



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 REMOTE ACCESS ONLY – VIA ZOOM

Tuesday, December 14, 2021, at 6:00 p.m.

**Join Zoom Meeting: <https://us02web.zoom.us/j/86900045068>
Or call in at: (253) 215 8782, Meeting ID: 869 0004 5068**

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	Draft Letter for Countywide Sales Tax Proposal	Mayor
CITY DEPARTMENT REPORT		Gene
GUEST BUSINESS	A Urban 3 Presentation	Russ
CONSENT AGENDA	B Vouchers C City Council Meeting Minutes of November 23, 2021 D Memorandum of Understanding for Facility Maintenance Technician Compensation E Interlocal Agreement with the Snohomish Conservation District F Commerce Housing Action Plan Grant and Interagency Agreement G Memorandum of Understanding (MOU) with Dawson Place H Amendment No. 1 to Lease Agreement with Chamber of Commerce	Barb Kelly Anya Shannon David Chief Gene

Lake Stevens City Council Regular Meeting Agenda

December 14, 2021

	I Cancel the rest of the December 2021 Council Meetings	Kelly
	J Amendment No. 3 with Feldman & Lee, P.S. for Public Defense Social Service Program	Barb
	K Amendment No. 3 to Interlocal Agreement for Joint Grant Administration	Barb
	L Interlocal Agreement with Snohomish County for Road and Street Services	Aaron
	M Extension of Interlocal Agreement with City of Marysville for Jail Services	Chief
	N Amendment No. 2 with Feldman & Lee, P.S. for Public Defense Services	Barb
	O Amended Contract with Zachor Thomas for Legal Services	Chief
	P Letter of Support for House Bill 1025	Russ
PUBLIC HEARING	Q Ordinance 1133 – 2021 Comprehensive Plan Amendments (LUA2021-0008)	David
EXECUTIVE SESSION (Confidential Session)	R Discussion of Collective Bargaining (Action may follow)	Mayor/Council

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 and livestreamed on YouTube, except Executive Sessions.



One Community Around the Lake

DRAFT LETTER FOR DISCUSSION:

We, the undersigned, have concerns regarding the proposed councilmanic increase to the countywide sales and use tax for affordable housing. While we share the desire to address affordable housing issues in our county, the proposed process minimizes public input and will erode trust with our shared constituents.

A sales tax to produce affordable housing is counterintuitive and will only further burden residents and small businesses throughout Snohomish County. Sales tax is one of the most regressive forms of taxation, creating a disproportionate burden on low-income families who are already impacted by high inflation and on businesses struggling to recover from the economic consequences of the pandemic.

In addition to the merit of the policy proposal itself, we have significant concerns with the process being used to implement this tax increase. Historically, a proposal like this would need to go to the voters for their consideration. While the legislature allowed local governments to impose this sales tax increase using councilmanic authority, we feel that the appropriate and transparent course of action must involve a vote of the people.

We encourage the County Council to place this issue on the ballot and allow the voters of Snohomish County to determine whether this tax increase and proposed spending has merit. Please do not impose this additional tax burden on Snohomish County residents without their input through a public process and vote.

Sincerely,

City of Lake Stevens City Council

**City of Lake Stevens
Mayor's Office**

1812 Main Street | PO Box 257 | Lake Stevens, WA 98258-0257
www.lakestevenswa.gov

BLANKET VOUCHER APPROVAL
2021

Payroll Direct Deposits	11/25/2021, 12/10/2021	\$555,467.41
Payroll Checks	54576-54578, 54589-54591	\$11,702.56
Electronic Funds Transfers	ACH	\$191,807.21
Claims	54579-54584, 54587-54588, 54592-54691	\$567,267.41
Void Checks		
Total Vouchers Approved:		\$1,326,244.59

This 14th day of December 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

December 14, 2021



City Expenditures by Type on this voucher packet

Personnel Costs	\$	567,170	43%
Payroll Federal Taxes	\$	124,598	9%
Retirement Benefits - Employer	\$	54,610	4%
Other Employer paid Benefits	\$	1,430	0%
Employee paid benefits - By Payroll	\$	23,592	2%
Supplies	\$	58,382	4%
Professional Services	\$	232,478	18%
Refunds	\$	913	0%
Capital *	\$	263,070	20%
Total	\$	1,326,245	100%

Large Purchases

* Festival Street Project 20006 - \$204,668

* Outlet Strategic Planning Engineering Services - \$27,590

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 11/17/2021 - 12/08/2021

				Total for Period
				\$759,074.62

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
A Worksafe Service Inc	313296	101 016 542 30 41 02	ST-Professional Service	Drug Screening	54592	\$27.50
A Worksafe Service Inc	313296	410 016 531 10 41 01	SW - Professional Services	Drug Screening/Alcohol Test	54592	\$117.50
					54592 Total	\$145.00
Ace Hardware	71709	001 010 576 80 31 00	PK-Operating Costs	Fasteners	54593	\$78.44
Ace Hardware	71710	001 010 576 80 31 00	PK-Operating Costs	Fasteners Credit	54593	(\$78.44)
Ace Hardware	71711	001 010 576 80 31 00	PK-Operating Costs	Fasteners	54593	\$65.36
Ace Hardware	71816	101 016 544 90 31 02	ST-Operating Cost	Clamps	54593	\$7.56
Ace Hardware	71833	001 012 575 51 31 00	CS- Grimm House - Operating	DampRid Moisture Absorbent/Air Pot Dehumidifier	54593	\$66.64
Ace Hardware	71860	101 016 544 90 31 02	ST-Operating Cost	Mini Fuse	54593	\$2.82
Ace Hardware	71871	001 008 521 50 30 00	LE-Facilities Supplies	Paper Towels/Hand Soap	54593	\$128.36
Ace Hardware	71875	410 016 531 10 31 02	SW - Operating Costs	Gloves	54593	\$37.04
Ace Hardware	71902	001 010 576 80 31 00	PK-Operating Costs	Outdoor Cord/Staples	54593	\$39.43
Ace Hardware	71946	101 016 544 90 31 02	ST-Operating Cost	Bit Torx/Socket Adapter/Socket Bits/Fasteners	54593	\$42.98
Ace Hardware	71962	001 013 518 20 31 00	GG-Operating Costs	Timer Remote for Tree Lights	54593	\$27.78
Ace Hardware	72019	001 010 576 80 31 00	PK-Operating Costs	Electrical Tape/Staples/Wire Connectors	54593	\$17.18
					54593 Total	\$435.15
Allied 100 LLC	2035803	001 008 521 21 31 00	LE-Boating Minor Equipment	HeartStart OnSite w/Carry Case	54594	\$1,061.78
					54594 Total	\$1,061.78
Amazon Capital Services	13VQ-XJFJ-YFQF	520 008 594 21 63 00	Vehicles - Capital Equip	Binoculars/Tape Measure/Tactical Backpack/Cleanup Kits	54595	\$1,086.09
Amazon Capital Services	17M9-QCLX-NJ11	001 008 521 20 31 00	LE-Office Supplies	Clipboards/Box Fan	54595	\$45.32
Amazon Capital Services	1D47-YH6X-GRQW	001 008 521 50 30 02	LE-Fleet Minor Equipment	Sharpies/Fasteners/Cup Holders/Wall Hooks/HDMI Cable	54595	\$86.90
Amazon Capital Services	1MDD-NLDD-JFGV	001 008 521 20 31 02	LE-Minor Equipment	Samsung TV/Mount/Havis Filler Plate	54595	\$634.34
Amazon Capital Services	1RQK-CKMN-X93D	001 008 521 20 31 01	LE-Fixed Minor Equipment	Mini Coaxial Cable/LED Replacement Bulbs	54595	\$141.19
Amazon Capital Services	1YKM-1Q46-W44G	001 008 521 21 31 00	LE-Boating Minor Equipment	Glass Whiteboard/Helmet Chin Strap/Tire Pressure Guage	54595	\$220.81
					54595 Total	\$2,214.65
Amazon Capital Services	117F-YCNM-KKYR	001 010 576 80 31 00	PK-Operating Costs	Sample Cells for Portable Turbidimeter	54596	\$168.40
Amazon Capital Services	117F-YCNM-KKYR	101 016 544 90 31 02	ST-Operating Cost	Sample Cells for Portable Turbidimeter	54596	\$168.40
Amazon Capital Services	117F-YCNM-KKYR	410 016 531 10 31 02	SW - Operating Costs	Sample Cells for Portable Turbidimeter	54596	\$168.40
Amazon Capital Services	13G6-M34N-M1H1	001 010 576 80 31 00	PK-Operating Costs	Leadership Books	54596	\$23.86
Amazon Capital Services	13G6-M34N-M1H1	101 016 544 90 31 02	ST-Operating Cost	Leadership Books	54596	\$23.87
Amazon Capital Services	13G6-M34N-M1H1	410 016 531 10 31 02	SW - Operating Costs	Leadership Books	54596	\$23.87
Amazon Capital Services	16F9-V1CJ-FG7Y	001 013 518 20 31 00	GG-Operating Costs	Safety/Emergency Supplies	54596	\$1,485.46
Amazon Capital Services	1DKV-FHXR-6Y3V	001 007 571 00 30 00	PL-Park & Recreation	Snow Machine Fluid	54596	\$108.99
Amazon Capital Services	1HG9-MFXX-HK1Y	001 007 558 50 31 00	PL-Office Supplies	Duct Tape	54596	\$4.87
Amazon Capital Services	1J4D-RRKD-WHPW	001 007 558 50 31 02	PL-Permit Related Op. Costs	Heavy Duty Cable Ties	54596	\$13.07
Amazon Capital Services	1J4D-RRKD-WHPW	001 013 518 20 31 00	GG-Operating Costs	Hand Soap	54596	\$19.35
Amazon Capital Services	1LQT-V916-MJ1K	001 010 576 80 31 00	PK-Operating Costs	Acoustic Panels	54596	\$15.61
Amazon Capital Services	1LQT-V916-MJ1K	101 016 544 90 31 02	ST-Operating Cost	Acoustic Panels	54596	\$15.61
Amazon Capital Services	1LQT-V916-MJ1K	410 016 531 10 31 02	SW - Operating Costs	Acoustic Panels	54596	\$15.60
Amazon Capital Services	1XWD-VNFV-43J3	001 003 514 20 31 00	CC-Office Supply	Self Inking Stamp	54596	\$10.87
					54596 Total	\$2,266.23
Bliven	20326	001 010 576 80 41 01	PK -Professional Tree Srv	Tree Removal Services - Top of Hill on 20th NE	54597	\$3,706.00
					54597 Total	\$3,706.00
Brink Electric LLC	19-0444	001 010 576 80 41 00	PK-Professional Services	Cameras Install Service	54598	\$2,407.96
					54598 Total	\$2,407.96

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Brummett Inc	18546	001 008 521 20 31 04	LE-Donation Exp - Other	PD Employee/Officer of the Year Plaques	54599	\$186.66
					54599 Total	\$186.66
Bryant	111621 BRYANT	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Flight Baggage Fee Drone Operator Training	54600	\$60.00
Bryant	111621 BRYANT	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Drone Operator Test Fee	54600	\$175.00
Bryant	111621 BRYANT	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Car Rental Drone Operator Training	54600	\$555.10
					54600 Total	\$790.10
Business Card	DREHER 1121	001 008 521 20 31 01	LE-Fixed Minor Equipment	Flowers for Aukerman Retirement Party	54579	\$19.61
Business Card	ESHLEMAN 1121	001 010 576 80 48 00	PK-Repair & Maintenance	Backhoe PW31 Service Call Replaced Steers/New Tires	54579	\$334.43
Business Card	ESHLEMAN 1121	101 016 542 30 48 00	ST-Repair & Maintenance	Backhoe PW31 Service Call Replaced Steers/New Tires	54579	\$334.43
Business Card	ESHLEMAN 1121	410 016 531 10 48 00	SW - Repairs & Maintenance	Backhoe PW31 Service Call Replaced Steers/New Tires	54579	\$334.43
					54579 Total	\$1,022.90
Cadman Materials Inc	5801102	410 016 531 10 31 02	SW - Operating Costs	Street Sweepings Dump	54601	\$1,062.52
Cadman Materials Inc	5801700	410 016 531 10 31 02	SW - Operating Costs	Street Sweepings Dump	54601	\$348.21
Cadman Materials Inc	5802009	410 016 531 10 31 02	SW - Operating Costs	Street Sweepings Dump	54601	\$2,739.83
Cadman Materials Inc	5802381	410 016 531 10 31 02	SW - Operating Costs	Street Sweepings Dump	54601	\$3,613.43
					54601 Total	\$7,763.99
Cadman Materials Inc	2123	101 000 382 20 00 00	PW - Retainage	2021 Pavement Overlay Retainage Thru 10-2021	54602	(\$1,514.47)
Cadman Materials Inc	2123	101 016 542 30 41 00	ST-Pavement Preservation	2021 Pavement Overlay Thru 10-2021	54602	\$30,289.48
					54602 Total	\$28,775.01
Canon Financial Services Inc	27630772	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH Admin	54603	\$285.26
Canon Financial Services Inc	27630774	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Repair & Maintenance CH Planning/Building	54603	\$76.91
Canon Financial Services Inc	27630774	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Repair & Maintenance CH Planning/Building	54603	\$76.91
Canon Financial Services Inc	27630774	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH Planning/Building	54603	\$76.91
Canon Financial Services Inc	27661812	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Repair & Maintenance PW Upstairs	54603	\$11.39
Canon Financial Services Inc	27661812	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW Upstairs	54603	\$11.38
Canon Financial Services Inc	27661812	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Repair & Maintenance PW Upstairs	54603	\$11.38
					54603 Total	\$550.14
Cascade Collision Center Inc	4872	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Services PT-21-95	54604	\$1,164.43
					54604 Total	\$1,164.43
CDW Government Inc	N192168	001 003 514 20 31 00	CC-Office Supply	Lenovo Monitor	54605	\$206.69
CDW Government Inc	N516772	520 008 594 21 63 00	Vehicles - Capital Equip	2022 Vehicle Console/Mounting Brackets/Printers/Adapters	54605	\$2,899.24
CDW Government Inc	N705103	510 006 518 80 49 13	LR - Firewall Security Subscri	Watchguard Total Security Renewal	54605	\$2,514.73
					54605 Total	\$5,620.66
Central Welding Supply Co Inc	EV297657	001 010 576 80 31 00	PK-Operating Costs	Gloves	54606	\$25.16
Central Welding Supply Co Inc	EV297657	101 016 544 90 31 02	ST-Operating Cost	Gloves	54606	\$25.17
Central Welding Supply Co Inc	EV297657	410 016 531 10 31 02	SW - Operating Costs	Gloves	54606	\$25.17
Central Welding Supply Co Inc	RN11211006	001 010 576 80 31 00	PK-Operating Costs	Argon Gas/Centrashield/Propane	54606	\$21.69
Central Welding Supply Co Inc	RN11211006	101 016 544 90 31 02	ST-Operating Cost	Argon Gas/Centrashield/Propane	54606	\$21.69
Central Welding Supply Co Inc	RN11211006	410 016 531 10 31 02	SW - Operating Costs	Argon Gas/Centrashield/Propane	54606	\$21.68
					54606 Total	\$140.56
Cintas Loc 460	4102098737	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	54607	\$126.84
Cintas Loc 460	4102098737	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	54607	\$126.84
Cintas Loc 460	4102098737	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	54607	\$126.85
Cintas Loc 460	4102718738	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	54607	\$119.16
Cintas Loc 460	4102718738	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	54607	\$119.16
Cintas Loc 460	4102718738	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	54607	\$119.15
Cintas Loc 460	4103533379	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	54607	\$114.10
Cintas Loc 460	4103533379	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	54607	\$114.10
Cintas Loc 460	4103533379	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	54607	\$114.09
					54607 Total	\$1,080.29

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
City of Everett	I21005971	001 008 521 20 31 01	LE-Fixed Minor Equipment	LS Share of SWAT Munitions	54608	\$254.13
City of Everett	I21006017	410 016 531 10 31 02	SW - Operating Costs	Fecal Coliform Analysis	54608	\$165.00
					54608 Total	\$419.13
City of Marysville	LKS21-10	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations 10-2021	54609	\$7,750.75
					54609 Total	\$7,750.75
Code Publishing Co Inc	71557	001 003 514 20 41 00	CC-Professional Services	Muni Code Update Ord 1125	54610	\$109.23
					54610 Total	\$109.23
Colacurcio Brothers Inc	PE 2 FESTIVAL	304 016 595 30 60 03	Festival Street/Mill Spur	Festival Street Project 20006	54611	\$204,667.64
					54611 Total	\$204,667.64
Cory De Jong and Sons Inc	W317596	001 010 576 80 31 00	PK-Operating Costs	Fine Bark	54612	\$52.45
Cory De Jong and Sons Inc	W317596	101 016 544 90 31 02	ST-Operating Cost	Fine Bark	54612	\$52.46
Cory De Jong and Sons Inc	W317596	410 016 531 10 31 02	SW - Operating Costs	Fine Bark	54612	\$52.46
					54612 Total	\$157.37
Crime Stoppers of Puget Sound	CSOPS221025	001 008 521 20 41 01	LE-Professional Serv-Fixed	2022 Crime Stopers Allocation	54613	\$1,084.07
					54613 Total	\$1,084.07
David Evans and Associates Inc	498464	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Soper Hill Commercial	54614	\$2,525.30
David Evans and Associates Inc	498465	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Wrona Plat	54614	\$761.36
David Evans and Associates Inc	498466	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - White Barn Commercial	54614	\$4,090.50
David Evans and Associates Inc	498492	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Toll Estates FP	54614	\$935.90
					54614 Total	\$8,313.06
Davido Consulting Group Inc	38982	411 016 594 31 60 07	Wier Replacement Scope Design	Outlet Strategic Planning Engineering Services	54615	\$27,589.91
Davido Consulting Group Inc	38983	001 010 576 80 41 00	PK-Professional Services	On-Call Task Order #01 - Pedestrian Bridges	54615	\$5,242.25
Davido Consulting Group Inc	38983	410 016 531 10 41 01	SW - Professional Services	On-Call Task Order #01 - Pedestrian Bridges	54615	\$5,242.25
Davido Consulting Group Inc	38984	001 010 576 80 41 00	PK-Professional Services	On-Call Task Order #02 - ADA Complainace	54615	\$993.16
Davido Consulting Group Inc	38984	101 016 542 30 41 02	ST-Professional Service	On-Call Task Order #02 - ADA Complainace	54615	\$993.17
Davido Consulting Group Inc	38984	410 016 531 10 41 01	SW - Professional Services	On-Call Task Order #02 - ADA Complainace	54615	\$993.17
					54615 Total	\$41,053.91
De Quarttro	111621DEQUARTTO	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - Sawyers Room Rental 11/14/21 LS21-Ginn	54616	\$100.00
					54616 Total	\$100.00
Dept Graphics	11414	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Graphics Installed PT-15-59	54617	\$1,372.50
					54617 Total	\$1,372.50
Dept of Labor and Industries	289064	001 008 521 50 48 00	LE-Facility Repair & Maint	L&I Elevator Annual Certificate 1825 S Lake Stevens Jan-Dec 2022	54618	\$281.80
					54618 Total	\$281.80
Dept of Retirement (Deferred Comp)	112421	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$3,592.32
					0 Total	\$3,592.32
Dept of Retirement PERS LEOFF	112421	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State	0	\$190.81
Dept of Retirement PERS LEOFF	112421	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$54,419.63
					0 Total	\$54,610.44
Dept of Revenue EFT	Oct-21	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes - October 2021	0	\$725.37
Dept of Revenue EFT	Oct-21	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes - October 2021	0	\$2,541.83
					0 Total	\$3,267.20
DesignPD LLC	INV-3234	001 008 521 20 41 01	LE-Professional Serv-Fixed	Agency360 Platform Basic Subscription	54619	\$1,197.00
					54619 Total	\$1,197.00
Diemert	112321 DIEMERT	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Stack Rental 11/20/21	54620	\$100.00
					54620 Total	\$100.00
DK Systems Inc	27961	001 008 521 20 31 02	LE-Minor Equipment	Service Call - Thermostat Replacement PD Evidence/Training Room	54621	\$741.20
					54621 Total	\$741.20

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
EFTPS	112421	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$124,598.28
					0 Total	\$124,598.28
Electronic Business Machines	AR206074	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Repair & Maintenance PW Shop JMQ17151	54622	\$20.79
Electronic Business Machines	AR206074	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW Shop JMQ17151	54622	\$20.80
Electronic Business Machines	AR206074	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Repair & Maintenance PW Shop JMQ17151	54622	\$20.80
Electronic Business Machines	AR206357	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Repair & Maintenance PD JMQ10326	54622	\$70.72
Electronic Business Machines	AR207098	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Repair & Maintenance PW Shop QNN08471	54622	\$3.11
Electronic Business Machines	AR207098	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW Shop QNN08471	54622	\$3.11
Electronic Business Machines	AR207098	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Repair & Maintenance PW Shop QNN08471	54622	\$3.11
Electronic Business Machines	AR207099	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Repair & Maintenance CH 2YJ04075	54622	\$230.85
Electronic Business Machines	AR207099	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Repair & Maintenance CH 2YJ04075	54622	\$230.85
Electronic Business Machines	AR207099	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH 2YJ04075	54622	\$230.85
					54622 Total	\$834.99
Feldman and Lee	11-2021 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 11-2021	54623	\$10,000.00
					54623 Total	\$10,000.00
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	54580	\$177.57
					54580 Total	\$177.57
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	54683	\$177.57
					54683 Total	\$177.57
Glens Welding & Machine Inc	S15073	101 016 544 90 31 02	ST-Operating Cost	Shaft	54624	\$326.44
Glens Welding & Machine Inc	S15084	001 010 576 80 31 00	PK-Operating Costs	Helmet Systems/Oil/Blower/Chains/Chaps	54624	\$247.10
Glens Welding & Machine Inc	S15084	101 016 544 90 31 02	ST-Operating Cost	Helmet Systems/Oil/Blower/Chains/Chaps	54624	\$247.09
Glens Welding & Machine Inc	S15084	410 016 531 10 31 02	SW - Operating Costs	Helmet Systems/Oil/Blower/Chains/Chaps	54624	\$247.09
					54624 Total	\$1,067.72
Granite Construction Supply	93452	101 016 544 90 31 02	ST-Operating Cost	Red/White Barricades	54625	\$1,155.40
Granite Construction Supply	93463	101 016 544 90 31 02	ST-Operating Cost	J-Bolts	54625	\$104.31
					54625 Total	\$1,259.71
Greenshields Industrial Supply Inc	112272	001 010 576 80 31 00	PK-Operating Costs	Decked Truck Bed System PW24	54626	\$508.44
Greenshields Industrial Supply Inc	112272	101 016 544 90 31 02	ST-Operating Cost	Decked Truck Bed System PW24	54626	\$508.45
Greenshields Industrial Supply Inc	112272	410 016 531 10 31 02	SW - Operating Costs	Decked Truck Bed System PW24	54626	\$508.45
Greenshields Industrial Supply Inc	112274	001 010 576 80 31 00	PK-Operating Costs	Decked Truck Bed System PW7	54626	\$544.78
Greenshields Industrial Supply Inc	112274	101 016 544 90 31 02	ST-Operating Cost	Decked Truck Bed System PW7	54626	\$544.77
Greenshields Industrial Supply Inc	112274	410 016 531 10 31 02	SW - Operating Costs	Decked Truck Bed System PW7	54626	\$544.77
					54626 Total	\$3,159.66
Harmsen LLC	21_0706	301 016 595 30 60 03	17005- 24th St & 91st Ext	Engineering Services 91st Ave SE	54627	\$1,750.00
					54627 Total	\$1,750.00
HDR Engineering Inc	1200387941	304 016 595 30 60 00	TrestleHOV Lane	Engineering Services - 20th Street BAT Lane Impr	54628	\$3,486.10
					54628 Total	\$3,486.10
Holland	120521 HOLLAND	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals DT Master Instructor Burien - Holland	54629	\$430.00
					54629 Total	\$430.00
Home Depot	18004	001 012 572 20 31 00	CS- Library-Office & Operating	Folding Knife/Half Round Handy Bar	54630	\$32.15
Home Depot	4012384	001 010 576 80 31 00	PK-Operating Costs	Camping Gas/Masking Paper/Painters Tape/Paint	54630	\$13.38
Home Depot	4012384	101 016 544 90 31 02	ST-Operating Cost	Camping Gas/Masking Paper/Painters Tape/Paint	54630	\$13.39
Home Depot	4012384	410 016 531 10 31 02	SW - Operating Costs	Camping Gas/Masking Paper/Painters Tape/Paint	54630	\$13.39
Home Depot	5012155	001 010 576 80 31 00	PK-Operating Costs	Plywood	54630	\$5.49
Home Depot	5012155	101 016 544 90 31 02	ST-Operating Cost	Plywood	54630	\$5.48
Home Depot	5012155	410 016 531 10 31 02	SW - Operating Costs	Plywood	54630	\$5.48
Home Depot	5012298	001 012 557 30 31 00	CS- Visitor Center	Kitchen Faucet/Connector/Tee End Outlet/Strainer	54630	\$135.30
Home Depot	6017089	001 010 576 80 31 00	PK-Operating Costs	Square Flat Covers	54630	\$5.02
Home Depot	7010390	001 012 572 20 31 00	CS- Library-Office & Operating	Light Bulbs	54630	\$65.32
					54630 Total	\$294.40

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Honey Bucket	552436004	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Davies Beach	54631	\$142.50
Honey Bucket	552438006	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	54631	\$170.50
Honey Bucket	552445553	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 1806 Main St North Cove	54631	\$301.00
Honey Bucket	552447825	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	54631	\$156.75
Honey Bucket	552455400	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	54631	\$123.50
Honey Bucket	552464452	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	54631	\$330.89
Honey Bucket	552464453	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundein Park	54631	\$384.45
Honey Bucket	552470072	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - North Cove Boat Launch	54631	\$384.45
					54631 Total	\$1,994.04
HRA VEBA Trust YA20192	103964	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	54684	\$3,091.92
					54684 Total	\$3,091.92
HSA Bank	112421	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	54581	\$250.00
					54581 Total	\$250.00
HSA Bank	121021	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	54685	\$250.00
					54685 Total	\$250.00
Hunter	2676	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services 11-2021	54632	\$3,788.50
					54632 Total	\$3,788.50
HW Lochner Inc	000017878-14	304 016 594 31 63 00	17005 - 24th St SE & 91st Ave	24th St SE/91st Ave SE Construction Admin	54633	\$19,333.61
					54633 Total	\$19,333.61
Industrial Bolt & Supply Inc	772147-1	001 010 576 80 31 00	PK-Operating Costs	Brake Cleaner/Fuse Holder & Cover	54634	\$37.38
Industrial Bolt & Supply Inc	772147-1	101 016 544 90 31 02	ST-Operating Cost	Brake Cleaner/Fuse Holder & Cover	54634	\$37.38
Industrial Bolt & Supply Inc	772147-1	410 016 531 10 31 02	SW - Operating Costs	Brake Cleaner/Fuse Holder & Cover	54634	\$37.38
					54634 Total	\$112.14
Ink It Your Way LLC	7834	001 010 576 80 31 01	PK-Ops-Clothing	Knit Caps	54635	\$102.18
Ink It Your Way LLC	7834	101 016 542 90 31 01	ST-Clothing	Knit Caps	54635	\$102.19
Ink It Your Way LLC	7834	410 016 531 10 31 00	SW - Clothing	Knit Caps	54635	\$102.19
					54635 Total	\$306.56
IQ Direct	6544	001 013 518 20 41 00	GG-Professional Service	Estimated List and Data Costs for Annual Reports 2021	54587	\$436.80
					54587 Total	\$436.80
Irwin	103021 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Flight Bag Fee Adv Boat Collision Training	54636	\$30.00
Irwin	110621 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	Reimbursement - Baggage Fee Adv Boat Collision Training	54636	\$30.00
Irwin	110621 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	Reimbursement - Hotel Adv Boat Collision Training	54636	\$131.35
Irwin	110621 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	Reimbursement - Parking Fee Adv Boat Collision Training	54636	\$181.00
					54636 Total	\$372.35
J Thayer Company Inc	1559661-0	001 010 576 80 31 00	PK-Operating Costs	Pencil Organizer/Pens/Paper Pads	54637	\$37.61
J Thayer Company Inc	1559661-0	101 016 544 90 31 01	ST-Office Supplies	Pencil Organizer/Pens/Paper Pads	54637	\$37.61
J Thayer Company Inc	1559661-0	410 016 531 10 31 01	SW - Office Supplies	Pencil Organizer/Pens/Paper Pads	54637	\$37.61
J Thayer Company Inc	1560530-0	001 007 558 50 31 00	PL-Office Supplies	Folders	54637	\$26.81
J Thayer Company Inc	1560530-0	001 007 559 30 31 00	PB-Office Supplies	Folders/Magnetic Label Holder	54637	\$93.96
J Thayer Company Inc	1560530-0	001 013 518 20 31 00	GG-Operating Costs	Staples/Paper Towels	54637	\$85.28
J Thayer Company Inc	1561309-0	101 016 544 90 31 01	ST-Office Supplies	Toilet Paper	54637	\$204.32
J Thayer Company Inc	C1559369-0	001 007 558 50 31 00	PL-Office Supplies	Hole Punch Credit	54637	(\$10.13)
					54637 Total	\$513.07
Lake Stevens Chamber of Commerce	1221 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 12-2021	54638	\$1,500.00
					54638 Total	\$1,500.00
Lake Stevens Junior Athletic Association	111621 ATHLETIC	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - Sawyers Room Rental 11/14/21	54639	\$100.00
					54639 Total	\$100.00
Lake Stevens Police Guild	112421	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	54582	\$1,122.00
					54582 Total	\$1,122.00
Lake Stevens Police Guild	121021	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	54686	\$1,122.00
					54686 Total	\$1,122.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Land Development Consultants Inc	25537	302 010 594 76 61 12	PM - North Cove Phase 3	Festival Street Design	54640	\$2,172.76
					54640 Total	\$2,172.76
Lemay Mobile Shredding Inc	4726016	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	54641	\$12.33
					54641 Total	\$12.33
Lynden Incorporated	3930157	101 016 542 66 31 00	ST-Snow & Ice - Sply	Road Salt	54642	\$5,575.81
					54642 Total	\$5,575.81
Matz	112021 MATZ	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Mill Rental 11/20/21 LS21-Matz2	54643	\$500.00
					54643 Total	\$500.00
Method Barricade & Construction Supply LLC	15010	101 016 542 64 31 00	ST-Traffic Control - Supply	Signs - Stop/Stop Ahead/All Way	54644	\$1,547.12
Method Barricade & Construction Supply LLC	15025	101 016 542 64 31 00	ST-Traffic Control - Supply	Signs - No Parking	54644	\$169.96
					54644 Total	\$1,717.08
National Testing Network Inc	9392	001 008 521 20 41 00	LE-Professional Services	Background Investiggation Services	54645	\$2,000.00
					54645 Total	\$2,000.00
Nationwide Retirement Solution	112421	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$5,194.47
					0 Total	\$5,194.47
Nelson Distributing Inc	0780288-IN	001 007 558 50 32 00	PL-Fuel	Fuel	54646	\$15.41
Nelson Distributing Inc	0780288-IN	001 007 559 30 32 00	PB-Fuel	Fuel	54646	\$30.94
Nelson Distributing Inc	0780288-IN	001 008 521 20 32 00	LE-Fuel	Fuel	54646	\$1,121.04
Nelson Distributing Inc	0780288-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	54646	\$383.33
Nelson Distributing Inc	0780288-IN	101 016 542 30 32 00	ST-Fuel	Fuel	54646	\$766.66
Nelson Distributing Inc	0780288-IN	410 016 531 10 32 00	SW - Fuel	Fuel	54646	\$766.66
Nelson Distributing Inc	0781411-IN	001 008 521 20 32 00	LE-Fuel	Fuel	54646	\$4,131.80
Nelson Distributing Inc	0781411-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	54646	\$489.18
Nelson Distributing Inc	0781411-IN	101 016 542 30 32 00	ST-Fuel	Fuel	54646	\$978.34
Nelson Distributing Inc	0781411-IN	410 016 531 10 32 00	SW - Fuel	Fuel	54646	\$978.34
					54646 Total	\$9,661.70
New York Life	121021	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	54687	\$199.00
					54687 Total	\$199.00
North Sound Hose Fittings Inc	N037806A	001 010 576 80 31 00	PK-Operating Costs	Hose/O-Ring/Brass Nozzles	54647	\$158.44
North Sound Hose Fittings Inc	N037806A	101 016 544 90 31 02	ST-Operating Cost	Hose/O-Ring/Brass Nozzles	54647	\$158.44
North Sound Hose Fittings Inc	N037806A	410 016 531 10 31 02	SW - Operating Costs	Hose/O-Ring/Brass Nozzles	54647	\$158.45
					54647 Total	\$475.33
Ogden Murphy Wallace PLLC	856446	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 10-2021 Appeal	54648	\$1,365.00
Ogden Murphy Wallace PLLC	856446	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 10-2021	54648	\$15,561.50
Ogden Murphy Wallace PLLC	856446	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 10-2021 PRR	54648	\$1,743.00
Ogden Murphy Wallace PLLC	856446	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 10-2021 Sewer	54648	\$23,640.00
					54648 Total	\$42,309.50
Owen Equipment Company	104239	001 010 576 80 31 00	PK-Operating Costs	Rocker Switches	54649	\$38.99
Owen Equipment Company	104239	101 016 544 90 31 02	ST-Operating Cost	Rocker Switches	54649	\$39.00
Owen Equipment Company	104239	410 016 531 10 31 02	SW - Operating Costs	Rocker Switches	54649	\$38.99
					54649 Total	\$116.98
Pace Engineers Inc	81292	004 013 518 20 40 00	ARPA - Professional Services	Septage Receiving Treatment Facility Study ARPA	54650	\$15,079.25
					54650 Total	\$15,079.25
Pilchuck Veterinary Hospital	745874	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Cia Presurgical Panel	54651	\$147.89
Pilchuck Veterinary Hospital	745958	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Cia Spay Surgery	54651	\$459.01
					54651 Total	\$606.90
PMI Truck Bodies Inc	22451	001 010 576 80 31 00	PK-Operating Costs	C-Tech Roller Drawer Unit for 2022 F550	54652	\$743.38
PMI Truck Bodies Inc	22451	101 016 544 90 31 02	ST-Operating Cost	C-Tech Roller Drawer Unit for 2022 F550	54652	\$743.38
PMI Truck Bodies Inc	22451	410 016 531 10 31 02	SW - Operating Costs	C-Tech Roller Drawer Unit for 2022 F550	54652	\$743.38
					54652 Total	\$2,230.14

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Precision Turf Equipment LLC	12088-49755	001 010 576 80 31 00	PK-Operating Costs	Stihl Pole Pruner	54653	\$752.09
					54653 Total	\$752.09
Proforce Marketing Inc	466842	001 008 521 20 31 05	LE-Equipment - New Officers	Rifle - New Hire PO #1824	54654	\$1,767.54
					54654 Total	\$1,767.54
Purchase Power	01831977 1121	001 007 558 50 42 00	PL-Communication	Postage	54655	\$117.99
Purchase Power	01831977 1121	001 013 518 20 42 00	GG-Communication	Postage	54655	\$166.11
Purchase Power	01831977 1121	101 016 543 30 42 00	ST-Communications	Postage	54655	\$7.95
Purchase Power	01831977 1121	410 016 531 10 42 00	SW - Communications	Postage	54655	\$7.95
					54655 Total	\$300.00
Rexel USA Inc	2G52047	001 010 576 80 31 00	PK-Operating Costs	Breaker	54656	\$4.39
Rexel USA Inc	2G52047	101 016 544 90 31 02	ST-Operating Cost	Breaker	54656	\$4.38
Rexel USA Inc	2G52047	410 016 531 10 31 02	SW - Operating Costs	Breaker	54656	\$4.38
Rexel USA Inc	2G62753	001 010 576 80 31 00	PK-Operating Costs	Hammer Drill/Driver Kit	54656	\$108.93
Rexel USA Inc	2G62753	101 016 544 90 31 02	ST-Operating Cost	Hammer Drill/Driver Kit	54656	\$108.94
Rexel USA Inc	2G62753	410 016 531 10 31 02	SW - Operating Costs	Hammer Drill/Driver Kit	54656	\$108.94
					54656 Total	\$339.96
SAFEbuilt Washington LLC	0082328-IN	001 007 558 50 41 04	Permit Related Professional Sr	Inspection Services 11-2021	54657	\$1,802.00
					54657 Total	\$1,802.00
Sherwin-Williams Co	8791-7	001 013 518 20 31 00	GG-Operating Costs	Paint/Goggles/Knives - 1819 S Lake Stevens Rd	54658	\$64.24
					54658 Total	\$64.24
Snohomish Co-Op Inc	305819	001 010 576 80 31 00	PK-Operating Costs	Sports Jug/Jug Hose/Fuel	54659	\$47.57
Snohomish Co-Op Inc	305819	101 016 544 90 31 02	ST-Operating Cost	Sports Jug/Jug Hose/Fuel	54659	\$47.57
Snohomish Co-Op Inc	305819	410 016 531 10 31 02	SW - Operating Costs	Sports Jug/Jug Hose/Fuel	54659	\$47.57
					54659 Total	\$142.71
Snohomish County Public Works	I000571457	101 016 542 40 41 01	ST-SWM Road Bond Debt	Road Bond Debt SW Annexation/Adrian/SE Island/Rhodoro/Pellerin	54660	\$7,459.46
Snohomish County Public Works	I000572478	101 016 544 90 31 02	ST-Operating Cost	Aid Agreement Bridge Inspection 10-2021	54660	\$1,734.06
Snohomish County Public Works	I000572479	101 016 544 90 31 02	ST-Operating Cost	Signal/Sign Repair & Maint 10-2021	54660	\$2,782.05
					54660 Total	\$11,975.57
Snohomish County PUD	108981543	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	54661	\$24.36
Snohomish County PUD	112277516	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	54661	\$7.19
Snohomish County PUD	112277516	101 016 543 50 47 00	ST-Utilities	202340527 Decant Yard	54661	\$7.19
Snohomish County PUD	112277516	410 016 531 10 47 00	SW - Utilities	202340527 Decant Yard	54661	\$7.20
Snohomish County PUD	115573868	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Street Lights 8533 15th St NE	54661	\$41.94
Snohomish County PUD	115573868	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal 8718 17th St NE	54661	\$51.28
Snohomish County PUD	118882606	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	54661	\$135.89
Snohomish County PUD	118882606	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	54661	\$83.29
Snohomish County PUD	128788169	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	54661	\$18.89
Snohomish County PUD	132096772	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	54661	\$477.47
Snohomish County PUD	138587639	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal 8718 17th St NE	54661	(\$37.48)
Snohomish County PUD	138587639	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Street Lights 8533 15th St NE	54661	\$17.74
Snohomish County PUD	138610570	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	54661	\$269.81
Snohomish County PUD	138610570	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	54661	\$283.62
Snohomish County PUD	138610570	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	54661	\$157.25
Snohomish County PUD	138610570	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	54661	\$30.22
Snohomish County PUD	141915983	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	54661	(\$57.51)
Snohomish County PUD	141926030	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	54661	\$56.11
Snohomish County PUD	141928860	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	54661	\$8.64
Snohomish County PUD	141928860	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Electric	54661	\$545.99

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	145259695	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	54661	\$76.60
Snohomish County PUD	145259695	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	54661	\$76.57
Snohomish County PUD	145259695	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	54661	\$76.57
Snohomish County PUD	148555355	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	54661	\$321.81
Snohomish County PUD	148555355	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	54661	\$321.80
Snohomish County PUD	148555355	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	54661	\$321.80
Snohomish County PUD	151848728	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	54661	\$59.26
Snohomish County PUD	155092978	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	54661	\$81.14
Snohomish County PUD	155094641	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Electric/Water	54661	\$350.29
Snohomish County PUD	155096615	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	54661	\$71.50
Snohomish County PUD	155102273	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	54661	\$53.18
Snohomish County PUD	155104107	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	54661	\$125.09
Snohomish County PUD	161458767	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	54661	\$62.64
Snohomish County PUD	167875055	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	54661	\$23.22
					54661 Total	\$4,150.56
Snohomish County Sheriffs Office	2021-7065	001 008 523 60 41 00	LE-Jail	Jail Services 10-2021	54662	\$32,154.67
Snohomish County Sheriffs Office	2021-7086	001 008 523 60 41 00	LE-Jail	Jail Services Medical 10-2021	54662	\$892.22
					54662 Total	\$33,046.89
Snohomish Regional Fire & Rescue	INV01186	001 008 521 50 47 00	LE-Facility Utilities	Reimburse Sewer Charges for 10532 18th St SE Jan 2020-March 2021	54663	\$1,290.00
					54663 Total	\$1,290.00
Sound Publishing Inc	EDH942701	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0170 Torset Binding Site Plan	54664	\$79.80
Sound Publishing Inc	EDH942702	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0174 Sherwood Major Land Disturbance	54664	\$65.80
Sound Publishing Inc	EDH942920	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0137 Wrona Rezone	54664	\$75.60
Sound Publishing Inc	EDH942921	001 007 558 50 41 03	PL-Advertising	LUA2021-0156 Nonconforming Use Code Amendments	54664	\$68.60
Sound Publishing Inc	EDH942922	001 013 518 30 41 01	GG-Advertising	Ordinance 1130	54664	\$30.80
Sound Publishing Inc	EDH942923	001 013 518 30 41 01	GG-Advertising	Ordinance 1127	54664	\$28.00
Sound Publishing Inc	EDH942924	001 013 518 30 41 01	GG-Advertising	Ordinance 1124	54664	\$35.00
Sound Publishing Inc	EDH943021	001 013 518 30 41 01	GG-Advertising	Salary Comm Meeting 12/02/2021	54664	\$26.60
Sound Publishing Inc	EDH943338	001 013 518 30 41 01	GG-Advertising	Civil Service Comm Special Meeting 11/18/2021	54664	\$28.00
Sound Publishing Inc	EDH943435	001 007 558 50 41 03	PL-Advertising	LUA2021-0156 Nonconforming Use Code Amendments	54664	\$67.20
Sound Publishing Inc	EDH943680	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0179 Rainforest (Kirk) Short Plat	54664	\$74.20
Sound Publishing Inc	EDH943876	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0192 Joanne M Swanson Orca Land Survey	54664	\$64.40
Sound Publishing Inc	EDH943982	001 013 518 30 41 01	GG-Advertising	Ordinance 1128	54664	\$35.00
Sound Publishing Inc	EDH943983	001 013 518 30 41 01	GG-Advertising	Ordinance 1129	54664	\$40.60
Sound Publishing Inc	EDH943985	001 013 518 30 41 01	GG-Advertising	Ordinance 1131	54664	\$43.40
Sound Publishing Inc	EDH943986	001 013 518 30 41 01	GG-Advertising	Ordinance 1132	54664	\$42.00
					54664 Total	\$805.00
Sound Safety Products Co Inc	439919/1	001 010 576 80 31 01	PK-Ops-Clothing	Boots/Jacket - Wietholter R	54665	\$82.71
Sound Safety Products Co Inc	439919/1	101 016 542 90 31 01	ST-Clothing	Boots/Jacket - Wietholter R	54665	\$82.71
Sound Safety Products Co Inc	439919/1	410 016 531 10 31 00	SW - Clothing	Boots/Jacket - Wietholter R	54665	\$82.71
Sound Safety Products Co Inc	439920/1	001 010 576 80 26 00	PK-Clothing - Boot Allowance	Winter Jacket/Flashlight for Inspections - Wright T	54665	\$54.16
Sound Safety Products Co Inc	439920/1	101 016 542 30 26 00	ST - Clothing - Boot Allowance	Winter Jacket/Flashlight for Inspections - Wright T	54665	\$54.16
Sound Safety Products Co Inc	439920/1	410 016 531 10 26 00	SW - Clothing - Boot Allowance	Winter Jacket/Flashlight for Inspections - Wright T	54665	\$54.16
Sound Safety Products Co Inc	440433/1	001 010 576 80 26 00	PK-Clothing - Boot Allowance	Boots - Fields K	54665	\$81.33
Sound Safety Products Co Inc	440433/1	101 016 542 30 26 00	ST - Clothing - Boot Allowance	Boots - Fields K	54665	\$81.33
Sound Safety Products Co Inc	440433/1	410 016 531 10 26 00	SW - Clothing - Boot Allowance	Boots - Fields K	54665	\$81.33
Sound Safety Products Co Inc	442792/1	001 010 576 80 31 01	PK-Ops-Clothing	Boots - Eustace G	54665	\$59.10
Sound Safety Products Co Inc	442792/1	101 016 542 90 31 01	ST-Clothing	Boots - Eustace G	54665	\$59.11
Sound Safety Products Co Inc	442792/1	410 016 531 10 31 00	SW - Clothing	Boots - Eustace G	54665	\$59.11
					54665 Total	\$831.92

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Security Inc	1032694	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	54666	\$196.46
Sound Security Inc	1032694	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	54666	\$385.00
Sound Security Inc	1032694	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	54666	\$571.04
Sound Security Inc	1032694	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	54666	\$196.47
Sound Security Inc	1032694	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	54666	\$196.47
					54666 Total	\$1,545.44
Stericycle Inc	3005769930	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	54667	\$10.36
					54667 Total	\$10.36
Stop Stick LTD	0022971-IN	520 008 594 21 63 00	Vehicles - Capital Equip	Stop Stick Kit w/Tray/Storage Bag	54668	\$1,599.25
					54668 Total	\$1,599.25
Summit Law Group PLLC	131399	001 011 515 41 41 03	Ext Consult - Labor Relations	General Labor Matters 10-2021	54669	\$363.00
					54669 Total	\$363.00
Teamsters Local No 763	Nov-21	001 000 284 00 00 00	Payroll Liability Other	Union Dues	54688	\$1,150.00
					54688 Total	\$1,150.00
Technological Services Inc	21665	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Trailer Lighting Inspection/Service	54670	\$300.35
Technological Services Inc	21738	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tire Service/Replace Weatherstripping PT-16-60	54670	\$284.05
Technological Services Inc	21761	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Fluids/Tire Rotation/Brake Inspect PT-20-87	54670	\$103.38
Technological Services Inc	21774	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brake Rpr/New Tire/Cooling Sys PT-17-75	54670	\$2,004.62
					54670 Total	\$2,692.40
The Integrated Technologies Group Inc	9592	001 008 521 20 31 02	LE-Minor Equipment	PD TV Cable Adds	54671	\$1,019.15
					54671 Total	\$1,019.15
The Language Exchange Inc	425591	001 008 521 20 41 01	LE-Professional Serv-Fixed	Interpretation Services	54672	\$137.08
					54672 Total	\$137.08
ULINE	140817282	001 010 576 80 31 00	PK-Operating Costs	Table/Cork Board Frame	54673	\$155.85
ULINE	140817282	101 016 544 90 31 02	ST-Operating Cost	Table/Cork Board Frame	54673	\$155.84
ULINE	140817282	410 016 531 10 31 02	SW - Operating Costs	Table/Cork Board Frame	54673	\$155.84
ULINE	141429534	001 010 576 80 31 00	PK-Operating Costs	Swiffer Refills/Solution/Plastic Vials	54673	\$39.56
ULINE	141429534	101 016 544 90 31 02	ST-Operating Cost	Swiffer Refills/Solution/Plastic Vials	54673	\$39.56
ULINE	141429534	410 016 531 10 31 02	SW - Operating Costs	Swiffer Refills/Solution/Plastic Vials	54673	\$39.56
ULINE	141563533	101 016 544 90 31 01	ST-Office Supplies	2 Person Privacy Workstations	54673	\$4,699.62
ULINE	141593654	001 010 576 80 31 00	PK-Operating Costs	2 Person Privacy Workstation	54673	\$816.73
ULINE	141593654	101 016 544 90 31 01	ST-Office Supplies	2 Person Privacy Workstation	54673	\$816.72
ULINE	141593654	410 016 531 10 31 01	SW - Office Supplies	2 Person Privacy Workstation	54673	\$816.72
					54673 Total	\$7,736.00
United Rentals North America Inc	200301375-001	001 010 576 80 45 00	PK-Equipment Rental	Articulating Boom Rental	54674	\$1,457.33
					54674 Total	\$1,457.33
UPS	0000074Y42451	001 008 521 20 42 00	LE-Communication	Evidence Shipping	54675	\$16.02
UPS	0000074Y42461	001 008 521 20 42 00	LE-Communication	Evidence Shipping	54675	\$25.31
UPS	0000074Y42471	001 008 521 20 42 00	LE-Communication	Evidence Shipping	54675	\$162.26
					54675 Total	\$203.59
US Postmaster	6545	001 013 518 20 41 00	GG-Professional Service	Estimated Postage for Annual Reports 2021	54588	\$3,496.90
					54588 Total	\$3,496.90
Valvick	111621 VALVICK	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Flight Baggage Fee Drone Operator Training	54676	\$70.00
Valvick	111621 VALVICK	001 008 521 20 43 00	LE-Travel & Per Diem	Reimburse - Drone Operator Test Fee - Valvick	54676	\$175.00
					54676 Total	\$245.00
Vantagepoint Transfer Agents - 108991	646593	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	54583	\$412.35
					54583 Total	\$412.35
Vantagepoint Transfer Agents - 108991	655980	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	54689	\$412.35
					54689 Total	\$412.35
Vantagepoint Transfer Agents - 307428	646594	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	54584	\$1,849.26
					54584 Total	\$1,849.26

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Vantagepoint Transfer Agents - 307428	655972	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	54690	\$1,849.26
					54690 Total	\$1,849.26
Vattimo	111421 VATTIMO	001 000 362 00 00 05	The Mill - Rental	Refund - Overpayment of The Stack Rental 11/14/21	54677	\$13.00
Vattimo	111421 VATTIMO	001 000 382 10 00 01	The Mill - Deposit	Damage Deposit Refund - The Stack Rental 11/14/21	54677	\$100.00
					54677 Total	\$113.00
WA Assoc of Conservation Districts	22-232-Final	001 010 576 80 31 00	PK-Operating Costs	Shrubs	54678	\$120.85
WA Assoc of Conservation Districts	22-232-Final	410 016 531 10 31 02	SW - Operating Costs	Shrubs	54678	\$120.86
					54678 Total	\$241.71
Washington Assoc of Sheriffs and Police Chiefs	INV030048	001 008 521 40 49 01	LE-Registration Fees	Registration-WASPC 2021 Fall Conf Stevenson WA-Beazizo	54679	\$350.00
					54679 Total	\$350.00
Washington Cities Insurance Authority	15204	101 016 542 30 49 01	ST-Staff Development	Registration - Building Supervisory Skills - Caswell	54680	\$70.00
Washington Cities Insurance Authority	15269	101 016 542 30 49 01	ST-Staff Development	Registration - Building Supervisory Skills - Caswell	54680	\$70.00
					54680 Total	\$140.00
Washington State Support Registry	112421	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$544.50
					0 Total	\$544.50
Western Conference of Teamsters Pension Trust	Nov-21	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	54691	\$3,221.28
					54691 Total	\$3,221.28
Willards Pest Control Co	372816	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	54681	\$69.76
Willards Pest Control Co	372821	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants - PD	54681	\$130.80
					54681 Total	\$200.56
Zachor and Thomas Inc PS	21-LKS00011	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services 11-2021	54682	\$13,287.00
					54682 Total	\$13,287.00

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

November 23, 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 (left the meeting at 6:35 p.m.) 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, Senior Planner Melissa Place 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 Petershagen stated that he had questions about the November 9, 2021 meeting minutes and will bring it up during the consent agenda.

Councilmember Daughtry stated that the Executive Session for tonight has been canceled.

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

Citizen Comments:

There were no comments from the public.

Council Business:

Councilmember Tageant wished everyone Happy Thanksgiving. He also said it was great to have the new Grocery Outlet in the City.

Councilmember Petershagen reported on the ribbon cutting at the Grocery Outlet.

Councilmember Ewing stated that he attended the last Community Advisory Council meeting. He reported on the blood drive coming up on December 3. He thanked Public Works crew for the holiday lights.

Councilmember Frederick attended the last Community Advisory Council and Youth Advisory Council meeting. He also attended the last Coffee Klatch hosted by the Veterans Commission.

Councilmember Dickinson wished everyone Happy Thanksgiving. She attended the Community Advisory Council and is looking forward to more cultural events in the City. She also reported that she received her Certificate of Municipal Leadership from the Association of Washington Cities.

Councilmember Daughtry reported on the Veterans Commission Coffee Klatch. He attended the last Youth Advisory Council meeting.

Mayor Business:

Mayor Gailey congratulated both the volleyball and football teams at Lake Stevens High School. He stated that staff is working hard on the Public Works accreditation.

Guest Business:

Smart Communities GSCA Crystal Award to the City of Lake Stevens, Mark Barkley, Assistant Director-Local Government Division

Consent Agenda:

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

The consent agenda included the following items:

- Vouchers
- City Council Meeting Minutes of October 26, 2021, November 9, 2021 and November 16, 2021
- Ordinance 1129 Amending the 2021 Budget

Public Hearing:

Ordinance 1128 Second and Final Reading of 2022 Budget

Finance Director Stevens reviewed the budget with the Council. 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.

Mayor Gailey opened the public hearing at 6:30 p.m.

There were no public comments.

Mayor Gailey closed the public hearing at 6:30 p.m.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Tageant, to approve Ordinance 1128. The motion passed 7-0-0-0.

Ordinance 1132 Nonconforming Code Amendments (LUA2021-0156)

Note: Councilmember Tageant left the meeting at 6:35 p.m.

Senior Planner Place explained that tonight the Council will 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.

Staff is recommending approval of Ordinance No. 1132 amending LSMC Chapters 14.08 (Definitions), 14.32 (Nonconforming Situations) and 14.38.017 (Subarea Nonconforming Situations).

Mayor Gailey opened the public hearing at 6:36 p.m.

There were no public comments.

Mayor Gailey closed the public hearing at 6:36 p.m.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to approve Ordinance 1132 Nonconforming Code Amendments (LUA2021-0156). The motion passed 6-0-0-1 with Councilmember Tageant absent.

Ordinance 1131 Wrona Rezone (LUA2021-0137)

Senior Planner Place explained that this is a closed record Public Hearing and the first and final reading for Ordinance No. 1131 related to the Wrona Rezone (LUA2021-0137).

Staff is recommending approval of Ordinance No. 1131 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.

Note: There are no public comments given that this is a closed record hearing.

Mayor Gailey opened the hearing at 6:53 p.m.

Council had a few questions for staff.

Mayor Gailey closed the hearing at 6:55 p.m.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Petershagen, to approve Ordinance 1131, Wrona Rezone. The motion passed 6-0-0-1 with Councilmember Tageant absent.

Adjournment:

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Ewing, to adjourn the meeting. The motion passed 6-0-0-1 with Councilmember Tageant absent. The meeting adjourned at 6:59 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk



STAFF REPORT

Council Agenda Date: 12/14/2021

Subject: MOU for Facility Maintenance Technician Compensation

Contact Person/Department: Anya Warrington/Human Resources **Budget Impact:** See Below

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize the Mayor to sign the Memorandum of Understanding to the Agreement between the City of Lake Stevens and Teamsters Local Union No.763 regarding the compensation of the new Facility Maintenance Technician position.

SUMMARY/BACKGROUND:

In July 2021, Council agreed to establish a two Facility Maintenance Technician positions using ARPA funds. These positions will support the increasing cleaning and maintenance of our growing number of city buildings/public spaces due to the effects of COVID-19. Duties will include cleaning city buildings, cleaning park restrooms, cleaning after events at the Mill, set-up & breakdown after events and City Council meetings. The City has negotiated with the Teamsters regarding the wages of this new position and have come to consensus. Human Resources conducted a salary survey of comparable cities, as well as internal salary comparisons. The Teamsters' members are voting on the MOU on 12/14/2021.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT:

These positions were already been approved in the July 2021 using an estimated annual base salary plus benefits at \$80,000 each. This MOU shows the annual amount at mid-range, plus 40% benefits, would cost approximately \$65,000 per position, which is below what the estimated cost was in July. The salaries and benefits for these positions will be covered by ARPA funds through 2024, at which point the salaries would be split amongst streets and general fund budgets.

ATTACHMENTS:

- Exhibit A: Draft MOU for Facility Maintenance Technician
- Exhibit B: Draft Job Description for Facility Maintenance Technician

MEMORANDUM OF UNDERSTANDING
to the
AGREEMENT
by and between
CITY OF LAKE STEVENS, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763
(Representing the Public Works Department Employees)

January 01, 2020 through December 31, 2022

IT IS UNDERSTOOD AND AGREED by the parties, City of Lake Stevens, Washington (hereafter "the Employer"), and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS, LOCAL UNION NO. 763 (hereafter "the Union"), to enter into this agreement as follows:

WHEREAS; the Employer and the Union negotiated a collective bargaining agreement for the period of January 01, 2020 through December 31, 2022;

WHEREAS; the Employer and the Union negotiated and agreed to language related to Appendix A;

WHEREAS; the Employer has proposed to create a new position of Facility Maintenance Technician within the bargaining unit of the Public Works Department;

THEREFORE; the Employer and the Union agreed to the following language change effective date of ratification by a majority of the eligible voting members of the bargaining unit:

Appendix A, Section A.1:

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Facility Maintenance Technician	\$3,558.00	\$3,700.48	\$3,848.50	\$4,002.44	\$4,162.54	\$4,329.04	\$4,502.20

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

By _____
Scott A. Sullivan, Secretary-Treasurer

CITY OF LAKE STEVENS, WASHINGTON

By _____
Brett Gailey, Mayor

Date: _____ Date: _____

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Facilities Maintenance Technician
DEPARTMENT:	Public Works
REPORTS TO:	Public Works Field Supervisor
SALARY RANGE:	TFMT
CLASSIFICATION:	Teamsters Bargaining Unit/Non-Exempt
EFFECTIVE DATE:	December 14, 2021

POSITION PURPOSE:

Under general supervision, this position performs a variety of custodial activities involving cleaning and maintenance of public park restrooms, city facilities and event venues. This position may perform related duties involving set up and take down of special events, cleaning by hand and with small powered janitorial equipment, providing refuse and recycling removal from work areas and buildings, and performing minor maintenance on custodial equipment and city facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates and maintains custodial equipment, including but not limited to, vacuums, steam cleaners, floor polishing equipment.
- Cleans and maintains interior and exterior building surfaces, fixtures and entryways including: sweeping, buffing, mopping, dusting, and waxing floors, shampooing and vacuuming carpets, cleaning/moving furniture, removing stains and gum from carpets, cleaning and sanitizing restrooms (including cleaning sinks, mirrors, walls and stall doors) and locker rooms, unclogging sinks and toilets, cleaning drinking fountains and cleaning windows.
- Replaces paper towels, toilet tissue and other items as necessary; ensures that necessary cleaning and building supplies and/or equipment are available when needed; maintains janitorial supplies inventory, which may include driving to pick up or deliver supplies.
- Performs general maintenance and minor repairs on City buildings and facilities. Minor repair activities may include basic carpentry, mechanical, electrical, and plumbing work.
- Removes graffiti from walls and woodwork.
- Performs maintenance on restroom facilities including cleaning, minor repair activities, and janitorial services.
- Keeps shop, storage areas and janitorial closets clean and orderly.
- Performs cleaning services on city vehicles, including inside an outside of vehicle; keeps them clean and orderly.
- Visually inspects light bulbs and fluorescent tubes, inside or outside, and replaces when necessary.

- Empties trash and recycling containers, cleaning or replacing them when needed.
- Paints walls and furniture when directed; provides touch-ups when needed.
- Sets up and takes down meetings, rooms and special events as scheduled, including but not limited to, tables, chairs, electronic equipment, trash collection and surface cleaning.
- Prepares buildings for seasonal celebrations including hanging plant baskets, holiday lights, seasonal decorations, etc.
- Shovels snow or places de-icing chemicals on walkways and parking areas during inclement weather as required.
- Maintains regular and reliable attendance.

PERIPHERAL DUTIES

- Performs related duties as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described below and the attached form are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is primarily performed indoors with some outdoor, subject to travelling by City vehicle from site to site several times each day. While performing the duties of this job, the incumbent is frequently exposed to fumes or airborne particles and vibration and may work near moving mechanical parts. The incumbent is occasionally exposed to toxic or caustic chemicals and risk of electrical shock; and occasionally works in extreme cold, extreme heat. The noise level in the work environment is usually loud to very loud while operating machinery or working near equipment.

The incumbent may also be required to work on weekends, evenings, and holidays.

QUALIFICATIONS:

Education, Training and Experience Guidelines:

Education: High school diploma or G.E.D.; and

Experience: One (1) year of custodial, janitorial, or related experience involving the cleaning and maintaining of interiors and exteriors of buildings of moderate size that includes working knowledge and use of various hand tools and equipment used in general custodial maintenance activities is preferred.

Or: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

Knowledge of:

- Cleaning methods and techniques.
- Cleaning materials, supplies and equipment.
- Building and facility maintenance procedures and processes.
- Safe working methods and procedures.
- Proper methods of storing equipment, materials and supplies.
- Occupational hazards and standard safety practices.
- Pertinent federal, state and local codes, laws, and regulations.
- General computer skills.

Ability to:

- Efficiently and effectively use cleaning materials, supplies and equipment.
- Understanding and carrying out written and verbal instructions or directions.
- Moving and arranging furniture and equipment for meetings and special events.
- Read and interpret basic maps and plans.
- Perform minor maintenance and repair on furniture, equipment and facilities.
- Perform repetitive tasks.
- Reading and interpreting equipment and maintenance repair manuals, parts catalogs and product labels.
- Work independently in the absence of supervision.
- Troubleshoot equipment malfunctions and make minor repairs to tools and equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Successfully complete various required training classes and obtain and maintain certificates necessary for functional skills performance, maintenance and improvement.
- Establish and maintain trust, confidence, and effective working relationships with staff, elected and appointed officials, and members of the public.
- Correctly utilize English grammar, spelling, punctuation, and vocabulary.
- Utilize interpersonal skills with tact, patience, courtesy and diplomacy.
- Understand and appropriately apply situational awareness of changing surroundings in a construction and/or traffic area.
- Understand and follow verbal and written instructions.
- Read and understand directions to locate job sites and work locations.

LICENSES, CERTIFICATIONS and OTHER REQUIREMENTS:

- Valid driver's license and a driving record which meets the city's requirements. If driver's license is out of state, must be able to obtain Washington State driver's license within 30 days of hire.
- Must possess or have the ability to possess within one month of hire date, first aid, CPR and Bloodborne Pathogens certifications.
- Completion of position-relevant background check.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (Printed)

EMPLOYEE SIGNATURE

DATE

Position Title: Facilities Maintenance Technician

➲ **PHYSICAL REQUIREMENTS**

Directions for your Provider:

Please review the following physical requirements and job description attached. If the employee's abilities are different from below, please check the appropriate box. Please fill out the questions on the bottom of the form, sign and date.

How much on-the-job time is spent on the following physical activities? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➲ **Does this job require that weight be lifted or force be exerted? Check the appropriate boxes below:**

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Lift, push, pull or carry					
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➲ **Does this job have any special vision requirements? Check all that apply:**

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

N: Never (not at all)	S: Seldom (0-10%)	O: Occasional (11-33% of the time)
	F: Frequent (34%-66% of the time)	C: Constant (67%-100% of the time)

☛ Note the specific job duties that require the physical demands selected above:

WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below:

Environmental Conditions	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☛ How much noise is typical for the work environment of this job? Check the appropriate level below:

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

☛ Note the specific job duties that are affected by the environmental conditions:

N/A

QUESTIONNAIRE PREPARED BY:

Name: Aaron Halverson
Title: Interim Public Works Director

Date: 12/14/2021

Is the employee able to perform the physical requirements for their position without restrictions?

YES _____ NO _____

If physical ability is different from above, please specify restrictions to include the duration of such restrictions:

QUESTIONNAIRE PREPARED BY (Provider): _____

Name: _____

Date: _____

N: Never (not at all)	S: Seldom (0-10%)	O: Occasional (11-33% of the time)
	F: Frequent (34%-66% of the time)	C: Constant (67%-100% of the time)



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda
Date:

December 14,
2021

Subject: Renew Interlocal Agreement with the Snohomish Conservation District

Contact

Person/Department: Shannon Farrant, Public Works

Budget
Impact:

Depends on
annual scope of
services

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to execute a 5-year (2022-2026) Interlocal Agreement (ILA) with the Snohomish Conservation District to perform an annual scope of service to assist the City with NPDES compliance, technical assistance, and project implementation.

SUMMARY/BACKGROUND: The City has partnered with the Snohomish Conservation District (SCD) for 9 years on a variety of different projects and technical assistance. In the past 5 years, the SCD has been working with the City to implement and carry out programs, education and outreach, and project specific implementation to assist the City with NPDES permit compliance and other operations and maintenance tasks (e.g., beaver deterrent infrastructure implementation).

Each year, on or before December 31, the City and SCD outline a scope of services to be carried out by the SCD for the following year. These services may include all or some of the services listed in Attachment A of the ILA. The scope of services drafted for the following year will depend on the City's need for assistance with NPDES compliance or other project related tasks and available budget. In the past, annual cost of services has not exceeded \$30,000. The City anticipates the same level of service from the SCD over the next 5 year ILA (2022–2026).

APPLICABLE CITY POLICIES:

BUDGET IMPACT: Annual budget will depend on funding availability and scope of services

ATTACHMENTS:

- ILA_SCD_2022-2026
- Attachment A—Scope of Services

**INTERLOCAL AGREEMENT
BETWEEN
CITY OF LAKE STEVENS
AND
SNOHOMISH CONSERVATION DISTRICT
FOR JOINT OR COOPERATIVE SERVICES**

Execution Date through December 31, 2026

This Interlocal Agreement (hereinafter "Agreement") is entered into by and between the City of Lake Stevens (hereinafter "City"), a political subdivision of the State of Washington, and the Snohomish Conservation District (hereinafter "District"), a Washington municipal corporation established pursuant to Chapter 89.08 RCW.

