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
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens

Tuesday, July 10, 2018 – 7:00 p.m.

NOTE: ***WORKSHOP ON VOUCHERS AT 6:45 P.M.***

CALL TO ORDER:		7:00 P.M.	Mayor
PLEDGE OF ALLEGIANCE			Council President
ROLL CALL			
APPROVAL OF AGENDA			Council President
BOARDS AND COMMISSIONS OATH OF OFFICE		Steve Ewing – Planning Commission Samara Heydon – Veterans Commission Michele Hampton – Salary Commission Sam Hassan – Salary Commission	Mayor
CITIZEN COMMENTS			
COUNCIL BUSINESS			Council President
MAYOR'S BUSINESS			
CITY DEPARTMENT REPORT		Update	
CONSENT AGENDA:	*A	Approve 2018 Vouchers	Barb
	*B	Approve City Council Workshop Meeting Minutes of June 5, 2018	Kathy
	*C	Approve City Council Workshop Meeting Minutes of June 19, 2018	Kathy
	*D	Approve City Council Special Meeting Minutes of June 19, 2018	Kathy
EXECUTIVE SESSION		Potential Litigation – RCW 42.30.110(1)(i)	

Lake Stevens City Council Regular Meeting Agenda July 10, 2018

PUBLIC HEARING:	*E	Temporary Encampments and Approve Ordinance No. 1031	Josh
ACTION ITEMS:	*F	Lake Stevens Downtown Subarea Plan, Approve: 1. Ordinance 1025 Adopting a Downtown Planned Action 2. Ordinance 1026 Amending Downtown Subarea and Comprehensive Plan 3. Ordinance 1027 Amending Downtown Development Regulations	Russ
	*G	Approve Professional Services Agreement with MacKenzie for Police Department Design	Aaron/John D.
	*H	Mitigation Impact Fees and Approve Resolution 2018-19 Setting Rates and Fees	Josh/Russ/ Kathy
	*I	Approve Request for Qualifications re Brokerage Services	Russ
DISCUSSION ITEMS:	*J	Volunteer and Citizen of the Year Program	Jim/Russ
	*K	Second Quarter Financial Updates	Barb

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED

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) 334-1012, 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 audio recorded, except Executive Sessions

Public Works

Capital Projects Update

July 2018 Report

Introduction

This report is intended to provide a status update to the Community, City Council, Mayor and Administration on a selection of the projects. Several capital projects in Lake Stevens are in various phases of design or construction. Thank you to the Public Works team for preparing this report. If you have questions regarding this report or a project, please contact City Hall at 425-334-1012.

Parks

Lundeen Park Restoration

Cost Estimate: $800,000

Funding Source: Park Mitigation

Schedule: Mid-July Completion

Current Status: Ongoing construction, great lawn opened on 7/4

Scope: A-1 Landscaping and Construction was awarded the construction contract in April. Work began on May 14th and will be complete in July. Work includes clearing, demolition, earthwork, concrete and paving, lighting, new great lawn, new playground equipment, resurfacing, irrigation and landscaping. The Public Works crew repaired the beach shower and is improving other amenities.

Lundeen Park—July 2018

20th Street SE—June 2018

20th Street SE Playfield

Cost Estimate: $20,000

Funding Source: Park Mitigation

Schedule: Complete by the end of August

Current Status: Under Construction

Scope: Turf has been reestablished with hydroseed. Project elements include new turf, installation of an access road and pedestrian paths, drainage improvements a new parking area, and a new fence along 20th Ave NE. The City is working with utilities to permit additional improvements.

Parks

Eagle Ridge Park Improvements

Cost Estimate: $75,000

Funding Source: Park Mitigation

Schedule: Under Construction

Current Status: Community garden complete, parking area is under construction. Grant application submitted to the Washington State Recreation and Conservation Office for a installation of a new playground.

Scope: This project consists of multiple phases over 10-15 years. Key elements include construction of a community garden (complete), paving a parking area (2018), adding a playground, converting the existing barn to an interpretive center, installation of public restrooms and trails, constructing an outdoor classroom and frontage improvements with sidewalks.

Eagle Ridge Park Parking Area—Grading Underway—July 2018

Cavalero Park—May 2018

Cavalero Community Park

Cost Estimate: $290,000

Funding Source: General Fund

Schedule: Construction 2019

Current Status: Design is underway, led by Snohomish County. Permit applications were submitted to the City by the County in June.

Scope: This 35-acre property includes an off-leash dog area with a gravel parking lot. Proposed park elements include a skate park, open field areas, ballfields, sport courts, playgrounds, walking trails, picnic facilities and interpretive signs. This is a cooperative project with the City of Everett and Snohomish County.

Parks

Frontier Heights

Cost Estimate: $185,000

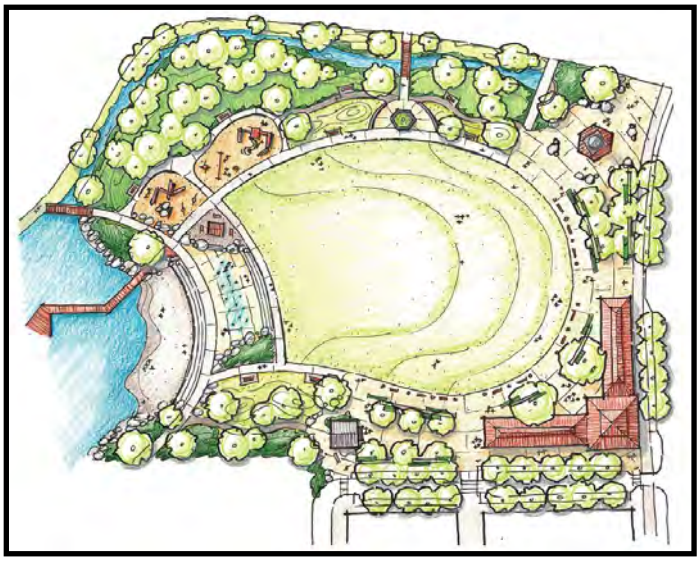
Funding Source: General Fund

Schedule: 2018 Design Phase, 2019 Construction

Current Status: HBB Landscape Architecture is performing the design . Recreation Conservation Office grant application has been submitted for Phase I improvements.

Scope: Development will occur in three phases. Phase I includes the multi-use trail and parking improvements. Phase II includes a new playground picnic shelters, and basketball court. Phase III will provide a new multi-use field, irrigation and associated recreation structures.

Frontier Heights—Design Underway—May 2018



North Cove Park—Conceptual Drawing

North Cove Park

Cost Estimate: $331,000

Funding Source: Real Estate Excise Tax (REET), Grants

Schedule: Pending Funding

Current Status: Archeological and Cultural Resources Survey is complete. Preliminary/conceptual design is complete. City has applied for grant funding to restore beach area.

Scope: This project includes several phases and is in conjunction with the Main Street project. Restoration of the beach to allow for swimming includes removal of saw mill debris and installation of sand/cobbles. Future phases will include a great lawn, pavilion, festival street, playgrounds and splash park.

Transportation

Callow Road Improvements (Complete)

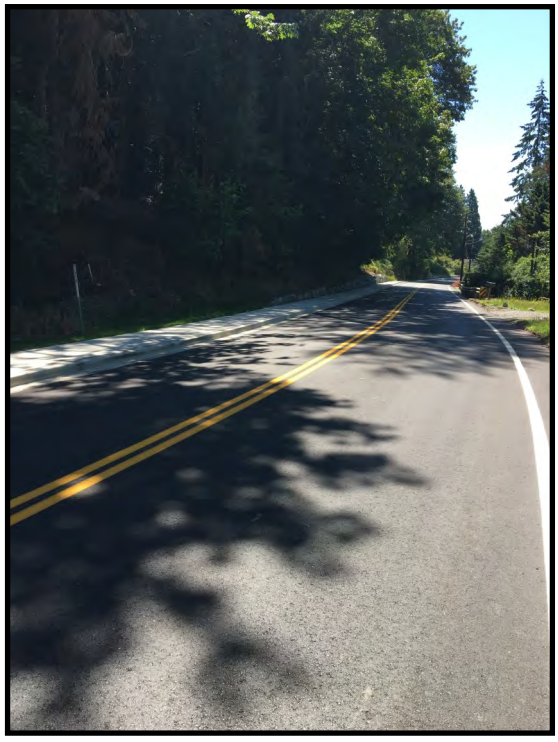
Cost Estimate: $645,000

Funding Source: Developer Impact Fees

Schedule: Complete

Current Status: Overlay and striping completed in June.

Scope: Installation of 2300' feet of sidewalk, drainage improvements, and a grind and overlay of the road surface. This project provides pedestrian access for existing and future residents to the Lundeen Parkway.



Callow Road—New Asphalt—July 2018

Frontier Village Access Road—Preliminary Alignment

Frontier Village Access Road

Cost Estimate: $550,000

Funding Source: REET II

Schedule: Construction Fall 2018

Current Status: Design is underway with engineering firm Welch Comber. Design will be complete in August 2018.

Scope: Design and construction of 340 feet of roadway including a curbs, gutters, sidewalk and drainage improvements to provide access from 4th St. NE into Village Way. This project is necessary with the planned intersection revisions associated with the WSDOT SR 9 project.

Transportation

Main Street Redevelopment

Cost Estimate: $730,000

Funding Source: REET

Schedule: Design 2018/19, Construction 2019

Current Status: Design is underway with engineering firm KPG.

Scope: Design and construction of main street improvements from 16th Street NE to 20th Street NE in downtown Lake Stevens. Improvements include a 7-ft wide sidewalk with a 5-ft planter strip on the east side, a 10-ft wide mixed-use path on the west side with a 5-ft wide planter strip, parallel street parking, new lighting and underground utilities.

Main Street—Conceptual Profile (image credit: KPG)

20th Street SE—Conceptual Cross Section

20th Street SE Widening/Improvement

Cost Estimate: $6,380,000

Funding Source: Puget Sound Regional Council (PSRC), Transportation Improvement Board (TIB), Local Funding Match

Schedule: Construction 2020

Current Status: Design is complete. Right-of-way acquisition underway. The City seeks outside funding for construction.

Scope: Widening 20th Street SE to five lanes from 83rd Ave SE to 91st Ave SE. Project includes sidewalks on both sides, increased pedestrian and bicycle facilities and drainage improvements.

Transportation

91st Avenue SE and 4th Street SE Sidewalk—Safe Routes to School

Cost Estimate: $622,000

Funding Source: Safe Routes to Schools Grant

Schedule: Construction in Fall 2018

Current Status: Design is underway with engineering firm Davido Consulting Group. Design will be completed by mid-August for construction in the September 2018.

Scope: Installation of 900 feet of sidewalk, including curb and gutter, and drainage improvements. The purpose of this project is to provide safe pedestrian passage from Hillcrest Elementary School to the east side of 4th Street SE and the north side on 91st Street SE.

91st Ave SE and 4th Street SE Sidewalk Alignment

South Lake Stevens Path

South Lake Stevens Path

Cost Estimate: $1,300,000

Funding Source: WSDOT Local Programs

Schedule: Design in 2018/19, Construction in 2019

Current Status: Design is underway with engineering firm LDC, Inc.

Scope: Design and construction of a separated 3,200 feet asphalt path on South Lake Stevens Road from South Davies Road to East Lake Shore Drive, at the southern end of Lake Stevens. The path will provide multi-modal access and landscape/safety improvements that are consistent with the City's beautification plan.

Stormwater Education and Outreach

Lake Stevens School District Cooperative

Funding Source: Stormwater Capacity Grant

Schedule: Year Long

Current Status: On-going

Scope: Coordination with the Lake Stevens School District, Snohomish Conservation District, Sound Salmon Solutions, and the City of Lake Stevens to provide stormwater education as part of the District's science curriculum. This cooperative effort provides Lake Stevens students with STEAM curriculum that directly relates to current stormwater topics in Lake Stevens, and meets City code requirements that allows for a reduction in stormwater fees for the Lake Stevens School District.

Lake Stevens

I Love Lake Program

Funding Source: Stormwater Capacity Grant

Schedule: Year Long

Current Status: On-going

Scope: The City of Lake Stevens Stormwater Division is working with the Snohomish Conservation District to revitalize the "I Love Lake" program. A stormwater "passport" that would support local businesses while promoting water quality BMPs is being developed for citizens to become a "Lake Safe Home." Additional elements to this program include a "State of the Lake" gala in the coming months, and a new City-wide award/ contest for lake-friendly homes that would take place every year.

Facilities

Chapel Hill Police Station

Cost Estimate: Undetermined

Funding Source: REET

Schedule: Design in 2018/19, Construction in 2019

Current Status: Consultant Scoping and Selection are Underway

Scope: Design and construction of a new 18,000 sq.ft.— 20,000 sq.ft police station at the Chapel Hill Site. A master plan for the site was completed in 2018. The design phase, bid documents will be completed by April 2019 for construction in 2019/20. The new police station will provide adequate space for the City's police force as the City grows.

Police Station—Conceptual Layout

City Departments Planted Community Garden Plots
Team Building —July 2018

Other Projects

1. Catherine Creek Culvert Replacement
2. Public Works Decant Facility
3. Surface Water Drainage Improvements
4. Sidewalk Projects (Expansion and Restoration)
5. Trestle HOV Lane
6. 79th Ave SE Access Road
7. 24th Street Design
8. Annual Overlays and Lane Striping
9. Public Works Shop Remodel

Contract Notification

The City Council delegated authority to the Administration to execute contracts for professional services and public works projects that are budgeted, with some restrictions. This section is intended to notify the City Council of contracts are executed using this delegated authority.

- **4th Street Safe Routes Project:** A contract with Davido Consulting Group was executed to design the 91st and 4th Street Safe Routes to Schools Sidewalk Project. The contract amount is $84,177.50.

BLANKET VOUCHER APPROVAL

2018

Payroll Direct Deposits	**6/29/2018**	**$212,883.55**
Payroll Checks	**45569-45571**	**$39,497.43**
Tax Deposit(s)	**6/29/2018**	**$97,672.63**
Electronic Funds Transfers	**ACH**	**$245,263.59**
Claims	**45572-45672**	**$187,511.02**
Void Checks	**45404, 45358, DD 06/29/18**	**($4,071.73)**
Total Vouchers Approved:		**$778,756.49**

This 10th day of July 2018:

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

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

July 10, 2018

City Expenditures by Type on this voucher packet			
Personnel Costs	$	252,381	32%
Payroll Federal Taxes	$	97,673	13%
Other Employer paid Benefits	$	227,300	29%
Employee paid benefits - By Payroll	$	16,107	2%
Supplies	$	37,040	5%
Professional Services *	$	112,657	14%
Intergovernmental	$	28,785	4%
Capital	$	10,885	1%
Void Check	$	(4,072)	-1%
Total	**$**	**778,756**	**100%**

Transactions of Note

* Lake Stevens Downtown Subarea Plan -- $21,313.27
* Information Technology Consultants -- $8,772.50

Checks to be Approved for 6/22/2018 to 7/5/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Ace Hardware	**45585**					**Check Total**	**$532.05**
		7/5/2018	58978	302-010-594-76-61-03	PM - Soccer Field 20th Street	Irrigation parts for Soccer Field	$11.42
			59046	302-010-594-76-61-03	PM - Soccer Field 20th Street	Irrigation parts for Soccer Field	$110.36
			59391	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Nails/gloves for sidewalk repairs	$122.35
			59482	001-012-572-20-31-00	CS-Library-Office & Operating	Gutter supplies for Library	$78.58
			59488	001-012-572-20-31-00	CS-Library-Office & Operating	Gutters for Library	$23.94
			59491	001-013-518-20-31-00	GG-Operating	Painting supplies for City hall shed	$45.55
			59528	001-008-521-20-31-02	LE-Minor Equipment	Vehicle key	$30.40
			59532	001-008-521-21-31-00	LE-Boating Minor Equipment	Fuel treatment PT45	$31.54
			59586	101-016-544-90-31-02	ST-Operating Cost	Quick coupler/pliers/mini organizers	$25.35
				410-016-531-10-31-02	SW-Operating Costs	Quick coupler/pliers/mini organizers	$25.35
			59613	001-008-521-20-31-02	LE-Minor Equipment	Motorcycle ramp	$27.21
Advance Auto Parts	**45586**					**Check Total**	**$12.58**
		7/5/2018	2421-278398	101-015-543-30-31-00	ME - Operating Costs	Oil Filter PW53 & stock	$6.29
				410-015-531-10-31-00	ME - Operating Costs	Oil Filter PW53 & stock	$6.29
AFLAC	**0**					**Check Total**	**$1,509.00**
		7/2/2018	062918	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	$1,509.00
Amazon Capital Services	**45587**					**Check Total**	**$1,816.84**
		7/5/2018	13MQ-YRXN-3WJY	001-007-558-50-31-01	PL-Operating Costs	Portable folding sidewalk signs	$278.76
				001-007-559-30-31-01	PB-Operating Cost	Portable folding sidewalk signs	$278.76
			1DFQ-R94X-KCRP	001-008-521-20-31-02	LE-Minor Equipment	Lithium Batteries	$52.13
			1FMY-MW4L-QQVV	001-008-521-30-31-00	LE-Community Outreach Supplies	Aquafest booth supplies	$46.17
			1FYR-N1QM-NK4P	410-016-531-10-31-02	SW-Operating Costs	Leather Padfolio/Portfolio Case	$26.11
			1GHJ-LQTF-3GWD	001-007-558-50-31-00	PL-Office Supplies	Printer Ink Cartridges	$55.05
				101-016-544-90-31-01	ST-Office Supplies	Printer Ink Cartridges	$55.04
				410-016-531-10-31-01	SW-Office Supplies	Printer Ink Cartridges	$55.04
			1KRW-94TG-VWMT	001-007-558-50-31-00	PL-Office Supplies	Printer Ink Cartridges	$271.10
				101-016-544-90-31-01	ST-Office Supplies	Printer Ink Cartridges	$271.10
				410-016-531-10-31-01	SW-Office Supplies	Printer Ink Cartridges	$271.11
			1LX9-NHCW-V949	101-016-542-70-31-01	Citywide Beautification Implem	Sun Shades for Plaza	$97.98

Checks to be Approved for 6/22/2018 to 7/5/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Amazon Capital Services	**45587**	7/5/2018	1RCQ-6FQ7-DHXY	001-008-521-20-31-01	LE-Fixed Minor Equipment	Ear Phone lapel Mic - Hingtgen	$39.14
			1RGX-RF6V-KHFK	001-008-521-20-31-00	LE-Office Supplies	Hand Lotion	$19.35
Orion Anderson	**45588**					**Check Total**	**$600.00**
		7/5/2018	072018	001-012-573-20-31-00	CS-Arts Commission	Music by the Lake Orion Anderson	$600.00
Assoc of Washington Cities EFT	**0**					**Check Total**	**$127,678.45**
		7/2/2018	062918	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	$125,498.25
				001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium	($0.80)
			062918T	001-000-283-00-00-00	Payroll Liability Medical	Teamster Dental Insurance Premiums	$2,181.08
				001-013-518-30-20-00	GG-Benefits	Teamster Dental Insurance Premiums	($0.08)
Axon Enterprise Inc	**45589**					**Check Total**	**$2,608.16**
		7/5/2018	SI-1539913	001-008-521-20-31-01	LE-Fixed Minor Equipment	Conductive Training Smart Cartridge for Tasers	$2,608.16
Bay Alarm Company	**45590**					**Check Total**	**$156.82**
		7/5/2018	3043601806151	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Burglar & Fire Alarm Monitoring	$156.82
Big Trees	**45591**					**Check Total**	**$5,072.56**
		7/5/2018	16000	302-010-576-90-31-00	Tree Mitigation Expenditures	Trees at Lundeen park	$5,072.56
Canon Financial Services Inc	**45592**					**Check Total**	**$34.13**
		7/5/2018	18756203	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance - City shop	$17.06
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance - City shop	$17.07
David Carter	**45593**					**Check Total**	**$190.00**
		7/5/2018	063018	001-008-521-20-43-00	LE-Travel & Per Diem	NASRO-Baggage fees/parking-Reno-Carter	$190.00
Central Welding Supply	**45594**					**Check Total**	**$25.83**
		7/5/2018	EV255019	101-016-544-90-31-02	ST-Operating Cost	Oxygen for welder	$12.92
				410-016-531-10-31-02	SW-Operating Costs	Oxygen for welder	$12.91
Chilwon Corporation	**45595**					**Check Total**	**$340.37**
		7/5/2018	LSPD002	001-008-521-20-41-00	LE-Professional Services	Uniform cleaning	$340.37
City of Everett	**45596**					**Check Total**	**$27.93**
		7/5/2018	010340 0618	101-016-543-50-47-00	ST-Utilities	Water services 9306 20th St SE	$27.93
City of Marysville	**45597**					**Check Total**	**$5,088.88**
		7/5/2018	POLIN18-0050	001-008-523-60-51-00	LE-Jail	Prisoner Housing Yakima May 2018	$339.15
			POLIN18-0052	001-008-523-60-51-00	LE-Jail	Prisoner Housing SCORE May 2018	$960.00

Checks to be Approved for 6/22/2018 to 7/5/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
City of Marysville	**45597**	7/5/2018	POLIN18-0055	001-008-523-60-51-00	LE-Jail	Prisoner Housing May 2018	$3,789.73
Comcast	**45598**					**Check Total**	**$86.18**
		7/5/2018	0810218 0618	001-008-521-20-42-00	LE-Communication	Internet services - N Lakeshore Dr	$86.18
	45599					**Check Total**	**$146.18**
		7/5/2018	1009612 0618	001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	Internet services - VIC	$146.18
Cory Jorgensen	**45600**					**Check Total**	**$1,000.00**
		7/5/2018	807	101-016-543-30-41-02	ST-Software Maint & Support	Implementation of PW ROW On-Line Permits	$1,000.00
Crandall Arambula PC	**45601**					**Check Total**	**$21,313.27**
		7/5/2018	11	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Subarea Plan	$5,145.40
			22	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Subarea Plan	$12,848.72
			24	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Subarea Plan	$2,110.00
			25	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Subarea Plan	$1,209.15
D&E Heavy Equipment Parts	**45602**					**Check Total**	**$5,740.32**
		7/5/2018	7688	101-015-543-30-31-00	ME - Operating Costs	Undercarriage Parts for PW70	$2,870.16
				410-015-531-10-31-00	ME - Operating Costs	Undercarriage Parts for PW70	$2,870.16
Dataquest LLC	**45603**					**Check Total**	**$30.00**
		7/5/2018	5927	001-010-576-80-41-00	PK-Professional Services	Background check - new employee	$10.00
				101-016-542-30-41-02	ST-Professional Service	Background check - new employee	$10.00
				410-016-531-10-41-01	SW-Professional Services	Background check - new employee	$10.00
Day Wireless Systems	**45604**					**Check Total**	**$76.23**
		7/5/2018	465721	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Python III Radar System Cert	$76.23
Dept of Retirement (Deferred Comp)	**0**					**Check Total**	**$2,345.00**
		7/2/2018	062918	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	$2,345.00
Dept of Retirement PERS LEOFF	**0**					**Check Total**	**$99,268.66**
		7/2/2018	062918	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	$99,268.66
Dept of Revenue	**0**					**Check Total**	**$10,614.14**
		7/5/2018	MAY2018	001-013-518-90-49-06	GG-Excise Tax	Excise Taxes May 2018	$400.96
				410-016-531-10-44-00	SW-Excise Taxes	Excise Taxes May 2018	$10,213.18
Dept of Transportation	**45605**					**Check Total**	**$1,368.94**
		7/5/2018	RE41JZ0016L004	301-016-595-30-60-03	T11 - 24th St & 91st Extension	SR9 & 24th DOC Review & Inspections	$1,368.94

Checks to be Approved for 6/22/2018 to 7/5/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Dicks Towing Inc	**45606**					**Check Total**	**$125.47**
		7/5/2018	161182	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-11993	$125.47
Dunlap Industrial Hardware	**45607**					**Check Total**	**$133.61**
		7/5/2018	1409295-01	101-016-544-90-31-02	ST-Operating Cost	Concrete Grinding Wheel	$66.81
				410-016-531-10-31-02	SW-Operating Costs	Concrete Grinding Wheel	$66.80
Electronic Federal Tax Pmt System EFTPS	**0**					**Check Total**	**$97,672.63**
		7/2/2018	062918	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	$97,672.63
Electronic Business Machines	**45608**					**Check Total**	**$501.47**
		7/5/2018	AR104741	001-007-558-50-48-00	PL-Repairs & Maint.	Copier Repair & Maintenance	$125.37
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier Repair & Maintenance	$125.37
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier Repair & Maintenance	$125.37
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier Repair & Maintenance	$125.36
Engineering Innovation	**45609**					**Check Total**	**$231.26**
		7/5/2018	18969	001-008-521-20-42-00	LE-Communication	Passport mailers	$231.26
Everett Community College	**45610**					**Check Total**	**$450.00**
		7/5/2018	17180327	001-008-521-40-49-01	LE-Registration Fees	Registration Crime Scene Evidence Technician-Wayne Aukerman	$450.00
Everett Steel	**45611**					**Check Total**	**$87.23**
		7/5/2018	223059	101-015-543-30-31-00	ME - Operating Costs	Steel to repair blade on PW70	$22.77
				410-015-531-10-31-00	ME - Operating Costs	Steel to repair blade on PW70	$22.77
			223174	101-016-542-70-31-01	Citywide Beautification Implem	Steel tubing for shade structures in Plaza	$41.69
Feldman and Lee	**45612**					**Check Total**	**$10,000.00**
		7/5/2018	JUNE2018	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services June 2018	$10,000.00
Jennie Fenrich	**45613**					**Check Total**	**$16.45**
		7/5/2018	061818	001-007-558-50-31-00	PL-Office Supplies	Reimb for Council Presentation supples	$16.45
Financial Consulting Solutions Group	**45614**					**Check Total**	**$903.75**
		7/5/2018	2563-21806005	001-004-514-23-41-00	FI-Professional Service	LS Annexation Analysis	$903.75
Frontier	**45615**					**Check Total**	**$80.49**
		7/5/2018	4253340835 0618	001-013-518-20-42-00	GG-Communication	City Hall Fax line	$26.83
				101-016-543-30-42-00	ST-Communications	City Hall Fax line	$26.83
				410-016-531-10-42-00	SW-Communications	City Hall Fax line	$26.83

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Frontier	**45616**					**Check Total**	**$93.05**
		7/5/2018	4252123320 0618	001-012-575-30-42-00	CS-Historical-Communications	Telephone services - Museum	$93.05
	45617					**Check Total**	**$68.85**
		7/5/2018	4253979674 0618	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic control modem	$68.85
Glen Gardner	**45618**					**Check Total**	**$488.25**
		7/5/2018	656	520-008-594-21-63-00	Capital Equipment	Install Dash LED and siren system to I-18-77	$488.25
George Gillard	**45619**					**Check Total**	**$40.00**
		7/5/2018	Refund	001-000-321-60-00-00	Bus. Lic - Prof & Occupations	Refund Business Licence not needed	$40.00
Glens Welding and Machine Inc	**45620**					**Check Total**	**$344.98**
		7/5/2018	S11217	001-010-576-80-31-00	PK-Operating Costs	Parts for Weedeaters	$83.17
			S11230	001-010-576-80-31-00	PK-Operating Costs	Parts to repair Weedeater #500	$87.27
				101-016-544-90-31-02	ST-Operating Cost	Parts to repair Weedeater #500	$87.27
				410-016-531-10-31-02	SW-Operating Costs	Parts to repair Weedeater #500	$87.27
Julie Good	**45621**					**Check Total**	**$105.79**
		7/5/2018	062718	001-005-517-90-41-00	HR-Wellness Program	Vegetable starts for Garden Competition	$105.79
Grainger	**45622**					**Check Total**	**$677.91**
		7/5/2018	9830210499	101-016-544-90-31-02	ST-Operating Cost	Tree watering bags/desktop calculator	$338.96
				410-016-531-10-31-02	SW-Operating Costs	Tree watering bags/desktop calculator	$338.95
Granite Construction Supply	**45623**					**Check Total**	**$232.11**
		7/5/2018	262_00072387	001-010-576-80-31-01	PK-Ops-Clothing	Short sleeve lime tee shirts	$17.95
				101-016-542-90-31-01	ST-Clothing	Short sleeve lime tee shirts	$17.95
				410-016-531-10-31-00	SW-Clothing	Short sleeve lime tee shirts	$17.95
			262_00072412	001-010-576-80-31-00	PK-Operating Costs	Hard Hats	$59.42
				101-016-544-90-31-02	ST-Operating Cost	Hard Hats	$59.42
				410-016-531-10-31-02	SW-Operating Costs	Hard Hats	$59.42
Haggens Grocery	**45624**					**Check Total**	**$370.19**
		7/5/2018	070518	001-012-573-20-31-00	CS-Arts Commission	Food for Air Force Band Music on the Lake 7/7/18	$370.19
Jeffrey Hass	**45572**					**Check Total**	**$300.00**
		7/2/2018	070618	001-012-573-20-31-00	CS-Arts Commission	Music by the Lake - Jeffrey Hass	$300.00

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
HB Jaeger Co LLC	**45625**					**Check Total**	**$3,636.17**
		7/5/2018	58425/2	410-016-531-10-31-02	SW-Operating Costs	Pipe	$3,636.17
Honey Bucket	**45626**					**Check Total**	**$551.95**
		7/5/2018	0550678940	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental - Boat Launch	$218.00
			0550678941	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental - Community Gardens	$117.50
			0550685814	001-012-571-20-45-00	CS-Special Event-Equp Rent	Honeybucket rental - Regatta	$216.45
HRA VEBA Trust YA20192	**45573**					**Check Total**	**$719.48**
		7/2/2018	062918	001-000-283-00-00-00	Payroll Liability Medical	Employee VEBA Contributions	$719.48
HSA Bank	**45574**					**Check Total**	**$199.00**
		7/2/2018	062918	001-000-284-00-00-00	Payroll Liability Other	Health Savings Account Employee Contriubutions	$199.00
Iron Mountain Quarry LLC	**45627**					**Check Total**	**$477.86**
		7/5/2018	0277525	301-016-595-30-64-01	SEPA Capital Expenditures	Rock for Callow Rd Project	$77.98
			0277647	301-016-595-30-64-01	SEPA Capital Expenditures	Rock for Callow Rd Project	$268.49
			0277687	301-016-595-30-64-01	SEPA Capital Expenditures	Rock for Callow Rd Project	$131.39
J Thayer Company Inc	**45628**					**Check Total**	**$726.01**
		7/5/2018	1258157-0	001-008-521-20-31-00	LE-Office Supplies	Staples/staplers	$54.73
			1258534-0	001-008-521-20-31-00	LE-Office Supplies	Markers/Post-its/Paper/Pens/Steno books/Clorox wipes	$277.47
			1258537-0	001-008-521-20-31-00	LE-Office Supplies	Name tags	$6.53
			1259856-0	001-002-513-11-31-00	AD-Office Supply	Pen/highlighter	$15.52
				001-004-514-23-31-00	FI-Office Supplies	3 ring index	$10.08
				001-005-518-10-31-00	HR-Office Supplies	Folders/Binders	$65.87
				001-007-559-30-31-00	PB-Office Supplies	Folders	$27.17
				001-013-518-20-31-00	GG-Operating	Pens/Binder clips	$18.48
			1261491-0	001-007-558-50-31-00	PL-Office Supplies	Ink cartrige for plotter	$16.88
					PL-Office Supplies	Paper/Log book/vm book	$29.01
				001-007-559-30-31-00	PB-Office Supplies	Binders	$18.49
					PB-Office Supplies	Ink cartrige for plotter	$16.89
				001-010-576-80-31-00	PK-Operating Costs	Ink cartrige for plotter	$16.88
					PK-Operating Costs	Post-its	$6.65
				001-013-518-20-31-00	GG-Operating	Paper/binder clips/labels/paper pads	$98.30
				101-016-544-90-31-01	ST-Office Supplies	Ink cartrige for plotter	$16.88
					ST-Office Supplies	Post-its	$6.65

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
J Thayer Company Inc	**45628**	7/5/2018	1261491-0	410-016-531-10-31-01	SW-Office Supplies	Post-its	$6.65
					SW-Office Supplies	Ink cartrige for plotter	$16.88
Lake Industries LLC	**45629**					**Check Total**	**$579.07**
		7/5/2018	276524	001-010-576-80-31-03	PK-Lundeen-Op Costs	Crushed Rock - Lundeen Restoration	$221.14
			276540	001-010-576-80-31-03	PK-Lundeen-Op Costs	Crushed Rock - Lundeen Restoration	$107.93
			35562	101-016-542-67-41-00	ST-Street Cleaning	Sweepings disposal	$25.00
				410-016-531-10-41-03	SW-Street Cleaning	Sweepings disposal	$25.00
			35572	101-016-542-67-41-00	ST-Street Cleaning	Sweepings disposal	$25.00
				410-016-531-10-41-03	SW-Street Cleaning	Sweepings disposal	$25.00
			35599	101-016-542-67-41-00	ST-Street Cleaning	Sweepings disposal	$50.00
				410-016-531-10-41-03	SW-Street Cleaning	Sweepings disposal	$50.00
			35655	101-016-542-67-41-00	ST-Street Cleaning	Sweepings disposal	$25.00
				410-016-531-10-41-03	SW-Street Cleaning	Sweepings disposal	$25.00
Lake Stevens Fire	**45630**					**Check Total**	**$105.00**
		7/5/2018	10866	001-012-569-00-48-00	CS-Aging Services R&M	2018 Fire Inspection - Senior Center	$105.00
Lake Stevens Police Guild	**45575**					**Check Total**	**$1,189.00**
		7/2/2018	062918	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	$1,189.00
Lake Stevens School District	**45631**					**Check Total**	**$400.00**
		7/5/2018	Refund	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund over billed invoices 2717 and 2718	$400.00
LN Curtis & Sons	**45632**					**Check Total**	**$2,001.92**
		7/5/2018	CM11317	001-008-521-20-31-02	LE-Minor Equipment	Handcuffs	($110.33)
			INV190586	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Marshall	$838.25
			INV190904	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Holland	$26.36
			INV190908	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - A Anderson	$26.36
			INV190964	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Marshal	$303.98
			INV192565	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Marshall	$115.86
			INV194609	001-008-521-20-31-02	LE-Minor Equipment	Uniform items - Beazizo	$28.81
			INV194700	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Marshall	$453.56
			INV195031	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Marshall	$263.15
			INV195552	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items - J Marshall	$55.92

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Terry McLaughlin	**45576**					**Check Total**	**$1,000.00**
		7/2/2018	070618	001-012-573-20-31-00	CS-Arts Commission	Music by the Lake - Terry McLaughlin	$1,000.00
Miles Sand & Gravel	**45633**					**Check Total**	**$1,092.27**
		7/5/2018	1638531	302-010-594-76-61-03	PM - Soccer Field 20th Street	Concrete at Soccer Field	$1,092.27
Monroe Correctional Complex	**45634**					**Check Total**	**$758.58**
		7/5/2018	MCC1805.836	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew - June 2018	$216.58
				001-013-518-20-48-00	GG-Repair & Maintenance	DOC Work Crew - June 2018	$144.06
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew - June 2018	$397.94
John Morgan	**45635**					**Check Total**	**$47.04**
		7/5/2018	BLD2017-0579	001-000-322-10-00-00	Building Permits	Refund overpayment BLD2017-0579	$47.04
Nationwide Retirement Solution	**0**					**Check Total**	**$3,684.84**
		7/2/2018	062918	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	$3,684.84
Neofunds by Neopost	**45636**					**Check Total**	**$474.05**
		7/5/2018	80346335 0618	001-008-521-20-42-00	LE-Communication	Postage	$474.05
New York Life	**45577**					**Check Total**	**$496.00**
		7/2/2018	022195124 0618	001-000-284-00-00-00	Payroll Liability Other	Employee paid Whole Life insurance Premiums	$496.00
O Reilly Auto Parts	**45637**					**Check Total**	**$107.77**
		7/5/2018	2960432161	101-016-544-90-31-02	ST-Operating Cost	Thread Kits for weedeater repair	$45.19
				410-016-531-10-31-02	SW-Operating Costs	Thread Kits for weedeater repair	$45.18
			2960-434448	001-008-521-20-31-02	LE-Minor Equipment	Car wash supplies	$17.40
Outcomes by Levy LLC	**45638**					**Check Total**	**$4,961.49**
		7/5/2018	2018-06-LS	001-013-511-70-40-00	Lobbying Services	Legislative/Regulatory Consulting for June 2018	$4,961.49
Pacific Logging LLC	**45639**					**Check Total**	**$300.00**
		7/5/2018	23268	101-016-544-90-31-02	ST-Operating Cost	Hauling Excavator for Lake Drive & 28th	$150.00
				410-016-531-10-31-02	SW-Operating Costs	Hauling Excavator for Lake Drive & 28th	$150.00
Kristen Parnell	**45640**					**Check Total**	**$15.00**
		7/5/2018	061418	001-008-521-20-43-01	LE-Business Meetings	Reimb Suspect arrest/interview Vancouver WA	$15.00
Petty Cash Account	**45641**					**Check Total**	**$133.00**
		7/5/2018	070518	001-004-514-23-43-00	FI-Travel & Meetings	SCCOFA - Training	$45.00
				001-013-518-20-31-00	GG-Operating	Grimm House-Quit Claim & REET	$88.00

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Pilchuck Rentals	**45642**					**Check Total**	**$318.14**
		7/5/2018	67508	302-010-594-76-61-02	PM - Lundeen Park Capital	Stump grinder rental - Lundeen Restoration	$318.14
Pitney Bowes	**45643**					**Check Total**	**$353.00**
		7/5/2018	3306515331	001-013-518-20-45-00	GG-Equipment Rental	Q2 2018 Postage Machine rental	$353.00
Purchase Power	**45644**					**Check Total**	**$300.00**
		7/5/2018	0618	001-007-558-50-42-00	PL-Communication	Postage	$118.16
				001-013-518-20-42-00	GG-Communication	Postage	$73.68
				101-016-543-30-42-00	ST-Communications	Postage	$54.08
				410-016-531-10-31-02	SW-Operating Costs	Postage	$54.08
Republic Services 197	**45645**					**Check Total**	**$40.74**
		7/5/2018	0197-002260553	001-012-571-20-45-00	CS-Special Event-Equp Rent	Extra dumpster pick up for Regatta	$40.74
Dan Roach	**45578**					**Check Total**	**$900.00**
		7/2/2018	072018	001-012-573-20-31-00	CS-Arts Commission	Music by the Lake Dan Roach MVP	$900.00
Robert Half International Inc	**45646**					**Check Total**	**$8,772.50**
		7/5/2018	51151140	001-006-518-80-41-00	IT-Professional Services	Contract services WE 6/15/18	$4,812.50
			51210044	001-006-518-80-41-00	IT-Professional Services	Contract services WE 6/22/18	$3,960.00
Setina Mfg Co Inc	**45647**					**Check Total**	**$1,418.91**
		7/5/2018	164180	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Cages for PT60 and PT73	$1,418.91
Sherwin-Williams Co	**45648**					**Check Total**	**$936.57**
		7/5/2018	0162-9	001-010-576-80-31-03	PK-Lundeen-Op Costs	Paint supplies for Lundeen benches	$173.26
			0170-2	001-012-569-00-31-00	CS-Aging Services-Supplies	Paint supplies for Senior Center	$184.15
			4735-2	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Paint for mural at Eagle Ridge Community Gardens	$26.71
			4800-4	001-012-569-00-31-00	CS-Aging Services-Supplies	Paint supplies for Senior Center	$552.45
Six Robblees Inc	**45649**					**Check Total**	**$54.89**
		7/5/2018	14-369872	101-016-542-70-31-01	Citywide Beautification Implem	D Rings for Plaza shelter poles	$54.89
Snohomish County Human Service	**45650**					**Check Total**	**$2,182.87**
		7/5/2018	I000469129	001-013-566-00-51-00	GG-Liquor Tax to SnoCo	Q1 2018 Liquor excise taxes	$2,182.87
Snohomish County Planning	**45651**					**Check Total**	**$1,430.75**
		7/5/2018	I000469400	001-007-559-30-41-00	PB-Professional Srv	May 2018 ILA hours	$1,430.75
Snohomish County PUD	**45652**					**Check Total**	**$1,461.45**
		7/5/2018	111543415	001-008-521-50-47-00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	$120.99

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	**45652**	7/5/2018	121484253	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	$81.25
			144555145	001-012-557-30-40-01	CS - VIC Utilities	205395999 Visitor Center	$73.04
			147851038	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	$175.79
			151148987	001-010-576-80-47-00	PK-Utilities	202340527 Yard	$6.04
				101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	$6.04
				410-016-531-10-47-00	SW-Utilities	202340527 Yard	$6.04
			151152747	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	$681.04
			154397982	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	$62.74
			160780320	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	$54.30
			160782163	101-016-542-64-47-00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	$63.39
			164005338	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights	$55.04
			167254095	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	$75.75
Snohomish County Sheriffs Office	**45653**					**Check Total**	**$3,145.26**
		7/5/2018	I000469260	001-008-521-30-51-00	LE-Drug Task Force	Jan-Mar 2018 SRDTF JAG Grant Contribution	$3,145.26
Sound Publishing Inc	**45654**					**Check Total**	**$1,214.97**
		7/5/2018	7841212	001-007-558-50-41-03	PL-Advertising	Help Wanted - Plans Examiner/Building Inspector	$256.00
				001-007-559-30-41-01	PB-Advertising	Help Wanted - Plans Examiner/Building Inspector	$256.00
				001-010-576-80-31-00	PK-Operating Costs	Help Wanted - Crew Worker I	$49.39
				101-016-542-30-41-01	ST-Advertising	Help Wanted - Crew Worker I	$49.39
				410-016-531-10-41-05	SW-Advertising	Help Wanted - Crew Worker I	$49.39
			EDH811919	001-007-558-50-41-03	PL-Advertising	LUA2017-0171 City Council Public Hearing	$172.24
			EDH811926	001-007-558-50-41-03	PL-Advertising	LUA2018-0054 Westlake Crossing	$77.52
			EDH812171	001-007-558-50-41-03	PL-Advertising	Dountown LS Subarea Plan Public Hearing	$93.12
			EDH812305	001-007-558-50-41-03	PL-Advertising	LUA2018-0058 Kane Prelim Plat	$87.84
			EDH812566	001-007-558-50-41-03	PL-Advertising	Updates to LSMC Public Hearing	$93.00
			EDH812817	001-013-518-30-41-01	GG-Advertising	City Council Meeting	$31.08
Strom Holdings LLC	**45579**					**Check Total**	**$625.00**
		7/2/2018	1-684-50472 722	001-012-573-20-31-00	CS-Arts Commission	Sound Engineering Music on the Lake	$625.00
	45580					**Check Total**	**$625.00**
		7/2/2018	1-684-50472 77	001-012-573-20-31-00	CS-Arts Commission	Sound Engineering Music on the Lake	$625.00
Summit Law Group	**45655**					**Check Total**	**$78.50**
		7/5/2018	44549	001-005-518-10-41-00	HR-Professional Services	General Labor matters - Overpayment	($408.00)

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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Summit Law Group	**45655**	7/5/2018	93075	001-005-518-10-41-00	HR-Professional Services	General Labor matters	$486.50
Tacoma Screw Products Inc	**45656**					**Check Total**	**$2,280.18**
		7/5/2018	18205123	001-010-576-80-31-00	PK-Operating Costs	Aluminum clipboard	$3.98
				101-016-544-90-31-02	ST-Operating Cost	Aluminum clipboard	$3.99
				410-016-531-10-31-02	SW-Operating Costs	Aluminum clipboard	$3.99
			18205124	001-010-576-80-31-00	PK-Operating Costs	Nuts/screws/safety glasses	$173.10
				101-016-544-90-31-02	ST-Operating Cost	Nuts/screws/safety glasses	$173.11
				410-016-531-10-31-02	SW-Operating Costs	Nuts/screws/safety glasses	$173.10
			18205125	001-010-576-80-31-00	PK-Operating Costs	Gatorline trimmer	$66.65
				101-016-544-90-31-02	ST-Operating Cost	Gatorline trimmer	$66.65
				410-016-531-10-31-02	SW-Operating Costs	Gatorline trimmer	$66.64
			18205126	001-010-576-80-31-00	PK-Operating Costs	55 gallon can liners	$396.65
				101-016-544-90-31-02	ST-Operating Cost	55 gallon can liners	$396.65
				410-016-531-10-31-02	SW-Operating Costs	55 gallon can liners	$396.64
			18205127	001-010-576-80-31-00	PK-Operating Costs	Loppers	$119.67
				101-016-544-90-31-02	ST-Operating Cost	Loppers	$119.68
				410-016-531-10-31-02	SW-Operating Costs	Loppers	$119.68
Teamsters Local No 763	**45581**					**Check Total**	**$1,387.00**
		7/2/2018	062918	001-000-284-00-00-00	Payroll Liability Other	Union Dues	$1,387.00
Technological Services Inc	**45657**					**Check Total**	**$1,791.62**
		7/5/2018	08838	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair PT-14.58	$107.51
			08866	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair PT-17-75	$79.48
			08892	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair I-15-69	$117.71
			08926	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair I-15-70	$79.62
			08985	001-008-521-20-31-02	LE-Minor Equipment	Spare tires	$309.62
			09005	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair S-15-59	$1,097.68
The Sharp Shop	**45658**					**Check Total**	**$43.44**
		7/5/2018	406535	101-016-542-30-48-00	ST-Repair & Maintenance	Sharpen mower blades	$43.44
Ticor Title Company	**45659**					**Check Total**	**$3,192.90**
		7/5/2018	617762	301-016-595-30-60-02	Main Street Project 1	Title searches - Main Street Project	$3,192.90

Checks to be Approved for 6/22/2018 to 7/5/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Tom Astrof Construction Inc	**45660**					**Check Total**	**$3,574.06**
		7/5/2018	180517-1251	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Supplies for Sidewalk Repair	$2,518.92
			180618-1132	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Supplies for Sidewalk Repair	$1,055.14
ULINE	**45661**					**Check Total**	**$286.05**
		7/5/2018	98278373	101-016-544-90-31-02	ST-Operating Cost	Tissue dispenser/clipboard/tote/gloves	$106.46
				410-016-531-10-31-02	SW-Operating Costs	Tissue dispenser/clipboard/tote/gloves	$106.46
			98593727	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Pressure sprayer	$73.13
UPS	**45662**					**Check Total**	**$117.55**
		7/5/2018	74Y42248	001-008-521-20-42-00	LE-Communication	Evidence shipping	$33.31
			74Y42258	001-008-521-20-42-00	LE-Communication	Evidence shipping	$84.24
Vantagepoint Transfer Agents - 108991	**45582**					**Check Total**	**$352.81**
		7/2/2018	062918	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	$352.81
Vantagepoint Transfer Agents - 307428	**45583**					**Check Total**	**$1,238.35**
		7/2/2018	062918	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	$1,238.35
Verizon Northwest	**45663**					**Check Total**	**$4,277.12**
		7/5/2018	9809652219	001-001-511-60-42-00	Legislative - Communication	Wireless Phone Services	$389.69
				001-001-513-10-42-00	Executive - Communication	Wireless Phone Services	$52.70
				001-002-513-11-42-00	AD-Communications	Wireless Phone Services	$52.70
				001-003-514-20-42-00	CC-Communications	Wireless Phone Services	$55.67
				001-005-518-10-42-00	HR-Communications	Wireless Phone Services	$52.70
				001-006-518-80-42-00	IT-Communications	Wireless Phone Services	$105.40
				001-007-558-50-42-00	PL-Communication	Wireless Phone Services	$145.41
				001-007-559-30-42-00	PB-Communication	Wireless Phone Services	$139.87
				001-008-521-20-42-00	LE-Communication	Wireless Phone Services	$2,440.84
				001-010-576-80-42-00	PK-Communication	Wireless Phone Services	$280.71
				101-016-543-30-42-00	ST-Communications	Wireless Phone Services	$280.72
				410-016-531-10-42-00	SW-Communications	Wireless Phone Services	$280.71
Jerad Wachtveitl	**45664**					**Check Total**	**$15.00**
		7/5/2018	061418	001-008-521-20-43-01	LE-Business Meetings	Business meeting case 2018-02561	$15.00
Washington Cities Insurance Authority	**45665**					**Check Total**	**$4,218.30**
		7/5/2018	062018	001-013-518-20-41-00	GG-Professional Service	Investigation costs Public Works	$4,218.30

Checks to be Approved for 6/22/2018 to 7/5/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Washington Dept of Ecology	**45666**					**Check Total**	**$18,368.00**
		7/5/2018	2018RSWAR045523	410-016-531-10-51-01	SW-DOE Annual Permit	2018-2019 Annual Regional Stormwater Monitoring Permit	$18,368.00
Washington Recreation and Park Assn	**45667**					**Check Total**	**$649.00**
		7/5/2018	3592	001-010-576-80-49-01	PK-Staff Development	CPSI Program Registration & Test - Michael Holly	$649.00
Washington State Support Registry	**0**					**Check Total**	**$163.50**
		7/2/2018	062918	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	$163.50
Weed Graafstra & Associates Inc	**45668**					**Check Total**	**$21,718.86**
		7/5/2018	176	001-011-515-41-41-00	Ext Consultation - City Atty	Legal services General Matters	$15,763.86
					Ext Consultation - City Atty	Legal services General Matter	$1,380.75
				001-011-515-41-41-01	Ext Consult - PRA	Legal services Public Records	$545.75
				001-011-515-45-41-00	Ext Litigation - City Atty	Legal services General Matters	$292.50
				301-016-544-40-41-00	Street Op - P&D - 20th St SE	Legal services 20th St Acquisitions	$3,736.00
Welch Comer & Associates Inc	**45669**					**Check Total**	**$3,825.00**
		7/5/2018	55000000-002	304-016-595-30-60-04	Frontier Village/4th Project	Engineering services Frontier Southern Access Rd	$3,825.00
West Marine Pro	**45670**					**Check Total**	**$18.17**
		7/5/2018	007140	001-008-521-21-31-00	LE-Boating Minor Equipment	Velcro cord wraps	$18.17
Western Conference of Teamsters Pension Trust	**45584**					**Check Total**	**$3,176.06**
		7/2/2018	062918	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	$3,176.06
Wide Format Co	**45671**					**Check Total**	**$202.39**
		7/5/2018	108856	001-007-558-50-31-00	PL-Office Supplies	Polyproline Matte Paper for Plotter	$101.20
				101-016-544-90-31-01	ST-Office Supplies	Polyproline Matte Paper for Plotter	$101.19
Zachor and Thomas Inc PS	**45672**					**Check Total**	**$11,431.82**
		7/5/2018	805	001-011-515-41-41-02	Ext Consult - Prosecutor Fees	Prosecutor retainor - June 2018	$11,431.82
Total							**$530,447.24**

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CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
Tuesday, June 5, 2018
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E., Lake Stevens

CALL TO ORDER:	7:00 p.m. by Council President Marcus Tageant
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant
ELECTED OFFICIALS ABSENT:	Councilmember Kurt Hilt
STAFF MEMBERS PRESENT:	City Administrator Gene Brazel, Community Development Director Russ Wright, Police Chief John Dyer, Human Resources Director Teri Smith, City Clerk Kathy Pugh, IT Manager Troy Stevens, Parks and Recreation Coordinator Jim Haugen
OTHERS:	Arts Commissioner Linda Ehmen

Public Notice: Community Development Director Russ Wright commented that public notice options have been under discussion for about a year. He shared different options for providing public notice of projects, including corrugated signs which are currently being used and can be reused. Suggestions were made that a larger sign might be preferable and different options were shared including a larger format that would not be reusable. Director Wright commented on the different sizes and whether the developer would have the responsibility for installing the signage or if the Public Works crews would be responsible for installation. A handout was distributed illustrating the costs of the various signage. Currently the applicant is charged $50 for signage.

Director Wright then shared examples of postcard mailers, including the one from Snohomish County, which is the size of the postcard the City currently uses. The currently used postcard mailer was a low-cost option at the time it was selected and it costs approximately $.70 per card. Going to a larger card would increase the cost to $1.00 per postcard, which is about a 43% increase. Posting costs for the previous several years were shared and have increased each year. The cost would go up about 40% if the City moved to the largest postcard. A customized template for postcards can be done by a professional designer at a cost of about $200.

Director Wright commented there is a QR code on both the postcards and the sign that can be utilized to access the project information on the City's website for more in-depth information.

Director Wright next addressed how social media and the website could be used more effectively. He commented there is already a hot button on the front page of the City's web page that will take the user directly to the planning page where applications can be made, and where the Citizens Connect portal is located for viewing specific projects. Adding another hot button on the front page of the website that would take the user directly to the online permit data page is under consideration.

IT Manager Troy Stevens shared that he has been working with the PermitTrax designer to add a bar code that would take the user directly to the permit status. There are lots of options for free software to implement customized QR codes. Also, there is an option for an analytic piece that would track usage of the QR codes. Mr. Stevens explained various ways that QR codes can be utilized. Mr. Stevens said he also discussed the possibility of creating a geo application for PermitTrax.

Director Wright summarized that the discussion is centering on possibly using some new technology for public noticing, plus the "old school" noticing that is legally required, and requested Council direction.

Discussion ensued and there was consensus to continue with the signage that is currently be used and using geo tracking on the web page. Council also suggested that taking better care as to how the signs are actually posted at the project location for better visibility would be beneficial. Director Wright clarified Council's direction that the current signage is acceptable with a freshen up to the look, mixed feedback on the QR code, and using a larger font on the postcards.

Various ways to provide clearer information on the web page as to when public meetings and hearings are scheduled for various projects was also discussed.

Planning & Community Development Organizational Chart: Director Wright reviewed the divisions comprising Planning & Community Development including Building, Economic Development, Permit Services, Code Enforcement and Parks. He has been working with Human Resources Director Smith to forecast how to make the department more efficient, and when Parks might be split off and become its own department. Director Wright shared an organizational chart that could be considered a three to ten year forecast of how Planning and Community Development might evolve over these years.

Director Smith reviewed the current structure and how it might change when the Planning Supervisor position is filled. Director Wright highlighted that one of the goals in moving the departmental structure forward is to identify opportunities for internal growth and promotion.

Director Smith next reviewed the proposed new positions over the next several years and said the first priority is to identify the positions, which will allow an opportunity for existing staff to possibly achieve some of these positions through training and skill development opportunities. Director Smith said a new position of Permit Coordinator or Supervisor is proposed for 2019, and one of the primary responsibilities of this position would be to respond to public records request and provide public outreach through social media and the website. This position would also help with internal project coordination, and act as a lead over the permit specialist positions. Director Wright clarified the Permit Coordinator would assume a lot of the day-to-day activities and would essentially be a working lead; a Permit Supervisor would still be a working supervisor but would delegate duties to ensure that work flow is proceeding, in addition to serving in a supervisory role to the permit specialists. Director Smith said Council could move forward with the Permit Coordinator and then later add the Permit Supervisor, which would provide a growth opportunity, which is her recommendation.

Director Smith said a new Marketing/Tourism/Public Relations position is proposed, as well as a new Parks and Recreation Supervisor, which will begin to grow out the Parks element. Director

Wright commented it will be important to think about the parks programing and the strategy for economic development as the capital projects are completed over the next few years. Discussion ensued as to the timing of the various proposals.

Director Wright said that moving into 2020 and 2021 is where the Parks Department moves from Community Development to its own department. This is a conservative approach, and Director Wright added that using this approach allows time to provide an opportunity for growth and the ability for existing staff to move into some of the proposed new positions. If Council wants to move forward sooner, it is likely the positions would be filled externally.

Mayor Spencer commented this is a proposal, and the timeframes can be changed. He added that the organization is lean and this is an opportunity to demonstrate to current employees that their careers can be advanced right here. The proposal is provided as a starting point.

Director Wright said that as the City completes its annexations it might be appropriate to break out the Building Inspector/Code Enforcement position into two separate positions. He commented at some point the City will want a dedicated code enforcement person.

Director Smith added, regarding the Parks and Recreation Department in 2021, a consideration might be to have a dedicated maintenance and operations division that would care for both the indoor and outdoor parks facilities. Also, as recreational programs are implemented it will be necessary to have staff to assist with signing people up for classes, invoicing, etc. Discussion ensued as to how parks maintenance will be organized, particularly as the parks become more heavily used.

Arts Commission Concept for Plaza Improvements: Director Wright introduced Arts Commissioner Linda Ehmen, who shared a proposal from the Arts Commission for a low-cost beautification to the Plaza area.

Ms. Ehmen said the recommendation is to paint the retaining wall a blue, and replace the chain-link fence with an industrial, contemporary fencing that matches the fencing already in the area. Ms. Ehmen added this is an opportunity to begin educating the community and visitors by installing banners that depict the history of the area. Additional recommendations includE adding removable sunshades in a triangular shape around the picnic tables, and landscaping around the tree, and painting the roof of the Community Center. An optional idea is to add three-dimensional artwork on the Community Center wall. These are all very low cost suggestions and easily implemented.

Council was very supportive of the suggestions, and Staff said that many of the suggestions can be completed before Aquafest by using volunteers and Public Works; funds will come from the beautification budget.

Rowing Club Lease: City Administrator Brazel shared a template lease for nonprofit organizations such as the Rowing Club and Family Center. Administrator Brazel said he believes concerns that have been expressed are addressed in the template including identifying recreational activities and restricting access when a special event permit has been issued. The lease term is twelve months, insurance requirements are set out and there is a defined termination clause, as well as a requirement that the lessee provide financial statements.

Discussion ensued, and Administrator Brazel responded to Council's questions. Councilmember McDaniel said the dock needs improvement and should provide public access.

Administrator Brazel provided an update on the leases of the Museum and Grimm House, and said the documents have been sent to the Historical Society and they are not yet signed. He will attend the next Historical Society meeting and let them know that the leases need to be signed. Discussion ensued, and there was consensus that the Historical Society needs to provide the requested information immediately.

Mayor Spencer updated that interviews were completed for vacancies on three of the Boards and Commissions. His suggestion is that the nominations be brought forward on the Consent Calendar, and that once appointed, the new appointees will be invited to a subsequent meeting for introduction to Council and to take the Oath of Office. Mayor Spencer shared his nominees and their qualifications for the Salary, Planning and Veterans Commissions.

Mayor Spencer next discussed a recommended tour to see the Cedar River Water Treatment Plant on July 13. He would like Council to see a contract-operated treatment plant. Mayor Spencer also commented on the recommendation to view the Vancouver water treatment plant, which is contract-operated, as well as the city-owned Vancouver water treatment plant.

Mayor Spencer next said that it would be beneficial to visit Port Townsend to view the Northwest Marine Maritime Center, which is a large conferencing center located on top of a shell house and wooden boat house.

Mayor Spencer also suggested it would be beneficial for representatives to attend the Water Environment Federation Meeting scheduled in New Orleans on October 1, 2 and 3. Mayor Spencer said this is a national conference and that the training and exhibits are exceptional.

Mayor Spencer next shared his conversation with Marysville Mayor Nehring about the possibility of a sports complex, and suggested it could be jointly developed with funding from Lake Stevens, Marysville, Snohomish County and the State. The City's lobbyist thought there might be funding sources available for such a development.

Administrator Brazel commented on 20th Street SE property acquisitions and said there is an agreement to acquire property for $27,000 which is $7,000 over the previously approved amount. Council previously approved in 2015 that the City Administrator has authority to sign for acquisitions over $20,000, but Administrator Brazel wanted to advise Council of this before moving forward.

Councilmember Gailey suggested the need for a discussion on how City property and the Police Station will be developed on the property at Chappell Hill. Mayor Spencer responded that Council did consider this in depth previously and that a plan was agreed upon as to how to build a Police Station and a City Hall on the City's property, and with the library not moving forward with their building now, there is lots of room for the City to develop its property. Mayor Spencer said at the time that Council wanted the Police Station to be a stand-alone facility. This can be brought back for further consideration, and in the meantime, it is important to move forward with the design of the Police Station.

Responding to Councilmember Tageant's question, there was consensus to hold a mini retreat during the first week in September for the purpose of reviewing and updating priorities and objectives.

There being no further business the meeting was adjourned at 8:36 p.m.

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John Spencer, Mayor Kathy Pugh, City Clerk

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CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
Tuesday, June 19, 2018
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER:	6:00 p.m. by Mayor John Spencer
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, Todd Welch (6:44 p.m.), Rauchel McDaniel (6:05 p.m.), Marcus Tageant and Brett Gailey
ELECTED OFFICIALS ABSENT:	Councilmember Kurt Hilt
STAFF MEMBERS PRESENT:	City Administrator Gene Brazel, Josh Roundy, Senior Accountant, Community Development Director Russ Wright, Human Resources Director Teri Smith, City Clerk Kathy Pugh, Human Resources/Executive Assistant Julie Good
OTHERS:	John Ghilarducci and Tage Aaker, with Financial Consulting Services

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Mayor Spencer opened the meeting at 6:00 p.m. and introduced John Ghilarducci and Tage Aaker with Financial Consulting Services.

Stormwater Rate Study: Mr. Ghilarducci reviewed the surface water management rate history and said rates have not been adjusted since 2008. He reviewed how rates would have risen based on inflation and commented that without an adjustment in rates the City will not be able to move forward with capital improvements. Mr. Ghilarducci next reviewed the uniform rate and why it is used for single family residences; he added that condominiums are charged a fraction of the rate.

Mr. Ghilarducci then turned to nonresidential buildings and said they are charged in tiers based on usage and then based on ¼ acre per gross parcel usage. This creates some equity issues.

For commercial property, the proposal is to charge for surface water managed based on the measured impervious surface. The single family residential rate would remain a fixed fee. Mr. Ghilarducci reviewed the rate design assumptions

Mr. Ghilarducci reviewed the proposed rate changes, and said that parcels in the Lake Management Benefit Area will continue to have a surcharge for lakefront property. Regarding non-single family residential rate credits there is only one rate payer receiving this credit.

