



City of Lake Stevens Vision Statement

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

CITY COUNCIL REGULAR MEETING AGENDA Lake Stevens School District Educational Service Center (Admin. Bldg.) 12309 – 22nd Street NE, Lake Stevens

Tuesday, March 10, 2020 – 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
NEW EMPLOYEE INTRODUCTION	Natalie Held, Office Assistant	Barb
OATH OF OFFICE	Todd Welch and Michael Duerr – Planning Commission	Mayor
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA	 *A 2020 Vouchers *B City Council Regular Meeting Minutes of February 25, 2020 *C Amendments to Council Rules of Procedure	Barb Kathy Kathy
PUBLIC HEARING:	*D Ordinance 1080 Amending Zoning Code	Russ

Lake Stevens City Council Regular Meeting Agenda

March 10, 2020

ACTION ITEMS:	*E Resolution 2020-06 Providing for Remote Participation in Public Meetings	Gene
	*F Resolution 2020-01 Adopting 2020 Comprehensive Plan Docket	Russ
	*G Resolution 2020-05 Adopting the Reimbursement for the Acquisition of Public Works Equipment	Barb

DISCUSSION ITEMS:

EXECUTIVE SESSION: Potential Litigation

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.

BLANKET VOUCHER APPROVAL
2020

Payroll Direct Deposits	2/20/2020	\$222,711.58
Payroll Checks	49789-49790	\$3,296.56
Electronic Funds Transfers	ACH	\$147,384.36
Claims	49791-49917	\$846,030.90
Void Checks		
Total Vouchers Approved:		\$1,219,423.40

This 10th day of March 2020

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



March 10th, 2020

City Expenditures by Type on this voucher packet

Personnel Costs	\$	226,008	19%
Payroll Federal Taxes	\$	82,077	7%
Retirement Benefits - Employer	\$	58,070	5%
Other Employer paid Benefits	\$	369	0%
Employee paid benefits - By Payroll	\$	10,842	1%
Supplies	\$	35,325	3%
Professional Services	\$	144,529	12%
Capital **	\$	539,354	44%
Debt Payments	\$	122,849	10%
Total	\$	1,219,423.40	100%

Large Purchases

** Pavillion - \$297,887.98

** North Cove Park - \$66,167.02

** For Police Interceptor SUV - \$50,116.57



Total for Period	
\$993,415.26	

Checks to be approved for period 02/20/2020 - 03/04/2020

Vendor: Ace Hardware

Check Number: 49811

Invoice No	Check Date	Account Number	Account Name	Description	Amount
65461	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Canopy	\$217.99
65472	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Grill Brush/Sealant	\$20.25
65525	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Roof Cement/Screw Sheeter/Caulk Gun/Titeseal	\$109.98
65529	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Utility Flip Knife	\$10.89
65536	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Drill Bit Set	\$21.79
65544	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Keys/Drywall	\$27.72
65545	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Spray Paint	\$18.28
					\$426.90

Vendor: Alta Planning Design Inc

Check Number: 49812

Invoice No	Check Date	Account Number	Account Name	Description	Amount
00-2019-172-6	3/4/2020	001 010 576 80 41 00	PK-Professional Services	Trails Master Plan Development	\$5,338.09

Vendor: Amazon Capital Services

Check Number: 49813

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16TT-NXC9-3671	3/4/2020	001 008 521 20 31 00	LE-Office Supplies	Leadership Books/Wire Surveillance Earpiece	\$273.33
1CQV-TTML-794M	3/4/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Shoulder Remote Speaker Mic for Motorola Radio	\$38.14

Vendor: Amazon Capital Services

Check Number: 49814

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16W3-HDGW-63GC	3/4/2020	410 016 531 10 31 01	SW-Office Supplies	Headphones/SD Card Reader USB	\$48.44
1HJW-MXWW-4CND	3/4/2020	001 005 518 10 31 00	HR-Office Supplies	PVC Cards	\$28.31
1KL6-H6Q6-J71N	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Fridge Filter	\$42.49
1RMD-4NMP-H1YD	3/4/2020	001 003 514 20 31 00	CC-Office Supply	Surface Pro Case	\$16.34
1RMD-4NMP-H1YD	3/4/2020	001 004 514 23 31 00	FI-Office Supplies	Surface Pro Case	\$16.35
1TQF-KVH4-GV7Q	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Fridge Filter	\$42.49
1VCH-JCVM-1XV7	3/4/2020	410 016 531 10 31 01	SW-Office Supplies	Spigen Liquid Crystal	\$18.51
1YYL-JC64-HOP6	3/4/2020	001 005 518 10 31 00	HR-Office Supplies	8-Tab Binder Dividers	\$15.23
					\$228.16

Vendor: Amec Foster Wheeler Environmental Inc

Check Number: 49815

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S51701836	3/4/2020	305 010 594 76 60 00	North Cove Park Cap-Local	North Cove Archaeological Monitoring Services	\$142.50

Vendor: Barrett

Check Number: 49816

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2109	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Street Sweepings Disposal	\$1,268.75
2119	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Debris Removal - Frontier Heights	\$4,185.00
					\$5,453.75

Vendor: Bostec Inc

Check Number: 49817

Invoice No	Check Date	Account Number	Account Name	Description	Amount
41262	3/4/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Breath Alcohol Testing Supplies	\$220.18
					\$220.18

Vendor: Brazel

Check Number: 49795

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 BRAZEL	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Brazel	\$25.00
					\$25.00

Check Number: 49818

Invoice No	Check Date	Account Number	Account Name	Description	Amount
032420 BRAZEL	3/4/2020	001 002 513 11 43 00	AD-Travel & Meetings	PerDiem - Meals WOW Conf/Kennewick - G Brazel	\$106.00
					\$106.00

Vendor: Brummett Inc

Check Number: 49819

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16834	3/4/2020	001 001 511 60 31 00	Legislative - Operating Costs	Name Badge - Dickinson/Frederick/Jorstad/Ewing	\$63.69
16834	3/4/2020	001 001 513 10 31 00	Executive - Supplies	Name Badge - B Gailey	\$15.92
16834	3/4/2020	001 004 514 23 31 00	FI-Office Supplies	Name Badge - Dickinson/Frederick/Jorstad/Ewing	\$15.92
16834	3/4/2020	001 005 518 10 31 00	HR-Office Supplies	Name Badge - A Warrington	\$15.92
16834	3/4/2020	001 007 559 30 31 00	PB-Office Supplies	Name Badge - R Mumma	\$15.92
					\$127.37

Vendor: Cadman Inc

Check Number: 49820

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5668369	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Street Sweepings Disposal	\$4,971.62
					\$4,971.62

Vendor: Canon Financial Services Inc

Check Number: 49821

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21099198	3/4/2020	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH	\$285.26
21120441	3/4/2020	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$17.08
21120441	3/4/2020	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$17.08
					\$319.42

Vendor: Cascade Collision Center Inc

Check Number: 49822

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4581	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Services PT-16-65	\$5,896.48
4608	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Services PT-16-60	\$2,983.31
					\$8,879.79

Vendor: CDW Government Inc

Check Number: 49823

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WTV7805	3/4/2020	520 008 594 21 63 00	Capital Equipment	HAVIS 2019 Ford Fusion Responder Equipment	\$940.45
WVP0871	3/4/2020	520 008 594 21 63 00	Capital Equipment	Ledco Charge Guard	\$376.98
WWK6588	3/4/2020	510 006 518 80 49 08	LR - TrendMicro Antivirus	Business Security Services Maint Renewal	\$2,102.83
WZN9394	3/4/2020	510 006 594 18 64 00	Capital - Purch Computer Equip	Surface Pro	\$1,524.72
WZS7821	3/4/2020	410 016 531 10 41 01	SW-Professional Services	Adobe Gov CC All Applications	\$970.26
					\$5,915.24

Vendor: Christensen

Check Number: 49824

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0320CHRISTENSEN	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal BAC-SFST/Marysville - C Christensen	\$20.00
					\$20.00

Vendor: CHS Engineers LLC

Check Number: 49825

Invoice No	Check Date	Account Number	Account Name	Description	Amount
371705-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0200 Nourse Development	\$1,489.08
371721-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0192 Hillcrest Estates	\$721.03
371818-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0193 Sedona Plat	\$2,048.84
371901-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0187 Mountain View	\$672.58
371906-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0191 2Br Development	\$1,489.08
371919-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	Smith Townhomes Plan Review	\$1,285.43
372001-2001	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0001 Brentwood Cove FP	\$913.40
					\$8,619.44

Vendor: City of Everett

Check Number: 49826

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I20001053	3/4/2020	001 008 554 30 41 00	LE - Animal Control	Animal Control Services Jan 2020	\$1,230.00
					\$1,230.00

Vendor: City of Marysville

Check Number: 49827

Invoice No	Check Date	Account Number	Account Name	Description	Amount
POLIN 19-0157	3/4/2020	001 008 523 60 41 00	LE-Jail	Prisoner Medical SCORE Dec 2019	\$172.33
					\$172.33

Vendor: Civicplus Inc

Check Number: 49828

Invoice No	Check Date	Account Number	Account Name	Description	Amount
196646	3/4/2020	510 006 518 80 49 07	LR - Civic Plus Website	Annual Hosting/Support and SSL Certificate Fee	\$3,809.10
					\$3,809.10

Vendor: Coast Gateway LLC

Check Number: 49829

Invoice No	Check Date	Account Number	Account Name	Description	Amount
567238	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Child Interview/Burien - D Irwin	\$510.20
					\$510.20

Vendor: Colacurcio Brothers Inc

Check Number: 49830

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PROGRESS 7	3/4/2020	305 010 594 76 60 00	North Cove Park Cap-Local	North Cove Park/Pavilion Project 18012	\$66,167.02
PROGRESS 7	3/4/2020	305 013 594 57 60 01	Pavillion - Grant Exp	North Cove Park/Pavilion Project 18012	\$297,887.98
PROGRESS 7	3/4/2020	305 016 595 30 60 02	Main Street Project - Local	North Cove Park/Pavilion Project 18012	\$24,722.00
					\$388,777.00

Vendor: Columbia Ford Inc

Check Number: 49796

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3-L870 H351	2/25/2020	520 008 594 21 63 00	Capital Equipment	Ford Police Interceptor SUV Quote 2019-8-473	\$50,116.57
					\$50,116.57

Vendor: Columbia Ford Inc

Check Number: 49831

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3-L781 H352	3/4/2020	520 008 594 21 63 00	Capital Equipment	2020 Ford Transit Mini Cargo Van Quote 2019-9-2	\$27,194.31
					\$27,194.31

Vendor: Comdata Inc

Check Number: 49832

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20332491	3/4/2020	001 008 521 20 32 00	LE-Fuel	PD Fuel	\$3,516.20
					\$3,516.20

Vendor: Compulink Management Center Inc

Check Number: 49833

Invoice No	Check Date	Account Number	Account Name	Description	Amount
144551	3/4/2020	001 008 521 20 41 00	LE-Professional Services	Laserfiche Additional Repository for Police Dept	\$1,264.55
					\$1,264.55

Vendor: Crim

Check Number: 49834

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021020 CRIM	3/4/2020	001 003 514 20 43 00	CC-Travel & Meetings	Reimburse Baggage Fee LF Empower Conf Long Beach CA	\$15.00
021020 CRIM	3/4/2020	001 004 514 23 43 00	FI-Travel & Meetings	Reimburse Baggage Fee LF Empower Conf Long Beach CA	\$15.00
022720 CRIM	3/4/2020	001 003 514 20 43 00	CC-Travel & Meetings	Reimburse Parking Fee - CAEC Pro Workshop Class	\$10.00
031620 CRIM	3/4/2020	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Meals WMCA Conf/Yakima - A Crim	\$94.00
					\$134.00

Vendor: Crystal Springs

Check Number: 49835

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5249844 030120	3/4/2020	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$85.87
5249844 030120	3/4/2020	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$53.37
5249844 030120	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$53.37
5249844 030120	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$116.62
5249844 030120	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$116.62
					\$425.85

Vendor: Daily Journal of Commerce Inc

Check Number: 49836

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3356143	3/4/2020	301 016 595 30 60 01	20th St SE Phase II Construct	Advert to Bid 20th St SE Phase II	\$571.20
					\$571.20

Vendor: Dataquest LLC

Check Number: 49837

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11200	3/4/2020	001 005 518 10 41 00	HR-Professional Services	Background Check - New Employee	\$45.00
11470	3/4/2020	001 004 514 23 41 00	FI-Professional Service	Background Check - New Employees	\$78.50
11470	3/4/2020	001 010 576 80 41 00	PK-Professional Services	Background Check - New Employees	\$117.00
					\$240.50

Vendor: Daughtry

Check Number: 49797

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 DAUGHTRY	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Daughtry	\$25.00
					\$25.00

Vendor: Daughtry

Check Number: 49838

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 DAUGHTRY	3/4/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Mileage CC Retreat Semiahmoo - Daughtry	\$103.70
					\$103.70

Vendor: Davido Consulting Group Inc

Check Number: 49839

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0028308	3/4/2020	410 016 594 31 60 01	SW - Capital Expenditure	Outlet Strategic Planning Engineering Services	\$4,579.25
					\$4,579.25

Vendor: Dept Graphics

Check Number: 49840

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10396	3/4/2020	520 008 594 21 63 00	Capital Equipment	Graphic Installed on New PD Vehicle	\$1,218.78
					\$1,218.78

Vendor: Dept of Retirement (Deferred Comp)

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,490.00
					\$2,490.00

Vendor: Dept of Retirement PERS LEOFF

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$57,830.92
022520S	2/26/2020	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State	\$238.62
					\$58,069.54

Vendor: Dickinson

Check Number: 49798

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820DICKINSON	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal/Mileage CC Retreat Semiahmoo - Dickinson	\$128.70
					\$128.70

Vendor: Dicks Towing Inc

Check Number: 49841

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1075	3/4/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-02292	\$126.27
706334	3/4/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-02113	\$126.27
70818	3/4/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-01539	\$126.27
					\$378.81

Vendor: Dreher

Check Number: 49842

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022020 DREHER	3/4/2020	001 008 521 20 43 01	LE-Business Meetings	Reimburse - Coffee Traveler for PD Sgt Promotion Process	\$19.57
					\$19.57

Vendor: Durpos

Check Number: 49799

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 DURPOS	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Durpos	\$25.00
					\$25.00

Vendor: Durpos

Check Number: 49843

Invoice No	Check Date	Account Number	Account Name	Description	Amount
032420 DURPOS	3/4/2020	410 016 531 10 43 00	SW-Travel & Meetings	PerDiem - Meals WOW Conf/Kennewick - E Durpos	\$106.00
					\$106.00

Vendor: Dyer

Check Number: 49844

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 DYER	3/4/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Dyer	\$25.00
					\$25.00

Vendor: Dylan

Check Number: 49810

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WEB2262020A	2/27/2020	001 013 518 20 31 00	GG-Operating Costs	Mockingjay Press Installation Services	\$2,000.00
WEB2262020B	2/27/2020	001 013 518 20 31 00	GG-Operating Costs	1 Year LS Farmers Market Website Domain Services	\$226.75
					\$2,226.75

Vendor: EASL Inc

Check Number: 49845

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LS-0320	3/4/2020	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services	\$1,355.94
					\$1,355.94

Vendor: EFTPS
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$82,077.32
					\$82,077.32

Vendor: Everett Stamp Works
Check Number: 49846

Invoice No	Check Date	Account Number	Account Name	Description	Amount
28855	3/4/2020	001 004 514 23 31 00	FI-Office Supplies	Nameplate - N Held	\$15.21
					\$15.21

Vendor: Everett Steel Inc
Check Number: 49847

Invoice No	Check Date	Account Number	Account Name	Description	Amount
286729	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Steel Pipe	\$159.19
					\$159.19

Vendor: Ewing
Check Number: 49800

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 EWING	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal/Mileage CC Retreat Semiahmoo - Ewing	\$128.70
					\$128.70

Vendor: Flower World Inc
Check Number: 49848

Invoice No	Check Date	Account Number	Account Name	Description	Amount
85425	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Flowers for Parks	\$152.46
85426	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Flowers for Parks	\$119.10
85428	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Flowers for Parks	\$113.17

Vendor: Fox
Check Number: 49849

Invoice No	Check Date	Account Number	Account Name	Description	Amount
031220 FOX	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal Specialized NIBRS/Marysville - A Fox	\$20.00
					\$20.00

Vendor: Frederick
Check Number: 49801

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820FREDERICK	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Frederick	\$25.00
					\$25.00

Vendor: Frederick
Check Number: 49850

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820FREDERICK	3/4/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Mileage CC Retreat Semiahmoo - Frederick	\$103.70
					\$103.70

Vendor: Gailey
Check Number: 49802

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 GAILEY	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Gailey	\$25.00
					\$25.00

Vendor: Gailey

Check Number: 49851

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 GAILEY	3/4/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Mileage CC Retreat Semiahmoo - Gailey	\$103.70
					\$103.70

Vendor: Good

Check Number: 49803

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 GOOD	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal/Mileage CC Retreat Semiahmoo - Good	\$128.70
					\$128.70

Vendor: Grainger

Check Number: 49852

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9446723182	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Trash Bags	\$869.82
					\$869.82

Vendor: Griffen

Check Number: 49853

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8Z1109113	3/4/2020	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	\$300.00
					\$300.00

Vendor: HB Jaeger Co LLC

Check Number: 49854

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U2016006617	3/4/2020	305 010 594 76 60 00	North Cove Park Cap-Local	Brass Tees/Nipples/Adapters/Sealant/Bushings	\$476.85
U2016007948	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Caulder Couplings/Flush Solid Cover Water	\$417.08
U2016008010	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Manhole Grade Ring	\$51.50
U2016008378	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Brass Nipples/Bell Reducer/Sealant/Tape Measure	\$71.83
U2016008383	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Drain	\$326.07
					\$1,343.33

Vendor: HDR Engineering Inc

Check Number: 49855

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1200249643	3/4/2020	304 016 595 60 60 05	Trestle/HOV Lane	Engineering Services - 20th Street BAT Lane Impr	\$20,211.86
					\$20,211.86

Vendor: Hingtgen

Check Number: 49856

Invoice No	Check Date	Account Number	Account Name	Description	Amount
031220 HINGTGEN	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal BAC/SFST/Marysville - M Hingtgen	\$20.00
					\$20.00

Vendor: Home Depot

Check Number: 49857

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4014851	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Coupling/Connector/Pliers/Tape/Bushings/Conduit - Grimm House	\$181.92
5010402	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Alum Framing/Wedge Anchor/Hole Saw Arbor Shank	\$164.54
6010221	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Blades/Pencils/Nailer/Mending Plate/Wedge Anchor	\$108.90
6010221	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Blades/Pencils/Nailer/Mending Plate/Wedge Anchor	\$108.90
6010221	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Blades/Pencils/Nailer/Mending Plate/Wedge Anchor	\$108.91

6064292	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Sq Cover Raised Device	\$22.36
7135116	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Alum Roll Flashing	\$51.07
\$746.60					

Vendor: Honey Bucket

Check Number: 49858

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0551427188	3/4/2020	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	\$220.15
0551432750	3/4/2020	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
\$337.65					

Vendor: Horizon Distributors Inc

Check Number: 49859

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M092098	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Herbicide/Spreader	\$4,007.26
\$4,007.26					

Vendor: HSA Bank

Check Number: 49791

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$456.24
\$456.24					

Vendor: Iron Mountain Quarry LLC

Check Number: 49860

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0298775	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Rock - Frontier Heights	\$293.87
0298834	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Rock - Frontier Heights	\$551.06
0298894	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Rock - Frontier Heights	\$412.46
0299130	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Rock - Frontier Heights	\$289.80
0299189	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Rock - Frontier Heights	\$166.18
\$1,713.37					

Vendor: J Thayer Company Inc

Check Number: 49861

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1433413-0	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Trash Bags/Wipes/Duster	\$74.92
1434237-0	3/4/2020	001 007 559 30 31 00	PB-Office Supplies	Color Paper	\$17.52
1434237-0	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Copy Paper/Color Paper/Tape	\$256.20
1434237-0	3/4/2020	101 016 544 90 31 01	ST-Office Supplies	Bus Card Holder/Staplers/Staples	\$21.79
1434237-0	3/4/2020	410 016 531 10 31 01	SW-Office Supplies	Bus Card Holder/Staplers/Staples	\$21.80
1435977-0	3/4/2020	001 007 558 50 31 00	PL-Office Supplies	Banker Boxes	\$43.59
1435977-0	3/4/2020	001 007 559 30 31 00	PB-Office Supplies	Markers/Erasers	\$13.03
1435977-0	3/4/2020	001 013 518 20 31 00	GG-Operating Costs	Soap/Paper/Post It Flags/Paper Towels	\$212.82
1435977-0	3/4/2020	101 016 544 90 31 01	ST-Office Supplies	Appt Book	\$9.06
1435977-0	3/4/2020	410 016 531 10 31 01	SW-Office Supplies	Appt Book	\$9.06
\$679.79					