WHEREAS, the District was established pursuant to Chapter 89.08 RCW to undertake a variety of activities relating to the conservation, management, and sustainability of natural resources; and

WHEREAS, the District and City are authorized pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, to enter into agreements with one another for joint or cooperative action; and

WHEREAS, the District's boundaries include all of the City; and

WHEREAS, for over 80 years the District has assisted landowners and local governments as they face resource management challenges relating to water quality and other natural resource issues; and

WHEREAS, increasing demands for resource management programs, resulting from more stringent regulations, urban development pressures, and public interest and awareness, has put a strain on both District and City financial resources; and

WHEREAS, the District has outlined long term goals and objectives in its 5-Year Plan; and

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
AND SNOHOMISH CONSERVATION DISTRICT
Execution Date - December 31, 2026
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WHEREAS, the City shares responsibility for conserving and managing the City's natural resources; and

WHEREAS, the District and City support and concur in the need to continually refine and coordinate their long and short term goals, objectives, and programs for managing and conserving the City's natural resources; and

WHEREAS, the revenue from special assessments imposed by Snohomish County (County) pursuant to RCW 89.08.400 will allow the District to work in partnership with the City to obtain grant funding and support the County and the City in addressing requirements of the National Pollutant Discharge Elimination System (NPDES), Endangered Species Act (ESA) listing of salmon species, and other natural resource protection requirements and needs;

NOW, THEREFORE, the District and City mutually agree as follows:

I. PURPOSE

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to establish and define the terms and conditions for the cooperative efforts to be undertaken by the City and the District to promote, facilitate, and undertake certain conservation programs and activities.
- C. This Agreement shall be implemented through an annual scope of work as provided in Articles VI and VII.

II. DURATION OF AGREEMENT

- A. This Agreement shall commence on the date of execution of this agreement and terminate December 31, 2026, unless otherwise modified or terminated in accordance with the terms of this Agreement.

The Parties hereby agree to and ratify any work performed and payments made between December 31, 2021 and the Date of this agreement.

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
AND SNOHOMISH CONSERVATION DISTRICT
Execution Date - December 31, 2026
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B. The activities described in Attachment A that are performed after the execution date of this agreement, shall be eligible for funding under this Agreement.

III. FUNDING

Funds for the resource management and conservation programs provided for in this Agreement shall be defined within the annual Scope of Work and Budget negotiated between the City and the District.

In the event funding is not appropriated in the City budget this Agreement may be suspended until funding becomes available, or at the option of either party, this Agreement may be terminated as provided in Section VIII.

IV. RESPONSIBILITIES OF THE DISTRICT

A. Scope of Work

This Agreement shall be implemented through an annual Scope of Work. The City and District shall negotiate a scope of work and budget for each year of this Agreement, which scope of work and budget will coordinate and describe the conservation programs and activities to be undertaken using funds from the City and District. The scope of services provided to the City is set out in Attachment A, attached hereto and incorporated herein by this reference, which shall take effect on the date of execution of this agreement. Subsequent annual scope of work and budget will be attached to this Agreement labeled as the subsequent years, for example Attachment A-2022.

B. Future Scope of Work

On or before December 31 of each year, the District will submit to the City, a proposed annual scope of work and budget that describes the District's conservation programs and activities proposed for the following year. The scope of work will be coordinated with City conservation programs and activities. The District shall actively involve constituents and partners in the development of proposed scope of work.

C. Program Reporting

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
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With each quarterly invoice, the District shall prepare and submit to the City, a quarterly report which shall summarize the work performed and expenditures incurred during the preceding months for funding provided by the City and evaluate the performance and results of the work performed. The reports shall also include, but not be limited to, the following:

1. A description of work performed during the period and progress made to date.
2. A description of any adverse conditions that affected the program objectives and/or time schedules, and actions taken to resolve them.

V. RESPONSIBILITIES OF THE CITY

A. Cooperation with the District

The City shall assist the District in a timely manner in the preparation, review, modification, and implementation of the scope of work, including accommodation of sensitive District timelines and assistance in identifying and making plan modifications that are reasonably consistent with the mission and goals of the District.

B. Payment of Billing Requests

The City shall provide payment within 30 days of an approved billing request submitted by the District for work activities and expenditures identified by the agreed to scope of work and budget.

VI. ENTIRETY OF AGREEMENT

This Agreement constitutes the entire agreement between the City and the District and supersedes all proposals, oral and written, and all other communication between the parties in relation to the subject matter of this Agreement. No other agreement exists between the City and the District with regards to the instant subject matter except as expressly set forth in this instrument. Except as otherwise provided herein, no modification of this Agreement shall be effective until reduced to writing and executed by both parties.

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
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VII. MAINTENANCE OF RECORDS

The District shall maintain all books, documents, receipts, invoices, and records, including payroll records, necessary to sufficiently and properly reflect the expenditures associated with this Agreement. The accounting records shall provide for a separate recording and reporting of all receipts and expenditures. Financial records pertaining to matters authorized by this Agreement are subject to inspection and audit by representatives of City or the State Auditor upon request.

VIII. TERMINATION

The City or District may terminate this agreement at any time with or without cause providing 15 days advance notification in writing. In the event of termination the City shall pay the District a pro-rated amount for work completed to the date of termination. All work products shall be delivered to the City and shall become the property of the City.

IX. AMENDMENTS AND MODIFICATIONS OF PROGRAM EXPENDITURES

A. Changes in Approved Projects or Program Activities

The City must approve the removal, modification, or addition of work identified in the annual scope of work.

B. Delays

Spending for some projects or program activities may be delayed because of extended timeframes for obtaining supporting grant funds, holdups in the permit review/approval processes, or other unforeseen circumstances. Variations in the scope of work or budget for these reasons shall be documented between the District and the City.

X. PROPERTY

Title to property purchased by the District in carrying out the scope of work shall vest in the District.

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
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XI. GENERAL PROVISIONS

A. Notice

Except as set forth elsewhere in this Agreement, notice for purposes of this Agreement, except service of process, shall be given by the District to the City by delivery to the Public Works Director, 1812 Main St., Lake Stevens, WA 98258. Notice to the District for purposes of this Agreement, except service of process, shall be given to the Executive Director, 528 – 91st Ave. NE. Lake Stevens, WA 98258.

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

B. Compliance with Laws

The District and the City shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations applicable to the performance of this Agreement. The District and the City agree to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such acts.

C. Indemnification

The District and the City agree to protect, defend and hold harmless each other, its elected and appointed officials, employees and agents, from and against all claims, demands and causes of action of any kind or character, including any cost of defense and attorney's fees, arising out of any actions, errors or omissions of the other party, its officials, employees and agents in performing this Agreement except for those arising out of the sole negligence of the other party.

D. Insurance

The City and the District shall each obtain, and maintain at all times, hereunder (i) a commercial general liability insurance policy with a minimum policy limit of \$1,000,000 per occurrence and \$1,000,000 combined single limit per occurrence, (ii) a minimum umbrella coverage of \$3,000,000 each occurrence and \$5,000,000 annual aggregate, and (iii) errors and omissions coverage including employment practices liability \$1,000,000 per occurrence and \$1,000,000 annual aggregate. Each party's policy shall provide that such policy shall not be terminated or reduced without thirty (30) days

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
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prior notice to the other party. The City and the District will provide a certificate of insurance to the other party evidencing the aforementioned coverage. In the alternative either party to this agreement may fulfill the insurance obligations contained herein by maintaining membership in and coverage provided by a self-insurance program pursuant to Chapter 48.62 RCW. In this regard, the parties understand that the party to this agreement who is a member of such program is not able to name the other party as an "additional insured" under its coverage provided by the self-insurance program.

E. Non-assignment

The District shall not subcontract, assign, or delegate any of the rights, duties or obligations covered by this Agreement without prior express written approval by the City.

F. Independent Contractor

The District will perform the services under this Agreement as an independent contractor and not as an agent, employee, or servant of the City. The parties agree that the District is not entitled to any benefits or rights enjoyed by employees of the City. The District specifically has the right to direct and control the District's own activities in implementing the scope of work in accordance with the terms of this Agreement. The City shall only have the right to ensure performance.

G. Interlocal Cooperation Act

The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement. If determined by a court to be necessary for purposes of the Interlocal Cooperation Act, Ch. 39.34 RCW, an administrator, or joint board responsible for administering the Agreement, will be established by mutual agreement. Any real or personal property used by either party in connection with this Agreement will be acquired, held, and disposed of by that party in its discretion, and the other party will have no joint or other interest herein. No partnership or joint venture between the parties is created by this Agreement.

XII. MISCELLANEOUS

A. No obligation in this Agreement shall limit the District or the City in fulfilling its responsibilities otherwise defined by law.

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
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B. The City shall cause this Agreement to be recorded with the Snohomish County Auditor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the latest date written below.

SNOHOMISH CONSERVATION DISTRICT

Accepted and executed this _____ day of _____, 2021

By: _____
Mark Craven, Chair
Snohomish Conservation District

CITY OF LAKE STEVENS

Accepted and executed this _____ day of _____, 2021

By: _____
Gene Brazel, City Administrator
City of Lake Stevens

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
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**INTERLOCAL AGREEMENT
BETWEEN
CITY OF LAKE STEVENS
AND
SNOHOMISH CONSERVATION DISTRICT
FOR JOINT OR COOPERATIVE SERVICES**

Execution Date through December 31, 2026

Attachment A—Scope of Services

<u>Tasks</u>	<u>Description</u>
Administration / Overhead	Project administration, materials, supplies, travel time, etc. <i>Examples: Grant reporting, billing and general project management, handouts or posters or other project supplies, travel time mileage</i>
Technical Assistance	Assist the City with projects related to habitat conservation, infrastructure implementation or retrofits; project design or scope; technical project review or implementation; technical review; project implementation and permitting; and public project assistance Examples: Living with Beavers, Lawns to Lettuce, I Love Lake, Green Stormwater Infrastructure
Community Outreach / Public Participation	NPDES permit requirements: Community outreach, public participation, behavior change programs, program implementation, and program organization <i>Examples: I Love Lake Campaign: Coordinate the State of the Lake event, Cascade Award, Rain Barrel Sale and Family-Oriented Painting Event, Lakeside Property Owner Outreach, Natural Yard Care education, and Detention Pond Outreach to designated HOAs, Orca Recovery Day outdoor field day, and social media/website updates for I Love Lake.</i>
Youth Education / Public Education	Stormwater and surface water focused youth and public education activities and education opportunities <i>Examples: classroom lessons (in-person, virtual, or asynchronous), high school education and mentoring for Envirothon, field trips and outdoor environmental education, conservation centered art contest, etc.</i>

INTERLOCAL AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON,
AND SNOHOMISH CONSERVATION DISTRICT
Execution Date - December 31, 2026
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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: December 14,
2021

Subject: Accept Commerce HAP Grant and Authorize Mayor to Sign Interagency Agreement

Contact	David Levitan, Planning Manager	Budget	None (Grant
Person/Department:		Impact:	Award)

ACTION REQUESTED OF COUNCIL

Motion to accept a \$100,000 grant from the Washington State Department of Commerce for the development of a Housing Action Plan (HAP) and authorize the mayor to sign an interagency agreement.

SUMMARY AND PROPOSED ACTION

On October 28, the city received notice from the Department of Commerce (Attachment 1) that it had been awarded \$100,000 in grant funds to develop a Housing Action Plan (HAP). Consistent with Step 1.1 of the interagency agreement (Attachment 2), staff is requesting that the City Council formally accept the grant and authorize the mayor to sign the agreement outlining the project tasks, budget, schedule and deliverables.

BUDGET IMPACT: The city will use the grant funding to hire a consultant to assist with preparation of the HAP and to reimburse for staff time spent on the project.

ATTACHMENTS:

Attachment 1: Grant Award Letter from the Department of Commerce

Attachment 2: Interagency Agreement with Department of Commerce



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

October 28, 2021

City of Lake Stevens
1812 Main St
PO Box 257
Lake Stevens, WA 98258
Delivered via Email to bgailey@lakestevenswa.gov

RE: Housing Action Plan and Implementation Grant – Increasing Residential Building Capacity

Dear Mayor Gailey,

I am pleased to inform you that the city of Lake Stevens has been awarded \$100,000 in grant funds for the 2021-23 Biennium to assist with increasing urban residential building capacity and streamlining regulations. The Washington State Legislature created this grant program under Engrossed Second Substitute House Bill (E2SHB) 1923 (Chapter 348, Laws of 2019), and re-appropriated funding in the 2021 legislative session. This funding supports cities as they study their housing needs and develop strategies to meet those needs with a Housing Action Plan (HAP), or implement housing strategies of an adopted HAP or comparable housing study to increase housing capacity.

This grant will be administered by the Washington Department of Commerce, Growth Management Services (GMS) unit. Before we disburse the funds, a contract with an agreed upon scope of work and budget will need to be executed between your organization and the Department of Commerce. Your scope of work and budget under this grant must be consistent with the scope of work and budget included in your grant application or as adjusted with Commerce staff. Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2021, the beginning of the 2021-23 Biennium.

Laura Hodgson, Senior Planner, will be in touch with you in November to develop the contract and answer any questions you may have. Laura can be reached at laura.hodgson@commerce.wa.gov.

Sincerely,

A handwritten signature in black ink that reads "Dave Andersen".

Dave Andersen, AICP
Managing Director
Growth Management Services

cc: David Levitan, Planning Manager
Brett Gailey, Mayor
Barbara Stevens, Finance Director
Kirsten Larsen, Senior Planner



Interagency Agreement with

City of Lake Stevens

through

Growth Management Services

For

Housing Action Plan Implementation (HAPI) Grant
to Adopt a Housing Action Plan

Start date:

Date of Execution

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Attachment A, Scope of Work

Attachment B, Budget

FACE SHEET**Contract Number: 22-63314-014**

Washington State Department of Commerce
Local Government Division
Growth Management Services
Housing Action Plan Implementation (HAPI) Grant

1. Contractor City of Lake Stevens 1812 Main St PO Box 257 Lake Stevens, WA 98258		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative David Levitan Planning Manager dlevitan@lakestevenswa.gov 425.622.9425		4. COMMERCE Representative Kirsten Larsen Senior Planner 360.280.0320 kirsten.larsen@commerce.wa.gov	
5. Contract Amount \$100,000	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	7. Start Date Date of Execution	8. End Date June 30, 2023
9. Federal Funds (as applicable) NA		Federal Agency: NA	CFDA Number NA
10. Tax ID # NA	11. SWV # SWV0032526	12. UBI # 600-589-289	13. DUNS # NA
14. Contract Purpose Implementation of RCW 36.70A.600 grant funding to address housing affordability through a housing action plan.			
15. Signing Statement COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work and Attachment "B" – Budget.			
FOR CONTRACTOR <hr/> Brett Gailey, Mayor City of Lake Stevens <hr/> Date		FOR COMMERCE <hr/> Mark K. Barkley, Assistant Director Local Government Division <hr/> Date	
APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 08/22/2019. APPROVAL ON FILE.			

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed one hundred thousand dollars (\$100,000) for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the performance-based Scope of Work (Attachment A) and Budget (Attachment B).

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of deliverables and services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 22-63314-014.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

The grantees must invoice for all expenses by June 17, 2023.

COMMERCE will pay Contractor for costs incurred prior to the start date of this Agreement, if such costs would have been allowable on or after July 1, 2021, the start date of the 2021-2023 biennium. To be allowable, such costs must be limited to the completion of tasks and deliverables outlined in the Scope of Work (Attachment A).

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

5. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Agreement performed by subcontractors and the portion of funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A.** "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B.** "COMMERCE" shall mean the Department of Commerce.
- C.** "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D.** "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E.** "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F.** "State" shall mean the state of Washington.
- G.** "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A.** "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
 - iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.
- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Scope of Work

Housing Action Plan RCW 36.70A.600(2)

The goal of any such housing plan must be to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. The housing action plan should:

- a. *Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households;*
- b. *Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection;*
- c. *Analyze population and employment trends, with documentation of projections;*
- d. *Consider strategies to minimize displacement of low-income residents resulting from redevelopment;*
- e. *Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;*
- f. *Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and*
- g. *Include a schedule of programs and actions to implement the recommendations of the housing action plan.*

Commerce will be monitoring the contracts biannually to review progress in meeting milestones, deliverables and invoicing.

Grant Objective: Develop a housing action plan that analyzes and builds upon recent housing strategies and code development work in Lake Stevens; recognizes the city's specific housing needs, opportunities and constraints; and helps prepare the city to meet its housing needs over the next twenty years, including additional affordable and market rate housing across a wide variety of housing types and which are accessible to a greater variety of incomes.

Steps/ Deliverables	Description	Start Date	End Date
Action 1	Select Consultant	January 2022	April 2022
Step 1.1	City Council Accepts Grant	January 2022	January 2022
Step 1.2	Issue RFP and Select Consultant(s)	February 2022	March 2022
Step 1.3	Contract Awarded	March 2022	March 2022
Step 1.4	Scope Refinement and Kick-Off Meeting	April 2022	April 2022
Deliverable 1	Contract with Consultant/Kick-Off Meeting		April 2022
Action 2	Existing Conditions and Housing Needs Analysis	April 2022	August 2022
Step 2.1	Assess new requirements in HB 1220	April 2022	April 2022
Step 2.2	Analyze population and employment trends, with documentation of projections	April 2022	June 2022
Step 2.3	Quantify existing and projected housing needs for all income levels and household types, as required by RCW 36.70A.070(2) and HB 1220	April 2022	July 2022
Step 2.4	Review ability of existing zoning to meet 2021 BLR and growth targets, breaking down by unit type and income ranges	April 2022	August 2022
Step 2.5	Audit development code and housing programs for effectiveness in supporting more housing	April 2022	June 2022
Step 2.6	Review and evaluate 2015 housing element, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of programs and actions	April 2022	July 2022
Deliverable 2	Existing Conditions and Housing Needs Analysis Report		August 15, 2022
Action 3	Public Engagement and Outreach		

Step 3.1	Discuss public engagement priorities with Planning Commission and City Council, accounting for status of Covid-19 pandemic	April 2022	May 2022
Step 3.2	Identify and reach out to wide range of stakeholder, with a focus on diversity, equity and inclusion and reaching out to historically underrepresented groups. Stakeholders may include residents, developers, neighborhood associations, tenants, and religious organizations.	May 2022	December 2022
Step 3.3	Develop and maintain project website, including all background materials and technical reports	April 2022	June 2023
Step 3.4	Develop one or more community surveys on housing needs and preferences	May 2022	November 2022
Step 3.5	Develop ESRI storymaps to illustrate issues related to housing supply, types, affordability and cost burden	April 2022	September 2022
Step 3.6	Evaluate effectiveness of public engagement	November 2022	January 2023
Deliverable 3a	Public Engagement Plan and Outreach		June 30, 2022
Deliverable 3b	Summary of Engagement Results		February 25, 2023

Action 4	Develop Policies and Tools for Increasing Housing Supply and Diversity	August 2022	January 2023
Step 4.1	Develop strategies to increase supply of housing across a variety of housing types, housing tenure, and income ranges to meet those needs identified in the HNA	August 2022	November 2022
Step 4.2	Develop strategies to reduce displacement of current residents, with a focus on minimizing displacement of low-income residents from redevelopment	August 2022	November 2022
Step 4.3	Review strategies to ensure they are consistent with HB 1220 and RCW 36.70A.070(2) in meeting existing and project needs of all economic segments of the community	August 2022	November 2022
Step 4.4	Incorporate diversity, equity and inclusion and the evaluation/elimination of existing barriers into proposed actions to begin to undo the impacts of exclusion	August 2022	November 2022
Step 4.5	Develop a schedule of programs and actions to implement the recommendations of the HAP	December 2022	January 2023
Deliverable 4	Draft Housing Action Plan		January 31, 2023
Action 5	Project Adoption	February 2023	May 2023
Step 5.1	Hold public hearing with Planning Commission to make recommendation on draft HAP; make changes as needed	February 2023	March 2023
Step 5.2	Hold public hearing with City Council to consider Planning Commission recommendation; make changes as needed	March 2023	April 2023
Step 5.3	Prepare resolution for Council adoption	May 2023	May 2023
Deliverable 5	Adopted Housing Action Plan		May 30, 2023

Budget

Grant Objective:	Commerce Funds
Deliverable 1: Contract with Consultant	\$5,000
Deliverable 2. Existing Conditions/Housing Needs Analysis Report	\$27,500
Deliverable 3a: Public Engagement Plan	\$15,000
Deliverable 3b: Summary of Engagement Results	\$5,000
Deliverable 4: Draft Housing Action Plan	\$27,500
Deliverable 5: Adopted Housing Action Plan	\$20,000
Total:	\$100,000

NOTE: The final Deliverable(s) for this grant represents at least twenty percent (20%) of the total grant award and payment is contingent upon submittal of a copy of the final deliverable(s).



STAFF REPORT

Council Agenda Date: December 14, 2021

Subject: Dawson Place MOU

Contact Person/Department: Jeffrey Beazizo, Chief of Police **Budget Impact** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Request council to approve and authorize the Mayor to sign the Memorandum of Understanding (MOU)

SUMMARY/BACKGROUND:

Snohomish County Law Enforcement agencies and organizations have ongoing separate responsibilities with respect to the investigation, prosecution, and treatment of child physical and sexual abuse in Snohomish County. It is well established that a multidisciplinary approach to the investigation, prosecution, and treatment of child physical and sexual abuse is in the best interests of children, their families, and the public.

The vision of the Snohomish County Law Enforcement agencies and organizations is to continue to develop and operate the multi-disciplinary Dawson Place Child Advocacy Center that houses a coordinated network of investigation, prosecution, evaluation, treatment, intervention, and education services to victims of child physical and sexual abuse and their families, as further described herein, in order to maximize each child's chance of healing in a child-centered environment. Dawson Place will exist as a cooperative effort of the Law Enforcement agencies and organizations, working through the Dawson Place Board of Directors and Management Team.

BUDGET IMPACT: None

ATTACHMENTS:

- Exhibit A: Child Advocacy Center of Snohomish County at Dawson Place MOU



Child Advocacy Center of Snohomish County at Dawson Place
DAWSON PLACE CHILD ADVOCACY CENTER (Dawson Place)
MEMORANDUM OF UNDERSTANDING
(Revised January 15, 2021)

WHEREAS, the undersigned agencies and organizations have ongoing separate responsibilities with respect to the investigation, prosecution, and treatment of child physical and sexual abuse in Snohomish County; and

WHEREAS, it is well established that a multidisciplinary approach to the investigation, prosecution, and treatment of child physical and sexual abuse is in the best interests of children, their families, and the public; and

WHEREAS, the undersigned agencies and organizations formed a Task Force and a Steering Committee to pursue the development of a multidisciplinary facility, to be known as the Dawson Place Child Advocacy Center (Dawson Place), to provide a coordinated network of intervention and education services and thereby maximize each child's chance of healing in a child-centered environment; and

WHEREAS, Dawson Place now exists as a multidisciplinary facility; has integrated the Task Force with the Dawson Place Management Team that facilitates, monitors and assures the daily operation of Dawson Place's multidisciplinary work; has continued the policy oversight provided by the Dawson Place Board of Directors; and receives financial oversight from its fiscal service provider, Compass Health; and

WHEREAS, Dawson Place holds as fundamental to its philosophy the Center's ability to appreciate, understand and interact with the members of diverse populations within the local community, it has formed the Diversity Advisory Committee to help assess and continually improve the Center's cultural competency; and

WHEREAS, Dawson Place seeks to meet the standards for the investigation, treatment, and prosecution of child physical and sexual abuse published by the National Children's Alliance and recent Washington legislative recommendations as best practice;

NOW, THEREFORE, each of the undersigned agencies and organizations, through their respective directors or administrators, understands as follows:

1. **Vision**. The vision of the undersigned agencies and organizations is to continue to develop and operate the multi-disciplinary Dawson Place Child Advocacy Center that houses a coordinated network of investigation, prosecution, evaluation, treatment, intervention, and education services to victims of child physical and sexual abuse and their families, as further described herein, in order to maximize each child's chance of healing



in a child-centered environment. Dawson Place will exist as a cooperative effort of the undersigned agencies and organizations, working through the Dawson Place Board of Directors and Management Team.

2. **Dawson Place Board of Directors.** The Dawson Place Board of Directors is a volunteer board of Dawson Place participating agencies and community leaders. The Board of Directors acts as a policy board, with oversight responsibilities for the Dawson Place administrative budget, facilities and the selection and supervision of the Dawson Place Executive Director.
3. **Dawson Place Management Team.** The Dawson Place Management Team is a work group consisting of representatives of each of the undersigned agencies and organizations. The Dawson Place Management Team is responsible for refining the vision of participating agencies and organizations, fostering communication among participating agencies and organizations, and recommending actions to be taken by participating agencies and organizations. The Dawson Place Management Team is not authorized to act on behalf of any agency or organization. All decisions of the Dawson Place Management Team are made by consensus of all participating agencies and organizations.
4. **Dawson Place Services.** The undersigned agencies and organizations anticipate that they will continue to provide the following services through Dawson Place:
 - a. **Providence Intervention Center for Assault and Abuse (PICAA):** PICAA conducts child physical and sexual abuse examinations upon referral from law enforcement agencies, the Department of Children, Youth and Families, Child Protective Services (CPS), mental health therapists, medical and dental providers, the Prosecuting Attorney's office, and other appropriate agencies and individuals or by self-referral. PICAA advocates provide 24-hour crisis line support to primary and secondary victims. PICAA offers case management, information and referral, advocacy, and other support services in accordance with the Office of Crime Victims Advocacy standards.
 - b. **Department of Children, Youth and Families (DCYF):** DCYF takes referrals from all mandated and non-mandated reporters on cases of suspected child physical or sexual abuse or neglect and in collaboration with other participating agencies and organizations, investigates allegations of child physical or sexual abuse, provides supportive services to enable families to safely care for children in their own homes, if possible, provided that its primary responsibility is to protect the safety and well-being of children. Also, DCYF uses, and will continue to use, a multi-disciplinary team approach to cases of suspected child physical or sexual abuse. DCYF carries out all applicable legal mandates relating to the protection of children in Washington.
 - c. **Compass Health Child Advocacy Program (CAP):** As a designated mental health provider, Compass Health Child Advocacy Program offers mental health



assessments and ongoing counseling to victims of sexual abuse, physical abuse and witnesses to violent crimes ages 0-22 and their non-offending family members. CAP offers ongoing individual treatment, family treatment, and group treatment. These ongoing services may be provided at Dawson Place or at Compass Health sites located in Lynnwood, Smokey Point, and Monroe. A Compass Health therapist participates and will continue to participate in the multidisciplinary team.

- d. **Snohomish County Prosecuting Attorney's Office Special Assault Unit (SAU):** SAU reviews all cases referred by a law enforcement agency. SAU will continue to consult on difficult cases with other members of the multidisciplinary team, and coordinate with other members of the team during all phases of prosecution in order to further the goals of the team. SAU provides victim advocacy services to child victims and their families within the criminal justice system.
- e. **Law Enforcement Agencies of Snohomish County, the FBI, Homeland Security, NCIS, etc.:** Law enforcement agencies investigate in their various jurisdictions allegations of child neglect, physical and sexual abuse received from both mandatory reporters and the public-at-large and are invited and encouraged to fully participate in the multidisciplinary programs of Dawson Place, and will be welcomed as partner agencies.
 - i. **Snohomish County Sheriff's Office (SCSO).** Officers and detectives will staff difficult cases with members of the multidisciplinary team and will coordinate investigations with other participating agencies to ensure that system trauma is eliminated or minimized. The SCSO will refer criminal cases to the Snohomish County Prosecuting Attorney's office for consideration of charges.
 - ii. **Other Law Enforcement Agencies in Snohomish County, the FBI, Homeland Security, NCIS, etc.** are invited and encouraged to fully participate in the multidisciplinary programs of Dawson Place, and will be welcomed as partner agencies, as defined by signing this Memorandum of Understanding.
- f. **Dawson Place Child Advocacy Center.** Child Interview Specialists report directly to the Dawson Place Executive Director, and provide child forensic interviews for all law enforcement in Snohomish County, and other agencies as needed. This service is in accordance with the Washington State Child Interview guidelines and also the Snohomish County Investigation Protocols. These positions are funded through an agreement with Snohomish County Human Services.

5. **Dawson Place Operating Guidelines.** The undersigned agencies and organizations anticipate that Dawson Place will be operated according to specific operating guidelines that will describe the services to be provided by each participating agency and organization, and that will include the following:



- a. **Coordination of work.** The undersigned agencies and organizations will coordinate the work as contemplated by this Memorandum of Understanding with respect to child safety, child interviews, witness and suspect interviews, information sharing, and case closure, including but not limited to complex cases.
- b. **The Multidisciplinary Team** of Dawson Place includes, but is not limited to, twice monthly MDT case review meetings, a twice monthly management team meeting, and a coordinated data system called NCAtrak. The undersigned partners are expected to have representatives participate regularly in each of these three activities.
- c. **Child Interviews.** The undersigned agencies and organizations will make all reasonable efforts to coordinate each step of the investigation/assessment process in order to minimize the number of interviews to which a child is subjected. All interviewers will have successfully completed specialized training approved by the governing body of Dawson Place. Dawson Place will sponsor and encourage all participating agencies to attend.
- d. **Dissemination of Information.** All agencies and organizations participating in Dawson Place will promptly share relevant case information with other participating agencies or organizations to the extent appropriate, except as prohibited by law. All personnel who conduct investigations for participating agencies or organizations will conduct independent investigations and reach independent conclusions based on information gained from each investigation.
- e. **Confidentiality.** All personnel of agencies and organizations participating in Dawson Place will maintain the confidentiality of records and information as required by law. Personnel will not release records or information on any case except as authorized by law in connection with legitimate program operations of the participating agency or organization.
- f. **Public Disclosure.** Dawson Place understands that certain participating agencies are subject to Washington's Public Records Act, chapter 42.56 RCW. Furthermore, Dawson Place understands that records generated by Dawson Place on behalf of an agency as defined in RCW 42.56.010(1) may be subject to public disclosure. In order to comply with disclosure laws, the county may from time to time seek public records from Dawson Place. Dawson Place covenants that it shall cooperate with the county in the event public records are sought. Dawson Place agrees to provide such records to the county in a timely manner and in a format requested, so long as it is reasonably feasible to provide such records in the format requested.
- g. **Review of Guidelines.** Dawson Place operating guidelines will be reviewed and modified as determined appropriate by participating agencies and organizations. The operating guidelines may be modified to:



- i. Conform to applicable Statutes, administrative regulations, rules or agency policies;
- ii. Better address child physical and sexual abuse in ways that meet the needs of families and children through the provision of child services;
- iii. Improve the procedures described in this Memorandum; or
- iv. For such other purposes as the parties may agree.

6. **Amendment.** This Memorandum of Understanding may be amended by written agreement of all the undersigned agencies and organizations.
7. **Termination.** An undersigned agency or organization may terminate this Memorandum of Understanding as to that agency by providing written notice of termination to the other undersigned agencies and organizations. If a participating agency or organization provided such notice, the other undersigned agencies and organizations will meet within thirty (30) days to discuss the effect of termination on the development and operation of Dawson Place, if any.
8. **Legal Effect.** This Memorandum of Understanding is intended to state the mutual understandings and expectations of the undersigned agencies and organizations, and is not intended to create legal obligations. This document cannot be enforced as an inter-local agreement or other binding contract, or otherwise. A person signing this document on behalf of an agency or organization makes no representations regarding that person's authority to commit the agency or organization to a particular course of action.

This Memorandum of Understanding is executed on behalf of participating agencies and organizations as follows:

- Providence Regional Medical Center Everett
- Snohomish County Sheriff's Office
- Snohomish County Prosecutor's Office
- Compass Health
- Department of Children, Youth and Families
- Dawson Place Child Advocacy Center
- Arlington Police Department
- Brier Police Department
- Bothell Police Department
- Darrington Police Department
- Edmonds Police Department
- Everett Police Department
- Gold Bar Police Department
- Granite Falls Police Department
- Lake Stevens Police Department
- Lynnwood Police Department
- Marysville Police Department
- Mill Creek Police Department
- Monroe Police Department
- Mountlake Terrace Police Department
- Mukilteo Police Department
- Snohomish Police Department
- Stanwood Police Department
- Sultan Police Department

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Because *EVERY* child abuse victim deserves safety, justice, and healing

An accredited Child Advocacy Center of Washington serving Snohomish County

1509 California Street • Everett, WA 98201-3540 • Phone 425-789-3000 • www.dawsonplace.org

Child Advocacy Center of Snohomish County at Dawson Place is a 501(c)(3) non-profit organization Tax ID # 27-0627714



Providence Regional Medical Center Everett/Providence Intervention Center for Assault and Abuse, a non-profit corporation

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Snohomish County Sheriff's Office

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Snohomish County Prosecutor's Office

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Compass Health

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Department of Children, Youth and Families

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Dawson Place Child Advocacy Center

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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Child Advocacy Center of Snohomish County at Dawson Place is a 501(c)(3) non-profit organization Tax ID # 27-0627714



Arlington Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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Because *EVERY* child abuse victim deserves safety, justice, and healing

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Child Advocacy Center of Snohomish County at Dawson Place is a 501(c)(3) non-profit organization Tax ID # 27-0627714



Brier Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Bothell Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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Darrington Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Edmonds Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Everett Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Gold Bar Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Granite Falls Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Lake Stevens Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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Lynnwood Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Marysville Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Mill Creek Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Monroe Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Mountlake Terrace Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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Mukilteo Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Snohomish Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Stanwood Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Sultan Police Department

Signature: _____

Printed Name: _____

Title: _____

Date: _____



STAFF REPORT

Council Agenda

Date: December 14, 2021

Subject: Amendment No. 1 to Lease Agreement with Chamber of Commerce

Contact			Receive
Person/Department:	Gene Brazel, City Administrator	Budget	\$250.00 a
City Attorney:	Reviewed with Greg Rubstello, City Attorney	Impact:	month rent through 6/30/2022

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to execute Amendment No. 1 to the Lease Agreement with the Chamber of Commerce through June 30, 2022.

SUMMARY/BACKGROUND:

In 2016, the City entered into a lease agreement with the Chamber of Commerce (Chamber) for the Lundein House in order to operate the City's Visitor Center. At that time, the Chamber was given a credit on their rent due to the tenant improvements the Chamber made (\$250 a month with a discount of \$100 per month). That lease expires at the end of December 31, 2021. The City is proposing a 6-month lease extension at \$250.00 a month. The credit is no longer applicable since the improvements are completed. The City will reevaluate the lease agreement in 6 months. Staff recommends the Council authorize the Mayor to extend the lease agreement through June 30, 2022.

ATTACHMENTS: Amendment No. 1 to Lease Agreement

AMENDMENT NO. 1 TO LUNDEEN HOUSE – CHAMBER OF COMMERCE LEASE

WHEREAS, the City of Lake Stevens, a municipal corporation of the State of Washington, hereinafter "Landlord" and Greater Lake Stevens Chamber of Commerce, a Washington non-profit corporation, hereinafter "Tenant" (Consultant) entered into a lease agreement on June 1, 2016.

WHEREAS, the Landlord desires to extend the lease agreement, and Tenant is agreeable;

NOW, THEREFORE, the Landlord and Tenant agree as follows:

1. Second 2.a. The term of this lease shall expire on June 30, 2022.
2. Section 4.a. The base rent shall be \$250 per month (hereinafter the "base rent") and remove:
~~Tenant shall receive a credit against the base rent in the sum of \$150.00 per month throughout the initial term of the Lease for a net rent payment of \$100.00 per month. The parties agree that the rent credit is full compensation and reimbursement for the Tenant improvements.~~
3. Other than as herein amended, all terms and conditions of the June 1, 2016 Lease Agreement between Landlord and Tenant shall remain in full force and effect.

DATED the ____ day of December, 2021.

CITY OF LAKE STEVENS, Landlord

GREATER LAKE STEVENS CHAMBER OF
COMMERCE, Tenant

By: _____

Brett Gailey, Mayor

Matt Tabor, President



STAFF REPORT

Council Agenda Date: December 14, 2021

Subject: Amendment No. 3 to Professional Services Agreement with Feldman & Lee, P.S. for Public Defense Social Service Program

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

ACTION REQUESTED OF COUNCIL:

Approve Amendment No. 3 to Professional Services Agreement with Feldman & Lee, P.S. for Public Defense Social Services Program.

SUMMARY/BACKGROUND:

Since 2018, the cities of Arlington and Lake Stevens have shared grant funding for this public defender social services program. For the years 2022-2023 the grant award is \$18,000 each year for a total of \$36,000. The annual grant match is \$13,800 of which Lake Stevens' portion is 40% or \$5,520 each year.

Lake Stevens has a Professional Services Agreement with Feldman & Lee, P.S. to provide public defense and a separate Professional Services Agreement to provide indigent public defense services under this grant-funded program. With the grant award for the years 2022-2023 it is necessary to amend the Professional Services Agreement Social Services Program to extend the term of the agreement to December 31, 2023, matching the terms of the grant award.

As the lead agency on this grant, the City of Lake Stevens will continue to make payments from the grant funding on behalf of the City of Arlington as well as Lake Stevens' own payments. The city will receive quarterly reports from Feldman & Lee for social work performed with indigent defendants for both cities. These reports will show separately, by agency, work performed, and amounts applied. The City of Arlington will receive an accounting of grant funds utilized on their behalf for reconciliation and reporting.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: N/A

ATTACHMENTS:

- Amendment No. 3 to Professional Services Agreement for Public Defense Social Services Program

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
FOR PUBLIC DEFENSE SOCIAL SERVICES PROGRAM

This agreement is made and entered into by and between the City of Lake Stevens, Washington ("the City") and Feldman & Lee, P.S. ("the Attorney"), the parties to a Professional Services Agreement for public defense social services program having an effective date of January 1, 2018 ("the Agreement").

WHEREAS, the cities of Arlington and Lake Stevens have received grant funding to provide indigent public defense for the years 2022 and 2023, with Lake Stevens acting as lead agency under this grant; and

WHEREAS, the City and the Attorney previously entered into a Professional Services Agreement with an effective date of January 1, 2018 for public defense social services program, with an expiration date of December 31, 2019; and

WHEREAS, said Professional Services Agreement was Amended on March 6, 2019 and again on December 30, 2019 to reflect changes in grant funding levels and to extend the terms of the Agreement; and

WHEREAS, the City and the Attorney wish to extend the term of the Professional Services Agreement to be the same as that of the grant award; and

WHEREAS, the amount of the grant award for 2022 and 2023 has changed to \$18,000 each calendar year for a total grant award of \$36,000,

NOW, THEREFORE, for the mutual considerations received by the parties from this agreement, the City and Attorney agree as follows:

1. Paragraph III.1.b of the Agreement is amended to read as follows:

2. Paragraph III.1.c of the Agreement is amended to read as follows:

3. Paragraph III.3 of the Agreement is amended to read as follows:

III.3 Time of Performance. Unless terminated earlier pursuant to Section VI.2, the attorney agrees that Services shall be provided from January 1, 2022 12:01 a.m. through December 31, 2023 at 11:59 p.m.

4. In all other respects the Agreement shall remain the same and be in full force and effect.

DATED this xxx day of December 2021.

CITY OF LAKE STEVENS

FELDMAN & LEE, P.S.

By: _____

By: _____

Brett Gailey, Mayor

James A. Feldman

APPROVED AS TO FORM:

Greg Rubstello, City Attorney



STAFF REPORT

Council Agenda Date: December 14, 2021

Subject: Amendment No. 3 to ILA for Joint Grant Administration

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

ACTION REQUESTED OF COUNCIL:

Authorize Mayor to Execute Amendment No. 3 to Interlocal Agreement between the City of Lake Stevens and the City of Arlington to administer a joint Office of Public Defense Grant for the Social Services Program.

SUMMARY/BACKGROUND:

The Cities of Lake Stevens and Arlington entered into an Interlocal Agreement in 2018 to jointly administer a grant through the Office of Public Defense for Social Services. This is a collaborative program to help defendants in need of social services who cannot afford them. This program seeks to improve the quality of public defense in our cities by allowing our public defenders to work on more issues of law rather than social service and case management.

The Interlocal Agreement was amended in 2019 to account for the 2020 – 2021 grant award cycle.

The amount of the grant awarded for 2022 – 2023 is \$18,000 each year for a total grant award of \$36,000. The total grant match is \$13,800 of which Lake Stevens' portion is 40% or \$5,520 each year.

Amendment No. 3 to the Interlocal Agreement identifies the new grant award and extends the Interlocal Agreement to December 31, 2023.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: N/A

ATTACHMENTS:

- Amendment No. 3 to Interlocal Agreement

THIRD AMENDMENT TO
INTERLOCAL AGREEMENT CONCERNING
GRANT FROM OFFICE OF PUBLIC DEFENDER

This agreement is made and entered into by and between the City of Lake Stevens, Washington (“Lake Stevens”) and the City of Arlington, Washington (“Arlington”), the parties to an Interlocal Agreement for a grant program through the Office of Public Defense having an effective date of January 1, 2022.

WHEREAS, Lake Stevens and Arlington entered into an Interlocal Agreement dated January 1, 2018 for the joint administration of grant funds received from the Office of Public Defense for a Public Defense Social Services Program (“Program”); and

WHEREAS, Lake Stevens and Arlington entered into the First Amendment to said Interlocal Agreement on March 19, 2019 to reflect the change in grant funding levels; and

WHEREAS, Lake Stevens and Arlington entered into the Second Amendment to said Interlocal Agreement on February 18, 2020 to reflect the change in grant funding levels and granting period; and

WHEREAS, the Office of Public Defense has awarded a grant for two years, beginning January 1, 2022 through December 31, 2023; and

WHEREAS, the Office of Public Defense has awarded the grant funding to \$18,000 per year for each calendar year of the grant award, for a total grant award of \$36,000,

NOW, THEREFORE, for the mutual considerations received by the parties from this agreement, the Interlocal Agreement is hereby amended as follows:

1. Paragraph 3. Funds for the Program is hereby amended to read as follows:
3. **Funds for the Program.** The funds for the Program shall be the annual grant proceeds in the amount of \$18,000 each calendar year, for a total of \$36,000 over the two-year term of the grant, and the local match of \$13,800 annually. Arlington shall pay 60% of the local match funds each year, being \$8,280 directly to Feldman & Lee, P.S. within thirty (30) days of invoice for the match funds. Lake Stevens shall pay 40% of the local match funds each year, being \$5,520 in addition to the grant funds within thirty (30) days of invoice from Feldman & Lee, P.S.
2. Paragraph 5. Termination is hereby amended to read as follows:
5. **Termination.** This Agreement shall conclude on December 31, 2023 and terminate when closeout of all obligations under the Grant have occurred and been accepted by the granting agency. Provided however, this Agreement may be terminated by either party in the event the grant funding is discontinued or not received or if the portion

which is to be match funding is not appropriated through the budget process of either party. In the event of termination, any unused funding shall be returned in proportion to the contributions of each party after payment of all expenses.

3. Except as herein amended, the Interlocal Agreement and First Amendment to Interlocal Agreement shall remain the same and in full force and effect.

Dated this _____ day of _____, 2021.

CITY OF LAKE STEVENS

By: _____
Brett Gailey, Mayor

Attest/Authenticated:

Kelly Chelin, City Clerk

Approved as to Form:

Greg Rubstello, City Attorney

CITY OF ARLINGTON

By: _____
Barbara Tolbert, Mayor

Attest/Authenticated:

Wendy Van Der Meersche, City Clerk

Approved as to Form:

Steven J. Peiffle, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: Dec 14, 2021

Subject: Interlocal Agreement for Road and Street Services with Snohomish County

Contact	Aaron Halverson, Interim Public Works	Budget	NA
Person/Department:	Director	Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to sign the Interlocal Agreement for Municipal Road and Street Services with Snohomish County.

SUMMARY/BACKGROUND: Snohomish County and the City have historically provided reciprocal street and road services within the City via an Interlocal Agreement. This ILA enables the City and County to continue this relationship through December 31, 2026.

Reciprocal services include winter maintenance (plowing, sanding, etc.), ongoing maintenance (striping, overlays, sign repair, sweeping, slope mowing, etc.) and emergency response. This agreement allows the City to provide better service by accessing a larger agency's maintenance and emergency response resources. Furthermore, this agreement allows the City to tap into a larger bidding pool for overlays and striping, when available, resulting in lower unit prices and more roadway improvement for each City dollar.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: N/A

ATTACHMENTS:

- Exhibit A: Interlocal Agreement

INTERLOCAL AGREEMENT FOR MUNICIPAL ROAD AND STREET SERVICES WITHIN THE CITY OF LAKE STEVENS

This INTERLOCAL AGREEMENT FOR MUNICIPAL ROAD AND STREET SERVICES WITHIN THE CITY OF LAKE STEVENS (this “Agreement”), is made and entered into, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the “County”), and the CITY OF LAKE STEVENS, a Washington municipal corporation (the “City”) pursuant to Chapter 39.34 RCW.

RECITALS

A. Pursuant to an Interlocal Agreement for Municipal Road and Street Services within the City of Lake Stevens (hereinafter “the Original Agreement”) dated November 15, 2013, the County has historically performed street and road services for the City.

B. The County and the City agree that it is mutually beneficial for the County and the City to continue working together cooperatively. Pursuant to this Agreement, chapter 39.34 RCW, RCW 35.77.020 through .040 and RCW 36.75.207, the City and County wish to both provide and receive street and road services from one another.

C. It is the intention of the parties that the duties and obligations of this Agreement substitute for, and supersede the duties and obligations of, the Original Agreement as set forth in Section 17.1 below.

D. Pursuant to Section 4 below, the requesting party shall reimburse the performing party for its actual costs incurred in performing the requested services, including time, labor, equipment, materials, and administrative overhead, all as more fully described in this Agreement.

AGREEMENT

NOW, THEREFORE, for and in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. **Purpose of Agreement.**

This Agreement is authorized by and entered into pursuant to chapter 39.34 RCW, RCW 35.77.020 through .040 and RCW 36.75.207. The purpose and intent of this Agreement is for the County and the City to work together to design and construct small capital projects on City and County streets and bridges and to maintain City and County streets and bridges.

2. Effective Date and Duration.

This Agreement shall not take effect unless and until it has been duly executed by both parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through December 31, 2026, unless earlier terminated pursuant to the provisions of Section 14 below; PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional three (3) year terms by written notice from the County to the City, PROVIDED FURTHER that each party's obligations after December 31, 2021, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law.

3. Administrators.

Each party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such party's participation in this Agreement. The parties' initial Administrators shall be the following individuals:

County's Initial Administrator:

Doug McCormick, P.E., County Engineer
Snohomish County Public Works
3000 Rockefeller Avenue M/S 607
Everett, WA 98201

City's Initial Administrator:

Eric Durpos, Public Works Director
City of Lake Stevens
1820 Main Street
Lake Stevens, WA 98258

Either party may change its Administrator at any time by delivering written notice of such party's new Administrator to the other party

4. Scope of Services.

The scope of the road and street services (the "Services") includes but shall not be limited to the following:

- a. Construction of small capital projects on City or County streets and bridges, not subject to mandatory competitive bidding, as determined by the City or County, and which do not exceed \$10,000 for a single project or activity as established by state law.
- b. Maintenance services on City or County streets and bridges (including, but not limited to the list of municipal road and street services contained in Appendix A and B), to maintain the facility, as nearly as practical in its original as constructed condition or its subsequently improved condition, and the operation of roadway facilities and services to provide satisfactory and safe motor vehicle transportation.

- c. Engineering and administrative services including clerical services, necessary for the planning, establishment, construction, and maintenance of the streets and bridges of the City or County.

5. Process for Delivery of Services.

5.1 Submission of Work Orders. If the City or County (the “requesting party”) desires that the other party perform (the “performing party”) any of the Services, the requesting party shall submit to the performing party’s Administrator, or his or her designee, a Work Order in substantial form to that attached hereto in Appendix C. The performing party shall complete a Work Order in which it shall describe in detail the Services to be performed and shall state the desired completion date. The performing party may in its sole discretion require additional information from the requesting party, including but not limited to, a road plan and profile or sketches. Neither party shall submit any Work Orders for which the cost for design, right-of-way acquisition, construction, or maintenance are reimbursable with Federal funds or Federal grants.

5.1.1 Work Orders for Winter Maintenance. Either party, at its own discretion, may submit an annual Work Order for winter maintenance operations. Any such annual Work Order shall include a plan identifying the routes on which the requesting party desires winter maintenance services to be performed. Unless otherwise notified by the requesting party, the performing party will conduct winter maintenance operations on the roads and streets identified in the plan at those times the performing party has mobilized winter operations in the general area. Provided an annual Work Order request has been submitted by the requesting party and accepted by the performing party, individual Work Order requests will not be required to initiate a response to snow and ice events.

5.1.2 Work Orders for Ongoing Maintenance. Either party, at its own discretion, may submit an annual Work Order for ongoing maintenance operations. Any such annual Work Order shall include a plan identifying the routes on which the requesting party desires ongoing maintenance and describe in detail the maintenance operations requested. Unless otherwise notified by the requesting party, the performing party will conduct ongoing maintenance operations on the requesting party’s roads and streets identified in the plan. Provided an annual Work Order request has been submitted by the requesting party and accepted by the performing party, individual Work Order requests will not be required to initiate the performance of ongoing maintenance operations.

5.1.3 Work Orders for Emergency Response Services. Either party, at its own discretion, may submit an annual Work Order for emergency response services. Any such annual Work Order shall include a plan identifying triggering emergency events and the routes on which the requesting party desires emergency response services as well as describe in detail the emergency operations requested. Unless otherwise notified by the requesting party, the performing party will conduct emergency response operations on the roads and streets identified in the plan upon the occurrence of an emergency event. Provided an annual Work Order request has been submitted by the requesting party and accepted by the performing party, individual Work Order requests will not be required to

initiate the response to an emergency event.

5.2 Response to Work Orders. Upon receipt of a Work Order, the performing party shall review the Services requested therein. In its sole discretion, the performing party may agree to accept or reject the Work Order. Should the Work Order be rejected, the performing party shall make a notation to that effect on the Work Order and return it to the requesting party. Should the Work Order be accepted, the performing party shall (1) make a notation to that effect on the Work Order, and (2) prepare an Estimate of the time and costs for the requested Services as well as the time and cost of preparing said Estimate, which it will attach to the Work Order. The Estimate is non-binding and does not constitute a bid or contract maximum, and the requesting party shall remain liable for the entire actual cost as described in Section 8 below. Once the Estimate has been attached to the Work Order, the Work Order and Estimate shall be returned to the requesting party.

5.3 Notice to Proceed. Upon receipt of a responsive Work Order and Estimate the requesting party may issue a written Notice to Proceed authorizing the performing party to perform the requested Services. The issuance of a Notice to Proceed shall constitute a representation by the requesting party that (1) it finds the Estimate acceptable, and (2) sufficient funds are appropriated to cover the cost of the Services.

5.4 Performing Party. Upon issuance of a Notice to Proceed, the Administrators or their designated agents shall finalize working procedures associated with the delivery of the Services. The performing party shall furnish and supply all necessary labor, supervision, machinery, equipment, material and supplies other than those required to be furnished by the requesting party, PROVIDED HOWEVER that the performance of work shall be subject to availability of personnel, equipment, and materials necessary to perform the Services without unduly disrupting the normal operations and functions of the performing party. The performing party shall notify the requesting party of any inability to perform under this Agreement, including postponement of Services due to workload constraints.

5.5 Changes to Work Orders by the Requesting Party. The requesting party may make changes to the requested Services by submitting a new Work Order outlining in detail the desired changes to the Services. The performing party, in its sole discretion, may accept or reject the new Work Order, PROVIDED HOWEVER that the acceptance is not required where the requesting party is terminating work pursuant to Section 14.2 below. The requesting party shall be liable for all increases in cost, if any, which may be incurred by changes to the Services, including but not limited to clean-up and striping costs and any non-cancelable costs.

5.6 Changes to Work Orders by the Performing Party. After issuance of a Notice to Proceed, the performing party shall provide the requesting party with written notification of any changes to the Work Order required by the performing party when such changes will substantially alter the nature of the Services or the Estimate. The performing party shall obtain the requesting party's written approval to any such changes before implementing them.

5.7 Authority of Administrators. By entering into this Agreement and upon it becoming effective as described in Section 2 above, both parties authorize their respective Administrators to accept, deny, and negotiate the Work Orders described in this Section 4, including any associated increase, decrease, or other change to the costs of the Services.

6. Services Provided.

6.1 Lead Agency. The County shall serve as the lead agency for the Services provided by the County. The City shall serve as the lead agency for Services provided by the City.

6.2 Services. The performing party shall solely determine the schedule for the Services. The performing party will provide the requesting party with a full and complete copy of any construction design plans. The performing party shall segregate the costs of the Services from other work they may be performing.

6.3 Independent Contractor. The performing party shall perform the work as an independent contractor and not as an agent, employee, or servant of the other party. The performing party shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the performing party.

7. Cooperation by Requesting Party.

7.1 Agreement to Cooperate. The requesting party shall cooperate in completing the Services. The requesting party shall make its personnel, including but not limited to its Police and Public Works Department staff, available at reasonable times and upon reasonable advance notice, for purposes of facilitating the performance of the Services, including but not limited to any safety planning meeting the performing party schedules for purposes of discussing traffic control issues. Upon request by the performing party's Administrator or his or her agent and before any work is commenced, the requesting party shall order the temporary closing to traffic of all roads and streets, or portions thereof, as deemed necessary by the performing party, in its sole discretion, to perform the Services.

7.2 Grant of Access. The requesting party certifies that it owns the real property or right-of-ways upon which the Services shall be rendered and additional real property or right-of-ways are not needed to complete the Services. The requesting party further grants to the performing party, for the purpose of performing Services pursuant to this Agreement, permission and right-of-entry on, over, under, above and through real property owned by the requesting party and those rights-of-way and WSDOT rights-of-way that the requesting party is responsible for maintaining that are necessary or convenient for the performing party to access in performing the Services.

7.3 Coordination with WSDOT and Utilities. Should, in providing the Services, it become necessary or convenient for the performing party to enter in, on, over, under or above a right-of-way owned by WSDOT or any utility or impact any equipment owned by WSDOT or any utility, the performing party shall notify the requesting party,

and the requesting party shall cooperate in the efforts to coordinate with WSDOT and/or the utility to obtain any required approvals and/or permits authorizing such activity.

7.4 Permitting. At least thirty (30) days prior to the delivery of any requested Services, the requesting party shall obtain and provide to the performing party copies of all permits necessary for the Services.

7.5 Party's Powers. Nothing contained herein shall be construed as in any way divesting either party of any of its powers with respect to the supervision, management, and control of roads and streets within its boundaries.

8. Payment by Requesting Party.

8.1 Actual Costs. The performing party shall be reimbursed in full by the requesting party for the actual costs of the Services provided on a time and materials basis plus an administrative overhead charge as described in Section 8.2 below. The performing party agrees that only those costs directly allocable to the Services under generally accepted accounting procedures will be charged to the requesting party. In computing the cost of the use of machinery and equipment, the performing party shall charge the requesting party for the full cost to the performing party of rental machinery and equipment and any operator furnished therewith and/or the performing party's equipment rental rate on performing party-owned machinery and equipment.

8.2 Administrative Overhead. For the purpose of fixing the compensation to be paid by the requesting party for the Services, it is agreed that there shall be included in each billing, to cover administrative costs, an amount not to exceed each party's administrative rate. The County rate is currently set at 20% of the total labor cost to the County for those County employees performing Services for the City under this Agreement. The City rates is currently set at _____ of the total labor cost to the City for those City employees performing Services for the County under this Agreement. Charges for administrative costs are in addition to charges for materials and equipment. This rate may be reasonably adjusted annually to reflect changes in actual administrative costs without the need for a formal amendment of this Agreement.

8.3 Invoicing and Payment. The performing party shall invoice the requesting party or its designee for all Services performed by the performing party. The requesting party shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the parties. The performing party shall include in each invoice, documentation of all costs for labor, materials and equipment included in the invoice. Unless the requesting party delivers written notice to the performing party disputing the amount of a particular invoice, the requesting party shall make payment on all invoices submitted by the performing party within thirty (30) days of the invoice date. Amounts not paid within 30 days of the invoice date shall thereafter accrue interest at a rate of twelve percent per annum or one percent per month.

8.4 **Records.** The parties shall maintain accurate time and accounting records related to the Services for a period of three (3) years following final payment.

9. Indemnification/Hold Harmless.

Each party shall protect, defend, indemnify and save harmless the other party, its officers, officials, employees and agents while acting within the scope of their employment as such, from any and all suits, costs, claims, actions, losses, penalties, judgments, and/or awards of damages, of whatsoever kind arising out of, or in connection with, or incident to the services associated with this Agreement caused by or resulting from each party's own negligent acts or omissions. Each party agrees that it is fully responsible for the acts and omissions of its own subcontractors, their employees and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents. Each party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

The provisions of this Section 9 shall survive the expiration or earlier termination of this Agreement.

10. Liability Related to Ordinances, Policies, Rules and Regulations.

In executing this Agreement, the performing party does not assume liability or responsibility for or in any way release the requesting party from any liability or responsibility which arises in whole or in part from the existence or effect of the requesting party's ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such ordinance, policy, rule or regulation is at issue, the requesting party shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the requesting party shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

11. Insurance.

Each party shall maintain its own insurance and/or self-insurance for its obligations from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying party to the indemnified party(s). Each Party shall provide the other with a certificate of insurance or letter of self-insurance annually as the case may be.

Each party shall provide or purchase workers' compensation insurance coverage to meet the Washington State Industrial Insurance regulations and cause any subcontractors working on behalf of said party to also carry such insurance prior to performing work under the Agreement.

12. Compliance with Laws.

In the performance of its obligations under this Agreement, each party shall comply with all applicable federal, state, and local laws, rules and regulations.

13. Default and Remedies.

13.1 Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have thirty (30) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said thirty (30) day period, then the non-performing party shall not be in Default if it commences cure within said thirty (30) day period and thereafter diligently pursues cure to completion.

13.2 Remedies. In the event of a party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 13.1 above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity.

14. Early Termination.

14.1 30 Days' Notice. Except as provided in Section 14.2 below, either party may terminate this Agreement at any time, with or without cause, upon not less than thirty (30) days' advance written notice to the other party. The termination notice shall specify the date on which the Agreement shall terminate.

14.2 Lack of Funding. This Agreement is contingent upon governmental funding and local legislative appropriations. In the event that funding from any source is withdrawn, reduced, limited, or not appropriated after the effective date of this Agreement, this Agreement may be terminated by either party immediately by delivering written notice to the other party. The termination notice shall specify the date on which the Agreement shall terminate.

14.3 Calculation of Costs Due Upon Early Termination. Upon early termination of this Agreement as provided in this Section 14, the City and County shall pay for all Services performed up to the date of termination, as well as the costs of any and all non-cancelable obligations. The County and County shall notify the other within thirty (30) days of the date of termination of all remaining costs including non-cancelable costs.

Termination costs charged shall not exceed the actual costs incurred as a result of early termination. No payment shall be made for any expense incurred or Services performed following the effective date of termination unless authorized in writing by the other party.

15. Dispute Resolution.

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

16. Notices.

All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

17. Miscellaneous.

17.1 Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein, including but not limited to the Original Agreement PROVIDED HOWEVER, that the parties' duties and obligations under the Original Agreement regarding insurance and indemnification shall survive as to any claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and attorneys' fees in defense thereof, known or unknown, for injury, sickness, disability or death to persons or damage to property or business, arising prior to the Effective Date of this Agreement. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the party against whom such modification is sought to be enforced.

17.2 Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

17.3 Governing Law and Venue. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in

and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

17.4 Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

17.5 Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

17.6 No Waiver. A party's forbearance or delay in exercising any right or remedy with respect to a Default by the other party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either party of any particular Default constitute a waiver of any other Default or any similar future Default.

17.7 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either party without the express written consent of the other party, which may be granted or withheld in such party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

17.8 Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

17.9 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties.

17.10 No Separate Entity Necessary. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

17.11 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with its performance under this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

17.12 No Third Party Beneficiaries. This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

17.13 Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last party to sign.

COUNTY:

Snohomish County, a political subdivision
of the State of Washington

CITY:

City of Lake Stevens, a Washington
municipal corporation

By _____
County Engineer

By _____
Title:

Approved as to Form:

/s/ George Marsh 10/06/2021
Deputy Prosecuting Attorney

Approved as to Form:

City Attorney

[The remainder of this page is intentionally left blank.]

APPENDIX A
MUNICIPAL ROAD AND STREET SERVICES
Snohomish County - Road Maintenance Division

Work Operations (Estimates provided on a per project basis)
Drainage: <ul style="list-style-type: none">• Catch Basin Routine Maintenance: Manually clean catch basins to ensure drainage flow is not restricted. This includes removing debris from the inlet and/or cleaning the catch portion of the structure.• Catch Basin Mechanical Cleaning: Mechanically remove sediment and debris from the catch basin using a vactor or eductor truck using vacuum hose and water jet as necessary to ensure drainage system remains free of material and flows are not restricted.• Culvert Cleaning, and Inspection, Manual: Inspecting and manually cleaning culvert inlets and outlets.• Culvert Cleaning, Mechanical: Use mechanical equipment for cleaning the culvert such as vactor, flusher or a backhoe to clean inlets and outfalls to remove obstructions.• Detention/Retention Basin Maintenance: Remove accumulated sediment, vegetation and debris from detention/retention basins to maintain design capacity to allow for proper function of the structure. Removal may be by manual or mechanical means and may include cleaning inlet and outlet grates/pipes.• Ditch Maintenance: Cleaning or re-shaping a man-made, open, storm water conveyance system that was constructed to carry storm water onto, through, or away from the highway right-of-way (i.e., not a modified stream). This operation does not include the acquisition of any permitting if required.• Underground Retention/Detention Facility Maintenance: Mechanically or manually clean and/or inspect underground detention/retention facilities on the right of way to maintain proper design capacity for the structure. This activity requires compliance with confined space regulations.
Pavement Maintenance and Repair: <ul style="list-style-type: none">• Crack and Joint Sealing: Repair defects in pavement surface by installing crack filling material to prevent water from entering the sub-grade. Cracks are cleaned and routed prior to filling.• Install Lane Markers/Raised Pavement Markers: Install lane markers to replace worn markers or to facilitate design changes in the channelization.

<ul style="list-style-type: none">Installation, Maintenance and Repair of Guardrail: Maintain and repair guardrail; adjust cable tension; repair damage caused by collisions; upgrade terminal end sections; adjust height and alignment; Install new guardrail to design specifications.
<ul style="list-style-type: none">Manual Pavement Patching: To repair the road surface by hand spreading asphalt mix (typically hot mix), raking to establish proper grade and compacting with a roller or other available means. Repair potholes, edge failures, dips, etc.
<ul style="list-style-type: none">Pavement Markings -Thermo-plastic/Durable: Apply durable channelization material (typically thermo-plastic) to the roadway to delineate the lane limits.
<ul style="list-style-type: none">Pavement Markings - Paint: Applying channelization to the roadway surface to delineate lane limits, such as edge lines (including gore lines), skip lines, no pass lines, centerlines, etc.
<ul style="list-style-type: none">Sweeping & Cleaning Pavement with Mechanical Pickup Broom: Use mechanical pickup sweeper to remove sand, dirt and accumulated debris from the roadway and shoulders. Special consideration: An advance person may be needed to pick up large debris prior to the sweeping operation. Additional trucks may be needed to haul the sweeper spoils to an approved waste site. 'No Parking' signs may be needed in advance.
<ul style="list-style-type: none">Traffic Sign Repair, Replacement, Maintenance and Installation: Repair, replace, maintain; or install new traffic signs to ensure that operational safety is maintained on the roadway system.
Shoulder Maintenance:
<ul style="list-style-type: none">Grade / Reshape Shoulders: Use motor grader to pull aggregate from shoulder slope back towards the roadway to eliminate the vertical edge at the edge of pavement.Shoulder Buildup Removal: Use a motor grader and belt loader to remove buildup of sand, dirt and vegetation at the edge of shoulder to allow for proper drainage.
Snow & Ice:
<ul style="list-style-type: none">Anti-Icing and De-icing Application, Liquids: Apply anti-icing liquid to the roadway to reduce the probability of ice forming on the roadway. Apply de-icing liquids to the roadway to aid in ice removal.Plowing/Sanding/Solid Deicer Application: Remove accumulated snow and slush from the roadway and shoulder of the roadway with a truck-mounted snowplow. Apply sand or other abrasives to roadways to improve traction during freezing weather and snowstorm conditions. This may include sand applied with pre-wet salt systems or blended with salt in solid form.
Vegetation:
<ul style="list-style-type: none">Control Vegetation Obstructions - Manual: Remove vegetation obstructions by manual methods, i.e. shovels, weed eaters, cutters or pulling weeds, to ensure visibility of signing and intersections.Cutting/Pruning/Selective Thinning: Use hand tools to cut, trim or thin small amounts of plants in or around planting beds.

- **Noxious and Nuisance Weed Control - Spot Spray Non-power Equipment:** Use hand sprayer to control noxious weeds, as identified on the state or county noxious weed list, with approved herbicides applied at the recommended application rate. Also manually spray nuisance weeds. An herbicide application record is required for the treated area.
- **Nuisance Vegetation Control - Manual:** Use of manual means, i.e., hand operated trimmers, mowers, lopping shears, hand sprayer, saws, axes, to control undesirable vegetation obstructing line of sight or clear zone i.e., alders, blackberries and certain species of grasses.
- **Nuisance Vegetation Control - Mechanical:** Use power-operated equipment, i.e., mowers and brush cutters, to control undesirable vegetation i.e., alders, and blackberries, etc.
- **Tree Trimming/Tree Canopy Maintenance:** Use boom truck/bucket truck, saws and chippers to trim trees and canopied/encroaching shrubs to maintain clear zones, sight distance, pedestrian access, etc.
- **Roadside Mowing:** Mow with mechanical mower to control grass height and trim undesirable vegetation.

