



PLANNING COMMISSION AGENDA

Regular Meeting Date: March 5, 2014

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 February 5, 2014 Meeting Minutes**
- E. DISCUSSION ITEMS**
 - 1. Draft 2015 Comprehensive Plan Periodic Update — Scope of Work, Public Participation Plan & Preliminary Schedule - Wright/Ableman**
 - 2. Vision Statement - Wright/Ableman**
- F. COMMISSIONER REPORTS**
- G. STAFF REPORTS**
- H. FUTURE AGENDA ITEMS**
 - 1. Joint Meeting with City Council, March 24, 2014**
- 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 MEETING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday, February 5, 2014

CALL TO ORDER: 7: 00 pm by Chair Petershagen

MEMBERS PRESENT: Chair Gary Petershagen, Vice-Chair Janice Huxford, Linda Hoult, Pam Barnett, Tom Matlack, Jennifer Davis and Sammie Thurber

MEMBERS ABSENT: None

STAFF PRESENT: Planning & Community Development Director Rebecca Ableman, Senior Planner Russ Wright and Planning/Public Works Coordinator Georgine Rosson

OTHERS PRESENT: None

Excused Absence: None

Guest Business: None

Action Items:

Approval of Minutes from January 15, 2014: Commissioner Barnett made a motion to approve minutes, Commissioner Hoult second, motion passed 7-0-0-0.

Discussion Items:

Staff Presentation: Draft Work Program – Director Ableman and Senior Planner Wright
Director Ableman stated Council would review the Work Program at a joint meeting tentatively scheduled for March 24th. She proceeded to highlight the various items on the 2014 Work Program including the 2014 docket, which may include changes to the Capital Facilities Element, two citizen-initiated amendments and placeholders for city-initiated amendments; the 2015 Comprehensive Plan Update; and two code amendments. The two citizen-initiated amendments are for map changes with associated rezones: one site is located off SR-204 and 10th St. SE and the second is located at the southeast corner of SR-9 and Soper Hill Road. Two staff-initiated code amendments will be completed this year. The Grading and Clearing code needs to be updated. Staff will also be reviewing and updating park impact fees and fee schedule to reflect the updated capital facilities list from the newly adopted Park Plan. Vice-Chair Huxford asked where the boat launch repairs/replacement would fit into the Park Plan. Director Ableman stated it is identified in the Needs Assessment and will be considered in the current capital facility plan. Senior Planner Wright mentioned Planning Commission may have to meet more than once per month in order to complete the items on the Work Program, specifically public comment portion of the 2015 Comprehensive Plan Update.

2015 Comprehensive Plan Update – Director Ableman, Senior Planner Wright

Senior Planner Wright began the presentation by stating that jurisdictions are required to update their comprehensive plans and development regulations periodically to remain compliant with Growth Management Act (GMA) requirements and to be eligible for state grants and loans. Minor updates usually occur as part of the jurisdiction's annual docket. The GMA mandates jurisdictions to complete thorough updates to comprehensive plans according to a

predetermined schedule. Snohomish County cities, including Lake Stevens, must complete their major updates by June 30, 2015.

Staff has begun a self-audit of its comprehensive plan and development regulations using the Department of Commerce and Puget Sound Regional Council worksheets to identify any content gaps or inconsistencies. Any deficits found in this self-audit will aid staff in developing a scope of work. Other tasks will include developing a detailed schedule to address any necessary changes to individual elements, establishing a public participation plan to ensure the update incorporates broad perspectives and community concerns. This may include open houses, workshops and public hearings with the Planning Commission and City Council. A schedule for the update was also presented, which includes six primary tasks:

1. Establish a Public Participation Plan,
2. Preliminary GMA Compliance Evaluation/Scope of Work,
3. Amendments,
4. Environmental Review and Agency Comment,
5. Planning Commission Action, and
6. City Council Action.

Staff expects to complete final drafts by April 2015 and complete the update by June 2015. Commissioner Hoult asked if there are new categories that staff should consider in the 2040 plan; Mr. Wright stated there are some optional categories, sustainability policies that will have to be incorporated later. Commissioner Matlack asked if the city would be hiring an outside agency to assist with the update. Director Ableman responded that the city would not be hiring a consultant to assist with the update.

Commissioner Reports:

Vice-Chair Huxford mentioned that the 2014 Aquafest event has been “launched” and the theme this year is an “All-American Aquafest: United We Lake”. The Aquafest planning team is focusing on a 4th of July theme and has reached out to the Navy for participation. There is a wonderful array of contestants for the Aquafest Queen, and the Iffrigs have accepted the Grand Marshall position. Commissioner Matlack mentioned the Granite Falls city council is considering a motocross park.