Vendor: Jorstad

Check Number: 49804

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 JORSTAD	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Jorstad	\$25.00
\$25.00					

Vendor: Jorstad

Check Number: 49862

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 JORSTAD	3/4/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Mileage CC Retreat Semiahmoo - Jorstad	\$103.70
					\$103.70

Vendor: Lake Industries LLC

Check Number: 49863

Invoice No	Check Date	Account Number	Account Name	Description	Amount
283131	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Screened Sand	\$171.45
283153	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Screened Sand	\$85.68
283170	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Screened Sand	\$97.82
283262	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Drain Rock	\$35.61
38036	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Asphalt Hauled In - Frontier Heights	\$480.00
38041	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Asphalt Hauled In - Frontier Heights	\$1,360.00
					\$2,230.56

Vendor: Lake Stevens Chamber of Commerce

Check Number: 49864

Invoice No	Check Date	Account Number	Account Name	Description	Amount
030120 CHAMBER	3/4/2020	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC March 2020	\$1,500.00
1459	3/4/2020	001 013 518 90 49 01	GG-Chamber of Commerce	Chamber of Commerce 2020 Membership Renewal	\$200.00
					\$1,700.00

Vendor: Lake Stevens Police Guild

Check Number: 49792

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,121.00
					\$1,121.00

Vendor: Lakeside Industries Inc

Check Number: 49865

Invoice No	Check Date	Account Number	Account Name	Description	Amount
115895	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Pallet of Easy Street Pot Hole Mix	\$933.04
					\$933.04

Vendor: Lifeline Training

Check Number: 49866

Invoice No	Check Date	Account Number	Account Name	Description	Amount
81015	3/4/2020	001 008 521 40 49 01	LE-Registration Fees	Registration - Legally Justified - J Barnes/R Brooks	\$398.00
					\$398.00

Vendor: Marshall

Check Number: 49867

Invoice No	Check Date	Account Number	Account Name	Description	Amount
032320 MARSHALL	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Basic Collision/Bellingham - J Marshall	\$80.00
					\$80.00

Vendor: Method Barricade & Construction Supply LLC

Check Number: 49868

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12694	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Project Signs	\$539.55
12708	3/4/2020	101 016 542 64 31 00	ST-Traffic Control - Supply	Square Sign Posts	\$1,656.80
					\$2,196.35

Vendor: Michael

Check Number: 49869

Invoice No	Check Date	Account Number	Account Name	Description	Amount
032320 MICHAEL	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Basic Collision/Bellingham - A Michael	\$80.00
					\$80.00

Vendor: National Association of Field Training Officers

Check Number: 49870

Invoice No	Check Date	Account Number	Account Name	Description	Amount
042420 NAFTO	3/4/2020	001 008 521 40 49 01	LE-Registration Fees	Field Training Officer-Christensen/Heinemann/Fiske/Bryant/Wells	\$750.00
					\$750.00

Vendor: Nationwide Retirement Solution

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$4,220.00
					\$4,220.00

Vendor: Needham

Check Number: 49871

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022720 NEEDHAM	3/4/2020	001 007 558 50 32 00	PL-Fuel	Reimburse - Fuel	\$29.86
					\$29.86

Vendor: Neofunds by Neopost

Check Number: 49872

Invoice No	Check Date	Account Number	Account Name	Description	Amount
80346335 0220	3/4/2020	001 008 521 20 42 00	LE-Communication	Postage PD	\$150.00
					\$150.00

Vendor: NextRequest Co

Check Number: 49873

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1465	3/4/2020	001 003 514 20 41 00	CC-Professional Services	NextRequest Single Sign On Setup/Maint	\$3,098.46
					\$3,098.46

Vendor: Nielsen

Check Number: 49874

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520 NIELSEN	3/4/2020	003 007 558 50 49 00	Miscellaneous	LUA2019-0202 Refund Withdraw Appeal	\$350.00
					\$350.00

Vendor: NMC Franchising LLC

Check Number: 49875

Invoice No	Check Date	Account Number	Account Name	Description	Amount
159816	3/4/2020	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services - City Hall	\$55.50
159816	3/4/2020	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services - City Hall	\$55.50
159816	3/4/2020	001 008 521 50 48 00	LE-Facility Repair & Maint	Janitorial Services - Police Department	\$495.00
159816	3/4/2020	001 010 576 80 41 00	PK-Professional Services	Janitorial Services - City Hall	\$55.50
159816	3/4/2020	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - City Hall	\$55.50
159816	3/4/2020	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - VIC	\$155.00
159816	3/4/2020	101 016 542 30 41 02	ST-Professional Service	Janitorial Services - City Hall	\$55.50
159816	3/4/2020	410 016 531 10 41 01	SW-Professional Services	Janitorial Services - City Hall	\$55.50
					\$983.00

Vendor: Northend Truck Equipment Inc

Check Number: 49876

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1038253	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Dual Flow Control for Sander PW12	\$408.75
1038279	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Drive Chain for V-Box Sander PW42	\$63.84
1038280	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Electric Clutch for Sander PW42	\$313.00
					\$785.59

Vendor: O Reilly Auto Parts

Check Number: 49877

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-169*175	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Oil Filters	\$18.75
2960-169176	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Battery PW26	\$140.38
2960-169176	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Battery PW26	\$140.38
2960-169178	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Fuse Holders PW76	\$17.19
2960-169286	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Butt Splice	\$9.80
					\$326.50

Vendor: Ogden Murphy Wallace PLLC

Check Number: 49878

Invoice No	Check Date	Account Number	Account Name	Description	Amount
834403	3/4/2020	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services Jan 2020	\$8,069.09
834403	3/4/2020	001 011 515 41 41 01	Ext Consult - PRA	Legal Services Public Records Jan 2020	\$1,386.00
834403	3/4/2020	401 070 535 10 41 00	SE-Professional Service	Legal Services Sewer Jan 2020	\$20,000.50
					\$29,455.59

Vendor: Outcomes by Levy LLC

Check Number: 49879

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020-02-LS	3/4/2020	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting Feb 2020	\$5,199.38
					\$5,199.38

Vendor: Petersen Brothers Inc

Check Number: 49880

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1716604	3/4/2020	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repair 9829 S Lake Stevens Rd	\$9,746.05
					\$9,746.05

Vendor: Petershagen

Check Number: 498805

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 PETERSHA	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Petershagen	\$25.00
					\$25.00

Vendor: Petershagen

Check Number: 49881

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 PETERSHA	3/4/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Mileage CC Retreat Semiahmoo - Petershagen	\$103.70
					\$103.70

Vendor: Pilchuck Equipment Rental and Sales

Check Number: 49882

Invoice No	Check Date	Account Number	Account Name	Description	Amount
90034C	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Scissor Lift Rental	\$491.85
F1180	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Scissor Lift Rental FC	\$7.38
					\$499.23

Vendor: Pix4D Inc

Check Number: 49883

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020021DUS00198	3/4/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Pix4Dmapper Desktop - Perpetual License Quote 202002-Q-D-US-0025	\$4,990.00
					\$4,990.00

Vendor: Puget Sound Energy

Check Number: 49884

Invoice No	Check Date	Account Number	Account Name	Description	Amount
22339471 0220	3/4/2020	001 012 575 50 31 00	CS- Pavillion - Ops	Natural Gas - The Mill	\$42.31
					\$42.31

Vendor: Pugh

Check Number: 49806

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 PUGH	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal/Mileage CC Retreat Semiahmoo - Pugh	\$128.70
					\$128.70

Vendor: Pugh

Check Number: 49885

Invoice No	Check Date	Account Number	Account Name	Description	Amount
031620 PUGH	3/4/2020	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Meals WMCA Conf/Yakima - K Pugh	\$94.00
					\$94.00

Vendor: Purchase Power

Check Number: 49886

Invoice No	Check Date	Account Number	Account Name	Description	Amount
01831977 0220	3/4/2020	001 007 558 50 42 00	PL-Communication	Postage	\$54.44
01831977 0220	3/4/2020	001 013 518 20 42 00	GG-Communication	Postage	\$241.60
01831977 0220	3/4/2020	101 016 543 30 42 00	ST-Communications	Postage	\$1.98
01831977 0220	3/4/2020	410 016 531 10 42 00	SW-Communications	Postage	\$1.98
					\$300.00

Vendor: Relentless LLC

Check Number: 49887

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8790	3/4/2020	001 008 521 40 49 01	LE-Registration Fees	Registration Criminal/Terrorist Interdiction Workshop - Bryant	\$599.00
					\$599.00

Vendor: Rexel USA Inc

Check Number: 49888

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0D11314	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Stranded Copper/Breaker/Panel Box	\$214.57
0D11314	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Stranded Copper/Breaker/Panel Box	\$214.57
0D11314	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Stranded Copper/Breaker/Panel Box	\$214.57

0D21077	3/4/2020	001 010 576 80 31 00	PK-Operating Costs	Self Feed Bits/Drywall/Stl Strap/Washers		\$42.92
0D21077	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Self Feed Bits/Drywall/Stl Strap/Washers		\$42.91
0D21077	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Self Feed Bits/Drywall/Stl Strap/Washers		\$42.91
						\$772.45

Vendor: Right On Heating & Sheet Metal Inc

Check Number: 49889

Invoice No	Check Date	Account Number	Account Name	Description	Amount
25810	3/4/2020	001 013 518 20 48 00	GG-Repair & Maintenance	HVAC Service - City Buildings	\$500.46
					\$500.46

Vendor: Rockenbach

Check Number: 49890

Invoice No	Check Date	Account Number	Account Name	Description	Amount
200206-1	3/4/2020	410 016 531 10 31 00	SW-Clothing	Waders	\$388.04
					\$388.04

Vendor: SAFEbuilt LLC

Check Number: 49891

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0065537-IN	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	Building Official Services Jan 2020	\$1,278.75
					\$1,278.75

Vendor: San Diego Police Equipment Co Inc

Check Number: 49892

Invoice No	Check Date	Account Number	Account Name	Description	Amount
641378	3/4/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Ammo	\$2,414.24
					\$2,414.24

Vendor: SCCIT

Check Number: 49893

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12801	3/4/2020	101 016 542 30 49 00	ST-Miscellaneous	2020 SCCIT Membership Dues	\$500.00
					\$500.00

Vendor: Setina Manufacturing Co Inc

Check Number: 49894

Invoice No	Check Date	Account Number	Account Name	Description	Amount
199007	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Alum Bumper/Fender Wraps	\$857.13
					\$857.13

Vendor: Smarsh Inc

Check Number: 49895

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00578481	3/4/2020	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	\$660.00
					\$660.00

Vendor: Snohomish County PUD

Check Number: 49896

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105284602	3/4/2020	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Street Lights 8533 15th St NE	\$105.32
105284602	3/4/2020	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal 8718 17th St NE	\$189.25
108591031	3/4/2020	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	\$64.11
108591031	3/4/2020	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	\$64.10
108591031	3/4/2020	410 016 531 10 47 00	SW-Utilities	221908015 City Shop Mechanic	\$64.09

115189644	3/4/2020	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$64.69
128424946	3/4/2020	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	\$16.60
128429170	3/4/2020	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	\$100.38
128429170	3/4/2020	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	\$84.21
141557009	3/4/2020	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Electric	\$664.15
141557009	3/4/2020	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Water	\$104.14
141561257	3/4/2020	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$58.52
148185106	3/4/2020	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	\$222.39
148185106	3/4/2020	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	\$222.39
148185106	3/4/2020	410 016 531 10 47 00	SW-Utilities	203599006 City Shop Electric/Water	\$222.45
					\$2,246.79

Vendor: Snohomish County Sheriffs Office

Check Number: 49897

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020-6184	3/4/2020	001 008 523 60 41 00	LE-Jail	Jail Services Jan 2020	\$21,638.97
					\$21,638.97

Vendor: Sound Publishing Inc

Check Number: 49898

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH887058	3/4/2020	001 013 518 30 41 01	GG-Advertising	79th Condemnation	\$1,658.16
EDH889703	3/4/2020	001 007 558 50 41 03	PL-Advertising	LUA2019-0032 Infill Lot Code Amend	\$83.02
EDH890338	3/4/2020	001 007 558 50 41 03	PL-Advertising	Planning Commission PH Comp Plan Amend 2020 Docket	\$122.60
EDH890350	3/4/2020	001 013 518 30 41 01	GG-Advertising	TIB Funding Project 18008	\$260.16
EDH890807	3/4/2020	001 013 518 30 41 01	GG-Advertising	Ordinance 1069	\$35.96
EDH891186	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0005 Nathan Andrews	\$75.78
EDH891217	3/4/2020	001 007 558 50 41 03	PL-Advertising	RFP Rec Opportunities for Community Classes	\$251.35
EDH891571	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0018 DR Horton	\$64.92
EDH891825	3/4/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0016 Pellerin Ridge	\$68.54
EDH891828	3/4/2020	001 013 518 30 41 01	GG-Advertising	CC Special Meeting Council Retreat	\$26.91
					\$2,647.40

Vendor: Sound Safety Products Co Inc

Check Number: 49899

Invoice No	Check Date	Account Number	Account Name	Description	Amount
334724/1	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Surveyors Vest	\$36.55
336611/1	3/4/2020	410 016 531 10 31 00	SW-Clothing	Jackets	\$172.89
					\$209.44

Vendor: Sound Security Inc

Check Number: 49900

Invoice No	Check Date	Account Number	Account Name	Description	Amount
962544	3/4/2020	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	\$571.04
					\$571.04

Vendor: Stevens

Check Number: 49807

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 BSTEVENS	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - B Stevens	\$25.00
					\$25.00

Vendor: Strider Construction Co Account 62763077500

Check Number: 49901

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PROGRESS 3	3/4/2020	301 016 595 61 64 02	18004 - S. Lake Stevens Rd	Retainage - S Lake Stevens Multi Use Path Project 18004	\$1,668.41
					\$1,668.41

Vendor: Strider Construction Co Inc

Check Number: 49902

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PROGRESS 3	3/4/2020	301 016 595 61 64 02	18004 - S. Lake Stevens Rd	S Lake Stevens Rd Multi Use Path Project 18004	\$31,699.74
					\$31,699.74

Vendor: Summit Law Group PLLC

Check Number: 49903

Invoice No	Check Date	Account Number	Account Name	Description	Amount
111027	3/4/2020	001 005 518 10 41 00	HR-Professional Services	Labor Negotiation Matters Jan 2020	\$2,488.15
					\$2,488.15

Vendor: Tacoma Screw Products Inc

Check Number: 49904

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18268986	3/4/2020	101 016 544 90 31 02	ST-Operating Cost	Magnetic Nut Setter/Screws	\$18.97
18268986	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Magnetic Nut Setter/Screws	\$18.97

Vendor: Technological Services Inc

Check Number: 49905

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14974	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Addtl Engine Repair A-64-99	\$386.25
15756	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Filters/Tire Rotation/Brakes PT-19-82	\$940.02
15809	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brakes/Tire Service PT-17-75	\$1,478.44
15825	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Brake Inspections I-17-76	\$114.74
15832	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Cooling System Inspection PT-15-62	\$375.23
15865	3/4/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Steer/Susp Inspect/Brake Repair/Balance Tire PT-17-75	\$48.09
					\$3,342.77

Vendor: Thomas

Check Number: 49906

Invoice No	Check Date	Account Number	Account Name	Description	Amount
031220 THOMAS	3/4/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - BAC-SFST/Marysville - D Thomas	\$20.00
					\$20.00

Vendor: Tri Tech Forensics Inc

Check Number: 49907

Invoice No	Check Date	Account Number	Account Name	Description	Amount
228491	3/4/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	WA State Patrol DWI Specimen Kits	\$59.50
					\$59.50

Vendor: UPS

Check Number: 49908

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42080	3/4/2020	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$21.22
					\$21.22

Vendor: US Bank St Paul

Check Number: 49909

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1550337	3/4/2020	214 008 592 21 83 00	2019A-1 LTGO Interest Pymt PD	LTGO 2019A1 - Interest	\$105,037.35
1550340	3/4/2020	214 008 592 21 83 01	2019A-2 LTGO Interest Pmt PD	LTGO 2019A2 - Interest	\$17,811.87

\$122,849.22

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 49793

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$368.95

\$368.95

Vendor: Vantagepoint Transfer Agents - 307428

Check Number: 49794

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$2,027.46

\$2,027.46

Vendor: WABO

Check Number: 49910

Invoice No	Check Date	Account Number	Account Name	Description	Amount
38912	3/4/2020	001 007 558 50 49 01	PL-Staff Development	2020 WABO Education Institute - Farmer/Meyers	\$250.00
39082	3/4/2020	001 007 559 30 41 01	PB-Advertising	Building Inspector/Code Compliance Job Posting	\$50.00

\$300.00

Vendor: Warrington

Check Number: 49808

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 WARRINGT	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal/Mileage CC Retreat Semiahmoo - Warrington	\$128.70

\$128.70

Vendor: Washington State Criminal Justice

Check Number: 49911

Invoice No	Check Date	Account Number	Account Name	Description	Amount
201133988	3/4/2020	001 008 521 40 49 01	LE-Registration Fees	Registration - Pre-Supervisor Training - A Bryant	\$200.00
201134103	3/4/2020	001 008 521 40 49 01	LE-Registration Fees	Registration - VirTra Operators Course - C Wells	\$200.00

\$400.00

Vendor: Washington State Dept of Ecology

Check Number: 49912

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020-WAR308810	3/4/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Stormwater Discharge Permit Frontier Heights Park	\$645.15

\$645.15

Vendor: Washington State Dept of Health

Check Number: 49913

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 DOH	3/4/2020	111 008 521 20 31 01	Drug Seize - Canine Supplies	Annual Drug Dog Handlers Registration Fee	\$55.00

\$55.00

Vendor: Washington State Support Registry

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022520	2/26/2020	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$527.50
					\$527.50

Vendor: Wave Broadband

Check Number: 49914

Invoice No	Check Date	Account Number	Account Name	Description	Amount
103946401-0008009	3/4/2020	001 002 513 11 42 00	AD-Communications	Telephone Service	\$23.83
103946401-0008009	3/4/2020	001 003 514 20 42 00	CC-Communications	Telephone Service	\$47.67
103946401-0008009	3/4/2020	001 004 514 23 42 00	FI-Communications	Telephone Service	\$47.67
103946401-0008009	3/4/2020	001 005 518 10 42 00	HR-Communications	Telephone Service	\$23.83
103946401-0008009	3/4/2020	001 006 518 80 42 00	IT-Communications	Telephone Service	\$71.51
103946401-0008009	3/4/2020	001 007 558 50 42 00	PL-Communication	Telephone Service	\$155.01
103946401-0008009	3/4/2020	001 007 559 30 42 00	PB-Communication	Telephone Service	\$23.83
103946401-0008009	3/4/2020	001 008 521 20 42 00	LE-Communication	Telephone Service	\$810.71
103946401-0008009	3/4/2020	001 012 575 30 42 00	CS - Museum - Communications	Telephone Service Museum	\$23.84
103946401-0008009	3/4/2020	001 012 575 50 42 00	CS- Pavillion - Communication	Telephone Service Senior Ctr	\$23.83
103946401-0008009	3/4/2020	001 013 518 20 42 00	GG-Communication	Telephone Service	\$95.34
103946401-0008009	3/4/2020	101 016 543 30 42 00	ST-Communications	Telephone Service Shop	\$137.18
103946401-0008009	3/4/2020	410 016 531 10 42 00	SW-Communications	Telephone Service Shop	\$137.17
103946401-0008009	3/4/2020	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	\$1,884.99
					\$3,506.41

Vendor: Weed Graafstra & Associates Inc

Check Number: 49915

Invoice No	Check Date	Account Number	Account Name	Description	Amount
030320 WGA	3/4/2020	301 016 595 61 64 02	18004 - S. Lake Stevens Rd	Legal Services - S Lake Stevens Rd	\$594.01
030320 WGA	3/4/2020	304 016 595 30 60 01	79th Ave SE Access Road	Legal Services - 79th	\$338.75
					\$932.76

Vendor: Wright

Check Number: 49809

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022820 WRIGHT	2/25/2020	001 001 511 60 49 02	Legislative - C.C.Retreat	PerDiem - Meal CC Retreat Semiahmoo - Wright	\$25.00
					\$25.00

Vendor: WTD Equipment

Check Number: 49916

Invoice No	Check Date	Account Number	Account Name	Description	Amount
P02620	3/4/2020	410 016 531 10 31 02	SW-Operating Costs	Knives	\$281.70
					\$281.70

Vendor: Zachor and Thomas Inc PS

Check Number: 49917

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20-LKS0002	3/4/2020	001 011 515 41 41 02	Ext Consult - Prosecutor Fees	Prosecution Services Feb 2020	\$12,900.00
					\$12,900.00

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

Tuesday, February 25, 2020
Lake Stevens City Hall
1812 Main Street, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson and Steve Ewing

ELECTED OFFICIALS ABSENT: Councilmembers Marcus Tageant, Anji Jorstad

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Commander Ron Brooks, Interim Human Resources Director/Risk Manager Julie Good, City Clerk Kathy Pugh, City Attorney Greg Rubstello, Parks Planning and Development Coordinator Jill Meis

OTHERS:

Pledge of Allegiance: Mayor Gailey led the Pledge of Allegiance.