Other services provided:

- Call-out Response for urgent or emergency situations
- Catch Basin/ Manhole Repair or Replacement
- Chip Seals; Project or Patching
- Culvert Repair or Replacement
- Guidepost and Delineator Replacement
- Hauling and Disposal of Waste Material
- Hydro Seeding and Mulching
- Instructor, Equipment Training and Other Training Courses
- Maintenance and Repair of Concrete Structures
- Mechanical Pavement Patching, Paverbox
- Noxious Weed Control - Mechanical
- Noxious Weed Control - Manual
- Pavement Milling/Full Depth Repair (small, localized areas)
- Pavement Patching with Subgrade Repair
- Rip Rap and Cribbing Repair
- Seeding, Mulching, and Planting including native species.
- Shoulder Washout Repair
- Slope Repair, Slide Clean up & Maintenance
- Traffic Control for Mobile Operations
- Traffic Control for Stationary Operations
- Vactor Waste Recycling/Disposal

APPENDIX B
MUNICIPAL ROAD AND STREET SERVICES
Snohomish County – Bridge Operations

Work Operations
(Estimates provided on a per project basis)

Bridge Inspection:

- **Bridge Inspection Services:** Routine and special bridge inspections, completion of bridge inspection reports (including photos and descriptions of the inspection), and entry of bridge inspection data into the Washington State Bridge Inventory System. The County's performance of inspections and reports shall be consistent with the National Bridge Inspection Standards as set forth in the current version of the Washington State Bridge Inspection Manual.

Other services provided:

APPENDIX C
MUNICIPAL ROAD AND STREET SERVICES
Snohomish County - Road Maintenance Division
Engineering Services Division – Bridge Group

Work Order Forms

Samples provided below are to be used for Work Order requests made to Snohomish County. Work Order request made to the City shall be provided on a City Work order form. The City Work Order form does not need to be identical to the County Work Order but should contain the same elements including an approval section.



ROAD MAINTENANCE AID AGREEMENT WORK ORDER

Agency/Jurisdiction: _____

Submitted By: _____ Date Submitted: _____

Contact Info: _____ Requested Completion Date: _____

Authorized By: _____ Position/Title: _____

(Signature from Agency/Jurisdiction for approval to proceed per Estimated Cost Below)

Date Approved: _____

WORK TO BE PERFORMED (Description and/or Sketch) (Attach Additional Pages If Needed)

Once completed please email to: Contact.PWRoad@snoco.org

For Completion by Snohomish County Road Maintenance Division

Estimated Cost For Services: _____ Reimbursable Service Number: **RR** _____

Approved By:

RM Operations Manager: _____ Date: _____

RM Director: _____ Date: _____

Date of Completion: _____ By: _____



PUBLIC WORKS BRIDGE INSPECTION SERVICES WORK ORDER

Agency/Jurisdiction: _____

Submitted By: _____ Date Submitted: _____

Contact Info: _____ Requested Completion Date: _____

Authorized By: _____ Position/Title: _____

(Signature from Agency/Jurisdiction for approval to proceed per Estimated Cost Below)

Date Approved: _____

WORK TO BE PERFORMED (Description) (Attach Additional Pages If Needed)

Once completed please email to: Contact.PWBridge@snoco.org

For Completion by Snohomish County Engineering Services Division

County's Estimated Cost For Services: _____

County Reimbursable Service Number: **RR** _____

County Work Order Number: _____ (progressive number assigned by order of request)

Approved By:

Bridge Group Supervisor: _____ Date: _____

ES Director: _____ Date: _____

Date of Completion: _____ By: _____



STAFF REPORT

Council Agenda Date: December 14, 2021

Subject: Extension of Interlocal Agreement for Jail Services

Contact Person/Department: Jeffrey Beazizo, Chief of Police **Budget Impact** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Request Council to approve and authorize the Mayor to sign the Fifteenth Amendment

SUMMARY/BACKGROUND:

The City of Lake Stevens and the City of Marysville entered into an Interlocal Agreement for Jail Services in September of 1999. The parties have amended the agreement from time to time to reflect current costs and services. The current agreement ends on December 31, 2021. The parties wish to extend the date to June 30, 2022, as City of Marysville is building a new police and correctional facility which will house the new jail. This extension will give City of Marysville opportunity to preview their operations in the new facility and have a better understanding of future costs.

Except for the dates above, all other terms and conditions of the Interlocal Agreement for Jail Services dated September 27, 1999, and all of the written amendment set forth above shall remain in full force and effect unchanged.

BUDGET IMPACT: None

ATTACHMENTS:

- Exhibit A: "Fifteenth Amendment, Interlocal Agreement for Jail Services"

AFTER RECORDING RETURN TO:

City of Marysville
1049 State Avenue
Marysville, WA 98270

**Fifteenth Amendment
Interlocal Agreement for Jail Services
Lake Stevens
Effective January 1, 2022.**

THIS AMENDMENT TO INTERLOCAL AGREEMENT FOR JAIL SERVICES ("Agreement") is made and entered into by and between the CITY OF MARYSVILLE ("Marysville"), and the CITY OF LAKE STEVENS ("Lake Stevens").

WHEREAS, on September 27, 1999, Marysville and Lake Stevens entered into an Interlocal Agreement for Jail Services (hereinafter known as "Agreement"); and,

WHEREAS, the parties have amended the Agreement from time to time to reflect current costs and services; and

WHEREAS, the current Agreement ends on December 31, 2021, and the parties wish to extend the end date to June 30, 2022.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, Marysville and Lake Stevens mutually agree as follows:

1. **Section 5, Duration.** This agreement shall commence on January 1, 2022, and end on June 30, 2022.
3. Except as provided herein, all other terms and conditions of the Interlocal Agreement for Jail Services dated September 27, 1999 and all of the written amendments set forth above shall remain in full force and effect unchanged.
4. **APPROVALS AND FILING.** Each party shall approve this Agreement by resolution, ordinance or otherwise pursuant to the laws of the governing body of said party. The attested signature of the officials identified below shall constitute a presumption that such approval was properly obtained. A copy of this Agreement shall be filed with the Snohomish County Auditor's office or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source pursuant to RCW 39.34.040.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this _____
day of _____, 2021.

CITY OF LAKE STEVENS

By _____
Brett Gailey, Mayor

DATE: _____

APPROVED as to form:

By _____
_____, City Attorney

DATE: _____

Attest: _____
_____, City Clerk

CITY OF MARYSVILLE

By Kamille Nahr
Jon Nehring, Mayor

DATE: 11/12/21

APPROVED as to form:

By John Walker, Jr.
Jon Walker, City Attorney

DATE: 11/12/21

Attest: Jan Berg
Jan Berg, Deputy City Clerk

SCHEDULE A

Effective January 1, 2020

Booking fee beginning January 1, 2020 \$123.24 **

Should Marysville decide to collect booking fees pursuant to RCW 70.48.390 from the funds possessed by the prisoner or defendant directly at the time of booking, the booking fee to be paid by the City of Lake Stevens for such prisoner or defendant shall be adjusted by a credit in favor of the City Lake Stevens of that sum actually paid by the prisoner or defendant.

Inmate transfer administrative fee \$20.00

In cases where Lake Stevens prisoners are relocated to another jail facility other than the Snohomish County jail, Lake Stevens agrees to pay Marysville an Inmate Transfer Administrative Fee of \$20.00 per prisoner.

Marysville Transportation Fee \$64.84 per trip

Lake Stevens agrees to pay Marysville a Transportation Fee of \$64.84 per prisoner for transportation to another facility or for transportation from another facility to the Marysville Municipal Court. For example: Transporting a prisoner from the Marysville Jail to the SCORE facility would be one trip. Transporting a prisoner from SCORE to the Marysville Municipal Court would be one trip. Transporting a prisoner from the Marysville Municipal Court back to SCORE would be one trip. The same examples would apply to transports to and from the Snohomish County Jail.

Daily maintenance fee \$94.84 **

Bed space as needed on a space available basis.

Video Court fee \$58.00

Lake Stevens agrees to pay Marysville a Video Court fee of \$58.00 per prisoner for each court appearance by video. Marysville in its discretion or upon request by Lake Stevens may cause a Lake Stevens inmate to appear for court hearings via the Marysville video court system. The use of video for court hearings will conform to procedures and rules of the Marysville Jail and the Marysville Municipal Court.

Snohomish County Jail

Lake Stevens gives Marysville the authority to receive and pay all Snohomish County Jail bills for the Lake Stevens Prisoners including those cases that are associated with the County District Court and not Marysville Municipal Court and to coordinate and move Lake Stevens Prisoners to and from Snohomish County Jail.

Other Jail Billings

Marysville will be reimbursed by Lake Stevens for all costs including Jail booking and Jail Bed and Daily Maintenance Fees and any other fee charged to Marysville by all other jail facilities for Lake Stevens Prisoners.

****Yearly COLA Increase on Booking Fees and Daily Maintenance Fees**

Booking and Daily Maintenance Fees will be increased at a rate of 100% of the Seattle CPI-W June Index for the year prior with a minimum of 0% to a maximum of 2.25%. The rate increase will occur on January 1 of each year unless otherwise negotiated and agreed by the parties. (For example the June 2020 Seattle CPI-W index will set the amount of the January 1, 2021 increase to Booking and Daily Maintenance Fees.)



STAFF REPORT

Council Agenda Date: December 14, 2021

Subject: Amendment No. 2 to Professional Services Agreement with Feldman & Lee, P.S. for Public Defense Services

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

ACTION REQUESTED OF COUNCIL:

Approve Amendment No. 2 to Professional Services Agreement with Feldman & Lee, P.S. for Public Defense Services to extend the expiration date.

SUMMARY/BACKGROUND:

The city contracts with Feldman & Lee, P.S. for public defense services. The most recent contract was amended in December of 2019 and expires December 31, 2021. The City also has a contract with Feldman & Lee to provide public defense under a grant for public defense social services program. The grant was renewed for the years 2022 and 2023.

To avoid confusion staff recommends that both contracts with Feldman & Lee, for public defense services and for public defense services under the grant-funded program, have expiration dates of December 31, 2023. Based on this recommendation it is necessary to amend the Feldman & Lee Public Defense Services contract to extend the term to December 31, 2023.

This amendment does not prohibit future amendments for negotiated price increases.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: N/A

ATTACHMENTS:

- Amendment No. 2 to Professional Services Agreement for Public Defense Services

AMENDMENT NO. 2 TO CONTRACT FOR
PUBLIC DEFENSE SERVICES

WHEREAS the City of Lake Stevens, a Washington municipal corporation ("City") and Feldman & Lee, P.S., a Washington corporation ("Attorney") entered into a contract for public defense services with an effective date of January 1, 2018; and

WHEREAS, the City and Attorney have also entered into a contract for public defense social services under a grant-funded program with a beginning date of January 1, 2020 and an expiration date of January 31, 2021; and

WHEREAS, said Contract was Amended to extend the expiration date to December 31, 2023; and

WHEREAS, it is to the benefit of City and Attorney that both the contract for grant funded social services public defense and this contract for public defense services expire at the same time;

NOW, therefore, City and Attorney agree as follows:

1. Paragraph 3.3 Time of Performance is hereby amended to read as follows:

Unless terminated earlier pursuant to Section 3.7 or 3.17 below, the Attorney agrees that the Services shall be provided from January 1, 2018 at 12:01 a.m. through December 31, 2023 at 11:59 p.m.

2. Except as amended herein, all terms and conditions of the Contract for Public Defense Services shall remain in full force and effect as originally agreed to.

DATED this xxx day of December 2021.

CITY OF LAKE STEVENS

FELDMAN & LEE, P.S.

By: _____

By: _____

Brett Gailey, Mayor

James A. Feldman

APPROVED AS TO FORM:

Greg Rubstello, City Attorney



STAFF REPORT

Council Agenda Date: December 14, 2021

Subject: Amended Contract for Legal Services

Contact Person/Department: Jeffrey Beazizo, Chief of Police **Budget Impact** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Request council to approve and mayor to sign the Amended Contract for Legal Services

SUMMARY/BACKGROUND:

Zachor and Thomas Inc., P.S. holds the current contract for Prosecuting Attorney Services for the City of Lake Stevens. The owner sold the Prosecuting Attorney Services which caused a renaming of the corporation to now be the law office of ZACHOR, STOCK, & KREPPS, Inc., P.S., a Personal Services.

Except for the name change above, all other terms and conditions of the Agreement for Legal Services shall remain in full force and effect unchanged.

BUDGET IMPACT: None

ATTACHMENTS:

- Exhibit A: Amended Contract for Legal Services

AMENDED CONTRACT FOR LEGAL SERVICES

(Prosecuting Attorney for the City of Lake Stevens)

I. PARTIES

THIS AGREEMENT is entered into this _____ day of December 2021, by and between the CITY OF LAKE STEVENS, a Municipal Corporation of the State of Washington, (hereinafter referred to as "City"), and the law office of ZACHOR, STOCK, & KREPPS, Inc., P.S., a Personal Services Corporation of the State of Washington (hereinafter referred to as "Prosecuting Attorney").

II. SERVICES OF THE PROSECUTING ATTORNEY

2.1 Primary Services. The Prosecuting Attorney shall serve at the pleasure of the City under the direction of the Mayor and/or City Council. The principals of the Prosecuting Attorney are James M. Zachor, Yelena I. Stock and Chad W. Krepps, duly licensed in the State of Washington as Attorneys at Law. Under the supervision of the Prosecuting Attorney, other attorneys may provide assistance to the Prosecuting Attorney as may be necessary. If the Prosecuting Attorney is unable to continue to provide services as required, the Prosecuting Attorney shall provide advance notice so that the City may seek another prosecuting attorney.

2.2 Conflict Services. In the event of a conflict with the Prosecuting Attorney of a case requiring the appointment of a "conflict prosecutor", such shall be the responsibility of the Prosecuting Attorney to provide such substitute coverage, with a qualified and properly licensed State of Washington attorney. However, if such conflict is due to a conflict with the City, the expense of a "conflict prosecutor" shall be the responsibility of the City.

III. QUALITY OF SERVICES

3.1 Ethical Coverage. Prosecuting Attorney shall perform legal services as set forth hereafter in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

3.2 Disciplinary Action. In the event the Prosecuting Attorney is subject of any disciplinary proceeding by the Washington State Bar Association, Prosecuting Attorney shall notify the City in writing of the pendency of said disciplinary proceeding. The City may, in its discretion, make its own inquiry concerning the said disciplinary proceeding and may, in its judgment, terminate this Agreement on not less than thirty days (30) notice.

IV. SERVICES PROVIDED

4.1 Scope of Work: The scope of work shall include all services and material necessary to accomplish the above-mentioned objectives in accordance with the Scope of Work that is marked as Attachment A, attached hereto and incorporated herein by this reference;

V. FEES AND COSTS

5.1 Payments. The consultant shall be paid by the City for completed work for services rendered under this Agreement as provided hereinafter. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work, and shall consist of the following:

5.1.1 Base Rate. The Prosecutor/Consultant shall receive a monthly retainer of \$13,818.48 per month for performance of those duties set forth in Attachment A, Scope of Work, except where otherwise noted.

5.1.2 Hourly Rate. Services performed outside the scope of work described in Attachment A, or which may be mutually agreed upon to be added at a later date, or additional court calendars including preparation and appearance time, shall be in addition to the base rate set forth in paragraph 5.1.1. Absent a separate agreement, those services shall be billed at a rate of ONE HUNDRED SEVENTY-FIVE DOLLARS (\$175.00) per hour. Any Rules of Appeal of Decisions of Courts of Limited Jurisdiction (RALJ) case filed in Superior Court shall be billed at the rate of ONE HUNDRED SEVENTY-FIVE (\$175.00) per hour, Forfeitures (Drug, Felony or Firearm) shall be billed at a flat rate of \$350.00 per case;

Any other case filed at the Court of Appeals; cases filed at the Supreme Court; cases filed in another Division of the Snohomish County District Court; forfeiture cases filed in courts other than the Marysville Municipal Court, which require the appearance of the Prosecutor; and such other activities agreed to by the City and the Prosecutor/Consultant, shall be billed at TWO HUNDRED FIFTY (\$250.00) per hour. The Consultant shall obtain written approval from the City prior to pursuing appeal of any matter beyond the Superior Court.

5.1.2 Fees Review. The schedule of fees provided for in paragraph 2.1 and 2.2 shall apply for the contract period reflected in Article 4. Should the court substantially alter the requirement of the Consultant, the Consultant shall provide notification to the City. Changes in fees shall be proposed by the Consultant to the Mayor. Any changes must be mutually agreed to by the Mayor and the Consultant, and then must be approved by the Lake Stevens City Council. Upon acceptance by all parties, the changes will be made a part of this Agreement.

5.1.3 Payment Rate Adjustment. The base rate shall be increased each January 1st by 4%. This shall take into account the cost of doing business as well as the cost of nominal filing increases, increases in legal research costs and malpractice. Should the filings exceed a 10% increase or decrease per calendar year, the parties may renegotiate the terms of this fee.

5.1.4 Costs. The City shall be the sole obligor and shall pay all witness fees, expert witness fees (including but not limited to Speed Measuring Device Experts), transcripts and document fee's and interpreter' fees determined to be necessary by the Consultant in the preparation and disposition of its cases. The City shall approve all other anticipated fees, before such expense is incurred. The City will not unreasonably delay in granting approval of such expenses. The City further agrees to hold the Consultant harmless from such expenses and costs as set forth hereinabove.

5.1.5 Assistant Prosecutors. The City contracts with the Consultant for a monthly fee for prosecutor services. Should the Consultant be absent, it shall be the responsibility of the Consultant to provide substitute coverage with a properly licensed State of Washington attorney, who has been previously approved by the Court.

If a "Conflict Prosecutor" is required, such "Conflict Prosecutor" shall be approved by the City through its Court. The City is responsible for any costs associated with the Conflict Prosecutor", where there is an actual conflict with the City.

5.2 Payment Terms. Fees and costs are due from the City upon billing by the Prosecuting Attorney. A service charge shall accrue at the rate of 12% per annum (1% per month) and be added to any balance remaining unpaid sixty day (60) after statement date.

5.3 Fee Review. The schedule of fees provided for in paragraph 5.1 shall apply for the contract period reflected in Article VI. Changes in fees, if any, shall be proposed by the Prosecuting Attorney and any changes, if any, to the fee structure and budget process approved by the City Council shall, upon acceptance by the Prosecuting Attorney, be made a part of this Agreement.

If no proposals to the fee retainer are made, effective January 1st of each year, the Prosecuting Attorney shall receive an annual cost of living increase at the rate of 4%.

VI. CONTRACT PERIOD

6.1 Term. This contract shall commence on the 1st day of January, 2022 and shall continue through the 31st day of December, 2022.

6.2 Renewal. The Prosecuting Attorney shall submit a proposed contract for the calendar year 2023, on or before the 1st day of October, 2022, unless otherwise agreed. It is anticipated that negotiations for renewal of this contract will take place prior to the expiration of 2022, provided, however, that if no negotiations shall occur, this contract shall be renewed automatically for one calendar year subject to the same terms and conditions set forth herein, provided that there is no written opposition from either party. The City also retains the right to solicit other proposals for the Prosecuting Attorney at any time.

6.3 Termination. This contract may be terminated by the City or the Prosecuting Attorney upon ninety (90) days advance notice in the event that it shall be determined that the quality of legal services provided by the Prosecuting Attorney and/or the support by the City does not meet the requirements set forth herein.

VII. COLLECTION COSTS.

7.1 In the event a party breaches this Contract, the prevailing party shall be entitled to recover reasonable attorney's fees and costs associated with enforcing their rights herein. The parties acknowledge that venue shall be in the Snohomish County Superior Court.

VIII. INSURANCE AND HOLD HARMLESS

8.1 Liability Insurance. That during the life of this contract, the Prosecuting Attorney shall maintain professional liability and malpractice insurance that shall provide coverage for anyone acting for or on behalf of the Prosecuting Attorney in the performance of this contract, unless the acting attorney carries his or her own policy consistence with the Prosecuting Attorney. Such insurance shall be obtained from any insurance company authorized to do business as such in the State of Washington and shall have minimum policy limits of ONE MILLION DOLLARS (\$1,000,000.00).

8.2 Acting Within Scope. To the extent provided by law and irrespective of any insurance required of the Prosecuting Attorney, the Prosecuting Attorney shall defend and indemnify the City from any and all claims arising out of or in any way relating to this Agreement; provided, however, requirements of this paragraph shall not apply to that portion of such claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms, or corporations that resulted in the claim.

8.3 Conduct of City. Nothing herein shall be interpreted to require the Prosecuting Attorney to indemnify the City, its officers, agents or employees from loss, claim or liability arising from negligent, wrongful or tortuous conduct of the City, its officers, agents or employees.

8.4 Conduct of the Prosecuting Attorney. So long as the Prosecuting Attorney is acting within the scope of this contract and in accord with its ethical responsibilities under the provisions of the Rules of Professional Conduct, it shall be entitled to legal defense and representation as an official of the City. Nothing herein shall be interpreted to require the City to indemnify the Prosecuting Attorney, its officers, agents or employees from loss, claim or liability arising from negligent, wrongful or tortuous conduct of the Prosecuting Attorney, its officers, agents or employees.

IX. AFFIRMATIVE ACTION

9.1 Non-Discrimination in Employment. During the performance of this Contract, the Prosecuting Attorney shall comply with the Washington "Law Against Discrimination" (Chapter 49.60 RCW) and should any part of the performance contemplated hereunder be financed by federal funds, the Prosecuting Attorney shall comply with all applicable federal laws against discrimination in employment. Satisfactory performance of this clause by the Prosecuting Attorney shall include but not be limited to the following:

X. NOTICES

10.1 Notices. If any notice is required or desired to be given under this contract, such shall be deemed given if such is sent in writing by certified mail to his/her office, in the case of the Prosecuting Attorney, or Office of the Mayor, in the case of the City.

10.2 Entire Contract. This Contract contains the entire understanding of the parties. It may be changed by an agreement in writing signed by the party against whom enforcement of any waiver, change or modification, extension or discharge is sought.

IN WITNESS WHEREOF the parties have executed this Agreement on the _____ day of December, 2021.

THE CITY OF LAKE STEVENS

Brett Gailey
Mayor

ATTEST/AUTHENTICATED:

_____, City Clerk

ZACHOR, STOCK & KREPPS, Inc., P.S.

James M. Zachor, WSBA #41688
President

APPROVED AS TO FORM:

_____, WSBA # _____
Office of the City Attorney

,

Attachment A

SCOPE OF WORK

The Consultant shall provide the following services, which are included in the monthly retainer:

1. Review police incident reports for determination of charging;
2. Maintain all current cases in an appropriate filing system;
3. Review and remain familiar with filed criminal misdemeanors and gross misdemeanor case;
4. Interview witnesses as necessary in preparation of prosecution cases;
5. Respond to discovery requests, make sentence recommendations and prepare legal memorandum when necessary;
6. Prepare cases for trial, including the issuance of witness subpoenas (for service by the Police Department, when applicable), conduct evidence retrieval (with the assistance of the Police Department and other City agencies), and prepare jury instructions as necessary;
7. Represent the City at all arraignments, pretrial hearings, motion hearing, in-custody hearings, and trials on currently scheduled court days (based on the 2020 court calendar);
8. Prosecute contested code and traffic infraction violations in which an attorney has entered a notice of appearance or where a police officer or Speed Measuring Device expert has been subpoenaed;
9. Represent the City on potentially dangerous dog and dangerous dog appeals;
10. Represent the City at all impound/tow hearings;
11. Be available to the Police Department for questions at reasonable times, by providing appropriate telephone number, cell phones numbers, e-mail addresses, and voice mail access. Calls shall be returned as soon as practicable. And at a time and date to be mutually agreed upon by the parties the Consultant shall conduct yearly training with the Police Department.
12. Provide periodic feedback to the Chief of Police regarding the performance of the City's police officers in the discharge of their duties and other matters of mutual concern;
13. Hold office hours at the Lake Stevens Police department one day per month for two hours per day.



STAFF REPORT

Council Agenda Date: Dec. 14, 2021

Subject: Letter of Support for HB 1025

Contact Person/Department: Russ Wright, Comm. Dev. Director **Budget Impact:** NA

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize Mayor to sign letter (Attachment 1) supporting House Bill 1025 to create a funding mechanism for local park agencies subject to voter approval.

SUMMARY/BACKGROUND:

As part of the 2022 regular session, the state legislature will consider House Bill 1025 (Attachment 2) allowing cities, counties and park and recreation districts to submit a voter proposition to impose a local sales and use tax of 0.1 percent. Revenues could be used for the purpose of acquiring, constructing, improving, providing and funding park maintenance and improvement within the taxing area. As the city is creating a standalone Parks Department in mid-2022, this revenue stream would be important new funding source for local parks in the future.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: Future revenue for parks

ATTACHMENTS:

1. Letter of Support
2. HB 1025 Bill Analysis



One Community Around the Lake

Attachment 1

December 14, 2021

The Honorable Emily Wicks
State Representative, 38th Legislative District
332 John L. O'Brien Building
PO Box 40600
Olympia, WA 98504

RE: Strong support for House Bill 1025 (HB 1025), providing local parks and recreation agencies with a 1/10th of 1 cent sales tax funding option subject to voter approval

Dear Rep. Wicks:

We are writing to convey Lake Stevens' strong support for House Bill 1025, legislation you have prime-sponsored, to provide local parks and recreation agencies with a vital new funding tool they can take to their voters. Lake Stevens has prioritized the importance of expanding access to improving local parks in the community over the last few years. In 2022, the city will be creating a new dedicated Parks Department to oversee this valuable public resource.

At a time when COVID-19-wracked local agencies are dealing with budget cuts, maintenance backlog, and more demand than ever on the facilities, fields, trails and public spaces they manage, a bill like HB 1025 becomes critically important. These same parks agencies have also seen events-based and fee-based programming canceled across the board and many of them are facing property tax pro-rationing. The fiscal challenges are immense.

Yet despite these challenges, COVID-19 has helped us rediscover just how much people value their parks and open spaces. Parks are the venues that help us with physical health and fresh air, that provide low-cost and no-cost recreational opportunities for the public, that make our communities more vibrant and attractive and desirable.

We greatly appreciate that HB 1025 is providing us with another "tool in the toolbox" to help ensure that the cost of paying for parks and recreation services is spread among all residents and visitors of local communities, especially as many of them experience continued population growth and more users than ever before.

**City of Lake Stevens
Administration**

1812 Main Street | PO Box 257 | Lake Stevens, WA 98258-0257
www.lakestevenswa.gov



One Community Around the Lake

The legislation you have put forward includes a new funding source that we would very seriously consider taking to our voters should HB 1025 be enacted. We also understand that you are looking at adding language to this bill to better ensure equity in the uses of the funding and in enhancing access to parks facilities and services for historically under-served and marginalized communities. We think adding such language is well worthwhile.

In any case, please do add us to your list of supporters and let us know what we can do to help as the 2022 Session gets underway and HB 1025 comes up for hearings and deliberation by the Legislature.

Sincerely,

Brett Gailey, Mayor

**City of Lake Stevens
Administration**

1812 Main Street | PO Box 257 | Lake Stevens, WA 98258-0257
www.lakestevenswa.gov

Finance Committee

Attachment 2

HB 1025

Brief Description: Concerning local parks funding options.

Sponsors: Representatives Wicks, Eslick, Shewmake, Duerr, Ramel, Senn, Ortiz-Self, Ryu, Goehner, Jacobsen and Pollet.

Brief Summary of Bill

- Allows cities, counties, metropolitan park districts, and park and recreation districts to submit an authorizing proposition to voters to impose a local sales and use tax of 0.1 percent.

Hearing Date: 1/21/21

Staff: Rachelle Harris (786-7137).

Background:

Retail Sales and Use Tax.

Retail sales taxes are imposed on retail sales of most articles of tangible personal property, digital products, and some services. A retail sale is a sale to the final consumer or end user of the property, digital product, or service. If retail sales taxes were not collected when the user acquired the property, digital products, or services, then use tax applies to the value of property, digital product, or service when used in this state. The state, all counties, and all cities levy retail sales and use taxes. Some other local government entities and special purpose districts also impose sales and use taxes for specific purposes. The state sales and use tax rate is 6.5 percent; local sales and use tax rates vary from 0.5 percent to 3.9 percent, depending on the location.

Property Tax.

All real and personal property is subject to a tax each year based on the highest and best use,

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

unless a specific exemption is provided by law. The annual growth of all regular property tax levy revenue other than the state levies is limited as follows:

- For jurisdictions with a population of less than 10,000, revenue growth is limited to 1 percent.
- For jurisdictions with a population of 10,000 or more, revenue growth is limited to the lesser of inflation or 1 percent plus the value of new construction.

The constitution also provides for a levy rate limit of \$10 per \$1,000 of assessed value, referred to as the constitutional \$10 limit.

Metropolitan Park and Recreation Districts.

A metropolitan park and recreation district (MPD) may be created for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities.

An MPD may include territory located in portions or in all of one or more cities or counties. An MPD may impose a regular property tax levy of up to 75 cents per \$1,000 of assessed value.

Park and Recreation Districts.

A county is permitted to form a park and recreation district (PRD) for purposes of providing leisure and recreational activities and facilities. A PRD may impose a regular property tax levy of up to 60 cents per \$1,000 of assessed value.

Summary of Bill:

The legislative authority of a city or a county, the governing body of an MPD, or the governing body of a PRD may submit an authorizing proposition to voters to impose a local sales and use tax of 0.1 percent. The proposition must be approved by a majority of persons voting. The tax may be imposed for up to 10 years, and may be extended by an additional 10 years by another vote of the people.

The tax may only be imposed within an existing city, county, metropolitan park district, or park and recreation district boundary. Moneys collected from the sales and use tax must be used for the purpose of acquiring, constructing, improving, providing, and funding park maintenance and improvement within the taxing area. The entity imposing the tax may issue general obligation or revenue bonds for up to 20 years for the purpose of acquiring, constructing, improving, providing, and funding park maintenance and improvement.

Appropriation: None.

Fiscal Note: Requested on January 12, 2021.

Effective Date: The bill takes effect 90 days after adjournment of the session in which the bill is passed.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Date: December 14, 2021

Subject: 2021 Comprehensive Plan Amendments (LUA2021-0008) – Public Hearing

Contact Person/Department: David Levitan, Planning Manager **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. **Public hearing and first and final reading for Ordinance 1133** for the 2021 Comprehensive Plan amendments.
2. **A Motion to Approve Ordinance 1133** amending the Lake Stevens Comprehensive Plan,

SUMMARY: Public hearing to consider adoption of city-initiated text amendments to the Lake Stevens Comprehensive Plan as part of the annual docket. The Planning Commission held a public hearing and unanimously recommended approval of the docket at their November 3, 2021 meeting.

BACKGROUND/ HISTORY: Under the Growth Management Act, the City can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The City is proposing city-initiated text amendments to the Land Use Element; Parks Element; Public Services and Utilities Element; Capital Facilities Element; and other Minor Administrative Amendments to the Comprehensive Plan, as summarized below and included in Ordinance 1133 (**Attachment 2, Exhibit 2**). The proposed text amendments consist of primarily housekeeping updates, with a more comprehensive update scheduled to be completed as part of the 2024 periodic update.

1. T-1 – The city is proposing to amend Chapter 2 (Land Use Element) to reflect updated demographic information, figures, recent regional planning efforts and 2021 annexations.
2. T-2 – The city is proposing to amend Chapter 5 (Parks, Recreation and Open Space Element) to describe new and revised park projects in the capital project list. The amendments would revise narratives, figures and park planning and improvement descriptions. The amendments were reviewed by the Park and Recreation Planning Board at their September 13, 2021 meeting.
3. T-3 – The city is proposing to amend Chapter 7 (Public Services and Utilities Element) to include additional narrative regarding police services, reference the adoption of the Snohomish School District 2020-2025 Capital Facilities Plan, and make other minor changes. Includes minor amendments to Policies 7.41. through 7.4.3 to account for presence of multiple school districts.
4. T-4 - The city is proposing to amend Chapter 9 (Capital Facilities Element) to add updated park, facility and road projects to Tables 9.1 and 9.2 of the Capital Facilities Element.
5. T-5 – T6 – Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addendum).

The proposed Comprehensive Plan amendments were sent to the Washington Department of Commerce on October 15, 2021 for the required 60-day review by state agencies. A SEPA Addendum and Adoption of Existing Documents were issued for the Docket on October 15, 2021 and is included in Attachment 1. A notice of public hearing was published in the Everett Herald on December 3 and December 10, 2021 and posted at City Hall and on the [project website](#).

FINDINGS AND CONCLUSIONS:

The items on the ratified docket have been analyzed against the criteria to grant or deny an amendment. The staff report and select exhibits for the November 3, 2021 Planning Commission public hearing is attached to this document (**Attachment 1**) and includes a review of each proposed amendment against the applicable approval criteria in [LSMC 14.16C.040](#)(c) and the above-referenced SEPA addenda. Staff concludes that each of the items meet the applicable criteria for approval and adoption. At their November 3 public hearing, the Planning Commission unanimously recommended approval of the docket, with a request that staff verify some of the dollar amounts listed for capital projects in Tables 9-1 and 9-2 (**Attachment 1, Exhibit B**). Staff consulted with the Public Works Department and verified the accuracy of the tables.

The City Council will hold a public hearing and first and final reading of the ordinance at their December 14, 2021 meeting. The final ordinance will include some additional formatting updates, and updated chapters will be presented as clean copies.

APPLICABLE CITY POLICIES: Chapters 14.16A, 14.16B and 14.16C of the Lake Stevens Municipal Code and the Lake Stevens Comprehensive Plan.

BUDGET IMPACT: There is not a budget impact.

ATTACHMENTS

Attachment 1 – Planning Commission Staff Report, Amendment Analysis, and SEPA Addendum

Attachment 2 – DRAFT Ordinance 1133

Exhibit A: November 3 Planning Commission Recommendation

Exhibit B: Comprehensive Plan Amendments (Track Changes Version)



Attachment 1

One Community Around the Lake

Staff Report City of Lake Stevens Planning Commission

2021 Comprehensive Plan Docket Public Hearing
Date: November 3, 2021

Subject: 2021 Comprehensive Plan Docket Public Hearing

Contact Person/Department: David Levitan, Planning Manager

ACTION REQUESTED: Hold a public hearing on the 2021 Comprehensive Plan Docket and forward a recommendation to the City Council.

SUMMARY: Public hearing to consider city-initiated text amendments that include annual updates to the land use element, parks element, public service element, capital facilities element and administrative updates (LUA2021-0008).

BACKGROUND/ HISTORY:

Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The Planning Commission held a public hearing for recommendation to ratify the 2021 Docket on February 17, 2021. City Council ratified the 2021 Docket on February 23, 2021 via [Resolution 2021-04](#).

The city is proposing city-initiated text amendments to the land use element, parks element, public services element and capital facility element and other minor administrative amendments to the Comprehensive Plan, including the Executive Summary. The amendments are summarized below as well as in **Exhibit 1**.

1. T-1 – The city is proposing to amend Chapter 2 (Land Use Element) to reflect updated demographic information, figures, recent regional planning efforts and annexations completed in 2021 ([Exhibit 2](#)).
2. T-2 – The city is proposing to amend Chapter 5 (Parks, Recreation and Open Space Element) to describe new and revised park projects in the capital project list. The amendments would revise narratives, figures and park planning and improvement descriptions ([Exhibit 3](#)). The amendments were reviewed by the Park and Recreation Planning Board at their September 13, 2021 meeting.
3. T-3 – The city is proposing to amend Chapter 7 (Public Services and Utilities Element) to include additional narrative regarding police services, reference the adoption of the Snohomish School District 2020-2025 Capital Facilities Plan, and make other minor changes ([Exhibit 4](#)). Includes minor amendments to Policies 7.41. through 7.4.3 to account for presence of multiple school districts.
4. T-4 - The city is proposing to amend Chapter 9 (Capital Facilities Element) to add updated park, facility and road projects to Tables 9.1 and 9.2 of the Capital Facilities Element ([Exhibit 5](#)).
5. T-5 – T6 – Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addendum) ([Exhibit 6](#)).

COMP PLAN CRITERIA

14.16C.040 Comprehensive Plan Amendments - Text and Maps

- (a) Amendments to the City of Lake Stevens Comprehensive Plan include amendments, additions and deletions to the text, maps, or charts and do not include amendments to the Zoning Map as set forth in Section [14.16C.090](#).
- (b) Procedure. Comprehensive Plan amendments shall follow the procedures established in Chapter [14.16B](#) for a Type VI permit process and appropriate State statutes including RCW [36.70A.130](#). Public notice was issued as required by Chapter 14.16B and the city received no public comments.
- (c) Amendment Criteria. All amendments to the Comprehensive Plan processed under this section shall be in conformance with the Lake Stevens Vision, consistency requirements, and revisions and amendments sections of Chapter 1 of the Comprehensive Plan.
- (d) Exemptions. Changes in the organization, format, appearance, illustrations, examples or other nonmaterial changes to the Comprehensive Plan may be made by the Department of Planning and Community Development and are exempt from this section.
- (e) Approval by Ordinance. All amendments shall be approved by ordinance of the City Council.

Findings: The 2021 Docket for text amendments was set by resolution 2021-04. The review of the 2021 Docket followed the amendment process for Type VI Legislative Actions and the state process for comprehensive plan reviews per Chapter 36.70A RCW and environmental SEPA review per Chapter 197-11 WAC. Exhibit 7 (Text Amendment Analysis Sheet) address these criteria and criteria from the Comprehensive Plan.

The proposed Comprehensive Plan amendments were sent to the Washington Department of Commerce on October 15, 2021 for the required 60-day review by State agencies. A SEPA Addendum and Adoption of Existing Documents were issued for the Docket on October 15, 2021 ([Exhibit 8](#)). Planning Commission reviewed drafts of the proposed amendments during their [June 2](#) and [October 6](#), 2021 meetings.

Conclusion: All proposed comprehensive plan changes meet the requirements for granting the proposed amendments and have met state and local requirements for review.

RECOMMENDATION:

Forward a recommendation to City Council to:

1. Approve the text amendments for the 2021 Comprehensive Plan (LUA2021-0008);

Staff will prepare a letter of recommendation to the City Council for signature by the Commission Chair, which would be included as an exhibit to the ordinance that would be considered for adoption by the City Council following a public hearing.

ATTACHMENTS:

1. Amendments Summary
2. ~~T-1 Land Use Element~~
3. ~~T-2 Parks, Recreation and Open Space Element~~
4. ~~T-3 Public Services and Utilities Element~~
5. ~~T-4 Capital Facilities Element~~
6. ~~T-5 / T-6 Administrative Updates & Appendices (Executive Summary)~~
7. Text Amendment Analysis Sheet
8. SEPA Addendum #12 to 2005 Integrated Comprehensive Plan and FEIS

SUMMARY OF 2021 DOCKET PROPOSALS

RATIFICATION TEXT		
<u>#</u>	<u>NAME</u>	<u>REQUEST</u>
T-1	Chapter 2 – Land Use	Update text and maps/figures to reflect updated demographic information and reflect recent annexations and county/regional planning efforts, such as the 2021 Buildable Lands Report and Vision 2050.
T-2	Chapter 5 – Parks, Recreation and Open Space	Amendments include minor revisions to project and facility descriptions and updated maps and figures.
T-3	Chapter 7 – Public Services and Utilities	Portions of the recently completed Southeast Interlocal Annexation Area are located within the boundaries of the Snohomish School District, which will require the city to adopt the district's Capital Facilities Plan. Updates also include additional narrative on police services provided by the city and changes to solid waste services.
T-4	Chapter – 9 Capital Facilities	Update the list of park, facility and road projects in Tables 9.1 and 9.2 of the Capital Facilities Element.
T-5 & T-6	Administrative Updates	Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addenda).



One Community Around the Lake

2021 Comprehensive Plan Text Amendments - Staff Summary

Planning Commission Hearing Date: November 3, 2021

Summary City-initiated amendments to the Comprehensive Plan as part of the annual docket including updates to Land Use, Parks, Public Facilities and Capital Facilities Elements along with administrative updates.

Proposed Change(s):

1. Chapter 2 Land Use (T-1)
 - Include information about Vision 2050 and 2021 Buildable Lands and growth targets
 - Update growth centers (Figure 2.2) and land use (Figure 2.3) maps to reflect update city boundaries (no changes to land use designations are proposed)
 - Revise Development Trends section, which is outdated
 - Delete Figure 2.4 (UGA map), which is adequate covered in Figure 2.3
2. Chapter 5 Parks Recreation and Open Space (T-2)
 - Revise park inventory descriptions and capital projects list
 - Update figures to remove Kids Oasis and reflect transfer of Sunset Park to city
3. Chapter 7 Public Services and Utilities (T-3)
 - Provide information on recent annexations completed between 2018 and 2021, recent work on BLR and growth targets, and changes in city size/population
 - Revise description of Police Services
 - Update figures to reflect current city boundaries
 - Revised the description of the Snohomish School District and edit Policies 7.4.1 through 7.4.3 to reflect adoption of the district's Capital Facilities Plan
 - Revised the narrative on solid waste services
4. Chapter 9 Capital Facilities (T-4)
 - Update Capital Project tables (Tables 9.1 and 9.2)
5. Administrative (T-5 and T-6)
 - Standard administrative updates, including updating the dates on the cover, footnotes and the Table of Contents; updating the Executive Summary to be consistent with changes made to elements identified above; and incorporating the SEPA Addendum.

Granting or Denial of Amendments – Decision Criteria	Meets
<p>1. <i>The effect upon the physical, natural, economic, and/or social environments.</i></p> <p>Discussion:</p> <ul style="list-style-type: none">• The proposed changes do not involve any changes in land use; provide internal plan consistency with changes since the last update; and update capital projects.• Potential effects on the built and natural environment have been addressed in the Environmental Impact Statements and Addenda supporting the Comprehensive Plan.• Project specific impacts will be reviewed against applicable regulations at the time of application.	X
<p>2. <i>The compatibility with and impact on adjacent land uses and surrounding neighborhoods including whether the amendment would create pressure to change the land use designation of other properties in the vicinity</i></p> <p>Discussion:</p> <ul style="list-style-type: none">• There are no proposed changes to designated land uses; changes to the Parks and Land Use Elements reflect updated demographic information, recent annexations, and new park descriptions.• Updates to the Public Services and Capital Facilities Elements do not impact adopted property uses. These updates ensure services and infrastructure improvements are defined and available throughout the city.• Administrative changes do not affect land uses and neighborhoods.	X
<p>3. <i>The adequacy of and impact on public facilities and services, including utilities, roads, public transportation, parks, recreation, and schools.</i></p> <p>Discussion: All of the text changes promote appropriate land use zoning and adequacy of planned infrastructure and services provided by the city or partner agencies. Services, utilities and infrastructure in county areas would be analyzed as part of future annexation processes.</p>	X

<p>4. <i>The quantity and location of land planned for the proposed land use type and density</i></p> <p>Discussion: The Growth Management Act and the city's Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. As the city updates its comprehensive plan and land uses there is always a goal to maintain a job to housing balance to ensure that the city can meet its growth targets and has an adequate buildable land supply. In addition, the city has adopted levels of service standards for parks and transportation.</p>	X	
<p>5. <i>The effect, if any, upon other aspects of the Comprehensive Plan</i></p> <p>Discussion: The annual docket process assures that the city reviews each element in a comprehensive manner to ensure that the document is internally consistent and reflects changes in population, development trends, community desires for parks and recreation and addresses capital and service needs.</p>	X	
Additional Criteria	Meets	
<p>1. <i>The amendment must be consistent with the Growth Management Act and other applicable State laws.</i></p> <p>Discussion: The proposed text changes are consistent with the planning elements of the GMA per RCW 36.70A and have followed the process for State Environmental Policy Act (SEPA) Review per Chapter 197-11 WAC and Chapter 16.04 of the Lake Stevens Municipal Code.</p>	X	
<p>2. <i>The amendment must be consistent with the applicable County-wide Planning Policies.</i></p> <p>Discussion:</p> <ul style="list-style-type: none">• Each element of the Comprehensive Plan integrates key countywide planning policies. There are no anticipated inconsistencies with countywide planning policies.• Development Patterns Goal found in the Countywide Planning Policies states, "The cities, towns, and Snohomish County will promote and guide well designed growth into designated urban areas to create more vibrant urban places while preserving our valued rural and resource lands."• The county's plan emphasizes the implementation of state and regional standards and guidance.• Snohomish County and its cities will coordinate and strive to develop and provide adequate and efficient public facilities and services to	X	

<p>ensure the health, safety, conservation of resources, and economic vitality of our communities.</p> <ul style="list-style-type: none">• Many policies give guidance for counties (and, where appropriate, cities) to review special district plans for consistency with local plans and Vision 2040		
<p>3. <i>The amendment must not be in conflict with the Community Vision or other goals, policies, and provisions of the Comprehensive Plan.</i></p>		
<p>Discussion:</p> <ul style="list-style-type: none">• Each element of the Comprehensive Plan sets a specific vision. The overall vision of the plan follows: <i>The city will integrate the Growth Management Act (GMA), defined in Chapter 36.70A of the Revised Code of Washington (RCW), as an essential planning framework for the Lake Stevens Comprehensive Plan. The GMA principles will help direct community, regional, and statewide efforts to enhance the quality of life, environmental protection and economic vitality for the city, its residents and its interests in and around the Lake Stevens Urban Growth Area and Rural Transition Area as a unique lakeside community</i>• The proposed text amendments are consistent with the following selected goals of the Comprehensive Plan <u>Land Use Goal 2.1</u> Provide sufficient land area to meet the projected needs for housing, employment and public facilities within the city of Lake Stevens. <u>Land Use Goal 2.2</u> Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses. <u>Housing Goal 3.5</u> Provide a balanced development pattern, which promotes pedestrian activities, a sense of community and safety. <u>Parks Goal 5.1</u> Provide a high-quality, diversified parks, recreation and open space system that provides recreational and cultural opportunities for all ages and interest groups. <u>Economic Development Goal 6.3</u> Enhance retail and personal services growth to address the community's needs and expand the city's retail sales tax base. <u>Economic Development Goal 6.4</u> Support employment growth in the city. <u>Public Services Goal 7.1</u> Coordinate with city departments, special	<p>X</p>	

<p>purpose districts, utility companies and other service providers to ensure the adequate distribution of public services and facilities throughout the city and consistency with the land use element</p> <p><u>Capital Facilities Goal 9.2</u> Provide public facilities in a manner which protects investments in, and maximizes use of, existing facilities and promotes orderly compact urban growth.</p> <p><u>Capital Facilities Goal 9.4</u> Provide needed capital improvements to maintain adopted levels of service.</p> <p><u>Capital Facilities Goal 9.5</u> Coordinate land use decisions and financial resources with a schedule of capital improvements to meet adopted level of service standards, measurable objectives.</p>		
<p>4. <i>The amendment can be accommodated by all applicable public services and facilities, including transportation.</i></p> <p>Discussion: Proposed text changes do not impact planned infrastructure and services by the city or partner agencies as detailed in Chapters 7, 8 and 9 of the Comprehensive Plan. Services, utilities and infrastructure in county areas would be analyzed as part of a future annexation process.</p>	X	
<p>5. <i>The amendment will change the development or use potential of a site or area without creating significant adverse impacts on existing sensitive land uses, businesses, or residents</i></p> <p>Discussion:</p> <ul style="list-style-type: none">Proposed text changes promote appropriate land use zoning and adequacy of planned infrastructure and services provided by the city or partner agencies. Services, utilities and infrastructure in county areas would be analyzed as part of future annexation processesDirect impacts are reviewed at the time of development pursuant to city and state regulations in effect.	X	
<p>6. <i>The amendment will result in long-term benefits to the community as a whole and is in the best interest of the community.</i></p> <p>Discussion:</p> <ul style="list-style-type: none">The 2021 docket does not include any changes in land use and focused on providing more recent and accurate demographic information, planning efforts, development trends, and capital projects.Staying current on Public Service and Capital Facilities ensures that the city can continue to meet adopted level of services and provide for efficient delivery of public facilities, infrastructure and services.		

ADDENDUM NO. 13 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

**Adoption of Text Amendments to the Executive Summary;
Land Use Element; Parks, Recreation and Open Space
Element; Public Utilities and Services Element; Capital
Facilities Element; and Appendices, Covers, Footers, Dates,
and Table of Contents pursuant to the 2021 Docket**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: October 15, 2021

ADDENDUM #13 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

FACT SHEET

ADDENDUM NO. 13 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

Proposed Non-Project Action:

Under the Growth Management Act, the city of Lake Stevens may amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The proposed non-project action consists of text amendments for the 2021 Docket, including city-initiated amendments to the Land Use Element; the Parks, Recreation and Open Space Element; Public Utilities and Services Element; the Capital Facilities element; and the Appendices. Standard administrative updates and SEPA documents will be incorporated into the plan. The GMA requirements contained in Chapter 36.70A RCW apply to this action.

Planning and Community Development prepared this Addendum No. 13 to the City of Lake Stevens Integrated 2005 Comprehensive Plan and Final Environmental Impact Statement (FEIS) issued July 17, 2006 along with an adoption of existing environmental documents.

Description of Proposal:

The 2021 Docket contains amendments to text and associated figures and minor administrative amendments to the city of Lake Stevens Comprehensive Plan.

RCW 36.70A.130 allows amendments to the Comprehensive Plan once per year, with some exceptions. The following actions comprise the City's annual changes to its Comprehensive Plan:

Title Page and Table of Contents – Updates to the title page, header and footers and table of contents as needed with final draft.

Executive Summary – City-initiated text amendment the Executive Summary (**Exhibit 1**):

- ES-2 – Include references to adoption of Vision 2050
- ES-3 – Update the boundaries shown on the Land Use Map to reflect recent annexations (no changes to land use designations proposed)
- ES-4 – Update Annexation History and Subarea Plan narrative
- ES-6 – Update Growth Centers map boundaries to reflect recent annexations
- ES-8 – Update demographic information to reflect recent annexations
- ES-9 – Update Annexation History map
- ES-10 through ES-12 – Update demographic information
- ES-15 and ES-16 – Update School District narrative

ADDENDUM #13 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

Chapter 2 – Land Use Element – The following-described text amendments and updates to applicable Figures and Tables (**Exhibit 2**):

- LU-2 – Minor update to demographic information in Introduction
- LU-5 and LU-6 – Update information regarding Vision 2050, BLR and growth targets
- LU-7 – Update city boundaries in Figure 2.2
- LU-12 – Add reference to Machias Industrial Area annexed in 2021
- LU-13 – Update Figure 2.3 (City Land Use Map) to show updated city boundaries (no changes proposed to land use designations)
- LU-18 and LU-19 – Delete Figure LU-4 and accompanying narrative referencing it
- LU-21 and LU-22 – Minor text amendments regarding growth targets
- LU-24 through LU-27 – Delete outdated development trends section, including Figure 2.5

Chapter 5 – Parks, Recreation and Open Space Element - The chapter has been updated to include revised text and figures to reflect recent acquisitions and improvements (**Exhibit 3**).

- P-6 – Update Figure 5.1 to reflect updated city boundaries
- P-8 – Update Table 5.2 for park amenities
- P-9 – Update city boundaries on Figure 5.2
- P-13 – Update amenities for North Cove Park and Oak Hill Park in Table 5.3
- P-15 – Update city boundaries on Figure 5.3
- P-16 and P-17 – Delete references to Kid's Oasis Playground in narrative and Table 5.4
- P-18 – Update Figure 5.4 to reflect updated city boundaries and remove Kid's Oasis
- P-19 – Minor update to amenities shown in Table 5.5
- P-22 – Update Figure 5.5 to reflect updated city boundaries
- P-23 and P-24 – Minor updates to narrative descriptions of city facilities
- P-25 – Reference temporary relocation of Lake Stevens branch of Sno-Isle library including in Table 5.6
- P-29 – Minor updates to narrative regarding general parks master planning
- P-30 through P-36 – Update capital project descriptions

Chapter 7 – Public Services and Utilities Element – City-initiated text amendment to the Public Services and Utilities Element that will include the following additions (**Exhibit 4**):

- PS-4 – Update narrative regarding recent annexations and staffing plan
- PS-6 – Update narrative on police services, including focus on community policing
- PS-10 – Update Figure 7.2 to reflect updated city boundaries
- PS-13 – Update Figure 7.3 to reflect updated city boundaries

ADDENDUM #13 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- PS-15 – Update Figure 7.4 to reflect updated city boundaries
- PS-16 - Update discussion of Snohomish School District and that district's Capital Facilities Plan will be adopted by reference as part of 2021 docket
- PS-16 – Revise narrative on solid waste services to reflect new 10-year citywide contract with Waste Management

Chapter 9 – Capital Facilities Element – City-initiated text amendment to add park and road projects to the Capital Facilities Plan that will include the following additions (**Exhibit 5**):

- CF-3 and CF-4 – Minor revisions to reflect adoption of Vision 2050
- CF-7 – Update Figure 9.1 to reflect updated city boundaries
- CF-30 – Update Table 9.1, Capital Facilities Program
- CF-37 – Update Table 9.2, Six Year Capital Improvement Plan

Appendices – Updates to the following sections:

- **Appendix A** – Add this document as “Addendum No. 13”.

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information relating to the 2021 Comprehensive Plan amendments. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the City's Integrated 2005 Comprehensive Plan (July 2006) and FEIS (July 17, 2006). The City has considered the impacts of the proposed programmatic actions to the FEIS document. No additional significant impacts beyond those identified in the FEIS are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the City of Lake Stevens' environmental review for the 2021 Comprehensive Plan Docket.

Location of Proposal:	City of Lake Stevens
Proponent:	City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258
Lead Agency:	(425) 622-9425
Required Approvals:	Adoption of 2021 Comprehensive Plan Docket map and text amendments granted by Lake Stevens City Council.
Circulation:	This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.
Comment:	No comment period is required for this addendum.

ADDENDUM #13 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

Contact Person: Russell Wright, *Community Development Director*
(425) 622-9424 or rwright@lakestevenswa.gov

Date of Issuance: October 15, 2021

Responsible Official: Signature: 
Russell Wright, *Community Development Director*

Public Hearing: Staff has briefed both the City Council and the Planning Commission on the 2021 Docket items. The Lake Stevens Planning Commission and City Council will hold public hearings to receive final comments and testimony prior to adoption, which is anticipated on December 14, 2021.

Documents: All application materials and staff documents are available via email upon request.

Exhibit List:

1. Executive Summary
2. Chapter 2 Amendments – Land Use Element
3. Chapter 5 Amendments – Parks, Recreation and Open Space Element
4. Chapter 7 Amendments – Public Services and Utilities Element
5. Chapter 9 Amendments – Capital Facilities Element

Attachment 2

**CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1133**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING THE LAKE STEVENS COMPREHENSIVE PLAN; APPROVING FINDINGS OF FACT; APPROVING CITY-INITIATED TEXT AMENDMENTS T-1 (CHAPTER 2 - LAND USE ELEMENT), T-2 (CHAPTER 5 - PARKS, RECREATION AND OPEN SPACE ELEMENT), T-3 (CHAPTER 7 - PUBLIC SERVICES AND UTILITIES ELEMENT), T-4 (CHAPTER 9 - CAPITAL FACILITIES ELEMENT), AND T-5 – T6 (APPENDICES, COVER, FOOTERS, TABLE OF CONTENTS, INTRODUCTION) AS PART OF THE CITY'S ANNUAL COMPREHENSIVE PLAN UPDATE PROCESS; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the City of Lake Stevens is required to review, and if needed, revise its Comprehensive Plan and development regulations to ensure the plan and regulations are consistent with and comply with the Growth Management Act, Chapter 36.70A RCW; and

WHEREAS, the Growth Management Act allows jurisdictions to amend comprehensive plans once a year, except in those situations enumerated in RCW 36.70A.130(2)(a); and

WHEREAS, the 2021 Comprehensive Plan Docket, ratified by Resolution No. 2021-04, includes city-initiated text amendments; and

WHEREAS, on October 15, 2021, the City submitted the proposed Comprehensive Plan amendments to the Washington State Department of Commerce for its 60-day review and received documentation on October 15, 2021 of completion of the procedural requirement; and

WHEREAS, a SEPA Addendum and Adoption of Existing Documents were issued for the Docket on October 15, 2021; and

WHEREAS, in taking the actions set forth in this ordinance, the City has complied with the requirements of the State Environmental Policy Act, Ch. 43.21C RCW; and

WHEREAS, the Lake Stevens Planning Commission, after review of the proposed 2021 Comprehensive Plan amendments, held a duly noticed public hearing on November 3, 2021 and no public testimony was received; and

WHEREAS, the Planning Commission made a unanimous recommendation that the City Council adopt the 2021 Comprehensive Plan docket; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed 2021 Comprehensive Plan text amendments and held a duly noticed public hearing and considered all public testimony on December 14, 2021;

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

Section 1. The City Council hereby adopts and incorporates by reference the findings and conclusions for approving the 2021 Comprehensive Plan Docket set forth in the Planning Commission's recommendation letter, dated November 4, 2021 (**Exhibit A**) and the staff report dated November 3, 2021.

Section 2. The City Council hereby finds the city-initiated text amendments meet the approval criteria as set forth in LSMC 14.16C.040 for amendments to the Comprehensive Plan.

1. The Amendments are consistent with the Growth Management Act and other applicable State laws;
2. The Amendments are consistent with the applicable Countywide Planning Policies;
3. The Amendments are consistent with the Community Vision or other goals, policies, and provisions of the Comprehensive Plan;
4. The Amendments can be accommodated by all applicable and available public services and facilities, including transportation;
5. The Amendments will change the development or use potential of a site or area without creating significant adverse impacts on existing sensitive land uses, businesses, and/or residents; and
6. The Amendments will result in long-term benefits to the community and are in the best interest of the community.

Section 3. The amendments shall be included with the Comprehensive Plan filed in the office of the Planning and Community Development Department and shall be available for public inspection.

Section 4. The City Council hereby amends the Comprehensive Plan by adopting the 2021 city-initiated text amendments included as Exhibit B.

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 14th day of December 2021.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: December 14, 2021

Published:

Effective Date:

EXHIBIT A



One Community Around the Lake

November 4, 2021

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

RE: Planning Commission Recommendation on 2021 Comprehensive Plan Docket

Commissioners Present: Jennifer Davis, John Cronin, Janice Huxford, Linda Hoult, Todd Welch and Michael

Duerr

Commissioners Absent: Vicki Oslund

PLANNING COMMISSION PUBLIC HEARING

On November 3, 2021, Planning and Community Development staff presented the 2021 Docket and responded to questions and comments during the Planning Commission's public hearing. Staff discussed the background and overview of the proposed Comprehensive Plan text amendments as well as the noticing and environmental review requirements. No members of the public attended or provided testimony during the public hearing. As detailed in the November 3 staff report, staff concluded that each amendment met the approval criteria of the Comprehensive Plan and the Growth Management Act (GMA).

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions described in the staff report and analysis sheets, dated November 3, 2021, and concludes that the proposed amendments and rezones fulfill the following requirements:

1. The Docket is consistent with the adopted Lake Stevens Comprehensive Plan;
2. The Docket meets the criteria for amending the Comprehensive Plan;
3. The associated rezones meet the criteria for amending the Zoning Map; and
4. The Docket 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 2021 Comprehensive Plan amendments, with a request that staff review the estimated costs of capital projects in Tables 9-1 and 9-1 to ensure their accuracy. Commissioner Hoult seconded, and the motion passed 6-0-0-1 (Oslund absent).

Respectfully Submitted,

Lake Stevens Planning Commission

EXHIBIT B

T-1

Chapter 2: Land Use Element





CHAPTER 2: LAND USE ELEMENT

A VISION FOR LAND USE

As Lake Stevens continues to grow in population and area, the city will strive to create balanced opportunities for residential growth, varied housing types, employment, commercial endeavors and public services for all people to live, work, learn and play throughout the community.

INTRODUCTION

~~In-Between 2018 and 2021~~, the city completed several annexations modifying the city boundaries, ~~established in December 2009~~. As of ~~November 2019~~August 2021, the city encompasses an area of approximately 5,9157,275 acres (119.24 square miles), including the 1,000-acre lake and all areas surrounding the lake. Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA), with an area of 2,036675 acres (13.18 square miles) including the lake. ~~As of October 2020, the city was in the process of annexing approximately 600 acres of the remaining UGA. The current~~Based on the draft 2021 Buildable Land Report (BLR), the Lake Stevens UGA provides sufficient capacity to accommodate projected population growth but results in a minor deficit in meeting and employment forecasts, when considering environmental constraints, existing development, infrastructure and services, existing and/or planned transportation corridors and areas where urban services could be extended logically. ~~The city limits currently surround the northern, northeastern and western banks of Lake Stevens.~~ The city anticipates that the remainder of the Urban Growth Area (UGA) will be annexed over the next planning horizon.

Directly west of the city is the Snohomish River flood plain, which consists of critical habitat areas and agricultural uses. To the east are largely forested lands with limited residential development. The area south of the current city boundaries and an unincorporated portion of the UGA is a patchwork of large-lot residences, small farms, and wooded areas with limited commercial areas.

Beyond the Lake Stevens UGA to the north, east and south the city and Snohomish County have established a Rural Urban Transition Area (RUTA) as a future planning area to accommodate growth beyond the 20-year planning horizon. The city's Comprehensive Plan acknowledges that development policies within the RUTA will have direct and indirect impacts on the Lake Stevens community, and it has an interest in decision-making in these areas as it affects development. The RUTA directly adjacent to the Lake Stevens UGA totals approximately 5,400 acres and is largely rural in character. It contains large lot residences,



several sizable tracts of forested land and limited agricultural uses. According to the Snohomish County Comprehensive Plan, RUTAs are intended as areas to set aside for potential supply of land for employment and residential land uses and possible inclusion in a UGA.

PLANNING CONTEXT

The Land Use Element presents a blueprint for growth over the next 20 years. This element considers the general location, intensity and density of land uses, how traffic, drainage, community services, etc. interact with and affect development. The Land Use Element influences how the community develops through the implementation of municipal code. This section provides an overview of the existing land use patterns within the city and its unincorporated UGA and describes the city's existing strategy for accommodating residential and employment growth within city limits and beyond.

In implementing its growth strategy, the city faces several challenges including development of land within city limits and the unincorporated UGA constrained by topography, critical areas, infrastructure needs, or ability to accommodate larger employment uses. The city and partner agencies also face challenges to fund the infrastructure needs associated with population and employment growth.

State Planning

The Land Use Element is one of the six mandatory elements required by the Growth Management Act, RCW 36.70A.070(1). Within the Land Use Element, the city must:

- Provide a future land use map;
- Consider approaches to promote physical activity;
- Provide a consistent population projection;
- Estimate population densities and building intensities based on future land uses;
- Include provisions for the protection of groundwater;
- Describe lands useful for public purposes, including essential public facilities, airports and military installations as applicable;
- Identify open space corridors;
- Consider review of drainage, flooding and stormwater run-off;
- Designate policies to protect critical areas; and
- Consider transfer of development rights for significant forest or agricultural lands.



These specific state requirements are discussed in subsequent sections or as specific goals and policies as applicable.



Regional Planning

VISION 2040 and Vision 2050 supports using the urban lands efficiently and sustainably to accommodate population and employment growth across the central Puget Sound. Some specific land use concerns mirror those found in the GMA, such as establishing consistent planning targets for housing and employment. The city's plan identifies housing and employment targets that are consistent with the 2012 Buildable Lands Report (BLR) within the Land Use and Housing elements, which will be recently adopted – changes will be updated following adoption of an updated BLR in 2021 reflected in a later land use update.

-Many 2040 provisions cross over into different elements, such as Environment, Development Patterns, Housing, Economic Development, Public Services and Transportation. Another important aspect of the regional strategy is to promote centers and compact urban development, which is a central theme of the city's plan, which focuses on local growth centers implemented as subarea plans. The city's subarea plans present an integrated planning approach based on incorporating economic development, environmental protection, sustainability, social justice and well-being, compact and mixed-use development and multimodal transportation. In addition, the city's municipal code provides several effective mechanisms supporting compact infill development. Another PSRC provision is healthy and active living. The city's plan promotes this ideal in the Parks, Recreation and Open Space, Land Use and Transportation elements. Finally, the city has considered the role of adjacent rural areas as they relate to the city beyond the planning horizon.

Countywide Planning

Snohomish County has adopted Countywide Planning Policies that provide a consistent framework for each jurisdiction to develop its comprehensive plans adopted.

The Development Patterns Goal found in the Countywide Planning Policies states,

“The cities, towns, and Snohomish County will promote and guide well-designed growth into designated urban areas to create more vibrant urban places while preserving our valued rural and resource lands.”

Specific policies relevant to the Land Use Element include the role of Urban Growth Areas in land use planning including future expansions or modifications, inter-jurisdictional coordination, utilities, and location of employment and housing in relation to infrastructure and transit. Another theme relevant to this element previously identified in the state and regional planning strategies is designating local centers, promoting compact urban developments and transit-oriented developments that encourage higher residential density and infill while integrating new development into existing neighborhoods. Finally, the land use element should consider annexation policies for the unincorporated UGA.



The city recognizes the importance of efficient planning and use of land within the entire UGA in order to meet the population, employment, environmental and other objectives of the GMA and established countywide planning policies. The city's Comprehensive Plan and existing growth strategy is reflective of the policies and vision within the County's Comprehensive Plan and Countywide Planning Policies.

Lake Stevens Planning

The city's Land Use Element considers the themes expressed in the state, regional and countywide plans. Specifically, the Land Use Element describes anticipated land use assumptions and growth targets over the current planning period. This information is the basis for current land use designations and zoning districts as well as the city's local growth strategy. Updated growth targets for the year 2044 are scheduled to be adopted in late 2021.

In order to meet projected growth targets, the Lake Stevens UGA must accommodate a population of **46,380** and **7,821** jobs by 2035 (Source: Appendix A Table 1 Snohomish County 2035 Population Growth Targets). The city's portion would include a population of 39,340 or an increase of 11,130 people over the planning period. The current employment target for the city is 7,412 or an increase of 3,818 jobs by 2035. (Source: Appendix D, Table 1 - 2035 Population Growth Targets for Cities, UGAs and the Rural/Resource Area). Figure 2.1 illustrates the total number and percent of both the city's and the unincorporated UGA's 2035 population and employment growth targets.

