



## ***City of Lake Stevens Vision Statement***

*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*



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**CITY COUNCIL REGULAR MEETING AGENDA**  
**Lake Stevens School District Educational Service Center (Admin. Bldg.)**  
**12309 22<sup>nd</sup> Street NE, Lake Stevens**

**Monday, January 26, 2015 – 7:00 p.m.**

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**NOTE:** **WORKSHOP ON VOUCHERS AT 6:45 P.M.**

**CALL TO ORDER:** 7:00 P.M.  
Pledge of Allegiance

**ROLL CALL:**

**GUEST BUSINESS:**

**APPRECIATION** Certificate of Appreciation – Martin Reimers, Arts Commission Mayor  
Certificate of Appreciation – Gloria Davis, Library Board Mayor

**CONSENT AGENDA:** \*A Approve 2014 vouchers Barb  
\*B Approve 2015 vouchers Barb  
\*C Approve January 12, 2015 Meeting Minutes of Joint Meeting of City Council and Park Board Barb  
\*D Approve Council Regular Meeting Minutes of January 12, 2015 Barb  
\*E Adopt A Stream Landowner Agreement Mick

**ACTION ITEMS:** \*A Lake Stevens Phosphorus Management – Implementation of Year 3 Alum Treatment Mick  
#B Senior Center – Award Kitchen Cooking System Contract Mick  
\*C 2010 Public Works Trust Fund Loan Agreement Jan

**DISCUSSION ITEMS** \*A Comprehensive Plan Update Russ  
#B Police Department Update Dan

**COUNCIL PERSON'S BUSINESS**

**Lake Stevens City Council Regular Meeting Agenda**

**January 26, 2015**

**MAYOR'S BUSINESS**

**STAFF REPORTS**

**EXECUTIVE SESSION**            Collective Bargaining

**ADJOURN**

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425) 377-3227, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

**NOTICE:**

**All proceedings of this meeting are audio recorded, except Executive Sessions**

**BLANKET VOUCHER APPROVAL  
 2014**

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers have been approved for payment:

Payroll Direct Deposits		
Payroll Checks		
Tax Deposit(s)		
Electronic Funds Transfers	<b>ACH</b>	<b>\$8,629.38</b>
Claims	<b>37953-37959</b>	<b>\$27,120.96</b>
Void Checks		
<b>Total Vouchers Approved:</b>		<b>\$35,750.34</b>

**This 26th day of January 2015:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember



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**Accounts Payable Checks and EFTs for period of 01/13/2015 to 01/26/2015**

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Business Card</b>			<b>Check 37953</b>	<b>12/31/2014</b>	<b>\$1,360.74</b>
01/15 2772	001-007-558-50-41-03	PL-Advertising	Economic Development Coordinator	\$50.00	
01/15 1324	001-007-558-50-41-03	PL-Advertising	Mailer-LUA2014-0095 WhisperingMeadows	\$70.95	
01/15 1324	001-007-558-50-41-03	PL-Advertising	Postcard mailer-revised Westlake	\$35.98	
01/15 8877	001-008-521-20-31-01	LE-Operating Costs	Transcription services	\$252.00	
01/15 8877	001-008-521-20-31-01	LE-Operating Costs	Defibulator supplies	\$217.00	
01/15 4183	001-008-521-20-31-01	LE-Operating Costs	Light bulb PT55	\$26.05	
01/15 8877	001-008-521-20-41-00	LE-Professional Services	Database searches	\$54.30	
01/15 8877	001-008-521-20-42-00	LE-Communication	Evidence mailing Bernhard	\$16.70	
01/15 2772	001-008-521-20-43-00	LE-Travel & Meetings	Meeting with legal counsel	\$27.98	
01/15 8877	001-008-521-20-43-00	LE-Travel & Meetings	Parking for Office Safety training	\$6.00	
01/15 2772	001-008-521-20-43-00	LE-Travel & Meetings	Meeting with legal counsel	\$15.00	
01/15 0979	001-008-521-20-43-00	LE-Travel & Meetings	Supplies for Awards ceremony	\$50.81	
01/15 0979	001-008-521-20-43-00	LE-Travel & Meetings	Supplies for Awards ceremony	\$49.74	
01/15 7750	101-016-543-30-43-00	ST-Travel & Meetings	20th Street consultant interviews	\$77.14	
01/15 7750	101-016-544-90-31-01	ST-Office Supplies	Wall calendars	\$19.37	
01/15 7750	101-016-544-90-31-01	ST-Office Supplies	Printer ink	\$29.21	
01/15 7750	101-016-544-90-31-02	ST-Operating Cost	Confined Space Entry Permits	\$22.37	
01/15 7750	101-016-544-90-31-02	ST-Operating Cost	Wireless headset	\$134.60	
01/15 7750	410-016-531-10-31-01	SW-Office Supplies	Printer ink	\$29.20	
01/15 7750	410-016-531-10-31-01	SW-Office Supplies	Wall calendars	\$19.37	
01/15 7750	410-016-531-10-31-02	SW-Operating Costs	Confined Space Entry Permits	\$22.38	
01/15 7750	410-016-531-10-31-02	SW-Operating Costs	Wireless headset	\$134.59	
<b>Crystal and Sierra Springs</b>			<b>Check 37954</b>	<b>12/31/2014</b>	<b>\$254.41</b>

Invoice	AccountCode	Account Description	Item Description	Amount	
5249844010115	001-007-558-50-31-01	PL-Operating Costs	Bottled Water	\$23.16	
5249844010115	001-007-559-30-31-01	PB-Operating Cost	Bottled Water	\$23.16	
5249844010115	001-013-518-20-31-00	GG-Operating	Bottled Water	\$72.65	
5249844010115	101-016-544-90-31-02	ST-Operating Cost	Bottled Water	\$67.72	
5249844010115	410-016-531-10-31-02	SW-Operating Costs	Bottled Water	\$67.72	
<b>Dept of Revenue</b>			<b>Check 37955</b>	<b>12/31/2014</b>	<b>\$785.16</b>
Q4 2014	633-013-586-00-00-05	Leasehold Excise Tax Remit	Leasehold Excise Taxes Q4 2014		\$785.16
<b>Forensic Video Solutions</b>			<b>Check 37956</b>	<b>12/31/2014</b>	<b>\$3,182.32</b>
2361	001-008-521-20-49-01	LE - Misc Investigations	Forensic consultation		\$3,182.32
<b>Granite Construction Supply</b>			<b>Check 37957</b>	<b>12/31/2014</b>	<b>\$17,010.31</b>
2014	621-016-586-00-00-06	Street Project Retainage Reimb	Granite Construction Retainage 2014		\$17,010.31
<b>Lake Stevens Fire</b>			<b>Check 37958</b>	<b>12/31/2014</b>	<b>\$1,940.00</b>
8308	633-013-586-00-00-07	Fire Dept Fee Remittance	Q4 2014 Fire fees		\$1,940.00
<b>Snohomish County Conservation Dist</b>			<b>Check 37959</b>	<b>12/31/2014</b>	<b>\$2,588.02</b>
1693	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Q4 2014 Salaries & Benefits		\$2,588.02
<b>Dept of Revenue</b>			<b>Check</b>	<b>1/15/2015</b>	<b>\$8,629.38</b>
Q4 2014	001-008-521-20-31-01	LE-Operating Costs	Q4 2014 Excise Taxes		\$52.86
Q4 2014	001-013-518-90-49-06	GG-Excise Tax	Q4 2014 Excise Taxes		\$108.28
Q4 2014	410-016-531-10-44-00	SW-Excise Taxes	Q4 2014 Excise Taxes		\$8,468.24
<b>Total Disbursements</b>					<b>\$35,750.34</b>

**BLANKET VOUCHER APPROVAL  
 2015**

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers have been approved for payment:

Payroll Direct Deposits	<b>1/15/2015</b>	<b>\$140,004.54</b>
Payroll Checks	<b>37952, 37946-37948</b>	<b>\$8,527.61</b>
Tax Deposit(s)	<b>1/15/2015</b>	<b>\$59,548.51</b>
Electronic Funds Transfers	<b>ACH</b>	<b>\$25,943.22</b>
Claims	<b>37949-37951, 37960-37994</b>	<b>\$74,427.48</b>
Void Checks		
<b>Total Vouchers Approved:</b>		<b>\$308,451.36</b>

**This 26th day of January 2015:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Councilmember

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 Councilmember

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 Councilmember



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**Accounts Payable Checks and EFTs for period of 01/13/2015 to 01/26/2015**

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Ace Hardware</b>			<b>Check 37961</b>	<b>1/26/2015</b>	<b>\$165.21</b>
45087	001-007-558-50-31-01	PL-Operating Costs	Supplies for shop and permit center projects	\$5.05	
45087	001-007-559-30-31-01	PB-Operating Cost	Supplies for shop and permit center projects	\$5.05	
45060	001-008-521-20-31-01	LE-Operating Costs	Batteries/Windshield washer fluid	\$11.38	
45052	001-008-521-20-31-01	LE-Operating Costs	Fasteners	\$0.92	
45000	101-016-544-90-31-02	ST-Operating Cost	Plumbing parts-shop remodel	\$13.70	
44989	101-016-544-90-31-02	ST-Operating Cost	Plumbing parts-shop remodel	\$33.60	
44959	101-016-544-90-31-02	ST-Operating Cost	Staples/Lampholders/PVC round boxes	\$6.49	
45087	101-016-544-90-31-02	ST-Operating Cost	Supplies for shop and permit center projects	\$17.61	
45000	410-016-531-10-31-02	SW-Operating Costs	Plumbing parts-shop remodel	\$13.71	
44989	410-016-531-10-31-02	SW-Operating Costs	Plumbing parts-shop remodel	\$33.60	
44959	410-016-531-10-31-02	SW-Operating Costs	Staples/Lampholders/PVC round boxes	\$6.49	
45087	410-016-531-10-31-02	SW-Operating Costs	Supplies for shop and permit center projects	\$17.61	
<b>Alexander Printing</b>			<b>Check 37962</b>	<b>1/26/2015</b>	<b>\$64.16</b>
41037	001-007-559-30-31-00	PB-Office Supplies	Business cards-Osterholtz	\$64.16	
<b>Anderson Jennifer</b>			<b>Check 37963</b>	<b>1/26/2015</b>	<b>\$416.16</b>
Jan 2015	001-000-284-00-00-00	Payroll Liability Other	Section 125 Dep Care reimb-Jan 2015	\$416.16	
<b>Assoc of Washington Cities</b>			<b>Check 37964</b>	<b>1/26/2015</b>	<b>\$20,027.00</b>
1/9/2015	001-013-518-90-49-04	GG-AWC	2015 AWC membership	\$20,027.00	
<b>Auto Additions Inc</b>			<b>Check 37965</b>	<b>1/26/2015</b>	<b>\$6,390.37</b>
IN0013080	520-008-594-21-63-00	Capital Equipment	Vehicle light and siren setups PT57 & PT58	\$4,811.46	
IN0013081	520-008-594-21-63-00	Capital Equipment	Vehicle light and siren setups PT57 & PT58	\$1,476.34	
IN0013071	520-008-594-21-63-00	Capital Equipment	Vehicle mounts PT57 & PT58	\$102.57	

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Blumenthal Uniforms</b>			<b>Check 37966</b>	<b>1/26/2015</b>	<b>\$1,009.74</b>
112894	001-008-521-20-26-00	LE-Clothing	Uniform items-Lyons	\$434.99	
111782	001-008-521-20-26-00	LE-Clothing	Uniform items-Lyons	\$118.70	
111784	001-008-521-20-26-00	LE-Clothing	Uniform items-Lyons	\$228.00	
111784	001-008-521-20-26-00	LE-Clothing	Uniform items-Lyons	\$228.05	
<b>Child Advocacy Center</b>			<b>Check 37967</b>	<b>1/26/2015</b>	<b>\$1,833.17</b>
705	001-008-521-20-41-00	LE-Professional Services	Child interview services Q4 2014	\$1,833.17	
<b>Code Publishing Co</b>			<b>Check 37968</b>	<b>1/26/2015</b>	<b>\$350.00</b>
48580	001-003-514-20-41-00	CC-Professional Services	2015 Web hosting services	\$350.00	
<b>Comcast</b>			<b>Check 37969</b>	<b>1/26/2015</b>	<b>\$118.96</b>
01/15 0443150	001-002-513-11-42-00	AD-Communications	Internet Service - All City	\$2.38	
01/15 0443150	001-003-514-20-42-00	CC-Communications	Internet Service - All City	\$7.14	
01/15 0443150	001-004-514-23-42-00	FI-Communications	Internet Service - All City	\$4.76	
01/15 0443150	001-005-518-10-42-00	HR-Communications	Internet Service - All City	\$2.38	
01/15 0443150	001-006-518-80-42-00	IT-Communications	Internet Service - All City	\$4.76	
01/15 0443150	001-007-558-50-42-00	PL-Communication	Internet Service - All City	\$19.03	
01/15 0443150	001-008-521-20-42-00	LE-Communication	Internet Service - All City	\$69.00	
01/15 0443150	001-010-576-80-42-00	PK-Communication	Internet Service - All City	\$3.17	
01/15 0443150	101-016-543-30-42-00	ST-Communications	Internet Service - All City	\$3.17	
01/15 0443150	410-016-531-10-42-00	SW-Communications	Internet Service - All City	\$3.17	
<b>Corporate Office Supply</b>			<b>Check 37970</b>	<b>1/26/2015</b>	<b>\$698.88</b>
158020	001-007-558-50-31-00	PL-Office Supplies	Calendar	\$11.09	
158020	001-007-559-30-31-00	PB-Office Supplies	Calendar/surge protector/post it flags	\$27.20	
157631i	001-008-521-20-31-00	LE-Office Supplies	Calendars	\$18.01	
157956i	001-008-521-20-31-00	LE-Office Supplies	Paper/pens/cds/tape/files/tissue/envelopes	\$631.41	
157335i	001-012-575-50-31-00	CS-Community Center-Ops	Clock for Community Center	\$11.17	

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Dept of Labor and Industries</b>			<b>Check 0</b>	<b>1/26/2015</b>	<b>\$22,055.76</b>
Q4.2014	001-000-281-00-00-00	Payroll Liability Taxes	Q4 2014 Workers Comp-C Brooks employer portion	(\$1,039.19)	
Q4.2014	001-000-281-00-00-00	Payroll Liability Taxes	Q4 2014 Workers Comp Insurance	\$23,260.01	
Q4.2014	001-000-281-00-00-00	Payroll Liability Taxes	Q4 2014 Workers Comp-C Brooks employee portion	(\$213.72)	
Q4.2014	001-008-521-20-20-00	LE-Benefits	Q4 2014 Workers Comp Insurance-Volunteers	\$23.68	
Q4.2014	101-016-542-30-20-00	ST-Benefits	Q4 2014 Workers Comp Insurance-Volunteers	\$16.20	
Q4.2014	410-016-531-10-20-00	SW-Benefits	Q4 2014 Workers Comp Insurance-Volunteers	\$8.78	
<b>Dept of Retirement (Deferred Comp)</b>			<b>Check 0</b>	<b>1/14/2015</b>	<b>\$2,080.00</b>
01/15/15	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,080.00	
<b>Dunlap Industrial Hardware</b>			<b>Check 37971</b>	<b>1/26/2015</b>	<b>\$38.22</b>
1332733-01	101-016-544-90-31-02	ST-Operating Cost	Rotohamer inspection	\$19.11	
1332733-01	410-016-531-10-31-02	SW-Operating Costs	Rotohamer inspection	\$19.11	
<b>EFTPS Electronic Federal Tax Pmt System</b>			<b>Check 0</b>	<b>1/14/2015</b>	<b>\$59,548.51</b>
01/15/15	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes 1/15/15	\$59,548.51	
<b>Electronic Business Machines</b>			<b>Check 37972</b>	<b>1/26/2015</b>	<b>\$32.40</b>
107420	001-008-521-20-48-00	LE-Repair & Maintenance	Copier Maint	\$32.40	
<b>Frontier</b>			<b>Check 37973</b>	<b>1/26/2015</b>	<b>\$119.18</b>
01/15425397967 4	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$119.18	
<b>Grainger</b>			<b>Check 37974</b>	<b>1/26/2015</b>	<b>\$67.13</b>
9634348065	001-010-576-80-31-00	PK-Operating Costs	Cleaner for cleaning public restrooms	\$67.13	
<b>Granite Construction Supply</b>			<b>Check 37975</b>	<b>1/26/2015</b>	<b>\$234.58</b>
56286	001-010-576-80-31-00	PK-Operating Costs	City decals for vehicles	\$78.20	
56286	101-016-544-90-31-02	ST-Operating Cost	City decals for vehicles	\$78.19	

Invoice	AccountCode	Account Description	Item Description	Amount
56286	410-016-531-10-31-02	SW-Operating Costs	City decals for vehicles	\$78.19
<b>Gregs Custom Fishing Rods</b>			<b>Check 37976</b>	<b>1/26/2015</b>
				<b>\$96.64</b>
1022015.1	101-016-542-90-31-01	ST-Clothing	Chest waders - J Stevens	\$48.32
1022015.1	410-016-531-10-31-00	SW-Clothing	Chest waders - J Stevens	\$48.32
<b>Group Health Coop</b>			<b>Check 37977</b>	<b>1/26/2015</b>
				<b>\$215.00</b>
74007690	101-016-542-30-41-02	ST-Professional Service	Employee medical and drug screening	\$107.50
74007690	410-016-531-10-41-01	SW-Professional Services	Employee medical and drug screening	\$107.50
<b>HB Jaeger Co LLC</b>			<b>Check 37978</b>	<b>1/26/2015</b>
				<b>\$4.17</b>
155553/1	101-016-544-90-31-02	ST-Operating Cost	4 inch ADS HUB Adapter	\$2.09
155553/1	410-016-531-10-31-02	SW-Operating Costs	4 inch ADS HUB Adapter	\$2.08
<b>Kristoffs Towing &amp; Recovery Inc</b>			<b>Check 37979</b>	<b>1/26/2015</b>
				<b>\$91.28</b>
5101	001-008-521-20-31-01	LE-Operating Costs	Evidence towing case 15-105	\$91.28
<b>Lake Stevens Police Guild</b>			<b>Check 37949</b>	<b>1/14/2015</b>
				<b>\$933.00</b>
01/15/15	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$933.00
<b>Les Schwab Tire Center</b>			<b>Check 37980</b>	<b>1/26/2015</b>
				<b>\$354.80</b>
40200196334	101-016-542-30-48-00	ST-Repair & Maintenance	Flat repair	\$177.40
40200196334	410-016-531-10-48-00	SW-Repairs & Maintenance	Flat repair	\$177.40
<b>Lyons Christopher</b>			<b>Check 37950</b>	<b>1/14/2015</b>
				<b>\$300.00</b>
Refund	001-000-284-00-00-00	Payroll Liability Other	Refund excess Guild initiation fees withheld	\$300.00
<b>Nationwide Retirement Solution</b>			<b>Check 0</b>	<b>1/14/2015</b>
				<b>\$1,150.00</b>
01/15/15	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,150.00
<b>Northwest Cascade Inc</b>			<b>Check 37981</b>	<b>1/26/2015</b>
				<b>\$123.00</b>
2-1099172	001-010-576-80-45-00	PK-Equipment Rental	Honey bucket rental - Boat Launch	(\$15.00)
2-1107386	001-010-576-80-45-00	PK-Equipment Rental	Honey bucket rental - Boat Launch	\$138.00

