



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 REGULAR MEETING AGENDA
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens
Monday, September 23, 2013 - 7:00 p.m.**

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

CALL TO ORDER: 7:00 p.m.
Pledge of Allegiance

ROLL CALL:

GUEST BUSINESS:

CONSENT AGENDA: *A. Approve September vouchers. Barb
*B. Approve Council regular meeting minutes of September 9, 2013. Norma

PUBLIC HEARING: PUBLIC HEARING FORMAT:
1. Open Public Hearing
2. Staff presentation
3. Council's questions of staff
4. Proponent's comments
5. Comments from the audience
6. Close public comments portion of hearing
7. Discussion by City Council
8. Re-open the public comment portion of the hearing for additional comments (optional)
9. Close Hearing
10. COUNCIL ACTION:
a. Approve
b. Deny
c. Continue
*A. Public Hearing to receive public testimony related to Ordinance No. 900 (adopted August 12, 2013), recreational marijuana moratorium. Russ

Lake Stevens City Council Regular Meeting Agenda

September 23, 2013

- ACTION ITEMS:**
 - *A Adopt Resolution 2013-9, temporarily prohibiting marijuana facilities. Russ
 - *B. Adopt Resolution No. 2013-8, statement of intent to participate in dispute resolution processes pursuant to Countywide Planning Policy JP-2. Becky
 - *C. Fairbrook final plat approval. Andy
 - *D Adopt Resolution No. 2013-7, honorary street names policy and process – City Policy No. P-1-2013. Becky

- DISCUSSION ITEMS:**
 - *A. Comprehensive Emergency Management Plan (CEMP). Craig

COUNCIL PERSON’S BUSINESS:

MAYOR’S BUSINESS:

STAFF REPORTS:

INFORMATION ITEMS:

EXECUTIVE SESSION:

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
 2013**

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	907704-907758	\$130,329.44
Payroll Checks	35694-35696	\$3,197.14
Electronic Funds Transfers	641-643	\$3,750.71
Claims	35692-35693, 35697-35750	\$107,725.61
Void Checks	35695, 35679, 35652	(\$2,297.49)
Tax Deposit(s)	9/13/2013	\$53,355.10
Total Vouchers Approved:		\$296,060.51

This 23rd day of September 2013:

 Mayor

 Councilmember

 Finance Director

 Councilmember

 Councilmember

 Councilmember



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Direct Deposit Register

18-Sep-2013

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

15-Sep-2013	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
9407	Department of Retirement (Pers	C	\$2,025.00	641	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$1,323.25	642	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$402.46	643	Wells Fargo	121000248	4159656917
Total:			\$3,750.71		Count:	3.00	

Direct Deposit Summary

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	3	\$3,750.71

Pre-Note Transactions

Detail Check Register

09-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor			Check Amount
35692	09-Sep-13	12921	ADVANTAGE BUILDING SERVICES			\$736.25
13-0434			Janitorial Service Aquafest	\$736.25	\$0.00	\$736.25
001013531008000			General Government-Aquafest	\$736.25		
35693	09-Sep-13	12961	SNOHOMISH COUNTY PUD			\$803.76
107378083		202342622		\$115.03	\$0.00	\$115.03
101016542630000			Street Fund - Street Lighting	\$115.03		
107379153		203599006		\$187.10	\$0.00	\$187.10
001010576804700			Parks - Utilities	\$62.37		
101016542004700			Street Fund - Utilities	\$62.37		
410016542404701			Storm Water Utilities	\$62.36		
107382841		202988481		\$288.09	\$0.00	\$288.09
101016542630000			Street Fund - Street Lighting	\$288.09		
117337572		203791496		\$59.24	\$0.00	\$59.24
101016542630000			Street Fund - Street Lighting	\$59.24		
127279488		202150405		\$154.30	\$0.00	\$154.30
410016542404700			Storm Water-Aerat. Utilities	\$154.30		
Total Of Checks:						\$1,540.01

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
35697	23-Sep-13	1579	ACE HARDWARE		\$89.59
39376			Electrical supplies	\$52.08	\$0.00
					\$52.08
001010575304901			Historical Museum	\$52.08	
39399			screws & framing brackets	\$14.74	\$0.00
					\$14.74
410016542403102			Storm Water - Operating Costs	\$14.74	
39426			Turtle wax	\$17.35	\$0.00
					\$17.35
001008521004800			Law Enforcement - Repair & Mai	\$17.35	
39446			paint brush	\$5.42	\$0.00
					\$5.42
001012572503100			Library - Office And Operating	\$5.42	
35698	23-Sep-13	13328	ACES		\$479.00
9547			Training-Man Down	\$479.00	\$0.00
					\$479.00
001003517620000			Admin. Safety program	\$113.04	
101016517620000			safety program	\$212.68	
410016517620000			safety program	\$153.28	
35699	23-Sep-13	179	Blumenthal Uniforms		\$897.60
16688			Michaelson-uniforms	\$678.88	\$0.00
					\$678.88
001008521002600			Law Enforcment Clothing	\$678.88	
16688-80			Michaelson - uniform	\$24.92	\$0.00
					\$24.92
001008521002600			Law Enforcment Clothing	\$24.92	
5300			Boat clothing - Barnes	\$193.80	\$0.00
					\$193.80
001008521002602			LE - Boating Clothing	\$193.80	
35700	23-Sep-13	11952	Carquest Auto Parts Store		\$186.02
2421-194587			Drain plugs	\$9.54	\$0.00
					\$9.54
101016542003102			Street Fund Operating Costs	\$9.54	
2421-194844			Filters	\$76.01	\$0.00
					\$76.01
101016542003102			Street Fund Operating Costs	\$53.21	
410016542403102			Storm Water - Operating Costs	\$22.80	
2421-195176			Tractor battery	\$100.47	\$0.00
					\$100.47
101016542004102			Street Fund-Sweeping	\$67.31	
410016542404103			Street Sweeping	\$33.16	
35701	23-Sep-13	13391	Cemex		\$5,835.91
9426840871			Remove sweeping pile from yard	\$5,835.91	\$0.00
					\$5,835.91

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
101016542004102			Street Fund-Sweeping	\$3,910.06	
410016542404103			Street Sweeping	\$1,925.85	
35702	23-Sep-13	12004	CITY OF MARYSVILLE		\$15,776.95
13-015			Court Citations Aug 2013	\$6,476.95	\$0.00
001013512500001			Municipal Court Fees	\$6,476.95	
POLIN11-0331			Prisoner hsg Aug 2013	\$9,300.00	\$0.00
001008523005100			Law Enforcement - Jail	\$9,300.00	
35703	23-Sep-13	296	Code Publishing Co.		\$1,472.99
44518			Municipal Code update	\$1,472.99	\$0.00
001003514104100			City Clerks-Professional Servi	\$1,472.99	
35704	23-Sep-13	13030	COMCAST		\$85.71
08/13 0808840			Internet - Shop	\$85.71	\$0.00
101016542004200			Street Fund - Communications	\$42.86	
410016542404200			Storm Water - Communications	\$42.85	
35705	23-Sep-13	13030	COMCAST		\$85.71
08/13 0810218			Internet services - Lakeshore Dr	\$85.71	\$0.00
001008521004200			Law Enforcement - Communicatio	\$85.71	
35706	23-Sep-13	13030	COMCAST		\$120.80
08/13 0827887			Signal control	\$120.80	\$0.00
101016542640000			Street Fund - Traffic Control	\$120.80	
35707	23-Sep-13	13030	COMCAST		\$109.76
09/13 0443150			Internet services	\$109.76	\$0.00
001003513104200			Administration-Communications	\$2.20	
001003514104200			City Clerks-Communications	\$6.59	
001003516104200			Human Resources-Communications	\$2.20	
001003518104200			IT Dept-Communications	\$4.39	
001004514234200			Finance - Communications	\$4.39	
001007558004200			Planning - Communication	\$17.56	
001008521004200			Law Enforcement - Communicatio	\$63.66	
001010576804200			Parks - Communication	\$2.93	
101016542004200			Street Fund - Communications	\$2.92	
410016542404200			Storm Water - Communications	\$2.92	
35708	23-Sep-13	13757	Comdata Corporation		\$172.45
20192983			Fuel	\$172.45	\$0.00
001008521003202			Boating - Fuel	\$172.45	

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
35709	23-Sep-13	91	Corporate Office Supply		\$615.69
142838i			shop office supplies	\$122.54	\$0.00
					\$122.54
101016542003101			Street Fund Office Supplies	\$122.54	
142906i			office supplies	\$203.95	\$0.00
					\$203.95
001008521003100			Law Enforcement - Office Suppl	\$203.95	
142933i			Office supplies for planning and buil	\$289.20	\$0.00
					\$289.20
001007558003100			Planning - Office Supplies	\$240.60	
001007559003100			Building Department - Office S	\$48.60	
35710	23-Sep-13	13196	Correctional Industries		\$47.22
MCC-10350			DV brochure prints	\$47.22	\$0.00
					\$47.22
001008521003100			Law Enforcement - Office Suppl	\$47.22	
35711	23-Sep-13	9386	Crystal and Sierra Springs		\$245.17
5249844090113			Bottled Water	\$245.17	\$0.00
					\$245.17
001007558003200			Planning-Operating Costs	\$44.37	
001007559003101			Building Department - Operatin	\$44.36	
001013519903100			General Government - Operating	\$50.77	
101016542003102			Street Fund Operating Costs	\$52.84	
410016542403102			Storm Water - Operating Costs	\$52.83	
35712	23-Sep-13	13545	DataQuest LLC		\$45.50
CILKSTEVENS2013083			Background Check	\$45.50	\$0.00
					\$45.50
001003516104100			Human Resources-Professional S	\$45.50	
35713	23-Sep-13	12800	DEPT OF CORRECTIONS		\$256.02
MCC4591 0713			Work crew	\$256.02	\$0.00
					\$256.02
101016542004800			Street Fund - Repair & Mainten	\$179.21	
410016542404800			Storm Water - Repairs & Maint.	\$76.81	
35714	23-Sep-13	13226	Dept. Graphics		\$813.54
5900			PT52 Graphics	\$813.54	\$0.00
					\$813.54
520008521006400			Purchase Of Capital Equipment	\$813.54	
35715	23-Sep-13	473	Electronic Business Machines		\$176.44
091249			Copier maint	\$176.44	\$0.00
					\$176.44
001013519904800			General Government - Repair/Ma	\$176.44	
35716	23-Sep-13	13390	Evergreen State Heat		\$130.32
22832			HVAC Repair Comm Ctr	\$130.32	\$0.00
					\$130.32
001013555504800			Community Center - Repair & M	\$130.32	

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
35717	23-Sep-13	549	Foster Press			\$10.86
31908			Bulk Permit chg	\$10.86	\$0.00	\$10.86
001007558004902			Planning - Printing and Bindin	\$10.86		
35718	23-Sep-13	13709	Franklin Nelson			\$7.48
8/21/13			Seatbelt stop kit	\$7.48	\$0.00	\$7.48
001008521003104			Law Enforcement-Operating Cost	\$7.48		
35719	23-Sep-13	559	Frontier Village Veterinary			\$241.00
316259			case 13-01014 Canine xray and lab	\$241.00	\$0.00	\$241.00
001008539004100			Code Enforcement - Professiona	\$241.00		
35720	23-Sep-13	13010	Grainger			\$48.34
9228983327			wasp/hornet killer	\$48.34	\$0.00	\$48.34
001010576803100			Parks - Operating Costs	\$48.34		
35721	23-Sep-13	618	Granite Falls Towing			\$923.10
42801			Major Collision Evidence Tow 13-21	\$407.25	\$0.00	\$407.25
001008521003104			Law Enforcement-Operating Cost	\$407.25		
43838			Major Collision Evidence Tow 13-21	\$407.25	\$0.00	\$407.25
001008521003104			Law Enforcement-Operating Cost	\$407.25		
replace ck 35235			Replacement check for 35235	\$108.60	\$0.00	\$108.60
001008521004800			Law Enforcement - Repair & Mai	\$108.60		
35722	23-Sep-13	13086	Gregs Custom Fishing Rods			\$97.72
9052013.1			Rubber chest wader	\$97.72	\$0.00	\$97.72
001010576802600			Parks - Clothing	\$34.20		
101016542002600			Street Fund - Clothing	\$63.52		
35723	23-Sep-13	13785	Group Health Coop			\$803.00
773329-20138			Pre-employment screening	\$803.00	\$0.00	\$803.00
001008521004100			Law Enforcement - Professional	\$803.00		
35724	23-Sep-13	12392	HERTZ EQUIPMENT RENTAL			\$363.27
27003491-001			Walk behind grinder to remove strip	\$363.27	\$0.00	\$363.27
101016542640000			Street Fund - Traffic Control	\$363.27		
35725	23-Sep-13	670	HOGLUNDS TOP SHOP			\$140.88
48586			PT23 Window Tint	\$140.88	\$0.00	\$140.88

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521004800			Law Enforcement - Repair & Mai	\$140.88	
35726	23-Sep-13	13232	Integra Telecom, Inc		\$891.98
11285598			Long distance phone services	\$891.98	\$0.00
001003513104200			Administration-Communications	\$13.11	
001003514104200			City Clerks-Communications	\$26.22	
001003516104200			Human Resources-Communications	\$13.11	
001003518104200			IT Dept-Communications	\$39.34	
001004514234200			Finance - Communications	\$26.22	
001007558004200			Planning - Communication	\$85.27	
001007559004200			Building Department - Communci	\$13.11	
001008521004200			Law Enforcement - Communicatio	\$445.99	
001010575304200			Historical - Communications	\$13.11	
001013519904200			General Government - Communica	\$52.45	
001013555504200			Community Center-Communication	\$13.11	
101016542004200			Street Fund - Communications	\$75.46	
410016542404200			Storm Water - Communications	\$75.48	
35727	23-Sep-13	13177	James Barnes		\$105.00
082413			Training Per Diem	\$105.00	\$0.00
001008521004300			Law Enforce - Travel & Mtgs	\$105.00	
35728	23-Sep-13	13327	Jennifer Anderson		\$416.66
Sept 2013			Dep Care Reimb	\$416.66	\$0.00
001000281000000			Payroll Liabilities	\$416.66	
35729	23-Sep-13	13863	Johns Cleaning Service		\$180.89
1184			Uniform clean less Worthen not our	\$180.89	\$0.00
001008521002600			Law Enforcment Clothing	\$180.89	
35730	23-Sep-13	13264	Joshua Holmes		\$125.87
Refund			Uniform expense Blumenthal	\$125.87	\$0.00
001008521002600			Law Enforcment Clothing	\$125.87	
35731	23-Sep-13	852	Lake Stevens Journal		\$294.80
79900			Ordinances passed	\$110.55	\$0.00
001013514304400			General Goverment - Advertisin	\$110.55	
79944			Planning Commission mtg cancellati	\$20.10	\$0.00
001007558004400			Planning - Advertising	\$20.10	
79945			LUA2013-0060 Dynasty Homes	\$80.40	\$0.00

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001007558004400			Planning - Advertising	\$80.40	
79946		LUA2013-0098	Fairbrook	\$83.75	\$0.00
001007558004400			Planning - Advertising	\$83.75	
35732	23-Sep-13	12751	LAKE STEVENS POLICE GUILD		\$957.00
09/15/13			Union dues	\$957.00	\$0.00
001000281000000			Payroll Liabilities	\$957.00	
35733	23-Sep-13	1091	Office Of The State Treasurer		\$13,600.80
08/2013			Aug 2013 State Court Fees	\$13,600.80	\$0.00
633008559005100			Building Department - State Bl	\$112.50	
633008589000003			Public Safety And Ed. (1986 As	\$6,517.39	
633008589000004			Public Safety And Education	\$3,902.83	
633008589000005			Judicial Information System-Ci	\$1,475.91	
633008589000008			Trauma Care	\$502.39	
633008589000009			school zone safety	\$5.28	
633008589000010			Public Safety Ed #3	\$156.34	
633008589000011			Auto Theft Prevention	\$723.86	
633008589000012			HWY Safety Act	\$29.78	
633008589000013			Death Inv Acct	\$26.16	
633008589000014			WSP Highway Acct	\$148.36	
35734	23-Sep-13	9387	Paclab Network Laboratories		\$62.40
Aug 2013			Blood draws DUI cases	\$62.40	\$0.00
001008521003104			Law Enforcement-Operating Cost	\$62.40	
35735	23-Sep-13	12450	PITNEY BOWES		\$112.17
9619164-SP13			Postage machine rent	\$112.17	\$0.00
001013519904500			General Government-Equip Renta	\$112.17	
35736	23-Sep-13	12113	Sherwin Williams		\$93.21
5398-8			Paint - library sign	\$34.20	\$0.00
001012572503100			Library - Office And Operating	\$34.20	
5608-0			paint for Library sign	\$59.01	\$0.00
001012572503100			Library - Office And Operating	\$59.01	
35737	23-Sep-13	13878	Snohomish Conservation Dist		\$3,817.74
1142			SW Education Services	\$3,817.74	\$0.00
410016542404101			Storm Water - Professional Ser	\$3,817.74	
35738	23-Sep-13	12961	SNOHOMISH COUNTY PUD		\$11,523.62