Planning Director’s Report:

Director Ableman stated staff has begun talking with the county parks and recreation department regarding development of Cavalero Park, including the possibility of a skate park. Staff will be setting up public outreach meetings soon.

Senior Planner Wright gave an update on the proposed marijuana regulations, the Council asked staff do more research regarding hours of operation, size restrictions, and separation restrictions. Mr. Wright will be presenting the requested information at the February 10th Council meeting.

Adjourn. Commissioner Hoult made a motion to adjourn at 7:32 p.m., Vice-Chair Huxford second, motion passed. 7-0-0-0.

Gary Petershagen, Chair

Georgine Rosson, Planning/Public
Works Coordinator



Staff Report City of Lake Stevens Planning Commission

Planning Commission Briefing
Date: **March 5, 2014**

Subject: **2015 Comprehensive Plan Periodic Update / Vision Statement**

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

SUMMARY: Discuss Scope of Work, Public Participation Plan & Preliminary Schedule document and Vision Statement

ACTION REQUESTED OF PLANNING COMMISSION: No action requested at this time.

Discussion Item A

Staff has prepared a draft *2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan & Preliminary Schedule* (attached). This document describes periodic update tasks including the public participation plan, preliminary scope of work and schedule. Including a public participation plan will ensure meaningful and continuous public input as the update proceeds. Public Participation may include a variety of communication methods such as press releases, open houses, workshops and public hearings with the Planning Commission and City Council. It will also include an electronic survey, comment cards and regular website updates. The scope of work defines broad topics, specifically a review of comprehensive plan elements and development regulations. Other tasks will include updating demographic, growth, transportation and utilities information. Finally, a schedule is included to define when to complete specific tasks over the next 18-months. This document will be reviewed at the upcoming joint meeting with Council.

Discussion Item B

As we prepare for the first Public Open House, staff wanted to provide the Planning Commission with a copy of the city's current Vision Statement and related provisions. Setting or affirming a Vision will be a crucial task to define the final scope of work for the 2015 Periodic Update. As you review the Vision Statement, please be prepared to discuss fundamental questions related to the current state of the city and direction for the future. Some questions to consider include:

1. What has changed since the last time we adopted our comp plan (e.g., boundaries, population and infrastructure)?
2. How has demand for various land uses changed?
3. What has been implemented (e.g., critical areas, shoreline, floodplain, etc.)?
4. Are we using all of our tools (e.g., subarea planning, innovative codes, continuous public participation, etc)
5. Does the comprehensive plan accurately reflect the city's community vision?

Attached:

1. 2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan & Preliminary Schedule
2. Current Vision Statement and provisions



2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan & Preliminary Schedule

DRAFT – February 26, 2014



Planning and Community Development

For more information contact: the Lake Stevens Planning & Community
Development Department

1812 Main Street, Lake Stevens, WA 98258 (425) 377-3235



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

1. Introduction & Overview

The city of Lake Stevens will conduct a major review and update of its comprehensive plan and development regulations, scheduled for adoption in mid-2015. Jurisdictions are required to update their comprehensive plans and development regulations periodically to remain compliant with the Growth Management Act (GMA) Chapter 36.70A of the Revised Code of Washington (RCW) and remain eligible for state grants and loans. Minor updates usually occur as part of the jurisdiction's annual docket [RCW 36.70A.130(2)]. Local governments may update development regulations continuously, provided such updates are consistent with local comprehensive plans.

The GMA mandates jurisdictions complete thorough updates to their comprehensive plans according to a predetermined schedule. Snohomish County cities, including Lake Stevens, must take legislative action to review and, if needed, revise their comprehensive plan and development regulations no later than June 30, 2015 and every eight years thereafter. This periodic update guarantees the city's plan is current with revised GMA requirements, existing laws, continues to reflect local needs, incorporates new data and/or correct errors. The 2015 Comprehensive Plan Periodic Update will represent the second detailed and deliberate review of the city's comprehensive plan and development regulations since the original plan's adoption in 1994. The last major update was in 2006.

Planning and Community Development prepared this draft *2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan and Preliminary Schedule* for consideration by the City Council and the Planning Commission. The public participation program will ensure compliance with the following public participation requirements of the GMA:

- Notice of the update process is broadly and effectively disseminated (RCW 30.70A.035);
- Notice identifies the procedures and schedules by which updates will be considered [RCW 36.70A.130(2)(a)]; and
- The program provides for early and continuous public participation (RCW 36.70A.140).

The Public Participation Plan clearly identifies the scope of the proposed update, when legislative action is expected to occur and how the public can participate or comment.

