



City Council Regular Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, January 21, 2025

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Land Acknowledgment

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

5. Approval of Agenda and Consent Agenda Items

- A. Approval of the Council Minutes of January 7, 2025
- B. Approval of wages, claims, and transfers for December 11, 2024, through January 10, 2025

6. Public Recognitions and Presentations

A. Lacey Loves to Read Bookmark Winner's Recognition

Jeannette Sieler, Recreation Supervisor for Lacey Parks

Raina Sedore, Youth Services Librarian

Jami Roberts, Director of English Language Arts, Library Programs North Thurston Public Schools

7. Proclamations

A. Lacey Loves to Read Month

Jeannette Sieler, Recreation Supervisor for Lacey Parks

Raina Sedore, Youth Services Librarian

Jami Roberts, Director of English Language Arts, Library Programs North Thurston Public Schools

8. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

9. Public Hearing

A. Multi-Family Tax Exemption

Jennifer Adams, Housing Coordinator

10. Resolutions

A. Resolution 1162: Tolmie Park Estates Sewer ULID

Peter Brooks, Water Resources Manager

11. Ordinances

A. Ordinance 1672 Draham Road/Cuoio Park North Island Annexation

Ryan Andrews, Planning Manager

12. Mayor's Report

A. Human Services Commissioner Appointments

Andy Ryder, Mayor

13. City Manager's Report

A. Interlocal Agreement: Accessory Dwelling Unit

Hans Shepherd, Senior Planner

Sarah Bartz, Assistant Planner

B. Contract Award: College Street NE Extension

Chris Stolberg, Transportation Engineer

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 Malcolm Miller:

1. Economic Development Council (EDC)
2. Lodging Tax Advisory Committee (LTAC)
3. Thurston County Coalition Against Trafficking (TCCAT)
4. Joint Animal Services Commission (JASCOM)

C. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
 2. TCOMM911
 3. Opioid Abatement Council Independent Subcommittee
- D. Councilmember Michael Steadman:
1. Nisqually River Council
 2. Thurston County Law & Justice Council
 3. Olympic Region Clean Air Agency (ORCAA)
- E. Councilmember Carolyn Cox:
1. LOTT Clean Water Alliance
 2. Regional Housing Council
 3. Intercity Transit Authority
- F. Councilmember Robin Vazquez:
1. Thurston Climate Mitigation Collaborative
 2. Thurston Regional Planning Council (TRPC)
- G. Councilmember Nicolas Dunning:
1. Thurston Thrives
 2. Solid Waste Advisory Committee (SWAC)
 3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)

16. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

In-Person	Council Chambers at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Zoom:	https://us02web.zoom.us/webinar/register/WN_aVtaCTS2QTOUwj40MqqEeQ
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=gO8lcklZB7k
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 859 7402 1188)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_aVtaCTS2QTOUwj40MqqEeQ

Instructions and access details will be provided once registration is complete.

Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org. The commenting period will close two hours before the meeting time.

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.



City Council Regular Meeting Minutes Tuesday, January 7, 2025 - Council Chambers and Online

1. Call to Order

Mayor Ryder called the meeting to order at 6:00 p.m.

2. Roll Call

Council Present

Mayor Andy Ryder

Deputy Mayor Malcolm Miller

Councilmember Lenny Greenstein

Councilmember Michael Steadman

Councilmember Carolyn Cox

Councilmember Robin Vazquez

Councilmember Nicolas Dunning

Staff Present

Rick Walk, City Manager

Dave Schneider, City Attorney

Jennifer Adams, Housing Coordinator

Jenny Bauersfeld, Community Relations Specialist

Wesley Nguyen, Economic Development Coordinator

Brandy Legomina, Deputy City Clerk

3. Pledge of Allegiance

Mayor Ryder led the Pledge of Allegiance.

4. Land Acknowledgment

Mayor Ryder presented the abbreviated Land Acknowledgment.

5. Approval of Agenda and Consent Agenda Items

- A. Approval of the Minutes of December 10, 2024, Council Special Meeting
- B. Approval of the Minutes of December 10, 2024, Worksession
- C. Approval of the Minutes of December 17, 2024, Council meeting
- D. Approval of wages, claims, and transfers for December 7 through 27, 2024

E. Approval of 2025 Federal Legislative Priorities

Councilmember Greenstein moved to approve the agenda and consent agenda. Councilmember Vazquez seconded. The motion carried.

6. Public Recognitions and Presentations

A. Certificate of Appreciation from the Washington State Department of Veterans Affairs

Donald Seese, Suicide Prevention Program Specialist, Washington State Department of Veteran Affairs

Seese thanked the City Council for supporting the 988 Suicide Prevention Program by installing 988 Suicide Prevention emblems on city vehicles. Funds from this program go towards grants for community-based programs supporting Veteran mental health. The dialing code 988 is a nation-wide code to reach the Suicide and Crisis Lifeline via call, text or chat.

David Puente, Jr., presented a certificate of appreciation to the Council on behalf of the Washington State Department of Veteran Affairs.

B. Thurston Regional Planning Council Update

Marc Daily, Executive Director

The Thurston Regional Planning Council (TRPC) is an organization comprised of 23 jurisdictions. The TRPC focuses on issues that cross jurisdictional boundaries, including Land Use, Environmental, and Transportation Planning. In December, the Call for Projects totaled over \$20 million in federal funds for local projects, in which TRPC programmed out \$1.6 million for College Street improvements.

Marc Daily, Executive Director of Thurston Regional Planning Council presented an overview on the following projects: Martin Way Corridor, Martin Way Crossing Strategy, High-Capacity Transportation Strategy, Transportation Leaders Visioning Event, Growth Management Act Housing allocations and Comprehensive Plan Update, Comprehensive Plan Transportation Element Consistency Review, Commute trip reduction local plans, Regional Safety Action Plan, and ongoing projects.

Discussion on updating the County Planning Policy to include climate elements and receiving feedback from the Lacey Youth Council ensued.

7. Proclamations

A. Korean-American Day

Chami Jo Ro, Board Member, Washington State Korean-American Day Celebration Foundation

Mayor Ryder and Council proclaimed January 13, 2025, as Korean American Day. Chami Jo Ro of the Washington State Korean American Day Celebration Foundation was present to accept the proclamation.

- B. Dr. Martin Luther King Jr. Day
Dr. Thelma Jackson and the New Life Baptist Church

Mayor Ryder and Council proclaimed January 20, 2025, as Martin Luther King, Jr. Day. Thelma Jackson and Rev. Reaves from the New Life Baptist Church were present to accept the proclamation.

8. Public Comment

No one registered to speak at the meeting or remotely. No written public comment was received.

9. Resolutions

- A. Resolution 1161 - Multi-Family Tax Exemption Program Expansion
Jennifer Adams, Housing Coordinator

Resolution No. 1161: Multi-Family Tax Exemption (MFTE) would set a public hearing date for January 21, 2025, to discuss the potential expansion of the MFTE program into a new Residential Target Area (RTA), formally known as the Neighborhood Commercial District (NCD).

The MFTE program has been in place in the Woodland District since 2014 and has supported market rates and affordable housing. As the City continues to grow, expanding the MFTE program could further promote housing development and affordability. At the October 8, 2024, Worksession, Council provided a directive to include designating the NCD as a new RTA for both the 12- & 24-year MFTE programs, expanding the Woodland District's existing program to include the 20-year exemption option, and introduce a 12-year extension option for current participants in both the 8- and 12-year programs. Discussion ensued.

Councilmember Steadman moved to adopt Resolution No. 1161 notifying the public of the Council's intent to designate a new Residential Targeted Area and setting a date of January 21, 2025, for a public hearing. Councilmember Dunning seconded. Motion carried.

10. Mayor's Report

- A. Memorial Roadway Designation Request
Mayor Ryder

Mayor Ryder presented a letter to the City Council requesting a commemorative street name sign, honoring retired Fire Chief Steve Brooks, on Franz Street SE, for Council Consideration. Discussion ensued.

Mayor Ryder moved to direct Staff to prepare a resolution placing a commemorative street name sign, honoring Fire Chief Steve Brooks, on Franz Street SE, for Council Consideration on January 21, 2025. Councilmember Greenstein seconded. Motion carried.

11. City Manager's Report

- A. Night Market Year-End Report
Wesley Nguyen, Economic Development Coordinator
Jason Huang, Owner, SWAE Night Market

The City of Lacey partnered with SWAE LLC, through the Request for Proposal (RFP) process, to create a Night Market, which had 16 events occurring every other Friday. Huang presented the 2024 Event Impact Report, which included statistics on vendors, attendance, age demographics, total sales, social media engagement, and hours of planning, logistics, and event coordination. Huang elaborated on vendor relationship building through lower fees and presented 2025 goals to increase attendance, expand reach, boost repeat attendance, enhance entertainment offerings, expand family-friendly features, and collaborate with community organizations. Discussion ensued.

- B. Economic Development Year-End Report
Wesley Nguyen, Economic Development Coordinator

In support the 2022-2024 Council priority of having a vibrant and diverse economy, Nguyen presented the 2024 Activities Update. This update included statistics and trends on new businesses, business retention and expansion, business recruitment, business trainings, workforce trainings, the Lacey MakerSpace, the Food Truck Depot, and partnership engagements. Discussion ensued.

- C. Lacey Community Academy
Jenny Bauersfeld, Community Relations Specialist

Bauersfeld presented an overview of the Lacey Community Academy. The academy is a 6-week program comprised of 15 Lacey or Lacey Urban Growth Area residents looking to learn more about city government, programs, and community services to foster an environment of informed community members. The academy will take place every Thursday from February 20 through March 27, 2025. Discussion ensued.

- D. 400 Pressure Zone Transmission Main Project Award
Ryan Jewell, Utilities Engineer

Jewell presented an overview of the 400 Pressure Zone Transmission Main project. This project provides approximately 3,200 linear feet of 12" water main in Pacific Avenue between 15th Court and McAllister Court. The project was advertised for 3 weeks and bids were opened December 17, 2024. Western United Civil Group, LLC had the lowest bid at \$1,403,817.37, which was below the Engineer's Estimate of \$1,990,426.94. The project is anticipated to start in March 2025 with 70 working days allotted to complete the work. The project is expected to be completed by July 2025.

Deputy Mayor Miller moved to award Contract 400 Pressure Zone Transmission Main Project Award Lacey Contract Number PW 2023-25 to low bidder Western United Civil Group from Yacolt, Washington, in the amount of

\$1,403,817.37. Councilmember Greenstein seconded. Motion carried.

E. Other Items

The Thurston Chamber Forum and the State of the Communities will be held at the Worthington Center at St. Martins University, on January 8, 2025, at 11:30 a.m.

The retirement ceremony for Fire Chief Brooks will be at the community college on January 10, 2025, at 3:00 p.m.

An event honoring Dr. Martin Luther King Jr. will be held at New Life Baptist Church on January 20, 2025.

12. Boards, Commissions and Committee Reports

A. Mayor Andy Ryder:

1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)

Mayor Ryder informed the Council that no Councilmembers chose to be reassigned to different boards or commissions.

B. Deputy Mayor Malcolm Miller:

1. Economic Development Council (EDC)
2. Lodging Tax Advisory Committee (LTAC)
3. Thurston County Coalition Against Trafficking (TCCAT)
4. Joint Animal Services Commission (JASCOM)

Deputy Mayor Miller informed the Council of the new members on the Economic Development Council.

C. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911
3. Opioid Abatement Council Independent Subcommittee

Councilmember Greenstein informed the Council that the radio system for TCOMM is now fully functional.

D. Councilmember Michael Steadman:

1. Nisqually River Council
2. Thurston County Law & Justice Council
3. Olympic Region Clean Air Agency (ORCAA)

Councilmember Steadman did not provide any reports.

E. Councilmember Carolyn Cox:

1. Lacey-Olympia-Tumwater-Thurston Clean Water Alliance (LOTT)

2. Regional Housing Council
3. Intercity Transit Authority

Councilmember Cox did not provide any reports.

F. Councilmember Robin Vazquez:

1. Thurston Climate Mitigation Collaborative (TCMC)
2. Thurston Regional Planning Council (TRPC)
3. Thurston County Board of Health

Councilmember Vazquez did not provide any reports.

G. Councilmember Nicolas Dunning:

1. Thurston Thrives
2. Solid Waste Advisory Committee (SWAC)
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)

Councilmember Dunning did not provide any reports.

13. Adjourn

Mayor Ryder adjourned the meeting at 8:15 p.m.



LACEY CITY COUNCIL MEETING

January 21, 2025

SUBJECT: Disbursement Approval

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

STAFF CONTACT: Troy Woo, Finance Director *TW*
Alix Turcotte, Senior Accountant *AT*
Carrie Bode, Accounting Technician *CB*

ORIGINATED BY: Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 12/11/2024 through 01/10/2025. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	*12/31/2024	278202	278205	4,533.59
	1/3/2025	278206	278280	329,427.03
	1/10/2025	278281	278358	2,199,336.71

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	12/11/2024	28,638.63
	*12/27/2024	82,250.00
	12/27/2024	23,163.12
	12/30/2024	61,663.50
	12/30/2024	16,646.98
	*12/31/2024	21,121.95
	*12/31/2024	1,975,941.33
	*12/31/2024	1,874.90
	1/2/2025	561.00
	1/3/2025	370,958.90
	1/6/2025	144.00
	1/7/2025	201.00
	1/8/2025	180.54
	1/8/2025	131.90
	1/9/2025	18.04
	1/10/2025	218,308.24

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

Payroll:	<u>Month End</u>	<u>Wages</u>
	12/31/2024	2,194,761.14

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Olympia-CARPFD	\$ 61,663.50	December 2024 CARPFD
Badger Meter, Inc.	\$ 142,566.12	Meter Inventory
Consor North America, Inc.	\$ 65,253.00	Revised Inv-Wastewater Comp
V & R Sheet Metal, LLC	\$ 52,612.12	Hawks PrairieTrmnt Skylight Repair
KMB Architects, Inc.	\$ 54,480.45	Police Department Facility
LOTT Wastewater Alliance	\$ 308,020.89	December 2024 Reserve Capacity
LOTT Wastewater Alliance	\$ 1,323,846.29	December 2024 ERU's
North Thurston Public Schools	\$ 300,832.36	December 2024 Impact Fees
Thurston County Public Health	\$ 71,366.59	SHB 1406 Funds
Thurston County Public Works	\$ 65,014.15	Traffic Mitigation Fees

CITY OF LACEY

Official Proclamation

WHEREAS, literacy remains a top school and community priority and is integral to success in school, business, and daily living; and

WHEREAS, providing opportunities for community members of all ages to discuss the cultural and literary merits of reading will help create a culture of “20 minutes a day” family practice and civic pride in Lacey; and

WHEREAS, a community-wide reading program such as “Lacey Loves to Read” month will support both students and community members in understanding the power of writing and literacy in their lives; and

WHEREAS, the partnership between North Thurston Public Schools, the City of Lacey, and the Lacey Timberland Regional Library has made this program possible; and

WHEREAS, reading informs, empowers, and teaches us the lessons of history, and reading literature that explores diversity, global, and social issues can help increase tolerance and unity within a community; and

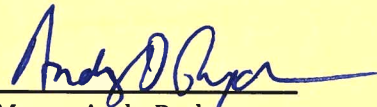
WHEREAS, Lacey community members can read and discuss a variety of works by award-winning author Varian Johnson, who will visit our community on February 13 – 14, 2025.

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby proclaim February 2025, as

Lacey Loves to Read Month

in the City of Lacey and encourage community members of all ages to acknowledge and celebrate the importance of reading and to discuss works by author Varian Johnson.




Mayor Andy Ryder
January 21, 2025



LACEY CITY COUNCIL MEETING

January 21, 2025

SUBJECT: Public Hearing on Multi-Family Tax Exemption (MFTE) Expansion

RECOMMENDATION: Conduct a public hearing on expansion of the Multi-Family Tax Exemption program to Neighborhood Commercial zones.

STAFF CONTACT: Rick Walk, City Manager *PW*
Vanessa Dolbee, Director of Community and Economic Development *VD*
Ryan Andrews, Community Planning Manager *RA*
Jennifer Adams, Housing Coordinator *JA*

ORIGINATED BY: Community and Economic Development

ATTACHMENTS:

1. Resolution No. 1161
2. Exhibit A (Neighborhood Commercial District Description)
3. Exhibit B (Neighborhood Commercial District Maps)
4. October 8, 2024 Worksession Staff Report

FISCAL NOTE: None

OTHER POLICY DOC. ALIGNMENT: Comprehensive Plan | Housing Element | Action 2. Expand Multi-Family Tax Exemptions to More Parts of the City

PRIOR REVIEW: October 8, 2024 | City Council meeting
January 7, 2025 | Resolution No. 1161

BACKGROUND:

On January 7, 2025, the City Council adopted Resolution No. 1161 setting a public hearing date of January 21, 2025, for the expansion of the Multi-Family Tax Exemption program to an additional Residential Target Area (RTA) identified as the Neighborhood Commercial District(s).

On January 21, 2025, the City Council will conduct a public hearing to take testimony on the proposed expansion of the Multi-Family Tax Exemption (MFTE) program to include the Neighborhood Commercial District as a designated Residential Target Area. These hearings are designed to gather input from the community, allowing community members to share their comments, feedback, and concerns. Additionally, the hearings provide an opportunity for City Council members to offer guidance or recommendations to staff regarding the MFTE Expansion into a new Residential Target Area. Any direction provided by the City Council will be incorporated into the next steps required for MFTE program expansion and applicable updates through ordinance to Lacey Municipal Code (LMC) Chapter 3.64 – Multi-family Tax Exemption program.

NEXT STEPS:

Following the public hearing, staff will review and consider comments received. Based on Council direction, comments will be integrated, as appropriate, into the development of draft language for necessary updates to the Lacey Municipal Code (LMC 3.64) Multi-Family Tax Exemption program. Additionally, at the meeting staff will provide options for expansion to the MFTE programs for the City Council to consider including the various 8-, 12-, and 20-year options as well as potential extension provisions. Based on the direction of the Council, staff will return with a final ordinance for consideration or will schedule this for a future Council work session at a later date. Staff anticipates MFTE Ordinance adoption to occur by the end of quarter one, 2025.

RESOLUTION NO. 1161

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY NOTIFYING THE PUBLIC OF THE COUNCIL'S INTENT TO DESIGNATE A RESIDENTIAL TARGET AREA, DESCRIBING THE BOUNDARIES OF THE AREA TO BE DESIGNATED, AND SETTING A DATE FOR A PUBLIC HEARING.

WHEREAS, In 1995 the Washington State Legislature initiated the multifamily tax exemption (MFTE) program, codified at RCW 84.14, to incentivize residential development in urban centers, designated as "Residential Targeted Areas," in Washington jurisdictions; and

WHEREAS, The MFTE program functions as a tool to encourage residential opportunities, including affordable housing, in the urban centers of cities planning under the Growth Management Act and to stimulate multi-family housing development; and

WHEREAS, The purpose of the tax exemption is to facilitate reinvestment and redevelopment in the area around the residential project that would, over time, provide additional commercial services, and to increase revenues for the tax districts to continue to provide public services; and

WHEREAS, On December 18, 2014, the Lacey City Council adopted Ordinance 1452, which identifies the requirements for a local MFTE program and designated the Lacey Woodland District as a Residential Targeted Area; and

WHEREAS, As Lacey continues to grow, expanding the MFTE program into additional residential targeted areas presents a strategic opportunity to support housing development and affordability in other areas of the city; and

WHEREAS, Expanding the MFTE program requires careful consideration to ensure that expansion will continue to align with the City's long-term housing and economic development goals, and considerations of staff capacity to track, monitor, and report on projects utilizing the program; and

WHEREAS, RCW 84.14.040(2) states that a governing authority may adopt a resolution of intent to designate one or more residential targeted areas, thereby notifying the public of its intent; and

WHEREAS, In accordance with RCW 84.14.040(2) the resolution must state the time and place of a hearing to be held by the governing authority to consider the designation of the targeted area; and

WHEREAS, Notice of the public hearing shall be published once each week for two consecutive weeks, not less than seven days, nor more than thirty days before the date of the hearing in accordance with RCW 84.14.040(3).

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

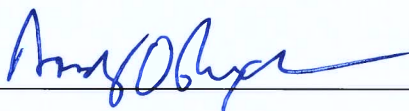
Section 1. The City Council hereby states its intent to designate those certain properties as described on Exhibit A and shown on Exhibit B, attached hereto and incorporated by this reference as if set forth in full herein, as a residential targeted area.

Section 2. A public hearing to seek public comment on and consider the designation of this area as a residential targeted area will be held at a regular meeting of the City Council on January 21, 2025 at 6:00 p.m. or as soon thereafter as possible in the Lacey City Council Chambers located at Lacey City Hall, 420 College Street S.E., Lacey, Washington. The hearing will be noticed in accordance with RCW 84.14.040(3).

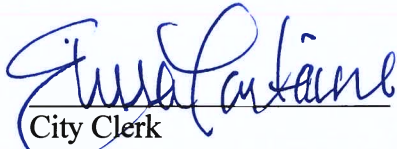
Section 3. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 7th day of January, 2025.

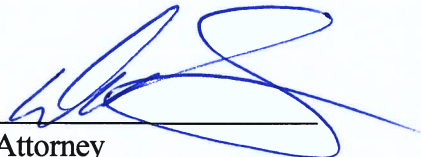
LACEY CITY COUNCIL

By 
Mayor

Attest:


City Clerk

Approved as to form:


City Attorney

RESOLUTION 1161

EXHIBIT A

Neighborhood Commercial District Description

There are eight (8) neighborhood commercial areas in the Lacey city limits designed to offer residents convenient, walkable access to essential services and informal gathering spots within their communities. These districts are strategically located to complement surrounding residential areas, providing a range of neighborhood-focused amenities that prioritize local needs over attracting larger, auto-dependent crowds. Emphasis is placed on pedestrian-friendly layouts, and community-oriented spaces where people can shop, dine, and connect without needing to travel far from home.

