



PLANNING COMMISSION AGENDA

Public Hearing Date: April 3, 2013

Planning Commission
Meeting:

First Wednesday of every
Month @ 7:00pm

Community Center
1808 Main Street
Lake Stevens, WA 98258
www.lakestevenswa.gov

Planning & Community
Development Department

1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lakestevenswa.gov

Municipal Code

Available online:

www.codepublishing.com/WA/LakeStevens/

A. CALL TO ORDER: 7:00pm

Pledge of Allegiance

B. ROLL CALL

C. GUEST BUSINESS

D. ACTION ITEMS

1. Approval of March 6, 2013 Meeting Minutes

E. PUBLIC HEARING

PUBLIC HEARING FORMAT

- 1. Open Public Hearing**
- 2. Staff Presentation**
- 3. Commission's questions for staff**
- 4. Proponent's comments**
- 5. Comments from the audience**
- 6. Proponent rebuttal comments**
- 7. Close public comments portion of hearing**
- 8. Re-open public comment portion of hearing for additional comments (optional)**
- 9. Close Hearing**
- 10. COMMISSION ACTION—Recommendation to Council**
 - A. Approve**
 - B. Deny**
 - C. Continue**

**a. Council Directed Code Amendment for Underground Utilities
(Karen Watkins)**

F. DISCUSSION ITEMS

- 1. Downtown Framework Plan (Becky Ableman & Karen)**
- 2. Joint Meeting with Marysville Planning Commission (Becky)**

G. COMMISSIONER REPORTS

H. PLANNING DIRECTOR'S REPORT

I. ADJOURN

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, at (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, at (800) 833-6388, and ask the operator to dial the City of Lake Stevens City Hall number.

PLANNING COMMISSION PUBLIC HEARING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday, March 6, 2013

CALL TO ORDER: 7: 00 pm by Chair Huxford

MEMBERS PRESENT: Linda Houlton, Gary Petershagen, Sammie Thurber, Pam Barnet, Jennifer Davis, Tom Matlack and Janice Huxford

MEMBERS ABSENT: None

STAFF PRESENT: Planning Director Becky Ableman, Senior Planner Russell Wright, and Planning/Public Works Coordinator Georgine Rosson

OTHERS PRESENT: Chair Huxford welcomed the following members of the public:

Mirza Avdic
Abigail Davis

Excused absence: None

Guest Business: None

Action Items:

Approval of Minutes from February 6, 2013: Commissioner Houlton motioned to approve the minutes, Commissioner Barnet second, motion passed 7-0-0-0.

Discussion Items:

Introduction of a Council Directed Code Amendment for Underground Utilities: The City Council has directed staff to review the Underground Utilities code to determine if overhead utilities should remain overhead in specifically defined conditions relative to major arterial street projects. Staff has identified several roads where undergrounding would not be possible mainly due to cost, but also due to methods used to install the existing power.

Park Board Open House Presentation and Introduction of Parks and Recreation Plan Update Process: Senior Planner Wright presented an overview of the City's current Parks program, and the roles of various city departments. The city also looks for involvement from the community and partners with the school district, Boys and Girls Club and other organizations to provide opportunities the city alone cannot provide at this time. The current park system is broken down by park size and type, such as regional, community or mini-park, and open space. Open space is further divided into undeveloped lands, passive recreation lands, and protected critical areas. Mr. Wright mentioned the goals and policies of the park program and identified several accomplishments directly related to the goals of the program. The presentation covered

the current inventory of parks and the level of service (LOS), which is 7.5 acres per 1,000 people. Based on 2011 population, the city is not meeting its LOS goals. Based on Recreation & Conservation Office (RCO) guidelines, the city will look at more qualitative data moving forward, rather than just strictly focusing on park acreage based on population. The city will also look at how to upgrade its current park facilities by adding new amenities.