Discussion ensued regarding the Lake Management Benefit Assessment and the consensus impression that the lakefront property owners receive an additional benefit, going back to when the aerator was installed to control algae and milfoil. The City needs to know what the costs are that are being reimbursed.

Staff's recommendation is to eliminate the rate credit and maintain the Lake Management Benefit Assessment.

Mr. Aaker turned to the Revenue Requirement and the Level of Service (LOS) analysis. He commented the 2018 budget was used to see how costs would be affected by inflation. By incorporating an annexation assumption of approximately 1200 single family parcels there will be additional revenues, but not enough to cover the projected deficits. Mr. Aaker said the Surface Water Management (SWM) is currently operating at a deficit. Without outside funding sources new capital projects will not be fully funded.

Mr. Aaker reviewed proposed LOS options and what each would provide. Proposed LOS 1 would correct the existing maintenance and operating deficit. LOS 2 would provide the opportunity to purchase some additional equipment and tools, and hire additional staff. Proposed LOS 3 does not add operating elements, but does allow the utility to fund high priority capital projects. The projects assume some grant funding elements. This would allow the stormwater utility to have its funding in place. LOS 4 also does not add operating elements but allows the City to fund medium priority capital projects. Some of the included capital projects are fully grant funded. LOS 5 provides that the City would take on the responsibility of HOA pond maintenance with no additional fee to the HOA, add staff and additionally purchase capital equipment. For each LOS, Mr. Aaker reviewed the debt level.

Mr. Aaker next reviewed the projected costs for each proposed LOS and a comparison of surface water charges for neighboring cities.

Mr. Ghilarducci reviewed the current rates for nonresidential properties and the 2019 proposed ESU structure using the proposed rate structure fee discussed earlier.

Mr. Ghilarducci said the Consultant's and Staff's recommendations are to change the rate structure to the ESU (equivalent service units) methodology, to consider what is the desired LOS to provide and then adopt those rates. The proposal is LOS 3 which would achieve full regulatory compliance and allow the City to begin the highest priority capital projects and correct the operating deficit, eliminate the existing rate credit and maintain the existing Lake Benefit Management Assessment until those costs can be isolated and recalculated.

Discussion ensued regarding how commercial properties are affected and the impacts of the City taking over the HOA stormwater ponds. Director Durpos suggested building an incentive into the permit process to lower the impervious surfaces and commented on how this could be accomplished. (Councilmember Welch arrived at 6:44 p.m.) It was suggested to look at what jurisdictions outside of Snohomish County are doing, and also to create an education program. Director Durpos commented that education is part of the permit requirement and that the City receives a grant from Department of Ecology to help with education and outreach.

Mayor Spencer confirmed that the recommendation is to go to LOS 3 in 2019, and asked if it should be advanced in one step or two.

Councilmember Tageant preferred going with the LOS 3 recommendation and suggested SWM fees be revisited more often.

Councilmember Daughtry suggested going to LOS 3 and adding LOS 5 to bring in the HOA ponds.

Mayor Spencer confirmed going to LOS 3 and adding LOS 5, and contract with the HOAs on a flat rate basis.

There being no further business the meeting was adjourned at 6:55 p.m.

John Spencer, Mayor	Kathy Pugh, City Clerk

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CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES
Tuesday, June 19, 2018
Lake Stevens Community Center
1808 Main Street, Lake Stevens

CALL TO ORDER:	7:02 p.m. by Mayor John Spencer
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, odd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant
ELECTED OFFICIALS ABSENT:	Councilmember Kurt Hilt
STAFF MEMBERS PRESENT:	City Administrator Gene Brazel, Senior Financial Accountant Josh Roundy, Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, City Attorney Brett Vinson, Commander Ron Brooks
OTHERS:	County Councilman Sam Low

Pledge of Allegiance:

Roll Call: Moved by Councilmember Tageant, seconded by Councilmember Daughtry to excuse Councilmember Hilt from the meeting. On vote the motion carried (6-0-0-1).

Approval of Agenda:

Councilmember Tageant said there is a request to move Consent Agenda Item G, Approve Rotary Request for Alcohol in the Park during Music By the Lake to Action Items.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Petershagen, to approve the agenda as amended. On vote the motion carried (6-0-0-0).

Citizen Comments: None.

Council Business:

- Councilmember Daughtry: Sewer District.
- Councilmember Petershagen: Sewer District.
- Councilmember McDaniel: Sewer District, Planning Commission.
- Councilmember Tageant: Sewer District.

Mayor's Business: One of the Planning Commissioners will be asked to step down due to irregular meeting attendance. The Mayor and City Administrator Brazel will travel to Yakima on June 26, 2018 to attend an AWC meeting and a joint meeting of the Senate and House Transportation Committees. This is an opportunity to meet with Senators Hobbs and King, and Representative Mark Harmsworth to discuss the Intersection Justification Report at the east end of the Trestle. Last week there was a conference call with the U.S. Department of Transportation program manager for the grant program, to discuss grant funds and they are very interested in the project at the east end of the Trestle. Also, the 20th Street SE is a high priority on the funding list.

City Department Report.

- City Administrator Gene Brazel: Mayors' Meeting, Wyatt Park cost-sharing with the County as interim measure for public safety and then revisit next year.
- Community Development Director Russ Wright: Snohomish County Tourism 20-year strategy, Downtown Plan.
- Public Works Director Eric Durpos: Capital Projects Status Report.

Consent Agenda:

MOTION: Moved by Councilmember Welch, seconded by Councilmember Gailey, to approve the consent agenda as amended: (A) 2018 Vouchers [Payroll Direct Deposits of $194,574.93, Payroll Checks 45344-45347, 45349 totaling $8,996.04, Tax Deposits of $71,046.14, Electronic Funds Transfers (ACH) of $237,011.69, Claims Check Nos. 45348, 45350-45481 totaling $1,908,194.66, Void Check Nos. 43913, 44640, 42585, 44284 totaling $1,854.99, Total Vouchers Approved: $2,417,968.47], (B) City Council Special Meeting Minutes of May 15, 2018, (C) City Council Regular Meeting Minutes of May 22, 2018, (D) Cancellation of City Council Workshop Meeting July 3, 2018, (E) Appointments to Planning Commission, Veterans Commission and Salary Commission, (F) Concept Plan for Plaza Improvements, (G) (removed to action items); (H) Resolution 2018-20 adopting a revised Comprehensive Procurement Policy, and (I) Professional Services Agreement with LDC re South Lake Stevens Road Design. On vote the motion carried (6-0-0-1).

Public Hearing:

Rhodora Heights Annexation and Approve Resolution 2018-18: Mayor Spencer opened the public hearing.

Senior Planner Josh Machen presented the staff report and reviewed the history of this annexation request. Tonight's requested action is to approve Resolution 2018-18 accepting the 60% petition, setting out the zoning designation of High Urban Residential, and providing for assumption of the proportionate share of general indebtedness. Planner Machen added that the applicants' representative submitted written comments which was provided to Council.

Director Wright reviewed the annexation process and steps including the 10% petition, the 60% petition by property valuation and first public hearing on zoning and accepting the proportionate share of general indebtedness, Boundary Review Board 60-day review period, second public hearing and formalize the annexation through ordinance.

Mayor Spencer invited questions of Council to staff and there were none. Mayor Spencer next invited public comment.

Stacey Brewer, 11001 116th Ave SE, Lake Stevens, does not support the annexation and believes the petitioner's goal is to raise density; he wants to live in a small community. He also commented the zone changes are not clearly defined.

Dave Markel, Board Director, Northstar Homeowners Association, is not totally opposed to the annexation, but would like more information and a better understanding of how the annexation will impact those in the annexation area.

Jennine Zari, 1013 – 116th Avenue SE, Lake Stevens, also commented there was not enough information made available regarding this annexation, and she opposes the annexation.

Steve Himel, 121 – 101st Avenue NE, Lake Stevens, believes people should have the opportunity to vote.

Mayor Spencer closed the public comment portion of the hearing and invited Council questions and discussion.

Responding to Councilmember Petershagen's question, Director Wright clarified that the City did not initiate this annexation. Director Wright added that the City previously adopted an annexation resolution and strategy. This occurred because the City operates under the Growth Management Act, which sets city boundaries and establishes the Urban Growth boundaries. Whether the Urban Growth boundaries are set aside within or outside city limits, there is protocol that development will occur in those identified urban growth boundaries. This is part of the mandate under the Growth Management Act. Because of this both the City and Snohomish County support annexation proposals as they come in.

Councilmember Tageant confirmed with Director Wright that mitigation funds collected within the city are directed to improvements within the area where they are collected versus mitigation funds collected by the County are used wherever the County determines to apply them within the County.

Responding to Councilmember Welch's question, Director Wright said that if Council does not vote on the 60% petition the process will begin over. Additionally, in response to Councilmember Tageant's question, Director Wright said there are land use tools under the County which would allow higher density.

Councilmember Welch asked how information is disseminated to property owners within the annexation area. Planner Machen responded that several sets of postcards were sent to all property owners within the annexation area, as well as within a 300-foot radius of the annexation boundary. Additionally, legal notices were published in the City's newspaper and also posted at all normal posting sites.

Director Wright also referenced the proponent's comments in tonight's packet, which referenced the proponent's outreach, including attachments.

Mayor Spencer closed the public hearing.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Petershagen, to approve Resolution 2018-18 accepting the 60% Rhodora Annexation petition giving notice of intent to annex, and requiring upon annexation the simultaneous adoption of land use and zoning designations and require the assumption of all existing City indebtedness. On vote the motion carried (6-0-0-1).

Action Items:

Professional Services Agreement with Hough, Beck & Baird, Inc. for Frontier Heights Park Design: Director Wright presented the staff report and said that Hough, Beck & Baird, Inc., was the lowest responsive bidder to the City's bid request for the Frontier Heights Park Design. The City will receive a phased park plan and phase I plans.

Councilmember Tageant is excited to see this project move forward.

Councilmember Gailey commented this park is a pivot point of the Powerline project and wondered if it makes more sense and is cost effective to step back and do a complete plan for both the Powerline and Frontier Heights Park projects. Director Wright responded that is at Council's discretion, and noted this is a standalone park that will have a lot of amenities outside of the trail system, but includes tie-ins to any future trail improvements.

Responding to Councilmember Gailey's question as to whether the scope can be revised, City Attorney Vinson responded that depends on the initial request for qualifications and he would need to review that document. Another possibility is to send out another request for qualifications and build off what has already been done; there are ways to be both effective and efficient.

Councilmember Daughtry commented the City has already promised the Homeowners Association that park improvements will be made and it is important to move forward.

Mayor Spencer clarified the question is, are there elements of a Frontier Heights Park plan that would tie into a future trail plan.

Responding to Councilmember McDaniel's question, City Attorney Vinson said that generally the request for qualifications is binding and the scope cannot be expanded unless there is language in the request for qualifications providing that the scope can be expanded.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember McDaniel, to authorize the Mayor to execute a Professional Services Agreement with Hough, Beck and Beard, Inc. to prepare a phased park plan and phase I plans, specifications and engineer's estimate for Frontier Heights Park in a contract amount of $74,939.76 with a management reserve of $5,060.24. On vote the motion carried (6-0-0-0).

Discussion Items:

Rotary Request for Alcohol in the Park:

Director Wright presented the staff report and said the application is to allow alcohol in the park during the Music By the Lake at Lundeen Park this year. This was previously approved last

year as a pilot program. The request tonight is from Rotary and would provide a contained area that is separate from the family area and where the music is.

Councilmember Tageant supports this request.

Councilmember Gailey is concerned with the incorrect dates in the application. Director Wright responded the dates have been corrected in the current packet, and the dates for security services are still incorrect, but the correct dates are July 7 and 22. Councilmember Gailey also expressed concern that a city employee signed the application to Washington State Liquor & Cannabis Board, while acting in his capacity as a Rotary member. Director Wright said that staff is aware of that concern and will see it does not happen again.

Councilmember McDaniel expressed concern about serving alcohol at family oriented events where children are present and encouraged that screening be utilized around the area where the beer and wine are served.

City Attorney Vinson added that proper insurance needs to be in place. Additionally, responding to Councilmember McDaniel's question, Attorney Vinson did not believe there is any additional liability to the City be virtue of a city employee signing the liquor application in a representative capacity as a Rotary club member/officer.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Tageant, to approve the Rotary Club of Lake Stevens request to serve alcohol in the park at either Lundeen Park or North Cove Park during Music By the Lake. On vote the motion carried (6-0-0-1).

Discussion Items:

Temporary Encampments: Planner Machen presented the staff report and reviewed the public process and concerns raised related to temporary encampments. He reminded it is WCIA's recommendation that the City adopt regulations for temporary encampments. Planner Machen shared a recent court decision ruling that it is unconstitutional to not allow temporary encampments as it infringes on constitutionally guaranteed freedom of religion rights. Planner Machen added that items that cannot be included in the proposed regulations are a requirement for insurance or indemnification from liability.

Planner Machen reviewed the proposed regulations including that an application for an encampment would be processed as a Type II application, requiring a public process prior to administrative approval, and could be processed by either a religious organization or a community-based nonprofit organization. Criteria includes a code of conduct, a limitation on the number of residents, site requirements including size based on the number of residents, setbacks and property lines, screening, health and safety requirements, and that the financing agency provide a financial security to provide for cleanup when the encampment vacates. Staff requested input from Council on time limits and said they are currently proposed at 90 days.

Councilmember Welch requested to only allow sponsorship by churches and add a definition of a religious organization, and he would like limitations on how many encampments are allowed each year.

Councilmember Tageant requested a time limit of 60 days and stiffer regulations regarding the definitions of and requirements for sanitation.

Responding to Councilmember McDaniel's question, Planner Machen said that problems at any encampments would be a shared responsibility between Code Enforcement and the Police Department.

Councilmember Gailey shared the sanitation concerns. He asked about the penalties and how many accrue before an encampment is asked to leave. He noted that eviction becomes a problem.

Councilmember Tageant suggested the sponsor could be fined in the case of evictions.

Director Wright reviewed the process for addressing enforcement violations and noted that criminal response is immediate and involves the Police Department, and civil response is not and involves Code Enforcement in a stepped process.

Councilmember Daughtry suggested a code of conduct be added, including something directed to the possession of weapons.

Discussion ensued regarding fees and penalties, and Council directed Staff to bring back a more robust ordinance.

City Attorney Vinson commented on his experience with temporary encampment ordinances while working for the City of Sumner, and said that he would work with Staff to bring back a more robust ordinance while still balancing the constitutional rights of churches to practice the free exercise of their religion.

Councilmember Petershagen suggested a twelve-month moratorium.

Planner Machen said that the Woodinville court ruling found that istituting a moratorium is unconstitutional, but he does not know if that applies to a temporary or a permanent moratorium. He added this is a city-initiated ordinance that is based on recommendations from WCIA, the City's insurance agency.

Mayor Spencer said he does not want an ordinance that would result in an invitation for a temporary encampment to set up. He said that staff will re-work the ordinance and bring it forward at a coming meeting.

Attorney Vinson said, in response to Mayor Spencer's question, that he will look to see if a moratorium is allowed until an ordinance can be put in place.

Executive Session: Mayor Spencer announced an executive session to discuss two real property matters and a personnel matter, to begin at 8:30 p.m. and last 15 minutes with possible action to follow.

At 8:45 p.m. City Administrator Brazel announced the executive session is extended 15 minutes.

The Special Meeting of the City Council resumed at 9:00, p.m.

Adjourn:

It was moved and seconded to adjourn the meeting at 9:00 p.m. On vote the motion carried (6-0-0-1).

_____ _____

John Spencer, Mayor Kathy Pugh, City Clerk

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LAKE STEVENS CITY COUNCIL

STAFF REPORT

Council Agenda Date: **June 26, 2018**

Subject: *LUA2018-0035*- City initiated code amendment regarding Temporary Encampments

Contact Person/Department:	Joshua Machen, *Senior Planner* / Russ Wright, *Community Development Director*	**Budget Impact:**	None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Continue the public hearing and consider any additional public comment
2. Review additional changes & comments and act on Ordinance No. 1031 **(Attachment A)**.

SUMMARY/BACKGROUND:

The City Council considered public comment and the drafted regulations regarding locating Temporary Encampments within the City at their meeting on June 26, 2018. The staff has added or modified the regulations to address the following issues raised at the public hearing additional concerns will be discussed at the meeting:

1. **Portable toilets -**The concerns regarding the frequency of maintenance. *Staff added a provision that the toilets be maintained weekly and more often if deemed necessary based on usage.*
2. **Refuse maintenance -** The concern regarding more frequent refuse pick-up than once a week. *Staff added a provision that receptacles be emptied weekly and more often if necessary based on usage.*
3. **Marijuana -** Council suggested that marijuana use be banned from use within encampments, like alcohol and illegal drugs. *Staff added marijuana as a prohibited substance.*
4. **Smoking Areas -** Council suggested that there should be a minimum area requirement for designated smoking areas. *Staff added a provision that designated smoking areas be a minimum of 250 square feet.*
5. **Noticing -** A suggestion was made that noticing be broader than the standard 300-feet (possibly 500 feet) and schools and businesses within proximity should be notified. *Staff added a provision requiring the notice for Temporary Encampments to be sent out to all property owners within 500 feet, which would include schools and businesses.*
6. **Time limitation -** Council requested that additional language be added to the regulations ensuring no extensions be allowed past the 90-days. *Staff added a provision indicating that no extensions be allowed for Temporary Encampments*
7. **Fire Marshall Review -**The city council expressed concerns regarding the fire safety section of the proposed regulations. *Staff had the Fire Marshall review the drafted regulations again. The Marshall added an extra provision regarding burn bans, review of fire safety plans and clarified that the encampment needed to be consistent with the international fire code.*

Based on the need to have regulations in place, staff suggests adopting the attached ordinance to ensure we have regulations in place, if a Temporary Encampment were proposed within the City of Lake Stevens. If the City Council desires, additional research and modifications to the regulations could occur this fall and be discussed with the City Council in a future workshop.

FINDINGS AND CONCLUSIONS FOR THE TEMPORARY ENCAMPMENT CODE AMENDMENTS:

The Planning Commission hereby adopts staff's findings and conclusions as outlined in this letter and as described in the staff reports dated June 6, 2018 and concludes that the proposed amendments comply with the following:

1. ***Compliance with the Comprehensive Plan:***
   - Public Health and Safety: An overriding policy of the Comprehensive plan and zoning is to ensure public health and safety of the citizens of the City of Lake Stevens.

   Conclusions – The proposed code amendments are consistent with the Comprehensive Plan goals and policies as they relate to providing public health and safety regulations related to temporary encampments that may be established within the City.
2. ***Compliance with the State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16 LSMC):***
   - The SEPA official issued a SEPA Determination of Nonsignificance (DNS) on April 24, 2018.

   Conclusions – The proposed code amendment meets local and state SEPA requirements.
3. ***Compliance with the Growth Management Act (RCW 36.70A.106)***
   - The city requested expedited review from the Department of Commerce on April 11, 2018.
   - The Department of Commerce sent granted approval on April 26, 2018
   - Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

   Conclusions – The proposed code amendments will meet Growth Management Act requirements.
4. ***Public Notice and Comments***
   - The city published a notice of Public Hearing in the Everett Herald on May 10, 2018 and May 17, 2018 per LSMC 14.16B.

   Conclusions – The City has met public noticing requirements per Chapter 14.16B LSMC.

Proposed Regulations

During the City Council meeting of June 19 and 26th, 2018, the City council requested staff and the City Attorney work together to modify the ordinance to limit the temporary encampments to religious organizations, to restrict them to one per year within Lake Stevens, to provide specific requirements for sanitation and clarify penalties and enforcement measures in addition to general clean-up of the proposed regulations. The attached regulations represent a collaborative effort that staff and the City Attorney believe will adequately protect public interests.

APPLICABLE CITY POLICIES: Protection public health and safety of the citizens of Lake Stevens.

BUDGET IMPACT: None:

ATTACHMENTS: A Ordinance 1031

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1031

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING LAKE STEVENS MUNICIPAL CODE SECTIONS 14.08.010, 14.16C.110, 14.40.090, AND ADDING NEW SECTION 14.44.038 TITLED "TEMPORARY ENCAMPMENTS", RELATING TO TEMPORARY ENCAMPMENTS, BEING PROPERLY TRANSMITTED TO THE DEPARTMENT OF COMMERCE, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, in 2010, the legislature codified RCW 35.21.915, which, among other things, prevents cities from enacting ordinances or regulations or taking any other action that imposes conditions other than those necessary to protect public health and safety and that do not substantially burden the decisions or actions of a religious organization;

WHEREAS, the City desires to enact this Ordinance to set forth the requirements for issuance of a temporary use permit for an applicant wishing to host a temporary encampment;

WHEREAS, the standards and requirements set forth in this Ordinance are necessary to protect the public health and safety and do not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization; and

WHEREAS, on April 24, 2018, the City's SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a Determination of Nonsignificance (DNS), complying with SEPA's procedural requirements; and

WHEREAS, on April 11, 2018 the proposed amendments contained herein were transmitted to the State Department of Commerce as required by law and on April 26, 2018, the Department of Commerce granted expedited review of the proposed code amendments;

WHEREAS, on June 6, 2018, following notice as required by law, the Planning Commission held a public hearing to receive staff and citizen input concerning the proposed code amendments and all persons who wished to be heard on the matter were heard; and

WHEREAS, the planning Commission adopted Findings, Conclusion and a Recommendation to the City Council which is attached hereto and incorporated by this reference; and

WHEREAS, following notice as required by law, the City Council held a public hearing on June 26, 2018 to receive staff and citizen input and to consider the recommendation of the Planning Commission and all persons who wished to be heard on the matter were heard; and

WHEREAS**,** the City Council has determined that it is in the public interest to have regulations that govern temporary encampments within the City of Lake Stevens as set forth below and in the attached **Exhibit A**.

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

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

A. This ordinance amending the City's municipal code adopting regulations related to temporary encampments imposes restrictions necessary to protect public health and safety, while not substantially burdening the decisions or actions of religious organizations regarding the

location of housing or shelter for homeless persons on property owned by a religious organization.

B. These proposed regulations were properly sent to the Washington State Department of Commerce for expedited review on April 11, 2018 as required by the Growth Management Act and received approval on April 26, 2018.
C. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
D. As required by LSMC 14.16C.075(f), the adoption and amendment of codes in ordinance sections in the attached Exhibit A. are consistent with the Comprehensive Plan, comply with the Growth Management Act and serve to advance the public health, safety and welfare.
E. The Findings of Fact, Conclusions and Recommendation of the Planning Commission attached hereto is hereby approved and adopted by the City Council as its own **(Exhibit B).**

SECTION 2. LSMC sections 14.08.010, 14.16C.110, 14.40.090, and a new section 14.44.038 titled "temporary encampments" are hereby amended and added to the City of Lake Stevens Municipal Code as set forth in **Exhibit A which is incorporated herein by this reference**. All other provisions set forth in LSMC sections 14.08.010, 14.16C.110, 14.40.090 shall remain in full force and effect, unchanged.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION 4. Effective Date and Publication. The summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect five (5) days after the date of publication and shall apply to all applications submitted after the effective date.

PASSED by the City Council of the City of Lake Stevens this 10th day of July 2018.

_____
John Spencer, Mayor

ATTEST/AUTHENTICATION:

By:_____
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

_____
Grant K. Weed, City Attorney

First Reading: June 26, 2018
Second and Final Reading: July 10, 2018
Published:
Effective Date:

DRAFT

Proposed Changes to the Lake Stevens Municipal Code to regulate Temporary Encampments

The following definitions and code sections shall be added to the municipal code:

LSMC 14.08.010 Definitions

Religious organization. Means the federally protected practice of a recognized religious assembly, school, or institution that owns or controls real property.

Temporary encampment. Means a short-term residence facility for a group of people that is composed of tents or other temporary structures on a site provided or arranged for by a Sponsor with services provided by a Sponsor and supervised by the Sponsor or a Managing agency.

Managing agency. Means an organization identified as the manager of a temporary encampment that has the capacity to organize and manage a temporary encampment. A "managing agency" may be the same entity as the Sponsor.

Sponsor. Means an organization that is recognized by the Internal Revenue Service as exempt from federal income taxes as a religious organization that expresses its mission to include organizing living accommodations for the temporary.

All other definitions in LSMC 14.08 shall remain in full force and effect, unchanged.

14.16C.110 Temporary Use.

(a) This section provides for certain temporary uses incidental to the principal long-term use of property. Temporary uses are to be permitted only under the conditions as set forth herein, and where it is found to be safe and compatible with the general vicinity and adjacent uses.

(b) Procedure. Applications for a temporary use permit shall follow the procedures for a Type I review, except temporary encampments shall be processed as a Type II review pursuant to Chapter 14.16B.

(c) Permitted Temporary Uses. The following temporary uses and structures shall be allowed:

(1) A temporary dwelling for use as a residence by the owners of a lot during construction of a permanent residential structure on the lot. The temporary building need not comply with the requirements of the International Building Code but shall meet minimum health and safety standards prescribed by the Building Official. It shall be removed from the lot upon completion of the permanent residential structure.

(2) A temporary structure for use by a contractor as a construction shed or office while building or remodeling a permanent structure on the same lot. The temporary structure shall not be open to the public. The temporary building need not comply with the requirements of the International Building Code but shall meet minimum health and safety standards prescribed

by the Building Official. It shall be removed from the lot upon completion of the permanent structure.

(3) A temporary real estate sales office located in a model or display home, subject to the following conditions:

(i) If situated in a residential zone, the office may only be used for sale activities related to the plat in which it is located.

(ii) If situated in a commercial zone, the office may only be used for sales related to the model or display home itself.

(iii) Within a period of one year, the use of the building for a temporary real estate sales office shall terminate, and the building shall be used exclusively thereafter for uses permitted within that zone and shall meet all building and fire codes applicable thereto, or shall be immediately removed.

(4) Temporary encampments are to be reviewed as a Type II application pursuant to supplemental regulations contained in LSMC 14.44.038.

(d) Recreational Vehicles as Temporary Dwelling Units. No recreational vehicle shall be occupied for residential or commercial purposes anywhere in the City of Lake Stevens except:

(1) In the case of temporary uses per subsection (c) of this section; or

(2) Recreational vehicles may be occupied by visitors within residential zones for a period not to exceed 30 days where a Planning Director approval has been granted for such use, provided:

(i) Temporary occupancy shall not exceed 30 days in a calendar year per visitor;

(ii) Under no circumstances shall a recreational vehicle be occupied while parked overnight ~~on~~ within a public ~~street~~ right-of-way or within a public park;

(iii) No recreational vehicle shall be serviced by a temporary or permanent sewer hook-up emptying into the City's system or a private septic system; and

(iv) Space shall not be provided for an occupied recreational vehicle for monetary or other compensation.

(3) Recreational vehicles and recreational park trailers may be occupied inside manufactured/mobile home parks pursuant to Section 14.44.070 as a temporary use.

(e) Decision Criteria. A temporary use permit may be granted by the Planning Director, only if the applicant demonstrates:

(1) The proposed temporary use will not be materially detrimental to the public welfare;

(2) The proposed temporary use is compatible with existing land use in the immediate vicinity in terms of noise and hours of operation;

(3) Adequate public off-street parking and traffic control for the exclusive use of the proposed temporary use can be provided in a safe manner; and

(4) The proposed temporary use is not otherwise ~~permitted~~ prohibited in the zone in which it is proposed.

(f) Duration and Frequency. Unless specified elsewhere in this section, temporary use permits shall be limited in duration and frequency as follows:

(1) When sudden, unforeseen damage occurs to a residence making it uninhabitable, thus necessitating occupancy in a temporary residence, occupancy may occur immediately provided an application for the temporary use permit is made within seven days from the first day of occupancy in the temporary residence;

(2) The temporary use permit shall be effective for no more than 180 days from the date of the first occurrence, except that temporary encampments are limited to 90 days;

(3) The temporary use permit shall specify a date upon which the use shall be terminated and removed; and

(4) A temporary use permit shall not be granted for the same temporary use on a property more than once per calendar year, except that for temporary residences the Planning Director may renew such permit for one additional period not to exceed three months if it is determined such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the construction, repair, renovation, or restoration work necessary to make such building habitable.

(g) Temporary Public Structures. Public agencies may erect and use temporary structures (e.g., portable school classrooms, civic uses, emergency command centers, health and social services centers, etc.) upon demonstrating that such a use is for the public benefit and that the use is temporary in nature. Permits for temporary public structures shall expire one year after issuance, but may be renewed annually by the Planning Director upon demonstration of demonstrated public benefit. (Ord. 991, Sec. 4, 2017; Ord. 811, Sec. 4 (Exh. 3), 2010)

LSMC 14.40.090 “More Specific Use Controls” (Table 14.40-I: Table of Permissible Uses by Zones) is hereby amended to add use “1.460 Temporary Encampments” as shown below, **all other uses shall remain in full force and effect, unchanged:**

TABLE 14.40-I: TABLE OF PERMISSIBLE USES BY ZONES[16]

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply.

P - Permitted Use; A - Administrative Conditional Use; C - Conditional Use (See Section 14.40.020 for explanation of combinations)

USE DESCRIPTIONS		SR	WR	UR	HUR	MFR	NC[4]	LB	CBD	MU[1]	PBD[5]	SRC	LI	GI	P/SP
1.460	Temporary Encampments	P	P	P	P	P		P	P	P	P	P			

LSMC 14.44.038 Temporary Encampments (New Section)
An application for a temporary encampment will be reviewed and decided upon by the Director of Planning and Community Development or designee and must meet the following standards (Planning Director as used in this section 14.44.038 shall mean the Director of Planning and Community Development or designee.):

(a) Regulations established:

(1) Regulations concerning the establishment and processing of applications for temporary encampments in the city are hereby established. Establishing such facilities contrary to the provisions of this chapter is prohibited. Temporary use permits shall be required for temporary encampments in the city.

(2) If a temporary encampment is established in violation of this chapter or if, after the temporary use permit is issued, the Planning Director determines that the permit holder has violated this chapter or any condition of the permit, the temporary encampment, its Sponsor and managing agency shall be subject to code enforcement and all activities associated with the temporary encampment shall cease, and the site shall be vacated and restored to its pre-encampment conditions.

(b) Duration, Frequency, Location, and Permits Required:

(1) No temporary encampment shall operate within the city of Lake Stevens for more than 90 consecutive calendar days, except that the Planning Director may allow up to five additional days to accommodate moving onto or off the site on which the temporary encampment is/was being operated. No extensions beyond 90 days are allowed.

(2) Only one temporary encampment shall be allowed within the city limits at any one time, and no less than 275 days must pass between the occupancy of each temporary encampment.

(3) Only an established Religious Organization may be a “Sponsor.”

(4) The temporary encampment shall be located on the Sponsor’s property.

(5) All temporary encampments shall obtain, prior to occupancy, all applicable city of Lake Stevens permits, licenses and approvals, and shall obtain any other applicable permits, licenses and approvals required by other agencies. A temporary encampment permit shall be processed as a Type II application, unless specifically modified by this section 14.44.038, and submitted with the appropriate fee as set forth in the City of Lake Stevens fee schedule

(c) Application. A Sponsor for a temporary encampment use permit shall submit all the following, unless modified by the Planning Director:

(1) Application form for a temporary encampment use permit;

(2) A site plan, which extends 50 feet beyond the proposed site's property boundaries, drawn to scale showing all the following:

(i) All existing structures;

(ii) Existing parking stalls;

(iii) Parking stalls proposed to be unavailable for parking vehicles during the temporary encampment;

(iv) All proposed temporary structures;

(v) Proposed electrical and plumbing connections;

(vi) Location of trash receptacles, including trash dumpsters;

(vii) Location of toilets and other sanitary facilities, and the frequency by which they will be cleaned;

(viii) Method for providing and location and details of any proposed connection to wastewater, potable water, stormwater, electrical supply, or other public or private utility systems;

(ix) Proposed and existing ingress and egress;

(x) Proposed screening detail;

(xi) Any permanent alterations on the lot to the site or structures;

(xii) A designated smoking area; and

(xiii) Access routes for emergency vehicles;

(3) Proposed fencing, vegetative screen or other screening detail or a typical section of same;

(4) Written authorization from the Sponsor on whose property the temporary encampment is to be located;

(5) A copy of any agreements with other parties regarding use of parking, either on site or off site;

(6) A copy of any agreement between the Sponsor, the managing agency, and any schools and/or child care services;

(7) A copy of the code of conduct;

(8) The Sponsor shall provide the following neighborhood meeting documentation:

(i) The date, time, and location of the meeting;

(ii) Contact information for all persons representing the managing agency and Sponsor at the meeting;

(iii) A summary of comments provided for the meeting attendees by the Sponsor, managing agency or Sponsor prior to or during the meeting;

(iv) A summary of comments received from meeting attendees or other persons prior to or during the meeting; and

(v) Copies of documents submitted or presented at the meeting;

(9) The transportation and security management plans;

(10) Any other information deemed necessary by the Planning Director to protect public health and safety for the processing of a temporary encampment use permit; and

(11) Application filing fees in an amount established by city resolution.

(d) Permit Process Requirements:

(1) Notice of Application. The city shall provide a notice of application in accordance with LSMC 14.16B.225, except the notice shall be mailed out to all property owners within 500 feet of the property upon which the temporary encampment is proposed.

(2) A public meeting shall be held in accordance with the procedures for a Type III application in LSMC section 14.16B.325:

(i) Prior to the public meeting, a representative of the Sponsor and managing agency shall meet and confer with the following entities regarding the public meeting and any proposed security measures for the temporary encampment: the Lake Stevens police department; the administration of any public or private elementary, middle, junior high, or high school; and the operators of any properly licensed child care service, within 500 feet of the boundaries of the proposed site, and unaffiliated with the Sponsor.

(ii) At the public meeting, a representative of the Sponsor and managing agency shall present, both in writing and orally, the proposed temporary encampment location, timing, site plan, code of conduct, encampment concerns, and a security management plan. The presentation shall also include copies of all previously submitted comments received on the proposed temporary encampment, including comments from neighbors (whether they received notice of the neighborhood meeting or not) the Lake Stevens police department, schools, and child care services. Copies of the agenda and the other specified comments and materials shall be provided by the Sponsor at the meeting. The meeting shall be conducted on the proposed temporary encampment site whenever feasible.

(3) Outstanding Warrant and Sex Offender Checks. Sponsor's and Managing agencies shall use identification and take all reasonable and legal steps to obtain warrant and sex offender checks from the Snohomish County sheriff's office, the Washington State Patrol, or other law enforcement agency of competent jurisdiction (collectively the "warrant check") for all proposed temporary encampment residents. For temporary encampment residents initially moving onto the site with the temporary encampment, the warrant check must be completed at least seven days prior to the temporary encampment moving onto the site. For residents moving into the temporary encampment during the permit period, the warrant check must be

completed on or before the date that the new resident moves on site. If a warrant check reveals a temporary encampment resident or prospective resident is or is required to be a registered sex offender or has an active warrant for his/her arrest, the managing agency or Sponsor shall immediately contact and so advise the Lake Stevens police department. The Sponsor and/or managing agency shall be responsible for verifying and ensuring that the warrant checks timely occur for each resident.

(e) Parking, Transportation, and Security:

(1) Parking:

(i) Each site upon which a temporary encampment is operated must provide or have available a parking and vehicular maneuvering area.

(ii) A temporary encampment and the parking of any vehicles associated with a temporary encampment shall not displace the Sponsor site's parking lot in such a way that the Sponsor site no longer meets the minimum or required parking of the principal use as required by code or previous approvals unless an alternative parking plan has first been approved by the Planning Director.

(iii) The use of vehicles, including recreational vehicles as a location for sleeping is not allowed.

(2) Transportation Plan:

(i) The Sponsor or managing agency shall submit a plan with the permit application demonstrating the ability for residents to obtain access to methods of communication and services such as grocery, supplies, and medical care.

(ii) The plan shall provide for a means of transportation to an appropriate public transportation stop and include any proposed alternative means of transportation such as private or volunteer shuttle service and/or reasonable bicycle/pedestrian paths.

(3) Security Management Plan:

(i) The Sponsor or managing agency shall submit a plan with the permit application demonstrating security measures, site specific or otherwise, necessary to ensure the safety of the residents of the temporary encampment and the public.

(ii) At a minimum, the plan shall specify the following:

(A) The person or entity responsible for providing security and the location of an on-site management/security tent that will be staffed 24 hours a day for the duration of the encampment;

(B) The type of security to be used, e.g., private security firm, volunteers, or other means; and

(C) Recommendations and/or requirements provided by the police department.

(iii) The Sponsor will appoint a designated representative to serve 'on-duty' as a Temporary encampment manager at all times and serve as a point of contact for the Police Department and will orient the Police as to how the management/security tent operates. The names of the on-duty designated representative will be posted daily in the management/security tent.

(f) Timing Plan. The Sponsor or managing agency of the temporary encampment shall be required to submit a plan outlining, at a minimum, the move-in and move-out procedures that will be implemented and followed to ensure compliance with the duration and frequency requirements above.

(g) Additional Approval Criteria for Temporary Encampment:

(1) Code of Conduct. The Sponsor or Managing agency shall ensure enforcement of a code of conduct at the encampment site. Sponsor shall have a code of conduct that articulates the rules and regulation of the encampment and demonstrates mitigation of impacts to neighbors and the community. These rules shall include, at a minimum the following prohibitions:

(i) No possession, consumption, or use of alcohol, marijuana and/or illegal drugs
(ii) No weapons
(iii) No violence
(iv) No loitering in the surrounding neighborhood
(vi) Quiet hours
(vii) No open flames
(viii) No trespassing onto private property in the surrounding neighborhoods

(2) Maximum number of residents:

(i) The Sponsor shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The Sponsor shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.

(ii) The maximum number of residents at a temporary encampment site shall be determined by taking into consideration site conditions, but shall in no case be greater than 50 residents at any one time. Any proposed site shall meet the site requirements in subsection (g)(3)(i) of this section and be of sufficient size to support the activities of the temporary encampment without overcrowding of residents.

(3) Site Requirements:

(i) The minimum useable site area for a temporary encampment shall be: 7,500 square feet. The useable site area may be a combination of contiguous parcels in the same ownership of the Sponsor.

(ii) Tents and supporting facilities within an encampment must meet 20-foot setbacks from neighboring property lines or rights-of-way except for properties under the same ownership as the host agency. Setbacks to neighboring property lines may be reduced by the Planning Director to a minimum of five feet if it can be determined that the reduction will result in no adverse impact on the neighboring properties, considering site conditions that extend along the entire encampment area, including but not limited to:

(a) Topography changes from adjoining property;

(b) Visually solid, minimum six-foot height, intervening structures;

(c) Distance from nearest structure on neighboring property;

(d) Vegetation that creates a visual screen.

(iii) Encampment facilities, improvements, activities, and uses must located outside critical areas and required buffer as provided for in Chapter 14.88 LSMC.

(iv) The property is not an unopened public right of way; or designated as a park, playground, viewpoint, or multi-use trail by the City, Snohomish County or other governmental agency.

(v) Screening of Activities. Where deemed necessary by the Planning Director, activities of the transitory accommodation shall be obscured from view from adjacent properties, by a six-foot-high sight-obscuring fence, existing dense vegetation, existing topographic difference, distance from exterior property lines, or other means, to the maximum extent feasible.

(vi) Exterior lighting must be directed downward and glare contained within the temporary encampment.

(viii) A fire permit is required for all tents over 400 square feet. Fire permit fees are waived.

(ix) All tents must be made of fire resistant materials and labeled as such.

(x) Provide adequate number of 2A-10BC rated fire extinguishers so that they are not more than 75 feet travel distance from any portion of the complex. Recommend additional extinguishers in cooking area and approved smoking area.

(xi) Emergency vehicle access to the site must be maintained at all times.

(xii) Members of the temporary encampment shall monitor entry points at all times. A working telephone shall be available to ensure the safety and security of the temporary encampment at all times.

(4) Health & Welfare Requirements

The Sponsor and/or managing agency shall meet all applicable public health regulations, including but not limited to the following:

(i) Sanitary portable toilets, which shall be set back at least 25 feet from all property lines, or access to indoor restroom facilities. One portable toilet shall be provided for each five residents of the encampment with at least one accessible portable toilet, unless existing facilities on the property have capacity and are available for use by the residents of the encampment on a 24-hour basis. All portable toilets are to be serviced a minimum of once per week and more often if deemed necessary based on usage. If portable toilets are being used, an executed contract between the Sponsor and the portable toilet company must be submitted, prior to the issuance of the temporary encampment permit, that will provide the necessary number of toilets and

provide for the delivery, regular maintenance and removal for the entire length of proposed temporary encampment;

(ii) Hand-washing stations by the toilets and food preparation areas, or access to indoor facilities;

(iii) Food preparation areas or service tents, or access to indoor facilities;

(iv) Refuse receptacles-facilities for dealing with trash shall be provided on-site throughout the encampment. All trash receptacles shall be emptied weekly and more often if deemed necessary based on usage. A regular trash patrol in the immediate vicinity of the temporary encampment site shall be provided;

(v) Public health guidelines on food donations and food handling and storage, including proper temperature control, shall be followed and temporary encampment residences involved in food donations and storages shall be made aware of these guidelines consistent with the Snohomish Health District requirements;

(vi) Smoking in designated areas only; these areas must be a minimum of 200 square feet and a minimum of 25-feet from any neighboring residential property. Provide ashtrays in areas approved for smoking; and

(vii) The Sponsor and/or managing agency shall provide a plan for the social welfare of those residing within the camp. The plan should include provisions for substance addiction and mental health counseling services, unemployment assistance and low-income housing assistance.

(viii) The encampment shall permit inspections by City, Snohomish Health District, and Fire Department, and any other local, state, or federal agency having jurisdiction to determine compliance with the permit conditions inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit. The Sponsor shall implement all directives resulting from such inspections within 48 hours, unless otherwise noted.

(ix) No children under 18 are allowed in the temporary encampment. If a child under the age of 18 attempts to stay at the temporary encampment, the Sponsor or

Managing agency shall immediately contact Washington State Department of Social Health Services Child Protective Services or its successor.

(x) Given the density and abundance of flammable materials at temporary encampments, temporary encampments shall conform to the following fire requirements:

(A) There shall be no open fires for cooking without pre-approval by the Fire Marshal and no open fires for heating. Open fires for cooking and heating shall occur in designated areas only;

(B) Fire safety and air quality burn bans issued by the Fire Marshal, Puget Sound Clean Air Agency, or Department of Natural Resources shall be observed. Open fires declared to be a nuisance shall be extinguished following an order from any fire district, law enforcement or city agent;

(C) No heating appliances within the individual tents are allowed without pre-approval by the Fire Marshal;

(D) No cooking appliances are allowed in individual tents;

(E) An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Fire Marshal;

(F) Adequate access for fire and emergency medical apparatus shall be provided, and remain clear for the duration of the temporary encampment. This shall be determined by the Fire Marshal;

(G) Adequate separation between tents and other structures shall be maintained as determined by the Fire Marshal;

(H) Electrical service shall be in accordance with the national electrical code and NFPA 70. Electrical service for the temporary encampment may require pre-approval from Labor and Industries. Electrical cords must be approved for exterior use by the Fire Marshal; and

(I) A temporary encampment site plan and fire and life safety communication plan shall be provided with all temporary encampment permit applications for review by the Fire Marshal.

(J) Applicable requirements of the international fire code. Approval and determination by the Fire Marshal for the above requirements shall be consistent with the scope, purpose and intent of the international fire code and applicable national standards.

(5) Encampment Removal.

(i) The Sponsor and/or managing agency shall provide before-encampment photos of the host site with the application. Upon vacation of the temporary encampment, all temporary structures and debris shall be removed from the host site within one calendar week. At expiration of the permit, the Sponsor or managing agency shall restore the property to the same or similar condition as at permit issuance.

(ii) The Sponsor and/or managing agency shall provide a financial security on a form acceptable to the City Attorney and in an amount approved by the Director, sufficient to ensure the restoration of the property to pre-camp conditions. The financial security shall not be released until the subject property is restored to the same or improved pre-camp condition and has been inspected by the City's Code Enforcement Officer in coordination with other affected departments.

(h) Planning Director's Decision.

(1) Purpose. The Planning Director shall review the proposal to ensure compliance with the provisions of this chapter and all other applicable law, to ensure that the health, safety and welfare of the citizens of the City is preserved in accordance with the Washington State's public duty doctrine, and to provide an expedient and reasonable land use review process for decisions and interpretations of this chapter.

(2) Planning Director Authority. The Planning Director may modify the submittal requirements as deemed appropriate to achieve the purpose stated above. In addition, because each temporary encampment has unique characteristics, including but not limited to size, duration, uses, number of occupants and composition, the Director shall have the authority to impose conditions to the issuance of the permit for temporary encampments to mitigate effects on the community upon finding that said effects are materially detrimental to the public welfare

or injurious to the property or improvements in the vicinity. Conditions, if imposed, must relate to findings by the Director, and must be calculated to minimize nuisance generating features in matters of noise, waste, air quality, unsightliness, traffic, physical hazards and other similar matters that the temporary encampment may have on the area in which it is located.

In cases where the application for a temporary encampment does not meet the requirements and standards of this ordinance or adequate mitigation may not be feasible or possible, the Director shall deny issuance of a temporary encampment permit.

(3) Notice of Decision. The Planning Director shall notify the Sponsor of his or her decision to approve, modify or deny the application within a timely manner. The Planning Director's decision is an administrative action and is appealable to the Hearings Examiner pursuant to LSMC 14.16B.250.

(i) Permit Condition Violation and Permit Revocation. Upon a determination that there has been a violation of any condition of permit approval, the Planning Director may give written notice to the sponsor describing the alleged violation pursuant to Chapter 17.20 LSMC and other applicable code authority and providing a timeframe for compliance, or may instead immediately pursue available judicial or other remedies.

The city may also issue stop work order or order to cease and desist under Chapter 17.20 LSMC is declared a nuisance and may be remedied by injunctive relief, revocation of the temporary encampment use permit and vacation of the site by the temporary encampment, or any other available remedy in law or equity.

Additionally, the Planning Director, in addition to the remedies described herein, may revoke a Temporary Encampment Permit for violation of any of the requirements as set forth in LSMC 14.44.038. A decision to revoke is an administrative decision that may be appealed to the Hearing Examiner pursuant to LSMC 14.16B.250. If the Hearing Examiner upholds the determination to revoke, the revocation may be appealed to the Snohomish County Superior Court as provided in chapter 36.70C RCW.

Planning & Community Development
1812 Main Street
P.O. Box 257
Lake Stevens, WA 98258

June 13, 2018

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

Subject: **Planning Commission Recommendation – Temporary Encampment Code Amendment-LUA2018-0035**

Dear Council Members:

The Lake Stevens Planning Commission has held multiple briefings in April and May and held a public hearing on June 6, 2018, to consider a new code amendment providing regulations for temporary encampments that may come to the City of Lake Stevens.

Commissioners Present: Janice Huxford, Vicki Oslund, Jennifer Davis, Linda Hoult and Tracy Trout
Commissioners Absent: Karim Ali

PLANNING COMMISSION DISCUSSION (June 6, 2018)

At the public hearing, staff explained that the City's insurance provider, WCIA, performs regular audits of our municipal codes, among other things, to limit the City's potential liability. As part of their last audit, they pointed out that the City needed to develop "temporary encampment" regulations as preemptive measures, providing protection to the City.

Staff then walked the Planning Commissioners through the proposed regulations. The following concerns were raised by citizens and/or Planning Commissioners:

- General concern regarding temporary encampment impacts on neighborhoods and the community.
- Safety and policing of the temporary encampments
- Code enforcement and fines for violations of conduct or disregard of regulations
- Insurance requirement for the sponsor
- Liability to the City

FINDINGS AND CONCLUSIONS FOR THE FINAL PLAT AUTHORITY CODE AMENDMENTS:

The Planning Commission hereby adopts staff's findings and conclusions as outlined in this letter and as described in the staff reports dated June 6, 2018 and concludes that the proposed amendments comply with the following:

1. ***Compliance with the Comprehensive Plan:***

   - Public Health and Safety: An overriding policy of the Comprehensive plan and zoning is to ensure public health and safety of the citizens of the City of Lake Stevens.

   Conclusions – The proposed code amendments are consistent with the Comprehensive Plan goals and policies as they relate to providing public health and safety regulations related to temporary encampments that may be established within the City.

2. ***Compliance with the State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16 LSMC):***

   - The SEPA official issued a SEPA Determination of Nonsignificance (DNS) on April 24, 2018.

   Conclusions – The proposed code amendment meets local and state SEPA requirements.

3. ***Compliance with the Growth Management Act (RCW 36.70A.106)***

   - The city requested expedited review from the Department of Commerce on April 11, 2018.
   - The Department of Commerce sent granted approval on April 26, 2018
   - Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

   Conclusions – The proposed code amendments will meet Growth Management Act requirements.

4. ***Public Notice and Comments***

   - The city published a notice of Public Hearing in the Everett Herald on May 10, 2018 and May 17, 2018 per LSMC 14.16B.

   Conclusions – The City has met public noticing requirements per Chapter 14.16B LSMC.

PLANNING COMMISSION RECOMMENDATION

1. PC held a public hearing on June 6, 2018 with a recommendation of approval for new regulations pertaining to Temporary Encampments as proposed by staff with the addition of requirements for insurance and indemnification. **Commissioner Jennifer Davis made a motion to approve the recommendation to Council. Commissioner Linda Hoult seconded the motion. Motion passed 5-0-0-1.**

Respectfully submitted,
Lake Stevens Planning Commission

Janice Huxford, Chair

LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: July 10, 2018

Subject: **Downtown Subarea Plan**

Contact Person/ Department:	**Russ Wright**, Community Development Director	**Budget Impact:**	Capital Improvement/ Service Costs

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Second reading of Ordinances 1025, 1026 and 1027 adopting the Downtown Lake Stevens Subarea Plan, Land Use / Zoning Designations, Development Regulations and Planned Action Ordinance

BACKGROUND:

Over the past two years, staff has briefed the public, affected agencies, Citizen's Advisory Committee, Planning Commission and City Council on the fundamental concepts, land use / zoning, proposed infrastructure improvements, zoning regulations, potential environmental impacts related to the draft subarea plan.

- Community meetings to solicit public comment and to present plan elements occurred between June 2016 and March 2017
- A scoping meeting for Environmental Impact Statement (EIS) was held July 17, 2017
- A Public Meeting covering the Draft EIS was held January 17, 2018 – the comment period ended February 6, 2018
- City Council Workshop covering Draft EIS held February 6, 2018
- On February 12, 2018, the City Council adopted a preferred alternative, which was a modified high growth alternative, for the Downtown Lake Stevens Subarea Plan.
- Staff discussed the preferred alternative and subarea plan with the Planning Commission on April 18, 2018.
- The Planning Commission held an open house on the Planned Action Ordinance and reviewed the draft development regulations on May 16, 2018.
- Staff presented the Draft Capital Facilities Plan and Revised Design Guidelines to the Planning Commission on June 06, 2018.
- Staff has also held individual meetings with each subcommittee of the Citizen's Advisory Committee for the project.
- The Planning Commission held a public hearing on June 13, 2018 and recommended approval of the subarea plan and associate documents (**Attachment 1**).
- **The City Council held a public hearing on June 26, 2018 to receive public comment and approved the first ordinance reading of the subarea plan and associate documents.**

The purpose of the meeting is to hold a second reading of the Downtown Lake Stevens Subarea Plan Ordinances and adopt the various pieces of the subarea plan package including the subarea plan (**Attachment 1 – Ordinance 1026**), planned action ordinance (**Attachment 2 – Ordinance 1025**), subarea development regulations (**Attachment 3 – Ordinance 1027**)

The Subarea Plan and FEIS are available at: http://lakestevensdowntown.com. Hard copies of the plan and documents are available for pick up at the Permit Center upon request.

FINDINGS AND CONCLUSIONS

The following section identifies how the plan and associated documents are consistent with Comprehensive Plan, State Environmental Policy Act, Growth Management Act and Public Participation.

1. Compliance with selected elements of the Comprehensive Plan

Land Use Element

- GOAL 2.1 Provide sufficient land area to meet the projected needs for housing, employment and public facilities within the city of Lake Stevens
- GOAL 2.2 Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public 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.
- 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.
- GOAL 2.5 Develop a subarea plan for 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.
- 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.
- 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.

Housing Element

- GOAL 3.1 Provide fair and equal access to a range of housing types and choices to meet the existing and projected housing needs of all lake Stevens residents regardless of income level or demographic status.
- GOAL 3.5 Provide a balanced development pattern, which promotes pedestrian activities, a sense of community and safety.
- Environment and Natural Resources
- GOAL 4.1 Sustain environmental quality through the preservation and conservation of the natural environment and resources, and require development to be sensitive to site characteristics and protect natural and cultural resources.
- GOAL 4.2 Implement the state shorelines management act along shorelines of statewide significance in the current or ultimate city limits of lake Stevens. protect and enhance shoreline visual and physical access consistent with public trust doctrine principles.
- GOAL 4.3 Protect the natural environment, surface water and ground water and aquifer recharge areas, conserve all critical areas including wetlands, shorelines, creeks/streams, geological hazard areas and wildlife habitats by locating development within geographically suitable and geologically stable areas, and coordinate local development regulations with state and federal policies.

Parks Recreation and Open Space Element

- 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.
- 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.
- 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.

Economic Development Element

- GOAL 6.1 Improve the city's economic conditions for a healthy vibrant, and sustainable community with a high quality of life
- GOAL 6.2 Manage commercial growth in centers.
- GOAL 6.3 Enhance retail and personal services growth to address the community's needs and expand the city's retail sales tax base
- GOAL 6.4 Support employment growth in the city.
- GOAL 6.5 Enhance and support tourism in Lake Stevens.
- GOAL 6.8 Support businesses and job creation, investing in all people, sustaining environmental quality, and creating great central places, diverse communities and high quality of life.

Public Services and Utilities Element

- 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.
- GOAL 7.5 Provide adequate stormwater facilities and services.
- GOAL 7.6 Strive to provide adequate sewer services to every residence and business in the city
- GOAL 7.9 Promote conservation and energy efficiency, and allow for alternative design standards and/or material.

Transportation Element

- GOAL 8.2 Provide a roadway network which meets adopted level of service standards.
- GOAL 8.3 Provide an affordable level of service for the roadway network.
- GOAL 8.4 Provide a transportation system that supports existing land uses and accommodates anticipated growth.
- GOAL 8.6 Strive for continuous and long-term expansions to the trail and pedestrian systems.
- GOAL 8.7 Promote pedestrian and bicycle access to public facilities and centers.
- Capital Facilities Element
- GOAL 9.1 The city will strive to be a sustainable community around the lake with unsurpassed infrastructure for an exceptional quality of life.
- GOAL 9.4 Provide needed capital improvements to maintain adopted levels of service.
- 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.

Conclusions – The proposed subarea plan, land use code amendments, subarea design guidelines, subarea development regulations, planned action ordinances, map updates and capital facilities plan have met the applicable Comprehensive Plan Goals as they relate to the development of the Downtown Lake Stevens Subarea.

2. Compliance with the State Environmental Policy Act (SEPA)(Chapter 97-11 WAC and Title 16 LSMC)

- The city issued a Draft Environmental Impact Statement on January 5, 2018 – all comments received were addressed.
- The Final Environmental Impact Statement (FEIS) was issued on April 27, 2018. The end of the comment period was May 11, 2018 –no additional comments were received.
- The Planning Commission held an open house on the Planned Action Ordinance on May 16, 2018.

Conclusions – The proposed subarea plan, land use code amendments, subarea design guidelines, subarea development regulations, planned action ordinances, map updates and capital facilities plan have met state SEPA requirements.

3. Compliance with the Growth Management Act (RCW 36.70A.106)

- The City provided the Department of Commerce with 60-Day Review Notices for Comprehensive Plan and Zoning Code Amendments on April 27, 2018.
- The Department of Commerce sent a letter of acknowledgment to the city on April 30, 2018.
- The 60-day review will end June 27, 2018 before final action is taken.
- Staff will file the final ordinances and regulations with the Department of Commerce within 10 days of City Council adoption.

Conclusions – The proposed subarea plans, land use code amendments, subarea design guidelines, subarea development regulations, planned action ordinances, map updates and capital facilities plan have met state SEPA requirements

Public Notice and Comments

- The City has published and posted public notices throughout the planning process (e.g., environmental review, planned action ordinance and public hearings) for public comment in accordance with city and state requirements. In addition, emails were sent throughout the process to a Subarea Email List as documents were available on the City website and notices for availability of documents or upcoming public meetings and hearings.

Conclusions – The City has met all public notice requirements.

Attachments

Attachment 1: Planning Commission Recommendation

Attachment 2: Subarea Plan (Ordinance 1026)

Attachment 3: Planned Action Ordinance (Ordinance 1025)

Attachment 4: Development Regulations (Ordinance 1027)

Attachment 1

Planning & Community Development
1812 Main Street
P.O. Box 257
Lake Stevens, WA 98258

June 26, 2018

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

RE: Planning Commission Recommendation Downtown Lake Stevens Subarea Plan

Commissioners Present: Jennifer Davis, Janice Huxford, Vicki Oslund, Linda Hoult, Tracy Trout
Commissioners Absent: Karim Ali

PLANNING COMMISSION PUBLIC HEARING

Planning and Community Development staff presented the Downtown Lake Stevens Subarea Plan and responded to questions and comments from the Planning Commission over several meetings. Staff discussed the background and overview of the plan including fundamental concepts, environmental review and public participation. Staff briefed the Commission on the three major topics related to the adoption and implementation of the Subarea Plan including Comprehensive Plan / Land Use changes, Zoning changes and the Planned Action Ordinance. Specifically, the Planning Commission reviewed the subarea plan and proposed changes to the land use and shoreline maps, proposed capital facilities plan, proposed amendments to the zoning code, zoning map changes and design guideline modifications along with thresholds for the planned action to streamline permit actions.

The Planning Commissioner Trout had questions regarding parking near the proposed Civic / Convention Center and plans to rezone the wetland areas at the south end of Main. Director Wright indicated parking would be addressed with future applications to be consistent with the plan and that the zoning is proposed to change with the parent parcels, but is not intended to be developed. Commissioner Davis brought up the proposed bonus provisions as an incentive to help developers make affordable housing. Commissioner Hoult stated the need for affordable housing is so great that this would encourage building downtown. Director Wright clarified that this change would be citywide. The Commission requested that the heights be limited downtown, including bonus provisions. Chair Huxford inquired about funding for the implementation of this plan. Director Wright explained we have an allocation in the State budget and that money is intended for North Cove Park, Main Street and related projects. Commissioner Trout asked for an update on the traffic mitigation fees. Director Wright reported this will be going to City Council next meeting.

The Planning Commission received written comments from the Citizen's Advisory Committee members in support of the plan. The Planning commission considered public testimony related to the plan.

Approximately 26 people attend the hearing. There was general support of the plan's vision to revitalize Downtown Lake Stevens. Specific concerns were relayed regarding specific implementation tasks including relocation of the Historical Museum and Veteran's Memorial. Each of the decisions will be made as separate actions as development plans progress with additional public comment.

Mark Kochel shared concerns about over-flow parking for boats at the boat launch. Director Wright reported this will not change. Cyndi Fraser is sad that this new plan leaves nothing original downtown. Tom Toirleifson would like to see the Veteran's War Memorial be left in place. Community Development Director Wright explained that this proposal is a broad concept and he will be working with the Historical Society and the American Legion for input in the future. Chris Oakes suggested several ideas for things to do in the park. Director Wright shared that the parks' vision is to have a multi-seasonal use pavilion and several different types of recreational opportunities. Steve Wicklund believes history is being left out of the plan. He doesn't want the war memorial moved or create a barrier for people to get to it. He believes you build a park around history, not move history. The final the comment was from Loren Sperry who has been in commercial development with two concerns, the first is parking, especially parking for the park. He also says if we want to bring in a hotel we must consider 4-stories at minimum. He also cautioned this plan needs to be flexible for all people who wish to invest in it.

FINDINGS AND CONCLUSIONS

Based on the findings and conclusions presented in the staff report and in consideration of the public comments received, the Planning Commission concluded that each element of the Downtown Lake Stevens Subarea met the approval criteria to amend the Comprehensive Plan and Zoning Code

1. The proposed subarea plan, land use code amendments, subarea design guidelines, subarea development regulations, planned action ordinance, map updates and capital facilities plan have met the applicable Comprehensive Plan Goals as they relate to the development of the Downtown Lake Stevens Subarea.
2. The proposed subarea plan, land use code amendments, subarea design guidelines, subarea development regulations, planned action ordinance, map updates and capital facilities plan have met state SEPA requirements.
3. The proposed subarea plans, land use code amendments, subarea design guidelines, subarea development regulations, planned action ordinance, map updates and capital facilities plan have met state GMA requirements
4. The City has met all public participation and notice requirements.

PLANNING COMMISSION RECOMMENDATIONS

Commissioner Hoult made a motion to forward a recommendation to the City Council to approve the Land Use Components of the Downtown Lake Stevens Subarea Plan.

Commissioner Trout seconded the motion.
Motion passed 5-0-0-1.

Commissioner Hoult made a motion to forward a recommendation to the City Council to approve the Zoning Components of the Downtown Lake Stevens Subarea Plan as amended.

Commissioner Davis seconded the motion.
Motion passed 5-0-0-1.

Commissioner Oslund made a motion to forward a recommendation to the City Council to approve the Planned Action Ordinance Component of the Downtown Lake Stevens Subarea Plan.

Commissioner Hoult seconded the motion.
Motion passed 5-0-0-1.