These commercial areas are carefully integrated into neighborhoods to maintain compatibility with residential surroundings, offering hubs for everyday needs and a sense of community identity. As Lacey grows, these districts are expected to become even more central to community life, supporting higher density and increased commercial activity while remaining tailored to neighborhood-scale uses.

The City's comprehensive zoning map identifies the eight (8) neighborhood commercial districts within the city limits; further locationally defined as follows:

- Marvin Road & 41st Ave NE (Edgewater)
- Willamette Drive & Campus Glen (Meridian Market)
- Willamette Drive & 31st Ave NE (Tilden Apartments)
- College Street SE & Mullen Road SE (The Farm)
- College Street SE & 45th Ave SE (Stonegate)
- Yelm Hwy SE & Ruddell Road SE (Thornbury Crossing)
- Mullen Road SE & Carpenter Road SE (Interlake Grocery)
- Yelm Hwy SE & Balustrade Blvd SE (Horizon point)

Resolution 1161 Exhibit B

NC

41ST AVE NE

HAWKS PRAIRIE RD NE

MARVIN RD NE

NC

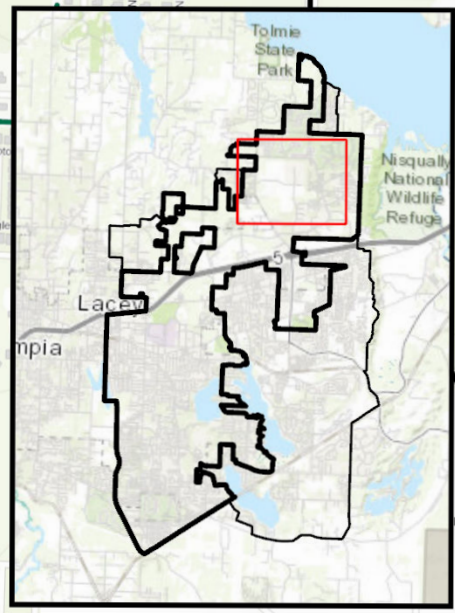
WILLAMETTE DR NE

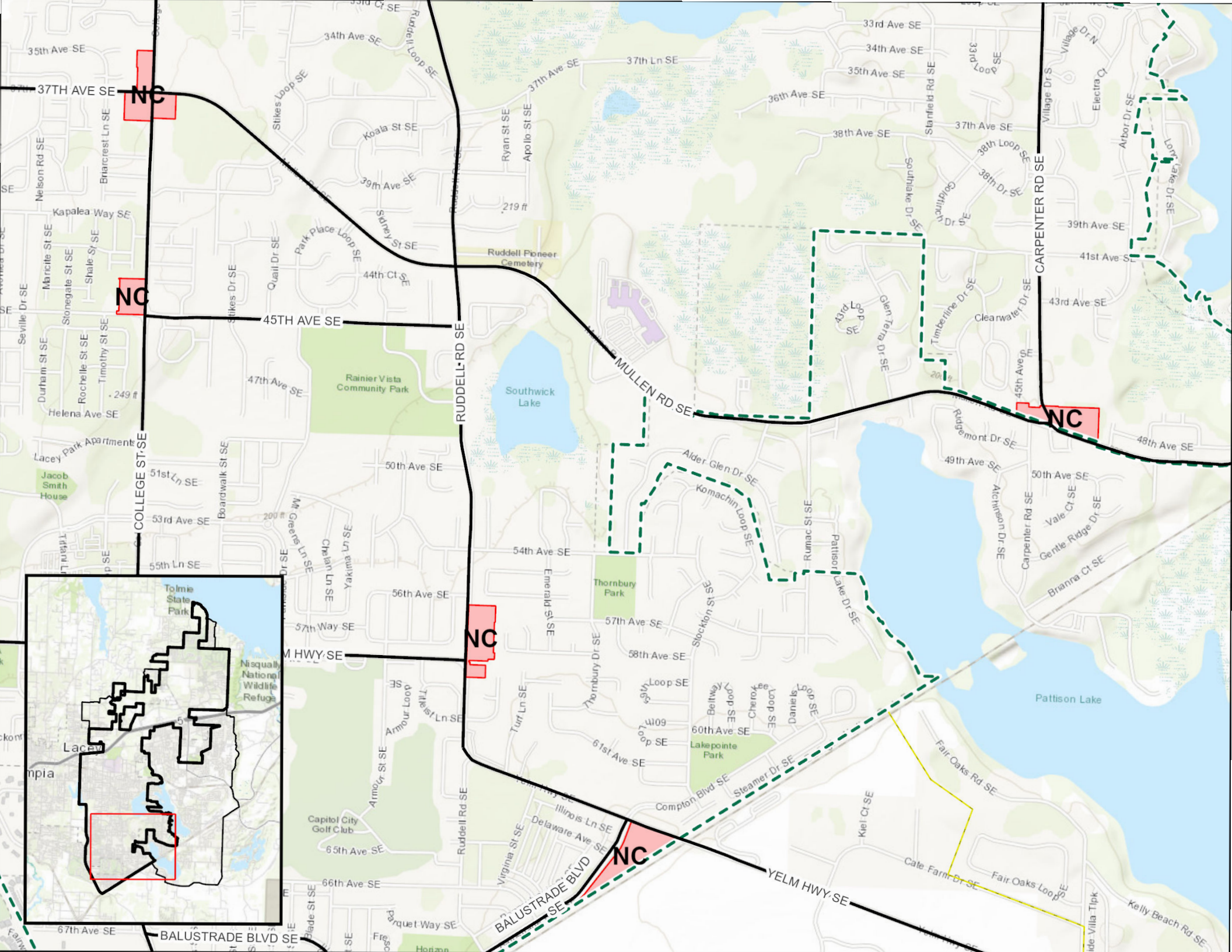
NC

31ST AVE NE

HOGUM BAY RD NE

ORION DR NE







LACEY CITY COUNCIL WORKSESSION

October 8th, 2024

SUBJECT: Multi-Family Tax Exemption Program Expansion

RECOMMENDATION: Receive a briefing on expanding the Multi-Family Tax Exemption Program to the Neighborhood Commercial District. No formal action is necessary at this time.

STAFF CONTACT: Rick Walk, City Manager *RW*
Vanessa Dolbee, Director of Community Development *VD*
Ryan Andrews, Community Planning Manager *RA*
Jennifer Adams, Housing Coordinator *JA*

ORIGINATED BY: Community & Economic Development Department

ATTACHMENTS: 1. MFTE Tax Shift Fact Sheet
2. Zoning Map | Neighborhood Commercial District

FISCAL NOTE: See tax shift discussion below.

PRIOR REVIEW: None. The City Council requested that this be brought forth as part of the Neighborhood Commercial zoning district update.

BACKGROUND:

Multi-Family Tax Exemption Program – RCW 84.14:

In 1995 the Washington State Legislature initiated the multifamily tax exemption program (MFTE), codified as [RCW 84.14](#), to incentivize residential development in urban centers, designated as “residential targeted areas (RTA),” in Washington jurisdictions.

Effect of Tax Exemption:

The MFTE program is a tax incentive that offers housing developers an exemption from ad valorem taxes on the value of new housing construction or increased value from rehabilitating existing housing, but does not apply to land value or non-housing-related improvements (e.g., commercial space in mixed-use developments). The exemption lasts

for 8-years, with no income restrictions, or 12-years if 20% of units are set aside for moderate to low-income residents, as outlined in [RCW 84.14.040](#).

More recent amendments to [RCW 84.14](#) have included a 20-year exemption option for permanently affordable units. This exemption is implemented through separate provisions in the statute for rental versus owner-occupied housing. A City can grant a 20-year exemption under conditions set forth in [RCW 84.14](#) for permanently affordable rental units, and for permanently affordable homeownership opportunities.

Rather than eliminating tax revenue, the program is a [tax-shift](#) in Thurston County. Upon expiration of an exemption, the result is an increased tax base from units of housing that may have otherwise not been built.

Local Context | Establishing a Multi-Family Exemption Program:

On December 18, 2014, the Lacey City Council adopted [Ordinance 1452](#), which identifies the requirements for a local MFTE program and designated Lacey Midtown (within the Woodland District zoning classification) as a Residential Target Area (RTA) as defined by the RTA designation requirements of [RCW 84.14.040](#). The council adopted the 8-year option with no affordability requirements and the 12-year option requiring that 20% of units meet affordability requirements.

Lacey MFTE to Date:

Lacey Midtown remains the only district in our community that offers MFTE to developers. Since the adoption of the MFTE Ordinance (2014), Lacey Midtown has approved two projects utilizing the 8-year MFTE program; a 151-unit apartment complex with a ground floor tap room located at 4444 6th Ave SE, and a new application for a rehabilitation project repurposing office space to a 50-unit apartment complex, located at 629 Woodland Square Loop SE.

Considerations for MFTE Expansion

As Lacey continues to grow, expanding the MFTE program into additional residential targeted areas defined by [RCW 84.14.040](#), presents a strategic opportunity to support housing development and affordability in other areas of the city. Expanding this program requires careful consideration to ensure that expansion will continue to align with the City's long-term housing and economic development goals, and considerations of staff capacity to track, monitor, and report on projects utilizing the program.

Lacey Housing Policy Objectives:

In response to the statewide housing crisis, the City's 2019 [Affordable Housing Strategy](#) (AHS) aims to address local concerns, especially around increasing the availability of affordable housing options and decreasing the degree to which households are significantly cost-burdened (spending more than one-third of their monthly income on housing related costs). The AHS introduces policies and strategies that the City could take to reduce the effects of housing affordability issues. Of the six main policies identified in the AHS, policies one through four focus on helping people stay in affordable housing, creating a variety of

housing choices, creating more affordable housing and making it easier to build all types of housing.

Of the actionable items listed in the AHS, action two suggests that expanding the MFTE program to more areas of the City would be one strategy to promote the development of more multi-family residential opportunities. Advantages include the potential to increase affordable units in new multi-family housing developments and target development for areas where services exist. Such actions by the City would further the State's planning goals outlined in [RCW 36.70A.020](#).

Proposed MFTE Expansion | Neighborhood Commercial

Upon adoption of the Neighborhood Commercial (NC) District development standards LMC 16.36, City Council provided direction to staff to consider expansion of the MFTE into the NC Districts. As the MFTE expansion has a separate and unique process this expansion was required to be brought forward separately than the NC ordinance.

For the Neighborhood Commercial District there are several options that the City Council can consider. Upon discussion and direction at the meeting, staff can then develop the information necessary to begin the MFTE expansion process. The options to consider include:

1. Expand the 8-year and 12-year MFTE programs. This option would allow for a market rate and affordable option similar to what already applies within Lacey Midtown.
2. Expand the 12-year option only. This option would allow for expansion to MFTE to the Neighborhood Commercial zone if 20% of the units were designated as affordable under [RCW 84.14](#).
3. Expand the 12-year option and include the 20-year option. This option would allow for expansion to MFTE under #2 above but would also broaden to include a 20-year option for Neighborhood Commercial (and possibly Lacey Midtown).

NEXT STEPS:

1. If Council desires to move forward with expansion of MFTE to Neighborhood Commercial zones, staff will bring back a resolution of intention to designate the NC zones as a residential target area for MFTE. Additionally, any adjustments to Lacey Midtown to add the 20-year exemption can be integrated into this process.
2. After adoption of the resolution and after the hearing has been conducted, staff will provide a final ordinance for consideration to amend the Lacey Municipal Code.



LACEY CITY COUNCIL MEETING

January 21, 2025

SUBJECT: Setting a Date for the Final Assessment Hearing for ULID 25 - Tolmie Park Estates

RECOMMENDATION: Motion: Adopt Resolution No. 1162 fixing a hearing date of March 18, 2025 to consider the final assessment roll for the Utility Local Improvement District (ULID) #25 (Tolmie Park Estates).

STAFF CONTACT: Rick Walk, City Manager *RW*
David Schneider, City Attorney *DS*
Troy Woo, Director of Finance *TW*
Scott Egger, Director of Public Works *SE*
Peter Brooks, Water Resources Manager *PB*

ORIGINATED BY: Public Works

ATTACHMENTS: Resolution No. 1162

FISCAL NOTE: The cost of the project was estimated to be \$3,085,794. The Lacey City Council pledged \$2,000,000 because the failing large onsite septic system was contaminating local surface and groundwater. Thus, the estimated cost of the ULID provided at the preliminary assessment hearing was \$1,085,794 or \$23,106 per parcel. Internal funds were utilized to pay the cost of the project, which will be reimbursed by bond proceeds. To retire the bond indebtedness, lien payments from benefiting property owners will be collected over a period of fifteen (15) years together with an interest rate established by the City Council as part of the Utility Local Improvement District process.

WORK PLAN GOAL AND STRATEGY: Environmental Stewardship

PRIOR REVIEW: Council Worksession – July 8, 2021
Utilities Committee Meeting – November 1, 2021

BACKGROUND:

Tolmie Park Estates is a neighborhood in the Lacey UGA comprised of 47 parcels and, prior to this project, was served by a failing Large Onsite Septic System (LOSS). This failing LOSS polluted shallow groundwater, which in turn flowed to Eagle Creek, Woodland Creek and Henderson Inlet.

A representative from the Tolmie Park Estates neighborhood approached the City regarding the feasibility of connecting Tolmie Park Estates properties to City sewer. Staff briefed the full City Council on this subject at the July 8, 2021 Council Worksession. At that meeting the City Council agreed to contribute two million dollars towards the estimated three-million-dollar project cost to mitigate the public health risk posed by the failing LOSS, provided the HOA completed the project and connected to Lacey sewer.

The Lacey City Council held a formation hearing on February 3, 2022 and adopted Ordinance #1613 establishing ULID #25. The project has been constructed, invoices have been paid, and Public Works and Finance staff are completing the final assessment role.

Proposed Resolution No. 1162 fixes a hearing date for the City Council to consider the final assessment roll. Prior to that hearing date, official notice of the hearing along with notice of the total costs of the improvements will be provided to each of the property owners. At the hearing, the Council will consider objections made and may correct, revise, lower, change, or modify the roll or any part thereof or set aside the roll and order a new assessment to be made.

Therefore, staff recommend that Council adopt Resolution No. 1162 setting the date of March 18, 2025 for the Final Assessment Hearing.

NEXT STEPS:

- Option 1:** Adopt Resolution No. 1162 fixing a hearing date of March 18, 2025 to consider the final assessment roll for the Utility Local Improvement District (ULID) #25 (Tolmie Park Estates).
- Option 2:** Do not adopt Resolution No. 1162 and provide direction to City staff on other elements to consider in regards to this issue. After further diligence on these elements, City Staff would then return to the Lacey City Council to review.
- Option 3:** Some other option not contemplated in the above options.

RESOLUTION NO. 1162

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY FIXING A HEARING DATE TO CONSIDER THE FINAL ASSESSMENT ROLL FOR UTILITY LOCAL IMPROVEMENT DISTRICT NO. 25 OF THE CITY OF LACEY.

WHEREAS, On February 3, 2022 the City Council adopted Ordinance No. 1613 which established Utility Local Improvement District (ULID) 25; and

WHEREAS, The improvements constructed pursuant to ULID 25 have been completed and the final assessment roll has been prepared; and

WHEREAS, Pursuant to RCW 35.44.070 the City Council shall set a date for a hearing on the assessment roll and consider all objections thereto.

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

Section 1. A public hearing to consider objections to the final assessment roll for Utility Local Improvement District No. 25 of the City of Lacey will be held at a regular meeting of the City Council on March 18, 2025, at 6:00 p.m. or as soon thereafter as possible in the Lacey City Council Chambers located at Lacey City Hall, 420 College Street S.E., Lacey, Washington. The hearing will be noticed in accordance with RCW 35.44.090.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this ____ day of January, 2025.

LACEY CITY COUNCIL

By _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney



LACEY CITY COUNCIL MEETING

January 21, 2025

SUBJECT: Draham Road and Cuoio Park North Islands Annexations

RECOMMENDATION: Adopt Ordinance 1672 to approve the Draham Road and Cuoio Park North Islands Annexation.

STAFF CONTACT: Rick Walk, City Manager *RW*
Vanessa Dolbee, Director of Community & Economic Development *VD*
Ryan Andrews, Community Planning Manager *RA*

ORIGINATED BY: Community & Economic Development

ATTACHMENTS:

1. Ordinance
2. Exhibits A & B (Maps and Legal Description)
3. Executed Interlocal Agreement

FISCAL NOTE: It is expected that the expenditures to serve the annexed areas will exceed the revenue generated.

WORK PLAN GOAL AND STRATEGY: Coordinated and Collaborative Planning – (A)(8)

PRIOR REVIEW: October 1, 2024: Joint City Council/BOCC Work Session
July 23, 2024: City Council Work Session

BACKGROUND:

Staff has been processing the Draham Road and Cuoio Park North Islands annexation utilizing the Interlocal Agreement (ILA) method of annexation (RCW 35A.14.460). Since the approval of the ILA by both the Lacey City Council and the Thurston County Board of Commissioners on October 1, 2024, the application was sent to the Boundary Review Board for Thurston County (BRB). The executed ILA is attached.

The BRB 45-day review period has ended. Since the BRB declined to invoke jurisdiction, the application returns to the Council for final consideration in ordinance form. Staff recommends approval of the ordinance. Upon final ordinance passage, notification of the annexation is sent to affected agencies and the annexation certification process will be completed.

The ordinance has an annexation effective date of March 1, 2024. After that date, the City is required to conduct a door-to-door census of the area. An accurate census ensures that population-based revenues are distributed to Lacey. The City will be contracting with a private consultant to complete the census after March 1, 2024.

ORDINANCE NO. 1672

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, ANNEXING TERRITORY TO THE CITY OF LACEY, ESTABLISHING THE ZONING FOR SUCH PROPERTY, AND APPROVING A SUMMARY FOR PUBLICATION (DRAHAM ROAD ISLAND AND CUCIO PARK NORTH ISLANDS).

WHEREAS, County islands are those unincorporated County areas that are significantly bounded or surrounded by a City; and

WHEREAS, there are currently two unincorporated Thurston County islands (“Islands”) located within the boundaries of the City of Lacey; and

WHEREAS, the annexation of these Islands will provide greater efficiency of services; and

WHEREAS, RCW 35A.14.296 authorizes any code city to annex unincorporated areas pursuant to a jointly approved interlocal agreement with the county; and

WHEREAS, On October 1, 2024, the Thurston County Board of Commissioners and the Lacey City Council held a duly noticed joint public hearing on a proposed interlocal agreement as required by RCW 35A.14.296(3); and

WHEREAS, following the public hearing, the County and City entered into an Interlocal Agreement related to the annexation of the Islands; and

WHEREAS, said proposed annexation was filed with and processed by the Thurston County Boundary Review Board, and jurisdiction was not invoked; and

WHEREAS, the proposed annexation represents a logical extension of the corporate limits of the City of Lacey into its established UGA; and

WHEREAS, the proposed annexation is found to be in compliance with the criteria for annexations established in Chapter 35A.14 RCW.

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

Section 1. That certain territory shown on Exhibit A and described on Exhibit B, each of which exhibits are attached hereto and made a part hereof as though fully set forth at length, is hereby annexed to the City of Lacey.

Section 2. Pursuant to the terms of the Interlocal Agreement for annexation of said property, the property within the territory annexed by this Ordinance shall be assessed and taxed on the same basis as property previously within the City for the payment of any bonds issued or debts contracted prior to or existing at the date of this annexation.

Section 3. The zoning and all land use designations within the territory annexed shall be in accordance with the Lacey Comprehensive Land Use Plan and the zoning map for the Lacey Urban Growth Area.

Section 4. This Ordinance shall take effect March 1, 2025.

Section 5. 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 6. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make corrections to this ordinance including, but not limited to, the corrections of scrivener's/clerical errors, references, ordinance numbering, section/subsection number and any references thereto.

Section 7. The Summary Attached is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this
21st day of January, 2025.

CITY COUNCIL

BY: _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Published: _____

SUMMARY FOR PUBLIC ATION
ORDINANCE NO. 1672
CITY OF LACEY

The City Council of Lacey, Washington passed on January 21, 2025, Ordinance No. 1672, entitled “AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, ANNEXING TERRITORY TO THE CITY OF LACEY, ESTABLISHING THE ZONING FOR SUCH PROPERTY, AND APPROVING A SUMMARY FOR PUBLICATION (DRAHAM ROAD ISLAND AND CUOIO PARK NORTH ISLANDS).”

The main points of the Ordinance are described as follows:

1. The Ordinance annexes territory to the City of Lacey.
2. The Ordinance maintains the current zoning for the annexed territory
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: _____, 2025.

SECTIONS 03, 09 & 10, T.18N., R.1W., W.M.

