



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

JANUARY 7, 2021

4:00 P.M.

REMOTE ATTENDANCE

To comply with Governor Inslee's [Proclamation 20-28](#), the City Council meeting will be conducted remotely, not in-person. You may view the Council meeting by watching live through video streaming on [Live Meetings](#), [YouTube](#), [Facebook](#), or Thurston Community Media, Channel 3 with your local cable provider.

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 or (877) 853-5247 - when prompted enter Webinar ID **859 6931 8713**
press # (participant ID not required)

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS*

- A. [Council Meeting minutes of December 3, 2020](#)
- B. [Council Worksession minutes of December 10, 2020](#)
- C. [Council Meeting minutes of December 17, 2020](#)
- D. [A motion to approve payment of claims, wages, and transfers for December 11, 2020 through December 29, 2020](#)

**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_o0h1aO0oRL2r0UVKgwdLNA. Instructions and access details will be provided once registration is complete. Registration for verbal public comment closes at 3:00 p.m. on January 7, 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 January 7, 2021.

5. PUBLIC HEARING:

6. PROCLAMATIONS:
7. REFERRAL FROM PLANNING COMMISSION:
8. REFERRAL FROM HEARINGS EXAMINER:
9. RESOLUTIONS:
10. ORDINANCES:
 - A. [Ordinance 1576 Application for Zoning Text Amendment to LMC 16.39 LI-C; Project number 19-367, Applicant HBBP LLC \(Rick Walk\)](#)
 - B. [Ordinance 1577 Imprest \(Petty\) Cash Funds \(Troy Woo\)](#)
 - C. [Ordinance 1578 Repeal Interlocal Drug Enforcement Fund \(Troy Woo\)](#)
11. MAYOR'S REPORT:
 - A. [Council Assignments to Intergovernmental Boards and Commissions \(Mayor Ryder\)](#)
12. CITY MANAGER'S REPORT:
 - A. [Regional Housing Council ILA \(Rick Walk\)](#)
 - B. [Manhole Rehabilitation 2020 Project PW 2020-24 \(Puna Clark\)](#)
13. STANDING GENERAL COMMITTEE:
 - A. [Finance and Economic Development Committee \(12.22.2020\)](#)
 - B. [General Government and Public Safety Committee \(12.22.2020\)](#)
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. Regional Housing Council
 2. Health & Human Services Council (HHSC)
 3. Intercity Transit (IT)
 - D. Councilmember Lenny Greenstein:
 1. Emergency Medical Services (EMS)
 2. TCOMM911
 3. Thurston County Law & Justice
 - E. Councilmember Malcolm Miller:
 1. Thurston Regional Planning Council (TRPC)
 2. Thurston Thrives
 3. Lodging Tax Advisory Committee (LTAC)
 4. Thurston County Coalition Against Trafficking (TCCAT)

F. Councilmember Michael Steadman:

1. Community Action Council
2. Solid Waste Advisory Committee (SWAC)

G. Councilmember Ed Kunkel:

1. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
2. Lacey South Sound Chamber
3. Economic Development Council (EDC)

16. ADJOURN

MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL HELD THURSDAY,
DECEMBER 3, 2020, 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, L. Greenstein, C. Cox,
S. Steadman, E. Kunkel, M. Miller

STAFF PRESENT: S. Spence, T. Burbidge, S. Egger, M. Hardie,
D. Schneider, R. Walk, T. Woo, R. Andrews,
P. Edmonds

APPROVAL OF AGENDA
AND CONSENT AGENDA:

Consent Agenda Items:

- A. Council Meeting Minutes of November 5, 2020.
- B. Council Worksession Minutes of November 12, 2020.
- C. A motion to approve payment of claims, wages and transfers for November 11, 2020, through November 23, 2020.
- D. Annual Review of Property Retained by the Police Department.

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

PUBLIC RECOGNITIONS
AND PRESENTATIONS:

Interim Police Chief Almada presented the following Lacey Police Department Chief's Commendations to the following employees:

- Officer Dave Johansen: His quick action and training saved an individual who was overdosing.
- Terence "Mitch" Mitchell: His skill and ability to effectively reach a distraught individual and assist in getting the help needed.
- Officer Eric Lever: His patience and de-escalation skills brought a volatile situation with an armed individual to a peaceful conclusion.
- Officer Alisha Howard: Her actions to de-escalate a potentially violent encounter, and for her actions to enhance the safety and enjoyment of Long Lake Park.

Interim Police Chief Almada briefed Council on the Police Accreditation. The Lacey Police Department was initially accredited in 1996, and has been continuously re-accredited every year. Out of 260 Law Enforcement Agencies in Washington, the City is one of 59 that are accredited.

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.

The following people spoke in favor of the Thurston County Climate Mitigation Plan.

- Phoebe Chartock
- Ryan Kapsandy
- Kaylee Shen
- Joseph Hiss
- Louisa Sevier
- Bahar Bouzarjomehri
- Maggie Koontz
- Laila Markland

- Simone Ervin
- Gia Brar
- Emelyn Keller
- Alessandro Martinez
- Wayne Olsen

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 made part of the official record.

PUBLIC HEARING:

Mayor Ryder opened the public hearing on the Serenity Carpenter Road Annexation at 5:00 p.m.

Ryan Andrews, Planning Manager, presented a petition for annexation by Serenity Apartment Homes, LLC and the estate of Patrick Hefferman using the 60 percent petition method (RCW 35A.14.120). The Thurston County Assessor's office has verified that the signatures represent not less than 60 percent of the assessed valuation for general taxation of the property for which the annexation has been petitioned (RCW 35A.01.040).

Prior to approval of the annexation, a public hearing is required to be held by the City Council. Notice of the public hearing has been published in The Olympian and posted in three public places in the proposed annexation area.

The area proposed for annexation is located in the Tanglewilde/Thompson Place Planning Area and within the Lacey Urban Growth Area east of Carpenter Road SE, west of Kinwood Road SE between Martin Way E and 5th Way SE. The area includes two tax parcels located at 612 and 408 Carpenter Road SE totaling 5.18

acres. The property at 612 Carpenter Road SE contains an existing single-family residence and the property at 408 Carpenter Road SE contains an existing manufactured home—both of which are accessible from Carpenter Road. The remainder of the property is forested. The 2020-2021 assessed value of these parcels is \$1,061,200. There are no known critical areas or buffers located on the property.

The parcel located at 612 Carpenter Road SE is zoned Mixed Use High Density Corridor (MHDC). The purpose of the MHDC zone is to provide for commercial and residential uses that serve the needs of the neighborhood and the community as well as enhancing the appearance and identity of the Martin Way Corridor. The southern parcel is zoned Low Density Residential 3-6 (LD 3-6). The purpose of the LD 3-6 zone is to allow single-family residential structures on individual lots with a minimum density of three units per acre and a maximum density of six units per acre. Upon annexation, the zoning of these parcels will remain as currently designated as required by an annexation agreement with Thurston County.

The area proposed for annexation includes two parcels located immediately east and north of the existing Lacey city limits. The configuration is a logical extension of the city limits and would not create any islands or illogical boundaries. With the annexation, the adjacent right-of-way associated with Carpenter Road would also be annexed. This is required under the Thurston County annexation agreement and this portion of Carpenter Road is included in the annexation boundary.

The properties are located within the City of Lacey's water service area and are served by an existing 12-inch waterline located in Carpenter Road. The line is adequate to serve the existing and future development of the properties within the proposed annexation area.

City of Lacey sewer service in the area is relatively limited. An existing 8-inch PVC line terminates at the northwest corner of the proposed annexation area. This line is connected to the sewer main in Martin Way that connects to the LOTT treatment plant to the west. Upon development of the properties within the annexation area, sewer service would be required to be extended and connected to this line.

Procedurally, the annexation is required to be sent to the Thurston County Boundary Review Board for their review after the hearing has been held. Once the Boundary Review Board process has been concluded, the City Council can take final action on the annexation through passage of an ordinance approving the annexation.

No one from the public testified at the public hearing.

Mayor Ryder closed the public hearing at 5:05 p.m.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE FORWARDING THE SERENITY CARPENTER ROAD ANNEXATION APPLICATION TO THE THURSTON COUNTY BOUNDARY REVIEW BOARD. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

RESOLUTIONS:

Troy Woo, Finance Director, presented Resolution 1100 authorizing the Ad Valorem Tax Increase.

RCW 84.55.005(2)(c) sets the property tax limit factor for a taxing jurisdiction with a population over 10,000 as the lesser of 101 percent or 100 percent plus inflation.

The Thurston County Assessor's Office suggests the adoption of a separate resolution or ordinance to satisfy the provisions of RCW 84.55.120 (3)(a), which states:

Except as provided in (b) of this subsection (3), no increase in property tax revenue may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance must specifically state for each year the dollar increase and percentage change in the levy from the previous year.

The inflation factor for 2021 is 0.602 percent. As authorized by RCW 84.55.0101, on November 19, 2020, the City Council adopted Resolution No. 1098 declaring the need to increase the property tax by 1.0 percent.

The proposed resolution includes provisions to comply with State statutes, which will allow the County Assessor's Office to assess the City's 2021 property tax as authorized. The resolution authorizes an increase of 1.0 percent, which is equal to \$71,457.

MAYOR RYDER MOVED TO ADOPT RESOLUTION 1100 AUTHORIZING THE 2021 AD VALOREM TAX INCREASE. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED WITH MAYOR RYDER, DEPUTY MAYOR PRATT, AND COUNCILMEMBERS COX, MILLER, AND STEADMAN VOTING IN FAVOR, AND COUNCILMEMBERS GREENSTEIN AND KUNKEL VOTING AGAINST.

ORDINANCES:

Troy Woo, Finance Director, presented Ordinance 1574 to adopt the 2021 Budget setting the total budget in the amount of \$168,762,963 and the General Fund total budget in the amount of \$51,597,342.

The 2021 Budget ordinance contains the following changes to the original Proposed 2021 Budget presented on October 22, 2020:

- Refund Levy and slight increases due to new construction adjustments increase the property tax projection by \$65,039.
- \$60,000 Neighborhood Grant Program was reinstated in the City Council's 2021 Budget.
- The City's allocation to the operations and maintenance of the Amtrak/Centennial Station is increasing \$7,785.
- Accounting changes relating to the Equipment Rental Fund's vehicle and equipment replacement balances and transfers reduced the budget \$55,804.

The total Proposed 2021 Budget is \$168,762,963. This is a decrease of \$3,811,955 compared to the amended 2020 Budget. The primary reasons for the decrease are one-time 2020 expenditures and transfers relating to the COVID-19 financial support distributed to the citizens and business community, the completion or substantial completion of certain one-time capital projects and fewer interfund transfers for 2021 capital projects and purchases.

The total proposed General Fund Budget is \$51,597,342. This is a decrease of \$8,875,446 or 14.7 percent compared to the amended 2020 General Fund Budget. The decreasing General Fund Budget expenditures is mostly attributed to COVID-19 financial support distributed to the citizens and business community and lower one-time transfers out to other funds for one-time capital purchases and projects that occurred in 2020. Offsetting the decreases are inflationary

increases and the continued increases to the overall cost of labor.

The overall 2021 Budget focuses on meeting the increasing service demands in an uncertain economic environment due to the COVID-19 public health emergency, preserving city infrastructure, continuing to invest in capital projects, addressing priorities established by the City Council, and planning for the City's future.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE ORDINANCE 1574 ADOPTING THE 2021 BUDGET. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

MAYOR'S REPORT:

Mayor Ryder recommended the reappointment of Peg Evans-Brown, David Wasson, and Mark Mininger to the Planning Commission.

MAYOR RYDER MOVED TO APPROVE THE REAPPOINTMENT OF PEG EVANS-BROWN, DAVID WASSON, AND MARK MININGER TO THE PLANNING COMMISSION. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

CITY MANAGER'S REPORT:

Rick Walk, Community & Economic Development Manager, presented Council with Summerwalk Division 5 Final Plat, Project No. 20-08, for approval.

On April 28, 2005, the City Council approved the preliminary subdivision of Summerwalk. The project is approved for 387 single-family lots on an approximately 41 acres. The Summerwalk Division 5 final subdivision will contain 42 lots and is the final division of the Summerwalk plat. All public works and planning

improvements are in place or financial securities are in place for their installation.

Appropriate agencies and departments have reviewed the request. The appropriate signatures have been obtained and it is now ready for the Mayor's signature. The applicant requests that the City Council authorize the Mayor to sign the final subdivision map for Summerwalk Division 5. This will allow the applicant to proceed with the development of the subdivision.

COUNCILMEMBER GREENSTEIN MOVED TO AUTHORIZE THE MAYOR TO SIGN THE FINAL SUBDIVISION MAP FOR SUMMERWALK DIVISION 5. COUNCILMEMBER STEADMAN SECONDED. MOTION CARRIED.

BOARDS, COMMISSIONS
AND COMMITTEE REPORTS:

Joint Animal Services Commission (JASCOM)
Deputy Mayor Pratt reported on the ILA, licensing, and online licensing demonstration.

Intercity Transit
Councilmember Cox reported the 2021 Budget was approved and the 2021-2026 Strategic Plan was adopted.

TCOMM911
Councilmember Greenstein reported the cities of Chehalis and Centralia, and Lewis County are working on a feasibility study related to moving to TCOMM911.

Community Action Council
Councilmember Steadman reported there were no findings during the recent audit.

Mayor Ryder adjourned the Council Meeting at 5:38 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

DECEMBER 10, 2020

4:00 P.M. – 6:05 P.M.

REMOTE ONLY

COUNCIL PRESENT: MAYOR RYDER, DEPUTY MAYOR PRATT, COUNCILMEMBERS
GREENSTEIN, STEADMAN (BY PHONE), COX, KUNKEL, MILLER

STAFF PRESENT: S. SPENCE, J. BURBIDGE, S. EGGER, M. HARDIE, D. SCHNEIDER,
R. WALK, T. WOO, R. ANDREWS, J. BRANDT, E. FONTAINE

ACTION: APPROVE WORKSESSION AGENDA

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

LEGISLATIVE PRIORITIES

STAFF: BRIAN ENSLOW, ARBUTUS CONSULTING

ACTION: INFORMATION ONLY

Brian Enslow, with Arbutus Consulting presented an overview of Election results, as well as detailed legislative priorities. Session is anticipated to be 100% virtual due to COVID-19 cases continuing to rise. Members have been asked to limit policy bills with a narrow scope of issues given serious consideration.

State Revenue Collections

- Continue to outpace projections
- U.S. employment increased by 638,000 jobs in October; the unemployment rate declined to 6.9%.
- U.S. residential construction activity is well above year-ago levels.
- Major General Fund-State (GF-S) revenue collections for the October 11 – November 10, 2020 collection period came in \$247.8 million, (14.0%) higher than the September forecast.

Investing in the I-5 Corridor: Tumwater to Mounts Road

- The 2020 WSDOT study identified \$204M worth of investments that will improve the performance of the transportation system.

- \$7.5M is needed in 2021-23 for preliminary design and environmental review to address the current design of I-5 that is limiting salmon habitat, creating a flood risk and is a major bottleneck through the region.
- The estimated construction cost to fully address the problem is \$4.2B
- Cost shared with the South Sound Military Community Partnership (SSMCP) and Thurston County Shared Legislative Agenda.

Heritage Capital Grant for the Lacey Museum and Cultural Center

- A new Lacey Museum and Cultural Center has been a long-term goal of the City, and have been in development with extensive public input.
- The campus will include a train themed playground, indoor and outdoor community event space and a classroom.
- The City applied for a Heritage Capital Project Grant in 2020 totaling \$607,709. Funds are used to prepare the site to a predevelopment stage for eventual construction.

State Leadership on Homelessness Crisis

The City of Lacey seeks leadership from the State of Washington to provide a unified set of strategies and tools to navigate this crisis and support our unsheltered community.

Eliminate the Local Revitalization Financing Sunset

The Local Revitalization financing program allows matched investment from the State of up to \$500,000 based on private sector improvements in a designated investment area.

The City of Lacey seeks an extension or the removal of the imposed deadline to help create an environment for future economic investment that will benefit both the City and the State; otherwise, the authority will lapse in 2022.

AWC Priority Issues

- Maintain existing state shared revenue and oppose further reduction.
- Seek flexibility in existing sources of state funding, such as the Municipal Criminal Justice Account.
- Support a Transportation revenue package that addresses local transportation needs.
- Develop additional resources to address housing instability including rent assistance and foreclosure prevention.
- Statewide Policing Reforms, including but not limited to:
 - o Support a statewide stand for use of force.

- o Establish a duty to intervene.
- o Seeking to include use of forces as a grounds for decertification.
- o Provide support to our officers well being.

Expected Statewide Priority Issues

- Statewide Police Reforms
- Carbon/Climate Change
- Revenue Adds/Reforms
- Transportation and Infrastructure Programs
- COVID – Public Health Funding, Business Liability

Next Steps

- Pre session legislative delegation lunch (working on scheduling)
- Secure “sponsors” for capital and transportation requests
- House and Senate Assembly Days:
 - o November 30 & December 1, 2020
- First day of the 2021 session:
 - o January 11, 2021
- AWC Action Days:
 - o February 10 & 11, 2021
- Scheduled last day of the 2021 session:
 - o April 25, 2021

THURSTON COUNTY CLIMATE ACTION PLAN

STAFF: RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
 JESSICA BRANDT, ASSOCIATE PLANNER
 ALLISON OSTERBERG, SENIOR PLANNER, THURSTON REGIONAL
 PLANNING COUNCIL

ACTION: INFORMATION ONLY

Staff briefed Council on the Thurston County Climate Action Plan, to include the planning process, summarize public feedback, highlight the draft actions, and discuss next steps in the adoption process.

The Draft Plan public review period ran from September 17, 2020, through October 16, 2020, and included the following opportunities to learn about and comment on the Draft Plan:

- Online open house and feedback survey
- Two virtual community meetings

- Public comment dedicated email address

Staff provided an overview of the public feedback. A summary of the public comment received can also be found on the Thurston Regional Planning Council website (Attachment 3).

The next steps in the climate mitigation planning process include:

- Steering Committee approval December 10, 2020
- Individual jurisdiction review and approval of the Draft Plan
- Local and regional implementation (Phase 3)

Deputy Mayor Pratt and Councilmember Cox shared additional details regarding the interlocal agreement negotiations.

**PLANNING COMMISSION RECOMMENDATION ON LMC 16.39 LI-C ZONING TEXT
AMENDMENT APPLICATION: PROJECT NO. 19-367; APPLICANT: HBBP LLC**

STAFF: RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
 RYAN ANDREWS, PLANNING MANAGER
 GEORGE SMITH, ECONOMIC DEVELOPMENT COORDINATOR
ACTION: INFORMATION ONLY

The City of Lacey received a private application request related to LMC 16.39 in the Light Industrial-Commercial zoning chapter. The applicant requested to increase the maximum square footage requirement from 200,000 to 500,000 square feet.

Staff provided an overview of the Planning Commission recommendation on LMC 16.39 LI-C Zoning Text Amendment, as well as reviewed the steps taken prior to being considered by the Planning Commission.

The Lacey Planning Commission recommends to the Lacey City Council the approval of the application to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone. The detailed standards were provided to Council and are documented within the agenda packet.

The City Council will formally consider the Planning Commission's recommendation by ordinance at a future regular meeting.

DECLARATION OF EMERGENCY EXTENSION

STAFF: SCOTT SPENCE, CITY MANAGER
DAVE SCHNEIDER, CITY ATTORNEY

ACTION: INFORMATION ONLY

On March 19, 2020, the City of Lacey passed Resolution No 1085, finding the COVID-19 outbreak to constitute an emergency. The provisions of the resolution allow the City to request available state and federal assistance, and waive specific bidding requirements in order to enter into contracts in the most efficient manner in response to the emergency. The provisions were extended by Resolution 1094, effective until January 1, 2021.

On March 26, 2020, the City of Lacey adopted Resolution 1087 providing for temporary procedures during the emergency declared in response to COVID-19. The Resolution provided some economic relief to citizens and businesses, as well as provided some of the following:

- Temporary amendments to City Council meeting procedures
- B&O first quarter deferments
- Suspended prohibition of single-use plastic bags and charges related to paper bags
- No interest charges on delinquent utility accounts
- Business flexibility in temporary signage

Staff recommends extending the declaration of emergency to January 1, 2022. The City Council will formally consider the Declaration of Emergency extension at the December 17 regular Council meeting.

MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL HELD THURSDAY,
DECEMBER 17, 2020, REMOTE ATTENDANCE

CALL TO ORDER: Mayor Ryder called the meeting to order at 7:00 p.m.

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

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

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

APPROVAL OF AGENDA
AND CONSENT AGENDA: Consent Agenda Items:
A. Council Worksession Minutes of November 19, 2020.
B. Council Meeting Minutes of December 3, 2020.
C. A motion to approve payment of claims, wages and transfers for November 24, 2020, through December 10, 2020.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. COUNCILMEMBER STEADMAN SECONDED. MOTION CARRIED.

PUBLIC RECOGNITIONS
AND PRESENTATIONS: Jen Burbidge, Parks, Culture and Recreation Department Director, presented Jeff Crane with a Public Service Award for his service on the Historical Commission.

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.

The following people spoke in favor of the Thurston County Climate Mitigation Plan:

Joe Hiss
Wayne Olsen
Karina Greenlee
Sam Merrill
Rebecca McMillin-Hastings
Dora Hamilton
Eloise Hendrix

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 made part of the official record.

RESOLUTIONS:

Scott Spence, City Manager, presented Resolution 1101 to extend the Emergency Declaration in Response to COVID-19 outbreak until January 1, 2022, unless sooner terminated or further extended by formal action by the Council.

On March 19, 2020, the Lacey City Council passed Resolution No. 1085 finding the COVID-19 outbreak to constitute an emergency. The provisions of Resolution 1085 allow the City to request available state and federal assistance in response to the COVID-19 health emergency, and waive specific bidding requirements in order to enter into contract in the most efficient manner

in response to the emergency. The provisions of Resolution 1085 were extended by the Council on April 23, 2020, May 28, 2020, and again on June 25, 2020. The provisions are now set to expire on January 1, 2021, unless further extended.

Due to the significance of this health event and the potential for ongoing resources to be used by the City of Lacey, the provisions set forth in Resolution 1085 should be extended.

COUNCILMEMBER STEADMAN MOVED TO APPROVE RESOLUTION 1101 EXTENDING THE PROVISIONS OF RESOLUTION 1085 DECLARING AN EMERGENCY IN THE CITY OF LACEY REGARDING THE OUTBREAK OF NOVEL CORONAVIRUS (COVID-19) IN THURSTON COUNTY. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

ORDINANCES:

Troy Woo, Finance Director, presented Ordinance 1575 relating to Reserve Designations.

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 during February 2009. Since that time, the City Council has taken action to commit certain fund balances every other year. The City Council last designated fund balance designations in December 2019. Given the economic impact of the COVID-19 public health emergency and recent changes to fund balances, it is appropriate for the City Council to affirm past fund balance/reserve designations and to establish new fund balance/reserve designations.

Staff requests review of the proposed fund balance designations and upon concurrence recommend the full City Council adopt the

proposed ordinance establishing the committed fund reserve designations and authorizing the City Manager and Finance Director to categorize fund balances as assigned based on the expressed intent of the City Council.

DEPUTY MAYOR PRATT MOVED TO APPROVE ORDINANCE 1575 RELATING TO RESERVE DESIGNATIONS. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

Council recommended discussing the College Street Pedestrian Crossing at Mid-Town at a future Worksession. Council also recommended discussing potential public art projects at a future Community Relations & Public Affairs Committee meeting.

MAYOR'S REPORT:

Mayor Ryder recommended the reappointment of Seth Huff to the Historical Commission.

MAYOR RYDER MOVED TO APPROVE THE REAPPOINTMENT OF SETH HUFF TO THE HISTORICAL COMMISSION. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

CITY MANAGER'S REPORT:

Scott Spence, City Manager, reported to Council on the following interlocal agreements, which were approved by the City Manager pursuant to Resolution 1067 and the Interlocal Agreements Approval Process Policy.

- Nisqually Indian Tribe and City of Olympia regarding 2020 funding for WRIA 11 watershed planning.
- North Thurston Public Schools for school bus use by the Parks, Cultural and Recreation Department.

- United States Department of Agriculture for wildlife management within the parks system.

STANDING COMMITTEES:

Finance & Economic Development Committee

Mayor Ryder reported the Committee met on November 24, 2020, to discuss the 2020 Third Quarter Financial Report and Budget Reserves.

General Government & Public Safety Committee

Deputy Mayor Pratt reported the Committee met on November 24, 2020, to discuss construction updates on the Veterans Services Hub and Lacey Library, retained stolen property report, and Capital City Estates annexation.

Community Relations & Public Affairs Committee

Councilmember Steadman reported the Committee met on December 7, 2020, to receive an update on the new name, logo, and website for the Parks and Recreation Department.

BOARDS, COMMISSIONS

AND COMMITTEE REPORTS:

Mayor's Forum

Mayor Ryder reported on the December 11, 2020, meeting, where they discussed current topics of interest within Thurston County.

Transportation Policy Board

Mayor Ryder reported on tax increment financing, 2021 agenda, and upcoming projects.

Joint Animal Services Commission

Deputy Mayor reported on the approved 2021 budget, license fees, and amendments to the interlocal agreement.

LOTT

Deputy Mayor Pratt reported on several items:

- Septic-to-sewer rebate program
- Approved contracts with Parametrix, Pease & Sons, and HDR Engineering
- Staff highlights

Olympia Region Clean Air Agency

Deputy Mayor reported on the Community Toxics Project.

Regional Housing Council

Councilmember Cox reported on several items:

- Cities of Rainier and Tenino have decided not to participate in the Regional Housing Council.
- Safe parking mitigation site
- Renter protection plans and assistance
- Eviction moratorium
- Micro houses

TCOMM911

Councilmember Greenstein reported on the radio replacement program and staffing changes.

Emergency Medical Services

Councilmember Greenstein reported on the distribution of the COVID-19 vaccine and hospital of diversion.

Thurston Regional Planning Council

Councilmember Miller reported on the transportation and infrastructure impacts on I-5, and the annual publication of The Profile.

Thurston County Coalition Against Trafficking

Councilmember Miller reported they are continuing discussions on how to stop human trafficking in our area.

Community Action Council

Councilmember Steadman reported on the CEO evaluation and the distribution of CARES Act funding.

Olympia-Lacey-Tumwater Visitor and Convention Bureau

Councilmember Kunkel reported on proposed legislation regarding lodging tax funds.

Mayor Ryder adjourned the Council Meeting at 9:03 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



LACEY CITY COUNCIL MEETING

January 7, 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 12/11/2020 through 12/29/2020. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	12/11/2020	254468	254602	552,819.26
	12/10/2020	254603	254604	3,000.00
	12/18/2020	254605	254767	604,541.84
	12/24/2020	254768	254832	258,512.74

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	12/2/2020	4,056.23
	12/7/2020	55.60
	12/8/2020	312.00
	12/9/2020	309.00
	12/10/2020	7,643.90
	12/11/2020	853,216.53
	12/14/2020	25,490.37
	12/15/2020	236.40
	12/15/2020	406.12
	12/17/2020	252.00
	12/17/2020	216.00
	12/18/2020	554,438.06
	*12/18/2020	127,750.00
	12/21/2020	252.00
	12/24/2020	190,873.27
	12/28/2020	90,823.12

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

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
C R Contracting, LLC	\$ 126,800.55	2020 Citywide Crack Sealing
KMB Architects	\$ 62,036.20	Museum and Civic Center
Miles Resources, LLC	\$ 50,654.41	2020 Overlay
Nisqually Indian Tribe	\$ 56,017.64	Jail Services
Sunset Air, Inc.	\$ 538,032.33	SPSCC Veterans Services Hub
Superior Recreational	\$ 93,489.27	Depot Playground
Thurston Co. District Court	\$ 68,285.00	Violations
WA State Dept. of Trans.	\$ 133,698.88	I-5 Interchange Paving
CDW Government, Inc.	\$ 94,042.71	Computer Hardware
Puget Sound Energy, Inc.	\$ 78,997.11	Utilities
South Sound Contractors	\$ 390,665.74	Cap City Water/Sewer
Thurston Co. Pub. Works	\$ 281,284.85	Mullen Road Water/Sewer
Northwest Land & Water	\$ 63,230.20	Hydrogeology Services
Platt Electric Supply	\$ 55,853.07	Street Lighting Supplies
Puget Sound Energy, Inc.	\$ 50,025.79	Utilities
Superion, LLC	\$ 62,478.38	Adv. Premise/GIS Adv.



LACEY CITY COUNCIL MEETING

January 7, 2021

SUBJECT: LMC 16.39, Light Industrial-Commercial Zone, Building Square Footage Zoning Text Amendment Application. Project no. 19-367.

RECOMMENDATION: Approve an ordinance related to a private-applicant initiated zoning text amendment to LMC 16.39 increasing the square footage limit for buildings in the Light Industrial-Commercial zone.

STAFF CONTACT: Scott Spence, City Manager *SS*
Rick Walk, Community & Economic Development Director *RW*
Ryan Andrews, Planning Manager *RA*

ORIGINATED BY: Community & Economic Development Department by Private Applicant

ATTACHMENTS:

1. [Ordinance](#)
2. [Zoning Text Amendment Application](#)
3. [Hawks Prairie Area Zoning Map](#)
4. [Consistency Analysis of Proposal with Adopted Plans and Policies](#)
5. [Market Report Analysis of Proposed Code Amendment](#)
6. [Transportation Analysis of Proposed Code Amendment](#)
7. [Acoustical Analysis of Proposed Code Amendment](#)
8. [Planning Commission Public Hearing Minutes Nov. 17, 2020](#)
9. [Planning Commission Staff Report November 17, 2020](#)
10. [Planning Commission Staff Report September 15, 2020](#)

FISCAL NOTE: None

PRIOR REVIEW: December 10, 2020, City Council Work Session
September 22, 2020, Land Use Committee

BACKGROUND:

The Community and Economic Development Department received a private applicant-initiated zoning text amendment request. The request is to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone. The request is to amend specific text within the zoning code and does not require the need to amend any policies within the Comprehensive Plan.

Lacey's primary undeveloped Light Industrial-Commercial (LI-C) zone is north and west of the intersection of Britton Parkway NE and Marvin Road NE. This property is commonly known as the "Betti" property as it had been owned by Evelyn and Bruno Betti and their estate until recently sold to HBBP, LLC. The district is bordered by residential properties to the west, a mixture of Moderate Density Residential and Light Industrial to the north, Light Industrial and Light Industrial-Commercial to the east and Hawks Prairie Business District and Community Office to the south. The HBBP, LLC ownership consists of approximately 61 acres and is a mixture of undeveloped property with small, locally-owned businesses in leased spaces within small metal buildings of varying ages.

As this is a zoning text amendment, it would also apply to other areas of the city with the same zoning. However, the only other existing applicable LI-C zone is located off of Carpenter Road SE south of Pacific Avenue SE. These properties are relatively small and in multiple ownerships and would be highly unlikely to accommodate a building larger than 200,000 square feet. Additionally, a rezone request was just approved for the area along Carpenter Road NE between Interstate 5 and Britton Parkway NE to Light Industrial-Commercial. This area is also very unlikely to be able to accommodate a large building because of parcel sizes and other physical constraints like topography. Therefore, under the current Comprehensive Plan designations the HBBP property would be the only property where the proposed amendment would apply.

The Planning Commission has reviewed the request, held a public hearing, and is providing a recommendation to approve the amendment to the City Council. The public hearing was conducted by the Planning Commission on November 17, 2020. The only public comments received were in support of the application. After the public hearing, the Planning Commission voted 8-1 to recommend approval of the request based on the following findings of fact. The one dissenting vote stated that the request was contrary to the intent of the Light Industrial-Commercial zone and the vision of the City to accommodate a greater number of large buildings.