Roll Call: Motion by Councilmember Frederick, seconded by Councilmember Dickinson, to excuse Councilmembers Tageant and Jorstad from the meeting. On vote the motion carried (5-0-0-2).

Approval of Agenda: Council Vice President Petershagen noted a correction to the motion for appointment of Planning Commissioners, Todd Welch's term would end December 31, 2020 and Michael Duerr's term would end December 31, 2023. Additionally Council Vice President Petershagen said the Oath of Office for Veterans Commissioner Boe is removed from the agenda and the Executive Session is moved to immediately following approval of the agenda.

Moved by Councilmember Daughtry, seconded by Councilmember Dickinson, to approve the agenda with the noted changes. On vote the motion carried (5-0-0-2).

Executive Session: At 7:04 p.m. Mayor Gailey announced an executive session for the purpose of discussing collective bargaining with no action to follow and anticipated to last ten minutes. The regular meeting reconvened at 7:14 p.m.

Citizen Comments:

Lucinda Stevens, 2927 – 100th Avenue NE, Lake Stevens, is concerned about safety on Callow Road, and said the new sidewalk has narrowed the road. She requested some sort of safety apparatus on the south side of the road where the shoulder is very narrow.

John Graham, 9017 – 180th Street SE, Snohomish, reminded of his previous request that the Council amend the WATV ordinance to street legal ATV's; he's noticed in the minutes this has not been discussed and requested Council reconsider his request.

Council Business:

- Councilmember Daughtry: Snohomish County Cities for Improved Transportation (SCCIT)
- Councilmember Petershagen: Eagle Ridge Park sign, Sewer Utility Committee
- Councilmember Frederick: Thanked law enforcement officers for their care and dedication.
- Councilmember Dickinson: Historical Society

Mayor's Business: Met with Director Biermann, Director of Snohomish County Department of Emergency Management Services, and the CEO of PUD; Sewer Utility Committee. Mayor Gailey would like to see CERT training offered in the city. Next week travelling to Washington D.C. with Councilmember Tageant and other mayors in U.S. 2 Coalition to meet with legislators regarding funding and will also meet with Director of Local Resources of National Parks Service; Snohomish County Tomorrow.

Councilmember Daughtry said the Veterans Commission explored CERT training and he will bring information back to Council.

Mayor Gailey said the Coalition of Mayors put together a resolution regarding the U.S. 2 Traffic Corridor Safety which they plan to give to legislators when they are in Washington D.C. next week. Mayor Gailey read the resolution for the record and requested a motion approving the resolution.

MOTION: Moved by Councilmember Petershagen, seconded by Councilmember Daughtry, to approve a resolution substantially in the form read by Mayor Gailey, supporting U.S. 2 Traffic Corridor Safety improvements and funding. On vote the motion carried (5-0-0-2).

City Department Report:

- Human Resources Director Anya Warrington: Briefly explained a recent housekeeping update to the Employee Handbook related to maximum vacation accrual.

Consent Agenda:

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Frederick, to approve:

- A. 2020 Vouchers [Payroll Direct Deposits of \$250,200.57, Payroll Check Nos. 49696-49697 totaling \$3,437.44, Electronic Funds Transfers (ACH) of \$307,725.78, Claims Check Nos. 49698-49788 totaling \$359,948.93, Void Check Nos. 49480 and 49688 totaling \$38.06, Total Vouchers Approved: \$921,274.66];
- B. City Council Regular Meeting Minutes of February 22, 2020;
- C. City Council Workshop Meeting Minutes of February 18, 2020;
- D. Cancellation of March 3, 2020 Workshop Meeting;
- E. Skyhawks Contract;
- F. Park Naming – Wyatt Park to Davies Beach;
- G. Interlocal Agreement with Marysville re Movies in the Park;

- H. Appointment of Michael Duerr (term ending December 31, 2023) and Todd Welch (term ending December 31, 2020) to the Planning Commission;
- I. Ordinance No. 2070 re 2020 Budget Amendment No. 1.

On vote the motion carried (5-0-0-2).

Public Hearing: None.

Action Items:

Lake Stevens War Memorial: Public Works Director Durpos presented the staff report and reviewed the history of relocating the War Memorial in conjunction with the redevelopment of North Cove Park. Director Durpos reminded there was a significant planning effort with the American Legion for this project. The design of the new War Memorial includes construction of a commemorative wall featuring all branches of the military. The City solicited bids and Artistic Concrete was the lowest responsive bidder. It is expected the memorial will be completed in time for this year's Memorial Day events.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Frederick, to authorize the Mayor to sign a public works contract with Artistic Concrete to construct the Lake Stevens War Memorial Wall project for the amount not to exceed \$33,500 and to make such nonsubstantive changes as may be necessary. On vote the motion carried (5-0-0-2).

Lake Stevens Farmers Market Proposal: Parks Planning and Development Coordinator Jill Meis presented the staff report and noted Council previously provided direction to move forward with a request for proposal (RFP) for a Farmers Market adjacent to The Mill in North Cove Park. One responsive bid was received from Mockingjay Press. Coordinator Meis said there are two nonsubstantive changes to the proposal; these are not having the market the week immediately prior to Aquafest and updating the site plan. Under the proposal the City would be required to pay some startup costs including software, insurance and membership in the Washington State Farmers Market Association, but it is anticipated these costs would be recouped by the end of the season. Staff is working on a contract with the City Attorney. Coordinator Meis then responded to Councilmembers' questions.

Councilmember Daughtry asked about the vendors, and Coordinator Meis said the vendors are fully vetted by the market manager, including making sure there are not too many vendors in one offering.

Councilmember Daughtry then asked about the proposed food trucks, and Coordinator Meis responded she does not have a number on the food trucks. Councilmember Daughtry said he is not opposed to food trucks, but Council needs to consider legalizing food trucks at some point. Coordinator Meis responded food truck vendors is scheduled on the upcoming retreat agenda, and Director Wright added the Farmers Market will be treated as a Special Event, and food trucks are allowed under the Special Event permit.

Councilmember Ewing asked how many of the proposed vendors are Lake Stevens business owners. He would like to see this incentivized for local business owners. Coordinator Meis said she can work to see that local vendors are utilized wherever possible, but it might be necessary to use other vendors as well. She added that the business owner is a city resident.

Councilmember Ewing suggested having flexibility in the vendor offerings so they are more directed to Lake Stevens resident interests would be good.

MAIN MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Dickinson, to authorize the Mayor or designee to enter into a contract with Mockingjay Press for a Farmers Market and to make such nonsubstantive changes as may be necessary.

MOTION: Councilmember Petershagen requested an amendment to reflect that the food truck portion of the contract will be suspended until Council can discuss food truck vendors. Councilmember Frederick seconded the motion to amend the main motion. On vote the motion carried (5-0-0-2).

VOTE ON MAIN MOTION: The main motion as amended carried (5-0-0-2).

Discussion Items:

The Mill – Facilities Use Policy: Coordinator Meis said the Council previously reviewed and provided input on the facility use policy for The Mill. The policy before Council tonight reflects those discussions and includes price, description of the spaces, and requirements for rental and allowed uses. Coordinator Meis noted she received additional feedback to include additional safety requirements, cleaning of rental, expectations of the rental, etc. Staff is reviewing all possible scenarios, and these will be part of the actual contract, which will be brought back for Council approval. The facility use policy sets the general rules. Other items of concern include audio visual equipment and the need to staff the building. Coordinator Meis is requesting Council provide direction regarding recurring rentals, free or reduced rates for community groups, partners and nonprofits, and pricing.

Director Wright added this is a pilot year and it is important to ensure the building is used. The pricing is set at the market rate right now and the discussion is whether to be at the lower or top end of the pricing range. The rates can be adjusted up or down going forward.

Councilmember Daughtry commented there are multiple categories of nonprofit. He reminded the Library previously used the Community Center one day a week for their programming and he is not sure they can continue their programming and pay for facility use; he added he is not interested in asking them to pay. Councilmember Daughtry has talked with Library representatives about facility upkeep. He proposed no cost to the Library for children's programming and suggested for other nonprofits such as Rotary, Lyons and Kiwanis a reduced rate from market rate. Councilmember Daughtry believes the Chamber should pay at market rate because they are not a 503(c) nonprofit corporation.

Councilmember Dickinson agreed with Councilmember Daughtry's comments and said The Mill belongs to the whole community. She added it is important to reinforce the Library's role in the community.

Councilmember Petershagen clarified the Library would use the facility until it relocates. Discussion ensued as to how often the Library offers programming and how far out scheduling would be allowed.

Councilmember Frederick suggested this is a venue belonging to the community and one way to look at reduced rates is to give consideration to community partners having a direct role in positively impacting the community or who are directly aligned in helping the city achieve its goals.

Councilmember Frederick added that use of audio visual equipment has not yet been discussed but use of that equipment could have a significant impact on maintenance costs of the equipment. Mayor Gailey suggested if audio visual equipment is used, the renter would need to pay for staff to run it.

Coordinator Meis commented that time of day is a consideration in scheduling of recurring events such as Library use. The Library would not be using the facility during a peak time and she suggested they could come in on a reduced or free rate at a very specific time, and maybe just in The Stack, leaving other parts of the facility available for use.

Coordinator Meis asked for input from Council on how often recurring events are allowed. She said other facilities have had challenges regarding facilities reserved into perpetuity and suggested limitations for recurring meetings.

Councilmember Ewing hopes the event coordinator can successfully manage the facility so that it is used as often as possible.

Discussion ensued regarding groups that might want to use the facility more than once a month.

City Attorney Rubstello said a classic example of extended multi-use of facilities include church organizations, small clubs, and other smaller organizations that cannot afford a building. He encouraged Council be prepared for this.

Councilmember Daughtry responded Council can be aware of this and has the ability to make exceptions.

Coordinator Meis clarified the concern of allowing rentals into perpetuity is the facility is not then available for other rentals. Director Wright shared the City experience with the Community Center is it was so widely used by the community that the room was not available for City use when needed; this is why staff has pushed hard to keep the Council chambers separate from the rest of the building. Also, rentals into perpetuity can lead to an expectation that the group has control of the facility and this becomes difficult for the City to manage. This is an effort to build in safeguards to allow for a wide variety of functions. Discussion ensued on ways to approach recurring meetings.

Coordinator Meis recommended rentals at once a month for no more than three months in advance to begin with. Director Wright suggested this policy could extend to six months with the City's ability to cancel if necessary.

Councilmember Daughtry suggested the rental policy should be as simplified for staff as possible. He added the policy is generally good.

Councilmember Frederic supports rentals at once a month with no more than a three month in advance reservation. He believes a longer recurring rental and then needing to tell people they cannot use the space is not a good starting point.

Councilmember Ewing supports starting rental rates at the lower end of the range.

Responding to Councilmember Petershagen's question, Coordinator Meis said both the rental rate and damage deposits are indicative of the market, and the rental rate falls in the middle of the market range.

Councilmember Daughtry asked how alcohol will be addressed and recalled Council previously determined The Mill is not part of North Cove Park. Coordinator Meis responded staff will bring back a code amendment addressing alcohol use. Renters will need to obtain a license through the Liquor Control Board and insurance will be required.

Coordinator Meis said this will come back to Council with more detail.

2019 Yearend Financial Summary: Finance Director Barb Stevens explained as part of the financial process the Finance Department provides a yearend financial summary of the previous year once all revenues and expenditures have been accounted for. This is the time when adjustments are made to reflect the final ending balances in the previous year, 2019 in this case, and make adjustments in beginning balances in the 2020 budget. Director Stevens then reviewed the 2019 yearend financial summary and responded to Councilmembers' questions.

Responding to Councilmember Daughtry's question, Director Warrington reviewed the staff vacancies now being actively recruited.

Adjourn:

Moved by Councilmember Daughtry, seconded by Frederick, to adjourn the meeting at 8:29 p.m. On vote the motion carried (5-0-0-2).

Brett Gailey, Mayor

Kathy Pugh, City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council
Agenda Date: March 10, 2020

Subject: Amendments to Council Rules of Procedure

Contact

Person/Department: Kathy Pugh, City Clerk **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Amend Council Rules of Procedure to add an additional Citizen Comment opportunity immediately before Executive Session, move Guest Business to take place immediately before Citizen Comment at the beginning of the meeting, and to amend Section 18, paragraphs 18.2 and 18.3 to remove term limit language for the Council President and Vice President.

SUMMARY/BACKGROUND: At the Council retreat Staff introduced proposed changes to the Council Rules of Procedure as follows:

1. Move Guest Business in front of Citizen Comment at the beginning of the meeting

Following discussion Council supported moving Guest Business ahead of Citizen Comment. There was also a recognition that due to the commute times it is difficult for some citizens to arrive to the Council meetings in time for Citizen Comments, and Council requested a second opportunity for Citizen Comment be added toward the end of the meeting. A second opportunity has been added for just before Executive Session.

2. Options for Section 18, paragraphs 18.2 and 18.3 for Council President and Vice President terms of (a) suspending the rules to allow for a second term; (b) allowing for second consecutive one-year term; or (3) removing the term limit from these two paragraphs.

Council favored option (3) removing term limits for the Council President and Vice President terms. The two positions will continue to be voted at the first meeting of each year.

Council directed this be brought forward on consent agenda.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS:

Council Procedures



COUNCIL PROCEDURES

ADOPTED

March 27, 2018

Revised September 11, 2018

Revised January 22, 2019

Revised March 10, 2020

INDEX

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1	Authority	1
2	Council Meetings	1
3	Agenda Preparation	5
4	Council Discussion	6
5	Comments, Concerns, and Testimony to Council	6
6	Motions and Voting	6
7	Ordinances	8
8	Mayor, Council President, and Council Vice President	8
9	Council Relations with City Staff	9
10	Council Meeting Staffing	10
11	Councilmember Attendance at Meetings	10
12	Public Hearings	10
13	Media Representation at Council Meetings	11
14	Council Representation	11
15	Confidentiality	11
16	Public Records	11
17	City Administrator Evaluation Annual Process	11
18	Mayor/Council President/Council Vice-President Selection Process	12
19	City Boards/Commissions	12
20	Council Subcommittees	13
21	Ad Hoc Citizen Advisory Boards	14
22	Filling City Council Vacancies	14
23	Miscellaneous	17
24	Suspension and Amendment of Rules	17

SECTION 1. AUTHORITY

1.1 Pursuant to RCW 35A.12.120, and other applicable law, the Lake Stevens City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

SECTION 2. COUNCIL MEETINGS

2.1 TYPES OF MEETINGS:

1. Regular - the Council meeting held as set by Ordinance.
2. Workshop – the Council meeting held as set by Ordinance.
3. Special - any Council meeting other than the Regular Council meeting. Notice shall be given at least 24 hours in advance. A Special Council meeting may be scheduled by the Mayor, Council President, City Administrator or at the request of not less than 4 Councilmembers.
4. Emergency - a Special Council meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Administrator, the Mayor or Council President with the consent of not less than 4 Councilmembers. The minutes will indicate the reason for the emergency.

2.2 The time and day of Council's regular meetings shall be set by ordinance and will be held at the location set by ordinance unless otherwise publicly announced.

Regular Council meetings times shall be set by ordinance and will normally adjourn no later than 9:00 p.m., unless pending business must be concluded. Extensions beyond 9 p.m. shall require passage of a motion by Council.

2.3 Council's Workshop Sessions will be scheduled as special meetings and may be held, when needed, as follows: From the hour of 7:00 p.m. and will adjourn no later than the hour of 9:00 p.m., on the first and third Tuesdays, of each month. To continue past this time of adjournment, passage of a motion by a majority of the Council will be required. Alternatively, Workshop Sessions may be scheduled immediately preceding a Regular Council meeting, with the start time to be determined based on the agenda, but in no event earlier than 5:00 p.m., and ending no later than 6:45 p.m. Council workshops may also be scheduled on other dates and times by special meeting notice.

Special Workshop sessions may be called by the Mayor, City Administrator, Council President or by three (3) or more Councilmembers.

Workshop Sessions will be informal meetings for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects,

or receiving other similar information. The Council President, Council Vice-President and City Staff will determine on-going dedicated schedules for regular workshop sessions.

No final decisions will be made at a Workshop Session. Decisions on workshop matters will be scheduled for a Regular or Special Council meeting.

- 2.4 Information will be available to the public at each meeting stating a summary of the Rules of Procedure.
- 2.5 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Administrator or Presiding Officer.
- 2.6 Citizen comment/public hearing sign-ups will be available at each regular Council meeting.
- 2.7 All regular, workshop and special meetings will be electronically recorded.

The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council.

City Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

2.8 ORDER OF REGULAR COUNCIL MEETING AGENDA:

1. Call Meeting To Order:

The Presiding Officer calls the meeting to order.

2. Pledge of Allegiance:

The Mayor, Council President or designee leads the flag salute.

3. Roll Call:

The Council President will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance. The Council shall approve excused absences by vote. The official meeting minutes will always reflect the vote count on each action item.

4. Approval of Agenda:

The Council President, with the concurrence of the Councilmembers, may take agenda items out of order or add or remove agenda items.

5. Guest Business:

Persons or organizations invited or requesting to speak to the Council on specific identified topics will be scheduled under Guest Business. Guest

speakers will not be restricted to a limited amount of time for speaking unless requested by Council at the time of the meeting.

5.6. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

6. Guest Business:

~~Persons or organizations invited or requesting to speak to the Council on specific identified topics will be scheduled under Guest Business. Guest speakers will not be restricted to a limited amount of time for speaking unless requested by Council at the time of the meeting.~~

7. Council Business:

Councilmembers may report on any Board/Commission meetings or significant activities or any other matter pertaining to City business since the last meeting. Subcommittee chairpersons will report on the activities of their respective subcommittees.

8. Mayor's Business:

Under Mayor's Business the Mayor usually addresses significant activities since the last meeting and items not previously discussed, such as future meetings of interest to the Council.

9. City Department Report:

City staff updates the Council on current issues or items of Council interest.

10. Consent Agenda:

Consent Agenda items are considered to be routine, non-controversial, or are items which have previously been studied and reviewed so as to not require additional discussion or debate. Such items may be approved by a single motion. Items on the Consent Agenda may include but are not limited to, minutes, resolutions and ordinances discussed at a previous City Council or Committee meeting, and previously authorized agreements. Any

Councilmember may remove any item from the Consent Agenda for separate discussion and action.

11. Public Hearing:

Citizens may comment on public hearing items. The Presiding Officer may limit the amount of time permitted each speaker until all persons have had an opportunity to speak. Further testimony from those who have spoken may be allowed at the discretion of the Presiding Officer. The public hearing will be continued to another date to take additional testimony when the existing available time is not sufficient or as determined by the Council.

At the Public Hearing, staff's presentation is to give background and frame the issues for the Council and audience.

During public comment or public testimony, Council shall refrain from interactive exchanges with the audience. Council requests for clarification from audience should occur prior to the closure of the public portion of the hearing. Staff may be asked clarifying questions by Council during Council deliberations.

12. Action Items:

a. Proclamations:

A Proclamation is defined as an official announcement made by either the City Council or the Mayor.

b. Introduction and First Reading of Ordinances:

Discussion and debate by the City Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, or approve placing the ordinance on the Consent Agenda or as a separate agenda topic for second or third reading at an upcoming Regular Council meeting for enactment as an enforceable City law. The number of ordinance readings shall be considered item by item.

c. Resolutions:

A resolution is adoption of a City policy, practice or decision.

d. Other:

Any contract, agreement, or other form of business that requires formal action that is necessary to conduct City business.

e. Such other and additional items as required by law or by Council direction.

13. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

43.14. Executive Session:

Executive session subjects are limited to considering such matters as are authorized under the Open Meetings Act or such other laws that authorize executive sessions. Executive session is a Council meeting that is closed except to the Council and authorized staff members and/or consultants. The public is restricted from attendance. Executive Sessions may be held during Regularly scheduled meetings or Special Council meetings and will be announced by the Mayor.

Before convening an Executive Session the Mayor shall announce the purpose of the executive session and the anticipated time when the session will be concluded and if any action shall be taken. Should the session require more time, a public announcement shall be made that the Executive Session is being extended.

44.15. Study Session:

Discussion items are generally items of significance that may require future action by Council.

45.16. Adjournment:

With no further business to come before the Council, the Presiding Officer adjourns the meeting by requesting a motion for adjournment.

46.17. Transportation Benefit District:

Agenda Items regarding the Transportation Benefit District will be clearly set out and identified as such under the section of the Agenda where they best fit.

SECTION 3. AGENDA PREPARATION

3.1 The City Clerk will prepare an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Administrator.

3.2 An item may be placed on a Council meeting agenda by any of the following methods:

1. By a Councilmember if the item does not require staff preparation;
2. By any two (2) Councilmembers;
3. By the City Administrator;
4. By a Council Committee;
5. By the Mayor.

3.3 An item may be placed on a regular Council meeting agenda after the agenda is closed if approved by the Mayor or City Administrator.

3.4 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unreasonably waiting, and so the Council will have sufficient time to hear public comment or testimony and to deliberate matters among themselves.

3.5 Legally required and advertised public hearings will generally have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.

3.6 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

3.7 Agendas will be finalized by the Thursday prior to the Council meeting. Agenda packets will be available electronically to Council by 5:00 p.m. on the Thursday prior to the Council meeting, and available electronically to the public on the City's web page by 5:00 p.m. on the Friday prior to the Council meeting, unless posted otherwise. If late information becomes available after the packet is posted on the City's web page on the Friday prior to the meeting, or if information arrives from other sources, then a recess or delay may be considered by the Council.

3.8 All agenda item packet reports will be in the format provided by the City Clerk's Office.

3.9 The Council may use "Staff Recommendation Statement" language from staff reports or agenda item descriptions for making a motion.

3.10 Council agenda and packet material will be available to the public during regular meetings.

SECTION 4. COUNCIL DISCUSSION

4.1 All Council discussion shall be guided by **ROBERTS RULES OF ORDER, NEWLY REVISED.**

SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- 5.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Presiding Officer may command assistance of any peace officer of the City to enforce all lawful orders of the Presiding Officer to restore order at any meeting.
- 5.3 Citizens with complaints, concerns or questions, may be referred to separately bring the matter to the Mayor or relevant City staff, or ask that the matter be placed on a future City Council meeting, with the appropriate background information.

SECTION 6. MOTIONS AND VOTING

- 6.1 When making motions, Councilmembers will be encouraged to be clear and concise and to not include arguments for the motion within the motion.
- 6.2 After a motion has been made and seconded, the Council may deliberate and discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion and a second on the floor.
- 6.3 When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of the discussion and normally, a minute entry will be made.
- 6.4 A motion may be withdrawn by the maker of the motion, at any time, up until the question is called to vote without the consent of the Council.
- 6.5 A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.6 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special City Council meeting.
- 6.7 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 6.8 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.

6.9 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

6.10 Discussion of the motion only occurs after the motion has been moved and seconded.

6.11 If a motion does not receive a second, it dies. Motions that do not need a second include: Nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

6.12 The Presiding Officer should acknowledge the motion and second prior to voting.

6.13 The City Clerk will repeat the motion and/or take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law.

6.14 Unless otherwise required by law, the passage or defeat of a motion shall be decided by a majority of those present and voting. Abstentions shall not be included in the vote tally, even if those voting in favor of the motion are less than a majority of the full City Council.

A motion that receives a tie vote is deemed to have failed, except pursuant to RCW 35A.12.100 Duties and authority of the mayor--Veto--Tie-breaking vote, the Mayor "shall have a vote only in the case of a tie in the votes of the councilmen with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money."

At the conclusion of any vote, the Presiding Officer will inform Council of the results of the vote.

6.15 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration and such motion must also be seconded by a member who voted in the majority. No motion for reconsideration of a vote shall be made after the meeting has adjourned but may be made at a subsequent meeting of the Council.

6.16 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be guided by Robert's Rules of Order, Newly Revised.

In the event of a conflict, these Council Rules shall prevail.

SECTION 7. ORDINANCES

- 7.1 All ordinances shall be prepared or reviewed by the City Attorney. No Council initiated ordinance shall be prepared for presentation to the Council, unless two Councilmembers support the ordinance and staff has been consulted.
- 7.2 The City Clerk shall assign a permanent ordinance number at the time the ordinance is initiated.
- 7.3 The Presiding Officer shall read the title of the ordinance or the Ordinance number prior to voting unless the ordinance is on the Consent Agenda.
- 7.4 Prior to placement of an ordinance on the agenda, the City Attorney shall approve the ordinance as to form. After the City Attorney's signature, and passage of the Ordinance the City Clerk or designee shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk or designee shall sign the ordinance.
- 7.5 Ordinances, or ordinance summaries, shall be published in the official newspaper, as a legal publication, immediately following enactment.
- 7.6 Ordinances become effective five (5) days after the date of publication of the ordinance unless otherwise specified.

SECTION 8. **MAYOR, COUNCIL PRESIDENT, AND COUNCIL VICE-PRESIDENT**

- 8.1 The Presiding Officer at all regular and special meetings of the Council shall be the Mayor and all workshop sessions shall be the Council President.

At regular and special meetings in the absence of the Mayor, the Council President will act as Presiding Officer or in his/her absence the Council Vice-President. If the Mayor, Council President, and Vice-President are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Mayor, Council President or Council Vice-President.

At workshop sessions in the absence of the Council President, the Council Vice-President will act as the Presiding Officer or in his/her absence the Mayor. If the Council President, Vice-President, and Mayor are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Council President, Council Vice-President, or Mayor.
- 8.2 The Presiding Officer shall:
 1. Preserve order and decorum in the Council chambers;
 2. Observe and enforce all rules adopted by the Council;
 3. Decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember in which case the Presiding Officer will defer to the City Attorney; and
 4. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

5. From time to time, the Mayor and/or Council President may appoint Councilmembers to serve on ad hoc committees.

SECTION 9. COUNCIL RELATIONS WITH CITY STAFF

- 9.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 9.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.
- 9.3 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor or City Administrator, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 9.4 A Councilmember shall not attempt to influence City staff in the selection, evaluation or discipline of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 9.5 A Councilmember shall not attempt to change the operating rules and practices of any City department.
- 9.6 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk, as soon as practicable after it arrives.
- 9.7 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.
- 9.8 No Councilmember shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.
- 9.9 Individual requests for information can be made directly to the Department Director. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator and may be referred to the Council.

SECTION 10. COUNCIL MEETING STAFFING

- 10.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Administrator has an excused absence, the designated Acting City Administrator shall attend the meeting.
- 10.2 The City Attorney shall attend all meetings of the Council unless excused by the Mayor, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

10.3 The City Clerk, or designee, shall attend Regular and Special meetings of the Council, keep the official journal (minutes), and perform such other duties, unless excused by the Mayor, as may be needed for the orderly conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

11.1 Councilmembers will inform the Mayor, the Council President, the City Administrator or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence if approved by the Council.

SECTION 12. PUBLIC HEARINGS

12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings be made.

12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.

12.3 Councilmembers shall comply with all applicable laws related to the conflict of interest requirements in the Appearance of Fairness Doctrine.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

13.1 All public meetings of the City Council and its boards/commissions shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

14.1 If a Councilmember appears on behalf of the City before another governmental agency, such as the County Council or State Legislature, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state existing City policy and the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. If a Councilmember wishes to clarify the Council's position on a policy issue, they should do so by requesting a Council resolution be prepared and voted on by the Council.

Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another governmental agency or community organization.

SECTION 15. CONFIDENTIALITY

15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions or which are otherwise subject to the attorney-client privilege, to ensure that the City's position is not compromised. Any

Councilmember having any contact or discussion needs to make full disclosure to the Mayor, City Administrator and/or the City Council in a timely manner.

SECTION 16. PUBLIC RECORDS

16.1 Public records created or received by the Mayor or any Councilmember should be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Clerk.

SECTION 17. CITY ADMINISTRATOR EVALUATION ANNUAL PROCESS

17.1 The Mayor will determine the evaluation criteria and format for the process. As the City Administrator's immediate supervisor the Mayor shall issue the final annual evaluation. Council members will be given the opportunity to provide their observations, comments and recommendations.

17.2 The final step of the City Administrator evaluation process is for the Mayor to prepare amendments, if any, to the City Administrator's employment contract. This contract and any amendment thereto must be approved by the City Council at a Council meeting.

SECTION 18. MAYOR/COUNCIL PRESIDENT/VICE-PRESIDENT SELECTION PROCESS

18.1 Mayor. The Mayor is elected per RCW Title 35A and other applicable election laws.

18.2 Council President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Council President who does not serve for more than one consecutive full year.

18.3 Council Vice-President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Vice-President who does not serve for more than one consecutive full year.

SECTION 19. CITY BOARDS/COMMISSIONS

19.1 Lake Stevens' boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.

19.2 These boards/commissions are generally established by ordinance.

19.3 Councilmembers will be assigned as board/commission liaisons in January of each year or as needed. Staff shall provide liaisons with agenda and support material for such meetings. The liaison's role will be as an observer and not an active participant on the board or commission. The liaison may provide updates on City activities, and the liaison may report to Council on actions and activities by their assigned board or commission.

19.4

Appointments and reappointments of board/commission members, when vacancies and term expirations occur, shall be as follows:

1. Vacancies to the City's boards and commissions will be advertised in the City newspaper, on the City's web page, at City Hall and such other locations as are deemed appropriate. Councilmembers will be provided with copies of applications of all qualified applicants received for boards/commissions vacancies.
2. All qualified applicants for a board or commission will be interviewed by a panel consisting of the Mayor, the Department Head and/or staff liaison, the Council liaison or designee to that board or commission, up to two additional councilmembers selected to participate in the interview process for boards and commissions at the beginning of each year, and the Chairperson or designee of the board or commission the applicant applied for.
3. Following the interviews, the interview panel makes a recommendation and the Mayor nominates a candidate for appointment to the vacant position.
4. The nominated candidate will be notified and requested to complete a criminal background check. All criminal background checks will be conducted by The Human Resources Department.
5. Following successful completion of the criminal background check the Mayor reviews nominee recommendation with Council at a regular Council meeting or at a workshop session. The recommendation should include the number of applicants interviewed, qualifications, and reason for the selection.
6. Mayor appoints board/commission member with Council approval at the regular Council meeting or next regular meeting if recommendation is made at a workshop session.
7. The newly appointed board/commission member will be invited to a subsequent Council meeting to be sworn in. In the case where multiple appointments are made in one Council meeting, all appointees will be sworn in as a group.
8. If the City Council does not confirm or reject the Mayor's nomination for appointment within thirty (30) days of submittal, the Mayor may proceed with the appointment.

SECTION 20. COUNCIL SUBCOMMITTEES

20.1

Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the City. Subcommittees generally involve three or fewer councilmembers and therefore are not subject to the Open Public Meetings act.

Subcommittees will be established on an as-needed basis by motion or other action of the City Council

At its first meeting each year, each subcommittee should select from its members a chairperson who will oversee the meeting and report on the activities of the subcommittee to the Council at regular City Council meetings during Council Business.

- 20.2 Each subcommittee will have staff support as needed and assigned by the City Administrator. Staff will work with the subcommittee chairs to set agendas, provide support materials (including any sensitive communications by staff), and prepare reports as needed. The City Clerk or designee will attend subcommittee meetings and may prepare minutes. Subcommittee meetings will not be electronically recorded.
- 20.3 Even though the Open Meetings Act does not generally apply, subcommittee meetings are open to the public for observation only; no citizen comments or participation will be allowed.
- 20.4 The Mayor or City Administrator may send issues directly to subcommittees for their review in lieu of being referred to committee by the entire Council.
- 20.5 Subcommittee appointments shall be made by the Council President or in his/her absence by the Council Vice-President. The Council President will take into account the interests, availability to serve and requests of individual Councilmembers in making subcommittee assignments.
- 20.6 Membership of each subcommittee will consist of a maximum of three (3) Councilmembers unless otherwise approved by Council.
- 20.6 The Mayor and/ or City Administrator shall be an "ex officio" member of each subcommittee.

SECTION 21. AD HOC CITIZEN ADVISORY BOARDS

- 21.1 PURPOSE

To effectively use valuable resources provided by the citizenry at large to deal with issues on which more citizen input is judged to be needed. Each Board shall be given a clearly defined goal and adequate information to help them understand their role in the governmental structure. Unless determined otherwise by action of the City Council the authority of such Boards will be limited to providing informal input and recommendations to the City Council.
- 21.2 APPOINTMENT PROCEDURES

The boards will consist of no more than five citizen members (selected by the Mayor and confirmed by the City Council), the Mayor or designee, a staff person, and Councilmember if desired.
- 21.3 STAFF SUPPORT

Each Ad Hoc Advisory Committee will have staff support as needed and assigned by the City Administrator. Staff will work with the committee to provide support materials and prepare reports.

SECTION 22. FILLING CITY COUNCIL VACANCIES

22.1 PURPOSE

To provide guidance to the City Council when a Lake Stevens Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, wherein the person elected will serve the remainder of the unexpired term.

22.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A.12.050 - Vacancies - Filling of Vacancies in Council/Mayor Form of Government

22.3 APPOINTMENT PROCESS

1. A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.
2. The City Council shall direct staff to begin the Councilmember appointment process and establish a notice, application, interview and appointment schedule, so that the position is filled at the earliest opportunity.
3. The City Clerk's Office shall prepare and submit to the City's Official Newspaper, with courtesy copies to all other local media outlets, a Notice of City Council Vacancy, which announces the vacancy consistent with the requirements necessary to hold public office. The City's web page and other social media may also be used to announce the Council vacancy.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at Lake Stevens City Hall, on the City web site, and such other locations that the City Council deems appropriate. Copies of the advertisement will be provided to current members of City of Lake Stevens' boards and commissions.
5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

6. The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special session City Council meeting.
7. The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.
8. Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
9. Prior to the date and time of the interview the City Clerk or designee will make inquiry of each applicant to determine eligibility to hold office and to fill the Council vacancy in the City.

22.4

INTERVIEW MEETING

Depending on the number of applicants to be interviewed, each interview of an applicant/candidate shall be approximately 15 minutes in length as follows:

1. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions.
2. An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions.
3. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
4. The Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

22.5

VOTING

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.

1. The Mayor shall ask for nominations from the Councilmembers.
2. In the case of one vacancy to be filled, balloting will continue until a nominee receives a majority of four (4) votes.
3. At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.
4. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

5. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember. The new Councilmember shall be sworn into office by any person authorized under state law to administer oaths, at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
6. In the case of a tie vote, the Mayor may cast a vote.
7. If the City Council does not fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Snohomish County.

SECTION 23. MISCELLANEOUS

23.1 When Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

SECTION 24. SUSPENSION AND AMENDMENT OF RULES

24.1 Any provision of these rules not governed by state law or ordinance, may be temporarily suspended or waived by a two-thirds (2/3) majority vote of the Council.

24.2 These rules may be amended, or new rules adopted, by a majority vote of the Council.

24.3 While not required, these Rules should be reviewed approximately every 2 years for the purpose of keeping up to date with legal requirements and for purposes of confirming that actual practices conform with these rules.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 10, 2020

Subject: Zoning Code Updates

Contact

Person/Department: Russ Wright, Community Dev. Director

Budget

Impact: none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Conduct a public hearing to take public comment on the proposed code amendments
2. Approve Ordinance 1080 amending the city's zoning regulations.

Project Goals:

1. Define what new development can look like in standard subdivisions for properties within and outside city limits considering the current land supply;
2. Define innovative housing tools that will support more diverse neighborhoods with a mix of housing types; and
3. Define an infill toolbox for re-developable and partially used properties.

Background

This is a city-initiated code amendment to evaluate the city's zoning code and identify flexible and efficient standards to increase diversity in housing stock throughout the community and promote quality neighborhoods. This code amendment is responsive to House Bill 1923 to increase building supply within the city.

Staff created an outreach program to discuss these issues with a Land Use Advisory committee comprised of interested citizens and industry constituents. Work with the Land Use Advisory Committee included a visual preference survey, review of the city's current zoning standards, comparison of standards from multiple jurisdictions, briefing on the city's buildable lands status and participation in creating updated standards for residential development and infill development. Common themes expressed by the group focused on promoting more diversity in neighborhoods and efficiency in development and community aesthetics. Staff held eight meetings with the Land Use Advisory Committee throughout 2019 including a workshop with the Planning Commission. Staff briefed the Planning Commission six times at different phases and periodically briefed the Council on the progress. As part of this update staff worked with representatives from Master Builders and other stakeholders to ensure that the changes result in projects that can be constructed as envisioned. The Planning Commission held a public hearing on February 19, 2020 and recommended approval of the proposed changes after discussion and considering public testimony. Two changes to Footnotes 3 and 7 to Table 14.48-I were made for clarification to address citizen comments. Council has been briefed throughout the process including reviewing the final materials presented to the Planning Commission prior to their hearing.

Many changes required restructuring and reorganizing existing code with minor adjustments to support the greater project. Amendments to Chapters 14.08, 14.16C, 14.36, 14.38, 14.40, 14.44 and 14.76 reflect changes to definitions, naming, reorganization and simplification of the municipal code and recent changes to the Comprehensive Plan as follows:

- Chapter 14.08 LSMC – Added or revised definitions for cottage housing development, infill development, innovative housing, lots, lot area, lot width, buildable area, density, duplex and zero lot line.
- LSMC 14.16C.080 – Consolidated regulations in Chapters 14.16 and 14.36 LSMC Planned Neighborhood Development into a single section.
- Chapter 14.36 LSMC
 - Updated LSMC 14.36.010 descriptions of residential zones to be consistent with the Comprehensive Plan
 - Updated LSMC 14.36.020 descriptions of commercial zones to be consistent with the Comprehensive Plan and other sections of code.
 - Added LSMC 14.36.025 Mixed-Use District Established to provide descriptions of mixed-use zones to be consistent with the Comprehensive Plan and other sections of code.
 - Updated Title of LSMC 14.36.030
 - Deleted LSMC 14.36.040 Planned Neighborhood Development
 - Updated Table 14.36.200 Land Use / Zoning compatibility
- Chapter 14.38 LSMC Subareas
 - Updated LSMC 14.38.020 to delete Main Street District and Neighborhood Business zones to be consistent with recent changes to the Comprehensive Plan
 - Updated Table 14.38-I dimensional standards and notes to be consistent with changes to Chapter 14.48 Tables I & II.
- Chapter 14.40 LSMC Permissible Uses
 - Notes to editor to update zone names
 - Delete NC column as this zone does not exist
 - Update footnotes
- Chapter 14.44 Supplementary Use
 - Deleted LSMC 14.44.035 to consolidate regulations into a single section in Chapter 14.46 LSMC.
 - Deleted LSMC 14.44.095 Neighborhood Commercial as this zone does not exist.
 - Deleted LSMC 14.44.320 Diversity within Planned Residential District to consolidate regulations into a single section in Chapter 14.18 LSMC.
- LSMC 14.76.090 – updates table and notes to reflect zone name changes.

Changes in Chapter 14.48 LSMC include new zone names, element clarifications and updates to the dimensional standards. The update includes revisions to lot size requirements, impervious surface limits, and setback standards that better align with that of other jurisdictions, buildable lands methodology while providing new flexibility in some design elements.

- LSMC 14.48.020 Duplexes in Single-Family Zones – updated from 150 percent to 125 percent to be consistent with proposed infill requirements.
- LSMC 14.48.030 Minimum Lot Widths – Subsection (b) lot width measurement language

updated to be consistent with other jurisdictions.

- LSMC 14.48.035 Lot Standards – New section developed to clarify setback standards for a variety of lot types.
- LSMC 14.48.040 Building Setback Requirements – Multiple subsections updated for consistency with other changes.
- LSMC 14.48.045 – New section added to clarify rules for accessory structures.
- LSMC 14.48.050 Exceptions to Building Setback Requirements – Multiple subsections updated for consistency with other changes.
- LSMC 14.48.055 Maximum Impervious Surface – This section was deleted because these standards were embedded in Table 14.48-I.
- LSMC 14.48.060 Building Height Limitations – This section was revised to provide standard measurements and add graphics.
- LSMC 14.48.085 Density Calculation – New section added to provide guidance on determining densities for project development and regulations for limited lot size averaging.
- LSMC 14.48.100 Rural Subdivision – This section deleted. There are no rural zones in the city.
- Table 14.48-I Residential Density and Dimensional Standards updated to reflect zone name changes and update development standards for lot area, width, setbacks and impervious area based on recommendations from the Land Use Advisory Committee and Industry Stakeholders.
- Table 14.48-II Non-Residential Density and Dimensional Standards added to show commercial development standards; standards were unified with subarea standards.