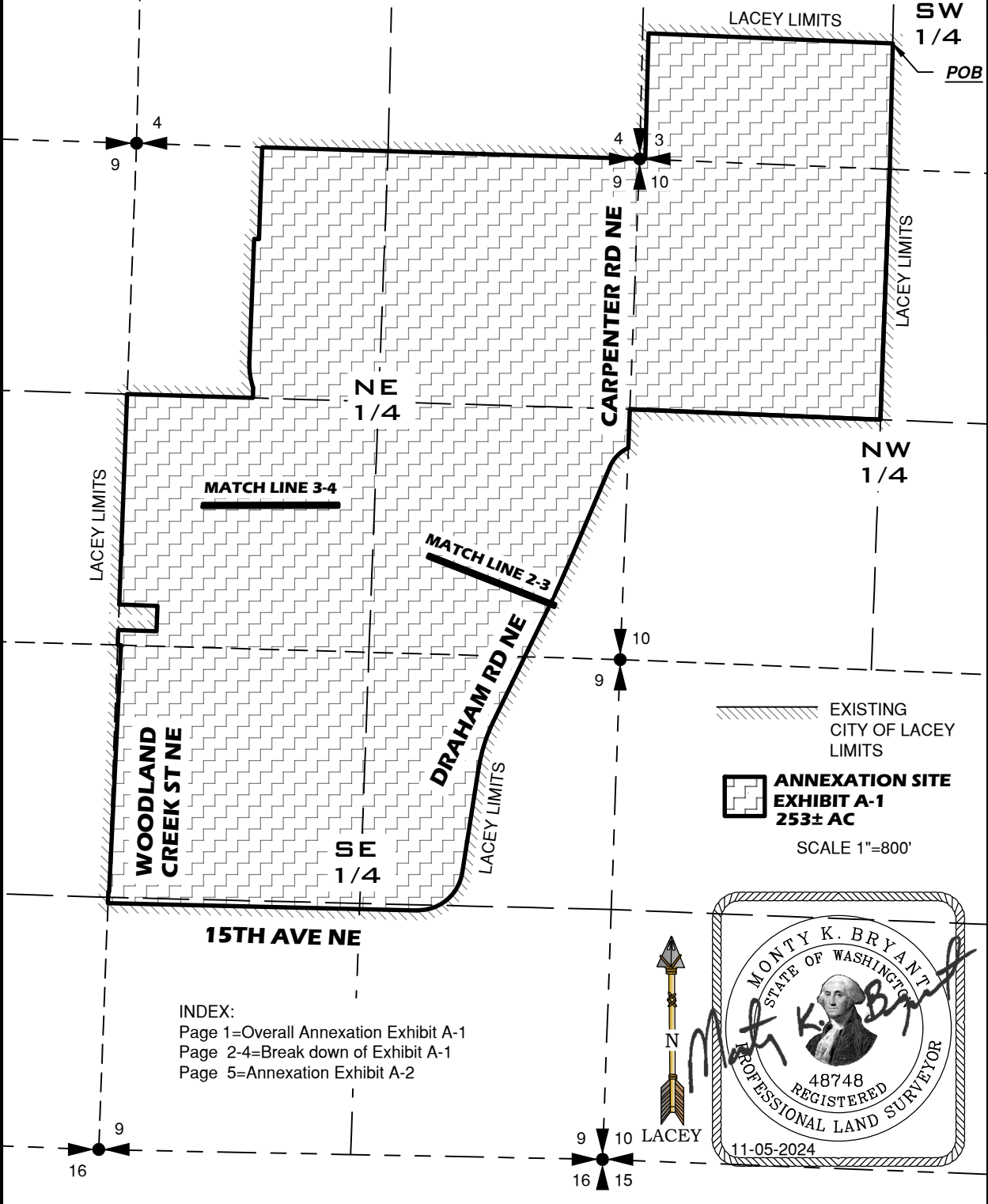
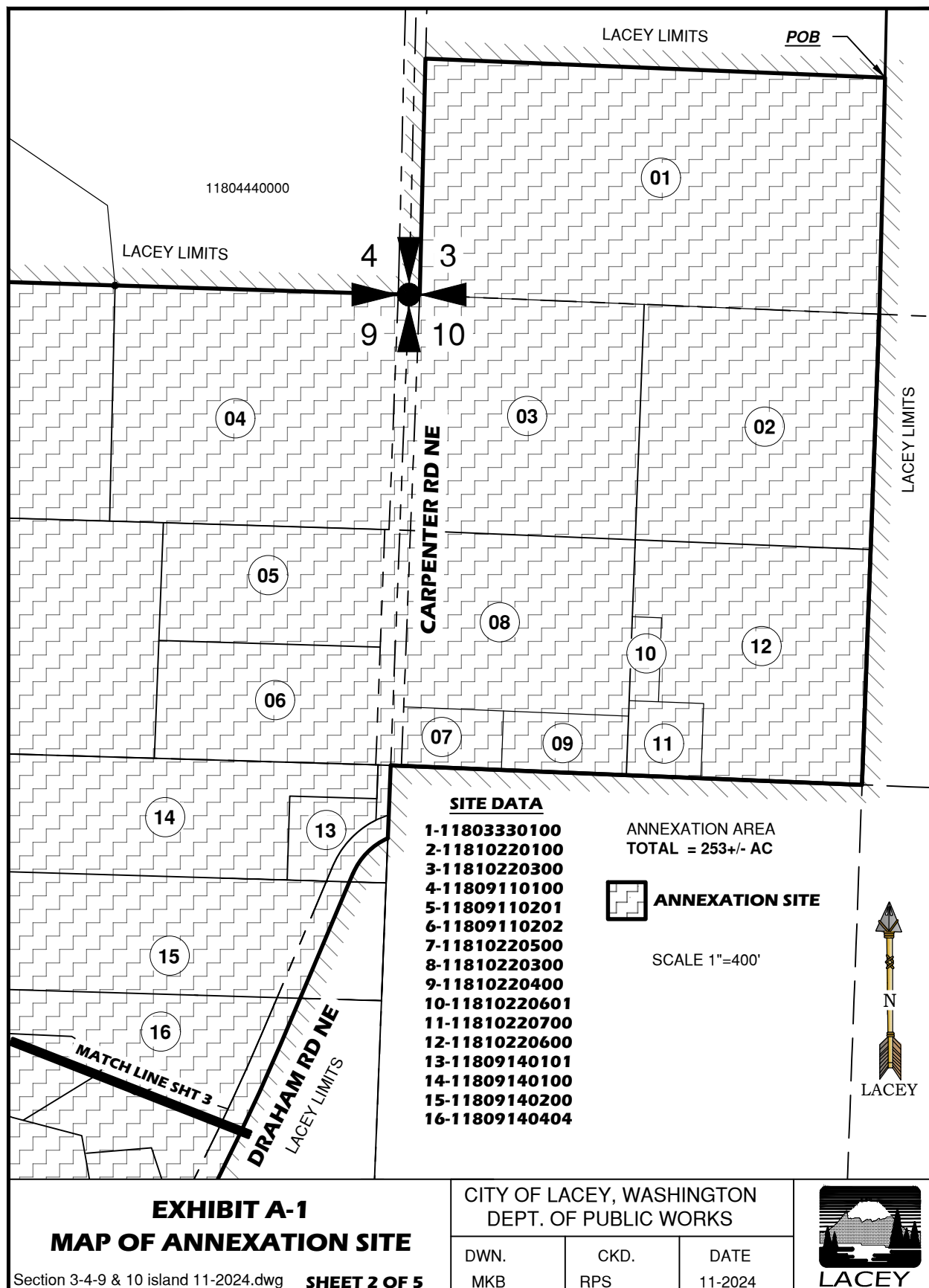
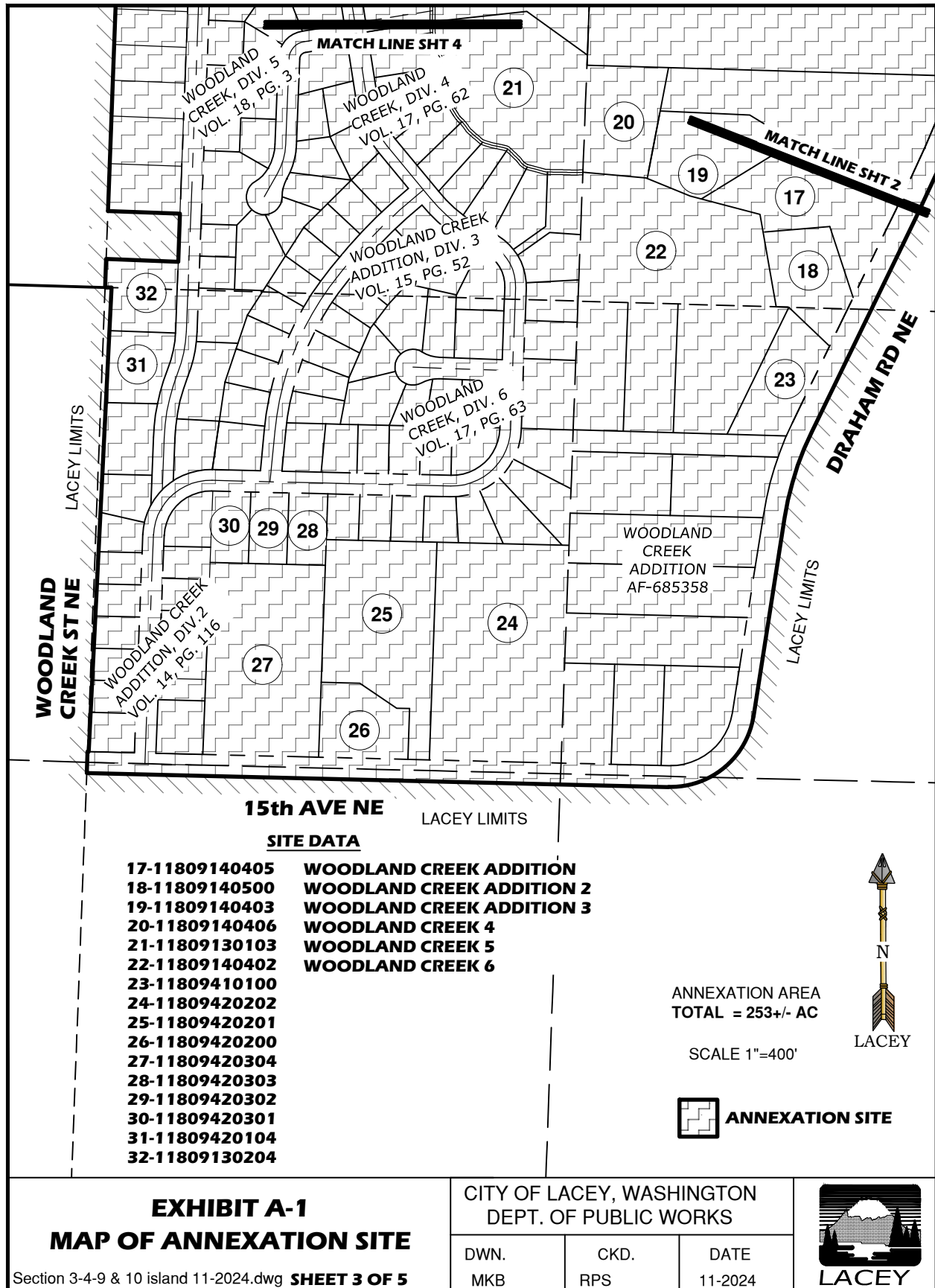


EXHIBIT A-1 MAP OF ANNEXATION SITE		CITY OF LACEY, WASHINGTON DEPT. OF PUBLIC WORKS		 LACEY
Section 3-4-9 & 10 island 11-2024.dwg	SHEET 1 OF 5	DWN. MKB	CKD. RPS	DATE 11-2024





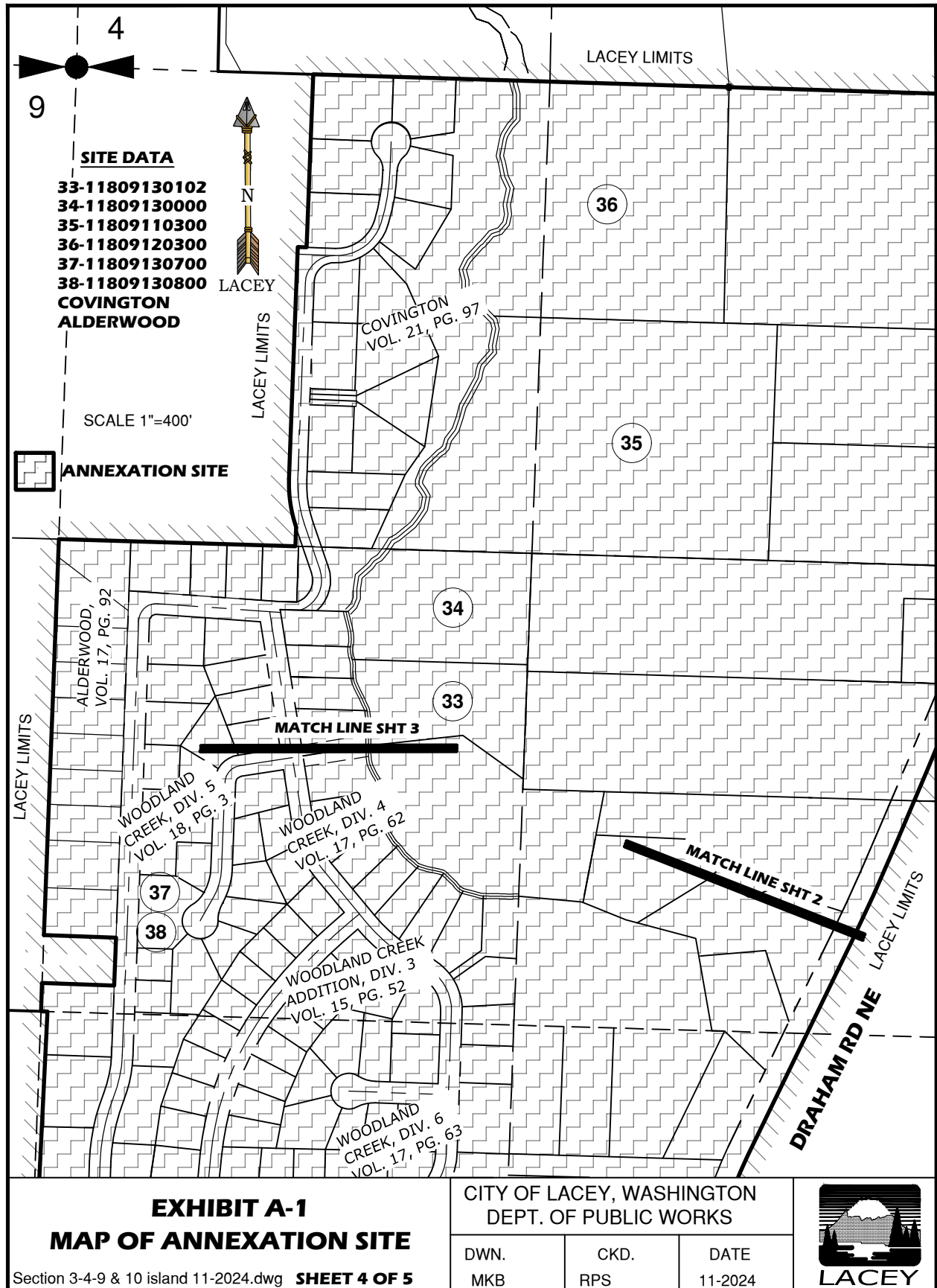


EXHIBIT A-1
MAP OF ANNEXATION SITE

Section 3-4-9 & 10 island 11-2024.dwg **SHEET 4 OF 5**

CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

DWN.
MKB

CKD.
RPS

DATE
11-2024



SEC. 04, T.18N., R.1W., W.M.



**ANNEXATION SITE
EXHIBIT A-2
TOTAL=19+/- AC**

NW 1/4

EXISTING
CITY OF LACEY
LIMITS



NE 1/4

SCALE 1"=400'

E-W C/L SEC.4, T18N, R1W, W.M.

SITE DATA

**39-11804340600
40-11804340500
41-11804340400
42-11804340300
43-11804340200
44-11804340100
45-11804420100
46-11804420101
47-11804420200
48-11804420201
PLEASANT GLADE RD NE**

11804130100

SW 1/4

**PLEASANT
GLADE RD NE**

APPROXIMATE LOCATION
OF WOODLAND CREEK

SE 1/4

AS-BUILT C/L RD

11804130100

LACEY LIMITS

11804440000

AS-BUILT LOCATION
OF WOODLAND CREEK

11804340800

LACEY LIMITS

11804330400

11804340900

EXHIBIT A-2

MAP OF ANNEXATION SITE

Section 3-4-9 & 10 island 11-2024.dwg

SHEET 5 OF 5

CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

DWN.
MKB

CKD.
RPS

DATE
11-2024



EXHIBIT "B-1"

ANNEXATION DESCRIPTION

Beginning at the Northeast corner of the South half of the Southwest Quarter of the Southwest Quarter of Section 03, Township 18 North, Range 1 West, W.M., thence southerly along the east line to the Southeast corner thereof; thence southerly along the east line of the Northwest Quarter of the Northwest Quarter of Section 10 of said Township and Range to the southeast corner thereof; thence westerly along the south line of said Northwest Quarter of the Northwest Quarter to the southwest corner thereof; thence southerly along the west line of the Southwest Quarter of the Northwest Quarter of said Section 10 to the southerly right of way of Draham Road Northeast; thence southwestwardly along said southerly right of way to the south right of way of 15th Avenue Northeast; thence westerly along said south right of way to the North-South center line of Section 09 of said Township and Range; thence Northerly along said North-South center line to the Northerly right of way of said 15th Avenue Northeast; thence easterly along said right of way to the Southeast corner of Lot 3 of Short Subdivision SS-1563 recorded on October 23, 1980 under Auditor's File No. 1126108, records of Thurston County, Washington; thence Northerly along the east line of Lots 1, 2 & 3 of said SS-1563 to the northeast corner of Lot 1 of said SS-1563; thence westerly along the north line of said Lot 1 to the center of Section 09; thence northerly along the North-South center line of said Section 09, 79.64 feet; thence South 87°50'10" East 201.96 feet; thence North 02°09'50" East 133.00 feet to the south line of Lot 10 of the plat of Alderwood recorded on July 6, 1972 under Auditor's File No. 869736, records of said county; thence along said south line of Lot 10, North 87°50'10" West 201.96 feet to said North-South center line and West boundary of said plat; thence Northerly along said North-South line of said Section 09 to the South line of Lot 2 of Nonplatted Street No. 0072 recorded on July 13, 1982 under Auditor's File No. 8207130052, records of said county; thence easterly along said South line of Lot 2 to the Southeast corner thereof; thence Northerly along the East line of said Lot 2 to the North line of the Northeast Quarter of said Section 09; thence easterly along said North line to the Northeast corner of the Northeast Quarter of said Section 09; thence easterly along the North line of the Northwest Quarter of Section 10 of said Township and Range to the Easterly right of way of Carpenter Road Northeast; thence Northerly along said Easterly right of way to the North line of the South half of the Southwest Quarter of the Southwest Quarter of said Section 03; thence easterly along said North line to the northeast corner thereof and the point of beginning.

Containing: 253+/- Acres

See Exhibit "A-1" attached hereto and by this reference made a part hereof.

EXHIBIT “B-2”

ANNEXATION DESCRIPTION

11804340600

The South 75 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 18 North, Range 1 West, W.M., lying Westerly of county road known as Pleasant Glade Road and that part of the Southeast Quarter of said Southwest Quarter, lying Northwesterly of said Pleasant Glade Road and Northeasterly of the center of Mill Creek.

11804340500

Also, Lot B of Boundary Line Adjustment No. BLA. 020382TC, as recorded May 5, 2003 under Auditor’s File No. 3528026, records of Thurston County, Washington.

11804340400

Also, Lot A of Boundary Line Adjustment No. BLA. 020382TC, as recorded May 5, 2003 under Auditor’s File No. 3528026, records of Thurston County, Washington.

11804340300

Also, Parcel C of Boundary Line Adjustment No. BLA-0079, as recorded on January 20, 1983 under Auditor’s File No. 8301200005, records of Thurston County, Washington.

11804340200

Also, Parcel B of Boundary Line Adjustment No. BLA-0079, as recorded on January 20, 1983 under Auditor’s File No. 8301200005, records of Thurston County, Washington.

11804340100

Also, Parcel A of Boundary Line Adjustment No. BLA-0079, as recorded on January 20, 1983 under Auditor’s File No. 8301200005, records of Thurston County, Washington.

11804420100

Also, Parcel 1 Short Subdivision No. SS-1440, as recorded March 14, 1980 under Auditor’s File No. 1106816, records of Thurston County, Washington.

11804420101

Also, Parcel A of Boundary Line Adjustment BLA. No. 001123TC, as recorded on November 20, 2001 under Auditor’s File No. 3393373 & 3393374, records of Thurston County, Washington.

11804420200

Also, that portion of the Northwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 4, Township 18 North, Range 1 West, W.M., lying southerly of county road known as Pleasant Glade Road, and lying Northerly of a line beginning at a point on the Easterly line of said Northwest Quarter of the Northwest Quarter of the Southeast Quarter of said Section 4, 205 feet Northerly of the Southeast corner thereof; running thence Westerly, parallel with the South line of said subdivision, to the Easterly line of Pleasant Glade Road.

11804420201

Also, that portion of the Northwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 4, Township 18 North, Range 1 West, W.M., lying southerly of county road known as Pleasant Glade Road, and lying Southerly of a line beginning at a point on the Easterly line of said Northwest Quarter of the Northwest Quarter of the Southeast Quarter of said Section 4, 205 feet Northerly of the Southeast corner thereof; running thence Westerly, parallel with the South line of said subdivision, to the Easterly line of Pleasant Glade Road.

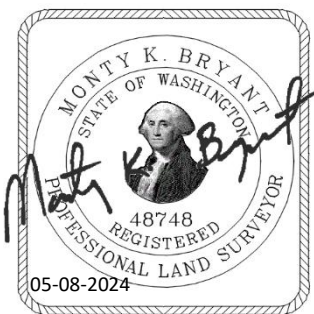
Pleasant Glade Road Northeast

Also, to include the entire right of way of Pleasant Glade Road Northeast coincident with the above-described properties.

Containing: 19+/- Acres

See Exhibit "A-2" attached hereto and by this reference made a part hereof.

TOTAL Annexation of Exhibit B-1 (253) & B-2 (19) = 272+/- AC.



