government, and public safety. Meeting times and dates are posted on the City's website. Staff distribute a weekly schedule of pending agenda items to Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies, and provide recommendations to the full Council. Committee issues can be forwarded to regular Council Meetings for action or to a Council Worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. *(Refer to Chapter 2, Paragraph 2.12, and Attachment 2.12A, Council Policies, Organization & Procedures of Lacey Council – Resolutions 620, 842, 893.)*

Special Meetings

- Retreats – The Council meets annually to develop short goals, priorities and policies for the upcoming year, and strategic long-term goals.

- Legislative Meetings – Prior to the state legislative session in January, Councilmembers, City Manager, and/or staff meet with state legislators from the 2nd & 22nd Districts to discuss legislative issues of importance to the City.
- Joint Worksessions – The Council meets with the Planning Commission, School Board, and other interjurisdictional bodies are scheduled annually to discuss regional topics and issues.
- Bus Tours – Occasionally, the Council schedules community tours with Advisory Boards to view public works projects, parks, and similar private and public development projects.
- Editorial Board Meetings – Once or twice a year, the City the Olympian Editorial Board requests a meeting to discuss current City issues. The City Manager and three Councilmembers attend. Council rotates in order to ensure everyone has an opportunity to attend.

7.02 Guidelines for Editorial Board Meeting

In an effort to improve communications and discuss issues of public interest, the Olympian Editorial Board may request quarterly meetings with Lacey Councilmembers. This policy is intended to set forth guidelines for attendance and communication at these meetings.

Procedure

1. In order to ensure conformance with the State Open Meetings Law, no more than three members of the Council should attend each meeting. If more than three Councilmembers plan to attend, the City Clerk will provide appropriate notice of the meeting to the public and retain a record of the meeting.
2. Whenever possible, Councilmembers rotate attendance at the quarterly Editorial Board meetings. Variance from this practice may occur where it is anticipated that special knowledge or experience on a particular issue may be necessary or desirable.
3. Whenever possible, the City Manager attends the Editorial Board/Councilmember meeting. The City Manager participates in discussions and provides supplemental details and information on behalf of the City.
4. When Editorial Board questions arise that involve an expression of a personal opinion or points-of-view opposed to Council decision or policy, Councilmembers and the City Manager should carefully distinguish between the two when sharing information and perspectives.
5. At the regular Council Meeting immediately following the Editorial Board discussion, the full Council will be briefed regarding the highlights of the meeting.

(Refer to Chapter 7, Paragraph 7.01.)

7.03 Public Notice of Meetings and Hearings

The City Clerk publishes public notices related to public hearings, special council meetings, budget approval, annexations, and street vacations in the legal section of the local paper, and on the City's website at www.ci.lacey.wa.us under News & Events/Public Notices.

7.04 Special Meetings

Special meetings may be called at any time by the Mayor, a majority of the Council, or the City Manager by delivering personally, by mail, by fax, or by email, a written notice to each member of the Council and the City's official newspaper, and to each local radio/television station with a written notification request on file at least 24 hours before the time of such meeting specified in the notice. The notice specifies the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notices make it impractical.

7.05 Executive Session

When appropriate, the Council may adjourn to an Executive Session to privately discuss and consider matters of confidential concern to the City. Executive Sessions are scheduled at the request or concurrence of the Mayor, or by a majority vote of the full Council during a meeting. The Council may hold Executive Sessions before, after, or during a regular or special meeting to consider matters permitted by [RCW 42.30](#), or other applicable state law. The purposes for which an Executive Session may be held include, but are not limited to:

- Discussion with legal counsel on pending or potential litigation;
- Property acquisition/disposition where public discussion may increase or decrease the price and influence the terms of the sale;
- Matters affecting national security;
- Quasi-judicial matters;
- Complaints or charges brought against a public officer or employee;
- Qualification/performance review of the City Manager;
- Evaluate qualifications of candidates for appointment to elective office;
- Planning or adopting a position to be taken during collective bargaining, professional negotiations, grievance or mediation proceedings, or reviewing proposals made in ongoing negotiations; or
- Receive confidential advice from the City Attorney under the attorney-client privilege.

Before convening in Executive Session, the Mayor publicly announces the purpose of the Executive Session, the estimated time when the Executive Session will conclude, and whether the Council will reconvene to take action. An Executive Session may be extended to a later time by announcement of the Mayor ([RCW 42.30.110](#)).

7.06 Agenda Development

The City Manager coordinates the development of regular Council Meeting, Council Worksession, and committee agendas with the Mayor, Department Directors, and Committee Chairs.

Advancing Agenda Items

A Councilmember may request an item be considered on a future agenda either by making a request at a regular Council Meeting, Council Worksession, or committee meeting, or by contacting the Mayor or City Manager. Items may be added to committee meeting agendas by consensus of the Committee.

Department Directors and staff may request an item be considered on future agendas by submitting their request to the City Manager. As needed, the City Manager will consult with the Mayor before taking matters to the full Council for consideration.

A member of the public may request an item be placed on a future agenda while addressing the Council during a regular meeting and/or by submitting the request in writing to the Council through the City Clerk's office. The Council will decide whether to consider an issue proposed for a future agenda.

In order to allow sufficient time for Council to review and staff to research the issue, the request should be submitted at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been approved for placement on an agenda, the City Clerk's office will notify the requestor to invite their attendance.

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disaster, and other severe emergencies. The reason for adding an emergency item to the agenda shall be announced publicly at the meeting and the issue shall be included in the minutes of the meeting.

Agenda Timeline

The City Clerk's office developed the following timeline to ensure timely distribution of regular Council Meeting, Council Worksession, and committee meeting packs.

- Most agenda items require a Staff Report. Staff Reports must be ready for City Manager's review by 1 p.m. two Wednesdays prior to the meeting.
- Staff posts agendas and meeting packets on the City's website by 4 p.m. on the Friday prior to a council meeting.
- Staff notifies Council by email when the meeting packets are available.

The addition of last minute agenda items is discouraged, unless of an urgent nature, which will be determined by the City Manager and/or Mayor.

7.07 Order of Business

The Council agenda sets the order of business for regular council meetings.

Call to Order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the Council, and after determining a quorum is present, calls the meeting to order. In the absence of the Mayor and Deputy Mayor, a Councilmember is selected from among the body to act as Chair (see 2.07 Absence of the Mayor). Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

Excused Absences

The Mayor announces the excused absences of individual Councilmembers.

Consent Agenda

The Consent Agenda consists of items that are routine in nature and do not require additional discussion. The Consent Agenda includes minutes of regular Council Meetings and Council Worksessions, final plat approvals, and LID/ULID's (local improvement districts/utility local improvement districts). The Mayor and Council can remove items from the Consent Agenda for further discussion.

Public

- *Public Recognition*
When appropriate, the Council recognizes volunteer service, presents special awards, and receives public presentations.
- *Public Comments*
Members of the public address the Council regarding topics not scheduled on the agenda. Each person addressing the Council gives their name and address for the record, and is asked to limit their address to three minutes, unless City Council permits a longer period. If several people wish to speak to the same issue, the Mayor may limit the total amount of time dedicated to that specific issue. The Mayor may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate. The Mayor has the option to allow or not allow comments on matters before Council.
- *Public Comments for Items on the Agenda*
As appropriate, the Council may allow the public to address items on the agenda. A three-minute limit applies, but may be reduced to two minutes if there are more than four persons wishing to comment on a subject. These comments are not considered as part of a hearing. The public should ask the Mayor in advance of the start of the Council Meeting if they may speak.

Public Hearings

Council holds Public Hearings following the adoption of the consent agenda and public comment period. Individuals who wish to address the Council are encouraged to sign in. The Mayor opens the Public Hearing and the City Clerk notes the time for the record. Speakers are called forward in the priority in which they signed in, and are required to state their name and address. Comments are limited to the specific matter for which the Public Hearing occurs and are limited to three minutes, unless the Mayor permits a longer period. Written comments are permitted prior to and during the public hearing, and should be submitted to the City Clerk before the public hearing closes. The City Clerk enters written documents into the record, but they are not read aloud.

Once the speakers from the sign-in list complete their comments, the Mayor offers time to any additional members of the public who wish to speak at the Public Hearing. After the Public Hearing closes, members of the public are not permitted to address the Council or staff on that specific issue during the meeting. Once the Mayor closes the Public Hearing, the City Clerk notes the time for the record.

Proclamations

In response to citizen requests, the Mayor may issue proclamations in declaration or recognition of a special event, organization, or person according to Council Policy. At this time, either the Mayor or a Councilmember reads the Proclamation into the record. (*Refer to Chapter 10, Paragraph 10.05, and Attachment 10.05A, Council Policies, Reviewing Public Requests for Proclamations.*)

Referral from Planning Commission

The nine member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City and areas outside of the City seeking annexation. Issues reviewed by the Planning Commission are forwarded to Council for consideration and adoption.

Referral from Hearings Examiner

The Hearings Examiner interprets, reviews, and implements land use regulations. In addition, the Hearings Examiner hears appeals relating to the City's construction codes, as described in [LMC Section 14.18.030](#). The Mayor appoints the Hearings Examiner and any Deputy Examiners, subject to confirmation by the Council ([LMC 2.30.020](#)).

Ordinances

Ordinances are the official laws of the City and must be approved by Council prior to enactment. The City Attorney's office prepares ordinances, which are published by the City Clerk on the Monday following the meeting at which they were approved. An ordinance officially becomes law five business days after publication in the City's official newspaper (The Olympian). The ordinance is codified by the City Clerk's office into the [Lacey Municipal Code](#). The original ordinance is archived as a permanent record. Beginning in 2010, adopted ordinances will be posted on the [City's website](#). Requests for ordinances prior to this time are available as a public records request through the City Clerk's office.

Resolutions

Resolutions signify the intent of the Council related to specific issues, events, or ballot measures. The City Attorney, or designated City staff, prepare resolutions. The City Attorney approves to form all resolutions. Once approved by the Council, the City Clerk archives the resolution as a permanent record. The City Clerk posts all resolutions adopted on or after January 1, 2010, on the [City's website](#). Requests for resolutions prior to 2010 are available as a public records request through the City Clerk's office.

Mayor's Report

The Mayor reports on ceremonial events, functions, and meetings attended on behalf of the Council. The Mayor may also make announcements, and appoint, with Council approval, community members to Council advisory boards and commissions.

City Manager's Report

The Council awards bids, and authorizes the City Manager to sign City contracts during this section of the meeting. The City Manager may also make announcements regarding City operations. In an effort to keep the public informed of City business, and to provide education on City operations, staff may provide brief informative presentations to the Council and the public during this time.

Standing Committee Reports

There are six standing Council committees with three Councilmembers appointed to each committee. At this time, Committee Chairs report on the topics discussed, and any recommendations forwarded to full Council for action.

Intergovernmental Boards & Commission Reports

Councilmembers provide reports and updates of activities and discussions from each of the Intergovernmental Boards and Commissions to which they are appointed. If additional discussion or consensus is required on a regional issue, the topic may be forwarded to a Council Worksession for further review and discussion.

Old Business

Items and topics previously discussed by Council, but need further discussion, may be placed under this agenda item.

Adjourn

The Mayor adjourns the meeting and the City Clerk notes the time of adjournment for the record. All meetings will conclude no later than 10:00 p.m., unless this provision is waived by a majority of the Council. Consideration of the agenda matter then on the floor is continued beyond 10:00 p.m. by majority vote of the Council. In the event the remaining agenda cannot be concluded at any meeting by 10:00 p.m., the meeting is recessed to a definite time and place, and notice of such continued meeting is given as provided by statute.

Executive Session

As needed, the Council may adjourn to an Executive Session to privately discuss and consider matters of confidential concern to the City. For more information, refer to 7.04 Executive Sessions.

7.08 Audio and Televised Recordings of Meetings

The City Clerk's office records all regular Council Meetings, Council Worksessions, and committee meetings, except for those portions of the meeting conducted in Executive Session. Recordings are available under the Public Disclosure Act and archived for six years according to the State Records Retention Schedule.

The City contracts with Thurston County Media (TC Media) to provide local television programming of all regular Council meetings on Channel 3 (TCTV). Meetings are rebroadcast on TCTV. Recordings are available by contacting TC Media.

Since 2011, the City has streamed Council meetings online to provide greater public access to government operations. The videos are available on the City's website at www.ci.lacey.wa.us.

7.09 General Procedures

Seating Arrangement of the Council

Customarily, the Deputy Mayor sits next to the Mayor, and newly elected Councilmembers sit adjacent to the City Clerk. However, the Mayor with the approval of Council may reorder the seating arrangements for regular Council Meetings.

The seating order of the Council dais from left to right is:

- City Clerk
- Newly-elected Councilmembers
- Current Councilmembers
- Deputy Mayor
- Mayor
- City Manager
- City Attorney

Department Directors sit at the staff table immediately to the left of the City Clerk.

Signing of City Documents

The Mayor, City Clerk and City Attorney sign all ordinances and/or resolutions approved by Council, immediately following the meeting. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions. The City Manager is authorized by the Council to sign all contracts and agreements.

Quorum

Four members of the Council constitute a quorum and are necessary for the transaction of City business. If a quorum is not present, the Council Meeting is cancelled.

Minutes

The City Clerk or designee takes minutes of all regular Council Meetings, Council Worksessions and committee meetings. The City Clerk or designee posts the draft minutes on the City website on the Friday prior to the Council Meeting and Council approval. Once Council approves the minutes, staff updates the website to reflect that the minutes are approved. Copies of minutes are available upon public records request through the City Clerk's office. Original minutes are archived as permanent records.

Corrections to minutes made by Councilmembers will be so noted, and revised minutes will be posted and archived as the City's official record.

7.10 Open Public Meeting Act

The [Open Public Meeting Act](#) applies to the Council, all quasi-judicial bodies, and all standing or advisory boards, commissions, and committees. All meetings of the Council shall be open to the public, except in special instances as provided in [RCW 42.30.110](#). A meeting takes place when a quorum (a majority total number of Councilmembers currently seated on the Council) is present and information concerning City business is received, discussed, and/or acted upon. The only exception to the public meeting requirement is an Executive Session.

Under the Americans with Disabilities Act, the City provides accommodations to provide accessible meetings for people with disabilities. Assisted-listening devices are available for use in the Council Chambers. If special accommodations are required, please contact the City Clerk three days prior to the meeting.

Chapter 8

Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

8.01 Conflicts of Interest

Applicability

All City officers, elected and appointed, are subject to the conflict of interest law in [RCW 42.23](#). This includes Councilmembers.

The conflict of interest law is important and complicated. To understand its effect on a Councilmember's actions, Councilmembers should discuss the law and potential conflicts with the City Attorney. It is imperative that Councilmembers identify in advance what their conflicts are.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on land use issues, or service or construction contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Councilmembers and in the meeting minutes, the Council may approve the contract to which a Councilmember has a remote interest, absent participation in the voting by the Councilmember with the remote interest, but only if the Councilmember refrains from any attempt to influence other Councilmembers to approve the contract.

Prohibited Acts ([RCW 42.23.070](#))

- No municipal officer may use his or her position to secure special privileges or exemptions for themselves or others.
- No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
- No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce them because of their official position to disclose confidential information acquired by reason of their official position.
- No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

Remote Interests

Remote interests are so minor that they do not constitute illegal conflicts of interest. Remote interests exist when a City official is:

- A non-salaried officer or member of a non-profit corporation doing business or requesting money from the City. Therefore, being such an officer or member would not constitute a conflict.
- The landlord or tenant of a contracting party. For instance, a Councilmember may lease office space to a party which has a private interest in a public matter without it resulting in a conflict of interest.
- The owner of less than 1 percent of the shares of a corporation or a cooperative doing business with the City.
- Reimbursement only for actual and necessary expenses incurred in performance of official duties.

Acts not Constituting a Conflict of Interest

- Receiving municipal services on the same terms and conditions as if not a City official. Thus, when a Councilmember who owns a business within the City votes for or against an increase in the business license fees, a conflict would not exist because this action would apply to all businesses in the corporate limits.
- An officer or employee of another political subdivision or public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. Therefore, a Councilmember who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary increase, upon the Councilmember.
- A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons. A class must consist of at least ten members to qualify the interest as remote. A City official may sell equipment, material, supplies, or services to the City if this is done through an award or contract let after public competitive bidding. An exception to this law permits the Council to approve a policy on an annual basis to allow the City to purchase supplies, materials, and equipment from a member of the Council without going to public competitive bid as long as the single transaction does not exceed \$300 and the annual total of such transactions does not exceed \$1,000.

Declaration of a Conflict

When a substantial interest exists, the City official must:

- Refrain from voting or in any way influencing a decision of the Council; and

- Declare that a conflict of interest exists and make it known in the official records of the City.

Should a situation arise wherein a majority of Councilmembers or a majority of a quorum of those present at a Council meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevent the Council from acting as required by law in its official capacity, such action shall be allowed if the members of the Council with the apparent conflicts of interest make them known.

City Attorney Opinions

A Councilmember's request for an opinion from the City Attorney concerning conflict of interest is confidential. However, formal final opinions are a matter of public record and must be filed with the City Clerk. This filing requirement does not apply to verbal communications between Councilmembers and the City Attorney.

Councilmembers may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

Apparent Conflict of Interest in Litigation Matters

A Councilmember who actively supports a position contrary to an official City action or position, as adopted or ratified by a majority of the Council, must recuse themselves and not participate in any vote, deliberation, executive session, or distribution of confidential information regarding further consideration or action in that matter once litigation has been served or filed regarding the matter. Litigation shall include but is not limited to legal action or appeals of any type including Growth Management Hearings Board appeals.

- The fact a Councilmember voted in opposition or expressed an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or non-participation.
- Once litigation has been served or filed, communication regarding the case with anyone other than City staff or legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation.
- Councilmembers shall voluntarily recuse themselves and choose not to participate under the conditions listed above. However, if Councilmembers fail to voluntarily recuse themselves or withdraw from participation, any other Councilmember may challenge the ongoing participation and request the challenged Councilmember to disclose any communication and participation with regard to the pending litigation.
- If the apparent conflict still cannot be resolved voluntarily after such challenge, a majority plus one of the council as a whole may vote to sanction and remove the challenged Councilmember from further participation with regard to the pending litigation on the basis of an apparent conflict of interest.

Later legislative participation by a previously recused or sanctioned Councilmember, related to the same issue, is not prevented by the provisions of this subsection once the conflict no longer exists or the litigation has terminated.

8.02 Liability

The City must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, with such a wide variety of high profile services (i.e., police, parks, roads, land use), risk cannot be eliminated. To better manage insurance and risk, the City participates in risk- and loss-control activities through the Washington Cities Insurance Authority (WCIA).

Violations of certain laws and regulations by individual members of the Council may result in the member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

Elected and appointed officials participate in risk management training to reduce liability due to actions taken, especially in the areas of land use.

Chapter 9

Parliamentary Procedures

Parliamentary procedure provides the process for proposing, amending, approving, and defeating legislative motions. Following these procedures potentially reduces Council actions being declared illegal or challenged procedurally. The Lacey Council adopted and follows Robert's Rules of Order, revised, unless the same is superseded by provisions of the [Lacey Municipal Code](#).

9.01 Order of Discussion

The presiding officer follows the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer clearly announces that the Council has decided to rearrange the agenda. When changing the order of discussion, it must not prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

9.02 Obtaining the Floor

A Councilmember addresses the presiding officer and gains recognition prior to making a motion or engaging in debate. The presiding officer recognizes Councilmembers by their last name, such as "Councilmember Jones." Councilmembers address each other as Councilmember, followed by last name, such as "Councilmember Jones." Cross-exchange between Councilmembers and the public should be avoided. This prevents general conversation and keeps the order necessary to maintain decorum and accomplish the business of the Council.

After a member concludes comments and yields the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer assigns the floor to a person who may not have been the first to address the chair. These are:

1. The Councilmember who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
2. No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
3. In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

9.03 Questions to Staff

After recognition by the presiding officer, a Councilmember may address questions to staff members.

9.04 Interruptions

Once recognized, a Councilmember should not be interrupted while speaking, except to make a point of order or personal privilege. If a Councilmember is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the presiding officer, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

9.05 Discussion Limit

A Councilmember should not speak more than once on a particular subject until every other Councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process.

9.06 Basic Steps to Conducting Business

Specific requests or proposals that are presented to Council for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, certain steps are generally required. The basic steps to conducting business include:

The Presiding Officer (Mayor)

- Introduces the item to be considered as presented on the agenda, and if appropriate, asks for a staff presentation;
- If the agenda calls for a public hearing, opens a public hearing;
- Closes the public hearing after receiving comments (if any) from the public; and
- Calls for discussion.

A Councilmember

- Addresses the Mayor;
- Is recognized by the Mayor; and
- Proposes the motion.

A Second Councilmember

- Seconds the motion.

The Presiding Officer (Mayor)

- States the motion;
- Calls for any further discussion or debate; and
- Restates the motion and puts the motion to a vote.

The City Clerk

- Records the vote.

9.07 Making a Motion

Under parliamentary procedure, there are three steps required to bring a motion before the Council for its consideration:

- A Councilmember makes a motion;
- Another Councilmember seconds the motion, and
- The chair states the motion.

Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order*, a member must obtain the floor to make a motion. Once the chair recognizes a Councilmember, the individual makes the motion by saying, "I move that..." or "I move to..." and announces the proposal.

Councilmembers should attempt as much as possible to state motions in the positive form--- that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Councilmembers, but also for staff and citizens.

If a proposal has only minimal support, a Councilmember might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

9.08 Seconding a Motion

After a motion is made, and if it requires a second, another Councilmember who wishes to see the motion considered says, without obtaining the floor, "I second the motion," or simply, "Second." A second implies that the Councilmember agrees that the motion should come before the meeting, not necessarily that the member favors it. If another member of the Council does not second the motion, the chair normally asks, "Is there a second to the motion?" If there is no second, the chair should say, "Since there is no second, the motion is not before this meeting." If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Council makes a motion, no person shall address the Council without first securing the permission of the Mayor or Council to do so.

9.09 Stating the Question

Under parliamentary procedure, making and seconding a motion does not put it before the Council for consideration. This can be done only by the Chair. The Chair repeats the motion and indicates that the motion is open for debate by stating: "It has been moved and seconded that ... Is there any discussion?"

Right to Withdraw or Modify a Motion

Until the Chair states the question, the maker has the right to modify or withdraw the motion. After the Chair states the motion, however, it can be withdrawn only with the Council's consent. If any objection is made, it will be necessary to obtain leave to withdraw by a motion for that purpose. When a motion is withdrawn, the effect is the same as if it had never been made.

Pending Motions

After the Chair states a motion, it is said to be *pending*. When several motions are pending, the last one stated by the chair, and the first to be disposed of, is called the *immediately pending question*. Thereafter, other pending motions are considered in descending order of rank.

9.10 Amendment of the Main Motion

When the main motion does not exactly suit the members of the Council, it may be changed by means of amendment *before* it is finally voted upon. Once recognized by the chair, a Councilmember may make the motion to amend by stating, "I move to amend the motion by..." ---adding, striking out, inserting, or substituting. An amendment to the main motion requires a second; it is debatable, requires a majority vote, and must be germane---that is, closely related to or having bearing on the subject of the motion to be amended. If the motion on the amendment passes, the chair puts the main motion, as amended, to a vote. If the motion on the amendment fails, the chair puts the main motion, as originally presented, to a vote.

The Councilmember, who offers the motion, *until it is stated by the Chair*, can modify the motion, or withdraw it entirely. After the Chair states the motion, the Councilmember can do not modify or withdraw the motion without the consent of the body (majority). For example, the mover may state, "With the consent of the Council I will modify my motion to state as follows..." If no one objects, it shall be deemed that they have the consent of the Council to modify their motion. When the mover modifies their motion, the one who seconds it can withdraw their second.

9.11 Postponement of Business

Postpone to a Time Certain

Council may delay action on a pending question by making a motion to postpone the item either indefinitely or to a certain time. This motion can be made regardless of how much debate has taken place. The question may be postponed either so that it may be considered at a more convenient time or because debate has shown reasons for delaying a decision.

Postpone Indefinitely

Council may decline to take a position on a pending question by moving to postpone the item indefinitely. Voting to postpone indefinitely kills the main motion and avoids a direct vote on the question. This motion is useful for disposing of a badly expressed main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Table

Commonly misused in place of a motion to postpone, Council may lay the pending question aside temporarily when some other issue of immediate urgency has arisen. *Lay on the Table* is out of order if the evident intent is to kill or avoid dealing with an item. This motion requires a majority vote and halts consideration of a question immediately and without debate. After a

question is laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and when no other question is pending.

9.12 Voting Procedures

Each Councilmember votes on all questions put to the Council, unless a conflict of interest under State law or an appearance of fairness question is present. Unless a member of the Council states that they are not voting, their silence will be recorded as an affirmative vote.

If it is determined by majority vote of the Council as a whole, plus one, that a Councilmember has a conflict of interest under State law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Council, then the member determined to have the conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member or members requests additional time prior to the challenge having been voted on by the Council in order for the Councilmember to present further information to the Council, then the Council's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the Council, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the Council shall make its determination as provided above. When the debate appears to be over and if no one indicates a desire to continue discussion, the chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

Only those ordinances, resolutions, or motions that receive an affirmative vote by the majority of the present and voting members of the Council who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law. Pursuant to state law, any ordinance or resolution granting or revoking a franchise or license for authorizing the payment of money shall require an affirmative vote of at least a majority of the whole membership of the Council. In order for an ordinance to take effect immediately, rather than five days after its publication, the ordinance must receive an affirmative vote of a majority plus one of the whole membership of the Council, and designate that the ordinance is a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace. Such emergency ordinance may not levy taxes, grant, renew or extend a franchise, or authorize the borrowing of money.

A conflict of interest is declared whenever appropriate and in compliance with state law. The affected Councilmember will not participate in the discussion and will abstain from the voting process by leaving the Council Chambers until such time as consideration of the item has been concluded.

Affirmative Vote

Affirmative votes will be cast in an audible tone. Unless a member of the Council states that they are not voting, their silence will be recorded as an affirmative vote.

Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring their abstention, they state the reason.

Tie Vote

A tie vote results in a failed motion. The presiding officer may publicly explain the effect of the tie vote for the benefit of the audience.

Reconsideration

Reconsideration of an item may occur by a majority vote of the Council. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

9.13 Right of Protest

A Councilmember is never required to state reasons for a dissenting vote; provided, however, that any member of the Council shall have the right to have the reasons for their dissent from, or protest against, any action of the Council entered on the minutes.

9.14 Parliamentarian

The Mayor, or in the absence of the Mayor, the Deputy Mayor, shall serve as parliamentarian for the Council and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order, Revised*. Before deciding any question of parliamentary procedure, the Mayor may request advice from the City Attorney or designee. In cases where serious errors in procedure are used or contemplated, the City Attorney should give advice even when it has not been requested.

CHAPTER 10

Miscellaneous Council Policies

10.01 Guidelines for Use of Washington Center

The City periodically makes the Washington Center available free of charge for events in which the City has a major interest, with the following conditions:

The City has two free days available each year at the Washington Center. One freeday is designated for City use, and one free day is designated for non-profit use. If the City decides not to sponsor an event, the second free day could be offered to a non-profit agency/organization.

1. The City accepts applications from January through July to request a free day in a subsequent year. For example, to reserve a date in 2004, an application should be submitted between January and July of 2003.
2. The requesting group must be non-profit in nature.
3. Use of the Center for the event does not occur more frequently than once each year.
4. No group will receive the use of the City's free day on an annual basis, unless no other eligible applications are received by the deadline.
5. The event may be used for fund-raising purposes if approved by the Lacey Council (funds raised in this way would be through admission charges, donation solicitation, or fee assessment).
6. The City determines there is general community interest in the proposed event.
7. The City determines that the activity constitutes a public use that the City is authorized to sponsor.
8. The City will receive formal recognition for its sponsorship, i.e. an announcement during the event, or recognition on a program or flier.
9. The group or individual, using the Center, agrees to hold the City harmless for any claims resulting from use of the Center.
10. Applicant must be willing to meet or comply with all Washington Center rules, regulations, and policies.
11. Applicant agrees to report attendance, participation rate, and other appropriate details in writing.

Procedure

1. Applicant must complete an *Application for Use of the Washington Center* form and return it to the City Manager's office for processing.
2. City Manager's staff will contact the Washington Center to confirm availability of the date requested.
3. The request will be forwarded to the Community Relations and Public Affairs Committee for consideration. Their recommendation will be presented to the full Council for approval.
4. City Manager's staff will notify the Washington Center and applicant of the Council's decision.

(Refer to Attachment 10.01A – Application for Use of the Washington Center.)

10.02 Waiver of Building Permit and Construction Related Fees

The purpose of this policy is to set forth specific requirements, parameters, and processes wherein the City Manager or his/her designee is authorized to waive specified building-related fees to assist low-income families with home ownership and to mitigate construction-related expenses for the Lacey Boys and Girls Club.

The Lacey Council finds that home ownership by low-income people benefits the general welfare of the City and its citizens. The Council also finds that waiving the payment of certain building fees will assist low-income families in owning a home. Further, the Council determined it will be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

On October 13, 2005, Council passed Ordinance 1248 creating a policy to waive building, plumbing, electrical, and mechanical permit fees, and, water meter, water construction, traffic mitigation, and plan check fees for low-income home construction projects when all of the following provisions apply:

1. The single family residential structure is to be owned and occupied by a qualifying low-income family;
2. The single-family residential structure is located within the City limits;
3. The single-family residential structure meets all building code requirements;
4. A qualified and experienced non-profit 501.C.3 organization sponsors, coordinates, and constructs the low-income single-family residential structure; and
5. The non-profit organization has a track-record, capacity, qualifying requirements, established policies and procedures, and a program of home construction for low-

income families very similar or equivalent to that offered through the Habitat for Humanity organization.

The Council herein finds that Habitat for Humanity, a non-profit 501.C.3 corporation, has a long-standing, positive record and an innovative, effective, and successful program of enabling home ownership for low-income families. The Council further finds that Habitat for Humanity low-income housing projects meet the requirements of this policy and qualify for waiver of the above referenced fees, unless otherwise determined by the City Manager.