FINDINGS AND CONCLUSIONS:

1. Compliance with elements of the Comprehensive Plan

- Land Use Element Policy 2.1.1 – Accommodate a variety of land uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and Countywide Planning Policies.
- 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 2.3.2 – Preserve and promote the character of existing neighborhoods through thoughtful development regulations and design standards.
- Land Use Element Policy 2.3.3 – Encourage infill development on suitable parcels and redevelopment of underutilized parcels. Ensure the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.
- 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.
- Land Use Element Goal 2.14 – Design and build a healthy community to improve the quality of life for all people who live, work, learn and play within the city
- Housing Element Goal 3.1 – Provide fair and equal access to a range of housing types and choices to meet the existing and project housing needs of all Lake Stevens residents

regardless of income level or demographic status.

- Housing Element Policy 3.1.3 – Allow diverse subdivision methods including short subdivisions, formal subdivisions, cluster subdivisions, planned residential developments and units lot subdivisions to create buildable lots throughout the city.
- Housing Element Goal 3.3 – Encourage the use of innovative techniques to provide a broad range of infill housing types for all income levels and housing needs.
- Housing Element Goal 3.5 – Provide a balanced development pattern, which promotes pedestrian activities, a sense of community and safety.

Conclusions – The proposed code amendments are consistent with Comprehensive Plan goals as they relate to the diverse zoning opportunities, process and regulation.

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

- A DNS was issued on December 24, 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 December 19, 2019. Acknowledgement received December 20, 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 or around December 24, 2019.
- The city published a notice of public hearing in the Everett Herald twice per Chapter 14.16B LSMC.
- No written comments have been received.

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

ATTACHED:

1. Ordinance 1080
2. Planning Commission Recommendation
3. Final Public Comments

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1080

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
REVISING AND UPDATING CHAPTER 14.08 LSMC DEFINITIONS; REVISING
LSMC 14.16C.080 PLANNED NEIGHBORHOOD DEVELOPMENTS; REVISING
CHAPTER 14.36 LSMC ZONING DISTRICTS AND ZONING MAPS; REVISING
PORTIONS OF CHAPTER 14.38 LSMC; REVISING TABLE 14.40-I TABLE OF
PERMISSABLE USES BY ZONE; REVISING PORTIONS OF CHAPTER 14.44
LSMC SUPPLEMENTARY USE REGULATIONS; REVISING TABLE 14.76-I
SCREENING REQUIREMENTS; REVISING PORTIONS OF CHAPTER 14.48
LSMC DENSITY AND DIMENSIONAL REGULATIONS; AND PROVIDING FOR
SEVERABILITY, SUMMARY PUBLICATION BY ORDINANCE TITLE AND AN
EFFECTIVE DATE.**

WHEREAS, Washington State has adopted the Growth Management Act and requires local governments to adopt comprehensive plans and implementing regulations; and

WHEREAS, The City Council has been reviewing updated zoning requirements for the city to accommodate missing middle housing and state changes made through House Bill 1923 that require cities to consider flexible tools to promote efficient and affordable housing options as reflected through the adoption of reduced minimum lot sizes, promoting duplexes and adding lot size averaging provisions; and

WHEREAS, Staff created an outreach program to discuss these issues with an advisory committee comprised of interested citizens and industry constituents, and the City Council and the Planning Commission have been briefed on the project multiple times; and

WHEREAS, on December 24, 2019, the City's SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a Determination of Nonsignificance (DNS) for the proposed amendments; and

WHEREAS, on December 19, 2019, the city submitted the proposed code amendments to the Department of Commerce for review (Submittal ID 2019-S-1048). No comments were received; and

WHEREAS, on February 19, 2020, the City held a duly noticed public hearing with the Planning Commission to discuss the proposed code updates and amendments; 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, on March 10, 2020, the City held a duly noticed public hearing with the City Council to review the proposed code updates and amendments; and

WHEREAS, the City Council has determined that it is in the public interest and in furtherance of the public health and welfare to adopt the proposed code updates and amendments, as set forth below.

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

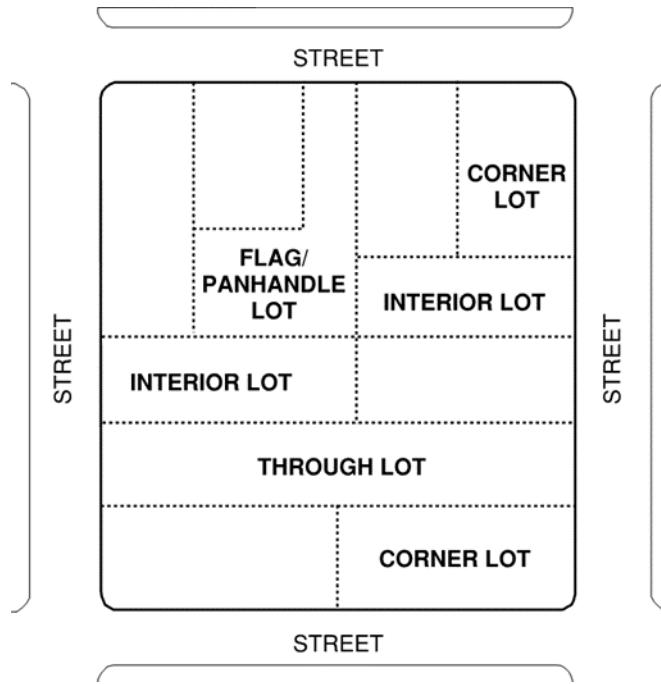
SECTION 1. The City Council hereby makes the following findings:

- A. This ordinance amending the City's municipal code changing zoning regulations was sent to the Washington State Department of Commerce for expedited review on December 19, 2019 as required by the Growth Management Act; no comments were received.
- 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 are consistent with the Comprehensive Plan, comply with the Growth Management Act and serve to advance the public health, safety and welfare.
- D. Adoption of reduced minimum lot sizes and adding provisions for lot size averaging furthers the city's commitment to providing varied housing options pursuant to House Bill 1923.
- E. 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. Chapter 14.08 LSMC – Definitions is hereby amended to include the new and revised definitions (all other sections remain unchanged):

1. Add definition for Adjusted gross density. The number of dwelling units divided by the net buildable area.
2. Revise definition for Cluster. A group of residential dwelling units arranged around usable open space or a common open area.
3. Revise definition for Cottage Housing Development. One or more groups of single-family dwelling units clustered around a common area and developed with a coherent plan, detached parking, common elements, and visually consistent landscaping and architecture for the site in accordance with Chapter 14.46 Part II Cottage Housing Development Standards.
4. Add definition for Fee Simple: a form of freehold ownership, a permanent and absolute tenure of an estate in land with freedom to dispose of it at will.
5. Add definition for Fourplex. A building containing only four dwelling units.
6. Add definition for Garden/Courtyard Apartment: A residential development that shares a landscaped courtyard. The structure or structures are arranged around a garden court with parking typically consolidated and located to the side or rear of the development.
7. Revise definition for Infill Development. The development or redevelopment of vacant or underutilized residential land that is surrounded by other development, utility easements or critical areas and buffers.
8. Under Lot, Add definitions and illustration as follows:
 1. "Corner lot" means a lot bounded on two adjacent sides by intersecting public streets.
 2. "Flag or panhandle lot" means a lot where the front and rear lot lines conform to zoning code requirements for lot dimensions and lot sizes except for the panhandle. The panhandle is a narrow strip of land which does not, itself, meet the full frontage or width requirements of a lot and will be utilized principally for access purposes from an improved public right-of-way.

3. “Interior lot” means a lot abutting only one street.
4. “Through lot” means a lot with frontage on two parallel or approximately parallel streets.



9. Add definition for “Lot area” means the total horizontal area within the boundary lines of a lot, excluding any access easements or panhandles.
10. Add definition for “Lot Width” means the horizontal distance between lot sidelines.
11. Add note Panhandle lot. See definitions under “lot”
12. Add definition for “Net buildable area” means gross land area, measured in acres, minus land area in roads, panhandle access and other rights-of-way, surface stormwater retention/detention/water quality facilities, existing easements that will remain, submerged lands, critical areas and buffers, regional utility corridors and land dedicated to the city.
13. Revise definition for Duplex. A building designed exclusively for occupancy by two families containing two dwelling units with separate entrances and sharing a common wall that may include side walls, floors or ceilings. Duplexes may be located either on one lot or on separate lots. This definition does not include single-family dwellings within an approved accessory dwelling unit.
14. Add note, Through lot. See definitions under “lot”
15. Add definition for Triplex. A building containing three dwelling units.
16. Add definition for “Zero lot line development” allows single-family residences, sharing a common street frontage, to shift to one side of a lot. This means that the same side of each lot may have a zero or reduced setback.

SECTION 3. LSMC 14.16C.080 is hereby amended to read as follows:

14.16C.080 Planned Neighborhood Developments.

- (a) The purpose of this section is to allow a larger, integrated development with characteristics of up to three different zoning districts constructed under a single application.
- (b) Procedure. Planned neighborhood developments shall be reviewed in the manner and following the procedures established in Chapters 14.16A and 14.16B for a Type IV review.
- (c) Standards. The following standards shall be met:
 - (1) In a planned neighborhood development, the developer may make use of the land for any purpose authorized in a PND development in which the land is located, subject to the provisions of this title. No area of less than 10 contiguous, developable acres may be zoned as a PND district, and then only upon the request of the owner or owners of all the property intended to be covered by such zone.
 - (2) Each PND district shall include a medium density residential element, comprised of R4, R6 or R8-12 depending on the underlying zoning district. Within that portion of the PND zone that is developed for medium density residential purposes, all development must be in accordance with the regulations applicable to the medium density residential zoning district used in the PND.
 - (3) A second element of each PND district may include a Multi-Family Residential element corresponding to the zoning districts described in Sections 14.36.010(a)(5). Not more than 35 percent of the total area may be developed for higher density residential purposes. Within the portion of the PND developed for higher density residential, all development must be in accordance with the regulations applicable to the zoning district to which the PND district corresponds.
 - (4) A third element of each PND district may include a commercial element or mixed-use element corresponding to the Mixed Use, Local Business or Central Business District zoning districts. Not more than 10 percent of the total area may be developed for commercial purposes. Within that portion of a PND district developed for purposes permissible in a commercial district, all development must be in accordance with the regulations applicable to the commercial district to which the PND district corresponds.
 - (5) The plans for the proposed planned neighborhood development shall indicate the portions of the lot that the developer intends to develop for higher density residential purposes, medium density residential purposes, and commercial or mixed-use purposes. For purposes of determining the substantive regulations that apply to the planned neighborhood development, each portion of the development so designated shall then be treated as if it were a separate district. However, only one permit - a planned neighborhood development permit - shall be issued for the entire development.
 - (6) The nonresidential portions of any planned neighborhood development may not be occupied until all the residential portions of the development are completed or their completion is assured by any of the security mechanisms provided in Section 14.16A.180 (Security Mechanisms) to guarantee completion. The purpose and intent of this provision is to ensure that the planned neighborhood development procedure is not used, intentionally or unintentionally, to create nonresidential uses in areas generally zoned for residential uses except as part of an integrated and well-planned, primarily residential development.

SECTION 4. Chapter 14.36 is hereby amended to include the new and revised sections as follow (all other sections remain unchanged)

1. 14.36.010 Residential Districts Established.

- (a) The following residential districts are hereby established: R4, WR, R6, R8-12, MFR. Each of these districts is designed and intended to secure for the persons who reside there a comfortable, healthy, safe, and pleasant environment in which to live, sheltered from incompatible and disruptive activities that properly belong in nonresidential districts. Other objectives of some of these districts are explained in the remainder of this section.
 - (1) R4 – four dwellings per acre. The R4 single-family district is designed primarily to accommodate single-family detached residential uses and at medium densities of four to five dwelling units per net buildable acre with the potential of some density bonuses. Some types of attached and accessory residences may be allowed.
 - (2) The Waterfront Residential district (WR-4) is designed primarily to accommodate single-family detached residential uses at medium densities in areas adjacent to Lake Stevens and served by public water and sewer facilities.
 - (3) R6 – six dwellings per acre. The R6 single-family district is designed primarily to accommodate single-family detached residential uses at medium densities of six to seven dwelling units per net buildable acre with the potential of some density bonuses. Some types of attached and accessory residences may be allowed.
 - (4) R8-12 – eight to 12 dwellings per acre. The R8-12 residential zone is intended to achieve development densities of eight to 12 dwelling units per net buildable acre with the potential of some density bonuses. This zone allows for the development of single-family detached dwellings and attached townhomes.
 - (5) Multifamily Residential district is designed to accommodate attached residential uses at a minimum of 15 units per net buildable acre or more in areas served by public water and sewer facilities

2. 14.36.020 Commercial Districts Established.

- (a) The following commercial districts are hereby established: Business District, Commercial District, Central Business District, and Local Business. and Planned Business District. These districts are created to accomplish the purposes and serve the objectives set forth in the remainder of this section.
- (b) The Central Business District (CBD) is designed to accommodate a wide variety of commercial activities (particularly those that are pedestrian-oriented) that will result in the most intensive and attractive use of the City's Central Business District.
- (c) The Local Business (LB) zone is designed to accommodate commercial development along arterials to cater to commuters, or as a transition in some areas between a higher intensity zone (e.g., commercial, industrial, etc.) and a lower intensity zone (e.g., residential, park, etc.), or may provide for a smaller scale shopping center that primarily serves one neighborhood or area of the City.
- (d) The Planned Business District (PBD) is designed to accommodate commercial or mixed-use development, including supporting residential structures, generally similar to the types permissible in a Central Business District or Mixed Use zone. It is intended

that this zone be used on sites containing sensitive resources or other sites where, due to property-specific circumstances, detailed planning would benefit all property owners involved as well as the public by, among other things, allowing for comprehensive site planning and a transfer of densities among parcels in order to avoid impacts to sensitive resources.

- (e) The Business District (BD) is designed to promote community and regional employment and accommodate land uses such as corporate offices, general offices, research and development, medical clinics, public and civic uses, technology, and light manufacturing and assembly. This district should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.
- (f) The Commercial District (CD) is designed to accommodate the high intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

3. 14.36.025 Mixed-Use Districts (New Section)

- (a) The following Mixed-Use Districts are hereby established Mixed Use (MU) and Mixed Use Neighborhood (MUN) to accommodate a mix of commercial and residential units at different intensities in transitional areas between commercial and residential areas.
- (b) The Mixed Use (MU) zone is designed to primarily accommodate a horizontally stratified mixture of residential and commercial uses. It is intended that this zoning classification be applied primarily as a transition or buffer zone between commercial or multifamily zones to residential districts.
- (c) The Mixed Use Neighborhood (MUN) zone is designed to accommodate higher density residential development in proximity to employment and retail centers and provide basic convenience goods and services in areas with available public services and adequate traffic capacities. This district would have a minimum density of 15 dwelling units per acre and create a transition between higher and lower intensity land uses.

4. 14.36.030 Manufacturing Industrial Districts Established.

5. LSCM 14.36.040 Planned Neighborhood Development Districts Established is repealed in its entirety.

6. Table 14.36-I Land Use Designation/Zone Compatibility Matrix

Table 14.36-I: Land Use Designation/Zone Compatibility Matrix

Zone	Comprehensive Plan Land Use Designation*												
	LDR	MDR	HDR	WR	D/LC	SRC	COM	MU	PBD	LI	GI	GIDA	P/SP
Suburban Residential R4		X											

Waterfront Residential		X		X									
Urban Residential R6		X					X						
High Urban Residential R8-12		X	X				X						
Multi-Family Residential				X									
Neighborhood Commercial	X	X	X										
Local Business					X		X						
Central Business District						X							
Mixed Use									X				
Planned Business District										X			
Sub Regional Commercial							X						
Light Industrial											X	X	
General Industrial												X	
General Industrial with Development Agreement													X
Public/Semi-Public	X	X	X	X	X	X	X	X	X	X	X	X	X
Subarea Zones													
Business District							X				X		
Commercial District							X						
Main Street District								X					
Mixed Use Neighborhood								X					

Neighborhood Business							X						
Miscellaneous Designations													
Floodplain and Floodway District	X	X	X	X	X	X		X	X	X	X	X	X
Shoreline Environment Designation	X	X	X	X	X	X		X	X	X	X	X	X

LDR = **Low Density Residential**

MU = Mixed Use

MDR = Medium Density Residential

PBD = Planned Business District

HDR = High Density Residential

LI = Light Industrial

WR = Waterfront Residential

GI = General Industrial

D/LC = Downtown/Local Commercial

P/SP = Public/Semi-Public

SRC = ~~Sub Regional Commercial~~

COM = Commercial (Subareas)

GIDA = General Industrial w/Development
Agreement

SECTION 5. Chapter 14.38 LSMC is hereby amended to include the new and revised sections as follow (all other sections remain unchanged). [(NOTE to Code Publishing – renumber remaining code sections with deletions of subsections (c) and (e).]

1. LSMC 14.38.020(c) Mains Street District (MS) is repealed in its entirety.
2. LSMC 14.38.020(e) Neighborhood Business (NB) is repealed in its entirety.
3. LSMC 14.38.020(f) Other zones is amended as follows
 - (f) Other Zones. The subareas may also contain the R8-12, R6, and Public/Semi-Public (P/SP) zoning districts, as described in Chapter 14.36 or as modified below.
 - (1) R8-12. Within the subareas, the purpose of the R8-12 district is to accommodate higher-density residential uses that may include multi-family condominiums, apartments, townhouses and row houses, as well as any small lot single-family residential units or innovative housing options per Chapter 14.46 in areas served by public water and sewer facilities, as well as the other uses described in Table 14.40-I of Chapter 14.40. The dimensional standards for single-family residential districts shall be per Table 14.48-I.
 - (2) Public/Semi-Public (P/SP). Within the subareas, the purpose of P/SP district is to accommodate public and semi-public uses, such as schools, government facilities, public utilities, community facilities, parks, etc., as well as the other uses described in Table 14.40-I of Chapter 14.40.

4. **LSMC 14.38.040 Dimensional Regulations.**

Table 14.38-I Dimensional Regulations

Zone	Minimum Lot Size	Building Setback (from lot line, tract or easement) (ft) ^{4,5}		Min. Landscape Buffer (ft) ⁷	Min. First Floor Height (ft)	Max. Height (ft) ^{9, 12}
		Front	Side/Rear			
Commercial Zones						
BD	NA	5	10 ^{4,5}	5	12	55
CBD	NA	5 ¹	0 ^{4,5,6}	5	15	55
CD	NA	5	10 ^{4,5}	5	15	55 ¹⁰
NB	NA	5	10 ^{4,5}	5	15	35
Mixed Use Zones						
MS	NA	5 ⁴	0 ^{4,5,6}	5	15	55
MUN	NA	10 ^{2,3,11}	10 ^{5,6}	5	15 ⁸	45
Residential Zones						
HUR ¹³	3,600 sq. ft.	10 ^{2,3}	5 ⁵	5	NA	45
UR	7,500 sq. ft. ¹²	20 ³	5	NA	NA	35

Notes:

1. The minimum required setback is five feet and the maximum allowed setback is 10 feet in the CBD and MS districts to allow an active storefront area.
2. The minimum required setback is 10 feet and the maximum allowed setback is 25 feet, subject to modifications defined in LSMC 14.16C.120.
3. ~~Porches, covered entries, or pedestrian-oriented spaces may project up to five feet into front yard setbacks in residential districts.~~
4. Districts that allow commercial uses shall maintain a 10-foot, Type B screen when adjacent to residential zones, per Section [14.76.040\(a\)](#).
5. Structures 35 feet or taller next to single-family districts must be stepped back five feet for every floor over 35 feet per Figure 14.38-II.

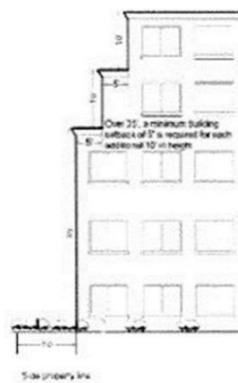


Figure 14.38-II illustrates stepping back the upper stories of a structure, adapted from the Everett Municipal Code.