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>PACLAB</b>			<b>Check 37982</b>	<b>1/26/2015</b>	<b>\$62.40</b>
12/2014	001-008-521-20-31-01	LE-Operating Costs	Evidence drug screening	\$62.40	
<b>Perteet Engineering Inc</b>			<b>Check 37983</b>	<b>1/26/2015</b>	<b>\$2,238.05</b>
20110012.009-1	001-007-558-50-41-01	PL-CA-Developer Reimb	Westlake Crossing wetland review	\$2,238.05	
<b>Puget Sound Energy</b>			<b>Check 37984</b>	<b>1/26/2015</b>	<b>\$536.85</b>
1/15 3723810	001-008-521-50-47-00	LE-Utilities	Natural Gas - N Lakeshore Dr	\$203.00	
1/15 24316495	001-010-576-80-47-00	PK-Utilities	Natural Gas - City Shop	\$111.28	
1/15 24316495	101-016-543-50-47-00	ST-Utilities	Natural Gas - City Shop	\$111.28	
1/15 24316495	410-016-531-10-47-00	SW-Utilities	Natural Gas - City Shop	\$111.29	
<b>Safeguard Pest Control Inc</b>			<b>Check 37985</b>	<b>1/26/2015</b>	<b>\$209.92</b>
44508	001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control	\$104.96	
44169	001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control	\$104.96	
<b>SCCFOA</b>			<b>Check 37960</b>	<b>1/22/2015</b>	<b>\$40.00</b>
1/22/15 mtg	001-003-514-20-43-00	CC-Travel & Meetings	1/22/15 SCCFOA mtg	\$22.00	
1/22/15 mtg	001-004-514-23-43-00	FI-Travel & Meetings	1/22/15 SCCFOA mtg	\$18.00	
<b>Snohomish County Cities</b>			<b>Check 37951</b>	<b>1/14/2015</b>	<b>\$175.00</b>
1/15 mtg	001-001-511-60-43-00	Legislative - Travel & Mtgs	Sno County Cities mtg 1/15/15	\$140.00	
1/15 mtg	001-001-513-10-43-00	Executive - Travel & Mtgs	Sno County Cities mtg 1/15/15	\$35.00	
<b>Snohomish County PUD</b>			<b>Check 37986</b>	<b>1/26/2015</b>	<b>\$2,052.51</b>
147209557	001-008-521-50-47-00	LE-Utilities	203033030	\$164.12	
137280464	001-008-521-50-47-00	LE-Utilities	202766820	\$1,568.81	
137279312	101-016-542-63-47-00	ST-Lighting - Utilities	205338056	\$160.78	
140594835	101-016-542-63-47-00	ST-Lighting - Utilities	205320781	\$158.80	
<b>Snohomish County Sherrifs Office</b>			<b>Check 37987</b>	<b>1/26/2015</b>	<b>\$1,099.40</b>
2014-2353	001-008-523-60-51-00	LE-Jail	Prisoner Housing Dec 2014	\$1,099.40	

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Snopac</b>			<b>Check 37988</b>	<b>1/26/2015</b>	<b>\$29,204.43</b>
7158	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services	\$26,965.37	
7188	001-008-528-00-51-00	LE-Snopac Dispatch	VRM 2015	\$1,725.00	
7179	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Assessment	\$514.06	
<b>Sound Publishing Inc</b>			<b>Check 37989</b>	<b>1/26/2015</b>	<b>\$37.96</b>
EDH608657	001-013-518-30-41-01	GG-Advertising	City Council/Park Board Joint mtg	\$37.96	
<b>Staples</b>			<b>Check 37990</b>	<b>1/26/2015</b>	<b>\$65.01</b>
3252796133	001-008-521-20-31-00	LE-Office Supplies	Memorex DVDs	\$65.01	
<b>Summit Law Group</b>			<b>Check 37991</b>	<b>1/26/2015</b>	<b>\$2,280.00</b>
20130-1	001-008-521-20-41-02	LE-Professional Srv-Legal	Legal services-Guild bargaining	\$2,280.00	
<b>Tacoma Screw Products Inc</b>			<b>Check 37992</b>	<b>1/26/2015</b>	<b>\$157.18</b>
30618032	101-016-544-90-31-02	ST-Operating Cost	Screws/nut setters/bits/washers	\$44.22	
30619015	101-016-544-90-31-02	ST-Operating Cost	Plug tap/respirator/screws/pin anchor	\$29.78	
30620207	101-016-544-90-31-02	ST-Operating Cost	Screws	\$4.59	
30619015	410-016-531-10-31-02	SW-Operating Costs	Plug tap/respirator/screws/pin anchor	\$29.79	
30620207	410-016-531-10-31-02	SW-Operating Costs	Screws	\$4.59	
30618032	410-016-531-10-31-02	SW-Operating Costs	Screws/nut setters/bits/washers	\$44.21	
<b>The Watershed Co</b>			<b>Check 37993</b>	<b>1/26/2015</b>	<b>\$2,460.72</b>
2015-0043	001-007-558-50-41-01	PL-CA-Developer Reimb	Wetland review Sedona Plat	\$2,460.72	
<b>Washington State Support Registry</b>			<b>Check 0</b>	<b>1/14/2015</b>	<b>\$657.46</b>
01/15/15	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$657.46	
<b>WFOA</b>			<b>Check 37994</b>	<b>1/26/2015</b>	<b>\$125.00</b>
166767-77416516	001-004-514-23-43-00	FI-Travel & Meetings	Fed Grants Reqs & mgmt training	\$125.00	
<b>Total Disbursements</b>				<b>\$159,919.21</b>	

**CITY OF LAKE STEVENS**  
**CITY COUNCIL AND PARK BOARD JOINT MEETING MINUTES**  
Monday, January 12, 2015  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kathy Holder, Kim Daughtry, Marcus Tageant, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: None

PARK BOARD MEMBERS PRESENT: Chris Jones, Terry Van Wyck, Jim Kelley, Carl Johnson, Marlene Sweet and Leland Adams

PARK BOARD MEMBERS ABSENT: Roger Schollenberg

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Human Resource Director Steve Edin, Police Chief Dan Lorentzen, Sally Payne, Senior Planner and Deputy City Clerk Kathy Pugh

OTHERS: Snohomish County Parks and Recreation Director Tom Teigen; Cavelero Park Master Planning Committee Members Steven Strong, Robb Stanton, Tammy Dunn and Peter Kirk.

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City Council, Park Board and the Cavelero Hill Park Master Planning Committee members introduced themselves.

Park Board member and city designee to the Master Planning Committee Jim Kelley presented the Planning Committee's preferred alternative for a new design for Cavelero Hill Community Park. Mr. Kelley reviewed the history of planning for improving Cavelero Hill Park beginning with the Rotary Club's vision of a skate park in Lake Stevens, moving to the concept of a public-private partnership and the steps undertaken jointly by Snohomish County, the City and the Master Planning Committee to move forward with a concept, including updating the County's Master Plan. The Joint Park Planning Committee presented a modified version of Alternative B which is the Committee's preferred alternative, and requested that the City Council make a recommendation to Snohomish County endorsing the preferred alternative. Features of the park proposal include a covered BMX facility and pump tract at the south end of the park, multi-age playgrounds to the east with adjacent restroom facilities, covered skate park and basketball courts also to the east, an open space in the middle of the park suitable for multiple uses including cultural, and also including an adjacent off leash dog park, natural habitat to the west and an area for concessions and commercial businesses complimentary to the park to the north.

The Joint Park Planning Committee believes the preferred alternative represents the expectations of the participating community members, will provide new and unique recreational opportunities for the local community and the County, and will extend the existing parks system to a portion of the City that is not currently served at the same capacity as other areas of the City. The Joint Park Planning Committee recommended Council accept the Master Plan Preferred Alternative and forward a recommendation of support to the Snohomish County Council.

Mr. Kelley then responded to questions of Councilmembers. Councilmember Spencer complimented the committee on their work. Mayor Little commented that the public meeting he attended was very well attended and complimented the committee and Snohomish County for their efforts in bringing this plan forward.

Mayor Little invited public comment and noted that comments were received by email and distributed to the Council and Park Board.

Carol MacDonald, 7709 28<sup>th</sup> Street, Lake Stevens. Asked how many BMX events will be held each year and Snohomish County Parks and Recreation Director Tom Teigen responded. Ms. MacDonald prefers Alternative C because the location of the BMX and skate pump facilities were located to the north. Location of these facilities to the south shows little regard for the adjacent homeowners on the south side of the park. Locating these facilities to the north of the park places more active areas to the north and more passive activities to the south, providing for a better buffer to the neighbors on the south. She also expressed concern for the safety of children crossing 20<sup>th</sup> Street SE to access the park.

Mayor Little commented Alternative B was preferred hands down at the last meeting he attended, and also that it provides better parking alternatives, including partnering with the school district when necessary to provide additional parking.

Councilmember Holder noted that the property owner to the east supports the Preferred Alternative. Councilmember Spencer agreed that concerns about buffers are valid and can be included in ongoing discussions; he also suggested that a finance committee be formed with the County to explore and implement funding sources. He encouraged moving ahead rapidly to maintain the current momentum.

In response to Councilmember Daughtry's question regarding what types of businesses could be located in the commercial area, Director Teigen said that the County looks for entities that are well branded, park friendly, provide good quality, have accounting controls in place and the ability to actually fund the partnership. The County typically puts together a business plan and is aware of these concerns and who the park patrons are.

Councilmember Welch wondered how the City and County interface to make the park operational. Mr. Teigen responded that the County Council is very interested and there is strong support for the project, but they want to know how the park will be funded.

Park Board Chair Chris Jones noted that a skate board park has been a discussion item for a number of years and that security in placement of the park has always been a concern. He would like to see a fenced, secured, lighted and controlled facility. He likes that there are various playgrounds included in the plan. He also believes the BMX facility should be available

to all ages so that people new to the sport can try it. He believes the park should be a multi-use facility that is inclusive to all members of the community.

Park Board member Carl Johnson said he is not concerned about noise from the BMX facility. He lives near the high school and hears noise from the track and football field several times a year, and it is part of being a community member.

Park Board member Leland Adams commented the park needs to be a showpiece that will be used. The City and County should ensure that public demand will support the facilities. The proposal is different than what he envisioned, but it looks good.

Park Board member Terry Van Wyck said she really likes the plan. She encouraged that the skate park should have appropriate access and security.

Joint Park Planning Committee Chair and Park Board member Jim Kelley commented it is the Planning Committee's recommendation that the BMX facility be designed in such a way that it could be a multi-use facility.

The meeting adjourned 7:39 p.m.

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Vern Little, Mayor

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Kathy Pugh, Deputy City Clerk



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**CITY OF LAKE STEVENS  
REGULAR CITY COUNCIL MEETING MINUTES**

Monday, January 12, 2015  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 8:00 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kathy Holder, Kim Daughtry, Marcus Tageant, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Human Resource Director Steve Edin, Police Chief Dan Lorentzen, Senior Planner Sally Payne, Deputy City Clerk Kathy Pugh and City Attorney Grant Weed

OTHERS:

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**Guest Business.** Jody and Nicole Brown, 12922 16<sup>th</sup> Street NE, Lake Stevens. Mr. and Mrs. Brown said they are having a difficult time moving their small business to Lake Stevens due to unforeseen complications with the permitting process. They distributed a handout and requested Council respond to their concerns.

Bruce Morton, 11222 Vernon Road, Lake Stevens. Mr. Morton requested the timeline for removal of the aerator from the lake be accelerated as the equipment is nonfunctional and detracts from the lake.

**Election of Council President and Vice President.**

**MOTION:** Councilmember Daughtry moved to nominate Councilmember Tageant for the position of Council President, Councilmember Spencer seconded the nomination. On vote the nomination carried (7-0-0-0).

**MOTION:** Councilmember Low moved to nominate Councilmember Holder for the position of Council Vice President, Councilmember Tageant seconded the nomination. On vote the nomination carried (7-0-0-0).

**Consent Agenda.** Moved by Councilmember Daughtry, seconded by Councilmember Tageant to approve (A) 2014 vouchers [Payroll Direct Deposits 12/15/2014 and 12/31/2014 of \$266,140.67; Payroll Checks 37800-37801 and 37848-37849 of \$9,355.33; Tax Deposits 12/15/2014 and 12/31/2014 of \$102,029.05; Electronic Funds Transfers (ACH) of \$222,856.47; Claims Checks 37802-37847 and 37852-37928 of \$181,401.22; Void Checks (EFTS) of \$30,567.92; Total Vouchers Approved \$751,214.82]; (B) 2015 vouchers [Claims Checks 37850-37851 and 37929-37945 of \$383,783.68; Total Vouchers Approved \$383,783.68]; (C) Council

Workshop Meeting Minutes of December 8, 2014; and (D) Council Regular Meeting Minutes of December 8, 2014. On vote the motion carried unanimously (7-0-0-0).

**Public Hearing in consideration of Resolution 2015-01 re Project Revision to 6-Year Transportation Improvement Plan adopted by Resolution 2014-4.** City Clerk Barb Stevens read the Public Hearing Procedure.

Public Works Director Mick Monken presented the staff report and said that it is Staff's recommendation to hold a public hearing, take comments on the proposed amendment to the City's 6-year Transportation Improvement Plan and, if there are no changes, to adopt Resolution 2015-01 amending the 6-year Transportation Improvement Plan. The amendment moves a project on the 20-year plan Transportation Improvement Plan to the 6-year plan, which allows for the City to receive grant funding from the State Transportation Improvement Board for sidewalks to be installed on North Davies Road between the two roundabouts. He then responded to Councilmember questions.

Mayor Little invited public comment and there was none.

**MOTION:** Councilmember Welch moved, Councilmember Low seconded, to close the public comment portion of the public hearing. On vote the motion carried unanimously (7-0-0-0).

**MOTION:** Councilmember Welch moved, Councilmember Daughtry seconded, to close the public hearing. On vote the motion carried unanimously (7-0-0-0).

**MOTION:** Councilmember Welch moved, Councilmember Spencer seconded, to approve Resolution 2015-01, adopting an amendment to the six-year Transportation Improvement Plan for the years 2015-2020. On vote the motion carried unanimously (7-0-0-0).

**Public Meeting in consideration of Arcadia Final Plat Approval:** Planning Director Becky Ableman presented the Staff report and said that tonight's action is to hold a public meeting to accept the final plat of Arcadia, which is a subdivision of a 3.745 acre lot into 13 single-family lots in the Urban Residential zone. She then responded to Councilmembers' questions.

**MOTION:** Councilmember Tageant moved, Councilmember Welch seconded, to accept the final plat of Arcadia. On vote the motion carried unanimously (7-0-0-0).

**Action Items:**

**Cavelero Park Plan Recommendation.** Planning Director Ableman said that Council is requested to make a formal recommendation to Snohomish County to update the Master Plan to reflect the City's preferred alternative for the Cavelero Park Master Plan update.

**MOTION:** Councilmember Low moved, Councilmember Spencer seconded, to recommend to Snohomish County Alternative B as the preferred alternative for the Cavelero Park Master Plan update. On vote the motion carried unanimously (7-0-0-0).

**Resolution 2015-02 Declaring an Emergency to Remove Hazardous Tree from Bridge Footing of Catherine Creek Bridge:** Public Works Director Monken presented the staff report and responded to Councilmembers' questions.

**MOTION:** Councilmember Spencer moved, Councilmember Daughtry seconded, to adopt Resolution 2015-02 Declaring an Emergency to Remove a Hazardous Tree Section and Perform Emergency Repairs to Protect the Footing of the Pedestrian Bridge Crossing at the 1600 block on Catherine Creek. On vote the motion carried unanimously (7-0-0-0).

**Grade Road 3000 Block Embankment Stability – Survey Services:** Public Works Director Monken presented the staff report and responded to Councilmembers' questions.

**MOTION:** Councilmember Spencer moved, Councilmember Low seconded, to authorize the Mayor to execute a Professional Service agreement with RJM Associates, LLC dba Mead Gilman & Associates to perform topographical survey services associated with the slope stability project for Grade Road north of 30<sup>th</sup> Street NE. On vote the motion carried unanimously (7-0-0-0).

**Professional Services Agreement with Weed, Graafstra and Benson for City Attorney Services.** City Administrator Jan Berg presented the staff report.

**MOTION:** Councilmember Spencer moved, Councilmember Tageant seconded, to approve the City Attorney Retainer Agreement for 2015. On vote the motion carried unanimously (7-0-0-0).

**Discussion Items:**

**Police Department Update:** Mayor Little announced this item is being removed from the agenda and will be brought forward at a future date.

**Boards and Commissions Liaison Assignments:**

The following Boards and Commissions Liaison assignments were made for 2015:

Arts Commission: Councilmember Welch; Alternate: Councilmember Holder

Budget: Councilmembers Tageant, Quigley and Low

Community Transit: Councilmember Daughtry

Department of Emergency Management: Mayor Little and Police Chief Lorentzen

Economic Development: Councilmembers Spencer, Daughtry and Quigley

Family Center: Councilmember Daughtry; Alternate: Councilmember Holder

Fire District 8: Councilmember Welch; Alternate: Councilmember Daughtry

Health District Board: Councilmember Low

Highway 9: Mayor Little; Alternate: Councilmember Tageant

Library Board: Councilmember Welch; Alternate: City Administrator Berg

Park Board: Councilmember Holder; Alternate: Councilmember Tageant

Retreat: Council President and Vice President

SCCIT: Councilmember Daughtry; Alternate: Mayor Little

Senior Board: City Administrator Berg; Alternate: Councilmember Welch

Sewer Utility Subcommittee: Mayor Little, Councilmembers Low, Tageant and Spencer

Snohomish County Tomorrow: Mayor Little; Alternate: Council President

**Council Person's Business:** Councilmembers reported on the following: Councilmember Daughtry: Community Transit.

**Mayor's Business:** Economic Alliance of Snohomish County and met with Representative Dunshee.

**Staff Reports:** None.

**Executive Session:** Mayor Little announced an executive session to begin at 8:50 p.m. for five minutes for the purpose of receiving an update on Police Guild negotiations with no action to follow and for fifteen minutes to discuss a real property acquisition, with no action to follow. At 9:05 p.m. the executive session was extended fifteen minutes. The executive session concluded at 9:18 p.m.

**Adjourn.**

Councilmember Spencer moved, Councilmember Low seconded, to adjourn the meeting at 9:19 p.m. On vote the motion carried unanimously (7-0-0-0).

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Vern Little, Mayor

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Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council** \_\_\_\_\_  
**Date:** **Agenda** 26 January 2015

**Subject:** Grade Road Habitat Restoration Landowner Agreement

**Contact** Mathew Goad  
**Person/Department:** Public Works **Budget Impact:** \$0.00

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve the Mayor to Sign the Landowner Agreement with Adopt a Stream Foundation**

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**SUMMARY/BACKGROUND:** The City is working with Adopt A Stream Foundation (AASF) on a proposed stream restoration project on City owned property along Catherine Creek. As the owner, the City needs to execute a Landowner Agreement allowing AASF to perform this service and setting conditions for both parties on expectation/requirement (such as Liability). The goals of this project are to reduce temperatures in the stream, provide instream habitat for native fauna, and provide a source of long-term large woody debris.

The project includes establishing 100 foot stream buffers along approximately 1,645 linear feet of Catherine Creek and open field areas dominated by the invasive reed canary grass (estimated 5.9 acres of restored habitat). As part of this project the AASF will plant wetland appropriate tree and shrub species, including black cottonwood and red alder.

AASF will provide the labor and other resources to perform this work. Upon the completion of the work, AASF will establish a monitoring protocol and the City of Lake Stevens will assist with necessary monitoring.

