



Lacey City Council Worksession Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, October 28, 2025

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

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.

4. Approval of the Agenda

5. Public Comment

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

6. Agenda Items

A. Intercity Transit System Redesign

Rob LaFontaine, Planning Deputy Director, Intercity Transit

Nick Demerice, Chief Marketing, Outreach, and Communications Officer, Intercity Transit

B. Construction Project Update

D'Andra Buchanan, Engineering Construction Manager

Ashley Smith, Engineering Design Manager

Scott Egger, Public Works Director

C. Code Amendment: Development Guidelines Title

Sarah Schelling, Current Planning and Economic Development Manager

Shannon Vincent, Senior Planner

D. 2026 Stormwater Rates Discussion

Troy Woo, Finance Director

Chelsea Yarwood, Accounting Manager

E. Reserves Discussion

Troy Woo, Finance Director

Chelsea Yarwood, Accounting Manager

7. Adjourn

Meeting Information:

Attendance (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_rm9WUBnRRae05YN-J9j0EQ

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=qQ16NdfV9Uo>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 836 0704 4556)

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_rm9WUBnRRae05YN-J9j0EQ

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.



LACEY CITY COUNCIL WORKSESSION

October 28, 2025

SUBJECT: Code Amendment - Development Guidelines Title

BRIEFING: Briefing on the Planning Commission Recommendation to adopt amendments to the Lacey Municipal Code and the Development Guidelines and Public Works Standards Chapter revising permit processing and development code procedures.

STAFF CONTACT: Rick Walk, City Manager *RW*
Vanessa Dolbee, Community and Economic Development Director *VD*
Sarah Schelling, Current Planning and Economic Development Manager *SS*
Shannon Vincent, Senior Project Planner *SV*

ORIGINATED BY: Community and Economic Development Department

ATTACHMENTS: 1. Proposed Development Procedures Title

FISCAL NOTE: None

PRIOR REVIEW: A Public Hearing was held at the October 8th, 2025, Planning Commission meeting. Following the public hearing, the Planning Commission recommended approval to the City Council.

Background:

The City is currently consolidating and updating several sections of the Lacey Municipal Code (LMC) and Chapter 1 of the Development Guidelines and Public Works Standards manual into a comprehensive Development Procedures title. Once adopted as part of the LMC, the title will centralize codes related to the review, processing, and decision-making procedures for development applications.

Staff has drafted this new title as Title 11 of the LMC, a currently reserved title. A majority of the existing provisions proposed to be relocated will remain the same; however, several key revisions aim to improve the efficiency and clarity of the land use review process.

The City Council last amended Chapter 1 of the Development Guidelines and Public Works Standards manual through Ordinance No. 1669 on December 17, 2024, to comply with the

SB 5290 deadline of January 1, 2025. At that time, staff informed both the Planning Commission and Council that this chapter would eventually be removed from the manual and codified in the LMC. Staff anticipated making this change in 2025 to allow for broader procedural updates and to align with the adoption timeline of other revisions to the Development Guidelines and Public Works Standards Manual undertaken by the Public Works Department.

Public Hearing and Planning Commission Review:

Staff provided an initial briefing on the project to Planning Commission on June 25, 2025. The briefing contained an initial draft of the proposed changes. After further internal review and revisions by staff, the Planning Commission held a work session to provide feedback on the second draft on August 27, 2025.

The Planning Commission held a public hearing on Wednesday, October 8, 2025, at 6 p.m. in the Lacey Council Chambers to collect additional feedback from the community and hear directly from individuals interested in this update process. No public comments were received. At the conclusion of the in-person portion of the public hearing, the Planning Commission unanimously moved to recommend approval of the proposed amendments to the City Council.

Proposed Changes:

Under the proposed amendments, the new Development Procedures title (LMC 11) will include all chapters related to land use review procedures. In addition to incorporating Chapter 1 from the Development Guidelines and Public Works Standards, staff proposes relocating the following six chapters from LMC Title 16:

- Chapter 16.60 – Planned Residential Development
- Chapter 16.66 – Conditional Uses and Permits
- Chapter 16.82 – Development Agreements
- Chapter 16.84 – Site Plan Review
- Chapter 16.90 – Variances
- Chapter 16.96 – Amendments and Rezones

Staff also propose adding two new chapters:

- Interpretations and Amendments; and
- Temporary Use Permits

Consolidating the listed chapters under one title is intended to improve consistency during internal review and to make the code easier to navigate for both applicants and staff. Once

adopted, this title will provide a clearer and more efficient permitting framework that benefits applicants, staff, and the public.

Proposed Text Revisions:

Beyond chapter consolidation, the proposed Development Procedures title introduces strategic text revisions designed to close procedural gaps, streamline review timelines, and modernize the City's development review framework. Through detailed analysis and coordination, staff identified areas where the existing code lacks clarity, consistency, or sufficient administrative tools to ensure predictable and timely application processing. These changes reflect lessons learned from day-to-day implementation and respond directly to evolving regulatory requirements, applicant feedback, and internal process improvement goals. Key text changes intend to:

- **Establish clear expectations for application materials and vesting protocols**, to enhance predictability in the permitting and development process.
- **Implement deadlines for resubmittals** when staff request additional information. Applications that do not meet deadlines will expire, helping to reduce the number of inactive or stalled permits. Applicants may request deadline extensions if additional time is needed.
- **Extend the duration of approval** for most land use applications by six months to reduce the need for time extension requests and accommodate typical project timelines. Applicants will maintain the ability to request extensions of approval.
- **Add a process for reconsiderations of administrative decisions** so parties of record can request that staff reconsider elements of a land use decision, such as conditions, before formally appealing to the Hearing Examiner.
- **Update definitions** to ensure alignment with proposed procedures, eliminate redundancy, and improve clarity across related chapters.
- **Create a new chapter for code interpretations**, establishing clear procedures for issuing, documenting, and codifying formal interpretations to improve transparency and consistency.
- **Create a new chapter for temporary use permits to establish a review process for limited duration activities that previously lacked a clear approval pathway, such as temporary on-site portables.**
- **Establish express review criteria for conditional use permits and site plan applications** to support consistent decision-making and fill existing gaps in the code.
- **Clarify variance review criteria and adjust review thresholds** to allow more proposals to be processed administratively, reducing the number of quasi-judicial applications and streamlining project timelines. Administrative variances will

accommodate low impact proposals that do not exceed 25% of the standard, such as requests to reduce a yard setback from 12 to 9 feet.

- **Update planned residential development (PRD) design standards** to explicitly require design superiority over baseline zoning standards, ensuring PRD projects deliver meaningful community benefits.
 - **Clarify requirements and streamline the review process for development agreements** to improve efficiency for both staff and applicants.
 - **Delineate separate rezone review processes** based on whether a Comprehensive Plan amendment is required, ensuring applications are reviewed by the appropriate authorities.
 - **Bring current standards into compliance with previous legislation**, specifically the SB 5290 requirements as they relate to site plan review applications.
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NEXT STEPS:

At the October 28, 2025 Council Worksession, staff will brief the City Council on the Planning Commission recommended draft Title 11 code update. Following discussion, City Council will have a range of potential next steps as outlined below:

- Option 1:** No changes. Add Draft Title 11 Development Procedures Code Amendments as recommended by the Planning Commission to a future Lacey City Council regular meeting for final action by Council.
- Option 2:** Provide staff direction on edits to the Planning Commission's recommended draft for inclusion into the final ordinance to be brought to a future regular meeting for consideration.
- Option 3:** 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 4:** Some other option not contemplated in the above options.

Title 11 Draft
Development Procedures

- [11.01 Chapter General provisions](#) (Relocated from DGPWS Chapter 1)
- [11.02 Chapter Definitions](#) (Relocated from DGPWS Chapter 1)
- [11.03 Chapter Application process](#) (Relocated from DGPWS Chapter 1)
- [11.04 Chapter Application review](#) (Relocated from DGPWS Chapter 1)
- [11.05 Chapter Appeals](#) (Relocated from DGPWS Chapter 1)
- [11.06 Chapter Interpretations and Amendments](#)
- [11.07 Chapter Site plan review](#) (Relocated from Lacey Municipal Code Title 16)
- [11.08 Chapter Variances](#) (Relocated from Lacey Municipal Code Title 16)
- [11.09 Chapter Conditional uses and permits](#) (Relocated from Lacey Municipal Code Title 16)
- [11.10 Chapter Planned residential development](#) (Relocated from Lacey Municipal Code Title 16)
- [11.11 Chapter Temporary use permits](#)
- [11.12 Chapter Development agreements](#) (Relocated from Lacey Municipal Code Title 16)
- [11.13 Chapter Rezones](#) (Relocated from Lacey Municipal Code Title 16)

Key:

~~Removed language/provision~~

[Added language/provision](#)

Relocated language/provision

Chapter 11.01 1.000- General Provisions Development Permit Procedures and Administration

11.01.010 1.010- Purpose and Applicability

A. The purpose of this ~~title chapter of the City of Lacey Development Guidelines and Public Works Standards~~ is to enact the processes and timelines for local land development permitting. The objectives of this ~~title chapter~~ are to encourage the preparation of appropriate information and/or materials early in the permitting process, to process permit applications in a timely manner, to provide the general public with an adequate opportunity for review and comment, and to provide the development community with a standardized process and predictability.

B. This ~~title Chapter~~ shall apply to permit applications for land development under the following ~~T~~itles of the Lacey Municipal Code:

1. Title 14 —Buildings and Construction
2. Title 15 —Subdivisions
3. Title 16 —Zoning

C. Other laws, ordinances, regulations and plans have a direct impact on the development of land. These include, but are not limited to, the City of Lacey ~~Development Guidelines and~~ Public Works Standards, City of Lacey Environmental Protection and Resource Conservation Plan, City of Lacey Transportation Plan, Shoreline Master Program for the City of Lacey, City of Lacey Comprehensive Plan, and the laws, ordinances, regulations and plans of federal, state and local agencies.

11.01.020 1.020- Right to Enter

In the performance of their functions and duties, duly authorized members of a committee, commission, or review staff of the City of Lacey may enter upon any land and make examinations and surveys. Provided such entries, examinations and surveys do not damage or interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Chapter 11.02 1.030 Definitions

11.02.010 Applicability

Unless the context clearly requires otherwise, the definitions in this section apply throughout this Title.

11.02.020 Abutting

See definition of “Abutting”.

11.02.030 Accessory Dwelling

See definition of “Accessory dwelling”.

11.02.040 Accessory Use

See definition of “Accessory use”.

11.02.050 Adjacent

See definition of “Adjacent”.

11.02.060 Alley

See definition of “Alley”.

11.02.070 Amendment

See definition of “Amendment”.

11.02.080 Buffer

See definition of “Buffer”.

11.02.090 Building

See definition of “Building”.

11.02.100 Building coverage

See definition of “Building coverage”.

11.02.110 Building height

See definition of “Building height”.

11.02.120 City

See definition of “City”.

11.02.130 Conditional uses

“Conditional uses” means certain uses which, because of special requirements, unusual character, size or shape, infrequent occurrence or possible detrimental effects on surrounding property and for other similar reasons, ~~may be allowed in certain use districts only by the granting of a conditional use permit by the city council.~~

11.02.140 County

“County” means Thurston County.

11.02.150 Closed record appeal

~~A.~~ “Closed record appeal” means an appeal on the record with no new evidence or information allowed to be submitted and only appeal argument allowed.

11.02.160 Day

~~B.~~ “Day” refers to calendar day including weekends and City-recognized holidays; “working day” refers to a day that the City of Lacey conducts official business from Monday through Friday excluding City-recognized holidays. Should a statutory deadline end on a weekend or City-recognized holiday, the deadline shall be extended to 5:00 p.m. the next working day.

11.02.170 Department

~~C.~~ “Department” means City of Lacey Community and Economic Development Department.

11.02.180 Development agreement

"Development Agreement" means those agreements provided under RCW 26.70B.170

11.02.190 Development capacity

"Development capacity" means the maximum development potential allowed under the zoning code, factoring in permitted uses, density limits, and development standards.

11.02.110 Duplex

See definition of “Duplex”.

11.02.210 Dwelling

See definition of “Dwelling”.

11.02.220 Dwelling unit

See definition of “Dwelling unit”.

11.02.230 Easement

See definition of "Easement".

11.02.240 Emergency medical center

See definition of "Emergency medical center".

11.02.250 Enforcing officer

See definition of "Enforcing officer".

11.02.260 Federal

See definition of "Federal".

11.02.270 Floor area

See definition of "Floor area".

11.02.280 Floor area, gross

See definition of "Gross floor area".

11.02.290 Full administrative review

~~D.~~ "Full administrative review" is used when the proposed development is subject to objective and subjective standards requiring the exercise of limited discretion about non-technical issues and about which there may be limited public interest. The proposed development may or may not be subject to SEPA review. Included under this type of review are binding site plans, short subdivisions, site plan review applications, certain wetland development permits, as prescribed in LMC 14.28.120, land clearing permits and other similar applications.

11.02.300 Gross area

See definition of "Gross area".

11.02.310 Hearings Examiner

See definition of "Hearings Examiner".

11.02.320 Home occupation

See definition of "home occupation".

11.02.330 Hospital

See definition of "Hospital".

11.02.340 Limited administrative review

~~E~~- "Limited administrative review" is used when the proposed development is subject to clear, objective and non-discretionary standards requiring the exercise of professional judgment about technical issues and the proposed development is exempt from the State Environmental Policy Act (SEPA). Included under this type of review are interpretation of codes and ordinances, single family building permits, design review, exempt tree removal requests, accessory dwelling units and other similar applications.

11.02.350 Lot

See definition of "Lot".

11.02.360 Legislative review

~~F~~- "Legislative review" is used when the proposed development involves the creation, implementation or amendment of ~~C~~city policy or law. In contrast to the other procedure types, legislative review usually applies to a relatively large geographic area containing several property owners. Included under this type of review are comprehensive plan, sub-area plan, zoning and/or development code review, amendments and updates, site-specific zoning district reclassifications and other similar applications.

11.02.370 Lot area

See definition of "Lot area".

11.02.380 Lot, corner

See definition of "Corner lot".

11.02.390 Lot depth

See definition of "Lot depth".

11.02.400 Lot line, front

See definition of "Front lot line".

11.02.410 Lot or parcel, undeveloped

See definition of "Lot or parcel, undeveloped"

11.02.420 Lot line, rear

See definition of "Rear lot line".

11.02.430 Lot width

See definition of “Lot width”.

11.02.440 Mall

See definition of “Mall”.

11.02.450 Multifamily

See definition of “Multifamily”.

11.02.460 Native vegetation

See definition of “Native vegetation”.

11.02.470 Open record hearing

~~G.~~ “Open record hearing,” means a hearing that creates the record through testimony and submission of evidence and information. An open record hearing may be held on an appeal if no open record hearing has previously been held on the application.

11.02.480 Open space

See definition of “Open space”.

11.02.490 Open space, common

See definition of “Common open space”.

11.02.500 Open space, usable

See definition of “Usable open space”.

11.02.510 Parcel

See definition of “Parcel”.

11.02.520 Parking area

See definition of “Parking area”.

11.02.530 Parking, off-street

See definition of “Off-street parking”.

11.02.540 Parking space

See definition of “Parking space”.

11.02.550 Party of record

~~H~~– “Party of record” means an applicant, individual, agency or department who commented in writing on the project during the public comment period for the Notice of Application, Environmental Review or provided testimony at the ~~p~~Public ~~h~~Hearing.

11.02.560 Permit assistance staff

~~I~~– “Permit ~~A~~assistance ~~S~~staff” means the staff designated by the City to handle all permit assistance questions and duties. The City has designated the Permit Technician, the Planners within the Community and Economic Development Department and the Public Works Development Review Staff as the permit assistance staff.

11.02.570 Person

See definition of “Person”.

11.02.580 Planned residential developments

“Planned residential developments” means any development of land approved and developed in accordance with the terms of this title, including a plat or subdivision of such land.

11.02.590 Planning Commission

See definition of “Planning Commission”.

11.02.600 Premises

See definition of “Premises”.

11.02.610 Project permit application

~~J~~– “Project permit application” means any land use or environmental permit or license required by the department for a project action, including but not limited to subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by critical area ordinances, site-specific rezones which do not require a comprehensive plan amendment, but excluding the adoption or amendment of a comprehensive plan, subarea plan, or development regulations.

11.02.620 Property line

See definition of “Property line”.

11.02.630 Public meeting

~~K~~-"Public meeting" means an informal meeting, workshop, or other public gathering to obtain comments from the public or other agencies on an application. A public meeting does not constitute an open record hearing.

11.02.640 Quasi-judicial review

~~L~~-"Quasi-judicial review" is used when the development or use proposed under the application requires a public hearing before a hearing~~s~~ examiner. Included within this type of review shall be subdivisions, conditional use permits, planned residential developments, variances, certain wetland development permits, as prescribed in LMC14.28.110, shoreline substantial development permits administrative appeals, master plans and other similar applications.

11.02.650 Shoreline

See definition of "Shoreline".

11.02.660 State

See definition of "State".

11.02.670 Structure

See definition of "Structure".

11.02.680 Storage Trailer

"Storage Trailer" means a unit originally or specifically used or designed to store goods during shipping or hauling by a vehicle, such as truck trailers or shipping containers.

11.02.690 Temporary Use

"Temporary Use" means a use established for a specified period of time with the intent to discontinue the use at the end of the designated time period, excluding uses defined as street merchant activities per LMC 16.72.

11.02.700 Use district

See definition of "Use district".

11.02.710 Variance

See definition of "Variance".

11.02.720 Yard

See definition of "Yard".

11.02.730 Yard, front

See definition of “Front yard”.

11.02.740 Yard, rear

See definition of “Rear yard”.

11.02.750 Yard, shoreline

See definition of “Shoreline yard”.

11.02.760 Yard, side

See definition of “Side yard”.

Chapter 11.03 Application Process ~~1A APPLICATION FORMS~~

11.03.010 ~~1A.010~~ Application ~~F~~forms

A. An application shall be made using the appropriate form adopted by the department.

B. Each ~~adopted~~ application form shall, at a minimum, include the following information:

~~1. The application form be filled out legibly, in blue or black ink, either hand printed or typewritten.~~

~~12.~~ The name, mailing address, electronic mail address, and telephone number of each applicant.

~~23.~~ The name, mailing address, electronic mail address, and telephone number of the applicant's representative, if any.

~~34.~~ The name, mailing address, electronic mail address, and telephone number of each owner of the subject property, if different than the applicant(s).

~~45.~~ The name, mailing address, electronic mail address, telephone number and contractor registration number of the applicant's prime contractor and City of Lacey business registration number, if applicable.

~~56.~~ The parcel number, legal description and assessor's parcel map for each parcel which is the subject of the proposed development.

~~67.~~ The signature of each applicant or the applicant's authorized representative and each property owner if different than the applicant(s).

~~78.~~ Any other information, documents or materials as determined by the department, which may be required in the body of the form or by an attachment to the form.

~~89.~~ Mailing addresses for parcels within a minimum of 300-feet for projects requiring a public hearing. Village Center projects require addresses for parcels within a minimum of 1,000-feet of the subject property. The mailing list shall be prepared by a Title Company and in the form of labels and a paper copy. The addresses shall be the actual mailing address for the parcel.

C. Each application form shall require designation of a single person or entity to receive determinations and notices required under this title Chapter, the Lacey Municipal Code or by RCW Chapter 36.70B. Where a determination or notice to the "applicant" is required by this- title Chapter, Lacey Municipal Code or RCW Chapter 36.70B, "applicant" shall mean the person or entity so designated.

~~D. Each application shall contain the following statements: An application shall become vested on the date a determination of completeness is made pursuant to Section 1B.050 of the City of Lacey Development Guidelines and Public Works Standards. Thereafter, the application shall be reviewed under the codes, regulations and other laws in effect on the date of vesting. In the event an applicant substantially changes the proposed development after a determination of completeness, as determined by the department the application shall not be considered vested until a new determination of completeness on the changes is~~

~~made pursuant to Section 1B.050 of the City of Lacey Development Guidelines and Public Works Standards. In the performance of their functions and duties, authorized members of a committee, commission or review staff of the City of Lacey may enter upon any land and make examinations as part of the review of a land use application. Applications shall be submitted electronically in legible PDF format, or other electronic file format as determined by the department.~~

~~1B Application Process~~

~~1B.010 Application Process~~

The application process shall consist of the following components:

- ~~_____ • Pre-submission Meetings~~
- ~~_____ • Application Submittal Review~~
- ~~_____ • Determination of Completeness~~
- ~~_____ • Notice of Application~~
- ~~_____ • Comment Period~~
- ~~_____ • Application Review~~
- ~~_____ • Public Hearing (if applicable)~~
- ~~_____ • Public Meeting (if applicable)~~
- ~~_____ • Notice of Final Decision~~

~~11.03.020~~ ~~1B.020~~ Pre-submission ~~m~~Meetings

A. All prospective applicants shall participate in a ~~p~~Pre-submission ~~m~~Meeting. The department may waive the requirement of a ~~p~~Pre-submission ~~m~~Meeting where proposed development is subject to Limited Administrative Review.

~~B. The purpose of the Pre-submission Meeting is to provide the applicant with the best available information regarding the development proposal and application processing requirements, and to assure the availability of complete and accurate information necessary for review prior to the applicant's expenditure of application fees and the scheduling of the application review process.~~

~~C. The Pre-submission Meeting provides an opportunity for the applicant, staff and other agencies to informally discuss and review the proposed development, the application and permit requirements, fees, the review process and schedule, and applicable development standards, plans, policies, and laws.~~

~~B.D.~~ The ~~p~~Pre-submission ~~m~~Meeting shall take place virtually via electronic platform, or in person at the department's office, unless the department and the applicant agree upon another location. The length of the ~~p~~Pre-submission ~~m~~Meeting shall be determined by the complexity of the development proposed by the applicant.