2. Extent of GMA Evaluation / Scope of Work

The GMA does not exempt any comprehensive plan elements or development regulations from review and evaluation. Rather than reconsidering all previous decisions made developing past comprehensive plans and annual updates, the city will focus on meaningful updates that further the city's vision, relate to the needs of the community's changing population and respond to the mandatory GMA elements and related statutes. Completing the periodic update checklists published by the Washington State Department of Commerce (Commerce) and Puget Sound Regional Council (PSRC) will help the city identify necessary changes to ensure compliance with GMA and countywide and multicounty planning provisions.



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

2.1 Growth Management Act Planning Goals

The *2015 Lake Stevens Comprehensive Plan* needs to be consistent with the main planning goals articulated in the Growth Management Act (Chapter 36.70A RCW) summarized below.

- *Urban Growth* – Encourage urban development where adequate public facilities and services are available or can be provided efficiently.
- *Reduce Sprawl* – Reduce sprawling, low-density development.
- *Transportation* – Encourage efficient multimodal transportation systems with consideration of countywide and regional priorities.
- *Housing* – Encourage the availability housing for all economic segments of the population, promote a variety of residential densities and housing types and encourage preservation of existing housing.
- *Economic Development* – Encourage economic development and promote economic opportunity for all citizens, especially for unemployed and for disadvantaged persons; and encourage growth – within the capacities of the state's natural resources, public services and public facilities.
- *Property Rights* – Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
- *Permits* – Process permit applications in a predictable, timely and fair manner.
- *Natural Resource Industries* – Maintain and enhance natural resource-based industries, including productive timber, agricultural and fisheries industries.
- *Open Space and Recreation* – Encourage the retention of open space and development of recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water and develop parks.
- *Environment* – Protect the environment and enhance the state's high quality of life, including air and water quality and the availability of water.
- *Citizen Participation and Coordination* – Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
- *Public Facilities and Services* – Ensure public facilities and services can adequately serve residents at the time of development without decreasing current service levels.
- *Historic Preservation* – Identify and encourage the preservation of lands, sites and structures that have historical or archaeological significance.

2.1 Comprehensive Plan

The current Lake Stevens Comprehensive Plan addresses the required planning elements including housing, land use, parks and recreation, transportation, utilities and public services and facilities, capital facilities, economic development and the environment. In addition, the City Council adopted two optional Subarea Plans in September 2012. It is unlikely that updates to these subarea plans are necessary as part of the 2015 Update.



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

2.2 Development Regulations

The city's development regulations found in the Lake Stevens Municipal Code (LSMC) must comply with the GMA, other statutes and the current comprehensive plan. Key regulations subject to review include zoning, land division and critical area regulations among other issues.

The zoning code (Title 14 Land Use Regulations) is one of the major implementation tools of the comprehensive plan. The adopted Future Land Use Map guides the official Zoning Map. Land use designations and zoning districts regulate development patterns by grouping similar and related uses together and separating dissimilar, unrelated and incompatible uses, particularly in relationship to transportation, utilities and other public services and facilities.

Lake Stevens' subdivision regulations (Chapter 14.18 Subdivision, Boundary Line Adjustments and Binding Site Plans LSMC) control land divisions and parcel boundaries modifications. In conjunction with the land use regulations, subdivision regulations control the creation of new lots and adequacy of public improvements such as access, sewer and water supply.

The GMA directs local jurisdictions to adopt regulations to protect critical areas. Critical areas include fish and wildlife conservation areas (e.g., streams and other natural water bodies), frequently flooded areas, geologically hazardous areas, wetlands and aquifers. Chapter 14.88 LSMC contains standards for designating, classifying and protecting critical areas. The city and the Washington Department of Ecology approved an updated Shoreline Master Program (SMP) in June 2014. City staff does not anticipate making amendments to the SMP as part of the 2015 Update.

3. Project Tasks

The 2015 GMA comprehensive plan Update Project consists of six basic tasks:

1. Establish a Public Participation Program;
2. Preliminary GMA Compliance Evaluation;
3. Comprehensive Plan and Development Regulation Amendments;
4. Environmental Review and Agency Comment;
5. Planning Commission Action; and
6. City Council Action.

A preliminary project schedule is included in Section 5 of this plan.

