

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

Tuesday, December 15, 2020, at 6:00 p.m.
By Remote Participation via Zoom

CALL TO ORDER: 6:00 p.m. by Council President Tageant

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

ELECTED OFFICIALS ABSENT: Mayor Brett Gailey

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources Director Anya Warrington, City Clerk Kelly Chelin, Police Chief John Dyer, IT Director Troy Stevens, Parks Planning & Development Coordinator Jill Meis, City Engineer Grace Kane, Surface Water Management Coordinator Shannon Farrant and Aaron Halvorson, Capital Projects Coordinator

The meeting was called to order at 6:00 p.m. by Council President Tageant. Mayor Gailey had a family emergency and will not be attending the meeting.

Consent Agenda:

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

The consent agenda included the following items:

Cancel December 22, 2020 Meeting

City Council Meeting Minutes of December 1, 2020

City Council Meeting Minutes of December 8, 2020

Ordinance No. 1102 Amending Budget Ordinances 1079 and 1095

Resolution 2020-20 - Designating the Finance Director as the Official Authorized to Declare Intent

Bill of Sale – Water Main Connection to the Mill

Workshop:

Joint Meeting with Planning Commission

The following Planning Commission members were in attendance: Jennifer Davis, Michael Duerr, Todd Welch, Vicki Oslund, Janice Huxford and Linda Hoult.

Director Wright presented the following Comprehensive Plan and Code Amendments that were processed by staff and reviewed by the Planning Commission or City Council and approved by City Council in 2020:

- 2019 Comprehensive Plan

- Land Use Updates w/ advisory Committee
- Zoning
- Subdivision
- Infill
- Waterfront Task Force Recommendations
- Content Based Signs
- Multifamily Tax Exemption
- Affordable Housing Tax Funding Permanent design guidelines
- Floodplain Updates
- Mobile Food Vendors

The following Code Amendments are in process and should be adopted in the first quarter of 2021:

- Land Use
- Permissible Use Table
- SEPA Exemption Process
- International Code Updates
- Title 17 Code Enforcement

Two annexations are nearing completion in early 2021: Machias Industrial and SE Interlocal. City Council reviews the long-range work plan annually. The 2021 work program primarily includes the Planning Commission's and PCD 2021 long-range work plan.

Code Amendments

As indicated above, the 2021 work plan contains some carry-over amendments from the 2020 work plan in addition to new proposed code changes.

- Impact Fee Review (carryover) – The city needs to review its impact fee code; analyze current impact fee amounts and adopt standards for annexed areas.
- Lot Status – This code amendment would replace an out of date Administrative Policy and implement Attorney General findings on how to determine legal lots of record.
- Tourist Home Update – Over the last year, staff has become aware of several Air BNB rentals on the lake through code enforcements actions. Many of these rentals cannot meet the city's current tourist home regulations. This amendment would address this emerging market and develop performance standards to ensure compatibility with neighboring residences.
- Code clean up (carryover) – This project would be a comprehensive overview of the zoning code to identify inconsistencies and clarify any ambiguous sections.
- Non-conforming Code – Review outdated non-conforming chapters to ensure that they mesh with other code sections and contain best practices. It will be processed as time allows.
- Tiny House / Micro Housing – The city allows tiny homes that meet building code and zoning standards for manufactured homes. This project would explore specific land use policies to permit tiny houses. Recent proposed changes to GMA will consider tiny homes. If these amendments are passed, this amendment will need to be pushed out to implement state level changes.
- Review Process Code – Audit processing sections of the city's zoning code to make sure it is streamlined while providing ample opportunity for public input. Recent proposed changes to GMA will consider public engagement. If these amendments are passed, this amendment will need to be pushed out to implement state level changes.
- Placeholder – The city has received a private code amendment application requested modified buffers for marijuana processing facilities in the industrial zones.

Comprehensive Plan Docket

The City will process the following amendments to the Comprehensive Plan:

- Land Use Element
- Capital Facilities Element
- Shoreline Master Program – limited amendments to remove references to multifamily housing in the Waterfront Residential District to harmonize with the zoning code.

In addition, staff will prepare a scope of work for a neighborhood or subarea plan for the Hartford / Machias industrial areas focused on infrastructure needs and economic development. Staff will continue to process annexations including an Interlocal Agreement with Snohomish County to consider annexing the remaining northern portion of the UGA.

