



CITY OF LAKE FOREST PARK CITY COUNCIL SPECIAL MEETING

Thursday, November 20, 2025 at 6:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/86446330983>

Call into Webinar: 253-215-8782 | Webinar ID: 864 4633 0983

The City Council is providing opportunities for public comment by submitting a written comment or by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, there is a sign in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

Written comments will be submitted to Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. The City Clerk will read your name and subject matter into the record during Public Comments.

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City's website at www.cityoflfp.gov

Meetings are shown on the city's website and on Comcast channel 21 for subscribers within the Lake Forest Park city limits.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPTION OF AGENDA**
- 4. PUBLIC COMMENTS**

The Council will not be accepting online public comments. This portion of the agenda is set aside for the public to address the Council on agenda items or any other topic the Council might have purview or control over. However, the Mayor or Council may not respond to comments from

*the public. If the comments are of a nature that the Council does not have influence or control over, then the Mayor or presiding officer may request the speaker suspend their comments. The Council may direct staff to follow up on items brought up by the public. **Comments are limited to a three (3) minute time limit.***

5. ITEMS FOR DISCUSSION, CONSIDERATION, AND/OR ACTION

A. Public Hearing on the Budget Amendment for 2025-2026, 2026 Property Tax Levy, 2026 General Taxes, 2026 Surface Water Utility Rate, 2026 Sewer Utility Rates, and 2026 User Fees.

- Staff presentation
- Questions from Council
- Open the public hearing for comments (3 minutes per speaker)
- Staff address questions that may have been presented during public comments and from the Council.

B. Ordinance 25-1311/Amending the 2025-2026 Biennial Budget

C. Ordinance 25-1313/Levying Property Tax for 2026

D. Ordinance 25-1314/Levying the General Taxes for 2026

E. Resolution 25-2045/Setting the Surface Water Utility Rates for 2026

F. Resolution 25-2046/Setting the Sewer Utility Rates for 2026

G. Resolution 25-2047/Adopting 2026 User Fee Schedule

H. Ordinance 25-1315/Amending Chapter 5.05 Business and Occupation Tax, Section 5.05.040, Definitions of the Lake Forest Park Municipal Code

I. Ordinance 25-1312/Adoption of a New Climate Element with Greenhouse Gas Reduction and Resilience Sub-elements into the City of Lake Forest Park 2024 Comprehensive Plan Update

J. Disbanding the Climate Action Committee

K. Executive Session - Consideration of the acquisition of real estate purchase or lease pursuant to RCW 42.30.110(1)(b) and review the performance of a public employee per RCW 42.30.110(1)(g)

6. ADJOURN

FUTURE SCHEDULE

- Monday, November 24, 2025, 6:00 p.m. City Council Special Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, November 27, 2025 – Thanksgiving Day, City Hall closed

- Friday, November 28, 2025 – Native American Heritage Day, City Hall closed

- Thursday, December 11, 2025, 6:00 p.m. City Council Work Session – *hybrid meeting (City Hall and via Zoom)*
- Thursday, December 11, 2025, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, December 18, 2025, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, December 25, 2025 – Christmas Day, City Hall closed

This is a special meeting of the City Council. Action may only be taken on items listed on the agenda.

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.

Budget amendments do not require public hearings and do not have specific associated timelines. However, it is best practice to formally amend a budget before an expenditure is allocated (amend before you spend). A budget amendment must be approved before the last day of the fiscal period to take effect for that adopted fiscal period.

Background

The City adopts a biennial budget covering two years. Local governments that choose to adopt biennial budgets are required by state law to perform an in-depth review mid-way through the budget cycle to identify any significant discrepancies between projected figures and actual financial results. A mid-biennial budget adjustment should be considered if significant differences are identified. Mid-biennial budget adjustments serve to 'true-up' the adopted budget to match actual performance. Budgets are living documents created with the best information available at the time of adoption. Budget adjustments, or amendments, are a normal part of managing local government finances.

Fiscal & Policy Implications

General Fund: Within the general fund, there are four direct pass-through items for the Police Department. The first is third-party overtime reimbursement for security services provided, which generates revenue for the city. This revenue is directly passed through to expand the overtime budget to cover Police overtime salaries and benefits. The remaining three are all grant pass-throughs. The Police Department also received a state grant that the Police Department is using these funds to pay for an additional Star Chase subscription, new office chairs, and upgrades to the sally port and evidence room. Additionally, they received another grant to replace aging Automatic External Defibrillators (AEDs), which will cover the cost to purchase updated AEDs for City Hall. Lastly, the Police Department received a third health and wellness grant, which will be used to purchase additional gym equipment.

The Police Collective Bargaining Agreement (CBA) was agreed to and adopted by the City Council after the budget was approved, and the actual cost impact on the budget needs to be amended to reflect what was approved for 2025 and 2026. Due to the high number of retirements and separations, the department requires an amendment for the amount paid within the 2025 fiscal year for the approved payroll balances per the approved CBA. An additional amendment may also be necessary in 2026, as the City is aware of planned retirements within the Police Department. The turnover in the Police Department also increases demand for uniforms, badges, vests, and expanded police training budgets, all totaling \$45,000.

The expansion of the Court Probation Officer position from 0.2 to 0.3 full-time equivalent was adopted during the 2025-2026 regular budget process but was unintentionally excluded and needs to be corrected. The judicial demand resulting from the addition of the School Walk Zone camera has increased the Municipal Court's need to boost its full-time employee count and adjust wages through a market adjustment. A more tiered organizational approach is being proposed, including changing the title of Court Clerk to Judicial Specialist. As the department grows, there is also a new need to add a Senior Judicial Specialist position for consideration. Additionally, the court was awarded reimbursement for overtime due to the system outage in late 2024, and there is a request to expand the current overtime line item to cover an upcoming software upgrade scheduled for the second quarter of next year.

Laserfiche was included in the originally adopted budget (Court/Municipal Services departments), but the actual cost exceeded the initial budget, and the budget needs to be increased by an additional \$12,000, which was brought forward at a Budget & Finance Meeting earlier this spring.

Executive Department Professional Services: The City negotiated labor contracts with the Police Guild and Teamsters, and also hired a temporary employee to assist the Human Resources Department with

its demanding workload. The original request to fund a HR Specialist at .8 full-time equivalent was included in the Mayor’s Proposed Budget and is being reconsidered for the Mid-Biennial Budget discussion, as the ongoing need remains.

Municipal Services: Passports are steady and exceeding revenue projections; therefore, the city is requesting to expand both revenue and operational supplies, including taxes (directly linked to passport revenue) and postage increases for the department.

Contracts within the General Fund: The proposed increases for the Prosecutor and Public Defender contracts amount to an estimated \$98,000 for 2026.

Facilities: The City Hall facilities faced some unexpected health and safety issues that needed urgent attention at the start of 2025. The budgets for professional services and repairs and maintenance are being increased to cover the additional unforeseen health and safety costs.

Decisions in the General Fund: The Human Resources Specialist position, which was not funded in the original budget, is being proposed due to the operational need for the City. This need arises from the high turnover and ongoing human resources support required for conducting interviews, managing health care benefits, negotiations, handling personnel issues, evaluating all positions’ market adjustments, and supporting union interpretation and disputes.

Traffic Safety Fund: The increase in traffic safety camera activity and ticket volume compelled the Court to redesign its work area to accommodate more employees and to amend budgets for certain supplies, equipment, and professional services. The fund is also supporting the purchase of two police vehicles, an expense approved by the Council that was not included in the original adopted budget.

Due to the high volume of School Walk Zone traffic infractions, the Judge’s salary is increasing by .15 FTE, along with a growing budget for the Pro Tem Judges, which will be funded by the traffic safety fund.

Capital Improvement Fund: The City is acquiring a park on 35th Avenue NE, Lake Forest Park.

Property Tax Increase for 2026:

The preliminary budget does include increasing the allowable levy limit by the 1% which equates to \$35,141 for 2026. Although the City approves a biennial budget, the property taxes must be approved by the Council on an annual basis.

See the table below for the financial makeup to match the ordinances presented in the packet.

2025 Regular Property Tax Levy	\$3,514,140
Limit Factor 1%	\$35,141
Subtotal	\$3,549,281
<u>New Construction</u>	<u>\$15,509</u>
Re-levy prior year refunds	\$13,898
Subtotal	\$3,578,688
<u>Estimate high due to preliminary numbers</u>	<u>\$200,000</u>
Estimated 2026 Property Tax Levy	\$3,778,688

Sewer Utility Fund: The City originally adopted a resolution that included King County's wastewater treatment charge that was internally adopted at a 7% increase in the rate. However, King County adopted an increased rate of 7.5% per ordinance number 19942. The City is proposing to increase the rate to capture the pass-through amount that the City will be charged by King County.

The residential sewer rate will now be \$86.24 per month which is an increase of \$5.50 from the adopted 2025 sewer rate of \$80.74. The commercial and multifamily sewer rate will increase from \$11.90 to \$12.68 increasing by \$0.78.

Sewer Monthly Service

Residential	80.74	86.24
Sewer Excise Tax	22.46	23.58
Commercial / Multi-Family Residential (per ccf)	11.90	12.68

Surface Water Utility & Capital Fund: The requested increase is due to the Public Works Yard Material Bin Covers Project change order, which resulted from the Project exposing contaminated soils on the construction site that required proper remediation.

Surface water rates were included to increase by 15% in the 2025-2026 adopted budget. The 15% increase includes 10% for operational needs and 5% to fund the Stormwater Program Manager position, which supports the NPDES Department of Ecology permit and regulation requirements.

Surface Water					
Class	Class Description	Type	2026 Surface Water Rate	10% Service Tax	Total 2026 Surface Water Rate
1	single family residential	house	\$ 358.21	\$ 35.82	\$ 394.03
2	very light (0-10 IA)	commercial unit	\$ 358.21	\$ 35.82	\$ 394.03
3	light (10-20% IA)	commercial unit	\$ 861.00	\$ 86.10	\$ 947.10
4	moderate (20-45% IA)	commercial unit	\$ 1,731.62	\$ 173.16	\$ 1,904.78
5	moderately heavy (45-65% IA)	commercial unit	\$ 3,343.77	\$ 334.38	\$ 3,678.14
6	heavy (65-85% IA)	commercial unit	\$ 4,239.36	\$ 423.94	\$ 4,663.30
7	very heavy (85-100% IA)	commercial unit	\$ 5,553.02	\$ 555.30	\$ 6,108.32

Vehicle & Equipment Replacement Fund: During the initial budget discussions, the City allocated the revenue portion of the vehicle and equipment replacement fund and set it aside for a broader discussion on the fleet strategy for the Public Works and Police Departments. The City has now determined that the Fund will purchase of three police patrol vehicles and a transport van, along with an F-150, a Chevy 2500, and an F-550 for the Public Works Department. The maintenance costs are for the repair and replacement of the large sweeper head.

Information Technology Fund: The city is appropriately funding the creation of a separate Information Technology Fund to establish a responsible replacement schedule for equipment that has exceeded its useful life. Expanding professional services is necessary to support KDH Consulting for system maintenance and covering City employee time off, in addition to increases in the Yakima Interlocal Agreement. A significant portion of the city's hardware, such as computers, monitors, printers, and docking stations, has surpassed the recommended useful life and needs replacement. Computer software costs for Office 365 were underestimated during the initial budgeting due to available information at the time. Two new items not originally budgeted are SysAid, a web-based tracking system, and Pace Scheduling, which improves timecard entry efficiency for the Teamsters and Non-represented staff.

Multiple Funds: The Teamsters Union Agreement is currently being finalized, and salary and benefits are being adjusted because the approved contract exceeded the original estimates included in the

2025-2026 adopted budget. The funds involved include the general, street, sewer, and surface water funds. Additionally, the overtime budgets for all funds were set at an unreasonably low amount and need to be increased to meet the demand for community events, storm response, and on-call support, among other needs.

Please see the table below that shows allocation changes by fund.

GENERAL FUND 001				
Title	Revenue (R) / Expend. (E)	2025-2026 Adjustment		Total
		Amount	Total Revenue	Expenditure
Police Services: Overtime Reimbursed for Security Services pass through (2025)	R	\$ 280,000	\$ 280,000	
Police CSPR Grant (pass through)	R	\$ 43,478	\$ 43,478	
Court: AOC Interpreter Grant Reimbursement	R	\$ 5,500	\$ 5,500	
Miscellaneous Court: Overtime Reimbursement from 2024 pass through	R	\$ 13,870	\$ 13,870	
Police: Health & Wellness Grant	R	\$ 7,005	\$ 7,005	
Police Grant: AED's	R	\$ 7,500	\$ 7,500	
KC Waste Reduction Recycling Grant 2025 & 2026	R	\$ 18,504	\$ 18,504	
Passport Revenue	R	\$ 80,000	\$ 80,000	
Judgements & Settlements: Republic	R	\$ 30,500	\$ 30,500	
General Fund Revenue Adjustment Total		\$ 486,357	\$ 486,357	

GENERAL FUND 001				
Title	Revenue (R)/Expend. (E)	2025-2026 Adjustment Amount	Total Revenue	Total Expenditure
Executive Department Salaries: Human Resources Specialist Salary .8 FTE	E	\$ 99,500		\$ 99,500
Executive Department HR Specialist Benefit	E	\$ 40,000		\$ 40,000
Community Development: Climate Coordinator Salary 1.0 FTE	E	\$ 111,500		\$ 111,500
Community Development: Climate Coordinator Benefits	E	\$ 40,000		\$ 40,000
Executive Professional Services: 2 Negotiations, HR Support	E	\$ 50,000		\$ 50,000
Municipal Services Department Salaries	E	\$ 8,000		\$ 8,000
Municipal Services Department Benefits	E	\$ 1,000		\$ 1,000
Municipal Services: Office Supplies, taxes, communications, & postage	E	\$ 46,000		\$ 46,000
Finance Department Salaries	E	\$ 22,500		\$ 22,500
Finance Department Benefits	E	\$ 8,000		\$ 8,000
Judicial Salaries	E	\$ 45,500		\$ 45,500
Judicial Benefits	E	\$ 22,000		\$ 22,000
Court Overtime: Reimbursement for overtime	E	\$ 13,870		\$ 13,870
Police Salaries per CBA 2025 & 2026, plus 2025 retirements/separations	E	\$ 160,500		\$ 160,500
Police Overtime (Pass-through supported by outside revenue)	E	\$ 280,000		\$ 280,000
Police Benefits per CBA 2025 & 2026, plus 2025 retirements/separations	E	\$ 21,000		\$ 21,000
Police Department: CSPA Grant Pass-through	E	\$ 43,478		\$ 43,478
Police Dept: Health and wellness grant equipment	E	\$ 7,005		\$ 7,005
Police Dept: AED grant pass through	E	\$ 7,500		\$ 7,500
Police Uniforms	E	\$ 20,000		\$ 20,000
Police Badges & Vests	E	\$ 5,000		\$ 5,000
Police Training	E	\$ 20,000		\$ 20,000
Court/Municipal Services: Laserfische	E	\$ 12,000		\$ 12,000
Prosecutor	E	\$ 48,000		\$ 48,000
Public Defender	E	\$ 50,000		\$ 50,000
Parks Employee Salaries Teamsters	E	\$ 52,500		\$ 52,500
Parks Overtime	E	\$ 6,000		\$ 6,000
Parks Employee Benefits Teamsters	E	\$ 12,500		\$ 12,500
Parks: Equipment Purchase Gate for Lyon Creek Preserve	E	\$ 15,000		\$ 15,000
Facilities Employee Salaries Teamsters	E	\$ 31,000		\$ 31,000
Facilities Overtime	E	\$ 4,500		\$ 4,500
Facilities Employee Benefits Teamsters	E	\$ 6,000		\$ 6,000
Facilities: Professional Services	E	\$ 55,000		\$ 55,000
Facilities: Repairs & Maintenance	E	\$ 100,000		\$ 100,000
General Fund Expenditure Adjustment Total		\$ 1,464,853		\$ 1,464,853
Total Net Change to the General Fund		\$ (978,496)		
TRAFFIC SAFETY FUND 002				
Title	Revenue (R)/Expend. (E)	2025-2026 Adjustment Amount	Total Revenue	Total Expenditure
Salaries - Court	E	\$ 58,500		\$ 58,500
Employee Benefits - Court	E	\$ 27,000		\$ 27,000
Court: Supplies	E	\$ 3,500		\$ 3,500
Court: Small Tools & Equipment	E	\$ 20,000		\$ 20,000
Professional Services	E	\$ 3,000		\$ 3,000
Transfer OUT to Vehicle Replacement Fund 501 for Police Vehicles	E	\$ 169,886		\$ 169,886
Traffic Safety Fund Expenditure Adjustment Total		\$ 281,886		\$ 281,886
Total Net Change to the Traffic Safety Fund		\$ (281,886)		

STREET FUND 101				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
	R		\$ -	
Street Revenue Total		\$ -	\$ -	
Employees Salaries: Teamsters	E	\$ 100,000		\$ 100,000
Employee Overtime	E	\$ 7,000		\$ 7,000
Employees Benefits: Teamsters	E	\$ 24,000		\$ 24,000
Street Expenditure Total		\$ 131,000		\$ 131,000
Total Net Change to the Street Fund		\$ (131,000)		
CAPITAL IMPROVEMENT FUND 301				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
Capital Improvement Fund Revenue Adjustment Total		\$ -	\$ -	\$ -
Park Acquisition	E	\$ 300,000		\$ 300,000
Park Acquisition additional expenses	E	\$ 15,000		\$ 15,000
Capital Improvement Fund Expenditure Adjustment Total		\$ 315,000	\$ -	\$ 315,000
Total Net Change to the Transportation Benefit District Fund		\$ (315,000)		
TRANSPORTATION CAPITAL FUND 302				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
	R		\$ -	
Transportation Capital Fund Revenue Adjustment Total		\$ -	\$ -	
Safe Streets Early Action: Early Action		\$ 300,000		\$ 300,000
Transportation Capital Fund Expenditure Adjustment Total		\$ 300,000		\$ 300,000
Total Net Change to the Transportation Capital Fund		\$ (300,000)		
SEWER OPERATION FUND 401				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
King County's Wastewater Utility Charge	R	\$ 40,000	\$ 40,000	
Sewer Operation Fund Revenue Adjustment Total		\$ 40,000	\$ 40,000	
Employee Salaries: Teamsters	E	47,000		\$ 47,000
Employee Overtime	E	8,000		\$ 8,000
Employee Benefits: Teamsters	E	27,000		\$ 27,000
King County METRO Wastewater Treatment Charges	E	\$ 40,000		\$ 40,000
Sewer Operation Fund Expenditure Adjustment Total		\$ 202,000		\$ 122,000
Total Net Change to the Sewer Operation Fund		\$ (82,000)		
SURFACE WATER OPERATIONS FUND 403				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
Surface Water Operations Revenue Adjustment Total		\$ -	\$ -	
Employee Salaries: Teamsters	E	\$ 117,500		\$ 117,500
Employee Overtime	E	\$ 5,000		\$ 5,000
Employee Benefits: Teamsters	E	\$ 26,500		\$ 26,500
Surface Water Operation Fund Expenditure Adjustment Total		\$ 149,000		\$ 149,000
Total Net Change to the Surface Water Fund		\$ (149,000)		