3.1 Task I – Establish a Public Participation Program

The Lake Stevens Planning Commission and City Council will jointly review the *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* on March 24, 2014. Public participation procedures will be consistent with this Public Participation Plan, the Open Public Meetings Act (Chapter 42.30 RCW), the State Environmental Policy Act (Chapter 43.21C RCW) and the GMA (Chapter 36.70A RCW). Public participation will be a component of all subsequent tasks. Task I includes the following elements:



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

1. Preparation of a press release for distribution to local media, stakeholder groups with publication on the city's website;
2. Completion of an electronic survey with distribution on the city's website;
3. Initial Community Open House to discuss the Vision and Scope of Work for the 2015 Comprehensive Plan Periodic Update and gather early public comment;
4. Planning Commission Open House to review GMA Compliance Report, 2015 citizen-initiated applications and proposed amendments to the comprehensive plan and development regulations;
5. Planning Commission review, public hearing(s) and recommendation of proposed amendments to the comprehensive plan and development regulations; and
6. City Council review and public hearing(s) of proposed comprehensive plan and development regulation amendments, followed by legislative action.

3.2 Task II – Preliminary GMA Compliance Evaluation

Planning and Community Development will collect and analyze data on growth trends and forecasts during its GMA compliance evaluation. The Department will also conduct a preliminary evaluation of the city's current comprehensive plan and development regulations for GMA compliance by completing the Commerce Periodic Update Checklist and PSRC Checklist. Staff will also evaluate any citizen-initiated applications to the comprehensive plan, land use map and/or zoning map in late 2014. The city will integrate any citizen-initiated amendments into the 2015 update process before legislative action is considered. Task II includes the following elements:

1. Analysis of growth trends and forecasts, inventories, demographics and/or land-capacity analysis in the existing comprehensive plan, subarea plan(s) and development regulations;
2. Completion of WA Dept. of Commerce Periodic Update Checklist and PSRC Periodic Update Checklist and Review of Commerce Best Available Science Document;
3. Review of regional and countywide planning policies to ensure local consistency among plans;
4. Identification of any necessary or optional changes proposed to the comprehensive plan Elements and Development Regulations; and
5. Results from the compliance evaluation will be sent to Commerce and PSRC for comment.

3.3 Task III – Amendments

Planning and Community Development will establish internal, topical work groups to review and revise individual elements of the comprehensive plan and associated Development Regulations based on the Scope of Work. During this phase, the work groups will draft specific amendments to comprehensive plan elements and development regulations. In addition, these groups will review any citizen-initiated applications to the comprehensive plan, land use map and/or zoning map for consistency with plan updates. The results of the evaluation will be compiled in a Draft GMA Compliance Report. Task III includes the following elements:

1. Establishing work groups to review current comprehensive plan elements and associated development regulations and preparing draft revisions of these documents;



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

2. Preparation of a GMA Compliance Report;
3. Public Open House to review GMA Compliance Report, citizen-initiated applications and other proposed amendments; and
4. Complete final changes to comprehensive plan elements and associated development regulations following public, environmental and agency review and comment.

3.4 Task IV – Environmental Review and Agency Comment

Planning and Community Development will follow SEPA rules (Chapter 1989-11 of the Washington Administrative Code) and conduct a comprehensive environmental analysis of proposed amendments. The city's SEPA official will issue an appropriate determination for proposed amendments. Staff will send environmental documents and proposed amendments to interested parties and appropriate state agencies for comment and review before hearing or action. Task IV includes the following elements:

1. SEPA review of proposed amendments to comprehensive plan elements and associated development regulations;
2. Issuance of threshold determination;
3. Distribution of SEPA determination and associated documents for public and agency review and comment after proper noticing; and
4. Sending Commerce, affected agencies and interested parties a 60-day Notice of Intent to Adopt following Planning Commission Action and proper noticing.

3.5 Task V – Planning Commission Action

The Planning Commission will hold public meetings, workshops and/or hearings as needed during each task to facilitate the public review of the 2015 Comprehensive Plan Periodic Update. Task V includes the following elements:

1. Holding a joint meeting with the City Council to review the *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* on March 24, 2014;
2. Facilitating an initial Community Open House to discuss the Vision and Scope of Work for the 2015 Comprehensive Plan Periodic Update and gather early public comment;
3. Facilitating an Open House to review GMA Compliance Report, 2015 citizen-initiated applications and proposed comprehensive plan and development regulation amendments;
4. Holding a public hearing(s) for proposed comprehensive plan and development regulation amendments; and
5. Forwarding a recommendation and findings to the City Council for further review and action.

3.6 Task VI – City Council Review and Action

The City Council will hold workshops as needed during to review the process of the periodic update and proposed comprehensive plan and development regulation amendments. In addition, the City Council will conduct a public hearing(s) following Planning Commission recommendation. Task VI includes the following elements:



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

1. Holding joint meeting with the Planning Commission to review the *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* on March 24, 2014;
2. Adopting *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* by resolution to establish the 2015 Docket;
3. Holding periodic workshops;
4. Holding a public hearing(s) to review the Planning Commission’s recommendation, findings and proposed comprehensive plan and development regulation amendments; and
5. Take action on proposed amendments – if approved adopts amendments by ordinance.