The next step is for the City Council to take formal action on the Planning Commission's recommendation. The City Council may accept, modify or deny the recommendation. Staff is recommending that the City Council approve the attached ordinance which will formally approve the subject request.

FINDINGS OF FACT:

The Lacey Planning Commission recommends to the Lacey City Council the approval of the application to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone subject to the following findings of fact:

1. The Economic Development Element of the 2016 Comprehensive Plan for Lacey and the Lacey Urban Growth contains discussion and policies related to business retention and expansion.

2. Lacey Municipal Code 16.39.010 “Intent” contains statements related to the purpose of the Light Industrial zone, including: “A. Provide for the development of areas in which certain types of industrial activities may be located to promote job generation consistent with the Economic Development Element of the Lacey Comprehensive Land Use Plan.”
3. The Light Industrial zone has been previously amended to remove maximum building square footage requirements while the maximum square footage requirements of the Light Industrial-Commercial zone has remained at 200,000 square feet.
4. The applicant submitted a market analysis that examines the local and national market for distribution centers and available information on the leasing of smaller footprint industrial users. The amendments will support the City’s economic development goals for job creation, small business retention, and would support the connection to city utilities in proximity to wellhead protection areas.
5. Existing buildings and tenant spaces serving small to medium-size businesses may be displaced through redevelopment under the existing and proposed zoning standards.
6. The amendments address potential impacts of a building between 200,000 and 500,000 square feet to adjacent properties through mitigation measures that address light, noise, and visual impacts. The applicant submitted a noise analysis that provides information on the anticipated impacts of a building between 200,000 and 500,000 square feet. Any future project application would also be required to address these impacts.
7. The applicant provided a transportation analysis that showed that current code would anticipate that 571 average daily truck trips would access the site. Under the proposed code, 457 daily truck trips are anticipated. Although this is a reduction of over 100 trucks per day, with a 500,000 square foot building, the volume of larger trucks would change based on the type of heavy truck accessing a warehouse/distribution center. The amendment would likely change the mix of vehicles on Marvin Road between exit 111 and access into the site.
8. The zoning text amendment addresses land use compatibility, streetscape aesthetics and the displacement of small tenant spaces by requiring the preservation, replacement or construction of small tenant space through execution of a development agreement for project-specific proposals that include buildings greater than 200,000 square feet.
9. Development agreements, authorized by RCW 36.70B.170 and implemented through LMC 16.82, is a tool the City can use to set forth development standards and other conditions to ensure the future industrial development is consistent with the City’s Comprehensive Plan and Economic Development goals and policies.
10. The Planning Commission received comments at a public hearing on November 17th. The proposed amendments adequately address those comments received.

ORDINANCE NO. _____

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO SQUARE FOOTAGE REQUIREMENTS IN LIGHT INDUSTRIAL-COMMERCIAL DISTRICTS, AMENDING SECTION 16.39.030 AND ADDING A NEW SECTION, 16.39.042, OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the City of Lacey Community and Economic Development Department received a private applicant-initiated zoning text amendment request pertaining to square footage requirements in Light Industrial-Commercial Districts; and

WHEREAS, the request is to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone; and

WHEREAS, the Planning Commission reviewed the requested amendments and conducted a public hearing on November 17, 2020; and

WHEREAS, all of the public comments received were in support of the requested amendments; and

WHEREAS, the Planning Commission voted to recommend approval of the requested amendments to the City Council; and

WHEREAS, the City Council has reviewed the Planning Commission's recommendation and Findings of Fact and finds the proposed amendments to be in the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, AS FOLLOWS:

Section 1. Section 16.39.030 of the Lacey Municipal Code is hereby amended as follows:

16.39.030 Prohibited Uses

Uses other than those identified or described in LMC 16.39.020 are prohibited, including but not limited to:

A. All buildings over two hundred thousand square feet in size- [except in accordance with the requirements of LMC 16.39.042.](#)

B. All uses or activities which would require extraordinary equipment, devices or technology for the control of odors, dust, fumes, smoke, noise or other wastes and/or by-products which, if uncontrolled, would contaminate the environment to a degree unacceptable by contemporary community standards; or which would exceed the acceptable limits established by competent and recognized public and quasi-public agencies for the protection of industrial and/or environmental health.

C. Examples of prohibited uses are:

1. Animal slaughtering;
2. Care and/or sale of livestock, poultry or similar animals;
3. Storage, manufacture or sale of highly volatile or otherwise extremely hazardous substances or materials;
4. Any heavy industrial activity including truck terminals, cross dock facilities or any structure designed for similar type use.

Section 2. There is hereby added to the Lacey Municipal Code a new section, 16.39.042 to read as follows:

[16.39.042 Sites of forty acres or more.](#)

[Site plan review and binding site plan approval may be given for projects proposed to contain one building greater than two hundred thousand square feet but not more than five hundred](#)

thousand square feet; provided the following site and design standards are met:

A. The site shall consist of a parcel or contiguous parcels totaling a minimum of forty acres.

B. Existing buildings retained within a 6-month, 1-year or 5-year zone of a wellhead protection area shall be transferred from septic systems to public sewers within twenty-four months after approval of the first building permit unless otherwise provided for by a development agreement.

C. To reduce the displacement of existing small and medium sized businesses the applicant shall enter into a development agreement that identifies an area consisting of no less than 5 contiguous acres where the existing buildings would be initially retained until a later redevelopment phase of the project subject to the following standards:

1. Future redevelopment within this area shall be designed to incorporate multiple buildings and/or one or more multi-tenant buildings to create spaces of varying size which are intended for a mix of small to medium size businesses.

2. Where this redevelopment area abuts a major transportation corridor (e.g. Marvin Road), the redevelopment shall create a transition in building sizes that reduce the scale and intensity of adjacent buildings greater than 200,000 square feet, and incorporate setbacks and landscaping along the frontage that is consistent with that corridor.

D. When uses identified in LMC 16.39.020(A) will be adjacent to a residential zoned property (LD-04, LD3-6, MD or HD), or an open space institutional zoned property (OSI), the minimum yard setback between the residential or open space institutional zone shall be fifty feet and include a twenty foot Type I landscaping buffer as defined in LMC 16.80.050(B). Provided however that these use are separated from a residential or open space institutional zone by commercial development, the required buffer shall be fifteen feet and include at least an eight-foot Type II landscaping buffer as defined in LMC 16.80.050(B).

E. Truck bay doors and/or loading or unloading areas shall not face residential zoned property (LD-04, LD3-6, MD or HD), if within two hundred fifty feet of said zones, unless separated by the placement of a building without bay doors or landscape or other screening that reduces visual and noise impacts.

F. When adjacent to a residential zoned property (LD-04, LD3-6, MD or HD), a noise study shall be performed to demonstrate that the proposed use can comply with the maximum noise limits established by LMC 16.57.030 and WAC 173.60.

G. Site design shall incorporate a mix of landscaping, berms, fencing, building setbacks, and/or other site design elements to establish internal transitions between light industrial and commercial uses within the master site plan which reduce visual and noise impacts created by truck movements, loading and unloading.

H. Truck access and circulation shall be designed to reduce or restrict the travel of truck traffic through residential areas. Such measures may include, but not be limited to, median controls, signage, driveway design, and internal circulation. All methods are subject to approval by the city of Lacey community development and public works departments.

I. New commercial and industrial buildings shall be consistent with the applicable city of Lacey design review standards found in LMC 14.23.082 for commercial buildings and LMC 14.23.083 for industrial buildings.

K. When a site is adjacent to a residential zone, the applicant shall hold a neighborhood meeting to provide information on the proposed development. Notice of the meeting shall be sent by mail to all property owners within three hundred feet, as well as to adjacent homeowners' association or neighborhood groups within the radius.

Section 3. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, at a regularly-called meeting thereof, held this ____ day of ____
_____, 2021.

CITY COUNCIL

By: _____
Mayor

Approved as to form:

City Attorney

Attest:

City Clerk

SUMMARY FOR PUBLICATION

ORDINANCE NO _____

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on _____, 2021,
“AN ORDINANCE OF THE CITY OF LACEY RELATED TO SQUARE FOOTAGE
REQUIREMENTS IN LIGHT INDUSTRIAL-COMMERCIAL DISTRICTS, AMENDING
SECTION 16.39.030 AND ADDING A NEW SECTION, 16.39.042, OF THE LACEY
MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. The Ordinance amends section 16.39.030 of the Lacey Municipal Code related to building requirements within Light Industrial-Commercial Districts.
2. The Ordinance adds section 16.39.042 of the Lacey Municipal Code related to building requirements within Light Industrial-Commercial Districts.
3. The Ordinance approves this Summary for Publication.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: _____, 2021.



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

OFFICIAL USE ONLY

Case Number: _____

Date Received: _____

By: _____

Related Case Numbers:

ZONING TEXT AMENDMENT APPLICATION

SECTION I

APPLICANT NAME: HBBP, LLC

MAILING ADDRESS: 4039 21ST AVE W STE 306

CITY, STATE, ZIP: SEATTLE, WA 98199

TELEPHONE: 425-990-0694

REPRESENTATIVE NAME: * DAVID TOYER (TOYER STRATEGIC CONSULTING)

MAILING ADDRESS: 3705 COLBY AVE STE 1

CITY, STATE, ZIP: EVERETT, WA 98201

TELEPHONE: 425-344-1523

* The representative is the person whom staff will contact regarding the application, and to whom all notices and reports shall be sent, unless otherwise stipulated by the applicant.

SECTION II

A. GENERAL DESCRIPTION OF PROPOSAL; DESCRIBE THE INTENT AND REASON FOR PROPOSING A CHANGE TO THE TEXT OF THE ZONING CODE

Applicant owns an assemblage of parcels totaling approximately 61 acres and presently zoned LI-C. Given current and predicted market conditions (and needs), the Applicant desires flexibility to construct an industrial building larger than 200,000 square feet AND retain existing, smaller industrial buildings that are critical to the City's cultivation of small businesses. The proposed code amendment would create this flexibility and include minimum site criteria and site development conditions. Applicant's only other alternative would be to seek a rezone to LI zoning. This would allow for larger buildings, but would not have the added development requirements or require a development agreement. Applicant has attached a more comprehensive analysis of its proposal, the market and other factors.

B. GENERAL PURPOSE OF THE ZONE TO BE CHANGED? CONSIDER WHAT FUNCTION THE ZONE SERVES AS DESCRIBED IN THE COMPREHENSIVE LAND USE PLAN AND HOW THAT FUNCTION OR PURPOSE MIGHT BE IMPACTED BY THE PROPOSED CHANGE

Per LMC 16.39.010, the general purpose of the existing zone is to provide areas for certain types of industrial activities where commercial uses might be allowed (if compatible) and where development can be reviewed for its impacts to infrastructure and retail development; and protection of residential areas required.

Applicant's proposal would provide flexibility for redevelopment consistent with this purpose. See attached analysis.

C. TEXT CHANGE REQUESTED

CURRENT ZONING LANGUAGE: _____

Applicant has attached a strike-through and underline version of the existing code which shows the proposed changes.

REQUESTED NEW ZONING LANGUAGE: _____

Applicant has attached a strike-through and underline version of the existing code which shows the proposed changes.

In sum, the proposed changes would allow development of a building larger than the current 200,000 sf in limited circumstances where greater protection or enhanced preservation of wellhead protection areas could be accomplished or where existing buildings could be incorporated into a master site plan to reduced displacement of existing small businesses. Further it would require the developer to enter into a development agreement with the City prior to master site plan approval, which agreement would need to address certain minimum development specific conditions related to perimeter landscaping, buffers noise, and traffic and circulation.

D. DOES THE PROPOSED AMENDMENT AFFECT BOTH THE CITY AND THURSTON COUNTY? IS THE ZONE TO BE CHANGED IN BOTH INCORPORATED AND UNINCORPORATED AREAS; LACEY AND LACEY'S GROWTH AREA? (PLEASE EXPLAIN):

THERE IS NO PROPOSED CHANGE IN THURSTON COUNTY. THIS WOULD ONLY AFFECT THE CITY OF LACEY.

E. WAS THIS ISSUE, THE ZONES SPECIFIC ALLOWED USES OR STANDARDS PROPOSED FOR CHANGE, DISCUSSED DURING THE COMPREHENSIVE PLAN AND ZONING REGULATIONS REVIEW AND ADOPTION PROCESS? IF SO, PLEASE EXPLAIN:

UNKNOWN

F. IS THE PRESENT ZONING LANGUAGE THE RESULT OF A MISTAKE? WHAT KIND OF MISTAKE (i.e., ACCIDENTAL OMISSION, INTENT NOT CLARIFIED)? PLEASE EXPLAIN:

NO.

G. HOW MANY ACRES OF DEVELOPED AND UNDEVELOPED PROPERTY IN THIS ZONING DESIGNATION COULD BE IMPACTED BY THE CHANGE?

DEVELOPED: APPROX. 26 ACRES

UNDEVELOPED: APPROX. 35 ACRES

WHAT ZONES ARE LOCATED ADJACENT TO THESE AREAS?

HIGH DENSITY RESIDENTIAL (HD), HAWKS PRAIRIE BUSINESS DISTRICT BUSINESS/COMMERCIAL (HPBD B/C), COMMUNITY OFFICE (CO)

LIGHT INDUSTRIAL (LI), MODERATE DENSITY RESIDENTIAL (MD), CENTRAL BUSINESS DISTRICT 5 (CBD-5), OPEN SPACE PARK (OSI-P)

OPEN SPACE INSTITUTIONAL (OS-I)

H. WHAT POTENTIAL LAND USE CONFLICTS COULD RESULT FROM THE PROPOSED CHANGE? CONSIDER ALL LAND IN THE ZONE TO BE CHANGED AS WELL AS EXISTING AND PLANNED LAND USES IN ADJACENT ZONES. DO NOT LIMIT CONSIDERATION ONLY TO THE SPECIFIC PARCEL(S) THAT YOU ARE INTERESTED IN. REMEMBER, A TEXT AMENDMENT WILL IMPACT ALL PROPERTY WITHIN THAT ZONE AND COULD POTENTIALLY IMPACT PROPERTY IN ADJACENT ZONES AS WELL.

Applicant has provided a broader analysis (attached) which looks at both areas of the city zoned LI-C to show Applicant's amendment would have limited effects

within the LI-C zone when minimum site criteria is applied (such as acreage). The benefit of Applicant's proposal flexibility in the code to attract redevelopment while

retaining existing smaller buildings (reducing displacement of business) and ensuring a diverse mix (small-medium-large) of buildings spaces for all size businesses.

SECTION III

EXPLAIN HOW THE AMENDMENT IS CONSISTENT WITH THE FOLLOWING:

- State Growth Management Act (GMA):
- County-Wide Planning Policies (CWPP):
- Lacey Comprehensive Plan:
- Regional Transportation Plan (RTP):
- Other Applicable City Plans or Documents:
- Neighboring Jurisdictions' Comprehensive Plan (when your proposal affects multiple jurisdictions):

SUPPLEMENTAL INFORMATION

THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

- 1- Environmental checklist (must include 2 CD's containing .pdf copies of all submittal materials, including applications)
- 2- Supplemental information and/or special reports may be required including:
 - a. Environmental issues;
 - b. Anticipated impacts from a change in uses or standards of the zone;
 - c. Other.

INITIATED BY:

☐ Planning Commission. Date of Initiation: _____

☐ City Council. Date of Initiation: _____

☒ Property owners as follows:

I (We) understand and agree with the above explained need for the map change and are current owners of the property within the City of Lacey.

Michael C. Slattery
Signature

ADDRESS: P.O. Box 70583, Seattle, WA 98127

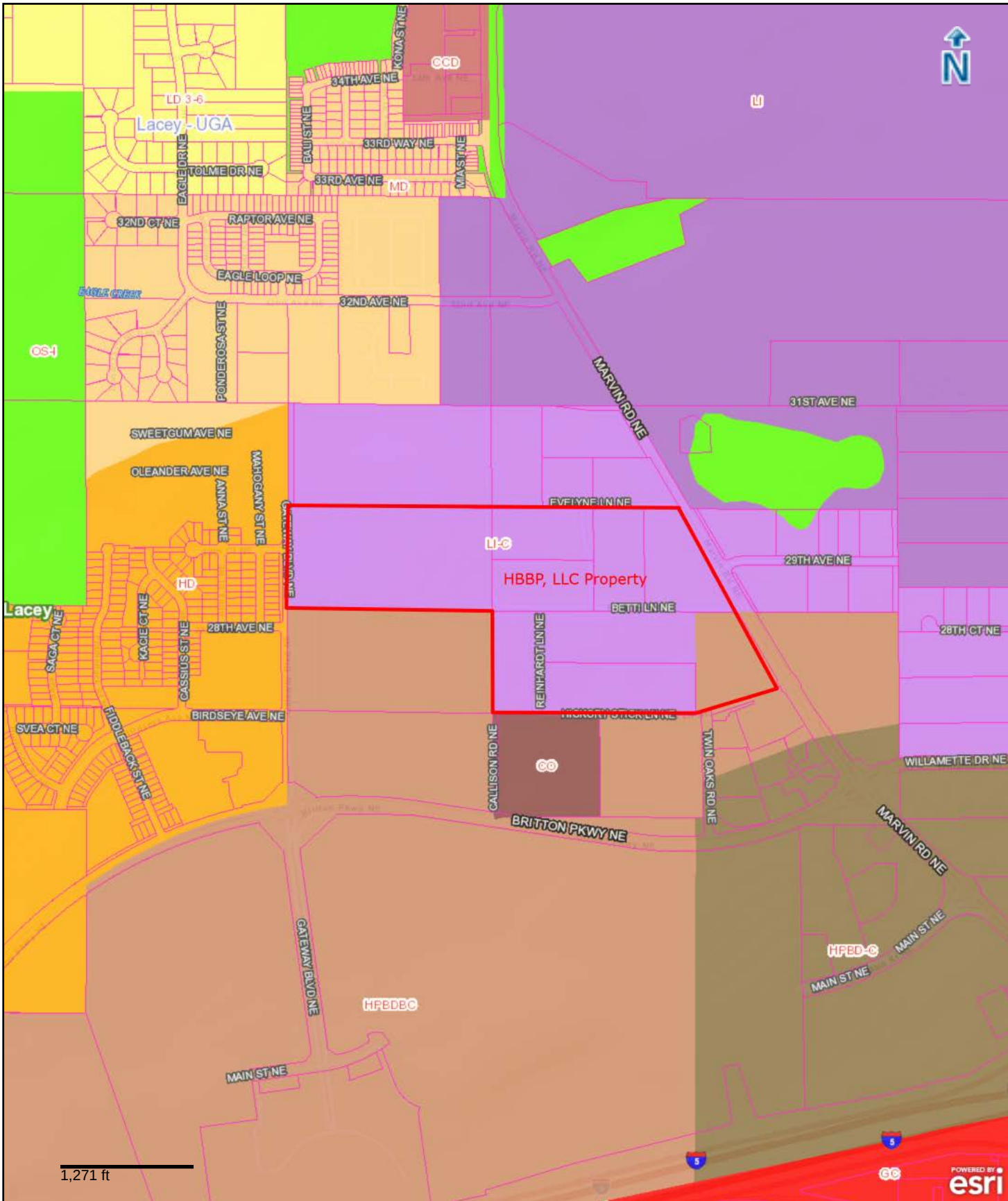
Michael C Slattery
Printed Name

Kevin EKAR
Printed Name

Signature
ADDRESS: _____

Signature
ADDRESS: _____

Printed Name



Hawks Prairie Area Zoning



The City of Lacey uses the most current and complete data available. However, GIS data and product accuracy may vary. GIS data and products may be developed from sources of differing accuracy, accurate only at certain scales, based on modeling or interpretation, incomplete while being created or revised, etc. The City of Lacey reserves the right to correct, update, modify, or replace, GIS products without notification. The City of Lacey cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. Using GIS data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may neither assert any proprietary rights to this information nor represent it to anyone as other than City Government-produced information. The City of Lacey shall not be liable for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





PLAN CONSISTENCY ANALYSIS

Prepared by Toyer Strategic Consulting for HBBP, LLC
LI-C Zoning Code Amendment

Section III of the Zoning Text Amendment application requires an analysis of how the proposed zoning text amendment is *consistent* with (or supported by) the following plans and documents:

- Growth Management Act (GMA)
- Countywide Planning Policies (CWPPs)
- Lacey Comprehensive Plan
- Regional Transportation Plan (RTP)
- Other Applicable Plans or Documents
- Neighboring Jurisdictions' Comprehensive Plans

The following narrative identifies relevant plan goals, policies and implementation strategies (or objectives) and provides a brief statement of how Applicant's proposal is consistent.

CONSISTENCY WITH THE GROWTH MANAGEMENT ACT (GMA)

GOAL 1 Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner

This proposal supports urban growth in urban areas where adequate public facilities and services exist (or could be provided in the future). This proposal would create flexibility to allow a mix of new development, redevelopment and retention of existing development in order to serve a broader range of industrial businesses (or businesses requiring industrial spaces).

GOAL 2 Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.

This proposal would provide greater flexibility for accommodating industrial uses within the Lacey UGA, which includes allowing larger footprint buildings (in limited circumstances) and preserving existing, small industrial buildings that serve small businesses in the area (including manufacturing, wholesale trade, and contractor space).

The intent of the GMA is to reduce conversion of 'undeveloped' lands in rural areas into urban level development. The flexibility created by this proposal is likely to minimize the displacement of small businesses and reduce market pressures that push displaced businesses outside the Lacey UGA into smaller existing buildings or into newer, cheaper facilities on large rural lots. Such examples would include situations where a displaced business constructs an affordable building (e.g. steel building; outbuilding; etc.) on a large rural lot in order to relocate their business. The latter is an unnecessary conversion of undeveloped land into sprawling, low density development.

GOAL 3 Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.

This proposal encourages development and redevelopment in a location that recognizes and supports the availability of multi-modal transportation systems. The proposal would effect an area of zoning adjacent to a major arterial (Marvin Road), as well as be located near transit routes (existing and planned) and within a short distance of an Interstate 5 interchange (under construction) that is intended to provide both congestion relief and support for freight mobility. Further, the shorter distance between Applicant's LI-C location and Interstate 5 would result in truck traffic traveling shorter distances within Lacey.

GOAL 5 Economic development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

This proposal is consistent with the economic development goal of GMA, as it creates the flexibility within the LI-C zone needed to retain, expand and attract diverse business that require a range of facility sizes.

GOAL 10 Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.

This proposal is consistent with the protection and enhancement of the state's water quality and availability of water, as it would apply to redevelopment and development of those parcels where opportunities exist to preserve or enhance wellhead protection areas critical to the City of Lacey's water supply. This proposal's flexibility ensures that redevelopment and development have both an environmental and public benefit.

GOAL 11 Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.

The development flexibility desired by the Applicant could be accomplished in two ways: through a rezone of Applicant's property to LI or the proposed LI-C zoning text amendment. Under the process for a rezone, the decision solely looks at replacing one zone with another. By contrast, a zoning text amendment requires broader consideration of the development conditions required for a use to be allowed. The latter is more consistent with GMA's public participation goal because it creates a meaningful opportunity for citizen involvement in policy decisions that directly influence site development and design characteristics.

GOAL 12 Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

This proposal would support development within an urban area (and major corridor) that is best suited to provide adequate facilities and services at the time of development. This proposal is not itself an approval of a development, but Applicant has submitted with its application a traffic analysis which shows the impact to transportation facilities would be equal to or below that which could occur under the existing code. Further, this proposal would require any future development to enter into a development agreement and be reviewed under a project-level SEPA to ensure any inadequacies in public facilities or services are address at the time of development.

CONSISTENCY WITH THE COUNTY-WIDE PLANNING POLICIES (CWPPs)

1.13 Protect the natural environment while acknowledging the interdependence of a healthy environment and a healthy economy.

This proposal provides site design flexibility that can reduce some of the impacts associated the intensity of development in areas that are within a 6-month, 1-year or 5-year zone for a wellhead protection area. We believe such flexibility will provide greater protection for or enhance the preservation of these wellhead protection areas.

- 7.1 Encourage an economy that is diverse, can adapt to changing conditions, and takes advantage of new opportunities.

Facility needs and requirements are constantly evolving, especially with the rise of e-commerce and more highly automated manufacturing facilities. To keep pace the City of Lacey needs a building inventory that can appeal to a wide range of industrial uses, including warehousing, wholesale trade and manufacturing.

This need must also be balanced against the impacts of redevelopment which often eliminates existing, affordable building spaces, displacing smaller businesses and entrepreneurs (some of which are feeder industries or suppliers for larger businesses in the area).

This proposal attempts to balance both the need for moderate to large size facilities, as well as the need to retain existing building options to cultivate small businesses and entrepreneurs.

- 7.2 Support the recruitment, retention and expansion of environmentally sound and economically viable commercial, public sector and industrial development and resource uses, including the provision of assistance in obtaining funding and/or technical assistance.

Facility needs and requirements are constantly evolving, especially with the rise of e-commerce and more highly automated manufacturing facilities. To keep pace the City of Lacey needs a building inventory that can appeal to a wide range of industrial uses, including warehousing, wholesale trade and manufacturing.

This need must also be balanced against the impacts of redevelopment which often eliminates existing, affordable building spaces and displaces smaller businesses and entrepreneurs.

This proposal attempts to balance both the need for moderate to large size facilities, as well as the need to retain existing building options to cultivate small businesses and entrepreneurs.

- 7.5 Build a vital, diverse and strong local economy, including job opportunities that support community and household resilience, health, and well-being, by:

c. Providing opportunities for a range of business types to succeed.

Lacey needs an industrial building inventory that can appeal to a wide range of users, including warehousing, wholesale trade and manufacturing. This need must also be balanced against the impacts of redevelopment which often eliminates existing, affordable building spaces and displaces smaller businesses and entrepreneurs (some of which are feeder industries or suppliers to larger businesses in the area). This proposal attempts to balance both the need for moderate to large size facilities, as well as the need to retain existing building options to cultivate and support small businesses and entrepreneurs.

h. Encouraging the utilization and development of areas designated for industrial use, consistent with the environmental policies in these countywide policies.

This proposal would provide needed flexibility in an area designated for industrial use and result in improved environmental protection or enhancement.

- 10.2 Establish a pattern and intensity of land and resource use that is in concert with the ability of land and resources to sustain such use, reduce the effects of the built environment on the natural environment, conserve natural resources and enable continued resource use, through:

This proposal would provide needed flexibility in an area designated for industrial use and result in improved environmental protection or enhancement. Further, this proposal would consolidate the intensity of land use in

conjunction with providing landscaping, buffering and transitions between uses that reduce the visual and aesthetic impacts of the built environment.

d. Minimizing high noise levels that degrade residents' quality of life

This proposal would consolidate the intensity of development in conjunction with providing landscaping, buffering and other transitions between uses that reduce the potential for noise impacts that disrupt quality of life.

CONSISTENCY WITH THE LACEY COMPREHENSIVE PLAN

Framework Land Use Policies

Policy A: It is the City's overall goal to enrich the quality of life in Lacey for all our citizens by building an attractive, inviting, and secure community. The City will work in partnership with the community to foster community pride, to develop a vibrant and diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment. All policies and proposed development code and zoning changes should be reviewed with this goal in mind.

This proposal to change the zoning code is intended to strike a balance between competing needs, including the desire for larger facilities, the retention of existing buildings (and the businesses those support), and creation of appropriate transitions (landscape, etc.) between the built environment and natural environment (especially to minimize impacts to residential areas).

Policy B: Lacey's land use pattern should accommodate carefully planned levels of development that promote efficient use of land, reduce sprawl, encourage alternative modes of transportation, safeguard the environment, promote healthy neighborhoods, protect existing neighborhood character, and maintain Lacey's sense of community.

This proposal is intended to provide flexibility within the LI-C zone to balance all these objects.

Policy C: Support efforts for job creation, new livable wage jobs, and promote the diversification of the community's businesses and employment sector.

This proposal would allow, under specific conditions, a larger facility size within the LI-C zone, which improves the City's ability to attract a wide range of potential tenants (including warehousing, wholesale trade and manufacturing) or create a larger space that can support an expanding local business as larger facilities can serve large single tenants or be divisible for use by multiple tenants in different industry sectors. Lastly, this proposal provides an incentive to retain smaller, existing industrial buildings that are more affordable spatial options for small businesses and entrepreneurs.

Commercial & Industrial Goals and Policies

Goal 3: Encourage and promote the development of high quality industrial development.

This proposal would allow, under specific conditions, the construction of a larger facility in the LI-C zone. Industrial buildings are flexible spaces that can ultimately appeal to a mix of industrial users. This proposal makes no changes to the industrial design standards in the City.

Policy A: Designate an adequate supply of land for high quality industrial uses based on appropriate site characteristics, anticipated need, and adequacy of facilities and services.

This proposal would provide needed flexibility in an area designated for industrial use and is likely to result in improved environmental protection or enhancement. Such flexibility in the sizing of buildings recognizes current and future needs for industrial space among users that range from manufacturers to large distribution warehouses and from wholesalers to contractors.

Policy C: Review land use policies and standards to implement the goals, policies, and objectives contained in the Economic Development Element.

This proposal is consistent with the goals, policies and objectives contained within the Economic Development Element as addressed further in this review.

Policy D: Prioritize industrial development which adds to the tax base, provides family-wage jobs, and diversifies and strengthens our local economy.

This proposal would provide needed flexibility in an area designated for industrial use. Further, this proposal would ensure the City's tax base can be expanded to support primary sector industries, such as manufacturing, by adding to the range of facility sizes available locally.

Policy E: Utilize subarea planning to help guide the development and redevelopment of planned industrial areas.

This proposal would be consistent with goals, policies and implementation measures within the Hawks Prairie Planning Area as address further in this review.

Policy F: Industrial uses should be located, designed, built, landscaped, operated, and maintained to ensure compatibility with nearby land uses.

This proposal would provide needed flexibility for industrial development in the LI-C zone while also addressing landscaping, transitions and etc. through a required development agreement between the City and future developer.

Policy G: Industrial areas should be located where they are adequately served by necessary utilities and transportation routes and where adverse impacts can be mitigated.

This proposal would provide needed flexibility in an area designated for industrial use, which is adequately served by utilities, located on a major arterial corridor, connected with a strategy corridor, and substantially closer to I-5 access than many other industrial sites.

Commercial & Industrial Implementation Strategies

(1) Evaluate existing commercial and industrial land use designations and provide additional areas to meet the land demand projections for the planning period.

This proposal seeks to balance the needs of businesses requiring both small and large facilities. This is analyzed in more detail in Applicant's accompanying market analysis.

(5) Develop standards and programs complementary to economic development strategies identified in the Economic Development Element.

This proposal would be consistent with the goals, policies and objectives contained within the Economic Development Element as addressed further in this review.

Urban Growth Area Goals and Policies

Goal 6: Ensure a diversification of employment opportunities in the UGA so residents can work, live, shop and play all within close proximity.

This proposal would create flexibility that encourages the development of new buildings while retaining smaller, existing buildings. Maintaining this mix of industry facility types and sizes allows the City to meet a wide range of industrial needs and creates more diverse employment opportunities in the UGA.

Transportation and Land Use Goals and Policies

Goal 2: Support land use policies and plans to allow densities and a mix of uses that reduce the number and length of vehicle trips. Increase the opportunity to use public transportation and non-motorized modes of travel.

This proposal would affect LI-C zoned property that is within ¼ mile of a transit route as measured from the southern boundary of the Applicant's site. This presents an opportunity for the City to encourage industrial development at a size and scale that would be more likely to utilize this transit infrastructure. This proposal seeks to balance the need for large facilities with the need for smaller, affordable facilities.