SURFACE WATER CAPITAL FUND 404				
Title		2025-2026 Budget Amount	Total Revenue	Total Expenditure
Surface Water Capital Revenue Adjustment Total		\$ -	\$ -	
Public Works Yard Materials Bin Cover Change Order Cont. Soils, etc.	E	\$ 133,000		\$ 133,000
Surface Water Capital Fund Expenditure Adjustment Total		\$ 133,000		\$ 133,000
Total Net Change to the Surface Water Capital Fund		(133,000)		
VEHICLE & EQUIPMENT REPLACEMENT FUND 501				
Title		2025-2026 Budget Amount	Total Revenue	Total Expenditure
Transfer In From Traffic Safety Fund 002	R	\$ 169,886	\$ 169,886	
Vehicle and Equipment Revenue Adjustment Total		\$ 169,886	\$ 169,886	
Public Works Equipment: Maintenance Sweeper Brush Head replacement	E	\$ 34,000		\$ 34,000
PD Vehicle Replacement	E	\$ 348,580		\$ 348,580
Public Works Vehicles: Replacement	E	\$ 510,338		\$ 510,338
Vehicle & Equipment Fund Expenditure Adjustment Total		\$ 892,918		\$ 892,918
Total Net Change to the Vehicle & Equipment Fund		\$ (723,032)		
INFORMATION TECHNOLOGY FUND 502				
Title		2025-2026 Budget Amount	Total Revenue	Total Expenditure
Transfer In From General Fund 001	R		\$ -	
Information Technology Revenue Adjustment Total		\$ -	\$ -	
Professional Services: KDH Consulting and Yakima IIA cost increase	E	\$ 35,000		\$ 35,000
Hardware: Computers, Monitors, Docking Stations, and Peripherals	E	\$ 30,000		\$ 30,000
Computer Software: Microsoft O365, SysAid, and Pace Scheduling System	E	\$ 50,000		\$ 50,000
Information Technology Fund Expenditure Adjustment Total		\$ 115,000		\$ 115,000
Total Net Change to the IT Fund		\$ (115,000)		

Please see the table below that shows allocation changes by fund.

Fund No.	Fund Name	Actual Beginning Fund Balance	Adopted 2025-2026		Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
			Adopted Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,597,143.71	\$ 28,457,839.49	\$ 8,455,332.50
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,642,386.00	\$ 4,400,296.46
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 554,500.00	\$ 530,000.00	\$ 810,853.55
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 1,368,000.00	\$ 1,266,431.00	\$ 918,593.53
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,020,311.00	\$ 1,454,558.45
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 8,988,058.38	\$ 9,023,291.00	\$ 1,196,228.95
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,813,070.60	\$ 3,987,615.00	\$ 1,373,835.42
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,640,000.00	\$ 3,293,000.00	\$ 1,663,374.31
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,142,448.00	\$ 1,249,023.00	\$ 1,279,652.82
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23

Alternatives

Options	Results
<ul style="list-style-type: none">• Adopt budget amendment ordinance	Align the budget to reflect additional revenues and expenditures
<ul style="list-style-type: none">• Do not adopt budget amendment ordinance	Keep the budget appropriations as currently adopted and not align the budget numbers to reflect the current financial allocations.

Staff Recommendation

Adopt the proposed budget ordinances and resolutions:

- Ordinance 25-1311/Amending the 2025-2026 Biennial Budget
- Ordinance 25-1313/Levyng Property Tax for 2026
- Ordinance 25-1314/Levyng the General Taxes for 2026
- Resolution 25-2045/Setting the Surface Water Utility Rates for 2026
- Resolution 25-2046/Setting the Sewer Utility Rates for 2026

Mid-Biennial Budget

City of Lake Forest Park
Lindsey Vaughn, Finance Director

Property Tax Levy Rate

- Property tax adopted annually
- 2026 Levy Lid Lift Rate
\$0.66908

Calculation:

$(\text{Assessed Value}/1000) * \text{Levy Rate}$

2025 Regular Property Tax Levy	\$3,514,140
Limit Factor 1%	\$35,141
Subtotal	\$3,549,281
New Construction	\$15,509
Re-levy prior year refunds	\$13,898
Subtotal	\$3,578,688
<i>Estimate high due to preliminary numbers</i>	<i>\$200,000</i>
Estimated 2026 Property Tax Levy	\$3,778,688

Sewer Utility Operations Fund 401

Surface Water Fund 403

Sewer Utility Operations Fund 401

- King County Wastewater Utility Charge
 - Pass through from KC to LFP \$40,000
 - increased to 7.5%

Sewer Residential Rate

King County	\$62.66
LFP	<u>\$23.58</u>
Total Monthly	\$86.24 x 2 = \$172.48 bimonthly
Total with service tax	\$189.73 (\$17.25 bimonthly)

- Teamsters Salary & Benefits

Sewer Commercial/ Multifamily Rate

King County	\$7.90
LFP	<u>\$4.77</u>
Total Monthly	\$12.68

Total with service tax **\$13.95**

Surface Water Fund 403

- Increase 15%
 - 10% operational
 - 5% Stormwater Program Coordinator
- Material Bin Cover Capital Project
 - Change Orders \$133,000



2026 User Fee Schedule

Proposed User Fee Schedule

- **Passport Fees**
 - Photo Fee increased from \$20 to \$25
 - Added Digital Photo Fee
- **Building Fees** following August 2025 International Code Council, Building Valuation
 - Standard Home increased from \$168.65/sq. ft to \$170.80/sq. ft
 - Utility Building/ Garage increased from \$67.54/sq. ft to \$69.64/sq. ft
 - Noted the addition of outside Consultant Fees as a pass-through cost

Sewer Monthly Service

Residential	80.74	86.24
Sewer Excise Tax	22.46	23.58
Commercial / Multi-Family Residential (per ccf)	11.90	12.68
Lien Filing and Removal Fee		185

Surface Water Utility Assessments

Single Family Residential		311.49	358.21
Class	% Impervious Surface		
Very Light	0%-10%	311.49	358.21
Light	11%-20%	748.70	861.00
Medium	21%-45%	1,505.76	1,731.62
Medium High	46%-65%	2,907.62	3,343.77
High	66%-85%	3,686.40	4,239.36
Very High	86%-100%	4,828.71	5,553.02

The amount billed includes a service tax of 10% calculated on the gross revenue of the stormwater and surface water services

Requested for approval in November

- Property Tax Levy for 2026
 - Ordinance 25-1313 Levying Property Tax for 2026
 - Ordinance 25-1314 Levying the General Property Taxes for 2026
- Surface Water Rate Increase
 - Ties into Property Tax with King County
 - Resolution 25-2045 Setting the Surface Utility Rates for 2026
- *Preferred for adoption not mandatory in November*
 - Resolution 25-2046 Setting the Sewer Utility Rate for 2026
 - Resolution 25-2047 Adopting 2026 User Fee Schedule



QUESTIONS?

Thank you

ORDINANCE NO. 25-1311

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE ADOPTED BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2025-2026, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.34 RCW, provides for the biennial adoption of the City of Lake Forest Park’s budget and provides procedures for the filing of the proposed budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a budget for fiscal years 2025-2026 was adopted by Ordinance No. 24-1299; and

WHEREAS, the budget maintains levels of service for most City services and makes strategic investments in areas aligned with the City Council’s strategic plan goal areas; and

WHEREAS, the City is required by Chapter 35A.34 RCW to review all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the budget for fiscal years 2025-2026 is being amended for the mid-biennial budget adjustment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. AMENDMENT. The 2025-2026 budget is hereby amended as follows:

Fund No.	Fund Name	Adopted 2025-2026			Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
		Actual Beginning Fund Balance	Adopted Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,597,143.71	\$ 28,457,839.49	\$ 8,455,332.50
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,642,386.00	\$ 4,400,296.46
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 554,500.00	\$ 530,000.00	\$ 810,853.55
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 1,368,000.00	\$ 1,266,431.00	\$ 918,593.53
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,020,311.00	\$ 1,454,558.45
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 8,988,058.38	\$ 9,023,291.00	\$ 1,196,228.95
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,813,070.60	\$ 3,987,615.00	\$ 1,373,835.42
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,640,000.00	\$ 3,293,000.00	\$ 1,663,374.31
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,142,448.00	\$ 1,249,023.00	\$ 1,279,652.82
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23

Section 2. AMENDMENT. The 2025 & 2026 Amended Budgeted Positions and Salary Schedules and full-time employee authorization are attached as Exhibit A.

Section 3. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

Section 5. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:

Adopted:

Posted:

Published:

Ordinance No. 25-1311

Page 2 of 3

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Effective: _____

2026 Preliminary Budgeted Positions and Salary Schedule*Amounts on this schedule are monthly*

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7						\$ 800.00
Executive							
Mayor	0.5						\$ 3,000.00
City Administrator	1						\$ 19,136.47
Human Resources Director	1	\$ 11,475.10	\$ 12,240.09	\$ 13,005.03	\$ 13,770.09	\$ 14,535.13	\$ 15,300.14
Human Resources Specialist	0	\$ 6,492.71	\$ 6,898.50	\$ 7,302.76	\$ 7,710.25	\$ 8,116.39	\$ 8,545.00
	2.5						
Judicial							
Municipal Court Judge *	0.75					\$ 14,131.00	\$ 14,557.75
Court Administrator *	1	\$ 8,949.36	\$ 9,546.09	\$ 10,142.82	\$ 10,739.54	\$ 11,336.26	\$ 11,933.03
Senior Judicial Specialist *	2	\$ 5,765.53	\$ 6,150.71	\$ 6,533.43	\$ 6,918.62	\$ 7,301.34	\$ 7,686.54
Judicial Specialist *	3	\$ 5,147.79	\$ 5,491.71	\$ 5,833.42	\$ 6,177.34	\$ 6,519.06	\$ 6,862.98
Probation Officer	0.3	\$ 6,834.54	\$ 7,291.08	\$ 7,747.64	\$ 8,201.90	\$ 8,658.45	\$ 9,112.82
Pro-tem Judge *		\$65 per hour					
	7.05						
Municipal Services Department							
City Clerk	1	\$ 8,195.15	\$ 8,740.44	\$ 9,287.15	\$ 9,834.09	\$ 10,380.61	\$ 10,925.90
Deputy City Clerk	1	\$ 6,332.95	\$ 6,755.01	\$ 7,179.16	\$ 7,601.22	\$ 8,023.28	\$ 8,445.34
Public Records Specialist	0.85	\$ 6,619.46	\$ 7,058.28	\$ 7,501.46	\$ 7,941.01	\$ 8,383.47	\$ 8,823.02
Administrative Specialist	1	\$ 5,550.60	\$ 5,923.49	\$ 6,293.87	\$ 6,661.73	\$ 7,032.10	\$ 7,402.48
Passport Acceptance Agent	1.5	\$ 4,662.33	\$ 4,971.89	\$ 5,281.44	\$ 5,593.37	\$ 5,905.29	\$ 6,214.47
	5.35						
Finance/Info. Systems Department							
Finance Director	1	\$ 12,243.86	\$ 13,060.01	\$ 13,876.31	\$ 14,692.61	\$ 15,508.89	\$ 16,323.87
Information Systems Manager	1	\$ 9,584.60	\$ 10,223.53	\$ 10,862.56	\$ 11,501.56	\$ 12,140.49	\$ 12,779.51
Finance Manager	1	\$ 8,171.26	\$ 8,716.06	\$ 9,260.82	\$ 9,805.57	\$ 10,350.33	\$ 10,895.08
Finance Specialist	2	\$ 5,855.63	\$ 6,243.10	\$ 6,631.87	\$ 7,022.70	\$ 7,413.54	\$ 7,804.38
Accounting Clerk	0.6	\$ 5,022.73	\$ 5,358.89	\$ 5,692.87	\$ 6,029.01	\$ 6,362.99	\$ 6,696.97
	5.6						
Community Development: Planning & Building Department							
Community Development Director	1	\$ 11,946.02	\$ 12,742.10	\$ 13,538.19	\$ 14,335.88	\$ 15,131.95	\$ 15,928.03
Senior Planner	1	\$ 7,820.40	\$ 8,342.05	\$ 8,861.52	\$ 9,385.36	\$ 9,904.82	\$ 10,426.47
Associate Planner	0	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Assistant Planner	1	\$ 6,102.17	\$ 6,508.68	\$ 6,915.19	\$ 7,321.70	\$ 7,728.21	\$ 8,134.72
Community Programs Planner	1	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Climate Coordinator	0	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
Urban Forest Planner	0.75	\$ 7,747.31	\$ 8,264.09	\$ 8,778.70	\$ 9,297.64	\$ 9,812.25	\$ 10,329.03
Building Official	1	\$ 9,008.28	\$ 9,608.81	\$ 10,209.37	\$ 10,809.91	\$ 11,410.47	\$ 12,011.02
Permit Coordinator	0	\$ 5,813.38	\$ 6,200.66	\$ 6,588.17	\$ 6,975.58	\$ 7,362.98	\$ 7,750.37
Permit Technician	0.8	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
	6.55						
Emergency Management							
Emergency Manager	1	\$ 8,825.68	\$ 9,066.38	\$ 9,307.07	\$ 9,547.78	\$ 9,788.48	\$ 11,100.28
	1						

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Department							
Police Chief	1						\$ 17,537.16
Commander	2	\$ 9,769.27	\$ 10,421.87	\$ 11,071.82	\$ 11,723.04	\$ 12,374.36	\$ 13,977.07
Sergeant 2	4						\$ 11,130.00
Sergeant 1	0						\$ 10,575.00
Police Officer	9	\$ 7,529.00	\$ 8,125.00	\$ 8,771.00	\$ 9,409.00		
Detective	2	\$ 8,281.90	\$ 8,937.50	\$ 9,648.10	\$ 10,349.90		
Traffic Officer *	2	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
K-9 Officer	1	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
Support Services Officer *	2	\$ 5,983.00	\$ 6,411.00	\$ 6,836.00	\$ 7,274.00		
Records Specialist	2	\$ 5,772.00	\$ 5,979.00	\$ 6,184.00	\$ 6,387.00	\$ 6,589.00	\$ 6,794.00
Domestic Violence Advocate	0.35	\$ 6,324.73	\$ 6,747.51	\$ 7,167.85	\$ 7,590.64	\$ 8,010.98	\$ 8,433.78
	25.35						
Public Works Department							
Public Works Director	1	\$ 13,364.90	\$ 13,765.01	\$ 14,626.47	\$ 15,486.27	\$ 16,345.89	\$ 17,207.53
Senior Project Manager	1	\$ 9,147.92	\$ 9,650.41	\$ 10,253.41	\$ 10,856.90	\$ 11,460.29	\$ 12,063.65
Project Manager	1	\$ 7,932.95	\$ 8,459.97	\$ 8,989.29	\$ 9,518.62	\$ 10,047.94	\$ 10,574.97
Public Works Superintendent	1	\$ 8,068.70	\$ 8,607.59	\$ 9,144.86	\$ 9,682.12	\$ 10,221.01	\$ 11,618.93
Stormwater Program Coordinator	1	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
PW Admin. Assistant	0.5	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
Lead Maintenance Worker	1	\$ 7,349.52	\$ 7,608.91	\$ 7,868.31	\$ 8,127.67	\$ 8,387.08	\$ 8,646.49
Maintenance Worker	5	\$ 6,681.38	\$ 6,917.19	\$ 7,153.01	\$ 7,388.79	\$ 7,624.62	\$ 7,860.45
Seasonal Maintenance Worker (Hourly)	2	\$ 24.17	\$ 25.68	\$ 27.18	\$ 28.70	\$ 30.20	\$ 32.22
	13.5						
Total Adjusted 2026 Positions	66.90						

New Position
Updated Title
Market Adjustment

*Fully/Partially funded by Traffic Safety

ORDINANCE NO. 25-1313**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, LEVYING PROPERTY TAX FOR THE CALENDAR YEAR 2026 AS ALLOWED BY LAW, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council of the City of Lake Forest Park has met and considered the budget for calendar years 2025-2026; and

WHEREAS, the City's actual levy amount from the previous year was \$3,514,140; and

WHEREAS, the population of the City is more than 10,000; and

WHEREAS, the City Council held a public hearing on November 20, 2025, pursuant to RCW 84.55.120 regarding consideration of possible increase in property tax revenues; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. PROPERTY TAX LEVY. The City Council of the City of Lake Forest Park hereby authorizes that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$35,141, which is a percentage increase of 1% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increases in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is 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. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____ day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:
Adopted:
Posted:
Published:
Effective:

TAXING DISTRICT

City of Lake Forest Park

2025 Levy for 2026 Taxes

Section 5, Item C.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).									
Year	2025	3,514,140	x	1.01000	=	3,549,281			
		Highest Lawful Levy Since 1985			Limit Factor/Max Increase 101%				
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).									
	21,730,804	*	0.71367	÷	1,000	=	15,509		
		A.V.	Last Year's Levy Rate						
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)									
	0	*	0.71367	÷	1,000	=	0		
		A.V.	Last Year's Levy Rate						
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).									
	8,792,327	-	8,792,327	=	0				
		Current Year's A.V.	Previous Year's A.V.						
	0	*	0.71367	÷	1,000	=	0		
		Remainder from Line D	Last Year's Levy Rate						
E. 1 st Year Lid Lift & Limit Factor>1%									
F. Regular property tax limit: A+B+C+D+E = 3,564,790									
Parts G through I are used in calculating the additional levy limit due to annexation.									
G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.									
	3,564,790	÷	5,348,606,618	*	1,000	=	0.66648		
		Total in Line F	Assessed Value Less Annexed AV						
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.									
	0	*	0.66648	÷	1,000	=	0		
		Annexed Area's A.V.	Annexation Rate						
I. Regular property tax limit including annexation F+H = 3,564,790									
J. Statutory maximum calculation									
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.									
	3.60000	-	0.70321	-	0.23800	+	0.00000	=	2.65879
		District base levy rate	Fire #64 Rate		Library Rate		Firefighter Pension Fund		Statutory Rate Limit
	5,348,606,618	*	2.65879	÷	1,000	=	14,220,822		
		Regular Levy AV	Reg Statutory Rate Limit		Statutory Amount				
K. Highest Lawful Levy For This Tax Year (Lesser of I and J) = 3,564,790									
L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A) 3,564,790									
M. Lesser of J and K 3,564,790									
N. Refunds 13,898									
O. Total: M+N (unless stat max) 3,578,688									
P. Levy Corrections Year of Error: Did the district cause the error?									
1. Minus amount over levied (if applicable) 0									
2. Plus amount under levied (if applicable) 0									
Q. Total Allowable Levy 3,578,688									
R. Tax Base For Regular Levy									
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) 5,348,606,618									
S. Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts									
2. Excess AV 5,275,654,637									
3. Plus Timber Assessed Value (TAV) 0									
4. Tax base for excess and voted bond levies (2+3) 5,275,654,637									
T. Increase Information									
1. Levy rate based on allowable levy 0.66908									
2. Last year's ACTUAL regular levy 3,520,001									
3. Dollar Increase over last year other than New Construction (-) Annexation 29,281									
4. Percent Increase over last year other than New Construction (-) Annexation 0.83184%									

ORDINANCE NO. 25-1314

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF LAKE FOREST PARK IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2026, ON ALL PROPERTY, BOTH REAL AND PERSONAL IN SAID CITY THAT IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE SERVICES OF THE SEVERAL DEPARTMENTS OF THE CITY FOR THE ENSUING YEAR AS PROVIDED BY LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lake Forest Park has met and considered its budget for calendar year 2026; and

WHEREAS, the City Council held a public hearing on November 20, 2025, to consider the City's 2025 Property Tax Levy pursuant to RCW 84.55.120; and

WHEREAS, King County requires the 2026 Property Tax Levies to be submitted by November 30, 2025; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. REGULAR TAX LEVY. The preliminary assessed valuation of \$5,348,606,618 is adopted. A regular property tax for 2026 is hereby levied in the maximum amount of \$3,778,688, which includes an additional \$200,000 for any additional King County increases resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increases in the value of state assessed property, any annexations that have occurred and refunds made by King County. The final dollar amount of Property Taxes is determined by King County and reduced to the actual amount allowed.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is 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. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____ day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:
Adopted:
Posted:
Published:
Effective:

RESOLUTION NO. 25-2045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, SETTING THE
SURFACE WATER UTILITY RATES FOR 2026

WHEREAS, the City has reviewed the surface water utility revenue and operational expenditures that are needed to retain the current level-of-service standards for surface water management services, to continue compliance with the Endangered Species Act and other unfunded mandates, to continue with best management practices, to continue to develop the City’s surface water management program, and to address the capital repair and improvement of the City’s surface water management systems; and

WHEREAS, the City has determined that the annual surface water utility fees should be increased by fifteen percent (15.0%) in order to retain and improve upon the current level-of-service standards for surface water management services; and

WHEREAS, 5% of the increase is specifically dedicated to fund a Stormwater Program Coordinator employee to assist the City in meeting the federal surface water requirements, and to set aside amounts annually to support long-term capital improvement needs of the City’s surface water infrastructure.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. SURFACE WATER UTILITY RATES. The City hereby sets the surface water utility rates according to the fee schedule attached hereto as Exhibit A, to be effective on January 1, 2026, and to remain in effect until revised by future Council action.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of November, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2045

Exhibit A

Surface Water					
Class	Class Description	Type	2026 Surface Water Rate	10% Service Tax	Total 2026 Surface Water Rate
1	single family residential	house	\$ 358.21	\$ 35.82	\$ 394.03
2	very light (0-10 IA)	commercial unit	\$ 358.21	\$ 35.82	\$ 394.03
3	light (10-20% IA)	commercial unit	\$ 861.00	\$ 86.10	\$ 947.10
4	moderate (20-45% IA)	commercial unit	\$ 1,731.62	\$ 173.16	\$ 1,904.78
5	moderately heavy (45-65% IA)	commercial unit	\$ 3,343.77	\$ 334.38	\$ 3,678.14
6	heavy (65-85% IA)	commercial unit	\$ 4,239.36	\$ 423.94	\$ 4,663.30
7	very heavy (85-100% IA)	commercial unit	\$ 5,553.02	\$ 555.30	\$ 6,108.32

RESOLUTION NO. 25-2046**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, SETTING THE
SEWER UTILITY RATES FOR 2026**

WHEREAS, pursuant to Section 13.08.090 of the Lake Forest Park Municipal Code, the City Council establishes rates for sanitary sewer services by resolution; and

WHEREAS, the City of Lake Forest Park has a sewer rate structure where a portion of the rate is for King County treatment charges, and a portion is for the operation and maintenance of the City's sewer infrastructure; and

WHEREAS, in 2004, the City completed a study of the sewer rates for operation, maintenance, and for the long-term replacement of the sewer system infrastructure; and

WHEREAS, the study recommended that the City's portion of the sewer rates be increased and a portion of the revenue be set aside in a new fund for future capital replacement of the City's sewer system; and

WHEREAS, the City Council adopted sewer utility rates for 2025 and 2026 in Resolution 24-1980, which reflected an anticipated 7% increase by King County in its treatment charge for 2026; and

WHEREAS, King County has now increased its treatment charge by 7.5% for 2026; and

WHEREAS, the City's portion of the sewer rate will increase by 5% in 2026 to keep up with rising operational costs that exceeded the previous biennium's rate increases; and

WHEREAS, the City Council has determined that it is in the best interests of the City to increase the City's portion of the sewer rates in 2026, and to increase the City's sewer rate charge to account for the full increase in the King County treatment charge.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST
PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. The sewer rates listed in Resolution 24-1980 for the year 2026 are hereby repealed.

Section 2. Effective January 1, 2026, the following classification of sewer use and schedule of rates and charges for sanitary sewer service are adopted, for properties located within the boundaries of the City of Lake Forest Park as now or hereafter determined:

Class No.	Description	Rate
I.	Residential (single-family and housing units with four or less residential units per building),	\$80.74 \$86.24 per month per unit
II.	Multi-family Residential (housing units with five or more units per building)	\$11.90 \$12.68 per hundred cubic feet (ccf) per month
III.	Commercial	\$11.90 \$12.68 per hundred cubic feet (ccf) per month per unit of business

Section 3. SEVERABILITY. Should any portion of this resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution or its application to other persons or circumstances.

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

Section 5. EFFECTIVE DATE. This resolution shall take effect immediately after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____ day of November, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2046



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 20, 2025
Originating Department	Finance Department
Contact Person	Lindsey Vaughn
Title	Resolution 25-2047/Adopting 2026 User Fee Schedule

Legislative History

- First Presentation November 13, 2025, Regular Meeting
 - Second Presentation November 20, 2025, Special Meeting
-

Attachments:

1. Resolution 25-2047
 2. 2026 User Fee Schedule with Markups
-

Executive Summary

The City updates the User Fee Schedule annually for the various user fees that are charged for City services. The proposed update includes increases for passport photos, adding a new digital passport photo fee, sewer rates, surface water management fees, and building fees.

Background

The City reviews the User Fee Schedule annually during biennial or mid-biennial budget proceedings and requests input from all departments. The purpose of this annual review is to ensure that the user fees are appropriate and consistent with policy and accurately recover costs incurred by the City.

Passport Fees

The City is increasing the passport photo fee to capture increasing costs. The City is also adding a new digital photo fee to offer photo services for those who are eligible to renew their U.S. passport online.

Building Fee Updates

The building code fees are based on the International Code Council Building Valuation Table of August 2025 and are being updated to stay in compliance with current code for the standard home and utility

building and/or garage. The administration fee for building permits under \$500 will be removed at \$120 and note the change to align with the \$145 current administration fee.

Sewer Utility Rate

The proposed Sewer Utility Rate increase for 2026 has two portions of the proposed increase. King County's portion of the sewer utility rate is set to increase by 7.5% in 2026 (per King County Ordinance 19942) and will be a pass-through for all residential and commercial customers. The City is requesting to increase the City's portion of the sewer rate by 5% for 2026 for increasing costs related to operations, maintenance, and future capital infrastructure needs.

The 2026 Sewer Utility Rate will increase the Residential sewer rate from \$80.74 to \$86.24, a total increase of \$5.50 per month. The Commercial/Multi-Family Residential rate per hundred cubic feet (ccf) increases from \$11.90 to \$12.68, a total increase of \$0.78 per month. The table below details the sewer utility rate increases:

Class No.	Description	Rate
I.	Residential (single-family and housing units with four or less residential units per building),	\$80.74 \$86.24 per month per unit
II.	Multi-family Residential (housing units with five or more units per building)	\$11.90 \$12.68 per hundred cubic feet (ccf) per month
III.	Commercial	\$11.90 \$12.68 per hundred cubic feet (ccf) per month per unit of business

The sewer also has a 10% service tax meaning the total monthly fee for residential customers will be \$94.86.

Surface Water Management Fee

The proposed surface water rate increase for 2026 is 15% - 10% for operational purposes and 5% for the Stormwater Program Coordinator. The stormwater and surface water service tax of 10% is included in addition to the 2026 surface water rate as shown in the table below.

Surface Water					
Class	Class Description	Type	2026 Surface Water Rate	10% Service Tax	Total 2026 Surface Water Rate
1	single family residential	house	\$ 358.21	\$ 35.82	\$ 394.03
2	very light (0-10 IA)	commercial unit	\$ 358.21	\$ 35.82	\$ 394.03
3	light (10-20% IA)	commercial unit	\$ 861.00	\$ 86.10	\$ 947.10
4	moderate (20-45% IA)	commercial unit	\$ 1,731.62	\$ 173.16	\$ 1,904.78
5	moderately heavy (45-65% IA)	commercial unit	\$ 3,343.77	\$ 334.38	\$ 3,678.14
6	heavy (65-85% IA)	commercial unit	\$ 4,239.36	\$ 423.94	\$ 4,663.30
7	very heavy (85-100% IA)	commercial unit	\$ 5,553.02	\$ 555.30	\$ 6,108.32

Fiscal & Policy Implications

The 2026 User Fee Schedule increases allow the City to charge appropriately to cover expenses for City services on an annual basis.

Alternatives

Options	Results
<ul style="list-style-type: none">Adopt the user fee schedule with current updates	User fees will be established for 2026, and full cost recovery will be achieved
<ul style="list-style-type: none">Do not increase any fees	Will not achieve full cost recovery, and alternate measures may need to be taken for financial stability.

Staff Recommendation

Adopt Resolution 25-2047 establishing the 2026 User Fee Schedule

RESOLUTION NO. 25-2047

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, ESTABLISHING
2026 USER FEES FOR PERMITS AND SERVICES**

WHEREAS, the City Council of the City of Lake Forest Park has determined that establishing fees for various services, applications, and permits by resolution allows for the centralization of such fees and charges; and

WHEREAS, the City Council has determined that the annual review and adjustment of some of the fees for City services, applications, and permits are appropriate to aid in the cost recovery of providing services; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AMENDMENT. The City Council of the City of Lake Forest Park approves the fee schedule attached as Exhibit A, which shall remain in effect until revised by future Council action.

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

Section 3. EFFECTIVE DATE. This fee schedule in this Resolution shall go into effect on January 1, 2026.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2047

2026 User Fee Schedule DRAFT

		Fees
Licensing & Permits		
Adult Cabaret License Application	\$	1,500
Adult Cabaret Manager License		250
Adult Cabaret Entertainer License		200
Business License, Calendar Year (Non-refundable)		
Business located in the City		40
Business located outside of the City		80
Coin operated Amusement Devices		60
Initiative Filing		250
Referendum Filing		250
(to be refunded if the ordinance is overturned)		
Open House Sign Removal Fee		25
Outdoor Promotion Permit		50
Secondhand Dealer Permit		70
Solicitor Permit		100
Services		
Returned Payment Fee		40
Fingerprinting		20
False Alarm Fines		
1st offense		52
2nd offense		103
Notary services (per notarial certificate)		15
Personal Floatation Device Fine		25-50
Pet License Fees		
Altered		30
Unaltered		60
Juvenile		15
Senior Discount		15
Replacement Tag		5
Transfer Fee		3
Service Animal		No fee
Passport Fees		
City Processing Fee		35
City Photo Fee	20	25
Digital Photo Fee		10
Photocopies, Records / Reports		
Accident Reports (non-participants)		10
Certified Copies		10
Photocopy of paper records, or printed copies of electronic records (per page)		0.15
Electronic copy of scanned paper records (per page)		0.10
Duplication of Audio Recording		10
Audio/Video Disc		10
Sending of electronic files		0.10/GB
Copies requiring outside copy services or copies of electronic records onto other storage		At Cost
Body worn camera recordings/footage		0.60/minute of staff review
Credit Card Transaction Fee ¹ - whichever is greater		\$1.95 or 2.95%
¹ The credit card transaction fee is charged for payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.		
Municipal Court		
<i>Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.</i>		
Sewer Monthly Service		
Residential	80.74	86.24
Sewer Excise Tax	22.46	23.58
Commercial / Multi-Family Residential (per ccf)	44.90	12.68

2026 User Fee Schedule DRAFT

	Fees
Lien Filing and Removal Fee	185
Credit Card Transaction Fee ¹	3.95
¹ The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.	
<i>The amount billed includes a service tax of 10% calculated on the gross revenue of the sewer services</i>	
Sanitary Sewer	
Copy of Sewer Comp. Plan	
Color	125
Black and White	45
Sewer Availability	100
Onsite Wastewater License Application Fee	25
Sewer Connection	
Single Family	5,034
Multi-Family	
Each Additional Unit	
5/8" x 3/4" Meters	5,034
3/4" x 3/4" Meters	7,551
1" Meters	12,584
1 1/2" Meters	25,169
2" Meters	40,270
3" Meters	80,541
4" Meters	125,845
Sewer Permit (2 inspections)	300
Sanitary Sewer Grinder Pump Review	300
Additional Inspection	100
Credit Card Transaction Fee - A credit card transaction fee will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all sewer availability, sewer permit review and inspection fees.	10%
<i>Surcharge is not applied to Sewer Connection Fees.</i>	
Streets	
Street Excavation (2 inspections)	200
Additional Inspection	100
Street and Alley Vacation Fee	500
Right-of-Way Permit	250
(may be waived by City Council)	
Telecommunications Right-of-Way (ROW) Rental Fee	
Master Use Permit Application Fee	2,500
Master Use Permit Renewal Fee	2,500
Lease Application Fee	2,500
Lease Renewal Fee	2,500
City Property-Minimum Monthly Rent	825
Credit Card Transaction Fee - A credit card transaction fee will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	10%
Land Use	
For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0.	
Administrative Appeal	500
(refunded if appeal is sustained and the administrative decision is overturned)	
Administrative Variance	500
Copy of Comprehensive Plan	80
Comprehensive Plan Amendment	No extra charge for Rezone 3,000
Conditional Use Application	2,500
Land Clearing/Grading/Excavation/ Filing	
Major	300
Minor	120

2026 User Fee Schedule DRAFT

	Fees
Tree Permits	120
Corridor Tree Permit (\$120 per tree (plus consultant review costs and Urban Forest Planner review costs))	
Urban Forest Planner Review - Based on Actual Cost (per hour)	95
Land Use Public Notice & Signage (per notice)	250
Boundary Line Adjustment	2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5	100
Rezone Application	3,000
No extra charge for Comp. Plan Amend.	
SEPA / Regulatory Review	
Checklist	750
EIS administration/supervision/preparation	5,000
Critical Area Work Permit	
Major	550
Minor	85
Tree-related	125
Critical Area and Tree Reasonable Use Exception (plus review consultant costs)	4,000
Public Agency and Utility Exception (plus review consultant costs)	3,500
Copy of Shoreline Master Plan	15
Shoreline Substantial Development Permit	3,500
Shoreline Conditional Use Permit	3,500
Shoreline Variance	3,500
Shoreline Exemption	500
Shortplat Application	4,000 flat fee
Subdivision	12,000 + 300 per lot
Variance	2,500
Wireless Communication Facility Permit (not requiring conditional use)	2,000
Zoning/Land Use Code Text Amendment	3,500
Town Center Design Review	
Major (plus all notice, review consultant, hearing examiner costs)	4,000
Minor (plus review consultant costs)	2,000
Commercial site development permit	
Type I Review (Hearing Examiner)	3,500
Type III Review (Code Administrator)	2,000
Credit Card Technology Fee - A credit card technology fee will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all land use permit fees.	10%

Building Fees

Building Permit Base Fees for standard home and utility/garage are based on the International Code Council, Building Valuation Table (below, **August 2025**).