Respectfully submitted on behalf of the Planning Commission,

Janice Huxford, Chair

Attachment 2

CITY OF LAKE STEVENS
Lake Stevens, Washington

ORDINANCE NO. 1026

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING THE 2015 – 2035 CITY OF LAKE STEVENS COMPREHENSIVE PLAN BY ADOPTING THE DOWNTOWN LAKE STEVENS SUBAREA PLAN, ADOPTING A SUBAREA CAPITAL FACILITIES PLAN, AND AMENDING THE OFFICIAL COMPREHENSIVE PLAN LAND USE AND SHORELINE MAPS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City completed a citywide economic development strategy in 2010, memorialized in the city's Comprehensive Plan, that recommended adopting four subarea plans for distinct areas of the city. The first two plans, which were the 20th Street SE Corridor and Lake Stevens Center were adopted in 2012, as Planned Action Areas; and

WHEREAS, RCW 36.70A.130(2)(a)(i) and (v) allows jurisdictions to amend its comprehensive plan with the initial adoption of a subarea plan and adoption of comprehensive plan amendments necessary to enact a planned action under RCW 43.21C.031(2); and

WHEREAS, the City is concurrently adopting planned action ordinance (Ordinance No.1025), subarea design guidelines, subarea land use regulations, and zoning map amendments (Ordinance No. 1027) in association with this Comprehensive Plan Amendment Ordinance; and

WHEREAS, the City held workshops and open houses to elicit public input on the scoping, vision and fundamental concepts for the subarea plan between June 2016 – March 2017 in; and

WHEREAS, the City organized a Citizen's Advisory Committee comprised of topical subcommittees (e.g., business, parks, technical, land use and special community interests) a steering committee and executive committee to help guide the subarea planning process through all phases;

WHEREAS, the City held a Scoping Meeting on July 17, 2017 for the Environmental Impact Statement (EIS), held a public meeting for the Draft EIS on January 17, 2018, held a public meeting for the Final EIS on February 6 and 13, 2018, and held a public meeting for the Planned Action Ordinance on May 16, 2018; and

WHEREAS, the city has held meetings with the public, CAC, Service Clubs, Interested Parties, the Planning Commission and City Council at key milestones of the project since June 2016; and

WHEREAS, the City issued draft and final environmental impact statements for the subarea plan, planned action ordinances, and other related documents including land use / shoreline map amendments, zoning map amendments and development regulation amendments pursuant to the State Environmental Policy Act (SEPA) (Chapter 43.21C RCW) and implementing rules (Chapter 197-11 WAC) in January 2018, and April 2018 with published notices of issuance and availability of documents; and

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

WHEREAS, the Comprehensive Plan land use designations for the subarea include Waterfront Residential (HDR), Downtown/Local Commerce (D/LC), Mixed Use (MU), and Public/Semi-Public (P/SP); and

WHEREAS, the Shoreline Master Plan environment designations for the subarea include High Intensity, Shoreline Residential, Natural and Urban Conservancy; and

WHEREAS, the zoning classifications allowed under the Comprehensive Plan are proposed to be Waterfront Residential (WR), Central Business District (CBD), Mixed-Use Neighborhood (MUN) and Public/Semi-Public (P/SP); and

WHEREAS, the City submitted the proposed subarea plan, land use map amendments, zoning map amendments and development regulation amendments for the 60-day review to the Washington State Department of Commerce on April 27, 2018 and received an acknowledgement letter on April 30, 2018; and

WHEREAS, the Department of Commerce's 60-day review period ended June 30, 2018, and

WHEREAS, the Planning Commission held three public meetings reviewing various aspects of the subarea plan between April 2018 and June 2018; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on June 13, 2018 and forwarded a recommendation that the City Council adopt the subarea plan, planned action ordinance and other related documents including the capital facilities plan, land use / shoreline / zoning map amendments, and development regulation /design guideline amendments; and

WHEREAS, the City Council has been briefed on various aspects of the subarea plan throughout the planning process; and

WHEREAS, the City Council held a duly noticed Public Hearing and first reading for Ordinances 1025, 1026 and 1027 on June 26, 2018 and held a second reading of the same on July 10; and

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

Section 1. The City Council hereby finds that the amendments in this Ordinance meet the necessary criteria for approval of amendments to the Comprehensive Plan, in that:

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 available or planned public services and facilities;
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 2. The City Council hereby amends by reference the 2015 – 2035 Comprehensive Plan with the adoption of a revised Official Comprehensive Plan Land Use Map, as attached and incorporated herein as **Exhibit 1.**

Section 3. The City Council hereby amends by reference the 2015 – 2035 Comprehensive Plan with the adoption of the Downtown Lake Stevens Center Subarea Plan, as attached and incorporated herein as **Exhibit 2.**

Section 4. The City Council hereby amends by reference the 2015 – 2035 Comprehensive Plan, with the adoption of the Downtown Lake Stevens Center Capital Facilities Plan, as attached and incorporated herein as **Exhibit 3**.

Section 5. The City Council hereby amends by reference the Shoreline Master Program with the adoption of a revised Official Shoreline Environment Designation Map, as attached and incorporated herein as **Exhibit 4**.

Section 6. 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 7. 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.

Section 8. Appeals. The action of the City Council on a Type VI proposal may be appealed together with any SEPA threshold determination by filing a petition with the Growth Management Hearings Board pursuant to the requirements set forth in RCW 36.70A.290. The petition must be filed within the 60-days as set forth in RCW 36.70A.290(2). The appeal period shall commence upon the City Council's final decision and not upon expiration of the reconsideration period. Judicial appeal is to Snohomish County Superior Court.

PASSED by the City Council of the City of Lake Stevens this 10th day of July 2018.

_____
John Spencer, Mayor

ATTEST/AUTHENTICATION:

_____
Kathy Pugh, City Clerk

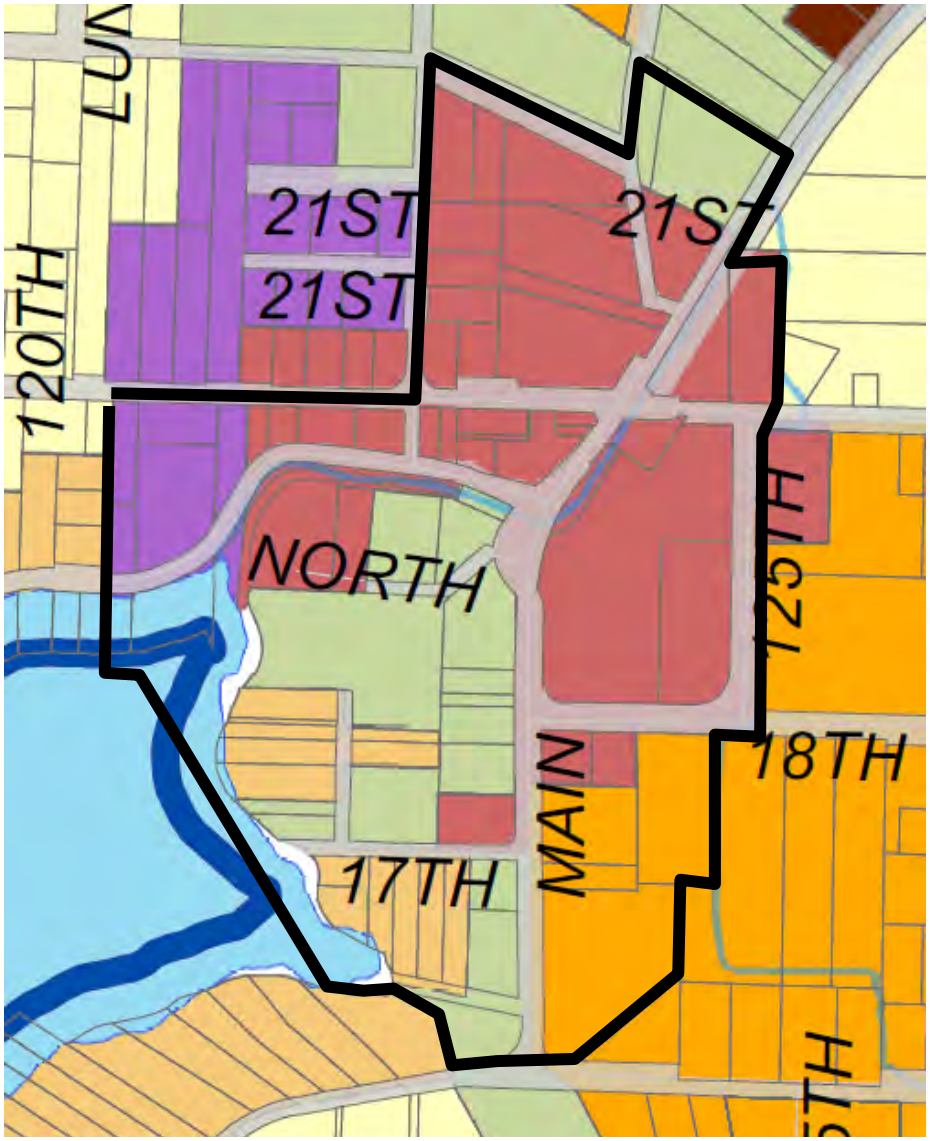
APPROVED AS TO FORM:

_____
Grant K. Weed, City Attorney

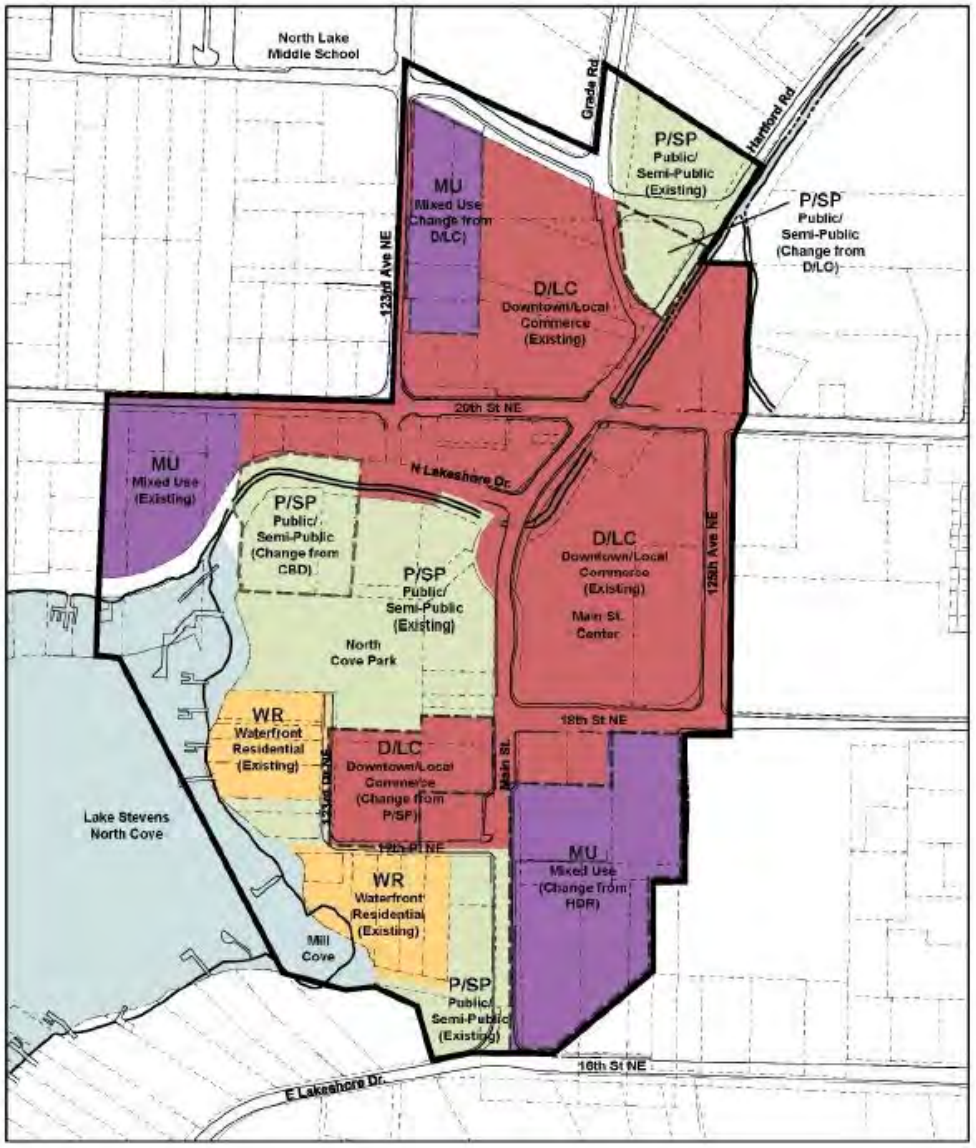
First Reading: June 26, 2018
Second Reading & Final Reading: July 10, 2018
Published:
Effective Date:

LAND USE

Exhibit 1



Existing



Proposed

Putting the Lake back in Lake Stevens

Exhibit 2

Downtown Lake Stevens Subarea Plan

July 10, 2018
Ordinance No. 1026

Acknowledgements

The Downtown Lake Stevens Subarea Plan is the result of a comprehensive two-year public process representing the vision set by the community to create a dynamic downtown that honors the past and looks to the future. With the support and leadership of the Mayor and City Council along with guidance from city staff and the consultant team, the community established the scope of the plan and identified game-changing 'fundamental concepts' that were evaluated through an Environmental Impact Statement, which were defined in this plan, codified in revised zoning regulations and design guidelines and will be implemented through a capital improvement plan.

Special thanks to the following individuals and groups for making this plan a reality.

Community:

Citizen's Advisory Committee comprised of residents, local professionals, business owners, local service and non-profit club/society members, Chamber of Commerce, Sno-Isle Library staff, city board and commission members among others.

City Officials:

Mayor John Spencer | Lake Stevens City Council | Planning Commission | Park Board | Arts Commission | Design Review Board

Lake Stevens Staff:

Russell Wright, Community Development Director

Consultants:

Crandall Arambula | ESA | Fehr and Peers | GreenWorks | Ross Chapin

Dedication

The Downtown Lake Stevens Subarea Plan is dedicated to the memory of Frank McDaniel a downtown business owner, family man and community leader who could be seen walking along Main Street every afternoon between his business to the bank and post office. Frank would stop and talk with customers and neighbors on his route. Frank's daily stroll is an iconic example of what an active downtown can and should be, connecting people, places and businesses together. As Main Street is redeveloped, the path that Frank walked for so many years, will be named in his honor and be known as Frank's Way, as a reminder for residents and visitors to stroll through their community, strike up a conversation and enjoy simple things in a busy world.

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I. Introduction

A. Planning Process

The Downtown Lake Stevens Subarea Plan is a key tool for revitalizing and expanding the city's core downtown area. The plan creates a framework to refine the area's land uses and zoning, analyze required improvements to the street network and other capital facilities, establish a vision for upgrading the aesthetic environment and help attract new businesses and residents. The plan's vision provides the foundation for developing a plan of action; establishing regulations and standards; identifying the desired outcomes necessary to realize the overall vision for the downtown, North Cove Park and the lakefront; and to direct subsequent redevelopment. The plan also provides conceptual guidance on the intent of subsequent regulations and actions.

Lake Stevens' Comprehensive Plan promotes a growth strategy, calling for master planning growth centers to ensure future development that meets the needs of the community's residents and businesses and attracts new businesses to provide jobs, services and retail opportunities. Four growth centers are identified: Downtown Lake Stevens, 20th Street SE Corridor, Lake Stevens Center and the Hartford Industrial area. The growth strategy is coupled with several economic assessments produced since 2010 to create a 'road map' for improving the city's fiscal condition.

The city's goal is to develop a unique subarea plan for each center based on economic and demographic assessments and with distinguishing characteristics to serve slightly different markets, ensuring economic diversity and vitality. Each center's purpose will complement the strengths of the other areas. Subarea Plans and Planned Actions include:

- 20th Street SE Corridor. Focus on creating new areas for employment growth.
- Lake Stevens Center. Focus on revitalizing and expanding retail opportunities and personal services in its largest shopping district.
- Downtown Lake Stevens. Focus on revitalizing and expanding the core downtown area.

B. Public Process Summary

The city of Lake Stevens engaged the public consistently throughout the Subarea Planning and Planned Action process. The Subarea Planning Process began in June 2016. The city notified residents and relevant organizations and agencies at the beginning of the project and sought their input throughout the visioning, environmental review, planning and adoption process of the subarea plan, planned actions and associated documents.

1. Early Public Review

The city completed an integrated SEPA/GMA review process for the Subarea Plan. The subarea plan was developed with an executive and citizen advisory committees who presided over the subarea plan development in conjunction with the community input gathered July 2016 to March 2017 to develop the vision of the plan. The Scoping Meeting for the subarea Environmental Impact Statement occurred on July 18, 2017.

2. Environmental Impact Statement Process

Scoping Meeting

- July 18, 2017 Downtown Lake Stevens Subarea Plan scope for the environmental impact statement.

Noticing and Document Issuance Dates

- July 18, 2017 Downtown Lake Stevens Subarea Plan scope for the environmental impact statement.
- January 2018 Notice of Publication and Availability of Draft EIS for Downtown Lake Stevens.
- April 2018 Notice of Publication and Availability of Final EIS for Downtown Lake Stevens.

Public Meetings

- July 18, 2017 Downtown Lake Stevens Subarea Plan scope for the environmental impact statement.
- January 17, 2018 Draft Environmental Impact Statement (DEIS) – public review
- April 27, 2018 Final Environmental Impact Statement (FEIS) – public review

City Council

- February 6, 2018, Subarea Plan/EIS Draft Alternatives
- Date, Downtown Lake Stevens DEIS
- February 13,2018 Downtown Lake Stevens Preferred Alternative
- June 26, 2018 Downtown Lake Stevens Subarea Plan Public Hearing
- July 10, 2018 Downtown Lake Stevens Subarea adoption

Planning Commission

- April 18,2018, Subarea Plan/ Preferred Alternatives
- May 16, 2018 Downtown Lake Stevens Planned Action Ordinance and draft zoning regulations
- June 6, 2018, Downtown Lake Stevens Capital Plan / Design Guideline updates
- June 13, 2018 Downtown Lake Stevens Subarea Plan Public Hearing

3. Subarea Plan and Associated Documents

The development of the Lake Stevens Downtown Subarea Plan occurred over a period from July 2016 to July 2018. Oversight of the process consisted of a formal executive committee, which included the mayor, select councilors, boards and commissions, who provided guidance and recommendations to City Council and a Citizen's Advisory Committee consisting of representatives from business interests, parks and recreation, technical resources, land use and special community interest. A total of four public workshop sessions occurred during each phase of the project. Each session consisted of meetings with the executive and citizen advisory committees, individual key stakeholders and a public open house. Invites were distributed via print, mail/email, social media and posted on the project website lakestevensdowntown.com.

Subarea Plan Community Workshop and Meetings

- Community Meeting #1— Existing conditions and identify community goals: Wednesday, September 7, 2016;
- Community Meeting #2— Redevelopment and complete streets concepts: Tuesday, November 1, 2016;
- Community Meetings #3— Redevelopment concepts refinements: Wednesday, January 25, 2017
- Community Meetings #4— Preferred Land Use Alternatives and Fundamental Elements Implementation: Wednesday, March 7, 2017

Figure 1.1 Public Meeting

City Council

- February 6, 2018 – City Council Workshop
- February 12, 2018 – City Council Adopts Preferred Alternative
- June 26, 2018 – 1st Public Hearing
- July 10, 2018 – 2nd Ordinance Reading / Adoption

Planning Commission

- April 18, 2018 – Planning Commission review of draft plan
- May 16, 2018 – Planning Commission review of Planned Action Ordinance & Draft Zoning Regulations
- June 06, 2018 – Planning Commission review of draft design guideline updates & capital framework plan
- June 13, 2018 – Planning Commission Public Hearing & Recommendation

C. Plan Area

Lake Stevens is located about 2.5 miles east of Everett, Washington. City limits encompass nearly 9 square miles and surround most of the lake's shoreline. The downtown area is approximately 200 acres and is roughly centered at the intersections of 20th Street NE, Main Street and Hartford Drive NE.

The area is characterized primarily by low-intensity commercial and residential development on small to medium-sized parcels. The historic town center, adjacent to the northwestern tip of the lake, includes the city's current municipal buildings spread over a few sites, a small commercially zoned area and a larger residential area. The boundary of the downtown subarea plan (illustrated in Figure 1.2) is roughly centered along Main Street, bound by the lake to the west, wetland areas to the east, Lakeshore Drive to the south, and reaches north to 22nd St NE.

D. Purpose and Authority

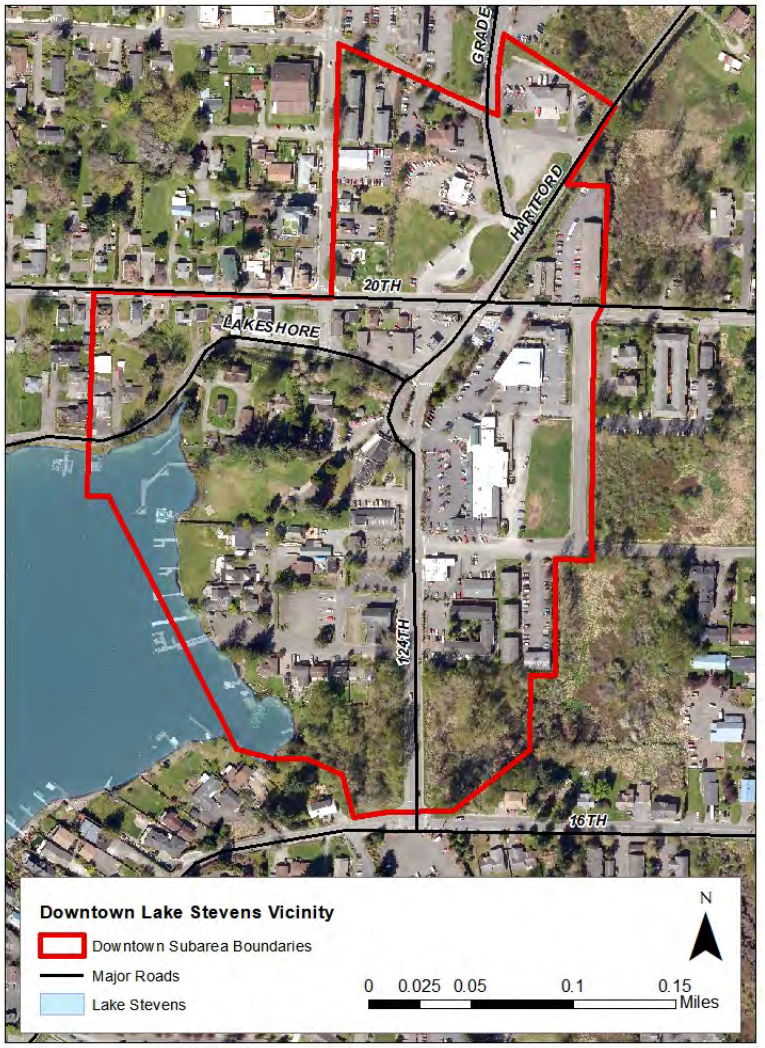
To help realize its economic strategy, the city of Lake Stevens has developed a subarea plan for Downtown Lake Stevens, as authorized under the Revised Code of Washington (RCW) 36.70A.080, to promote balanced development in this growth center and to support a compact commercial district that facilitates easy pedestrian access between shops and buildings, allows mixed-use development and promotes economic development compatible with the character of Lake Stevens

The city will adopt the subarea plan as a supplementary document to the city's Comprehensive Plan. The subarea plan identifies the land use goals and policies for the area that, in turn, frame the regulatory development regulations attached as appendices. The plan will also be the primary mechanism to identify actions and capital investments necessary to implement the plan.

The city will adopt the Downtown Lake Stevens Subarea Plan in accordance with the Lake Stevens Comprehensive Plan and incorporate associated regulations as part of the municipal code. The city will also adopt the subarea plan as a planned action. A planned action is a tool that cities can use to provide regulatory certainty and encourage economic development, as allowed under the State Environmental Policy Act (RCW 43.21C.031 and WAC 197-11-164). Performing early environmental review as part of a subarea plan will streamline SEPA review for subsequent projects that are consistent with the plan.

The 2015-2035 Comprehensive Plan states the following goal and policies for the Downtown Subarea:

Figure 1.2 Plan Area – Downtown Lake Stevens Vicinity



GOAL 2.5: Develop a subarea plan for 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.

E. Existing Conditions

Downtown Lake Stevens, the oldest part of the city, faces infrastructure challenges that must be addressed to modernize the area. Several road improvements are needed to improve access throughout downtown, the Hartford Industrial Center and to the regional highway system. The city continues to work with utility providers to assess needed public water and sewer improvements.

With the development of downtown Lake Stevens, certain environmental constraints must be considered. Specific areas of concern include Lake Stevens' shoreline, large wetland complexes, Stevens Creek and Catherine Creek. North Cove Park and adjacent developments are not conducive to the public use and enjoyment of the waterfront. Buildings and topography block views to Lake Stevens and privately-owned parcels prevent access to much of the shoreline.

1. Roadway Network

Downtown Lake Stevens is accessed from several key roadways. 20th Street NE provides the most direct route for residents along the northern edge of the lake and from Lake Stevens Center, a commercial hub west of the lake. Grade Road is a key access route for travelers from communities to the north, including Granite Falls and Marysville. Local access is provided via 20th and 16th Streets NE, which connect to N. Machias Road and to E. Lakeshore Drive.

The heart of the downtown subarea is Main Street, a north-south roadway with one lane in each direction that extends between 20th Street NE and 16th Street NE/E. Lakeshore Drive. Sidewalks exist along both sides of the street and there is on-street parking along some segments.

From a regional perspective, the key transportation constraint for Downtown Lake Stevens is its location. While a variety of routes access the downtown, all are two-lane roadways within residential areas, making access challenging for visitors. These roadways have very limited non-motorized facilities. Implementing changes along these roadways may be challenging due to the limited right-of-way and number of residential properties with frontage.

2. Transit Services

Downtown Lake Stevens is served by Snohomish County's Community Transit. One bus route, Route 280, serves the Downtown Lake Stevens Subarea. The route starts in Granite Falls and travels via SR 92, Grade Road, Main Street, 16th Street NE and 20th Street NE to Everett and the Boeing campus. Route 280 operates between 5 am and 10 pm on weekdays, 7 am and 9 pm on Saturdays and 8 am and 8 pm on Sundays. On weekdays and Saturdays, buses operate with 30-minute headways. On Sundays service is much less frequent, with one bus every two hours.

3. Pedestrian and Bicycle Network

Within the project study area, sidewalks are provided along Main Street. On roads connecting Main Street to residential areas, however, sidewalks are provided along only one side of the roadway. Where sidewalks do not exist, there are some paved pedestrian shoulders. Marked crosswalks are provided at some key locations but are not provided on all intersection legs or along all key desire lines (i.e., leading into North Cove Park).

The Centennial Trail provides non-motorized recreational opportunity for residents of Lake Stevens. The trail runs north-south and parallel to N. Machias Road approximately half a mile east of downtown Lake Stevens, extending from Pilchuck in the north to Snohomish in the south. Within the study area, dedicated bicycle facilities are not provided along roadways. While shoulders are provided along some roadways, widths are inconsistent, making bicycling challenging.

Opportunities for improved pedestrian and bicycle connections exist both within the Downtown core and to nearby recreational assets, such as the lakefront and the Centennial Trail. Downtown street character improvements could also encourage more pedestrian activity.

4. Parking

Off-street parking is generally provided for commercial, residential and civic functions and is typically located between primary buildings and the street or on the side of buildings. Downtown's compact scale lends itself to parking once and then traveling by foot. During a weekday PM peak period, there was an ample supply of on-street parking along Main Street and of off-street parking in the commercial lots, indicating an excess of parking supply for the land uses currently in place in the Downtown subarea.

5. Residential

The downtown study area includes a mix of residential types, ranging from single-family detached to larger multi-unit apartments. Single-family development constitutes the largest single land use category, in terms of both parcel count and total market value, with 103 parcels. No single-family development has occurred in the study area over the past ten years.

Multifamily development includes approximately 50 condominium units. The 26-unit condo portion of the Lake Villa Apartments at 12506 16th Street (built in 1993). The 10-unit condominium project at 2210 Grade Road (built in 1996).

Major multifamily rental developments include the 51-unit non-condo portion of the Lake Villa Apartments, the 32-unit age-restricted (55+) Senior Manor at 12510 18th Street (built in 1988) and the 32-unit Hartford Court Apartments at 1901 125th Ave. NE, built in 1990. An additional property, Craigmont Apartments, is a public housing project consisting of 36 subsidized units constructed in 1978.

6. Commercial

Commercial development in downtown Lake Stevens includes retail stores, restaurants and miscellaneous service providers.

Retail properties generally consist of smaller, independent establishments, with the largest center being the Jay's Market grocery store and associated in-line shops. The Lake Stevens Athletic Club is the study area's second-largest commercial tenant, located just north of the Main Street Center.

Restaurants in the study area include Creekside Ale House & Grill and a restaurant under renovation at Main Street and 20th Street NE, with sit-down service at interior and patio seating. Other downtown restaurants tend to be smaller casual and quick-service establishments. The Subway store adjacent to Jay's Market is the only national chain represented.

Downtown Lake Stevens has approximately 74,000 square feet of retail and dining space, with 3.4 percent overall vacancy.

7. Other Land Uses

Downtown Lake Stevens includes a mix of smaller office spaces, totaling just under 30,000 square feet. Almost half of this space is accounted for by offices occupied by the Lake Stevens School District. The remainder is generally found alongside retail establishments or housed in smaller, freestanding buildings.

Public and quasi-public uses are predominantly located west of Main Street and include the Library, First Baptist Church, City Hall, the Lake Stevens Family Center and Lake Stevens Public Boat Launch. These facilities, along with the adjacent recreational park space serve, as a major activity center for the city. The lakeside area west of Main Street, between 17th Place and Lakeshore Drive, is a valuable amenity and one that appears under-leveraged in terms of its potential to benefit the surrounding private-sector land uses.

II. Economic Development

A. Economic Growth Strategy

The city's growth strategy envisions residential, commercial and employment growth occurring in 'growth centers', with infrastructure and services available to increase employment, improve the jobs-to-housing balance citywide, conserve environmental resources and provide efficient services and facilities. One of the most important benefits of redeveloping Downtown Lake Stevens is the opportunity to capitalize on its lakeside location. Waterfront developments in several other communities are appealing to businesses and residents. This plan balances existing and future commercial, housing and community uses in the greater downtown area and in proximity to Lake Stevens.

B. Retail Capture Opportunities & Retail Destination

Main Street's existing retail and commercial make-up provides daily-use goods and services that support adjacent residents. The downtown Lake Stevens subarea, set along the shore of Lake Stevens and fronting an expanded North Cove Park, is also a strategic setting for attracting retail, dining and destination uses that benefit from proximity to the park and lake.

The Downtown Subarea Plan is an opportunity for a strategy that preserves and expands existing goods and services uses, such as the downtown grocery, while attracting new retail shopping, fine dining and community facilities along Main Street that draw residents and visitors to this waterfront destination. There is sufficient citywide growth and recapturable leakage to support strategically located new stores and restaurants, especially as mixed-use co-tenants of multifamily residential, boutique lodging, or added community meeting space.

The city is committed to revitalize Main Street by improving the streetscape, improving traffic and pedestrian/bike circulation; expanding North Cove Park as a central gathering space with improved access and visibility to Lake Stevens; transforming underutilized and vacant parcels to encourage storefront retail, a greater array of restaurants, visitor lodging, family-oriented entertainment and a community conference center. These actions will create an enticing destination for recreation, shopping, services, dining and entertainment.

C. Tourism

The Lake Stevens community has always had a tourism draw, primarily due to the recreational amenities offered by a large scenic lake. Over time, the area transformed from a weekend and summer resort destination to a residential community with public parks and city services. In recent years, Lake Stevens has hosted many community and athletic events attracting spectators and athletes from the region, the country and world. Many of the activities that occur in Lake Stevens benefit nearby areas, Snohomish County and the Puget Sound area.

Tourism is an excellent economic development opportunity for generating employment, supporting business and contributing to a vibrant Lake Stevens economy. The following goals support tourism in Lake Stevens:

Figure 2.1 Lake Stevens Aquafest (view north along Main Street)

- Protect and enhance the city's tourism assets;
- Encourage and advocate for the growth and development of diverse tourism businesses that reflect the community's values and assets;
- Support the natural, historic and cultural features and facilities of the Lake Stevens area as part of our economy and quality of life;
- Support and encourage outdoor recreation as a prime community asset and tourism draw;
- Support attractions such as events & festivals, performing and visual arts, sporting events and the unique qualities of Downtown Lake Stevens, shopping areas and neighborhoods;
- Identify and encourage public and/or private development of new products, services and infrastructure that attract and serve visitors; and
- Support ongoing destination marketing and the development of tools that facilitate tourists' explorations of the Lake Stevens community.

Specific objectives and or activities that could enhance tourism opportunities include, but are not limited to the following:

- Promote development of places to stay;
- Support uniqueness – food, retail, etc.;
- Encourage entertainment and other unique destination attractions;
- Support with way-finding infrastructure – No clutter at entryways – first impressions;
- Garner support and promotion from State and county Tourism organizations;
- Tourism focus downtown with support and encouragement from the other areas;
- Get passers-by to stop to spend money into the community; and
- Support efforts and activities to keep them here longer.

III. Community Vision

A. Vision

The city intends to provide a framework for the development of downtown Lake Stevens that:

- Includes an appropriate mix of land uses, development intensities, parking requirements, public improvements, recreational opportunities and community spaces;
- Supports community events and provides complementary retail, restaurant and housing development at a scale appropriate for the area;
- Incorporates key governmental uses into downtown to complement a mixed-use environment;
- Improves and upgrades waterfront park spaces to support community gatherings and provide quality access to the lake; and
- Encourages redevelopment of the existing underutilized downtown areas to create an enhanced and vibrant community town center

B. Objectives

Comprehensive Plan policies provide a basis for defining the objectives for the subarea plan. In turn, the subarea plan objectives identified by the community and stakeholders provide a foundation for developing and evaluating the plan's land use and circulation alternatives. The subarea plan objectives are as follows.

Land Use Objectives

- Ensure Downtown is a vibrant destination
- Increase use, visibility and access to the Lake
- Preserve and enhance creeks/wetland areas
- Create a public gathering space/plaza
- Provide for civic uses Downtown
- Provide adequate parking for businesses/public areas

Circulation Objectives

- Enhance the street environment and encourage walking/biking
- Improve access to Centennial Trail
- Improve neighborhood connections & vehicular circulation

Implementation Objectives

- Establish design standards and limit heights
- Preserve and embrace history and unique character

C. Fundamental Concept

The fundamental concept identifies the essential plan elements that are necessary to set the stage for near term redevelopment and reinvestment in the downtown and establish momentum to carry the plan through to the 10 to 20-year horizon. The fundamental concept includes:

North Cove Expansion

- Anchor Downtown
- Create a regional and community destination
- Open visual and physical access to lake
- Accommodate space for community events

Retail Street Improvements

- Rebuild Main Street to promote walking, biking & autos
- Extend 18th Street to connect downtown retail
- Improve roadway to support retail/commercial development
- Improve roadway to compliment park improvements

Main Street Retail Destination

- Expand Jay's Market
- Establish street-oriented retail & commercial nodes on both sides of Main Street and 18th Street

Regional Attractor

- Construct a new Community/Conference Center for
  -Community meetings
  -Classes
  -Satellite offices
  -Private events
  -Conference activities
  -Corporate retreats
- Potential boutique hotel
- Improve the boat house facilities & moorage

Public Parking

- Strategically promote public parking to serve retail, community events and the boat launch
- Parking may include surface lots or structured parking
- Parking can be phased to meet demand

'Front Door' Entry

- Create a New 'Front Door' Entry to Downtown
- Realign / Extend Main St. Improvements to Grade Road
- Incorporate Boulevard Treatments along Grade Road to SR 92
- Provide enhanced pedestrian, bicycle and auto access to downtown

Figure 3.1 Fundamental Concept Diagram

IV. Plan Concept

The plan concept for Downtown Lake Stevens respects historic development patterns and reflects community desires, real estate market trends and projected growth capacity. Existing healthy or desirable uses are strengthened and sites for infill and redevelopment are maximized. Downtown's anticipated development capacity considered a low and high development scenario to determine growth assumptions as evaluated through the EIS analysis.

Central to the plan concept is the expansion of North Cove Park with direct visual and physical access to Lake Stevens and the establishment of Main Street as a destination for pedestrian-friendly and street-oriented retail storefronts.

Alternatives Analyzed

The draft Environmental Impact Statement (EIS) considered three land use alternatives (Table 1). Anticipated development capacity of the downtown was analyzed using two Action Alternatives, a low-growth scenario and a high-growth scenario, to compare growth assumptions against a no-action scenario. The Lake Stevens City Council selected a modified high-growth alternative.

A. Land Use Framework

The high-growth alternative is shown/described in the preferred land use diagram (Figure 4.1 and Table 2). The preferred types and locations of subarea uses will establish distinctive mixed-use housing and commercial areas and provide community-oriented facilities that have historically defined the downtown. On many parcels, a mix of vertical uses is suggested. Where parcels contain a vertical mix of uses, the most likely predominant land use is indicated. The land use framework is intended to encourage flexibility and includes development areas where a mix of uses are designated. Predominant uses have been sited and categorized into complementary development areas that will:

- Maximize development potential based upon existing adjacent uses and site attributes;
- Maximize utilization of existing and planned improvements such as roadways, utilities, storm water lines and other utilities;
- Respond to a conceptual short-term and long-term phasing strategy;

Land Use	Existing	No Action	Low Growth	High Growth
Park (acres)	1.67	1.67	4.1	4.1
Retail/ Commercial (gross sq. ft.)	73,365	15,000	40,000	170,000
Office (gross sq. ft.)	30,000	50,000	20,000	50,000
Community Facilities (gross sq. ft.)	40,000	40,000	11,150	21,150
Housing (du)	112-300	180	240	600
Hotel (rooms)	0	0	50	100
Open Space (acres)	3.9	3.9	3.9	3.9
Public Parking (spaces)	95	95	270	465

Table 1 Land Use Alternatives

- Provide flexibility to respond to possible changing market conditions (multiple uses are generally appropriate for a given site); and
- Provide the basis for new zoning and comprehensive plan designations.

Growth Assumptions

Development and growth levels within the subarea were based on the following assumptions:

- Commercial and Retail uses calculated at 0.50 Floor Area Ratio (FAR).
- Residential densities calculated at 50 dwelling units per acre.

Development Emphasis Areas

The character, intent of development and types of uses for development emphasis areas follow.

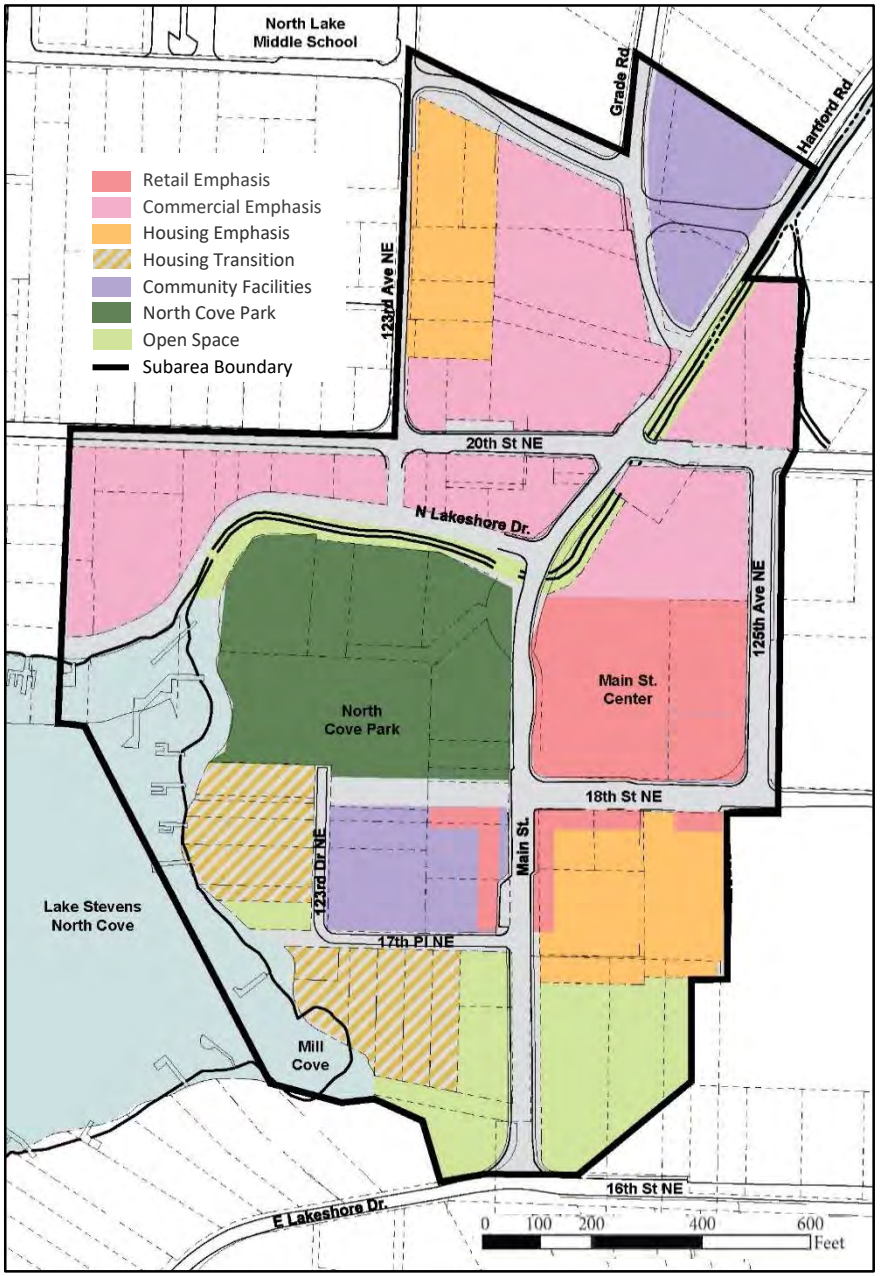
- North Cove Park. An expanded park will support daily use and special event activities, improve community access to the lake and provide an amenity for downtown development.
- Retail Emphasis. A concentration of street-oriented retail will establish Main Street as a local and regional destination for shopping, dining and lakefront activities.

- Community Facilities. Providing for events and meeting space, enhancing use of the lake, preserving some city administrative functions, supporting fire department facilities/operations and establishing a parking reserve for existing and future development will ensure that downtown remains a civic focus.
- Commercial Emphasis. At the crossroads of Grade Road and 20th Street, a range of street-oriented community-serving retail and commercial services that cater to the daily needs of nearby residents and drive-by traffic to and from the downtown will be fostered.
- Housing Emphasis. Emphasize higher density residential development near retail and commercial services uses, schools, parks, and open space amenities.
- Housing Transition. Anticipate future need for expanded community facilities and ensure the long-term ability to accommodate expansion of community facilities on key parcels.
- Public Parking. Strategically located sites are identified to ensure adequate parking for existing and future businesses, community facilities and downtown events and activities.
- Hotel Use – Anticipate future need for a downtown hotel to support tourism and compliment the community/conference facility.

Table 2 Preferred Land Use Alternative

Land Use	Existing	Preferred Concept
Park (acres)	1.67	4.1
Retail/Commercial (gross sq. ft.)	73,365	242,500
Office (gross sq. ft.)	30,000	50,000
Community Facilities (gross sq. ft.)	40,000	21,150
Housing (du)	112-300	600
Open Space (acres)	3.9	3.9
Public Parking (spaces)	95	up to 300

Figure 4.1 Subarea Preferred Land Use



1. North Cove Park

Today, North Cove Park is a 1.67-acre passive park with limited amenities and lake access via a pedestrian dock. The park is located atop a small hill approximately eight feet above Main Street behind City Hall and other public facilities. Visual lake access is limited from Main Street. North Cove Park is envisioned as the focus for re-development as a central location for community events and with expanded access to Lake Stevens, shown in Figures 4.2 & 4.3.

Expansion of North Cove Park will require:

- Relocating City Hall, library and historical museum (1.87 acres);
- Acquiring property; and
- Re-grading the park to slope from Main Street to the water's edge, allowing direct visual access to the lake and active/passive park use

The primary design components of the park propose:

- A large paved plaza area with covered pavilion(s) and a pedestrian promenade along Main Street for staging farmers markets, sporting events and local celebration such as Aquafest and Winterfest;
- A multi-purpose lawn for staging events and daily active/passive use;
- A multi-use path linking the waterfront and park with adjacent streets;
- A naturalized area with water access adjacent to the shoreline;
- Preserving or relocating the Veteran's Memorial, historic Grimm House and other historic features within or near the park;
- Child/adult activity zone; and
- Rebuilding the pedestrian dock.

The design of park structures should incorporate the use of natural materials that reflect the setting of this unique location.

- Provide a mix of areas for hardscape, lawn and planting beds.
- Include fire resilient/water resistant plantings and those most responsive to local climate and soil conditions.
- Preserve and enhance tree stands and plantings along Stevens Creek.

Further park design, phasing and a temporary City Hall location, will be provided in a follow-up North Cove Park Master Plan process. A separate city-initiated process for relocating the historic museum and retaining some city hall and library functions is ongoing.

Figure 4.2 North Cove Park Expansion Conceptual Plan

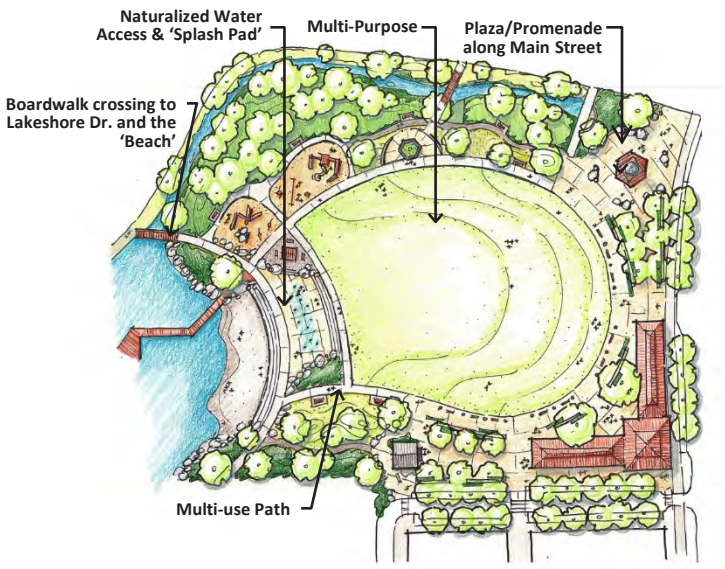


Figure 4.3 North Cove Park

2. Retail Emphasis

Storefront retail is envisioned for parcels adjacent to North Cove Park and along Main Street and 18th Street NE as shown in Figure 4.4. A concentration of continuous retail storefronts is to be located:

- Within the Main Street Center block bounded by Main Street on the west, 125th Avenue NE on the east and 18th Street NE on the south;
- Along Main Street between 18th Street NE and 17th Place NE; and
- Along 18th Street NE from 125th Avenue NE to 123rd Drive NE.

These development areas provide for a range of neighborhood-serving retail opportunities, including the retention and potential expansion of Jay's Market. Storefront retail development is intended to be largely incorporated in buildings with, or adjacent to, a mix of uses such as housing, community facilities, or public parking structures.

These areas meet the following real estate siting criteria essential for storefront retail development:

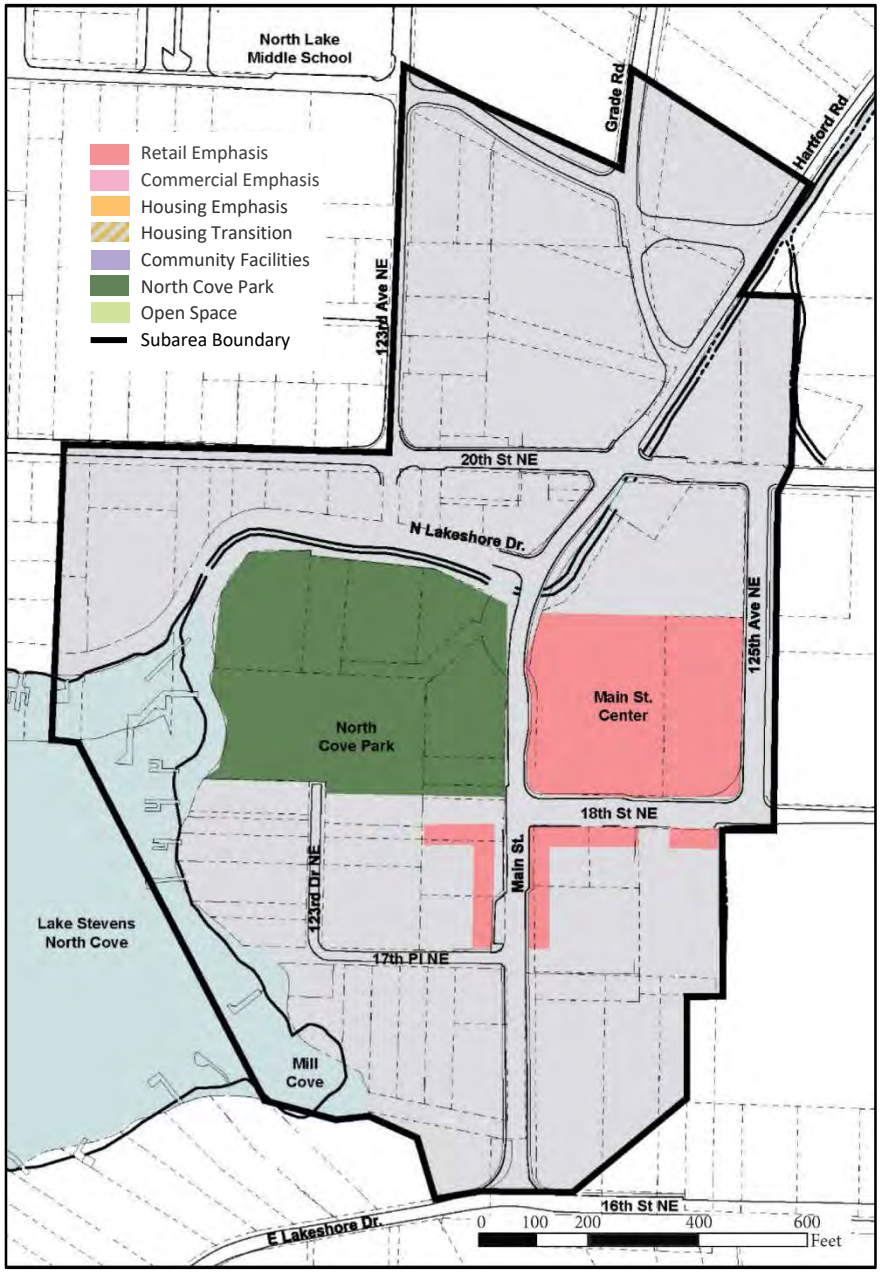
Proximity. North Cove Park is an opportunity to attract customers over an extended period throughout the day, evening and during events where shopping or dining can be linked to active or passive use of the park and pedestrian/bike connections to Centennial Trail.

Access. Main Street is directly accessible from the traffic-generating streets 20th Street and Grade Road.

Prominent Address. Retail-supportive pedestrian, bike and streetscape improvements—including widened sidewalks, street furniture, landscaping lighting, street trees and curbside parking—will establish Main Street as a pedestrian-scaled shopping environment not found elsewhere in the community.

Amenity. Expansion of North Cove Park provides an enhanced setting for Main Street to support storefront retail, dining and entertainment uses that benefit from visual access and proximity to the waterfront.

Figure 4.4 Retail Emphasis



3. Community Facilities

Downtown has historically served as the civic and cultural center of the community, anchored by city hall, a community meeting room, the library, historical museum and essential services. While growth has shifted the population and development center of the community to the west side of the lake, preservation and enhancement of some essential community facilities and services is desired, including:

- Community/Conference Facility. Support a community/conference facility with space for community meetings, classes and accommodate private events, conference meetings/activities and corporate retreats on parcels bounded by 123rd Drive NE, 17th Place NE, Main Street and North Cove Park. To complement the community facilities the site would include lodging, storefront retail and structured public parking.
- Fire Station. Expand the existing Fire Station parcel by vacating the 21st Street NE right-of-way and utilizing existing city owned property for fire station redevelopment with the benefit of improving vehicle access and operations.
- Retain some city services as practicable

These development areas meet the following site criteria essential to supporting community facilities.

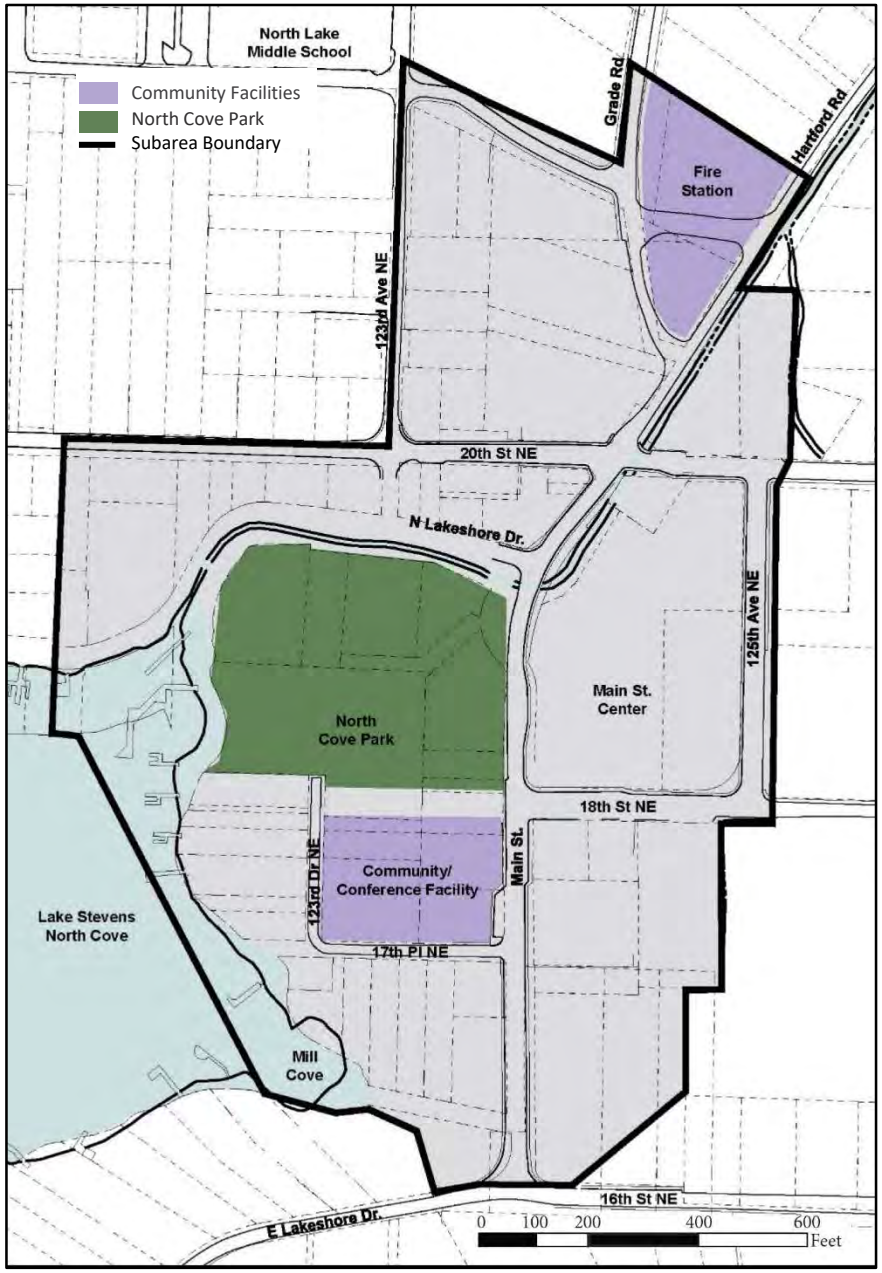
Proximity. The sites have the advantage of proximity to downtown activity areas including retail and commercial services, North Cove Park and the lake.

Access. Traffic-generating streets, 20th Street and Grade Road, provide direct access to sites on Main Street and 18th Street NE, while fire services are provided enhanced access along Grade Road and Hartford Road.

Prominent Address. Pedestrian and bike improvements with widened sidewalks, bikeways, street furniture, landscaping lighting, street trees and curbside parking will establish Main Street and 18th Street NE as an attractive pedestrian-scaled environment to support community facilities.

Amenity. North Cove Park provides an enhanced setting for use as a break-out area and amenity for community meetings, retreats and conference goers.

Figure 4.5 Community Facilities



4. Commercial Emphasis

The Grade Road and 20th Street NE corridors provide the necessary drive-by traffic and visibility to support commercial uses that will complement the storefront retail uses envisioned along Main Street and provide for daily needs goods, services and employment uses that serve close-in neighborhoods.

A large portion of the identified area is currently occupied by low intensity and aging auto-oriented commercial development. The intent of this development area is to promote street-oriented buildings with ground-floor uses that include a diverse range of commercial services, retail, dining/ drinking and small office uses. Upper floors would be encouraged to allow for office or residential uses.

These areas meet the following site criteria essential to supporting commercial uses:

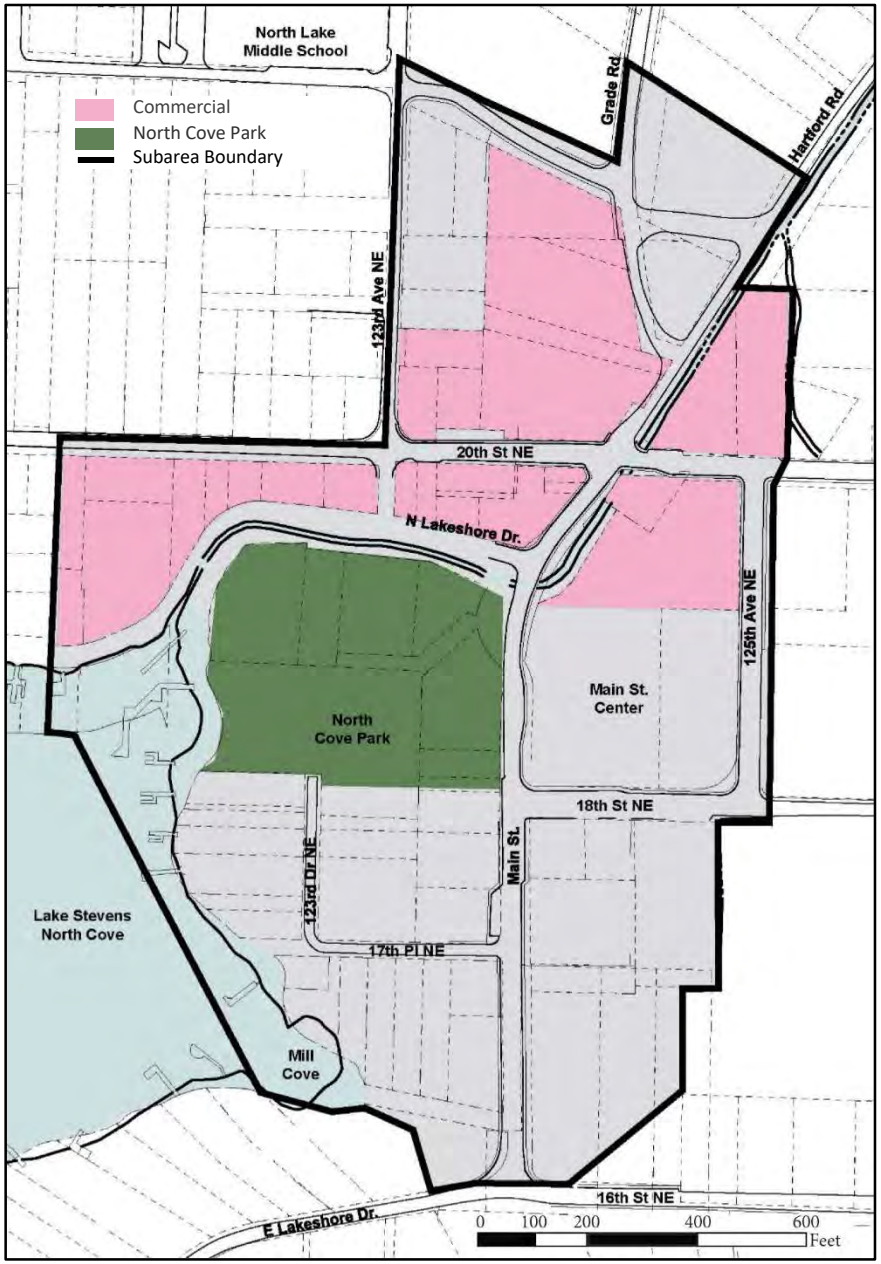
Proximity. Much of the area will benefit from topography and higher elevations that afford views to the mountains and Lake Stevens.

Visibility and Access. 20th Street and Grade Road provide sufficient drive-by auto traffic and good visibility. Pedestrian and bicycle improvements to these roadways will provide for improved access and better capture of additional customers within a convenient walk or bike ride.

Prominent Address. Commercial uses can capture the benefits of multiple 'front door' addresses along Grade Road and 20th Street NE.

Amenity. The expansion of North Cove Park provides an enhanced setting and activity area to draw additional customers and extend the amount of time spent in the downtown.

Figure 4.6 Commercial Emphasis



5. Public Parking

Strategically promoting public parking facilities close to retail and commercial development, North Cove park and the boat launch will facilitate growth and redevelopment by:

- Reducing or eliminating the cost associated with requiring off-street parking on each development site; and
- Allowing for more intense development of parcels that support a pedestrian-oriented and walkable downtown environment.

Four potential sites have been identified for public parking, either in surface parking lots or in multi-level parking structures:

- Parking Sites 1 (PP1) and 2 (PP2). These sites are optimal for structured parking due to their central downtown location and parcel size;
- Parking Site 3 (PP3). Surface parking lot to provide parking for commercial uses along 20th Street NE and Grade Road; and
- Parking Site 4 (PP4). Surface parking lot to serve the boat launch.