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount
120657437		201973682		\$42.12	\$0.00 \$42.12
		101016542630000	Street Fund - Street Lighting	\$42.12	
127285619		201595113		\$338.65	\$0.00 \$338.65
		101016542630000	Street Fund - Street Lighting	\$338.65	
133892706		201860178		\$245.12	\$0.00 \$245.12
		101016542630000	Street Fund - Street Lighting	\$245.12	
137115420		203531959		\$70.52	\$0.00 \$70.52
		001010576804700	Parks - Utilities	\$70.52	
140427623		204719074		\$14.68	\$0.00 \$14.68
		101016542630000	Street Fund - Street Lighting	\$14.68	
153625836		202624367		\$8,898.12	\$0.00 \$8,898.12
		101016542630000	Street Fund - Street Lighting	\$8,898.12	
153625837		202648101		\$803.10	\$0.00 \$803.10
		101016542630000	Street Fund - Street Lighting	\$803.10	
153625838		202670725		\$1,111.31	\$0.00 \$1,111.31
		101016542630000	Street Fund - Street Lighting	\$1,111.31	
35739	23-Sep-13	14007	Snohomish County PW (S)		\$10,700.00
100036950			2013 Parkway crossing	\$10,700.00	\$0.00 \$10,700.00
		410016595406404	Parkway Crossing Det Pond	\$10,700.00	
35740	23-Sep-13	1388	Snohomish County Treasurer		\$268.64
08/2013			August 2013 Crime victims Comp	\$268.64	\$0.00 \$268.64
		633008589000001	Crime Victims Compensation	\$268.64	
35741	23-Sep-13	1356	SNOPAC		\$26,195.76
6210			Dispatch Services	\$26,195.76	\$0.00 \$26,195.76
		001008528005100	Law Enforcement - Snopac Dispa	\$26,195.76	
35742	23-Sep-13	453	Sound Law Center		\$4,942.00
1521			Hearing Examiner services	\$4,942.00	\$0.00 \$4,942.00
		001007558004103	Planning - Prof.Serv-Hearing E	\$4,942.00	
35743	23-Sep-13	14052	Speedway Towing Inc		\$387.60
13712			Major Collision Evidence Tow 13-21	\$387.60	\$0.00 \$387.60

Detail Check Register

19-Sep-13

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521003104			Law Enforcement-Operating Cost	\$387.60	
35744	23-Sep-13	13415	Staples		\$214.70
3206969081			paper and office supplies	\$214.70	\$0.00
					\$214.70
001008521003100			Law Enforcement - Office Suppl	\$214.70	
35745	23-Sep-13	13522	Steve Warbis		\$23.11
09/12/13			Ear insert for wireless	\$23.11	\$0.00
					\$23.11
001008521003104			Law Enforcement-Operating Cost	\$23.11	
35746	23-Sep-13	13821	Terminix Commercial		\$61.90
327701056			Pest control	\$61.90	\$0.00
					\$61.90
001013519904800			General Government - Repair/Ma	\$61.90	
35747	23-Sep-13	13045	UPS		\$13.21
74Y42353			Evidence shipping	\$13.21	\$0.00
					\$13.21
001008521004200			Law Enforcement - Communicatio	\$13.21	
35748	23-Sep-13	13640	US Postal Service		\$128.00
Box 257			Post Office Box 257 2013-14	\$128.00	\$0.00
					\$128.00
001013519903100			General Government - Operating	\$128.00	
35749	23-Sep-13	12761	WASHINGTON STATE PATROL		\$247.50
114001598			Background checks weapons permit	\$247.50	\$0.00
					\$247.50
633008589000006			Gun Permit - FBI Remittance	\$247.50	
35750	23-Sep-13	1653	Westside Fire and Safety Suppl		\$543.00
340714			Extinguisher Inspect/Refill	\$543.00	\$0.00
					\$543.00
001008521003104			Law Enforcement-Operating Cost	\$543.00	
Total Of Checks:					\$106,185.60

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

Monday, September 9, 2013
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd 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, and John Spencer (arrived at 7:41 p.m.)

COUNCILMEMBERS ABSENT: Neal Dooley

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Cheryl Beyer, Planning Director Becky Ableman, Finance Director Barb Stevens, Public Works Director Mick Monken, Human Resource Director Steve Edin, Interim Police Chief Dan Lorentzen, Interim Police Commander Craig Valvick, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Ron Thomas, Tim Bruggman, Samuel Low

Excused Absence. Councilmember Quigley moved to excuse Councilmember Dooley, seconded by Councilmember Tageant; motion carried unanimously. (5-0-0-2)

Guest Business. Ron Thomas is representing Natural 9 Holdings for the plat of Catherine Crest located on 32nd Street off Grade Road. The issue is Lake Stevens Municipal Code 14.60.450 requires undergrounding of utilities on the frontage of plats. The PUD does not want this plat frontage underground. The code should allow flexibility through deviations and methodology to give the Director flexibility. The City denied the request for deviation on the underground requirement. Using overhead service would cost less for PUD to repair. There is only 440 feet that would be underground when both sides of the plat are overhead. PUD would be adding two poles. The transmission line services Hartford to Frontier Village.

Tim Bruggman, Golden Eagle Development Services, brought to the developer's attention the request for the deviation on 32nd Street. He submitted the deviation to City staff and was denied. Then he moved forward with PUD and they do not want undergrounding. This is a distribution line, which will hamper overall reliability of the system. He asked if there was a way to amend the code. Internal portion of plat is underground except street lights.

Public Works Director Monken noted that in prior PUD meetings, PUD said this is not a transmission line but a service line. PUD said they did not have an issue with undergrounding and would follow City code. For a deviation, the undergrounding of utilities has to be not feasible and this is feasible. Mr. Monken will verify with Mr. Larsen at the PUD whether it is a transmission or distribution line.

Council discussed at length whether the code is flexible enough or too limiting or ridged.

Consent Agenda. Councilmember Holder moved to approve the Consent Agenda (A. Approve August and September vouchers [Payroll Direct Deposits 907587-907703 for \$240,676.91; Payroll Checks 35571, 35632 for \$5,022.38; Electronic Funds Transfers 630-640 for \$144,496.69; Claims 35572-35631, 35633-35691 for \$288,194.76; Void Checks 35575 for a deduct of \$775.00; Tax Deposit(s) 8/15/2013, 8/30/2013 for \$96,465.61 for total vouchers approved of \$774,081.35], B. Approve Council regular meeting minutes of August 12, 2013, and C. Approve School Resource Officer Interlocal with the Lake Stevens School District) seconded by Councilmember Welch; motion carried unanimously. (5-0-0-2)

Executive Session. Mayor Little noted a five minute executive session on applicant qualifications for employment will be held at the end of the meeting with no action to follow.

Adopt Resolution No. 2013-7, honorary street names policy and process – City Policy No. P-1-2013. Planning Director Ableman reported street addresses will not change with the addition of honorary street names. The policy would be administered by the Public Works Department. The following are some provisions of the draft policy: signs would be brown and white like the historical name signs, sign would be displayed for 5 years with possible renewals and the applicant would be responsible for the sign cost. The honorary street sign policy serves to recognize specific first responders in the community.

Councilmember Welch commented first responders should not pay for the sign because they are serving our community.

Planning Director Ableman responded funds could be added to the City's budget.

Councilmember Daughtry commented the sign should be up forever.

Councilmember Quigley asked about the war memorial. Councilmember Daughtry responded the War Memorial Committee is not interested in having anything but veterans on their memorial but believe in honoring first responders.

Councilmember Spencer arrived at 7:41 p.m.

Planning Director Ableman noted first responders include firefighters.

Sam Low, 8409 4th Place SE, commented that a first responder who passed away in the City but does not live here should be included.

Approve Professional Services Agreement with Outcomes by Levy for lobbying and government affairs services. City Administrator Berg reported this agreement is for lobbying services on behalf of the City at transportation forums, special sessions on transportation and grant funding. The agreement commences in October for one year. Ms. Berg reviewed Doug Levy and Jennifer Ziegler's qualifications. Mr. Levy works for the City of Everett and other jurisdictions. Ms. Ziegler was on Governor Gregoire's staff and has worked with the Department of Transportation. If there is a conflict with the City of Everett, Ms. Ziegler would represent Lake Stevens. The budget impact is \$4800/month with maximum expenditure of \$62,000. Expenses would be shared with other jurisdictions.

MOTION: Councilmember Quigley moved to authorize the lobbying agreement with Mr. Levy, seconded by Councilmember Daughtry; motion carried unanimously. (6-0-0-1)

Comprehensive Emergency Management Plan (CEMP) discussion. Interim Police Commander Valvick reported the CEMP team drafted the update which included the following members: Mark Murphy (Department of Emergency Management), Rob Stanton (School District), Bruce Huston (Fire District), Jim Barnes (Police Department), and Mick Monken. The committee will be attending the next Council meeting. This is the basic plan which will be expanded.

Councilmember Holder noted at the Sewer District Subcommittee today, they discussed needing an emergency plan. Mr. Valvick responded they also realized at their last meeting that the Sewer District was not included.

Councilmember Spencer commented there should be some coordination with the PUD.

Executive Session. At 8:05 p.m. Mayor Little called for a five minute executive session on personnel to consider qualifications for an applicant with no action to follow. The session ended at 8:11 p.m.

Adjourn. Councilmember Daughtry moved to adjourn at 8:11 p.m., seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

Vern Little, Mayor

Norma J. Scott, City Clerk/Admin. Asst.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: September 23, 2013

Subject: Marijuana Facilities Moratorium Public Hearing (Ordinance No. 900)

Contact Person/Department: Russ Wright, Planning & Community Development **Budget Impact:** none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Conduct a Public Hearing regarding Ordinance 900 – a six-month moratorium temporarily prohibiting marijuana facilities and licensing within the city of Lake Stevens.
2. Adopt Resolution 2013-9 providing additional Findings of Fact (Exhibit A) in support of Ordinance 900 and a Work Program (Exhibit B) to develop proposed regulations for licensing, land use permitting, for the cultivation, processing, and sales of marijuana and marijuana products for inclusion in the Lake Stevens Municipal Code.

SUMMARY:

Washington state voters approved Initiative Measure No. 502 (I-502) November 6, 2012 to legalize the production, processing, sale and use of marijuana and marijuana products purchased from state licensed stores by adults age twenty-one (21) and over. The Lake Stevens City Council approved Ordinance 900, enacting a six-month moratorium on August 21, 2013, prohibiting the establishment, permitting, licensing and operating, cultivation, production, and retail sales of marijuana and marijuana derivatives within the city of Lake Stevens as the city does not have adequate regulations in place to govern marijuana facilities, land use permitting and licensing.

Subsequent to the adoption of Ordinance 900, Deputy Attorney General James M. Cole issued a memorandum on August 29, 2013 to outline the federal government’s guidance on marijuana enforcement. The memorandum stated enforcement priorities are:

- Preventing distribution to minors;
- Preventing revenue from marijuana going to criminal enterprises;
- Preventing the diversion of marijuana from states where it is legal in some form to other states;
- Preventing state-authorized marijuana activity from being used a front for distributing other illegal drugs;
- Preventing violence and the use of firearms in the cultivation and distribution of marijuana;
- Preventing drugged driving;
- Preventing the growing of marijuana on public lands; and
- Preventing marijuana possession or use on federal property.

The guidance memo does not change federal law; but implies that marijuana businesses that abide by state regulations that conform to the federal enforcement priorities may not be subject to federal prosecution.

The Washington State Liquor Control Board released revised draft regulations (Chapter 314-55 WAC) on September 04, 2013 that outline the rules for licensing the production, processing, and sales of marijuana and marijuana products. The proposed rules include among other things, regulations for age verification; criminal background checks; financial investigation of start-up funds; residency requirements; an operating plan; fees and restrictions on sites located within 1,000 feet of schools, playgrounds, recreation facility, child care center, public park, public transit center, library, or arcade.

In compliance with RCW 36.70A.390, the City Council is holding this public hearing to receive public testimony. Notice of the public hearing was published in the Lake Stevens Journal on September 11, 2013 and September 18, 2013. The City Council will consider Resolution 2013-XX to adopt additional findings and a work program immediately after the public hearing.

The process to establish permanent zoning regulations will require Planning Commission review, public hearings, and a recommendation to the City Council.

APPLICABLE CITY POLICIES: Title 4 Business License Regulations and Title 14 Zoning of the Lake Stevens Municipal Code.

BUDGET IMPACT: There is not an immediate budget effect other than staff and attorney time; however.

ATTACHMENTS:

1. Resolution 2013-9 with exhibits A (Additional Findings) and B (Work Program)

**CITY OF LAKE STEVENS
Lake Stevens, Washington**

RESOLUTION 2013-9

**RESOLUTION OF THE CITY OF LAKE STEVENS ADOPTING
ADDITIONAL FINDINGS OF FACT IN SUPPORT OF THE MORATORIUM
ENACTED BY ORDINANCE 900 TEMPORARILY PROHIBITING
MARIJUANA FACILITIES.**

WHEREAS, Washington State voters approved Initiative Measure No. 502 (I-502) November 6, 2012 to legalize the production, processing, sale and use of marijuana and marijuana products purchased from state licensed stores by adults age twenty-one (21) and over; and

WHEREAS, the Lake Stevens City Council approved Ordinance 900 enacting a six-month moratorium on August 21, 2013, prohibiting the establishment, permitting, licensing and operating, cultivation, production, and retail sales of marijuana and marijuana derivatives within the city of Lake Stevens; and

WHEREAS, following public notice, the City Council conducted a public hearing on September 23, 2013, within 60 days of enacting Ordinance 900, and adopted findings of fact supporting the moratorium. All persons wishing to be heard were heard at the public hearing.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON HEREBY RESOLVES TO:**

Section 1. Adopt Findings of Fact. The Findings of Fact attached hereto as Exhibit A are incorporated herein and are hereby adopted as supplemental to the findings in Ordinance No. 900.

Section 2. Adopt a Work Plan. The Work Program attached hereto as Exhibit B is incorporated herein and is hereby approved. Said work plan may be amended by the City Council as the needs of the city dictate.

PASSED by the City Council and **APPROVED** by the Mayor this 23rd day of September, 2013.

CITY OF LAKE STEVENS

By _____
Vern Little, Mayor

Attest:

By _____
Norma Scott, City Clerk/Admin Asst.

Approved as to form:

By _____
Grant K. Weed, City Attorney

Exhibit A - Resolution 2013-9

Findings of Fact Supporting the Moratorium Temporarily Prohibiting Marijuana Facilities

1. Ordinance 900, adopted August 21, 2013, included preliminary findings of fact to support the moratorium in compliance with RCW 36.70A.390 and RCW 35.63.200, which are adopted and incorporated by reference herein.
2. Subsequent to the adoption of Ordinance 900, Deputy Attorney General James M. Cole issued a memorandum on August 29, 2013 to outline the federal government's guidance on marijuana enforcement. The memorandum stated enforcement priorities are:
 - Preventing distribution to minors;
 - Preventing revenue from marijuana going to criminal enterprises;
 - Preventing the diversion of marijuana from states where it is legal in some form to other states;
 - Preventing state-authorized marijuana activity from being used a front for distributing other illegal drugs;
 - Preventing violence and the use of firearms in the cultivation and distribution of marijuana;
 - Preventing drugged driving;
 - Preventing the growing of marijuana on public lands; and
 - Preventing marijuana possession or use on federal property.

The guidance memo does not change federal law; but it implies that marijuana businesses that abide by all state regulations that conform to the federal enforcement priorities may not be subject to federal prosecution.

3. The Washington State Liquor Control Board, released revised draft regulations (Chapter 314-55 WAC) on September 04, 2013 that outline the rules for licensing the production, processing, and sales of marijuana and marijuana products, which include age verification; criminal background checks; financial investigation of start-up funds; residency requirements; an operating plan; fees and restrictions on sites located within 1,000 feet of schools, playgrounds, recreation facilities, child care center, public park, public transit center, library, or arcade. Said rules have not yet become final.
4. The Lake Stevens Municipal Code does not currently have specific provisions addressing permitting, licensing, producing, processing or retailing of recreational marijuana.
5. The City Council conducted a public hearing on the moratorium enacted by Ordinance 900, following notice as required by applicable law.
6. The City Council has adopted findings of fact in compliance with RCW 36.70A.390 within 60 days of the enactment of a moratorium.

7. City staff has prepared a work program, as authorized by Ordinance 900, attached as Exhibit B of Resolution 2013-9 to determine the legality of marijuana uses as defined in Ordinance 900 and develop appropriate regulations for review and recommendation for inclusion in the Lake Stevens Municipal Code.
8. As outlined by the work program, attached as Exhibit B of Resolution 2013-9, the City Council anticipates that it can develop and adopt appropriate controls for marijuana facilities prior to the expiration of the moratorium enacted by Ordinance 900.
9. In the meantime, it is in the best interest of the City and its citizens that the moratorium, enacted by Ordinance 900, remains in effect until regulations are adopted by further action of the City Council.

Exhibit B
 Resolution 2013-9

City of Lake Stevens Marijuana Facility Work Program (LUA2013-0096)

	Moratorium / Draft Regulations						
ACTIVITY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Research							
Draft Code Amendments							
Draft Ordinances							
Attorney Review							
Prepare & Issue SEPA (comment/appeal)				14-day review			
Commerce Review				45-day review			
Notice Planning Commission Public Hearing in LSJ				11/20/2013			
Planning Commission Review (B-briefing; PH-public hearing)			10/1/2013(B)	11/5/2013(B)	12/3/2013(PH)		
Notice City Council Public Hearing in LSJ		9/11/2013				01/01/2014	01/29/2014
City Council Briefings & Workshops (B-briefing; PH-public hearing)		9/23/13(PH)			11/11/2013(B)		
City Council Public Hearing, 1 st Reading						01/13/2014 (PH - 1 st Reading)	
City Council Public Hearing, 2 nd & Final Reading							02/10/2014 (PH - 2 nd Reading)
Effective date	8/21/2013 Moratorium adopted						2/21/2014 Moratorium expires

Purpose: Determine the appropriate local regulations for marijuana uses as defined in Ordinance 900 and develop appropriate regulations for permitting, licensing, cultivation, processing, and sales of marijuana and marijuana products for inclusion in the Lake Stevens Municipal Code.

Note: The moratorium enacted by Ordinance 900 expires on February 21, 2014. The city of Lake Stevens will endeavor to complete permanent regulations within that period. If the city needs additional time to complete the work program and adopt permanent regulations, it may extend the moratorium subject to public notice and an additional public hearing.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Agenda Date: September 23, 2013

Subject: Snohomish County Tomorrow (SCT) Dispute Resolution Pilot Program - Resolution 2013-8

Contact Person/	Rebecca Ableman	Budget Impact:	\$0
Department:	Planning & Community Development Director on Behalf of Mayor Little		

RECOMMENDATION(S)/ACTION REQUESTED OF CITY COUNCIL:

The recommendation is for the Council to review Resolution 2013-8 for Intent to Participate in Dispute Resolution Process Pursuant to Countywide Planning Policy JP-2 and authorize the Mayor to sign.