Policy A: Provide incentives for new development located within ¼ mile of Intercity Transit served corridors. Development incentives could include, but are not limited to, density increases, increased square footage, additional building height, transportation mitigation fee adjustments, and parking requirement incentives.

Applicant's site is located from its southern boundary within ¼ mile of an Intercity Transit served corridor. This is consistent with this policy to incentivize development near transit corridors that is more likely to utilize transit services.

Policy B: Encourage land development proposals to utilize the full capacity of the existing multimodal transportation system, especially transit and non-motorized modes.

This proposal would create the opportunity for a large facility to locate near an existing transit served corridor and in closer proximity to Interstate 5.

Policy C: Ensure that destination sites, including job centers, commercial areas, office complexes and other economic development generators are connected with multimodal transportation options.

This proposal would be consistent as the location is within ¼ mile of a transit served corridor.

Water Resources

Goal 1: Ensure the long term protection and preservation of both the quality and quantity of groundwater and surface waters for all uses.

This proposal would allow for the flexibility to create one larger building footprint in order to incentivize greater protection or enhanced preservation within 6-month, 1-year or 5-year zones of the wellhead protection areas.

Goals and Policies Hawks Prairie Planning Area

Policy B: Ensure that the Northeast Area Plan is updated on a regular basis to reflect existing and future development patterns

Although this plan has not be updated on a regular basis, we review this proposal's consistency with the plan under the "Other Applicable Plans or Documents" section of this document.

Goal 3: Support the Hawks Prairie Area as a local hub for light industrial development and employment center.

This proposal will continue to support the Hawks Prairie Area as a local hub for light industrial development and employment, but it will also incentivize the retention of small, existing industrial buildings which are more affordable to small businesses and entrepreneurs. If approved, this proposal would ensure the City maintains a diverse portfolio of industrial buildings that can fulfill a wide variety of industrial user needs.

Policy A: Support building square footages that encourage a broad range of users provided that appropriate requirements for multiple building complexes, design review, and compatibility with adjacent residential areas are addressed.

This proposal would allow for a larger building footprint (increased square feet) provided certain conditions are met to improve compatibility between and transitions among uses. This proposal would require a development agreement between the City and the developer to specifically address landscaping and other development conditions.

Economic Development Element

Goal 1, Policy A: Lacey recognizes the positive impact that businesses provide to citizens, to the economy, and the provision of financial resources necessary to provide essential public services.

This proposal would attract new business investment and incentivize the retention of existing, smaller industrial buildings needed to support smaller businesses and entrepreneurs.

Goal 2, Policy A: Ensure an adequate supply of developable, appropriately-zoned land is available to meet the various uses needed by Lacey businesses now and in the future.

This proposal would attract new business investment and incentivize the retention of existing, smaller industrial buildings needed to support smaller businesses and entrepreneurs. The intent of the proposal is to strike a balance between current needs, as well as market needs for the short-term and long-term.

Policy G: Be proactive in ensuring that Lacey is ready to meet its business customers' needs by the time the needs arise.

This proposal proactively looks for a way to attract investment in new industrial buildings while providing an incentive to retain existing, smaller industrial buildings needed to support smaller businesses and entrepreneurs.

Goal 3, Policy G: Concentrate economic development resources on business retention and expansion, while fostering an environment where local businesses and entrepreneurs can thrive.

This proposal is intended to balance the need to create new industrial space with that of retaining existing spaces essential to business retention and expansion efforts. It also recognizes that as small businesses grow, the City must have an inventory of buildings (varying in size) to which local business may expand.

Although a larger footprint building may typically attract only a single tenant, such space is available for and may attract multiple tenants. Further, tenants that presently have multiple facilities in the area may seek to consolidate within a single, larger building if it were available in the market.

Goal 5, Policy A: Consider all viable economic development tools and resources to encourage new business formation, existing businesses to stay and expand, and out-of-area businesses to locate in Lacey

This proposal is intended to balance the need to create new industrial space with that of retaining existing spaces essential to business retention and expansion efforts. It also recognizes that as small businesses grow, the City must have an inventory of buildings varying in size if the City is to maximize its economic development efforts.

CONSISTENCY WITH THE REGIONAL TRANSPORTATION PLAN

Transportation & Land Use Consistency

Goal: Ensure the design and function of transportation facilities are consistent with and support sustainable, healthy urban, suburban, and rural communities

This proposal would create development flexibility within ¼ mile of an existing transit corridor and within a short distance of an Interstate-5 interchange. As such, it would limit the distances truck and other traffic would travel within the City.

Policy 1.a Commit to the development and implementation of land use plans, development patterns, and design standards that encourage walking, bicycling, transit use, and other alternatives to driving alone

This proposal would create development flexibility within ¼ mile of an existing transit corridor and within a short distance of the Interstate 5 interchange. As such, it should aid in the development and use of area transit by employees commuting to work.

Policy 1.c Meet mobility, access, and economic goals in designated Strategy Corridors with an appropriate combination of investments, policies, and land use measures

This proposal would create zoning flexibility within ¼ mile of an existing transit corridor and within the vicinity of a strategy corridor. As such, it should aid in the development and use of area transit by employees commuting to work.

Transportation Demand Management

Goal: Increase overall operating efficiency of the transportation system through the effective use of measures that reduce the need to drive

This proposal would create zoning flexibility within ¼ mile of an existing transit corridor and within the vicinity of a strategy corridor.

Freight Mobility

Goal: Promote efficient, cost-effective, timely, and safe movement of freight in and through the region

This proposal would create zoning flexibility that allows a larger footprint building, which if occupied for warehousing and distribution or wholesale trade, would support freight movement and mobility throughout the region.

Policy 8.a Support freight access to and from highways and other major freight corridors, and between the region's intermodal facilities and industrial areas

This proposal would create zoning flexibility that allows a larger footprint building, which if occupied for warehousing and distribution or wholesale trade, it would be consistent with this policy because of its location to Interstate-5 and other industrial areas.

Policy 8.c Explore strategies to reduce conflict and optimize safety for all transportation system users where industrial/commercial land uses are in highly urbanized areas

This proposal is intended to allow for flexibility in the LI-C zone. In exchange for a larger building footprint, it would require a master site plan address the transition between industrial and commercial uses to reduce conflicts.

Public Transportation

Policy 10.a Support Intercity Transit's long-range plan, which emphasizes trunk and primary routes serving core areas along designated strategy corridors, with supportive land use and appropriate design standards developed by local jurisdictions.

This proposal would create zoning flexibility within ¼ mile of an existing transit corridor and within the vicinity of a strategy corridor. As such, it should aid in the development and use of area transit by employees commuting to work.

Policy 10.b Increase the share of trips made by public transportation.

This proposal would create zoning flexibility within ¼ mile of an existing transit corridor and within the vicinity of a strategy corridor. As such, it should aid in the development and use of area transit by employees commuting to work

OTHER APPLICABLE PLANS OR DOCUMENTS

Overview

The *Northeast Area Plan* dates to 1991 (pre-GMA comp plan adoption) and is cited in the Goals & Policies for the Hawks Prairie Planning Area. While it may have less relevance than current planning documents, it provides valuable information to support how development in this area was envisioned.

The existing land use map on page 18 shows that Applicant's site was a mixture of forested, vacant and industrial land in 1991, while page 19 appears to show the zoning as potentially a mix of LI (Light Industrial), RR 4/1 (Rural Residential 4 du/1 acre), LD (Rural Residential) and LIPD (Light Industrial Planned District).

The proposed land use for this area on Figure 11 indicates this area was originally included within a Business Park land use designation, which according to page 54 of the Plan included allowed uses such as: corporate headquarters; professional, scientific, research and development; electronic assembly; computer research and development; light industrial activities; and light warehousing.

Industrial Goals & Policies

GOAL To encourage industrial development and a diversified economic base by the location of industrial uses in areas where they can be adequately and efficiently served by circulation and utilities, and where they will create no significant adverse impact.

Applicant's proposal creates development flexibility that will allow a mix of new and existing industrial uses within close proximity of I-5 (reducing the length of trips by traffic), is forecast to have less total traffic trips impact than current code, and includes language to appropriately design circulation and access.

Policy 1 Industrial areas should be capable of supporting industrial development with no significant adverse environmental impact.

Applicant's proposal would allow a larger industrial facility under certain conditions, including that the developer enter into a development agreement with the City to address landscaping, buffers and screening.

Policy 2 Traffic access should be designed to contain heavy traffic within the industrial and commercial and away from residential areas.

This proposal would not result in heavy truck traffic in residential areas. Specific access points and truck routes would be addressed as part of the master site plan and development agreement, but the location of this site is better suited to limit the overall length of trips by trucks within the City, reducing overall traffic impacts.

Policy 3 Industrial areas should be located where they can be adequately and most efficiently served by necessary utilities.

The areas affected by this proposal are zoned LI-C and are presently served by necessary utilities.

Policy 4 Industrial should be required to meet all environmental standards and should not be allowed to locate without insuring that they will not emit pollutants to the ground water and will not discharge to any sewerage system unless they can meet the standards under City, state and federal regulations.

This proposal would not reduce any environmental standards. Further, it is likely to provide better protection of land within the City's wellhead protection area zones for Well S-29.

Policy 5 Industrial areas should be required to provide necessary aesthetic amenities to minimize visual impacts.

This proposal includes a requirement for a development agreement and conditions that must be met to minimize aesthetic and visual impacts to certain adjacent uses.

Policy 6 Industrial areas should be required to provide open space for active and passive use by employees in such areas.

This industrial area is locating in a strategy corridor and development of this site is likely to create sidewalks or walking paths that connect multiple types of uses within the immediate area.

NEIGHBORING JURISDICTIONS' COMPREHENSIVE PLANS

This is not applicable to the Applicant's proposal.



Background

The Applicant is a developer and owner of industrial real estate in Lacey (and throughout the region), which would like greater flexibility within the LI-C zone to create a larger industrial facility as a trade-off to retaining existing industrial and flex buildings that, under the present code, would be redeveloped and result in the displacement of 18 existing businesses.

To achieve this flexibility, the Applicant proposes a code amendment that would allow a limited increase in the size of industrial buildings within the LI-C zone provided existing buildings are retained and wellhead protection is improved as a result of physical improvements that eliminate septic systems and address the lack of existing stormwater facilities.

Further, it is the Applicant's intent that the proposed code amendment improve the project feasibility by phased development of the site to create new building space that can accommodate tenants that may otherwise be displaced by redevelopment of some portions of the site.

Purpose of this Report

The purpose of this Market Report is to provide an overview of key market and other factors that form the basis for Applicant's proposed code amendment. The Applicant's intent in providing broader information and analysis on the potential impacts and benefits associated with this code amendment to support a community dialogue.

Where possible, the Applicant has provided analysis of impacts consistent with its intended use of the property, but cautions that this analysis should be distinguished as supporting the review and/or setting of policy versus what would be a detailed project-level review of a development application. The Applicant has not submitted for any project at this time.

Market Overview

NATIONAL MARKET

According to a recent 2019 report by the Deloitte Center for Financial Services, "*The Future of the Industrial Real Estate Market*" the U.S. industrial real estate sector consisting of warehousing, distribution centers, flex spaces and other industrial buildings (with storage) have all experienced healthy growth at a time when other real estate sectors haven't fared as well." The report further states that during the period from 2014 to 2018, the industrial real estate market experienced a net absorption of nearly 1.4 billion square feet.

And looking to the future that the prediction is, "[m]acroeconomic factors, tenant needs, last-mile delivery, and rapid technology evolution are likely to reshape demand and warehouse space design." When considered as part of their industrial real estate demand forecast model, they predict:



Positive

1. *Industrial real estate demand is expected to increase by 850 million square feet to 14.8 billion square feet by 2023.*
2. *Double-digit growth in e-commerce sales will drive demand for industrial real estate.*

Less Positive

1. *Rising availability rates and higher cost of capital will lower demand growth, as US economic growth is expected to slow down in 2020.*

Despite these concerns of lower demand growth, the forecast of 850 million square feet in demand by 2023 in relative terms is equivalent to the total amount of industrial real estate space available in Atlanta and Salt Lake City combined.

The Deloitte report perspective is echoed by a September 2019 forecast by the Urban Land Institute (ULI) predicting in the next three years:

"National vacancy or availability rates are forecast to rise modestly for all property types, though generally less than indicated by the previous forecast. . . [i]ndustrial availability will be 7.4 percent in 2021, 40 bps higher than 2018 but well below the long-term average of 10.2 percent."

What's driving demand? Primarily, e-commerce.

Deloitte's report points out the following drivers within the e-commerce business:

- Companies need 20 percent more space to manage reverse logistics compared to normal sales
- Sales are expected to grow 15.0% annually, reaching 14.8% of all retail sales by 2023
- Product returns from online purchases are 3.0x those bought at a brick and mortar retail store

The influence of e-commerce on Wholesale Trade, Transportation and Warehousing is specifically mentioned in the 2017 Countywide Employment and Commute Forecast produced by the Thurston Regional Planning Council (TRPC), which notes *"overall there is a shift from brick and mortar retail and increase in online sales, which makes freight transportation a growing sector."* And further, *"Industrial sites in Thurston County have better freeway access, and relatively less congestion. . ."* Both of which factors are key site location criteria for warehousing and distribution operations.

E-commerce aside, Deloitte highlights other factors influencing the continued growth of warehousing and the creation of new warehousing:

- Real business inventories are increasing, which are attributable to continued increases in consumer spending and business/consumer confidence



- Gas price increases projected over the period from 2019 to 2023 will prompt warehousing to seek locations in closer proximity to commuters to reduce transportation costs
- Nearly 1/3rd of U.S. warehouse buildings are over 50 years old and the average age of all warehousing is 34 years, making older facilities in less convenient areas even less efficient to operate

Additional, related factors not identified by the Deloitte study include:

- o Real business inventories are also increasing due to more volatile trade markets/tariffs that have resulted in more goods being held in inventory
- o Rising gas prices impact consumer spending habits, adding demand for e-commerce as “free shipping” is weighed against the cost and time commitment of driving to brick and mortar retail locations

Additional market observations and reports include:

- CBRE's 2020 U.S. Real Estate Market Outlook predicts that the demand for industrial warehouse spaces less than 120,000 square feet will increase as a result of e-Commerce companies' efforts to offer same-day delivery to customers.
- CBRE also reported in 2019 that the availability of industrial spaces between 70,000 and 120,000 square feet declined from 11.3% to 7.4% over the last five years with vacancy rates falling from 9.0% to 4.5%.
- A separate CBRE report on the impact of e-Commerce highlights the following impacts it's had on industrial development:
 - o Each incremental \$1 billion in e-commerce sales growth results in the need for an additional 1.25 million square feet of distribution space
 - o Broader logistics demand has results in increasing building sizes by 108,665 square feet (143% increase) and 3.7 feet in building height
- Cushman and Wakefield's 2020 North American Industrial Outlook states that demand will be supported by, “Economic growth, global trade and the continued buildout of eCommerce, third-party logistics (3PL) last-mile facilities, fulfillment centers and bulk warehouses. . .”
- A July 2019 article on NAIOP's blog points to a Jones Lang LaSalle (JLL) cheat sheet report with the following highlights:
 - o The average square foot requirement for an industrial building has shrunk 10,000 square feet to 360,000 square feet
 - o However, the “megabox” is still important because only two markets have space availability that exceeds tenant requirements currently in play
 - o Over 45% of warehouses have space requirements between 100,000 and 250,000 square feet
 - o Relocations of tenants seeking new space was up 108% from the prior year



- Further, there is a likelihood of demand growth for industrial buildings beyond warehouse space, as Bank of America Securities' Global Research division released a report titled "Tectonic Shifts in Global Supply Chains" in which it reports that "global supply chains are on course to be uprooted and brought home, or transplanted to strategic allies. Manufacturing is moving back to North America. . ."

REGIONAL MARKET

More specific to the Puget Sound Region, a Q3 2019 Market Report by NAI Properties highlights a regional vacancy rate of approximately 5.0%. Industrial lease rates in the Northend (Everett / Marysville), as well as Seattle and the Eastside (Bellevue/Redmond/Issaquah) are higher than those in the Southend (Kent Valley) and Pierce County, creating a more than \$6.00 per square foot per year differential between Seattle and Pierce County.

The result of this significant price differential has fueled substantial light industrial and warehouse development in the Pierce County with remaining unfulfilled demand expanding southward to Thurston County. While this is to great benefit of existing warehouse owners, the circumstances create additional economic challenges for developers of warehouse spaces who now must optimize development plans to include: optimal site lay-out, max. floor-area-ratios (FAR) and wall panel to slab ratios, larger building footprints which reduce construction cost per square foot, and incorporate energy-efficient systems designs. Without these efficiencies in-place new projects can quickly become economically infeasible as they become either difficult or impossible to finance due to high cost of construction in conjunction with relatively lower market rents which erode projected investment returns resulting in risk / reward imbalances that banks will not accept. Further, as smaller building footprints are more costly to construct due to the inability to achieve economies of scale, smaller building rates should command a premium to justify construction starts. As rental rates in the Lacey market have been relatively flat many of these projects are economically infeasible with the exception of owner/users who may be able to justify higher costs to build due to operational and strategic efficiencies that don't exist for developers.

Further, Pierce and Thurston counties proximity relative to the Port of Seattle/Tacoma and the Seattle and Portland Metro areas provide ideal conditions to accommodate warehouse delivery which serve two major metro areas from a single location with close-in I-5 access.

These are the primary factors that specifically influence Lacey's desirability. Because conditions such as costs, location, logistics and workforce can support large, more efficient distribution facilities that can consolidate traditional hub and spoke distribution to retail stores, last mile delivery type two-day shipping, consolidate returns processing and restocking, and same-day delivery functions into higher efficiency, hybrid facilities. An immediate example of which is the new type of facility that Home Depot is building off Hawks Prairie Road.

At a very basic level, vacancy rates are a snapshot of present supply and demand conditions where high vacancy is typically associated with contracting market demand (such as a recession) or where overbuilding (over supply) has occurred. While vacancy is often considered a bad thing, having some vacancy is important because it means a community has the inventory (supply) to attract new businesses and expanding space footprints of existing businesses as they grow.



HBBP, LLC Zoning Text Amendment MARKET REPORT

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The graph on the next page shows CoStar data for vacancy rates in a four-county area (King, Pierce, Thurston, Lewis) from 2009 to Q1 2019. In sum, vacancy rates for industrial space in all four counties has dropped since 2009 with Thurston County seeing the vacancy rate fall from over 12.0% in 2009 to under 4.0% in the first half of 2019.

Real Estate: Industrial

Vacancy Rate, Lewis, Thurston, Pierce and King Counties | 2009-2019



Sources: CoStar, 2019.

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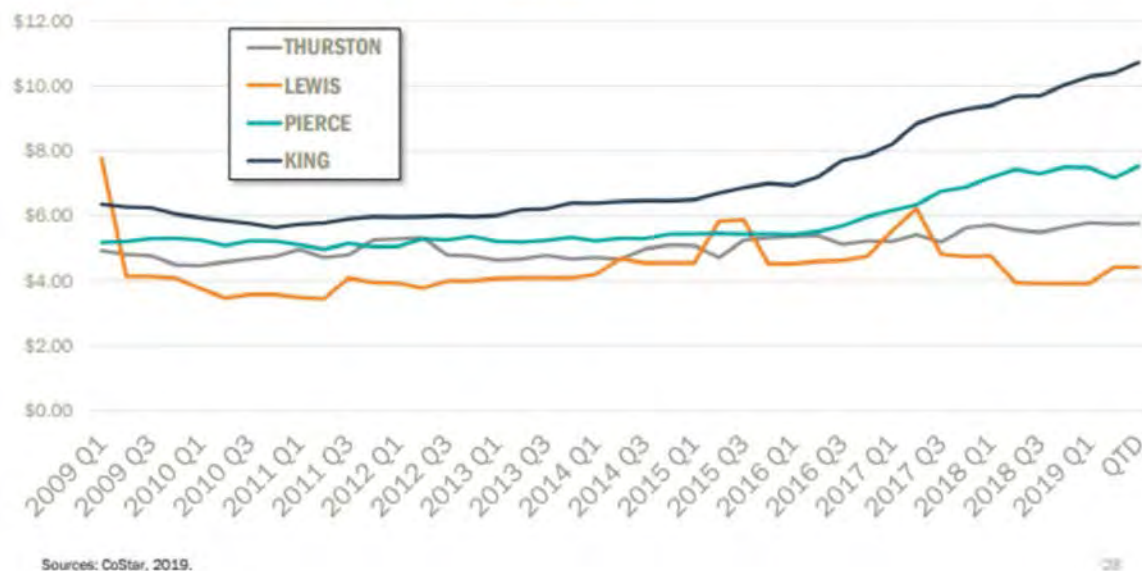
Stable and affordable lease rates are positives when a community seeks to attract or retain businesses while rising lease rates correspond with strong demand and new construction starts. By contrast, flat or declining lease rates in an area disincentivizes building owners from reinvesting in aging facilities and dissuades developers from making new capital investments in facilities where the cost of new construction would result in higher lease rate requirements versus what would be accepted in the market.

The following on the following page contains CoStar data demonstrating rental rates for industrial space in King and Pierce counties have steadily risen since 2016 but remaining relatively flat or have decreased in both Thurston and Lewis counties. With low vacancy rates it would typically be expected that rental rates would rise (as they did in King and Pierce). This may suggest that despite the positive site location factors (i.e. proximity to I-5, lower rental rates, available workforce), available industrial space in Thurston County may not offer enough options in size to attract future opportunities.



Real Estate: Industrial

Lease Rate, Lewis, Thurston, Pierce and King Counties | 2009-2019



As shown above, the lease rates in Thurston County for Q1 2019 were roughly \$5.00 per square foot below rates in King County and roughly \$2.00 per square foot below Pierce County. This data is comparable to the lease rates shown in the Q3 2019 Market Report by NAI Properties which shows a nearly \$6.00 per square foot differential between the Seattle and Pierce submarkets, and only a \$1.29 per square foot difference between the Southend (Kent Valley) and Pierce submarkets.

Per the current differences in rates between submarkets (or counties), construction costs have a greater impact on the feasibility of projects in Thurston County (Lacey). With some exceptions for specialty facilities, construction costs per square feet are much lower in larger facilities versus smaller facilities primarily due to site optimization, ratio of wall panel to slab, efficiencies in site mobilization and infrastructure work, scaled building systems, and scaled construction. Based on our firm's industrial project management experience and recent conversations with area contractors, we know that building costs for facilities over 400,000 square feet are about one-third the cost of buildings 100,000 square feet or less. Current estimates for buildings over 400,000 square feet had costs in the \$30.00 to \$37.00 per building square foot range while buildings under 100,000 square feet had significantly higher costs in the range of \$80.00 to \$91.00 per building square foot.

LOCAL MARKET

Looking specifically at the Lacey Market, the Applicant pulled multiple listing service (MLS)¹ data on February 19, 2020 to analyze available, leasable industrial and flex space within (primarily) the LI-C and LI zones. An analysis of the data¹ found that there are at total of 18 spaces available across existing, new construction, under construction, and proposed buildings. The overall average building size was just over 156,000 square

¹ Tables of the data can be found in the endnotes



feet with an average leasable space of 133,133 square feet, and an average divisible space² of 82,311 square feet.

Among these 18 buildings identified:

- The 8 existing buildings average total leasable space 15,641 square feet with an average divisible space size of 10,245 square feet
- The 7 buildings under construction that will have an average total leasable space available of 269,642 square feet with spaces divisible to as little as 14,306 square feet
- The 3 proposed range between 20,918 and 147,960 square feet with an average building size of 72,705 square feet
- Only 4 of the 18 buildings fall between 200,000 square feet with 2 between 200,000 sf and 500,000 square feet in size and 2 greater than 500,000 square feet

This analysis looked further at the number of days on the market for each building and type, which provides some insight into the local market for space. However, it is not an exclusive indicator as days on the market figures depend on a number of situations, including:

- An existing building's functional application or obsolescence for that type of use (e.g. ceiling heights too low, energy inefficiency, mix of parking for cars, trucks and trailers, etc.)
- The lease rate for new construction versus that of comparably sized existing facilities
- Extended listing periods can result from listing 'build to suit' industrial buildings in advance of even applying for development approval

Based on the data obtained from the multiple listing service (MLS), 'days on market' can be broken down as follows:

<u>Category</u>	<u>Days on Market</u>
All Buildings	310
Existing Buildings	325
Under Construction	281
Buildings Proposed	253

² Divisible space are areas within industrial buildings that were designed to have demising walls in the event of leasing to multiple tenants



To look at historical market need, we sourced Lease Comp data from Co-Star on 71 industrial leases³, which showed that industrial space needs among these 71 leases averaged of 60,676 square feet. Further, out of the 71 leased facilities, only 11% (8) of these involve space over 100,000 square feet. This would, at least on its face, support the presumption that space sought for lease tend to be smaller or within larger multi-tenant buildings.

To provide further insight into the current state of the economic dynamics in the Lacey market, we looked at the historical relationships (2012 – Q3 2019) between Lacey warehouse rental rates (per square foot) and capitalization rates (“cap rates” an indication of projected rate of returns for a market and asset type) in conjunction with macro data specifically, construction costs and the Consumer Price Index (“CPI” Seattle-Tacoma-Bremerton, WA). As evidenced in the data over the sample period, construction cost growth has vastly exceeded growth in rental rates and cap rates in the Lacey market. Growth in construction costs can be attributed to broad increases in contractor demand from new domestic and regional construction starts. While favorable for construction trades (higher demand should translate to larger profitability margins for contractors and sub-contractors), this dynamic makes new construction starts more challenging in Lacey where rental rates and cap rates have not kept pace with broader cost driven growth. To offset the challenges of higher costs and elevated development risks would-be developers are being forced to seek sites that can offer economies of scale where fixed costs can be “spread-out” or reduced due to project scale (cost per square foot) or, in some cases, new projects are put on-hold completely until the market conditions can come back into balance (either by decreases in construction cost, increases in rental rates, or some combination of the two).

Lacey, WA - Industrial Development Market Conditions Summary



³ This data does not include buildings owned by the occupant



A BUILDING TYPE FOR A RANGE OF USES

Although often referred to generically as ‘industrial warehousing’ the types of industrial buildings envisioned by the Applicant are flexible spaces that can support a range of industrial and commercial uses as envisioned within the Light Industrial-Commercial zoning district. Beyond traditional warehousing and distribution, this building type supports businesses engaged in wholesale trade, food preparation and packaging, light manufacturing and much more. Because these types of facilities are large (size and height) and easily divisible for tenant improvements, they offer the developer greater flexibility to be able to accommodate a single user or multiple users with varying size needs.

For example, the Reserve at Woodinville is a recent industrial warehouse project featuring two buildings (measuring 42,700 and 158,725 square feet respectively) that after buildout had a mix of uses, including Woodinville Custom Wines and Black Raven Brewing.

Similar industrial warehouse projects throughout the region have created spaces now occupied by gymnastics facilities, dance studios, trade schools, indoor go-kart tracks, commercial bakeries, corporate offices, cabinet manufacturers, and more. And this has been accomplished in facilities purposefully built small (under 100,000 square feet) as well as those 150,000 square feet and larger.

Applicant’s proposed amendment to allow one building in a master site plan to be larger than 200,000 square feet is likely to attract a single user but could still be occupied by multiple users. By limiting the code amendment’s applicability to sites larger than 40 acres, additional development and/or redevelopment on the site is likely to result in several facilities in the 125,000 to 200,000 square feet size range, which could each have 3 to 4 tenants consisting of many types of commercial and industrial users.

MARKET SUMMARY AND CONCLUSIONS

We believe the following conclusions can be drawn from the local market information available:

- Spaces in existing buildings are typically under 50,000 square feet and have been on the market for longer than both new construction and proposed buildings⁴
- New construction and proposed building sizes range from under 50,000 square feet to over 500,000 square feet with many proposed and marketed as being divisible for multiple tenants
- One third (6 out of 18) of the industrial buildings listing have a total size falling between 100,000 and 200,000 square feet
- Although there are reports that demand for buildings between 70,000 and 120,000 square feet are increasing, were the Applicant to develop under the existing code, it would double the number of available buildings between 100,000 and 200,000 square feet and very likely result in an oversupply of space within the 70,000 to 120,000 square feet range (based on how space could be divisible for leases)
- The proposed code amendment would provide flexibility so the Applicant could retain existing buildings, construct a single, larger industrial facility (still in high demand) and potentially develop

⁴ In areas with a large number of build to suit facilities planned, but not under construction, the “days on the market” figure can be sometime be skewed longer



additional new, smaller industrial buildings to serve the market seeking space under 150,000 square feet

- There are not enough existing buildings and spaces on the market to effectively retain the 18 existing businesses that could be displaced as a result of Applicant developing the site under the current code (the 18 businesses are leasing space that ranges from 1,500 square feet to 13,500 square feet)

Applicant's desired flexibility resulting from this code amendment has no impact on the flexibility of the site to accommodate a range of uses, which may include traditional uses such as manufacturing, distribution, and wholesale trade. Industrial buildings (generally referred to as industrial warehousing) in other communities throughout the region have attracted non-traditional users seeking this type of space because of its high ceilings and larger spaces. These non-traditional users have included wineries, breweries, trampoline parks, corporate headquarters, and more.

The proposed code amendment would provide a path for the Applicant to propose a building of up to 500,000 square feet. However, the Applicant's ultimate proposal could be based on a specific tenant's need, site characteristics as identified through the entitlement process, and/or changing market conditions. Thus, while up to 500,000 square feet would be possible the actual building footprint could be less.

Growth Opportunities

Applicant's desire to gain the flexibility to construct a large facility in the LI-C zone is not just about constructing a bigger building. In fact, it's part of Applicant's broader objective to retain existing tenants by serving current and future tenants as they expand and grow, as well as create opportunities to balance the need for new construction with the need to retain existing, in-demand spaces. Without a change in code to allow for this flexibility, the Applicant could presently move forward with redevelopment of the entire site, displacing 18 existing businesses whose spatial needs wouldn't easily be accommodated in the existing market.

The Applicant has been an active owner / developer in the Thurston County and Lacey markets dating back to the late 1980's. Since then, the Applicant has expanded its presence in the Lacey market completing 8 additional ground-up development projects to date. A large part of the Applicant's success in the area is due to its commitment to the Lacey market, understanding regional market dynamics and business trends, cultivating local relationships, and the capability to respond to Tenant space needs when demanded. A primary constraint to the Applicant's success is the ability to accommodate space needs as existing and new tenants grow. Without available product to accommodate Tenant demand, Tenants have no choice but to seek alternative building spaces for long-term planning, in some cases outside of Lacey and Thurston County. This results in the undesirable outcome of having to re-tenant spaces at the cost of the Applicant and losing existing businesses that seek-out facilities in alternative markets.

As evidenced in the table below, the Applicant has a strong track-record of accommodating existing Tenants as they seek to expand existing Lacey-based operations – this is an opportunity but also a constraint based on the Applicant's available building supply. As the Applicant's largest building footprint is currently 84,000



square feet, the Applicant desires to provide larger space ranges to Tenants, not only due to financial and economic feasibility factors, but to also to retain existing relationships as Tenant space requirements grow.

Applicant's Holdings - Thurston County - Tenant Matrix				
Tenant Size	Tenant Count	% of Total	Avg. Space sf	Avg. Bldg. Size
0 - 3K sf (500sf min)	13	25.0%	2,192	21,231
+3K - 5K sf	3	5.8%	4,650	45,133
+5K - 10K sf	22	42.3%	7,273	22,534
+10K - 25K sf	5	9.6%	17,759	65,100
+25K - 50K sf	6	11.5%	33,450	61,475
+50K sf	3	5.8%	74,863	79,667
Total	52	100.0%	-	-
Portfolio tenants that have expanded space size beyond initial lease space size:				
	14	26.9%		

Having the ability to accommodate current and future Tenant needs in the Lacey market not only strengthens existing Tenant / Applicant relationships, it also strengthens the interwoven commerce fabric of the local market by providing the infrastructure to keep existing businesses in Lacey and cultivate relationships with new market entries.