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**APPLICABLE CITY POLICIES:**

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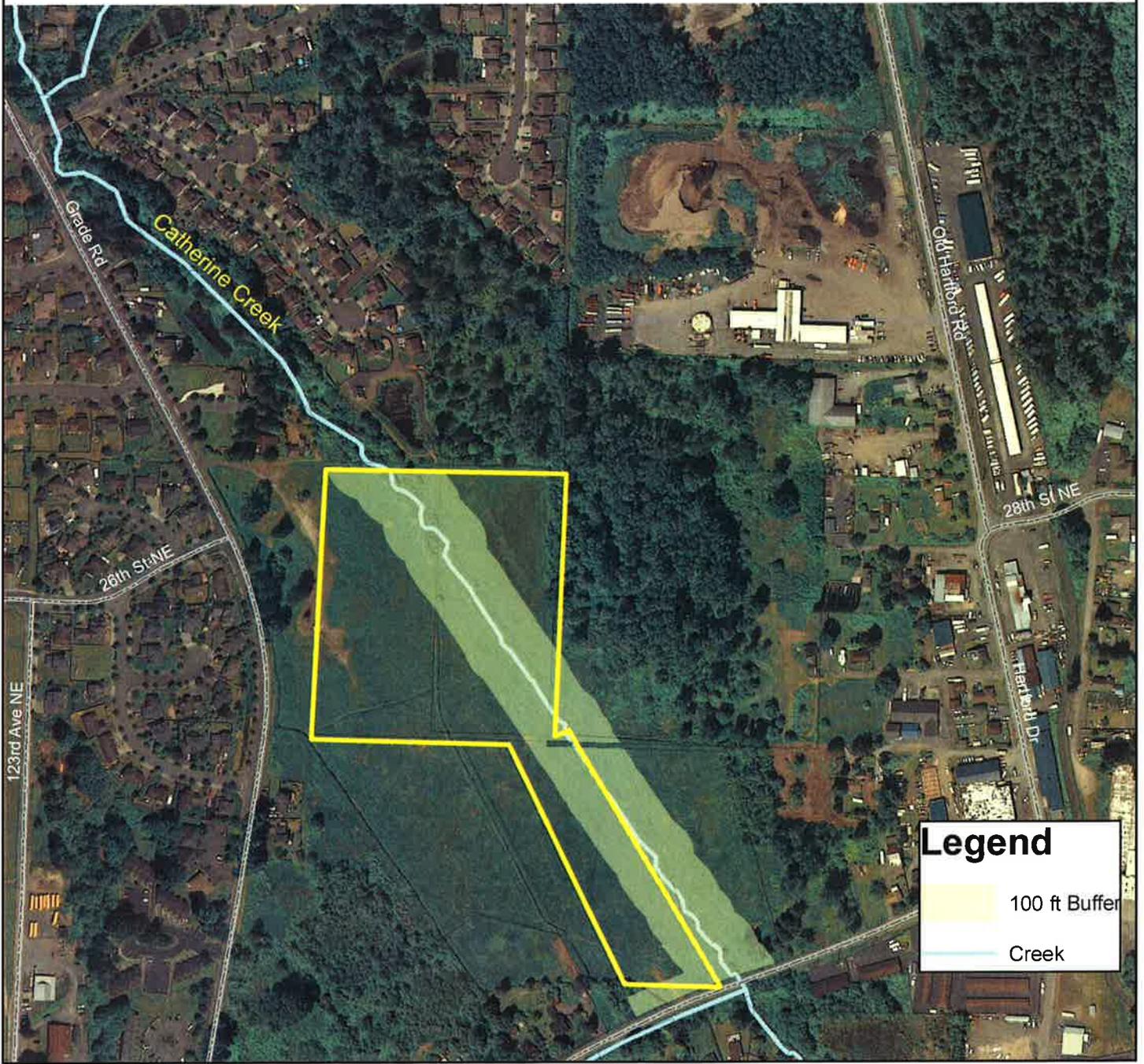
**BUDGET IMPACT:** There is no anticipated or required cost to the City.

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**ATTACHMENTS:**

- ▶ Attachment A: Grade Road Project Area
- ▶ Attachment B: Landowner Agreement

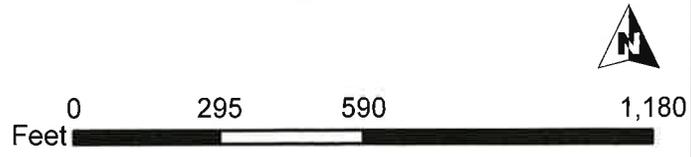
# Grade Road Project Area - ATTACHMENT A



**Legend**

- 100 ft Buffer
- Creek

Data Source: AASF 2013 & Snohomish County 2009.  
Prepared November 2013 by AASF



## ATTACHMENT B

### LANDOWNER AGREEMENT

This Landowner Agreement (this "Agreement") dated and effective this \_\_\_\_ day of \_\_\_\_\_, 2015 is by and between

Landowner: City of Lake Stevens  
PO Box 257  
Lake Stevens, WA 98258

Grantee: The Adopt A Stream Foundation (AASF)  
600 128<sup>th</sup> St. SE  
Everett, WA 98208  
(425) 316-8592

**1. Consent.** The signatories to this agreement join in conducting certain restoration activities to benefit water quality and fish habitat on property owned by the City of Lake Stevens in the Pilchuck watershed, Snohomish County, State of Washington. The legal description of the property and a project scope of work are presented in Exhibit A.

**2. Access.** The Landowner agrees to provide access to employees of AASF (the Grantee) to complete streamside planting and related restoration work with a one (1) week prior notice to the Landowner. The Landowner also agrees to provide access, with a one (1) week notice, to Department of Ecology staff, when accompanied by AASF, to view the site.

The term of this Agreement will be for a ten (10) year period from the date of final signature. During this period, the Landowner agrees to not intentionally compromise the integrity of the restoration work and project site. The Landowner also agrees to provide reasonable property access to the Grantee to plan, complete, and monitor the long-term condition of the restoration site, and to allow the Grantee to display the site for educational purposes.

Landowner agrees to provide reasonable access to employees of AASF to perform required project maintenance work as presented in the Exhibit B Project Maintenance Guidelines.

**3. Agreement Modification/Termination.** This Agreement may be modified at any time by mutual written consent by authorized representatives of all the parties.

**4. Landowner Rights.** This Agreement does not authorize the Grantee to assume jurisdiction over, or any ownership interest in the premises. The Landowner retains all rights to control trespass and retains all responsibility for taxes, assessments, and damage claims.

**5. Removal of Property.** Grantee agrees that it will, upon the conclusion of the project, remove any equipment it installed on the property as a part of the permitted activities, repair any damage to the property that might have been caused with or by any of the permitted activities, and will return, exclusive of restoration development in this project, the property to the condition it was in before Grantee's entry onto the property. In the event any materials and/or equipment placed on the property by the Grantee are not removed in a timely manner, the Landowner will have the right to remove such materials and/or equipment and the Grantee agrees to be responsible for the reasonable costs of such removal.

**6. Liability.** Each of the parties to this Agreement agrees that it will be liable for its own acts and the acts of its employees, agents, representatives, subsidiaries, or affiliates, and the results thereof, in connection with the performance of its obligations under this Agreement, and for its own acts and the acts of its employees, agents, representatives, subsidiaries, or affiliates, and the results thereof, that occur on the land, unless such acts or results arise from the negligent or willful acts, or omissions of the other parties to this Agreement, their employees, agents, representatives, subsidiaries, or affiliates.



*Exhibit A*  
*Scope of Work*

**1.0 Project Location**

The 13.52-acre Grade Road Site in Lake Stevens, Washington consists of three undeveloped properties owned by the City of Lake Stevens. The parcels are 4.88 acres, 4.81 acres, and 3.83 acres respectively.

The properties are formerly part of the Rucker Lumber Mill site and are located east of Grade Road, north of Hartford Road, northeast of the lake and the old downtown. (Latitude 48.022281, Longitude -122.059822.)

The City of Lake Stevens anticipates developing a city campus on these (and adjacent) properties in the future, however the site is currently undeveloped.

The legal descriptions, as listed by Snohomish County Assessor's Parcel database is as follows:

Parcel Number 00562200000300  
Section 08 Township 29 Range 06 Quarter NE Subdivision RUCKERS MILL PLAT NO 1  
BLK 000 D-00 - LOT 3 TGW N 15FT VAC RD LY ADJ TO LOTS 3 & 4

Parcel Number 00562200000400  
Section 08 Township 29 Range 06 Quarter NE Subdivision RUCKERS MILL PLAT NO 1  
BLK 000 D-00 LOT 4

Parcel Number 00562200001301  
Section 08 Township 29 Range 06 Quarter NE Subdivision RUCKERS MILL PLAT NO 1  
BLK 000 D-01 - LOT 13 EXC TH PTN THOF LY ELY OF CATHERINE CR

**2.0 Current Site Conditions:**

The Grade Road site is a large, relatively flat field containing approximately 1,645 linear feet of Catherine Creek; the stream flows from generally northwest to southeast. The southern property stops before the right bank of the creek, but contains the majority of the proposed 100 feet of buffer. No buildings or roads are present. The field is dominated by reed canary grass with patches of invasive blackberry species. The entire site lacks trees, and the stream has very little canopy cover. Large portions of the Grade Road site are likely wetland.

Catherine Creek is listed on the 303(d) list for water temperature, bacteria, and fecal coliform.

A map of the approximate project area is attached as Exhibit C.

### **3.0 Project Goals:**

The goals of this project are to remove invasive plants and establish riparian buffers of approximately 100 feet from each bank using native vegetation. The total invasive removal and planting area will be approximately 5.9 acres. The objective of the planting is to reduce stream water temperature, provide habitat for native fauna, and serve as a long-term source of large woody debris to the system. The establishment of native plants will reduce the presence of reed canary grass over time by out-shading the invasive grass.

Large wood and other stream enhancements may also be part of the project.

### **4.0 Landowner responsibilities**

- Landowner will provide access to the property for all implementation purposes.
- Landowner will assist with informal monitoring.
- Landowner will allow access to the planting area by volunteer groups to assist with implementation and maintenance of the project.

### **5.0 AASF responsibilities**

- AASF will coordinate all aspects of the initial invasive plant removal and native planting.
- AASF will coordinate all responsibilities outlined in the grant funding.
- AASF will coordinate with volunteer groups to complete some components of the project implementation. Work performed by volunteers will consist of planting and invasive removal under the supervision of AASF.
- AASF will secure any necessary permits.
- AASF will maintain the project site as funding allows.

### **6.0 Activity schedule**

- AASF will develop a conceptual stream enhancement plan using current DOE funding by mid 2014.
- AASF has been encouraged by the Department of Ecology to seek Ecology funding to implement the project prior to January 1, 2016. .
- AASF will develop a detailed activity schedule once additional funding has been secured.

### **7.0 Maintenance:**

#### **7.1 Description**

- The site will require some maintenance, especially in regards to plant health.

#### **7.2 Landowner responsibilities**

- Landowner will report any observations of plant mortality or maintenance needs to AASF.

#### **7.3 AASF responsibilities**

- AASF will provide the landowner with a maintenance plan, which is attached as Exhibit B.
- AASF will suppress invasive plants in planting area.

- AASF will coordinate watering as needed, annually during the summer months.
- AASF will check for plant vigor on a yearly basis through 2016.
- AASF will replace dead plants in the event of high plant mortality.
- AASF will pursue additional funding opportunities to perform necessary maintenance activities and will be responsible for the majority of maintenance if funding is received.

## **8.0 Monitoring:**

### **8.1 Description**

- Monitoring will consist of monitoring native plant health by photographing the site from established photo points.
- Monitoring photos will be forwarded to Grantee electronically at [aasf@streamkeeper.org](mailto:aasf@streamkeeper.org).

### **8.2 Landowner responsibilities**

- The landowner will be responsible for informal monitoring for a minimum of three years. Informal monitoring includes checking on plant health and invasive plant regrowth to the best of landowner's ability.
- The Landowner will report problems to AASF promptly to help facilitate the timely correction of any problems found at the planting site.

### **8.3 AASF responsibilities**

- AASF will set up photo monitoring points. The photo monitoring points will be clearly marked with permanent markers to facilitate future informal monitoring by the landowner in year(s) 2016 and onward.
- AASF will take before and after photos of the project areas during the anticipated 3-year grant period. The Landowner will be responsible for photo monitoring in 2016.
- AASF will complete all other monitoring activities during the 3-year grant period and make all efforts to provide technical assistance as needed after grant activities are completed.

### **8.4 Schedule**

- It is expected that staff from AASF will visit the site at least once within three (3) months following the completion of planting activities.
- AASF will coordinate with Landowner regarding future monitoring and maintenance.

## **9.0 Funding and Reimbursements**

- The planting and initial maintenance of this project is funded primarily through grants and in-kind services awarded to AASF. Maintenance in year(s) 2016 will be funded or otherwise coordinated by the landowner. AASF will make all efforts to assist the landowner in accomplishing maintenance activities as needed as the new riparian buffer matures.

*EXHIBIT B*  
*PROJECT MAINTENANCE GUIDELINES*

*AASF MAINTENANCE of PLANTING*

- **Native plant maintenance**
  - The native plants will require **moisture** in the hot summer months. Provide water to the plants one to two times per week during the hot summer months.
  
- **Invasive plant suppression**
  - **Some blackberry shoots** are expected to return. Dig these out by the roots twice per year. (It's easiest when the ground is wet.)
  - Patches of **reed canary grass** are present on the site. Native plants will be installed in the reed canary grass patches. As the native plants grow, they will shade out the reed canary grass. Keep the reed canary grass shorter than the native plants until the native plants get taller (approximately the first 3 years). This can be accomplished by stomping down the reed canary grass in a two-foot circle around the native plant or by weed whacking a 2-foot circle around the plant.



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Date:** **Agenda** 26 January 2015

**Subject:** Lake Stevens Phosphorus Management – Implementation of Year 3 Alum Treatment

<b>Contact Person/Department:</b>	<u>Mick Monken Public Works</u>	<b>Budget Impact:</b>	<u>\$99,056.70</u>
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign the Supplemental Agreement No. 2 for the Aluminum Sulfate Treatment Program to Aquatechnex for an amount of \$96,056.70 and authorize a management reserve of \$3,000

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**SUMMARY/BACKGROUND:** On the 28<sup>th</sup> January 2013, the City Council approved the Phosphorus Management Plan (Plan) which outlined how the City plans to continue to deal with the phosphorus loading in Lake Stevens. In the plan, it was proposed that an annual expenditure of \$100,000 would be budgeted for the Alum treatment. This amount is included in the 2015 budget.

In 2013, the City went out to bid and awarded a 5 year contract to Aquatechnex for a total bid amount of \$96,056.70 for the initial year (2013) which has been agreed upon for the same amount for year 3 (2015). Aquatechnex has been the consultant used for the treatment of the Milfoil Project too. The City has had very good experience with the service and results from Aquatechnex.

The City has been performing the Alum Treatment in coordination with Snohomish County. The County has been providing for testing and monitoring of the application and consultation with the City. The estimated schedule of the work is included in Exhibit A.

In conjunction with the Alum Treatment, a portion of the Department of Ecology 2014 grant will be used for education outreach to help gain support from the public on the importance of phosphorus management. This education will be lead by the Snohomish Conservation District under contract with the City. This action was included in the approved Phosphorus Management Plan.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** \$99,056.70 from the Alum budget line item. These funds consist of prior O&M and capital funds for the existing aerator system.

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**ATTACHMENTS:**

- ▶ Exhibit A: Supplemental Agreement No. 2

EXHIBIT A  
**SUPPLEMENTAL AGREEMENT NO. 2  
TO  
SMALL PUBLIC WORKS CONTRACT  
FOR  
CITY OF LAKE STEVENS  
LAKE STEVENS ALUMINUM SULFATE TREATMENT PROGRAM**

This Supplemental Agreement No. 2 is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 2015, between the City of Lake Stevens, hereinafter called the "City" and AquaTechnex, LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into a Contract for preparation of an application strategy plan and implementation for the treatment of Lake Stevens phosphorus loading through the application of aluminum sulfate (Alum), hereinafter called the "Project," said Agreement being dated 16<sup>th</sup> May 2013; and

WHEREAS, both parties desire to supplement said Contract, by repeating the Scope of Services of the original agreement for the second year's treatment of Alum and to amend the total amount payable for this Agreement,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Small Public Works Contract dated 16<sup>th</sup> May 2013, shall remain in full force and effect, except as modified in the following sections:

1. Article 1 of the Original Contract, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A1, attached hereto and by this reference made part of this Supplemental Agreement No. 2.

SUPPLIMENTAL 2

2. Article 5 of the Original Contract "PAYMENT FOR PROJECT", Paragraph a. Total Contract Sum for Project, the first sentence is amended to include the additional fee of \$96,056.70 and shall read as follows: "...total Contract Sum not to exceed \$192,113.40..."

The Total Amount payable to the Consultant is summarized as follows:

Original Contract	\$96,056.70
Supplemental Agreement No.1	\$96,056.70
Supplemental Agreement No.2	\$96,056.70
Supplemental Agreement No.3	\$0.00
Grand Total	\$288,170.10

3. Scope of Work – schedule of work shall be performed per the Scope of Work as attached in Exhibit A1.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF LAKE STEVENS

AquaTechnex, LLS

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Its \_\_\_\_\_

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Lake Stevens City Attorney

SUPPLIMENTAL 3

## Exhibit A1

### Scope of Services

## ALUM TREATMENT SPECIFICATIONS

### DESCRIPTION OF WORK

1. Application Strategy Plan – prior to the performance of any application work, the contractor shall develop and submit an application strategy plan. The plan can be in the form of a technical memorandum and shall include: method, schedule, and location for pre and post testing of pH balance; staging needed for setup, chemical handling, and any on site storage; application equipment and staffing; technical application method (ie: guidance system); description of any proposed backup system to minimize down time; Spill Prevention, Control, and Contingency (SPCC) plan; and emergency notification contact information. Plan must be submitted for review, comments, and approval by the City.
2. Pre-application pH Balance – prior to each day’s application of Alum, and within the approved schedule as identified in the Application Strategy Plan, pH reading will be performed by the Owner. Testing results will be available to the Contractor prior to the application of Alum.
3. Implementation of the Application Strategy Plan - apply Alum with Lake Stevens in accordance with the approved Application Strategy Plan.
4. Post-application pH Balance – following each day’s treatment, and within the approved schedule as identified in the Application Strategy Plan, pH readings will be performed by the Owner. Testing results will be available to the Contractor within 1 working day of the results.
5. Coordination – the Contractor shall perform coordination with the City that will include a project kick off meeting, Application Strategy Plan meeting, Pre-Implementation Strategy, and Post Strategy meeting. A phone meeting may be allowed by the City as deemed appropriate. In person meetings will be held at the City of Lake Stevens Permit Center.

### GENERAL

1. All work performed under this project shall include furnishing all labor, equipment, mobilization, demobilization, and materials necessary to perform the described work.
2. Application equipment shall include:
  - a. Boat(s) or barge(s) capable of traversing the lake.
  - b. Appropriate pumps and spreaders to control and distribute per alum dose specifications.

### SUPPLIMENTAL Scope of Services 1

- c. Treatment boat or barge shall have on-board chemical storage containers.
  - d. GPS-linked computer system for boat or barge guidance that is integrated within real-time bathymetric measurements and provides chemical dosing control for Alum pumping rate.
3. Work shall be completed within 3 calendar days from the start of the application. Due to weather conditions, delays and extensions may be granted by the City.
4. City will obtain the permit with the DOE for Alum application.
5. Contractor will be responsible for public notification on days of treatment.
6. The general configuration of Lake Stevens is shown on the attached map at the end of this section.
7. The Contractor is responsible for all staging area setup, security, cleanup, and restoration of areas to their original condition following completion of the application.
8. The Contractor is responsible for the purchase, delivery, scheduling, and application of all chemicals, including all labor/handling.
9. The Contractor shall keep daily logs stating the following minimum information:
  - a. Hours of application
  - b. Quantity of material applied, along with data indicating application of alum in the specified dose ratio.
  - c. Approximate acreage treated.
  - d. Approximate location of area(s) treated.
10. Prior to the start of work, the Contractor shall meet in the field with the City's assigned representative. The assigned representative will be presented at the project kick off meeting.
11. Access to the Lake should be through the North Cove boat launch, located west of Main Street on 17<sup>th</sup> Street NE.
12. Staging during application will be allowed using a portion of the boat parking area for up to 5 calendar days.
13. Contractor will need to obtain a City Business License.

## **PRODUCT**

1. Aluminum Sulfate (Alum) will be aluminum sulfate, water treatment grade, which is the product of the reaction between sulfuric acid and a mineral rich in aluminum, such as bauxite, which is a nearly saturated solution of aluminum sulfate.
2. The aluminum sulfate supplied under this standard shall contain no soluble mineral or organic substances in quantities capable of producing deleterious or injurious effects on public health or water quality.
3. Liquid alum shall contain water-soluble aluminum of 4.2 to 4.4 percent as  $Al^{3+}$  or 8.1 to 8.2 percent of  $Al_2O_3$ .