Standard Home	168.65/sq. ft.	170.80/sq. ft.
Custom Home (a home designed for a particular lot)		206.65/sq. ft.
Utility/Garage	67.54/sq. ft.	69.64/sq. ft.
Add \$120 Fee to Permit Fees Less Than \$500.00		
Administration Permit Fee (for permits under \$500.00)		145
Plan Review Fee (plus hourly for additional or consultant reviews)		65% of Building Permit
Plan Review (hourly)		145
Additional Inspections (hourly)		145
State Surcharge (Single Family)		6.50
State Surcharge (Multi-Family)		25 + 2 for each unit
State Surcharge (Commercial)		25
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.		3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.		10%
Corridor Retaining Wall is based on the Building Permit Fee Table (plus consultant review costs and staff review costs)		

Building Valuation Table

Project Valuation in Dollars	Fees in dollars
\$0.00 to \$1,000	\$71.37

2026 User Fee Schedule DRAFT**Fees**

\$1,001 to \$2,000	\$71.37 for the first \$1,000.00 plus \$5.49 for each additional \$100 or fraction thereof to and including \$2,000
\$2,001 to \$25,000	\$126.27 for the first \$2,000.00 plus \$23.06 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00
\$25,001 to \$50,000	\$656.65 for the first \$25,000.00 plus \$16.47 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001 to \$100,000	\$1,068.40 for the first \$50,000.00 plus \$10.98 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00
\$100,001 to \$500,000	\$1,617.40 for the first \$100,000.00 plus \$9.88 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00
\$500,001 to \$1,000,000	\$5,569.40 for the first \$500,000.00 plus \$8.78 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00
\$1,000,001 to \$5,000,000	\$9,959.40 for the first \$1,000,000.00 plus \$5.49 for each additional \$1,000.00 or fraction thereof to and including \$5,000,000.00
\$5,000,001 and up	\$31,919.40 for the first \$5,000,000.00 plus \$4.39 for each additional \$1,000.00 or fraction thereof

Mechanical Permit Fees

Permit Base Fee	150
Furance	30
A/C or Heat Pump	30
Gas Hot Water Heater Installation/vent / expansion tank	30
Gas Log Fireplace Insert	30
Gas Piping - up to 10 outlets	30
Gas piping - each additional outlet	5
Gas range - piping hookup	30
Residential hood >400 CFM	30
Commercial hood: Class 1 hood	30
Dryer exhaust duct	30
Vent/duct Installation, relocation, or replacement vent	30
New/removal/replacement of ducting	30
Installation, relocation of boiler or absorption system	30
Installation, relocation of compressor or absorption system	30
Appliance or equipment regulated by IMC	30
Plan Review (hourly)	145
Additional Inspections (hourly)	145
State Surcharge (Single Family)	6.50
State Surcharge (Multi-Family)	25 + 2 for each unit
State Surcharge (Commercial)	25
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.	10%

Plumbing Permit Fees

Permit Base Fee	150
Sinks	30
Toilets	30
Showers	30
Tubs	30
Washing machine	30
Hot Tub/Spa	30
Other Plumbing fixtures on one trap	30
Electric Water Heater Installation/vent/expansion	30
Hot /Cold rough-in addition or alteration	30
Waste & vent rough-in addition or alteration	30
Water service line	30
Lawn sprinkler on any one meter (backflow device)	30
Each addition or alteration of drainage	30
Waste (sewage ejector pump)	30
Grease Trap	30
Backflow protective device	30

2026 User Fee Schedule DRAFT

		Fees
Heat pump		30
Hydronic heating (loop vent system)		30
Commerical Projects Plan Review (required - hourly)		145
Grease Interceptor Plan Review (required - hourly)		145
Plan Review (hourly)		145
Additional Inspections (hourly)		145
State Surcharge (Single Family)		6.50
State Surcharge (Multi-Family)		25 + 2 for each unit
State Surcharge (Commercial)		25
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.		3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.		10%
Surface Water and Drainage Plan Review Fees		
Single Family Building Permit		
Requiring Engineering Plan		600
Without Engineering Plan		300
Multi-family site development	per 1,000 sq. ft of impervious surface	300
Commercial site development	per 1,000 sq. ft of impervious surface	300
Land Use Permits*		
Subdivisions / Shortplats (per lot)		500
Reasonable use exemptions (per lot)		500
Conditional Use Permit (per lot)		500
Variances (per lot)		500
* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.		
Surface Water Utility Assessments		
Single Family Residential		311.49 358.21
Class	% Impervious Surface	
Very Light	0%-10%	311.49 358.21
Light	11%-20%	748.70 861.00
Medium	21%-45%	1,505.76 1,731.62
Medium High	46%-65%	2,907.62 3,343.77
High	66%-85%	3,686.40 4,239.36
Very High	86%-100%	4,828.71 5,553.02
<i>The amount billed includes a service tax of 10% calculated on the gross revenue of the stormwater and surface water services</i>		
Facility Fees		
Lake/Forest Room		
Evening Use (6 p.m. - 10 p.m.)		50
Emergency Operations Center (EOC) Room		
Evening Use (6 p.m. - 10 p.m.)		50
Council Chambers		
Evening Use (6 p.m. - 10 p.m.)		50 per hour + 50 setup/cleanup fee
<i>The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.</i>		
Special Events		
Non-profit (501c3 organizations, neighborhood block parties, etc.)		
1-30 Participants		No Permit Required
31-250 Participants		No Charge/ Permit Required



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 20, 2025
Originating Department	Finance Department
Contact Person	Lindsey Vaughn, Finance Director
Title	Ordinance 25-1315/Amending Chapter 5.05 Business and Occupation Tax, Section 5.05.040, Definitions of the Lake Forest Park Municipal Code

Legislative History

- First PresentationNovember 20, 2025 Special Meeting

Attachments:

- Ordinance 25-1315/Amending Chapter 5.05 Business and Occupation Tax, Section 5.05.040, Definitions of the Lake Forest Park Municipal Code

Executive Summary

The proposed ordinance updates the definitions within the Lake Forest Park Municipal Code (LFPMC) 5.05.040, which governs the City’s Business & Occupation (B&O) tax. In 2025, the Washington State Legislature adopted Engrossed Substitute Senate Bill (ESSB) 5814, which revised statewide definitions for “sale at retail” and “sale at wholesale.” The updates in Ordinance 25-1315 amend the City’s code to align with these new statewide definitions, maintaining consistency with state law and ensuring the City’s B&O tax remains compliant. No changes to B&O tax rates or classifications are proposed.

Background

Cities in Washington impose a B&O tax under the authority of RCW 35.21.710–715 and local municipal codes. ESSB 5814 revised statutory definitions used for B&O taxation, requiring cities to update their codes to maintain conformity and avoid inconsistencies that could affect tax administration. This ordinance updates the definitions in LFPMC 5.05.040 accordingly.

Changes include revised language for:

- Sale at retail
- Sale at wholesale

- Retail and wholesale services
- Advertising services
- Live presentations
- Information technology services
- Custom website development services
- Investigation, security, and armored car services
- Temporary staffing services
- Sales of custom software and customization of prewritten software

These revisions follow model language recommended for municipal code alignment in accordance with ESSB 5814.

Fiscal & Policy Implications

The ordinance ensures continued compliance with state law and supports the consistent interpretation and application of the City’s existing Business and Occupation (B&O) tax code. There will be fiscal impacts on the City’s expenditures from the addition to the above mentioned retail sales tax on invoices. After a year the City will have a better estimate on the financial impacts from the updated retail sales tax modification.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the Ordinance	LFPMC will be brought up to date
<ul style="list-style-type: none">• Take no action	LFPMC will be outdated or non-compliant with the new definitions in state law

Staff Recommendation

Review the Ordinance and provide staff with any recommendations before it is adopted.

ORDINANCE NO. 25-1315

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING CHAPTER 5.05 BUSINESS AND OCCUPATION TAX, SECTION 5.05.040, DEFINITIONS, OF THE LAKE FOREST PARK MUNICIPAL CODE; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Forest Park ("City") imposes a business and occupation tax under Chapter 5.05 of the Lake Forest Park Municipal Code ("LFPMC"); and

WHEREAS, in 2025, Engrossed Substitute Senate Bill 5814 (ESSB 5814) was adopted by the Washington State Legislature amending definitions used for the business and occupation tax that may be collected by cities; and

WHEREAS, these amendments to LFPMC 5.05.040 amending the definitions for "sale at retail" and "sale at wholesale" bring the LFPMC into compliance with ESSB 5814.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. LFPMC CHAPTER 5.05.04, AMENDED. The City Council of the City of Lake Forest Park hereby amends Section 5.05.040 LFPMC, Sale of Retail and Sale of Wholesale, to read as shown on the attached Exhibit A.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is 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. EFFECTIVE DATE. This ordinance shall take January 1, 2026.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this _____ day of _____, 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:
Adopted:
Posted:
Published:
Effective:

EXHIBIT A

Chapter 5.05

Business and Occupation Tax

5.05.040 Definitions.

...

“Sale at retail,” “retail sale.”

- (1) “Sale at retail” or “retail sale” means every sale of tangible personal property (including articles produced, fabricated, or imprinted) to all persons irrespective of the nature of their business and including, among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of or for consumers, other than a sale to a person who presents a resale certificate under RCW 82.04.470 and who:
 - (a) Purchases for the purpose of resale as tangible personal property in the regular course of business without intervening use by such person; or
 - (b) Installs, repairs, cleans, alters, imprints, improves, constructs, or decorates real or personal property of or for consumers, if such tangible personal property becomes an ingredient or component of such real or personal property without intervening use by such person; or
 - (c) Purchases for the purpose of consuming the property purchased in producing for sale a new article of tangible personal property or substance, of which such property becomes an ingredient or component or is a chemical used in processing, when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new article being produced for sale; or
 - (d) Purchases for the purpose of consuming the property purchased in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon; or
 - (e) Purchases for the purpose of providing the property to consumers as part of competitive telephone service, as defined in RCW 82.04.065; ~~or The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a “sale at retail” or “retail sale” even though such property is resold or utilized as provided in (a), (b), (c), (d), or (e) of this subsection following such use.~~
 - (f) Purchases for the purpose of satisfying the person's obligations under an extended warranty as defined in subsection ~~(8)~~(7) of this section, if such tangible personal property replaces or becomes an ingredient or component of property covered by the extended warranty without intervening use by such person.

The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a "sale at retail" or "retail sale" even though such property is resold or utilized as provided in (a), (b), (c), (d), (e), or (f) of this subsection following such use.

The term also means every sale of tangible personal property to persons engaged in any business that is taxable under RCW 82.04.280(1)(a), (b), and (g), 82.04.290, and 82.04.2908.

- (2) "Sale at retail" or "retail sale" also means every sale of tangible personal property to persons engaged in any business activity which is taxable under .050(1)(g).
- (3) The term "sale at retail" or "retail sale" includes the sale of or charge made for personal, business, or professional services including amounts designated as interest, rents, fees, admission, and other service emoluments however designated, received by persons engaging in the following business activities:
 - (a) Information technology training services, technical support, and other services including, but not limited to, assisting with network operations and support, help desk services, in-person training related to hardware or software, network system support services, data entry services, and data processing services; or
 - (b) Custom website development services. For the purposes of this subsection (3), "website development services" means the design, development, and support of a website provided by a website developer to a customer; or
 - (c) Investigation, security services, security monitoring services, and armored car services including, but not limited to, background checks, security guard and patrol services, personal and event security, armored car transportation of cash and valuables, and security system services and monitoring. This does not include locksmith services; or
 - (d) Temporary staffing services. For the purposes of this subsection (3), "temporary staffing services" means providing workers to other businesses, except for hospitals licensed under chapter 70.41 or 71.12 RCW, for limited periods of time to supplement their workforce and fill employment vacancies on a contract or for fee basis; or
 - (e) Advertising services. (i) For the purposes of this subsection (3), "advertising services" means all digital and nondigital services related to the creation, preparation, production, or dissemination of advertisements including, but not limited to: (A) Layout, art direction, graphic design, mechanical preparation, production supervision, placement, referrals, acquisition of advertising space, and rendering advice concerning the best methods of advertising products or services; and (B) Online referrals, search engine marketing, and lead generation optimization, web campaign planning, the acquisition of advertising space in the internet media, and the monitoring and evaluation of website traffic for purposes of determining the effectiveness of an advertising campaign.
 - (ii) "Advertising services" do not include:

- (A) Web hosting services and domain name registration;
- (B) Services rendered in respect to the following:
 - (I) "Newspapers" as defined in RCW 82.04.214;
 - (II) Printing or publishing under RCW 82.04.280; and
 - (III) "Radio and television broadcasting" within this state as defined in RCW 82.04 (section 1, chapter 9, Laws of 2025); and
- (C) Services rendered in respect to out-of-home advertising, including: Billboard advertising; street furniture advertising; transit advertising; place-based advertising, such as in-store display advertising or point-of-sale advertising; dynamic or static signage at live events; naming rights; and fixed signage advertising. Out-of-home advertising does not include direct mail; or
- (f) Live presentations including, but not limited to, lectures, seminars, workshops, or courses where participants attend either in person or via the internet or telecommunications equipment that allows audience members and the presenter or instructor to give, receive, and discuss information with each other in real time.

For the purposes of (a) through (c) and (e) of this subsection (3), the terms "sale at retail" and "retail sale" do not include a sale between members of an affiliated group as defined in RCW 82.04.299(1)(f).

- (4) "Sale at retail" or "retail sale" shall include the sale of or charge made for tangible personal property consumed and/or for labor and services rendered in respect to the following:
- (a) The installing, repairing, cleaning, altering, imprinting, or improving of tangible personal property of or for consumers, including charges made for the mere use of facilities in respect thereto, but excluding charges made for the use of coin-operated laundry facilities when such facilities are situated in an apartment house, rooming house, or mobile home park for the exclusive use of the tenants thereof, and also excluding sales of laundry service to nonprofit health care facilities, and excluding services rendered in respect to live animals, birds and insects;
 - (b) The constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for consumers, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation, and shall also include the sale of services or charges made for the clearing of land and the moving of earth excepting the mere leveling of land used in commercial farming or agriculture;
 - (c) The charge for labor and services rendered in respect to constructing, repairing, or improving any structure upon, above, or under any real property owned by an owner who conveys the property by title, possession, or any other means to the person performing such construction, repair, or improvement for the purpose of performing such construction, repair, or improvement and the

property is then reconveyed by title, possession, or any other means to the original owner;

- (d) The sale of or charge made for labor and services rendered in respect to the cleaning, fumigating, razing or moving of existing buildings or structures, but shall not include the charge made for janitorial services; and for purposes of this section the term "janitorial services" shall mean those cleaning and caretaking services ordinarily performed by commercial janitor service businesses including, but not limited to, wall and window washing, floor cleaning and waxing, and the cleaning in place of rugs, drapes and upholstery. The term "janitorial services" does not include painting, papering, repairing, furnace or septic tank cleaning, snow removal or sandblasting;
 - (e) The sale of or charge made for labor and services rendered in respect to automobile towing and similar automotive transportation services, but not in respect to those required to report and pay taxes under chapter 82.16 RCW;
 - (f) The sale of and charge made for the furnishing of lodging and all other services, except telephone business and cable service, by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property, and it shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same. For the purposes of this subsection, it shall be presumed that the sale of and charge made for the furnishing of lodging for a continuous period of one month or more to a person is a rental or lease of real property and not a mere license to enjoy the same;
 - (g) The installing, repairing, altering, or improving of digital goods for consumers;
 - (h) The sale of or charge made for tangible personal property, labor and services to persons taxable under (a), (b), (c), (d), (e), (f), and (g) of this subsection when such sales or charges are for property, labor and services which are used or consumed in whole or in part by such persons in the performance of any activity defined as a "sale at retail" or "retail sale" even though such property, labor and services may be resold after such use or consumption. Nothing contained in this subsection shall be construed to modify subsection (1) of this section and nothing contained in subsection (1) of this section shall be construed to modify this subsection.
- (5) "Sale at retail" or "retail sale" shall also include the providing of competitive telephone service to consumers. [Comment: Cities can only include "competitive telephone service" since telephone business is taxed under the utility tax.]
- (6) "Sale at retail" or "retail sale"
- (a) "Sale at retail" or "retail sale" shall also include the sale of prewritten software, custom software, and customization of prewritten computer software to a consumer, other than a sale to a person who presents a resale certificate under RCW 82.04.470, regardless of the method of delivery to the end user. For purposes of this subsection (65)(a) the sale of the sale of prewritten computer software includes the sale of or charge made for a key or an enabling or activation code, where the key or code is required to activate prewritten computer software and put the software into use. There is no separate sale of the key or

code from the prewritten computer software, regardless of how the sale may be characterized by the vendor or by the purchaser. ~~The term “sale at retail” or “retail sale” does not include the sale of or charge made for:~~

- ~~(i) Custom software; or~~
- ~~(ii) The customization of prewritten software.~~

(b)

~~(iii)~~(i) The term “sale at retail” or “retail sale” also includes the charge made to consumers for the right to access and use prewritten computer software, custom software, and customization of prewritten computer software, where possession of the software is maintained by the seller or a third party, regardless of whether the charge for the service is on a per use, per user, per license, subscription, or some other basis.

(ii) (A) The service described in (b)(i) of this subsection ~~65~~ includes the right to access and use prewritten software, custom software, and customization of prewritten computer software to perform data processing.

(B) For purposes of this subsection (b)(ii) “data processing” means the systematic performance of operations on data to extract the required information in an appropriate form or to convert the data to usable information. Data processing includes check processing, image processing, form processing, survey processing, payroll processing, claim processing, and similar activities.

- (7) “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the building, repairing, or improving of any street, place, road, highway, easement, right of way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle which is owned by a municipal corporation or political subdivision of the state, the State of Washington, or by the United States and which is used or to be used primarily for foot or vehicular traffic including mass transportation vehicles of any kind.

(Public road construction)

- (8) “Sale at retail” or “retail sale” shall also include the sale of or charge made for an extended warranty to a consumer. For purposes of this subsection, “extended warranty” means an agreement for a specified duration to perform the replacement or repair of tangible personal property at no additional charge or a reduced charge for tangible personal property, labor, or both, or to provide indemnification for the

replacement or repair of tangible personal property, based on the occurrence of specified events. The term “extended warranty” does not include an agreement, otherwise meeting the definition of extended warranty in this subsection, if no separate charge is made for the agreement and the value of the agreement is included in the sales price of the tangible personal property covered by the agreement.

- (9) “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to chapter 35.82 RCW, including the installing, or attaching of any article of tangible personal property therein or thereto,

whether or not such personal property becomes a part of the realty by virtue of installation (government contracting).

(10) "Sale at retail" or "retail sale" shall not include the sale of services or charges made for the clearing of land and the moving of earth of or for the United States, any instrumentality thereof, or a county or city housing authority. Nor shall the term include the sale of services or charges made for cleaning up for the United States, or its instrumentalities, radioactive waste and other byproducts of weapons production and nuclear research and development. [This should be reported under the service and other classification.]

(11) "Sale at retail" or "retail sale" shall not include the sale of or charge made for labor and services rendered for environmental remedial action. [This should be reported under the service and other classification.]

(12)(a) "Sale at retail" or "retail sale" shall also include the following sales to consumers of digital goods, digital codes, and digital automated services:

~~(a)-(i)~~ Sales in which the seller has granted the purchaser the right of permanent use;

~~(b)-(ii)~~ Sales in which the seller has granted the purchaser a right of use that is less than permanent;

~~(c)-(iii)~~ Sales in which the purchaser is not obligated to make continued payment as a condition of the sale; and

~~(d)-(iv)~~ Sales in which the purchaser is obligated to make continued payment as a condition of the sale.

(b) A retail sale of digital goods, digital codes, or digital automated services under this subsection [insert reference to section .040(12)5(11)] includes any services provided by the seller exclusively in connection with the digital goods, digital codes, or digital automated services, whether or not a separate charge is made for such services.

