

### City of Lake Stevens Mission Statement

The City of Lake Stevens' mission is not only to preserve the natural beauty that attracted so many of its citizens, but to enhance and harmonize with the environment to accommodate new people who desire to live here. Through shared, active participation among Citizen, Mayor, Council, and City Staff, we commit ourselves to quality living for this and future generations.

Growth in our community is inevitable. The City will pursue an active plan on how, when, and where it shall occur to properly plan for needed services, ensure public safety, and maintain the unique ambience that is Lake Stevens.

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**CITY COUNCIL REGULAR MEETING AGENDA**  
**Lake Stevens School District Educational Service Center (Admin. Bldg.)**  
**12309 22<sup>nd</sup> Street NE, Lake Stevens**  
**Monday, January 23, 2012 - 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:**
- OATHS OF OFFICE:** A. Oaths of Office for Councilmembers Suzanne Quigley and John Spencer.
- VOLUNTEER APPRECIATION:** A. Dan Ansbaugh – Planning Commission  
Tracy Stevens – Arts Commission  
Janet Lundquist – Library Board
- CONSENT AGENDA:** \*A. Approve January 2012 vouchers. Barb
- ACTION ITEMS:**
- A. Election of Council President and Vice-President.
  - \*B. Approve minutes of January 9, 2011 regular Council meeting. Norma
  - \*C. Approve Snohomish County Emergency Management Services Agreement. Randy
  - \*D. Lake Stevens Center Sub-Area Introduction Russ
- DISCUSSION ITEMS:** \*A. Boards/Commission liaison assignments.
- COUNCIL PERSON'S BUSINESS:**
- MAYOR'S BUSINESS:**
- STAFF REPORTS:**

**Lake Stevens City Council Regular Meeting Agenda**

**January 23, 2012**

**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  
 2012**

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

Payroll Direct Deposits	<b>905263-905321</b>	<b>\$130,358.36</b>
Payroll Checks	<b>32912</b>	<b>\$2,404.85</b>
Claims	<b>32911, 32913-32961</b>	<b>\$81,008.86</b>
Electronic Funds Transfers	<b>414-416</b>	<b>\$4,685.25</b>
Void Checks	<b>32877, 32872, 32886</b>	<b>(\$8,631.59)</b>
Tax Deposit(s)	<b>1/13/2012</b>	<b>\$46,448.91</b>
<b>Total Vouchers Approved:</b>		<b>\$256,274.64</b>

**This 23rd day of January 2012:**

\_\_\_\_\_

Mayor

\_\_\_\_\_

Councilmember

\_\_\_\_\_

Finance Director

\_\_\_\_\_

Councilmember

\_\_\_\_\_

Councilmember

\_\_\_\_\_

Councilmember



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## Direct Deposit Register

12-Jan-2012

Wells Fargo - AP

## Lake Stevens

### Direct Deposits to Accounts

12-Jan-2012	<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	\$3,358.50	414	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$848.25	415	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$478.50	416	Wells Fargo	121000248	4159656917
<b>Total:</b>			\$4,685.25		<b>Count:</b>	3.00	

### *Direct Deposit Summary*

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	3	\$4,685.25

### Pre-Note Transactions

# Detail Check Register

06-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>32911</b>	<b>06-Jan-12</b>	<b>13824</b>	<b>Wash Teamsters Welfare Trust</b>		<b>\$1,256.31</b>
01/01/12		Insurance Premiums		\$1,256.31	\$0.00
001010576802000		Parks - Benefits		\$48.86	
101016542002000		Street Fund - Benefits		\$537.42	
410016542402000		Storm Water - Benefits		\$670.03	
<b>Total Of Checks:</b>					<b>\$1,256.31</b>

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>32913</b>	<b>23-Jan-12</b>	<b>12949</b>	<b>ALPINE FIRE &amp; SAFETY SYS INC</b>		<b>\$43.17</b>
575473		first aid supplies	\$43.17	\$0.00	\$43.17
101016542003102		Street Fund Operating Costs	\$43.17		
<b>32914</b>	<b>23-Jan-12</b>	<b>105</b>	<b>Assoc. Of Washington Cities</b>		<b>\$571.00</b>
1/10/2012		2012 membership and random testi	\$571.00	\$0.00	\$571.00
101016542004100		Street Fund - Professional Ser	\$285.50		
410016542404101		Storm Water - Professional Ser	\$285.50		
<b>32915</b>	<b>23-Jan-12</b>	<b>13876</b>	<b>Bitco Software LLC</b>		<b>\$9,774.00</b>
414		2011-2012 Maint Fees	\$9,774.00	\$0.00	\$9,774.00
001007558004400		Planning - Advertising	\$9,774.00		
<b>32916</b>	<b>23-Jan-12</b>	<b>179</b>	<b>Blumenthal Uniforms</b>		<b>\$130.31</b>
894016-81		boots	\$130.31	\$0.00	\$130.31
001008521002600		Law Enforcment Clothing	\$130.31		
<b>32917</b>	<b>23-Jan-12</b>	<b>969</b>	<b>Business Card</b>		<b>\$3,163.35</b>
01/12 1056		Travel	\$113.36	\$0.00	\$113.36
001003513104300		Administration - Travel & Mtgs	\$58.35		
401070535004300		Sewer Utility - Travel & Mtgs	\$55.01		
01/12 1324		Supplies/Communications	\$340.19	\$0.00	\$340.19
001007558003100		Planning - Office Supplies	\$327.13		
001007558004200		Planning - Communication	\$13.06		
01/12 1411		Travel/Misc	\$225.19	\$0.00	\$225.19
001008521004300		Law Enforce - Travel & Mtgs	\$105.19		
001008521004900		Law Enforcement - Miscellaneou	\$120.00		
01/12 4949		Target	\$148.46	\$0.00	\$148.46
001008521003104		Law Enforcement-Operating Cost	\$148.46		
01/12 7750		Supplies	\$981.28	\$0.00	\$981.28
101016542003101		Street Fund Office Supplies	\$364.45		
101016542003102		Street Fund Operating Costs	\$65.69		
101016543504802		Facilities R&M (City Shop)	\$551.14		
01/12 8109		Supplies/Travel/Communications	\$1,354.87	\$0.00	\$1,354.87
001008521003100		Law Enforcement - Office Suppl	\$62.89		
001008521003104		Law Enforcement-Operating Cost	\$879.98		
001008521004200		Law Enforcement - Communicatio	\$400.00		
001008521004300		Law Enforce - Travel & Mtgs	\$12.00		
<b>32918</b>	<b>23-Jan-12</b>	<b>11952</b>	<b>Carquest Auto Parts Store</b>		<b>\$260.07</b>

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount	
2421-169829			auto parts	\$137.31	\$0.00	\$137.31
101016542004800			Street Fund - Repair & Mainten	\$68.66		
410016542404800			Storm Water - Repairs & Maint.	\$68.65		
2421-169856			auto parts	\$78.76	\$0.00	\$78.76
101016542004800			Street Fund - Repair & Mainten	\$39.38		
410016542404800			Storm Water - Repairs & Maint.	\$39.38		
2421-170019			auto parts	\$44.00	\$0.00	\$44.00
001008521004800			Law Enforcement - Repair & Mai	\$44.00		
<b>32919</b>	<b>23-Jan-12</b>	<b>274</b>	<b>City of Everett</b>			<b>\$3,720.00</b>
I11003719			Animal Billing	\$3,720.00	\$0.00	\$3,720.00
001008539004100			Code Enforcement - Professiona	\$3,720.00		
<b>32920</b>	<b>23-Jan-12</b>	<b>276</b>	<b>City Of Lake Stevens</b>			<b>\$35.05</b>
1/1/2012			Retainage	\$35.05	\$0.00	\$35.05
001007558004100			Planning - Professional Servic	\$1.15		
001007559004100			Building Department - Professi	\$1.15		
001008521004100			Law Enforcement - Professional	\$20.10		
001013519904100			General Government - Professio	\$5.75		
001013555504100			Community Center - Cleaning	\$4.60		
101016542004100			Street Fund - Professional Ser	\$1.15		
410016542404101			Storm Water - Professional Ser	\$1.15		
<b>32921</b>	<b>23-Jan-12</b>	<b>12004</b>	<b>CITY OF MARYSVILLE</b>			<b>\$300.00</b>
POLIN 11-0138			Medical Dec 2011	\$300.00	\$0.00	\$300.00
001008523005100			Law Enforcement - Jail	\$300.00		
<b>32922</b>	<b>23-Jan-12</b>	<b>290</b>	<b>Co-Op Supply</b>			<b>\$12.66</b>
208642			propane	\$12.66	\$0.00	\$12.66
001010576804800			Parks - Repair & Maintenance	\$12.66		
<b>32923</b>	<b>23-Jan-12</b>	<b>296</b>	<b>Code Publishing Co.</b>			<b>\$350.00</b>
39703			Web hosting 2012	\$350.00	\$0.00	\$350.00
001003514104100			City Clerks-Professional Servi	\$350.00		
<b>32924</b>	<b>23-Jan-12</b>	<b>13841</b>	<b>Comcast</b>			<b>\$105.95</b>
01/12 0443150			Internet	\$105.95	\$0.00	\$105.95

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001003513104200			Administration-Communications	\$2.12	
001003514104200			City Clerks-Communications	\$6.36	
001003516104200			Human Resources-Communications	\$2.12	
001003518104200			IT Dept-Communications	\$4.24	
001004514234200			Finance - Communications	\$4.24	
001007558004200			Planning - Communication	\$16.95	
001008521004200			Law Enforcement - Communicatio	\$61.45	
001010576804200			Parks - Communication	\$2.83	
101016542004200			Street Fund - Communications	\$2.82	
410016542404200			Storm Water - Communications	\$2.82	
<b>32925</b>	<b>23-Jan-12</b>	<b>13903</b>	<b>Crown Films/Custom Bioplastics</b>		<b>\$304.92</b>
80199			dog waste bags	\$304.92	\$0.00
410016531503104			DOE-G1100060 SW Capacity Exp	\$304.92	
<b>32926</b>	<b>23-Jan-12</b>	<b>9386</b>	<b>Crystal and Sierra Springs</b>		<b>\$277.67</b>
5249844010112			Bottled water	\$277.67	\$0.00
001007559003101			Building Department - Operatin	\$49.41	
001008521003104			Law Enforcement-Operating Cost	\$80.03	
001013519904900			General Government - Miscellan	\$49.41	
101016542003102			Street Fund Operating Costs	\$49.41	
410016542403102			Storm Water - Operating Costs	\$49.41	
<b>32927</b>	<b>23-Jan-12</b>	<b>13027</b>	<b>DEPARTMENT OF LICENSING</b>		<b>\$450.00</b>
14801-14829			Weapons permits	\$450.00	\$0.00
633008586000000			Gun Permit - State Remittance	\$450.00	
<b>32928</b>	<b>23-Jan-12</b>	<b>13912</b>	<b>Dept of Enterprise Servides</b>		<b>\$250.00</b>
18-1-56730			Co-op Mbrshp	\$250.00	\$0.00
001008521004900			Law Enforcement - Miscellaneou	\$250.00	
<b>32929</b>	<b>23-Jan-12</b>	<b>473</b>	<b>Electronic Business Machines</b>		<b>\$122.59</b>
072282			Monthly maint	\$122.59	\$0.00
001007558004800			Planning - Repairs & Maint.	\$61.30	
101016542004800			Street Fund - Repair & Mainten	\$61.29	
<b>32930</b>	<b>23-Jan-12</b>	<b>13455</b>	<b>Harbor Freight Tools</b>		<b>\$43.67</b>
02-00541313			Bottle jack	\$43.67	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$43.67	
<b>32931</b>	<b>23-Jan-12</b>	<b>12392</b>	<b>HERTZ EQUIPMENT RENTAL</b>		<b>\$243.51</b>
26042903-001			Concrete grinder rental	\$243.51	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$243.51	

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20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>32932</b>	<b>23-Jan-12</b>	<b>13232</b>	<b>Integra Telecom, Inc</b>		<b>\$861.36</b>
9218719		communications		\$861.36	\$0.00
					\$861.36
001003513104200		Administration-Communications		\$6.64	
001003514104200		City Clerks-Communications		\$7.75	
001003516104200		Human Resources-Communications		\$7.19	
001003518104200		IT Dept-Communications		\$18.81	
001004514234200		Finance - Communications		\$14.94	
001007558004200		Planning - Communication		\$55.23	
001007559004200		Building Department - Communci		\$36.87	
001008521004200		Law Enforcement - Communicatio		\$141.78	
001010575304200		Historical - Communications		\$36.87	
001013519904200		General Government - Communica		\$255.54	
001013555504200		Community Center-Communication		\$36.87	
101016542004200		Street Fund - Communications		\$120.26	
410016542404200		Storm Water - Communications		\$122.61	
<b>32933</b>	<b>23-Jan-12</b>	<b>13162</b>	<b>Jackelyn Eilert</b>		<b>\$300.00</b>
8/31-12/31/11		Flex spending reimb		\$300.00	\$0.00
					\$300.00
001000281000000		Payroll Liabilities		\$300.00	
<b>32934</b>	<b>23-Jan-12</b>	<b>13327</b>	<b>Jennifer Anderson</b>		<b>\$416.66</b>
1/1/12-1/31/12		Dep care Jan 2012		\$416.66	\$0.00
					\$416.66
001000281000000		Payroll Liabilities		\$416.66	
<b>32935</b>	<b>23-Jan-12</b>	<b>852</b>	<b>Lake Stevens Journal</b>		<b>\$154.10</b>
76580		advertising		\$107.20	\$0.00
					\$107.20
001007558004400		Planning - Advertising		\$107.20	
76581		advertising		\$46.90	\$0.00
					\$46.90
001007558004400		Planning - Advertising		\$46.90	
<b>32936</b>	<b>23-Jan-12</b>	<b>12751</b>	<b>LAKE STEVENS POLICE GUILD</b>		<b>\$876.00</b>
01/13/12		Union Dues		\$876.00	\$0.00
					\$876.00
001000281000000		Payroll Liabilities		\$876.00	
<b>32937</b>	<b>23-Jan-12</b>	<b>13147</b>	<b>LEIRA</b>		<b>\$155.00</b>
2012 dues		2012 memebership dues		\$155.00	\$0.00
					\$155.00
001008521004900		Law Enforcement - Miscellaneou		\$155.00	
<b>32938</b>	<b>23-Jan-12</b>	<b>13404</b>	<b>LexisNexis</b>		<b>\$271.55</b>
1420700-20111231		background		\$271.55	\$0.00
					\$271.55
001008521004100		Law Enforcement - Professional		\$271.55	