On January 27, 2011, the Council approved Ordinance 1362 relating to the provision of services to youth of the community and providing a waiver of certain fees for construction of facilities by the Lacey Boys and Girls Club. The Council therein determined it to be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

Procedure:

1. Habitat for Humanity, the Lacey Boys and Girls Club, or other qualifying organization, submit to the Lacey City Manager a written request for a waiver of fees. The request must include a thorough response to the above provisions, including the location of the project, an estimated timeframe for construction, and the name, e-mail, and telephone number of the person responsible for the project.
2. The waiver of fees does not remove responsibility for obtaining all building and related construction permits and associated inspection services. Habitat for Humanity, the Lacey Boys and Girls Club, or other qualifying organizations, are responsible for obtaining appropriate permits and inspections.
3. The City Manager makes arrangements through Habitat for Humanity, or other qualifying organization, for reimbursement of waived City fees if the home is sold within five years of construction or other time frame consistent with that established by Habitat for Humanity policy.
4. The City Manager is authorized to approve the fee waiver provided all requirements for eligibility are met. The City Manager notifies all involved departments of said waiver.
5. The City Manager notifies the Mayor and Council of a fee waiver and shall include a copy of the request for waiver with such notification.

(Refer to Attachment 10.02A – Ordinance 1248 and Attachment 10.02B – Ordinance 1362.)

10.03 Public Art Policy

The purpose of this policy is to provide a process for selecting and installing public artwork that defines City boundaries and entryways; creates a sense of community identity and

character; reflects the City's history, heritage, values, and culture; makes the community more livable and enjoyable; and, celebrates the value, benefit, and contribution of art to our society.

The City will periodically acquire pieces of art to enrich our community, promote art appreciation, and enhance the aesthetics of our City. The Council retains final authority on the selection and placement of all art to be located in public rights-of-way and city-owned properties within Lacey. It is the intent of this policy that all art placed in the public rights-of-way, or placed on City-owned property be tasteful, non-controversial, and non-offensive.

Public art will be funded in part through revenue generated from an annual one dollar (\$1.00) per capita set-aside as outlined in Resolution 1105. Additionally, funds are to be budgeted in accordance with Lacey Ordinance 1022, which provides that *all appropriations for city construction projects visible and useable by the public, except street and utility projects, which appropriations exceed \$500,000 shall include an amount equal to one-fourth of 1% of the estimated construction cost of such project for works of art.*

1. Selections of public art should accomplish one or more of the following objectives:
 - a. Define City boundaries or entryways into the community
 - b. Create a sense of community, identity, and character
 - c. Reflect Lacey's history, heritage, community values and culture
 - d. Provide interactive opportunities for the general public
 - e. Provide a pleasing living, working, and playing environment
 - f. Enhance economic development and attract visitors
 - g. Provide sustainable maintenance and operation costs
 - h. Create opportunities for civic engagement
 - i. Evoke a sense of fun
2. Themes for public art should reflect one or more of the following ideas:
 - a. The natural beauty of the City as reflected in its trees and lakes
 - b. A history of our community as reflected in historic buildings, founding families, and events of historical significance
 - c. The importance of family and youth in our community
 - d. Northwest artifacts, symbols and signs, including Native American Art, salmon, orcas, fishing, and timber
 - e. Historic reproduction lighting, ornamental poles, landscape furnishings, entry signs, park signs, clocks, bell towers, and fountains
 - f. The rich diversity of the community
 - g. Exceptional military service or the community's military connection

3. Public art should be placed at the following locations to compliment or enhance the surroundings:
 - a. Medians on arterial streets identifying entrances into the City
 - b. Activity hubs such as business districts, commerce centers, and residential areas
 - c. Roundabouts or traffic devices to compliment or enhance the natural landscaping of trees, shrubbery and bushes
 - d. City-owned civic buildings and grounds, such as City Hall, the Community Center, the Lacey Timberland Regional Library, the Lacey Child Care Center, and the Virgil S. Clarkson Senior Center
 - e. Lacey parks, trails, and publicly owned spaces
 - f. Utility structures maintained by the City to include, but not limited to, utility boxes, poles, sidewalks, and maintenance hole covers

Procedure:

1. City staff maintain a catalogue existing art pieces, which identify the artist, the location of the art piece and the purchase cost. The catalogue includes a map representing the locations of existing pieces.
2. City staff maintain a map representing the locations of existing art pieces.
3. City staff develop a list identifying locations to place art pieces over a six-year period and provide revisions to the list as pieces of art are completed.
4. The City solicits for art pieces pursuant to City purchasing policies. The Community Relations Committee performs the initial review on solicitations and recommend art pieces for approval by the Council.
5. The Council review and approve the final purchase and placement of the art installation.

(Refer to Attachment 10.03A – Ordinance 1022, Resolution 1105.)

10.04 Water Utility System

The purpose of this policy is to manage the City's water resources in a manner which protects environmental quality, provides for the public health, protects fish and other aquatic habitat, provides for a vibrant local economy, and accounts for anticipated growth mandated by the State Growth Management Act.

In response to limited water resources and despite the City's efforts described below, the Lacey Council passed Resolution No. 917 on December 21, 2006, creating policies limiting the availability of water for future water customers. To address limited water resources, the City's previously:

1. Set goals for reducing per capita water usage by adopting a tiered water rate schedule, mandating limitations on summer watering schedules, providing for the use of

reclaimed water, providing water conservation services and water audits to its customers and establishing a leak detection program.

2. Promoted water quality by acquiring land along the Woodland Creek corridor, consistently expending funds for habitat enhancement along Woodland Creek.
3. Entered into a lengthy process to eliminate untreated discharges of stormwater into service water bodies within the City's jurisdiction.
4. Adopted a low impact development ordinance and engaging in other activities designed to enhance water quality and salmon restoration.
5. Participated actively in the preparation and implementation of the WRIA 11 Nisqually River Watershed Management Plan and the planning efforts of the WRIA 13 Deschutes River Watershed Management Plan.
6. Partnered with LOTT Alliance for a Water Conservation Coordination Plan.
7. Supported the efforts of the interjurisdictional Stream Team and Project Green.
8. Cooperated with the City of Olympia for joint mitigation of potential impacts of water supply production.
9. Filed applications with the Washington State Department of Ecology for additional water rights and water right transfer.
10. Engaged jointly with the Cities of Olympia and Tumwater in an attempt to acquire and transfer for municipal use existing water rights formerly held by the Brewery located in the City of Tumwater.
11. Secured over one-half of its existing water rights by purchase from private parties with and adjacent to the City's water service area, however, the availability of additional rights to purchase is nearly exhausted.

Since the City was unable to secure water rights and water to provide for the health and safety of an expanding population mandated by the Washington State Growth Management Act, the Council instituted the following policies limiting the availability of water for future water customers:

1. The City shall only commit to future water services pursuant to Subsection B of this Section; provided, however, water services to properties located within the City shall be provided if both water rights and water production is available at the time that buildings located upon such properties are connected to the City's system.
2. Commitments for future water services shall be made by the City only if one of the following conditions applies:

- a. Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the State Department of Ecology.
 - b. The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.
 - c. The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by State law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store, distribute, and convey such reclaimed water from LOTT reclaimed water facilities to the development.
3. The City Manager is authorized to enter into such agreements as may be necessary pursuant to the Coordinated Water System Plan for Thurston County for providing of temporary water service by other public water purveyors or water purveyors meeting the requirements of the Washington State Department of Health and regulated by the Washington State Utilities and Transportation Commission to properties which are located within the City's service area but cannot currently be served by the City under the policies adopted.

(Refer to Attachment 10.04A – Resolution 917.)

10.05 Spirit of Lacey Award

The Spirit of Lacey Award program provides the Council a formalized means of recognizing individuals, organizations, and businesses who make significant contributions to the betterment of the greater community, or, whose acts of heroism, courage, selflessness, or exceptional volunteerism are worthy of special recognition.

Eligibility

1. Individuals
2. Organizations – private, public, and not-for-profit
3. Businesses

Criteria

1. Exceptional contributions that promote the betterment of the community (e.g. long-term extraordinary individual or group volunteerism that meets a special need in the community or provides a service not otherwise provided)

2. Actions that provide long-term value and benefit for future generations (e.g. initiating a major new program with broad community-wide benefit and that fills a critical need)
3. Acts of heroism and selflessness (e.g. saving a life, by risking one's own life)
4. Exceptional environmental stewardship (e.g. a major land donation that protects and preserves sensitive environmental property)
5. Extraordinary generosity or investment in the community (e.g. a major cash or land donation valued that helps address an important community need and enhances the overall community)

Frequency

1. As merited

Note: The *Spirit of Lacey Award* recognizes 'exceptional' and 'out-of-the-ordinary' contributions to the community. It is intended to be awarded sparingly and on a limited basis so as not to diminish its significance and the extraordinary contributions of recipients.

Nomination Process

1. Nominations can be made by submitting a nomination form in writing at any time to the Council Community Relations Committee, 420 College Street, Lacey, WA, 98509, or via e-mail to council@ci.lacey.wa.us. Individuals, businesses, and organizations are welcome to submit nominations. Nomination forms should document in detail the significant and extraordinary contributions of the proposed recipient.
2. Information about the *Spirit of Lacey Award*, including this program outline, is available on the City's website for general public access and to encourage submittal of nominations.

Selection Process

1. The Lacey Council Community Relations Committee schedules time at a regularly scheduled meeting to determine if there are any businesses, individuals, or organizations that qualify for the *Spirit of Lacey Award*.
2. Nominations received during the course of the year will be considered along with other recommendations, if any.
3. The Community Relations Committee reviews and deliberates on the merits of each nomination utilizing the criteria and principles established herein.
 - a. If the Committee determines the nomination meets the criteria, their recommendation will be forwarded to the Council with documentation supporting

the exceptional actions or extraordinary contributions of the individual, business, or organization.

- b. If the Committee determines the nomination does not meet the criteria, the nomination will not be forwarded to the Council. For those that are not forwarded to the Council, the Committee will determine the appropriate level of recognition and acknowledgment based on the information received as part of the Spirit of Lacey nomination process.

Award and Presentation:

1. *Spirit of Lacey Awards* will be presented to recipients by the Mayor at regularly scheduled and televised Council meetings.



2. Recipients of the Award will be acknowledged on the City's official website provided permission is granted.

Historical Record:

1. A record of all *Spirit of Lacey Award* recipients will be maintained by the City Manager's Office and will be made available to the Community Relations Committee as a means of ensuring nominations meet the high standard of exceptional and extra-ordinary contribution to the community.

(Refer to Attachment 10.05A – Spirit of Lacey Award Nomination Form)

10.06 Annexation Policy

The Annexation policy serves as the framework from which specific annexation requests can be reviewed and evaluated.

Guiding Principles

1. The City ensures that annexations are processed in accordance with State annexation laws in a timely and efficient manner.
2. The City insures that annexations include the participation of the annexation area residents through either the petition or election methods of annexation.

3. The City collaborates on annexations with affected jurisdictions in order to accomplish an orderly transfer of contiguous lands within the urban growth area into the City (county wide policy).

Process and Review Criteria

The City utilizes standard criteria, empirical data, and best practices to evaluate annexation requests to ensure they best meet the service delivery, health and safety, quality of life, financial goals, and policies of the City.

1. The City evaluates all annexations on the basis of their short and long-term community impact. Prior to annexation, the City will perform a study of the annexation area as suggested in the MRSC annexation handbook, which at a minimum, includes the following information:
 - a. Statistical data
 - b. Maps
 - c. Existing public services, level of service, and cost
 - d. Crime statistics
 - e. Roadway condition analysis
 - f. Traffic management deficiencies
 - g. Capital improvement requirements
 - h. Utility assessment
 - i. Water, wastewater, and storm water system assessment
 - j. Environmental assessment
 - k. Urban service needs
 - l. Service requirement costs
 - m. Estimated revenues
 - n. Social and economic characteristics
 - o. Impact on existing inter-local agreements
 - p. Special issues, if any
 - q. Amount of bonded indebtedness to be assumed by the annexation area.
2. The City considers expanding or contracting the area of a proposed annexation when such an expansion or contraction would serve to make City boundaries more regular, where the area to be served is a logical extension of City service capabilities, or where the best interests of the city are an overriding consideration.
3. Annexation of land should be directly dependent upon the City's ability to provide, acquire, operate and maintain services for public works (streets, stormwater, water, and sewer), police protection, parks and recreation, code enforcement, and related municipal services. Annexation should be considered only after the City is satisfied that these services a) can be made available in a manner cost effective to the City, b) are not detrimental to existing services provided Lacey residents, and, c) the annexation is in the best interest of the City.

4. Private streets, facilities, and/or utilities located in an annexation area will not be assumed by the City as a result of annexation unless requested and the private streets, facilities and/or utilities meet the City's current standards for construction and maintenance and, it is in the interest of the City to assume this additional responsibility.
5. An area proposed for annexation will assume its prorated share of the City's bonded indebtedness existing at the time of annexation.
6. The City evaluates proposed annexations based on the following criteria:
 - a. The ability of the City to provide public services at a level equal to or better than that available from current service providers;
 - b. The ability of the City to provide public services at the City's current levels of service;
 - c. Whether the annexation will cause a financial burden or a reduction in level of service to the City or existing citizens;
 - d. Whether the annexation would eliminate an unincorporated island or could be expanded to eliminate an unincorporated island(s);
 - e. Whether the annexation would follow logical boundaries, such as streets, subdivisions, waterways, or substantial topographic changes;
 - f. Whether the annexation would eliminate an irregularity or irregularities in the City's boundaries, thereby improving service delivery;
 - g. The relative costs and affordability to serve the proposed annexation versus the revenue to be derived from annexation;
 - h. The proposed annexation is consistent with the Growth Management Act and the adopted Comprehensive Plan; and
 - i. The capital cost and affordability to the City of making required infrastructure improvements and/or addressing infrastructure deficiencies.
7. In order to accomplish the above, the City will support the following annexation procedures:
 - a. The City Manager designates the Community Development Department and/or other staff to perform the following:
 - i. Receive and process annexation requests.
 - ii. Furnish the public and City officials with annexation procedure information
 - iii. Coordinate the preparation of annexation studies, technical studies and assessments on the impacts from annexation
 - b. The City reviews the zoning of the annexation area to ensure consistency with the adopted comprehensive plan. The annexation request will be referred to the Planning Commission if a comprehensive plan amendment or rezone is warranted.
 - c. Prior to any annexation, the City confers with affected special districts and other jurisdictions to assess the impact of annexation.

- d. The City should follow the provisions of [RCW Chapter 35A.13](#) regarding its relationship to water districts when annexation takes place.
- e. The City creates, updates, refines, and maintains a City annexation brochure and other informational resources relating to annexation.
- f. The City develops a standardized matrix and evaluation process for conducting fiscal feasibility studies to determine the economic impact of proposed annexations.
- g. The City develops a priority list of annexations based on the development potential of land within the planning area and the “squaring” up of boundaries for service enhancement. Annexations processed at the request of property owners will be prioritized as they are received.

Utilities

The City should support the extension of City utilities into the unincorporated Urban Growth Area, provided the utilities extension meets City standards, is consistent with current City utility policies, and the residents to be served commit to annexation into the City when the City deems annexation is appropriate.

1. Unincorporated, undeveloped land which is immediately adjacent to the City boundary should be required to annex to the City at the time development is proposed in order to receive the full range of urban services. Provided, the policies and requirements of this document are satisfactorily met.
2. Unincorporated and undeveloped land, which is located within the Urban Growth Area but is not adjacent to the City boundary and is not practical to annex at the time of development may be developed subject to compliance with the Comprehensive Plan and implementation ordinances, standards and guidelines. Connection to utilities should not occur unless public improvements are constructed to City standards and the properties served commit to annexation into the City when the City deems annexation is appropriate.
3. Until adequate water rights are obtained as determined by the City, annexation of undeveloped properties will be considered only if the terms of Resolution 917 are met, summarized below: (Resolution 917)
 - a. Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the Department of Ecology.
 - b. The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.

- c. The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by state law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store, distribute and convey such reclaimed water from LOTT reclaimed water facilities to the development.
- 4. The City may, by Council approval, coordinate the extension of City utilities and services to developed and undeveloped properties to encourage and guide needed and desirable urban growth, provided that (Resolution 541):
 - a. The owners of lands to be served by such water and/or sewer service agree to participate financially by formation of local improvement district or other means, to the extent and in the manner agreeable to the City, in capital improvements taking or projected to take place.
 - b. The area and property owners served by water and/or sewer are subject to a contractual arrangement wherein it is agreed all utility improvements meet City standards and residents of the area agree to annex to the City at such time the City deems appropriate.
 - c. The owners of lands to be served by such water and/or sewer service, provide when requested by Local Improvement District or other non-City funds, specified water and/or sewer supply, transmission, distribution and storage facilities, intertied with City systems. Ownership and control of such facilities shall be transferred to the City following construction, inspection and acceptance.

Inter-local Agreements

- 1. The City where appropriate, collaborates with adjacent jurisdictions in the creation of inter-local agreements to provide technical and financial support for the extension and improvement of public services and facilities within in the City's Urban Growth Area.
- 2. The City supports the Memorandum of Understanding between the Lacey, Olympia Tumwater and Thurston County relating to Urban Growth Area Zoning and Development Standards establishing uniform adoption and implementation of comprehensive plan, zoning and development standards within the Urban Growth Boundary.

The City participates in the planning for areas outside its boundaries but within its urban growth area to ensure that land uses are compatible with the City and Thurston County Land Use Plan for the Lacey Urban Growth Area, goals, policies and land use designations.

10.07 Interlocal Agreements Approval Process

Policy

The following policy is established for Interlocal Agreements approved by the Lacey Council.

Definition

Interlocal Agreements are authorized through the Interlocal Cooperation Act, Chapter 39.34 RCW. The act provides for public agencies to contract with one or more other public agencies to perform governmental activities or services which each agency is authorized by law to perform individually. This means a city may contract with another city, the county, a special purpose district, or an agency of the state or federal government.

Procedure

1. Determine classification category for the interlocal agreement.
 - a. Routine
 - i. Any Interlocal Agreement that requires a City commitment of equal to or less than \$25,000; or
 - ii. Any agreement previously established that is set for renewal or amendment that does not include any significant language changes or increase in level of City support.
 - b. Substantial or Significantly Modified
 - i. Any Interlocal Agreement that requires a City commitment of more than \$25,000; or
 - ii. Any agreement previously established that is set for renewal or amendment that **includes** significant language changes or increase in level of City support.
2. Each category must follow its respective approval process for Interlocal Agreements.
 - a. Routine Category
 - i. The City Manager is authorized to execute Interlocal Agreements categorized as "Routine."
 - ii. The City Manager will report on approved Routine Interlocal Agreements during the City Manager's Report.
 - b. Substantial or Significant Category
 - i. Any Interlocal Agreement categorized as "Substantial" or "Significantly Modified" should be presented to the respective Council Committee.

- ii. After committee review, the Interlocal Agreement should then be forwarded to the full Council for consideration.

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Attachment 3
Recommended Changes to the
Lacey City Council Policies-Procedures Manual
EDITS VISIBLE

Lacey City Council

Policies and Procedures Manual

Draft Update: August 2021



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LACEY CITY COUNCIL POLICIES-PROCEDURES MANUAL

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FOREWORD

The Council Policies-Procedures Manual provides a standardized process for implementing current and new Council practices, procedures and policies. The intent is to provide a comprehensive resource book for City Council actions and practices.

Copies of the document are available in the Council Workroom and posted on the City City of Lacey's website at www.ci.lacey.wa.us.

The appropriate Council Committee (or Committees) will review amendments or additions to the Council Policies-Procedures Manual, as needed. Committees may forward amendments or additions to the Council Policies-Procedures Manual to a regular council meetings for action or to a Council Worksession or additional committee meeting for further review. All amendments or additions to the Council Policies-Procedures Manual will be adopted by Lacey Council Resolution.

~~The General Government Committee will review and revise the Council Policies Procedures Manual annually, or as needed.~~

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Lacey ~~City Council~~ Council Policies-Procedures Manual

Approved: June 9, 2011

Amended: May 9, 2013

June 25, 2015

May 12, 2016

July 28, 2016

August 23, 2018

September 13, 2018

November 1, 2018

March 14, 2019

June 25, 2020

November 2, 2020

January 21, 2021

March 18, 2021

May 20, 2021

June 17, 2021

Month XX, 2021 (placeholder for possible adoption)

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CHAPTER 1

Introduction and Overview

Municipal Code City

The City ~~of Lacey ("City") of Lacey~~ was incorporated in December 1966 and is designated as an optional municipal code city. The optional municipal code, [RCW 35A](#), was devised as an alternative to the existing statutory system of municipal government in Washington. The basic objective of the code was to increase the abilities of cities to cope with complex urban problems provided by broad statutory home rule authority in matters of local concern to all municipalities, regardless of population.

Under the optional municipal code, cities may take any action on matters of local concern so long as that action is neither prohibited by the State Constitution nor in conflict with the general law of the state. The powers granted to code cities includes all the powers granted to any other class of city in any existing or future legislative enactment, unless the legislature specifically makes a statute inapplicable to code cities.

City of Lacey City Mission Statement

The City has adopted a Mission Statement that guides the actions of the organization, defines the City's overall goals, provides a sense of direction and purpose, and guides decision-making.

*Quality Service
Community Leadership
Innovation in Local Government*

"Our mission is to enrich the quality of life in Lacey for all our citizens... to build an attractive, inviting and secure community. We pledge to work in partnership with our residents to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment."

City of Lacey City Vision Themes

In 1990, the ~~City of Lacey City~~ developed eight guiding themes to implement the City's vision.

- *• Environmental Stewardship
- *• A Vibrant Place to Live, Work and Play
- *• Coordinated and Collaborative Planning
- *• Excellence in Programs and Services
- *• An Engaged Community
- *• Quality Transportation and Utility Infrastructure
- *• A Safe and Secure Community
- *• Financial Stewardship and Accountability

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Organizational Values

The ~~City of Lacey~~City has adopted a set of core values that guide the organization, its behavior, beliefs and performance.

- *• Integrity
- *• Productivity
- *• Stewardship
- *• Empathy
- *• Leadership
- *• Collaboration
- *• Service
- *• Professionalism
- *• Innovation
- *• Diversity
- *• Accountability
- *• Honesty

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1.01 Council Manager Form of Government

The ~~City of Lacey~~City is a Council-Manager form of government ([RCW 35A.13](#)). The ~~City City Council~~Council ("Council") is the elected governing body of the City. The ~~City~~Council is comprised of seven members elected at large by its citizens, each serving four year staggered terms. The ~~City Council~~Council is a non-partisan body and represents all residents within city limits. In a Council/Manager form of government, all legislative and policy-making powers are vested in the ~~City Council~~Council. Councilmember's act as the City's legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees.

By statute, the Council selects the Mayor ~~is selected by the City Council~~ from among its members. The Mayor's responsibilities are primarily to preside at council meetings, and act as head of the City for ceremonial purposes and for purposes of military law. The Mayor votes as a councilmember and does not have any veto power. ~~The Mayor and Deputy Mayor are elected by their Council peers every two years.~~ The Council elects a Mayor and Deputy Mayor every two years.

The Council appoints a professionally-trained and experienced public administrator, the City Manager, who implements the goals, policies and vision of the ~~City Council~~Council as chief administrative officer of the City.

1.02 Interpersonal Standards, Protocols, and Ground Rules

The ~~City Council~~Council values a positive and productive working relationship amongst itself and with neighboring colleagues, City staff, and the ~~general public~~public. Toward that end, the ~~Council~~Council ~~has~~ adopted a set of interpersonal standards, operating protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

- * Always conduct oneself in a professional, courteous, and respectful manner.
- * Never compromise your personal integrity or the honor and good faith of the City.
- * Do not criticize in public. ~~i~~Issues should be addressed in private when possible.
- * Listen attentively. ~~a~~Avoid interrupting. ~~b~~Be respectful, even with those you disagree.
- * Do not act as a committee of one. ~~g~~Governing a city requires a team effort.
- * Remember, we represent all of the people, not a select few interests.
- * Arrive on time. ~~b~~Be prepared for meetings. ~~r~~Read and study your materials.
- * Avoid engaging in debates with the public or individual citizens.
- * Avoid texting, e-mailing, making or receiving calls during meetings.
- * Strive for consensus as an operating goal.
- * Always be respectful of one another, the public, city staff.
- * Be open, honest and diplomatic when communicating.
- * Accept constructive input and feedback.
- * Return calls and respond to inquiries in a timely manner.
- * ~~Don't~~Do not spring surprises on colleagues and staff, especially at formal meetings – notify others of issues and concerns ahead of time.
- * Respect and support decisions of the majority of Council.
- * Make decisions on the basis of public policy and be consistent.
- * ~~Don't~~Do not be misled by the strong demands of special interest groups – find the long term public interest of the community as a whole.
- * ~~Don't~~Do not rush to judgment. ~~s~~Seek out the facts before drawing quick conclusions.
- * ~~Don't~~Do not give quick answers when you are not sure.
- * ~~Don't~~Do not make promises you cannot deliver. ~~m~~Many decisions and actions require the approval of the governing body or must be consistent with adopted policy.
- * Be respectful of differences. ~~a~~Accept disagreements. ~~v~~Vote and move on.
- * Participate in official meetings with the dignity and decorum fitting of those who hold a position of public trust.
- * ~~Don't~~Do not be afraid to ask questions. ~~i~~It is one of the best ways to learn.
- * Vote yes or no on motions. ~~Don't~~Do not abstain, except when you have a conflict of interest.
- * Respect the letter and the intent of the open meetings law.
- * ~~Don't~~Do not bypass the system. Stick to policy and avoid personal involvement in the day-to-day operations of the City.
- * Be friendly and deal effectively with the news media. ~~m~~Make sure what you say is what you mean.
- * Know your neighbors. ~~g~~Get to know the officials of neighboring jurisdictions.
- * Never allow conflicts of interest to arise between your public duties and your private interests.

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- Do not personally criticize other Council members who vote against or disagree with you.

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1.03 Overview of Key City Documents

The following is a summary of some of the key documents that establish ~~City Council~~Council direction. Many other laws, regulations, plans and documents bind the ~~City Council~~Council to specific actions and practices.

~~Lacey Municipal Code (LMC)~~Lacey Municipal Code (LMC)

The municipal code contains laws and regulations adopted by ordinances. LMC Chapter 2-56, Administration ~~&—and~~ Personnel, defines the role of Mayor, Deputy Mayor and Councilmembers, and describes the organization of ~~City Council~~Council meetings, and responsibilities and appointment of City staff positions and advisory boards and commissions. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues. The municipal code is available in the Council workroom, and on the City's website at www.ci.lacey.wa.us (Lacey Municipal Code).

Personnel Policies and Procedures Handbook

The Personnel Policies and Procedures Handbook provide operating rules and requirements for employees, including compensation, benefits, hiring, and supervision. A copy of the Personnel Policies and Procedures Handbook is located in the Council workroom.

Revised Code of Washington (RCW)

State laws contain many requirements for the operation of city government and the administration of meetings of ~~city council~~Councils throughout the state. The ~~City of Lacey~~City is a Code City and is governed by [RCW 35.A.13](#). The [Washington Administrative Code](#) (WAC) outlines procedures for implementing state laws set forth in the RCW. Copies of both the RCW and WAC are available ~~in the City Hall Council/Staff Reference Library~~online.

Annual Budget

The annual budget promotes fiscal prudence while maintaining all service levels, and funding for important capital improvement projects. The budget is the foundation, upon which the ~~City Council~~Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations. The City Manager prepares and submits a proposed budget to the Council ~~a proposed budget~~for ~~its~~ approval and adoption. The budget is available in the Council workroom and on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

Comprehensive Plan

State law mandates that each municipality develops and implements a Comprehensive Land Use Plan to address its long-range planning needs. Elements of the plan include land use, transportation, economic development, water, wastewater, parks, utilities, and housing. State law requires updates every six years, although sections of the plan may be revised more

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frequently, as needed. The Comprehensive Plan is located on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

Development Guidelines and Public Works Standards

This document is a supplement to the WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction as adopted by [LMC 14.20.10](#). While these infrastructure construction standards apply to all projects within the City limits, they are also intended to be used in applicable circumstances when the City's service areas, annexation areas or planning areas extend outside its City limits. These standards are minimum standards and are intended to assist, but not substitute for competent work by engineering and design professionals. Special conditions or environmental constraints may require a more stringent design than would normally be required under these ~~Standards~~ standards. The Development Guidelines and Public Works Standards are located on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

Six-Year Capital Improvement Plan

The Six-Year Capital Improvement Plan serves as a guide for determining priorities, planning, financing and constructing capital projects which improve the physical infrastructure, capital assets, or productive capacity of City services. A copy of the Capital Improvement Plan is located on the City's website at www.ci.lacey.wa.us (Reports & Plans- Library).

Comprehensive Emergency Management Plan (CEMP)

The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Mayor is called upon to declare the emergency, and the City coordinates emergency efforts with a regional county team. A copy of the plan is available through the City Clerk's office.

Shoreline Master Plan

The City's Shoreline Master Plan regulates the development and use of shorelines within City boundaries in compliance with [RCW 90.58](#). No land use, ~~or~~ water alterations, or development can occur within the jurisdiction of the Shoreline Management Act without first obtaining a permit. Permit processes and fees related to implementation of this Shoreline Master Program (SMP) are contained within the City's Development Guidelines and Public Works Standards. A draft of the Shoreline Master Plan is located on the City's website at www.ci.lacey.wa.us (Reports & Plans-Library).

CHAPTER 2

~~City Council~~Council: General Powers and Responsibilities

Overview

The powers of the ~~City Council~~Council are to be used for the benefit of the community and its residents to provide for the health, safety and general welfare of its citizens. The ~~City of Lacey~~City values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals, and commitment to customer service.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. Although the Mayor has additional ceremonial and presiding officer responsibilities, all members are equal when establishing policies, voting and performing their Council duties.

Policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority binds the Council to a course of action. Councilmember's should respect the decision of the majority and are expected to follow adopted Council rules, policies and protocols.

It is the City Manager's responsibility to ensure the policy of the Council is enacted. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

|

2.01 Eligibility for Office

In order to be eligible to hold elective office as a Councilmember, a citizen must be a registered voter of the City at the time of filing their declaration of candidacy and have been a resident of the City for a period of at least one year preceding the election ([RCW 35A.12.030](#)).

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2.02 Elections – Terms of ~~elective~~Elective officers~~Officers~~

The seven member Council is elected at biennial municipal elections by majority vote from the City at large. ~~They~~Elected Councilmembers serve four-year staggered terms. The Council is a non-partisan body and represents all residents within City limits ([RCW 35A.12.040](#)).