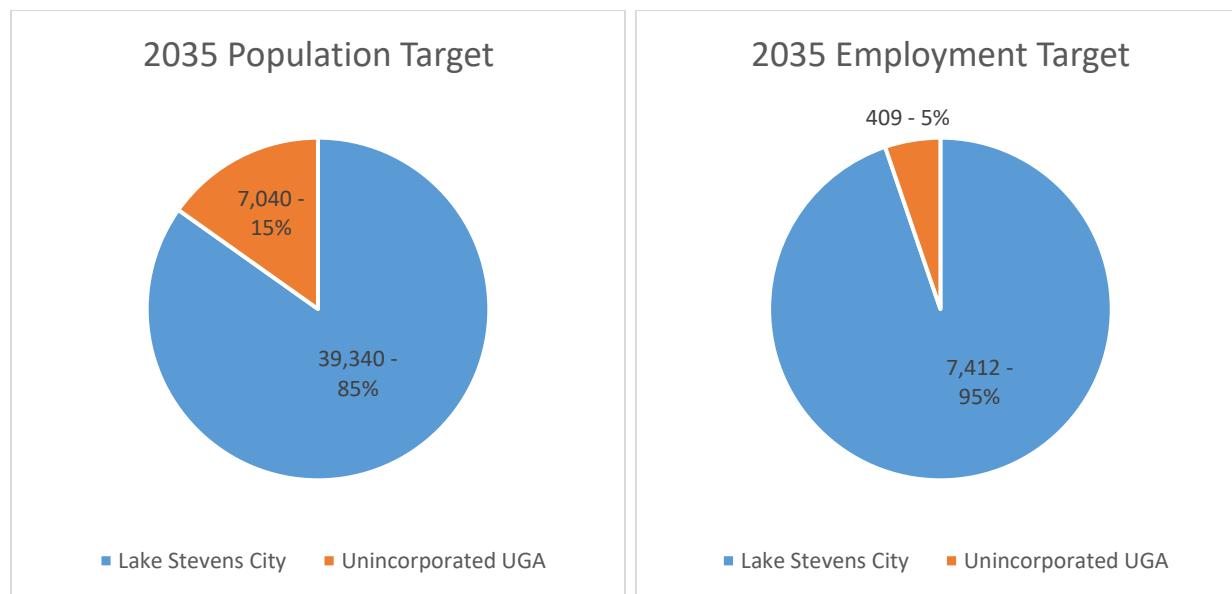


Figure 2.1 – 2035 Growth Targets



LAKE STEVENS GROWTH STRATEGY

The Snohomish County Growth Monitoring Report indicates the population of the city grew by over 341 percent between 2000 and 2010 adding 21,708 people. Annexation and steady residential development fueled this rapid growth. Since 2010, the city population has continued to grow annually by approximately 3.9 percent.

The city's growth strategy directs most residential and employment growth into concentrated centers readily available for development. It is the city's vision to accommodate and attract new businesses that provide family-wage jobs by growing a range of employment sectors near Growth Centers in proximity to housing. Downtown Lake Stevens, Lake Stevens Center, and the 20th Street SE Corridor are identified as Community Growth Centers, while the Hartford Industrial area is an Industrial Center. Figure 2.2 illustrates the location of the four primary centers. A summary of development potential for each growth center is summarized in Table 2.1.

Each defined Growth Center has varying suitability and potential for future employment uses due to location, access to the transportation network, overall size, development potential, and range of parcel sizes. This growth center strategy implements countywide, regional and statewide goals by focusing development where infrastructure and services are or will be available and preserving the natural characteristics of the city. The city's growth center strategy is consistent with the public vision expressed during the community outreach for this project and others.

To complement its growth strategy, the city began developing an economic development approach. In 2010, the city completed an Economic Development Assessment. The main findings suggested residents were spending retail dollars outside the city and leaving the city to work. This document was followed by a demographic assessment and economic profile of the city. These documents laid the foundation for future economic development and complemented the evolving growth strategy.

The city's ultimate goal for each center, based on the economic and demographic assessments, is to develop a unique subarea plan with distinguishing characteristics that serve slightly different markets ensuring economic diversity and vitality. The city has adopted three Subarea Plans: Lake Stevens Center and the 20th Street SE Corridor in 2012 and the Downtown Lake Stevens Subarea in 2018. As a development incentive, the city adopted a Planned Action Ordinance for each subarea to satisfy State Environmental Policy Act review requirements. Adoption of the plans resulted in area-specific design guidelines, development regulations and zoning districts.

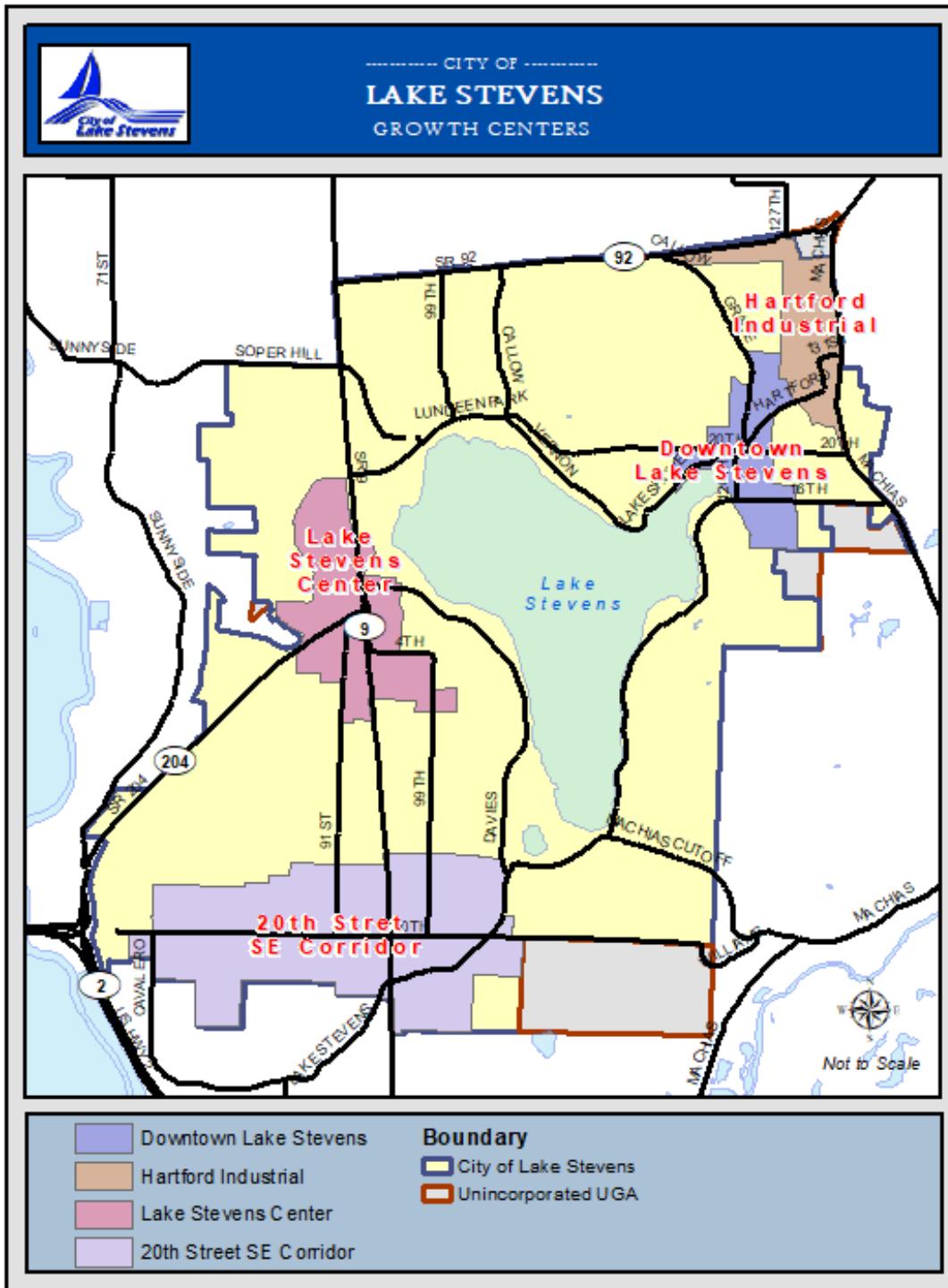


Figure 2.2 – Growth Centers Map Map boundaries updated



Table 2.1 - Growth and Development Potential of Existing Growth Centers

	DOWNTOWN LAKE STEVENS	LAKE STEVENS CENTER	HARTFORD CENTER	20 TH STREET SE CORRIDOR
Size (Acres)	30	359	267	845
Subarea Planning	<ul style="list-style-type: none"> Framework plan completed in 2012 Subarea plan completed July 2018 	<ul style="list-style-type: none"> Subarea Plan adopted 2012 Planned Action Ordinance adopted 2012 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Subarea Plan adopted 2012 Planned Action Ordinance adopted 2012
Relation to Transportation System	<ul style="list-style-type: none"> Local access via 20th St NE Indirect access to SR 92 via Grade Rd 	<ul style="list-style-type: none"> Direct access to SR 9 and SR 204 Indirect access to US 2 via SR 204 	<ul style="list-style-type: none"> Indirect access to SR 92 via Machias Rd., Old Hartford Dr. Indirect access to US 2 via Machias Road Limited internal network of roads 	<ul style="list-style-type: none"> Indirect access to SR 9 via 20th St SE, S Lake Stevens Rd.
Existing Land Use Pattern	<ul style="list-style-type: none"> Small to medium parcels (0.2-3.0 acres) in Historic Town Center Existing residential uses on commercially zoned parcels Significant amount of multi-family residential uses and zoning in southeast portion of center with small to large parcels (0.3-10 acres) Medium to large parcels (1-10 acres) in Grade Rd. area, largely undeveloped 	<ul style="list-style-type: none"> Auto-oriented commercial uses primarily on large parcels (>10 acres) with smaller parcels (<0.5 acres) carved out along street frontage Primarily multi-family residential uses and zoning at edges of center with some single-family residential uses in eastern portion of center Significant portion of government-owned property on eastside of SR 9 @ Market Pl. 	<ul style="list-style-type: none"> Primarily medium to large parcels (3-30 acres) Cluster of smaller parcels (< 1 acre) in middle of center Largely undeveloped 	<ul style="list-style-type: none"> Primarily medium to large parcels (1-10 acres) with several irregular parcels due to diagonal intersection Limited existing commercial uses and zoning at intersection of 20th St SE and S Lake Stevens Rd. in eastern portion of center Primarily mix of multi-family and single-family residential uses Several large parcels (> 10 acres) zoned multi-family



	DOWNTOWN LAKE STEVENS	LAKE STEVENS CENTER	HARTFORD CENTER	20 TH STREET SE CORRIDOR
Environmental Constraints	<ul style="list-style-type: none"> Wetlands and flood prone areas within Grade Rd. area Category 2 wetlands east of historic town center area where zoned multi-family residential. Catherine Creek bisects the Grade Rd. area and downtown 	<ul style="list-style-type: none"> Wetlands between SR 9 and 91st Ave SE, near SR 204 	<ul style="list-style-type: none"> Small amount of wetlands just north of Hartford Dr. NE and just north of 36th St NE 	<ul style="list-style-type: none"> Wetlands at northeast corner of S Lake Stevens Rd and 20th St SE, north of S Lake Stevens Rd
Amenities	<ul style="list-style-type: none"> Lake Stevens shoreline access Catherine Creek View potential 	<ul style="list-style-type: none"> View potential 	<ul style="list-style-type: none"> View potential 	<ul style="list-style-type: none"> View potential
Potential Land Use Issues	<ul style="list-style-type: none"> Center has lower intensity single-family uses to the north, west, and south and higher intensity industrial uses to the east 	<ul style="list-style-type: none"> Center is surrounded by lower-intensity single-family and multi-family residential uses 	<ul style="list-style-type: none"> Center is surrounded by lower intensity residential uses Lack of Utilities & Infrastructure 	<ul style="list-style-type: none"> Center is surrounded by lower-intensity single-family residential uses
Conclusion	<ul style="list-style-type: none"> Limited potential for larger employment uses due to transportation access and small parcel sizes More suitable for local-serving retail and small commercial uses Potential as a Mixed-Use Town Center consisting of civic and local-serving retail uses, limited office and residential uses 	<ul style="list-style-type: none"> Some potential for larger employment uses given transportation access and large parcels, but contingent upon redevelopment potential Potential for Main Street center on 91st Street NE between Market Place/SR204 Potential as a Commercial Mixed-Use Center consisting primarily of regional retail commercial uses with multi-family residential uses towards the edges of the center 	<ul style="list-style-type: none"> Potential to accommodate larger employment uses, but limited by location and transportation access Potential as an Industrial Center consisting primarily of industrial uses and limited office uses 	<ul style="list-style-type: none"> Potential for larger employment uses including business parks and retail centers Potential for Mixed-Use Centers consisting primarily of residential uses with some office and local-serving retail commercial uses



DOWNTOWN LAKE STEVENS

The greater downtown Lake Stevens includes an area of more than 200 acres near 20th St NE, Main St and Hartford Drive NE, and consists of the historic town center adjacent to the northwestern tip of the lake, the Grade Road Planned Business District, and associated residential areas. As adopted, the subarea plan takes in the historic downtown core encompassing a compact area of approximately 30 acres. This area has been characterized primarily by low-intensity commercial and residential development on small to medium-sized parcels.

The historic town center has several key attributes to support its revitalization including its lake front setting, strong projected population growth and the potential for higher density residential development. Development of an effective plan and an active marketing campaign for this area is a high priority for the city. In 2005, the city developed a conceptual plan for downtown Lake Stevens. In 2012, the city proposed a framework plan for the area that identified preferred land uses and potential infrastructure improvements to facilitate desired growth patterns. In 2018, the city adopted a full subarea plan that identified land uses, development intensity, parking requirements, public improvements, program development, etc.

Downtown Lake Stevens has some challenges, specifically access and infrastructure. Several road improvements are proposed to improve access throughout downtown and to the Hartford Industrial Center, and to the regional highway system. The city continues to work with utility providers to assess needed infrastructure improvements.

LAKE STEVENS CENTER SUBAREA (FORMERLY FRONTIER VILLAGE GROWTH CENTER)

Lake Stevens Center is comprised of approximately 360 acres of land centered on the State Route 9/State Route 204 intersection. In September 2012, the City Council adopted the Lake Stevens Center Subarea Plan to revitalize the center, emphasizing retail and office growth. The plan also amended the Land Use Map for many parcels within the subarea. Future residential development would be primarily high-density residential. The general land use pattern would consist of a commercial core, smaller commercial and mixed-use areas, a main street area, and transit-oriented development. Following a recent market analysis in 2019, the city has updated the land use designation to more closely match current market conditions. The plan assumes future growth of 140,000-150,000 gross square feet of retail, 140,000-150,000 gross square feet of office, and 180 to 200 additional dwelling units. A Planned Action Ordinance, capital facilities plan, development regulations, and design guidelines were also adopted.



20TH STREET SE CORRIDOR (FORMERLY SOUTH LAKE GROWTH CENTER)

The 20th Street SE Corridor is comprised of approximately 850 acres of land crossing the southern portion of the city from approximately South Lake Stevens Road in the east to Cavalero Road in the west. In September 2012, the City Council adopted the 20th Street SE Corridor Subarea Plan to create an employment center emphasizing business parks and commercial development. Future residential development would be primarily higher-density development including townhomes, row houses, cottage housing, and live/work units. The general land use pattern would consist of at least one large business park, a regional retail center, and commercial or mixed-use nodes with higher-density residential growth in transitional areas between existing single-family developments and higher intensity development. Following a recent market analysis in 2019, the city has updated the potential growth sectors to more closely match current market conditions. The revised plan predicts 500,000 gross square feet of retail, 500,000 gross square feet of office, and 1,000 additional dwelling units. A Planned Action Ordinance, capital facilities plan, development regulations, and design guidelines were also adopted.

HARTFORD INDUSTRIAL CENTER

The Hartford Industrial Center is an area of approximately 267 acres located in the northeast portion of the city, between Downtown Lake Stevens and unincorporated Snohomish County. The Hartford Center is adjacent to industrially zoned properties outside the city limits. The area is zoned General Industrial (GI) and Light Industrial (LI), which allow a wide range of industrial uses. The area currently has a mix of low-intensity industrial uses, some retail and older single-family residential pockets. The Hartford Industrial Center currently has additional employment capacity available for redevelopment. It is the city's intention to promote and develop the Hartford Industrial Center as a local employment center. The Hartford Industrial Center's potential to accommodate larger employment uses are currently limited by location, limited visibility, lack of extensive public infrastructure and transportation access. The city will conduct a market study of the area to determine any need for expansion, infrastructure improvements, and marketing strategies to attract appropriate industries.

In February 2021, the city annexed an additional 66 acres of land known as the Machias Industrial area, which is zoned GI and is located just east of the Hartford Industrial Center. In late 2021, the city began a process to explore potential infrastructure improvements in the entire area (known collectively as the Lake Stevens Industrial Area), which will be integral in helping the city meet its employment growth targets.

NEIGHBORHOOD SERVICE CENTERS

In addition to the defined growth centers, the city has several small Neighborhood Service Centers located throughout the city zoned Local Business (LB) or Mixed Use. Small



neighborhood service centers serve the immediate shopping and service needs for the surrounding residential areas. These neighborhood service centers augment economic development activity citywide and balance the commercial uses found in larger growth centers.

ANNEXATION AND RURAL URBAN TRANSITION AREA (RUTA)

The city will continue to coordinate annexation of the remaining unincorporated UGA throughout the 2035 planning horizon. Additionally, the city of Lake Stevens is looking outside its borders given the impact that planning efforts have on the entire Lake Stevens community in preparation for future UGA expansions after build-out.

For the purposes of defining a Framework Plan that includes the Rural Urban Transition Area (RUTA) as an area for long-term employment growth, the city's existing strategy for growth within the UGA has been reviewed and analyzed. Related documents such as County plans and Buildable Lands Report are discussed further below, together with summaries of information related to public services and utilities. The city completed a project report for the Lake Stevens South Rural Urban Transition Area in August 2008. The city recognizes the importance of review and analysis of all adjacent RUTA areas for future comprehensive planning and benefit.

The city of Lake Stevens recognizes that the UGA is bordered by areas labeled by the County as "transitional". The city also recognizes that development policies within these areas and beyond will have direct and indirect impacts on the Lake Stevens community, its quality of life, infrastructure, transportation, services, finance and the stewardship of land and lake water quality. Therefore, the city's vision requires its involvement in the decision-making in these areas as they affect development and its impacts.

LAND USES AND ZONING

Lake Stevens includes a mix of residential, commercial, industrial and public/semi-public land use designations. Residential designations are spread throughout the city and include both high-density and single-family oriented land uses. There are several commercial designations that vary in intensity by location. For example, the highest intensity commercial land uses are located along highways and arterials, while neighborhood level commercial use may be congregated at the intersections of arterials and collectors. The city's industrial land uses are primarily located in the northeastern corner of the city, except for one area in the northwestern corner, subject to a development agreement. Public/Semi-public land uses are spread across the city. Most public/semi-public areas include school sites, municipal services and parks. Figure 2.3, the current Comprehensive Plan Land Use Map, illustrates the distribution of land use throughout the city as well as predesignations for the UGA that would be effective upon annexation.



Residential Land Uses – Residential land uses include all single-family development and multifamily uses including, apartments, condominiums, manufactured housing, foster care facilities, group quarters, and cooperative housing.

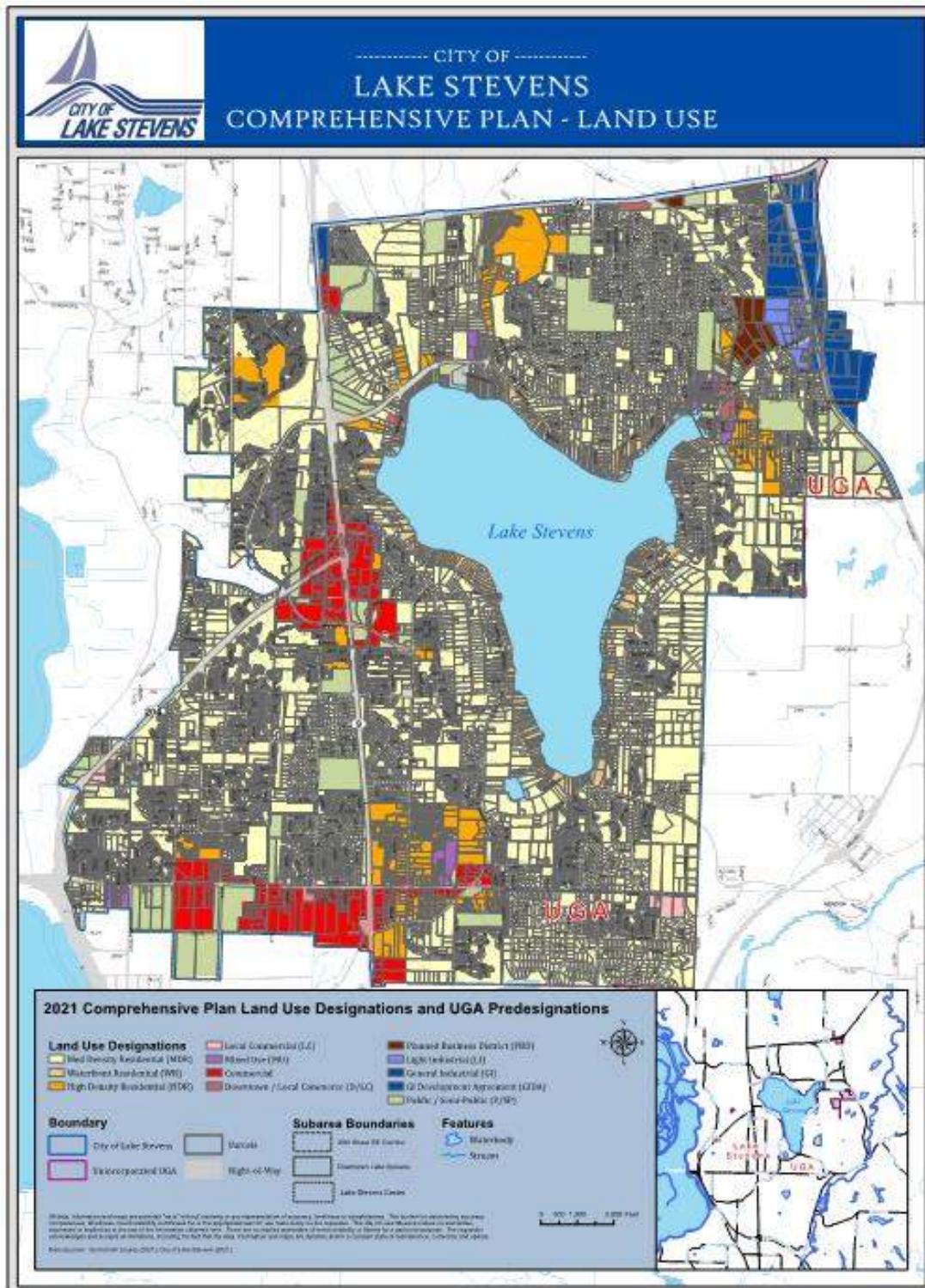


Figure 2.3 – City Land Use Map

Map boundaries updated (no changes to land use designations)



- High Density Residential allows single-family, two-family, and multifamily residential uses. It also allows limited public/semi-public, community and recreational uses. This designation should be generally located in transitional areas between single-family designations and commercial designations where infrastructure and public transportation is readily available.
- Medium Density Residential allows single-family, two-family and some multifamily residential development with a density between four (4) to 12 units per acre based on zoning with the potential for bonuses. This designation includes detached and attached units, accessory units, townhouses, condominiums, duplexes, tourist homes, special service homes and manufactured/mobile structures. It also allows limited public/semi-public, community and recreational uses. This designation should be generally located in transitional areas between high density designations and rural areas where infrastructure is readily available.
- Waterfront Residential allows single-family residential uses with a density of four (4) units per acre with the potential for bonuses. This designation includes detached and attached units, accessory units, detached, tourist homes, and special service homes. It also allows limited multifamily, public/semi-public, community, and recreational uses. This designation is located in residential neighborhoods within the shoreline jurisdiction.

Through implementation of zoning regulations, the city will consider innovative and flexible residential options, in appropriate zoning districts, to allow a variety of housing. For example, the municipal code allows higher-density residential uses such as townhouses and small-lot, single-family residential units, and innovative housing options such as cottage housing. In all residential zones, cluster subdivisions and planned residential developments allow variations in housing styles and increases in housing density as a means of encouraging good design, specifically on challenging sites where natural characteristics (slopes, wetlands, streams, etc.) require careful design and development.

Commercial Land Uses – Commercial land uses include all commercial and mixed-use configurations including, small scale/neighborhood commercial, large scale retail, and employment designations.

- Downtown/Local Commercial: This designation permits moderate to higher intensity land uses including the Central Business District and other dense arrangements of professional offices and retail stores. This designation discourages uses that are land consumptive (i.e., warehouses) or that generate high-traffic volumes (e.g., drive-through businesses or gas stations). It allows mixed-use development.
- Mixed-Use Commercial: This designation permits moderate to higher intensity land use that includes both commercial and residential elements and encourages mixed-use (commercial and residential). It is intended that this land use designation will be placed where a "village atmosphere" is desired, or as a transition between high and low intensity zones.



- **Planned Business District:** The Planned Business District allows moderate intensity commercial or mixed-use development through a Master Development Plan. It is intended that this land use designation be placed on lands between high and low intensity uses to act as a buffer; or on sites containing sensitive resources; or other sites where, due to property specific circumstances, detailed planning would benefit all property owners involved as well as the public by allowing transfer of densities among parcels in order to avoid impacts to critical areas or local infrastructure. It also allows limited public/semi-public, community, and recreational uses.
- **Commercial:** This is a high intensity land use that includes both high-intensity retail and employment uses including community and regional retail centers, offices, business parks, and associated uses. Multifamily residential uses could be included above or behind commercial uses. It should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.

Industrial Land Uses – Industrial uses include a mix of light and general industrial trades geared toward manufacturing, resource extraction, agriculture, warehousing and other intensive types of land uses.

- **General Industrial** – This designation allows a full range of industrial uses which may impact surrounding properties. This category also allows retail sales, public/semi-public, community and recreational uses. It should be located in areas with direct access to truck routes, adequate public services, infrastructure and traffic capacity.
- **Light Industrial** – This designation allows a full range of industrial uses with less impact to surrounding properties than general industrial properties. The city looks to this designation as accommodating the future high-tech industries and family-wage jobs. This category also allows retail sales, public/semi-public, community and recreational uses. It should be located in areas with direct access to truck routes, adequate public services, infrastructure and traffic capacity, and be transitional to commercial/mixed-use areas.

Public/Semi-Public – This category includes public buildings, public services, and transportation facilities to support operations of the city, the school district, fire district and miscellaneous other governmental functions. These services require land throughout the city.

EXISTING ZONING IN CITY AND UGA

The city establishes zoning for areas within the city limits while Snohomish County establishes zoning for areas within the unincorporated portions of the Lake Stevens UGA. Existing zoning within the city and its UGA allows a range of residential and employment uses.

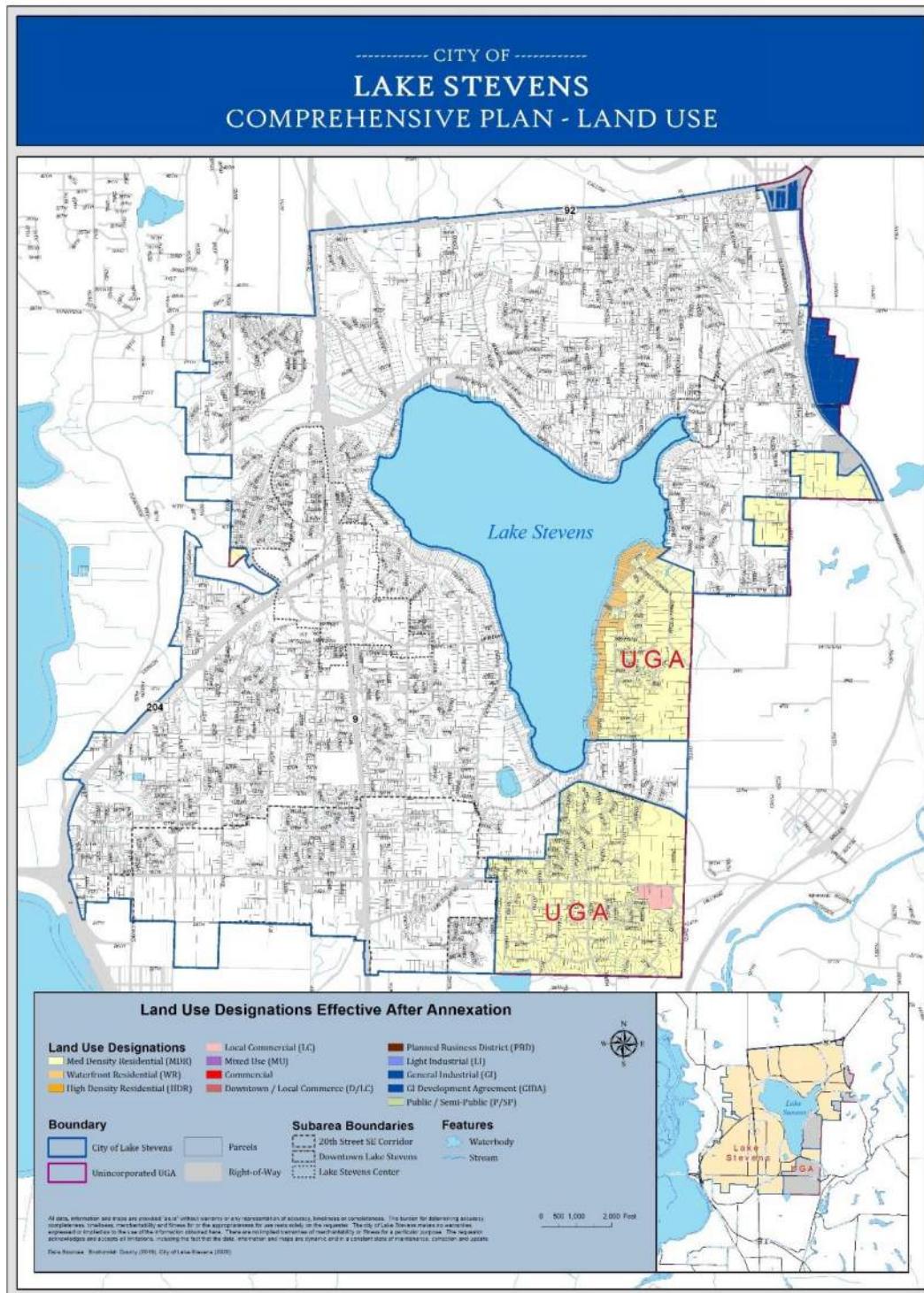


Figure 2.4 – Unincorporated UGA Pre-designation Land Use Map



As part of the 2019 update, the city hosted public outreach as it considered future land uses designations and zoning districts for land within the unincorporated Urban Growth Area. In general, the land use designations will closely follow the current county designations. Current industrial and business park areas will be zoned General Industrial. Notably a commercial node for land use and zoning has been identified in the southeastern area along 20th St SE. The pre-designations ~~s and zoning are shown on the following map~~ ~~are shown on~~ ~~Figure 2.34, which was amended in 2020 to . In 2020, the city amended Figure 2.4 to~~ change the land use designation for four parcels on the north side of 20th St SE to Medium Density Residential.

Commercial/Industrial Zoning Districts

The city's zoning districts that allow employment uses primarily occur within growth centers and subareas. These zones vary in type of permitted uses and requirements for special or conditional use permits. Residential uses above and/or behind permitted non-residential uses are allowed in some commercial and mixed-use zones. There remains untapped capacity for new commercial development in the two Planned Business District (PBD) zones, and in the Central Business District (CBD) and Mixed Use (MU) zones, where existing houses have not yet converted to commercial uses. Table 2.2 shows a summary of employment zones by acres within the city and its UGA, which is followed by a brief description of the various employment zoning districts.

The three industrial zones – General Industrial (GI), Light Industrial (LI) and General Industrial with Development Agreement (GIDA), permit a range of uses including manufacturing, processing and equipment repair uses, as well as allowing indoor recreational uses, restaurants, storage, motor vehicle sales, and home occupations.

Other employment zones include Planned Business District (PBD), Local Business (LB), Central Business District (CBD), Mixed Use (MU), and Public/Semi-Public (P/SP). These zones allow a wide range of employment uses including sales and rental of goods, office, some manufacturing uses, and retail uses. The CBD zone allows two-family and multifamily residences.

New employment zones since adoption of the subarea plans include Business District (BD), Commercial District (CD), Neighborhood Business (NB), and Mixed-Use Neighborhood (MUN). The BD zone is geared toward high-tech and other professional occupations. The CD zone allows the most intensive retail uses in the city, while the NB zone is geared toward retail needs of adjacent neighborhoods. The MUN zone is a mixed-use zone. With amendments to the Lake Stevens Center and 20th Street SE Corridor subarea plans, approximately 13 percent of the land within the city, or 10 percent of total UGA (city plus UGA) is zoned for commercial and employment uses.



Employment zones in the unincorporated UGA are found in the northeast portion of the city adjacent to the Hartford Industrial Center. It is assumed that similar city zoning would be applied once these areas are annexed into the city.

TABLE 2.2 - EMPLOYMENT ZONING IN LAKE STEVENS UGA (2019)

EMPLOYMENT ZONE	ACRES	PERCENT OF CITY	PERCENT OF UNINCORPORATED UGA ¹
CITY			
General Industrial	94.39	1.63	1.19%
General Industrial w/Development Agreement	7.02	0.12%	0.09%
Light Industrial	40.19	0.69%	0.51%
Central Business District	21.42	0.37%	0.27%
Planned Business District	43.83	0.76%	0.55%
Local Business	18.88	0.33%	0.24%
Mixed Use	11.79	.20%	0.15%
Business District	0.90%	0.02%	0.01%
Commercial District	400.69	6.92% %	5.05 %
Main Street District ²	0%	0%	0%
Neighborhood Business District ³	0%	. 0%	0%
Mixed-Use Neighborhood	55.61	0.96%	0.70%
City Total	683.64	12%	8.76%
EMPLOYMENT ZONE			
ACRES			
PERCENT OF CITY			
PERCENT OF UNINCORPORATED UGA			
UNINCORPORATED AREA			
Heavy Industrial (Snohomish County Code)	62.35	3.06%	0.78%
Business Park (Snohomish County Code)	23.62	1.16%	0.30%
Unincorporated Total	85.97	4.22%	9.68%
UGA Total	769.61	13.01%	9.67

¹ Combined UGA (city and unincorporated UGA) total approximately 7,952 acres, city portion is 5,801 acres.

² The Main Street District has been eliminated and re-designated Commercial District.

³ The Neighborhood Business District has been eliminated and re-designated Commercial District.



Residential Zoning Districts

Table 2.3 shows a summary of residential zones by acres within the city and in the unincorporated UGA as of 2019. Single-family zones include R4 (previously Suburban Residential), R6 (previously Urban Residential), and Waterfront Residential. The higher-density residential zones include R8-12 (previously High-Urban Residential), Multi-family Residential, and MF Development Agreement.

TABLE 2.3 - RESIDENTIAL ZONING (2019)

CITY ONLY		UNINCORPORATED UGA		
	Acres	Percent	Acres	Percent
Higher-Density Zoning ⁴	914.24	15.76 %	9.8	0.12%
Single-family Zoning	3712.07	63.99%	1010.2	12.76%

Approximately 16 percent of the city is zoned for higher-density residences while approximately 64 percent is zoned for medium to lower density single-family residential uses. Areas zoned for higher-density residential development are found within designated growth centers, subareas and several areas outside of these centers, along SR 9 and Callow Road in the northern portion of the city. A smaller area zoned for multifamily residential uses occurs along Lundein Parkway, approximate to the northwest tip of the lake. Snohomish County zoning applies to unincorporated areas within the Lake Stevens UGA. Approximately 0.12 percent of the unincorporated UGA is zoned for multifamily residential uses while approximately 13 percent of the area is zoned for single-family residential.

BUILDABLE LANDS ANALYSIS / GROWTH TARGETS

Recent annexations have increased the amount of buildable land in the city. The city recognizes the importance of efficient planning and use of remaining lands to meet the population, employment, environmental and other objectives of growth management. The amount of land that is fully developable within the city limits is limited, with large portions of remaining land constrained by topography, critical areas and infrastructure needs. A vital community must find a balance between inevitable growth, a quality environment, good service to citizens and fiscal responsibility. The Land Use Plan is a key factor in developing this balance. Coordination between the Land Use Element and the Capital Facilities Element is essential to produce a Plan that can realistically be implemented. The

⁴ Higher Density Zoning includes R8-12 (formerly High Urban Residential), Multifamily Residential and Multifamily Residential Development Agreement zoning districts.



Comprehensive Plan must ensure that infrastructure can support existing and new development.

Under the GMA, Snohomish County and its cities review and evaluate the adequacy of suitable residential, commercial and industrial land supplies inside the UGA for accommodating projected population and employment growth every five years. Regular updates to the buildable lands report ensure that communities continue to meet growth targets for the remaining portion of its current planning horizon.

Going into the 2007 buildable lands update, the Lake Stevens UGA had a population surplus and employment deficit of 264 jobs. These findings were generally consistent between Snohomish County's analysis and the city's independent analysis. The city's independent study was designed to reflect a more accurate picture of the growth potential and/or limitations in the city limits and the UGA given the city's annexation goals and schedule. The county and cities worked diligently to reach consensus on the methodologies used to calculate land capacity; all major differences were reconciled at the UGA level.

Since 2007, as the city limits grew through annexation, the city identified reasonable measures to address capacity deficiencies and inconsistencies within the UGA. A detailed list of reasonable measures is found later in this section. As discussed previously, through the city's growth center strategy it has developed two subarea plans, which directly address employment deficiencies. Moving into the 2012 BLR, the Lake Stevens UGA has reconciled its forecasted employment deficit. Overall, there is an adequate land capacity to accommodate the adopted 2035 population and employment growth targets.

Table 2.4 compares the 2012 buildable lands capacity estimates and adopted 2035 growth targets for population and employment for the Lake Stevens UGA. The city's portion of the 2035 growth targets for employment would be 7,412 jobs and 39,340 population respectively. Updated 2044 growth targets are expected to be adopted in late 2021, and this chapter will be updated to reflect those numbers in subsequent years.

Table 2.4 Buildable Lands / 2035 Growth Target Comparison

	2035 GROWTH TARGETS	2025 POPULATION CAPACITY	DIFFERENCE
Population	46,380	46,634 (BLR)	254
Employment	7,821	7,988 (BLR)	167

Tables 2.5 summarizes the 2012 buildable lands capacity for residential zoning districts within the city of Lake Stevens. Each total includes the remaining acreage.



Table 2.5 - Buildable Lands Analysis – Residential Capacity⁵ (2012)

ZONING DISTRICT – RESIDENTIAL	TOTAL ACRES ⁶	BUILDABLE ACRES ⁷
Commercial District	401.693	0.165
Main Street ⁸	0	0
Mixed-Use Neighborhood	55.61	31.939
Mixed-Use	11.79	1.636
Multifamily Development Agreement	80.03	29.881
Multifamily Residential	132.71	10.346
R8-12 (formerly High Urban Residential)	701.50 4	205.271
R4 (formerly Suburban Residential)	1485.14	144.852
R6 (formerly Urban Residential)	1968.78	268.448
Waterfront Residential	261.59	14.844
City Totals	716.63	
Unincorporated UGA Residential		385.923
Lake Stevens UGA Total		1,212.016

Of the estimated 3,784 city units, 3,145 would be single-family and 639 would be multifamily. The 2035 housing unit target is 4,413, which is less than assumed buildable lands capacity. The 2012 BLR did not provide a complete estimate for potential mixed-use residential developments in the commercial and mixed-use zones. By comparison, the unincorporated UGA has approximately 385 buildable acres. After reductions, the estimated buildable housing capacity in the unincorporated UGA would be 1,211 new single-family units.

Tables 2.6 summarizes the 2012 buildable lands capacity for employment zoning districts within the city of Lake Stevens. Each total includes the remaining acreage.

⁵ Adapted from the Lake Stevens UGA - Additional Population Capacity Table Snohomish County Tomorrow 2012 Buildable Lands Report, June 2013

⁶ Approximate zone area that includes rights-of-way.

⁷ This column represents estimates the amount of buildable land that is not constrained by critical areas or other limiting factors and includes pending, vacant, partially-used and redevelopable parcels from the 2012 Buildable Lands Report. The estimate is not a precise inventory. Site-specific studies are necessary at the time of development to identify location and size of potentially unbuildable lands precisely.

⁸ The Main Street District has been eliminated and re-designated Commercial District.



Table 2.6 - Buildable Lands Analysis- Employment Capacity⁹ (2012)

ZONING DISTRICT - EMPLOYMENT	TOTAL ACRES	BUILDABLE ACRES
High Urban Residential	701.50	33.86
Mixed-Use Neighborhood	55.61	25.36
Mixed-Use	11.79	1.64
Main Street ¹⁰	0	0
Commercial District	344.33	32.61
Neighborhood Business ¹¹		0
Local Business	18.88	4.36
Business District	0.90	0
General Industrial	94.39	2.18
City Totals		161.43
Unincorporated UGA Employment		56.74
Lake Stevens UGA Total		218.17

DEVELOPMENT TRENDS

A look at development trends inside city limits is helpful to understand how current zoning affects future development potential inside the city and shapes the city's growth strategy. [A review of development trends also provides insight into growth potential outside city limits as the city contemplates annexation of unincorporated portions of the UGA. Figure 2.5 shows development activity in the city since 2012.](#)

Residential

The current population target for the Lake Stevens UGA is 46,380. Under current zoning the city and unincorporated UGA should have a surplus population [of nearly 509 people](#) based on the buildable lands report. Large portions of the city have developed within the past several decades resulting in a relatively new housing stock. Much of the development within recently annexed areas of the city occurred while these areas were part of unincorporated

⁹ Adapted from the Lake Stevens UGA - Additional Population Capacity Table Snohomish County Tomorrow 2012 Buildable Lands Report, June 2013

¹⁰ The Main Street District has been eliminated and re-designated Commercial District.

¹¹ The Neighborhood Business District has been eliminated and re-designated Commercial District.



Snohomish County. ~~The present-day land use pattern within the city and its surrounding UGA remains predominantly single-family residential:~~

- ~~Approximately 76 percent of land within the city, and 61 percent of the entire UGA is zoned for single family use.~~
- ~~Multifamily residential zones are located near the perimeter of the downtown Central Business District, along Grade Road to the north, along 16th Street NE to the south, and in and around Lake Stevens Center.~~
- ~~The city has also designated several commercial and mixed-use zones that allow multifamily development associated with the underlying commercial use.~~

Since 2006, Lake Stevens has experienced a steady stream of residential construction, as anticipated in the 2012 Buildable Lands Report.

- ~~From 2015 through the end of 2018, the city has approved more than 2,500 housing units through at least the preliminary approval stage.~~

~~These growth numbers equate to 79 percent of the city's 2035 growth target. As the trend for steady residential construction continues approximately 72 acres of vacant land remains inside the city with another 617 acres of partially used/re-developable land available for infill development as of late 2018.~~

As mentioned, the buildable lands study did not assign a large amount of residential capacity to commercially zoned and mixed-use properties, which allow apartments above the ground floor. It is difficult to predict how many dwellings these zones would accommodate because of a lack of past development history in the city. The potential for accommodating additional dwellings in mixed-use projects is increasing as the city continues to become more urban and with the focus on growth centers through the adoption of distinct subarea plans.

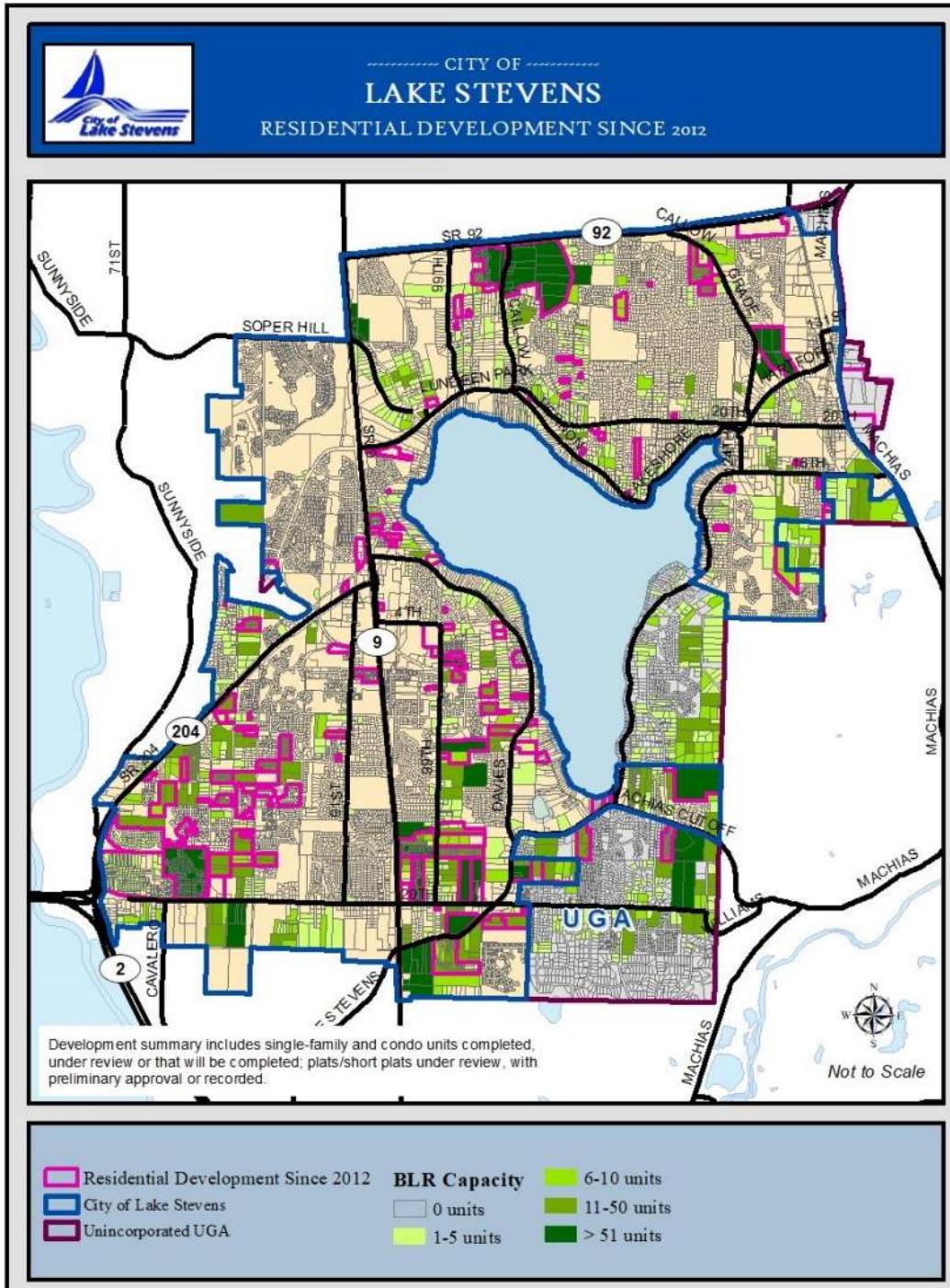


Figure 2.5 – Development Trends Map



Commercial and Industrial

Lake Stevens has historically had one of the lowest jobs to household ratios compared to other Snohomish County cities. The city desired to increase the number of employment opportunities given the increasing size of its population and the need to maintain a sustainable and economically healthy community. The city continues to work to improve its house-to-employment ratio through the implementation of reasonable measures, development of subarea plans and its growth strategy. ~~At present, the entire UGA has an employment growth target of 7,821 jobs by 2035. The 2012 BLR estimates a surplus of 1,373 jobs at build out based on a capacity of 7,988 jobs, which exceeds the growth target.~~

Commercial development has been modest in the city's commercially zoned districts. Downtown Lake Stevens and Lake Stevens Center continue to redevelop. A recent market analysis performed for the city shows that this trend is changing with a reported 3.9 percent annual growth (BERK consulting 2019). The most significant growth during this time has been in Warehousing, Transportation, and Utilities (15%/year); Construction (11%/year); Finance, Insurance, and Real Estate (9%/year), and Services (3%/year).

~~Between 2012 and mid-2016, the city has approved 43 new commercial/industrial projects, with roughly half of those approved in 2016. The city has also approved a new elementary school and early learning center off Soper Hill Road and a new shopping center in Lake Stevens Center.~~ There remains untapped capacity for new commercial development throughout the city, notably in the two Planned Business Districts, undeveloped or underdeveloped downtown properties, and properties located in the Lake Stevens Center and 20th Street SE Corridor.

Industrial

The industrial zones remain largely underdeveloped. Much of the industrial activity has occurred on the individual sites or within existing buildings. New construction has been in the form of small additions or low-employment activities (e.g., self-storage, etc.).

- ~~Since the 2012 Buildable Lands Report, the city has approved two industrial projects adding 13 buildings and approximately 108,000 square feet of storage space.~~
- ~~At present, just over 68 acres of buildable industrial land remains. Most of this land is in the Hartford Road industrial area in the northeastern part of the city.~~
- ~~The city approved an industrial land segregation in 2017 that will add additional industrial employment capacity.~~

~~The city added approximately 100 acres of employment oriented zoning, as part of the subarea plans which remain available for development. For example, the new Business District is geared toward high-tech employment, manufacturing and professional offices and medical as principal uses. This zone should attract employers as the city continues to grow because of its central locations and availability of infrastructure.~~



REASONABLE MEASURES

The Growth Management Act requires that cities consider “reasonable measures” to allow growth to meet the adopted population and employment targets. The following table (Table 2-7) lists the reasonable measures included in the Countywide Planning Policies (part of the 2005 County Comprehensive Plan update), identifies those in effect in Lake Stevens, and comments on their effectiveness or potential.

The reasonable measures with the greatest potential to increase employment in suitable locations include establishment of an economic development strategy and then, encouraging development in centers through subarea planning.

As the city moves forward with the implementation of its Comprehensive Plan, these reasonable measures will be reviewed, revised or added to the city's regulations and development programs.

Table 2.7 – Reasonable Measures Included in Countywide Planning Policies

MEASURES TO INCREASE RESIDENTIAL CAPACITY			
MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Permit Accessory Dwelling Units (ADUs) in single family zones	Yes	Allows small accessory units. Some zones require 125% of the minimum lot size to allow ADUs.	The city currently allows accessory dwelling units in all residential zones and the Mixed-Use Zone. 11 ADU applications were received between 2018 and 2020.
Multi-family Housing Tax Credits to Developers	Yes	Target areas established by Ordinance 1103 and codified in LSCM 3.27.	Multi-family housing tax exemption (MFT) program provides a property tax exemption to developers of market rate and affordable housing in targeted areas of the city.
Transfer of Development Rights	Yes	Properties with critical areas	The city has adopted provision in its subdivision code and critical areas codes to allow reduced lots size and development transfers.
Clustered Residential Development	Yes	PRDs and Cluster Subdivisions	The city has adopted provision in its subdivision code and critical areas codes to allow reduced lots size and development transfers.
Allow Co-Housing	Yes	Shared housing by non-family members	The zoning code allows boarding houses and other congregate living arrangements in specified zones.
Increased Residential Densities	Yes	Single-family zones.	The city allows detached single-family residences in a variety of zones at densities ranging from 4.5-11 units per acre.
Maximum Lot Sizes	No		

**Chapter 2 – Land Use**

Minimum Residential Densities	Yes	Discourages residential sprawl	The city allows a range of single-family densities ranging from 4 -12 units per acre.
Reduce Street Width	Yes	Reduced street standards in residential areas	The city allows a variety of standard and reduced road profiles in its Engineering Design & Development Standards
Allow Small Residential Lots	Yes	Smaller lots in compact neighborhoods	The city allows a range of single-family lot sizes.
Encourage Infill and Redevelopment	Yes	Zones identified in Zoning Code's Innovative Housing and Infill Chapter.	The zoning code allows cottages and attached housing options up to four units in specific areas and subject to the provisions of LSCM 14.46.
Inclusionary Zoning	No		Subarea plans encourage as an optional development incentive
Manufactured Housing	Yes	Manufactured homes allowed under the same rules as other housing types	Lake Stevens allows manufactured housing in all residential zoning districts.

MEASURES TO INCREASE EMPLOYMENT CAPACITY

MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Economic Development Strategy	Yes	Lake Stevens Center, 20 th Street SE Corridor, and Downtown Lake Stevens Subareas.	In 2012, two subareas were adopted with planned actions to create areas for employment and additional commercial development. An Economic Development Strategy began as part of the subarea planning and will continue in the future. The Downtown Subarea plan was adopted in 2018.
Create Industrial Zones	Yes	General and Light Industrial Zones	Capacity exists. Largely undeveloped. Minimal potential for additional implementation.
Zone by building type, not use	Yes, some	Current city zoning is based on use; adopted subarea plans include some regulation by building type	Minimal potential for implementation to significantly alter the growth strategy except within subareas.
Brownfields Programs	No	No known brownfields within the city	
Urban Centers/Villages	Yes	Lake Stevens Center, 20 th Street SE Corridor, and Downtown Lake Stevens Subareas.	The city has utilized subarea planning with rezoning to increase intensity and density and create a mix of residential and non-residential uses, with transition areas between existing residential areas and planning for a multi-modal transportation system.
Allow Mixed Uses	Yes	CBD, PBD and MU zones and within the subareas	City allows mixed-use in MU zones and most commercial zones.



Transit Oriented Design	Yes	Currently there is limited transit service within the Lake Stevens area	Included within subarea plans and Community Transit has identified 20 th Street SE as a transit emphasis corridor for future frequent service.
Downtown Revitalization		The Downtown Subarea Plan includes a Capital Facilities Improvement Plan.	The Downtown Lake Stevens Subarea Plan was adopted mid-2018. Several projects in the Capital Facilities Improvement Plan have already been undertaken. The city will continue to support downtown revitalization through city-lead implementation measures
Adequate Public Facilities	Yes	Concurrency standards for infrastructure.	The city has adopted concurrency standards and GMA-based traffic impact, school and park mitigation fees.
Transportation Efficient Land Use	Yes	Mixed-use zoning	No specific measures for transit oriented development.
Urban Growth Management Agreements	Yes		Annexation interlocal agreement with Snohomish County; Traffic interlocal agreement with Snohomish County.
Annexation plans	Yes		Annexation plan adopted for eventual “One Community Around the Lake” in the future.
Reduce off-street surface	Yes	Reduced minimum standard required for office uses	Subarea plans include use of low impact development and building height incentives for reducing surface coverage.
Identify and redevelop vacant buildings	No	Few vacant buildings within city and UGA	Minimal potential for additional implementation to significantly alter the growth strategy. Due to market conditions, some of the few vacant buildings have been redeveloped.
Concentrate critical services near homes, jobs and transit	Yes	Subareas	Subarea plans should bring much needed services to the city at Lake Stevens Center and along 20 th Street SE and additional planning to Downtown.
Locate civic buildings in existing communities rather than in greenfield areas	Yes		City campus, library and post office are located in historic downtown. Plans for new or replaced civic buildings are being proposed in existing commercial zoned areas.
Implement permit expedition	Yes	Processing Code and Planned Actions	Although permit review times are not currently extensive, the new processing code adopted in 2010, planned actions adopted in 2012 and a new permit tracking system in 2012 should provide specific requirements for submittal and minimize necessary review times.



MEASURES TO MITIGATE IMPACTS OF DENSITY			
MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Design Standards	Yes	Applies to commercial and high-density residential development	Community design quality and expectations have increased as a result of the adopted standards. Creating new design standards for cottage housing. Subarea Design Guidelines were adopted for development within the subareas using review.
Urban Amenities for Increased Densities	Yes	Planned Residential Developments (PRDs) and subareas	PRD subdivisions are eligible for a density bonus in exchange for providing amenities such as active recreation areas and tree preservation. Subarea plans allow for increased floor area ratios with a menu of amenity options.
Community Visioning	Yes		Provided basis of land use policies. Updated in 2015 Plan. Important part of subarea planning, downtown framework planning and shoreline planning.
OTHER MEASURES			
MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Low Densities in Rural and Resource Lands	N/A		
Urban Holding Zones	Yes	Does not apply to areas within the city	None
Capital Facilities Investment	Yes	Subarea Plans and GMA Traffic Impact Fees	Subarea planning included adoption of a subarea capital facilities plan and GMA traffic impact fees adopted. Expectation is that investment will spur development.
Environmental review and mitigation built into subarea planning process	Yes		Planned actions adopted for the subareas include required mitigation measures. In addition, a GMA-base traffic impact mitigation fee code was adopted with specific fees identified.
Partner with non-governmental organizations to preserve natural resource lands	In Process		City in discussions with various organizations.



LAND USE GOALS AND POLICIES

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

Policies

- 2.1.1 Accommodate a variety of land uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and the Countywide Planning Policies.
- 2.1.2 Review cumulative changes to residential, commercial, industrial and public land use designations during the annual comprehensive plan cycle to ensure employment and population capacity estimates are being met.
- 2.1.3 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.
- 2.1.4 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.
- 2.1.5 Coordinate land use decisions with capital improvement needs for public facilities including streets, sidewalks, lighting systems, traffic signals, water, storm and sanitary sewer, parks and recreational facilities, cultural facilities and schools.

GOAL 2.2 ACHIEVE A WELL BALANCED AND WELL-ORGANIZED COMBINATION OF RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OPEN SPACE, RECREATION AND PUBLIC USES.

Policies

- 2.2.1 Allow the following residential land use designations as described.
 - 1. High Density Residential – Encourage a variety of residential forms of residential structures containing three or more dwellings. Multiple structures may be located on a single parcel, and there are no density limits, provided the project meets the zoning district requirements and other pertinent codes, standards and adopted development guidelines. This land use category also allows limited public/semi-public, community, recreational, and commercial uses.



2. Medium Density Residential – Encourage single-family (1 du/lot), two-family residential and some multifamily housing with a density between 4 and 12 units per acre with the potential for bonuses. This designation allows detached, attached, conversion, accessory apartments, townhouses, condominiums, duplexes, tourist homes, special service homes and some manufactured/mobile structures. Also allows limited public/semi-public, community, recreational, and neighborhood commercial uses.
3. Low Density Residential – Allows for single-family homes on large lots, with fewer than four units per acre. Buildings usually have fewer stories and are spaced farther apart with large setbacks to side boundaries and the street, and have large areas of private open space.
4. Waterfront Residential – Provides single-family (1 du/lot) residential uses with a density of 4 units per acre with the potential for bonuses on residential properties located adjacent to Lake Stevens subject to the regulations of the shoreline master program. This designation includes detached and attached units, accessory units, tourist homes, special service homes, limited multifamily, public/semi-public, community, and recreational uses.

2.2.2 Allow the following commercial land use designations as described.

1. Downtown/Local Commercial – Encourages medium to high intensity commercial uses and other dense arrangements of professional offices and retail stores. This designation allows mixed-use development. This land use designation may be placed on lands between higher-intensity commercial areas and residential areas to act as a buffer. This designation also allows limited public/semi-public, community and recreational uses.
2. Mixed-Use – Allows medium to high intensity mixed-use (commercial and residential). It is intended that this land use designation will be placed where a "village atmosphere" is desired, or on lands between higher and lower intensity uses to buffer commercial and residential areas. This designation also allows limited public/semi-public, community and recreational uses.
3. Planned Business District – The Planned Business District allows moderate intensity commercial or mixed-use development. It is intended that this land use designation be placed on lands between higher and lower intensity uses as a buffer or on sites containing sensitive resources. The intent of this designation is to provide detailed planning that would benefit all property owners involved, as well as the public, by allowing transfer of densities among parcels in order to avoid impacts to sensitive resources. It achieves this by requiring that a Master Development Plan be developed for all similarly zoned contiguous parcels before any one parcel can be developed, and that any parcel developed is developed according to that plan. This designation encourages high floor area ratios by allowing a minimum of 2:1, with a 3:1



ratio allowed in designated density receiving areas when excess density is transferred from a designated sending area. This designation also allows limited public/semi-public, community, and recreational uses.

4. Commercial District – The Commercial District allows for high-intensity commercial and employment with some mixed-use. Principal uses include community and regional retail centers, offices, business parks, civic, cultural, recreational, and associated uses. Multi-family residential uses could be included above or behind commercial uses. This land use designation should be located in areas with direct access to highways and arterials that provide adequate public services and traffic capacity, in addition to transit facilities.

2.2.3 Allow the following industrial land use designations as described

1. General Industrial – This category allows a full range of industrial and employment uses which traditionally can cause impacts to surrounding properties because of the high intensity uses. This designation does not allow any residential (except temporary or caretaker residences). This land use designation should be located in areas with direct access to highways and arterials that provide adequate public services and traffic capacity.
2. Light Industrial – This category includes only those types of industrial, sale, or service uses, which have minimal externalities, but can cause impacts to surrounding properties because of the high intensity uses. This designation does not allow any residential (except temporary or caretaker residences). This land use designation should be located in areas with direct access to highways and arterials that provide adequate public services and traffic capacity.

2.2.4 Allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned. It allows public buildings and services, recreational uses, utilities, and transportation facilities. This designation may also allow a limited range of commercial uses.

GOAL 2.3 APPLY THE COMPREHENSIVE PLAN AS A GUIDE FOR COMMUNITY DEVELOPMENT IMPLEMENTED THROUGH THE CITY'S DEVELOPMENT REGULATIONS TO ENSURE PREFERRED COMMUNITY GROWTH PATTERNS ARE ACHIEVED.

Policies

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.



- 2.3.2 Preserve and promote the character of existing neighborhoods through thoughtful development regulations and design standards.
- 2.3.3 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.
- 2.3.4 Maintain development regulations to promote compatibility between uses; retain desired neighborhood character; ensure adequate light, air and open space; protect and improve environmental quality; and manage potential impacts on public facilities and services.
- 2.3.5 Promote architecture that is pedestrian friendly and conducive to human interaction (e.g., front porches, garages behind houses, small front yard setbacks, no "walled" neighborhoods).
- 2.3.6 Ensure that subdivisions are pedestrian friendly and include ample street trees, adequate sidewalks, walkways and paths connecting plats.
- 2.3.7 Review Development and Design Guidelines for Multifamily Residential, Planned Residential Developments, Commercial and Mixed-Use development outside of subareas.
- 2.3.8 Promote neighborhood commercial uses in appropriate places where the property:
 - a. is located at an intersection with at least one arterial street;
 - b. is at least one-half mile distance from other similarly designated properties; and
 - c. results in no more than two acres of land being designated for neighborhood commercial uses at the same intersection.
- 2.3.9 Promote commercial uses catering to day to day needs of neighbors in locations that are easily reached by foot or local commuters. Proposed uses shall clearly reflect this intent.
- 2.3.10 Encourage nodal development through adoption of zoning designations, specific design guidelines and development regulations.
- 2.3.11 The Planning Commission shall continue to welcome citizen input from all citizens within the incorporated city and unincorporated Urban Growth Area when making planning decisions that affect the city and future annexation areas.



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

Policies

- 2.4.1 Prior to the adoption of a subarea plan, the city should develop a thorough economic analysis for each growth center that considers investments and expenditures to provide a full range of services and infrastructure in relation to project revenue.
- 2.4.2 Each growth center should consider impacts on existing commercial properties, and residential areas to ensure the compatibility and synergy between existing and new development as a subarea plan is developed.
- 2.4.3 Future subarea planning of growth centers shall include substantial public involvement through multiple meetings, updates in the media and on city-owned modes of communication. The city shall provide clear information as to the benefits, costs, and risks so that the community can provide informed opinions to the Planning Commission and City Council.
- 2.4.4 Ensure that adequate connections are made to link growth centers, subareas and adjacent residential areas.

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

Policies

- 2.5.1 Ensure that significant lakeside non-commercial public access is maintained for informal and formal recreational opportunities, and is balanced with the desire to develop a vibrant mixed-use downtown
- 2.5.2 Emphasize high-quality design, pedestrian orientation and integrated flexibility in the ~~red~~-development of downtown Lake Stevens.



2.5.3 Encourage strong traditional downtown elements as expressed in the Downtown Lake Stevens Subarea Plan that accentuate a stable design concept that will survive the life of the buildings.

GOAL 2.6 PROMOTE AN ACTIVE, HEALTHY AND DIVERSE HARTFORD ROAD AND MACHIAS INDUSTRIAL DISTRICT.

Policies

2.6.1 Pursue and implement incentive programs that would encourage industrial uses which result in high employment densities.

2.6.2 Aggressively market the Hartford and Machias Industrial Center and aggressively pursue family-wage employers to that revitalized area.

2.6.3 Review development regulations to ensure that impacts are kept to a minimum, especially those that affect adjoining, non-industrially zoned areas.

2.6.4 Conduct a market study as part of the Hartford Road Industrial Area study to determine any need for expansion, infrastructure needs and marketing strategies.

2.6.5 Consider developing a framework plan for the Hartford Industrial Center based on market study.

2.6.6 Pursue local improvement districts and grant funding for infrastructure development.

GOAL 2.7 PROVIDE APPROPRIATE BUFFERS BETWEEN LAND USES ADJACENT TO MACHIAS ROAD AND SR-92.

2.7.1 Require retention of all trees within a 30' visual/noise buffer along SR-92, SR-9, and the Hartford/Machias Road (as measured from the edge of ultimate right-of-way). Where trees need to be removed because of instability, require replanting of 5-gallon (minimum) conifers at a 3:1 ratio within the 30' buffer.

2.7.2 Ensure that design of highway accessible/visible commercial uses along SR-92, SR-9, and the Hartford/Machias Road is aesthetically pleasing from both the roadway and the local roads.

GOAL 2.8 COORDINATE GROWTH AND DEVELOPMENT WITH ADJACENT JURISDICTIONS TO PROMOTE AND PROTECT INTERJURISDICTIONAL INTERESTS.



Policies

- 2.8.1 Participate in the Snohomish County Tomorrow Planning Advisory Committee (PAC) to improve inter-jurisdictional coordination of land use planning activities in the adopted urban growth area.
- 2.8.2 Coordinate planning efforts among jurisdictions, agencies, and federally recognized Indian tribes, where there are common borders or related regional issues, to facilitate a common vision.
- 2.8.3 Promote cooperation and coordination among transportation providers, local governments and developers to ensure that developments are designed to promote and improve physical, mental and social health, and reduce the impacts of climate change on the natural and built environments.

GOAL 2.9 PROMOTE ANNEXATIONS OF LANDS INTO THE CITY IN A MANNER THAT IS FISCALLY RESPONSIBLE TO ENSURE THE CITY IS ABLE TO PROVIDE A HIGH LEVEL OF URBAN SERVICES.