Long-Term Land & Building Capacity

The City of Lacey has established LI-C and LI zoning in the “Hawks Prairie” and “Lakes” planning area (except that two parcels zoned LI-C fall within the “Central” planning area⁵). In total the City has 140 acres of LI-C zoning⁶. This section only analyzes the land use within the “Hawks Prairie” planning area, choosing to separately analyze the “Lakes” planning area LI-C zone later in this report when addressing “impacts to other LI-C zones.”

The intent of this section of the report was to identify and evaluate the land and building capacity of the LI-C zone in “Hawks Prairie” and compare it to certain aspects of the areas zoned LI⁷ to more broadly examine land supply, building diversity (size, type, etc.) and future building capacity.

Regardless of whether the City approves the Applicant’s proposed code amendment, the LI-C area will experience future development. Under either the Current Code or Desired Change scenarios, the LI-C area will like attract development of light industrial buildings, which can be expected to be shell buildings flexible enough to serve a mix of uses that include manufacturing, warehousing and distribution, wholesale trade and even (potential) office space.

⁵ For purposes of simplicity we refer to both the “Lakes” and “Central” LI-C zoned areas as the “Lakes” planning area. Additionally, the “Lakes” LI-C zoned area has different factors and characteristics that impact its future development potential

⁶ Source: 2016 Lacey Comprehensive Plan Table 2.2

⁷ A second LI zoning area is located in the “Lakes” planning area. Given that this area only has four parcels to analyze, we included these within the “Hawks Prairie” LI zoning analysis.



The first summarizes key data from the City's industrial buildings across all zones, while the table on the next page looks solely at the existing condition of the LI-C zone in concert with the current code and the impact of the Applicant's proposal while the table below

Citywide Industrial Data⁸

11.11 million square feet of industrial buildings (built & under construction)	8.98 million square feet of industrial space occupied	194,897 average building size	76,801 average building size under 200,000 square feet
58,984 average tenant size all industrial space regardless of size		45,555 average tenant size in buildings under 200,000 square feet only	

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⁸ Data sourced from industrial and commercial brokers and supplemented with research by Toyer Strategic Consulting



Table: “Hawks Prairie” LI-C Zoning

	<u>Existing Condition</u>	<u>Current Code</u>	<u>Applicant's Proposal</u>
Vacant parcels (avg parcel size in acres)	10 (5.69)	8 (5.87)	8 (5.87)
% of buildings <15,000 square feet (total number)	88% (36)	67% (19)	80% (31)
% of buildings >15,000 but <100,000 square feet (total number)	12% (5)	11% (3)	13% (5)
% of buildings >100,000 square feet (total number)	0% (0)	21% (6)	8% (3)
Summary of buildings >100,000 square feet	0% of buildings 0% of total square feet	21% of buildings 82% of total square feet	8% of buildings 66% of total square feet
Estimated square feet of use by building type (in square feet)	Industrial – 15,744 Indus. Flex – 131,900 Office – 18,144 Warehouse – 199,370 Other – 9,200	Industrial – 15,744 Indus. Flex – 436,920 Office – 18,144 Warehouse – 547,466 Other – 9,200	Industrial – 15,744 Indus. Flex – 105,160 Office – 18,144 Warehouse – 872,466 Other – 9,200
Average building size (square feet)	12,351	59,834	40,160
Total current building square feet ⁹	374,368	1,169,474	1,020,714
Future building square feet based on vacant parcels	609,109	609,109	609,109
Average building size of future development ^{10,11}	67,679	67,679	67,679
Future building size range low to high	11,550 (low) 125,000 (high)	11,550 (low) 125,000 (high)	11,550 (low) 125,000 (high)

⁹ Assumes constant status of remaining vacant parcels in the LI-C zone of this planning area

¹⁰ Only includes 8 non-applicant vacant parcels, assumes WSDOT property (~19 acres) developed with two 125,000 sf warehouse/light industrial buildings

¹¹ Only assumes build out as warehouse/light manufacturing, but actual development could include greater mix and result in less or more building square feet based on allowed lot coverage, setbacks, parking and other like requirements for site design



The Applicant's proposal would not directly or immediately impact the LI zone. However, by identifying and evaluating characteristics of the LI zone, the City can better see its development capacity and potential mix of uses. We believe the table below is supportive of the Applicant's proposal because:

- Although development capacity exists¹² there is limited future capacity to support large facilities in the LI-C and LI zone without an amendment to code
- Coupled together the LI-C and LI zones can provide a mix of building types and sizes that should meet overall market needs

LI Zone Summary ¹³			
~1,068 acres ¹⁴ with 91 parcels & 78 buildings	Building from 1,800 sf to greater than +1 million sf	16 vacant parcels with an average size of 6.54 acres	~1.9 million square feet ¹⁵ of future building capacity
Key LI Zone Characteristics			
35 of 78 existing buildings 50,000 square feet or less (58% of total)	2 out of 78 existing buildings greater than 1 million square feet (3% of total)	10.6 million total square feet within existing buildings	118,920 Estimated square feet for average future building size
13% of existing buildings are greater than 200,000 square feet	69% of total square feet within existing buildings greater than 200,000 square feet	14 likely number of future buildings under 200,000 square feet	3 Likely number of future buildings over 200,000 square feet
Building Use¹⁶Type (Total Square Feet):		Building Use Type (% of Total Square Feet):	
653,281 – Industrial		6% – Industrial	
798,418 – Industrial Flex		8% – Industrial Flex	
60,184 – Office		1% – Office	
207,952 – Cold Storage		2% – Cold Storage	
8,794,350 – Warehouse		83% – Warehouse	
114,763 – Other		1% - Other	

¹² Because of cost and other market factors, predicting broader redevelopment of assembled parcels is more difficult and thus it was not included in this analysis

¹³ Analysis was completed using aerial photography compared against assessor data on built structures and floor area ratios (FARs) achieved by past dev

¹⁴ Source: 2016 Lacey Comprehensive Plan Table 2.2.

¹⁵ This includes projected buildout of the Bridgepoint site

¹⁶ Use type reflects the building type identified in property tax records



Effect on Adjacent Land Uses

Any development of Applicant's site is required to comply with city codes and regulations which establish standards for landscaping, buffering, screening and noise. In its code amendment, the Applicant has proposed that a development agreement be required. Chapter 16.82 of Lacey's Municipal Code (LMC) enables the use of Development Agreements for several purposes, including to:

"encourage innovative land use techniques and to further achieve public benefits, a development agreement pursuant to this chapter may impose development standards that differ from standards of the Lacey Municipal Code and the Lacey Development Guidelines and Public Works Standards. . .includ[ing] infrastructure requirements, street standards, performance standards . . . All development standards must achieve public benefits."
16.82.020(B) LMC

Applicant's proposed code amendment would require a Development Agreement between the developer and the City, as well as establish minimum development conditions that must be included. These minimum development conditions would address the transition between uses, screening for trucks and noise impacts.

Impact to the Other LI-C Zone (Carpenter Road)

Increasing the building size restriction from 200,000 to 500,000 square feet in the LI-C zone to accommodate a larger facility in the LI-C zoning within the "Hawks Prairie" planning area would not impact the City's other LI-C zoning that straddles the Lakes/Central" planning areas along Carpenter Rd SE, south of Pacific Ave SE (south of Interstate-5).

This area of LI-C zoning contains 15 parcels and 20 buildings with a combined building footprint of 244,022 square feet. Existing building inventory in this area is predominantly older industrial flex and warehouse space with a lower than typical floor area ratio (FAR). Low FAR and aging buildings can be predictors of redevelopment, but redevelopment in this area is more likely to be limited in the next 10-15 years due to several factors:

1. The area's smaller average parcel sizes (2.23 acres)
2. Increases in FAR are more likely to involve small expansions of existing buildings as opposed to wholesale redevelopment with a modest increase in building footprint
3. Assemblage of larger redevelopment projects are very unlikely given the public ownership of 1/3 of the area's parcels
4. The availability and developability of smaller, vacant parcels within the "Hawks Prairie" LI zone closer to I-5 interchange
5. Redevelopment is/can-be subject to current code, older buildings were not designed and constructed with current code requirements contemplated and the upgrade costs to meet code in conjunction with redevelopment costs can create economically infeasible circumstances

Lastly, as this area is only 35.78 acres, it would fall below the 40-acre minimum site size Applicant proposes as one of the key criteria for permitted buildings larger than 200,000 square feet.



Traffic Analysis

To support the proposed code amendment, we commissioned Gibson Traffic Consultants to complete a non-project level trip generation analysis of three development scenarios at the Applicant's site to determine both the total traffic impact, as well as the percentage of traffic that may be attributable to trucks.

Scenario 1 – Current Code

This scenario assumes development as allowed under the current LI-C zone, resulting in six new light industrial buildings (each under the 200,000 square foot cap) totaling 963,000 square feet. These buildings are most costly (per building square foot) than a larger facility, would result in the loss of existing, smaller industrial buildings (displacing tenants).

Scenario 2 – 2015 Development Master Plan

This scenario assumes development as contemplated in a 2015 Development Master Plan, which would result in an industrial and office park type campus. This is very similar to uses the Applicant has proposed on a site south and east of this property (on the east side of Marvin Road). Based on the Applicant's feasibility and anticipated absorption rates, development of both locations in this fashion would compete against one another.

Scenario 3 – Desired Change

This scenario examines the construction of a 500,000 square foot facility and retention of several smaller industrial buildings, as well as create of two more moderately sized facilities. Given Applicant's holdings in Lacey, as well as the building sizes envisioned for this location, the diversity of building sizes (from very small to large) improves marketability and provides existing businesses a broader range of options as they grow, expand and relocate.

Gibson's analysis demonstrates the following:

1. Total daily trips in the Scenario 2 (Former Master Plan) would be nearly one and a half times the volume of trips that could be created by Scenario 1 (Current Code) and more than double that of Scenario 3 (Desired Change).
2. Scenario 3 (Desired Change) shows that while truck trips are a greater percentage of total trips, the overall volume of truck trips is less than what could occur in Scenario 1 (Current Code).
3. Scenario 3 (Desired Change) would result in fewer trucks trips in the AM Peak Hour than what could happen in Scenario 1 (Current Code).
4. Scenario 3 (Desired Change) would result in more truck trips in the PM Peak Hour than what could happen in Scenario 1 (Current Code).

Except for the PM Peak Hour, Scenario 3 (Desired Change) would have less impact than Scenario 2 (Former Master Plan) or Scenario 1 (Current Code).



A full copy of Gibson's analysis can be found in immediately following this market summary.

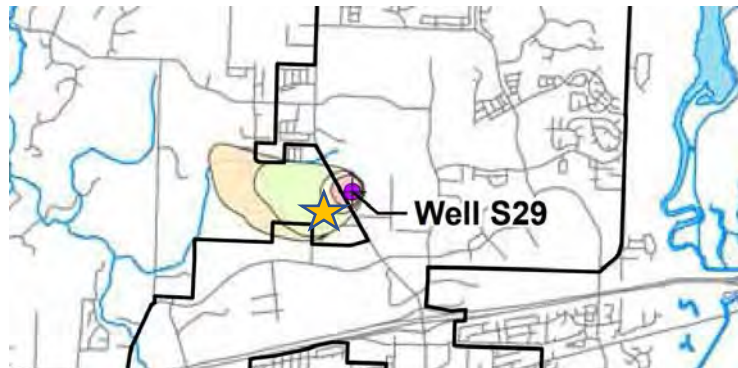
Other Environmental Factors

The intent of Applicant's proposal is not solely rooted in the Applicant's desire to improve the economic development potential of the site. In fact, the Applicant intends this code to have multiple outcomes, including:

1. Provide greater development flexibility, including the opportunity to accommodate a building footprint greater than 200,000 square feet (but not more than 500,000 square feet).
2. Link the development flexibility granted with a greater public benefit, which can provide:
 - a. Better protection or enhanced preservation of well head protection areas (especially in areas within the 6-month, 1-year or 5-year zones) as a result of providing sewer connections to eliminate septic systems in the area, as well as adding stormwater improvements to serve existing development in the same master site plan.
 - b. Retention of small, existing industrial buildings in order to reduce displacement of small businesses and ensure that Lacey benefits from having a wide range of industrial building footprints to support everything from the small, custom manufacturer up to the large warehouse and distribution facility.

Wellhead Protection

Looking specifically at the Applicant's site (the star on the photo to the right), a portion of the site is located within Lacey's wellhead protection area (WHPA) zones for Well S-39. The Applicant contends that in allowing flexibility within the code for the development of one larger footprint building will allow the Applicant to consolidate development with greater ability to avoid conflicts with these WHPA zones.



Further, under the current code the smaller, existing industrial buildings on this site could be demolished and replaced with larger industrial facilities (under 200,000 square feet). One benefit of that would be the severance of the existing septic systems serving those buildings, which would improve protection of the City's well. Applicant's proposal to add flexibility for a single large facility would not only allow the Applicant to retain some of the smaller, existing industrial buildings on the site, but make it more feasible for the Applicant to connect these facilities to sewer.



Critical Areas

Applicant's site does not contain critical areas and given the intent and applicability of the proposed zoning text amendment, no impact to critical areas is anticipated.

Stormwater

Applicant's proposed code amendment would not change or eliminate the required analysis of stormwater during development review, as is regulated by Lacey's adopted stormwater design manual, including the completion of a wet-season soil and subsurface analysis. The proposed code would not change the amount of impervious surface allowed within the zone.

Instead, proposals under this new section of code would continue to be required to provide adequate stormwater facilities for the new buildings while also looking at stormwater facilities or improvements that may be necessary for existing development within the master site plan area. As with any other development, the ultimate footprint of any new building would reflect the site's characteristics and conditions, the applicable development regulations, and market conditions at the time of application.

Noise

The Applicant is providing a non-project action noise analysis from SSA Acoustics that analyzes the noise limits that would be applicable at this location, identifies the common sources of noise within proposed industrial development, the potential noise impacts to adjacent properties, and typical mitigation measures.

The Applicant's proposed code amendment would include a requirement to complete a noise study and show compliance with city and state limits for noise.

Infrastructure Availability & Capacity

This proposal is not a project level proposal and a detailed project-level analysis of infrastructure was not completed. However, this proposal requires, as part of the required development agreement, a more specific analysis of access and circulation.

Further, Applicant's information demonstrates:

1. Overall traffic volumes are projected to be below those anticipated as a result of development under the current code; except for a small different in truck trips in the PM peak hour.

Lastly, as mentioned previously, one infrastructure benefit is the potential to extend sewer and connect it to existing buildings that would be retained.

Employment Analysis

EXPECTED EMPLOYMENT

To identify expected employment, we relied upon like projects for which we've consulted, as well as buildable lands reports and market studies from throughout the Puget Sound region. In compiling the data there is a wide range of employment densities attributed to each of the industries below. However, for purposes of our analysis, we used the following:



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Warehousing & Transportation:	1 employee per 1,500 square feet
Manufacturing & Wholesale:	1 employee per 900 square feet
Industrial Flex ¹⁷ (<15,000 sf):	1 employee per 700 square feet

Further, we limited our analysis to only two scenarios. The Scenario 1 (Current Code) and Scenario 2 (Desired Change). Under the current code, all existing buildings would be replaced by new buildings, resulting in the displacement of an estimated 202

	Current Code	Desired Change
Jobs Retained (estimate)	0	176
Jobs Created (estimate) ¹⁸	<u>865</u>	<u>610</u>
Total	865	786

LOCATION QUOTIENTS

Location Quotients (LQ) are used by economic developers to examine an industry or employment concentration in a region as compared to the nation. An LQ *below* 1.0 means a region has less than the expected employment, while an LQ *above* 1.0 means a region has higher employment as compared to the nation. LQ does not look at and is not a

Looking at the industry segments most likely to use large industrial buildings, we relied on JobsEQ® reports to identify the location quotients for key industries. These LQs are developed using the Quarterly Census of Employment and Wages (Bureau of Labor Statistics) updated to the period Q4 2018 to Q2 2019 to identify employment levels in Thurston County as well as their respective location quotients:

Manufacturing	3,473	0.34
Transportation & Warehousing	3,289	0.59
Wholesale Trade	3,283	0.69

These figures show that Thurston County has relatively even employment among the above sectors, but its employment concentration in those sectors is below the national average. By contrast, looking at Public Administration Retail Trade; Accommodation and Food; Other Services; and Professional, Scientific and Technical Services reflect the following:

Public Administration	24,476	4.17
Retail Trade	13,871	1.07
Accommodation & Food	9,699	0.86
Other Services	5,150	0.95
Professional, Sci and Technical	5,858	0.70

¹⁷ The small buildings on Applicant's property are a mix of industries that includes manufacturing, wholesale and retail trade, contracting and etc. For these flex industrial uses (light industrial/specialty trade contractor) we have assumed a slightly higher employment density.

¹⁸ Build under current code assumed light industrial buildings would have a mix of warehousing and transportation related uses (not high cube warehousing) as well as manufacturing, and wholesale.



WORKFORCE BY INDUSTRY

The manufacturing, wholesale trade, and transportation and warehousing industry segments account for 2.8% (3,473), 2.6% (3,283), and 2.6% (3,289), respectively, of the total workers in Thurston County¹⁹.

5-YEAR TREND, 10-YEAR PROJECTIONS FOR THURSTON COUNTY

The table below looks at the annual % of growth by industry in select industry sectors for Thurston County. Transportation and Warehousing has the 2nd best 10-year growth rate behind Professional, Scientific and Technical. In this forecast, manufacturing and public administration are expected to grow slowly.

Industry	5-Year History (Annual % Growth)	10-Year Forecast (Annual % Growth)
Manufacturing	0.0%	0.2%
Transportation & Warehousing	1.6%	1.3%
Wholesale Trade	1.0%	1.0%
Public Administration	3.1%	0.6%
Retail Trade	2.3%	0.9%
Accommodation & Food	4.1%	1.2%
Other Services	2.1%	1.0%
Professional, Sci and Technical	4.7%	1.8%

AVERAGE WAGES (THURSTON COUNTY)

According to data from JobsEQ® the average worker in Thurston County earned annual wages of \$52,368 as of Q2 of 2019. This was slightly higher than the average in both Pierce County (\$52,015) and Lewis County (\$43,531). This data also indicated that annual wages over the preceding four quarters should increase by 5.5% in Thurston County against 6.1% in Lewis County and 5.5% in Pierce County.

INDUSTRY SECTOR WAGE ANALYSIS BY OCCUPATION

“Laborshed Characteristics” Reports are a type of report used in some states to identify workforce data by occupation and based on the distribution of the workforce within an area. The area can be a city or a county from which the “laborshed” is the area from which that city’s or county’s workers commute. The data identified in the process includes that laborshed’s potential labor pool, wages, benefits, commute times, etc.). These reports are then segmented based on the “characteristics” of the employee’s standard occupational classifications (SOC).

In other words, the manufacturing industry would be composed of SOCs such as operations managers, industrial engineers, forklift operators, and office and administrative support. Conversely, retail or restaurant would include occupations such as customer service representatives, cashiers and bartenders. We believe this would be exceptionally helpful in this matter, but the State of Washington Employment Security Department (ESD) does not produce these types of reports.

¹⁹ Source: JobsEQ® using data from the Quarterly Census of Employment and Wages (Bureau of Labor Statistics) from Q4 2018 to Q2 2019.



However, using ESD data collected by SOC's we prepared a comparison of occupational wages for three of the more common industry sectors expected in the LI-C and LI zones which included light industrial and commercial uses (combining retail and food service).

This ESD data is sourced from Occupation Wage Surveys for Thurston County (released in the Spring of 2019) and should be viewed as occupation specific and not industry specific. The table below shows wage data for the compiled occupations in each industry sector (the same occupation may show up in multiple sectors). This data shows wage ranges for Manufacturing and Warehousing & Distribution are higher than those for retail and food service.

	Manufacturing		Warehouse/Distribution		Retail/Food Service	
	Hourly	Salary	Hourly	Salary	Hourly	Salary
Entry Level Wage						
Low	\$12.11 ²⁰	\$25,188	\$12.11 ²²	\$25,188	\$11.94 ²⁴	\$24,480
High	\$43.01 ²¹	\$89,447	\$43.01 ²³	\$89,447	\$27.05 ²⁵	\$56,283
Median Wage						
Low	\$14.02 ²⁶	\$29,167	\$14.21 ²⁸	\$29,547	\$12.11 ³⁰	\$25,174
High	\$58.49 ²⁷	\$121,657	\$52.39 ²⁹	\$108,956	\$49.23 ³¹	\$102,392
Experienced Wage						
Low	\$16.22 ³²	\$33,742	\$17.37 ³⁴	\$36,133	\$12.64 ³⁶	\$26,292
High	\$67.42 ³³	\$140,243	\$58.19 ³⁵	\$121,031	\$74.29 ³⁷	\$154,526
Average All						
Entry	\$18.71	\$38,917	\$18.34	\$38,148	\$13.65	\$28,397
Median	\$24.93	\$51,846	\$24.91	\$51,817	\$16.75	\$34,836
Experienced	\$30.72	\$63,898	\$30.42	\$63,276	\$20.77	\$43,203

²⁰ SOC 43-4151 Order Clerks

²¹ SOC 11-3061 Purchasing Managers

²² SOC 43-4151 Order Clerks (Median Wage)

²³ SOC 11-3061 Purchasing Managers

²⁴ SOC 41-2011 Personal Care and Service Occupations

²⁵ SOC 11-2022 Sales Managers

²⁶ SOC 43-4171 Receptionist and Information Clerks

²⁷ SOC 11-3121 Human Resource Managers

²⁸ SOC 43-9199 Office and Administrative Support Workers – All Other

²⁹ SOC 11-3061 Purchasing Managers

³⁰ SOC 41.2011 Personal Care and Service Occupations

³¹ SOC 11-2022 Sales Managers

³² SOC 43-4171 Receptionist and Information Clerks

³³ SOC 11-3121 Human Resource Managers

³⁴ SOC 53-7062 Laborers and Freight, Stock, and Material Movers, Hand

³⁵ SOC 11-3061 Purchasing Managers

³⁶ SOC 35-9031 Host and Hostesses, Restaurant, Lounge and Coffee Shop

³⁷ SOC 11-2022 Sales Managers



HBBP, LLC Zoning Text Amendment MARKET REPORT

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Tables of MLS Listings

Lacey - Available MLS Listings as of 02.19.20 - ALL						
Listing ID	Address	For Lease Space Size	Divisible Size	Actual Building Size	Days on Market	Status
620299	7600 Hickory Stick Rd Lacey, WA 98516	1,553	1,553	1,553	91	Existing
619216	2590 Willamette Dr Lacey, WA 98516	5,658	2,000	12,510	119	Existing
601551	2641 Willamette Dr Lacey, WA 98516	4,680	4,680	28,654	544	Existing
618086	2830 Willamette Dr Lacey, WA 98516	10,000	6,000	48,700	148	Existing
597983	8925 Orion Dr Lacey, WA 98516	8,265	8,265	44,200	635	Existing
609166	2830 Willamette Dr Lacey, WA 98516	33,000	8,500	48,700	345	Existing
621196	7422 Betti Ln Lacey, WA 98516	9,000	9,000	9,000	64	Existing
616837	8000 Hogum Bay Rd Lacey, WA 98516	14,306	14,306	214,121	169	Under Construction
616836	8000 Hogum Bay Rd Lacey, WA 98516	149,488	30,000	214,121	169	Under Construction
599716	9050 Orion Dr Lacey, WA 98516	41,050	41,050	41,050	586	Existing
620341	3800 Marvin Rd Lacey, WA 98516	49,238	49,238	49,238	89	Proposed
609947	0 Orion Dr Lacey, WA 98516	124,700	50,000	124,700	327	Under Construction
618737	3301 Hogum Bay Rd Lacey, WA 98516	684,078	53,586	717,554	566	Under Construction
601499	0 Hogum Bay Rd Lacey, WA 98516	147,960	90,000	147,960	537	Proposed
614030	0 Hogum Bay Rd NE & 31st Ave NE Lacey, WA 98516	144,766	144,766	144,766	244	Under Construction
609946	0 Polaris Ln Lacey, WA 98516	194,239	194,239	194,239	327	Under Construction
604465	9225 Polaris Ln Lacey, WA 98516	198,501	198,501	198,501	447	Existing
616918	3800 Marvin Rd Lacey, WA 98516	575,918	575,918	575,918	168	Proposed
Total		2,396,400	1,481,602	2,815,485	-	
Average		133,133	82,311	156,416	310	
Lacey - Available MLS Listings as of 02.19.20. Sort: Existing Buildings						
Listing ID	Address	For Lease Space Size	Divisible Size	Total Building Size	Days on Market	Bldg Status
620299	7600 Hickory Stick Rd Lacey, WA 98516	1,553	1,553	1,553	91	Existing
618648	7921 29th Ave Lacey, WA 98501	20,918	9,910	20,918	133	Proposed
619216	2590 Willamette Dr Lacey, WA 98516	5,658	2,000	12,510	119	Existing
601552	2641 Willamette Dr Lacey, WA 98516	4,680	4,680	28,654	544	Existing
618086	2830 Willamette Dr Lacey, WA 98516	10,000	6,000	48,700	148	Existing
597983	8925 Orion Dr Lacey, WA 98516	8,265	8,265	44,200	635	Existing
609166	2830 Willamette Dr Lacey, WA 98516	33,000	8,500	48,700	345	Existing
599716	9050 Orion Dr Lacey, WA 98516	41,050	41,050	41,050	586	Existing
Total		125,124	81,958	246,285	-	
Average		15,641	10,245	30,786	325	
Lacey - Available MLS Listings as of 02.19.20. Sort: Under Construction Buildings						
Listing ID	Address	For Lease Space Size	Divisible Size	Total Building Size	Days on Market	Status
616837	8000 Hogum Bay Rd Lacey, WA 98516	14,306	14,306	214,121	169	Under Construction
616836	8000 Hogum Bay Rd Lacey, WA 98516	149,488	29,488	214,121	169	Under Construction
614030	0 Hogum Bay Rd NE & 31st Ave NE Lacey, WA 98516	144,766	144,766	144,766	244	Under Construction
609946	0 Polaris Ln Lacey, WA 98516	194,239	194,239	194,239	327	Under Construction
609947	0 Orion Dr Lacey, WA 98516	124,700	50,000	124,700	327	Under Construction
616918	3800 Marvin Rd Lacey, WA 98516	575,918	575,918	575,918	168	Proposed
618737	3301 Hogum Bay Rd Lacey, WA 98516	684,078	53,586	717,554	566	Under Construction
Total		1,887,495	1,062,303	2,185,419	-	
Average		269,642	151,758	312,203	281	
Lacey - Available MLS Listings as of 02.19.20. Sort: Proposed Buildings						
Listing ID	Address	For Lease Space Size	Divisible Size	Total Building Size	Days on Market	Status
601499	0 Hogum Bay Rd Lacey, WA 98516	147,960	90,000	147,960	537	Proposed
618648	7921 29th Ave Lacey, WA 98501	20,918	9,910	20,918	133	Proposed
620341	3800 Marvin Rd Lacey, WA 98516	49,238	49,238	49,238	89	Proposed
Total		218,116	149,148	218,116	-	
Average		72,705	49,716	72,705	253	



MEMORANDUM

To: David Toyer Toyer Strategic Consulting
From: Edward Koltonowski
Subject: Hill Betti Trust Site Rezone
Date: December 13, 2019
Project: GTC #19-300

Gibson Traffic Consultants, Inc. (GTC) has been retained to provide a trip generation analysis for the proposed Hill Betti Trust Site development. The site is located near 7711 Betti Lane NE in the city of Lacey. Under the current code, the site is allowed to construct up to 963,000 Square Feet (SF) of light industrial use. The former Master Plan allowed for 216,000 SF of industrial park and 566,300 SF of office park. Under the desired changes, the site would be allowed to construct 500,000 SF of high-cube warehouse (short-term transload), 250,000 SF of light industrial on-site while maintaining the existing 141,500 SF (Buildings 1-11 and 16-18) of uses. This memo identifies the expected average daily, AM peak-hour and PM peak-hour trip generation of the proposed zoning options.

1. TRIP GENERATION

For Light Industrial uses, per data contained in ITE's *Trip Generation Handbook, 9th Edition*, Table A.4 through A.6, truck trips account for 0.60 average daily truck trips per 1,000 SF, 0.05 AM peak-hour trips per 1,000 SF and 0.01 PM peak-hour trips per 1,000 SF. For Industrial Park uses, per data contained in the ITE's *Trip Generation Handbook, 10th Edition*, Table I.1, an average of 13% of the total weekday trips are truck trips; therefore, 13% was applied to the average daily trip, AM peak-hour trip and PM peak-hour trip generations. For High-Cube Warehouse (Transload and Short-Term) uses, a study by ITE, showed that approximately 68% of the daily trips, 69% of the AM peak-hour trips and 78% of the PM peak-hour trips were automobile trips; therefore, approximately 32% of the daily, 31% of the AM peak-hour and 22% of the PM peak-hour trips were assumed to be truck trips. For Specialty Trade Contractor uses, the truck generation was expected to be in line with Light Industrial uses. For Office Park uses, an assumed 1% of the daily, AM and PM peak-hour trips were truck trips.

Under the Desired Change conditions, the existing buildings were assumed to be split 50/50 between light industrial use and specialty trade contractor use.

The trip generation calculations for the development are based on data in the Institute of Transportation Engineers (ITE) *Trip Generation Manual – 10th Edition (2017)*. The following land use codes (LUC) were used:

- ITE LUC 110, Light Industrial
- ITE LUC 130, Industrial Park
- ITE LUC 154, High-Cube Warehouse (Transload and Short-Term)
- ITE LUC 180, Specialty Trade Contractor
- ITE LUC 750, Office Park

A summary of the average daily trips, AM peak-hour trips and PM peak-hour trips for the three scenarios is provided below in Table 1, Table 2 and Table 3 respectively. Detailed trip generation information for each scenario will be included in the attachments.