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2.03 Lacey ~~City Council~~Council: General Powers and Responsibilities

Council and Administration

Councilmember's act as the legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees ([RCW 35A.13.230](#)). The City Manager and staff ~~is—serve as~~ the executive/administrative branch. In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, members of ~~City Council~~Council refrain from becoming directly involved in the administrative activities of the City.

Except for the purpose of inquiry, the Council should communicate with City staff primarily through the City Manager, and neither the Council nor any committee member shall give orders to any staff member without the City Manager's authorization. The City Manager may choose to establish formal or informal norms for routine Council-staff interaction and staff support of Council committees. In addition, Council can fully and freely discuss with the City Manager in open session anything pertaining to appointments and removals of City staff and City affairs.

Non-Participation in Judicial Matters

The ~~City of Lacey~~City contracts for court services with the Thurston County Superior Court. The City Manager, ~~City Council~~Council and staff may not interfere with judicial processes or decisions. The ~~City Council~~Council has no policy direction over judicial matters.

Legislative Role of Councilmember's

Councilmembers serve important legislative roles in the Community. Councilmembers work to establish policy, enact local laws, appoint and supervise officials, decide appointments to boards and commissions, and call special elections, when necessary. Elements of these roles include:

*• Establish Policy

- Adopt goals and objectives
- Establish priorities for public services
- Approve/amend the operating and capital budgets
- Approve intergovernmental agreements and certain contracts
- Adopt resolutions

*• Enact Local Laws

- Adopt ordinances

*• Appoint and Supervise Officials

- Appoint City Manager ([RCW 35A.13.050](#))
- Evaluate performance of City Manager
- Appoint Hearings Examiner ([LMC 2.30.020](#))
- Establish advisory boards and commissions ([LMC 2.32](#), [2.42](#), [2.44](#), [2.46](#))
- Make appointments to advisory boards and commissions ([RCW 35A.13.080](#))
- Provide direction to advisory bodies

*• Decide Council appointments to Committees and Intergovernmental Boards and Commissions

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- Call *Special Elections* when necessary

Council's Role in the Community

Councilmembers serve several community support roles, which are:

- Provide Public-public Leadership
- Represent constituents to promote representative governance
- Mediate conflicting interests while building a consensus
- Communicate the City's vision and goals to constituents
- Represent the City's interest at regional, county, state and federal levels
- Decision MakingMake decisions
- Analyze problems/issues
- Review alternatives/solutions
- Determine best course of public policy

Representation on Council Committees

The Lacey ~~City Council~~Council ~~has~~ established six standing committees by City ordinance:

- Community Relations & Public Affairs Committee
- Finance & Economic Development Committee
- General Government & Public Safety Committee
- Land Use Committee
- Transportation Committee
- Utilities Committee

Three Councilmember's serve on each committee. The Mayor appoints committee members ~~, and are appointed by the Mayor~~ with the consent of Council. The committee elects a Chair ~~who The Chair of each committee is elected by its committee members, and~~ presides over the meetings. Each committee member has equal representation on their respective committee.

Council may vote to establish ad hoc committees. Ad hoc committees must follow Robert's Rules of Order. Council ad hoc committees are created by vote of the Council and consistent with Robert's Rules of Order.

Committee Recommendations

Council committee recommendations are presented to the full Council by the respective Committee Chair. ~~Normally, the~~ committee chair reports on committee recommendations during a regular Council ~~meeting~~Meeting under Standing General Committee Reports. If an item does not have a majority recommendation from the committee, or needs further discussion, it is forwarded to a Council ~~worksession~~Worksession.

Non-Committee Member Attendance at Committee Meetings

In compliance with the Open Public Meetings Act, if a fourth Councilmember decides to attend a committee meeting, he/she should notify the City Manager's office in a timely manner in

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order for the meeting to be noticed [to the public](#) appropriately. Where a fourth Councilmember attends, and proper public notice has not been provided, the fourth member should refrain from participating at the meeting and must sit in seating provided for the public.

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2.04 Role of Mayor and Deputy Mayor

~~The Mayor serves as Chair of the Council and presides over meetings of the Council. The Mayor retains The chair of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon him or her as Mayor, he or she shall continue to have~~ all the rights, privileges, and immunities of a member of the council. The Mayor ~~shall be recognized~~serves as the head of the City for ceremonial purposes and is recognized by the governor for purposes of military law. ~~He or she shall have~~The Mayor has no regular administrative duties- (~~RCW 35A.13.030~~RCW 35A.13.035; LMC 2.09.005).

The Council has authorized the Mayor to sign, on behalf of the Council, proclamations which are non-controversial in nature and comply with ~~Council~~Council policy on proclamations.

The Deputy Mayor ~~shall serve~~serves as Mayor in the absence of, or temporary disability of, the Mayor and ~~shall have~~has all the powers of the Mayor when serving. In addition to the powers conferred upon ~~him or her as the~~ Deputy Mayor, ~~he or she~~they shall continue to have all the rights, privileges and immunities of a member of the ~~Council~~Council (RCW 35A.13.035; LMC 2.09.005).

Biennially, at the first meeting of the New Year, the Council, by majority vote, shall choose a Mayor and a Deputy Mayor.

2.05 Incompatibility of Offices

There are certain restrictions on a Councilmember holding any other public office or employment within City government. [RCW 35A.12.030](#) provides that a Mayor or Councilmember cannot hold other public office or employment within City government unless permitted under the code of ethics for municipal officers ([RCW 42.23](#)). Councilmember's can serve as volunteer fire-fighters or reserve law enforcement officers if authorized by resolution by a two-thirds vote of the full [City Council](#).

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2.06 Election of Officers

Prior to the election of officers, all newly-elected members of Council will be administered the oath of office by the City Attorney or a judge. Once sworn in, the full Council will proceed with the election of officers ([RCW 35A.13.035](#)).

Procedure

1. If there is no sitting Mayor, prior to the election of the new ~~mayer~~ Mayor, ~~Council~~ Council ~~shall~~ nominates and elects an ~~interim~~ Interim Chair from among its members.
2. In such case, the ~~interim~~ Interim Chair ~~will~~ conducts the election of the Mayor.
3. The Interim Chair calls for nominations. ~~Nominations will be called for.~~
4. Each member of the Council ~~will be may permitted to~~ nominate one person. ~~N, and~~ nominations ~~will do~~ not require a second.
5. A nominee who wishes to decline the nomination ~~will~~ announces this at time of their nomination.
6. The Interim Chair closes nominations. ~~Nominations are then closed.~~
7. The Interim chair conducts the ~~e~~ Election ~~will be~~ by voice ballot for each candidate.
8. The City Clerk ~~will~~ records into the minutes of the meeting the manner in which each vote was cast.
9. A nominee must receive a majority vote of the members present in order to be elected.
10. The newly elected Mayor ~~will~~ chairs the nominations and election of the Deputy Mayor.
11. The Council follows ~~t~~ The same nomination and election process ~~will be followed to~~ elect the Deputy Mayor.

If the Mayor or Deputy Mayor resigns, the ~~City Council~~ Council ~~will~~ appoints a new Mayor or Deputy Mayor, following the same procedure.

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2.07 Absence of Mayor

In the absence of the Mayor, the Deputy Mayor shall perform the duties of the ~~mayor~~Mayor. In the absence of both the Mayor and Deputy Mayor, the Council ~~shall elects~~, by majority vote, ~~elect a chairperson~~Chair to preside over the meetings of the ~~Council~~Council, using the following procedure:

1. The senior Councilmember convenes the meeting and announces that the Mayor and Deputy Mayor have excused absences and will not be in attendance that evening.

*

2. The senior Councilmember announces ~~indicate~~ that the Council officially needs to select a chair to run the meeting and be authorized to sign any proclamations, resolutions, or ordinance to be acted on that evening.

*

3. The senior Councilmember ~~cCalls~~ for a nomination(s) from the ~~City Council~~Council. No second is required.

*

4. The senior Councilmember ~~cCalls~~ for a vote on the nomination(s) and announces the result.

*

*5. The Councilmember elected presides over the meeting.

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2.08 Council Attendance

At the beginning of each Council ~~meeting~~Meeting, the Mayor will excuse any Councilmember who has contacted the Mayor or City Manager's office prior to the meeting to notify them of their absence. A council position ~~shall~~ becomes vacant if a Councilmember fails to attend three consecutive regular meetings of the ~~Council~~Council without being excused by the Mayor (~~RCW 35A.1312.0620~~, as now or hereafter amended).

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2.09 Council Vacancy

A Council position ~~shall is~~ officially ~~be~~ declared vacant upon the resignation, recall, forfeiture of position, or death of a Councilmember. The remaining members of the governing body shall appoint a qualified person to fill the vacant position ([RCW 35A.13.020](#)).

Resignation Process

Council must receive a written notice with an effective date of resignation. The resignation is effective as of the date provided in the written notice. Council accepts the resignation by a motion and vote.

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- * ~~A written resignation needs to be submitted to the City Council.~~
- * ~~The Notice of Resignation should provide for an effective date and the resignation will be effective as of that selected date.~~
- * ~~The Council accepts the resignation by a motion and vote.~~

Appointment Process

The City Manager's office coordinates the recruitment process.

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- * ~~The City Manager's office issues an advertisement to the local paper and other media outlets for a 2-3 week period. The recruitment process will be coordinated through the City Manager's office.~~

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1. ~~An advertisement will be issued to the local paper and media outlets, and posted on the City's website for a 2-3 week period. The announcement will include the requirements necessary to hold office, time to be served in the vacant position, election information, salary information, Council duties, and the deadline date and time for submitting applications. ([RCW 35A.13.020](#)).~~

2. The City Manager ~~will~~ prepares an application form that requests appropriate information for ~~City Council~~Council consideration of the applicants. Applications will be available at City Hall, and posted on the website.

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3. Applications received by the deadline ~~will be~~ copied and ~~circulated distributed~~ to the ~~City Council~~Council. Packets may contain additional information, such as resumes and references.

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4. Prior to interviews, the Mayor requests and will accepts suggested interview questions from each Councilmember.

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5. The Clerk's office ~~will~~ publishes the required public notice for the meeting scheduled for interviewing applicants for consideration for the vacant position.

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6. The Clerk's office ~~will~~ notifies applicants of the location, date and time of ~~the City~~Council interviews.

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Interview Requirements

- *• Interviews with candidates must be held in an open public meeting.
- *• The applicants' order of appearance will be determined by the date and time when the application was received.
- *• The decision as to which applicants to interview will be determined by the ~~City Council~~Council based on the information contained in the application form.
- *• The ~~City Council~~Council ~~shall will~~ ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and answer the same set of questions. Follow-up questions, based upon responses, are permitted.
- *• An informal question and answer period in which Councilmembers ask and receive answers to miscellaneous questions may be set aside for 10 minutes upon approval of a majority of Councilmembers.

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Voting

1. Upon completion of the interviews, the ~~Council~~Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by ~~City Council~~Council must be in open public session. The ~~City Council~~Council may not determine who to select or reach a consensus on a preferred candidate in ~~executive Executive session~~Session.
- *•
2. The Mayor ~~shall asks~~ for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.
- *•
3. Nominations are closed by a motion, second and majority vote of Council.
- *•
4. Councilmembers may deliberate on ~~such matters such~~ as criteria for selection, and the nominated group of candidates.
- *•
5. The Mayor ~~shall polls~~ the Councilmembers to ascertain if they are prepared to vote. Voting ~~needs to must~~ take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.
- *•
6. The City Clerk ~~will records~~ the votes in the meeting minutes.
- *•
7. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the ~~City Council~~Council.
- *•
8. If a majority vote is not received for a candidate, ~~t~~The Council may postpone elections until another date, ~~if a majority vote is not received~~.
- *•
9. The Mayor ~~shall declares~~ the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.
- *•

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10. The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. The interim term would then end, and the new term begin upon certification of election results.

*
11. If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Commissioners will appoint a person to fill the vacancy- ([RCW 42.12.070](#)).

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2.10 New Councilmember Orientation

As newly-elected Councilmembers, elected officials become an integral part of the City team. The City Manager/~~City Clerk~~'s office coordinates an orientation process, schedules interviews with the City Manager and Department Directors, and provides opportunities for tours of City facilities and infrastructure. The City Manager's office also coordinates Open Government Trainings, as required by state law (RCW 42.56.150). Councilmember's are encouraged to attend the Association of Washington Cities (AWC) annual new member orientation. The Mayor and existing Councilmembers ~~will~~-welcome and mentor new members, share perspectives and insights, and discuss priorities, procedures, and protocols.

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2.11 Appointment and Role of City Manager

The City Manager is the chief administrative officer of the City, appointed by and accountable to the ~~City Council~~Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. ~~All department directors are appointed by and report directly to the City Manager.~~The City Manager appoints and supervises all Department Directors. The City Manager is responsible for all hiring and employment decisions, the approval of all operating rules and procedures, ensuring quality performance, proper financial management of City funds, and carrying out the policy directives of the ~~City Council~~Council.

The City Manager prepares the annual budget for Council approval, assists in the identification of community priorities, and facilitates public involvement and participation in key areas of policy development and service delivery. The City Manager proposes policy recommendations to the ~~City Council~~Council, advises ~~them~~ on matters of community interest, and supplies facts and information as appropriate to provide the Council with a comprehensive basis for making decisions and establishing annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees ([RCW 35.A.13.080](#)).

The ~~City Council~~Council evaluates the City Manager's performance on an annual basis, generally in the first quarter of the calendar year, to ensure that both the ~~City Council~~Council and the City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The Human Resources Director coordinates the evaluation process with the Mayor. The ~~City Council discusses the City Manager's evaluation~~ is discussed in Executive Session.

2.12 Council Committees and Intergovernmental Boards & Commissions

Council Committees

Members of the Council hold Committee meetings ~~are held~~ on a monthly basis to discuss issues related to community affairs, transportation, finance/economic development, land use, utilities and general government/public safety. Meeting times and dates are determined by Committee members' meeting schedules, posted on the City's website, and available on the Committee Schedule, which is distributed weekly to Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies; and provide recommendations to the full Council. Committee issues can be forwarded to regular ~~council~~ Council meetings ~~Meetings~~ for action or to a ~~worksession~~ Council Worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. (Refer to Chapter 10, Paragraph 10.03, and Attachment 10.03A.)

The Council Committees are:

- Community Relations and Public Affairs
- Finance and Economic Development
- General Government and Public Safety
- Transportation
- Utilities
- Land Use

Intergovernmental Boards, ~~and~~ Commissions, ~~and~~ Ad Hoc Committees

Councilmembers represent the City on regional intergovernmental boards, ~~and~~ commissions, and ad hoc committees to facilitate communication relating to a variety of matters including planning, transportation, utilities, housing, the environment, and social services.

Councilmembers participating in policy discussions at regional meetings ~~will~~ represent the consensus of the Council. Personal positions, when given, will be identified and not represented as the position of the City. Councilmembers present r~~Reports~~ on intergovernmental boards, commissions, and ad-hoc committee activities ~~are presented~~ during regular Council ~~meetings~~ Meetings. When ~~an~~ a significant issue or key topic is brought forward to the intergovernmental board, commission, or ad-hoc committee addresses a significant issue or key topic (i.e., costs or service impacts to Lacey residents, Lacey Businesses, Lacey taxpayers, and Lacey Utility customers that are not routine but substantial), the Councilmember assigned to the board, commission, or ad-hoc committee ~~will~~ informs the full ~~Council~~ Council, and/or ~~may~~ invites the agency to a Council Worksession to provide an update on the issue.

Appointments

The Mayor appoints Councilmembers to committees, intergovernmental boards, and commissions. Appointments occur at the beginning of a Mayor's new term and with the

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approval of the Council Councilmembers provide a list of preferred choices to the newly elected Mayor for consideration at the first Council Meeting in January. The Council confirms these appointments at the following Council meeting in January, after consultation with the full Council. The Mayor makes a good-faith effort to accommodate Councilmembers' preferred choices.

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Council appoints a primary delegate and an alternate delegate to each intergovernmental board, commission, and ad hoc committee. A primary delegate and alternate will be appointed to intergovernmental boards, commissions, and ad hoc committees. Alternates delegates are appointed to attend the meetings when the primary delegate is unable to attend to ensure Lacey is represented the City has representation at the meeting. Assignment and direction of staff in relation to regional meetings are directed by the City Manager. The City Manager assigns and directs staff to serve at regional meetings.

If the primary delegate cannot attend a meeting, they will contact their alternate as a replacement. The primary delegate should notify the alternate as soon as possible when they are not able to attend an upcoming meeting. If no designated representative can attend the meeting, the primary delegate will contact the City Manager's office as notification as well as to coordinate a potential attendee from Council.

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If a Councilmember participates in a new Intergovernmental Board or Commission, the Mayor makes an appointment with consent of the Council. Prior to an appointment to a new Intergovernmental Board or Commission, other jurisdictions should be contacted to provide a regional representative. To be recognized as a new Intergovernmental Board or Commission, the body will have one or more elected officials from other jurisdictions other than Lacey.

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Appointments to these organizations is made by the Mayor with the consent of the City Council at the beginning of a Mayor's new term. A list of Councilmember's preferred choices will be provided to the newly elected Mayor at the first Council meeting in January. Confirmation of these appointments will be made in a Council meeting in January, following consultation with the full Council. A good faith effort is made to accommodate Councilmembers' preferred choices.

If a Councilmember participates in a new Intergovernmental Board or Commission, the appointment will be made by the Mayor with consent of the City Council. Prior to an appointment to a new Intergovernmental Board or Commission, other jurisdictions should be contacted to provide a regional representative. To be recognized as a new Intergovernmental Board or Commission, the body will have one or more elected officials from other jurisdictions other than Lacey.

Intergovernmental Boards & Commissions are as follows:

- Community Action Council
- Economic Development Council
- Emergency Medical Services
- Health & Human Services Council

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- Home Consortium
- Intercity Transit
- Joint Animal Services Commission
- LOTT Clean Water Alliance
- Mayor's Forum
-
- Nisqually River Council
- Olympia Lacey Tumwater Visitor & Convention Bureau
- Olympic Region Clean Air Agency
- Regional Housing Council
- Solid Waste Advisory Committee
- TCOMM 911
- Thurston County Law & Justice Council
- Thurston Regional Planning Council
- Transportation Policy Board

Ad Hoc Committees are as follows:

- Lacey South Sound Chamber
- Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board
- Lodging Tax Advisory Committee
- Thurston Chamber Shared Legislative Committee
- Thurston County Coalition Against Human Trafficking (TCCAT)
- Thurston Thrives

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2.13 Advisory Boards and Commissions

~~Prior to serving on one of Lacey's Advisory Boards and Commissions, the full City Council shall confirm all citizen representative appointments forwarded by the Mayor.~~ ~~Community~~ ~~Citizen members, members~~ serving on Lacey's Boards and Commissions, ~~serve~~ in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. ~~Citizen-Community~~ involvement is a key element in the ~~City Council~~ ~~Council's~~ decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements. ~~Prior to serving on one of Lacey's Advisory Boards and Commissions, the full City Council~~ ~~Council shall confirm all citizen~~ ~~advisory board and commission-representative~~ ~~appointments forwarded by the Mayor.~~

If a member resigns prior to his/her term expiration, a letter of resignation will be submitted to the Mayor, or City Manager for the Civil Service Commission. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor at a regular Council meeting. The City Clerk's office coordinates the recruitment process to fill vacancies on Council Boards and Commissions. Positions are advertised on the City's website, through local media, and by word of mouth. Prior to interviews, copies of applications, letters of interest, and resumes are forwarded to Council to provide an opportunity to comment to the Mayor. Potential candidates are interviewed by the Mayor and staff liaison to the Board/Commission. The Mayor appoints, subject to confirmation by Council, at the next regular Council meeting, with the exception of the Civil Service Commission.

Codified Boards and Commissions are defined in the [Lacey Municipal Code](#) as City law, or in the Revised Code of Washington as state law. ~~Additionally, the Boards and Commissions Standards, Protocols, and Ground Rules Handbook is available online.~~

Planning Commission

~~The nine-member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City and areas outside the City, which may seek annexation. The Planning Commission determines its own meeting times and location.~~

Reference: [LMC 2.32](#)
 Length of Term: [Three Years](#)
 Term Limit: [Two Terms](#)
 Number of Members: [Nine Commissioners](#)

Residency Requirements: ~~Seven of the nine Planning Commissioners must be Lacey City residents. The remaining two Commissioners may be either Lacey residents or residents of Lacey's Urban Growth Area.~~

Who Appoints: ~~The Mayor appoints Planning Commissioners, subject to confirmation by the Council.~~

Historical Commission

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The eight-member Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. The Historical Commission determines its own meeting times and location.

Reference: LMC 2.42
Length of Term: Three Years
Term Limit: Two
Number of Members: Seven Commissioners, plus one youth representative

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Residency Requirements: Five of the seven Commissioners must be Lacey City residents. Two of the seven Commissioners must be professionals with a background in history, architecture, planning, or American studies. The Lacey Youth Council appoints one member to serve as the youth representative to the Historical Commission.

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Who Appoints: The Mayor appoints Historical Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

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Board of Parks Commissioners

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The six-member commission makes recommendations to the Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. The Board of Parks Commissioners determines its own meeting times and location.

Reference: LMC 2.44
Length of Term: Three Years
Term Limit: Two Terms
Number of Members: Five Commissioners, plus one youth representative

Residency Requirements: Four of the five Commissioners must be Lacey City residents. One of the five Commissioners can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The Lacey Youth Council appoints one member to serve as the youth representative to the Board of Parks Commissioners.

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Who Appoints: The Mayor appoints Board of Parks Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

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Library Board

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The six-member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs and recommends building improvements for the Lacey Timberland Library. The Board selects its own chairperson and officers from its membership. Lacey's Timberland Library has one of the highest circulations of the 27 libraries in the Timberland Regional Library system. The Library Board determines its own meeting times and location.

Reference: LMC 2.46
 Length of Term: Five Years
 Term Limit: Two Terms
 Number of Members: Five Board Members, plus one youth representative

Residency Requirements: Four of the five Board Members must be Lacey City residents. One of the five Board Members can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The Lacey Youth Council appoints a Lacey Youth Councilmember to serve as the youth representative.

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Who Appoints: The Mayor appoints Library Board Members, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

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Commission on Equity

The eight-member Commission on Equity, comprised of seven general members and one youth representative, work to identify and advance opportunities that will create a more welcoming community, continue critical conversations on race and equity, seek greater participation from underrepresented community members, and identify existing gaps and barriers which could prevent full participation in government and public policy.

Reference: LMC 2.34
 Length of Term: Three Years
 Term Limit: Two, if there are no applicants for a vacant term on month prior to the expiration of the term, the incumbent may be reappointed to an additional three-year term
 Number of Members: Seven Commissioners, plus one youth representative

Residency Requirements: Commissioners may be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: The Mayor appoints Equity Commissioners, subject to confirmation by Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

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LEOFF Disability Board (Law Enforcement Officers Fire Fighters)

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The 5-member Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. The LEOFF Disability Board determines its own meeting times and location.

Reference: RCW 41.26.110
Length of Term: Two Years
Term Limit: No term limit
Number of Members: Five Board Members

Residency Requirements: Two members must currently serve on the Lacey Council. Two members must be active or retired City law enforcement officers. One member must be from the public at large who resides within the City.

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Who Appoints: The Mayor appoints two Councilmembers, subject to confirmation by Council. Law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board elect and appoint the two law enforcement Board Members. The remaining Board Members appoint the one at-large Board Member.

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Civil Service Commission

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By statute, the City Manager appoints members to the Civil Service Commission. The three-member Civil Service Commission adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department. It also hears appeals arising from the administration of the Civil Service rules and regulations. The Civil Service Commission determines its own meeting times and location.

Reference: LMC 2.52.040; RCW 41.12
Length of Term: Six Years
Term Limit: Two Terms
Number of Members: Three Members

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Residency Requirements: Civil Service Commissioners may be Lacey City residents or residents of Lacey's Urban Growth Area.

Who Appoints: The City Manager appoints Civil Service Commissioners.

Lodging Tax Advisory Committee (LTAC)

The five-member Lodging Tax Advisory Committee recommends to the Council how best to use lodging tax revenues. Lodging tax revenues are generated through a 4% hotel-motel tax imposed by the City on each room rental night. The Lodging Tax Advisory Committee determines its own meeting times and location.

Reference: RCW 67.28.1817; LMC 13.03.045
Length of Term: Three Years
Term Limit: No term limit
Number of Members: Five Members

Residency Requirements: One member must be an elected official of the City, and will serve as Chair. Two Committee Members must represent businesses that collect the lodging tax, and two Committee Members must represent activities authorized to be funded by lodging tax revenues.

Who Appoints: The Mayor appoints Lodging Tax Advisory Committee Members, subject to confirmation by Council.

Non-codified Boards and Commissions are *not* enacted as law in the LMC.

Public Facilities District (PFD)

The seven-member Public Facilities District Board has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds. The Public Facilities District Board determines its own meeting times and location.

Reference: RCW 82.14.390
Length of Term: Four Years
Term Limit: No term limit
Number of Members: Seven Board Members

Residency Requirements: The Public Facilities District Board must have one member from each jurisdiction, and three regional members.

Who Appoints: Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). The Mayor appoints Lacey's representative, subject to confirmation by the Council. Each jurisdiction appoints their own representative.

Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.

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Thurston Community Media (TC Media) Board of Directors:

Lacey representatives fill one position and one alternate position on the 15-member TC Media Board of Directors. The Board sets policy for TC Media to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. The TC Media Board of Directors determine their own meeting times and location.

Length of Term: 3 Years

Term Limit: No term limit

Number of Members: 15 total (One member and one alternate from Lacey)

Residency Requirements: None

Who Appoints: Mayor appoints, subject to confirmation by Council

Removal of a Board/Commission Member:

General or youth representatives who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. The Mayor, with approval of the Council, may also remove a general member or youth representative who has three or more unexcused absences at regular meetings in a calendar year. Removal should not occur for disagreement with an official recommendation of the Board or its members.

Prior to the decision to remove or not remove a Board or Commission member, the Mayor or their designee will conduct a fact-finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.

(Refer to Chapter 10, Paragraph 10.01, and Attachments 10.01A and 10.01B, Appointments to Council, Advisory Boards/Commissions.)

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2.14 Lacey Youth Council

The Lacey Youth Council serves as an avenue for the Lacey Council to proactively engage with our community's youth and empower Lacey's youth to become future leaders. The Lacey Youth Council serves as an advisory body to the Lacey Council on youth perspectives related to community matters.

Structure

1. The Youth Council is comprised of fifteen (15) members recruited from the following organizations: North Thurston High School, River Ridge High School, South Sound High School, Timberline High School, Northwest Christian High School, Pope John Paul II High School, and home school organizations.

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2. Seven (7) Youth Councilmembers will be juniors or seniors. This requirement may be waved at the discretion of the Mayor of Lacey.

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3. The Youth Council selects a Youth Council Mayor and Deputy Mayor from among its members. The Youth Council Mayor and Deputy Mayor must be juniors or seniors with one previous year in Youth Council. School level and previous Youth Council experience requirements may be waived at the discretion of the Mayor of Lacey.
 - a. At the first meeting of the year, Youth Councilmembers will indicate if they are interested in serving as Youth Council Mayor or Deputy Mayor. City staff will present candidate names in alphabetical order for a vote of the Youth Council. The first candidate to secure a majority of votes for each position receives the appointment.

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 - b. The Youth Council Mayor is responsible for chairing the meeting and ensuring that the meeting follows the set agenda. The Youth Council Mayor also assigns Youth Council members to deliver monthly reports regarding each of the school listed above and other youth events or youth-involved issues to the Lacey Council.

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 - c. The Youth Council Mayor represents the Youth Council at any outside meetings requiring the attendance of the Youth Council. The Youth Council Deputy Mayor assumes the role of Chair in the absence of the Chair.

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4. All members of the Youth Council have an equal vote.

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5. Youth Council Members serve for up to three (3) terms. If a student graduates or leaves high school, they are no longer eligible to serve on the Youth Council.

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6. The Youth Council utilizes and follows Robert's Rules of Order.

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7. Youth Council in coordination with City personnel will create a year-long workplan for the Youth Council.

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8. City personnel will conduct ongoing civic educational sessions and trainings throughout the duration of the year.

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Meeting Times

1. The Youth Council meets at least twice a month during the school year or from September to June. Meetings will include one Regular Meeting and one Worksession meeting. Youth Councilmembers may attend meetings remotely if they cannot make the meeting in-person.
2. Youth Council Regular Meetings will be held on the first Tuesday of the month at 5 p.m.
3. Youth Council Worksession meetings will be held prior to or following the Youth Council's monthly reports to the Lacey Council on the second Thursday of the month.
4. All Youth Council Regular and Worksession meetings are limited to two (2) hours.
5. The Youth Council may schedule additional Youth Council meetings, as needed. Youth Council Special meetings may exceed two (2) hours.

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Representation on Lacey Council Advisory Boards and Commissions

1. Four (4) Youth Councilmembers that are junior or seniors will serve as the Youth Representatives to one of the following City Advisory Boards and Commissions:
- a. Historical Commission;
- b. Board of Parks Commissioners;
- c. Library Board; and
- d. Commission on Equity.
2. At the first meeting of the year, Youth Councilmembers will indicate if they are interested in serving as the Youth Representative to a Lacey Advisory Board. City staff will present candidate names in alphabetical order for a vote of the Youth Council. The first candidate to secure a majority of votes for each position receives the appointment.

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Council Interaction

1. One (1) Lacey Councilmember will serve as a liaison to the Youth Council for the duration of the Youth Council year.
2. All other Lacey Councilmembers will be assigned at minimum one (1) Youth Council meeting to attend during the year.

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3. Once a month, selected Youth Council members will deliver a report to the Lacey Council during the second Lacey Council Meeting of that month.

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Projects

1. The Youth Council will pursue at minimum one (1) public service and community engagement project during the year.
2. Three (3) Youth Councilmembers that are junior or seniors will serve as Project Managers for Youth Council Projects.
3. Youth Council may participate in other volunteer and engagement efforts, such as but not limited to:
 - a. providing support for City events; and
 - b. attending Youth Action Day or other leadership summits.

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Recruitment

1. The City will coordinate with North Thurston Public Schools, Pope John Paul II, Northwest Christian High School, and home school organizations to promote the Youth Council and solicit applications to the Youth Council.
2. Youth Councilmembers will help with Youth Council recruitment efforts.
3. Recruitment efforts begin in March of each year.

