



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

Tuesday, November 23, 2021 at 6:00 p.m.

TWO WAYS TO PARTICIPATE:

- 1. Join Zoom Meeting:** <https://us02web.zoom.us/j/87645904677>

Or call in at: (253) 215 8782, Meeting ID: 876 4590 4677

- 2. In Person Meeting:** The Sawyers Room, at the Mill Building, 1808 Main Street, Lake Stevens, Washington 98258.

CALL TO ORDER		Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		City Clerk
APPROVAL OF AGENDA		Council President
CITIZEN COMMENTS		Mayor
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT		Gene
UPDATE		
GUEST BUSINESS	Smart Communities GSCA Crystal Award to the City of Lake Stevens	Mark Barkley, Assistant Director-Local Government Division
CONSENT AGENDA	Vouchers City Council Meeting Minutes of October 26, 2021, November 9, 2021 and November 16, 2021 Ordinance 1129 Amending the 2021 Budget	Barb Kelly Barb Barb
PUBLIC HEARING	Ordinance 1128 Second and Final Reading of 2022 Budget	

Lake Stevens City Council Regular Meeting Agenda

November 23, 2021

Ordinance 1132 Nonconforming Code Amendments (LUA2021-0156)	Melissa
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**EXECUTIVE
SESSION**

Discussion of Property Acquisition per RCW
42.30.110 (1) (b)

ADJOURN

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 recorded, except Executive Sessions and available on the City's YouTube Channel: <https://www.youtube.com/c/CityofLakeStevens>

BLANKET VOUCHER APPROVAL
2021

Payroll Direct Deposits	11/10/2021	\$267,426.85
Payroll Checks	54478-54481	\$5,890.93
Electronic Funds Transfers	ACH	\$327,894.23
Claims	54482-54575	\$724,318.57
Void Checks		
Total Vouchers Approved:		\$1,325,530.58

This 23rd day of November 2021

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

November 23, 2021



City Expenditures by Type on this voucher packet

Personnel Costs	\$	273,318	21%
Payroll Federal Taxes	\$	97,982	7%
Retirement Benefits - Employer	\$	56,602	4%
Medical Benefits - Employer	\$	159,639	12%
Other Employer paid Benefits	\$	4,116	0%
Employee paid benefits - By Payroll	\$	23,946	2%
Supplies	\$	31,037	2%
Professional Services	\$	184,619	14%
Refunds	\$	2,700	0%
Capital *	\$	491,572	37%
Total	\$	1,325,531	100%

Large Purchases

* 91st Ave SE Ext/Water Line Relocation - \$485,428

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 11/04/2021 - 11/17/2021

		Total for Period
		\$1,052,212.80

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ace Hardware	71413	001 010 576 80 31 00	PK-Operating Costs	Wood Nail Blade	54491	\$32.69
Ace Hardware	71441	001 010 576 80 31 00	PK-Operating Costs	Paint	54491	\$13.05
Ace Hardware	71441	101 016 544 90 31 02	ST-Operating Cost	Paint	54491	\$13.06
Ace Hardware	71441	410 016 531 10 31 02	SW - Operating Costs	Paint	54491	\$13.06
Ace Hardware	71458	001 010 576 80 31 00	PK-Operating Costs	Flex Seal	54491	\$5.08
Ace Hardware	71458	101 016 544 90 31 02	ST-Operating Cost	Flex Seal	54491	\$5.08
Ace Hardware	71458	410 016 531 10 31 02	SW - Operating Costs	Flex Seal	54491	\$5.08
Ace Hardware	71472	001 010 576 80 31 00	PK-Operating Costs	Dry Screws	54491	\$2.29
Ace Hardware	71472	101 016 544 90 31 02	ST-Operating Cost	Dry Screws	54491	\$2.29
Ace Hardware	71472	410 016 531 10 31 02	SW - Operating Costs	Dry Screws	54491	\$2.28
Ace Hardware	71474	001 010 576 80 31 00	PK-Operating Costs	Polypropylene Tailpiece Inlet	54491	\$12.12
Ace Hardware	71474	101 016 544 90 31 02	ST-Operating Cost	Polypropylene Tailpiece Inlet	54491	\$12.12
Ace Hardware	71474	410 016 531 10 31 02	SW - Operating Costs	Polypropylene Tailpiece Inlet	54491	\$12.12
Ace Hardware	71483	001 010 576 80 31 00	PK-Operating Costs	Gorilla Tape/Wallplates	54491	\$14.42
Ace Hardware	71483	101 016 544 90 31 02	ST-Operating Cost	Gorilla Tape/Wallplates	54491	\$14.42
Ace Hardware	71483	410 016 531 10 31 02	SW - Operating Costs	Gorilla Tape/Wallplates	54491	\$14.43
Ace Hardware	71501	101 016 544 90 31 02	ST-Operating Cost	Fasteners	54491	\$28.23
Ace Hardware	71512	001 010 576 80 31 00	PK-Operating Costs	Hook Pegs	54491	\$17.39
Ace Hardware	71512	101 016 544 90 31 02	ST-Operating Cost	Hook Pegs	54491	\$17.40
Ace Hardware	71512	410 016 531 10 31 02	SW - Operating Costs	Hook Pegs	54491	\$17.40
Ace Hardware	71514	101 016 544 90 31 02	ST-Operating Cost	Fasteners	54491	\$29.47
Ace Hardware	71515	001 010 576 80 31 00	PK-Operating Costs	Compression SS Supply Line/Wrench Set	54491	\$35.18
Ace Hardware	71515	101 016 544 90 31 02	ST-Operating Cost	Compression SS Supply Line/Wrench Set	54491	\$35.18
Ace Hardware	71515	410 016 531 10 31 02	SW - Operating Costs	Compression SS Supply Line/Wrench Set	54491	\$35.18
Ace Hardware	71533	001 010 576 80 31 00	PK-Operating Costs	Picture Hanger Sets	54491	\$5.80
Ace Hardware	71533	101 016 544 90 31 02	ST-Operating Cost	Picture Hanger Sets	54491	\$5.80
Ace Hardware	71533	410 016 531 10 31 02	SW - Operating Costs	Picture Hanger Sets	54491	\$5.80
Ace Hardware	71535	101 016 544 90 31 02	ST-Operating Cost	Tire Gloss	54491	\$29.40
Ace Hardware	71539	410 016 531 10 31 02	SW - Operating Costs	Cables/Ferrul Stops/Gloves	54491	\$33.90
Ace Hardware	71541	001 010 576 80 31 00	PK-Operating Costs	Clorox Wipes/Wallplates/Cips/Strips	54491	\$13.78
Ace Hardware	71541	101 016 544 90 31 02	ST-Operating Cost	Clorox Wipes/Wallplates/Cips/Strips	54491	\$13.78
Ace Hardware	71541	410 016 531 10 31 02	SW - Operating Costs	Clorox Wipes/Wallplates/Cips/Strips	54491	\$13.77
Ace Hardware	71543	001 010 576 80 31 00	PK-Operating Costs	Wallplates	54491	\$1.84
Ace Hardware	71543	101 016 544 90 31 02	ST-Operating Cost	Wallplates	54491	\$1.84
Ace Hardware	71543	410 016 531 10 31 02	SW - Operating Costs	Wallplates	54491	\$1.84
Ace Hardware	71554	001 010 576 80 31 00	PK-Operating Costs	Tarps	54491	\$39.97
Ace Hardware	71554	101 016 544 90 31 02	ST-Operating Cost	Tarps	54491	\$39.96
Ace Hardware	71554	410 016 531 10 31 02	SW - Operating Costs	Tarps	54491	\$39.96
Ace Hardware	71606	001 010 576 80 31 00	PK-Operating Costs	Rachet/Clamps	54491	\$17.80
Ace Hardware	71606	101 016 544 90 31 02	ST-Operating Cost	Rachet/Clamps	54491	\$17.81
Ace Hardware	71606	410 016 531 10 31 02	SW - Operating Costs	Rachet/Clamps	54491	\$17.80
Ace Hardware	71648	001 010 576 80 31 00	PK-Operating Costs	Gloves	54491	\$10.90

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ace Hardware	71648	101 016 544 90 31 02	ST-Operating Cost	Gloves	54491	\$10.89
Ace Hardware	71648	410 016 531 10 31 02	SW - Operating Costs	Gloves	54491	\$10.90
Ace Hardware	71672	001 010 576 80 31 00	PK-Operating Costs	Drill Bits	54491	\$49.04
Ace Hardware	71753	410 016 531 10 31 02	SW - Operating Costs	Engine Oil	54491	\$81.70
					54491 Total	\$853.30
AFLAC	686612	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	0	\$1,037.42
					0 Total	\$1,037.42
Amazon Capital Services	13FX-D11P-W4GK	001 008 521 20 31 01	LE-Fixed Minor Equipment	Water Filter	54492	\$128.51
Amazon Capital Services	1C4Y-K3HY-JP6X	001 008 521 20 31 04	LE-Donation Exp - Other	Cutlery/Toothpicks/Plates/Ornaments/Christmas Stockings	54492	\$291.98
Amazon Capital Services	1V9V-W6VD-3QJD	001 008 521 20 31 02	LE-Minor Equipment	Tourniquets/Tourniquet Storage/Medical Pouches	54492	\$896.35
Amazon Capital Services	1YGP-TXHC-TXDW	001 008 521 20 31 02	LE-Minor Equipment	Samsung TVs/Wall Mounts/Desk Organizer Tray	54492	\$1,681.81
					54492 Total	\$2,998.65
Amazon Capital Services	14L7-JLF9-3J7H	001 012 575 50 31 00	CS- The Mill- Ops	Entrance Mats - The Mill	54493	\$686.65
Amazon Capital Services	16VQ-Q6FX-MHC7	001 004 514 23 31 00	FI-Office Supplies	Expanding File Folders	54493	\$28.32
Amazon Capital Services	17VC-1PV9-H14D	410 016 531 10 31 01	SW - Office Supplies	Storage Bins/Headphones/Soup/Drying Racks/Sponges	54493	\$192.47
Amazon Capital Services	1NMJ-7K9P-6YYN	410 016 531 10 31 01	SW - Office Supplies	Car Organizer/Headphone Travel Case/AC Car Charger	54493	\$102.22
Amazon Capital Services	1YLF-W1LD-W16F	101 016 544 90 31 01	ST-Office Supplies	Light Duty Wipers	54493	\$70.84
					54493 Total	\$1,080.50
Assoc of Washington Cities EFT	24412	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	0	\$156,322.30
Assoc of Washington Cities EFT	24412	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium-Sims	0	\$839.79
Assoc of Washington Cities EFT	24412	001 007 558 50 20 00	PL-Benefits	Medical Insurance Premium-Sims	0	(\$839.79)
Assoc of Washington Cities EFT	24412	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	0	(\$0.66)
					0 Total	\$156,321.64
Beazizo	120321 BEAZIZO	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal Executive Staff Retreat - Beazizo	54494	\$26.00
					54494 Total	\$26.00
Bliven	20321	001 010 576 80 41 01	PK -Professional Tree Srv	Tree Removal Services - Sunset Beach	54495	\$6,540.00
					54495 Total	\$6,540.00
Brazel	120321 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Brazel	54496	\$26.00
					54496 Total	\$26.00
Business Card	BARNES 1121	001 008 521 20 43 01	LE-Business Meetings	Water/Donuts for FTO Training 10/18-10/20	54497	\$34.32
Business Card	BARNES 1121	001 008 521 40 49 01	LE-Registration Fees	Refund - Registration sUAS Drones Admin Course - Barnes	54497	(\$125.00)
Business Card	BARNES 1121	001 008 521 40 49 01	LE-Registration Fees	Registration - Investigative Interviewing - Bernhard	54497	\$149.00
Business Card	BEAZIZO 1121	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Wheel for PD Vehicle	54497	\$302.00
Business Card	BEAZIZO 1121	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Membership - Beazizo	54497	\$50.00
Business Card	BEAZIZO 1121	001 008 521 20 49 00	LE-Dues & Memberships	IACP Membership 10/01/21 thru 12/31/24 - Beazizo	54497	\$570.00
Business Card	BRAZEL 1121	001 002 513 11 43 00	AD-Travel & Meetings	Fuel - ICMA Conf - Brazel	54497	\$48.09
Business Card	BRAZEL 1121	001 002 513 11 43 00	AD-Travel & Meetings	Hotel - ICMA Conf - Brazel	54497	\$707.50
Business Card	BRAZEL 1121	001 002 513 11 43 00	AD-Travel & Meetings	Meal - Economic Dev/Buildable Lands Mtg - Brazel	54497	\$55.87
Business Card	BRAZEL 1121	001 002 513 11 43 00	AD-Travel & Meetings	Parking - ICMA Conf - Brazel	54497	\$12.90
Business Card	BRAZEL 1121	001 002 513 11 49 01	AD-Miscellaneous	ICMA Membership - Brazel	54497	\$1,400.00
Business Card	BROOKS 1121	001 008 521 20 31 00	LE-Office Supplies	Metal Prints/Mount Balance	54497	\$9.97
Business Card	BROOKS 1121	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	54497	\$57.19
Business Card	CHELIN 1121	001 001 513 10 43 00	Executive - Travel & Mtgs	Hotel/Conf Room Admin Retreat - Gailey	54497	\$125.11
Business Card	CHELIN 1121	001 002 513 11 43 00	AD-Travel & Meetings	Hotel/Conf Room Admin Retreat - Brazel	54497	\$125.11
Business Card	CHELIN 1121	001 003 514 20 31 00	CC-Office Supply	Notary Stamp	54497	\$106.68

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	CHELIN 1121	001 003 514 20 31 00	CC-Office Supply	Notary Stamp/Journal	54497	\$129.57
Business Card	CHELIN 1121	001 003 514 20 43 00	CC-Travel & Meetings	Hotel/Conf Room Admin Retreat - Chelin	54497	\$125.11
Business Card	CHELIN 1121	001 003 514 20 49 00	CC-Miscellaneous	2021 WAPRO Membership - Weaver	54497	\$25.00
Business Card	CHELIN 1121	001 003 514 20 49 00	CC-Miscellaneous	DOL Notary License - Weaver	54497	\$30.00
Business Card	CHELIN 1121	001 003 514 20 49 00	CC-Miscellaneous	DOL Notary License Renewal - Chelin	54497	\$30.00
Business Card	CHELIN 1121	001 003 514 20 49 02	CC-Staff Development	Registration - 2021 WAPRO Fall Conf - Chelin	54497	\$65.00
Business Card	CHELIN 1121	001 003 514 20 49 02	CC-Staff Development	Registration - 2021 WAPRO Fall Conf - Weaver	54497	\$65.00
Business Card	CHELIN 1121	001 004 514 23 43 00	FI-Travel & Meetings	Hotel/Conf Room Admin Retreat - Stevens B	54497	\$125.11
Business Card	CHELIN 1121	001 005 518 10 43 00	HR-Travel & Meetings	Hotel/Conf Room Admin Retreat - Warrington	54497	\$125.11
Business Card	CHELIN 1121	001 006 518 80 43 00	IT-Travel & Meetings	Hotel/Conf Room Admin Retreat - Stevens T	54497	\$125.11
Business Card	CHELIN 1121	001 007 558 50 43 00	PL-Travel & Mtgs	Hotel/Conf Room Admin Retreat - Wright	54497	\$62.56
Business Card	CHELIN 1121	001 007 559 30 43 00	PB-Travel & Mtgs	Hotel/Conf Room Admin Retreat - Wright	54497	\$62.56
Business Card	CHELIN 1121	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel/Conf Room Admin Retreat - Beazizo	54497	\$125.11
Business Card	CHELIN 1121	001 010 576 80 43 00	PK-Travel & Meetings	Hotel/Conf Room Admin Retreat - Halverson	54497	\$41.70
Business Card	CHELIN 1121	001 012 575 50 31 00	CS- The Mill- Ops	Acrylic Sign Holders - The Mill	54497	\$39.22
Business Card	CHELIN 1121	001 013 518 20 41 00	GG-Professional Service	Zoom - Standard Monthly/Webinar 11-2021	54497	\$261.49
Business Card	CHELIN 1121	101 016 543 30 43 00	ST-Travel & Meetings	Hotel/Conf Room Admin Retreat - Halverson	54497	\$41.71
Business Card	CHELIN 1121	302 010 594 76 61 12	PM - North Cove Phase 3	Parking - Recording North Cove BLA at Snohomish County	54497	\$3.00
Business Card	CHELIN 1121	302 010 594 76 61 12	PM - North Cove Phase 3	Recoding Fees - North Cove BLA	54497	\$621.00
Business Card	CHELIN 1121	410 016 531 10 43 00	SW - Travel & Meetings	Hotel/Conf Room Admin Retreat - Halverson	54497	\$41.71
Business Card	DREHER 1121	001 008 521 20 31 00	LE-Office Supplies	Notecards - The UPS Store	54497	\$147.43
Business Card	DREHER 1121	001 008 521 20 31 01	LE-Fixed Minor Equipment	Engraved Award - Aukerman Retirement	54497	\$76.86
Business Card	DREHER 1121	001 008 521 20 31 02	LE-Minor Equipment	Aluminum Day Boxes/Padlocks	54497	\$1,705.00
Business Card	DREHER 1121	001 008 521 20 31 02	LE-Minor Equipment	Hammerspike Tool/Shield Scabbard	54497	\$460.00
Business Card	DREHER 1121	001 008 521 20 31 02	LE-Minor Equipment	Lasers/SPOT Sight/Training Magazines	54497	\$563.53
Business Card	DREHER 1121	001 008 521 20 42 00	LE-Communication	First Class Mail Shipping Fees	54497	\$7.54
Business Card	DREHER 1121	001 008 521 20 43 00	LE-Travel & Per Diem	Flights-Drove Training Fort Worth TX-Bryant/Valvick	54497	\$553.60
Business Card	DREHER 1121	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Adv Boat Collision Training Havana FL - Miner	54497	\$691.56
Business Card	DURPOS 1121	001 010 576 80 31 00	PK-Operating Costs	Temporary PVC - Self Install	54497	\$107.10
Business Card	DURPOS 1121	001 012 575 50 31 00	CS- The Mill- Ops	Faucets for The Mill	54497	\$1,213.36
Business Card	DURPOS 1121	001 013 518 20 31 00	GG-Operating Costs	PODS Storage Container Rental PW Shop for Museum Storage	54497	\$257.62
Business Card	DURPOS 1121	101 016 544 90 31 01	ST-Office Supplies	Stacking Chairs/Tables	54497	\$1,420.50
Business Card	DURPOS 1121	101 016 544 90 31 02	ST-Operating Cost	Heavy Duty Utility LED Shop Lights	54497	\$432.52
Business Card	DURPOS 1121	101 016 544 90 31 02	ST-Operating Cost	Temporary PVC - Self Install	54497	\$107.09
Business Card	DURPOS 1121	410 016 531 10 31 01	SW - Office Supplies	Posters	54497	\$380.23
Business Card	DURPOS 1121	410 016 531 10 31 02	SW - Operating Costs	Temporary PVC - Self Install	54497	\$107.10
Business Card	ESHLEMAN 1121	001 010 576 80 31 00	PK-Operating Costs	Custom PW Budget/Signature Stamp	54497	\$9.18
Business Card	ESHLEMAN 1121	001 010 576 80 49 01	PK-Staff Development	Registration - Pesticide Training - Young	54497	\$225.00
Business Card	ESHLEMAN 1121	101 016 544 90 31 01	ST-Office Supplies	Custom PW Budget/Signature Stamp	54497	\$9.19
Business Card	ESHLEMAN 1121	101 016 544 90 31 02	ST-Operating Cost	Professional Engineering Signature Stamp - Wietholter	54497	\$42.00
Business Card	ESHLEMAN 1121	410 016 531 10 31 01	SW - Office Supplies	Custom PW Budget/Signature Stamp	54497	\$9.18
Business Card	ESHLEMAN 1121	410 016 531 10 31 02	SW - Operating Costs	Beaver Traps/Lure	54497	\$198.95
Business Card	ESHLEMAN 1121	410 016 531 10 49 01	SW - Staff Development	Registration - CESCL Re-Cert Training - Evans	54497	\$300.00
Business Card	ESHLEMAN 1121	411 016 594 31 60 08	Capital Equipment	DOL License for New Shop Truck	54497	\$64.00
Business Card	GOOD 1121	001 010 576 80 41 00	PK-Professional Services	FMCSA Commercial Driver License History Search	54497	\$4.16

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	GOOD 1121	101 016 542 30 41 02	ST-Professional Service	FMCSA Commercial Driver License History Search	54497	\$4.17
Business Card	GOOD 1121	410 016 531 10 41 01	SW - Professional Services	FMCSA Commercial Driver License History Search	54497	\$4.17
Business Card	MINER 1121	001 008 521 20 43 00	LE-Travel & Per Diem	Uber - Airport Adv Boat Collision Havana FL - Irwin	54497	\$88.03
Business Card	STEVENS B 1121	001 004 514 23 49 01	FI-Staff Development	Registration - WFOA BARS Cash Basis - Crim	54497	\$100.00
Business Card	STEVENS B 1121	001 007 571 00 30 00	PL-Park & Recreation	Candy for Harvest Fest	54497	\$63.96
Business Card	STEVENS T 1121	101 016 544 90 31 02	ST-Operating Cost	PW Shop Digital Signage Subscription Update	54497	\$32.01
Business Card	STEVENS T 1121	410 016 531 10 31 02	SW - Operating Costs	PW Shop Digital Signage Subscription Update	54497	\$32.00
Business Card	UBERT 1121	001 008 521 20 43 00	LE-Travel & Per Diem	Meal - LEMAP Ellensburg	54497	\$10.18
Business Card	UBERT 1121	001 008 521 20 49 00	LE-Dues & Memberships	NAGARA Membership Renewal	54497	\$350.00
Business Card	UBERT 1121	001 008 521 40 49 01	LE-Registration Fees	Registration - Adv Public Disclosure - Starkenburg	54497	\$50.00
Business Card	WARRINGTON 1121	001 005 518 10 49 02	HR-Employee Recognition	2021 Lake Stevens Washington State Ornaments Emp Recog Program	54497	\$464.95
Business Card	WARRINGTON 1121	001 005 518 10 49 02	HR-Employee Recognition	Can Cooler/Totes/Bottles/Carabiners-Emp Recog Program	54497	\$3,553.70
Business Card	WARRINGTON 1121	001 005 518 10 49 02	HR-Employee Recognition	Personalized Holiday Chocolate Bars-Emp Recog Program	54497	\$426.92
Business Card	WRIGHT 1121	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers LUA2021-0121 Guimont SP NOA	54497	\$18.97
Business Card	WRIGHT 1121	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers LUA2021-0125 SPEA PA	54497	\$12.48
Business Card	WRIGHT 1121	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers LUA2021-0139 Wrona/LUA2021-0165 Trestle Station	54497	\$93.49
Business Card	WRIGHT 1121	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers McCrillis DNS SEPA	54497	\$56.37
Business Card	WRIGHT 1121	001 007 558 50 49 00	PL-Miscellaneous	AICP/APA Membership - Schmidt	54497	\$618.00
Business Card	WRIGHT 1121	001 007 571 00 30 00	PL-Park & Recreation	Airscreen Front Projector Movie Screen	54497	\$2,360.00
Business Card	WRIGHT 1121	001 007 571 00 30 00	PL-Park & Recreation	Grocery Totes for Event Marketing	54497	\$493.02
					54497 Total	\$23,698.93
Cadman Materials Inc	5799554	410 016 531 10 41 03	SW - Street Cleaning	Street Sweeping Dump	54498	\$312.44
Cadman Materials Inc	5799862	410 016 531 10 41 03	SW - Street Cleaning	Street Sweeping Dump	54498	\$264.93
					54498 Total	\$577.37
Calliope Consulting LLC	179	001 005 518 10 41 00	HR-Professional Services	City Wide Lean Training Contract Services 10-2021	54499	\$956.25
					54499 Total	\$956.25
Calm River	0921 CALM RIVER	001 007 558 60 41 00	PL-UGA-RUTA-Annexation	Annexation Census - SE Interlocal Ord 1112	54500	\$36,217.00
					54500 Total	\$36,217.00
Cascade Collision Center Inc	4867	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Services PT-15-59	54501	\$7,786.25
					54501 Total	\$7,786.25
Chelin	120321 CHELIN	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Chelin	54502	\$26.00
					54502 Total	\$26.00
Christenson	1121CHRISTENSON	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Stack Rental 11/13/21	54503	\$100.00
					54503 Total	\$100.00
Cintas Loc 460	4100757339	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	54504	\$119.16
Cintas Loc 460	4100757339	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	54504	\$119.16
Cintas Loc 460	4100757339	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	54504	\$119.15
Cintas Loc 460	4101521902	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	54504	\$119.16
Cintas Loc 460	4101521902	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	54504	\$119.16
Cintas Loc 460	4101521902	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	54504	\$119.15
					54504 Total	\$714.94
Comcast	1021 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	54505	\$400.01
Comcast	1021 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	54505	\$400.01
Comcast	1021 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	54505	\$136.19

