



City of Lake Stevens Vision Statement

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

CITY COUNCIL WORKSHOP MEETING AGENDA

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 – 22nd Street NE, Lake Stevens

Tuesday, October 22, 2019 – 6:00 – 6:45 p.m.

CALL TO ORDER	6:00 p.m.	Mayor
2020 Budget		Barb

CITY COUNCIL REGULAR MEETING AGENDA

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 – 22nd Street NE, Lake Stevens

Tuesday, October 22, 2019 – 7:00 p.m.

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

CALL TO ORDER	7:00 p.m.	Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		
APPROVAL OF AGENDA		Council President
CITIZEN COMMENTS		
NEW EMPLOYEE INTRODUCTION	Jon Stevens, Engineering Technician/Surface Water	Eric
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		

Lake Stevens City Council Regular Meeting Agenda

October 22, 2019

**CITY DEPARTMENT
REPORT**

Update

CONSENT AGENDA	*A 2019 Vouchers *B City Council Workshop Meeting Minutes of October 8, 2019 *C City Council Regular Meeting Minutes of October 8, 2019 *D Withrow Real Estate Purchase & Sale Agreement *E Ordinance 1070 Interim Sign Regulations	Barb Kathy Kathy Grace/Eric Russ
PUBLIC HEARING:	*F Ordinance 1068 Amending LSMC re Design Review Regulations	Dillion

ACTION ITEMS:

DISCUSSION ITEMS:

EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, 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.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 22, 2019

Subject: Police 2020 Personnel Priorities

Contact Person/Department: Chief John Dyer **Budget Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: For discussion purposes

In administering department priorities, I must always evaluate the operational capabilities of the department in a way which is also fiscally responsible. As the city grows, the tasks, functions, and responsibilities of our staff grow as well. The Lake Stevens Police Department represents over 1/3 of the city staff, as well as taking up a large share of the general fund. Running a 24/7 high liability organization takes tremendous effort for all our employees. Our two general functions are:

1. Operational – Our operational capabilities are the folks that provide direct services to our community. They are answering calls for service, manning the marine unit, handling animal complaints, providing records requests, etc. As the community grows, these duties increase.
2. Support Services – These are the people and processes which support our operational folks. As the largest department in the city, it requires an immense amount of administrative and support functions to keep our operational people on task.

In the area of Support Services, our tasks can generally be categorized as administrative and operational. The tasks associated with running a multimillion-dollar, 24/7 business are aptly managed by our Administrative team. The recent addition of an Administrative Assistant has helped tremendously. The tasks directly effecting the operational side of our business are handled, to a large degree, by our operational personnel. Some examples of these duties are:

- Training Coordination – This includes managing all aspects of a training program which requires lesson plans, equipment, scheduling, documentation, instructor certifications, etc.
- Inventory management – This covers all equipment which must be tracked and maintained
- Fleet Management – All fleet management, repair, scheduling, etc.
- Recruitment, testing, background checks, and onboarding of new Officers.
- Event organization
- Forms management
- Emergency Management

In looking at our priorities moving forward, it is important to always keep our operational capacities in mind. I can request the addition of operational staff (Patrol Officers, PROACT Officers, Code Enforcement Officers, Records Specialists, etc.) to increase our capability or I can look at ways to make our current operational staff more efficient and focused on operational needs. In this case, an

Administrative Sergeant to release operational staff (Patrol Sergeants) to focus on our operational needs.

My recommendation, given current fiscal restraint, and in determining what will give us the immediate value-added operational capability, is the addition of an Administrative Sergeant to the LSPD team.

The purpose of the position of Administrative Sergeant is twofold:

1. Provide for all administrative and support services for the Operations Division, thus freeing up operational staff to focus on operations.

This is a very important piece of this requests. Right now, our Patrol Sergeants spend a good deal of time working on the operational administrative tasks which I have outlined. By turning over these duties to an Administrative Sergeant we free up our Patrol Sergeants time to be out in the field. This has the result of adding the equivalent of an FTE to our field operations and provides better field supervision of our line Officers.

2. Provide supervision to Support Services line employees, which is now performed by the Support Services Commander. This takes a lot of time for first line supervision, which could be better spent on higher level community related issues.

I realize that the current position of the general fund is limited so I am further proposing that we keep our authorized Commissioned Officer strength at 33. I am proposing that instead of backfilling the additional Sergeant with a new hire, we temporarily leave the PROACT position vacant. The reoccurring cost to the city then becomes the difference in pay and benefits from an Officer to a Sergeant.

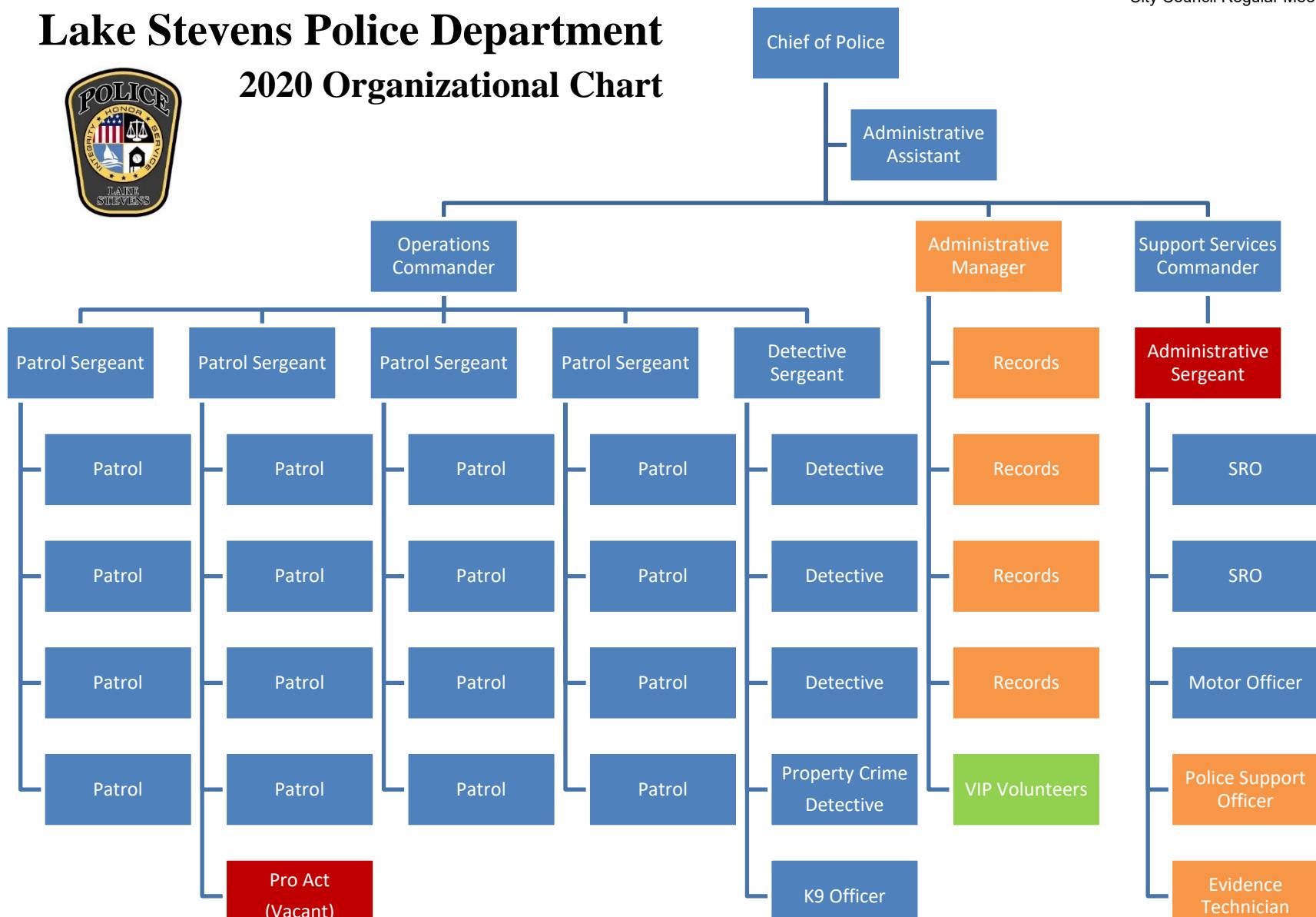
One other point in my thought process on this is, I believe that increasing our staffing levels needs to keep up with the growing population and demands that are placed on public safety. Right now, we operate at a much lower per capita ratio than almost every other municipality in Snohomish County. As the general fund improves, I will be advocating to add the PROACT position back into our staffing levels, as well as completing a comprehensive staffing allocation model in 2020.

ATTACHMENTS:

- Proposed 2020 Organizational Chart

Lake Stevens Police Department

2020 Organizational Chart





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BLANKET VOUCHER APPROVAL
2019

Payroll Direct Deposits	10/10/2019	\$223,730.24
Payroll Checks	48830	\$1,873.11
Electronic Funds Transfers	ACH	\$290,365.83
Claims	48828-48829, 48831-48945	\$310,357.28
Void Checks	48335	(\$1,398.54)
Total Vouchers Approved:		\$824,927.92

This 22nd day of October 2019

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer

Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

Councilmember



October 22nd, 2019

City Expenditures by Type on this voucher packet

Personnel Costs	\$	225,603	27%
Payroll Federal Taxes	\$	80,409	10%
Retirement Benefits - Employer	\$	55,369	7%
Medical Benefits - Employer	\$	142,736	17%
Other Employer paid Benefits	\$	4,287	1%
Employee paid benefits - By Payroll	\$	17,942	2%
Supplies	\$	29,670	4%
Professional Services *	\$	192,005	23%
Capital **	\$	78,304	9%
Void Check	\$	(1,399)	-0.2%
Total	\$	824,928	100%

Large Purchases

*24th Street SE Extension Consulting - \$20,605

*Dispatch Services - \$28,214

** Monument Sign - North Cove Boat Launch - \$30,000



Vendor: Ace Hardware

Check Number: 48839

Invoice No	Check Date	Account Number	Account Name	Description	Amount
64157	10/16/2019	001 012 572 20 48 00	CS-Library-Repair & Maint.	Magnetic Tape/Joist Hanger - Library	\$106.89
64212	10/16/2019	001 012 575 30 31 00	CS-Historical-Operating	Paint Can/Paintbrushes - Museum	\$32.66
64269	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Wall Charger/USB/USB Cord	\$70.84
64285	10/16/2019	101 015 543 30 31 00	ME - Operating Costs	Anti-Seize Lub/Hex Key	\$16.97
64290	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Deodorizer	\$10.88
64291	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Trimmer/Mowing Head	\$531.66
64293	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	Elbow Corrugate	\$7.62
64306	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Drilling Hammer	\$14.16
64320	10/16/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Plastic Bucket/Gutter Getter	\$17.41
64330	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Bushings/Nipples/Couple Mall/Elbow	\$17.61
64350	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Bit Set/Bit Tip Holder	\$21.78
					\$848.48

Vendor: Adams

Check Number: 48840

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102819 ADAMS	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Peer Support/Everett - Adams	\$60.00

Vendor: AFLAC

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 284 00 00 00	Payroll Liability Other	Employee paid Insurance Prem	\$1,323.48

Vendor: Amazon Capital Services

Check Number: 48841

Invoice No	Check Date	Account Number	Account Name	Description	Amount
13Q4-PQDD-9VDN	10/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Headlight Bulb	\$70.55
17TM-H19P-TJ6G	10/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Battery Stick	\$17.22

Vendor: Amazon Capital Services

Check Number: 48842

Invoice No	Check Date	Account Number	Account Name	Description	Amount
13L1-VM1W-1MGF	10/16/2019	001 007 558 50 31 00	PL-Office Supplies	Notebooks	\$36.79
1D43-31LJ-P71D	10/16/2019	001 007 558 50 31 00	PL-Office Supplies	Blue Legal Pads	\$18.53
1R6D-GM99-HVLY	10/16/2019	001 005 518 10 31 00	HR-Office Supplies	Monitor Privacy Screen	\$62.12
1TFH-7N96-6YJK	10/16/2019	001 005 518 10 31 00	HR-Office Supplies	Auxiliary Extension Cable	\$76.25
1W47-7RTD-XR17	10/16/2019	001 005 518 10 31 00	HR-Office Supplies	Classification File Folder Dividers	\$28.34
					\$222.03

Vendor: Assoc of Washington Cities

Check Number: 48843

Invoice No	Check Date	Account Number	Account Name	Description	Amount
77442	10/16/2019	001 005 518 10 49 01	HR-Staff Development	Registration - AWC Paid Family Medical Leave Webinar - Good	\$25.00

Total for Period
\$600,723.11

Checks to be approved for period 10/03/2019 - 10/16/2019

Vendor: Assoc of Washington Cities EFT

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	\$140,079.47
101019	10/14/2019	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	(\$1.27)
101019T	10/14/2019	001 000 283 00 00 00	Payroll Liability Medical	Teamster Dental Premium	\$2,656.91
101019T	10/14/2019	001 010 576 80 20 00	PK-Benefits	Teamster Dental Premium	\$51.66
101019T	10/14/2019	001 013 518 30 20 00	GG-Benefits	Teamster Dental Premium	\$51.55
101019T	10/14/2019	101 016 542 30 20 00	ST-Benefits	Teamster Dental Premium	\$95.94
101019T	10/14/2019	410 016 531 10 20 00	SW-Benefits	Teamster Dental Premium	\$95.94
					\$143,030.20

Vendor: Axon Enterprise Inc

Check Number: 48844

Invoice No	Check Date	Account Number	Account Name	Description	Amount
SI-1612802	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Taser Assurance Plan SEW Annual X2	\$690.46

Vendor: Barrett

Check Number: 48845

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1962	10/16/2019	302 010 594 76 61 01	PM - North Cove Capital	Banked Sand Delivery - Williams Property	\$4,205.00
1970	10/16/2019	302 010 594 76 61 01	PM - North Cove Capital	Dump Truck - Williams	\$6,017.50

Vendor: Bassett

Check Number: 48846

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102819 BASSETT	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Peer Support/Everett - Bassett	\$60.00

Vendor: Berk Consulting Inc

Check Number: 48847

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10410-09-19F	10/16/2019	001 007 558 50 41 00	PL-Professional Servic	Economic Evaluation 20th St SE Subarea/LS Center	\$855.54

Vendor: Business Card

Check Number: 48848

Invoice No	Check Date	Account Number	Account Name	Description	Amount
BEAZIZO 1019	10/16/2019	001 008 521 20 41 00	LE-Professional Services	Evidence Disposal	\$96.64
BEAZIZO 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Parking Garage Fee Snohomish County Garage	\$7.00
BRAZEL 1019	10/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	Fuel PW41 WEFTEC Conference-Brazel/Spencer/Petershagen	\$22.29
BRAZEL 1019	10/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	Hotel - WEFTEC Conference - Petershagen	\$889.82
BRAZEL 1019	10/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	Parking - WEFTEC Conference - Brazel/Spencer/Petershagen	\$96.00
BRAZEL 1019	10/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	Uber - WEFTEC Conference - Brazel/Spencer/Petershagen	\$71.53
BRAZEL 1019	10/16/2019	001 002 513 11 43 00	AD-Travel & Meetings	Hotel - WEFTEC Conference - Brazel	\$889.82
BROOKS 1019	10/16/2019	001 008 521 20 31 07	LE-Donation Canine Unit	Canine Dog Food	\$53.94
BROOKS 1019	10/16/2019	001 008 521 20 32 00	LE-Fuel	Fuel	\$66.57
BROOKS 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Training Liberty Lake - Brooks	\$146.48
BROOKS 1019	10/16/2019	001 008 521 40 49 04	LE-Finance Charges	Finance Charges Credit Card - Brooks	\$1.00
DREHER 1019	10/16/2019	001 008 521 20 31 00	LE-Office Supplies	Document Frames	\$17.66
DREHER 1019	10/16/2019	001 008 521 20 31 00	LE-Office Supplies	Document Frames	\$31.97
DREHER 1019	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Transcription Services 19-18169	\$111.00
DREHER 1019	10/16/2019	001 008 521 20 43 01	LE-Business Meetings	Meal - Records Oral Boards	\$71.93
DURPOS 1019	10/16/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Carpet Cleaning after Water Leak - Museum	\$300.00
DURPOS 1019	10/16/2019	410 016 531 10 31 01	SW-Office Supplies	Memory Cards	\$69.73
DURPOS 1019	10/16/2019	410 016 531 10 49 01	SW-Staff Development	Registration - Flagger Cert - Evans	\$578.00

DURPOS 1019	10/16/2019	410 016 531 10 49 01	SW-Staff Development	Registration APWA Inspector Workshop - Phil Stevens	\$550.00
DURPOS 1019	10/16/2019	410 016 531 10 49 01	SW-Staff Development	Registration Innovations/Partnerships Transportation - Kane	\$150.00
DYER 1019	10/16/2019	001 008 521 20 49 00	LE-Dues & Memberships	LS Rotary Club Annual Dues	\$130.00
GOOD 1019	10/16/2019	001 001 511 60 49 01	Legislative - Prof. Development	SCT Annual Assembly - Welch/Daughtry/Petershagen	\$39.00
GOOD 1019	10/16/2019	001 005 518 10 49 01	HR-Staff Development	Registration Handling PRA Sensitive Info - Good	\$35.00
MINER 1019	10/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Firearm Parts	\$41.40
MINER 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Airport Parking Fees 2018-17806	\$64.00
PUGH 1019	10/16/2019	001 003 514 20 49 02	CC-Staff Development	Registration - FreeDoc Winter Records Forum - Pugh	\$199.00
STEVENS T 1019	10/16/2019	510 006 518 80 31 00	Purchase Computer Equipment	IDRAC License	\$60.00
SUMMERS 1019	10/16/2019	001 008 521 40 49 01	LE-Registration Fees	Registration - Basic Supervisor Liability - Summers	\$350.00
THOMAS 1019	10/16/2019	001 008 521 20 32 00	LE-Fuel	Fuel	\$30.55
THOMAS 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - First Level Supervision/Burien - Heinemann	\$300.00
THOMAS 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Meals - First Level Supervision/Burien - Heinemann	\$68.25
UBERT 1019	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	LexisNexis Sept 2019	\$163.50
UBERT 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Flights - Inmate Transport Chicago - Hingtgen/Wachtveitl	\$258.60
UBERT 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Flights - Inmate Transport Chicago - Hingtgen/Wachtveitl	\$534.90
UBERT 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Inmate Transport Chicago - Hingtgen/Wachtveitl	\$124.30
UBERT 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Inmate Transport Chicago - Hingtgen/Wachtveitl	\$124.30
UBERT 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - LEIRA Conf - Walla Walla - LeBlanc	\$318.75
UBERT 1019	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - LEIRA Conf - Walla Walla - Smith	\$318.75
UBERT 1019	10/16/2019	001 008 521 40 49 01	LE-Registration Fees	Credit - 2020 Laserfiche Conference - Anderson	(\$845.00)
WRIGHT 1019	10/16/2019	001 007 558 50 31 00	PL-Office Supplies	Development Permit Labels	\$50.70
WRIGHT 1019	10/16/2019	001 007 558 50 41 03	PL-Advertising	Postcard Mailers 20th St Widening	\$102.29
WRIGHT 1019	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2019-0123/Autumn Crest	\$29.21
WRIGHT 1019	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2019-0126 Hintz/NOA Moore	\$33.72
WRIGHT 1019	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2019-0156 NOA	\$31.60
WRIGHT 1019	10/16/2019	001 007 558 50 49 01	PL-Staff Development	Registration - 2019 APA Conference - Place	\$305.00
WRIGHT 1019	10/16/2019	001 007 558 50 49 01	PL-Staff Development	Registration - 2019 APA Conference - Wright	\$370.00
WRIGHT 1019	10/16/2019	001 007 559 30 31 00	PB-Office Supplies	Development Permit Labels	\$50.70
WRIGHT 1019	10/16/2019	001 007 559 30 49 01	PB-Staff Development	Registration - Building Plans Examiner - Farmer	\$995.00
					\$8,504.90

Vendor: Carter

Check Number: 48849

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102219 CARTER	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Threat Assessment/Seattle - Carter	\$23.00