~~C.E.~~ An applicant may request additional ~~p~~Pre-submission ~~m~~Meetings if the proposed development changes based on information received at the previous meeting. The additional meetings shall be subject to the same procedures as the initial ~~p~~Pre-submission ~~m~~Meeting.

D. If one calendar year or more has passed since a presubmission meeting was held for a proposal and the required applications have not been submitted to the department, a new presubmission meeting shall be required. The department shall have the authority to waive this requirement or require a new presubmission meeting in advance of the one-year period upon determining whether the proposal or pertinent regulations have changed.

~~F. Application forms shall be made available to the applicant following a Pre-submission Meeting.~~

11.03.030 ~~1B.030~~ Consolidated Application Process

When more than one application for a proposed development is required, the applicant ~~shall~~ may elect to have submit all applications ~~submitted~~ for review at one time, unless otherwise determined by the department.

A. Applications for proposed development and planned actions subject to the provisions of the State Environmental Policy Act (SEPA) shall be reviewed concurrently and in accordance with state and local laws, regulations and ordinances.

B. When more than one application is submitted under a consolidated review and the applications are subject to different types of review procedures, all of the applications for the proposed development shall be subject to the most stringent level of review procedure which applies to any of the applications.

C. ~~If an applicant elects~~ Under a consolidated application process, the Determination of Completeness, the Notice of Application, and the Notice of Final Decision must include all applications being reviewed.

11.03.040 ~~1B.040~~ Application Submittal Review Appointment

A. Department staff shall determine whether an application submittal review appointment is necessary to A review of the completeness of a submitted land use application shall be conducted at a scheduled pre-application submittal meeting with department staff to determine if the application is complete. The application submittal review shall determine if adequate information is provided in or with the application in order to begin processing the application and begin review. ~~and all required information and materials have been supplied in sufficient detail to begin the application review process.~~

B. All information and materials required by ~~the application form~~ LMC 11.03.050 and from the Pre-submission Meeting must be submitted at the application submittal review appointment. ~~All studies supporting the application or addressing projected impacts of the proposed development must be submitted.~~

~~C. B. The purpose of the Application Submittal Review is to ensure adequate information is contained in the application materials to demonstrate consistency with applicable comprehensive plans, development regulations and other applicable city codes.~~ Department staff will coordinate the involvement of agencies responsible for the review of setbacks, landscaping, parking, drainage, access, roads, traffic, signage, utilities and any other applicable requirements.

11.03.050 Contents of application

For an application to be deemed complete for purposes of beginning the formal project review and starting the review clock, the following basic submittal information shall be provided. During project review, additional information or studies may be requested in writing by the department if needed to address particular aspects of the project or site.

A. Applications shall be submitted using the forms provided by the department.

B. An application that is procedurally complete shall consist of all materials required by the permit application checklist, which are prepared pursuant to subsection C of this section, as supplemented in writing by the development review committee pursuant to the presubmission meeting process in LMC 11.03.020.

C. The enforcing officer may waive submittal items required by subsection D of this section depending on the permit application type.

D. Each application at a minimum shall include the following information:

1. A complete project permit application form containing:

a. The title and location of the proposed project;

b. The names, addresses, telephone numbers, and electronic mail addresses of the record owner or owners of the land and of the applicant, and, if applicable, the names, addresses, telephone numbers, and electronic mail addresses of any architect, planner, designer, engineer, or other consultants responsible for the preparation of the land use permit application, and of any authorized representative of the applicant; and

c. The designation of a single person or entity by the applicant to receive land use permit application determinations and notices required by this title;

2. A verified statement by the applicant that the property affected by the land use permit application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all the owners of the affected property;

3. A legal description of the site;

4. A title report or plat certificate issued by a title company which shows property ownership, and any easements or other encumbrances shall be submitted with the land use permit application package. Such title report or plat certificate shall be dated no more than thirty days prior to submittal;

5. The applicable land use permit application fee;

6. Complete plans, studies, and/or reports identified in the land use permit application checklist and presubmission meeting;

7. A complete description of each proposed use of the land and buildings, including the size of each use, and if it is a residential use, the number, size, and number of bedrooms of each dwelling unit;

8. All materials required by Title 14 LMC shall be included in the land use permit application, including a SEPA environmental checklist if required; and

9. For land use actions proposing land division pursuant to Title 15 LMC, all materials required by that title shall be included in the land use permit application.

10. A site plan drawing or drawings at a scale of not less than one inch for each twenty feet which shall show:

a. General information:

i. Project name;

ii. Street address of property;

iii. Title block containing the drawing title, scale, revision number, if applicable, north arrow, and date;

iv. Vicinity map including streets and surrounding landmarks within five hundred feet of the property or enough information to easily locate the site on a large city map;

v. Legal description of the property as provided by the Thurston County assessor's office;

vi. Parcel numbers as provided by the Thurston County assessor's office;

vii. Parcel map as provided by the Thurston County assessor's office showing all adjacent parcels;

viii. Existing zoning;

ix. Lot size;

x. Square footage of floor area in each structure;

xi. Parking spaces and parking lot dimensions;

xii. Type of construction proposed;

xiii. The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots, or any other structure covering land; and the total amount of square feet in the entire proposed project site;

xiv. The proposed number of dwelling units and project density, including the number of dwelling units for each existing or proposed structure on the site and number of units per gross acre, if applicable;

xv. The proposed number of square feet in gross floor area for each commercial, industrial, and institutional use, if applicable; and

xvi. If the project will be developed in phases, the number of phases, the size of each phase, and the number of units or buildings for each phase;

b. Site information:

i. Location of property lines, indicating exterior lines with bold solid lines and interior lines with long dashed lines;

ii. If the property is to be divided pursuant to Title 15 LMC, the boundaries of each proposed lot and tract within the property;

iii. Survey maps which delineate topographic contour lines showing both existing and proposed elevations, at two-foot intervals, extending a minimum of ten feet beyond the property line. The interval should be such that the existing and proposed slopes of the property can be determined on the drawing. Proposed contours shall show ties to existing contours and show spot elevations as needed;

iv. All existing and proposed public and private easements;

v. The number and size of all phases in the proposed project, if applicable;

vi. Proposed building(s), including dimensions;

vii. Front, rear, and side building setbacks with clear dimensions;

viii. Distance to adjacent structures on site, if applicable;

ix. Locations and dimensions of off-street and on-street parking, including accessible parking, parking designated per unit if applicable, lot striping, wheel stops and curbing, including turning radii in the circulation pattern;

x. Locations and dimensions of existing and proposed driveways, traffic flow, emergency vehicle access, and parking lot circulation and maneuvering areas;

xi. Locations and dimensions of existing and proposed rights-of-way, streets, curbs, gutters, and street centerlines, including pavement edges;

xii. Dimensions and locations of walkways, trails, sidewalks, and curb cuts;

xiii. Sizes and locations of solid waste containers showing details of any site screening fences or structures and screening of dumpsters;

xiv. Location of existing and proposed signs including elevation, size, material, color, design, and method of illumination;

xv. Dimensions, types, and locations of fencing;

xvi. Locations, dimensions, and types of critical areas and buffers;

xvii. Information required by LMC 14.32 addressing trees and vegetation;

xviii. Locations, dimensions, and types of open space;

xix. Information required by the shoreline master program, if the property the project is located on is within shoreline jurisdiction;

xx. The existing zone district of the proposed project site and any other zone district within three hundred feet of the site; and

xxi. All special districts, including, but not limited to, school or water districts, in which the proposed project shall be located and all such districts within three hundred feet of the proposed project;

c. Building information:

i. Graphic renderings of existing and proposed buildings, unless architectural elevation drawings including height and number of stories, along with any mechanical roof-mounted equipment are required; and

ii. Generalized floor plans, planned uses for each area of building (including occupancy type, if known), finished floor elevations, and exiting and accessibility accommodations;

d. Infrastructure improvements:

i. Location of existing and proposed storm sewers, catch basins, utility holes, parking lot storm drains, detention structures, etc.;

ii. Locations and dimensions of stormwater treatment, flow control, and low impact development facilities;

iii. Location and size of existing and proposed water mains, valves, service lines, size of water meters, sprinkler systems, fire hydrants, and backflow devices;

iv. Location and size of existing and proposed sanitary sewer collectors, utility holes, pumping stations, force main and side services, including cleanouts; and

v. Location of other existing and proposed utilities, including, but not limited to, gas, power, telephone, streetlights.

11. A landscape plan prepared pursuant to Chapter 16.80 LMC, that is consistent with the proposed site plan.

12. For properties containing wetlands or wetland buffers pursuant to Chapter 14.28 LMC, all informational requirements specified in Chapter 14.28 LMC

11.03.0601B.050 _____ Determination of ~~C~~completeness

A. Within twenty-eight (28) days after receiving an application, the department shall complete the Application Submittal Review and provide the applicant a written determination that the application is complete or incomplete. The number of days shall be calculated by counting every calendar day.

B. An application shall be determined complete only when it contains all procedural submission requirements of the department in accordance with LMC 11.03.050, unless otherwise waived by the enforcing officer, as outlined on the project permit application. Additional information or studies may be required or project modifications may be undertaken subsequent to the procedural review of the application. ~~At a minimum all of the of the following information and materials shall be included:~~

1. A fully completed and signed application.
2. Applicable review fees as prescribed by the City of Lacey fee schedule.
3. All information and materials described on the applicable application form.
4. A fully completed and signed environmental checklist for projects subject to review under the State Environmental Policy Act.
5. A scaleable plot plan prepared by a licensed engineer, surveyor , architect, or qualified professional, disclosing all existing and proposed structures and features applicable to the desired development; for example, parking, landscaping, preliminary drainage plans with supporting calculations, signage, setbacks, etc.
6. Any additional information and materials identified at the Pre-submission Meeting or required by applicable development standards, plans, policies or any other federal, state or local laws.
7. Any supplemental information or special studies identified by the department.
8. If the procedural submission requirements, as outlined on the project permit application have been provided the need for additional information or studies may not preclude a completeness determination.
9. The department may waive certain submittal requirements based on site and application specific factors.

C. For applications determined to be incomplete, the department shall notify the applicant in writing that the procedural submission requirements have not been met and shall outline what is necessary to make the application procedurally complete. Within fourteen (14) days after its receipt of the requested requirements, information or materials, the department shall issue a Determination of Completeness or identify the additional requirements, information, or materials still necessary for completeness.

~~D. A Determination of Completeness shall identify, to the extent known, other local, state or federal agencies that may have jurisdiction over some aspect of the application.~~

~~DE~~. A Determination of Completeness shall not preclude the department from requesting additional information or studies, if additional information is required or a change in the proposed development occurs.

~~EF~~. An application shall be deemed procedurally complete on the 29th day after receiving a project permit application if a determination is not provided in writing that the application is procedurally incomplete. When the department does not provide a written determination they may still seek additional information or studies to enable review of the application

~~FG~~. The ~~N~~otice of ~~A~~pplication shall be provided within 14 days after the ~~D~~etermination of ~~C~~ompleteness pursuant to RCW 36.70B.110

~~11.03.0701B.060~~ _____ Application ~~v~~Vesting

~~An application shall become vested on the date a determination of completeness is made under this Title. Thereafter, the application shall be reviewed under the codes, regulations and other laws in effect on the date of vesting. In the event an applicant substantially changes the proposed development after a determination of completeness, as determined by the department, the application shall not be considered vested until a new determination of completeness on the changes is made under this Title.~~

~~A. Vesting of applications is governed by the rules of RCW 19.27.095, Building permit application – Consideration – Requirements, and RCW 58.17.033, Proposed division of land – Consideration of application for preliminary plat or short plat approval – Requirements defined by local ordinance, as they exist or may be amended. The vested rights doctrine shall not be applied more broadly than its intended scope.~~

~~B. Vesting occurs with the filing of a complete application of the following:~~

- ~~1. Building permits;~~
- ~~2. Division of land applications, as regulated by Title 15 LMC; and~~
- ~~3. Any other project permit application that is specifically identified by the Washington State legislature as being covered by the vested rights doctrine.~~

~~C. Vesting does not apply to the following:~~

- ~~1. Incomplete, invalid, inaccurate or defective applications;~~
- ~~2. Fees or taxes, including, but not limited to, impact fees;~~
- ~~3. Municipal stormwater regulations adopted under the federal and state National Pollutant Discharge Elimination System (NPDES) program;~~
- ~~4. Pre-submission conferences;~~
- ~~5. Processes and procedures;~~
- ~~6. Any other application or permit not specifically identified in subsection B of this section;~~

7. Uses not specifically disclosed in the application; or

8. Any application or permit that may reasonably result in a threat to the public health, safety, or welfare of the community. The city's exercise of police power to protect the public health and safety, and/or general welfare immediately extinguishes any "vested right."

D. Modifications proposed by the applicant which meet or exceed any of the criteria for a major revision and/or amendment, as specified by each project permit application chapter, shall require a new application. The new application shall conform to the development regulations which are in effect at the time the new complete application is submitted.

E. Modifications proposed by the applicant which do not exceed any of the criteria for a major revision and/or amendment, as specified by each project permit application chapter, shall be reviewed for the development regulations in effect on the date of the original complete application.

F. The following applies to applications described in subsection B of this section:

1. Applications shall be reviewed for consistency with the zoning or other land use control ordinances in effect on the date the application is deemed complete.

2. An application shall be subject to all applicable development regulations in effect on the vesting date.

3. Supplemental information required after an application is deemed complete shall not affect the validity of the vesting for the application.

4. Applications submitted that are not listed in subsection B of this section shall be governed by the standards applicable to the specific application type. These applications shall not vest for any additional development regulations.

G. Vesting may be waived as follows:

1. A property owner may voluntarily waive vested rights at any time during the processing of an application by delivering a written and signed waiver to the approval authority stating that the property owner agrees to comply with all development regulations in effect on the date of delivery of the waiver.

2. Major plat amendments shall constitute a voluntary waiver of vested rights at the time of the submittal of the major plat amendment, unless otherwise approved by the approval authority.

11.03.080 Time limits

A. The number of days an application is in review with the department shall be calculated from the day completeness is determined, to the date the final decision is issued. The number of days shall be calculated by counting every calendar day.

B. In determining the number of days that have elapsed after the enforcing officer has established that a project permit application is complete, the following periods shall be excluded:

1. Any period following the day the department has notified the applicant, in writing, that additional information is required to further process the application and the day when the responsive information is resubmitted by the applicant;

2. Any period after the applicant has informed the department, in writing, that they would like to temporarily suspend review of the application until the time the applicant notifies the department, in writing, that they would like to resume the application;

3. Any time period after an administrative appeal or reconsideration is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired;

4. The time periods to process a permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use, as required under RCW 36.70B.070.

C. An additional 30 days may be added to the time periods for action to issue a final decision for each type of project permit if:

1. The applicant informs the department, in writing, that they would like to temporarily suspend the review of the project for more than 60 days; or

2. The applicant is not responsive for more than 60 consecutive days after the department has notified the applicant that additional information is required to further process the application. Upon request for additional information the City shall provide a notice that nonresponsiveness for 60 consecutive days may result in 30 days being added to the time for review.

D. For the purposes of this subsection, “nonresponsiveness” means that an applicant is not making demonstrable progress on providing additional requested information, or that there is no ongoing communication from the applicant to the department on the applicant’s ability or willingness to provide the additional information.

E. Once the department has notified the applicant in writing that additional information is required to further process the application, the applicant shall have one hundred eighty days to submit the requested information to the department, or the application shall expire.

1. Prior to the expiration noted above, the applicant may request an extension of time in writing to submit the requested information to the department. The department may grant an extension if the required studies or information warrant additional time.

2. Knowledge of and compliance with all time limits shall be the responsibility of the applicant.

F. For applications subject to limited administrative review and full administrative review where the department has determined that additional information is required to further process the application, and the department has requested such information on two occasions without resolution:

1. The department shall meet with the applicant during the review process to attempt to resolve outstanding issues. Within fourteen (14) days of a second request for corrections, the department shall contact the applicant to arrange a meeting to discuss outstanding issues at a date and time agreed upon by both parties.

2. If the meeting does not resolve the issues related to the permit, and the department makes a third request for corrections or additional information, the department shall approve or deny the application upon receiving the materials unless the department and the applicant agree, in writing, to continue the review process beyond the third submittal if the project cannot be approved at that time.

G. Annual amendments to the comprehensive plan are not subject to the timeline requirements of this section.

H. Nothing in this section prohibits the department from extending the deadline for issuing a decision for a specific project permit application for any reasonable period of time mutually agreed upon by the applicant and the department.

11.03.0901B.070 _____ Notice of Application

A. Within fourteen days after issuing a Determination of Completeness, the department shall issue a Notice of Application. However, a Notice of Application shall not be required for project permits that are categorically exempt under Chapter 43.21 RCW, unless an open record public hearing is required or an open record appeal hearing is allowed on the project permit decision. The notice shall include, but not be limited to the following:

1. The date of application, the date of the Determination of Completeness, and the date of the Notice of Application.
2. A description of the proposed project action, a list of permits required for the application, and if applicable a list of any studies requested.
3. The identification of other required permits not included in the application, to the extent known by the department.
4. The identification of existing environmental documents which evaluate the proposed development and the location where the application and any studies can be reviewed.
5. A statement of the public comment period, which shall be fourteen days following the date of the Notice of Application, and a statement of the right of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once

made, and receive a statement of any appeal rights. The notice shall state the date which the comment period begins and the date and time on which the comment period ends.

6. When applicable, the date, time, location and type of hearing, if scheduled at the date of the Notice of Application.

7. A statement of the preliminary determination, if one has been made at the time of Notice of Application, of those development regulations that will be used for project mitigation and of consistency with the type of land use of the proposed site, the density and intensity of proposed development, infrastructure necessary to serve the development, and the character of the development.

8. Any other information determined by the department to be appropriate.

B. Informing the ~~p~~Public

1. No notice shall be required for limited administrative review.

2. Notice shall be provided for land use applications subject to the full administrative review procedures outlined in LMC 11.04.040~~Section 1C.030~~ in the following manner, except for short subdivision applications, which shall be subject to the notification requirements of subsection (3) below:

a. ~~Publishing the Notice of Application.~~ The ~~N~~notice of ~~A~~application shall be published ~~in~~ on the official ~~newspaper~~ website of the City of Lacey and include at a minimum the following information: the project location, description, type of permit required, comment period dates and location where the complete application may be reviewed.

3. Notice shall be provided for land use applications subject to the quasi-judicial or legislative review procedures outlined in LMC 11.04.050 and 11.04.060 ~~Sections 1C.050 and 1C.060~~ and short subdivisions in the following manner:

a. ~~Posting the Notice of Application.~~ The Notice of Application shall be posted on the subject property for the duration of the public comment period and at a minimum include the following information: the project location, description, type of permit required, comment period dates and location where the complete application may be reviewed. The Notice of Application shall be posted in a manner that is highly visible to the general public from the public right-of-way adjacent to the site.

b. ~~Publishing a Notice of Application.~~ The ~~N~~notice of ~~A~~application shall be published ~~in~~ on the official ~~newspaper~~ website of the City of Lacey, and include at a minimum the following information: the project location, description, type of permit required, comment period dates and location where the complete application may be reviewed.

C. The Notice of Application is not a substitute for any required notice of a public hearing.

11.03.100 Notice of Final Decision

A. A Notice of Final Decision on an application shall be issued by the department in the following time periods based on notice requirements of the application:

1. For project permits that do not require public notice, those projects subject to limited administrative review, a final decision shall be issued within 65 days of the Determination of Completeness.

2. For project permits requiring a public notice, those projects subject to full administrative review, a final decision shall be issued within 100 days of the Determination of Completeness.

3. For project permits requiring public notice and a public hearing, those projects subject to quasi-judicial review, a final decision shall be issued within 170 days of the Determination of Completeness

B. The number of days in which a final decision must be issued shall be calculated in accordance with LMC 11.03.080.

C. Annual amendments to the Comprehensive Plan are not subject to the timeline requirements of this section.

D. Nothing in this section prohibits the City from extending the deadline for issuing a decision for a specific project permit application for any reasonable period of time mutually agreed upon by the applicant and the City.

E. A Notice of Final Decision does not apply to projects subject to legislative review.

11.03.110 Duration of approval

A. The applicant is responsible for knowing the expiration date of any project permit approval. The city shall not be responsible for notifying an applicant of expirations.

B. Land use permit approvals:

1. Except as noted elsewhere in this section, the following land use permit approvals shall be valid for a period of twenty-four months.

a. Site plan review

b. Conditional use permit

c. Variance

d. Design review

e. Wetland development permit

f. Planned residential development (not involving a division of land)

g. Land clearing permits subject to full administrative review, in accordance with LMC 11.04.040.

2. Except as noted elsewhere in this section, the following land use permit approvals shall be valid for a period of twelve months:

a. Temporary use permits, unless the enforcing officer establishes a shorter time frame.

3. Durations of land use permit approval shall begin on the date a Notice of Final Decision is issued.

4. Approval shall expire according to the timeframes established by this section, unless complete applications for necessary building and construction permits have been submitted. Land use permit approvals shall expire simultaneously with expiration of any associated land use, building, or other construction permit or approval.

5. Approval of land use permits listed in subsection 1 of this section may be extended an additional six months by the enforcing officer pursuant to a written request submitted prior to the expiration of land use permit approval.

a. The enforcing officer may grant, limit, or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards.

b. If such a written request for extension is not received by the department prior to expiration, the director shall deny such extension.

c. Prior to granting an extension, the applicant must demonstrate to the satisfaction of the approval authority that events beyond the control of the applicant prevented commencement of use, development, or construction.

6. Approval of land use permit listed in subsection 2 of this section may be extended an additional twelve months by the enforcing officer pursuant to a written request submitted prior to the expiration of land use permit approval.

a. Such extensions may be granted up to four times.

b. A maximum of one extension may be requested during each twelve-month period that the permit is valid.

c. The enforcing officer may grant, limit, or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards.

d. If such a written request for extension is not received by the department prior to expiration, the director shall deny such extension.

