



Lacey City Council Worksession Approved Minutes

Tuesday, August 12, 2025

Council Chambers and Online

1. Call to Order

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

2. Roll Call

Council Present

Deputy Mayor Malcolm Miller
Councilmember Lenny Greenstein
Councilmember Michael Steadman
Councilmember Carolyn Cox
Councilmember Robin Vazquez
Councilmember Nicolas Dunning

Council Excused

Mayor Andy Ryder

Staff Present

Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney
Vanessa Dolbee, Community and Economic Development Director
Troy Woo, Finance Director
Ryan Andrews, Community Planning Manager
Ty Keltner, Communications Manager
Terry McDaniel, Building Official and Fire Marshal
Sarah Schelling, Current Planning & Economic Development Manager
Chelsea Yarwood, Accounting Manager
Hans Shepherd, Senior Planner
Brandy Legomina, Deputy City Clerk

3. Land Acknowledgement

Deputy Mayor Miller presented the abbreviated Land Acknowledgment.

4. Approval of the Agenda

**Councilmember Greenstein moved to approve the agenda, as published.
Councilmember Dunning seconded. Motion carried.**

5. Public Comment

No verbal public comment was received either in person or remotely, and no written public comment was received.

6. Agenda Items

A. City of Lacey Branding and Style Guide

Ty Keltner, Communications Manager

Donna Feliciano, Communications Specialist

Keltner presented an overview of the City's Branding and Style Guide, highlighting key components such as new logo variations, mapping guidelines, and accessibility standards.

Staff is currently developing a complementary Web Governance and Writing Style Guide to support and align with the City's Branding and Style Guide. Discussion ensued.

B. Permit Fee Schedule Corrections and Clarifications

Vanessa Dolbee, Community and Economic Development Director

Terry McDaniel, Building Official and Fire Marshal

Sarah Schelling, Current Planning & Economic Development Manager

Dolbee, McDaniel, and Schelling presented proposed revisions to the Community and Economic Development Fee Schedule. The revisions aim to correct identified administrative errors, consolidate Chapter 1 of the Public Works Development Standards into the Lacey Municipal Code, and modify Land Use application processes and procedures. Additionally, two language clarifications to Resolution 1143 were recommended to improve clarity and consistency in the calculation of application fees. A resolution addressing these revisions will be considered at a future meeting. Discussion ensued.

C. 2021 International Series of Building Codes

Terry McDaniel, Building Official and Fire Marshal

McDaniel provided an overview of the history and background of the 2021 International Series of Building Codes (Building Codes).

Following the adoption of the 2021 Building Codes by the State Building Code Council, the City has been applying these Codes to all projects, in accordance with state law.

Per Title 51 of the Washington Administrative Code (WAC), all jurisdictions in the State of Washington are required to adopt and enforce the State Building Codes by local ordinances.

An ordinance amending the LMC to formally adopt the 2021 International Series of Building Codes will be considered at a future meeting.

D. Comprehensive Plan Series: Community Input on Draft Comprehensive Plan

Vanessa Dolbee, Community and Economic Development Director

Ryan Andrews, Community Planning Manager

Hans Shepherd, Senior Planner

Andrews, Shepherd, and Dolbee presented an overview of the public engagement efforts conducted during Phase 3 of the Comprehensive Plan Update. This presentation included a summary of community feedback received throughout the engagement process and discussion on prescriptive language within the Plan's goals and policies. Discussion ensued.

E. 2025 Mid-Year Financial Report

Troy Woo, Finance Director

Woo presented the 2025 Mid-Year Financial Report. This presentation included discussion of 2024-2025 General Fund expenditures and revenues; Utility Fund revenues and expenditures; and the 2025-2026 Financial Outlook. Discussion ensued.

F. Second Quarter 2025 Investment Report

Troy Woo, Finance Director

Woo presented the Second Quarter 2025 Investment Report, which was prepared by the City's investment advisor, Government Portfolio Advisors. This presentation detailed the market commentary and outlook, the fund's core return, total portfolio unrealized gain, rate cuts, total portfolio book yield, and core portfolio duration.

G. Business License Code Amendment

Chelsea Yarwood, Accounting Manager

Troy Woo, Finance Director

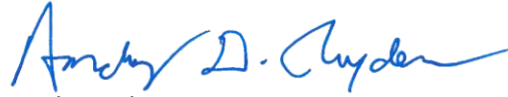
Yarwood presented two amendments to the model ordinance, which would become effective January 1, 2026. The proposed amendments would 1) update classification definitions to align with recent changes adopted by the state for service and retail classifications under the state business and occupation tax; and 2) increase the out-of-city licensing threshold, reducing administrative burdens for small businesses operating across jurisdictions. The proposed amendments will be presented for Council action at a future date. Discussion ensued.

7. Adjourn

Council discussed the outcome of the August 5, 2025, election, pertaining to Proposition 1, which would have created a Metropolitan Parks District.

Deputy Mayor Miller adjourned the meeting at 8:08 p.m.

MAYOR:



Andy Ryder, Mayor

ATTEST:



Elissa Fontaine, City Clerk

APPROVED: September 2, 2025