Policies

- 2.9.1 Affiliate all urban unincorporated lands appropriate for annexation with an adjacent city or identify those that may be feasible for incorporation.
- 2.9.2 It is the city's intent to annex the entire Lake Stevens Urban Growth Area over the planning horizon to become one city, considering the following:
 - a. To manage growth in the UGA it is important to note that elected officials who reside within, and represent the Lake Stevens community make the best land use and Comprehensive Plan decisions for the Lake Stevens area.
 - b. To keep locally generated sales tax revenues within the community to meet local needs rather than allowing those revenues to be distributed throughout the entire county.
 - c. To provide an accessible and open forum in which citizens may participate in their own governance.
 - d. To create a larger city which can have greater influence on regional and state policy decisions and can be more competitive for grants.
 - e. To stabilize the development environment, striving to bring land use predictability to residents and property owners.



- d. To ensure that urban infrastructure is provided at the time development occurs to minimize the need to retrofit substandard improvements in the future.
- 2.9.3 To the degree reasonably possible, annexations should serve to regularize city boundaries, and not divide lots. The intent is to ensure practical boundaries in which services can be provided in a logical, effective and efficient manner.
- 2.9.4 Prior to any annexation, the city should consider the effects on special purpose districts and County services within the Urban Growth Area, considering the following:
 - a. Outstanding special bonds or other debt,
 - b. Absorbing the district's or county's service provision responsibilities and acquiring the necessary assets at the appropriate stage (set by state law); and
 - c. Impacts on the district's or county's operations and personnel.
- 2.9.5 The city's intent is to minimize disruption to residents, businesses and property owners in annexed areas, considering the following:
 - a. Annexed property should be designated in the Comprehensive Plan and zoning ordinance in a manner that most closely reflects the designations identified in Figure 2.34. The City Council will consider alternative designations proposed by those properties included in the annexation. Council may adopt alternative designations if it finds the proposal protects the general health, safety, and welfare of the community and it meets the requirements of the Growth Management Act.
 - 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.
 - c. Annexed areas shall be accorded equal accommodation in the distribution of capital improvements, maintenance of roads and other facilities, police and other services.
 - d. For annexed areas, the city shall strive to ensure annexed areas are fairly represented by the Mayor and city Council, with extra care during the initial two years in which the annexed area may have not had a chance to vote for their local officials.
- 2.9.6 At such time an annexation proposal is made, the city shall make every reasonable effort to provide accurate, timely and useful information to community members so that they may make reasoned and well-informed decisions.



GOAL 2.10 ENSURE THAT LAND USES OPTIMIZE ECONOMIC BENEFIT AND THE ENJOYMENT AND PROTECTION OF NATURAL RESOURCES WHILE MINIMIZING THE THREAT TO HEALTH, SAFETY AND WELFARE.

Policies

- 2.10.1 Preserve and accentuate the lake as the centerpiece of Lake Stevens in compliance with the shoreline master program.
- 2.10.2 Preserve and promote a safe, clean living environment.
- 2.10.3 Prohibit storage of soil, yard waste, refuse, machines and other equipment in front yard setbacks.
- 2.10.4 Where a sight distance or safety problem is created, prohibit storage of vehicles in front and side yard setbacks, except on driveways (and then no more than three) or in parking lots.
- 2.10.5 Protect and preserve wetlands and riparian corridors associated with Shorelines of the State and open space corridors within and between urban growth areas useful for recreation, wildlife habitat, trails, and connection of critical areas.
- 2.10.6 Encourage growth that is responsive to environmental concerns and that enhances the natural environment of the lake drainage basin and the area watersheds.

GOAL 2.11 WHERE POSSIBLE, USE ELEMENTS OF THE NATURAL DRAINAGE SYSTEM TO MINIMIZE STORM WATER RUNOFF IMPACTS.

Policies

- 2.11.1 Encourage new developments to use natural drainage patterns and incorporate means to contain storm water pollutants.
- 2.11.2 Encourage new developments to implement “low impact development” techniques which can better manage stormwater while providing cost savings in terms of land and improvements.
- 2.11.3 Recognize that storm drainage problems cross jurisdictional lines and therefore create the need to work with the Drainage Improvement District and residents to address those problems.
- 2.11.4 Adopt and keep current a stormwater control ordinance requiring best management practices for stormwater control, addressing such issues as detention, release, erosion and siltation, etc.



GOAL 2.12 ENCOURAGE ENERGY-SAVING METHODS IN TRANSPORTATION, LAND USE AND BUILDING CONSTRUCTION.

Policies

- 2.12.1 Encourage the development of paths and easements for non-motorized transportation to facilitate pedestrian and bicycle use throughout the city.
- 2.12.2 Encourage new developments to compliment and improve development of a grid system to reduce public and private utility and transportation costs.
- 2.12.3 Encourage energy-saving construction and building operation practices and the use of energy-conserving materials in all new construction and rehabilitation of buildings.
- 2.12.4 Encourage small scale, neighborhood compatible, commercial uses to be distributed throughout the community, thus reducing the need to drive to the nearest “big-box” retailer to pick up day-to-day convenience items. This also provides the opportunity for pedestrian access to stores along with the health and social benefits related to pedestrian activity.

GOAL 2.13 PROMOTE THE IDENTIFICATION, MAINTENANCE, AND PRESERVATION OF SPECIAL HISTORIC, GEOGRAPHIC, ARCHITECTURAL, AESTHETIC OR CULTURAL RESOURCES OR STRUCTURES WHICH HAVE SPECIAL SIGNIFICANCE BECAUSE OF HISTORICAL, ARCHAEOLOGICAL, ARCHITECTURAL, RECREATIONAL, SOCIAL, CULTURAL, AND/OR SCENIC IMPORTANCE THROUGH THE DESIGNATION OF HISTORIC LANDMARKS AND DISTRICTS AND THE ADOPTION OF APPROPRIATE INCENTIVES

Policies

- 2.13.1 Work with other public agencies and/or a local historical society to determine priorities and establish methods for public and private funding to achieve this goal.
- 2.13.2 Encourage the development of written narratives and maps for self-guided tours of significant areas and the provision for site markers to identify significant sites.
- 2.13.3 Encourage additions and alterations to significant architectural buildings to conform to the style and period of the initial construction as much as possible.



GOAL 2.14 DESIGN AND BUILD A HEALTHY COMMUNITY TO IMPROVE THE QUALITY OF LIFE FOR ALL PEOPLE WHO LIVE, WORK, LEARN, AND PLAY WITHIN THE CITY.

Policies

- 2.14.1 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.
- 2.14.2 Provide good mass transit to reduce the dependence upon automobiles.
- 2.14.3 Decreases dependence on the automobile by building good pedestrian and bicycle infrastructure, including sidewalks and bike paths that are safely removed from automobile traffic as well as good right of way laws and clear, easy-to-follow signage in proximity to homes, businesses, schools, churches and parks closer to each other so that people can more easily walk or bike between them.
- 2.14.4 Provide opportunities for people to be physically active and socially engaged as part of their daily routine, improving the physical and mental health of citizens by promoting community centers, public/semi-public areas and by offering access to green space and parks where people can gather and mingle as part of their daily activities.
- 2.14.5 Allow persons, if they choose, to age in place and remain all their lives in a community that reflects their changing lifestyles and changing physical capabilities.
- 2.14.6 Develop high quality, compact urban communities throughout the region's urban growth area that impart a sense of place, preserve local character, provide for mixed uses and choices in housing types, and encourage walking, bicycling, and transit use.

Chapter 5: Parks, Recreation & Open Space Element



CHAPTER 5: PARKS, RECREATION, AND OPEN SPACE ELEMENT

A VISION FOR PARKS

The city of Lake Stevens will create diverse recreational opportunities for all ages to enjoy parks, trails and activities and local events throughout the community and with expanded access to Lake Stevens.

INTRODUCTION

Public parks, recreational services and facilities and open spaces improve the quality of life for community residents by providing areas for families and friends to socialize. Parks and open spaces create natural buffers between neighborhoods and create functional corridors for humans and wildlife throughout the urban environment.

The Parks, Recreation and Open Space Element of the Comprehensive Plan (“Park Plan”) establishes specific goals and policies that will help guide decision-making related to acquisition, development and improvement of facilities and lands. The Park Plan contains an inventory of the city's current parks, recreation facilities and open spaces; analyzes the city's ability to provide adequate parks, recreation services, and open space; sets service standards and guidelines; and identifies implementation strategies.

PLANNING CONTEXT

State Planning

The Park Plan conforms to the Growth Management Act (GMA) (Chapter 36.70A RCW) and considers the planning criteria developed by the Washington State Recreation and Conservation Office (RCO).

The GMA includes several sections relating to parks, recreation, and open spaces:

- RCW 36.70A.020(9) establishes a planning goal to “Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to



Chapter 5 – Parks, Recreation and Open Space Element

natural resource lands and water, and develop parks and recreation facilities." Capital improvements are included within the definition of "Public Facilities."

- RCW 36.70A.030 (Mandatory Element). Cities may impose impact fees for the provision of Public Facilities (including publicly owned parks, open space and recreation facilities) (RCW 36.70A.040, RCW 82.02.050). Impact fees must be based on demands on existing facilities by new development, and additional improvements required to serve new development (RCW 82.02.090).
- RCW 36.70A.070(8) requires a park and recreation element, which is consistent with the capital facilities plan element as it relates to park and recreation facilities. Furthermore, this section states, "The element shall include: (a) Estimates of park and recreation demand for at least a ten-year period; (b) an evaluation of facilities and service needs; and (c) an evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand."
- RCW 36.70A.150 states jurisdictions shall identify lands useful for public purposes and that includes recreation.
- RCW 36.70A.160 requires jurisdictions to "identify open space corridors within and between urban growth areas. They shall include lands useful for recreation, wildlife habitat, trails and connection of critical areas as defined in RCW 36.70A.030."

Regional Planning

The regional perspective for parks and recreation emphasizes identifying availability of lands and opportunities for parks and co-location of facilities, such as schools and parks, in support of its growth strategy including links between open space and neighborhoods.

Countywide Planning

In its General Policy Plan, Snohomish County sets goals and policies for countywide parks and recreation facilities. The county's plan emphasizes the implementation of state and regional standards and guidance. Some of the primary goals include providing access to diverse, sustainable, effective and efficient services, programs and facilities, maintaining a level of service tied to growth, preserving cultural and historic resources, and coordination with other agencies.

Lake Stevens Planning

The Park Plan incorporates the state, regional and countywide perspectives and includes the planning elements (listed below) as recommended by the RCO, which ensures continued eligibility for grant funds administered by that agency:



Chapter 5 – Parks, Recreation and Open Space Element

- Inventory,
- Public Involvement,
- Demand & Need Analysis,
- Goals & Objectives,
- Level of Service,
- Capital Improvement Program (six-year plan for acquisition, development, renovation, & restoration projects), and
- Plan Adoption.

FACILITY CLASSIFICATIONS, CHARACTERISTICS AND INVENTORY

There are many reasons for governments to provide parks, open space, recreational opportunities, cultural amenities and trails for their citizens. Parks offer innumerable physical and psychological benefits by providing safe places for the community to exercise, recreate, meditate, and generally escape daily pressures. The city of Lake Stevens has a variety of parks ranging from small mini-parks serving a block or two to community parks designed to provide recreational opportunities to the city and beyond. In addition, special use and school parks, open spaces, and trails expand the variety of recreation areas available to the community. The inventory of parks, open spaces, and trails includes a mix of city and county facilities. Table 5.1 provides a brief description of the facilities, within or adjacent to the city of Lake Stevens, and describes the various park classifications; provides descriptions for each classification; and lists typical sizes, amenities and community service areas.

Inventory of Facilities

The following section includes an inventory of the parks, open space tracts, recreational facilities, and cultural programs and facilities found within or near the city. The city has approximately 171 acres of public parks, 10 acres devoted to special uses, 5.253 acres of mini-mini-parks, 122 acres of open space and approximately seven miles of the Centennial trail (adjacent to or within city limits) in addition to approximately five miles of park trails. The numbers include city and county facilities (mini-parks, neighborhood parks and community parks), special use parks, trails and open space (undeveloped property and Native Growth Protection Areas). In addition to the public facilities described, there are approximately 145 acres of private parks and open spaces and an additional three miles of private trails that complement the city's inventory. Different homeowner's associations are responsible for these facilities created during the subdivision process for specific neighborhoods.

Community Parks

Community parks have the largest service area and attract citizens from across the community. A large size and variety of amenities characterize community parks. These parks provide a mix of informal, active, and passive recreation areas with permanent facilities. Community Parks are generally at least 10 acres, but must be large enough to



Chapter 5 – Parks, Recreation and Open Space Element

provide room for multiple uses such as sports fields, a recreation center and group-use shelters alongside large open areas and playgrounds.

Table 5.1 – Park, Recreation & Open Space Classifications and Characteristics

TYPE	TYPICAL SIZE	DESCRIPTION & TYPICAL AMENITIES	TYPICAL AREA SERVED
Community Park	> 10 acres	Informal, formal, active, & passive recreation parks that serve a community with a mix of features (e.g., playgrounds, landscaping, picnic areas, trails, sports fields, structures, parking, special features, permanent restrooms, etc.)	Within 2.5 miles of residential areas
Neighborhood Park	≤ 10 acres	Informal, active, & passive recreation areas that serve adjacent residential neighborhoods that provide multi-use areas with a mix of playgrounds, landscaping, picnicking, trails, single or small sports fields, parking, restrooms, etc.	Within 1 mile of residential areas
Mini-Park	≤ 1 acre	Small public/private areas including playgrounds, landscaping, plazas, and picnic benches that serve the needs of the immediate neighborhood or commercial district	Within 1/2 mile of residential or commercial areas
School Parks	Varies	Playfields, playgrounds, sports & recreation facilities located at schools, distributed throughout the City, that may substitute for other park types and compliment the City's inventory	Varies
Special Use Parks & Facilities	Varies	Any public or private park or facility providing a unique experience or specific recreation need and/or commercial purpose distributed throughout the city	Varies
Trails & Pedestrian Facilities	Varies	Soft surface or paved trails, walking paths, sidewalks or multi-use trails for walking, hiking, and bicycling distributed throughout the city	1 multi-use trail w/in 1 mile of residential areas
Open Space	Varies	Low intensity and passive recreation areas such as Native Growth Protection Areas, greenbelts, or undeveloped areas distributed throughout the city	Varies, based on resource availability

Community parks should provide easy vehicular and pedestrian access to park users from the street network, sidewalks and bike lanes with dedicated parking areas. Community parks may benefit from multijurisdictional cooperation for facility planning, development and maintenance.



Chapter 5 – Parks, Recreation and Open Space Element

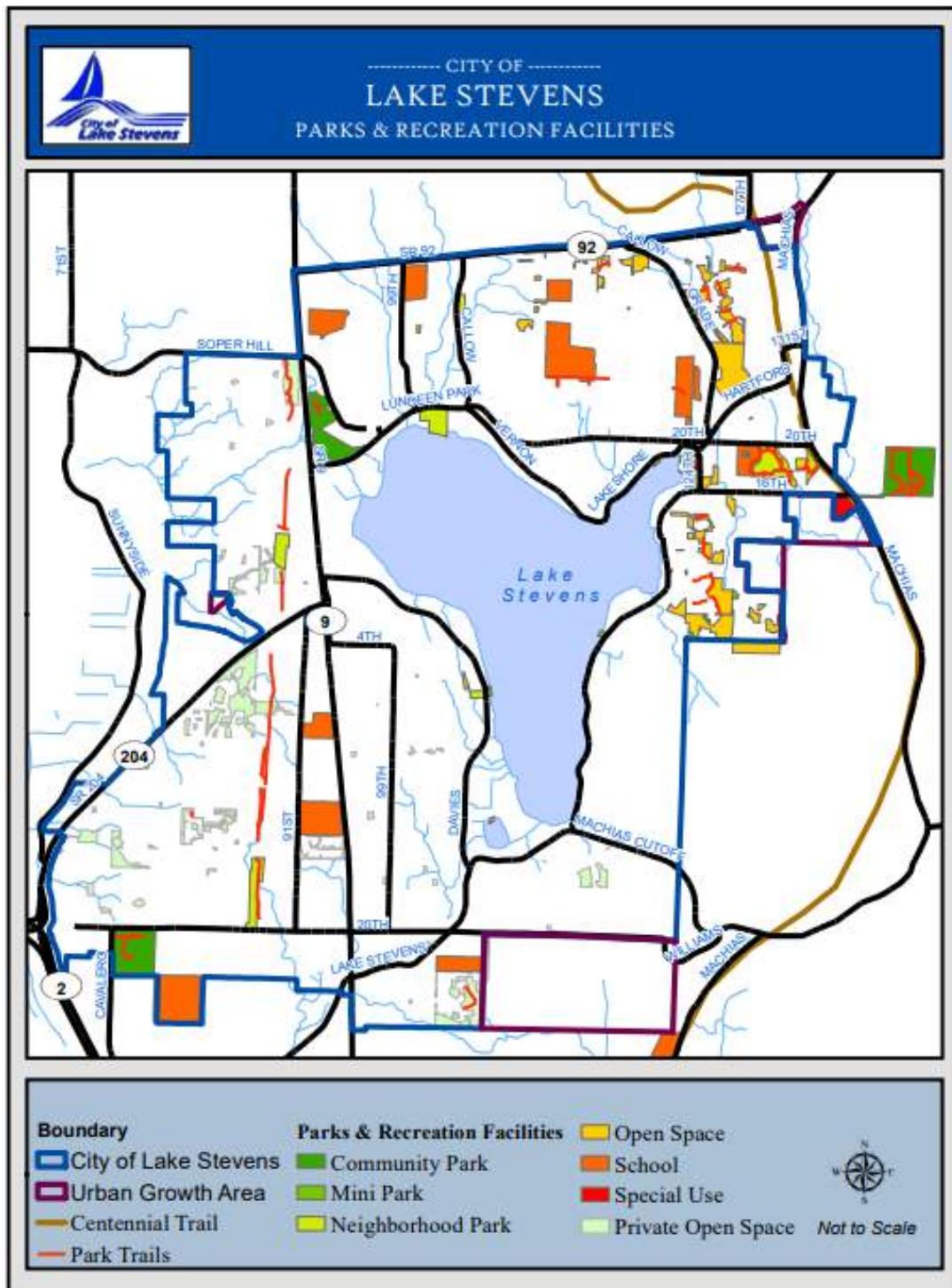


Figure 5.1 – Lake Stevens Parks & Recreation Facilities
(Map boundaries updated)



Chapter 5 – Parks, Recreation and Open Space Element

Cavalero Community Park – The park is located off 20th Street SE, in the southwestern part of the city. Snohomish County recently worked with the city to develop a skate park, basketball courts and picnic areas, which opened in 2020. The park has an existing dog park and open space. This site is well poised to house a multi-sport complex and other organized sporting areas.



Eagle Ridge Park — City Council adopted the Eagle Ridge Park Master Plan in 2010. The plan includes a capital cost estimate and a schedule to implement the Master Plan in three phases over a 10-15-year period. The master plan includes details for park development and proposed amenities and recreational opportunities. The overall vision for the park is that of an 'outdoor classroom' with both passive and active recreational activities that embrace and enhance the natural beauty of this park. Eagle Ridge currently houses the Lake Stevens Senior Center, soft trails, and open spaces. Phase 1 has been completed, adding a community garden parking and picnic areas. This park is notable for its eagle habitat. The master plan for this park envisions picnic shelters; an amphitheater; interconnected trails and educational features such as an interpretive center, outdoor classrooms and interpretive signage. The plan promotes the use of Low Impact Development in design and construction.





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Lake Stevens Community Athletic Park

LSC Park, east of the city limits, is a 43-acre Snohomish County park. This park provides the largest athletic complex near Lake Stevens with baseball/softball fields, soccer fields and basketball courts. LSC Park also includes a picnic shelter, playground, walking path, permanent restrooms and landscaping.



Table 5.2 – Community Park Inventory

FACILITY	LOCATION	OWNER	ACRES	PICNIC SHELTER/BENCHES	PLAYGROUND	TRAIL/PATHWAY	BASKETBALL	FOOTBALL/SOCCER FIELDS	SOFTBALL/BASEBALL	VIEW CORRIDOR	RESTROOMS	COMMUNITY CENTER	OPEN SPACE	LANDSCAPING	OTHER
Cavalero Community Park	2032 79th Ave SE	Snohomish County	32.93		X	X	X			X	X		X	X	X
Eagle Ridge	2424 Soper Hill Road	City of Lake Stevens	28.20			X				X		X	X		X
Lake Stevens Community Park	1601 North Machias Rd	Snohomish County	43.24	X	X	X	X	X	X		X		X	X	
Total Acres				104.37											

As shown in Table 5.2, Lake Stevens Community Park provides the widest variety of recreational and active amenities. However, once Eagle Ridge and Cavalero parks are completed, each park will diversify the overall profile for community-level parks and contribute a unique set of amenities.



Chapter 5 – Parks, Recreation and Open Space Element

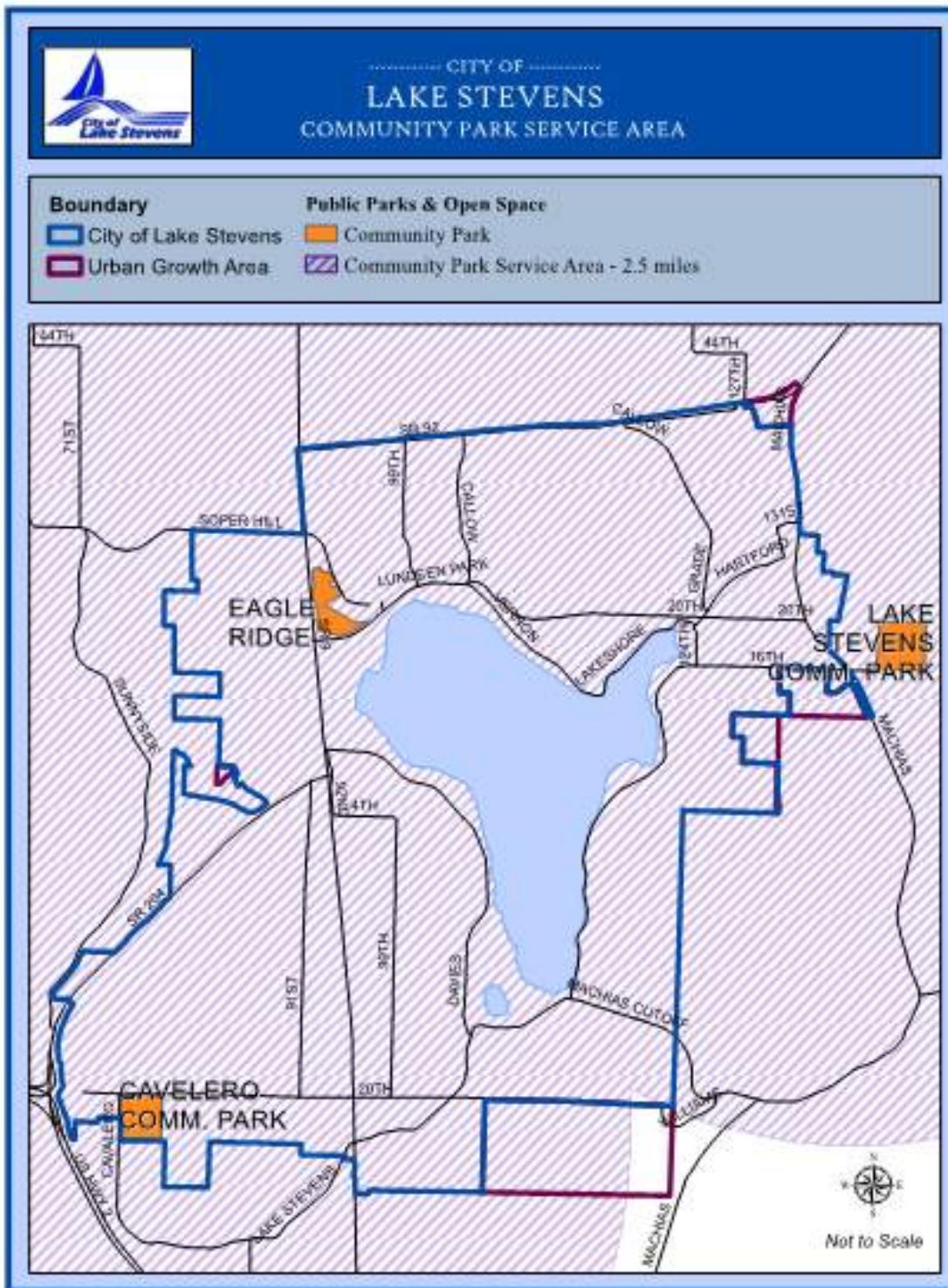


Figure 5.2 – Community Park Distribution (Map Updated)



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Planning efforts for these parks should build on the unique characteristics of the site and address underrepresented or community preferred recreational uses. Figure 5.2 illustrates the distribution of community parks within and adjacent to Lake Stevens. As shown, there is a small gap, in the service area, located in the southeastern border of the Urban Growth Area. This small gap creates a minor divergence from the service standard for community parks. This gap may need to be addressed in the future if opportunities arise to provide additional meaningful recreation lands in the vicinity. It is more important to assure that Eagle Ridge and Cavalero parks provide a mix of high-quality recreational amenities, as they develop.

Neighborhood parks

Neighborhood parks are the “backbone” of the city’s parks inventory. These parks offer common gathering sites for social interaction, physical activity and play to residents from contiguous neighborhoods or a larger service area depending on amenities provided. Neighborhood parks should be in highly visible and centralized locations that provide convenient and safe access for vehicles, pedestrians and bicyclists.

This park type often incorporates passive and active recreational opportunities as well as providing multi-purpose facilities. Neighborhood parks should include permanent restrooms and parking areas.

Catherine Creek Park – An eight-acre community park, which the city leases from the Lake Stevens School District. This park is located adjacent to Mount Pilchuck Elementary School, between 20th Street NE and 16th Street NE. The park is maintained primarily as a “natural” park with a network of trails, access to Catherine Creek, and picnic facilities. It also includes a unique disc golf course, installed and maintained by the community in 2000.



Centennial Woods Park — A 6.3-acre passive recreation park purchased in 1997 through the Snohomish County Conservation Futures grant program. This park includes trails through the site, which connect the Centennial Trail to Catherine Creek Park (with an eye on an eventual connection to downtown). Future plans include a pump track and possible expansion on adjacent parcels.



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Frontier Heights Park – A 7-acre multi-use park located at 8801 Frontier Circle West in the Lake Stevens Center Subarea. The city acquired this property in 2017 from the homeowner's association of the adjacent neighborhoods. ~~This park includes basketball courts, tennis courts, playground and athletic fields.~~ A Master Plan ~~has been~~ was developed in 2019. In 2020 the City began construction on Phase I improvements, including adding a walking path, basketball court, playground and parking. Future phases will include a pickle ball court, sensory garden, exercise stations and a viewing labyrinth.

Lundeen Park – A 9-acre multi-use park located south of Lundeen Parkway at 99th Avenue NE. Facilities include a public pier, 500 feet of shoreline, swimming area, two basketball courts, a children's playground and a tot lot, Sarita's Memorial, interpretive stations along a salmon-spawning creek, public restrooms, a rinse-off shower, a covered picnic area and 98 public parking spaces. The Lake Stevens Chamber of Commerce maintains a Visitor Information Center at the park.



North Cove Park – A 3.66-acre waterfront park located at the extreme northeastern end of the lake. Access is available to downtown Lake Stevens, next to the City Hall complex. North Cove Park underwent a major renovation in 2019 and added an 8,900 square foot multi-use facility (the Mill) that provides meeting space, covered patios, festival space and three-season section for community events. The park has a 250-foot municipal boardwalk / pier (fishing, interpretation & picnicking), picnic areas that include tables, sun shades shelters, inclusive playground, benches, and paths. Parking facilities are shared with the City Hall complex.





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The city ~~began work on completed~~ Phase II improvements in ~~late June 20210.~~ This phase ~~will~~which included additional parking, a new playground, a viewing deck, critical area replanting, picnic shelters and restrooms ~~as well as the relocation of the Lake Stevens Rowing Club boathouse to a nearby property.~~ Phase III improvements are expected to be completed in late 2021 and will include the westward extension of 18th Street NE to create the Mill Spur festival street, which will host festivals and open-air markets and provide improved pedestrian access to North Cove Park.

Oak Hill Park – A 2.63-acre park located at Oak Road and Callow Road. This park includes a playground, restroom, picnic shelters, basketball court and a walking trail.



Davies Beach – A 2 ½ -acre neighborhood park located four miles from downtown, across the lake, on Davies Road. Facilities include a public boat launch, a dock (for boats), a fishing pier, a swimming area, restrooms, picnic tables, and 80 parking spaces. This park is especially busy during summer weekends. It also houses a rowing club.

20th Street Ballfields – A 12.36-acre park acquired located in the southwestern quadrant of the city that ~~is scheduled to undergo~~underwent a master planning process in 2021. Potential improvements~~The master plan~~ includes sports fields, dog park, parking, trailhead, walking trails and a new playground. ~~Following development, t~~The park will undergo a formal naming process.

As shown in Table 5.3, Lundein Park and North Cove Park provides the widest variety of amenities, notably beach access, picnic facilities and playgrounds. Both Centennial Woods and Catherine Creek provide good locations to expand nature trails and add permanent restrooms and parking areas. Many people consider North Cove Park the “heart of downtown”. This Park underwent a master planning effort and construction began in 2019. The North Cove Park plan increases public access to Lake Stevens for pedestrians and boaters, provides ADA accessibility throughout and picnic areas. Situated in North Cove Park, the Mill is a public facility that provides rental space, public plaza, festival venue and community gathering space. All the neighborhood parks could expand playground facilities and add small athletic components. North Cove and Lundein parks should continue to promote and develop water-related activities.



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Table 5.3 – Neighborhood Park Inventory

FACILITY	LOCATION	OWNER	ACRES	PICTIC SHELTER / BENCHES	PLAYGROUND	TRAIL / PATHWAY	BASKETBALL	BEACH / SWIMMING	DOCK	BOAT LAUNCH	VIEW CORRIDOR	RESTROOMS	OPEN SPACE	LANDSCAPING	OTHER
Catherine Creek Park	12708 20th St NE	Lake Stevens School District	16.55	X	X							X		X	
Centennial Woods Park	131st Dr NE	City of Lake Stevens	6.02		X								X		
Frontier Heights	8801 Frontier Circle	City of Lake Stevens	7.2	X	X	X	X				X		X		
Lundeen Park	10108 Lundeen Parkway	City of Lake Stevens	10.05	X	X	X	X	X	X	X	X	X	X	X	X
North Cove Park	Main St & North Lane	City of Lake Stevens	3.66	X	X	X		X	X		X	X	X	X	X
Oak Hill Park	Oak Road	City of Lake Stevens	2.63	X	X	X	X				X	X		X	
Davies Beach	20 South Davies Rd	City of Lake Stevens	2.48	X				X	X	X	X	X		X	X
20 th Street Ballfields	20 th Street SE & 88th Avenue SE	City of Lake Stevens	12.36										X		X
<i>Neighborhood Parks Total Acres</i>			<i>60.95</i>												

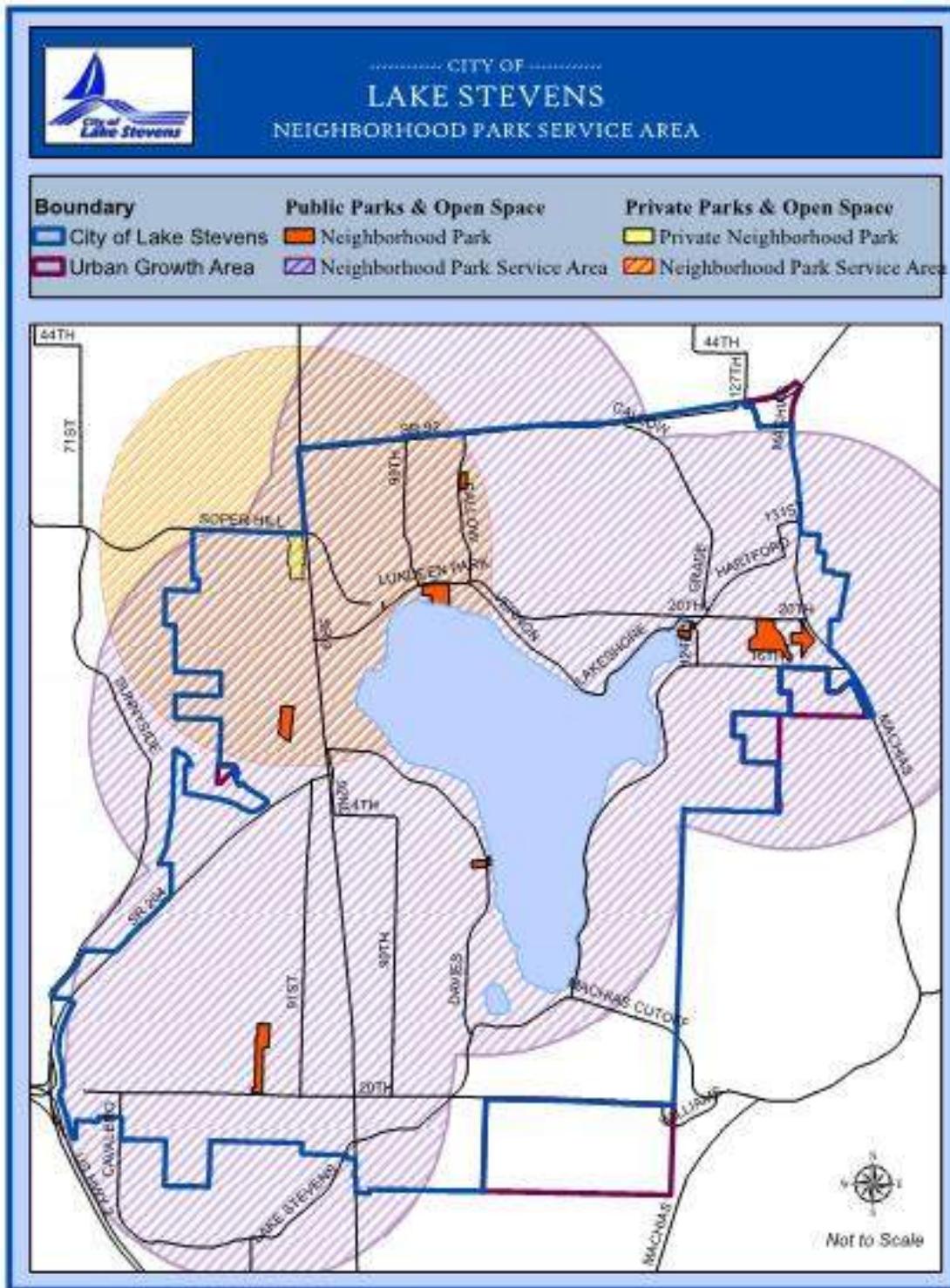


Chapter 5 – Parks, Recreation and Open Space Element

Figure 5.3 illustrates the distribution of neighborhood-level parks within Lake Stevens. As shown, there are gaps in the services area in the southeastern part of the city. To provide equity of distribution, the city should concentrate on acquiring lands in the southeastern part of the city for additional neighborhood parks as opportunities arise. In 2017 acquisition of Frontier Heights as a public park eliminated the service gap in the western part of the city. The **recent** acquisition of the 20th Street Ballfields meets the level of service for the southwestern area of the city.



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**Figure 5.3 – Neighborhood Park Distribution
(Map boundaries updated)**



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Mini-Parks

Mini-parks often referred to as “pocket parks” or “tot lots” are the smallest recreation sites within the park inventory. Mini-parks may be public or private. Many were created with neighborhood subdivisions. Mini-parks should be easily accessible to surrounding neighborhoods or within commercial centers. Ideally, mini-parks connect neighborhoods or commercial centers by paths, trails, sidewalks, bikeways or greenways.

Kid's Oasis Playground – A 0.5-acre playground located on the grounds of Mt. Pilchuck Elementary School. This park was built in 1992 as a community volunteer project, with help from individuals, businesses, the city and the Lake Stevens School District. The playground is a “fantasy-style” wooden castle. Parking is available in the school parking lot. Children and parents use the playground throughout the year.

North Lakeshore Swim Beach – A popular 0.5-acre waterfront park providing lake access for summertime swimmers on North Cove. This park is located approximately 0.2 miles west of downtown on North Lakeshore Drive. Facilities include 560 square feet of useable beach, a 600 square foot municipal swimming dock, a portable restroom, and 10 parking spaces.



Sunset Beach – This is a 0.25-acre, cityCounty-owned, waterfront park whose primary use is water access and picnicking. It is located 0.3 mile south of downtown on East Lake Stevens Road. Facilities include a public dock, picnic tables, and six parking spaces. This park is especially busy during the summer season.

North Lakeshore Swim Beach and Sunset Park provide parallel amenities, while Kid's Oasis provides the largest community playground, as shown in Table 5.4. In addition to the public mini-parks there are approximately 18 acres of private mini-parks

Trail and Park associated with Woodland Hills Subdivision - This 0.6-acre park is located within the Woodland Hills Subdivision it is equipped with a playground and walking trail.



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Table 5.4 – Mini-Park Inventory

FACILITY	LOCATION	OWNER	ACRES	PICNIC SHELTER/BENCHES	PLAYGROUND	TRAIL/PATHWAY	BEACH/SWIMMING	SOFTBALL/BASEBALL	DOCK	VIEW CORRIDOR	OPEN SPACE	LANDSCAPING
Mini-Park – Public												
Kids Oasis	12708 20th St NE	Lake Stevens School District	0.36		X							
North Lakeshore Swim Beach	North Lakeshore Dr	City of Lake Stevens	0.71				X		X	X		
Sunset Park	410 E Lake Stevens Rd	Snohomish County City of Lake Stevens	0.60	X			X		X	X		X
Woodland Hills	79th Ave SE	City of Lake Stevens	.66		X	X						
Mini-Park – Created w/ Subdivisions Dedicated to the Public												
Semi-Public Mini-Parks				3.86		X	X				X	X
Mini-Park Parks Total Acres				5.535.17								

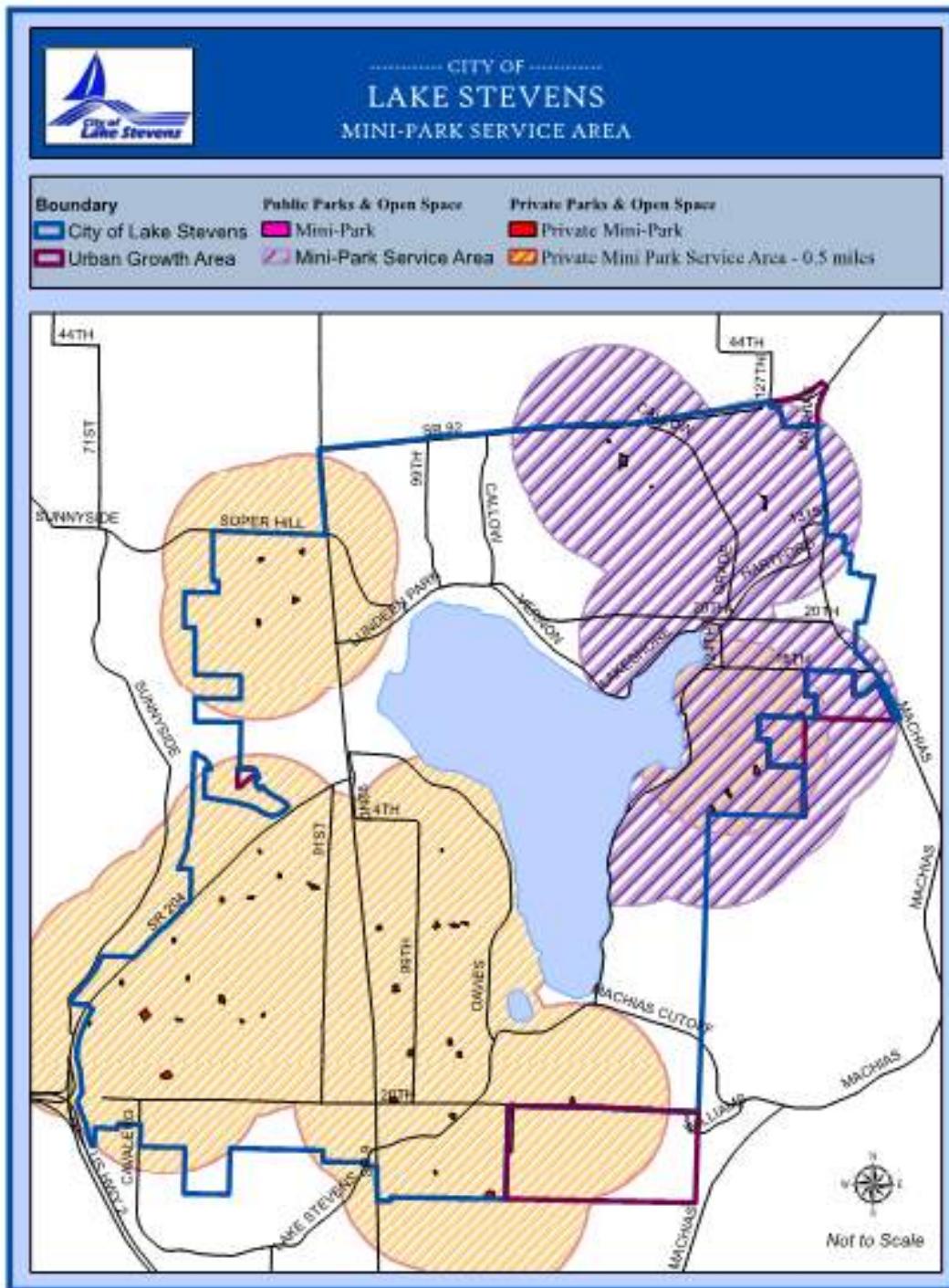
The city will continue to promote mini-parks in new neighborhoods and commercial areas as they develop, especially where gaps exist in the city, as shown in Figure 5.4.

School Parks

School parks constitute ancillary facilities, complementing the community's inventory. School parks often provide recreational needs not available at other parks or provide similar functions as other park types. For example, elementary playgrounds provide a similar benefit to residential areas commonly met by mini-parks or neighborhood parks; whereas, middle schools and high schools may provide community-level or special-use park functions depending on available amenities. Because schools are typically located within residential neighborhoods, they are easily accessible and evenly distributed throughout the community.



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**Figure 5.4 – Mini-Park Distribution
(Map boundaries updated)**



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Additionally, school campuses provide areas for sports activities, informal recreation uses, and potentially special activities.

The Lake Stevens School District (LSSD) owns the largest percentage of formal recreational/athletic facilities in the city. Many of the facilities are open to the public on a regular basis. The Park Plan promotes policies, which will allow the city to participate in jointly developing and managing parks and recreational facilities with the LSSD and other providers of leisure services to ensure efficient and effective use of the community's resources, avoiding redundant services and facilities.

As described in Table 5.5, the LSSD has seven elementary schools – each has playground facilities and a mix of other amenities. There are three middle schools, one mid-high school and a single high school. Each school contains a different mix of athletic fields and play courts. The high school also houses a swimming pool, open to the public, which functions as a special use site.

Table 5.5 – School Parks Inventory (LSSD)

FACILITY	LOCATION	PLAYGROUND	TRAIL/PATHWAY	BASKETBALL	TRACK	TENNIS	FOOTBALL/SOCCER FIELDS	SOFTBALL/BASEBALL	SWIMMING POOL	GYMNASIUM	OPEN SPACE
Cavelero Mid-High	8220 24th St SE	X		X	X	X	X	X		X	X
Centennial Middle	3000 S Machias Rd		X	X	X			X		X	X
Glenwood Elementary	2221 103rd Ave SE	X					X	X		X	X
Highland Elementary	3220 113th Ave NE	X					X	X		X	X
Hillcrest Elementary	9315 4th St SE	X		X	X			X		X	X
Lake Stevens High	2602 115th Ave NE			X	X	X	X	X	X	X	
Lake Stevens Middle/ Skyline Elementary	1031 91st Ave SE	X	X	X	X			X		X	X
North Lake Middle	2226 123rd Ave NE		X		X		X	X		X	X
Pilchuck Elementary	12708 20th St NE	X	X	X			X	X		X	X
Stevens Creek Elementary	9317 29th Street NE	X	X	X				X		X	X
Sunnycrest Elementary	3411 99th Ave NE	X	X	X						X	X



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Open Spaces and Natural Resources

Open spaces consist of undeveloped lands, passive recreation areas or Native Growth Protection Areas, both public and private. Open spaces allow residents to engage in low-intensity and passive recreation activities such as hiking and bird/wildlife watching, while protecting natural areas and resources. Typical amenities include soft trails, boardwalks, interpretive signage and scenic views. Open space may provide habitat corridors for wildlife and links between neighborhoods for humans. Open spaces frequently buffer potentially incompatible land uses. Open space should be distributed throughout the city.

Currently, the land use code requires dedication of Native Growth Protection Areas on lands with critical areas such as wetlands, streams, and steep slopes during development. The city also requires the dedication or creation of open space as a condition of approval for some subdivisions and attached housing developments. These set asides form a large portion of the open space inventory for the city that must be managed cooperatively between the city, homeowners, homeowners' associations, other agencies and even non-profit land trusts.

The city has many natural resources with the primary resource being Lake Stevens, a 1,040-acre lake and its tributaries, which provide migration, spawning, and rearing habitat for resident and anadromous fish species. The city provides a variety of habitat niches for terrestrial and aquatic wildlife and birds; notably there are many Bald Eagles that live around the lake. Public agencies own many of these open spaces; others are dedicated through the development process or as gifts from property owners. Generally, open spaces are located in critical areas and are retained in a natural state to protect the resource. In total, the city of Lake Stevens includes nearly 124 acres of public and semi-public open space and an additional 111 acres of privately held open space. Together these areas equal approximately four percent of the city. As previously noted, much of this property is within dedicated Native Growth Protection Areas. Open spaces with the potential for passive recreation uses are listed below.

Downtown Open Spaces – Approximately five acres of open space exist between 16th Street NE and 18th Street NE, in downtown Lake Stevens. This area could be developed into a natural classroom with interpretive information, and connected by trails, sidewalks, and boardwalks.



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Mill Cove Reserve – A one-acre passive open space purchased in 1997 through the Snohomish County Conservation Futures grant program. The wooded site is at the location of the historic Rucker Mill and contains wetlands and shore lands. From the site, one can see the pilings that supported the old mill over the lake. The city will continue to seek grant opportunities to finance trails, signage and other passive recreation amenities.

Trails and Pedestrian Facilities

Soft surface and paved trails, walking paths, sidewalks and multi-use trails for walking, hiking and bicycling make up the category of trails and pedestrian facilities. Paths and trails enhance connectivity between neighborhoods, parks, schools, transit facilities and commercial areas throughout the community and provide opportunities for alternative transportation. Recreational paths and trails can meander away from the road network, creating a focus on interacting with the natural or built environment. Sidewalks provide safe, direct routes between points along a road network. In 2020 the city adopted the first Trails Master Plan to guide development of new trails and provide level of service standards.

Approximately six miles of public or semi-public trails exist in the city. Many of the shorter trails link road segments. Some of the newer subdivisions include soft trails within the outer portions of critical area buffers or as paths between different areas. One trail circumscribes the western and southern borders of the high school property. Two miles of trails meander through Catherine Creek Park. The city added a new 0.8-mile multi-use path along South Lake Stevens Road in 2020. Gravel trails leading through Centennial Woods Park connect Catherine Creek Park to the Centennial Trail. The Lake Stevens Reserve neighborhood has a network of gravel trails that provide pedestrian access. There is also a network of informal trails in the power line corridor, located in the western portion of the city.



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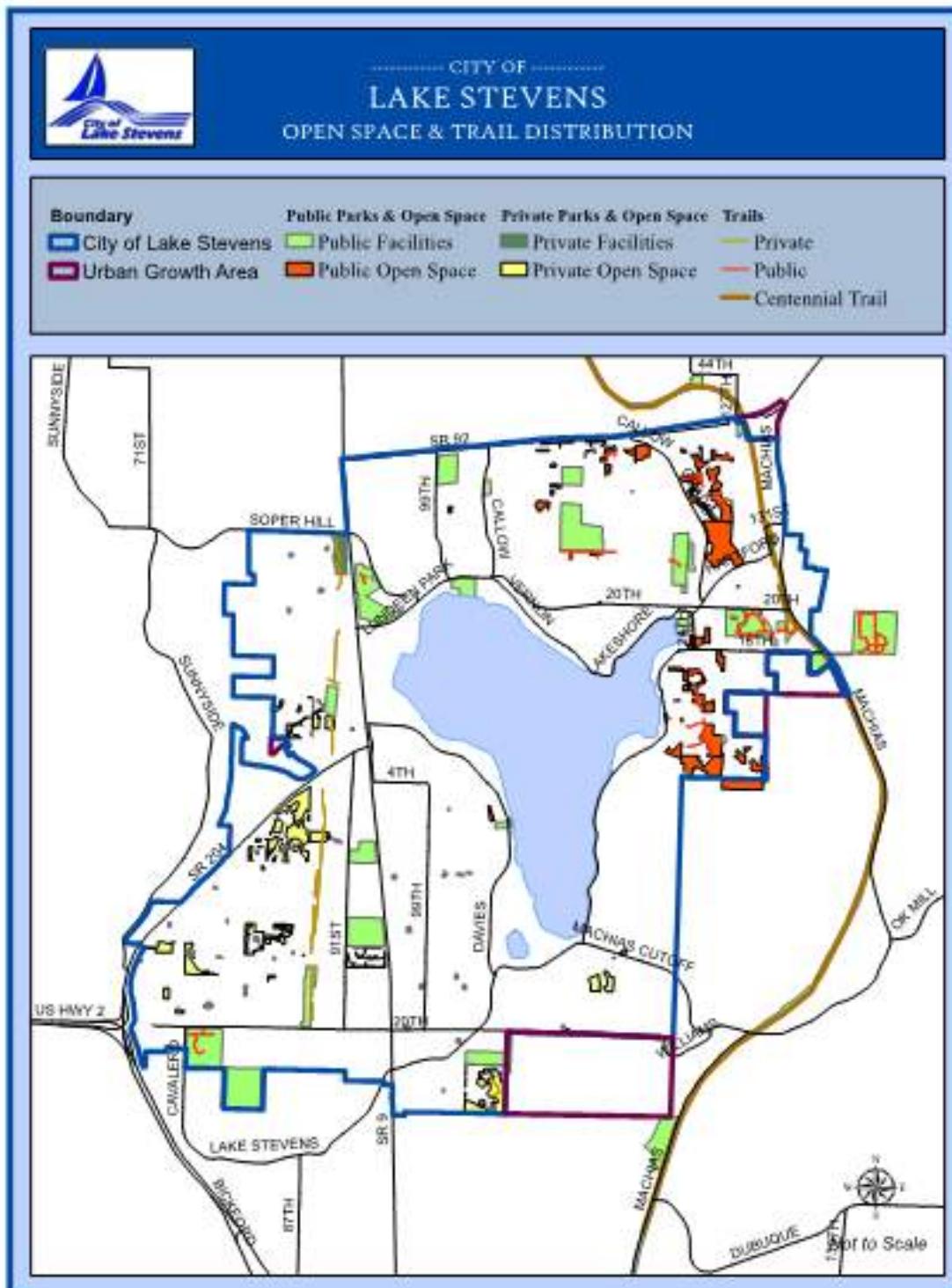


Figure 5.5 – Open Space and Trail Distribution (Map boundaries updated)



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The Snohomish County Centennial Trail skirts the eastern city limits, 1.7 miles of which are within the city. Nearly seven miles of the Centennial Trails is adjacent to the city between Centennial Middle School and the Rhododendron Trail Head.

The trail stretches between the city of Arlington to the north and the city of Snohomish to the south. The trail is planned to extend from the southern Snohomish/King County line to the northern Snohomish/ Skagit County line. The trail serves pedestrians, bicyclists, skaters, and equestrians.

Figure 5.5 provides an overview of public and private open spaces and trail locations within or near the city.

Special Use Parks & Facilities

Special use parks may be any park type or facility (private or public) with a specialized amenity that provides a unique experience, a particular sport or activity, and may provide a revenue income. Special use parks may include boat launches, cultural facilities, community centers, recreation centers/facilities or public art. Commercial enterprises geared toward the lake such as non-motorized uses or the Centennial Trail could compliment the city's inventory of special use facilities. The size of these facilities varies depending on the proposed use and available amenities. Special use parks should be distributed throughout the city. Because demand for special use facilities is generated from within and outside the city limits, the city, county, and other recreation providers should cooperate on locating special use sites.

Bonneville Field Ball Park – A three-acre baseball field, which also provides informal trailhead parking for the Centennial Trail, is located at the intersection of 16th Street NE and Hartford-Machias Road. The Lake Stevens [Junior Athletic Association Little League](#) operates this site. Facilities include a baseball diamond and approximately 35 parking spaces. The park is used primarily by organized little league teams during the summer.

North Cove Boat Launch – A one-acre public boat launch and parking lot, with 30 spaces, is located on the eastern shore of North Cove. Access is from 17th Place NE, off Main Street. The Washington State Department of Fish and Wildlife owns this site and leases it to the city. Most users are boaters, anglers, and jet-skiers launching their watercraft. Use is heaviest on summer weekends.





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Grimm House – The historic Grimm House, associated with the Rucker Mill, is located next to the Historical Museum and serves as an adjunct to the museum. Through volunteer efforts, the house has been relocated and renovated.

Historic Sites – The potential for historic sites in Lake Stevens is excellent because of the city's rich past linked to logging and railroads, evident in remains around the lake. ~~For example, the concrete footing of the water tower serving the Rucker Brothers' Saw Mill is still located in North Cove Park.~~ There are ~~also~~ trestle remains from the mill operations, in the lake, dating back to the turn of the century.

Lake Stevens Historical Museum – ~~Adjacent to the Lake Stevens branch of the Sno-Isle Regional Library is the 1,600 square foot Lake Stevens Historical museum.~~ The museum houses permanent and rotating exhibits illuminating the town's history, the Society's office, and a 1,000-piece historical photograph collection. The Lake Stevens Historical Society, formed in 1982, operates this museum. The Lake Stevens Historical Society is operated by a 15-member board and is a group of about 150-110 individuals dedicated to preserving community history through the collecting of information and artifacts and educating the public. In 2021 the museum was moved to a temporary location in Downtown Lake Stevens.

Lake Stevens Senior Center – The Lake Stevens Senior Center, located at Eagle Ridge Park, welcomes all older adults to share in fellowship, classes and social events in the Lake Stevens area. The Senior Center is in a 2,800 square foot building with a commercial kitchen, dining/multi-purpose room, barrier-free bathrooms, office space and additional class and meeting rooms.

Lochslay Field – The Lake Stevens School District owns this 15-acre site, located north of SR-92, between Lake Stevens and Granite Falls. Facilities include a ~~baseball diamond~~, numerous soccer fields and a large parking area. Organized league teams use the park primarily during the spring, summer and fall.

The Mill – This approximately 10,000 square foot multi-use facility constructed in 2020 provides meeting space, covered patios, festival space and three-season section for community events.

Cedarwood Community Center – An approximately 5,000 sf facility located near 5th Pl SE and 101st Ave SE that was acquired by the city in 2021 and is scheduled for future renovations in 2022.



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Sno-Isle Regional Library, Lake Stevens Branch

~~The city owns a 2,5004,750 square foot building at 1804-2211 Grade Road Main Street that serves as a houses the library since 2021. The building's size limits the possibility of increasing the collection, adding computer access and increasing programming. Based on current activity levels and 2025 population projections for the Lake Stevens area, Sno-Isle Libraries estimates a need for a 15,000 square foot facility~~
The city and Sno-Isle Libraries have been working cooperatively on planning a future combined campus for city hall and library services..

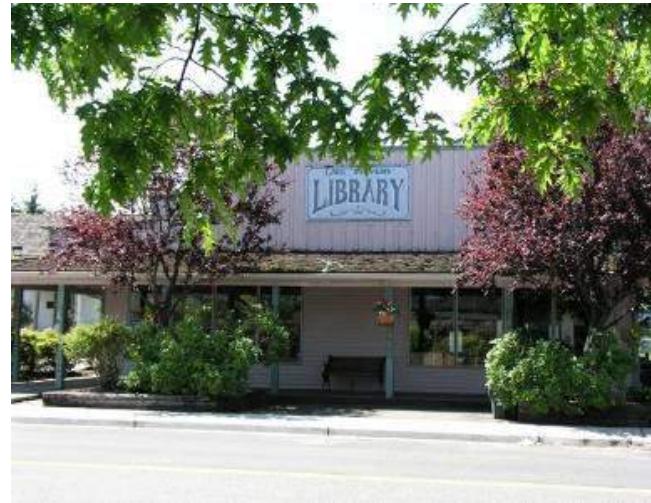


Table 5.6 – Special Use Inventory

FACILITY	LOCATION	OWNER	ACRES	FOOTBALL/ SOCCER FIELDS	SOFTBALL/BASEBALL	DOCK	BOAT LAUNCH	SWIMMING POOL	VIEW CORRIDOR	OTHER
Bonneville Field	1530 N Machias Road	Snohomish County	7.32		X					X
North Cove Boat Launch	North Drive	WA Dept of Fish & Wildlife	0.89			X	X		X	X
Grimm House	1804 Main Street	City of Lake Stevens	0.60							X
The Mill	1808 Main Street	City of Lake Stevens	.58							X
Library / Historic Society	1804 Main Street 2211 Grade Rd	City of Lake Stevens	0.251.16							X



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Lochslay Field	6710 147th Ave NE	Lake Stevens School District	15.17	X	X						
Special Use Parks Total Acres		24.81									

Table 5.6 lists some well-known and popular special use sites and facilities.

Recreation Programs, Events and Special Providers

Aquafest – Lake Stevens' annual city celebration is usually held in July. It includes an aqua-run, children's activities, fireworks, vendor booths and several parades.

Lake Stevens Boys and Girls Club – A one-acre property located at the intersection of 16th Street NE and Main streets. Clubs, Inc., a non-profit organization composed of representatives of the Lake Stevens Lions Club and the Lake Stevens Junior Athletic Association (LSJAA), owns this property. The Boys and Girls Club includes a recently remodeled building, gymnasium and a small meeting room (50-60 person occupancy) available for rent. This room is available at no cost to service clubs and scout troops. The property also includes a baseball diamond (Bond field), used for youth team sports, and storage/concession area, operated and maintained by LSJAA, behind the gymnasium. Approximately 75 parking spaces are available on the property.

Lake Stevens Junior Athletic Association (LSJAA) – A non-profit youth organization, the LSJAA organizes seasonal teams for -, soccer, football, and basketball. User fees fund LSJAA programs.

Lake Stevens Little League – A non-profit youth baseball and softball organization that organizes seasonal teams and maintain Bonneville Field.

Lake Stevens School District – The LSSD offers evening and weekend classes in sports, hobbies, job skills, continuing education and other recreational classes. The LSSD operates the indoor swimming pool. The LSSD Community Education program currently provides recreation and leisure service programming, such as summer youth recreation programs and adult programs, in the fall, winter and spring.

Rowing Clubs – Different rowing clubs use Lake Stevens frequently, hosting several large regattas on the lake, as well as offering competitive rowing opportunities for juniors and adults.

Scouting, 4-H, Church Youth Programs, Other Special Interest Groups – All the scouting organizations are represented in Lake Stevens, as well as 4-H. Additionally, many of the churches have youth programs.



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Water Ski Club- The Lake Stevens Water Ski Club was started in the late 1940's and hosted the West Coast Regional Championships in North Cove. The club is open to all interested families and friends who are looking for fun on and off the water.

FUTURE NEEDS AND LEVELS OF SERVICE

Methodology and Public Process

The city traditionally based its level of service for parks and recreation facilities on an overall population ratio. Under this model, using the 2012 population estimate, the city provided approximately five acres of developed or planned parkland per 1,000 residents. Comparatively, this is within the level of service ranges provided by neighboring communities. As a first step to providing an adequate land supply, setting a broad population-based goal is acceptable. However, the city recognized that there were inherent problems with this method. The city and its UGA have a limited amount of large usable lands remaining. As the city's population grows, it is not likely that it can continue to acquire a larger inventory of new parkland. Secondly, a population-based model ignores access to different types of parks, special features and an equitable distribution throughout the community. Finally, this older method does not inform a jurisdiction on the city's satisfaction with individual facilities, the inventory or identify preferences for specific types of amenities.

At the last park element update the city determined the existing model of a population-based methodology did not adequately represent the needs of the community. In 2013 the City updated the methodology to include an acceptable individualized distance for residents to travel to reach each classification of parks, trails and facilities.

First, the city developed a park classification system previously described in Table 5.1. Second, the city completed an updated inventory of public and private facilities. The inventory categorized the facility by its classification, included current acreage and identified specific amenities available at each location. Third, the city proposed new level of service standards and mapped the distribution of different park facilities throughout the community based on the defined levels of service. The maps include an overall park distribution and individual distribution of different park types to determine access to residential areas. Fourth, the city developed and distributed a parks and recreation survey. The survey contained questions related to demographics, access to facilities, facility use and preferences, community desires, satisfaction and potential funding sources. Based on these results and recommendations by the community, Park Board and Planning Commission new service levels were set.

As part of the 2019 update staff distributed a refined survey by social media, posted it on the city's website in spring of 2019. The Park and Recreation Planning Board held several regular meetings throughout the year. Staff also briefed the Planning Commission and City



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Council about the project throughout 2019 at open public meetings. Staff has refined the needs assessment based on survey responses and comments from the community and city officials.

Level of Service Standards and Goals

The level of service standard (LOS) for park facilities are based on residential access and equitable distribution of facilities to different park types and trails community wide. The LOS standard for community parks is one park within 2.5 miles of residential areas. The LOS standard for neighborhood parks is one park within one mile of residential areas. The service goal for mini-parks (public and private) is one mini-park within 0.5 miles of residential areas. The LOS standard for multi-use trails is one trail within one mile of residential areas. The LOS standard for open space is five percent of the community. Within each facility, the city will strive to maintain a mix of amenities that reflect community use preferences as defined in the most current Lake Stevens Parks and Recreation Survey.

Needs Assessment

Survey respondents suggested that community level parks should receive the highest priorities, but a desire to see all park types was evident from responses. Some of the most popular uses included walking/hiking, picnicking, beach/dock use, and swimming. Some of the most desired improvements include walking, hiking and multi-use trails, picnic areas, public docks, a community garden, playgrounds, a skate park, and improved restrooms. Overall respondents claim to be somewhat satisfied with the facilities and amenities. The most common complaint was a perceived lack of park properties, amenities and lake access. Respondents identified the cost of park maintenance and land for additional access as major issues to be resolved. Popular funding sources include public and private partnerships and fund matching. Additional questions focus on forming a recreation program and determining offerings to be included.

Through a process of applying the adopted parks and open space LOS standards, reviewing the current inventory and analyzing the 2019 Parks and Recreation Survey a clear picture of the city's needs for public park and recreation programs and facilities emerges. Four main categories comprise the current needs assessment: Planning, Acquisition, Site Development and Improvements, & Maintenance and Recreation programming. Each element provides the basis for developing a capital improvement plan. Decision-makers should prioritize the selection of capital projects based on gaps in the service for different park types, distribution of amenities throughout the park network, community preferences, opportunities, and likelihood of partnerships with other jurisdictions or private groups.

Park Planning



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To improve existing recreational facilities and design new facilities, the city needs to develop master plans for specific uses in existing parks, in addition to new facilities added to the inventory. Master plans should consider the distribution of existing inventoried facilities and identify locations for improving and developing preferred uses and amenities from the community survey. Specifically, new master plans should consider opportunities to add trails, playgrounds, picnic areas, permanent restrooms and active recreation areas including sports fields and facilities. Additionally, master plans should identify potential locations for additional trails and shoreline acquisition and development.

The following list includes a series of proposed planning efforts, based on responses from the community survey, to implement the Park Plan.

1. Coordinate with Snohomish County to plan park facilities jointly within or adjacent to the city. Examples include future construction phases of Cavalero park, transfer of some park facilities, and a long-term analysis of county properties outside city limits.
2. ~~The city is working with a consultant to develop a master plan for trails emphasizing formalizing the power line trail system into a multi-use trail, developing a lakefront path within the public right-of-way along Lake Stevens that provides pedestrian access to the waterfront at various locations and creating trail links between the western and eastern portions of the city, ultimately linking to downtown and the Centennial trail. Survey respondents identified walking paths and multi-use trails as preferred uses consistently throughout the community survey.~~
2. Develop a master plan for Centennial Woods Park including a pump track and other amenities.
3. Develop a master plan for non-motorized uses of the waterfront including swimming areas, beach use, rowing/paddling and public docks/piers. Improved shoreline access and a variety of water-related activities are important identified issues by residents. This project should be coordinated with a variety of user groups and stakeholders.
4. Prepare an open space plan for the various downtown shorelines, wetlands and riparian open spaces (e.g., Mill Cove Reserve, 16th and 18th Street wetlands and) with an emphasis on low impact development, interpretative education and linkages. The community identified habitat protection and development of interpretive sites as an important goal for the community parks, recreation and open space system.
5. Implement a wayfinding program developed with the City Beautification Plan in 2020, to identify the locations of parks and recreational facilities throughout the community. A wayfinding program would be crucial to providing a uniform image and highlighting existing and proposed site improvements.

Acquisition

Based on the distribution of park facilities and survey responses, the city should identify opportunities to acquire the following lands to meet the recreational needs of city residents.



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Decision-makers should include one or more of these potential acquisitions as placeholders on the capital program list to act on as opportunities are identified.

1. The city should identify a location for a new public neighborhood level park in the southeastern part of the city, near 20th Street SE.
2. The city should identify locations for additional shoreline properties on Lake Stevens. Shoreline acquisition should consider expansion of current properties, a balanced distribution of access points on all sides of the lake, lands that can provide a mix of active and passive recreation activities and linear access tracts for trails, paths and view corridors.
3. Rights-of-way/easements for multi-use trails, pedestrian paths and sidewalks throughout the city with an emphasis on lakefront locations, the power line corridor in the western part of the city and east/west connections to the Centennial Trail and downtown.

Site Development

Some projects are ready for immediate implementation and construction. Decision-makers should give these projects a high-priority for inclusion on the capital project list. As the city completes other master plans, Council should consider adding these as future capital projects.