7. If there are multiple land use permit approvals for a project with conflicting approval periods, the longest approval period shall be followed.

C. Land division approvals:

1. The durations of approval for preliminary land division and the time limits for filing an approved final land division are found in Title 15 LMC.

2. Time periods related to expiration of land division approvals are found in Title 15 LMC.

Chapter 11.04 Application Review

11.04.0101C.010- Application rReview standardsCriteria

A. Review of an application and proposed development shall be governed by and be consistent with the fundamental land use planning policies and decisions which have been made in adopted comprehensive plans and development regulations.

B. The review process shall consider the type of land use permitted at the proposed site, the density and intensity of the proposed development, the infrastructure available and needed to serve the development, the character of the development and its consistency with development regulations.

C. In the absence of applicable development regulations, the applicable development criteria in the comprehensive plan or sub-area plan adopted under RCW 36.70A shall be determinative.

11.04.0201C.020- Application rReview cClassification

A. An application shall be reviewed at one of four levels: Limited Administrative Review, Full Administrative Review, Quasi-Judicial Review, or Legislative Review.

B. If ~~any~~**this c**Chapter or the Lacey Municipal Code provides that a proposed development is subject to a specific type of review, or a different review procedure is required by law, then the application for such development shall be processed and reviewed accordingly.

C. If this ~~T~~**i**tle does not provide for a specific type of review and/or if a different review procedure is not required by law, then the department shall determine the type of review to be used for the type and intensity of the proposed development.

C~~D~~. Any public meeting or required open hearing may be combined by the department with any public meeting or open record hearing that may be held on the proposed development by another local, state, federal or other agency. Hearings shall be combined if requested by the applicant. However, joint hearings must be held within the City of Lacey and within the time limits of this title and RCW Chapter 36.70B.

11.04.0301C.030- Limited aAdministrative rReview of Applications

The review procedure under Limited Administrative Review shall be as follows:

A. The department may approve, approve with conditions, or deny applications subject to administrative review after the date the application is accepted as complete, without public notice. ~~A final decision on the application shall be issued within 65 days of determination of completeness.~~

~~**B.** Should the department determine that modifications are required to the permit materials prior to issuance of a decision and the department has requested modifications on two occasions without resolution, the department shall meet with the applicant during the review process to attempt to resolve outstanding issues. Within fourteen (14) days of a second request for corrections, the department shall contact the applicant to arrange a meeting to discuss outstanding issues at a date and time agreed upon by both parties. If the meeting does not resolve the issues related to the permit, and the department makes a third request for corrections or additional information, the department shall approved or deny~~

~~the application upon receiving the materials unless the department and the applicant agree, in writing, to continue the review process beyond the third submittal if the project cannot be approved at that time. A final decision on the application shall be issued within 65 days of Determination of Completeness, in accordance with LMC 11.03.060.~~

11.04.040~~11.040~~ Full aAdministrative rReview of Applications

The review procedure under Full Administrative Review shall be as follows:

A. If the proposed development is subject to the State Environmental Policy Act (SEPA), the threshold determination shall be made after the closing of the public comment period associated with the Notice of Application.

B. The community development department shall distribute copies of the complete application to agencies and departments affected by the proposal or with review authority. The community development department shall set a date for return of findings and recommendations from each commenting agency or department.

C. Upon the completion of the application comment period and the issuance of an environmental determination, if applicable, the department may approve, approve with conditions, or deny the application. The department shall electronically mail the Notice of Decision to the applicant and all parties of record, unless another method of notification is requested by any party. The decision shall include:

1. A statement of the applicable criteria and standards in the development codes and other applicable law.
2. A statement of the findings of the review authority, stating the application's compliance or non-compliance with applicable criteria, and assurance of compliance with applicable standards;~~;~~
3. The decision to approve or deny the application and, if approved, conditions of approval necessary to ensure the proposed development will comply with all applicable law;~~;~~
4. A statement that the decision is final unless appealed as provided in Section 1D "Appeals" to the City of Lacey within fourteen (14) calendar days after the date the Notice of Decision is mailed. The appeal closing date shall be listed. The statement shall describe how a party may appeal the decision, including applicable fees and the elements of a notice of appeal;~~;~~ and
5. A statement that the complete case file, including findings, conclusions and conditions of approval, if any, is available for review. The notice shall list the ~~place, days and times when the case file is available for review and the~~ name, electronic mail, and telephone number of the department's representative to contact to request application material arrange for a review.

~~6. Should the department determine that modifications are required to the permit materials prior to issuance of a decision and the department has requested modifications on two occasions without resolution, the department shall meet with the applicant during the review process to attempt to resolve outstanding issues. Within fourteen (14) days of a second request for corrections, the department shall contact the applicant to arrange a meeting to discuss outstanding issues at a date and time agreed upon~~

~~by both parties. If the meeting does not resolve the issues related to the permit, and the department makes a third request for corrections or additional information, the department shall approved or deny the application upon receiving the materials unless the department and the applicant agree, in writing, to continue the review process beyond the third submittal if the project cannot be approved at that time.~~

D. A final decision on the application shall be issued within 100 days of Determination of Completeness, in accordance with LMC 11.03.060.

11.04.0501C.050- _____ Quasi-judicial rReview of Applications

The review procedure under Quasi-Judicial Review shall be as follows:

A. If the proposed development is subject to the State Environmental Policy Act (SEPA), the threshold determination shall be made after the closing of the public comment period associated with the Notice of Application.

B. The community and economic development department shall distribute copies of the complete application to agencies and departments affected by the proposal or with review authority. The community and economic development department shall set a date for return of findings and recommendations from each commenting agency or department.

C. Upon the completion of the application comment period, the issuance of an environmental determination and of the environmental appeal period, the department shall schedule a hearing with the City of Lacey ~~H~~hearings ~~E~~examiner, when applicable.

D. At least ten (10) days before the date of a public hearing ~~the department shall issue~~ public notice shall be issued of containing the date, time, location and purpose of the hearing by posting the subject site and the nearest intersection, posting at ~~C~~city ~~H~~hall, publishing notice in the official ~~C~~city newspaper and mailing notice to property owners of record located within a minimum of 300 feet of the subject property~~1~~. If the applicant owns adjoining land, the distance of notification shall be measured from outside of the applicant's ownership. Failure to receive a public hearing notice shall not invalidate the hearing.

E. At least ten (10) days before the date of the public hearing, the department shall issue a written staff report, integrating the SEPA review and threshold determination and recommendation regarding the application(s), shall make available to the public a copy of the staff report for review and inspection, and shall provide a copy of the staff report and recommendation to the applicant or the applicant's designated representative. The department shall make available a copy of the staff report, subject to payment of a reasonable charge, to other parties who request it.

F. Public hearings shall be conducted in accordance with the rules of procedure adopted by the hearings ~~s~~ examiner. A public hearing shall be recorded on either audio or audio-visual tape. If for any reason the hearing cannot be completed on the date set in the public notice, it may be continued during the public hearing to a specified date, time and location without further public notice required.

G. The hearings examiner may approve, approve with conditions or deny the application and shall provide written notice of its decision to the ~~council,~~ department, applicant, the applicant's designated representative, the property owner(s), and any other parties of record within fourteen (14) days of the close of the public hearing. The final decision of the ~~H~~hearings ~~E~~examiner shall include:

1. A statement of the applicable criteria, standards and law;

2. A statement of the findings the hearing examiner made showing the proposal does or does not comply with applicable approval criteria and assurance of compliance with applicable standards;

~~3. A statement that the complete case file, including findings, conclusions and conditions of approval, if any, is available for review. The notice shall list the place, days and times when the case file is available for review and the name and telephone number of the department representative to contact to arrange for a review.~~

~~34. A statement that the decision is final unless appealed, pursuant to Chapter 11.05 LMC Section 1D "Appeals", to Superior Court within twenty-one days of the issuance of the decision. The appeal closing date shall be listed; and-~~

~~45. A statement that the complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection review. The notice shall state the place, days and times when the case file is available for inspection and the name, electronic mail address, and telephone number of the department's representative to contact to request application material arrange inspection.~~

~~H. A final decision shall be issued within 170 days of the Determination of Completeness, in accordance with LMC 11.03.060.~~

~~11.04.060~~ **11.04.060 Legislative Review of Applications**

Legislative Review requires at least one public hearing before the City of Lacey ~~p~~Planning ~~c~~Commission and one public meeting before the Lacey ~~c~~City ~~c~~Council. Legislative Review shall be conducted as follows:

A. If the proposed development is subject to the State Environmental Policy Act (SEPA), the threshold determination shall be made after the closing of the public comment period.

B. Upon the completion of the comment period required by SEPA and the issuance of an environmental determination if applicable, the department shall schedule an open record hearing with the City of Lacey ~~p~~Planning ~~c~~Commission.

C. At least ten (10) days before the date of the ~~p~~Planning ~~c~~Commission open record hearing the department shall issue public notice of the date, time, location and purpose of the hearing by posting at ~~C~~city ~~H~~all and publishing notice in the official city newspaper. The notice shall include notice of the SEPA threshold determination issued by the department. If the project is site specific, in addition to the abovementioned notifications, the subject site shall be posted and notice shall be mailed to property owners of record located within a minimum of 300-feet of the subject site.

D. At least ten (10) days prior to the open record hearing, the department shall issue a written staff report regarding the application(s), shall make available to the public a copy of the staff report for review and shall ~~provide mail~~ a copy of the staff report and recommendation ~~by electronic mail~~ to the applicant or the applicant's designated representative, and ~~p~~Planning ~~c~~Commission members, ~~unless another method~~

of notification is requested by the parties. The department shall make available a copy of the staff report, subject to payment of a reasonable charge, to other parties who request it.

E. Following the public hearing, in accordance with RCW 36.70A.035, the recommendation of the pPlanning cCommission shall be forwarded to the cCity cCouncil. Upon receiving the recommendation from the pPlanning cCommission, the cCity cCouncil shall set a public meeting to consider the proposal, at which the cCouncil may accept, modify or reject the recommendation.

F. The cCity cCouncil may accept, modify, deny or remand the proposal back to the pPlanning cCommission for further review. The approval of comprehensive plan amendments and zoning changes by the cCity cCouncil shall be adopted by ordinance.

G. The final decision of the cCity cCouncil shall be in writing and include:

1. A statement of the applicable criteria and law;
2. A statement of the findings indicating the application's or proposed development's compliance or non-compliance with each applicable approval criterion;
3. If denied, a statement that the decision is final unless appealed, pursuant to -Chapter 11.05 LMCSection 1D "Appeals", to Superior Court within twenty-one (21) days of the issuance of the decision, as determined pursuant to RCW 36.70A.280. The appeal closing date shall be listed; -and
4. A statement that the complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection. The notice shall state the place, days and times when the case file is available for inspection and the name and telephone number of the department representative to contact to arrange inspection.

1C.070 Notice of Final Decision*

A. A Notice of Final Decision on an application shall be issued by the Department in the following time periods based on notice requirements of the application: _____

1. For project permits that do not require public notice, those projects subject to limited administrative review, a final decision shall be issued within 65 days of the determination of completeness. _____

2. For project permits requiring a public notice, those projects subject to full administrative review, a final decision shall be issued within 100 days of the determination of completeness. _____

3. For project permits requiring public notice AND a public hearing, quasi-judicial projects, a final decision shall be issued within 170 days of the determination of completeness _____

B. The number of days an application is in review with the City shall be calculated from the day completeness is determined, to the date the final decision is issued. The number of days shall be calculated by counting every calendar day. The following time periods shall be excluded from the number of days: _____

1. Any period following the day the City has notified the applicant, in writing, that additional information is required to further process the application and the day when the responsive information is resubmitted by the applicant;

2. Any period after the applicant has informed the City, in writing, that they would like to temporarily suspend review of the application until the time the applicant notifies the department, in writing, that they would like to resume the application;

3. Any time period after an administrative appeal is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired;

4. The time periods to process a permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use, as required under RCW 36.70B.070;

5. If, at any time, the applicant informs the department, in writing, that they would like to temporarily suspend the review of the project for more than 60 days, or if the applicant is not responsive for more than 60 consecutive days after the City has notified the applicant that additional information is required to further process the application, an additional 30 days may be added to the time periods for action to issue a final decision for each type of project permit. Written notice to the applicant that additional information is required to process the application must include a notice that nonresponsiveness for 60 consecutive days may result in 30 days being added to the time for review. "nonresponsiveness" means that an applicant is not making demonstrable progress on providing additional requested information, or that there is no ongoing communication from the applicant on the applicants ability or willingness to provide the additional information.

C. Annual amendments to the comprehensive plan are not subject to the timeline requirements of this section.

D. Nothing in this section prohibits the city from extending the deadline for issuing a decision for a specific project permit application for any reasonable period of time mutually agreed upon by the applicant and the city.

E. A notice of final decision does not apply to projects subject to legislative review.

Chapter 11.05 1D Appeals

11.05.0101D.010 Appeals

A. An administrative appeal of a decision of the department after Limited and Full Administrative Review shall be filed with the department by the applicant or any party of record pursuant to -LMC 11.05.030 Section 1D.030. The Hearings Examiner at a public hearing shall hear the administrative appeal as an open record appeal.

B. An appeal of a final decision by the Hearings Examiner shall be timely filed as a judicial appeal pursuant to LMC 11.05.070Section 1D.070.

C. An appeal of a final decision of the city council shall be timely filed as a judicial appeal pursuant to LMC 11.05.070Section 1D.070.

D. The City shall have no obligation to the applicant or to any party to defend an appeal of a decision of the department, Hearings Examiner or the city council.

E. An aggrieved person, agency or department with standing may appeal a decision made by the City of Lacey. A person, agency or department with standing is one who is a party of record, as defined in -Chapter 11.02 LMCSection 1D.030.

11.05.0201D.020 Stays

All proceedings on appealed action stayed unless an imminent peril. The filing of an appeal shall stay all proceedings and furtherance of the action appealed from, unless the administrative official from whom the appeal is taken certifies to the land use Hearings Examiner after the notice of the appeal is filed, that by reason of facts stated in the certificate, a stay would, in the opinion of such official, cause imminent peril to life and property. In such case the proceedings shall not be stayed unless the land use Hearings Examiner specifically orders such a stay.

11.05.0301D.030 Appeals to hearings examiner

A. ~~Appellant~~. Appeals may be taken to the Hearings Examiner only by a party of record or by any officer, department, board, council or commission of the City affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto. Such appeals shall be filed in writing with the department on forms provided by the department within fourteen (14) days after the date of decision and shall be accompanied by the required fee. The department shall promptly forward a copy of such appeal to the Examiner.

B. ~~Basis of Appeal and Relief Sought~~. Every appeal shall state in writing:

1. The decision being appealed.

2. The name and address of the appellant and his/her interest(s) in the application or proposed development.

3. The specific reasons why the appellant believes the decision to be erroneous, including identification of each finding of fact, each conclusion, and each condition or action ordered which the appellant alleges is erroneous. The appellant shall have the burden of proving the decision is erroneous.

4. The specific relief sought by the appellant.

C. ~~Dismissal~~—Failure to state specific grounds of the appeal and relief sought may result in dismissal of such appeal. The ~~C~~city staff or any party may request dismissal of an appeal at any time with notice to all parties. Upon finding that the appeal fails to state cause to reverse or modify the decision or that the ~~E~~examiner lacks jurisdiction to grant relief, the ~~E~~examiner may dismiss such appeal without hearing. The ~~E~~examiner shall state in writing whether such dismissal is with or without prejudice.

D. ~~Notice and Record~~—Upon the finding that an appeal has sufficient merit the ~~H~~hearings ~~E~~examiner shall set the time and place at which the matter will be heard. At least a ten (10) day notice of the time and place of such open record appeal hearing shall be given to the parties of record and to the official whose decision is being appealed. The ~~d~~Department shall transmit to the ~~H~~hearings ~~E~~examiner a copy of all of the records pertaining to the decision being appealed, together with written reports as the ~~H~~hearings ~~E~~examiner deems pertinent.

E. ~~Waiver of Hearing~~—By agreement of all parties thereto, the appeal hearing may be waived. Such appeal may be decided by the ~~E~~examiner on the basis of written briefs or memoranda.

F. ~~Standard of Review~~—The ~~E~~examiner shall only grant the relief requested by an appellant upon finding that the appellant has established that:

1. The staff failed to follow a prescribed administrative procedure related to the underlying action;
2. The staff's decision was an erroneous interpretation of the law;
3. The decision is not supported by substantial evidence within the context of the whole record;
4. The decision is a clearly erroneous application of the law to the facts;
5. The decision is outside the authority or jurisdiction of the decision-maker;
6. The decision violates the constitutional rights of the party seeking relief, or
7. The decision is clearly in conflict with the City's adopted plans, policies or ordinances.

G. ~~Decision~~—The decision of the ~~e~~Examiner shall be limited to those issues timely raised on appeal. The ~~E~~examiner may not reconsider or modify aspects of a project previously considered and settled by another final decision of the City. In exercising the powers granted herein, the ~~H~~hearing ~~E~~examiner may, in conformity with this title, reverse or affirm, wholly or in part, or may modify the order, requirements, decision or determination appealed.

H. ~~Building Code Appeals.~~ All appeals filed in accordance with LMC 14.18.030 shall be heard by the ~~Hearings Examiner~~. Such appeals shall follow the procedures contained herein.

11.05.040 Reconsideration of an administrative decision

A. A party of record may make a written application requesting reconsideration of an administrative decision if the appellant asserts the decision of the enforcing officer is based upon any of the following factors:

1. Erroneous procedure;
2. Error of law or fact; or
3. Error in judgment.

B. The application shall be made within the ten days following issuance of a written decision.

C. The period to appeal the decision shall be held in abeyance from the date of filing the written request for reconsideration to the date of the decision on reconsideration.

D. The request shall set forth the specific errors and any arguments for reconsideration, limited to the evidence in the administrative record, relied upon by such appellant. The enforcing officer may, after review of the record, take further action as deemed proper.

E. The department shall transmit the written request for reconsideration to all parties of record not later than the day following the filing of the request. The request shall be transmitted by electronic mail, unless another method of notification is requested by any party.

F. Parties of record shall have seven days following the date of transmittal to file a written response.

G. The enforcing officer may request further information. Such information shall be provided within ten days of the request for additional information, or the request for reconsideration shall be considered null and void. Upon voiding the request for reconsideration, the original appeal period shall recommence for the remaining number of days.

H. The written decision on the request for reconsideration shall be transmitted to all parties of record within fourteen days of either the close of the written response period, as described in subsection F of this section, or receipt of the additional information requested, whichever is later.

I. A new fourteen-day appeal period shall commence upon the issuance of a reconsideration, in accordance with LMC 11.05.030.

K. Each party of record to a decision shall be limited to applying for one request for reconsideration. Requests for reconsideration shall not be accepted after issuance of reconsideration.

11.05.050~~11.05.040~~ Reconsideration of hearings examiner decision

Decisions or recommendations of the hearings examiner may be reconsidered. Further, prior to issuing a decision, the Examiner may reconvene any hearing or continue any other proceeding in such manner as the Examiner deems appropriate to ensure a fair, timely, and reasoned decision.

A. After issuance of a final decision or recommendation any party, including the ~~Department of Community Development~~ community and economic development department, may file a motion for reconsideration on an appeal to the ~~Hearings Examiner~~ in accordance with subsection (B) of this Section. Such motion must be filed within fourteen days of service of the final decision or recommendation. The original of the motion for reconsideration shall be filed at the ~~Community and economic Development Department~~ with a copy to the ~~City Attorney's Office~~. At the same time, copies shall be served on all parties of record. Within five days of filing the motion for reconsideration, a party may file an answer to the motion for reconsideration. The ~~Hearings Examiner~~ may require other parties to supply an answer. All answers to motions for reconsideration shall be served on all parties of record.

B. A motion for reconsideration shall be based on at least one of the following grounds:

1. Errors of procedure or misinterpretation of fact or law, material to the party seeking reconsideration;
2. Irregularity in the hearing before the ~~Hearings Examiner~~ by which such party was prevented from having a fair hearing; or
3. Clerical mistakes in the final decision and order.

C. In response to a motion for reconsideration, the ~~Hearings Examiner~~ may deny the motion, modify its decision or recommendation, or reopen the hearing. A motion is deemed denied unless the ~~Hearings Examiner~~ takes action within 20 days of the filing of the motion for reconsideration. A ~~Hearings Examiner~~ order on a motion for reconsideration is not subject to a motion for reconsideration.

D. A decision in response to the petition for reconsideration shall constitute a final decision and order for purposes of judicial review. Copies of the final decision and order shall be served on each party or the party's attorney or other authorized representative of record, unless the decision is deemed denied following the 20-day time frame set forth in Subsection C of this Section.

E. The time for an appeal does not commence until disposition of the motion for reconsideration. If the ~~Hearings Examiner~~ takes no action under subsection (3) of this Section, the motion for reconsideration is deemed disposed at the end of the 20-day period. The filing of a motion for reconsideration is not a prerequisite for seeking judicial review.

11.05.0601D.050-_____ Clarification of hearings examiner decision

A. Any interested party believing that a decision or recommendation of the ~~Hearings Examiner~~ is ambiguous, vague, or internally inconsistent may request clarification of the decision by the ~~Examiner~~. Such a request shall be submitted to the ~~dDepartment~~ with the applicable fee and shall set forth the specific provision requiring additional clarity. The ~~dDepartment~~ shall forward such request to the ~~Examiner~~. Upon receipt of such a request, the ~~Hearings Examiner~~ may take action as the ~~eExaminer~~ deems appropriate to the circumstances.