Vendor: Central Welding Supply

Check Number: 48850

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RN09190996	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Argon Gas	\$9.03
RN09190996	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Argon Gas	\$9.03

Vendor: Chilwon Corporation

Check Number: 48851

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LSPD009	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Uniform Cleaning - PD	\$508.67

Vendor: CI Technologies Inc

Check Number: 48852

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9553	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	BlueTeam Annual Softward Maint/Support	\$900.00

Vendor: City of Everett
Check Number: 48853

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I19003572	10/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	LS Share of SWAT Ammunitions	\$318.78 \$318.78

Vendor: City of Marysville
Check Number: 48854

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LKS19-017	10/16/2019	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations Sept 2019	\$16,980.31
POLIN 19-0097	10/16/2019	001 008 523 60 41 00	LE-Jail	Prisoner Housing SCORE Aug 2019	\$1,882.04
POLIN 19-0099	10/16/2019	001 008 523 60 41 00	LE-Jail	Prisoner Housing MSVL Aug 2019	\$16,720.38
POLIN 19-0101	10/16/2019	001 008 523 60 41 00	LE-Jail	Prisoner Medical Cascade Valley Dec 2018	\$501.39 \$36,084.12

Vendor: Coast Gateway LLC
Check Number: 48855

Invoice No	Check Date	Account Number	Account Name	Description	Amount
551608	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Interview Techniques/Burien - Irwin	\$204.08 \$204.08

Vendor: Code Publishing Co Inc
Check Number: 48856

Invoice No	Check Date	Account Number	Account Name	Description	Amount
64754	10/16/2019	001 003 514 20 41 00	CC-Professional Services	Muni Code Update Ordinances 1065/1066/1067	\$168.30 \$168.30

Vendor: Comcast
Check Number: 48857

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0919 COMCAST	10/16/2019	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.19
0919 COMCAST	10/16/2019	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$146.19
0919 COMCAST	10/16/2019	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	\$136.19
0919 COMCAST	10/16/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$153.37 \$541.94

Vendor: Comdata Inc
Check Number: 48858

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20318443	10/16/2019	001 008 521 20 32 00	LE-Fuel	PD Fuel	\$7,348.42 \$7,348.42

Vendor: Comdata Inc
Check Number: 48859

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20317991	10/16/2019	001 007 559 30 32 00	PB-Fuel	Building Fuel	\$142.00
20317991	10/16/2019	101 016 542 30 32 00	ST-Fuel	PW Fuel	\$3,081.04
20317991	10/16/2019	410 016 531 10 32 00	SW-Fuel	PW Fuel	\$3,081.03 \$6,304.07

Vendor: Cory De Jong and Sons Inc
Check Number: 48860

Invoice No	Check Date	Account Number	Account Name	Description	Amount
W292404	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	\$77.66
W292405	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	\$51.78 \$129.44

Vendor: Crystal Springs

Check Number: 48861

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5429844 100119	10/16/2019	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$74.99
5429844 100119	10/16/2019	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$54.19
5429844 100119	10/16/2019	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$54.18
5429844 100119	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$182.52
5429844 100119	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$182.52
					\$548.40

Vendor: Datec Inc

Check Number: 48862

Invoice No	Check Date	Account Number	Account Name	Description	Amount
34342	10/16/2019	001 008 521 20 31 00	LE-Office Supplies	Case Thermal Paper	\$463.26

Vendor: Day Wireless Systems

Check Number: 48863

Invoice No	Check Date	Account Number	Account Name	Description	Amount
498435	10/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Flexible Ear Inserts	\$26.33
498969	10/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Flexible Ear Insert/Single Pin Listen Only	\$63.46

Vendor: Dept of Retirement (Deferred Comp)

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,370.00

Vendor: Dept of Retirement PERS LEOFF

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$55,149.59
101019S	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State	\$219.73

Vendor: DH Environmental Inc

Check Number: 48864

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7651	10/16/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Asbestos Sampling/Testing 9106 20th St SE	\$2,580.00

Vendor: Dicks Towing Inc

Check Number: 48865

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2623	10/16/2019	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2019-20684	\$126.27

Vendor: EASL Inc

Check Number: 48866

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LS-1019	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services	\$450.00

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$80,408.51

\$80,408.51

Vendor: Electronic Business Machines

Check Number: 48867

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR145894	10/16/2019	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Repair & Maintenance PL	\$144.76
AR145894	10/16/2019	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Repair & Maintenance PB	\$144.76
AR145894	10/16/2019	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$144.76
AR145894	10/16/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$144.77
AR147529	10/16/2019	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance PW	\$12.72
AR147529	10/16/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance PW	\$12.71
					\$604.48

Vendor: Employment Security Department

Check Number: 48868

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19-044324-RDUC4	10/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Work History Research	\$9.50 \$9.50

Vendor: Engineering Business Systems Inc

Check Number: 48869

Invoice No	Check Date	Account Number	Account Name	Description	Amount
118338	10/16/2019	001 007 558 50 31 00	PL-Office Supplies	Plotter Paper	\$246.65 \$246.65

Vendor: Farmer

Check Number: 48870

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100619 FARMER	10/16/2019	001 007 559 30 43 00	PB-Travel & Mtgs	PerDiem - Hotel/Meals Construction Exam Conf - Farmer	\$1,276.25 \$1,276.25

Vendor: FAST Forensics LLC

Check Number: 48871

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I19091101	10/16/2019	001 008 594 21 63 00	LE-Capital Outlays Equipment	Forensic Computer for Investigations	\$12,564.60 \$12,564.60

Vendor: Fenrich

Check Number: 48872

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092919 FENRICH	10/16/2019	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - Meal/Hotel/Gas WSAPT/Lake Chelan - Fenrich	\$625.12 \$625.12

Vendor: Fox

Check Number: 48873

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019 FOX	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal WAPRO Conf/Bellevue - Fox	\$23.00 \$23.00

Vendor: Frontier

Check Number: 48874

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1019 FRONTIER	10/16/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services Museum	\$214.96
1019 FRONTIER	10/16/2019	001 013 518 20 42 00	GG-Communication	Fax Services City Hall	\$29.24
1019 FRONTIER	10/16/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	\$62.58
1019 FRONTIER	10/16/2019	101 016 543 30 42 00	ST-Communications	Fax Services City Hall	\$29.24
1019 FRONTIER	10/16/2019	410 016 531 10 42 00	SW-Communications	Fax Services City Hall	\$29.24
					\$365.26

Vendor: Glens Welding and Machine Inc

Check Number: 48875

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S12846	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Chain Sharpen/Repair/Cleaned	\$68.12
S12846	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Chain Sharpen/Repair/Cleaned	\$68.12
S12877	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Chains/Bars	\$65.93
S12877	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Chains/Bars	\$65.94
S12928	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Stump Vise/Guage/Handle	\$11.94
S12928	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Stump Vise/Guage/Handle	\$11.93
S12930	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Wrenches/Chain Saw Chain	\$84.64
S12930	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Wrenches/Chain Saw Chain	\$84.64
S12954	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Line/Mix	\$41.88
S12954	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Line/Mix	\$41.89
					\$545.03

Vendor: Goldman

Check Number: 48876

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1034	10/16/2019	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam - Officer/Program Specialist	\$450.00

Vendor: Grainger

Check Number: 48877

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9313015571	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Batteries	\$54.29
9314109704	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Screwdrivers/Sets/Bits	\$46.11
9317289164	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Microphone	\$40.40

Vendor: Grange Supply Inc

Check Number: 48878

Invoice No	Check Date	Account Number	Account Name	Description	Amount
G81406/4	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Propane	\$35.48

Vendor: Granite Construction Supply

Check Number: 48879

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00078664	10/16/2019	410 016 531 10 31 00	SW-Clothing	Rubber Boots	\$131.71
262_00078679	10/16/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	Roll Non Beaded Thermoplastic	\$741.15
262_00078778	10/16/2019	410 016 531 10 31 00	SW-Clothing	Surveyors Vest	\$65.83
262_00078793	10/16/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	Barricades/Road Signs	\$930.56
262_00078892	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Sprayer/Brooms/Gloves/Air Freshener/Chainsaw Chaps	\$439.64

Vendor: Greenshields Industrial Supply Inc

Check Number: 48880

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1-85126	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Chains/Grab Hooks/Tie Downs/Binder Rachet	\$647.82
1-85126	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Chains/Grab Hooks/Tie Downs/Binder Rachet	\$647.82

Vendor: Griffen

Check Number: 48881

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5Z1050370	10/16/2019	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	\$300.00

Vendor: Home Depot

Check Number: 48882

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1010919	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	2x12 Wood/Paint PW1	\$80.72
1012563	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	PVC Elbows	\$26.43
4014537	10/16/2019	101 016 542 61 31 00	ST-Sidewalk Repair Supply	2x6 Wood/Anvill Placer	\$91.63
5014339	10/16/2019	101 016 542 61 31 00	ST-Sidewalk Repair Supply	2x8 Wood	\$76.07
7015702	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Digging Shovel/Trimmer/Brushless String Trimmer	\$274.27
7083106	10/16/2019	001 010 576 80 48 00	PK-Repair & Maintenance	Hex Bolts/Washers/Dock Repair Supplies	\$239.20
8011519	10/16/2019	001 007 571 00 30 00	PL-Park & Recreation	Carpet for Music by the Lake Events 2019	\$120.29
8013853	10/16/2019	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Textured Strand Lap Sdng/Screws/Fluted Masonry	\$129.05
9011393	10/16/2019	001 007 571 00 30 00	PL-Park & Recreation	Carpet for Music by the Lake Events 2019	\$360.88
					\$1,398.54

Vendor: Honey Bucket

Check Number: 48883

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0551261041	10/16/2019	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50

Vendor: Horizon Distributors Inc

Check Number: 48884

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M088656	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	Turfgro	\$474.49

Vendor: HRA VEBA Trust YA20192

Check Number: 48831

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	\$1,114.86

Vendor: HSA Bank

Check Number: 48832

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$494.99

Vendor: Hunter

Check Number: 48885

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2317	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services LUA2019-0073/0074/0077/0078	\$6,000.00

Vendor: HW Lochner Inc

Check Number: 48886

Invoice No	Check Date	Account Number	Account Name	Description	Amount
23	10/16/2019	301 016 544 40 41 02	T11 - 24th & 91st Ext Design	24th Street SE Extension Consulting	\$20,604.62

Vendor: Iron Mountain Quarry LLC

Check Number: 48887

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0293777	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Rock - North Cove	\$294.11
0293837	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Rock - North Cove	\$214.86
0293896	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Rock - North Cove	\$36.80
0293897	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Rock - North Cove	\$268.05
0294323	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Rock	\$279.84
					\$1,093.66

Vendor: J Thayer Company Inc

Check Number: 48888

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1398550-0	10/16/2019	001 004 514 23 31 00	FI-Office Supplies	Index Tabs/Printer Ribbon	\$33.23
1398550-0	10/16/2019	001 007 558 50 31 00	PL-Office Supplies	Batteries	\$8.35
1398550-0	10/16/2019	001 007 559 30 31 00	PB-Office Supplies	Batteries	\$8.34
1398550-0	10/16/2019	001 013 518 20 31 00	GG-Operating Costs	Soap/Binders/Printer Ribbon	\$101.84
1398550-0	10/16/2019	101 016 544 90 31 01	ST-Office Supplies	Tough Lock	\$26.98
1398550-0	10/16/2019	410 016 531 10 31 01	SW-Office Supplies	Tough Lock/Bus Card Wallet	\$39.15
C1392532-0	10/16/2019	001 005 518 10 31 00	HR-Office Supplies	Credit - Privacy Filters	(\$117.40)
					\$100.49

Vendor: Jamar Technologies Inc

Check Number: 48889

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0047278	10/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Starnext Software License	\$1,002.00
0047278	10/16/2019	410 016 531 10 41 04	SW-Software Maint & Support	Starnext Software License	\$1,002.00

Vendor: Kaiser Permanente

Check Number: 48890

Invoice No	Check Date	Account Number	Account Name	Description	Amount
68625188	10/16/2019	101 016 542 30 41 02	ST-Professional Service	Commercial Drivers Med Exam - Crew Worker II	\$125.00

Vendor: Kane

Check Number: 48891

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019 KANE	10/16/2019	410 016 531 10 32 00	SW-Fuel	Fuel Reimbursement - Kane	\$45.56

Vendor: Lake Industries LLC

Check Number: 48892

Invoice No	Check Date	Account Number	Account Name	Description	Amount
281676	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Crushed Rock	\$166.50
281677	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Pea Gravel/Rock - North Cove	\$270.11
281678	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Screened Sand Bank - North Cove	\$334.48
281693	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Screened Sand Bank Picked Up - North Cove	\$700.28
281707	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Screened Sand Bank - North Cove	\$792.22
281723	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Screened Bank Sand - North Cove	\$1,063.09
281757	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Screened Bank Sand - North Cove	\$684.95
281773	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Screened Bank Sand - North Cove	\$375.24
281794	10/16/2019	302 010 594 76 61 01	PM - North Cove Capital	Screened Bank Sand- Williams Property	\$283.61
37527	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Fill Hauled In - North Cove	\$100.00
37537	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Fill Hauled In - North Cove	\$25.00
37659	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Fill Hauled In - North Cove	\$75.00
37682	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Fill Hauled In - North Cove	\$224.00
37691	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Fill Hauled In - North Cove	\$252.00
37703	10/16/2019	302 010 594 76 61 01	PM - North Cove Capital	Fill Hauled In - Williams Property	\$434.00

\$5,780.48

Vendor: Lake Stevens Fire

Check Number: 48893

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q3 2019	10/16/2019	633 000 589 30 00 02	Fire District Fee Remit	Q3 2019 Fire Fees	\$5,755.00

\$5,755.00

Vendor: Lake Stevens Police Guild

Check Number: 48833

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,098.50 \$1,098.50

Vendor: Lake Stevens Sewer District

Check Number: 48894

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100119 LSSD	10/16/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr Acct 6666-01	\$86.00
100119 LSSD	10/16/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 9902-01	\$86.00
100119 LSSD	10/16/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	\$87.00
100119 LSSD	10/16/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	\$172.00
100119 LSSD	10/16/2019	001 012 572 20 47 00	CS-Library-Utilities	Sewer - Library Acct 6664-01	\$86.00
100119 LSSD	10/16/2019	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	\$86.00
100119 LSSD	10/16/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE Acct 3134-03	\$86.00
100119 LSSD	10/16/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer - Butler Property Acct 6670-02	\$86.00 \$775.00

Vendor: Language Line Svc Inc

Check Number: 48895

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4659496	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Translation Services	\$35.07 \$35.07

Vendor: Layton

Check Number: 48896

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19151	10/16/2019	001 010 576 80 41 00	PK-Professional Services	Arborist Services E Lakeshore Dr	\$416.51 \$416.51

Vendor: Lemay Mobile Shredding

Check Number: 48897

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4630651	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	\$17.26 \$17.26

Vendor: Method Barricade & Construction Supply LLC

Check Number: 48898

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12402	10/16/2019	101 016 542 70 31 01	Citywide Beautification Implem	Wayfinding Signs	\$872.00
12418	10/16/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	4-Way Sign	\$167.50 \$1,039.50

Vendor: Monroe Correctional Complex

Check Number: 48899

Invoice No	Check Date	Account Number	Account Name	Description	Amount
MCC1909-1100	10/16/2019	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew - Sept 2019	\$93.96
MCC1909-1100	10/16/2019	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew - Sept 2019	\$433.49
MCC1909-1100	10/16/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	DOC Work Crew - Sept 2019	\$148.17 \$675.62

Vendor: National Law Enforcement Firearms Instructors Asso

Check Number: 48900

Invoice No	Check Date	Account Number	Account Name	Description	Amount
03472	10/16/2019	001 008 521 20 49 00	LE-Dues & Memberships	NLEFIA 2020 Membership - Hingtgen	\$50.00 \$50.00

Vendor: Nationwide Retirement Solution

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$4,186.67 \$4,186.67

Vendor: New York Life

Check Number: 48834

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	\$116.00 \$116.00

Vendor: New York Life EFT

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	\$52.99
101019	10/14/2019	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	\$51.35
101019	10/14/2019	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	\$172.85
101019	10/14/2019	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	\$36.54
101019	10/14/2019	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	\$120.77
101019	10/14/2019	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	\$243.67
101019	10/14/2019	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	\$129.02
101019	10/14/2019	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	\$1,457.67
101019	10/14/2019	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	\$197.83
101019	10/14/2019	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	\$149.17
101019	10/14/2019	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	\$446.71
101019	10/14/2019	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	\$455.58 \$3,514.15

Vendor: NOVAtime Technology Inc

Check Number: 48901

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PSI106678	10/16/2019	001 004 514 23 48 00	FI-Software Maint	Novatime Annual Maint	\$5,400.00 \$5,400.00

Vendor: O Reilly Auto Parts

Check Number: 48902

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-134608	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Splash Guard/Floor Mat PW75	\$51.21
2960-142393	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Air Filter PW56	\$18.15
2960-142393	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Air Filter PW56	\$18.16
2960-142472	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Rubber Plugs PW26	\$5.20
2960-142610	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Filters/Motor Oil PW22	\$119.20
2960-143711	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Ign Wire Set PW61	\$42.67
2960-143828	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Air Control Valve PW61	\$58.70
2960-143863	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Vac Control	\$17.99
2960-145309	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	Wiper Blades/Wiper Fluid	\$30.20
2960-145309	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Wiper Blades/Wiper Fluid	\$30.21
2960-145309	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Wiper Blades/Wiper Fluid	\$30.21 \$421.90

Vendor: Outcomes by Levy LLC

Check Number: 48903

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-09-LS	10/16/2019	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting Sept 2019	\$4,665.11 \$4,665.11

Vendor: Pacific Quest Internations LLC

Check Number: 48904

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19609	10/16/2019	001 008 521 21 31 00	LE-Boating Minor Equipment	Lifejackets	\$603.23 \$603.23

Vendor: Perron

Check Number: 48905

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092519 PERRON	10/16/2019	001 007 559 30 49 01	PB-Staff Development	Code Council Certification Renewals - Perron	\$100.00
092819 PERRON	10/16/2019	001 007 559 30 31 02	PB-Clothing	Work Boots - Perron	\$87.43
100119 PERRON	10/16/2019	001 007 559 30 43 00	PB-Travel & Mtgs	PerDiem - Meal Training/Federal Way - Perron	\$10.46
100619 PERRON	10/16/2019	001 007 559 30 49 01	PB-Staff Development	Zoning/Property Maint/Housing Inspector Exams - Perron	\$418.00 \$615.89

Vendor: Perteet Inc

Check Number: 48906

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-52	10/16/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II Segment 1 Design	\$16,363.71
20180104.002-5	10/16/2019	410 016 531 10 41 01	SW-Professional Services	Callow Rd Engineering Services	\$1,502.50 \$17,866.21

Vendor: Petershagen

Check Number: 48907

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092219 PETERSHA	10/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	Uber - WEFTEC Conf/Chicago - Petershagen	\$16.22
092219 PETERSHA	10/16/2019	001 001 513 10 43 00	Executive - Travel & Mtgs	Uber - WEFTEC Conf/Chicago - Spencer	\$16.23
092219 PETERSHA	10/16/2019	001 002 513 11 43 00	AD-Travel & Meetings	Uber - WEFTEC Conf/Chicago - Brazel	\$16.23 \$48.68

Vendor: Pilchuck Equipment Rental and Sales

Check Number: 48908

Invoice No	Check Date	Account Number	Account Name	Description	Amount
88772	10/16/2019	001 010 576 80 45 00	PK-Equipment Rental	Aerator Rental	\$318.72
88905	10/16/2019	001 010 576 80 45 00	PK-Equipment Rental	Air Compressor Rental	\$243.08 \$561.80

Vendor: Public Safety Testing Inc

Check Number: 48909

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-0646	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Q3 2019 Recruiting Assistance - Police Officer	\$450.00 \$450.00