**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LACEY AND THURSTON COUNTY, RELATED TO THE ANNEXATION OF
UNINCORPORATED COUNTY ISLANDS LOCATED WITHIN THE SURROUNDING
JURISDICTION OF THE CITY**

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into pursuant to the authority of Chapter 39.34 RCW in duplicate originals between the City of Lacey, a State of Washington municipal corporation ("City") and Thurston County, a political subdivision of the State of Washington ("County"); 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, annexations are routinely applied for and put forth by the City; and

WHEREAS, County islands are those unincorporated County areas that are significantly bounded or surrounded by the City; and

WHEREAS, provision of services by the County to islands that are surrounded by the City results in an inefficient use of City and County resources; and

WHEREAS, there are currently two unincorporated County islands located within the boundaries of the City; and

WHEREAS, the annexation of these two County islands will provide greater efficiency of services; and

WHEREAS, the proposed annexations represent a logical extension of the corporate limits of the City of Lacey into its established Urban Growth Area; and

WHEREAS, the Jurisdictions want to facilitate an orderly transition of services associated with the islands proposed to be annexed, including, but not limited to emergency services, public works, and permit processing; and

WHEREAS, the City and County want to ensure a seamless transition of review of permit applications that were initiated in the County, but then transferred to the City upon annexation; and

WHEREAS, RCW 35A.14.296 authorizes any code city to annex unincorporated areas pursuant to a jointly approved interlocal agreement with the county; and

WHEREAS, the legislative findings in RCW 35A.14.296 state, "The legislature finds that city annexations of unincorporated areas within urban growth areas will be more efficient and effective if the county and city develop a jointly approved interlocal agreement so as not to create illogical boundaries or islands of unincorporated territory"; and

WHEREAS, RCW 35A.14.296 requires that any affected adjacent jurisdictions, such as fire districts, be notified of the intent to annex any areas served by the fire district. The County islands that the City is proposing to annex are within the service area of the South Bay Fire Department (District #8) and Lacey Fire District 3; and

WHEREAS, fire services within the City of Lacey are provided by Lacey Fire District 3; and

WHEREAS, upon annexation, areas served by South Bay Fire Department (District #8) will automatically transfer to Lacey Fire District 3; and

WHEREAS, RCW 35A.14.296 empowers the South Bay Fire Department (District #8) and Lacey Fire District 3 to be a party to the Interlocal Agreement by providing written notice within 30 days of the July 31, 2024 letter from the City of Lacey; and

WHEREAS, the South Bay Fire Department (District #8) did not provide the City with a written notice that it wishes to be a party to this interlocal agreement; and

WHEREAS, the Lacey Fire District 3 did not provide the City with a written notice that it wishes to be a party to this interlocal agreement; and

WHEREAS, the County and City held a duly noticed joint public hearing on this interlocal agreement on October 1, 2024 as required by RCW 35A.14.296(3).

NOW, THEREFORE, it is hereby agreed as follows:

1. Areas to be Annexed.

The Jurisdictions agree that the City shall annex the unincorporated County islands as depicted on the maps attached to and incorporated into this agreement in one or more annexation processes. The Jurisdictions agree that the boundaries of the annexation areas shall be as described and depicted in the attached exhibits. The annexation areas shall be annexed via an ordinance adopted by the City Council. The boundaries of the island referred to as the "Draham Road Island" and "Cuoio Park Islands" are described and depicted on the attached Exhibit A-1, A-2, B-1 and B-2.

2. Compliance with Previous Interlocal Agreements.

The City and County entered into an Interlocal Agreement on January 29, 1990 to establish the orderly transition of services and financial impacts following an annexation. This Interlocal Agreement addresses several areas, including land use review, permit processing, records transfer, revenue sharing, capital projects reimbursement, etc. Section 5 of the January 29, 1990 Interlocal Agreement does not apply to this annexation. Lacey will not reimburse Thurston County for any capital projects located within this annexation area that were constructed within the past 10 years.

The City and County entered into an agreement on May 23, 2012 regarding the Woodland Creek Estates Sewer, which addresses facility ownership, a Washington State Department of Ecology Loan, and regular service and maintenance of the sewer system. According to this agreement, Thurston County will maintain ownership of the Woodland Creek Estates Sewer facilities until such time as the loan is paid off, then the County will transfer ownership to the City. During this period, the City performs regular upkeep and maintenance of the facility at no additional charge to the County. Parcels are invoiced monthly sewer charges as outlined in Chapter 13.16 in the Lacey Municipal Code and as defined by LOTT.

The Interlocal Agreements will remain in effect except as otherwise modified by this agreement and are attached to and incorporated into this Agreement.

3. Public Works Projects.

The County will provide the City a list and project descriptions for any ongoing or pending public works projects within the proposed annexation areas.

4. Stormwater Fees and Maintenance

The County will retain any stormwater utility funding collected within the annexation areas for services in 2024 and agrees to continue to provide services to the annexation areas as required under its Municipal Stormwater Permit until December 31, 2024. The City of Lacey will begin invoicing parcels within this annexation area for storm and surface water utility charges as outlined in Chapter 13.70 in the Lacey Municipal Code beginning January 1, 2025.

5. Records:

Thurston County will provide the City of Lacey records on all property or easements owned by Thurston County in the annexation area. This may include parcels owned for stormwater facilities and stormwater easements.

Thurston County will provide the City of Lacey with all records related to infrastructure such as plans, design calculations, design drawings, as-builts for culverts, bridges, roads, guardrail/barrier, traffic volume counts, the ball-bank indicator speed analysis at the curve at 15th Ave & Draham Street, street sign inventory, pavement condition summary, plus stormwater reports and engineering submittals from developments located within the annexation area.

6. Open Permits.

The County will compile and transfer to the City a list of ongoing permits within the proposed annexation areas, including but not limited to land use and building permits. Upon the effective date of annexation, the City is responsible for processing and deciding all pending applications through review under applicable County regulations and code. This section shall survive the completion or expiration of this agreement or termination whether termination is by one or all jurisdictions.

7. Unexpended SEPA Mitigation Fees.

The County will compile a list of projects within the proposed annexation areas with unspent SEPA mitigation fees. Upon annexation, such fees shall be transferred to the City, except for fees collected for other agencies and school districts. The City shall assume the responsibility for expending these fees to complete the mitigation appropriate to the project for which they were collected. This shall not apply to other agency or school fees.

8. Development Bonds.

The County will identify any development bonds, maintenance bonds, payment and performance bonds, landscape bonds, etc. that are active within the proposed annexation areas. Upon annexation and when identified for transfer under the terms of the January 28, 2008 Interlocal Agreement as amended on January 7, 2014, these bonds will be transferred to the City for administration in accordance with the terms of the bond.

9. Notification of Potentially Affected Jurisdictions.

Consistent with the requirements of RCW 35A.14.296, the City transmitted this Agreement to any potentially affected adjacent jurisdiction, including the appropriate fire district, to allow for a 30-day comment period on July 31, 2024.

10. Maintenance of Residential Zoning.

Consistent with the requirements of RCW 35A.14.296, the City agrees that for a period of five years, any parcel zoned for residential development within the annexed area shall:

- A. Maintain a zoning designation that provides for residential development; and
- B. Not have its minimum gross residential density reduced below the density allowed for by the zoning designation for that parcel prior to annexation.

11. Public Outreach.

The City shall assume responsibility for completing all required public notifications pursuant to RCW 35A.14.296. In addition, the City shall assume responsibility for holding any public meetings, open houses, drafting of Frequently Asked Question flyers and other informational materials, and public hearings. The County shall attend the annexation meetings in support of city staff. The joint County and City public hearing shall be on October 1, 2024.

12. Effective Date of Annexation.

The jurisdictions mutually agree that the effective date of the annexation, as described and agreed to in this agreement, shall be the date of the City's adoption of its annexation ordinance.

13. Term.

The term of this Agreement shall be effective upon the Effective Date until such time as all provisions of the agreement are met or the agreement is terminated under Section 15 of this agreement.

14. 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 one or all 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.

15. Amendments.

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

16. Termination.

This Agreement may only be terminated prior to annexation of the areas to be annexed described in Section 1 of this agreement when the terminating Jurisdiction provides written notice to the other Jurisdiction at least 90 days prior to its intended withdrawal from this Agreement. Following a termination, the Jurisdictions are mutually responsible for fulfilling any outstanding obligations under this Agreement incurred prior to the effective date of the amendment or termination.

17. Dispute Resolution.

The Jurisdictions mutually agree to use a formal dispute resolution process such as mediation, through an agreed-upon mediator and process, if agreement cannot be reached regarding interpretation or implementation of any provision of this Agreement. All costs for mediation services would be divided equally between the Jurisdictions. Each Jurisdiction would be responsible for the costs of their own legal representation. The jurisdictions must first seek a remedy under this section in good faith prior to any legal action in court to enforce the terms of this Agreement.

18. 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 St. SE, Lacey, WA 98503

Thurston County, c/o County Manager, 3000 Pacific Ave SE, Olympia, WA 98501

19. 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 the Jurisdictions 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 or in the superior court of either of the two nearest judicial districts pursuant to RCW 36.01.050.

20. Severability.

If one or more of the clauses of this Agreement is found to be unenforceable, illegal, or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.

21. 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.

22. Non-Waiver of Rights.

The Jurisdictions agree that failure to declare any breach or default immediately upon the occurrence thereof, delay in taking any action in connection with, or the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

23. 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 Jurisdictions hereto have caused this Agreement to be executed by the dates and signature herein under affixed. The persons signing this Agreement on behalf of the Jurisdictions represent that each has authority to execute this Agreement on behalf of the Jurisdiction entering into this Agreement.

Thurston County

City of Lacey

Signed by:

F4878A217FEE45C...

Tye Menser, Chair of the Board of County Commissioners

DocuSigned by:

FB22A0AE8941409...

Rick Walk, City Manager

10/18/2024

Date

10/22/2024

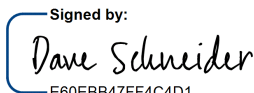
Date

Approved as to form:
Travis Burns, Deputy Prosecuting Attorney

Approved as to form:
David Schneider, City Attorney

Signed by:

8C5F32E63F614AF...
By: _____

Signed by:

E60EBB47FF4C4D1...
By: _____

SECTIONS 03, 09 & 10, T.18N., R.1W., W.M.

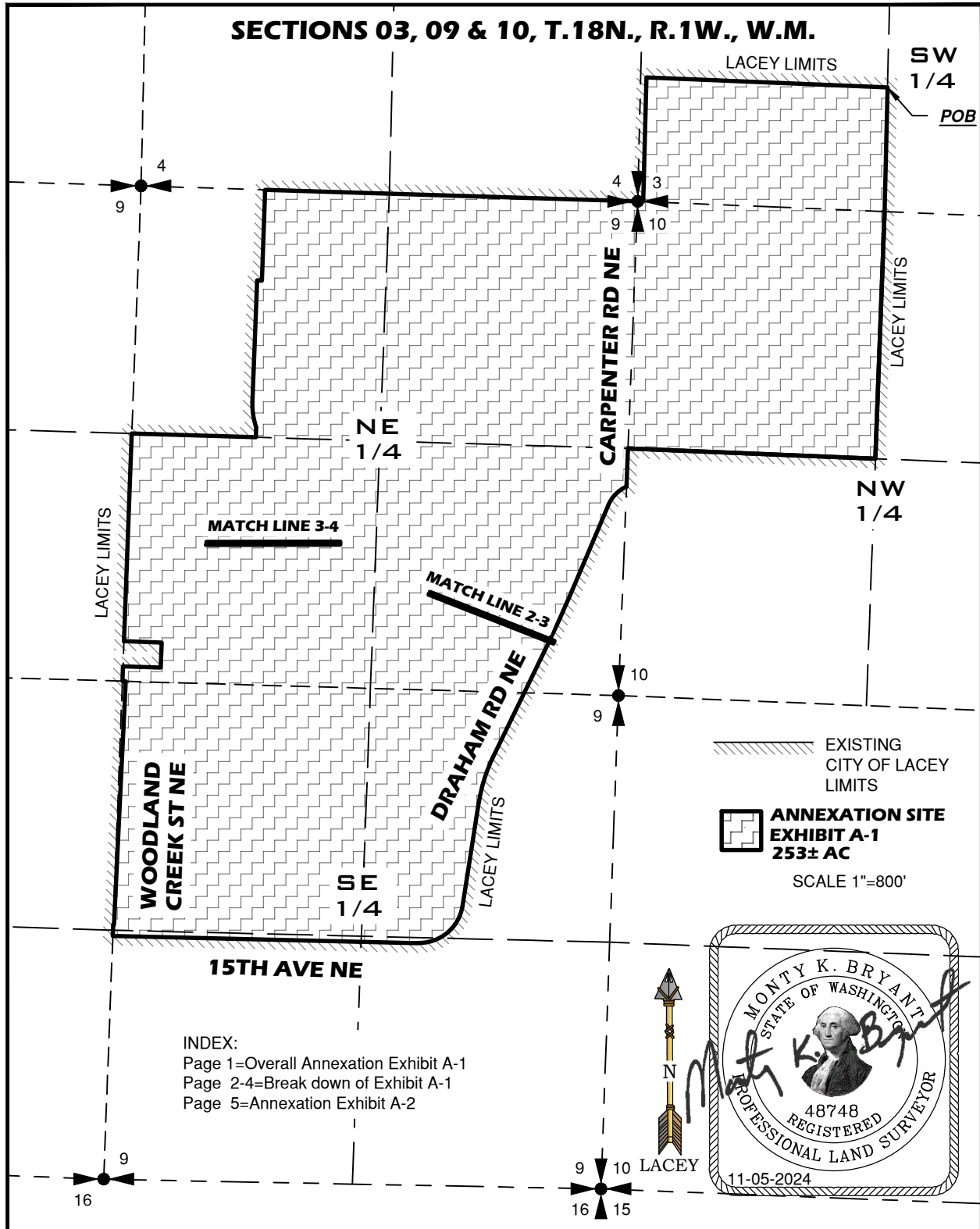


EXHIBIT A-1
MAP OF ANNEXATION SITE

Section 3-4-9 & 10 island 11-2024.dwg

SHEET 1 OF 5

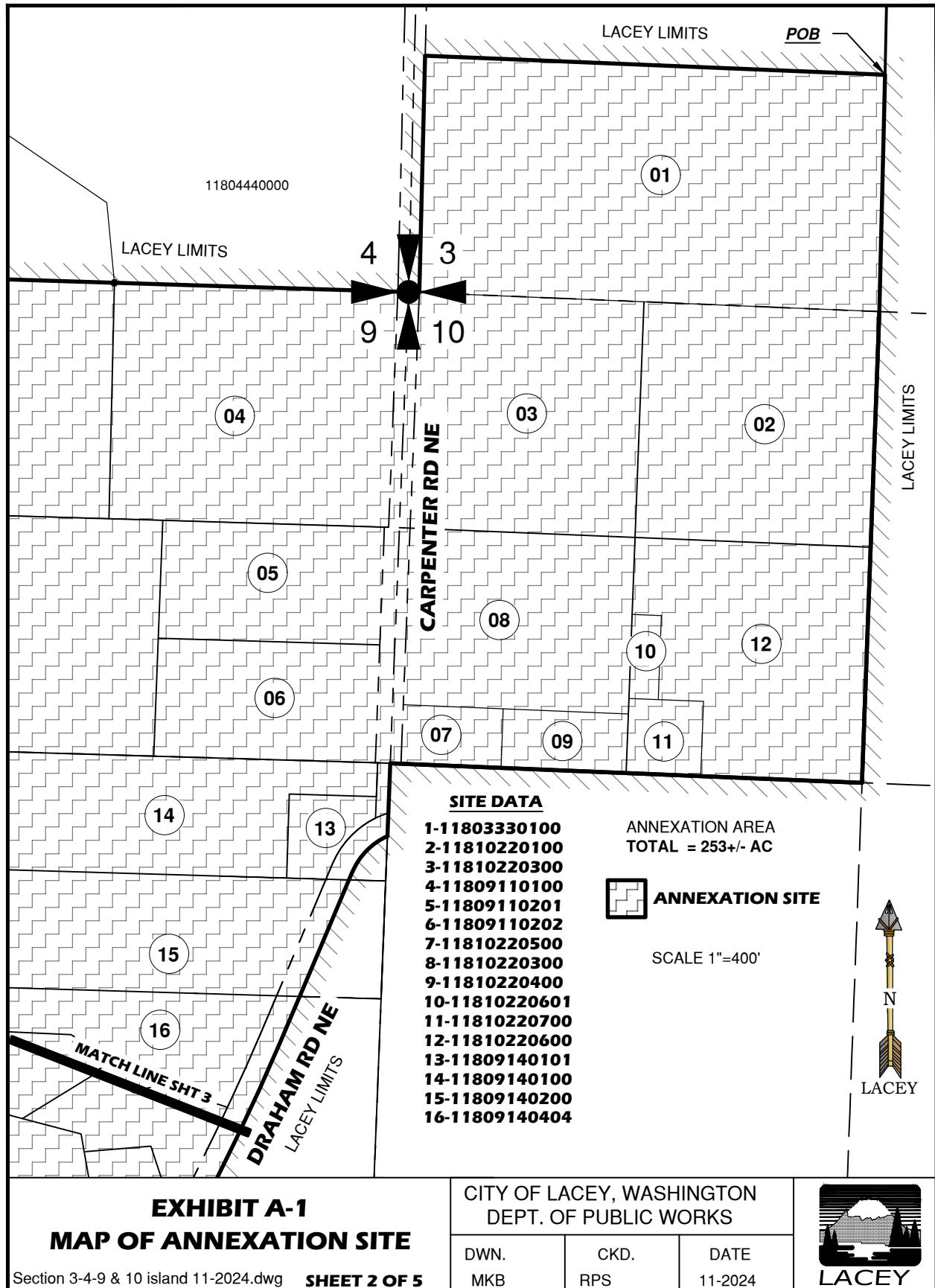
CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

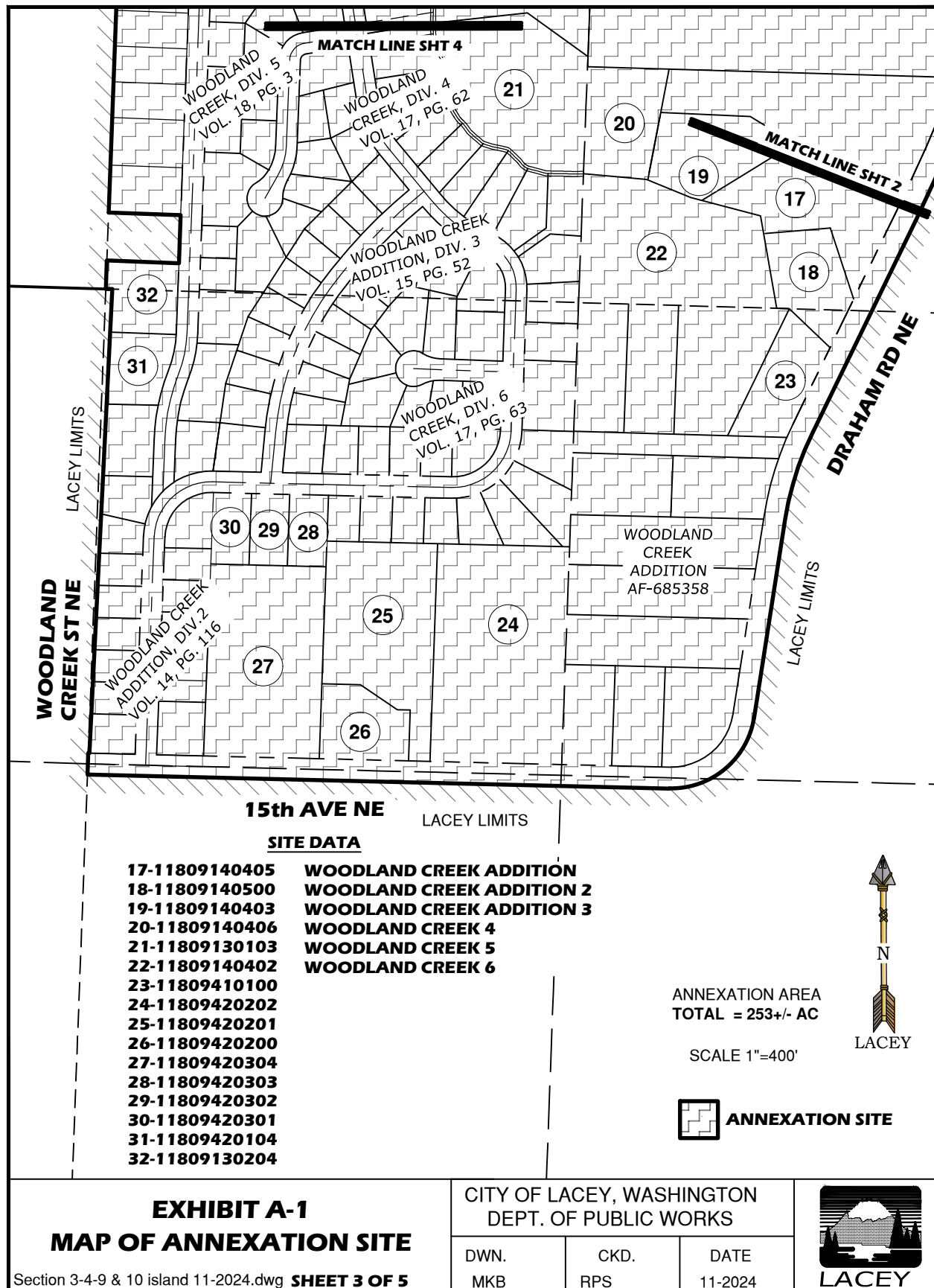
DWN.
MKB

CKD.
RPS

DATE
11-2024







SEC. 04, T.18N., R.1W., W.M.



**ANNEXATION SITE
EXHIBIT A-2
TOTAL=19+/- AC**

NW 1/4

EXISTING
CITY OF LACEY
LIMITS



NE 1/4

SCALE 1"=400'

E-W C/L SEC.4, T18N, R1W, W.M.