Parking site locations are indicated by the dashed line with parking totals as indicated on the public parking diagram to the right.

Determining Public Parking Need

Assumptions for parking needs can be determined by taking the downtown subarea's potential development yield in square feet and applying the standard parking ratios/requirements for each development type and then subtracting the number of on-street parking available within the subarea. Based on the downtown subarea plan's preferred alternative, approximately 300 public parking spaces could be developed to support future growth.

The parking sites identified in Figure 4.7 show potential public parking within a range of 300 to 565 spaces. The figure identifies the number of potential parking spaces for each public parking site, which are based on the following:

- Parking Site 1 assumes a 150-feet x 210-feet floor plate dimension (w/ground-floor retail);
- Parking Site 2 assumes a 120-feet x 224-feet floor plate dimension; and
- Each structure would include three levels of parking with a ground-floor (level 1), second floor (level 2) and roof (level 3).

Figure 4.7 Public Parking

Assumption for Parking Requirements

Off-street parking requirements within the subarea were based on the following assumptions:

- Retail and Commercial- 1.0 space per 400 square feet;
- Residential- 1.0 space per unit (parking required to be built within development sites);
- Hotel- 0.75 spaces per guest room;
- Conference/Meeting Rooms- 1.0 space per 50 square feet of gross floor meeting/assembly area;
- Boat Launch- Requires 35 spaces; and
- Existing on-street Parking- 200 spaces along existing downtown streets (average length of space estimated at 22')

6. Housing Emphasis

Multifamily residential development is envisioned for blocks fronting 123rd Avenue NE and 22nd Street NE in the northwest portion of the subarea and for blocks fronting Main Street and 18th Street NE in the southwest portion of the subarea as illustrated in Figure 4.8. Opportunities for upper-story residences over ground-floor retail commercial are encouraged elsewhere in the subarea.

As noted in the market analysis, multifamily residential development is the most immediate opportunity in the downtown with the clearest case for strong market support. Robust household growth and strong income demographics should drive new unit demand well into the coming decade and beyond.

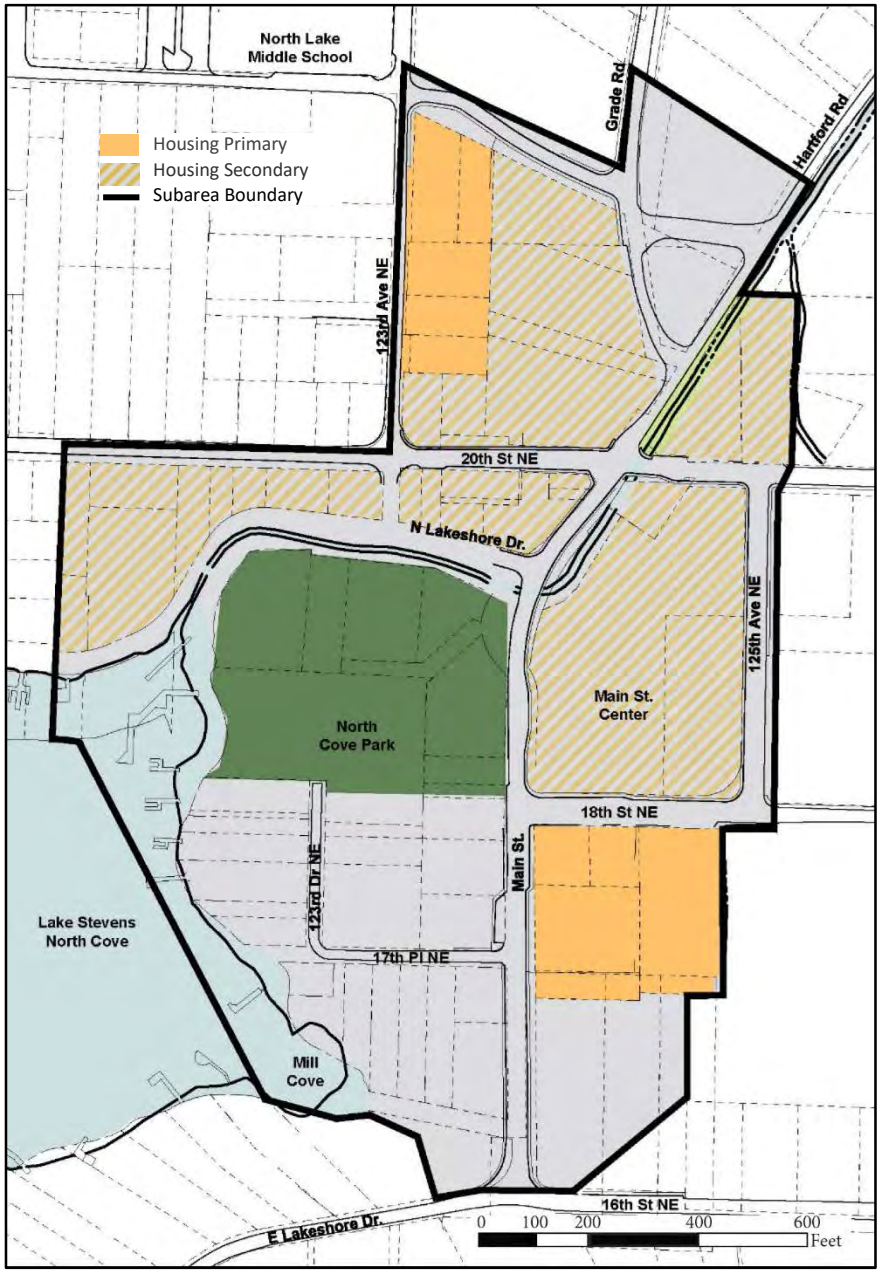
Multifamily residential uses within the housing emphasis development areas meet the following essential real estate siting criteria for successful housing development.

Amenity. Located within walking distance to parks, the waterfront, schools, shopping and dining.

Visual Impact. Located far enough away from the lake that multi-story buildings do not impact views or encroach on lower density single-family homes.

Views. Lake and mountain views afforded to properties along 123rd Avenue NE and upper floors of buildings along Main Street, 20th Street and Grade Road.

Figure 4.8 Housing Emphasis



7. Housing Transition

Figure 4.9 shows the location of two developed areas adjacent to the lakefront and located west of 123rd Drive NE and south of 17th Place NE consisting of single-family homes. Over time the transition of these single-family homes to higher-intensity uses will support downtown as a unique destination for community gathering, shopping, recreation and entertainment and enhanced public access and use of Lake Stevens.

Each development area provides opportunity for long-term redevelopment.

- Allow for potential future expansion of lodging or community/ conference facilities and public waterfront access between North Cove Park and the boat launch on parcels bound by 123rd Drive NE, North Cove Park, the boat launch and the lake.
- Accommodate future expansion of boat launch parking and/or an enhanced rowing facility or other water recreation facility on parcels located south of 17th Place NE and adjacent to the lake.

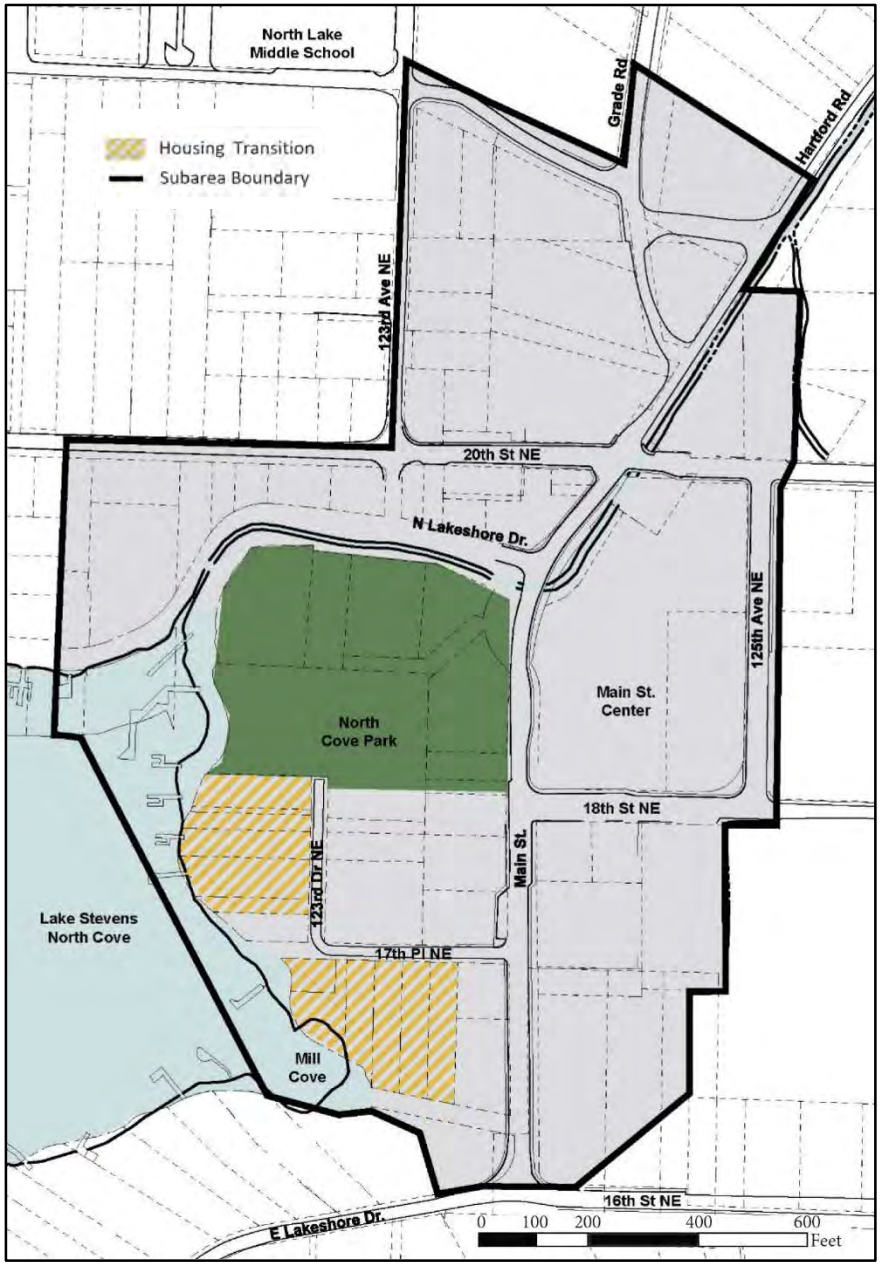
The development areas meet the essential siting criteria for supporting expanded residential uses:

Proximity. Parcels are adjacent to planned or existing community facilities, lodging and the boat launch with direct access to the waterfront and North Cove Park.

Access. Sites are easily accessible from Main Street and adjacent to local streets that ensure adequate access and servicing of future development

Amenity. The lake and North Cove Park provide a unique setting and access to the lake that is desirable for development.

Figure 4.9 Housing Transition



8. Open Space

Stevens Creek on one end wetlands with tall tree stands and vegetation on the other establish the beginning and end to Main Street and are essential open space elements that define the extents of the downtown core area as shown on Figure 4.10.

The enhancement and preservation of these waterways and wetland areas should include opportunities for:

- Stevens Creek bank stabilization and vegetation enhancements that remove potential invasive plant materials and manage waterflow and temperatures to support fish habitat and wildlife; and
- Establishing a Mill Cove Reserve and potential trail complex with consideration of future wetland enhancements integrated with an interpretative trail network that would link Stevens Creek to the former mill site located south of the boat launch.

Figure 4.10 Open Space

B. Land Use Designations

Based on the plan concept's land use framework, new Comprehensive Plan land use designations were assigned to specific parcels within the subarea, shown in Figure 4.11.

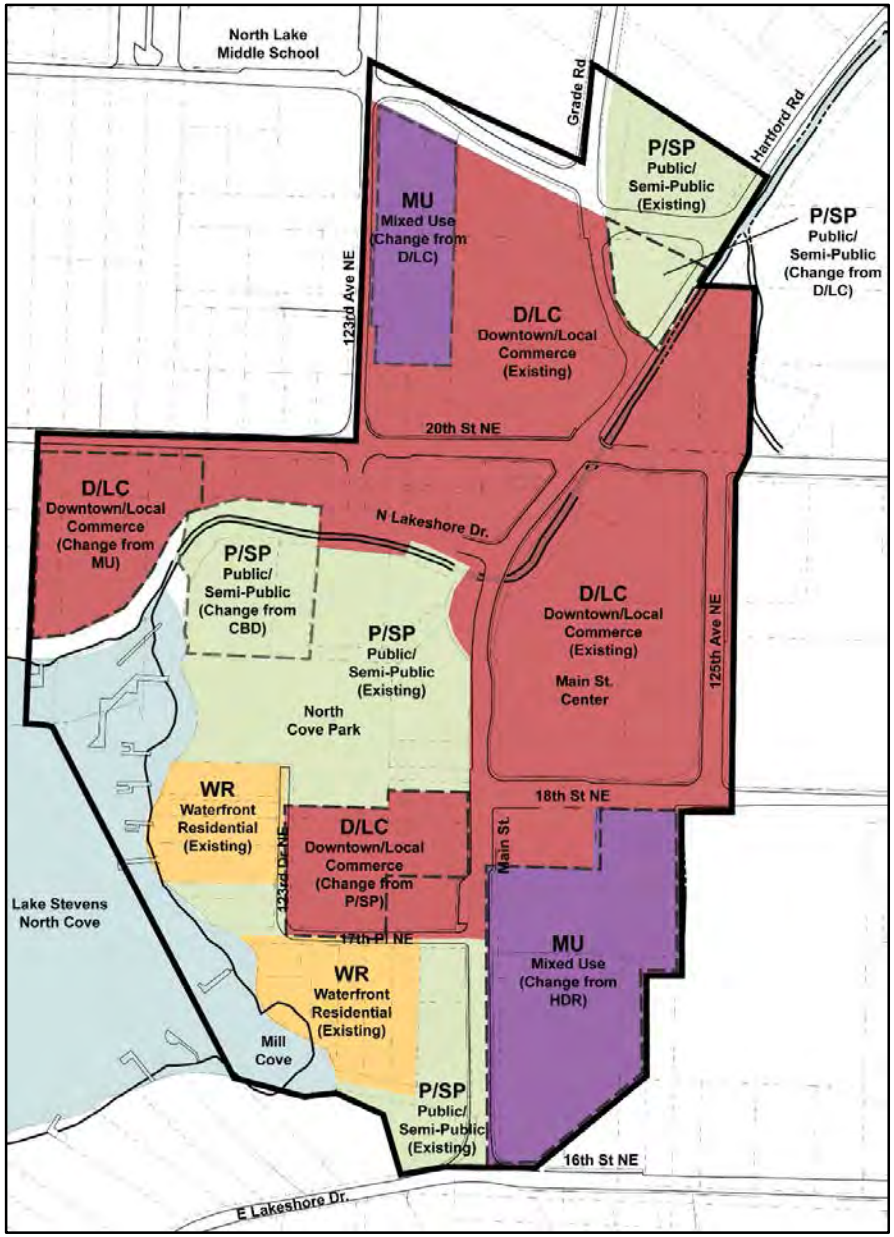
- The subarea along Main Street, 20th Avenue NE and Grade Road is designated as Downtown Local Commerce (D/LC).
- Additional areas west of Main Street have changed from Public/Semi-Public (P/SP) to Downtown Local Commerce (D/LC).
- Between Grade Road and Hartford Road the Downtown Local Commerce (D/LC) area changed to Public/Semi-Public (P/SP) to accommodate future expansion or modification of the fire station.
- The high density residential area east of Main Street (south of 18th Street NE) changed to Mixed Use (MU).
- South of N Lakeshore Drive, the Downtown/Local Commerce (D/LC) changed to Public/Semi-Public (P/SP).

Table 3 shows acreages for the subarea land use designations.

Table 3 Summary of Subarea Land Use Designations

Subarea Comprehensive Plan Designation	Acres
Downtown/Local Commerce	20.38
Waterfront Residential	2.53
Public/Semi-Public	7.26

Figure 4.11 Downtown Subarea Plan Comprehensive Plan

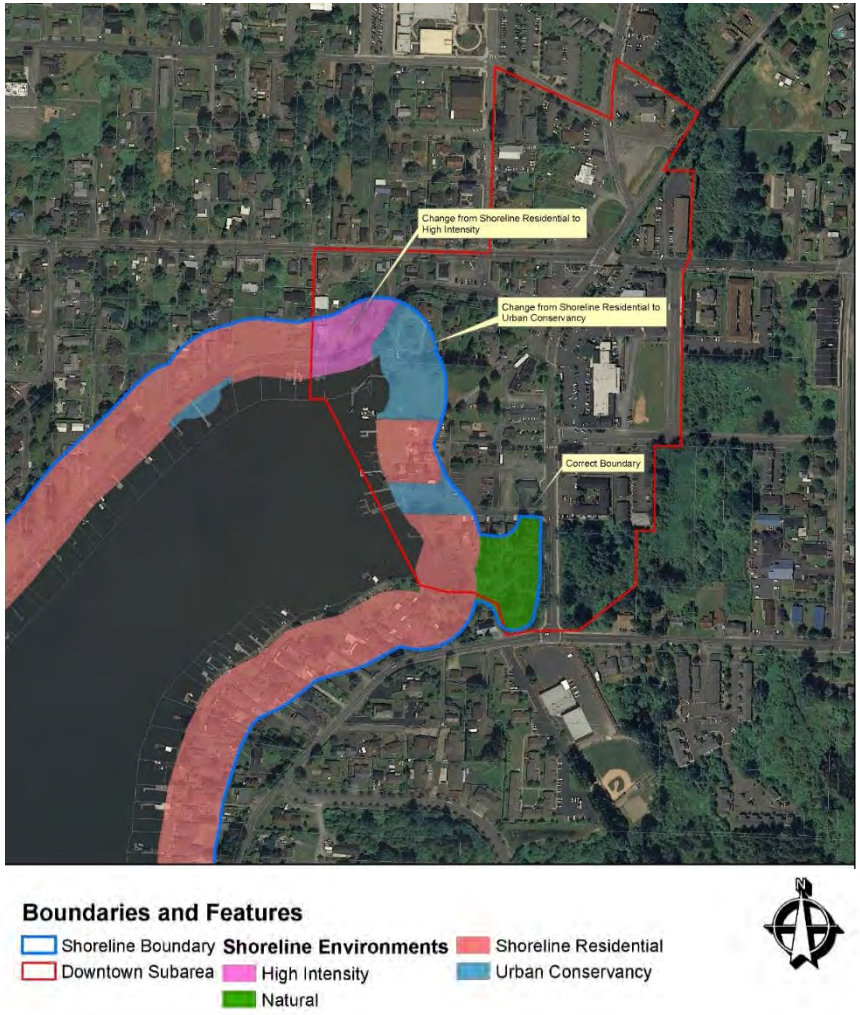


C. Shoreline Designations

Based on the plan concept's land use framework, new Shoreline Environments designations were assigned to specific parcels within the subarea, shown in Figure 4.12.

- North of Lakeshore Drive and west of North Cove Park the Shoreline Environments designation will change from Shoreline Residential to High Intensity
- South of Lakeshore Drive and within North Cove Park the Shoreline Environments designation will change from Shoreline Residential to Urban Conservancy

Figure 4.12 City of Lake Stevens Shoreline Boundaries and Features



D. Zoning Districts

Based on the plan concept's land use framework, zoning districts were assigned to all parcels within the subarea, shown in Figure 4.13.

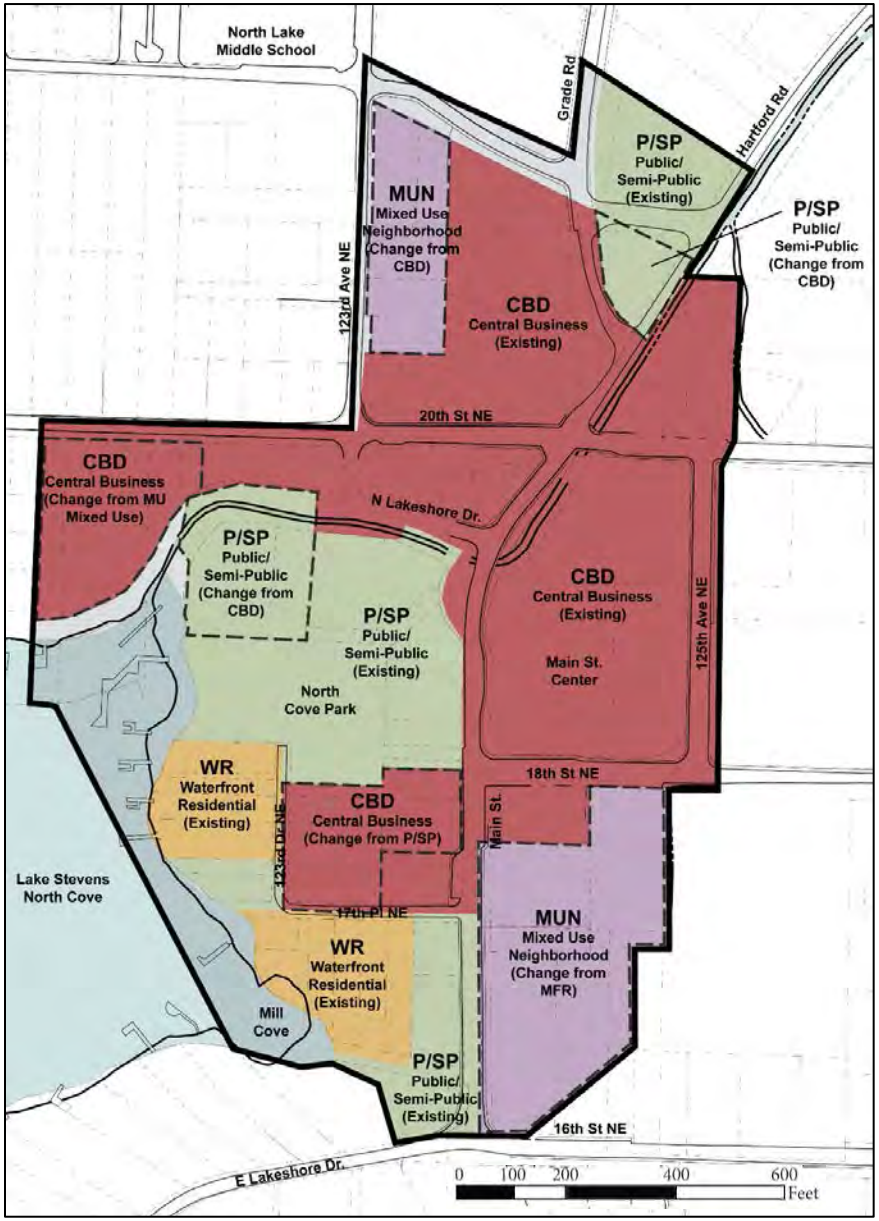
- The subarea along Main Street, 20th Avenue NE and Grade Road is designated as Central Business (CBD).
- Additional areas west of Main Street have changed from Public/Semi-Public (P/SP) to Central Business (CBD) to accommodate a future community/conference facility, public parking and storefront retail uses.
- Between Grade Road and Hartford Road the Central Business (CBD) area changed to Public/Semi-Public (P/SP) to accommodate future expansion or modification of the fire station.
- The Multifamily Residential (MFR) south of 18th Street NE and east of Main Street changed to Mixed Use Neighborhood (MUN).
- The Central Business (CBD) south of N Lakeshore Drive was changed to Public/Semi-Public (P/SP).

Table 4 shows acreages for the subarea zoning districts.

Table 4 Summary of Subarea Zoning Districts

Subarea Zoning District	Acres
Central Business	16.70
Mixed- Use Neighborhood	3.66
Waterfront Residential	2.53
Public/Semi-Public	7.26

Figure 4.13 Downtown Subarea Plan Zoning



E. Development Typologies

1. Retail and Commercial

Retail (businesses that engage in the sale of goods, dining and entertainment) and commercial (businesses that engage in the sale of services and the sale of goods, dining and entertainment) uses in the downtown will support residential neighborhoods or mixed-use areas within small to mid-sized development that caters to destination and daily-needs goods and services. A more intimate 'main street' shopping, dining and entertainment district is anticipated to emerge along Main Street and 18th Street NE with daily-needs good and services oriented to 20th Street NE.

Main Street Retail

Storefront retail is envisioned for parcels adjacent to North Cove Park and along Main Street and 18th Street NE. A concentration of continuous retail storefronts is to be located:

- Within the Main Street block (bounded by Main Street on the west, 125th Ave NE on the east and 18th St NE on the south);
- Along Main Street between 18th Street NE and 17th Place NE; and
- Along 18th Street NE from 125th Ave NE to 123rd Drive NE.

The development area provides for a range of street-oriented retail opportunities, including the retention and potential expansion of Jay's Market. Storefront retail development is largely intended to be incorporated in buildings with, or adjacent to, a mix of uses such as housing, community facilities or public parking structures.

The following typologies illustrate types of development appropriate in single-use or mixed-use buildings.

Figure 4.14 Single Use Retail Building

Figure 4.15 Low Rise Mixed-Use Office Over Street Oriented Retail Building

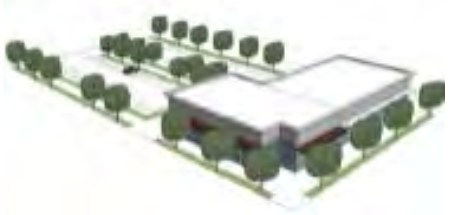


Figure 4.16 Multi-Story Mixed-use Office Over Street-Oriented Retail Building

Commercial

The Grade Road and 20th Street NE corridors provide the necessary drive-by traffic and visibility to support growth and redevelopment of commercial uses that will complement the storefront retail uses envisioned along Main Street and provide for daily needs goods, services and employment uses that serve close-in neighborhoods.

A large portion of the area is currently occupied by low intensity and aging auto-oriented commercial development. The intent of this development area is to promote street-oriented buildings with ground-floor uses that include a diverse range of commercial, retail, dining/drinking and small office uses. Upper floors would be encouraged to allow for office or residential uses.

The following typologies illustrate types of development appropriate in single-use or mixed-use buildings.

Figure 4.17 Single Use Street-Oriented Commercial Building

Figure 4.18 Low-Rise Mixed-Use Office Over Street-Oriented Commercial Building

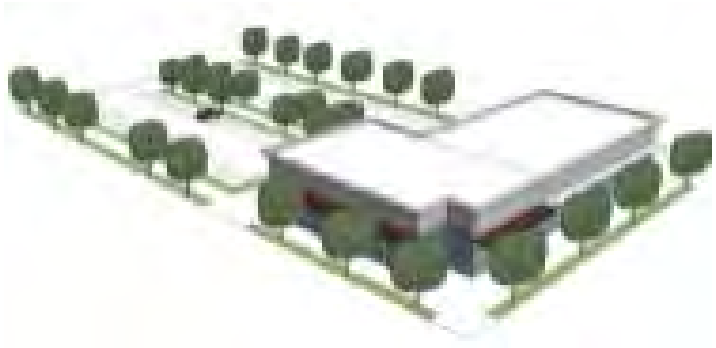


Figure 4.19 Multi-Story Mixed-Use Multifamily Over Street-Oriented Commercial Building

Figure 4.20 Multi-Story Street-Oriented Commercial Building

2. Multifamily Residential

Multifamily residential development is envisioned for blocks fronting 123rd Avenue NE and 22nd Street NE in the northwest portion of the subarea and for blocks fronting Main Street and 18th Street NE in the southwest portion of the subarea. Upper-story residences over ground-floor retail commercial are encouraged elsewhere in the subarea. The following typologies illustrate types of development appropriate in single-use or mixed-use buildings.

Figure 4.21 Multifamily Building

Figure 4.22 Example of Mixed Use Multifamily Buildings

Figure 4.23 Example of Single-Use Multifamily Building

F. Complete Streets Framework

The complete streets framework identifies the future design character and function of key downtown streets. It has an emphasis, in terms of focus and detail, on 'complete street' multimodal connections located within a half-mile radius of the downtown and provides direct and safe connections to traffic-generating uses and destinations that are desirable to the community.

Recommendations on the location and configuration of automobile, bus, pedestrian and bicycle access throughout the Downtown Lake Stevens Subarea are identified. The framework includes the following elements.

Active Transportation. Emphasizing active transportation fosters pedestrian and bicycle circulation systems as a means of reducing auto dependency and associated traffic/parking impacts, maximizing non-motorized access to downtown, North Cove Park, the waterfront; and fostering community health benefits.

Street Hierarchy. A network of interconnected streets provides balanced facilities for all modes—auto, truck, transit, pedestrian and bicycle; establishes a framework for pedestrian and bicycle-oriented development; and ensures safe and direct connections between the downtown and adjacent neighborhoods.

PEDESTRIAN

BICYCLE

TRANSIT

AUTO

Main Street Photo Simulation-View looking north (StudioKPG 2018)

1. Active Transportation

For the Downtown Subarea to see a transfer of a significant number of current and estimated future daily trips away from autos to walking and cycling, it is essential that well-designed, safe and direct active transportation routes are established. Active transportation routes benefit the community by reducing auto congestion and providing safe, direct pedestrian and bike connections to key destinations such as the waterfront, Centennial Trail, shopping, recreation, employment and schools.

The Active Transportation Concept includes the following routes.

- Routes that build upon the existing multi-use regional Centennial Trail with improved pedestrian and bicycle access between the downtown, North Cove Park and the Centennial Trail.
- An interconnected 'series of loops' between the downtown and Centennial Trail that support active physical recreational use for a range of skill levels.
- Coupled with bicycle facilities, enhanced pedestrian sidewalks and crosswalks to foster walking within a quarter mile of the Main Street and for those willing to travel further distances.

The active transportation framework is designed to include the premium pedestrian and bicycle transportation facilities described on the following pages as illustrated in Figure 4.23 and 4.24.

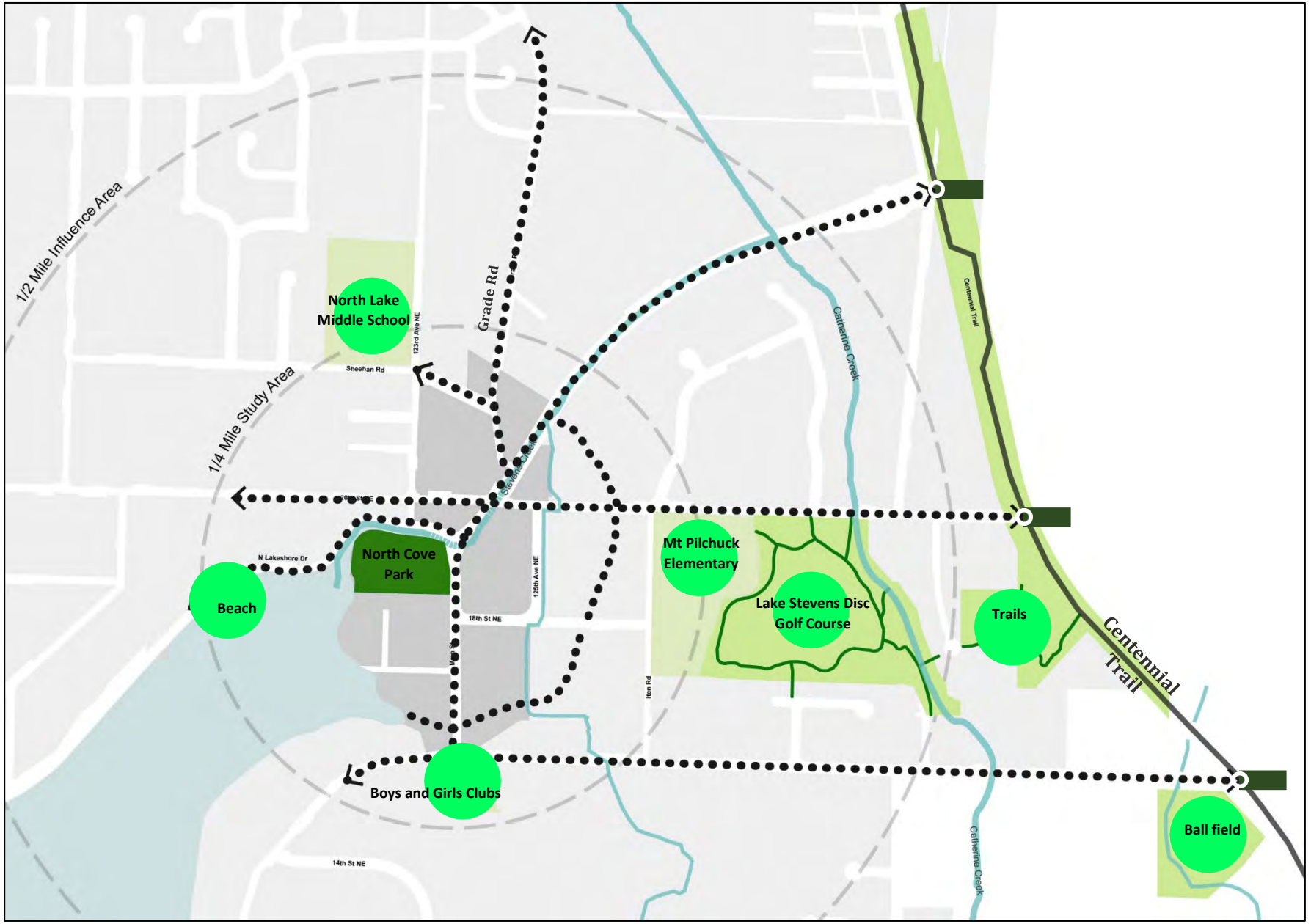
PROTECTED BIKE LANE

MULTI-USE PATH

BOARDWALK TRAIL

BIKE LANE

Figure 4.24 Active Transportation Routes



Bicycle and Pedestrian Enhancements

Multi-use Paths

Multi-use paths are physically separated from the street by raised curbs or other vertical elements and attract bicycle riders who do not typically ride on the street with auto traffic due to safety concerns. When implemented as a complete network, multi-use paths can significantly increase bike ridership within the Downtown Subarea. Multi-use paths serve both recreation and commuting uses by pedestrians and cyclists. Multi-use paths also provide access to businesses and residences. When adjacent to arterial roadways, multi-use paths should be physically separated from the travel lanes by a landscape buffer, which eliminates conflicts with autos.

New multi-use paths with 10- to 12-foot-wide paved surfaces are proposed for:

- 20th Street NE from Main Street east to the Centennial Trail complete sidewalk system (Further study required to determine feasibility);
- 16th Street NE (south side of the street) from Main Street east to the Centennial Trail;
- Main Street (west side of the street) between Lakeshore Drive and 20th Street NE;
- Grade Road (west side of the street) from 20th Street NE to Highway 92; and
- Hartford Drive (west side of the street) from Grade Road to Centennial Trail

Multi-use paths along North Lakeshore Drive, East Lakeshore Drive, the Lake Stevens waterfront and 22nd Street NE will require further study to determine location, phasing and facility design.

- Grade Road (west side of the street) from 20th Street NE to Highway 92
- Hartford Drive (west side of the street) from Grade Road to Centennial Trail

Multi-use paths along North Lakeshore Drive, East Lakeshore Drive, the Lake Stevens waterfront and 22nd Street NE will require further study to determine location, phasing and facility design.

Mill Cove Interpretive Trail

Mill Cove Reserve located east of Main Street and the former location of the historic Rucker Mill has returned to a natural state that contains wetlands and shoreline. The wetlands continue east of Main Street and with the creek, extend north to Hartford Road and Stevens Creek. The historic significance of the mill and location of wetlands provides an opportunity for wetland enhancements coupled with an interpretive trail and boardwalk and signage along the route. The interpretive trail would:

- Provide an educational forum for wetland enhancement, nature reserves and the history of logging and the mill
- Connect Mill Cove to Stevens Creek and link to existing and proposed multi-use paths along the waterfront, Hartford Drive, 20th Street NE and Main Street
- Require further study to determine location, phasing and facility design.

Bike Lanes

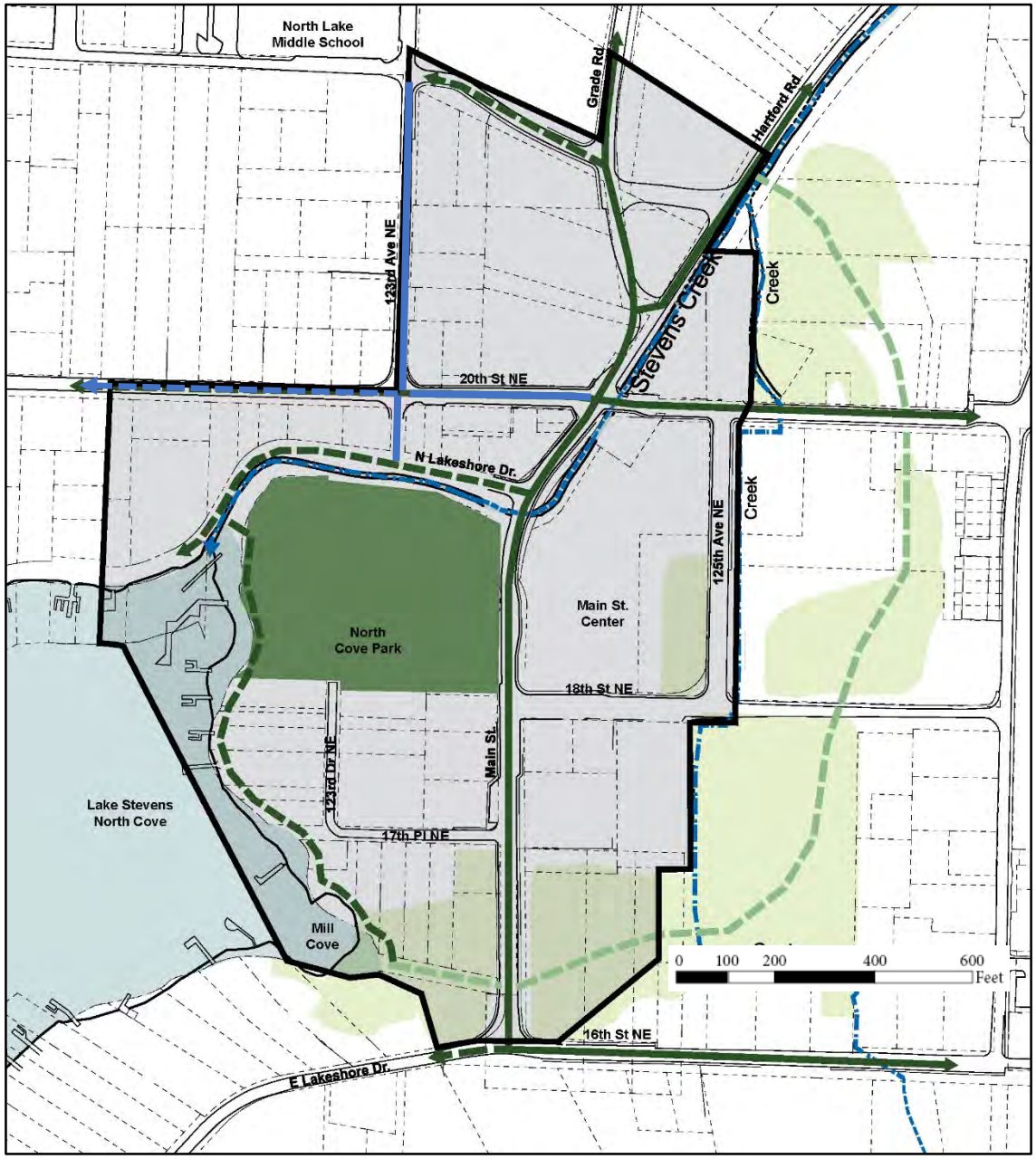
On-street bike lanes (minimum of six-feet. wide) are proposed for 20th Street NE between Main Street and 123rd Avenue NE. This would require widening the right- of-way on the north side of the street.

Future study should determine feasibility of extending the bike lanes further east to SR 9.

On-street bike lanes are proposed for 123rd Avenue NE from 22nd Street NE to N. Lakeshore Drive. This would require widening the right- of-way on the west side of the street.

Figure 4.25 Active Transportation

- Multi-Use Path (Off-Street)
- Multi-Use Path (Off-Street)- Requires Further Study
- Stevens Creek Interpretive Trail- Requires Further Study
- Bike Lane (On-Street)
- Bike Lane (On-Street)- Requires Further study



2. Street Hierarchy

A prime objective of the Downtown Subarea Plan is to maintain and strengthen Downtown and the lake as a destination for residents and visitors alike. While essential access and mobility are identified for key routes, a bias toward the pedestrian and cyclist should be fostered for all streets in the downtown, including auto mobility streets such as 20th Street NE and Grade Road.

The Street Hierarchy Framework, shown in Figure 4.25, identifies key routes for auto, pedestrian and bicycle improvements and creates a network of streets that complement adjacent land uses and spur additional desirable Downtown development. The Street Hierarch Framework includes the following elements.

Retail Street. Main Street and 18th Street NE provide a unique destination, serving auto traffic to local business auto traffic, pedestrians and cyclists who support storefront retail and establishing an entry to North Cove Park.

'Front Door' Entry. Grade Road is prioritized as the primary regional access route to and from the downtown via HWY 92, while 20th Street NE continues to provide local access to and from Lundeen Parkway and HWY 9.

Downtown Streets. Local traffic access is enhanced along key streets with opportunities for improved pedestrian facilities and added on-street parking to serve downtown businesses.

Neighborhood Connector Street. These streets establish a fine-grained active transportation network that provides opportunities for walking and biking to and from the Downtown subarea's major traffic generators and public amenities.

The following pages indicate concept level road sections recommended to implement the subarea plan goals. During design engineering and construction, actual street sections may be modified slightly as necessary for unforeseen conditions or as a result of cost impacts that require deviation.

RETAIL STREET

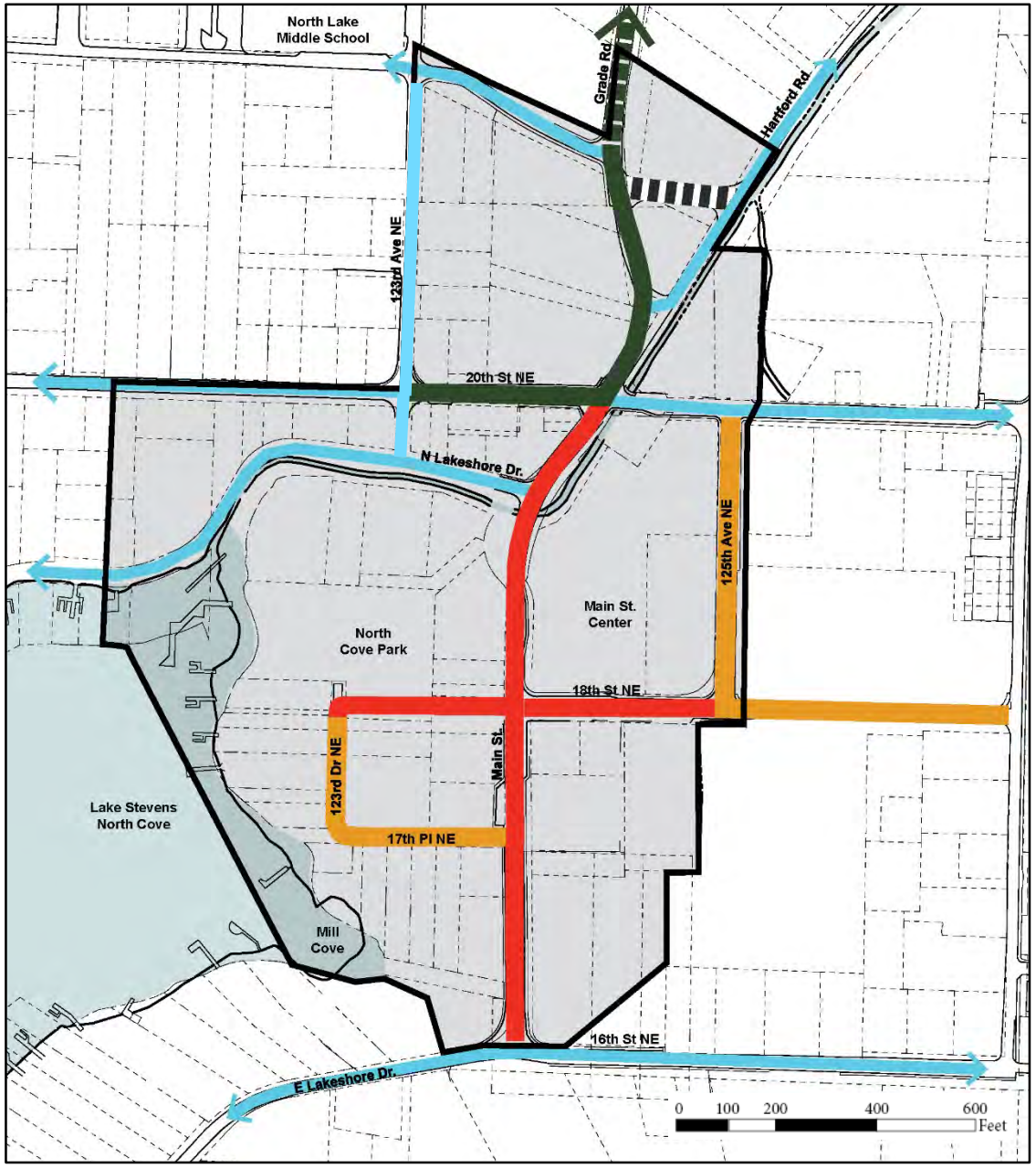
FRONT DOOR ENTRY

DOWNTOWN STREET

NEIGHBORHOOD CONNECTOR

Figure 4.26 Street Hierarchy

- Retail Street
- 'Front Door' Entry Street
- Downtown Streets
- Neighborhood Connector Streets



Retail Street

Main Street is Lake Stevens' primary 'signature street', serving street-oriented retail development and providing a high-quality pedestrian and bicycle environment that will establish the street as a unique destination. Main Street consists of four unique segments that respond to adjacent land uses or to right-of-way constraints in proximity to Stevens Creek:

- Main Street (Lakeshore Dr. NE to 18th St. NE)
- Main Street (18th St. NE to 17th Pl. NE)
- Main Street (18th St. NE to 17th Pl. NE)
- Main Street (20th St. NE to Lakeshore Dr. NE)
- 18th Street (123rd Dr. NE to Main Street)
- 18th Street (Main Street to 125th Ave. NE)

Main Street (Lakeshore Dr. NE to 18th St. NE)

The design of this Main Street segment supports storefront retail and redevelopment along the east side of the street. The segment functions as the primary entrance to North Cove Park on the west side of the street and design includes:

- A two-way, two-lane roadway;
- Curbside parking and a widened sidewalk on the east side of the street to support adjacent retail uses (Limited parking is provided on the west side for a drop-off serving North Cove Park);
- Street trees, landscaping, lighting and street furniture between the sidewalk and curbside parking on the east side of the street;
- A wide tree-lined median buffer to include LID stormwater features and street lighting between the multi-use path and the roadway;
- At intersections, striped and/or raised pedestrian crosswalks and two-way bicycle crossing (west side of the street);
- Widening existing right-of-way by eight feet along the west side of the street; and a
- Controlled intersection at 18th Street NE.

A conceptual street section is identified at right and an illustration of the proposed street character and elements are identified on the following page.

Figure 4.27 Main Street (Lakeshore Dr. NE to 18th St. NE)

Figure 4.28 Typical Section Main Street (Lakeshore Dr. NE to 18th St. NE)

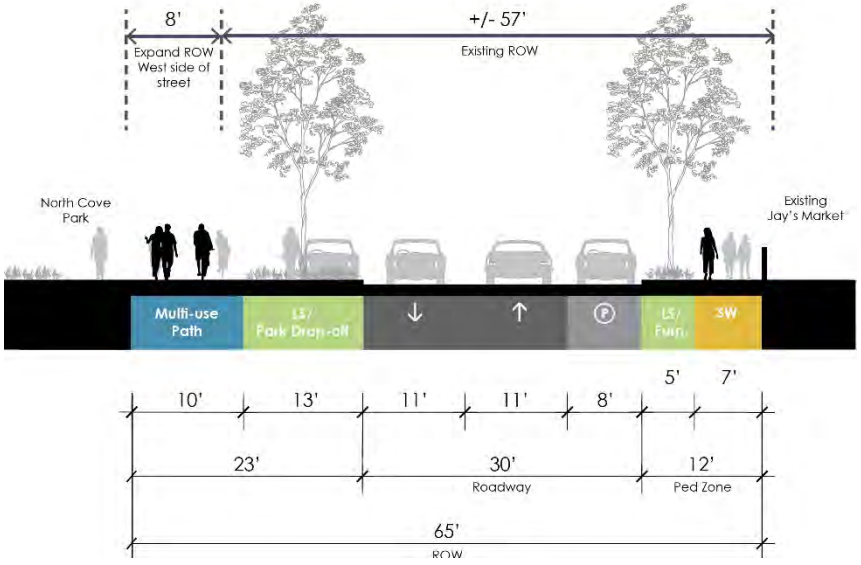


Figure 4.29 Retail Street Illustration (Main Street View Looking North Between Lakeshore Dr. NE and 18th St. NE)

Main Street (18th St. NE to 17th Pl.NE)

The design of this segment of Main Street supports storefront retail and redevelopment along both sides of the street. The design includes:

- A two-way, two-lane roadway;
- Curbside parking and a widened sidewalk with street trees, lighting and street furniture on the both sides of the street to support adjacent retail uses;
- A multi-use path on the west side of the street separated from the street with lighting, street furniture and street trees;
- At intersections, striped pedestrian and bicycle crosswalks (west side of the street);
- Widening the existing right-of-way by eight feet along the west side of the street and requiring a 10-foot building setback on the adjacent parcel for a future sidewalk with access to storefront retail uses; and
- A potential all-way controlled intersection at 18th Street NE (requires further study).

The typical street section is identified to the right and an illustration of the proposed street character and streetscape elements is shown on the following page.

Figure 4.30 Main Street (18th St. NE to 17th Pl. NE)

Figure 4.31 Typical Section Main Street (18th St. NE to 17th Pl. NE)

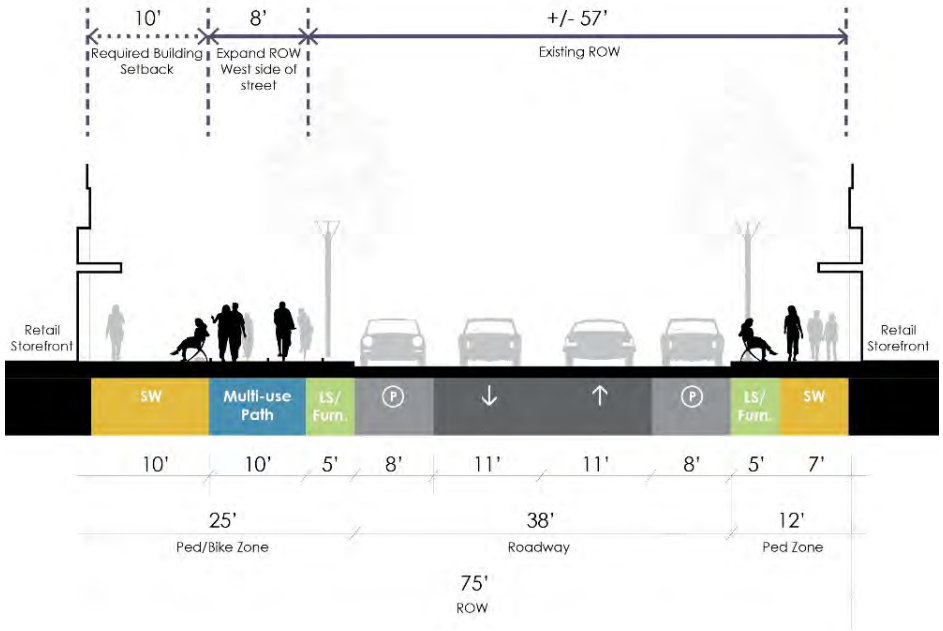


Figure 4.32 Retail Street Illustration (Main Street View Looking Northwest Between 17th Pl. NE and 18th St. NE)

Main Street (17th Pl. NE to 16th St. NE)

The design of this segment of Main Street is adjacent to the wetlands and is the 'gateway entry' to the Main Street from the south. The design includes:

- A two-way, two-lane roadway;
- Curbside parking and a widened sidewalk with street trees and lighting on the both sides of the street. Curbside parking supports retail and additional parking for the boat launch;
- A multi-use path on the west side of the street separated from the street with lighting and street trees;
- At intersections, striped pedestrian crosswalks and two-way bicycle crossing (west side of the street); and
- Widening the existing right-of-way along the west side of the street as needed.

The typical street section is identified to the right and an illustration of the proposed street character and streetscape elements is shown on the following page.

Figure 4.33 Main Street (17th Pl. NE to 16th St. NE)

Figure 4.34 Typical Section Main Street (17th Pl. NE to 16th St. NE)

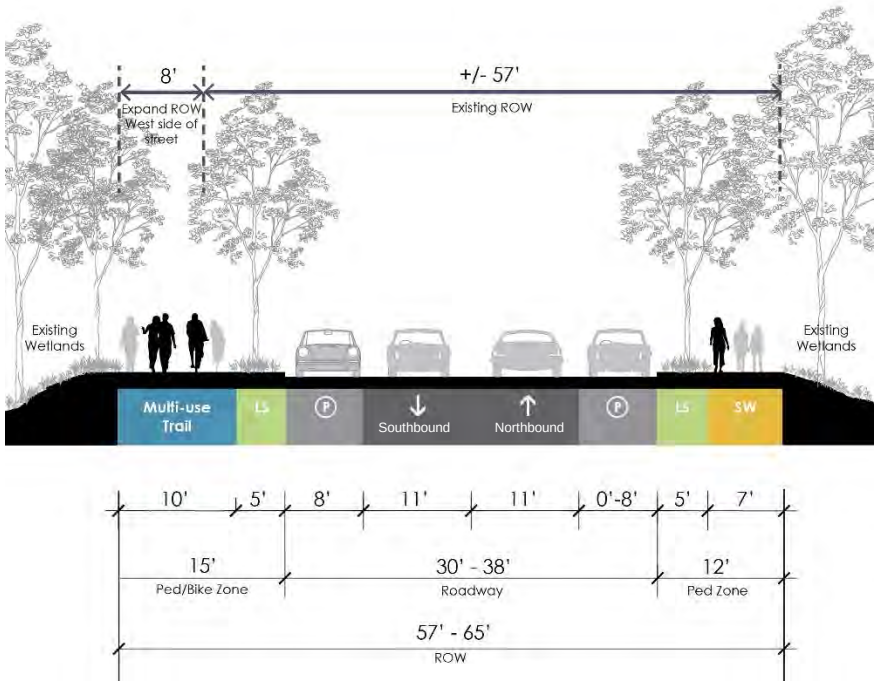


Figure 4.35 Retail Street Illustration (Main Street View Looking North Between 17th Pl. NE and 16th St. NE)

Main Street (20th St. NE to N Lakeshore Dr.)

The design of this segment of Main Street is within a constrained right- of-way adjacent to Stevens Creek and is the 'gateway entry' to the Main Street from the north. The design includes:

- A two-way, two-lane roadway;
- Maintaining the existing sidewalk on the east side of the street;
- Replacing the sidewalk with a 10 to 12 ft. multi-use path on the east side of the street;
- Installation of a decorative fence between the gas station and the mixed-use path;
- Where feasible, add a landscaped buffer with lighting between the mixed-use path and the roadway;
- At intersections, add striped pedestrian crosswalks; and
- An all-way controlled intersection at the intersection Main Street and 20th Street.

The typical street section is identified to the right and an illustration of the proposed street character and streetscape elements is shown on the following page.

Figure 4.36 Main Street (20th St. NE to N Lakeshore Dr.)

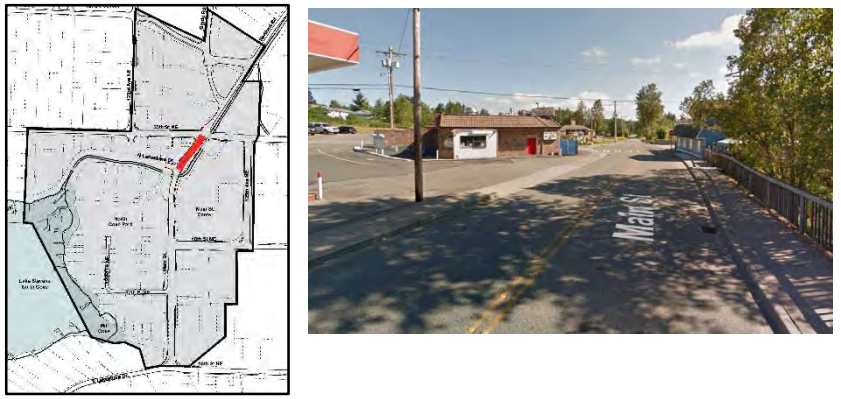


Figure 4.37 Typical Section Main Street (20th St. NE to Lakeshore Dr. NE)

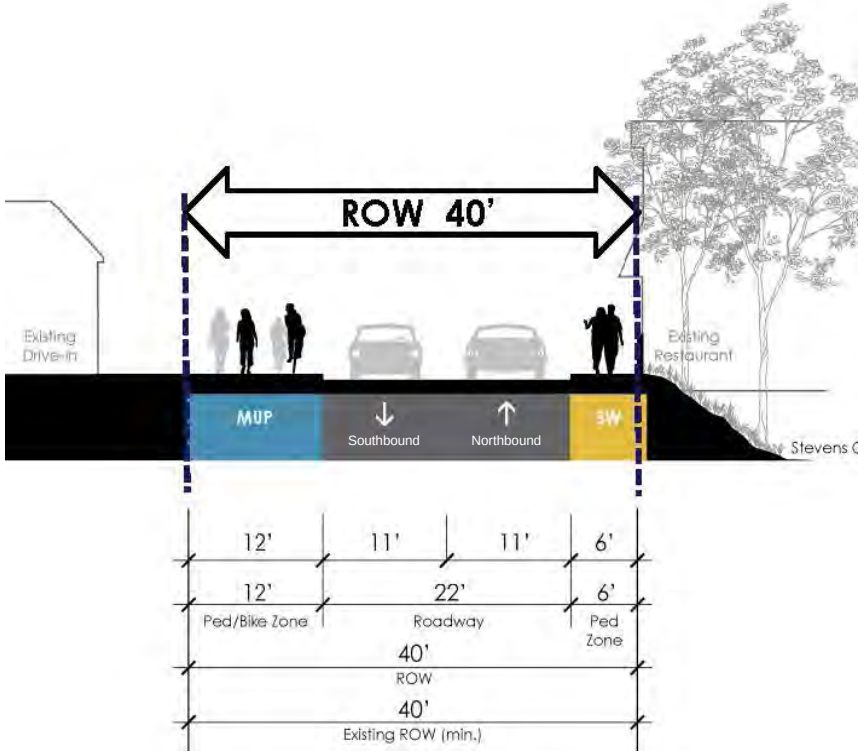


Figure 4.38 Retail Street Illustration (Main Street View Looking North Between Lakeshore Dr. NE and 20th St. NE)

18th Street (123rd Drive NE to Main Street)

18th Street NE serves street-oriented retail development and the community/ conference center as well as providing a high-quality pedestrian and bicycle environment adjacent to North Cove Park. 18th Street consists of two unique segments that respond specifically to adjacent land uses.

A new 18th Street NE will extend west from Main Street to 123rd Drive NE, providing access and development frontage for new storefront retail and the community/conference center. The extension also provides additional auto access to the boat launch and parking. The design includes:

- A two-way, two-lane roadway;
- Curbside parking and a widened sidewalk, street trees, lighting and street furniture on the south side of the street. (No parking is provided on the north side to preserve visual access to the lake and North Cove Park);
- A pedestrian promenade with a wide sidewalk and landscape buffer adjacent to North Cove Park (North side of the street);
- At intersections, striped pedestrian crosswalks;
- A minimum 54-ft. right-of-way which should align with 18 Street NE on the east side of Main Street; and
- A potential all-way controlled intersection at Main Street (requires further study).

The typical street section is identified to the right and an illustration of the proposed street character and streetscape elements is identified on the following page.

Figure 4.39 18th Street (123rd Drive NE to Main St.)

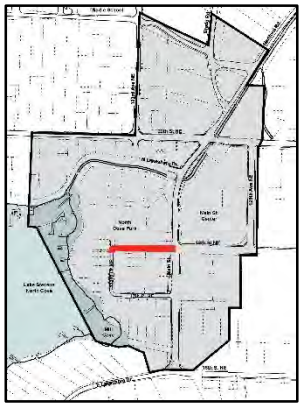


Figure 4.40 Typical Section 18th Street (123rd Drive NE to NE Main St)

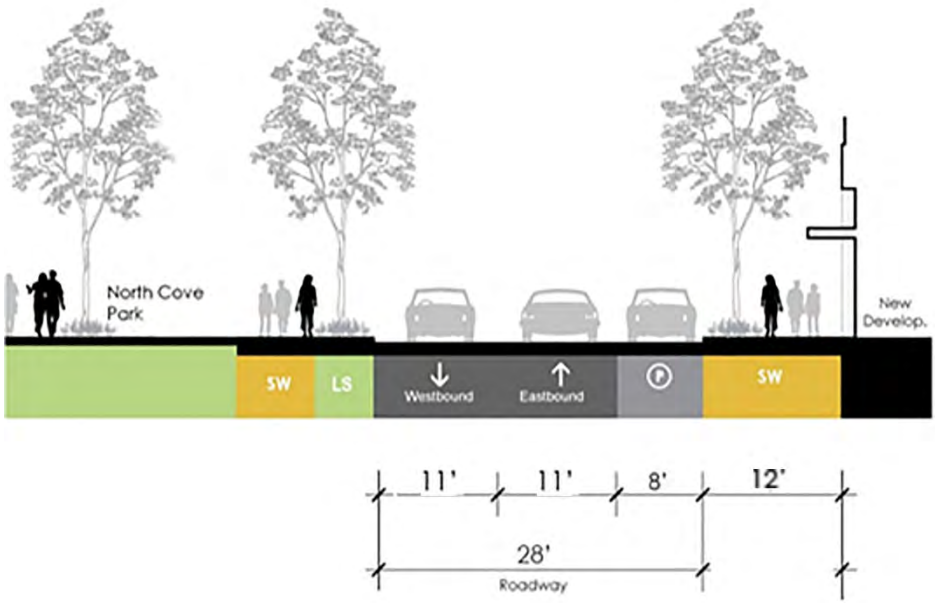


Figure 4.41 Retail Street Illustration (18th St NE View Looking East to Main Street)

18th Street (Main Street to 125th Avenue NE)

18th Street NE from Main Street to 123rd Drive NE serves existing and proposed storefront retail. The design includes:

- A two-way, two-lane roadway;
- Curbside parking and a widened sidewalk with street trees, lighting and street furniture on the both sides of the street. Curbside parking supports downtown retail; and
- At intersections, striped pedestrian crosswalks.