Vendor: Puget Sound Energy

Check Number: 48910

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 1019	10/16/2019	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$17.80
24316495 1019	10/16/2019	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$17.80
24316495 1019	10/16/2019	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$17.81
3723810 1019	10/16/2019	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$75.58 \$128.99

Vendor: Republic Services 197

Check Number: 48911

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002508913	10/16/2019	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services City Shop	\$433.95
0197-002508913	10/16/2019	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services City Shop	\$433.95
0197-002508913	10/16/2019	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services City Shop	\$433.94
0197-002509461	10/16/2019	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services City Hall	\$432.89 \$1,734.73

Vendor: Rexel USA Inc

Check Number: 48912

Invoice No	Check Date	Account Number	Account Name	Description	Amount
X276019	10/16/2019	410 016 594 31 60 01	SW - Capital Expenditure	Lighting/Intermatic Photocell	\$32.30
X282668	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	PVC Conduit	\$111.72
X283121	10/16/2019	410 016 594 31 60 01	SW - Capital Expenditure	Copper Conductor/Outlets/Breakers/Conduit Cap	\$1,174.64
X305803	10/16/2019	001 012 572 20 48 00	CS-Library-Repair & Maint.	Lighting/Lamp Holder/Ballast/Wire Connector	\$503.29
X313523	10/16/2019	001 012 572 20 48 00	CS-Library-Repair & Maint.	Lighting	\$591.25
					\$2,413.20

Vendor: Rolyan Buoys

Check Number: 48913

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3673791	10/16/2019	001 010 576 80 31 06	PK - Lake Safety	Standard Buoys	\$1,535.00
					\$1,535.00

Vendor: Roth

Check Number: 48914

Invoice No	Check Date	Account Number	Account Name	Description	Amount
093019 ROTH	10/16/2019	001 007 558 50 49 00	PL-Miscellaneous	APA/AICP Membership Fees - Roth	\$165.00
					\$165.00

Vendor: Roundy

Check Number: 48915

Invoice No	Check Date	Account Number	Account Name	Description	Amount
091619 ROUNDY	10/16/2019	001 004 514 23 43 00	FI-Travel & Meetings	PerDiem - Hotel WFOA Conference/Yakima - Roundy	\$376.00
					\$376.00

Vendor: SCCFOA

Check Number: 48916

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102419 SCCFOA	10/16/2019	001 003 514 20 43 00	CC-Travel & Meetings	SCCFOA Monthly Meeting - Pugh/Crim	\$30.00
102419 SCCFOA	10/16/2019	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA Monthly Meeting - B Stevens/Roundy/Crim	\$50.00

Vendor: Signs Plus Inc

Check Number: 48917

Invoice No	Check Date	Account Number	Account Name	Description	Amount
29304	10/16/2019	304 010 594 76 60 03	Park Redevelopment - Capital	Monument Sign - North Cove Boat Launch	\$30,000.00
					\$30,000.00

Vendor: Six Robblees Inc

Check Number: 48918

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-390750	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Rachet Set	\$86.63
					\$86.63

Vendor: Smarsh Inc

Check Number: 48919

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00550220	10/16/2019	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	\$666.00
					\$666.00

Vendor: Snohomish County 911

Check Number: 48920

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1860	10/16/2019	001 008 528 00 41 00	LE - SNO911	Dispatch Services	\$28,214.30
					\$28,214.30

Vendor: Snohomish County PUD

Check Number: 48828

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100319 PUD	10/3/2019	304 016 595 30 60 04	Frontier Village/4th Project	Relocate Water Meter 175828 Village Way	\$2,885.00 \$2,885.00

Vendor: Snohomish County PUD

Check Number: 48829

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100119 PUD	10/4/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Relocate a Transformer 1804 Main St	\$7,055.00 \$7,055.00

Vendor: Snohomish County PUD

Check Number: 48921

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105205324	10/16/2019	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park Electric	\$18.32
111811062	10/16/2019	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Dr Electric	\$111.73
111811062	10/16/2019	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Dr Water	\$24.51
121746743	10/16/2019	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	\$18.32
121746743	10/16/2019	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	\$22.71
121746743	10/16/2019	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	\$64.89
121746743	10/16/2019	001 012 572 20 47 00	CS-Library-Utilities	200206019 Library Electric	\$289.79
121746743	10/16/2019	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	\$116.61
121746743	10/16/2019	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	\$227.20
121746743	10/16/2019	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	\$398.99
121746743	10/16/2019	001 013 518 20 47 00	GG-Utilities	200206019 Library Water	\$109.05
121746743	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	\$122.75
125064962	10/16/2019	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Rd Mobile Electric	\$22.57
125064962	10/16/2019	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Rd Mobile Water	\$39.21
125065466	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	\$22.90
131651268	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	\$147.40
134965555	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$79.99
148104150	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	\$47.38
148104151	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	\$108.69
148104151	10/16/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	\$80.68
148108235	10/16/2019	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	\$53.18
151410500	10/16/2019	001 010 576 80 47 00	PK-Utilities	203582010 Lundein Restrooms Electric	\$143.95
151410500	10/16/2019	001 010 576 80 47 00	PK-Utilities	203582010 Lundein Restrooms Water	\$904.22
151410500	10/16/2019	001 012 557 30 40 01	CS - VIC Utilities	203582010 Visitor Information Center Electric	\$72.98
151410500	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	\$63.07
151412032	10/16/2019	001 012 575 30 47 00	CS-Historical-Utilities	202289237 Museum	\$10.59
151412032	10/16/2019	001 012 575 51 47 00	CS-Grimm House Utilities	202289237 Grimm House	\$10.59
161033866	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$68.75
161035155	10/16/2019	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	\$8.95
161035155	10/16/2019	101 016 543 50 47 00	ST-Utilities	202340527 Decant Yard	\$8.95
161035155	10/16/2019	410 016 531 10 47 00	SW-Utilities	202340527 Decant Yard	\$8.95
161037375	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	\$177.29
164251704	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	\$208.41
167487931	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	\$12,173.72
167487932	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	\$1,441.73
167487933	10/16/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	\$1,251.30
					\$18,680.32

Vendor: Snohomish County PW S

Check Number: 48922

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000510939	10/16/2019	101 016 542 64 48 00	ST-Traffic Control - R&M	Signal/Sign Repair & Maint Aug 2019	\$2,989.37 \$2,989.37

Vendor: Snohomish County Sheriffs Office

Check Number: 48923

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-5447	10/16/2019	001 008 523 60 41 00	LE-Jail	Jail Services Addtl Aug 2019	\$312.79 \$312.79

Vendor: Sound Publishing Inc

Check Number: 48924

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH874266	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0123 Scafe Preliminary Short Plat	\$79.40
EDH874267	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0149 Autumn Crest Final Plat	\$79.40
EDH874490	10/16/2019	001 007 558 50 41 03	PL-Advertising	LUA2018-0178 Planning Comm PH Design Review Code	\$166.04
EDH875646	10/16/2019	001 007 558 50 41 03	PL-Advertising	LUA2019-0154/0156 20th St SE Phase I Widening	\$139.13
EDH875650	10/16/2019	001 007 558 50 41 03	PL-Advertising	LUA2019-0159 20th St SE Phase I (Segment I) Widening	\$128.27
EDH875960	10/16/2019	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0156 Costco Binding Site Plan	\$106.55
EDH876331	10/16/2019	001 007 558 50 41 03	PL-Advertising	Interim Sign Code	\$70.35

\$769.14

Vendor: Sound Security Inc

Check Number: 48925

Invoice No	Check Date	Account Number	Account Name	Description	Amount
945253	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	\$571.04 \$571.04

Vendor: Springbrook Nursery & Trucking Inc

Check Number: 48926

Invoice No	Check Date	Account Number	Account Name	Description	Amount
280958	10/16/2019	001 010 576 80 31 00	PK-Operating Costs	Topsoil	\$35.57 \$35.57

Vendor: Starkenburg

Check Number: 48927

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019 STARKENB	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Parking - WAPRO Conference - Starkenburg	\$12.00
101019 STARKENB	10/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal WAPRO Conf/Bellevue - Starkenburg	\$23.00

\$35.00

Vendor: State Auditors Office

Check Number: 48928

Invoice No	Check Date	Account Number	Account Name	Description	Amount
L133024	10/16/2019	001 004 514 23 41 00	FI-Professional Service	2018 Accountability/Financial Audit	\$4,410.86 \$4,410.86

Vendor: Stericycle Inc

Check Number: 48929

Invoice No	Check Date	Account Number	Account Name	Description	Amount
300484535	10/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36 \$10.36

Vendor: Symbol Arts

Check Number: 48930

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0340312-IN	10/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Badges	\$159.16 \$159.16

Vendor: Tacoma Screw Products Inc

Check Number: 48931

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18255809	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Drilled Hex Insert Bits	\$59.95
18255809	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Drilled Hex Insert Bits	\$59.95
18255810	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Trimmer Line	\$95.40
18255811	10/16/2019	101 016 544 90 31 02	ST-Operating Cost	Plugs/Nuts/Links/Screws/Lock Pins/Washers	\$249.25
18255811	10/16/2019	410 016 531 10 31 02	SW-Operating Costs	Plugs/Nuts/Links/Screws/Lock Pins/Washers	\$249.25
					\$713.80

Vendor: Teamsters Local No 763

Check Number: 48835

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 284 00 00 00	Payroll Liability Other	Union Dues	\$1,238.00
					\$1,238.00

Vendor: Technological Services Inc

Check Number: 48932

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14230	10/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lub PT-19-81	\$81.14
14231	10/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Battery/Starter Inspections PT-16-64	\$444.25
14284	10/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Battery Replacement PT-15-62	\$107.52
14308	10/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Starter Inspection PT-15-62	\$379.69
14355	10/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lub A-19-84	\$81.14
					\$1,093.74

Vendor: Thomco Aggregate LLC

Check Number: 48933

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2066	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Concrete Removal - North Cove	\$318.66
2069	10/16/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Concrete Removal - North Cove	\$213.00
					\$531.66

Vendor: United Rentals North America Inc

Check Number: 48934

Invoice No	Check Date	Account Number	Account Name	Description	Amount
167357874-007	10/16/2019	302 010 594 76 61 01	PM - North Cove Capital	Dozer Rental - North Cove	\$7,410.91
					\$7,410.91

Vendor: UPS

Check Number: 48935

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42409	10/16/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$14.61
					\$14.61

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 48836

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$363.39
					\$363.39

Vendor: Vantagepoint Transfer Agents - 307428

Check Number: 48837

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$1,880.02
					\$1,880.02

Vendor: Verizon Northwest

Check Number: 48936

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9838696412	10/16/2019	001 008 521 20 42 00	LE-Communication	Wireless Phone Service PD	\$2,639.05
9839202190	10/16/2019	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service Council	\$332.92
9839202190	10/16/2019	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service Executive	\$45.13
9839202190	10/16/2019	001 002 513 11 42 00	AD-Communications	Wireless Phone Service Admin	\$45.13
9839202190	10/16/2019	001 005 518 10 42 00	HR-Communications	Wireless Phone Service HR	\$90.26
9839202190	10/16/2019	001 006 518 80 42 00	IT-Communications	Wireless Phone Service IT	\$142.82
9839202190	10/16/2019	001 007 558 50 42 00	PL-Communication	Wireless Phone Service Planning	\$135.39
9839202190	10/16/2019	001 007 559 30 42 00	PB-Communication	Wireless Phone Service Building	\$290.30
9839202190	10/16/2019	001 010 576 80 42 00	PK-Communication	Wireless Phone Service PW	\$473.71
9839202190	10/16/2019	101 016 543 30 42 00	ST-Communications	Wireless Phone Service PW	\$473.72
9839202190	10/16/2019	410 016 531 10 42 00	SW-Communications	Wireless Phone Service PW	\$473.72
					\$5,142.15

Vendor: WABO

Check Number: 48937

Invoice No	Check Date	Account Number	Account Name	Description	Amount
37983	10/16/2019	001 007 559 30 41 01	PB-Advertising	Building Official Job Advertisment	\$50.00
					\$50.00

Vendor: Washington Cities Insurance Authority

Check Number: 48938

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14582	10/16/2019	101 016 542 30 49 01	ST-Staff Development	Employement Law for Supervisors - Eshleman	\$50.00
					\$50.00

Vendor: Washington State Dept of Enterprise Svcs

Check Number: 48939

Invoice No	Check Date	Account Number	Account Name	Description	Amount
73192395	10/16/2019	001 008 521 20 31 00	LE-Office Supplies	Business Cards - Marshall/Starkenburg/Rutherford/Office	\$163.50
					\$163.50

Vendor: Washington State Dept of Natural Resources

Check Number: 48940

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0009140294	10/16/2019	001 010 576 80 41 00	PK-Professional Services	Forest Land Assessment - Eagle Ridge Park	\$17.40
					\$17.40

Vendor: Washington State Patrol

Check Number: 48941

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I20002161	10/16/2019	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks Sept 2019	\$233.00
					\$233.00

Vendor: Washington State Support Registry

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50

Vendor: Watch Systems LLC

Check Number: 48942

Invoice No	Check Date	Account Number	Account Name	Description	Amount
42427	10/16/2019	001 008 521 20 41 00	LE-Professional Services	Community Sex Offender Notifications	\$115.70
					\$115.70

Vendor: Wave Broadband

Check Number: 48943

Invoice No	Check Date	Account Number	Account Name	Description	Amount
103946401-0006935	10/16/2019	001 002 513 11 42 00	AD-Communications	Telephone Service	\$23.75
103946401-0006935	10/16/2019	001 003 514 20 42 00	CC-Communications	Telephone Service	\$47.50
103946401-0006935	10/16/2019	001 004 514 23 42 00	FI-Communications	Telephone Service	\$47.50
103946401-0006935	10/16/2019	001 005 518 10 42 00	HR-Communications	Telephone Service	\$23.75
103946401-0006935	10/16/2019	001 006 518 80 42 00	IT-Communications	Telephone Service	\$71.25
103946401-0006935	10/16/2019	001 007 558 50 42 00	PL-Communication	Telephone Service	\$154.45
103946401-0006935	10/16/2019	001 007 559 30 42 00	PB-Communication	Telephone Service	\$23.75
103946401-0006935	10/16/2019	001 008 521 20 42 00	LE-Communication	Telephone Service	\$807.78
103946401-0006935	10/16/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Service Museum	\$23.74
103946401-0006935	10/16/2019	001 012 575 50 42 00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$23.75
103946401-0006935	10/16/2019	001 013 518 20 42 00	GG-Communication	Telephone Service	\$94.99
103946401-0006935	10/16/2019	101 016 543 30 42 00	ST-Communications	Telephone Service Shop	\$136.67
103946401-0006935	10/16/2019	410 016 531 10 42 00	SW-Communications	Telephone Service Shop	\$136.67
103946401-0006935	10/16/2019	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	\$1,884.99
					\$3,500.54

Vendor: Western Conference of Teamsters Pension Trust

Check Number: 48838

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101019	10/14/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$4,072.12
					\$4,072.12

Vendor: Willards Pest Control Co

Check Number: 48944

Invoice No	Check Date	Account Number	Account Name	Description	Amount
242976	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Pre-Demo Roden Initial 12202 N Lakeshore	\$381.50
242977	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Pre-Demo Roden Follow Up 12202 N Lakeshore	\$152.60
242978	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Pre-Demo Roden Follow Up 12202 N Lakeshore	\$152.60
254311	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Pest Control Senior Center	\$163.50
254601	10/16/2019	001 013 518 20 41 00	GG-Professional Service	Pest Control City Hall	\$112.73
254602	10/16/2019	001 008 521 50 48 00	LE-Facility Repair & Maint	Pest Control Police Dept	\$52.48
254603	10/16/2019	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants Police Dept	\$52.48
					\$1,067.89

Vendor: Wynne and Sons Inc

Check Number: 48945

Invoice No	Check Date	Account Number	Account Name	Description	Amount
62336	10/16/2019	410 016 531 10 31 01	SW-Office Supplies	Business Cards - J Stevens	\$83.72
62438	10/16/2019	001 004 514 23 31 00	FI-Office Supplies	1000 Regular Envelopes	\$162.22
					\$245.94

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

Tuesday, October 8, 2019

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 6:02 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Kurt Hilt, Gary Petershagen, Todd Welch, Rauchel McDaniel, and Brett Gailey

ELECTED OFFICIALS ABSENT: Councilmember Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, IT Manager Troy Stevens, Interim Human Resources Director/Risk Manager Julie Good, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, Police Chief John Dyer, Police Commander Ron Brooks

OTHERS:

2020 Budget: Mayor Spencer reviewed his budget priorities and the staffing requests and explained the staffing request alternatives.

Finance Director Stevens presented a PowerPoint reviewing the 2020 Budget. She then explained the difference between alternative 1 and 2, where alternative 1 includes the positions of (2) Park Maintenance Workers and (.6) Building Code Enforcement Inspector and alternative 2 only includes (1) Park Maintenance Worker and does not include the (.6) Building Code Enforcement Inspector. She also explained alternatives 1C and 2C that include the potential for additional future retail sales tax.

Councilmember Gailey expressed concerns with citizens not being able to understand the budget and asked that a legend be included to help further explain some of the terms in the budget.

In response to questions regarding the (.6) Event Specialist position, Director Wright explained there will be a proposal presented to Council in November with a variety of options for how the Pavilion could be managed.

Council further discussed the staffing levels and asked staff to do an analysis to see if there would be any costs savings by contracting for some of the parks work.

There being no further business the meeting was adjourned at 6:48 p.m.

John Spencer, Mayor

Kathy Pugh, City Clerk



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

Tuesday, October 8, 2019

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, and Brett Gailey

ELECTED OFFICIALS ABSENT: Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, IT Manager Troy Stevens, Police Chief John Dyer, Commander Ron Brooks, Interim Human Resources Director/Risk Manager Julie Good, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, City Attorney Greg Rubstello

OTHERS:

Pledge of Allegiance: Mayor Spencer led the pledge of allegiance.

Roll Call: Moved by Councilmember Welch, seconded by Councilmember Hilt, to excuse Councilmember Tageant from the meeting. On vote the motion carried (6-0-0-1).

Approval of Agenda: Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (6-0-0-1).

Citizen Comments:

Mark Somers, 2411 118th Drive NE, Lake Stevens, provided a facts sheet to Council and staff regarding RPEC Pers I.

John Reed, 2710 Callow Rd, Lake Stevens, said there is no signage on callow road informing the public that it is a land slide zone,

Oliver Machen, boy scout troop 184, said he is working towards his eagle and one of the requirements for the project is to do something that benefits your community. He then asked Council if they would allow him to install a "Little Free Library" in Lundein Park as his project.

Moved by Councilmember Gailey, seconded by Councilmember Welch, to allow Mr. Oliver Machen to install a "Little Free Library" in Lundein Park. On vote the motion carried (6-0-0-1).

Guest Business: Jerry Stumbaugh, 2514 85th Dr NE, Unit AA4, representing the Lake Stevens Senior Center, gave an update on meal distribution, volunteer hours, member enrollment, and building rentals to from January 1, 2019 to October 1, 2019. He said they have filed an

application with the state requesting funding from the 2020 State capital budget for a new Lake Stevens Senior Center building.

Council Business:

- Councilmember Daughtry: Snohomish County Tomorrow Assembly, Community Transit Meeting, Volunteers of America Breakfast, Veterans Commission Meeting
- Councilmember Petershagen: WEFTEC Conference, Sewer District Meeting tomorrow
- Councilmember McDaniel: Gave kudos to contractors building the Pavilion.
- Councilmember Gailey: Empty Bowls Fundraiser
- Councilmember Welch: Snohomish County Tomorrow Assembly

Mayor's Business: Mayor Spencer mentioned the new Arts Commissioners, Joe Brosseau, withdrew his application. Mayor Spencer then administered an Oath of Office to new Arts Commissioner, Dan Johnson.

City Department Report:

- City Administrator Gene Brazel: Pavilion Construction Update
- Community Development Director Russ Wright: Assistant Planner Interviews, Trail Master Plan update.
- Public Works Director Eric Durpos: Pavilion budget update, Village Way, S. Lake Stevens, Crack Seal Project, Decant Facility, Police Department Facility update.
- Chief of Police John Dyer: Emergency Management Drill, New ECC location, Police Department Facility update.
- Finance Director Barb Stevens: Audit update.