SITE DATA

**39-11804340600
40-11804340500
41-11804340400
42-11804340300
43-11804340200
44-11804340100
45-11804420100
46-11804420101
47-11804420200
48-11804420201
PLEASANT GLADE RD NE**

11804130100

SW 1/4

**PLEASANT
GLADE RD NE**

APPROXIMATE LOCATION
OF WOODLAND CREEK

SE 1/4

AS-BUILT C/L RD

11804130100

11804130100

39

40

41

42

43

44

LACEY LIMITS

LACEY LIMITS

11804330400

11804340900

AS-BUILT LOCATION
OF WOODLAND CREEK

11804340800

11804440000

**EXHIBIT A-2
MAP OF ANNEXATION SITE**

Section 3-4-9 & 10 island 11-2024.dwg

SHEET 5 OF 5

CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

DWN.
MKB

CKD.
RPS

DATE
11-2024



EXHIBIT "B-1"

ANNEXATION DESCRIPTION

Beginning at the Northeast corner of the South half of the Southwest Quarter of the Southwest Quarter of Section 03, Township 18 North, Range 1 West, W.M., thence southerly along the east line to the Southeast corner thereof; thence southerly along the east line of the Northwest Quarter of the Northwest Quarter of Section 10 of said Township and Range to the southeast corner thereof; thence westerly along the south line of said Northwest Quarter of the Northwest Quarter to the southwest corner thereof; thence southerly along the west line of the Southwest Quarter of the Northwest Quarter of said Section 10 to the southerly right of way of Draham Road Northeast; thence southwestwardly along said southerly right of way to the south right of way of 15th Avenue Northeast; thence westerly along said south right of way to the North-South center line of Section 09 of said Township and Range; thence Northerly along said North-South center line to the Northerly right of way of said 15th Avenue Northeast; thence easterly along said right of way to the Southeast corner of Lot 3 of Short Subdivision SS-1563 recorded on October 23, 1980 under Auditor's File No. 1126108, records of Thurston County, Washington; thence Northerly along the east line of Lots 1, 2 & 3 of said SS-1563 to the northeast corner of Lot 1 of said SS-1563; thence westerly along the north line of said Lot 1 to the center of Section 09; thence northerly along the North-South center line of said Section 09, 79.64 feet; thence South 87°50'10" East 201.96 feet; thence North 02°09'50" East 133.00 feet to the south line of Lot 10 of the plat of Alderwood recorded on July 6, 1972 under Auditor's File No. 869736, records of said county; thence along said south line of Lot 10, North 87°50'10" West 201.96 feet to said North-South center line and West boundary of said plat; thence Northerly along said North-South line of said Section 09 to the South line of Lot 2 of Nonplatted Street No. 0072 recorded on July 13, 1982 under Auditor's File No. 8207130052, records of said county; thence easterly along said South line of Lot 2 to the Southeast corner thereof; thence Northerly along the East line of said Lot 2 to the North line of the Northeast Quarter of said Section 09; thence easterly along said North line to the Northeast corner of the Northeast Quarter of said Section 09; thence easterly along the North line of the Northwest Quarter of Section 10 of said Township and Range to the Easterly right of way of Carpenter Road Northeast; thence Northerly along said Easterly right of way to the North line of the South half of the Southwest Quarter of the Southwest Quarter of said Section 03; thence easterly along said North line to the northeast corner thereof and the point of beginning.

Containing: 253+/- Acres

See Exhibit "A-1" attached hereto and by this reference made a part hereof.

EXHIBIT “B-2”

ANNEXATION DESCRIPTION

11804340600

The South 75 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 18 North, Range 1 West, W.M., lying Westerly of county road known as Pleasant Glade Road and that part of the Southeast Quarter of said Southwest Quarter, lying Northwesterly of said Pleasant Glade Road and Northeasterly of the center of Mill Creek.

11804340500

Also, Lot B of Boundary Line Adjustment No. BLA. 020382TC, as recorded May 5, 2003 under Auditor’s File No. 3528026, records of Thurston County, Washington.

11804340400

Also, Lot A of Boundary Line Adjustment No. BLA. 020382TC, as recorded May 5, 2003 under Auditor’s File No. 3528026, records of Thurston County, Washington.

11804340300

Also, Parcel C of Boundary Line Adjustment No. BLA-0079, as recorded on January 20, 1983 under Auditor’s File No. 8301200005, records of Thurston County, Washington.

11804340200

Also, Parcel B of Boundary Line Adjustment No. BLA-0079, as recorded on January 20, 1983 under Auditor’s File No. 8301200005, records of Thurston County, Washington.

11804340100

Also, Parcel A of Boundary Line Adjustment No. BLA-0079, as recorded on January 20, 1983 under Auditor’s File No. 8301200005, records of Thurston County, Washington.

11804420100

Also, Parcel 1 Short Subdivision No. SS-1440, as recorded March 14, 1980 under Auditor’s File No. 1106816, records of Thurston County, Washington.

11804420101

Also, Parcel A of Boundary Line Adjustment BLA. No. 001123TC, as recorded on November 20, 2001 under Auditor’s File No. 3393373 & 3393374, records of Thurston County, Washington.

11804420200

Also, that portion of the Northwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 4, Township 18 North, Range 1 West, W.M., lying southerly of county road known as Pleasant Glade Road, and lying Northerly of a line beginning at a point on the Easterly line of said Northwest Quarter of the Northwest Quarter of the Southeast Quarter of said Section 4, 205 feet Northerly of the Southeast corner thereof; running thence Westerly, parallel with the South line of said subdivision, to the Easterly line of Pleasant Glade Road.

11804420201

Also, that portion of the Northwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 4, Township 18 North, Range 1 West, W.M., lying southerly of county road known as Pleasant Glade Road, and lying Southerly of a line beginning at a point on the Easterly line of said Northwest Quarter of the Northwest Quarter of the Southeast Quarter of said Section 4, 205 feet Northerly of the Southeast corner thereof; running thence Westerly, parallel with the South line of said subdivision, to the Easterly line of Pleasant Glade Road.

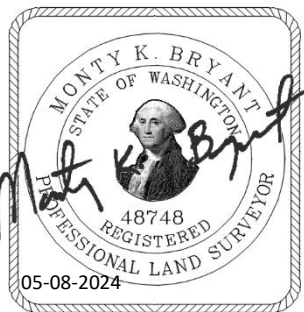
Pleasant Glade Road Northeast

Also, to include the entire right of way of Pleasant Glade Road Northeast coincident with the above-described properties.

Containing: 19+/- Acres

See Exhibit "A-2" attached hereto and by this reference made a part hereof.

TOTAL Annexation of Exhibit B-1 (253) & B-2 (19) = 272+/- AC.





LACEY CITY COUNCIL MEETING

January 21, 2025

SUBJECT: Human Services Commission Appointments

RECOMMENDATION: Motion to “Approve the appointments of Angelina Goldwell, Nancy Dihle, Dalia Martinez, Brandon Stephens, and Tiffany Walker to the Human Services Commission.”

STAFF CONTACT: Rick Walk, City Manager *RW*
Shannon Kelley-Fong, Assistant City Manager *SKF*
Michelle Chavez, Human Services Coordinator *mjc*

ORIGINATED BY: City Manager Department

ATTACHMENTS: 1 – Angelina Goldwell Application
2 – Nancy Dihle Application
3 – Dalia Martinez Application
4 – Brandon Stephens Application
5 – Tiffany Walker Application

FISCAL NOTE: 2025 budget includes \$300,000 for the Human Services Grant Program. Future funding is pending budget decisions.

The City of Lacey will become a CDBG Entitlement Community in 2025 with an estimated annual allocation of \$304,850

WORK PLAN GOAL AND STRATEGY Vibrant Place to Live, Work and Play
D. Finalize Homeless Response Plan and Enhance Social Services

An Engaged Community
L. Enhance Communication and Engagement Efforts

DEIB STRAT. PLAN: Vibrant Place to Live, Work and Play Livability: Human Services,
C. Provide and support culturally appropriate human services that meet the needs of the Lacey community.

Create a strategic City human services grant program that is transparent, consistent, and removes barriers to participation.

PRIOR REVIEW: [City Council Worksession – March 12, 2024](#)

[City Council Meeting – March 19, 2024](#)
[City Council Meeting – June 18, 2024](#)
[Human Services Workgroup – September 5, 2024](#)
[Commission on Equity – September 23, 2024](#)
[Human Services Workgroup – October 3, 2024](#)
[City Council Worksession – November 26, 2024](#)
[City Council Meeting – December 3, 2024](#)

BACKGROUND: On December 3, 2024 the Lacey City Council approved Ordinance 1667 establishing a permanent Human Services Commission to provide human service-related recommendations on: needs, policies and programs, and funding allocations, such as future Human Service Grant Programs, Community Development Block Grant programs, and other grant programs.

The Human Services Commission will replace the ad hoc Human Services Workgroup that met during 2024. Of the seven (7) appointed Human Services Workgroup members, five (5) were interested in continuing their services by being appointed to the Human Services Commission. Their applications are attached to this report.

If the Lacey City Council approves these five, the City will begin accepting applications to fill the remaining two (2) seats as soon as possible.

NEXT STEPS:

- Option 1:** Approve the appointments of Angelina Goldwell, Nancy Dihle, Dalia Martinez, Brandon Stephens, and Tiffany Walker to the Human Services Commission.
- Option 2:** Do not approve the appointments of Angelina Goldwell, Nancy Dihle, Dalia Martinez, Brandon Stephens, and Tiffany Walker to the Human Services Commission. Provide direction to staff on possible next steps. This could include opening up the application process for all seven (7) positions
- Option 3:** Some other option not contemplated in the above options.

Human Services Workgroup Application

Row 7

First Name	Angelina
Last Name	Goldwell
Personal Pronouns	She, Her, Hers
Do you live in Lacey or the Lacey UGA?	Lacey Urban Growth Area
City, State, and ZIP Code	Lacey, WA 98503
How long have you been a resident?	9 years
Interest	I have over fifteen years of serving faith based nonprofits, participating in & facilitating consensus based decision making processes and believe my combination of skills and experience can be used to benefit my community.
Work Group Experience	No
Describe Experience	
Education Experience	Masters Degree
Licenses and Credentials	
Work and Lived Experience	Adaptability, decision making, nonprofit work, consensus building, meeting facilitation, large picture thinking, detail oriented, friendly, engaged, thoughtful, kind.
Time Commitment	2-4
Certification	☒
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Human Services Workgroup Application

Row 9

First Name	Nancy
Last Name	Dihle
Personal Pronouns	She, Her, Hers
Do you live in Lacey or the Lacey UGA?	Lacey
City, State, and ZIP Code	Lacey WA 98503
How long have you been a resident?	4 months
Interest	As a relatively new resident, I bring in ideas that have worked in other communities I've in. The converse is also true. My most recent assignment was in Portland. The decision to make all drugs legal in personal use quantities was a dismal failure and the state is working now to reverse that decision.
Work Group Experience	Yes
Describe Experience	I have been the Executive Director of a large non-profit working with an Advisory Board and I have been members of multiple work groups. All of this has been in the social service arena.
Education Experience	Bachelor of Scirence in Leadership - APU Master of Science in Gerontology - Concordia, Nebraska
Licenses and Credentials	
Work and Lived Experience	1. Salvation Army officer - 42 years 2. FEMA disaster training 3. Protect the Mission trainer - protection of children and vulnerable adults 4. International Leadership Training
Time Commitment	20

Certification	
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Human Services Workgroup Application

Row 10

First Name	Dalia
Last Name	Martinez
Personal Pronouns	She, Her, Hers
Do you live in Lacey or the Lacey UGA?	Lacey
City, State, and ZIP Code	lacey, wa 98503
How long have you been a resident?	26 years
Interest	In my previous job I was a community health worker at SeaMar to provide resources to low income families and the homeless population. I now run my own business but want to still play an active role in my community for those in need. I would love to be considered for a position on this committee and look forward to hearing back.
Work Group Experience	No
Describe Experience	
Education Experience	I continue to work on my Bachelors Degree in Human services and have my Esthician license from the state of Washington.
Licenses and Credentials	I received a variety of credentials and trainings from my time working at SeaMar in all of these areas.
Work and Lived Experience	I believe i would be a great fit for this position because a combination of lived experience being an immigrant of a young age to this country from Mexico and the struggles associated with that, the direct work experience working with underserved populations, and the connection I have to this community living in Lacey since the age of 2 years old.
Time Commitment	10-20
Certification	☒

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Human Services Workgroup Application

Row 11

First Name	Brandon
-------------------	---------

Last Name	Stephens
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Personal Pronouns	
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Do you live in Lacey or the Lacey UGA?	Lacey
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City, State, and ZIP Code	Lacey
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How long have you been a resident?	37 years
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Interest	I am very interested in serving on the Human Services Work Group because I am passionate about contributing to our community's well-being. The opportunity to participate in this ad hoc committee aligns with my desire to make a tangible difference at a local level. Firstly, I am eager to collaborate with other community members to make informed recommendations to the City Council regarding funding allocations that will directly impact our residents in need. Additionally, the chance to advise on a human services needs assessment and help shape longer-term funding priorities and the establishment of a human services commission is particularly compelling to me. These responsibilities resonate with my commitment to fostering a more equitable and supportive environment for all members of our community. I am excited about the collaborative aspect of this role and the opportunity to work alongside dedicated individuals who share a common goal of improving the quality of life for our fellow Lacey residents.
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Work Group Experience	Yes
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Describe Experience	Worked on the pedestrian and bicycle advisory committee 2017.
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Education Experience	BAC Pacific Lutheran University
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Licenses and Credentials	
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Work and Lived Experience	*Worked on the pedestrian and bicycle advisory committee 2017. *Have volunteered through several local sports organizations ie. TCYFL, Black Hills Jr. Football, WEST Academy, City of Lacey Parks and Rec *Member of the NTPS Multicultural Action Committee 2017-2020 *Member of committee to help develop NTPS Strategic Plan *Local Real Estate Agent full time licensed 11 years
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Time Commitment	5-10 hrs
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Certification	☒
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Human Services Workgroup Application

Row 14

First Name	Tiffany
Last Name	Walker
Personal Pronouns	She, Her, Hers
Do you live in Lacey or the Lacey UGA?	Lacey
City, State, and ZIP Code	Lacey, wa 98509
How long have you been a resident?	6 years
Interest	I am interested in this work group because I live in the city of Lacey. I work as a Family resource prevention program manager at Family Support Center of the south sound. I also have lived experience that draws me to this group mission.
Work Group Experience	Yes
Describe Experience	I am on the co design committee for the city of Olympia for police oversight. I will also be interviewing for the Thurston county board of affordable housing at the end of April.
Education Experience	I have a high school diploma, certificates in health unto coordination and I am currently enrolled pursuing my bachelor degree in social work.
Licenses and Credentials	I have a HUC and I currently enrolled and in school pursuing my bachelors in social work.
Work and Lived Experience	I have been a recipient of the housing choice voucher and became a homeowner. I work for a non profit and I hold a program manager position within the organization. I have knowledge of all resources available in Thurston county and recognize the needs supersede what is available to those seeking help.
Time Commitment	As many hours as needed
Certification	☒

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LACEY CITY COUNCIL MEETING

January 21, 2025

SUBJECT: Accessory Dwelling (ADU) Interlocal Agreement and Program Updates

RECOMMENDATION: **Motion:** Authorize the City Manager to enter into an interlocal agreement with the Cities of Olympia, Tumwater, and Yelm for the update to the Pre-Approved Accessory Dwelling Unit program.

STAFF CONTACT: Rick Walk, City Manager *DW*
Vanessa Dolbee, Director of Community and Economic Development *VD*
Ryan Andrews, Community Planning Manager *RA*
Hans Shepherd, Senior Planner *HS*
Sarah Bartz, Assistant Planner *SB*

ORIGINATED BY: Community & Economic Development

ATTACHMENTS: 1 – ADU Renderings (Artisans Group)
2 – ADU Renderings (John Martin, Architect)
3 – ADU Information Packet
4 – ADU Interlocal Agreement

FISCAL NOTE: Lacey's proportional share of the ILA is \$11,964.81.

WORK PLAN GOAL AND STRATEGY: Coordinated & Collaborative Planning - (B)(1)

HOUSING ACTION PLAN: Strategy 3: Expand the overall housing supply by making it easier to build all types of housing projects.

Strategy 4: Increase the variety of housing choices.

PRIOR REVIEW: April 27th, 2020: City Council Approval of Existing ILA

BACKGROUND:

Consistent with the Affordable Housing Strategy, the Accessory Dwelling Unit (ADU) Program is an implementation strategy to increase the number of affordable housing options

within the City of Lacey. Specifically, the program seeks to increase the abundance, diversity, and flexibility in housing design through small-scale residential infill.

Starting in 2019, the Community and Economic Development Department contracted with the Artisans Group, a local architect, to develop designs and construction drawings for two ADU styles. Developed in coordination with City staff, the construction plans are pre-approved for building code compliance, thus making it easier and less expensive for homeowners to plan, design, obtain permits, and ultimately build a detached ADU on their property.

Subsequently, through a partnership with the cities of Olympia and Tumwater, two additional (four total) designs were approved for the program. These designs range from a 480 SF studio to an 800 square foot two-bedroom. Each design emphasizes affordability, neighborhood compatibility, and accessibility. Final design renderings were completed in 2021 (Attachment 1).

In 2023, the Community and Economic Development Department partnered with John C. Martin, Architect, to expand the pre-approved design portfolio. In January 2024, the designs for a 318 SF “Baby Bungalow” and 449 SF “Bungalow”, were finalized and added to the ADU package. The designs, which allow for standard stick-framing and mono-slab foundation, allow more flexibility for smaller parcels to participate in the program (Attachment 2).

Since the formation of the initial ILA in 2020, the International Residential Code (IRC) and Washington State Energy Code (WSEC) were updated from 2018 to 2021, and House Bill 1337 was adopted as part of the 2023/2024 legislative session. These regulatory changes have resulted in updated energy standards and an expanded maximum square footage for Accessory Dwelling Units (1,000 sqft) within Washington State.

To bring current ADU designs into alignment with these updates, an ILA has been proposed between the jurisdictions of Lacey, Olympia, Tumwater, and Yelm. The ILA would extend through December 2027 to better align with international and state building code cycles and split costs associated with ADU design updates between partnering jurisdictions. In addition to the updated energy and building standards, the ILA would authorize the development of a 1,000 sqft ADU consistent with House Bill 1337.

PERMIT PROCESS:

Although the program was initially launched during the challenges of Covid-19, interest has consistently remained high. In 2023, to help with the frequency of ADU inquiries at the permit counter, staff created a take home information packet that outlines the available portfolio and process for approval (Attachment 3). This packet, as well as the city website and regional resources such as Masters Builders Association, help to provide guidance.

Once a property owner has decided to pursue an ADU from the pre-approved options, the process has been streamlined with various cost savings measures. When the permit is initiated, permit counter staff provide the full plan set to the property owner, eliminating the

need for them to contract design services. An overall site plan is still required; however, the City does allow this to be created by the property owner utilizing existing Plat or GIS maps if needed. Other benefits of the pre-approved plans include a shortened plan review timeframe and the elimination of the Design Review requirements. The building permit fees have been reduced and utility connection charges are only required if new meters are requested.

Since 2019, thirty-one ADU permits have been processed through Community & Economic Development. Out of the thirty-one, six have utilized the pre-approved plan sets (480 SF, 600 SF and 800 SF single-story versions). Conversions of detached garages is another common ADU submittal. This type of remodel requires tailored building plans, modification of the structure to meet current energy/building codes and does not get the same discount on fees.

While the uptake of ADU permits seems slow, it remains one of the most frequent counter and call questions for Community & Economic Development. New legislation increasing the size and quantities of ADUs permitted on a single-family lot will likely increase interest and open up more options for property owners.

NEXT STEPS:

Option 1: Authorize the City Manager to enter into an interlocal agreement with the Cities of Olympia, Tumwater, and Yelm to bring our pre-approved ADU designs into alignment with current regulations.

Option 2: Provide direction to City staff on other elements to consider in regards to this issue. After further diligence on these elements, City Staff would then return to the Lacey City Council to review.

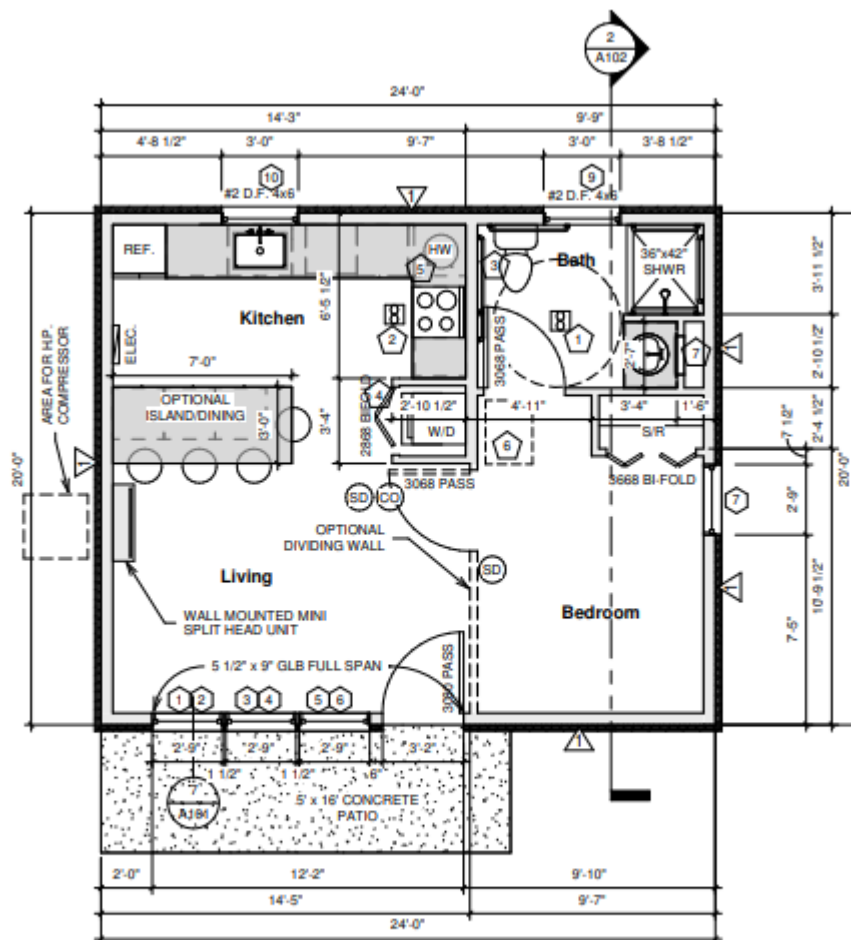
Option 3: Some other option not contemplated in the above options.