4. Public Participation

This Public Participation Plan describes the steps that the city of Lake Stevens will take to involve the community in decisions regarding the 2015 Comprehensive Plan Periodic Update. The goal is to provide the public with timely information, a clear understanding of the process and opportunities to review and comment on proposals before the city makes decisions.

The Public Participation Plan defines “the public” very broadly. Specifically, the public includes individual citizens, interest groups, trade groups, government agencies, utilities & service providers and businesses. In order to reduce the potential for future conflict and to ensure that the city’s planning efforts reflect the diverse interests and viewpoints of our community, the Public Participation plan reflects the city’s desire to provide opportunities for all members of the public to participate in the comprehensive plan update process.

Planning and Community Development prepared the Public Participation to focus available resources on important points in the plan development and decision-making process.

4.1 Purpose

The purpose of this plan is to ensure early and continuous public participation during the 2015 Comprehensive Plan Periodic Update process, as required by Chapter 36.70A RCW.

4.2 Public Participation Goals

1. Ensuring broad participation by identifying key interest groups, soliciting input from the public and ensuring that no single group or interest dominates the process.
2. Maintaining effective communication with municipalities through direct outreach and coordination.
3. Providing equal opportunity for public participation from residents, businesses, visitors and the public.
4. Ensuring public participation resources support those elements of the update process likely to be of the greatest interest to the public.
5. Making use of communication technologies to distribute information and post notices.
6. Notifying the public of all meetings, hearings, workshops and legislative actions.



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

4.3 Program Structure and Methods

To utilize the city's scarce planning resources efficiently, this plan identifies *essential* public participation strategies that *will* be employed at designated stages in the planning process, as well as *optional* public participation strategies, which *may* be employed if resources are available. Public participation methods may include, but are not limited to, the following strategies.

1. Public Workshops/Open Houses – Public meetings will be held in different formats to receive public input and feedback on the city's planning efforts. Public workshops will include presentations by Planning and Community Development and may include question and answer sessions. Open houses will be less formal allowing direct dialogue between city staff and interested parties in addition to interactive activities.
2. Public Hearings – Public Hearings are a formal public process conducted and held before the city Council or Planning Commission.
3. Survey – Planning and Community Development will solicit public outreach through the completion of an electronic survey that will be posted on the city's website.
4. Planning and Community Development Website – Planning and Community Development will post relevant documents and schedules along with announcements and notices concerning upcoming meetings, hearings and public involvement opportunities.
5. Interested Parties Email List – Planning and Community Development will maintain a list of individuals or groups who have expressed an interest in the comprehensive plan update process. Interested parties will receive emails with announcements and notices.
6. Staff Reports – Staff reports will highlight key topic, important milestones and provide focused guidance to decision makers and document the evolution of the update process.
7. News Releases – For major issues, the city will prepare press releases and distribute these to local papers and post on the city's website.
8. City Council Work Sessions – Planning and Community Development will brief Council members on the update process during regular works sessions.
9. Planning Commission Work Sessions – Planning and Community Development will brief Planning Commissioners on the update process during regular works sessions.
10. Joint Planning Commission and City Council Work Session – A joint work session will be scheduled to establish a preliminary scope of work.

The above strategies establish the basic public involvement processes that the city will utilize during the 2015 Comprehensive Plan Periodic Update. Other public participation activities may be put into practice without changing the plan.

4.4 Public Comments

Throughout the public process, citizens and interested parties may provide written comments throughout the update process or give testimony at public open houses, meetings or hearings. In addition, written comments are welcome. To ensure consideration, written comments must be received prior to the close of specific public hearings.



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

Interested parties can submit written comments by email, mail or fax to the director or project manager, listed below:

Rebecca Ableman, Planning &
Community Development Director
P.O. Box 257
Lake Stevens, WA 98258
bableman@lakestevenswa.gov

Russell Wright, Senior Planner
P.O. Box 257
Lake Stevens, WA 98258
rwright@lakestevenswa.gov

Interested parties can also submit a Citizen Comment Form accessible on the city's website at the 2015 Comprehensive Plan Periodic Update link at www.lakestevenswa.gov.

4.5 Availability of Documents

The city of Lake Stevens will make every effort to post relevant documents on the Planning and Community Development website at www.lakestevenswa.gov. In addition, a project file will be maintained and available for public inspection during regular business hours (Monday through Friday, 8 am to 5 pm) at the Permit Center at 1812 Main Street, Lake Stevens, WA.