SUMMARY:

Background: In 2010, after a 2-year long process through SCT, the County Council adopted the updated Countywide Planning Policies that included JP-2 which states:

JP-2 Snohomish County Tomorrow (SCT) shall develop a process for mediation and/or alternative dispute resolution. In developing this process, SCT shall convene a task force to make recommendations that outline procedures, timelines, and responsibilities associated with the mediation and/or dispute resolution processes.

This policy was developed in recognition that land use disputes between cities and/or the County have occurred and will likely occur again. The goal of a formal resolution process was to help solve problems early, preserve relationships, and reduce delay and expense associated with prolonged conflict. The report was completed last September and approved by the SCT Executive Committee. One of the implementing recommendations is a Mediation Pilot Program that would have some funding by SCT. In the spirit of cooperation and collaboration, approval of Resolution 2013-8 would show the City's good faith effort to participate should a conflict arise that might benefit from being addressed in this type of forum.

It should also be noted that staff and elected officials received high level mediation training last year through SCT.

APPLICABLE CITY POLICIES:

Cities and the County are asked to pass this resolution towards implementation of Countywide Planning Policy JP-2.

BUDGET IMPACT:

No budget impact.

ATTACHMENTS:

Attachment 1 – Resolution 2013-8
Attachment 2 - Snohomish County Tomorrow Letter dated July 24, 2013

Attachment 1

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2013-8

**A RESOLUTION ADOPTING STATEMENT OF INTENT TO PARTICIPATE IN DISPUTE
RESOLUTION PROCESSES PURSUANT TO COUNTYWIDE PLANNING POLICY JP-2**

WHEREAS, the City is a participating member of Snohomish County Tomorrow (“SCT”); and

WHEREAS, Snohomish County’s Countrywide Planning Policy JP-2 required SCT to develop a process for mediation and/or alternative dispute resolution; and

WHEREAS, SCT has developed a dispute resolution process to aid in the prevention and resolution of interjurisdictional land use disputes through dialogue, facilitation and mediation; and

WHEREAS, the City Council support efforts to reduce interjurisdictional conflicts among jurisdictions in Snohomish County; and

WHEREAS, the dispute resolution process developed by SCT includes a mediation pilot program, conflict resolution training, and establishment of intergovernmental affairs committees by each SCT member jurisdiction; and

WHEREAS, the dispute resolution process development by SCT recommends that intergovernmental affairs committees of adjacent jurisdictions meet regularly with an agenda that includes any pending changes to land use and infrastructure plans, significant upcoming projects, and opportunities for coordination and cooperation; and

WHEREAS, SCT will fund 10 hours of mediation for a mediation conducted by a professional mediator(s) in 2013 to mediate interjurisdictional land use disputes that may arise between SCT members that participate in the SCT dispute resolution pilot program; and

WHEREAS, parties participating in medication work together to find common ground, but the parties are not required to agree and the mediator does not make decisions or rulings; and

WHEREAS, the City Council finds that it is in the public interest for the City to participate in the dispute resolution process developed by SCT.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

SECTION 1. The City intends to participate in the SCT dispute resolution process that was developed to aid in the prevention and resolution of interjurisdictional land use disputes, including participation in the mediation pilot program, conflict resolution training, and intergovernmental affairs committees.

SECTION 2. A City intergovernmental affairs committee shall be created consisting of the

Attachment 1

mayor, one or more council representatives but not a quorum, and the planning director.

SECTION 3. If a governmental jurisdiction adjacent to the City asks the City to participate in mediation regarding interjurisdictional conflict, the City intends to participate in at least one medication session funded by SCT.

PASSED by the City Council of the City of Lake Stevens on this ____ day of _____ 2013.

CITY OF LAKE STEVENS

By _____
Vern Little, Mayor

APPROVED AS TO FORM:

ATTEST:

By _____
Grant K. Weed, City Attorney

By _____
Norma J. Scott, City Clerk/Admin. Asst.

Snohomish County Tomorrow

A GROWTH MANAGEMENT ADVISORY COUNCIL



County Administration Building
3000 Rockefeller Avenue, M/S 604
Everett, WA 98201

RECEIVED

JUL 29 2013

CITY OF LAKE STEVENS

July 24, 2013

Mayor Vern Little
City of Lake Stevens
PO Box 257
Lake Stevens WA 98258

Subject: Alternative Dispute Resolution Pilot Program

Dear Mayor Little:

On September 11, 2012, the Snohomish County Tomorrow (SCT) Executive Committee approved the 'Report and Recommendations' for the Alternative Dispute Resolution (ADR) Study. This report recommended ways SCT could better support the resolution of land use disputes between jurisdictions located in Snohomish County. The Study's recommended steps were intended to result in mediation that helps SCT members solve tough problems early, preserve relationships, and reduce the delay and expense associated with prolonged conflict.

In preparing the report SCT worked with consultants, staff and committee members to discover how disputes were currently being resolved. They conducted stakeholder interviews, developed options for dispute resolution mechanisms, and solicited input via an anonymous electronic survey about the nature of conflict experienced by SCT members. The consultants looked at the potential benefit of various methods for resolving conflict, also. Survey respondents identified tangible and intangible costs associated with inter-jurisdictional conflict. Those costs included waste of staff and consultant time, inability to move forward on key initiatives, missed opportunities to reach jurisdictional goals, erosion of goodwill between jurisdictions, and loss of public trust.

One of the study's recommendations was to conduct a Mediation Pilot Program that would provide some funding (\$2,000 - \$4,000) towards the cost of mediation for an SCT member. If you are experiencing some of these costs associated with land use conflict, we invite you to take the steps towards applying for this funding.

As a first step, all SCT members are asked to adopt a resolution of intent to participate (see the resolution on pages 3-4 of this letter). If you are interested in pursuing the funding further, please send a letter to the SCT Executive Committee via:

Cynthia Pruitt,
Coordinator, Snohomish County Tomorrow
3000 Rockefeller Ave. M/S 604
Everett, WA 98201

In the letter please give a brief description of the nature of the project and associated conflict, the “stakeholders” who will benefit from timely resolution of conflict, and your goal for resolving it and completing the project.

Please feel free to give Cynthia Pruitt a call at (425) 388-3185 if you have any questions.

Sincerely,



Mayor Jon Nehring
SCT Co-Chair



Councilmember Brian Sullivan
SCT Co-Chair

Copy to: Cynthia Pruitt
SCT Executive Committee



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: September 23, 2013

Subject: Final Plat - Fairbrook Subdivision (LUA2013-0098)

Contact Person/Department: Becky Ableman/Russ Wright **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Hold a public meeting pursuant to LSMC 14.18.035(a) and accept Fairbrook Subdivision (LUA2013-0098).

SUMMARY: Public meeting and City Council acceptance of the final plat map for the Fairbrook Subdivision – a subdivision of 4.93 acres into 24 single-family.

BACKGROUND: Final Plats are Type V Quasi-Judicial decisions per Table 14.16A-I. City Council final plats are after a public meeting, when the subdivision’s proponent has met municipal requirements for preliminary plats, completed applicable conditions of approval and met the requirements of Chapter 58.17 RCW. Snohomish County issued a determination of non-significance for the project December 19, 2006. The Snohomish County Hearing Examiner approved the preliminary subdivision February 22, 2007. The city of Lake Stevens annexed the property December 31, 2009. The city of Lake Stevens approved the construction plans for the subdivision December 10, 2013. The proponent submitted an application for Final Plat approval August 23, 2013. The city issued a Notice of Application and Public Meeting for the final subdivision September 4, 2013.

Planning and Community Development have prepared a final plat recommendation for City Council’s review and consideration along with the final plat map. The staff recommendation concludes the final subdivision meets the requirements of the Lake Stevens Municipal Code, conditions of approval and the requirements of Chapter 58.17 RCW (Subdivisions-Dedications) with the recommended conditions in Section G.

APPLICABLE CITY POLICIES: Chapter 14.18 LSMC - Subdivisions, Boundary Line Adjustments and Binding Site Plans and Chapter 14.16B LSMC

BUDGET IMPACT: None at the time of subdivision; however, the city will collect impact fees for schools, parks, and traffic when building permits are issued.

ATTACHMENTS:

Final Plat Recommendation dated September 19, 2013

Final Plat Map



Planning and Community Development Type V Permit: Final Plat

September 19, 2013

Fairbrook Subdivision

LUA2013-0098

APPROVAL OF THE FINAL PLAT REQUEST IS RECOMMENDED SUBJECT TO THE RECOMMENDED CONDITIONS IN SECTION G.

A. PROJECT DESCRIPTION AND REQUEST

Project Description: On February 22, 2007, preliminary plat approval was granted by Snohomish County for two subdivisions totaling 4.93 acres and 24 lots (*Exhibit 1*). This property was annexed into the City of Lake Stevens on December 31, 2009. Under the City’s review these two subdivisions were combined into a single review. Construction Plan approval was applied for on October 8, 2012 and granted on December 10, 2013 under permit number CP2012-2. All required improvements were installed, inspected, and approved by the City and the applicable utility providers on August 22, 2013.

An application for Final Plat approval was submitted on August 23, 2013 (*Exhibit 2*). The plat will divide three existing lots totaling 4.93 acres into twenty-four new lots for single-family development. The City has inspected the site for completion of required plat improvements, reviewed the final plat map (*Exhibit 3*) and supporting documentation, verified compliance with the preliminary approval and applicable State and City codes, and obtained all necessary fees and financial guarantees. Per LSMC 14.18.035, final plat approval is granted by the City Council following a public meeting.

LSMC section 14.56.170 requires that dedication and right-of-way improvements be installed prior to development. With approval of the final plat, the applicant will be dedicating all proposed roads to the City as public rights-of-way. These roads have been constructed to Snohomish County road standards.

The proposed subdivision contains a retention pond located on a shared tract. The final plat contains a maintenance covenant which requires that the facility be maintained by the home owner’s association. The maintenance covenant gives the City the right of entry to inspect the facility and require maintenance of the facility by the owners.

B. GENERAL INFORMATION

- 1. Property Address: 8515 8th St, Lake Stevens, WA 98258
- 2. Parcel Numbers: 00476200100602, 00476200100603, and 00476200100604
- 3. Applicant/ Contact Person: Fairbrook LLC
3601 Colby Ave
Everett, WA 98201
- 4. Property Owner: Fairbrook LLC
3601 Colby Ave
Everett, WA 98201
- 5. Property Size: 4.93 Acres
- 6. Comprehensive Plan Land Use Designations, Zoning Designation and Existing Land Uses of the Site and Surrounding Area:

AREA	LAND USE DESIGNATION	ZONING	EXISTING USE
Project Site	Medium Density Residential	Urban Residential	Single-Family Residential
North of Site	Medium Density Residential	Urban Residential	Single-Family Residential
South of Site	Medium Density Residential	Urban Residential	Single-Family Residential
East of Site	Medium Density Residential	Urban Residential	Single-Family Residential
West of Site	Medium Density Residential	Urban Residential	Single-Family Residential

7. Public Utilities and Services Provided by:

Water:	Snohomish County PUD	Gas:	Puget Sound Energy
Sewer:	Lake Stevens Sewer District	Cable TV:	Comcast
Garbage:	Allied Waste/Waste Management	Police:	City of Lake Stevens
Stormwater:	City of Lake Stevens	Fire:	Lake Stevens Fire District
Telephone:	Verizon	School:	Lake Stevens School Dist.
Electricity:	Snohomish County PUD	Hospital:	Providence Hospital

C. ENVIRONMENTAL REVIEW

A determination of nonsignificance was made under the State Environmental Policy Act on December 19, 2006 by Snohomish County during preliminary plat review. The appeal period elapsed without an appeal being received.

D. FINDINGS OF FACT

1. Application Process: Application for the Final Plat approval was received by the City of Lake Stevens on August 23, 2013 and determined to be complete on August 29, 2013. A Notice of Application and Public Meeting was issued for the project on September 4, 2013 (**Exhibit 4**). The notice was mailed to all property owners within 300 feet, posted on the subject property, and publically posted at City Hall. At the time that this staff report was authored no comments had been received.

This staff report meets the requirements of LSMC 14.16B.535 as the written report from staff making a recommendation to the City Council for decision.

2. Density and Dimensional Standards: Density and dimensional standard review was completed during preliminary plat approval by Snohomish County. The City has confirmed the proposed final plat complies with the preliminary plat approval. No encroachments have been identified by the City during review.
3. Stormwater Management: Stormwater impacts were reviewed during preliminary plat approval. All required stormwater improvements have been reviewed, inspected and approved by the City. The stormwater facilities include a retention pond on Tract 999. The City has inspected and approved the stormwater facilities. A maintenance bond has been received by the City for these improvements. As-built drawings of all public stormwater facilities have been submitted to the City and approved by the Public Works Director. The subdivision complies with all applicable stormwater standards.
4. Traffic Impacts: Traffic impacts were reviewed for this project by Snohomish County during preliminary plat approval. Traffic impact fees have been calculated to address these impacts. These fees have been noted on the face of the final plat document, and will be collected prior to building permit issuance.

5. Public Roads and Frontage Improvements: Lots within the subdivision will be accessed by public roads constructed to the Snohomish County standards applicable at the time of preliminary plat application. Roads have been constructed to the approved plans. Maintenance bonds have been provided for these improvements.

In addition to the new public roads dedicated to the City, preliminary plat approval required that 20 feet of right-of-way be dedicated as public right-of-way to the City parallel and adjoining the existing right-of-way along the subdivision's frontage on the north side of 8th St SE. The applicant has installed the required frontage improvements and half street improvements. These improvements have been inspected and approved by City staff.

6. Utilities: Public utilities have been installed to serve all of the proposed lots in the proposed subdivision. The Snohomish County PUD (water and electricity) and Lake Stevens Sewer District have granted approval for the utility improvements prior to final plat application.
7. Fire Department Review: The Fire Marshall for the Lake Stevens Fire District has reviewed the proposed subdivision and approved the design as shown on the final plat drawings.
8. Impact Fees: Impact fees are required for the lots in the proposed subdivision and were defined in the preliminary plat approval. The following fees are indicated on the face of the plat and shall be collected prior to building permit issuance:

- a. The lots within this subdivision will be subject to school impact mitigation fees for the Lake Stevens School District No. 4 to be determined by the certified amount within the Base Fee Schedule in effect at the time of building permit issuance, in accordance with the provisions of SCC 30.66C.010. Credit shall be given for four existing parcels. Lots 2, 3, 9 and 10 shall receive credit.
- b. The Developer shall pay the City \$1,361.22 (Centennial #306) per new dwelling unit as mitigation for the parks and recreation impacts in accordance with Chapter 30.66A SCC; provided however, the Developer may elect to postpone payment of mitigation requirement until issuance of a building permit for that lot.
- c. For lot 1 and lots 3 through 6, and lots 19 through 24; Chapter 30.66B SCC requires the new lot mitigation payments in the amounts shown below for each single-family residential building permit:

\$3,309.42 per lot for mitigation of impacts on City roads paid to the City. The developer of this subdivision has elected to defer these payments obligations to a time preceding building permit issuance. Notice of these mitigation payment obligations shall be contained in any deeds involving this subdivision or the lots therein. Once building permit has been issued all mitigation payments shall be deemed paid.

- d. For lots 7 through 18; Chapter 30.66B SCC requires the new lot mitigation payments in the amounts shown below for each single-family residential building permit:

\$3,033.53 per lot for mitigation of impacts on City roads paid to the City. The developer of this subdivision has elected to defer these payments obligations to a time preceding building permit issuance. Notice of these mitigation payment obligations shall be contained in any deeds involving this subdivision or the lots therein. Once building permit has been issued all mitigation payments shall be deemed paid.

E. CONCLUSIONS

1. The City has confirmed that all required improvements for subdivision approval have been installed or provided for through a financial security as approved by the Public Works Director and the Director of Planning and Community Development.

2. The proposed subdivision documents submitted to the City of Lake Stevens meet all requirements of the Preliminary Plat Approval issued by Snohomish County and the City's standards for Final Plat approval.
3. The subdivision as proposed is consistent with all applicable requirements, permit processing procedures, and other applicable codes.

F. RECOMMENDATION

The Planning and Community Development Department recommends **APPROVAL**, of the Final Plat of the Fairbrook Subdivision **subject to the conditions specified in Section G below:**

G. RECOMMENDED CONDITIONS

The applicant shall meet the following required conditions in order to receive Final Plat approval:

1. An Auditor's recording fee shall be the obligation of the subdivision applicant.
2. The applicant shall provide conformed copies of the approved final plat to the City of Lake Stevens after recording with Snohomish County.
3. The applicant must comply with any federal, state, or local statutes, ordinances, or regulations applicable to this project. Failure to meet or maintain strict compliance with these regulations and conditions shall be grounds for revocation of this permit.

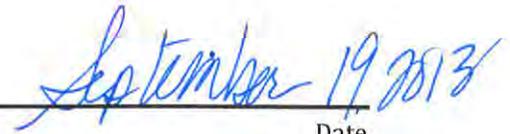
H. APPEALS

Per LSMC 14.16B.740, to appeal the Council's decision an appeal application must be filed, with all required fees, within 14 days of the date of issuance of this permit. An appeal of this decision would be heard by the Snohomish County Superior Court.