The typical street section is identified to the right and an illustration of the proposed street character and streetscape elements is identified on the following page. Final design will be determined during implementation.

Figure 4.42 18th Street (Main Street to 125th Ave NE)

Figure 4.43 Typical Section 18th St NE (Main Street to 125th Ave NE)

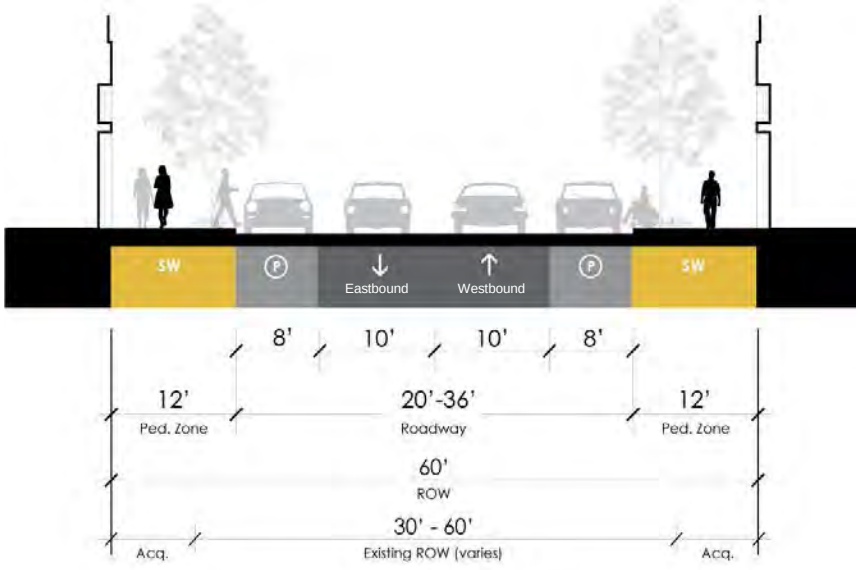


Figure 4.44 Retail Street Illustration (18th Street View Looking West to Main Street)

'Front Door' Entry Streets

Today, primary access to downtown Lake Stevens is from Highway 9, approximately 2.25 miles west of downtown Lake Stevens. Roadway signs direct local, visitor and truck traffic to 'Lake Stevens' and 'City Center' via Lundeen Parkway/Lake View Drive/20th Street NE. Lundeen Parkway is a limited access minor arterial, that transitions to Lake View Drive and 20th St NE—a two-lane roadway within a constrained right-of- way (40 ft. typical).

Secondary access to downtown is from Highway 92, approximately 1.25 miles north of downtown Lake Stevens. Roadway signs direct local, visitor and truck traffic to 'Lake Stevens' (not 'City Center') via Grade Road, a limited access minor arterial.

Primary access to downtown along Lundeen Parkway/Lake View Drive/20th Street NE has some fundamental issues, including:

- A limited ability to construct Lake View Drive and 20th Street NE to minor arterial standards due to a constrained 40-ft. right-of-way and existing houses located close to the roadway. Arterial standards require a minimum three-lane roadway with 48 feet of roadway pavement (shoulder, gutter and travel lanes) and an overall right-of-way of 70 feet;
- Impacts to through traffic movement and the potential for safety conflicts and delay as a result of numerous driveway access points along Lake View Drive and 20th Street NE;
- This route suffers from visual clutter, a lack of distinctive character and no sense of 'arrival' in the downtown; and
- The lake and Main Street, the commercial heart of downtown, are not visible from 20th Street NE and are difficult to find.

To enhance the 'visitor experience' of arriving in downtown Lake Stevens while improving local access, a new region-to-downtown access route is proposed. The concept establishes Grade Road as the primary entry to downtown and the lake via a continuous tree lined 'boulevard' from Highway 92 to Main Street. The Front Door Entry Concept would:

- Direct primary access to the lake and downtown via Highway 92 and Grade Road;
- Move the 'City Center' directional signs from Highway 9 and Lundeen Parkway at a location north on the approach to Highway 92 (the current 'Lake Stevens' directional signs would remain in their existing locations at the north and south approaches to Lundeen Parkway);
- Add 'City Center' to the existing 'Lake Stevens' directional signs on Highway 92 at the approaches to the Grade Road intersection;
- Design and construct a new round-a-bout at the intersection of Highway 92 and Grade Road (this intersection currently has long delays for northbound traffic on Grade Road entering Highway 92);
- Reconstruct Grade Road, at a minimum, with two travel lanes, a center landscaped median/turn lane and multi-use path on one side of the street;
- Incorporate decorative roadway and multi-use path lighting along the corridor; and
- Provide striped crosswalks at controlled intersections.

The 'Front Door Entry' concept provides several benefits.

- Potential for improved access along Lundeen Parkway/Lake View Drive/20th Street NE with existing and future traffic diverting to Grade Road.
- Improved regional access to the lake and downtown.
- Improved safety and access to Highway 92 from Grade Road.
- A new gateway and entry to the lake and downtown that is special and reflects the setting and character that makes Lake Stevens unique in the region.
- Improved access and visibility to Main Street with a direct connection and alignment with Grade Road.

'Front Door Entry' streets include:

- Grade Road (22nd St. NE to SR 92) Segment 1
- Grade Road (20th St. NE to 22nd St. NE) Segment 2
- 20th Street NE (123rd Ave. NE to Main Street)

Figure 4.45 'Front Door' Entry Concept

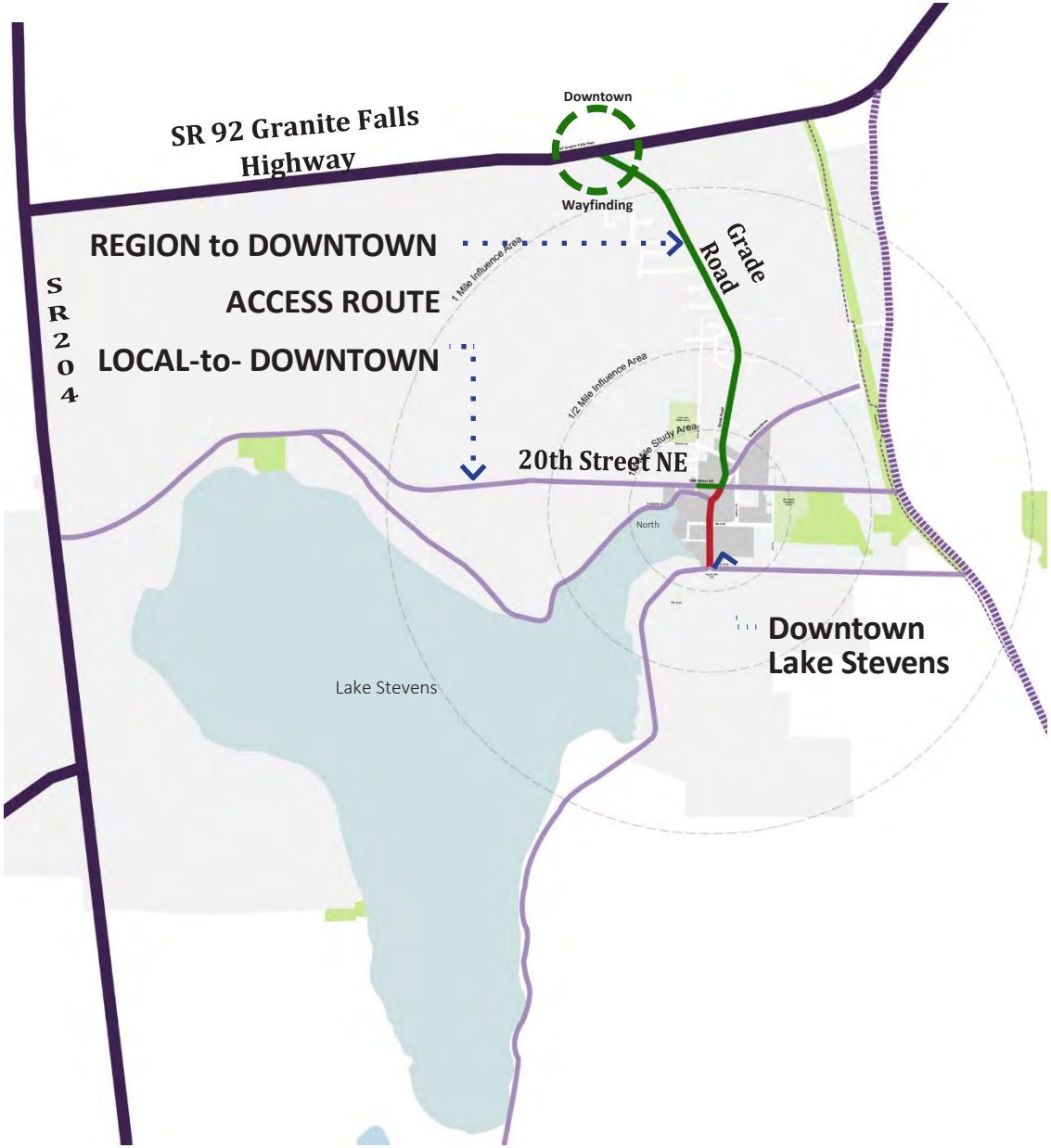


Figure 4.46 Existing Grade Road (View South)

Figure 4.47 Existing 20th Street NE

Grade Road (22nd St NE to SR 92) Segment 1

This segment serves as a limited access roadway providing regional access to and from downtown and local access to residences and intersecting streets. The design includes:

- Widening the roadway to include two travel lanes and a landscaped and tree-lined center median/turn-lane;
- Expanding the right-of-way in portions to include at, a minimum, a landscape buffer on the west side of the street and a 10 to 12 ft. multi-use path on the east side. Where feasible, an additional landscape buffer of four feet minimum should be located between the multi-use path and the roadway;
- Incorporating pedestrian and roadway lighting; and
- Providing striped crosswalks at controlled intersections.

The typical street section and an illustration of the proposed street character and streetscape elements are identified on the following page.

Grade Road (20th St NE to 22nd St NE) Segment 2

This segment serves existing commercial uses and proposed future street oriented mixed use commercial and housing development. The design includes:

- Realignment of Grade Road to Main Street and realignment of Hartford Road to Grade Road;
- Vacating 21st NE for future Fire Station expansion;
- Acquisition of right-of-way along the west side of Grade Road for widened sidewalks and street trees; and
- Expanding the right-of way on the east side for the median and multi-use path.

The typical Front Door Entry Concept street section is identified on the following page.

Figure 4.48 Grade Road Segments 1 and 2

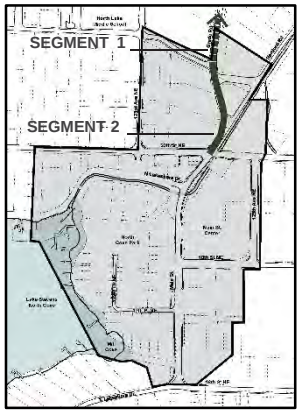


Figure 4.49 Grade Road Segment 1 (View North)

Figure 4.50 Grade Road Segment 2 (View North)

Figure 4.52 Typical Section Segment 1 (22nd St. NE to SR 92)

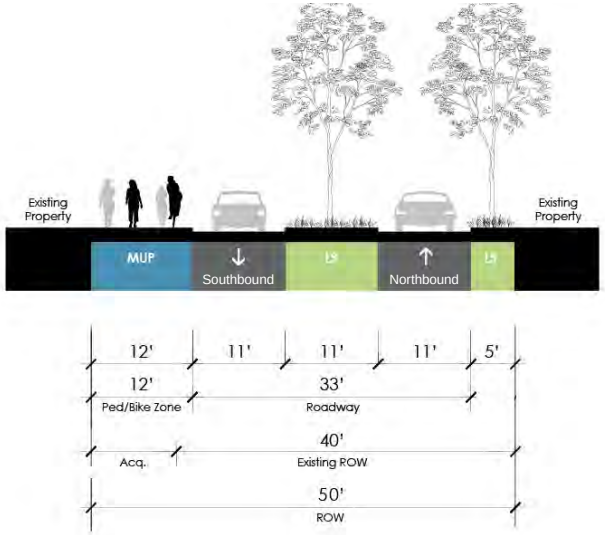


Figure 4.53 Typical Section Segment 2 (20th St NE to 22nd St. NE)

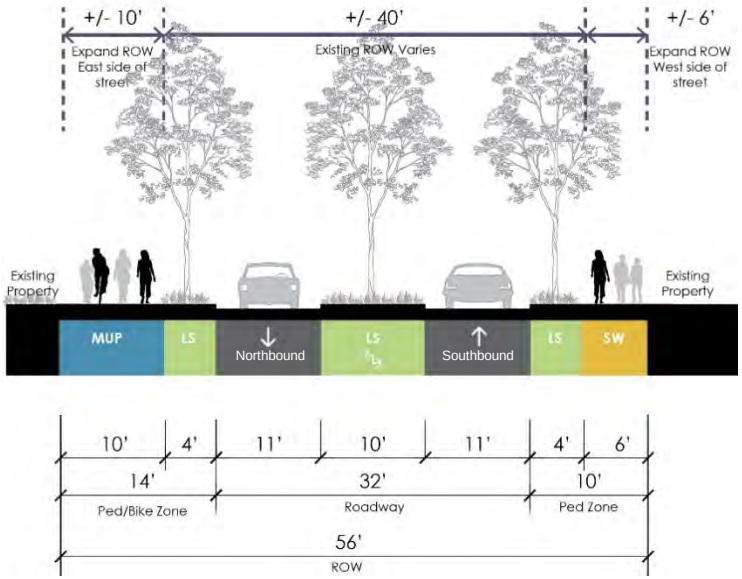
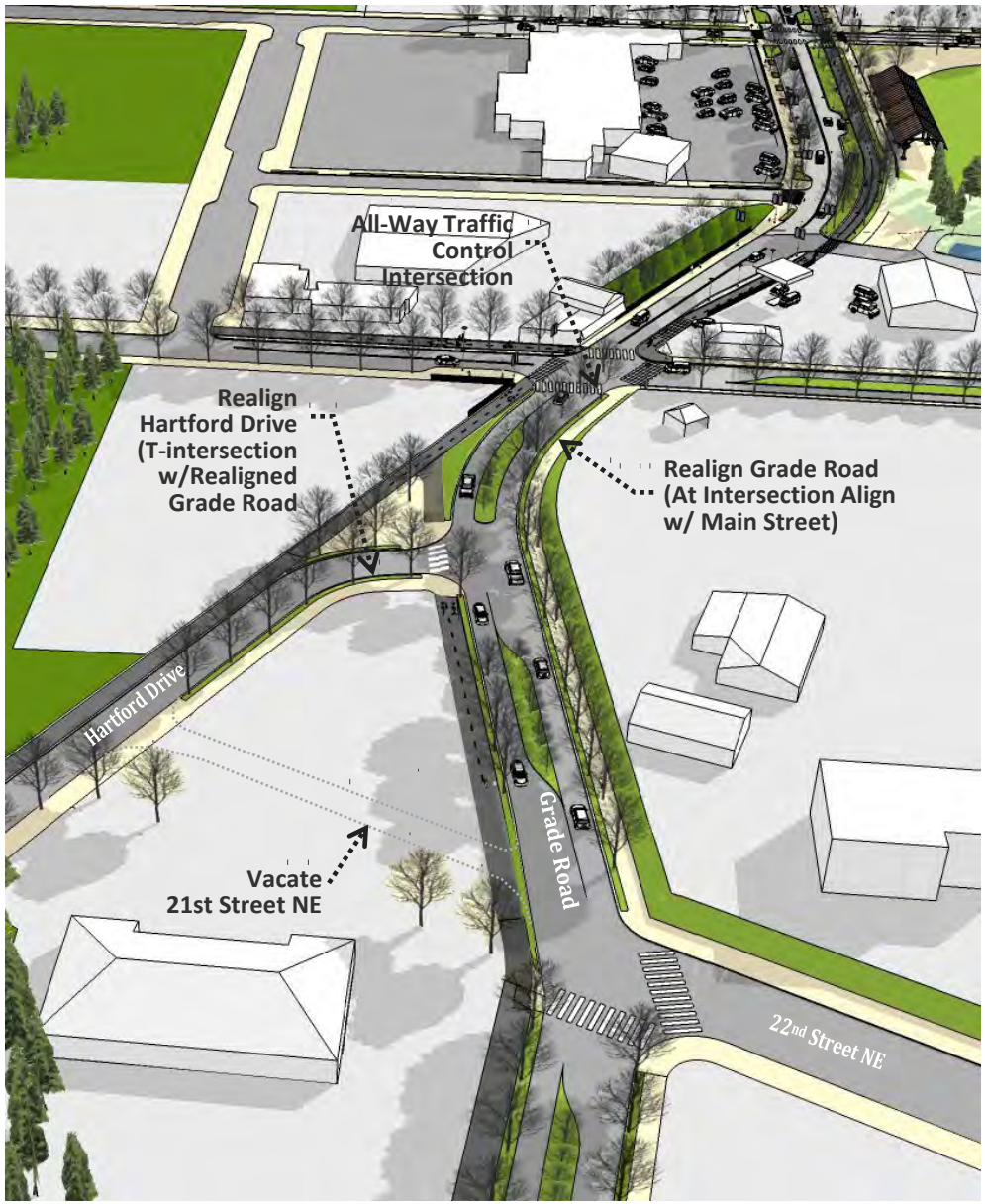


Figure 4.51 'Front Door' Entry—Road and Hartford Road Realignment (View Looking South Between 22nd Street NE to 20th Street NE)



20th Street NE (123rd Ave NE to Main Street)

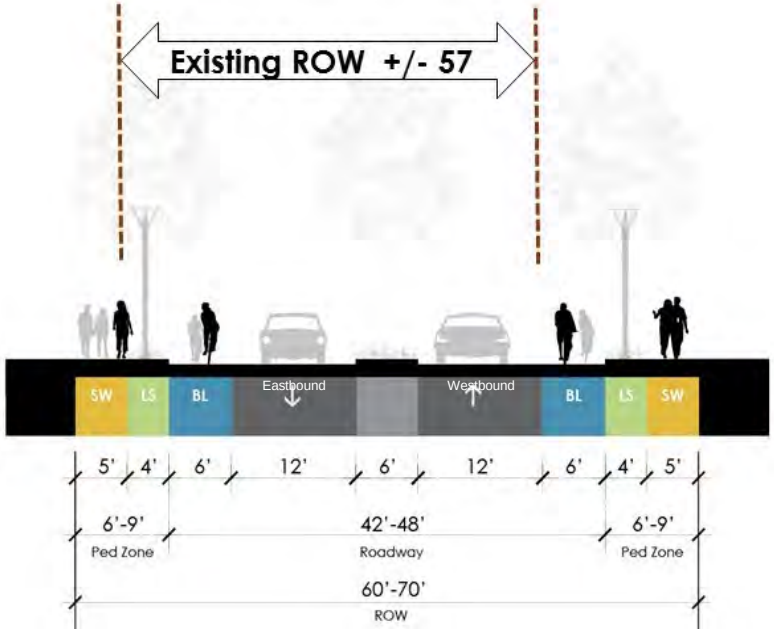
20th Street NE at 123rd Avenue NE serves as gateway for arrival into the downtown and to Main Street. This segment is envisioned as a 'boulevard' consistent with the median proposed for Grade Road and a secondary 'front door entry' to downtown. The design includes:

- Widening the right-of-way on the north side of the street;
- A two-way, two-lane roadway with landscaped center median/ turn lane;
- New sidewalks, pedestrian scaled lighting and landscaped/street tree buffer;
- A bike lane on each side of the street; and
- Striped pedestrian crosswalks at intersections.

The typical street section is identified on the right.

Figure 4.54 20th Street NE (123rd Ave NE to Main Street)

Figure 4.55 Typical Section 20th St. NE (Main St. to 123rd Avenue NE)



Downtown Streets

123rd Drive NE, 17th Place NE, 125th Avenue NE and 18th Street NE (east of 125th Avenue NE) provide local access to existing and proposed development. Today, these streets are marginally improved. In anticipation of, or in conjunction with, new development, these streets should incorporate all or a portion of the design elements identified, depending on the type of adjacent land uses. For instance, curbside parking may not be necessary adjacent to the wetlands along 125th Ave NE and 18th Street NE and may include only a 12-ft. pedestrian zone with a seven-foot sidewalk and five-foot landscaping strip and street trees.

The design may incorporate some or all the following elements:

- A two-way, two-lane roadway;
- Curbside parking;
- New sidewalks, pedestrian scaled lighting and landscaped/street tree buffer; and
- Striped pedestrian crosswalks at intersections.

The typical street section is identified on the right.

Figure 4.56 Downtown Streets

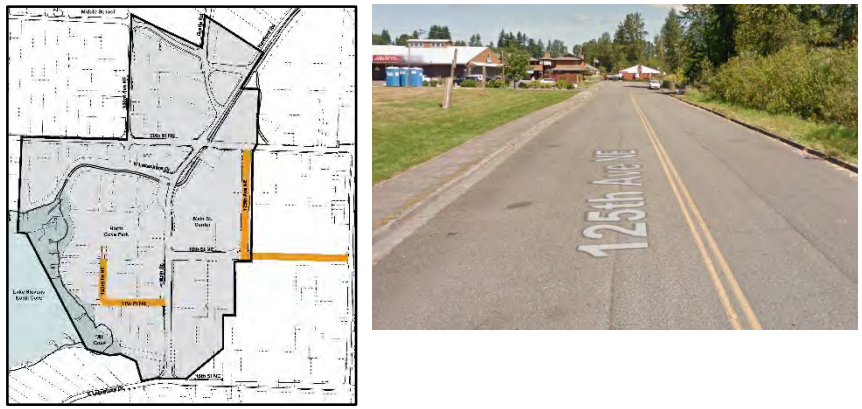
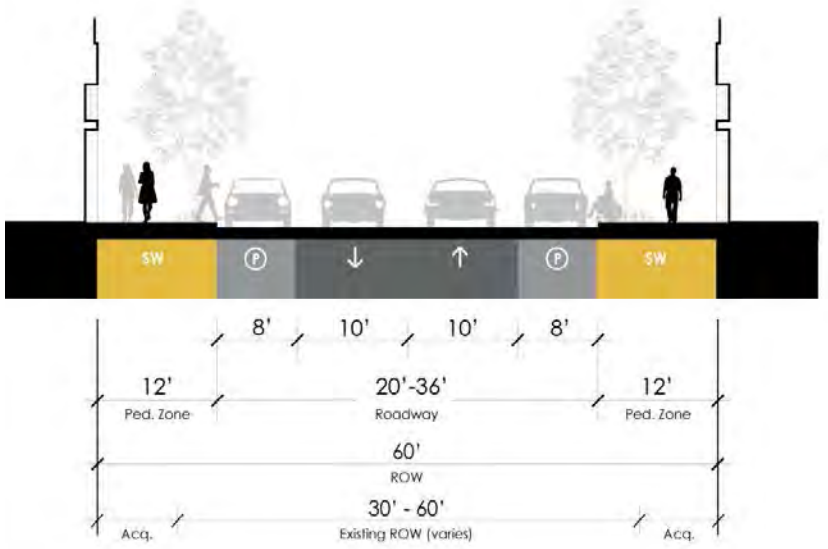


Figure 4.57 Typical Section Downtown Streets



Neighborhood Connector Streets

Neighborhood Connector Streets establish an interconnected network of multi-use paths that allow safe, comfortable and low stress access for residents just outside of a comfortable walking distance to downtown shopping, schools and recreation. The following neighborhood connector streets have been identified.

- 20th Street NE (Main St. to Centennial Trail)
- Hartford Drive Segment 1 (Grade Rd to 21st St NE)
- Hartford Drive Segment 2 (21st St NE to Centennial Trail)
- 16th Street NE (Main Street to Centennial Trail)
- N. Lakeshore Drive and E. Lakeshore Drive
- 123rd Avenue NE (22nd St NE to N Lakeshore Drive)

20th Street NE (Main St. to Centennial Trail)

20th Street NE is an essential multi-modal route providing safe and direct access to Mt Pilchuck Elementary, Lake Stevens Disc Golf Course and the Centennial Trail.

Today, this street is marginally improved. The single required improvement is a continuous mixed-use path. In anticipation of, or in conjunction with new development, this street should incorporate all or a portion of the following design elements:

- A two-way, two-lane roadway;
- Curbside parking;
- Construct wider sidewalks, pedestrian scaled lighting and landscaped/street tree buffer (south side of street);
- Consider a future 10-foot ft. multi-use path with buffer from the roadway and pedestrian-scaled lighting (north side of the street) or bike lanes;
- Striped pedestrian crosswalks at intersections; and
- A left turn at the intersection with Grade Road and Main Street (requires further study)

The typical street section is identified on the right and an illustration of the proposed street character and streetscape elements is identified on the following page. If a multi-use trail is not feasible, bike lanes should be analyzed and determined as a possible refinement.

Figure 4.58 20th Street N (Main St. to Centennial Trail)

Figure 4.59 Typical Section 20th St. NE (Main St to Centennial Trail)

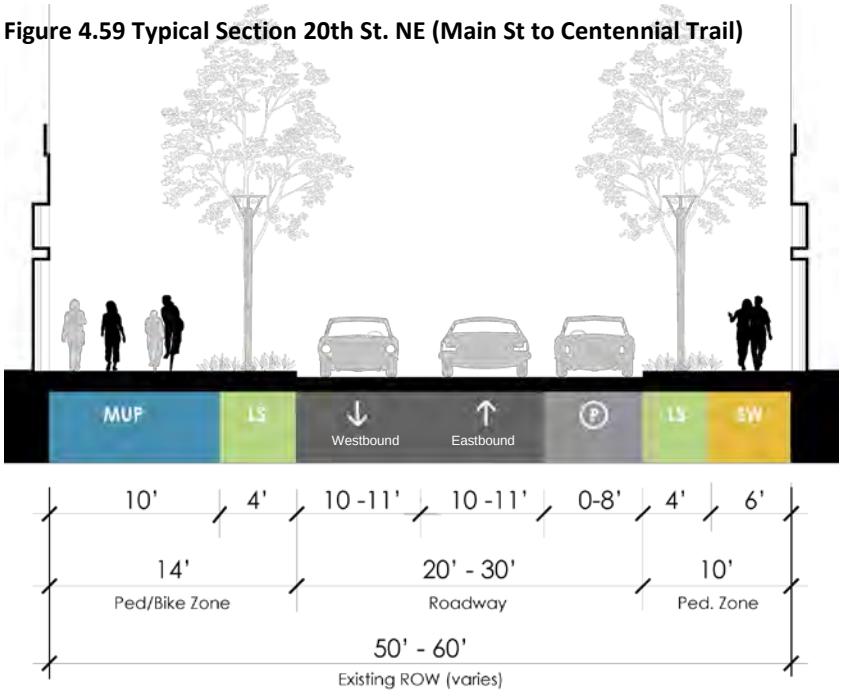


Figure 4.60 Retail Street Illustration 20th St NE (View Looking East to Main Street)

Hartford Drive (Grade Road to Centennial Trail)

Hartford Drive consists of two unique segments that provide necessary two-way travel supporting the Fire Station (Segment 1); one-way travel north to residents and businesses in the Hartford Industrial area (Segment2) and a continuous multi-use path connecting Main Street to the Centennial Trail.

Segment 1 (Grade Rd to 21st St NE)

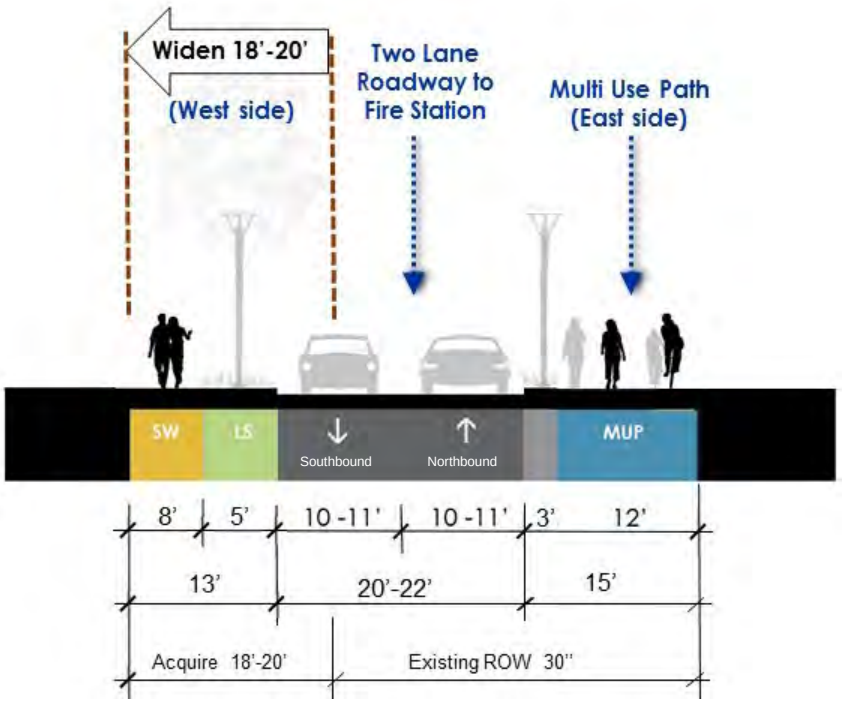
Hartford Road Segment 1 is located between the realigned Grade Road and 21st Street NE. The design includes:

- Widening the right-of-way on the west side of the street;
- Realigning Hartford Road as a 'T' intersection with Grade Road;
- A two-way, two-lane roadway;
- New sidewalk, pedestrian scaled lighting and landscaped/street tree buffer (west side of the street);
- A 12 ft. multi-use path with 3 ft. buffer from the roadway and pedestrian-scaled lighting (east side of the street); and
- Striped pedestrian crosswalks at intersections.

The typical street section is identified to the right.

Figure 4.61 Hartford Dr. Segment 1 (Grade Rd. to 21st St. NE)

Figure 4.62 Typical Section Hartford Dr. Segment 1 (Grade Rd. to 21st St. NE)



Segment 2 (21st St NE to Centennial Trail)

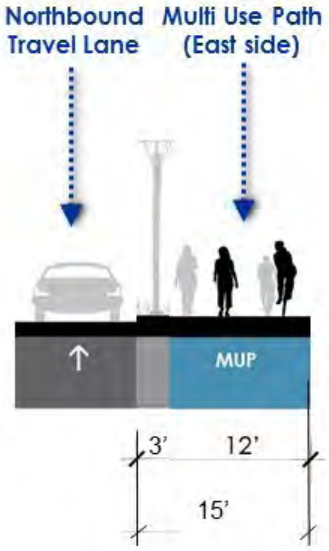
Hartford Road Segment 2 is located between the 21st Street NE and 131st Avenue NE/Old Hartford Road. The design includes:

- Preserving the single northbound travel lane;
- Widening the existing shoulder for a 12 ft. multi-use path with three feet of buffer from the roadway and pedestrian scaled lighting (east side of the street); and
- Striped pedestrian crosswalks, at intersections.

The typical street section is identified on the right.

Figure 4.63 Hartford Dr. Segment 2 (21st St. NE to Centennial Trail)

Figure 4.64 Typical Section Hartford Dr. Segment 2 (21st St NE to Centennial Trail)



16th Street NE (Main Street to Centennial Trail)

16th Street NE is an essential multi-modal route providing safe and direct access between the Boys and Girls Club, Lake Stevens Community Park and the Centennial Trail.

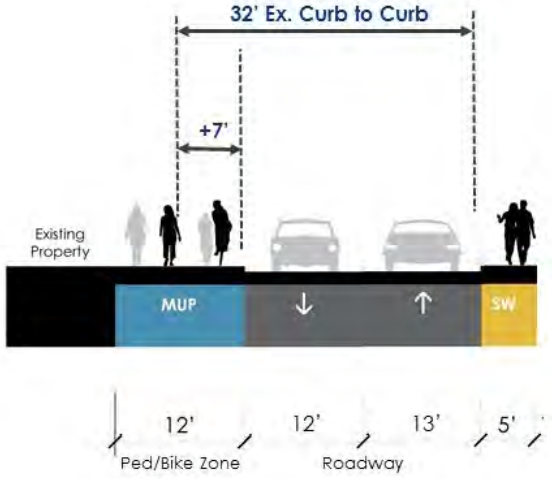
Today, this street is marginally improved. The single required improvement is a continuous mixed-use path. In anticipation of, or in conjunction with, new development, this street should incorporate all or a portion of the following design elements, depending on the type of adjacent land uses.

- A two-way, two-lane roadway.
- Curbside parking.
- A 12 ft. multi-use path (south side of the street).
- Striped pedestrian crosswalks at intersections.

The typical street section is identified on the right.

Figure 4.65 16th St. NE (Main Street to Centennial Trail)

Figure 4.66 Typical Section 16th St. NE (Main Street to Centennial Trail)



N. Lakeshore Drive and E. Lakeshore Drive

N. Lakeshore Drive and E. Lakeshore Drive are essential multi-modal routes providing safe and direct access to the lake.

Today, this street is marginally improved. The single required improvement is a continuous mixed-use path. Further design and refinement is necessary and should be part of a future comprehensive Lake Stevens pedestrian and bicycle study to determine the location and pedestrian/bike design around the entire perimeter of the lake.

N. Lakeshore Drive and E. Lakeshore Drive should incorporate all or a portion of the following design elements.

- A two-way, two-lane roadway.
- A 12-ft. multi-use path.
- Striped pedestrian crosswalks at intersections.

Potential street sections for incorporating a multi-use path are identified below.

Figure 4.67 N. Lakeshore Dr. and E. Lakeshore Dr.

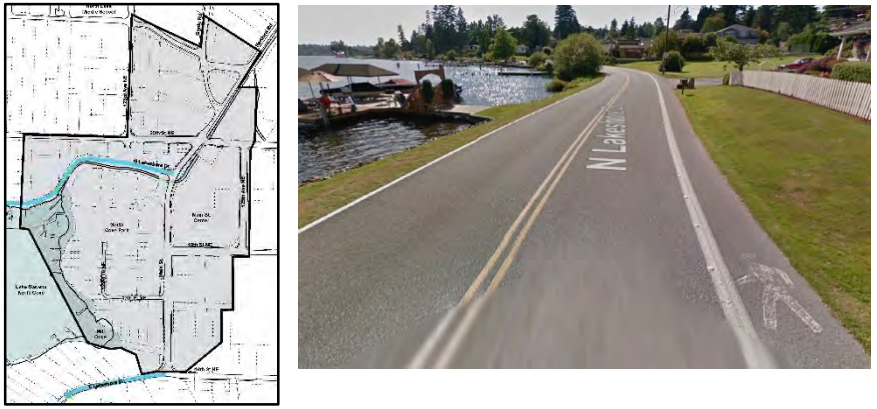


Figure 4.68 Potential Street Section: Land-side Multi-Use Path

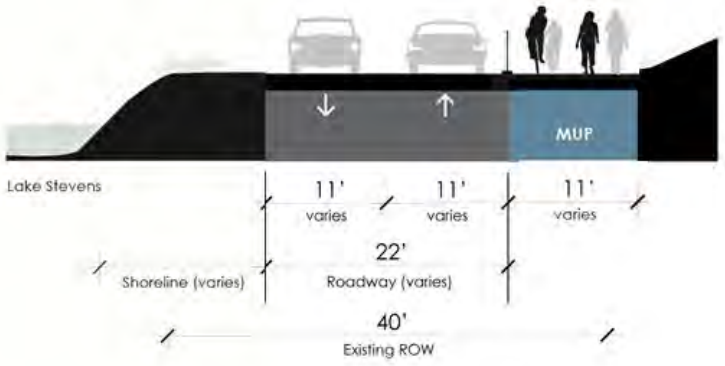
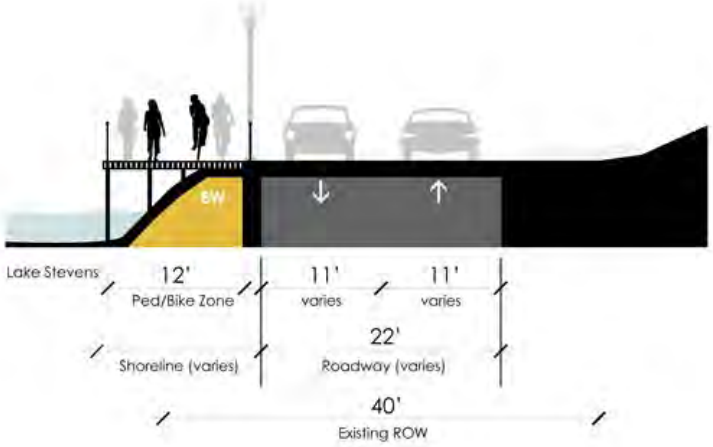


Figure 4.69 Potential Street Section: Lake-side Boardwalk



V. Plan Elements

A. Goals and Policies

1. Community Character

The area is characterized primarily by low-intensity commercial and residential development on small- to medium-sized parcels. The historic town center adjacent to the northwestern tip of the lake includes the city's current municipal buildings spread over a few sites, a small commercially zoned area and a larger residential area. The following policies seek to enhance the image and identity of the area and its relationship to the community.

Goals

Goal 1: Dramatically upgrade the appearance, function, identity and economic value of the area.

Policies

Policy 1.1 – District Identity

1.1.1 Preserve the downtown core as the historic heart of the community and imbed the district identity into the collective perception of the area.

Policy 1.2 – Gateways & Wayfinding

1.2.1 Post the downtown name at highly visible locations and key entrances into the downtown along SR-204, SR- 9, Hwy 92 and other major roads so that it is clear where the downtown is located.

1.2.2 Enhance gateway locations with distinctive high-quality landscaping, lighting and signage.

1.2.3 Develop a wayfinding system to reinforce the image of the downtown by incorporating unique graphic imagery easily visible from cars that identifies local destinations, such as parks, schools, the lake, etc.

Figure 5.1 Downtown Vicinity

Policy 1.3 – Design Guidelines for New Development

1.3.1 New buildings and structures, while urban in function, should reflect a "Contemporary Northwest character," human scale architecture and a welcoming aspect.

1.3.2 The city shall apply design guidelines to new construction and substantial alterations within adopted subareas to reinforce the desired identity of the area and encourage the efficient use of developable land. The application of cohesive design guidelines will promote a consistent quality of development and support the goals and policies of the subarea plan.

1.3.3 The Subarea Design Guidelines will be used in conjunction with Title 14 of the Lake Stevens Municipal Code, specifically Chapter 14.38 LSMC. The development regulations provide the prescriptive standards, while the guidelines will provide options for developing aesthetically pleasing development

1.3.4 All proposed development must follow the prescriptive requirements identified in the Lake Stevens Municipal Code (LSMC) and Engineering Design and Development Standards (EDDS), unless superseded by specific design guidelines. The design guidelines apply to new construction and substantial alterations.

Policy 1.4 – Incentives for Public Amenities in New Developments

1.4.1 Develop new land use regulations, governing uses, intensities and heights that allow additional development potential in return for a development with specified public amenities.

- For example, specific public benefit features could include trails, green belts, park spaces, planted walkways and green and low impact development.

Policy 1.5 – Streetscapes

1.5.1 Modify or adjust streetscape standards throughout the downtown that are consistent with the Section 2. Street Hierarchy of the Downtown Lake Stevens Subarea Plan as designated for the following street types consisting of: retail streets, 'front door' entry streets, downtown streets and neighborhood connectors.

1.5.2 Develop a cohesive lighting plan for the subarea that specifies the type, designs and locations of streetlights to ensure a uniform collection of lighting and standards.

1.5.3 Require all lighting fixtures to be equipped with cut-off shields to prevent light spillage onto adjacent properties and to protect night skies

Policy 1.6 – View Corridors

1.6.1 Identify view corridors from public spaces and develop regulations to help maintain or enhance designated views of Lake Stevens, the Olympic or Cascade mountains.

1.6.2 Consider identifying view corridors that are accessible from public spaces as a future element of the Parks and Recreation Plan.

Policy 1.7 – Landmarks

1.7.1 Promote downtown compatible architectural landmark structures at key commercial intersections. Buildings should reflect a "Contemporary Northwest character" but maintain distinguishing characteristics inspired by Northwest urban buildings and industry of the 1900s.

Policy 1.8 – High Quality Public Buildings

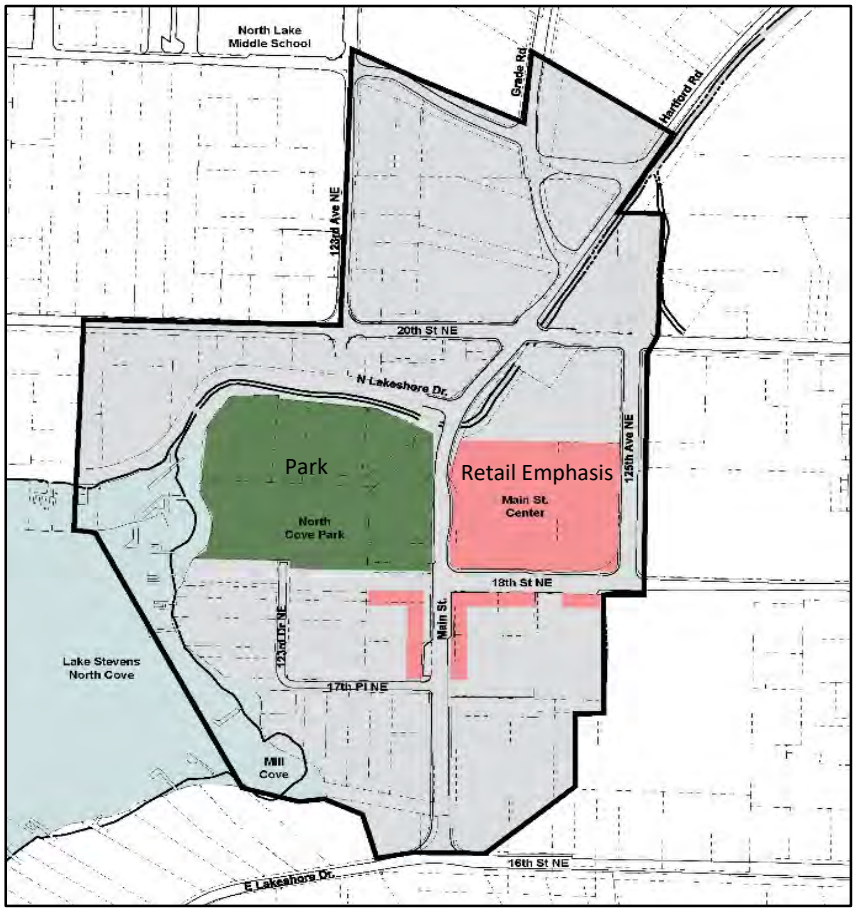
1.8.1 Encourage public agencies, such as the city, school district, transit authority, utility districts, the State or Snohomish County to construct public buildings with high quality design befitting the role of local or regional government.

- Local examples would include the School District Administration building in downtown Lake Stevens.

2. A Vibrant Downtown and Lakefront Destination

Central to the plan concept is the expansion of North Cove Park and the establishment of Main Street as a destination for pedestrian friendly and street-oriented retail storefronts. The plan's land use framework provides an emphasis on establishing distinctive mixed-use housing and commercial areas and providing community-oriented facilities that have historically defined the downtown.

Figure 5.2 North Cove Park/Retail Emphasis



Goals

Goal 2: Establish downtown as a vibrant mixed-use destination and central gathering space for the community

Policies

Policy 2.1 – North Cove Park

2.1.1 Expand North Cove Park to support daily use and special event activities, improve community access to the lake and provide an amenity for downtown development.

2.1.2 Allow public spaces to be combined with storm drainage facilities with proper enhancements.

Policy 2.2 – Retail Emphasis

2.2.1 Encourage a concentration of street-oriented retail that will establish Main Street as a local and regional destination for shopping, dining and lakefront activities. Provide for a range of neighborhood serving retail opportunities, including the retention and potential expansion of Jay's Market. Storefront retail development is largely intended to be incorporated in buildings with, or adjacent to, a mix of uses such as housing, community facilities or public parking structures

2.2.2 Development should front Main Street and 18th Street NE to form an active street edge that supports a pedestrian friendly public realm. Primary building access will be from the street rather than directly from internal parking areas

2.2.3 Retail buildings should be urban—if a site is redeveloped, for commercial or retail uses a minimum 0.5 floor area ratio (FAR). Generally, buildings should range from one story to four stories in height with a minimal ground-floor setback and stepping back of upper floors above the third floor.

2.2.4 Fewer spaces or shared parking should be fostered. Where parking lots are built, parking will be required to be located behind or to the side of buildings.

2.2.5 Design techniques that minimize parked car visual impacts and the disruption of the vehicles crossing sidewalks will be required. For all development projects bicycle parking should be maximized.

2.2.6 Along Main Street and 18th Street NE prohibited uses will include those that incorporate a drive-thru or the retail sale of automobiles. Permitted uses along Main Street and 18th Street NE would include the sale of goods, hospitality, dining/drinking, entertainment uses and commercial services such as hair salons, ATM banking, or dry cleaners.

Policy 2.3 – Community Facilities

Downtown has historically served as the civic and cultural center of the community anchored by city hall, a community meeting room, the library, historical museum and essential services. While growth has shifted the population and development center of the community to the west side of the lake, there is a desire to retain some civic services and enhance others. Within the subarea, three development areas provide the opportunity to:

- Support a community/conference facility with space for community meetings, classes and accommodate private events, conference meetings/activities and corporate retreats on parcels bounded by 123rd Drive NE, 17th Place NE, Main Street and North Cove Park. To complement the community facilities the site would include lodging, storefront retail and structured public parking.
- Expand the existing Fire Station parcel by vacating the 21st Street NE right-of-way and utilizing existing city owned property for fire station redevelopment with the benefit of improving vehicle access and operations.
- Preserve some essential civic functions as applicable.

2.3.1 Development will front primary streets such as Main Street, 18th Street NE and Grade Road to form an active street edge that supports a pedestrian friendly public realm.

2.3.2 Community buildings should be urban—with a minimum 0.5 floor area ratio (FAR). Buildings should range from one story to four stories in height with a minimal ground-floor setback and stepping back of upper floors above the third floor.

2.3.3 Fewer spaces or shared parking should be fostered. Parking is envisioned to be in parking structures, except for the fire station. In advance of a parking structure, surface lots may be built. Parking will be required to be located behind or to the side of buildings. Design techniques that minimize parked car visual impacts and the disruption of the vehicles crossing sidewalks will be required. For all development projects bicycle parking should be maximized.

2.3.4 On the community/ conference facility block (indicated on Figure 4.5 Community Facilities) active ground-floor retail storefronts would be required along Main Street and 18th Street NE (Extension) frontage. At the northwest corner of 18th Street NE and 125th Avenue NE active ground floor commercial or office storefronts would be required.

Policy 2.4 – Commercial Emphasis

The Grade Road and 20th Street NE corridors provide the necessary drive-by traffic and visibility to support growth and redevelopment of commercial uses that will complement the storefront retail uses envisioned along Main Street and provide for daily needs goods, services and employment uses that serve close-in neighborhoods.

2.4.1 Development will front 20th Street NE and Grade Road to form an active street edge that supports a pedestrian friendly public realm. Primary building access will be from the street rather than directly from internal parking areas.

2.4.2 Commercial buildings should be urban—if a site is redeveloped, for commercial or retail uses a minimum 0.25 floor area ratio (FAR). Generally, buildings should range from one story to four stories in height with a minimal ground-floor setback for outdoor seating, display or landscaping or where steep topography restricts the ability to build directly to the sidewalk.

2.4.3 Fewer spaces or shared parking should be fostered. Where parking lots are built, parking will be required to be located behind or to the side of buildings. Design techniques that minimize parked car visual impacts and the disruption of the vehicles crossing sidewalks will be required. For all development projects bicycle parking should be maximized.

2.4.4 Along 20th Street NE and Grade Road prohibited uses will include those that incorporate the retail sale of automobiles. Drive-thrus should be limited to internal circulation areas and not between the building and the sidewalks fronting Grade Road or 20th Street NE. Permitted uses along Grade Road or 20th Street NE would include the sale of goods, hospitality, dining/drinking, entertainment uses and personal services such as hair salons, banks, or dry cleaners. Residential and office uses would be allowed on upper floors.

Policy 2.5 – Housing Emphasis

Multifamily residential development in single use or mixed-use buildings are envisioned for blocks fronting 123rd Avenue NE and 22nd Street NE in the northwest portion of the subarea and mixed-use buildings within blocks fronting Main Street and 18th Street NE in the southwest portion of the subarea. Opportunities for upper story residences over ground-floor retail commercial are encouraged elsewhere in the subarea.

As noted in the market analysis, multifamily residential development is the most immediate opportunity in the downtown with the clearest case for strong market support. Robust household growth and strong income demographics should drive new unit demand well into the coming decade and beyond.

2.5.1 Development will front primary streets to create an urban street edge that creates a more pedestrian friendly public realm. Primary building access will be from the street rather than directly from internal parking lots or parking ramps.

2.5.2 Multifamily buildings should be urban, covering a majority of development parcels. Generally, buildings should range from two to four stories in height. Upper floors should be stepped back to allow for views and reduce the scale of buildings.

Prohibited uses will generally include those that are auto-oriented. In the housing area along 123rd Ave NE (indicated on Figure 4.8 Housing Emphasis) ground-floor commercial use would be permitted but not required. In the housing area (indicated on Figure 4.8 Housing Emphasis) ground-floor retail would be required along the Main Street and 18th Street NE frontages.

Policy 2.6 – Housing Transition

Two development areas adjacent to the lakefront and located west of 123rd Drive NE and south of 17th Place NE consist of single-family homes. Over time the transition of these single-family homes to higher intensity uses will support downtown as a unique destination for community gathering, shopping, recreation and entertainment while enhancing public use of Lake Stevens.

Each development area provides the opportunity for long term redevelopment that will:

- Allow for potential future expansion of lodging or community/ conference facilities and public waterfront access between North Cove Park and the boat launch on parcels bound by 123rd Drive NE, North Cove Park, the boat launch and the lake; and
- Accommodate future expansion of boat launch parking and/or an enhanced rowing facility or other water recreation facility on parcels located south of 17th Place NE and adjacent to the lake.

2.6.1 Development between the lake and 123rd Drive NE will be required to front the lake, North Cove Park and 123rd Drive NE to form an active building edge that supports a pedestrian friendly public realm. Primary building access will be provided on along these frontages.

2.6.2 Buildings should be urban—if a site is redeveloped, for commercial or retail uses a minimum 0.25 floor area ratio (FAR). Generally, buildings should range from one story to four stories in height with the ground-floor built to the sidewalk or with allowable setbacks of up to 10 feet for outdoor seating, or landscaping unless different shoreline regulations apply.

2.6.3 Fewer spaces or shared parking should be fostered. Where parking lots are built, parking will be required to be located behind or to the side of buildings. Design techniques that minimize parked car visual impacts and the disruption of the vehicles crossing sidewalks will be required. For all development projects bicycle parking should be maximized

2.6.4 Along 123rd Drive NE and 17th Place NE prohibited uses will include those that incorporate the retail sale of automobiles and motorized boats and drive-thrus. Permitted uses fronting 123rd Dr. NE would include community meeting or conference facilities, lodging, limited dining/drinking establishments and public/semi-public use. Permitted uses fronting 17th Place NE should be limited to vehicle/boat parking and limited to uses that cater to waterway dependent uses and/ or North Cove Park.

Policy 2.7 – Public Parking

Providing strategically located public parking facilities within proximity to retail and commercial development, North Cove park and the boat launch will facilitate growth and redevelopment by reducing or eliminating the cost associated with required off-street parking on each development site and allow for more intense development of parcels that support a pedestrian oriented and walkable downtown environment. Potential sites have been identified for public parking, see Figure 4.7, in either surface parking lots or in multi-level parking structures and include:

- Parking Sites 1 (PP1) and 2 (PP2) —these sites are optimal for structured parking due to their central downtown location and parcel size;
- Parking Site 3 (PP3) — a surface parking lot to provide parking for commercial uses along 20th Street NE and Grade Road; and
- Parking Site 4 (PP4) — a surface parking lot to serve the boat launch

2.7.1 The parking structure on Parking Site 1 shall incorporate active ground-floor retail along Main Street and 18th Street NE (fronting North Cove Park) and the parking structure on Parking Site 2 shall be located behind or attached to commercial uses fronting 18th Street NE. Where parking uses abut a street, there should be a landscaped setback to screen the parking. Where active uses are incorporated into a structure they are to be built to the sidewalk or allowed up to a 10-foot setback for outdoor seating, display or landscaping.

2.7.2 Parking structures are to be designed with flat floors around the exterior and include an internal two-way ramp with one-way circulation around the perimeter. No dead ends are allowed. Vehicular access is to occur in a single in/out location for Parking Site 1 from 17th Place NE or from an internal drive and for Parking Site 2 from 125th Avenue NE or from an internal drive.

2.7.3 Where parking lots are built, parking will be required to be located behind or to the side of buildings. Design techniques that minimize parked car visual impacts and the disruption of the vehicles crossing sidewalks will be required. For all development projects bicycle parking should be maximized.

Policy 2.8 – Open Space

Stevens Creek on one end and the wetland with tall tree stands and vegetation on the other establish the beginning and end to Main Street and are essential open space elements that define the downtown area.

2.8.1 Encourage Stevens Creek bank stabilization and vegetation enhancements that remove potential invasive plant materials and manage waterflow and temperatures to support fish habitat and wildlife.

Consider future wetland enhancements integrated with an interpretative trail network that would link Stevens Creek to the former

3. Land Use & Intensity

While much of this subarea has developed over decades, future changes would result from infill redevelopment and new development on existing vacant or underutilized sites. For example, it will be economically viable to redevelop some strip retail centers, approaching the end of their economic life, into higher intensity buildings to meet demands of the contemporary market place. Moreover, some areas may no longer be suitable for their current use; other uses could succeed them. The plan envisions retail, commercial, employment and housing growth in areas where redevelopment and infill could reasonably occur over the next 20 years with some areas developing earlier and others later depending upon access, market demand and environmental factors among other variables. The following goals and policies support the intensification of land uses in this area.

Goals

Goal 3: Encourage a mix of uses, including retail, office, entertainment, institutional, civic, tourism and residential throughout the subarea that support the redevelopment of older properties into a more vibrant, intense and diverse center.

Policies

Policy 3.1 – Land Uses

Develop or revise existing comprehensive plan designations to support a distinct mix of land uses throughout the subarea.

3.1.1 Develop or revise existing zoning designations to support a distinct mix of land uses throughout the subarea.

- For example, Main Street, 20th Avenue and Grade Road areas should have the highest intensity uses; while
- Areas along the periphery of the subarea should have less intensive uses that create a transition to residential or less intensive uses.

3.1.2 Land uses, densities and intensities should vary throughout the subarea.

Policy 3.2 – Heights

3.2.1 Encourage multistory story buildings within mixed-use areas, core retail areas and multifamily developments consistent with the proposed building typologies.

3.2.2 Consider height increases for mixed-use areas and core retail areas for buildings that include high-quality design and public amenities or other defined incentives.

4. Circulation & Mobility

This subarea should have a complete transportation system that supports all modes of travel with:

- An emphasis on 'active transportation'. Foster pedestrian & bicycle circulation systems to reduce auto dependency and traffic & parking impacts, maximize non-motorized access to downtown, North Cove Park, the waterfront and foster community health benefits.
- A network of interconnected streets. Provide balanced facilities for all modes—auto, truck, transit, pedestrian and bicycle; establish a framework for pedestrian and bicycle-oriented development; and ensure safe and direct connections between the downtown and adjacent neighborhoods

Goals

Goal 4a: Develop a complete and efficient transportation system that supports all modes of travel based on an attainable Level of Service.

Goal 4b: Acknowledge that designing a road network to accommodate the peak one hour of vehicle travel per day may not be economically feasible and has negative consequences for other modes of travel and the environment.

Policies

Policy 4.1 – Street Hierarchy

A prime objective of the Downtown Subarea Plan is to maintain and strengthen Downtown and the lake as a destination for residents and visitors alike. While essential access and mobility are identified for key routes, a priority toward the pedestrian and cyclist should be fostered for all streets in the downtown, including auto mobility streets such as 20th Street NE and Grade Road.

4.1.1 Provide a street hierarchy framework that identifies key routes for auto, pedestrian and bicycle improvements and creates a network of streets that complement adjacent land uses and spur additional desirable Downtown development.

4.1.2 Provide an active transportation framework for pedestrian and bicycle facilities that connect the downtown to neighborhoods and area destinations such as existing and planned trails, schools, parks, the lake and open spaces.

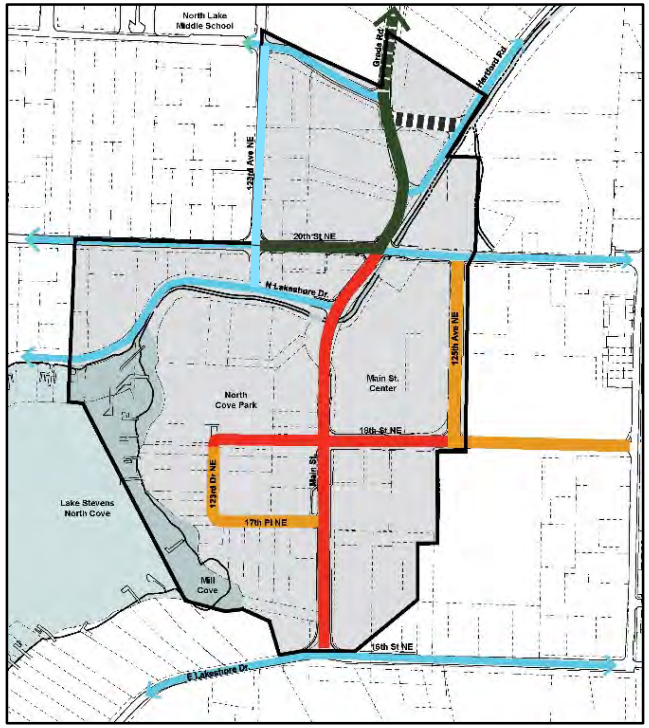


Figure 5.3 Street Hierarchy

Retail Street
'Front Door' Entry Street
Downtown Streets
Neighborhood Streets
Connector

Figure 5.4 Active Transportation

Multi-Use Path (Off-Street)
Multi-Use Path (Off-Street)- Requires Further Study
Stevens Creek Interpretive Trail- Requires Further Study
Bike Lane (On-Street)
Bike Lane (On-Street)- Requires Further study

Policy 4.2 – Level of Service

4.2.1 Adopt Level of Service (LOS) standards that are consistent with the modal priorities for a given street type.

4.2.2 Adopt an automobile LOS D standard on the major arterials that focus on moving freight, regional traffic and transit.

4.2.3 Adopt LOS E for arterials and collectors and LOS C for local access roads, but accept a reduced LOS standard for the PM peak if better conditions would seriously degrade access by other modes of travel or would lead to a streetscape that is inconsistent with the design vision for the subarea because of physical constraints and given the vision for a mixed-use district that functions as a local and regional destination, with multimodal transportation elements and an emphasize on providing safe pedestrian amenities to maintain the character of the district.

Policy 4.3 – Streets, Connectivity, & Safety

4.3.1 Identify additional public streets or significant re-alignment of existing streets to achieve more connectivity and accommodate infill development as it occurs.

- *For example, connecting roadways could be built between some cul-de-sacs and existing roadway barriers removed.*

4.3.2 Establish standard block lengths to aid in the formation of an effective transportation and circulation grid.

- *For example, block lengths should not exceed 400 feet in length.*

4.3.3 Where appropriate, streets should provide mid-block crosswalks on long blocks to allow more frequent crossing opportunities and reduce jaywalking.

4.3.4 Require landscaping or equivalent to buffer pedestrians from vehicle travel.

4.3.5 Implement Safe Routes to Schools programs for Hillcrest Elementary School, Lake Stevens Middle School and Skyline Elementary School.

Policy 4.4 – Trail Connections

4.1.1 Develop active transportation links, including an off-street trail network that connects commercial, retail, civic and residential areas to each other.

4.1.2 Encourage the development of multi-use trails through future and existing greenbelts and other open spaces, in the subarea, through the subdivision or other land use processes.

4.1.3 Develop trail standards for major trails and those adjacent to residential areas that include pedestrian-scale and energy efficient lighting to ensure safety and encourage use during the winter months.

Policy 4.5 – Enhance Transit

4.5.1 Support expanded transit service to allow convenient access to regional destinations, retail and employment centers, schools and residential areas.

4.5.2 Encourage the development of amenities, such as shelters, benches and lighting to provide a comfortable and safe environment for transit passengers in coordination with Community Transit.