6. Attached housing units or attached commercial structures built on separate lots can be built to the common property line. The outside setback for attached structures abutting a right-of-way, separate detached structures, or a different zone shall be 10 feet.
7. Landscape buffers will be comprised of a Type C screen per Section [14.76.040](#)(a) along side and rear property lines; however, the City may waive the landscape buffer when adjacent properties share parking, access, or other common features that make intensive landscaping impractical. In addition, perimeter landscape buffer along property lines of adjacent high-density single-family lots is not required; however, screening different developments from neighboring properties will provide separation, vegetation and define each development.
8. The ~~first~~-floor height of residential structures in the MUN district, without an attached retail/service component, not facing a public right-of-way may be reduced to industry standard.
9. If a project includes a parking structure or affordable housing as described in Section [14.38.050](#)(a), the City will also allow an overall height increase of 10 feet above maximum height.
10. The City will consider an increase in maximum height up to 80 feet with a conditional use permit per Section [14.16C.045](#).
11. ~~Maximum impervious surface for parcels in the HUR district is 65 percent.~~
12. ~~When developed as a planned residential development (Section) the per unit lot size may be reduced to 3,000 square feet for HUR district and 6,000 square feet for the UR district in return for the dedication of additional open space at the ratio of 400 square feet per dwelling unit.~~
13. ~~Eaves and other minor architectural features may project into the required setback up to 18 inches.~~
14. Building heights in the CBD and P/SP zoning districts west of Main Street between North Lakeshore and 16th Street SE may not exceed 45 feet.

SECTION 6. Table 14.40-I: Table of Permissible Uses (Notes to editor – the following changes need to be made to the table of permissible uses):

1. Change the following zone names as follows
 - SR becomes R4
 - UR becomes R6
 - HUR becomes R8-12
2. Strike NC column in its entirety – this zoning district does not exist
3. Footnotes
 - Strike Footnote 4 – NC zoning District does not exist
 - Update Footnote 8 to reflect zoning district name changes described above
 - Renumber remaining notes with deletions noted

SECTION 7. Chapter 14.44 Supplementary Use Regulations is hereby amended to include revisions to the following sections (all other sections remain unchanged):

1. LSMC 14.44.035 Cottage Housing Developments is repealed in its entirety.
2. LSMC 14.44.095 Neighborhood Commercial is repealed in its entirety.
3. LSMC 14.44.320 Diversity within Planned Residential Districts is repealed in its entirety.

SECTION 8. Chapter 14.48 LSMC Density and Dimensional Regulations is hereby amended to include revisions to the following sections (all other sections remain unchanged):

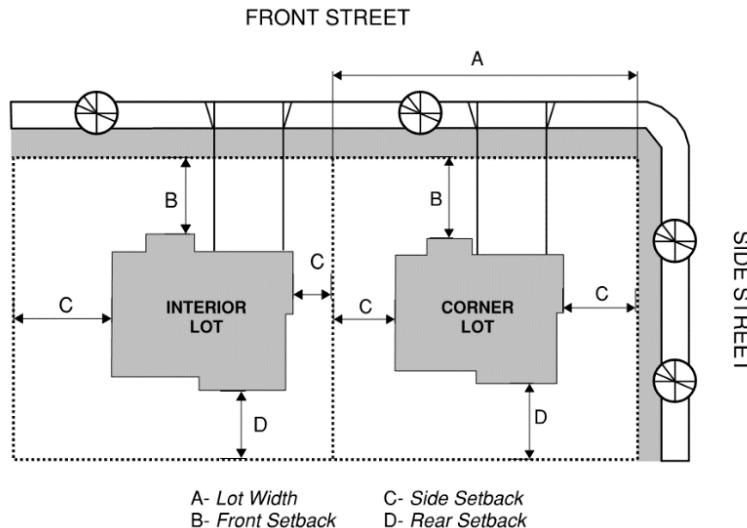
1. LSMC 14.48.020 Duplexes in Single-Family Zones is hereby amended to read,

Duplexes and two-family conversions in single-family zones shall be allowed on lots having at least 125 percent of the minimum square footage required for one dwelling unit on a lot in such district.

2. LSMC 14.48.030 Minimum Lot Widths is hereby amended to read,
 - (a) No lot may be created that is so narrow or otherwise so irregularly shaped that it would be impracticable to construct on it a building that:
 - (1) Could be used for purposes that are permissible in that zoning district; and
 - (2) Could satisfy any applicable setback requirements for that district.
 - (b) Without limiting the generality of the foregoing standard, Table 14.48-I establishes minimum lot widths. The lot width shall be measured along a horizontal line between side lot lines measured at approximate right angles at the midway point between the front and rear lot lines.
 - (c) No lot created after the effective date of this title that is less than the recommended width shall be entitled to a variance from any building setback requirement.
3. LSMC 14.48.35 Lot Standards is hereby added as follows

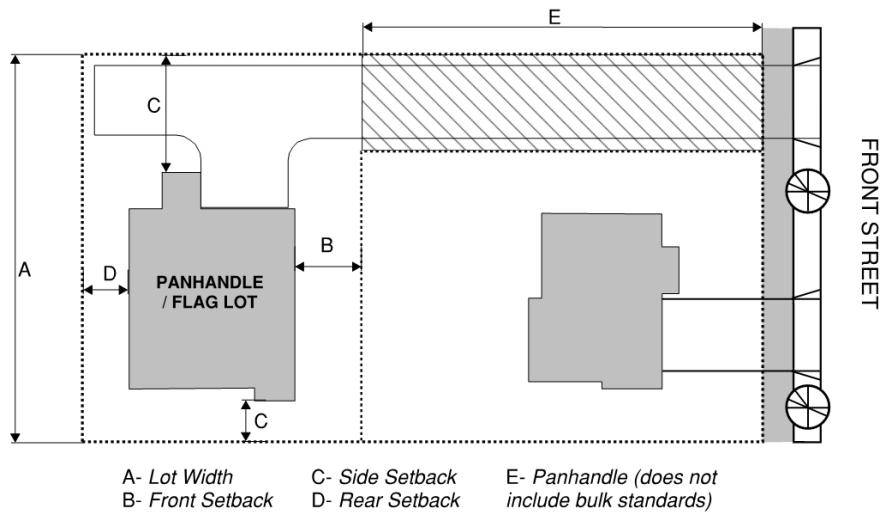
14.48.35 Lot standards.

- (a) Corner lots situated at the intersection of two or more streets shall measure the front setback along the lot line abutting the right-of-way that best conforms to the pattern of existing site development on adjacent lots. Side setbacks along side streets are reduced to 10 feet.
- (b) Interior lots shall measure the front setback along the lot line abutting the right-of-way.



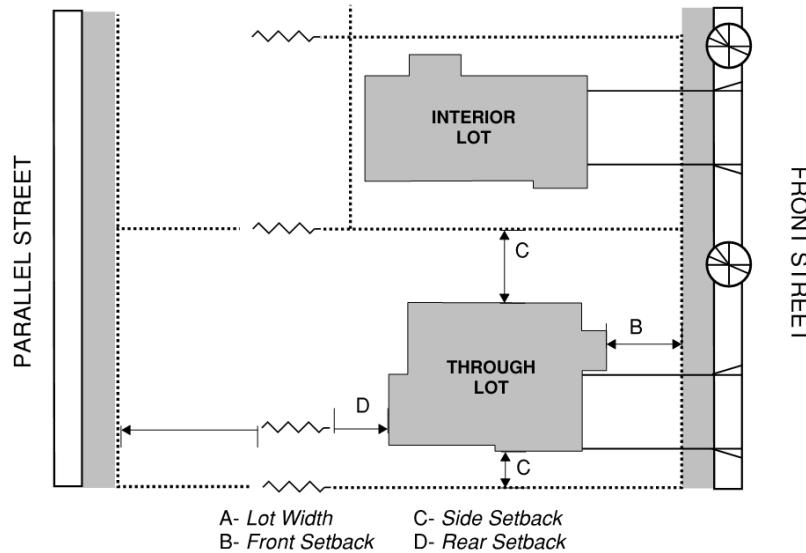
- (c) Panhandle / Flag Lots are lots accessed from the abutting right-of-way by a narrow access corridor of land within the same lot. Panhandle lots shall be allowed subject to the following requirements:
 - (1) Panhandle lots shall meet setback and other dimensional standards, on the portion of the lot outside the panhandle, where the access corridor joins the wide portion of the lot. The area within the panhandle access corridor shall not be used to determine lot area, lot width, lot depth or impervious area for the lot.

- (2) The panhandle shall provide direct access to a paved public or private street. The access corridor shall maintain a minimum width of 15 feet, a minimum height clearance of 12 feet and meet the city's engineering standards.
- (3) There shall not be more than two contiguous panhandle lots where the panhandles abut. In such cases the panhandles can be reduced to 10 feet per lot.
- (4) All requirements of the fire code shall be met, including access, turnarounds and sprinklers as applicable.
- (5) No buildings shall be erected within the panhandle access.



Typical configuration for panhandle lot. Setbacks and orientation can vary based on site conditions.

- (d) Through lots include lots with parallel or approximately parallel streets shall measure the front setback along the lot line abutting the right-of-way that best conforms to the pattern of existing site development on adjacent lots or that that lot line which abuts a nonarterial street. The other lot line abutting a right-of-way shall be considered a rear yard.



4. 14.48.040 Building Setback Requirements is hereby amended to read,
 - (a) Table 14.48-I and Table 14.48-II set forth the minimum building and freestanding sign setbacks required from lot lines.
 - (1) Setbacks from access easements and access tracts are considered lot line setbacks for the purpose of determining front setbacks.
 - (2) As used in this section, the term “building” includes any substantial structure which by nature of its size, scale, dimensions, bulk, or use tends to constitute a visual obstruction or generate activity similar to that usually associated with a building. It also includes any element that is substantially a part of the building, such as bay windows and chimneys, and not a mere appendage, such as a flagpole. Without limiting the generality of the foregoing, for the purpose of determining setbacks the following structures are to be considered buildings:
 - (i) Gas pumps and overhead canopies or roofs;
 - (ii) Fences, walls, and hedges (see Chapter 14.52 for height and setback requirements).
 - (b) Whenever a lot in a residential district abuts a nonresidential district, and its required setback is greater than that of the nonresidential lot, the non-residentially zoned lot shall observe the more restrictive setback. Where a lot zoned General or Light Industrial shares a boundary with a residentially zoned lot, the setback for the industrial property along that common boundary shall be 30 feet.
 - (c) All docks and other permissible overwater structures shall be set back pursuant to the Shoreline Master Program, Chapter 4, Section C.3. For the purposes of this section each property line extending into the lake shall be construed as extending at the same angle as the property line on shore.
5. LSMC 14.48.045 Accessory Structures is hereby added as follows

14.48.045 Accessory Structures

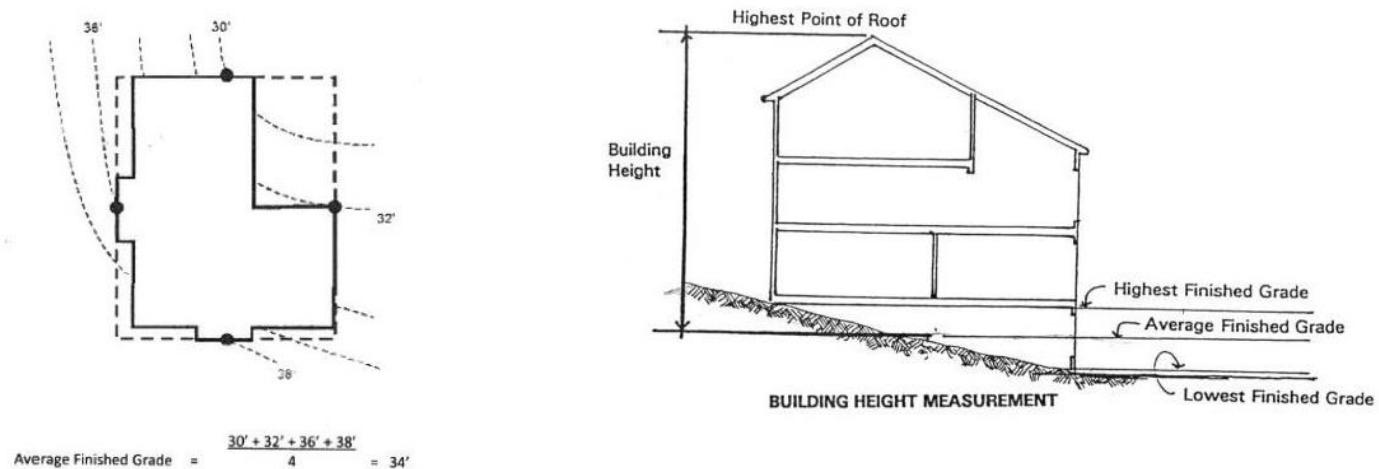
- (a) In single-family residential zones, accessory structures must meet the following conditions:
 - (1) The gross floor area of all accessory structures shall not exceed 200 square feet without a building permit,
 - (2) The height of the accessory structure shall not exceed 12 feet without a building permit, and
 - (3) The accessory structure shall be no closer to the front property line than that of the principal dwelling unit.

6. LSMC 14.48.050 Exceptions to Building Setback Requirements is hereby amended to read,
 - (a) The following modifications to the setback requirements identified in Section 14.48.040 shall be allowed:
 - (1) In all single-family residential zones, the building setbacks from the street of the underlying zone may be reduced by five feet for living portions of the principal house or open porches. This reduction does not apply to garages or carports.
 - (2) Exterior mechanical equipment including air conditioners, heat pumps and similar may extend up to 32 inches into the required side setback provided emergency access is not impaired.
 - (3) Eaves and other minor architectural features may project into the required setback up to 18 inches.

7. LSMC 14.48.055 Maximum Impervious Surface is hereby repealed in its entirety.
8. LSMC 14.48.060 Building Height Limitations is hereby amended to read,

14.48.060 Building Height Limitations.

- (a) For purposes of this section the height of a building shall be the vertical distance measured from the mean elevation of the finished grade along four points of the proposed building to the highest point of the building. The height of fences, walls, and hedges is as set forth in Chapter [14.52](#). The average finished grade shall be determined by first delineating the smallest square or rectangle which can enclose the building and then averaging the ground elevations taken at the midpoint of each side of the square or rectangle.



- (b) Building height limitations in the various zoning districts shall be as listed in Table 14.48-I and Table 14.48-II.
- (c) The following features are exempt from the district height limitations set forth in subsection (b) of this section, provided they conform to the standards contained in subsection (d) of this section:
 - (1) Chimneys, church spires, elevator shafts, and similar structural appendages not intended as places of occupancy or storage;
 - (2) Flagpoles and similar devices;
 - (3) Heating and air conditioning equipment, solar collectors, and similar equipment, fixtures, and devices.
- (d) The features listed in subsection (c) of this section are exempt from the height limitations set forth in subsection (b) of this section if they conform to the following requirements:
 - (1) Not more than one-third of the total roof area may be consumed by such features.
 - (2) The features described in subsection (c)(3) of this section must be set back from the edge of the roof a minimum distance of one foot for every foot by which such features extend above the roof surface of the principal building to which they are attached.
 - (3) The permit-issuing authority may authorize or require that parapet walls be constructed (up to a height not exceeding that of the features screened) to shield the features listed in subsections (c)(1) and (3) of this section from view.

- (e) Towers and antennas which exceed the height limit of the zone district are allowed to the extent authorized in the Table of Permissible Uses, use classification 18.000
- 9. LSMC 14.48.085 Density Calculation and Lot Size averaging is hereby added as follows
14.48.085 Density Calculation and Lot Size Averaging
 - (a) The density calculation for new residential developments and subdivisions shall be based on an adjusted gross density as follows, unless otherwise defined in this title.
 - (1) Subtract a 25 percent reduction factor from the gross development area to account for infrastructure including easements, streets and stormwater, etc.
 - (2) Divide the net buildable area by the minimum lot size of the underlying zoning district to determine the maximum adjusted gross density.
 - (3) For the multifamily residential zoning district, the minimum density is 15 units per acre. The maximum density will be limited by bulk standards, maximum height, required open space, parking and other zoning standards of this title.
 - (4) Limitations. Nothing contained within this chapter guarantees the maximum adjusted gross density will be attained. The adjusted gross density may not always be achievable due to unique site considerations including, but not limited to critical areas, topography, right-of-way dedications, utility easements, open space requirements and stormwater requirements.
 - (5) When the adjusted gross density is determined, if the calculation for lots or units results in a fraction of 0.5 or greater the number shall be rounded up to the next whole number.
 - (b) Lot size averaging. After calculating the adjusted gross density, the proponent may apply limited lot size averaging provisions up to the amount necessary to achieve the adjusted gross density. The proponent may use one of the following methods, unless dimensional standards are modified by other sections of this title, including but not limited to planned residential developments, cluster subdivisions and infill development:
 - (1) The proponent may reduce lot sizes by 10 percent within the residential development and/or subdivision provided no other dimensional reductions are applied; or
 - (2) The proponent may reduce lot widths within the residential development and/or subdivision by 10 percent. In no case shall lots be less than 40 feet wide provided no lot size reductions are applied.
- 10. LSMC 14.48.100 Rural Subdivisions is hereby repealed in its entirety including text and figures.
- 11. Table 14.48-I: Density and Dimensional Standards is hereby replaced with Table 14.48-I Residential Density and Dimensional Standards and Table 14.48-II as follows

Table 14.48-I: Residential Density and Dimensional Standards¹

Zoning District	Lot Size	Lot Width	Front Setback²	Side Setback	Rear Setback	Maximum Impervious Area⁶	Maximum Height
R4	8,000 sq ft	60-feet internal 65-feet corner	25-feet	15 total (no less than 5-feet one side)	20-feet	50%	35
WR	9,600 sq ft	variable - not less than 50-feet	25-feet	15 total (no less than 5-feet one side)	20-feet ⁷	40% ⁵	35
R6	6,000 sq ft	50-feet internal 55-feet corner	15 - feet	15 total (no less than 5-feet one side)	15-feet	55%	35
R8 – 12 ³	Detached 4,000 sq ft	45-feet internal 50-feet corner	15 - feet (25-feet max.) ⁸	10 total (no less than 5-feet one side)	10-feet	65%	35
	Attached 2,800 sq ft	16-feet internal 26-feet corner	15 - feet (25-feet max.) ⁸	10-feet between other districts or buildings onsite	10-feet	75%	45
MFR	none	20 feet ⁴	variable	10-feet between other districts or buildings onsite	10-feet between other districts	80%	55

Notes:

1. Unless otherwise stated, the dimensional standards refer to minimum requirements.
2. The minimum required setback for garages is 20 feet from the front lot line to ensure sufficient space for cars to park in driveways without blocking sidewalks.
3. The R8-12 zoning district applies two sets of development standards depending if the project is a detached single-family or attached townhouse development. Developments may apply a mix of standards if both types of housing are represented in the project up to the maximum adjusted gross density.
4. 20-foot minimum street frontage.
5. Per Lake Stevens Shoreline Master Program

6. The allowance for impervious surfaces shall only apply to parcels with adequate stormwater facilities developed following the 2012 Washington State Department of Ecology Storm Water Management Manual for Western Washington, as amended in 2014, as now or hereafter revised; otherwise the lot coverage remains 40% for single-family zones (R4, R6 and WR) and 65% for the R8-12 zoning district on existing developed parcels.”
7. The Lake Stevens Shoreline Master Program requires a 50-foot buffer from the lake and 10-foot setback. On Waterfront Residential parcels separated from the lake by roads the rear (upland setback is 20-feet); otherwise, rear setbacks from the water will be per the Lake Stevens Shoreline Master Program.
8. The maximum driveway length is mandatory for standard platted lots. Exceptions to this standard may be considered on a case basis for infill lots and lots with unique site conditions including but not limited to critical areas, topography and location of easements and utility corridors.