I. EXHIBITS

1. Preliminary Plat Approval issued by the Snohomish County Hearing Examiner dated February 22, 2007
2. Final Plat Application received on June 17, 2013
3. Final Plat documents for Fairbrook Subdivision received on June 17, 2013 (three originals, too large to scan)
4. Notice of Application and Public Meeting issued on June 22, 2013


Rebecca Ableman, *Planning & Community Development Director*


Date

Distributed to the Following Parties:

1. The Lake Stevens City Council
2. Marty Robinette, Applicant
3. Mick Monken, Public Works Director, electronic copy
4. Building Official, electronic copy
5. Address File



Snohomish County

**REPORT and DECISION of the SNOHOMISH
COUNTY HEARING EXAMINER**

Hearing Examiner's Office

Email: Hearing.Examiner@co.snohomish.wa.us

Robert J. Backstein
Hearing Examiner

Ed Good
Deputy Hearing Examiner

M/S 405
3000 Rockefeller Ave.
Everett, WA 98201

(425) 388-3538
FAX (425) 388-3201

DATE OF DECISION: February 22, 2007

PLAT/PROJECT NAME: *FAIRBROOK*

**APPLICANT/
LANDOWNER:** Fairbrook, LLC

FILE NO.: 06 124966 SD

TYPE OF REQUEST: **PRELIMINARY PLAT** for 12 lots on 2.56 acres utilizing
lot size averaging provisions of the Snohomish County Code

DECISION (SUMMARY): **APPROVE** subject to conditions

BASIC INFORMATION

GENERAL LOCATION: The property is located at 28505 8th Street SE and 8529 8th Street SE, Everett, WA

ACREAGE: 2.56 acres

DENSITY: 4.68 du/ac (gross)
5.68 du/ac (net)

NUMBER OF LOTS: 12

AVERAGE LOT SIZE: 7,664 square feet

MINIMUM LOT SIZE: 5,687 square feet

OPEN SPACE: 17,100 square feet

ZONING: R-7200

COMPREHENSIVE PLAN DESIGNATION:
General Policy Plan Designation: Urban Low Density Residential

UTILITIES:
Water: Snohomish County PUD No. 1
Sewage: Lake Stevens Sewer District

SCHOOL DISTRICT: Lake Stevens

FIRE DISTRICT: No. 8

SELECTED AGENCY RECOMMENDATIONS:

Department of:

Planning and Development Services: Approve subject to conditions

Public Works: Approve subject to conditions

INTRODUCTION

The applicant filed the Master Application on May 15, 2006. (Exhibit 1)

The Hearing Examiner (Examiner) made a site familiarization visit on February 5, 2007 in the morning.

The Department of Planning and Development Services (PDS) gave proper public notice of the open record hearing as required by the county code. (Exhibits 16, 17 and 18)

A SEPA determination of nonsignificance was made on December 19, 2006. (Exhibit 15) No appeal was filed.

The Examiner held an open record hearing on February 7, 2007, the 164th day of the 120-day decision making period. Witnesses were sworn, testimony was presented, and exhibits were entered at the hearing.

PUBLIC HEARING

The public hearing commenced on February 7, 2007 at 9:44 a.m..

1. The Examiner indicated that he has read the PDS staff report, reviewed the file and viewed the area and therefore has a general idea of the particular request involved.

The hearing concluded at 10:25 a.m.

NOTE: Audio tapes of this hearing are available in the Office of the Hearing Examiner.

FINDINGS, CONCLUSIONS AND DECISION

FINDINGS:

1. The PDS staff report has correctly analyzed the nature of the application, the issues of concern, the application's consistency with adopted codes and policies and land use regulations, and the State Environmental Protection Act (SEPA) evaluation with its recommendation and conditions. This report is hereby adopted by the Examiner as if set forth in full herein.
2. Two letters were received from citizens expressing concern for traffic and drainage, and/or the absence of neighborhood recreational areas.

3. The project would comply with park mitigation requirements under Chapter 30.66A SCC (Title 26A SCC) by the payment of \$1037.92 for each new single-family home.
4. The DPW reviewed the request with regard to traffic mitigation and road design standards. This review covered Title 13 SCC and Chapter 30.66B SCC (Title 26B SCC) as to road system capacity, concurrency, inadequate road conditions, frontage improvements, access and circulation, and dedication/deeding of right-of-way, state highway impacts, impacts on other streets and roads, and Transportation Demand Management. As a result of this review, the DPW has determined that the development is concurrent and has no objection to the requests subject to various conditions. (See Pages 3 and 4, Exhibit 31.) Applicant seeks an amendment to Condition C.iii, adding the following (underlined): "If final inspection of a house on Lot 1 occurs after final approval of the plat, a paved turnaround area shall be shown on Lot 1 prior to any final inspections for the single-family residence.
5. School mitigation requirements under Chapter 30.66C SCC (Title 26C SCC) have been reviewed and set forth in the conditions.
6. A Category 3 wetland is located off-site of the southwest corner of the site, within 100 feet of the site boundary. This small wetland was filled without a permit having been issued, the buffer now fixed on Lot 1 can be eliminated
7. The PDS Engineering Division has reviewed the concept of the proposed grading and drainage and recommends approval of the project subject to conditions, which would be imposed during full detailed drainage plan review pursuant to Chapter 30.63A SCC (Title 24 SCC).
8. The Snohomish County Health District has no objection to this proposal provided that public water and sewer are furnished. Any existing on-site septic systems shall be abandoned.
9. Public water and sewer service will be available for this development as well as electrical power.
10. The property is designated Urban Low Density Residential (ULDR 4-6 du/ac) on the General Policy Plan (GPP) Future Land Use Map (FLUM) and is located within an Urban Growth Area (UGA). According to the GPP, the ULDR designation covers various subarea plan designations which would allow mostly detached housing developments on larger lot sizes. Land in this category may be developed at a density of 4-6 du/ac and one of the implementing zones is the R-7,200 zone which is the case here.
11. The request complies with the Snohomish County Subdivision Code, Chapter 30.41A SCC (Title 19 SCC) as well as the State Subdivision Code, RCW 58.17. The proposed plat complies with the established criteria therein and makes the appropriate provisions for public, health, safety and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and other planning features including safe walking conditions for students.
12. The proposal has been evaluated by PDS for compliance with the lot size averaging provisions of SCC 30.41A.240 and SCC 30.23.210. This proposal is consistent with these provisions.
13. The request is consistent with Section 30.70.100 SCC (Section 32.50.100 SCC), which requires, pursuant to RCW 36.70B.040, that all project permit applications be consistent with the GMACP, and GMA-based county codes.

14. The aerial photograph (Exhibit 9) very clearly and effectively shows the location of the proposal and how it would fit into the surrounding area.
15. Any Finding of Fact in this Report and Decision, which should be deemed a Conclusion, is hereby adopted as such.

CONCLUSIONS:

1. The Examiner having fully reviewed the PDS staff report, hereby adopts said staff report as properly setting forth the issues, the land use requests, consistency with the existing regulations, policies, principles, conditions and their effect upon the request. It is therefore hereby adopted by the Examiner as a conclusion as if set forth in full herein, in order to avoid needless repetition. There are no changes to the recommendations of the staff report.
2. The Department of Public Works recommends that the request be approved as to traffic use subject to certain conditions.
3. The request is consistent with the GMACP; GMA-based County codes; and the type and character of land use permitted on the site and the permitted density with the applicable design and development standards.
4. The request is to amend Condition C.iii. is denied.
5. The request should be approved subject to compliance by the applicant with the following Conditions:

CONDITIONS

- A. The preliminary plat received by PDS on August 31, 2006 (Exhibit 11) shall be the approved plat configuration.
- B. Prior to initiation of any further site work; and/or prior to issuance of any development/construction permits by the county:
 - i. All site development work shall comply with the requirements of the plans and permits approved pursuant to Condition A, above.
- C. The following additional restrictions and/or items shall be indicated on the face of the final plat:
 - i. "The lots within this subdivision will be subject to school impact mitigation fees for the Lake Stevens School District No. 4 to be determined by the certified amount within the Base Fee Schedule in effect at the time of building permit application, and to be collected prior to building permit issuance, in accordance with the provisions of SCC 30.66C.010. Credit shall be given for 2 existing parcels. Lots 2 and 3 shall receive credit."
 - ii. The developer shall pay the County \$1,361.22 (Centennial # 306) per new dwelling unit as mitigation for parks and recreation impacts in accordance with Chapter 30.66A SCC; provided, however, the developer may elect to postpone payment of the mitigation requirement until issuance of a building permit for that lot.

- iii. A paved turnaround area shall be shown on Lot 1 prior to any final inspection for the single family residence.
- iv. Chapter 30.66B SCC requires the new lot mitigation payments in the amounts shown below for each single-family residential building permit:

\$3,309.42 per lot for mitigation of impacts on County roads paid to the County,
The developer of this subdivision has elected to defer these payment obligations to a time preceding building permit issuance. Notice of these mitigation payment obligations shall be contained in any deeds involving this subdivision or the lots therein. Once building permit has been issued all mitigation payments shall be deemed paid.

D. Prior to recording of the final plat:

- i. This plat shall be recorded concurrently with the plat of Fairbrook North (06-124971-SD) because the two plats have a common stormwater detention system.
- ii. Urban standard frontage improvements shall have been constructed on 8th St SE along the length of the properties frontage and on 85th DR SE within the subject plat to the specifications of the Department of Public Works.

E. All development activity shall conform to the requirements of Chapter 30.63A SCC.

Nothing in this permit/approval excuses the applicant, owner, lessee, agent, successor or assigns from compliance with any other federal, state or local statutes, ordinances or regulations applicable to this project.

Preliminary plats which are approved by the county are valid for five (5) years from the date of approval and must be recorded within that time period unless an extension has been properly requested and granted pursuant to SCC 30.41A.300.

- 6. Any Conclusion in this Report and Decision, which should be deemed a Finding of Fact, is hereby adopted as such.

DECISION:

The request for approval of the **PRELIMINARY PLAT** of **FAIRBROOK** is hereby **APPROVED**, **SUBJECT TO COMPLIANCE** by the applicant, with the **CONDITIONS** set forth in Conclusion 5, above.

Decision issued this 22nd day of February, 2007.


Gordon Crandall, Hearing Examiner Pro-Tem

EXPLANATION OF RECONSIDERATION AND APPEAL PROCEDURES

The Decision of the Hearing Examiner is final and conclusive with right of appeal to the County Council. However, reconsideration by the Examiner may also be sought by one or more Parties of Record. The following paragraphs summarize the reconsideration and appeal processes. For more information about reconsideration and appeal procedures, please see Chapter 30.72 SCC and the respective Examiner and Council Rules of Procedure.

Reconsideration

Any Party of Record may request reconsideration by the Examiner. A Petition for Reconsideration must be filed in writing with the Office of the Hearing Examiner, 2nd Floor, County Administration-East Building, 3000 Rockefeller Avenue, Everett, Washington, (Mailing Address: M/S #405, 3000 Rockefeller Avenue, Everett WA 98201) on or before **March 5, 2007**. There is no fee for filing a Petition for Reconsideration. "The petitioner for reconsideration shall mail or otherwise provide a copy of the petition for reconsideration to all parties of record on the date of filing." [SCC 30.72.065]

A Petition for Reconsideration does not have to be in a special form but must: contain the name, mailing address and daytime telephone number of the petitioner, together with the signature of the petitioner or of the petitioner's attorney, if any; identify the specific findings, conclusions, actions and/or conditions for which reconsideration is requested; state the relief requested; and, where applicable, identify the specific nature of any newly discovered evidence and/or changes proposed by the applicant.

The grounds for seeking reconsideration are limited to the following:

- (a) The Hearing Examiner exceeded the Hearing Examiner's jurisdiction;
- (b) The Hearing Examiner failed to follow the applicable procedure in reaching the Hearing Examiner's decision;
- (c) The Hearing Examiner committed an error of law;
- (d) The Hearing Examiner's findings, conclusions and/or conditions are not supported by the record;
- (e) New evidence which could not reasonably have been produced and which is material to the decision is discovered; or
- (f) The applicant proposed changes to the application in response to deficiencies identified in the decision.

Petitions for Reconsideration will be processed and considered by the Hearing Examiner pursuant to the provisions of SCC 30.72.065. Please include the County file number in any correspondence regarding this case.

Appeal

An appeal to the County Council may be filed by any aggrieved Party of Record. Where the reconsideration process of SCC 30.72.065 has been invoked, no appeal may be filed until the reconsideration petition has been disposed of by the hearing examiner. An aggrieved party need not file a Petition for Reconsideration but may file an appeal directly to the County Council. If a Petition for Reconsideration is filed, issues subsequently raised by that party on appeal to the County Council shall be limited to those issues raised in the Petition for Reconsideration. Appeals shall be addressed to the Snohomish County Council but shall be filed in writing with the Department of Planning and Development Services, 2nd Floor, County Administration-East Building, 3000

Rockefeller Avenue, Everett, Washington (Mailing address: M/S #604, 3000 Rockefeller Avenue, Everett, WA 98201) on or before **March 8, 2007** and shall be accompanied by a filing fee in the amount of five hundred dollars (\$500.00); PROVIDED, that the filing fee shall not be charged to a department of the County or to other than the first appellant; and PROVIDED FURTHER, that the filing fee shall be refunded in any case where an appeal is dismissed without hearing because of untimely filing, lack of standing, lack of jurisdiction or other procedural defect. [SCC 30.72.070]

An appeal must contain the following items in order to be complete: a detailed statement of the grounds for appeal; a detailed statement of the facts upon which the appeal is based, including citations to specific Hearing Examiner Findings, Conclusions, exhibits or oral testimony; written arguments in support of the appeal; the name, mailing address and daytime telephone number of each appellant, together with the signature of at least one of the appellants or of the attorney for the appellant(s), if any; the name, mailing address, daytime telephone number and signature of the appellant's agent or representative, if any; and the required filing fee.

The grounds for filing an appeal shall be limited to the following:

- (a) The decision exceeded the Hearing Examiner's jurisdiction;
- (b) The Hearing Examiner failed to follow the applicable procedure in reaching his decision;
- (c) The Hearing Examiner committed an error of law; or
- (d) The Hearing Examiner's findings, conclusions and/or conditions are not supported by substantial evidence in the record. [SCC 30.72.080]

Appeals will be processed and considered by the County Council pursuant to the provisions of Chapter 30.72 SCC. Please include the County file number in any correspondence regarding this case.

Staff Distribution:

Department of Planning and Development Services: Ed Caine

The following statement is provided pursuant to RCW 36.70B.130: "Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation." A copy of this Decision is being provided to the Snohomish County Assessor as required by RCW 36.70B.130.



Snohomish County

**REPORT and DECISION of the SNOHOMISH
COUNTY HEARING EXAMINER**

Hearing Examiner's Office

Email: Hearing.Examiner@co.snohomish.wa.us

Robert J. Backstein
Hearing Examiner

Ed Good
Deputy Hearing Examiner

M/S 405
3000 Rockefeller Ave.
Everett, WA 98201

(425) 388-3538
FAX (425) 388-3201

DATE OF DECISION: February 22, 2007

PLAT/PROJECT NAME: *FAIRBROOK NORTH*

**APPLICANT/
LANDOWNER:** Fairbrook, LLC

FILE NO.: 06 124971 SD

TYPE OF REQUEST: **PRELIMINARY PLAT** for 12 lots on 2.36 acres utilizing
lot size averaging provisions of the Snohomish County Code

DECISION (SUMMARY): **APPROVE** subject to conditions

BASIC INFORMATION

GENERAL LOCATION: The property is located at 8515 8th Street SE, Everett, WA

ACREAGE: 2.36 acres

DENSITY: 5.08 du/ac (gross)
6.05 du/ac (net)

NUMBER OF LOTS: 12

AVERAGE LOT SIZE: 6,863 square feet

MINIMUM LOT SIZE: 5,468 square feet

OPEN SPACE: 4,085 square feet

ZONING: R-7200

COMPREHENSIVE PLAN DESIGNATION:

General Policy Plan Designation: Urban Low Density Residential

UTILITIES:

Water: Snohomish County PUD No. 1
Sewage: Lake Stevens Sewer District

SCHOOL DISTRICT: Lake Stevens

FIRE DISTRICT: No. 8

SELECTED AGENCY RECOMMENDATIONS:

Department of:

Planning and Development Services: Approve subject to conditions
Public Works: Approve subject to conditions

INTRODUCTION

The applicant filed the Master Application on May 15, 2006. (Exhibit 1)

The Hearing Examiner (Examiner) made a site familiarization visit on February 5, 2007 in the morning.

The Department of Planning and Development Services (PDS) gave proper public notice of the open record hearing as required by the county code. (Exhibits 16, 17 and 18)

A SEPA determination of nonsignificance was made on December 19, 2007. (Exhibit 15) No appeal was filed.

The Examiner held an open record hearing on February 7, 2007, the 116th day of the 120-day decision making period. Witnesses were sworn, testimony was presented, and exhibits were entered at the hearing.

PUBLIC HEARING

The public hearing commenced on February 7, 2007.

1. The Examiner indicated that he has read the PDS staff report, reviewed the file and viewed the area and therefore has a general idea of the particular request involved.

The hearing concluded at 10:25 a.m.

NOTE: Audio tapes of this hearing are available in the Office of the Hearing Examiner.

FINDINGS, CONCLUSIONS AND DECISION

FINDINGS:

1. The master list of Exhibits and Witnesses which is a part of this file and which exhibits were considered by the Examiner, is hereby made a part of this file, as if set forth in full herein.
2. The PDS staff report has correctly analyzed the nature of the application, the issues of concern, the application's consistency with adopted codes and policies and land use regulations, and the State Environmental Protection Act (SEPA) evaluation with its recommendation and conditions. This report is hereby adopted by the Examiner as if set forth in full herein.

3. Two letters were received from the public, concerned with traffic, drainage and the absence of neighborhood recreational areas.
4. The project would comply with park mitigation requirements under Chapter 30.66A SCC (Title 26A SCC) by the payment of \$! for each new single-family home.
5. The DPW reviewed the request with regard to traffic mitigation and road design standards. This review covered Title 13 SCC and Chapter 30.66B SCC (Title 26B SCC) as to road system capacity, concurrency, inadequate road conditions, frontage improvements, access and circulation, and dedication/deeding of right-of-way, state highway impacts, impacts on other streets and roads, and Transportation Demand Management. As a result of this review, the DPW has determined that the development is concurrent and has no objection to the requests subject to various conditions. (See Page 2, Exhibit 17)
6. School mitigation requirements under Chapter 30.66C SCC (Title 26C SCC) have been reviewed and set forth in the conditions.
7. The PDS Engineering Division has reviewed the concept of the proposed grading and drainage and recommends approval of the project subject to conditions, which would be imposed during full detailed drainage plan review pursuant to Chapter 30.63A SCC (Title 24 SCC).
8. The Snohomish County Health District has no objection to this proposal provided that public water and sewer are furnished. Any existing on-site septic systems shall be abandoned.
9. Public water and sewer service will be available for this development as well as electrical power.
10. The property is designated Urban Low Density Residential (ULDR 4-6 du/ac) on the General Policy Plan (GPP) Future Land Use Map (FLUM) and is located within an Urban Growth Area (UGA). According to the GPP, the ULDR designation covers various subarea plan designations which would allow mostly detached housing developments on larger lot sizes. Land in this category may be developed at a density of 4-6 du/ac and one of the implementing zones is the R-7,200 zone which is the case here.
11. The request complies with the Snohomish County Subdivision Code, Chapter 30.41A SCC (Title 19 SCC) as well as the State Subdivision Code, RCW 58.17. The proposed plat complies with the established criteria therein and makes the appropriate provisions for public, health, safety and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and other planning features including safe walking conditions for students.
12. The proposal has been evaluated by PDS for compliance with the lot size averaging provisions of SCC 30.41A.240 and SCC 30.23.210. This proposal is consistent with these provisions.
13. The request is consistent with Section 30.70.100 SCC (Section 32.50.100 SCC), which requires, pursuant to RCW 36.70B.040, that all project permit applications be consistent with the GMACP, and GMA-based county codes.
14. The aerial photograph (Exhibit 9) very clearly and effectively shows the location of the proposal and how it would fit into the surrounding area.