(c) A retail sale of digital goods, digital codes, or digital automated services does not include the following services if the sale occurs between members of an affiliated group as defined in RCW 82.04.299(1)(f):

(i) Any service that primarily involves the application of human effort by the seller, and the human effort originated after the customer requested the service;

(ii) Live presentations, such as lectures, seminars, workshops, or courses, where participants are connected to other participants via the internet or telecommunications equipment, which allows audience members and the presenter or instructor to give, receive, and discuss information with each other in real time;

(iii) Advertising services. For purposes of this subsection, "advertising services" means all services directly related to the creation, preparation, production, or dissemination of advertisements. Advertising services include layout, art direction, graphic design, mechanical preparation, production supervision, placement, and rendering advice to a client concerning the best methods of advertising that client's products or services. Advertising services also include online referrals, search engine marketing and lead generation optimization, web campaign planning, the

acquisition of advertising space in the internet media, and the monitoring and evaluation of website traffic for purposes of determining the effectiveness of an advertising campaign. Advertising services do not include web hosting services and domain name registration; and (iv) Data processing services. For purposes of this subsection, "data processing service" means a primarily automated service provided to a business or other organization where the primary object of the service is the systematic performance of operations by the service provider on data supplied in whole or in part by the customer to extract the required information in an appropriate form or to convert the data to usable information. Data processing services include check processing, image processing, form processing, survey processing, payroll processing, claim processing, and similar activities. Data processing does not include the service described in subsection (insert reference) of this section.

(d) For purposes of this subsection, "permanent" means perpetual or for an indefinite or unspecified length of time. A right of permanent use is presumed to have been granted unless the agreement between the seller and the purchaser specifies or the circumstances surrounding the transaction suggest or indicate that the right to use terminates on the occurrence of a condition subsequent.

(13) "Sale at retail" or "retail sale" shall also include the installing, repairing, altering, or improving of digital goods for consumers.

"Sale at wholesale," "wholesale sale." "Sale at wholesale" or "wholesale sale" means any sale of tangible personal property, digital goods, digital codes, digital automated services, prewritten computer software, custom software, customization of prewritten software to a consumer, or services described in [insert reference to "sale at retail" section 6(b)(i)], which is not a retail sale, and any charge made for labor and services rendered for persons who are not consumers, in respect to real or personal property and retail services, if such charge is expressly defined as a retail sale or retail service when rendered to or for consumers. Sale at wholesale also includes the sale of telephone business to another telecommunications company as defined in RCW 80.04.010 for the purpose of resale, as contemplated by RCW 35.21.715.



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 20, 2025
Originating Department	Community Development Department
Contact Person	Mark Hofman, AICP, Community Development Director
Title	Ordinance 25-1312/Adoption of a New Climate Element with Greenhouse Gas Reduction and Resilience Sub-elements into the City of Lake Forest Park 2024 Comprehensive Plan Update

Legislative History

- | | |
|-------------------------------|---|
| • First Presentation | October 23, 2025, City Council Meeting |
| • Public Hearing Ord. 25-1312 | November 13, 2025, City Council Meeting |
| • Third Presentation | November 20, 2025, City Council Special Meeting |

Attachments:

1. Ordinance No. 25-1312, adopting the new Climate Element with greenhouse gas reduction and resilience sub-elements into the City of Lake Forest Park 2024 Comprehensive Plan Update.
2. Draft Climate Element (Volume I and II) as recommended to the City Council by the Planning Commission on October 14, 2025.

Executive Summary

The City of Lake Forest Park is required to conform to the State of Washington's Growth Management Act (Chapter 36. 70A RCW) and to "fully plan" as provided in that Act. RCW 36.70A.130 of the Growth Management Act (GMA) requires continuing review and evaluation of comprehensive plans and, for cities in King County, required review and adoption of revised (Periodic Update) comprehensive plans and development regulations compliant with the GMA by December 31, 2024. The City Council of the City of Lake Forest Park enacted Ordinance No. 1306 on December 12, 2024, adopting the City's GMA complying "2024 Comprehensive Plan Update", fully satisfying the Periodic Update requirement.

The addition of a Climate Element, with greenhouse gas reduction and resilience sub-elements, to the Comprehensive Plan is now required under (House Bill) HB 1181, as adopted by the Washington State Legislature in 2023, and the city is required to adopt such a Climate Element by December 2029. The city received grant funding to perform the required climate planning early through the WA State Department of Commerce, due to resources made available from the WA Climate Commitment Act.

The City collaboratively developed a draft Climate Element with greenhouse gas reduction and resilience sub-elements, utilizing the enabling grant funding, through a contract for planning services with Cascadia Consulting Group, Inc. and initial input from a temporary task force, the Climate Policy Advisory Team

(CPAT). An extensive engagement strategy was implemented to include numerous public meetings, a public survey, workshops, and public outreach at community events. The input from these engagement efforts was utilized to prepare the Climate Element amendment to the Comprehensive Plan. The proposed ordinance amends the “2024 Comprehensive Plan Update” for the City of Lake Forest Park, as required under the WA State Growth Management Act for climate planning.

Background

The City’s temporary climate planning task force, CPAT, was specifically formed for the climate amendment effort and was comprised of members balanced from existing commissions and committees - Tree Board, Climate Action Committee, and the Planning Commission. The CPAT held public and open house meetings regarding amendments to the Comprehensive Plan on December 18, 2024, and January 21, February 12, March 11, April 15, May 14, and June 2, 2025. A draft of the climate goals and policies for amendment to the Comprehensive Plan was forwarded to the Planning Commission for review as required by City code.

The City’s Planning Commission then held regular public meetings regarding the draft climate amendments to the Comprehensive Plan on June 10, July 8, August 12, September 9, and October 14, 2025. Additionally, the Planning Commission held a noticed public hearing on October 14, 2025, taking testimony from the community regarding the amendments, and made its formal recommendation for adoption to the City Council with a supportive Letter of Transmittal. The City Council held a public meeting on October 23, 2025, to receive and review the Commission’s recommended Climate Element. A noticed public hearing to receive additional public comment on the amendments was held during the November 13, 2025 meeting of the City Council.

In accordance with the requirements set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce notice of the City’s intent to adopt the proposed amendments on September 17, 2025 (Submittal ID 2025-S-9878). This required 60-day comment period at Commerce ends on November 16, 2025, and any/all comments received will be reviewed and considered by the City Council prior to adoption. The City received a comment email on October 27, 2025, from WA State Department of Commerce staff. The comment email was shared with the City Council to consider the information and accommodate and incorporate as deemed applicable. The Commerce comments included a statement that “Lake Forest Park’s Climate Element includes a high level of consistency with RCW 36.70A.070(9) and with [Commerce’s Climate Element Intermediate Planning Guidance](#), including goals and policies that: protect and enhance natural areas, community resiliency, and address natural hazards to foster resiliency to climate impacts; reduce greenhouse gas emissions and vehicle miles traveled; and, draw attention to the climate impacts such as heat and drought, which are consistent with climate resilience planning guidance.

In accordance with the State Environmental Policy Act (SEPA), the City’s responsible SEPA official issued a Determination of Nonsignificance (DNS) on October 20, 2025, pursuant to WAC 197-11-340. No comments were received as a result of the public and agency notice of the threshold determination for a DNS. The local appeal period for the DNS determination expires on November 12, 2025.

The Climate Element, a new chapter in the Comprehensive Plan that builds on the 2024 Periodic Update effort, will strengthen the City’s approach to climate resilience and greenhouse gas (GHG) reduction and will help Lake Forest Park to: prepare for climate-related risks such as extreme heat, flooding, wildfire smoke, and landslides; protect important community assets such as parks, neighborhoods, businesses, and infrastructure; reduce greenhouse gas emissions and improve energy efficiency; and look for climate strategies with co-benefits for the community, such as improved air quality, lower energy costs, safer transportation options, and healthier natural spaces

The City of Lake Forest Park Comprehensive Plan Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance

community resiliency to the adverse impacts of climate change. The Climate Element also aligns with the WA State Department of Commerce’s Climate Planning Guidance.

Fiscal & Policy Implications

Adoption of the Climate Element amendments to the Comprehensive Plan will have no direct fiscal impact. The climate amendment effort was supported by existing professional staff and considerable grant funds from the WA State Department of Commerce, due to the State’s Climate Commitment Act. The climate goal and policy amendments will inform future City decisions and budgeting into the Plan’s planning period through 2044.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Adopt Ordinance 25-1312 	<p>The Climate Element and greenhouse gas reduction and resilience sub-elements (Volume I and II) will be added to the City of Lake Forest Park “2024 Comprehensive Plan Update”, amending the Comprehensive Plan, as required under the WA State Growth Management Act.</p>
<ul style="list-style-type: none"> • Do not adopt Ordinance 25-1312 	<p>The Climate Element and greenhouse gas reduction and resilience sub-elements (Volume I and II) will not be added to the City of Lake Forest Park “2024 Comprehensive Plan Update” and the City’s Comprehensive Plan will require climate amendments prior to December of 2029 as required under the WA State Growth Management Act.</p>

Staff Recommendation

Adopt Ordinance No. 25-1312.

ORDINANCE NO. 25-1312**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING A NEW CLIMATE ELEMENT WITH GREENHOUSE GAS REDUCTION AND RESILIENCE SUB-ELEMENTS INTO THE “2024 COMPREHENSIVE PLAN UPDATE” FOR THE CITY OF LAKE FOREST PARK; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake Forest Park (“City”) is required to “fully plan” under the Washington State Growth Management Act (“GMA”) pursuant to section RCW 36.70A.040; and

WHEREAS, RCW 36.70A.130 of the GMA requires continuing review and evaluation of comprehensive plans and, for cities in King County, required review and adoption of revised comprehensive plans and development regulations compliant with the GMA (the “Periodic Update”) by December 12, 2024; and

WHEREAS, the City Council enacted Ordinance No. 1306 adopting the City’s “2024 Comprehensive Plan Update” (“Comprehensive Plan”) on December 12, 2024, as the required Periodic Update; and

WHEREAS, the City has established a process and criteria for making modifications to the City’s Comprehensive Plan in Chapter 18.01 of the Lake Forest Park Municipal Code, Comprehensive Plan and Amendments, including text and map amendments in accordance with the GMA; and

WHEREAS, the addition of a Climate Element, with greenhouse gas reduction and resilience sub-elements, to the Comprehensive Plan is required under House Bill 1181, as adopted by the Washington State Legislature in 2023, and the City is required to adopt such a Climate Element by December 2029; and

WHEREAS, the City collaboratively developed a draft Climate Element with greenhouse gas reduction and resilience sub-elements, utilizing grant funding from the Washington State Department of Commerce (“Department of Commerce”) made possible by the Washington Climate Commitment Act; and through input from a Climate Policy Advisory Team (“CPAT”), public survey, public workshops, and public outreach at community events; and

WHEREAS, the CPAT, the City’s temporary task force specifically formed for the climate amendment effort, held public and open house meetings regarding amendments

to the Comprehensive Plan on December 18, 2024, and January 21, February 12, March 11, April 15, May 14, and June 2, 2025; and

WHEREAS, public input and feedback were critical to the development of a Climate Element and to ensuring the plan and policies reflect the Lake Forest Park community, the City developed and implemented an engagement strategy to reach Lake Forest Park's community members to meaningfully hear feedback and integrate community input, and Findings from this process informed the development of actionable goals and policies; and

WHEREAS, the Climate Element, a new chapter in the Comprehensive Plan that builds on the 2024 Periodic Update effort, will strengthen the City's approach to climate resilience and greenhouse gas (GHG) reduction and will help Lake Forest Park to: prepare for climate-related risks such as extreme heat, flooding, wildfire smoke, and landslides; protect important community assets such as parks, neighborhoods, businesses, and infrastructure; reduce greenhouse gas emissions and improve energy efficiency; and look for climate strategies with co-benefits for the community, such as improved air quality, lower energy costs, safer transportation options, and healthier natural spaces; and

WHEREAS, the Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance community resiliency to the adverse impacts of climate change; the Climate Element also aligns with the Washington State Department of Commerce's Climate Planning Guidance; and

WHEREAS, the City's Planning Commission held regular public meetings regarding the Climate Element on June 10, July 8, August 12, September 9, and October 14, 2025; and

WHEREAS, the Planning Commission held a properly noticed public hearing on October 14, 2025, taking testimony from the community regarding the proposed Climate Element; and

WHEREAS, on October 14, 2025, the Planning Commission voted unanimously to recommend City Council adoption of the Climate Element; and

WHEREAS, the City Council held public meetings to review and analyze the Climate Element during regular and special meetings on October 23, November 13, and November 20, 2025; and

WHEREAS, the City Council held a public hearing on November 13, 2025, taking testimony from community members regarding the Climate Element; and

WHEREAS, in accordance with the requirements set forth in RCW 36.70A.106, the City provided the Department of Commerce notice of the City's intent to adopt the proposed amendments on September 17, 2025 (Submittal ID 2025-S-9878); and

WHEREAS, the City received a comment email from Department of Commerce staff, considered the information, and incorporated changes to the Climate Element as applicable; and

WHEREAS, Department of Commerce comments included a statement that "Lake Forest Park's Climate Element includes a high level of consistency with RCW 36.70A.070(9) and with Commerce's Climate Element Intermediate Planning Guidance, including goals and policies that: protect and enhance natural areas, community resiliency, and address natural hazards to foster resiliency to climate impacts; reduce greenhouse gas emissions and vehicle miles traveled; and, draw attention to the climate impacts such as heat and drought, which are consistent with climate resilience planning guidance; and

WHEREAS, in accordance with the State Environmental Policy Act (SEPA), the City's Responsible Official issued a Determination of Nonsignificance (DNS) on October 20, 2025, pursuant to WAC 197-11-340; no comments were received and the local SEPA appeal period expired on November 12, 2025, with no local appeal filed; and

WHEREAS, the City has complied with all State procedural requirements of the GMA and SEPA, and desires to adopt the Climate Element into the City's Comprehensive Plan.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. ADOPTION OF A NEW COMPREHENSIVE PLAN CLIMATE ELEMENT. The City Council adopts a Climate Element with greenhouse gas reduction and resilience sub-elements as set forth in Exhibit A, attached hereto and incorporated by reference, as an amendment to the City of Lake Forest Park "2024 Comprehensive Plan Update".

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is 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. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this [click here](#) to enter day of month. day of [Click here to enter month.](#), 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:

Adopted:

Posted:

Published:

Effective:

EXHIBIT A

City of Lake Forest Park Climate Element

November 2025



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Volume 1 | Goals & Policies



Introduction

The Lake Forest Park Comprehensive Plan Climate Element guides the future of climate change action and resilience in the City of Lake Forest Park. It includes policies that reduce the city's contributions to climate change and that will support Lake Forest Park's communities in preparing for and withstanding climate impacts into the future.

Amendments to Washington's Growth Management Act (GMA) in 2023 newly require a Climate Element within cities' comprehensive plans. The Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance community resiliency to the adverse impacts of climate change. The Element also aligns with the Department of Commerce's Climate Planning Guidance.

The policies within this Element (Volume I) represent opportunities to prioritize the Lake Forest Park communities' health and well-being, protect and expand valuable ecosystems, and shape an innovative and efficient future for the city.

The Climate Element Background Analysis (Volume II) contains background data and analysis that provide the foundation for the Climate Element goals and policies. Major topics addressed in the Climate Element Background Analysis (Volume II) include:

- Planning context,
- Public participation,
- Climate change in Lake Forest Park,
- Greenhouse gas emissions in Lake Forest Park.



Goals and Policies: Resilience Sub-Element



Goal CE-1: Smoke and Heat Resilience

Enhance community resilience to wildfire smoke and extreme heat by strengthening infrastructure, public and emergency services, and natural areas to reduce impacts on residents, workers, and critical services.

Policy CE-1.1: Integrate cooling low-impact development measures, such as trees, vegetation, permeable pavement, and other heat-resistant infrastructure near high-traffic transportation areas with elevated temperatures. Prioritize tree varieties that are drought- and heat-tolerant and increase biodiversity within the city.

Low impact development (LID) is a stormwater and land use strategy that strives to mimic hydrologic processes before the area was developed or disturbed. LID measures emphasize conservation, use of on-site natural features, site planning, and integration of stormwater management practices into project design. Rain gardens and permeable hardscapes are examples of LID measures.

Policy CE-1.2: Strengthen Lake Forest Park's critical areas and wildlife habitats by prioritizing natural cooling strategies such as planting shade-providing trees, expanding native vegetation, preserving and restoring wetlands and riparian buffers along creeks, adding shaded water sources, and creating connected habitat corridors to support salmon passage and ecological resilience.

Critical areas are defined by the Growth Management Act and municipal code and refer to wetlands, streams, areas with a critical recharging effect on aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas such as erosion hazard areas, landslide hazard areas, seismic hazard areas, and steep-slope hazard areas.

Policy CE-1.3: Partner with local community groups, school districts, libraries, and government agencies to expand access to cooling and clean air resources during extreme heat and wildfire smoke events—especially for low-income households, older adults, people with disabilities, and those with respiratory conditions. Support initiatives such as education on do-it-yourself (DIY) clean air shelters (example, HEPA filter box fans), air conditioner (A/C) and air purifier rebates, cooling kits, and improved infrastructure in public spaces.



Policy CE-1.4: Develop or support public education campaigns to raise awareness of heat risks and connect residents with available resources during heat waves, ensuring widespread distribution through multiple channels such as online, community centers, local events, and multilingual outreach.

Policy CE-1.5: Establish or partner to support resilience hubs that provide cooling, clean air, and essential services during extreme heat, wildfire smoke, and other natural hazard events, and serve as year-round community support and resource centers.

Resilience hubs are trusted, community-serving facilities that support communities in everyday life and before, during, and after an emergency. Although climate change affects everyone, low-income communities and communities of color are disproportionately impacted by climate-related events. Resilience hubs help neighbors access resources and services and build trust and community cohesion in their day-to-day lives.



Goal CE-2: Environmental Justice

Advance environmental justice and community well-being by prioritizing equitable climate policies, inclusive decision-making, and access to healthy, resilient environments for all residents.

Policy CE-2.1: Prioritize neighborhoods facing higher exposure to climate impacts and pollution to receive resilience investments such as increased tree canopy, canopy retention, and green infrastructure, which help mitigate environmental stresses and improve quality of life.

Policy CE-2.2: Support monitoring of urban forestry's climate impacts, focusing on high-risk and underserved areas. Protect exceptional trees, expand canopy coverage, and partner with King County's heat mapping to guide resilience planning.

Policy CE-2.3: Support nonprofit organizations that provide education and engagement in forest conservation strategies while also prioritizing the protection of natural areas and ecosystems, with a focus on safeguarding local waterways and local salmon species.