4.6 Record of Meetings

The city will record and prepare written minutes (summaries) for all public meetings and hearings related to the 2015 Comprehensive Plan Periodic Update. Meeting summaries will be available on the city's website at www.lakestevenswa.gov. Copies of audio recording are available upon request.

5. Preliminary Schedule and Scope of Work

The *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule* outlines the schedule (attached) to complete the comprehensive plan update in a timely and efficient manner. The schedule may be subject to change as the project moves forward. After a preliminary review of Growth Management Act requirements, the current Lake Stevens Comprehensive Plan and technical guidance provided by Commerce and PSRC, Planning and Community Development will establish a final work program and scope of work.

CITY OF LAKE STEVENS – 2015 COMPREHENSIVE PLAN UPDATE WORK PROGRAM

Task #	Timeline	Person /Group	Tasks	Notes
1. Task I – Establish a Public Participation Plan				
1-A	February 2014	RA/REW	Prepare draft Public Participation Plan for PC & CC review	
1-B	March 5, 2014	RA/REW	Introduce Public Participation Plan to PC	
1-C	March 10, 2014	RA/REW	Introduce Public Participation Plan to CC	
2. Task II – Preliminary GMA Compliance Evaluation / Scope of Work				
2-A	February 2014	REW	Collect and analyze data on growth trends and forecasts. Review existing comprehensive plan, subarea plan(s) and development regulations. Complete: <ul style="list-style-type: none"> • Dept of Commerce checklist • PSRC checklist • Best Available Science 	<ol style="list-style-type: none"> 1. Check required items against your comprehensive plan and development regulations to evaluate if revisions to individual elements/regulations are necessary to ensure consistency with GMA and Vision 2040. 2. Identify on the checklist where your plan or regulations address mandatory requirements. This initial checklist review will help set the scope of work for PC and CC review. 3. <i>No changes required to SMP.</i>
2-B	Feb - March 2014	REW	Data Collection: <ul style="list-style-type: none"> • Update any relevant inventories, demographics and/or land-capacity analysis (e.g., transportation, buildable lands, etc.) • Review Countywide Planning Policies • Review PSRC VISION 2040 Multicounty Planning Policies • Review development regulations 	This task can be completed alongside the Work Program tasks described below. The reviews include checking for consistency with Snohomish County Countywide Planning Policies and PSRC Vision 2040.
2-C	March 24, 2014	RA/REW	Joint Workshop with PC/CC to review initial of scope of work & public participation program (Work Program)	<ol style="list-style-type: none"> 1. Staff will use the Commerce/PSRC checklists to establish the formal scope of review for the city's update.
2-D	March 27 2014	REW	Send GMA Compliance Evaluation Checklists to Commerce and PSRC for review and comment	Early informal review.
2-E	May 7 2014	RA/REW	Community Open House to discuss Vision for the city and 2015 Comprehensive Plan Scope of Work and gather initial public comments	Meeting held at regular PC meeting

CITY OF LAKE STEVENS – 2015 COMPREHENSIVE PLAN UPDATE WORK PROGRAM

3. Task III - Amendments						
3-A	April – October 2014		Internal Work Groups meet and prepare amendments <ul style="list-style-type: none"> • Work Group 1 Planning and Land Use – Russ, Coordinator • Work Group 2 Public Services, Transportation & Utilities – Becky, Coordinator • Work Group 3 Economic Development – Becky, Coordinator 	Work Groups, consisting of appropriate staff and affected agencies will, meet as needed.		
3-B	April – June 2014	REW	Work Group 1 Planning and Land Use <ol style="list-style-type: none"> 1. Housing Element 2. Land Use Element 3. Environment Element 4. Parks and Recreation 	Work groups will establish targets for completion of elements and development regulations Combine Introduction and Planning Area		
3-C	May – August 2014	RA	Work Group 2 Transportation and Utilities <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 1. Transportation 2. Utilities </td> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 3. Public Facilities 4. Capital Facilities </td> </tr> </table>	<ol style="list-style-type: none"> 1. Transportation 2. Utilities 	<ol style="list-style-type: none"> 3. Public Facilities 4. Capital Facilities 	Work groups will establish targets for completion of elements and development regulations Separate Utilities & Public Facilities chapters.
<ol style="list-style-type: none"> 1. Transportation 2. Utilities 	<ol style="list-style-type: none"> 3. Public Facilities 4. Capital Facilities 					
3-D	July – Sept. 2014	RA	Work Group 3 Economic Development	Work groups will establish targets for completion of elements and development regulations		
3-E	October 2014	REW	Staff prepares Draft GMA Compliance Report following preparation of draft amendments			
3-F	November 5, 2014	RA/REW	Planning Commission Public Open House on Draft GMA Compliance Report, any citizen amendment applications and any other proposed specific amendments			
3-G	June 2015	RA/REW	Final changes to amendments elements and development regulations following environmental and agency review and comment			
4. Task IV Environmental Review and Agency Comment						
4-A	October 2014	REW	Conduct SEPA review and analyze potential environmental impacts from the proposed changes.	Start SEPA review at the early phases of developing plans and regulations.		
4-B	November 2014	RA	Issue SEIS, Addendum or DNS as appropriate	30 Day comment period		
4-C	November 2014	REW	Send Commerce draft update documents for informal review at least 30 days prior to Planning Commission public hearing	30 Day comment period		
4-D	April 2015	REW	Send Commerce 60-day Notice of Intent to Adopt	60 Day comment period Note: Annual docket amendments can be combined with periodic update		