15. Any Finding of Fact in this Report and Decision, which should be deemed a Conclusion, is hereby adopted as such.

CONCLUSIONS:

1. The Examiner having fully reviewed the PDS staff report, hereby adopts said staff report as properly setting forth the issues, the land use requests, consistency with the existing regulations, policies, principles, conditions and their effect upon the request. It is therefore hereby adopted by the Examiner as a conclusion as if set forth in full herein, in order to avoid needless repetition. There are no changes to the recommendations of the staff report.
2. The Department of Public Works recommends that the request be approved as to traffic use subject to certain conditions.
3. The request is consistent with the GMACP; GMA-based County codes; and the type and character of land use permitted on the site and the permitted density with the applicable design and development standards.
4. The request should be approved subject to compliance by the applicant with the following Conditions:

CONDITIONS

- A. The preliminary plat received by PDS on August 31, 2006 (Exhibit 11) shall be the approved plat configuration.
- B. Prior to initiation of any further site work; and/or prior to issuance of any development/construction permits by the county:
 - i. All site development work shall comply with the requirements of the plans and permits approved pursuant to Condition A, above.
- C. The following additional restrictions and/or items shall be indicated on the face of the final plat:
 - i. "The lots within this subdivision will be subject to school impact mitigation fees for the Lake Stevens School District No. 4 to be determined by the certified amount within the Base Fee Schedule in effect at the time of building permit application, and to be collected prior to building permit issuance, in accordance with the provisions of SCC 30.66C.010. Credit shall be given for 2 existing parcels. Lots 2 and 3 shall receive credit."
 - ii. The developer shall pay the County \$1,361.22 (Centennial # 306) per new dwelling unit as mitigation for parks and recreation impacts in accordance with Chapter 30.66A SCC; provided, however, the developer may elect to postpone payment of the mitigation requirement until issuance of a building permit for that lot.
 - iii. Access to Lots 5 and 9 shall not be located within 50 feet of the road end on the road stubbed to the north.

- iv. Chapter 30.66B SCC requires the new lot mitigation payments in the amounts shown below for each single-family residential building permit:

\$3,033.53 per lot for mitigation of impacts on County roads paid to the County,

The developer of this subdivision has elected to defer these payment obligations to a time preceding building permit issuance. Notice of these mitigation payment obligations shall be contained in any deeds involving this subdivision or the lots therein. Once building permit has been issued all mitigation payments shall be deemed paid.

D. Prior to recording of the final plat:

- i. This plat shall be recorded concurrently with the plat of Fairbrook (06-124966-SD) because the two plats have a common stormwater detention system.

E. All development activity shall conform to the requirements of Chapter 30.63A SCC.

Nothing in this permit/approval excuses the applicant, owner, lessee, agent, successor or assigns from compliance with any other federal, state or local statutes, ordinances or regulations applicable to this project.

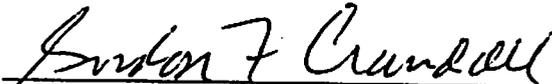
Preliminary plats which are approved by the county are valid for five (5) years from the date of approval and must be recorded within that time period unless an extension has been properly requested and granted pursuant to SCC 30.41A.300.

5. Any Conclusion in this Report and Decision, which should be deemed a Finding of Fact, is hereby adopted as such.

DECISION:

The request for the **PRELIMINARY PLAT** of **FAIRBROOK** is hereby **APPROVED**, **SUBJECT TO COMPLIANCE** by the applicant, with the **CONDITIONS** set forth in Conclusion 4, above.

Decision issued this 22nd day of February, 2007.


Gordon Crandall, Hearing Examiner Pro-Tem

EXPLANATION OF RECONSIDERATION AND APPEAL PROCEDURES

The Decision of the Hearing Examiner is final and conclusive with right of appeal to the County Council. However, reconsideration by the Examiner may also be sought by one or more Parties of Record. The following paragraphs summarize the reconsideration and appeal processes. For more information about reconsideration and appeal procedures, please see Chapter 30.72 SCC and the respective Examiner and Council Rules of Procedure.

Reconsideration

Any Party of Record may request reconsideration by the Examiner. A Petition for Reconsideration must be filed in writing with the Office of the Hearing Examiner, 2nd Floor, County Administration-East Building, 3000 Rockefeller Avenue, Everett, Washington, (Mailing Address: M/S #405, 3000 Rockefeller Avenue, Everett WA 98201) on or before March 5, 2007. There is no fee for filing a Petition for Reconsideration. "The petitioner for reconsideration shall mail or otherwise provide a copy of the petition for reconsideration to all parties of record on the date of filing." [SCC 30.72.065]

A Petition for Reconsideration does not have to be in a special form but must: contain the name, mailing address and daytime telephone number of the petitioner, together with the signature of the petitioner or of the petitioner's attorney, if any; identify the specific findings, conclusions, actions and/or conditions for which reconsideration is requested; state the relief requested; and, where applicable, identify the specific nature of any newly discovered evidence and/or changes proposed by the applicant.

The grounds for seeking reconsideration are limited to the following:

- (a) The Hearing Examiner exceeded the Hearing Examiner's jurisdiction;
- (b) The Hearing Examiner failed to follow the applicable procedure in reaching the Hearing Examiner's decision;
- (c) The Hearing Examiner committed an error of law;
- (d) The Hearing Examiner's findings, conclusions and/or conditions are not supported by the record;
- (e) New evidence which could not reasonably have been produced and which is material to the decision is discovered; or
- (f) The applicant proposed changes to the application in response to deficiencies identified in the decision.

Petitions for Reconsideration will be processed and considered by the Hearing Examiner pursuant to the provisions of SCC 30.72.065. Please include the County file number in any correspondence regarding this case.

Appeal

An appeal to the County Council may be filed by any aggrieved Party of Record. Where the reconsideration process of SCC 30.72.065 has been invoked, no appeal may be filed until the reconsideration petition has been disposed of by the hearing examiner. An aggrieved party need not file a Petition for Reconsideration but may file an appeal directly to the County Council. If a Petition for Reconsideration is filed, issues subsequently raised by that party on appeal to the County Council shall be limited to those issues raised in the Petition for Reconsideration. Appeals shall be addressed to the Snohomish County Council but shall be filed in writing with the Department of Planning and Development Services, 2nd Floor, County Administration-East Building, 3000 Rockefeller Avenue, Everett, Washington (Mailing address: M/S #604, 3000 Rockefeller Avenue, Everett, WA 98201) on or before March 8, 2007 and shall be accompanied by a filing fee in the amount of five hundred dollars (\$500.00); PROVIDED, that the filing fee shall not be charged to a department of the County or to other than the first appellant; and PROVIDED FURTHER, that the filing fee shall be refunded in any case where an appeal is dismissed without hearing because of untimely filing, lack of standing, lack of jurisdiction or other procedural defect. [SCC 30.72.070]

An appeal must contain the following items in order to be complete: a detailed statement of the grounds for appeal; a detailed statement of the facts upon which the appeal is based, including citations to specific Hearing Examiner Findings, Conclusions, exhibits or oral testimony; written arguments in support of the appeal; the name, mailing address and daytime telephone number of each appellant, together with the signature of at least one of the appellants or of the attorney for the appellant(s), if any; the name, mailing address, daytime telephone number and signature of the appellant's agent or representative, if any; and the required filing fee.

The grounds for filing an appeal shall be limited to the following:

- (a) The decision exceeded the Hearing Examiner's jurisdiction;
- (b) The Hearing Examiner failed to follow the applicable procedure in reaching his decision;
- (c) The Hearing Examiner committed an error of law; or
- (d) The Hearing Examiner's findings, conclusions and/or conditions are not supported by substantial evidence in the record. [SCC 30.72.080]

Appeals will be processed and considered by the County Council pursuant to the provisions of Chapter 30.72 SCC. Please include the County file number in any correspondence regarding this case.

Staff Distribution:

Department of Planning and Development Services: Ed Caine

The following statement is provided pursuant to RCW 36.70B.130: "Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation." A copy of this Decision is being provided to the Snohomish County Assessor as required by RCW 36.70B.130.

RECEIVED
 OCT 08 2012
 CITY OF LAKE STEVENS



Public Works Department
 1812 Main Street, P O Box 257
 Lake Stevens WA 98258
 Phone Number (425) 377-3235

To Be Completed By Staff
Date of Application <u>10-8-12</u>
Staff Initials <u>JLE</u>
Permit Number: <u>CP2012-2</u>

CONSTRUCTION PLAN REVIEW APPLICATION

If proposal includes grading, please provide cut and fill.

_____ cubic yards cut _____ cubic yards fill

If grading is greater than 100 cubic yards of material, a SEPA review is required. Previous SEPA determinations, if applicable, should be submitted.

Property Information	Site Address: <u>8515 8th St NE Lake Stevens</u>	Area of property: _____ square feet or <u>4.53</u> acres
	Assessor Parcel No: <u>00476200100604</u>	Zoning: <u>Urban Residential</u>
	Land Use Designation: <u>MDR</u>	Proposed Impervious Surface Area:
	Existing Impervious Surface Area:	
Applicant	Name/Company: <u>Marty Robinett / Robinett Mgmt Co., LLC</u>	City/State/Zip: <u>Everett WA 98201</u>
	Address: <u>3601 Colby Ave</u>	Applicants relationship to owner: <u>Affiliated entity</u>
	Phone: <u>425 259 9000 x23</u>	Email: <u>Marty@RobinettMgmt.com</u>
	Fax: <u>425 252 9256</u>	
Primary Contact	Name/Company: <u>Marty Robinett / Robinett Mgmt Co., LLC</u>	City/State/Zip:
	Address: <u>SAA</u>	Email:
	Phone:	
	Fax:	

Property Owner	Name/Company: <u>Fairbrook, LLC</u>	City/State/Zip: <u>Everett WA 98201</u>
	Address: <u>3601 Colby Ave</u>	Email:
	Phone: <u>425 259 9000</u>	
	Fax: <u>425 252 9256</u>	

Project Description	<u>Construction of plat improvements associated with the subdivisions of Fairbrook and Fairbrook North.</u>

You may not begin any activity based on this application until a decision, including the resolution of any appeal, has been made. Conditions or restrictions may be placed on your permit if it is approved. After the City has acted on your application, you will receive notice of the outcome. If an appeal is filed, you may not begin any work until the appeal is settled. You may also need approvals from other agencies; please check this before beginning any activity.

This application shall expire 180 days after the last date that additional information is requested (LSMC 14316A.245).

If you suspect that your site contains a stream or wetland or is adjacent to a lake; you may need a permit from the state or federal government.

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.



Signature of Property Owner/Agent

10/08/12

Date of Application

By affixing my signature I certify that I am the legal owner of the property for which this application is issued or an authorized agent of the owner.

RECEIVED

OCT 08 2012

CITY OF LAKE STEVENS



Planning & Community Development
1812 Main Street, P.O. Box 257
Lake Stevens, WA 98258

To be completed by staff

Date of Application: 10-8-12
Permit Number Assigned: CP 2012-2
Staff Initials: JLE

STATEMENT OF OWNERSHIP/APPLICANT AUTHORITY

I certify or declare under penalty of perjury under the laws of the state of Washington that:

1. This application is authorized by the all the land owners with authority to bind the land/property;
2. That the developer is operating under the land owner's authority;
3. That the developer and/or landowner is either an individual or a duly formed and qualified corporation, partnership, or other legal entity; and
4. That the person signing all applications or other legal documents is authorized by the legal entity and/or landowner to do so; and
5. That the application and submittals are true and correct to the best of my information.

Applicant Robinett Mgmt Co., LLC
 Signature: [Signature]
 Name: Martin Robinett
 Address: 3601 Colby Ave
Everett WA 98201
 Phone: 425 259-9000 x23
 E-mail address: Marty@Robinett
mgmt.com

Property Owner #1 Fairbrook, LLC
 Signature: [Signature]
 Name: Martin Robinett
 Address: 3601 Colby Ave
Everett WA 98201
 Phone: 425 259-9000
 E-mail address: _____

Agent (other than applicant)
 Signature: _____
 Name: _____
 Address: _____
 Phone: _____
 E-mail address: _____

Property Owner #2
 Signature: _____
 Name: _____
 Address: _____
 Phone: _____
 E-mail address: _____

(Continued on Back)

CHICAGO TITLE COMPANY

Fairbrook

PLAT CERTIFICATE
SCHEDULE A - 1

(Continued)

Order No.: 5723740

LEGAL DESCRIPTION

PARCEL A:

THE EAST HALF OF THE NORTHERLY 258.76 FEET OF THE SOUTHERLY 268.76 FEET OF LOT 6, HOLLY ADDITION TO EAST EVERETT, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 10 OF PLATS, PAGE 48, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

(ALSO KNOWN AS LOT 2 OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 9001050167, BEING A PORTION OF LOT 2 OF SHORT PLAT RECORDED UNDER AUDITOR'S FILE NUMBER 8406270218, CORRECTED BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NUMBER 8406290345).

PARCEL B:

THE WEST HALF OF THE NORTHERLY 258.76 FEET OF THE SOUTHERLY 268.76 FEET OF LOT 6, BLOCK 1, HOLLY ADDITION TO EAST EVERETT, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 10 OF PLATS, PAGE 48, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

EXCEPTING FROM THE ABOVE DESCRIBED PARCELS A AND B ANY PORTION LYING WITHIN PARCELS A AND B OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 201104150381

PARCEL C:

THAT PORTION OF THE SOUTH 5 ACRES OF LOT 6, BLOCK 1, HOLLY ADDITION TO EAST EVERETT, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 10 OF PLATS, PAGE 48, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, LYING NORTHERLY OF THE SOUTHERLY 268.76 FEET THEREOF AND SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 6;
THENCE NORTH 00°43'10" EAST ALONG THE WEST LINE THEREOF, 358.31 FEET TO THE POINT OF BEGINNING;
THENCE SOUTH 89°23'16" EAST 69.28 FEET;
THENCE SOUTH 00°36'44" WEST 5.63 FEET;
THENCE SOUTH 89°59'04" EAST 100.01 FEET;
THENCE NORTH 76°13'28" EAST 52.65 FEET;
THENCE SOUTH 89°59'04" EAST 100.01 FEET TO THE EAST LINE OF SAID LOT 6 AND THE TERMINUS OF SAID LINE, SAID POINT LYING NORTH 00°36'44" EAST 364.33 FEET FROM THE SOUTHEAST CORNER OF SAID LOT 6;

TOGETHER WITH AN EASMENT FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE WESTERLY 60.00 FEET OF THE EASTERLY 174.95 FEET OF THE SOUTHERLY FIVE ACRES OF SAID LOT 6, LYING SOUTHERLY OF THE ABOVE DESCRIBED LINE.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

CHICAGO TITLE COMPANY

Fairbrook North

PLAT CERTIFICATE
SCHEDULE A - 2

(Continued)

Order No.: 5723739

LEGAL DESCRIPTION

THAT PORTION OF THE SOUTH 5 ACRES OF LOT 6, BLOCK 1, HOLLY ADDITION TO EAST EVERETT, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 10 OF PLATS, PAGE 48, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, LYING NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 6;
THENCE NORTH 00°43'10" EAST, ALONG THE WEST LINE THEREOF, 358.31 FEET TO THE POINT OF BEGINNING;
THENCE SOUTH 89°23'16" EAST 69.28 FEET;
THENCE SOUTH 00°36'44" WEST 5.63 FEET;
THENCE SOUTH 89°59'04" EAST 100.01 FEET;
THENCE NORTH 76°13'28" EAST 52.65 FEET;
THENCE SOUTH 89°59'04" EAST 100.01 FEET TO THE EAST LINE OF SAID LOT 6 AND THE TERMINUS OF SAID LINE, SAID POINT LYING NORTH 00°36'44" EAST 364.33 FEET FROM THE SOUTHEAST CORNER OF SAID LOT 6;

TOGETHER WITH AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE WESTERLY 60.00 FEET OF THE EASTERLY 174.95 FEET OF THE SOUTHERLY FIVE ACRES OF SAID LOT 6, LYING NORTHERLY OF THE ABOVE DESCRIBED LINE.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.



Planning & Community Development
1812 Main Street / P.O. Box 257
Lake Stevens, WA 98258-0257
(425) 377-3235

NOTICE OF APPLICATION/PUBLIC MEETING

<i>Project Name:</i>	<i>Fairbrook Final Plat</i>
<i>Project Number:</i>	<i>LUA2013-0098</i>
<i>Applicant:</i>	<i>Fairbrook LLC</i>
<i>Project Size:</i>	<i>4.93 Acres</i>
<i>Proposed Lots:</i>	<i>24</i>
<i>Date of Notice:</i>	<i>September 4, 2013</i>
<i>Date of Public Meeting:</i>	<i>September 23, 2013</i>

Project Description: An application was received on August 23, 2013 by the City of Lake Stevens for Final Plat approval of the Fairbrook Subdivision. The Lake Stevens Planning Department has scheduled a public meeting during the regular City Council Meeting on Monday, September 23, 2013 at 7:00 PM in the Lake Stevens School District Educational Center (12309 22nd Street NE) to consider final plat approval of the Fairbrook Subdivision.