Consent Agenda:

MOTION: Moved by Councilmember Welch, seconded by Councilmember Petershagen, to approve:

- A. 2019 Vouchers [Payroll Direct Deposits of \$442,201.08, Payroll Check No. 48625 & 48728 totaling \$3,736.76, Electronic Funds Transfers (ACH) of \$441,280.50, Claims Check Nos. 48626-48727, 48729-48827 totaling \$1,402,019.43, Void Check No. 48478, 48675, 48731 in the amount of \$20,211.95, Total Vouchers Approved: \$2,269,025.82
- B. City Council Regular Meeting Minutes of September 10, 2019
- C. City Council Special Meeting Minutes of September 19, 2019
- D. City Council Special Meeting Minutes of October 1, 2019
- E. City Council Workshop Meeting Minutes of October 1, 2019
- F. Ezequiel Camarena Real Estate Purchase & Sale Agreement Addendum No. 2

On vote the motion carried (6-0-0-1).

Public Hearing:

Interim Sign Regulations: Mayor Spencer opened the public hearing.

Director Wright presented the staff report and explained the Council passed an interim ordinance on August 7, 2019 establishing interim regulations for temporary non-commercial signs. He explained that a public hearing must be held within 60 days of adoption of an interim

ordinance and findings of facts are addressed. Director Wright, by recommendation from Councilmember Petershagen, suggested this work program be pushed out to January to allow the new City Council to delve into this issue. It is also recommended not to have the Planning Commission review the work. Director Wright then distributed a comment received by email from a member of the public who was not in attendance.

Mayor Spencer then opened the public comment portion of the public hearing.

Janice Huxford, 625 S Lake Stevens Road, Lake Stevens, thanked staff and Councilmember Petershagen for making the decision to put this issue off until it can be discussed properly and at the right time and for not sending it back to the Planning Commission. She commented on the timing of this issue and hopes that it will not dissuade those who might choose to run for Council. She asked that decisions be made with respect for all Councilmembers, for the constituents, and for the future leadership of this City.

Mayor Spencer closed the public comment portion of the public hearing and invited additional questions and comments of Council.

Mayor Spencer closed the public hearing. He then asked Council for additional questions and there were none.

MOTION: Moved by Councilmember Petershagen, seconded by Councilmember Welch, to bring back an Ordinance amending Ordinance 1064 to forgo additional review of the interim language by the Lake Stevens Planning Commission, and change the duration of the interim Ordinance from 6 months to 12 months. On vote the motion carried (6-0-0-1).

Action Items:

Village Way Access Surplus of Real Property: Director Durpos presented the staff report and explained that engineering staff has re-assessed the property, looking at several options for public use, and none were reasonable for the location. Staff recommended City Council surplus the property.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to approve Resolution 2019-13 authorizing the City Council to surplus real property and authorizing the Mayor or designee to convey or sell real property pursuant to Chapter 2.98 LSMC. On vote the motion carried (6-0-0-1).

Discussion Items: None.

Executive Session: At 7:40 p.m. Mayor Spencer announced an executive session beginning in 5 minutes to last 10 minutes, for the purpose of discussing potential litigation, with action to follow.

At 7:55 p.m. the regular meeting of the City Council reconvened.

City Attorney Rubstello requested a motion to authorize the Mayor to sign a proposed joint statement of confirmation regarding Lake Stevens Sewer District sewer revenue refunding bonds 2019 that is being negotiated between the City of Lake Stevens and the Lake Stevens Sewer District subject to the Mayors final approval language with respect to mediation, consistent with the discussion in executive session.

Moved by Councilmember McDaniel, seconded by Councilmember Welch, to authorize the Mayor to sign a proposed joint statement of confirmation regarding Lake Stevens Sewer District sewer revenue refunding bonds 2019 that is being negotiated between the City of Lake Stevens and the Lake Stevens Sewer District subject to the Mayors final approval language with respect to mediation, consistent with the discussion in executive session. On vote the motion carried (6-0-0-1).

Adjourn:

Moved by Councilmember Daughtry, seconded by Welch, to adjourn the meeting at 7:56 p.m. On vote the motion carried (6-0-0-1).

John Spencer, Mayor

Kathy Pugh, City Clerk

DRAFT



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: October 22, 2019

Subject: Approve Real Estate Purchase and Sale Agreement with Kenneth G. Withrow and Laurie A. Withrow re Frontier Village Access Surplus property

Contact	Eric Durpos	Budget	
Person/Department:	Public Works Director	Impact:	<u>\$80,000</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Real Estate Purchase and Sale Agreement with Kenneth G. Withrow and Laurie A. Withrow.

SUMMARY/BACKGROUND:

In anticipation of the WSDOT SR9/SR204 interchange improvement project, and its impact to 92nd Avenue NE local access, Lake Stevens acquired parcel ID# 0049-3400-3001-05 for the construction of Frontier Village Access along 4th Street NE to remedy the change of access along 92nd Avenue NE.

Based on Staff recommendation, the Council approved Resolution 2019-13 at the regular Council Meeting on October 8, 2019 to surplus the excess area that was not needed for the construction of Frontier Village Access Project.

With the passage of Resolution 2019-13, the surplus area is available for sale. Through negotiations, adjacent business owners Kenneth G. Withrow and Laurie A. Withrow and the City have agreed upon sale of the excess area of the property to Mr. and Mrs. Withrow in the amount of \$80,000.

Staff is requesting City Council approval the sale of this excess area to Kenneth G. Withrow and Laurie A. Withrow

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$80,000

ATTACHMENTS:

- Exhibit A: Real Estate Purchase and Sale Agreement with Legal Description
- Exhibit B: Aerial Overview Map

Exhibit A

REAL ESTATE PURCHASE AND SALE AGREEMENT

THIS REAL ESTATE PURCHASE AND SALE AGREEMENT (this "Agreement") is by and between the City of Lake Stevens, a municipal corporation of the State of Washington ("Seller"), and Kenneth G. Withrow and Laurie A. Withrow, husband and wife ("Buyer").

In consideration of the mutual covenants, conditions and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Buyer agree as follows:

1. Effective Date. This Agreement is dated and effective as of the date of approval by the Lake Stevens City Council and the execution of this Agreement by all parties.

2. Property to be Purchased. Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, the real property, together with any improvements thereon, legally described in Exhibit A attached hereto and incorporated hereon, located at Lake Stevens, Snohomish County, Washington (the "Property").

3. Purchase Price. The purchase price for the Property is Eighty Thousand Dollars and No/I 00 (\$80,000.00) (the "Purchase Price"). The purchase price is the outcome of negotiation between Seller and Buyer. The Purchase Price shall be paid to Seller according to the following schedule:

3.1 At closing: \$80,000.00 in U.S. dollars, cash or its equivalent.

4. Earnest Money Deposit. No earnest money deposit is to be paid.

5. Title to Property.

5.1 **Conveyance With Covenant.** On the Closing Date, Seller shall convey to Buyer fee simple title to the Property by a duly executed and acknowledged standard form Statutory Warranty Deed (the "Deed") subject to the easements, restrictions, covenants and encumbrances of record.

5.2 **Title Commitment.** Within seven (7) calendar days following the Buyer's approval of this Agreement, Seller, at its expense, shall furnish to Buyer a preliminary title insurance commitment (the "Commitment") covering the Property, issued by a licensed title company of Seller's choice (the "Title Company"), together with copies of all recorded documents listed as special exceptions therein. Buyer shall have twenty (20) calendar days after receipt of the Title Report and exceptions within which to notify Seller in writing of Buyer's disapproval of any exceptions shown in the Title Report; provided, however, Buyer shall not be required to object to any monetary liens or encumbrances. Subject to any monetary liens or encumbrances created by Buyer, Seller shall cause any such monetary liens or encumbrances to be removed on or before the Closing. Failure of Buyer to disapprove any exception within the twenty (20) calendar-day period shall be deemed an approval of the exceptions shown in the Title Report. As to any

exceptions to title placed of record or first identified after issuance of the Title Report or revealed by any supplemental report, there shall be a thirty (30) calendar day period after Buyer's receipt of the supplemental Title Report for Buyer to review and approve such exceptions on the same basis as provided above and the closing date shall be extended by such review period to accommodate such review.

5.3 Right to Cure Title Defects. If Buyer disapproves a title exception within the time period provided in Section 5.2, Seller shall have seven (7) calendar days following receipt of Buyer's objection to give Buyer written notice specifying which objectionable title exceptions, if any, Seller shall use commercially reasonable efforts to attempt to remove from title on or before the Closing. If Seller gives Buyer such notice, but Seller is unable, despite Seller's commercially reasonable efforts, to remove any such objectionable title defect on or before the Closing, Buyer may elect to either (i) terminate this Agreement, in which event all further rights and obligations of the parties shall cease; or (ii) waive Buyer's previous title objection and to proceed with the purchase of and take the Property subject to such exception, without any reduction in the Purchase Price and otherwise pursuant to the terms of this Agreement. If Seller either: (i) gives Buyer timely notice that Seller has elected not to attempt to remove all of the objected to title exceptions; or (ii) fails to give notice timely to Buyer, Buyer shall have seven (7) calendar days after Buyer's receipt of Seller's notice or the expiration of the seven (7) calendar day time period, as applicable, to notify Seller in writing of Buyer's election to (a) proceed with the purchase of and take the Property subject to such previously disapproved exceptions without any reduction in the Purchase Price and otherwise pursuant to the terms of this Agreement; or (b) terminate this Agreement, in which event the Earnest Money shall be refunded to Buyer and the parties thereafter shall be relieved of any further rights and obligations under this Agreement. If Buyer shall fail to notify Seller timely of its election to proceed under clause (a) above, Buyer shall be deemed to have elected to terminate this Agreement, in which event the parties thereafter shall be relieved of any further rights and obligations under this Agreement, and each party shall bear its own costs incurred under this Agreement.

5.4 Title Policy. The parties shall, at Seller's sole expense, cause Title Company to issue to Buyer at Closing a standard form coverage owner's policy of title insurance insuring Buyer's title to the Property in the full amount of the Purchase Price (the "Title Policy"). At Buyer's option and expense, Buyer may require that the title insurance policy to be issued to Buyer at Closing be an ALTA extended coverage owner's policy.

6. Contingency and Permit Periods.

6.1 Buyer's Contingency Period. Buyer shall have Twenty (20) calendar days from the Effective Date (the "Contingency Period") to satisfy itself concerning the condition of soils; the trees, the suitability and condition of the Property; public support for the purchase and the feasibility of developing the Property for Buyer's intended use; and in addition, to satisfy all legal requirements affecting Buyer's purchase of the Property, including any necessary public hearings, comprehensive plan and code amendment. Buyer shall diligently and continuously work to resolve and satisfy itself with respect to the foregoing matters. If Buyer determines (in its sole and complete discretion) that it is not satisfied with such matters, Buyer may, at any time on or before 5 p.m. (Pacific Time) on the last day of the Contingency Period, rescind this Agreement by giving written notice to Seller. In the event of such rescission, this Agreement thereafter shall be

null and void and neither party shall have any obligation to the other. If Buyer does not notify Seller that it is rescinding this Agreement within the time period specified above, then the foregoing conditions shall be deemed waived. During the contingency period, Buyer may enter upon the property for purposes of inspection and testing. Buyer shall reimburse Seller for any damages it causes to the property during any inspection or testing and shall hold Seller harmless from any injuries to Buyer's officials, employees, consultant's or other representatives performing the testing or inspection, incurred on the property during such inspection or testing.

7. **Brokers and Commissions.** There are no Brokers and Commissions involved in this transaction.

8. **Closing.**

8.1 **Closing Date.** This purchase and sale will be closed at the Title Company's designated office. The closing ("Closing") will occur no later than thirty (30) calendar days following the end of Buyer's contingency period . If Closing does not occur on or before the Closing Date, or any later date mutually agreed to in writing by Seller and Buyer (which date shall then become the "Closing Date"), the escrow agent shall immediately terminate the escrow and return all documents to the party that deposited them.

8.2 **Real Property Prorations.** All revenues and expenses of the Property, including but not limited to, real property taxes, special assessments, rents, water, sewer and utility charges, and other expenses normal to the ownership, use, operation and maintenance of the Property shall be prorated as of 12:01 a.m. on the Closing Date. Seller and Buyer hereby agree that if any of the aforesaid prorations cannot be calculated accurately on the Closing Date, then the same shall be calculated within thirty (30) days after the Closing Date and either party owing the other party a sum of money based on subsequent prorations(s) shall promptly pay said sum to the other party. If payment is not made within ten (10) days after delivery of a bill therefore, the owing party shall pay interest on such amounts at the rate of eight percent (8%) per annum from the Closing Date to the date of payment.

8.3 **Seller's Escrow Deposits.** On or before the Closing Date, Seller shall deposit into escrow the following:

- 8.3.1 the duly executed and acknowledged Deed;
- 8.3.2 a duly executed and completed Real Estate Excise Tax Affidavit;
- 8.3.3 a duly executed non-foreign affidavit pursuant to Section 1445 of the Internal Revenue Code of 1986, as amended; and
- 8.3.4 all documents and/or funds required to remove all monetary liens, encumbrances or assessments and to pay Seller's closing costs described in Section 8.6.1.

8.4 **Buyer's Escrow Deposits.** On or before the Closing Date, Buyer shall deposit into escrow the following:

8.4.1 cash in the full amount of the purchase price per Section 3.1, together with the Buyer's closing costs described in Section 8.6.2;

8.4.2 a duly executed and completed Real Estate Excise Tax Affidavit.

8.5 Additional Instruments and Documents. Seller and Buyer shall each deposit into escrow any other instruments and documents that are reasonably required by the escrow agent or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with this Agreement.

8.6 Closing Costs.

8.6.1 **Seller's Costs.** At Closing, Seller shall pay (a) the premium for the title policy; (b) the real estate excise taxes applicable to the sale, if any; (c) one-half (1/2) of Title Company's escrow fee; and (d) one-half of the cost of recording the Deed.

8.6.2 **Buyer's Costs.** At Closing, Buyer shall pay (a) one-half (1/2) of the cost of recording the Deed; (b) one-half (1/2) of the Title Company's escrow fee; (c) the entire cost of recording of the Deed and (d) the premiums for any title policy endorsements or extended coverage requested by Buyer.

8.7 **Possession.** Buyer shall be entitled to possession upon Closing.

8.8 **Condition Precedent to Buyer's Obligations.** Buyer's obligation to close the purchase of the Property in accordance with the terms of this Agreement is expressly conditioned on, and subject to satisfaction of the following condition precedent, which is intended solely for the benefit of Buyer. If the foregoing condition is not satisfied, Buyer shall have the right, at its sole election, either to waive the condition and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 11.1 of this Agreement.

8.8.1 **Performance by Seller.** Seller shall have timely performed all obligations required by this Agreement to be performed by it. If this condition is not satisfied, Buyer shall have the right, at its sole discretion, either to waive the condition in question and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 11.1 of this Agreement.

8.8.2 **Representations and Warranties.** All of Seller's representations and warranties contained in or made pursuant to this Agreement shall have been true and correct when made and shall be true and correct as of the Closing Date, and Seller shall have complied with all of Seller's covenants and agreements contained in or made pursuant to this Agreement. If this condition is not satisfied, Buyer shall have the right, at its sole discretion, either to waive the condition in question and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 11.1 of this Agreement.

8.9 **Condition Precedent to Seller's Obligations.** Seller's obligation to sell the Property at Closing under this Agreement is expressly conditioned on, and subject to satisfaction of the following condition precedent, which is intended solely for the benefit of Seller.

If the foregoing conditions are not satisfied, Seller shall have the right, at its sole election, to the remedy set forth in Section 11.2 of this Agreement.

8.9.1 **Performance by Buyer.** Buyer shall have timely performed all obligations required by this Agreement to be performed by it.

9. **Representations and Warranties.**

9.1 **Seller's Representations and Warranties.** Seller represents and warrants to Buyer that the following facts are true as of the parties' mutual execution of this Agreement and as of the Closing Date:

9.1.1 **No Litigation.** Except as disclosed in writing by Seller to Buyer, there is no pending or threatened litigation or administrative action with respect to the Property or to the Seller's interest in the Property.

9.1.2 **Authority of Seller.** This Agreement is a valid and binding obligation of the Seller, enforceable against Seller in accordance with its terms. No authorizations or approvals, whether of organizational bodies, governmental bodies, or otherwise, will be necessary in order for Seller to enter into this Agreement and to perform Seller's obligations as set forth herein. The consummation of the transactions contemplated hereunder will not conflict with or result in the breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Seller or to the Property.

9.1.3 **Non-foreign Status/At-Source Withholding.** Seller represents and warrants none of the individuals constituting the "Seller" are a "foreign person" as defined in Section 1445 of the Internal Revenue Code of 10954, as amended. Seller shall deliver to Buyer at Closing a Certificate of Non-foreign Status setting forth Seller's address and certifying that it is not a foreign person as so defined.

9.1.4 **Other Agreements.** There are no other contracts or agreements in force or effect for the sale of, or a right of first refusal or option for, all or any portion of the Property, and Seller agrees: (a) not to enter into any such contracts or agreements between the date hereof and Closing and (b) to use its best efforts to terminate any such contracts that come to its attention between the date hereof and Closing. There are no contracts or other agreements affecting the Property that will not be terminated at or prior to Closing.

9.1.5 **Encumbrances.** Seller's execution, delivery and fulfillment of its obligations under this Agreement shall not result in any default or violation of any agreement by which Seller is bound or which will result in any lien, charge or encumbrance on the Property.

9.1.6 **Exiting Leases.** There are no existing leases on the Property.

9.1.7 **Environmental.** Seller has not generated, stored, released or disposed of any substance or material on the Property, the generation, storage or disposal

of which is regulated under the Comprehensive Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et seq., the Model Toxics Control Act (Chapter 70.105D RCW), or any comparable law, regulation, ordinance or order of any governmental body, except in compliance with such laws, regulations, ordinance or orders. Seller has obtained (and is in compliance with) all permits, licenses and other authorizations that are required under all federal, state and local environmental requirements customarily known to and followed by owners and operators of land similar to the Property and located in the area in which the Property is located, including any such laws, regulations or ordinances relating to emissions, discharges, releases or threatened releases of materials into the environment or otherwise relating to the use, treatment, storage, disposal, transport or handling of such materials. Neither Seller, nor to the best of Seller's knowledge, any prior owner, occupant or user of the Property has received any notice or other communications concerning any alleged violation of any environmental requirements. To the best of Seller's knowledge, there is not constructed, placed, deposited, stored, disposed of or located on the Property (i) any PCBs or transformers, capacitors, ballasts or other equipment which contains dielectric fluid containing PCBs; or (ii) any underground storage tanks. Any breach of this warranty prior to the Closing Date shall entitle the Buyer to terminate this Agreement. Upon such termination, the escrow will be terminated, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement except as otherwise provided in this Agreement.

9.1.8 As-Is. On closing, subject to the above paragraph, Buyer accepts the property in its "As-Is" condition. All understandings and agreements heretofore made between the parties hereto are merged in this Contract which fully and completely expresses the parties' agreement and the same is entered into after full investigation, neither party relying upon any statement or representation made by the other not embodied in this Contract.

9.1.9 Completeness of Statements. To the best of Seller's knowledge, no representation or warranty by Seller in this Agreement or in any written material furnished by Seller to Buyer pursuant to or in connection with this Agreement, contains any untrue statement of a material fact or omits to state a material fact necessary to make any statement herein or therein not misleading.

9.2 Buyer's Representations and Warranties. Buyer represents and warrants to Seller that the following facts are true as of the date of the parties' mutual execution of this Agreement and as of the Closing Date:

9.2.1 Pending Actions. To Buyer's knowledge, there is no action, suit, arbitration, unsatisfied order or judgment, or proceeding pending against Buyer, which if adversely determined, could materially interfere with Buyer's consummation of the transactions contemplated by this Agreement.