Where are we headed for the parks update? The city wants to make sure we are providing the best facilities possible while following the guidelines and methodology set forth by the RCO. By following these guidelines, the city is in a better position to apply for and obtain grants and other funding sources. The update will review the goals and policies, making sure these are still current, LOS will still play an important role, but the quality of the park and access will also play a vital role. The city is in the process of determining the park needs of the growing population and is encouraging public involvement through open houses and surveys.

Mr. Wright concluded with some of the highlights from the open house and commented the public who attended had some great input and comments. One of the main comments was the need for a skate park. Commissioner Hoult asked about plans for a skate park near the Boys and Girls Club, Mr. Wright responded there was talk at one time of a skate park in this area, but the plans did not move forward. Vice-Chair Petershagen asked about the possibility of acquiring land for park use outside city limits in the UGA, where property values may be less, and if these parks could be included in the LOS. Mr. Wright said he would look into this. Chair Huxford mentioned Aquafest and the possibility of opening the Museum during the festival and listing it as an event.

Overview of Wayfinding Systems Video: The city expects to begin planning a Wayfinding System in the near future and a video was presented highlighting the various components of a cohesive wayfinding system. The City Council approved the Economic Development Plan in 2010. That plan included several action items that the City could accomplish to help further its economic goals. With the subarea plans completed, some of the next items in the plan include branding and wayfinding. Although this project will not begin right away, this video is a great introduction to why it is important to a community and what it could look like. A branding effort should be completed before or simultaneously with development of a wayfinding system as wayfinding is affected by the "brand".

Commissioner Reports: Commissioner Barnet asked about how the Marketing and Business Recruitment program is progressing. Director Ableman responded that interviews are complete and staff is working on a scope of work. Commissioner Matlack mentioned a Parks survey that was done about seven years ago, he also inquired about the Shoreline Master Program and the next steps. Director Ableman responded she will be covering that in her Planning Director Report.

Planning Director's Report:

Design Review Board Activity: The Review Board recently met on the Starbucks remodel project. They are moving forward on the project. The Design Review process is working very well and we have great members.

Shoreline Master Program: Staff held an open house/workshop prior to the last Council meeting. As a result of this workshop, there are two or three areas where Council would

like staff to propose some alternate language. April 30th is the due date for a response to Department of Ecology.

Buildable Lands Report Status: This report is currently awaiting approval by elected officials with Snohomish County. County Council will need to approve and adopt the Buildable Lands Report.

Growth Target Status: This report is at the steering committee, and will need approval/adoption by County Council. Commissioner Hoult mentioned she talked to a county council member regarding projected growth in the City's UGA and the possibility of a change in zoning to allow greater density in the UGA. Director Ableman responded there is enough capacity in these areas to handle projected growth without a change in zoning. Vice-Chair Petershagen asked about an interlocal agreement in exchange for sewer service, Director Ableman responded the city does not have an interlocal agreement.

Vision 2040 Award: The application has been submitted, the City may know the results by the end of next month.

A reminder was made of a joint meeting with City of Marysville Planning Commission, Tuesday April 9th at 7:00 pm at the Marysville City Hall.

Adjourn. Commissioner Hoult motioned to adjourn at 8:53 p.m., Commissioner Thurber second, motion passed. 7-0-0-0.

Janice Huxford, Chair

Georgine Rosson, Planning/Public
Works Coordinator



STAFF REPORT

Agenda Date: April 3, 2013

Subject: Underground Utilities – Code Amendment

Contact Person/Department: Rebecca Ableman/Karen Watkins Budget Impact: None

RECOMMENDATION(S)/ACTION REQUESTED OF PLANNING COMMISSION: Hold a public hearing on April 3, 2013 and provide a recommendation for the City Council.

SUMMARY: The City Council has directed staff to review the Underground Utilities code (LSMC 14.60.450) to determine if overhead utilities should remain overhead in specifically defined conditions relative to major arterial street projects. The proposed code amendment includes conditions when utilities may remain or be constructed aboveground; all other utilities must be constructed underground. Code amendments to Title 14 LSMC require Planning Commission review and a recommendation to Council.