The Snohomish County Hearing Examiner approved the preliminary subdivision on February 22, 2007. Since that decision the City of Lake Stevens annexed the property. The applicant has submitted necessary financial securities and installed required improvements as approved by the City. The Planning and Community Development Department recommends that City Council accept the final subdivision.

Project Location: 8515 8th St SE, Lake Stevens, WA.

Tax Parcels: 00476200100602, 00476200100603, and 00476200100604

The staff report for the final subdivision approval is available for review in the Permit Center at 1812 Main Street, Lake Stevens. ADA information may be found at www.lakestevenswa.gov.

Comments regarding the proposed final subdivision approval may be submitted orally during the meeting or in writing before the meeting by sending them to City Hall, attn: Andy Galuska, PO Box 257, Lake Stevens, WA 98258 or by email at agaluska@lakestevenswa.gov. The project file is available for review at the Planning/Permit Center located behind City Hall, Monday-Friday 8:00 am-4:30 pm. For questions, contact Andy Galuska at (425) 377-3221.

It is the City's goal to comply with the Americans with Disabilities Act. The City offers its assistance to anyone with special needs, including the provision of TDD services.

Distribution:

Applicant
Property Owners within 300'
Official City Notification Boards
Lake Stevens Webpage

City of Lake Stevens, Public Works Department
Posted in the Lake Stevens Journal on September 4, 2013
Subject Property
Parties of Record



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: September 23, 2013

Subject: Resolution No. 2013-7 Policy for Honorary Street Designations (Revised)

Contact Person/Department: Rebecca Ableman, Planning and Mick Monken, Public Works **Budget Impact:** None at this time

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: The recommendation is for the City Council to review the proposed Policy for Honorary Street Names and determine whether to adopt Resolution No. 2013-7 on September 23, 2013.

SUMMARY: The Council discussed allowing honorary street names in June 2013 and September 9th with direction to staff to review other jurisdiction's policies and draft a policy to honor first responders in service here in Lake Stevens for Council review.

BACKGROUND: The City has a policy and procedure for assigning permanent street names and house numbers. In addition, many of the streets in the older area of the City already have historical street names on the official street sign pole. These historical signs are brown with white lettering. It is in the best interest of all to coordinate the designation of street names and addresses in order to avoid motorist confusion, facilitate emergency services, and help ensure prompt delivery of goods and services.

DISCUSSION: The concept of establishing honorary street designations in addition to the legal street names serves the purpose of recognizing specific individuals in the community without the costs and confusion caused by permanent street name changes. Therefore, the proposed policy would not change the official street name, but like the historical street names be an additional street designation. The honorary street names would not be used for addressing purposes, so would not affect existing addresses.

The proposed policy and process for designation of honorary street names is set up to allow citizens or groups to propose honorary street names on specific blocks of streets. The process is administered by the Public Works Department as they are currently responsible for ordering, installing, and maintaining street signs. The Council reviews and approves honorary street sign applications after initial review by Public Works.

The signs would be paid for by the applicant or a financial sponsor and once removed, would be given to the applicant. Signs are proposed to be 12 inch by 8 inch signs with white lettering on a brown background with white border.

Revisions to the policy pursuant to the Council's discussion on September 9, 2013 include:

1. The City budgets and pays for all costs associated with the signs;
2. Council may specify a time limit on the signs beyond the 5 years.
3. Up to two replacement signs will be covered by the City.
4. Program has been titled "Honorary Street Designation" instead of "Honorary Street Name" to better reflect the intent of the program.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: Approval of this resolution will not have a budget impact until the Council receives and approves a specific request. Signs, including installation and long term maintenance can cost approximately \$300-500. This does not included replacement if necessary.

ATTACHMENTS:

- A. Resolution No. 2013-7 Policy for Honorary Street Designation
- B. Application Form

Attachment A

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

RESOLUTION No. 2013-7

A RESOLUTION OF THE CITY OF LAKE STEVENS, ADOPTING POLICY FOR CITY COUNCIL APPROVAL OF HONORARY STREET ~~names~~DESIGNATION

WHEREAS, the City of Lake Stevens, Washington is a City in Snohomish County, Washington, planning under the Growth Management Act; and

WHEREAS, the City of Lake Stevens has a City policy and procedure for assigning permanent street names and house numbers (City Policy No. P-1-97); and

WHEREAS, in June 2013, the City Council discussed allowing honorary street ~~names~~designations; and

WHEREAS, the City already has historical street names on some streets in addition to the official numbered street name; and

WHEREAS, it is in the City's best interest to coordinate the designation of street names and addresses in order to avoid motorist confusion, facilitate emergency services, and help ensure prompt delivery of goods and services; and

WHEREAS, the concept of establishing honorary street ~~names~~designations in addition to the legal street names serves the purpose of recognizing specific individuals in the community without the costs and confusion permanent street name changes can cause; and

WHEREAS, an honorary street ~~names~~designation would not change the official street name, but like the historical street names be an additional street designation; and

WHEREAS, honorary street ~~names~~designation would not be used for addressing purposes and therefore would not change existing property addresses; and

WHEREAS, this action is exempt from the requirements of the State Environmental Policy Act as a procedural action pursuant to WAC 197-11-800(19); and

WHEREAS, the City Council took public comments on the proposed Honorary Street ~~Names~~Designation Policy in Exhibit A on September 9, 2013 and considered all public comments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. The policy for honorary street ~~names~~ designations (P-1-2013), attached hereto as Exhibit A, is hereby approved.

Section 2. Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

Attachment A

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this ___ day of _____ 2013.

Vern Little, Mayor

ATTEST:

Norma J. Scott, City Clerk/Admin. Asst.

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Attachment A

EXHIBIT A HONORARY STREET ~~NAMES-DESIGNATION~~ POLICY AND PROCESS City Policy No. P-1-2013

Section 1. Purpose of the Program

The Honorary Street ~~Names-Designation~~ Program allows citizens and groups the opportunity to honor individuals or groups that have made significant contributions to the Community as a first responder. The program is administered by the Public Works Department. Street ~~names-designations~~ will be displayed for a five-year period ~~unless other directed by the City Council at the time of Designation.~~ At any time, ~~the sign will can then~~ be turned over to the respected party upon request with Council's concurrence. Street designations will be determined by Council on a case by case basis. The portion of a street so designated will be one block long. Final approval is given by the City Council by resolution. A completed application, ~~plus a fee of \$150,~~ must be submitted prior to approval.

Section 2. Definition

Honorary street ~~name-designation~~ signs are signs posted below standard City street name/number signs which recognize and honor certain individuals or groups for a period of time without changing the official name/number of the street or the official addresses of residences and businesses on the street.

Section 3. Description

The honorary sign shall be a single-faced 12 inch by 8 inch sign posted on one side of the street at an intersection on the regular street sign pole. If the applicant wants a sign on each side of the street at both intersections of a block, then the application requires a doubling of the fees. Signs shall be white lettering on dark brown background with a white border and may include a symbol. Only one honorary sign will be allowed on a sign pole because of the physical limitation of street sign poles.

Section 4. Requests for Honorary Signs

Requests shall be made on a City provided application form returned to the City Clerk to forward to the Public Works Department and then to the City Council for consideration. The request shall describe the details of the intersection location and the honorary name desired. A justification for the honorary designation shall also be provided.

Section 5. Qualifications for Honorary Recognition

This method of honoring individuals or groups is reserved for a person or entity that is/has been a first responder, ~~and~~ has gone beyond the call of duty and/or has demonstrated contribution to the community in the line-of-duty, and has some connection to the Lake Stevens community.

Attachment A

Section 6. Approval

The honorary designation would be approved by City Council resolution after public comments are taken during a public meeting. The Public Works Department will be responsible for implementing the honorary street ~~name~~-designation.

Section 7. Costs

~~A financial sponsor for each and every sign must be identified in the sign application request. Each sign approved shall be charged a deposit fee of \$300 to be received by the City before ordering, installing and maintaining the sign by the Public Works Department. The sponsor City shall budget for and cover the entire cost of design, fabrication, and shipping and maintenance. Up to two replacement signs may be covered by the City unless approved by the City Council of the sign, as well as five years of maintenance costs including up to two replacement signs. The sign will not be replaced more than two times under each application.~~

Section 8. Renewals

Renewals, if desired at the end of the five-year period or at the end of the Council specified expiration, will be handled like new requests with all applicable rules ~~and fees~~ in effect at that time. Council may if a renewal is not arranged, the honorary designation upon request or at their sole discretion. If renewal is not granted, will the honorary status will be discontinued and the sign removed by the Public Works Department at the end of five years and upon request within six months removal, given to the applicant. The sign may then be given to the original applicant or other designee such as a family member.

Attachment B



**Application - Request for
Honorary Street Designation**

Applicant Name/Organization: _____

Applicant/Organization Address: _____

Phone: _____ Email: _____

1. Honorary street names are restricted to a first responders who have served or have some connection to the Lake Stevens Community.

A. For whom/what are you recommending this designation?

B. What is the reason for this recommendation?

2. Location of Proposed honorary street name designation:

A. Street Name _____
(Example: 99th Avenue SE)

B. between _____ **and** _____
(Example: between Chapel Hill Road and 4th Street NE)

C. What is the proposed designation? (Example: Honorary Officer Joe Jones Boulevard)

D. Please include a general drawing of the design of the sign and show a symbol, if included.

Please complete and mail the attached form to:

Lake Stevens City Council
ATTN: City Clerk
P.O. Box 257
Lake Stevens, WA 98258

Signature of the Applicant: _____ Date: _____

Date Sign Installed: _____ Date Sign Removed: _____

Date Sign Replaced: _____ Date Sign Replaced: _____



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: Sept 23, 2013

Subject: City of Lake Stevens Comprehensive Emergency Management Plan CEMP

Contact Interim Commander C. Valvick #71 **Budget Impact:** N/A
Person/Department: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: A draft copy of the City of Lake Stevens Comprehensive Emergency Management Plan CEMP was submitted 09/09/2013. The CEMP design team will be available to field questions regarding the submitted plan.

SUMMARY/BACKGROUND:

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City of Lake Stevens to manage emergencies and disasters. The purpose is to save lives; protect public health, safety of property, the economy and the environment; and foster a return to a normal way of life.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management (DEM) and the City of Lake Stevens.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS:

- ▶ Exhibit A: Power Point presentation of describing the City of Lake Stevens Comprehensive Emergency Management Plan CEMP and introduction of design team.

- ▶ Exhibit B: Draft of the City of Lake Stevens Comprehensive Emergency Management Plan CEMP dated September 1, 2013



City of Lake Stevens Comprehensive Emergency Management Plan

CEMP Design Team

- ▶ **Craig Valvick (CEMP Coordinator)**
 - Lake Stevens Police Department
- ▶ **Mark Murphy**
 - Snohomish County Dept of Emergency Management
- ▶ **Jim Barnes**
 - Lake Stevens Police Department
- ▶ **Bruce Huston**
 - Lake Stevens Fire Department
- ▶ **Robb Stanton**
 - Lake Stevens School District



What is the Purpose?



▶ Provide Framework

- Coordinated Response to Emergencies
 - Mitigate
 - Prepare
 - Respond
 - Recover
- Establishes Responsibilities
 - Public & Private Organizations
 - Does not supersede department policy
 - Does not place affirmative obligations upon organizations

What's Included?



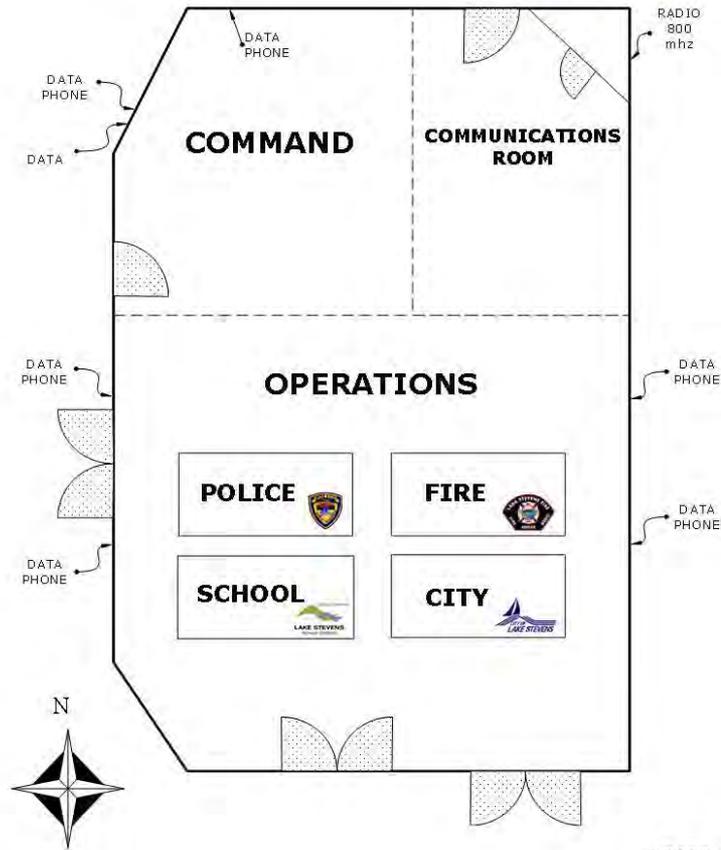
- ▶ **Basic Plan**
 - Designed to integrate efforts of:
 - Local Government
 - Private Sector
 - Nongovernmental Organizations (NGO)
- ▶ **Emergency Support Functions (ESF)**
 - Information about Critical Operational Functions
- ▶ **Hazard-specific Appendices**
 - Nuts & Bolts of how to address specific hazards
- ▶ **Implementation Instructions**
 - May be included as attachments or referenced

How is this plan implemented?

- ▶ During or after an emergency:
 - **Mayor (or designee) activates plan:**
 - Level I – Minor Emergency / Existing Resources
 - Level II – Major Emergency / Outside Resources
 - Level III – Catastrophic Event / All Emergency Services
 - **Emergency Operations Center (EOC) will coordinate all functions of emergency response, including coordination with other local, state, and federal agencies.**
 - **Mayor (or designee) will cancel CEMP when emergency no longer exists.**

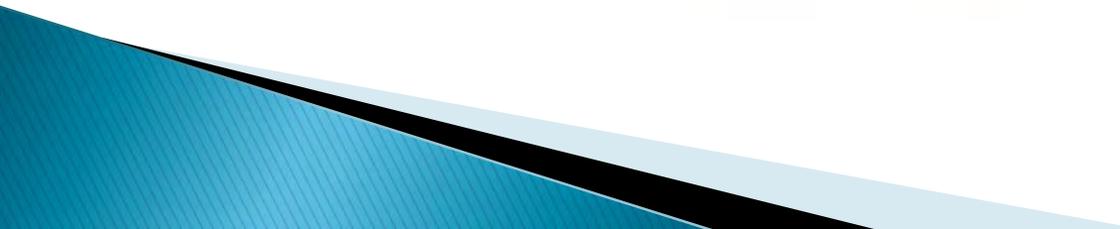
What will the EOC look like?

CITY OF LAKE STEVENS EMERGENCY OPERATIONS CENTER



DRAFT

Questions?





City of
Lake Stevens

September 1

2013

**Comprehensive
Emergency
Management
Plan**

Forward

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City of Lake Stevens to manage emergencies and disasters. The purpose is to save lives; protect public health, safety of property, the economy and the environment; and foster a return to a normal way of life.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management (DEM) and the City of Lake Stevens.

This Plan is organized into four sections:

- Base Plan addresses Policies, Situations, Concept of Operations, Responsibilities, and Plan Maintenance.
- Appendices include List of Abbreviations, Acronyms, Training & Drills, Definitions, Authorities & References, and Distribution.
- Emergency Support Functions outline lead and supporting agencies' responsibilities, capabilities, and resources.
- Incident Annexes describe event specific response processes and procedures.

For Further Information Contact:

Lake Stevens Police Department
2211 Grade Road
Lake Stevens, WA 98258
(425) 334-9537
(425) 334-9842 (Fax)

Promulgation/Adoption

WHEREAS, all citizens and property within the City of Lake Stevens are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all City of Lake Stevens agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the **City of Lake Stevens COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**, dated September 1st 2013. This plan can be put into action by the undersigned or our designee(s). Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

[INSERT COPY OF ACTUAL ADOPTION RESOLUTION]

Emergency Contact Numbers

If immediate city emergency or disaster assistance is required, please call 911 or contact the City of Lake Stevens Emergency Management Office at: **(425)-334-9537**

City business hours are as follows: 9:00 – 5:00, Monday – Friday.

After hours, weekends, and holidays: Contact SNOPAC 911 Communications Center at (425) 407-3930 and request a duty officer contact you by call back number.

Vern Little – Mayor
Office: 425- 334-1012

Jan Berg – City Administrator
Office: 425- 334-1012

Dan Lorentzen – Interim Chief of Police
Office: 425-334-9537

Craig Valvick – Emergency Management Coordinator
Office: 425- 334-9537

Mick Monken – Public Works Director
Office: 425- 334-1012

DEM Monitored Radio Frequencies:

SERS 800 MHz System (call sign DEM)
DEM OPS
EOC Hail

VHF System (call sign DEM)
154.055 PL Tone 127.3

Approval and Implementation

The City of Lake Stevens comprehensive emergency management plan (CEMP) establishes an all-hazards approach to enhance the ability of City of Lake Stevens to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life. This CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management (DEM), County and City of Lake Stevens governmental and public safety agencies, appropriate subject matter experts, and volunteer organizations. This version, dated September 1st 2013, supersedes all previous editions.

The City of Lake Stevens CEMP is organized in accordance with FEMA's November 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document. It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Overall, the accomplishment of the activities outlined in this document is the responsibility of the City of Lake Stevens Mayor. In recognition of the professionalism of the emergency management officials in my/our jurisdiction, I/we authorize the Emergency Management Coordinator to make changes to the annexes and/or appendices; however, changes to the basic plan require my/our signature to become effective.