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
<b>32939</b>	<b>23-Jan-12</b>	<b>13774</b>	<b>Maltby Container &amp; Recycling</b>		<b>\$65.00</b>
21846			dump fees	\$65.00	\$0.00
				\$65.00	
101016542004800			Street Fund - Repair & Mainten	\$65.00	
<b>32940</b>	<b>23-Jan-12</b>	<b>12498</b>	<b>MARYSVILLE PRINTING</b>		<b>\$136.24</b>
10829			Orange labels	\$136.24	\$0.00
				\$136.24	
001008521003100			Law Enforcement - Office Suppl	\$136.24	
<b>32941</b>	<b>23-Jan-12</b>	<b>12725</b>	<b>MRSC</b>		<b>\$100.00</b>
AG10766			Roster dues	\$100.00	\$0.00
				\$100.00	
101016542004900			Street Fund - Miscellaneous	\$100.00	
<b>32942</b>	<b>23-Jan-12</b>	<b>13420</b>	<b>Norpoint Shooting and Tactical</b>		<b>\$3,665.25</b>
1/29/2011			2011 3rd-4th Qtr training	\$2,443.50	\$0.00
				\$2,443.50	
001008521004901			Law Enforcement - Staff Develo	\$2,443.50	
1/30/2011			2012 1st Qtr training	\$1,221.75	\$0.00
				\$1,221.75	
001008521004901			Law Enforcement - Staff Develo	\$1,221.75	
<b>32943</b>	<b>23-Jan-12</b>	<b>12684</b>	<b>NORTHWEST CASCADE INC.</b>		<b>\$218.00</b>
1-406111			Unit Rental	\$218.00	\$0.00
				\$218.00	
001010576804500			Parks - Equipment Rental	\$218.00	
<b>32944</b>	<b>23-Jan-12</b>	<b>13895</b>	<b>Puget Sound Data Systems</b>		<b>\$3,616.38</b>
21210			Switch for LE - grant funded	\$3,616.38	\$0.00
				\$3,616.38	
001008521006400			Law Enforcement - Capital Outl	\$3,616.38	
<b>32945</b>	<b>23-Jan-12</b>	<b>11869</b>	<b>PUGET SOUND ENERGY</b>		<b>\$494.27</b>
1/9/2012			Utilities	\$233.02	\$0.00
				\$77.67	
001010576804700			Parks - Utilities	\$77.67	
101016542004700			Street Fund - Utilities	\$77.67	
410016542404701			Storm Water Utilities	\$77.68	
1/9/2012b			Utilities	\$261.25	\$0.00
				\$87.08	
001010576804700			Parks - Utilities	\$87.08	
101016542004700			Street Fund - Utilities	\$87.08	
410016542404701			Storm Water Utilities	\$87.09	
<b>32946</b>	<b>23-Jan-12</b>	<b>858</b>	<b>Rotary Club of Lake Stevens</b>		<b>\$100.00</b>
19			2012 Semi Annual Dues	\$100.00	\$0.00
				\$100.00	
001008521004900			Law Enforcement - Miscellaneou	\$100.00	
<b>32947</b>	<b>23-Jan-12</b>	<b>13836</b>	<b>SCCFOA</b>		<b>\$30.00</b>

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
1/26/2012	Meeting 1/26/2012			\$30.00	\$0.00	\$30.00
001003514104300			City Clerks-Travel & Mtgs	\$16.00		
001004514234300			Finance - Travel & Mtgs	\$14.00		
<b>32948</b>	<b>23-Jan-12</b>	<b>13911</b>	<b>Sky Valley Towing</b>			<b>\$306.00</b>
12-00040	Evidence towing			\$306.00	\$0.00	\$306.00
001008521003104			Law Enforcement-Operating Cost	\$306.00		
<b>32949</b>	<b>23-Jan-12</b>	<b>12346</b>	<b>SNOHOMISH COUNTY AUDITOR</b>			<b>\$38,052.65</b>
I-VR-8	Voter Registration			\$38,052.65	\$0.00	\$38,052.65
001001511805101			Gen.Govent-Voter Registration	\$38,052.65		
<b>32950</b>	<b>23-Jan-12</b>	<b>13322</b>	<b>Snohomish County Cities</b>			<b>\$100.00</b>
2012 dues	2012 membership			\$100.00	\$0.00	\$100.00
001001511604901			Legislative - Prof. Developmen	\$100.00		
<b>32951</b>	<b>23-Jan-12</b>	<b>12961</b>	<b>SNOHOMISH COUNTY PUD</b>			<b>\$380.77</b>
123741659	Street Lights			\$338.65	\$0.00	\$338.65
101016542630000			Street Fund - Street Lighting	\$338.65		
160065967	Street Lights			\$42.12	\$0.00	\$42.12
101016542630000			Street Fund - Street Lighting	\$42.12		
<b>32952</b>	<b>23-Jan-12</b>	<b>1419</b>	<b>State Auditors Office</b>			<b>\$845.69</b>
L91519	09-10 Audit			\$845.69	\$0.00	\$845.69
001004514234100			Finance - Professional Service	\$845.69		
<b>32953</b>	<b>23-Jan-12</b>	<b>13800</b>	<b>Tab Products Co LLC</b>			<b>\$2,462.20</b>
2069473	Case files			\$2,462.20	\$0.00	\$2,462.20
001008521003100			Law Enforcement - Office Suppl	\$2,462.20		
<b>32954</b>	<b>23-Jan-12</b>	<b>13821</b>	<b>Terminix Commercial</b>			<b>\$59.73</b>
310967830	Pest control contract			\$59.73	\$0.00	\$59.73
001010576803100			Parks - Operating Costs	\$59.73		
<b>32955</b>	<b>23-Jan-12</b>	<b>1491</b>	<b>The Everett Herald</b>			<b>\$89.56</b>
101762131-12272011	Advertising			\$89.56	\$0.00	\$89.56
001007558004400			Planning - Advertising	\$89.56		
<b>32956</b>	<b>23-Jan-12</b>	<b>13858</b>	<b>Todd Kottsick</b>			<b>\$338.37</b>
1/13/2012	Nov PUD Reimb			\$338.37	\$0.00	\$338.37

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor			Check Amount
410016531503105		DOE - Milfoil - G1200110 Exp				\$338.37
<b>32957</b>	<b>23-Jan-12</b>	<b>13052</b>	<b>WABO</b>			<b>\$95.00</b>
7818 12		2012 membership dues		\$95.00	\$0.00	\$95.00
001007559004100		Building Department - Professi				\$95.00
<b>32958</b>	<b>23-Jan-12</b>	<b>13913</b>	<b>Washington Energy Services</b>			<b>\$71.00</b>
MC2011-99		Permit cancelled - refund MC2011-9		\$71.00	\$0.00	\$71.00
001000322001000		Building Permits				\$71.00
<b>32959</b>	<b>23-Jan-12</b>	<b>12761</b>	<b>WASHINGTON STATE PATROL</b>			<b>\$288.75</b>
I12004956		Background checks CPL		\$288.75	\$0.00	\$288.75
633008589000006		Gun Permit - FBI Remittance				\$288.75
<b>32960</b>	<b>23-Jan-12</b>	<b>12253</b>	<b>WFOA</b>			<b>\$50.00</b>
6779		SFOA Mbrshp 2012		\$50.00	\$0.00	\$50.00
001004514234900		Finance - Miscellaneous				\$50.00
<b>Total Of Checks:</b>						<b>\$74,757.45</b>

# Detail Check Register

20-Jan-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
<b>32961</b>	<b>23-Jan-12</b>	<b>13896</b>	<b>eFileCabinet</b>			<b>\$4,995.10</b>
Software		eFilecabinet Software		\$4,995.10	\$0.00	\$4,995.10
001008521006400		Law Enforcement - Capital Outl		\$4,995.10		
				<b>Total Of Checks:</b>		<b>\$4,995.10</b>



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

Monday, January 9, 2012  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

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

COUNCILMEMBERS PRESENT: Todd Welch, Kathy Holder, Kim Daughtry, Marcus Tageant, and Neal Dooley

COUNCILMEMBERS ABSENT: Suzanne Quigley and John Spencer

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Cheryl Beyer, Planning Director Becky Ableman, Finance Director/Treasurer Barb Lowe, Human Resource Director Steve Edin, Senior Planner Russ Wright, Police Chief Randy Celori, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Matt Carlman

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

**Guest Business.** Matt Carlman, 1421 77<sup>th</sup> Drive SE, commented that an accident involving his family was not handled professionally by the Police Department. Mr. Carlman requested a full investigation. Police Chief Celori suggested Mr. Carlman contact the State Patrol or County Sheriff's Office.

**Oaths of Office.** City Clerk Scott swore in Mayor Little and new Councilmember Welch.

**Consent Agenda.** Councilmember Tageant (A. Approve December 2011 vouchers [Payroll Direct Deposits 905137-905262 for \$252,869.03, Payroll Checks 3297, 32801-32802 for \$4,904.05, Claims 32798-32899, 32909-32910 for \$210,571.12, Electronic Funds Transfer 404-407 for \$14,521.92, Void Checks 32746, 32717, 32781 for deduct of \$359.33, Tax Deposits 12.15.11, 12.30.11 for \$86,158.84 for total vouchers approved of \$568,665.63], B. Approve January 2012 vouchers [Claims 32900-32908 for \$266,772.70, Electronic Funds Transfers 404-413 for \$137,156.18 for Total Vouchers Approved of \$403,928.88], C. Approve Revised Professional Services Agreement for Child Interviewing Specialist Services with Dawson Place), seconded by Councilmember Holder; motion carried unanimously. (5-0-0-2)

**Public Hearing and consideration of Ordinance No. 867, extending the moratorium temporarily restricting dispensaries and collective gardens relating to medical marijuana.** City Clerk Scott read the public hearing procedure. Senior Planner Wright requested the six month extension to prepare regulations and specific zones for collective gardens.

**Public comments.** None

**MOTION:** Councilmember Dooley moved to close the public comment portion of the hearing, seconded by Councilmember Holder; motion carried unanimously. (5-0-0-2)

**MOTION:** Councilmember Daughtry moved to close the public hearing, seconded by Councilmember Tageant; motion carried unanimously. (5-0-0-2)

**MOTION:** Councilmember Holder moved to authorize 867 amending Ordinance No. 858 and extending the moratorium prohibiting the establishment of medical marijuana / cannabis dispensaries and collective gardens for an additional six months, seconded by Councilmember Tageant; motion carried unanimously. (5-0-0-2)

**Approve minutes of November 28, 2011 regular Council meeting.** Councilmember Holder noted that on the bottom of Page 66 the motion on docks should have Councilmember Dooley voting no.

**MOTION:** Councilmember Dooley moved to approve minutes of November 28, 2011 Council meeting with correction on bottom of Page 66 that he voted no on the motion that Quigley made on docks, seconded by Councilmember Daughtry; motion carried with Councilmember Welch abstaining. (4-0-1-2)

**Approve minutes of December 12, 2011 regular Council meeting.** Councilmember Holder noted that on Page 69 the word "questionable" should read "questioned".

**MOTION:** Councilmember Daughtry moved to approve with the noted change of questionable to questioned on the December 12 minutes, seconded by Councilmember Holder; motion carried with Councilmembers Welch and Tageant abstaining. (3-0-2-2)

**First and final reading of Ordinance No. 868, collection agency.** Finance Director/Treasurer Lowe noted the City has never used a collection agency. The City can charge a reasonable fee, payable by the debtor, to the outstanding debt owed without incurring additional cost to the City. The agency that the City is recommending requires only a 25% contingency fee, which is being set by this ordinance. The maximum contingent fee set by statute is 50% of the first \$100,000 of unpaid debt and up to 35% of the debt over \$100,000.

**MOTION:** Councilmember Holder moved to approve Ordinance No. 868, seconded by Councilmember Dooley; motion carried unanimously. (5-0-0-2)

**Approve contract with Evergreen Professional Recoveries as collection agency.** Finance Director/Treasurer Lowe noted that most of the outstanding balances owed are considered small. Four collection agency proposals were reviewed. Several cities use Evergreen who has the lowest collection fee.

**MOTION:** Councilmember Tageant moved to authorize the Mayor to sign the professional services agreement with Evergreen Professional Services, Inc. for debt collection services, seconded by Councilmember Daughtry; motion carried unanimously. (5-0-0-2)

**SEPA code amendments update.** Senior Planner Wright noted the current City code was adopted in 1992 with limited updates. The current code will be updated to match a model ordinance and authorize use of planned actions where the City can do upfront environmental

review. The next step is a public hearing before the Planning Commission. The plan is to adopt the new SEPA code in mid March.