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Comcast	1021 COMCAST	001 012 575 30 42 00	CS- Museum - Communications	Internet Services - Museum	54505	\$146.19
Comcast	1021 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	54505	\$320.01
					54505 Total	\$1,402.41
Comdata Inc	20357892	001 008 521 20 32 00	LE-Fuel	PD Fuel	54506	\$470.70
					54506 Total	\$470.70
Compulink Management Center Inc	144654	510 006 518 80 49 06	LR - Laserfiche	Laserfiche Annual Support 10/29/21 thru 10/28/22	54507	\$17,220.36
					54507 Total	\$17,220.36
Cory De Jong and Sons Inc	V317509	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	54508	\$30.25
Cory De Jong and Sons Inc	V317509	101 016 544 90 31 02	ST-Operating Cost	All Purpose Soil	54508	\$30.24
Cory De Jong and Sons Inc	V317509	410 016 531 10 31 02	SW - Operating Costs	All Purpose Soil	54508	\$30.25
Cory De Jong and Sons Inc	V317510	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	54508	\$30.25
Cory De Jong and Sons Inc	V317510	101 016 544 90 31 02	ST-Operating Cost	All Purpose Soil	54508	\$30.25
Cory De Jong and Sons Inc	V317510	410 016 531 10 31 02	SW - Operating Costs	All Purpose Soil	54508	\$30.24
Cory De Jong and Sons Inc	V317512	001 010 576 80 31 00	PK-Operating Costs	Mulch	54508	\$42.78
Cory De Jong and Sons Inc	V317512	101 016 544 90 31 02	ST-Operating Cost	Mulch	54508	\$42.78
Cory De Jong and Sons Inc	V317512	410 016 531 10 31 02	SW - Operating Costs	Mulch	54508	\$42.79
Cory De Jong and Sons Inc	V317515	410 016 531 10 31 02	SW - Operating Costs	Sawdust	54508	\$136.39
Cory De Jong and Sons Inc	V317548	410 016 531 10 31 02	SW - Operating Costs	Bark	54508	\$125.08
Cory De Jong and Sons Inc	V317549	001 013 518 20 31 00	GG-Operating Costs	Bark - 1819 S Lake Stevens	54508	\$125.08
					54508 Total	\$696.38
Dept of Licensing	110621 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 10/24/21 thru 11/06/21	54509	\$219.00
					54509 Total	\$219.00
Dept of Retirement (Deferred Comp)	111021	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$3,400.87
					0 Total	\$3,400.87
Dept of Retirement PERS LEOFF	111021	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$56,330.72
Dept of Retirement PERS LEOFF	111021	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State	0	\$271.44
					0 Total	\$56,602.16
Dicks Towing Inc	18184038	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2021-22683	54510	\$115.29
Dicks Towing Inc	18184048	001 008 521 20 41 00	LE-Professional Services	Towing Services PT-21-93	54510	\$115.29
Dicks Towing Inc	E199127	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2021-22815	54510	\$126.27
					54510 Total	\$356.85
EASL Inc	LS-1121	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services 10-2021	54511	\$5,000.00
					54511 Total	\$5,000.00
EFTPS	111021	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$97,982.31
					0 Total	\$97,982.31
Eglestad	111021 EGLESTAD	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Stack Rental 11/10/21	54512	\$100.00
					54512 Total	\$100.00
Electronic Business Machines	AR205226	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Repair & Maintenance PW Shop QNN08471	54513	\$12.13
Electronic Business Machines	AR205226	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW Shop QNN08471	54513	\$12.12
Electronic Business Machines	AR205226	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Repair & Maintenance PW Shop QNN08471	54513	\$12.13
Electronic Business Machines	AR205428	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Repair & Maintenance PD 2WU09725	54513	\$49.75
					54513 Total	\$86.13
Evergreen State Heat & AC	010822EVERGREEN	001 000 362 00 00 05	The Mill - Rental	Partial Refund - Hartford Hall Rental LS21-Chapman 01/08/22	54514	\$400.00
					54514 Total	\$400.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	54482	\$177.57
					54482 Total	\$177.57
Gailey	120321 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	PerDiem - Meal Executive Staff Retreat - Gailey	54515	\$26.00
					54515 Total	\$26.00
Glens Welding & Machine Inc	S15041	410 016 531 10 31 02	SW - Operating Costs	Blower BR800X	54516	\$620.21
					54516 Total	\$620.21
Granite Construction Supply	93380	101 016 542 64 31 00	ST-Traffic Control - Supply	Sign - Slow Deaf Child	54517	\$109.80
					54517 Total	\$109.80
Halverson	120321HALVERSON	001 010 576 80 43 00	PK-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Halverson	54518	\$8.67
Halverson	120321HALVERSON	101 016 543 30 43 00	ST-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Halverson	54518	\$8.66
Halverson	120321HALVERSON	410 016 531 10 43 00	SW - Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Halverson	54518	\$8.67
					54518 Total	\$26.00
Herrick	110321 HERRICK	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Stack Rental 11/03/21	54519	\$100.00
					54519 Total	\$100.00
HID Global Corporation	13402006720	001 008 521 20 41 01	LE-Professional Serv-Fixed	Livescan Remote Connected Implementation	54520	\$1,000.00
					54520 Total	\$1,000.00
Honey Bucket	552427328	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	54521	\$218.50
Honey Bucket	552427329	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 1804 Main St	54521	\$165.55
Honey Bucket	552427330	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Callow Rd	54521	\$142.50
					54521 Total	\$526.55
HRA VEBA Trust YA20192	111021	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	54483	\$5,600.71
					54483 Total	\$5,600.71
HSA Bank	111021	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	54484	\$250.00
					54484 Total	\$250.00
Iron Mountain Quarry LLC	94039	101 016 544 90 31 02	ST-Operating Cost	Rock	54522	\$189.93
					54522 Total	\$189.93
J Thayer Company Inc	1557568-0	001 007 558 50 31 00	PL-Office Supplies	Pens	54523	\$26.47
J Thayer Company Inc	1557568-0	001 007 559 30 31 00	PB-Office Supplies	Pens	54523	\$7.37
J Thayer Company Inc	1557568-0	001 013 518 20 31 00	GG-Operating Costs	Paper/Adhesive Gel/Batteries	54523	\$37.11
J Thayer Company Inc	1559369-0	001 003 514 20 31 00	CC-Office Supply	Gorilla Mounting Tape	54523	\$18.31
J Thayer Company Inc	1559369-0	001 007 558 50 31 00	PL-Office Supplies	Hole Punch	54523	\$10.13
J Thayer Company Inc	1559369-0	001 007 559 30 31 00	PB-Office Supplies	Folders	54523	\$35.17
J Thayer Company Inc	1559369-0	001 013 518 20 31 00	GG-Operating Costs	Planner/Post It Notes	54523	\$37.47
					54523 Total	\$172.03
Jamie S Kim PS Inc	8Z898260	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	54524	\$300.00
					54524 Total	\$300.00
Kaiser Permanente	71105206	101 016 542 30 41 02	ST-Professional Service	Comm Drivers/Med Exam/Lab Tests/Drug Screening	54525	\$169.50
Kaiser Permanente	71105206	410 016 531 10 41 01	SW - Professional Services	Comm Drivers/Med Exam/Lab Tests/Drug Screening	54525	\$169.50
					54525 Total	\$339.00
Kumpf	110721 KUMPF	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Stack Rental 11/07/21	54526	\$100.00
					54526 Total	\$100.00
Lake Industries LLC	290580	410 016 531 10 31 02	SW - Operating Costs	Hauling Services	54527	\$108.00
Lake Industries LLC	290631	101 016 544 90 31 02	ST-Operating Cost	Hauling Services - Street Sweeping	54527	\$84.00
					54527 Total	\$192.00
Lake Stevens Police Guild	111021	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	54485	\$1,157.25
					54485 Total	\$1,157.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lake Stevens Sewer District	12326.01 1121	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	54528	\$87.00
Lake Stevens Sewer District	13135.01 1121	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	54528	\$152.50
Lake Stevens Sewer District	13135.01 1121	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	54528	\$152.51
Lake Stevens Sewer District	2538.02 1121	001 010 576 80 47 00	PK-Utilities	Sewer - Lundein Park Acct 2538-02	54528	\$172.00
Lake Stevens Sewer District	3628.02 1121	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-01	54528	\$86.00
Lake Stevens Sewer District	6294.04 1121	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	54528	\$86.00
Lake Stevens Sewer District	6296.03 1121	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	54528	\$172.00
Lake Stevens Sewer District	6390.03 1121	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Leased Comm Building Acct 6390-03	54528	\$137.60
Lake Stevens Sewer District	6666.01 1121	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	54528	\$86.00
Lake Stevens Sewer District	6671.01 1121	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	54528	\$86.00
Lake Stevens Sewer District	6810.01 1121	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	54528	\$172.00
Lake Stevens Sewer District	7002.01 1121	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	54528	\$86.00
Lake Stevens Sewer District	8710.03 1121	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	54528	\$86.00
Lake Stevens Sewer District	9902.01 1121	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	54528	\$86.00
					54528 Total	\$1,647.61
Lake Stevens Sewer District	25073	301 016 595 30 60 03	17005- 24th St & 91st Ext	Engineering Fees 91st Ave SE & 24th St SE	54529	\$164.59
					54529 Total	\$164.59
Language Line Services Inc	10377728	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	54530	\$129.53
					54530 Total	\$129.53
Law Office of Richard H Kaiser PLLC	4051	001 010 576 80 41 00	PK-Professional Services	Investigation Services	54531	\$25.00
Law Office of Richard H Kaiser PLLC	4051	101 016 542 30 41 02	ST-Professional Service	Investigation Services	54531	\$12.50
Law Office of Richard H Kaiser PLLC	4051	410 016 531 10 41 01	SW - Professional Services	Investigation Services	54531	\$12.50
					54531 Total	\$50.00
Lemay Mobile Shredding Inc	4723778	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	54532	\$24.66
					54532 Total	\$24.66
Les Schwab Tire Center	40200578167	410 016 531 10 31 02	SW - Operating Costs	Simulators for F-550	54533	\$592.83
					54533 Total	\$592.83
Levitt	110521 LEVITT	001 000 362 00 00 05	The Mill - Rental	Refund - The Mill Rental 11/05/21 Levitt-Technical Issues	54534	\$1,300.00
Levitt	110521 LEVITT	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Mill 11/05/21 Levitt	54534	\$500.00
					54534 Total	\$1,800.00
Marshall	120521 MARSHALL	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Basic Collison Kennewick WA - Marshall	54535	\$376.00
					54535 Total	\$376.00
McIntyre	2021-04	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Testing - Deputy Chief	54536	\$300.00
					54536 Total	\$300.00
Method Barricade & Construction Supply LLC	15005	101 016 542 64 31 00	ST-Traffic Control - Supply	Signs - No Parking	54537	\$201.07
					54537 Total	\$201.07
Miner	110121 MINER	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals IAPRO Conf ST Petersburg FL - Miner	54538	\$345.00
Miner	110521 MINER	001 008 521 20 43 00	LE-Travel & Per Diem	Taxi to Airport from IAPRO Conf ST Petersburg FL - Miner	54538	\$91.30
					54538 Total	\$436.30
Monroe Correctional Complex	MCC2110-1256	001 010 576 80 31 00	PK-Operating Costs	DOC Work Crew 10-2021	54539	\$75.93
Monroe Correctional Complex	MCC2110-1256	101 016 544 90 31 02	ST-Operating Cost	DOC Work Crew 10-2021	54539	\$75.92
Monroe Correctional Complex	MCC2110-1256	410 016 531 10 31 02	SW - Operating Costs	DOC Work Crew 10-2021	54539	\$75.92
					54539 Total	\$227.77
Nationwide Retirement Solution	111021	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$5,183.32
					0 Total	\$5,183.32

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Nedrow	101421 NEDROW	001 010 576 80 31 00	PK-Operating Costs	CDL Learners Permit Renewal/Testing/Licensing/Exam	54540	\$124.50
Nedrow	101421 NEDROW	101 016 544 90 31 02	ST-Operating Cost	CDL Learners Permit Renewal/Testing/Licensing/Exam	54540	\$124.50
Nedrow	101421 NEDROW	410 016 531 10 31 02	SW - Operating Costs	CDL Learners Permit Renewal/Testing/Licensing/Exam	54540	\$124.50
					54540 Total	\$373.50
Nelson Distributing Inc	0778518-IN	001 007 559 30 32 00	PB-Fuel	Fuel	54541	\$87.76
Nelson Distributing Inc	0778518-IN	001 008 521 20 32 00	LE-Fuel	Fuel	54541	\$4,340.17
Nelson Distributing Inc	0778518-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	54541	\$653.76
Nelson Distributing Inc	0778518-IN	101 016 542 30 32 00	ST-Fuel	Fuel	54541	\$1,307.52
Nelson Distributing Inc	0778518-IN	410 016 531 10 32 00	SW - Fuel	Fuel	54541	\$1,307.52
					54541 Total	\$7,696.73
New York Life	111021	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	54486	\$199.00
					54486 Total	\$199.00
New York Life EFT	Oct-21	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	0	\$57.47
New York Life EFT	Oct-21	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	0	\$50.17
New York Life EFT	Oct-21	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	0	\$181.71
New York Life EFT	Oct-21	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	0	\$84.98
New York Life EFT	Oct-21	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	0	\$132.04
New York Life EFT	Oct-21	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	0	\$396.21
New York Life EFT	Oct-21	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	0	\$238.18
New York Life EFT	Oct-21	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	0	\$1,460.37
New York Life EFT	Oct-21	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	0	\$318.11
New York Life EFT	Oct-21	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	0	\$146.12
New York Life EFT	Oct-21	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	0	\$515.33
New York Life EFT	Oct-21	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	0	\$764.52
					0 Total	\$4,345.21
NMC Franchising LLC	172460	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services - City Hall	54542	\$55.50
NMC Franchising LLC	172460	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services - City Hall	54542	\$55.50
NMC Franchising LLC	172460	001 008 521 50 48 00	LE-Facility Repair & Maint	Janitorial Services - Police Dept	54542	\$1,257.00
NMC Franchising LLC	172460	001 010 576 80 41 00	PK-Professional Services	Janitorial Services - City Hall	54542	\$55.50
NMC Franchising LLC	172460	001 012 575 50 41 00	CS- The Mill- Janitorial	Janitorial Services - The Mill	54542	\$183.00
NMC Franchising LLC	172460	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - City Hall	54542	\$55.50
NMC Franchising LLC	172460	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - VIC	54542	\$155.00
NMC Franchising LLC	172460	001 013 518 20 47 02	GG-Utilities for Rentals	Janitorial Services - 1819 S Lake Stevens Rd	54542	\$160.00
NMC Franchising LLC	172460	101 016 542 30 41 02	ST-Professional Service	Janitorial Services - City Hall	54542	\$55.50
NMC Franchising LLC	172460	410 016 531 10 41 01	SW - Professional Services	Janitorial Services - City Hall	54542	\$55.50
					54542 Total	\$2,088.00
On Target Solutions Group Inc	2804	001 008 521 40 49 01	LE-Registration Fees	Registration - Crime Scene Photography - Warbis A	54543	\$275.00
					54543 Total	\$275.00
Only From Above	917	001 007 571 00 30 00	PL-Park & Recreation	Imagery of the Mill for VR Tour	54544	\$500.00
					54544 Total	\$500.00
PowerDMS Inc	INV-11683	004 013 518 20 40 00	ARPA - Professional Services	PowerDMS Professional/Training Solution	54545	\$5,999.86
					54545 Total	\$5,999.86
Puget Sound Energy	22339471 1121	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	54546	\$571.58
Puget Sound Energy	24316495 1121	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	54546	\$148.01
Puget Sound Energy	24316495 1121	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	54546	\$148.01
Puget Sound Energy	24316495 1121	410 016 531 10 47 00	SW - Utilities	Natural Gas - City Shop	54546	\$148.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Puget Sound Energy	24770236 1121	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - 10518 18th St SE	54546	\$82.98
Puget Sound Energy	3723810 1121	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	54546	\$185.60
					54546 Total	\$1,284.18
Reece Construction Company	PROGRESS 8 REECE	307 000 382 20 00 00	Retainage Held	91st Ave SE Ext/Water Line Relocation Retainage	54547	(\$25,510.93)
Reece Construction Company	PROGRESS 8 REECE	307 000 595 30 60 00	Project Construction Account	91st Ave SE Ext/Water Line Relocation	54547	\$510,939.15
					54547 Total	\$485,428.22
Relax USA Inc	2E35585	001 010 576 80 31 00	PK-Operating Costs	Lights/LED Downlight/Switch/Receptacle/Wallplates	54548	\$391.17
Relax USA Inc	2E51767	101 016 542 64 31 00	ST-Traffic Control - Supply	Lamp Lights	54548	\$48.56
Relax USA Inc	2E60215	101 016 542 64 31 00	ST-Traffic Control - Supply	Intermatic T Lock	54548	\$34.77
Relax USA Inc	2E90751	001 010 576 80 31 00	PK-Operating Costs	Spa Panel/LED Retrofit Module/Wire Stripper/Screws	54548	\$187.51
Relax USA Inc	2E90751	101 016 544 90 31 02	ST-Operating Cost	Spa Panel/LED Retrofit Module/Wire Stripper/Screws	54548	\$187.51
					54548 Total	\$849.52
SAFEbuilt Washington LLC	0081351-IN	001 007 558 50 41 04	Permit Related Professional Sr	Inspection Services 10-2021	54549	\$1,749.00
					54549 Total	\$1,749.00
Smarsh Inc	INV00682789	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	54550	\$730.08
					54550 Total	\$730.08
Smith	111221 SMITH	001 000 362 00 00 05	The Mill - Rental	Refund - The Stack Rental 11/12/21 Smith	54551	\$100.00
					54551 Total	\$100.00
Snohomish County Human Services Dept	I000571830	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q3 2021 Liquor Excise Taxes	54552	\$2,688.41
					54552 Total	\$2,688.41
Snohomish County PUD	100575925	001 008 521 50 47 00	LE-Facility Utilities	204719082 New PD Station Area Lighting	54553	\$8.30
Snohomish County PUD	100575925	001 008 521 50 47 00	LE-Facility Utilities	204719082 New PD Station Electric	54553	\$1,096.25
Snohomish County PUD	100575925	001 008 521 50 47 00	LE-Facility Utilities	204719082 New PD Station Water	54553	\$190.45
Snohomish County PUD	105676028	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	54553	\$126.69
Snohomish County PUD	108974502	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	54553	\$147.40
Snohomish County PUD	108976171	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 - 1819 S Lake Stevens Rd Commercial	54553	\$629.23
Snohomish County PUD	118869296	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	54553	\$1,254.76
Snohomish County PUD	122186217	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	54553	\$64.17
Snohomish County PUD	122188076	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	54553	\$74.24
Snohomish County PUD	125509582	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	54553	\$54.54
Snohomish County PUD	132088169	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	54553	\$85.70
Snohomish County PUD	132091604	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	54553	\$17.17
Snohomish County PUD	132091604	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	54553	\$36.38
Snohomish County PUD	132091604	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	54553	\$58.19
Snohomish County PUD	132091604	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	54553	\$519.40
Snohomish County PUD	132091604	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	54553	\$53.18
Snohomish County PUD	132091604	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	54553	\$127.91
Snohomish County PUD	132091604	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	54553	\$234.81
Snohomish County PUD	132091604	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	54553	\$167.88
Snohomish County PUD	132091604	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	54553	\$133.96
Snohomish County PUD	135395121	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	54553	\$10,998.67
Snohomish County PUD	135395122	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	54553	\$1,503.44
Snohomish County PUD	148546131	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Electric 12308 17th Pl NE	54553	\$18.50
Snohomish County PUD	148546131	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Water 12308 17th Pl NE	54553	\$24.48
Snohomish County PUD	148546132	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	54553	\$137.13