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Selection Process

1. Applicants must be in their freshman, sophomore, or junior year at the time of application.
2. The City Mayor reviews all applications and selects candidates for interview. The interview panel consists of the City Mayor, City staff, and if possible, members of Youth Council.
3. After candidate interviews, the City Mayor selects individuals to recommend to the full Lacey Council for service on the Lacey Youth Council. Lacey Council will confirm the selection of Lacey Youth Councilmembers.
4. Once confirmed to the Lacey Youth Council, the City will notify the selected individuals of meeting times, training requirements and next steps.

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Replacement Process

1. If a member of the Youth Council resigns, moves, graduates from high school, or is removed due to behavior, or conduct then the vacated position will be filled as soon as possible.

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2. If a member of the Youth Council fails to attend a total of three (3) meetings, regardless if the meetings are consecutively missed, without being approved by appropriate City personnel, those members will be removed from the Youth Council. The vacated position will be filled as soon as possible.

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3. Previous eligible applicants receive notification of the vacancy and recruitment activities take place to fill the position. The Lacey City Mayor reviews potential candidates and appoints an individual to the position. Where possible, the Lacey City Mayor backfills the position with a candidate from the origin school of the departing Youth Councilmember.

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- ~~Planning Commission: The 9 member commission develops recommendations for long range comprehensive planning goals and policies in the City of Lacey and areas outside the City which may seek annexation. Meeting times and location will be determined by the Commission. (LMC 2.32)~~

~~Length of Term: 3 Years~~

~~Term Limit: 2~~

~~Number of Members: 9~~

~~Residency Requirements: Seven of the nine commissioners must be a Lacey City resident and two can be either a Lacey resident or reside in Lacey's Urban Growth Area.~~

~~Who Appoints: Mayor appoints, subject to confirmation by Council~~

- ~~Historical Commission: The 8 member commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. Meeting times and location will be determined by the Commission. (LMC 2.42)~~

~~Length of Term: 3 Years~~

~~Term Limit: 2~~

~~Number of Members: 7, plus one youth representative~~

~~Residency Requirements: Five of the seven commissioners must be a Lacey City resident; two of the seven must be professionals with a background in history, architecture, planning, or American studies. The youth member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public Schools, or enrolled in private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth member shall be appointed to serve for a term of one year, and may be reappointed to an additional one year term.~~

~~Who Appoints: Mayor appoints, subject to confirmation by Council~~

- ~~• **Board of Parks Commissioners:** The 6 member commission makes recommendations to the City Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. Meeting times and location will be determined by the Commission. (LMC 2.44)~~

~~Length of Term: 3 Years~~

~~Term Limit: 2~~

~~Number of Members: 5, plus one youth representative~~

~~Residency Requirements: Four of the five commissioners must be a Lacey City resident; one of the five can be either a Lacey City resident or reside within Lacey's Urban Growth Area. The youth commissioner shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public Schools, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth commissioner shall be appointed to serve for a term of one year, and may be reappointed to an additional one year term.~~

~~Who Appoints: Mayor appoints, subject to confirmation by Council~~

- ~~• **Library Board:** The 6 member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long range planning for library capital facility needs and recommends building improvements for the Lacey Library. The Board selects its own chairperson and officers from its membership. Lacey's Library has one of the highest circulations of the 27 libraries in the Timberland Regional Library system. Meeting times and location will be determined by the Board. (LMC 2.46)~~

~~Length of Term: 5 Years~~

~~Term Limit: 2~~

~~Number of Members: 5, plus one youth representative~~

~~Residency Requirements: Four of the five commissioners must be a Lacey City resident; one of the five can be either a Lacey City resident or reside within Lacey's Urban Growth Area. The youth board member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public Schools, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth board member shall be appointed to serve for a term of one year, and may be reappointed to an additional one year term.~~

~~Who Appoints: Mayor appoints, subject to confirmation by Council~~

- ~~• **LEOFF Disability Board (Law Enforcement Officers Fire Fighters):** The 5-member Law Enforcement Officers & Fire Fighters (LEOFF) Disability Board administers LEOFF-I benefits and entitlements. Meeting times and location will be determined by the Board. (RCW 41.26.110)~~

~~Length of Term: 2 Years~~

~~Term Limit: No term limit~~

~~Number of Members: 5~~

~~Residency Requirements: Two members must currently serve on the Lacey City Council; two members must be active or retired City of Lacey law enforcement officers; and one member from the public at large who resides within the City.~~

~~Who Appoints: Two City Councilmembers appointed by the Mayor, subject to confirmation by Council~~

~~-~~

~~Two law enforcement members appointed by the law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board.~~

~~One at-large member appointed by the other remaining Board members.~~

- ~~• **Civil Service Commission:** By statute, the City Manager appoints members to the Civil Service Commission (LMC 2.52.040). The 3 member Civil Service Commission adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department. It also hears appeals arising from the administration of the Civil Service rules and regulations. Meeting times and location will be determined by the Commission. (RCW 41.12)~~

~~Length of Term: 6 Years~~

~~Term Limit: 2~~

~~Number of Members: 3~~

~~Residency Requirements: May be a Lacey City resident or reside within Lacey's Urban Growth Area.~~

~~Who Appoints: City Manager~~

~~Non-codified Boards and Commissions are *not* enacted as law in the LMC:~~

- ~~• **Public Facilities District (PFD):** The 7 member Public Facilities District Board has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds. Meeting times and location will be determined by the Board. (RCW 82.14.390)~~

~~Length of Term: 4 Years~~

~~Term Limit: No term limit~~

~~Number of Members: 7~~

~~Residency Requirements: One member from each jurisdiction, and three regional members.~~

~~Who Appoints: Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). Lacey's representative is appointed by the Mayor, subject to confirmation by Council. The others are appointed by the elected bodies of each jurisdiction.~~

~~Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.~~

- ~~* Lodging Tax Advisory Committee (LTAC): The 5 member Lodging Tax Advisory Committee recommends to the Council how best to use lodging tax revenues. Lodging tax revenues are generated through a 4% hotel motel tax imposed by the City on each room rental night. Meeting times and location are determined by the Board. (RCW 67.28.1817)~~

~~Length of Term: 3 Years~~

~~Term Limit: No term limit~~

~~Number of Members: 5~~

~~Residency Requirements: One member must be an elected official of the City, and will serve as chair. At least two representatives of businesses that collect the lodging tax, and two representatives involved in activities authorized to be funded by lodging tax revenues.~~

~~Who Appoints: Mayor appoints, subject to confirmation by Council~~

- ~~* TCTV Board (Thurston County Television): Lacey citizens fill 1 position and 1 alternate position on the 15 member Thurston Community Television (TCTV) Board. The Board sets policy for TCTV to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. Meeting times and location will be determined by the Board.~~

~~Length of Term: 3 Years~~

~~Term Limit: No term limit~~

~~Number of Members: 15~~

~~Residency Requirements: None~~

~~Who Appoints: Mayor appoints, subject to confirmation by Council~~

~~Removal of a Board/Commission Member:~~

~~General or youth members who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the City Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. The Mayor, with approval of the City Council, may also remove a general or youth member who has three or more unexcused absences at regular meetings in a calendar year. Removal should not occur for disagreement with an official recommendation of the Board or its members.~~

~~Prior to the decision to remove or not remove a Board or Commission member, the Mayor or his/her designee will conduct a fact finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.~~

~~(Refer to Chapter 10, Paragraph 10.01, and Attachments 10.01A and 10.01B, Appointments to City Council Advisory Boards/Commissions.)~~

CHAPTER 3

Administrative Support to the ~~City Council~~Council

3.01 Staff/Clerical Support

~~The City Manager's office provides administrative support to members of the Council. Administrative support to members of the City Council is provided through the City Manager's office. Administrative services support includes, but is not limited to;~~

- ~~including~~ scheduling of appointments;
- receipt of telephone messages ~~and and~~ citizen requests;
- processing mail, travel, and training arrangements;
- managing correspondence;
- copying and printing ~~are provided~~ as needed.

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Sensitivity to the workload of support staff members is appreciated. If requested tasks require significant time commitments, Councilmember's should direct their requests to the City Manager.

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The City Manager's office manages the Mayor's calendar and coordinates invitations and requests for the Mayor's attendance at ceremonial functions and events.

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3.02 Office Equipment

Councilmembers have access to the use of City equipment for City-related business. Computers, copiers, printers and faxes are available for use. All City policies related to information services shall apply.

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3.03 Information Technology

The Information Services (IS) division ~~(IS)~~ provides technical support in a limited capacity for the computer/printer in the Council workroom, and to assist with accessing email on the City server.

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3.04 Meeting Rooms

The Council Workroom, located in the City Manager's area, provides a quiet working environment and meeting area for Councilmembers. The room is equipped with ~~a a-computer,~~ printer, telephone and reference materials. The Council Chambers is the official meeting room of the ~~City Council~~Council and is located adjacent to the Council lobby. Regular Council ~~meetings~~Meetings, ~~worksessions~~Worksessions and ~~committee~~Committee meetings Meetings are held in the Council Chambers.

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3.05 Mail and Deliveries

The City Manager's office coordinates the delivery of mail to the ~~City Council~~Council. Individual mailboxes are located in the Council workroom, and Council is encouraged to check their mailboxes regularly. ~~Staff delivers uncollected mail to Council. Council mail is delivered to Council~~ each Thursday at the Council Meeting or Council Worksession. If information is time sensitive, ~~staff notifies Council~~Council will be notified via email, ~~or phone, or text~~ messages.

~~Electronic m~~Meeting packets for Regular Council ~~meetings~~Meetings, ~~worksessions~~Worksessions and ~~committee~~Committee meetings ~~Meetings~~ are posted on the City's website by 4:00 pm the Friday before a meeting. ~~Staff notifies Council~~Council will be notified by email when the meeting packets are available electronically.

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CHAPTER 4

Financial Matters

4.01 Budget

~~The City prepares annual operating and capital budgets on a calendar year basis. The City's annual operation and capital budgets are prepared on a calendar year basis.~~ The operating budget is prepared each year. ~~With Council approval, t~~The City Manager may, ~~with City Council approval,~~ submit a biennial budget. There are ~~five several~~ phases in the City's budget cycle:

June through September - Development and Preparation

1. ~~In June, t~~The City Manager and Finance Director issue a Call to Budget to Department Directors.
2. Each department develops and submits their budget requests to a Budget Review Team, composed of the City Manager, Assistant City Manager, and Finance Director.
3. The Budget Review Team balances projected revenue and projected expenses, and develops the City Manager's proposed budget.
4. The Budget Review Team briefs the Finance Committee during this process.

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October and November - Review and

1. The City Manager presents the Annual Operating Budget to the Council no later than the first Tuesday in November.
2. The Council reviews the City Manager's proposed budget, holds a public hearing, and makes budget adjustments.
3. The public hearing occurs in November to receive public input on the proposed budget.

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December - Adoption

1. ~~The City Manager's Annual Operating Budget must be presented to the City Council no later than the first Tuesday in November. Normally, the City Council reviews the City Manager's proposed budget, holds a public hearing, and makes budget adjustments. The public hearing is held in November to receive public input on the proposed budget. The City Council~~Council adopts the annual budget for the next fiscal year.
2. The Council must balance and adopt ~~t~~The Annual Operating Budget ~~must be balanced and adopted~~ prior to December 31 of the preceding year.

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Implementation

~~After adoption of the Annual Operating Budget, the City immediately implements services approved for funding in the next fiscal year. Services identified to be financed in the next fiscal year are implemented.~~

Monitoring

The City Manager and Finance Director monitor revenues and expenditures throughout the year to ensure that funds are used appropriately. The Finance Director submits a Quarterly Financial Report to the City Manager, the Finance Committee, City Council and Department Directors.

Evaluation

The State Auditor performs audits on specific topics at their discretion. The State Auditor's Office conducts financial and compliance audits. The Finance Department produces Comprehensive Annual Financial reports. Audits are performed by the State Auditor's on specific topics at the discretion of the state auditor.

4.02 Council Compensation

~~The Council~~Council establishes rates of compensation ~~is established by City Council and is that are~~ subject to certain Washington state laws. Compensation ~~received is to help~~s fund expenses that Councilmembers may incur in the course of fulfilling their duties. The compensation for each Councilmember elected to office ~~prior to 2007 is \$975 per month; for each Councilmember elected~~ from 2007 to present, ~~the compensation~~ is \$1,025 per month. On each calendar year, the monthly sum increases by \$50. The Mayor receives an additional \$225 per month. The Deputy Mayor receives an additional \$115 per month ([LMC 2.10](#)).

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4.03 Financial Disclosure

Candidates for the office of Councilmember ~~shall~~must file a financial disclosure statement with the State Public Disclosure Commission within two weeks of filing a nomination paper. When appointed to fill a vacancy on the Council, the appointee ~~shall~~must file a financial disclosure statement with the Commission, covering the preceding 12-month period, within two weeks of ~~being appointed~~appointment. Councilmember's are ~~required to~~must file a financial disclosure statement with the Commission on an annual basis after January 1 and before April 15 of each year covering the previous calendar year. Councilmembers whose terms expire on December 31 shall file the statement for the year that ended on December 31. Statements filed in any of the above cases will be available for public inspection. Failure to file or filing a false incomplete financial disclosure statement, if done knowingly, is a Class I misdemeanor (RCW 42.17A.750).

4.04 Council Professional Development and Training

The City's annual operating budget includes appropriations for expenses necessary for Councilmember-s to undertake official City business. Funding provided includes membership in professional organizations, attendance at conferences, or educational seminars, and purchase of publications and office supplies. The City Manager's office ~~is responsible for processing~~ purchases, subscriptions and registrations. (~~Refer to Chapter 10, Paragraph 10.02, and Attachment 10.02A~~*Placeholder for Reference to section and attachment regarding Allocation of Annual ~~City Council~~Council Travel and Training Budget.*)

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4.05 Gift of Public Funds

Article 8, section 7 of the Washington constitution prohibits the City from giving money or property, or lending money or credit, except for the necessary support of the poor and infirm. Most commonly referred to as “the gift clause,” it reads as follows:

No county, city, town or other municipal corporation shall give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

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Staff and elected officials must carefully scrutinize transactions in which the City ~~pays money~~allocates funds, gives property or lends money or credit ~~must be carefully scrutinized~~ in light of the restrictions concerning the gift of public funds.

4.06 Fiscal Policies

The stewardship of public funds, their safe-keeping, proper use and management, is one of the greatest responsibilities entrusted to officials and managers of the ~~City of Lacey~~City. The establishment and maintenance of wise fiscal policies enables City officials to protect public interests and ensure public trust.

This document defines financial practices and policies to be used by the City to meet its obligations and operate in a financially prudent manner.

The fiscal policies of the City are to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services to ensure public health, safety, and welfare while maintaining its physical infrastructure and promoting the social well-being of the citizens of the City. *(Refer to Attachment 4.06A, Fiscal Policies.)*

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CHAPTER 5

Communications

Perhaps the most fundamental role of a Councilmember is communication. Good communication helps build trust, promotes confidence, improves performance and teamwork, and minimizes surprises.

The ~~City Council~~Council communicates with the public to assess community opinions and needs, and to share the vision, goals, and priorities for the City. Communication with staff provides policy direction, promotes teamwork and informed decisions, and provides an understanding of the implications of policies.

Since the ~~City Council~~Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the ~~Council~~Council. Equally important, when Council members are expressing personal views and not ~~of the~~ position of the CouncilCouncil, the public should be so advised.

5.01 Council Correspondence

The Mayor is typically charged with transmitting the City's position on policy matters to outside agencies on behalf of the ~~City Council~~Council. The City Manager assists in preparing the correspondence. Individual Councilmembers may occasionally prepare letters for constituents in response to inquiries, or to provide requested information. City letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

Generally, citizen concerns addressed to the ~~City Council~~Council are forwarded to the appropriate staff person to prepare a response and to address the concern where possible. A copy of the initial request will be included with the response and distributed to each Councilmember. Correspondence addressed to one councilmember will be copied to all Councilmembers.

If any Councilmember receives an email sent directly to his/her address, they are not required to share their response with the full Council. However, if they decide to share the email, they should forward a copy to the generic council email address at council@ci.lacey.wa.us for distribution by the City Clerk to the full Council.

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5.02 Public Communication

On occasion, Councilmembers may wish to share an opinion on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, individual Councilmembers should clearly indicate they are not speaking for the Council as a whole, but as individuals. It is not appropriate to use City letterhead or Council titles for personal or political purposes.

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5.03 Public Notices and Legal Publications

~~The City Clerk publishes p~~Public notices related to public hearings, special council meetings, budget approval, annexations, and street vacations ~~are published by the City Clerk~~ in the legal section of the local paper, and on the City's website at www.ci.lacey.wa.us under News & Events/Public Notices. ~~The City Clerk publishes adopted Ordinances—ordinances are published~~ in the legal section of the local paper in compliance with [LMC 1.08](#) on the Monday following Council action. Five business days after publication, the ordinance becomes law.

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5.04 Press Releases

The Public Affairs Department is responsible for the majority of press releases issued by the City related to a specific event, action or announcement. The Council receives copies of all City-related press releases. If an issue is time sensitive or of significant importance, Councilmembers will be contacted directly by the City Manager or ~~staff~~their designee.

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5.05 City Website

The Public Affairs Department and Information Services (IS) division are responsible for the management of the City's website at www.ci.lacey.wa.us. The website offers another resource for the City to communicate with its citizens. Information about council meetings, ordinances, resolutions, minutes, council issues, and contact information is available on the ~~City Council~~ Council homepage. Council meeting agendas and draft minutes are posted on the City's website each Friday afternoon prior to the meeting. Minutes are not official until approved at a subsequent Council meeting.

Each Councilmember has the opportunity to post a biographical page on the City's website. Councilmembers should submit their biographical information and areas of focus to the Assistant City Manager for review.

The City website will not be used in support of or opposition to a ballot measure or campaign for election of an individual to public office.

5.06 Requesting Council Resolution on Public Issues

At times, local ballot measures and state-wide citizen initiatives may be placed on a ballot that affects ~~City Council~~Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, state statutes prohibit the use of City personnel, equipment, materials, facilities or other resources to influence the outcome of an election. The ~~City Council~~Council, however, may take a position on certain ballot measures in accordance with Council Policy. (Refer to [Chapter 10, Paragraph 10.04](#), and Attachment 10.04A, *Requesting Council Resolution on Public Issues*.)

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5.07 Proclamations

Proclamations are issued by the Mayor as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy and do not require the approval or action of the Council. (Refer to [Chapter 10, Paragraph 10.05](#), and Attachment 10.05A, *Reviewing Public Requests for Proclamations*.)

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5.08 Public Records Act

~~The following guidelines are provided to help~~ To ensure that communications submitted to and by elected and appointed officials comply with the State Public Records Act, [RCW 42.56](#) and the State Open Meetings Act, [RCW 42.30](#), the following guidelines ~~are provided~~ exist:-

General Communications

All letters, memoranda, and ~~interactive-computer~~electronic communication (e.g., email, text, social media) involving Councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions as stated by the [Public Records Act](#), are public records.

Written Communications

Written letters and memoranda received by the City, addressed to Councilmember's, will be distributed to Council and a copy kept in accordance with the City's Record Retention Schedule.

Electronic Communications

Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.

~~Email-Electronic~~ communications that are intended to be shared among four or more Councilmembers, whether concurrently or serially must be considered in light of the Open Public Meetings Act. ~~Such emails~~Electronic communications should be restricted to providing of information such as materials for later review or notice of a potential new agenda item. Responses to such ~~emails-electronic communications~~ should be limited to ensure that Council business is conducted only at its scheduled meetings. Discussion of City business by a majority of the Council must be conducted in an open meeting. If the intended purpose of the ~~email-electronic communication~~ is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The use of ~~email-electronic~~ communication to form a collective decision of the Council is inappropriate and violates the Open Public Meeting Act.

~~Email-Electronic communications~~ should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" City business. In general, ~~email-electronic communication~~ is discoverable in litigation. Confidential ~~email-electronic~~ communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

City ~~e-mail~~phones and other devices ~~should not be used~~are not appropriate for personal use. ~~Conversely, Councilmembers should not use personal devices to transmit official electronic communications. Electronic m, since-essages~~email on a Councilmember's private ~~device~~computer pertaining to City business may be considered open to public disclosure, and may not be deleted.

The City Clerk is the City's official Records Officer, and as such, is available to assist with public records requests. Online [public records request](#) forms are available at the City's website at www.ci.lacey.wa.us / Popular Forms/Public Records Request.

5.09 Social Media

~~Policies and procedures for the use of social media, i.e. Facebook, Twitter, etc. by Councilmembers is under review by the Public Affairs department.~~

This policy establishes a formal process and standards for the use of social media by Elected Officials (Mayor and Councilmembers) in their official capacity. The purpose of social media ~~sites/tools/platforms~~ owned or maintained by the ~~City of Lacey~~City for Elected Officials is to provide a limited forum for Elected Officials to communicate with their constituents and members of the public regarding subjects directly related to the ~~City of Lacey~~City and the Lacey community.

The provisions of this policy shall apply only to social media sites/tools owned or maintained by the ~~City of Lacey~~City, including sites/tools established by the City for elected officials. It is primarily each Elected Official's responsibility to ensure compliance with this policy.

It is the city's preference and intent that elected officials only use social media sites/tools owned or maintained by the ~~City of Lacey~~City to communicate in their official capacity. The use of private social media sites/tools for this purpose is strongly discouraged. ~~The City asks that e~~Elected officials ~~are asked to~~ include the disclaimer in Exhibit B on personal social media accounts or pages to avoid confusion and potential violations of open government requirements. ~~The City also asks e~~Elected officials ~~are also asked to~~ include information on ~~any private accounts~~ directing visitors to their official city page for city related business.

Definitions

"Chat" ~~or "Messenger"~~ is a feature that allows instant messages to be sent.

"Comment" is a response to a post, an article, or other social media content submitted by a visitor.

"Elected Officials" includes Mayor, Councilmembers, and any staff working on an Elected Official's behalf to represent ~~him or her~~them, using a social media ~~platform~~tool.

"Reacting" is a feature that allows users to show their reaction to specific comments, pictures, wall posts, statuses, or fan pages. The "reaction" button allows users to show ~~a range of responses, such as~~ their appreciation, dislike, or other emotion for content without having to make a written comment.

"Post" is an original entry onto a social media ~~site by the user of the site~~platform.

"Sharing" is to relay a previously created post onto a different social media site.

"Social Media" are third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-city hosted services and may be used by the Elected Officials to communicate with the public. Such third party hosted

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services/tools may include, but are not limited to: social networking sites (Facebook, LinkedIn), micro-blogging tools (Twitter, Instagram, Snapchat), audiovisual networking sites (YouTube, Vimeo), and blogs (Wordpress, Tumblr, etc.)

"Tagging" is a mechanism of linking a person, page, or place to a post.

"Visitor" is a person who views an Elected Official's social media site.

General Policy

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts and comments should model the same professional behavior displayed during Council ~~meetings~~ Meetings and community meetings.

Social media are not to be used by Elected Officials as mechanisms for conducting official city business other than to informally communicate with the public. Examples of business that may not be conducted through social media include: making policy decisions, official public noticing, and discussing confidential City matters that have not been approved for release to the public. Elected Officials' social media site(s) should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct official city business.

Administration, Enforcement and Dispute Resolution

The City's ~~Director of Administrative Services~~ Manager or designee shall have primary responsibility to administer and enforce the provisions of this policy with respect to social media sites/tools owned or maintained by the ~~City of Lacey~~ City.

The ~~City Manager or designee~~ City's Director of Administrative Services, following consultation with the City Attorney, may cause categories of official ~~City of Lacey~~ City social media applications, tools, or sites to be permanently or temporarily discontinued if they are not or cannot be used in compliance with this policy. The ~~Director~~ City Manager or designee shall exercise such discretion in a viewpoint-neutral, evenhanded, and non-arbitrary manner.

Content Restrictions—Ethics and Elections Rules of Compliance

All content posted on individual Elected Officials' social media sites shall comply with applicable Council Rules of Procedures, City ordinances and administrative rules, and Washington State law regulating public agencies and elected officials.

Social media ~~accounts/platforms sites/tools~~ owned or maintained by the ~~City of Lacey~~ City shall not contain posts, comments, or links to any content that supports or opposes political candidates or ballot propositions, including, without limitation, links to an Elected Official's campaign site.

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For social media ~~sites/tools~~ accounts that are owned or maintained by the City of Lacey City, no content that promotes or advertises commercial services, entities, or products may be posted.

Elected Officials will not post or release proprietary, confidential, or sensitive information on social media sites in a manner that violates applicable state law, including, without limitation, RCW 42.23.070 – Prohibited Acts.

Public Records Act Compliance

Content maintained in a social media format, whether on a city-owned account or personal account, that is related to City business, including communication between an individual Elected Official and constituents or the general public, and a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the state Public Records Act.

State and local records retention laws and schedules apply to social media content. All social media content that is required to be retained shall be maintained for the legally required retention period based on the subject matter of the content. Social media accounts owned or maintained by the City of Lacey City, will be retained through the City's archiving system.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act, RCW 42.56. If it is not possible to display this notice prominently on the site, Elected Officials should notify users by including a link from the site to the Public Records Act notice set out in Exhibit A, notify new users via response to posts, and/or periodically notify existing users via broadcast message.

Users of, and visitors to, social media sites shall be notified that public disclosure requests must be directed to the appropriate City Public Records Officer pursuant to the City's Public Records Disclosure Policy.

Councilmembers should avoid using their official city account or page to comment on another social media accounts because those comments may not be captured for public records purposes.

Open Public Meetings Act and Appearance of Fairness Doctrine Compliance

Communication between Councilmembers via social media, as with telephone and email, may potentially constitute a "meeting" under the Open Public Meetings Act, Chapter 42.30 RCW.

For this reason, Councilmembers are prohibited from participating in social media discussions/threads regarding City business that involve a quorum of Council Members, and are strongly discouraged from "friending" or "following" other Councilmembers or reacting to other Councilmember's posts.

In addition, receiving or making posts or comments regarding quasi-judicial matters via social media may violate Council Policy and Chapter 42.36 RCW – the Appearance of Fairness Doctrine. To avoid receiving any comments on pending quasi-judicial matters that may violate the Appearance of Fairness Doctrine, Councilmembers are strongly encouraged to maintain social media sites with settings that can restrict users' ability to post content.

Content Guidelines and Restrictions

For social media sites/tools owned or maintained by the ~~City of Lacey~~City, users and visitors of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between Elected Officials and the public regarding the City-related topics discussed. If the public is allowed to post comments to an Elected Official's site, the Use Policy set out in Exhibit A must be displayed or made available by hyperlink.

Councilmembers are not allowed to post links to their personal social media accounts or "cross-post" between personal and official city accounts.

Any content removed in compliance with the Use Policy must be retained, including the time, date, and identity of the poster when available, to the extent required by law. See above Records Act Compliance.

Equal Access

Elected Officials are discouraged, in their official capacity, from posting or commenting on social media sites that require membership or subscription. When posting information or soliciting feedback on such a site, Elected Officials should always provide an alternate source for the same information or mechanism for feedback on the City's public web site, so that those who are not members of the social media site may have equal access.

Exhibit A – Disclaimer for Official City Elected Official Accounts

- The views expressed represent the views of the author and may not reflect the views of the Lacey ~~City Council~~Council.
- Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the ~~City Council~~Council participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

The following content will be removed from this site:

- (1) comments not related to the specified topics for discussion;
- (2) posts or comments in support of or opposition to political campaigns or ballot measures;
- (3) profane or obscene language;
- (4) posts or comments espousing or conveying racially, ethnically, religiously, gender-

oriented, discriminatory comments;
(5) solicitations and/or transactions of commerce;
(6) sexual content or links to sexual content;
(7) encouragement, promotion or undertaking of illegal activity;
(8) information that may tend to compromise the safety or security of the public or any City equipment, property or system;
(9) content that violates a legal ownership interest of any party; and
(10) posts or comments that would constitute ex parte communications in violation of the Appearance of Fairness Doctrine.

Exhibit B – Disclaimer for Personal Accounts

- This is a personal account, city business should be addressed through a ~~City of Lacey~~City official account.
- The views expressed represent the views of the author and may not reflect the views of the Lacey ~~City Council~~Council.
- Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the ~~City Council~~Council participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

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CHAPTER 6

Interaction with City Staff/Officials

6.01 ~~City Council~~Council Non-participation in Administration

In order to ensure the efficient and effective delivery of City services, the Council is encouraged to work directly with the City Manager when dealing with administrative services of the City. By statute [RCW 35A.13.120](#), Councilmembers are not to direct staff or become involved in or attempt to influence personnel matters that are under the direction of the City Manager. State law also prohibits Councilmembers from being involved in, or influencing, the purchase of any supplies beyond the requirements of the City procurement code/procedures. Except for the purpose of inquiry, Councilmembers should deal with administrative services primarily through the City Manager or designee.

6.02 ~~City Council~~Council/City Manager Relationship

The employment relationship between the ~~City Council~~Council and City Manager recognizes the fact that the City Manager is the chief executive officer of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. The City Manager respects and is sensitive to the policy responsibilities of the ~~City Council~~Council and acknowledges that Council holds the final responsibility for establishing the policy direction of the City ~~is held by the City Council~~.

The City Manager is subject to a professional code of ethics as a member of the [International City/County Management Association](#) (ICMA). The code binds the City Manager to certain practices that are designed to ensure actions are in support of the City's best interests. Violations of such principles can result in censure by ICMA.

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6.03 ~~City Council~~Council/City Attorney Relationship

Pursuant to recommendation of the City Manager, the ~~City Council~~Council makes policy for obtaining legal counsel for the City, either by appointment of a City Attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services. ([RCW 35A.13.090](#); [35A.13.100](#)). The City Attorney is similar to other Department Director positions and is appointed by the City Manager. The City Attorney provides legal counsel for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- *• Provide legal assistance necessary for formulation and implementation of legislative policies and procedures;
- *• Represent the City's interest, as determined by the ~~City Council~~Council, in litigation, administrative hearings, negotiations, or similar proceedings;
- *• Prosecute violations of ordinances and other laws of the City;
- *• Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the ~~City Council~~Council; and
- *• Keep ~~City Council~~Council and staff apprised of court rulings and legislation affecting the legal interest of the City.

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The City Attorney does not represent individual members of Council, but rather the City as a whole.

6.04 Council Roles and Information Flow

Council Roles

The full ~~City Council~~Council retains the authority to accept, reject or amend staff recommendations on policy matters. Individual Councilmembers are not to intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. All Councilmembers with concerns affecting the ~~City of Lacey~~City should bring those concerns to the full Council and City Manager before contacting an outside agency.