### **SUPPLEMENTAL Scope of Services 2**

4. The total water-soluble iron (expressed as  $\text{Fe}_2\text{O}_3$ ) content of aluminum sulfate shall be no more than 0.02 percent, on a basis of 8.1 percent  $\text{Al}_2\text{O}_3$ . in liquid alum. In liquid alum, the water-insoluble matter shall not exceed 0.02 percent. At a minimum, aluminum sulfate shall conform with the “American National Standards Institute/National Sanitation Foundation” (ANSI/NSF) Standard 60 Drinking Water Treatment Chemicals – Health Effects (2005 and previous), or Standard 61 Drinking Water System Components – Health Effects (2005 and previous), for use in drinking water.

## APPLICATION

- I. Application is to take place after the lake water temperature has risen to over 42° F in the upper water column (epilimnion). The application must be completed by 15th June 2015. The start to finish application time frame for the boating lake is to be no more than 3 calendar days. Application is to take place only when the wind speed is less than 15 mph.
- B. Liquid aluminum sulfate (alum as  $\text{Al}_2(\text{SO}_4)_3 \cdot 14\text{H}_2\text{O}$ ) will be applied to the lake surface or injected into the lake from a moving barge (boat). The barge (boat) position in the lake shall be located by a satellite guiding system (GPS) with computer integrated depth sonar to continuously adjust the flow of alum, based on changing lake depth and boat speed. All areas of the lake will be applied.
- C. The Contractor must employ a treatment barge (boat) with on-board chemical storage tanks and applicator for even chemical distribution. The system of chemical distribution shall have a minimum application rate of 35,000 gallons per day.
- D. The Contractor shall apply a full chemical allotment of liquid alum to the Lake. The effective dose of Alum to Lake Stevens shall be 0.18 mg Al/L and within the water column of the applicator influence zone.
- E. The lake pH will be monitored by the Owner before treatment begins, and at one (1) hour following the application during each treatment day. Work shall be suspended if the pH is consistently less than 6.0 ( $\pm 0.05$ ) or greater than 8.7 ( $\pm 0.05$ ) in the collected water samples for a minimum of one (1) consecutive day(s).
  1. The threshold for re-starting treatment shall be greater than a pH between 6.2 and 8.4 ( $\pm 0.05$ ) and an alkalinity of 20 mg/L ( $\pm 0.5$  mg/L). Owner shall perform this testing.
  2. The Owner will conduct a field test in a bucket or barrel prior to application initiation (0.5 to 48 hours) using alum at 0.18 mg Al/L to verify that treated water is above pH 6.0 after alum addition and mixing (0.25 to 0.5 hours after being

## SUPPLEMENTAL Scope of Services 3

dosed).

- F. The Contractor shall apply the full chemical allotment of alum as defined above. If there is a remaining supply of chemical after the Contractor has applied the specified dose due to changes in lake bathymetry, the Contractor is responsible for applying the remaining amount of chemicals to the lake uniformly in areas exceeding 2 meters (6.5feet) in depth. Note if at any time the pH of the lake water is less than 6, alum addition is to be immediately stopped until pH is greater than 6.2 and City's representative gives OK to proceed with application.
- G. The Contractor shall submit the Application Log at the end of the day to the City.

## HAZARDS

- A. Because the application of liquid alum will take place in a lake, several potential hazards exist such as docks, boats, and underwater hazards such as sunken logs, debris, boats, or utilities.

## PAYMENT

1. Payment shall be at the described unit as shown in the Bid Proposal of this document. The bid price shown shall include all costs for labor, equipment, material, mobilization, de-mobilization and applicable taxes/fees required to complete the work as specified in this document.

## SCHEDULE OF WORK

### Estimated Timeline

- |  |  |
|--|--|
| • Council Award  | 9 February 2015                                  |
| • Notice of Award                                      | 12 February 2015                                 |
| • Signed Contract Due to City                          | 23 February 2015                                 |
| • Notice to Proceed on development of Strategy Plan    | 3 March 2015                                     |
| • Completion of Strategy Plan                          | 20 March 2015                                    |
| • Notice to Proceed on Implementation of Strategy Plan | 30 March 2015                                    |
| • Implementation of Strategy Plan (3 calendar days)*   | 1 April thru 1 May or<br>18 May thru 29 May 2015 |

**Note: \* - No work allowed to be performed from 4 May thru 17 May 2015. Actual date of implementation may differ based on input from the State Department of Fish and Wildlife.**

### SUPPLEMENTAL Scope of Services 4

## BID PROPOSAL

The following is a description of the bid items:

### Bid Item 1 - Application Strategy Plan

This is the development, revision, printing, and submittal of the Application Strategy Plan (Plan). The draft Plan must be submitted to the City in electronic format (Word 2007) and the final Plan must be submitted in PDF by email marked “Final” and in electronic format (Word 2007). Under this item should include three one hour meetings with the City. One meeting may be allowed to be performed over the phone. Payment shall be Lump Sum.

### Bid Item 2 – Implementation – Base Application

This is the purchasing of materials, handling and storage of equipment and materials, equipment and labor for preparation and application of 55,000 gallons of Alum, daily pH tests, any licenses fees, permitting fees, coordination with the City, and all other associated costs for the implementation of the application. Payment shall be Lump Sum

### Alternative Bid Item A – Additional Alum

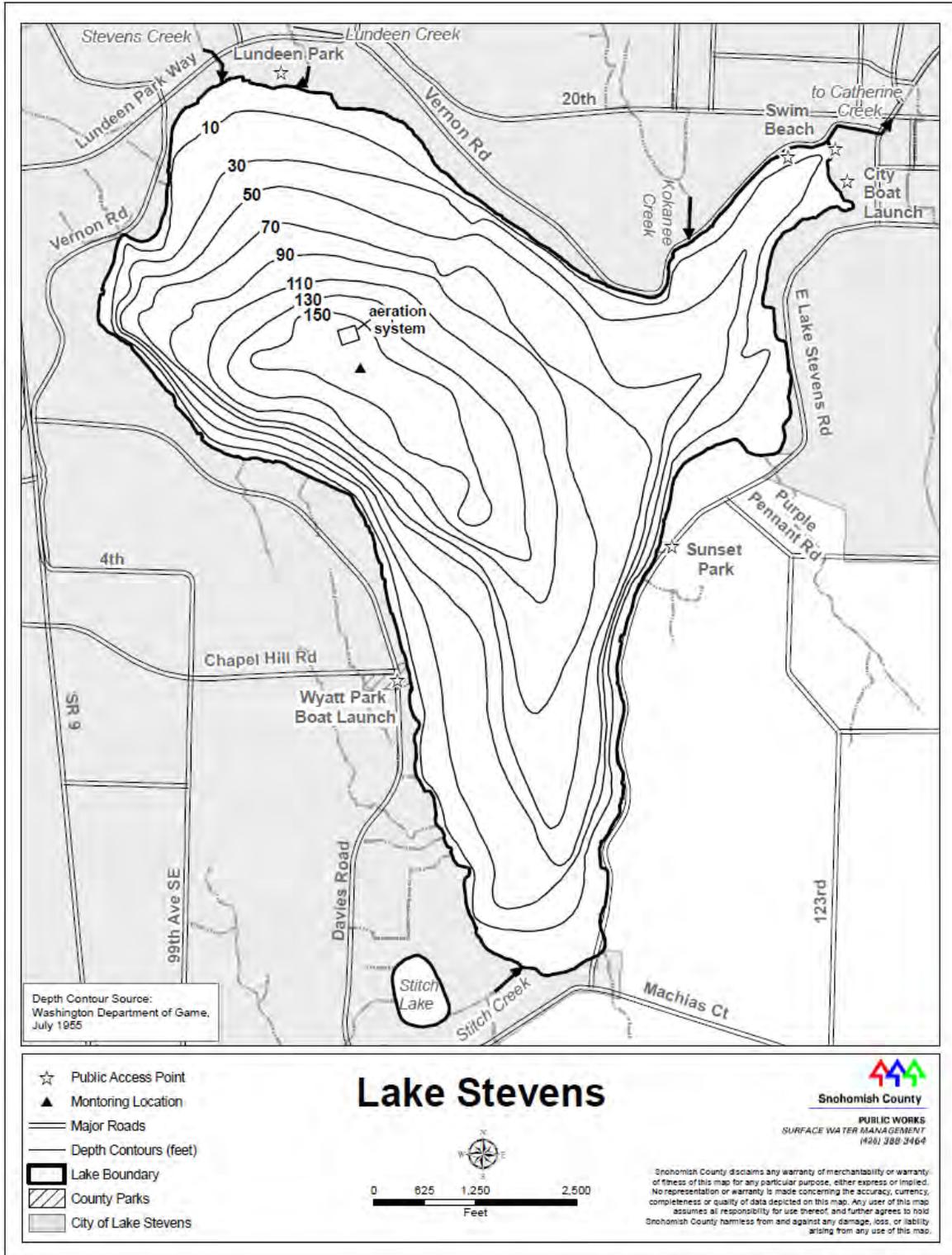
This item is intended to be used to allow for additional Alum to be added to the application process when the Implementation –Base Application is occurring. Notification from the City will be provided in written format specifically stating the additional volume of Alum to be added to the total contract amount as shown in Bid Item 2. This includes the purchasing of the materials, handling and storage of equipment and materials, equipment and labor for preparation and application of 1,000 gallons of Alum, daily pH tests, any licenses fees, permitting fees, coordination with the City, and all other associated costs for the implementation of the application. Payment shall be per 1,000 gallons.

**Contract Cost** – These cost are based upon the original bid request provided by Aquatechnex signed 30 April 2013.

BI #	Description	Unit Cost	Unit	Sum
1	Application Strategy Plan	\$543.00	LS	\$543.00
2	Implementation	\$95,513.70	LS	\$95,513.70
BASE BID				<b>\$96,056.70</b>
A	Additional Alum	\$1,840.00	1k/gal	1,840.00

**Note: All costs to include sales tax.**

ATTACHMENT A



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SUPPLEMENTAL Scope of Services 6

\\fc01dfs\data\public\public works\projects\2013 projects\13017 - alum treatment year 1\staff report\1-26-15 - rpt - alum treatment year 3 award.docx



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** January 26, 2015

**Subject:** Amend Public Works Trust Fund Loan payment date for 36<sup>th</sup> St. Repair Project

**Contact Person/Department:** City Administrator Jan Berg      **Budget Impact:** None

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Approve Amendment to loan number PE10-951-003 for 36<sup>th</sup> Street Repair Project.

**SUMMARY/BACKGROUND:**

The Public Works Board has been requested by the State Legislator and the Office of Financial Management to align the billing and repayment dates of outstanding loans to the state's budget cycle.

The City of Lake Stevens currently has a total of five loans, four of which relate to sewer projects and are pass through debt from the Sewer District. The Sewer District Commissioners decided not to change their payment due dates and therefore the only loan recommended to be amended is the loan for the 36<sup>th</sup> St. repair project. The payment date is being requested to be changed from July 1<sup>st</sup> to June 1<sup>st</sup>.

**BUDGET IMPACT:**

None

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**ATTACHMENTS:**

- ▶ Exhibit A: Amendment Document

## AMENDMENT TERMS AND CONDITIONS

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**Washington State Department of Commerce  
PUBLIC WORKS BOARD  
Loan Contract**

Contractor/Borrower: Lake Stevens, City of  
Contract Number: PE10-951-003  
Amendment Number: Y

The Public Works Board (or its successors), a department of the State of Washington, (hereafter referred to as the "Board") and the Contractor, listed on the Face Sheet, agree to amend the above listed contract by revising all clauses contained therein that reference (in whole or in part) the annual Loan Repayment month and Loan End Date month.

The Loan Repayment and Loan End Date months shall be revised to read "June 1" instead of "July 1" as the month and day in which all loan repayments are to be made. The final payment shall be on or before June 1, 2030, of an amount sufficient to bring the loan balance to zero.

## AMENDMENT FACE SHEET

**Loan Number: PE10-951-003**  
**Amendment Number: Y**  
**Washington State Department of Commerce**  
**PUBLIC WORKS BOARD**  
**Loan Contract**

<b>1. Contractor</b> Lake Stevens, City of PO Box 257 Lake Stevens, WA 98258		<b>2. Contractor Doing Business As (optional)</b> N/A	
<b>3. Contractor Representative (only if updated)</b> N/A		<b>4. Public Works Board Representative (only if updated)</b> N/A	
<b>5. Original Contract Amount</b> \$ 12,045.00	<b>6. Amendment Amount</b> N/A	<b>7. New Contract Amount</b> N/A	
<b>8. Amendment Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>9. Amendment Start Date</b> October 15 <sup>th</sup> , 2014	<b>10. Contract End Date</b> June 1, 2030
<b>11. Federal Funds (as applicable):</b> N/A		<b>Federal Agency:</b> N/A	<b>CFDA Number:</b> N/A
<b>12. Amendment Purpose:</b> The purpose of this amendment is to formally alter the day and month in which loan payments are due from July 1 to June 1.  The Board, defined as the Washington State Public Works Board, and Borrower/Contractor acknowledge and accept the terms of this Agreement/Contract As Amended and attachments and have executed this Contract on the date below to start as of the date shown above. The rights and obligations of both parties to this Agreement/Contract As Amended are governed by this Agreement/Contract Amendment and the following other documents incorporated by reference: Amendment Terms and Conditions including all attachments. A copy of this Agreement/Contract Amendment shall be attached to and made a part of the original Agreement/Contract between the Board and the Borrower/Contractor. Any reference in the original Contract to "Agreement" or "Contract" shall mean the "Agreement As Amended" or "Contract As Amended," respectively.			
<b>FOR THE BORROWER/CONTRACTOR</b>  _____ Signature  _____ Print Name  _____ Title  _____ Date		<b>FOR PUBLIC WORKS BOARD</b>  _____ Stan Finkelstein, Public Works Board Chair  _____ Date  <b>APPROVED AS TO FORM ONLY</b>  This 15 <sup>th</sup> Day of July, 2013 _____ Bob Ferguson Attorney General  _____ Signature on File Kathryn Wyatt Assistant Attorney General	



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** January 26, 2015

**Subject:** 2015 Comprehensive Plan Update

**Contact Person/Department:** Russ Wright **Budget Impact:** None  
Planning & Community Devel.

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** No action requested at this time.

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**BACKGROUND:**

The Growth Management Act (GMA), Chapter 36.70A of the Revised Code of Washington (RCW), mandates counties and cities develop comprehensive plans to accommodate the jurisdiction's projected growth for the next 20 years. Comprehensive plans must include the following mandatory elements:

1. Land Use
2. Housing
3. Capital Facilities
4. Utilities
5. Rural Element (counties)
6. Transportation
7. Economic Development
8. Park and Recreation

Comprehensive plans may also include Conservation, Solar Energy, Recreation and Subarea Plans as optional elements. These planning elements create the framework for local development regulations.

To start the update process, City Council and the Planning Commission held a joint meeting to discuss the framework for the Comprehensive Plan (Plan) Update. Over the past months, staff has held a public open house; conducted visioning workshops with the Planning Commission and City Council; distributed a survey to identify community preferences and compiled the results, which were shared with City Council and the Planning Commission; has met with outside agencies; and held regular briefings with the Planning Commission.

In general, most of the initial changes to the city's Plan are updates to data and statistics. Staff will also focus on significant accomplishments since implementation of the last plan, changes in land use status and patterns, revisions to the capital facilities plan and provide an updated vision and revised goals and policies. Other changes to the plan will be in format to ensure staff incorporates mandatory state, regional and countywide planning elements. Staff will provide City Council with a complete draft of the revised Plan within the next few months. An outline of all elements is attached for your review. Tonight, staff will provide an overview of proposed chapter revisions to the Plan.

**Introduction**

This chapter combines elements of the current introductory and planning area chapters into a streamlined introduction detailing the planning context for the Growth Management Act and coordinated regional and local planning; provides a basic description of the Planning Area including the Urban Growth Area and Rural Transition Area; and describes the city's updated vision statements and individual element visions. This chapter also defines the public process and environmental review for this update and contains revised goals and policies for administering the Plan including a process for

annual updates. Staff has attached a clean copy of the draft chapter for your review (a strike-through underline version is available upon request).

### **Land Use Element**

Staff has conducted a preliminary review of current Buildable Lands Data to set the tone for evaluating the Land Use Element. The *2012 Buildable Lands Report* (BLR) estimates the 2011 Lake Stevens Urban Growth Area (UGA) population to be 33,218 and the employment capacity to be 5,031. The same report estimates the 2025 population to be 46,634 and employment capacity to be 7,988. Staff will develop an updated model and map that identifies current available land supply for employment and population growth based on growth from mid-2012 to present.

### **Housing Element**

The Housing Element includes updated statistical information based on the *2013 Housing Characteristics and Needs in Snohomish County Report*, prepared by the Planning Advisory Committee of Snohomish County Tomorrow and the *Draft Affordable Housing Profile* for the city of Lake Stevens, prepared by the Alliance for Housing Affordability. The major changes to this section will include an updated discussion of state, regional and countywide planning policies, updated statistical data and analysis and updated goals and policies. Staff has attached a clean copy of the draft chapter for your review (a strike-through underline version is available upon request).

### **Utilities and Public Services Element**

This element addresses utilities and public services in the city of Lake Stevens. It considers the general location, proposed location and capacity of all existing and proposed utilities and public facilities. It discusses levels of service for current and future residents and businesses. An update will be provided on information related to the Lake Stevens School District, the Snohomish County Public Utilities District (PUD), Lake Stevens Sewer District, Lake Stevens Fire District and Lake Stevens Police Department. Staff has attached the existing chapter for context significant updates for the various partner agencies are included below. Staff has met with the Lake Stevens School District, the Snohomish County Public Utilities District (PUD), Lake Stevens Sewer District, Lake Stevens Fire District and Lake Stevens Police Department and received updates from these agencies to incorporate into the Utilities and Public Services Element

### **Parks Element**

Minor changes are proposed to the Parks Element including an updated vision statement and updated references in the capital projects list to include a discussion of the Cavelaro Park Master Plan, Frontier Heights Park and Trail Connections.

Staff will provide revised Land Use, Environment, Transportation, Capital Facilities and Economic Development Elements to the Planning Commission in February. Please note the analysis and goals and polices will be subject to additional revisions for all elements.

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**APPLICABLE CITY POLICIES:** Lake Stevens Comprehensive Plan

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**BUDGET IMPACT:** No budget impact.

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### **ATTACHMENTS:**

- A. Comprehensive Plan Outline
- B. Draft Introduction
- C. Draft Housing Element

## **2015 comprehensive Plan Update Outline**

### **I. Introduction**

#### **A. Purpose & Planning Horizon**

#### **B. Planning Context**

1. GMA goals and requirements
2. Countywide and multicounty planning

#### **C. Vision for the community (derived from the visioning and other citizen participation processes)**

1. Overall Vision
2. Element Visions

#### **D. Growth Framework**

1. Annexation Plan
2. UGA Expansion

#### **E. Revision Process**

#### **F. Public Participation (WAC 365-196-600)**

### **II. Natural Environment**

#### **A. Introduction**

#### **B. Description of Planning Area**

#### **C. Natural Resource Lands of long-term commercial significance**

1. Retain open space; conserve fish and wildlife habitat; protect the environment and enhance the quality of life, including air and water quality, and the availability of water
2. Identify open space corridors within and between urban growth areas
3. Protection of the quality and quantity of ground water used for public water supplies

#### **D. Critical Areas**

1. Polices based on best available science
2. Include non-regulatory measures as well as regulatory approaches to protect critical areas

#### **E. Integration with the Shoreline Management Act (365-196-580)**

1. Goals and policies of the shoreline master program adopted by the county or city, either directly in the comprehensive plan, or through incorporation by reference

#### **F. Sustainability and Climate Change**

### **III. Land Use Element**

#### **A. Future land use map / Graphic display of how & where development is expected to occur**

1. Land use designations and implementing zoning

#### **B. Describe distribution and general location / extent of land uses, e.g., housing, commerce, industry, recreation, open spaces, public utilities, public facilities**

1. Describe population densities, building intensities, and estimates of future population growth
2. Include table showing the acreage in each land use designation, the acreage in each implementing zone, the approximate densities assumed, and how this meets the twenty-year population projection.
3. Identify general location and estimated quantity of land needed for public purposes (e.g., utility corridors, landfills or solid waste transfer stations, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses)
  - Include descriptions and map
  - Identify and describe essential public facilities
4. Urban planning approaches to promote physical activity
  - Higher intensity residential or mixed-use land use designations
  - Transit-oriented districts around public transportation transfer facilities
  - Co-locating public facilities within walking or cycling distance of their users
  - Linear parks and shared-use paths, interconnected street networks or other urban forms supporting bicycle and pedestrian transportation
  - Multimodal approaches to concurrency

#### **C. Recommendations for meeting requirements – land use assumptions form the basis for growth-related planning of transportation, housing, capital facilities**

1. Integrate relevant countywide planning policies and multicounty planning policies
2. Identify the existing general distribution and location of various land uses
3. Estimate the extent to which existing buildings and housing, together with development or redevelopment of vacant, partially used and underutilized land, can support anticipated growth over the planning period
4. Implementation strategy describing the steps needed to accomplish the vision and the densities and distributions identified in the land use element

#### **D. Identify special characteristics and uses of the land which may influence land use or regulation**

1. Resource lands & Critical areas
2. Existing or potential open space corridors within and between urban growth areas
3. Sites that are particularly well suited for industry
4. View corridors, brownfield sites, national scenic areas, historic districts, or other opportunity sites
5. Historic preservation – encourage the preservation of lands, sites and structures that have historical or archaeological significance, herein referred to as "cultural resources."