480 SF
1 Bedroom

South Puget Sound - Accessory Dwelling Unit

480 Square Feet



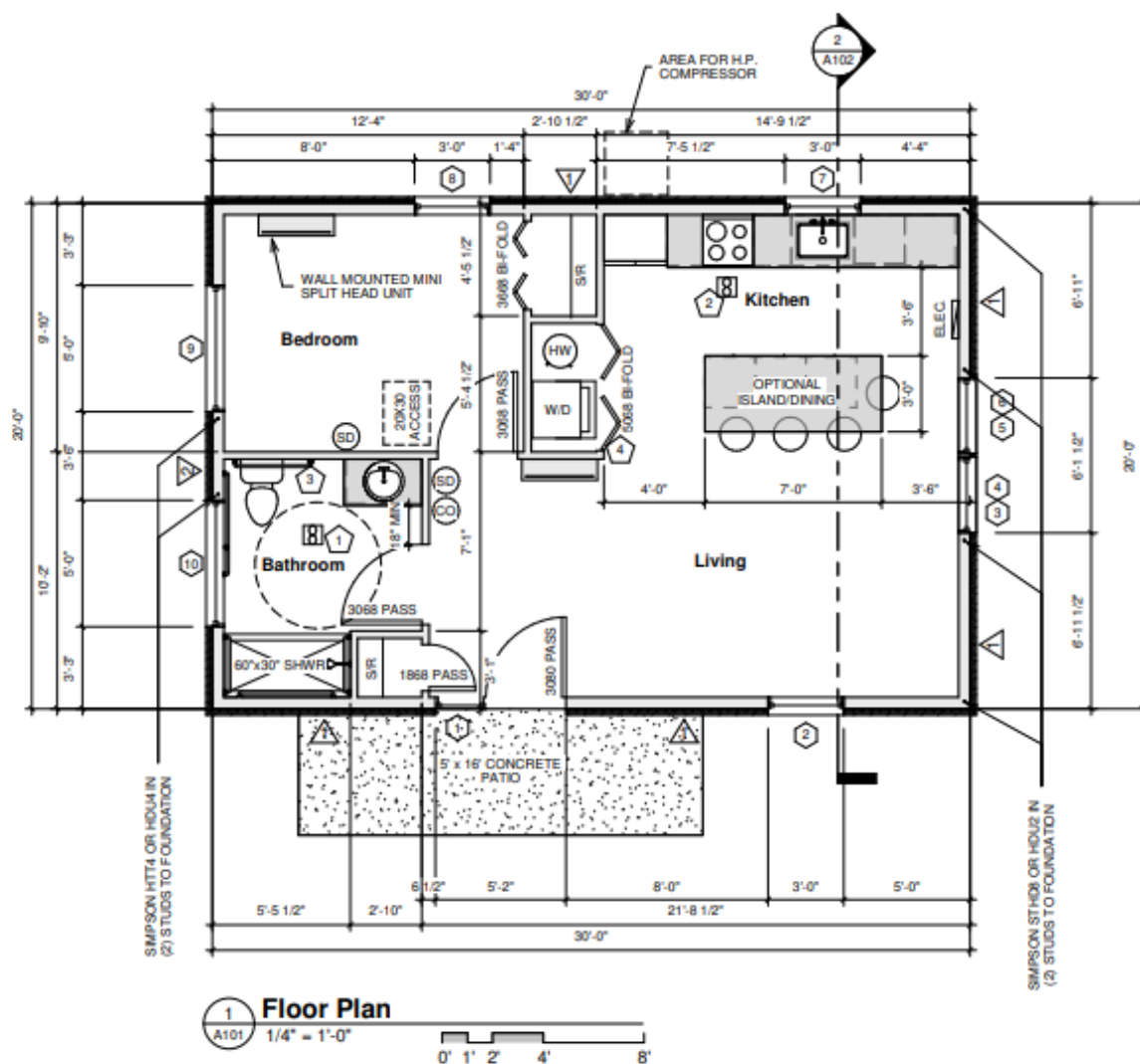
1 Floor Plan

1/4" = 1'-0"



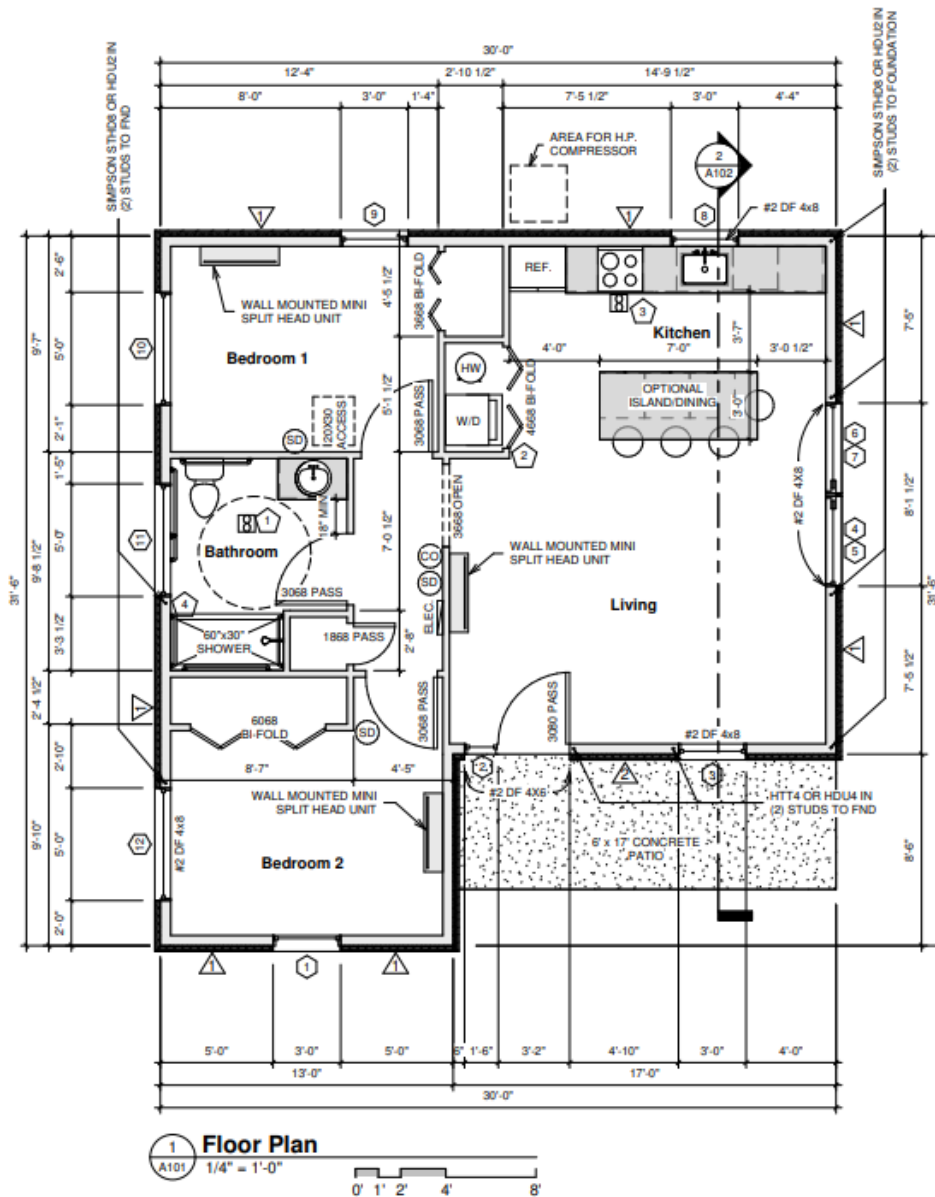


600 Square Feet





800 Square Feet - 1 Story

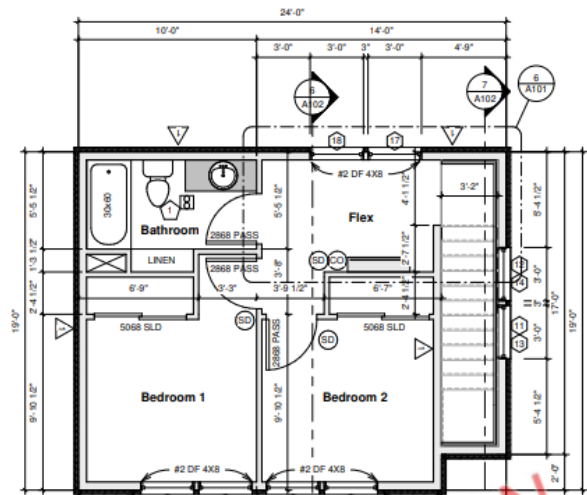
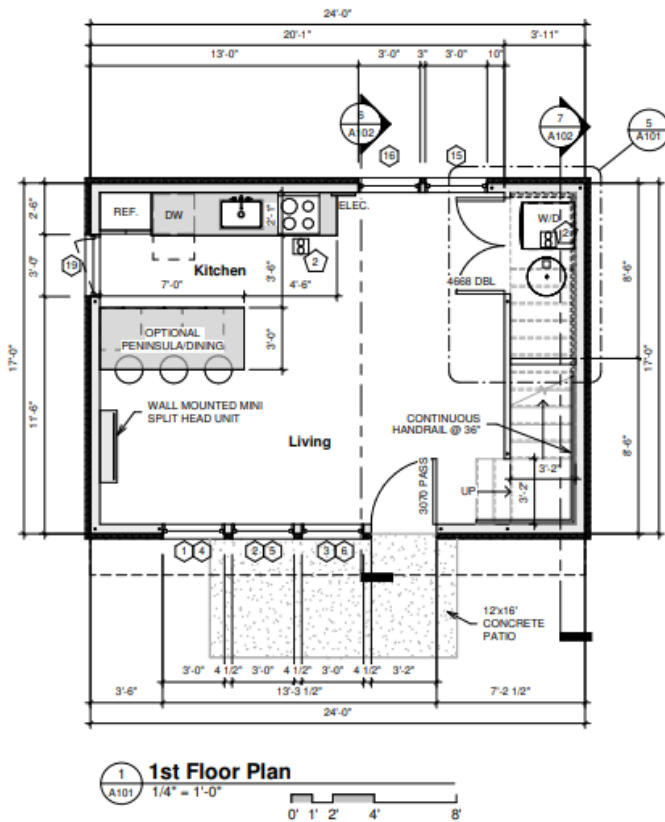


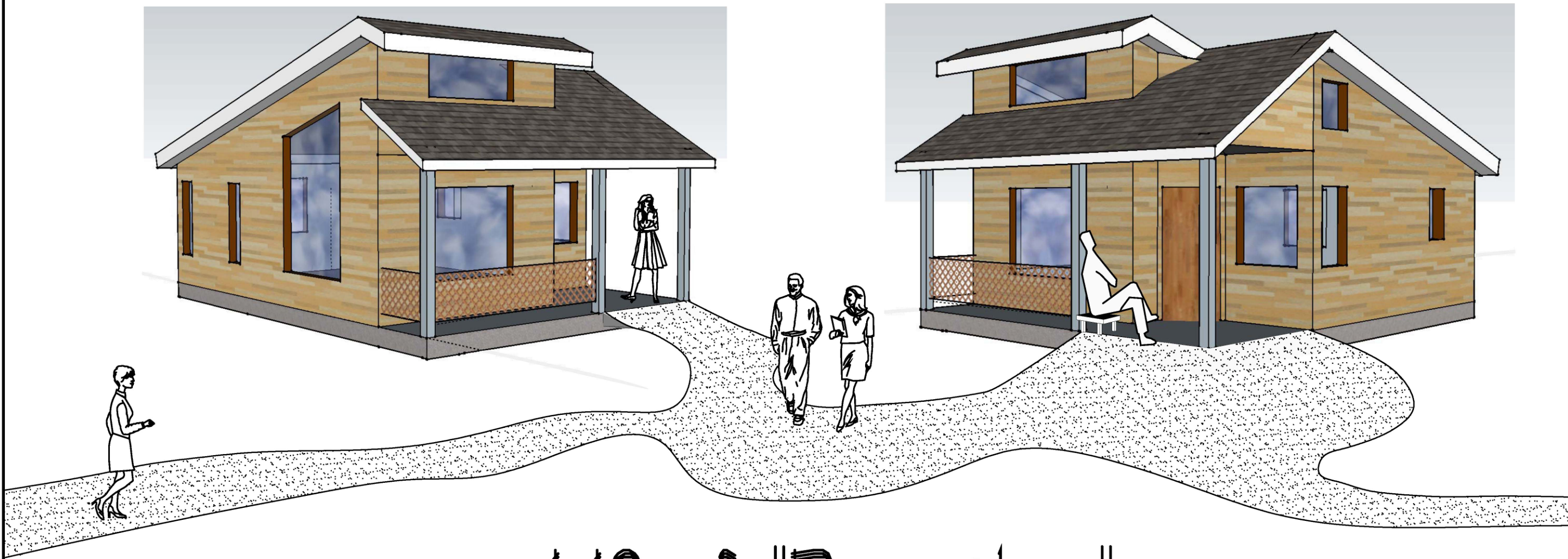


**800 SF
2 Bedroom &
Flex Room**

South Puget Sound - Accessory Dwelling Unit

800 Square Feet - 2 Story





449 sf "Bungalow" Accessory Dwelling Unit

(utilizing standard stick-framing,
 and mono-slab foundation)



Accessory Dwelling Units



DESIGN CRITERIA

HOW MANY

One per Lot

SIZE LIMITATIONS

50% of the primary structure or 850 SF, whichever is less

SETBACKS

Setbacks are determined by the underlying zone. Reduced setbacks are permitted in the LD Zone.

SEPARATION FROM MAIN STRUCTURE

10 Feet

PARKING

At least one assigned parking space is required.

PRE-APPROVED PLANS

The City of Lacey worked with Artisans Group to develop four pre-approved detached ADU designs. The pre-approved plans meet the City's building code and design guidelines. This helps to expedite the review process and eliminates design costs for the user.

Options include:

400 SF – 1 Story, 1 Bedroom
600 SF – 1 Story, 1 Bedroom
800 SF – 1 Story, 2 Bedroom
800 SF – 2 Story, 2 Bedroom
+ Flex Room

**** Residents can have their own plans prepared by an architect. Utilizing the pre-approved plans is not required. However, the City's standard review process would apply.**

FINANCING

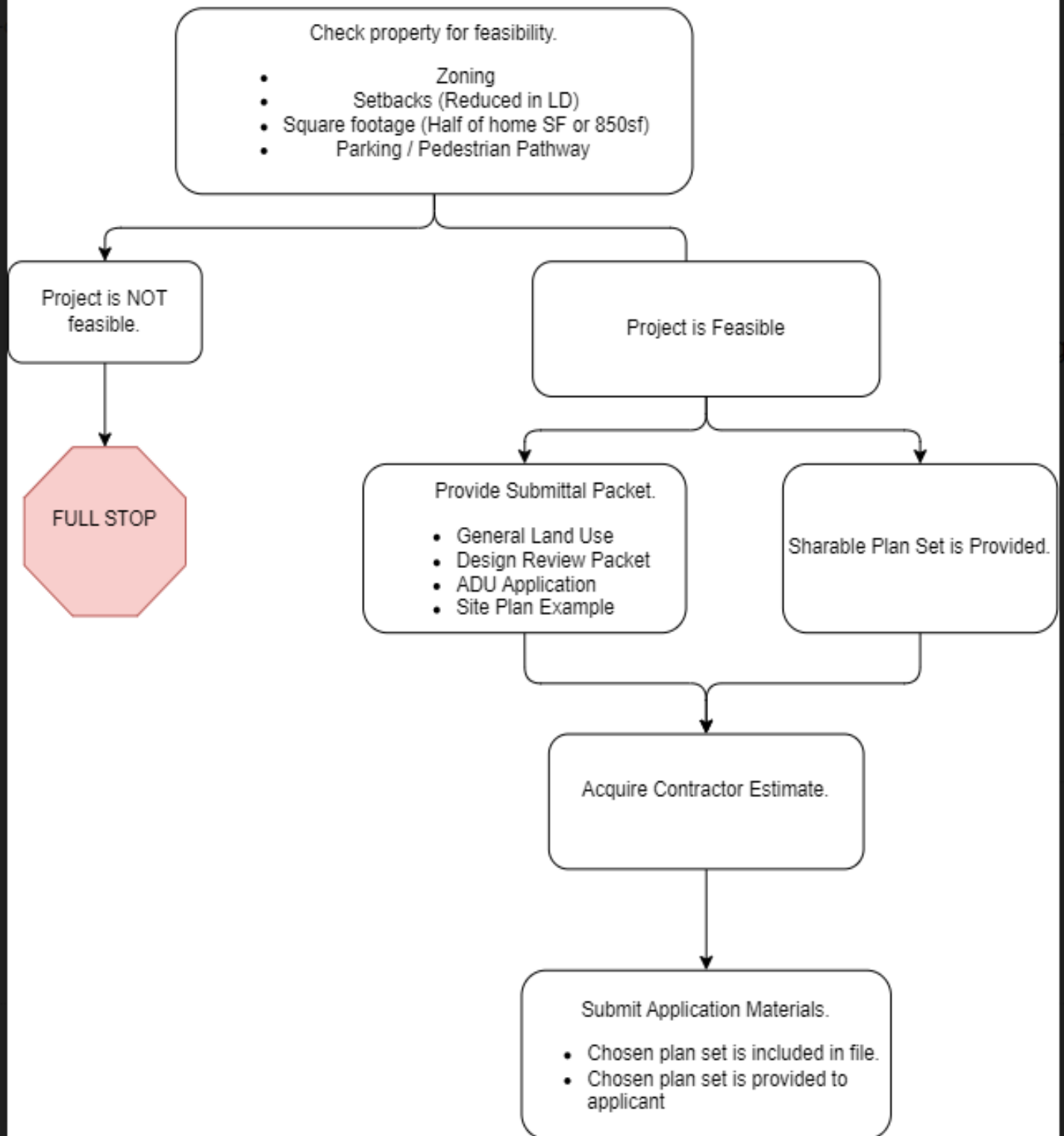
The City of Lacey does not offer financing, but many local banks are familiar or aware of our ADU program. Generally, homeowners work with their bank or mortgage company to receive a Home Equity Line of Credit (HELOC), a standard construction loan, or pay cash for their project.

FINDING A CONTRACTOR

The City cannot refer anyone to a specific company. Olympia Master Builders can provide a list of contractors who build ADU's:

<https://omb.org/>

City of Lacey ADU Process

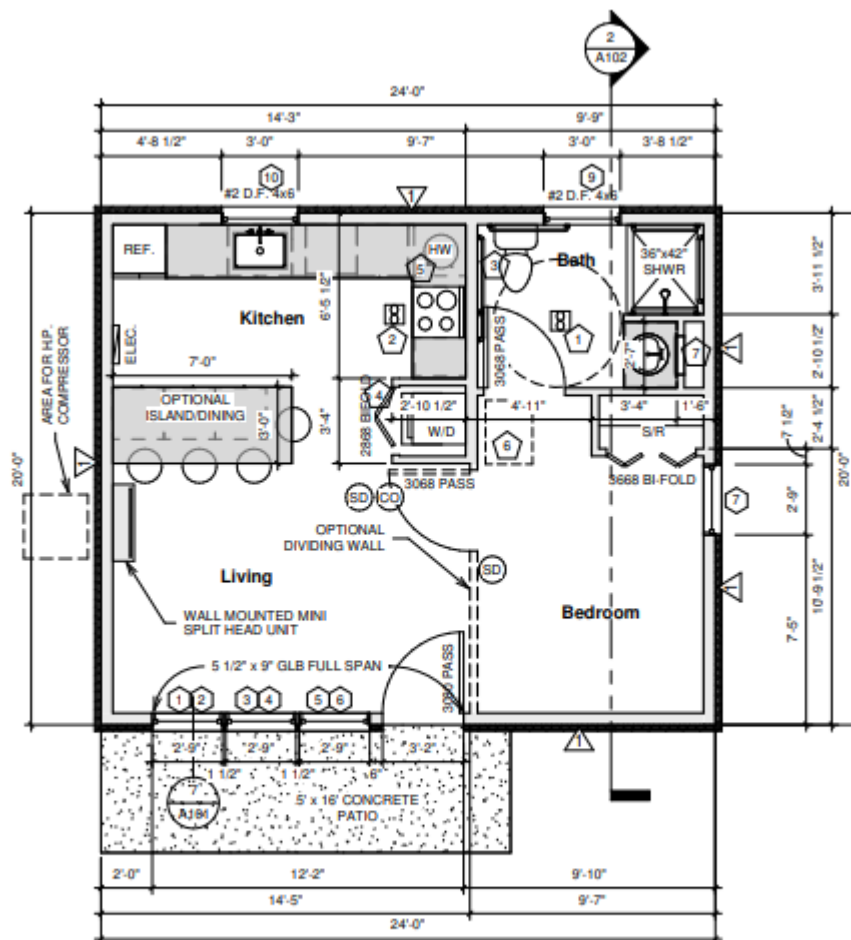




480 SF
1 Bedroom

South Puget Sound - Accessory Dwelling Unit

480 Square Feet

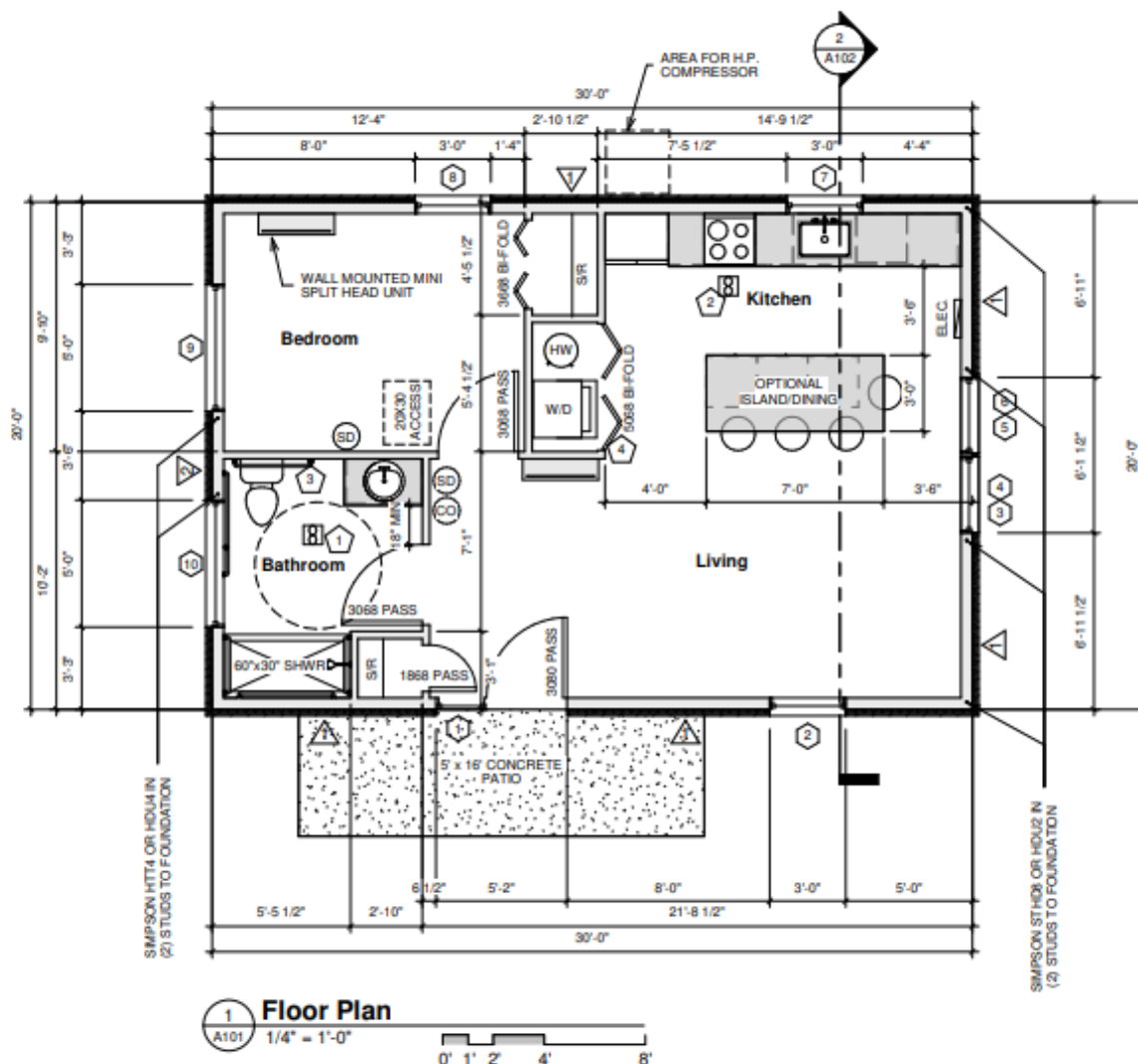


1 Floor Plan
A101 1/4" = 1'-0"

0' 1' 2' 4' 8'