Table 1: Trip Generation Summary – Average Daily Trips

Scenario	Uses	Average Daily Trips			
		Total Trips	Auto Trips	Truck Trips	% Trucks
Current Code	963,000 SF of Light Industrial	4,775	4,204	571	12%
Former Master Plan	216,000 SF of Industrial Park 566,300 SF of Office Park	7,000	6,842	158	2%
Desired Change	<u>Proposed Uses</u> 500,000 SF of HC Warehouse 250,000 SF of Light Industrial <u>Existing Uses</u> 70,750 SF of Light Industrial 70,750 SF of Specialty Trade Contractor	3,014	2,557	457	15%

Table 1: Trip Generation Summary – AM Peak-Hour Trips

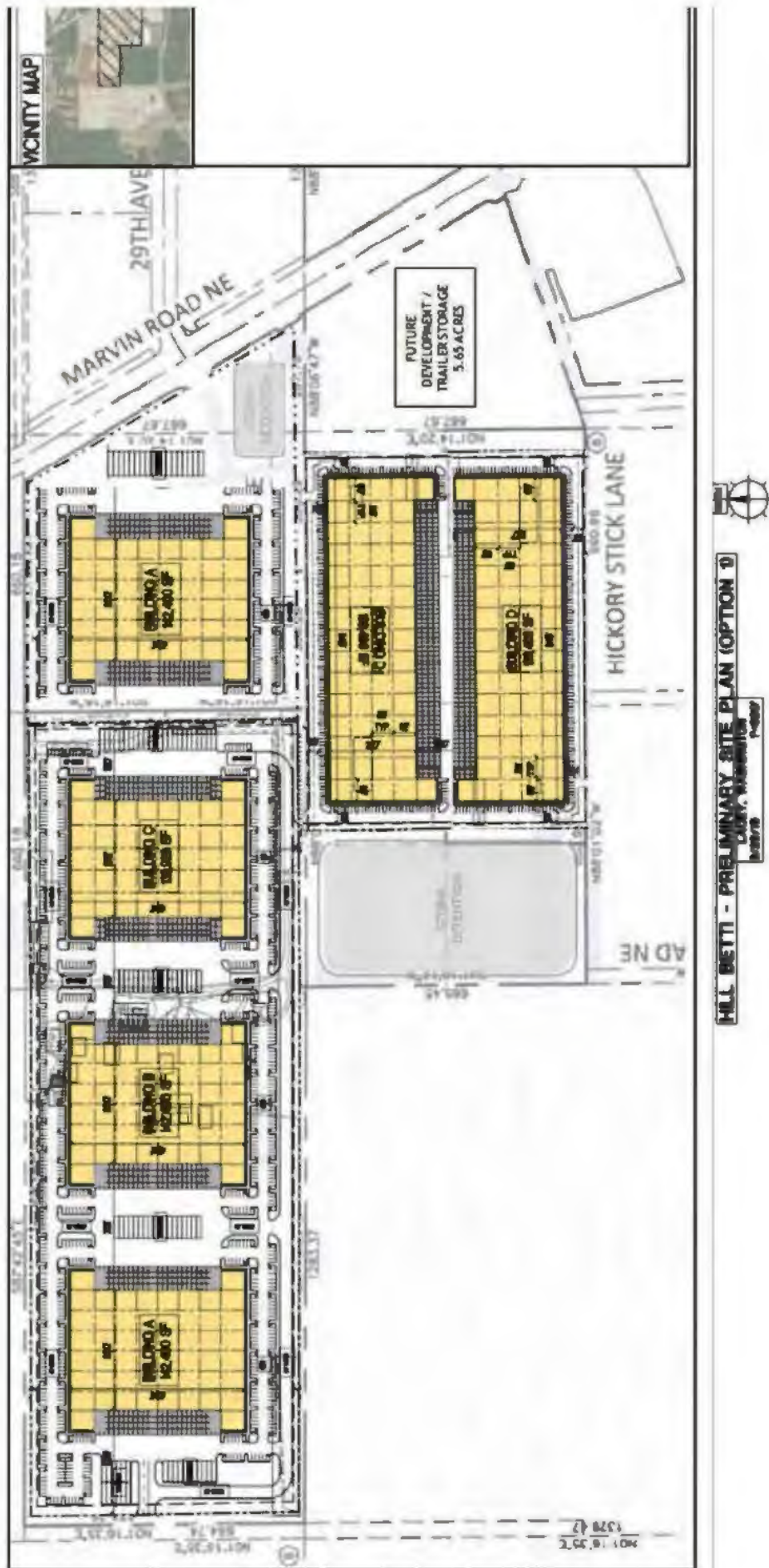
Scenario	Uses	AM Peak-Hour			
		Total Trips	Auto Trips	Truck Trips	% Trucks
Current Code	963,000 SF of Light Industrial	672	624	48	7%
Former Master Plan	216,000 SF of Industrial Park 566,300 SF of Office Park	901	887	14	2%
Desired Change	<u>Proposed Uses</u> 500,000 SF of HC Warehouse 250,000 SF of Light Industrial <u>Existing Uses</u> 70,750 SF of Light Industrial 70,750 SF of Specialty Trade Contractor	383	352	31	8%

Table 1: Trip Generation Summary – PM Peak-Hour

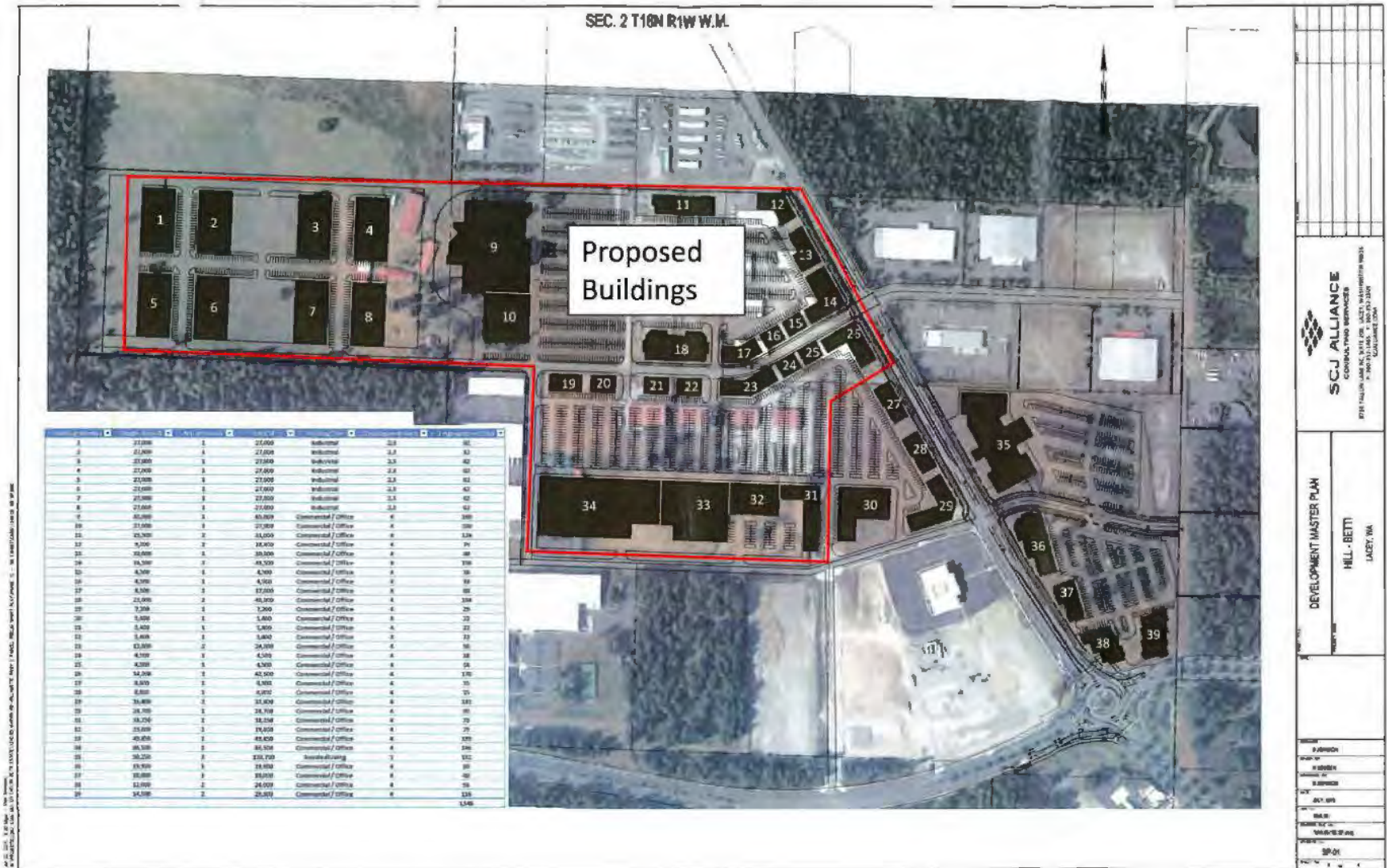
Scenario	Uses	Average Daily Trips			
		Total Trips	Auto Trips	Truck Trips	% Trucks
Current Code	963,000 SF of Light Industrial	605	593	12	2%
Former Master Plan	216,000 SF of Industrial Park 566,300 SF of Office Park	697	685	12	2%
Desired Change	<u>Proposed Uses</u> 500,000 SF of HC Warehouse 250,000 SF of Light Industrial <u>Existing Uses</u> 70,750 SF of Light Industrial 70,750 SF of Specialty Trade Contractor	392	369	23	6%

With the Desired Change scenario, there will be fewer automobile and truck trips during an average weekday, the AM and the PM peak-hours when compared to the Current Code with the exception of 11 more truck trips during the PM peak-hour. The Desired Change scenario also generates fewer total trips than the Former Master Plan during an average weekday, the AM and the PM peak-hours.

Attachments



Former Master Plan Site Plan



Desired Change Site Plan



Existing Buildings



Existing Buildings Square Footages

HBBP, LLC Lacey, WA Rent Roll

Suite Id	Building	Tenant Name	Description	sf - GLA
Vacant Suites				
621050 -17S	17	Vacant		1,500
Occupied Suites				
621050 -01	1	Fleur de lis Garden Ornaments	Garden ornament retail sales	7,000
621050 -02	2	Alarm Center, Inc.	Security monitoring	7,000
621050 -03	3	North Sky Communications, LLC	telecom contractor	9,000
621050 -04	4	Summit Fence Company, LLC	fence contractor	6,000
621050 -05	5	PKMM Incorporated	government / technology services contractor	6,000
621050 -06	6	Capitol Lumber, Inc.	building materials supplier	6,000
621050 -07	7	The Retreasury, LLC	vintage / second-hand retail	7,500
621050 -08	8	Lows Truss, Inc.	building materials supplier	9,000
621050 -09	9	Baroo Pet Spa, Inc	personal pet services and boarding	7,500
621050 -10	10	Tanglewild Marine Service & Rep	marine equip. maint. and repair services	6,000
621050 -11	11	Northwest Thermal Hydronics	HVAC contractor	6,000
621050 -12	12	Capitol Lumber, Inc	building materials supplier	6,000
621050 -13	13	Capitol Lumber, Inc. II	building materials supplier	6,000
621050 -14	14	Olympia Sheet Metal, Inc	building and roof contractor	8,750
621050 -15	15	Penske Truck Leasing Co	commercial and moving truck rental	6,000
621050 -16A	16	Tops Solid Surface	counter top manufacturer	13,500
621050 -16D	16	Varsity Electric	electrical contractor	1,500
621050 -16E	16	Thurston County Youth Football	charity / community non-profit	3,000
621050 -16F	16	DKS, LLC	metal machine shop	3,000
621050 -16G	16	Gary's Bulldozing LLC	excavator / earth-work sub contractor	1,500
621050 -16H	16	Tops Solid Surface Co., a Washin	counter-top manufacturer	4,500
621050 -17K	17	Food Service Equipment, Inc	Food service equip. distribution	6,000
621050 -17L	17	Espresso Rescue, LLC	esspresso equip. repair	1,500
621050 -17M	17	Hefty Harvest LLC	nursery and plant supplies	9,000
621050 -17N	17	Lawman Industries, LLC	staircase manufacturer	4,500
621050 -17P	17	Metro Overhead Door, Inc.	door maintenance and installation	3,000
621050 -17Q	17	Lawman Industries, LLC	staircase manufacturer	1,500
621050 -18U	18	Unigen, Inc	storage	3,000
621050 -18V	18	Evergreen Furniture Installations	Moving and moving services	1,500
621050 -18W	18	Hefty Harvest LLC	nursery and plant supplies	3,000
621050 -18X	18	Bay Marine Contractors, Inc	general contracting and marine shoring services	1,500
621050 -18Y	18	Quallty Restoration	emergency restoration services (flood/ fire)	3,000

Current Code

Hill Betti Trust Site
GTC #19-300

Trip Generation for: Weekday
(a.k.a.): Average Weekday Daily Trips (AWDT)

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
Light Industrial (A)	142.000 KSF	110	4.96	88%	12%	704	620	84
Light Industrial (B)	142.000 KSF	110	4.96	88%	12%	704	620	84
Light Industrial (C)	139.000 KSF	110	4.96	88%	12%	689	606	83
Light Industrial (D)	142.000 KSF	110	4.96	88%	12%	704	620	84
Light Industrial (E)	199.000 KSF	110	4.96	88%	12%	987	869	118
Light Industrial (F)	199.000 KSF	110	4.96	88%	12%	987	869	118
Totals						4775	4204	571

Note: Bulidings are from top to bottom, left to right. Note All the same as the site plan.

Trip Generation for: Weekday, Peak Hour of Adjacent Street Traffic, One Hour between 7 and 9 AM
(a.k.a.): Weekday AM Peak Hour

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
Light Industrial (A)	142.000 KSF	110	0.70	93%	7%	99	92	7
Light Industrial (B)	142.000 KSF	110	0.70	93%	7%	99	92	7
Light Industrial (C)	139.000 KSF	110	0.70	93%	7%	97	90	7
Light Industrial (D)	142.000 KSF	110	0.70	93%	7%	99	92	7
Light Industrial (E)	199.000 KSF	110	0.70	93%	7%	139	129	10
Light Industrial (F)	199.000 KSF	110	0.70	93%	7%	139	129	10
Totals						672	624	48

Note: Buildings are from top to bottom, left to right. Note All the same as the site plan.

Current Code

Hill Betti Trust Site
GTC #19-300

Trip Generation for: Weekday, Peak Hour of Adjacent Street Traffic, One Hour between 4 and 6 PM
(a.k.a.): Weekday PM Peak Hour

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
Light Industrial (A)	142.000 KSF	110	0.63	98%	2%	89	87	2
Light Industrial (B)	142.000 KSF	110	0.63	98%	2%	89	87	2
Light Industrial (C)	139.000 KSF	110	0.63	98%	2%	88	86	2
Light Industrial (D)	142.000 KSF	110	0.63	98%	2%	89	87	2
Light Industrial (E)	199.000 KSF	110	0.63	98%	2%	125	123	2
Light Industrial (F)	199.000 KSF	110	0.63	98%	2%	125	123	2
Totals						605	593	12

Note: Buildings are from top to bottom, left to right. Note All the same as the site plan.

Trip Generation for: Weekday
(a.k.a.): Average Weekday Daily Trips (AWDT)

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
Industrial Park (Bldg 1)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 2)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 3)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 4)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 5)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 6)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 7)	27 000 KSF	130	3.37	87%	13%	91	79	12
Industrial Park (Bldg 8)	27 000 KSF	130	3.37	87%	13%	91	79	12
Office Park (Bldg 9)	85 000 KSF	750	11.07	99%	1%	941	932	9
Office Park (Bldg 10)	27 000 KSF	750	11.07	99%	1%	299	296	3
Office Park (Bldg 11)	31 000 KSF	750	11.07	99%	1%	343	340	3
Office Park (Bldg 12)	18 400 KSF	750	11.07	99%	1%	204	202	2
Office Park (Bldg 13)	10 000 KSF	750	11.07	99%	1%	111	110	1
Office Park (Bldg 14)	49 500 KSF	750	11.07	99%	1%	548	543	5
Office Park (Bldg 15)	4 500 KSF	750	11.07	99%	1%	50	50	0
Office Park (Bldg 16)	4 500 KSF	750	11.07	99%	1%	50	50	0
Office Park (Bldg 17)	17 000 KSF	750	11.07	99%	1%	188	186	2
Office Park (Bldg 18)	46 000 KSF	750	11.07	99%	1%	509	504	5
Office Park (Bldg 19)	7 200 KSF	750	11.07	99%	1%	80	79	1
Office Park (Bldg 20)	5 400 KSF	750	11.07	99%	1%	60	59	1
Office Park (Bldg 21)	5 400 KSF	750	11.07	99%	1%	60	59	1
Office Park (Bldg 22)	5 400 KSF	750	11.07	99%	1%	60	59	1
Office Park (Bldg 23)	24 000 KSF	750	11.07	99%	1%	266	263	3
Office Park (Bldg 24)	4 500 KSF	750	11.07	99%	1%	50	50	0
Office Park (Bldg 25)	4 500 KSF	750	11.07	99%	1%	50	50	0
Office Park (Bldg 26)	42 600 KSF	750	11.07	99%	1%	472	467	5
Office Park (Bldg 31)	18 250 KSF	750	11.07	99%	1%	202	200	2
Office Park (Bldg 32)	19 800 KSF	750	11.07	99%	1%	219	217	2
Office Park (Bldg 33)	49 850 KSF	750	11.07	99%	1%	552	546	6
Office Park (Bldg 34)	86 500 KSF	750	11.07	99%	1%	958	948	10
Totals						7000	6842	158

Trip Generation for: Weekday, Peak Hour of Adjacent Street Traffic, One Hour between 7 and 9 AM
(a.k.a.): Weekday AM Peak Hour

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
Industrial Park (Bldg 1)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 2)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 3)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 4)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 5)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 6)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 7)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 8)	27.000 KSF	130	0.40	87%	13%	11	10	1
Office Park (Bldg 9)	85.000 KSF	750	1.44	99%	1%	122	121	1
Office Park (Bldg 10)	27.000 KSF	750	1.44	99%	1%	39	39	0
Office Park (Bldg 11)	31.000 KSF	750	1.44	99%	1%	45	45	0
Office Park (Bldg 12)	18.400 KSF	750	1.44	99%	1%	26	26	0
Office Park (Bldg 13)	10.000 KSF	750	1.44	99%	1%	14	14	0
Office Park (Bldg 14)	49.500 KSF	750	1.44	99%	1%	71	70	1
Office Park (Bldg 15)	4.500 KSF	750	1.44	99%	1%	6	6	0
Office Park (Bldg 16)	4.500 KSF	750	1.44	99%	1%	6	6	0
Office Park (Bldg 17)	17.000 KSF	750	1.44	99%	1%	24	24	0
Office Park (Bldg 18)	46.000 KSF	750	1.44	99%	1%	66	65	1
Office Park (Bldg 19)	7.200 KSF	750	1.44	99%	1%	10	10	0
Office Park (Bldg 20)	5.400 KSF	750	1.44	99%	1%	8	8	0
Office Park (Bldg 21)	5.400 KSF	750	1.44	99%	1%	8	8	0
Office Park (Bldg 22)	5.400 KSF	750	1.44	99%	1%	8	8	0
Office Park (Bldg 23)	24.000 KSF	750	1.44	99%	1%	35	35	0
Office Park (Bldg 24)	4.500 KSF	750	1.44	99%	1%	6	6	0
Office Park (Bldg 25)	4.500 KSF	750	1.44	99%	1%	6	6	0
Office Park (Bldg 26)	42.600 KSF	750	1.44	99%	1%	61	60	1
Office Park (Bldg 31)	18.250 KSF	750	1.44	99%	1%	26	26	0
Office Park (Bldg 32)	19.800 KSF	750	1.44	99%	1%	29	29	0
Office Park (Bldg 33)	49.850 KSF	750	1.44	99%	1%	72	71	1
Office Park (Bldg 34)	86.500 KSF	750	1.44	99%	1%	125	124	1
Totals						901	887	14

Trip Generation for: Weekday, Peak Hour of Adjacent Street Traffic, One Hour between 4 and 6 PM
(a.k.a.): Weekday PM Peak Hour

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
Industrial Park (Bldg 1)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 2)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 3)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 4)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 5)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 6)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 7)	27.000 KSF	130	0.40	87%	13%	11	10	1
Industrial Park (Bldg 8)	27.000 KSF	130	0.40	87%	13%	11	10	1
Office Park (Bldg 9)	85.000 KSF	750	1.07	99%	1%	91	90	1
Office Park (Bldg 10)	27.000 KSF	750	1.07	99%	1%	29	29	0
Office Park (Bldg 11)	31.000 KSF	750	1.07	99%	1%	33	33	0
Office Park (Bldg 12)	18.400 KSF	750	1.07	99%	1%	20	20	0
Office Park (Bldg 13)	10.000 KSF	750	1.07	99%	1%	11	11	0
Office Park (Bldg 14)	49.500 KSF	750	1.07	99%	1%	53	52	1
Office Park (Bldg 15)	4.500 KSF	750	1.07	99%	1%	5	5	0
Office Park (Bldg 16)	4.500 KSF	750	1.07	99%	1%	5	5	0
Office Park (Bldg 17)	17.000 KSF	750	1.07	99%	1%	18	18	0
Office Park (Bldg 18)	46.000 KSF	750	1.07	99%	1%	49	49	0
Office Park (Bldg 19)	7.200 KSF	750	1.07	99%	1%	8	8	0
Office Park (Bldg 20)	5.400 KSF	750	1.07	99%	1%	6	6	0
Office Park (Bldg 21)	5.400 KSF	750	1.07	99%	1%	6	6	0
Office Park (Bldg 22)	5.400 KSF	750	1.07	99%	1%	6	6	0
Office Park (Bldg 23)	24.000 KSF	750	1.07	99%	1%	26	26	0
Office Park (Bldg 24)	4.500 KSF	750	1.07	99%	1%	5	5	0
Office Park (Bldg 25)	4.500 KSF	750	1.07	99%	1%	5	5	0
Office Park (Bldg 26)	42.600 KSF	750	1.07	99%	1%	46	46	0
Office Park (Bldg 31)	18.250 KSF	750	1.07	99%	1%	20	20	0
Office Park (Bldg 32)	19.800 KSF	750	1.07	99%	1%	21	21	0
Office Park (Bldg 33)	49.850 KSF	750	1.07	99%	1%	53	52	1
Office Park (Bldg 34)	86.500 KSF	750	1.07	99%	1%	93	92	1
Totals						697	685	12

Desired Change

Hill Betti Trust Site
GTC #19-300

Trip Generation for: Weekday
(a.k.a.): Average Weekday Daily Trips (AWDT)

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
HC Warehouse Short Term Transload (B-1)	500.000 KSF	154	1.40	68%	32%	700	476	224
Light Industrial (B-2)	125.000 KSF	110	4.96	88%	12%	620	546	74
Light Industrial (B-3)	125.000 KSF	110	4.96	88%	12%	620	546	74
Light Industrial (1/2 of Existing 14)	70.750 KSF	110	4.96	88%	12%	351	309	42
Specialty Trade Contractor (1/2 of Existing 14)	70.750 KSF	180	10.22	94%	6%	723	680	43
Totals						3014	2557	457

Desired Change

Hill Betti Trust Site
GTC #19-300

**Trip Generation for: Weekday, Peak Hour of Adjacent Street Traffic, One Hour between 7 and 9 AM
(a.k.a.): Weekday AM Peak Hour**

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
HC Warehouse Short Term Transload (B-1)	500.000 KSF	154	0.08	69%	31%	40	28	12
Light Industrial (B-2)	125.000 KSF	110	0.70	93%	7%	88	82	6
Light Industrial (B-3)	125.000 KSF	110	0.70	93%	7%	88	82	6
Light Industrial (1/2 of Existing 14)	70.750 KSF	110	0.70	93%	7%	50	47	3
Specialty Trade Contractor (1/2 of Existing 14)	70.750 KSF	180	1.66	97%	3%	117	113	4
Totals						383	352	31

Desired Change

Hill Betti Trust Site
GTC #19-300

**Trip Generation for: Weekday, Peak Hour of Adjacent Street Traffic, One Hour between 4 and 6 PM
(a.k.a.): Weekday PM Peak Hour**

LAND USES	VARIABLE	ITE LU code	Gross New Trips					
			Trip Rate	% AUTOS	% TRUCKS	Auto + Truck (Total)	AUOTS	TRUCKS
HC Warehouse Short Term Transload (B-1)	500.000 KSF	154	0.10	78%	22%	50	39	11
Light Industrial (B-2)	125.000 KSF	110	0.63	98%	2%	79	77	2
Light Industrial (B-3)	125.000 KSF	110	0.63	98%	2%	79	77	2
Light Industrial (1/2 of Existing 14)	70.750 KSF	110	0.63	92%	8%	45	41	4
Specialty Trade Contractor (1/2 of Existing 14)	70.750 KSF	180	1.97	97%	3%	139	135	4
Totals						392	369	23

Scenario	Uses	TG Rate Method	ADT			
			Total Trips	Auto Trips	Truck Trips	% Trucks
Current Code	963,000 SF of Light Industrial	Rate	4,775	4,204	571	12%
Former Master Plan	216,000 SF of Industrial Park 566,300 SF of Office Park	Rate	7,000	6,842	158	2%
Desired Change	<u>Proposed Uses</u> 500,000 SF of HC Warehouse 250,000 SF of Light Industrial <u>Existing Uses</u> 70,750 SF of Light Industrial 70,750 SF of Specialty Trade Contractor	Rate	3,014	2,557	457	15%

Scenario	Uses	TG Rate Method	AM Peak-Hour			
			Total Trips	Auto Trips	Truck Trips	% Trucks
Current Code	963,000 SF of Light Industrial	Rate	672	624	48	7%
Former Master Plan	216,000 SF of Industrial Park 566,300 SF of Office Park	Rate	901	887	14	2%
Desired Change	<u>Proposed Uses</u> 500,000 SF of HC Warehouse 250,000 SF of Light Industrial	Rate	383	352	31	8%
	<u>Existing Uses</u> 70,750 SF of Light Industrial 70,750 SF of Specialty Trade Contractor					

Scenario	Uses	TG Rate Method	PM Peak-Hour			
			Total Trips	Auto Trips	Truck Trips	% Trucks
Current Code	963,000 SF of Light Industrial	Rate	605	593	12	2%
Former Master Plan	216,000 SF of Industrial Park 566,300 SF of Office Park	Rate	697	685	12	2%
Desired Change	<u>Proposed Uses</u> 500,000 SF of HC Warehouse 250,000 SF of Light Industrial	Rate	392	369	23	6%
	<u>Existing Uses</u> 70,750 SF of Light Industrial 70,750 SF of Specialty Trade Contractor					

ITE LU	Truck Trip Assumptions
110, Light Industrual	ITE TG Handbook, 9th Edition Table A.4 - A.6 (0.60/0.05/0.01 per 1,000 SF for ADT/AM/PM)
130, Industrial Park	ITE TG Handbook, 10th Edition Table I.1 average percentage. (13% of total trips for ADT/AM/PM)
154, HC Warehouse (Short Term Transload)	ITE Warehouse Study, Pg 12. Based on Car % of total traffic. (Trucks: 32%/31%/22% of total trips for ADT/AM/PM)
180, Specialty Trade Contractor	Assumed same as 110, Light Industrial
750, Office Park	Assumed 1% to account for deliveries.

Other Assumptions

The existing buildings under the "Desired Change" scenario were assumed to be split 50/50 between Specialty Trade Contractor and Light Industrial use.



February 20, 2020

David Toyer
President
Toyer Strategic Consulting
3705 Colby Ave, Suite 1
Everett, WA 98201

RE: Environmental Noise Letter – City of Lacey LI-C Oversized Warehouse

Dear David,

The following letter provides a brief overview of noise associated with larger warehouse buildings than is currently allowed within the City of Lacey light industrial / commercial zoned properties. This letter is regarding the Hill Betti Project, but the primary intent is to discuss noise from warehouses in light industrial / commercial zoned properties that are larger than allowed as they relate to the noise limits outlined in the City of Lacey Municipal Code. This letter documents the noise sources associated with large warehouses, the applicable noise code for light industrial / commercial zoned properties in the City of Lacey, and how these noise sources relate to the noise code criteria.

CODE REQUIREMENTS

The City of Lacey municipal code chapter 16.57.030 “Noise” provides limits for noise from one property to surrounding properties based on the zoning / use of the source and receiving properties. The following presents the contents of the chapter:

- A. The maximum allowable noise levels as measured at the property line of noise impacted uses or activities shall be those set forth in Chapter 173-60 WAC, titled “Maximum Environmental Noise Levels,” which chapter is hereby incorporated by reference.
- B. The “Environmental Designation for Noise Abatement” (EDNA) for the several land use classification of this title shall be as follows:
 - All living areas: A
 - All commercial areas: B
 - All public/institutional areas: A
 - Light industrial, industrial, mineral extraction: C
- C. No person shall cause or permit noise to intrude into the property of another person which noise exceeds the maximum permissible noise levels set forth in table 16T-14.
 - 1. The noise limitations established are as set forth in the following table after any applicable adjustments provided for herein are applied.

Table 16-14. Maximum Permissible Environmental Noise Levels

EDNA OF NOISE SOURCE	EDNA OF RECEIVING PROPERTY		
	CLASS A	CLASS B	CLASS C
CLASS A	55 dBA	57 dBA	60 dBA
CLASS B	57	60	65
CLASS C	60	65	70

2. Between the hour of 10:00 p.m. and 7:00 a.m. the noise limitations of the foregoing table shall be reduced by 10 dBA for receiving property within Class A EDNAs.
3. At any hour of the day or night the applicable noise limitation in (1) and (2) above may be exceeded for any receiving property by no more than:
 - a. 5 dBA for a total of 15 minutes in any one-hour period; or
 - b. 10 dBA for a total of 5 minutes in any one-hour period; or
 - c. 15 dBA for a total of 1.5 minutes in any one-hour period.

Exemptions are outlined in WAC 173-60-050 with the applicable exemptions for large warehouses listed as follows:

(4) (a) Sounds created by motor vehicles when regulated by chapter 173-62 WAC.

(d) Sounds created by warning devices not operating continuously for more than five minutes, or bells, chimes, and carillons.

(e) sounds created by safety and protective devices where noise suppression would defeat the intent of the device or is not economically feasible.

(k) Sounds caused by natural phenomena and unamplified human voices.

(l) sounds created by motor vehicles, licensed or unlicensed, when operated off public highways EXCEPT when such sounds are received in Class A EDNAs.

The intent of the noise code is to limit noise from certain properties to adjacent properties based on the zoning and use of each of the properties. This method for noise code limits provides an effective way to ensure noise environments match the use of the area while still allowing for industry to thrive. The zoning and use of the source and receiving property are the only factors that affect the noise limits of one property to an adjacent property within the City of Lacey.

Under the City of Lacey Municipal Code, a Light Industrial / Commercial (LI-C) zoned property is within a Class B EDNA whereas a Light Industrial (LI) zoned property is within a Class C EDNA. The noise limits to the surrounding properties are lower from a Class B EDNA than a Class C EDNA. The following examples provide the daytime and night-time hourly noise level limits from a LI-C zoned property or a LI zoned property to a more sensitive residential property.

- For a LI-C zoned property adjacent to residential properties (such as the Hill Betti property with residential zoned properties to the west), noise levels at the residential properties need to meet the Class B to Class A 57 dBA hourly code limit during daytime hours and 47 dBA during nighttime hours.
- For a LI zoned property adjacent to residential properties (such as along Orion Dr NE with residential zoned properties to the north), noise levels at the residential properties need to meet the Class C to Class A 60 dBA hourly code limit during daytime hours and 50 dBA during nighttime hours.

NOISE SOURCES

The noise sources associated with large warehouses typically consist of mechanical noise and operations noise.

Mechanical Noise Source

The mechanical noise sources consist of the HVAC systems and other building systems associated with the use of the building which are reviewed under the mechanical permit when the mechanical units and locations are selected. Therefore, the noise levels from the mechanical system must meet the noise code limits at all of the adjacent receiving properties.

The mechanical system for a project varies by the specific use of a project. For example, a commercial kitchen typically has an exhaust fan / hood drawing air from the cooking area. In the case of a warehouse, the mechanical system typically provides the necessary airflow, heating, and cooling for the size of the warehouse. However, there is a small portion of warehouses, such as refrigerated warehouses, that require a more significant mechanical system.

The warehouse size dictates the necessary ventilation, heating, and cooling capacity of the mechanical system which means the size or number of the mechanical units can change. The larger size mechanical units are generally louder; however, different makes and models have different radiated sound power levels even with the same capacities. For multiple mechanical units of the same make and model, doubling the number of units will increase the noise level by only 3 dB.

Typically, the mechanical units for a warehouse are located on the rooftop which can be located further from the property line or screened with noise barriers if they need to meet the relevant code limits.

In all of these cases the mechanical permitting process must show that the proposed mechanical system will meet the code limits at each of the nearest receiving properties. As noted in the code requirements section of this report, the noise limits for a LI-C zoned source property is lower than that of an LI zoned source property.

Operations Noise Source

The operations noise sources consist of the work being completed, the loading/unloading of trucks, and the truck operations. The operational noise sources are typically reviewed during the SEPA process.