**Lake Stevens Center Subarea Plan Draft Environmental Impact Statement briefing.**

Planning Director Ableman commented there is a public meeting this Thursday at 6:00 p.m. at the Fire District to introduce the draft EIS to the public. On January 23<sup>rd</sup> the subarea plan itself should be presented. Senior Planner Wright reviewed the EIS for Lake Stevens Center subarea which included objectives, scope of environmental review, alternatives, summary of impacts, and mitigation measures.

The 20<sup>th</sup> Street subarea will be presented in about 2-3 weeks.

**Boards/Commission liaison assignments.** The assignments will be discussed at the January 23 meeting. Councilmember Daughtry will continue with SCCIT.

**Council Person's Business:** Councilmembers reported on the following: Councilmember Daughtry – Chamber breakfast.

**Mayor's Business:** Mayor Little will be attending the legislative conference in Olympia at the end of month.

**Staff Reports:** Staff reported on the following: City Administrator Berg – reviewed the new monthly expense sheets for Council.

**Executive Session.** At 7:56 p.m. Mayor Little called for an executive session on four potential litigation items for 20 minutes with no action to follow beginning 8:00 p.m. At 8:20 p.m. the executive session was extended with no public present outside the Chamber. The executive session ended at 8:27 p.m.

**Adjourn.** Councilmember Daughtry moved to adjourn at 8:27 p.m., seconded by Councilmember Dooley; motion carried unanimously. (5-0-0-2)

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Vern Little, Mayor

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



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 1/23/12

**Subject:** Interlocal Agreement for Emergency Management Services between Snohomish County and the City of Lake Stevens.

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**Contact Person/Department:** Chief Randy W. Celori      **Total Budget Impact:** 2012 \$30,506

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign the "Interlocal Agreement for Emergency Management Services" with Snohomish County.

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**SUMMARY/BACKGROUND:**

The City of Lake Stevens contracts for coordinated emergency management services through our current Interlocal Agreement with Snohomish County. The purpose of this agreement is to provide economical mechanism for administration and coordination of County and City emergency management programs. The term of this agreement begins on 1/1/12 and expires on 12/31/13. The City is represented on the DEM Advisory Board by the Mayor and Chief Celori. There are thirteen other jurisdictions who participate in this emergency management organization. Those cities are identified in Attachment B of the Interlocal Agreement.

The joint Department of Emergency Management was originally established in 1973. In 2005, the Board of Directors for the Department of Emergency Management unanimously voted to dissolve DEM on January 1, 2006. At this time, the City of Everett and Monroe withdrew from DEM and the City of Lake Stevens along with several other cities opted to enter into an agreement with Snohomish County for emergency management services.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:**

The 2012 Per Capita Rate is the 2011 Per Capita Rate (\$1.059) adjusted by the change in CPI-W from April 2010 to April 2011, 2.1%.

The 2012 fees are based on the April 1, 2011 population estimate and the 2012 Per Capita Rate (\$1.0814)

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**ATTACHMENTS:**

► Exhibit A: Interlocal Agreement for Emergency Management Services between Snohomish County and the City of Lake Stevens.

After recording return to:

Office of the Executive  
Snohomish County  
3000 Rockefeller Avenue, M/S 307  
Everett, WA 98201

INTERLOCAL AGREEMENT FOR  
EMERGENCY MANAGEMENT SERVICES

THIS AGREEMENT (the "Agreement") is entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, by and between Snohomish County, a political subdivision of the State of Washington (hereinafter referred to as "County"), and the City of Lake Stevens, a municipal corporation of the State of Washington (hereinafter referred to as "City").

WHEREAS, the County has established the Snohomish County Department of Emergency Management (hereinafter "SCDEM") as an emergency management agency within County government pursuant to Chapter 2.36 SCC; and

WHEREAS, the County, acting through SCDEM, operates as a local organization for emergency management in accordance with relevant comprehensive emergency management plans and programs pursuant to Chapter 38.52 RCW; and

WHEREAS, the City and the County have previously contracted for coordinated emergency management services through the Interlocal Agreement for Emergency Management Services dated December 28, 2009; and

WHEREAS, the County and City believe that it is in the public interest to continue to provide and coordinate emergency management services as provided herein;

NOW, THEREFORE, the County and City hereby agree as follows:

1. Purpose. The purpose of this Agreement is to provide an economical mechanism for administration and coordination of County and City emergency management programs and thereby to protect the public peace, health, and safety and to preserve the lives and property of the people of the County and City.

2. Term. The term of this Agreement shall commence at 12:01 a.m. on the 1st day of January 2012, and expire at midnight on the 31st day of December 2013. This Agreement is subject to termination prior to its expiration date pursuant to Section 3.

3. Termination; Notice. If either party determines that it wishes to terminate this Agreement prior to its expiration, it shall provide written notice to the other by no later

than June 15 of the year of termination. Termination pursuant to such notice may not occur prior to December 31st of the calendar year in which notice is given.

4. Definitions. The following definitions shall apply to this Agreement:

A. "Advisory Board" means the SCDEM Advisory Board established pursuant to SCC 2.36.100.

B. "City" means the City of Lake Stevens.

C. "County" means Snohomish County.

D. "Director" means the Director of SCDEM appointed pursuant to SCC 2.36.060.

E. "Emergency management" means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress. It does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack.

F. "Emergency or disaster" means an event or set of circumstances which: (a) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (b) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

5. Emergency Management Services. The County shall provide emergency management services, as described herein, to the City during the term of this Agreement in accordance with Chapter 38.52 RCW. The County will endeavor to provide the services described in its comprehensive emergency management plan and as further described in Attachment A, which is attached and incorporated herein, subject to the limitations provided for in Paragraph 9.

6. Compensation. It is the intent of the parties that the City pays the costs of emergency management services provided by the County pursuant to this Agreement, including reasonable operation and maintenance costs, through service charges as established by this Agreement.

For 2012, the City shall pay annual service charges to the County at the rate of \$1.08 per capita based on the City's population number from the Office of Financial Management (OFM) *April 1, 2011 estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington*, as set forth in Attachment B.

The service charges to be paid by the City shall be adjusted January 1, 2013, as follows: (1) the 2013 per capita rate shall be the 2012 per capita rate adjusted by the amount of the change in the B.L.S. Consumer Price Index – Urban Wage Earner (CPI-W) for the Seattle-Tacoma-Bremerton area for the period from April 2011 to April 2012; and (2) the 2013 service charges shall be based on the City's population number from the Office of Financial Management (OFM) *April 1, 2012 estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington*.

By July 10, 2012, the County shall issue a revision to Attachment B to reflect the City's population number from the Office of Financial Management (OFM) *April 1, 2012 estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington* and resulting actual service charges for 2013

Payments are due and payable quarterly on January 31, April 30, July 31, and October 31st.

7. Advisory Board. The City shall be entitled during the term of this Agreement to representation on the SCDEM Advisory Board established by SCC 2.36.100. The duties of the Advisory Board are set forth in SCC 2.36.130, as it now exists or is hereafter amended. A copy of SCC 2.36.130 in effect on the date of execution of this Agreement is attached hereto as Attachment C.

8. Privileges and immunities. Whenever the employees of the County or City are rendering outside aid pursuant to the authority contained in RCW 38.52.070 and 38.52.080(1), such employees shall have the same powers, duties, privileges, and immunities as if they were performing their duties in the County or City in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege, or immunity afforded the County or City in Chapter 38.52 RCW.

9. No warranty/rights of third parties. Notwithstanding any other provision of this Agreement, the emergency management services provided for herein shall be provided without warranty of any kind, including but not limited to the sufficiency or adequacy of the actions of the parties in response to an emergency or disaster or for support of search and rescue operations with regard to any person or property in distress. This Agreement confers no rights upon third parties.

10. Hold harmless and indemnification. Except in those situations where the parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each party shall protect, defend, hold harmless and indemnify the other party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature



16. Recording. This Agreement shall be recorded by the County with the Snohomish County Auditor.

DATED this \_\_\_ day of \_\_\_\_\_, 2012.

**CITY OF LAKE STEVENS**

**SNOHOMISH COUNTY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Snohomish County Executive

Attest:  
  
\_\_\_\_\_

Attest:  
  
\_\_\_\_\_

Approved as to form:  
  
\_\_\_\_\_

**CONTRACT TEMPLATE ONLY  
REVIEWED AND APPROVED:  
Gordon W. Sivley 11-28-11  
Deputy Prosecuting Attorney**

\_\_\_\_\_  
City Attorney

**Interlocal Agreement**  
**Attachment A**

**Section A.**

**AUTHORITIES**

The County shall operate and have emergency powers as authorized by RCW 38.52.070 and exercise disaster control and coordination through its Department of Emergency management (DEM).

**Section B.**

**EMERGENCY MANAGEMENT ORGANIZATION**

1. Provide an emergency management organization compliant with state and federal guidelines, adhering to the commonly practiced principles of emergency management and utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS). The organization will coordinate emergency management activities in order to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural or man-made disasters.
2. In order to support cities and/or incident commanders during disasters, as defined by RCW 38.52.010(6) or as declared by the Governor of the State of Washington, DEM will activate the Snohomish County Emergency Operations Center (EOC).

There are three levels of activation of the Snohomish County EOC:

Level I activation involves minor emergencies and the EOC will be primarily staffed from existing emergency management personnel and resources.

Level II activation involves incidents that have special characteristics requiring response by multiple county departments and partner agencies. It requires the acquisition and/or use of special resources. This level of activation will require support from selected Emergency Support Functions (ESF) and may include overnight operation.

Level III activation involves extraordinary incidents that require the coordinated response of all levels of government and emergency services in order to save lives and protect property. This level activation will require 24/7 operation and utilization of all ESF personnel.

The level of EOC activation depends on the situation and the need for coordination and support. The EOC may be activated upon a request from outside agencies such as fire districts, public safety answering points (dispatch centers) or other local governments to support their operations, but the decision to activate the EOC is made by either the

Director of the Department of Emergency Management (DEM), the Response and Recovery (R&R) Division or the appropriate designee in the DEM line of succession.

3. Under the provisions of Chapter 38.52 RCW, the County will initiate, through the County Executive, a Declaration of Emergency when it determines that a public disorder, disaster, energy emergency, or riot exists which affects the life, health, property or public peace.

### **Section C.**

#### **PERSONNEL**

1. DEM is structurally organized, staffed, and trained to provide emergency management functions via a strategic means.

2. When requested and when practicable, DEM will deploy liaison(s) to cities to directly assist with incident management leadership, technical support and assistance, and/or use of mobile assets. During activation of the EOC, DEM may request that cities deploy liaisons to the EOC at Paine Field to, among other things, enhance communication between the EOC and the incident site(s).

### **Section D.**

#### **EMERGENCY COMMUNICATION**

1. DEM will endeavor to minimize injury, death, and destruction by utilizing traditional communication means to warn and provide information and instruction to the general public regarding impending or occurring disasters.

2. DEM and participating cities will utilize communication protocols and guidance established in the Snohomish County Comprehensive Emergency Management Plan (CEMP). DEM will provide participating cities with training and information or technical assistance to endeavor to ensure communications compatibility and effectiveness during a crisis.

### **Section E.**

#### **RESOURCES AND EQUIPMENT**

1. DEM will provide, through the Snohomish County EOC and under the guidelines of NIMS and ICS, for the utilization of resources in efforts to minimize the effects of disasters.

2. DEM will request assistance for cities as needed through established emergency management protocols, from the County to State, State to Region, and Region to National levels.

3. DEM will, through an ongoing process, identify and “type” according to federal and state standards appropriate County resources and assets, including those located within participating city jurisdictions. DEM will maintain the list for disaster response purposes and it shall be available for participating cities to review at their request when *For Official Use Only (FOUO)*. RCW 42.56.420(1).

#### **Section F.**

#### **PLANNING, TRAINING, AND EXERCISE SERVICES**

1. DEM, through the Training and Exercise Officer, will coordinate with participating cities to develop training and exercise programs to assist Snohomish County’s citizens, governments, and government leaders to become better prepared for disasters.
2. DEM will develop, maintain, and distribute a master list of available training and exercise opportunities for participating cities.
3. DEM will provide technical assistance and guidance for participating cities on federal and/or state requirements regarding emergency management training and exercises and how best to meet said requirements. When feasible and where cost effective, DEM will directly provide training for participating cities. When DEM is not able to provide direct training, DEM will assist cities to seek necessary funds to accomplish required or desired training.
4. DEM shall provide for participating cities current templates and technical assistance for development of the local Comprehensive Emergency Management Plan (CEMP) where required and/or the Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).
5. DEM will provide technical support and assistance for the development of Public Information plans in participating cities. DEM will, through Emergency Support Function 15 (ESF-15), work to develop a protocol for operation of a Joint Information Center (JIC) between the County and participating cities as needed during disasters.