5. Sustainability & Natural Resources

The subarea contains wetlands, creeks, a rolling terrain with stands of trees, open fields, interwoven into an otherwise urban environment. Redevelopment and infill projects should integrate into the natural systems of wetlands, creeks and greenbelts, subject to the city's adopted critical areas regulations and take advantage of the natural setting that offers views of the lake and mountains. To enhance and upgrade the area, the city should continue to support the retention and/or replacement of existing trees and natural vegetation including significant trees. The subarea contains a wetland, which provide valuable stormwater detention and habitat functions.

Goals

Goal 5: Redevelopment and infill projects should apply best management practices, integrate site design with the natural environment such as existing vegetation and significant trees taking advantage of lake & mountain views.

Policies

Policy 5.1 – Integration of Built Environment & Natural Features

5.1.1 Require the retention of a minimum percentage of existing trees and natural vegetation as part of new or revised zoning regulations.

5.1.2 Where feasible, natural vegetation and topography should be preserved and integrated with built elements of the development site to protect habitat and prevent slope erosion.

5.1.3 Parking lots should be designed as a collection of smaller lots, separated by landscaping and "stepped" to follow natural topography, as feasible.

- Wholesale grading and benching to create large contiguous parking lots is discouraged.
- New trees of significant size should be required for new parking lots.

5.1.4 Incorporate natural resources, view corridors and sensitive sites as amenities and design elements to enhance the character of the subarea.

Policy 5.2 – Stormwater & Critical Areas

5.2.1 Recognize the importance of natural and critical areas and ensure that all development within the subarea protects ground water, surface water hydrology and wildlife habitat in a manner consistent with the city's adopted critical areas regulations.

5.2.2 New development should avoid construction on portions of the site characterized by steep slopes, both to avoid threats to building safety and to preserve natural landforms.

5.2.3 Focus the location of new development away from natural resources and critical areas.

5.2.4 As this subarea redevelops and intensifies, provide investments necessary to manage flows, protect natural systems and encourage infiltration consistent with the requirements of the latest version of the Department of Ecology's Stormwater Management Manual for Western Washington.

Policy 5.3 Sustainability and Low Impact Development

5.3.1 New development should incorporate "best practices" in Low Impact Development, stormwater management and protection of wetlands

5.3.2 New development within the subarea should utilize a variety of environmental enhancement and low impact techniques such as rain gardens, pervious pavement and other appropriate techniques as appropriate and feasible.

5.3.3 New buildings should incorporate Leadership in Energy and Environmental Design (LEED) standards of the U.S. Green Building Council or similar and include features such as green roofs, rainwater harvesting, pervious paving, water-and energy-efficient fixtures and renewable building materials.

5.3.4 The zoning code and design guidelines and standards should offer incentives for implementation of Low Impact Development.

6. Public Places & Community Facilities

Community Gathering Places can come in many different forms. Investment in or planning for public and semi-public spaces is critical to attract high-quality residential and employment developments.

The city's investment in North Cove Park expansion and future community center facilities illustrates to the development community the desire to attract future development through the creation of high quality parks, trails and community facilities. These actions by the local government in planning, financing and building new spaces will encourage Developers to contribute to the parks, open space and trails network.

Over time, a variety of parks may be beneficial throughout the subarea that could be recreation-oriented; others should be passive and offer a chance for respite and quiet. In addition to formal parks, the land use code should require (and /or provide incentives) usable public spaces.

Goals

Goal 6: Invest in and/or plan for public and semi-public opens spaces to attract high-quality residential and employment development throughout the subarea.

Policies

Policy 6.1 – Parks

6.1.1 Identify high-level parks and recreation planning needs for the subarea, such as recreational preferences and general locations of spaces needed to serve the anticipated population.

6.1.2 Incorporate identified parks and recreation needs with future updates to the Parks and Recreation element of the Comprehensive Plan. This could include pea patches, parks or trails as part of a future master plan as part of the Parks and Recreation Element of the Comprehensive Plan.

Policy 6.2 – Community Gathering Places

6.2.1 Encourage development to provide public or semi-public plazas, courtyards and gardens adjacent to public streets, parks or open space areas

6.2.2 The land use regulations should consider a "sliding scale" requirement for public spaces. Some will tend to be used principally by employees, residents or shoppers.

6.2.3 The city should support a community/conference facility with space for community meetings, classes and accommodate private events, conference meetings/activities and corporate retreats on parcels bounded by 123rd Drive NE, 17th Place NE, Main Street and North Cove Park. To complement the community facilities the site should include lodging, storefront retail and structured public parking.

6.2.4 The city should consider expanding the existing Fire Station parcel by vacating the 21st Street NE right-of-way and utilizing existing city owned property for fire station redevelopment with the benefit of improving vehicle access and operations.

6.2.5 Preserve some administrative city functions within the greater downtown.

VI. Implementation

A. Early Momentum and Game Changing Projects

Subarea Plan implementation requires the identification of public actions that will produce a sustained and widespread private market reaction. Revitalization of Downtown Lake Stevens will require the expenditure of city financial and staff resources to 'prime the pump' for private development.

A menu of projects is identified in the Subarea Plan. Not all projects are equal. Some are time sensitive and need to commence immediately, while others will require additional study and coordination. The Implementation Strategy identifies a concise list of game-changing and early momentum projects that best address the project objectives.

The implementation measures, primarily investments in physical infrastructure improvements (including associated planning, programming, design, engineering and construction), should be initiated primarily by the city of Lake Stevens and in some instances through coordination with the private development sector as public-private partnerships. Early momentum and game changing projects, with required actions, are:

1. North Cove Expansion

- Williams Property Acquisition
- Temporary City Hall and Site Demolition
- Park Design Refinement, Phased Expansion Plan, & Costs
- Prepare Bid Package
- Select Contractor
- Construct Phased Expansion Areas
- Preserve or relocate the war memorial, historic building and other elements in park or other sites

2. Retail Main Street Enhancements

- Prepare Street Concept Design, Phasing, & Costs
- Prepare Construction Documents
- Prepare Bid Documents
- Select Contractor
- Construct Street Improvements

3. Community/Conference Center

- Property Acquisition
- Prepare Feasibility Study
- Establish Agreements with Fish and Wildlife for Boat Parking
- Prepare Site Development Framework
- Prepare Developer Offering
- Select Developer
- Prepare Development Agreement
- Construct Project

4. 16th Street Mixed-Use Path

- Prepare Street Concept Design & Costs
- Prepare Construction Documents
- Prepare Bid Documents
- Select Contractor
- Construct Street Mixed Use Path

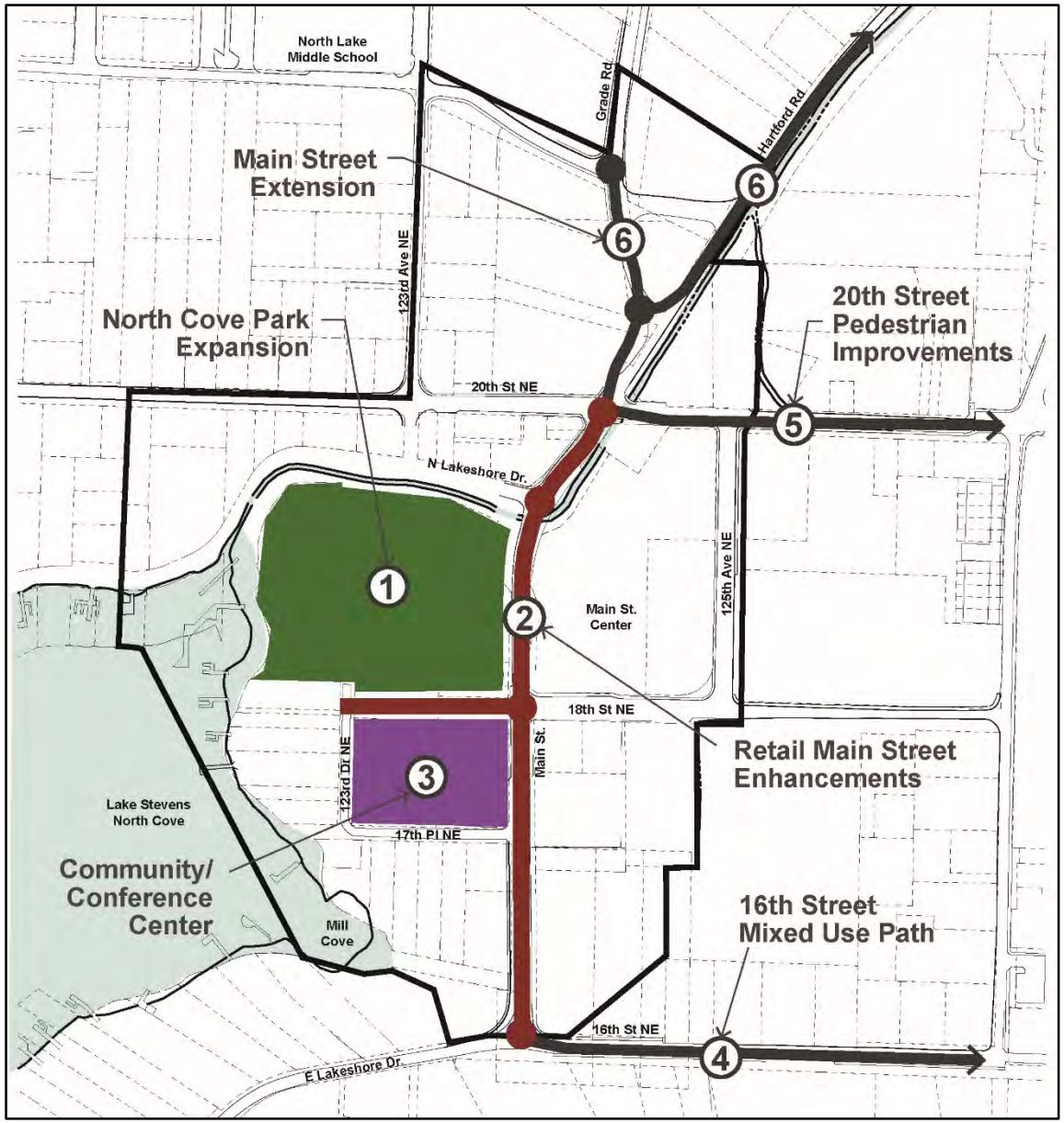
5. 20th Street Pedestrian Improvements

- Prepare Street Concept Design, Phasing, & Costs
- Prepare Construction Documents
- Prepare Bid Documents
- Select Contractor
- Construct Street Improvements

6. Main Street Expansion

- Acquire Right-of-Way
- Prepare Street Concept Design, Phasing, & Costs
- Prepare Construction Documents
- Prepare Bid Documents
- Select Contractor
- Construct Street and Mixed-Use Path Improvements

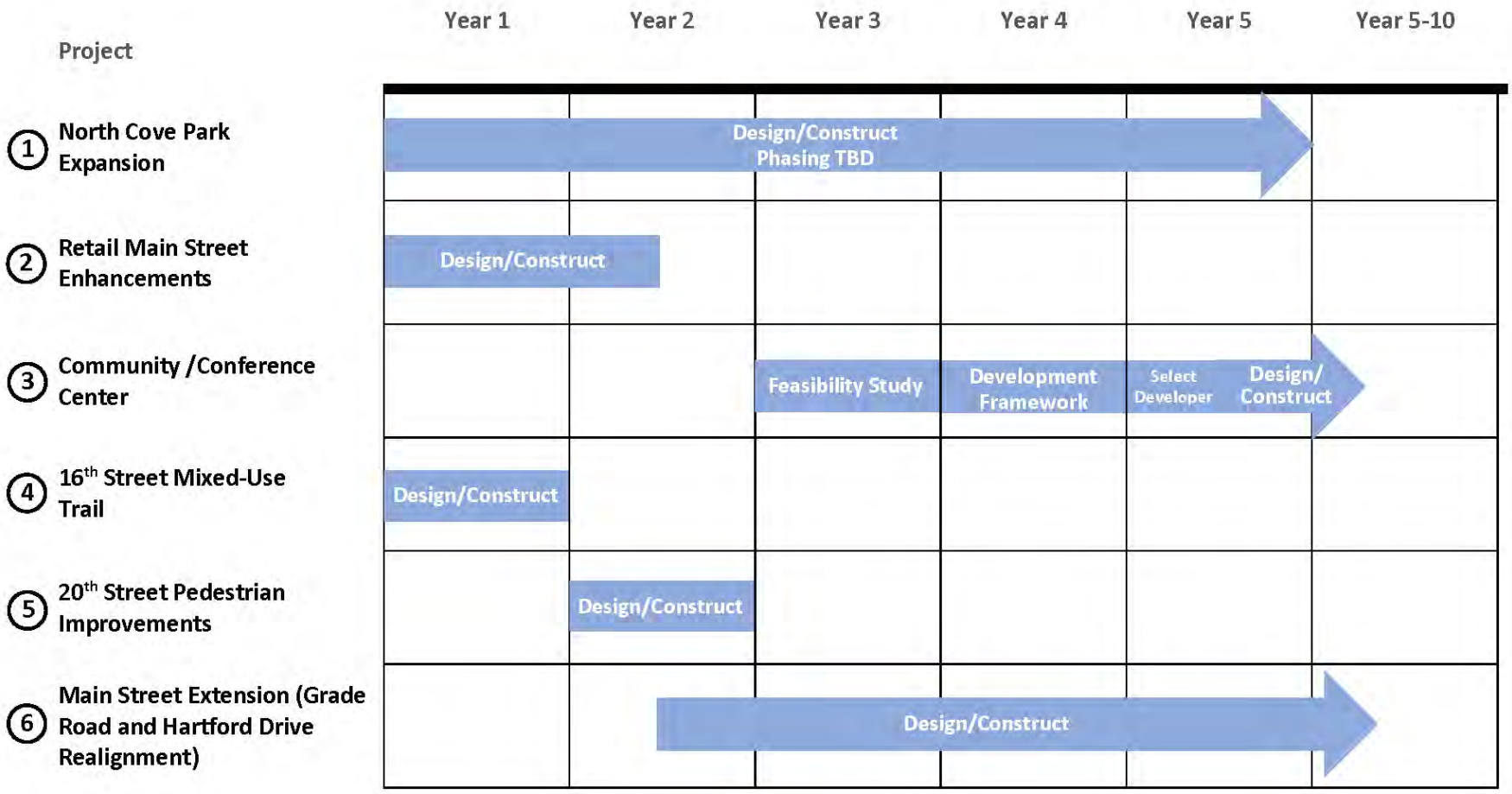
Figure 6.1 Early Momentum and Game Changing Projects



B. Projects Schedule

The schedule calls for action on all projects within the first five years to ensure that Subarea Plan momentum is established.

Table 5: Project Schedule



C. Market and Promotion

As the previous report on economic development pointed out, the city can choose to be passive in its attitude about development. Indeed, that is the usual stance that local governments take. However, this means that the transformation of the area, along with its concomitant benefits of increased tax revenues, will take longer. In recent years, many communities have accelerated the pace of change by actively promoting themselves and reaching out to developers and real estate professionals with a deliberate marketing approach. The city should prepare a plan to identify individuals and groups who could take on this role. The subarea could see development much earlier using the more assertive method.

D. Partnerships

No city can, on its financial and staff resources transform an area. The city should identify strategic partners who can contribute resources, investments and efforts to implement the Downtown Lake Stevens Subarea Plan. Potential partners include utility districts, school districts, Snohomish County, Washington Department of Transportation, non-profit groups, civic organizations and private developers.

E. Gateways and Wayfinding

To capitalize on the positive changes envisioned in the subarea plan, the city should establish a comprehensive Gateway and Wayfinding program. The objective of such a program is to develop a cohesive identification system through public signage. Future signs could reflect the unique character of the subarea and its diverse residential and commercial areas and should provide clear direction to amenities, businesses and services for visitors and residents. A successful Gateway and Wayfinding program is a key tool for enhancing economic development and helping to establish an attractive and dynamic subarea seamlessly connected to greater Lake Stevens.

VII. Associated Documents

A. Zoning

The Subarea Plan provides guidance for the community vision, but the plan is implemented through land use regulations, design guidelines, capital facilities plan and the planned action ordinance. In addition, amendments were made to the existing Comprehensive Plan elements and Title 14 of the Lake Stevens Municipal Code for consistency with the Subarea Plan and associated documents.

B. Design Guidelines

Design Guidelines typically overlay development standards. Design Guidelines are divided between site and building elements. They are intended to initiate discussion about the types of design elements that create an aesthetically pleasing and vital subarea. The design elements described in this section comply with the city of Lake Steven's Vision Statement and Comprehensive Plan. Design guidelines provide a framework for how the subareas look, function and feel. Design guidelines assist developers, property owners, architects, planners, elected officials and interested citizens understand the types of projects that comply with the community's vision for a vibrant and attractive subarea.

C. Capital Improvement Plan

The Capital Improvement Plan describes utility infrastructure required for redevelopment of the Lake Stevens Center, including transportation, sewer, water and stormwater.

Proposed infrastructure projects are described with typical costs estimates in accordance with Washington State law. The Capital Facility Plan also describes likely funding mechanisms for infrastructure projects.

D. Environmental Impact Statement (EIS) and Planned Action Ordinance

The city of Lake Stevens adopted the Lake Stevens Downtown Subarea Plan as a Planned Action. A Planned Action is a tool that cities can use to provide regulatory certainty and encourage economic development by streamlining SEPA review for subsequent projects consistent with the plan. The State Environmental Policy Act (SEPA) authorizes this tool. Planned actions operate by allowing jurisdictions to perform up-front SEPA review for specific areas, such as subareas.

A Planned Action is designated by ordinance following preparation of an Environmental Impact Statement (EIS); the EIS evaluates the impacts of growth anticipated in the subarea plan and identifies mitigation measures that the city will require of future development. The Planned Action Ordinance identifies the criteria for project to satisfy. These criteria relate to the type of land use proposed, whether its impacts have been addressed in the EIS and whether proposed mitigation measures are sufficient. A development proposal that meets these criteria qualifies as a planned action project and does not have to go through an independent SEPA process.

E. Planned Action Submittal Packet

Development projects submitted within the adopted subarea must request review as a Planned Action Project and apply for a Pre-Application Meeting. A Planned Action Submittal Packet is available for interested applicants to assist them in developing within the subarea in a timely manner.

Exhibit 3

City of Lake Stevens

Downtown Lake Stevens Subarea / TIZ 1 Capital Facilities Improvement Plan

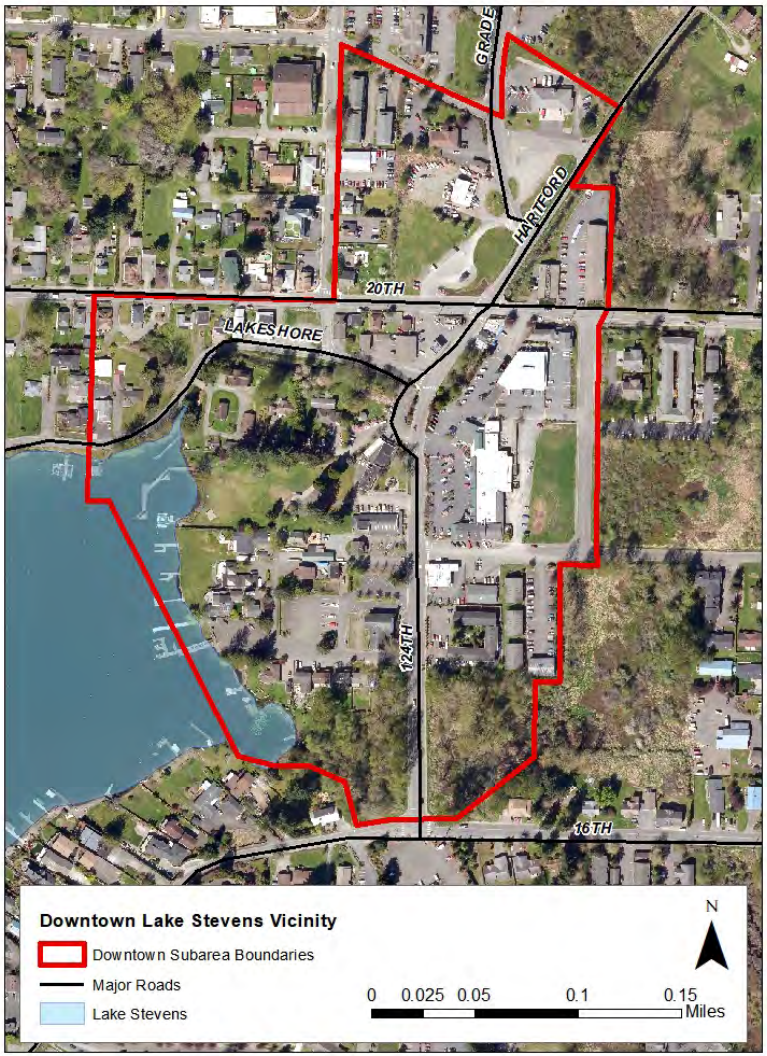
July 10, 2018 (Ordinance No. 1026)

DOWNTOWN LAKE STEVENS SUBAREA FACILITIES NEEDS ASSESSMENT

This document describes capital expenditures for utility infrastructure and other facility improvements required to implement the Downtown Lake Stevens subarea plan, improve the existing infrastructure, maintain adopted levels of service, and respond to deficiencies identified for the subarea. Infrastructure costs include Transportation, Sewer, and Water, shared by the city and affected agencies. The city is currently responsible for transportation outside of state routes and stormwater facilities; special purpose districts provide sewer and water infrastructure and services. Other facilities include Parks and Recreation Improvements and a Community/Conference Facility for the subarea. The proposed projects to implement the subarea are described in subsequent sections. Estimated costs represent expenses typical for public works projects. The estimated costs are partitioned by expected funding sources, which could change based on available public funding, grants, development or private financing, or negotiated development agreements.

The original project lists grew out of technical cost estimate memoranda, prepared for the city (Gray & Osborne Sanitary Sewer Capacity, 2014; CHS Engineers Cost Avoidance, 2015; city of Lake Stevens TIZ 1 Improvement Framework, 2012; Greenworks North Cove Park Construction Cost Estimate, 2018). Each memorandum included a project list with cost estimates, and project descriptions. The subarea capital projects related to transportation reflect a change in LOS methodology that emphasizes a system-level standard for each subarea, rather an intersection-based approach. The system would consist of key intersections, connecting roads, and pedestrian/bicycle facilities to determine an accumulative average LOS within the transportation network, while excluding intersections with state routes. The following sections describe the utility infrastructure required for implementation of the Downtown Lake Stevens subarea plan. Additional infrastructure currently described in the current Six-Year Traffic Improvement Program and the Capital Facilities Element of the Comprehensive Plan such as parks and recreation facility needs will occur over time. However, additional infrastructure would be required as development occurs.

Figure 1– Lake Stevens Downtown Subarea Boundary



A. CITY IMPROVEMENTS

TRAFFIC IMPACT ZONE (TIZ)1 TRANSPORATION IMPROVEMENTS

The following section describes conceptual capital transportation improvements for Traffic Impact Zone (TIZ)1 to implement the Downtown Lake Stevens Subarea Plan and other projects identified in the city's current Capital Improvement Plan related to northeast Lake Stevens (Figure 2). These improvements would ensure that the street system meets the proposed level of service (LOS E) for the TIZ 1, community needs are met with reference to parks and open space, and meeting facilities and public utilities are upgraded to support development. Estimated costs represent expenses typical for public works projects. The estimated costs are partitioned by expected funding sources, which could change based on available public funding, grants, development or private financing, or negotiated development agreements (Table I and II).

The Traffic Impact Zone (TIZ)1 Improvement and Capital Facilities Framework is separate from the city's Six-Year Transportation Improvement Plan; however, projects will be evaluated annually with the city's Six-Year Transportation Improvement Plan to ensure projects priorities are relevant given development activity and funding opportunities.

Table I Traffic Impact Zone 1 Planning Level Transportation Costs*

TIZ 1 Projects	Cost
Downtown Extended (DTE)	$23,414,957
Downtown (DT)	$15,599,362
City Total	**$39,014,319**

*Planning level cost estimates include right-of-way acquisition and construction/ engineering

Figure 2–
Conceptual TIZ 1Transportation Improvement Map

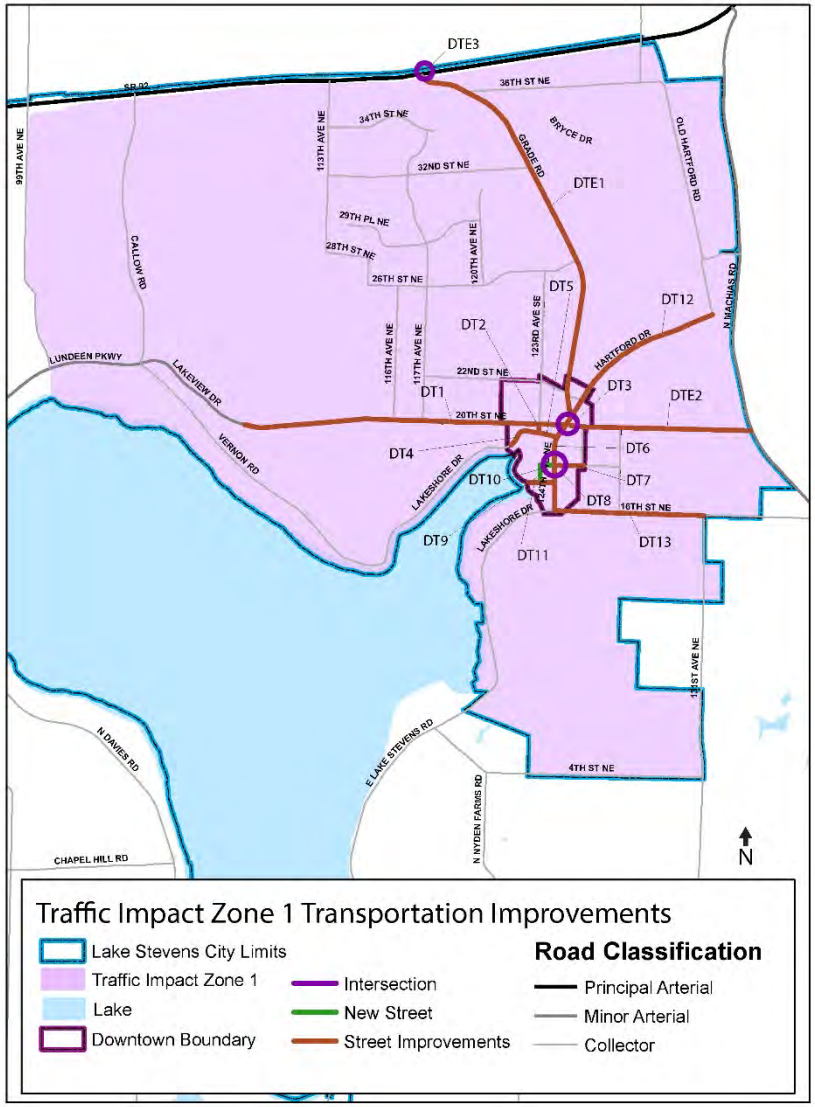


Table II Traffic Impact Zone (TIZ)1 Transportation Improvements

ID #	Project	Total $
DTE 1	Grade Road	**$16,076,070**
DTE 2	20th St NE	**$1,323,010**
DTE 3	SR 92 & Grade Rd RAB	**$4,228,377**
DTE 4	116th & 117th Pedestrian Imp	**1,787,500**
	Downtown Extended Subtotal	***$23,414,957***
DT 1	20th St NE	**$1,545,264**
DT 2	123rd Ave NE Improvements	**$257,500**
DT 3	20th St NE & Main Int/Grade Rd	**$2,250,000**
DT 4	North Lakeshore Drive	**$812,400**
DT 5	North Lakeshore Drive	**$291,420**
DT 6	Main Street	**$4,020,000**
DT 7	18th St NE Reconstruction	**$1,140,450**
DT 8	18th St NE Int.	**$441,700**
DT 9	123rd Ave NE Construction	**$990,000**
DT 10	18th Pl NE Construction	**$924,000**
DT 11	17th Pl NE Construction	**$966,628**
DT 12	Hartford Drive Imp.	**$200,000**
DT 13	16th Street NE Improvement*	**$1,760,000**
	Downtown Subtotal	***$15,599,362***
	Totals	**$39,014,319**

Notes: This table represents estimated funding sources and costs for the entire financial planning period. Previously identified projects include a 3% cost escalation All estimates are subject to change depending upon financial capacity, financing markets, and other expenditures and revenues. * The 16th Street NE improvements cost total represents the low-cost alternative (low: $1,760,000 versus high: $ 2,560,000)

PROJECT DESCRIPTIONS
Traffic Impact Zone 1 Planning Level Transportation Costs

Project No. DTE1 – Grade Road Reconstruction

Total Cost: $16,607,070

Target Start Date: **2022**

Description: Widen Grade Rd and add a multiuse trail along west side only (due to critical lands along east), street lighting, street trees, some planter islands, drainage, and turn pockets at intersections.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: Grade Road between 20th Street NE and SR-92

Justification: Street network improvements to satisfy legal, health, or safety requirements, increase road capacity, pedestrian circulation and meet established LOS.

Project No. DTE2 – 20th Street NE Reconstruction

Total Cost: $1,323,010

Target Start Date: 2023

Description: Reconstruct 20th Street NE to include sidewalks along the south side with widened travel lanes to allow for bikes. Road will be 28-feet wide. Most road improvements exist from Pilchuck. This will be a half road improvement on the south side.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 20th Street NE east of Main Street to the Centennial Trail

Justification: Street network improvements to satisfy legal, health, or safety requirements, increase road capacity, pedestrian circulation and meet established LOS.

Project No. DTE3 – SR-92 & Grade Road Intersection

Total Cost: $4,228,377

Target Start Date: 2029

Description: Construct a roundabout at the intersection of SR-92 and Grade Road

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: Grade Road between 20th Street NE and SR-92

Justification: Street network improvements to satisfy legal, health, or safety requirements, road capacity, and meet established LOS.

Project No. DTE4– 116th & 117th

Total Cost: $1,787,500

Target Start Date: 2026

Description: Construct roadway, bicycle and pedestrian improvements along

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 116th Ave Ne and 117th Ave NE from 20th Street NE to 26th Street NE.

Justification: Improve pedestrian and bicycle capacity, connectivity, and safety.

Project No. DT1 – 20th St NE Improvements

Total Cost: $ 1,545,264

Target Start Date: 2026

Description: This project consists of reconstructing 930 feet of 20th Street NE to include wider sidewalks with street trees.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 20th St NE - Grade Rd to 500 feet west of 123rd Ave SE

Justification: Street improvements to satisfy legal, health, or safety requirements, increase capacity and pedestrian circulation and meet established LOS.

Project No. DT2 – 123rd Ave NE Improvements

Total Cost: $257,500

Target Start Date: 2026

Description: This project consists of reconstructing 100 feet of 123rd Ave NE to include, sidewalks with street trees.

Proposed Funding Sources: Mitigation and Developer Contributions

Location: 123rd Ave NE - 20th St NE to N Lakeshore Drive

Justification: Improve pedestrian capacity, connectivity, and safety.

Project No. DT3 – 20th St NE & Main Intersection/Grade Rd.

Total Cost: $1,300,000

Target Start Date: 2023

Description: Reconstruct intersection to include realignment, minor widening, landscaped median, crosswalks, bridge to remain unchanged, sidewalk and multi-use trail improvements, ground landscaping where possible, lighting, and street trees 90th Avenue NE Connector.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 20th St NE & Main Intersection

Justification: Intersection improvements to satisfy legal, health, or safety requirements, increase road capacity and meet established LOS.

Project No. DT4 – North Lakeshore Drive Improvements

Total Cost: $812,400

Target Start Date: 2024

Description: Shoulder widening along north side of roadway transitioning into a sidewalk with tree wells.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: N Lakeshore Drive between 123rd Ave NE to 550 feet west of intersection.

Justification: Improve pedestrian capacity, connectivity, and safety.

Project No. DT5 – North Lakeshore Drive Improvements

Total Cost: $291,420

Target Start Date: 2024

Description: Shoulder widening along north side of roadway transitioning into a sidewalk with tree wells

Proposed Funding Sources: Mitigation, Grants, and Developer Contributions

Location: N Lakeshore Drive between 123rd Ave NE & Main Street NE

Justification: Improve pedestrian capacity, connectivity, and safety.

Project No. DT6 – Main Street Improvements

Total Cost: $4,020,000

Target Start Date: 2019

Description: This project would include pedestrian and access improvements with minor intersection enhancements, streetscape and decorative street lighting enhancements.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: Main Street between 20th St NE and 16th St NE

Justification: Street network and pedestrian improvement to satisfy legal, health, or safety requirements.

Project No. DT7 – 18th Street NE Reconstruction

Total Cost: $1,140,450

Target Start Date: 2021

Description: Reconstruct street to act as a public connector including one intersection at 18th St NE. The roadway will be 36-feet wide with sidewalks and tree wells.

Proposed Funding Sources: Mitigation Grants and Developer Contributions

Location: 18th St NE between Main St and 125th Ave NE

Justification: Street network improvement to satisfy legal, health, or safety requirements, increase circulation &road capacity for consistency with the subarea plan.

Project No. DT8 – 18th Street NE Intersection

Total Cost: $441,700

Target Start Date: 2019

Description: Construct intersection enhancements with tree bulb-outs.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 18th Street NE / Main Street Intersection

Justification: Intersection improvements to satisfy legal, health, or safety requirements, increase pedestrian and bicycle mobility, meet established LOS for consistency with the subarea plan.

Project No. DT9 – 123rd Ave NE Construction

Total Cost: $990,000

Target Start Date: 2020

Description: Construct 220 feet of new connector road. The roadway will be 28 feet wide with sidewalks and tree wells.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 123rd Ave. NE 18th St. NE to 17th Pl. NE

Justification: Street network improvements to satisfy legal, health, or safety requirements, increase road capacity, increase pedestrian mobility and meet established LOS.

Project No. DT10 – 18th Place NE Construction

Total Cost: $832,625

Target Start Date: 2020

Description: Construct new connector road (18th Place NE) between 123rd Ave NE and Main Street NE. The new road will include one uncontrolled intersection at 18th Pl NE intersection. The roadway will be 28-feet wide with sidewalks and tree wells.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 18th Place NE between Main St and 123rd Ave NE

Justification: Street network improvements to satisfy legal, health, or safety requirements, increase circulation and capacity, and meet established LOS.

Project No. DT11 – 17th Place NE Construction

Total Cost: $966,628

Target Start Date: 2022

Description: Construct new connector road including one uncontrolled intersection at 17th Place NE. The roadway will be 28 feet wide with sidewalks and tree wells.

Proposed Funding Sources: Mitigation, Grants and Developer Contributions

Location: 17th Place NE between Main St and 123th Ave NE

Justification: Street network improvements to satisfy legal, health, or safety requirements, increase road capacity, increase pedestrian mobility and meet established LOS.

Project No. DT12– Hartford Drive Improvement

Total Cost: $200,000

Target Start Date: 2020-2025

Description: Shoulder widening 2 feet on each side of roadway and restripe with 2-foot trail buffer and plastic removable tubular markers and 10-foot bi-directional multi-use trail along the east side of the roadway.

Proposed Funding Sources: Mitigation and Grants

Location: Hartford Drive between 21st St. NE and 131st Ave. NE

Justification: Improve pedestrian and bicycle capacity, connectivity, and safety.

Project No. DT13– 16th Street Reconstruction

Total Cost: Low $1,760,000 - High $2,560,000

Target Start Date: 2025

Description: Widen sidewalk on the south side of street to a 12' multi-use trail (adds 7 feet) from Main Street to Nyden Farms Rd. *Low Cost*-Construct new multi-use trail with shoulder widening, and mounted curb on the south side of the street from Nyden Farms Rd. to Centennial Trail. *High Cost*- construct new 12' concrete sidewalk, curb/gutter and storm drain replacement curb on the south side of the street from Nyden Farms Rd. to Centennial Trail.

Proposed Funding Sources: Mitigation, Grants, and Developer Contributions

Location: 16th Street NE from Main Street to Centennial Trail

Justification: Improve pedestrian and bicycle capacity, connectivity, and safety

OTHER CAPITAL PROJECTS

The city is contemplating additional capital projects to implement the Lake Stevens Downtown Subarea Plan that include Parks and Recreation Projects (North Cove Park expansion, park pavilion and park water tower) and a Community/Conference Center as described in Table III and illustrated on Figure 3. A breakdown of planning level projects costs and project descriptions follow. The city will develop more refined cost estimates with future implementation documents. relevant given development activity and funding opportunities.

Table III Other Capital Projects Costs

Other Capital Projects	Cost
CP-1 North Cove Park	$4,200,763
CP-1a Park Pavilion	Low $725,000 to High $1,100,000
CP-1b Park Tower	$240,000
CP-2 Community/Conference Facility	Low $6,000,000 to High $8,750,000
City Total	**$11,160,763 to $14,490,763**

PROJECT DESCRIPTIONS
Planning Level Capital Facilities Costs

Project No. CP-1 – North Cove Park Expansion

Total Cost: Park Improvements $4,200,763

Target Start Date: 2018-2022

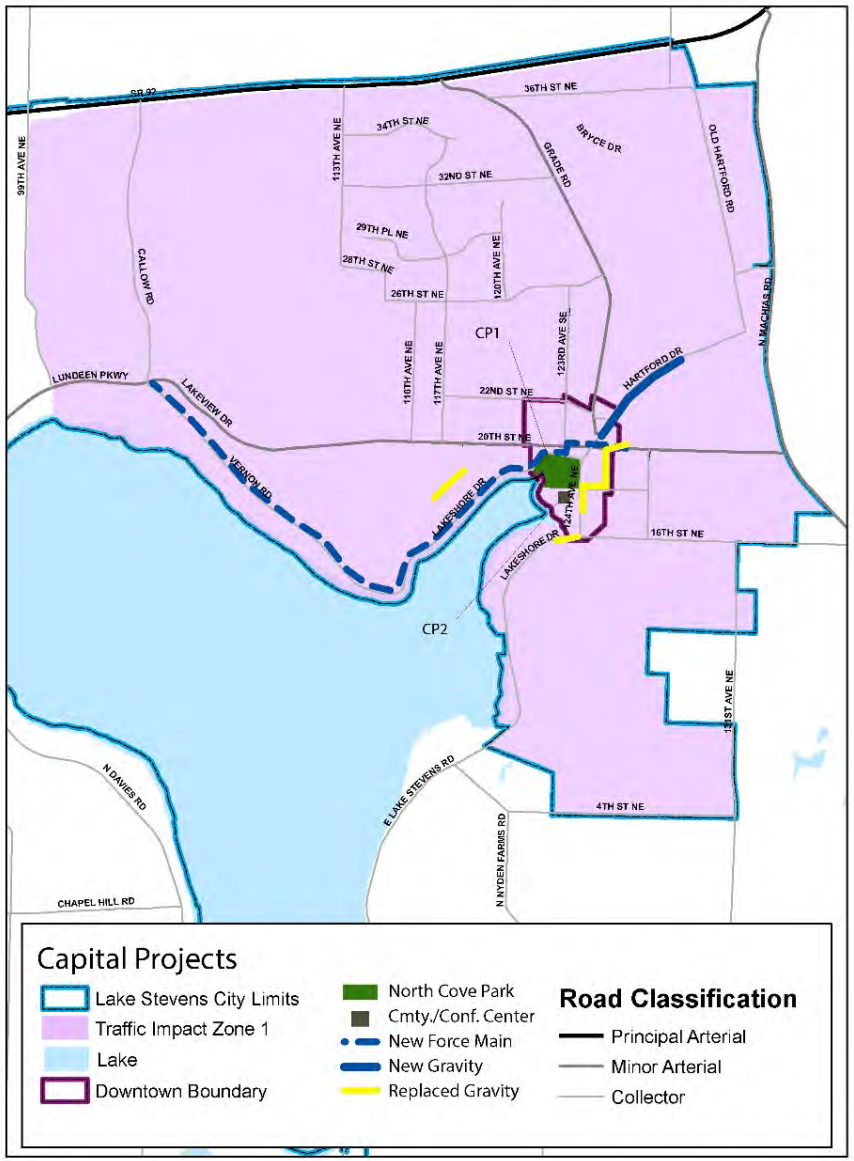
Description: Park expansion, grading, hardscape/paving, water feature, riparian restoration, beach improvements, playground, plaza, landscaping, relocate Veterans Monument, and Stevens Creek pedestrian bridge.

Proposed Funding Sources: Mitigation and Grants

Location: Between Lake Stevens, Main Street, Lakeshore Drive, and 18th Pl. NE

Justification: Provides public gathering/assembly, parks and recreational opportunities for consistency with subarea plan.

Figure 3– Other Capital Projects



Project No. CP-1a – Park Pavilion

Total Cost: $725,000

Target Start Date: 2018-2021

Description: 4,500 square foot timber, wood and stone/concrete pavilion with roll-up doors for all-weather use, fireplace, and public restroom.

Proposed Funding Sources: Mitigation and Grants

Location: North of 18th Pl. NE and west of Main Street

Justification: Provides public gathering/assembly and restrooms for consistency with subarea plan.

Project NO. CP-1b – Park Tower

Total Cost: Low $240,000

Target Start Date: 2021

Description: Construct a 50,000-gallon wood (low cost) or steel water (high cost) tank and 50-foot tower structure.

Proposed Funding Sources: Mitigation and Grants

Location: Located in the southwest corner of the park near the intersection of 123rd Avenue NE and 18th Pl. NE

Justification: Provides public gathering/assembly and restrooms for consistency with subarea plan.

Project No. CP-2– Community/Conference Facility

Total Cost*: Low $3,500,000 – $5,250,000

Target Start Date: 2022

Description: Construct two level 10,000 to 12,000 square foot community/conference facility and replace surface parking.

Proposed Funding Sources: General Fund, Grants and Public/Private Partnership

Location: South of 18th Pl. NE and west of Main Street to 123rd Ave NE.

Justification: Promote economic development and support community and private meeting and conference facility needs for consistency with subarea plan.

*Cost does not include land acquisition, and site improvement or potential infrastructure costs.

B. AGENCY PROJECTS

The city has identified capital costs for sewer improvements that affect the subarea (Table IV). In addition, the city has considered the capital projects of the Lake Stevens Sewer District, Snohomish County PUD and the Lake Stevens School District as they affect the subarea plan.

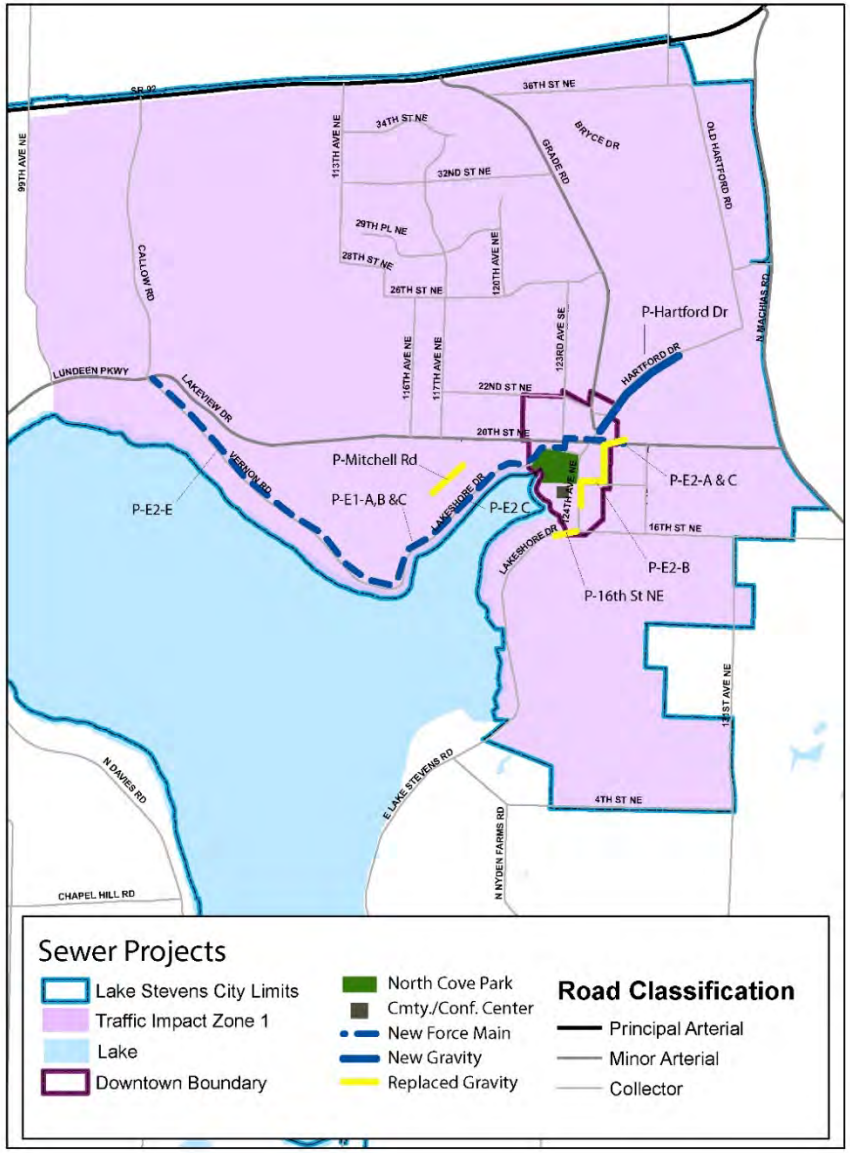
SEWER IMPROVEMENTS

There are sewer system improvements within the public realm that are required. Table IV summarizes the descriptions of the sewer improvements and estimated project costs. Figure 4 illustrates the locations of the collection system options to service the Lake Stevens Downtown Subarea. It is important to note also that there are different collection system components (i.e., force mains, gravity sewers, lift stations, etc.) to accomplish service to individual parcels. In addition, differences will occur at the site level depending on the specific development intensity for each site. The city in coordination with the special purpose districts and developers will evaluate appropriate system models to address water and sewer improvements.

*Source: Gray & Osborne Sanitary Sewer Capacity, 2014; CHS Engineers Cost Avoidance, 2015. * Cost include a 3% escalation of previous sourced estimates and project descriptions.*

Table IV Planning Level Sewer Costs

Sewer Projects	Cost
Gravity Sewer System Projects	$2,679,040
Lift Station Projects	$12,391,860
Alternative Plan Projects	$4,556,100



PROJECT DESCRIPTIONS
Planning Level Sewer Costs

GRAVITY SYSTEMS PROJECTS

Project E2-B – Replace 10-inch Pipe with 12-inch Pipe

Estimated Cost: $1,205,100

Description: Replace approximately 1,560 feet of 10-inch diameter pipe with 12-inch diameter pipe in Main Street, 18th Street NE, 125th Avenue NE and 20th Street NE.

Project 16th Avenue – Replace 8-inch pipe with 12-inch pipe

Total Cost: $99,910

Description: Replace approximately 135 feet of 8-inch diameter pipe with 12-inch diameter pipe on 16th Street NE, west of Main Street.

Project Mitchell Road – Replace 8-inch pipe with 10-inch pipe

Total Cost: $354,320

Description: Replace approximately 550 feet of 8-inch diameter pipe with 10-inch diameter pipe in Mitchell Road south of 19th Street NE.

Project Hartford Drive – Install 8-inch pipe

Total Cost: $1,019,700

Description: Install approximately 1,700 feet of 8-inch diameter sewer pipe in Hartford Drive, north of Grade Road.

LIFT STATION PROJECTS

Projects E2- A– New wet well storage for LS 2C, mod float controls

Estimated Cost: $848,450

Description: Construct new wet well storage for LS 2C and modify float controls at LSs 3C, 4C and 5C.

Projects E1- A– Increase capacity of LS 1C

Estimated Cost: $320,020

Description: Increase capacity of LS 1C from 900 to 1,100 genset two existing 8-inch diameter force mains, LS6 redux to 170.

Projects E2- C– Increase capacity of LS 2C

Estimated Cost: $5,046,480

Description: Increase capacity of LS 2C from 700 to 1,000 gpm and derate LS1C to 600 (2010 Amend).

Projects E1-B– Rehab LS 1C

Estimated Cost: $933,180

Description: Rehabilitate components of LS 1C including wet well, dry pit, pumps, control panel and instrumentation.

Projects E2-E– Construct new force main LS 1C/LS 2C

Estimated Cost: $5,216,950

Target Start Date: 20XX

Description: Construct new 6,900 LF 12-inch force main downstream of LS 1C in Vernon Road, including 3,800 LF 8-inch diameter parallel force main and upgrade LS 2C.

Projects E1-C– Upgrade LS 1C

Estimated Cost: $26,780

Description: Upgrade LS 1C by installing new impellers and utilizing new 8-inch diameter force main to be installed by Project E2-E.

ALTERNATIVE PLAN PROJECTS

Projects Ph 1-LS2C Upgrade

Estimated Cost: $1,915,800

Description: Convert to submersible 700 to 1165

Projects Ph 1-LS2C- 12" FM to LS1C ex. FM

Estimated Cost: $1,606,800

Description: 3,800 LF 12" force main 700 to 1165

Projects LS1C/LS2C – Condition rehab, derate, and control mods.

Estimated Cost: $1,044,300

Description: Condition rehab, derate, controls mod., wet well rehab, FM connect

FUNDING MECHANISMS

Traditionally, the District has expected development to pay for the improvements in advance of installation. However, some system improvements could be coordinated with city road projects for efficiency and cost savings to the public. Project priority and funding alternatives should also be coordinated consistent with the Unification Agreement between the city and the sewer district to advance the goals and objectives of the plan.

The LSSD relies on several funding sources for operations, maintenance, and capital improvements including monthly service rates, general facility charges, contributions in aid (grants), and debt financing.

WATER IMPROVEMENTS

The PUD Water System improvements will be identified on a case by case basis and coordinated with city road projects and/or private development projects for efficiency and cost savings to the public.

FUNDING MECHANISMS

The PUD relies on several funding sources for operations, maintenance, and improvements including.

- Bond proceeds include interest income from bond sales.
- Operating revenues include water sales (retail and wholesale) and facilities/connection charges.

Other revenue includes plant contributions, low-interest loans (Public Works Trust Fund and Drinking Water State Revolving Funds), competitive grants, etc. For a detailed explanation of operating revenue and expenses, refer to the Snohomish County PUD #1 Water System Plan.

LAKE STEVENS SCHOOL DISTRICT

The Lake Stevens School District (School District) updates its capital plan every two years based on student projections for the following six-years. The city will continue to collaborate with the school district on capital facilities and continue to collect appropriate mitigation fees on their behalf.

The School District relies on several funding sources for operations, maintenance, and capital improvements including general obligation bonds, state match funds impact fees, and tax levies.

- General obligation bonds are voter approved bonds to construct capital facilities.
- State Match Funds come from the Common School Construction Fund.
- School impact fees are funds collected by the permitting agency at the time building permits to pay for new residential development.

FINANCING ALTERNATIVES

There are several financing alternatives available to the city that would provide capital for transportation improvements while providing a rational for the allocation of costs, facilitating private development, and enhancing the value of properties to be redeveloped. Funding comes from a variety of sources including, but not limited to, Federal grant or loan distributions, State grant or loan distributions, Real Estate Excise Taxes, and Developer contributions. Recently, the economic conditions have created deficiencies in grant or loan funding, as well as created new opportunities and programs. The city will determine the overall financing strategy that will likely combine several funding methods to meet the strategic objectives for downtown development.

Table V summarizes the primary funding mechanisms for the identified transportation projects.

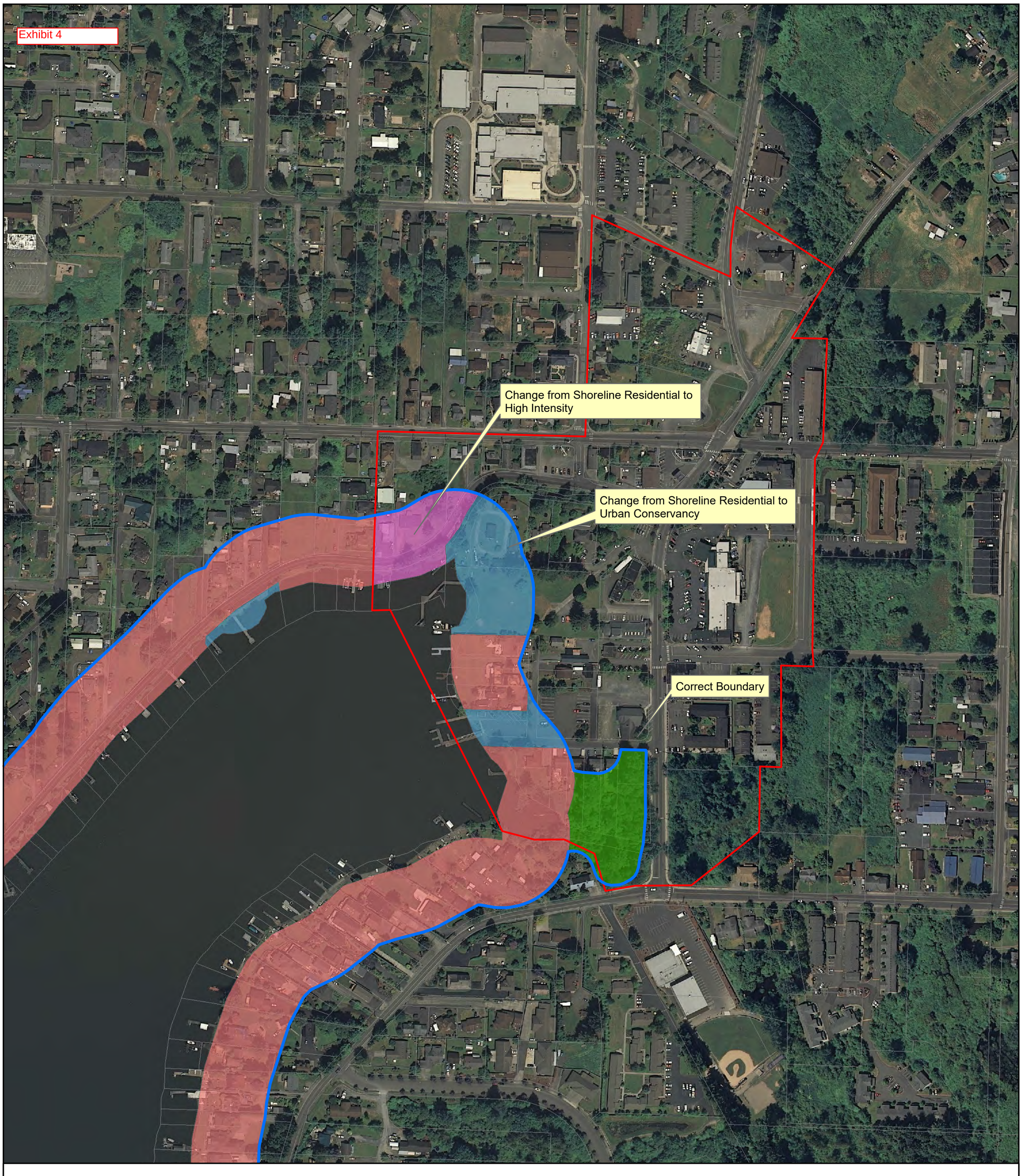
Table V Summary of Primary Funding Mechanisms

Method of Funding	Description
General Fund	General Fund revenues mainly support general government services, security of persons and property, and parks. Sources of general fund revenue include property taxes, sales tax, fines, fees, charges for services, and investment earnings.
Impact/ Mitigation Fees	Fees, based on the impact of the development upon the city's infrastructure (transportation, parks, schools, etc.) assessed to offset the costs of growth to the public facilities.
Developer Contribution	Developer contributions may include direct payments, construction of improvements in lieu of fees, dedicatio of right of way, development agreement, and late-comer's agreements.
Secured Debt	Long-term (10-30 years) financing for capital projects from bonds, usually repaid from general funds, utility rates, and user fees.
Grants	Funds received from federal & state governments or other entities to fund specific projects through a competitive application.
LIDs	Local Improvement District (LID) is a special tax assessment fund for projects that benefit a specific geographic area and a specific needed improvement. The city issues bonds for the improvements and liens/bills the benefiting properties for their portions of the assessment.
Special Revenue Funds	Special revenue from taxes, charges for services, & oth general sources, such as state shared revenues. Specia Revenue Fund expenditures are limited by statute or ordinance to specific purposes. Examples are the Stree Arterial Streets, and Hotel/Motel Tax
REET I & II	Real Estate Excise Taxes (REET) are taxes applied to sale of real estate. The city collects an amount equal to 0.5% of the transaction. The proceeds are divided equally between REET I and REET II. These funds must be used for capital projects, which includes planning, acquisition, construction, reconstruction, repair or improvement of streets, roads, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, parks, recreational facilities, fire protection facilities, trails, libraries, and administrative and judicial facilities. REET II cannot be used for new construction of park, recreational, trails, law enforcement facilities, fire protection facilities, libraries, and administrative and judicial facilities.
Other / Miscellaneous	Undetermined funds not considered that may be applied to projects with or without limitations.

CONCLUSION AND REASSESSMENT

The Downtown Lake Stevens Subarea / TIZ 1 Capital Facilities Improvement Plan allows the city to meet concurrency requirements and the adopted levels of service for capital facilities established in the Comprehensive Plan and the Downtown Subarea Plan and greater northeast Lake Stevens. This document included a conceptual description of the capital facilities necessary to implement the plan as envisioned. It is important to recognize that the Capital Improvement Plan relies on assumptions of likely future investments. However, the city will reassess its needs and priorities annually based on a review of public and market demands on changing capital facility needs.

Exhibit 4



City of Lake Stevens Shoreline

Boundaries and Features

Shoreline Boundary
Downtown Subarea

Shoreline Environments

High Intensity
Natural
Shoreline Residential
Urban Conservancy

All information and maps are provided “as is” without warranty or any representation of accuracy, timeliness, or completeness. The burden for determining accuracy, completeness, and timeliness, merchantability and fitness for or the appropriateness of use rests solely on the requestor. The City of Lake Stevens makes no warranties, express or implied as to the use of the information obtained here. There are no implied warranties of merchantability or fitness for a particular use. The requestor acknowledges and accepts all limitations including the fact that the data, information, and maps are dynamic and in a constant state of maintenance, correction, and update.

Attachment 2

ORDINANCE NO. 1025

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ESTABLISHING A PLANNED ACTION FOR THE DOWNTOWN LAKE STEVENS SUBAREA PURSUANT TO THE STATE ENVIRONMENTAL POLICY ACT (CHAPTER 43.21C RCW AND WAC 197-11-164)

WHEREAS, the State Environmental Policy Act (SEPA) (Chapter 43.21C RCW) and implementing rules (WAC 197-11-164) provide for the integration of environmental review with land use planning and project review through designation of "Planned Actions" by jurisdictions planning under the Growth Management Act (GMA) (Chapter 36.70A RCW); and

WHEREAS, on September 22, 2015 the Lake Stevens City Council enacted Ordinance No. 937 adopting an updated Comprehensive Plan and Land Use Map for the City of Lake Stevens complying with the GMA; 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, RCW 36.70A.130(2)(a)(i) and (v) allows jurisdictions to amend the comprehensive plan with initial adoption of a subarea plan and adoption of comprehensive plan amendments necessary to enact a planned action under RCW 43.21C.031(2); and

WHEREAS, the City is concurrently adopting a subarea plan to the comprehensive plan, land use map changes, shoreline map changes and a capital facilities plan (Ordinance 1026) and related zoning map changes and zoning code / design guideline amendments (Ordinance 1027) in association with this Planned Action Ordinance; and

WHEREAS, the City held community meetings to elicit public input on the subarea plan on June 30, September 7 and November 1, 2016; January 25 and March 7, 2017; and

WHEREAS, the City held a scoping meeting on July 18, 2017 to elicit public input on the Environmental Impact Statement (EIS) and a follow-up meeting on January 17, 2018 to review the Draft EIS; and

WHEREAS, the City has prepared a subarea plan for Downtown Lake Stevens, which is referred to as the Planned Action Area; and

WHEREAS, the City issued a Determination of Significance and request for comments on the scope of the environmental impact statement on July 5, 2017 and held a Scoping Meeting on July 18, 2017; and

WHEREAS, on January 6, 2018 the City issued a Draft Environmental Impact Statement (EIS) for the Downtown Lake Stevens Subarea Plan which identifies environmental impacts and mitigation measures associated with planned development in the subarea; and

WHEREAS, staff briefed City Council on the Draft EIS land use alternatives on February 6, 2018 and City Council adopted a preferred alternative on February 13, 2018; and

WHEREAS, on April 27, 2018 the City issued a Final environmental impact statement (EIS) for the Downtown Lake Stevens Subarea Plan which identifies impacts and mitigation measures associated with planned development in the subarea; and

WHEREAS, on May 16, 2018 the City held a community meeting on the Planned Action Ordinance, pursuant to Chapter 43.21C RCW, prior to issuing notice for the adoption of the planned action ordinance; 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 City is concurrently adopting updated design guidelines, development regulations and capital facilities plan for the subarea, which will help protect the environment; and

WHEREAS, the City submitted the proposed subarea plan, land use map amendments, zoning map amendments and development regulation amendments for the 60-day review to the Washington State Department of Commerce on April 27, 2018 and received an acknowledgement letter on April 30, 2018; and; and

WHEREAS, the Department of Commerce's 60-day review period was completed on June 30, 2018 and any Department comments are addressed in this Ordinance; and

WHEREAS, the Planning Commission held a public hearing on June 13, 2018 and recommended approval to the City Council; and

WHEREAS, the City Council held a Public Hearing and first reading for Ordinances 1025, 1026 and 1027 on June 26, 2018 and held a second reading of the same on July 10; and

WHEREAS, the Lake Stevens Planning Commission, after review of the proposed Downtown Lake Stevens Subarea Plan, Planned Action Ordinance, Comprehensive Plan Land Use Map and Zoning Map amendments, Subarea Land Use Map, proposed development regulations and design guidelines, and other related amendments, held a duly noticed public hearing on the amendment, and all public testimony was given full consideration before making a recommendation to the City Council to approve the proposed Subarea Plan, Planned Action and related documents; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed Downtown Lake Stevens Subarea Plan, Planned Action Comprehensive Plan Land Use Map and Zoning Map amendments, Subarea Land Use Map and Subarea Zoning Map, proposed development regulations and design guidelines, and related amendments, and held a duly noticed public hearing, and all public testimony and arguments have been given full consideration; and

WHEREAS, designation of a Planned Action expedites the permitting process for subsequent, implementing projects whose impacts have been previously addressed in a Planned Action EIS, and thereby encourages desired growth and economic development; and

WHEREAS, the Downtown Lake Stevens Subarea is deemed to be appropriate for designation of a Planned Action.