CITY OF LAKE STEVENS – 2015 COMPREHENSIVE PLAN UPDATE WORK PROGRAM

5. Task V - Planning Commission Action				
5-A	November - December 2014	RA/REW	Planning Commission workshop on amendments to the comprehensive plan and development regulations.	
5-B	January 6, 2015	RA/REW	Planning Commission public hearing on amendments to the comprehensive plan and development regulations	Discuss amendments, hearing testimony and possible modifications.
5-C	January 20, 2015	RA/REW	Planning Commission final recommendation on amendments to the comprehensive plan and development regulations	Optional
6. Task VI City Council Review and Action				
6-A	Feb 2015 - March 2015	RA/REW	City Council workshops on amendments to the comprehensive plan and development regulations	
6-B	April 2015	RA/REW	City Council public hearing on amendments to the comprehensive plan and development regulations	
6-C	April 2015	RA/REW	City Council public hearing # 2 and final recommendation on amendments to the comprehensive plan and development regulations	Optional
6-D	June 2015	RA/REW	City Council adopts amendments by ordinance	Commerce recommends the final adopting resolution/ordinance indicates all the major steps in update process and include a definitive statement that this action concludes the required Update process required by GMA.
6-E	June 2015	REW	Publish Notice of Adoption in paper	Date of publishing triggers 60-day appeal period
6-F	June 2015	REW	Submit final update ordinance to State	GMA requires submittal to state 10 days after final action



- The City will pursue an aggressive program for development of its historic town center.
- It will support development efforts at Frontier Village and will work with businesses and residents on issues of importance to the area.
- It will pursue a Subarea Plan for a South Lake Stevens residential and retail center.
- It will implement programs to encourage pedestrian, bicycle and other non-auto access to work, shopping and recreation.

These and other initiatives, based on updated 2006 information and trends, will keep the Lake Stevens Comprehensive Plan current and relevant to today's needs.

These goals and aspirations of the public were considered in the development of a 2006 Vision Statement. The Statement in turn, was the key consideration in the update of the Plan itself, along with the other components required by State law.



The 2006 Lake Stevens Vision

Based on the considerations and requirements outlined above, the following "Vision Statement" has been adopted as part of this 2006 update of the 1994 Comprehensive Plan:

Recognizing both citizens' desires to maintain the small town atmosphere, and the philosophy and mandates of the Growth Management Act, the City of Lake Stevens will grow to a community of 46,000 people within its Urban Growth Area with high densities being concentrated in and around "Old Town" and Historic Downtown, South Lake Stevens and Frontier Village while medium-density neighborhoods extend from them to lower density neighborhoods developing on the periphery of the UGA. Care will be taken to ensure that any development is sensitive to the environment and existing residents by reasonably mitigating impacts through all lawful means available.

We intend to be a community of sustainable development. We declare that beautiful yet functional and efficient design is paramount to sustaining a positive development atmosphere and community image. To be sustainable, our



community will strive to provide a range of housing that is affordable to our diverse population; and will seek to match jobs to residents to local consumers so that our citizens can find their needs met at home in Lake Stevens.

The City of Lake Stevens strongly endorses the thrust of the Growth Management Act as an essential and responsible series of planning measures that when implemented, will help direct community, regional, and statewide efforts to enhance Washington's quality of life, environmental protection, and economic vitality.

