

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

Tuesday, April 16, 2019  
Lake Stevens Fire Station 82 Conference Room  
9811 Chapel Hill Road, Lake Stevens

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

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Todd Welch, Marcus Tageant and Brett Gailey

ELECTED OFFICIALS ABSENT: Councilmembers Kurt Hilt and Rauchel McDaniel

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, Police Commander Ron Brooks

OTHERS:

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Mayor Spencer called the meeting to order at 7:00 p.m. and then turned the meeting over to Council President Petershagen.

**Lands Capacity Report:** Community Development Director Wright briefly reviewed the updated Land Capacity Report and commented this is not a final report due to some identified technical errors in the document that will be corrected. He said the big takeaway is that the City has used up about 79% of its buildable lands inventory, and combined with the county and surrounding urban growth area that is about 70% of the City's land capacity. The City is on target to meet its 2035 goals, and the question is, where does the City want to go from here. Discussion ensued with Councilmember Petershagen commenting he would not assume the City has buildable area left based on assumptions that are in the report. Director Wright responded there are several categories referenced in the report that are left over undeveloped properties for a reason, perhaps because they are more difficult to develop, and the City needs to make sure the powerline and waterline easements are excluded. Councilmember Tageant commented one of his concerns is some lots are particularly difficult and challenging to develop and the Council needs to look at how these properties can be developed. Director Wright responded this will be looked at by the Land Use Advisory Group.

Turning to Vision 2050, Director Wright confirmed that SEPA comments are due at the end of April and said the Puget Sound region will need to accommodate an additional 1.8 million people and 1.2 million new jobs. This is allocated is between King, Snohomish, Kitsap and Pierce counties. Director Wright reviewed the three alternatives of (1) Stay the Course, (2) Transit Focused Growth and (3) Reset Urban Growth. Director Wright recommends supporting a hybrid approach that emphasizes concentrated growth near transit areas, but allocating more growth to cities and towns, including consideration of urban growth expansions, instead of expanding growth in rural areas. This would provide for efficiencies in urban services and utilities. Discussion ensued, and there was consensus to send a letter proposing a hybrid approach as described, and Council requested this be included on the April 23, 2019 Council agenda.

**Comprehensive Plan Land Use Update:** Director Wright shared the proposal from Leland Consultants to provide a market analysis of retail and office land uses. This will update previous economic forecasts and assist the City in updating its subarea plans. This is part of the Comprehensive Plan update, and addresses Council's request to ensure the City has the right mix of retail and office space in commercial business zones. Director Wright responded to questions, and discussion ensued as to whether the City has the right zones to draw the types of retail and office businesses that would provide the services area residents would utilize. Responding to Councilmember Petershagen's comment regarding Leland's previous work, Director Wright said that at the time the commercial market had not quite caught up, but that the City could look to other firms to provide this work. Councilmember Tageant said he could go either way. He thinks another firm might bring a fresh look, and he would like to see a more accurate report, no matter who does it. Administrator Brazel said it will be important to have who ever does the report come to the city. Director Wright clarified that Council supports the subarea model be updated, no matter who prepares the report.

**Park Transfer Introduction: Wyatt and Sunset Parks:** Director Wright updated on the process for transferring Wyatt and Sunset Parks with Snohomish County. He commented the first draft agreement required Lake Stevens to provide most of the maintenance and upkeep, but that Snohomish County would keep ownership of Wyatt Park. Sunset Park had a similar proposal. The City would like to see a more equitable proposal. The City has met with Snohomish County, and the City Attorney has reviewed and commented on the agreement. Administrator Brazel commented he met with County Councilman Sam Low, who is on the same page as the city and was not aware of the document as proposed by staff. There was discussion regarding partnering with Snohomish County on public safety at Wyatt Park this summer, and Director Wright added that in the coming budget cycle staff will be requesting funds to move the Police Boat Launch to Wyatt Park. Discussion ensued as to the status of Wyatt Park as the City continues to annex around the lake and Mayor Spencer commented it is important to work harder with the County for a more equitable solution.

**Parks Funding:** Director Wright updated on staffing, saying Jill Meis was selected to fill the Parks Coordinator position, and that Jim Haugen who is the Events Coordinator will be retiring in June. Director Wright confirmed that Coordinator Meis was nominated as a board member to the Sports Tourism Board. Director Wright then briefly reviewed the budgets for Frontier Heights and North Cove Parks and said staff will be requesting a budget amendment of approximately \$500,000 now that the costs are better known for building out the first phases of the two parks. The funds are already set aside in the Parks Mitigation Fund.

Administrator Brazel updated the tenant improvements for the new Police Station are estimated at \$8.6 million, and added the bid packet for the Pavilion will be brought forward at the end of the month. Director Wright updated on the status of the Williams property, and said that demolition is scheduled as part of Phase II of the North Cove redevelopment. Administrator Brazel added the Historical Society has been very active in identifying its facility needs and designing a historical timeline for installation in the Pavilion.

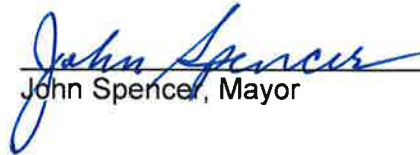
**Scan and Toss Policy:** City Clerk Pugh introduced the scan and toss policy, saying it applies to records that are nonarchival, and also other records can be scanned and either tossed or transferred to the State Archives with the Archivist's authorization. The policy follows the State Archivist's recommendations for scan and toss. Clerk Pugh commented this is the first piece of a Records Management Policy that is being developed. She then responded to

Councilmembers' questions. There was consensus to bring the Scan and Toss Policy forward on the April 23, 2019 Consent Agenda.

Councilmember Petershagen said the mini-retreat is scheduled on July 16, 2019 from 8:30 a.m. – 1:30 p.m. at the Brightwater Facility.

There was Council consensus to cancel the May 28, 2019 Council Regular meeting and to change the May 21, 2019 Workshop meeting to a Special meeting.

There being no further business the meeting was adjourned at 7:55 p.m.

  
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John Spencer, Mayor

  
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Kathy Pugh, City Clerk