Signed by:

Mayor, City Of Lake Stevens

Date

CEMP Suggestion/Comment Form

Dear CEMP Reader:

In order to ensure this plan is accurate, complete, legible, and consistent, we certainly welcome any suggestions or improvements you may have. Please fill in the blanks below regarding which sections you are commenting on, and list any suggested changes. If necessary, add extra sheets. Mail to:

City of Lake Stevens, Emergency Management Coordinator
2211 Grade Road
Lake Stevens WA, 98258

Name: _____

Company/Title: _____

Address: _____

Contact Number/Email: _____

Suggestions/Comments: Please list page number, section, heading, etc. in order for us to identify the section you are commenting on:

Thank you for taking the time to submit your comments!

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**** Page Numbers Will Be Adjusted On Final Draft****

DRAFT

I. INTRODUCTION

Emergency management is a vital method of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. It involves the plans, processes, structures, systems and arrangements established to engage the endeavors of government, volunteer, and private agencies to respond to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

This plan is advisory and does not supersede departmental policies, place mandatory or affirmative obligations upon any party or governmental entity, nor confer rights to any third party. Throughout the document terms such as “shall,” “should,” “will,” “may,” “might,” or “can” are used. Use of these terms is not intended to place affirmative obligations; rather, the intent is that the agency, entity, person, or party, when called upon to act in an emergency situation, will use their best efforts, as personnel and resources allow, to accomplish the identified tasks related to emergency functions.

A. Purpose

The City of Lake Stevens will mitigate, prepare for, respond to, and recover from disasters (both natural and manmade) to the best of its ability with its available resources for the purpose of protecting lives, property, the environment, and the economy. The purpose of this document is to provide a framework from which to operate in the provision of a coordinated response to emergency situations; specifically, it establishes the responsibilities of participating agencies, commissions, boards, and councils. In addition to response efforts, this plan also outlines mitigation, preparedness, and recovery activities.

The City of Lake Stevens CEMP consists of a basic plan, functional annexes, hazard-specific appendices, and implementing instructions. The **Basic Plan** describes the structure and processes comprising a jurisdictional approach to incident management, i.e. it is designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations. It includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions. The **Emergency Support Functions (ESF)** adds specific information and direction to the CEMP with a focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency. While the Basic Plan provides broad, overarching information relevant to the CEMP as a whole, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function. **Hazard-Specific Appendices** identify hazard-specific risk areas and evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders. These appendices have tabs that serve as work aids for items including maps, charts, tables, checklists, resource inventories, and summaries of critical information. Finally, **Implementing Instructions** may be included as attachments or referenced. For example, the Evacuation Annex may be made clearer by attaching maps marked with evacuation routes to it. Because these routes may change depending on the location of the hazard, maps may also be included in the Hazard-Specific Appendices to the Evacuation Annex.

B. Scope

When activated by the City of Lake Stevens Mayor or designee, the City of Lake Stevens CEMP addresses activities within the City of Lake Stevens and its incorporated areas and is applicable to all City of Lake Stevens departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential incidents.

C. Limitations

The City of Lake Stevens will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, municipal resources and systems may be overwhelmed. The responsibilities and tenants outline in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this Plan that a perfect response to emergency or disaster incidents will be practical or possible.

II. SITUATION

A. Hazard Analysis and Mitigation Overview

This CEMP considers the man-made and natural disasters and emergencies as described in both the 2004 Snohomish County Hazards Identification and Vulnerability Analysis (HIVA) and 2004 Snohomish County Natural Hazards Mitigation Plan (NHMP). Of particular importance to the City of Lake Stevens and its participants are the following:

1. **Unique/Catastrophic Hazards.** Although unlikely, the threat of *Earthquakes, Volcanic Activity, Hazardous Material Spills, Civil Unrest and Terrorism* exists. In the event one (or more) of these incidents should occur, the City of Lake Stevens will almost certainly be heavily affected, which will in turn require the activation of this CEMP.
2. **High Probability Hazards.** City of Lake Stevens routinely experiences Severe Storms and Flooding. Although not always damaging, because of their frequent occurrence these hazards must be planned for.
3. **Mitigation Overview.** The City of Lake Stevens has been participating as a planning partner during the 2010 update to the Snohomish County NHMP.
http://www1.co.snohomish.wa.us/Departments/Emergency_Management/Information/Plans_Reports/

B. Capability Assessment

The City of Lake Stevens conducts an annual capability assessment in conjunction with the Snohomish County DEM in order to identify capabilities necessary to address the jurisdiction's hazards. This assessment is maintained and updated separately.

C. Planning Assumptions

1. An emergency or disaster may occur with no advance warning and quickly overcome not only the City of Lake Stevens' response capabilities, but the surrounding areas as well.
2. The City of Lake Stevens will make every reasonable effort to respond in the event of an emergency or disaster; however, the ability to fulfill the responsibilities and tenets outlined in this plan are subject to the extent of the situation and availability of resources.
3. The City of Lake Stevens will manage emergency management operations within its jurisdictional borders in accordance with the principles outlined in the National Incident Management System (NIMS).
4. A large-scale incident may result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment. It may also attract a large influx of spontaneous volunteers and supplies.
5. Depending upon the magnitude of the disaster, outside assistance may be delayed indefinitely. City of Lake Stevens' residents, businesses, and industry should plan to be self-sufficient for a minimum of seven days.
6. Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
7. Emergency medical facilities may be overloaded and shortage of medical supplies may exist.
8. The City of Lake Stevens and Snohomish County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or assistance may be delayed dependent upon the magnitude of the disaster.
9. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from large-scale incidents. These efforts may require prolonged, sustained incident management operations and support activities.
10. During an incident, the top priorities for incident management will be:
 - (a) Save lives and protect the health and safety of the public, responders, and recovery workers.
 - (b) Protect property and mitigate damages and impacts to individuals, communities, the environment and economy.
 - (c) Protect and restore critical infrastructure and key resources.
 - (d) Facilitate the recovery of individuals, families, businesses, governments, and the environment.

III. CONCEPT OF OPERATIONS

Emergency management functions are mutually supporting methods of creating resilient communities. The purpose of this paragraph is to describe, in general terms, the overall concept of the response to a disaster and the events associated with the various phases of emergency management during “day-to-day” operations. The City of Lake Stevens organizes and manages its emergency management activities utilizing the concepts and principles described in the December 2008 National Incident Management System (NIMS) document.

A. Normal Operations

In accordance with the RCW, overall direction and control of emergency management operations within a political subdivision is the responsibility of the City of Lake Stevens Mayor.

1. **Mitigation.** The **mitigation function** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events. Mitigation efforts undertaken by City of Lake Stevens include:
 - (a) Participate in Snohomish County’s Natural Hazard Mitigation planning efforts by providing input on the county’s overall mitigation plan and creating a jurisdictional annex to that plan.
 - (b) Identify and maintain an inventory of potential mitigation opportunities throughout the city for possible future grant funding.
2. **Preparedness.** **Preparedness** involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families and individuals that provide the capability to prepare for and to survive a disaster or event. Before a disaster strikes, city, county, and other government agencies shall take steps to reduce the impacts. These steps should include, but are not limited to:
 - (a) Conduct continuous planning studies of potential disaster elements in the city and develop a Comprehensive Emergency Management Plan (CEMP) that outlines how the City of Lake Stevens shall respond.
 - (b) Review disaster readiness capabilities and upgrade procedures to keep abreast of changing and evolving emergency management and response technology.
 - (c) Encourage and maintain interagency cooperation and coordination of readiness planning.
 - (d) Maintain vehicles, equipment, and facilities in a ready condition.
 - (e) Conduct public information and educational programs on disaster preparedness, personal safety, and sustainability.
 - (f) Test and gauge response capabilities by conducting and participating in training, drills, and exercises. Establish and test “call-down trees” in the event of an emergency.
3. **Response.** The **response function** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:

Response – Increased Readiness Period

- (a) Comply with established checklists and review response status and procedures.
- (b) Notify key personnel according to existing SOPs.
- (c) Notify the appropriate organizations.
- (d) Prepare and update necessary information for public information.
- (e) Activate the appropriate Emergency Operations Center (EOC).
- (f) If possible, initiate mitigation and preparedness programs to reduce the effects of the event.
- (g) Initiate all record-keeping, data collection, and control measures to quality control.

Response – Emergency Period

- (a) Initiate and conduct disaster response operations in accordance with established SOPs.
 - (b) Coordinate their response with all involved agencies and jurisdictions through the EOC.
 - (c) Keep the public and government officials advised of actions taken.
 - (d) Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.
 - (e) Ensure accurate record-keeping, data collection, and control measures are maintained.
 - (f) Account for the safety and well-being of responders and their families.
4. Recovery. The **recovery function** involves actions taken to return vital life support systems to minimum operating standards, and long term activities to return life to “normal” or improved levels. After the threat to life and property has passed those agencies involved in response shall:
- (a) Obtain detailed damage assessment information.
 - (b) Coordinate the application of resources to meet the long term needs of the jurisdiction.
 - (c) Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

B. Emergency Operations

The chief executive(s) of the municipality, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace, may, under RCW 35.33.081 or RCW 36.40.180 and RCW 38.52.070(2) proclaim a state of emergency. Delegation of this responsibility shall be in writing and a copy provided to the Snohomish County DEM Director.

1. Incident. A disaster is either imminent or has occurred. Local agencies respond in accordance with their departmental policies and procedures. If a determination is made that this event cannot be safely terminated by City of Lake Stevens resources, is multi-jurisdictional, or for any other reason will require county, state, or federal resources, the Incident Commander (IC) will request activation of the Emergency Operations Center.
2. Activation. The decision to activate the City of Lake Stevens EOC is made by the City of Lake Stevens Mayor or their designee. The City of Lake Stevens EOC operates at three separate levels depending on the size and complexity of the situation, as well as the anticipated need for coordination and support. The levels of activation are:

- (a) **Level I** activation involves minor emergencies and will be primarily staffed from existing personnel and resources.
- (b) **Level II** activation involves incidents which have special characteristics requiring response by multiple departments and agencies. This level of activation may require support from agencies outside of City of Lake Stevens and overnight operations.
- (c) **Level III** activation involves catastrophic incidents, which will require a coordinated response from all levels of government and emergency services throughout the county in order to save lives and protect property. This level activation will require extended 24/7 operations and utilization of all city personnel.

Once activated, the EOC will:

- Save and protect the greatest number of people at risk
- Ensure the safety of first responders and City employees
- Save and protect as many residential, business and industrial properties as possible
- Save and protect as much vital infrastructure as possible
- Restrain the spread of environmental damage
- Minimize human suffering and economic interruptions
- Facilitate the recovery of Lake Stevens to get “back to normal as quickly as possible”
- Continue to operate until the City of Lake Stevens Mayor or their designee, in consultation with the on-scene IC, determine EOC assistance is no longer required.

C. Contingency Emergency Operations Plan

3. Emergency Proclamation/Request for Outside Assistance. When a disaster exceeds the jurisdiction’s capabilities, the Mayor may issue a proclamation of emergency and request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the county, the county executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.
4. Concurrent Implementation of Multi-Jurisdictional Plans.
 - (a) The Snohomish County CEMP (Aug, 2009) Basic Plan establishes general policy and guidance for county-wide emergency response, defines a general concept of how government will respond, and assigns responsibilities to agencies and organizations.
 - (b) By law, the City of Lake Stevens Mayor is responsible for disaster operations in their jurisdiction, while the county executive is the responsible official in the unincorporated areas. Thus, the City of Lake Stevens retains the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries.
 - (c) Large-scale disaster operations will be conducted by city and county forces, supplemented as necessary by trained auxiliaries, established cadres, and by work

forces available within the local communities. Use will be made of available mutual aid from local, state, and federal agencies including, but not limited to, mutual aid agreements between existing emergency management activities coordinated by DEM.

D. Operations under Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS)

The DHS National Terrorism Advisory System (NTAS) has two alert levels:

Elevated – Warns of a credible terrorist threat against the United States.

Imminent – Warns of a credible, specific, and impending terrorist threat against the United States.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires and therefore there will not be a constant NTAS Alert or blanket warning of an overarching threat.

Due to the unpredictable nature of terrorism (little or no warning of an attack), citizens should remain ever vigilant to the possibility of an attack and report suspicious behavior to local law enforcement for investigation.

Beneath each NTAS Alert Level are suggested Protective Measures, recognizing that the heads of City departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1. **General Conditions – Normal Operations.** City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
 - Refining and exercising as appropriate preplanned Protective Measures.
 - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures.
 - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. **Elevated Alert Level.** This condition is declared when there is a credible terrorist threat against the United States. City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - Checking communications with designated emergency response or command locations.
 - Reviewing and updating emergency response procedures.
 - Providing the public with any information that would strengthen its ability to act appropriately.
 - Increasing surveillance of critical locations.

- Coordinating emergency plans as appropriate with nearby jurisdictions.
 - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures.
 - Implementing, as appropriate, contingency and emergency response plans.
3. **Imminent Alert Level.** This condition is declared when there is a credible, specific, and impending terrorist threat against the United States. In addition to the Protective Measures noted above, City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Disseminating the Imminent Alert advisory when the alert is issued.
 - Contacting all personnel to ascertain their recall availability, modifying staffing schedule as needed.
 - Placing EOC on Stand-by or Activating based on the specificity of the threat.
 - Testing, maintaining, and monitoring communications and warning systems.
 - Checking all equipment for operational readiness, filling fuel tanks, and checking specialized equipment.
 - Checking inventory of all critical supplies and re-ordering if necessary.
 - Be alert to suspicious activity and report it.
 - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
 - Taking additional precautions at public events and possibly considering alternative venues or even cancellation.
 - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce.
 - Limiting access points to critical infrastructure facilities and enforcing entry control procedures.
 - Enforcing parking of vehicles away from sensitive buildings.
 - Keeping critical response vehicles in a secure area and keeping all garage doors closed.
 - Locking all exterior doors except main entrances; checking all visitors' identification and requiring all visitors to sign in; insuring all contractors have valid work orders, identification, and that they remove all unnecessary tools and equipment.
 - Reviewing all SOPs and the City Emergency Operations Plan.
 - Implementing staffing/recall plans. Heads of all departments shall stay at or be in direct communications with their departments.
 - Considering releasing all non-critical personnel.
 - Ensuring 24 hour access to the County Executive, Council, and all municipal mayors and/or their alternates.
 - Ensuring communications with local TV/Radio stations.
 - Briefing all EOC staff, government and first responders of any evacuation routes or any information concerning alert status.
 - Ensuring regular welfare checks of critical personnel and facilities.
 - Placing on high alert specialized teams including crisis counselors.
 - Being prepared to control access and evacuation routes to all critical infrastructures and facilities.
 - Making positive identifications of all vehicles in staging and support areas.

- Restricting all parking within close proximity to all critical buildings.
- Controlling access and requiring positive identifications of all persons in critical infrastructure areas.
- Searching everything brought into critical facilities. Accepting only expected deliveries; any suspicious packages should be opened outside.
- Securing all access points.
- Making frequent checks of all perimeters and grounds of all critical facilities.
- Utilizing volunteer or career personnel to provide 24 hour security watches in critical facilities.
- Assigning emergency response personnel; pre-positioning and mobilizing specially trained teams or resources.
- Monitoring, redirecting, or constraining transportation systems.
- Closing public and government facilities.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Incident management activities will be carried out according to existing departmental plans and shall be coordinated by using the Incident Command System (ICS).

- A. Federal Government: See the National Response Framework (NRF), January 2008**
- B. State Government: See the Washington State Comprehensive Emergency Management Plan (CEMP), March 2003**
- C. County Government: See the Snohomish County Comprehensive Emergency Management Plan (CEMP), Aug 2009**
- D. City of Lake Stevens Government**
 - 1. The Mayor and/or Senior Officials should:**
 - (a) Establish policy and make major decisions.
 - (b) Order Evacuations as necessary.
 - (c) Suspend local ordinances when necessary to support emergency operations.
 - (d) Direct emergency operations and provide liaisons as necessary.
 - (e) Preserve continuity of government.
 - (f) Issue a Proclamation of Emergency and Request for Assistance as needed.
 - (g) Request additional assistance on behalf of the City through the Snohomish County Department of Emergency Management.
 - (h) Inform and warn public
 - (i) Ensure the implementation of emergency response and recovery plans.
 - (j) Provide consistent public information in coordination with the Snohomish County DEM and the County Joint Information Center (JIC).

- 2. The City of Lake Stevens Council should:**

- (a) Adopt and enact ordinances/resolutions and appropriate revenue.
- (b) Conduct public hearings and/or meetings, and take action to inform the public and identify emergency needs.
- (c) Provide for the continuity of government and temporarily fill any vacancies of an elected official by appointment.

3. The City of Lake Stevens Emergency Management Coordinator (in conjunction with Snohomish County DEM) should:

- (a) Be responsible for updating this Plan.
- (b) Coordinate emergency activities of local agencies in preparing and responding to disasters and/or events.
- (c) Provide communication coordination for response agencies during a disaster.
- (d) Assist elected officials by providing staff assistance in a disaster.
- (e) Act as a point-of-contact for requesting disaster assistance from other governmental agencies (except mutual aid).
- (f) Prepare damage assessment, incident reports, or other disaster analysis reports as necessary.
- (g) Warn the public of impending disasters and provide adequate instructions before, during, and after an emergency event.
- (h) Provide reconnaissance and field operations teams.
- (i) Provide public information and education as it pertains to preparedness and response.
- (j) Coordinate resource availability and use.
- (k) Maintain current Standard Operating Procedures (SOPs) for the City of Lake Stevens emergency management functions.