Access to Information

The City Manager is the information liaison between Council and City staff. Requests for information from Councilmembers that require research, or is solicited because of a citizen complaint or Council concern should be directed to the City Manager and will be responded to promptly. Council requests for routine, readily available information should be directed to the appropriate department director. All Councilmembers will be informed of requests and the staff response where a report is involved.

There are limited restrictions when information cannot be provided. The City is legally bound not to release certain confidential personnel information, or sales tax information on individual businesses. Certain areas of police department affairs, i.e. confidential information related to crimes, also may not be available.

Staff Roles

The Council recognizes the primary functions of staff as executing Council policy, implementing adopted goals and priorities, addressing day-to-day issues and problems, and keeping the Council informed. Staff is obligated to take guidance and direction only from the City Manager or assigned Department Director. This direction follows the policy guidance of the ~~City Council~~Council as a whole.

City staff ~~will~~ makes every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers, provided that, in the judgment of the City Manager, the request is not of the significance, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full ~~City Council~~Council.

Significant Requests

No Councilmember shall request or direct the City Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. The City Manager shall determine whether or not the matter is significant.

6.05 Dissemination of Information

The City Manager's open-door policy encourages Councilmembers to meet with the City Manager on an impromptu basis to discuss issues, City operations, intergovernmental issues, citizen concerns, goals, ~~and~~ priorities, and the like.

Councilmembers receive a weekly ~~Committee Schedule~~ listing ~~of~~ pending agenda items. The ~~weekly-monthly LaceyLife Highlights~~ provides information about on-going City activities. The *Lantern* – the City's monthly employee newsletter, and the *Energizer* - the City's monthly wellness newsletter, also provide information and updates about happenings in Lacey. In addition, the City Manager and Department Directors ~~will~~ provide regular status reports, financial reports, staff reports and other updates, as available and needed.

Council meeting packets are available on the City's website by 4 p.m. the Friday before regular meetings. Staff notifies cCouncil ~~will be notified~~ by email when the meeting packets are available.

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6.06 Staff Relationship to Advisory Bodies

~~Staff provides~~Staff support and assistance ~~is provided~~ to advisory boards, commissions and task forces. Staff support includes preparation of summary agendas, preparation of reports providing a brief background of the issues, options, alternatives, ~~and~~ recommendations, and, preparation of minutes of advisory body meetings. ~~Typically, the assigned~~ Department Director/City staff will communicate recommendations of the advisory board to the ~~City Council~~Council as necessary and appropriate.

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CHAPTER 7

City CouncilCouncil Meetings

In accordance with the Open Public Meetings Act, all Council regular and special meetings are open to the public with the exception of ~~executive~~Executive sessionsSessions.

7.01 Meetings

Council Meetings

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The ~~City Council~~Council conducts its official business, enacting laws, and approving policies during regular Council meetings. Regular Council meetings ~~are held~~occur the ~~2nd-first~~ and ~~third~~4th Thursday of the month ~~from January through October, and the 1st and 3rd Thursday of the month from November through December~~. All regular meetings begin at ~~7-7~~ p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. There are no regularly scheduled Council meetings on the 5th Thursday of the month.

Council Worksessions

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Worksessions provide an opportunity for the full Council to review and discuss issues in depth without taking official action. Council ~~worksessions~~Worksessions are heldoccur on the ~~second~~first and ~~fourth~~third Thursday of each month, ~~January through October, and the 2nd Thursday in November~~. All meetings begin at ~~7-7~~ p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. Although most formal Council action ~~is taken~~occurs at regular Council ~~meeting~~Meetings, the ~~City Council~~Council may make decisions and take official action at ~~worksessions~~Council Worksessions.

Council Committees

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~~The Council holds c~~Committee meetings~~meetings are held~~ on a monthly basis to discuss issues related to community affairs, transportation, finance, ~~economic~~ development, land use, utilities, ~~and~~ general government, ~~and~~ public safety. ~~Meeting~~Meeting times and dates ~~are posted~~are posted on the City's website. ~~Staff and available on the Committee Schedule, distribute ad weekly schedule of pending agenda items to Council~~Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies, and provide recommendations to the full Council. Committee issues can be forwarded to regular ~~council~~Council M meetings for action or to a ~~Council W~~Council Worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. *(Refer to Chapter 10, Paragraph 10.03, and Attachment 10.03A, Council Policies, Organization & Procedures of Lacey City Council)* ~~Council~~Council – Resolutions 620, 842, 893.)

Special Meetings

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- Retreats – The ~~City Council~~Council meets annually to develop short goals, priorities and policies for the upcoming year, and strategic long-term goals.

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- Legislative Meetings – Prior to the state legislative session in January, Councilmembers, City Manager, and/or staff meet with state legislators from the 2nd & 22nd Districts to discuss legislative issues of importance to the City.
- Joint Worksessions – ~~The Council meets~~ with the Planning Commission, School Board, and other interjurisdictional bodies are scheduled annually to discuss regional topics and issues.
- Bus Tours – Occasionally, the ~~City Council~~Council will schedule community tours with ~~the Planning Commission and Parks Advisory~~ Boards to view public works projects, parks, and similar private and public development projects.
- Editorial Board Meetings – Once or twice a year, the City ~~is contacted by~~ the Olympian Editorial Board ~~requests to a meeting~~ to discuss current City issues. The City Manager and three Councilmembers attend. Council rotates in order to ensure everyone has an opportunity to attend.

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7.02 Public Notice of Meetings and Hearings

~~The City Clerk publishes p~~Public notices related to public hearings, special council meetings, budget approval, annexations, and street vacations ~~are published by the City Clerk~~ in the legal section of the local paper, and on the City's website at www.ci.lacey.wa.us under News & Events/Public Notices. ~~Ordinances are published in the legal section of the local paper in compliance with LMC 1.08 on the Monday following Council action. Five business days after publication, the ordinance becomes law.~~

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7.03 Special Meetings

Special meetings may be called at any time by the Mayor, a majority of the Council, or the City Manager by delivering personally, by mail, by fax, or by email, a written notice to each member of the Council and the City's official newspaper, and to each local radio/television station with a written notification request on file at least 24 hours before the time of such meeting specified in the notice. The notice ~~shall specify~~ the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notices make it impractical.

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7.04 Executive Session

When appropriate, the ~~City Council~~Council may adjourn to an Executive Session to privately discuss and consider matters of confidential concern to the City. Executive Sessions are scheduled at the request or concurrence of the Mayor, or by a majority vote of the full Council during a meeting. The Council may hold ~~executive~~Executive Sessions before, after, or during a regular or special meeting to consider matters permitted by [RCW 42.30](#), or other applicable state law. The purposes for which an Executive Session may be held include, but are not limited to:

- *• Discussion with legal counsel on pending or potential litigation;
- *• Property acquisition/disposition where public discussion may increase or decrease the price and influence the terms of the sale;
- *• Matters affecting national security;
- *• Quasi-judicial matters;
- *• Complaints or charges brought against a public officer or employee;
- *• Qualification/performance review of the City Manager;
- *• Evaluate qualifications of candidates for appointment to elective office;
- *• Planning or adopting a position to be taken during collective bargaining, professional negotiations, ~~or~~ grievance or mediation proceedings, or reviewing proposals made in ongoing negotiations; ~~or~~
- *• Receive confidential advice from the City Attorney under the attorney-client privilege.

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Before convening in Executive Session, the Mayor ~~shall~~publicly announces the purpose of the Executive Session, the estimated time when the Executive Session will conclude, and whether the Council will reconvene to take action. An Executive Session may be extended to a later time by announcement of the Mayor ([RCW 42.30.110](#)).

7.05 Agenda Development

The City Manager coordinates the development of regular ~~Council Meeting~~, ~~Council Worksession~~, and committee agendas with the ~~Mayor~~, ~~Department Directors~~, and ~~Committee Chairs~~.

Advancing Agenda Items:

A Councilmember may request an item be considered on a future agenda either by making a request at a regular ~~council-Council meeting~~~~Meeting~~, ~~Council Worksession~~, or committee meeting, or by contacting the Mayor or City Manager. Items may be added to committee meeting agendas by consensus of the Committee.

Department Directors and staff may request an item be considered on future agendas by submitting their request to the City Manager. As needed, the City Manager will consult with the Mayor before taking matters to the full Council for consideration.

A member of the public may request an item be placed on a future agenda while addressing the ~~City-Council~~~~Council~~ during a regular meeting and/or by submitting the request in writing to the ~~City-Council~~~~Council~~ through the City Clerk's office. The Council will decide whether to consider an issue proposed for a future agenda.

In order to allow sufficient time for Council to review and staff to research the issue, the request should be submitted at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been approved for placement on an agenda, the City Clerk's office will notify the requestor to invite their attendance.

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disaster, and other severe emergencies. The reason for adding an emergency item to the agenda shall be announced publicly at the meeting and the issue shall be included in the minutes of the meeting.

Agenda Timeline

~~The City Clerk's office developed the~~ The following timeline ~~has been developed by the City Clerk's office~~ to ensure timely distribution of regular ~~council-Council meeting~~~~Meeting~~, ~~Council Worksession~~, and committee meeting packs.

- ~~*• Most agenda items require a S~~~~Staff report~~~~Report. Staff Reports~~ ~~are required for most~~ ~~agenda items, and~~ must be ready for City Manager's review by 1 p.m. two Wednesdays prior to the meeting.
- ~~*• Staff posts a~~Agendas and meeting pack~~ets~~ ~~will be posted~~ on the City's website by 4 p.m. on the Friday prior to a council meeting.
- ~~*• Staff notifies Council~~~~Council~~ ~~will be notified~~ by email when the meeting pack~~ets~~ are available.

The addition of last minute agenda items is discouraged, unless of an urgent nature, which will be determined by the City Manager and/or Mayor.

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7.06 Order of Business

The Council agenda sets the order of business for regular council meetings.

Call to ~~order~~ Order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the ~~City Council~~Council, and after determining a quorum is present, calls the meeting to order. In the absence of the Mayor and Deputy Mayor, a Councilmember is selected from among the body to act as Chair (see 2.07 Absence of the Mayor). Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

Excused Absences

The Mayor announces the excused absences of individual Councilmembers.

Consent Agenda

The ~~consent~~Consent agenda-Agenda consists of items that are routine in nature and do not require additional discussion. The Consent Agenda includes mMinutes of regular ~~C~~council ~~M~~meetings and Council Worksessions, final plat approvals, and LID/ULID's (local improvement districts/utility local improvement districts)-~~are placed on the consent agenda~~. The Mayor and Council can remove items from the ~~consent~~Consent Agenda for further discussion.

Public

• Public Recognition

When appropriate, the ~~Council~~Council recognizes volunteer service, presents special awards, and receives public presentations.

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• Public Comments

~~Citizens~~Members of the public are invited to address the ~~Council~~Council regarding topics ~~that are~~ not scheduled on the agenda. Each person addressing the ~~Council~~Council ~~will give~~s their name and address for the record, and ~~shall is asked to~~ limit their address to three minutes, unless ~~a City engor period is permitted by~~ CouncilCouncil permits a longer period. If several people wish to speak to the same issue, the Mayor may limit the total amount of time dedicated to that specific issue. The Mayor may interrupt citizen-public comments that continue too long, relate negatively to others, or are otherwise inappropriate. The Mayor ~~shall have~~has the option to allow or not allow comments on matters before Council.

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• Public Comments for Items on the Agenda

• As appropriate, the ~~Council~~Council ~~will may~~ allow the public to address items on the agenda. A ~~three minute~~three-minute limit ~~will apply~~applies, but may be reduced to two minutes if there are more than four persons wishing to comment on a subject. These comments ~~shall are~~ not ~~be~~ considered as part of a hearing. The public should ask the ~~mayor~~Mayor in advance of the start of the Council ~~meeting~~Meeting if they may speak.

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Public Hearings

~~Council holds P~~Public hearings ~~Hearings are generally held~~ following the adoption of the consent agenda and public comment period. Individuals who wish to address the Council ~~should be encouraged to~~ sign in. The Mayor ~~will open~~s the Public Hearing, and the City Clerk ~~will note~~s the time for the record. Speakers ~~will be~~are called forward in the priority in which they signed in, and are required to state their name and address. Comments are limited to the specific matter for which the ~~public~~Public hearing ~~Hearing is being held~~occurs and are limited to ~~3-three~~ minutes, unless ~~a longer period is permitted by the Mayor~~the Mayor permits a longer period. Written comments are permitted prior to and during the public hearing, and should be submitted to the City Clerk before the public hearing ~~is closed~~s. ~~The City Clerk enters w~~Written documents ~~will be entered~~ into the record, but ~~will not~~they are ~~not be~~ read aloud.

Once the ~~speakers from the sign-in list complete their comments, has been completed,~~ the Mayor ~~will ask if there are~~offers time to any additional ~~citizens~~members of the public who wish to speak at the ~~public~~Public Hearing. After the ~~P~~public H~~earing is closed~~closes, ~~no~~ members of the public ~~shall be~~are not permitted to address the Council or staff on that specific issue during the meeting. Once the Mayor closes the ~~public~~Public H~~earing,~~ the City Clerk notes the time for the record. ~~time will be noted by the City Clerk for the record.~~

Proclamations

In response to citizen requests, the Mayor may issue proclamations in declaration or recognition of a special event, organization, or person according to Council Policy. At this time, either the Mayor or ~~a City Council~~Council member reads the Proclamation into the record. (Refer to Chapter 10, Paragraph 10.05, and Attachment 10.05A, Council Policies, Reviewing Public Requests for Proclamations.)

Referral from Planning Commission

The nine member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the ~~City of Lacey~~City and areas outside of the City seeking annexation. Issues reviewed by the Planning Commission are forwarded to Council for consideration and adoption.

Referral from Hearings Examiner

The ~~H~~earings ~~E~~examiner ~~shall~~ interprets, reviews, and implements land use regulations. In addition, the ~~examiner~~Hearings Examiner ~~shall~~ hears appeals relating to the City's construction codes, as described in LMC Section 14.18.030. ~~The Mayor appoints t~~The ~~examiner~~Hearings Examiner and any ~~D~~eputy ~~E~~examiners, subject to ~~shall be appointed by the Mayor and confirmation ed~~ by the ~~City Council~~Council (LMC 2.30.020).

Ordinances

Ordinances are the official laws of the City and must be approved by Council prior to enactment. The City Attorney's office prepares ordinances, which are published by the City Clerk on the Monday following the meeting at which they were approved. An ordinance officially becomes law five business days after publication in the City's official newspaper (The

Olympian). The ordinance is codified by the City Clerk's office into the [Lacey Municipal Code](#). The original ordinance is archived as a permanent record. Beginning in 2010, adopted ordinances will be posted on the [City's website](#). Requests for ordinances prior to this time are available as a public records request through the City Clerk's office.

Resolutions

Resolutions signify the intent of the ~~City Council~~[Council](#) related to specific issues, events, or ballot measures. ~~The City Attorney, or designated City staff, prepare Resolutions-resolutions. The City Attorney approves to form can be prepared by the City Attorney, or designated City staff.~~ All resolutions ~~are approved to form by the City Attorney.~~ Once approved by the ~~City Council~~[Council](#), the City Clerk archives the resolution ~~is archived~~ as a permanent record. ~~Beginning in 2010, The City Clerk posts all resolutions adopted on or after January 1, 2010, resolutions will be posted~~ on the [City's website](#). Requests for resolutions prior to ~~this time~~ 2010 are available as a public records request through the City Clerk's office.

Mayor's Report

The Mayor reports on ceremonial events, functions, and meetings attended on behalf of the ~~City Council~~[Council](#). ~~The Mayor may also~~ make announcements, and appoints, with Council approval, ~~citizens-community members~~ to ~~Council~~[Council](#) advisory boards and commissions.

City Manager's Report

The ~~City Council~~[Council](#) awards bids, and authorizes the City Manager to sign City contracts during this section of the meeting. The City Manager may also make announcements regarding City operations. In an effort to keep the public informed of City business, and to provide education on City operations, staff may provide brief informative presentations to the ~~City Council~~[Council](#) and ~~general-the~~ public during this time.

Standing Committee Reports

There are six standing ~~Council~~[Council](#) committees with three Councilmembers appointed to each committee. At this time, Committee ~~chairs-Chairs~~ report on the topics discussed, and any recommendations forwarded to full ~~Council~~[Council](#) for action.

Intergovernmental Boards & Commission Reports

Councilmembers provide reports and updates of activities and discussions from each of the Intergovernmental Boards and Commissions to which they are appointed. If additional discussion or consensus is required on a regional issue, the topic may be forwarded to a [Council](#) Worksession for further review and discussion.

Old Business

Items and topics ~~which have~~ previously ~~been~~ discussed by ~~Council~~[Council](#), but need further discussion, may be placed under this agenda item.

Adjourn

The Mayor adjourns the meeting and the City Clerk notes the time of adjournment for the record. All meetings will conclude no later than 10:00 p.m., unless this provision is waived by a majority of the ~~Council~~Council. Consideration of the agenda matter then on the floor ~~will be~~is continued beyond 10:00 p.m. by majority vote of the Council. In the event the remaining agenda cannot be concluded at any meeting by 10:00 p.m., the meeting ~~will be~~is recessed to a definite time and place, and notice of such continued meeting ~~will be~~is given as provided by statute.

Executive Session

As needed, the ~~City Council~~Council may adjourn to an Executive Session to privately discuss and consider matters of confidential concern to the City. ~~The purposes for which an Executive Session may be held are identified in RCW 42.30.110, and Section 7.04 Council Policies/Procedures. Before convening in Executive Session, the Mayor shall publicly announce the purpose of the Executive Session, the estimated time when the Executive Session will conclude, and whether the Council will reconvene to take action. An Executive Session may be extended to a later time by announcement of the Mayor. For more information, refer to 7.04 Executive Sessions.~~

7.07 Audio and Televised Recordings of Meetings

The City Clerk's office records all regular Council ~~meetings~~Meetings, Council Worksessions, and ~~Committee-committee~~ meetings, except for those portions of the meeting conducted in Executive Session. Recordings are available under the Public Disclosure Act and archived for six years according to the State Records Retention Schedule.

The City contracts with Thurston County Media (TC Media)~~CTV~~ to provide local television programming of all regular ~~City Council~~Council meetings on Channel 3 (TCTV). Meetings are rebroadcast on ~~TCTV-TCTV~~on Tuesday at noon and Thursday at 7 p.m. ~~Tapes of the~~ Recordings are available by contacting ~~TCTV~~TC Media.

~~In~~Since 2011, the City ~~has begun video streaming~~streamed Council meetings online to provide greater public access to government operations. The videos are ~~linked to~~available on the City's website at www.ci.lacey.wa.us.

7.08 General Procedures

Seating Arrangement of the ~~City Council~~Council

Customarily, the Deputy Mayor sits next to the Mayor, and ~~newly-elected~~newly elected Councilmembers ~~are seated-sit~~ adjacent to the City Clerk. However, the Mayor with the approval of Council may reorder the seating arrangements for regular ~~council-Council meetings~~Meetings.

~~When viewing the Council desks from the entrance to the Council Chambers from left to right, the order shall be as follows.~~The seating order of the Council dais from left to right is:

- *• ~~City Clerk~~
- *• ~~Newly-elected Councilmembers~~
- *• ~~Current Councilmembers~~
- *• ~~Deputy Mayor~~
- *• ~~Mayor~~
- *• ~~City Manager~~
- *• ~~City Attorney~~

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Department Directors sit at the staff table immediately to the left of the City Clerk.

Signing of City Documents

The Mayor, City Clerk and City Attorney sign all ordinances and/or resolutions approved by ~~Council~~Council, immediately following the meeting. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions. The City Manager is authorized by the ~~City Council~~Council to sign all contracts and agreements.

Quorum

Four members of the Council ~~shall~~ constitute a quorum and are necessary for the transaction of City business. If a quorum is not present, the Council ~~meeting-Meeting will be~~is cancelled.

Minutes

The City Clerk ~~or designee shall~~-takes minutes of all regular ~~council-Council meetings~~Meetings, ~~Council Ww~~orksessions and committee meetings. ~~The City Clerk or designee posts t~~The draft minutes ~~will be posted~~-on the City website ~~in draft format~~-on the Friday prior to the Council ~~meeting-Meeting~~ and ~~Council~~Council approval. Once ~~Council~~Council ~~has approved~~ed the minutes, ~~it will be noted on the~~staff updates the website ~~to reflect~~ that the minutes ~~have been~~are approved. Copies of minutes are available upon public records request through the City Clerk's office. Original minutes ~~will be~~-are archived as permanent records.

Corrections to minutes made by Councilmembers will be so noted, and revised minutes will be posted and archived as the City's official record.

7.09 Open Public Meeting Act

The [Open Public Meeting Act](#) applies to the ~~City Council~~Council, all quasi-judicial bodies, and all standing or advisory boards, commissions, and committees. All meetings of the ~~Council~~Council shall be open to the public, except in special instances as provided in [RCW 42.30.110](#). A meeting takes place when a quorum (a majority total number of Councilmembers currently seated on the ~~Council~~Council) is present and information concerning City business is received, discussed, and/or acted upon. The only exception to the public meeting requirement is an ~~executive~~Executive session~~Session~~.

Under the Americans with Disabilities Act, the ~~City of Lacey~~City provides accommodations to provide accessible meetings for people with disabilities. Assisted-listening devices are available for use in the Council Chambers. If special accommodations are required, please contact the City Clerk three days prior to the meeting.

Chapter 8

Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

8.01 Conflicts of Interest

Applicability

All City officers, elected and appointed, are subject to the conflict of interest law in [RCW 42.23](#). This includes ~~Council~~Councilmembers.

The conflict of interest law is ~~one of the most important, yet most complicated laws on the books~~important and complicated. To understand its effect on a Councilmember's actions, ~~it is suggested that~~Councilmembers should discuss the law and potential conflicts with the City Attorney. It is imperative that Councilmembers identify in advance what their conflicts are.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on land use issues, or service or construction contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Councilmembers and in the meeting minutes, the Council may approve the contract to which a Councilmember has a remote interest, absent participation in the voting by the Councilmember with the remote interest, but only if the Councilmember refrains from any attempt to influence other [Council](#)members to approve the contract.

Prohibited Acts (RCW 42.23.070)

- No municipal officer may use his or her position to secure special privileges or exemptions for ~~himself, herself~~themselves, or others.
- No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
- No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce ~~him or her~~them by reason of ~~because of his or her~~their official position to disclose confidential information acquired by reason of ~~his or her~~their official position.
- No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

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Definition Remote Interests

Remote ~~Interests~~ interests are so minor that they do not constitute illegal conflicts of interest. Remote interests exist when a City official is:

- A non-salaried officer or member of a non-profit corporation doing business or requesting money from the City. Therefore, being such an officer or member would not constitute a conflict.
- The landlord or tenant of a contracting party. For instance, a Councilmember may lease office space to a party which has a private interest in a public matter without it resulting in a conflict of interest.
- The owner of less than 1 percent of the shares of a corporation or a cooperative doing business with the City.
- ~~Reimbursed~~ Reimbursement only for actual and necessary expenses incurred in performance of official duties.

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Acts not Constituting a Conflict of Interest

- Receiving municipal services on the same terms and conditions as if not a City official. Thus, when a Councilmember who owns a business within the City votes for or against an increase in the business license fees, a conflict would not exist because this action would apply to all businesses in the corporate limits.
- An officer or employee of another political subdivision or public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. Therefore, a Councilmember who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary increase, upon the Councilmember.
- A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons. A class must consist of at least ten members to qualify the interest as remote. A City official may sell equipment, material, supplies, or services to the City if this is done through an award or contract let after public competitive bidding. An exception to this law permits the ~~City Council~~ Council to approve a policy on an annual basis to allow the City to purchase supplies, materials, and equipment from a member of the Council without going to public competitive bid as long as the single transaction does not exceed \$300 and the annual total of such transactions does not exceed \$1,000.

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Declaration of a Conflict

When a substantial interest exists, the City official must:

- Refrain from voting or in any way influencing a decision of the ~~City Council~~Council; and
- Declare that a conflict of interest exists and make it known in the official records of the City.

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Should a situation arise wherein a majority of Councilmembers or a majority of a quorum of those present at a Council meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevent the ~~City Council~~Council from acting as required by law in its official capacity, such action shall be allowed if the members of the Council with the apparent conflicts of interest make them known.

City Attorney Opinions

A ~~Council~~Councilmember's request for an opinion from the City Attorney concerning conflict of interest is confidential. However, formal final opinions are a matter of public record and must be filed with the City Clerk. This filing requirement does not apply to verbal communications between Councilmembers and the City Attorney.

Councilmembers may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

Apparent Conflict of Interest in Litigation Matters

A Councilmember who actively supports a position contrary to an official ~~City of Lacey~~City action or position, as adopted or ratified by a majority of the ~~City Council~~Council, must recuse themselves and not participate in any vote, deliberation, executive session, or distribution of confidential information regarding further consideration or action in that matter once litigation has been served or filed regarding the matter. Litigation shall include but is not limited to legal action or appeals of any type including Growth Management Hearings Board appeals.

- The fact a Councilmember voted in opposition or expressed an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or non-participation.
-
- Once litigation has been served or filed, communication regarding the case with anyone other than City staff or legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation.
-
- Councilmembers shall voluntarily recuse themselves and choose not to participate under the conditions listed above. However, if Councilmembers fail to voluntarily recuse themselves or withdraw from participation, any other Councilmember may challenge the ongoing participation and request the challenged Councilmember to disclose any communication and participation with regard to the pending litigation.
-
- If the apparent conflict still cannot be resolved voluntarily after such challenge, a majority plus one of the council as a whole may vote to sanction and remove the challenged Councilmember from further participation with regard to the pending litigation on the basis of an apparent conflict of interest.

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Later legislative participation by a previously recused or sanctioned Councilmember, related to the same issue, is not prevented by the provisions of this subsection once the conflict no longer exists or the litigation has terminated.

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8.02 Liability

The City must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, with such a wide variety of high profile services (i.e., police, parks, roads, land use), risk cannot be eliminated. To better manage insurance and risk, the City participates in risk- and loss-control activities through the Washington Cities Insurance Authority ([WCIA](#)).

~~It is important to note that v~~Violations of certain laws and regulations by individual members of the ~~City Council~~Council may result in the member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

Elected and appointed officials ~~will~~ participate in risk management training to reduce liability due to actions taken, especially in the areas of land use.

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Chapter 9

Parliamentary Procedures

Parliamentary procedure provides the process for proposing, amending, approving, and defeating legislative motions. Following these procedures potentially reduces Council actions being declared illegal or challenged procedurally. The Lacey ~~City Council~~Council has adopted and will follow s Robert's Rules of Order, revised, unless the same is superseded by provisions of the [Lacey Municipal Code](#).

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9.01 Order of Discussion

The presiding officer ~~should~~s follow the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer ~~will~~ clearly announces that the Council has decided to rearrange the agenda. When changing the order of discussion, it ~~must must be done so as not to~~ prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

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9.02 Obtaining the Floor

A Councilmember ~~shall~~es the presiding officer and gains recognition prior to making a motion or engaging in debate. The presiding officer ~~will~~recognizes Councilmembers by their last name, such as "Councilmember Jones." Councilmembers ~~will~~ address each other as Councilmember, followed by last name, such as "Councilmember Jones." Cross-exchange between Councilmembers and the public should be avoided. This ~~is to prevent~~s general conversation and ~~to keep~~s the order necessary to maintain decorum and accomplish the business of the Council.

After a member ~~has~~concludes comments and ~~yielded~~yields the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer ~~should~~assigns the floor to a person who may not have been the first to address the chair. These are:

1. The Councilmember who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
2. No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
- * 3. In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

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9.03 Questions to Staff

~~After recognition by the presiding officer, a~~ Councilmember may ~~after recognition by the presiding officer,~~ address questions to staff members.

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9.04 Interruptions

Once recognized, a Councilmember should not be interrupted while speaking, except to make a point of order or personal privilege. If a Councilmember is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the presiding officer, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

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9.05 Discussion Limit

A Councilmember should not speak more than once on a particular subject until every other Councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process.

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9.06 Basic Steps to Conducting Business

Specific requests or proposals that are presented to Council for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, certain steps are generally required. The basic steps to conducting business include:

The Presiding Officer (Mayor)

- Introduces the item to be considered as presented on the agenda, and if appropriate, asks for a staff presentation;
- If the agenda calls for a public hearing, opens a public hearing;
- Closes the public hearing after receiving comments (if any) from the public; and
- Calls for discussion.

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A Councilmember

- Addresses the Mayor;
- Is recognized by the Mayor; and
- Proposes the motion.

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A ~~second~~ Second Councilmember

- Seconds the motion.

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The Presiding Officer (Mayor)

- States the motion;
- Calls for any further discussion or debate; and
- Restates the motion and puts the motion to a vote.

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The City Clerk

- Records the vote.

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9.07 Making a Motion

Under parliamentary procedure, there are three steps required to bring a motion before the Council for its consideration:

- A Councilmember makes a motion;
- Another Councilmember seconds the motion, and
- The chair states the motion.

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Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order*, a member must obtain the floor to make a motion. Once the chair ~~has~~ recognizes a Councilmember, the individual makes the motion by saying, "I move that..." or "I move to..." and ~~announcing~~ announces the what is proposed.

Councilmembers should attempt as much as possible to state motions in the positive form--- that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Councilmembers, but also for staff and citizens.

If a proposal has only minimal support, a Councilmember might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

9.08 Seconding a Motion

After a motion ~~has been~~^{is} made, and if it requires a second, another Councilmember who wishes to see the motion considered says, without obtaining the floor, "I second the motion," or simply, "Second." A second ~~merely~~ implies that the Councilmember agrees ~~that~~ the motion should come before the meeting, not necessarily that the member favors it. If another member of the Council does not second the motion, the chair normally asks, "Is there a second to the motion?" If there is no second, the chair should say, "Since there is no second, the motion is not before this meeting." If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Council makes a motion, no person shall address the Council without first securing the permission of the Mayor or Council to do so.

9.09 Stating the Question

Under parliamentary procedure, making and seconding a motion does not put it before the Council for consideration. This can be done only by the ~~chair~~Chair. ~~The~~when the Chair presiding officer repeats the motion and indicates that the motion is open for debate by stating: "It has been moved and seconded that ... Is there any discussion?"