600 Square Feet





800 Square Feet - 1 Story

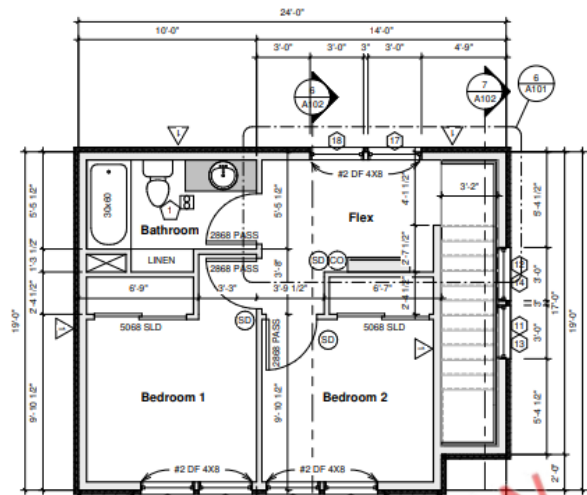
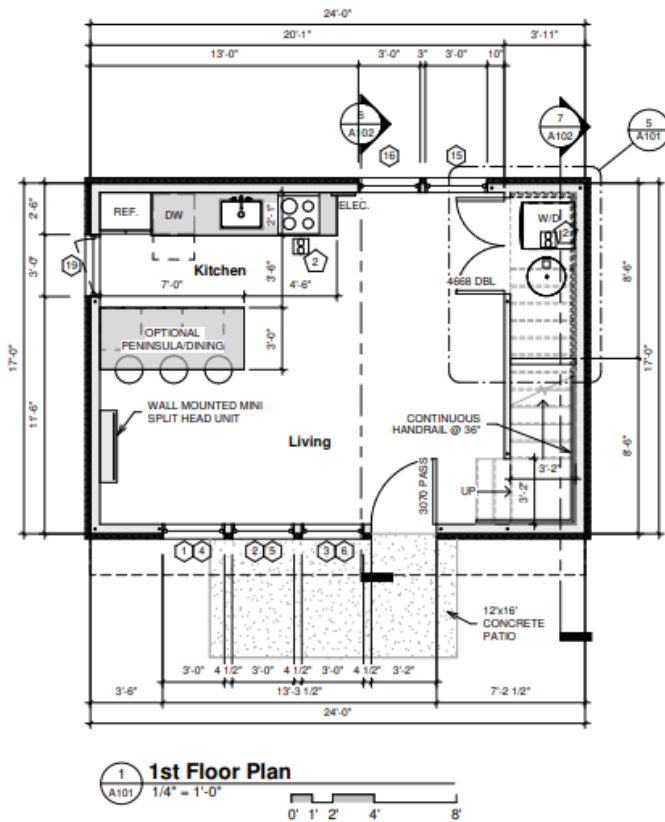

$$1/4'' = 1'-0''$$




**800 SF
2 Bedroom &
Flex Room**

South Puget Sound - Accessory Dwelling Unit

800 Square Feet - 2 Story





CASH OR CHECK ONLY PLEASE

CITY OF LACEY

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

ACCESSORY DWELLING UNIT PERMIT APPLICATION

NOTE: THIS APPLICATION MUST BE ACCOMPANIED BY 1 SET OF COMPLETED PRE-APPROVED PLANS AND SITE PLAN CHECKLIST.
IF NOT USING PRE-APPROVED PLANS, PLEASE SUBMIT 2 SETS CONSTRUCTION PLANS, 2 SITE PLAN CHECKLISTS, AND
COMPLETED DESIGN REVIEW APPLICATION

Project Address:

Parcel Number:

Project Value:

Construction Type:

Occupancy Type:

Building Footprint:

Subdivision:

Garage sf:

Porch/Deck sf:

No. of Floors:

1st Floor sf:

2nd Floor sf:

3rd Floor sf:

Total Liv Area:

Total Living & Gar:

OWNER:

Phone Number:

Address:

City:

State:

Zip:

CONTACT PERSON:

Phone Number:

Cell Phone:

Email:

General Contractor:

Phone:

Email:

Address:

City:

State:

Zip:

Contractor's License No.

Exp:

City Bus. Reg.

Plumb Contractor:

Phone:

Email:

Address:

City:

State:

Zip:

Contractor's License No.

Exp:

City Bus. Reg.

Mech Contractor:

Phone:

Email:

Address:

City:

State:

Zip:

Contractor's License No.

Exp:

City Bus. Reg.

Electrical Contractor:

Phone:

Email:

Address:

City:

State:

Zip:

Contractor's License No.

Exp:

City Bus. Reg.

I hereby certify that the above information is correct and that the construction on, and the occupancy and the use of
the above described property will be in accordance with the laws, rules and regulations of the State of Washington.

Applicant's Signature

Print Applicant's Name

Date



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

OFFICIAL USE ONLY

Case Number: _____

Date Received: _____

By: _____

Related Case Numbers:

RESIDENTIAL DESIGN REVIEW APPLICATION

Type of Project: ☐ Single Family ☐ Duplex or Triplex ☐ Multi Family
☐ Accessory Dwelling Unit (ADU) ☐ Townhouse

OWNER NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

APPLICANT NAME*: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

* The applicant 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.

Street Address (if unaddressed provide subdivision name, parcel number or the City of Lacey Planning project number): _____

ASSESSOR'S TAX PARCEL NUMBER/LOT NUMBER: _____

SUBDIVISION NAME (IF APPLICABLE): _____

I/We are the owner(s) or contract purchaser(s) of the property involved in this application and the foregoing statements and answers contained in this application are true and correct to the best of my/our knowledge.

Signed: _____ Date: _____



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

SINGLE-FAMILY DETACHED AND COTTAGE HOUSING DESIGN REVIEW SUPPLEMENTAL

INTENT

- To ensure that new development contributes to the visual character of the City
 - To create developments that promote walking and bicycling
 - To create variety and interest in the appearance of streets
 - To encourage interaction among neighbors
 - To minimize impacts of vehicular access on the streetscape
 - To ensure the privacy of residents and adjacent properties
 - To provide usable yard space for residents
 - To provide design details that add visual interest
 - To provide flexibility where unique site conditions exist
-

DESIGN APPLICATION CHECKLIST

The following materials must be submitted with your application. This checklist is to assist you in submitting a complete application. Please do not turn in your application until ALL ITEMS HAVE BEEN COMPLETED. If you have any questions, please contact the Department of Community Development at: 491-5642

GENERAL:

1. Application
2. Design Review Fee
3. Completed Design Review Supplemental
4. All items requested within the Supplement Application Form

PLANS (in addition to items requested in the supplemental application):

Two (2) copies of the set of plans are required.

1. Site plan.
 - ☐ Scale and north arrow;
 - ☐ Address of site;
 - ☐ Location of structures on adjacent lots;
 - ☐ Property dimensions and names of adjacent roads;
 - ☐ Location and dimensions of existing and proposed structures with appropriate setbacks, parking dimensions, and driveways.
 - ☐ Location of all trees on-site;
 - ☐ Location, dimensions and nature of any proposed easements or dedications;
2. Landscape Plan. The landscape plan shall contain the following information:

- ☐ Existing vegetation to be retained.
- ☐ Proposed vegetative materials to be placed on-site. The type, size, number and spacing on plantings must be illustrated. Soil and planting instructions should be indicated as well.
- 3. Elevations. Complete elevations, including side and rear elevations, of all proposed construction and related elevations of existing structures (if any) are required containing the following information:
 - ☐ Dimensioned elevations of building drawn at 1/8" – 1' or a comparable scale. Elevations should show all building sides and include the type of exterior materials.
 - ☐ Color and material finishes for exterior building and accessory structures;
 - ☐ Location and elevations of exterior lighting for building and parking areas.
 - ☐ Perspective drawings, photographs, color renderings or other graphics which accurately represent your proposed project.

Provide answers to all of the following, if an item is not applicable to the proposed structure/project mark with N/A.

1. Roof Design

- A. Provide pitched or articulated roof line or other roof elements such as eyebrow roof forms or dormers that emphasize building form. Pitched roofs shall have a minimum pitch of 4 feet vertical to 12 feet horizontal.
- B. Use roof lines along side yards that maximize solar access to adjacent housing (hipped roofline along the side yard for example).
Describe how the roof line on the structure meets these requirements:

2. Architectural Details

- A. A minimum of three (3) of the following architectural details shall be incorporated onto the façade of the house (check all that apply to the proposed design):
 - ☐ Decorative porch design including decorative columns or railing
 - ☐ Bay windows or balconies
 - ☐ Decorative molding/framing details around all exterior ground floor windows and doors
 - ☐ Decorative door design including transom and/or side lights or other distinctive feature
 - ☐ Decorative roofline elements including brackets, dormers, and chimneys
 - ☐ Decorative building materials including masonry, shingle, brick, tile, stone, etc...
 - ☐ Landscaped trellises or other decorative elements that incorporate landscaping near the entry
 - ☐ Distinctive paint schemes
 - ☐ Other exterior elements that meet the intent of the criteria, describe:

-
-
3. **Side Façade Treatments** (for only zero lot line or reciprocal use easements). The following treatments shall be applied:

- ☐ Horizontal wood siding or other exterior material providing visual interest along the privacy wall. T-111 is not permitted.
- ☐ A planting strip and a pergola or other similar feature adding interest along the privacy wall shall be installed.

Response: _____

4. **Entries.** Clearly defined entries which face the street and are well lit and easily accessible shall be provided. Identify how the structure meets the following standards:

- A. Weather protection, four feet deep along the width of the main building entry for each dwelling unit shall be provided.
- B. For subdivisions, at least 50% of the houses in a development shall have entries that face the street (Undeveloped lots vested prior to May 15, 2008 are exempt from this requirement).
- C. Raised entries and porches are recommended

Response: _____

5. **Garages and driveways.** Streetscapes shall be designed so that garages and driveways do not dominate the streetscape.

- A. For lots 4,000 square feet or less – garages shall be located off alleys, behind or in back of residences, stepped back from the front façade of the dwelling, or other techniques to ensure the garage does not dominate the streetscape shall be employed.

Response: _____

- B. For all lots, garage doors facing the street may not occupy more than 60% of the ground level façade of the house.

Garage width _____

Width of structure fronting the street _____

- C. For homes with three (3) car garages, describe how the structure meets the following standards:
- a. Garage doors must take up less than 60% of the ground level façade
 - b. The garage is separated into at least two doors
 - c. One of the doors is setback at least two feet behind the other door
 - d. A planting strip two feet in width separates at least one of the drive lanes

Response: _____

- D. Garage sidewalls that face the street shall appear to contain habitable space incorporating windows and other design elements. Response: _____

- E. For front loaded lots with the garage facing the street and located in the front of the façade of the house, a minimum of two of the following details shall be utilized. For front loaded houses where the garage faces the street and is even with the façade of the house or less than five (5) feet behind the front façade, one of the following design details shall be utilized. Check all that apply:

- ☐ A decorative trellis over the entire garage
- ☐ A balcony that extends over the garage and includes columns
- ☐ Two separate doors for two car garages instead of one large door
- ☐ Decorative windows on the garage door
- ☐ Decorative details on the garage door. Standard squares on a garage door will not qualify as a decorative detail.
- ☐ A garage door color (other than white) that matches or complements the color of the house
- ☐ Other design techniques that meet the intent as determined by the director.

Describe: _____

6. Privacy Standards

- A. Describe how the location and orientation, as well as the placement of windows, considers privacy so residents can not look directly from one unit to the next (elevations for all sides of the building shall be submitted):

B. All developments shall utilize one of the following screening methods in side yards, check all that apply:

☐ Type I, II or III landscaping installed between homes

☐ A solid wood fence or masonry wall, or combination of wood and masonry, six feet in height and located along property line

☐ Zero lot line, or reciprocal use easement home – one side of a home does not feature transparent windows or other openings, providing side yard privacy for the structure

☐ Other treatments as approved by the director. Describe:

7. **Exterior Materials.** Traditional materials consistent with local and regional architectural styles are encouraged. Stucco finishes should be trimmed in masonry or wood. Mirrored glass and exposed concrete block are prohibited. T-111 and other plywood type of siding (board and batten is an exception) shall not be used where visible from the street. Describe the exterior materials used and how they meet the intent of this section:

8. **Windows and Transparency.**

- A. A minimum of 10% of the front façade shall be transparent. The façade is measured from the base of the house to the start of the roofline and any other vertical walls facing the street, excluding gable portions not containing livable area (undeveloped lots vested prior to May 15, 2008 are exempt from this requirement). A front building elevation with the following information shall be provided:

Total square footage of front façade _____

Total square footage of all front windows _____

- B. Building facades visible from the public street shall employ techniques to recess or project individual windows above the ground floor at least two inches from the façade or incorporate window trim at least four inches in width featuring contrasting colors with the base building color. Describe how this structure meets this requirement:

9. **Architectural Variety within Subdivisions.** Duplicative house designs adjacent to one another are prohibited. Simple reverse configurations of adjacent homes do not fulfill this requirement. For subdivisions, a variety of elevations are required. The number of elevations depends on the number of homes within the given subdivision. Specifically for subdivisions (select the applicable situation):

- ☐ Ten to nineteen homes – a minimum of four façade elevations shall be submitted with a lot layout plan
- ☐ Twenty to thirty-nine homes – a minimum of five different elevations shall be submitted with a lot layout plan
- ☐ Forty to sixty-nine homes – a minimum of six different façade elevations shall be submitted with a lot layout plan
- ☐ Seventy or more homes – a minimum of seven different façade elevations shall be submitted with a lot layout plan

- A. To qualify as a different façade elevation; dwellings shall have different roofline configurations, different color palettes, and different porch entry design. Additionally a minimum of two of the following alternatives shall be utilized (check all that apply):

- ☐ Different window openings (location and design)
- ☐ One and two story houses
- ☐ Different exterior materials and finishes
- ☐ Different garage location, configuration, and design
- ☐ Other. A different design element that distinguishes one façade elevation from another as determined by the director. Describe: _____

10. **Corner Lots.** Describe how the structure takes advantage of the double frontage of a corner lot to make an architectural statement and create interest in architecture and human activity on the street. This could be accomplished by providing one or more of the following: wrap around porches, bay windows or turrets, complementary varied exterior material, colors and/or articulation, etc.

11. **Alternative Lot Configurations** (zero lot line and courtyard access). A land division and its internal access roads, pedestrian connections and overall lot configuration should be designed to allow placement of homes to address functional design issues. Flexibility shall be encouraged in spatial orientation of homes on lots to address the issues of privacy, solar orientation, access, location, and access to open space and other factors that can contribute to the overall livability of a home and its relationship to the surrounding environment. To maximize site efficiency and usable

open space, small lot developments are encouraged to use zero lot line and courtyard access configurations. When employed, the following apply:

A. **For Zero Lot Line and Reciprocal Use Easements.** Building elevations for the zero-lot side walls shall be submitted, with the site plan for zero lot line and reciprocal use easement situations. Structures shall meet the following requirements:

☐ Dwelling units may be placed up to one side of the property line, the opposite side yard shall be a minimum of 10 feet,

☐ Privacy Wall. No windows, doors, air conditioning units or any other type of openings in the walls along the zero lot line wall shall be permitted, except for windows that do not allow for visibility into the side yard of the adjacent lot (clerestory or obscured windows for example).

Describe how the proposed structures sidewalls meet the above requirements: _____

B. **Courtyard Access Lots.** This includes a series of lots clustered around a private internal roadway (note: courtyard access developments/lots will also be reviewed and approved through the applicable plat, short plat or site plan review process). A site plan must be submitted for courtyard access lots. The following requirements apply:

☐ The maximum number of lots served by a courtyard access is 5 including those lots fronting the street on either side of the courtyard.

☐ Maximum length of the courtyard access is 100 feet

☐ Surface width of the courtyard access is 23 feet.

☐ An easement of twenty feet in width shall be secured over the applicable parcels to allow lots legal access to the public street. A maintenance agreement shall be required for all applicable lots and must be recorded on the final plat.

Response: _____

C. **Pedestrian-Only Entry Lots.** This includes configurations where one or more lots are clustered around a pedestrian easement and/or common open space and do not front on a street (note: pedestrian-only entry developments/lots will also be reviewed and approved through the applicable plat, short plat or site plan review process). A site plan must be submitted for courtyard access lots. The following requirements apply:

☐ A pedestrian entry easement shall be provided to all homes that do not front on a street, alley, or common open space.

☐ Pedestrian entry easements shall be a minimum of 15 feet wide with a 5 foot minimum sidewalk.

☐ Lots shall contain private detached or shared garages off an alley or other access if approved by Public Works and reviewed for conflicts with existing codes.

Response: _____

- D. **Alley Design.** Alleys shall be designed to incorporate landscaping and lighting elements. An alley plan shall be included with the design review materials for all developments using alleys. Alternative landscaping plans for the development may include alley amenities. Specifically the plan shall address the following:

☐ Landscaping elements may be used as an alternative to fencing to separate private yard areas from the alley.

☐ Fences shall be set back at least three feet from the alley (pavement) to provide for landscaping to soften the view of the fence.

☐ Garages shall feature building mounted lighting to provide illumination of alleys for safety.