Policy CE-2.4: Provide all residents, especially vulnerable populations, an opportunity to learn about climate impacts, influence policy decisions, and co-develop equitable emissions reduction and climate adaptation strategies that reflect community needs and priorities.

Vulnerable populations are groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to adverse socioeconomic factors and sensitivity factors. Includes, but is not limited to racial or ethnic minorities, earners of low incomes, and populations disproportionately impacted by environmental harms.





Goal CE-3: Drought and Flood Resilience

Preserve and protect Lake Forest Park water resources by advancing drought and flood resilience.

Policy CE-3.1: Integrate water conservation and protection strategies into City planning to address drought, extreme heat, and other climate-related risks impacting water resources in Lake Forest Park.

Policy CE-3.2: Coordinate with water providers in Lake Forest Park and explore collaboration with the Saving Water Partnership to provide financial incentives such as rebates or tax credits for residents and businesses to install water-saving technologies and systems, including cisterns, drip irrigation, leak detection kits, and smart irrigation controllers.

Policy CE-3.3: Promote drought resilience and water efficiency in urban planning through compact development, minimized impervious surfaces, and the use of water-saving design strategies to reduce runoff and promote efficient land use.

Policy CE-3.4: Encourage the use of green infrastructure and low-impact development measures to manage stormwater runoff and flooding, which pollutes waterways and puts community health, infrastructure, and property at risk, amid increasing storm intensities.

Policy CE-3.5: Collaborate with local partners to restore floodplains and improve stream and river connectivity as a strategy to reduce flood risk.

Policy CE-3.6: Integrate flood resilience into the planning, investment, and maintenance of transportation infrastructure—including roads, sidewalks, trails, parks, and transit—and water infrastructure in Lake Forest Park to reduce future flood risk and ensure these assets remain safe, accessible, and functional during and after flood events.

Policy CE-3.7: Collaborate with water providers to plan and implement resilience measures for critical water infrastructure such as wells and reservoirs in flood-prone areas to reduce vulnerability to flooding and other climate-related hazards.

Policy CE-3.8: Partner with local agencies, water providers, and community organizations to apply sediment control practices, enhance watershed stability, and support water quality and storage.

Policy CE-3.9: Coordinate with land managers and community partners to implement erosion and landslide control techniques—including mulching, native grass seeding, and silt fencing—to stabilize soils and safeguard local waterways.





Policy CE-3.10: Support inclusive public education and outreach programs on flood risk and water conservation, prioritizing support for communities in flood-prone areas.

Goal CE-4: Emergency Management

Strengthen emergency response systems to climate hazards by improving coordination, infrastructure, and community preparedness.

Policy CE-4.1: Develop a comprehensive waste management plan to address debris removal and waste disposal in post-emergency scenarios, in partnership with local waste services, emergency management agencies, and regional partners. Ensure alignment with the Comprehensive Emergency Management Plan (CEMP).

Policy CE-4.2: Encourage on-site energy storage and backup systems for neighborhoods, businesses, and municipal buildings, while ensuring that resilience strategies provide equitable access for low-income households, seniors, and others at higher risk during power outages.

Policy CE-4.3: Collaborate with the Puget Sound Clean Air Agency (PSCAA) and other regional partners to enhance real-time air quality monitoring and community guidance to protect public health during smoke events, building on existing communication systems and expanding outreach efforts to reach more residents, especially vulnerable populations.

Policy CE-4.4: Coordinate with state and local agencies (example, King County Emergency Management, Public Health – Seattle & King County, first responder agencies, and community-based organizations) to monitor risks such as wildfire and heat, identify risk areas, develop targeted response plans, and ensure equitable access to education, outreach, resources, and recovery assistance. Prioritize clear, proactive communication and access to information before emergencies occur.

Policy CE4.5: Take steps to maintain reliability of the power grid to withstand climate-exacerbated extreme weather events, such as by maintaining trees near power lines and undergrounding power lines where feasible.



Goals and Policies: Greenhouse Gas (GHG) Emissions Reduction Sub-Element



Goal CE-5: Buildings and Energy

Reduce emissions from buildings by supporting low-carbon building energy sources and energy-efficient building design and retrofits.

Policy CE-5.1: Encourage adoption of standards for sustainability, environmental design, and energy conservation in public buildings.

*Examples of **green building standards** the City could adopt include Leadership in Energy & Environmental Design (LEED), Living Building Challenge Green Globes, and the National Green Building Standard.*

Policy CE-5.2: Implement renewable energy sources and reduce energy use, refrigerant emissions, and potable water consumption in City buildings and operations.

Policy CE-5.3: Participate in regional efforts to create a state-wide clean energy policy and use the legislative agenda to advocate for clean energy projects in Washington.

Policy CE-5.4: Work with regional partners and stakeholders to seek and support funding for programs that focus on energy efficiency, clean energy technology, building electrification updates, weatherization, and community solar—emphasizing support for rentals, lower-income households that are currently energy burdened.

Policy CE-5.5: Build on existing utility-provided energy efficiency and building electrification programs and initiatives through expanding outreach and education programs. Educate residents about incentives for emerging clean energy technology, such as tax exemptions for solar installations. Increase resident awareness of existing technology such as solar arrays, heat pumps, and other energy efficient home heating/cooling and water heating systems.

Policy CE-5.6: Streamline permitting and approval processes for energy efficiency upgrades, building electrification retrofits, and clean energy projects, with the goal of reducing GHG emissions from buildings while maintaining grid affordability, capacity and reliability.





Goal CE-6: Alternatives to Driving

Promote and enhance alternatives to single-occupancy vehicle travel.

Policy CE-6.1: Prioritize, develop, and maintain mobility hubs in the Town Center and other transportation-efficient locations, especially near overburdened communities that lack sustainable transportation options.

Mobility hubs are locations where people can access multiple types of transportation modes in a central location (such as bike share, public transit, micro mobility devices). Often located adjacent to transit stops and stations, mobility hubs serve as a transfer point for multiple transportation modes and offer first and last mile connections between the hub and one's origin or destination.

Policy CE-6.2: Support expansion of bicycle rack and locker capacity at appropriate transit stops, mobility hubs, and park & rides in a manner that meets Community Protection through Environmental Design guidelines.

Policy CE-6.3: Support collaboration among neighboring cities to promote streamlined and connected alternative transit options, including a shared-use electric bicycle or scooter program that provide transportation between cities.

Policy CE-6.4: Develop a connected and complete multimodal network that prioritizes access to key destinations throughout Lake Forest Park—including transit stations, parks, trails, and the Town Center—and that provides safe access for all ages and abilities. Implement the Safe Streets and Town Center Connections Plans to ensure safe, efficient, and direct pedestrian and bicycle access to major community hubs and transit services.

Policy CE-6.5: Expand Lake Forest Park's "Safe Routes to School Program" participation, including an education and encouragement component, and continue to apply for local, state, and federal grants to enhance safe routes to schools.

Safe Routes to School is a program for projects within two miles of primary, middle, and high schools to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school.

Policy CE-6.6: Create and support outreach and education initiatives and materials that inform the community about transit travel options, in partnership with community groups.





Goal CE-7: Electric Vehicles

Facilitate a transition to electric vehicles by expanding charging and education.

Policy CE-7.1: Support the expansion of electric vehicle charging infrastructure throughout the community, including municipal buildings, multifamily and affordable housing developments, major commercial areas, parking garages, parks, and other community-serving locations to advance transportation decarbonization.

Policy CE-7.2: Transition the City fleet to electric vehicles starting with high-use, high-emissions, and cost-inefficient vehicles.

Policy CE-7.3: Promote the use of electric off-road equipment in City operations and among community members by providing educational resources, guiding access to available funding or rebate programs, and incorporating electric equipment options into City operations where feasible.

Electric off-road equipment can include electric versions of excavators, forklifts, skid steer loaders, utility vehicles, backhoes, ride-on or push mowers, agricultural tractors, and compact wheel loaders.



Goal CE-8: Climate-Friendly Development

Promote development that advances climate planning, resilience, and greenhouse gas emissions reduction.

Policy CE-8.1: Foster transit-oriented development by increasing density in areas that are well-served by transit and prioritize infill development through the zoning and permitting process.

Transit-oriented development is an approach to creating dense, walkable residential neighborhoods with easy access (e.g., within a radius of up to 0.5 miles) to public transportation and commercial/retail uses.

Policy CE-8.2: Explore opportunities for complementary, mixed land use zoning to promote cycling and walking and to reduce driving.

Policy CE-8.3: Incentivize developments, including affordable housing and rental units, that use clean energy or reduce energy consumption.



Goal CE-9: Waste Management

Reduce waste generation and increase recycling and composting.

Policy CE-9.1: Set and achieve specific goals around waste generation and periodically measure waste via waste characterization studies, in partnership with the City's waste collection service provider.

Policy CE-9.2: Focus on reducing generation and disposal of high-emissions materials, such as organic waste, via outreach and support for composting at homes and businesses. Consider creating a food rescue and/or food waste prevention technical assistance program to support the state's goal of 50% food waste reduction by 2030.

Policy CE-9.3: Facilitate the City's 70% recycling rate goal (as adopted by King County) and expand current recycling efforts, such as the battery recycling program at City Hall.

Policy CE-9.4: Incentivize reuse and recycling of construction and demolition waste.

Policy CE-9.5: Support equitable outreach and engagement around waste reduction (including reuse and repair), recycling, and composting in partnership with the City's waste collection service provider.



Volume II | Background Analysis



Introduction

Climate change refers to significant, long-term changes in temperature, precipitation patterns, and other atmospheric conditions that are primarily driven by human activities such as the burning of fossil fuels and deforestation. In Washington State, the effects are already evident—from hotter summer temperatures and increased wildfire risks to more frequent and intense storms. In response, the Washington State Legislature enacted House Bill 1181 in 2023, amending the Growth Management Act (GMA) to require local governments to integrate climate change considerations into their comprehensive planning processes. This mandate introduces a Climate Element, comprising two sub-elements:

The **Resilience Sub-Element** is mandatory for all fully planning counties and cities under the GMA. It is aimed at enhancing climate preparedness, response, and recovery efforts and includes identifying and managing risks associated with climate hazards such as flooding, wildfires, and extreme weather events.

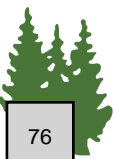
The **Greenhouse gas (GHG) Emissions Reduction Sub-Element** is mandatory for the state's 11 most populous counties and their cities with populations over 6,000 as of April 1, 2021, which includes Lake Forest Park. This sub-element focuses on establishing goals and policies to reduce GHG emissions and vehicle miles traveled, contributing to the state's overarching goal of reducing GHG emissions by 95% by 2050.

Incorporating climate change into long-term plans enables communities to proactively address and adapt to the inevitable impacts of a changing climate and ultimately safeguard public health, infrastructure, and ecosystems. This climate planning can help lead to long-term economic benefits, such as reduced disaster recovery costs and enhanced energy efficiency. It also provides an opportunity to address environmental justice by ensuring that vulnerable and overburdened communities receive the support and resources they need to thrive in the face of climate challenges.

The policies within this Climate Element promote community well-being, address key climate vulnerabilities, and aim to reduce emissions from the sectors in the city that are the largest contributors. By implementing these policies, the City and community can take decisive steps toward achieving the state's climate objectives and ensuring a livable and thriving environment for all.

This chapter provides further information about the background information used to develop the updated goals and policies in the Climate Element:

- Planning context,
- Public participation,
- Climate change in Lake Forest Park,
- Greenhouse gas emissions in Lake Forest Park.



Planning Context

Several strategic and issue-specific plans have been developed to address climate change, hazard mitigation, and sustainability needs throughout the city. These issue-specific plans informed the development of the Climate Element goals and policies, and they collectively reflect Lake Forest Park's commitment to fostering sustainability and resilience. These plans include:

- 2008: The Legacy 100-Year Vision
- 2013: Lake Forest Park Shoreline Master Program
- 2017: Safe Streets: Recommendations for Improving Safety and Connections to Transit and Amenities
- 2018: Parks, Recreation, Open Space, & Trails Plan
- 2018: Safe Highways Report
- 2018: Safe Streets: Town Center Connections
- 2019: King County Comprehensive Solid Waste Management Plan
- 2019: King County Hazard Mitigation Plan, Lake Forest Park Annex
- 2023: Stormwater Management Program Plan
- 2024: Urban Forest Ecosystem Services and Values Report
- 2024: Lake Forest Park Climate Action Plan

Aligning the Climate Element with these plans ensures that goals and policies reflect both immediate priorities and the community's long-term vision. Of this list, the Climate Action Plan and the Legacy 100-Year Vision were particularly informative for the Climate Element and are described in further detail below.

Lake Forest Park Climate Action Plan (2024)

The Climate Action Plan contains robust policies on climate resilience and GHG emissions reduction. It acts as a roadmap for the Lake Forest Park community to address climate change by setting goals to reduce community-wide emissions, enhance ecosystem health and carbon sequestration, and increase the Lake Forest Park community's resilience to climate impacts. The Climate Action Plan was developed by the Climate Action Committee (Resolution number 1836 and 1844) through extensive research and the engagement of the broad Lake Forest Park community and adopted by the City Council on June 13, 2024.

The **Climate Action Plan** is available online at <https://www.cityoflfp.gov/DocumentCenter/View/11748/LFP-Climate-Action-Plan?bidId=>

Lake Forest Park Legacy 100-Year Vision (2008)

The Lake Forest Park *Legacy 100-Year Vision* provides a framework to begin to integrate sustainability, resilience, and equity into the Comprehensive Plan by focusing on green infrastructure. The *Vision* notes that green infrastructure "encompasses a wide range of



landscape elements, including: natural areas—such as wetlands, woodlands, waterways, and wildlife habitat; public and private conservation lands—such as nature preserves, wildlife corridors, greenways, and parks; and outdoor recreation and trail networks.”

The *Vision* identifies existing green infrastructure, sets goals for how this green infrastructure will be enhanced in the next century, and identifies projects that can be undertaken in the near-term. This visionary document, which incorporates extensive community feedback, influences several elements of the Comprehensive Plan, including Climate; Environmental Quality & Shorelines; and Parks, Trails, & Open Space.

The **Legacy 100-Year Vision** is available online at www.cityoflfp.gov/DocumentCenter/View/362

Supporting Technical Materials

Several activities, including technical and qualitative analyses and community engagement, were conducted to ensure that the Climate Element is grounded in the city’s planning context, up-to-date local data, and community priorities, as well as to ensure alignment with the Washington State Department of Commerce climate planning guidelines. The following technical materials resulting from these activities contain further details about the City’s methods and results:

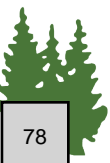
- Engagement Strategy
- Climate Impacts Summary
- Policy Audit Memorandum and Policy Audit Workbook
- Climate Vulnerability Assessment
- GHG Summary Memorandum
- Vehicle Miles Traveled (VMT) Study
- GHG Wedge Memorandum
- Climate Element Policy Workbook

These **technical materials** are available at <https://cityoflfp.gov/696/2025-Comprehensive-Plan-Climate-Element>

Public Participation

The Climate Element has been developed collaboratively with a community-based Climate Planning Advisory Team (CPAT) and using input from City staff, youth, and the public through engagement initiatives. This inclusive process underscores the City’s commitment to developing a comprehensive and actionable plan that addresses the unique challenges presented by climate change.

Community engagement in 2024-2025 was critical to developing the Climate Element. The City built upon the methods used during the public participation program that occurred during the Comprehensive Plan update in 2023–2024. The project team developed and implemented



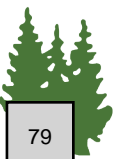
engagement strategies to reach Lake Forest Park's community members to meaningfully hear feedback and integrate community input. Findings from the community engagement informed the development of actionable policies.

Between October 2024 and June 2025, the City conducted the following engagement initiatives:

1. **Climate Policy Advisory Team.** The City established the CPAT to shape the strategies and policies by advising the City throughout the Climate Element development process (Resolution No 24-1948, Section 2). The CPAT included representatives from Planning Commission, the Climate Action Committee, and Tree Board. The CPAT met 9 times between October 2024 and June 2025, where they reviewed supporting materials and content, provided feedback on draft goals, and helped to shape policies for the Climate Element.
2. **Webpage.** The City shared information about the Climate Element project, background information, and opportunities for engagement on a project webpage.
3. **Community Survey.** The City hosted an online survey to learn about Lake Forest Park community members' understanding of climate change, experience of climate impacts, and about potential Climate Element policy areas. The City distributed survey invitation postcards to all Lake Forest Park residential addresses.
4. **Group Interviews with Youth.** Group interviews were conducted with the Environmental Club and the Interact Club at Shorecrest High School to gather youth perspectives on the actions that Lake Forest Park should prioritize to reduce greenhouse gas emissions and strengthen resilience to climate hazards, and outcomes from the interviews informed the Climate Element.
5. **Community Open House.** The City held one in-person public open house to engage the broad public on the Climate Element. The open house provided an opportunity for participants to share feedback on the draft policies, voice concerns, and identify priorities to shape the final Climate Element. The community open house was advertised through the City's listserv, newsletter, emailed notices, and postings at community gathering places.

In June 2025 and beyond, the City will conduct the following additional engagement initiatives:

6. **Public Comment Period.** The City will launch the public comment period June 16 through August 11, 2025 to support the Climate Element review and adoption process.
7. **Planning Commission Meetings.** Staff will present the draft Climate Element to Planning Commission in the latter half of 2025.
8. **City Council Meetings and Hearings.** Staff will present the draft Climate Element to City Council in the latter half of 2025.



Climate Change in Lake Forest Park

Lake Forest Park is already seeing the impacts of climate change, including rising temperatures, wildfire smoke, and flooding. These climate impacts affect the city's infrastructure and natural resources, as well as the health of Lake Forest Parks' communities. Lake Forest Park community members who responded to the community survey expressed concerns about wildfire smoke, severe storms, and heatwaves, and they noted experiencing those climate impacts firsthand.

Rising Temperatures and Extreme Heat. Average summertime temperatures are projected to increase. This increase can harm public health, damage infrastructure, and threaten wildlife habitat.

Wildfires and Smoke. Wildfire risk and wildfire smoke are expected to increase. Wildfires can harm property, wildlife, and public safety. Wildfire smoke worsens air quality and exacerbates health problems, such as asthma.

Changing Precipitation and Flooding. Extreme rain events are expected to increase in the winter, leading to more water in Lyon and McAleer Creeks that may result in more flooding, landslides, and erosion. Flooding and landslides can damage homes, businesses, roads, and infrastructure such as stormwater systems, sewer lines, and other utilities.