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	155086710	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	54553	\$28.37
Snohomish County PUD	155088502	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park Electric	54553	\$22.51
Snohomish County PUD	155090902	001 010 576 80 47 00	PK-Utilities	222625881 8801 Froniter Cir W Water	54553	\$464.97
					54553 Total	\$18,278.68
Snohomish County PUD	110421 PUD	304 016 595 30 60 03	Festival Street/Mill Spur	12402 Mill Spur Grimm House Line Ext SO #70041451	54554	\$5,291.00
					54554 Total	\$5,291.00
Sound Publishing Inc	EDH941091	001 007 558 50 41 03	PL-Advertising	LUA2021-0008 2021 Comp Plan Docket	54555	\$140.00
Sound Publishing Inc	EDH941606	001 013 518 30 41 01	GG-Advertising	CC Public Hearings 11/09/21 & 11/23/21	54555	\$29.40
Sound Publishing Inc	EDH941760	001 013 518 30 41 01	GG-Advertising	CC Workshop Cancellation 11/02/2021	54555	\$18.20
Sound Publishing Inc	EDH942244	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0166 Mountain Crest Phase II Final Plat	54555	\$65.80
Sound Publishing Inc	EDH942472	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0158 Strand Duplexes	54555	\$114.80
					54555 Total	\$368.20
Sound Safety Products Co Inc	437464/1	410 016 531 10 31 00	SW - Clothing	Rubber Boots - Wright T	54556	\$153.71
Sound Safety Products Co Inc	437570/1	001 010 576 80 31 01	PK-Ops-Clothing	Jacket - Knoepfle J	54556	\$23.42
Sound Safety Products Co Inc	437570/1	101 016 542 90 31 01	ST-Clothing	Jacket - Knoepfle J	54556	\$23.42
Sound Safety Products Co Inc	437570/1	410 016 531 10 31 00	SW - Clothing	Jacket - Knoepfle J	54556	\$23.42
					54556 Total	\$223.97
Sound Security Inc	1029307	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Intrusion/Fire/Elevator Monitoring PD	54557	\$1,125.00
Sound Security Inc	1029308	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire Monitoring 10518 18th St SE	54557	\$65.00
					54557 Total	\$1,190.00
State Auditors Office	L144924	001 004 514 23 41 00	FI-Professional Service	2020 Accountability/Federal/Financial Audit	54558	\$20,075.25
					54558 Total	\$20,075.25
Stevens	120321 BSTEVENS	001 004 514 23 43 00	FI-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Stevens B	54559	\$26.00
					54559 Total	\$26.00
Stevens	120321 TSTEVENS	001 006 518 80 43 00	IT-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Stevens T	54560	\$26.00
					54560 Total	\$26.00
Teamsters Local No 763	111021	001 000 284 00 00 00	Payroll Liability Other	Union Dues	54487	\$1,202.00
					54487 Total	\$1,202.00
Teamsters Welfare Trust Dental EFT	111021	001 000 282 00 00 00	Payroll Liability Retirement	Teamsters Dental Premium	0	\$2,476.80
					0 Total	\$2,476.80
Technological Services Inc	21613	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Fluids/Tire Rotation/Brake Inspect PT-21-95	54561	\$166.46
Technological Services Inc	21614	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tire Mount/Balance	54561	\$451.78
Technological Services Inc	21619	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tire Mount/Balance PT-21-94	54561	\$692.12
Technological Services Inc	21623	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Fluids/Tire Rotation/Brake Inspect PT-21-97	54561	\$173.59
					54561 Total	\$1,483.95
TransUnion Risk and Alternative Data Solutions Inc	4016011-202110-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	54562	\$81.76
					54562 Total	\$81.76
ULINE	140447772	001 010 576 80 31 00	PK-Operating Costs	Collaboration Pedestal Files	54563	\$242.68
ULINE	140447772	101 016 544 90 31 02	ST-Operating Cost	Collaboration Pedestal Files	54563	\$242.68
ULINE	140447772	410 016 531 10 31 02	SW - Operating Costs	Collaboration Pedestal Files	54563	\$242.68
ULINE	140528469	001 012 572 20 31 00	CS- Library-Office & Operating	Sharps Cabinet/Container - Library	54563	\$326.47
ULINE	140762123	101 016 544 90 31 02	ST-Operating Cost	Brass Stencil Letters/No Parking Sign/Masks	54563	\$208.60
					54563 Total	\$1,263.11
UPS	0000074Y42441	001 008 521 20 42 00	LE-Communication	Evidence Shipping	54564	\$19.18
					54564 Total	\$19.18

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Vantagepoint Transfer Agents - 108991	639268	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	54488	\$412.35
					54488 Total	\$412.35
Vantagepoint Transfer Agents - 307428	639262	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	54489	\$1,849.26
					54489 Total	\$1,849.26
Verizon Northwest	9891854468	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service Council	54565	\$280.28
Verizon Northwest	9891854468	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service Executive	54565	\$40.04
Verizon Northwest	9891854468	001 002 513 11 42 00	AD-Communications	Wireless Phone Service Admin	54565	\$45.04
Verizon Northwest	9891854468	001 003 514 20 42 00	CC-Communications	Wireless Phone Service Clerk	54565	\$75.07
Verizon Northwest	9891854468	001 004 514 23 42 00	FI-Communications	Wireless Phone Service Finance	54565	\$35.04
Verizon Northwest	9891854468	001 005 518 10 42 00	HR-Communications	Wireless Phone Service HR	54565	\$125.11
Verizon Northwest	9891854468	001 006 518 80 42 00	IT-Communications	Wireless Phone Service IT	54565	\$376.10
Verizon Northwest	9891854468	001 007 558 50 42 00	PL-Communication	Wireless Phone Service Planning	54565	\$434.96
Verizon Northwest	9891854468	001 007 559 30 42 00	PB-Communication	Wireless Phone Service Building	54565	\$276.72
Verizon Northwest	9891854468	001 010 576 80 42 00	PK-Communication	Wireless Phone Service PW	54565	\$518.94
Verizon Northwest	9891854468	101 016 543 30 42 00	ST-Communications	Wireless Phone Service PW	54565	\$518.94
Verizon Northwest	9891854468	410 016 531 10 42 00	SW - Communications	Wireless Phone Service PW	54565	\$518.93
					54565 Total	\$3,245.17
Wachtveitl	1121 WACHTVEITL	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Car for Computer Evidence Recovery Train	54566	\$2,454.44
					54566 Total	\$2,454.44
Warrington	120321WARRINGTO	001 005 518 10 43 00	HR-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Warrington	54567	\$26.00
					54567 Total	\$26.00
Washington State Dept of Ecology	22-WAG994197-1	410 016 531 10 31 02	SW - Operating Costs	Aquatic Pest Control FY 2022	54568	\$682.00
Washington State Dept of Ecology	22-WAR045523-1	410 016 531 10 41 08	SW - DOE Annual Permit	Muni Stormwater Phase 2 FY 2022	54568	\$12,781.77
					54568 Total	\$13,463.77
Washington State Support Registry	111021	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$544.50
					0 Total	\$544.50
Wave Broadband	103946401-0009130	001 002 513 11 42 00	AD-Communications	Telephone Service	54569	\$70.16
Wave Broadband	103946401-0009130	001 003 514 20 42 00	CC-Communications	Telephone Service	54569	\$140.31
Wave Broadband	103946401-0009130	001 004 514 23 42 00	FI-Communications	Telephone Service	54569	\$140.30
Wave Broadband	103946401-0009130	001 005 518 10 42 00	HR-Communications	Telephone Service	54569	\$70.16
Wave Broadband	103946401-0009130	001 006 518 80 42 00	IT-Communications	Telephone Service	54569	\$210.47
Wave Broadband	103946401-0009130	001 007 558 50 42 00	PL-Communication	Telephone Service	54569	\$456.24
Wave Broadband	103946401-0009130	001 007 559 30 42 00	PB-Communication	Telephone Service	54569	\$70.15
Wave Broadband	103946401-0009130	001 008 521 20 42 00	LE-Communication	Telephone Service	54569	\$2,386.21
Wave Broadband	103946401-0009130	001 012 575 30 42 00	CS- Museum - Communications	Telephone Service Museum	54569	\$70.15
Wave Broadband	103946401-0009130	001 012 575 50 42 00	CS- The Mill- Communication	Telephone Service	54569	\$70.16
Wave Broadband	103946401-0009130	001 013 518 20 42 00	GG-Communication	Telephone Service	54569	\$280.62
Wave Broadband	103946401-0009130	101 016 543 30 42 00	ST-Communications	Telephone Service Shop	54569	\$403.74
Wave Broadband	103946401-0009130	410 016 531 10 42 00	SW - Communications	Telephone Service Shop	54569	\$403.74
Wave Broadband	103946401-0009130	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	54569	\$632.70
					54569 Total	\$5,405.11
Weaver	120321 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Meal Executive Staff Retreat - Weaver	54570	\$26.00
					54570 Total	\$26.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
West Coast Code Consultants Inc	2021-LKS-OCT	001 007 558 50 41 04	Permit Related Professional Sr	Plan Review Services 10-2021	54571	\$9,472.01
					54571 Total	\$9,472.01
Western Conference of Teamsters Pension Trust	111021	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	54490	\$3,542.92
					54490 Total	\$3,542.92
WM Corporate Services Inc	0888294-4968-0	410 016 531 10 45 00	SW - Dumpster Service	Dumpster Service - 12699 36th St NE	54572	\$124.00
					54572 Total	\$124.00
Wright	120321 WRIGHT	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - Meal Executive Staff Retreat - Wright	54573	\$13.00
Wright	120321 WRIGHT	001 007 559 30 43 00	PB-Travel & Mtgs	PerDiem - Meal Executive Staff Retreat - Wright	54573	\$13.00
					54573 Total	\$26.00
Wynne and Sons Inc	70637	001 010 576 80 31 00	PK-Operating Costs	Business Cards - Halverson	54574	\$21.48
Wynne and Sons Inc	70637	101 016 544 90 31 01	ST-Office Supplies	Business Cards - Halverson	54574	\$21.47
Wynne and Sons Inc	70637	410 016 531 10 31 01	SW - Office Supplies	Business Cards - Halverson	54574	\$21.47
Wynne and Sons Inc	70682	001 008 521 20 31 00	LE-Office Supplies	Pocket Cards	54574	\$45.86
					54574 Total	\$110.28
Ziply Fiber	1121 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	54575	\$219.44
Ziply Fiber	1121 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	54575	\$60.79
					54575 Total	\$280.23

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

October 26, 2021 at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Anji Jorstad, Marcus Tageant and Steve Ewing

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Interim Public Works Director Aaron Halvorson, Police Chief Jeff Beazizo, Human Resources Director Anya Warrington, City Clerk Kelly Chelin and City Attorney Greg Rubstello.

Call to Order:

The Mayor called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Mayor Gailey led the Pledge of Allegiance.

Roll Call:

All Councilmembers were present.

Approval of Agenda:

Councilmember Daughtry asked for the American Rescue Plan Act (ARPA) Authorized Uses be moved from Discussion Items to Action Items.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Tageant, to approve the agenda as amended. The motion passed 7-0-0-0.

Citizen Comments:

Sophina Nunez, Lake Stevens Food Bank.

Ms. Nunez gave an update on the Food Bank and thanked the Council for their support.

Doug Warren, Lake Stevens.

Mr. Warren spoke as a volunteer of the Food Bank and thanked the Council for their support.

Steve Corsi, Volunteer of America.

Mr. Corsi also thanked the Council for their support.

Council Business:

Councilmember Tageant reported that he attended the sewer utility committee meeting.

Councilmember Jorstad reported that the harvest market was a great success.

Councilmember Petershagen also attended the sewer utility committee meeting. He also spoke in support of the museum and all of the great history that the museum holds.

Councilmember Ewing thanked the citizens who spoke about the food bank. He also spoke about Breast Cancer Awareness Month. Lastly, he attended the Youth Advisory Council meeting.

Councilmember Frederick also attended the Youth Advisory Council meeting. He gave an update on Covid numbers. He asked everyone to be cautious.

Councilmember Dickinson reported that she helped with the book nook at the Library. She also attended the Library Board meeting. She thanked staff at the Food Bank.

Councilmember Daughtry asked everyone to keep a close eye out for people who might need help in the community, even through Facebook.

Mayor Business:

Mayor Gailey reported that the staff had a software summit today.

He read a Proclamation for Pregnancy and Infant Loss Awareness Month for October, 2021.

City Department Report:

Interim Director Halvorson gave an update of the Public Works Department.

Guest Business:

Presentation from Washington State Department of Transportation – SR9/204 Project Update

Presentation on 2022 State and Federal Priorities

Consent Agenda:

MOTION: Councilmember Jorstad made a motion, seconded by Councilmember Tageant, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda included the following:

- Vouchers
- City Council Meeting Minutes of October 12, 2021
- City Council Meeting Minutes of October 19, 2021
- Contract with Motorola for Body Worn Cameras Chief
- Contract with Joe Powers for North Cove Water Tower Artwork
- Amendment No. 1 to Agreement with Outcomes by Levy for Lobbying Services

Action Items:

Amendment to the Interlocal Agreement for Alliance for Affordable Housing

Director Wright explained that in 2013, the City entered into an Interlocal Agreement (ILA) for the Inter-Jurisdictional Housing Committee, now known as the Alliance for Housing Affordability (AHA). Participating agencies include Snohomish County and the cities of Edmonds, Everett, Granite Falls, Lynnwood, Marysville, Mill Creek, Mountlake Terrace, Mukilteo, Snohomish and Woodway, and the Housing Authority of Snohomish County. Participating agencies make an

annual contribution to the Alliance for Housing Affordability which is calculated using a formula based on the agency's population. The revised AHA ILA includes general housekeeping items with the largest change being the addition of the city of Monroe as a new member.

Council and staff engaged in a discussion.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Dickinson, to authorize the Mayor to execute the Amendment to the Interlocal Agreement for Alliance Affordable Housing. The motion passed 7-0-0-0.

American Rescue Plan Act (ARPA) Authorized Uses

Director Stevens explained that the City will receive \$9.466 million in federal funds between 2021 and 2022 from the American Rescue Plan Act (ARPA) to be encumbered by December 31, 2024. Under the new ARPA program, funds can be used for the following:

- Public Health Emergency / Negative Economic Impacts
 - Assistance to small business or non-profits
 - Assistance to impacted industries such as travel, tourism and hospitality
- Employees pay and premium pay for essential workers
- Investments in water, sewer (storm/surface water), or broadband

Recommended Authorized Uses:

- Staffing & Related Equipment Costs \$1,619,000
- Protective/Disinfection Supplies \$10,000
- Technology Upgrades \$500,000
- Direct Assistance \$580,000
- Storm/Surface Water Projects \$4,898,186
- Storm/Surface Water Equipment \$410,000
- Park Restoration Projects \$1,234,000
- Economic Development \$215,000

Council and Staff engaged in a discussion.

MOTION. Councilmember Frederick made a motion, seconded by Councilmember Daughtry, to approve Resolution 2021-15 accepting Coronavirus Local Fiscal Recovery Fund (American Rescue Plan Act (ARPA)) grant funds and authorizing uses of funds and to authorize the early recruitment of the Risk Manager with an anticipated start date of January 1, 2022. The motion passed 7-0-0-0.

Discussion Items:

2022 Preliminary Budget Discussion

Director Stevens reviewed the preliminary budget for 2022 with the Council. The Mayor reviewed his 2022 budget priorities which included the following:

- American Public Works Association (APWA) Accreditation
- Complete Capital Projects in Process
- Streamlining Citywide Processes to Increase LOS
- Citywide management systems (GIS/Assets/Administrative)
- Strategic Staffing
- Enhance Transportation Program/Funding
- Enhance Park & Recreation Program/Funding

The public hearings for the budget will be November 9 and November 23, 2021. The tentative date for final budget adoption is November 23, 2021.

Note: Due to the general election on November 2, there will be Council work session next week.

Adjournment:

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Frederick, to adjourn the meeting. The motion passed 7-0-0-0. The meeting adjourned at 7:53 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

November 9, 2021 at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Anji Jorstad, Marcus Tageant and Steve Ewing

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Interim Public Works Director Aaron Halvorson, Police Chief Jeff Beazizo, Human Resources Director Anya Warrington, City Clerk Kelly Chelin, Planning Manager David Levitan and City Attorney Greg Rubstello.

Call to Order:

The Mayor called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Mayor Gailey led the Pledge of Allegiance.

Roll Call:

All Councilmembers were present.

Approval of Agenda:

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Tageant, to approve the agenda. The motion passed 7-0-0-0.

Citizen Comments:

Jerry Stumbaugh, Senior Center.

Mr. Stumbaugh gave an update on the Senior Center.

Linda/Tina, Volunteers of America.

They both gave an update on the Community Resource Center at the Lake Church. They thanked the Council for their support.

Blanch K. Blanch spoke about the growth in the City, budget priorities and support for the museum.

Council Business:

Councilmember Ewing thanked the Food Bank for their service. He also attended the Planning Commission meeting.

Councilmember Petershagen attended the Planning Commission meeting. He asked staff to look into the acoustics in the Sawyers Room and the Highway 204/9 landscaping.

Councilmember Dickinson thanked Interim Director Halvorson and she also gave an update on the Library.

Councilmember Jorstad congratulated staff on the housing action plan grant.

Citizen Comments:

Lakshmi. Lakshmi spoke about the need for sidewalks in her neighborhood.

Danielle. Danielle spoke about the need for sidewalks in Woodland Crossing.

Mayor Business:

Mayor Gailey spoke about the 2022 budget. He toured the Waste Management site in Woodinville. He stated that staff is focused on the Public Works Accreditation. Lastly, Urban 3 will be coming to make a presentation to Council.

Consent Agenda:

Councilmember Jorstad asked if the Ordinance 1130 - Update to LSMC Chapter 5.12 Dog and Cat Licensing could come off consent and be placed under Action Items.

MOTION. Councilmember Dickinson made a motion, seconded by Councilmember Daughtry, to move the Ordinance 1130 – Update to LSMC Chapter 5/12 Dog and Cat Licensing to Action Items. The motion passed 6-1-0-0 with Councilmember Tageant opposed.

MOTION: Councilmember Daughtry made a motion, seconded by Councilmember Tageant, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda included the following:

- Vouchers
- City's 2022 State Legislative Agenda
- Washington State Parks Marine Program Interagency Agreement

Action Items:

Ordinance 1130 - Update to LSMC Chapter 5.12 Dog and Cat Licensing

Council and staff discussed the Ordinance.

MOTION. Councilmember Frederick made a motion, seconded by Councilmember Dickinson, to approve Ordinance 1130 – Update to LSMC Chapter 5.12 Dog and Cat Licensing. The motion passed 7-0-0-0.

Public Hearing:

Ordinance 1124 - Permissible Uses Code Amendment (LUA2021-0136)

Planning Manager Levitan explained that on October 9, 2021, the City Council held a public hearing to consider a city-initiated land use code amendment (LUA2021-0136) to Lake Stevens Municipal Code (LSMC) Chapter 14.40 (Permissible Uses) and associated chapters, which aims to update the city's permissible uses table and provide more clear and objective development standards for specific uses. The Planning Commission had previously held a public hearing on the proposal on September 15, 2021, at which they made a unanimous recommendation for the City Council to approve the amendment. Councilmembers had several comments and questions

about the proposed amendment and opted to continue the public hearing to November 9, 2021 to allow time for staff to do additional research and revise the proposal.

Planning Manager Levitan reviewed a summary of Council feedback as well as staff responses and updated code language that were provided in the packet have been incorporated into an updated Ordinance 1124.

Council and staff engaged in a discussion.

Mayor Gailey opened the public hearing for public comment:

Patrick McCourt. Mr. McCourt commented on the proposed changes to the section on storage facilities. He proposed alternative language on potential development regulations and handed out two documents to the Council for the record.

Mayor Gailey closed the public hearing for comments.

Council and staff engaged in a discussion.

Mayor Gailey closed the public hearing at 7:32 p.m.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Daughtry, to approve Ordinance 1124 Permissible Uses Code Amendment (LUA2021-0136) with the exception of Section 14.44.044 Storage Facilities and 14.08 Recovery Houses and ask that those sections be addressed in not too late of time. The motion passed 6-1-0-0 with Councilmember Jorstad opposed.

Ordinance 1127 – Property Tax Levy for 2022 and 2022 Preliminary Budget

Director Stevens explained that the City Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2022 budget ordinance. The final budget ordinance will reflect the action approved by Council regarding this decision.

Director Stevens explained that the County Assessor requires cities to submit an ordinance to them by November 30th each year authorizing the Snohomish County Assessor to collect property taxes on behalf of the city. The ordinance must state the percentage of increase requested by the City. As of this date the County has only preliminary dollar figures available for new construction and state-owned utilities so the total dollar amount levied may change. The 2022 preliminary assessed value shows an approximate increase of 14.6% within the City of Lake Stevens. The change in the rate of inflation (IPD rate) is 103.86 percent for tax year 2022. For taxing districts with a population of 10,000 or more, the levy limit factor or allowable increase, is the lesser of inflation (IPD rate) or 101% over the previous levy amount. This City's estimated levy rate for 2022 is \$0.92 when using the levy factor of 101 %. This ordinance authorizes the collection of the property taxes on properties within the city limits up to a certified amount of \$5,600,000. Based on current estimates, we anticipate the actual levy will be approximately \$5,585,000. The ordinance includes an estimated 6% increase over the 2021 highest lawful levy amount, which includes the 1% increase that equates to \$50,873 as well as increases from state assessed values, annexations, new construction, and refunds

Mayor Gailey opened the public hearing at 7:38 p.m. for the Property Tax Levy for 2022.

There were no public comments.

Mayor Gailey closed the public hearing.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Dickinson, to approve Ordinance No. 1127 authorizing collection of property tax levy for 2022 and setting the property tax levy. The motion passed 7-0-0-0.

Director Stevens explained that this is the first public hearing tonight on the 2022 budget.

Mayor Gailey opened the public hearing on the 2022 Budget.

There were no comments however it was noted that Tom Matlack submitted an email to the Council.

Mayor Gailey closed the public hearing.

There will be a second hearing on the 2022 Budget on November 23, 2021.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Dickinson, to approve the first reading of Ordinance 1128 – 2022 Budget. The motion passed 7-0-0-0.

Discussion Items:

2021 Comprehensive Plan Docket Briefing

Director Wright stated that there was no formal action needed tonight. The Councilmembers are asked to review the 2021 Comprehensive Plan docket, which was recommended for approval by the Planning Commission at their November 3, 2021 meeting and will be brought back to the City Council for a public hearing and potential adoption on December 14, 2021.

Adjournment:

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to adjourn the meeting. The motion passed 7-0-0-0. The meeting adjourned at 8:07 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
Tuesday, November 16, 2021 at 6:00 p.m.
By Remote Participation via Zoom

CALL TO ORDER: 6:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Marcus Tageant, Steve Ewing and Anji Jorstad

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Interim Public Works Director Aaron Halvorson, Police Chief Jeff Beazizo, Human Resources Director Anya Warrington, City Attorney Greg Rubstello and City Clerk Kelly Chelin

Council President Daughtry called the workshop to order at 6:00 p.m.