B. A request for clarification shall not provide an opportunity for reconsideration of a decision nor for introduction of new evidence. Except as ordered by the ~~e~~Examiner, the filing of a request for clarification shall not alter any appeal period or delay issuance of any permit.

C. When the ~~E~~examiner determines that a clarification is in order, the ~~e~~Examiner may issue a supplemental or clarified decision or recommendation. As deemed appropriate by the ~~e~~Examiner, the ~~e~~Examiner may order that the supplemental or clarified decision or recommendation be subject to appropriate notice and an opportunity for appeal.

11.05.070~~11.070~~ _____ Judicial ~~a~~Appeals of ~~f~~Final ~~d~~Decisions

A. Appeals of an action of the City, with respect to an application for which all administrative appeals specifically authorized have been timely exhausted, shall be filed in the Thurston County Superior Court and served on all necessary parties within twenty-one (21) days after the date of issuance of the Notice of Final Decision, as determined pursuant to RCW 36.70C.040.

B. Notice of the appeal and any other pleadings required to be filed with the Superior Court shall be served on the ~~c~~City ~~m~~Manager, the ~~c~~City ~~a~~Attorney, and the ~~d~~Director of ~~c~~Community and economic ~~d~~Development within the twenty-one (21) day time period.

C. The appellant may arrange for transcription of any hearings held on the application and copies from the file. All costs of transcribing the record, copying the file, and preparing the record on appeal shall be paid by the appellant. The appellant shall, prior to the department's preparation of the record, pay an advance deposit to the department in an amount determined by the department's fee schedule for copying materials. The fee schedule shall represent the department's reasonable costs of duplicating the record. Any excess advance deposit shall be promptly refunded to the appellant.

D. The action of the ~~c~~City ~~c~~Council approving Comprehensive Plan amendments shall be final and conclusive, unless appealed to the Growth Management Hearings Board as provided under the Revised Code of Washington. The cost of preparing and certifying the transcript of records ordered by the Board shall be borne by appellant.

E. Appeals of a decision to grant, deny or rescind a shoreline permit shall be governed by the provisions of Chapter 90.58 of the Revised Code of Washington.

11.05.080~~11.080~~ _____ SEPA ~~a~~Appeals

A. Any appeal brought under the State Environmental Policy Act (SEPA) shall be linked to a specific governmental action. SEPA provides a basis for challenging whether governmental action is in compliance with the substantive and procedural provisions of RCW Chapter 43.21C, WAC Chapter 197-11 and Title 14 of the Lacey Municipal Code. It is not intended to create an independent cause of action unrelated to a specific governmental action.

B. Appeals of environmental determinations made (or lacking) under SEPA shall be commenced within fourteen calendar days from the date the environmental determination is made. The environmental appeal hearing shall be consolidated into the public hearing for the underlying permit application for applications subject to quasi-judicial review. Appeals of an environmental determination associated with

an application subject to full administrative review or legislative review defined as a non-project action under SEPA shall be scheduled for a public hearing before the City of Lacey .

C. Any SEPA appeal hearing associated with full administrative review shall not occur until after the underlying administrative decision has been issued.

D. Quasi-judicial hearings shall not occur sooner than 10 days from expiration of a SEPA appeal deadline.

E. A person aggrieved by a City action or failure to act has the right to a judicial appeal pursuant to RCW Chapter 43.21C, RCW Chapter 36.70C and WAC Chapter 197-11.

Chapter 11.06 Interpretations and Amendments

11.06.010 Applicability

A. Proposed amendments may be requested by:

- 1. The city manager, city council, or planning commission by submitting the request in writing to the community and economic development director.**
- 2. The community and economic development director, including issued code interpretations.**
- 3. Private parties by submitting an application to the community and economic development department.**

B. Any person may submit a written request for code interpretation to the community and economic development director, regarding any applicable title as listed in LMC 11.06.020 or any subsequent amendment thereto.

11.06.020 Authority

In accordance with RCW 36.70A.470, a summary containing written comments on requested development regulation amendments shall be coordinated by the community and economic development department. The text revision process is the means to either request a change, identify needed corrections, or both. The community and economic development director has the authority to issue code interpretations of provisions within the following titles of the LMC:

A. Title 11 Development Procedures;

B. Title 14 Building and Construction;

C. Title 15 Land Division; and

D. Title 16 Zoning.

11.06.030 Review process for amendments

A. Applications for amendments may be submitted at any time and placed on the docket. Amendments as designated by the city manager or their designee may undergo review and processing outside the annual processing cycle as identified within this chapter.

B. The community and economic development department maintain a docket of suggested amendments that include the following:

- 1. Name and address of the person or agency requesting the amendment;**
- 2. Description of the amendment;**

3. Date of the request; and

4. Map of the affected area, if appropriate.

C. The council will review the docket to determine which applications to include in the planning commission's annual work program.

D. The community and economic development department may conduct its review of the proposed amendment concurrently with planning commission review. However, all departmental reporting and evaluation, including necessary environmental review, shall be completed prior to the planning commission making recommendations on the amendments.

E. Public noticing and comment periods shall follow the process for legislative review of applications in accordance with LMC 11.04.060.

F. The planning commission shall forward a recommendation to the city council following subsequent review and public hearing.

G. Following review by city council, amendments under this chapter shall be adopted by ordinance of the city council.

11.06.040 Review criteria for amendments

All amendments will be evaluated upon the following:

A. Consistency and compliance with the Comprehensive Plan; and

B. All revisions must meet one or more of the following criteria:

1. The revision eliminates conflicts within the code or between the code and the Comprehensive Plan; or

2. The revision changes code language to provide clarity, consistency, or ease of administration; or

3. The revision directly implements or strengthens policies of the Comprehensive Plan; or

4. The revision accommodates new policy directives of the city council or administration.

11.06.050 Review process for interpretations

A. Requests for code interpretations shall include:

1. The subject matter or nature of the request; and

2. The section of the code that is allegedly ambiguous or needing clarification;

3. Any facts relevant to the request; and

4. Elements listed in 11.03.010 and 11.03.050 LMC, unless otherwise waived by the enforcing officer.

B. The community and economic development director or designee may deny or reject the request if there is no ambiguity or need for clarification demonstrated by the requestor.

C. Accepted requests for code interpretations shall be reviewed in accordance with the limited administrative review process and timelines outlined in 11.04.030 LMC.

D. Request shall be reviewed for consistency with the criteria identified within LMC 11.06.40.

E. The community and economic development director or designee shall publish issued interpretations to the City website for public viewing.

F. Once an interpretation is issued, the community and economic development director or designee may consider the issue resolved and reject future requests to render additional interpretation on the matter.

G. Issued interpretations shall follow the process of amendments in accordance with LMC 11.06.030 and be amended annually.

Chapter ~~11.07~~~~16.84~~ Site Plan Review

~~11.07.010~~ ~~16.84.010~~ Applicability Site plan review required, application and committee membership.

~~A.~~ Site plan review and approval shall be required for any of the following activities:

~~1.A.~~ The use of land for the location of any commercial, industrial or public building or activity, ~~and for~~

~~B.~~ ~~The~~ location of any building containing more than two dwelling units or lot with more than one residential structure other than a permitted accessory dwelling.

~~2.C.~~ A change of land use at an existing site or structure where the criteria in subsection C (1) of this section are met.

~~1. when~~ The new activity:

~~a. R~~ requires either a change of occupancy according to the Building Code or is a change of land use according to the Standard Industrial Classification code;

~~b. and, in the opinion of the community and economic development director, R~~ results in an intensification of land use, ~~and will~~ Intensification shall be considered any modification that results in a ten percent or greater increase of any measurable standard associated with the development. Such standards include, but are not limited to gross square footage, number of parking stalls, PM Peak Hour Trips, total amount of impervious surface, and building height; and

~~c. R~~ requires new development conditions to comply with existing regulations.

2. This provision may not apply to malls (buildings with ten or more tenants sharing common parking) where original conditions to establish the mall complex anticipated a range of tenants and existing facilities and where it can be shown existing infrastructure can accommodate the new intensified use.

~~3.D.~~ Expansion of an existing commercial, industrial, public or multifamily structure or use. Provided residential duplexes are exempt.

~~4.E.~~ A remodel of an existing structure where the remodel is fifty percent or more of the assessed valuation of existing structures.

1. The remodel value shall be calculated according to methodology described in Chapter 14.04 LMC adopting the Building Code.

2. The value of existing structures shall be the most recent value assigned by the county assessor.

3. The fifty percent threshold shall be cumulative over the most recent five years, including calculations of all previously exempt remodels, but shall not include life/safety improvements or normal maintenance not requiring a building permit.

4. Remodels of residential duplex, triplex, and quadraplex shall be exempt from site plan review.

5. Interior alterations shall be exempt from site plan review, provided that interior alterations do not result in any of the following:

a. Additional sleeping quarters or bedrooms;

b. Nonconformity with federal emergency management agency 10 substantial improvement thresholds; or

c. Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.

d. For purposes of this subsection, "interior alterations" include construction activities that do not modify the existing site layout or its current use and involve no exterior work.

5.F. Uses and activities within designated environmentally sensitive areas or their buffers pursuant to the requirements of LMC Title 14.

G. As deemed necessary by Lacey review staff to effectively evaluate an application and project proposal.

~~B. An application, in completed form, shall be filed for site plan review and approval with the department of community and economic development. An application shall not be in completed form under this section if it fails to contain any of the information and material required under LMC 16.84.060.~~

~~C. The site plan review committee shall consist of the following members: Lacey staff planner, who shall serve as chairman; city manager; and the city director of public works, or their designees in their temporary absence. (Ord. 1539 §132, 2019; Ord. 1220 §55, 2004; Ord. 1208 §74, 2003; Ord. 1192 §187, 2002; Ord. 1154 §18, 2001; Ord. 1098 §19(C), 1999; Ord. 1080 §16, 1998; Ord. 1044 §28, 1996; Ord. 912 §14, 1991; Ord. 583 §2.03(A) (part), 1980).~~

~~16.84.015 Presubmission conference.~~

~~Prior to the submission of a site plan review application, the applicant shall attend a presubmission conference in accordance with Section 1B.020 of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1192 §188, 2002).~~

~~11.07.020 16.84.020 Authority Review by the site plan review committee (SPRC).~~

A. The Site Plan Review Committee (SPRC) shall consist of the following members:

1. City of Lacey community and economic development director or their designee, who shall serve as chair;

2. City of Lacey manager or their designee; and

3. City of Lacey of public works director or their designees.

~~A.B.~~ The SPRC shall review a site plan in accordance with the full administrative review process and timelines outlined in ~~Section 1C.040 of the City of Lacey Development Guidelines and Public Works Standards LMC 11.04.040~~. The site plan shall be approved or approved with conditions to conform to the standards, provisions and policies of the city as expressed in its various adopted plans and ordinances. ~~Whenever the SPRC disapproves a site plan, it shall set forth in writing its findings, which shall specify the particular standards, provisions and policies to which the site plan fails to conform and the reasons why it fails to conform.~~

~~B.C.~~ The ~~site plan review committee (SPRC)~~ shall have the prerogative of refusing to rule on a site plan review if in the opinion of the SPRC the site plan is sufficiently complex that it should be reviewed by the hearings examiner according to the quasi-judicial process in ~~Section 1C.050 of the City of Lacey Development Guidelines and Public Works Standards LMC 11.04.050~~. The SPRC shall decide to transfer review authority to the hearings examiner within fourteen days of the Determination of Completeness, according to ~~Section 1B.070 of the City of Lacey Development Guidelines and Public Works Standards LMC 11.03.060~~. (Ord. 1192 §189, 2002; Ord. 1035 §25, 1996; Ord. 583 §2.03(A)(1), 1980).

~~16.84.025~~ Appeals.

~~Any decision of the city of Lacey in the administration of Chapter 16.84 LMC may be appealed in accordance with Chapter 1D of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1192 §190, 2002).~~

11.07.030 Application requirements

A. Site plan review applications shall include the information required by LMC 11.03.050, unless otherwise waived by the enforcing officer.

B. The SPRC, hearings examiner or city council may require the applicant to submit any additional information or material which is found to be necessary for the proper review and hearing of the application.

11.07.040 Review criteria

The approval authority may approve, deny, modify, or condition a site plan review application, based on consideration of the following factors:

A. Mitigation of impacts to the site. This may include:

1. Designing for privacy and noise reduction;

2. Considering the scale of proposed structures in relation to natural characteristics and site amenities;

3. Designing parking areas to minimize impervious surfaces; and

4. Using landscaping enhancement or protection to enhance the appearance of the project.

B. Mitigation of impacts to surrounding uses. This may include:

1. Restricting overscale structures and overconcentration of development;

2. Providing desirable transitions and linkages between uses, streets, walkways and adjacent properties;

3. Locating, designing and screening storage areas, utilities, rooftop equipment, loading areas, and refuse and recyclables. to minimize views from surrounding properties;

4. Recognizing the public benefit of maintaining visual accessibility to natural features;

5. Using landscaping to provide transitions between development and surrounding properties; and

6. Designing and/or placing exterior lighting avoid excessive brightness or glare to adjacent properties and streets.

C. Safe and efficient access and circulation for all users. This may include:

1. Consolidating ingress and egress points on and off site when feasible;

2. Promoting safety and efficiency of the internal circulation system;

3. Providing transit, carpools and bicycle facilities and access; and

4. Providing safe and attractive pedestrian connections.

D. Arrangement of project elements to protect existing natural systems where applicable.

E. Evidence that necessary infrastructure is available, including public facilities and services needed to serve the development.

F. Building design and site design comply with the following provisions:

1. Comprehensive Plan;

2. Applicable development regulations;

3. Applicable design regulations; and

4. The Washington State Environmental Policy Act (SEPA), if not otherwise satisfied.

~~16.84.030 — Repealed~~

~~Repealed by Ord. 1192.~~

~~16.84.040~~ Repealed

Repealed by Ord. 1192.

~~16.84.050~~ Repealed

Repealed by Ord. 1192.

~~16.84.060~~ Contents of application.

Each application for site plan review shall contain the following information in clear and intelligible form:

A. ~~The title and location of the proposed development, together with the names, addresses and telephone numbers of the record owner or owners of the land and of the applicant, and, if applicable, the names, addresses and telephone numbers of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;~~

B. ~~The proposed use or uses of the land and buildings;~~

C. ~~A site plan drawing or drawings at a scale of not less than one inch for each fifty feet which shall include or show:~~

~~1. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property,~~

~~2. The boundaries of the property proposed to be developed and, if the property is to be divided pursuant to a final binding site plan, the boundaries of each proposed lot within the property,~~

~~3. All proposed and existing buildings and setback lines,~~

~~4. All areas, if any, to be preserved as buffers or to be dedicated to a public, private or community use or for open space under the provisions of this or any other city ordinance, information regarding percentage of area covered, locations and general types of landscaping,~~

~~5. All existing and proposed easements,~~

~~6. The locations of all existing and proposed utility structures and lines,~~

~~7. The stormwater drainage systems for existing and proposed structures,~~

~~8. All means of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roads,~~

~~9. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces,~~

~~10. The location of all loading spaces, including, but not limited to, truck loading platforms and loading docks;~~

~~11. Location and area, in square feet, of all signs;~~

~~D. Topographic map or maps which delineate contours, both existing and proposed, at intervals of two feet, and which locate existing lakes, streams and forested areas;~~

~~E. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;~~

~~F. All special districts, including, but not limited to, fire, school and water districts, in which the proposed development shall be located and all such districts within three hundred feet of the proposed development;~~

~~G. The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots, or any other structure covering land; and the total amount of square feet in the entire proposed development site;~~

~~H. The proposed number of dwelling units and number of bedrooms in the development;~~

~~I. The proposed number of square feet in gross floor area for each commercial and industrial use;~~

~~J. A description of each proposed commercial and industrial use;~~

~~K. The written recommendations of the health department, the building department, engineering department and fire department as to any portion of the site plan application covering areas within their respective jurisdictions.~~

~~L. For properties containing wetlands or wetland buffers pursuant to Chapter 14.28 LMC, all informational requirements specified in Chapter 14.28 LMC shall be included in the applications. (Ord. 1058 §2, 1997; Ord. 912 §16, 1991; Ord. 583 §2.03(D), 1980).~~

~~16.84.070 Additional information for review.~~

~~The SPRC, hearings examiner or city council may require the applicant to submit any additional information or material which it finds is necessary for the proper review and hearing of the application. (Ord. 583 §2.03(E), 1980).~~

~~11.07.050~~ **16.84.080** Amendment of site plan.

An approved site plan granted approval by the SPRC, hearings examiner or by the city council may be amended as follows: If, in the opinion of the director of community and economic development, the modifications are considered minor, no additional review process shall be required. If the modifications are considered significant by the director of community and economic development, then the site plan shall be modified by the same procedures provided under LMC 16.84.020 (A). (Ord. 1539 §133, 2019; Ord. 1220 §56, 2004; Ord. 1192 §194, 2002; Ord. 583 §2.03(F), 1980).

A. Minor modifications to an approved site plan shall result in less than a ten percent increase in any measurable standard associated with the development. No additional review process shall be required for minor modifications.

B. Major modifications shall result in a ten percent or greater increase in any measurable standard associated with the development. Major modifications shall be subject to a new site plan review application reviewed in accordance with LMC 11.07.020.

~~16.84.090~~ — ~~Repealed~~

Repealed by Ord. 1192

11.07.060 Appeals

Any decision of the City of Lacey in the administration of Chapter 11.07 LMC may be appealed in accordance with Chapter 11.05 LMC.

11.07.070 ~~16.84.100~~ **Duration of approval.**

~~A. Approval of the site plan shall be effective for eighteen months from the date of approval by the site plan review committee. During this time, the terms and conditions upon which approval was given will not change. Within eighteen months of the date of approval a grading and/or building permit must be issued and work (site preparation) started, or the approval shall automatically terminate. In addition, if the approved site plan calls for a division of land pursuant to a final binding site plan, such final binding site plan must be submitted for final approval within such eighteen-month period.~~

~~B. However, upon the application of the owner or representative, the site plan review committee shall extend the approval period for one six-month time period unless since the initial approval substantive change has been made in the regulations, ordinances, requirements, policies or standards which impact the site.~~

~~C. Knowledge of expiration date and initiation of a request for extension of approval time is the responsibility of the applicant. The city shall not be held responsible for notification of expirations, although it may notify the applicant of date of expiration. All requests for additional time must be submitted to the community development department prior to expiration of site plan approval. (Ord. 1427 §1, 2013; Ord. 1192 §196, 2002; Ord. 1058 §3, 1997; Ord. 691 §42, 1984).~~

A. The approval of a site plan shall be valid for a period of twenty-four months unless otherwise granted by LMC 11.03.110.

B. If a complete application for a building permit is not submitted or an extension is not granted within this time frame, such approval shall be considered null and void.

11.07.080 ~~16.84.105~~ **Penalty for Noncompliance — ~~Penalty.~~**

A. If the enforcing officer determines that there has been continuing noncompliance with the conditions of site plan review approval previously granted by the ~~Site Plan Review Committee~~ SPRC, such officer may

schedule a meeting before such committee for purposes of determining whether such approval shall be revoked, suspended or modified.

B. Notice of such meeting shall be provided to the current land owner and the applicant whose project has been approved.

C. At the conclusion of such meeting, the ~~Site Plan Review committee~~ SPRC may revoke, suspend or modify a site plan review approval previously granted for the project or uses listed, if such committee determines that there has been continuing noncompliance with the conditions of such permit or other regulations governing such use. (Ord. 1220 §57, 2004).

~~16.84.110~~ ~~Repealed~~

Chapter ~~16.90~~ **11.08** Variances

11.08.010 Applicability

Where difficulties exist rendering compliance with development regulations impractical and such compliance would create unnecessary hardship to the owners or users of land or buildings, a variance may be granted.

11.08.020 Authority

A. The enforcing officer may grant a variance in accordance with the full administrative review process and timelines outlined in LMC 11.04.040 if:

1. The variance does not exceed 25 percent of any measurable standard; or
2. The variance would alleviate the need for a Wetland Development Permit.

B. The hearings examiner may grant a variance in accordance with the quasi-judicial review process and timelines outlined in LMC 11.04.050 for circumstances not listed in subsection A of this section.

11.08.030 Limitation on authority

A variance may not be granted to any of the following provisions of Lacey Municipal Code:

- A. Any development standards or requirements relating to residential density minimums or maximums, units per structure or units per lot;
- B. Any provision establishing the uses that are permitted to locate or that may continue to operate in any zone;
- C. Any procedural or administrative provision;
- D. Any provision of this chapter; or
- E. Any provision from which a variance is expressly prohibited.

11.08.040 Application requirements

A. Variance applications shall include the information listed in LMC 11.03.050, unless waived by the enforcing officer.

B. The enforcing officer or hearings examiner may require the applicant to submit any additional information or material which is found to be necessary for the proper review of the application.

11.08.050 ~~16.90.005~~ Review criteria~~Granted upon certain findings.~~

A ~~land use hearings examiner shall not grant a variance~~ may be granted if unless the examiner makes all of the following findings are made:

A. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone that the subject property ~~, on behalf of which the application was filed,~~ is located;

B. That such variance is necessary, because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, ~~to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located;~~

C. That the special conditions and circumstances that exist on the subject property are not a result of the applicant;

D. That the strict application of the code is found to deprive the subject property owner of rights and privileges enjoyed by other property owners in the vicinity and in the zone in which the subject property is located; and

~~CE.~~ That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated; ~~and~~

~~D. That the special conditions and circumstances do not result from the actions of the applicant. (Ord. 1192 §199, 2002).~~

~~16.90.010 ——— When granted.~~

~~If all the criteria in LMC 16.90.005 can be met, the hearings examiner may grant a variance according to the quasi-judicial process and timelines outlined in Section 1C.050 of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1192 §200, 2002; Ord. 583 §2.07(A), 1980).~~

~~16.90.020 ——— Front and rear yard setback variance.~~

~~The enforcing officer may grant a modification of up to ten percent from the front and rear setback requirements in residential zones provided the findings can be made as listed in LMC 16.90.005. This does not preclude other variances from being considered as provided in LMC 16.90.010. (Ord. 1192 §201, 2002; Ord. 691 §43, 1984).~~

11.08.060 Additional conditions of approval

Before granting a variance, the hearings examiner or enforcing officer, as determined by LMC 11.08.020, may prescribe appropriate conditions and safeguards that will ensure that the provisions of any title or chapter of the Lacey Municipal Code are not violated.