Response: _____



ADU SITE PLAN & SUBMITTAL CHECKLIST

Attach Your Site Plan to Building Permit Application

EXAMPLE SITE PLAN

MAP KEY AND CHECKLIST

1. General Information

- ☐ 1A. Lot No./Plat/Community Name
- ☐ 1B. Site Address- Address numbers should be posted and visible from the public right of way.
- ☐ 1C. Parcel Number
- ☐ 1D. Name of Parcel Owner

2. Site Map Data

- ☐ 2A. North Arrow & Scale
- ☐ 2B. Property Lines & Lengths
- ☐ 2C. Setback Distances - from property lines to structures
- ☐ 2D. Street Name(s)

3. Structures and Improvements

- ☐ 3A. Footprint of All Structures - label as "Existing" or "Proposed"
- ☐ 3B. Main Floor Elevation of All Structures
- ☐ 3C. Dimensions of Structures
- ☐ 3D. Driveway or Pedestrian Access Dimensions
- ☐ 3E. Landscaping and/or Lawn Areas*
- ☐ 3F. Show All Site Improvements - patios, decks, retaining walls, etc.; label as "Existing" or "Proposed"

4. Utilities

- ☐ 4A. Water Meter and Service Line
- ☐ 4B. Sewer Service Line and Cleanout - show STEP tank if applicable, septic systems should include locations of drain fields
- ☐ 4C. Stormwater Facilities and Pipes - On-Site Roof Drain, Surface drain, or Infiltration System, See Lacey SDM for details
- ☐ 4D. Other Utility Service Lines - Electric, cable, etc. where applicable
- ☐ 4E. Easement(s) and Dimensions – Where applicable

5. Natural Features

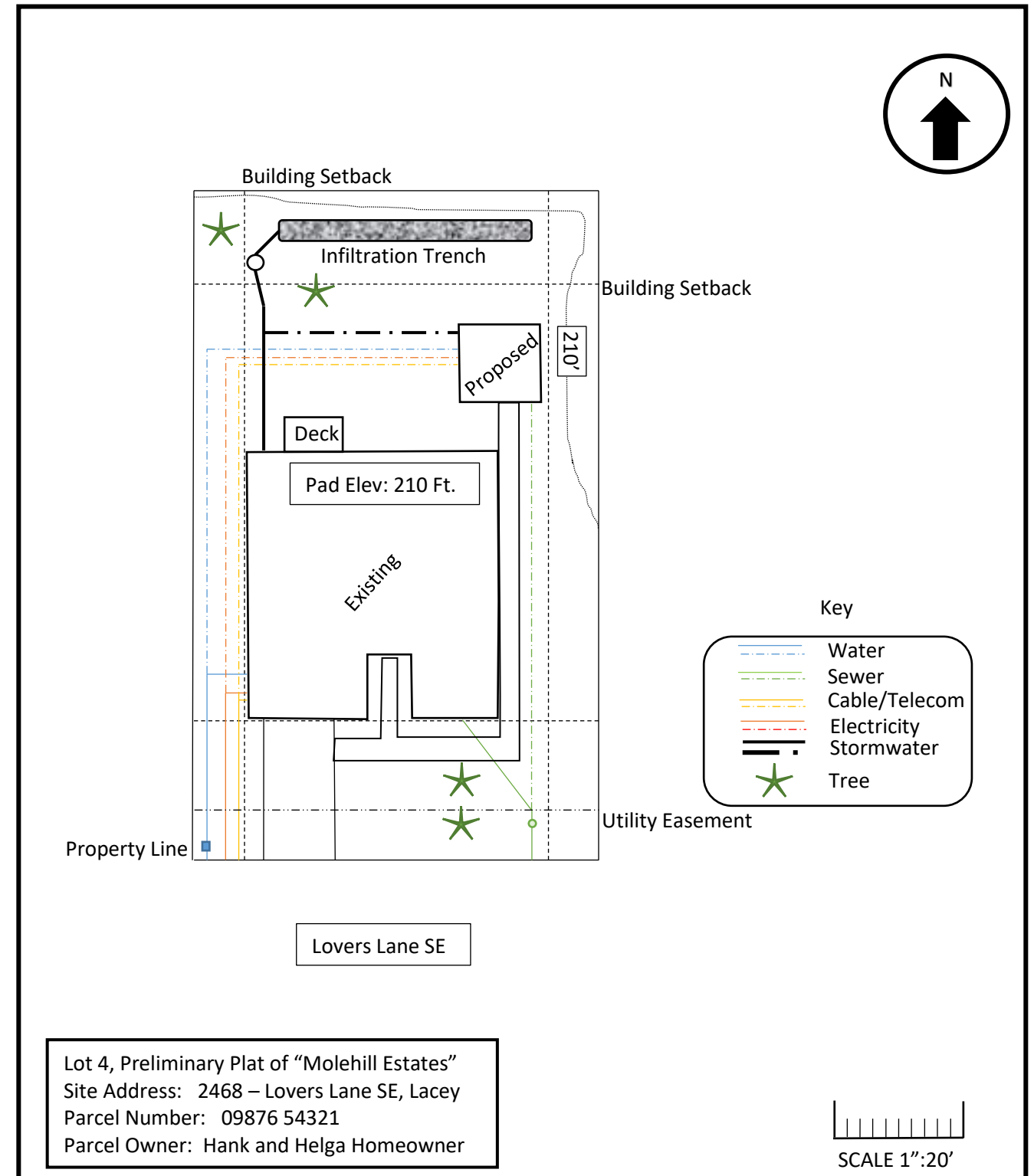
- ☐ 5A. Existing Trees/Tree Tract _____ (Number of trees)
- ☐ 5B. Required Plantings/Trees _____ (4 trees required per 5,000 sq feet of property)
- ☐ 5C. Surface Water Features (lake, pond, creek)
- ☐ 5D. Critical Areas & Buffers (wetlands, steep slopes, etc.)
- ☐ 5E. Ground Elevations** - 1' contours and finished elevations at all property corners

6. ADU Design Guidelines (describe how these requirements are met)

- ☐ 6A. Privacy for Occupant and Neighbors _____
- ☐ 6B. Pedestrian walkway /Access to ADU _____
- ☐ 6C. Off-Street Parking Space _____
- ☐ 6D. Materials and Color Compatibility with House and Neighborhood _____

* Note: For required Post-Construction Soil Quality and Depth, see Lacey PW Standard Plans 5-13 & 5-13.1

** Note: Finished grade elevations adjacent to the foundation shall be sloped away from the building not less than 6 inches for a minimum of 10 feet or to property line, or show an approved alternate method of draining water away from building foundation.



INTERLOCAL AGREEMENT

Between the Cities of Lacey, Olympia, Tumwater, and Yelm for the Update of Accessory Dwelling Unit Plans

THIS AGREEMENT is entered into as of the date of the last signature below (which is the effective date) by and between the City of Lacey, a Washington municipal corporation, (hereinafter "LACEY"); the City of Olympia, a Washington municipal corporation, (hereinafter "OLYMPIA"); the City of Tumwater, a Washington municipal corporation, (hereinafter "TUMWATER"), and the City of Yelm, a Washington municipal corporation, (hereinafter "YELM") collectively referred to as "the Parties."

WHEREAS, Section 39.34.010 RCW permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, populations, and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to Section 39.34.080 RCW, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

WHEREAS, the City of Lacey entered into a Professional Services Agreement with the Artisans Group Inc. on August 15th, 2019 to develop 2 sets of unique Accessory Dwelling Unit (ADU) construction documents with all engineering for the City of Lacey to make available to individual homeowners within city limits; and

WHEREAS, on April 14th, 2020, the City of Lacey amended the Professional Services Agreement with the Artisans Group Inc. to add two additional sets of fully engineered ADU construction documents for a total of 4 unique designs ranging in size from 480 square feet to 800 square feet; and

WHEREAS, on April 27th, 2020, the City of Lacey entered into an Interlocal Agreement with the City of Olympia, and the City of Tumwater to share in the costs associated with the production of the four Accessory Dwelling Units, and in doing so, gain access to, and the right to distribute the final stamped plans; and

WHEREAS, on February 10th, 2021, the Artisans Group Inc. delivered four sets of fully engineered ADU construction documents to the cities of Lacey, Olympia, and Tumwater for use within their respective communities; and

WHEREAS, the Parties believe that updating the ADU plans previously developed consistent with the latest construction code updates for Lacey, Olympia, and Tumwater would

be more efficient and effective than individual actions; and

WHEREAS, the City of Yelm would like to join the program to offer pre- approved ADU plans in order to promote in-fill density and more affordable housing options, and

WHEREAS, the expected cost to update the ADU plans is \$6,048.00 not including taxes and the expected cost to add a 1,000 square foot ADU option is \$24,954.00 not including taxes; and

WHEREAS, the cost for Yelm to purchase rights of the current 4 ADU plans is \$10,000; and

WHEREAS, the Parties believe that splitting the cost based on total population percentage is fair and appropriate, provided that Yelm pay 100% of the buy-in cost. Population estimates determined based on the Office of Financial Management April 1st 2024 report (EXHIBIT C).

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows;

1. Services Provided by LACEY

- A. LACEY shall contract with the Artisans Group Inc. for all services as set forth in Exhibit A and Exhibit B, attached hereto, and incorporated herein by reference.
- B. LACEY shall appropriately monitor the activities of the Artisans Group, Inc. to assure fiscal conditions of the contract.
- C. LACEY shall pay the Artisans Group, Inc. for services rendered in the month following the actual delivery of the work and will remit payment within thirty days from the date of receipt of invoice.
- D. No payment shall be made for any work performed by the Artisans Group, Inc., except for work identified and set forth in this Agreement and Exhibits A and B incorporated by reference into this Agreement.

2. Services Provided by OLYMPIA. Olympia shall:

- A. Reimburse LACEY \$2,227.15 upon delivery of the four (4) completed ADU construction document sets;
- B. Reimburse LACEY \$9,189.20 upon delivery of the new, 1,000 square foot ADU construction document set;
- C. Provide timely review and comments on concept designs, 90% construction documents, and final pre-approval of 100% construction documents to Lacey; and
- D. Maintain the final pre-approved construction documents for all plan sets at the customer service counter for citizens.

3. Services Provided by TUMWATER. Tumwater shall:

- A. Reimburse LACEY \$1,064.92 upon delivery of the four (4) completed ADU construction document sets;
- B. Reimburse LACEY \$4,393.86 upon delivery of the new, 1,000 square foot ADU construction document set;
- C. Provide timely review and comments on concept designs, 90% construction documents, and final pre-approval of 100% construction documents to Lacey; and
- D. Maintain the final pre-approved construction documents for all plan sets at the customer service counter for citizens.

4. Services Provided by YELM. Yelm shall:

- A. Reimburse LACEY \$10,000.00 for rights to the current four (4) pre-approved ADU construction document sets for \$10,000;
- B. Reimburse LACEY \$421.78 upon delivery of the four (4) completed ADU construction document sets;
- C. Reimburse LACEY \$1,740.27 upon delivery of the new, 1,000 square foot ADU construction document set;
- C. Provide timely review and comments on concept designs, 90% construction documents, and final pre-approval of 100% construction documents to Lacey; and
- D. Maintain the final pre-approved construction documents for all plan sets at the customer service counter for citizens.

5. Indemnification and Insurance

Each Party agrees to defend, indemnify, and hold the other Parties, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses, or suits including reasonable attorney's fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, and employees.

The Parties agree to maintain liability insurance; this may be fulfilled by a party's membership and coverage in WCIA, a self-insured municipal insurance pool.

6. No Separate Legal Entity Created

This Agreement creates no separate legal entity. No joint organization is created. No common budget is to be established. No personal or real property is to be jointly acquired or held.

7. Relationship of the Parties

The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party. This Agreement is for the benefit of the Parties, and no third-party beneficiary relationship is intended.

8. Duration of Agreement

This Agreement shall terminate on December 31, 2027, unless sooner terminated by the Parties as provided herein.

9. Dispute Resolution

A. Step One—Negotiation.

In the event of a dispute concerning any matter pertaining to this Agreement, the Parties involved shall attempt to adjust their differences by informal negotiation. The Party perceiving a dispute or disagreement persisting after informal attempts at resolution shall notify the other Parties in writing of the general nature of the issues. The letter shall be identified as a formal request for negotiation and it shall propose a date for representatives of the Parties to meet. The other Parties shall respond in writing within ten (10) business days. The response shall succinctly and directly set out that Party's view of the issues or state that there is no disagreement. The Parties shall accept the date to meet or shall propose an alternate meeting date not more than ten (10) business days later than the date proposed by the Party initiating dispute resolution. The representatives of the Parties shall meet in an effort to resolve the dispute. If a resolution is reached, the resolution shall be memorialized in a memorandum signed by all Parties, which shall become an addendum to this Agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step One expenses. Negotiation under this provision shall not exceed ninety (90) days. If a resolution is not reached within ninety (90) days,

the Parties shall proceed to mediation.

B. Step Two — Mediation.

If the dispute has not been resolved by negotiation within ninety (90) days of the initial letter proposing negotiation, any Party may demand mediation. The mediator shall be chosen by agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step Two expenses. The parties to the mediation will share the cost of the mediator. A successful mediation shall result in a memorandum agreement, which shall become an addendum to this Agreement.

Mediation under this provision shall not exceed ninety (90) days. If the mediation is not successful within ninety (90) days, the Parties may proceed to litigation.

C. Step Three — Litigation.

Unless otherwise agreed by the Parties in writing, Step One and Step Two must be exhausted as a condition precedent to filing of any legal action. A Party may initiate an action without exhausting Steps One or Two if the statute of limitations is about to expire and the Parties cannot reach a tolling agreement, or if either Party determines the public health, safety, or welfare is threatened.

10. Amendments

This Agreement may be amended only by written agreement executed in accordance with Chapter 39.34 RCW.

11. Termination of Agreement

This Agreement may be terminated upon mutual agreement of the Parties.

12. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of any provisions shall be the Superior Court of Thurston County.

13. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by the

Parties and supersedes all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

14. Counterparts

This Agreement may be executed in counterparts, and all such counterparts once so executed shall together be deemed to constitute one final agreement, as if all Parties had signed one document, and each such counterpart, upon execution and delivery, shall be deemed a complete original, binding on the Parties. A faxed or email copy of an original signature shall be deemed to have the same force and effect as the original signature.

15. Notice

Any notice required under this Agreement shall be to the party at the address listed below and it shall become effective three days following the date of deposit with the United States Postal Service.

CITY OF LACEY

Vanessa Dolbee, Community and Economic Development Director
420 College Street SE
Lacey, WA 98503
Vanessa.dolbee@cityoflacey.org

CITY OF OLYMPIA

Tim Smith, Interim Director of Community Planning and Development
P.O. Box 1967
Olympia, WA 98507-1967
tsmith@ci.olympia.wa.us

CITY OF TUMWATER

Brad Medrud, Planning Manager
555 Israel Road SW
Tumwater, WA 98501
bmedrud@ci.tumwater.wa.us

CITY OF YELM

Gary Cooper, Planning & Building Manager
901 Rhoton Road SE
Yelm, WA 98597
garyc@ci.yelm.wa.us

16. Waiver

A failure by a Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party and attached to the original Agreement.

17. Severability

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

18. Records Retention and Audit

During the progress of the work and for a period not less than six (6) years from the completion of the tasks set forth herein, the records and accounts pertaining to the work and accounting therefore are to be kept available for inspection by any Party and the Federal and State Government and copies of all records, accounts, documents, or other data pertaining to the work will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the six-year retention period.

This Agreement is hereby entered between the Parties and it shall take effect on the date of the last authorizing signature affixed hereto:

[Signatures are affixed to next page]

GOVERNMENT AGENCY EXECUTIVE

APPROVED AS TO FORM

CITY OF LACEY
420 College Street SE Lacey, WA 98503

CITY OF LACEY
420 College Street SE Lacey, WA 98503

Rick Walk, City Manager Date

David Schneider, City Attorney

CITY OF OLYMPIA
601 4th Avenue East Olympia, WA 98501

CITY OF OLYMPIA
601 4th Avenue East Olympia, WA 98501

Jay Burney, City Manager Date

CITY OF TUMWATER
555 Israel Road SW Tumwater, WA 98501

CITY OF TUMWATER
555 Israel Road SW Tumwater, WA 98501

Lisa parks, City Administrator Date

CITY OF YELM
106 Second St. SE
Yelm, WA 98597

CITY OF YELM
106 Second St. SE
Yelm, WA 98597

Todd Stancil, City Administrator Date



LACEY CITY COUNCIL MEETING

January 21, 2024

SUBJECT: College St. NE Extension

RECOMMENDATION: Motion to award Lacey Contract Number 2020-41 to low bidder Active Construction Inc. of Puyallup Washington in the amount of \$9,485,484.99

STAFF CONTACT: Rick Walk, City Manager *RW*
Scott Egger, Public Works Director *SE*
Aubrey Collier, City Engineer *AC*
Martin Hoppe, Transportation Manager *MH*
D'Andra Buchanan, Engineering Construction Manager *ADB*
Chris Stolberg, Transportation Engineer *CS*
Tyson Poeckh, Project Administrator *TP*

ORIGINATED BY: Public Works Department

ATTACHMENTS: Bid Summary Sheet
Vicinity Map

FISCAL NOTE: College St. NE Extension was anticipated and included in the 2025 approved budget. Funding for the project is provided by ST21NE, WA23NE and WW23NE which includes:

Arterial Street Fund
Transportation Benefit District (TBD) Fund,
Water Capital Fund, and
Wastewater Capital Fund

WORK PLAN GOAL: Quality Transportation & Infrastructure

PRIOR REVIEW: N/A

BACKGROUND:

This project will construct a new asphalt roadway with concrete sidewalks along College Ave NE from 6th Ave NE to 15th Ave NE. It provides for asphalt grinding and overlay of College St.

NE from Martin Way NE to 6th Ave NE, and reconstruction of 6th Ave NE from Sleater Kinney Rd NE to College St. NE.

Utility work includes placement of various sizes of stormwater, water and sewer pipe, service lines, meters, valves, transfer of water services, connection to the existing water system, water main abandonments, sewer connections to an existing pressure line, sewer line abandonment, illumination, landscaping, abandonment and removal of an existing lift station, and other work.

This project is partially funded by a grant the City received from the Transportation Improvement Board for \$3.08 million. The design was completed by City staff.

This project was advertised for nine weeks and bids were opened December 12, 2024. Ten bids were received. Active Construction Inc. from Puyallup, Washington is low bidder at \$9,485,485.00. Bids ranged from \$9,485,485.00 to \$12,974,119.83. The Engineer's Estimate is \$10,001,606.76. A bid summary sheet is attached. Sufficient funds are available. The construction contract would be paid by the following funds:

Funding Breakdown	
Arterial Street Fund (incl. TIB grant)	\$4,501,101.56
Transportation Benefit District	\$1,214,633.00
Water Capital Fund	\$2,636,446.42
Wastewater Capital Fund	\$1,133,304.01
Total	\$9,485,484.99

Active Construction Inc. is qualified and capable of performing the work. The start date of the project is anticipated to be spring 2025, and anticipated completion is summer of 2026. TIB has approved awarding this contract.

NEXT STEPS:

Option 1: Approve a motion to award the Contract Total in the amount of \$9,485,484.99 to Active Construction Inc. to complete the work on this project. This option is recommended by staff.

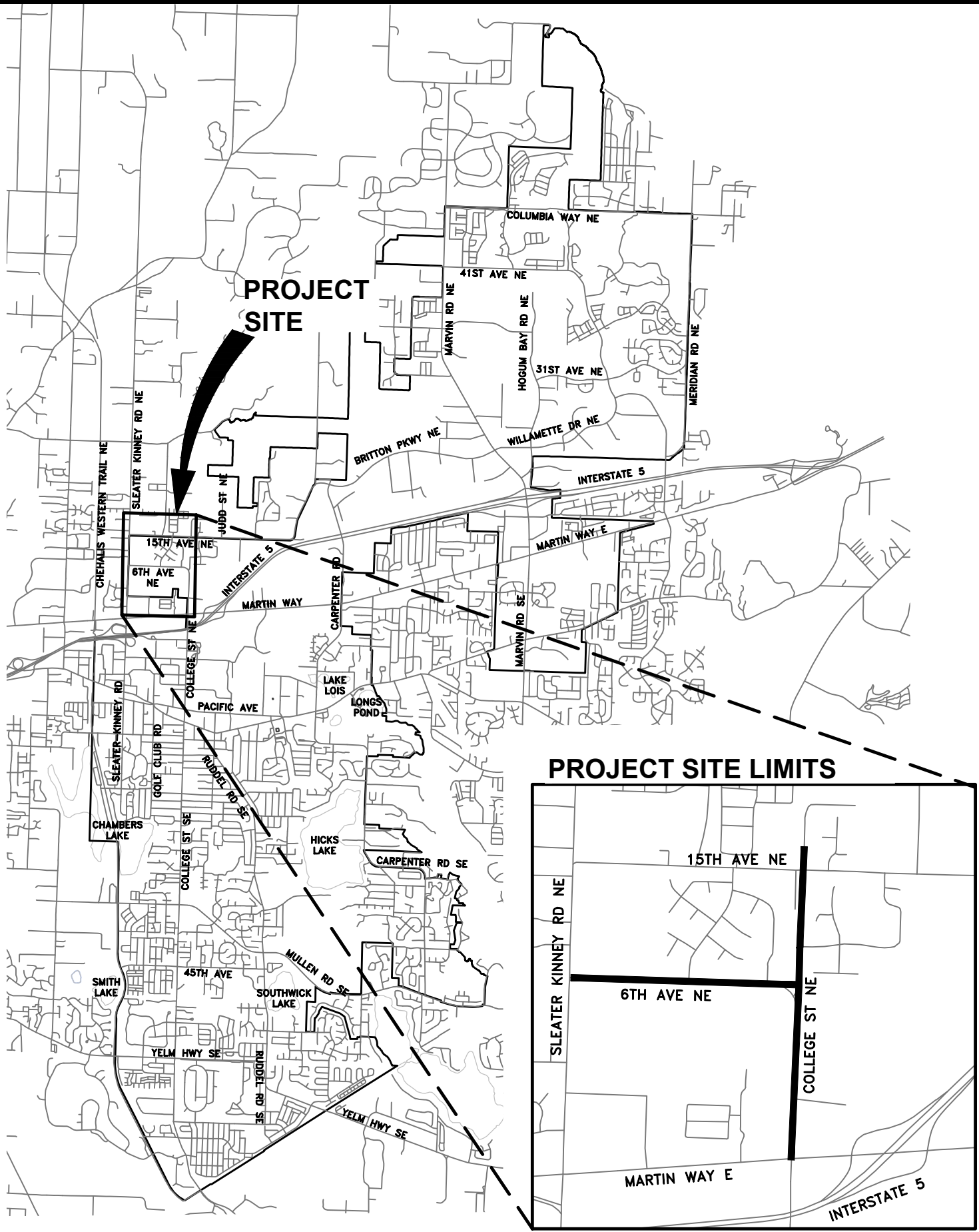
Option 2: Reject all bids and rebid the project at a later date. It is unlikely that we would receive lower bids.

CITY OF LACEY
College St NE Extension
PW2020-41

[illegible]

CITY OF LACEY
College St NE Extension
PW2020-41

[illegible]



CITY OF LACEY, WASHINGTON
DEPARTMENT OF PUBLIC WORKS
420 COLLEGE STREET SE
LACEY, WA 98503-1238 (360) 491-5600



COLLEGE STREET NE EXTENSION
PROJECT VICINTY MAP