#### **Section G.**

#### **DISASTER RECOVERY and MITIGATION**

1. DEM will assist participating cities in the recovery process as defined in Public Law 93-288, as amended, the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*. When specifically requested, DEM will provide strategic and technical leadership and, where necessary and practicable, training for participating cities to successfully recover from disasters.
2. DEM will coordinate with participating cities and the Snohomish County Public Works Solid Waste Division to activate and operate the disaster debris recovery mission. The County’s Disaster Debris Management Plan



## ATTACHMENT B

### Service Fees by Participating Jurisdiction and Year

2010 Service Fees			
Jurisdiction	April 1, 2009 Population Est. <sup>1</sup>	2010 Per Capita Rate <sup>2</sup>	2010 Fees <sup>3</sup>
Arlington	17,150	\$1.06	18,110
Darrington	1,505	\$1.06	1,589
Gold Bar	2,150	\$1.06	2,270
Granite Falls	3,375	\$1.06	3,564
Index	155	\$1.06	164
Lake Stevens	14,800	\$1.06	15,629
Marysville	37,530	\$1.06	39,632
Snohomish	9,145	\$1.06	9,657
Stanwood	5,590	\$1.06	5,903
Sultan	4,555	\$1.06	4,810
Tulalip Tribes <sup>10</sup>	4,020	\$1.06	4,245
<b>Total</b>	<b>99,975</b>		<b>105,574</b>

2011 Service Fees			
Jurisdiction	April 1, 2010 Population Est. <sup>4</sup>	2011 Per Capita Rate <sup>5</sup>	2011 Fees <sup>6</sup>
Arlington	17,280	\$1.06	18,302
Darrington	1,505	\$1.06	1,594
Gold Bar	2,175	\$1.06	2,304
Granite Falls	3,375	\$1.06	3,575
Index	165	\$1.06	175
Lake Stevens	26,670	\$1.06	28,248
Marysville	58,040	\$1.06	61,474
Monroe	16,680	\$1.06	17,667
Snohomish	9,320	\$1.06	9,871
Stanwood	5,705	\$1.06	6,043
Sultan	4,570	\$1.06	4,840
Tulalip Tribes <sup>10</sup>	4,094	\$1.06	4,336
Stillaguamish Tribe <sup>11</sup>	232	\$1.06	246
<b>Total</b>	<b>149,811</b>		<b>158,675</b>

2012 Service Fees			
Jurisdiction	April 1, 2011 Population Est. <sup>7</sup>	2012 Per Capita Rate <sup>8</sup>	2012 Fees <sup>9</sup>
Arlington	17,930	\$1.08	19,390
Darrington	1,345	\$1.08	1,454
Gold Bar	2,060	\$1.08	2,228
Granite Falls	3,370	\$1.08	3,644
Index	180	\$1.08	195
Lake Stevens	28,210	\$1.08	30,506
Marysville	60,660	\$1.08	65,598
Monroe	17,330	\$1.08	18,741
Snohomish	9,200	\$1.08	9,949
Stanwood	6,220	\$1.08	6,726
Sultan	4,655	\$1.08	5,034
Tulalip Tribes <sup>10</sup>	4,183	\$1.08	4,523
Stillaguamish Tribe <sup>11</sup>	240	\$1.08	260
<b>Total</b>	<b>155,583</b>		<b>168,247</b>

<sup>1</sup>Source: State of Washington, Office of Financial Management, April 1, 2009 Estimates; see "Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues" Table

<sup>2</sup>The 2010 Per Capita Rate is the 2009 Per Capita Rate (\$1.048) adjusted by the change in CPI-W from April 2008 to April 2009, 0.08%.

<sup>3</sup>The 2010 fees are based on the April 1, 2009 population estimate and the 2010 per capita rate (\$1.056).

<sup>4</sup>Source: State of Washington, Office of Financial Management, April 1, 2010 Estimates; see "Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues" Table

<sup>5</sup>The 2011 Per Capita Rate is the 2010 Per Capita Rate (\$1.056) adjusted by the change in CPI-W from April 2009 to April 2010, .3%.

<sup>6</sup>The 2011 fees are based on the April 1, 2010 population estimate and the 2011 per capita rate (\$1.059).

<sup>7</sup>Source: State of Washington, Office of Financial Management, April 1, 2011 Estimates; see "Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues" Table

<sup>8</sup>The 2012 Per Capita Rate is the 2011 Per Capita Rate (\$1.059) adjusted by the change in CPI-W from April 2010 to April 2011, 2.1%.

<sup>9</sup>The 2012 fees are based on the April 1, 2011 population estimate and the 2012 per capita rate (\$1.0814).

<sup>10</sup>The Tulalip Tribes population numbers will be obtained from the Tulalip Tribes Enrollment Department once every year.

<sup>11</sup>The Stillaguamish Tribe population numbers will be obtained from the Stillaguamish Tribe Enrollment Officer once every year.

## **ATTACHMENT C**

### **2.36.130 Duties of the advisory board.**

- (1) The board shall serve in an advisory capacity and have the power to make recommendations to the county.
- (2) The board shall advise the director of emergency management in recommending to the executive, actions on the following:
  - (a) Emergency management plans;
  - (b) The department's budget;
  - (c) Rate schedules for emergency management service charges paid by contracting agencies;
  - (d) Grant applications and utilization of awarded grant funds; and
  - (e) Other matters as requested by the county executive or the director.



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** January 23, 2012

**Subject:** Draft Subarea Plan

**Contact Person/Department:** **Russ Wright**, Senior Planner  
**Rebecca Ableman**, Planning &  
Community Development Director

**Budget Impact:** Existing  
Contract for  
Consultant  
Services

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** No Council action needed regarding the subarea plan at this time, but staff is requesting that Council provide direction on a subarea name.

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**SUMMARY:**

Introduction to Lake Stevens Center Subarea Plan and discussion of subarea name

**BACKGROUND/HISTORY:**

1. One of the key pieces of the city's subarea planning process is the preparation of the plan. The subarea plan provides an overview of the planning process, existing conditions, and plan objectives. The subarea plan also identifies specific goals and policies that will establish a framework for future development regulations, following the selection a preferred land use alternative. The primary topics covered in the subarea plan include Community Character, Housing, Land Use, Transportation, Sustainability, and Public Amenities. In addition, the subarea plan includes a section that discusses and graphically depicts building typologies (typical building form for different uses) and a layered street network. The final sections will provide implementation tasks and technical appendices that will include the development regulations, capital improvements, and design standards and guidelines.
2. The second part of tonight's discussion relates to naming the subarea. A key recommendation provided by the consultant team and a goal of the City is to establish a unique name for the subarea reflective of the area's history, geography, or another distinctive feature. Establishing a unique name will create a sense of identity for the subarea and help promote future development opportunities. Conceptually, the Leland Consulting Group proposed the name of West Lake Gateway and the LMN team has suggested that we consider calling the area Lake View Village. Staff views these suggestions as a starting point, but believes that the proposed names do not create an exceptional identity for the subarea. Staff has reached out to the community at different venues to solicit public input and received limited response. Staff plans to consult with the Historic Society and consultants again for additional recommendations. Staff is seeking suggestions or direction from Council to help establish criteria for a final name. Council would make a decision on the permanent name before final documents are prepared to incorporate the area's name and possibly develop gateway and signage concepts.

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**APPLICABLE CITY POLICIES:** Subarea plan to the Comprehensive Plan pursuant to RCW 36.70A.080 (Growth Management Policy Act – Optional Elements) and Environmental Impact Statements pursuant to WAC 197-11, Part Four and Chapter 16.16 LSMC (State Environmental Policy Act - Environmental Impact Statements)

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**BUDGET IMPACT:** There is not an immediate budget effect; the subarea plan and environmental review process are subject to existing service contracts.

---

**Attachments:**

DRAFT Subarea Plan

*A great place to  
▲live ▲shop ▲visit*

## Lake Stevens Center



## Subarea Plan

DRAFT JANUARY 2012

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## I. Introduction

### A. Planning Process

The Lake Stevens Center subarea plan is a key tool for the city to revitalize and expand its core retail area. Specifically the plan will create a framework to refine the area's land uses and zoning; analyze required improvements to the street network and other capital facilities; establish a vision for upgrading the aesthetic environment; and to help attract new businesses and residents. The plan's vision for revitalization provides the foundation for developing a planned action, establishing regulations and standards, and identifying desired outcomes necessary to realize the overall vision for the Lake Stevens Center and direct its subsequent redevelopment. Additionally, the plan will provide conceptual guidance as to the intent of subsequent regulations and actions.

The subarea planning process for the Lake Stevens Center grew out of a vision expressed in the City's Comprehensive Plan to establish concentrated growth centers to receive the majority of future employment, retail, and housing growth. The City had a consultant team prepare separate economic assessment and economic development reports (Leland Consulting Group & LMN Architects, 2011a and 2011b). The economic assessment evaluated the opportunities and constraints associated with each growth center. For the Lake Stevens Center, the assessment identified the potential to improve and upgrade the center's appearance and circulation in the near-term, which would set the stage for added and revitalized retail, office, and residential development over the long term. The Economic Development Strategy identified that significant retail "leakage" was occurring (i.e., consumers were travelling outside the City for retail purposes) and that the City has an opportunity to attract new retail development and capture this retail spending based on its demographics, location and quality of life.

In early 2011, the city initiated a public outreach and visioning effort to solicit opinion and comment from different stakeholders including the public, business interests, elected and appointed officials, and affected agencies through several public workshops and open houses (illustrated in Figure 1.1). Stakeholder comments have guided the plan's formation and focus. Concurrently, the city has been developing a Planned Action Environmental Impact Statement that analyzes s potential impacts of the plan on the built and natural environment and outlines appropriate mitigation for identified impacts. The Planned Action will set the parameters for future development and provide a streamlined permitting process.



Figure 1.1 Public meeting

## B. Plan Area

Lake Stevens Center encompasses approximately 359 acres of land centered across the intersection of highways SR-9 and SR-204, as shown in Figure 1.2. The study area extends to Lundeen Park Way on the north and west, 2<sup>nd</sup> Street SE on the south, and Springbrook Road, 98<sup>th</sup> Drive and 103<sup>rd</sup> Ave NE on the east. The study area lies atop a relatively level terrace. The land east of the study area slopes toward Lake Stevens and the land to the west slopes toward Ebey Slough. Scenic elements include the Olympic Mountains to the west, Lake Stevens and the Cascades to the east, and the Cascades to the north.

## C. Purpose & Authority

To help realize its economic strategy, the City is developing a subarea plan for the Lake Stevens Center, as authorized under the Revised Code of Washington (RCW) 36.70A.080, to promote balanced development in this growth center and to support the revitalization of the City's core retail area. The City will adopt the subarea plan as a supplementary document to the City's Comprehensive Plan. The subarea plan will identify the land use goals and policies for the area that in turn will frame the regulatory development regulations attached as appendices. The plan will also be the primary mechanism to identify actions and capital investments necessary to implement the plan. The City will adopt the Lake Stevens Center Subarea Plan in accordance with the Lake Stevens Comprehensive Plan and incorporate associated regulations as part of the municipal code. The City will also adopt subarea plan as a planned action. A planned action is a tool that cities can use to provide regulatory certainty and encourage economic development, as allowed under the State Environmental Policy Act (RCW 43.21C.031 and WAC 197-11-164). Performing early environmental review as part of a subarea plan will streamline SEPA review for subsequent projects that are consistent with the plan.

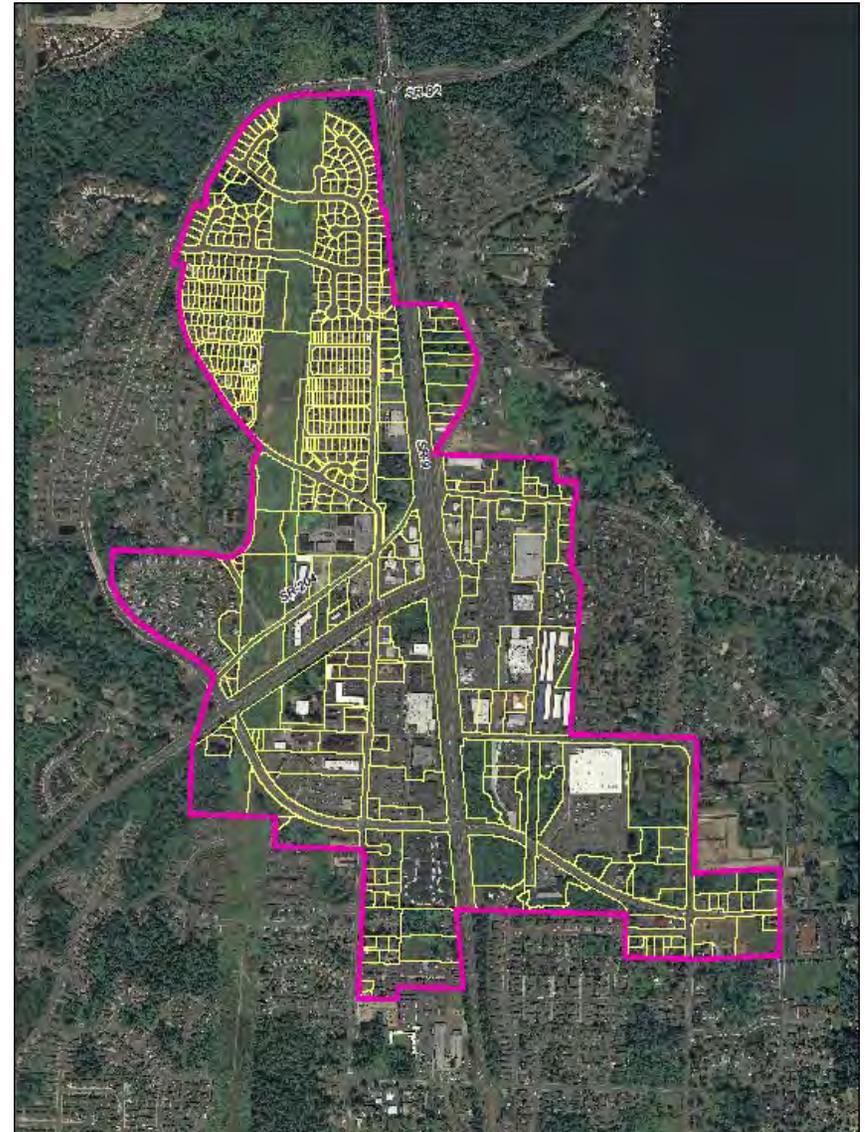


Figure 1.2 Lake Stevens Center aerial

## D. Existing Conditions

The Lake Stevens Center is a highly developed part of the city with many existing urban amenities. The visual character of the Lake Stevens Center is a product of the existing street network and transportation facilities, built environment (scale and type of structures), topography and natural features, and an electric transmission corridor. From an aesthetic perspective, the subarea and adjacent areas do not possess cohesive architecture and site design and are not distinctive in character.