**E. Counties and cities must review drainage, flooding, and storm water runoff in the area or nearby jurisdictions**

1. Regulatory requirements of municipal storm water general permits
2. Local waters listed under Washington State's water quality assessment
3. Inter-jurisdictional plans,
4. Protection of the quality and quantity of ground water used for public water supplies
5. Review of drainage, flooding, and stormwater runoff in the area covered by the plan

**IV. Housing Element**

**A. An inventory and analysis of existing and projected housing needs**

1. Housing inventory – gauge the availability of existing housing for all economic segments of the community and ensure the vitality of established residential neighborhoods.
2. Amount of various types of housing that exist in a community
  - *Variety of housing types & densities*
  - *Affordability of different housing types*
  - *Median sales prices of homes and average rental prices*
  - *Number of beds available in group homes, nursing homes and/or assisted living facilities*
  - *Number of dwelling units available specifically for senior citizens*
  - *Number of government-assisted housing units for lower-income households*
3. Needs analysis based on the most recent 20-year population allocation
  - *Estimate the type and densities of future housing needs*
  - *Define housing need in a regional context*
  - *Analyze consistency with countywide / multicounty planning policies*
4. Housing targets or capacity
5. Affordable housing
6. Implementation plan

**B. A statement of the goals, policies, and objectives for the preservation, improvement, and development of housing, including single-family residences**

1. Housing goals and policies

**C. Identify sufficient land for housing, including, but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes and foster care facilities.**

**D. Adequate provisions for existing and projected housing needs of all economic segments of the community.**

**V. Parks and Recreation – DONE**

## **VI. Capital Facilities Element**

### **A. An inventory of existing capital facilities**

1. Inventory of existing capital facilities showing locations and capacities, including the capacity available for future growth of existing facilities dictated by the land use element over the 20-year life of the comprehensive plan
2. Include water systems, sanitary sewer systems, storm water facilities, reclaimed water facilities, schools, parks and recreational facilities, police and fire protection facilities
3. Capital facilities needed to support other comprehensive plan elements, such as transportation, the parks and recreation or the utilities elements, may be addressed in the capital facility element or in the specific element.

### **B. Essential Public Facilities (365-196-550)**

### **C. Forecast of the future needs**

1. Forecast needs for capital facilities during the planning period, based on the levels of service or planning assumptions selected and consistent with the growth, densities and distribution of growth anticipated in the land use element system management or demand management approaches to preserve capacity
2. Identify all capital facilities that are planned to be provided, including proposed locations and capacities of expanded or new capital facilities

### **D. Financing Plan**

1. Six-year capital facilities plan for financing capital facilities based on available revenues
2. Where the services and capital facilities are provided by other entities, these other providers should provide financial information as well
3. The six-year plan should be updated at least biennially so financial planning remains sufficiently ahead of the present for concurrency to be evaluated

### **E. Re-assessment**

1. A requirement to reassess the land use element if probable funding falls short
2. Identify a mechanism to evaluate the adequacy of public facilities periodically, based on adopted levels of service or other standards – at a minimum the evaluation must occur as part of the periodic review or as major changes to the capital facilities element occur
3. If public facilities are inadequate, local governments must address this inadequacy
  - *Demand management strategies*
  - *Reducing levels of service standards*
  - *Increasing revenue*
  - *Reducing the cost of the needed facilities*
  - *Reallocating or redirecting planned population and employment growth within the jurisdiction or among jurisdictions within the urban growth area to make better use of existing facilities*
  - *Phasing growth or adopting other measures to adjust the timing of development*
  - *Revising county-wide population forecasts within the allowable range, or revising the county-wide employment forecast*

## **VII. Utilities Element**

- A. General location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines**
- B. Compliance with special purpose districts – prepare an analysis of the capacity needs for various utilities over the planning period, to serve the growth anticipated at the locations and densities proposed within the jurisdiction's planning area.**
- C. Evaluate whether any utilities should be identified and classified as essential public facilities**
- D. Evaluate whether any utility facilities within their planning area are subject to countywide planning policies**
- E. Local criteria for siting utilities over the planning period**
- F. Counties and cities should adopt policies that call for:**
  - 1. Joint use of transportation rights of way and utility corridors, where possible.
  - 2. Timely and effective notification of interested utilities about road construction, and of maintenance and upgrades of existing roads to facilitate coordination of public and private utility trenching activities.
  - 3. Consideration of utility permits simultaneously with permit applications for proposals requesting service and, when possible, approval of utility permits when the permit application is approved.
  - 4. Cooperation and collaboration between the county or city and the utility provider to develop vegetation management policies and plans for utility corridors.

## **VIII. Transportation Element**

- A. Land use assumptions used in estimating travel**
- B. Estimated traffic impacts to state-owned transportation facilities resulting from land use assumptions to assist the department of transportation in monitoring the performance of state facilities**
- C. Facilities and services needs**
  - 1. Inventory of transportation facilities
  - 2. Level of Service Standards and requirements for bringing facilities into compliance
  - 3. Level of Service for highways and
  - 4. Forecasts of traffic for at least ten years
  - 5. Identification of state and local system needs to meet current and future demands
- D. Finance**
  - 1. An analysis of funding capability
  - 2. A multiyear financing plan, which shall serve as the basis for the six-year street, road, or transit program
  - 3. Re-assessment of finance plan if funding shortfalls are encountered
  - 4. Transportation finance including strategies for addressing impacts of development through concurrency, impact fees, and other mitigation

**E. Intergovernmental Coordination**

1. Consistency with statewide multimodal transportation plan, regional transportation planning, countywide planning policies and regional transit authorities

**F. Goals and policies should address the following**

1. Demand Management Strategies
2. Pedestrian and bicycle component
3. Incorporate commute trip reduction plans and multimodal access
4. Roadways and roadway design that provides safe access and travel for all users, including motorists, freight mobility, transit vehicles and riders, bicyclists, and pedestrians

**IX. Economic Development**

**A. Establish provisions for economic growth, vitality and a high quality of life**

**B. Summarize elements of the local economy such as population, employment, payroll, sectors, businesses, sales and other information**

**C. Summarize strengths and weaknesses of the local economy defined as the commercial and industrial sectors and supporting factors such as land use, transportation, utilities, education, workforce, housing, and natural/cultural resources**

1. Share analysis of industrial sectors that have a relatively greater proportion of the local area's employment than nationally
2. Identification of industry clusters
3. Asset mapping

**D. Foster economic growth and development and to address future needs.**

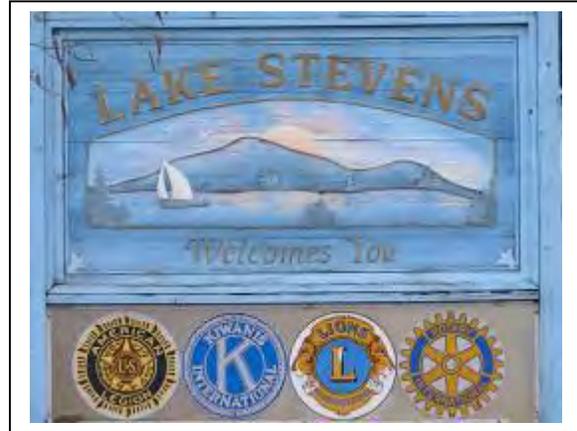
# **Chapter 1: Introduction**





## CHAPTER 1: INTRODUCTION

This introductory section explains what a comprehensive plan is, why this update is being undertaken, the state planning laws under which it falls, and what vision of the City the citizens have.



### **A Vision for Planning**

The city will integrate the Growth Management Act (GMA), defined in Chapter 36.70A of the Revised Code of Washington (RCW), as an essential planning framework for the Lake Stevens Comprehensive Plan. The GMA principles will help direct community, regional, and statewide efforts to enhance the quality of life, environmental protection and economic vitality for the city, its residents and its interests in and around the Lake Stevens Urban Growth Area and Rural Transition Area as a unique lakeside community

### **BACKGROUND**

The city of Lake Stevens is a rapidly growing community located around the northern, western and northeastern sides of Lake Stevens in central Snohomish County. The current city boundaries, established in December 2009 following a series of annexations in the mid-2000s, encompass an area of approximately 5,760 acres (8.9 square miles). Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA) with an area of 2,192 acres (3.4 square miles) including the lake. The current Lake Stevens UGA provides sufficient capacity to accommodate population and employment forecasts considering environmental constraints, existing development, infrastructure and services, existing and/or planned transportation corridors and areas where urban services could be extended logically. Beyond the UGA, the city and Snohomish County have established a Rural Urban Transition Area as a future planning area to accommodate growth beyond the 20-year planning horizon.

The population of the Lake Stevens area, both inside and out of the city has been steadily increasing since the city incorporated in 1960, when the city's population was 900, through development and annexation. The housing stock is relatively new, with significant portions of the housing inventory built in each subsequent decade since incorporation. In 2014, the estimated population was 29,170. Snohomish County Planning and Development Services predict the Lake Stevens UGA population will grow by 5.5% through 2035 to a population of 46,380. A clear community vision, consistent with state and local planning policies will be essential to ensure population and employment growth occurs successfully over the next 20 years. The city also recognizes that it must anticipate growth in the UGA and RUTA and plan jointly with Snohomish



County to ensure that these transitional areas can responsibly accommodate future urban capacities in the future. Therefore, the city's vision should encompass the lands bordering the city and consider these areas in future planning studies.

The city's primary development pattern is that of residential suburban community, which belies its roots as an early 20th century logging and mill town. Amidst the newer subdivisions, shopping centers, schools and state highways, there are a few clues remaining of its earlier form. At the south end of downtown where the Rucker Mill was located in the first half of the 20th century are the remaining pilings that once supported the mill over the lake. Lakefront homes and public open space now cluster where the heavy industrial activity once occurred. Most of the historic downtown is now gone, although a few of the buildings remain and are used for commercial and civic purposes.

There are a few significant areas where single-family residences do not predominate including the downtown business district, the Hartford Industrial area and the Lake Stevens Center (AKA Frontier Village). Over the next few years, the 20th Street SE Subarea will also experience commercial and industrial growth. This dynamic will continue to evolve as the city's growth centers grow and develop.

## **Purpose of the Comprehensive Plan – Why Plan?**

### PLANNING CONTEXT

#### State Planning

In 1991, the Washington State Legislature enacted the GMA to guide local planning. The GMA recognizes the diversity of challenges facing jurisdictions depending upon population and growth rates. Within comprehensive plans, jurisdictions develop goals and policies to guide local decision-making for growth, development and necessary public services and facilities. The GMA directs local jurisdictions to consider specific planning goals (RCW 36.70A.020) to guide policy development and the implementation of development regulations:

1. Guide urban growth to areas where urban services can be adequately provided.
2. Reduction of urban sprawl.
3. Encourage efficient multi-modal transportation systems.
4. Encourage the availability of affordable housing to all economic segments of the population.
5. Encourage economic development throughout the state.
6. Assure private property is not taken for public use without just compensation.
7. Encourage predictable and timely permit processing.



8. Maintain and enhance natural resource-based industries.
9. Encourage retention of open space and development of recreational opportunities.
10. Protect the environment and enhance the State's quality of life.
11. Encourage the participation of citizens in the planning process.
12. Ensure adequate public facilities and services necessary to support development.
13. Identify and preserve lands and sites of historic and archaeological significance.
14. The goals and policies of the Shoreline Management Act as set forth in RCW 36.70A.020.

These planning goals have been the basis of the city's comprehensive planning process and development regulations, as articulated through inclusion of the following mandatory planning elements (RCW 36.70A.070) into the city's plan:

- |                       |                             |
|-----------------------|-----------------------------|
| 1. Land Use           | 5. Rural Element (counties) |
| 2. Housing            | 6. Transportation           |
| 3. Capital Facilities | 7. Economic Development     |
| 4. Utilities          | 8. Park and Recreation      |

The Lake Stevens Comprehensive Plan addresses the applicable elements as specific chapters. The GMA also allows jurisdictions to consider optional elements (RCW 36.70.A.070) related to conservation, solar energy, recreation and the adoption of specific subarea plans that affect the physical development within its jurisdiction. The city will consider optional conservation and sustainability goals within specific chapters. Recreation goals and policies area provided within the Parks and Recreation chapter. Finally, the city has adopted two subarea plans and may consider additional subarea plans for defined growth centers. The city believes that its updated Comprehensive Plan, as amended, meets the consistency requirements under GMA. Future decision-making and interpretations of its policies will adhere to these consistency requirements.

Another requirement of the GMA is to coordinate planning efforts with other jurisdictions and agencies. This is an important step for the city of Lake Stevens because within the city and its UGA there are many special purpose districts, as mentioned previously several unincorporated pockets and transitional areas remain under Snohomish County authority and Lake Stevens has neighboring cities to the northwest and south. Long-term planning for the city is coordinated with Snohomish County, the Lake Stevens School District, Lake Stevens Fire, the Lake Stevens Sewer District, Snohomish County PUD, neighboring cities and others.



The Lake Stevens Comprehensive Plan is substantively consistent with these policies as shown in Figure XX.

### Regional Planning

The Puget Sound Regional Council (PSRC) is an association of cities, towns, counties, ports, and state agencies that serves as a forum for developing policies and making decisions about regional growth and transportation issues in the four-county central Puget Sound region. PSRC administers distribution of transportation funds, develops a regional transportation plan, coordinates economic development activities, provides data and forecasting information, helps ensure coordination between jurisdictions' land use and transportation plans, and provides technical assistance to its members.

The primary coordination tool PSRC uses as endorsed by local governments, public agencies, interest groups, and individuals to implement the GMA in the Puget Sound is the regional planning document, VISION 2040. VISION 2040, establishes the regional vision for the Puget Sound to augment GMA goals related to environmental protection, focused development patterns, housing affordability, sustainable regional economy, integrated transportation systems and adequate public services. VISION 2040 emphasizes growth centers as areas to concentrate future employment and population growth, linking regional and local centers with efficient multi-modal transportation system, promoting sustainability in decision-making and allocating population and employment growth within regional geographies based on community size. The PSRC strategy reinforces GMA goals to contain sprawl and encourage development where public facilities and services exist or can be provided efficiently.

The Lake Stevens Comprehensive Plan is substantively consistent with this strategy as shown in Figure XX.

### Countywide Planning

The GMA requires counties to adopt countywide planning policies in cooperation with affected cities (RCW36.70A.210). Countywide planning policies provide a local planning framework to ensure consistency among cities and a regional vision. Snohomish County facilitates collaborative countywide planning through Snohomish County Tomorrow (SCT), which is comprised of staff, local citizens and elected officials from every jurisdiction. The cities, towns, tribes, and county have worked together through SCT since 1989 to address local planning issues. SCT provides a forum in which jurisdictions can address growth management issues best suited for multi-jurisdictional coordination in such functional areas as transportation, utilities, housing and population and employment distribution.

The GMA requires each local comprehensive plan to demonstrate consistency with the countywide planning policies. The SCT Planning Advisory Committee (PAC) forwarded amendments to the countywide planning policies to the SCT Steering Committee, comprised of elected officials, in 2013 to recommend approval to the County Council.



The Snohomish County Council subsequently adopted these policies. The Snohomish County countywide planning policies have provided guidance in the planning process for local jurisdictions,

The county's plan addresses many issues in the Lake Stevens Urban Growth Area that are similar to those addressed in the city's updated plan. The Lake Stevens Comprehensive Plan is substantively consistent with these policies as shown in Figure XX.

### Lake Stevens Planning

Under the GMA, jurisdictions are required to develop comprehensive plans as a framework to manage localized growth over the next 20 years. All of the planning mandatory elements must be integrated into a single, internally consistent plan, which balances the goals in each element and considers regional and countywide planning strategies and policies. Done correctly, the Comprehensive Plan should be an effective tool in implementing state, regional and countywide regulations and goals while achieving the community's vision.

The city of Lake Stevens adopted its initial GMA Comprehensive Plan in 1994 to address growth in the city and its UGA. In the initial adoption of this plan in the mid 1990's, the city held numerous public "visioning" exercises within the city and the UGA for the purpose of obtaining input from the community, public meetings, resident mail in survey and public hearings. Local jurisdictions in Snohomish County are required to update their plans every eight years after June 2015. The first major update to the Lake Stevens Comprehensive Plan occurred in 2006, which highlighted the city's changing status from small community to a growing city. This plan introduced and described specific growth centers as the focus for the plan following workshops and meetings by the Planning Commission and direct contact with affected property owners. The 2006 plan recommended developing subareas plans for the defined growth centers including the Downtown, South Lake (AKA 20<sup>th</sup> Street SE Corridor), Frontier Village (AKA Lake Stevens Center) and the Hartford Road Industrial Area. Each subarea plan will focus on a mix of uses to enhance the character and economic quality of those areas. In 2012, the city adopted two subarea plans that identify specific preferred development strategies for two of the city's growth centers. This process went through significant outreach culminating in the adoption of two Planned Action subareas.