9.2.2 Authority of Buyer. This Agreement is a valid and binding obligation of Buyer, enforceable against Buyer in accordance with its terms. No authorizations or approvals, whether of governmental bodies or otherwise, will be necessary in order for Buyer to enter into this Agreement and to perform its obligations as

set forth herein. Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated hereunder will conflict with or result in the breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Buyer or to the Property.

10. **Maintenance of Property Pending Closing.** At all times before the Closing, Seller shall manage and operate the Property in a manner consistent with Seller's past practices. Seller agrees: (a) to maintain all usual and necessary business records pertaining to the Property, consistent with Seller's past practices; (b) to maintain the Property in its current condition and state of repair (normal wear and tear and casualty loss excepted); and (c) to maintain its existing property and casualty insurance on the Property. Should the Seller apply for a permit to remove, trim or maintain trees on the subject property prior to closing, and the permit is approved by the City, Buyer agrees not to require replacement of such trees or planting of new trees per the current City regulations.

11. **Default.**

11.1 **By Seller.** If there is an event of default under this Agreement by Seller, including, without limitation, the failure by Seller to satisfy any condition precedent pursuant to Sections 8.8, Buyer will be entitled (a) to seek specific performance of Seller's obligations under this Agreement; or (b) to terminate this Agreement by written notice to Seller and Escrow Agent; and (c) if Buyer elects either option (a) or (b), as hereinbefore set forth, Buyer may obtain payment from Seller of all damages incurred by Buyer as a result of such default. If Buyer terminates this Agreement pursuant to this Section 11.1 the escrow will be terminated, all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement other than that Seller shall pay (i) to Buyer those costs and expenses which Buyer notifies Seller that Buyer has incurred in connection with this Agreement; (ii) all damages incurred by Buyer; and (iii) any costs of terminating the escrow and any cancellation fee for the Commitment.

11.2 **By Buyer.** In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the escrow will be terminated, all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement other than that Buyer shall pay (i) to Seller those costs and expenses which Seller notifies Buyer that Seller has incurred in connection with this Agreement; (ii) all damages incurred by Seller; and (iii) any costs of terminating the escrow and any cancellation fee for the Commitment.

12. **Miscellaneous.**

12.1 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, personal representatives, successors, and assigns. No assignment of this Agreement by Buyer shall operate to relieve Buyer from any of its liabilities under this Agreement.

12.2 **Notices.** Any notice under this Agreement must be in writing and be personally delivered, delivered by recognized overnight courier service or given by mail or via

facsimile. Any notice given by mail must be sent, postage prepaid, by first class, certified or registered mail, return receipt requested. All notices must be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

If to Seller, to: City of Lake Stevens :
 Attn: City Administrator
 Lake Stevens City Hall
 1812 Main Street
 PO Box 257
 Lake Stevens, WA 98258-0257
 Office: 425-377-3230

If to Buyer, to: Kenneth G. Withrow
 200 Pheasant Springs Road
 Chelan, WA 98816
 Tel: 425-422-2685

Any notice will be deemed to have been given, if personally delivered, when delivered, and if delivered by courier service, one (1) business day after deposit with the courier service, and if mailed, three (3) business days after deposit at any post office in the United States of America, and if delivered via facsimile, the same day as transmission is verified; provided that any verification that occurs after 5 p.m. on a business day, or at any time on a Saturday, Sunday or holiday, will be deemed to have occurred as of 9 a.m. on the following business day.

12.3 **Authority.** The parties each represent and warrant that the persons signing below have the requisite authority to bind them.

12.4 **Amendments.** This Agreement may be amended or modified only by a written instrument executed by Seller and Buyer.

12.5 **Governing Law; Venue.** This Agreement will be governed by and construed exclusively in accordance with the laws of the State of Washington. Venue for any action arising out of this Agreement shall be in Snohomish County Superior Court.

12.6 **Entire Agreement.** This Agreement and the exhibit hereto constitute the entire agreement between the parties with respect to the purchase and sale of the Property, and supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement.

12.7 **Attorneys' Fees.** In the event either party hereto finds it necessary to bring an action at law or other proceeding against the other party to enforce any of the terms, covenants or conditions hereof or any instrument executed pursuant to this Agreement, or by reason of any breach or default hereunder or thereunder, the party prevailing in any such action or proceeding shall be paid all costs and reasonable attorneys' fees by the other party and in the event any judgment is secured by such prevailing party, all such costs and attorneys' fees shall be included

in any such judgment. The reasonableness of such costs and attorneys' fees shall be determined by the court and not a jury.

12.8 **Time of the Essence.** Time is of the essence of this Agreement.

12.9 **Waiver.** Neither Seller's nor Buyer's waiver of the breach of any covenant under this Agreement will be construed as a waiver of the breach of any other covenants or as a waiver of a subsequent breach of the same covenant.

12.10 **Negotiation and Construction.** This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party.

12.11 **Tax Effect.** No party has made or is making any representations to the other concerning any of the tax effects of the transactions provided for in this Agreement. No party shall be liable for or in any way responsible to any other party because of any tax effect resulting from the transactions provided for in this Agreement.

12.12 **Representation.** It is agreed and acknowledged that the firm of Ogden Murphy Wallace P.L.L.C. represented only the Buyer in the drafting of this Agreement, and Seller acknowledges that it is entitled to seek separate legal counsel regarding this Agreement.

12.13 **Survival.** Sections 5.2, 12.1, 12.4, 12.5, 12.7, 12.9, 12.11, 12.12 and 12.13 shall survive the Closing of this Agreement.

12.14 **Counterparts; Scanned or Facsimile Signatures.** This Agreement may be executed in any number of counterparts, and all counterparts shall be deemed to constitute a single agreement. The execution and delivery of one counterpart by any party shall have the same force and effect as if the party had signed all other counterparts. Delivery by facsimile or by e-mail of a .PDF of an executed counterpart shall have the same effect as physical delivery of an original.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the last date set forth below.

SELLER:

CITY OF LAKE STEVENS

By: _____
John Spencer, Mayor

Date: _____

Attest:

By: _____
Kathy Pugh, City Clerk

Date: _____

Approved as to Form:

City Attorney

By: _____
Greg A. Rubstello

Date: _____

BUYER:

KENNETH G. WITHROW and LAURIE A. WITHROW

By: _____
Kenneth G. Withrow

Date: _____

By: _____
Laurie A. Withrow

Date: _____

Exhibit A

Legal Description

That portion of property as described in a Statutory Warranty Deed recorded as Auditor's File Number 201606030504, records of Snohomish County, Washington located in the southwest quarter of the northeast Quarter of Section 13, Township 29 North, Range 5 East, W.M., Snohomish County, Washington, described as follows;

BEGINNING at the northwest corner of said Statutory Warranty Deed, thence along the north line of said Statutory Warranty Deed, South 88°05'05" East a distance of 37.85 feet

Thence South 04°48'40" West a distance of 218.69 feet to the beginning of a 997.05 foot radius curve to the left;

Thence southerly along said curve through an arc length of 56.17 feet, a central angle of 03°13'39", and chord bearing of South 03°11'50" West and chord distance of 56.16 feet;

Thence South 01°38'37" West a distance of 37.40 feet;

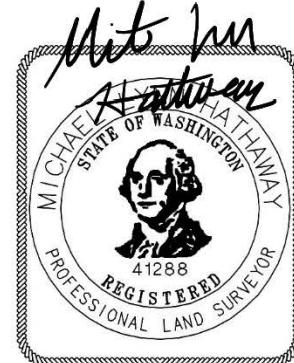
Thence South 17°24'14" West a distance of 10.63 feet;

Thence South 00°30'06" West a distance of 3.45 feet to the South line of said Statutory Warranty Deed;

Thence along said South line, North 88°21'25" West a distance of 39.19 feet to the southwest corner of said Statutory Warranty Deed;

Thence along the West line of said Statutory Warranty Deed, North 04°45'53" East a distance of 326.24 feet to the **POINT OF BEGINNING**;

Containing 12,446 square feet or 0.286 more or less.



7-8-19

EXHIBIT MAP FOR THE CITY OF LAKE STEVENS
LOCATED IN THE SW 1/4 OF THE NE 1/4 OF SECTION 13,
TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE
STEVENS, SNOHOMISH COUNTY, WASHINGTON

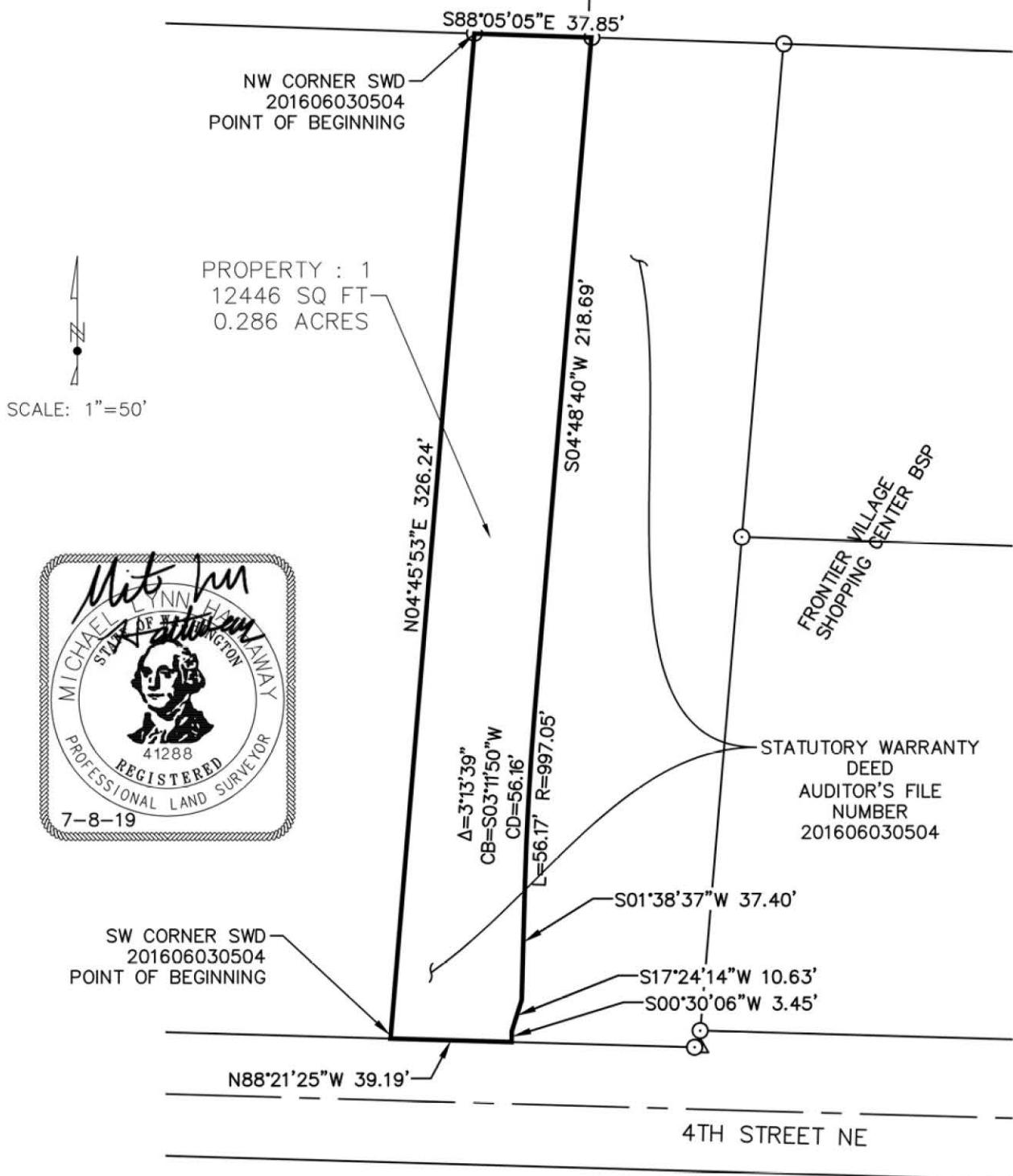
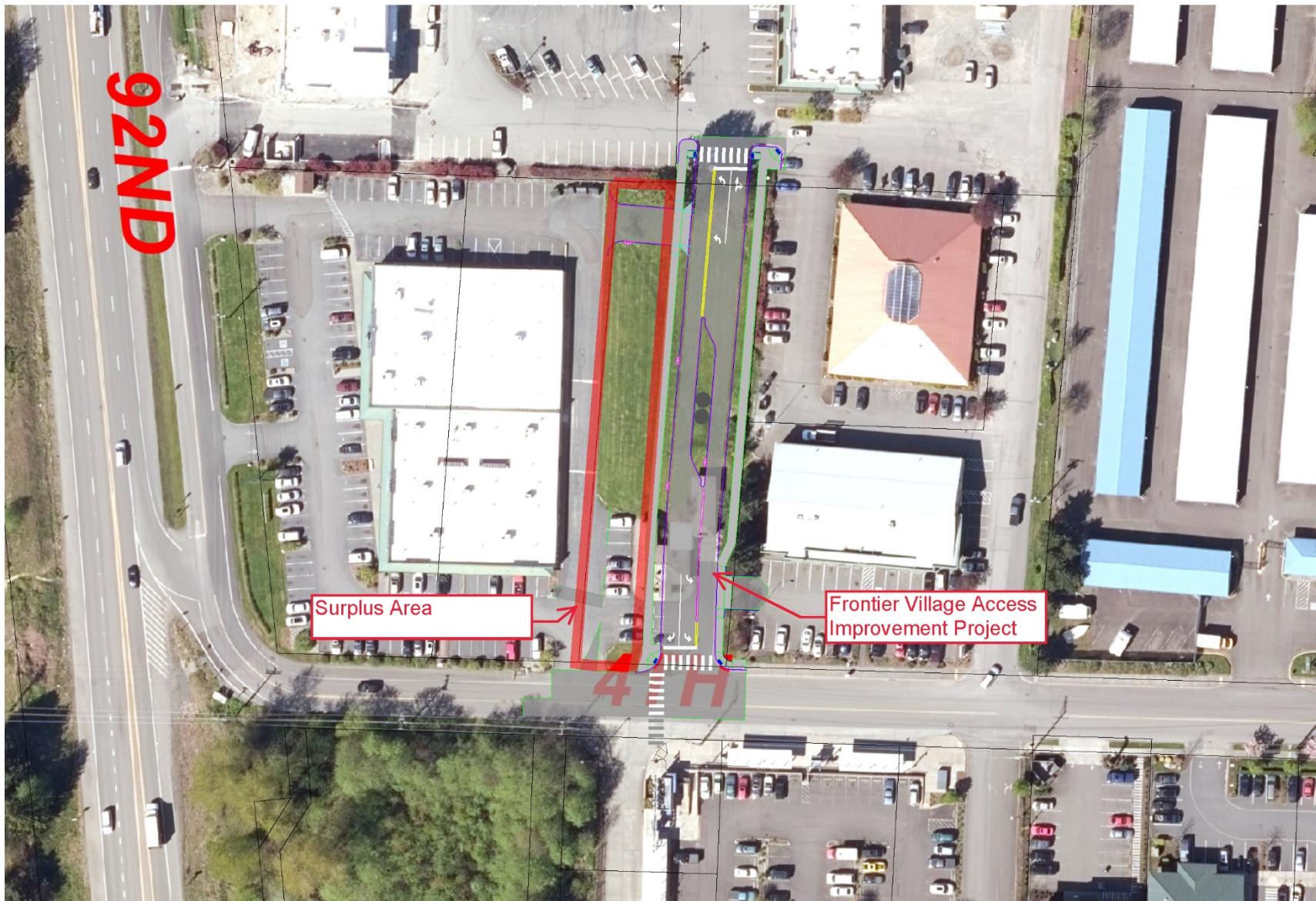


Exhibit B – Aerial Overview Map





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 22, 2019

Subject: Ordinance 1070 Interim Sign Code for Temporary Non-Commercial signs

Contact Person/Department: Russ Wright, Community
Development Director

Budget Impact: none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Approve the revised interim Ordinance 1070 and extend the effective period until August 7, 2020 or completion of new regulations, whichever occurs first to allow for the development of permanent regulations.

SUMMARY

On August 7, 2019 the City Council passed an interim ordinance establishing interim regulations for temporary non-commercial signs relating to case law regarding the Reed v. Town of Gilbert decision, to allow enforcement of local regulations addressing the placement of non-commercial temporary signs.

The Revised Code of Washington (RCW) 36.70A.390 allows jurisdictions to enact interim without prior notice provided a public hearing is held within 60 days of adoption and findings of fact are addressed. The City Council held its public hearing on October 9, 2019. The attached ordinance (Exhibit 1) provides findings of fact. Council has requested that final regulations for non-commercial temporary signs be considered in 2020. Pursuant to RCW 36.70A.390 the interim regulations may be extended up to twelve months if a work plan is developed for related studies providing for a longer period. A revised work plan is attached as **Exhibit 2**.

APPLICABLE CITY POLICIES: Title 14 of Lake Stevens Municipal Code

BUDGET IMPACT: There is not a direct budget impact

EXHIBITS:

1. Ordinance No. 1070 with attachments

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1070

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON,
REPLACING ORDINANCE 1064, ADOPTING FINDINGS OF FACT; ADOPTING
INTERIM ZONING CODE REGULATIONS REGULATING TEMPORARY
NONCOMMERCIAL SIGNS; PROVIDING FOR THE DURATION OF THIS
ORDINANCE AND PUBLIC HEARING; ESTABLISHING A WORK PROGRAM;
PROVIDING FOR SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE.**

WHEREAS, the City of Lake Stevens is authorized to impose moratoria and interim land use controls pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, the Lake Stevens City Council has determined that the adoption of interim sign code regulations relating to case law regarding the *Reed v. Town of Gilbert* United States Supreme Court decision is necessary to allow for the enforcement of local regulations addressing the placement of non-commercial temporary signs; and

WHEREAS, as noted by Justice Alito in *Reed v. town of Gilbert*: “In addition to regulating signs put up by private actors, government entities may also erect their own signs consistent with the principles that allow governmental speech. See *Pleasant Grove City v. Summum*, 555 U.S. 460, 467-469 (2009). They may put up all manner of signs to promote safety, as well as directional signs and signs pointing out historic sites and scenic spots”; and

WHEREAS, the City of Lake Stevens finds that health, safety and welfare is addressed in the proposed interim sign code language to promote safety, give needed direction and protect users of the public right of ways; and

WHEREAS, the City is proposing that interim regulations be adopted concerning the placement of non-commercial temporary signs within the City supported by a detailed work program/schedule. The council will analyze the effectiveness of the interim standards with the information and data acquired during the interim timeframe; and

WHEREAS, state statute allows interim land use controls to be effective for up to one year if a work plan is developed for related studies providing for such longer period pursuant to RCW 36.70A.390 and RCW 35A.63.220;

WHEREAS, the Lake Stevens City held a public hearing on the interim amendments on October 9, 2019, within sixty days of adopting Ordinance 1064. Following the public hearing the City Council directed staff to amend and replace Ordinance 1064, to extend the effective date for 12 months and provide that the review of permanent regulations will be conducted by City Council; and

WHEREAS, the Lake Stevens City Council will review the interim language for temporary non-commercial signs consistent with the work plan/schedule attached hereto as Exhibit A and Scope of Work attached hereto as Exhibit B, which exhibits are incorporated herein by this reference, and adopt permanent amendments to the city sign code in Chapter 14.68 LSMC; Now, therefore,

THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Findings. The City Council hereby adopts the recitals expressed above as findings in support of this ordinance.

Section 2. Purpose. The purpose of this interim zoning ordinance is to enact for the term of this ordinance an update to the Sign Code, which addresses the regulation of temporary non-commercial signs within the City.

Section 3. Interim Zoning Regulations. Lake Stevens Municipal Code 14.08.010 is hereby amended for the term of this ordinance so that the definition of "Temporary Sign" reads as follows:

"Temporary sign" means those signs that are intended and designed to be displayed for a limited period of time. They must be made of cloth, paper, cardboard or similar lightweight material and must be installed to be easily removed. Signs made of other more substantial materials shall be considered permanent and are subject to the permanent sign regulations of this chapter. They may not be permanently mounted, painted, or affixed to a permanent structure or building.