1. Complete construction of Eagle Ridge Master Plan's Phase 1 improvements (e.g., landscaping, trail development, interpretive signs, etc.) and start construction of Phase 2 improvements (e.g., restroom facilities area, etc.) and Phase 3 improvements (e.g., playgrounds, picnic shelter, amphitheater, etc.).
2. After acquisition of right-of-way/easements, the city should begin constructing the power line trail in phases.
3. Frontier Heights – Implement ~~the Phase II future phases of the Master Plan in phases, starting with grading and trail installation, restrooms, playground installation and resurfacing basketball court. Phase II includes including exercise stations, viewing labyrinth, pickleball court, sensory garden and additional parking.~~
4. 20th Street Ballfields – ~~Develop a Master Plan that incorporates the Trails Master Program and other recreational opportunities consistent with site design and location. Construct the Master Plan that includes athletic fields, dog park, trailhead, playground, and parking.~~

Park Improvements / Maintenance

Several projects do not need significant planning but will help implement community desires and preferences and should be included on the capital project list. Such projects involve maintenance and repairs or improvements to existing facilities. Many of these projects could



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be completed through cooperative efforts between the city and stakeholder groups. Specific examples for consideration as a capital project follow.

1. Repair existing soft trails at Catherine Creek Park and Centennial Woods. This may include clearing brush and installing new surface materials on trails. The city should endeavor to define trailheads and install location and wayfinding signage between the two sites. As appropriate, city staff could install additional amenities at these sites including formal seating areas and picnic facilities along with restroom facilities.
2. Coordinate with user groups to repair and improve the disc golf course in Catherine Creek Park.
3. Construct a pedestrian pathway between Downtown Lake Stevens and the Centennial Trail along Hartford Drive NE terminating at land dedicated to the city for creating a new trail connection. The project would include improvements along Hartford Drive NE such as directional signage, striping and other safety features.

Recreation Programming

Lake Stevens currently provides seasonal events for community recreation. Recreation programming began in 2020 through a third-party vendor. Additional programming will be developed over a 5-year plan to increase offerings to all ages and abilities.

Capital Projects

An analysis of existing conditions and projected needs in the previous section highlighted the areas of concern and opportunities for Lake Stevens. The Capital Facilities Element contains a strategy for achievement of the city's goals considering the existing conditions in the city and identified needs. Capital projects will be prioritized based on the survey result preferences, needs assessment, levels of service and relationship to economic development opportunities. The following list of different project types should be considered for inclusion in the Capital Facilities Element.

Planning Project No. 1 Powerline Park Master Plan / Dog ParkCentennial Woods Pump Track

Total Cost: \$50100,000

Target Start Date: 2020-202220232024

Description: Develop a park master plan for Centennial Woods starting with a conceptual design in 2022 that will includefor 20th Street Ballfields and parcel to the north. Plan elements will include parking, landscaping, recreation amenities and dog parka pump track, climbing plan to include parking wall, parking lot(s), picnic opportunities and trail connections. Full design and construction will take place in a later phases.



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Planning Project No.2 Downtown Open Space Master Plan

Total Cost: \$30,000

Target Start Date: ~~2020-2022~~2025

Description: Open space plan for various downtown open spaces including shoreline, wetland, and riparian areas. The plan would include environmental analysis, identify appropriate connections between areas, develop interpretive information and provide engineered details for boardwalks, viewing areas and signage.

Proposed Funding Sources: Impact fees, Grants

Location: Mill Cove Reserve, Grade Road Open Space, Wetlands between 16th Ave NE and 18th Ave NE

Justification: This project would meet the identified preference for balanced habitat protection and development of interpretive sites as an important component in the community parks, recreation and open space system.

Acquisition Project No.1 Lakeside Path Right-of-Way/Easement Acquisition

Total Cost: \$1,610,066

Phase 1 (Northern Section approximately 3,800 linear feet) – \$237,382

Phase 2 (Eastern Section approximately 3,600 linear feet) – \$222,684

Phase 3 (Western/Southern approximately 18,000 linear feet) – \$1,150,000

Target Start Date: ~~2020-2035~~

Description: Purchase rights-of-way/easements for walking paths around the lake.

Proposed Funding Sources: Local Contributions, Impact fees, Grants

Location: Road network around Lake Stevens

Justification: This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

Acquisition Project No.2 Neighborhood Park Acquisition

Total Cost: \$500,000 to \$1 million

(Southeast Lake Stevens between 5 – 10 acres)

Target Start Date: ~~2020-2025~~

Description: Identify locations for and acquire lands for a neighborhood level park in the southeastern part of the city.

Proposed Funding Sources: Impact fees, REET

Location: Southern part of the city, near 20th Street SE



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Justification: This project would meet the Level of Service standard for access and distribution of neighborhood level parks.

Acquisition Project No.3 Shoreline Acquisition

Total Cost: \$1 – 1.5 million

Target Start Date: ~~2020-2025~~

Description: Identify locations for and acquire shoreline property that can provide a balance mix of water related activities around Lake Stevens.

Proposed Funding Sources: Impact fees, Grants

Location: Lake Stevens

Justification: This project would meet the identified preference for acquisition and development of additional shoreline properties as an important part of the community parks, recreation and open space system.

Acquisition Project No.4 – Power Line Trail Right-of-Way/Easement Acquisition

Total Cost: ~~\$838,200~~1,000,000

Phase 1 (Northern Portion approximately 6,350 linear feet) ~~—~~\$419,100

Phase 2 (Southern Portion approximately 6,350 linear feet) ~~—~~\$419,100

Target Start Date: ~~2020-2030~~

Description: Purchase rights-of-way/easements for multi-use trails in the power line corridor.

Proposed Funding Sources: Impact fees, Grants

Location: Power line corridor in the western part of Lake Stevens

Justification: This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

Development Project No.1 North Cove Park Expansion-Phase 4

Total Cost: ~~\$1,35~~00,000 (moorage, concession/restroom, Grimm House site work)

Target Start Date: ~~2020-2022-2023~~

Description: ~~Regrade remaining site, install new playgrounds, install public art, complete walking path around the park, construct picnic shelter and restrooms, parking and stormwater, add a public parking lot, add~~Construct a boat moorage, ~~complete~~ public plaza, relocate the museum and Grimm House and restore the lake outlet and stream channel adjacent to the public pier at North Cove Park. Construct a multi-use building off Mill Spur that will have concession space and additional public restrooms to serve North Cove Park. Site improvement to the Grimm House to include fence, landscaping and patio.

Proposed Funding Sources: Impact fees, Grants



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Location: 1820 Main Street

Justification: This project would meet the identified need ~~of additional parks and preference for developing safe walking paths, picnic areas, playgrounds and for additional~~ water access opportunities and support the re-development of Downtown Lake Stevens.

Development Project No.2 Frontier Heights Redevelopment Phase II

Total Cost: \$500,000

Target Start Date: 2021 – 2022

Description: ~~Add parking along Frontier Circle W., add basketball court, labyrinth, sensory garden, multi-use athletic field, exercise stations and landscaping.~~

Proposed Funding Sources: Impact fees, Development, Grants

Location: 8801 Frontier Circle E

Justification: ~~This project would meet the identified need of multi-use athletic fields and increasing active recreation opportunities throughout the community. This project would revitalize this neighborhood and increase economic development in the surrounding area. This project would meet the identified preference for developing neighborhood level parks.~~

Development Project No.312 – Complete remaining Phases of the Eagle Ridge Master Plan

Total Cost: \$1,000,000

Target Start Date: 2021 – 2025

Description: Construct remaining improvements in the Eagle Ridge Master Plan.

Proposed Funding Sources: Impact fees, Development, Grants, ARPA

Location: Eagle Ridge Park

Justification: This project would meet the identified preference for developing community level parks.

Development Project No.23 Frontier Heights Redevelopment Phase II and III

Total Cost: \$1,500,000

Proposed Funding Sources: Impact fees, Grants, ARPA

Target Start Date: 2021 – 2024

Description: ~~Add parking along Frontier Circle West, add pickleball court, labyrinth, sensory garden, multi-use athletic field, exercise stations and landscaping.~~



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Proposed Funding Sources: Impact fees, Development, Grants

Location: 8801 Frontier Circle W

Justification: This project would meet the identified need of multi-use athletic fields and increasing active recreation opportunities throughout the community. This project would revitalize this neighborhood and increase economic development in the surrounding area. This project would meet the identified preference for developing neighborhood level parks.

Development Project No. 4 – Power Line Trail Construction

Total Cost: \$21,9341,660699,960

Phase 1 (Northern Segment construct approximately 6,350 linear feet) – \$699,960

Phase 2 (Southern Segment construct approximately 6,350 linear feet) – \$641,700cost included with 20th Street Ballfields project

Phase 3 (20th Street Ballfields and Dog Park) - \$1,600,000

Target Start Date: 2020-2030

Phase 1/2 Description: Construct multi-use trail along utility corridor.

Proposed Funding Sources: Impact fees, ARPA

Location: Power line corridor in the western part of Lake Stevens

Justification: This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

Development Project No. 5 – 20th Street Ballfields Development and Dog Park

Total Cost: \$1,300600,000

Target Start Date: 2020-20223

Description: Renovate existing facilities in two phases to increase safety standards. Phase I will include re-grading the existing fields. Phase II will include a dog park, and elements identified in master plan. This property will be a trail head for the Westside Trail.

Proposed Funding Sources: Grants, ARPA, Impact Fees

Location: 20th Street SE and 88th Ave SE

Justification: This facility would improve a public neighborhood level park in southwestern Lake Stevens and satisfy goals identified in the Trails Master Plan.

Improvement Project No.1 Hartford Road Walking Path/Trail Head

Total Cost: \$50,000

Target Start Date: 2020-20212025



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Description: Improve the pedestrian pathway between Downtown Lake Stevens and the Centennial Trail along Hartford Drive NE and construct a new trailhead at the intersection of Hartford Road and 131st Ave NE.

Proposed Funding Sources: Mitigation, Grants

Location: Hartford Drive NE between 20th Street NE and 131st Ave NE

Justification: This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

Improvement Project No.2 – Catherine Creek and Centennial Woods Trail Improvements

Total Cost: \$15,206

Phase 1 (Catherine Creek approximately 4,460 linear feet) – \$11,097

Phase 2 (Centennial Woods approximately 1,127 linear feet) – \$4,110

Target Start Date: 2020–2025

Description: Improve existing soft trails at Catherine Creek and Centennial Woods.

Proposed Funding Sources: Impact fees, Local Contribution

Location: Catherine Creek and Centennial Woods Parks

Justification: This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

Improvement Project No. 3 – Sunset Park

Total Cost: \$100500,000

Description: This property is anticipated to comecame into the city's ownership at the time of annexation in late 2020August 2021. Initial assessment of the park noted several action items to be completed due to maintenance deferral and immediate safety issues. The bank is sloughing, and shore stabilization is needed. A visibility issue exists as entering East Lake Stevens Road from the park.

Location: Sunset Park

Justification: This project would meet the identified preference for developing safe parks and protecting natural resources.

Improvement Project No. 4 – Cedarwood Clubhouse

Total Cost: \$500,000

Description: Lake Stevens acquired the Cedarwood Clubhouse in 2021 for future use a community recreation center for youth and community use. The Cedarwood Clubhouse is within an apartment complex built in 1978 and includes a 5,000-square-foot



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gymnasium and separate restroom facility. It was closed years ago over security and vandalism concerns and has been dormant since. Numerous emergency repairs are needed to remediate building deficiencies including roof repairs, new siding and windows along with ADA access and site improvements. Future phases will include interior remodels.

Location: Intersection of 101st Ave SE and 5th Place SE

Justification: This project would meet the city's need for a safe indoor recreational space for youth and community needs.

Improvement Project No. 5 – Davies Beach Improvements

Total Cost: \$200,000

Description: Replace / Repair docks and pier at Davies Beach

Location: 20 South Davies

Justification: This project would meet the city's need for safe water access on the shoreline of Lake Stevens.

Financing

Parks and recreation facilities users do not necessarily recognize political boundaries; therefore, it is imperative that jurisdictions plan for and provide recreation facilities to meet the needs of the community jointly. Recognizing this fact also allows a more efficient system to be established using scarce tax dollars to provide for the recreational needs of regional populations. For example, it is more efficient to build a swimming pool between two jurisdictions where demand exists than to build two separate pools three blocks from each other simply because each city feels that tax dollars should be spent in individual communities. The city should continue to place emphasis on a balanced, cooperative approach to parks and recreation planning.

In accordance with the Revised Code of Washington Sections 82.02.050 and 82.02.060, the city is to provide a balance between impact fees and other sources of public funds to meet its capital project needs. Revenues from property taxes, user fees (if imposed), sales taxes, real estate taxes, grants and other revenue sources need to be used to pay the proportionate share of the growth-generated capital facilities costs. Therefore, the city's commitment to improving the parks system is not solely reliant on impact fees.

Impact Fees

Once a LOS is adopted, impact fees may be assessed under GMA to ensure that levels of services are maintained as the population grows. It is required that impact fees be based on the LOS in place at the time of development. It is in the city's interest to ensure impact fees are current as allowed under GMA based upon the level of service established in this element.



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The amount that could be charged new development would be determined through a separate fee study.

General Revenues

Unlimited general obligation bonds may be submitted to voters for park and recreation purposes. These bonds require approval by at least 60% of the resident voters during an election that has a turnout of at least 40% of those who voted in the last state general election. The bond must be repaid from a special levy which is not governed by the six percent statutory limitation on the property tax growth rate.

Grants

While the city has been successful in obtaining grants for parks, it will continue to apply for grants for acquisition, development, recreation programming and maintenance. With a larger community, it is anticipated that the city's resources could be better leveraged with more and larger grants.

Special Revenue Funds

Conservation Futures: By state law, counties can elect to levy up to \$0.065 per \$1,000 of assessed valuation for all county properties to acquire shoreline or other open space lands. In 1997, the city obtained conservation future funds to purchase about 21 acres of open space lands contained in three parks.

Real Estate Excise Tax (REET): State law allows counties the option of imposing excise taxes on the sale of real estate. The tax may be imposed up to \$0.25 per \$1,000 in sale value to be used to finance capital facility developments, including the acquisition and development of park and recreational facilities.

Foundations and Contributions

The Arts and Parks Foundation was established as a 501(c)(3) as an avenue for people to make tax-exempt contributions that directly support parks and art activities. Contributions can be from service clubs, individuals or organizations wishing to make a one-time or periodic gift to parks.

Fundraising

Lake Stevens will promote fundraising opportunities within events, dedication of amenities and legacy gifts of properties and funds in cooperation with the Arts and Parks Foundation.

GOALS AND POLICIES



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An analysis of existing park, recreation and open space facilities along with community input provide the basis for establishing goals and policies within the Park Plan. The goals and policies provide guidelines and actions for achieving that Plan. Goals are broad intent statements that describe a desired outcome. Policies provide the framework for developing specific measurable actions.

GOAL 5.1 PROVIDE A HIGH-QUALITY, DIVERSIFIED PARKS, RECREATION AND OPEN SPACE SYSTEM THAT PROVIDES RECREATIONAL AND CULTURAL OPPORTUNITIES FOR ALL AGES AND INTEREST GROUPS.

Policies

- 5.1.1 Provide a system of multi-purpose neighborhood and community parks, throughout the community, accessible to all residents that meet the following levels of service:
 - a. Neighborhood Parks – one park within a one-mile radius of all residential areas and
 - b. Community Parks – one park within a 2.5-mile radius of all residential areas.
- 5.1.2 Provide a park, recreation and open space system with activities for all age groups and abilities, equally distributed throughout the community, with an emphasis on youth-oriented activities.
- 5.1.3 Provide a balanced mix of active recreational facilities including but not limited to court and field activities, skateboard/BMX areas, and multi-use trails and passive recreation facilities, including but not limited to, hiking/walking, shoreline access and picnicking accessible to the largest number of participants.
- 5.1.4 Promote balanced lake access for pedestrians and motorized and non-motorized watercraft so all segments of the population can enjoy the lake and have access to its recreational opportunities.
- 5.1.5 Encourage the inclusion of performing arts facilities in public parks and recreation areas and incorporate visual arts into the design of park features, such as railings, benches, buildings and other amenities.
- 5.1.6 Support the use of indoor community spaces for arts and crafts, music, video, classroom instruction, meeting facilities and other spaces for all age groups on a year-round basis.
- 5.1.7 When appropriate and economically feasible, participate in the development of special interest recreational facilities.
- 5.1.8 Continue to participate in the annual Aquafest community celebration.
- 5.1.9 Identify recreational and cultural needs opportunities for special needs populations.
- 5.1.10 Support the Lake Stevens Historical Society in their efforts to inventory significant historical and archaeological resources and to provide information to the community on its history.



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- 5.1.11 Create a recreation program that provides activities for all ages and abilities.
- 5.1.12 Support community events that create pride and provide for economic development.

GOAL 5.2 PROVIDE AN INTERCONNECTED SYSTEM OF HIGH-QUALITY, ACCESSIBLE TRAILS AND GREENWAY CORRIDORS THAT OFFER DIVERSE, HEALTHY OUTDOOR EXPERIENCES WITHIN A VARIETY OF LANDSCAPES AND NATURAL HABITATS, PUBLIC FACILITIES, LOCAL NEIGHBORHOODS, BUSINESS DISTRICTS AND REGIONAL TRAILS.

Policies

- 5.2.1 Provide a comprehensive network of multi-use trails for pedestrians, bicycles and skating using alignments along the public rights-of-way, through public landholdings as well as across cooperating private properties, which link residential neighborhoods to community facilities, parks, special use areas, commercial areas and the waterfront that meets the following level of service: one trail within one mile of residential areas. Implement Master Trail Plan as adopted.
- 5.2.2 Provide for a comprehensive city trail system linking the downtown area, schools, parks, and the Centennial Trail.
- 5.2.3 Establish a multi-use trail around the lake, choosing a route that best provides lake access and/or views.
- 5.2.4 Establish a north/south trail under the power lines as identified in the Lake Stevens Center and 20th Street SE Corridor subarea plans.
- 5.2.5 Establish an east/west sidewalk trail along 24th Street SE and South Lake Stevens Road that will eventually connect to the Centennial Trail as identified in the 20th Street SE Corridor subarea plan.
- 5.2.6 Establish, expand and/or improve nature trails and boardwalks through open spaces with an emphasis on Eagle Ridge Park, Catherine Creek Park, Centennial Woods, Mill Cove Reserve, and the Grade Road Open Space.

GOAL 5.3 PRESERVE AND ENHANCE OPEN SPACE AND NATURAL RESOURCES AREAS INCLUDING FISH AND WILDLIFE HABITAT, MIGRATION CORRIDORS, NATURAL MEADOWS AND WATER RESOURCES.

Policies

- 5.3.1 Preserve open space corridors and buffers to provide separation between natural areas and urban land uses with a goal of maintaining five percent of city as open space.
- 5.3.2 Plan, locate and manage park and recreation facilities so that they enhance wildlife habitat, minimize erosion, complement natural site features and create linkages within the developed area.



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- 5.3.3 Balance the desire for public access and interpretive education with preservation of environmentally sensitive areas and other natural sites
- 5.3.4 Maintain and enforce leash laws and animal at-large laws to stem wildlife predation.
- 5.3.5 Preserve lake and other scenic views for the public when considering land use decisions and when siting park and recreation facilities.
- 5.3.6 Plan for an open space system that may include:
 - a. Natural or scenic areas,
 - b. Water bodies and drainage easements,
 - c. Public/private passive park and recreation sites,
 - d. Cultural, archaeological, geological and historical sites,
 - e. Large reserve tracts, private parks, common ground, and buffer areas from residential development,
 - f. Utility corridors, and
 - g. Trail corridors that may function as wildlife corridors.

GOAL 5.4 MAXIMIZE PARK FACILITIES BY LEVERAGING, SHARING AND EFFICIENTLY USING RESOURCES.

Policies

- 5.4.1 Cooperatively plan for joint-use facilities, meeting and class rooms, athletic fields, and other facilities with the Lake Stevens School District, Lake Stevens Junior Athletic Association, Snohomish County Parks Department and other public or private providers of recreation services and facilities that are of mutual benefit to each agency and the users/participants in the city and its Urban Growth Area.
- 5.4.2 Create a comprehensive, balanced park, recreation and open space system that integrates city facilities and services with resources available from the Lake Stevens School District, Snohomish County and other state, federal and private park and recreational lands and facilities in a manner that will best serve and provide for area residents' interests.
- 5.4.3 Support continued cooperation between the city, non-profit organizations, the Lake Stevens School District and other agencies for continuation and development of recreation programming for youths, senior citizens and other segments of the population to avoid duplication, improve facility quality and availability, which reduces costs and represents area residents' interests through joint planning and development efforts.
- 5.4.4 Establish inter-local agreements between the city, county, school district and private non-profit organizations and other agencies to provide for athletic facilities to serve the needs of the city and the Urban Growth Area.



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GOAL 5.5 MAINTAIN PARK FACILITIES TO MAXIMIZE LIFE OF THE FACILITIES AND TO PROVIDE AN ATTRACTIVE AND PLEASING ENVIRONMENT FOR USERS.

Policies

- 5.5.1 Design and develop facilities, which reduce overall facility maintenance and operations requirements and costs. Where appropriate, use low maintenance materials, settings or other value engineering considerations that reduce care and security requirements and retain natural conditions and experiences.
- 5.5.2 Develop a maintenance management system to estimate and plan for life cycle maintenance in addition to replacement costs.
- 5.5.3 Provide operation and maintenance to insure safe, serviceable, and functional parks and facilities. Provide adequate funding to operate and maintain existing and new special use sites.
- 5.5.4 The city shall establish creative methods to efficiently expand park and trail maintenance services such as encouraging volunteer efforts, continued use of the State Department of Corrections crews and mutual coordination with other local agencies.
- 5.5.5 Where appropriate, the city should initiate joint planning and operating programs with other public and private agencies to provide for special activities like shoreline access, aquatic facilities, marinas and community festivals.
- 5.5.6 In the design of parks, encourage the use of materials and designs to reduce the occurrence and impacts of vandalism. Parks design which provides for easy surveillance of facilities by residents and by police can reduce vandalism. Use of materials such as graffiti resistant coatings can reduce these impacts.
- 5.5.7 Repair acts of vandalism immediately to discourage park property and city recreation facilities from becoming targets for further such acts.
- 5.5.8 Ensure that all park and recreation facilities owned and operated by the city comply with ADA accessibility requirements.
- 5.5.9 Establish a formal volunteer network as volunteerism is a significant source of energy and ideas. The city must continue to tap and improve existing opportunities to involve the community in its own programs. The city shall formalize a volunteer program that includes "adopt a park," and "adopt a trail," and similar programs.
- 5.5.10 Coordinate with Lake Stevens Police in park design to reduce unsafe park environments to reduce crime.

GOAL 5.6 THE CITY RECOGNIZES THAT LAND IS IN HIGH DEMAND AND THAT ACQUISITIONS MUST BE PURSUED AS QUICKLY AS POSSIBLE TO IMPLEMENT THE COMMUNITY'S VISION CONCURRENTLY WITH DEVELOPING AND IMPROVING EXISTING FACILITIES TO ACHIEVE A HIGH-QUALITY AND BALANCED PARK AND RECREATION SYSTEM.



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Policies

- 5.6.1 Add capacity at existing parks by expanding or improving facilities to accommodate current and future populations and desired uses including walking/hiking trails, active recreation and passive recreation.
- 5.6.2 Acquire additional shoreline lands for trails, public docks, waterfront fishing, wading, swimming, boating and other water related recreational activities.
- 5.6.3 Cooperate with public and private agencies and with private landowners to set aside land and resources necessary to provide high-quality, convenient park and recreation facilities before the most suitable sites are lost to development.
- 5.6.4 Work with developers to identify additional parks, recreation and open space opportunities in redeveloping areas.
- 5.6.5 Prioritization for new park and recreation facilities shall take into consideration areas within the community that are under-represented by parks, types of desired facilities not presently available, availability of properties appropriate for a particular type of park and availability and opportunities for grants and other funding sources.
- 5.6.6 With a developer requirement of paying GMA-based park mitigation fees, developers are still encouraged to install mini-parks voluntarily for the benefit of their developments; however, such mini-parks shall not be credited against meeting the developer's mitigation obligation. The city has not defined a LOS for mini-parks, but encourages one park within a half-mile radius of all residential areas

GOAL 5.7 DEVELOP PARK AND TRAIL DESIGN STANDARDS.

Policies

- 5.7.1 Standardize facility design to ensure consistency and quality in the Lake Stevens park system, and establish a standard for trail signage including interpretive, safety and regulatory signs.
- 5.7.2 Develop trail improvements using the Lake Stevens Trails Master Plan to design and development standards that facilitate maintenance, security and other appropriate personnel, equipment and vehicles and includes:
 - a. Trail systems with appropriate supporting trailhead improvements that include interpretive, directory and mileage signage as well as rules and regulations for trail use.
 - b. Provide site furnishings such as benches, bike racks, dog waste stations and trash containers.
 - c. Locate trails in conjunction with park sites, schools, and other community facilities to increase local area access to the trail system and to take advantage of



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access to existing restrooms and drinking water, thereby reducing duplication of supporting improvements.

- d. Design outdoor picnic areas, trails, playgrounds, courts, fields, parking lots, restrooms, and other active and supporting facilities to be accessible to individuals and organized groups of all physical capabilities, skill levels, age groups, income and activity interests.
- 5.7.4 Implement the provisions and requirements of the Americans with Disabilities Act (ADA) and other design and development standards that will improve park facility safety and security features for park users, department personnel, and the public-at-large.
- 5.7.5 Promote sustainable landscapes to increase the ecological functions of natural areas and utilize native vegetation in planted areas, where possible.
- 5.7.6 Choose durable products to promote human health in a safe environment and consider life-cycle analysis of materials options. Incorporate green building technology including nontoxic materials and sustainable development practices. Select local products where feasible. Consider environmental as well as economic impacts

GOAL 5.8 INCREASE AWARENESS OF PARK AND RECREATION ACTIVITIES.

Policies

- 5.8.1 Promote the use of local parks through the media, Aquafest, other festivals and by providing information as to their availability such as publishing maps showing park locations and their available facilities.
- 5.8.2 Promote and provide volunteer opportunities.
- 5.8.3 Facilitate community involvement and stewardship.
 - a. Continue and expand the volunteer work party program.
 - b. Continue and expand the Adopt-a-Trail program.
 - c. Develop interlocal management agreements.
 - d. Encourage participation in community trail events.
 - e. Expand on existing relationships with schools, business and non-profit organizations.
- 5.8.4 Promote environmental protection as part of providing a successful park and recreation program by establishing a permanent celebration promoting Earth Day activities



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- 5.8.5 Where appropriate, use adopt-a-park programs, neighborhood park watches, park police patrols and other innovative programs that will increase safety and security awareness and visibility.
- 5.8.6 Provide historic and natural interpretation opportunities throughout the city's park system.
- 5.8.7 Promote commercial recreation opportunities along the Centennial Trail and on and near the lake.
- 5.8.8 Utilize interpretive materials to highlight features such as native flora and historic points of interest

GOAL 5.9 CREATE EFFECTIVE AND EFFICIENT METHODS OF ACQUIRING, DEVELOPING, OPERATING AND MAINTAINING FACILITIES AND PROGRAMS THAT ACCURATELY DISTRIBUTE COSTS AND BENEFITS TO PUBLIC AND PRIVATE INTERESTS.

Policies

- 5.9.1 Establish financing mechanisms to ensure that adequate parks, open space and recreation facilities are available to the community.
- 5.9.2 Investigate innovative available methods or the financing of maintenance and operating needs in order to reduce costs, retain financial flexibility, match user benefits and interests and increase facility services.
- 5.9.3 The city shall explore, and where appropriate, adopt a creative funding strategy which takes advantage of traditional sources such as capital budgeting, grants, and developer contributions, but also non-traditional sources including, but not limited to, volunteers, dedication of benches or other amenities for fundraising, interlocal agreements, donations, foundations, interjurisdictional partnerships and other appropriate mechanisms.
- 5.9.4 In developing the park system, encourage donations and dedications, conservation easements, innovative land use contractual agreements and other methods involving foundations, organizations, associations, trusts, developers, landowners, others from the private sector and neighboring and regional governments.
- 5.9.5 Allow fee stewardship programs to be established in conjunction with recognized land conservancies to maintain dedicated natural areas in lieu of permitting homeowner associations to assume such responsibilities (assuming the city does not wish to assume such responsibility).



Chapter 7: Public Services and Utilities Element





CHAPTER 7: PUBLIC SERVICES AND UTILITIES ELEMENT

A VISION FOR PUBLIC SERVICES AND UTILITIES

Lake Stevens will strive to provide excellent public utilities and services to meet the health and safety needs of the community in proportion to future population growth, and will continue to coordinate with local service providers such as the Lake Stevens Sewer District, Snohomish Regional Fire and Rescue and the Lake Stevens School District to ensure service continuity as the community grows.

INTRODUCTION.

This element addresses public utilities and services available in the city of Lake Stevens. It specifically considers the general location, proposed location and capacity of all existing and proposed utilities and public facilities, including public structures and utility lines. It also discusses levels of services for current and future residents and businesses. The discussion in this section relates to other elements including Parks, Transportation and Capital Financing.

Much of the planning for utilities in the Urban Growth Area (UGA) is the responsibility of various service providers and special purpose districts. The city and utility plans are often interrelated, as the utilities provide service to the city and activities in the city affect the demands upon the utilities.

The city cooperates with other cities and service providers in the joint delivery of utilities and services. The city is open to all opportunities to coordinate and cooperate with neighboring service providers.

The Planned Action EIS documents for the 20th Street SE Corridor and Lake Stevens Center subarea plans included updated information on utilities and public services and facilities. The city met with service and utility providers to determine the availability of service for future development within the subareas. The EIS documents provide details for each subarea plan including mitigation measures, if required.



Chapter 7 – Public Services and Utilities Element

PLANNING CONTEXT

State Planning

Following the Growth Management Act (GMA), local jurisdictions must plan for the public service and facility needs in their communities based on projected growth. Planning for public services and utility facilities is imperative to guarantee sufficient local amenities for current and future residents within a defined level of service. Local public services and facilities range from municipal services, police, sewer and water infrastructure, schools, parks, etc. Regional services and facilities may include fire protection, telecommunications, transportation and electrical infrastructure. Communities must also incorporate policies to consider the location of essential public facilities such as education facilities, transportation facilities, correctional facilities, solid waste facilities and mental health/substance abuse facilities. Local jurisdictions must also develop a financing plan for public services and facilities, which is described in the Capital Facilities Plan.

The Washington Utilities and Transportation Commission (WUTC) regulate utilities and transportation. The WUTC is empowered to regulate utilities such as electrical, gas, irrigation, telecommunication and water companies. The WUTC has jurisdiction over rates and charges, services, facilities and practices of utilities. Any change in customer charges or service provision policy requires WUTC approval. The WUTC also requires gas providers to demonstrate that existing ratepayers will not subsidize new customers.

Regional Planning

The Puget Sound Regional Council (PSRC) Vision 2040 [and Vision 2050](#) plans reiterates GMA goals and emphasizes providing adequate public services and facilities in a coordinated and cost-effective manner to support development. [The Vision 2040 also documents](#) promotes a central theme of efficient use and conservation of resources and facilities across the region. In Lake Stevens, most utility providers are independent local or regional providers. The city will continue to coordinate with utility providers and special purpose districts for local and regional delivery of services and facilities.

Countywide Planning

The Snohomish County Countywide Goal for Public Services and Facilities states,

“Snohomish County and its cities will coordinate and strive to develop and provide adequate and efficient public facilities and services to ensure the health, safety, conservation of resources, and economic vitality of our communities.”

The specific policies draw distinctions between services and facilities in urban and rural areas. Of note, the policies identify cities as the preferred urban service providers. As such, cities determine appropriate levels of service in incorporated areas or coordinate with the



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county through interlocal agreements for unincorporated areas to address services and facilities. Countywide, the cities and county should coordinate together and with service providers to determine the location and extent of public services and facilities to support jobs and housing. The countywide goals also emphasize conservation of public services, resources and facilities. Countywide planning policies identify standards for establishing and mitigating local, regional, statewide and federal essential public facilities. It also recommends the cities and county collaborate with public agencies and special districts to identify opportunities for the co-location of local essential public facilities.

Lake Stevens Planning

The city provides many municipal services, including governance, administration, planning and community development, building permits, public works and projects, governmental financing, grant development and management, fire inspection and police services. Planning and provision of other services and utilities in the UGA is the responsibility of special purpose districts and utility providers. Future staffing levels are directly related to the degree to which annexations occur. ~~With the present size of the city, existing 2015 staffing levels are found generally to be adequate. When annexations occur, staffing levels will need to be re-evaluated. Following several annexations between 2018 and 2021, the city has developed a strategic staffing plan that aims to continue to provide high levels of service to the community.~~

The city does not currently have a central municipal campus. Services are spread out at different locations in the downtown area including City Hall, the Permit Center, Public Works Maintenance and Equipment yard, Shop and Police Station.

The city cooperates with other cities and service providers in the joint planning and delivery of services within its UGA based on current and future growth projections, adopted levels of service and concurrency requirements. The Comprehensive Plan provides policy guidance on how utilities and services shall be planned and provided to ensure consistency between city and county planning documents. Services provided directly by special purpose districts include health, school, fire, power, judicial and library services. Snohomish Regional Fire and Rescue (Fire District), which was created through the merger of the Lake Stevens Fire District with Snohomish County Fire District 7 in 2020, provides fire protection services within the city and UGA.

The city asserts its interest to participate in the planning of rural areas outside of the UGA where future UGA expansions could occur. Utility and service planning requires that the city be involved in the planning and decision-making of these areas both to comment on future service impacts and to do its own service planning.



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The following section provides specific descriptions of public services and utilities within the city and its UGA.



Chapter 7 – Public Services and Utilities Element

INVENTORY AND DESCRIPTION OF PUBLIC SERVICES AND UTILITIES.

Police Services

The Lake Stevens Police Department (Police Department) provides a full range of local law enforcement services within the City of Lake Stevens, currently provides a variety of services to its citizens. These services include crime suppression and investigation, traffic enforcement, traffic accident investigation, marine law enforcement, community-oriented problem solving and partnerships with residents to solve quality of life issues throughout the community, marine and road patrol, crime and accident investigation, traffic enforcement, crime prevention, the School Resource Officer Program, concealed weapons permits, passports, records and evidence keeping and animal control. The Police Department also contracts some of its services, including dispatch, jail, court services and vehicle maintenance.

The Police Department's community policing philosophy is based on the premise that a safe community requires positive, trusting, and productive relationships with all stakeholders. The Police Department currently responds to approximately 25,000 incidents annually. The average response time for the Police Department is three to four minutes for emergency calls and six to 10 minutes for all other calls. The Police Department is also part of a mutual aid agreement, which allows law enforcement agencies to assist each other with resources and personnel when requested.

In 2020, the Police Department conducted research to determine an appropriate staffing formula. The formula compares calls for service with the number of officers necessary to meet the call load as determined by the time needed to handle the calls and the time available to answer the calls. The formula considers workload, discretionary time, administrative time, reactive time, and current work schedule. As calls for service change over time, it is important to maintain the ratio which allows for a community policing philosophy. Maintaining a police force with adequate staffing levels to meet the adopted levels of service (LOS) standards will require anticipating increases in population, calls for service, annexations, mandated training requirements, and retirements.

Stormwater

The city of Lake Stevens provides stormwater services for the entire city. The system consists of surface runoff from roadways, inlets, pipes and ditch conveyance, water quality devices, storm ponds and outfalls. Within the system are two lakes, Stitch Lake and Lake Stevens. The stormwater system covers an area of approximately 5,700 acres (8.9 square miles) and is broken into 18 basins. Within the stormwater system, there are approximately 68 city-owned or operated facilities, 4,562 catch basins, 13.5 miles of roads side ditches, 66.2 miles of pipe and 22,942 feet of culverts.

The city has numerous older developments approved and constructed to rural standards. In



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some cases, stormwater detention/retention, water quality and conveyance and storm drainage facilities may not have been required at the time of construction. While new projects provide facilities to urban standards, the older developments continually affect neighborhoods, streets and the lakes by conveying runoff that is not channeled and not treated. As part of a citywide stormwater inventory, opportunities for regional stormwater treatment systems should be developed.

Some of the detention systems and ditches within subdivisions and commercial developments are privately owned and maintenance is the responsibility of the individual property owner/s, which is often under a homeowners' association or property management service. As the city approves new projects, they must meet the requirements of the Department of Ecology (DOE) stormwater manual and include maintenance provisions for the owner(s).

Lake Stevens is the largest stormwater feature in the city. The lake has multiple inflow areas and one outfall monitored by the city. A weir system located at the outfall of the lake controls the lake level. In 2010, the city adopted a Lake Level Management Plan to provide guidance and policy to perform this service.



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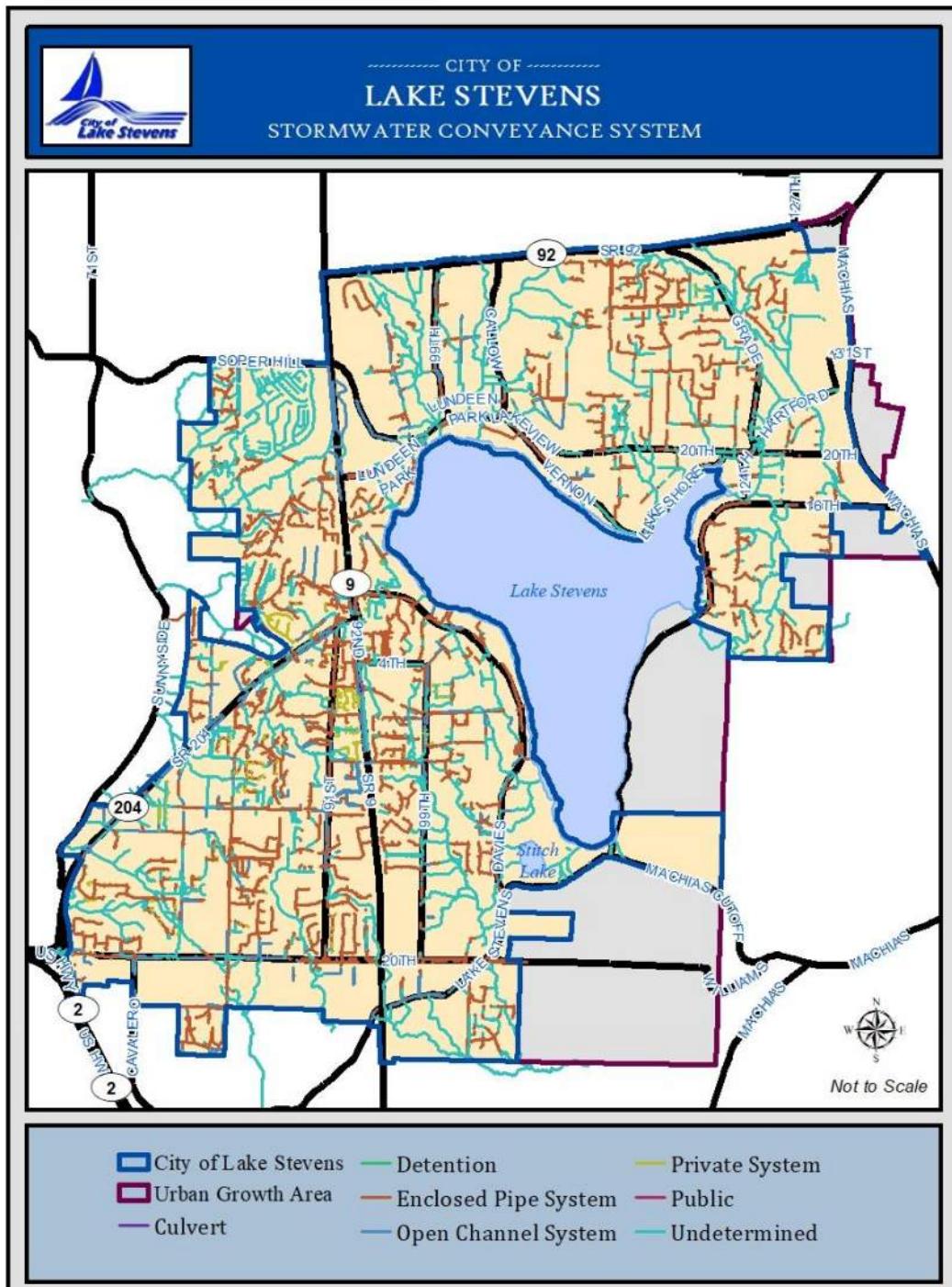


Figure 7.1 - Lake Stevens Stormwater Conveyance System



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Between April and through September the city manages the level of the lake. This serves three purposes:

- 1) Maintain the lake at a level to sustain downstream channel flows for aquatic habitat;
- 2) Protect downstream channel/flood from flash surges during heavy rainfall events; and
- 3) Maintain recreational usage of the lake in the historical shallow areas on the northwest side of the lake.

In August of 2012, the Washington State Department of Ecology (DOE) issued two new “NPDES Phase II” municipal stormwater permits that affect Lake Stevens. These permits were issued under the authority delegated to Ecology to implement requirements of the Federal Clean Water Act. The stormwater permits cover municipal storm sewer systems that discharge to surface waters that are not part of a combined sewer system. The city is currently operating under the requirements of this permit. The city updates its Stormwater Management plan yearly per the requirement of its National Pollutant Discharge Elimination System (NPDES) permit. The NPDES program regulates discharges of water to ensure pollutants do not enter waters of the United States. The service area and drainage basins of the city are shown on Figure 7.1.

Sewer Service

In May of 2005, the city of Lake Stevens and the Lake Stevens Sewer District (Sewer District) entered into an interlocal agreement (ILA) entitled “Unified Sewer Services and Annexation Agreement.” Under the ILA, the Sewer District provides, maintains and operates sewer facilities throughout its district boundaries. The approximate 10.9 square mile service area includes the current city limits, Lake Stevens UGA and a small area of overlap into the Marysville UGA. The entire boundary is shown in Figure 7.2. The agreement also lays the groundwork for the eventual assumption of the Sewer District and its facilities, by the city, which will occur no sooner than 20 years from the District’s assumption of sewer responsibilities, unless both parties agree sooner to an amended schedule as part of continuing coordination between both agencies. The Sewer District will continue collecting and treating wastewater in the city and its UGA until this responsibility is transferred to the city per provisions of the ILA. As of the end of 2014, the District provided sewer service to 11,026 residential connections with an estimated population of 34,477 people. These connections are largely in the Lake Stevens UGA, with about 108 connections in plats either in the rural area or in the Marysville UGA. The District served an additional 162 commercial connections, representing approximately 854 equivalent residential units (ERUs).

The Lake Stevens Sewer District sewer system consists of a new wastewater treatment facility (WWTF, membrane bioreactor process, 2012), a former wastewater treatment plant site, 29 lift stations, over nine miles of force mains (4” to 19” diameter), over 112 miles of gravity sewer collection, trunk and interceptor pipes (6” to 36” diameter) and one gravity sewer dosing station. The collection system is a “separate” sewer system, designed to receive domestic, commercial and industrial pre-treated wastewater. The Sunnyside WWTF has a current permitted maximum month average daily flow capacity of 5.01 million gallons per day.



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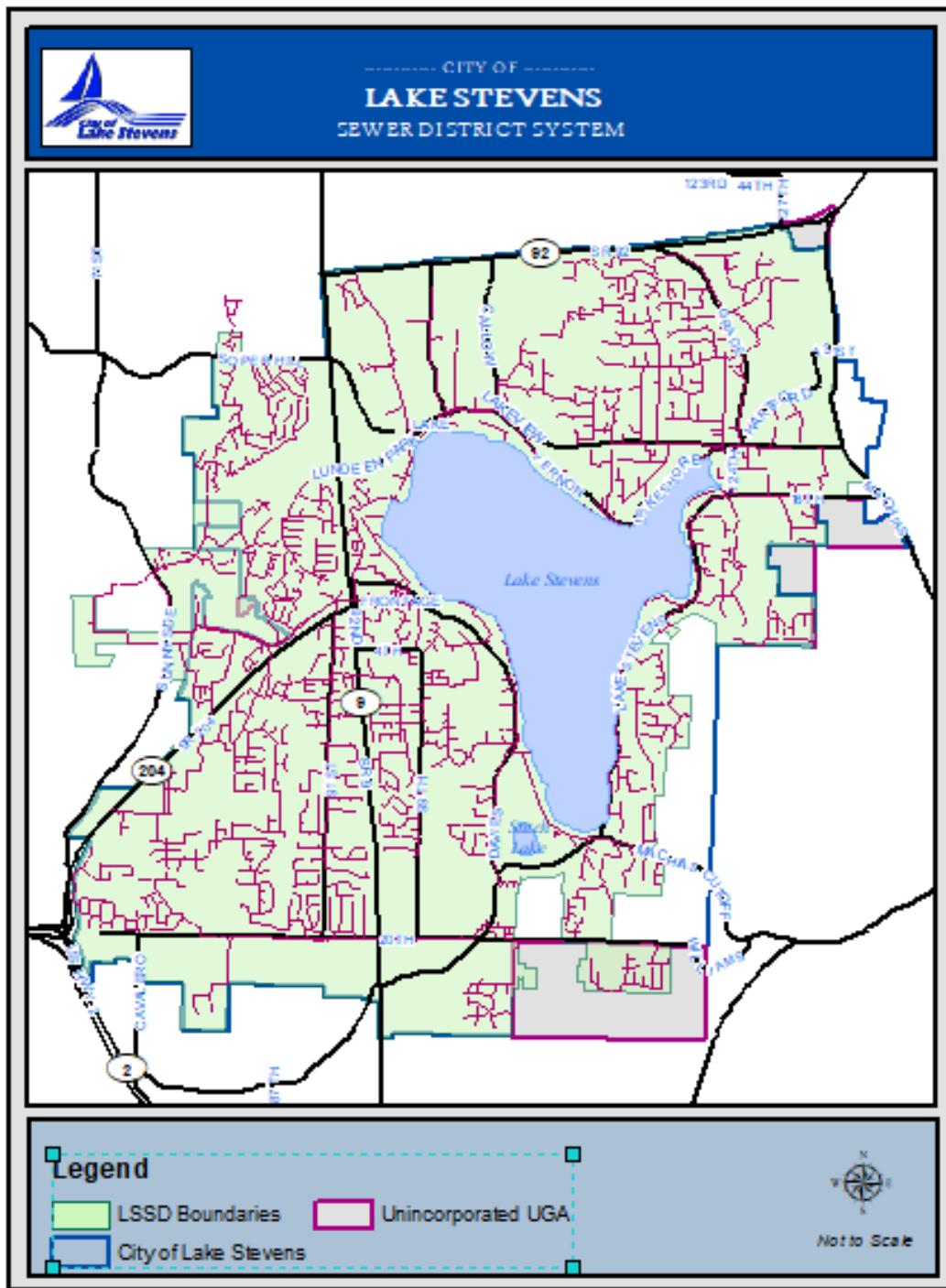


Figure 7.2 - Lake Stevens Sewer District Boundary Map

Map boundaries updated



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The existing plant is in the process of decommissioning in phases, and the LSSD has initiated a project to remove much of the accumulated biosolids in the existing lagoon system. A future project will address final vacation of the site.

On October 24, 2016, the Lake Stevens Sewer District adopted a new Sanitary Sewer Comprehensive Plan. The 2016 Sanitary Sewer Comprehensive Plan for the Lake Stevens Sewer District presents the comprehensive planning needs for wastewater collection, transmission, treatment and discharge for the planning period 2016 through 2035. The District issued Amendment 1 in May 2019. The city has adopted these plans by reference into the city of Lake Stevens Comprehensive Plan. The sewer service and planning area is the Lake Stevens UGA and the two presently served plats referenced above. The 2016 Sewer Plan has also designated the rural-urban transition areas (RUTAs) around the geographic limits of the UGA as an Additional Study Area, in order to support an early estimate of the magnitude of potential future growth of the District's sewer service area. The main planning criteria is 70 gallons per capita per day of wastewater flow, and an average of 2.70 persons per dwelling unit or ERU. Additional allowances are made for extraneous flows in the wastewater system due to inflow and infiltration. ERUs for commercial connections are determined based on water consumption of 900 cubic feet per month, per ERU.

Additionally, the city and the Sewer District coordinate on capital facilities planning to benefit the community and its economic development. During the environmental impact process for the 20th Street SE Corridor and Lake Stevens Center subarea plans in 2012, the city and Sewer District reviewed projects and capital improvements required for development of the two subareas over the next 20 years. The city and Sewer District continue to plan jointly for the city's Growth Centers, including Downtown Lake Stevens.

This plan asserts a goal of eliminating all septic systems over time as the sewer system and the city limits expand. New developments, re-built structures, new industrial development in the Hartford Road and other non-residential areas would all be required to provide sewers to the extent the existing system is available or can be extended.

Snohomish Regional Fire and Rescue

In August 2019, voters approved the merger of the Lake Stevens Fire District and Snohomish County Fire District 7, which became effective in January 2020 and was later renamed Snohomish Regional Fire and Rescue. The newly combined district covers an area of approximately 140 square miles, including the 46 square miles that Lake Stevens Fire previously served in Lake Stevens and its UGA (Figure 7.3). The district provides fire prevention and suppression services, emergency medical services (EMS) including Advanced Life Support (ALS), technical rescue and fire marshal services. In 2019, the combined district responded to over 17,000 calls. The district has 11 fire stations, including two in Lake Stevens:

- Station 81 (12409 21st Street NE, Lake Stevens 98258)



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- Station 82 (9811 Chapel Hill Road, Lake Stevens 98258)

Through strategic planning the former district was able to increase the daily staffing level to 14 firefighters in 2017. The newly combined district plans to construct an additional fire station for the year 2022.

In 2013, the Washington Surveying and Rating Bureau completed its evaluation of the fire protection capabilities for the city of Lake Stevens. This evaluation resulted in an improved protection class rating from Protection Class 5 to Protection Class 4.

Annually the Fire District performs fire code compliance activities, inspects commercial and public buildings for the city of Lake Stevens and reviews land use and building permits through the Fire Marshal's office.

Snohomish Regional Fire and Rescue and the city will continue to partner together to meet the fire protection and emergency medical services needs of the community. The city has adopted by reference the Lake Stevens Fire Capital Facilities Plan and will adopt future versions of the Snohomish Regional Fire and Rescue CFP.



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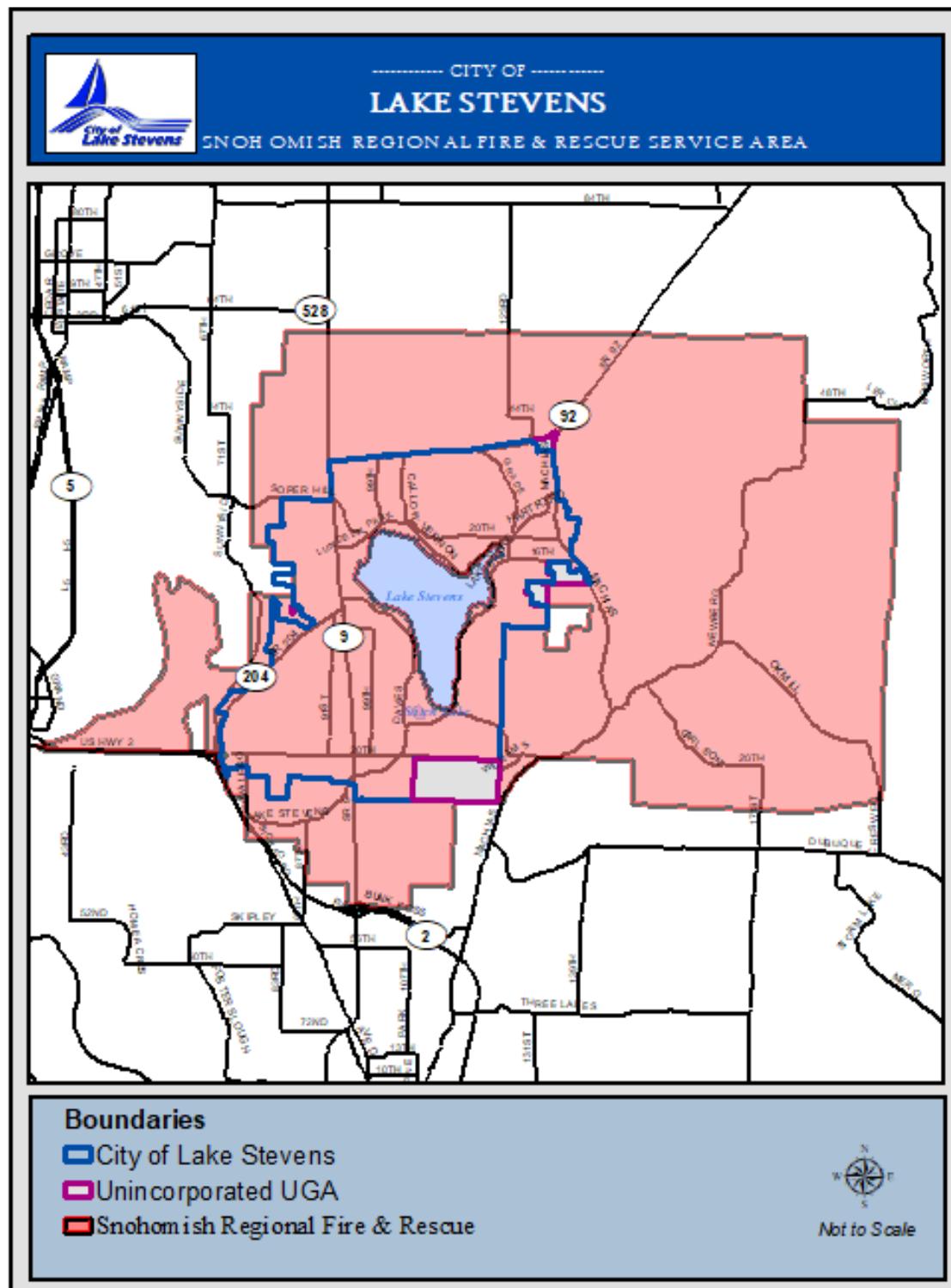


Figure 7.3 – Snohomish Regional Fire and Rescue Service Area
Map boundaries updated



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Lake Stevens School District

The Lake Stevens School District covers approximately 37 square miles, encompassing all of Lake Stevens as well as portions of unincorporated Snohomish County and a small portion of the city of Marysville. The District is located south of the Marysville School District and north of the Snohomish School District (see Figure 7.4).

There is a current student population of 9,200 within the Lake Stevens School District served by seven elementary schools grades K-5 (Stevens Creek, Mt. Pilchuck, Hillcrest, Sunncrest, Glenwood, Highland and Skyline), two middle schools grades 6-7 (Lake Stevens and North Lake), one mid-high school grades 8-9 (Cavelero), one high school grades 10-12 (Lake Stevens), one early learning center and one homeschool partnership program for grades K-12 (HomeLink). The District also owns approximately 71 acres of vacant land.

The Lake Stevens School District has experienced steady upward growth in enrollment for the past four decades. Student enrollment in the School District remained relatively constant between 1973 and 1985 (15%) and then grew significantly from 1985 through 2005 (approximately 120%). Between 2011 and 2019, student enrollment increased by 1,215 students, approximately 15%. Overall, there was a 2.5% increase countywide during this period. The School District has been, and is projected to continue to be, one of the fastest growing districts in Snohomish County based on the Office of Financial Management population forecast. Population forecasts estimate the Lake Stevens UGA population will increase to 46,380 people in 2035. Likewise, the population within the Lake Stevens School District boundaries will rise from 43,000,238 in 2015 to over 61,000 in 2035. Planned improvements in the Lake Stevens School District through the Year 2025 based on enrollment projections include the construction of three new elementary schools, the installation of additional portable classrooms at existing facilities and new site acquisitions and improvements.

The city has adopted by reference the current Lake Stevens School District No. 4 2020-2025 Capital Facilities Plan, which was adopted in August 2020. This Plan provides the basis for charging GMA-based impact fees as implemented in the city's Land Use Code. The District participates in the school impact mitigation fee program and issues an updated Capital Facilities Plan every two years. The city applies a discount to the calculated rate, as do most other cities in Snohomish County.



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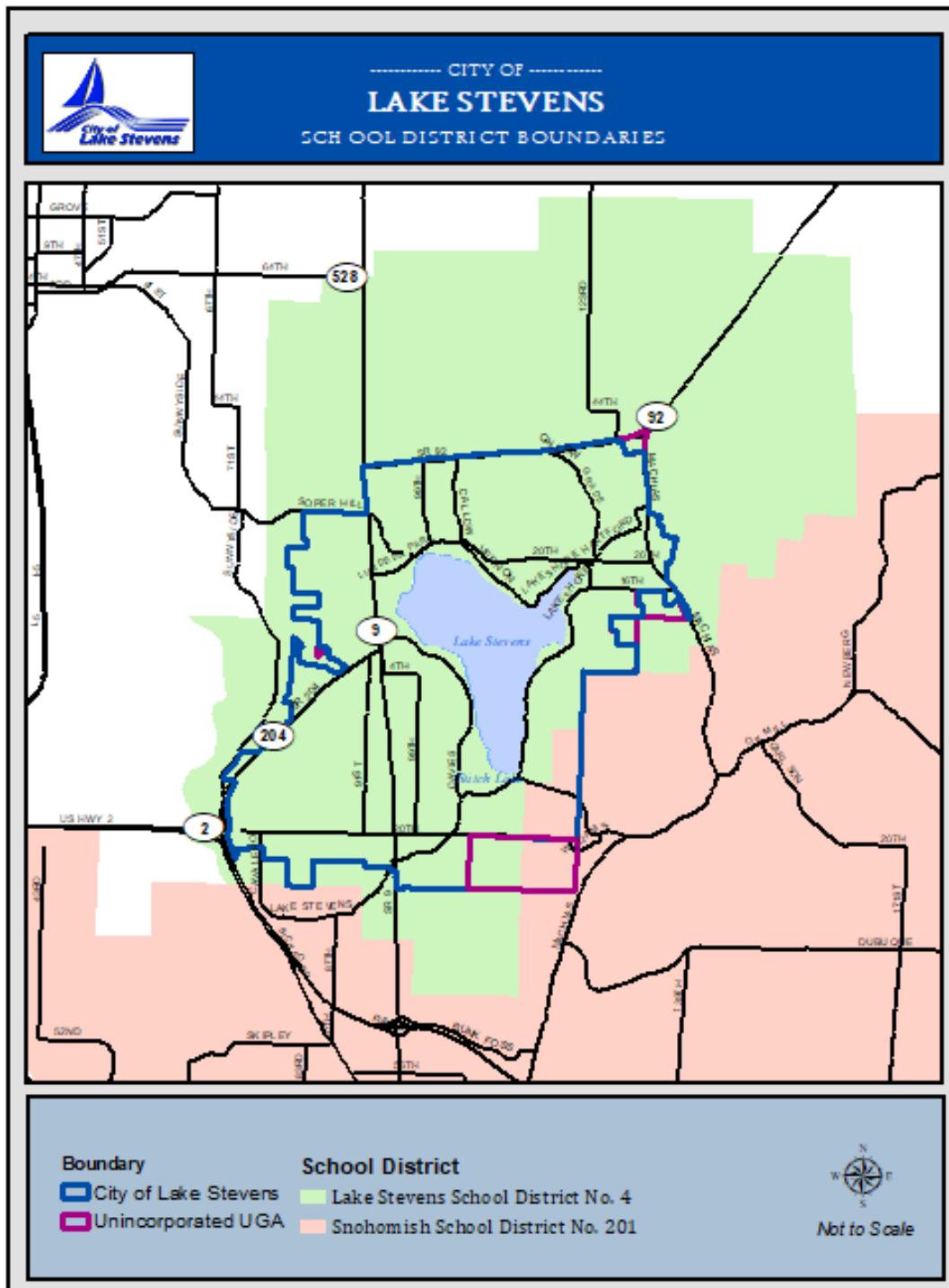


Figure 7.4 - School District Boundary

Map boundaries updated



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Snohomish School District.

The Snohomish School District covers ~~a small corner of areas in the city that were annexed between 2018 and 2021 UGA, south of 4th Street NE and east of 115th Avenue SE and serves residents south of the Lake Stevens School District as well as portions of the UGA south of 20th St SE~~. No Snohomish School District schools are currently located within the ~~Lake Stevens boundaries of the city or its UGA~~. The city ~~will adopt~~ adopted the Snohomish School District's Capital Facilities Plan by reference into the Comprehensive Plan ~~when the area served by the Snohomish School District is annexed into the city in 2021.~~

Snohomish County Health District

The city contracts with the Snohomish County Health District for public health services. The most common task the Health District performs in the Lake Stevens area is approving septic systems. Other responsibilities include food service inspections and issuing state permits for certain (potentially noxious) activities (e.g., septic sludge recycling, soil processing, etc.).

Solid Waste

Waste Management Northwest, ~~Incorporated and Republic Services~~ provides solid waste services within the city ~~under a ten-year contract that expires in 2031. Solid waste service is contracted out for a three-year period.~~ Recycling is provided by East Snohomish County Association of Recycling Cities (ESCARC), contracting with Fiber International. ESCARC members are Monroe, Snohomish, Lake Stevens, Sultan, Granite Falls and Gold Bar. These cities pool resources to provide the capital facilities for lower cost recycling. The city receives curbside service from Bill's Disposal service, which is a division of Fiber International.

Natural Gas

Puget Sound Energy (PSE) provides natural gas service through a city franchise. PSE is the largest natural gas company in Washington serving approximately 770,000 customers in six counties and 64 cities. It is a demand-driven utility, meaning that no service is initiated until requested by a specific customer. As natural gas is a competitive energy source, it can be assumed that the demand for it will continue to grow, particularly if substantial savings over other fuels can be effectively demonstrated (Acme, 1993).

The U.S. Department of Energy estimates a 60-year supply of conventional natural gas reserves exists. Unconventional reserves requiring advanced technology are estimated at a 150-200 year supply.



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Telecommunications

Telecommunication facilities are private utilities that provide services such as television (broadcast, cable and satellite), phone (direct lines and cellular) and internet. Content is transmitted by a variety of methods that may include cable lines, electrical wires or fiber and optical fibers. Wireless technology includes traditional broadcasting, radio transmission and cellular networks. Telecommunication services often use existing infrastructure along utility corridors and public rights-of-way.

The telecommunications industry is evolving and will continue changing over the next 20 years. Telecommunications services are integral to the modern world and economy. For example, the telecommunications industry is the primary conduit for information exchange between individuals, corporations and public service providers. As this industry changes, there may be unknown impacts on land use planning, existing facilities and regulatory oversight. The city should coordinate with service providers to plan for the construction and reconstruction of facilities and provide feedback on capacity, design and equipment.

Electrical Utilities

The Public Utility District No. 1 of Snohomish County (PUD), which purchases 80 percent of its power from the Bonneville Power Administration (BPA), serves the city of Lake Stevens. The remainder of the PUD's power is provided by a mix of renewable resources that include output from the PUD's Jackson, Youngs Creek and Woods Creek hydroelectric projects, and several long-term contracts for wind, landfill gas, biogas, and biomass.

The PUD uses an 115,000-volt transmission system to distribute electricity from three major BPA delivery points in Snohomish County to distribution substations. These substations transform the transmission voltage to 12,500-volt distribution voltage. PUD electrical facilities of less than 55,000 volts (55 kV) are referred to as distribution facilities. Facilities of more than 55,000 volts (55 kV) are referred to as transmission facilities.

There are three distribution substations, Hartford, Lake Stevens and Frontier, within the city limits of city of Lake Stevens. The city is fully served by these substations with distribution lines that extend service to all residential, commercial and public customers. According to the PUD, there is ample capacity to meet existing demand for both the incorporated city limits as well as the UGA.

In addition to PUD facilities, there are Bonneville Power Administration and Seattle City Light Transmission lines that pass through the city that constitute regional power transmission facilities.

Water Utilities

Except for a few homes on wells, the Public Utility District No. 1 of Snohomish County (PUD) provides water service. The PUD currently owns and operates nine water systems. PUD's Lake Stevens Water System serves the city. The service area is bounded on the west by Ebey



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Slough and the Snohomish River; on the north by Marysville and Arlington; on the east by the Snohomish County Commercial Forest-Forest Transition Area (CF-FTA); and on the south by the boundaries of other water systems.

The city of Everett's transmission lines from Spada Lake pass through the water service area, delivering water to Everett and to many water customers. In 2012, PUD converted its emergency wells, in the northeast corner of the city, to full-time use to supplement the water supply purchased from Everett. The PUD's Walker Hill storage reservoirs (4 million gallons capacity) and Hillcrest reservoirs (6 million gallons capacity) serve both the city and the UGA. The distribution system within the city is shown in Figure 7.5. In 2012, PUD constructed water main extensions to merge its Lake Roesiger water system into the Lake Stevens system. In 2014, PUD constructed water main extensions to merge its Dubuque water system into the Lake Stevens system.

The following is an overview of the Lake Stevens water system and its major facilities, including updates provided by the PUD since its *2011 Water System Plan*:

Source – Eleven connections to the city of Everett's Transmission Pipeline Nos. 2, 3 and 5 provide the primary water supply to the Lake Stevens Water System. Water from five of these connections flows by gravity into the water system, while the remaining six have pump stations to deliver the water. Four connections are inside the city limits, including one connection shared with the city of Marysville. As stated earlier, two wells supplement the primary water supply.

Storage – The PUD Lake Stevens water system contains eight storage reservoirs, with a combined capacity of over 14 million gallons. Four of these reservoirs are located in the city at the Walker Hill and Hillcrest tank sites. The water storage capacity in the city is 10 million gallons.

Transmission and Distribution Pipelines – There are over 330 miles of pipe in the PUD's Lake Stevens water system. Pipeline sizes range from 3/4 to 40 inches and materials include cast iron, asbestos cement, ductile iron, galvanized, and steel.

Booster Pump Stations – At higher elevations, booster pump stations provide additional pressure. In the city, there are two booster pump stations serving the Walker Hill and Hillcrest areas.

Pressure Reducing Stations – There are 35 pressure-reducing stations throughout the Lake Stevens Water System that help regulate pressure and define the separate pressure zones. Inside the city limits, there are six pressure zones served by seven pressure-reducing stations, which provide reasonable pressure to all city consumers.