The Lake Stevens Center includes multiple commercial retail complexes that act as a small regional center for eastern Snohomish County. Commercial uses comprise nearly 22 percent of the study area. Existing development includes approximately 680,000 gross square feet of retail development, and 230,000 gross square feet of office development (Leland Consulting Group, 2011). Most of the commercial uses are auto-oriented. General commercial uses in the vicinity include strip malls with small-sized tenants, mid-sized junior anchors, grocery stores, convenience stores, restaurants, gas stations, and one big-box retailer. Other uses include medical and professional office uses and some limited light industrial uses (e.g., storage facilities, limited manufacturing, and some auto repair uses).

Residential uses, located adjacent to the commercial areas, include single-family and multifamily developments in addition to a mobile home park. Combined residential uses total almost 52 percent of the study area, with the majority of the area devoted to single-family uses followed by multifamily. Current gross density of the subarea is approximately 2.4 dwelling units per acre. Based on the City's current average household size of 2.87 persons per household, the current population for the study area is approximately 2,442, which represents 9.2 percent of the City's total population.

The study area also has a relatively large amount of utility and civic/government uses. Utilities include power transmission lines and detention facilities. The largest contiguous utility tract is located west

of SR-9 and includes a large electrical transmission line. Civic and government uses include a transit facility, fire district offices, schools, and other City or County owned properties and facilities. Combined, these categories add up to approximately 15 percent of the area.

The subarea enjoys excellent transportation access because of the intersections of two regional highways, notably SR-9 and SR-204. The local road network is limited, due to existing large commercially zoned parcels and the residential subdivisions. Traffic congestion is light to moderate during the AM and PM peak hours. However, SR-9/Lundeen Parkway and SR-9/SR-204 experience increased congestion during the afternoon. Volumes are also high during the morning peak hour, particularly along southbound SR-9. Other elements of the circulation and transportation network include public transit, pedestrian, and bicycle facilities. With the exception of Lundeen Parkway and Market Place, the pedestrian and bicycle network is fairly disjointed. Many roads have wide shoulders that may accommodate pedestrians or bicyclists, but do not provide dedicated facilities. Due to the piecemeal nature of past development, many sidewalks do not connect to any other facilities. Community Transit provides bus service and operates a transit center with the subarea (Figure 1.3). Bus service targets commute trips to employment centers; however, service is relatively infrequent. There is ample parking in the Lake Stevens Center area due to the extensive commercial uses. Many parking lots never reach capacity, which indicates that less land could be devoted to parking.



Figure 1.3 Transit Center

There are approximately 24 undeveloped acres of land scattered throughout the subarea, excluding utility areas and non-developable tracts, such as native growth protection areas and private easements. The subarea also includes nearly 28 acres of wetlands, but has relatively few other critical areas or any identified protected species. As identified in the Comprehensive Plan, the current zoning configuration and small amount of undeveloped land in the study area limits the potential for single-family infill development. However, there is potential for redevelopment of larger commercial parcels, increased employment, and denser housing.

## **II. Economic Development**

### **A. Economic Growth Strategy**

As noted, the City's growth strategy envisions residential and employment growth occurring in "growth centers," with available infrastructure and services to increase employment, improve the jobs to housing balance citywide, conserve environmental resources, and provide efficient services and facilities. This growth strategy presumes that there will be complimentary services available throughout the three growth centers: Downtown Lake Stevens, the 20th Street SE Corridor, and the Lake Stevens Center. Under this scheme, each center will fill a slightly different function citywide and/or regionally, but will also cater to the needs of the immediate population in the area.

### **B. Retail Capture Opportunities & Retail Destination**

Being a crossroads for markets, the Lake Stevens Center's location favors its position for retail growth with considerable pass-through traffic from commuters to the east and north. This area can capture a greater proportion of the retail market and provide greater employment capacity for the City and surrounding secondary market. Three strategies will help attract additional retail development:

- Capture retail "leakage" (i.e., goods purchased in another market that could or should be purchased locally).

- Become a retail destination.
- Increase the City's tourism draw.

The City would like to revitalize the Lake Stevens Center appearance, improve traffic and pedestrian circulation; and expand retail, office, and residential development by enhancing the appearance of streets, sidewalks, sites, and buildings; and transforming the area into a regional center with anchor retail, a greater array of restaurants, visitor lodging, family-oriented entertainment, and public spaces.

### **C. Tourism**

### III. Community Vision

#### A. Vision

The City intends to provide a framework for the development of the Lake Stevens Center through this planning effort. The primary impetus of the subarea plan is to influence the revitalization of the City's retail core positively and to bestow a renewed vitality, purpose and character to the district that capitalizes on the existing infrastructure and natural setting that offers views of the lake and mountains. The subarea plan will guide the transformation of the area into a regional retail center by adding or improving retail and office complexes in distinctive commercial /mixed-use nodes balanced with higher density residential housing opportunities available to all residents. New development will be bound to high-quality design and development standards to sustain a positive development atmosphere and community image.

The objectives, goals, and policies of the Lake Stevens Center Subarea Plan echo the City's overall vision to ensure that development is sensitive to the natural environment, and that future development considers sustainable approaches to development and any mitigates related impacts.

#### B. Objectives

Comprehensive Plan policies and the recommendations identified in the *Economic Assessment Report* and *Retail Forecast and Leakage Analysis*, discussed previously provide a basis for defining the objectives for the Lake Stevens Center Subarea Plan. In turn, the subarea plan objectives provide a foundation for developing and evaluating the plan's land use alternatives. The following description outlines an overall vision for the redevelopment of the Lake Stevens Center over a 10-20 year planning period.

- Promote economic development and balanced jobs and housing.

- Transform the area into a regional center with anchor retail, a greater array of restaurants, visitor lodging, family-oriented entertainment and public spaces.
- Recognize and strengthen Lake Stevens Center as an important crossroad for commerce for communities along SR-9.
- Redevelop existing commercial and retail land uses from auto-oriented, strip commercial retail to a village-like environment that meets the need of people who live in Lake Stevens and the surrounding area.
- Encourage infill, greater intensity and redevelopment where older buildings have outlived their economic life and look for opportunities to upgrade older properties into places where people can live as well as conduct business.
- Develop mixed-use nodes to anchor local shops, restaurants, and larger retail chains utilized by the local and regional community.
- Incorporate mixed-use residential buildings with ground-floor retail or office that allow people to work within walking distance of their home.
- Provide a variety of professional services and offices that cater to the needs of local residents.
- Promote the creation of a traditional "main street" along 91st Avenue NE that features pedestrian-oriented land uses and street amenities (e.g., benches, trash and streetlights) and street trees.
- Achieve a mixture of jobs, goods and services, housing and recreation that combines urban development with an abundance of natural features and open space
- Retrofit major streets and intersections to improve circulation and provide distinctive landscaping and lighting to create a welcoming entry to the community.

- Upgrade the transportation network to ensure that multiple modes of travel have effective circulation and access to destinations.
- Enhance the appearance of streets, sidewalks, sites, and buildings through the development of effective development regulations, guidelines, and standards.
- Protect important environmental resources.
- Strengthen attributes that reflect Lake Stevens as a distinct, unified community.
- Create an incentive for redevelopment through a SEPA Planned Action.

## IV. Plan Concept

### A. Alternatives

The draft Environmental Impact Statement (EIS) considers three land use alternatives, all of which envision Lake Stevens Center redeveloping over time as a concentrated, high intensity retail center. Figure 4.1 illustrates the development concept refined in both action alternatives. The Lake Stevens City Council will ultimately identify a preferred land use alternative based on these models that will be incorporated into the final subarea plan.

Alternative	Retail (Gross Sq. Ft)	Office (Gross Sq. Ft)	Housing (Dwelling Units)
Alternative 1 – No Action	50,000- 60,000	30,000- 40,000	100- 120
Alternative 2 – Center Revitalization	140,000- 150,000	140,000- 150,000	180- 200
Alternative 3 – Residential & Retail Emphasis	140,000- 150,000	100,000- 120,000	500- 600

Table 4.1 Summary of growth assumptions for EIS alternatives

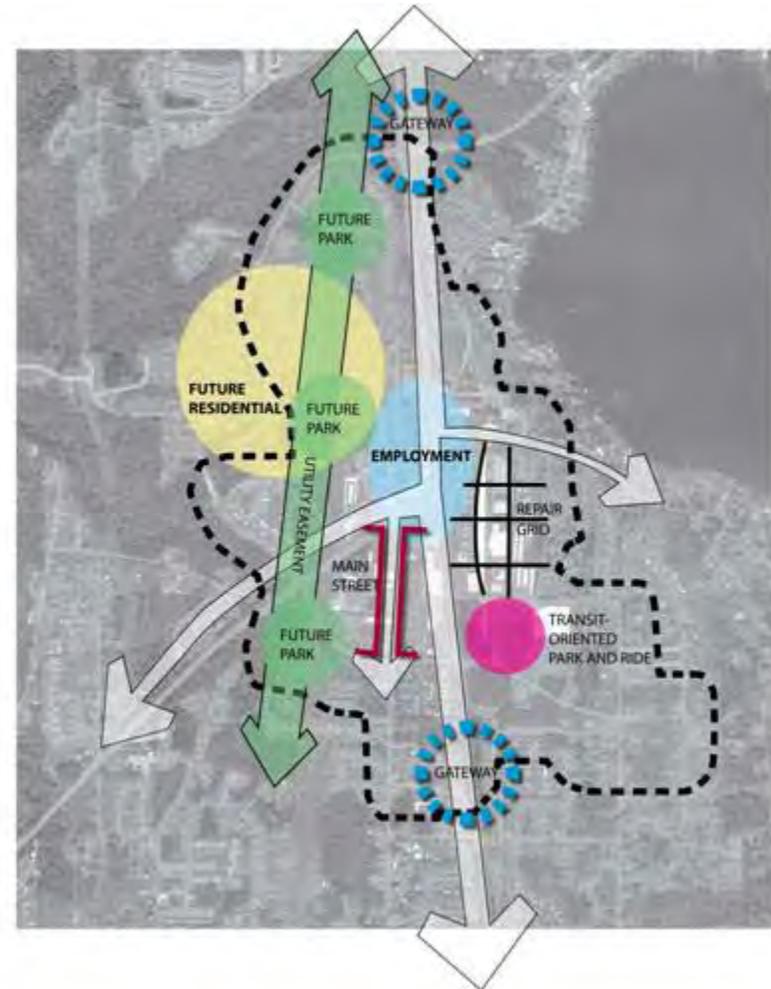


Figure 4.1 Lake Stevens Center development concept



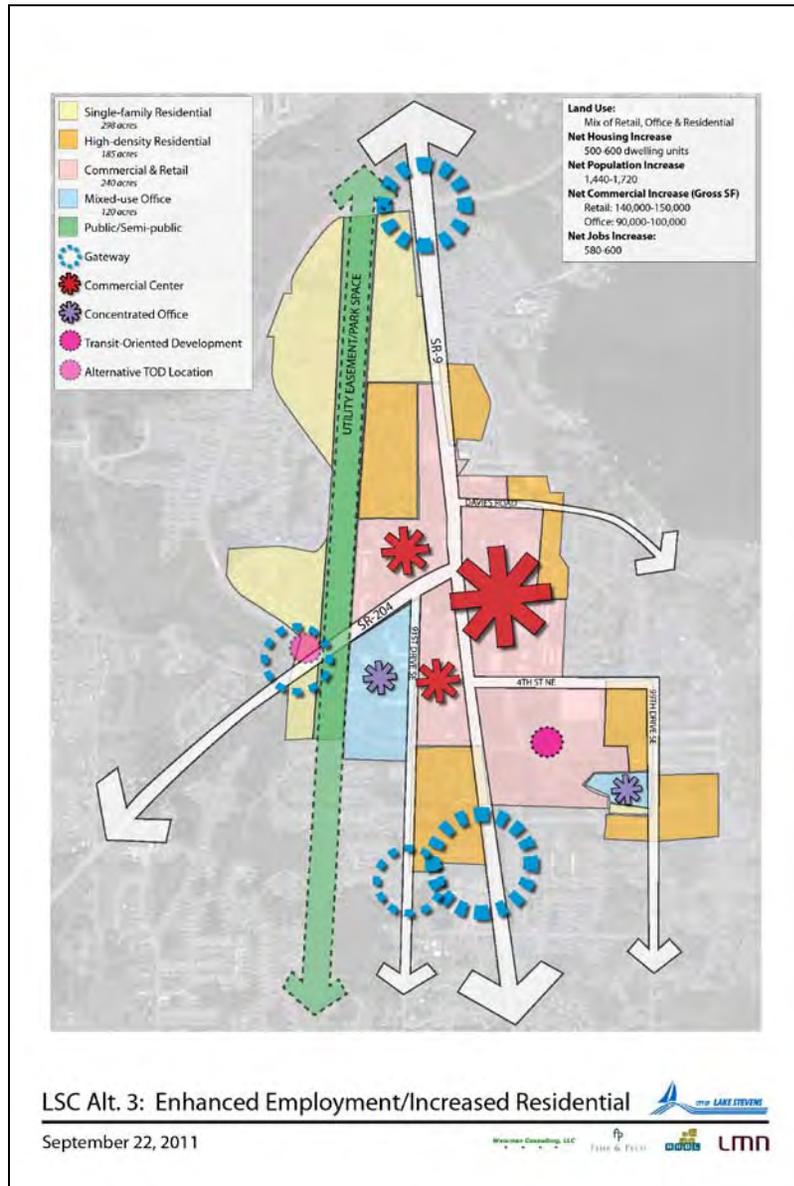


Figure 4.3 Alternative 3 – Retail & Residential Emphasis

## V. Plan Elements

### A. Goals and Policies

#### 1. Community Character

The existing subarea is a relatively mature district, dominated by single-story retail uses, mixed with some office buildings and some older housing units with virtually no public spaces. Its character is confusing and restricted by the two highways and a handful of larger facilities limiting safe or comfortable walking. The streets themselves are disconnected and disorienting. There is a major transit center located roughly in the middle of the subarea, but its location is not very visible. The wide power line easement is largely unused. The following policies seek to enhance the image and identity of the area and its relationship to the community as illustrated in Figure 5.1.