- The work being completed associated with a warehouse is normally completed within the warehouse. Noise levels at a typical warehouse are sufficiently reduced by the warehouse walls.
- The loading/unloading of trucks is completed within the warehouse near the loading dock and within the enclosed truck trailers backed into the loading dock. These noise levels are significantly reduced by the warehouse garage doors (as they are normally closed when there is not a truck backed into the loading dock) and the enclosed truck trailer walls. The noise associated with the loading/unloading of trucks is normally quieter than the trucks operations.
- Truck operations consists of the maneuvering of trucks on the property, truck engines starting, trucks idling, and air brakes. The truck operations is normally the most significant source of operations noise from a typical warehouse to an adjacent property.
 - o The maneuvering of trucks on the property occurs between the truck entrance and the loading dock. The most significant area of maneuvering is in front of the loading dock where the trucks back into the loading bay. This area is typically not screened from the surrounding properties.
 - o Truck engine starts occur while a truck is backed into a loading dock. A portion of a typical warehouse extends past the loading bays which screens the trucks for some properties along that side. Truck engine starts occur prior to the truck leaving the loading bay and occurs for a short duration.
 - o Truck idling occurs while a truck is backed into a loading dock. A portion of a typical warehouse extends past the loading bays which screens the trucks for some properties along that side. This typically occurs after a truck backs into a loading bay and after startup. Signage and lease agreements dictating truck idling duration limits can help to prevent continuous truck idling.
 - Reefer trucks have a mechanical system on the trailer that runs nearly continuously to keep the trailer cool. These types of trucks typically operate at cold storage facilities and generally not at a typical warehouse.
 - o Air brake noise occurs from the air compressor building pressure into the system at startup and from air being released after the engine is turned off. A portion of a typical warehouse extends past the loading bays which screens the trucks for some properties along that side.
- Backup beepers are a warning device and are therefore exempt under WAC. However, it is helpful to include the backup beepers within a noise study because they often cause complaints.

During the SEPA process, the noise levels to the adjacent properties from the operations of a warehouse is typically evaluated as they relate to the code requirements. As the warehouse is naturally operating at the time of the SEPA process, the noise must be predicted based off of a proposed site plan and the traffic studies. The site plan is typically in an early phase during the SEPA process that shows loading docks, truck entrances, and maneuvering areas for the trucks. A traffic study is typically completed with peak number of trucks entering or leaving the site per hour so that noise levels can be predicted utilizing the peak number. Noise barriers or design modifications are at times introduced to the design during the SEPA process to ensure the noise code limits will be met.

The truck operations, which are typically the loudest operations at a warehouse site, must meet the code limits at the surrounding properties. However, WAC 173-60-050 (4) (I) exempts noise from motor vehicles to adjacent receiving properties except for when the receiving property is a Class A EDNA. This exemption limits noise from truck traffic to only the Class A EDNA receiving properties.

A larger warehouse will naturally have more trucks coming to the warehouse than a smaller warehouse. However, on the same sized property, it's likely that there would be multiple smaller warehouses with a similar amount of trucks entering the site. It should also be noted that it takes a doubling of the number of trucks operating to increase the noise levels by 3 dB.

If the noise from the loading dock area is excessive at the nearest receiving properties, one advantage of having multiple warehouses is being able to locate one of the warehouses so that it screens the truck operations from the Class A EDNA receiving properties. However, any necessary screening for the truck operations on a larger single warehouse can be achieved with noise barriers.

The operations noise from the from any size warehouse or type of use will need to be shown to meet the noise code limits at the adjacent receiving properties. As noted in the code requirements section of this report, the noise limits for a LI-C zoned source property is lower than that of an LI zoned source property.

CONCLUSION

Within the City of Lacey, a Light Industrial / Commercial zoned property, such as the Hill Betti site, are within a Class B EDNA. Projects in a Light Industrial zoned property are within a Class C EDNA. Since an LI-C zoned property is within a Class B EDNA, the noise level limits at the surrounding properties are lower than for a project located in a LI property which is within a Class C EDNA. These noise limits are based on the zoning and use of the source and receiving property regardless of the size of the project.

The noise sources for a typical warehouse consist of mechanical noise and operations noise. The mechanical noise should be reviewed during the mechanical permitting process when the mechanical units are selected. The operations noise should be reviewed during the SEPA process to ensure that the project is feasible at the location and so that any necessary mitigation for the use can be established early on.

For one large typical warehouse vs several smaller typical warehouses with equivalent loading bays and traffic counts, the sources of noise will be similar, but the locations of the noise sources will vary.

One advantage for the use of smaller warehouses is that the warehouses themselves can be positioned to act as noise barriers for truck operation areas if noise levels need to be mitigated. This disadvantage for one large warehouse is overcome with noise barriers if predicted noise levels need to be mitigated.

Please let us know if you have questions or need further information.

Sincerely,
SSA Acoustics, LLP



Steven Hedback
Acoustical Consultant



Alan Burt, P.E.
Partner
Acoustical Consultant

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MINUTES

Lacey Planning Commission Meeting
Tuesday, November 17, 2020 – 5:00 p.m.
Conducted remotely via videoconference

Meeting was called to order at 5 p.m. by Sharon Kophs.

Planning Commission members present: Sharon Kophs, Dave Wasson, Gail Madden, Mark Mininger, Eddie Bishop, Peg Evans-Brown, Daphne Retzlaff, Shaunesy Behrens, and Robin Vazquez. Staff present: Rick Walk, Ryan Andrews, Jessica Brandt, and George Smith.

Sharon noted a quorum present.

Gail Madden made a motion, seconded by Dave Wasson, to approve the agenda for tonight's meeting. All were in favor, the motion carried.

Dave Wasson made a motion, seconded by Daphne Retzlaff, to approve the October 20 meeting minutes. All were in favor, the motion carried.

1. **Public Comments:** None.

2. **Commission Members Reports:**

- Peg Evans-Brown and Sharon Kophs reported on their attendance at the last Council meeting regarding the budget.

3. **Director's Report:**

- Rick Walk reported on the last Council worksession, which included an update on the Genesis Project for homeless students; and the City's efforts to provide community assistance in response to the Pandemic.
- Rick reported that the comp plan amendments will be on the next Council meeting agenda.

4. **Public Hearing:**

HBBP, LLC Proposed Zoning Text Amendment, Project no. 19-367: Ryan Andrews, Planning Manager.

- Sharon opened the public hearing.
- Ryan Andrews gave an overview of the proposal and the area covered by the amendments.
- Ryan discussed the history of changes to the LI zone over the years, the public outreach methods, the Planning Commission's options, and staff recommendations.
- There were discussions regarding transportation impacts, retaining existing buildings and development agreements, the findings of fact, the applicant's motivation for the amendments, and types of employment/wages that will result in the amendments.
- Sharon opened the hearing to public testimony
- David Toyer addressed Planning Commission. He went over building size, types of tenants that will be attracted, traffic impacts, and the applicant's intent to attract good tenants.
- Joseph Slattery addressed Planning Commission and discussed types of businesses they hope to attract. He asked that Commissioners support the amendments to provide more flexibility in order to enhance the City's commerce.
- Sharon closed the public hearing at 6:16 p.m.
- **Eddie Bishop made a motion, seconded by Robin Vasquez, to refer the HBBP zoning text amendment to council for approval. Eight were in favor, one opposed, the motion carried.**
- Ryan asked Daphne to discuss her concerns and her opposition to the motion. Daphne said she continues to have reservations about increasing building size as it takes away from what she envisions for the city. A brief discussion followed.

5. **Communications and Announcements:**

- There was a question about the start time for the next Council meeting. Rick said the next Council meeting will start at 7 p.m. and went over the agenda items.
- It was suggested that affordable housing be a future Planning Commission agenda topic. Rick discussed the Housing Action Plan.

6. **Next meeting:** December 1, 2020.

7. **Adjournment:** 6:32 p.m.



PLANNING COMMISSION STAFF REPORT

November 17, 2020

SUBJECT: LMC 16.39, Light Industrial-Commercial Zone, Building Square Footage Zoning Text Amendment Application. Project no. 19-367.

RECOMMENDATION: Conduct a public hearing and make a formal recommendation to the City Council on the private-applicant initiated zoning text amendment to LMC 16.39 related to increasing the square footage limit for buildings in the Light Industrial-Commercial zone. Staff recommends approval of amending LMC 16.39 as outlined in the attached draft zoning text. Staff's recommendation is based on the findings of fact attached to this staff report.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Director of Community and Economic Development
George Smith, Economic Development Coordinator *ges*
Ryan Andrews, Planning Manager *RA*

ATTACHMENT(S):

1. Zoning Text Amendment Application
2. Proposed Amendments to LMC 16.39
3. Hawks Prairie Area Zoning Map
4. Consistency Analysis of Proposal with Adopted Plans and Policies
5. Market Report Analysis of Proposed Code Amendment
6. Transportation Analysis of Proposed Code Amendment
7. Acoustical Analysis of Proposed Code Amendment

**PRIOR COUNCIL/
COMMISSION/**

COMMITTEE REVIEW: Planning Commission Meeting, September 15, 2020
Planning Commission Meeting, July 7, 2020

BACKGROUND:

The City has received a private applicant request related to Lacey Municipal Code 16.39 in the Light Industrial-Commercial zoning chapter to increase the maximum square footage requirement from 200,000 to 500,000 square feet. The Planning Commission will conduct a public hearing to take formal public comment on the proposed amendment and make a recommendation to the City Council on the request.

Prior to providing the full analysis of the request, some history is needed on the building square footage requirement in the Lacey's industrial areas as this will be the fourth time in the last fifteen years that the City of Lacey has addressed this issue.

History of Light Industrial Building Cap

In 2002, based on the availability of large parcels of land in Lacey, proximity to I-5, proximity to the Port of Tacoma, and major companies using distribution models requiring large warehouse/distribution facilities for merchandise, several large corporations were looking to locate distribution facilities in the Hawks Prairie area. The Target and Home Depot distribution facilities were also constructed around this time with Target at initially 1 million square feet and expanding to 2+million square feet over time and Home Depot at 750,000 square feet.

The City Council at the time had concerns that the bulk of Lacey's larger parcels with Light Industrial zoning would be absorbed by these large distribution warehouse facilities that would have relatively low job per square foot ratio and had major impacts to transportation infrastructure. In response in September of 2005, the Lacey City Council imposed a moratorium on development of buildings in the Hawks Prairie Light Industrial zone (LI) and referred concerns over the siting of large distribution centers to the Planning Commission. In early 2006, the Planning Commission forwarded recommendations for amendment of the LI zone to address issues that had led to the moratorium. Based upon the Planning Commission's recommendations, the Council amended the LI zone and the design section of the Lacey Municipal code to prohibit buildings over 200,000 square feet in size and required a number of design considerations for LI projects. Additionally, the City Council designated Hogum Bay truck route to serve the Light Industrial zone and through the State Environmental Policy Act, the City established mitigation requirements related to heavy truck traffic to offset transportation impacts. The action was the culmination of a long and contentious year-long process.

Once the 200,000 square foot building cap was put in place, light industrial warehouse development was limited in northeast Lacey to a few projects in the Meridian Campus industrial area until 2010 when a private applicant amendment was approved by the City Council to increase the building square footage cap to 500,000 square feet provided that certain design standards were met including: compatibility and notice requirements for adjacent residential properties, requiring a multiple building complex with no more than 75% of buildings greater than 200,000 square feet, and requiring design review. The 2010 process included a city review of industrial absorption capacity, typical building size for the market, employment ratio data, re-use of large buildings, trip distribution and truck routes, and an analysis of parcels that can accommodate large buildings.

The 2010 building cap increase was also an opportunity to accommodate a local business from Tumwater that needed to expand in order to grow the business. This business was Harbor Wholesale who completed their building construction in the Hawks Prairie 111 Corporate Park as a result of the amendments with construction of a 200,000 square foot warehouse that is able to expand to 300,000 square feet to accommodate their growing business. In 2012, Trader Joe's constructed a distribution warehouse also in the Hawks Prairie 111 Corporate Park at 500,000 square feet. Had the building cap remained at 200,000, Lacey would not have been able to accommodate this use nor the jobs associated with it. In 2015, the Planning Commission reviewed, and the City Council ultimately approved, a request to

remove the building size cap in the Light Industrial zone altogether. This has led to several buildings larger than 500,000 square feet including the Medline, Uline, and second Home Depot facilities.

Throughout these modifications to the Light Industrial zone, the Light Industrial-Commercial zone has remained with a maximum building size of 200,000 square feet since these standards were established in 2006. The intent was to limit the building square footage in the LI-C zone to ensure that it preserved property to allow smaller buildings that would promote greater business diversity and businesses with higher ratios of employees per square foot, while allowing larger buildings for warehouse and distribution centers in the LI zone.

HBBP, LLC Request

The Community and Economic Development Department received a private applicant-initiated zoning text amendment request. The request is to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone. The request is to amend specific text within the zoning code and does not require the need to amend any policies within the Comprehensive Plan. The Planning Commission will review the request, hold a public hearing, consider public comment and when ready, provide a recommendation on the amendment to the City Council.

Lacey's primary undeveloped Light Industrial-Commercial (LI-C) zone is north and west of the intersection of Britton Parkway NE and Marvin Road NE. This property is commonly known as the "Betti" property as it had been owned by Evelyn and Bruno Betti and their estate until recently sold to HBBP, LLC. The district is bordered by residential properties to the west, a mixture of Moderate Density Residential and Light Industrial to the north, Light Industrial and Light Industrial-Commercial to the east and Hawks Prairie Business District and Community Office to the south. The HBBP, LLC ownership consists of approximately 61 acres and is a mixture of undeveloped property with small, locally owned businesses in leased spaces within small metal buildings of varying ages.

As this is a zoning text amendment, it would also apply to other areas of the city with the same zoning. However, the only other existing applicable LI-C zone is located off of Carpenter Road SE south of Pacific Avenue SE. These properties are relatively small and in multiple ownerships and would be highly unlikely to accommodate a building larger than 200,000 square feet. Additionally, a rezone request is currently under consideration for the area along Carpenter Road NE between Interstate 5 and Britton Parkway NE to Light Industrial-Commercial. This area is also very unlikely to be able to accommodate a large building because of parcel sizes and other physical constraints like topography. Therefore, under the current Comprehensive Plan designations the HBBP property would be the only property where the proposed amendment would apply.

Building Square Footage Request

The primary request is to allow buildings between 200,000 and 500,000 in the Light Industrial-Commercial district. Currently, this zoning district specifically prohibits buildings over 200,000 square feet. The applicant is interested in pursuing the amendment to market the property for a large warehouse distribution user.

City staff, including representatives from Community and Economic Development Department (CED), and the Water Resources Division of the Public Works Department, have reviewed the request and requested the specific information and studies to complete the application packet. In review of the application, staff has reviewed the application in light of the goals and policies of the Comprehensive Plan—specifically the Land Use Element and the Economic Development Element. The applicant has also submitted their own consistency analysis along with their application. The CED staff has reviewed the application packet, comments received, the location characteristics of the LIC-C zones and the Comprehensive Plan. Early public outreach included a virtual open house webinar held on August 31st. The purpose of the outreach was in an effort gain public feedback and early citizen involvement. The webinar was recorded and is available on the City of Lacey YouTube site.

Since the last Planning Commission briefing, the applicant has made some adjustments to the proposed zoning text based on feedback from staff, public comment and the Planning Commission. The following outlines the major issues and how they are addressed within the proposed code amendment.

Retention of Existing Businesses and Future Needs

The HBBP site contains a number of small local businesses, that if displaced, would have no similar location to relocate within Lacey. The existing smaller buildings on the site have been very popular with newer, small businesses needing affordable rent, smaller flexible spaces, with uses that work well with the very permissive permitted uses in the LI-C zone. The applicant has also stated that these spaces have been successful and have no immediate plans to redevelop them.

There are two groups of existing smaller buildings on the site. The newer, more modern and visually attractive red buildings, not visible from Marvin Rd., make efficient use of the land near the southwest corner of the site. The older blue buildings, which are adjacent to and visible from Marvin Rd., are more plentiful. There is a variety of sizes, many with ample land for outdoor storage. While they are not visually attractive, they are financially and functionally very attractive to small businesses in need of such space.

Even though the applicant does not have immediate plans for this area, without specific requirements put in place the applicant could tear down and replace all of the small buildings with several 200,000 sf buildings, which would mean that all of these smaller spaces would be lost forever. Not only would the businesses be lost to Lacey, but also some would likely be lost entirely because there is a lack of similar small space available anywhere in the area. The loss of small space through redevelopment can occur under both the existing zoning standards and proposed zoning standards, regardless of a maximum building size limitation.

In reviewing the application, staff conducted research to determine the actual current and future needs for smaller space. The data that the applicant provided reinforced the need for large spaces. CED staff did a thorough review of the literature and could find nothing that addresses future needs for small spaces. Most of the studies have approached future needs from the investor/developer perspective, so the focus has been on what real estate development opportunities provide the most attractive profit with increasing demand, rather than focusing on how much space is needed by different types of users. A study that was completed last year as part of the City of Lacey and Port of Olympia Interlocal Agreement reinforced the lack of this type of data. It also reinforced that while investment is being

lashed on large warehouse distribution development, there has been almost no new small spaces being built anywhere over the last 20 years.

Given the importance of the smaller spaces to both the applicant and the City, the applicant has proposed draft language to amend the LI-C chapter to address the reduction or the displacement of small businesses. Under the proposed text, if the applicant desired to construct a building larger than 200,000 s.f., a development agreement would need to be entered into with the City Council meeting the following criteria:

1. The development agreement would designate a minimum of five contiguous acres where existing buildings would be retained until a later redevelopment phase. The development agreement would not only designate where but how existing buildings could redevelop over time.
2. Future redevelopment within the designated five acres would be required to incorporate multiple buildings and/or multi-tenant buildings to create space of varying size for small to medium sized businesses.
3. A transition would be required between adjacent transportation corridors that reduce the scale and intensity of larger buildings over 200,000 square feet with the intent to frame transportation corridors with buildings containing smaller spaces.

Staff supports the addition of this language as it will preserve the existing spaces on site, will address how these spaces will redevelop over time, and will give the City Council the authority in the decision-making process on how these spaces are retained and redeveloped in the future.

Existing On-Site Septic Systems and Stormwater

The proposed amendment requires that existing buildings within wellhead protection areas are connected to city sewer within a reasonable timeframe. This is important considering the existing small buildings along the eastern edge of the site that are currently utilizing on-site septic systems in proximity to the city's Betti Well located across Marvin Road to the east. These septic systems are located within the wellhead protection area associated with the well.

Stormwater infiltration at this site will likely be challenging due to subsurface factors. With recent projects in the vicinity including the Gateway Residential subdivision to the west and the Washington State Department of Transportation Olympic Region Headquarters to the north, stormwater treatment and infiltration has been a significant issue. The Marvin Road NE corridor in the site vicinity is mapped by DNR and SCS/NRCS as predominantly compacted glacial till soils, which limits on-site infiltration; for such soils, keeping stormwater dispersed rather than concentrated is the better approach, but the available dispersion area would be limited by the proposed large building footprint. Further, shallow groundwater perched on the till can be a limiting factor affecting stormwater infiltration feasibility. A stormwater report will be required at the project stage of the development but it is important to understand that stormwater may limit project feasibility for a future large building proposal.

Compatibility with Surrounding Land Uses

Standards addressing compatibility between sites are included in the proposed amendment and include increased building setbacks, additional landscaping, orientation of truck bay doors, and requirements for a noise study. Standards also address visual and noise impacts

created by trucks on and require the applicant to hold a neighborhood meeting to provide information on the proposed development and provide notification of the meeting to surrounding property owners and homeowner's associations/neighborhood groups within 300 feet of the property. These compatibility requirements are consistent with those developed for the Light Industrial zoning district in proximity to residential areas.

In addition to the compatibility with adjacent residential uses, the applicant has developed proposed code language to address appropriate screening and/or site aesthetics along adjacent arterials (in the HBBP, LLC case Marvin Road). Arterials are high volume corridors that serve multiple types of vehicles and land uses. The Marvin Road corridor extends north from Exit 111 to the north boundary of the City. This corridor serves residential and future retail traffic in addition to industrial vehicles. The community expectations for site screening, landscaping, building design, and streetscape as viewed from public right-of-way on corridors that serve a mix of traffic are addressed through proposed code requirements. The intent of the code is to require smaller buildings that frame the arterials with a combination of screening and landscaping.

Traffic and Circulation

The history of the building square footage issue in northeast Lacey related to truck traffic is well-documented. As the amendments to the building square foot limitation were first lowered and then eventually raised, strategies were put in place to address truck trips and the route that they took to and from their warehouse distribution center. Two major strategies addressed the truck trip issue including designating Hogum Bay Road as the designated truck route and establishing a truck trip fee through the State Environmental Policy Act to upgrade the designated truck routes to accommodate heavy trucks.

The truck route establishes Hogum Bay as the primary truck route such that when a heavy truck exits Interstate 5 at exit 111 it is routed to the first right hand turn off of Hogum Bay Road into the warehouse distribution area. Once unloaded (or unloaded), the truck then proceeds to the Marvin Road corridor southbound to the exit 111 interchange. Because of the infrastructure requirements of large trucks, a per truck trip charge is charged to each development application through the State Environmental Policy Act to upgrade road sections to be able to accommodate heavy trucks. Much of the recent reconstruction to Hogum Bay Road was financed through the truck trip fee.

If the LI-C district is amended to allow up to 500,000 square foot distribution facilities the HBBP, LLC property could be developed with larger distribution facilities. If this is the case, the Hogum Bay truck route would not be a feasible route to travel to the site. The most direct route to the project site would be from exit 111 to northbound on Marvin Road and a direct left-hand turn into the site. Information provided by the applicant in their transportation analysis (attachment 6) shows that current code would anticipate that 571 average daily truck trips would access the site. Under proposed code, 457 daily truck trips are anticipated. Although this is a reduction of over 100 trucks per day, with a 500,000 square foot building, the volume of larger trucks would change. It is anticipated that most of the trucks accessing a 500,000 square foot facility would be heavy trucks. Additionally, the applicant is showing that the percentage of total truck trips would increase as a percent of overall average daily trips under the proposal. This is an issue that doesn't have an immediate solution as current zoning standards would allow for uses with trucks. Most likely, the main effect this proposal would have is on the mix of vehicles on Marvin Road, with a

higher likelihood of a higher proportion of heavy trucks under an approved amendment. The distribution of truck trips, access to the site and mitigation to offset impacts will be studied through the development of a traffic impact analysis submitted with a project proposal. Based on the specific project review, mitigation to offset identified impacts will be incorporated into the land use decision.

RECOMMENDATION AND FINDINGS:

The Planning Commission will conduct a public hearing on the private-applicant initiated zoning text amendment to Lacey Municipal Code 16.39. The Planning Commission has the responsibility and authority to recommend action to the Lacey City Council on the proposed zoning text amendment. Based upon public comments, staff analysis, review of the Comprehensive Plan, and other applicable information, the Commission must make a recommendation to the Lacey City Council as to the merits of the application and the designation the Planning Commission believes is in the public's best interest.

Staff is recommending approval of the amendment based on the analysis in the staff report. Should the Planning Commission recommend approval of the amendment, staff has developed the following findings of fact to support the Planning Commission's recommendation. Should the Planning Commission recommend denial of the application, a motion should be approved to direct staff to develop findings that support denial of the application that can be considered at the next meeting.

Proposed Findings of Fact:

The Lacey Planning Commission recommends to the Lacey City Council the approval of the application to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone subject to the following findings of fact:

1. The Economic Development Element of the 2016 Comprehensive Plan for Lacey and the Lacey Urban Growth contains discussion and policies related to business retention and expansion.
2. Lacey Municipal Code 16.39.010 "Intent" contains statements related to the purpose of the Light Industrial zone, including: "A. Provide for the development of areas in which certain types of industrial activities may be located to promote job generation consistent with the Economic Development Element of the Lacey Comprehensive Land Use Plan."
3. The Light Industrial zone has been previously amended to remove maximum building square footage requirements while the maximum square footage requirements of the Light Industrial-Commercial zone has remained at 200,000 square feet.
4. The applicant submitted a market analysis that examines the local and national market for distribution centers and available information on the leasing of smaller footprint industrial users. The amendments will support the City's economic development goals for job creation, small business retention, and would support the connection to city utilities in proximity to wellhead protection areas.

5. Existing buildings and tenant spaces serving small to medium-size businesses may be displaced through redevelopment under the existing and proposed zoning standards.
6. The amendments address potential impacts of a building between 200,000 and 500,000 square feet to adjacent properties through mitigation measures that address light, noise, and visual impacts. The applicant submitted a noise analysis that provides information on the anticipated impacts of a building between 200,000 and 500,000 square feet. Any future project application would also be required to address these impacts.
7. The applicant provided a transportation analysis that showed that current code would anticipate that 571 average daily truck trips would access the site. Under the proposed code, 457 daily truck trips are anticipated. Although this is a reduction of over 100 trucks per day, with a 500,000 square foot building, the volume of larger trucks would change based on the type of heavy truck accessing a warehouse/distribution center. The amendment would likely change the mix of vehicles on Marvin Road between exit 111 and access into the site.
8. The zoning text amendment addresses land use compatibility, streetscape aesthetics and the displacement of small tenant spaces by requiring the preservation, replacement or construction of small tenant space through execution of a development agreement for project-specific proposals that include buildings greater than 200,000 square feet.
9. Development agreements, authorized by RCW 36.70B.170 and implemented through LMC 16.82, is a tool the City can use to set forth development standards and other conditions to ensure the future industrial development is consistent with the City's Comprehensive Plan and Economic Development goals and policies.
10. The Planning Commission received comments at a public hearing on November 17th. The proposed amendments adequately address those comments received.



PLANNING COMMISSION STAFF REPORT

September 15, 2020

SUBJECT: LMC 16.39, Light Industrial-Commercial Zone, Building Square Footage Zoning Text Amendment Application. Project no. 19-367.

RECOMMENDATION: The Planning Commission will continue review of the private-applicant initiated zoning text amendment to LMC 16.39 related to increasing the square footage limit for buildings in the Light Industrial-Commercial zone. The amendment will be scheduled for a public hearing for the November 3rd meeting.

TO: Lacey Planning Commission

STAFF CONTACTS: Rick Walk, Director of Community and Economic Development
George Smith, Economic Development Coordinator *ges*
Ryan Andrews, Planning Manager *RA*

ATTACHMENT(S):

1. Zoning Text Amendment Application
2. Proposed Amendments to LMC 16.39
3. Hawks Prairie Area Zoning Map
4. Consistency Analysis of Proposal with Adopted Plans and Policies
5. Market Report Analysis of Proposed Code Amendment
6. Transportation Analysis of Proposed Code Amendment
7. Acoustical Analysis of Proposed Code Amendment

**PRIOR COUNCIL/
COMMISSION/**

COMMITTEE REVIEW: Planning Commission Meeting, July 7, 2020

BACKGROUND:

The City has received a private applicant request related to Lacey Municipal Code 16.39 in the Light Industrial-Commercial zoning chapter to increase the maximum square footage requirement from 200,000 to 500,000 square feet. Prior to discussing the request, some history is needed on the building square footage requirement in the Lacey's industrial areas as this will be the fourth time in the last fifteen years that the City of Lacey has addressed this issue.

History of Light Industrial Building Cap

In 2002, based on the availability of large parcels of land in Lacey, proximity to I-5, proximity to the Port of Tacoma, and major companies using distribution models requiring large

warehouse/distribution facilities for merchandise, several large corporations were looking to locate distribution facilities in the Hawks Prairie area. The Target and Home Depot distribution facilities were also constructed around this time with Target at initially 1 million square feet and expanding to 2+million square feet over time and Home Depot at 750,000 square feet.

The City Council at the time had concerns that the bulk of Lacey's larger parcels with Light Industrial zoning would be absorbed by these large distribution warehouse facilities that would have relatively low job per square foot ratio and had major impacts to transportation infrastructure. In response in September of 2005, the Lacey City Council imposed a moratorium on development of buildings in the Hawks Prairie Light Industrial zone (LI) and referred concerns over the siting of large distribution centers to the Planning Commission. In early 2006, the Planning Commission forwarded recommendations for amendment of the LI zone to address issues that had led to the moratorium. Based upon the Planning Commission's recommendations, the Council amended the LI zone and the design section of the Lacey Municipal code to prohibit buildings over 200,000 square feet in size and required a number of design considerations for LI projects. Additionally, the City Council designated Hogum Bay truck route to serve the Light Industrial zone and through the State Environmental Policy Act, the City established mitigation requirements related to heavy truck traffic to offset transportation impacts. The action was the culmination of a long and contentious year-long process.

Once the 200,000 square foot building cap was put in place, light industrial warehouse development was limited in northeast Lacey to a few projects in the Meridian Campus industrial area until 2010 when a private applicant amendment was approved by the City Council to increase the building square footage cap to 500,000 square feet provided that certain design standards were met including: compatibility and notice requirements for adjacent residential properties, requiring a multiple building complex with no more than 75% of buildings greater than 200,000 square feet, and requiring design review. The 2010 process included a city review of industrial absorption capacity, typical building size for the market, employment ratio data, re-use of large buildings, trip distribution and truck routes, and an analysis of parcels that can accommodate large buildings.

The 2010 building cap increase was also an opportunity to accommodate a local business from Tumwater that needed to expand in order to grow the business. This business was Harbor Wholesale who completed their building construction in the Hawks Prairie 111 Corporate Park as a result of the amendments with construction of a 200,000 square foot warehouse that is able to expand to 300,000 square feet to accommodate their growing business. In 2012, Trader Joe's constructed a distribution warehouse also in the Hawks Prairie 111 Corporate Park at 500,000 square feet. Had the building cap remained at 200,000, Lacey would not have been able to accommodate this use nor the jobs associated with it. In 2015, the Planning Commission reviewed, and the City Council ultimately approved, a request to remove the building size cap in the Light Industrial zone altogether. This has led to several buildings larger than 500,000 square feet including the Medline, Uline, and second Home Depot facilities.

Throughout these modifications to the Light Industrial zone, the Light Industrial-Commercial zone has remained with a maximum building size of 200,000 square feet since these standards were established in 2006. The intent was to limit the building square footage in the LI-C zone to ensure that it preserved property to allow smaller buildings that would promote greater

business diversity and businesses with higher ratios of employees per square foot, while allowing larger buildings for warehouse and distribution centers in the LI zone.

HBBP, LLC Request

The Community and Economic Development Department received a private applicant-initiated zoning text amendment request. The request is to amend Chapter 16.39 of the Lacey Municipal Code to allow buildings between 200,000 square feet and 500,000 and establish standards applying to these uses within the Light Industrial-Commercial zone. The request is to amend specific text within the zoning code and does not require the need to amend any policies within the Comprehensive Plan. The Planning Commission will review the request, hold a public hearing, consider public comment and when ready, provide a recommendation on the amendment to the City Council.

Lacey's primary undeveloped Light Industrial-Commercial (LI-C) zone is north and west of the intersection of Britton Parkway NE and Marvin Road NE. This property is commonly known as the "Betti" property as it had been owned by Evelyn and Bruno Betti and their estate until recently sold to HBBP, LLC. The district is bordered by residential properties to the west, a mixture of Moderate Density Residential and Light Industrial to the north, Light Industrial and Light Industrial-Commercial to the east and Hawks Prairie Business District and Community Office to the south. The HBBP, LLC ownership consists of approximately 61 acres and is a mixture of undeveloped property with small, locally owned businesses in leased spaces within small metal buildings of varying ages.

As this is a zoning text amendment, it would also apply to other areas of the city with the same zoning. However, the only other existing applicable LI-C zone is located off of Carpenter Road SE south of Pacific Avenue SE. These properties are relatively small and in multiple ownerships and would be highly unlikely to accommodate a building larger than 200,000 square feet. Additionally, a rezone request is currently under consideration for the area along Carpenter Road NE between Interstate 5 and Britton Parkway NE to Light Industrial-Commercial. This area is also very unlikely to be able to accommodate a large building because of parcel sizes and other physical constraints like topography. Therefore, under the current Comprehensive Plan designations the HBBP property would be the only property where the proposed amendment would apply.