Section 3. Interim Zoning Regulations. A new Lake Stevens Municipal Code section 14.68.015 is hereby adopted for the term of this ordinance, to read as follows:

- a) Notwithstanding any language to the contrary in this chapter, the temporary non-commercial sign regulations contained in this section shall be controlling in the event of any discrepancy or inconsistency with any other sign code provision contained in the remainder of Chapter 14.68 LSCMC.
- b) Types of Temporary Non-Commercial Signs Allowed. The temporary non-commercial signs types listed below are subject to the specific regulations identified in this section in addition to the further regulations contained in (d) and (e) below.
 1. Stake or Picket Signs.
 - i. A sign supported by a stake or wire frame is considered temporary in nature and may not have any foundational element such as concrete or rely upon any structural support from adjacent fixtures.
 - ii. Only one stake support up to 2 inches in width or two wire supports up to 1cm in diameter each are allowed for a single stake/picket sign.
 2. A-Frame Signs.
 - i. A-frame signs must be constructed in a manner to ensure the sign remains in an upright placement and will not spread and expand its footprint beyond the width as originally placed or into designated any walking paths or sidewalks.
 3. Banners.
 - i. No banner shall be placed on any public structure including walls, fences or buildings or over or across any passable roadway, driveway, or alley.
 - ii. If placed above a pedestrian passable area such as a sidewalk, entrance, or access point, the lowest part of the banner must be higher than 8 feet.

- iii. Banners must be constructed in a manner to withstand wind so that the banner substantially maintains its installed position.
- 4. Window/Poster.
 - i. Cumulatively, all window signs and posters, along with all permanent signs located on or in front of windows, may not cover more than 25% of the viewable window space.
- c) Prohibited Temporary Non-Commercial Signs. Prohibited signs are those signs not listed in (b) above and include, but are not limited to, the following:
 - 1. Inflatable – includes balloons or other gas-filled figures.
 - 2. Feather signs – defined as a vertical portable sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand.
 - 3. Animated – includes any sign with action or motion (including those that flash, oscillate or revolve) or one that involves color changes.
- d) Temporary Non-commercial Signs in Public Right-of-Way.
 - 1. Location. Temporary non-commercial signs are prohibited from being placed within: roundabouts; medians; shoulders; travel lanes; and areas of the public right-of-way that are not accessible by a sidewalk or pedestrian walking path. Temporary signs are prohibited on any public structure including utility poles, walls, fences or buildings. Temporary non-commercial signs shall not be located in right-of-way adjacent to city facilities or parks.
 - 2. Safety. All temporary non-commercial signs shall be placed in a manner that is safe for all users of the public right-of-way. Temporary non-commercial signs shall not block access to structures or parked cars, block vehicular sight distance views at corners or intersections, or block pedestrian walking paths. No temporary non-commercial sign shall mimic, or be attached to, official roadway signage (stop signs, yield, etc.).
 - 3. Landscaping. If temporary non-commercial signs are placed in the right-of-way in a manner that punctures the ground (for example, the placement of a stake or picket sign), the sign owner is responsible to ensure such placement into the ground does not damage any infrastructure that is located under the surface, include but not limited to irrigation and utility infrastructure.
 - 4. Duration. All temporary signs covered by this section may be placed until the interim temporary non-commercial sign regulations are replaced with permanent regulations, at which time all such signs must comply with the durational limits provided for in the permanent regulations.
 - 5. Temporary non-commercial signs in a residential zone are limited in size to four square feet per side and shall not exceed three feet in height from the ground when displayed.
 - 6. Temporary non-commercial signs in a nonresidential zone including mixed use zones are limited in size to 16 square feet per side and shall not exceed four feet in height from the ground when displayed.
 - 7. No temporary non-commercial sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant, bench, or any type of street furniture, or otherwise create a hazard, including a tripping hazard.

8. All signs placed or erected that do not meet the regulations will be removed without notice.
9. All signs shall be kept in good repair and shall be maintained in a safe, neat, clean and attractive condition.

e) Temporary Non-commercial Signs on Private Property.

1. All temporary non-commercial signs placed on private property shall be placed with the property owner's consent.
2. Safety. All temporary non-commercial signs on private property shall be placed in a manner that is safe. Temporary non-commercial signs shall not block access to structures, block vehicular sight distance views at corners or intersections, or block pedestrian walking paths. No temporary non-commercial sign shall mimic official roadway signage (stop signs, yield, etc.).
3. Temporary non-commercial signs in a residential zone are limited in size to four square feet per side and shall not exceed three feet in height from the ground when displayed.
4. Temporary non-commercial signs in a nonresidential zone included mixed use zones are limited in size to 16 square feet per side and shall not exceed four feet in height from the ground when displayed.
5. No sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant, bench, or any type of street furniture, or otherwise create a hazard, including a tripping hazard.
6. All signs shall be kept in good repair and shall be maintained in a safe, neat, clean and attractive condition.

f) Signs Excluded From Regulation.

1. Signs of a noncommercial nature erected/placed or directed to be erected/placed by a governmental agency, political subdivision, or municipal corporation.
2. Signs directing and guiding pedestrian and/or automobile traffic on private property that do not exceed four square feet each and that bear no advertising matter.

Section 4. Duration of Interim Zoning Regulations/Public Hearing. The interim Zoning Code amendments adopted by this ordinance shall remain in effect for a period of 12 months from the effective date and shall automatically expire unless the same are extended as provided in RCW 36.70A.390 and RCW 35A.63.220 prior to that date, or unless the same are repealed or superseded by permanent amendments prior to that date.

Section 5. City Council Work Plan. The City of Lake Stevens City Council hereby intends to review the interim regulations consistent with Exhibits A and B attached hereto and to develop permanent regulations. The City Council will complete its review, conduct such public hearings as may be necessary or desirable, and adopt final regulations.

Section 6. Copy to Commerce Department. Pursuant to RCW 36.70A.106(3), the City Clerk will send a copy of the permanent ordinance to the State Department of Commerce for its files within ten (10) days after adoption.

Section 7. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality

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

Section 8. Effective Date. This Ordinance shall take effect and be in full force five days after passage and publication of an approved summary consisting of the title.

PASSED by the City Council of the City of Lake Stevens this 22nd day of October, 2019.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

First and Final Reading: October 22, 2019

Greg Rubstello, City Attorney

Date of Publication: _____

Effective Date: _____

Exhibit A

City of Lake Stevens Content Based Sign Update (Chapters 14.08, 14.38 and 14.68 LSMC) Work Plan

ACTIVITY	Content Based Sign Update Draft Regulations					
	August 2019	October 2019	January 2020	February 2020	March 2020	April 2020
Research						
Draft Code Amendments						
Draft Ordinances						
Attorney Review						
Prepare & Issue SEPA (comment/appeal)				2/17/2020		
Commerce Review – Expedited Review				60-day review maximum		
Publish Notice City Council Public Hearing		Notice Public Hearing			Notice Twice – 1st notice 10 Days Before Hearing	
City Council Briefings & Workshops (B-briefing; PH-public hearing)	8/7/19 – City Council Adopts interim regulations	10/9/2019 (PH)	1/7/2020 (B)	2/4/2020 (B)	3/3/2020 (B)	4/14/2020 (PH)
Effective date						Code Revisions Effective -5 Days After Publication

Purpose: Consideration of required amendments to the sign content-based regulations for inclusion in the Lake Stevens Municipal Code.

Exhibit B



Scope of Work

Subject: Content Based Signage

BACKGROUND/HISTORY:

Non-Commercial Signs are a form of speech entitled to protection under the First Amendment. Many local sign regulations are complex, contradictory and difficult to administer. The recent U.S. Supreme Court's decision in *Reed v. Town of Gilbert* has far-reaching impacts on sign regulations for local jurisdictions. The conservative regulatory approach for a municipality is to apply content-neutral regulations. On June 18, 2015, the U.S. Supreme Court ruled that the Arizona town of Gilbert sign code was unconstitutional pursuant to content-based restrictions on speech in the regulations, and therefore in violation of the First Amendment. The town of Gilbert code identified different categories of signs based on the information they conveyed, and then applied different restrictions based on that category.

PROPOSED ACTIONS:

- A. Adopt interim ordinance to develop standards to bring the city's sign code into compliance for content neutral signage.
- B. To ensure that the city's sign code does not apply different standards based on a sign's content, staff recommends the actions below and working in concert with our City Attorney:
 1. Develop a purpose statement for the sign code regulations;
 2. Review the sign code to identify any content-based standards and eliminate those standards;
 3. Revise any sign definitions that are based on content;
 4. Avoid exemptions that are not content neutral;
 5. Review sign sizes and placement;
 6. Analyze other types of temporary signs to ensure consistent regulations are in place for time and size; and
 7. Define a permanent permit path and tracking system to ensure compliance.

The Reed decision does not preclude local government from regulating noncommercial signage in a content-neutral manner, using such factors as size and height, type of structure (freestanding vs. monument signs), materials, maximum number, electronic messaging, moving parts and portability.

The scope of the project is limited to ensuring the Lake Stevens sign code is consistent with the Reed decision with one exception – staff proposes to eliminate LSCM 14.68.160, because the Sub-Regional Commercial Zoning Districts do not exist.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 22, 2019

Subject: Code Amendment to design review regulations (LUA2018-0178)

Contact	Dillon Roth, AICP / Planning	Budget	None
Person/Department:		Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Conduct a public hearing taking public comment and reviewing the proposed code amendments and approve Ordinance 1068 or recommend changes to the proposed regulations and postpone adoption.

SUMMARY/BACKGROUND:

The city initiated this code amendment to replace interim regulations adopted under Ordinance 1034 and extended via Ordinance 1055. The interim regulations were adopted to dissolve the Design Review Board (DRB), a board that was historically difficult to fill. These regulations include the details of the design review process and what projects trigger design review.

The following bullet points highlight some of the changes to the regulations:

- As described above, Ord. 1034 dissolved the DRB. The proposed regulations make the disbanding of the DRB permanent and references to the DRB make up a majority of this code amendment.
- Thresholds for triggering design review has been adjusted to exclude minor façade changes/upgrades. For example, changing the color scheme, re-roofing, and re-siding do not trigger design review, even if those upgrades cost over \$100,000.
- Public notices will now be required for all new applicable projects. A public meeting for projects going through design review is optional and will be held upon request from any person submitting a written request for a public meeting during the notice of application comment period.
- The City's Subarea Design Guidelines are now applicable citywide.

The Planning Commission was briefed on August 7 and September 18, 2019 and a public hearing was held on October 2, 2019. The Planning Commission recommended approval of the code amendment (See Attachment 1 for Planning Commission recommendation letter).

FINDINGS AND CONCLUSIONS:

1. Compliance with elements of the Comprehensive Plan

- Land Use Element Policy 2.3.2 – Preserve and promote the character of existing neighborhoods through thoughtful development regulations and design standards.
- Land Use Element Goal 2.2 – Achieve a well balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses.
- Land Use Element Policy 2.3.4 – Maintain development regulations to promote compatibility between uses; retain desired neighborhood character; ensure adequate light,

air and open space; protect and improve environmental quality; and manage potential impacts on public facilities and services.

Conclusions – The proposed code amendments are consistent with Comprehensive Plan goals as they relate to the design review regulatory process.

2. Compliance with the State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16 LSMC)

- A DNS was issued on September 7, 2019.
- No comments or appeals from agencies or the public were received regarding the SEPA determination.

Conclusions – The proposed code amendment has met local and state SEPA requirements.

3. Compliance with the Growth Management Act (RCW 36.70A.106)

- The city requested expedited review from the Department of Commerce on September 6, 2019.
- The Department of Commerce sent granted approval on September 23, 2019.
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

Conclusions – The proposed code amendment has met Growth Management Act requirements.

4. Public Notice and Comments

- The city published a notice of SEPA determination on September 7, 2019.
- The city published a notice of public hearing in the Everett Herald on September 20 and September 25, 2019. The notice was also posted at City Hall and on the city's website.
- No public comments have been received to-date. If comments are received prior to the hearing, the comments will be distributed on the night of the hearing.

Conclusions – The city has met public notice requirements per Chapter 14.16B LSMC.

BUDGET IMPACT: None

ATTACHMENTS:

1. Ordinance 1068 with Planning Commission recommendation letter and proposed code changes and Design Guideline changes as attachments
2. SEPA DNS
3. Department of Commerce confirmation

Attachment 1

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1068

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING LAKE STEVENS MUNICIPAL CODE CHAPTERS 14.16A, 14.16B, 14.16C, 14.44 AND 14.46, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, the City's Land Use Element in the Comprehensive Plan encourages the use of design guidelines for applicable developments; and

WHEREAS, on September 7, 2019, the City's SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a SEPA Determination of Non-Significance, complying with SEPA's procedural requirements; and

WHEREAS, on September 6, 2019, the proposed amendments contained herein were transmitted to the State Department of Commerce as required by law and on September 23, 2019, the Department of Commerce granted expedited review of the proposed code amendments;

WHEREAS, on October 2, 2019, following notice as required by law, the Planning Commission held a public hearing to receive staff and citizen input concerning the proposed code amendments and all persons who wished to be heard on the matter were heard; and

WHEREAS, the Planning Commission adopted Findings, Conclusion and a Recommendation to the City Council which is attached hereto (**Exhibit A**) and incorporated by this reference; and

WHEREAS, following notice as required by law, the City Council held a public hearing on October 22, 2019 to receive staff and citizen input and to consider the recommendation of the Planning Commission and all persons who wished to be heard on the matter were heard; and

WHEREAS, the City Council has determined that it is in the public interest to adopt the proposed design review regulations, as set forth below and in the attached **Exhibit B**.

WHEREAS, the Lake Stevens Design Guidelines are hereby amended to be applicable citywide as described in **Exhibit C** attached.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DO
ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby makes the following findings:

- A. This ordinance amending the City's municipal code changing regulations governing the design review process, was sent to the Washington State Department of Commerce for expedited review on September 6, 2019 as required by the Growth Management Act and received approval on September 23, 2019.
- B. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.

- C. As required by LSMC 14.16C.075(f), the adoption and amendment of codes in ordinance sections in the attached **Exhibit B** are consistent with the Comprehensive Plan, comply with the Growth Management Act and serve to advance the public health, safety and welfare.
- D. The Findings of Fact, Conclusions and Recommendation of the Planning Commission attached hereto is hereby approved and adopted by the City Council as its own (**Exhibit A**).

SECTION 2. LSMC Chapters 14.16A, 14.16B, 14.16C, 14.44, 14.46 are hereby amended/created as set forth in **Exhibit B which is incorporated herein by this reference**. All other provisions set forth in the subject Chapters of the LSMC, shall remain in full force and effect, unchanged.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION 4. Effective Date and Publication. The summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect five (5) days after the date of publication and shall apply to all final plat applications submitted after the effective date. Any final plat application submitted prior to the effective date shall follow the regulations that were in place at the time of submittal.

PASSED by the City Council of the City of Lake Stevens this 22nd day of October, 2019.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

First and Final Reading: October 22, 2019

Date of Publication: _____

Effective Date: _____

Greg Rubstello, City Attorney

Exhibit A



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

October 16, 2019

Lake Stevens City Council
1812 Main Street
Lake Stevens, WA 98258

Subject: Planning Commission Recommendation – Design Review Code Amendment – LUA2018-0178

Dear Council Members:

The Lake Stevens Planning Commission held two briefings on August 7, 2019 and September 18, 2019, to consider a code amendment to update the city's design review regulations. A public hearing was held on October 2, 2019 where the Planning Commission forwarded a recommendation to City Council to approve the code amendment.

Commissioners Present: Janice Huxford, Vicki Oslund, Tracy Trout, John Cronin

Commissioners Absent: Jennifer Davis, Steve Ewing, Linda Hoult

PLANNING COMMISSION PUBLIC HEARING (October 2, 2019)

City staff gave a brief presentation on the proposed code amendment, summarized the code amendment process and milestones reached and answered the Commission's questions related to the proposal.

Testimony from the public included comment about specific design guidelines about garage door dominance. Another comment praised the thorough code amendment process. Both comments were from members of the Land Use Advisory committee and related to broader forthcoming code amendments to the City's zoning code.

The Planning Commission discussion was limited at the public hearing. At previous briefings, discussion included adding language to the code that articulates how a public meeting can be requested for a project. The Commission also discussed the reviewing personnel and decision makers of design review projects, thresholds for triggering design review, flexibility within the design guidelines, and application requirements.

FINDINGS AND CONCLUSIONS:

The Planning Commission hereby adopts staff's findings and conclusions as outlined in this letter and as described in the staff reports dated August 7, September 18 and October 2, 2019 and concludes that the proposed amendments comply with the following:

1. Compliance with elements of the Comprehensive Plan

- Land Use Element Policy 2.3.2 – Preserve and promote the character of existing neighborhoods through thoughtful development regulations and design standards.
- Land Use Element Goal 2.2 – Achieve a well balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses.
- Land Use Element Policy 2.3.4 – Maintain development regulations to promote compatibility between uses; retain desired neighborhood character; ensure adequate light, air and open space; protect and improve environmental quality; and manage potential impacts on public facilities and services.

Conclusions – The proposed code amendments are consistent with Comprehensive Plan goals as they relate to the design review regulatory process.

2. Compliance with the State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16

LSMC

- A DNS was issued on September 7, 2019.
- No comments or appeals from agencies or the public were received regarding the SEPA determination.

Conclusions – The proposed code amendment has met local and state SEPA requirements.

3. Compliance with the Growth Management Act (RCW 36.70A.106)

- The city requested expedited review from the Department of Commerce on September 6, 2019.
- The Department of Commerce sent granted approval on September 23, 2019.
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

Conclusions – The proposed code amendment has met Growth Management Act requirements.

4. Public Notice and Comments

- The city published a notice of SEPA determination on September 7, 2019.
- The city published a notice of public hearing in the Everett Herald on September 20 and September 25, 2019. The notice was also posted at City Hall and on the city's website.
- No public comments have been received to-date. If comments are received prior to the hearing, the comments will be distributed on the night of the hearing.

Conclusions – The city has met public notice requirements per Chapter 14.16B LSMC.

PLANNING COMMISSION RECOMMENDATION

Streets and Sidewalks Code Amendment: Commissioner Cronin made a motion to approve the recommendation to Council. Commissioner Trout seconded the motion. Motion passed 4-0-0-3.

Respectfully submitted,



Janice Huxford, Chair; Lake Stevens Planning Commission

Exhibit B

14.16A.030 Planning Agency Identified.

The Planning Agency (Chapter 35A.63 RCW) for the City shall be composed of the following:

- (a) The Director of the Department of Planning and Community Development;
- (b) The Building Official;
- (c) The Director of the Department of Public Works;
- (d) Design Review Board;
- (e) The Lake Stevens Hearing Examiner;
- (f) The Lake Stevens Planning Commission;
- (g) The Lake Stevens Park Board; and
- (h) The Lake Stevens City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.210 Types of Review.

- (a) The purpose of this section is to provide an overview of the six levels of land use review. Land use and development decisions are classified into six processes based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity.
- (b) Classification of Permits and Decisions.
 - (1) Type I Review - Administrative Decisions without Notice. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor administrative decisions and are exempt from certain administrative procedures, such as complete application review, noticing, and decision time frames. Appeals of Type I decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type I are listed in the table in subsection (d) of this section.
 - (2) Type II Review - Administrative Decisions with Notice. A Type II process is an administrative review and decision with recommendation from staff, City departments or others and requiring public notice at the application and/or decision stages of the review. Appeals of Type II decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type II are listed in the table in subsection (d) of this section.
 - (3) Type III Review - Quasi-Judicial Decisions - Hearing Examiner. This Type III process is a quasi-judicial review and decision by the Hearing Examiner. The Hearing Examiner makes a decision based on a staff report and, if required, the Design Review Board. A public meeting may be held prior to the Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing, and decision

stages of application review. Appeals of Hearing Examiner decisions are made to Snohomish County Superior Court, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type III are listed in the table in subsection (d) of this section.