Also as part of the 2006 Comprehensive Plan, the city developed an annexation plan that calls for eventually annexing the remainder of the unincorporated area within its UGA. **Figure 1.1 shows the City's proposed Annexation Plan.** On December 31, 2009, all of the UGA west and southwest of the lake was annexed. Only the areas southeast of the lake, small areas east of downtown and one parcel west of Lundeen Parkway are still located

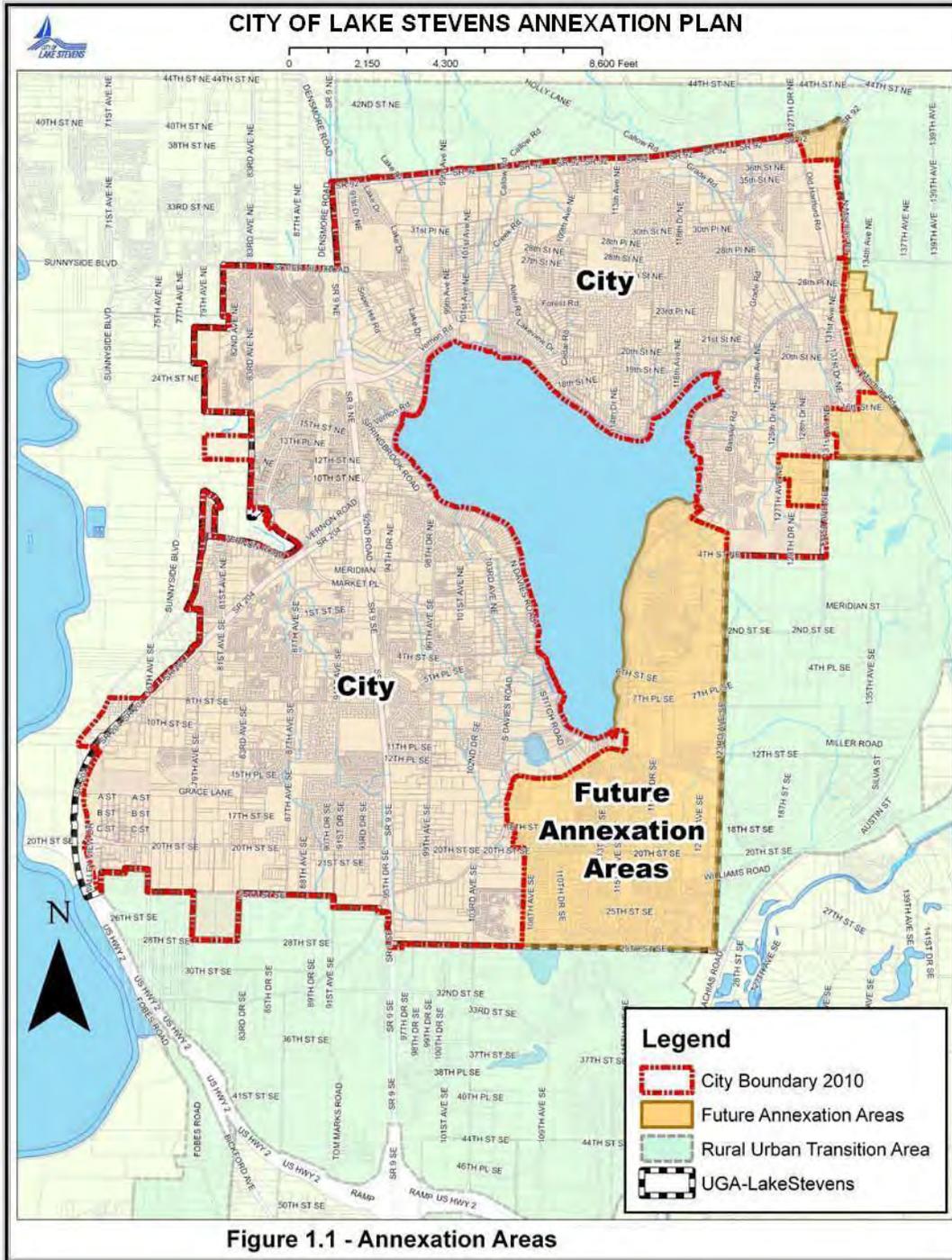


Figure 1.1 - Annexation Areas



in the UGA. The intent of the future annexation efforts will be to ensure practical boundaries to provide public services in a logical, effective and efficient manner.

It has become apparent that the city and adjacent unincorporated areas function as a larger community and should work towards common goals to maintain and improve the quality of life as a single entity.

To keep pace with growth and to respond to changing conditions the city has incorporated annual changes into the plan. Annual updates address specific concerns, clarify inconsistencies identified during the previous year, review the adequacy of the adopted level of service standards, and update any environmental information and capital facilities lists. Annual updates to the plan include public involvement through a variety of advertised public meetings and public hearings.

This update constitutes the second significant GMA plan update for the city. This planning cycle focuses on significant accomplishments since implementation of the last plan, changes in land use status and patterns, and updated vision and revised goals and policies. After adoption, a process will begin of specific city code updates to meet the plan's goals and policies.

The overall objectives of this update effort for the Comprehensive Plan follow:

1. Staying current with the state law and planning strategies – Integrate revised state regulations and updates to regional and countywide strategies and polices into the city's plan.
2. Implementing the Growth Management Act – Through its plan, the city of Lake Stevens establishes a vision for the community; prioritizes goals and policies to achieve this vision; and defines clear policy to administer local regulations based on defined GMA plan elements and planning goals.
3. Maintaining local decision-making – The city of Lake Stevens continues to experience growth within and around its boundaries, which results in increasing demand for public facilities such as sewer, roads, police and fire protection. The Comprehensive Plan and implementing regulations allow the city to assert local control over regional issues with the assurance that state agencies will respect their decisions and will direct growth in a manner, which will reinforce the existing character, scale and identity of the city. A clearly articulated plan will define a clear direction for future development, ensure demands for infrastructure and services are met in an economically responsible and timely manner and inform city residents and elected officials about the implications of its policy decisions.
4. Promoting desired change – Specific development regulations and standards will enable the city to guide development and make consistent land use decisions, throughout the community, to meet its vision. These regulations include zoning,



subdivision, building and environmental codes, historic preservation and design review guidelines and standards. The city will strive to provide a predictable, efficient and expeditious review process to attract development that meets the community's design, land use and environmental standards.

5. Addressing changes in the community – Regular updates to the Comprehensive Plan enable the city to keep pace with the changing nature of the community, remain current and ensure that the positive elements of growth outweigh any negatives. Changes come in many forms such as land use patterns, population growth, household characteristics, environmental concerns, economic needs and fiscal considerations.
6. Involving Citizens and Stakeholders – The GMA requires significant opportunity for public involvement in developing a comprehensive plan. The city continues to solicit public input into its planning efforts. As part of the current review cycle a community preference survey was widely distributed, public open houses and hearing have been held with the Planning Commission and City Council. The city will make every effort to continue involving citizens in the processes to develop and update the comprehensive plan. Broad community support for the plan is crucial for effective implementation. Following any amendments to the plan, city staff will review the city's development regulations for consistency with the plan and updated state regulations and revise as necessary.

### **Integrating GMA and SEPA**

This Comprehensive Plan integrates GMA and State Environmental Policy Act (SEPA). SEPA (Chapter 197-11 of the Washington Administrative Code) defines the environmental review policy for projects and agency regulations. SEPA requires all state and local agencies to use an interdisciplinary, integrated approach to include environmental factors (natural and built) in both planning and decision-making. Conducting the environmental review at the planning stage allows the city of Lake Stevens to effectively integrate the goals and requirements of SEPA and GMA, while contributing to public knowledge, environmental protection, and the fiscal efficiency of local government.

In accordance with SEPA, an environmental impact statement (EIS) must be prepared when it is determined that a proposal, such as a comprehensive plan, is likely to have significant adverse environmental impacts. An EIS provides an impartial discussion of significant environmental impacts, reasonable alternatives, and mitigation measures designed to avoid or minimize adverse impacts. As part of the 2006 update, the city issued an EIS and considered a range of alternatives for the plan. Subsequent to the adoption of this EIS, the city has adopted specific addenda to this document as changes occur through annual amendments.



The SEPA review of the Plan is also a “planning level” analysis as opposed to a “project level” analysis. The latter is done for specific projects on specific sites and is much more detailed. A planning-level analysis is more general in nature. SEPA requires that analysis be as specific as the information available. Because the Comprehensive Plan is more general in its discussion of topics, the analysis will be more general than what might be found in a project-level SEPA review. It is assumed that as specific projects or decisions are made in the future, more detailed information will be provided, and that the policies of this Plan will be considered in decision making.

#### A. Integration Principles

The integration of SEPA and GMA results in improved planning and project decisions from the environmental perspective. Just as GMA goals cannot be addressed without consideration of environmental factors, the goals of SEPA are benefited by the examination of the "big picture" and identification of mitigation to address cumulative impacts of development that occur during GMA planning.

While planning under GMA, the City of Lake Stevens used the following principles:

1. Consider environmental quality as each community charts its future by involving diverse sectors of the public and incorporating early and informal environmental analysis into GMA planning and decision-making.
2. Utilize SEPA review in conjunction with other analyses and public involvement to produce better planning decisions.
3. Combine to the fullest extent possible the processes, analyses, and documents required under GMA and SEPA, so that GMA planning decisions and subsequent implementation will incorporate measures to promote the goals of GMA and SEPA.
4. Recognize that different questions will need to be answered and different levels of detail will be required at each phase of GMA planning, from the initial development of plan concepts or elements to the creation of implementation programs.
5. Focus environmental review and the level of detail needed for different stages of plan and project decisions on the environmental choices most relevant to that stage of the process, while not duplicating review that occurred for previous decisions.
6. Use environmental review on projects to help: 1) review and document consistency with GMA plans and regulations; 2) identify any impacts and mitigation needs that had not been considered and addressed at the plan level; and 3) provide the opportunity for review by agencies, tribes, and the public.
7. Continue to maintain or improve the quality of environmental analyses for both plan and project decisions, while integrating these analyses with improved state and local planning and permitting processes.



A complete environmental review as amended can be found in Appendix A of the Comprehensive Plan.

### **The Lake Stevens Vision**

The city of Lake Stevens is a dynamic community blessed with a defining feature – a central lake. There are other lakeside communities in the Puget Sound; however, Lake Stevens is unique because the city and its Urban Growth Area encompass the entire perimeter of the lake. The community remains affordable to families and the lake is an accessible amenity to all residents. The



presence of Lake Stevens unifies and directly affects the identity of the community and its residents, which contributes to a positive reputation regionally for its excellent schools and neighborhoods and provides an attraction for community development. The lake, eastern lowlands and the western plateau have largely influenced land development patterns within the city. In addition to these physical features, three major highways that frame the city also influence development and act as corridors for commuters, commerce and visitors between the city and greater region.

### **2035 Lake Stevens Vision**

As the city contemplates the next 20 years, it must embrace its position as a unified growing city. Lake Stevens will be a vibrant sustainable community that provides a positive development atmosphere and maintains a strong community image with excellent schools and neighborhoods. Sustainability will be manifest through environmental protection, conscientious community development and sound economic policy. The city will continue emphasizing the role of local growth centers and subarea planning as the primary locations for new development – specifically as essential pockets for economic development and focal points for new neighborhood and commercial areas. The city will ensure that the city’s infrastructure and public services will meet the demands of the community as it grows in an economically feasible manner. Development will be sensitive to the lake, environment and existing neighborhoods. The community will become a balanced community with sufficient and affordable housing, family-wage jobs and a variety of shopping and service options to meet the needs of Lake Stevens’ residents.

The principal theme of the Vision Statement is that the city of Lake Stevens will embrace its changing identity and work towards an environmentally sustainable community with balanced and quality jobs and housing. The objectives, goals, and policies of the 20th



Street SE Corridor Subarea Plan and Lake Stevens Center Subarea Plan echo the overall vision to ensure that future development is sensitive to the natural environment, considers sustainable approaches to development and mitigates related impacts. These central theme carries through the Element Vision Statements as follows:

### **Planning Context**

The city will integrate the Growth Management Act principles as an essential planning framework to help direct community, regional, and statewide efforts to enhance quality of life, environmental protection, and economic vitality for the city, its residents and its interests in and around the Lake Stevens Urban Growth Area and Rural Transition Area as unique lakeside community.

### **Environment**

The city of Lake Stevens will provide effective an ongoing investment to ensure water quality and continued environmental stewardship for current and future generations by protecting fish and wildlife habitat, critical areas and open space corridors; conserving land, air, water and energy resources; and integrating the shoreline management of Lake Stevens into land use decisions.

### **Land Use**

As Lake Stevens continues to grow in population and area, the city will strive to create balanced opportunities for residential growth, varied housing types, employment, commercial endeavors and public services for all people to live, work, learn and play throughout the community.

### **Housing**

The city will provide a regulatory framework that supports the creation of high-quality housing (e.g., single-family houses, townhomes and apartments) with a range of densities, which implement community design preferences and are affordable to all community members across the city.

### **Parks and Recreation**

The city of Lake Stevens will create diverse recreational opportunities for all ages to enjoy parks, trails and activities and local events throughout the community and with expanded access to Lake Stevens.

## **PLAN IMPLEMENTATION**

Planning is an on-going process, improved data or changing circumstances will require amendments to the Comprehensive Plan. In particular, the city will continue to review its plan annually to address minor changes, to adjust to changes in the city's population counts and to add projects listed in the Capital Facilities Plan. The annual update can also address specific concerns, clarify inconsistencies identified during the previous year, review the adequacy of the adopted level of service standards, and update any



environmental information. It is the city's intent to use the annual review to keep the data up to date and address relatively minor policy issues, so that when the five year review comes due, the community can focus its' attention on policy issues.

The GMA requires cities within Snohomish County to update their comprehensive Plans every eight years, after June 2015, to ensure its plan and policies are current. While the review must be comprehensive, the extent of changes depends on the circumstances involved.

## **PLAN ADMINISTRATION GOALS AND POLICIES**

### **GOAL 1.1 PROVIDE FOR A CONSISTENT REVIEW AND REVISION OF THE COMPREHENSIVE PLAN**

#### **Policies**

- 1.1.1 Periodically review the Comprehensive plan to determine if it is effectively implementing the vision of the community.
- 1.1.2 Changes to the Comprehensive Plan should be carefully considered, responsive to the changing needs of the community, and in the best long-term interest of the entire community.
- 1.1.3 Discourage piecemeal amendments to the Comprehensive Plan by considering amendments in context with each other.

### **Revisions and Amendments to the Comprehensive Plan**

#### **A. General**

Although the Comprehensive Plan is intended to be a guide for the public, elected officials, Planning Commission, and city staff in making decisions concerning community growth, land use and development decisions, capital improvements, and other programs; it is not so rigid as to be inflexible or unresponsive to changing circumstances. The policies of the plan should be reviewed from time to time to ensure the plan keeps up with legal requirements, community needs and changing circumstances.

The City of Lake Stevens is committed to following its adopted Comprehensive Plan and will allow for an adequate period of time for policies and actions to take effect prior to considering changes to it. The City is also committed to working with the county and other relevant jurisdictions to coordinate and resolve regional issues. The policies and financial plans demonstrate how the City intends to resolve problems, and thus can be used to inform residents and businesses.



The community's vision and quality of life goals provide long-range guidance for the City. To maintain consistency and allow sufficient time for decisions to take effect these general guidelines should not be changed except during the five-year UGA boundary review or the ten-year Comprehensive Plan review allowed by the Growth Management Act.

**B. Annual Amendment and Update of the Comprehensive Plan**

The Comprehensive Plan is a document which guides the nature and intensity of development in the City. An amendment to the Plan is a mechanism by which the city may modify its land use, development or growth policies. Any amendment of this Plan is a legislative act requiring City Council approval and must be done in compliance with the statutory requirements of the Growth Management Act for amending plans (RCW 36.70A.130). As such, except where allowed by the GMA, amendments of the Plan may not be considered more frequently than once per year and must be done so according to the procedure outlined below. The revisions will be reviewed as a comprehensive package of amendments so the cumulative effect of all proposed amendments is fully understood.

Annual amendments shall not include significant policy changes, which would be found inconsistent with the adopted Vision Goals (VG-1 through VG-7); rather, they are intended to address the following:

- Major or minor land use and road classification changes
- Amendments to Plan text including support data and implementation
- Changes to Element maps
- Minor changes to policies or clarification
- Other minor text changes

**C. Exceptions to the Annual Plan Amendment Process**

The City may consider amendments to the Comprehensive Plan outside of the annual amendment process under one or more of the following circumstances:

- The initial adoption of a subarea plan that clarifies, supplements, or implements jurisdiction-wide comprehensive plan policies, and may only be adopted if the cumulative impacts of the proposed plan are addressed by appropriate environmental review under Chapter 43.21C RCW;
- The development of an initial subarea plan for economic development located outside of the one hundred year floodplain in a county that has completed a state-funded pilot project that is based on watershed characterization and local habitat assessment;
- The adoption of amendment of a shoreline master program under the procedures set forth in Chapter 90.58 RCW;



- The amendment of the capital facilities element of the Plan that occurs concurrently with the adoption or amendment of the City's budget; or
- The adoption of comprehensive plan amendments necessary to enact a planned action under RCW 43.21C.031(2), provided that amendments are considered in accordance with the public participation program established by the City under RCW 36.70A.130(2)(a) and all persons who have requested notice of a comprehensive plan update are given notice of the amendments and an opportunity to comment.

D. Who May Initiate Amendments to the Comprehensive Plan?

Amendments to the Comprehensive Plan can be requested by the City Council, Planning Commission, City staff member, or by any private party including any Lake\_Stevens resident, property owner or other person with an interest in the City's Comprehensive Plan. Because the Plan may not be amended more than once a year, multiple requests for amendment must be consolidated into a single review process or Docket. The Docket is a compilation of proposed changes to the Comprehensive Plan.

E. Application Deadline

All applications for Comprehensive Plan amendments must be received in the City Planning Department by January 31<sup>st</sup> of any calendar year to be considered during the next amendment cycle.

The various types of applications for amendments to the Comprehensive Plan are subject to the following time considerations:

- Amendments shall be considered annually. In addition, the City shall undertake a comprehensive review of land use, densities, urban growth areas, and potential annexation areas at least every 10 years after the date of adoption (1996).
- Major changes to the Comprehensive Plan's goals and policies may only be considered every five years after the date of adoption (1996).
- Changes to any other text of the Comprehensive Plan may be made annually as necessary to reflect changes to population growth, other State laws, errors, or refinement of community goals and needs.
- The addition or deletion of a new or old element or subarea plan shall be considered annually.

F. Process

Proposals to amend the Comprehensive Plan undergo a two-step review: a threshold review and a final review, as described below:



1. **Threshold Review.** The threshold review process will determine those proposals that will be included in the Annual Comprehensive Plan Amendment Work Program and will determine their geographic scope.
  - a. **Planning Commission Review.** Complete applications to propose an amendment to the Comprehensive Plan submitted during the time period set forth in subsection E of this section will be reviewed by the Planning Commission. The Planning Commission will hold a public hearing and make a recommendation to the City Council, using the criteria set forth in subsections G and H, as to which amendment proposals initiated by the public should be included in the Annual Comprehensive Plan Amendment Work Program.
  - b. **Consideration of Geographic Scope.** Prior to the public hearing, the Planning Commission shall review the geographic scope of any proposed amendments. Expansion of the geographic scope may be recommended if nearby, similarly situated property shares the characteristics of the proposed amendment's site. Expansion shall be the minimum necessary to include properties with shared characteristics. If expansion is recommended, the notice for the public hearing shall describe the geographic scope of the proposed amendments and notice shall be expanded to include each owner of real property within 500 feet of any boundary of the originally proposed area and of the recommended expansion.
  - c. **City Council Review.** The City Council will review the Planning Commission recommendations and the criteria set forth in subsections G and H. and determine which amendment proposals will be included in the Annual Comprehensive Plan Docket and their geographic scope. Those proposals included in the Annual Comprehensive Plan Docket will then be referred back to the Planning Commission for further proceedings.
  - d. **Alternative Disposition.** Proposals not included in the Annual Comprehensive Plan Docket may, at the City's discretion, be considered as part of the Departments ongoing work program or a Comprehensive Plan Update.
  
2. **Final Review.** The final review process will evaluate the proposed amendments included in the Annual Comprehensive Plan Docket and culminate in Council action on the proposed amendments.
  - a. **Planning Commission Review.** The Planning Commission will review the proposed amendments included in the Annual Comprehensive Plan Docket, hold a public hearing, and make a recommendation to the City Council as to each proposed amendment, using the criteria set forth in subsection I.
  - b. **City Council Action.** The City Council will review the Planning Commission recommendations and the criteria set forth in subsection I and take action on each proposed amendment in the Annual Comprehensive Plan Docket.

All amendments shall require a public hearing by the Planning Commission who shall make recommendations to the City Council. In addition to the Commission's



recommendations, the Council shall also solicit input through a public hearing prior to amending the Plan.

All privately-initiated rezones related to a requested plan revision are considered a quasi-judicial action allowing for only one open-record hearing. The rezone request will not be discussed during the authorization hearing process, but will be noted in the staff reports and hearing records. The open-record hearing may be held by the Planning Commission or the City Council in a separate rezone public hearing held after the associated adoption hearing by either body.

#### G. Submittal Requirements

Any complete application for an amendment to the Comprehensive Plan shall contain all the information as required by the Planning Director in the Comprehensive Plan amendment submittal requirement checklist and responses to the appropriate questions and issues listed below. The burden of proof is upon the proponent to demonstrate the long-term benefit to the City.

All applicants for Plan amendments are responsible for providing any environmental information necessary to process the request per the State Environmental Policy Act (SEPA) and update the Comprehensive Plan Master Environmental Document.

Reasonable fees and deposits for processing Plan amendments shall be charged to the applicant. Such fees and deposits are specified in the City's Fee Schedule Resolution.

The factors listed below should be considered in reviewing map amendment requests.