Drought and Water Supply. Summer rainfall is projected to decrease, which will make drought conditions worse, reduce water availability, and harm fish and wildlife habitat through lower and warmer streamflows in Lyon and McAleer Creeks.

Community Vulnerability to Climate Change

Everyone in Lake Forest Park will be affected by climate change, but some individuals and groups are at greater risk because they are considered more vulnerable to a range of economic, social, and built environment factors. People with health conditions like asthma, diabetes, or heart disease may also face greater risks. Additionally, those with limited income, language barriers, or no access to healthcare may have a harder time preparing for and recovering from extreme weather. Some potentially vulnerable populations are described in Table 1. Individuals or groups are more likely to be particularly vulnerable to climate change impacts if they experience more than one category of vulnerability, live in areas that are particularly susceptible to climate impacts like extreme heat or wildfires, and/or live in areas with outdated infrastructure.



Table 1: Potential Vulnerable Communities in Lake Forest Park and Example Vulnerability Considerations

Vulnerable Populations	Percent of Residents ¹	Example Vulnerability Considerations
Total non-white residents	27.5%	Communities of color often face disproportionate health risks linked to exposures to environmental hazards and may be more vulnerable to health effects associated with climate impacts due to racialized health and socioeconomic disparities. ² For example, in 2021, the asthma mortality rate in the United States was more than twice as high for black individuals than for white individuals. ³
Renter-occupied housing units	19.2%	The cost burden for renter households is higher than for owner households in Lake Forest Park, and renting is more common among non-white households in the city, according to the racially disparate impacts analysis conducted for the Comprehensive Plan in 2024. Renters typically have less ability to take actions such as making energy efficiency upgrades and adding air conditioning.
People in poverty	3.6%	People with low incomes have fewer economic resources to cope with potential climate impacts like property loss and health impacts. ⁴
People with disabilities (under 65 years old)	4.2%	People with disabilities (such as those with low vision, blindness, hearing loss, or mobility issues) may face barriers in evacuating during extreme weather events. ⁴
Youth under 5 years old	3.9%	Young children are especially vulnerable to the harmful impacts of extreme heat and wildfire smoke. ⁴
Seniors 65 years or older	18.1%	Seniors tend to have reduced mobility and higher susceptibility to heat-related illnesses. ⁴

¹ U.S. Census Bureau, “QuickFacts Lake Forest Park city, Washington,” 2024.

<https://www.census.gov/quickfacts/fact/table/lakeforestparkcitywashington/PST045224>

² Berberian AG, Gonzalez DJX, Cushing LJ. “Racial Disparities in Climate Change-Related Health Effects in the United States.” *Curr Environ Health Rep.* 2022. <https://pmc.ncbi.nlm.nih.gov/articles/PMC9363288/>

³ U.S. Center for Disease Control, “Most Recent National Asthma Data,” 2021.

https://www.cdc.gov/asthma/most_recent_national_asthma_data.htm

⁴ Gamble, J.L., et al. U.S. Global Change Research Program. “Ch. 9: Populations of Concern.” In: *The impacts of climate change on human health in the United States: A scientific assessment*, 2016: 252.

<https://health2016.globalchange.gov/downloads#populations-of-concern>



Infrastructure Vulnerability to Climate Change

Climate vulnerability is the degree that a community or system is at risk of harm from hazards or impacts driven by climate change. In Lake Forest Park, the climate vulnerability of infrastructure overall is medium. The types of infrastructure with the highest vulnerability are transportation and water resources.

Transportation and Economy. Key elements of transportation and economic infrastructure include SR 104, SR 522, bus routes, bridges, and the City Center. These aspects of the city have generally high overall vulnerability because they intersect with flood-prone areas, heat islands, and landslide-risk zones—all of which are likely to cause damage and disruptions. Much of SR 522, all bridges, the City Center, and Third Place Commons overlap with areas in the city that have higher-than-average surface temperatures (Figure 1).

Water Resources. Water resources—including drinking water, stormwater, and sewer systems—can enhance water quality and ensure that residents have drinkable water. As climate change drives longer and more intense drought conditions and heatwaves, water systems could see reductions in water storage as well as increases in demand, while more intense precipitation events could lead to increased stormwater runoff that can potentially overwhelm stormwater and wastewater systems. Water resources have high vulnerability to climate hazards overall and face the most risk from landslides and flooding out of all climate hazards. All water resource assets are located within at least 500 meters of a landslide hazard zone (Figure 2).

Critical Facilities. Critical facilities include the library, police and fire stations, schools, City Hall, and the city's only grocery store. These facilities provide essential services and serve as emergency shelters, gathering spaces, or cooling centers. Climate hazards could directly damage critical facilities or block access to the facilities through obstructed roads. In Lake Forest Park, critical facilities have medium overall vulnerability to climate hazards. The library, police station, City Hall, and grocery store are highly exposed to extreme heat because they are located within the Town Center plaza, which has very few trees to provide shade and lots of asphalt and concrete surfaces to absorb heat (Figure 3).

Community Resources and Housing. Community resources include trails, parks, and streams that provide opportunities for recreation, community gathering, and time outside. Community resources may be impacted by climate impacts but may also help residents and the city manage impacts. For example, parks can help residents manage extreme heat events by providing a cool place to rest. Community resources and housing in Lake Forest Park have medium vulnerability overall and out of all climate hazards, they are most at risk of damage and disruption from the climate hazard of landslides. Grace Cole Nature Reserve, Horizons View Park, creeks, low-income housing, and urban trails are all located within or intersect with landslide hazard areas (Figure 4).



Figure 1. Transportation assets and heat severity.
Map by Cascadia Consulting Group.

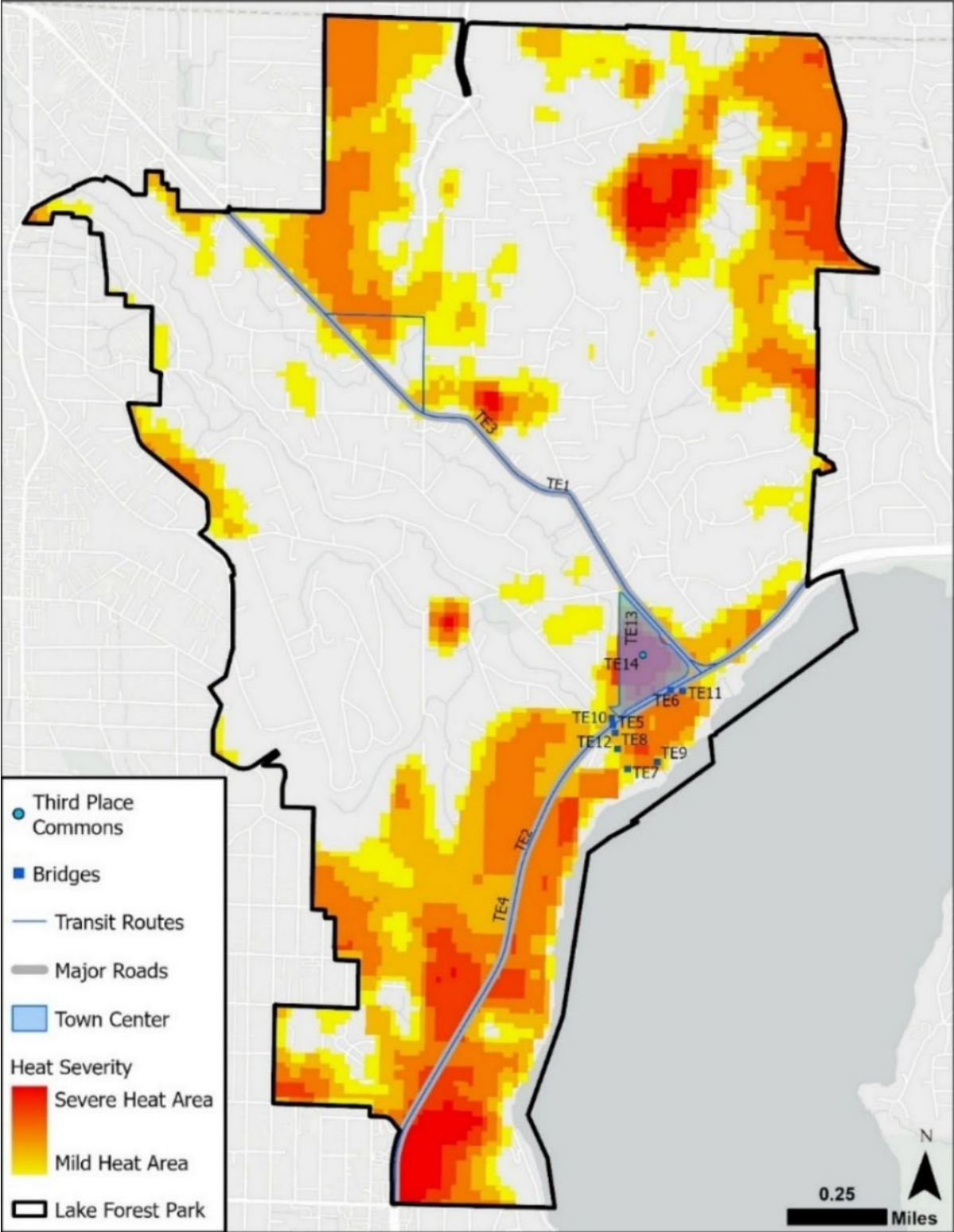


Figure 2. Water resource assets in landslide risk areas.
Map by Cascadia Consulting Group.

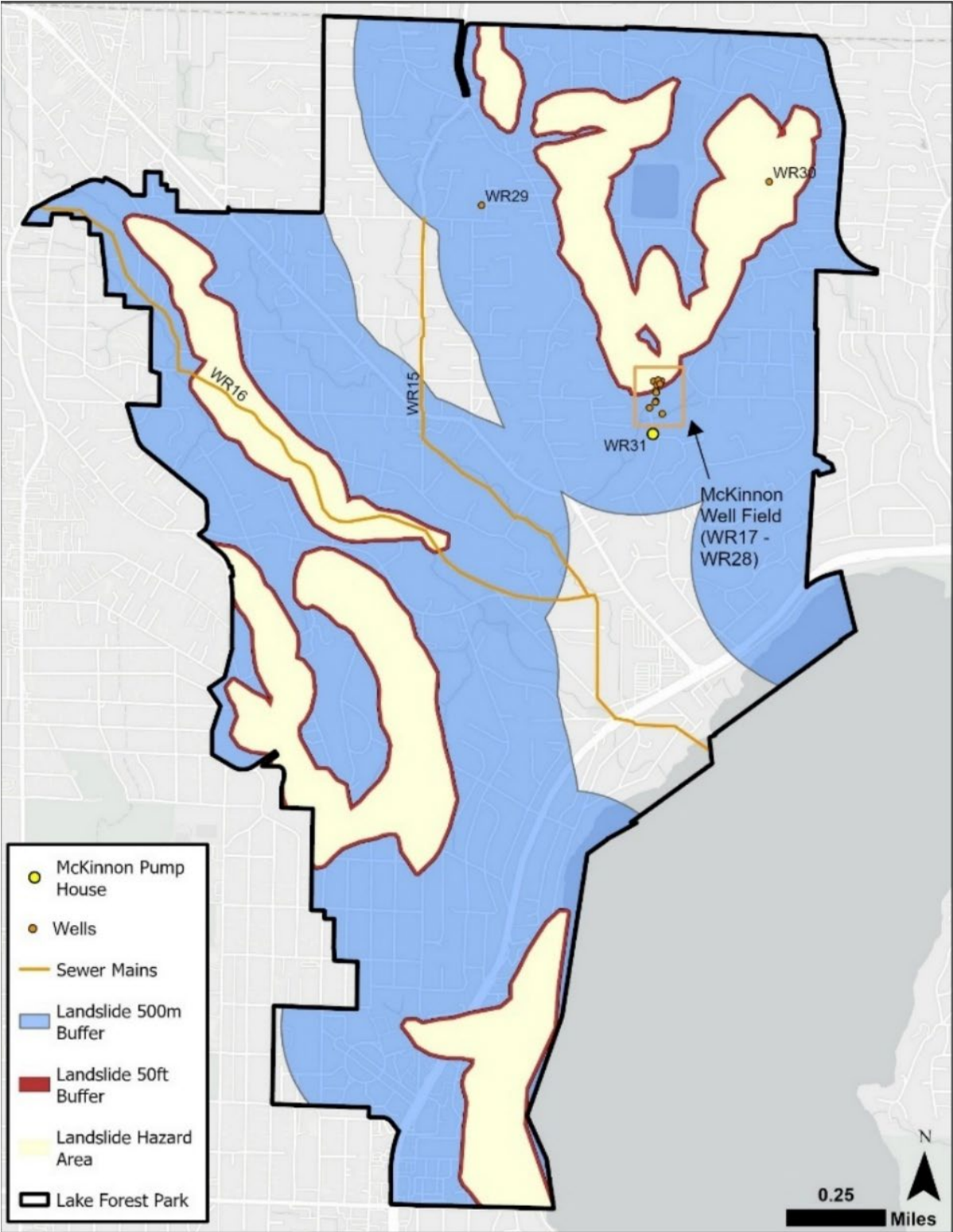


Figure 3. Locations of critical facilities relative to heat severity areas.
Map by Cascadia Consulting Group.

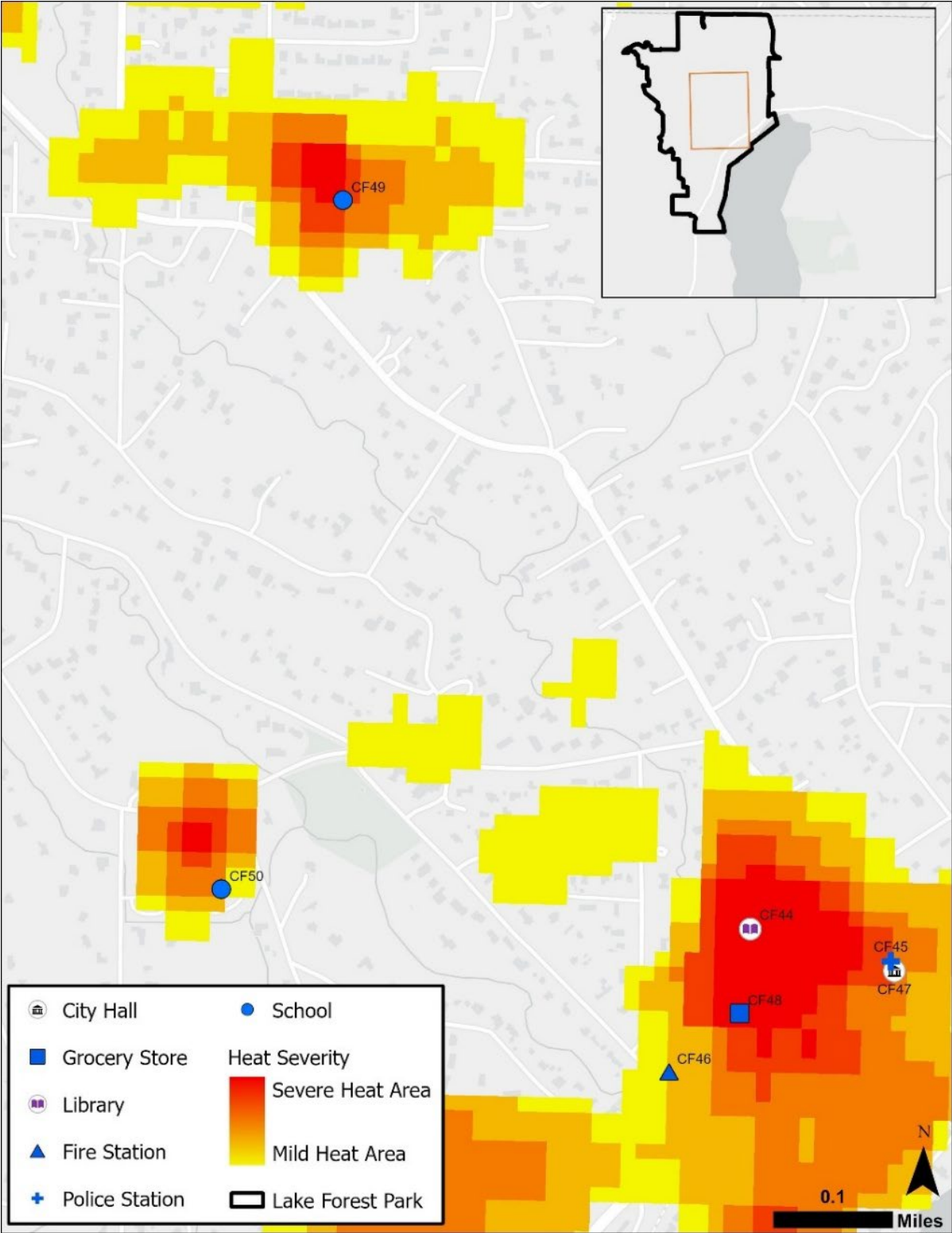
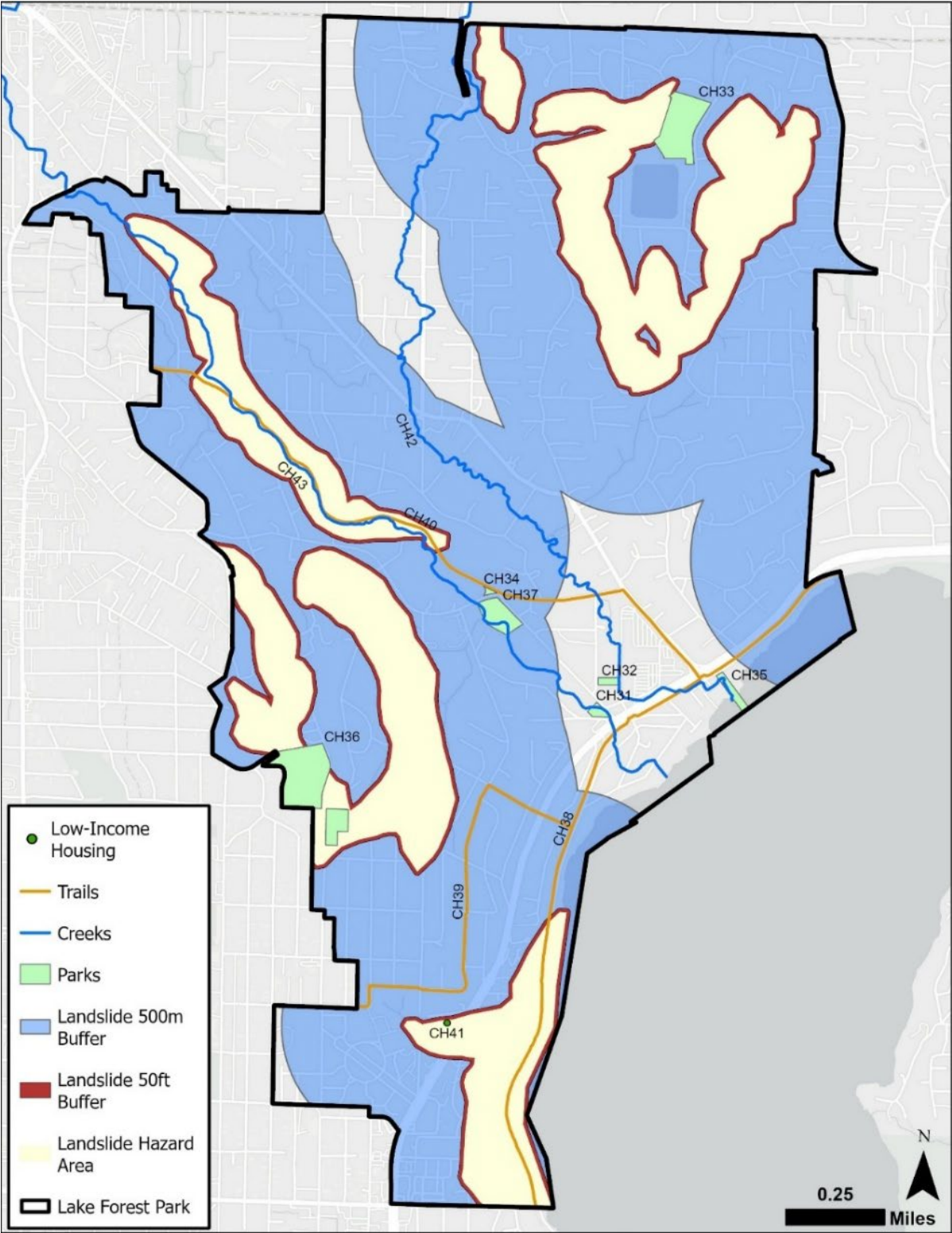


Figure 4. Map of community resources and landslide exposure.
Map by Cascadia Consulting Group.



