

City of Lacey Restaurant Location Selection Worksheet

City of Lacey Community Development Department

This worksheet is designed to be used as a guide to determine if a potential location will meet the needs for the type of restaurant that you would like to open in Lacey. The worksheet does not replace the appropriate codes and regulations. Once you have used the worksheet to determine if a potential location seems to be viable, you will be able to use this information talk to city staff. City Planners may be reached by calling (360) 491-5642. For a free walk through by the City of Lacey Building Official and Fire Marshall, please call (360) 438-2636.

IMPORTANT NOTE: *Do not execute a lease until you have determined that the location you're considering is viable, that the zoning permits the type of restaurant you plan to operate, and that the cost of any required modifications to the site will work within your budget.*

How to use this worksheet: In each section, mark any items that may apply. At the end of each section, there is a location to indicate if there are further topics to discuss with city staff, along with space for notes.

Site Address: _____

1. Land Use and Zoning

A. Will your restaurant include any of the following uses:

- | | |
|---|---|
| <input type="checkbox"/> Sit-down Restaurant | <input type="checkbox"/> Drive-through |
| <input type="checkbox"/> Drinking establishment | <input type="checkbox"/> Catering/take-out |
| <input type="checkbox"/> Food processing | <input type="checkbox"/> Mobile food cart or truck |
| <input type="checkbox"/> Outdoor seating | <input type="checkbox"/> Fermenting and/or distilling |

B. Has a business operated at this location within the last 18 months? Yes No

- If yes—and it was a restaurant—no further Planning & Zoning approval required*
- If yes—and it was NOT a restaurant—please call a planner for determination*
- If no—but it is in a strip mall—no further Planning & Zoning approval required*
- If no—and NOT in a strip mall, Land Use approval will be required*

C. Will you be expanding the footprint of the existing structure? Yes No

- If yes, Land Use Approval will be required.*

Further Discussion Needed **Call a Planner** **Request a Walk Through**
Notes

2. Occupancy

Does this location's established occupancy meet your needs?

Yes No

Explanation: Does the type of business and maximum occupancy specified on this location's Certificate of Occupancy meet your needs? If you are unable to locate the Certificate of Occupancy, please call the City of Lacey Community Development Department (360) 491-5642 to check if they have this information.

- If no, a request for a change of occupancy would trigger a review of the building for potential upgrades that could include accessibility, rest rooms, exiting, fire walls, parking, etc. Off-site improvements such as sidewalks, curbs, gutters, driveways, alley approach, and street conditions are also included. If everything else about the site seems viable, but this is a concern, please request a walk through of the site by the City of Lacey's Building Official and Fire Marshall.*

Further Discussion Needed

Request a Walk Through

Notes

3. Fire Suppression and Safety

A. What will the maximum occupancy be in this location after renovations (if any?)
(The occupancy number is calculated based on the size of the space, seat layout, and use of each space within the building seating area)

Occupancy under 100

Occupancy between 100 & 299

Occupancy 300+

B. Does this location have enough exits?
(Occupancy of 50+ requires two exits)

Yes No

C. Will you need a fire sprinkler and fire alarm system?

Yes No

(Sprinklers and fire alarm systems are typically required for restaurants with 100+ and/or 5,000 square feet, locations above or below the ground floor, and all establishments with 350+ square feet of dancing or viewing performers)

D. Is the sprinkler system/alarm system in the location adequate?

Yes No

- *If unsure, please request a free walk through of the site by the City of Lacey's Building Official and Fire Marshall.*

Further Discussion Needed

Request a Walk Through

Notes

4. **“Substantial” Renovations**

A. Are you planning on any renovations or other work to the building? Yes No

If yes, renovation and remodel permits are required. Depending on the extent of the renovations, you may also need to make upgrades related to fire, life safety, and Americans with Disabilities Act (ADA) accessibility.

If yes, and the valuation of the remodel/renovations are 50%+ of the assessed valuation of the existing structure (as assessed by the County Assessor), a land use permit approval may be required. If uncertain, please call a Planner for more information.

Further Discussion Needed **Call a Planner** **Request a Walk Through**

Notes

5. **Parking**

As long as there are adequate ADA accessible parking stalls, parking will only need to be addressed if site plan review is required.

Further Discussion Needed **Call a Planner**

Notes

6. **Serving Alcohol**

Can this location, as well as yourself, meet the criteria for obtaining a state liquor license?

- For information on liquor licenses, please visit the following web site:
www.washingtonalcoholtraining.com/?gclid=CLLBM--kksQCFY17fgodvxQAGA

Further Discussion Needed

Notes

7. Kitchen Exhaust System

A. Will your menu require kitchen exhaust hoods?

- *Cooking equipment should be labeled with the type of hood(s) required. If in doubt, please call the Building Official/Fire Marshall (360) 438-2636 for a walk-through of the site.*

- No hoods
- Type I hood(s) with fire suppression: grease & smoke
- Type II hood(s): steam, heat, and odor