Joint Meeting with Park Board

The following Park Board members were in attendance: Chris Jones, Terry Van Wyck, Tina Decker, Carl Johnson, Roger Schollenberg, Marlene Sweet and Susan Green.

Director Wright and Coordinator Meis explained that the Parks and Recreation Planning Board (Parks Board) had a busy 2020 despite the setbacks from COVID-19. Parks Board worked to bring initiatives forward to the City Council and accomplished most of its work program. Highlights in Parks for 2020 include:

- Adoption of the first Master Trails Program
- Frontier Heights redevelopment including playground equipment
- North Cove Phase II design
- Adopt-a-Community volunteer policy
- Coordination with Arts and Parks Foundation
- Comprehensive Plan Update for Parks Chapter
- Public Hearing for Davies Beach name adoption
- Eagle Scout project selection
- Code amendment for efficiency of reviewing event applications that propose alcohol
- 20th Street Ballfields preliminary design charette
- The first recreation programs provided to the community via Skyhawks
- Rented 20th Street Ballfields for the first time to be used for lacrosse clinics

The Parks Board will continue the mission of advising the City Council, staff and Mayor on planning, acquisition, development and recreation in the community. The board members will consider ways to expand recreation and events in 2021 in order to foster community pride and improve the quality of life for the residents of Lake Stevens. Possible future events include laser light shows, food festivals and arts festivals. A survey has been distributed to ask the community what events they want added.

Sno-Isle Library Lease Request

City Administrator Brazel explained that as part of the downtown plan, the City of Lake Stevens has worked closely with Sno-Isle Library to find a temporary location to house library services until such time a permanent building can be constructed. The old police station on Grade Road has been explored but Sno-Isle has approached the City with the concept of leasing a space on the west side of Lake Stevens and has asked the City to participate in this lease financially. If

this is entertained, staff recommends the City participation be capped at an annual financial amount and a sunset clause. Participating in a lease would free up the old police station building for other city use. There is currently no funding source for this lease and it would be a general fund expense.

The Council discussed several options and staff will bring back further costs and options at a future meeting.

Stormwater Management Utility Fee – Lake Stevens School District

Coordinator Farrant explained that to date the Lake Stevens School District has been considered exempt from Stormwater Management Utility Fees (SWM Fees). A rate study conducted in 2018 by FCS Group for the City of Lake Stevens (City) reviewed the SWM Fee structure and proposed a new method for calculating these fees that would meet the City's current and future operational costs, additional National Pollution Discharge Elimination Systems (NPDES) permit compliance costs, and critical capital projects. Ordinance 2018-022 passed in August 2018 that changed SWM Fee calculations to an Equivalent Service Unit (ESU) model.

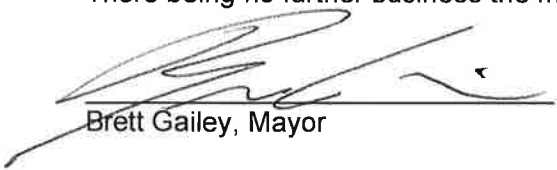
ESUs are charged at a flat fee of one ESU for all residential and multifamily residents, with five or fewer units. The Lake Stevens School District SWM Fees are calculated based on the amount of impervious surface divided by 3,000 square feet which is the average impervious surface amount per ESU. In 2021, one ESU is equivalent to \$242 dollars. A rate schedule was adopted with the 2018 Ordinance that outlines the incremental dollar amount increase per ESU through 2024.

The Lake Stevens School District owns 17 parcels, a total of 3,763,064.11 square feet of impervious surface was calculated for these 17 parcels. This equates to 1,254.35 ESUs or \$303,552.70 dollars based on the 2021 ESU fee.

The City may offer a credit not to exceed 10% of the total SWM Fee per year for environmental education. The City proposes implementing these fees starting April 1, 2021. The 2021 fees would be prorated for April 1, 2021 – December 31, 2021 which would equate to \$227,664.53 dollars. SWM Fees would be billed to the Lake Stevens School District annually at the end of the first quarter (April 1, 2021).

Council engaged in a discussion with a potential reduced rate in the first year and the full amount in the second year. More information will come to the Council at a future meeting.

There being no further business the meeting was adjourned at 7:13 p.m.


Brett Gailey, Mayor


Kelly M. Chelin, City Clerk