11.08.070 Duration of approval

A. The approval of a variance shall be valid for a period of twenty-four months unless otherwise granted by LMC 11.03.110.

B. If a complete application for a building permit is not submitted or an extension is not granted within this time frame, such approval shall be considered null and void.

11.08.080 Appeals

Any decision of the City of Lacey in the administration of Chapter 11.08 LMC may be appealed in accordance with Chapter 11.05 LMC.

Chapter~~16.66~~ 11.09 Conditional Uses and Permits

~~16.66.010~~Intent.

It is the intent of this chapter to:

A.—Provide for the location of certain types of uses, services and facilities which, because of their unique characteristics, cannot (or should not) be limited to or automatically included in specific land use classification districts;

B.—Permit essential services and facilities which are needed or may be needed by or in the community, but the exact nature, scale, or location of which cannot be foreseen or predicted;

C.—Provide a classification system for essential public facilities as defined in RCW 36.70A.200 to determine those essential public facilities requiring regional review;

D.—Provide a review opportunity to surrounding jurisdictions that may be impacted by the siting of essential public facilities as defined in RCW 36.70A.200;

E.—Establish development standards for such uses and facilities in order that properties adjacent to such uses, especially properties which are of clearly different character from the use or uses identified in this chapter, are reasonably protected from adverse effects or impact of these conditional uses;

F.—Authorize the city to impose reasonable conditions, restrictions and development requirements on conditional uses as may be deemed appropriate for a conditional use in any given land use district;

G.—Provide for a review process which will enable city officials, the general public and proponents of conditional uses to evaluate the need, location, scale and development characteristics of said uses and their impact on adjacent properties and the community as a whole, to the end that such uses may be approved, modified, or disapproved fairly and objectively;

H.—It relieves the ordinance codified in this title and its enforcement officials from the burden of trying to identify every district in which a specific and unique use should be included as a conditional use;

I.—Just as other chapters of this title try to achieve flexibility by describing rather than listing permitted uses in each district, this chapter should contribute to the desired flexibility by recognizing the limits of predictability;

J.—It further enhances flexibility since the development standards for a particular use may vary depending upon the specific location for which it is proposed. (Ord. 1236 §1, 2005; Ord. 1192 §169, 2002; Ord. 691 §38, 1984; Ord. 583 §2.27(A), 1980).

~~11.09.010~~16.66.020 _____ Permitted uses.

Specific uses ~~types~~ permitted in accordance with the intent of this chapter, and subject to reasonable conditions imposed by the eCity, are categorized and identified as follows:

A. Personal or community service facilities such as:

1. Nursery schools and preschools,
2. Child day care centers when proposed in those districts specified in Chapter 16.65 LMC,
3. Funeral parlors, mortuaries and crematoria, provided these are permitted uses in the cemetery zone,
4. Senior citizen centers,
5. Nursing homes, convalescent care facilities, and
6. Cemeteries; provided once a cemetery is approved the property shall be designated as cemetery on the eCity's zoning map.

B. Places of public assembly, including:

1. Churches (or other places of worship),
2. Sports arenas or stadia,
3. Fraternal organizations and lodges, and
4. Private clubs;

C. Public utilities and their appurtenances, such as:

1. Electrical substations,
2. Pumping, lift stations or similar regulatory appurtenances for the transmission or distribution of electricity, natural gas, water and sewage, oil or steam, and storage tanks for any of the above, including water towers,
3. Solid waste disposal facilities, including transfer stations, incinerators and sanitary landfills, and
4. Radio, television or telephone stations; commercial wireless communication facilities are subject to the requirements as specified in Chapter 16.68 LMC.

D. Public safety and emergency response facilities, including:

1. Police stations,
2. Fire stations,

3. Emergency medical centers, and
4. Hospitals;

E. Public and private transport/ maintenance facilities, including:

1. Airports, landing strips, heliports or helipads, including waterborne craft,
2. Marinas, docks, piers, or breakwater devices, regardless of size or purpose,
3. Railroad terminals, switching facilities, maintenance or repair shops, and spurs,
4. Bus terminals, storage or maintenance facilities,
5. Automobile parking facilities or structures other than those specifically required in Chapter 16.72 LMC in connection with permitted uses,
6. Corporation yards;

F. Sexual offender secure community transition facilities as defined in RCW 71.09.020, which facilities are mandated by the state of Washington pursuant to Chapter 71.09 RCW. The siting of such facilities shall be subject to the conditions identified in Chapter 16.6611.09 LMC.

G. Uses which are similar or related to those uses described in subsections A through E of this section. (Ord. 1186 §1, 2002; Ord. 1080 §14, 1998; Ord. 931 §11, 1992; Ord. 927 §17, 1992; Ord. 691 §39, 1984; Ord. 583 §2.27(B)(1,2), 1980).

11.09.020 ~~**16.66.030**~~ **Authority Control of uses.**

~~A. Conditional uses permits shall be subject to the reviewed process as provided for in in accordance with the quasi-judicial process and timelines outlined in LMC 11.04.050 Section 1C.050 of the City of Lacey Development Guidelines and Public Works Standards or as otherwise noted in this chapter.~~ (Ord. 1192 §170, 2002; Ord. 691 §40, 1984; Ord. 583 §2.27(B)(3), 1980).

~~B. In reviewing a conditional use permit, the hearings examiner shall impose all requirements for such use, as prescribed in this chapter, and other conditions and safeguards as are necessary to secure adequate protection for the locality in which the use is to be permitted.~~

11.09.030 **Application requirements**

~~A. Conditional use permit applications shall include the information listed in LMC 11.03.050, unless otherwise waived by the enforcing officer.~~

~~B. The enforcing officer or hearings examiner may require the applicant to submit any additional information or material which is found to be necessary for the proper review of the application.~~

11.09.040 **Review criteria**

The hearings examiner may approve, or approve with conditions, an application for a conditional use permit if all the following findings are made:

A. The proposed use is consistent with the Comprehensive Plan;

B. The proposed use at the proposed location will not result in substantial or undue adverse effects on the adjacent properties;

C. The design is compatible with and responds to the existing or intended character, appearance, quality of development, and physical characteristics of the subject property and the immediate vicinity;

D. The use at the proposed location will not result in a detrimental overconcentration of a particular use within the City or within the immediate area of the proposed use;

E. Adequate parking will be available for the proposed use;

F. Potential noise, light, and glare impacts from the proposed use have been, or will be, evaluated and mitigated;

G. Landscaping will be provided in all areas not occupied by buildings, paving, or critical areas. Additional landscaping may be required to buffer adjacent properties from potentially adverse effects of the proposed use;

H. The proposed use will be served by adequate public facilities including streets, fire protection, and utilities; and

I. The proposed use complies with all applicable standards and requirements of this code.

11.09.050 ~~16.66.040~~ Environmental performance standards.

A. Conditional uses shall comply with the environmental performance standards as described in Chapter 16.57 LMC, and may be required to comply with stricter standards upon a finding by the ~~e~~City that stricter standards are necessary and reasonable to protect adjacent properties or the health or general welfare of the community.

B. Specific requirements are established in this chapter for certain conditional uses. In the event that the specific requirements are found to be in conflict with the requirements of the use district in which the conditional use is to be located, the requirements of Chapter ~~11.0916.66~~ LMC shall govern. (Ord. 1192 §171, 2002; Ord. 583 §2.27(C)(1), 1980).

11.09.060 ~~16.66.050~~ Design standards.

A. The design standards for permitted uses in a given district shall be the initial base of reference in determining the design standards for conditional uses in the same district.

B. The enforcing officer is authorized to alter or vary the design of the district for a conditional use when such alteration or variation is found to be reasonable to protect adjacent properties or the health or general welfare of the community.

C. Design standards which may be altered or varied for conditional uses include but are not necessarily limited to the following:

1. Size and shape of lots (i.e., minimum area, width, depth, setbacks and building heights);
2. Maximum building coverage;
3. Maximum development coverage;
4. Off-street parking and loading;
5. Landscaping, buffering and screening.

D. All development requirements established for a conditional use in a given district shall be documented in appropriate written and/or graphic form so as to provide a permanent public record to assure compliance prior to, during and after construction of the conditional use. (Ord. 1192 §172, 2002; Ord. 583 §2.27(C)(2), 1980).

**11.09.070 ~~16.66.055~~ Standards for ~~s~~Sexual ~~o~~ffender ~~s~~ecure ~~c~~ommunity ~~t~~ransition
~~f~~acilities.**

A. In addition to standards identified in LMC ~~16.66.040~~11.09.050 and ~~16.66.050~~11.09.060 sexual offender secure community transition facility system shall meet such additional standards as are designed to mitigate the unique concerns of this use and are consistent with the requirements of state law.

B. No sexual offender secure community transition facility shall have more than three beds to be utilized by sexual offenders. No such facility shall, at any time, have a population of sexual offenders exceeding three.

C. This use can be considered for location only in the Light Industrial Zone, provided a site meets all other location requirements of Chapter ~~16.66~~11.09 LMC.

D. No sexual offender secure community transition facility shall be located within one quarter of a mile of another such secure community transition facility and a proposal for siting shall be in compliance with the requirements of state law regarding equitable distribution of such facilities.

E. The location of a sexual offender secure community transition facility shall not be adjacent to, immediately across a street or parking lot from, or within the line of sight of any risk potential activity or facility. "Risk Potential Activity" or "Risk Potential Facility" means an activity or facility that provides a higher incidence of risk to the public from persons conditionally released from the special commitment center for sexual offenders. Risk potential activities and facilities shall include but not be limited to:

1. Existing public and private schools and existing sites designated as Open Space Institutional by the ~~e~~City specifically for school sites, and designated by the North Thurston Public School District as a school site by the District's Comprehensive Plan;
2. School bus stops;
3. Licensed day care and licensed preschool activities;
4. Public parks, publicly dedicated trails, sports fields and playgrounds;
5. Recreation and community centers;
6. Churches, synagogues, temples, and mosques;
7. Public libraries;
8. Any other risk potential activity or risk potential facility identified by subsequent amendment to state statute, by the Washington State Department of Social and Health Services pursuant to its hearing process mandated by RCW 71.09.315 or in the decision of the hearings examiner or city council granting or denying a special use permit for the siting of a sexual offenders secure community transition facility.

F. Unless otherwise ordered by a court of competent jurisdiction, all residents of a sexual offender secure community transition facility shall wear electronic monitoring devices at all times. To the extent that electronic monitoring devices that employ global positioning system technology are technically available, such devices shall be used. Such devices shall be part of a secure GPS system approved by the Department of Social and Health Services that cannot be removed by resident. The GPS system shall be capable of locating the resident wherever the resident goes. Such system shall be the best technology available and equipment to monitor the GPS devices shall be provided to the Lacey ~~p~~Police ~~d~~Department or its designee for monitoring purposes.

G. If such a facility is sited within the ~~e~~City of Lacey, the Department of Social and Health Services shall provide for training, information, coordination and capital costs of the Lacey ~~p~~Police ~~d~~Department and shall further fund the need for increased police protection, monitoring and incident response to the facility, all as provided or allowed by state law.

H. Landscaping of the facility shall provide an aesthetically attractive presentation for the zone in which it is located. The landscaping plan shall pay particular attention to mitigation of lighting impacts to adjacent properties ~~as a result of requirements of LMC 16.66.050(K)~~. Landscaping shall comply with the crime prevention through environmental design technique requirements. Additionally, the requirements of Chapter 16.80 LMC shall apply to any facility in the same manner as applied to other developments located within the Light Industrial Zone.

I. Design of the structure and site shall create an aesthetically attractive building and site which is compatible with and enhances the character of the zone in which it is located. Such design shall be subject to the design review process and principles set forth in Chapter 14.23 LMC.

J. An on-premises exterior lighting plan shall be presented to and approved by the ~~e~~D~~e~~partment of ~~p~~P~~u~~blic ~~w~~W~~o~~rks and the police department of the ~~e~~C~~i~~ty as part of the design review process and prior to the operation of the facility. The plan shall utilize the principles of the crime prevention through environmental design technique requirements to provide easy visibility of the site from the street and shall avoid spillage of light onto adjacent properties. All parking areas and premise entries shall be illuminated from dusk till dawn with a lighting system which provides an average maintained horizontal illumination of one foot candle of light, or such lessor amount as shall be approved by such reviewing departments. (Ord. 1186 §2, 2002).

11.09.080 ~~16.66.060~~ Essential public facilities.

A. *Essential public facilities identified.* Essential public facilities, for purposes of this chapter are public or privately owned or operated facilities while, although serving a public purpose, are typically difficult to site. They include but are not limited to, airports, state educational facilities, state or regional transportation facilities, prisons, jails and other correctional facilities, secure community transition facilities, solid waste handling facilities, inpatient facilities such as group homes and mental health facilities, sewage treatment facilities, and communication towers and antennas.

B. *Special regional review process and minimum standards for essential public facilities.* Essential public facilities shall be processed as a conditional use pursuant to the requirements of this chapter. Essential public facilities shall be subject, at a minimum, to the policies provided in adopted county wide planning policies and the City Comprehensive Land Use Plan, and all applicable standards and requirements of the zoning code and other applicable codes and regulations.

C. *Essential public facilities classified.* Essential public facilities are classified, for purposes of this section as follows:

1. Type One: Multi-county facilities. Major facilities serving or potentially affecting more than one county. These facilities include, but are not limited to, regional transportation facilities, such as: regional airports, state correction facilities, and state educational facilities.

2. Type Two: Local or Interlocal facilities serving or potentially affecting residents or property in more than one jurisdiction. They could include, but are not limited to, county jails, county landfills, community colleges, sewage treatment facilities, communication towers, and inpatient facilities, such as: substance abuse facilities, mental health facilities, and group homes.

3. Type Three: Facilities serving or potentially affecting only the ~~e~~C~~i~~ty of Lacey and its residents.

D. *Essential public facilities determination of classification.* The ~~e~~C~~i~~ty of Lacey shall determine the type of classification of a proposed essential public facility. In order to enable the ~~e~~C~~i~~ty to determine the project's classification, the applicant shall identify the approximate area within which the proposed project could potentially have adverse impacts, such as: increased traffic, public safety risks, noise, glare, emissions, or other environmental impacts.

E. *Essential public facilities early notification.* Early notification and involvement of affected citizens and jurisdictions for Type One and Type Two facilities is required as follows:

1. At least ninety days before submitting an application for a Type One or Type Two essential public facility, the prospective applicant shall notify the affected public and jurisdictions of the general type and nature of the proposal, identify sites under consideration for accommodating the proposed facility, and identify opportunities to comment on the proposal. Applications for specific projects shall not be considered complete in the absence of proof of a published notice regarding the proposed project in a newspaper of general circulation in the affected area. This notice shall include the information described above and shall be published at least ninety days prior to the submission of the application.

2. Affected citizens, jurisdictions and the Thurston Regional Planning Council may provide this project sponsor and the City of Lacey with their comments or recommendations regarding alternative project locations during this ninety day period. The purpose of this provision is to enable potentially affected jurisdictions and the public to collectively review and comment on alternative sites for major facilities before the project sponsor has made its siting decision.

F. *Essential public facilities consideration of impact on sensitive areas.* Essential public facilities shall not have any probably significant adverse impact on critical areas or resource lands, except for lineal facilities, such as highways, where no feasible alternative exists.

G. *Essential public facilities analysis.* Applicants for Type One and Type Two essential public facilities shall provide an analysis of the alternative sites considered for the proposed facility. This analysis shall include the following:

1. An evaluation of the site's capability to meet basic siting criteria for the proposed facility, such as: size, physical characteristics, access, and availability of necessary utilities and support services;
2. An explanation of the need for the proposed facility in the proposed location;
3. The site's relationship to the service area and the distribution of other similar public facilities within the service area or jurisdiction, whichever is larger; and
4. A general description of the relative environmental, traffic, and social impacts associated with locating the proposed facility at the alternative sites which meet the applicant's basic siting criteria. The applicant shall also identify proposed mitigation measures to alleviate or minimize significant potential impacts.
5. A brief description of the process used to identify and evaluate the alternative sites. (Ord. 1236 §2, 2005).

~~16.66.070 When granted.~~

~~A conditional use permit may be granted by the hearings examiner, after public hearing and review, for those uses requiring such permits as provided for in this title. (Ord. 1650 §27, 2023; Ord. 1192 §174, 2002).~~

~~16.66.080 Application form.~~

A written application for a conditional use permit shall be submitted to the community and economic development department on forms as prescribed by the community and economic development department, and shall include such information as requested thereon. No application shall be accepted unless it complies with such requirements. (Ord. 1539 §112, 2019; Ord. 1192 §175, 2002).

~~16.66.090~~ Public hearing.

~~One public hearing on any proposed conditional use permit shall be held by the hearings examiner according to the quasi-judicial process and timelines according to the standards in Section 1C.050 of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1192 §176, 2002).~~

~~16.66.100~~ Action by hearings examiner.

~~In reviewing a conditional use permit, the hearings examiner shall impose all requirements for such use, as prescribed in this title and other conditions and safeguards as are necessary to secure adequate protection for the locality in which the use is to be permitted. The hearings examiner shall establish a time limit, within which action for which the conditional use is required shall be begun, completed, or both. (Ord. 1650 §28, 2023; Ord. 1192 §177, 2002).~~

11.09.090 Duration of approval

A. The approval of a conditional use permit shall be valid for a period of twenty-four months unless otherwise granted by LMC 11.03.110

B. If a complete application for a building permit is not submitted or an extension is not granted within this time frame, such approval shall be considered null and void.

11.09.100 ~~16.66.110~~ Penalty for Noncompliance ~~Penalty.~~

If the enforcing officer determines that there has been continuing noncompliance with the conditions of a conditional use permit previously granted by the city council, such officer shall schedule a public hearing before the city's land use hearings examiner for purpose of hearing and making recommendation to the city council regarding the revocation, suspension or modification of such conditional use permit. Refusal by the enforcing officer to so schedule a hearing shall be deemed to be an administrative decision, subject to appeal by an aggrieved party pursuant to the provisions of this code. The procedures to be followed in providing for the public hearing, notice thereof recommendation by the hearings examiner to the city council and action by the city council shall be the same as that action directed to be taken upon application for such a conditional use permit pursuant to the terms of this chapter.

The city council, after receipt of recommendation from the hearings examiner as provided in this chapter, may revoke, suspend or modify a conditional use permit previously granted for those uses listed herein when it determines there has been continuing noncompliance with the conditions of such permit or other regulations governing such use. The options for decision before the city council and the final nature of such decision shall be the same as action on an original application. (Ord. 1192 §178, 2002).

Chapter ~~16.60~~11.10 Planned Residential Development

~~16.60.010~~ Intent.

It is the intent of this chapter to:

- ~~A. Encourage imaginative design and the creation of permanent open space by permitting greater flexibility in zoning requirements than is generally permitted by other chapters of this title;~~
- ~~B. Preserve or create environmental amenities superior to those generally found in conventional developments;~~
- ~~C. Create or preserve usable open space for the enjoyment of the occupants;~~
- ~~D. Preserve to the greatest possible extent the natural characteristics of the land, including topography, natural vegetation, waterways, views, etc.;~~
- ~~E. Encourage development of a variety of housing types;~~
- ~~F. Provide for maximum efficiency in the layout of streets, utility networks, and other public improvements;~~
- ~~G. Provide a guide for developers and city officials in meeting the purpose and provisions of this chapter. (Ord. 583 §2.16(A), 1980).~~

~~16.60.020~~ Definitions.

Certain words and phrases as defined in this section shall govern the interpretation of this chapter.

- ~~A. "Common open space" means a parcel or parcels of land or a combination of land and water, within the site designed and intended for the use or enjoyment of residents of a planned residential development. Common open space does not include land occupied by buildings, roads, driveways, required parking areas, or the required yards for buildings or structures.~~
- ~~B. "Home owners association" means an incorporated, nonprofit organization operating under recorded land agreements through which (a) each lot owner is automatically a member; (b) each lot is automatically subject to a charge for a proportionate share of the expenses for the organization's activities, such as maintaining common property; and (c) a charge, if unpaid, becomes a lien against the property.~~
- ~~C. "Planned residential developments" means any development of land approved and developed in accordance with the terms of this title, including a plat or subdivision of such land.~~
- ~~D. "Residential development" means any development designed and intended for residential use regardless of the type of building in which such residence is located, i.e., conventional single-family dwellings, townhouses, duplexes, fourplexes, or apartment houses. (Ord. 583 §2.16(B), 1980).~~

11.10.010 ~~16.60.030~~ Where permitted.

Planned residential development may be permitted in the following land use districts consistent with the development standards in LMC ~~16.60.060~~11.10.060 through ~~16.60.140~~11.10.140:

- A. Low density residential district;
- B. Moderate density residential district;
- C. High density residential district. (Ord. 1539 §100, 2019; Ord. 583 §2.16(C), 1980).

11.10.020 ~~16.60.040~~ Types of uses permitted.