- How is the proposed land use designation supported by or consistent with the existing policies of the various elements of the Comprehensive Plan? If it isn't, the development should demonstrate how the change is in the best long-term interest of the City.
- How does the proposed land use designation promote a more desirable land use pattern for the community? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the Planning Commission and City Council to find that the proposed land use designation is in the community's best interest.
- What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to ensure compatibility with the uses of other properties in the vicinity?
- Comments received from affected property owners and residents.

The foundation for the Plan policies should be grounded in legal requirements, such as the Growth Management Act, sound planning and land use principles, the community's



vision and values, and the community's anticipated future growth needs. Policy amendments should include a discussion of how the proposal is related to:

- Changing laws, economic conditions or social values,
- Changed socioeconomic conditions,
- Shifts in land use needs due to growth trends,
- Shifts in community opinion and priorities, or
- Significant changes to the amount and characteristics of anticipated future growth.

#### H. Ratification of Docket and Authorization Hearing

All amendment requests will require an authorization hearing before the City Planning Commission and a recommendation shall be forwarded to the City Council for consideration before a docket is ratified by the City Council. The purpose of the authorization hearing is to determine whether or not a proposal merits consideration.

The City shall use the following decision criteria in selecting proposals for further analysis and consideration. Proposals must meet subsections 1 through 4 below and either subsection 5 or 6 below.

1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program?
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws?
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment?
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan OR
6. All of the following:
  - a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and
  - b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

#### I. Granting or Denial of Amendments



For both City and privately-initiated amendments, the City shall take into consideration, but is not limited to, the following factors when considering approval of a proposed amendment to the Comprehensive Plan:

1. The effect upon the physical, natural, economic, and/or social environments.
2. The compatibility with and impact on adjacent land uses and surrounding neighborhoods including whether the amendment would create pressure to change the land use designation of other properties in the vicinity.
3. The adequacy of and impact on public facilities and services, including utilities, roads, public transportation, parks, recreation, and schools.
4. The quantity and location of land planned for the proposed land use type and density.
5. The effect, if any, upon other aspects of the Comprehensive Plan.

The City may amend the Comprehensive Plan only if it finds the amendment meets all of the following:

1. The amendment must be consistent with the Growth Management Act and other applicable State laws;
2. The amendment must be consistent with the applicable County-wide Planning Policies;
3. The amendment must not be in conflict with the Community Vision or other goals, policies, and provisions of the Comprehensive Plan;
4. The amendment can be accommodated by all applicable public services and facilities, including transportation;
5. The amendment will change the development or use potential of a site or area without creating significant adverse impacts on existing sensitive land uses, businesses, or residents;
6. The amendment will result in long-term benefits to the community as a whole, and is in the best interest of the community.

J. Public Notice of Hearings

Since public involvement is critical regarding plan amendments, notice of the date, location, and time of the Planning Commission's and City Council's hearings must be published in the City's designated newspaper. In addition to publication, notice of hearing date, place and time shall be posted on or near properties proposed for a plan change. Notice of public hearings for properties to be rezoned shall comply with the noticing requirements for Type VI review in Chapter 14.16B LSMC.



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1/20/15

# Chapter 3: Housing Element







## **CHAPTER 3: HOUSING ELEMENT**



### **A Vision for Housing**

The city will provide a regulatory framework that supports the creation of high-quality housing (e.g., single-family houses, townhomes and apartments) with a range of densities, which implement community design preferences and are affordable to all community members across the city.

### **INTRODUCTION**

The Housing Element includes:

- an inventory and analysis of existing and projected housing needs;
- a statement of goals policies and objectives;
- mandatory provisions for the preservation, improvement, and development of housing;
- identification of sufficient land for housing; and
- adequate provisions for existing and projected needs of all economic segments of the community.

Housing includes the entire range of single-family, multifamily dwellings, including, but not limited to, government-assisted housing, housing for low-income families, manufactured housing, group homes and foster care facilities.

Much of the information regarding housing in Lake Stevens is taken from the 2010 census. Snohomish County and affected cities prepared an updated Housing Characteristics and Needs Report for Snohomish County in 2014 and some of that information is provided below. Additional information was taken from the City of Lake Stevens 2014 Affordable Housing Profile prepared by the Alliance for Housing Affordability. Housing data is difficult to keep current. Housing prices, rates of construction, income qualifications for home purchase and other demographics are constantly changing. The City of Lake Stevens cooperates with Snohomish County as it maintains on-going housing analysis as a basis for land use and other growth policies.



## **Chapter 3 – Housing Element**

The following section describes housing trends in the City, but readers are cautioned that the facts and trends discussed are ever-changing. Although the information must be viewed cautiously, the fact remains that housing demand in 2014 is high; and that gaps exist between what people want and what they can afford.

With those limitations, the objective of this section of the 2015 updated Plan is to outline policies and strategies that will meet the long term housing need for the projected 46,380 people who will live in Lake Stevens UGA in 2035. Providing for all housing needs is a regional issue. Given the degree of personal mobility and the dispersion of job opportunities throughout the County and region, we have long since passed the time when the majority of people lived, worked, recreated and socialized in the same city. Just as Lake Stevens will strive to provide job opportunities for its citizens, it is also dedicated to the ideal of providing affordable housing to all who desire it. A major challenge for growing communities is to provide a range of housing that meets the desires of those wishing to live there and that meets the housing needs of those who work here. This is in line with our desire to be a sustainable community.

The Snohomish County Housing Needs Report, completed in 20014 provides a working definition of housing affordability issues in the County. The report states affordability is an issue where low to moderate income families are paying more than 30% of their incomes on housing. Affordable housing is a function of land availability, density of development, local household income and quality of housing. The Land Use Element of this Comprehensive Plan (Chapter 4) shows that there should be enough buildable land within the Lake Stevens UGA to accommodate the projected population through 2035, provided the land is used efficiently and a diversity of housing types is provided. .

The City of Lake Stevens Affordable Housing Profile provides specific information on the status of affordable housing in the City. The Profile looks at the household demographics of the City and highlights data concerning the housing burden experienced by some residents. In addition, data is provided on housing units outlining the current inventory of subsidized, workforce and market rate rental units. Finally, the Profile discusses the current challenges and opportunities in providing adequate affordable housing to City residents.

### **State Context**

Washington's Growth Management Act (GMA) encourages a full range of housing types to meet the needs of all segments of the population, and to encourage the preservation of the existing housing stock. Specifically, it requires the housing element of local comprehensive plans:

(a) Include an inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth;



### **Chapter 3 – Housing Element**

- (b) Include a statement of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences;
- (c) Identify sufficient land for housing, including, but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, and group homes and foster care facilities; and
- (d) Make adequate provisions for existing and projected needs of all economic segments of the community.

#### **Puget Sound Regional Council (PSRC) Vision 2040**

VISION 2040 plan provides a regional strategy for housing planning in the Puget Sound. A primary goal would be to, “preserve, improve, and expand its housing stock to provide a range of affordable, healthy, and safe housing choices for every resident.” VISION 2040’s policies promote establishing local housing targets based on population projections and local housing and employment capacity, particularly for each designated regional growth center. The VISION 2040 housing policies emphasize locating housing near growth and employment centers and along transportation corridors.

Key housing-related elements of this strategy include:

- Providing for diversity and choice in housing and employment options by creating a system of central places within corridors and a regional urban form characterized by compact, well defined communities in coordination with the larger Puget Sound region while respecting unique community characteristics.
- Promoting a balance of jobs to housing within agreed upon service areas to provide the opportunity for more residents to live nearer to jobs and urban activities.
- Providing for higher-density residential areas of new single-family and multiple family homes in urban locations within walking distance of either jobs or transit services.
- Providing enough urban land to allow private enterprise to effectively create the urban structures for housing and employment.
- Preserving existing affordable housing and serve it with transit. Provide affordable housing near all urban centers.

#### **Snohomish County Countywide Policies**

The goal of the countywide housing policies is”

“Snohomish County and its cities will promote an affordable lifestyle where residents have access to safe, affordable, and diverse housing options near their jobs and



### **Chapter 3 – Housing Element**

transportation options.” The countywide planning policies chapter suggests Snohomish County faces the following housing challenges:

1. Adequate supply of affordable housing for all economic segments in each community.
2. Adequate supply of quality housing options in proximity or satisfactory access to places of employment.
3. Infill housing development and community concerns about density and design.
4. Adequate resources for, and equitable distribution of low-income and special needs housing across the county.
5. Housing types suitable for changing household demographics and an aging population.
6. Maintenance of existing affordable housing stock, including mobile home and manufactured housing.

Specific policies of relevance to Lake Stevens include the following:

HO-1 The county and cities shall support the principle that fair and equal access to housing is available to all persons regardless of race, color, religion, gender, sexual orientation, age, national origin, familial status, source of income, or disability. HO-2 The county and cities shall make provisions in their comprehensive plans to accommodate existing and projected housing needs, including a specific assessment of housing needs by economic segment within the community as indicated in the housing report prescribed in CPP HO-5. Those provisions should consider the following factors:

- a. Avoiding further concentrations of low-income and special needs housing.
- b. Increasing opportunities and capacity for affordable housing in urban centers.
- c. Increasing opportunities and capacity for affordable housing close to employment, education, shopping, public services, and public transit.
- d. Increasing opportunities and capacity for affordable and special needs housing in areas where affordable housing is currently lacking.
- e. Supporting affordable housing opportunities in other Snohomish County jurisdictions, as described below in CPP HO-4.

HO-3 County and city comprehensive plans shall include policies for accommodating affordable housing goals throughout the County consistent with Vision 2040. The land use and housing elements should demonstrate they can accommodate needed housing availability and facilitate the regional fair share of affordable housing. Housing elements of comprehensive plans shall be periodically evaluated for success in facilitating needed housing.

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- HO-4 The county and cities should participate in a multi-jurisdictional affordable housing program or other cooperative effort to promote and contribute to an adequate and diversified supply of housing countywide.
- HO-5 The cities and the county shall collaborate to report housing characteristics and needs in a timely manner for jurisdictions to conduct major comprehensive plan updates and to assess progress toward achieving CPPs on housing. The report shall be sufficiently easy to understand and use for planning and evaluation. To the extent made possible by the availability of valid data, this report shall, for the entire county and each jurisdiction:
- a. Describe the measures that jurisdictions have taken (individually or collectively) to implement or support CPPs on housing, especially measures taken to support housing affordability.
  - b. Quantify and map existing characteristics that are relevant to the results prescribed in the CPPs on housing, including (but not limited to):
    - i. The supply of housing units, including subsidized housing, by type, tenure, affordability, and special needs populations served.
    - ii. The availability and general location of existing affordable housing units and the distribution and location of vouchers and similar assistance methods.
    - iii. The supply of undeveloped, partially used and re-developable residential land.
  - c. Identify the number of housing units necessary to meet the various housing needs of the projected population, by income ranges, and special needs populations. The number of units identified for each jurisdiction will be utilized for planning purposes and to acknowledge the responsibility of all jurisdictions to plan for affordable housing within the regional context.
- HO-6 The county and cities should implement policies and programs that encourage the upgrading of neighborhoods and the rehabilitation and preservation of existing legally established, affordable housing, including but not limited to mobile/manufactured housing and single - room occupancy (SRO) housing.
- HO-7 Jurisdictions shall use housing definitions consistent with those of the Snohomish County Tomorrow growth monitoring report. Definitions may be periodically revised based on consideration of local demographic data and the definitions used by the Department of Housing and Urban Development.
- HO-8 Each jurisdiction's comprehensive plan should reconcile the need to encourage and respect the vitality of established residential neighborhoods with the need to identify and site essential public residential facilities for special needs populations, including those mandated under RCW 36.70A.200.



### **Chapter 3 – Housing Element**

- HO-9 In order to improve the jobs-to-housing balance in Snohomish County, jurisdictions shall adopt comprehensive plans that provide for the development of:
- A variety of housing choices, including affordable housing, so that workers at all income levels may choose to live in proximity to existing and planned employment concentrations and transit service; and
  - Provide for employment opportunities in proximity to existing residential communities.
- HO-10 Jurisdictions should encourage the use of environmentally sensitive housing development practices in order to minimize the impacts of growth on the county's natural resource systems.
- HO-11 The county and cities should consider the economic implications of proposed building and land use regulations so that the broader public benefit they serve is achieved with the least additional cost to housing.
- HO-12 The county and cities should minimize housing production costs by considering the use of a variety of infrastructure funding methods, such as existing revenue sources, impact fees, local improvement districts, and general obligation bonds.
- HO-13 Jurisdictions should ensure that their impact fee programs add no more to the cost of each housing unit produced than a fairly-derived proportionate share of the cost of new public facilities necessary to accommodate the housing unit as determined by the impact fee provisions of the Growth Management Act cited in chapter 82.02 RCW.
- HO-14 The county and cities should provide incentives for affordable housing such as height or density bonuses, property tax incentives and parking requirement reductions. The incentives should apply where feasible to encourage affordable housing.

### **Inventory and Analysis**

Housing data is difficult to keep current. Housing prices, rates of construction, income qualifications for home purchase and other demographics are constantly changing. The City of Lake Stevens cooperates with Snohomish County as it maintains on-going housing analysis as a basis for land use and other growth policies. The following section describes housing trends in the City, but readers are cautioned that the facts and trends discussed are ever-changing.

**Type of Dwelling Units:** In 2010, 79.4% of all dwellings in the City were single family residential. The remaining 20.6% were in duplexes, apartments, condominiums and mobile homes. The countywide average was 74.4% of all residences being single family. Of the 20 Snohomish County cities, Lake Stevens ranked 4th for the highest ratio of single-family dwellings. It is assumed that in 2010, the vast majority of dwellings



### **Chapter 3 – Housing Element**

in Lake Stevens are single-family. Several large subdivisions have been constructed in the UGA including conventional homes, townhouses and condominiums. Based on the current level of construction activity and several large development proposals, this trend is expected to continue.

**Age of the Housing Stock:** The City of Lake Stevens has experienced rapid growth in its housing stock over the last two decades, during which almost three quarters of the total number of dwellings were built. This in turn has resulted in a decline in the average age of its dwellings.

**Tenure: Owner vs. Renter Occupied Dwellings:** Owner occupancy increased slightly from 75% in 2000 to 78.2% in 2010. (the state average was 64.4%), Owner occupied dwellings are mostly single family residences (90.0%) reflecting a decrease. In 2014 71% of renters lived in single family homes indicating a large increase in single family rental properties.

**Vacancy Rates:** Overall vacancy rates increased to 6.4% in 2010 from 4.3% in 2000. Rental unit vacancy increased from 5.4% in 2001 to 9.1% in 2010. The homeowner vacancy rates in 2010 were 3,5 percent.

**Value of Owner Occupied Housing:** In 2005, the median value of a single-family residence in Snohomish County was \$289,174. This number increased to \$332,000 in 2010 for the County. The median home value in Lake Stevens in 2010 was \$280,600. By comparison, in 2010 median home values in King County were \$402,500 and in Pierce County they were. \$269,100. The consensus is that sharp increases in housing costs are a direct result of growth creating more demand for housing than the market can supply and, the fact that people are moving further north from King County to find affordable housing.

**Monthly Cost of Renter Occupied Housing:** The median monthly rent in 2000 was \$716. The monthly rent in 2010 increased to \$1,254. Twenty five percent of the renting households paid \$464 or less and 25% paid \$828 or more in 2000. In 2010, 10% of renters paid \$500 or less with 47% paying \$1,000 or more. In 2010, the median rent for a three bedroom single family home was \$1,714. (Needs to be updated) Apartment rental rates varied by the size of the complex. Facilities with 19 or fewer apartments provided less expensive units, with 43% less than \$600 per month in rent. Facilities with 20 or more apartments had no units for less than \$700 in rent.

**Lot Size:** The average lot size in Lake Stevens varies by zone. Historically most homes were on lots with 9,600 square feet or more. The 1990s saw the construction of several planned residential developments (PRDs) with smaller lots, typically around 6,000 square feet but as small as 4,000 s.f. Many of the annexation areas also contain subdivisions with smaller more compact lots.



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**Dwelling Unit Size:** It has been informally observed that the sizes of new houses have been growing over the past few decades at the same time household sizes are falling. This trend to more space per person has not been quantified for the City of Lake Stevens, but seems to be the case in several new developments.

**Condition of the Housing Stock:** As can be expected by the relatively youthful housing stock within the City, as a whole the homes are in good condition. A 2003 windshield survey identified very few homes that were in a dilapidated condition. That would be in the case in 2010 as well. While some houses may be in need of repair, they are generally located among houses that are not. Neighborhoods on the whole are well maintained.

### **Snohomish County Housing Characteristics and Needs Report**

(Update to this section to follow)



### **City of Lake Stevens Affordable Housing Profile**

**Demographics:** Over the past decade the City has been steadily annexing lands within the Urban Growth Area surrounding the Lake. The current City population of 28,960 represents an increase of 350% over the 2000 population which was 6,361. Steady growth is projected to continue over the next several years as the City looks at annexing additional land within the Urban Growth Area.

There are currently 9,550 households in the City. Approximately 74% of those are family households with two or more individuals. Fifty-four percent of the households have children. This is compared to Snohomish County as a whole which has 68% family households with 32% of those households having children. Family households with children is substantially higher in the City creating more demand for housing suitable for families.



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The 2011 median income in the City was \$71,224, higher than the County median income at \$67,777. Despite this higher median income in the City, there are economic segments of the City's population that could be at risk of housing burden. Approximately 24% of all households in the City earn less than 50% area median income (AMI).

Based on 2011 census data and comparing the City against income levels for the Seattle-Bellevue Housing Mortgage Finance Authority (HMFA):

- 1,135 households, or 12% of Lake Steven's total, are considered to be extremely low income, earning less than 30% of AMI,
- 1,141, or 12% are considered very low income earning between 30 and 50% AMI,
- 2,160, or 23% are considered low income earning between 50 and 80% AMI, and
- 1,068, or 11% are considered moderate income earning between 80 and 90% AMI.

The above percentages do not take into account household size which means large families would be more cost burdened than individual households.

On average, 44% of households in Lake Stevens are cost burdened meaning they spend more than 30% of their income on housing, renters and owner combined. Extremely low income renters are less likely to be cost burdened in the City than the County overall. As income rises, renters become more likely to be cost burdened compared to the County. Homeowners in the City in all income levels are more likely to be cost burdened than County homeowners.

In looking at the dispersion of renters and owners around the City, the highest levels of cost burden for owners are concentrated in tracts to the northwest and generally decrease moving south with the exception of the tract to the northeast of the lake which is among the least cost burdened for both renters and owners. Renters in the north are generally less cost burdened while those on the west side are the most cost burdened. In downtown Lake Stevens, both renters and owners tend to be cost burdened as compared to those living elsewhere. The highest concentration of renters is centered in downtown.

The 2011 unemployment rate in the City was 5.5% compared to 5.7% for the County. Thirty-three percent of Lake Stevens' employed population works in occupations such as management, business, science and the arts followed by sales and office with 26.5% of the employed population. The two most dominant industries employing city residents are education, healthcare at 17.5% and manufacturing at 14.8%. According to PSRC, Lake Stevens is home to 4,056 jobs. Most of these are in the services and education sectors.



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The City's population pyramid offers insights into the housing needs and how they may be changing. In 2010, births appear to be staying strong rather than dropping as in other communities. However, the fact the two largest segments around the child and middle age cohorts are relatively even in size shows that the birth rate is not exceeding replacement levels. Therefore, the population will likely remain steady with any significant growth coming from migration or future change in birth rates.

**Housing Units:** There are approximately 10,000 housing units in the City. Seventy-eight percent of units are owner occupied and 25% are renter occupied with about a 2% vacancy rate. Eighty percent of the City's housing stock are single family homes. The bulk of the City's rental stock is low density with 71% of renters living in single family home or duplexes. Ninety percent of homeowners live in single family detached or attached homes.

For purposes of the Housing Profile report, the Lake Stevens housing stock was divided into subsidized units, workforce units, market rate unit rental units and home ownership. Subsidized rental units are targeted towards households with the lowest incomes typically less than 30% AMI. There are currently 155 subsidized (Section 8 Housing Choice Vouchers) units in Lake Stevens with an additional 271 units of other dedicated subsidized housing in several properties. There are also approximately 121 units that are specifically targeted for the low income senior or disabled population. Workforce rental units are targeted to working households that still cannot afford market rate units. There are approximately 131 workforce units in the City.