Table 14.48-II: Non-residential Density and Dimensional Standards¹

Zoning District	Minimum Street Frontage⁸	Front Setback	Side Setback^{2,3}	Rear Setback³	Min. Landscape Buffer (ft)³	Height^{4,5}
Commercial Zones⁶						
Business District	20	5	10	10	5	55
Central Business District	20	5	10	10	5	55
Commercial District	20	5	10	10	5	55
Local Business	20	5	10	10	5	45
Planned Business District ⁷	20	10	10	10	5	45
Public/Semi-Public	20	5	10	10	5	55
Industrial Zones⁶						
Light Industrial	20	20	10	10	5	45
General Industrial	20	20	10	10	5	55
Mixed Use Zones						
Mixed-Use	20	10	10	10	5	55
Mixed-Use Neighborhood	20	10	10	10	5	45

Notes

1. Districts that allow commercial uses shall maintain a 10-foot, Type B screen when adjacent to residential zones, per Section 14.76.040(a).
2. Attached housing units or attached commercial structures built on separate lots can be built to the common property line. The outside setback for attached structures abutting a right-of-way, separate detached structures, or a different zone shall be 10 feet.
3. Landscape buffers will be comprised of a Type C screen per LSCM 14.76.040 next to side and rear property lines; however, the City may waive the landscape buffer when adjacent properties share parking, access, or other common features that make intensive landscaping impractical. In addition, perimeter landscape buffer next to property lines of adjacent high-density single-family lots is not required; however, screening different developments from neighboring properties will provide separation, vegetation and define each development.
4. Structures 35 feet or taller next to single-family districts must be stepped back five feet for every floor over 35 feet

5. The minimum first floor height in commercial and mixed-use zoning districts is 15-feet; however, residential structures in mixed-use districts, without an attached retail/service component, not facing a public right-of-way may be reduced to industry standard.
6. The City will consider an increase in maximum height up to 80 feet with a conditional use permit per Section 14.16C.045.
7. Development standards are found in LSMC 14.44.090 Planned Business District.
8. Minimum street frontage refers to having either a direct physical connection to a street or right-of-way; or access is provided through an easement.

SECTION 9. 14.76.090 Additional Screening Requirements (Notes to editor – the following changes need to be made to Table 14.76-I Screening Requirements):

1. Change the following zone names as follows
 - SR becomes R4
 - UR becomes R6
 - HUR becomes R8-12
2. Strike NC column in its entirety – this zoning district does not exist

SECTION 10. 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 11. 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.

PASSED by the City Council of the City of Lake Stevens this 10th Day of March 2020.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

By: _____
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: March 10, 2020
Published: _____
Effective Date: _____



Planning & Community Development

1812 Main Street

P.O. Box 257

Lake Stevens, WA 98258

February 19, 2020

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

Subject: Planning Commission Recommendation – Zoning Regulations

Dear Council Members:

The Lake Stevens Planning Commission held several briefings to consider a code amendment to update the city's zoning regulations. The Commission held a public hearing on February 19, 2019. The Planning Commission forwarded a recommendation to City Council to approve the code amendment following the hearing, review of testimony and deliberation.

Commissioners Present: Janice Huxford, Vicki Oslund, John Cronin, Linda Hoult, Jennifer Davis

Commissioners Absent: None

PLANNING COMMISSION PUBLIC HEARING

City staff presented 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 comments from members of the building industry and a member of the Land Use Advisory Committee. Comments ranged from questions about proposed increases to impervious area, changes to final draft from land use advisory committee, setbacks, density calculation and growth management. There was sentiment that the proposal was balanced to provide creativity in meeting growth targets while maintaining a community identity. There was overall support of the amendments from the public in attendance. The Planning Commission discussed maintaining a Lake Stevens' identity while supporting growth, mixed projects in the R8-12 zone, balance of proposed code and citizen comments.

FINDINGS AND CONCLUSIONS:

The Planning Commission hereby adopts staff's findings and conclusions as outlined in this letter and concludes that the proposed amendments comply with the following:

1. Compliance with elements of the Comprehensive Plan

- Land Use Element Policy 2.1.1 – Accommodate a variety of land uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and Countywide Planning Policies.

- 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 2.3.2 – Preserve and promote the character of existing neighborhoods through thoughtful development regulations and design standards.
- Land Use Element Policy 2.3.3 – Encourage infill development on suitable parcels and redevelopment of underutilized parcels. Ensure the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.
- 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.
- Land Use Element Goal 2.14 – Design and build a healthy community to improve the quality of life for all people who live, work, learn and play within the city
- Housing Element Goal 3.1 – Provide fair and equal access to a range of housing types and choices to meet the existing and project housing needs of all Lake Stevens residents regardless of income level or demographic status.
- Housing Element Policy 3.1.3 – Allow diverse subdivision methods including short subdivisions, formal subdivisions, cluster subdivisions, planned residential developments and units lot subdivisions to create buildable lots throughout the city.
- Housing Element Goal 3.3 – Encourage the use of innovative techniques to provide a broad range of infill housing types for all income levels and housing needs.
- Housing Element Goal 3.5 – Provide a balanced development pattern, which promotes pedestrian activities, a sense of community and safety.

Conclusions – The proposed code amendments are consistent with Comprehensive Plan goals as they relate to the diverse zoning opportunities, process and regulation.

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

- A DNS was issued on December 24, 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)

- On December 19, 2019, the city submitted the proposed code amendments to the Department of Commerce for review (Submittal ID 2019-S-1048). No comments were received
- 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 or around December 24, 2019.

- The city published a notice of public hearing in the Everett Herald twice before the hearing. The notice was also posted at City Hall and on the city's website.
- All public comments received were reviewed.

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

PLANNING COMMISSION RECOMMENDATION

Subdivision Code Amendment: Commissioner Huxford made a motion to approve the recommendation to Council including a description of commissioner and public comments. Commissioner Hoult seconded the motion. Motion passed 5-0-0-0.

Respectfully submitted,

Lake Stevens Planning Commission



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council
Agenda Date: March 10, 2020

Subject: Resolution 2020-06 re Remote Participation at Public Meetings

Contact

Person/Department: Gene Brazel, City Administrator **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2020-06 Amending the Rules of Procedure for City Council and City Boards and Commissions to allow for remote participation of Councilmembers and Board and Commission members at public meetings during a declared emergency.

SUMMARY/BACKGROUND: Due to the widespread outbreak of COVID-19 (coronavirus) in the Puget Sound region the Mayor has declared a state of emergency and staff is taking proactive steps to address concerns arising out of this health event. The primary focus is to protect the health and safety of the Lake Stevens residents while at the same time balancing the need for city business to proceed, if deemed necessary when a state of emergency has been declared.

To this end, staff recommends the adoption of Resolution 2020-06 which amends the Council Rules of Procedure as well as the rules of procedure for the city's boards and commissions, to allow for remote participation in public meetings. The resolution contemplates that meeting access would be via a conference call and/or remote web conferencing, and that it would be accessible Councilmembers, board and commission members and to the public. Notice and access information would be provided at least 24 hours in advance of a meeting, and all voting would take place by roll call vote.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS:

Resolution 2020-06

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINTON

RESOLUTION NO. 2020-06

**A RESOLUTION OF THE CITY COUNCIL OF LAKE STEVENS AMENDING
THE RULES OF PROCEDURE FOR CITY COUNCIL AND CITY BOARDS AND
COMMISSIONS TO ALLOW FOR REMOTE PARTICIPATION OF COUNCIL
MEMBERS AND BOARD AND COMMISSION MEMBERS AT PUBLIC
MEETINGS DURING A DECLARED EMERGENCY.**

WHEREAS, On January 21, 2020, Washington's State Department of Health (WDOH) confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington, and local health departments and the WDOH have since that time worked to identify, contact, and test people in Washington who have been potentially exposed to COVID-19 in coordination with the US Centers for Disease Control and Prevention (CDC); and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in people and can easily spread from person to person; and

WHEREAS, The CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as "high" and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and

WHEREAS, On January 31, 2020, US Department of Health and Human Services Secretary Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, Governor Inslee proclaimed a statewide State of Emergency on February 29 2020; and

WHEREAS, Snohomish County Executive Somers declared a State of Emergency for Snohomish County on March 4, 2020; and

WHEREAS, Lake Stevens Mayor Gailey declared a State of Emergency in the City of Lake Stevens on March 5, 2020,

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

Section 1. In recognition of the need for City business to be conducted in an orderly manner, the City Council of the City of Lake Stevens hereby amends its Rules of Procedure, Section 11 to allow for Councilmembers and city staff to participate remotely in regularly scheduled and special meetings when necessary and when a state of emergency has been declared to protect the health and safety of meeting participants.

Section 2. In recognition of the business conducted on behalf of the city by members of the city's boards and commissions and supporting staff, and in the interest of protecting the health and safety of the city's board and commission members and city staff, the City Council hereby amends the Rules of

Procedure for all city boards and commissions to allow for remote participation by board and commission members and city staff at regularly scheduled board and commission meetings so that business can be conducted in an orderly manner when necessary and when a state of emergency has been declared.

Section 3. Remote participation is contemplated to be by telephone conference call and/or online web conferencing, with access information provided to participating Council and/or board members, city staff and members of the public at least 24 hours in advance of a regularly scheduled meeting, subject to the emergency conditions existing at the time of the emergency pursuant to the emergency exception for the times and places for meetings in RCW 42.30.070. All voting will be by roll call vote.

Section 4. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

PASSED by the City Council of the City of Lake Stevens and APPROVED by the Mayor this 10th day of March 2020.

Brett Gailey, Mayor

ATTEST:

Kathy Pugh, City Clerk



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 10, 2020

Subject: 2020 Comprehensive Plan Docket Ratification

Contact Person/Department: Russ Wright, Community Development Director

Budget Impact: N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Review the proposed 2020 Comprehensive Plan Docket.
2. Set the 2020 Comprehensive Plan Docket by adopting Resolution 2020-01.

BACKGROUND/ HISTORY: Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The purpose of this meeting is to provide a list of city-initiated map and text amendments for the Council's consideration in setting the 2020 Comprehensive Plan Docket – Resolution 2020-01 (**Attachment 1**). The proposed docket includes items identified by the Council for review, technical updates and mandatory updates for some elements. Annual amendments may consider:

- Major or minor land use and road classification changes;
- Amendments to Plan text including support data and implementation;
- Changes to Element maps;
- Minor changes to policies or clarification; and
- Other minor text changes.

This year's docket includes the following items:

1. Map Amendment and Rezone

• **M-1 City-initiated Map Amendment**

City request to change the land use designations to Downtown / Local Commerce with a concurrent rezone to Central Business District for parcels along 17th Place NE, with pending purchase of property next to boat launch, to support recreation and commercial uses downtown. Concurrently, the Shoreline Designation would change to High Intensity.

2. Text amendments

• **T-1 Chapter 2 – Land Use Element**

City-initiated updates to the Land Use Element, including a review of waterfront residential purpose, minor map amendments for pending a property purchase and statistical updates. Implementing changes to the municipal code related to any land use designation changes would be reviewed concurrently

- **T-2 Chapter 7 – Public Services and Utilities Element**

Placeholder if any changes are needed for partner agencies including the Lake Stevens Sewer District and Lake Stevens School District.

- **T-3 Chapter 9 –Capital Facilities Element**

City-initiated amendment to update park, road and facility projects in the Capital Project List.

- **T-4 Procedural Amendments**

Standard administrative updates, including incorporating SEPA documents and updating the dates on the cover, footnotes and the Table of Contents.

- **P-1 Placeholder**

Placeholder to address any inconsistencies identified during the docket review process.

A staff summary and analysis for each map and text amendment (**Attachment 2**) describes how each proposed amendment is consistent with the ratification criteria. Vicinity maps are provided for reference of specific map changes (**Attachment 3**). The Planning Commission reviewed the proposed docket items, following a public hearing held on February 19, 2020, and recommended that the Council accept the proposed amendments for additional review.

If docketed, city staff will conduct additional analysis based on the merits of the application compared to established review criteria. This review will inform the recommendation by the Planning Commission and action by the City Council. This action is to set the 2020 Docket only and not a recommendation of approval or denial of any amendments.

APPLICABLE CITY POLICIES: Comprehensive Plan

BUDGET IMPACT: None

ATTACHMENTS:

1. Resolution 2020-01
2. Summary Table & Analysis (Exhibit A)
3. Vicinity Maps

Attachment 1

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

RESOLUTION 2020-01

**A RESOLUTION OF THE CITY OF LAKE STEVENS, RATIFYING A LIST OF DOCKET ITEMS
FOR FURTHER ANALYSIS FOR THE 2020 COMPREHENSIVE PLAN DOCKET**

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

WHEREAS, the City of Lake Stevens has established procedures and schedules to update, amend or revise the Comprehensive Plan as required under RCW 36.70A.130(2)(a) no more frequently than once every year; and

WHEREAS, city-initiated map and text amendments along with associated rezones are proposed for inclusion on the 2020 Comprehensive Plan Docket; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on February 19, 2020 to consider the proposed list of docket items, attached hereto as Exhibit A, and all public testimony has been given full consideration and is included in the Planning Commission's recommendation to the City Council; and

WHEREAS, each individual proposal will undergo a full and complete SEPA review per Chapter 197-11 WAC and Chapter 16.04 LSMC during the analysis phase taking into consideration the interrelationship and cumulative effect of all requests as required under the Growth Management Act per Chapter 36.70A RCW; and

WHEREAS, the City Council considered all public testimony and the Planning Commission's recommendation on the proposed list of docket items listed in Exhibit A on March 10, 2020.

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

Section 1. Requested Action. The Lake Stevens City Council requests the Department of Planning and Community Development analyze the attached list of docket items, prepare reports and present the detailed findings for each item to the Planning Commission and the City Council for action.

Section 2. 2020 Docket. The approved list of proposed items including city-initiated amendments to the land use map with associated rezones, city-initiated text amendments and procedural amendments constitute the 2020 Docket for the City of Lake Stevens and will serve as the only potential Comprehensive Plan changes allowed under RCW 36.70A.130(2)(a) and the City of Lake Stevens Comprehensive Plan.

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

Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 10th day of March 2020.

Brett Gailey, Mayor

ATTEST:

Kathleen Pugh, City Clerk

Attachment 2 (Exhibit A)

SUMMARY OF 2020 DOCKET PROPOSALS

RATIFICATION MAPS		
<u>#</u>	<u>NAME</u>	<u>REQUEST</u>
M-1	City-Initiated Map Amendment	City request to change the land use designations to Downtown / Local Commerce with a concurrent rezone to Central Business District for parcels along 17th Place NE, with pending purchase of property next to boat launch, to support recreation and commercial uses downtown. Concurrently, the Shoreline Designation would change to High Intensity.
RATIFICATION TEXT		
<u>#</u>	<u>NAME</u>	<u>REQUEST</u>
T-1	Chapter 2 – Land Use	City-initiated updates to the Land Use Element, including a review of waterfront residential purpose, minor map amendments for pending a property purchase and statistical updates. Implementing changes to the municipal code related to any land use designation changes would be reviewed concurrently.
T-2	Chapter 7 – Public Services	Placeholder if any changes are needed for partner agencies including the Lake Stevens Sewer District and Lake Stevens School District.
T-3	Chapter – 9 Capital Facilities	City-initiated text amendments to update park, road and facility projects in the Capital Project List
T-4	Procedural Amendments	Standard administrative updates, including incorporating SEPA documents and updating the dates on the cover, footnotes and the Table of Contents.
P-1	Placeholder	Placeholder to address any inconsistencies identified during the docket review process.

Factors for Consideration:

Map Amendments

- *How is the proposed land use designation supported by or consistent with the existing policies of the various elements of the Comprehensive Plan? If it isn't, the development should demonstrate how the change is in the best long-term interest of the city.*

- The city proposes land use designation changes to support the development of downtown parcels for recreation and economic development as identified in the Downtown Subarea Plan along 17th Street NE. This proposal is consistent with several existing policies in the Comprehensive Plan and Subarea Plan.

LAND USE GOAL 2.1 PROVIDE SUFFICIENT LAND AREA TO MEET THE PROJECTED NEEDS FOR HOUSING, EMPLOYMENT AND PUBLIC FACILITIES WITHIN THE CITY OF LAKE STEVENS.

LAND USE GOAL 2.4 ENCOURAGE THE CONTINUED PLANNING OF LOCAL GROWTH CENTERS TO DEVELOP A BALANCED AND SUSTAINABLE COMMUNITY THAT PROVIDES A FOCUS FOR EMPLOYMENT, PUBLIC AND RESIDENTIAL DEVELOPMENT.

LAND USE GOAL 2.5 CONTINUE TO SUPPORT THE REDEVELOPMENT OF DOWNTOWN LAKE STEVENS THAT ENCOURAGES A COMPACT COMMERCIAL DISTRICT THAT FACILITATES EASY PEDESTRIAN ACCESS BETWEEN SHOPS AND BUILDINGS, ALLOWS MIXED-USE DEVELOPMENT, PROMOTES ECONOMIC DEVELOPMENT COMPATIBLE WITH THE CHARACTER OF LAKE STEVENS AND STIMULATES A DIVERSE ARRAY OF BUSINESS TYPES TO ATTRACT VISITORS AND MEET THE NEEDS OF RESIDENTS.

ECONOMIC DEVELOPMENT GOAL 6.5 ENHANCE AND SUPPORT TOURISM IN LAKE STEVENS DOWNTOWN PLAN POLICY 2.6.4 ALONG 123RD DRIVE NE AND 17TH PLACE NE PROHIBITED USES WILL INCLUDE THOSE THAT INCORPORATE THE RETAIL SALE OF AUTOMOBILES AND MOTORIZED BOATS AND DRIVE-THRUS. PERMITTED USES FRONTING 123RD DR. NE WOULD INCLUDE COMMUNITY MEETING OR CONFERENCE FACILITIES, LODGING, LIMITED DINING/DRINKING ESTABLISHMENTS AND PUBLIC/SEMI-PUBLIC USE. PERMITTED USES FRONTING 17TH PLACE NE SHOULD BE LIMITED TO VEHICLE/BOAT PARKING AND LIMITED TO USES THAT CATER TO WATERWAY DEPENDENT USES AND/ OR NORTH COVE PARK.

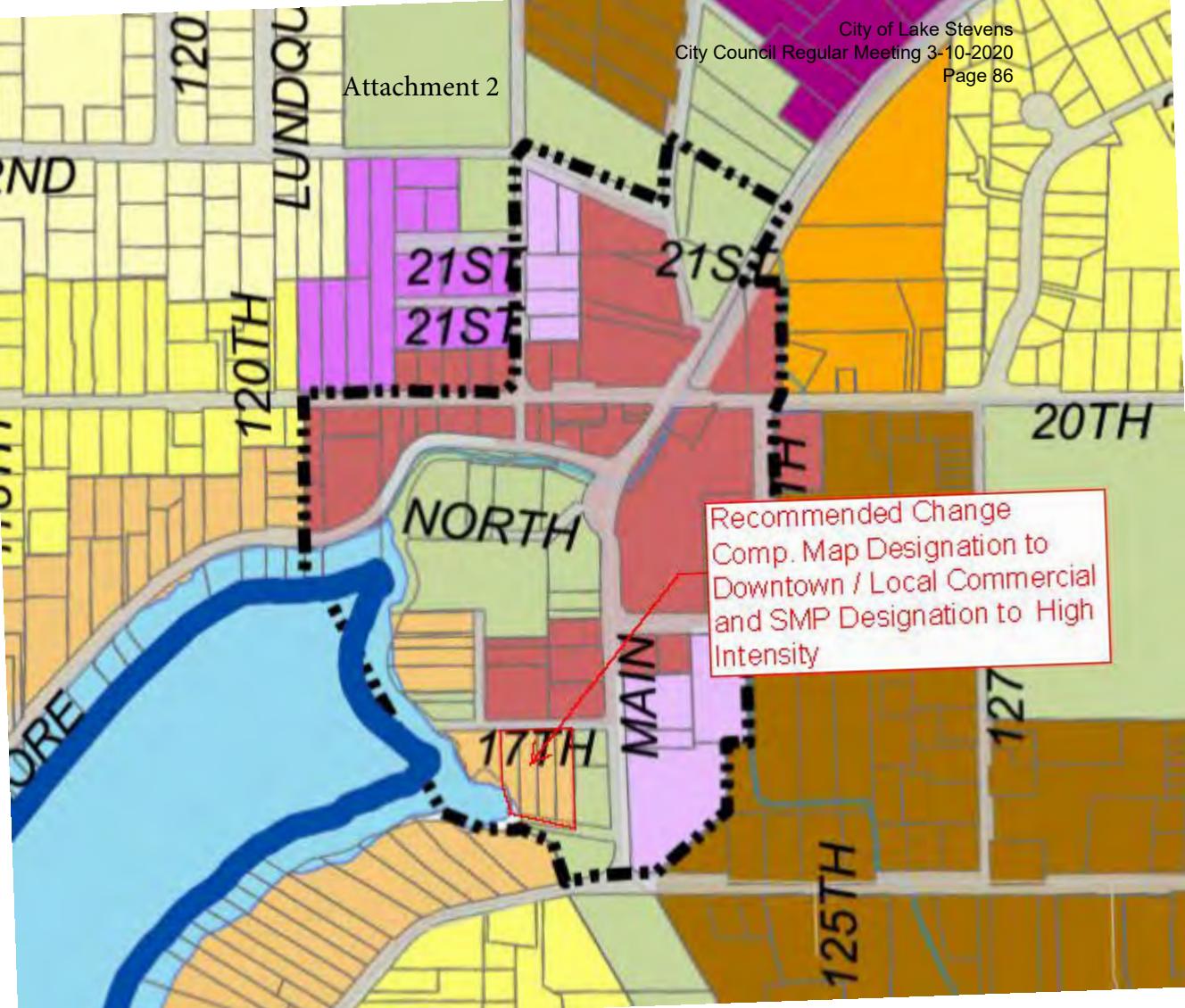
- *How does the proposed land use designation promote a more desirable land use pattern for the community? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the Planning Commission and City Council to find that the proposed land use designation is in the community's best interest.*
- The proposed map amendment promotes a more desirable land use pattern that increases recreational opportunities, economic growth and development predictability as outlined in the Downtown Lake Stevens Subarea in an area identified for housing transition. This area is envisioned to transition from single-family homes to higher intensity uses will support downtown as a unique destination for community gathering, shopping, recreation and entertainment while enhancing public use of Lake Stevens.
- *What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to ensure compatibility with the uses of other properties in the vicinity?*
- New development, generated from the new land use designation, would be required to meet current development and design standards identified in the Downtown Lake Stevens Subarea Plan.