PROPOSED CODE AMENDMENT: The following code section shows the proposed code amendments using strikeouts for deletions and underlines for additions. The only changes since the February 6 Planning Commission briefing are the amendments in subsections (a) and (b), which were recommended revisions by the City Attorney.

14.60.450 Underground Utilities.

(a) Except as noted in subsections (c) through ~~((e))~~f of this section, all existing, extended, and new electric power lines (not to include transformers or enclosures containing electrical equipment including, but not limited to, switches, meters, or capacitors which may be pad mounted), telephone, gas distribution, cable television, telecommunications overhead facilities, and other communication lines in or adjacent to any land use or building permit approved after the effective date of this chapter shall be placed underground in accordance with the specifications and policies of the respective utility service providers and located in accordance with the currently adopted version of the Engineering Design and Development Standards for the City of Lake Stevens. In the event the distribution line originates from a point opposite any public roadway from the new construction the service lines shall be placed beneath said roadway by means of boring or surface excavation across said roadway.

(b) Whenever an unsubdivided development is hereafter constructed on a lot that is undeveloped on the effective date of this ~~((e))~~ordinance (~~codified in this chapter~~), then all electric, power, telephone, gas distribution, telecommunications, and cable television lines installed to serve the development that are located on the development site outside of a previously existing public street right-of-way shall be placed underground in accordance with the specifications and policies of the respective utility companies.

(c) Wiring and/or related facilities for existing aboveground utilities may remain aboveground if one of the following circumstances exists:

(1) If the Public Works Director determines that an underground system cannot reasonably be installed according to accepted engineering practices or undergrounding would adversely impact services not adjacent to the proposed site, the requirements of this section may be waived. All applications for a waiver from the appropriate adversely impacted utility service provider shall be filed with the Department of Public Works, and shall include a description of the technical difficulties associated with or expected to result from such undergrounding. Such a waiver shall be noted in the permit. If undergrounding is determined not to be reasonable by the Public Works Director, the owner of any adjacent property to be served by the portion of the line that is subject to the waiver must either sign a development agreement or an agreement not to protest the formation of an LID for future undergrounding pursuant to RCW 35.43.182 and Chapter 35.96 RCW. The determination of which form of agreement shall be used shall be at the discretion of the Public Works Director.

(2) For overhead utility lines located along the following roadways:

- (i) State Route 9,
- (ii) State Route 92,
- (iii) State Route 204,
- (iv) Lundeen Parkway from SR 9 to Callow Road,
- (v) 20th Street NE except between 118th Avenue NE and 127th Avenue NE,
- (vi) Grade Road, and
- (vii) 20th Street SE.

~~(((e)d) Building permits for additions, alterations, or repairs within any 12-month period and equal to less than 50 percent of the total value of the existing building or structure shall not be subject to the requirements of this section.~~

~~(((d) If the Public Works Director determines that an underground system cannot reasonably be installed according to accepted engineering practices, the requirements of this section may be waived upon receipt of a written notice from the appropriate utility service provider. Such a waiver shall be noted in the permit or shall be construed as not being granted. If undergrounding is determined not to be feasible, the applicant must either sign a concomitant agreement or a no protest agreement of the formation of an LID for future undergrounding. Determination of which form of promissory shall be used shall be at the discretion of the Public Works Director.))~~

(e) Nothing in this section nor any other section in relation to underground utilities shall apply to power lines carrying a voltage of 15 kV or more, nor shall it be constructed to prohibit the placement of said mounted transformers, terminal pedestal, or other electrical and communications devices above ground, as determined by the appropriate utility service provider involved.

(f) Repair, maintenance or upgrading of existing underground service shall not be relocated overhead.