Discussion Items:

Management of Single Family Residential Private Stormwater Infrastructure

2021 Budget Amendment #2

Discussion of Visitors Information Center

Adjourn:

Hearing no further business, the meeting was adjourned at 7:00 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 23, 2021

Subject: 2021 Budget Amendment #2

Contact Person/Department: Barb Stevens/ Finance **Budget Impact:** Yes

ACTION REQUESTED OF COUNCIL:

APPROVE: Ordinance No. 1129 Amending Budget Ordinances 1101 and 1113 and including changes to the Organizational Chart.

SUMMARY/BACKGROUND:

Throughout the year the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase or contract award.

In addition to correcting a beginning balance error, amendments are being proposed in revenue and expenditure line items throughout the funds. Proposed amendments are based changes in estimates (based on prior year actuals and current year actuals to date), or other obligations related to grants, previously approved projects or new requests.

No additional changes have been made since presented on November 9, 2021.

Summary of Ordinance 1129 - Amendment #2 to the 2021 Budget – CITYWIDE

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2021 Original Budget - 1101	\$25,518,386	\$38,225,184	\$39,610,191	\$24,133,378
Budget Amendment #1 - 1113	\$5,737,458	\$25,420,906	\$27,464,079	\$3,694,285
Budget Amendment #2 - 1129	(\$781,853)	\$4,872,903	\$4,877,622	(\$786,572)
Totals	\$30,473,991	\$68,518,993	\$71,951,892	\$27,041,091

Summary of Ordinance 1129 – Amendment #2 to 2021 Budget by FUND

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$4,851,418	\$4,961,093	(\$109,675)
111	Drug Seizure & Forfeiture	(\$781,853)	\$0	\$0	(\$781,853)
215	2021A LTGO Bond - 17005	\$0	\$325,195	\$325,195	\$0
301	Cap. Project -Dev. Contrib.	\$0	\$200,000	\$148,027	\$51,973
302	Park Mitigation	\$0	\$980,000	\$0	\$980,000
303	REET 1	\$0	\$0	\$165,700	(\$165,700)
304	REET 2	\$0	\$0	\$1,775.195	(\$1,775,195)

305	Downtown Redevelopment	\$0	(\$2,050,000)	(\$2,050,000)	\$0
310	20th Street SE Corridor CP	\$0	\$0	\$126	(\$126)
401	Sewer	\$0	\$0	\$50,700	(\$50,700)
410	Storm and Surface Water	\$0	\$26,220	\$0	\$26,220
411	Storm Water Capital	\$0	\$540,070	(\$564,138)	\$1,104,208
510	Equipment Fund - Computers	\$0	\$0	\$2,319	(\$2,319)
520	Equipment Fund-Police	\$0	\$0	\$63,400	(\$63,400)
540	Aerator Equip (Lake Treatment)	\$0	\$0	\$5	(\$5)
Total		(\$781,853)	\$4,872,903	\$4,877,622	(\$786,572)

Staffing

The following amendments have been made to the 2021 Organizational Chart throughout the year:

- Create Deputy Chief position with elimination of Support Services Commander
- Create Finance Manager position with elimination of Senior Accountant position
- Create Planning Manager position with elimination of Planning Supervisor position
- Reclassification of Assistant Planner to Associate Planner
- Reclassification of Plans Examiner/Building Inspector to Plans Examiner
- Add Accountant – Public Works – Grants & Capital Projects (50% ARPA funding)
- Increase HR Specialist position from parttime to fulltime using ARPA funding
- Add Temporary Parttime Policy Analyst Position

The changes in cost for the reorganization and position reclassifications are being absorbed within the department budgets.

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

BUDGET IMPACT:

The budget ordinance will amend the ending balances, revenues and expenditures in the funds set forth in the ordinance.

ATTACHMENTS:

- Ordinance 1129
 - Exhibit A: 2021 Amended Organizational Chart
- 2021 Budget Amendment #2 - Details

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1129**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2021 BUDGET AS SET FORTH IN ORDINANCE NO. **1101** AND AS AMENDED IN ORDINANCE NO. **1113** CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2021; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2021 budget pursuant to Ordinance No. 1101 and amended the budget in Ordinance 1113; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2021 budget; and

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

SECTION 1. The 2021 budget, as adopted in Ordinance No. 1101 and as amended in Ordinance 1113, is hereby amended as follows:

Fund	Description	Current Budget	Amended Budget	Amount of Inc/Dec)	ExpRev
001 - General	Revenues	\$19,254,227	\$24,105,645	\$4,851,418	Rev.
001 - General	Expenditures	\$17,822,674	\$22,783,767	\$4,961,093	Exp.
001 - General	Ending Fund Balance	\$11,830,417	\$11,720,742	(\$109,675)	EndBal.
111 - Drug Seizure & Forfeiture	Beginning Fund Balance	\$868,725	\$86,872	(\$781,853)	BegBal.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$811,273	\$29,420	(\$781,853)	EndBal.
215 - 2021A LTGO Bond - 17005	Revenues	\$0	\$325,195	\$325,195	Rev.
215 - 2021A LTGO Bond - 17005	Expenditures	\$0	\$325,195	\$325,195	Exp.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$5,774,442	\$5,974,442	\$200,000	Rev.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$5,145,862	\$5,293,889	\$148,027	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$3,113,723	\$3,165,696	\$51,973	EndBal.
302 - Park Mitigation	Revenues	\$1,325,000	\$2,305,000	\$980,000	Rev.
302 - Park Mitigation	Ending Fund Balance	(\$336,902)	\$643,098	\$980,000	EndBal.
303 - Cap. Imp. - REET I	Expenditures	\$960,445	\$1,126,145	\$165,700	Exp.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$4,797,305	\$4,631,605	(\$165,700)	EndBal.
304 - Cap. Imp. - REET II	Expenditures	\$3,503,076	\$5,278,271	\$1,775,195	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$2,827,480	\$1,052,285	(\$1,775,195)	EndBal.
305 -Downtown Redevelopment	Revenues	\$2,250,000	\$200,000	(\$2,050,000)	Rev.
305 -Downtown Redevelopment	Expenditures	\$2,250,000	\$200,000	(\$2,050,000)	Exp.
310 - 20th Street SE Corridor CP	Expenditures	\$0	\$126	\$126	Exp.
310 - 20th Street SE Corridor CP	Ending Fund Balance	\$126	\$0	(\$126)	EndBal.
401 - Sewer	Expenditures	\$1,135,993	\$1,186,693	\$50,700	Exp.
401 - Sewer	Ending Fund Balance	\$52,301	\$1,601	(\$50,700)	EndBal.
410 - Storm & Surface Water	Revenues	\$3,637,817	\$3,664,037	\$26,220	Rev.
410 - Storm & Surface Water	Ending Fund Balance	\$1,621,586	\$1,647,806	\$26,220	EndBal.
411 - Storm Water Capital	Revenues	\$1,000,600	\$1,540,670	\$540,070	Rev.
411 - Storm Water Capital	Expenditures	\$2,536,301	\$1,972,163	(\$564,138)	Exp.
411 - Storm Water Capital	Ending Fund Balance	(\$483,215)	\$620,993	\$1,104,208	EndBal.

510 - Equip Fund - Computer	Expenditures	\$447,604	\$449,923	\$2,319	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$142,143	\$139,824	(\$2,319)	EndBal.
520 - Equip Fund - Police	Expenditures	\$218,000	\$281,400	\$63,400	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$370,713	\$307,313	(\$63,400)	EndBal.
540 - Aerator Replacement	Expenditures	\$25,450	\$25,455	\$5	Exp.
540 - Aerator Replacement	Ending Fund Balance	\$184	\$179	(\$5)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1101 and as amended in Ordinance 1113 shall remain in full force, unchanged.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 23rd day of November, 2021.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

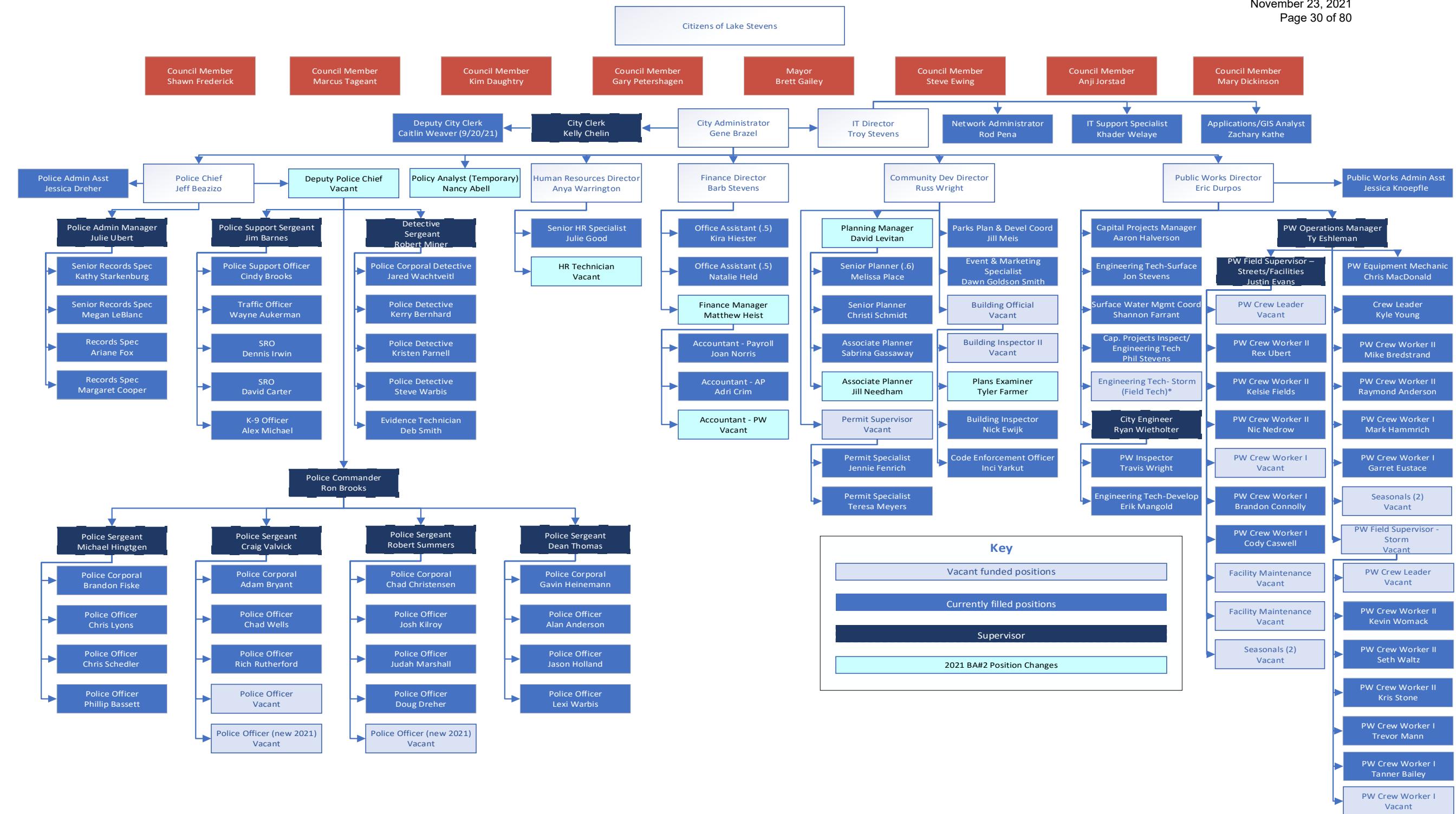
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Presented: November 9, 2021
Final Reading: November 23, 2021

Published:
Effective:



Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Total Amended	Notes	N **
Operations	GF	001	Professional Services	Exp	\$50,000	EASL - Loomis Communication	CA
Operations	GF	001	Judgements & Settlements	Exp	\$16,200	L&I Citation	CA
Operations	TM	301	Refunds/Reimbursements	Exp	\$148,027	Traffic Mitigation Collected in Error (prior year)	CA
Operations	IT	510	Clear Gov	Exp	\$2,319	Annual Maintenance	Adj
Operations	20th	310	20th St SE P2 Construction	Exp	\$126	Clearing Fund	Adj
Operations	AE	540	Lake Maintenance Exp	Exp	\$5	Clear Fund per ILA	Adj
Grant	GF	001	TREAS Fed Ind 21.019 SC CARES	Rev	\$107,325	CARES Small Business Grant from SnoCo	RF
Grant	TM	301	TIB - 20th St SE Grant	Rev	\$200,000	Additional Grant Funding Awarded	RF
Grant	PM	302	State Commerce - DT Grant	Rev	\$980,000	RF Grant Reimbursement	RF
Grant	SWM	410	DOE - Capacity Grant	Rev	\$26,220	Grant Reimbursement	RF
Grant	GF	004	ARPA - American Rescue Act	Rev	\$4,733,093	Rescue Act Funds	CA
Grant	GF	004	ARPA - American Rescue Act	Exp	\$4,733,093	Expenditures	CA
91st/24th	SWC	411	91st/24th Drainage	Exp	(\$642,138)	Moved to 004 ARPA Funding	CA
Donation	GF	001	Donation to Arts	Rev	\$11,000	Spencer Memorial	CA
Donation	GF	001	Arts Operating Cost	Exp	\$11,000	Spencer Memorial	CA
Legal	GF	001	Ext Attorney - Sewer Services	Exp	\$15,000	Attorney Services	Adj
Legal	GF	001	Ext Attorney - Sewer Litigation	Exp	\$65,000	Attorney Services	Adj
Legal	Sewer	401	SE - Legal Services	Exp	(\$27,300)	Attorney Services	Adj
Legal	Sewer	401	SE - Legal Litigation	Exp	\$78,000	Attorney Services	Adj
Debt	Bond	215	Transfer In	Rev	\$325,195	Infrastructure Bond	CA
Debt	Bond	215	2021A LTGO Principal	Exp	\$180,000	Infrastructure Bond	CA
Debt	Bond	215	2021A LTGO Interest	Exp	\$144,858	Infrastructure Bond	CA
Debt	Bond	215	2021A Bond Fees	Exp	\$337	Infrastructure Bond	CA
Debt	R2	304	Transfer Out	Exp	(\$600,000)	Estimate and Line Item Change	CA
Debt	R2	304	Transfer to 2015 - 2021A Bond	Exp	\$325,195	Estimate and Line Item Change	CA
Taser	LE	520	Taser - Capital Equip	Exp	\$17,800	Taser Request	CA
Vehicles	LE	520	Vehicle - Capital Equip	Exp	\$45,600	2022 Vehicle Equipment - Will RF	CA
BodyCams	GF	001	LE - Capital Outlays Equipment	Exp	\$30,800	LE Body Worn Cameras - 5 year Costs	CA
The Mill	GF	001	The Mill - Capital	Exp	\$40,000	Carpet-Blinds & Storage Trailer & wireless mic (?)	Adj
PW Shop	R1	303	PW Shop Remodel	Exp	\$165,700	Contract Amount w/Tax & Change Orders	Adj
Decant	SWC	411	Charge for Service - Sewer	Rev	\$540,070	Sewer Contribution for 50% of Costs	Adj
Decant	SWC	411	Decant Facility	Exp	\$540,070	RF of Exp for sewer contributions	Adj
Mill/Festival	DT	305	Sale of Capital Asset	Rev	(\$2,050,000)	Sale of Commercial Property	Adj
Mill/Festival	DT	305	Mill Spur	Exp	(\$2,050,000)	Move project budget to REET due to Grant Delay	Adj
Mill/Festival	R2	304	Festival Street/Mill Spur	Exp	\$2,050,000	Move project budget to REET due to Grant Delay	Adj

** CA - Council Approved

** Adj - Adjustment

** RF - Roll Forward



STAFF REPORT

Council Agenda Date: November 23, 2021

Subject: Public Hearing – 2022 Budget Ordinance 1128

Contact Person/Department: Barb Stevens/ Finance **Budget Impact:** Yes

ACTION REQUESTED OF COUNCIL:

Approve: Second & Final Reading of 2022 Budget and Adopt Ordinance No. 1128

SUMMARY/BACKGROUND:

Budgeting is an essential element of the financial planning, control, and evaluation processes of governments. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Financial control and evaluation processes typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues.

Upon adoption, the expenditure estimates are enacted into law through the passage of an appropriations ordinance. The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot legally be exceeded unless subsequently amended by the legislative body. Expenditures should be monitored through the accounting system to assure budgetary compliance. Unexpended appropriations lapse at year end and may be brought forward as an amendment to the budget.

The City Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2022 budget ordinance.

The 2022 Proposed Budget document documents are available at www.lakestevenswa.gov.

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, the legislative body shall adopt the budget by ordinance. Per RCW 84.55.120 the legislative body will hold public hearings on the proposed budget for the coming year.

BUDGET IMPACT:

The budget ordinance will enact into law all approved appropriations for the 2022 calendar year.

ATTACHMENTS:

- Ordinance 1128
 - Exhibit A: 2022 Organizational Chart
 - Exhibit B: 2022 Salary Range Table

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1128

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2022

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2022, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 9th day of November and the 23rd day of November, 2021, at the hour of 6:00 P.M., in the Sawyers Room, at the Mill building, 1808 Main Street, and via Zoom for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2022 is hereby adopted, the content which will be set forth in the document entitled City of Lake Stevens 2022 Annual Budget, 1 copy of which will be on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2022 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2022 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$19,628,822	\$23,168,681	\$28,068,896	\$14,728,607
101	Street	\$2,174,180	\$2,693,800	\$2,925,104	\$1,942,876
111	Drug Seizure & Forfeiture	\$61,731	\$30,100	\$15,000	\$76,831
112	Municipal Arts Fund	\$3,509	\$10	\$0	\$3,519
210	2008 Bonds	\$0	\$347,205	\$347,205	\$0
213	2015 LTGO Bond	\$0	\$95,815	\$95,815	\$0
214	2019A LTGO Bond	\$0	\$460,699	\$460,699	\$0
215	2021A LTGO Bond - 17005	\$0	\$610,137	\$610,137	\$0
301	Cap. Proj.-Dev. Contrib.	\$3,713,270	\$1,598,000	\$900,000	\$4,411,270
302	Park Mitigation	\$340,538	\$810,750	\$835,000	\$316,288
303	Cap. Imp.-REET	\$5,734,053	\$1,934,200	\$1,304,719	\$6,363,534
304	Cap. Improvements	\$2,426,703	\$6,600,000	\$3,916,537	\$5,110,166
309	Sidewalk Capital Project	\$503,848	\$800	\$269,155	\$235,493
401	Sewer	\$392	\$1,040,425	\$1,040,325	\$492
410	Storm and Surface Water	\$1,966,591	\$4,260,100	\$5,343,376	\$883,315
411	Storm Water Capital	\$384,384	\$1,755,600	\$355,000	\$1,784,984
412	Storm Water Debt	\$0	\$230,334	\$230,334	\$0
501	Unemployment	\$41,376	\$40	\$15,000	\$26,416
510	Equipment Fund - Computers	\$201,108	\$374,200	\$396,170	\$179,138
515	Equipment Fund - Vehicles	\$56,072	\$15,040	\$0	\$71,112
520	Equipment Fund-Police	\$328,265	\$302,250	\$194,231	\$436,284
530	Equipment Fund-PW	\$779,611	\$200,800	\$618,000	\$362,411
633	Treasurer's Trust	\$5,362	\$375,100	\$380,462	\$0
	Total	\$38,349,815	\$46,904,086	\$48,321,165	\$36,932,736

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this ____ day of
_____, 2021.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading: November 9, 2021
Second Reading: November 23, 2021
Final Reading:
Effective:

Exhibit - A

Citizens of Lake Stevens

Proposed Budget 2022

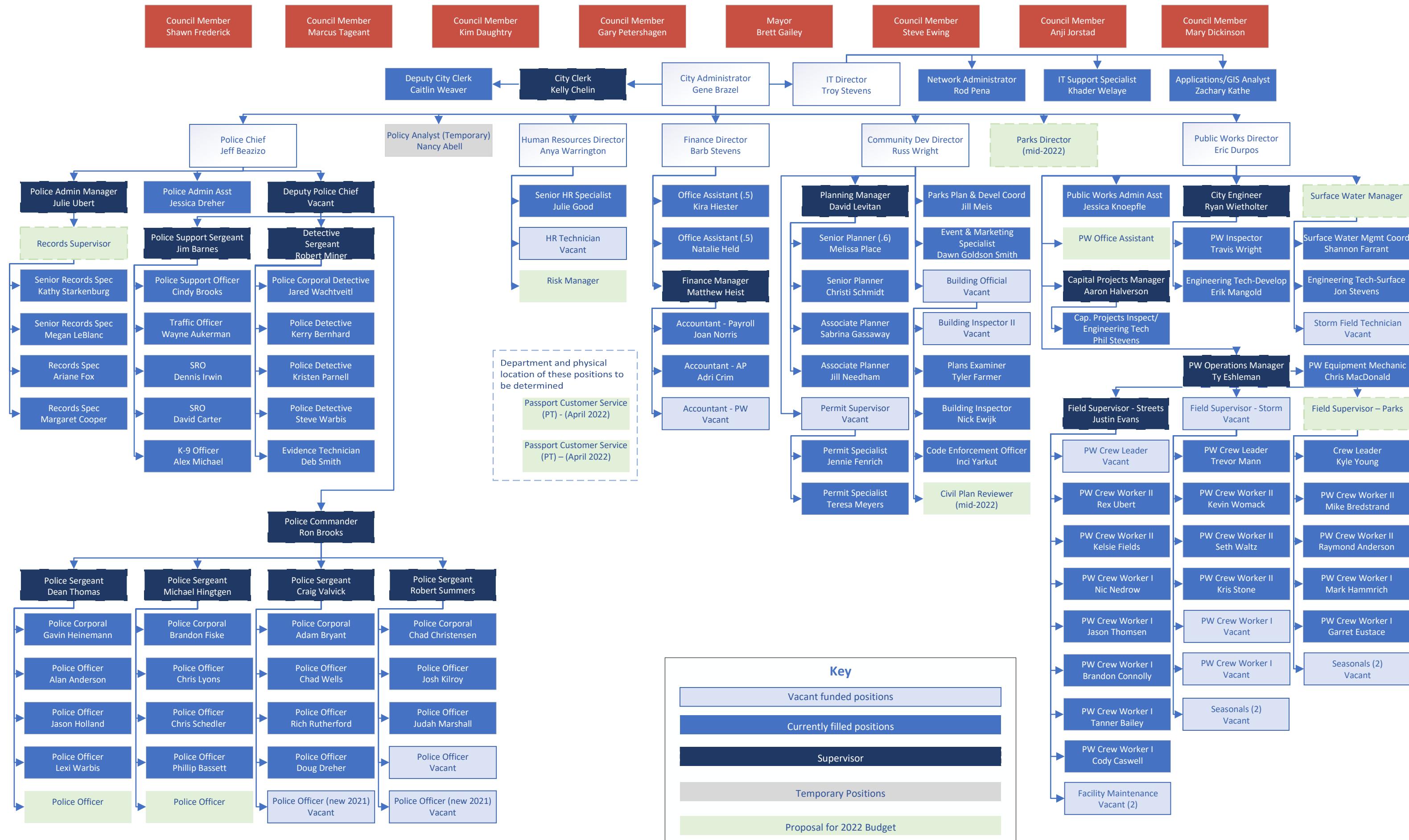


Exhibit - B

Range	2022 Proposed Annual Salary						
	1	2	3	4	5	6	7
5	42,994	44,713	46,502	48,362	50,296	52,308	54,400
6	44,069	45,831	47,664	49,570	51,553	53,615	55,760
7	45,171	46,978	48,856	50,811	52,844	54,958	57,156
8	46,300	48,152	50,077	52,080	54,163	56,329	58,583
9	47,458	49,357	51,331	53,384	55,520	57,741	60,051
10	48,644	50,590	52,614	54,718	56,907	59,182	61,550
11	49,860	51,855	53,929	56,087	58,330	60,663	63,090
12	51,106	53,151	55,276	57,487	59,787	62,178	64,665
13	52,384	54,480	56,659	58,926	61,284	63,735	66,285
14	53,693	55,842	58,075	60,398	62,813	65,326	67,939
15	55,036	57,238	59,527	61,908	64,384	66,960	69,638
16	56,412	58,669	61,015	63,455	65,994	68,634	71,379
17	57,822	60,135	62,540	65,042	67,643	70,349	73,163
18	59,267	61,638	64,104	66,669	69,335	72,109	74,993
19	60,749	63,179	65,707	68,335	71,068	73,911	76,867
20	62,267	64,758	67,348	70,042	72,844	75,757	78,787
21	63,824	66,377	69,032	71,793	74,665	77,652	80,758
22	65,419	68,036	70,757	73,588	76,532	79,593	82,776
23	67,055	69,737	72,526	75,427	78,445	81,582	84,846
24	68,731	71,480	74,339	77,313	80,405	83,622	86,967
25	70,449	73,268	76,198	79,246	82,416	85,712	89,140
26	72,211	75,099	78,104	81,227	84,477	87,856	91,370
27	74,015	76,976	80,055	83,257	86,587	90,051	93,653
28	75,866	78,900	82,057	85,339	88,753	92,303	95,995
29	77,762	80,873	84,107	87,472	90,971	94,609	98,393
30	79,707	82,896	86,212	89,660	93,246	96,977	100,856
31	81,700	84,968	88,367	91,901	95,578	99,401	103,378
32	83,743	87,093	90,577	94,200	97,968	101,886	105,961
33	85,836	89,270	92,840	96,554	100,416	104,433	108,611
34	87,982	91,501	95,161	98,967	102,926	107,043	111,325
35	90,182	93,789	97,541	101,442	105,500	109,721	114,110
36	92,436	96,134	99,980	103,979	108,137	112,463	116,962
37	94,747	98,536	102,478	106,578	110,841	115,275	119,885
38	97,115	101,000	105,040	109,242	113,611	118,156	122,882
39	99,543	103,525	107,666	111,973	116,452	121,109	125,954
40	102,032	106,113	110,358	114,772	119,363	124,137	129,103

