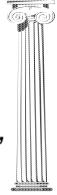




City of Lake Stevens Vision Statement

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



CITY COUNCIL WORKSHOP AGENDA Lake Stevens Community Center 1808 Main Street, Lake Stevens

Tuesday, March 1, 2016 – 7:00 p.m.

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

ROLL CALL:

DISCUSSION ITEMS: *A Planning Department Update Russ
B Financial Update Barb

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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***THE PUBLIC IS WELCOM TO OBSERVE BUT WILL NOT BE ALLOWED TO PARTICIPATE
Special Needs***

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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council **Agenda** March 01, 2016
Date: _____

Subject: Planning and Community Development Department Status

Contact Russ Wright **Budget** none
Person/Department: Planning and Community Development **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

The purpose of tonight's meeting is to review the department's structure, current workload and future needs.

BACKGROUND:

Planning and Community Development is currently comprised of three unique divisions: Planning, Building and Economic Development. The Planning Division is responsible for current projects (permit review, records requests and GIS) and long range projects (comprehensive plan, code amendments, annexations, parks and recreation, etc.). The Building Division is responsible for plan review, building inspections and code enforcement. Economic Development is responsible for marketing and special projects.

DISCUSSION:

Department Structure

Planning and Community Development is allocated 11 positions in 2016. There are four vacant positions including an Administrative Assistant, Associate Planner and Parks and Recreation Coordinator. The Interim Planning Director is performing a dual role as Director and Lead Planner. The Associate Planner position should be filled within the next few days. Staff is working with Administration and Human Resources to finalize the job description for the Parks and Recreation Coordinator and anticipates recruiting for this position mid-year. Staff is working with Administration to identify relevant duties and title of the administrative assistant position.

Consultants

Planning and Community Development also uses consultants to help complete some of our development review and inspections including survey and engineering review, critical areas review, plans examining and building inspections. The City recovers survey costs for subdivisions from applicants. The City also recovers critical areas review costs from applicants. Staff is going to explore establishing a preferred consultant list that would reduce costs paid by applicants for critical areas review. Over the past six months with the departure of two building division staff, the City has outsourced plan review and inspections. This output has totaled \$46,033.77. Under our current contract, the fee for plan review totals 50 percent of the plan review fee. With the Building Official position filled and the Inspector starting shortly this outsourcing will diminish.

Permits and Land Use Applications

As we have discussed, building permits and land use applications have increased dramatically over the last few months. As building permits increase so do field inspections. A list will be provided at the meeting.