Figure 5.1 District identity

#### a. Goals

**Goal 1: Dramatically upgrade the appearance, function, identity and economic value of the area.**

## b. Policies

### Policy 1.1 – District Identity

**1.1.1** Assign the district a distinct name, drawing from people, events and places that are authentic to the area to imbed the district identity into the collective perception of the area.

### Policy 1.2 – Gateways & Wayfinding

**1.2.1** Post the district name at highly visible locations and key entrances into the district along SR-204, SR- 9 and other major roads so that it is clear where the district is located.

**1.2.2** Enhance gateway locations with distinctive high-quality landscaping, lighting, and signage as illustrated in Figure 5.2.

**1.2.3** Develop a wayfinding system to reinforce the image of the district by incorporating unique graphic imagery easily visible from cars that identifies local destinations, such as parks, schools, the lake, city hall, etc.

- For example, street signs could have metal frames with distinctive shapes and colors.



Figure 5.2 Example of distinctive gateway treatment

### Policy 1.3 – Design Standards for New Development

**1.3.1** New buildings and structures, while urban in function, should reflect a “Northwest character,” human scale architecture, and a welcoming aspect.

**1.3.2** Establish a set of illustrated design guidelines and standards that clearly define the expectations for streetscape design, site design, building design and signs that respect natural features, promote an enhanced public realm, and excellence in architecture that will appeal to high quality employers and businesses and create a livable environment compatible with adjacent land use.

- Figure 5.3 illustrates how developers can use design effectively to establish a neighborhood’s design character.

**1.3.3** Require public and private development to be subject to design review under the adopted design guidelines and standards.



Figure 5.3 Example of high quality design

### Policy 1.4 – Incentives for Public Amenities in New Developments

**1.4.1** *Develop new land use regulations, governing uses, intensities and heights that allow additional development potential in return for a development with specified public amenities.*

- *For example, specific public benefit features could include trails, green belts, park spaces, planted walkways, and green and low impact development.*

### Policy 1.5 – Streetscapes

**1.5.1** *Establish streetscape standards throughout the district that indicate sidewalk widths, street trees requirements, pedestrian-scale lightings, street furnishings and wayfinding signs to reinforce the design character and quality of development.*

- *Figure 5.4 provides a good example of a streetscape that reinforces the neighborhood’s design character.*



*Figure 5.4 Example of high quality streetscape*

### Policy 1.6 – View Corridors

**1.6.1** *Consider identifying view corridors that are accessible from public spaces as a future element of the Parks and Recreation Plan.*

**1.6.2** *Develop policies and regulations to help maintain or enhance designated views of Lake Stevens and the Olympic or Cascade Mountains.*

### Policy 1.7 – Landmarks

**1.7.1** *Encourage land use regulations that emphasize the development of highly visible and architecturally dramatic buildings near designated gateways, as well as near the intersection of SR-204 and SR-9, that reinforce activity nodes and identify the district.*

### Policy 1.8 – High Quality Public Buildings

**1.8.1** *Encourage public agencies, such as the City, school district, transit authority, utility districts, the State, or Snohomish County to construct public buildings with high quality design befitting the role of local or regional government, as illustrated in Figure 5.5.*

- *Local examples would include the School District Administration building in downtown Lake Stevens.*

**1.8.2** *Discourage strictly utilitarian structures, regardless of the function.*



*Figure 5.5 Example of a high quality and prominent public building*

## 2. Livable Places & Housing

The Lake Stevens Center subarea has the base to evolve into a complete and vibrant community center with a wide range of retail uses, employment and housing. It has many of the elements that would attract infill development, particularly denser urban housing, but lacks a distinctive image, public space and inviting streetscapes. The following goals and policies provide direction for enhancing the area's livability. Figure 5.6 illustrates how to integrate different uses and define a strong community character.



Figure 5.6 Example that emphasizes a strong community character

### a. Goals

**Goal 2: Transform the subarea into a safe, complete, and vibrant district with a wide range of retail, employment, and housing uses that are mutually supportive and integrated through appropriate design requirements and zoning regulations.**

### b. Policies

#### Policy 2.1 – Urban Neighborhoods

**2.1.1** Establish distinct neighborhoods/zones, within the subarea, that contain a variety of uses that support housing, tourism, retail and employment allowing people to live and work in the same area, with less dependency on the individual automobile.

**2.1.2** Develop land use and zoning regulations that promote self-sufficient, urban neighborhoods that allow mixed-uses and higher density housing.

#### Policy 2.2 – Transit-Oriented Development

**2.2.1** Provide at least one transit-oriented development in the subarea that can take advantage of the higher, multi-directional accessibility to and from jobs near the current transit center, as illustrated in Figure 5.7



Figure 5.7 Example of a high quality transit-oriented development

### Policy 2.3 – Neighborhood Public Places

**2.3.1** Provide a range of public spaces or semi-public space in neighborhoods and commercial developments that may include passive or active parks, plazas, courtyards, pathways, and overlooks, as illustrated in Figure 5.8.

**2.3.2** Allow public spaces to be combined with storm drainage facilities with proper enhancements.



Figure 5.8 Example of a neighborhood public place

### Policy 2.4 – Retail & Services

**2.4.1** Encourage a broad array of shops and services that serve the immediate surrounding area, the community and regional market

**2.4.2** Encourage distinct commercial and/or service oriented districts or zones that reflect a different focus of uses that support the subarea as a whole.

- For example, identify areas appropriate for intensive retail development, moderate retail development, employment, and mixed-use development.

### Policy 2.5 – Community Policing through Environmental Design (CPTED)

**2.5.1** Use CPTED principles to review projects, so that there are “eyes on the street” ensuring safe neighborhoods and shopping areas.

- For example, development and design regulations should give attention to safe building entrances and maintaining visibility through landscaped areas.

### Policy 2.6 – Lighting

**2.6.1** Develop a cohesive lighting plan for the subarea that specifies the types, designs, and locations of streetlights and parking lights to ensure a uniform collection of lights in the subarea.

**2.6.2** Require all lighting fixtures to be equipped with cut-off shields to prevent light spillage onto adjacent properties and to protect night skies as shown in Figure 5.9.



Figure 5.9 Example of a distinctive lighting with cut-off shield.

### Policy 2.7 – Housing Choices & Density

**2.7.1** Develop land use regulations that provide a wide range of possible rental and owned housing options and sizes to meet the needs of people across all income levels.

**2.7.2** Encourage the creation of well-designed high-density residential housing as standalone developments or as part of mixed-use building, as illustrated in Figure 5.10.

**2.7.4** Develop regulations and standards that provide a transition between more intensive areas and less intensive development.



Figure 5.10 Example of a well-designed high-density residential housing

#### **Policy 2.8 – Screening Less Desirable Uses & Elements**

**2.8.1** Establish specific screening standards for loading areas, truck staging areas, open storage, warehousing, and utility structures, where they are close to residential areas or visible to the public, as part of the design guideline and standards or zoning regulations.

**2.8.2** Establish specific screening and lot development standards for screening parking lots from the public view through site design and landscaping regulations so the predominant view from the street would be of buildings and vegetation, not parking lots.

### **3. Land Use & Intensity**

Because much of this subarea has developed over several decades, most future changes would result from redevelopment, rather than new development. Some strip retail centers approaching the end of their economic life will be economically viable to redevelop into higher intensity buildings to meet demands of the contemporary market place. Moreover, some areas may no longer be suitable solely for their current commercial use; other uses could succeed them. For example, the best and highest use for a regional retail and employment center may not include some existing low-intensity uses. Finally, future developers could repurpose a considerable amount of surface parking areas into development pads for mixed-use development. The plan envisions intensive commercial and employment nodes to locate in areas where redevelopment and infill could reasonably occur over a 10 to 20 year period with some areas developing earlier and others later depending upon access, market demand, environmental factors and other variables.

The following goals and policies support the intensification of land uses in this area.

#### **a. Goals**

**Goal 3: Encourage a mix of uses, including retail, office, institutional, civic, tourism, and residential throughout the subarea that support the redevelopment of older properties into a more vibrant, intense and diverse center.**

## **b. Policies**

### **Policy 3.1 – Land Uses**

**3.1.1** *Develop or revise existing comprehensive plan designations to support the mix of land uses and support the development of distinct nodes and centers proposed in the subarea.*

**3.1.2** *Develop or revise existing zoning designations to support the mix of land uses and support the development of distinct nodes and centers proposed in the subarea.*

**3.1.3** *Identify the location for use-specific nodes and centers to develop throughout the subarea over time.*

- *For example, the area west of SR-9 along 91st Avenue SE will emphasize mixed-use development, while the area to the east will be a more traditional retail center.*

**3.1.4** *Land uses, densities and intensities should vary throughout the subarea. The core of the area, centered across SR-9 and SR-204, should have the highest intensity uses, while areas along the periphery of the subarea should have less intensive uses.*

### **Policy 3.2 – Heights**

**3.2.1** *Encourage multistory development stories within mixed-use areas, core retail areas, and multifamily development consistent with the proposed building typologies, as illustrated in Figure 5.11.*

**3.2.2** *Consider height increases for mixed-use areas and core retail areas for buildings that include high-quality design and public amenities or other defined incentives.*



*Figure 5.11 Example of a high quality multistory commercial building*

## 4. Circulation & Mobility

This subarea should have a complete transportation system that supports all modes of travel that support a number of desired outcomes for the street network, shown in Figure 5.12, and described below:

- Develop a robust multimodal transportation system that provides choices to motorists, cyclists, and pedestrians;
- Accommodate truck traffic, through the area, with minimal effects to other modes;
- Expand public transit service to serve commuters and provide convenient access to regional destinations, retail and employment centers, schools, and residential areas;
- Provide a cost effective, efficient transportation system for both the City to construct and travelers to use;
- Link 91st Avenue and 99th Avenue to 20<sup>th</sup> Street SE; and
- Minimize climate change impacts.

### a. Goals

**Goal 4a:** *Develop a complete and efficient transportation system that supports all modes of travel based on an attainable Level of Service.*

**Goal 4b:** *Acknowledge that designing a road network to accommodate the peak one hour of vehicle travel per day may not be economically feasible and has negative consequences for other modes of travel and the environment.*

### b. Policies

#### Policy 4.1 – Layered Network and Roadway Design

**4.1.1** *Provide a layered street network that prioritizes various types of travel on different roadways throughout the subarea.*

**4.1.2** *New or improved streets may be of any class defined in the layered network.*

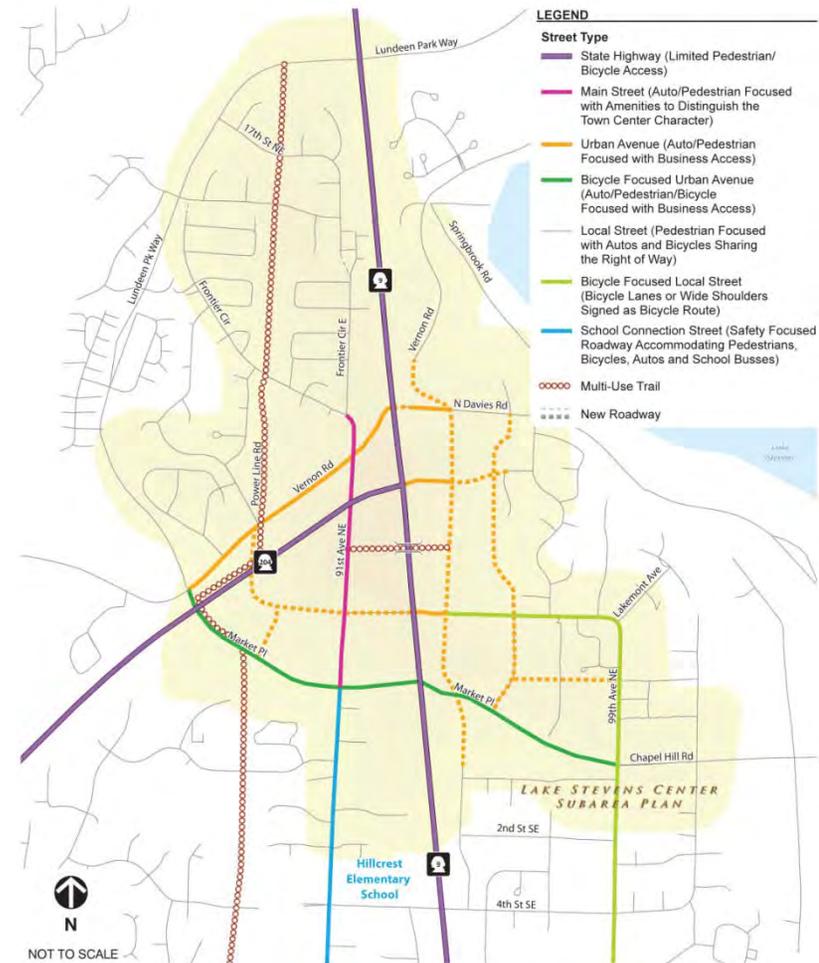


Figure 5.12 Layered Street Network

**4.1.3** *Adopt a unique set of transportation design guidelines for the layered street network to distinguish the subarea within the City.*

- For example, roundabouts could be built to keep traffic moving and provide a gateway to a main street, as illustrated in Figure 5.13 on 91<sup>st</sup> Avenue NE or Figure 5.14 for the intersection of Market and 99<sup>th</sup> Avenue NE.