Right to Withdraw or Modify a Motion

Until the ~~chair~~Chair ~~has stated~~states the question, the maker has the right to modify or withdraw the motion. After the Chair states the motion ~~has been stated~~, however, it can be withdrawn only with the ~~Council~~Council's consent. If any objection is made, it will be necessary to obtain leave to withdraw by a motion for that purpose. When a motion is withdrawn, the effect is the same as if it had never been made.

Pending Motions

~~After~~When the Chair ~~states~~has stated a motion, it is said to be *pending*. When several motions are pending, the last one stated by the chair, and the first to be disposed of, is called the *immediately pending question*. Thereafter, other pending motions are considered in descending order of rank.

9.10 Amendment of the Main Motion

When the main motion does not exactly suit the members of the Council, it may be changed by means of amendment *before* it is finally voted upon. Once recognized by the chair, a Councilmember may make the motion to amend by stating, "I move to amend the motion by..." ---adding, striking out, inserting, or substituting. An amendment to the main motion requires a second; it is debatable, requires a majority vote, and must be germane---that is, closely related to or having bearing on the subject of the motion to be amended. If the motion on the amendment passes, the chair puts the main motion, as amended, to a vote. If the motion on the amendment fails, the chair puts the main motion, as originally presented, to a vote.

The Council member, who offers the motion, *until it has been is* stated by the chair Chair, can modify the motion, or withdraw it entirely; After the Chair states the motion it is stated, the Councilmember he/she can do neither not modify or withdraw the motion without the consent of the body (majority). For example, the mover may state, "With the consent of the body Council I will modify my motion to state as follows..." If no one objects, it shall be deemed that he/she has they have the consent of the body Council to modify his/her their motion. When the mover modifies his/her their motion, the one who seconds it can withdraw their his/her second.

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9.11 Postponement of Business

Postpone to a Time Certain

~~Council~~Council may delay action on a pending question by making a motion to postpone the item either indefinitely or to a certain time-~~certain~~. This motion can be made regardless of how much debate has taken place. The question may be postponed either so that it may be considered at a more convenient time or because debate has shown reasons for delaying a decision.

Postpone Indefinitely

Council may decline to take a position on a pending question by moving to postpone the item indefinitely. Voting to postpone indefinitely kills the main motion and avoids a direct vote on the question. This motion is useful for disposing of a badly expressed main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Table

Commonly misused in place of a motion to postpone, ~~Council~~Council may lay the pending question aside temporarily when some other issue of immediate urgency has arisen. *Lay on the Table* is out of order if the evident intent is to kill or avoid dealing with an item. This motion requires a majority vote and halts consideration of a question immediately and without debate. After a question ~~has been~~is laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and when no other question is pending.

9.12 Voting Procedures

Each Councilmember ~~shall votes~~ on all questions put to the ~~City Council~~Council, unless a conflict of interest under State law or an appearance of fairness question is present. Unless a member of the ~~Council~~Council states that ~~he or she they are is~~ not voting, ~~his or her their~~ silence ~~shall will~~ be recorded as an affirmative vote.

If it is determined by majority vote of the ~~City Council~~Council as a whole, plus one, that a Councilmember has a conflict of interest under State law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Council, then the member determined to have the conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member or members requests additional time prior to the challenge having been voted on by the ~~City Council~~Council in order for the Councilmember to present further information to the Council, then the ~~City Council~~Council's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the ~~City Council~~Council, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the ~~City Council~~Council shall make its determination as provided above. When the debate appears to be over and if no one indicates a desire to continue discussion, the chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

Only those ordinances, resolutions, or motions that receive an affirmative vote by the majority of the present and voting members of the ~~City Council~~Council who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law. Pursuant to state law, any ordinance or resolution granting or revoking a franchise or license for authorizing the payment of money shall require an affirmative vote of at least a majority of the whole membership of the Council. In order for an ordinance to take effect immediately, rather than ~~5 five~~ days after its publication, the ordinance must receive an affirmative vote of a majority plus ~~one~~4 of the whole membership of the Council, and designate that the ordinance is a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace. Such emergency ordinance may not levy taxes, grant, renew or extend a franchise, or authorize the borrowing of money.

A conflict of interest ~~shall be is~~ declared whenever appropriate and in compliance with state law. The affected Councilmember will not participate in the discussion and will abstain from the voting process by leaving the Council Chambers until such time as consideration of the item has been concluded.

Affirmative Vote

Affirmative votes will be cast in an audible tone. Unless a member of the Council states that they are not voting, their silence will be recorded as an affirmative vote. ~~of voice.~~

Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring ~~his/her their~~ abstention, ~~they he/she shall~~ state the reason.

Tie Vote

A tie vote results in ~~the motion having failed~~ a failed motion. The presiding officer may publicly explain the effect of the tie vote for the benefit of the audience.

Reconsideration

Reconsideration of an item ~~may will be considered~~ occur by a majority vote of the Council. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

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9.13 Right of Protest

A Councilmember is never required to state reasons for a dissenting vote; provided, however, that any member of the ~~City Council~~Council shall have the right to have the reasons for ~~his or her~~their dissent from, or protest against, any action of the Council entered on the minutes.

DRAFT

9.14 Parliamentarian

The Mayor, or in the absence of the Mayor, the Deputy Mayor, shall serve as parliamentarian for the ~~City Council~~Council and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order, Revised*. Before deciding any question of parliamentary procedure, the Mayor may request advice from the City Attorney or designee. In cases where serious errors in procedure are used or contemplated, the City Attorney should give advice even when it has not been requested.

DRAFT

CHAPTER 10

Miscellaneous Council Policies

10.01 Appointments to Council Advisory Boards and Commissions

Prior to serving on one of Lacey's Advisory Boards and Commissions, the full ~~City Council~~Council shall confirm all citizen representative appointments forwarded by the Mayor. ~~Citizen-Community~~ members, serving on Lacey's Boards and Commissions, serve in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. ~~Citizen-Community~~ involvement is a key element in the ~~City Council~~Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the Lacey Municipal Code (LMC), the Revised Code of Washington (RCW) and through intergovernmental agreements. (Refer to Chapter 2, Paragraph 2.13.)

Procedure for appointments to Council Advisory Boards and Commissions:

1. All Boards/Commissions are identified as *codified* and *non-codified*.
2. *Codified* Boards/Commissions are defined in the Lacey Municipal Code (LMC) as City law, or in the Revised Code of Washington (RCW) as State law. Terms of office, length of service, and meeting times/days are described in the code.

~~A-a.~~ Planning Commission (LMC 2.32) 3 year term/2 term limit

~~B-b.~~ Historical Commission (LMC 2.42) 3 year term/2 term limit

~~C-c.~~ Library Board (LMC 2.46) 5 year term/2 term limit

~~D-d.~~ Board of Park Commissioners (LMC 2.44) 3 year term/2 term limit

~~e.~~ The Commission on Equity (LMC 2.34) 3 year term/2 term limit

~~E-f.~~ Civil Service Commission (RCW 41.12; LMC 2.52) 6 year term/2 term limit

~~F-g.~~ Law Enforcement Officers, Fire Fighters (LEOFF) I Disability Board

~~a.~~ (RCW 41.26) 2 year term/no term limit

~~Lodging Tax Advisory Committee (LMC 3.03.045) 3 year term/no term limit~~

~~h.~~

3. *Non-codified* Boards/Commissions are *not* enacted as law in the LMC. A description of these Boards/Commissions, their terms of office, length of service, and meeting times/days can be found in an informational brochure, *Serving on a ~~City of Lacey~~City Advisory Board or Commission*.

a. Thurston Community ~~Television-Media~~ Board (~~TCTV~~TC Media) no term limits

~~b.a.~~ Lodging Tax Advisory Committee 3 year term/no term limit

~~e-b.~~ Public Facilities District (~~PFD~~) 4 year term/no term limit

4. A candidate must be a resident of Lacey or the urban growth area. Specific residency requirements are outlined in the LMC or RCW for the Planning Commission, Historical

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Commission, Library Board, Board of Park Commissioners, Civil Service Commission, and LEOFF Board. There are no other requirements for eligibility.

5. ~~Citizens~~ Community members cannot serve on multiple Boards/Commissions at the same time.

Recruitment Process

The City Manager's office ensures that a All vacancies ~~will be~~ are publicly advertised, unless a current list of qualified candidates exist.

1. The City Manager's office announces vacancies ~~Announcements will be placed~~ in the local paper, the City's newsletter, Lacey Life, posted on the Lacey website, and ~~made~~ at televised Lacey ~~City Council~~ Council meetings.
2. The Mayor and City Clerk ~~will~~ determine if applications will be accepted until the vacancy is filled, or if an ending date will be set.
3. The City Manager's office prints and mails a Applications and the informational brochures, Serving on a ~~City of Lacey~~ City ~~Advisory Board or Commission, will be printed and mailed by the City Manager's Department~~ year-round.

Application Process

1. The City accepts a Applications ~~are accepted~~ year-round.
2. Applicants ~~are asked to~~ must submit a completed ~~an~~ application form, ~~and submit a~~ letter of interest, and a resume.
3. Staff route ~~The original applications~~ is routed to the City Clerk. The City Clerk distributes c Copies of the application ~~are distributed~~ to the Mayor and appropriate staff.
4. ~~A letter of acknowledgement is mailed by t~~ The Deputy City Clerk mails a letter of acknowledgement to the applicant.
5. The Mayor determines the appropriate interview and selection process depending upon the number of applicants, the urgency to fill the vacancy, and the skills, knowledge and abilities required.
6. The Deputy City Clerk sends a notification letter to those who applied, but were not selected. Their applications are kept on file for one year.

Appointment Process

1. ~~The Mayor appoints community members~~Citizens are appointed by the Mayor, subject to confirmation by Council at a regular Council ~~meeting~~Meeting, or by the City Manager for the Civil Service Commission.
2. Prior to the Council meeting, the Deputy City Clerk forwards copies of applications, letters of interest, and resumes to the ~~City Council~~Council for review and comment.
3. Following the appointment of a citizen to a Board or Commission, the City Clerk prepares a letter of appointment for the Mayor's signature.

Recognition Process

1. All members who serve at least one full-term on a Lacey Board or Commission, receive the *Distinguished Public Service Award* at the end of their service. The award is presented at a regular Council ~~meeting~~Meeting. ~~The City Manager's office orders t~~The plaque ~~is ordered by the City Manager's Department~~ and charges ~~the costs~~ to the *Council Special Events* account.
2. On even-numbered years, the Lacey ~~City Council~~Council hosts an *Appreciation Dinner* for members of the Council Boards/Commissions. ~~The event is coordinated by the~~The City Manager's ~~Department~~office coordinates the event, and charges ~~the costs~~ to the *Council Special Events* account.

(Refer to Attachment 10.01A – Application for Appointment to Lacey ~~City Council~~Council Boards and Commissions, and Attachment 10.01B – Serving on a ~~City of Lacey~~City Advisory Board or Commission.)

10.02 Allocation of Annual ~~City Council~~Council Travel and Training Budget

It is the intent of the ~~City Council~~Council that each member takes advantage of training and professional development opportunities to broaden ~~his/her~~their understanding of municipal government and enhance ~~his/her~~their role as an elected ~~city~~-City official. To that end, funds are budgeted annually to accommodate reasonable travel for conferences, seminars, workshops, and other training opportunities for each Councilmember. Councilmembers are encouraged to attend events sponsored by Association of Washington Cities (AWC), National League of Cities (NLC), or similar local government associations, including conferences, seminars, legislative meetings, and training programs. *(Refer to Chapter 4, Paragraph 4.04.)*

Funds allocated to Council travel and training shall be distributed equally by Council position to adequately allow a Councilmember to attend two conferences annually. In addition, adequate funds will be budgeted annually to accommodate travel by the Mayor or other selected Councilmember to meet with the ~~C~~city's congressional delegation to discuss community needs.

Councilmembers shall determine which conferences they wish to attend during the calendar year, as well as a good faith estimate of total training and travel costs by the first Council ~~worksession~~-Worksession of March. If a Councilmember's travel request is lower than their budgeted funds, their remaining funds will be distributed to other Councilmember's whose travel requests are higher than their budgeted funds. Any remaining funds not allocated towards training and travel during the March ~~worksession~~-Worksession shall be held in reserve to cover additional training or travel requests from Councilmembers.

If a Councilmember wishes to attend additional conferences or trainings during the calendar year, they must present their proposal to the General Government Committee for recommendation to be approved by the ~~City Council~~Council. Approval ~~shall be~~is granted by a majority vote of the ~~City Council~~Council.

If there are not adequate funds for each Councilmember to attend two conferences, the ~~City Council~~Council may propose a budget amendment to cover the additional costs.

The City Manager's office coordinates rRegistration and travel arrangements for the Mayor and Councilmembers ~~are to be coordinated through the City Manager's office.~~

Travel authorization and expenditures for Councilmembers requires approval of the Mayor. Travel authorization for the Mayor requires approval by the Deputy Mayor.

All travel and training are subject to City policy.

(Refer to Attachment 10.02A - Reimbursement for Expenses Incurred in the Conduct of City Business; also refer to Chapter 4, Paragraph 4.04.)

10.03 Organization and Procedures of ~~City Council~~Council4. ~~Council Meetings~~

1. ~~The City Clerk's office prepares a~~ proposed agenda ~~shall be prepared~~ prior to each meeting of the ~~City Council~~Council. The proposed agenda, together with copies of all information ~~to be considered~~for consideration by the Council at the forthcoming meeting, ~~shall be~~ posted to the City's website, and each Councilmember will be notified by email when it is available by 4 p.m. the Friday before the meeting.

A.

2. The reading of the minutes of the previous meeting shall be dispensed with, provided that such minutes are made available to each Councilmember prior to the meeting, unless the Council directs otherwise. Any amendments or corrections to the minutes ~~shall be~~ stated and agreed to by the Council.

B.

3. Councilmembers shall attempt to conduct business at all ~~council Council meetings~~ Meetings in a manner, which will allow for adjournment no later than 10:00 p.m.

C.

~~D.4. Robert's Rules of Order, revised, shall govern the deliberations of the Council, except when such rules are in conflict with state-state law, Ordinances ordinances of the City or this Resolutionresolution.~~

4. ~~Standing Council Committees~~

The standing committees of the Council and the scope of their jurisdiction are as follows:

1. ~~The Community Relations and Public Affairs: Committee This committee shall be~~ responsible for policy development and review concerning the City's art, cultural, community relations, historic preservation and parks and recreation activities.

A.

2. ~~The Finance and Economic Development: This eCommittee shall be~~ responsible for policy development and review concerning the financial matters of the City. The committee shall periodically review the City's budget and financial status and make recommendations to the Council relating to the City's expenditures and revenues, including the level and appropriateness of various non-utility fees and charges. The committee shall also consider and make recommendations to the Council regarding such other budget, financial and economic development matters it deems appropriate.

B.

3. ~~The Land Use and Environment: This eCommittee shall be~~ responsible for policy development and review of matters referred to the Council by the City's Planning Commission and Thurston Regional Planning Council, as well as urban growth policy, and housing issues. Committee members shall also review matters concerning the environment including stewardship, conservation, regulations, policy, initiatives, and projects.

C.

4. ~~The General Government & Public Safety: This committee is~~shall be responsible for policy development and review concerning the general administrative and regulatory functions of the City, including licensing, intergovernmental relations not falling within

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the jurisdiction of another standing committee, social and health services, library services, and such personnel policy matters as may be properly before the Council. Committee members shall also review public safety matters, including police, fire, criminal justice, dispatch and communication systems, disaster and emergency services, and water safety.

~~D.~~

~~5. The Transportation:~~ ~~This committee~~ ~~Committee shall be~~ responsible for policy developments and review concerning streets, highways, public transit, sidewalks, bicycle routes, traffic safety, rail, parking, and all other transportation matters. The committee shall review and make recommendations to the Council on matters relating to local and regional comprehensive transportation plans, transportation improvement proposals and matters referred to the City by the Transportation Policy Board and the Thurston Regional Planning Council.

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~~E.~~

~~F-6. The Utilities:- This e~~ ~~Committee shall be~~ responsible for policy development and review concerning all City utilities including water, wastewater, stormwater, reclaimed water, and energy related matters. The committee ~~will~~ ~~reviews~~ utility comprehensive plans and improvements, existing and proposed utility service delivery areas, boundaries, and issues relating to utility service fees and rates and the boundaries for all proposed annexation areas.

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~~3.~~

~~4. Authority of Standing Committees:~~

~~_____~~ To recognize the relationship between standing committees and the full ~~City Council~~ ~~Council~~, standing ~~council~~ ~~Council committees~~ ~~committees~~ shall be concerned primarily with policy matters and responsibilities vested in the legislative body of the City. Each committee shall review those policy matters assigned by the terms of ~~the Resolution 1071~~ ~~as~~ may be determined by direction of the ~~City Council~~ ~~Council~~ and shall formulate recommendations to the Council for action. Standing committees are subordinate to the ~~City Council~~ ~~Council~~ and the activities of such committees shall not substitute for Council action, but ~~shall~~ ~~will~~ be designed to facilitate Council business, unless specific or limited authority ~~has been~~ ~~is~~ granted by the full Council to conduct business on behalf of the full Council.

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~~6. Appointment of Committee Members:~~

~~—The Mayor appoints _____~~ ~~The appointment of~~ all members of standing and special committees of the Council, ~~shall be made by the mayor~~ with the approval of the Council. ~~Committee members elect~~ ~~The chair~~ ~~Chair, who of each committee is elected by its committee members, and~~ presides over the meeting.

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~~7. Special Committees:~~

The Council may create special committees by motion to accomplish specific tasks of limited duration.

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8. *Committee Meetings:*

—All committees should coordinate their activities with one another and with the Council as a whole. The schedule of committee meetings ~~shall be~~ maintained at City Hall and provided to Councilmembers through regular distributions. All committee meetings ~~shall be~~ open to the public unless the subject matter at such meeting is one upon which the Council as a whole would meet in ~~executive~~ Executive session, pursuant to state law. A Councilmember who is not a member of a particular committee may attend a meeting of that committee, but may not be involved in the committee discussion. Also, that Councilmember should provide sufficient advance notice so that the City can assure compliance with the advance notice provisions of the State Open Public Meetings Act.

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9. *Committee Reports:*

—Committee reports may be oral or in writing. However, when complex or particularly significant action is requested of the Council, a recommendation of a committee should be contained within a written report distributed to Councilmembers prior to Council consideration.

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10. *Staff Assistance to Committees:*

—The City Manager ~~shall provide for such~~ assigns staff assistance to ~~a~~ committees, as the committee ~~chair~~ Chairs ~~may~~ shall request. If it appears to the City Manager that the amount of staff assistance ~~being~~ requested exceeds budget allocations or interferes with the administrative operations of the City, or interferes with established Council priorities, the City Manager shall bring the situation to the attention of the Mayor and ~~City Council~~ Council.

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11. *Citizen-Community Involvement:*

—Any standing or special committee of the Council may seek involvement or advice of ~~citizens~~ members of the community through advisory task forces, focus groups, neighborhood or other area meetings, or by such other means as the committee may deem appropriate.

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(Refer to Attachment 10.03A - Resolutions 1071, 893, 842, 620; also refer to Chapter 7.)

10.04 Requesting Council Resolution on Public Issues

As issues arise, individual ~~citizens~~ community members or groups request Council to take official action as Lacey's governing body in support of or in opposition to issues of interest to them. This ~~document section~~ establishes policies and procedures for addressing when and under what circumstances the ~~City Council~~ Council will take such official action.

Council will consider requests to take official action in support of or in opposition to specific issues when:

- ~~1.~~ The issue in question has direct financial or policy implications for the City as a governmental organization; or
- ~~4.~~ 2. The issue in question has a direct economic or substantive impact on the Lacey community and is of importance and interest to a broad cross-section of Lacey residents; ~~and~~
- ~~2.~~ 3. The issue in question is one that is appropriately addressed by the ~~City Council~~ Council as opposed to another governing body such as the county, state, or federal government; or when the issue is one that is more appropriately addressed in the courts or through public election.

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Procedure:

1. The individual or group(s) making the request should be Lacey residents. An individual or group making such request should be based in Lacey.
2. It is generally the policy of the ~~City Council~~ Council that actions requested on issues of a controversial, political, or divisive nature are appropriate to address only where there is an important and vital community interest to be served by doing so.
3. The City's determination regarding requests for official positions on ballot measures will be in accordance with [RCW 42.17A.555](#) *(to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view).*
4. The person-(s) making the request must submit a completed *Application Requesting Council Position on Ballot Proposition*, supply a copy of the ballot proposition, and provide supporting documentation, materials, and other pertinent information relative to the action requested of the ~~City Council~~ Council.
5. Requests must be made at least six weeks prior to the requested Council action date, if any, unless waived by the General Government & Public Safety Committee.
6. The correspondence and associated materials will be reviewed by the General Government Committee whose recommendation regarding the request along with all appropriate materials and information will be forwarded to full Council.

7. ~~The City Manager's office will notify t~~The individual or group(s) making the request ~~will be notified~~ of the Committee meeting date and time. Where possible and practicable, the Committee ~~will~~ strives to obtain information from the opposing point of view, and where appropriate will also invite certain representatives of said opponents to the Committee meeting.
8. The Committee ~~will~~ first reviews the request to determine if it meets the policy requirements and guidelines established in this policy.
9. The Committee ~~will~~ then reviews the request along with pertinent materials and information to determine if this is a matter they wish to recommend to the full ~~City Council~~ Council for consideration. If so, a report on the matter, along with the recommendation, will be forwarded to the ~~City Council~~ Council.
10. If the ~~City Council~~ Council decides that it will act on the recommendation, ~~the Ra~~ resolution will be prepared by the City Attorney for consideration at a subsequent Council ~~meeting~~ Meeting. If the ~~City Council~~ Council decides that it is appropriate to officially consider the request, the City Clerk ~~will~~ advertises an open public meeting on the matter including the title and number of the ballot proposition.
11. If the Committee determines that it will not recommend official action on the request, the proponents will be so notified, and, a report on the matter will be presented to the Council for their consideration at the next appropriate meeting.

(Refer to Attachment 10.04A - Application Requesting Council Position on Ballot Proposition; also refer to [Chapter 5, Paragraph 5.06](#).)

10.05 Reviewing Public Requests for Proclamations

The Council will consider requests to proclaim certain events or causes, when such proclamations positively impact the community and convey an affirmative message to Lacey ~~residents~~community members. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

~~Procedure~~

1. The person(s) making the request should be a Lacey resident(s).
2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City retains the right to decide if the proclamation will be issued or not.
6. The person(s) making the request must submit a completed *Application Requesting a City Proclamation* and submit a copy of the proposed proclamation. A sample proclamation is attached to the application to provide format suggestions.
7. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the General Government Committee for their guidance.
8. Once approved, the proclamation will be added to the appropriate Council agenda.
9. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

(Refer to Attachment 10.05A – *Application Requesting a City Proclamation*; also refer to [Chapter 5, Paragraph 5.07.](#))

10.06 Guidelines for Editorial Board Meeting

In an effort to improve communications and discuss issues of public interest, the Olympian Editorial Board ~~has initiated~~may request quarterly meetings with Lacey Councilmembers. This policy is intended to set forth guidelines for attendance and communication at these meetings.

Procedure:

1. In order to ensure conformance with the State Open Meetings Law, no more than three members of the Council should attend each meeting. If more than three Councilmembers plan to attend, the City Clerk will provide appropriate notice ~~notification~~ of the meeting ~~will be communicated~~ to the public and retain a record of the meeting ~~shall be maintained~~.
2. Whenever possible, Councilmembers ~~will~~ rotate attendance at the quarterly Editorial Board meetings. ~~–~~ Variance from this practice may occur where it is anticipated that special knowledge or experience on a particular issue may be necessary or desirable.
3. Whenever possible, the City Manager ~~will~~ attends the Editorial ~~board~~Board/Councilmember meeting. ~~–~~ The City Manager ~~will~~ participates in discussions and provides s supplemental details and information on behalf of the City.
4. When Editorial Board questions arise that involve an expression of a personal opinion or points-of-view ~~as~~ opposed to Council decision or policy, Councilmembers and the City Manager should ~~be careful to~~carefully distinguish between the two when sharing information and perspectives.
5. At the regular Council ~~meeting~~Meeting immediately following the Editorial Board discussion, the full Council will be briefed regarding the highlights of the meeting.

(Refer to Chapter 7, Paragraph 7.01.)

10.07 Guidelines for Use of Washington Center

The ~~City of Lacey~~City periodically makes the Washington Center available free of charge for events in which the City has a major interest, with the following conditions:

The ~~City of Lacey~~City has two free days available each year at the Washington Center. One free-day is designated for City use, and one ~~free -day~~ day is designated for non-profit use. If the City decides not to sponsor an event, the second ~~free -day~~ day could be offered to a non-profit agency/organization.

1. ~~The City accepts a~~Applications ~~will only be accepted~~ from January through July to request a ~~free -day~~ day in a subsequent year. ~~For example, i.e.~~ to reserve a date in 2004, an application should be submitted between January and July of 2003.

2. The requesting group must be non-profit in nature.

3. Use of the Center for the event does not occur more frequently than once each year.

4. No group will receive the use of the City's free day on an annual basis, unless no other eligible applications ~~have been~~are received by the deadline.

5. The event may be used for fund-raising purposes if approved by the Lacey ~~City Council~~Council (funds raised in this way would be through admission charges, donation solicitation, or fee assessment).

6. The City determines there is general community interest in the proposed event.

7. The City determines that the activity constitutes a public use that the City is authorized to sponsor.

8. The City will receive formal recognition for its sponsorship, i.e. an announcement during the event, or recognition on a program or flier.

9. The group or individual, using the Center, agrees to hold the City harmless for any claims resulting from use of the Center.

10. Applicant must be willing to meet or comply with all Washington Center rules, regulations, and policies.

11. Applicant agrees to report attendance, participation rate, and other appropriate details in writing.

Procedure:

1. Applicant must complete an *Application for Use of the Washington Center* form and return it to the City Manager's office for processing.

2. City Manager's staff will contact the Washington Center to confirm availability of the date requested.

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3. The request will be forwarded to the Community Relations and Public Affairs Committee for consideration. Their recommendation will be presented to the full Council for approval.
4. City Manager's staff will notify the Washington Center and applicant of the Council's decision.

(Refer to Attachment 10.07A – Application for Use of the Washington Center.)

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10.08 Waiver of Building Permit and Construction Related Fees

The purpose of this policy is to set forth specific requirements, parameters, and processes wherein the City Manager or his/her designee is authorized to waive specified building-related fees to assist low-income families with home ownership and to mitigate construction-related expenses for the Lacey Boys and Girls Club.

The Lacey ~~City Council~~Council finds that home ownership by low-income people benefits the general welfare of the ~~City of Lacey~~City and its citizens. -The Council also finds that waiving the payment of certain building fees will assist low-income families in owning a home. Further, the ~~City Council~~Council ~~has~~ determined it will be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

On October 13, 2005, Council passed Ordinance 1248 creating a policy to waive building, plumbing, electrical, and mechanical permit fees, and, water meter, water construction, traffic mitigation, and plan check fees for low-income home construction projects when all of the following provisions apply:

1. The single family residential structure is to be owned and occupied by a qualifying low-income family;
2. The single-family residential structure is located within the City limits;
3. The single-family residential structure meets all building code requirements;
4. A qualified and experienced non-profit 501.C.3 organization sponsors, coordinates, and constructs the low-income single-family residential structure; and
5. The non-profit organization has a track-record, capacity, qualifying requirements, established policies and procedures, and a program of home construction for low-income families very similar or equivalent to that offered through the Habitat for Humanity organization.

The Council herein finds that Habitat for Humanity, a non-profit 501.C.3 corporation, has a long-standing, positive record and an innovative, effective, and successful program of enabling home ownership for low-income families. The Council further finds that Habitat for Humanity low-income housing projects meet the requirements of this policy and qualify for waiver of the above referenced fees, unless otherwise determined by the City Manager.

On January 27, 2011, the ~~City Council~~Council approved Ordinance 1362 relating to the provision of services to youth of the community and providing a waiver of certain fees for construction of facilities by the Lacey Boys and Girls Club. The Council therein determined it ~~will to~~ be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

Procedure:

1. Habitat for Humanity, the Lacey Boys and Girls Club, or other qualifying organization, ~~shall~~ submit to the Lacey City Manager a written request for a waiver of fees. The request ~~shall~~ must include a thorough response to the above provisions, including the location of the project, an estimated timeframe for construction, and the name, e-mail, and telephone number of the person responsible for the project.
2. The waiver of fees does not remove responsibility for obtaining all building and related construction permits and associated inspection services. Habitat for Humanity, the Lacey Boys and Girls Club, or other qualifying organizations, are responsible for obtaining appropriate permits and inspections.
3. The City Manager ~~shall~~ makes arrangements through Habitat for Humanity, or other qualifying organization, for reimbursement of waived City fees if the home is sold within five years of construction or other time frame consistent with that established by Habitat for Humanity policy.
4. The City Manager is authorized to approve the fee waiver provided all requirements for eligibility are met. The City Manager ~~shall notify~~ notifies all involved departments of said waiver.
5. The City Manager ~~shall notify~~ notifies the Mayor and ~~City Council~~ Council of a fee waiver and shall include a copy of the request for waiver with such notification.

(Refer to Attachment 10.08A – Ordinance 1248 and Attachment 10.08B – Ordinance 1362.)

10.09 Public Art Policy

The purpose of this policy is to provide a process for selecting and installing public artwork that defines City boundaries and entryways; creates a sense of community identity and character; reflects the City's history, heritage, values, and culture; makes the community more livable and enjoyable; and, celebrates the value, benefit, and contribution of art to our society.

The City will periodically acquire pieces of art to enrich our community, promote art appreciation, and enhance the aesthetics of our City. The ~~City Council~~Council retains final authority on the selection and placement of all art to be located in public rights-of-way and city-owned properties within Lacey. It is the intent of this policy that all art placed in the public rights-of-way, or placed on City-owned property be tasteful, non-controversial, and non-offensive.