4. The Lake Stevens Police Department Should:

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy law enforcement and traffic control operations.
- (c) Conduct windshield surveys within City limits.
- (d) Alert and warn the public.
- (e) Enforce laws and apprehend offenders.
- (f) Provide damage assessment surveys and report into EOC.
- (g) Provide security at specified locations.
- (h) Provide animal control services.
- (i) Assist the Snohomish County Coroner's office with temporary morgue management.
- (j) Collect and evaluate information about the incident and forward to the Emergency Operation Center (EOC) as appropriate.
- (k) Use suitable crowd and traffic control procedures to limit access to the disaster area and/or provide on scene perimeter control.
- (l) Assist in warning and carryout the evacuation of citizens from the affected area.
- (m) Provide field Incident Commander for:
 - Traffic Accident
 - Civil Disturbance
 - Major Electrical Outage

- Terrorism
 - Bomb Threat
 - State of
- (n) Carry out search and rescue missions
(o) Provide mutual aid as available

5. The City Directors and Department Heads Should:

- (a) Establish procedures to ensure the preservation of essential records and data, and maintain the continuity of essential services
- (b) Determine internal chain of command and succession authority to ensure continuity of leadership and operations.
- (c) Establish policies and procedures for tracking disaster operations, overtime and other associated costs.
- (d) Designate primary and alternate locations from which to establish internal direction and control of activities.
- (p) Make staff available, when requested by the City Lake Stevens Emergency Management Coordinator for appropriate training, planning, exercise design and emergency assignments, such as EOC operations.
- (q) Provide staffing to support the EOC operations, damage assessments and/or liaison with other agencies and organizations when requested by the EOC manager.
- (r) When indicated, activate internal emergency operational procedures. This includes internal communications, conducting roll-call and accountability of personnel, conducting damage assessment, evaluating needed resources, and continually communicating this and related information to the EOC.
- (s) Maintain current SOPs.
- (t) Process any applicable forms needed for personal or real property claims.
- (u) Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.

6. The City Department of Finance/Treasury/City Clerk should:

- (a) Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- (b) Remove and secure public records as necessary.
- (c) Provide personnel for other agencies or for damage assessment teams as needed.
- (d) Maintain current SOPs.

7. City Public Works should:

- (a) Maintain and/or repair major thoroughfares for emergency vehicles.
- (b) Provide refuse and/or debris removal or disposal.
- (c) Keep storm water systems operational.
- (d) Provide barricades and other traffic control equipment as needed.
- (e) Conduct windshield surveys within City limits.
- (f) Provide equipment and operators to assist in emergency situations.
- (g) Provide damage assessment reports.
- (h) Provide information on current road conditions.

- (i) Assess post-event serviceability of facilities and structures.
- (j) Assist with search and rescue operations.
- (k) Assist with establishing emergency power (hook up generators) to city facilities.
- (l) Provide equipment and operators to assist other agencies/departments with disaster responsibilities.
- (m) Provide information on road conditions and status.
- (n) Assist in the City of Lake Stevens EOC as requested.
- (o) Maintain current SOPs.

8. Lake Stevens Fire Protection District 8 Should:

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy fire resources for the protection of life, property, and the environment.
- (c) Prevent and suppress fires and mitigate hazardous material incidents.
- (d) Assist with search and rescue operations.
- (e) Conduct windshield survey within City limits.
- (f) Provide mutual aid, if requested and available.
- (g) Assist Police with alerting and warning, evacuation efforts, and traffic and crowd control as needed.
- (h) Collect and evaluate information about the incident and forward to the Emergency Operations Center (EOC).
 - Provide on-scene medical assistance.
 - Provide the field Incident Commander for:
 - Fire
 - Flood
 - Hazardous Materials
 - Earthquake
 - Downed Aircraft
 - Radiological Incidents
 - Industrial Accidents
 - Severe Weather
- (i) Provide damage assessment reports to the EOC.
- (j) Maintain current suggested operating guidelines for the department's disaster responsibilities.

9. Private Sector should:

- (a) Create business continuity plans in order to facilitate their ability to recover from incidents that impact their personnel and facilities.
- (b) Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- (c) Develop and exercise emergency plans before an incident occurs.
- (d) When appropriate, establish mutual aid and assistance agreements to provide specific response capabilities.

- (e) Provide assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.
- (f) Provide damage assessment reports to the EOC.

10. Citizens should:

- (a) Reduce hazards in and around their homes to lessen the amount of damage caused by an incident.
- (b) Prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to be self-sufficient following a disaster for a minimum of seven days and possibly longer.
- (c) Monitor emergency communications carefully to decrease their risk of injury, keep emergency routes open to response personnel, and diminish demands on landline and cellular communication.

11. Snohomish County DEM Should

- (a) Coordinate emergency activities of local participating cities in preparing and responding to a disaster.
- (b) Provide communications coordination for response agencies during a disaster.
- (c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except for mutual aid.
- (d) Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
- (e) Provide reconnaissance and field operations teams.
- (f) Provide public information and education as it pertains to disaster preparedness and response.
- (g) Coordinate the use of all available resources.
- (h) Send out regular countywide situational reports as it pertains to the incident and subsequent emergency support function activities.
- (i) Coordinate Countywide State and FEMA Public and Private Assistance programs.
- (j) Maintain current suggested operating procedures for Snohomish County Department of Emergency Management.

12. Public Utility District #1 of Snohomish County Should:

- (a) Restore Electrical Power on a priority basis.
- (b) Repair damaged generating facilities and equipment.
- (c) Remove downed electrical lines from roadways and other dangerous areas.
- (d) Restore water services in its area of responsibility.
- (e) Maintain communications and provide situational reports which will be sent to cities via Snohomish County DEM.

13. Williams Pipeline Should:

- (a) Notify the Lake Stevens Fire Protection District or EOC of a natural gas leak if discovered in the response area.

- (b) Contain or shut down the pipeline as expeditiously as possible in the event of a rupture or leak.
- (c) Maintain communications and provide situational reports to Lake Stevens EOC when requested.

V. DIRECTION, CONTROL, AND COORDINATION

Protection of life, property, the environment, and the economy within City of Lake Stevens are the primary concerns of City of Lake Stevens government. As such, City of Lake Stevens shall maintain control of its own operations. Tactical control of response operations rests with the Incident/Unified Command, while operational control will be exercised from the City of Lake Stevens EOC. Within Snohomish County, multi-jurisdictional coordination will be done from the Snohomish County DEM EOC which, when necessary, will request State and/or Federal assistance through the State of Washington EMD.

VI. INFORMATION COLLECTION & DISSEMINATION

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

Information collection and sharing format will normally be by Situation Report (SITREP), which is the standard established by the Washington State Emergency Management Division. Other formats may be used when appropriate.

The following table lists information requirements, sources, and reporting frequency common to emergencies and disasters. The list should not be considered all inclusive as other information may be required based on the situation.

Information Collection Matrix – General Requirements			
What is Needed	When Needed	Comes From	Reported To
Incident Summary	Immediately	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Incident Needs	Immediately	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Major Issues/Activities	Immediately	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Personnel Accountability	Within first two hours; Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Communications System Status	Within first two hours; Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Evacuation or Relocation	Within first two hours; Once each operational period thereafter	Incident Commander(s); Public	To municipal EOC to County EOC
Facility Damage Assessment	Within first four hours; Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Utility Status	Within first four hours; Once each operational period thereafter	Public Works, PUD, Public	To municipal EOC to County EOC
Transportation & movement damage assessment	Within first four hours; Once each operational period thereafter	Public Works, Public	To municipal EOC to County EOC
Department Continuity of Operations	Within first six hours; Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Shelter Requirements	Within first six hours; Once each operational period thereafter	Incident Commander(s); Red Cross; Public	To municipal EOC to County EOC
Causality Summary (deceased, missing, injured)	Within first six hours; Once each operational period thereafter	Fire; Police; Incident Commander(s); Public	To municipal EOC to County EOC
Status of disaster or emergency declarations	As soon as possible	Chief Elected Official	To County EOC

VII. COMMUNICATIONS

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Administration

1. All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:
 - (a) Situation Reports
 - (b) Proclamations of Emergency
 - (c) Requests for Assistance
 - (d) Damage Assessment Reports
2. Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).
3. Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

B. Financial Management

1. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:
 - (a) Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
 - (b) Municipal governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.
2. Records shall be kept so disaster related expenditures and obligations of the cities, and towns can be readily identified from regular or general programs and activities.
3. Disaster-related expenditures and obligations of the cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

4. Audits of the cities' and towns' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

C. Logistics

1. Each municipal department shall keep a current inventory of all resources (by NIMS resource typing):
 - (a) Resource may include but are not limited to heavy equipment, moving vans, milk trucks (for water), cold storage, construction supplies, veterinary resources, etc.
 - (b) This inventory shall be provided to Snohomish County DEM upon request and updated as necessary.
2. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law." (RCW 38.52.110 (1))

IX. PLAN DEVELOPMENT AND MAINTENANCE

D. Development

1. Any department or agency with assigned responsibilities under the CEMP may propose a change to the plan via the CEMP Suggestion Form. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating all proposed modifications to the CEMP with primary and support agencies and other stakeholders, as required.
2. After coordination has been accomplished, including receipt of the necessary signed approval supporting final change language, The City of Lake Stevens Emergency Management Coordinator will issue an official Notice of Change.
3. Once published, the change will be considered part of the CEMP for operational purposes pending a formal revision and reissuance of the entire document.

E. Maintenance

1. The City of Lake Stevens Comprehensive Emergency Management Plan will be updated as needed to incorporate new directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.
2. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating full reviews and updates of the CEMP every 4 years, or as needed. The review

and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies.

F. NIMS Integration

The City of Lake Stevens Emergency Management Coordinator is responsible for emergency management activities, utilizing the Incident Command System (ICS) / National Incident Management System (NIMS).

X. AUTHORITIES AND REFERENCES

The City of Lake Stevens Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

- A. Federal Civil Defense Act of 1950, as amended.**
- B. Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act".**
- C. Public Law 96-342, "Improved Civil Defense".**
- D. Public Law 99-49, "Superfund Amendments and Reauthorization Act of 1986".**
- E. RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures.**
- F. National Response Framework, dated Jan 2008**
- G. 44 CFR Emergency Management and Assistance**
- H. State of Washington CEMP, dated March 2003**
- I. Snohomish County CEMP, dated Aug 2009**
- J. Revised Code of Washington (RCW) Chapter 38.52, "Emergent Management"**
- K. Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program"**
- L. Washington Administrative Code (WAC) Chapter 118-30-60 WAC, "Emergency Plans"**
- M. Snohomish County Code (SCC) Chapter 2.36, Emergency Management**
- N. Lake Stevens Municipal Code (LSMC) Chapter 9.68, "Mayor's Emergency Powers"**

As appropriate, insert any city policy or procedure that you feel contributes to or references this Plan. Examples may include:

- *City ordinances --- Everyone*
- *Local purchasing and/or contracting guidance ---Barb Lowe*
- *Evacuation plans---Steve Edin*
- *Employee Family-Care Disaster Plans ---Steve Edin*
- *Volunteer policies --- Steve Edin*
- *Hazard Mitigation documents ---Mick Monken*
- *Debris Management plans ---Mick Monken*
- *Public information plans---Mick Monken/ Steve Edin*
- *Other authorities deemed appropriate*

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Appendix 1 – DEFINITIONS

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organism that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Common Program Control Broadcast Station: An element of the Emergency Broadcast System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

Consequence Management: FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

Crisis Management: The FBI defines crisis management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Damage Assessment: Estimation of damages made after a disaster has occurred which serves as the basis of the City administrator's request to the Governor for a declaration of emergency or major disaster.

Disaster Analysis: The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Disaster Assistance Center: A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

Emergency: "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 93-288)

Emergency Alert System: Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Protective Measures: Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or human caused.

Comprehensive Emergency Management Plan: A Plan prepared by city, county, municipal government, or a business owner in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Worker: Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

Major Disaster: "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion of other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby." (Public Law 93-288)

Standard Operating Procedures: A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

Terrorist Incident: The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Tsunami: A wave caused by a submarine disturbance, such as an earthquake or volcanic eruption.

Utility: Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Voluntary Organization: Any chartered or other wise duly recognized tax-exempt local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

City of Lake Stevens

Appendix 2 – ACRONYMS

ACCESS	A Central Computerized Enforcement Service System
ARC	American Red Cross
BPA	Bonneville Power Administration
CAP	Civil Air Patrol
CEMC	City Emergency Management Coordinator
CEMO	City Emergency Management Office
CEMP	Comprehensive Emergency Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CMNET	Comprehensive Emergency Management Network
COE	Corp of Engineers
CP	Command Post
CPCS	Common Program Control Station
CTED	Community Trade and Economic Development - Washington State
DAC	Disaster Assistance Council or Center
DHS	Department of Homeland Security
DEM	Department of Emergency Management - Snohomish County
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EM	Emergency Management
EMD	Emergency Management Division of Washington State
EMC	Emergency Management Coordinator
EMO	Emergency Management Office
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESCA	Emergency Services Coordinating Agency, South Snohomish County
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
HAZMAT	Hazardous Material
HIVA	Hazardous Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident command System
JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MAST	Military Assistance to Safety and Traffic
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NOAA	National Oceanic and Atmospheric Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer

RACES	Radio Amateur Civil Emergency Service
RCW	Revised Code of Washington
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SITREP	Situation Report
SOP	Standard Operating Procedure
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
USAR	Urban Search and Rescue

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Appendix 3 – AUTHORITIES & REFERENCE
(Published Separately)

Federal

National Response Framework (NRF) of 2008, as amended.
National Incident Management System (NIMS) of 2004, as amended.
Public Law 920, “Federal Civil Defense Act of 1950”, as amended
Public Law 93-288, “Disaster Relief Act of 1974” as amended by
PL 100-707, “Robert T. Stafford Disaster Relief and Emergency
Assistance Act”.
Public Law 96-342, “Improved Civil Defense”
Public Law 99-499, “Superfund Amendments and Reauthorization
Act (SARA) of 1986”.

State of Washington

Comprehensive Emergency Management Plan (CEMP) of 2003 as amended.
Hazard Identification and Vulnerability Analysis (HIVA) of 2009.
Revised Code of Washington (RCW) Chapter 38.52, “Emergency Management”.
Washington Administrative Code (WAC) Chapter 118-04 WAC, “Emergency
Worker Program”.

Snohomish County

Comprehensive Emergency Management Plan (CEMP) of 2009 as amended.
Hazard Identification and Vulnerability Analysis (HIVA) of 2004.
Natural Hazard Mitigation Plan of 2010.
Snohomish County Code (SCC) Chapter 2.36, “Emergency Management”.

City of Lake Stevens

Comprehensive Emergency Management Plan (CEMP) of 2013 as amended.

Other Federal, State, and County laws, mandates, or guidance as applicable

Note: The above list is not intended to be all encompassing - additional definitions, glossary, and reference material are part of most cited supporting publications.

City of Lake Stevens

Appendix 4 – TRAINING, DRILLS, & EXERCISES

I. PURPOSE

To provide a structure for evaluating the four principles of emergency management: preparedness, response, recovery and mitigation. Exercises are part of the preparedness phase. Undertake to prepare response and recovery efforts from the hazards that cannot be fully mitigated.

II. OPERATIONAL CONCEPTS

A. General

1. Preparedness education, training, and exercises are vital to facilitate the effectiveness of emergency plans and procedures.
2. Education and training of emergency response personnel takes place at all levels of government and in volunteer organizations to enhance decision-making capabilities.
3. The City of Lake Stevens will utilize all staff in designing, executing, and evaluating training, exercise, and drill for the public and private sectors. Snohomish County DEM Training Section can assist with this process.

A. Consists of the Preparedness Cycle

1. Planning
2. Training
3. Exercising

B. Assess the Needs

1. Community Hazards
2. New facilities, personnel, or equipment
3. Problems that keep reoccurring
4. New/updated Emergency Operation Plans
5. Skills that need practice
6. Role clarification

C. Define the Scope

1. Functions
2. Agencies and Personnel
3. Hazards
4. Geographical Area
5. Exercise Type

D. Statement or Purpose of Exercise

1. Goals of Exercise:

a. **Tabletop:**

- 1) Informal discussion of simulated emergency
- 2) No time pressures
- 3) Low stress
- 4) Evaluates Plans and Procedures
- 5) Resolves questions of coordination and responsibility

b. **Functional:**

- 1) Policy and Coordination personnel practice emergency response
- 2) Stressful, realistic simulation
- 3) Takes place in real-time
- 4) Emphasizes emergency functions
- 5) EOC is activated

c. **Full-Scale:**

- 1) Takes place in real-time
- 2) Employs real people and equipment
- 3) Coordinates many agencies
- 4) Tests several emergency functions
- 5) Activates the EOC
- 6) Produces high stress

2. Focus and Control of Exercise

3. Objectives of Exercise

E. Write Exercise Directive:

1. Invites and/or requires participation in exercise or drill
2. Written by Chief Elected Official
3. Serves as an announcement of the exercise
4. Directs participation of certain parties
5. Invites participation of other parties

F. Develop Objectives-SMART:

1. **Simple**-A good objective is simple and clearly phrased. It is brief and easy to understand.
2. **Measurable**-The objective sets the level of performance, so that the results are observable and you can tell when the objective has been reached. This doesn't necessarily mean you have to set a quantifiable standard.
3. **Achievable**-The objective should not be too tough to achieve. An exercise should be reasonable in light of the county or city resources.

should

4. **Realistic**-Even though an objective might be achievable, it might not be realistic given the exercise.
5. **Task-Oriented-Objectives** should focus on behaviors or procedures; they should relate to an individual emergency function.

G. Compose Introductory Narrative:

A who, what, why, where and when of the event.

H. Develop Major and Detailed Events in Scenario

I. List of Expectations

J. Develop Control Point

An expected action of a player is a prerequisite for the logical, successful completion of the exercise.

K. Prepare Problem Statements or Messages

L. Prepare Exercise Evaluation Form

M. Evaluate the Exercise

III. RESPONSIBILITIES – PARTICIPATING JURISDICTIONS

The City of Lake Stevens in coordination with Snohomish County DEM:

- A. Develop and initiate local training and education programs, exercise, and drills for executives, local government, emergency response personnel, school districts, emergency workers, private businesses and the general public.
- B. Develop special training programs that address your hazards.
- C. Provide training, drill, and exercise information in annual progress reports to Snohomish County DEM Training Division.
- D. Conduct various drills and exercises to validate training, plans, and procedures.

City of Lake Stevens

Appendix 5 – DISTRIBUTION

This Plan will be distributed to all participating city agencies, selected county, state, and federal government agencies, local fire district, the American Red Cross and other volunteer organizations, the Snohomish County Library System, private organizations, and any other interested parties or individuals.

This Plan is also available on the City of Lake Stevens website, located at <http://www.ci.lake-stevens.wa.us/>

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