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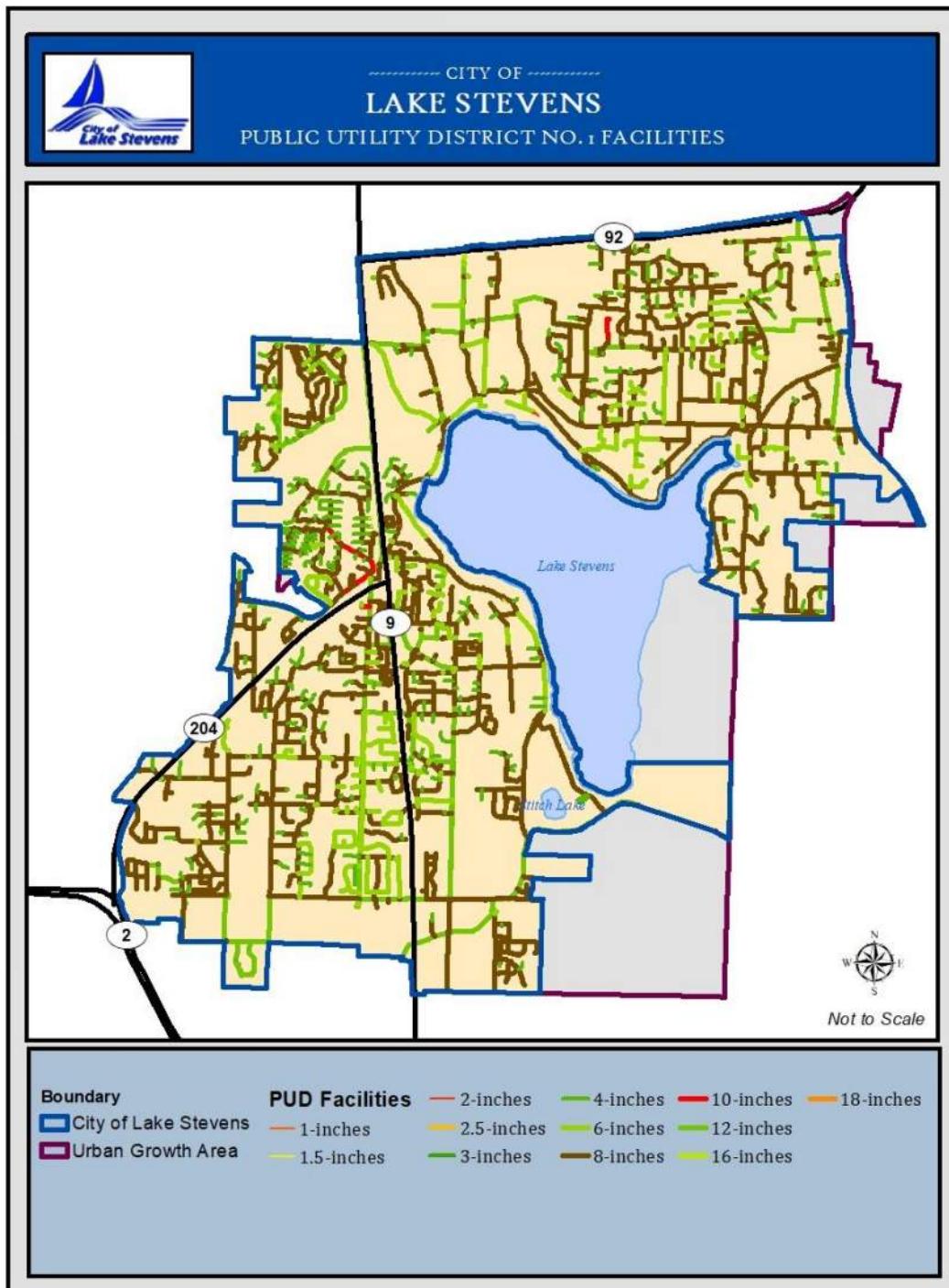


Figure 7.5 – Map of Water Facilities



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The PUD normally designs its water facilities to provide fire flow capacity of at least 1,000 gallons per minute (gpm). In some areas, flows up to 3,000 gpm are available. Developers must fund and construct any improvements necessary to bring water to their projects and to achieve fire flow required by the Fire Marshal. The PUD's water source and storage are adequate for projected growth within its water service area.

Essential Public Facilities

Under GMA provisions (RCW 36.70A.200) jurisdictions shall include a process for identifying and siting essential public facilities. An essential public facility can be any facility owned or operated by a federal, state or local government, public utility, transportation authority or other entities that provide public services. Essential public facilities are typically difficult to site, such as education facilities, regional transportation facilities (e.g. airports), solid waste-handling facilities, regional transit authority facilities, state or local correctional facilities and in-patient facilities including substance abuse, mental health and group homes. The GMA provides that no comprehensive plan or development regulations may preclude the siting of essential public facilities. However, jurisdictions can impose reasonable conditions or mitigations on essential public facilities through its comprehensive plan or development regulations, provided these do not preclude the siting of the facility. The city has adopted essential public facilities standards within the municipal code.



Chapter 7 – Public Services and Utilities Element

GOALS AND POLICIES

GOAL 7.1 COORDINATE WITH CITY DEPARTMENTS, SPECIAL PURPOSE DISTRICTS, UTILITY COMPANIES AND OTHER SERVICE PROVIDERS TO ENSURE THE ADEQUATE DISTRIBUTION OF PUBLIC SERVICES AND FACILITIES THROUGHOUT THE CITY AND CONSISTENCY WITH THE LAND USE ELEMENT.

Policies

- 7.1.1 Coordinate with city departments including Administration, Finance, Planning and Community Development, Police Department and Public Works to ensure public facilities are adequately maintained and distributed to support the community's needs and that each department's planning documents are consistent.
- 7.1.2 Coordinate with special purpose districts including the Lake Stevens Sewer District and Snohomish County PUD and other utility providers (e.g., gas, electrical, phone, etc.) to ensure public facilities are adequately maintained and distributed to support the community's needs and that each agency's planning documents are consistent.
- 7.1.2 Coordinate with local and regional service providers including the Lake Stevens School District, Snohomish Regional Fire and Rescue, Sno-Isle Library, etc. to ensure public services are adequately maintained and distributed to support the community's needs and that each agency's planning documents are consistent.
- 7.2.1 Prepare and adopt a detailed master storm drainage plan for the city to coordinate storm drainage and detention/retention consistent with the concept plan adopted as part of this element to include cumulative watershed effects.
- 7.2.2 Prepare and adopt a detailed master sewer plan for the city to coordinate sewer and detention/retention consistent with the concept plan adopted as part of this element.
- 7.2.3 Protect existing regional transmission facilities for Snohomish County PUD, Lake Stevens Sewer District and Puget Sound Energy from encroachment by incompatible urban development.



Chapter 7 – Public Services and Utilities Element

GOAL 7.2 PROVIDE THE BEST CITY HALL SERVICE ATTAINABLE WITHIN BUDGET PARAMETERS AND MINIMIZE GOVERNMENTAL EXPENDITURES BY REDUCING DUPLICATION OF SERVICES.

Policies

- 7.2.1 Strive to maintain efficiency in the provision of city government services through continual evaluation and improvement of administrative, technical and personnel procedures and practices, as well as the Lake Stevens Municipal Code.
- 7.2.2 Devote adequate funds to ensure quality staffing.
- 7.2.3 Ensure that elected officials, appointed commissioners and staff maintain and/or improve their levels of expertise through continued education, development and peer consultation.
- 7.2.4 Take advantage of affordable technological advances where it results in better and more efficient levels of service.
- 7.2.5 In order to expand services to the citizens of Lake Stevens in a fiscally responsible manner, continue and expand the practice of interagency cooperation by sharing personnel and facilities wherever possible.
- 7.2.6 Provide adequate public facilities to support the city's administrative and field operations.
- 7.2.7 Assure private property is not taken for public use without just compensation.

GOAL 7.3 PROVIDE FOR ADEQUATE POLICE AND FIRE PROTECTION SERVICES.

Policies

- 7.3.1 Periodically review and update police staffing analysis based on national practices using a work-load based model.
- 7.3.2 Maintain and update the Police Department Strategic Plan including goals to reduce crime and addressing conditions affecting the quality of life of the community.
- 7.3.3 Coordinate police services with fire protection services and other local, state and federal agencies to develop a disaster preparedness program for Lake Stevens.
- 7.3.4 Support the Snohomish County Fire Prevention District #7 to maintain its adopted level of service.



Chapter 7 – Public Services and Utilities Element

- 7.3.5 Coordinate with the Fire District on review of submitted site and building plans.
- 7.3.6 Coordinate land use density and intensity with the Fire District's capital budget in order to provide services within the city.
- 7.3.7 Consider the disaster response implications in prioritizing Fire District capital improvement and public service planning.

GOAL 7.4 PROVIDE ADEQUATE SCHOOL FACILITIES.

Policies

- 7.4.1 Support the Lake Stevens and Snohomish School school District districts to maintain its there adopted levelss of service.
- 7.4.2 Coordinate land use density and intensity with the School District's capital budgets in order to provide services within the city.
- 7.4.3 The city will adopt by reference the Lake Stevensaffected School District Capital Facilities Plan. The City Council shall review the CFPs every two years to ensure that it is consistency with the requirements of the GMA; the impact fee calculation is consistent with the city's adopted formula and the CFP has been adopted by the District's Board of Directors.

GOAL 7.5 PROVIDE ADEQUATE STORMWATER FACILITIES AND SERVICES.

Policies

- 7.5.1 Continue to implement programs and projects designed to meet the goals and requirements of Department of Ecology's NPDES permit.
- 7.5.2 Maintain and enforce land-use plans and ordinances requiring stormwater controls for new development and re-development.
- 7.5.3 Actively promote and support education efforts focusing on all facets of stormwater management.
- 7.5.4 Develop and maintain a comprehensive stormwater inventory and identify needs to ensure a functioning stormwater system.
- 7.5.5 Integrate distributed, small-scale stormwater controls and prevent measurable harm to streams, lakes, wetlands and other natural aquatic systems from



Chapter 7 – Public Services and Utilities Element

commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape.

- 7.5.6 Promote education of controlling the release of chemicals from residential fertilizing and weed/insect control on Lake Stevens and its watershed.

GOAL 7.6 STRIVE TO PROVIDE ADEQUATE SEWER SERVICES TO EVERY RESIDENCE AND BUSINESS IN THE CITY.

Policies

- 7.6.1 Support the Lake Stevens Sewer District to maintain its adopted level of service.
- 7.6.2 Support the implementation of the Lake Stevens Sewer District capital facilities plan. Coordinate land use density and intensity with the Sewer District's capital planning work and budget in order to provide services within the city.
- 7.6.3 As needed to further the purposes and goals of the Unified Sewer Service and Annexation Agreement, the city will continue to work with the Lake Stevens Sewer District to review and amend existing regulations to provide commonality, consistency, predictability and concurrent levels of sewer permits and regulation.
- 7.6.4 Coordinate city-sponsored capital improvements with the Lake Stevens Sewer District, Snohomish County Health District and neighboring jurisdictions to ensure effective and cost-efficient provision of sewer service.
- 7.6.5 Support the Lake Stevens Sewer District in accomplishing sewer expansions in future expanded urban growth boundaries and high priority development areas within the city as well as priority development areas such as Downtown Lake Stevens.
- 7.6.6 Replace failing septic systems within the urban growth area with sanitary sewers; use innovative and state-of-the-art design and techniques when replacing septic tanks to restore and improve environmental quality.
- 7.6.7 Support efforts to require new development within the urban growth area to obtain sanitary sewer systems or fit it with dry sewers in anticipation of connection to the sewer system. Alternative technology to sewers should only be considered when it can be shown to produce treatment at standards that are equal to or better than the sewer system and where a long-term maintenance plan is in place.



Chapter 7 – Public Services and Utilities Element

GOAL 7.7 PROCESS PERMITS FOR UTILITY FACILITIES AND OTHER SERVICE PROVIDERS IN A FAIR AND TIMELY MANNER AND IN ACCORD WITH THE DEVELOPMENT REGULATIONS, WHICH ENCOURAGES PREDICTABILITY.

Policies

- 7.7.1 Promote co-location of new public and private utility distribution facilities and coordination of construction timing to minimize construction-related disruptions and reduce the cost to the public of utility delivery.
- 7.7.2 Provide timely and effective notice to utilities to encourage coordination of public and private utility trenching activities for new construction and maintenance and repair of existing roads.
- 7.7.3 The city shall encourage provision of an efficient, cost effective and reliable utility service by ensuring land will be made available for the location of utility lines or other utilities.
- 7.7.4 The city will promote the extension of distribution lines to and within the urban growth area. Coordinate land use and facility planning to allow eventual siting and construction of any utility distribution lines within or adjacent to rights-of-way which are being dedicated or within roads which are being constructed or reconstructed.
- 7.7.5 The city shall encourage system design practices intended to minimize the number and duration of interruptions to customer service.
- 7.7.6 The city will formulate, interpret, and apply the land development regulations to allow the timely development of utility facility additions and improvements.

GOAL 7.8 ENSURE THAT UTILITIES PROVIDE SERVICE IN A MANNER THAT IS ENVIRONMENTALLY SENSITIVE, SAFE, RELIABLE AND COMPATIBLE WITH THE SURROUNDING PROPERTIES.

Policies

- 7.8.1 Proposals for electricity generation facilities should be scrutinized carefully to avoid impacts on local air and water quality.
- 7.8.2 The city will consider public utility substations, transmission facilities and other regional facilities as “necessary public facilities” for purposes of permit review, provided that utility providers can prove locational need and significant mitigation of impacts.



Chapter 7 – Public Services and Utilities Element

GOAL 7.9 PROMOTE CONSERVATION AND ENERGY EFFICIENCY AND ALLOW FOR ALTERNATIVE DESIGN STANDARDS AND/OR MATERIALS.

Policies

- 7.9.1 Encourage conservation of resources and reduction of energy consumption to extend the life of existing electrical energy and infrastructure.
- 7.9.2 Promote the reduction of water consumption through conservation, efficiency, reclamation and reuse to reduce wastewater generation and ensure continued water availability.
- 7.9.3 Coordinate with water purveyors and local and tribal governments to identify and develop additional water supply sources to meet the region's long-term water needs and growth strategy, recognizing the potential impacts on water supply from climate change and fisheries protection.
- 7.9.4 Consider the needs for both human consumption and for environmental balance, including potential impacts of climate change on regional water sources.
- 7.9.5 Support renewable energy resources, energy management technology and the conversion to cost-effective and environmentally sensitive alternative technologies to meet the region's energy needs.
- 7.9.4 Promote low impact development projects and techniques on non-LID projects to conserve and use existing natural site features
- 7.9.5 The city should support development of a biofuel technology to provide more options to reduce vehicular pollution (city fleet to cleaner fuels). The city will move toward biofuel technology as fleet replacement occurs and as the technology is developed and proven.
- 7.9.6 Reduce the rate of energy use per capita, both in building use and in transportation activities.
- 7.9.7 Reduce greenhouse gases by expanding the use of conservation and alternative energy sources and by reducing vehicle miles traveled by increasing alternatives to driving alone.



Chapter 7 – Public Services and Utilities Element

GOAL 7.10 SUPPORT LESS RESOURCE CONSUMPTION THROUGH PROGRAMS AIMED TOWARD REDUCING, REUSING, AND RECYCLING OF RESOURCES.

Policies

- 7.10.1 Promote demand management and the conservation of services and facilities prior to developing new facilities.
- 7.10.2 Maintain and expand reduction, re-use, and recycling programs in the city.
- 7.10.3 Support local, regional, state, federal, and private programs aimed at reduction, re-use, and recycling of natural resources.
- 7.10.4 Allow zoning for businesses aimed at recycling materials when it does not pose a threat to the community's health and welfare.
- 7.10.5 Examine the feasibility of requiring, through zoning or other legislative mechanisms, that distributors of hazardous, noxious or toxic materials accept those materials for recycling.

GOAL 7.11 ESTABLISH A PROCESS AND IMPLEMENT DEVELOPMENT REGULATIONS TO IDENTIFY AND SITE LOCAL ESSENTIAL PUBLIC FACILITIES, CONSISTENT WITH THE PROVISIONS OF THE GMA.

Policies

- 7.11.1 The city will not preclude the siting of essential public facilities; however, it shall enforce its Comprehensive Plan and development regulations to ensure reasonable compatibility with other land uses when considering location and intensity of development.
- 7.11.2 Local essential public facilities should be sited to support the countywide land use pattern, support economic activities, reduce environmental impacts, provide amenities or incentives, and minimize public costs. This siting process should include:
 - a. A definition of these facilities;
 - b. An inventory of existing and future facilities;
 - c. A public involvement strategy;
 - d. Assurance that the environment and public health and safety are protected; and
 - e. A consideration of alternatives to the facility.



Chapter 7 – Public Services and Utilities Element

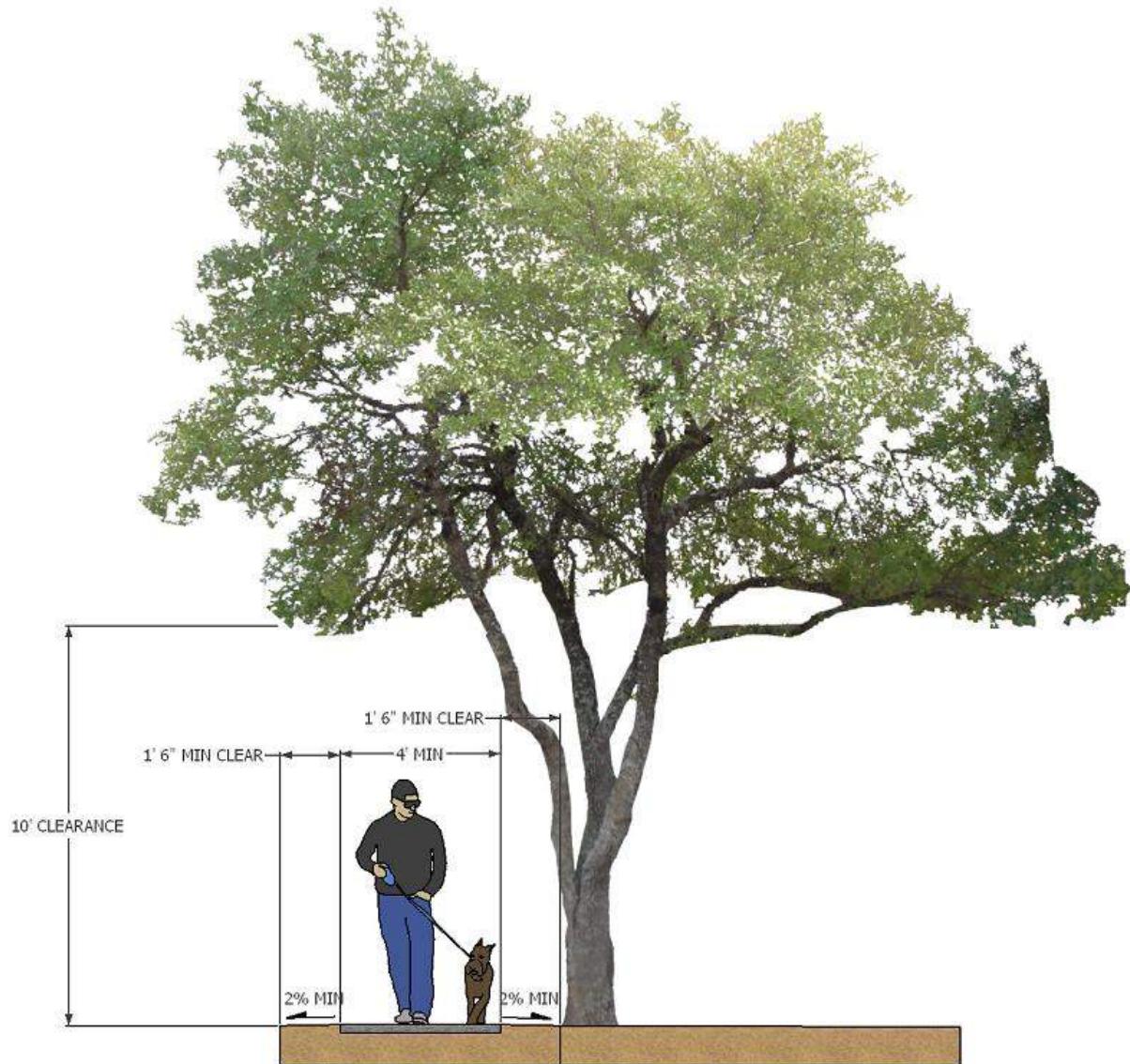
- 7.11.3 Collaborate with public agencies and special districts to identify opportunities for the co-location of local essential public facilities.
- 7.11.4 Consider the location of local essential public facilities inside Urban Growth Areas, unless it is demonstrated that a non-urban site is the most appropriate location for such a facility. Local essential public facilities located outside of an Urban Growth Area shall be self-contained or be served by urban governmental services in a manner that shall not promote sprawl.
- 7.11.5 Develop reasonable conditions, alternatives and/or mitigation requirements to address the potential adverse impacts of siting local, regional, statewide, or federal essential public facilities.

GOAL 7.12 AS THE CITY ANNEXES NEW AREAS STRIVE FOR A SMOOTH TRANSITION OF SERVICE PROVIDERS TO MINIMIZE FINANCIAL AND LOGISTICAL IMPACTS ON CITIZENS.

Policies

- 7.12.1 Under the Growth Management Act and Lake Stevens Comprehensive Plan the city is likely to be the provider of general government services within the Urban Growth Area. For potential annexation it is the city's policy to have interlocal agreements achieving the orderly transition of services during annexation.
- 7.12.2 Establish an interlocal agreement model with Snohomish County and other service provider agencies to facilitate the transfer of governance within the city's UGA in an expeditious and consistent manner.
- 7.12.3 The city asserts its interest in areas outside the UGA where it is possible that future UGA expansions could occur. The city will become involved in these areas' planning and decision making, both to comment on future service impacts and to assist its own service planning.

Chapter 9: Capital Facilities Element





CHAPTER 9: CAPITAL FACILITIES ELEMENT

A VISION FOR CAPITAL FACILITIES

The city will develop a realistic and achievable capital facilities plan that ensures an effective use of taxpayer and ratepayer dollars that prioritizes capital investments to maintain adopted levels of service; responds to project urgency and feasibility; is consistent with the city's growth strategy; and provides a clear community benefit.

INTRODUCTION

The Comprehensive Plan is a tool for helping government officials think strategically about all aspects of the community and the way the elements interact. The Capital Facilities Element is used to guide public decisions on the use of capital funds. It will also indirectly guide private development decisions by providing strategically planned public capital expenditures which affects the timing and scale of development. Strategic provision of capital infrastructure also helps to mitigate the impacts of growth.

Capital facilities planning requires ongoing communication and cooperation between various disciplines including engineering, finance and planning. The Comprehensive Plan is the common basis relied upon by these disciplines and is intended to provide a realistic and achievable plan. It also requires close communication between the many service providers in Lake Stevens to ensure a coordination of capital improvements and effective use of taxpayer and rate payer dollars.

The Capital Facilities Element promotes effectiveness and efficiency by requiring the city to plan in advance for capital improvements rather than relying on a mechanism with a shorter horizon such as the annual budget. Long range financial planning presents the opportunity to schedule projects so that the various steps in development logically follow one another, with regard to relative urgency, economic desirability and community benefit. In addition, the identification of funding sources results in the prioritization of needs and allows the trade-off between projects to be evaluated.



PLANNING CONTEXT

State Planning

The Washington State Growth Management Act (GMA) requires that the city of Lake Stevens prepare and maintain a comprehensive plan capital facilities element. This element is required “in order to assure that public facilities will be reasonably available to accommodate planned growth over the next twenty years.” This requirement is referred to as concurrency and specifically means:

- Public facilities that are needed to serve new development and population within a jurisdiction or service area must be in place at the time of development.
- Such facilities must be sized to adequately serve the area without decreasing the services levels established by the jurisdiction.

The GMA also requires that the comprehensive plan be of at least a twenty year planning horizon and be based on population projections supplied by the Office of Financial Management (OFM), and include a capital facilities element with a six-year plan for financing identified capital needs.

WAC 365-195-315 requires that the capital facilities plan address the following:

- An inventory of existing capital facilities owned by the public entity;
- At least a six year plan that will finance such capital facilities within project funding capacities and clearly identifies sources of public money for such purposes;
- Provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements.

Regional Planning

The Puget Sound Regional Council's Vision 2040 and Vision 2050 documents specifies the Regional Growth Strategy and directs growth primarily into urban growth areas where public services and facilities are better served. The Regional Growth Strategy highlights the need for strategic investments in services and facilities, especially to support growth and development in centers and compact urban communities.

Countywide Planning

The Snohomish Countywide Planning Policies include provisions to ensure the orderly transition of unincorporated areas to city governance, including the provision of services and infrastructure financing. These policies also address the need for consistency of capital



Chapter 9 – Capital Facilities

improvement programming with local comprehensive plans, countywide planning policies and Vision 2040 and Vision 2050.

Many policies give guidance for counties (and, where appropriate, cities) to review special district plans for consistency with local comprehensive plans and VISION Vision 2040 and Vision 2050; also, they provide guidance for the review of special district criteria for location and design of schools and other public facilities. And finally, the policies direct jurisdictions to develop strategies to reduce the number of special districts where appropriate.

Lake Stevens Planning

The city of Lake Stevens is somewhat unique to its neighboring jurisdictions because it is responsible for general government services, police services, roads, stormwater and parks while special purpose districts provide all other services and utilities as identified in Chapter 7, Public Utilities and Services Comprehensive Plan Element. These include schools, wastewater, potable water, library, fire prevention, suppression and emergency medical services, and all other utility services.

Lake Stevens has established level of services standards (LOS) for the city's responsibilities detailed in these Comprehensive Plan Chapters and summarized later in this Chapter:

Level of Service Standards

SERVICE	LOCATION IN COMPREHENSIVE PLAN
General Government Services:	Chapter 7- Utilities & Public Services
Police Services	Chapter 7- Utilities & Public Services
Roads and Transportation	Chapter 8 – Transportation
Stormwater	Chapter 7- Utilities & Public Services
Parks	Chapter 5 – Parks, Recreation & Open Space

The city therefore coordinates closely with community service providers to plan appropriate capital investments.



REVENUE SOURCES

Municipal Revenues

Lake Stevens faces continuing fiscal challenges common to most cities. These are driven in large part by increased costs of doing business, increased service requirements mandated by legislation and restriction or elimination of certain tax revenue streams as a result of prior voter initiatives.

A diverse mix of municipal revenue sources is important, including property taxes, utility taxes, sales taxes and others. Fiscal diversity, like economic diversity, limits risk of over-reliance on a single revenue source. Lake Stevens' General Fund, which supports citizen services and the operations of the city government itself, is heavily dependent on tax revenues and especially property tax and sales and use taxes, for its funding. Property taxes account for 30 percent of General Fund revenues and sales and use taxes account for 25 percent. Other sources of revenue are utility and other taxes, licenses and permits, intergovernmental transfers, charges for services and other minor revenue sources.

Potential New Revenue Sources

Long-term economic sustainability for the city of Lake Stevens requires one or more of the following: increased local jobs, increased municipal revenues derived from business and industry, use of additional land to support community development and retention of current jobs and revenue sources. Increasing municipal revenues from commercial sources is generally seen as one of the few ways that cities can improve their fiscal situation, recognizing the perception that housing and residents increase demands for services. Cities frequently look toward business attraction and creation to increase local revenues from utility taxes and sales taxes.

Taxes and Fees

There are limited additional sources of revenue that the city could use to meet its fiscal needs. These potential taxes and fees increase the cost of doing business or creating development in the city, and therefore may not be the solution to Lake Stevens' projected fiscal deficit with annexation.

- B&O taxes could potentially generate more revenue; however, at this stage, the city has elected to remain economically competitive by not enacting a B&O tax as a strategy to attract businesses considering locating in the city.
- Impact mitigation fees from new development are used as a means of funding portions of parks or traffic capital projects.



LAND USE PLANNING CONSIDERATIONS

All land uses generate fiscal impacts on the city by changing revenue collections and the cost of providing services. Costs stem from impacts on city capital facilities and services as well as internal city operations. Revenues come from collection of taxes and fees.

Land use planning can incorporate several considerations related to the city's fiscal position: the anticipated revenues from new development; necessary infrastructure investments and on-going expenses to support future uses; and the current and future market feasibility of each use type.

Diversity of land uses is an important consideration. For example, multifamily housing can play a necessary and critical role in supporting local retail and other businesses by providing housing that workers can afford (keeping the cost of labor and prices down at local retail). Growth in population or business activity creates increased local demand for goods or services by introducing new consumers or producers. New property generates property tax revenues, while consumer spending by additional residents and businesses generates sales tax revenues. Similarly, attracting or growing businesses that draw traffic and spending from elsewhere in the region increases local economic activity and revenue.

Infrastructure investments must also be considered in land use planning. While such investments can be costly to build and support over time, those costs may be outweighed by the increase in property values and spillover effects that such investments can lead to.

INVENTORY AND ANALYSIS

Capital Improvement Plan

This Capital Facilities Element identifies needed improvements, which are of relatively large scale, are generally a non-recurring high cost and may require multi-year financing. The list of improvements focuses on major projects, leaving smaller improvements (less than \$10,000) to be addressed in the annual budget. Figure 9.1 identifies the location of publically-owned facilities, which may be included in the capital facilities plan. Smaller facilities such as traffic signals and drainage ponds are not included on the map.

The Capital Improvement Plan is a six-year financing plan for capital expenditures to be incurred on a year-by-year basis. It is based on priority improvements taking into account, the forecasted revenue over the next six years from various sources. The six-year plan uses the long range 2035 Plan as a key factor to set priorities for capital projects that the jurisdiction plans to undertake, and presents estimates of the resources needed to finance them. The first year of the Capital Facilities Program will be converted to the annual capital budget, while the remaining five-year program will provide for long term planning. Only the expenditures and appropriations in the annual budget represent financial commitments.



Chapter 9 – Capital Facilities

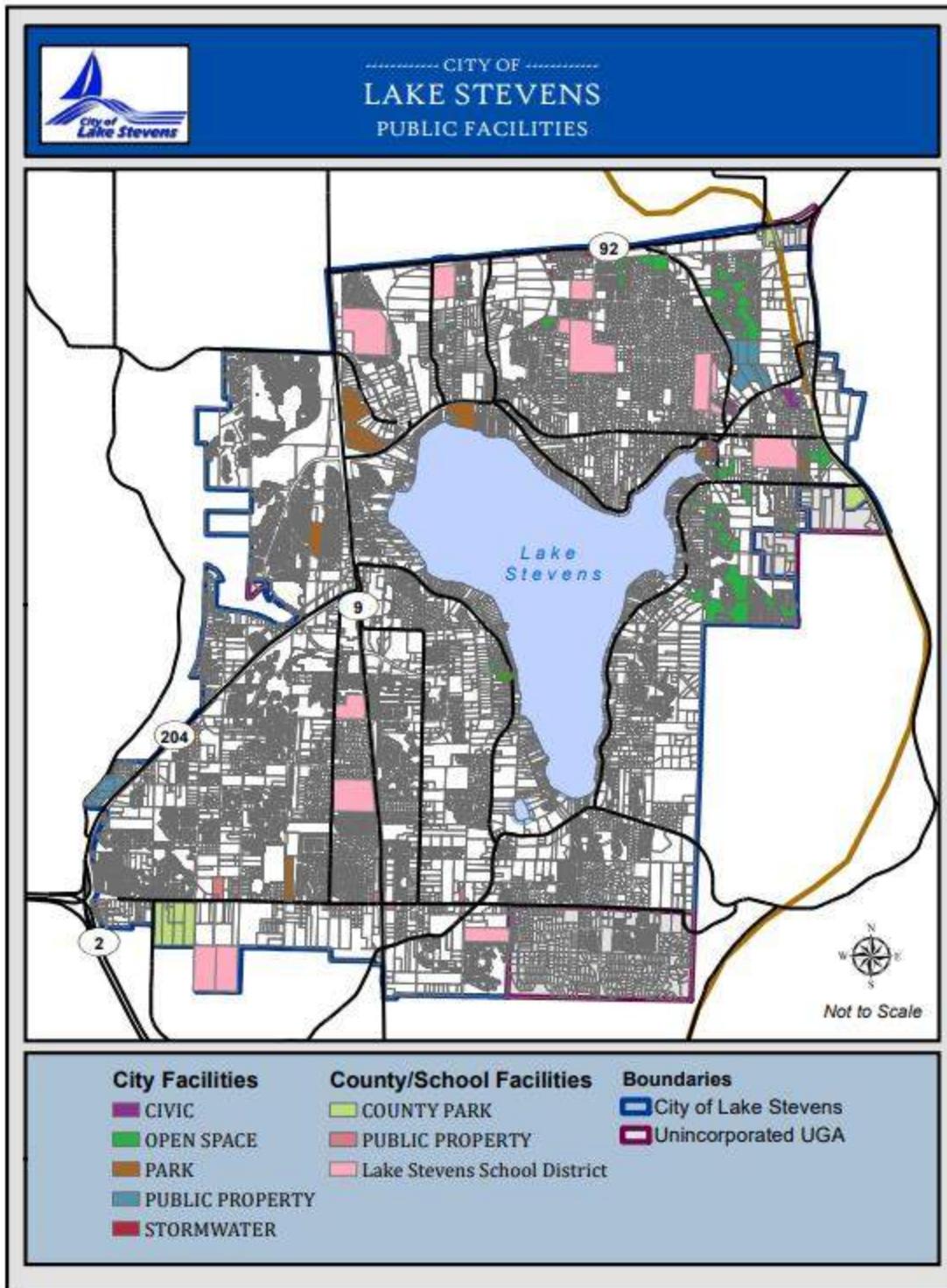


Figure 9.1 – Public Facilities Map
(Reflects updated boundaries and acquisition of Sunset Park)



Definition of Capital Improvement

For the purposes of capital facility planning, “capital improvements” are major projects, activities or maintenance costing over \$10,000 and requiring the expenditure of public funds over and above annual operating expenses. They have a life expectancy of more than ten years and result in an addition to the city's fixed assets and/or extend the life of the existing capital infrastructure. The cost estimates may include design, engineering efforts, permitting, environmental analysis, land acquisition, construction, major maintenance, site improvements, energy conservation projects, landscaping and initial furnishings and equipment. Capital improvements do not include equipment or the city's rolling stock, nor does it include the capital expenditures of private or non-public organizations.

Subarea Capital Facilities Planning

The city has embarked on subarea planning over the past few years. As part of these subarea plans, the city adopted a Subareas Capital Facilities Plan which is an important associated document to this Element. The study describes utility infrastructure required for redevelopment of the Lake Stevens Center, 20th Street SE Corridor, and Downtown Lake Stevens including transportation, sewer, water and stormwater. The city is currently responsible for transportation outside of state routes, except that the city is responsible for maintenance of state routes within city limits and stormwater facilities. Special purpose districts provide sewer and water infrastructure and services.

The proposed projects are described in the Capital Facilities section of the plans with estimated costs representing costs typical for public works projects competitive bidding in accordance with Washington State law. The estimated costs are partitioned by expected funding, which could change based on available public funding, grants, development or private financing, or negotiated development agreements. The capital plan describes the infrastructure requirements, phasing, cost partitioning and proposed financing alternatives for the subareas.

PROJECTION OF CAPITAL FACILITY NEEDS

Identified Needs

All public facility needs have been identified in the other elements of the Comprehensive Plan. Through the process of developing this Capital Facilities Element the financial feasibility of the other elements has been ensured. The other Plan elements describe the location and capacity of any facilities available through December 31, 2014 and analyze the need for increased capacity from 2015-2035. The capital improvements needed to satisfy future and existing substandard development and maintain adopted level of service standards are identified and listed in Table 9.4, and include projects from the adopted Subarea Capital Facilities Plan, adopted by Council on September 24, 2012, which provides



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a detailed discussion and list of infrastructure needs and projects in the subareas. Table 9.1, which includes the adopted Subarea Capital Facilities Plan, provides a brief description of each of the capital improvement projects with an estimate of the total project costs. The year indicates when the projects must be completed in order to maintain the adopted level of service standards for the respective facilities. Capital improvement projects have been identified for transportation, parks and recreation, government and stormwater drainage facility improvements. Facilities for wastewater, potable water, fire protection, schools and solid waste are contained in district and agency plans, coordinated with, but independent of the city's Comprehensive Plan.

Prioritization of Capital Facilities

The capital improvement needs listed in Table 9.1 (attached at the end of the chapter) that includes the projects found in the adopted Subarea Capital Facilities Plan were developed by the city staff based on community-wide input and the other elements of this Comprehensive Plan. The following criteria were applied in developing the final listing of proposed projects:

- Service Considerations: Safety, Health and Welfare Factors, Environmental Impact, Effect on Quality of Service;
- Economic Considerations: Potential for Financing, Impact on Future Operating Budgets, Timeliness of Opportunity, Benefit to Economy and Tax Base;
- Feasibility Considerations: Legal Mandates, Citizen Support, Staff Availability; and
- Consistency Considerations: Goals and Objectives in Other Elements of this Plan, Linkage to Other Planned Projects, Plans of Other Jurisdictions, County-Wide Planning Policies.

Cost estimates in this element are presented in 2020 dollars and were derived from various federal and state documents, published cost estimates, records of past expenditures and information from private contractors.

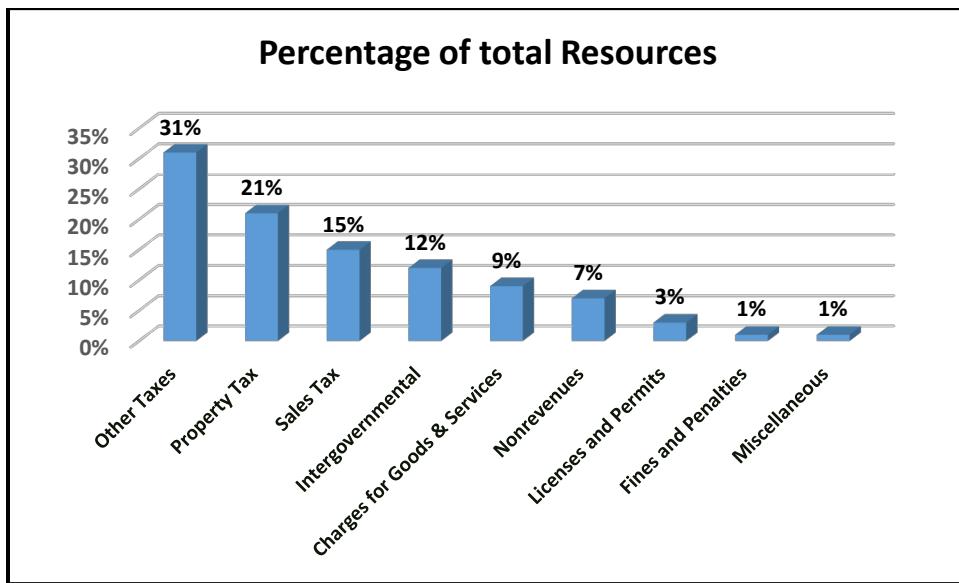
FUTURE NEEDS AND ALTERNATIVES

Current Revenue Sources

The largest single source of non-restricted revenue for the city is the *ad valorem* property tax, which generally accounts for 20 percent of city revenue. The city's assessment for this tax is usually set at the maximum rate. Figure 9.2 depicts the distribution of revenue sources for the city.



FIGURE 9.2 – Source of Existing City Resources, Average 2014



FINANCIAL RESOURCES

To ensure that the city is using the most effective means of collecting revenue, the city inventoried the various sources of funding currently available. Financial regulations and available mechanisms are subject to change; furthermore, changing market conditions influence the city's choice of financial mechanism. Therefore, the city should periodically review the impact and appropriateness of its financing system. The following list of sources includes all major financial resources available and is not limited to those sources which are currently in use or will be used in the six-year schedule of improvements.

Debt Financing

Short-Term Borrowing: The high cost of many capital improvements requires local governments to occasionally use short-term financing through local banks.

Revenue Bonds: These bonds are financed by those benefiting from the capital improvement. The debt is retired using charges collected from the users of public facilities such as sewer systems and electrical power plants. Interest rates tend to be higher than for general obligation bonds and issuance of the bonds may be approved without a voter referendum.

Industrial Revenue Bonds: Bonds issued by a local government, but actually assumed by companies or industries that use the revenue for construction of plants or facilities. The attractiveness of these bonds to industry is that they carry comparatively low interest rates



due to their tax-exempt status. The advantage to the jurisdiction is the private sector is responsible for retirement of the debt.

General Obligation Bonds: Bonds backed by the value of the property within the jurisdiction. Voter-approved bonds increase property tax rates and dedicate the increased revenue to repay bondholders. Councilmanic bonds do not increase taxes and are repaid with general revenues. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities. This debt should be used for projects that benefit the city as a whole.

Local Multi-Purposes Levies

Ad Valorem Property Taxes: Tax rate in millions (1/10 cent per dollars of taxable value). The maximum rate is \$3.60 per \$1,000 assessed valuation. The city is prohibited from raising its levy more than 1 percent of the previous year's amount levied before adjustments, new construction and annexation. A temporary or permanent access levy may be assessed with voter approval. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities.

Local Single Purpose Levies

Emergency Medical Services Tax: The EMS tax is a property tax levy of \$0.50 for emergency medical services. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities. The city's EMS service are currently provided by the Lake Stevens Fire District.

Motor Vehicle Fuel Tax: This tax is paid by gasoline distributors and distributed by the Department of Licensing. Revenues must be spent for highway (city streets, county roads and state highways) construction, maintenance or operations; policing of local roads; or related activities.

Local Option Fuel Tax: This is a countywide voter approved tax equivalent to 10 percent of Statewide Motor Vehicle Fuel Tax and a special fuel tax of 2.3 cents per gallon. Revenue is distributed to the city on a weighed per capita basis. Revenues must be spent for highway (city streets, county roads and state highways) construction, maintenance or operations; policing of local roads; or highway-related activities.



Local Non-Levy Financing Mechanisms

Reserve Funds: Revenue that is accumulated in advance and earmarked for capital improvements. Sources of funds can be surplus revenues, funds in depreciation reserves or funds resulting from the sale of capital assets.

Fines, Forfeitures and Charges for Services: This includes various administrative fees and user charges for services and facilities operated by the jurisdiction. Examples are franchise fees, sales of public documents, property appraisal fees, fines, forfeitures, licenses, permits, income received as interest from various funds, sale of public property, rental income and all private contributions to the jurisdiction. Revenue from these sources may be restricted in use.

User Fees, Program Fees and Tipping Fees: Fees or charges for using park and recreational facilities, solid waste disposal facilities, sewer services, water services, surface water drainage facilities. Fees may be based on measure of usage, a flat rate or design features. Revenues may be used for new capital facilities, or maintenance and operations of existing facilities.

Street Utility Charge: Fee up to 50 percent of actual costs of street construction, maintenance and operations charged to businesses and households. The tax requires local referendum. The fee charged to businesses is based on the number of employees and cannot exceed \$2.00 per employee per month. Owners or occupants of residential property are charged a fee per household that cannot exceed \$2.00 per month. Both businesses and households must be charged. Revenue may be used for activities such as street lighting, traffic control devices, sidewalks, curbs, gutters, parking facilities and drainage facilities.

Special Assessment District: District created to service entities completely or partially outside of the jurisdiction. Special assessments are levied against those who directly benefit from the new service or facility. This includes Local Improvement Districts, Road Improvement Districts, Utility Improvement Districts and the collection of development fees. Funds must be used solely to finance the purpose for which the special assessment district was created.

Special Purpose District: District created to provide a specified service. Often the district will encompass more than one jurisdiction. This includes districts for fire facilities, hospitals, libraries, metropolitan parks, airports, ferries, parks and recreation facilities, cultural arts, stadiums and convention centers, sewers, water flood controls, irrigation and cemeteries. Voter approval is required for airport, parks and recreation and cultural arts, stadium and convention districts. District has authority to impose levies or charges. Funds must be used solely to finance the purpose for which the special purpose district was created.



Transportation Benefit Districts: Chapter 36.73 RCW enables cities and counties to create transportation benefit districts in order to finance and carry out transportation improvements necessitated by economic development and to improve the performance of the transportation system.

Lease Agreements: Agreement allowing the procurement of a capital facility through lease payments to the owner of the facility. Several lease packaging methods can be used. Under the lease-purchase method the capital facility is built by the private sector and leased back to the local government. At the end of the lease, the facility may be turned over to the municipality without any future payment. At that point, the lease payments will have paid the construction cost plus interest.

Privatization: Privatization is generally defined as the provision of a public service by the private sector. Many arrangements are possible under this method ranging from a totally private venture to systems of public/private arrangements, including industrial revenue bonds.

Impact Fees: These fees are paid by new development based upon its impact to the delivery of services. Impact fees must be used for capital facilities needed by growth, not for current deficiencies in levels of service, and cannot be used for operating expenses. These fees must be equitably allocated to the specific entities which will directly benefit from the capital improvement and the assessment levied must fairly reflect the true costs of these improvements. Impact fees may be imposed for public streets and roads, publicly owned parks, open space and recreational facilities, school facilities and fire protection facilities (in jurisdictions that are not part of a fire district).

Storm Drainage Utility Charge: Utility district created to specifically provide storm and drainage management, maintenance and operation. Fees would be levied against properties receiving benefit of storm water management.

State Grants and Loans

Community Development Block Grant (CDBG): Grant funds available for public facilities, economic development, housing and infrastructure projects which benefit low and moderate income households. Grants distributed by the Department of Community Development primarily to applicants who indicate prior commitment to project. Revenue restricted in type of project and may not be used for maintenance and operations.

Community Economic Revitalization Board: Low-interest loans (rate fluctuates with State bond rate) and occasional grants to finance infrastructure projects for a specific private sector development. Funding is available only for projects which will result in specific private developments or expansions in manufacturing and businesses that support the trading of goods and services outside of the State's borders. Projects must create or retain



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jobs. Funds are distributed by the Department of Trade and Economic Development primarily to applicants who indicate prior commitment to project. Revenue restricted in type of project and may not be used for maintenance and operations.

Public Works Trust Fund (PWTF): Low interest loans to finance capital facility construction, public works emergency planning and capital improvement planning. To apply for the loans the city must have a capital facilities plan in place and must be levying the original 1/4 real estate excise tax. Funds are distributed by the Department of Community Development. Loans for construction projects require matching funds generated only from local revenues or state shared entitlement revenues. PWTF revenues may be used to finance new capital facilities, or for maintenance and operations of existing facilities.

Federal Project Grants (LWCF): Federal monies are available for the acquisition and construction of outdoor park facilities from the National Park Service's (NPS) Land and Water Conservation Fund (LWCF). The grants are administered by the Washington State Recreation and Conservation Office (RCO).

NPS grants usually do not exceed \$150,000 per project and must be matched on an equal basis by the local jurisdiction. The RCO assigns each project application a priority on a competitive statewide basis according to each jurisdiction's need, population benefit, natural resource enhancements and a number of other factors. In the past few years, project awards have become extremely competitive as the federal government has significantly reduced the amount of federal monies available under the NPS program. The state has increased contributions to the program over the last few years using a variety of special funds, but the overall program could be severely affected by pending federal deficit-cutting legislation.

Applicants must submit a detailed comprehensive park and recreation plan to be eligible for NPS funding. The plan must demonstrate facility need and prove that the city's project proposal will adequately satisfy local park and recreation needs and interests. This Comprehensive Plan functions as the city's detailed park and recreation plan for such grant purposes (See Chapter 5).

State Project Grants (ALEA): Washington State created a number of new programs in recent years for park and recreation development purposes using special state revenue programs. Recently enacted programs include the 1985 Aquatic Lands Enhancement Act (ALEA) using revenues obtained by the Washington Department of Natural Resources from the lease of state owned tidal lands. The ALEA program is administered by RCO for the development of shoreline-related trail improvements and may be applied for the full cost of the proposal.

Urban Arterial Trust Account (UATA): Revenue available for projects to alleviate and prevent traffic congestion. Entitlement funds are distributed by the State Transportation Improvement Board (STIB) subject to UATA guidelines and with a 20 percent local matching requirement. Revenue may be used for capital facility projects to alleviate roads that are



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structurally deficient, congested with traffic, or have accident problems.

Transportation Improvement Account: Revenue available for projects to alleviate and prevent traffic congestion caused by economic development or growth. Entitlement funds are distributed by the State Transportation Improvement Board with a 20 percent local match requirement. For cities with a population of less than 500 the entitlement requires only a 5 percent local match. Revenue may be used for capital facility projects that are multi-modal and involve more than one agency.

Centennial Clean Water Fund: Grants and loans for the design, acquisition, construction and improvement of Water Pollution Control Facilities and related activities to meet state and federal water pollution control requirements. Grants and loans are distributed by the Department of Ecology with a 50-25 percent matching share. Use of funds limited to planning, design and construction of Water Pollution Control Facilities, storm water management, ground water protection and related projects.

Water Pollution Control State Revolving Fund: Low interest loans and loan guarantees for water pollution control projects. Loans distributed by the Department of Ecology. Applicant must show water quality need, have a facility plan for treatment works and show a dedicated source of funding for repayment.

Washington State Recreation and Conservation Office: Provides leadership, grant funding and technical assistance for the building of trails, parks, boating facilities, water access and more. Office administers 12 grant programs for providing recreation, conserving habitat, measuring farmland and recovering salmon. Applicants must complete a planning process before applying for funding. Most grants require either a cash or in-kind contribution of up to 50 percent of the cost of the project.

Federal Grants and Loans

Federal Aid Bridge Replacement Program: Funds available with a 20 percent local matching requirement for replacement of structurally deficient or obsolete bridges. Funds are distributed by the Washington State Department of Transportation on a statewide priority basis. Therefore, the bridge must be on the State of Washington Inventory of Bridges.

Federal Aid Safety Programs: Revenue available for improvements at specific locations which constitute a danger to vehicles or pedestrians as shown by frequency of accidents. Funds are distributed by Washington State Department of Transportation from a statewide priority formula and with a 10 percent local match requirement.



Federal Aid Emergency Relief: Revenue available for restoration of roads and bridges on the federal aid system which are damaged by extraordinary natural disasters or catastrophic failures. Local agency declares an emergency and notifies Division of Emergency Management, upon approval entitlement funds are available with a 16.87 percent local matching requirement.

Department of Health Water Systems Support: Revolving, low-interest loans for upgrading existing small water systems, ensuring effective management and achieving maximum conservation of safe drinking water. Grants distributed by the State Department of Health through intergovernmental review.

Intermodal Surface Transportation Efficiency Act (ISTEA): ISTEA (referred to as "ice tea") provides funding to the State for transportation oriented projects. Several federal programs were combined to create one umbrella program. Separate areas of funding are made available through Washington State Department of Transportation (WSDOT) or the Puget Sound Regional Council (PSRC) focusing on motor vehicles, bicycles, pedestrians, carpooling, HOV lanes, commuter trains, bridges, highway safety, environmental and "enhancement" projects. Grants are generally awarded on a competitive basis within the County, Puget Sound region or the State.

CAPITAL FACILITY STRATEGIES

In order to realistically project available revenues and expected expenditures on capital facilities, the city must consider all current policies that influence decisions about the funding mechanisms, as well as policies affecting the city's obligation for public facilities. The most relevant of these are described below. These policies along with the goals and policies articulated in the other elements of the Comprehensive Plan were the basis for the development of various funding scenarios. Any variations from the current policies in the development of the six-year Capital Improvement Plan Table 9.2 were incorporated into the goals and policies of the Comprehensive Plan.

Mechanisms to Provide Capital Facilities

Increase Local Government Appropriations: The city will investigate the impact of increasing current taxing rates and will actively seek new revenue sources. In addition, on an annual basis the city will review the implications of the current tax system as a whole.

Analysis of Debt Capacity: Generally, Washington State law permits a city to ensure a general obligation bonded debt equal to 1.5 percent of its property valuation without voter approval. By a 60 percent majority vote of its citizens, a city may assume an additional general obligation bonded debt of 1 percent, bringing the total for general purposes up to 2.5 percent of the value of taxable property. The value of taxable property is defined by law as



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being equal to 100 percent of the value of assessed valuation. For the purpose of supplying municipally-owned electric, water or sewer service, and with voter approval, a city may incur another general obligation bonded debt equal to 2.5 percent of the value of taxable property. At the current time, the city of Lake Stevens does not supply these services; however, the city has an interest in where the utility purveyors invest in infrastructure. With voter approval, cities may also incur an additional general obligation bonded debt equal to 2.5 percent of the value of taxable property for parks and open space. Thus, under State law, the maximum general obligation bonded debt which a city may incur cannot exceed 7.5 percent of the assessed property valuation.

Municipal revenue bonds are not subject to a limitation on the maximum amount of debt which can be incurred. These bonds have no effect on the city's tax revenues because they are repaid from revenues derived from the sale of services.

The city of Lake Stevens has used general obligation bonds and municipal revenue bonds very infrequently. Therefore, under state debt limitations, it has ample debt capacity to issue bonds for new capital improvement projects as shown in Table 9.3. However, the city does not currently have policies in place regarding the acceptable level of debt and how that debt will be measured.

The city has developed the 20-year Capital Facilities Program to address future growth plans and anticipates new development will pay a proportionate share of impacts to meet concurrency requirements.

User Charges and Connection Fees: User charges are designed to recoup the costs of public facilities or services by charging those who benefit from such services. As a tool for affecting the pace and pattern of development, user fees may be designed to vary for the quantity and location of the service provided. Thus, charges could be greater for providing services further distances from centers.

Mandatory Dedications or Fees in Lieu of: The jurisdiction may require, as a condition of plat approval, that subdivision developers dedicate a certain portion of the land in the development to be used for public purposes, such as roads, parks, or schools. Dedication may be made to the local government or to a private group. When a subdivision is too small or because of topographical conditions a land dedication cannot reasonably be required, the jurisdiction may require the developer to pay an equivalent fee in lieu of dedication.

The provision of public services through subdivision dedications not only makes it more feasible to serve the subdivision, but may make it more feasible to provide public facilities and services to adjacent areas. This tool may be used to direct growth into certain areas.



Table 9.3 – Limitation of Indebtedness

I. INDEBTEDNESS FOR GENERAL PURPOSES WITHOUT A VOICE OF THE PEOPLE			
Councilmanic: Legal Limit 1.5% of taxable property	Capacity	Less Outstanding	Remaining Debt Capacity
1.5% times 4,926,997,520 equals	73,904,963	11,106,000	62,798,963
II. INDEBTEDNESS FOR GENERAL PURPOSES WITH A 3/5 VOTE OF THE PEOPLE			
Councilmanic: Legal Limit 2.5% of taxable property	Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 4,926,997,520 equals	123,174,938	0	123,174,938
I & II. TOTAL INDEBTEDNESS FOR GENERAL PURPOSES			
Councilmanic: Legal Limit 2.5% of taxable property	Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 4,926,997,520 equals	123,174,938	11,106,000	112,068,938
III. INDEBTEDNESS FOR CITY UTILITY PURPOSES WITH A 3/5 VOTE OF THE PEOPLE			
Councilmanic: Legal Limit 2.5% of taxable property	Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 4,926,997,520 equals	123,174,938	0	123,174,938
IV. INDEBTEDNESS FOR OPEN SPACE AND PARK FACILITIES WITH A 3/5 VOTE OF THE PEOPLE			
Councilmanic: Legal Limit 2.5% of taxable property	Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 4,926,997,520 equals	123,174,938	0	123,174,938
TOTAL	7.50%	TOTAL CAPACITY	TOTAL LESS OUTSTANDING
		369,524,814	11,106,000
			TOTAL REMAINING DEBT CAPACITY
			358,418,814



Negotiated Agreement: Agreement whereby a developer studies impact of development and proposes mitigation for city's approval. These agreements rely on the expertise of the developer to assess the impacts and costs of development. Such agreements are enforceable by the jurisdiction. The negotiated agreement will require lower administrative and enforcement costs than impact fees.

Impact Fees: Impact fees may be particularly useful for a community that is facing rapid growth and with existing residents desiring to minimize the impacts to the existing levels of service.

Obligation to Provide Capital Facilities

Coordination with Other Public Service Providers: Local goals and policies as described in the other Comprehensive Plan elements are used to guide the location and timing of development. However, many local decisions are influenced by state agencies, special purpose districts and utilities that provide public facilities within the city of Lake Stevens. The planned capacity of public facilities operated by other entities is essential not only for the location and timing of public services, but also in the financing of such services and for the community to realize infrastructure and growth sustainability.

The city's plan for working with the natural gas, electric and telecommunication providers is detailed in the Public Services and Utilities Element Chapter 8. This Plan includes policies for sharing information and a procedure for negotiating agreements for provision of new services in a timely manner.

The Level of Service Standards for other public service providers such as school districts, sewer provider and private water providers are addressed in their respective Capital Facility programs. The city's policy is to exchange information with these entities and to provide them with the assistance they need to ensure that public services are available and that the quality of the service is maintained.

Level of Service Standards: Level of service standards are an indicator of the extent or quality of service provided by a facility that are related to the operational characteristics of the facility. They are a summary of existing or desired public service conditions. The process of establishing level of service standards requires the city to make quality of service decisions explicit. The types of public services for which the city has adopted level of service standards will be improved to accommodate the impacts of development and maintain existing service in a timely manner with new development.

Level of service standards will influence the timing and location of development, by clarifying which locations have excess capacity that may easily support new development and by delaying new development until it is feasible to provide the needed public facilities.



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TABLE 9.4 – LEVEL OF SERVICE STANDARDS

FACILITY	ADOPTED LOS
Streets and Roads	
Major and Minor Arterials	LOS E
Collector Roadways	LOS E
Local Access Roadways	LOS C
SR9, SR204 and SR92*	LOS set by Puget Sound Region Council
Transit*	Coordination with Community Transit
Domestic Water*	
Domestic Supply	100 per capita per day - Adopted by Snohomish County PUD
Commercial	Adopted by Snohomish County PUD
Fire Flow	
Domestic and Commercial	Per IFC
Sewer	
Residential & Equivalent Commercial*	70 gallons per capita per day
Schools*	
Early Learning	State mandated LOS
K-5	State mandated LOS
6-8	State mandated LOS
9-12	State mandated LOS
Home School Program	State mandated LOS
Fire Protection*	
Fire Response	COORDINATE WITH Lake Stevens FD
Medical Response	COORDINATE WITH Lake Stevens FD
Law Enforcement	
Emergency Response	3 – 4 minutes
Non-emergency Response	6 – 10 minutes
Parks, Recreation and Open Space	
Community Parks	> 10 acres, within 2.5 miles
Neighborhood Parks	≤ 10 acres, within 1 mile
Mini-Parks	≤ 1 acre, within ½ mile residential or commercial
School Parks	Varies
Special Use Parks & Facilities	Varies
Trails & Pedestrian Facilities	Varies, within 1 mile of residential
Open space	Varies
Libraries*	
Building	Coordinated with Sno-Isle Library District
Solid Waste*	
Residential	3.3 pounds per capita per day
Other Government Services	
Building	Varies

*City considers and adopts special purpose district Capital Planning Document



In addition, to avoid over extending public facilities, the provision of public services may be phased over time to ensure that new development and projected public revenues keep pace with public planning. The city has adopted a level of service standard for six public services. The specific standards are identified in Chapters 5, 7 and 8 and summarized in Table 9.4 below.

Concurrency Management System Ordinance: The city adopted a concurrency implementation ordinance which contains procedures for reviewing proposed development within the city based on the available capacity of public facilities coupled with the adopted Level of Service standard for them.

Methods for Addressing Shortfalls

The city will not be able to finance all proposed capital facility projects, therefore, it has clearly identified the options available for addressing shortfalls and how these options will be exercised. The city evaluates capital facility projects on both an individual basis and a system-wide basis. In deciding how to address a particular shortfall the city will balance the equity and efficiency considerations associated between each of these options.

When the city identifies a potential shortfall, the city may address it by increasing revenue, examining and adjusting levels of service as appropriate, look for additional creative, cost effective solutions for constructing the facility, use a phasing solution to implement the facility construction and/or other methods as appropriate.

Six-Year Capital Improvement Plan

Financial Assumptions

The following assumptions about future operating conditions in the local government and market conditions were used in the development of the six-year Capital Improvement Plan Table 9.2:

- The city will maintain its current fund accounting system to handle its financial affairs.
- The cost of running the local government will continue to increase due to inflation and other factors, while revenues will decrease.
- New revenue sources, including new taxes, may be necessary to maintain and improve city services and facilities.
- Significant capital investment is needed to maintain, repair and rehabilitate the city's aging infrastructure and to accommodate future growth.
- Public investment in capital facilities is the primary tool of local government to support and encourage economic growth.



- A comprehensive approach to review, consider and evaluate capital funding requests is needed to aid decision-makers and citizenry in understanding the capital needs of the city.
- Special purpose districts will cooperate and coordinate in the city's approach to capital facility planning to ensure growth is guided as directed.

In accordance with the existing accounting system, financial transactions are recorded in individual "fund" accounts. Capital improvements will be financed through the following funds:

- General Fund
- Capital Improvement Fund
- Transportation Improvement Fund
- Enterprise Fund

PROJECTED REVENUES

Projected Tax Base

The city's tax base was projected to increase at a 1 percent annual rate of growth for the adjusted taxable value of property (including new construction). The assessment ratio is projected to remain stable at 100 percent. This is important to the overall fiscal health of the city; however, capital improvements are also funded through non-tax resources.

Revenue by Fund

General Fund: This is the basic operating fund for the city, however, historically a number of capital improvements have been financed through this fund. Ad valorem tax yields were projected using the current tax rate and the projected 1 percent annual rate of growth for the city's assessed valuation. The General Fund will generally be allocated 72 percent of the annual tax yield from ad valorem property taxes. Sales tax projection estimates are based on historical trend data and increase approximately 1 percent per year.

Transportation Funds: Expenditures from these funds include direct annual outlays for capital improvement projects as well as the operating expenditures of the Street Fund. The revenues in this fund represent total receipts from state and local gas taxes. The projection estimates are based on state projections for gasoline consumption, current state gas tax revenue sharing methodologies and continued utilization of local option gas taxes at current levels. This fund also includes state and federal grant monies dedicated to transportation improvements.



Capital Improvement Funds: These revenues are committed to annual debt service and capital projects. The revenues in this fund represent continued capture of the real estate excise tax revenues necessary to meet annual debt service obligations on outstanding general obligation bonds.

Enterprise Fund: The revenue in this fund is used for the annual capital, debt service and operating expenditures for services that are operated and financed similar to private business enterprises. The projected revenues depend upon income from user charges, bond issues, state or federal grants and carry-over reserves.

Table 9.5 indicates the expected revenue available to the city to finance capital improvements and related operation and maintenance costs for the years 2015-2020.

Revenue amounts projected are based on past trends.

Table 9.5 – Revenue Projections Affecting Capital Improvements (Thousands)

FUNDS	2015	2016	2017	2018	2019	2020
General Fund	9,229	8,741	8,696	8,789	8,878	8,985
Total General	9,229	8,741	8,696	8,789	8,878	8,985
Street Fund	2,155	2,209	2,264	2,321	2,379	2,438
Total Transportation	2,155	2,209	2,264	2,321	2,379	2,438
Storm Water Management	1,545	1,560	1,576	1,592	1,608	1,624
Total Proprietary	1,545	1,560	1,576	1,592	1,608	1,624
CIP - Development Contributions	315	99	28	28	28	28
REET	804	614	620	626	633	639
Sidewalk Capital Project	-	-	-	-	-	-
Total Capital Project	1,119	713	648	654	661	667

Plan Implementation and Monitoring

Projected Expenditures

For the purpose of this fiscal assessment, projected capital expenditures have been aggregated to include:

- The direct cost of scheduled capital improvement projects presently underway;



- Capital improvement debt service expenditures for outstanding and planned bond issues; and
- The direct cost of capital facilities in Table 9.1.

These expenditures represent additional costs to maintain adopted level of service standards under projected growth conditions.

The Six-Year Schedule of Funded Improvements referred to as the 6-Year CIP (Table 9.2) is the mechanism by which the city can stage the timing, location, projected cost and revenue sources for the capital improvements identified for implementation in the other Comprehensive Plan Elements. The Six-Year Schedule of Funded Improvements is economically feasible within the target revenues discussed in the preceding sections of this element entitled Inventory and Analysis.

Table 9.1 lists the capital facilities by type and provides estimates of project costs by year. The distribution among years matches the years in which capital improvement work is planned in order to achieve or maintain the adopted Level of Service standards and measurable objectives for various public facilities.

The capital improvement projects listed in Table 9.2 are inclusive of all anticipated capital improvements as assessed by city departments for the six year planning period.

Monitoring and Evaluation

Monitoring and evaluation are essential in ensuring the effectiveness of the Capital Facilities Program Element. This element will be regularly reviewed and amended to verify that fiscal resources are available to provide public facilities needed to support adopted LOS standards and measurable objectives. The review will reevaluate the following considerations in order to determine their continued appropriateness:

1. Any needed changes to costs, revenue sources, acceptance of dedicated facilities, or the date of construction of any facility enumerated in the element.
2. The Capital Facilities Element's continued consistency with the other elements and its support of the Land Use Element.
3. The priority assignment for addressing public facility deficiencies.
4. The city's progress in reducing or eliminating deficiencies.
5. The criteria used to prioritize capital improvement projects.
6. The city's effectiveness in maintaining the adopted LOS standards and achieving measurable objectives.
7. The city's effectiveness in reviewing the impacts of plans and programs of state agencies that provide public facilities with the city's jurisdiction.



8. The effectiveness of impact fees and dedications for assessing the degree to which new development pays for its impacts.
9. The impacts of special districts and any regional facility and service provision upon the city's ability to maintain its adopted LOS standards or to achieve its measurable objectives.
10. Success of securing grants or private funds to finance capital improvements.
11. Capital improvements needed for the latter part of the planning period for update of the Six-Year Schedule of Improvements.
12. Concurrency status.

Analysis of Infrastructure

Capacity of Infrastructure

City Hall Facilities: As the city continues to grow, so has the need for updated facilities. In 2016, the city of Lake Stevens purchased property to house new civic buildings near Chapel Hill and 99th Ave NE. In 2017, the city began a master planning exercise and needs assessment to identify preferred alternatives for a centralized city campus that may include a potential location for a new library. In 2019, the city of Lake Stevens purchased property in the Fire District Complex off South Lake Stevens Road to house the new Police Station.