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

SECTION 1. Purpose. The City Council declares that the purpose of this ordinance is to:

A. Combine analysis of environmental impacts with the City's development of plans and regulations;

B. Designate the Downtown Lake Stevens Subarea as a Planned Action for purposes of environmental review and permitting of subsequent, implementing projects pursuant to the State Environmental Policy Act (SEPA), RCW 43.21C.031;

C. Determine that the EIS prepared for the subarea plan meets the requirements of a Planned Action EIS pursuant to SEPA;

D. Establish criteria and procedures, consistent with state law, that will determine whether subsequent, implementing projects qualify as Planned Actions;

E. Provide the public with information about Planned Actions and how the City will process applications for implementing projects;

F. Streamline and expedite the land use review and approval process for qualifying projects by relying on the environmental impact statement (EIS) completed for the Planned Action; and

G. Apply the City's development regulations together with the mitigation measures described in the EIS and this Ordinance to address the impacts of future development contemplated by the Planned Action.

SECTION 2. Findings. The City Council finds as follows:

A. The City is subject to the requirements of the Growth Management Act, Chapter 36.70A RCW, and is located within an Urban Growth Area;

B. The City has adopted a Comprehensive Plan complying with the GMA, and is amending the Comprehensive Plan to incorporate a subarea element specific to the Downtown Lake Stevens Planned Action Area;

C. The City is adopting development regulations and design guidelines concurrent with the Subarea Plan to implement said Plan;

D. The City has prepared an EIS for the Downtown Lake Stevens Subarea and finds that this EIS adequately addresses the probable significant environmental impacts associated with the type and amount of development planned to occur in the designated Planned Action Area;

E. The mitigation measures identified in the Planned Action EIS and attached to this ordinance, together with adopted subarea land use regulations and design guidelines, will adequately mitigate significant impacts from development within the Planned Action Area;

F. The subarea plan and Planned Action EIS identify the location, type and amount of development that is contemplated by the Planned Action;

G. Future projects that are implemented consistent with the Planned Action will protect the environment, benefit the public and enhance economic development within the City;

H. The City has provided numerous opportunities for meaningful public involvement in the proposed Planned Action; has considered all comments received; and, as appropriate, has modified the proposal or mitigation measures in response to comments;

I. The Downtown Lake Stevens Subarea Plan is not an essential public facility as defined by RCW 36.70A.200(1);

J. The Planned Action Area is a defined area that is smaller than the overall City boundaries; and

K. Public services and facilities will be adequate to serve the proposed Planned Action with implementation of mitigation measures identified in the EIS.

L. The City Council adopts and incorporates the foregoing recitals as findings and conclusions as if set forth fully herein.

SECTION 3. Procedures and Criteria for Evaluating and Determining Projects as Planned Actions.

A. *Planned Action Area.* The Planned Action designation shall apply to the area shown in **Exhibit A**.

B. *Environmental Document.* A Planned Action determination for a site-specific implementing project application shall be based on the environmental analysis contained in the Draft EIS issued by the City on January 6, 2018 and the Final EIS issued on April 27, 2018. The Draft and Final EISs together shall comprise the Planned Action EIS. The mitigation measures contained in **Exhibit B** are based upon the findings of the Planned Action EIS and shall, along with adopted City regulations, provide the framework that the City will use to impose appropriate conditions on qualifying Planned Action projects.

C. *Planned Action Designated.* Land uses and activities described in the Planned Action EIS, subject to the thresholds described in subsection 3.D and the mitigation measures contained in Exhibit B, are designated Planned Actions or Planned Action Projects pursuant to RCW 43.21C.031. A development application for a site-specific project located within the Downtown Lake Stevens Subarea shall be designated a Planned Action if it meets the criteria set forth in subsection 3.D of this ordinance and applicable laws, codes, development regulations and standards of the City.

D. *Planned Action Qualifications.* The following thresholds shall be used to determine if a site-specific development proposed within the Downtown Lake Stevens

Subarea is contemplated by the Planned Action and has had its environmental impacts evaluated in the Planned Action EIS:

(1) Land Use. The following general categories/types of land uses, which are permitted or conditionally permitted in zoning districts applicable to the Downtown Lake Stevens Planned Action Area, are considered Planned Actions:

(a) Park;

(b) Retail/Commercial;

(c) Office;

(d) Community Facilities;

(e) Housing (residential dwelling units);

(f) Lodging, such as hotels and motels;

(g) Open Space;

(h) Public Parking; and

(i) Infrastructure improvements identified in the EIS to support planned land uses.

Individual land uses considered to be Planned Actions shall include those uses specifically listed in subarea development regulations, Chapter 14.38 LSMC, applicable to the zoning classifications applied to properties within the Planned Action Area.

(2) Development Thresholds.

(a) The following amount of various new land uses are contemplated by the Planned Action:

Land Use[1]	Development Thresholds
Park	4.1 acres
Retail/Commercial[2]	170,000 gross square feet
Office	50,000 gross square feet
Community Facilities[3]	21,150 gross square feet
Residential	600 dwelling units
Public Parking	300 spaces
Total Trips	1740 trips

[1] A building with multiple uses will be designated by the majority use.

[2] Retail/Commercial includes accommodation services, arts and entertainment/, recreation, food services, retail trade, etc.

[3] Community facilities may include emergency services such as a fire station; public/semi-public buildings used for community, corporate or private events; or other traditional land uses that support government operations.

(b) Local road projects identified in the EIS to support planned levels of growth identified in subsection (2)(a) are considered planned actions.

(c) Shifting the total build out between categories of uses may be permitted if the total build-out does not exceed the aggregate amount of development and the trip generation

reviewed in the EIS, and so long as the impacts of that development have been identified in the Planned Action EIS and are mitigated consistent with **Exhibit B**.

(d) If future development proposals in the Planned Action Area exceed the development thresholds specified in this ordinance or alter the assumptions and analysis in the Planned Action EIS, further environmental review may be required pursuant to WAC 197-11-172.

(3) Building Height. Building height shall not exceed those permitted in the underlying zoning district(s) pursuant to the standards set forth in Title 14 Land Use Code of the Lake Stevens Municipal Code.

(4) Transportation.

(a) *Thresholds*. The City currently uses LOS E as the standard for arterials and collectors and LOS C as the standard for acceptable operations on local access roads. The westbound leg of the intersection at Main Street/20th Street NE, within the downtown subarea, may fall below the defined LOS standard in 2035. It is reasonable to accept a reduced LOS standard for the PM peak at this intersection because of physical constraints and given the vision for a mixed-use district that functions as a local and regional destination, with multimodal transportation elements and an emphasize on providing safe pedestrian amenities to maintain the character of the district.

(b) *Concurrency.* The determination of transportation impacts shall be based on the City's concurrency management program contained in Chapter 14.110 LSMC.

(c) *Off-Site Mitigation.* As provided in the EIS and Chapter 14.110 LSMC, to mitigate transportation related impacts, all Planned Action Projects shall pay a traffic impact mitigation fee to participate in and pay a proportionate share of off-site improvements consistent with Chapter 14.112 LSMC and the current Fees Resolution.

(d) *Director Discretion.* The Director of Public Works or designee shall have discretion to determine incremental and total trip generation, consistent with the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual or an alternative manual accepted by the Director of Public Works at his or her sole discretion, for each project permit application proposed under this Planned Action.

(5) Elements of the Environment and Degree of Impacts. A proposed project that would result in a significant change in the type or degree of impacts to any of the elements of the environment analyzed in the Planned Action EIS, or that causes significant impacts to an element of the environment that was not considered in the Planned Action EIS, would not qualify as a Planned Action.

(6) Changed Conditions. Should environmental conditions change significantly from those analyzed in the Planned Action EIS, the City's SEPA Responsible Official may determine that the Planned Action designation is no longer applicable until supplemental environmental review has been conducted.

E. Planned Action Review Criteria.

(1) The City's SEPA Responsible Official may designate as "Planned Actions", pursuant to RCW 43.21C.030, applications that meet all the following conditions:

(a) Proposal is located within the Planned Action Area identified in **Exhibit A** of this ordinance;

(b) Proposed uses and activities are consistent with those described in the Planned Action EIS and Section 3.D of this ordinance;

(c) Proposal is within the Planned Action thresholds and other criteria of Section 3.D of this ordinance;

(d) Proposal is consistent with the City of Lake Stevens Comprehensive Plan;

(e) Proposal's potential significant adverse environmental impacts have been identified in the Planned Action EIS;

(f) Proposal's potential significant impacts have been mitigated by application of the measures identified in **Exhibit B**, and other applicable city regulations, together with any modifications, variances or special permits that may be required;

(g) Proposal complies with all applicable local, state and/or federal laws and regulations, and the SEPA Responsible Official determines that these constitute adequate mitigation; and

(h) Proposal is not an essential public facility as defined by RCW 36.70A.200(1), unless an essential public facility is accessory to or part of a project that is designated as a planned action.

(2) The City shall base its decision on review of a SEPA checklist, or an alternative form adopted with Planned Action Ordinance, and review of the application and supporting documentation.

(3) A proposal that meets the criteria of this section shall be considered to qualify and be designated as a Planned Action, consistent with the requirements of RCW 43.21C.030, WAC 197-11-164 et seq., and this ordinance.

F. Effect of Planned Action

(1) Designation as a Planned Action Project. Designation as a Planned Action Project means that a qualifying proposal has been reviewed in accordance with this ordinance and found to be consistent with its development thresholds, and with the environmental analysis contained in the Planned Action EIS.

(2) SEPA Determination. Upon determination by the City's SEPA Responsible Official that the proposal meets the criteria of Section 3.D and qualifies as a Planned Action, the proposal shall not require a SEPA threshold determination, preparation of an EIS, or be subject to further review pursuant to SEPA.

G. Planned Action Permit Process. Applications for Planned Actions shall be reviewed pursuant to the following process.

(1) Development Applications. Development applications shall meet all applicable requirements of the Lake Stevens Municipal Code (LSMC). Applications for Planned Actions shall be made on forms provided by the City and shall include a SEPA checklist, or an approved Planned Action checklist.

(2) The City's Director of Planning and Community Development or designee shall determine whether the application is complete as provided in LSMC 14.16A.220(f). If the

application is for a project within the Planned Action Area defined in **Exhibit A**, the application will be reviewed to determine if it is consistent with the criteria of this ordinance and thereby qualifies as a Planned Action Project. The SEPA Responsible Official shall notify the applicant of his/her decision. If the project is determined to qualify as a Planned Action, it shall proceed in accordance with the applicable permit review procedures specified in Chapter 14.16B LSMC, except that no SEPA threshold determination, EIS or additional SEPA review shall be required. The decision of the SEPA Responsible Official regarding qualification as a Planned Action shall be final.

(3) Public notice of the determination that a project qualifies as a planned action project, pursuant to Chapter 43.21C RCW, shall be mailed or otherwise verifiably provided to:

(a) All affected federally recognized tribal governments and

(b) Agencies with jurisdiction over the future development anticipated for the planned action.

The notice shall state that the project has qualified as a planned action. Other notice may be required for the underlying permit.

(4) Development Agreement.

(a) To provide additional certainty about applicable requirements, the City or an applicant may request consideration and execution of a development agreement for a Planned Action Project. The development agreement may address review procedures applicable to a Planned Action Project, permitted uses, mitigation measures, payment of impact fees or provision of improvements through other methods, design standards, phasing, vesting of development rights, or any other topic that may properly be considered in a development agreement consistent with RCW 36.708.170 and LSMC 14.16C.055.

(b) A development agreement may also include alternative mitigation measures proposed by an applicant, provided that such alternative measures shall provide mitigation that is equivalent to or better than that identified in the Planned Action EIS. The determination that mitigation measures are equivalent shall be made by the SEPA Responsible Official.

(5) If a project is determined to not qualify as a Planned Action, the SEPA Responsible Official shall so notify the applicant and prescribe a SEPA review procedure consistent with the City's SEPA regulations and the requirements of state law. The notice shall describe the elements of the application that result in failure to qualify as a Planned Action.

(6) Projects that fail to qualify as Planned Actions may incorporate or otherwise use relevant elements of the Planned Action EIS, as well as other relevant SEPA documents, to meet their SEPA requirements. The SEPA Responsible Official may limit the scope of SEPA review for the non-qualifying project to those issues and environmental impacts not previously addressed in the Planned Action EIS.

SECTION 4. Monitoring and Review.

A. The City shall monitor the progress of development in the designated Planned Action Area to ensure that it is consistent with the assumptions of this ordinance and the Planned Action EIS regarding the type and amount of development and associated impacts, and with the mitigation measures and improvements planned for the Downtown Lake Stevens Planned Action Area.

B. This Planned Action Ordinance shall be reviewed by the SEPA Responsible Official when development within the Planned Action Area is approaching maximum threshold levels or no later than five years from its effective date to determine the continuing relevance of its assumptions and findings with respect to environmental conditions in the Planned Action Area, the impacts of development, and required mitigation measures. Based upon this review, the City may propose amendments to this ordinance or may supplement, addend or amend the Planned Action EIS.

SECTION 5. Conflict. In the event of a conflict between this Ordinance or any mitigation measure imposed thereto, and any ordinance or regulation of the City, the provisions of this ordinance shall control.

SECTION 6. 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 7. 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 July 10, 2018.

_____
John Spencer, Mayor

ATTEST/AUTHENTICATION:

By:_____
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

_____
Grant K. Weed, City Attorney

First Reading: June 26, 2018
Second and Final Reading: July 10, 2018
Published:
Effective Date:

EXHIBIT A – DOWNTOWNLAKE STEVENS PLANNED ACTION AREA

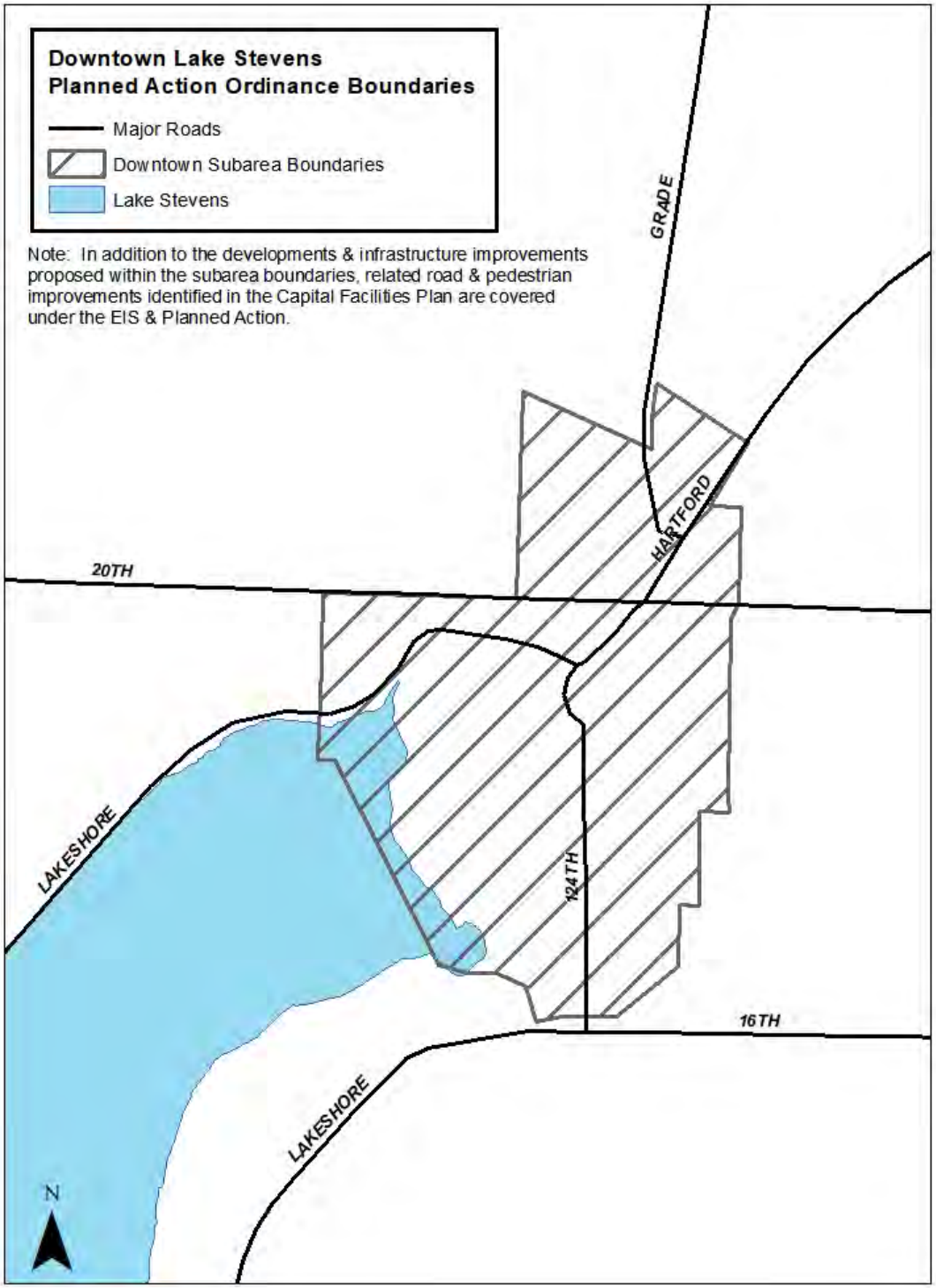


EXHIBIT B
DOWNTOWN LAKE STEVENS SUBAREA PLAN PLANNED ACTION ORDINANCE MITIGATION MEASURES

In compliance with the State Environmental Policy Act (SEPA), the City of Lake Stevens prepared and published draft and final environmental impact statements (collectively "the Planned Action EIS") for the Lake Stevens Center Subarea Plan. The Planned Action EIS identifies significant impacts to the environment that would occur because of future growth in the subarea, along with mitigation measures that would avoid, reduce, minimize or compensate for those impacts. The City will designate the subarea as a Planned Action for purposes of future environmental review, consistent with the requirements of RCW 43.21C.031 and WAC 197-11-164 et seq.

This exhibit to the Planned Action Ordinance summarizes mitigation measures identified in the Planned Action EIS. The Planned Action EIS should be reviewed to understand the full context of measures for each element of the environment. As part of its review of future development proposals within the Planned Action Area (Exhibit A), and to determine whether such proposals qualify as planned actions, the City will review the measures identified herein and require them as conditions of approval.

It should be noted that some mitigation measures identified in the Planned Action EIS have already been accomplished (such as adoption of a Planned Action Ordinance) and are not included in this exhibit. References are provided for measures that rely on adopted provisions of the Lake Stevens Municipal Code. In addition, while most mitigation measures identified in the Planned Action EIS apply to development projects (public or private), a few provide direction to the City for future planning and regulatory programs. The City will consider these as part of its ongoing planning processes, including any required monitoring.

1. Natural Environment

A. Earth

Applicable Regulations and Commitments

- ***Geological Assessments Required:*** The City's critical area regulations require a geological assessment for any development proposal within 200 feet of a designated geologically hazardous area. Geological assessments must contain an analysis of the potential impacts to geologically hazardous areas resulting from the proposed development and identify appropriate mitigation measures to protect development and the geologically hazardous area per LSMC 14.88.630.
- ***Native Growth Protection Area:*** LSMC 14.88.670 requires developers to place geologically hazardous areas and buffers not approved for alteration in a native growth protection area. Lawfully altered geologically hazardous areas are subject to a covenant of notification and indemnification/hold harmless agreement.
- ***Erosion Control Measures Required:*** Chapter 14.50 LSMC requires the implementation of sedimentation and erosion control measures for any development that would entail land disturbance. The Public Works Director must review and approve erosion control plans.

B. Air Quality

Mitigation During Construction

Although significant air quality impacts are not anticipated due to construction, contractors will be required to comply with all relevant federal, state, and local air quality rules. In addition, implementation of best management practices will also reduce emissions related to construction. The city will consider best management practices to minimize the potential air quality impacts during development review including measures for reducing exhaust emissions and fugitive dust. Possible control measures that will be considered include the following:

- Use only equipment and trucks that are maintained in optimal operational condition
- Require all off-road equipment to have emission reduction equipment (e.g., require participation in Puget Sound Region Diesel Solutions, a program designed to reduce air pollution from diesel, by project sponsors and contractors)
- Use bio diesel or other lower-emission fuels for vehicles and equipment
- Use car-pooling or other trip-reduction strategies for construction workers
- Implement restrictions on construction truck and other vehicle idling (e.g., limit idling to a maximum of 5 minutes)
- Spray exposed soil with water or other suppressant to reduce emissions of particulate matter (PM) and deposition of particulate matter
- Pave or use gravel on staging areas and roads that would be exposed for long periods
- Cover all trucks transporting materials, wetting materials in trucks, or providing adequate freeboard (space from the top of the material to the top of the truck bed), to reduce particulate matter (PM) emissions and deposition during transport
- Provide wheel washers to remove particulate matter that would otherwise be carried *off* site by vehicles to decrease deposition of particulate matter on area roadways
- Remove particulate matter deposited on paved, public roads, sidewalks, and bicycle and pedestrian paths to reduce mud and dust; sweep and wash streets continuously to reduce emissions
- Cover dirt, gravel, and debris piles as needed to reduce dust and wind-blown debris
- Stage construction to minimize overall transportation system congestion and delays to reduce regional emissions of pollutants during construction.

Mitigation During Operation

The air quality analysis indicates that the alternatives would not result in any significant adverse air quality impacts in the subarea. Consequently, no operational impact mitigation measures are warranted or proposed.

C. Water Resources

Applicable Regulations and Commitments

- *Stormwater Management:* The City's municipal code requires the use of natural drainage systems to the extent feasible to preserve natural topography (Chapter 14.50 LSMC). The Code also requires all new stormwater drainage systems to be constructed in accordance with the requirements of the Department of Ecology's *2014 Stormwater Management Manual for Western Washington* (Chapter 11.06 LSMC).
- *NPDES Phase II Municipal Stormwater Permit:* The current Western Washington Phase II Municipal Stormwater Permit was issued in 2012 and amended in 2014 to implement the requirements of the Clean Water Act and the National Pollutant Discharge Elimination System as codified in Chapter 11.06 LSMC. Local jurisdictions covered under the permit, including the City of Lake Stevens, are required to develop a stormwater management program designed to reduce the discharge of pollutants and protect water quality. In accordance with the requirements of the permit, the City of Lake Stevens has adopted a stormwater management plan focused on public education and outreach, detection and elimination of illicit stormwater discharge, controlling runoff generated by new development activities, and prevention of pollution resulting from municipal activities. Continued implementation of the measures contained in the stormwater management program would reduce pollutant loading and improve water quality in the City's lakes, streams and wetlands.

- *Critical Areas Regulations:* The Lake Stevens Center Subarea contains varied critical areas, including wetlands and streams (Fish and Wildlife Conservation Areas). Future development will be subject to the adopted critical areas regulations found in Chapter 14.88 LSMC, including all applicable protection standards, mitigation requirements and mitigation sequencing procedures. Wetland mitigation is required to take the form of in-kind replacement of the impacted wetland functions and values whenever possible, and replacement wetlands must adhere to the design requirements of LSMC 14.88.840, including performance standards and mitigation ratios.
- *Floodplain Development Permit*: Developers are required to acquire a Floodplain Development Permit for construction and/or development activities within the floodplain.

Additional Mitigation Measures

- *Stormwater Detention:* For properties adjacent to identified wetlands and associated buffers, new development and redevelopment shall not result in an increased rate of runoff from the site to the wetland. To prevent alteration of established hydrologic wetland processes, the municipal code requires stormwater to be either detained or infiltrated onsite.
- *Low Impact Development (LID):* The City has incorporated incentives in development regulations (Chapter 14.38 LMSC) to encourage the use of LID techniques to reduce stormwater impacts. LID techniques could include bioretention and tree box filters.
- *Critical Areas:* More detailed analysis will be required for future projects that occur on sites containing critical areas – including full delineation, classification and functional assessment – in conjunction with development permitting. The standards and mitigation requirements of the City's critical area regulations (Chapter 14.88 LSMC) will be applied to such development.
- *Wetland Mitigation Banking:* LSMC 14.88.840 allows the use of credits from an approved wetland mitigation bank to compensate for unavoidable impacts to wetlands. Per LSMC 14.88.840(a)(5), projects using mitigation bank credits must be consistent with the replacement ratios specified in the mitigation bank's certification. If mitigation credits are not available and establishment of a separate mitigation bank is not feasible, the City could encourage preservation and enhancement of these areas in exchange for increased development potential in other portions of the site or subarea.

D. Plants & Animals

Applicable Regulations and Commitments

- *Endangered Species Act (ESA, 16 U.S.C. 15311544):* The ESA provides for the conservation of threatened or endangered plant and animal species and their habitat. Any action taken, authorized, or funded by a federal agency is subject to review by the U.S. Fish and Wildlife Service (USFWS) or the U.S. National Oceanic and Atmospheric Administration (NOAA). The ESA also prohibits “taking” of any listed species.
- *Washington State Water Pollution Control Act (90.48 RCW)*: Chapter 90.48 of the Revised Code of Washington (RCW) prohibits discharge of any material that causes pollution into waters of the state. The Act applies the Washington Department of Ecology standards for Clean Water Act Section 404 permits to projects without a federal nexus.
- *Critical Areas Regulations:* Future development in the Subarea has the potential to adversely affect plants and animals through clearing of vegetated areas. Chapter 14.88 of the Lake Stevens Municipal Code regulates development activities that occur in environmentally critical areas, including valuable vegetation, fish and wildlife habitat; geologically hazardous areas; wetlands; streams; frequently flooded areas; and fish and wildlife conservation areas. Development within a designated critical area is subject to additional development standards designed to preserve and protect sensitive natural resources from human influence.
- *Tree Retention:* The City's land use code (LSMC 14.76.120) requires every development to retain significant trees and stands of trees that occur on the development site unless such

retention would create an unreasonable burden on the developer or create a safety hazard. The code requires that significant trees removed as part of a development project be replaced, and that retained and replanted trees be protected during construction.

E. Public Services

Applicable Regulations & Commitments

All development will be required to comply with existing regulations related to emergency access, fire suppression systems, and payment of school and park impact mitigation fees.

F. Aesthetics

Visual Character

- *Development Regulations:* Proposed zoning regulations and design guidelines to implement the subarea plan would address appropriate uses, height, setbacks, and similar development parameters. The code also includes incentives, such as bonuses in height or intensity, in exchange for incorporating a menu of public amenities in new development. Standard landscaping requirements have been modified to create the desired character for development sites, roads, and for sidewalks and trails. Existing tree protection/replacement requirements ensure the subarea maintains a desirable amount of vegetative cover.
- *Design Guidelines*: Proposed subarea-specific design guidelines will ensure that future development achieves a cohesive visual character and high-quality site planning, building design, lighting and signage.

Views

- *Park & Open Space Planning:* The City will update its Parks & Open Space Plan to address parks and open space needs created by planned residential growth in the Lake Stevens Center Subarea. In conjunction with future parks planning, the City may identify new parks or open space areas that provide view opportunities of scenic landscape features. Proposed development regulations also provide incentives for the creation of public spaces in the subarea.
- *Design Guidelines*: In coordination with planning new parks and open spaces and identifying potential viewpoints, the City could consider adopting guidelines that identify when and how site plans or building design can incorporate elements to protect views from parks and other public spaces.

Light & Glare

- *Design Guidelines:* Design guidelines to implement the subarea plan could provide guidance on avoiding light spillage, glare and shadow impacts though site planning, building design and landscaping. The guidelines and standards would specifically address lighting and signage.

G. Transportation

Concurrency

The Growth Management Act (GMA) includes provisions, referred to as "concurrency," to ensure sufficient public facilities are available for new development. GMA requirements include: (1) adopting Transportation and Capital Facilities elements in local Comprehensive Plans that identify facilities needed to accommodate projected growth and to establish a funding program to construct the necessary improvements; (2) establishing level of service (LOS) standards as a measure to determine a project's impact potential; (3) adopting policies that require either denying permits for projects that exceed the LOS standard, modifying the LOS standard, or modifying the land use. Changes may be made to a development proposal to enable it to meet the concurrency requirements, such as by reducing project size, employing travel demand management to reduce the number of trips generated, or financing the needed improvements.

Level of Service Threshold

The Comprehensive Plan establishes LOS standards for intersections in the City. The City sets LOS E as the standard for acceptable operation along arterials and collectors, and LOS C as the standard for acceptable operations on local access roads.

Impacted Intersections and Necessary Road Improvements

The EIS identifies that the west leg of the 20th Street NE/Main Street intersection may be deficient (i.e., fall below LOS E operations) during the PM peak hour for the Preferred Concept.

To mitigate delay and improve the LOS at this intersection, several potential improvements were examined, including signalization of the intersection or construction of a roundabout along with expanded turn pockets that would improve the intersection's level of service and provide pedestrian phases and crosswalks across all legs of the intersection. These improvements would need to be compatible with the plans to create a pedestrian and bicycle friendly environment along Main Street and to enhance it as a retail destination for the community. As stated in the Fehr and Peers traffic analysis (April 30, 2017), the overall intersection delay is expected to be within the City's adopted standard; these are simply potential improvements if the City finds the westbound delay to be an issue. The primary challenge to adding turn pockets or a roundabout at this intersection relates to the adjacent buildings and the culvert on the east side of Main Street. Expansion of the roadway may require right of way acquisition and potentially a new or expanded culvert over the creek.

The westbound leg of the intersection at Main Street/20th Street NE, within the downtown subarea, may fall below the defined LOS standard in 2035. Over the plan horizon, it is reasonable to accept a reduced LOS standard for the PM peak at this intersection because of physical constraints and given the vision for a mixed-use district that functions as a local and regional destination, with multimodal transportation elements that emphasizes safe pedestrian amenities to maintain the character of the district.

Other improvements that may be required, included a controlled intersection at 18th Street NE and Main Street; expansion of roadways and pedestrian amenities throughout and connected to the subarea as identified in the capital facilities plan; and an improved intersection at Grade Road and SR-92. The Grade Road / SR-92 intersection will be reviewed under a separate SEPA application.

Traffic Impact Fees

Implementing the improvements described above will require a substantial investment of money. To help address identified impacts, and to generate the funds necessary to implement the mitigation measures described above, the City will update its traffic impact fee program (Chapter 14.112), as authorized by RCW 82.02.050. This citywide program will establish fees within a traffic impact zone including the Downtown Lake Stevens Subarea.

Transportation Demand Management

Transportation demand management (TOM) strategies include commute trip reduction programs and enhanced transit service. The City would consider a commute trip reduction program when a qualifying employer develops within the City. Proposed development regulations also include incentives for alternative or high-efficiency transportation modes (LCMS 14.38.050).

H. Utilities

Drainage

Applicable Regulations and Commitments

- *Ecology Stormwater Manual:* The City has adopted the Department of Ecology's 2012 Stormwater Management Manual for Western Washington as its minimum design standard for stormwater infrastructure. All development meeting the minimum thresholds is required to design associated stormwater infrastructure to be consistent with these standards.
- *City* of *Lake Stevens Stormwater Ordinance:* Chapter 11.06 of the Lake Stevens Municipal Code adopt the Department of Ecology's 2005 Stormwater Management Manual for Western

Washington. Any project that meets or exceeds the thresholds defined in the manual for new impervious area, drainage system modifications, or redevelopment is subject to City review and permit approval.

- *Low Impact Development:* The City's stormwater ordinance identifies Low Impact Development (LID) solutions, as defined and listed in the LID Technical Guidance Manual for Puget Sound, that are acceptable and encourages alternative standards for management of stormwater. In addition, proposed development regulations provide an incentive for the use of LID techniques (Chapter 14.38 LSMC / Chapter 11.06 LSMC).

Water

Applicable Regulations and Commitments

- *Supply Upgrades:* Snohomish County PUD's *2011 Water System Plan* identifies necessary capital improvements to provide adequate water supply for the next 20 years.
- *Storage Upgrades:* The PUD's *2011 Water* System *Plan* identifies the following planned and budgeted capital improvements to storage capacity:
- *Distribution Upgrades:* The PUD's ongoing water main replacement program annually evaluates aging pipes for replacement with a focus on the replacement of galvanized iron/steel and asbestos cement pipes.
- *Joint Planning with Snohomish County PUD:* The City should consult with Snohomish County PUD to establish a joint planning process to identify and implement capital improvements necessary to serve anticipated development in the subarea.
- *Design Review for Fire Flow:* The City and developers will coordinate review of development applications with Snohomish County PUD and the Lake Stevens Fire Marshal to determine specific fire flow requirements based on project type, intensity and design. Upgrades to existing lines will be coordinated with the Snohomish County PUD. Installation of new water lines adequate to provide required fire flows shall be the responsibility of the developer, in accordance with the fire flow design thresholds established below.
    - Commercial. Office. and High-Density Residential: 12-inch pipes and 3,000 gpm.
    - Existing Medium and Low-Density Residential Areas: 8-inch pipes and 1,500 gpm.
    - All Other Areas and Development Types: 10-inch pipes and 2,000 gpm.

Sewer

Applicable Regulations and Commitments

- *Planned Capital Improvements:* The Lake Stevens Sewer District adopted updates to its Comprehensive Plan in 2016, describing the capital improvements planned for the near future.
- *Joint Planning with Lake Stevens Sewer District:* The City and the Lake Stevens Sewer District should establish a joint planning process to identify and implement capital improvements necessary to serve anticipated development in the subarea, including new wastewater collection infrastructure and future expansions to the new treatment plant that may be necessary to accept projected flows from development under the subarea plan.
- *Design Review for Wastewater Flows and Loads:* Because planned improvements to the wastewater system will be implemented in phases over several years, the Planned Action should establish size thresholds for new development that, when met or exceeded, would require developers to initiate consultation with Lake Stevens Sewer District. Consultation would confirm that projected wastewater flows and loads from any proposed project would not exceed the treatment or conveyance capacity of the wastewater system existing at that time.

I. Historic and Cultural Resources

Proposed development that could impact properties in the study area that are listed on national,

state, or local historic registers must comply with Historic and Archaeological Resources code (Snohomish County Code Chapter 30.32D).

Archaeological testing must be completed for proposed projects that involve significant excavation or any changes made to the vegetation and landforms near existing waterways in the study area. Archaeological project monitoring is suggested for subsurface excavation and construction in these high probability areas. Complete a Washington State Historic Property Inventory form for each of the 22 buildings that meet the 50-year threshold. Carry out an archaeological survey within North Cove Park, if findings occur, consult DAHP and potentially require monitoring during construction relating to ground disturbance.

Applicable Regulations & Commitments

Under state law (RCW 27.53), prehistoric archaeological sites are protected in all cases. Historic archaeological sites must be determined eligible for listing in the Washington Heritage Register (WHR) (RCW 27.34.220) or National Register of Historic Places (NRHP) before they are considered protected. DAHP will make a final determination whether the resource is eligible or not eligible for register listing. If a resource that is considered protected cannot be avoided, the project proponent must apply for an archaeological excavation permit from DAHP (WAC 25-48-060) to conduct any activity that disturbs the site. DAHP will then provide the archaeological excavation permit application for review to the appropriate stakeholders and Tribes.

Under state law (RCW 27.44), archaeological resources identified during construction would need to be evaluated. If the resources are considered significant, any impacts on archaeological resources would require mitigation, which would likely entail archaeological investigation such as scientific excavation and analysis. For archaeological resources found during construction, an emergency archaeological excavation permit may be issued by DAHP and is typically received within three business days. It is possible that archaeological monitoring would be recommended for portions of the project; this work would be conducted under an Archaeological Resources Monitoring Plan.

J. Noise

Applicable Regulations & Commitments

Current city regulations that address daytime/ nighttime construction and noise limits and implementation of control plans during occurrence of construction activities.

New development in the subarea must adhere to noise standards used by WSDOT if state or federal funds are used.

K. Land Use

Many of the land use changes identified in the EIS- including increased density/intensity and a greater diversification and mix of land uses – are not considered adverse impacts. The change in the subarea's overall land use pattern would be minor and does not require mitigation.

Potential land use conflicts, between proximate land uses of different intensity are addressed in proposed subarea land use regulations and design guidelines and can be mitigated through site plan review. For example, height, bulk, and setback requirements address potential conflicts between commercial and residential land uses. Landscaping requirements will also help buffer and screen land uses of dissimilar intensity or scale. Proposed design guidelines provide approaches to site planning and building design that will reduce a range of potential impacts. These techniques are incorporated into subarea land use regulations (Chapter 14.38 LSMC).

Attachment 3

CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1027

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE OFFICIAL ZONING MAP WITH AN AREA-WIDE REZONE; REVISING CHAPTERS 14.16C, 14.38, 14.40, 14.44, 14.110 OF THE LAKE STEVENS MUNICIPAL CODE; AND AMENDING THE SUBAREA DESIGN GUIDELINES TO BE CONSISTENT WITH THE ADOPTED DOWNTOWN LAKE STEVENS SUBAREA PLAN AND PLANNED ACTION ORDINANCE; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Downtown Lake Stevens Subarea Plan (Ordinance No. 1026) and Planned Action Ordinance (Ordinance 1025) and related land use / shoreline map amendments are being adopted concurrently with this ordinance; and

WHEREAS, the City proposes to rezone portions of Downtown Lake Stevens, pursuant to Section 14.16C.090 of the Lake Stevens Municipal Code (LSMC), as a major map amendment initiated by City Council to implement the adopted Downtown Lake Stevens Subarea Plan; and

WHEREAS, the Comprehensive Plan land use designations for the subarea include Waterfront Residential (HDR), Downtown/Local Commerce (D/LC), Mixed Use (MU), and Public/Semi-Public (P/SP); and

WHEREAS, the zoning classifications allowed under the Comprehensive Plan are proposed to be Waterfront Residential (WR), Central Business District (CBD), Mixed-Use Neighborhood (MUN) and Public/Semi-Public (P/SP); and

WHEREAS, adoption of the new and amended regulations specific to development within subareas will streamline the review and decision-making process for land use actions, permits and determinations within the Downtown Lake Stevens Subarea Plan; and

WHEREAS, the subarea design guidelines allowed under LSMC 14.16C.050(b) are amended to implement the Downtown Lake Stevens Subarea Plan; and

WHEREAS, the City submitted the proposed subarea plan, land use map amendments, zoning map amendments and development regulation amendments for the 60-day review to the Washington State Department of Commerce on April 27, 2018 and received an acknowledgement letter on April 30, 2018; and

WHEREAS, the Department of Commerce's 60-day review period ended June 30, 2018, and

WHEREAS, the City issued draft and final environmental impact statements for the subarea plan, planned action ordinances, and other related documents including land use / shoreline map amendments, zoning map amendments and development regulation amendments pursuant to the State Environmental Policy Act (SEPA) (Chapter 43.21C RCW) and implementing rules (Chapter 197-11 WAC) in January 2018, and April 2018 with published notices of issuance and availability of documents; and

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

WHEREAS, the Planning Commission conducted a duly noticed public hearing on June 13, 2018 and forwarded a recommendation that the City Council adopt the subarea plan, planned action ordinance and other related documents including the capital facilities plan, land use / shoreline / zoning map amendments, and development regulation /design guideline amendments; and

WHEREAS, the City Council held a duly noticed Public Hearing and first reading for Ordinances 1025, 1026 and 1027 on June 26, 2018 and held a second reading of the same on July 10; and; and

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

Section 1. The City Council adopts and incorporates the foregoing recitals as findings and conclusions as if set forth fully herein.

Section 2. The Official Zoning Map is hereby amended by changing the zoning designations within the Downtown Lake Stevens Subarea as attached and incorporated as **Exhibit 1**, based on the decision criteria in LSMC 14.16C.090(g) and the entire record of this proceeding, including all testimony and exhibits:

A. The Area-Wide Zoning Map amendment adopted by this ordinance is consistent with the adopted Lake Stevens Comprehensive Plan and amendments adopted concurrently with this ordinance.
    1. The proposed zoning within the subareas are permitted in the associated land use designations.
    2. The proposed area-wide rezone will create a land use pattern to enhance economic development of the subject parcels to allow increased employment / commercial opportunities together with higher-density housing as a transition between the new zones and existing single-family neighborhoods.
B. The rezone adopted by this ordinance complies with the Growth Management Act.
    1. The proposed rezone is consistent with the amended Land Use Map pursuant to Ordinance No. 1026.
    2. The proposed area-wide rezones are consistent with the following GMA goals: focusing urban growth in urban areas, reducing sprawl, providing efficient transportation, encouraging affordable housing, encouraging sustainable economic development, retaining open space and habitat areas and developing recreation opportunities, and ensuring adequate public facilities and services.
C. The proposed rezone serves to advance public health, safety and welfare because it will create a safe, pedestrian-oriented environment for future work, living, and recreation.
D. The proposed rezone implements the City's Economic Development Strategy.
E. The proposed rezone conforms with zoning standards and concurrently adopted land use code amendments.

F. The proposed rezone will not be materially detrimental to uses or property in the immediate vicinity of the subject properties.

G. The proposed rezone ensures adequate public facilities and services are likely to be available to serve the development allowed by the proposed zones through the concurrent Comprehensive Plan amendments including a capital facilities plan.

H. The draft and final environmental impact statements issued for the subarea ensure environmental impacts will not result from the proposed rezones or if environmental impacts do result such impacts can be mitigated.

I. The proposed rezone adopted by this ordinance complies with all other applicable criteria and standards in Title 14 LSMC.

Section 3. LSMC 14.16C.050(b) is hereby amended to read as follows:

(b) The City Council shall adopt design guidelines or standards by ordinance.

(1) City of Lake Stevens Design Guidelines (Residential Development Handbook for Snohomish County Communities) were readopted on April 17, 1995, for use within City limits, excluding subareas.

(2) Subarea Design Guidelines ~~were adopted in September 2012 as an exhibit of the~~ apply to the Downtown Lake Stevens Subarea Plan as presently adopted and as hereafter may be amended, Lake Stevens Center Subarea Plan and 20th Street SE Corridor Subarea Plan. To assure an attractive, pedestrian-friendly environment, all development occurring within either subarea shall comply with these design guidelines which are attached to the subarea plans. If design guidelines appear to conflict with another provision of this title, the design guidelines shall prevail.

Section 4. LSMC 14.16C.083 is hereby amended to read as follows:

(a) The purpose of this section is to establish a review process for projects submitted under a planned action ordinance within the following adopted subarea plans:

(1) Lake Stevens Center Subarea Plan; ~~and~~

(2) 20th Street SE Corridor Subarea Plan; and

(3) Downtown Lake Stevens Subarea Plan.

(b) Procedure. Proposed planned action projects shall be submitted for certification as a planned action under one of the planned action ordinances and participate in a pre-application conference.

(c) Development Thresholds and Criteria. The proposed project shall meet the development thresholds and mitigation measures adopted in the appropriate planned action ordinance and codified in Sections 14.38.120(c) and (d), and the planned action review criteria of Section 14.38.120(e).

(d) Planned Action Certification. Certification notice requirements for qualifying planned action projects in Section 14.16B.225(e)(1) shall be in accordance with Section 14.38.120(b)(5).

Section 5. Certain sections of Chapter 14.38 LSMC as identified below are hereby amended to read as follows (all other sections remain unchanged.):

LSMC 14.38.010 Adoption.

The City of Lake Stevens has adopted the following subarea plans, as identified on the Official Zoning Map and illustrated in Figure 14.38-I:

(a) Lake Stevens Center Subarea Plan - located around the intersection of State Route 9 and State Route 204.

(b) 20th Street SE Corridor Subarea Plan - located along the southern border of the City along 20th Street SE.

(c) Downtown Lake Stevens Subarea Plan – located generally along Main Street between 16th Street NE and the intersection of Hartford / Grade Road north of 20th Street NE.

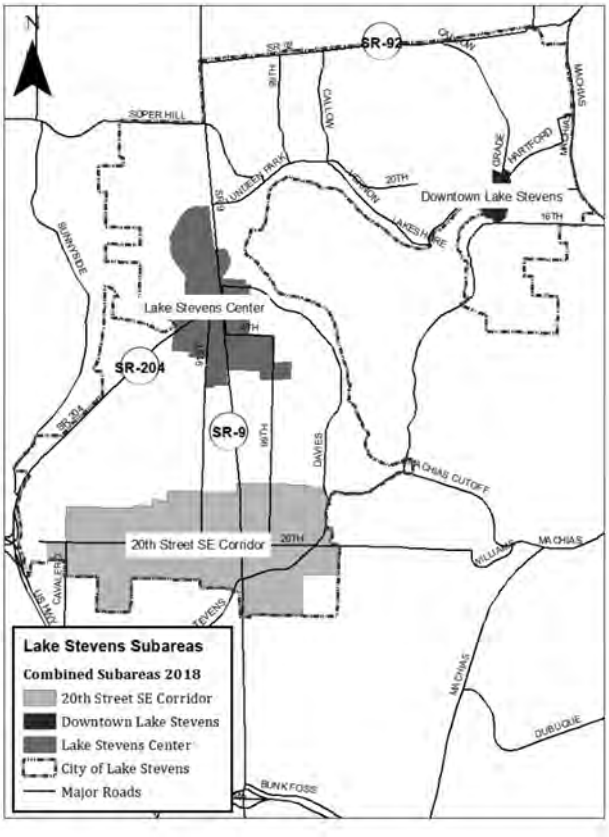


Figure 14.38-I Combined Subarea Locations

14.38.020 Zoning Districts.

The following zoning districts implement the goals, policies and distribution of land uses set forth in the subarea plans.

(a) Business District (BD). The purpose of this district is to promote community and regional employment and accommodate land uses such as corporate offices, general offices, research and development, medical clinics, technology, and light manufacturing and assembly. Secondary uses include warehousing, storage and distribution associated with

a principal use and small-scale retail and services that support the principal uses and objectives of the district. This district should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.

(1) Principal Uses.

(i) Educational services (colleges and/or technical schools);

(ii) Finance and insurance;

(iii) Health care services;

(iv) Light manufacturing and assembly;

(v) Management of companies and enterprises;

(vi) Professional, scientific, and technical services; and

(vii) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

(i) Food services;

(ii) Information services;

(iii) Personal services;

(iv) Retail trade;

(v) Wholesale trade; and

(vi) Warehousing, storage and distribution.

(3) Special Regulations.

(i) Secondary service uses and retail trade shall not exceed 5,000 gross square feet;

(ii) Wholesale trade accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section 14.16C.045;

(iii) Places of worship over 10,000 gross square feet require a conditional use permit per Section 14.16C.045;

(iv) Wireless and cellular communications facilities require an administrative conditional use permit per Section 14.16C.015; and

(v) Marijuana facilities are not allowed.

(b) Commercial District (CD). The purpose of this district is to accommodate the high-intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

(1) Principal Uses.

(i) Accommodation services;

(ii) Arts and entertainment;

(iii) Food services;

(iv) Retail trade; and

(v) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

(i) Amusement and recreation industries;

(ii) Commercial parking structures/lots;

(iii) Educational services (colleges and/or technical schools);

(iv) Finance and insurance;

(v) Health care services;

(vi) Information services;

(vii) Personal services;

(viii) Professional, scientific, and technical services;

(ix) Public administration; and

(x) Warehousing, storage and distribution.

(3) Residential Uses.

(i) Mixed use multi-family residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations.

(i) Health care, professional, scientific, and technical services require a conditional use permit per Section 14.16C.045 when the structure's footprint exceeds 10,000 gross square feet;

(ii) Places of worship over 10,000 gross square feet require a conditional use permit per Section 14.16C.045;

(iii) Wireless and cellular communications facilities require an administrative conditional use permit per Section 14.16C.015;

(iv) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section 14.16C.045;

(v) Outdoor retail sales of building materials, garden equipment and supplies, and vehicles are permitted; and

(vi) Marijuana retail facilities are not allowed.

(c) Main Street District (MS). The purpose of this district is to provide pedestrian-oriented commercial uses that serve the community and region by attracting a variety of small (up to 10,000 gross square feet) to mid-sized (approximately 30,000 gross square feet) businesses along with high-density residential uses in proximity to other retail and residential areas. Building design and pedestrian-oriented features would support an active and pleasant streetscape. This district should include enhanced sidewalks, public spaces and amenities for pedestrians and cyclists that emphasize pedestrian movement over vehicular movement.

(1) Principal Uses.

(i) Arts and entertainment;

(ii) Food services;

(iii) Small to mid-size retail trade; and

(iv) Transit facilities/stops.

(2) Secondary Uses.

(i) Amusement and recreation industries;

(ii) Commercial parking structures/lots;

(iii) Finance and insurance;

(iv) Health care services;

(v) Personal services;

(vi) Professional, scientific, and technical services; and

(vii) Public administration.

(3) Residential Uses.

(i) Mixed use multi-family residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations.

(i) Automotive, boat, and recreational vehicle sales and services are not allowed.

(ii) Drive-through uses are not allowed between the building and right-of-way and are subject to screening requirements found in the applicable design guidelines.

(iii) Theaters and performing arts venues are limited to a maximum size of 500 seats.

(iv) The footprint of small to mid-size retail trade uses, in any single-use structure, may not exceed 30,000 gross square feet.

(v) Health care, professional, scientific, or technical service structures' footprints may not exceed 5,000 gross square feet.

(vi) Wireless and cellular communications facilities require an administrative conditional use permit per Section 14.16C.015.

(vii) Marijuana facilities are not allowed.

(d) Mixed Use Neighborhood (MUN). The purpose of this district is to accommodate higher density residential development in proximity to employment and retail centers and provide basic convenience goods and services in areas with available public services and adequate traffic capacities. This district would have a minimum density of 15 dwelling units per acre. This district would create a transition between higher and lower intensity land uses.

(1) Principal Uses.

(i) Multi-family apartments and condominiums;

(ii) Townhomes and row houses; and

(iii) Residential over retail/office including live/work units.

(2) Secondary Uses.

(i) Neighborhood-oriented retail trade and personal services that meet the convenience shopping and services needs of the immediate and surrounding area.

(3) Special Regulations.

(i) Mixed use building configurations may include a vertical or horizontal stratification.

a. Retail and service uses located in attached mixed use buildings are limited to the ground level;

b. Sites with retail and service uses located in detached buildings are limited to a maximum floor area of 10,000 gross square feet;

c. Detached buildings with a footprint greater than 10,000 gross square feet require a conditional use permit per Section 14.16C.045;

d. Commercial uses should be oriented toward the primary frontage, with residential uses behind.

(ii) In the 20th Street SE Corridor, the district will allow innovative housing options per Chapter 14.46.

(iii) Automotive, boat, and recreational vehicle sales and services are not allowed.

(iv) Drive-through uses are not allowed between the building and right-of-way and are subject to screening requirements found in the applicable design guidelines.

(v) Wireless and cellular communications facilities require an administrative conditional use permit per Section 14.16C.015.

(vi) Marijuana facilities are not allowed.

(vii) In the Downtown Lake Stevens Subarea, ground floor retail is required along Main Street NE frontages.

(e) Neighborhood Business (NB). The purpose of this district is to provide convenience goods, services, and opportunities for smaller scale shopping centers near neighborhoods that cater to pedestrians and commuters. This district should be located in areas with available public services, transportation accessibility to arterials and adequate traffic capacities.

(1) Principal Uses.

(i) Arts and entertainment;

(ii) Food services;

(iii) Personal services;

(iv) Small retail trade; and

(v) Transit facilities/stops.

(2) Secondary Uses.

(i) Amusement and recreation industries;

(ii) Finance and insurance;

(iii) Professional, scientific, and technical services; and

(iv) Public administration.

(3) Special Regulations.

(i) Automotive, boat, and recreational vehicle sales are not allowed, except in locations immediately adjacent to a State route or State highway.

(ii) Drive-through uses are subject to screening requirements found in the applicable design guidelines.

(iii) The footprint of any single structure may not exceed 10,000 gross square feet.

(iv) Wireless and cellular communications facilities require an administrative conditional use permit per Section 14.16C.015.

(v) Marijuana facilities are not allowed.

(f) Other Zones. The subareas may also contain the Urban Residential (UR), High Urban Residential (HUR), and Public/Semi-Public (P/SP) zoning districts, as described in Chapter 14.36 or as modified below.

(1) High Urban Residential (HUR). Within the subareas, the purpose of the HUR district is to accommodate higher-density residential uses that may include multi-family condominiums, apartments, townhouses and row houses, as well as any small lot single-family residential units or innovative housing options per Chapter 14.46 in areas served by public water and sewer facilities, as well as the other uses described in Table 14.40-I of Chapter 14.40.

(2) Public/Semi-Public (P/SP). Within the subareas, the purpose of P/SP district is to accommodate public and semi-public uses, such as schools, government facilities, public utilities, community facilities, parks, etc., as well as the other uses described in Table 14.40-I of Chapter 14.40.

(g) Central Business District (CBD). The purpose of this district is to provide pedestrian-oriented commercial uses that serve the community and region by attracting a variety of small to mid-sized businesses along with high-density residential uses in proximity to other retail and residential areas. Building design and pedestrian-oriented features would support an active and pleasant streetscape. This district should include enhanced sidewalks, public spaces and amenities for pedestrians and cyclists that emphasize pedestrian movement over vehicular movement.

(1) Principal Uses.

(i) Amusement and recreation;

(ii) Arts and entertainment;

(iii) Food services;

(iv) Hospitality and lodging;

(v) Personal services; and

(vi) Small to mid-size retail trade.

(2) Secondary Uses.

(i) Commercial parking structures/lots;

(ii) Finance and insurance;

(iii) Health care services;

(iv) Professional, scientific, and technical services; and

(v) Public administration.

(3) Residential Uses.

(i) Mixed-use multi-family residential units including apartments, condominiums, and live/work units, where the residential units are located above or behind commercial uses.

(4) Special Regulations.

(i) Ground floor retail is required along Main Street and 18th St NE frontages.

(ii) Automotive, boat, and recreational vehicle sales and services are not allowed.

(iii) Drive-through uses are not allowed to front Main Street or 20th Street NE, but may be allowed on secondary streets.

(iv) Theaters and performing arts venues.

(v) The footprint of small to mid-size retail trade uses, in any single-use structure, may not exceed 30,000 gross square feet.

(vi) Health care, professional, scientific, or technical service structures' footprints may not exceed 5,000 gross square feet.

(vii) Wireless and cellular communications facilities require an administrative conditional use permit per Section 14.16C.015.

(viii) Marijuana facilities are not allowed.

14.38.030 Other Uses.

The intent of all of the subarea zoning districts is to encourage a wide range of uses, while restricting uses that do not support the primary purpose of the zoning district. The identified uses are derived from the North American Industry Classification System (NAICS).

(a) Director's Authority. The Director has the authority to determine if uses comply with the intent of the zoning district and support the principal uses and objectives of the district following the methodology described in Section 14.40.040(a) and based on a review of specific use categories defined in the NAICS.

(b) Prohibited Uses within the Subarea Districts:

(1) Adult entertainment;

(2) Construction facilities;

(3) Industrial uses, except as allowed in Section 14.38.020;

(4) Mining, quarrying, and oil and gas extraction;

(5) Waste management and remediation services;

(6) Uses involving outdoor sales and storage of inventory, equipment, vehicles, or materials, including towing, wrecking, and impound lots, except as allowed in Section 14.38.020(b); and

(7) Warehousing, storage and distribution, except as allowed in Section 14.38.020(a) and (b).

(c) Principal uses are the preferred uses of the zoning district, while secondary uses are also allowed uses, but should be subordinate in a mixed-use configuration, whether in a vertical or horizontal configuration. The principal uses should be located along primary street frontages.

14.38.040 Dimensional Regulations

Table 14.38-I Dimensional Regulations

Zone	Minimum Lot Size	Building Setback (from lot line, tract or easement) (ft)[13]		Min. Landscape Buffer (ft)[7]	Min. First Floor Height (ft)	Max. Height (ft)[9, ~~10~~14]
		Front	Side/Rear			
Commercial Zones						
BD	NA	5	10[4,5]	5	12	55
CBD	NA	5[1]	0[4,5,6]	5	15	55
CD	NA	5	10[4,5]	5	15	55[10]
NB	NA	5	10[4,5]	5	15	35
Mixed Use Zones						
MS	NA	5[1]	0[4,5,6]	5	15	55
MUN	NA	10[2,3]	10[5,6]	5	15[8]	45
Residential Zones						
HUR[11]	3,600 sq. ft.[12]	10[2,3]	5[5]	5	NA	45
UR	7,500 sq. ft.[12]	20[3]	5	NA	NA	35

Notes:

1. The minimum required setback is five feet and the maximum allowed setback is 10 feet in the CBD and MS districts to allow an active storefront area.
2. The minimum required setback is 10 feet and the maximum allowed setback is ~~20~~ 25 feet.
3. Porches, covered entries, or pedestrian-oriented spaces may project up to five feet into front yard setbacks in residential districts.
4. Districts that allow commercial uses shall maintain a 10-foot, Type B screen when adjacent to residential zones, per Section 14.76.040(a).
5. Structures 35 feet or taller next to single-family districts must be stepped back five feet for every floor over 35 feet per Figure 14.38-II.

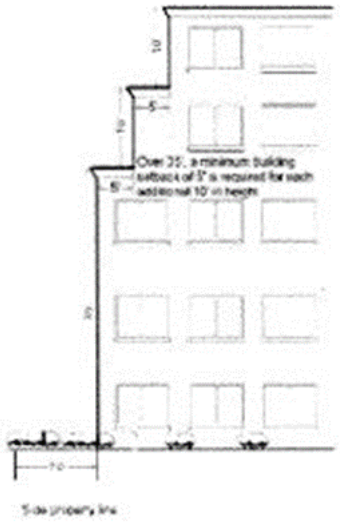


Figure 14.38-II illustrates stepping back the upper stories of a structure, adapted from the Everett Municipal Code.

6. Attached housing units or attached commercial structures built on separate lots can be built to the common property line. The outside setback for attached structures abutting a right-of-way, separate detached structures, or a different zone shall be 10 feet.
7. Landscape buffers will be comprised of a Type C screen per Section 14.76.040(a) along side and rear property lines; however, the City may waive the landscape buffer when adjacent properties share parking, access, or other common features that make intensive landscaping impractical. In addition, perimeter landscape buffer along property lines of adjacent high-density single-family lots is not required; however, screening different developments from neighboring properties will provide separation, vegetation and define each development. ~~The front landscaping buffer does not apply in the MS district.~~
8. The first floor height of residential structures in the MUN district, without an attached retail/service component, not facing a public right-of-way may be reduced to industry standard.
9. If a project includes a parking structure or affordable housing ~~FAR bonus,~~ as described in Section 14.38.050~~(b)~~(a), the City will also allow an overall height increase of 10 feet above maximum height.
10. The City will consider an increase in maximum height up to 80 feet with a conditional use permit per Section 14.16C.045.
11. Maximum impervious surface for parcels in the HUR district is 65 percent.
12. When developed as a planned residential development (Section 14.44.020) the per unit lot size may be reduced to 3,000 square feet for HUR district and 6,000 square feet for the UR district in return for the dedication of additional open space at the ratio of 400 square feet per dwelling unit.
13. Eaves and other minor architectural features may project into the required setback up to 18 inches.
14. Building heights in the CBD and P/SP zoning districts west of Main Street between North Lakeshore and 16th Street SE may not exceed 45-feet.

14.38.050 Development ~~Intensity~~ Bonuses.

~~(a) Floor Area Ratios. FAR expresses the relationship between lot area and a building's total floor area. To determine FAR, multiply the lot area by the FAR percentage, for the district, listed in Table 14.38-II. For example, in the NB district, a 10,000-square-foot lot would allow a basic 3,000-square-foot building with an FAR of 0.30 (10,000 x 30% = 3,000) as illustrated in Figure 14.38-III.~~

~~Table 14.38-II Floor Area Ratios~~

-	**~~Basic Allowable~~**		**~~Maximum Allowable with Bonuses~~**	
~~District~~	**~~Non-residential~~**	**~~Residential~~**	**~~Non-residential~~**	**~~Residential~~**
~~BD~~	~~0.5~~	~~NA~~	~~0.7~~	~~NA~~
~~CD~~	~~0.4~~	~~0.2~~	~~0.6~~	~~0.4~~
~~MS~~	~~0.5~~	~~0.6~~	~~0.7~~	~~1.0~~
~~MUN~~	~~0.2~~	~~0.4~~	~~0.4~~	~~0.6~~
~~NB~~	~~0.3~~	~~NA~~	~~0.5~~	~~NA~~

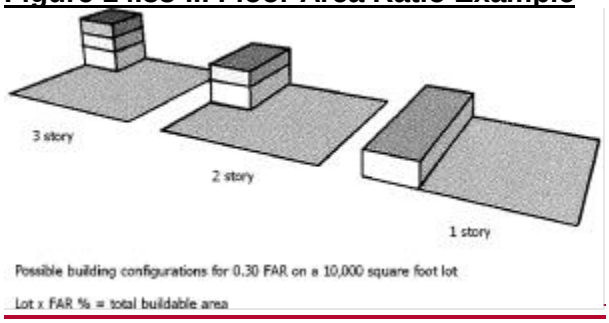
~~Notes:~~

~~1. Surface, tuck-under at grade or below grade parking shall be excluded from FAR calculations.~~

~~2. Allowable FAR for residential and nonresidential uses occupying the same building footprint area may be added together for a combined total.~~

~~3. Hotel and other lodging shall be considered residential for purposes of this chart~~.