COMMENTS RECEIVED TO DATE: The Planning Department received two email comments from the Washington State Department of Transportation (WSDOT) after notification of the SEPA Determination of Nonsignificance. Both emails are attached. WSDOT can “accept and support adherence to the new underground codes...” No changes were required based on the comments.

Attachments – Comment Emails from WSDOT

Karen E. Watkins

From: Georgine Rosson
Sent: Thursday, March 21, 2013 8:10 AM
To: Karen E. Watkins
Subject: FW: Review Request, City of Lake Stevens, Underground Utilities Code Amendment
Attachments: SEPA Underground Package 3-20-13.pdf

FYI

*Georgine Rosson
Public Works/Planning Coordinator
City of Lake Stevens*

From: Rodman, Scott [<mailto:RodmanS@wsdot.wa.gov>]
Sent: Thursday, March 21, 2013 8:04 AM
To: Wills, Don; Wehbe, Ahmad
Cc: Georgine Rosson; Benenati, Steve M.
Subject: Review Request, City of Lake Stevens, Underground Utilities Code Amendment

Don and Ahmad:
The City of Lake Stevens has requested review comments for their utility code amendment.

Although our routes run thru the city, *limited access exists* on SR 9 and SR 204 therefore those areas would impact us requiring WSDOT Utility permits.

Please send the city your comments directly to Georgine Rosson, Planning Coordinator, via the email grosson@lakestevenswa.gov prior to April 2, 2013.

Thank you for your assistance with this important matter.

Scott Rodman
Assistant Development Services Engineer
Washington State Department of Transportation
Northwest Region
15700 Dayton Ave. N., NB 82-240
PO Box 330310
Seattle, WA. 98133-9710
206-440-4914

From: grosson@lakestevenswa.gov [<mailto:grosson@lakestevenswa.gov>]
Sent: Wednesday, March 20, 2013 3:48 PM
Subject: Underground Utilities Code Amendment

FYI

*Georgine Rosson
Public Works/Planning Coordinator*

Karen E. Watkins

From: Georgine Rosson
Sent: Thursday, March 21, 2013 10:37 AM
To: Karen E. Watkins
Subject: FW: Review Request, City of Lake Stevens, Underground Utilities Code Amendment
Attachments: UtilitiesAccommodationPolicy[1].pdf

Karen, here are some comments.

*Georgine Rosson
Public Works/Planning Coordinator
City of Lake Stevens*

From: Wills, Don [<mailto:Willsd@wsdot.wa.gov>]
Sent: Thursday, March 21, 2013 10:34 AM
To: Georgine Rosson
Cc: Lacy, Paul; Rodman, Scott; Wehbe, Ahmad; Benenati, Steve M.
Subject: RE: Review Request, City of Lake Stevens, Underground Utilities Code Amendment

Response and Comments from WSDOT Utilities Office:

WSDOT can accept and support adherence to the new underground codes that Lake Stevens is proposing that fall under the Limited Access designation for state highways within city limits. For highways that lie within city limits and are not designated as Limited Access highways the city has jurisdiction, but must at a minimum meet the state standards for Accommodation of Utilities.

In current times it is not uncommon for electrical lines carrying voltages up to 35kv to be easily undergrounded. The technology exists for even greater voltages to be undergrounded but the costs do rise quickly.

WSDOT has a Scenic Classification list for each highway in Washington State, the city may want to use the listed classification as supporting their new code requirement. The Scenic Classification is subject to change as conditions along the highway change.

Don

Donald K Wills II
WSDOT, NWR Utilities and Railroad Engineer
206-440-4122

From: Rodman, Scott
Sent: Thursday, March 21, 2013 8:04 AM
To: Wills, Don; Wehbe, Ahmad
Cc: 'grosson@lakestevenswa.gov'; Benenati, Steve M.
Subject: Review Request, City of Lake Stevens, Underground Utilities Code Amendment

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*Georgine Rosson
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*** eSafel scanned this email for malicious content ***
*** IMPORTANT: Do not open attachments from unrecognized senders ***