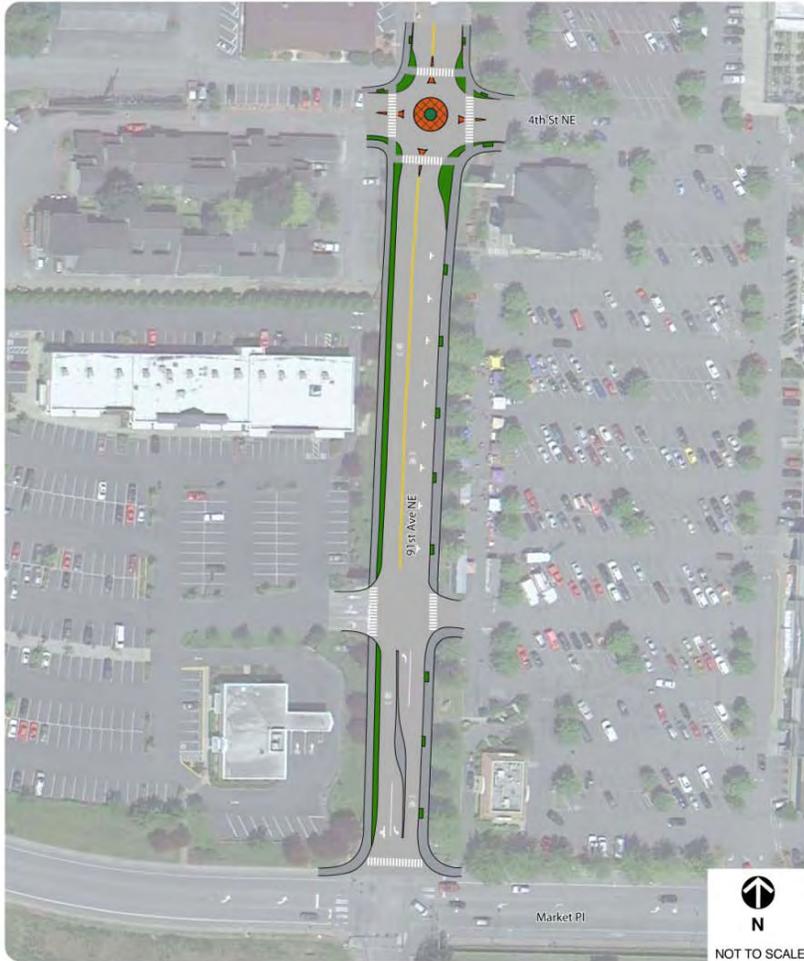


Figure 5.13 Possible roundabout on 91<sup>st</sup> Avenue NE between Market Street (bottom of photo) and SR 204 (off photo to north)

#### Policy 4.2 – Level of Service

**4.2.1** Adopt Level of Service (LOS) standards that are consistent with the modal priorities for a given street type.

**4.2.2** Adopt an automobile LOS D standard on the major arterials that focus on moving freight, regional traffic, and transit.



Figure 5.14 Possible mini-roundabout on 99<sup>th</sup> Avenue NE south of Market Street (top of photo)

**4.2.3** Adopt LOS E or F conditions during the peak one hour of travel per day if the additional lanes required to provide LOS D or better conditions would seriously degrade access by other modes of travel or would lead to a streetscape that is inconsistent with the design vision for the subarea.

### **Policy 4.3 – Streets, Connectivity, & Safety**

**4.3.1** Identify additional public streets or significant re-alignment of existing streets to achieve more connectivity and accommodate infill development as it occurs.

- For example, connecting roadways could be built between some cul-de-sacs and existing roadway barriers removed.

**4.3.2** Establish standard block lengths to aid in the formation of an effective transportation and circulation grid

- For example, block lengths should not exceed 300 to 400 feet in length.



Figure 5.15 Example of a well-designed public crossing

**4.3.3** Where appropriate, streets should provide mid-block crosswalks on long blocks to allow more frequent crossing opportunities and reduce jaywalking as illustrated in Figure 5.15.

**4.3.4** Require single-family residential neighborhoods to provide attractive and landscaped pedestrian and bike connections through cul-de-sacs to adjacent streets or greenbelts during the subdivision or other land use approval process(es).

**4.3.5** Require landscaping or equivalent to buffer pedestrians from vehicle travel.

**4.3.6** Implement Safe Routes to Schools programs for Hillcrest Elementary School, Lake Stevens Middle School, and Skyline Elementary School.

### **Policy 4.4 – Trail Connections**

**4.4.1** Develop active transportation links, including an off-street trail network that connects commercial, retail, civic and residential areas to each other.

**4.4.2** Encourage pedestrian connections to connect the two halves of the Lake Stevens Center that may include a dedicated pedestrian crossing or enhanced crosswalks across SR-9 to allow shoppers to park once and then walk between their destinations.

**4.4.3** Encourage the development of a multi-use trail along the power line corridor to connect the Lake Stevens Center to the 20<sup>th</sup> Street SE Corridor as a future element of the Parks and Recreation Plan.

**4.4.4** Encourage the development of multi-use trails, like the trail depicted in Figure 5.16, through future and existing greenbelts and other open spaces, in the subarea, through the subdivision or other land use process(es).



Figure 5.16 provides an example of a well-designed public trail that could connect different neighborhoods, districts, or city

**4.4.5** *Develop trail standards for major trails and those adjacent to residential areas that include pedestrian-scale and energy efficient lighting to ensure safety and encourage use during the winter months.*

#### **Policy 4.5 – Enhance Transit**

**4.5.1** *Support expanded transit service to allow convenient access to regional destinations, retail and employment centers, schools, and residential areas.*

**4.5.2** *Encourage the development of amenities, such as shelters, benches, and lighting to provide a comfortable and safe environment for transit passengers in coordination with Community Transit as shown in Figure 5.17.*



Figure 5.17 Example of a well-designed public transit facility

## **5. Sustainability & Natural Resources**

The subarea contains wetlands, a rolling terrain with stands of trees, open fields, interwoven into an otherwise urban environment. Redevelopment and infill projects should integrate into the natural systems of wetlands, creeks, and greenbelts, subject to the City’s adopted critical areas regulations and take advantage of the natural setting that offers views of the lake and mountains. To enhance and upgrade the area, the city should continue to support the retention and/or replacement of existing trees and natural vegetation including significant trees. The subarea contains a moderate amount of

wetlands, which provide valuable stormwater detention and habitat functions.

### **a. Goals**

**Goal 5: Redevelopment and infill projects should apply best management practices, integrate site design with elements of natural environment such as existing vegetation and significant trees, and take advantage of lake and mountain views.**

### **b. Policies**

#### **Policy 5.1 – Integration of Built Environment & Natural Features**

**5.1.1** *Require the retention of a minimum percentage of existing trees and natural vegetation as part of new or revised zoning regulations.*

**5.1.2** *Where feasible, natural vegetation and topography should be preserved and integrated with built elements of the development site to protect habitat and prevent slope erosion.*

**5.1.3** *Parking lots should be designed as a collection of smaller lots, separated by landscaping and “stepped” to follow natural topography, as feasible*

- *Wholesale grading and benching to create large contiguous parking lots is discouraged.*
- *New trees of significant size should be required for new parking lots.*

**5.2.5** *Incorporate natural resources, view corridors, and sensitive site characteristics as amenities and design elements to enhance the character of the subarea.*

#### **Policy 5.2 – Stormwater & Critical Areas**

**5.2.1** *Recognize the importance of natural and critical areas and ensure that all development within the subarea protects ground water, surface water hydrology, and wildlife habitat in a manner consistent with the City’s adopted critical areas regulations.*

**5.1.4** *New development should avoid construction on portions of the site characterized by steep slopes, both to avoid threats to building safety and to preserve natural landforms.*

**5.2.4** *Focus the location of new development away from natural resources and critical areas.*

**5.2.** *The management of stormwater is an integral part of urban infrastructure. As this subarea redevelops and intensifies, investments will be necessary to manage flows, protect natural systems, and encourage infiltration consistent with the requirements of the latest version of the Department of Ecology's Stormwater Management Manual for Western Washington.*

### **Policy 5.3 Sustainability and Low Impact Development**

**5.1.5** *New development should incorporate "best practices" in Low Impact Development, stormwater management and protection of wetlands*

**5.2.3** *New development within the subarea should utilize a variety of environmental enhancement and low impact techniques such as rain gardens, pervious pavement, and other appropriate techniques as appropriate and feasible.*

**5.1.6** *New buildings should incorporate Leadership in Energy and Environmental Design (LEED) standards of the U.S. Green Building Council and include features such as green roofs, rainwater harvesting, pervious paving, water-and energy-efficient fixtures, and renewable building materials.*

**5.1.7** *The zoning code and design guidelines and standards should offer incentives for implementation of Low Impact Development and LEED development.*

## **6. Public Places and Community Facilities**

Community Gathering Places can come in many different forms. Obviously, park and community centers are gathering places as are centralized plazas or squares. Less formal gathering areas can include

quiet residential courts, natural open spaces, and outdoor seating tied to restaurants or cafes.

Investment in or planning for public and semi-public spaces is critical to attract high-quality residential and employment developments. Developers will expect to see a commitment by the City to build or plan for a network of parks, trails and community facilities. Developers will be more willing to contribute to the network if they see actions by the local government in planning, financing and building new spaces.

Over time, a variety of parks may be beneficial throughout the subarea that could be recreation-oriented; others should be passive and offer a chance for respite and quiet. In addition to formal parks, the land use code should require (and /or provide incentives) usable publicly spaces. The subarea plan should also encourage some type of private entertainment facility in the area, such as movie theatre or bowling alley.

### **a. Goals**

**Goal 6: Invest in and/or plan for public and semi-public opens spaces to attract high-quality residential and employment development throughout the subarea.**

### **b. Policies**

#### **Policy 6.1 – Parks**

**6.1.1** *Identify high-level parks and recreation planning needs for the subarea, such as recreational preferences and general locations of spaces needed to serve the anticipated population.*

**6.1.2** *Incorporate identified parks and recreation needs with future updates to the Parks and Recreation element of the Comprehensive Plan.*

**6.1.3:** *The City should explore possible recreational uses along the power line corridor with the affected power companies and private property owners.*

- This could include pea patches, parks, or trails as part of a future master plan as part of the Parks and Recreation Element of the Comprehensive Plan.

### Policy 6.2 – Community Gathering Places

**6.2.1** All development should provide plazas, courtyards, and gardens for people to enjoy themselves outside, whether it's a few people or hundreds.

**6.2.2** The land use regulations should consider a "sliding scale" requirement for public spaces. Some will tend to be used principally by employees, local residents or shoppers.

## VI. Development Typologies and Layered Street Network

### A. Building Typologies

#### 1. Retail

Commercial uses in the Lake Stevens Center will accommodate smaller retailers near residential neighborhoods or mixed-use areas and mid to large sized chain stores that cater to more traditional commercial needs. The Lake Stevens Center anticipates at least two distinct types of retail development to emerge in specific nodes or districts.

- This first core node, east of SR-9, would function as regional retail center; and
- The second area, along 91<sup>st</sup> Avenue NE, would function as a more intimate "main street" like shopping district.

Both areas have some older buildings toward the end of their economic lives ready for redevelopment. Future developments should recognize and respect natural areas. Multistory buildings will increase the value of these locations and offer views of the lake and mountains. Future development should also recognize pedestrian-oriented areas by restricting parking to the side or the rear of the building.

#### a. Retail Centers

Core retail areas will accommodate large-scale stores and cater to the shopping needs of the local and regional market in eastern Snohomish County. This area would be primarily a regional retail center that could include anchor tenants (major retailers) junior anchors (mid-size retailers) and small retailers alongside some service providers and entertainment amenities. Buildings will range from single story buildings with surface parking to multistory buildings with structured parking. Figures 6.1 and 6.2 provide examples of basic building typology for large retail centers to emulate.