Range	2022 Proposed Annual Salary						
	1	2	3	4	5	6	7
49	79,024	82,185	85,473	88,892	92,447	96,145	99,991
50	81,051	84,293	87,665	91,172	94,819	98,611	102,555
51	83,077	86,400	89,856	93,450	97,188	101,076	105,120
52	85,154	88,559	92,102	95,786	99,617	103,601	107,746
53	87,283	90,774	94,404	98,181	102,108	106,192	110,439
54	89,465	93,043	96,764	100,634	104,660	108,847	113,200
55	91,701	95,369	99,183	103,151	107,277	111,568	116,031
56	93,994	97,753	101,664	105,731	109,960	114,358	118,932
57	96,343	100,197	104,205	108,372	112,707	117,215	121,903
58	98,752	102,702	106,810	111,083	115,526	120,147	124,953
59	101,222	105,271	109,481	113,860	118,415	123,151	128,078
60	103,753	107,902	112,219	116,708	121,376	126,231	131,280
61	106,346	110,600	115,024	119,625	124,410	129,387	134,563
62	109,004	113,365	117,899	122,615	127,521	132,622	137,926
63	111,730	116,199	120,847	125,680	130,707	135,936	141,373
64	114,524	119,104	123,869	128,823	133,975	139,335	144,908
65	117,387	122,083	126,967	132,045	137,327	142,821	148,534
66	120,322	125,135	130,141	135,347	140,761	146,391	152,248
67	123,329	128,262	133,392	138,728	144,278	150,049	156,051
68	126,413	131,469	136,728	142,197	147,885	153,801	159,952
69	129,574	134,756	140,147	145,753	151,583	157,646	163,952
70	132,813	138,125	143,650	149,397	155,373	161,588	168,052
71	136,134	141,579	147,243	153,133	159,258	165,629	172,254
72	139,537	145,119	150,924	156,961	163,239	169,769	176,559
73	143,026	148,747	154,697	160,884	167,320	174,013	180,973
74	146,602	152,466	158,565	164,908	171,504	178,364	185,499
75	150,267	156,277	162,529	169,030	175,792	182,823	190,137
80	-	-	-	-	-	-	209,149
PS	102,672	107,125	111,579				
PO21	76,781	80,365	83,949	87,534	91,118	94,702	-
PRSUP	71,277	73,592	75,979	78,451	80,997		
PRC	51,217	53,263	55,395	57,611	59,913	62,313	64,798
PET	55,821	58,050	60,376	62,788	65,309	67,916	70,620
PSE	60,242	62,191	64,201	66,296	68,452	70,668	72,970
PRS	49,731	51,716	53,787	55,931	58,172	60,498	62,910
TCL	68,701	71,195	73,754	76,416	79,167	82,022	84,864
TCWII	58,787	60,845	63,005	65,216	67,479	69,832	72,314
TCWI	47,575	49,439	51,394	53,374	55,470	57,617	59,752
TFS	86,513	89,973	93,572				
EM	61,809	64,239	66,682	69,112	71,543	73,986	76,416
TIN	67,878	70,411	73,047	75,799	78,640	81,585	84,645
S	30,913	30,913	30,913	30,913	30,913	30,913	30,913
C	-	-	-	-	-	-	10,673
M	-	-	-	-	-	80,000	108,000

City of Lake Stevens

One Community Around the Lake

2022 Budget

Public Hearing No. 2

2022 Budget Priorities

- American Public Works Association (APWA) Accreditation
- Complete Capital Projects in Process
- Streamlining Citywide Processes to Increase LOS
- Enhance Transportation Program/Funding
- Enhance Park & Recreation Program/Funding





2022 Proposed Budget

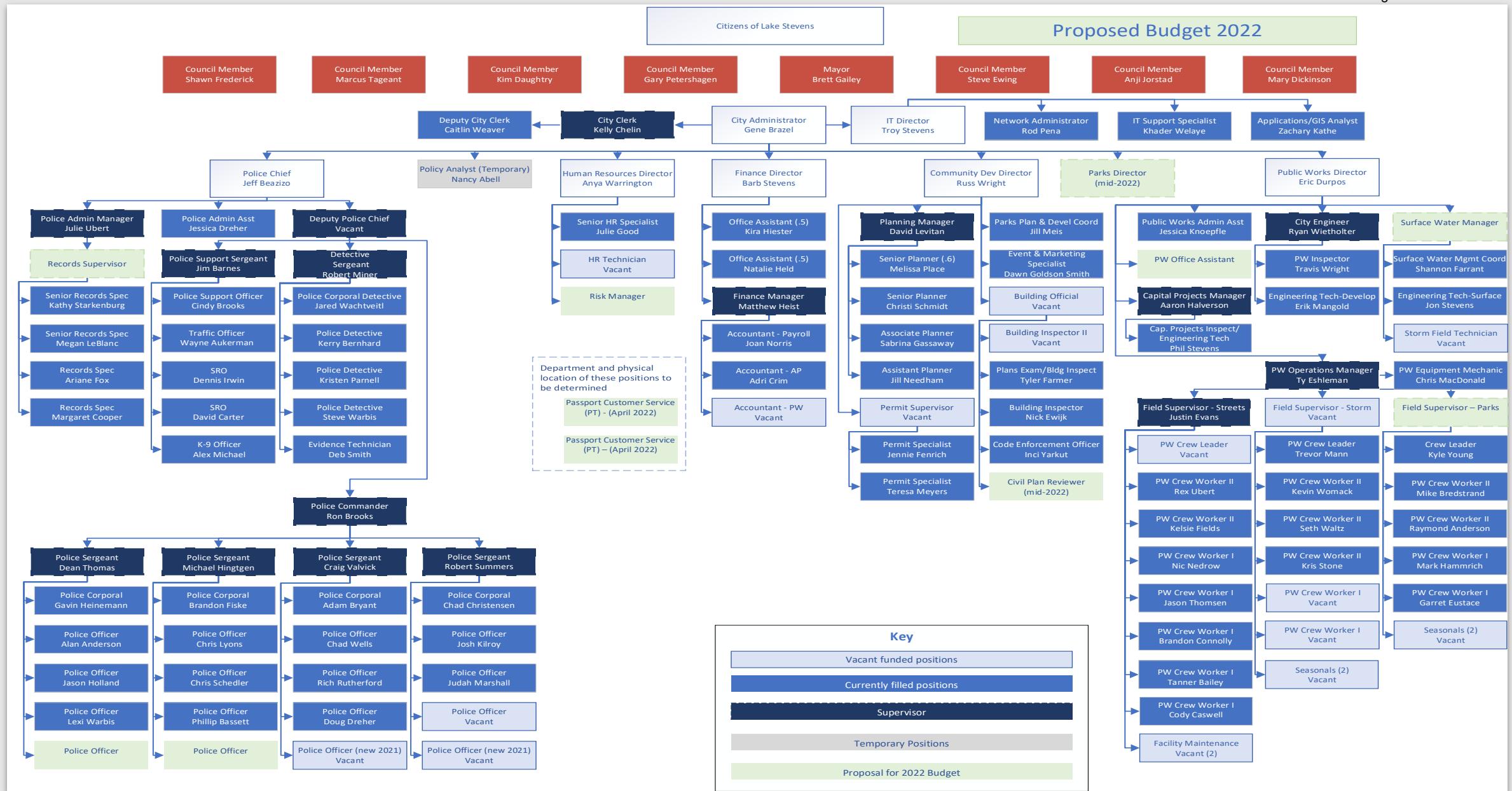
Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$19,628,822	\$23,168,681	\$28,068,896	\$14,728,607
101	Street	\$2,174,180	\$2,693,800	\$2,925,104	\$1,942,876
111	Drug Seizure & Forfeiture	\$61,731	\$30,100	\$15,000	\$76,831
112	Municipal Arts Fund	\$3,509	\$10	\$0	\$3,519
210	2008 Bonds	\$0	\$347,205	\$347,205	\$0
213	2015 LTGO Bond	\$0	\$95,815	\$95,815	\$0
214	2019A LTGO Bond	\$0	\$460,699	\$460,699	\$0
215	2021A LTGO Bond - 17005	\$0	\$610,137	\$610,137	\$0
301	Cap. Proj.-Dev. Contrib.	\$3,713,270	\$1,598,000	\$900,000	\$4,411,270
302	Park Mitigation	\$340,538	\$810,750	\$835,000	\$316,288
303	Cap. Imp.-REET	\$5,734,053	\$1,934,200	\$1,304,719	\$6,363,534
304	Cap. Improvements	\$2,426,703	\$6,600,000	\$3,916,537	\$5,110,166
309	Sidewalk Capital Project	\$503,848	\$800	\$269,155	\$235,493
401	Sewer	\$392	\$1,040,425	\$1,040,325	\$492
410	Storm and Surface Water	\$1,966,591	\$4,260,100	\$5,343,376	\$883,315
411	Storm Water Capital	\$384,384	\$1,755,600	\$355,000	\$1,784,984
412	Storm Water Debt	\$0	\$230,334	\$230,334	\$0
501	Unemployment	\$41,376	\$40	\$15,000	\$26,416
510	Equipment Fund - Computers	\$201,108	\$374,200	\$396,170	\$179,138
515	Equipment Fund - Vehicles	\$56,072	\$15,040	\$0	\$71,112
520	Equipment Fund-Police	\$328,265	\$302,250	\$194,231	\$436,284
530	Equipment Fund-PW	\$779,611	\$200,800	\$618,000	\$362,411
633	Treasurer's Trust	\$5,362	\$375,100	\$380,462	\$0
	Total	\$38,349,815	\$46,904,086	\$48,321,165	\$36,932,736

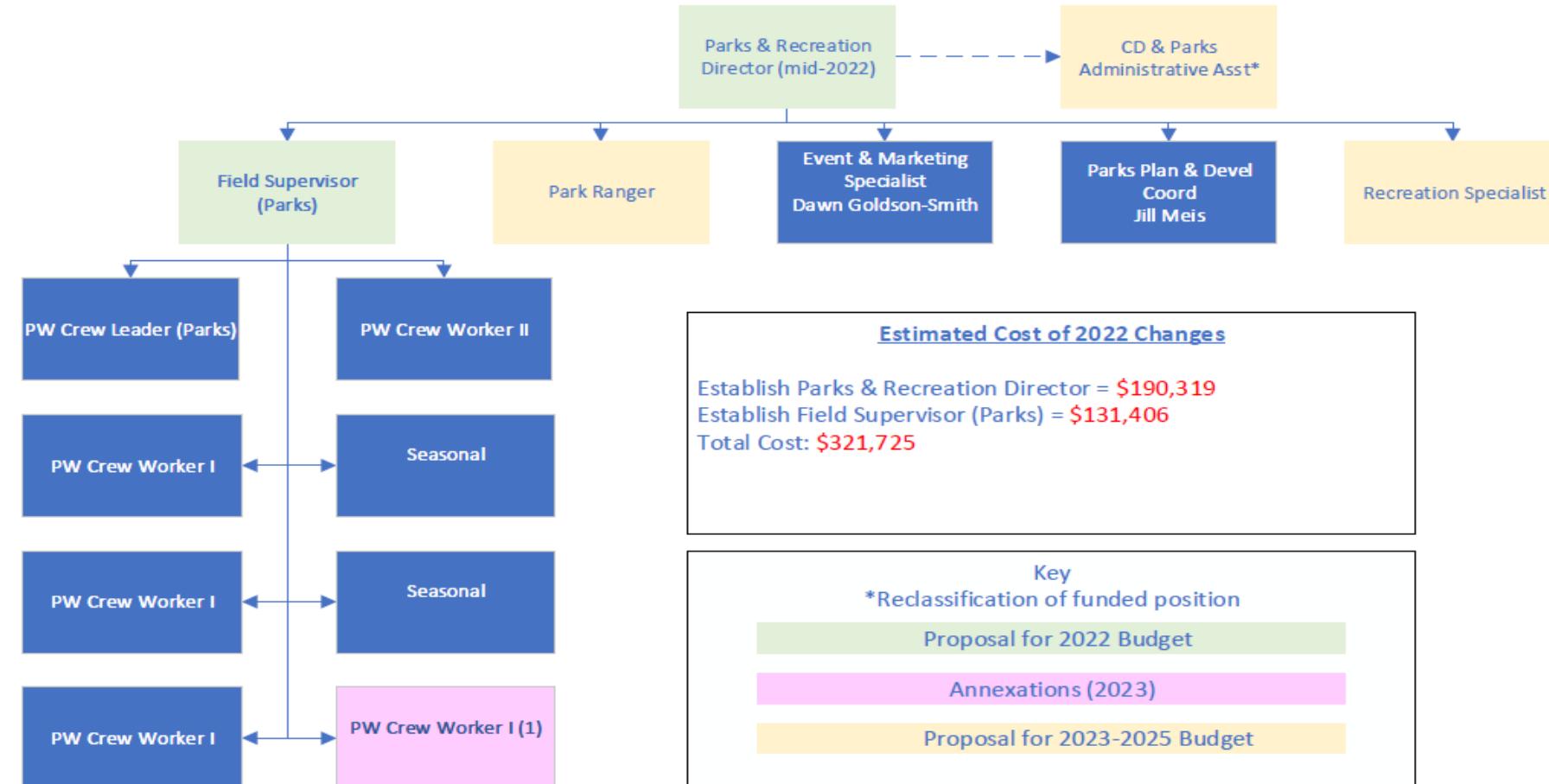


2022 Staffing Recommendations

Position Staffing Requests		
Dept	Request	Proposed Budget
Various	5.67% COLA Non-Represented	\$305,382
Human Resources/GG	Safety/Emergency/Risk Management Position (50% ARPA)	\$141,858
Community Development	Civil Plan Reviewer	\$55,807
Park & Recreation	Park & Recreation Director	\$98,014
Park & Recreation	Parks Field Supervisor	\$131,406
Law Enforcement	Police Records Supervisor	\$118,768
General Government	Passport Position(s)	\$71,070
Law Enforcement	Patrol Officer (w/Vehicle)	\$163,858
Law Enforcement	Patrol Officer	\$89,941
Public Works	Public Works Office Assistant	\$68,008
Storm/Surface Water	Surface Water Manager	\$125,074
Totals		\$1,372,186

- Some position are budgeted to be hired mid way through 2022. If qualified candidates are available at the beginning of the year, they can be hired.
- Positions include salaries and benefits and any equipment or vehicles needed







2022 Significant Item Requests

Significant Item Requests		
Dept	Request	Proposed Budget
Public Works	PW Equipment - Backhoe	\$195,000
Public Works	PW Equipment - Roll-Off Truck	\$200,000
Public Works	PW Equipment - Various	\$103,000
Public Works	PW Equipment - 2 Replacement Trucks	\$120,000
SWM	PW Equipment - Remote Control Mower-Retention Pond clearing (ARPA)	\$150,000
SWM	PW Equipment - Concrete Cleaning machine (Mini Sweeper) (ARPA)	\$260,000
Information Services	Secondary Backup Server	\$15,000
Law Enforcement	Police - Marine Dock Relocation	\$54,000
Law Enforcement	Police Building Renovation Project Completion	\$41,000
Law Enforcement	Police - Contribution Increases to Firearm & Taser Replacement	\$33,800
Community Development	Community Development - Consultant Services	\$175,000
Community Development	Economic Development Services	\$90,000
General Government	Lean Consultant Services	\$25,000
Human Resources	Tuition Reimbursement - Citywide	\$10,000
PW - Street	Consultant - Transportation Element for 2024 Comp Plan	\$50,000

Capital Projects		\$11,551,600	\$6,051,600	\$1,633,845	\$2,147,555	City Council Meeting November 29, 2021	\$1,841,600	\$2,429,200
Request		Total Project	Preliminary Budget	2021 Local Funds Budget (RF)	2022 Additional Local Funds	Preliminary ARPA	Other Grants	
Park	Cedarwood	\$450,000	\$100,000		\$100,000	\$0	\$0	
Park	NC Floating Dock Bulkhead Replacement	\$15,000	\$15,000		\$15,000	\$0	\$0	
Park	Davies Beach Pier Restoration	\$100,000	\$100,000		\$50,000	\$50,000	\$0	
Park	Eagle Ridge Park Phase II	\$995,200	\$995,200		\$107,000	\$459,000	\$429,200	
Park	Festival Street Restroom	\$150,000	\$150,000		\$150,000	\$0	\$0	
Park	Festival Street /Mill Spur (Interfund Loan)	\$2,056,400	\$56,400		\$56,400	\$0	\$2,000,000	
Park	Frontier Heights Park (Phase II)	\$225,000	\$225,000			\$225,000	\$0	
GG	Grimm House (General Fund R&M)	\$50,000	\$50,000		\$50,000	\$0	\$0	
Park	20th Powerline Trail	\$1,600,000	\$1,600,000	\$625,000	\$475,000	\$500,000	\$0	
Park	Sunset Park Restoration (RF budget only)	\$550,000	\$100,000	\$100,000		\$0	\$0	
ST	12th St. SE/87th Ave SE Road Realignment	\$50,000	\$50,000		\$50,000	\$0	\$0	
ST	79th and 8th Intersection Improvements	\$100,000	\$100,000		\$100,000	\$0	\$0	
ST	99th Ave SE U-Turn Channelization at 20th St. SE	\$30,000	\$30,000	\$10,000	\$20,000	\$0	\$0	
SWM	117th St. NE Storm	\$607,000	\$607,000			\$607,000	\$0	
ST	117th St. NE Sidewalk Project	\$793,000	\$793,000	\$123,845	\$669,155	\$0	\$0	
ST	S. Lake Stevens Multi-Use Path Phase II (RF Design Budget only)	\$1,000,000	\$100,000	\$100,000		\$0	\$0	
SWM	10th and 79th Storm Line Replacement	\$100,000	\$100,000		\$100,000	\$0	\$0	
SWM	36th Street NE Bridge Design (RF)	\$250,000	\$250,000	\$250,000		\$0	\$0	
SWM	99th Ave SE and 4th St. SE – Culvert Feasibility Analysis	\$75,000	\$75,000		\$75,000	\$0	\$0	
Park	North Cove Park Pedestrian Bridge	\$30,000	\$30,000		\$30,000	\$0	\$0	
SWM	Weir Replacement - Design	\$500,000	\$500,000	\$425,000	\$75,000	\$0	\$0	
Park	Centennial Park - Pump track & Climbing Wall (10% Design)	\$25,000	\$25,000		\$25,000	\$0	\$0	
						Page 45 of 80		

2022 Budget Finalization

- Hear Public Comment
- Approve Second & Final Reading of Ordinance No. 1128
&
- Adopt Ordinance No. 1128 Adopting the 2022 Budget



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Date: November 23, 2021

Subject: Nonconforming Code Amendments (LUA2021-0156) - Public Hearing

Contact	Melissa Place, Senior Planner	Budget Impact:	None
Person/Department:			

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. **Hold a public hearing and take public testimony** on LUA2021-0156, a city-initiated land use code amendment related to LSMC 14.32 (Nonconforming Situations) and associated chapters.
2. **Approve Ordinance No. 1132** amending LSMC Chapters 14.08 (Definitions), 14.32 (Nonconforming Situations) and 14.38.017 (Subarea Nonconforming Situations).

SUMMARY: Public hearing to consider city-initiated land use code amendment to LSMC 14.32 (Nonconforming Situations) and associated chapters, which aim to update the city's nonconforming regulations and to provide more clarity to both staff and property owners regarding nonconformities within the city. The Planning Commission held a public hearing on the proposal on October 6, 2021 and made a unanimous recommendation for the City Council to approve the amendment as shown in Ordinance 1132 (Attachment 1).