The principal theme of the Vision Statement is that the City of Lake Stevens will maintain its character and identity – the "small town" atmosphere. The updated goals for 2006 are as follows:

- VG-1 The City of Lake Stevens will provide an effective stewardship of the environment, to protect environmentally sensitive areas and conserve land, air, water, and energy resources for current and future generations.
- VG-2 The City of Lake Stevens will encourage changes that promote livability, pedestrian orientation and high-quality design, and limit stress factors such as noise pollution and traffic congestion. In addition, the City of Lake Stevens should identify the responsibilities of public and private agents at the local and regional level for providing emergency and social services.
- VG-3 The community will focus its economic development activity in the Hartford Road Industrial Area, three Community growth centers and small neighborhood service centers.
- VG-4 The City of Lake Stevens will use local resources whenever possible to encourage local involvement in community actions and to enhance community pride. This will include continued encouragement of public and private involvement in community traditions, as well as encouragement of volunteerism and activism.
- VG-5 The City of Lake Stevens will encourage the development of the local economy by: providing a predictable development atmosphere; emphasizing diversity in the range of goods and services; encouraging non-consumptive, sustainable level markets; and ensuring that as the economy changes employment opportunities are balanced with a range of housing opportunities.
- VG-6 The City of Lake Stevens will enhance the opportunities for enjoyment of recreational and cultural activities, fostering a range of activities for all ages.



The enjoyment and educational value of such activities is enhanced by diversity in the available choices.

VG-7 The City asserts its role and interest in areas outside of the UGA in the urban rural transition areas and beyond. These are areas where future UGA expansions may occur and the City must be involved in their planning and development

VG-7.1 The City will work with the County and neighboring jurisdictions to give input on its future planning areas outside urban growth areas.

VG-7.2 The City values the public benefit of the agriculturally designated lands and greenspaces outside the UGA and will work towards preservation efforts through the County's land conservation processes and/or Transfer of Development Rights Program to encourage and ensure perpetual conservation of these areas.

VG-7.3 The City will pursue preservation of the vicinity west of Sunnyside Boulevard in the area known as the Ebbey Slough area outside of the urban growth areas for providing significant greenspace protecting and benefiting Lake Stevens, Marysville, and Everett.

VG-7.4 The City will first look towards major transportation corridors when considering UGA expansion opportunities.

VG-7.5 The City will continue to coordinate and partner with local service providers such as the Lake Steven Sewer District, Lake Stevens Fire, and the Lake Stevens School District to ensure service continuity within UGA expansion areas and/or transition areas as allowed under State or County regulations.

These goals provide the foundation for the more specific goals and policies found under the various topics in this Plan.

Subarea Plan Visions

The objectives, goals, and policies of the 20th Street SE Corridor Subarea Plan and Lake Stevens Center Subarea Plan echo the City's overall vision to ensure that future development is sensitive to the natural environment, considers sustainable approaches to development and mitigates related impacts. The following sections describe the vision for each subarea plan.



20th Street SE Corridor Subarea Plan. The plan provides a framework for the development of an Employment Center. Being a crossroads for markets, the 20th Street SE Corridor's location favors its position for employment growth with considerable pass-through traffic from commuters to the east and north. This subarea could provide a needed alternative regional employment center, specifically for northern Snohomish County and communities east of Interstate 5.

The primary impetus of the subarea plan is to add employment opportunities in business parks and mixed-use nodes, increase the City's retail opportunities, and bestow a renewed vitality, purpose and character to the district that capitalizes on the existing infrastructure and natural setting that offers views to the west of the Snohomish River valley and the Olympic Mountains. The subarea plan will guide the transformation of the area into a vibrant employment and commercial corridor for a wide variety of small and mid-sized companies by adding retail and office complexes in distinctive commercial/mixed-use nodes balanced with higher-density residential housing opportunities available to all residents. Larger employers will develop in campus-like settings alongside small nodes of shops, services, restaurants, and larger retail centers. Enhanced transit services, new trails and greenbelts will connect new development to existing uses, especially parks and schools. A variety of new housing types will be integrated with existing development and provide innovative options like cottage housing and some retirement housing. New development will be bound to high-quality design and development standards to sustain a positive development atmosphere and community image.

Lake Stevens Center Subarea Plan. The plan provides a framework for the redevelopment of this area as a regional retail center. 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 by adding or improving retail and office complexes in a main street and distinctive commercial/mixed-use neighborhoods balanced with higher-density residential housing opportunities. New development will be bound to high-quality design and development standards to sustain a positive development atmosphere and community image.

Consistency Requirements

Policies have been developed by Lake Stevens' residents and for Lake Stevens' future. However, any policy or regulation must be consistent with other State and regional policies. The City believes and intends that its 2006 updated Comprehensive Plan, as amended, meets the consistency requirements of the following policies and regulations. It's future decision making and future interpretations of its policies will adhere to these consistency requirements.