B. Does this location have Type I exhaust hood(s) with the fire suppression you need?

- Yes
- No
- Not Sure
- N/A

C. Does this location have Type II exhaust hood(s) you need?

- Yes
- No
- Not Sure
- N/A

- Further Discussion Needed**
- Request a Walk Through**

Notes

8. Grease Treatment

City of Lacey regulations require ALL kitchens to provide grease treatment. Do you need to determine which grease treatment option(s) will be required for your restaurant? Yes No

- Grease traps based on number of fixtures and site needs
- Grease interceptor (interceptors are rarely required for remodels and retrofits)

- Further Discussion Needed**
- Request a Walk Through**

Notes

9. Noise and Smoke

Will you be able to mitigate noise or air quality issues to meet Code due to the following:

- Mechanical units (HVAC, refrigeration, etc.)
- Outdoor seating or music near residential locations

Smoke or other air output (coffee roasting, wood-fired ovens)

- For information on air quality issues, please contact the Olympic Regional Clean Air Agency (ORCCA) www.orcaa.org

Further Discussion Needed

Request a Walk Through

Notes

10. Signs and Awnings

Will you need to install, alter, or repair a sign or awning in this location?

Yes

No

Not Sure

- If yes, you may also need a sign permit and/or electrical permit
- To review the City of Lacey Sign Ordinance, please visit http://www.ci.lacey.wa.us/Portals/0/docs/community_development/signs/lacey_sign_code_ccadoption_021215.pdf

Further Discussion Needed

Call a Planner

Notes

11. Adequate Utility Services

Are utility capacities sufficient at this location (especially if you will add new equipment or sprinklers)?

Electricity

Gas

Water

Sanitary Sewer

Further Discussion Needed

Call a Planner

Request a Walk Through

Notes

12. Traffic

A new restaurant in Lacey will need to complete a Commercial Traffic Generation Worksheet, available at http://www.ci.lacey.wa.us/Portals/0/docs/Public_Works/CTRAFF-2_Commercial_Traffic_Generation_Worksheet.pdf

Nearly every existing building in the City of Lacey will have some number of p.m. peak time trips for which traffic impact fees have already been paid. (Note: p.m. peak time trips are trips between 4:00 and 6:00 p.m.). To determine the number of p.m. peak time trips already paid for at a location under consideration, please call Lacey Public Works at (360) 491-5600.

- If the restaurant will generate NO more p.m. peak time trips than any business that has occupied the same location previously, then there will be NO traffic impact fees charged.
- If the restaurant WILL generate more p.m. peak time trips than any of the businesses that have previously occupied the same location, then the traffic impact fees will be charged, based on the increased number of p.m. peak time trips. ALSO, if the number of additional p.m. peak time trips (between 4:00 and 6:00 p.m.) will be 50+, then a Traffic Impact Analysis will be required.
- If there was no business occupying the location in the last six years, then the restaurant will be charged traffic generation fees based on the total number of p.m. peak time trips that will be generated. If there will be 50+ trips, then a Traffic Impact Analysis will be required.

Further Discussion Needed

Notes

13. Health Department Requirements

The Health Department is NOT a department within the City of Lacey: it is a Thurston County department that regulates environmental health and food safety as it relates to food preparation and food service, and therefore restaurants. Many Health Department regulations impact the way restaurants are laid out which can therefore impact the viability of some potential restaurant sites. Please use the links below to access these requirements and regulations.

- Open a new restaurant anywhere in Thurston County:
www.co.thurston.wa.us/health/ehfood/pdf/FoodEstablishmentApplication.pdf
- Buy an existing restaurant currently in operation:
www.co.thurston.wa.us/health/ehfood/pdf/PermitTransfer.pdf

You may also need to complete requirements for opening a new restaurant as well, depending on when the restaurant was originally permitted, and if substantial changes have been made.

- In order to work in a food service establishment, all food service workers are required to have classroom instruction, be tested on safe food handling procedures, and obtain a food worker's card. For more information:

Class Schedules: www.co.thurston.wa.us/health/ehfood/pdf/classschedule.pdf

Manual: www.co.thurston.wa.us/health/ehfood/pdf/FoodWorkerManual.pdf

Other Food Safety Information: www.co.thurston.wa.us/health/ehfood/index.html

Mobile Food Unit: www.co.thurston.wa.us/health/ehfood/mobile.html

Further Discussion Needed

Notes

14. What's Next?

Once you've determined that the site is viable and it has the right zoning, please call to speak to a Planner. If you need site plan approval or building permits, the Planner will be able to help you to the next step. If it is determined that you need a walk through, contact the Building Official and Fire Marshall.

Further Discussion Needed

Call a Planner

Request a Walk Through

Notes

15. Helpful links to starting your business:

Obtain a City of Lacey Business License:

www.ci.lacey.wa.us/city-government/city-departments/finance/frequent-questions/business-licensing

Help with business plan and general business assistance:

www.thurstonedc.com/businessresourcecenter/

Acknowledgements: The City of Lacey Restaurant Location Selection Worksheet was developed based on input from a number of sources including the State of Washington Department of Commerce, the Thurston County Health Department, and is based on work previously done by the City of Tacoma with their Restaurant Location Selection Worksheet. For assistance with your Lacey business, please visit the Doing Business section of the City of Lacey Website available at: <http://www.ci.lacey.wa.us/city-government/city-departments/community-development/economic-development>