BACKGROUND/HISTORY: The City of Lake Stevens regulates nonconformities in the city through Lake Stevens Municipal Code (LSMC) Chapter 14.32 (Nonconforming Situations), in conjunction with Chapter 14.08 (Definitions) and Chapter 14.38.017 (Subarea Nonconforming Situations).

The purpose of this code amendment is to update and streamline the city's nonconforming regulations which address existing lots, structures, or uses that fail to comply (conform) with existing zoning standards. Staff have fielded numerous nonconforming questions/situations over the last several years, which has identified the need to provide more clarity to both staff and property owners regarding nonconformities within the city. The draft code is essentially a complete re-write and reformatting of Chapter [14.32](#) along with minor revisions to other associated sections of code. The intent and purpose of Lake Steven's nonconforming code is to have all structures and uses eventually come into conformance with the city's land use codes and regulations.

Over the course of the past year, staff held three work sessions with the Planning Commission and one introduction with the City Council to discuss the scope and content of the amendment.

PLANNING COMMISSION PUBLIC HEARING AND RECOMMENDATION: On [October 6, 2021](#), the Planning Commission held a public hearing on the proposed land use code amendment. Staff provided a brief presentation, which was followed by an opportunity for public comment (none was provided) and a brief discussion by commissioners; video of the October 6 public hearing can be [found here](#). The Planning Commission voted unanimously (6-0-0-1) to recommend City Council approval of the amendment. As noted above, Chapter 14.32 was essentially a complete rewrite, so the new language is shown first (as underlines), followed by the deletion of the existing language (as ~~strike-through~~).

The proposed code amendment language is shown in Attachment 1, Exhibit A and includes the following changes:

- Definitions (LSMC 14.08)
 - Deletes several nonconforming definitions and replaces them with new definitions
- Subarea Nonconforming Situations (LSMC 14.38.017)
 - Revises section to be consistent with new definitions
- Nonconforming Situations (LSMC 14.32)

Proposed new code (entire rewrite of this section) incorporating the following provisions:

 - Does not allow a nonconforming use to be enlarged or expanded, which aligns with the city's current SMP language.
 - Does allow a nonconforming structure to be altered or enlarged so long as the extent of nonconformity is not increased.
 - Allows a single-family residence that has been destroyed to be rebuilt in the same footprint but not enlarged or expanded, which the current code allows.
 - Allows additional stories on a building so long as all other city and state code provisions are met (including maximum height), the building footprint is not expanded, and the extent of any nonconformity is not increased.
 - Revises the terminology of nonconformities including revised and new definitions identified in LSMC 14.08.010.
 - Revises the improvement threshold for repaired or altered nonconforming structures to be 25% of assessed value of the structure (similar to the City of Marysville's) and revises the threshold for reconstruction of destroyed nonconforming structures to be 75%.
 - Revises the abandonment/termination period of nonconformities from six months to 12 months.

FINDINGS AND CONCLUSIONS

Per [LSMC 14.16C.075\(f\)](#), the City Council shall make the following findings when approving land use code amendments:

1. The amendment is consistent with the Lake Stevens Comprehensive Plan

- Land Use Element Policy 2.3.1 – Review development standards and regulations to ensure that they possess an appropriate level of flexibility to promote efficient use of buildable land, balanced with the need for predictable decision-making.
- 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 2.9.5.b - Uses that are either previously established legal non-conforming, or are made non-conforming with the annexation, will be allowed to continue in a manner consistent with the rights established in the city's land use code.

Conclusions – Adoption of the city-initiated amendment is consistent with the goals and policies of the city's Comprehensive Plan.

2. The amendment is in compliance with the Growth Management Act (RCW 36.70A.106)

- Code amendments are subject to review by the Washington State Department of Commerce.
- The city provided a 60-day notice to the Department of Commerce on September 10, 2021 of its intent to amend LSMC 14.32, 14.08, and 14.38.017, with a proposed adoption date of November 9, 2021. The city received an acknowledgement letter from Commerce on September 13, 2021.
- If approved by the City Council, staff will file the final ordinance with the Department of Commerce within 10 days of its adoption.

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

3. The amendment serves to enhance the public health, safety and welfare

Conclusions – The recommended amendment will update and streamline the city's nonconforming regulations to provide better clarity on existing lots, structures, or uses that don't conform with current zoning regulations in the city. The regulations encourage the improvement, modification, or eventual elimination of nonconformities which serves to enhance the public health, safety and welfare.

Public Notice and Comments

- Land use code amendments are reviewed through the city's Type VI legislative review process identified in [LSMC 14.16B.605-660](#), which requires the Planning Commission to hold a public hearing and make a recommendation to City Council.
- The city published a Notice of Public Hearing in the Everett Herald on September 27 and October 4, 2021. The notice was also posted at City Hall and on the city's [website](#).
- The city published a Notice of Public Hearing in the Everett Herald on November 12 and November 19, 2021 for the City Council public hearing. The notice was also posted at City Hall and on the [city's website](#).
- No public testimony was provided prior to or during the Planning Commission public hearing, and no written comments have been received to date in response to the City Council notice of public hearing.

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

State Environmental Policy Act (SEPA) (Chapter 197-11 WAC and Title 16 LSMC)

- The city determined the code amendment categorically exempt from SEPA per WAC 197-11-800(19) – Procedural Actions and issued a SEPA Exemption for the code amendment on September 10, 2021

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

REQUESTED COUNCIL ACTION: Approve Ordinance 1132 (Attachment 1), which would amend LSMC Chapters 14.08 (Definitions), 14.32 (Nonconforming Situations), and 14.38.017 (Subarea Nonconforming Situations) as shown in Attachment 1, Exhibit A, consistent with the Planning Commission's recommendation (Attachment 1, Exhibit B).

BUDGET IMPACT: There is not a budget impact.

ATTACHMENTS

Attachment 1 – DRAFT Ordinance 1132

Exhibit A: Updated Code Language (Track Changes Version)

Exhibit B: Planning Commission Recommendation

ATTACHMENT 1

**CITY OF LAKE STEVENS
Lake Stevens, Washington**

ORDINANCE NO. 1132

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
REVISING LSMC CHAPTERS 14.08 (BASIC DEFINITIONS AND
INTERPRETATIONS), 14.32 (NONCONFORMING SITUATIONS), AND 14.38
(SUBAREA PLANS); AND ADOPTING FINDINGS AND CONCLUSIONS
RECOMMENDED BY THE PLANNING COMMISSION; AND PROVIDING FOR
SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION
BY ORDINACE TITLE ONLY.**

WHEREAS, the city regulates nonconformities in the city primarily through Chapter 14.32 (Nonconforming Situations); and

WHEREAS, the city undertook a process in June 2021 to update Chapter 14.32 and associated chapters, with the goals of updating the city's nonconforming regulations to provide more clarity and to encourage the improvement, modification, or eventual elimination of nonconformities within the city; and

WHEREAS, the Planning Commission held three work sessions to discuss the proposed amendments shown in Exhibit A, while the City Council was briefed on one occasion; and

WHEREAS, on September 10, 2021, the City submitted the proposed amendment to the Washington State Department of Commerce for the required 60-day review (Submittal ID 2021-S-3106); and

WHEREAS, the city determined the code amendment to be categorically exempt from SEPA per WAC 197-11-800(19) – Procedural Actions and issued a SEPA Exemption for the code amendment on September 10, 2021; and

WHEREAS, the Lake Stevens Planning Commission held a duly noticed public hearing on October 6, 2021, during which no public testimony was provided; and

WHEREAS, at the conclusion of the October public hearing, the Planning Commission made a recommendation to amend LSMC Chapters 14.08, 14.38, and 14.32, as shown in Exhibit A; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed amendment and held a duly noticed public hearing and considered all public testimony on November 23, 2021; and

WHEREAS, land use code amendments are Type VI legislative decisions which require a recommendation from the Planning Commission to City Council, based on written findings and conclusions, supported by evidence from an open-record hearing; and

WHEREAS, the Planning Commission provided the City Council with a recommendation letter along with findings and conclusions to approve the code amendment request (Exhibit B); and

WHEREAS, the City Council considered the Planning Commission's recommendation on November 23, 2021.

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

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

- A. This ordinance amending the City's municipal code was sent to the Washington State Department of Commerce on September 10, 2021 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 advance the public health, safety and welfare.

Section 2. Chapter 14.08, entitled "Basic Definitions and Interpretations"; Chapter 14.32, entitled "Nonconforming Situations"; and Chapter 14.38, entitled "Subarea Plans", of the Lake Stevens Municipal Code are hereby amended to read as shown in the attached Exhibit A, with additions shown by underline and deletions shown by strikethrough.

Section 3. **Severability.** If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 4. **Effective Date and Publication.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 23rd day of November 2021.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: November 23, 2021

Published:

Effective Date:

EXHIBIT A

Chapter 14.32

NONCONFORMING SITUATIONS NONCONFORMITIES

Sections:

- 14.32.010 Purpose and Intent
- 14.32.020 General Provisions
- 14.32.030 Nonconforming Uses
- 14.32.040 Nonconforming Structures
- 14.32.050 Nonconforming Development
- 14.32.060 Vacation or Cessation of Nonconformities

14.32.010 Purpose and Intent.

The purpose of this chapter is to provide for the continuation, modification or eventual elimination of nonconforming uses, structures, and development in accordance with the standards and conditions in this chapter. While nonconformities may continue, the provisions of this chapter are designed to encourage the improvement or elimination of nonconformities in order to better achieve the purposes of these regulations and consistency with the Comprehensive Plan. In general, a nonconformity that was lawful at the time it was established is permitted to continue to exist. A nonconformity shall not be permitted to continue to exist if it was unlawful at the time it was established. Most nonconforming uses and development may be maintained, but may not be altered, without land use review. It is the purpose of the city to ultimately have all structures and uses brought into conformity with the land use codes and regulations adopted by the city, as completely and as speedily as possible with due regard to the special interests and property rights of those concerned.

14.32.020 General Provisions.

The following provisions apply to all nonconforming uses and development:

- (a) Changes in ownership may occur and do not affect the status of a nonconforming use, structure, or development.
- (b) A nonconforming use, structure, or development is allowed to change to a conforming use or development. Once a conforming use, structure, or development occupies the site, the nonconforming status is lost, and the nonconforming use, structure, or development may not be reestablished.
- (c) Routine repair and maintenance activities, as defined in Section 14.08.010, are allowed. Alteration or expansion, as defined in Section 14.08.010 and further described in Section 14.32.040, or destruction, as described in Section 14.32.040, may require land use review and/or may result in the loss of the nonconforming status of the use or development.
- (d) Where other sections of the Lake Stevens Municipal Code require nonconforming uses or development to come closer to conformance, those provisions apply instead of the provisions of this chapter.
- (e) Provisions of this chapter do not apply to signs. Nonconforming signs are regulated by Title 14.68.150 Signs.
- (f) The provisions of this chapter do not supersede or relieve a property owner from compliance with:

- (1) The requirements of the International Building and Fire Codes; or
- (2) The provisions of this code beyond the specific nonconformance addressed by this chapter.

(g) For additional requirements related to other nonconformities, see the following sections of this title:

- (1) Definitions—see Chapter 14.08.010 LSMC;
- (2) Boundary line adjustments—see Chapter 14.18.200 LSMC;
- (3) Subarea nonconforming situations—see Chapter 14.38.017 LSMC;
- (4) Signs—see Chapter 14.68.150 LSMC;
- (5) Critical areas—see Chapter 14.88.330 LSMC;
- (6) Uses within shoreline jurisdiction—see shoreline master program.

14.32.030 Nonconforming Uses.

(a) Continuation

Except as may be provided for elsewhere in these regulations, a nonconforming use lawfully existing at the time of the adoption of the city code may be continued subject to the standards and conditions of this chapter.

(b) Repair or Maintenance

Repair or maintenance of a nonconforming use is allowed so long as the repair or maintenance does not increase the extent of any nonconformity. Repair and maintenance activities are defined in Section 14.08.010.

(c) Enlargement or Expansion

- (1) A nonconforming use shall not be enlarged or increased nor expanded to occupy a greater area of land than was occupied at the adoption or subsequent amendment of the city code; unless such use is changed to a use permitted in the district in which such use is located.
- (2) Any structure used for single-family residential purposes and maintained as a nonconforming use may be repaired, maintained, or replaced so long as the repair or replacement does not result in an expansion or enlargement of such use or structure.
- (3) No additional structures which do not conform to the requirements of the city code shall be erected in connection with such nonconforming use of land.

(d) Change of Use

In general, a nonconforming use may be changed to a conforming use. If a nonconforming use, building or structure is changed to a more conforming use, building or structure or is replaced by a conforming use, building or structure, the nonconforming use, building or structure shall not revert to its original nonconforming status.

14.32.040 Nonconforming Structures.

(a) Continuation

Except as may be provided for elsewhere in these regulations, a non-conforming structure lawfully existing at the time of the adoption of the city code may be continued subject to the standards and conditions of this chapter.

(b) Repair or Maintenance

Repair or maintenance of a nonconforming structure is permitted. Repair and maintenance activities are defined in Section 14.08.010. The interior of said structures may be restored, remodeled and improved to the extent of not more than 25 percent of the assessed value of the

structure at the time of building permit in any consecutive period of 12 months in accordance with required permits.

(c) Alteration or Expansion

Nonconforming structures may be enlarged or altered in a way which does not increase the extent of any nonconformity. An increase in nonconformity would be a change that increases the bulk of the structure encroaching on setbacks or exceeding maximum height or maximum impervious area requirements. Additional stories on a building are permitted so long as they meet all other applicable provisions of city and state code including height limitations, setbacks, septic limitations, do not expand the building footprint, and do not increase the extent of any nonconformity.

(d) Destruction

A nonconforming structure or nonconforming portion of a structure that is destroyed to an extent exceeding 75 percent of the assessed value of the structure at the time of damage shall not be reconstructed except in conformity with these regulations. In order for this reconstruction to occur, application must be made for all necessary permits within twenty-four months of the date the damage occurred, and all reconstruction must be completed within two years of permit issuance. All residential structures (including accessory uses and structures) located in a residential district may be reconstructed if destroyed to any extent, provided that such reconstruction does not enlarge the prior building footprint nor increase the extent of the nonconformity(ies) existing prior to destruction.

14.32.050 Nonconforming Development.

Nonconforming development means a lot or site improvement, such as an off-street parking facility, landscaping, or access that does not conform to the city's current development ordinances. Nonconforming development that was legally established and is used for a legal use but which does not meet the current regulations may be maintained and repaired and may be enlarged or expanded provided that said enlargement does not increase the extent of noncompliance with the regulations by further encroaching upon or extending into areas where construction or use would not be allowed for new development. A lot that is nonconforming by virtue of not meeting the minimum lot area required for the zone in which it is located may be used the same as if it were conforming, except that any use that requires a greater lot size than the established minimum lot size for a particular zone (e.g., a two-family residence) is prohibited. LSCM 14.16C.078 further details the legal lot status determination process.

14.32.060 Vacation or Cessation of Nonconformities.

Whenever a nonconforming use, structure, or development of property has been vacated or ceases for any reason, for a period of 12 consecutive months or for twelve months during any two-year period, such nonconformity shall lose its nonconforming status and not thereafter be re-established, and the future use of the property shall be in conformity with the provisions of these regulations. A vacated or ceased nonconformity shall not be resumed.

Sections:

14.32.010 Continuation of Nonconforming Situations and Completion of Nonconforming Projects

14.32.020 Nonconforming Lots

14.32.030 Extension or Enlargement of Nonconforming Situations

~~14.32.040 Repair, Maintenance and Reconstruction~~

~~14.32.050 Change in Use of Property Where a Nonconforming Situation Exists~~

~~14.32.060 Abandonment and Discontinuance of Nonconforming Uses~~

14.32.010 Continuation of Nonconforming Situations and Completion of Nonconforming Projects.

~~Nonconforming situations that were otherwise lawful on the effective date of this chapter may be continued subject to the restrictions and qualifications of this chapter and, if applicable, of an adopted subarea plan. (Ord. 876, Sec. 15, 2012)~~

14.32.020 Nonconforming Lots.

~~(a) This section applies only to legal nonconforming lots which have no substantial structures upon it.~~

~~(b) A lot that is nonconforming by virtue of not meeting the minimum lot area required for the zone in which it is located may be used the same as if it were conforming, except that any use that requires a greater lot size than the established minimum lot size for a particular zone (e.g., a two family residence) is prohibited.~~

14.32.030 Extension or Enlargement of Nonconforming Situations.

~~(a) No person may engage in any activity that causes an increase in the extent of a nonconformity, except as specified below. In particular, physical alteration of structures or the placement of new structures on open land is unlawful if such activity results in:~~

- ~~(1) An increase in the total amount of space devoted to a nonconforming use, or~~
- ~~(2) Greater nonconformity with respect to dimensional restrictions such as setback requirements, height limitations, parking or density requirements.~~

~~(b) A legal nonconforming use may be extended throughout any portion of a completed building that was manifestly designed or arranged to accommodate such use. However, a nonconforming use may not be extended to additional buildings or to land outside the original building.~~

~~(c) A nonconforming use of open land may not be extended to cover more land than was occupied by that use when it became nonconforming, except that a use that involves the removal of natural materials from the lot (e.g., a sand pit) may be expanded to the boundaries of the lot where the use was established at the time it became nonconforming if 10 percent or more of the earth products had already been removed on the date on which it became nonconforming and where the proposed expansion conforms to all applicable Federal, State, and local regulations concerning the use.~~

~~(d) The volume, intensity, or frequency of use of property where a nonconforming situation exists may be increased and the equipment or processes used at a location where a nonconforming situation exists may be changed if these or similar changes amount only to changes in the degree of activity rather than changes in kind and no violations of other subsections of this section occur.~~

(e) Any structure used for single family residential purposes and maintained as a nonconforming use may be enlarged or replaced with a similar structure of a larger size, so long as the enlargement or replacement does not create new nonconformities or increase the extent of existing nonconformities with respect to such matters as setback and parking requirements.

(f) Whenever: (1) there exists a lot with one or more structures on it, and (2) a change in use that does not involve any enlargement of a structure is proposed for such lot, and (3) the additional parking or loading spaces required by Chapter 14.72 cannot be satisfied because there is not sufficient area available on the lot, then the proposed use shall not be regarded as resulting in an impermissible extension or enlargement of a nonconforming situation. However, the applicant shall be required to comply with all applicable parking and loading requirements that can be satisfied without acquiring additional land. (Ord. 676, Sec. 21, 2003; Ord. 468, 1995)

14.32.040 Repair, Maintenance and Reconstruction.

(a) Minor repairs to and routine maintenance of property where nonconforming situations exist are allowed. Major renovation and repairs, i.e., work valued at more than 25 percent of the appraised valuation of the structure, may be done only in accordance with required permits issued pursuant to this section.

(b) If a structure housing a nonconforming use is damaged by fire, accident or natural disaster to an extent that the value of repair or replacement would exceed 50 percent of the appraised valuation of the structure prior to the fire, accident or natural disaster, then the nonconforming use shall not be re established. This subsection does not apply to structures used for single family residential purposes, which structures may be reconstructed pursuant to a building permit.

(c) For purposes of subsections (a) and (b) of this section:

(1) The "value" of renovation or repair or replacement shall mean the fair market value of the materials and services necessary to accomplish such renovation, repair, or replacement.

(2) No person may seek to avoid the intent of subsections (a) or (b) of this section by doing such work incrementally.

(3) The "appraised valuation" shall mean either the appraised valuation for property tax purposes, updated as necessary by the increase in the consumer price index since the date of the last valuation, or the valuation determined by a professionally recognized property appraiser.

(d) The Planning Director shall issue a permit authorized by subsection (a) of this section if it is found that, in completing the renovation, repair or replacement work:

(1) This proposal meets the requirements of this chapter; and

(2) The permittee will comply to the extent reasonably possible with all provisions of this title applicable to the proposal.

Compliance with a requirement of this title is not reasonably possible if it cannot be achieved without adding land to the lot where the nonconforming situation is maintained or moving a

~~substantial structure that is on a permanent foundation. That an applicant is facing financial hardship caused by the cost of meeting such requirements as paved parking does not constitute grounds for finding that compliance is not reasonably possible. (Ord. 811, Sec. 23, 2010)~~

14.32.050 Change in Use of Property Where a Nonconforming Situation Exists.

(a) ~~A change in use of property (where a nonconforming situation exists) that requires a new Planning Director approval, administrative conditional use, or conditional use permit in accordance with Section 14.16C.030 may not be made except in accordance with subsections (b) through (d) of this section.~~

(b) ~~If the intended change in use is to a principal use that is permissible in the district where the property is located, and all of the other requirements of this title applicable to that use can be complied with, permission to make the change must be obtained in the same manner as permission to make the initial use of a vacant lot. Once conformity with this title is achieved, the property may not revert to its nonconforming status.~~

(c) ~~If the intended change in use is to a principal use that is permissible in the district where the property is located, but all of the requirements of this title applicable to that use cannot reasonably be complied with, then the change is permissible if the permitting entity issues a permit authorizing the change. This permit may be issued if it is found that:~~

(1) ~~The proposal meets the requirements of this chapter; and~~

(2) ~~All of the applicable requirements of this title that can reasonably be complied with will be complied with. Compliance with a requirement of this title is not reasonably possible if compliance cannot be achieved without adding additional land to the lot where the nonconforming situation is maintained or moving a substantial structure that is on a permanent foundation. That an applicant is facing financial hardship caused by the cost of meeting such requirements as paved parking does not constitute grounds for finding that compliance is not reasonably possible. In no case may an applicant be given permission pursuant to this subsection to construct a building or add to an existing building if additional nonconformities would thereby be created.~~

(d) ~~No change in use to another use that is not permissible in the district in which it is located shall be allowed. (Ord. 811, Sec. 24, 2010)~~

14.32.060 Abandonment and Discontinuance of Nonconforming Uses.

(a) ~~When a nonconforming use is discontinued for a consecutive period of 180 days, subsequent uses on the property must be permitted in the zone in which the property is located. (Ord. 676, Sec. 21, 2003; Ord. 590, 1998; Ord. 468, 1995)~~

14.08.010 Definitions of Basic Terms.

Unless otherwise specifically provided, or unless clearly required by the context, the words and phrases defined in this section shall have the meaning indicated when used in this title.

~~Dimensional Nonconformity. A nonconforming situation that occurs when the height, size, floor space, lot coverage, or other dimensional requirements of a structure or the relationship between~~

~~an existing building or buildings and other buildings or lot lines does not conform to the regulations applicable to the district in which the property is located.~~

Effective Date of This Chapter. Whenever this title refers to the effective date of this chapter, the reference shall be deemed to include the effective date of the chapter as originally adopted, or the effective date of an amendment to it if the amendment creates a nonconforming situation.

Effective Date of This Title. Whenever this title refers to the effective date of this title, the reference shall be deemed to include the effective date of any amendments to this title if the amendment, rather than this title as originally adopted, creates a nonconforming situation.