(4) Type IV Review - Quasi-Judicial Decisions - City Council with Hearing Examiner Recommendation. A Type IV process is a quasi-judicial review and recommendation by the Hearing Examiner and a decision by the City Council. The Hearing Examiner considers ~~the recommendation from the Design Review Board, if required, as well as~~ public testimony received at an open record public hearing. The City Council makes a decision based on a recommendation from the Hearing Examiner during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type IV are listed in the table in subsection (d) of this section.

(5) Type V Review - Quasi-Judicial Decisions - City Council. A Type V process is a quasi-judicial review and decision by the City Council. Public notification is provided at the application, public hearing (if any), and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type V are listed in the table in subsection (d) of this section.

(6) Type VI Review - Legislative Decisions - City Council with Planning Commission Recommendation. A Type VI review is for legislative and/or non-project decisions by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The Planning Commission makes a recommendation to the City Council. The Planning Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in subsection (d) of this section.

(c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.

(d) Permit-Issuing Authority and Appeal Authority. The permit-issuing authority and appeal authority for permit applications and legislative actions are established in Table 14.16A-I. A detailed explanation for each review procedure is in Chapter 14.16B under each part for each review type.

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	<ul style="list-style-type: none"> • Administrative Design Review • Administrative Deviation • Administrative Modifications • Boundary Line Adjustments • Change of Use • Code Interpretations • Events • Floodplain Development Permits • Home Occupations • Master Sign Program • Minor Land Disturbance • Reasonable Use Exceptions • Shoreline Exemptions • Signs • Temporary Uses 	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE II Administrative with Public Notice	<ul style="list-style-type: none"> • Administrative Conditional Use (formerly Special Use) • Administrative Variance • Binding Site Plans • Final Plats (short subdivisions and subdivisions) • Major Land Disturbance • Planned Action Certification • SEPA Review (early or when not combined with another permit or required for a Type I permit) • Shoreline Substantial Developments • Short Plats - Preliminary • Short Plat Alterations 	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
	<ul style="list-style-type: none"> • Short Plat Vacations • Site Plan Review 				
TYPE III Quasi-Judicial, Hearing Examiner	<ul style="list-style-type: none"> • Conditional Uses • Preliminary Plats • Shoreline Conditional Uses • Shoreline Variances • Variances 	<u>Design Review</u> <u>Board (if required)</u> <u>Planning Director</u> <u>or designee</u>	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	<ul style="list-style-type: none"> • Essential Public Facilities • Planned Neighborhood Developments • Rezone - Site-Specific Zoning Map Amendments • Secure Community Transition Facilities 	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	<ul style="list-style-type: none"> • Plat Alterations • Plat Vacations • Right-of-Way Vacations 	<u>Design Review</u> <u>Board (if required)</u> <u>Planning Director</u> <u>or designee</u>	Open Record	City Council	None, appeal to Superior Court

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE VI Legislative, City Council with Planning Commission Recommendation	<ul style="list-style-type: none"> • Comprehensive Plan Amendments, Map and Text • Development Agreements • Land Use Code Amendments • Rezones - Area-Wide Zoning Map Amendments 	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

14.16A.220 Application Procedures.

- (a) This section describes the requirements for making application for review, including pre-application conferences, submittal requirements, and fees.
- (b) Applications for development permits and other land use actions shall be made to the Department of Planning and Community Development, except Type I applications shall be made to the department which has the decision making authority (see Section 14.16A.210(d)).
- (c) The property owner or any agent of the owner with authorized proof of agency may apply for a permit or approval under the type of process specified. Consent to the application must be made by the owners or lessees of property or persons who have contracted to purchase property. Signatures by agents of these parties may be accepted, if a letter from the party with ownership interest is submitted which authorizes the agent to sign the application in their name.
- (d) Pre-Application Conferences.
 - (1) To achieve efficient and effective application of the requirements of this title, a pre-application conference between the applicant and the City staff is required for projects needing a conditional use permit, planned action certification and planned neighborhood developments.

- (2) Pre-application conferences are highly recommended for applications requiring Type III, IV or V reviews, and/or design review. Pre-application conferences are optional for applications requiring Type I, II and VI reviews.
- (3) Prior to submitting an application, the applicant may arrange a conference with Planning and Public Works staff to review the proposed action, to become familiar with City policies, plans and development requirements and to coordinate all necessary permits and procedures. Pre-application procedures and submittal requirements shall be determined by the Planning Director and available in the Department of Planning and Community Development.

(4) Since it is impossible for the conference to be an exhaustive review of all potential issues, the discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law.

(5) To request a pre-application conference, an applicant shall submit a set of preliminary plans to the City. The amount and quality of the information submitted is up to the applicant; however, better information provided initially is more likely to result in better feedback and discussion with planning staff. At a minimum, the plans should include a basic layout of the proposal, including circulation, lot patterns and building locations, location of critical areas, and other site constraints.

(e) Submittal Requirements.

(1) The Planning Director shall specify submittal requirements, including type, detail, and number of copies, for an application to be complete. Submittal requirements for each permit application shall be available in the Department of Planning and Community Development. At a minimum the following shall be submitted with new applications:

- (i) General application form;
- (ii) Applicable fees;
- (iii) Environmental checklist (if not exempt);
- (iv) Applicable signatures, stamps or certifications;
- (v) All required items stated in the applicable development handouts.

(2) The Planning Director may waive in writing specific submittal requirements determined to be unnecessary for review of an application. Alternatively, the Planning Director may require additional material, such as maps, studies, or models, when the Planning Director determines such material is needed to adequately assess the proposed project and submits the request in writing to the applicant.

(3) Applications for shoreline substantial development permits shall include submittal of the supplemental requirements set forth in Chapter 7 of the Shoreline Master Program and shoreline permits application materials.

(f) Determination of Complete Application.

(1) The presumption established by this title is that all of the information set forth in the specified submittal checklists is necessary to satisfy the requirements of this section. However, each development is unique, and therefore the Planning Director may request additional information, if necessary, or may

waive certain items if it is determined they are not necessary to ensure that the project complies with City requirements.

(2) The Planning Director shall make a determination of completeness pursuant to Section 14.16A.230(c).

(g) Consolidated Permit Process.

(1) When applying concurrently for a development that involves two or more related applications, individual permit numbers shall be assigned and separate permit fees shall be paid, but the applications shall be reviewed and processed collectively. A consolidated report setting forth the recommendation and decision shall be issued.

(2) Applications processed in accordance with subsection (g)(1) of this section, which have the same highest numbered procedure but are assigned different hearing bodies, shall be heard collectively by the highest decision maker(s). The City Council is the highest, followed by the Hearing Examiner and then the Design Review BoardAdministrative.

(3) No hearing or deliberation upon an application for a conditional use permit, subdivision, variance, planned neighborhood development, site plan review, administrative conditional use permit, shoreline permit, or similar quasi-judicial or administrative action, which is inconsistent with the existing Zoning Map, shall be scheduled for the same meeting at which the required Zoning Map amendment will be considered by the Hearing Examiner or the City Council. This section is intended to be a procedural requirement applicable to such actions as noted in RCW 58.17.070.

(h) Application and Inspection Fees. Fees are set forth in a separate fees resolution adopted by the City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 898, Sec. 2, 2013; Ord. 876, Sec. 10, 2012; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.320 Planning Director.

(a) The Planning Director enforces the municipal code unless otherwise specified. As specified in this title, the Planning Director shall be the City's Planning and Community Development Director or designated representative.

(b) Authority and Duties. The Planning Director or designee shall have the authority to enter and inspect buildings and land during reasonable hours with permission of the occupant or owner or by court order, to issue abatement orders and citations and to cause the termination and abatement of violations of this title unless otherwise specified. The duties of the Planning Director shall include, but not be limited to, the following: enforce and administer this title unless otherwise specified; investigate complaints and initiate appropriate action; render decisions or make recommendations as specified in this title; and keep adequate records of land use applications, enforcement actions, and appeals. The Planning Director may also review administrative modifications pursuant to Section 14.16C.025 to items previously approved by the Design Review Board, Planning Commission, and/or City Council.

(c) Appeals. Appeals of final decisions of the Planning Director made in the course of interpretation or administration of this title shall be governed by Section 14.16A.265, Appeals. Code enforcement actions pursuant to Section 14.16A.040, Compliance with Title 14 Required, are not "final decisions" for the

purpose of this section, except as otherwise provided in this title. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.340 Design Review Board.

(a) ~~The Design Review Board is created independent from the legislative functions of the City Council to review and make urban design decisions that will promote visual quality throughout the City. The purpose of the Design Review Board and their procedure includes but is not limited to the following:~~

(1) ~~To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards including site layout, landscaping, parking and preferred architectural features;~~

(2) ~~To implement the City's Comprehensive Plan policies and supplement land use regulation; promote high quality urban design and development, promote a coordinated development of the unbuilt areas, lessen traffic congestion and accidents, secure safety from fire, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;~~

(3) ~~To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or design area as a whole;~~

(4) ~~To encourage low impact development (LID) by conservation and use of existing natural site features to integrate small scale stormwater controls, and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;~~

(5) ~~To encourage green building practices to reduce the use of natural resources, create healthier living environments and minimize the negative impacts of development on local, regional, and global ecosystems;~~

(6) ~~To encourage creative, attractive harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;~~

(7) ~~To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping and that proper attention is given to exterior appearances of structures, signs and other improvements;~~

(8) To protect and enhance the City's pleasant environments for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;

(9) To stabilize and improve property values and prevent blight areas to help provide an adequate tax base to the City to enable it to provide required services to its citizens;

(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the peace, health and welfare of the City and its citizens;

(11) To ensure compatibility between new and existing developments.

(b) Appointments and Qualifications.

(1) The Design Review Board shall consist of five individuals, of which at least three are City residents, from the following representatives selected by the City Council and shall include staff as a resource:

(i) At least one member and a designated alternate of the Lake Stevens Planning Commission;

(ii) At least one member and a designated alternate who work as urban design professionals experienced in the disciplines of architecture, landscape architecture, urban design, graphic design or similar disciplines and need not be residents of the City; and

(iii) At least one member and a designated alternate who is a city resident that has expressed an interest in urban design.

(2) The term of each professional and resident position is three years and shall expire on December 31st in the final year of each term. When establishing the Design Review Board, one professional shall have a term of three years and the second, if required, shall have a term of two years to start. The Planning Commission representatives shall be voted on by the Planning Commission yearly.

(c) Authority and Duties. The Design Review Board shall review all structures and site features in specific zones and for specific regulations listed in Section 14.16C.050.

(d) Meetings. The Design Review Board shall meet on an as-needed basis.

(e) Rules. The Design Review Board may adopt rules for the transaction of its business. The rules shall be consistent with the development code and may provide for but are not limited to:

(1) Date, time, place and format of public meetings;

(2) Record of proceedings, reports, studies, findings, conclusions and decisions;

(3) Election of a chairman and vice chairman of the Design Review Board for a one year term.

(f) Approval Required. No design review approval shall be granted, no building permit shall be issued, and no construction shall begin until the Design Review Board has completed the review specified in this section and determined that the requested action is consistent with the adopted design criteria.

(g) Appeals of Design Review Board Decisions. Applicants and any interested party may appeal decisions of the Design Review Board. Only those issues under the authority of the Design Review Board

as established by this section are subject to appeal. Appeals of the decisions of the Design Review Board will be heard as follows:

- (1) If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit issuing or review body.
- (2) If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16B.010 Classification.

Land use actions, permits and decisions shall be classified according to which procedures apply. In the following table, a symbol in a cell means the specified procedure (row) pertains to the specified permit type (column). Section [14.16A.210](#)(d) Table 14.16A-I, Classification of Permits and Decisions, lists all land use actions, permits and decisions for each type of review.

Procedure Category	Permit Types					
	I	II	III	IV	V	VI
Unique permit submittal requirements & decision criteria apply	X	X	X	X	X	X
Public notice required		X	X	X	X	X
SEPA threshold determination required		*	*	X	*	*
Public meeting may be required	*	*	*	*	*	
Public hearing required			X	X	X	X
Design Review Board required	*	*	*	*	*	
Pre-application conference recommended	O	O	H	H	H	O

X - required; * - may be required depending on the project; O - optional; H - highly recommended

(Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.305 Purpose.

A Type III process is a quasi-judicial review and decision made by the Hearing Examiner. The Hearing Examiner makes a decision based on a recommendation from staff ~~and, if required, the Design Review Board~~. A public meeting (e.g., scoping, neighborhood, etc.) may be held prior to ~~a staff or Design Review Board~~ recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing and decision stages of

application review. The administrative appeal body is the Superior Court, except shoreline permits are appealed to the State Shoreline Hearings Board. The purpose of this part is to provide the necessary steps for permit approvals requiring Type III review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.310 Overview of Type III Review.

(a) This section contains the procedures the City will use in processing Type III applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type III are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA Responsible Official. The threshold determination shall be issued prior to the issuance of staff's ~~or Design Review Board's~~ recommendation on the application.

~~(c) Following issuance of the Design Review Board recommendation, if applicable, a public hearing will be held before the city Hearing Examiner.~~

~~(c)~~ The decision of the Hearing Examiner on a Type III application is appealable to the Superior Court, except shoreline permit appeals are made to the State Shoreline Hearings Board. The Hearing Examiner action deciding the appeal and approving, approving with modifications, or denying a project is the final City decision on a Type III application. A final appeal may be made to the Snohomish County Superior Court. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.340 Notice of Public Hearing.

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.

(c) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted oral or written comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.405 Purpose.

A Type IV process is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. At an open record public hearing, the Hearing Examiner considers the

recommendation from staff ~~and, if required, the Design Review Board~~, as well as public testimony received at the public hearing. The City Council makes a decision, based on a recommendation from the Hearing Examiner, during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The purpose of this part is to provide the necessary steps for permit approvals requiring Type IV review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.410 Overview of Type IV Review.

- (a) This section contains the procedures the City will use in processing Type IV applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type IV are indicated in Table 14.16A-I.
- (b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA responsible official. The threshold determination shall be issued prior to the issuance of staff ~~or Design Review Board's~~ recommendation on the application.
- (c) Following issuance of staff ~~or Design Review Board~~ recommendation, a public hearing will be held before the City Hearing Examiner.
- (d) The recommendation of the Hearing Examiner on a Type IV application is forwarded to the City Council. The City Council action approving, approving with modifications, or denying a Type IV application is the final City decision. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16B.440 Notice of Public Hearing.

- (a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of the availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.
- (b) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted comments during the public comment period or at any time prior to the publication of the notice of recommendation.
- (c) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.
- (d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

14.16C.020 Administrative Design Review.

(a) The purpose of this section is to allow administrative review and approval of design for small development by establishing the criteria the Planning Director will use in making a decision upon an application for administrative design review in all zones. All other design review must be reviewed by the Design Review Board pursuant to Section 14.16C.050.

(b) Procedure. Applications that seek administrative design review shall follow the procedures established in Chapter 14.16B for a Type I permit process.

(c) The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.

(d) Limitations. Administrative review is limited to small projects with minimal impacts to exterior design elements, including changes to existing structures, facades, landscaping, or site design with a construction value less than \$100,000. The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.

(e) Decision Criteria. The Planning Director's decision shall be based on the extent to which the proposed project meets applicable design guidelines adopted by Council. (Ord. 811, Sec. 4 (Exh. 3), 2010)

14.16C.025 Administrative Modifications.

(a) This section governs requests to modify any final approval granted pursuant to this title, excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a recorded plat governed by Chapter 14.18.

(b) Procedure. Applications that seek administrative modification that meet the criteria below shall follow the procedures established in Chapter 14.16B for a Type I permit process.

(c) Decision Criteria.

(1) The Planning Director may determine that an addition or modification to a previously approved project or decision will require review as a new application rather than an administrative modification, if it exceeds the criteria in subsection (c)(2) of this section. If reviewed as a new application rather than an administrative modification, the modification shall be reviewed by the same body that reviewed the original application. ~~If the application resulting in the approval which is the subject of the request for modification was reviewed by the Design Review Board and the modification would have minimal impacts to design, then the Planning Director shall review the request and make a final decision.~~ The criteria for approval of such a modification shall be those criteria governing original approval of the permit which is the subject of the proposed modification.

(2) A proposed modification or addition will be decided as an administrative modification, if the modification meets the following criteria:

(i) No new land use is proposed;

- (ii) No increase in density, number of dwelling units or lots is proposed;
- (iii) No changes in location or number of access points are proposed;
- (iv) Minimal reduction in the amount of landscaping is proposed;
- (v) Minimal reduction in the amount of parking is proposed;
- (vi) The total square footage of structures to be developed is the lesser of 10 percent or 6,000 gross square footage; and
- (vii) Minimal increase in height of structures is proposed to the extent that additional usable floor space will not be added exceeding the amount established in subsection (c)(2)(vi) of this section. (Ord. 811, Sec. 4 (Exh. 3), 2010)

14.16C.050 Design Review.

(a) ~~The~~ Design Review Board is created required to review and make urban design decisions that will promote visual quality throughout the City. The purpose of design review includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features;
- (2) To implement the City's Comprehensive Plan policies and supplement the City's land use regulations, promote high-quality urban design and development, supplement land use regulation, promote a coordinated development of the unbuilt areas, improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;
- (3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or subarea as a whole;
- (4) To encourage low impact development (LID) by conservation and use of existing natural site features in order to integrate small-scale stormwater controls and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;
- (5) To encourage green building practices in order to reduce the use of natural resources, create healthier living environments, and minimize the negative impacts of development on local, regional, and global ecosystems;
- (6) To encourage creative, attractive and harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and

unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;

- (7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;
- (8) To protect and enhance the City's community vision for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;
- (9) To stabilize and improve property values to help provide an adequate tax base to the City to enable it to provide required services to its citizens;
- (10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the health, safety and welfare of the City and its citizens; and
- (11) To ensure compatibility between new and existing developments.

(b) The City Council shall adopt design guidelines or standards by ordinance. If design guidelines appear to conflict with other provisions of this title, the design guidelines shall prevail.

(1) City of Lake Stevens Design Guidelines (Residential Development Handbook for Snohomish County Communities) were readopted on April 17, 1995, for use within City limits, excluding subareas.

(2) The Subarea Design Guidelines apply to the Downtown Lake Stevens Subarea Plan as presently adopted and as hereafter may be amended, Lake Stevens Center Subarea Plan and 20th Street SE Corridor Subarea Plan. To assure an attractive, pedestrian friendly environment, all development occurring within either subarea shall comply with these design guidelines which are attached to the subarea plans. If design guidelines appear to conflict with another provision of this title, the design guidelines shall prevail.

(c) Design Review Board. Review of permit applications for conformance with the development design guidelines shall be done by the Design Review Board in public meetings, as set forth in Section 14.16A.260.

~~(d) Projects requiring design review that meet the limitations in Section 14.16C.020(d) shall follow the procedures established in Chapter 14.16B for a Type I permit process as an administrative design review. All other projects requiring design review shall follow the procedures in subsection (e) of this section.~~

(ec) Procedure. ~~Applicants that seek design review shall follow the procedures established in Chapter 14.16B for a Type I permit process and as follows:~~

- (1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.
- (2) Design Review Submittal Requirements. ~~Seven~~Two color, hard copies and one electronic copy are required for each submittal for review ~~by the Design Review Board~~.
 - (i) Buildings and Site Development Plans. The following information and materials shall be submitted to the City for review under this chapter:
 - a. A completed application.
 - b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 2. Location of building setback lines.
 3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 4. Parking lot layout, design and, if applicable, loading areas.
 5. Public improvements including sidewalks, curbs, gutters, etc.
 6. Location of existing trees and vegetation to be retained.
 - c. Building material samples and color chips.
 - d. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
 - e. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
 - f. Roof plan including the location of mechanical equipment.
 - g. A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties.