Water System: The quality of the water provided by the PUD is good and the service meets present needs, with each household using approximately 300 gallons of water per day. Relying on standards developed for previous water supply plans, the city has decided to adopt 100 gallons of water per capita per day as a level of service standard.

Provision of water to future development not only depends on capacity, but also on design considerations. The PUD anticipates having enough capacity to serve the projected population; however, the costs of providing this service will vary significantly due to design. The PUD will also need to carefully consider the impact of very large industrial developments.

Wastewater Disposal Facilities: The city of Lake Stevens and the Lake Stevens Sewer District have a combined sewer system currently operated by the Sewer District. The Sewer District completed construction of a new wastewater treatment plant to serve the larger population in the city and the urban growth boundary for the planning period. The plant is capable of expansion to service additional needs beyond 2035.

There are few homes still on septic within the city and most of these do not pose a health threat. If such a threat becomes imminent, city ordinance does allow the city to mandate that a home with a failing septic system and within 300 feet of a sewer line be hooked up to the



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system. Most new homes being built are on the sewer system, as the minimum parcel size for a septic system to be used is 12,500 square feet.

Solid Waste Disposal: The County anticipates that it will have adequate landfill capacity during this planning period, especially since most jurisdictions have or are initiating a curbside recycling program. The city has a mandatory garbage and recycling program.

Medical and Emergency Facilities: The city is adequately served by Providence Hospitals. EMS services are provided by the Lake Stevens Fire Prevention District No.8.

Police and Fire Protection: The provision of safe, commercial and industrial areas improves the quality of life for current residents and makes the city more attractive for new residents and businesses. As specified in Public Services and Utilities Element Chapter 7, the Police Department will strive for a level of service that maintains an Emergency Response Time of 3 to 4 minutes and a non-emergency response time of 6 to 10 minutes. Periodic staffing review will ensure the level of service is being met.

Public Education Facilities: To meet the demand generated by growth, the Lake Stevens School Districts' capital facilities plan calls for construction of two new elementary schools and a middle school in that time frame.

Library: Current library space is undersized to serve the existing library service area. The city is currently working with Sno-Isle Regional Library on a joint location for a new facility.

Transportation Facilities: Various types of land uses will need different types of transportation and will place different demands on the transportation system. Residential areas need access to centers of employment; commercial and industrial enterprises need access to supplier and consumer markets; and transportation corridors are often used to extend public services and utilities. This plan projects future transportation needs according to the Land Use Plan and recent annexations.

Parks: Chapter 5 is the Parks, Recreation and Open Space Element, which establishes specific goals and policies to guide decision-making and contains a detailed needs assessment for planning, acquisition, development and improvement of facilities and lands. The needs assessment provides the framework for the capital parks and recreation projects identified in Table 9.1.



GOALS AND POLICIES

GOAL 9.1 THE CITY WILL STRIVE TO BE A SUSTAINABLE COMMUNITY AROUND THE LAKE WITH UNSURPASSED INFRASTRUCTURE FOR AN EXCEPTIONAL QUALITY OF LIFE.

Policies

- 9.1.1 Ensuring good fiscal stewardship.
- 9.1.2 Using smart growth principles to understand how the city's planned growth pattern affects the investments that will be needed, and investing in where new growth should occur.
- 9.1.3 Expertly planning for the short and long term costs to support infrastructure expenditures and leave a quality legacy.

GOAL 9.2 PROVIDE PUBLIC FACILITIES IN A MANNER WHICH PROTECTS INVESTMENTS IN, AND MAXIMIZES USE OF, EXISTING FACILITIES AND PROMOTES ORDERLY COMPACT URBAN GROWTH.

Policies

- 9.2.1 Capital improvements shall be provided to correct existing deficiencies, to replace worn out or obsolete facilities and to accommodate desired future growth.
- 9.2.2 Capital improvement projects identified for implementation in this Plan and at a cost of at least \$10,000 shall be included in the Six-Year Schedule of Improvement. Capital improvements with a cost of less than \$10,000 should be reviewed for inclusion in the six-year Capital Improvement Program and the annual capital budget.
- 9.2.3 Proposed capital improvement projects shall be evaluated and prioritized in consideration of the following criteria:
 - a. Need exists to correct existing deficiencies, replace facilities, or to provide for growth;
 - b. Elimination of public hazards;
 - c. Elimination of capacity deficits;
 - d. Financial feasibility;
 - e. Site needs based on projected growth patterns;



- f. Environmental impacts;
- g. New development and redevelopment;
- h. Plans of state agencies; and
- i. Local budget impact including costs for operations and maintenance.

GOAL 9.3 DEVELOPMENT SHALL BEAR ITS FAIR SHARE OF COSTS OF PROVIDING PUBLIC FACILITIES AT THE ADOPTED LEVELS OF SERVICE.

Policies

- 9.3.1 Transportation and park impact fees shall be sufficient to pay the fair share of improvement costs necessitated by new development.
- 9.3.2 Appropriate funding mechanisms for developments' contribution of a fair share of other public facility improvements [such as recreation, drainage and solid waste] will be considered for implementation as the city develops them.

GOAL 9.4 PROVIDE NEEDED CAPITAL IMPROVEMENTS TO MAINTAIN ADOPTED LEVELS OF SERVICE.

Policies

- 9.4.1 The city shall continue to adopt an annual capital budget and a six-year capital improvement program as part of its budgeting process.
- 9.4.2 Debt shall be managed so that city general obligation debt will not exceed debt limitations set by state law and the city's ability to pay. There are no limits placed on revenue bonds other than the ability to pay.
- 9.4.3 Efforts shall be made to secure grants or private funds whenever available to finance the provision of capital improvements.
- 9.4.4 Fiscal policies to direct expenditures for capital improvements will be consistent with other Comprehensive Plan Elements.

GOAL 9.5 COORDINATE LAND USE DECISIONS AND FINANCIAL RESOURCES WITH A SCHEDULE OF CAPITAL IMPROVEMENTS TO MEET ADOPTED LEVEL OF SERVICE STANDARDS, MEASURABLE OBJECTIVES.

Policies

- 9.5.1 Certain public facilities and services needed to support development shall be available concurrent with the development. The city shall adopt a concurrency



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program subject to concurrency requirements which shall include transportation, parks and sanitary sewer. The city will consider in the future the feasibility of implementing concurrency for stormwater and potable water.

- 9.5.2 The city will support and encourage the joint development and use of cultural and community facilities with other governmental or community organizations in areas of mutual concern and benefit.
- 9.5.3 The city will emphasize capital improvement projects, which promote the conservation, preservation or revitalization of commercial, industrial and residential areas in Lake Stevens.
- 9.5.4 Proposed Plan amendments and requests for new development or redevelopment shall be evaluated according to the following guidelines as to whether the proposed action would:
 - a. Contribute to a condition of public hazards;
 - b. Exacerbate any existing condition of public facility capacity deficits;
 - c. Generate public facility demands that exceed capacity increase planning in the Six-Year Schedule of Improvements;
 - d. Conform to future land uses as shown on the future land use map of the Land Use Element;
 - e. Accommodate public facility demands based upon adopted LOS standards and attempts to meet specified measurable objectives, when public facilities are developer-provided;
 - f. Demonstrate financial feasibility, subject to this element, when public facilities are provided, in part or whole, by the city; and
 - g. Affect state agencies' facilities plans and siting of essential public facilities.
- 9.5.5 Continue to update prioritizations on Table 9.2 as needs are identified; and move projects/facilities to and/or from Table 9.1 to 9.2 as funding becomes available.



Chapter 9 – Capital Facilities

TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PROGRAM, 2015-2035

TABLE 9.1 – CAPITAL FACILITIES PROGRAM, 2020-2035 (Updated in 2021)
TRANSPORTATION

ROAD	FROM	TO	COST/YEAR/S	YEAR/SCOST	Local	State/Fed	Mitigation	Dev Imp
116 th Avenue NE <u>Sidewalks</u>	20 th St NE	26 th St NE	>2027 6	\$1,900,000	X		X	
117 th Avenue NE <u>Sidewalks</u>	20 th St NE to 26 th Street NE	150 ft. S of 28 th St NE	2020-2021 2022	\$21,000 932 ,000	X		X	X
123rd Ave NE <u>Sidewalks</u>	20th St NE	22nd St. NE	2020-2026 2023	\$500,000	X		X	X
123rd Ave NE <u>Sidewalks</u>	18th St NE	17th St NE	>2026 2022	\$1,094,300	X		X	X
131 st Avenue NE <u>Sidewalks</u>	20 th St NE	Hartford Rd	2020-2026 >2027	\$1,489,000	X		X	
16 th Street NE <u>Multiuse Path</u>	Main St	134 th Ave NE <u>Centennial Trail</u>	>2023-2027 6	\$41,500 737 ,000	X		X	
17 th Pl NE <u>Stormwater System</u>	114 th Ave NE	-	2020-2026	\$300,000	X	-	X	X
18th St NE	Main St	125th Ave NE	>2021-2026	\$428,820	X		X	X
18th St NE	Main St	125th Ave NE	>2021-2026	\$2,649,804			X	X
18th St NE/Festival Street	123rd Ave NE	Main St NE	2020-2026	\$1,287,281	X	-	X	X
20th St NE <u>Trail Connector</u>	east of Main St	Centennial Trail	>2022-2024 1	\$1,284,475	X	X	X	X
20th St NE	Grade Rd	500' w of 123rd SE	>2021-2022-2024	\$1,500,257	X		X	X
20th St NE & Main Intersection	Intersection		2022 1 -2024	\$1,112,004 2,500,000	X	X	X	X
20th St SE	83rd Ave SE	91st Ave SE	2020-2021	\$8,000,000	X	X	X	X
20th St SE	79th Ave SE	83rd Ave SE	2020-2026	\$2,400,000	X	-	X	X
20th St SE	73rd Ave SE	79th Ave SE	>2027 6	\$2,455,200 7,500,000	X	X	X	X
20th St SE	US 2	73rd Ave SE	>2027 6	\$2,557,500 7,500,00	X	X	X	X
20th St SE/73rd SE - Intersection	73rd Ave SE	-	>2027 6	\$500,000			X	X
20th St SE/79th SE - Intersection	79th Ave SE	-	2022 0 -2027 6	\$300,000	X	X	X	X
20th St SE/SR 9 - Intersection			>2027 6	\$4,327,000	X		X	X
20 th Street NE Widening	Main St	111 th Dr NE	>2027 6	\$1,668,000	X		X	



Chapter 9 – Capital Facilities

22 nd Street NE	117 th Ave NE	123 rd Ave NE	>202 76	\$768,000	X		X	
24th St SE	73rd Ave SE	79th Ave SE	>202 76	\$3,653,000			X	X
24th St SE	83rd Ave SE	87th Ave SE	>202 76	\$5,278,000			X	X
24th St SE	SR 9	91st Ave SE	2022-2026	\$3,000,000			X	X
24th St SE - Pedestrian and Road Improvement	83rd Ave SE	79th Ave SE	>202 76	\$1,728,300			X	X
24th St SE/73rd SE - Intersection	73rd Ave SE	-	>2026	\$800,000			X	X
24th St SE/79th SE - Intersection	79th Ave SE	-	>2026	\$800,000			X	X
24th St SE/83rd SE - Intersection	83rd Ave SE	-	>2026	\$800,000			X	X
24th St SE/SR 9 - Intersection Roundabout			>2026-2022	\$84,000,000	X		X	X
26 th Street NE	115 th Ave NE	117 th Ave NE	>202 76	\$280,000	X		X	
28 th Street NE	Old Hartford Rd	N. Machias Rd	>202 76	\$470,000	X		X	
30 th Street NE non-motorized	113rd Ave NE	Cedar Rd NE	>202 76	\$540,000	X	X	X	
32 nd Street NE	118 th St NE	Grade Rd	>202 76	\$545,000	X		X	X
36 th Street NE	Grade Road	Old Hartford Road	20210-20276	\$1,000,000	X		X	
4th St SE	91st Ave SE	SR-9	>202 76	\$622,000	X	X		
79th Ave SE - Pedestrian & Road Improvement	20th St SE	24th St SE	20230-2026	\$1,200,000-179,300			X	X
91st Ave SE - Pedestrian Improvement	20th St SE	4th St SE	>202 76	\$4,770,000	X	X	X	X
91st Ave SE - Pedestrian Improvement & Road construction	20th St SE	24th St SE	20220-2026	\$4,600,000	X		X	X
91 st Ave NE- Pedestrian Improvements	8th Street NE	12 Street NE	>202 76	\$610,000		X	X	
91 st Ave NE- Pedestrian Improvements	12 Street NE	20 th Street SE	>202 76	\$1,100,000				
91st Ave NE (RT turn pocket on 91st Ave NE NB onto SR204)			2020-2026>2027	\$2800,000				
99th Ave NE	Market	4th St NE	>202 76	\$1,170,000	X		X	X
99th Ave SE - Pedestrian Improvement	20th St SE	4th St SE	>202 76	\$4,763,800	X	X	X	X
99th Ave SE - Pedestrian Improvement	20th St SE	Lake Stevens Rd	>202 76	\$5,507,800			X	X
Callow Road Drainage Improvement	Drainage Easement	tributary to Lundeen Creek	20220-20276	\$200,000				
Cedar Road Sidewalk	Forest Road	29th St NE	>202 76	\$2,273,000	X	X		
East Lakeshore Drive – non motorized	Main St	7 th St NE	>202 76	\$1,450,000	X	X	X	
Grade Road	20th St NE	SR 92	>202 76	\$15,607,836	X	X	X	X



Chapter 9 – Capital Facilities

Hartford Rd & Drainage Imp	Catherine Creek Crossing		>202 76	\$700,000 4,113,000	X	X	X	
Lundeen Pkwy Corridor Ped Imp	Vernon Rd	99 th Ave NE	>202 76	\$900,000	X		X	
Lundeen/Vernon - Intersection	Vernon Rd	-	>202 76	\$400,000	X	X	X	X
Main Street	16th St NE	20th St NE	2021 0 -202 76	\$6,500,000	X		X	X
Market Pl (EB right turn on Market Pl onto SR9-striping only)			2021 0 -202 76	\$50,000				
Mitchell Dr/118th Ave NE	N. Lakeshore Dr	20 th St NE	>202 76	\$1,400,000	X		X	
Mitchell Ro/Manning Road	200ft W of 116 th Dr NE	600 ft. E of 116 th Dr NE	>202 76	\$360,000	X		X	X
N Davies/FV - RABRoundabout	north Frontier Village		2022- 2024	\$150,000		X		
North Lakeshore Dr	123rd Ave NE	550 west of 123rd NE	>2026	\$788,739	X	X	X	X
North Lakeshore Dr	123rd Ave NE	Main St NE	>202 76	\$282,920	X		X	X
N Machias Road ROW Acquisition and Construction	SR92	20 th St NE	>2027	\$9,100,000	X	X	X	X
Old Hartford Road	36 th St NE	Hartford Road	2024-2026	\$2,323,000 11,650,000	X		X	
S Lake Stevens Rd - intersection improvement	S. Davies Rd		>202 76	\$800,000	X		X	X
S Lake Stevens Road Multi-use path Phase III	18 th St SE 123rd Ave NE	East Lakeshore Drive	2022 0 -202 46	\$270,200 2,900,000	X	X	X	X
S Lake Stevens Road Multi-use path Phase II	East of SR9	99th Ave SE	2022- 2024 19-2026	\$5,000,000	X	X	X	X
SR 92 & Grade Rd RAB	Intersection		>202 76	\$4,105,221	X	X	X	X
SR 92 and 127th Ave NE RAB	Intersection		>202 76	\$1,750,000		X		
SR9/SR204/System (SR9/204, 91st/204, 4th/SR9	North of SR204	South of 4 th and West of 91 st	2022-2024	\$69,000		X		
Stitch/S Lake Stevens Road Intersection Improvement			2024	\$500,000	X			X
Vernon Road	91st Ave NE	SR 9	>202 76	\$935,000	X	X	X	X
Gateway Signs at Roundabouts	SR9	SR204	2020-2026 2022	\$50,000				
Lake Stevens - Lake Level Study			2020-2021	\$80,000				



Chapter 9 – Capital Facilities

**TABLE 9.1 – CAPITAL FACILITIES PROGRAM, 2020-2035 (Updated
in 2021)**
FACILITIES

FACILITIES	DESCRIPTION OF WORK	YEARS/S	COST
<u>Police Station</u>	Remodel existing commercial building for new police station	2020-2021	\$4,250,000
<u>Old Police Station Rehabilitation</u>	Stabilize and restore existing police station	2021	\$200,000
<u>Public Works Shop</u>	A tenant improvement of the City's Public Works Department Shop to include reconstruction of the office spaces and second floor. Individual offices and meeting space(s) will be added. The kitchen area will be remodeled.	2020-2021	\$1,400,000
<u>Decant Facility</u>	Construct a decent facility on the City's property on Hartford Road. The decent facility will have five decent bays and four material storage bays. The site will be paved with asphalt and secured with a chainlink fence.	2020-2021	\$1,414,610
<u>Public Works Storage Yard</u>	Develop storage yard for city equipment	2023-2025	\$500,000
<u>Downtown Property Acquisition</u>	Purchase property for potential parking and other public purpose	2022-2024	\$500,000
<u>Civic Campus</u>	Explore development of new civic campus	2022-2027	\$16,000,000-\$30,000,000



Chapter 9 – Capital Facilities

TABLE 9.1 – CAPITAL FACILITIES PROGRAM, 2020-2035 (Updated in 2021-2022)

PARKS

PROJECT	DESCRIPTION OF WORK	YEAR/S	COST
Frontier Heights Park Phase II	Design and construct a parking lot and park amenities <u>Pickleball, playground improvements, drainage swales, mitigation</u>	2022-23	\$500,000
<u>Frontier Heights Park Phase III</u>	<u>Labyrinth, sensory garden, exercise equipment, multiuse sports field</u>	<u>2024-2026</u>	<u>\$1,000,000</u>
20 th Street Ballfields & Parking Lot Development	Construct a paved parking lot and construct other projects identified in master plan	2022-24	\$300,000
Lundeen Park Improvements	Replace curbing, seal-coat and stripe parking lot, add amenities	2021	\$75,000
Eagle Ridge Park Phase II	Design and construct an <u>ampitheater, playground, restrooms, parking</u> and frontage improvements	2022-2023	\$300,000
<u>Eagle Ridge Property Acquisition</u>		<u>2022-2025</u>	<u>\$700,000</u>
North Cove Park – Phase II	Northwest corner of North Cove Park. Project includes play structure, restroom, picnic shelter, grading, landscaping, riparian area restoration and parking lot.	2020-2021	\$1,552,596
North Cove Park – Phase III	South addition to North Cove Park	2022-24	\$500,000
<u>North Cove Park – Phase IV</u>	<u>Restroom / Concession, Grimm House Site Work and Public moorage</u>	<u>2022-2025</u>	<u>\$500,000</u>
Lakeside Path Right-of-Way/Easement Acquisition (northern section)		>2022-24	\$327,382
Lakeside Path Right-of-Way/Easement Acquisition (eastern section)		>2022-24	\$222,684
Lakeside Path Right-of-Way/Easement Acquisition (southern section)		>2022-24	\$1,150,000
Neighborhood Park Acquisition (near 20 th Street SE)		>2022-24	\$1,000,000



Chapter 9 – Capital Facilities

Shoreline Acquisition		>202 20	\$1,500,000
Power Line Trail Right-of-Way/Easement Acquisition		>202 20	\$838,200 1,000,000
Powerline Trail Construction (northern segment)		>202 24	\$699,600
Power Line Trail Construction (southern segment)	Design and construction of a trail from 20 th St SE to 8 th St SE	202 24	\$1,600 2050,000 (included in project cost for 20 th Street Ballfields project)
Hartford Road Walking Path/Trail Head		>202 20 2025	\$50,000
Catherine Creek and Centennial Woods Trail Improvements		>202 20	\$15,200
<u>Cedarwood Recreation Center</u>	<u>Improvements to recently acquired recreation center</u>	<u>>2022</u>	<u>\$250,500,000</u>
Centennial Park	<u>Design and construction over phases</u>	<u>2022-2024</u> 2025	\$1,500,000
<u>Davies Beach Dock Replacement</u>	<u>Replace / repair floating docks and pier at Davies Beach</u>	<u>2022</u>	<u>\$150,200,000</u>
<u>Sunset Beach Improvements</u>	<u>Park improvements following recent annexation</u>	<u>2022-2023</u>	<u>\$500,000</u>
<u>North Cove Park Floating Dock Abutment</u>		<u>2022</u>	<u>\$20,000</u>



Chapter 9 – Capital Facilities

Table 9.2 - 20210-20276 6-Year Capital Improvement Plan Summary

Project ID #	PROJECT NAME	DESCRIPTION OF WORK	YEAR/S	TOTAL PROJECT COST
TRANSPORTATION & STORMWATER IMPROVEMENTS				
16041	79 th Ave SE Access Road	Construct 20 th Ave SE to 24 th Ave SE	20232	\$1,200,79,000
17005	24 th St and 91 st Ave Extensions, includes regional stormwater pond construction, <u>WSDOT roundabout, and culvert replacement</u>	Construct new collector roads between SR 9 and 20 th St SE, <u>new WSDOT roundabout, culvert replacement</u>	2022-20230-2026	\$1,27,845,000,000
18004	South Lake Stevens Road Multi-Use Path Design	Design path along 20 th St from 99 th to SR 9	2021	\$100,000
18008	20 th Street SE Phase II	Additional travel lane and BAT lanes in each direction	2021	\$5,000,200
	24 th St SE Regional Pond		2021	\$642,138
18013	Main Street North and Roundabout Construction	<u>Multiuse path, street frontage improvements, RAB at Main Street and 20th St NE</u>	2022-2024	\$7,690,0002,500,000
	18 th St NE/Festival Street	Construct festival street/18th St NE between Main street to 123rd Ave NE.	2021	\$2,200,000
18013	Main Street	Construct 16 th Street NE to 20 th Street NE	2022-20274	\$65,5800,000
18021	US 2 Trestle HOV Transit Congestion Jump (BAT) Lane	HOV lane on 20th Street SE. WSDOT State Regional Mobility Grant of \$1.8 million with a required City match of \$800,000, for a total of \$2.6M for the project.	2020-2021	\$2,411,029
18028	Callow Road Drainage Improvement	Design and construct approximately 1000 LF of drainage improvements, and a sediment settling facility along Callow road near the stream tributary east of Callow Road to minimize sediment deposit and seasonal flooding.	20220-20276	\$200,000
	Sidewalk Improvement Program	location varies annually	Annually	\$200,000 per year
18029	117th Sidewalk	Design, survey and ROW Construct 2,200 linear feet of sidewalk for 20th to 26th St NE	20224	\$175,0001,700,000
18030	Hartford Road Culvert Replacement (Study)	Design and permitting to remove old culverts	2022	\$250,000



Chapter 9 – Capital Facilities

18033	123rd Sidewalk	Construct 500 LF of sidewalk between 20th St. NE to 22nd St. NE	2021-2026 2023	\$500,980,000
	2020 Safety Grant (4 th SE to Market Place)	Safety improvements <u>s</u> along 91 st based on City's Safety Plan	2023-2026 2022	\$1,200,000 \$4,658,800
19013	Bridge 6 Replacement & 36th St NE Road Improvement <u>(Study)</u>	<u>The project is to design and replace Study for replacing</u> existing Bridge 6 along 36th St NE; <u>Future work would</u> also correct vertical sag curve on roadway near bridge.	2021-2023 2022	\$1,700,000 \$250,000
19009	17th Place/114th Stormwater System in cul de sac	<u>This study is to evaluate historic, current and potential future hydrologic conditions in the Lake Stevens basin and outfall as it relates to lake level management and downstream conveyance, evaluate on-going and potential future flooding and/or habitat issues associated with different precipitation or flow scenarios, and develop alternative solutions to address the identified problems.</u>	2020-2021	\$30,000
19010	Lake Stevens lake level study	<u>This study is to evaluate historic, current and potential future hydrologic conditions in the Lake Stevens basin and outfall as it relates to lake level management and downstream conveyance, evaluate on-going and potential future flooding and/or habitat issues associated with different precipitation or flow scenarios, and develop alternative solutions to address the identified problems.</u>	2020-2021	\$80,000
	Weir Replacement and Channel Restoration <u>(Design Only)</u>	Replace the Lake Stevens outlet weir, restore stream channel capacity in outlet stream and Catherine Creek	2021	\$500,000
	<u>Stitch Road Intersection</u>	<u>Intersection improvement at Stitch Road and S Lake Stevens Rd</u>	2024	\$500,000
	EB right turn on Market Pl onto SR9	EB right turn on Market Pl onto SR9 (restriping only)	2023-2026 2023	\$501,20,000
	RT turn pocket on 91st Ave NE Northbound onto SR204	RT turn pocket on 91st Ave NE Northbound onto SR204	2020-2026 2023	\$280,000



Chapter 9 – Capital Facilities

	10ft multi-use path along South Lake Stevens Road (East of SR9 to 99th Ave SE)	10ft multi-use path along South Lake Stevens Road (East of SR9 to 99th Ave SE)	20230-20276	\$51,000,000
	Roundabout Entry Signs	Gateway signs for Roundabouts	20221	\$590,000
	131st Ave NE sidewalk Improvement	Sidewalk between 20th St NE & Harford Dr. (possible ROW acquisition)	20256	\$2,000,000
	Pavement Preservation Program	Overlay and Crackseal – location varies annually	Annually	\$4,077,000 (\$100,000 for study in 2022)
Project ID #	PROJECT NAME	DESCRIPTION OF WORK	YEAR/S	TOTAL PROJECT COST
	FACILITY PROJECTS			
18035	Police Station	Construct tenant improvements and new evidence facility to convert the existing Fire Department Administration Complex into a police station. The City has acquired the properties from the fire district.	2020-2021	\$4,250,000
90000	Police Station Restoration – Existing Building	Repair structural deficiency	2021	\$200,000
18003	Public Works Shop	A tenant improvement of the City's Public Works Department Shop to include reconstruction of the office spaces and second floor. Individual offices and meeting space(s) will be added. The kitchen area will be remodeled.	2020-2021	\$1,400,000
	Downtown Property Acquisition	Purchase property for potential parking and other public purpose	2020-2022	\$500,000
18037	Decant Facility	Construct a decent facility on the City's property on Hartford Road. The decent facility will have five decent bays and four material storage bays. The site will be paved with asphalt and secured with a chainlink fence.	2020-2021	\$1,414,610
	Water Tower Sculpture		2021	\$25,000
	Police Boat Storage Relocation	Relocate police boats from North Cove Park to another location	20220-2026	\$45,000
	Public Works Storage yard	Storage yard for city equipment	2023-2025	\$500,000
	Landre Property Demolition	Demolish structure purchased by city	2021	\$60,000
	Relocate Grimm House		2021	\$50,000



Chapter 9 – Capital Facilities

PARK PROJECTS				
<i>Planning</i>				
	Trails, Paths and Pedestrian Facilities Master Plan		On-going	\$50,000
<i>Acquisition</i>				
	Lakeside Path Right-of-Way/Easement Acquisition (northern section)		>202 21	\$237,382
	Lakeside Path Right-of-Way/Easement Acquisition (eastern section)		>202 21	\$222,684
	Lakeside Path Right-of-Way/Easement Acquisition (southern portion)		>202 21	\$1,150,000
	Shoreline Acquisition		202 20 -202 21 76	\$1,500,000
	Power Line Trail Right of Way/Easement Acquisition <u>Pedestrian Trail (20th St SE to 8th St SE)</u>	<u>2,500-4,000 lineal foot multi-use path</u>	>2021 <u>2022</u>	\$838,200 <u>\$1,600,000</u>
<i>Development</i>				
	Eagle Ridge Park Phase II	Design and Construction of Playground and frontage improvements	2023	\$300,000
18001	Lundeen Park Improvements	Replace curbing, seal coat and stripe parking lot, add amenities	2021	\$75,000
	Power Line Trail Construction (northern segment)		On-going <u>2022</u>	\$699,600
	Power Line Trail Construction (southern segment)	Design and construct a trail from 20 th St SE to 8 th St SE	2021 <u>2022</u>	\$250,000 <u>(included in cost for 20th St Ballfields project)</u>
18010	Frontier Heights Phase II and III	Design and construct a parking lot, multiuse path and park amenities	2022 <u>2024</u> 3	\$1,500,000
	16th St NE Multiuse Path	Multiuse path connecting DT Lake Stevens to Centennial Trail	2023-2027	\$4,500,000
18022	20 th Street Ballfields	Provide three practice fields of various sizes that can be used for soccer, football, frisbee and other	2021-2026 <u>2022</u>	\$1,600,000



Chapter 9 – Capital Facilities

		field sports. In addition, a perimeter gravel trail, a pickleball court, horseshoe pits and a natural playground will be installed. Limited perimeter fencing that does not exceed 4 feet tall will be installed to prevent park users from gaining access to nearby utility poles. The parking lot will be installed on an adjacent City property for use by park visitors.		
19012	<u>North Cove Phase II</u>	<u>Northwest corner of North Cove Park. Project includes play structure, restroom, picnic shelter, grading, landscaping, riparian area restoration and parking lot.</u>	2020-2021	\$1,552,596
	North Cove Phase III	South addition to North Cove Park	2022-2024	\$500,000
	<u>North Cove Phase IV</u>	<u>Restroom/Concession, Grimm House site work, and public moorage</u>	<u>2022-2025</u>	<u>\$500,000</u>
	North Cove Park Bridge Replacement	Replace existing wood vehicle bridge with 8' wide pedestrian bridge	2022-2024	\$15,000
	North Cove Boat Slips		2022-2024	\$50,000
	<u>North Cove Vehicle Charging Stations</u>	<u>Install EV charging stations</u>	<u>2021</u>	<u>\$30,000</u>
	Davies Beach Dock and Facility Restoration	<u>Floating Dock Restoration/Replacement</u>	2022-2024	\$1,500,000
	<u>Cedarwood Recreation Center</u>	<u>Improvements to recently acquired community center</u>	<u>2022</u>	<u>\$250,000</u>
	Hartford Road Walking Path/Trail Head		>2020-2022	\$1,300,000
	Sunset Beach Restoration	Restoration of Sunset Beach Park following acquisition from Snohomish County	2022-2023+	\$100,000-\$500,000
	Catherine Creek and Centennial Woods Trail Improvements		2022-2024	\$15,200
	<u>Centennial Park</u>	<u>Design and construction over phases</u>	<u>2025</u>	<u>\$1,500,000</u>
	<u>Oak Hill Park Improvements</u>	<u>Permanent shade structure</u>	<u>2021</u>	<u>\$15,000</u>

City of Lake Stevens

2015 - 2035 Comprehensive Plan

Executive Summary

2035 LAKE STEVENS VISION

As the city contemplates the next 20 years, it must embrace its position as a unified growing city. Lake Stevens will be a vibrant sustainable community that provides a positive development atmosphere and maintains a strong community image with excellent schools and neighborhoods. Sustainability will be manifested through environmental protection, conscientious community development and sound economic policy. The city will continue emphasizing the role of local growth centers and subarea planning as the primary locations for new development – specifically as essential pockets for economic development and focal points for new neighborhood and commercial areas. The city will ensure that the city's infrastructure and public services will meet the demands of the community as it grows in an economically feasible manner. Development will be sensitive to the lake, environment and existing neighborhoods. The community will become a balanced community with sufficient and affordable housing, family-wage jobs and a variety of shopping and service options to meet the needs of Lake Stevens' residents.

PLANNING CONTEXT

Effective land use planning has become a common feature in statewide, regional and local governance since 1991 when the Washington State Legislature enacted the Growth Management Act (GMA) as Chapter 36.70A of the Revised Code of Washington (RCW). The primary purpose of the GMA is to encourage appropriate levels of growth in urban and rural areas consistently across the state. The GMA identifies several mandatory planning elements that jurisdictions must incorporate into their individual comprehensive plans:



1. Land Use	5. Rural Element (counties)
2. Housing	6. Transportation
3. Capital Facilities	7. Economic Development
4. Utilities	8. Park and Recreation

The GMA also directs local jurisdictions to consider specific planning goals to facilitate population and employment growth when developing land use policy and regulations, including control of urban growth and sprawl, encouraging efficient transportation systems, promoting economic development, providing for predictable and timely permit review, maintaining the natural environment and natural resources industries, encouraging public participation, ensuring adequate public facilities, preserving cultural and historic lands and implementing the Shoreline Management Act.

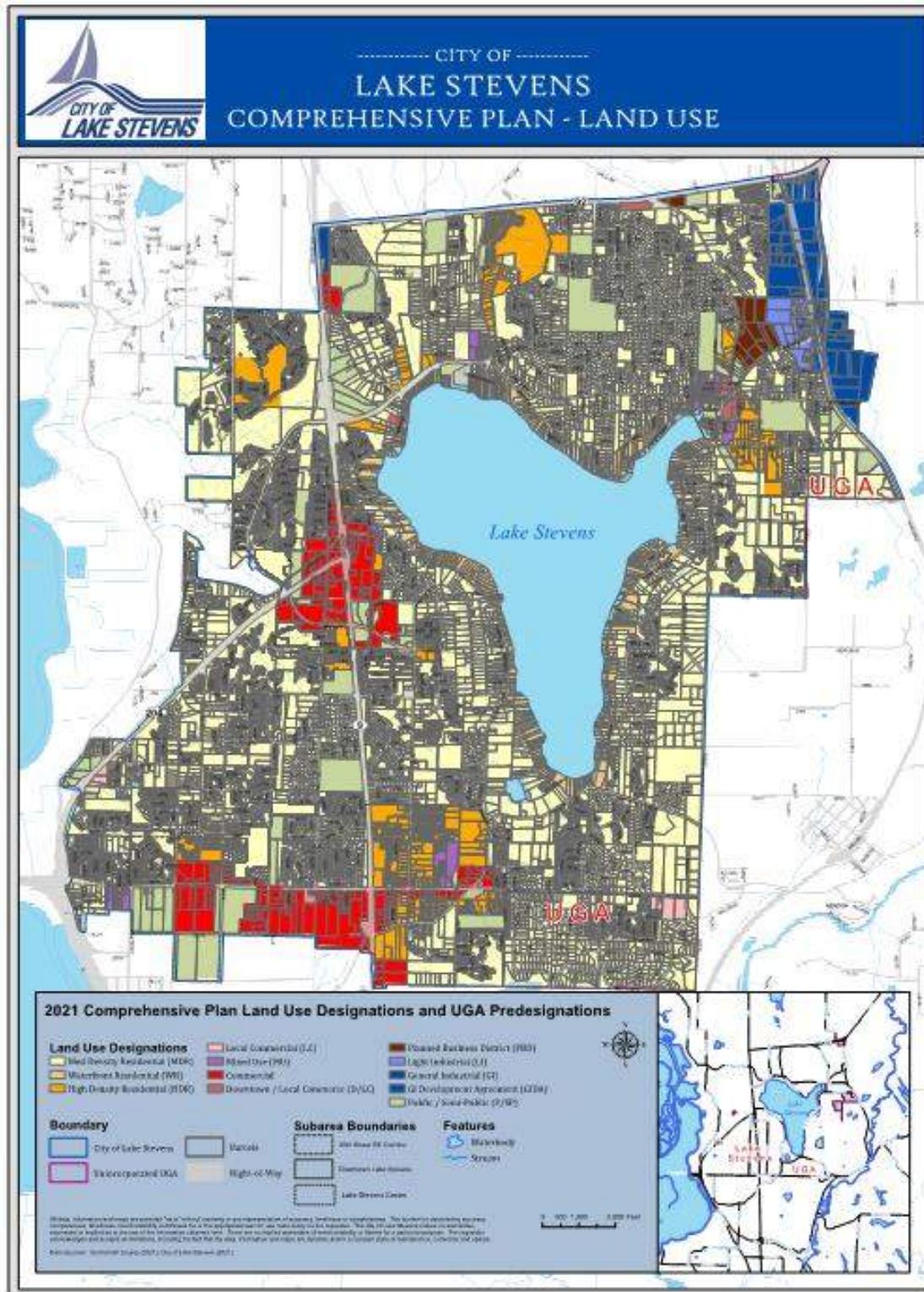
The Puget Sound Regional Council (PSRC) comprised of agencies from the four-county central Puget Sound developed a regional approach, articulated in *VISION 2040* *and Vision 2050*, to implement GMA requirements. *VISION 2040 augmented*~~s~~ GMA goals related to environmental protection, focused development patterns, housing affordability, sustainable regional economy, integrated transportation systems and adequate public services. *VISION 2040 emphasized*~~s~~ regional growth centers as areas to concentrate future employment and population growth, linking regional and local centers with efficient multimodal transportation system, promoting sustainability in decision-making and allocating population and employment growth within regional geographies based on community size.

Following a three-year planning process, in October 2020 PSRC adopted Vision 2050, the update to Vision 2040. The plan continues to focus on accommodating growth within urban areas and the preservation of rural areas and open space, as the region looks to accommodate an additional 1.8 million residents and 1.2 million new jobs by 2050.

The GMA requires counties to adopt countywide planning policies in cooperation with affected cities (RCW36.70A.210). Countywide planning policies provide a local planning framework to ensure consistency among cities and a regional vision. Snohomish County facilitates collaborative countywide planning through Snohomish County Tomorrow (SCT), which is comprised of staff, local citizens and elected officials from every jurisdiction. The cities, towns, tribes and county have worked together through SCT since 1989 to address local planning issues. SCT provides a forum in which jurisdictions can address regional growth management issues such as transportation, utilities, housing, population and employment.

PLANNING IN LAKE STEVENS

The city of Lake Stevens adopted its initial GMA Comprehensive Plan to address growth in the city and its Urban Growth Areas (UGA) in 1994. The first major update to the Lake Stevens Comprehensive Plan occurred in 2006, which highlighted the city's changing status from small community to a growing city. The 2006 plan identified specific growth centers as the focus for the plan and recommended developing subarea plans for each growth center including Downtown Lake Stevens, 20th Street SE Corridor (AKA South Lake), Lake Stevens Center (AKA Frontier Village) and the Hartford Road Industrial Area.



Map boundaries updated



~~By the end of In 2012 the city had adopted two subarea plans for Lake Stevens Center and the 20th Street SE Corridor in 2012 as supplemental documents to the Comprehensive Plan, and in 2018 adopted a subarea plan for Downtown Lake Stevens. The three subarea plans contain a number of goals, policies, strategies, and development concepts for the areas, which will be integral in helping the city meet its long-term employment and housing needs. and was working on a framework for a third.~~

~~Also as part of the 2006 Comprehensive Plan, the city developed an annexation plan that called for eventually annexing the remainder of the unincorporated area within its unincorporated UGA. As of December 31, 2009 August 2021, all of the UGA west and southwest of the lake the city has been annexed the entirety of its UGA around the lake, as well as the lake itself. As shown on the land use map. There are areas southeast of the lake, the remaining UGA includes small areas east of downtown, north of the industrial area, and south of 20th SE, and one parcel west of Lundein Parkway that remain unincorporated. As of October 2020, the city was pursuing two annexations the Southeast Interlocal Annexation and the Machias Industrial Annexation.~~

Jurisdictions are required to update their comprehensive plans and development regulations periodically to remain compliant with GMA requirements. Through its annual docket cycle, Lake Stevens continues to refine its plan. For example, the city incorporated economic development data and strategies into goals and policies. The city adopted two subarea plans that considered land uses and housing in large portions of the city. The city continues to update its transportation element regularly, which contributed to the completion of a new concurrency-based impact fee system. The city adopted a revised Park, Recreation and Open Space Element with a new model for determining levels of service. Other minor changes occur as well – typically in the form of citizen-initiated land use map changes.

The GMA mandates jurisdictions complete thorough updates to comprehensive plans according to a predetermined schedule. Snohomish County cities, including Lake Stevens, ~~must complete were required to complete~~ their major updates in 2015.

As the city began its comprehensive plan update process for 2015 staff identified several tasks that would need to take place to ensure compliance with GMA, PSRC and countywide policies. To date, staff has prepared a self-audit of its comprehensive plan and development regulations to identify any state, regional or countywide inconsistencies. The city has engaged the community in a public participation program that has included public open houses, surveys, social media, outreach to service groups, and meetings with the Planning Commission and City Council. The plan addresses many technical issues:

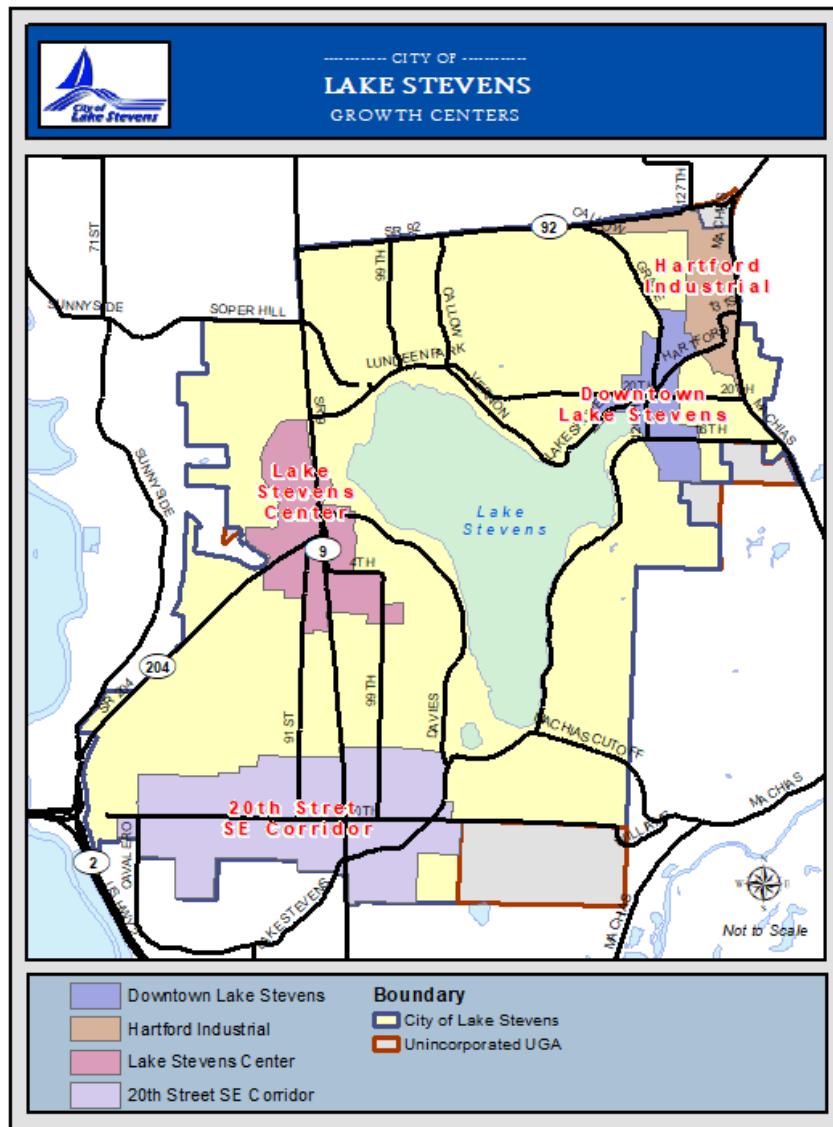
1. What has changed since the last time we adopted our comprehensive plan (e.g., boundaries, population and infrastructure)?
2. How has demand for various land uses changed?
3. What has been implemented?
4. Are we using all of our planning tools (e.g., subarea planning, innovative codes, continuous public participation, etc.)



5. Does the comprehensive plan accurately reflect the city's community vision?

Aside from meeting technical and procedural requirements the update has allowed city staff to pose fundamental questions to the community about their vision for Lake Stevens over the next 5, 10 and 20 years.

- Will you be in Lake Stevens in 2035?
- Where will you live?
- Where will you work?
- How will you get there?
- What will you do for recreation?
- Where will you shop?



Map boundaries updated



At the first open house, city staff and board members had breakout sessions with the public to discuss the mandatory comprehensive plan elements. Based on the public comments received, fresh vision statements emerged for each plan element. The next important avenue to receive public outreach was an opinion survey. The survey was posted electronically on the city's website and administered at city events. Through this survey, community members were asked a series of questions to determine public concerns and preferences for growth over the next 20 years.

- Cottage housing and townhouses were identified as the most popular non-single-family housing options;
- The preferred location for residential growth was southwest Lake Stevens followed by Northeast Lake Stevens and the Soper Hill area;
- Retail, High-tech industry and professional offices were identified as the most important employment sectors for Lake Stevens;
- The preferred location for employment growth was the 20th Street SE Corridor, followed by Lake Stevens Center and the Hartford Industrial Area;
- A sense of community and residential opportunities were identified as the most positive changes over the last 10 years, increased traffic was identified as the greatest challenge;
- Participants identified schools and neighborhoods as the city's greatest strength;
- 30% of participants are attracted to other cities for shopping and dining;
- 25% of participants felt economic development (increased shopping and jobs) should be a priority, followed by public services over the next 20 years;
- Over 38% of participants identified adding more sidewalks and pedestrian paths as the most important transportation improvement followed by increased vehicle capacity; and
- 37% of participants indicated parks and open spaces are the most important public facilities followed closely by roads and sidewalks.

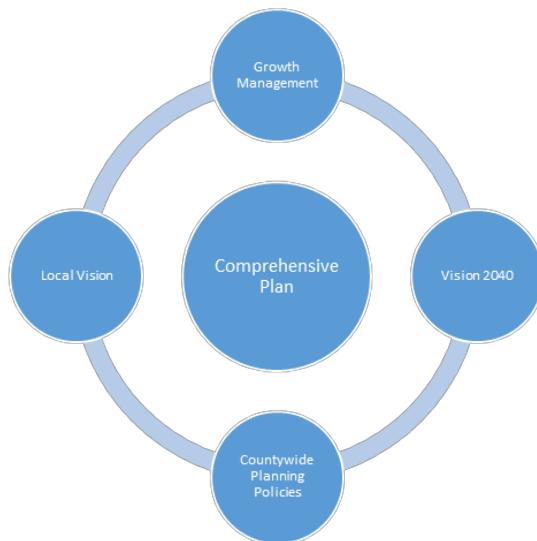
These responses provided a valuable framework for re-evaluating individual plan elements and updating goals and policies to reflect community preferences.

The 2035 Lake Stevens Comprehensive Plan update addresses the applicable GMA elements as specific chapters and considers optional elements related to conservation, solar energy, recreation and subarea plans in individual chapters. The plan incorporates and responds to community preferences and concerns. It also considers the role of regional planning under VISION 2040 and countywide planning in the development of specific goals and policies. The following sections will identify the vision and primary revisions for each element.



INTRODUCTION

A Vision for Planning – the city will integrate the Growth Management Act (GMA), defined in Chapter 36.70A of the Revised Code of Washington (RCW), as an essential planning framework for the Lake Stevens Comprehensive Plan. The GMA principles will help direct community, regional, and statewide efforts to enhance the quality of life, environmental protection and economic vitality for the city, its residents and its interests in and around the Lake Stevens Urban Growth Area and Rural Transition Area as a unique lakeside community.

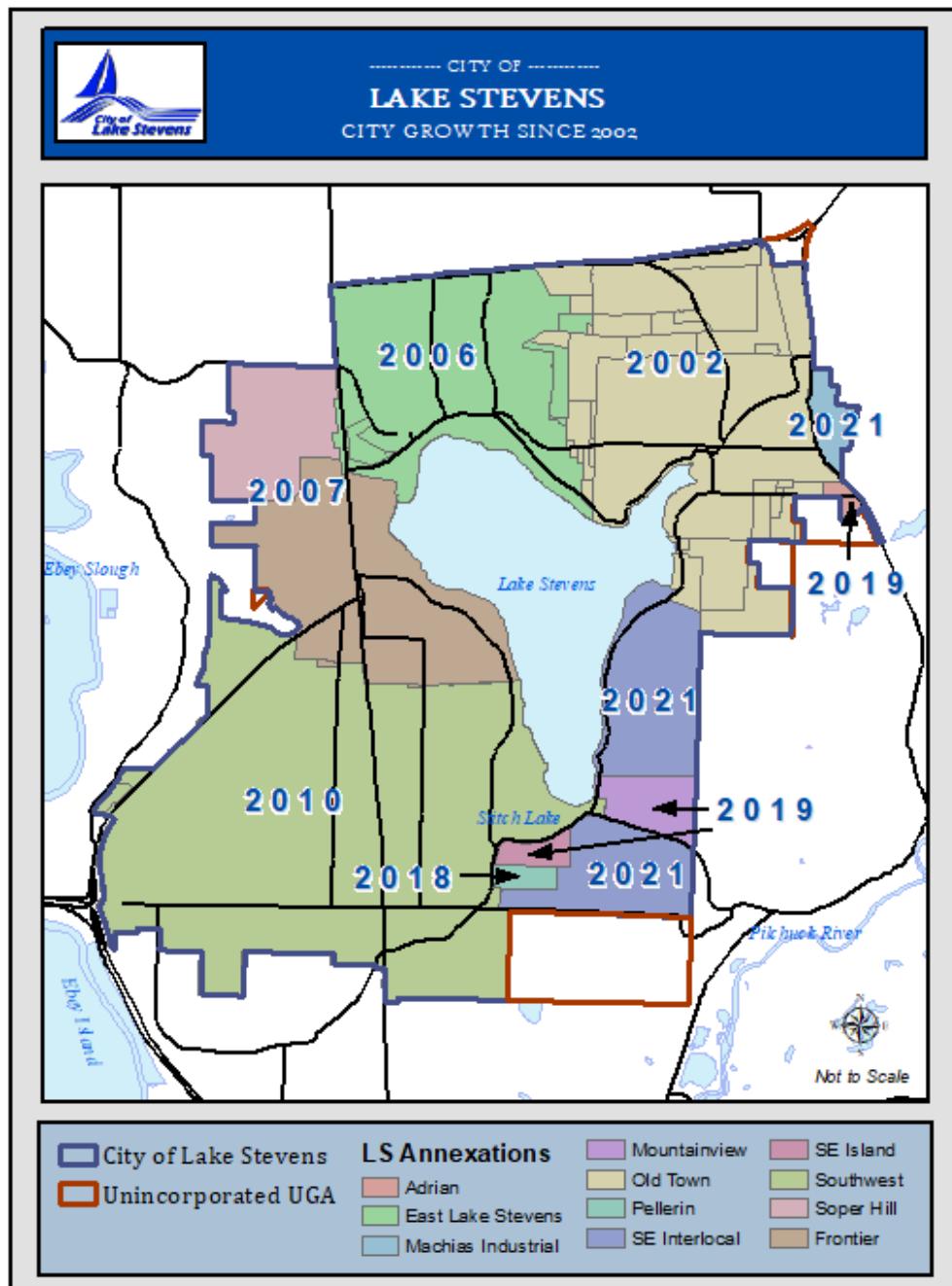


The Introduction describes the planning context for the Growth Management Act, PSRC VISION 2040 and Snohomish County as these relate to coordinated local planning; it provides a basic description of the planning area including the UGA and Rural Transition Area (RUTA); and describe the city's vision statement and individual element visions. This chapter also describes the public process and environmental review for this update and contains revised goals and policies for administering the annual Comprehensive Plan process.

Land Use Element

A Vision for Land Use – As Lake Stevens continues to grow in population and area, the city will strive to create balanced opportunities for residential growth, varied housing types, employment, commercial endeavors and public services for all people to live, work, learn and play throughout the community.

The city's Land Use Element considers anticipated land use forecasts and growth targets for the next 20 years. The largest single change to the Land Use Element is accounting for areas annexed into the city since 2006. Through a series of annexations the city population grew from 6,361 to 26,670 in 2010 to an estimated 38,951 in August 2021. The current city boundaries encompass an area of approximately 5,7607,275 acres (11.48.9 square miles), including the 1,000-acre lake, which was annexed in August 2021. Small pockets of unincorporated areas comprise the remaining 675 acres (1.1 square miles) ~~of the Lake Stevens Urban Growth Area (UGA), with an area of 2,192 acres (3.4 square miles) including the lake.~~



Map boundaries updated

Major changes to the Land Use Element include an enhanced discussion of state, regional and countywide planning policies and updated statistical data and analysis, along with revised goals and policies. This section includes significant updates to the building lands data between 2007 and 2012. The *2012 Buildable Lands Report* (BLR) and the Snohomish County Growth Monitoring Report set the tone for evaluating the Land Use Element (updated in late-2021). Significant land use trends are highlighted below, as well as more recent population estimates.



- The *Snohomish County Growth Monitoring Report* indicates the Lake Stevens population grew by over 341% between 2000 and 2010 (approximately 16% annually), largely due to annexations. Between 2010 and 2020, annual population growth was approximately 2%, with an estimated 2020 population of 34,150.

~~Since 2010, the city population has grown annually by approximately 4%.~~
- ~~The 2014 city population was 29,170, and by 2020 was estimated to be 34,150.~~
- The Growth Monitoring Report established a 2035 population target of 46,380 for the UGA, much of which has since been annexed by the city.
 - The city's portion would be 39,340 or an increase of 11,130 people by 2035.
 - There will be an estimated 509 person surplus.
- The Growth Monitoring Report established a 2035 jobs target of 7,821 for the UGA
 - The city's portion would be 7,412 or an increase of 3,818 jobs by 2035.

Through a review of recent permit data, remaining buildable land supply ~~has been~~was identified for employment and population growth based on growth from mid-2012 to 2020. The city has worked directly with Snohomish County and other cities currently working with Snohomish County to update the BLR in late-2021 present.

- ~~Remaining buildable acreage was estimated to be 161 acres for commercial development (218 for the entire UGA) and 716 acres for residential development (1,212 for the entire UGA).~~
- ~~Based on the previous buildable acres the city housing capacity was 3,784 new units (5,465 for the entire UGA) and employment capacity was 1,954 new jobs (2,410 for the entire UGA).~~

At the present rate of development, the city remains on track to meet growth targets.

The Land Use Element provides updates to the city's growth center strategy with discussions of progress and next steps. The city's ultimate goal for each center, based on the economic and demographic assessments, is to develop a unique subarea plan with distinguishing characteristics that serve slightly different markets, thus ensuring economic diversity and vitality. As noted, the city adopted subarea plans for the Lake Stevens Center and 20th Street SE Corridor in 2012. The city has developed a framework plan for and for Downtown Lake Stevens, which will transform into a subarea plan in 2018.

In addition, this chapter continues to emphasize the city's interest in coordinated planning of transitional areas including unincorporated portions of the UGA and RUTA where future annexations and development will occur over the next 20 years. The city will annex the remaining unincorporated UGA throughout the 2035 planning horizon. Additionally, the city of Lake Stevens remains interested in development outside its borders given the impact that is felt on the entire Lake Stevens community, in preparation for future UGA expansions following build out.



Housing Element

A Vision for Housing – The city will provide a regulatory framework that supports the creation of high-quality housing (e.g., single-family houses, townhomes and apartments) with a range of densities, which implement community design preferences and are affordable to all community members across the city.

The Housing Element includes updated statistical and demographic information based on the *2013 Housing Characteristics and Needs in Snohomish County Report*, prepared by the Planning Advisory Committee of Snohomish County Tomorrow and the *Affordable Housing Profile* for the city of Lake Stevens, prepared by the Alliance for Housing Affordability. This information is used to describe current population and housing trends in the city. Specific attention is given to discussion of housing distribution, household makeup and affordability. City information is compared to trends in Snohomish County and the other larger cities in the county. Significant population and housing trends are highlighted below, and will be updated during the next periodic update.

- Since 2000, larger cities manifest the greatest population growth in Snohomish County, with Lake Stevens experiencing one of the highest population increases since the last census.
 - The ~~current~~ city population of 29,170 represents ~~eds~~ an increase of 350% over the 2000 population, which was 6,361. The population has since increased to an estimated 38,951 in August 2021.
- Lake Stevens ~~had~~s the youngest median age at 32.1, while the median age in Snohomish County is 37.3.
- About 7% (1,951 people) of the Lake Stevens population ~~was~~is over 65 which is projected to increase over the next decade.
- There ~~are currently~~were 9,550 households in the city – approximately 74% of those ~~were~~ are family households.
 - The combined, average household size in Lake Stevens is 2.87 persons, while the average county household size is 2.65 persons.
- The Growth Monitoring Report established ~~s~~ a 2035 new housing unit target of 4,413 for Lake Stevens.
- In 2012, there were an estimated 10,414 dwelling units in Lake Stevens and 237,899 dwelling units in Snohomish County.
 - Lake Stevens ranked fourth (80%) for the highest ratio of single-family dwellings in the county.
 - The average house size for new construction between May 2013 and May 2015 was just under 2,400 square feet.
- The 2011 area median income (AMI) in Lake Stevens ~~was~~is \$73,000, which is slightly higher than the AMI for other larger cities at \$72,000 and Snohomish County, which is nearly \$68,000. By 2019, AMI was estimated to be \$93,000.



- Approximately 47% of the occupied housing units in the Lake Stevens and Snohomish County were cost-burdened.
- The 2011 unemployment rate in the city was 5.5% compared to 5.7% for the county.
- The 2013 median home price in Lake Stevens was \$246,900, which rose to an estimated \$357,000 in 2019.
 - Owner occupancy increased from 75% in 2000 to 78.2% in 2010, and was estimated at 74.5% in 2019.
- The average monthly rent in 2000 was \$716, which while in 2010 the average monthly rent increased to \$1,254 in 2010 and \$1,671 in 2019.
 - Rental unit vacancy increased from 5.4% in 2001 to 9.1% in 2010.
- In 2011 the special needs population within the county was over 110,000.
 - 43,600 residing in the unincorporated areas
 - 32,000 in larger cities
 - 3,009 in Lake Stevens
- In Lake Stevens, approximately 3% of households received some sort of assistance; while in Snohomish County 3.8% of households received assistance.
- 97,000 additional housing units would need to be constructed in the county by 2035
 - Larger and small cities have about 60% of the available residential capacity for single-family and 40% for multifamily.
 - Lake Stevens needs to accommodate an additional 4,469 housing units.
 - The projected city share of affordable units would be 984 affordable housing units for households making less than 50% of AMI.



Other changes to this section include an updated discussion of state, regional and countywide planning policies and updated strategies to promote housing affordability, along with updated goals and policies.



Environment and Natural Resources



A Vision for the Environment and Natural Resources – the city of Lake Stevens will provide effective and ongoing investment to ensure water quality and continued environmental stewardship for current and future generations by protecting fish and wildlife habitat, critical areas and open space corridors; conserving land, air, water and energy resources; and integrating the shoreline management of Lake Stevens into land use decisions.

The city is committed to providing ongoing environmental stewardship of our shared shorelines, open spaces, critical areas, and wildlife habitats. Updates to the Environment and Natural Resources chapter of the Comprehensive Plan include the integration of the state, regional, county and local planning contexts, providing a description of local geology, soil profiles, drainage, and surface and ground water resources, a discussion of the city's coordination with other state and regional agencies to improve air quality and mitigate the effects of climate change by encouraging sustainable development, and a consolidation and reorganization of the Goals and Policies section to eliminate redundancy, contradictory policies and reflect updated code requirements.

Parks Element

A Vision for Parks and Recreation – the city of Lake Stevens will create diverse recreational opportunities for all ages to enjoy parks, trails and activities, and local events throughout the community and with expanded access to Lake Stevens.

The Parks Element includes an inventory of parks, recreation and opens spaces, describes the unique park classifications, establishes levels of service for each park type, and provides a needs assessment and capital facilities plan. Only minor changes are proposed to the Parks Element including updated references in the capital projects list and updated narrative and maps to reflect recent property acquisitions and projects.



Economic Development



A Vision for Economic Development – Lake Stevens will embrace a sustainable local economy by supporting a varied job sector for residents, promoting excellent shopping and service options, providing a stable and predictable permitting process and fostering accountable government oversight of public funds.

The Economic Development Element describes the city's economic development strategy in terms of growth patterns and fiscal conditions. Changes to the Economic Development Element include updated goals and policies to reflect the city's focus, efforts and progress toward the economic strategy plan adopted by the city in 2010. Updates also include market and demographic data used as economic indicators that will guide further emphasis on specific strategies supporting economic growth in the areas of job sector diversification, retail and personal services industry growth to serve the community's needs. This data is ever changing and will be used as a "snapshot" in time. Therefore, the Chapter further provides for updating, monitoring data and analyzing results as an on-going activity to ensure city resources are used for the best possible yield and in a responsible manner. The changes are supported in the Land Use Element and other Comprehensive Plan elements by directing retail and employment growth into the city's growth centers.

Public Services and Utilities Element

A Vision for Public Utilities and Services – Lake Stevens will strive to provide excellent public utilities & services to meet the health and safety needs of the community in proportion to future population growth and will continue to coordinate with local service providers such as the Lake Stevens Sewer District, Lake Stevens Fire, and the Lake Stevens School District to ensure service continuity as the community grows.

This element provides a descriptive inventory of, and considers the general location and capacity of, all existing and proposed public utilities, facilities and services in the city of Lake Stevens in relation to levels of service for current and future residents and businesses. In the preparation of this element, city staff met with other departments, public agencies and special purpose districts (e.g., Lake Stevens [and Snohomish School Districts](#), the Snohomish County Public Utilities District (PUD), Lake Stevens Sewer District, Snohomish Regional Fire and Rescue (previously Lake Stevens Fire District) and Lake Stevens Police Department) to identify the current status of facilities and services provided by these agencies to incorporate. Significant trends are highlighted below.

- The Lake Stevens Police Department continues to provide a variety of services including marine and road patrol, crime and accident investigation, traffic enforcement, crime



prevention, School Resource Officer Program, concealed weapons permits, passports, records and evidence keeping and animal control.

- Within the city's stormwater system there are approximately 68 city-owned or operated facilities, 4,562 catch basins, 13.5 miles of road side ditches, 66.2 miles of pipe and 22,942 feet of culverts.
- The sewer system includes a network of trunk and collector lines, a flow telemetry system, manholes, and pump/lift stations and a treatment plant operated by the Lake Stevens Sewer District.
 - Since the last update the new Sunnyside Treatment Plant and Southwest Interceptor have been completed, providing additional capacity for development.
 - The Sewer District has completed the 2016 update to their Sanitary Sewer Comprehensive Plan
- Snohomish Regional Fire and Rescue serves an area of about 140 square miles, including the 46 square miles and 3 stations of the previous Lake Stevens Fire District, which merged with District 7 on January 1, 2020.
 - The Fire District performs fire code compliance activities, inspects commercial and public buildings for the city of Lake Stevens (381 in 2013) and reviews land use and building permits through the Fire Marshal's office.
 - In 2013, the Fire District responded to 4,659 calls. The newly combined district responded to over 17,000 calls in 2019.
 - Over the past 5 years, the Fire District has experienced an annual increase in call volume of 1.5%.
 - The Fire District plans to increase the daily staffing level to 14 firefighters by year 2017 and build a new station by 2022.
- The Lake Stevens School District covers approximately 37 square miles including the majority of the city and its UGA
 - The District currently serves a student population of 9,200 with seven elementary schools, two middle schools, one mid-high school, one high school and one homeschool partnership program (HomeLink). The District estimates the enrollment will total 10,776 students in 2025. The District has projected permanent capacity shortfall by 2025 for K-5 of 1,581 students (with no improvements).
 - Currently five of the seven elementary schools are above their design capacity.
 - The city has adopted the most recent 2020-2025 School District Capital Facilities Plan in November 2020.
- Following annexations in 2019 and 2021, the Snohomish School District now serves a small area in the southeast corner of the City and UGA.
 - The district serves a population of 9,585 students with ten elementary schools, two middle schools, two high schools, one alternative school, and a Parent Partnership Program. None of the schools are located in the city or UGA.



- The district estimates that enrollment will decrease by 192 students by 2025 (for a total of 9,393 students).
- The city adopted the 2020-2025 School District Capital Facilities Plan in December 2021.
- The city coordinates with the Snohomish County Health District for public health services, specifically the review of septic systems and food service inspections.
- Waste Management Northwest, ~~Incorporated and Republic Services~~ provides solid waste services within the city under ~~contract for a 103-year contract through March 2031 period.~~
- Puget Sound Energy provides natural gas service through a city franchise.
- The Public Utility District No. 1 of Snohomish County (PUD), serves the city of Lake Stevens
 - 80% of its power comes from the Bonneville Power Administration, with the remainder provided from a mix of renewable resources.
 - The PUD operates 3 distribution substations within the city and multiple transmission lines.
- The PUD also manages the city's water system, which includes 8 reservoirs and 330 miles of pipe.
 - The primary water supply to the Lake Stevens Water System comes from Spada Lake and is purchased from the city of Everett.
 - Former emergency wells, in the northeast corner of the city, have been converted to full-time use to supplement the water supply.

Transportation

A Vision for Transportation – the city will develop an effective multimodal transportation system that emphasizes access, direct circulation and safety for vehicles, freight, public transportation, cyclists and pedestrians locally and to the region.

The Transportation Element contains updated information related to road classifications, level of service standards, street inventory, multi-modal planning, and mass transit. The chapter includes required GMA, PSRC and county-required goals and policies. Analysis of future roadway, safety and pedestrian and bicycle needs have also been reviewed and updated. The goals and policies have been revised as needed to ensure required elements are included for consistency with other plan elements.

Capital Facilities

A Vision for Capital Facilities – The city will develop a realistic and achievable capital facilities plan that ensures an effective use of taxpayer and ratepayer dollars that prioritizes capital investments to maintain adopted levels of service, responds to project urgency and feasibility, is consistent with the city's growth strategy, and provides a clear community benefit.



The Capital Facilities Element was substantially changed in 2012 and 2013 as a result of the newly adopted Subarea Plans for Lake Stevens Center and 20th Street SE Corridor. The primary modifications to the Capital Facilities Element in 2016 ~~contain-included~~ updates of financial data, inventory, funding mechanisms and clarification of the 6-year Capital Improvement Plan. The Goals and Policies ~~wereare~~ updated to reflect the city's desire to be a sustainable community around the Lake with unsurpassed infrastructure supporting an exceptional quality of life. The city expects to accomplish these goals by ensuring good fiscal stewardship, using smart growth principles to understand how the city's planned growth pattern affects the investments that will be needed and investing in where new growth should occur. The changes in this Element also provide for the short- and long-term cost planning to support infrastructure expenditures.



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