Building Square Footage Request

The primary request is to allow buildings between 200,000 and 500,000 in the Light Industrial-Commercial district. Currently, this zoning district specifically prohibits buildings over 200,000 square feet. The applicant is interested in pursuing the amendment to market the property for a large warehouse distribution user.

City staff, including representatives from Community and Economic Development Department (CED), and the Water Resources Division of the Public Works Department, have reviewed the request and requested the specific information and studies to complete the application packet. In review of the application, staff has reviewed the application in light of the goals and policies of the Comprehensive Plan—specifically the Land Use Element and the Economic Development Element. The applicant has also submitted their own consistency analysis along with their application. The CED staff has reviewed the application packet, comments received, the location characteristics of the LIC-C zones and the Comprehensive Plan and

note several issues that need further discussion and resolution before a recommendation is made. These issues are:

1. Retention of existing local small businesses on the site.
2. Water quality related to existing on-site septic systems and stormwater.
3. Compatibility with surrounding land uses.
4. Transportation and circulation issues.

Retention of Existing Businesses and Future Needs

The applicant has proposed draft language to amend the LI-C chapter to address the reduction or the displacement of small businesses. The HBBP site contains a number of small local businesses, that if displaced, would have no similar location to relocate within Lacey. The City's economic development policies contained within the Economic Development Element support local Lacey small businesses. In review of the HBBP application including the market report (attachment 5), staff has concerns that the information paints a bleaker picture of the vacancy situation.

Staff has been monitoring vacancies over the last three years on a quarterly basis. Vacancies within the applicant's buildings were generally filled very quickly. There are marked differences in the characteristics between the applicant's smaller spaces, and the comparable vacancies, for smaller spaces applicant provided. Despite many of the comparable spaces subsequently leasing, the comparables demonstrate that smaller spaces, located in larger buildings, with very high ceilings, and designed for logistics, rather than the operation of a small business, do linger longer on the market. Anecdotally, staff has received comments from businesses seeking smaller spaces, is that the smaller spaces in high-ceilinged buildings are too expensive to heat, cool, light, and operate.

The existing smaller buildings on the site have been very popular with newer, small businesses needing affordable rent, flexible space, with uses that work well with the very permissive permitted uses in the LI-C zone. There are two groups of existing smaller buildings on the site. The newer, more modern and visually attractive red buildings, not visible from Marvin Rd., make efficient use of the land near the southwest corner of the site. The older blue buildings, which are adjacent to and visible from Marvin Rd., are more plentiful. There is a variety of sizes, many with ample land for outdoor storage. While they are not visually attractive, they are financially and functionally very attractive to small businesses in need of such space.

Under the current text, the applicant could tear down and replace all of the small buildings with several 200,000 sf buildings, which would mean that all of these smaller spaces would be lost forever. Not only would the businesses be lost to Lacey, but also some would likely be lost entirely because there is a lack of similar small space available anywhere in the area. The applicant has indicated a willingness, if the request is approved, to leave at least three of the buildings in place. Staff is concerned that the text amendment, as presented, does not place any requirement for preservation of three or more of the smaller buildings.

Determining the actual current and future needs for smaller spaces is very difficult. The data that the applicant provided reinforced the need for large spaces. CED staff did a thorough review of the literature and could find nothing that addresses future needs for small spaces. Most of the studies have been approached future needs from the investor/developer perspective, so the focus has been on what real estate development opportunities provide the

most attractive profit with increasing demand, rather than focusing on how much space is needed by different types of users. A study that was completed last year as part of the City of Lacey and Port of Olympia Interlocal Agreement reinforced the lack of this type of data. It also reinforced that while investment is being lavished on large warehouse distribution development, there has been almost no new small spaces being built anywhere over the last 20 years.

Existing On-Site Septic Systems and Stormwater

The proposed amendment requires that existing buildings within wellhead protection areas are connected to city sewer within a reasonable timeframe. This is important considering the existing small buildings along the eastern edge of the site that are currently utilizing on-site septic systems in proximity to the city's Betti Well located across Marvin Road to the east. These septic systems are located within the wellhead protection area associated with the well.

Stormwater infiltration at this site will likely be challenging due to subsurface factors. With recent projects in the vicinity including the Gateway Residential subdivision to the west and the Washington State Department of Transportation Olympic Region Headquarters to the north, stormwater treatment and infiltration has been a significant issue. The Marvin Road NE corridor in the site vicinity is mapped by DNR and SCS/NRCS as predominantly compacted glacial till soils, which limits on-site infiltration; for such soils, keeping stormwater dispersed rather than concentrated is the better approach, but the available dispersion area would be limited by the proposed large building footprint. Further, shallow groundwater perched on the till can be a limiting factor affecting stormwater infiltration feasibility. A stormwater report will be required at the project stage of the development but it is important to understand that stormwater may drive project feasibility for a large building.

Compatibility with Surrounding Land Uses

Standards addressing compatibility between sites are included in the proposed amendment and include increased building setbacks, additional landscaping, orientation of truck bay doors, and requirements for a noise study. Standards also address visual and noise impacts created by trucks on and require the applicant to hold a neighborhood meeting to provide information on the proposed development and provide notification of the meeting to surrounding property owners and homeowner's associations/neighborhood groups within 300 feet of the property. These compatibility requirements are consistent with those developed for the Light Industrial zoning district in proximity to residential areas.

In addition to the compatibility with adjacent residential uses, the question about appropriate screening and/or site aesthetics along adjacent arterials (in the HBBP, LLC case Marvin Road) should be considered. Arterials are high volume corridors that serve multiple types of vehicles and land uses. The Marvin Road corridor extends north from Exit 111 to the north boundary of the City. This corridor serves residential and future retail traffic in addition to industrial vehicles. The community expectations for site screening, landscaping, building design, and streetscape as viewed from public right-of-way on corridors that serve a mix of traffic should be addressed.

In review of the application, the Planning Commission should consider whether the additional landscaping and buffering proposed by the applicant is enough considering that much of the

Light Industrial-Commercial zone is bordered by residentially-zoned property and adjacent to major arterial corridors. Screening and buffering techniques can take multiple forms such as larger setbacks, landscaping, berms, building placement, building and site design standards or a combination of these techniques.

Traffic and Circulation

The history of the building square footage issue in northeast Lacey related to truck traffic has been well-documented. As the amendments to the building square foot limitation were first lowered and then eventually raised, strategies were put in place to address truck trips and the route that they took to and from their warehouse distribution center. Two major strategies addressed the truck trip issue including designating Hogum Bay Road as the designated truck route and establishing a truck trip fee through the State Environmental Policy Act to upgrade the designated truck routes to accommodate heavy trucks.

The truck route establishes Hogum Bay as the primary truck route such that when a heavy truck exits Interstate 5 at exit 111 it is routed to the first right hand turn off of Hogum Bay Road into the warehouse distribution area. Once unloaded (or unloaded), the truck then proceeds to the Marvin Road corridor southbound to the exit 111 interchange. Because of the infrastructure requirements of large trucks, a per truck trip charge is charged to each development application through the State Environmental Policy Act to upgrade road sections to be able to accommodate heavy trucks. Much of the recent reconstruction to Hogum Bay Road was financed through the truck trip fee.

If the LI-C district is amended to allow up to 500,000 square foot distribution facilities the HBBP, LLC property could be developed with larger distribution facilities. If this is the case, the Hogum Bay truck route would not be a feasible route to travel to the site. The most direct route to the project site would be from exit 111 to northbound on Marvin Road and a direct left-hand turn into the site. Information provided by the applicant in their transportation analysis (attachment 6) shows that current code would anticipate that 571 average daily truck trips would access the site. Under proposed code, 457 daily truck trips are anticipated. Although this is a reduction of over 100 trucks per day, with a 500,000 square foot building, the volume of larger trucks would change. It is anticipated that most of the trucks accessing a 500,000 square foot facility would be heavy trucks. Additionally, the applicant is showing that the percentage of total truck trips would increase as a percent of overall average daily trips under the proposal. This is an issue that may need further review of the effect this proposal would have on the mix of vehicles on Marvin Road, both existing vehicles as well as the future retail traffic when the Hawks Prairie Business District zone is eventually developed.

NEXT STEPS:

CED staff is continuing our review and analysis of the application proposal and will develop an official recommendation to the Planning Commission prior to the public hearing. The purpose of this work session is to provide the Planning Commission the opportunity to review the materials submitted to date, be briefed on any public and agency comments received to date, and to discuss and ask clarify questions on the proposal. Department staff and the applicant will be available to respond to the Planning Commission. At the conclusion of the discussion, staff will ask the Planning Commission to schedule a Public Hearing on the application on November 3, 2020.



LACEY CITY COUNCIL MEETING

January 7, 2021

SUBJECT: Proposed Imprest (Petty) Cash Fund Changes and Repeal Interlocal Drug Enforcement Fund

RECOMMENDATION: Upon review and concurrence, adopt separate ordinances rescinding Lacey Municipal Code (LMC) Chapter 3.32 and amending LMC Chapter 3.36.

STAFF CONTACT: Scott Spence, City Manager 
Robert Almada, Interim Chief of Police *RA*
Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Proposed Ordinance No. 1577](#)
2. [Proposed Ordinance No. 1578](#)

FISCAL NOTE: As outlined in staff report.

PRIOR REVIEW: The Finance and Economic Development Committee reviewed the proposals at its December 22, 2020, meeting and recommended full City Council consideration.

BACKGROUND:

There are three cash fund changes being proposed. The City Council authorizes all city cash funds within Title 3 Revenue and Finance of the Lacey Municipal Code (LMC). The proposed changes include the following:

1. Repeal the entire LMC Chapter 3.32, including two cash funds related to the operations of the Interlocal Drug Enforcement Fund.
2. Increase the Law Enforcement Investigative Fund to \$5,000 (LMC 3.36.030).
3. Add a new section authorizing a \$5,000 Social Service Fund (LMC 3.36.050).

Interlocal Drug Enforcement Funds

At the end of 2018, the accounting administration of the Thurston County Narcotics Task Force was transferred from the City of Lacey to Thurston County. The original proposal was limited to rescinding the sections authorizing two petty cash funds, the Imprest Petty Cash Fund (\$150) and the Drug Enforcement Investigative Fund (\$25,000). The cash funds were transferred to Thurston County, so the authorization is no longer necessary. However, the Finance and Economic Development Committee proposed the ordinance rescind LMC Chapter 3.32 in its entirety to reflect the actual practice and administration of the Thurston County Narcotics Task Force.

Law Enforcement Investigative Fund

\$2,500 is currently authorized amount for the Law Enforcement Investigative Fund. The Police Department reviewed its operations and determined an increase to \$5,000 would enhance its investigation activities. The proposed ordinance increases the authorized Law Enforcement Investigative Fund maximum amount to \$5,000.

Social Service Fund

Currently, the Lacey Police Department's Community Resource Unit cannot immediately access funds while conducting outreach services. When an emergent need arises, Lacey Police staff attempt to utilize outreach services from community organizations or utilize personal funds and apply for reimbursement with the Community Action Council (CAC). Funds coordinated through the CAC have a 48-72 hour turnaround for approvals.

Due to the Police Department and City of Lacey's active outreach efforts, there is a frequent need for officers and/or the outreach coordinator to have immediate access to funds for quality of life purchases. These purchases assist with overcoming barriers for those in need of social services, those experiencing homelessness, and those on the cusp of experiencing homelessness. The timely purchase of a critical item can often prevent someone from becoming homeless.

The proposed Social Service Cash Fund will be used to assist the most vulnerable with minor purchases (often under \$20) such as replacement state identifications, license renewals, DD 214's for veterans, and other documents needed to obtain social assistance. The fund may also be used to obtain necessities such as trash bags, water, food, and immediate crisis housing to provide for immediate needs and to enhance trust in our commitment to assist the client in need.

The custody and administrative oversight will comply with regulations established by the City and Washington State Auditor's Office. Like the Law Enforcement Investigative Fund, the Social Service Fund will be maintained at the City's bank as a checking account. The Police Department will be issued multiple bank cards for withdrawals. This will allow for 24-hour access to fund and adds a third-party bank reconciliation for addition internal controls.

As an added level of controls, purchases over \$100 will require the approval of a Police Commander or Chief of Police.

The proposed ordinance authorizes \$5,000 for the Social Services Fund.

Ordinances are limited to one subject, so it is requested that the City Council review the proposed LMC changes and upon concurrence adopt two separate ordinances.

1. Ordinance No. 1577 amending imprest (petty) cash funds in LMC 3.36
 2. Ordinance No. 1578 repealing the authorization of the Interlocal Drug Enforcement Fund (LMC 3.32)
-

ADVANTAGES:

1. Immediate access to funds to address emerging needs.
2. Provide immediate financial resources to assist vulnerable individuals from becoming homeless and/or improve their access to social services.
3. Break down barriers and build trust in the “system,” which will encourage greater engagement in services leading to permanent housing, employment, and self-sustainability.
4. Purchases will normally be limited to \$100. Any purchase exceeding \$100 will require the approval of a Commander or the Chief of Police. Purchases will be tracked through the Police Department and will be subject to an annual audit.
5. Removes unused sections of the LMC.

DISADVANTAGES:

1. Insignificant increases to administrative duties to properly account for the new Social Service cash fund.

ORDINANCE NO. 1577

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO IMPREST PETTY CASH FUNDS, AMENDING SECTION 3.36.030 AND ADOPTING A NEW SECTION 3.36.050, ALL OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the City's Finance Director has reviewed the maximum dollar amount set by ordinance for the law enforcement investigative fund and has recommended that said amount be increased, and

WHEREAS, there is a need for immediate access to funds to conduct minor quality of life purchases for vulnerable citizens while performing community outreach services.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Section 3.36.030 of the Lacey Municipal Code is hereby amended to read as follows:

Law enforcement investigative fund.

There is created within the current expense fund of the city an imprest petty cash fund known as the law enforcement investigative fund. The fund will be maintained in a bank as a checking account in an amount not to exceed \$52,000 and will be administered pursuant to administrative regulations established by the city all in accordance with the requirements of the Washington State Auditor for the purpose of making expenditures for confidential law enforcement investigations.

Section 2. There is hereby added to the Lacey Municipal Code a new section 3.36.050 to read as follows:

Social service fund.

There is created within the current expense fund of the city an imprest petty cash fund known as the social service fund. The fund will be maintained in a bank as a checking account in an amount not to exceed \$5,000 and will be administered pursuant to administrative regulations established by the city all in accordance with the requirements of the Washington State Auditor for the purpose of making minor purchases to assist vulnerable citizens while performing community outreach services.

Section 3. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the

correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this 7th day of January, 2021.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1577

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on January 7, 2021, Ordinance No. 1577 entitled “**AN ORDINANCE OF THE CITY OF LACEY RELATED TO IMPREST PETTY CASH FUNDS, AMENDING SECTION 3.36.030 AND ADOPTING A NEW SECTION 3.36.050, ALL OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.**”

The main points of the Ordinance are described as follows:

1. The Ordinance amends section 3.36.030 of the Lacey Municipal Code related to an imprest petty cash fund known as the law enforcement investigative fund.
2. The Ordinance adopts a new section 3.36.050 of the Lacey Municipal Code creating a social service imprest petty cash fund.
3. The Ordinance approves this Summary for Publication.

A copy of the full text of this ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

City Clerk

Published: January 11, 2021

ORDINANCE NO. 1578

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO THE INTERLOCAL DRUG ENFORCEMENT FUND, REPEALING CHAPTER 3.32 OF THE LACEY MUNICIPAL CODE, AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, as of January 1, 2019, all Thurston County Joint Drug Task Force administrative duties were transferred to Thurston County Sheriff's Department, and

WHEREAS, there is no longer a need for a special fund within the funds and budget of the City of Lacey designated as the interlocal drug enforcement fund.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Chapter 3.32 of the Lacey Municipal Code is hereby repealed.

Section 2. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this 7th day of January, 2021.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1578

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on January 7, 2021, Ordinance No. 1578 entitled **“AN ORDINANCE OF THE CITY OF LACEY RELATED TO THE INTERLOCAL DRUG ENFORCEMENT FUND, REPEALING CHAPTER 3.32 OF THE LACEY MUNICIPAL CODE, AND APPROVING A SUMMARY FOR PUBLICATION.”**

The main points of the Ordinance are described as follows:

1. The Ordinance repeals chapter 3.32 of the Lacey Municipal Code related to the interlocal drug enforcement fund.
2. The Ordinance approves this Summary for Publication.

A copy of the full text of this ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

City Clerk

Published: January 11, 2021



LACEY CITY COUNCIL MEETING

January 7, 2021

SUBJECT: Proposed Imprest (Petty) Cash Fund Changes and Repeal Interlocal Drug Enforcement Fund

RECOMMENDATION: Upon review and concurrence, adopt separate ordinances rescinding Lacey Municipal Code (LMC) Chapter 3.32 and amending LMC Chapter 3.36.

STAFF CONTACT: Scott Spence, City Manager 
Robert Almada, Interim Chief of Police *RA*
Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Proposed Ordinance No. 1577](#)
2. [Proposed Ordinance No. 1578](#)

FISCAL NOTE: As outlined in staff report.

PRIOR REVIEW: The Finance and Economic Development Committee reviewed the proposals at its December 22, 2020, meeting and recommended full City Council consideration.

BACKGROUND:

There are three cash fund changes being proposed. The City Council authorizes all city cash funds within Title 3 Revenue and Finance of the Lacey Municipal Code (LMC). The proposed changes include the following:

1. Repeal the entire LMC Chapter 3.32, including two cash funds related to the operations of the Interlocal Drug Enforcement Fund.
2. Increase the Law Enforcement Investigative Fund to \$5,000 (LMC 3.36.030).
3. Add a new section authorizing a \$5,000 Social Service Fund (LMC 3.36.050).

Interlocal Drug Enforcement Funds

At the end of 2018, the accounting administration of the Thurston County Narcotics Task Force was transferred from the City of Lacey to Thurston County. The original proposal was limited to rescinding the sections authorizing two petty cash funds, the Imprest Petty Cash Fund (\$150) and the Drug Enforcement Investigative Fund (\$25,000). The cash funds were transferred to Thurston County, so the authorization is no longer necessary. However, the Finance and Economic Development Committee proposed the ordinance rescind LMC Chapter 3.32 in its entirety to reflect the actual practice and administration of the Thurston County Narcotics Task Force.

Law Enforcement Investigative Fund

\$2,500 is currently authorized amount for the Law Enforcement Investigative Fund. The Police Department reviewed its operations and determined an increase to \$5,000 would enhance its investigation activities. The proposed ordinance increases the authorized Law Enforcement Investigative Fund maximum amount to \$5,000.

Social Service Fund

Currently, the Lacey Police Department's Community Resource Unit cannot immediately access funds while conducting outreach services. When an emergent need arises, Lacey Police staff attempt to utilize outreach services from community organizations or utilize personal funds and apply for reimbursement with the Community Action Council (CAC). Funds coordinated through the CAC have a 48-72 hour turnaround for approvals.

Due to the Police Department and City of Lacey's active outreach efforts, there is a frequent need for officers and/or the outreach coordinator to have immediate access to funds for quality of life purchases. These purchases assist with overcoming barriers for those in need of social services, those experiencing homelessness, and those on the cusp of experiencing homelessness. The timely purchase of a critical item can often prevent someone from becoming homeless.

The proposed Social Service Cash Fund will be used to assist the most vulnerable with minor purchases (often under \$20) such as replacement state identifications, license renewals, DD 214's for veterans, and other documents needed to obtain social assistance. The fund may also be used to obtain necessities such as trash bags, water, food, and immediate crisis housing to provide for immediate needs and to enhance trust in our commitment to assist the client in need.

The custody and administrative oversight will comply with regulations established by the City and Washington State Auditor's Office. Like the Law Enforcement Investigative Fund, the Social Service Fund will be maintained at the City's bank as a checking account. The Police Department will be issued multiple bank cards for withdrawals. This will allow for 24-hour access to fund and adds a third-party bank reconciliation for addition internal controls.

As an added level of controls, purchases over \$100 will require the approval of a Police Commander or Chief of Police.

The proposed ordinance authorizes \$5,000 for the Social Services Fund.

Ordinances are limited to one subject, so it is requested that the City Council review the proposed LMC changes and upon concurrence adopt two separate ordinances.

1. Ordinance No. 1577 amending imprest (petty) cash funds in LMC 3.36
 2. Ordinance No. 1578 repealing the authorization of the Interlocal Drug Enforcement Fund (LMC 3.32)
-

ADVANTAGES:

1. Immediate access to funds to address emerging needs.
2. Provide immediate financial resources to assist vulnerable individuals from becoming homeless and/or improve their access to social services.
3. Break down barriers and build trust in the “system,” which will encourage greater engagement in services leading to permanent housing, employment, and self-sustainability.
4. Purchases will normally be limited to \$100. Any purchase exceeding \$100 will require the approval of a Commander or the Chief of Police. Purchases will be tracked through the Police Department and will be subject to an annual audit.
5. Removes unused sections of the LMC.

DISADVANTAGES:

1. Insignificant increases to administrative duties to properly account for the new Social Service cash fund.

ORDINANCE NO. 1577

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO IMPREST PETTY CASH FUNDS, AMENDING SECTION 3.36.030 AND ADOPTING A NEW SECTION 3.36.050, ALL OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the City's Finance Director has reviewed the maximum dollar amount set by ordinance for the law enforcement investigative fund and has recommended that said amount be increased, and

WHEREAS, there is a need for immediate access to funds to conduct minor quality of life purchases for vulnerable citizens while performing community outreach services.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Section 3.36.030 of the Lacey Municipal Code is hereby amended to read as follows:

Law enforcement investigative fund.

There is created within the current expense fund of the city an imprest petty cash fund known as the law enforcement investigative fund. The fund will be maintained in a bank as a checking account in an amount not to exceed \$52,000 and will be administered pursuant to administrative regulations established by the city all in accordance with the requirements of the Washington State Auditor for the purpose of making expenditures for confidential law enforcement investigations.

Section 2. There is hereby added to the Lacey Municipal Code a new section 3.36.050 to read as follows:

Social service fund.

There is created within the current expense fund of the city an imprest petty cash fund known as the social service fund. The fund will be maintained in a bank as a checking account in an amount not to exceed \$5,000 and will be administered pursuant to administrative regulations established by the city all in accordance with the requirements of the Washington State Auditor for the purpose of making minor purchases to assist vulnerable citizens while performing community outreach services.

Section 3. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the

correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this 7th day of January, 2021.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1577

CITY OF LACEY

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The main points of the Ordinance are described as follows:

1. The Ordinance amends section 3.36.030 of the Lacey Municipal Code related to an imprest petty cash fund known as the law enforcement investigative fund.
2. The Ordinance adopts a new section 3.36.050 of the Lacey Municipal Code creating a social service imprest petty cash fund.
3. The Ordinance approves this Summary for Publication.

A copy of the full text of this ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

City Clerk

Published: January 11, 2021

ORDINANCE NO. 1578

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO THE INTERLOCAL DRUG ENFORCEMENT FUND, REPEALING CHAPTER 3.32 OF THE LACEY MUNICIPAL CODE, AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, as of January 1, 2019, all Thurston County Joint Drug Task Force administrative duties were transferred to Thurston County Sheriff's Department, and

WHEREAS, there is no longer a need for a special fund within the funds and budget of the City of Lacey designated as the interlocal drug enforcement fund.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Chapter 3.32 of the Lacey Municipal Code is hereby repealed.

Section 2. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this 7th day of January, 2021.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1578

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on January 7, 2021, Ordinance No. 1578 entitled **“AN ORDINANCE OF THE CITY OF LACEY RELATED TO THE INTERLOCAL DRUG ENFORCEMENT FUND, REPEALING CHAPTER 3.32 OF THE LACEY MUNICIPAL CODE, AND APPROVING A SUMMARY FOR PUBLICATION.”**

The main points of the Ordinance are described as follows:

1. The Ordinance repeals chapter 3.32 of the Lacey Municipal Code related to the interlocal drug enforcement fund.
2. The Ordinance approves this Summary for Publication.

A copy of the full text of this ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

City Clerk

Published: January 11, 2021

2020 COUNCIL ASSIGNMENTS

Edited 12.30.2020

COUNCIL COMMITTEE	DATE / TIME	STAFF CONTACT	LOCATION	CHAIR	MEMBERS
Community Relations	1 st Monday - 11:00 a.m.	Dina Christensen 360.413.4387	Council Chambers	Steadman	Cox Steadman Kunkel
Finance	4 th Tuesday – 8:30 a.m.			Ryder	Ryder Pratt Greenstein
Government	4 th Tuesday – 9:30 a.m.			Pratt	Ryder Pratt Greenstein
Land Use	4 th Tuesday – 10:30 a.m.			Cox	Cox Pratt Greenstein
Transportation	1 st Tuesday – 12:00 p.m.			Cox	Cox Miller Steadman
Utilities	1 st Monday – 12:00 p.m.			Steadman	Kunkel Miller Steadman
INTERGOVERNMENTAL BOARDS & COMMISSIONS	DATE / TIME	STAFF CONTACT	LOCATION	DELEGATE	ALTERNATE
Community Action Council	4 th Wednesday 5:30 p.m. No meeting Nov. or Aug.	Ali Tope 360.438.1100 (x1132)	3020 Willamette Drive NE Lacey, WA 98503	Steadman	Cox
Economic Development Council	4 th Wednesday 12:00 p.m. – 1:30 p.m.	Michael Cade 360.754.6320	4220 6 th Avenue SE Lacey, WA 98503	Kunkel	Miller
Emergency Medical Services	3 rd Wednesday 3:30 p.m. – 5:00 p.m.	Sandra Bush 360.704.2784	2703 Pacific Ave SE Olympia, WA 98501	Greenstein	Steadman
Health & Human Services Council/ Coordinated Investment Program	2 nd Monday 1:00 p.m. – 3:00 p.m.	Tom Webster 360.867.2531	2000 Lakeridge Drive Building 1, Room 280 Olympia, WA 98502	Cox	Kunkel
Intercity Transit Authority	1 st & 3 rd Wednesday 5:30 p.m.	Pat Messmer 360.705.5860	526 Pattison SE Olympia, WA 98501	Cox	Greenstein
Joint Animal Services Commission	1 st Monday 5:30 p.m.	Sarah Hock 360.352.2510	Lacey City Hall Executive Boardroom	Pratt	Miller
LOTT Clean Water Alliance	2 nd Wednesday 5:30 p.m.	Maegen McAuliffe 360.664.2333 x5701	500 Adams Street NE Olympia, WA 98501	Pratt	Greenstein
Mayors’ Forum	1 st Friday 12:00 p.m. – 2:00 p.m.	Nicole Williams 360.438.2620	Rotates each month	Ryder	Pratt
Olympia-Lacey-Tumwater Visitor & Convention Bureau	3 rd Tuesday 3:00 p.m. - 5:00 p.m.	Jeff Bowe 360.704.7544	Various Locations	Kunkel	Miller
Olympic Region Clean Air Agency	2 nd Wednesday 10:00 a.m.	Debbie Moody 360.539.7610	2940 Limited Lane NW Olympia, WA 98502	Pratt	Cox
Solid Waste Advisory Committee	1 st Wednesday 10:00 a.m. – 11:30 a.m.	Amanda Romero 360.867.2282	9605 Tilley Road South Olympia, WA 98512	Steadman	Greenstein
TCOMM 911	1 st Wednesday 3:30 p.m.	Bre Skaggs 360.704.2729	2703 Pacific Ave SE, Rm. 119 Olympia, WA 98501	Greenstein	Steadman
Thurston County Law & Justice Council	January 21, April 15, July 15, October 21 4:30 p.m. – 6:00 p.m.	Mia Pagnotta 360.786.5868	2000 Lakeridge Drive Building 1, Room 280 Olympia, WA 98502	Greenstein	Steadman
Thurston Regional Planning Council	1 st Friday 8:30 a.m. (except Jan & July, 2 nd Fri)	Burlina Lucas 360.956.7823	2424-A Heritage Ct. SW Olympia WA 98502	Miller	Cox
Thurston Thrives	3 rd Monday 3:00 p.m. – 5:00 p.m.	Krosbie Carter 360.357.3362	809 Legion Way SE Olympia, WA 98501	Miller	Kunkel
Transportation Policy Board	1 st Friday 8:30 a.m.	Burlina Lucas 360.956.7823	2424-A Heritage Ct. SW Olympia WA 98502	Ryder	Steadman
AD HOC COMMITTEES	DATE / TIME	STAFF CONTACT	LOCATION	DELEGATE	
Law Enforcement Officers & Firefighters (LEOFF)	AS NEEDED	Kalie Nichols 360.438.2680	Executive Boardroom	Greenstein Steadman	
Lodging Tax Advisory Committee (LTAC)		Nicole Williams 360.438.2620	Council Chambers	Miller	
Regional Housing Council		Kelly Adams 360.412.2892	Executive Boardroom	Cox/Greenstein	
Thurston Chamber Shared Legislative Committee		Dave Schaffert 360.357.3362	TBD	Ryder	
Thurston County Coalition Against Trafficking (TCCAT)		Mary Shockman 360.259.7704	Executive Boardroom	Miller	
Lacey South Sound Chamber		Blake Knoblauch 360.491.4141	TBD	Kunkel/Steadman	
Lacey Youth Council		Kelly Adams 360.412.2892	Council Chambers	Ryder/Pratt	



LACEY CITY COUNCIL WORKSESSION

January 7, 2021

SUBJECT: Regional Housing Council Interlocal Agreement

RECOMMENDATION: Make a Motion to: Approve and Authorize the City Manager to Sign the Regional Housing Council Interlocal Agreement as Presented.

STAFF CONTACT: Scott Spence, City Manager 
Rick Walk, Director of Community & Economic Development

ORIGINATED BY: City Council

ATTACHMENTS: 1. [Regional Housing Council Interlocal Agreement](#)

FISCAL NOTE: The Regional Housing Council will provide guidance over existing federal, state and local funds addressing a broad range of social service needs with the Thurston County Region.

PRIOR REVIEW: August 6, 2020 - City Council Worksession
August 27, 2020 – City Council Meeting

BACKGROUND:

Over the last several months, the collective efforts of Thurston County and the cities of Lacey, Olympia, and Tumwater, worked to form a new partnership to replace Health and Human Services Council (HHSC). This effort proposes to create the Regional Housing Council as the primary advisory body to help guide and direct public funds to address social services and housing needs within the Thurston Region. A new interlocal agreement (ILA) formalizes this new direction. The ILA, included within the Council packet, has been modified to include acknowledgement that 2060 funds will continue be used as match to the HOME funds as requested by City Council.

The Regional Housing Council (RHC) will comprise of elected representatives and senior staff from Thurston County and the Cities of Lacey, Olympia, Tumwater. Councilmember Cox and Councilmember Greenstein (alternate) will represent the City of Lacey on the RHC. Scott Spence, City Manager and Rick Walk, Director of Community & Economic Development provide staff support.

The purpose of the RHC is to be a regional forum to discuss and coordinate actions related

to housing and homelessness and to leverage resources and partnerships through policies and projects that promote equitable access to safe and affordable housing.

Specifically, the RHC will make recommendations related to funding a regional response to homelessness and affordable housing through existing and future Federal, State, and local funding programs, which may include but not limited to:

- RCW 36.22.179 (ESSHB 2163)
- RCW 36.22.178 (SHB 2060) funds
- HOME Investment Partnership Program ("HOME")
- Consolidated Homeless Grant ("CHG")
- Housing and Essential Needs ("HEN")
- RCW 82.14.540 (SHB 1406)
- Community Development Block Grant ("CDBG")
- And, other related funding sources such as a regional home fund to help implement the five-year HCRP and increase affordable housing options.