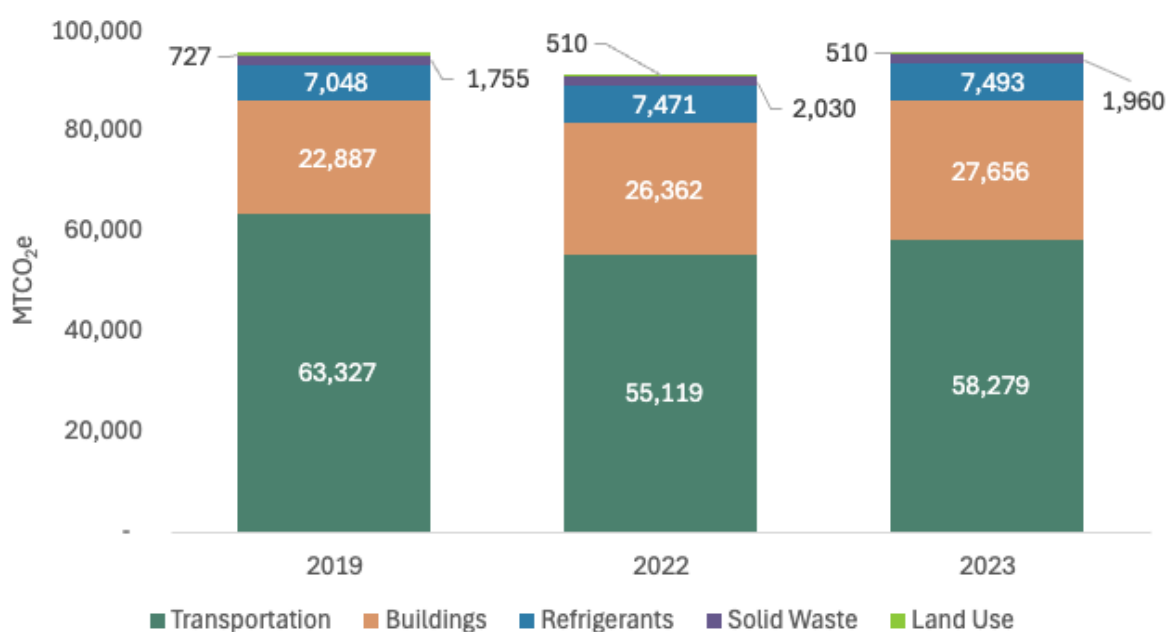
Greenhouse Gas Emissions in Lake Forest Park

Climate change is primarily caused by burning fossil fuels, including natural gas and gasoline, to heat and cool homes and to power cars and other vehicles. As part of the Climate Element development process, the City conducted two studies—one study at the community scale and another study for municipal operations—to understand what emissions the city contributes to climate change.

Emissions Overview

Within City operations and across the community, transportation has been the most significant source of greenhouse gas (GHG) emissions (Figure 5).

Figure 5. 2019, 2022, and 2023 communitywide GHG emissions, by source (MTCO₂e).



Lake Forest Park's municipal operations. In 2023, the City's vehicle fleet (71%) was the greatest contributor to municipal GHG emissions, followed by refrigerants (23%), solid waste generation and disposal (5%), and electricity (1%). Municipal operations are also included in the communitywide emissions estimates below and make up less than 1% of total community emissions.

Lake Forest Park community. In 2023, the community—which includes residents, visitors, businesses, and municipal operations—generated 95,897 metric tons of carbon dioxide equivalent (MTCO₂e), a measure of GHG emissions. Emissions came from transportation (61% of total emissions), buildings and energy (29%), refrigerants (8%), solid waste (2%), and land use, primarily from tree loss (less than 1%):⁵

- **Community transportation** (61% of total emissions) includes on-road vehicles (24% of total emissions), air travel (30% of total emissions), and off-road equipment (7% of total emissions).
- **Buildings and energy** (29% of total emissions) includes electricity (3% of total emissions), natural gas (22% of total emissions), and fuel oil and propane (4% of total emissions).

Emissions Data

Lake Forest Park's inventories **followed the protocols that represent the industry standard** for quantifying emissions from communities and local governments. The communitywide inventory followed both ICLEI's U.S. Community Protocol for Accounting and Reporting of GHG Emissions (USCP) and The Greenhouse Gas Protocol's Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC). Lake Forest Park's 2023 municipal operations inventory was performed in alignment with the Local Government Operations Protocol (LGOP). Following these protocols helps to ensure the inventories are replicable, consistent, and accurate.

The GHG inventories used **locally specific data** as much as possible, based on data availability. For example, to calculate emissions from buildings and energy, the project team used local natural gas and electricity usage data provided by utilities. When local data is not available, data is applied from a regional or national scale according to the GHG inventory protocols above. For example, to calculate air travel emissions, emissions from Seattle-Tacoma International Airport (SEA) were attributed to individual cities using the volume of fuel loaded onto all planes departing from SEA, in combination with passenger survey data, population, and household income data from the U.S. Census.

The full **GHG Summary Memorandum**, is available at <https://cityoflfp.gov/696/2025-Comprehensive-Plan-Climate-Element>

⁵ Percentages are rounded to the nearest whole number. While the total may not appear to equal sum of the parts, each percentage is independently calculated to be the most accurate rounded amount.



Emissions Reduction Targets

The City of Lake Forest Park is aiming for the following **emissions reduction targets** (compared to the 2019 baseline year):

- **50% by 2030**
- **75% by 2040**
- **95% and net zero by 2050**

With the development of this Climate Element, the **City and CPAT updated the City's GHG emissions reduction targets to compare against a 2019 baseline**, rather than 2007, to have a baseline year for which there is measurable data. Lake Forest Park's GHG emissions reduction targets align with the regional targets set by King County-Cities Climate Collaboration (K4C) and Washington state, although K4C and Washington state's targets use a 1990 baseline (Table 2).

Table 2. K4C and Washington state emissions targets.

Target Year	K4C	Washington State
2030	50%	50%
2040	75%	70%
2050	95%	95% and net zero

GHG Emissions from Vehicles

To better understand the transportation emissions and how people are currently traveling within Lake Forest Park and to destinations outside of the city, the City conducted a study of vehicle-miles-traveled (VMT) and a travel market assessment. The following results focus on VMT and GHG emissions from on-road transportation sources within Lake Forest Park's city limits.

Passenger vehicles contribute the most to overall VMT in Lake Forest Park. Key takeaways related to VMT, including all vehicle trips that start and/or end in Lake Forest Park include:

- **Passenger vehicle VMT increased between 2022 and 2023 but emissions decreased slightly due to electric vehicles making up a larger share of total miles.** Between 2019 and 2023, the number of vehicle trips per person increased, reflecting shifts in travel behavior after the COVID-19 pandemic, including a greater reliance on private vehicles over shared modes, like transit. Between 2022 and 2023, electric vehicle miles increased more than gasoline-powered vehicle miles. Although average trip lengths decreased between 2019 and 2023, the rise in trip frequency suggests that Lake Forest Park is not yet on a clear path toward meaningful VMT reduction.



- **The majority of trips in Lake Forest Park are interjurisdictional, meaning the trips either start or end in Lake Forest Park and include a neighboring city.** Over 85% of all vehicle trips are interjurisdictional trips, making them the dominant contributor to total VMT.
- **Non-work trips by residents are the most frequent trip type and the top contributor to overall VMT.** While most of these trips are interjurisdictional, non-work trips by residents also account for the highest number of trips within Lake Forest Park and have overall shorter trip lengths, with about 30% of trips that are 2 miles or less and an additional 40% of trips that are between 2 and 5 miles.
- **Work trips contribute disproportionately to overall VMT in Lake Forest Park.** The bulk of VMT from work trips comes from interjurisdictional trips between 3 and 18 miles. These commutes contribute significantly to the total on-road emissions footprint.
- **Non-work trips by visitors occur in similar volumes as work trips but contribute far less to total VMT.** These trips are typically shorter than work trips because visitor trips usually originate from neighboring jurisdictions, with people traveling to destinations within Lake Forest Park, such as the Town Center. In contrast, employment centers are often located further away.

Contributions of State and Federal Policies

Addressing greenhouse gas emissions requires the combined efforts of local, state, federal, and regional policy change. There are a number federal, state, and regional policies that advance GHG emissions reductions and will support the City of Lake Forest Park in meeting GHG emissions reduction targets:

- Washington State Energy Code (SB 5854)
- Washington Clean Buildings Act (HB 1257)
- Federal Vehicle Regulations (CAFE)
- Washington Clean Fuel Standard (HB 1091)
- Washington Zero Emission Vehicle (ZEV) Standards
- Washington Hydrofluorocarbon Policies (HB 1112 & HB 1050)
- Washington Clean Energy Transformation Act (CETA)
- Washington Climate Commitment Act (E2SSB 5126)



The GHG emissions reduction sub-element goals seek to address Lake Forest Park's remaining emissions after accounting for the reductions driven by these state and federal policies. Local policies that help the city reduce emissions from on-road transportation and natural gas use in buildings will be especially critical in the coming decades, as these will increasingly make up a large percentage of remaining emissions. Implementing the Utilities Element goal U-5: Climate Commitment will advance Lake Forest Park's ability to meet its GHG emissions reduction targets by supporting the transition from fossil fuels to electricity in new and existing buildings. Remaining emissions would need to be addressed through stronger policy or other advancements at the state, federal, or local level.



Glossary

Please note that this glossary is provided for reference and will ultimately be incorporated into the overall Comprehensive Plan Glossary.

Term	Definition
Climate resilience	The ongoing process of anticipating, preparing for, and adapting to changes in climate and minimizing negative impacts to our natural systems, infrastructure, and communities. Codified in RCW 70A.65.010.
Critical areas	As defined by the Growth Management Act and municipal code, these refer to wetlands, streams, areas with a critical recharging effect on aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas such as erosion hazard areas, landslide hazard areas, seismic hazard areas, and steep-slope hazard areas. Codified in RCW 36.70A.030.
Environmental justice	The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Environmental justice includes addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm. Codified in RCW 70A.02.010.
Green building standards	Examples of green building standards include Leadership in Energy & Environmental Design (LEED), Living Building Challenge Green Globes, and the National Green Building Standard.
Greenhouse gas emissions	Gases, such as carbon dioxide, methane, and nitrous oxide, that trap some of the Earth's outgoing energy, thus retaining heat in the atmosphere and contributing to climate change.
Low impact development (LID)	A stormwater and land use strategy that strives to mimic hydrologic processes before the area was developed or disturbed. LID measures emphasize conservation, use of on-site natural features, site planning, and integration of stormwater management practices into project design. Rain gardens and permeable hardscapes are examples of LID measures.
Mobility hubs	Locations where people can access multiple types of transportation modes in a central location (such as bike share, public transit, micro mobility devices). Often located adjacent to transit stops and stations, mobility hubs serve as a transfer point for multiple transportation modes



Term	Definition
	and offer first and last mile connections between the hub and one's origin or destination.
Overburdened community	A geographic area where vulnerable populations face multiple environmental harms and health impacts that combine to further increase burdens. Codified in RCW 70A.02.010.
Resilience hubs	Trusted, community-serving facilities that support communities in everyday life and before, during, and after an emergency. Although climate change affects everyone, low-income communities and communities of color are disproportionately impacted by climate-related events. Resilience hubs help neighbors access resources and services and build trust and community cohesion in their day-to-day lives.
Safe Routes to School	A program for projects within two miles of primary, middle, and high schools to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school.
Transit-oriented development	An approach to creating dense, walkable residential neighborhoods with easy access (e.g., within a radius of up to 0.5 miles) to public transportation and commercial/retail uses.
Vulnerable populations	Groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to adverse socioeconomic factors and sensitivity factors. Includes, but is not limited to racial or ethnic minorities, earners of low incomes, and populations disproportionately impacted by environmental harms. Codified in RCW 36.70A.030.



RESOLUTION NO. 1836**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, ESTABLISHING A
CLIMATE ACTION COMMITTEE**

WHEREAS, the Administration and City Council are in agreement that climate change poses real hazards to the City of Lake Forest Park and its citizens; and

WHEREAS, the Administration and City Council recognize that many citizens of Lake Forest Park possess important expertise pertaining to the effects and mitigations of climate change; and

WHEREAS, the Administration and City Council are in agreement with and support a request received from community groups to appoint a citizen committee to develop a Climate Action Plan for the City; and

WHEREAS, Chapter 2.22 of the Lake Forest Park Municipal Code (LFPMC), Volunteer Commission System, provides in section 2.22.020(c) for the creation of committees on a temporary or indefinite basis to deal with a specific policy area or issue;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. CREATION CLIMATE ACTION COMMITTEE . Pursuant to section 2.22.020(C) LFPMC, the Mayor and City Council do jointly create the Climate Action Committee. The purpose of the Climate Action Committee is to gather and analyze climate information and draft a Climate Action Plan for recommendation to the City Council.

The Climate Action Committee will be comprised of ten members including one college or high school student, to be nominated by the Mayor and confirmed by the City Council. Each member of the Climate Action Committee will be appointed to a three-year term. The Climate Action Committee will internally select a chair and vice chair, will meet at least monthly in a public meeting, and will prepare an annual work plan for approval by the City Council. The City Council will appoint a Council liaison and administrative support will be provided by the Public Works Department.

Section 2. 2022 WORK PLAN. The Climate Action Committee is first tasked with drafting a 2022 Climate Action Committee Work Plan for recommendation to the City Council and Administration. Given the high level of expertise of members likely to be appointed to the Climate Action Committee, these members are uniquely qualified to draft a first-year work plan that will move forward the purpose of creating a Climate Action Plan for the City.

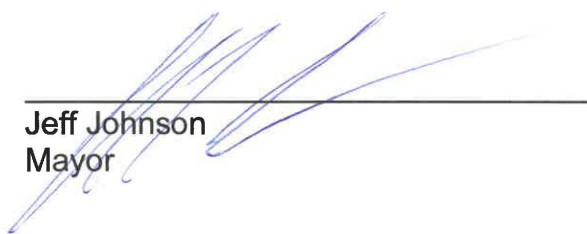
The following should be considered as the first-year work plan is drafted: review and use of existing municipal climate action plans, changes to City operations, additions and amendments to legislation, community projects, interaction with City commissions and task forces, the financial needs for creating the Climate Action Plan, and how to achieve the Climate Action Plan goals financially.

Section 3. DISBANDMENT. The Climate Action Committee may be disbanded jointly by the Mayor and City Council at any time.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 24th day of February, 2022.

APPROVED:



Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:



Matt McLean
City Clerk

FILED WITH THE CITY CLERK: February 4, 2022
PASSED BY THE CITY COUNCIL: February 24, 2022
RESOLUTION NO.: 1836

RESOLUTION NO. 1844**A RESOLUTION OF THE CITY COUNCIL AMENDING
RESOLUTION 1836 OF THE CITY OF LAKE FOREST
PARK, WASHINGTON, TO INCREASE THE NUMBER OF
MEMBERS ON THE CLIMATE ACTION COMMITTEE**

WHEREAS, on February 24, 2022, by Resolution No. 1836, the Climate Action Committee was created under Chapter 2.22 of the Lake Forest Park Municipal Code and appointment of Committee members was confirmed by the City Council ; and

WHEREAS, while interviewing candidates for the college/high school student position for the Committee, the Administration and City Council recognized that it is in the best interest of the City to increase the size of the Committee by one member to allow for additional, exceptional candidates to serve on the Committee;; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AMENDING CLIMATE ACTION COMMITTEE MEMBERSHIP.

The Climate Action Committee will be comprised of eleven members including at least one college or high school student, to be nominated by the Mayor and confirmed by the City Council. Each member of the Climate Action Committee will be appointed to a three-year term. The Climate Action Committee will internally select a chair and vice chair, will meet at least monthly in a public meeting, and will prepare an annual work plan for approval by the City Council. The City Council will appoint a Council liaison and administrative support will be provided by the Public Works Department.

Section 2. REMAINDER OF RESOLUTION. All remaining provision of Resolution No. 1836 creating the Climate Action Committee remain unchanged.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 28th day of April, 2022.

APPROVED:



Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:



Matt McLean
City Clerk

FILED WITH THE CITY CLERK: April 22, 2022
PASSED BY THE CITY COUNCIL: April 28, 2022
RESOLUTION NO.: 1844