A. *Specific Types Permitted.* In a planned residential development, the following uses are permitted, provided that they meet the standards and criteria established in this title:

- 1. Those uses permitted as a matter of right in the underlying zone;
- 2. Residential developments of all types as defined in this chapter;
- 3. As a secondary use, the following neighborhood commercial uses may be permitted in a ~~PRD~~ planned residential development subject to the limitations set forth in LMC ~~11.10.120~~16.60.130 and shall be located within the interior:
 - a. Grocery store;~~;~~
 - b. Drug store;~~;~~
 - c. Barber/beauty shop;~~;~~
 - d. Laundromat; ~~and;~~
 - e. Other, unlisted, similar or related uses, provided the enforcing officer and/or the site plan review committee makes the determination that:
 - (1) The particular unlisted use does not conflict with the intent of this chapter or the policies of the Comprehensive Land Use Plan;
 - (2) The use is appropriate in the development; and
 - (3) The development is served by the proposed use.

B. *Other or Related Uses Permitted.* Other or related uses permitted include:

- 1. Accessory uses specifically geared to the needs of the residents of the ~~PRD~~ planned residential development such as motor vehicle or boat storage structures, or structures related to open space use, subject to the building and development coverage limitations of the underlying zone;
- 2. Conditional uses as provided in Chapter ~~16.66~~11.09-LMC; ~~and~~

3. Home occupations as provided in Chapter 16.69 LMC. (Ord. 1220 §50, 2004; Ord. 1192 §158, 2002; Ord. 691 §21, 1984; Ord. 583 §2.16(D), 1980).

11.10.030 ~~16.60.050~~ Relationship to other ordinance provisions.

A. *Zoning Requirements.* The provisions of the zoning ordinance pertaining to land use of the underlying zoning district shall govern the use of land in a planned residential development. The specific setback, lot size, height limits and other dimensional requirements are waived, and provided the City may waive other normal design standards if it finds a proposed design provides a better approach to achieving quality and functional neighborhoods as promoted in Lacey's land use plan. ~~Regulations for PRDs shall be those indicated in LMC 16.60.140.~~

B. *Platting Requirements.* A ~~PRD-planned residential development~~ shall be exempt from the specific design requirements of the subdivision ordinance, except that when any parcel of land in a ~~PRD-planned residential development~~ is intended for individual ownership, sale or public dedication, the platting and procedural requirements of the subdivision ordinance and applicable state laws pertaining to the subdivision and conveyancing of land and the preparation of maps shall be followed.

C. *Review Process.* Applications for ~~PRDs planned residential developments~~ shall be reviewed ~~pursuant to in accordance with~~ the quasi-judicial ~~procedures-review process and timelines~~ contained in ~~LMC 11.04.050~~ Section 1C.050 of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1192 §159, 2002; Ord. 1098 §18(A), 1999; Ord. 691 §22, 1984; Ord. 583 §2.16(E), 1980).

11.10.040 ~~16.60.060~~ Development standards—Generally.

The ~~criteria and~~ standards in LMC ~~16.60.070~~ 11.10.050 through ~~16.60.140~~ 11.20.130 shall govern the interpretation and administration of this chapter. (Ord. 583 §2.16(F) (part), 1980).

11.10.050 ~~16.60.070~~ Relationship of PRD site to adjacent areas-Design criteria

A. ~~Applicants must demonstrate that the design of the proposed development will be superior to that which would result without a planned residential development. Such a design may include enhanced open space, recreational facilities, landscaping, circulation, building or site design beyond standard code requirements.~~

B. ~~Applicants must demonstrate that the proposed development will provide specifically identified public benefits that clearly outweigh any adverse impacts or undesirable effects of the proposed planned residential development, particularly those adverse and undesirable impacts to surrounding properties. Public benefits resulting from the planned residential development may include, but are not limited to:~~

- ~~1. Protection of critical areas that would not be protected otherwise to the same degree as without a planned residential development;~~
- ~~2. Preservation, enhancement, or rehabilitation of natural features of the subject property, such as significant woodlands, native vegetation, topography, or noncritical area wildlife habitats, not otherwise required by other City regulations; or~~

3. Provision of public facilities that could not be required by the City for development of the subject property without a planned residential development.

4. Designation of a substantial proportion of the total units within the development as affordable housing.

C. The design of a planned residential development shall take into account the relationship of the site to the surrounding areas. The perimeter of the PRD-planned residential development shall be so designed as to minimize undesirable impact of the PRD-planned residential development on adjacent properties and, conversely, to minimize undesirable impact of adjacent land use and development characteristics on the PRD-planned residential development. (Ord. 583 §2.16(F)(1), 1980).

11.10.060 ~~16.60.080~~ Site acreage.

The minimum site for a planned residential development shall be a full block or a portion of a block if it was a numbered block in the original plat of the ~~City~~, or a numbered block of a subdivision recorded prior to the adoption of the ordinance codified in this title. For all previously unplatted areas, the minimum site shall be two acres. (Ord. 691 §23, 1984; Ord. 583 §2.16(F)(2), 1980).

11.10.070 ~~16.60.090~~ Access to public right-of-way.

The major internal street serving the PRD-planned residential development shall be connected to at least one major arterial, secondary arterial or collector street. (Ord. 583 §2.16(F)(3), 1980).

11.10.080 ~~16.60.100~~ Lot size.

The minimum lot size provisions of other chapters of the zoning title are waived in a planned residential development. (Ord. 583 §2.16(F)(4), 1980).

11.10.090 ~~16.60.110~~ Setback and side yard requirements.

A. Setbacks from the exterior boundary line of the PRD-planned residential development area shall be comparable to or compatible with those of the existing development of adjacent properties, or, if adjacent properties are undeveloped, the type of development which may reasonably be expected on such properties given the existing zoning of such properties or the projections of the Comprehensive Plan. In no event shall such setback be less than twenty feet.

B. Setbacks or side yards between buildings: The standard setbacks and yard requirements between buildings may be waived in a PRD-planned residential development. Buildings may have common walls and, therefore, built to the property line as in townhouse construction.

Wherever buildings are separated, a minimum distance of ten feet shall be maintained between such buildings. (Ord. 583 §2.16(F)(5), 1980).

11.10.100 ~~16.60.120~~ Off-street parking.

Off-street parking shall be provided in a PRD planned residential development in the same ratios for types of buildings and uses as required for the underlying zoning district, and as described in Chapter 16.72 LMC. (Ord. 583 §2.16(F)(6), 1980).

11.10.110 ~~16.60.130~~ Secondary use limitations.

A. Commercial uses are subject to full administrative review procedures contained in ~~Section 1C.040 of the City of Lacey Development Guidelines and Public Works Standards LMC 11.04.040~~ and shall be provided for in the original, finally approved version of the PRD planned residential development application for the development within which the commercial use is to be integrated. "Original," as is used in this subsection, refers to the PRD planned residential development application as it existed at the time of its final approval by the city council.

B. The gross floor area of the commercial use shall not exceed the product of thirty square feet multiplied by the number of dwelling units within the development.

The purpose of restricting commercial development is to prevent the PRD planned residential development process from being used as a vehicle for rezoning to commercial use which may not be at all related to the commercial needs of the area. Once a relatively large number of dwelling units have been completed or occupied, the need for such commercial development may be justified. (Ord. 1208 §67, 2003; Ord. 1192 §160, 2002; Ord. 583 §2.16(F)(7), 1980).

11.10.120 ~~16.60.140~~ Design standards.

A. Open space requirements shall be as follows:

1. ~~Common Open Space~~. Each planned residential development shall provide not less than thirty percent of the gross land area for common open space, which shall be either:

- a. Held in single ownership where such ownership assumes full responsibility for maintenance and operation; or
- b. Held in common ownership by all of the owners in the development area; or
- c. Dedicated for public use, if acceptable to the ~~e~~City.

2. Common open space may contain such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of residents of the PRD planned residential development provided, that the building coverage of such building or structure combined with the building coverage of the residential structures shall not exceed the maximum permitted by the underlying zone.

3. Areas containing critical area habitat and associated buffers that would otherwise be required to be protected shall not be counted toward the gross land area for common open space.

~~Up to fifty percent of the common open space requirement may be satisfied by the preservation of tall stands of trees and/or wetlands and/or critical area habitat and required critical area~~

~~buffers in consideration of the significant passive recreation opportunities provided by said lands. Development shall be configured to take advantage of these areas as a significant site amenity. These areas should be visually accessible to the public rather than walled off from view. To the extent possible, trail networks should be integrated with these areas. For example, a trail along the wetland buffer is a desirable option. The remaining fifty percent of the common open space area must meet the criteria in subsection (A)(4) of this section.~~

4. Common open space must meet the following design criteria:

a. Must be useable and accessible. All common open spaces intended for public use shall be physically and visually accessible from the adjacent street or major internal pedestrian route. Open spaces shall be in locations accessible to intended users--rather than simply left-over or undevelopable space in locations where very little pedestrian traffic is anticipated. Locations integrated with transit stops, for instance, would be encouraged, as there is likely to be pedestrian traffic in the area.

b. Must be inviting. Inviting open spaces feature amenities and activities that encourage pedestrians to use and explore the space. On a large scale, it could be a combination of active and passive recreational uses. It could include a fountain, sculpture, children's play area, special landscaping element, or even a comfortable place to sit and watch the world go by. In order for people to linger in an open space, it must be comfortable. For instance, a plaza space should receive ample sunlight, particularly at noon, and have design elements that lend the space a "human scale," including landscaping elements, benches and other seating areas, and pedestrian-scaled lighting. No use shall be allowed within the open space that adversely affects the aesthetic appeal or usability of the open space. (See *Table 16T-83*.)

c. Must be safe. Safe open spaces incorporate Crime Prevention through Environmental Design (CPTED) principles:

(1) Natural surveillance--which occurs when parks or plazas are open to view by the public and neighbors. For example, a plaza that features residential units with windows looking down on space means that the space has good "eyes" on the park or plaza.

(2) Lighting that reflects the intended hours of operation.

(3) Landscaping and fencing. Avoid configurations that create dangerous hiding spaces and minimize views.

(4) Entrances should be prominent, well lit, and highly visible from inside and outside of the space.

(5) Maintenance. Open spaces shall utilize commercial grade materials that will last and require minimal maintenance costs. Walls, where necessary, shall be designed and treated to deter graffiti. Use and maintain landscape materials that reduce maintenance cost and maintain visibility, where desired.

d. Provides for uses/activities that appropriately serve the anticipated residents and users of the development. For example, common open space that serves a variety of functions will attract greater usage. When designing open spaces, project applicants should consider a broad range of age groups, from small children to teens, parents, and seniors.

e. Must be designed and placed in consideration of existing and potential open space on adjacent parcels to provide consolidation or opportunities for future consolidation of neighborhood open space areas.

f. ~~Additional Criteria.~~ Additional criteria:

1.(1) Consolidation of open space is encouraged to provide maximum access, visibility, usability, minimization of impacts to residential uses, and ease of maintenance.

2.(2) Existing trees and significant vegetation shall be retained in open space unless an alternative park/landscaping plan consistent with the criteria herein is approved by the site plan review committee.

5. Cash or like value of land area and improvements may be donated to the eCity for open space purposes to fulfill up to fifty percent of open space requirements within that specific parks planning area. Acceptance will be at the discretion of the eCity.

6. ~~Private Open Space.~~ Developments are encouraged to conform to usable open space provisions of the applicable zone. However, at a minimum, three hundred square feet of private, usable open space having a minimum of fifteen feet in depth and width shall be provided for each ground level dwelling unit ~~PRD planned residential development~~. Such private open space should be visible and accessible from the dwelling unit. When adjacent to common open space, such private open space is to serve as a buffer between dwelling units and common open space.

B. *Land Area and Dwelling Unit Computations.* Open space, street area, etc., are computed as follows:

1. *Street Right-of-Way.* Streets in a ~~PRD planned residential development~~ shall be computed at twenty percent of the gross land area, regardless of the amount of land actually used for streets in the final design.

2. *Density.* The density of the underlying zone governs unless a density increase is granted as provided in this chapter.

3. *Density Increase.* The eCity may approve an increase in the dwelling unit density up to:

a. In the low density district, fifteen percent.

b. In the moderate density district, twenty percent.

c. In the high density district, twenty-five percent; rounded to the nearest whole number; provided, that the environmental and recreational amenities sought by this title are met.

4. *Development Formula.* The computation of the number of dwelling units permitted, and other space requirements, shall be as follows:

DU $N/M \times 1.2$ (1.2 is the incentive factor).

=

G Is gross land area in square feet.

S Is street area (i.e., 20% of G) in square feet.

DU Is number of dwelling units.

M Is minimum land area per dwelling unit.

N Is net buildable site (G-S) in square feet.

EXAMPLE: In a hypothetical five acre site in the moderate density residential district, thirty-two dwelling units are permitted under conventional development procedures, assuming a minimum lot area of five thousand four hundred forty-five square feet, no dedication for other public use, and twenty percent of the land area dedicated for public right-of-way. The calculations are as follows:

G = 5 acres = 217,800 sq. ft., gross land area.

S = 20% of G = 43,560 sq. ft. of public R.O.W.

G-S = 174,240 sq. ft.

DU = $174,240/5,445 = 31.6 = 32$ dwelling units.

On the same five acre site, under ~~PRD~~ planned residential development -procedure, thirty-eight dwellings are permitted using the formula shown below:

DU = $N/M \times 1.2$.

N = $G-S = 217,800 - 43,560 = 174,240$ sq. ft.

M = 5,445 sq. ft. minimum lot area.

DU = $174,240/5,445 \times 1.2 = 38.4 = 38$ dwelling units.

C. *Landscaping.* All landscaping requirements of Chapter 16.80 LMC shall be satisfied. (Ord. 1496 §94, 2016; Ord. 1310 §43, 2008).

11.10.130 ~~16.60.145~~ Environmental and recreational amenities.

Four of the following five amenities must be provided as part of the PRD planned residential development in order to receive the density bonus as provided in LMC 11.10.120 ~~16.60.140~~:

- A. Develop and equip significant recreational areas within the common open space with such features as, but not limited to, swimming pools, tennis courts, bike or pedestrian path systems, children's play areas;
- B. Substantial retention of natural ground cover, bushes and trees;
- C. Vegetated LID facilities are included in the design and serve as a visual amenity;
- D. Provide significant access to a lake, river, stream or other natural water body;
- E. Provide substantial and exceptional landscaping treatment either as an adjunct to or in lieu of natural landscaping beyond the minimum required. (Ord. 1496 §95, 2016; Ord. 1310 §44, 2008; Ord. 691 §25, 1984).

11.10.140 ~~16.60.150~~ Eligibility and p ~~Review~~ procedure.

~~A. *Who May Apply.* Any owner or group of owners of property acting jointly, or a developer authorized to act as agent for an owner or group of owners, may submit an application for PRD development.~~

~~B. *Review Procedure.* All PRD planned residential development -applications shall be reviewed and approved or disapproved pursuant to the quasi-judicial procedures contained in LMC 11.04.050 ~~Section 1C.050 of the City of Lacey Development Guidelines and Public Works Standards.~~ (Ord. 1192 §161, 2002; Ord. 583 §2.16(G)(1), 1980).~~

11.10.150 ~~16.60.160~~ Required documentation.

In addition to the information required by LMC 11.03.050, an An application for PRD-planned residential development shall include the following:

- A. Vicinity sketch showing the location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as railroads, lakes, streams, shorelines, schools, parks, and other prominent features.;
- B. A map or maps of the site at a scale not smaller than one hundred feet to the inch, showing all the information required for a preliminary plat plus the following:
 - 1. Site boundaries.;
 - 2. Streets bounding or abutting the site.;
 - 3. Proposed building including dimensions, setbacks, identification of types and the number of dwelling units in each residential type.;

4. Location and dimensions of open spaces;~~;~~
5. Existing and proposed contours including natural features;~~;~~
6. Parking facilities, their design, size and capacity;~~;~~
7. Circulation plan--vehicular and pedestrian, and points of ingress and egress from the site, and their relationship to ingress and egress of neighborhood properties;~~;~~
8. Existing buildings and indication of future use or disposition;~~;~~
9. Landscaping plan;~~;~~
10. Typical front and side elevations and exterior architectural treatments of the proposed units;~~;~~ and
11. Conceptual utility plan, including water, sewer, storm drainage and lighting.~~;~~

C. In addition to the graphic materials, the developer shall submit a written statement providing the following information:

1. Program for development including estimated staging or timing of development, including build-out data to be submitted to the ~~e~~City and to the North Thurston School District for each year during the construction period;~~;~~
2. Proposed ownership pattern upon completion of development;~~;~~
3. Basic content of restrictive covenants;~~;~~
4. Provisions to assure permanence and maintenance of common open space through homeowners association formation, condominium development or other means acceptable to the ~~e~~City;~~;~~
5. Statement or tabulation of dwelling unit densities proposed; ~~and;~~
6. Statement describing the relationship of the proposed ~~PRD-planned residential development~~ to the Lacey development plan. (Ord. 1192 §162, 2002; Ord. 691 §26, 1984; Ord. 583 §2.16(G)(2), 1980).

~~11.10.160~~ ~~16.60.170~~ Filing time limitation for applications not involving plats.

A. An application for final review and approval shall be filed by the applicant within ~~eighteen~~ twenty-four months of the date on which preliminary approval was given by the city council.

B. If an application includes a plat the timing requirements of LMC Title 15 shall apply. An extension not exceeding six months may be granted by the ~~-enforcing officer~~ hearings examiner.

C. If application for final approval is not made within ~~eighteen~~twenty-four months or within the time for which an extension has been granted, the plan shall be considered abandoned, and the development of the property shall be subject to the normal requirements and limitations of the underlying zone. (Ord. 1192 §163, 2002; Ord. 1098 §18(B), 1999; Ord. 691 §27, 1984; Ord. 583 §2.16(H)(1), 1980).

11.10.170 ~~16.60.180~~ Partial PRD planned residential development -area.

An application for final review and approval may be filed for part of a PRD planned residential development area for which preliminary approval has been granted by the ~~city council~~ hearings examiner. A final plan for a part of a PRD planned residential development -shall provide the same proportion of open space and the same overall dwelling unit density as the overall preliminary plan.

If that portion of the PRD planned residential development -for which final approval is requested does not provide such open space, the developer shall file in escrow a quit-claim deed in favor of the city for such additional land area adjacent and accessible to the site, and of sufficient size to provide the open space required to meet the standards of this title. In the event that the developer abandons the remaining portions of the PRD planned residential development, the escrow agent shall deliver the quit-claim deed to the city or to such other public or private entity as the city may direct.

Note: Final approval of a PRD-planned residential development plan shall not be construed to be final plat approval. Plat approval is a separate action and shall be in compliance with state and local subdivision and platting regulations. (§164, 2002; Ord. 691 §28, 1984; Ord. 583 §2As stated in 16.60.050(B).) (Ord. 1192, 2002).

11.10.180 ~~16.60.190~~ Required documentation. Final planned residential development plan

The applicant shall submit at least seven copies of the final development plan of the proposed development to the planning department for its review. The final development plan shall comply with the conditions imposed on the preliminary development plan. In addition, if the development is being subdivided, the data required of regular plats as required by the subdivision ordinance must be submitted. The plan shall include the following:

- A. Final elevation and perspective drawings of project structures;
- B. Final landscaping plan;
- C. Final plans of and including profiles of the drainage, water, sewer, lighting, streets, and sidewalks or pathways;
- D. Such other documentation, information and data not lending itself to graphic presentation such as restrictive covenants, incorporation papers and bylaws of Homeowners' Associations, dedications of easements, rights-of-way, and other conditions specifically required by the hearings examiner for the particular PRD planned residential development.

No final development plan shall be deemed acceptable for filing unless all of the above information is submitted in accurate and complete form sufficient for the purposes of planning department review. After receiving the final development plan, the planning department shall route the same to all appropriate

City departments, and each department shall again submit to the planning department comments and recommendations.

If the City departments determine that the final map conforms fully with all applicable regulations and standards, the enforcing officer shall issue approval of the final map ~~shall be presented to the city council for final approval~~. (Ord. 1192 §165, 2002; Ord. 691 §30, 1984).

11.10.190 ~~16.60.200~~ **Permit issuance.**

Building permits and other permits required for the construction or development of property under the provisions of this chapter shall be issued only when in the opinion of the enforcing ~~official officer~~, the work to be performed meets the requirements of the final plan and program elements of the ~~PRD planned residential development~~. (Ord. 583 §2.16(I)(1), 1980).

11.10.210 ~~16.60.210~~ **Adjustments.**

A. Minor adjustments may be made and approved by the enforcing ~~official officer~~ when a building permit is issued. Minor adjustments are those which may affect the precise dimensions or siting of buildings, but which do not affect the basic character or arrangement of buildings approved in the final plan, nor the density of the development or the open space requirements. Such dimensional adjustments shall not vary more than ten percent from the original.

B. Major adjustments are those which, in the opinion of the enforcing officer, substantially change the basic design, density, open space or other requirements of the planned residential development. When, in the opinion of the enforcing officer, a change constitutes a major adjustment, no building or other permit shall be issued without prior review and approval by the hearings examiner of such adjustment. (Ord. 583 §2.16(I)(2), 1980).

11.10.220 ~~16.60.230~~ **Duration of control.**

The regulations and controls of the planned residential development ordinance in effect at the time of authorization of a ~~PRD planned residential development~~ -project shall remain in full force and effect for the life of the project. (Ord. 583 §2.16(I)(4), 1980).

11.10.230 ~~16.60.240~~ **Parties bound.**

Once the preliminary development plan is approved, all persons and parties, their successors, heirs, or assigns, who own, have, or will have by virtue of purchase, inheritance or assignment, any interest in the real property within the proposed ~~PRD planned residential development~~, shall be bound by the conditions attending the approval of the development and the provisions of this title. (Ord. 583 §2.16(I)(5), 1980).

11.10.240 ~~16.60.250~~ **Commencement of construction.**

A. Construction of the ~~PRD planned residential development~~ -project not involving a plat shall begin within two one-years from the date of the final approval of the plan.