- *Comments received from affected property owners and residents.*
 - As part of the review process affected stakeholders will be notified of any proposed changes.

Ratification Criteria

1. *Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program?*
 - a. The proposed amendments are to existing text in the comprehensive plan would revise specific areas due to a council directed study item related to waterfront residential uses, and updates to capital projects and changes to statistical data. These changes are not development regulations but may trigger a review of development regulations to implement.
2. *Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws?*
 - a. Yes, all amendments proposed shall follow an established legal process and criteria.
3. *Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.*
 - a. The identified map changes and updated text elements have not been previously reviewed. The proposed review of subarea plans was predicted as part of the adoption.
4. *Does the City have the resources, including staff and budget, necessary to review the proposed amendment?*
 - a. The city will complete the amendment process with the existing staff or consultants with the budget available.
5. *Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan?*
 - a. Yes, the identified map amendments were predicted as a future action to implement the Downtown Plan. Any changes to statistical data will ensure the most up to date information. Updating other references and plans will create internal consistency within the plan. The proposed amendments will correct inconsistencies as they are discovered.
6. *OR All of the following:*
 - a. *The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and*
 - i. The proposed amendments aim to serve the public interest by keeping the plan up to date and implement the Downtown Lake Stevens Plan to provide opportunities for economic development, recreation and public parking.
 - b. *The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.*
 - i. The proposed amendments are necessary during this review period to best serve the public with the above amenities and opportunities.

Attachment 2





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 10, 2020

Subject: Resolution 2020-05 Adopting the Reimbursement for the Acquisition of PW Equipment

Contact Person/Department: Barb Stevens/ Finance Director **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Resolution 2020-05 adopting the reimbursement to the City of Lake Stevens from the proceeds of tax-exempt financing of debt for the acquisition of public works equipment incurred prior to issuance of such financing.

SUMMARY/BACKGROUND:

In 2019, the City approved the lease/purchase of a Vactor truck for the Public Works Department in the amount of \$100,000 per year over 5 years. The lease/purchase did not occur during 2019 and the funding was increased and approved for 2020 at \$125,000 per year anticipating a five-year term.

Staff has located a “new demo” truck they wish to purchase that will be presented to Council for approval separately. Staff is currently examining various debt financing options to determine which will best suit the City’s needs. In comparing the terms offered by the equipment financing company and those of the Office of the State Treasurer’s (OST) LOCAL program, we determined the City could decrease the interest rate approximately 2.35% on a five-year lease or \$30,000.

The LOCAL program is a cost-effective way for Washington municipalities to finance equipment and/or real estate projects. Participants enter into a financing contract (lease) with the OST, who pools the various lease agreements across all LOCAL participants, and packages them as a security called a Certificate of Participation (COP), similar to municipal bonds. Funds are generally available three times per year, in February, June and October. By pooling the issuances under the State’s Aa2 rating, we take advantage of the low interest rates. The LOCAL program’s most recent five-year issuance received a 1.14% interest rate.

In order to participate in the LOCAL program, the City must provide documentation including notice of intent, certifications, audited financial statements, approved budgets, and an authorizing ordinance. For the June funding, application documents are due by April 14th, and all other information is due by the 1st week in May.

Due to the timing and restrictions associated with this debt option, the purchase will be made prior to issuance of funds and a temporary interfund loan will need to occur. This resolution allows the City to be reimbursed from the proceeds of debt financing for the costs incurred prior to issuance of the financing.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: None

ATTACHMENTS:

- Exhibit A: Resolution 2020-05
- Exhibit B: OST LOCAL Program Guide

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

RESOLUTION NO. 2020-05

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON,
APPROVING THE REIMBURSEMENT TO THE CITY OF LAKE STEVENS
FROM THE PROCEEDS OF TAX-EXEMPT BONDS OR OTHER FINANCING
OF DEBT FOR THE ACQUISITION OF EQUIPMENT COSTS INCURRED
PRIOR TO ISSUANCE OF SUCH FINANCING**

WHEREAS, the City Council of the City of Lake Stevens, Washington (the “City”), wishes to declare, on behalf of the City, the City’s official intent to reimburse certain expenditures with proceeds of tax-exempt debt to be incurred by the City;

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

Section 1. The City of Lake Stevens (the “City”) reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the City (the “Reimbursement Obligation”).

Section 2. The expenditures with respect to which the City reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for Public Works Equipment.

Section 3. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from Capital Equipment – Public Works Fund – dedicated to public works related capital equipment purchases.

Section 4. The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$511,000.

Section 5. This resolution shall become effective immediately upon its passage and approval as required by law.

PASSED by the City Council of the City of Lake Stevens this 24th day of March 2020.

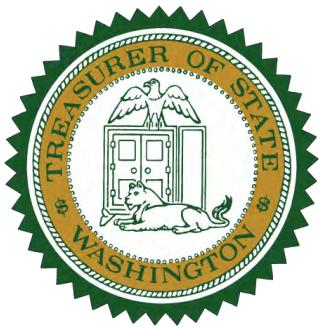
Brett Gailey, Mayor

ATTEST:

Kathy Pugh, City Clerk

The Local Program

Real Estate and Equipment
Financing for Local Governments



Office of the State Treasurer

Duane A. Davidson
Washington State Treasurer

Revised February 2020

Contact Information

Matt Schoenfeld
COP Program Administrator
(360) 902-9022

Matthew.Schoenfeld@tre.wa.gov

Brianna May
COP Program Analyst
(360) 902-9019

Brianna.May@tre.wa.gov

Shelly Sweeney
COP Financial Analyst
(360) 902-9005

Shelly.Sweeney@tre.wa.gov

NEW ISSUE, BOOK-ENTRY ONLY

Moody's Rating: Aa2
(See "RATING")

\$103,130,000
STATE OF WASHINGTON
CERTIFICATES OF PARTICIPATION, SERIES 2017A
(STATE AND LOCAL AGENCY REAL AND PERSONAL PROPERTY)

Dated: Date of Initial Delivery

Due: July 1, as shown on page 1 hereof

The State of Washington Certificates of Participation, Series 2017A (State and Local Agency Real and Personal Property) (the "Certificates") are being executed and delivered by the Trustee pursuant to a Trust Agreement among the Trustee, the State of Washington (the "State") and the Washington Finance Officers Association (the "Corporation"), a Washington nonprofit corporation. The Certificates evidence and represent undivided proportionate interests in payments to be made by the State under Master Financing Agreements between the Corporation and the State (the "State Payments").

The interest represented by the Certificates is payable semiannually on each January 1 and July 1, beginning January 1, 2018. The principal represented by the Certificates is payable in the stated maturity amounts on each July 1 as shown on page 1.

The Certificates are subject to optional prepayment prior to their respective Principal Payment Dates. The Certificates are subject to extraordinary mandatory prepayment upon the occurrence of certain events. See "THE CERTIFICATES—Prepayment."

The Certificates are issuable in fully registered form under a book-entry only system, initially registered in the name of Cede & Co. (the "Owner"), as owner and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the Certificates. The Certificates will be issued in denominations of \$5,000 each and any integral multiple thereof within a single maturity. Principal and interest represented by the Certificates are payable by the Trustee (currently U.S. Bank National Association), to DTC, for subsequent disbursement to Beneficial Owners of the Certificates, as described under "THE CERTIFICATES—Book-Entry System."

The Certificates are being executed and delivered to finance the costs of acquisition and construction of certain real and personal property for the benefit of certain State Agencies and Local Agencies (together, the "Agencies") and to pay issuance costs with respect to the Certificates.

State Payments are payable from payments made pursuant to the Agency Financing Agreements between the State and the applicable Agency ("Agency Payments"). The Master Financing Agreements and the State Agency Agreements constitute limited obligations of the State payable solely from the sources and subject to the limitations therein and do not constitute a debt or a general obligation of the State or a pledge of the faith and credit or taxing power of the State. The obligation of any State Agency to make its Agency Payment and the obligation of the State to make State Payments are subject to appropriation by the Legislature and to Executive Order emergency reduction by the Governor. A determination by the Legislature not to appropriate any Executive Order reduction would not constitute an Event of Default under the Trust Agreement, the Master Financing Agreements or any State Agency Financing Agreement. The obligation of each Local Agency to make its Agency Payment is secured by such agency's full faith and credit.

In the opinion of Certificate Counsel, under existing federal law and assuming compliance with applicable requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issue date of the Certificates, interest represented by the Certificates is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax applicable to individuals. While interest represented by the Certificates also is not an item of tax preference for purposes of the alternative minimum tax applicable to corporations, interest represented by the Certificates received by corporations is taken into account in the computation of adjusted current earnings for purposes of the alternative minimum tax applicable to corporations, interest represented by the Certificates received by certain S corporations may be subject to tax, and interest represented by the Certificates received by foreign corporations with United States branches may be subject to a foreign branch profits tax. Receipt of interest represented by the Certificates may have other federal tax consequences for certain taxpayers. See "TAX MATTERS."

The Certificates are offered when, as and if executed and delivered, subject to the receipt of the approving opinion of Foster Pepper PLLC, Seattle, Washington, Certificate Counsel to the State, and certain other conditions. Certain legal matters in connection with the preparation of this Official Statement will be passed upon for the State by Foster Pepper PLLC, Seattle, Washington, as Disclosure Counsel to the State.

It is anticipated that the Certificates will be available for delivery through the facilities of DTC in New York, New York, or to the Trustee on behalf of DTC by Fast Automated Securities Transfer on or about March 2, 2017.



What is the LOCAL Program?

- A cost-effective way for Washington municipalities to finance equipment and/or real estate projects, including property acquisition and construction of new facilities
- LOCAL financing is structured as a financing contract (lease) offered through the Office of the State Treasurer (OST)



City Hall Building for the City of Brier



Program Participants and Leases Since 1999

Type of Equipment/Real Estate	Number of Leases	Government Partners	Number of Leases
Commercial Vehicles -- Buses, Fire Trucks	321	School District	268
Vehicles -- Cars & Trucks	132	Fire District	231
Real Estate Buildings/Land	99	City	220
Energy Updates & HVAC	92	County	37
Road/Warehouse Vehicles -- Tractors, Forklifts	47	Park and Recreation District	16
Other	39	Hospital District	15
Machinery	28	Metropolitan Park District	12
Computers & Peripherals	16	Port District	8
Communication Systems	15	Mosquito Control District	3
Office Equipment & Furniture	13	Public Utility District	3
Boats, Aircraft, Recreational Equipment	8	Housing Authority	2
Portable Buildings -- Modular classrooms, yurts	7	Irrigation or Reclamation District	1
Grand Total	817	Library District	1
		Total	817



Lease/Purchase Structure – Certificates of Participation

- Participants enter into a financing contract (lease) with the Office of the State Treasurer (OST)
- OST pools the various lease agreements across all LOCAL participants and packages them as a security called a Certificate of Participation (COP)
 - COP's are similar to municipal bonds in that they are structured with regular principal and interest payments and sold to investors
 - Investors that purchase the COP are guaranteed a fixed income stream from the lease payments throughout the life of the financing contract
- The local agency retains ownership of the property throughout the term of the lease



LOCAL Program Details

- The LOCAL Program requires participants to have a general obligation pledge and the ability to levy property taxes
- Minimum borrowing threshold of \$10,000 per lease/contract
- Maximum borrowing amount is decided on a case-by-case basis, based on the borrower's non-voted debt capacity and ability to repay the lease
- The length of each financing contract is based upon the useful life of the asset:
 - For real estate transactions, the maximum term is 25-years
 - For equipment, the maximum term is determined by the Office of Financial Management Capital Asset useful life schedule:

<https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/30.50.htm>



LOCAL Program Details Cont.

- Property financed on a tax-exempt basis is subject to IRS tax law restrictions regarding private business use
 - When necessary, a taxable sale can be done
- Funds are generally available three times per year, in February, June and October
 - Some leases may qualify for a special issuance that could fall outside the regular schedule
 - A local agency may also choose to participate in multiple issuances if needed



Benefits – Low Interest Rates

- The LOCAL Program allows participants access to the national tax-exempt market through a competitive bid process, regardless of the size of their financing contract
- By pooling with the State's Aa2 rated COP issuances, LOCAL participants are able to take advantage of the State's very low tax-exempt interest rates
 - (see Appendix A for most recent rating report)

LOCAL

*Actual Interest Rates for Most Recent Sale
as of 2/4/2020*

Term	Equipment*	Real Estate*
5 Years	1.14%	1.27%
10 Years	1.32%	

** Interest rates shown above include all financing costs. Past interest rates do not predict future interest rates. Actual interest rates are determined by the competitive bids received on the date of sale.*



Benefits – Economies of Scale

- Local agencies participating in the LOCAL Program receive significantly reduced issuance costs
- State agencies pay the basic fixed costs of the pooled financing program, including:
 - Legal fees (bond and disclosure counsel)
 - Municipal advisor fees (for equipment)
 - Credit rating fee
- Because of the pooled approach, the cost of issuance for local agencies is limited to the incremental cost of their participation:
 - Escrow fees (if applicable)
 - Title insurance & municipal advisor fees (for real estate transactions)
 - Local agency counsel

Sample School District - School Buses	
Sources:	
<i>Bond Proceeds:</i>	
Par Amount	\$1,085,897
Premium	80,560
	<u>\$1,166,457</u>
Uses:	
<i>Project Fund Deposits</i>	
Project Fund	\$1,163,752
<i>Delivery Date Expenses</i>	
Cost of Issuance	2,158
Underwriter's Discount	547
	<u>2,705</u>
	<u>\$1,166,457</u>
Fees as % of Proceeds	0.23%



Benefits – Administration

- The LOCAL Program is user friendly, as OST manages all technical aspects of the program, including:
 - General administration
 - Structuring
 - COP Issuance
 - IRS tax law compliance
 - Continuing disclosure
- To reduce costs and increase efficiency, the LOCAL Program uses standardized documents and a set repayment schedule
 - Lease payments are due on June 1 and December 1
- Once funds are available, proceeds can be sent directly to a participant's vendor or as a reimbursement to the local agency



Timeline

Preliminary LOCAL Program Timeline

Funds Available In	Project Type	NOI & Credit Application Cut-Off	All-Documents Cut Off	Sale Date	Funds Available	First Payment Due
June '20*	Real Estate Equipment	March 13, 2020 April 1, 2020	Late April 2020	June, 2020	June, 2020	December 1, 2020
October '20*	Real Estate Equipment	July 7, 2020 July 24, 2020	Mid-August 2020	September, 2020	October, 2020	December 1, 2020
February '21*	Real Estate Equipment	November 2, 2020 November 16, 2020	Early January 2021	February, 2021	February, 2021	June 1, 2021

**All dates are tentative and subject to change; dates for future sales will be established after the current sale is completed*

- OST plans to go market three times in 2020, with funds expected to be available in February, June and October
 - OST has the ability to issue additional series if the need arises
- Funds are available approximately two weeks after the sale date



Application Process

1. Notice of
Intent and Credit
Form

2. Form of
Reimbursement
Resolution

3. Financing
Documents

The application process takes
approximately two months from the
NOI/credit application deadline to the
financing documents deadline



Application Process

1. Notice of Intent and Credit Form

- The Notice of Intent (NOI) is a standardized, non-binding agreement that notifies OST of the local agency's intent to participate in the next financing
 - It should be completed by the local agency's primary point of contact
- The credit form allows OST to analyze a participant's fiscal health and determine compliance with credit guidelines
 - The process is similar to applying for a bank loan
 - The credit form and NOI are typically submitted to OST together
- OST will respond to request within 2-3 weeks
- Participation is dependent on OST credit approval



Application Process

2. Form of Reimbursement Resolution

- A Reimbursement Resolution allows a local agency to purchase equipment or property in advance of being reimbursed by a financing
 - OST provides a template for the local agency's governing body to enact a reimbursement resolution
 - This provides the participant with flexibility to purchase equipment or property independent of the financing schedule
- The reimbursement resolution must be passed by the participant's governing body either before purchasing the equipment or property or no later than 60 days after the purchase date
- The reimbursement resolution due date depends on the timing of the equipment or property purchase



Application Process

3. Financing Documents

- This portion of the process is the most document intensive with the major financing documents including:
 - Authorizing Resolution (prepared by OST, completed and passed by governing body)
 - Financing Contract & Site Lease (prepared by OST, completed and signed by authorized local agency representatives)
 - Tax Certificate (prepared by OST, completed and signed by authorized local agency representative)
- See Appendix B for full list of documents
- OST requires **two** original copies of each document prior to document due date



Appendix A

06 Aug 2018

New York, August 06, 2018 – Moody's Investors Service has assigned a Aa2 rating to the State of Washington's \$47.3 million Certificates of Participation Series 2018C (State and Local Agency Real and Personal Property). Following the issuance of the Series 2018C COPs, the state will have approximately \$952.6 million similarly-secured COPs outstanding, all rated Aa2. The outlook on these ratings is stable.

RATINGS RATIONALE

The Aa2 rating on the COPs, one notch below the Aa1 rating on the state's general obligation bonds, reflects the essential nature of the property being financed, the moderate legal structure and limited subject-to-appropriation nature of the state's payment obligations, active administration of the financing program by the state treasurer's office, and the state's established track record of making appropriation-backed payments under a variety of financing programs.

Washington's Aa1 general obligation rating incorporates the state's sound management practices such as its quarterly consensus revenue forecasting process, multi-year revenue and expenditure projections, timely budget adoption, and demonstrated willingness to address budget shortfalls. The rating also reflects an economy that is growing and has out-performed the nation. Revenue trends are positive, supported by employment gains and improvement in the state's housing market, and available reserves have increased. These strengths are tempered by exposure to the cyclical aerospace industry and other export markets, and above-average debt ratios. Frequent voter initiative adds budget challenges although the state legislature has a history of responding effectively to maintain budget balance.

RATING OUTLOOK

Washington's rating outlook is stable, reflecting economic gains that are boosting revenues, a strong reserve position, and budget balancing solutions that are largely recurring. We expect that the state will continue to address any budget gaps that emerge, as it has in the past. Economic concentration in some industries that are historically volatile poses longer-term credit challenge.

FACTORS THAT COULD LEAD TO AN UPGRADE

- Improved industry diversification

- Reduction of debt ratios to levels closer to Moody's 50-state medians

FACTORS THAT COULD LEAD TO A DOWNGRADE

- Economic or employment weakening

- Protracted structural budget imbalance and/or increased reliance on one-time budget solutions

- Deterioration of the state's cash position

LEGAL SECURITY

The Series 2018C COPs are secured by and expected to be paid from payments made by participating agencies including: (1) lease payments made by participating state and local agencies for real property projects, and (2) installment purchase payments made by participating state and local agencies for personal property.

Payments made by the state agencies are subject to appropriation by the legislature and executive order reduction by the governor. The state has never failed to make needed appropriations to meet the payment obligations related to its COPs.



Appendix B



Appendix B – Financing Documents

Note: OST prepares all documents, to be filled out and completed by Local Agency

- Financing Documents
 1. Form of Reimbursement Resolution
 2. Authorizing Resolution/Ordinance
 3. Local Agency Financing Contract and Financing Memo
 4. Local Agency Site Lease and Site Lease Memo (Real Estate Only)
 5. Tax Certificate
 6. Opinion of Local Agency Counsel
 7. Escrow Letter
- Certificates
 - Certificate of Authorizing Resolution/Ordinance
 - Certificate Designating Authorized Agency Representatives
 - Certificate of Incumbency
- Other
 - Construction Contract (Real Estate Only)
 - Evidence of Property Insurance (due after purchase of property)
 - Title Insurance Policy (Real Estate Only)



This page left blank intentionally