Figure 6.1 Rendering of large-scale store with abundant landscaping

Figure 6.2 Examples of well-designed large-scale and smaller scaled stores

## b. Main Street at 91<sup>st</sup> Avenue NE

Intensive redevelopment along 91st Avenue NE could create a “main street.” Mixed-use or smaller scale retail could flank both sides of a redesigned street with wider sidewalks, street trees, and narrower vehicular lanes. This area would cater primarily to mid to small retailers, service providers, and may include high-density residential developments. These areas may require different regulations to facilitate the emergence of preferred development patterns over time. Figures 6.3 and 6.4 illustrate what the area could look like following redevelopment into a dynamic main street.



Figure 6.3 Rendering of a medium sized store

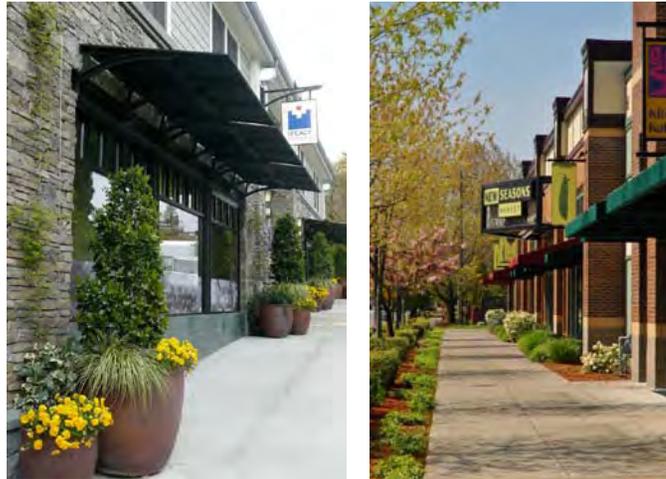


Figure 6.4 Examples of main street storefronts

## 2. Office

A combination low and medium intensity office uses, located adjacent to commercial areas, will support employment opportunities within the Lake Stevens Center. Anticipated uses include dentists and doctors, insurance agents, travel agents, attorneys, architects, etc.

### a. Mid-Rise Office

In response to the more built-up nature of Lake Stevens Center, the subarea should include mid-rise multistory office buildings that conserve land and incorporate structured parking, as illustrated in Figure 6.5. The mid-rise developments will provide employment opportunities locally and regionally and serve surrounding neighborhoods.



Figure 6.5 Illustration of a multistory office building

### b. Low-Rise Office:

Low-rise office or professional buildings, as illustrated in Figure 5.27, would provide the service and employment needs of the surrounding neighborhood. These small-scale professional businesses should reflect the scale and character of the surrounding residential neighborhoods.



Figure 6.6 Illustration of a low-rise office building



Figure 6.7 Illustration of a mixed-use office building

### 3. Mixed-Use

The mixed-use typology is designed to accommodate and be applied to areas within an established commercial or office districts to allow for a full range of retail, service, residential, and business uses within a local and regional market area. The desired character of this typology envisions buildings oriented to the sidewalk, especially at corners.

Mixed use developments typically take one of two forms: horizontal and vertical.

- Horizontal mixed-use developments are suburban in nature typically and consist of different, but compatible land uses such as multifamily housing and neighborhood retail on a single site or within close proximity to a commercial center. This pattern may be appropriate in transitional areas.
- Conversely, a vertical mixed-use project, as proposed in portions of the Lake Stevens Center, typically consist of stacked, complimentary land uses. Besides maximizing the limited amount of space in existing developed areas, this approach creates a pedestrian-friendly urban form. Figure 6.7 illustrates a typical vertical mixed-use building that could be constructed in portions of the Lake Stevens Center.

#### a. Residential over Retail:

The goal of Residential over Retail, as illustrated in Figure 6.8, is to generate intensity at the street level. As previously described, this is easily achieved by orienting the parking behind the building. Other pedestrian-oriented features include:

- Large ground floor retail or office uses (typically 12-14 feet);
- Spacious sidewalks that can accommodate two or more people; and
- Locating primary entries to the street or to the corner to define the intersection.

These development pattern are envisioned along the proposed “Main Street” and in the Commercial Core, with the latter replacing a portion of existing surface parking over time.



Figure 6.8 Photo of Residential over Retail building



Figure 6.9 Photo of Office over Retail building

#### **b. Office over Retail:**

Office over Retail buildings typically provide compact retail and employment uses and often require additional parking, which in many cases triggers the need for some type of parking structure. The intent of this building type is to promote intensity and development of employment related land uses. Successful mixed-use environments with structured parking exhibit the following characteristics, as exhibited in Figure 6.9, and described below:

- Entries are located along primary street frontages with secondary entries from the parking area.
- Parking is accessed from the rear of the site, where possible.
- Sub-grade or above grade structures are acceded from a side street or alleyway.

#### **4. Multifamily Residential**

Multifamily residential land uses (condominiums and apartments) proposed in the Lake Stevens Center subarea are expected to be 4-5 stories with a common street frontage and structured or surface parking behind or to the side of the building. Multifamily areas would occur adjacent to commercial and office districts and buffer less intensive single-family neighborhoods. Buildings will likely include a common or shared open space that encourages neighbors to gather and children play. Neighborhoods that include a mix of housing types and a range of affordability promote diversity-allowing singles, families as well as seniors to stay part of the community.

- Buildings should be oriented toward the street to create a consistent and unified edge.

- Street facades would be landscaped to soften the appearance of the building and provide a transition from the public to the private realm.
- Where feasible, the primary street facing façade shall be oriented to a public amenity such as a park, neighborhood retail or a community service or a civic use such as a library or a post office.

Figures 6.10 and 6.11 shows the multifamily typology and photographic examples.

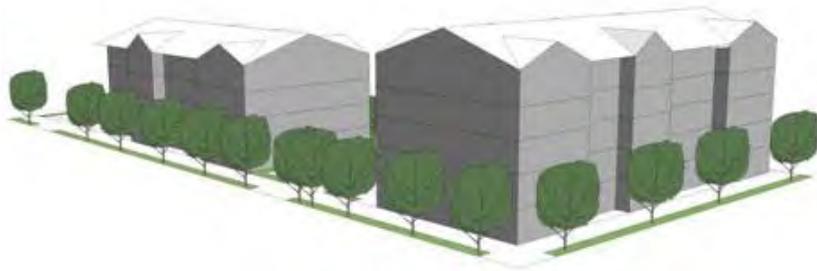


Figure 6.10 Illustration of a multifamily housing complex



Figure 6.11 Examples of a well-designed multifamily housing

## B. Layered Transportation Network

### 1. Layered Street Network

The Lake Stevens Center will include a layered street network that prioritizes various types of travel on different roadways, to help reflect and emphasize the character of the neighborhood

- State Highways SR-204 and SR-9 serve as the main arterials for freight, public transit, and commuter traffic. These arterials should efficiently transport these modes, by providing turn lanes at key intersections, sidewalks (where allowed by WSDOT), and high visibility crossing treatments. Enhance the streetscape by including landscape buffers and planted medians where right-of way is available as allowed by WSDOT.
- 91st Avenue NE functions as a “main street” between Market place and Vernon Road as illustrated in Figure 6.12. This corridor supports automobile and pedestrian traffic with on-street parking. It will also include special amenities such as benches and public art to distinguish this corridor as a town center. South of Market Place, 91st Avenue will transition into a school route and function as the main western connector to the 20th Street SE Corridor that would need to carry design amenities between the two subareas.

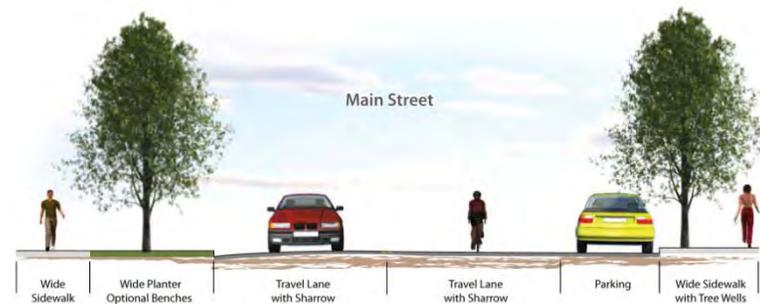


Figure 6.12 Possible Main Street section

- Urban Avenues— Urban avenues should focus on convenient auto and pedestrian access to businesses, with some streets geared toward bicycles. These streets should provide an active pedestrian atmosphere with wide buffered sidewalks as shown in Figure 6.13.



Note: Roundabouts could be implemented to eliminate the need for a center turn lane.

Figure 6.13 Possible Urban Avenue section

- Local Streets— Smaller low-speed local streets emphasize bicycle and pedestrian travel alongside reduced automobile use as shown in Figure 5.13. These streets should feature curb, gutter, buffered sidewalks and bicycle lanes or widened shoulders if traffic volumes exceed 2,000 vehicles per day.

This category would include an enhanced 99th Avenue SE that would function as the main eastern connector to the 20th Street SE Corridor and carry design amenities between the two subareas.



Figure 6.14 Possible Local Street section

- School Connection Streets— These streets could be any class of street, but with the ultimate focus on providing safe access for pedestrian, bicycles, automobiles, and school buses. These streets should operate at low speeds and use high visibility crosswalks, as illustrated in Figures 6.15 through 6.17.



Figure 6.15 Possible School Connection Street section



Figure 6.16 Possible Bicycle Focused Urban Avenue section



Figure 6.17 Possible Bicycle Focused Local Street section

## 2. Alternative Measures of Transportation Performance

Rather than adopting an auto-oriented LOS, a design-based approach for the non-arterial roads in the subarea may be appropriate. A design-based approach looks to the primary function of the roadway, as defined by the layered network, to allocate the limited right-of-way between different transportation modes. For example, a pedestrian oriented street should not be more than three lanes across and should feature buffered sidewalks and frequent crossing opportunities. On these non-arterial roads, it may be inappropriate to add vehicle lanes

simply to meet an arbitrary vehicle LOS standard because doing so would compromise the quality of travel for other modes.

## VI. Implementation

### A. Market and Promotion

As the previous report on economic development pointed out, the City can choose to be passive in its attitude about development. However, this means that the transformation of an area will be longer, along with its concomitant benefits of increased tax revenues. In recent years, many communities have accelerated the pace of change by actively promoting themselves and reaching out to developers, companies and real estate professionals with a deliberate marketing approach. The City should prepare a plan to identify individuals and groups who could take on this role. The subarea could see development much earlier by the more assertive method.

### B. Partnerships

No City on its own can cause a transformation of an area in all its many forms, nor does it have the financial resources to accomplish that. The City should identify strategic partners who can contribute resources, investments, and efforts to implement the Lakes Stevens Center subarea plan. Partners include utility districts, the school district, the County, state agencies, non-profits, civic organizations, and private developers.

### C. Zoning (See Appendix A)

The proposed (future) land use regulations, maps and standards, focus on how a site must be developed. These regulations typically deal with such things as building height, setbacks, and landscaping. These clear and objective elements promote the basic structure of the subarea and are therefore mandatory.

#### **D. Design Standards and Guidelines (See Appendix B)**

Design Standards and Guidelines typically overlay development standards. Design Standards and Guidelines described in Appendix B are divided between site and building elements. They are intended to initiate discussion about the types of design elements that create an aesthetically pleasing and vital subarea. The design elements described in this section comply with the City of Lake Steven’s Vision Statement and Comprehensive Plan. Development and in general provide a framework for how the subareas look, function, and feel.

Unlike design guidelines, which are discretionary, design standards are intended to be administered as part of the Site Plan Review process, resulting in a more timely and cost efficient process. Design Standards are intended to assist developers, property owners, architects, planners, elected officials, and interested citizens in understanding the types of projects that comply with the community’s vision for a vibrant and attractive subarea.

#### **E. Capital Improvement Plan (See Appendix C)**

#### **F. Environmental Impact Statement (EIS) and Planned Action Ordinance (See Appendix D)**

### **VII. APPENDICES**

#### **A. Zoning and Land Use Regulations**

#### **B. Design Standards and Guidelines**

#### **C. Capital Improvement Plan**

#### **D. EIS and Planned Action Ordinance**

#### **E. Public Input Summary**

## REPRESENTATIVES TO BOARDS/COMMISSIONS - 2011

<b>Board/Commission</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Council Representative</b>	<b>Alternate</b>
Arts Commission	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday (attend once a month)	6:30 p.m.	Community Center	Mark Somers	Neal Dooley
Department of Emergency Management	Monthly – every two months Call 258-6461 for mtg. dates	12:00	Paine Field	Vern Little	Randy Celori
Economic Development				To be assigned	
Family Center	1 <sup>st</sup> Tuesday monthly & 3 <sup>rd</sup> Wednesday every other month (different locations)	4:00 p.m.	Family Center	Kim Daughtry	Kathy Holder
Fire District #8	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday	9:30 a.m.	04 99th Ave. NE, Everett	Kathy Holder	Kim Daughtry
Highway 9				Vern Little	
Library Board	1 <sup>st</sup> Thursday (Quarterly)	4:30 p.m.	Community Center	Marcus Tageant	Mark Somers
Park Board	4 <sup>th</sup> Tuesday	6:00 p.m.	Community Center	Mark Somers	Neal Dooley
Retreat Committee	As needed			Council President	Council Vice-President
SCCIT	Monthly		Varies	Kim Daughtry	
Senior Board	2 <sup>nd</sup> Wednesday	9:30 a.m.	Senior Center	Jan Berg	Kathy Holder
Sewer Utility Subcommittee	2 <sup>nd</sup> Monday	4:00 p.m.	Sewer District Office	Mayor, Holder, Spencer, Dooley	
Snohomish Co. Tomorrow	4 <sup>th</sup> Wednesday	6:00 p.m.	Everett Senior Center	Vern Little	Council President