

**CITY OF LAKE STEVENS**  
**CITY COUNCIL JOINT MEETING WITH PLANNING COMMISSION**  
Tuesday, December 13, 2016  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

**CALL TO ORDER:** 5:31 p.m. by Mayor John Spencer

**ELECTED OFFICIALS PRESENT:** Councilmembers Kim Daughtry, Kurt Hilt (5:36 p.m.) Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

**ELECTED OFFICIALS ABSENT:** None.

**PLANNING COMMISSIONERS PRESENT:** Jennifer Davis, Janice Huxford, Gary Petershagen

**PLANNING COMMISSIONERS ABSENT:** Tracey Trout, Linda Hoult, Vicki Oslund

**STAFF MEMBERS PRESENT:** Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Police Chief John Dyer, Human Resources Director Steve Edin and Deputy City Clerk Kathy Pugh

**OTHERS:** Senior Planners Stacie Pratschner and Melissa Place, Associate Planner Dillon Roth, Assistant Planner Jill Meis, Permit Coordinator Jennie Fenrich, Economic Development Coordinator Jeanie Ashe

---

**ROLL CALL:** Moved by Planning Commissioner Petershagen, seconded by Planning Commissioner Huxford, to excuse Commissioners Tracey Trout, Linda Hoult and Vicki Oslund from the meeting. On vote the motion carried (3-0-0-0).

Community Development Director Russ Wright provided an overview of the changes in staffing to Planning and Community Development in 2016. He then reviewed permitting activity in 2016, including that over 800 building permits have been processed, with nearly 700 of those being for new single-family homes. He added that 113 commercial permits have been processed. Director Wright said that code enforcement has expanded, including the addition of two inspectors and development of a protocol for addressing code enforcement.

Director Wright reviewed that economic development incentives have been added including tax exemptions for manufacturing, and traffic incentive updates directed to retail development, and industrial exemptions. The permitting process has been streamlined, particularly for small projects.

Turning to parks, Director Wright highlighted that a Coordinator position was created and filled, which allows someone to take a dedicated look at moving the city's parks forward, including improvements to Lundeen Park, and the development of a restoration plan at Lundeen Park. Additionally the City has been working with Snohomish County to accomplish the development

of Cavelero Park, including the design of a skate park and other amenities. The City is planning to collaborate with the Lake Stevens School District in 2017 to create some recreational programming within the City.

Looking at land use, Director Wright then commented on the number of land use permits that have been issued, the beautification plan, and various code amendments, and the downtown subarea plan that is being developed.

Planning Commissioner Jennifer Davis appreciated the City Council liaisons who have attended Planning Commission meetings.

Director Wright added that the Planning Commission has been meeting twice a month this year and have put in a lot of effort this year to advance the City's agenda.

Discussion ensued regarding the increased levels of public participation.

Director Wright next reviewed upcoming proposed code amendments that will come to Council in 2017, following consideration and recommendations by the Planning Commission.

Senior Planner Stacie Pratschner reviewed that staff is working on a mandated update to adopt the 2012 Stormwater Manual. She also discussed updates to the City's land disturbance code. Staff responded to Councilmembers' questions.

Senior Planner Melissa Place next reviewed upcoming Recreational Vehicle code amendments that are being prepared in response to a WCIA land use audit. These amendments will include a nonconforming clause, at the request of the Planning Commission.

Director Wright added that International Building Code and Fire Code amendments will be brought forward in 2017 to bring them into compliance with state and federal regulations.

#### 2017 Work Plan:

Director Wright commented there will be a city-initiated map amendment for the Chapel Hill site to reflect the public purpose at that site. Additionally there will be an update to the Capital Facilities Plan, and the Parks Plan will be reviewed to see if there are updates that need to take place. To date there are no citizen-initiated amendments requested. Director Wright reviewed the projected 2017 Long Range Work Program that includes a timetable. He also commented on the wireless consortium and legislation the carriers may pursue that would affect the cities.

Planner Pratschner updated on the December 13, 2016 teleconference with Association of Washington Cities, the consortium and the Verizon attorneys. Discussion ensued and Staff responded to Councilmembers' questions.

Director Wright reviewed additional items on the work program including possible private road standards and a possible model home ordinance.


Director Wright then responded to Councilmembers' questions.

Director Wright added an application will be coming in to allow car washes in the city, and annexation zoning will be brought forward by staff in anticipation of future annexation requests, permit extension packets will be reviewed and updated, together with a review and update of

park mitigation fees. Also, permitting review and small project review will be reviewed with an eye to improving processes.

ADJOURN:

The joint meeting of the City Council and Planning Commission was 6:25 p.m.

  
\_\_\_\_\_  
John Spencer, Mayor

  
\_\_\_\_\_  
Jennifer Davis, Planning Commission  
Chair

  
\_\_\_\_\_  
Kathy Pugh, Deputy City Clerk