Public art will be funded in part through revenue generated from an annual one dollar (\$1.00) per capita set-aside as outlined in Resolution 1105. Additionally, funds are to be budgeted in accordance with Lacey Ordinance 1022, which provides that *all appropriations for city construction projects visible and useable by the public, except street and utility projects, which appropriations exceed \$500,000 shall include an amount equal to one-fourth of 1% of the estimated construction cost of such project for works of art.*

1. Selections of public art should accomplish one or more of the following objectives:

- ~~A.a.~~ Define City boundaries or entryways into the community
- ~~B.b.~~ Create a sense of community, identity, and character
- ~~C.c.~~ Reflect Lacey's history, heritage, community values and culture
- ~~D.d.~~ Provide interactive opportunities for the general public
- ~~E.e.~~ Provide a pleasing living, working, and playing environment
- ~~F.f.~~ Enhance economic development and attract visitors
- ~~G.g.~~ Provide sustainable maintenance and operation costs
- ~~H.h.~~ Create opportunities for civic engagement
- ~~I.i.~~ Evoke a sense of fun

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2. Themes for public art should reflect one or more of the following ideas:

- ~~A.a.~~ The natural beauty of the City as reflected in its trees and lakes
- ~~B.b.~~ A history of our community as reflected in historic buildings, founding families, and events of historical significance
- ~~C.c.~~ The importance of family and youth in our community
- ~~D.d.~~ Northwest artifacts, symbols and signs, including Native American Art, salmon, orcas, fishing, and timber
- ~~E.e.~~ Historic reproduction lighting, ornamental poles, landscape furnishings, entry signs, park signs, clocks, bell towers, and fountains
- ~~F.f.~~ The rich diversity of the community
- ~~G.g.~~ Exceptional military service or the community's military connection

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3. Public art should be placed at the following locations to compliment or enhance the surroundings:

- ~~A.a.~~ Medians on arterial streets identifying entrances into the City
- ~~B.b.~~ Activity hubs such as business districts, commerce centers, and residential areas
- ~~C.c.~~ Roundabouts or traffic devices to compliment or enhance the natural landscaping of trees, shrubbery and bushes
- ~~D.d.~~ City-owned civic buildings and grounds, such as City Hall, the Community Center, the Lacey Timberland Regional Library, the Lacey Child Care Center, and the Virgil S. Clarkson Senior Center
- ~~E.e.~~ Lacey parks, trails, and publicly owned spaces
- ~~F.f.~~ Utility structures maintained by the City to include, but not limited to, utility boxes, poles, sidewalks, and maintenance hole covers

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Procedure:

1. City staff maintain a catalogue existing art pieces, which identify the artist, the location of the art piece and the purchase cost. The catalogue includes a map representing the locations of existing pieces.
2. City staff maintain a map representing the locations of existing art pieces.
3. City staff develop a list identifying locations to place art pieces over a six-year period and provide revisions to the list as pieces of art are completed.
4. The City solicits for art pieces pursuant to City purchasing policies. The Community Relations Committee performs the initial review on solicitations and recommend art pieces for approval by the ~~City Council~~Council.
5. The ~~City Council~~Council review and approve the final purchase and placement of the art installation.

(Refer to Attachment 10.09A – Ordinance 1022.)

~~10.10 Youth Representation on Council Advisory Boards & Commissions~~

~~According to Lacey Municipal Code, Sections 2.42.020, 2.44.020, and 2.46.020, it is the policy of the City of Lacey to appoint youth representatives to the Lacey Library Board, Board of Park Commissioners and Historical Commission.~~

~~Criteria for Eligibility:~~

- ~~0. 16-18 years of age (16 at time of appointment, not at time of application).~~
- ~~0. Enrolled as a Junior or Senior in the North Thurston Public School District; or enrolled in private school or homeschooled in Lacey or the urban growth area~~
- ~~0. Resident of Lacey or urban growth area.~~
- ~~0. Complete an application and participate in interview process.~~
- ~~0. Commitment to prepare for and attend monthly meetings.~~

~~Terms of Office:~~

- ~~0. One position available on the Board of Park Commissioners, the Library Board and the Historical Commission.~~
- ~~0. One year term from September to September.~~
- ~~0. One term limit.~~
- ~~0. Applications accepted in the spring.~~
- ~~0. Voting member of the Board or Commission.~~
- ~~0. Appointment by the Mayor with confirmation by Council.~~

~~Recruitment:~~

- ~~0. In the schools, through administrative staff, teachers, counselors, and peers.~~
- ~~0. In LaceyLife (City newsletter).~~
- ~~0. In local newspapers.~~

~~Recruitment and Application Procedure:~~

~~March~~

- ~~0. City Clerk or Deputy City Clerk will write a news release to announce vacancies.~~
- ~~0. City Manager's office will distribute flyers and applications to all NTPS high schools.~~

~~April 1-June 1~~

- ~~0. Completed applications are returned to City Hall, where Deputy City Clerk will forward to the Mayor and appropriate staff for review.~~

~~June 1-30~~

- ~~0. Deputy City Clerk will call applicants to schedule interviews with the Mayor and appropriate staff person (i.e. Parks Director for Parks Board, and Historical Commission; Head Librarian for Library Board). Following interviews, all candidates will be notified of the results.~~

~~July~~

- ~~0. The Mayor's recommendation will be made to full Council at the second regularly scheduled meeting in July.~~
- ~~0. The City Clerk will prepare and mail letter of appointment with the Mayor's signature.~~

~~(Refer to Attachment 10.10A—Application for Youth Representation on Council Advisory Boards & Commissions.)~~

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10.11 Water Utility System

The purpose of this policy is to manage the City's water resources in a manner which ~~will~~ protects environmental quality, provides for the public health, protects fish and other aquatic habitat, provides for a vibrant local economy, and accounts for anticipated growth mandated by the State Growth Management Act.

In response to limited water resources and despite the City's efforts described below, the Lacey ~~City Council~~Council passed Resolution No. 917 on December 21, 2006, creating policies limiting the availability of water for future water customers. To address limited water resources, the City's previously:

1. Set goals for reducing per capita water usage by adopting a tiered water rate schedule, mandating limitations on summer watering schedules, providing for the use of reclaimed water, providing water conservation services and water audits to its customers and establishing a leak detection program.
2. Promoted water quality by acquiring land along the Woodland Creek corridor, consistently expending funds for habitat enhancement along Woodland Creek.
3. Entered into a lengthy process to eliminate untreated discharges of stormwater into service water bodies within the City's jurisdiction.
4. Adopted a low impact development ordinance and engaging in other activities designed to enhance water quality and salmon restoration.
5. ~~Actively participated~~ actively in the preparation and implementation of the WRIA 11 Nisqually River Watershed Management Plan and the planning efforts of the WRIA 13 Deschutes River Watershed Management Plan.
6. Partnered with LOTT Alliance for a Water Conservation Coordination Plan.
7. Supported the efforts of the interjurisdictional Stream Team and Project Green.
8. Cooperated with the City of Olympia for joint mitigation of potential impacts of water supply production.
9. Filed applications with the Washington State Department of Ecology for additional water rights and water right transfer.
10. Engaged jointly with the Cities of Olympia and Tumwater in an attempt to acquire and transfer for municipal use existing water rights formerly held by the Brewery located in the City of Tumwater.
11. Secured over one-half of its existing water rights by purchase from private parties with and adjacent to the City's water service area, however, the availability of additional rights to purchase is nearly exhausted.

Since the City was unable to secure water rights and water to provide for the health and safety of an expanding population mandated by the Washington State Growth Management Act, the ~~City Council~~Council instituted the following policies limiting the availability of water for future water customers:

~~A-1.~~ The City shall only commit to future water services pursuant to Subsection B of this Section; provided, however, water services to properties located within the City shall be provided if both water rights and water production is available at the time that buildings located upon such properties are connected to the City's system.

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~~B-2.~~ Commitments for future water services shall be made by the City only if one of the following conditions applies:

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~~(1)a.~~ Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the State Department of Ecology.

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~~(2)b.~~ The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.

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~~(3)c.~~ The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by State law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store, distribute, and convey such reclaimed water from LOTT reclaimed water facilities to the development.

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~~C-3.~~ The City Manager is authorized to enter into such agreements as may be necessary pursuant to the Coordinated Water System Plan for Thurston County for providing of temporary water service by other public water purveyors or water purveyors meeting the requirements of the Washington State Department of Health and regulated by the Washington State Utilities and Transportation Commission to properties which are located within the City's service area but cannot currently be served by the City under the policies adopted.

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(Refer to Attachment 10.11A – Resolution 917.)

10.12 Spirit of Lacey Award

The Spirit of Lacey Award ~~To establish a~~ program ~~that~~ provides the ~~City Council~~Council a formalized means of recognizing individuals, organizations, and businesses who make significant contributions to the betterment of the greater community, or, whose acts of heroism, courage, selflessness, or exceptional volunteerism are worthy of special recognition.

Eligibility:

1. Individuals
2. Organizations – private, public, and not-for-profit
3. Businesses

Criteria:

1. Exceptional contributions that promote the betterment of the community (e.g. long-term extraordinary individual or group volunteerism that meets a special need in the community or provides a service not otherwise provided)-
2. Actions that provide long-term value and benefit for future generations (e.g. initiating a major new program with broad community-wide benefit and that fills a critical need)-
3. Acts of heroism and selflessness (e.g. saving a life, by risking one's own life)-
4. Exceptional environmental stewardship (e.g. a major land donation that protects and preserves sensitive environmental property)-
5. Extraordinary generosity or investment in the community (e.g. a major cash or land donation valued that helps address an important community need and enhances the overall community)-

Frequency:

1. As merited-

Note: The *Spirit of Lacey Award* ~~is established to~~ recognizes 'exceptional' and 'out-of-the-ordinary' contributions to the community. It is intended to be awarded sparingly and on a limited basis so as not to diminish its significance and the extraordinary contributions of recipients.

Nomination Process:

1. Nominations can be made by submitting a nomination form in writing at any time to the ~~City Council~~Council Community Relations Committee, 420 College Street, Lacey, WA, 98509, or via e-mail to council@ci.lacey.wa.us. Individuals, businesses, and organizations are welcome to submit nominations. Nomination forms should document in detail the significant and extraordinary contributions of the proposed recipient.

2. Information about the *Spirit of Lacey Award*, including this program outline, ~~will be maintained~~ is available on the City's website for general public access and to encourage submittal of nominations.

Selection Process:

1. The Lacey ~~City Council~~Council Community Relations Committee ~~will schedule~~ s time at a regularly scheduled meeting to determine if there are any businesses, individuals, or organizations that qualify for the *Spirit of Lacey Award*.
2. Nominations received during the course of the year will be considered along with other recommendations, if any.
3. The Community Relations Committee ~~will review~~ s and ~~deliberate~~ s on the merits of each nomination utilizing the criteria and principles established herein.

A.a. If the Committee determines the nomination ~~does meet~~ s the criteria, their recommendation will be forwarded to the ~~City Council~~Council with documentation supporting the exceptional actions or extraordinary contributions of the individual, business, or organization.

B.b. If the Committee determines the nomination does not meet the criteria, the nomination will not be forwarded to the ~~City Council~~Council. For those that are not forwarded to the ~~City Council~~Council, the Committee will determine the appropriate level of recognition and acknowledgment based on the information received as part of the *Spirit of Lacey* nomination process.

Award and Presentation:

1. *Spirit of Lacey Awards* will be presented to recipients by the Mayor at regularly scheduled and televised ~~City Council~~Council meetings.



2. Recipients of the Award will be acknowledged on the City's official website provided permission is granted.

Historical Record:

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1. A record of all *Spirit of Lacey Award* recipients will be maintained by the City Manager's Office and will be made available to the Community Relations Committee as a means of ensuring nominations meet the high standard of exceptional and extra-ordinary contribution to the community.

(Refer to Attachment 10.12A – Spirit of Lacey Award Nomination Form)

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10.13 Annexation Policy

~~The Annexation policy~~ Te serves s as the framework from which specific annexation requests can be reviewed and evaluated.

~~Guiding Principles:~~

1. The City ~~will~~ ensures that annexations are processed in accordance with State annexation laws in a timely and efficient manner.
2. The City ~~will~~ insures that annexations ~~will~~ include the participation of the annexation area residents through either the petition or election methods of annexation.
3. The City ~~will~~ collaborates on annexations with affected jurisdictions in order to accomplish an orderly transfer of contiguous lands within the urban growth area into the City (county wide policy).

~~Process and Review Criteria:~~

The ~~City of Lacey~~ City ~~will~~ utilizes standard criteria, empirical data, and best practices to evaluate annexation requests to ensure they best meet the service delivery, health and safety, quality of life, ~~and~~ financial goals, and policies of the City.

~~Policies:~~

1. The City ~~will~~ evaluates all annexations on the basis of their short and long-term community impact. Prior to annexation, the City will perform a study of the annexation area as suggested in the MRSC annexation handbook, which at a minimum, includes the following information:
 - a. Statistical data
 - b. Maps
 - c. Existing public services, level of service, and cost
 - d. Crime statistics
 - e. Roadway condition analysis
 - f. Traffic management deficiencies
 - g. Capital improvement requirements
 - h. Utility assessment
 - i. Water, wastewater, and storm water system assessment
 - j. Environmental assessment
 - k. Urban service needs
 - l. Service requirement costs
 - m. Estimated revenues
 - n. Social and economic characteristics
 - o. Impact on existing inter-local agreements
 - p. Special issues, if any
 - q. Amount of bonded indebtedness to be assumed by the annexation area.

2. The City ~~will~~considers expanding or contracting the area of a proposed annexation when such an expansion or contraction would serve to make City boundaries more regular, where the area to be served is a logical extension of City service capabilities, or where the best interests of the city are an overriding consideration.
3. Annexation of land should be directly dependent upon the City's ability to provide, acquire, operate and maintain services for public works (streets, stormwater, water, and sewer), police protection, parks and recreation, code enforcement, and related municipal services. Annexation should be considered only after the City is satisfied that these services a) can be made available in a manner cost effective to the City, b) are not detrimental to existing services provided Lacey residents, and, c) the annexation is in the best interest of the City.
4. Private streets, facilities, and/or utilities located in an annexation area will not be assumed by the City as a result of annexation unless requested and the private streets, facilities and/or utilities meet the City's current standards for construction and maintenance and, it is in the interest of the City to assume this additional responsibility.
5. An area proposed for annexation will assume ~~it's~~its prorated share of the City's bonded indebtedness existing at the time of annexation.
6. The City ~~will~~evaluates proposed annexations based on the following criteria:
 - a. The ability of the City to provide public services at a level equal to or better than that available from current service providers;
 - b. The ability of the City to provide public services at the City's current levels of service;
 - c. Whether the annexation will cause a financial burden or a reduction in level of service to the City or existing citizens;
 - d. Whether the annexation would eliminate an unincorporated island or could be expanded to eliminate an unincorporated island(s);
 - e. Whether the annexation would follow logical boundaries, such as streets, subdivisions, waterways, or substantial topographic changes;
 - f. Whether the annexation would eliminate an irregularity or irregularities in the City's boundaries, thereby improving service delivery;
 - g. The relative costs and affordability to serve the proposed annexation versus the revenue to be derived from annexation;
 - h. The proposed annexation is consistent with the Growth Management Act and the adopted Comprehensive Plan; ~~and~~;
 - i. The capital cost and affordability to the City of making required infrastructure improvements and/or addressing infrastructure deficiencies.
7. In order to accomplish the above, the ~~City of Lacey~~City will support the following annexation procedures:
 - a. The City Manager ~~will~~designates the Community Development Department and/or other staff to perform the following:

- 1) i. Receive and process annexation requests.
- 2) ii. Furnish the public and City officials with annexation procedure information
- 3) iii. Coordinate the preparation of annexation studies, technical studies and assessments on the impacts from annexation

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- b. The City ~~will~~ reviews the zoning of the annexation area to ensure consistency with the adopted comprehensive plan. The annexation request will be referred to the Planning Commission if a comprehensive plan amendment or rezone is warranted.
- c. Prior to any annexation, the City ~~will~~ confers with affected special districts and other jurisdictions to assess the impact of annexation.
- d. The City should follow the provisions of [RCW Chapter 35A.13](#) regarding its relationship to water districts when annexation takes place.
- e. ~~The City c~~Creates, updatess, refiness, and maintainss a City annexation brochure and other informational resources relating to annexation.
- f. ~~The City d~~Develops a standardized matrix and evaluation process for conducting fiscal feasibility studies to determine the economic impact of proposed annexations.
- g. ~~The City d~~Develops a priority list of annexations based on the development potential of land within the planning area and the "squaring" up of boundaries for service enhancement. Annexations processed at the request of property owners will be prioritized as they are received.

Utilities:

The ~~City of Lacey~~City should support the extension of City utilities into the unincorporated Urban Growth Area, provided the utilities extension meets City standards, is consistent with current City utility policies, and the residents to be served commit to annexation into the City when the City deems annexation is appropriate.

~~Policies:~~

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1. Unincorporated, undeveloped land which is immediately adjacent to the City boundary should be required to annex to the City at the time development is proposed in order to receive the full range of urban services. Provided, the policies and requirements of this document are satisfactorily met.
2. Unincorporated and undeveloped land, which is located within the Urban Growth Area but is not adjacent to the City boundary and is not practical to annex at the time of development may be developed subject to compliance with the Comprehensive Plan and implementation ordinances, standards and guidelines. Connection to utilities should not occur unless public improvements are constructed to City standards and the properties served commit to annexation into the City when the City deems annexation is appropriate.

3. Until adequate water rights are obtained as determined by the City, annexation of undeveloped properties will be considered only if the terms of Resolution 917 are met, summarized below: (Resolution 917)

a. Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the Department of Ecology.

a-

b. The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.

b-

c. The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by state law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store, distribute and convey such reclaimed water from LOTT reclaimed water facilities to the development.

4. The City may, by Council approval, coordinate the extension of City utilities and services to developed and undeveloped properties to encourage and guide needed and desirable urban growth, provided that (Resolution 541):

a. The owners of lands to be served by such water and/or sewer service agree to participate financially by formation of local improvement district or other means, to the extent and in the manner agreeable to the City, in capital improvements taking or projected to take place.

b. The area and property owners served by water and/or sewer are subject to a contractual arrangement wherein it is agreed all utility improvements meet City standards and residents of the area agree to annex to the City at such time the City deems appropriate.

c. The owners of lands to be served by such water and/or sewer service, provide when requested by Local Improvement District or other non-City funds, specified water and/or sewer supply, transmission, distribution and storage facilities, intertied with City systems. Ownership and control of such facilities shall be transferred to the City following construction, inspection and acceptance.

Inter-local Agreements:

Policies:

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1. The City where appropriate, ~~will~~-collaborates with adjacent jurisdictions in the creation of inter-local agreements to provide technical and financial support for the extension and improvement of public services and facilities within in the City's Urban Growth Area.
2. The City supports the Memorandum of Understanding between the Lacey, Olympia Tumwater and Thurston County relating to Urban Growth Area Zoning and Development Standards establishing uniform adoption and implementation of comprehensive plan, zoning and development standards within the Urban Growth Boundary.

The City ~~will~~-participates in the planning for areas outside its boundaries but within its urban growth area to ensure that land uses are compatible with the ~~City of Lacey~~City and Thurston County Land Use Plan for the Lacey Urban Growth Area, goals, policies and land use designations.

10.14 Flag Policy

The flag policy shall apply to all City-owned locations at which the City flag is displayed.

The Lacey ~~City Council~~Council may choose to fly a different flag in place of the City flag. Any decision to fly a different flag must be made independently by the ~~Council~~Council. The approval to fly a flag in place of the City flag must be made by a majority of the ~~Council~~Council at any regular Council meeting. The decision can be made to fly the flag for a specific period of time or on a recurring annual basis.

Any flag ~~that is displayed~~flown by the City must be purchased and owned by the City.

~~City Council~~Council Approved Flags

- ~~Sister City Flag: The flag of Lacey's sister city may be flown during the visit of a sister~~ city delegation to City Hall.
- ~~The Pride Flag: The Pride Flag will be flown annually from June 1 to June 30.~~

~~(Adopted August 23, 2018)~~

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10.15 Interlocal Agreements Approval Process

Policy

The following policy is established for Interlocal Agreements approved by the Lacey City Council.

Definition

Interlocal Agreements are authorized through the Interlocal Cooperation Act, Chapter 39.34 RCW. The act provides for public agencies to contract with one or more other public agencies to perform governmental activities or services which each agency is authorized by law to perform individually. This means a city may contract with another city, the county, a special purpose district, or an agency of the state or federal government.

Procedure

1. Determine classification category for the interlocal agreement.

4.

a. Routine

a. ÷

i. Any Interlocal Agreement that requires a City commitment of equal to or less than \$25,000; ~~OR~~

i.

ii. Any agreement previously established that is set for renewal or amendment that does not include any significant language changes or increase in level of City support.

ii.

b. Substantial or Significantly Modified

b. ÷

i. Any Interlocal Agreement that requires a City commitment of more than \$25,000; ~~or~~

i. ~~OR~~

ii. Any agreement previously established that is set for renewal or amendment that **includes** significant language changes or increase in level of City support.

2. Each category must follow its respective approval process for Interlocal Agreements.

2.

a. Routine Category

a. ÷

i. The City Manager is authorized to execute Interlocal Agreements categorized as "Routine."

i.

ii. The City Manager will report on approved Routine Interlocal Agreements during the City Manager's Report.

ii.

b. Substantial or Significant Category

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- ~~b.~~ ÷
- i. Any Interlocal Agreement categorized as “Substantial” or “Significantly Modified” should be presented to the respective Council Committee.
- ii. After committee review, the Interlocal Agreement should then be forwarded to the full ~~City Council~~Council for consideration.

~~(Adopted September 13, 2018)~~

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10.10 Naming of Public Parks, Trails, Parkways, etc.

It is the policy of the City to utilize an established procedure to name public spaces, including public parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and accessories.

Eligibility:

To define the criteria and procedures for naming of public spaces.

Criteria:

In the naming of public spaces, consideration shall be primarily given to:

1. Neighborhood, geographic or common name identification.
2. A natural or geological feature.
3. Significant historical events or cultural attributes.
4. A historical figure.
5. An individual (living or deceased) who has made a significant land and/or monetary contribution to the park system and who has stipulated the name as a condition of the donation.
6. An individual who has contributed outstanding civic service to the City.
 - a. Facilities shall not ordinarily be named for living persons, except under the following conditions:
 - i. The individual in his or her lifetime has provided exceptional service to the City. This service should be of substantial length and leadership.
 - ii. His or her accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the park and recreation movement.
 - b. Park and recreation facilities may be named for a deceased person subject to the following conditions:
 - i. The person has been deceased for a minimum of two years.
 - ii. The person made a significant direct financial contribution for the development/construction of, or donated land for a park, trail and/or recreation facility.
7. An organization that has donated a significant parcel of property or facility, or has provided a majority of the financing for the acquisition of a public space. An organization that provides for significant development of a park and/or element within a park, may receive secondary name recognition as outlined in the "Procedure – item 7."

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Procedure:

1. The naming of public spaces should be approached without preconceived notions and with patience and deliberation.
2. Timing is important in naming public spaces, since temporary designations tend to be retained. During the development, a number or street designation will be used until the formal naming of the public space. Whenever possible, naming will be made upon closing a purchase or construction of the public space.
3. Once a name has been approved, it should be considered permanent.
4. Suggestions for names may be solicited from organizations and/or individuals, including residents surrounding the property to be named, at the request of the Lacey Park Board or at the discretion of the Council. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration.
5. To avoid duplication, confusing similarity or inappropriateness, the Lacey Park Board, in considering name suggestions, will review existing names in the park system and surrounding area.
6. The Council, following public review and/or recommendation by the Lacey Park Board, shall designate names for park and recreation facilities. The Lacey Council will have the prerogative of accepting or rejecting all proposals.
7. All portions of a public space will have, as a general rule, the same name as the entire park, trail or facility. However, elements within a public space may be named separately as long as the name does not detract from the intended identity. Thus, the two names can be used in combination, i.e. Beaver Park's Cleaver Field or Riverfront Park's Blooming Arboretum.
8. Public spaces shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.
9. Where appropriate, a "Contributors Corner" may be established to honor those who have made significant contributions to the site.
10. Upon approval of the name, the name will be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.

Definitions:

1. Lacey Park Board – an appointed board of six members representing the citizens of the City.
2. Public spaces – all City owned, public parks, parkways, trails, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and features in the park and recreation system of the City.
3. Memorials – all sculptures, permanent artwork, fountains, memorial gardens, plazas, and exhibits which honor or commemorate a person(s), group or event.
4. Basic park accessories include typical amenities, i.e. benches, picnic tables, equipment, trees, drinking fountains, game equipment and exhibits.

10.11 Naming of Historical Buildings

It is the policy of the City to utilize the following procedures and selection process for recognizing the community's history, places and people.

Purpose:

To define the selection criteria and procedures for recognizing buildings, sites, people, organizations and events important to community's heritage. To amplify and clarify procedure outlined in existing City ordinances regarding historical resources. To assure that historical references and recognition are valid, appropriate and timely.

Criteria:

City Ordinance No. 531 and Ordinance No. 796 identifies the process or recognizing buildings, streets, areas, districts, sites and other activities associated with the City's heritage. The following shall be implemented to augment to existing ordinances:

1. Calendar age will not be a factor in limiting recognition.
2. As an addition to and without alternating the ordinances, recognition may be given to:
 - a. Buildings and sites associated with events important to the City's Heritage.
 - b. Buildings and sites associated with persons important to the City's heritage.
 - c. Significant historical cultural attributes.
 - d. People and organizations that have contributed to the community's history.
 - e. An individual (living or deceased) who has made a significant land and/or monetary contribution to the preservation or enhancement of Lacey's historical resources.
 - f. An individual who has contributed exceptional civic service to the City.
 - i. Recognition is not ordinarily given to living persons, except under the following conditions:
 - 1) The individual in his or her lifetime has provided exceptional service to the City. This service should be of substantial length and leadership.
 - 2) His or her accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the community's history and development.
 - g. An individual or organization that has donated a significant parcel of property or facility, or has provided a majority of the financing for the acquisition of a public facility.
 - h. An individual or organization that has undertaken significant activities that further the understanding of the community's heritage.

Selection Process

1. Providing recognition of the community's history, places and people should be approached objectively with patience and deliberation.
2. All suggestions, recommendations and applications for recognizing people, organizations, sites and events that are directly related with the community's history shall be reviewed by the Lacey Historical Commission.
3. The Lacey Historical Commission will provide guidance, background data, and advice to the entity originating the recommendation for recognition, and will submit recommendations to the Lacey Council for consideration. The Commission, in considering suggestions for recognition, will review existing data known to the Commission.
4. The Lacey Council will have the prerogative of accepting or rejecting all proposals.
5. Duplicates of recognition may be allowed. Some people or organizations contribute in many ways and can be recognized as appropriate for each action or event.
6. Memorials may be dedicated to the cause for which they were given by an appropriate plaque or sign under the following conditions:
 - a. Requirements are that the building, site, person, organization or event will have met the criteria for recognition.
 - b. The memorials are appropriate for the location and approved by the land owner or City department. The City may, but is not obligated to, replace memorials.
7. Placement of signs or plaques will be considered only on permanent monuments, structures, or facilities.
8. The donations of items associated with the community's heritage will be encouraged with or without donor information. However, the City will not be obligated to replace the identification placed on the item.
9. Where appropriate, a "Contributor's Register" may be established at the Lacey Museum or other City facility to honor those who have made significant contributions to the community.

Definitions

1. Lacey Historical Commission – an appointed board of nine members representing the citizens of the City. The Commission's actions and responsibilities are identified in City Ordinance No. 531 and Ordinance No. 796.

Procedure

1. Suggestions for recognizing historical events, places and people shall be solicited from organizations, individuals and City staff, or may be voluntarily submitted by any citizen. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration by the Lacey Historical Commission.
2. The Lacey Historical Commission may act on any recommendation for recognition at a regularly scheduled meeting, special meeting, or telephone poll.

3. The Council, following public review and recommendation by the Lacey Historical Commission, shall provide for the specific recognition.
4. Buildings, sites, and other specific facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

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Attachment 4
Recommended Table of Contents Changes
to the *Lacey City Council Policies-Procedures Manual*

FOREWORD

CHAPTER 1 Introduction and Overview

- 1.01 Council Manager Form of Government
- 1.02 Interpersonal Standards, Protocols, and Ground Rules
- 1.03 Overview of Key City Documents

CHAPTER 2 City Council: General Powers and Responsibilities

- 2.01 Eligibility for Office
- 2.02 Elections – Terms of Elective Officers
- 2.03 Lacey City Council: General Powers and Responsibilities
- 2.04 Role of Mayor and Deputy Mayor
- 2.05 Incompatibility of Offices
- 2.06 Election of Officers
- 2.07 Absence of Mayor
- 2.08 Council Attendance
- 2.09 Council Vacancy
- 2.10 New Councilmember Orientation
- 2.11 Appointment and Role of City Manager
- ~~10.03~~ 2.12 *Organization and Procedures of City Council (move)*
- ~~2.12~~ 2.13 *Council Committees and Intergovernmental Boards & Commissions (move)*
- ~~2.13~~ 2.14 *Advisory Boards and Commissions (move)*
- ~~10.01~~ 2.15 *Appointments to Council Advisory Boards and Commissions (move)*
- ~~2.14~~ 2.16 *Lacey Youth Council (add)*

CHAPTER 3 Administrative Support to the City Council

- 3.01 Staff/Clerical Support
- 3.02 Office Equipment
- 3.03 Information Technology
- 3.04 Meeting Rooms
- 3.05 Mail and Deliveries

CHAPTER 4 Financial Matters

4.01 Budget

4.02 Council Compensation

4.03 Financial Disclosure

4.04 Council Professional Development and Training

4.05 Gift of Public Funds

4.06 Fiscal Policies

~~10.02~~ 4.07 Allocation of Annual City Council Travel and Training Budget (move)

CHAPTER 5 Communications

5.01 Council Correspondence

5.02 Public Communication

5.03 Public Notices and Legal Publications

5.04 Press Releases

5.05 City Website

5.06 Requesting Council Resolution on Public Issues (duplicative with 10.04 - combine)

~~10.04~~ 5.07 Requesting Council Resolution on Public Issues (duplicative with 5.06 - combine)

5.08 Proclamations (duplicative with 10.05 - combine)

~~10.05~~ 5.09 Reviewing Public Requests for Proclamations (duplicative with 5.07 - combine)

5.10 Public Records Act

5.11 Social Media

~~10.14~~ 5.12 Flag Policy (move)

~~10.10~~ 5.13 Naming of Public Parks, Trails, Parkways, etc. (move)

~~10.11~~ 5.14 Naming of Historical Buildings (move)

CHAPTER 6 Interaction with City Staff/Officials

6.01 City Council Non-participation in Administration

6.02 City Council/City Manager Relationship

6.03 City Council/City Attorney Relationship

6.04 Council Roles and Information Flow

6.05 Dissemination of Information

6.06 Staff Relationship to Advisory Bodies

CHAPTER 7 City Council Meetings

7.01 Meetings

7.02 Public Notice of Meetings and Hearings

7.03 Special Meetings

~~10.06~~ 7.04 *Guidelines for Editorial Board Meeting* (move)

7.05 Executive Session

7.06 Agenda Development

7.07 Order of Business

7.08 Audio and Televised Recordings of Meetings

7.09 General Procedures

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CHAPTER 8 Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

8.01 Conflicts of Interest

8.02 Liability

CHAPTER 9 Parliamentary Procedures

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9.02 Obtaining the Floor

9.03 Questions to Staff

9.04 Interruptions

9.05 Discussion Limit

9.06 Basic Steps to Conducting Business

9.07 Making a Motion

9.08 Seconding a Motion

9.09 Stating the Question

9.10 Amendment of the Main Motion

9.11 Postponement of Business

- 9.12 Voting Procedures
- 9.13 Right of Protest
- 9.14 Parliamentary

CHAPTER 10 Miscellaneous Council Policies

~~10.07~~ 10.01 *Guidelines for Use of Washington Center* (move)

~~10.08~~ 10.02 *Waiver of Building Permit and Construction Related Fees* (move)

~~10.09~~ 10.03 *Public Art Policy* (move)

~~10.10~~ ~~Youth Representation on Council Advisory Boards & Commissions~~ (delete – out of date and covered by 2.16 Lacey Youth Council)

~~10.11~~ 10.04 *Water Utility System* (move)

~~10.12~~ 10.05 *Spirit of Lacey Award* (move)

~~10.13~~ 10.06 *Annexation Policy* (move)

~~10.15~~ 10.07 *Interlocal Agreements Approval Process* (move)



STAFF REPORT

August 19, 2021

SUBJECT: Lift Station 49 – Cross Connection Control

RECOMMENDATION: Motion to award Lacey Contract Number PW 2018-10 to low bidder Pease & Sons, Inc. from Tacoma, Washington in the amount of \$574,787.59

STAFF CONTACT: Scott Spence, City Manager *SS*
Roger Schoessel, City Engineer *RAS*
Peter Brooks, Water Resources Manager *PCB*
Tyson Poeckh, Project Administrator *TP*
Jason Kashani, Utility Engineer *JSK*

ORIGINATED BY: Public Works Department

ATTACHMENTS: 1. [Bid Tab Summary Attachment](#)
2. [Project Site Map](#)

FISCAL NOTE: Funding for this contract is provided through fund sources 411-3518-535.90-01 and 411-3518-535.90-05.