Change of Use. A change of the type of use of a building from one principal use category to another. It shall be determined to have occurred when it is found that the general character of the building use has been modified and results in an intensification of land use that will require new development conditions to comply with existing regulations.

Repair or Maintenance Activities. An action to restore the character, size, or scope of a project only to the previously authorized condition.

Nonconforming Lot, Legal. ~~A lot which does not meet the current minimum area requirement of the district in which the lot is located, but at the time of its creation, it was legally subdivided consistent with the laws in place at the time the lot was created, as well as it met all area and dimension standards for such a lot at that time.~~

Nonconforming Project. ~~Any structure, development, or undertaking that is incomplete at the effective date of this title and would be inconsistent with any regulation applicable to the district in which it is located if completed as proposed or planned.~~

Nonconforming Sign. See *Sign, Nonconforming*.

Nonconforming Situation. ~~A situation that occurs when, on the effective date of this title, any existing lot or structure or use of an existing lot or structure does not conform to one or more of the regulations applicable to the district in which the lot or structure is located. Among other possibilities, a nonconforming situation may arise because a lot does not meet minimum acreage requirements, because structures exceed maximum height limitations, because the relationship between existing buildings and the land (in such matters as density and setback requirements) is not in conformity with this title, or because land or buildings are used for purposes made unlawful by this title. Nonconforming signs shall not be regarded as nonconforming situations for purposes of Chapter 14.32 but shall be governed by the provisions of Sections 14.68.150 (amortization of nonconforming signs).~~

Nonconforming Use. ~~A nonconforming situation that occurs when property is used for a purpose or in a manner made unlawful by the use regulations applicable to the district in which the property is located. (For example, a commercial office building in a residential district may be a nonconforming use.) The term also refers to the activity that constitutes the use made of the property. (For example, all the activity associated with operating a retail clothing store in a residentially zoned area constitutes a nonconforming use.)~~

Sign, Nonconforming. A sign that, on the effective date of this title, does not conform to one or more of the regulations set forth in this title, particularly Chapter 14.68, Signs.

Nonconformity. Uses, structures, lots, or development sites that do not conform to one or more of the requirements of this Ordinance, or any subsequent amendment, which were lawfully established prior to the effective date of this Ordinance, or any subsequent amendment.

Nonconforming development. A lot or site improvement, such as an off-street parking facility, landscaping, or access that does not conform to the city's current development ordinances either because it was established prior to the enactment of city ordinances governing the structure or improvement or because the structure or improvement conformed at the time it was established but applicable city ordinances have since changed.

Nonconforming structure. Any structure or portion thereof lawfully existing on the effective date of this Ordinance or amendments thereto which does not conform after the passage of this Ordinance or amendments thereto with the dimensional restrictions of the district in which it is situated.

Nonconforming use. The use of land or the use of any building or portion thereof lawfully existing at the effective date of this Ordinance or amendments thereto which does not conform after the passage of this Ordinance or amendments thereto which does not conform to the use regulations of the zoning district in which it is located.

14.38.017 Nonconformitiesng Situations.

The City will allow legal nonconformitiesng situations to continue within the subareas subject to Chapter 14.32. Legal nonconforming signs may continue subject to Section 14.38.100(i).

EXHIBIT B



One Community Around the Lake

October 7, 2021

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

RE: Planning Commission Recommendation on Nonconforming Code Amendments (LUA2021-0156)

Dear Council Members:

The Lake Stevens Planning Commission held three work sessions in 2021 to consider land use code amendments to LSMC 14.32 (Nonconforming Situations) and associated LSMC chapters, where it provided feedback and suggested multiple revisions to staff. The Commission subsequently held a public hearing on October 6, 2021 and is now forwarding their recommendation to City Council to approve the code amendment following the November 23 Council hearing, review of testimony and deliberation.

Commissioners Present: John Cronin, Mike Duerr, Janice Huxford, Vicki Oslund, Todd Welch and Jennifer Davis

Commissioners Absent: Linda Hoult

PLANNING COMMISSION PUBLIC HEARING

City staff presented the proposed code amendment, summarized the scope and history of the proposal, and answered the Commission's questions related to the proposal. No public testimony was provided, and commissioners held a brief discussion and deliberation that addressed topics such as assessed vs appraised value and if/when stories (levels) could be added to non-conforming structures.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions described in the October 6 staff report and concludes that the proposed amendment meets the following requirements:

1. The code amendment is consistent with the adopted Lake Stevens Comprehensive Plan;
2. The code amendment is compliant with the State Environmental Policy Act (SEPA); and
3. The code amendment complies with the Growth Management Act.

PLANNING COMMISSION RECOMMENDATION

Chair Cronin made a motion to forward a recommendation to the City Council to approve the adoption of the amendments to LSMC 14.32 and associated chapters.

Commissioner Welch seconded the motion.

Motion passed 6-0-0-1 (Hoult absent).

Respectfully Submitted,

Lake Stevens Planning Commission



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: _____ **Agenda** November 23, 2021

Subject: **Wrona Rezone (LUA2021-0137)**

Contact Person/Department: Melissa Place, Planning & Community Development **Budget Impact:** none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Closed Record Public Hearing and First and Final Reading for Ordinance No. 1131 related to the Wrona Rezone (LUA2021-0137).
2. **Motion to approve Ordinance No. 1131:** An ordinance of the city of Lake Stevens, amending the zoning for one parcel totaling 5.65 acres as part of the Wrona Rezone (City File No. LUA2021-0137) located at 10212 S Lake Stevens Rd, Lake Stevens, WA 98258 and changing the zoning on the subject parcel from R6 to R8-12.

SUMMARY:

Closed Record Public Hearing and First and Final Reading of Ordinance No. 1131 (**Exhibit 1**) related to the Wrona Rezone (LUA2021-0137).

BACKGROUND/HISTORY:

The applicant, Patrick McCourt of Wrona LLC, has applied for a site-specific rezone for an approximately 5.65-acre parcel located at 10212 S Lake Stevens Rd, Lake Stevens, WA, pursuant to Lake Stevens Municipal Code (LSMC) 14.16C.090(b)(1). The applicant requests that the subject parcel's zoning designation change from the R6 zoning district to the R8-12 zoning district. No change is proposed to the underlying Medium Density Residential (MDR) land use designation. The applicant has submitted a Type III preliminary plat application concurrently with the rezone application for a 36-lot residential cluster subdivision with associated improvements on the same property which is contingent on approval of the rezone application. The subdivision is proposed to be accessed via a connection with 103rd Avenue SE.

The subject property is located within the city's 20th Street SE Corridor Subarea Plan, which also designates the subject property as Medium Density Residential (MDR). The properties directly north and northeast are zoned R8-12 and are identified by the High Density Residential comprehensive land use designation (the R8-12 zoning district is allowed on sites with either Medium-Density Residential or High-Density Residential land use designations). The properties directly west, south, and southeast are zoned R6 and are identified by the Medium Density Residential comprehensive land use designation. The property directly east (across 103rd Ave SE) is zoned Public/Semi Public and is identified by the Public/Semi Public comprehensive land use designation.

The application is proposing access to the new subdivision off of 103rd Avenue SE. The applicant has submitted a traffic impact analysis (TIA) and additional memoranda, which have been reviewed by the City Engineer. The Wrona subdivision is anticipated to generate 331 new average daily trips (ADT) with 26 new AM peak-hour trips and 35 new PM peak-hour trips based on the proposed 36 dwelling units. Traffic

impacts, should the rezone to R8-12 be approved, would result in an increase of eight (8) PM Peak Hour trips over the current zoning of R6, which the TIA determined that all of the study intersections are expected to operate at acceptable levels of service with the development conditions under R8-12 zoning. Two Category III wetlands have been identified on the property which are subject to the requirements of Chapter 14.88 LSMC at the time of development. The city reviewed the critical areas on site as part of the preliminary plat application and agreed with the findings and proposed mitigation included in the project's critical areas report.

Site-specific rezones are Type IV applications subject to a recommendation from the Hearing Examiner to City Council, per LSMC Chapter 14.16A – Table 14.16A-I and Part IV – Chapter 14.16B. The applicant has submitted a project narrative in support of the rezone.

The city received the application on August 11, 2021 and issued a Determination of Completeness the same day. A public meeting was held on August 21, 2021. An open record public hearing was held on November 2, 2021 and the Hearing Examiner issued a recommendation of approval on November 17, 2021 (**Exhibit 1**). City staff provided public notice for all actions by a combination of publication in the Everett Herald, direct mailings, emailing parties or record, and posting notices on the site, city website, and city bulletin boards.

The 20th St SE Corridor is a targeted growth center for the city, with future residential development expected to be primarily higher-density development such as townhomes, row houses, cottage housing, and live/work units. The city's reasonable measures to increase residential capacity to allow growth to meet the adopted 2035 population targets include both cluster subdivisions and increased residential densities as set forth in the Comprehensive Plan. The amendment is consistent with a need to plan for increased residential density based on draft growth targets. The Lake Stevens Hearing Examiner has determined that this rezone request is consistent with the goals and policies of both the Comprehensive Plan and 20th St SE Corridor Subarea Plan, is in compliance with the Growth Management Act, and is in general conformance with the Lake Stevens Municipal Code (LSMC).

Any future land use action resulting from the rezone will be subject to the rules and standards in effect at the time of application, including but not limited to public noticing, subdivision, construction, environmental review, critical areas, streets and stormwater.

FINDINGS AND CONCLUSIONS:

The Hearing Examiner has found the Wrona Rezone proposal (LUA2021-0137) to be consistent with LSMC 14.16C.090 and has submitted a recommendation (**Exhibit 1**) to the City Council to approve the proposal with conditions based on the findings and conclusions contained in the recommendation.

APPLICABLE CITY POLICIES: Chapters 14.16C.090, 14.16B–Part IV, and 16.04, of the Lake Stevens Municipal Code

BUDGET IMPACT: There is not a budget impact.

EXHIBITS (attached):

Exhibit 1 – Ordinance No. 1131, with exhibits, including Hearing Examiner Recommendation

EXHIBIT 1

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1131

AN ORDINANCE OF THE CITY OF LAKE STEVENS AMENDING THE OFFICIAL ZONING MAP ENACTED BY ORDINANCE 1106; APPROVING THE WRONA REZONE (CITY FILE NO. LUA2021-0137) LOCATED AT 10212 SOUTH LAKE STEVENS ROAD BY REZONING ONE PARCEL TOTALING 5.65 ACRES FROM R6 TO R8-12; ADOPTING FINDINGS AND CONCLUSIONS RECOMMENDED BY THE HEARING EXAMINER; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, on December 8, 2020, the Lake Stevens City Council approved Ordinance No. 1106, adopting an updated Official Zoning Map; and

WHEREAS, on August 11, 2021 the City received an application for a site-specific rezone (City File No. LUA2021-0137) referred to as the Wrona Rezone; and

WHEREAS, the Wrona Rezone includes approximately 5.65 acres adjacent to S. Lake Stevens Road and 103rd Avenue SE (**Exhibit A**) and would change the zoning designation on parcel 00457100004400 from R6 to R8-12. Pursuant to the requirements for a site-specific zoning map amendment in Lake Stevens Municipal Code (LSMC) 14.16C.090, no change is proposed to the underlying Medium Density Residential (MDR) comprehensive plan land use designation; and

WHEREAS, Section 14.16C.090 of the Lake Stevens Municipal Code (LSMC) sets forth the process for rezone applications; and

WHEREAS, pursuant to LSMC 14.16C.090(b) the rezone is a minor amendment, as there are less than five tracts and less than 50 acres involved.

WHEREAS, the Comprehensive Plan and 20th St SE Corridor Subarea Plan land use designation for the subject parcel is Medium Density Residential (MDR) which supports the R8-12 zoning designation per LSMC Table 14.36-I; and

WHEREAS, the city and its partner agencies did review the application materials pursuant to the requirements of LSMC 14.16C.090; and

WHEREAS, the city determined the proposal to be exempt from a State Environmental Policy Act (SEPA) checklist pursuant to Chapter 16.04 LSMC and the WAC 197-11-800(6)(c); and

WHEREAS, the city is in receipt of public comments submitted in writing and presented orally at the duly-held public meeting and the duly held public hearing on November 2, 2021; and

WHEREAS, site-specific zoning map amendments are Type IV quasi-judicial decisions, per Table 14.16A-I as found in Chapter 14.16A LSMC, which requires a recommendation from the Hearing Examiner to City Council based on written findings and conclusions and supported by evidence from an open-record hearing; and

WHEREAS, the Hearing Examiner conducted a duly noticed open-record public hearing on November 2, 2021 and all public testimony has been given full consideration; and

WHEREAS, on November 17, 2021 the Hearing Examiner issued a recommendation to the City Council to approve the rezone request, subject to conditions, as the proposed rezone meets the legal criteria for approving a rezone as set forth in LSMC 14.16C.090 and applicable state requirements; and

WHEREAS, the City Council considered the Hearing Examiner's recommendation at a closed record public hearing on November 23, 2021.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DOES HEREBY
ORDAIN AS FOLLOWS:**

Section 1. The City Council adopts and incorporates the findings and conclusions for approving a rezone as set forth in the Hearing Examiner's recommendation, pursuant to LSMC 14.16C.090, and adopts the Hearing Examiner's recommendation, including the conditions of approval attached hereto as **Exhibit B**.

Section 2. The City Council makes the following conclusions based on the entire record of this proceeding, including all testimony and exhibits:

- A. The open record public hearing of the Hearing Examiner and the closed record public hearing of the City Council satisfy the public participation requirements of Chapter 14.16A LSMC.
- B. The SEPA process conducted for this ordinance satisfies the requirements of the State Environmental Policy Act codified in Chapter 43.21C RCW as implemented by Chapter 197-11 WAC and Title 16 LSMC.
- C. The zoning map amendment adopted by this ordinance complies with the Growth Management Act (Chapter 36.70A RCW).
- D. The zoning map amendment adopted by this ordinance is consistent with the adopted Lake Stevens Comprehensive Plan per Ordinance No. 1105.

Section 3. The Official Zoning Map is hereby amended, as depicted in **Exhibit A**, by changing the zoning on parcel 00457100004400 from R6 to R8-12.

Section 4. The city will review future development applications for the property under the applicable use and development regulations of the Lake Stevens Municipal Code in effect at the time of application.

Section 5. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 6. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 23rd day of November, 2021.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

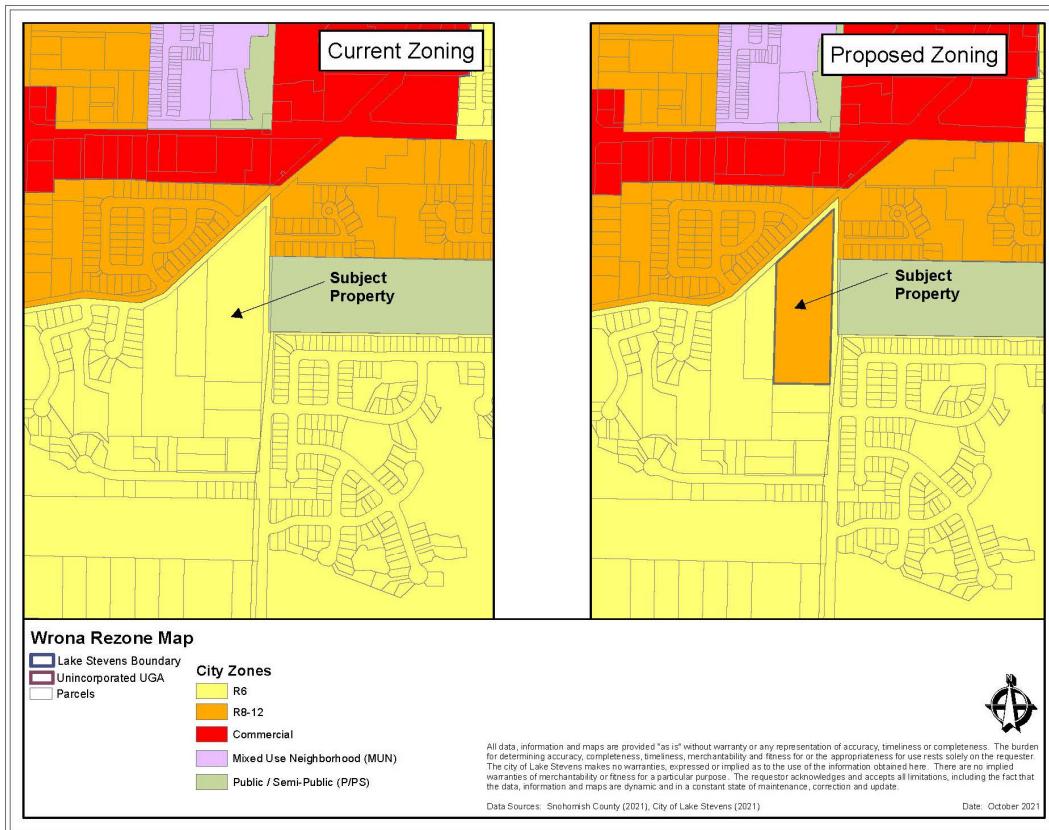
Greg Rubstello, City Attorney

First and Final Reading: November 23, 2021

Published:

Effective Date:

Exhibit A



Project #: LUA2021-0137

Current Zoning: R6

Proposed Zoning: R8-12

EXHIBIT B

BEFORE THE HEARING EXAMINER FOR THE CITY OF LAKE STEVENS

In the Matter of the Application of)	No. LUA2021-0137
)	
Patrick McCourt, on behalf of)	
Wrona, LLC)	Wrona Site-Specific Rezone
)	
)	
)	
<u>For a Site-Specific Rezone</u>)	FINDINGS, CONCLUSIONS, AND RECOMMENDATION

SUMMARY OF RECOMMENDATION

The Hearing Examiner recommends that the City Council **APPROVE**, with conditions, the request to rezone a 5.65-acre parcel located at 10212 S. Lake Stevens Road from the R6 zoning designation to the R8-12 zoning designation.

SUMMARY OF RECORD

Hearing Date:

The City of Lake Stevens Hearing Examiner held an open record hearing on the request on November 2, 2021, using remote access technology.

Testimony:

The following individuals presented testimony under oath at the open record hearing:

Melissa Place, City Senior Planner
Rochelle Smith, Applicant Representative
Patrick McCourt, Applicant Representative

Exhibits:

The following exhibits were admitted into the record:

1. Land Use Development Application, dated August 9, 2021
2. Application Materials:
 - a. Project Narrative, dated October 19, 2021
 - b. Preliminary Plat Map (2 Sheets), revised October 19, 2021
 - c. Critical Area Study and Buffer Mitigation Plan, Wetland Resources, dated August 5, 2021
 - d. Traffic Impact Analysis, Gibson Traffic Consultants, Inc., dated August 8, 2021
3. Determination of Complete Application Letter, dated August 17, 2021
4. Notice Materials:

*Findings, Conclusions, and Recommendation
City of Lake Stevens Hearing Examiner
Wrona Site-Specific Rezone, No. LUA2021-0137*

- a. Affidavit of Notice, dated October 4, 19, 20, and 21, 2021
- b. Notice of Application and Public Meeting, issued August 21, 2021
- c. Notice of Public Hearing, issued October 20, 2021

5. Public Comments and City Responses:

- a. Comment from Heidi Standish, dated August 21, 2021
- b. Comment from Charles Standish, dated September 13, 2021
- c. City Responses to Public Comments

6. Traffic Memoranda:

- a. Traffic Comment Response, Gibson Traffic Consultants, Inc., dated September 22, 2021
- b. Civil Review Comment Memorandum, David Evans and Associates, Inc., dated September 27, 2021

7. SEPA Categorical Exemption Determination, dated October 18, 2021

8. Rezone Map, dated October 2021

9. Staff Report, dated October 26, 2021

10. City Staff PowerPoint Presentation

The Hearing Examiner enters the following findings and conclusions based upon the testimony and exhibits admitted at the open record hearing:

FINDINGS

Application and Notice

1. Patrick McCourt, Land Pro Group, Inc., on behalf of Wrona, LLC (Applicant)¹, requests a site-specific rezone of a 5.65-acre parcel from the R6 zoning designation to the R8-12 zoning designation. The parcel is located at 10212 S. Lake Stevens Road.² If the rezone request were to be approved, the Applicant intends to proceed with plans to create a 36-unit subdivision for single-family residential development.³ *Exhibit 1; Exhibit 2; Exhibit 9, Staff Report, page 2.*

¹ Notice materials and most of the materials submitted for review in this matter list the Applicant as “MPS55, Inc.” or “MPS 55, Inc.”. Applicant Representative Patrick McCourt testified, however, that MPS 55, Inc. deeded the property to a newly created entity, “Wrona, LLC,” prior to the hearing but that none of the principal parties involved (including Land Pro Group, LLC) have changed. *Testimony of Mr. McCourt.*

² The property subject to the rezone request is identified by Tax Assessor Parcel No. 00457100004400. *Exhibit 9, Staff Report, page 2.* A legal description of the property is included with the application materials. *Exhibit 2.b.*

³ The Hearing Examiner reviewed the Applicant’s request for preliminary plat and design review approval to subdivide the property into 36 lots for single-family residential development concurrently with the rezone request and issued a decision approving the preliminary plat and design review request contingent on the City Council ultimately approving the requested rezone. *Hearing Examiner’s Findings, Conclusions, and Decision for Design Review Approval and Approval of a Preliminary Plat (Nos. LUA2021-0139 and -0140), dated November 17, 2021.*

2. The City of Lake Stevens (City) determined the application was complete on August 11, 2021. On or around August 21, 2021, the City provided notice of the application by mailing notice to property owners within 300 feet of the site; publishing notice in the *Everett Herald*; and posting notice on-site, on the City website, and at designated City locations. On or around October 20, 2021, the City provided notice of the open record hearing associated with the application by mailing or emailing notice to property owners within 300 feet of the site and to reviewing departments and agencies; publishing notice in the *Everett Herald*; and posting notice on-site, on the City website, and at designated City locations. The City's notice materials stated that written comments on the proposal could be submitted up until the November 2, 2021, open record hearing. The City did not receive any comments on the proposed rezone from reviewing agencies in response to its notice materials. *Exhibit 1; Exhibits 3 through 6; Exhibit 9, Staff Report, pages 2 and 3.*
3. The City received the following comments on the proposed rezone from members of the public:
 - Heidi Standish requested additional information about the difference between the property's current R6 zoning designation and the requested R8-12 zoning designation and about whether the proposed rezone would affect her property. The City provided a response to Ms. Standish's comment, which described the density requirements for both the R6 and the R8-12 zoning districts and clarified that the proposed rezone would not affect the zoning classification for her property. In addition, the City detailed the specific criteria that would have to be met for approval of the Applicant's rezone request.
 - Charles Standish inquired about how COVID-19 restrictions may have affected the traffic impact analysis prepared for the proposed development. The Applicant's traffic consultant, Gibson Traffic Consultants, Inc., prepared a memorandum addressing Mr. Standish's inquiry, which is discussed in detail later in this decision.