In terms of market rate multifamily rental units, the 2014 average rents not including utilities are:

- 1 bedroom units: \$755 (affordable to household earning \$14.52 an hour)
- 2 bedroom units: \$990 (affordable to household earning \$19.04 an hour)
- 3 bedroom units: \$1,481 (affordable to household earning \$28.48)
- 4 bedroom units: \$1,934 (affordable to household earning \$37.19)

The stock of larger rental units being single family homes means that rents on larger units will tend to be higher. Smaller units are more difficult to find in the City. Only 21% of units are one or two bedrooms with 47% of households made up of two individuals or less. This points to the need for more one and two bedroom units in the City to meet the needs of the large number of smaller households.

Looking at home ownership in the City, the 2012 median sale price was \$224,000. Between 2007 and 2012, 88% of home sales were either three or four bedrooms homes. In order to afford the 2012 median home price without being cost burdened, a family would require an annual income of \$43,040 which is below both the Snohomish County

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and Seattle-Bellevue median incomes. \$43,040 is considered low income for a three or four person, and very low income for a five person household.

**Strategies to Achieve Affordable Housing Objectives**

**Table 3-1 - Fair Share of Existing Households with Housing Needs**

	Approximations of HUD Income Groups				
	<30%	31%-50%	51%-80%	81%-95%	Total<95%
	<\$15K	\$15K--\$25K	\$25K--\$40K	\$40K--\$50K	<\$50K
Arlington HPA					
Unincorporated	77	68	94	46	285
Lake Stevens HPA					
Unincorporated	914	812	1,117	542	3,385
Marysville HPA					
Unincorporated	1,048	932	1,281	621	3,883
Monroe HPA					
Unincorporated	129	115	158	76	478
NE Rural HPA					
Unincorporated	1,358	1,207	1,660	805	5,031
NW Rural HPA					
Unincorporated	979	870	1,197	580	3,626
Snohomish HPA					
Unincorporated	96	85	117	57	354
SE Rural HPA					
Unincorporated	1,635	1,453	1,998	969	6,056
SW HPA					
Unincorporated	5,613	4,989	6,860	3,326	20,789
Stanwood HPA					
Unincorporated	78	69	95	46	288
Sultan HPA					
Unincorporated	94	84	115	56	348
TOTALS					
Unincorporated	12,021	10,686	14,693	7,124	44,523
Snohomish County	22,658	20,140	27,693	13,427	83,918

Note: Distributions among income groups determined by countywide distribution of existing housing need.  
 Sources: *Snohomish County Tomorrow, Fair Share Housing Allocation Technical Paper, Appendix A; and U.S. Census Bureau, 2000, SF3 P52 and QT-P32*

This is true for the actual number of units, but does not address specific dwelling unit types in terms of cost and housing affordability issues. Encouraging higher densities, planned residential developments, mixed use town center developments and possible density bonuses where new developments contain a certain number of lower income units, best address these issues. All of these mechanisms assist and provides



incentives to the developer producing affordable developments. With the City's residential design guidelines, planned residential development review authority, open space and environmental review standards, these types of developments can successfully be integrated into the Lake Stevens community.

### **State Planning Grant to Study Affordable Housing**

The City was awarded a Competitive GMA Planning Grant for the 2007-2009 grant period to conduct a study to identify alternatives and techniques for developing and preserving affordable housing. In conjunction with our local jurisdictions and agencies, SCT developed best practices for encouraging affordable housing. These techniques were refined in 2014 following the updated Housing Characteristics and Needs Report and fall into four basic categories: Single-family, Multifamily, Site Requirements and Design. These categories may include some overlap in implementation. Lake Stevens has considered the following items in its Comprehensive Plan and development regulations.

### **Land Use Strategies**

**Upzoning:** Because lenders typically look for a 3:1 ratio between total housing value and land value, increases in land costs drive up all other housing costs as well. One of the most direct methods of reducing per unit land costs is by reducing minimum lot sizes by rezoning to allow use that is more intensive.. Upzoning should be reviewed carefully however, for several important reasons: first, neighbors have purchased their homes in anticipation of certain zoning around their property. Second, utility and service providers have planned infrastructure using assumptions about how many homes will be in an area. Finally, as mentioned, zoning in the City and County has been planned based on long-range population forecasts.

**Lot Size Averaging:** The environmental and growth goals of the plan may require that lot sizes within new subdivision be of varying sizes, to allow buffers and setbacks from critical areas. Lot size averaging allows these variations while ensuring that the total number of new homes does not exceed that called for in the Plan.

**Innovative Housing Options:** Innovative housing encourages diversity in housing choices from the large-lot single-family home. They are not meant to replace, but to expand alternative options for a different segment of the population known as the 4 S's: singles, single-parent households, starter families, and seniors. Many local jurisdictions have adopted innovative development regulations. Smaller homes also create a more sustainable development because fewer construction materials are required, promoting housing affordability, and fewer impervious surfaces are created. These options include attached and detached single-family housing types such as cottage housing, small lots, duplexes/triplexes, accessory dwelling units, compact houses, and skinny houses.



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**Small Lot:** Small lot districts such as the High Urban Residential zone and alternative subdivision methods including Planned Residential Developments and Cluster Subdivisions can provide denser housing, but with specific design review and controls to better integrate developments into existing neighborhoods

**Infill Housing:** With the advent of urban growth areas in former rural areas and small towns, a trend of “urban in-fill” is emerging. Former large lots inside cities are being subdivided with homes being built in former backyards. The resulting lot meets the new, lower minimum lot area requirements.

**Minimum Densities:** Traditionally, zoning regulations establish maximum land use densities while builders' market-based decisions determine the extent to which maximum permitted densities are actually achieved. In some instances, residential land may be built to the full extent allowed by the zoning. In order to discourage sprawl, reduce the per unit cost of land, and improve the cost-effectiveness of capital finance plans, jurisdictions may require that new plats be designed to achieve minimum densities. In 2006 it is assumed that lands inside Urban Growth Area boundaries will develop at a minimum density of four (4) units to the acre.

**Density Bonus:** Providing density bonuses in exchange for the construction of affordable housing can create the necessary incentive for a developer to provide such housing.

**Inclusionary Zoning:** Inclusionary zoning programs typically require that a percentage of lots in a new subdivision or residential units in a new apartment project be set aside for low cost housing. Density bonuses are often provided to offset the cost of the inclusionary requirement.

**Cluster Subdivisions:** Cluster subdivisions offer a means of keeping housing development costs down by reducing minimum lot sizes and confining development to the most suitable portion of a building site. Cluster housing may entail the use of shared driveways and parking areas; reduced, but more usable yard space; and architectural "techniques" to maintain privacy and sense of space. Quality design is key to providing such housing while making it palatable to existing residents and potential buyers.

In addition to providing a means of achieving greater land efficiency, other advantages that cluster subdivisions offer include 1) lower infrastructure development and maintenance costs by reducing street lengths, sidewalks, and utility lines; 2) lower site grading and drainage costs when natural stormwater drainage features can be retained; and, 3) the preservation of open space, native vegetation, and other natural features for community use and enjoyment. The City currently has a cluster subdivision regulation that allows such developments.



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**Planned Residential Development (PRD):** The City also encourages PRDs which offer incentives to projects that integrate mixed-income housing, mixed types of housing (detached, duplex and apartments), and encourage clustering to achieve desired densities while protecting environmentally sensitive areas. PRDs do not directly provide affordable housing, but they do make more efficient use of land and capital facilities to keep the costs lower.

**Home Office and Home Businesses:** Another innovative housing concept responds to the issue of providing housing options for allowing stay-at-home parents and reducing commute times. It extends the concept of “home occupations” that have long been allowed in local zoning codes, where the homeowner could maintain a business inside the home. Traditional home occupation rules require that all activity occur inside the home with strict limits on signing, appearance, etc. The newer concept would have a more mixed-use appearance where a professional office could occur on a first floor, with a residence occupying the balance of the building.

#### **Administrative Procedures**

**Streamlined Approval Processing:** Holding costs are one of the hidden expenses in a housing development budget. They include the variety of costs involved in carrying a project through the development phase, such as insurance, office and staff, equipment, security patrols, landscape maintenance, the financing of land and construction, etc. Shorter approval periods translate into less expensive development costs. Many jurisdictions in Snohomish County are studying or have adopted a permit streamlining model developed by the Economic Development Council. It has proven successful in reducing the processing time for projects while ensuring compliance with development codes.

**Priority Permit Processing:** Priority permit processing can reduce housing costs by minimizing the amount of time and expense involved in permit and approval processing. The more permits that receive priority attention however, the less valuable the incentive may become if the priority waiting line is as long as the normal waiting line. Priority processing is most effective when used selectively, such as an inducement to develop a particular type of housing the market is not currently producing. If priority processing is offered as an incentive to develop low-cost housing, the City should establish a means of ensuring the housing is actually occupied by persons in need of low-cost housing and the housing remains affordable for an extended period.

**Impact Mitigation Payment Deferral:** Jurisdictions can minimize the effect of impact fees on market rate housing by deferring the collection of impact mitigation payments from the permit approval stage of development to either final project approval or occupancy. In Lake Stevens, for instance, school mitigation fees are deferred to the building permit stage, rather than at the platting state. Deferring the collection of impact



fees can reduce the developers finance costs. Fees postponed until occupancy can be paid from project proceeds, rather than funds borrowed at interest. Jurisdictions can secure impact fee deferral agreements with a bank letter of credit or equivalent security that guarantees payment to the named infrastructure development account. Impact mitigation exemptions are not recommended for consideration because of the potential community-wide impacts they can cause.

### **Development Standards**

For projects that provide affordable housing, the City may adopt policies, which allow reduced development standards including but not limited to reduced setbacks, street standards, parking, sidewalks and utilities. The City already allows some reductions for cluster subdivisions and PRD's.

### **Lower Cost Housing Types**

**Shared Housing:** With the steady trend of larger houses for fewer people, there is greater opportunity for shared housing arrangements, whereby non-related persons live together and share the housing costs. Two examples of shared housing that is allowed by Title 14 includes allowing non-related persons (roommates) to live together as a single housekeeping unit and it allows a homeowner to rent out one or two rooms in their house. Shared housing could also include related persons living together such as grandparents living with their married children and grandchildren.

**Cottage Housing Developments (CHD):** Cottage housing developments have been proposed as one means of providing smaller and less expensive detached housing in single-family neighborhoods. CHD's would allow the construction of more than one single-family unit on an existing single-family lot when strict design standards and special review processes have been met.

**Co-Op Housing:** There have been suggestions that "co-op" housing be permitted in areas of Lake Stevens. This concept allows cluster housing around joint community centers and is intended to promote a close "communal" type relationship among the participating homeowners. Taken from a European model it has been raised as a topic for possible discussion by some citizens of Lake Stevens.

**Mixed-Use Development:** Mixed-use developments integrate various land uses into a single development or district, such as office, commercial and residential buildings grouped together in a single building or around a single site. Mixed-use developments may offer more acceptable sites for higher density housing than established single-family neighborhoods. Mixed-use developments situated along public transportation routes can help reduce dependency on private vehicles, provide housing opportunities



for persons who require public transportation and may produce an income stream from commercial rents that help subsidize low-cost housing. .

**Mobile/Manufactured Housing:** Manufactured (mobile and modular) housing provides an established record of successfully addressing affordable housing needs. Manufactured homes may occur throughout the city in standard residential neighborhoods or in dedicated parks.

**Cluster Housing:** Cluster housing is an architectural/design technique used in urban settings to obtain high density single-family units on small lots.

### **Housing Production & Preservation Programs**

**Housing Preservation:** Existing housing often provides the best source of affordable housing. As such, preservation and enhancement of the existing stock must be a key element in a program for assuring affordable housing.

**Public Housing Authority:** While the City has not created its own housing authority, the Snohomish County Housing Authority, created pursuant to the enactment of the Housing Authorities Law in 1939 provides housing assistance within the City limits.

The housing authority is able to underwrite the cost of low-income housing development by a variety of means, including eligibility to administer HUD housing assistance programs and payment contracts, exemption from property taxes on housing authority facilities, and authority to issue tax-exempt bonds and low interest bond anticipation notes. Under state statute, bonds and other obligations of a housing authority are neither a debt of its respective city nor are cities liable for housing authority obligations.

**Public Development Authority (PDA):** Jurisdictions interested in coordinating their initiatives in the areas of economic development, community revitalization, and low income housing may consider creating a public development authority (PDA) to achieve these ends. Under RCW 35.21.730-757, cities or towns to “improve general living conditions in the urban areas of the state” and “to perform all manner and type of community services” may create PDAs.

PDAs may exercise many of the powers of housing authorities, such as own and sell property, contract for services, loan and borrow funds, and to issue bonds and other debt instruments. Any property owned or operated by a PDA that is used primarily for low income housing receives the same exemption from taxation as the municipality that created it. By statute, all PDA liabilities must be satisfied exclusively from PDA assets and PDA creditors are denied any right of action against the municipality that created it.

**Public and Nonprofit Housing Developers:** A less direct mode of involvement may be to establish cooperative arrangements with public or nonprofit housing developers to



ensure adequate levels of low income or special needs housing is available in the community. In addition to the Everett and County housing authorities, there are ranges of practical housing development experiences that extend from the production of homeless shelters to special needs housing to low-rent senior housing and first-time homebuyer programs.

The City may encourage the production of these types of housing by committing land use incentives, modified development standards, surplus land, or financial resources to housing authority or nonprofit sponsored projects targeted for their jurisdiction.

**Market Housing:** By far, private market housing provides the greatest number of dwelling units. The trends in new home prices have consistently demonstrated that the market housing more often than not is not attainable to many households. There is probably some legitimacy to the “trickle down” theory that while new homes are not affordable to many, those that move into them are likely to vacate a more affordable dwelling, therefore putting it on the market.

## GOALS AND POLICIES

### GOAL 3.1 SUPPORT A VARIETY OF HOUSING TYPES AND DENSITIES, AND THE NEED FOR AFFORDABLE HOUSING THROUGH REGULATIONS AND CAPITAL INVESTMENTS.

#### Policies

- 3.1.1 Ensure various types and densities of housing are permitted in appropriate places throughout the City.
- 3.1.2 Promote residential development at a density that will allow pedestrian access to commercial areas, employment, public transportation routes, schools, and park or recreational areas.
- 3.1.3 Consider revisions to the Planned Residential Development regulations to revise the minimum area standard and consider density bonuses.
- 3.1.4 Adopt land use and zoning in newly annexed areas that is comparable to the pre-annexation zoning in unincorporated Snohomish County.
- 3.1.6 Permit innovative housing options as infill with specific design considerations to ensure it is compatible with the expected future development of the neighborhood.



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- 3.1.7 Adopt innovative housing codes to encourage small-sized housing. Codes should be more prescriptive to begin with and can be relaxed for more flexibility as experience dictates.
- 3.1.8 Allow flexibility in setback, lot coverage and unit size standards in return for exemplary design and neighborhood amenities.

**GOAL 3.2 ENCOURAGE THE DEVELOPMENT OF MULTIFAMILY HOUSING AND SMALL SINGLE-FAMILY UNITS IN A MANNER THAT IS COMPATIBLE WITH EXISTING NEIGHBORHOODS.**

Policies

- 3.2.1 Allow accessory units in all residential zones so long as the unit maintains the appropriate residential character and quality living environment.
- 3.2.2 Encourage the distribution of various housing types equitably throughout the City to provide for a wide variety of neighborhood settings, and to avoid undue concentration in single neighborhood types.

**GOAL 3.3 INCREASE THE OPPORTUNITY FOR ALL RESIDENTS TO PURCHASE OR RENT AFFORDABLE, SAFE, AND SANITARY HOUSING.**

Policies

- 3.3.
- 3.3.2 Coordinate with willing neighborhood-based groups or other volunteer organizations to promote rehabilitation and community revitalization efforts.
- 3.3.3 Review the appropriateness of innovative techniques to provide affordable housing, including a housing trust fund, inclusionary zoning, design/regulation flexibility and design standards, impact fee waivers, density bonuses, fast track processing, or area-wide housing authority.
- 3.3.4 Increase the opportunities for current and future residents with special housing needs. While it cannot meet these needs immediately, clarifying the responsibilities of various public and private agents is an important step towards meeting these needs. The City will carefully examine the needs of the current residents, in order to direct new housing development, rehabilitated housing, and assisted housing to where it is most needed.

**GOAL 3.4 TO ADDRESS THE NEEDS OF THE ELDERLY HANDICAPPED, OR OTHER SPECIAL-NEEDS, A PORTION OF THE RESIDENTIAL LAND SHOULD BE ZONED FOR HIGH DENSITIES TO ENCOURAGE THE**



**PROVISION OF COMPACT HOUSING TYPES (CLUSTER, TOWNHOUSE, APARTMENT, OR CONDOMINIUMS) AND PLANNED RESIDENTIAL DEVELOPMENTS (PRDs).**

Policies

- 3.4.1 Support the development of housing for the elderly, handicapped, or other special-needs populations through the allowance of PRDs, mixed-use housing, group housing, and other measures in appropriate areas.
- 3.4.2 In siting development for the elderly, handicapped, or other special-needs review the proximity to shopping, hospitals, public transportation routes, retail and service centers, and parks.

**GOAL 3.5 STRIVE TO PROVIDE A DEVELOPMENT PATTERN, WHICH PROMOTES PEDESTRIAN ACTIVITIES, A SENSE OF COMMUNITY AND SAFETY. STRIVE TO PROVIDE HOUSING IN GOOD CONDITION, WITH HIGH-QUALITY DESIGNS, PROTECTIONS FROM NOISE, ODORS, AND OTHER ENVIRONMENTAL STRESSES.**

Policies

- 3.5.1 Revise and adopt Development Design Guidelines, which ensure a conscientious vision for the community.
- 3.5.2 Continue the primary role in the conservation of housing through public investment in the infrastructure servicing the area (storm drainage, street paving, and recreation) and zoning to prevent incompatible land uses and depreciation of property values.
- 3.5.3 The zoning ordinance will be reviewed to establish zoning classifications for manufactured housing as part of the overall program to bring the land development regulations into consistency with the Comprehensive Plan. The Land Use Element shows density ranges into which these manufactured homes, parks and subdivisions would fall.

**GOAL 3.6 STREAMLINE AND SHORTEN PERMIT PROCESSING WHERE AND WHEN EVER POSSIBLE.**

Policies

- 3.6.1 Implement streamlined approval processing procedures, such as centralized counter services, continuing pre-application conferences, printed information summarizing building permit and approval requirements, area-wide environmental assessments, reducing the number of residential zoning districts, reducing complicated administrative procedures, concurrent permit and



approval processing, fast-tracking routine applications, keeping permit and approval deadlines, and elimination of multiple hearings for a single project.

**GOAL 3.7 PROMOTE MEASURES THAT WILL PROLONG THE USEFUL LIFE OF STRUCTURES.**

Policies

- 3.7.1 Implement an active code enforcement program to catch problems early and avoid extensive deterioration of housing units.
- 3.7.2 Continue to implement code enforcement programs and motivate owners to repair and improve maintenance of their structures.
- 3.7.3 Promote public and private sources of home improvement grants and loans for housing repair needs.
- 3.7.4 Weatherization of housing units should be encouraged and information disseminated regarding assistance available from the electric and gas utility companies, charitable organizations, and public agencies.

**GOAL 3.8 ENSURE THAT THE CITY CONTINUES TO MOVE IN A POSITIVE DIRECTION IN PROVIDING AFFORDABLE HOUSING OPPORTUNITIES TO ALL ECONOMIC SEGMENTS OF THE POPULATION.**

Policies

- 3.8.1 Implement a monitoring strategy that will assist the City Council in determining if the policies as adopted herein are meeting the affordable housing needs of the citizens of the City.
- 3.8.2 Use Snohomish County's monitoring strategy to obtain needed information on whether the City is providing jobs at wages that will allow citizens to live and work in the same City and improve the ability of families to obtain housing at market rates.

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