B. An extension of time for beginning construction may be requested in writing by the applicant, and such extension not exceeding six months may be granted by the ~~council~~ enforcing officer. If construction is not begun within the approval period ~~one year~~ or within the time for which an extension has been granted, the plan shall be considered abandoned, and the development of the property shall be subject to the normal requirements and limitations of the underlying zone. If the final approval was a plat no timing requirements for construction shall apply. (Ord. 1098 §18(C), 1999; Ord. 583 §2.16(l)(6), 1980).

Chapter 11.11 Temporary Use Permits

11.11.010 Applicability

For the purposes of review under this chapter, the following uses or structures shall be considered temporary uses.

A. Temporary uses allowed in the underlying zoning district;

B. Model homes equaling up to four homes when located within the subdivision or residential development to which they pertain;

C. Storage trailers;

D. Temporary uses not otherwise allowed in the underlying zoning district, reviewed in accordance with LMC 11.11.050 (B); and

E. Proposed activities not listed in this section that are found to meet the definition of temporary use, as determined by the enforcing officer, where review type shall be determined in accordance with LMC 11.11.060.

11.11.020 Exemptions

A. The following construction related activities and structures shall be exempted from requiring temporary use permit, provided they are associated with an approved land use application and/or an active building or construction permit;

1. Contractor's office, storage yard, and equipment parking and servicing on or near the site or in the vicinity of an active construction project.

2. Sales and marketing trailers used for the purpose of real estate sales and/or rental information, located within the subdivision or development to which they pertain.

B. City-sponsored community fairs, festivals, or events, subject to the approval of the City Manager's office, shall be exempted from requiring a temporary use permit. .

C. If determined by the enforcing officer to be of limited duration with minimal impact on neighboring properties, special sales and ancillary events promoting and located on the site of an existing permanent business and not requiring a separate business license shall be exempted from requiring a temporary use permit. Such sales and events may require a permit from the fire department and/or Thurston County health department.

11.11.30 Authority

A. The enforcing officer shall, in consultation with appropriate city departments, review and decide upon each application for a temporary use permit in accordance with the appropriate review type as determined by LMC 11.11.050. The enforcing officer may approve, deny, modify, or condition an application for a temporary use permit.

B. The enforcing officer may establish conditions as deemed necessary to ensure land use compatibility and to minimize potential impacts on nearby uses. These include, but are not limited to, requiring that notice be given to adjacent/abutting property owners prior to approval, time and frequency of operation, temporary arrangements for parking and traffic circulation, requirement for screening or enclosure, and guarantees for site restoration and cleanup following temporary uses.

11.11.040 Application requirements

A. Temporary use permit applications shall include the information required by LMC 11.03.050, unless waived by the enforcing officer.

B. The enforcing officer may require the applicant to submit any additional information or material which is found to be necessary for the proper review of the application.

11.11.050 Review types

A. Applications for temporary use permits shall be reviewed in accordance with limited administrative review process and timelines outlined in LMC 11.04.030, unless otherwise required by subsection B of this section.

B. Applications for temporary use permits where the proposed use is not permitted in the underlying zoning district, or where the use is determined to have significant impacts per LMC 11.11.060, shall be reviewed in accordance with the full administrative review process and timelines outlined in LMC 11.04.040.

11.11.060 Criteria for determining review type

For temporary use activities not listed in LMC 11.11.010, the enforcing officer shall consider the following factors in determining the appropriate review type:

A. Consistency with the underlying zone;

B. Impact on surrounding zones;

C. Length of period of time for duration of activity; and

D. Hours of operation.

11.11.070 Decision criteria

The enforcing officer may approve, deny, modify, or condition an application for a temporary use permit, based on consideration of the following factors:

A. The temporary use will not be materially detrimental to the public health, safety, or welfare, nor injurious to property or improvements in the vicinity of the temporary use;

B. Adequate parking facilities and vehicle ingress and egress are provided to serve the temporary use and any existing uses on the site;

C. Hours of operation of the temporary use are specified, and would not adversely impact surrounding uses;

D. The temporary use will not cause nuisance factors such as noise, light, or glare which adversely impact surrounding uses;

E. The temporary use is compliant with all applicable requirements of Title 14 Buildings and Construction; and;

F. The applicant has obtained any other required permits for the temporary use.

11.11.080 Other required permits

The temporary use may also require permits and inspections from both the fire department and/or community and economic development department to ensure that the temporary use is in compliance with Fire/Building Codes.

11.11.090 Duration of approval

A temporary use permit is valid for a period of twelve months, unless the enforcing officer establishes a shorter time frame or an extension is otherwise granted by LMC 11.03.110

11.11.100 Removal of temporary use

Each site occupied by a temporary use shall be left free of debris, litter, or other evidence of the temporary use upon completion of removal of the use. Any impacts to the subject site caused by the temporary use shall be fully restored to the greatest extent feasible.

11.11.110 Security

The enforcing officer may require a performance bond or financial security to assure compliance with the provisions of the temporary use permit as approved if required. Such requirement shall be determined upon whether the proposed activity has a significant level of duration or impact. The amount of the performance bond or financial security will be determined by the enforcing officer, but in no case shall it be less than one thousand dollars (\$1,000.00). The security may be used by the City to abate the use and/or facilities.

11.11.120 Permit revocation

Should the enforcing officer determine that information has been provided to the City which was false, incomplete, or has changed, such that the decision criteria in LMC 11.11.070 are incorrect, false, or have not been met, or the temporary use actually being used is different than or greater than that applied for, or if the use itself is a nuisance, unhealthy, unsafe or poses a substantial risk of harm to persons or property, then the enforcing officer may revoke the temporary use permit upon ten (10) days' written notice, unless an emergency exists, in which case the enforcing officer may declare such an emergency and immediately revoke the temporary use permit.

11.11.130 Appeals

Any decision of the City of Lacey in the administration of Chapter 11.11 LMC may be appealed in accordance with Chapter 11.05 LMC.

Chapter ~~11.12~~~~16.82~~ Development Agreements

~~11.12.010~~ ~~16.82.005~~ Authority.

- A. This chapter applies to development agreements authorized pursuant to RCW ~~36.70B.170~~ through 36.70B.210, as a legislative action, between the ~~e~~City of Lacey and a person having ownership or control of real property within its jurisdiction. The execution of a development agreement is a proper exercise of ~~e~~City police power and contract authority.
- B. The ~~e~~City may enter into a development agreement for real property outside its ~~e~~City limits as part of a proposed annexation, or a service agreement.
- C. The provisions of this chapter do not apply to or affect the validity of any contract rezone, concomitant agreement, annexation agreement or other agreement in existence on or before the effective date of this chapter, or adopted under separate authority, even though such agreements may also relate to development standards, mitigation, and other regulatory requirements.
- D. The ~~e~~City may enter into development agreements pursuant to this chapter. The decision whether to enter into a development agreement is discretionary with the city council. The development agreement shall provide for the scope and timing of the project, applicable regulations and requirements, mitigation requirements and other matters relating to the development process. (Ord. 1471 §1 (part), 2015).

~~16.82.010~~ ~~Purpose.~~

The purposes of development agreements are as follows:

- ~~A. The lack of certainty in the approval of development projects can result in a waste of public and private resources, escalate housing costs for consumers, and discourage the commitment to comprehensive planning which maximizes efficient use of resources at the least economic cost to the public.~~
- ~~B. Assurance in the development review process can significantly encourage development or redevelopment of real property. This certainty is especially important for large-scale or multiphase developments that take years to complete and that require substantial financial commitments at an early stage.~~
- ~~C. A development agreement promotes the general welfare by balancing the public and private interests, providing reasonable certainty for a development project, and addressing other matters, including funding or providing services, infrastructure, or other facilities. (Ord. 1471 §1 (part), 2015).~~

~~16.82.020~~ ~~Development standards.~~

- ~~A. Any person intending to propose a development agreement shall first meet with the director of community and economic development or their designee for purposes of understanding the parameters of the proposal and applicable procedures.~~

~~B. In order to encourage innovative land use techniques and to further achieve public benefits, a development agreement adopted pursuant to this chapter may impose development standards that differ from the standards of the Lacey Municipal Code and the Lacey Development Guidelines and Public Works Standards which would otherwise be applicable to a proposed development. Examples of development standards that may differ include infrastructure requirements, street standards, performance standards, and duration of approvals. All development standards imposed must achieve public benefits, respond to changing community needs, and require modifications which provide the functional equivalent or adequately achieve the purposes of otherwise applicable city standards. Any development standard imposed by the development agreement must be consistent with and further the stated intent of the Comprehensive Plan.~~

~~C. The development standards as approved through a development agreement shall apply to and govern the development and implementation of the subject site in lieu of any conflicting or different standards or requirements elsewhere in the Lacey Municipal Code. A development agreement shall reserve authority to impose new or different regulations to the extent required by serious threat to public health and safety.~~

~~D. Notwithstanding the foregoing, the International Building Code, International Fire Code, and other construction codes in effect in the state of Washington, and as adopted by the city of Lacey, on the date of filing a fully complete building permit application or other construction application for a building on the subject site shall apply; except that no changes to such codes taking effect after the date of the development agreement shall require redesign or modification of then-existing project utilities, facilities, or other infrastructure that was installed in accordance with the development agreement. (Ord. 1539 §131, 2019; Ord. 1471 §1 (part), 2015).~~

11.12.020 Code modifications allowed by development agreement

A development agreement may allow modifications to the City's development code, as provided below:

A. The traffic impact fees established by Chapter 14.25 LMC may be credited based on the value of developer-funded infrastructure improvements for transportation.

B. The park impact fees may be credited based on the value of developer-funded infrastructure improvements for parks.

C. In order to encourage innovative land use management and provide flexibility to achieve public benefits, a development agreement adopted pursuant to this chapter may impose development standards that differ from the development regulations adopted in the development code; provided, that:

1. Any development standards imposed by the development agreement are consistent with the strategic objectives, goals, and policies of the comprehensive plan; and

2. The development standards do not:

a. Allow for use types or densities currently not permitted within the existing zoning category for the properties subject to the agreement;

b. Modify or alter the requirements of the City's building code;

c. Modify or alter the requirements of the City's stormwater management regulations;
or

d. Modify or alter any federally required American with Disabilities Act (ADA) standards.

11.12.030 Incentives

A. A development agreement may reserve capacity in the transportation system for the proposed development's trip generation. The proposed development shall be deemed to have achieved transportation concurrency under the concurrency rules and regulations in effect on the effective date of the development agreement. The term for the concurrency determination shall be set forth in the development agreement.

B. A development agreement may reserve capacity in the city's sewer system for the proposed development. The amount of capacity reserved shall be set forth in the development agreement.

C. A development agreement may establish vesting standards subject to the following limitations:

1. Vesting for regulations adopted pursuant to the State Building Code shall not be altered.

2. The vesting period cannot be longer than 20 years from the effective date of the development agreement.

3. If the agreement provides a vesting period that is longer than five years, the agreement shall include milestones for development of the project, which shall be met in order to maintain the extended vesting period.

4. Negotiated vesting provisions cannot defeat the city's ability to require a developer to comply with latter-adopted state or federal mandates not subject to vesting, or prevent the city from taking action to prevent a public safety, welfare, or health emergency.

D. Water, sewer, and stormwater system development charges may be credited against the value of developer-funded infrastructure for the same utility. Credits shall be calculated in a manner acceptable to both parties. Prior to negotiation of a credit, the city shall obtain an opinion from its financial consultant.

11.12.040 ~~16.82.030~~Contents of a development agreement. Application requirements

A. A development agreement must set forth the development standards and other provisions that shall apply to, govern, and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement.

~~B. For purposes of this chapter, the term “development standards” means and includes, but is not limited to, the following items. In approving a development agreement, conditions of approval shall at a minimum establish:~~

- ~~1. A site plan for the entire project, showing locations of sensitive areas and buffers, required open spaces, perimeter buffers, location of residential development, and location of nonresidential development;~~
- ~~2. Project elements such as permitted uses, residential densities and nonresidential densities; range of uses authorized for any nonresidential development; intensities; and building sizes;~~
- ~~3. The amount and payment of impact fees imposed or agreed to in accordance with any applicable provisions of state law, any reimbursement provisions, other financial contributions by the property owner, or dedications;~~
- ~~4. Mitigation measures, development conditions, and other requirements under Chapter 14.24 LMC, Environmental Policy, and Chapter 43.21C RCW;~~
- ~~5. Design standards such as maximum heights, setbacks, streets, drainage and water quality requirements, landscaping, and other development features;~~
- ~~6. Sewer, water, stormwater and other utility plans;~~
- ~~7. Parks and open space preservation;~~
- ~~8. Phasing plan, if applicable;~~
- ~~9. Review procedures and standards for implementing decisions;~~
- ~~10. Thresholds and procedures for amendments to the agreement;~~
- ~~11. A dispute resolution process for the failure or refusal to comply with the terms of the agreement;~~
- ~~12. A build-out or vesting period for applicable standards; and~~
- ~~13. Any other development requirement or procedure deemed appropriate by the city council.~~

~~C. Nothing in this chapter is intended to authorize the city to impose impact fees, inspection fees, or dedications or to require any other financial contributions or mitigation measures except as expressly authorized by other applicable provisions of law. (Ord. 1471 §1 (part), 2015).~~

Development agreements shall include the following:

A. A site plan depicting boundaries and project elements, such as:

1. Location and acreage of active and passive recreational areas, if any;

- 2. Location, acreage and range of densities for residential development, if applicable;
- 3. Location and range of types of uses of nonresidential development, if applicable;
- 4. Location and size of critical areas and buffers, if any;
- 5. Perimeter buffers, if any; and
- 6. Motorized and nonmotorized circulation routes, including route connections to streets and pedestrian routes servicing and/or abutting the site.

B. The development standards and other provisions that shall apply to and govern the use and development of the real property;

C. Identification of the variations from development standards approved under LMC 11.12.020;

D. The expected build-out period and, if applicable, the phasing of development;

E. Provisions for the termination of the development agreement;

F. If environmental review is required under the State Environmental Policy Act, measures to mitigate significant adverse impacts including any impacts to public services and facilities;

G. A title report indicating proof of ownership; and

H. Other application contents as listed in 11.03.050, unless waived by the enforcing officer.

~~16.82.040 — Effect and vesting.~~

~~A. Unless amended or terminated, a development agreement is enforceable during its term by a party to the agreement. A development agreement and the development standards in the agreement govern during the term of the agreement, or for all or that part of the build-out period of the project specified in the agreement, and the project may not be subject to an amendment to a zoning ordinance, or development standard, or regulation adopted after the effective date of the agreement. A permit or approval issued by the city after the execution of the development agreement must be consistent with the development agreement.~~

~~B. Under subsection A of this section, a development agreement provides an alternative to vesting rights provided in Section 1B.060 of the Lacey Development Guidelines and Public Works Standards.~~

~~C. The term of the approval of a development agreement shall be determined on a project specific basis. The city council may consider modifying the term of an agreement at the request of the property owner. In order to modify the term of the agreement, the city council shall find that the agreement is consistent with the city's Comprehensive Plan and modifying the term of the agreement is in the best interest of the city.~~

~~D. A development agreement may reserve capacity in the transportation system for the proposed development's trip generation and, in such case, the proposed development shall be deemed to have achieved transportation concurrency under the concurrency rules and regulations in effect on the effective date of the development agreement. The term for the concurrency determination shall be set forth in the development agreement. (Ord. 1471 §1 (part), 2015).~~

11.12.050 Decision criteria

The city council may approve and enter into a development agreement if the council finds at its sole discretion that the development proposal:

A. Significantly benefits the City by contributing unique or needed amenities;

B. Stimulates development in an articulable fashion;

C. Significantly improves the local economy by adding employment opportunities and contributing to the tax base;

D. Advances the strategic objectives, goals, and policies of the City's Comprehensive Plan;

E. Is consistent with the City's development regulations, except as modified pursuant to LMC 11.12.020; and

F. Is in the City's best interests.

11.12.060 ~~16.82.050~~ **Procedure.**

A. Development agreements shall be drafted and negotiated by City staff in conjunction with developer representatives.

B. If necessary to determine the interests of the city council prior to expending significant time on negotiations, staff may introduce the proposal for council discussion at a council workshop.

CA. If a development agreement is not proposed in conjunction with an action requiring "quasi-judicial review" or "legislative review" under Chapter 11.04 LMC~~Chapter 1C of the City of Lacey Development Guidelines and Public Works Standards~~, the development agreement shall be presented to city council at a public hearing for approval by ordinance or resolution.

DB. If the development agreement is proposed in conjunction with an action requiring "quasi-judicial review," the development agreement shall be presented to the city council for final approval by ordinance or resolution, after a public hearing with the hearings examiner. The hearings examiner shall make a recommendation of approval or denial on the applications and the development agreement to the city council.

EC. If the development agreement is proposed in conjunction with an action requiring "legislative review," the development agreement shall be presented to the city council for final approval by ordinance or resolution, after a public hearing with the planning commission. The planning commission

shall make a recommendation of approval or denial on the applications and the development agreement to the city council.

~~FD~~. Prior to any required public hearing, the ~~director or their designee enforcing officer~~ shall issue a public hearing notice in accordance with ~~Chapter 11.04 LMC the provisions for providing such notice under Section 1C of the City of Lacey Development Guidelines and Public Works Standards~~. (Ord. 1471 §1 (part), 2015).

11.12.070 ~~16.82.060~~ City council action.

A. The city council shall consider the proposed development at and following the public hearing. The city council may approve and enter into a proposed development agreement if the council finds, in its sole discretion, that a proposed agreement is consistent with the ~~Comprehensive Plan and the purposes of this chapter~~ decision criteria listed in LMC 11.12.050. The decision of the city council on a development agreement is the final decision of the ~~e~~City.

B. Notice of the ~~F~~final ~~D~~decision by the city council shall be mailed to the applicant, to any person who submitted public comments, and to any other person who has specifically requested it.

C. The development agreement shall be recorded with the Thurston County auditor prior to the effective date of any development proposal that was submitted and reviewed concurrently with the development agreement.

D. The appeal of a final decision of the city council shall be timely filed as a judicial appeal pursuant to LMC 11.05.070~~Section 1D.040 of the City of Lacey Development Guidelines and Public Works Standards~~. (Ord. 1471 §1 (part), 2015).

11.12.080 ~~16.82.070~~ Terms of agreement.

A. A development agreement pursuant to Chapter 36.70B RCW and this chapter shall be binding on the parties and their successors during the term of the development agreement and enforceable during its term by a party to the agreement, unless the agreement is amended or terminated.

B. The ~~e~~City reserves the right to modify or terminate the development agreement upon the failure or refusal to comply with the terms of the agreement by the developer in accordance with the dispute resolution process contained in the agreement.

C. Amendments to the terms of the development agreement shall be done only by a written instrument executed by all parties pursuant to the procedures of this chapter, or as may be amended. The ~~e~~City will process and decide upon application of an amendment in accordance with the thresholds and procedures for amendments contained in the project specific agreement. (Ord. 1471 §1 (part), 2015).

Chapter ~~11.13~~ ~~16.96~~ ~~Amendments and~~ Rezones

~~16.96.010~~ ~~Amendments in land use cases.~~

~~Whenever public necessity, convenience or general welfare requires, the provisions of this title or the zoning map may be amended in conjunction with individual land use applications in accordance with the following procedures:~~

~~A. *Amendments Initiation.* Amendments of the text of this title or the zoning map may be initiated in such cases by:~~

- ~~1. A verified application of one or more owners of property which is proposed to be reclassified, filed with the community and economic development department;~~
- ~~2. The adoption of a motion by the city council requesting the hearings examiner or planning commission to set the matter for hearing and recommendation;~~
- ~~3. A recommendation by the planning commission to the city council; or~~
- ~~4. Initiation of an amendment through the joint planning process between the city of Lacey and Thurston County.~~

~~B. *Amendments or Rezones Process.* All amendments or rezones shall be processed in accordance with Section 1C.060 of the City of Lacey Development Guidelines and Public Works Standards.~~

~~C. *Amendments Reference to City Council.* The hearings examiner or planning commission's recommendation shall be presented for city council consideration in accordance with Section 1C.060 of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1539 §135, 2019; Ord. 1192 §202, 2002; Ord. 1035 §29, 1996; Ord. 1024 §51, 1995; Ord. 618 §12, 1981; Ord. 583, 1980).~~

~~16.96.020~~ ~~Amendments of general application.~~

~~Whenever public necessity, convenience or general welfare requires, the provisions of this title or the zoning map may be amended in those instances not involving individual land use applications after recommendation by the planning commission to the city council according to the process in Section 1C.060 of the City of Lacey Development Guidelines and Public Works Standards. (Ord. 1192 §203, 2002; Ord. 618 §13, 1981; Ord. 583, 1980).~~

~~16.96.030~~ ~~Joint action by Lacey City Council and Board of Thurston County Commissioners.~~

~~Any proposed amendment or rezone affecting the unincorporated area shall be subject to the joint planning process approval by both the City of Lacey and Thurston County. (Ord. 1024 §52, 1995).~~

11.13.010 Applicability

An application for a rezone of property may be made by the following:

A. Property owner, or somebody authorized on the owner's behalf; or

B. City council; or

C. Planning commission.

11.13.020 Authority for rezones requiring a plan amendment

A. In accordance with RCW 35.63.110 the planning commission has the authority to recommend zoning to the legislative body requiring a Comprehensive Plan amendment after conducting a public hearing thereon. Notice shall be provided in accordance with LMC 11.03.090.

B. Upon completion of the hearing(s) on the Comprehensive Plan, or successive parts thereof, the planning commission, after making such changes as it deems necessary, shall forward its recommendation to the city council for their final action.

C. The final form and content of the Comprehensive Plan shall be determined by the city council after consideration of the planning commission's recommendation at a public meeting.

11.13.030 Authority for rezones not requiring a plan amendment

A. Rezone requests not requiring a Comprehensive Plan amendment and submitted in conjunction with a primary project permit application shall be reviewed in an open public hearing held before the hearings examiner under the procedures and rules of the hearings examiner, as authorized by RCW 35.63.130.