Exhibit 1; Exhibits 3 through 6; Exhibit 9, Staff Report, pages 2 and 3.

State Environmental Policy Act

4. City staff determined that the requested rezone is categorically exempt from review under the State Environmental Protection Act (SEPA), Chapter 43.21C Revised Code of Washington (RCW), and issued a categorical exemption determination for the proposal on October 18, 2021. Under Washington Administrative Code (WAC) 197-11-800(6)(c), the rezone proposal is exempt from environmental review because the project site is in an urban growth area, the rezone does not require an amendment to the City's Comprehensive Plan, and the Comprehensive Plan was previously subject to environmental review and analysis through an Environmental Impact Statement. The environmental impacts of the proposed development of the site are addressed separately

with the preliminary plat application submitted concurrently with the rezone request.⁴ *Exhibit 7; Exhibit 9, Staff Report, page 9.*

Comprehensive Plan and Zoning

5. The property is designated “Medium-Density Residential” under the City Comprehensive Plan. Properties to the south and west are also designated Medium-Density Residential under the Comprehensive Plan. Properties to the north are designated “High-Density Residential,” and properties to the east are designated High-Density Residential and “Public/Semi-Public.” The Medium-Density Residential designation allows for single-family, two-family, and some multi-family residential development with densities between 4 to 12 units per acre based on zoning regulations, with the potential for bonus density. Properties designated Medium-Density Residential are “generally located in transitional areas between high density designations and rural areas where infrastructure is readily available.” *City Comprehensive Plan, page LU-14.* The Comprehensive Plan’s Medium-Density Residential designation is implemented by both the R6 and R8-12 zoning districts. *Lake Stevens Municipal Code (LSMC) Table 14.36-I.* Accordingly, the proposed rezone of the parcel from R6 to R8-12 would not require a Comprehensive Plan amendment. *Exhibit 1; Exhibit 2.a; Exhibit 9, Staff Report, pages 2 through 4.*
6. City staff identified the following Comprehensive Plan policies as relevant to the proposed rezone:
 - “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 the Countywide Planning Policies.” (Land Use Policy 2.1.1).
 - “Review land uses in conjunction with updates to the Buildable Lands Report and Growth Monitoring Report to ensure employment and population capacity estimates are being met. The strategy will be used to amend the Plan as necessary to remain consistent with actual development trends.” (Land Use Policy 2.1.3)
 - “Direct new growth to areas where infrastructure and services are available or planned to ensure growth occurs in a fiscally responsible manner to support a variety of land uses.” (Land Use Policy 2.1.4)
 - “Encourage infill development on suitable vacant parcels and redevelopment of underutilized parcels. Ensure that the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.” (Land Use Policy 2.3.3).
 - “Ensure that adequate connections are made to link growth centers, subareas and adjacent residential areas.” (Land Use Policy 2.4.4).

⁴ A detailed discussion of the environmental review of the Applicant’s development proposal is included in the Hearing Examiner’s decision on the preliminary plat application issued concurrently with this recommendation. *Hearing Examiner’s Findings, Conclusions, and Decision for Design Review Approval and Approval of a Preliminary Plat (Nos. LUA2021-0139 and -0140), dated November 17, 2021.*

- “Encourage mixed land use and greater land density to shorten distances between homes, workplaces, schools and recreation so people can walk or bike more easily to them.” (Land Use Policy 2.14.1)
- “Zone sufficient buildable lands to accommodate various types and densities of housing including single-family, manufactured housing, multifamily, mixed-use and accessory dwellings equitably and rationally distributed throughout the city.” (Housing Policy 3.1.1)
- “Consider the cumulative impact of rezones and land use policy decisions that may affect housing supply, affordability and changes to employment or residential capacity.” (Housing Policy 3.1.2).
- “Allow diverse subdivision methods including short subdivisions, formal subdivisions, cluster subdivisions, planned residential developments and unit lot subdivisions to create buildable lots throughout the city.” (Housing Policy 3.1.3).
- “Support land uses and development regulations designed to increase housing opportunities for current and future residents, seniors, disabled, or other special-needs populations in proximity to shopping, health care, services, recreation facilities and public transportation.” (Housing Policy 3.2.2).

Exhibit 9, Staff Report, pages 6 and 7.

7. The property is within the 20th Street Corridor Subarea, which is a subarea of Lake Stevens designated for higher density residential development. City staff identified the following policies of the 20th Street Corridor Subarea Plan as relevant to the proposed rezone:
 - “Encourage the creation of well-designed, higher-density residential housing as standalone developments or as part of mixed-use buildings.” (Housing Choices and Density Policy 2.7.2).
 - “Develop illustrated design guidelines and standards that clearly define quality expectations for design and construction to ensure all higher-density housing creates a livable environment, is compatible with adjacent land uses, and creates a transition between more intensive and less intensive development.” (Housing Choices and Density Policy 2.7.3).
 - “Develop or revise existing comprehensive plan designations to support the mix of land uses and support the development of distinct nodes and neighborhoods proposed in the subarea.” (Land Uses Policy 3.1.1).
 - “Develop or revise existing zoning designations to support the mix of land uses and support the development of distinct nodes and centers proposed in the subarea.” (Land Uses Policy 3.1.2).
 - “Identify areas for higher-density residential development as a transition between office and commercial areas and existing development.” (Land Uses Policy 3.1.5).

Findings, Conclusions, and Recommendation
City of Lake Stevens Hearing Examiner
Wrona Site-Specific Rezone, No. LUA2021-0137

- “Land uses, densities and intensities should not be the same throughout, but should vary within the subarea. The highest intensity areas should be located within a quarter mile of SR-9 or 20th Street SE with less intense uses allowed adjacent to existing residential areas.” (Land Uses Policy 3.1.6).

Exhibit 9, Staff Report, pages 7 and 8.

8. The property is currently zoned R6, which is intended “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.” *LSMC 14.36.010(a)(3).* The Applicant requests that the property be rezoned to the R8-12 zoning district, which is “intended to achieve development densities of eight to 12 dwelling units per net buildable acre with the potential of some density bonuses.” *LSMC 14.36.010(4).* Approval of the requested rezone of the property from the R6 zoning district to the R8-12 zoning district would allow the Applicant to proceed with the proposal to develop the property with 36 single-family dwelling units, which would not be allowed under the density regulations applicable to the R6 zoning district. Properties to the north are zoned R8-12 and are developed with single-family residences. Properties to the south and west are zoned R6 and are developed with single-family residences. Properties to the east are zoned R6, R8-12, and Public/Semi-Public and are developed with single-family residences and Glenwood Elementary School. *Exhibit 2.a; Exhibit 2.b; Exhibit 9, Staff Report, pages 1, 2, 4, and 5.*

Critical Areas

9. The Applicant submitted a critical area study and buffer mitigation plan prepared by Wetland Resources, Inc., dated August 5, 2021. The study identified two Category III wetlands partially located at the southern corners of the property that would not be impacted by the proposed rezone. Impacts to the on-site wetlands and their associated buffers from the proposed residential development are addressed through the preliminary plat application process. *Exhibit 2.c; Exhibit 9, Staff Report, pages 9 and 10.*

Traffic Impacts

10. The Applicant submitted a Traffic Impact Analysis (TIA), prepared by Gibson Traffic Consultants, dated August 8, 2021. The TIA determined that the proposed development would generate 331 new average daily trips, with 26 new AM peak-hour trips and 35 new PM peak-hour trips. The TIA further determined that all studied intersections would continue to operate at acceptable levels of service following a full buildout of the proposed development. As noted above, a member of the public raised concerns that the TIA did not account for reduced traffic volumes attributable to the COVID-19 pandemic. Gibson Traffic Consultants provided a memorandum, dated September 22, 2021, addressing this concern. The memorandum notes that the traffic study applied increases to traffic counts taken in May 2021 that would account for decreased traffic volumes attributable to the COVID-19 pandemic and, further, that regional data shows that the

traffic counts in May of 2021 were consistent with pre-pandemic traffic levels. City staff determined that there would be no adverse impacts to existing service levels in light of traffic impact fees that would be required under Chapter 14.112 LSMC. City staff notes in this regard that approval of the rezone would result in an increase of only 8 PM peak-hour trips over what could occur under the current zoning designation. *Exhibit 2.d; Exhibit 6.a; Exhibit 9, Staff Report, page 10.*

Site-Specific Rezone

11. The Applicant submitted a project narrative addressing the specific rezone criteria of LSMC 14.16C.090(g). Specifically, the project narrative asserts that the rezone would be appropriate because:
 - The proposed rezone would comply with the Comprehensive Plan land use designation for the property and would be consistent with several goals and policies of the Comprehensive Plan, including goals and policies promoting higher density residential growth in transitional areas between existing single-family residential development and higher intensity development, providing for sufficient land area to meet projected housing needs, directing new growth to areas with available infrastructure and services, encouraging infill development in suitable vacant and underutilized parcels, and ensuring that subdivisions provide adequate pedestrian facilities. The proposed rezone would also be consistent with the 20th Street Corridor Subarea Plan.
 - The City adopted the Medium-Density Residential Comprehensive Plan designation for the property in compliance with the Growth Management Act (GMA).
 - The proposed rezone would advance the public health, safety, and welfare because the proposed development that would be allowed with the rezone would add roads and sidewalks, utility connections, and housing consistent with the housing element goals and policies of the Comprehensive Plan and the 20th Street Corridor Subarea Plan. At the time of development, any application would be required to meet state and local regulations in effect and to ensure concurrency standards are met. The Applicant has prepared and submitted a SEPA Checklist and Planned Action Determination with its development application, as required by the Subarea Plan, to ensure that the proposed development would meet these standards.
 - There are several changed circumstances warranting a rezone of the property. First, the draft Buildable Lands Report includes supplemental analysis showing that Lake Stevens has accommodated a substantial portion of its 2035 population targets and has exhausted a substantial portion of its buildable lands inventory. As new GMA population targets are eminent, Lake Stevens will need to account for additional housing, but the City may not be successful in obtaining its proposed UGA expansions. It is in the best interest of the City and its residents to allow rezones for increased density within growth centers such as the 20th Street SE Corridor Subarea. Second, a major announcement of industrial projects in

Arlington and Marysville (projects currently under construction) will add thousands of jobs to the area within the next couple of years. These industrial projects could be expected to increase pressure on the housing market in Lake Stevens as new employees at those businesses seek housing near the Cascade Industrial Center. Outside of the communities of Marysville and Arlington, Lake Stevens is the next logical choice for those workers to seek housing.

- The property is suitable for development under the zoning standards of the R8-12 zone. If the rezone were to be approved, the Applicant would proceed with the proposal to subdivide the property into 36 residential lots with associated improvements, which would be required to comply with all applicable state and local plat requirements, including requirements related to stormwater, safe walking routes, tree retention, and critical areas.
- The proposed rezone would not be materially detrimental to uses or property in the immediate vicinity. The concurrent application for a 36-lot single-family residential development would be consistent with the densities of several other developments in the immediate vicinity of the site.
- All public utilities and services are available to the subject property.
- The proposed rezone will not by itself exceed the development thresholds within the 20th Street SE Corridor Subarea Plan Planned Action. Therefore, the proposed rezone falls within identified and mitigable impacts. Any future development that may occur within the subarea and in excess of the subarea development thresholds for housing units would be required to undergo additional SEPA analysis to ensure any impacts they have are mitigated. The rezone would not increase the established intensities for traffic and residential development adopted as part of the 20th Street Subarea planned action ordinance, and the Applicant would be required to pay required school, traffic, and park impact mitigation fees.
- The requested site-specific rezone would be consistent with the rezone criteria, permit processing procedures, the existing Comprehensive Land Use designation, and all other applicable municipal code requirements.
- Per the adopted 20th Street SE Corridor Subarea Plan, the R8-12 zone is allowed and is compatible with multiple other properties within the subarea designated as R8-12.
- The rezone would not exceed the development threshold for housing units under the 20th Street SE Corridor Subarea Plan Planned Action. Future housing developments, including single-family and mixed-used projects, may result in the development threshold being exceeded, but additional SEPA analysis can be completed at that time.

Exhibit 2.a.

12. City staff reviewed the rezone proposal and determined that it would satisfy the specific rezone criteria of LSMC 14.16C.090(g), noting:
 - The proposed rezone would be consistent with Comprehensive Plan land use map designation of Medium-Density Residential and the adopted 20th Street SE Corridor Subarea Plan map designation of Medium-Density Residential.
 - The proposed rezone would be consistent with the Growth Management Act. The City has established its local zoning, and the rezone application has met public notice requirements. The proposed rezone advances goals and policies of the Comprehensive Plan Housing Element. The preliminary plat application would be required to meet state and local regulations in effect and to ensure concurrency standards are met.
 - The proposed rezone would advance the public health, safety, and welfare of the public pursuant to added roads and sidewalks, utility connections, and the construction of housing in advancement of the Housing Element goals and policies of the Comprehensive Plan.
 - The proposed rezone is warranted based on changed circumstances or a need for additional property in the proposed zoning district. Based on the 2021 Buildable Land Report (BLR), the Lake Stevens Urban Growth Area (UGA), which includes the city as well as unincorporated areas eligible for annexation, provides sufficient capacity to accommodate projected population growth included in the adopted 2035 growth targets but results in a minor deficit in meeting employment forecasts during the same period. To meet projected 2035 growth targets, the Lake Stevens UGA would need to accommodate a population of 46,380 and 7,821 jobs by 2035. The City's portion (based on 2012 city boundaries) would include a population of 39,340, an increase of 11,130 people over the planning period. Updated growth targets for the year 2044 are scheduled to be adopted in late 2021 and reflect current city boundaries. The draft 2044 target would require the City to accommodate a total population of 47,770 within current city boundaries, an increase of 8,819 residents. This increase is based on an annual population change that is less than half of what had occurred in Lake Stevens between 2010 and 2020, which, given the city's recent history of exceeding its growth targets, indicates that the city should be prepared to accommodate additional residential capacity.
 - The 20th Street SE Corridor Subarea is a targeted growth center in the city. Future residential development in this corridor would be primarily higher-density development, including townhomes, row houses, cottage housing, and live/work units. The City's reasonable measures to increase residential capacity to allow growth to meet the adopted population target include both cluster subdivisions and increased residential densities as set forth in the Comprehensive Plan. The proposed rezone would be consistent with a need to plan for additional residential property based on draft growth targets.
 - The subject property contains adequate area to develop and would be accessed via connections with 103rd Ave SE. The property's conformance with zoning

Findings, Conclusions, and Recommendation
City of Lake Stevens Hearing Examiner
Wrona Site-Specific Rezone, No. LU42021-0137

standards is reviewed as part of the preliminary plat application to determine its suitability for development.

- The proposed rezone would not be materially detrimental to adjacent land uses because development of the property would be required to meet all state and local regulations in conjunction with the preliminary plat review process.
- There would be adequate infrastructure to develop the property under the proposed zoning change.
- The City's 20th St SE Corridor Subarea Plan has an environmental impact statement (EIS) for which environmental impacts related to commercial and residential growth in the subarea were evaluated. As development in the subarea was planned for, the EIS's mitigation measures would adequately mitigate for impacts from the anticipated development. No additional impacts are expected, and the preliminary plat qualifies as a planned action per the City's planned action ordinance adopted for the subarea. Therefore, the environmental impacts have been or can be mitigated by current regulations.
- The proposal complies with municipal standards for a rezone application. All other applicable criteria and standards would be met through the preliminary plat application process.
- The project is within a designated subarea, and the proposed rezone is a zoning designation allowed within the applicable subarea. In addition, the rezone would not increase the established density/intensity adopted as part of the planned action ordinance. The number of proposed dwelling units and PM peak hour trips are within the planned action development thresholds established for the subarea.

Exhibit 9, Staff Report, pages 5 through 9.

Testimony

13. Senior City Planner Melissa Place testified generally about the application and how it would meet the site-specific rezone requirements of LSMC 14.16C.090(g). She noted that, if the rezone were to be approved and the Applicant moved forward with subdividing the property, the proposal would have to comply with all of the plat requirements of Chapter 58.17 RCW and Title 14 LSMC, including stormwater requirements, critical areas requirements, and requirements for construction plan approval. Ms. Place also explained that the City and Applicant held a public meeting for the proposal early on in the application process, as required by the municipal code. She stressed that, with updated analysis on targeted population growth in the area, it is clear that additional density is appropriate in the 20th Street Subarea, and zoning that allows for greater density (as would occur here) is appropriate. *Testimony of Ms. Place.*
14. Applicant Representative Patrick McCourt testified about the ownership history of the project and concurred with Ms. Place's assessment of the proposal. *Testimony of Mr. McCourt.*

Staff Recommendation

15. Ms. Place testified that City staff recommends the Hearing Examiner forward a recommendation of approval, with conditions, to the City Council. Applicant Representative Rochelle Smith testified that the Applicant understands and agrees with the City's proposed conditions. *Exhibit 9, Staff Report, page 11; Testimony of Ms. Place; Testimony of Ms. Smith.*

CONCLUSIONS

Jurisdiction

The Hearing Examiner is authorized to hear and make recommendations to the City Council for approval of a site-specific rezone. *LSMC 14.16B.450; LSMC 14.16C.090(c).*

Criteria

The Hearing Examiner may recommend approval of a site-specific rezone request if the following criteria are satisfied:

- (1) The amendment complies with the Comprehensive Plan Land Use Map, policies, and provisions and adopted subarea plans;
- (2) The amendment is in compliance with the Growth Management Act;
- (3) The amendment serves to advance the public health, safety and welfare;
- (4) The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district;
- (5) The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district;
- (6) The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;
- (7) Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
- (8) The probable adverse environmental impacts of the types of development allowed by the proposed zone can be mitigated, taking into account all applicable regulations, or the unmitigated impacts are acceptable;
- (9) The amendment complies with all other applicable criteria and standards in this title; and

(10) If the proposal is located with an adopted subarea plan:

- (i) The rezone is to a zoning designation allowed within the applicable subarea; and
- (ii) The rezone does not increase the established intensities adopted as part of the planned action ordinance or mitigates increased or additional impacts by supplementing, amending or addending the applicable planned action draft and final environmental impact statement.

LSMC 14.16C.090(g).

Conclusions Based on Findings

The proposed rezone satisfies the criteria for approval found in LSMC 14.16.090(g) and should be approved. The 5.65-acre subject parcel is designated Medium-Density Residential by the City Comprehensive Plan. The Medium-Density Residential designation is implemented by both the R6 and R8-12 zoning designations and, therefore, the proposed rezone of the parcel from R6 zone to R8-12 would not require amendment of the Comprehensive Plan. The proposed rezone of the property to the R8-12 zoning district would be consistent with several Comprehensive Plan policies, including policies accommodating a variety of land uses to support population and employment growth; directing new growth to areas where infrastructure and services are available or planned; encouraging infill development on underutilized parcels; ensuring adequate connections are made to link growth centers, subareas, and adjacent residential uses; promoting appropriate zoning of sufficient buildable lands to accommodate various types and densities of housing; and supporting land uses and development regulations designed to increase housing opportunities for diverse populations. The proposed rezone would also further several policies of the 20th Street SE Corridor Subarea Plan, including policies promoting the revision of existing zoning designations to support development proposed in the subarea; identifying areas for higher-density residential development; and encouraging the creation of well-designed, higher-density residential housing. Conditions placed on any future land development permits would ensure that the proposal would comply with the development regulations required by the Growth Management Act and Title 14 of the Lake Stevens Municipal Code.

The proposed rezone would, as conditioned, serve the public health, safety, and welfare by permitting higher-density development in an identified growth area of Lake Stevens, the 20th Street SE Corridor Subarea, which development would include infrastructure improvements to serve the growth area, including the addition of roads, sidewalks, and utility connections. The proposed rezone is warranted by changed circumstances and the need for additional density in the area resulting from projected population growth and employment opportunities in the city and surrounding region. The property is suitable for single-family residential development that

*Findings, Conclusions, and Recommendation
City of Lake Stevens Hearing Examiner
Wrona Site-Specific Rezone, No. LU42021-0137*

would comply with the development standards of the R8-12 zone. Although the proposed rezone is categorically exempt from SEPA review, additional SEPA review and conditions of approval related to any specific land use application, including the Applicant's concurrent preliminary plat application, would ensure that the Applicant complies with all relevant environmental, stormwater, and critical areas regulations. The proposed rezone would not add a significantly greater number of vehicle trips than development that would be allowed on the property under its existing zoning R6 designation, and further traffic analysis has occurred in association with the Applicant's development proposal for the parcel, which determined that the proposed development would not cause affected intersections to operate at deficient levels of service. The City provided reasonable notice and opportunity to comment on the proposed rezone. The City received comments from two members of the public in response to its notice materials. Heidi Standish requested additional information about the effect of the proposed rezone, and Charles Standish raised concerns about whether COVID-19 restrictions may have affected the traffic counts for the Applicant's traffic impact analysis. In response to Mr. Standish's concerns, the Applicant's traffic consultant provided a memorandum explaining how the potential reduction of traffic volumes from the COVID-19 pandemic was appropriately accounted for in the traffic study. Adequate public facilities and services are available to the property. The property proposed for rezone is within the 20th Street Subarea, a subarea designated for higher density residential development. The rezone would not increase the established intensities adopted as part of the planned action ordinance for the 20th Street Subarea and would mitigate school, traffic, and park impact through payment of impact fees.

Conditions are necessary to ensure that approval of the Applicant's proposed development for the property is contingent upon the Applicant first obtaining approval of the rezone by the City Council and to ensure that the Applicant complies with all applicable federal, state, and local regulations. *Findings 1 – 15.*

RECOMMENDATION

Based on the preceding findings and conclusions, the Hearing Examiner recommends that the City Council **APPROVE** the request to rezone a 5.65-acre parcel located at 10212 S. Lake Stevens Road from the R6 zoning designation to the R8-12 zoning designation, with the following conditions:

1. **Exhibit 8** depicts the area to be rezoned from the R6 zoning district to the R8-12 zoning district. This rezone is contingent upon the Hearing Examiner's recommendation of approval and final approval by the City Council. Upon approval, the proposed change shall be incorporated into an official revised Lake Stevens zoning map.
2. The rezone approval by the City Council must first be obtained prior to the preliminary plat being approved.

3. All future development must comply with federal, state, and local regulations in effect at the time of application.

RECOMMENDED this 17th day of November 2021.



ANDREW M. REEVES
Hearing Examiner
Sound Law Center

*Findings, Conclusions, and Recommendation
City of Lake Stevens Hearing Examiner
Wrona Site-Specific Rezone, No. LU42021-0137*