- h. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.
- (ii) Landscape Plans. The following information and materials shall be submitted to the City for review under this chapter:
 - a. A completed application.
 - b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
 - 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 - 2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 - 3. Parking lot layout, design and loading areas if applicable.
 - 4. Public improvements including sidewalks, curbs, gutters, etc.
 - 5. Location and size of existing trees and vegetation to be retained.
 - 6. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
 - 7. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.
 - 8. Photographs of proposed plant material.
 - 9. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.
- (iii) Sign Plans. Applicants shall submit conceptual sign plans for design review if of a new multi-tenant structure and if off-site signage is proposed. All signs associated with a project undergoing design review are subject to the design guidelines and sign permit regulations in Chapters 14.38 and/or 14.68 LSCM. The following information and materials shall be submitted to the City for review under this chapter:
 - a. A completed application.
 - b. A site plan, drawn to scale, showing the location of the building upon which the sign will be installed, surrounding buildings, and adjacent streets.

- c. A drawing showing the size, shape and exact location of the proposed sign(s). For wall or building mounted signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same facade or common building wall. Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.
- d. Dimensions, area (in square feet), and style of letters/symbols of the proposed signs.
- e. A colored illustration of the proposed signs.
- f. Sign materials (wood, plastic, metal, etc.) and color samples.

(iv) The Director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

(3) Public Notice and Optional Public Meeting. A notice of application shall be completed pursuant to Section 14.16B.225 for new structures, as described in subsection (d) of this section. A design review public meeting is not required unless requested by a person within 14 days of issuance of the notice of application. The request for a public meeting shall be made in writing and submitted to the Planning and Community Development Department. The notice of application materials shall include a statement that a public meeting may be requested.

(43) Recommendation. A staff report of findings, conclusions and recommendations shall be forwarded to the Design Review Board Director or designee before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the development design guidelines. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the development design guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public. The decision shall be based upon a consideration of the whole record of the application.

(df) Applicability Conformance with Design Guidelines or Standards.

(1) All new commercial, industrial, multi-family, civic and institutional structures, and large public assembly buildings like including but not limited to places of worship, auditoriums and similar buildings, must comply with the design guidelines or standards adopted per subsection (b) of this section. Existing structures with exterior façade changes, that are not exempt by subsection (4), must also comply with the adopted design guidelines to the greatest extent possible.

(1) Structures within the following zones are subject to the design guidelines or standards adopted per subsection (b) of this section, except when the project meets the limitations in Section

14.16C.020(d) or when the development is located within an adopted subarea plan and is required to meet the adopted subarea design guidelines:

- (i) Central Business District (except Class 1.100 or 1.200 uses);
- (ii) Mixed Use (except Class 1.100 or 1.200 uses);
- (iii) Neighborhood Commercial (except Class 1.100 or 1.200 uses);
- (iv) Local Business (except Class 1.100 or 1.200 uses);
- (v) Planned Business District;
- (vi) Sub-Regional Commercial;
- (vii) High Urban Residential;
- (viii) Multi-Family Residential (multifamily developments);
- (ix) Light Industrial;
- (x) General Industrial; or
- (xi) Public/Semi-Public.

(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section 14.16C.020(d):

- (i) Planned neighborhood developments (Section 14.16C.080);
- (ii) Planned residential developments (Section 14.44.020); and
- (iii) Innovative Housing Options Program (Chapter 14.46).

(3) No building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (f)(4) of this section.

(4) A building or land use permit may be issued for a structure or use that does not comply with subsection (f)(1), (2) or (3) of this section without a design review permit, if any one of the following findings can be made by the permit-issuing authority:

- (i) The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame.
- (ii) The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way.

- (iii) The structure will not be visible from an existing, planned, or proposed public right-of-way.
- (iv) The structure is pre-existing with proposed changes to portions of the facade that are not visible from public rights-of-way or are considered minor by the PlanningCommunity Development Director. For example, minor façade changes that do not trigger design review include a change to the façade color scheme, re-siding, re-roofing, replacement of doors and windows of the same size, or similar minor improvements that do not change the form or shape of the building. (Ord. 1027, Sec. 3, 2018; Ord. 903, Sec. 19, 2013; Ord. 876, Sec. 12, 2012; Ord. 811, Sec. 4 (Exh. 3), 2010)

14.44.020 Planned Residential Developments.

It is intended that a PRD will: result in a residential environment of higher quality than traditional lot-by-lot development by being held to higher standards of design of buildings, parks, open space, landscaping, roadways, entrance and other project features; provide flexibility to the property owners; protect critical areas and significant stands of trees; encourage a variety or mixture of housing types; and encourage compatibility of the development with the surrounding neighborhood. In addition to meeting the other relevant requirements of this title, planned residential developments (PRDs) must comply with the following:

- (a) The PRD may only be located on tracts of at least five acres within a Suburban Residential, Urban Residential, High Urban Residential, or Multi-Family Residential zoning district.
- (b) The gross density of a PRD shall not exceed the allowable density specified in Section [14.48.010](#).
- (c) Permissible types of residential uses within a PRD include single-family detached dwellings (use classification 1.111), single-family attached (1.130), two-family residences (1.200), and multifamily residences (1.300) regardless of the underlying zone.
- (d) In the SR and UR zones the developer may create lots and construct buildings with reduced lot size, width, or setback restrictions, except that:
 - (1) In the SR zone, perimeter lots must have a minimum area of 7,500 square feet and width of 60 feet, and in the UR zone, perimeter lots must have a minimum area of 6,000 square feet and width of 45 feet.
 - (2) At least 50 percent of the total number of dwelling units must be single-family detached residences on lots of at least 6,000 square feet in all zones except for the Multi-Family Residential.
 - (3) Comply with the fire protection requirements of the International Building Code (IBC) and the International Fire Code (IFC). Additional fire protection is required by these rules when setbacks are reduced below the standard five feet.

- (4) Setback requirements of the underlying zone shall apply for all property lines located on the perimeter of the PRD.
- (5) Each lot must be of a size and shape to contain the proposed improvements.
- (6) The lots are designed so that homes can be constructed at least 15 feet from any environmentally critical area buffer.
- (7) In providing additional amenity pursuant to subsection (h) of this section, priority shall be given to maintaining native areas in a natural condition.
- (8) Homes shall be designed so as to minimize the visual impact of garages and automobiles from the streets and sidewalks through either:
 - (i) Providing alleys which provide access to the garage at the rear of the lot; or
 - (ii) Locate the garage at least 20 feet behind the front of the house; or
 - (iii) Locate the garage at least five feet behind the front of the house, with the combined width of garage doors no wider than 18 feet or 50 percent of the width of the front of the house (including garage), whichever is less.
- (e) The design of a PRD, including site layout, landscaping, public facilities (e.g., storm drainage, parks, streets, etc.) and building design shall be subject to Design Review ~~Board (DRB) approval~~ and shall meet the City's adopted ~~Development~~ Design Guidelines. ~~In lieu of the DRB approving each SFR structure, the applicant may propose project specific design guidelines, in which case the DRB may approve the guidelines, to be implemented administratively by the Department of Planning and Community Development. Where authority is granted by the DRB to staff to review individual single family residential structures, the DRB shall be the arbiter between the applicant and staff.~~
- (f) When located in the SR, UR or HUR zone, multifamily portions of a PRD shall be developed more toward the interior rather than the periphery of the tract so that only single-family detached residences border adjacent properties and roads.
- (g) Type A screening (Chapter [14.76](#)) shall apply to the exterior boundaries of the PRD, but are not required between uses within the PRD.
- (h) When creating a PRD, the applicant must improve 10 percent of the site with common amenities, in addition to the open space requirements. The amenities can include, but are not limited to, additional usable open space area, landscaped entries into the project (in addition to the standard roadway dedication and landscaping requirements), landscape islands in the center of roads, special treatment of roads (such as concrete pavers), protection of significant clusters of trees, or other amenities as may be appropriate. Common amenities do not include protected critical areas and their buffers, unless passive recreation is provided within the buffer areas. In such case, credit for trails will be given at a rate of 10 square feet for each lineal foot of trail, 10 square feet for each park bench and five square feet for each

interpretive sign. Park space will be given credit towards meeting this requirement only when it meets the criteria for dedication contained in Chapter [14.120](#).

(i) Protected critical areas and significant stands of trees will be used as an amenity to the project through such techniques as providing pervious trails and benches in buffers and significant stands of trees, orienting buildings to create views, and any other technique to provide visual and physical access. (Ord. 903, Sec. 31, 2013; Ord. 746, Sec. 5, 2007; Ord. 741, Sec. 6, 2007; Ord. 639, Sec. 3, 2001; Ord. 579, 1998; Ord. 501, Sec. 9, 1995; Ord. 468, 1995)

14.46.015 Review and Processing.

Innovative housing projects shall be reviewed and processed according to the requirements of Sections [14.16C.015](#), [14.16C.045](#) and [14.40.020](#)(b), with the additional requirements below:

(a) A pre-application conference per Section [14.16A.220](#)(d) is required to exchange general and preliminary information and to identify potential issues.

(b) After the pre-application conference, the applicant shall schedule and host a neighborhood meeting before submitting an application to the City. The purpose of the neighborhood meeting is to provide residents who live adjacent and nearby to the proposed cottage housing development an opportunity to obtain information about the proposal and provide comment on the overall project before an applicant expends significant time and resources in developing the specific site and development features of the proposal.

(1) The meeting shall be located in the general area of the proposed project.

(2) Notice of the neighborhood meeting shall be mailed to all property owners located within 300 feet of the proposed project or 20 property owners (whichever results in more property owners being noticed) and shall provide details of the proposed project, including a description of any modification or flexibility in site design standards that will be requested.

(3) Comprehensive notes describing the meeting shall be submitted with the project application.

(4) Following the neighborhood meeting, the applicant shall consider public input received during the neighborhood meeting and shall consider recommendations, if any, for revising the proposed innovative housing project to respond to neighborhood concerns.

(c) ~~The Design Review Board shall consider project proposals at one meeting with staff and provide a recommendation for design approval of~~ is required for projects in accordance with this chapter.

Duties and authority are as follows:

~~(1) The Design Review Board is required to meet with the Director and City staff at a meeting to discuss proposed innovative housing development site plans and recommend modifications.~~

~~(21) Prior to a final decision by the Director or the Hearing Examiner, the Design Review Board shall make a recommendation based on a staff report including findings of fact must be provided~~

demonstrating whether the proposed project meets the specific design requirements provided in this chapter for the specific type of innovative housing option and may propose allowable modifications. (Ord. 872, Sec. 5, 2012; Ord. 811, Sec. 54, 2010; Ord. 798, Sec. 7 (Exh. 2), 2009)

14.46.035 Modifications to the Provisions in this Chapter.

- (a) An applicant may request modifications to the provisions of this chapter or other provisions of this title related specifically to this chapter, to the extent that such modifications are consistent with the purpose, intent and requirements of this chapter.
- (b) The applicant must describe each requested modification and document in writing how the modifications are consistent with the purpose, intent and requirements of this chapter.
- (c) The Director or Hearing Examiner may approve modifications after:
 - (1) Considering the Design Review ~~Board's recommendations~~staff report and findings of fact; and
 - (2) Documenting in writing that the modifications are consistent with the purpose and requirements of this chapter and do not threaten the public health, safety, or welfare.
- (d) Minor changes to a site plan or design elements approved under this chapter may be approved by the Director. Changes that increase the intensity of development, e.g., trips generated or number of residential units; alter the character of the development or balance of mixed uses; increase the floor area in one building by more than 10 percent; change access points; move buildings around on the site; reduce the acreage of common open area or buffering areas; or diminish the effectiveness of perimeter buffers, are major and shall be subject to the requirements of this chapter. Major modifications may be approved by the original decision body and ~~shall~~may be subject to design review approval. (Ord. 872, Sec. 6, 2012; Ord. 798, Sec. 7 (Exh. 2), 2009)

2018

City of Lake Stevens ~~Subarea~~ Design Guidelines



City of Lake Stevens

7/10/2018

SUBAREA DESIGN GUIDELINES

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PREFACE

As discussed in the ~~subarea plans for the~~ Lake Stevens ~~Center and 20th Street SE Corridor~~Comprehensive Plan, the city of Lake Stevens has created a framework to diversify the economy and housing stock ~~within two gateway regions to throughout~~ the city. The development and redevelopment projected to occur ~~in these areas~~ provides an opportunity to improve the visual character of ~~these areas and serve as new focal points for~~ the city.

The proposed land uses for each subarea will complement the other and provide new areas for shopping, services, employment, and housing for surrounding neighborhoods and the greater city. The Lake Stevens Center will function as a retail center with distinct districts envisioned to contain multi-level retail, restaurant, and entertainment opportunities for the community. In comparison, the 20th Street SE Corridor will provide employment opportunities and neighborhood level retail. Downtown Lake Stevens will provide for local shopping, dining, residential and recreational opportunities in the historic heart of the city. All areas will provide opportunities for diverse higher density housing options. As planned, the subareas will provide high-quality architecture and a unique revitalized community character.

The ~~Subarea~~ Design Guidelines will be used in conjunction with Title 14 of the Lake Stevens Municipal Code, specifically Chapter 14.3816C LSMC. The development regulations provide the prescriptive standards, while the guidelines will provide options for developing aesthetically pleasing development.

City staff developed the Lake Stevens ~~Subarea~~ Design Guidelines in consultation with the city boards, elected officials, and the ~~subarea an~~ architect team. The guidelines were developed over several months and many meetings and community workshops. The following individuals and groups were instrumental in the preparation of the guidelines.

City of Lake Stevens Planning and Community Development Staff:

Russell Wright, Community Development Director

Karen Watkins, Principal Planner (former staff)

Rebecca Ableman, Planning and Community Development Director (former staff)

City Officials:

Design Review Board

Planning Commission

City Council

Consultant: LMN Architects / Crandall Arambula (revisions)

I. EXPLANATION OF DESIGN GUIDELINES

A. What are Design Guidelines?

Design guidelines encapsulate a jurisdiction's vision for the appearance of land uses or special areas by defining specific design criteria and augmenting development regulations. As envisioned, these guidelines will direct the physical attributes of the subareas city, ensuring that sites and structures express unique, high-quality design while limiting "strip-like" and corporate architecture. In addition, the proposed design guidelines will help bridge development and natural amenities within the individual subareas – existing and anticipated – leading to a cohesive distinct subarea identity that reflect its location and function.

B. Where do the Design Guidelines Apply?

The City shall apply design guidelines, per Chapter 14.16C LSMC, to new construction and substantial alterations within ~~the~~ Lake Stevens ~~Center and 20th Street SE Corridor subareas~~ to reinforce the desired identity of the area and encourage the efficient use of developable land. The application of cohesive design guidelines will promote a consistent quality of development and support the goals and policies of the subarea-comprehensive plan.

All proposed development must follow the prescriptive requirements identified in the *Lake Stevens Municipal Code* (LSMC) and *Engineering Design and Development Standards* (EDDS), unless superseded by specific design guidelines. The design guidelines apply to new construction and substantial alterations. Following LSMCCM 14.16C.0250, the ~~Director Design Review Board~~ will review applicable projects ~~when the construction value is greater than \$100,000; otherwise, the city will conduct an administrative design review for consistency with these design guidelines~~.

C. Structure of Design Guidelines

The guidelines provide common design elements (e.g., site planning, building materials, storefronts, etc.) and best practices throughout the

subareas and additional guidance for particular uses such as multifamily residential. Each design element includes an intent statement, followed

by detailed descriptions of elements that provide the design review criteria for decision makers. Each section may include conceptual examples and illustrations that identify the City's design expectations for site development and building construction.

The guidelines use imperative words to describe the implementation of design goals. The terms "shall" or "must" indicate that the requirement is mandatory; while, the terms "should" or "may" signify that there is flexibility in application. Regardless of which term is used, applicants must address the design goal in their project design. The structure of the guidelines enumerates design elements sequentially for ease of reference. Applicants should not interpret individual design elements as hierarchical; rather, each element is an option within a "menu" of options that will lead to design consistency.

D. Alternative Methods to Achieve Design Compatibility

The guidelines identify required elements and options for inclusion with each proposal. The City may consider alternative methods to achieve design compatibility, provided the applicant or project designer can demonstrate the following:

1. How the physical characteristics of the site or existing structure make strict compliance to the established design standard(s) and guideline(s) impractical;
2. How the proposed design modification equals or exceeds the established design standard(s) and guideline(s); and/or
3. How the proposed design is exceptional in the quality of detail, appearance or materials, and creates a positive relationship to other structures, views or open spaces in a manner that equals or exceeds the established design standard(s).

IV. MULTIFAMILY NEIGHBORHOODS

Intent – Reinforce the residential character of multifamily developments; and Create usable areas such as plazas, courtyards, and other outdoor spaces with robust landscaping.

A. Site Design²

1. Orientation

- a. Orient building entrances to public streets, within the confines of the site characteristics, to enhance the character of the street that include the following:
 - i. Direct entries and access to the sidewalk on exterior buildings including to the public sidewalk;
 - ii. Pedestrian walkways or paths to every unit;
 - iii. A minimum of five-foot front landscaping that may include a mix of lawn, trees, shrubs, and seasonal flowers, subject to LSCC 14.38.070, between the building and sidewalk; and
 - iv. Decorative features, such as trellises, benches, special lighting, boulders, etc are encouraged between the building and sidewalk.
- b. Provide a frontage character compatible with existing neighborhoods, as appropriate.

2. Landscaping

- a. Use landscaping to unify the overall site design and to reduce the visual impact of multifamily developments and provide usable outdoor space for residents.



Figure 57 appropriate interior landscaping



Figure 58 enhanced perimeter landscaping

²applicable to High Urban Residential and Mixed-Use Neighborhood districts



CITY OF LAKE STEVENS DETERMINATION OF NONSIGNIFICANCE (SEPA DNS)

Issuance Date: September 7, 2019

Project Name (No.): Design Review Code Amendment (LUA2018-0178)

Proponent: City of Lake Stevens

Applicant: City of Lake Stevens; 1812 Main Street; Lake Stevens, WA 98258

Description of Proposal: The City of Lake Stevens is proposing code amendments to the regulations governing the design review process. The purpose of the code amendment is to simplify and create a more efficient design review permitting process while ensuring high quality design throughout the City. The code amendment will result in changes to Chapters 14.16A, 14.16B, 14.16C, 14.44, and 14.46 LSCMC.

Project Location (including street address, if any): Within the city limits of Lake Stevens

Contact Person: Melissa Place, Senior Planner **Phone:** (425) 622 - 9433

Threshold Determination: The City of Lake Stevens, acting as lead agency for this non-project action proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request. This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance.

SEPA Responsible Official:

Melissa Place (on behalf of Russ Wright)
Russ Wright, Community Development Director, City of Lake Stevens

Comments on the Threshold Determination: If you would like to comment on this Threshold Determination, your written comments should be sent to the address below by **September 21, 2019 (14 days from issuance)**. The Responsible Official may incorporate any substantial comments into the DNS. If the DNS is substantially modified, it will be reissued for further public review.

Appeals: You may appeal this determination of non-significance by submitting an appeal to the address below no later than 4:00 PM, **September 21, 2019 (14 days from issuance)**. The appeal must be in written form, contain a concise statement of the matter being appealed and the basic rationale for the appeal. A fee is required per the City's Fee Resolution. Please note that failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City code. All comments or appeals are to be directed to City Hall, P.O. Box 257, Lake Stevens WA, 98258.

Attachment 3

From: [PLANVIEW Mail](#)
To: [Dillon Roth](#)
Subject: City of Lake Stevens - Expedited Review Request Granted for Submittal ID: 2019-S-629
Date: Monday, September 23, 2019 6:21:21 AM

Dear Mr. Roth,

Your request for an Expedited Review has been granted for: Proposed amendment to change zoning code governing the design review process. This results in changes to Chapters 14.16A, 14.16B, 14.16C, 14.44 and 14.46 LSMC.

As of receipt of this email, you have met the Growth Management notice to state agency requirements in RCW 36.70A.106 for this submittal. Please keep this email as confirmation.

If you have any questions, please contact Michelle Whitfield at (360) 725-3053 or by email at michelle.whitfield@commerce.wa.gov.

~~~ ONLINE TRACKING SYSTEM AVAILABLE ~~~~

Log into our new PlanView system at <https://secureaccess.wa.gov/com/planview> where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach a completed PlanView User Request Form.

Have questions about using PlanView? Use the PlanView User Manual for assistance at <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>.

Sincerely,

Review Team  
Growth Management Services