1. The applicant will have the burden and duty of applying for and pursuing the rezone.

2. Upon completion of the hearing, or successive parts thereof, the hearings examiner shall forward their recommendation to the city council for their final action.

3. The final decision shall be made by the city council after consideration of the hearings examiner's recommendation at a public meeting.

B. Rezone requests not requiring a Comprehensive Plan amendment and not submitted in conjunction with a primary project permit application shall be reviewed in accordance with the legislative review procedures described in LMC 11.04.060.

11.13.040 Submittal requirements

A. Rezone applications shall include the information required by LMC 11.03.050, unless otherwise waived by the enforcing officer.

B. The enforcing officer, hearings examiner or city council may require the applicant to submit any additional information or material which is found to be necessary for the proper review of the application.

11.13.050 Decision criteria

A. Criteria for rezones requiring a Comprehensive Plan amendment: An application for a rezone of one or more properties shall require a Comprehensive Plan Amendment if the proposed zone is not implemented by the underlying Comprehensive Plan land use designation and shall therefore be subject to the processes and review criteria for Comprehensive Plan Amendments:

1. The rezone has merit and value for the community, and will not adversely affect public health, safety, and welfare;
2. The rezone will not be materially detrimental to the uses or properties located in the immediate vicinity thereof;
3. Since the original zoning or most recent rezone of the subject property, conditions affecting the subject property have substantially changed as a result of, but not limited to, public improvements or permitted private development; and
4. The characteristics of development upon the land subject to the rezone application are compatible with the purpose and or intent of the proposed zone as well as the zone-specific policy of the proposed zone, as provided by the Comprehensive Plan.

B. Criteria for rezones not requiring a Comprehensive Plan amendment: The City may deny a rezone if the following criteria are not met. The City may approve or approve with conditions an application for a rezone if:

1. The rezone has merit and value for the community, and will not adversely affect public health, safety, and welfare;
2. The rezone will not be materially detrimental to the uses or properties located in the immediate vicinity thereof;
3. Since the original zoning or most recent rezone of the subject property, conditions affecting the subject property have substantially changed as a result of, but not limited to, public improvements or permitted private development;
4. The property subject to rezone was not specifically considered for a rezone at the time of the last area land use analysis and area zoning;
5. The characteristics of development upon the land subject to the rezone application are compatible with the purpose and or intent of the proposed zone, the zone-specific policy of the proposed zone, and the future land use map as provided by the Comprehensive Plan; and
6. The rezone will not constitute a reduction in the development capacity of the site.

11.13.060 Time limitations for submission

A. Applications for rezones requiring a comprehensive plan amendment and for rezones not requiring a comprehensive plan amendment and not submitted in conjunction with a primary project permit application shall submit a docket application no later than the first Monday in December each year.

B. Applications for rezones not requiring a comprehensive plan amendment submitted in conjunction with a primary project permit application may be submitted at any time.

C. A petition for a change of zoning classification, seeking the same or substantially same relief as a prior petition, cannot be re-filed or resubmitted within a period of twelve (12) months from the date of final disapproval or rejection of such prior petition.

ORDINANCE NO. XXXX

CITY OF LACEY

AN ORDINANCE RELATING TO STORMWATER SERVICE RATES, AMENDING SECTION 13.70.030 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the City of Lacey is committed to comply with the Phase II Western Washington Municipal Stormwater Permit, which provides for the requirements necessary to preserve water quality and resources, and

WHEREAS, it is necessary to increase the stormwater service rates in order to provide for the additional maintenance costs to meet system requirements and provide funding for scheduled capital improvements; NOW, THEREFORE,

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

Section 1. Section 13.70.030 of the Lacey Municipal Code is hereby amended to read as follows:

13.70.30 Service charge rate.

- A. Subject to the rate adjustments provided in LMC 13.70.035, the storm and surface water utility charges shall be levied upon the basis of a flat monthly rate for all developed single-family residential parcels and two-family residential parcels and a sliding rate for all other parcels. The sliding rate shall be determined by measuring the amount of impervious surface area on each parcel and dividing that figure by the total area of the parcel to determine the percent of impervious surface and therefore the rate category. The monthly charge shall be that amount resulting from multiplying the service charge for the rate category applicable to the parcel by the total area of the parcel. The rate categories, the parameters of impervious surface for said rate categories and the monthly service charge applicable to each category shall be as follows:

Rate Category	Percent of Impervious Surface	2024 Monthly Service Charge Per Gross Acre	2025 Monthly Service Charge Per Gross Acre	2026 Monthly Service Charge Per Gross Acre
1 Single Family Residence	N/A	—14.15	—14.79	15.46
2 Duplex Family Residence	N/A	—28.31	—29.58	30.92
3 Very Light	0% to 10%	—6.50	—6.79	7.10
4 Moderate Light	>10% to 25%	—23.49	—24.55	25.65
5 Light	>25% to 40%	—45.45	—47.49	49.63
6 Moderate	>40% to 55%	—69.29	—72.41	75.67
7 Moderately Heavy	>55% to 70%	—94.34	—98.59	103.03
8 Heavy	>70% to 85%	—121.69	—127.17	132.89
9 Very Heavy	>85% to 100%	—150.56	—157.34	164.42

The rates set forth above shall be effective for all stormwater utility billings during the years 2024 through 2025 year 2026 and thereafter until further amended.

- B. Service charge revenues shall be used for the purpose of maintenance and operations, debt service requirements, and maintaining minimum maintenance and operations reserve thresholds. The balance of revenues received from said charges shall be used for the replacement, repair and expansion of stormwater systems and equipment.

Section 2. This Ordinance shall be effective as of January 1, 2026.

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, on this 18th day of November, 2025.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

**SUMMARY FOR PUBLICATION
ORDINANCE NO. XXXX
CITY OF LACEY**

The City Council of the City of Lacey, Washington, passed on November 18, 2025, Ordinance No. XXXX, entitled **“AN ORDINANCE RELATING TO STORMWATER SERVICE RATES, AMENDING SECTION 13.70.030 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.”**

A section by section summary of this ordinance is as follows:

Section 1 amends section 13.70.030 establishing stormwater rates during the year 2026 for purposes of providing revenue for increased maintenance and capital expenditures for the stormwater utility system.

Section 2 establishes the effective date of January 1, 2026.

Section 3 provides provisions for corrections.

Section 4 approves this summary.

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

City Clerk

Published: November 20, 2025



LACEY CITY COUNCIL MEETING

October 28, 2025

SUBJECT: Review 2026 Stormwater Rate Increases

BRIEFING: The 2026 Proposed Budget assumes a 4.50 percent Stormwater service rate increase.

STAFF CONTACT: Rick Walk, City Manager *RW*
Troy Woo, Finance Director *TW*
Chelsea Yarwood, Acting Financial Services Manager *CY*

ORIGINATED BY: Chelsea Yarwood, Finance Department

ATTACHMENTS: 1. Draft Ordinance No. XXXX

FISCAL NOTE:

**WORK PLAN GOAL
AND STRATEGY:** None

PRIOR REVIEW: 2026 Budget Workshop on September 16, 2025

BACKGROUND:

The most recent stormwater comprehensive plan update was completed and adopted by the City Council on November 19, 2020, as a part of the City's comprehensive plan update. The stormwater comprehensive plan financial chapter assumed 4.5 percent annual increases for the years 2021 through 2025.

The next scheduled update of the stormwater comprehensive plan has begun, but will not be completed in time for a multi-year rate schedule beginning in 2026. Based on past City Council guidance, staff has developed a one-year rate recommendation until the stormwater comprehensive plan can be adopted and implemented. It is anticipated that the next plan will be complete by the second quarter of 2026. The short-term stormwater financial model uses an average cost methodology rather than a more detailed line-by-line item analysis that is typically performed in a full Comprehensive Plan update.

The current National Pollutant Discharge Elimination System (NPDES) Stormwater permit has been effective since August 1, 2024 and expires on July 31, 2029. This permit includes

additional regulation and requirements that must be implemented during this five-year term. A sample of the new requirements include:

- Map storm system outfall locations, including pipe sizes and materials, and connections to privately-owned storm systems.
- Provide and document public participation opportunities in Stormwater Management Program (SWMP) and Stormwater Management Action Plan (SMAP) development, including overburdened communities and highly-impacted communities.
- Map tree canopy to support stormwater management on City properties
- Track the cost of development and implementation of each component of the City's overall SWMP and sources of funding, and provide annual report to Ecology.
- Submit a completed SMAP for water quality retrofits for at least one new high-priority catchment area.
- Develop and implement a street sweeping program that targets high-priority areas and specific times of the year for water quality benefits.
- Map basin areas tributary to storm facilities, outfalls, and discharge points, and submit map and acreage of managed and unmanaged areas.
- Submit documentation showing that the City has fully funded, started construction, or completely implemented projects that meet assigned equivalent acreage per the SMED permit component.

The proposed 2026 Budget assumes adoption of the 4.5 percent stormwater rate increase consistent with prior rate recommendations, which will provide funding for inflationary operating and maintenance costs increases and the ability to comply with the new requirements of the NPDES Stormwater permit.

The proposed annual increases have the following impacts to stormwater rates:

Rate Category	Percent of Impervious Surface	2025	2026
		Monthly Service Charge Per Gross Acre	Monthly Service Charge Per Gross Acre
Single Family Residence	N/A	14.79	15.46
Duplex Family Residence	N/A	29.58	30.92
Very Light	0% to 10%	6.79	7.10
Moderate Light	>10% to 25%	24.55	25.65
Light	>25% to 40%	47.49	49.63
Moderate	>40% to 55%	72.41	75.67
Moderately Heavy	>55% to 70%	98.59	103.03
Heavy	>70% to 85%	127.17	132.89
Very Heavy	>85% to 100%	157.34	164.42

City staff presented the above proposal to the City Council at the September 16, 2025 Worksession. The public will have the opportunity to comment at the November 3, 2025 Revenue Hearing and Public Hearing on the Budget and the November 18, 2025 and December 2, 2025 Public Hearings on the Budget. The adoption of the 2026 Stormwater Rates is scheduled for November 18, 2025.

The intent of the October 28, 2025 City Council Worksession is to provide the City Council additional details and the opportunity to provide staff with guidance.



LACEY CITY COUNCIL WORKSESSION

October 28, 2025

SUBJECT: Reserve Designations Discussion

RECOMMENDATION: Review proposed committed reserve designations.

STAFF CONTACT: Rick Walk, City Manager *RW*
Troy Woo, Finance Director *TW*
Chelsea Yarwood, Acting Financial Services Manager *CY*

ORIGINATED BY: Chelsea Yarwood, Finance Department

ATTACHMENTS: 1. Ordinance No. 1671 (current reserve designations)

FISCAL NOTE:

**WORK PLAN GOAL
AND STRATEGY:** None

PRIOR REVIEW:

BACKGROUND:

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 during February 2009. Since that time, the City Council has taken actions to commit certain fund balances in alignment with the City's priorities and vision. Since the current designations were adopted: (1) there are additional fund balances available for the City Council to designate, (2) some designations have been expended as intended, (3) some designations are proposed to be repurposed to balance the 2026 Budget, and (4) new priorities have been identified.

GASB Statement No. 54 provides the following classifications for fund balances:

Nonspendable

This classification includes fund balances that are not in a spendable form, such as inventories, long-term receivables, and property held for resale. Fund balances that are legally or contractually required to remain intact, such as a corpus of a permanent fund, are also included in this classification.

Restricted

Restricted fund balances include resources that are constrained for a specific purpose by external parties, constitutional provisions, and enabling legislation. Contractual agreements and bond covenants are examples of external parties that could require constraints that would be considered restricted fund balances.

Committed

Committed fund balances include resources that are constrained by the highest level of decision-making authority of a government. For the City of Lacey, the highest level is the City Council.

Assigned

Amounts that are intended to be used for a specific purpose would be considered assigned fund balance. The intent is expressed by the governing body, a subcommittee, or an official authorized by the governing body.

Unassigned

Unassigned fund balances are available for any purpose. All remaining fund balances will automatically be classified as unassigned.

The fund balances that will be reported as nonspendable and restricted are classified automatically by the nature of the fund balance, so no action is required to classify fund balances as nonspendable or restricted.

The City Council, as the governing body, possesses the authority to designate portions of the fund balance as "committed" through formal legislative actions. The Council retains full discretion over how these committed funds are allocated. However, such actions must adhere to specific criteria related to their intended purposes.

For a fund balance to be classified as committed, it must be dedicated to a clearly defined purpose. For example, allocating funds for a specific project, such as the replacement of an aging City building, would meet the necessary criteria for commitment. Conversely, setting aside a general "rainy day" or stabilization reserve without a clearly defined purpose does not satisfy these criteria.

To properly commit fund balances, the formal action taken by the City Council must include a description of the circumstances under which these funds will be restricted. This description should be sufficiently specific to identify when the committed resources can be utilized. For instance, if the City Council were to set aside \$1 million as a rainy-day reserve intended solely for emergencies, this would not qualify as a committed fund balance unless the action precisely defines what conditions would be considered an emergency. Without this

specificity, the commitment does not meet the standard required for designated use. In addition, the following rules apply to committed fund balances:

- A committed fund balance constraint imposed by the City Council can only be changed or removed by the same formal action.
- In order to be reported on the face of the annual financial statements, the constraints must be adopted prior to the end of the fiscal year to be reported.
- The adoption of the budget document does not qualify as formal action to constrain the resources, because the budget authorization is only for one year.

Assigned fund balances represent amounts earmarked for specific uses, reflecting the City's intention to allocate these resources for designated purposes. This intent can be established by the City Council or an authorized official such as the City Manager. In governmental accounting, any remaining funds in governmental accounts other than the General Fund are categorized as assigned. The types of governmental funds include the General Fund, special revenue funds, capital projects funds, debt service funds, and special assessment funds.

For instance, the residual balance in a fund like the Lodging Tax Fund, which is classified as a special revenue fund, would be designated as assigned specifically for tourism-related activities. This ensures that resources collected for a particular purpose, such as promoting tourism, are used accordingly.

Historically, the City Council has granted authority to both the City Manager and the City Finance Director to assign funds based on the strategic priorities and initiatives established by the Council. This delegation of authority has proven effective in allowing the City to remain agile in responding to changing needs, emerging priorities, or the availability of additional resources. By enabling these officials to assign funds as directed, the City maintains a level of flexibility that ensures timely allocation and use of financial resources.

Given the historical effectiveness of this approach, staff recommends that the upcoming ordinance continue to include provisions allowing the City Manager and City Finance Director to assign funds based on the expressed intent of the City Council. Retaining this flexibility will allow the City to efficiently respond to evolving priorities and to allocate resources where they are needed most, ensuring that assigned funds are used in alignment with the City's vision and objectives.

Unassigned fund balances include all the remaining fund balances. Unassigned fund balances can be used for any purpose and typically are only reported in the General Fund.

On October 28, 2025, staff will seek high-level input and direction from the Council regarding a modified approach to committed reserve designations. Given the current economic environment, it is essential to realign organizational priorities to ensure long-term financial sustainability. With expenses significantly outpacing revenues and the strategic approach to reducing the gap reaching the end of year one of a two-year plan, a strategic shift should be

considered. Emphasis could be placed on maintaining and optimizing existing assets rather than pursuing expansion. As operational and maintenance costs continue to rise due to new facilities, careful evaluation of future capital projects is warranted. Additionally, reliance on volatile revenue sources such as sales tax should be mitigated through more stable financial planning. With construction activity leveling off, one-time funding opportunities are becoming more limited, underscoring the importance of prudent fiscal management and prioritization of core needs. The Council's feedback on possible changing priorities will be incorporated before the full City Council considers an updated committed reserve ordinance. An additional Council Worksession is anticipated before final consideration. The ordinance is scheduled for consideration on December 16, 2025.

In order to align with the City's financial reporting requirements for the 2025 fiscal year and to ensure consistency with the 2026 Budget adoption process, the City Council must adopt the revised reserve designation ordinance no later than December 31, 2025.

ORDINANCE NO. 1671

CITY OF LACEY

AN ORDINANCE ESTABLISHING FUND BALANCE DESIGNATIONS AS PROVIDED BY GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54 AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the Governmental Accounting Standards Board ("GASB") Statement No. 54 establishes the standard for governmental fund balance reporting and governmental fund balance type definitions, and

WHEREAS, fund balance measures the net financial resources that are available for future expenditures, and

WHEREAS, the City Council finds it beneficial to designate certain fund balances as Committed for specific purposes or projects and that the City Manager or Finance Director be authorized to designate certain other fund balances as Assigned for a specific purpose,

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

Section 1. Ordinance No. 1652, an ordinance of the City of Lacey, Washington, establishing fund balance designations as provided by Governmental Accounting Standards Board Statement No. 54, is hereby rescinded.

Section 2. The fund balances of the City of Lacey designated in this Ordinance are committed for the specific purpose indicated. Amendments or modifications of the committed fund balances set forth herein shall require formal action by the City Council.

Section 3. The City Council authorizes the City Manager or City Finance Director to categorize other fund balances as assigned in order to carry out the intent of the City Council.

Section 4. The following portions of its December 31, 2024 governmental fund balances are considered committed:

Fund 001 (Current Expense):

- \$ 3,000,000 is committed for Budget Policy
- \$ 2,500,000 is committed for Strategic Investment
- \$ 300,000 is committed for College Street & 7th Avenue Roundabout
- \$ 761,137 is committed for Rapid Response Team
- \$ 700,000 is committed for Human/Social Services Initiatives and Investments
- \$ 454,542 is committed for Police Body and Fleet Cameras
- \$ 121,539 is committed for Police Vehicle Replacement

\$ 500,000 is committed for 5700 Pacific Property/New Museum
\$ 250,000 is committed for Trail System (Bike/Pedestrian Plan)
\$ 100,000 is committed for Parks & Recreation Comprehensive Plan Priorities
\$ 5,480,000 is committed for Greg Cuoio Park Master Plan Implementation 1A
\$ 470,843 is committed for Park Facilities – Repair/Replacement
\$ 200,000 is committed for Insurance Deductibles
\$ 3,000,000 is committed for New Joint Animal Services Building
\$ 3,080,000 is committed for Capital Facilities Plan Implementation
\$ 1,000,000 is committed for Vacated Police Station
\$ 822,500 is committed for City Hall Facility
\$ 200,000 is committed for Workspace/Remote Work Upgrades
\$ 263,157 is committed for Capital Equipment Replacement
\$ 520,000 is committed for Energy Conservation Projects (CR2 Plan)

Fund 005 (Community Buildings):

\$ 42,500 is committed for Furniture and Equipment Replacement
\$ 450,000 is committed for Community Buildings Repairs

Fund 007 (Regional Athletic Complex M&O):

\$ 500,000 is committed for Regional Athletic Complex Field Replacement

Fund 101 (City Streets):

\$ 350,000 is committed for Street Buildings Repair/Replacement
\$ 101,043 is committed for Transportation Equipment and Improvements
\$ 1,000,000 is committed for College Street & 7th Avenue Roundabout
\$ 1,000,000 is committed for Transportation Facility Improvements/Expansion

Fund 302 (Capital Equipment):

\$ 850,000 is committed for Capital Equipment Replacement
\$ 160,000 is committed for Park Facilities Repair/Replacement
\$ 700,000 is committed for Regional Athletic Complex Field Replacement
\$ 50,000 is committed for Translation Technologies
\$ 250,000 is committed for Teleworking Technologies

Fund 102 (Arterial Street):

\$ 7,124,608 is committed for New Police Station Facility
\$ 22,359,698 is committed for Transportation Improvement Plan Priorities

Fund 301 (Building Improvement):

\$ 428,756 is committed for Public Art
\$ 1,137,500 is committed for City Facility Repair/Replacement
\$ 300,000 is committed for Parks & Recreation Comprehensive Plan Priorities
\$ 1,500,000 is committed for Capital Facilities Plan Projects
\$ 350,000 is committed for Senior Center Repairs/Replacement

Fund 303 (Parks and Open Space):

\$ 50,000 is committed for 5700 Pacific Property/New Museum

Fund 307 (Regional Athletic Complex Capital):

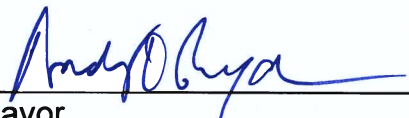
\$ 500,000 is committed for Regional Athletic Complex Lifecycle Replacements

\$ 2,750,000 is committed for Reg. Athletic Comp. Long-Term Financial Planning

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

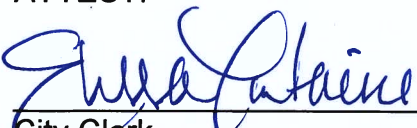
Section 6. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this 17th day of December, 2024.



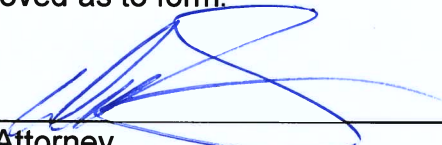
Mayor

ATTEST:



City Clerk

Approved as to form:



City Attorney

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1671

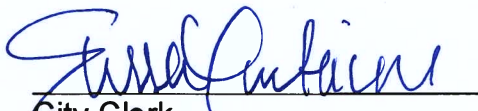
CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on December 17, 2024, Ordinance No. 1671 entitled **"AN ORDINANCE ESTABLISHING FUND BALANCE DESIGNATIONS AS PROVIDED BY GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54 AND APPROVING A SUMMARY FOR PUBLICATION."**

The main points of the Ordinance are described as follows:

1. The Ordinance rescinds Ordinance No. 1652.
2. The Ordinance restricts amendments or modifications of committed fund balances to formal action by the City Council.
3. The Ordinance authorizes the City Manager and Finance Director to categorize fund balances as assigned.
4. The Ordinance commits portions of governmental fund balances.
5. The Ordinance approves this Summary for Publication.

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


City Clerk

Published: December 19, 2024