Originally, the City Council approved the ILA at its August 27, 2020, meeting. At that time the ILA included the communities of Tenino, Rainier, and Bucoda. Subsequent to the City Council's passage of the ILA, Tenino, Rainier, and Bucoda, informed Thurston County that they would not be participating. As a result, the original ILA was never ratified, and a new ILA is necessary, excluding the three communities, to formalize the RHC.

Upon review of the final ILA, Council may discuss and ask questions related to the proposal. Councilmember Cox, Councilmember Greenstein and staff will be able to respond to questions related to the formation of RHC.

**INTERLOCAL AGREEMENT FOR
DISSOLVING THE HEALTH AND HUMAN SERVICES COUNCIL, THE COMMUNITY
INVESTMENT PARTNERSHIP, AND CREATING THE REGIONAL HOUSING COUNCIL**

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into pursuant to the authority of Chapter 39.34 RCW in duplicate originals between the City of Olympia, Washington, a Washington municipal corporation; the City of Lacey, Washington, a Washington municipal corporation; the City of Tumwater, Washington, a Washington municipal corporation; the City of Yelm, Washington, a Washington municipal corporation; and Thurston County, Washington, a Washington municipal corporation; collectively referred to as "Jurisdictions" and individually as "Jurisdiction."

In consideration of the terms, conditions, covenants, and performances contained herein, it is mutually agreed by the Jurisdictions as follows:

WHEREAS, there is a homeless crisis in Thurston County; and

WHEREAS, the Thurston County Board of Health ("BOH") has declared homelessness a public health crisis; and

WHEREAS, the Thurston County Board of County Commissioners ("BoCC") has adopted a five-year Homeless Crisis Response Plan ("HCRP"); and

WHEREAS, the City of Olympia has also declared a public health emergency related to homelessness and is developing a Homeless Response Plan; and

WHEREAS, the Cities of Tumwater and Lacey have invested significant time and energy developing strategic approaches to homelessness and housing issues; and

WHEREAS, the COVID-19 pandemic has dramatically compounded the emergent housing and homeless situation in Thurston County; and

WHEREAS, the residential vacancy rate is below 5% and rental rates have continued to climb making housing less affordable to a growing segment of area residents; and

WHEREAS, in the urban portion of the county, approximately 50% of the residents are renters; and

WHEREAS, Thurston County's poverty rate is 11% and the United Way's ALICE (Asset Limited, Income Constrained, Employed) report indicates that 36% of Thurston County households are rent burdened, which is defined as paying more than 30% of their income for housing; and

WHEREAS, the Jurisdictions agree that it is mutually beneficial to share decision making responsibilities related to homelessness and affordable housing in Thurston County; and

WHEREAS, the Jurisdictions agree that it is mutually beneficial to collaborate to expand affordable housing options and share the planning for, identification of, and resource allocation to activities and programs intended to support individuals experiencing homelessness in

Thurston County; and;

WHEREAS, the Jurisdictions agree that by collaborating, these activities and programs will be delivered more efficiently and effectively and the costs and impacts of managing them will be shared equitably by the Jurisdictions; and

WHEREAS, the Jurisdictions agree that dissolving the Health and Human Services Council ("HHSC") and creating the Regional Housing Council ("RHC") will aid in efficient and effective decision making related to responding to the homeless and housing affordability crisis.

NOW, THEREFORE, it is hereby agreed as follows:

1. Regional Housing Council to Replace Health and Human Services Council.

The signatories of this agreement hereby agree to dissolve the HHSC and create the RHC. All records related to the HHSC shall be preserved by Thurston County. Dissolving the HHSC does not change any prior commitments made by that Council. Any assets remaining with the HHSC are hereby transferred to the RHC.

2. Purpose of the RHC.

- A. The primary purpose of the RHC is to leverage resources and partnerships through policies and projects that promote equitable access to safe and affordable housing. The RHC will consider issues specifically related to funding a regional response to homelessness and affordable housing and how to better coordinate existing funding programs, which may include, RCW 36.22.179 (ESSHB 2163) and RCW 36.22.178 (SHB 2060) funds, HOME Investment Partnership Program ("HOME"), Consolidated Homeless Grant ("CHG"), Housing and Essential Needs ("HEN"), RCW 82.14.540 (SHB 1406), Community Development Block Grant ("CDBG") and other related funding sources such as a regional home fund to help implement the five-year HCRP and increase affordable housing options.
- B. To achieve this purpose, the RHC may assist in monitoring the implementation of the County's five-year HCRP by setting priorities and making funding decisions on projects and programs that implement the HCRP. Additionally, the RHC may provide a forum for consideration of policy options related to homelessness and to encourage development of regional approaches to planning for, responding to, and funding homeless services and facilities and expanding affordable housing options.

3. Term.

The term of this Agreement shall be effective upon the approval of the last Jurisdiction's governing body, and shall be effective for five years, unless amended pursuant to Section 12 of this Agreement. Prior to commencement, this Agreement shall be filed or posted in accordance with RCW 39.34.040. This Agreement may be extended upon the mutual written approval of the Jurisdictions on an annual basis thereafter.

4. Governance.

- A. The RHC shall consist of one voting member and one alternate member from each of the Jurisdictions which comprise more than 5% of the county population.
- B. Individual jurisdictions which comprise less than 5% of the county population may participate on the RHC in a non-voting capacity.
- C. One voting member and one alternate member shall be selected by and from the group of Jurisdictions whose population is 5% or less of the county population.
- D. Each Jurisdiction shall send a decision-making member of its staff to support and participate on the RHC in a non-voting capacity.
- E. The chairs of the Technical and Communications Working Teams, as established in Section 9 of this Agreement and the program manager of the Lead Agency, as established in Section 8 of this Agreement, shall serve in an ex officio capacity and will also participate in the RHC in a non-voting capacity.
- F. The RHC may invite subject matter experts, such as representatives of the Housing Action Team ("HAT"), to provide input and information to inform the work of the RHC. The RHC recognizes the role of the Homeless Housing Hub ("HHH") as the local Continuum of Care.
- G. All meetings of the RHC shall be open and public as provided for in Title 42.30 RCW.
- H. A quorum, defined as a minimum of three (3) voting members, is required to hold a meeting.
- I. It is the intent of the RHC to operate based on consensus. If a consensus cannot be achieved, action by the RHC shall be by vote of those members present. A minimum of three (3) affirmative votes are required to approve an action. Absent voting members cannot delegate their voting authority, however, alternate members shall have full voting rights when the regular member is not present. Non-voting members, decision-making staff (as specified in Paragraph D of this Section), Working Team Chairs, and ex officio members shall not have a vote; however, they are encouraged to participate in committee discussions and deliberations.
- J. If necessary, actions taken by the RHC shall be taken for final consideration and approval to the respective legislative Councils and Commissions.
- K. Officers shall be elected annually by vote of the members. The RHC shall annually elect a chair and vice-chair. Either the chair or vice-chair shall be from the Lead Agency, as described in Section 8 of this Agreement. The duties of the chairs shall be to preside over the RHC meetings and provide a direct link to the RHC with administrative staff of the Lead Agency. The vice chair will preside over the RHC meeting if the chair is not present and will support the chair in their duties.
- L. Membership of the RHC may only be increased or changed following an affirmative

vote of the members of the RHC and by amending this Agreement as provided in Section 12 below.

- M. The RHC may adopt a set of bylaws setting forth the manner in which it will perform its functions.

5. Scope of Work.

- A. The responsibilities of the RHC SHALL include, but are not limited to:

- a. Making recommendations to regional elected and appointed leaders on funding decisions related to implementing the five year HCRP and expanding shelter and affordable housing, including but not limited to ESSHB 2163 and SHB 2060 funds, HOME, CHG, HEN, SHB 1406, dollars and other funding sources as may be created or identified in the future.
- b. Recommending an annual RHC budget, which shall detail the authorized expenditures for the coming fiscal year, for approval by the governing body of each Jurisdiction. The fiscal year for the RHC shall be July 1 to June 30.
- c. Establishing an annual RHC work plan, specifying the activities planned for the coming fiscal year, to accompany the recommended annual budget.
- d. Submitting an annual report to the governing body of each Jurisdiction, apprising that Jurisdiction of the tasks undertaken and accomplishments of the RHC in the previous fiscal year.

- B. The responsibilities of the RHC MAY include, but are not limited to:

- a. Monitoring the five-year HCRP and support actions necessary to implement the plan.
- b. Identifying and supporting projects, programs, and policies that increase shelter and affordable housing throughout the region.
- c. Identifying and supporting projects, programs, and policies that further the objectives of the HCRP and will reduce the number of unsheltered individuals living in the Jurisdictions.
- d. Identifying and supporting the construction and operation of supportive housing options and units in the Jurisdictions.
- e. Serving as a regional forum for development and implementation of policies, programs, and projects related to homelessness and affordable housing.
- f. Developing communication protocols to assist local elected officials and the community in understanding the extent and nature of the homeless and housing crisis in the Jurisdictions.

- g. Considering changes to the organization structure necessary to create organizational capacity to effectively carry out these responsibilities over the long term. This may include a review of role and relationship between the RHC and the HHH, HAT, and other groups playing a role in the housing and homeless policy development and funding decisions.
- h. Taking other appropriate and necessary action to carry out the purposes of this Agreement, provided that any commitment of resources outside the scope of the annual budget or policies not within the annual work plan shall be subject to the ultimate approval of the governing bodies.

6. Funding.

- A. Members agree to pool funding including, but not limited to, ESHB 2163, SHB 2060, HOME, CHG, SHB 1406, Human Services Fund (HSF), and other related funding sources as may be identified or created in the future to the extent allowed by federal and state law.
- B. The Jurisdictions comprising 5% or more of the County population shall allocate a minimum annual amount equal to not less than one half of one percent of the last full year of general sales and use taxes pursuant to RCW 82.14.030(1) as of the time the jurisdiction is adopting its budget to HSF for projects, programs, and activities providing direct support to our Jurisdictions' most vulnerable residents. For example, the 2020 funding contribution for a jurisdiction adopting its budget in the fall of 2019 would be based upon the 2018 full year of collections. In addition, any jurisdiction may choose to contribute additional funding subject to the approval of its Council and the requirements of the applicable fund source. The funds will be incorporated as part of the RHC's purview. Funds remaining at the end of the calendar year shall be available for expenditure in the following year. The Lead Agency shall earmark such funds for future expenditures, and, if necessary, budget the same in the adoptive budget for the ensuing year.
 - a. The Lead Agency will utilize 10% of the annual required funding contribution by the participating Jurisdictions, pursuant to Section 6.B, above, for administrative costs, such as contract and fiscal management.
 - b. Jurisdictions that individually comprise less than 5% of the county population shall be exempt from the HSF allocation.
- C. All funds contributed by members of the RHC and any other funds devoted to the purposes set forth in this Agreement, shall be deposited in the treasury of the Lead Agency, as described in Section 8, for the period in which the funds are to be expended.
- D. The SHB 2060 surcharge funds will be used as the twenty-five percent (25%) match requirement for HOME entitlement funds.

- E. Unspent funds may be carried over and used in subsequent years to the extent allowed by federal and state law for projects, programs, and activities consistent with this Agreement.
- F. The RHC will make funding recommendations and will serve in an advisory capacity to the BoCC, which have final approval of awards and distribution of grant funding. The BoCC shall give substantial weight and consideration to the recommendations of the RHC. With respect to the HSF, the BoCC will authorize funding for these grants, but will not change the award selection.
- G. In the event the BoCC deviates from the funding recommendations provided by the RHC, the BoCC will provide revised recommendations to the RHC for consideration. After the RHC reviews the BoCC revised recommendations, the RHC will submit a final recommendation to the BoCC. The BoCC will assess the final recommendations by the RHC and make a final decision.
- H. Jurisdictional allocations of the CDBG fund shall take into consideration the goals, objectives, programs, and projects developed and approved by the RHC.

7. Contribution.

- A. Each Jurisdiction that is a member under Section 4.A of this Agreement, shall strive to make an in-kind contribution of up to 0.25 FTE staff to support the work of the RHC. Staff support may include, but is not limited to, participation on Working Teams as defined under Section 9 of this Agreement, tasks identified in the annual work plan required under Section 5.A.c, or tasks to support the operation of the RHC. As needed, Jurisdictions shall discuss dedicating additional staff resources beyond a 0.25 FTE to achieve the annual work plan or to implement special projects.
- B. Costs associated with the operations of the RHC in excess of the revenues available from program funded administrative allocations shall be distributed among the Jurisdictions on a pro rata basis using the most recent population figures provided by the State of Washington:
- C. These operational costs may include but are not limited to staff, office space, furnishing, equipment and supplies, and administrative overhead necessary for the Lead Agency to support the RHC. Where administrative dollars are provided for in the funding source, these funds shall be used to offset operational costs of the RHC to the extent allowed by the funding source. These administrative costs shall be allocated to the Fiscal Agent of the RHC, as described in Section 8 of this Agreement.

8. Lead Agency.

Thurston County will act as the Fiscal Agent and Lead Agency on behalf of the Jurisdictions in administering all contracts and processing all invoices and receipts. Thurston County shall name a program manager who shall be responsible for the operations of the RHC. The task of the program manager will include, but are not limited to: meeting coordination and agenda

preparation in consultation with the chair and vice-chair, preparation of meeting minutes, support to develop and implement the annual work plan, and coordination of the annual request for proposal and award process. The Lead Agency will submit invoices to each Jurisdiction for their share of the costs as identified in Section 6.B.a. The Jurisdiction will remit payment to the Lead Agency no later than 30 days from the date of the invoice.

The Lead Agency and Fiscal Agent roles shall be revisited every 5 years throughout the duration of this Agreement.

9. Working Teams.

The RHC may use the following staff Working Teams to inform and support the RHC:

- Technical Working Team to provide objective technical feedback regarding project and policy proposals.
- Communications Working Team to develop clear and coordinated communications around project and policy proposals and funding recommendations

Each voting member Jurisdiction that is a member under Section 4.A of this Agreement will assign at least one staff member to participate on each Working Team. The RHC may create additional Working Teams or dissolve Working Teams in accordance with Section 4.I of this Agreement.

10. Relationship of the Jurisdictions.

This Agreement is for the benefit of the Jurisdictions, No separate legal entity is created by this Agreement. No administrator or joint board is created by this Agreement, although a Fiscal Agent and Lead Agency are established by Section 8 herein. No personal or real property is to be jointly acquired or held. Each Jurisdiction is responsible for directing the work of its staff. RHC members may not direct or supervise the work of staff from another Jurisdiction. An RHC chair or vice-chair may coordinate and work with staff from another Jurisdiction to fulfill the responsibilities of the RHC.

11. Indemnification and Hold Harmless.

- A. To the extent permitted by law, each Jurisdiction agrees to indemnify, defend, and hold harmless the other Jurisdiction, their officers, officials, employees, agents, and volunteers from and against any and all claims, demands, damages, losses, actions, liabilities, expenses, and judgments of any nature whatsoever, including without limitation, court and appeal costs and attorneys' fees, to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, caused by or arising out of any negligent act, errors, or omissions, of that Jurisdiction, its employees, agents, or volunteers or arising out of, in connection with, or incident to that Jurisdiction's performance or failure to perform any aspect of this Agreement.
- B. The Jurisdictions waive their immunity under the Washington State Industrial Insurance Act, Title 51 RCW, to the extent required by this indemnification and hold

harmless provision. Provided, however, the foregoing waiver shall not in any way preclude a Jurisdiction from raising such immunity as a defense against any claim brought against a Jurisdiction by any of the Jurisdiction's respective employees. This waiver has been mutually negotiated by the Jurisdictions.

- C. The provisions of this section shall survive the completion or expiration of this Agreement or termination whether termination is by all Jurisdictions, or by one or more Jurisdictions.
- D. The Jurisdictions agree to support each other in pursuing these purposes and responsibilities and operate in good faith and partnership in carrying them out. Risk and accountability shall be shared to the extent possible by the Jurisdictions.

12. Amendments.

This Agreement may be amended as needed by mutual written agreement of all Jurisdictions as executed by each Jurisdiction's authorized governing authority as provided in Chapter 39.34 RCW.

13. Termination.

This Agreement may be terminated as to any single Jurisdiction when the terminating Jurisdiction provides written notice to all other Jurisdictions, as set out in Section 14, at least 60 days prior to its intended withdrawal from this Agreement. The withdrawing Jurisdiction agrees to be responsible for its share of any costs incurred or encumbered pursuant to this Agreement through the remainder of the year of such withdrawal.

14. Jurisdiction Representative.

The following are designated as representatives of the respective Jurisdictions. Notice provided for in this Agreement shall be sent to the designated representatives by certified mail to the addresses set forth below. Notice will be deemed received three business days following posting by the U.S. Postmaster.

City of Lacey, c/o City Manager, 420 College Street SE, Lacey, WA 98503

City of Olympia, c/o City Manager, P.O. Box 1967, Olympia, WA 98507

City of Tumwater, c/o City Administrator, 555 Israel Road SW, Tumwater, WA 98501

City of Yelm, c/o Mayor, 105 Yelm Ave W., Yelm, WA 98597

Thurston County, c/o County Manager, 2000 Lakeridge Drive SW, Olympia, WA 98502

15. Governing Law and Venue.

This Agreement has been and shall be construed as having been made and delivered within

the State of Washington, and it is agreed by each Jurisdiction hereto that this Agreement shall be governed by the laws of the State of Washington both as to its interpretation and performance. Any action of lawsuit in equity, or judicial proceeding arising out of this Agreement shall be instituted and maintained only in a court of competent jurisdiction in Thurston County, Washington.

16. Severability.

If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the Jurisdictions' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid. If any provision of this Agreement is in direct conflict with any statutory provision of the state of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

17. Entire Agreement.

The Jurisdictions agree that this Agreement, is the complete expression of its terms and conditions. Any oral or written representations or understandings not incorporated in this Agreement are specifically excluded.

18. Non-Waiver of Rights.

The Jurisdictions agree that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

19. Equal Opportunity to Draft.

The Jurisdictions have participated and had an equal opportunity to participate in the drafting of this Agreement. No ambiguity shall be construed against any Jurisdiction upon a claim that that Jurisdiction drafted the ambiguous language.

IN WITNESS WHEREOF, the Parties hereto have caused this Interlocal Agreement to be executed by the dates and signature herein under affixed. The persons signing this Interlocal Agreement on behalf of the Parties represent that each has authority to execute this Interlocal Agreement on behalf of the Party entering into this Interlocal Agreement.

Thurston County

City of Lacey

John Hutchings, Chair of the Board of County
Commissioners

Scott Spence, City Manager

Date

Date

Approved as to form:
JON TUNHEIM
PROSECUTING ATTORNEY

Approved as to form:

By: _____
Deputy Prosecuting Attorney

By: _____
City Attorney

City of Olympia

City of Tumwater

Steven J. Burney, City Manager

Pete Kmet, Mayor

Date

Date

Approved as to form:

Approved as to form:

By: _____
City Attorney

By: _____
City Attorney

City of Yelm

JW Foster, Mayor

Date

Approved as to form:

By: _____
City Attorney



LACEY CITY COUNCIL MEETING

January 7, 2021

SUBJECT: Manhole Rehabilitation 2020 Project

RECOMMENDATION: Motion to award Lacey Contract Number PW 2020-24 to low bidder Northwest Cascade, Inc. from Puyallup, WA in the amount of \$395,021.52.

STAFF CONTACT: Scott Spence, City Manager *SS*
Scott Egger, P.E., Public Works Director *SE*
Peter Brooks, P.E., Water Resources Manager *PB*
Teri O'Neal, P.E., Senior Utility Engineer *TO*
Tyson Poeckh, P.E., Ph.D., Project Administrator *TP*
Puna Clarke, P.E., Utility Engineer *LC*

ORIGINATED BY: Public Works Department

ATTACHMENTS: NONE

FISCAL NOTE: Council approved the Wastewater Capital Funds as part of the 2020 and 2021 Budget. The Manhole Rehabilitation project is listed as a 2020 and 2021 Wastewater Capital Fund project. Funding for the project is provided through the fund source WW20WW 411-3518.535-90.

PRIOR REVIEW: N/A

BACKGROUND:

The Manhole Rehabilitation 2020 project will rehabilitate manholes and lift station wet wells that have reached the end of their useful life and require frequent repair and maintenance. Maintenance staff identified and the design engineer verified multiple manholes and a lift station wet well as needing repairs, rehabilitations, and special inspection services for coatings. This project will rehabilitate thirty-one (31) manholes and one (1) lift station wet well. For reference, there are over 4,000 manholes in our inventory.

The project was advertised for approximately two weeks and bids were opened December 16, 2020. Six (6) bids were received. The first low bidder was rejected due to an irregular

proposal. The next low bidder was \$395,021.52. The Engineer's Estimate is \$571,505.60. A Bid Summary Sheet is below.

Northwest Cascade, Inc. is qualified and capable of performing the work. Start date is anticipated to be in February and there are 80 working days allotted.

ADVANTAGES:

1. The rehabilitated manholes improve the City's wastewater infrastructure and reduce operation maintenance and increase efficiency.
2. Northwest Cascade, Inc. has worked for the City recently completing the project on time and within budget.

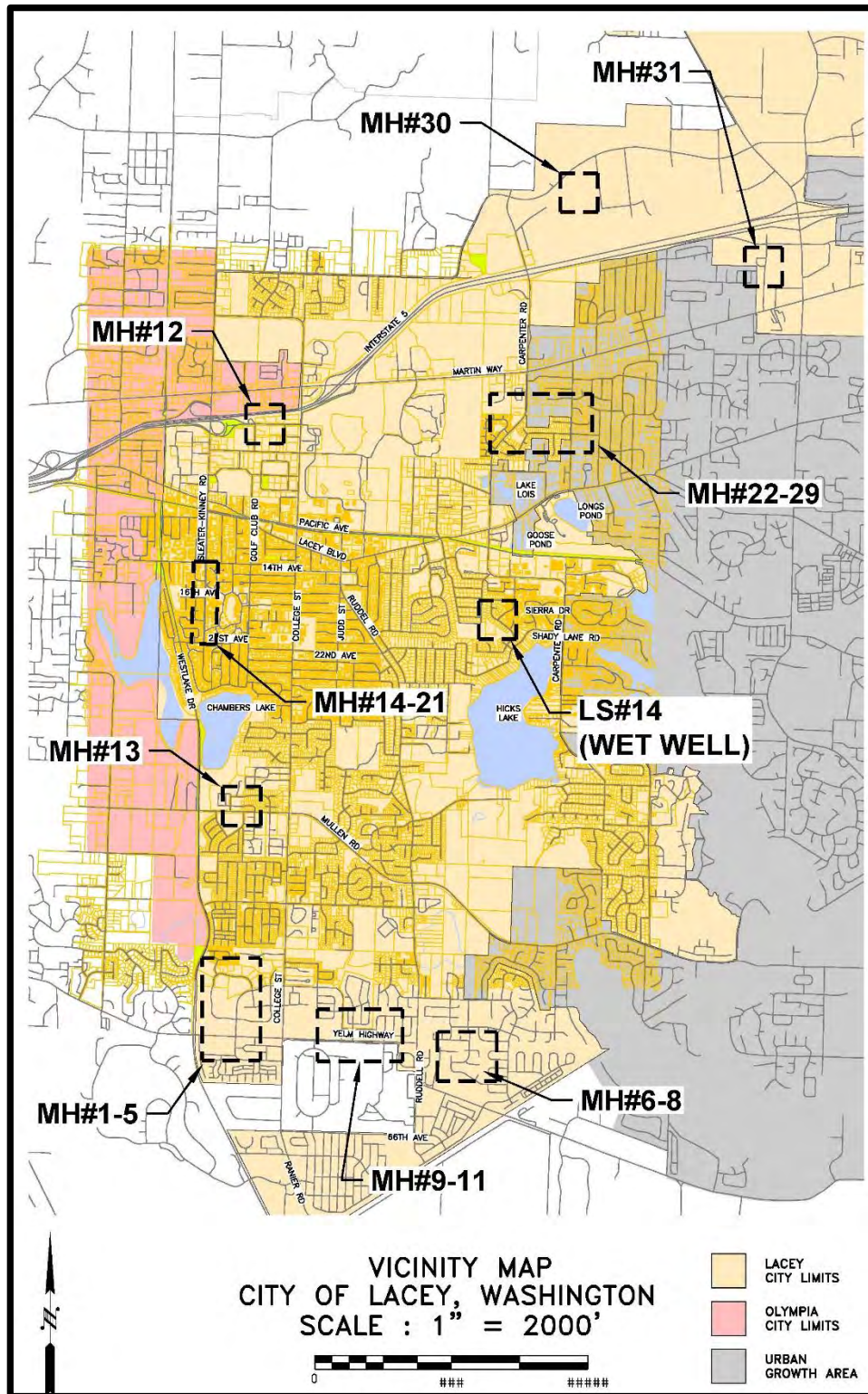
DISADVANTAGES:

1. Due to the limited site area, traffic congestion around the worksite and parking lot can be expected during construction.

BID SUMMARY

City of Lacey Manhole Rehabilitation 2020 PW 2020-24		
Contractor	Bid Amount	Pos
Northwest Cascade Inc.	\$395,021.52	1
Rognlin's, Inc.	\$437,381.20	2
South Sound Contractors	\$460,420.84	3
Black Hills Excavating Inc.	\$515,969.78	4
Nova Contracting, Inc.	\$531,421.44	5
Sun Coast Environmental NW, Inc.	REJECTED	N/A
Engineer's Estimate: \$571,505.60		

PROJECT LOCATION MAP



FINANCE & ECONOMIC DEVELOPMENT COMMITTEE MINUTES

DECEMBER 22, 2020

9:00 A.M. – 9:12 A.M.

REMOTE ONLY

COUNCIL PRESENT: MAYOR RYDER (CHAIR), DEPUTY MAYOR PRATT, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: SCOTT SPENCE, TROY WOO, ROBERT ALMADA, PERI EDMONDS, DINA CHRISTENSEN

ACTION: APPROVE FINANCE & ECONOMIC DEVELOPMENT COMMITTEE AGENDA
MOTION: MOTION MADE, SECONDED, AND CARRIED BY MAYOR RYDER AND DEPUTY MAYOR PRATT. MOTION CARRIED.

PROPOSED IMPREST (PETTY) CASH FUND CHANGES

STAFF: TROY WOO, FINANCE DIRECTOR
ACTION: RECOMMEND INCREASING LAW ENFORCEMENT INVESTIGATIVE FUND TO \$5,000 (LMC 3.36.030), ADD NEW SECTION AUTHORIZING \$5,000 SOCIAL SERVICE FUND (LMC 3.36.050), REPEAL INTERLOCAL DRUG ENFORCEMENT FUND (LMC 3.32), AND FORWARD TO FULL CITY COUNCIL FOR APPROVAL
MOTION: MOVED AND SECONDED BY DEPUTY MAYOR PRATT AND COUNCILMEMBER GREENSTEIN. MOTION CARRIED.

Staff proposed three cash fund changes. The City Council authorizes all City cash funds within Title 3 Revenue and Finance of the Lacey Municipal Code (LMC). The proposed changes include the following:

1. Repeal two cash funds related to operations of the Interlocal Drug Enforcement Fund (LMC 3.32.050 and 3.32.060).
2. Increase Law Enforcement Investigative Fund to \$5,000 (LMC 3.36.030).
3. Add new section authorizing \$5,000 Social Service Fund (LMC 3.36.050).

Interlocal Drug Enforcement Funds

At the end of 2018, the accounting administration of the Thurston County Narcotics Task Force was transferred from the City of Lacey to Thurston County. Two funds are currently authorized, the Imprest Petty Cash Fund (\$150) and the Drug Enforcement Investigative Fund (\$25,000). The funds were transferred to Thurston County so the

authorization is no longer necessary. The proposed ordinance rescinds the sections relating to the two Imprest funds.

Law Enforcement Investigative Fund

\$2,500 is the current authorized amount for the Law Enforcement Investigative Fund. The Police Department reviewed its operations and determined an increase to \$5,000 would enhance its investigation activities. The proposed ordinance increases the authorized maximum amount to \$5,000.

Social Service Fund

Currently, the Lacey Police Department's Community Resource Unit cannot immediately access funds while conducting outreach services. When an emergent need arises, Lacey Police staff attempt to utilize outreach services from community organizations or utilize personal funds and apply for reimbursement with the Community Action Council (CAC).

The proposed fund will be used to assist the most vulnerable with minor purchases such as replacement state identifications, license renewals, DD 214's for veterans, and other documents needed to obtain social assistance. The custody and administrative oversight will comply with regulations established by the City and Washington State Auditor's Office. The proposed ordinance authorizes \$5,000 for the Social Services Fund.

GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE
DECEMBER 22, 2020
9:30 A.M. – 9:56 A.M.
REMOTE ONLY

COUNCIL PRESENT: DEPUTY MAYOR PRATT (CHAIR), MAYOR RYDER, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: SCOTT SPENCE, ROBERT ALMADA, SARAH HOCK, PERI EDMONDS, DINA CHRISTENSEN

ACTION: APPROVE THE GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE AGENDA

MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER GREENSTEIN AND MAYOR RYDER. MOTION CARRIED.

POLICE DEPARTMENT INDEPENDENT INVESTIGATION TEAM (IIT)

STAFF: ROBERT ALMADA, INTERIM POLICE CHIEF

ACTION: AUTHORIZE CITY MANAGER TO SIGN CMIIT AGREEMENT

MOTION: MOVED AND SECONDED BY COUNCILMEMBER GREENSTEIN AND MAYOR RYDER. MOTION CARRIED.

With the passage of Initiative 940, the Lacey Police Department is required to provide a completely independent criminal investigation of any use of deadly force by its officers. The suggested approach is an Interlocal Agreement (ILA) with other local agencies to pool resources and provide rapid response times.

The heads of the Detective Units for Lacey, Olympia, Tumwater, and Yelm (Capitol Metro area cities) have prepared an ILA to provide these mandated services for each other in the event of an officer involved use of deadly force. The proposed ILA has been vetted by each participating city's attorney.

Under Resolution 1067, the Interlocal Agreements Approval Process approved by City Council, the City Manager will sign the new Capital Metro IIT Interlocal Agreement. The City Manager will provide an update to the full City Council.

REGULATION OF RETAIL SALES OF DOGS AND CATS

STAFF: SARAH HOCK, EXECUTIVE DIRECTOR JOINT ANIMAL SERVICES
ACTION: RECOMMEND FORWARDING AN ORDINANCE REGULATING THE RETAIL SALE OF DOGS, CATS, AND RABBITS IN PET STORES AND ONLINE TO THE FULL CITY COUNCIL FOR APPROVAL
MOTION: MOVED AND SECONDED BY COUNCILMEMBER GREENSTEIN AND MAYOR RYDER. MOTION CARRIED.

The Joint Animal Services Commission recommends adoption of an ordinance to restrict the retail sale of dogs, cats, and rabbits in pet stores. Other local communities in the state of Washington have adopted similar measures as well as more than 350 other cities, counties, and states that prohibit pet stores from selling commercially bred pets and instead allow for the adoption of pets sourced from shelters or rescue groups.

Preemptive ordinances, such as the one the City of Lacey is considering, protect constituents from predatory lending practices pet store's offer and from inadvertently supporting the puppy mill industry.

This ordinance would not affect any current businesses within the City of Lacey. A humane pet store ordinance is business friendly. Pet stores such as PetSmart or Petco would be able to continue business as usual. They are industry leaders and examples of successful business models that partner with animal shelters, humane societies, and other nonprofit rescue groups to promote and adopt out dogs, cats, and rabbits. Last year, 1 in 5 adoptable pets found their homes through this partnership nationally.

The Committee recommends including language relating to online sales.