PRIOR REVIEW: Council approved the 2021 Wastewater Capital Funds as part of the 2021 Budget. The Lift Station 49 – Cross Connection Control project is listed as a 2021 Wastewater Capital Fund project.

.

BACKGROUND:

Lift Station #49 (LS49), located at 2365 Shady Glen Court NE Lacey, WA 98503, is the largest sanitary sewer lift station within the City's wastewater system and was constructed in 2009. The lift station includes pumps, pipes, controls, odor control system and a screening system, and is located north of Britton Parkway in undeveloped acreage. Due to the size of the lift station, it has been considered a wastewater treatment plant separating it from the rest of the smaller lift stations serving the system, therefore triggering a higher level of backflow prevention.

The original design for the site used water from the City's potable water system to serve the site through a 3" reduced pressure backflow assembly. While this method is one of the most common methods for backflow prevention, it is inappropriate for the level of hazard present at a waste water treatment plant. To meet Washington State Department of Health

(DOH) cross-connection control requirements, this project will modify the water supply system to the site to include an air-gap system, which provides a physical break between the City's water supply and the facility's processes thereby providing the utmost protection against cross connection hazards.

The project was advertised for three weeks and bids were opened August 5, 2021. Two bids were received. The 2 bids were \$574,787.59 and \$592,570.57. Pease & Sons, Inc. from Tacoma, Washington, is the low bidder. The Engineer's Estimate is \$695,122.13. A Bid Summary Sheet is attached.

Pease & Sons, Inc. is qualified and capable of performing the work. Project start date is anticipated in September 2021 with 80 working days allotted to complete the work. The project is expected to be completed by January 2022.

ADVANTAGES:

1. The project brings the site into compliance with DOH regulations.

DISADVANTAGES:

1. None noted.

Attachment #1
BID SUMMARY:

Lift Station 49 - Cross Connection Control
PW 2018-10

8/5/2021

[illegible]

8/5/2021

Apparent Lows

Attachment #2
LIFT STATION 49:





LACEY CITY COUNCIL MEETING

August 19, 2021

SUBJECT: Gold Star Families Memorial

RECOMMENDATION: Move to commit \$30,000 from the City Art Fund in support of the Gold Star Families Memorial Project.

STAFF CONTACT: Scott Spence, City Manager 

ORIGINATED BY: Gold Star Memorial Foundation - Lacey

ATTACHMENTS: 1. [Gold Star Families Memorial Project Presentation](#)

FISCAL NOTE: \$30,000 from the Art Reserve Fund will be used to fund proposal.

PRIOR REVIEW: Community Relations Committee – July 6, 2021
Lacey City Council Worksession – August 12, 2021

BACKGROUND:

The Gold Star Memorial Foundation of Lacey is a nonprofit that seeks to memorialize the dedication and sacrifice of local families who's loved ones that paid the ultimate sacrifice for our freedoms. Funds raised will go toward the establishment of the Gold Star Families Monument in Lacey. The site of the monument will be located at the Lacey Flag Plaza, adjacent to Sleater Kinney Road.

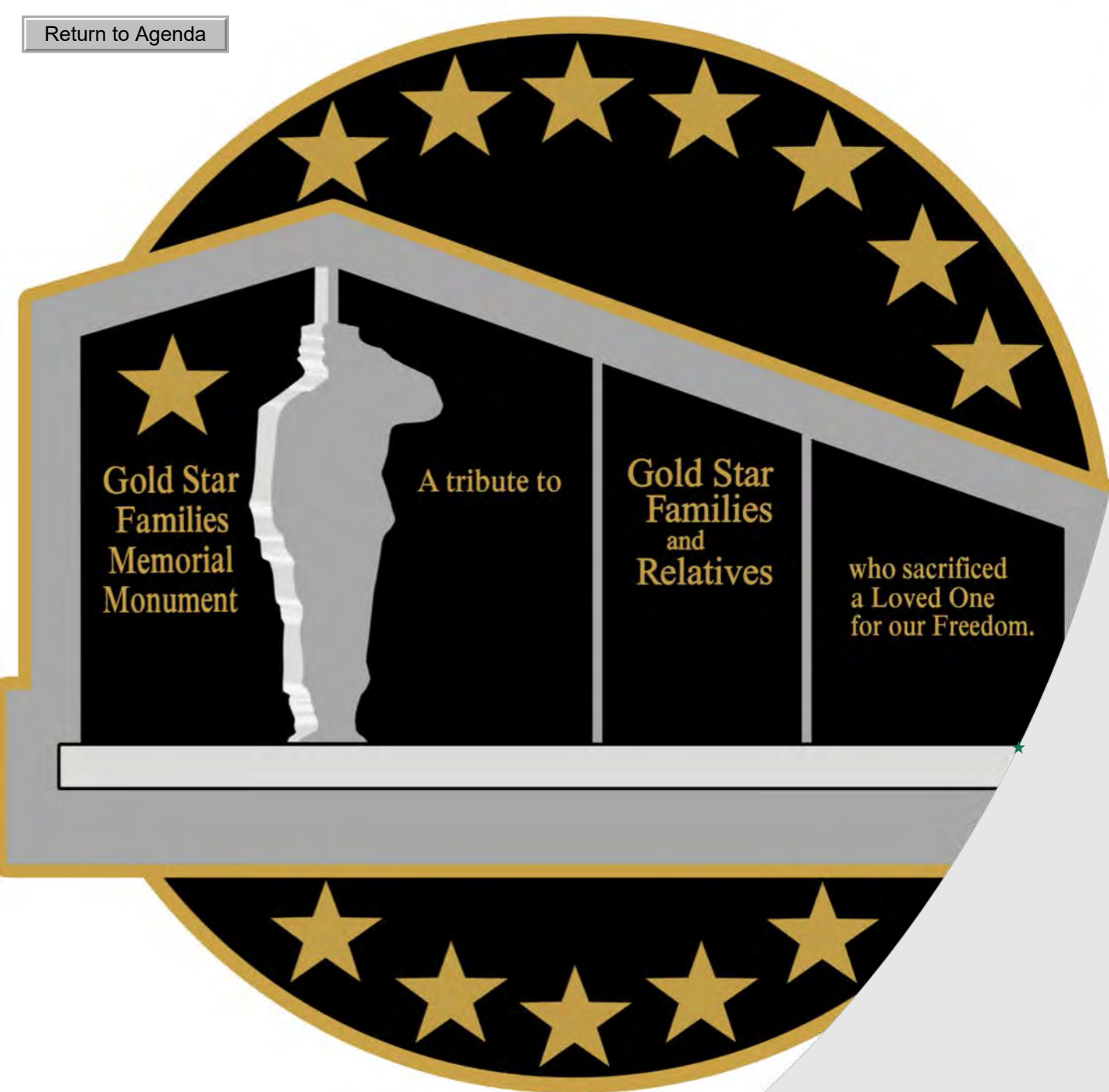
At City Council's August 12, 2021, Worksession, organizers for the Gold Star Memorial Foundation asked if the City would contribute funding toward the project. Councilmembers voiced their support of the project and agreed to consider a \$30,000 contribution toward the Gold Star Families Memorial Project in Lacey. City Council also expressed a desire to see the project finished and asked for updates as the Gold Star Memorial progressed.

ADVANTAGES:

1. The request aligns with the City's ongoing commitment and support of Lacey's military community.
2. The project recognizes the great sacrifice made by individuals in defense of our country and the loss to families who lost loved ones.

DISADVANTAGES:

1. None.



Gold Star Memorial Foundation - Lacey

Gold Star Families Memorial Monuments are a two-sided tribute made of black granite. One side bears the words: Gold Star Families Memorial Monument, a tribute to Gold Star Families and Relatives who sacrificed a Loved One for our Freedom.

The other side tells a story through the four granite panels: Homeland, Family, Patriot, and Sacrifice. The scenes on each panel are a reflection of each community's Gold Star Families and their fallen Heroes.

At the center of this tribute is a silhouette of the Loved One who paid ultimate sacrifice in the name of Freedom.

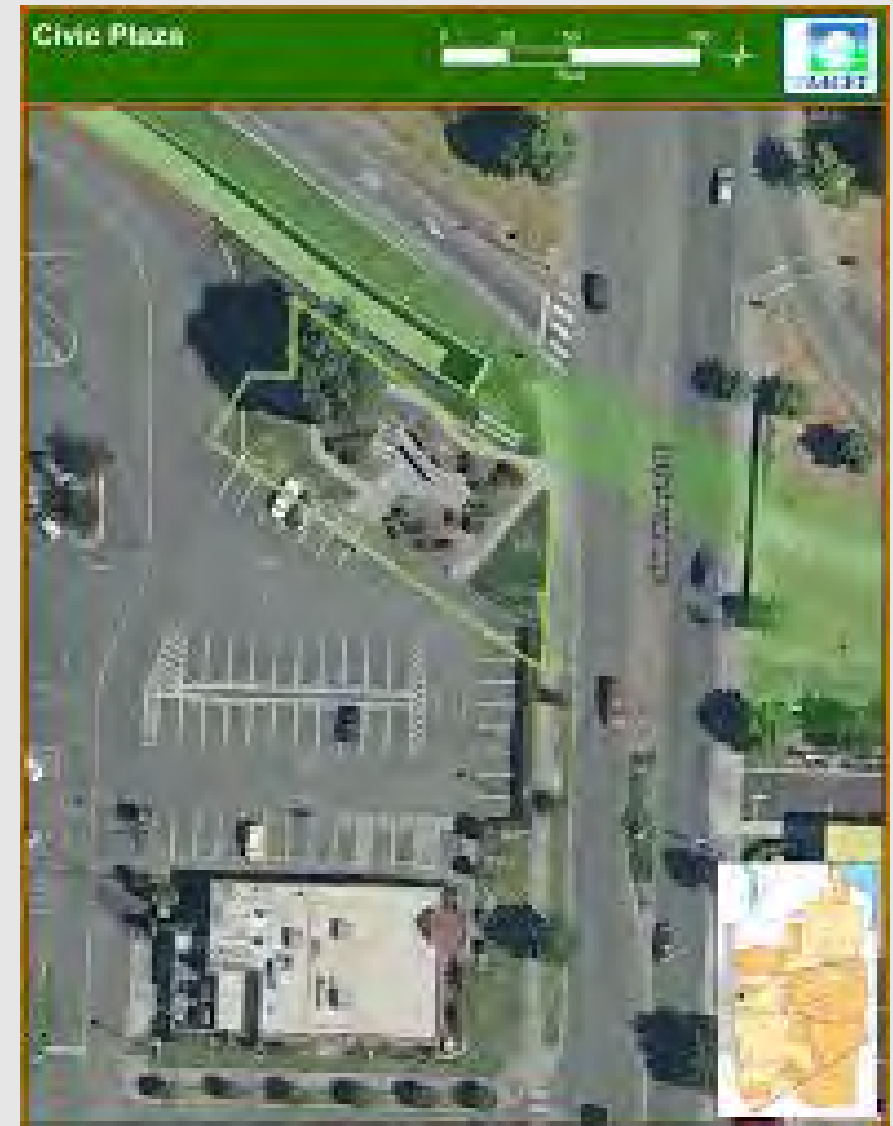
The estimated costs of bringing this monument to Lacey is estimated to be:

\$100,000



The site to build the Gold Star Families Memorial Monument is located at 521 Sleater Kinney Rd SE in the heart of Lacey at Civic Plaza.

This location was generously donated by the City of Lacey and WDOT for this project.



Gold Star Memorial Foundation- Lacey (GSMF)

- Is a 501c(3) nonprofit that seeks to memorialize the dedication and sacrifice of our local families who's loved one who has paid the ultimate for our freedoms. Our values and mission are aligned with our national parent's organization's mission statement which states, "To honor, recognize, and serve the Gold Star Families and the legacy of their loved ones who have paid the ultimate sacrifice."
- Our organization is 100% volunteer driven, allowing all proceeds donated go solely towards the establishment of the Gold Star Families Monument.





Currently encouraging donations by providing incentives, such as masks, Challenge coins, patches, Tee shirts, and decals.

Community Collaborations

- **Online/ Silent Auction via eBay Charities**
- **Memorial Ride with Northwest Harley-Davidson in Lacey**
- **Displays at local market/community events/activities**
- **Flag Day and Monument Groundbreaking Ceremony in Civic Plaza**
- **Partner with The Cider Barrel to conduct fundraiser at Capital Mall**
- **Gold Star Mother's and Family Day – September 26, 2021**
- **Community outreach with civic, community and veteran organizations**

Community Collaborations

Major Contributors:

4 the Fallen
Nisqually Indian Tribe
Leaving the Sidelines
Coinforce
TCVS
Steadman Properties
Timberland Bank
Northwest Harley Davidson
Starbucks
Genuine Auto Glass
The Cider Barrel
Bakala State Farm
Puget Sound Taps
American Legion Post #164

Alliances/Speaking Engagements:

American Legion
VFW
Lacey South Sound Chamber
Podcast Clatter with Nate Boyer
AFN PodCast
A Hero's Promise
Leaving the Sidelines
Gold Star Mothers of Washington
Michael Cohen Clinic
Lacey Veteran's Hub

Memorial Bricks to placed at the base of the Gold Star Families Memorial Monument

- 4 x 8 Clay Fired bricks (Red)
- 3 lines
- 15 characters per line
- \$150 per brick
- To honor any veteran or fallen hero.
- 8 x 8 Hydro pressed slabs (Latte)
- 3 lines
- 40 characters per line
- \$300 Business Bricks
- Business bricks will sponsor a Gold Star Family and their hero or any Veteran.



- Bricks are created by Reflections Custom Etching- Olympia WA
- 23 Bricks sold as of July 2021
- Capacity is about 500 (4x4) and 250 (8x8)

Monument Considerations

- **Contract set with OM Stone, Oregon, \$45,975, for monument**
 - \$15,000 down payment paid June 2021
 - \$15,000 due September 2021
 - \$15,975 due at installation (est Feb/Mar 2022)
- **Concrete base foundation for granite monument**
- **Installation of engraved bricks around monument base and adjacent walkways**
- **Installation of benches and other adjacent enhancements**



Financial Status

(as of August 5, 2021)

INCOME

Corporate Contributions	\$11,000.00	
Individual Contributions	\$16,709.06	
Auction 2021	\$ 4,503.56	
Brick Project	<u>\$ 4,862.70</u>	
Total		\$37,075.32

EXPENSES

Administration	\$ 833.49	
Fundraising	\$ 3,265.81	
Event Support	\$ 588.72	
Memorial Construction	\$15,000.00	
Postal/Print/Website	<u>\$ 1,438.28</u>	
Total		\$21,126.30

Anticipated Remaining Expenses—

Memorial Contract	\$30,975
Site preparation (est)	\$15,000
Bricks/Benches (est)	\$15,000
Fundraising/Event support (est)	\$ 5,000
Administrative Support (est)	\$ 2,000

(figures reflect from August 2019)

The monument is an example of the community coming together in support of Gold Star families and veterans.



Gold Star Memorial Foundation - Lacey

- <https://goldstarmemorialfoundationlacey.com>
- <https://www.facebook.com/goldstarmemorialfoundation>
- GoldStarMemorialLacey@gmail.com
- (360) 791-6255
- PO Box 5099, Lacey, WA 98503

FINANCE & ECONOMIC DEVELOPMENT COMMITTEE MINUTES

JULY 27, 2021

8:30 A.M. – 9:22 A.M.

REMOTE ONLY

COUNCIL PRESENT: MAYOR RYDER (CHAIR), DEPUTY MAYOR PRATT, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: SHANNON KELLEY-FONG, RICK WALK, TROY WOO, BRANDON CARTER, ELISSA FONTAINE

ACTION: APPROVE FINANCE & ECONOMIC DEVELOPMENT COMMITTEE AGENDA

MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER GREENSTEIN AND DEPUTY MAYOR PRATT

LACEY MAKERSPACE

STAFF: RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

ACTION: INFORMATION ONLY

The Lacey MakerSpace was awarded a \$1.3 million grant, with a 20% match from the City. The MakerSpace also received a \$150,000 donation from the Betty Trust Foundation. The funding will go towards updated and modern equipment to tie into future curriculum.

The second phase will include collaborating with Saint Martin's University on expansion.

Michelle Pope was introduced as the new Executive Director for the Lacey MakerSpace.

2022 BUDGET CALENDAR

STAFF: TROY WOO, FINANCE DIRECTOR

ACTION: INFORMATION ONLY

Due to the unpredictability and uncertainty of both the revenue and expenditure projections, the 2022 Budget will not be one of expansion with the exception of critical/essential needs. Staff noted that even prior to the COVID-19 public health emergency, there were concerns about the sustainability of the ongoing expenditure

levels of the organization and that it will be difficult to consider nonessential budget requests unless offsetting reductions in other areas or an identified revenue source is identified.

An overview of the 2022 budget schedule was presented:

October 7: 2022 Budget Workshop (Worksession to follow the Council Meeting)

October 21: 2022 Budget Presentation to City Council

November 4: Public Hearing on 2022 Revenue Sources
First Public Hearing on Proposed 2022 Budget

November 18: Final Public Hearing on Proposed 2022 Budget

December 2: City Council to adopt 2022 Budget

SECOND QUARTER INVESTMENT REPORT

STAFF: TROY WOO, FINANCE DIRECTOR

ACTION: INFORMATION ONLY

The City's adopted investment policy requires quarterly reporting to the City Manager and annual reporting to the City Council. The Committee issued a standing request to extend extra review of the reports to semi-annually.

The 2021 second quarter report was prepared by the City's investment advisor, Government Portfolio Advisors.

The City's core fund portfolio barely outperformed the investment strategy benchmarks. The core fund net total return for the quarter was -0.01 percent. The benchmark total return for the period was -0.02 percent.

- The Federal Reserve outlook contains more uncertainty as the concern with inflation grows. The most recent projection indicates two rate hikes before the end of 2023. This is a change. Last quarter the projection did not include any rate increases until the end of 2023.
- First quarter 2021 GDP grew 6.4 percent. The second quarter is expected to be stronger due to federal stimulus spending and the reopening of the economy.
- Book yields are expected to fall in a larger range (0.15 percent to 0.30 percent) due to a lack of clarity with inflation.
- The core fund portfolio book yield decreased from 1.28 percent to 0.91 percent.
- At the end of the second quarter 2021, the portfolio duration was 1.478 years, which is slightly higher than the benchmark duration of 1.40 years. Future reinvestments will maintain the benchmark duration as opposed to the recent strategy to extend durations, which allowed the portfolio to achieve the target.

GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE

JULY 27, 2021

9:30 A.M. – 9:57 A.M.

REMOTE ONLY

COUNCIL PRESENT: DEPUTY MAYOR PRATT (CHAIR), MAYOR RYDER, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: ROBERT ALMADA, SHANNON KELLEY-FONG, KELLY ADAMS, BRANDON CARTER, ELISSA FONTAINE

ACTION: APPROVE THE GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE AGENDA

MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER GREENSTEIN AND MAYOR RYDER

CITY COUNCIL POLICIES-PROCEDURES MANUAL UPDATE

STAFF: KELLY ADAMS, MANAGEMENT ANALYST

ACTION: FORWARD THE PROPOSED COUNCIL POLICIES – PROCEDURES MANUAL UPDATE TO THE FULL CITY COUNCIL FOR CONSIDERATION.

MOTION: MOTION MADE AND SECONDED BY COUNCILMEMBER GREENSTEIN AND MAYOR RYDER. MOTION CARRIED.

On June 9, 2011, the Lacey City Council adopted the Council Policies-Procedures Manual to standardize the process for implementing current and new Council practices, procedures, and policies. A review of the Manual is performed by the General Government Committee as needed. The last comprehensive review and update to the Council Policies-Procedures Manual occurred on July 7, 2016.

To increase readability, accessibility, inclusivity, and incorporate changes and new sections of the Manual more effectively, staff recommends that the City Council adopt the updated Manual provided. No substantive policy changes occurred in this update process.

Sections added to the draft Manual since the last comprehensive update include:

- Lacey Youth Council
- Naming of Public Parks, Trails, Parkways, etc.
- Naming of Historical Buildings

2021 FIREWORKS CALL UPDATE

STAFF: ROBERT ALMADA, CHIEF OF POLICE
ACTION: INFORMATION ONLY

An update on the 2021 fireworks calls was presented to the Committee. The use of fireworks is a civil-infraction, and an officer must personally witness the use of fireworks to issue a citation. Civil-Infractions are considered a low level priority.

Officers responded to nine fireworks-related calls in the City. Staff noted that a significant, unusual occurrence relating to a domestic call also occurred on July 4th. The incident included activation of the Thurston County Regional SWAT Team. Lacey Police Officers were on scene for a prolonged period of time, which delayed responses to other pending calls for service.

The Committee inquired how to improve enforcement surrounding firework restrictions. Staff advised that neighboring jurisdictions at times have conflicting laws, and recommend a regional approach.

COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE MINUTES

AUGUST 2, 2021

11:00 A.M. – 11:12 A.M.

REMOTE ONLY

COUNCIL PRESENT: COUNCILMEMBERS STEADMAN (CHAIR), COX, AND KUNKEL

STAFF PRESENT: SCOTT SPENCE, JEN BURBIDGE, JEANNETTE SIELER, BRANDON CARTER, PERI EDMONDS

ACTION: APPROVE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS KUNKEL AND STEADMAN

SUMMER EVENTS UPDATE

STAFF: JEANNETTE SIELER, RECREATION SUPERVISOR

ACTION: INFORMATION ONLY

The July 3rd Fireworks Spectacular Drive Up and Watch Edition was a success. Over 600 parking spots were available for viewing and they were full. The event was also displayed on social media for those who could not attend.

The Lacey In Tune Entertainment series has fully launched with the exception of movie nights. Movie nights do not include concerts this year as they have done in the past. They anticipate adding concerts back in next year. Although attendance is down from last year, there is still between 200-300 people attending each movie night.

The Play in the Parks series is held on Thursday afternoons at community parks. The event showcases multiple presenters, musicians, and fun activities.

Lacey Children's Day will be held on October 2 from 11 am to 2 pm at Huntamer Park.

The Lacey Lighted Parade and Tree Lighting is scheduled for December 6. Holiday music presented by local school choirs and bands will be played on the radio in Huntamer Park and through December 31. Brunch with Santa and Signing Santa will also return this year.

UTILITIES COMMITTEE MINUTES

AUGUST 2, 2021

12:00 P.M. – 12:36 P.M.

REMOTE ONLY

COUNCIL PRESENT: COUNCILMEMBERS KUNKEL (CHAIR), STEADMAN, AND MILLER

STAFF PRESENT: SCOTT SPENCE, RYAN ANDREWS, BRANDON CARTER, PERI EDMONDS

ACTION: APPROVE UTILITIES COMMITTEE AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS MILLER AND STEADMAN

PACIFIC AND MARVIN ANNEXATION, PROJECT 19-239

STAFF: RYAN ANDREWS, PLANNING MANAGER

ACTION: MOTION TO FORWARD TO FULL COUNCIL THE RECOMMENDATION TO PROCEED WITH THE PROPOSED PACIFIC AND MARVIN ANNEXATION. INCLUDING PROVISIONS AS PRESENTED.

MOTION: MOTION MADE AND SECONDED BY COUNCILMEMBERS STEADMAN AND KUNKEL. MOTION CARRIED.

The City received a notice of intent to commence annexation proceedings filed by DeTray Family Partnership. The ownership comprises the required minimum of more than 10% of the assessed valuation of the area proposed for annexation.

The area proposed for annexation is located in the Tanglewilde/Thompson Place Planning Area and within the Lacey Urban Growth Area west of Marvin Road SE between Pacific Avenue SE. The area includes seven tax parcels totaling approximately 31 acres. The property contains an existing single-family residence and daycare, and the remainder of the property is undeveloped. The undeveloped property does have approval through Thurston County for a 112-unit age-restricted manufactured home park known as Marvin Estates. The 2020-2021 assessed value of these properties is \$10,125,100. There are no known critical areas or buffers located on the property.

To address potential boundary issues and to prevent illogical boundaries, staff recommends the two parcels to the south and west be included in the formal petition

for annexation. The parcels are each 2.4 acres in size, and the City holds existing power of attorney agreements for both parcels. Since these properties contain existing churches, they are exempt from the payment of property taxes. The total assessed value for all nine tax parcels combined is \$12,425,200.

Staff provided information on utility service in the area.

Staff requests the Committee recommend to the full City Council to pass a motion indicating the following:

1. Authorize the applicants to circulate a petition and gather signatures of property owners representing at least 60% of the assessed value of the annexation property demonstrating their consent to annex;
2. Require the surrounding parcels with existing power of attorney agreements (assessor's parcel no.'s 11814430500, and 11814430100) also be included within the boundary of the area to be considered for annexation;
3. Require the assumption of all or of any portion of existing City indebtedness by the area to be annexed; and
4. Waive the requirement for completion of an annexation study in accordance with the City's annexation policies prior to adoption of an ordinance to formally annex the area or make application to the Boundary Review Board.

LAKE LOIS PACIFIC AVENUE ANNEXATION, PROJECT 21-235

STAFF: RYAN ANDREWS, PLANNING MANAGER

ACTION: MOTION TO FORWARD TO FULL COUNCIL THE RECOMMENDATION TO PROCEED WITH THE PROPOSED LAKE LOIS PACIFIC AVENUE ANNEXATION

MOTION: MOTION MADE AND SECONDED BY COUNCILMEMBERS MILLER AND STEADMAN. MOTION CARRIED.

The City received a notice of intent to commence annexation proceedings for the area around Lake Lois between Carpenter Road SE and Kinwood Street SE. The ownership comprises the required minimum of more than 10% of the assessed valuation of the area proposed for annexation.

The area proposed for annexation is located in the Tanglewilde/Thompson Place Planning Area and within the Lacey Urban Growth Area and is generally located east of Carpenter Road SE, west of Kinwood Street SE, north of the Karen Fraser Woodland Trail and south of the Aldea Glen subdivision. The area includes approximately 95 acres in 63 separate tax parcels. The 2020-2021 assessed value of these parcels is \$15,339,000. The City has initiated the annexation on behalf of those parcels within the annexation area where the City holds power of attorney agreements regarding annexation and for those parcels that the City owns. The

2020-2021 assessed value of these parcels is \$9,251,000 which is over the 60% required under the petition method of annexation. Eleven parcels are owned by the City and another four parcels are churches which are exempt from the payment of property taxes.

The area proposed to be annexed is a mixture of undeveloped property, critical areas and buffers and existing low density residential uses. Lake Lois, a designated wetland, makes up the headwaters of Woodland Creek. Lake Lois and its associated buffers are largely owned by City and designated as Lake Lois Park and Habitat Preserve. Another wetland known as Goose Pond is on property owned by the City in the southern portion of the annexation area. The area to be annexed contains approximately 46 dwelling units and an estimated population of 100 people.

The properties are a mixture of zoning districts including Low Density Residential 0-4 and 3-6, Moderate Density Residential on the eastern edge of the annexation area along Kinwood Street, and Open Space Institutional for Lake Lois and the other environmentally sensitive properties.

Staff provided information on utilities, streets, and police service in the area.

The City was notified by Thurston County of a federal grant they received to repave and make ADA improvements to the portion of Pacific Avenue between the City limits and Union Mills Road. The County has agreed to move forward with the project with the understanding that any of the grant match that is necessary for the annexed portion of Pacific Avenue would be paid by the City. Preliminary estimates indicate the City's proportionate match share would be approximately \$87,000. The federal grant could potentially pay for 100% of the cost of the work without any grant match necessary.

After filing this petition, the City Council must pass a motion notifying the petitioners of its approval, rejection, or modification of the annexation area's geographical boundaries.

Staff requests the Committee recommend to the full City Council to pass a motion indicating the following:

1. Authorize a petition be submitted representing at least 60% of the assessed value of the property to be annexed; and
2. Require the assumption of all or of any portion of existing City indebtedness by the area to be annexed.