~~Figure 14.38-III Floor Area Ratio Example~~



(~~b~~a) ~~Eligible Floor Area Ratio Bonus Features.~~To encourage quality commercial and mixed-use development that incorporates enhanced elements that provide either a public, social or environmental benefit, the city will allow a 10-foot height increase above the maximum height for projects including any two of the following elements. ~~in the subject development project will qualify for an increase in the basic allowable FAR set out in Table 14.38-II by 0.2, up to the maximum allowable~~. These bonus provisions do not apply in the downtown Lake Stevens Subarea.

(1) Public Plaza. This is an outdoor space not less than 500 square feet in size, or less than 20 feet in dimension, provided at the ratio of 1.5 square foot of plaza per 100 square feet of building area beyond any other required plaza area.

(i) The public plaza must contain substantial design features, defined in the applicable design guidelines.

(ii) For larger development sites, the total percentage of area used as a public plaza may be allocated among multiple spaces, so long as each public plaza area complies with the criteria in subsection (b)(1)(i) of this section.

(iii) Outdoor seating for restaurants adjacent to the plaza may occupy up to 20 percent of the total area.

(iv) The public plaza shall be open to the public during business hours.

(2) Public Art.

(i) The value of the artwork must equal at least one percent of the value of the total project construction.

(ii) The artwork must be displayed in a prominent outdoor location (such as a plaza, sidewalk, wall, entry) for public viewing.

(iii) The City must approve the form and content of the proposed artwork.

(3) Public Use. Any use normally provided by government, involving general public access that may include a post office, library, City offices, community center, museum, interpretive center, meeting rooms, visitor information centers, etc. Purely administrative space, storage or maintenance operations do not qualify.

(4) Public Restroom. A single unisex restroom or two gender-specific restrooms open to the public during normal business hours with signs posted in prominent locations that inform the public of its availability and location.

(5) Parking Facilities. In order to qualify for this bonus feature, a minimum of 60 percent of the parking for the development must be contained within the principal structure and/or in an adjacent detached structure.

(6) Sustainable Development Feature. New construction or significant alterations are encouraged to use “green” building methods and incorporate low impact development techniques, be highly energy efficient, and/or seek varying levels of Leadership in Energy and Environmental Design (LEED) certification. To qualify for this bonus, the development must include at least one of the following:

(i) Achieve LEED Certification (Silver, Gold, Platinum Rating) or equivalent; and/or

(ii) Employ low impact development techniques that may include a combination of the use of high-efficiency building materials, “green-roofs,” porous paving, tree retention, rain gardens, or other methods, as defined in the Low Impact Development Technical Guidance Manual for Puget Sound; and/or

(iii) Provide incentives for alternative or high-efficiency transportation modes that may include a combination of priority HOV spaces, bicycle parking, and/or electrical hookups for electric vehicles.

(7) Affordable Housing. Provide at least 15 percent of any housing units, contained within the development, as affordable housing to diverse households.

(i) The maximum housing costs for rental units including basic utilities shall not exceed 30 percent of the average median income limit for a comparable housing unit within Snohomish County.

(ii) The maximum sales price for any housing unit shall not exceed 80 percent of the average median sales price for a comparable market rate home within Snohomish County. All affordable units developed under this chapter shall remain affordable, as defined in this section, for a period of not less than 30 years, or the minimum period required under applicable state law.

(iii) Prior to issuance of a certificate of occupancy, the proponent shall record a binding covenant, with the Snohomish County Auditor's Office, that specifies the terms and conditions of the affordable units to assure that the units remain affordable as required under this section, in a form approved by the City.

(iv) Affordable units shall be dispersed throughout the housing development with market rate units; constructed concurrently with market rate units; and provided in a range of sizes, with comparable interior and exterior appearance and a similar number of bedrooms to market rate units in the housing development.

(v) In the case of developments constructed solely to provide affordable housing, whether owner-occupied or rental, the development shall provide housing units comparable to market rate units, as defined in subsection (b)(7)(iv) of this section, available to other residents within Lake Stevens.

(8) Contribution to Off-Site Public Space. To qualify for this bonus, the developer shall contribute monetarily to the construction of a public trail, park or plaza located within the subarea. The contribution shall not be less than two percent of the construction cost of the development and separate from any park mitigation fees assessed under Chapter 14.120 or other credits for fees in lieu related to development. The City shall maintain any contributed funds in a dedicated account for the public space(s).

14.38.060 Parking Regulations.

(a) Purpose and Application. Ensure that parking requirements are adequate to different land uses and that the parking lot configurations contribute to an inviting and safe development. Developments within the subareas are subject to the parking regulations found in Chapter 14.72, except when this chapter modifies the standard municipal code requirements.

(b) Parking Ratio. Table 14.38-III establishes the specific parking requirements for the subareas.

Table 14.38-III Parking Standards[1,2]

Land Use	Minimum	Maximum
Commerce and Industry (per gross floor area)		
Health Care	2.5 stalls per 1,000 gfa	5 stalls per 1,000 gfa
Office and Business Services	2 stalls per 1,000 gfa	4 stalls per 1,000 gfa
Food Services	10 stalls per 1,000 gfa	20 stalls per 1,000 gfa
Retail Trade and Personal Services	2 stalls per 1,000 gfa	4 stalls per 1,000 gfa
Wholesale Trade	1 stall per 1,000 gfa	2 stalls per 1,000 gfa
Hotel	0.75 stalls per room	1 stall per room
Conference Center	1 stall per 50 gfa	1.5 stalls per 50 gfa
Residential (per residential unit or room)		
Group, Convalescent and Nursing Homes	1 per room	1.5 per room
Multi-Family Residential[3]	1.25 stalls per unit[4]	2.5 stalls per unit[5]
Senior Housing	0.5 stalls per unit	1 stall per unit
Single-Family Residential	2 per unit	NA

Notes:

1. Parking requirements for uses not listed shall be per Table 14.72-I: Table of Parking Requirements in Section 14.72.010.
2. Off-street parking shall include the sum of the requirements for the various uses as listed in the required parking table or consistent with subsection (c) of this section. For example, if a site has office and residential uses, the parking area would need to include the required number of parking spaces for both uses.
3. Includes mixed use developments.

4. One and one-quarter spaces minimum to a maximum of two spaces for units with one or less bedrooms.
5. Two and one-quarter spaces minimum to two and one-half maximum for units with two or more bedrooms.

(c) Modifications. The Director or designee may approve a modification (increase or decrease) of up to 25 percent of the required off-street parking spaces.

(1) Parking may be located off site in satellite parking lots, subject to Section 14.72.080, if the satellite parking lot is within 400 feet of the property and connected to the property by a lighted sidewalk or pathway.

(2) In cases where there are compatible uses within 400 feet of each other, operated or used at entirely different times of the day or week, the uses may share the parking facilities, subject to Section 14.72.070 and by execution of a parking agreement, approved by the City, between the owners or responsible officials of the compatible uses.

(3) Increases above the maximum allowed parking standard will be allowed when a traffic/parking study, conducted for a similar use and circumstances, documents that a particular use consistently requires a higher parking standard for the use than allowed.

(4) For zones that contain on-street parking spaces along improved frontages, adjacent uses may reduce their off-street parking requirements by a maximum 25 percent based upon a parking study demonstrating adequate on-street parking availability.

(d) Configuration. Parking lots shall be configured as follows:

(1) Parking lots that front on designated access streets may not have more than 60 feet fronting on such street, in the CD zoning district modifications may be allowed on a case by case basis according to LSMC 14.16C.120.

(2) Parking lots that contain 50 or more parking spaces must be divided into smaller individual lots of no more than 50 spaces per lot.

(3) Individual lots must be separated with one of the following elements that are elevated approximately six inches above the adjacent parking lot:

(i) A minimum 10-foot-wide Type C landscape screen per Section 14.76.040(a)(3) within a planter bed; or

(ii) A minimum five-foot-wide pedestrian pathway flanked on each side with a two-foot-wide Type C landscape screen per Section 14.76.040(a)(3) within a planter bed.

(4) Parking areas shall be divided into bays of not more than 10 contiguous parking spaces in a row.

(5) At the end of each parking bay, there shall be a curbed planter with a minimum width of five feet measured from the outside of the curb.

(6) All parking spaces adjacent to landscape beds must provide a setback for all trees and shrubs where vehicle overhang extends into landscape areas by:

(i) Increasing planting bed to seven feet in width; or

(ii) Installing wheel stops set back two feet from the end of planting bed.

(7) Commercial parking lots need not comply with sections (d)(1) and (d)(3) above, but must provide a perimeter landscaping and defined pedestrian walkway(s) to the abutting public road. Fences and low walls along sidewalk areas may not exceed 42-inches. Commercial parking structures, are exempt from the requirements of LSMC 14.38.060(d), but must otherwise meet the requirements of Chapter 14.38 LSMC.

14.38.100

Table 14.38-IV Sign Standards

Sign Type[1]		**BD**	**CD[2]**	**NB**	**MS[2]**	**CBD**	**MUN[2]**
Projecting/Suspended	**Sign Area**	NA	10 sq. ft. max. and no more than 5 ft. in width		6 sq. ft. max. and no more than 3 ft. in width		
	Maximum Number	NA	1 projecting or suspended sign per main facade or leasable frontage				
Wall[3]	**Sign Area**	Main: 10% of building facade Secondary: 5% of building facade	Main: 15% of building facade Secondary: 10% of building facade		Main: 10% of building facade Secondary: 5% of building facade		
	Maximum Number	1 per facade 2 facades may have signs	1 per facade[4] 3 facades may have signs		1 per facade 2 facades may have signs		
Window[5]	**Sign Area**	10% percent of window area	20% percent of window area		10% percent of window area		

Table 14.38-V Freestanding Sign Standards

Sign Type		**CD**	**~~NC~~NB**	**BD**	**MS**	**CBD**	**MUN**
Monument	Sign Area[1] (sq. ft.)	75	50	50	50	25	25
	Sign Height	15 ft.	10 ft.	10 ft.	5 ft.	5 ft.	5 ft.
	Number[2,3,4]	1	1	1	1	1	1
Pole/Pylon[5]	Sign Area[1] (sq. ft.)	100	NA	NA	100	NA	NA
	Sign Height	20 ft.			20 ft.		
	Number	1			1		

LSMC 14.38.120

Table 14.38-VI Planned Action Development Thresholds

	Lake Stevens Center	**20th Street SE Corridor**	**Downtown Lake Stevens**
Land Use			
Retail and Services	150,000 gross sq. ft.	450,000 gross sq. ft.	170,000 gross sq. ft.
Office/Employment	150,000 gross sq. ft.	1.25 million gross sq. ft.	71,150 gross sq. ft.[1]

Residential	200 dwelling units	1,000 dwelling units	600 dwelling units
Parking			300 parking spaces[2]
Transportation (PM peak hour)			
Total Trips	915	3,441	1,740

1. The office/employment category includes 50,000 square feet of office/employment uses and an additional 21,150 square feet of community facilities.
2. In the Downtown Lake Stevens Subarea, the parking category refers to public or commercial parking lots, not individual parking spaces required for each induvial land use.

Section 6. LSMC 14.40.090 More specific Use Controls is hereby amended as follows: the CBD and SRC columns and associated uses of Table 14.40-I: Table of Permissible Uses by Zones will be deleted in their entirety along with Footnote No. 10. **Note to editor: All other sections remain unchanged.**

Section 7. LSMC 14.44.015 Residential Transition in the Central Business District is hereby repealed in its entirety.

Section 8. LSMC 14.110.040 Level of Service Standards is amended to read as follows:

(a) Transportation. All City streets shall maintain an LOS C or better at peak hour traffic in residential areas and LOS E along arterials and collectors in other areas at peak hour.

(b) As part of the subarea plans, the level of service for the subareas has been modified from an intersection LOS Standard "C" or "E" to a system LOS Standard "E" for each subarea. The system would consist of key intersections and connecting roads servicing each subarea. Under this approach, the LOS analysis would take the accumulative average LOS from intersections within the transportation network, while excluding intersections with State Route facilities.

(1) For the 20th Street SE Corridor Subarea, this would include all intersections within the defined subarea boundaries of the 20th Street SE Corridor with the exclusion of SR-9 intersections.

(2) For the Lake Stevens Center Subarea, this would include all intersections within the defined subarea boundaries of the Lake Stevens Center excluding SR-9 and SR-204 intersections.

(3) For the Downtown Lake Stevens Subarea, this would include all intersections within the defined subarea boundaries. The westbound leg of the intersection at Main Street/20th Street NE may fall below the defined LOS standard in 2035. Over the plan horizon, it is reasonable to accept a reduced LOS standard for the PM peak at this intersection because of physical constraints and given the vision for a mixed-use district that functions as a local and regional destination, with the inclusion of multimodal transportation elements that emphasizes safe pedestrian amenities to maintain the character of the district.

(~~3~~c) For the purpose of this section, transportation level of service shall be the percentage of the capacity of the roadway (number of cars that a road is capable of handling) which is actually used by traffic during any one hour. For example, if the roadway has a capacity to serve 100 cars per hour, and it is observed that there are 70 cars per hour on that road, the percentage is 70 percent, which is also called a volume/capacity ratio. LOS C shall be defined as having a volume/capacity ratio greater than 70 percent and less than or equal to 80 percent.

For LOS D, that ratio is greater than 80 percent and less than or equal to 90 percent. For LOS E, that ratio is greater than 90 percent and less than or equal to 100 percent.

(~~c~~d) Parks. ~~Seven and one-half acres per thousand population~~ per the Comprehensive Plan.

Section 9. The Lake Stevens Subarea Design Guidelines are hereby amended as attached and incorporated as **Exhibit 2**:

Section 10. 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 11. 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.

Section 12. Appeals. The action of the City Council on a Type VI proposal may be appealed together with any SEPA threshold determination by filing a petition with the Growth Management Hearings Board pursuant to the requirements set forth in RCW 36.70A.290. The petition must be filed within the 60-day time period set forth in RCW 36.70A.290(2). The appeal period shall commence upon the City Council's final decision and not upon expiration of the reconsideration period. Judicial appeal is to Snohomish County Superior Court.

PASSED by the City Council of the City of Lake Stevens this 10th day of July 2018.

_____
John Spencer, Mayor

ATTEST/AUTHENTICATION:

_____
Kathy Pugh, City Clerk

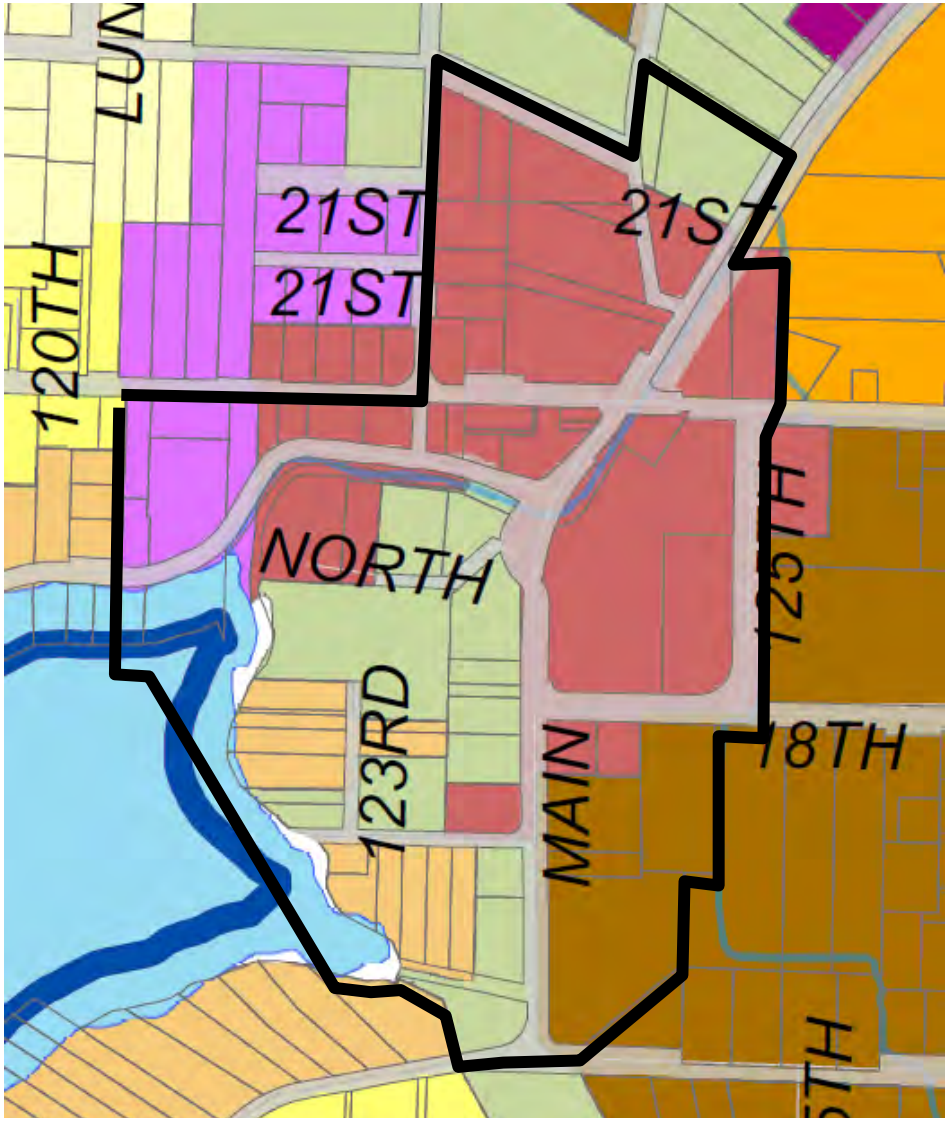
APPROVED AS TO FORM:

_____
Grant K. Weed, City Attorney

First Reading: June 26, 2018
Second Reading and Final Reading: July 10, 2018
Published:
Effective Date:

ZONING

Exhibit 1



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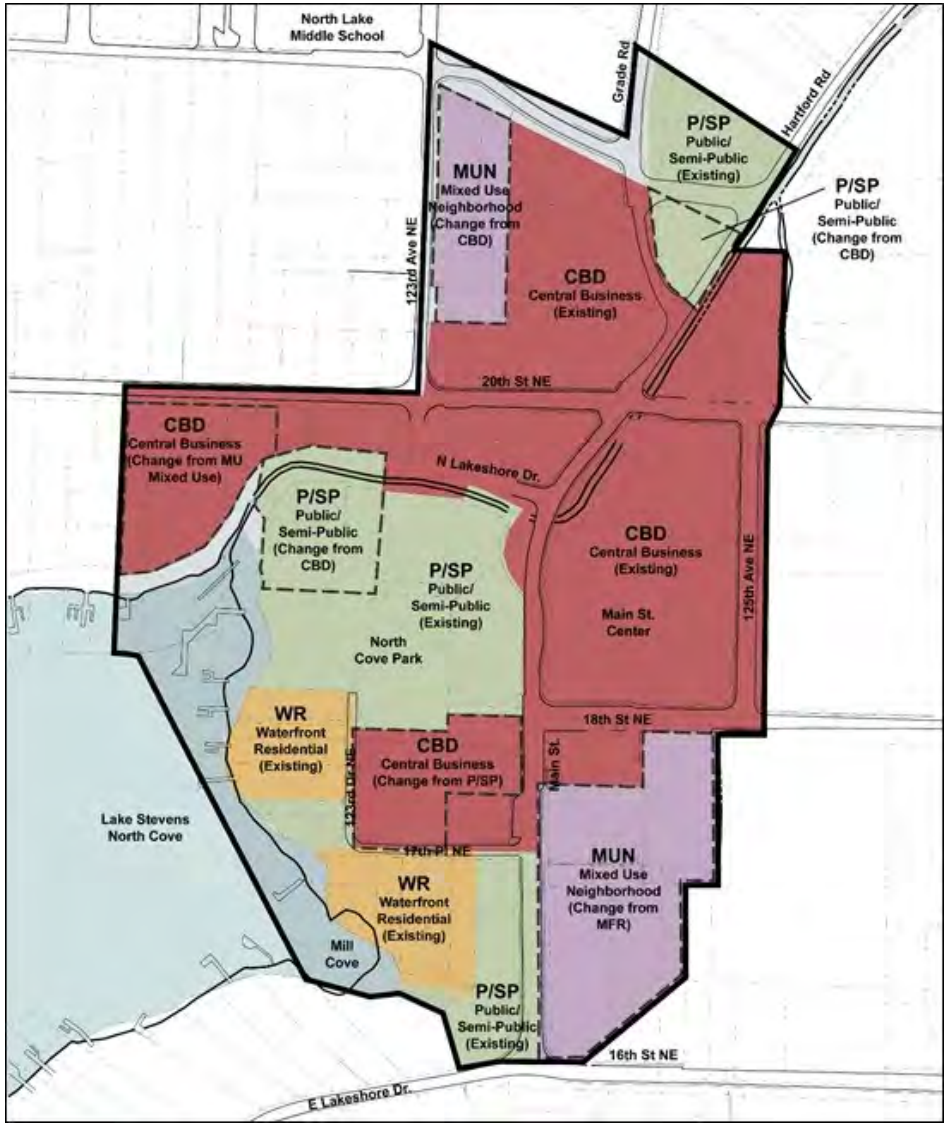

Proposed

Exhibit 2

2018

City of Lake Stevens Subarea Design Guidelines

City of Lake Stevens

7/10/2018

SUBAREA DESIGN GUIDELINES

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Figures 64 and 65 Provide Examples Of Articulation and Modulation Along Street 29

PREFACE

As discussed in the subarea plans for the Lake Stevens Center and 20th Street SE Corridor, the city of Lake Stevens has created a framework to diversify the economy and housing stock within two gateway regions to the city. The development and redevelopment projected to occur in these areas provides an opportunity to improve the visual character of these areas and serve as new focal points for the city.

The proposed land uses for each subarea will complement the other and provide new areas for shopping, services, employment, and housing for surrounding neighborhoods and the greater city. The Lake Stevens Center will function as a retail center with distinct districts envisioned to contain multi-level retail, restaurant, and entertainment opportunities for the community. In comparison, the 20th Street SE Corridor will provide employment opportunities and neighborhood level retail. Downtown Lake Stevens will provide for local shopping, dining, residential and recreational opportunities in the historic heart of the city. ~~Both~~ All areas will provide opportunities for diverse higher density housing options. As planned, the subareas will provide high-quality architecture and a unique revitalized community character.

The Subarea Design Guidelines will be used in conjunction with Title 14 of the Lake Stevens Municipal Code, specifically Chapter 14.38 LSMC. The development regulations provide the prescriptive standards, while the guidelines will provide options for developing aesthetically pleasing development.

City staff developed the Lake Stevens Subarea Design Guidelines in consultation with the city boards, elected officials, and the subarea architect team. The guideline developed over several months and many meetings and community workshops. The following individuals and groups were instrumental in the preparation of the guidelines.

City of Lake Stevens Planning and Community Development Staff:
Russell Wright, Community Development Director
Karen Watkins, Principal Planner (former staff)
Rebecca Ableman, Planning and Community Development Director (former staff)

City Officials:
Design Review Board
Planning Commission
City Council

Consultant: LMN Architects / Crandall Arambula (revisions)

I. EXPLANATION OF DESIGN GUIDELINES

A. What are Design Guidelines?

Design guidelines encapsulate a jurisdiction's vision for the appearance of land uses or special areas by defining specific design criteria and augmenting development regulations. As envisioned, these guidelines will direct the physical attributes of the subareas ensuring that sites and structures express unique, high-quality design while limiting "strip-like" and corporate architecture. In addition, the proposed design guidelines will help bridge development and natural amenities within the individual subareas – existing and anticipated – leading to a cohesive distinct subarea identity that reflect its location and function.

B. Where do the Design Guidelines Apply?

The City shall apply design guidelines to new construction and substantial alterations within the Lake Stevens Center and 20th Street SE Corridor subareas to reinforce the desired identity of the area and encourage the efficient use of developable land. The application of cohesive design guidelines will promote a consistent quality of development and support the goals and policies of the subarea plan.

All proposed development must follow the prescriptive requirements identified in the *Lake Stevens Municipal Code* (LSMC) and *Engineering Design and Development Standards* (EDDS), unless superseded by specific design guidelines. The design guidelines apply to new construction and substantial alterations. Following LSCM 14.16C.020, the Design Review Board will review projects when the construction value is greater than $100,000; otherwise, the city will conduct an administrative design review.

C. Structure of Design Guidelines

The guidelines provide common design elements (e.g., site planning, building materials, storefronts, etc.) and best practices throughout the subareas and additional guidance for particular uses such as multifamily residential. Each design element includes an intent statement, followed by detailed descriptions of elements that provide the design review criteria for decision makers. Each section may include conceptual examples and illustrations that identify the City's design expectations for site development and building construction.

The guidelines use imperative words to describe the implementation of design goals. The terms "shall" or "must" indicate that the requirement is mandatory; while, the terms "should" or "may" signify that there is flexibility in application. Regardless of which term is used, applicants must address the design goal in their project design. The structure of the guidelines enumerates design elements sequentially for ease of reference. Applicants should not interpret individual design elements as hierarchical; rather, each element is an option within a "menu" of options that will lead to design consistency.

D. Alternative Methods to Achieve Design Compatibility

The guidelines identify required elements and options for inclusion with each proposal. The City may consider alternative methods to achieve design compatibility, provided the applicant or project designer can demonstrate the following:

1. How the physical characteristics of the site or existing structure make strict compliance to the established design standard(s) and guideline(s) impractical;
2. How the proposed design modification equals or exceeds the established design standard(s) and guideline(s); and/or
3. How the proposed design is exceptional in the quality of detail, appearance or materials, and creates a positive relationship to other structures, views or open spaces in a manner that equals or exceeds the established design standard(s).

II. SITE ORIENTATION AND DESIGN

A. Pedestrian Orientation & Streetscape

Intent – Ensure that buildings enhance the community character and pedestrian environment

1. **Pedestrian Oriented Zone** – Commercial buildings shall be set as close as possible to the sidewalk, subject to LSMC 14.38.040, but provide enough space for pedestrian uses. Structures with a defined street orientation must provide a pedestrian area behind the sidewalk and edge of the building that includes at least two of the following elements to compliment the intended use:

   a. Accent lighting to accentuate key landscape and architectural features;
   b. Public artwork;
   c. Special paving, such as colored/stained concrete, brick, or other unit paver;
   d. Site furnishings, such as seating, benches, tables, or low seating walls, etc.; ~~and~~
   e. Outdoor dining areas; and
   ~~e.~~f. Commercial buildings within the Downtown Subarea with a defined street orientation to Grade Road, 20th St. NE, Main Street and 18th St. NE must receive approval from the City for the design and construction of the pedestrian area behind the sidewalk and edge of building. City standards for sidewalk paving, lighting and street furnishings are required to preserve the continuity of the streetscape design for these roadways.

2. **Street Landscaping** – all developments must provide landscaping along the street appropriate to the applicable street network identified in the *Subarea Plan* and according to the City's *Engineering Design and Development Standards* (EDDS).

   a. Street trees must be planted in a tree well approximately every thirty feet on center, in the public amenity area, between the sidewalk and street in commercial areas and along arterial and collectors.

      i. Street tree wells must include either decorative pervious pavers or ornamental grating level with the sidewalk.

   b. Full planter strips are allowed along residential streets.

Figures 1 and 2 show pedestrian zones and pedestrian amenities

Figure 3 sidewalk zones

3. Setbacks

a. Commercial buildings shall be set as close as possible to the sidewalk, but provide enough space for pedestrian uses and amenities, as described in Section II.A, subject to the following:
   i. Distinctive entries or covered courtyards, located along a pedestrian-oriented facade, may touch the sidewalk for design purposes; and
   ii. Buildings at the corners of intersections should be set back from the corner property lines to incorporate pedestrian amenities.

4. Site Landscaping – all developments are encouraged to provide distinctive landscape elements, comprised primarily of hardy, attractive, and easily maintained native Northwest plants, appropriate to the scale of development, within pedestrian-oriented areas that may include a mix of the following elements:

a. Planter beds that integrate standard planted materials along with perennials and/or annuals to provide seasonal color;
b. Planters or large pots with small shrubs and seasonal flowers;
c. Hanging baskets; ~~and/or~~
d. Special features such as rock walls, hardscape, boulders, water features; and/or
~~d.~~e. Developments within the Downtown Subarea with a defined street orientation to Grade Road, 20th St. NE, Main Street and 18th St. NE must receive approval from the City for the design and construction of the pedestrian area behind the sidewalk and edge of building. City standards for sidewalk paving, lighting and street furnishings are required to preserve the continuity of the streetscape design for improvements to these roadways.

5. Drive-through Uses

a. Uses that require drive-through lanes shall provide adequate vehicle queuing space outside the public right-of-way, but on-site in vehicular circulation aisles.
b. Drive-through lanes shall be located along secondary and rear facades, but cannot be located between the building and the public right-of-way, unless another intervening building(s) exists between the drive-through and public right-of-way and adequately screens the drive-through;
c. Two drive-through lanes shall be permitted for the specific business being served by the drive-through lane, with only one drive-through lane allowed in the Main Street District;
d. Access to the drive-through shall be provided only from an associated parking area; direct access to a drive-through from a project entry drive aisle or from a public or private road shall not be allowed; and
e. One of the methods identified in Section II.G.I.b must screen drive-through uses.

Figure 4 street orientation and site landscaping / Figure 5 preference for location of drive-through uses

B. Architectural Landmarks & Gateways

Intent – Promote distinctive architectural landmark structures at key commercial intersections

1. **Structure** – developments situated at the intersection of two arterial streets or an arterial street and a collector street shall include an enhanced structure on the corner to mark that location as an architectural landmark.

   To achieve this effect, the structure's vertical dimension shall be at least 25 feet. The structure may incorporate functional space, but may be merely decorative. Landmark structures should include at least two of the following features:

   a. A tower;

   b. A distinctive roof form;

   c. A pergola, trellis or arcade;

   d. Public art with a valuation of at least 0.5% of the total construction cost;

   e. Over-sized windows; and/or

   f. One of the landscape elements from II.A.4.

   Within the Downtown Subarea, developments need not include an enhanced corner structure as an architectural landmark. Adjacent buildings are intended as 'background' to the natural environment and North Cove Park. Development should fit in with qualities of the new development that are not in conflict or competition with the qualities of architecturally significant neighboring buildings and architectural design elements within North Cove Park,

Figures 6, 7 and 8 (above) illustrate distinctive gateway treatments

C. Plazas, Courtyards, & Seating Areas

Intent –Create a variety of usable and interesting open spaces within private development for pedestrian use

1. New or renovated buildings shall provide plazas, courtyards, or other pedestrian spaces at or near their main entrances.
2. Retail Centers or business parks under common ownership, where the primary orientation is not a commercial street, may provide a central combined plaza or other pedestrian open space, easily accessible at or near their main entrances.
3. Pedestrian spaces should be a minimum of one square foot of plaza per 100 square feet of building area.
4. Plazas, courtyards and other pedestrian spaces should include at least one of the landscape elements from II.A.4.
5. Plaza or courtyard should include public seating, such as benches, tables, or low seating walls. When public seating is provided, the area must contain at least three feet of seating or one individual seat per 100 square feet of the plaza or courtyard.
6. Covered plazas or partially covered plazas are encouraged to allow year-round use.
7. New or renovated buildings within the Downtown Subarea along Main Street and 18th Street NE shall provide plazas, courtyards, or other pedestrian spaces at or near their main entrances with designs approved by the City. City standards for pavement, lighting and furnishings are required to preserve the continuity of the streetscape design established by the City for improvements to these roadways.

Figure 9 mixed-use building with plaza space at the corner

Figure 10 pedestrian open space within a private development

D. Lighting

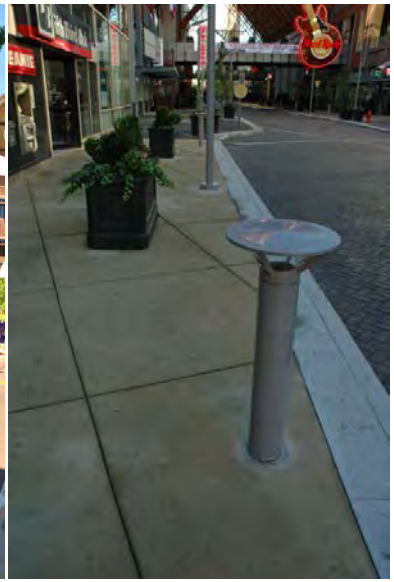
Intent – Ensure that lighting reinforces the design concept, contributes to the streetscape character, and does not disturb adjacent developments

1. Street Lights

a. Pedestrian-scaled lighting, generally below 16 feet, is required along streets and in plazas and courts.

b. Use city-approved street light fixtures along street frontages.

c. Provide complementary lighting fixtures throughout the subarea, that enhance the area's architecture and character, including but not limited to pathway, accent, bollards, parking lot, and wall mounted light fixtures.



Figures 11 (left) and 12(right) examples of lighting fixtures

2. Site Lighting

a. Accent lighting may be incorporated in design to draw attention to special building and/or landscape features.

b. Up-lighting on trees and provisions for seasonal lighting are encouraged.

c. Exterior lighting fixtures shall be high quality, incorporate architectural detail, and maintain a pedestrian-scale that enhances the site's architecture and character.

Figures 13 pedestrian scaled lighting

E. Crosswalks & Intersections

Intent – Enhance pedestrian safety by consolidating driveways, while providing for adequate vehicular and service access

1. Crosswalks & Intersection Treatments

a. Major intersections where two arterial streets or an arterial street and a collector street intersect shall use different materials and textures from the adjacent street paving (e.g., stamped or stained concrete, decorative pervious pavers, etc.) to demarcate crosswalks.

b. To increase area wide aesthetic appeal, intersection control features, such as raised islands, dividers, etc. must be treated in the following manner:

   i. When the feature is paved, it must be paved in a different material and texture than the adjacent street paving (e.g., stamped or stained concrete, decorative pervious pavers, etc.); or

   ii. When the feature is not paved, it must provide special landscaping that may integrate planters with perennials and/or annuals, rock walls, boulders, water features, and/or accent lighting with standard planted materials.

c. Within the Downtown Lake Stevens Subarea, the design of all intersections, crossing and intersection control features must receive approval from the City to preserve the continuity of the streetscape and intersection design established for improvements to these roadways.

Figures 14, 15 and 16 above illustrate decorative road treatments

F. Pedestrian Connections

Intent – Create a network of safe and attractive pedestrian linkages that connect buildings, pedestrian spaces, and parking areas

1. Pedestrian pathways

a. Provide clearly defined and convenient pedestrian pathways not less than five feet wide in the following locations:

   i. Between public rights-of-way and building entrances;

   ii. Between parking lots and building entrances;

   iii. Between adjacent developments;

   iv. Where a transit stop abuts a site include a pedestrian walkway from the main entrance to the transit stop; and

   v. On sites abutting vacant or underdeveloped land, provide connections for future pathways and sidewalks.

b. Pedestrian connections should be clearly defined in a combination of at least two of the following ways:

   i. Six-inch vertical curb;

   ii. Trellis;

   iii. Special railing;

   iv. Bollards;

   v. Special paving;

   vi. Low seat wall and/or other architectural features;

   vii. Pedestrian scale lighting, bollard lighting, accent lighting, or combination thereof; and/or

   viii. Continuous landscape area (minimum three-foot width) on at least one side of the walkway, except where the walkway crosses vehicular travel lanes.

Figures 17 (above) and 18 (below) pedestrian pathways and connections

G. Parking Lots

Intent – Reduce the visual impact of parking lots through landscaping and/or architectural features; Maintain pedestrian visibility and security; and Encourage parking structures

1. Parking Lot Configuration & Screening

a. Locate parking lots behind buildings, when possible.

b. Where parking lots remain in front of or beside buildings, parking lots shall be screened adjacent to the right-of-way with one of the following treatments:

   i. Low walls made of concrete, masonry, or similar material not to exceed a total height of three feet, within a minimum five-foot landscape bed that contains a mix of trees and shrubs per Section 14.38.070 LSMC; and

   ii. Raised planters made of concrete, masonry, or similar material not to exceed a total height of three feet including planter and landscape material that contains a mix of trees and shrubs per Section 14.38.070; and

   iii. A minimum 10-foot wide landscape buffer per Section 14.38.070.

Figure 19 low wall with landscaping along street edge

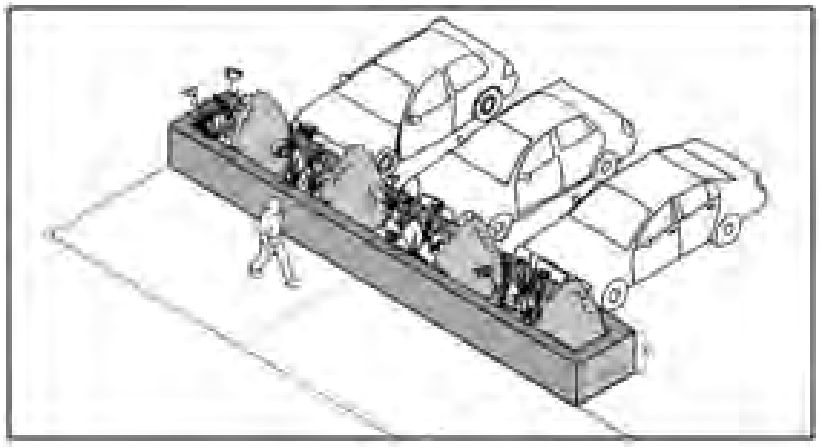


Figure 20 raised planter along street edge

Figure 21 enhanced landscaping along street edge

c. Fencing around parking lots shall be allowed if the following conditions are met:

   i. The fence does not exceed a maximum height of six feet and any portion higher than three feet must be 75% transparent;

   ii. The fence compliments the material or architectural style used in the development; and

   iii. Chain link fencing, coated or uncoated, shall not be used on any street frontage, adjacent public sidewalk or adjacent to a residential or pedestrian area, but may be allowed in service areas not visible to the public.

2. Parking Lot Landscaping

a. Provide landscaping within all parking areas to reinforce circulation patterns, especially at entrances, the ends of drive aisles, and along pedestrian walkways and streetscape.

b. Provide a mix of evergreen and deciduous trees and shrubs, annuals and perennials, and groundcover to provide multi-seasonal interest, color, and texture as a unifying design element to frame human-made elements with a natural backdrop.

c. Encourage the use of hardy, attractive, and easily maintained native Northwest plant material to conserve water.

d. As feasible, it is strongly encouraged that all developments consider using required landscape areas to augment the developments stormwater system with Low Impact Development techniques, such as rain gardens as seen in the city's EDDS document.

Figure 22 parking lot landscaping

Figure 23 pedestrian path through a parking area

Figures 24(above) and 25 (below) show multipurpose landscape areas for screening and stormwater control

3. Parking Structures

a. Ground level parking structures shall complement the architecture of the building and cannot dominate the ground level of street frontages or primary facades and must be screened from view by at least one of the following:

   i. Screen exterior walls with architectural details, such as banding, a frieze, cornice, trellis, reveal, decorative metal artwork, or similar;

   ii. Provide a minimum five-foot wide landscape area along the length of the parking structure that includes the elements of Section 14.38.070 LSMC.

   iii. Wrap the front of structured parking areas with active building spaces, such as retail storefronts to blend in with other buildings; and

   iv. Excavate structured parking areas, so that living or retail space above is brought closer to ground level.

Figure 26 structured parking along street edge

b. Within the Downtown Subarea, parking structures along Main Street & 18th Street NE (fronting North Cove Park) shall have active ground-floor uses such as retail. Parking structures on 18th Street NE (east of Main Street) shall be behind or attached to commercial uses fronting 18th Street NE. Where active uses are incorporated into a structure they are allowed a 10-foot setback for outdoor seating, display or landscaping.

Parking structures shall be designed with flat floors around the exterior when visible from the street. Vehicle access shall include an internal two-way ramp with one-way circulation around the perimeter. No dead ends are allowed. No vehicular access to a parking structure is allowed along Main Street or 18th Street NE (west of Main Street).

H. Screening of Trash & Service Areas

Intent: Screen trash, service, utility, and mechanical areas from public view in pedestrian or residential areas

1. Service Areas

a. Locate service areas away from primary pedestrian areas, such as near the rear of a building or off an alley, when possible.

b. Loading and service areas shall not face any residential district, public street or plaza space; unless no other location is possible.

c. Consolidate garbage/recycling dumpsters.

d. Screen all visible service, loading and trash collection areas by a combination of plantings and architectural treatments.

e. Acceptable screening methods include:

   i. A masonry or wood enclosure that reflects the primary building's architecture, including but not limited to consideration of proportion, color, texture, and materials (chain link fencing with complementary colored slats are acceptable on gates);

   ii. Five-foot wide landscape screen per 14.76.040(a)(2); or

   iii. Other treatment approved by the City.

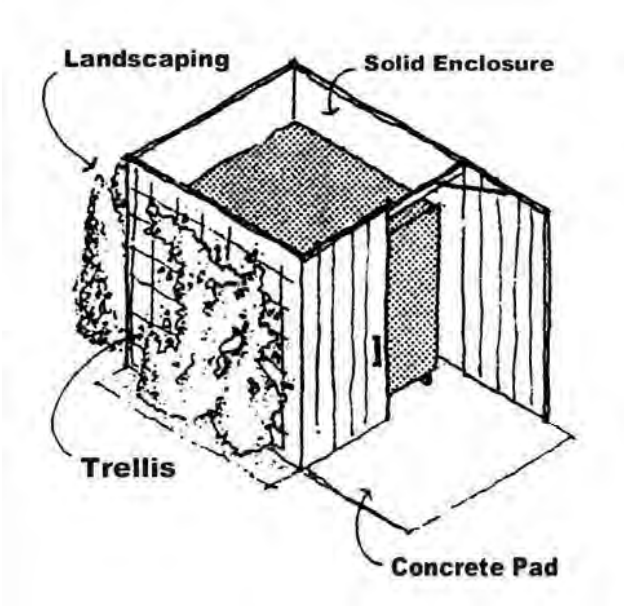


Figure 27 screening of trash area

Figure 28 consolidated meters screened by landscaping

III. BUILDING DESIGN

A. Primary Orientation

a. Orient windows, main entrances, and other principal building elements toward the street[1] to strengthen the pedestrian-oriented environment and street front pattern.

b. Storefronts, windows, merchandise, and other aspects of business activity should be visible to people traveling along streets or along primary facades inside shopping centers.

c. Buildings, landscaping, and other public amenities (e.g., accent lighting, outdoor dining areas, drinking fountains, distinctive paving, public art and/or water features, etc.) should be the predominant site features, rather than parking lots.

d. Buildings/businesses facing a public street on one side and a parking lot, pedestrian pathway, and/or street on other sides, are strongly encouraged to provide a secondary entry from the parking lot, pedestrian pathway, or alley.

Figures 29 (left), 30 (above), and 31(below) commercial buildings oriented toward pedestrian spaces

[1] Private lanes or principal drive aisles inside shopping centers shall be considered streets for design purposes.

B. Ground Level Details

Intent – Enhance building facades and entrances to increase the visual ground-level appeal; Ensure that entrances and primary facades are easily identifiable, protected, and accessible from streets, sidewalks, and parking areas; and Provide a visual connection between activities inside and outside of buildings.

1. Entrances

a. Principal building entrances shall be visible from the street or primary façade and marked by at least one of the following elements:

   i. Large entry doors;

   ii. Recessed entrance;

   iii. Protruding entrance; or

   iv. Portico, arcade, or like.

b. Principal building entrances should be further enhanced with a change in material, color, or texture.

Figure 32 covered entrance

2. Weather Protection

a. Principal building entrances and primary facades shall incorporate weather protection with a minimum depth of five feet) such as awnings, canopies, pergolas, etc. that meet the following requirements:

   i. The weather protection features shall extend along a minimum of 75% of the ground floor façade;

   ii. The vertical dimension between the underside of a canopy and the sidewalk or entry pathway shall be at least eight feet and no more than 12 feet; and

   iii. Plastic or similar low-quality materials are not allowed for weather protection features.

Figure 33 ground level weather protection features

3. Facade Details

a. Principal building entrances and primary facades of commercial and mixed-use buildings shall project a pedestrian-friendly design by including at least three of the following elements:

   i. Kickplates and transoms for storefront windows;

   ii. Projecting window sills;

   iii. Pedestrian scale signs;

   iv. Plinths, pedestals, or similar features;

   v. Seasonal hanging baskets supported by ornamental brackets;

   vi. Pedestrian-oriented lighting; and

   vii. Architectural details that may include ornamental tile work medallions, or similar.

b. Windows:

   i. Storefront windows shall cover approximately 75 percent of the façade, between two feet and eight feet above, grade where the primary façade fronts a commercial street to retain visual continuity with the street.

   ii. Within retail centers and in business parks, where the primary orientation is not a commercial street, structures should include storefront windows as integral design elements with consideration to form and function.

c. When a building has a public secondary façade, the secondary façade shall include the following elements:

   i. Visible and easily accessible entries, architecturally related to the main entry;

   ii. Weather protection over entries;

   iii. Storefront windows, between two feet and eight feet above grade, covering approximately 50% of the portion of the façade at entries; and

   iv. At least two of the elements in section III.B.3.a.

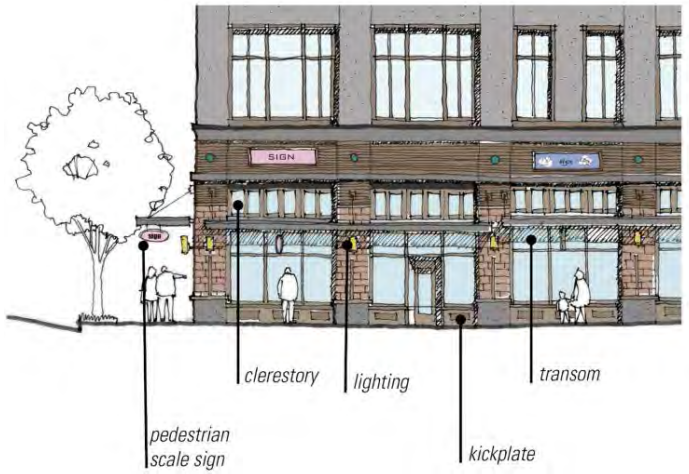


Figure 34 different desirable ground level details

Figure 35 storefront window transparency along the street

4. Blank Wall Treatments

a. Blank walls longer than 30 feet facing streets or visible from pedestrian or residential areas shall incorporate at least two of the following:

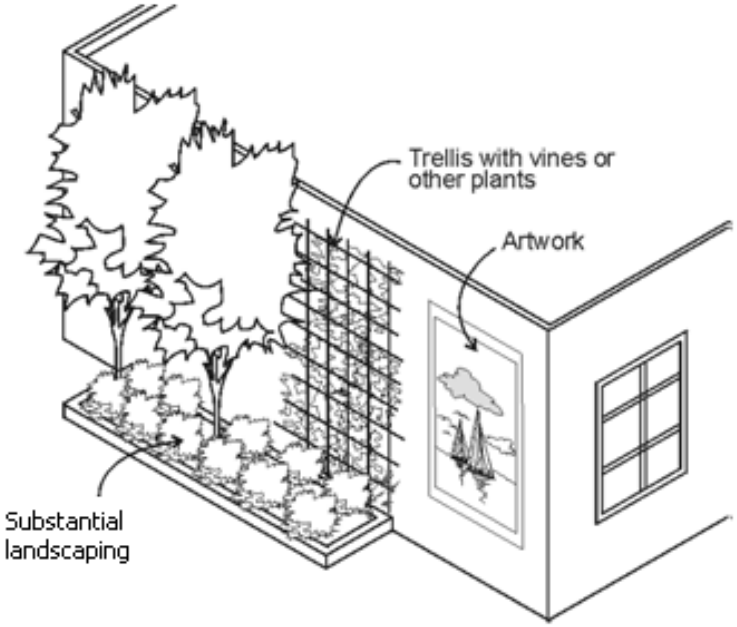
   i. Substantial landscaping that may include trees, shrubs, ground cover and/or planters or trellises with vines or similar vegetation adjacent to the wall;

   ii. Architectural detailing, reveals, contrasting materials or other special visual interest;

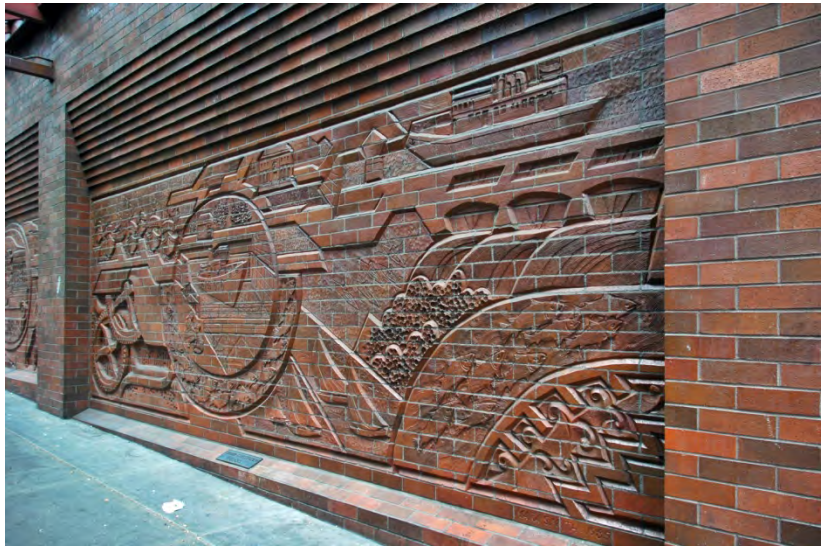
   iii. Integrated artwork, such as bas-relief or sculpture;

   iv. Display windows; and

   v. Other treatment approved by the City.



Figures 36 (left), 37(above) and 38 (below) different blank wall treatments



C. Massing & Articulation

Intent – Reduce the apparent bulk of buildings and facades and maintain human scale architecture

1. Massing

a. Buildings above 30 feet in height must provide a defined building top, middle, and base.

   i. The base will include distinct architectural features, masonry, and colors. For the Downtown Subarea, colors should use natural earth tone colors and emphasize materials in their natural form where possible.

   ii. The middle of the building will include a change in materials or color, or inclusion of distinct windows, balconies, step-backs and signage.

   iii. The top of the building will emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level setback or pitched roofline.

2. Articulation

a. Horizontal building façades shall include articulation, at least every 30 feet, along façades that face streets and/or where the primary entrance is oriented to a parking lot to visually divide the façade with at least three of the following methods:

   i. Varied building heights, roof forms, and orientation;

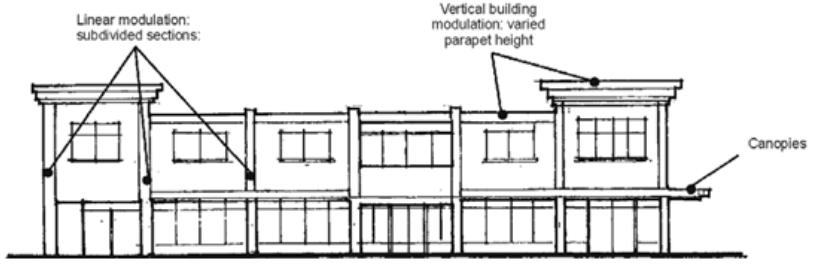
   ii. Changes in building material;

   iii. Changes in building color;

   iv. Different window types, including bay windows; and/or

   v. Project, recess, and/or offset portions of the façade to a minimum depth 18 inches with a width of four feet.

Figures 39 (top right), 40 (middle right), and 41 (bottom right) illustrate scale-reducing elements through vertical and horizontal articulation



D. Architectural Character

Intent – Provide well-designed buildings that use high-quality materials that highlight subtle and refined design elements to enhance the visual character of the district

1. Design Concept

a. Establish vibrant contemporary urban districts that use high-quality, modern building materials and methods to create a visual identity that is distinct from historic architectural styles.

b. Create a varied, non-homogenous set of buildings within each neighborhood and throughout the district.

c. Architectural design for commercial and mixed-use buildings should minimize corporate architecture.

- For example, some fast food franchises have specific architectural features that reinforce their identity.
- Buildings that function as signs are discouraged because they are difficult to adapt to other future uses.

Figures 42 (left – commercial) and 43 (left – office / mixed-use) show desirable subarea amenities

Figures 44 (above – mixed-use) and 45 (below –office) typify desirable design concepts for different uses

2. Building Materials

a. Construct buildings with durable, high-quality materials that enhance the character of the area:

i. Building façades should be composed predominantly of durable materials such as decorative masonry (but not flat concrete block) wood siding, and/or quality materials resembling wood, stone or masonry siding;

ii. Incorporate metal cladding, concrete, glass, tile as well as natural materials as secondary materials to increase aesthetic appeal;

iii. Tilt-up construction is allowed, when exposed concrete is finished with other materials, design patterns and colors compatible with surrounding buildings;

iv. Change finish materials, colors, or textures on building elements to provide further articulation, add variety, and define building details or even functions; and

v. Limit the use of low-quality, less durable materials with high life-cycle costs, such as plywood sheathing, "T-111"-like siding, and vinyl siding for exterior cladding.

vi. No more than three types or methods of cladding are to be used on a building.

Within the Downtown Subarea use colors and material palettes that complement the natural environment of hillsides, rivers/creeks and the lake. Use natural earth tone colors and materials in their natural form. Warm neutral color schemes of gray and white are encouraged for buildings using stone, concrete or stucco. Warms tans and browns are recommended for buildings utilizing brick and wood.

The richness of color and texture of the materials available in the Northwest shall be stressed by layering cool and warm materials to create a well-rounded palette. Cool materials include steel, concrete, glass and white/gray/black brick. Warm materials include natural brick and wood. Materials like metal panel, concrete and brick can be warm or cool for contrast.

3. Windows

a. Consider multi-paned window fenestration (windows with several panes separated by mullions).

b. Consider incorporating window trim that differs in material, provides a contrasting color to the building and/or incorporates projecting window sills.

Figures 46 (above) and 47 (below) demonstrate use of materials and windows to enrich the quality of the building

4. Rooflines

a. Include a variety of roof slopes, details, materials, and configurations.

   i. Provide dormers, stepped roofs, gables, or other elements to reinforce the modulation or articulation for storefront development or to break up larger buildings.

   ii. Buildings with pitched or sloping roofs shall have a minimum slope of 4:12 and a maximum slope of 12:12.

b. Commercial buildings with flat roofs shall be architecturally treated or articulated with a parapet wall, combined with ornamental molding, entablature, frieze, cornice or other architectural detail to create a prominent edge when viewed against the sky.

c. Cornices shall be made of a different material and color than the predominate siding of the building.

Figure 48 varied roof pattern along the street in an office building

5. Screening Rooftop Equipment

a. Use low profile or recessed mechanical units on rooftops.

b. Screen rooftop mechanical and communications equipment from the ground level of nearby streets.

c. Screen mechanical and communications equipment with architectural features, such as an extended parapet wall or other integrated elements.

d. Integrate mechanical and communication equipment into the design of the roofs and buildings.

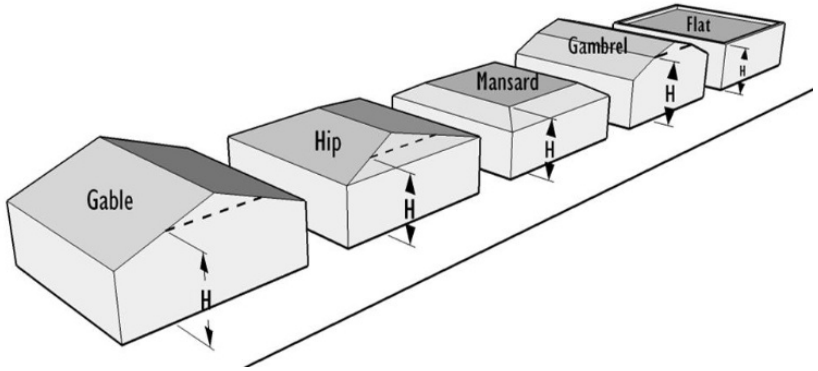


Figure 49 different roof forms

E. Signs

Intent – Encourage creative and unique sign designs to ensure signs complement the design concept, and are not principally oriented to automobile traffic

1. Creativity and Quality Design

a. Signs should be highly graphic in form, expressive and individualized.

b. Signage must include design and materials, consistent with the design and architecture of the primary building(s).

c. Signs should use clear, bold graphic symbols and logos.

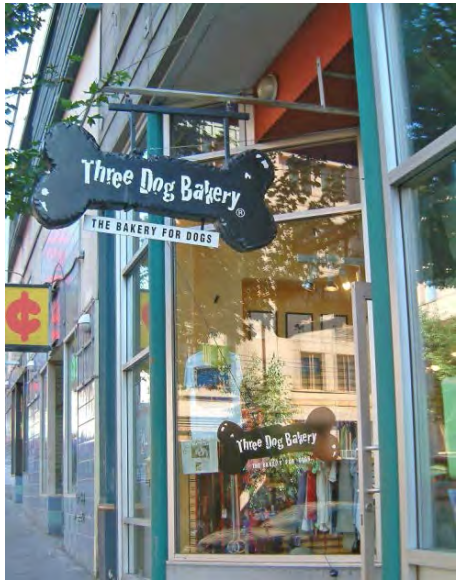
d. Signs should convey the product or service offered by the business in a bold, graphic form.

e. Projecting signs or suspended signs, supported by ornamental brackets, oriented toward pedestrians are strongly encouraged where allowed.

f. Signs shall not be roof mounted or extend higher than the roof edge, parapet, or exterior wall.

g. Signs fabricated out of mixed-media, including metal reverse-illuminated letters, illuminated individual letters, signs etched or cutout of solid material, such as wood or brass and illuminated from behind are preferred.

h. Cabinet and plastic sheet type signs are discouraged and subject to design approval.



Figures 50 (above) and 51 (below) show creative pedestrian- oriented signage along the street

2. Freestanding Signs

a. All freestanding signs are subject to the following restrictions:

i. Freestanding signs that are low and generally horizontal in form are preferred;

ii. All freestanding signs must sit on a substantial base constructed out of brick, rock, masonry, aggregate, treated concrete or similar material that extends a minimum of 12-inches out of the ground;

iii. Freestanding signs must include design and materials, consistent with the design and architecture of the primary building(s).

iv. Freestanding signs must be surrounded by low shrubs, ground cover and/or seasonal flowers to create visual interest and seasonal color; and

v. Monument signs in commercial areas can be internally illuminated or externally lighted, but in other areas, particularly residential, external illumination is required.

Figures 52 (left), 53 (above), and 54 (below) illustrate desirable freestanding sign elements

3. Pedestrian-Oriented and Wall Signs

a. All pedestrian-oriented and wall signs are subject to the following restrictions:

   i. Pedestrian-oriented signs should be smaller in scale than those oriented to passing traffic;

   ii. Signs projecting from facades or are suspended over walkways or sidewalks are preferred in mixed-use districts;

   iii. Signs shall not cover architectural features such as building trim, or ornamentation including areas between vertical piers or columns, blank areas on a gabled roof, or upper reaches of a false-fronted building

b. Wall signs must be integrated into the building's architecture and tenant layout by at least one of the following means:

   i. Wall signs must be centered above the business' entrance;

   ii. Wall signs must fit within the architectural features of the building, such as being centered on a recessed panel or area specifically designed for signage;

   iii. Sign aligned within a major building element such as centered under a roof gable or special corner feature; and

   iv. Other measures acceptable to the city that meets the intent of these guidelines.

Figures 55 (above) and 56 (below) examples of high quality wall sign and pedestrian-oriented signs

IV. MULTIFAMILY NEIGHBORHOODS

Intent – Reinforce the residential character of multifamily developments; and Create usable areas such as plazas, courtyards, and other outdoor spaces with robust landscaping.

A. Site Design[2]

1. Orientation

a. Orient building entrances to public streets, within the confines of the site characteristics, to enhance the character of the street that include the following:

   i. Direct entries and access to the sidewalk on exterior buildings including to the public sidewalk;

   ii. Pedestrian walkways or paths to every unit;

   iii. A minimum of five-foot front landscaping that may include a mix of lawn, trees, shrubs, and seasonal flowers, subject to LSMC 14.38.070, between the building and sidewalk; and

   iv. Decorative features, such as trellises, benches, special lighting, boulders, etc are encouraged between the building and sidewalk.

b. Provide a frontage character compatible with existing neighborhoods, as appropriate.

2. Landscaping

a. Use landscaping to unify the overall site design and to reduce the visual impact of multifamily developments and provide usable outdoor space for residents.

Figure 57 appropriate interior landscaping

Figure 58 enhanced perimeter landscaping

[2] applicable to High Urban Residential and Mixed-Use Neighborhood districts

i. Provide internal landscaping, in areas of the site not otherwise developed, comprised of native plants, with a mix of lawn, planting beds, trees and shrubs, annuals and perennials, rock features, water features, and/or accent lighting.
ii. Retain existing native or desirable mature vegetation

b. Encourage the use of hardy, attractive, and easily maintained native Northwest plant material to provide multi-seasonal interest, color, and texture.
c. Integrate stormwater features into the landscape as attractive site amenities, not merely, as utilitarian features.

3. Outdoor Spaces

a. Provide a combination of both private and common outdoor spaces visible and accessible to residents large enough to provide functional leisure or recreational activity.
   i. Common outdoor spaces shall be a minimum of 20 percent of the site with a minimum width of 20 feet. To maximize usability, multifamily developments should combine common open spaces into larger areas.
   ii. Common outdoor spaces used to meet these guidelines shall not be located within required buffer areas.
   iii. Do not locate outdoor spaces adjacent to dumpster enclosures, loading/service areas or other incompatible service areas.
   iv. Open spaces should be oriented to receive sunlight, when possible.
   v. Taller mixed-use structures may provide roof top outdoor spaces.
   vi. Provide lighting within outdoor spaces to provide visual interest as well as an additional security function**.**

b. Common outdoor spaces shall provide at least three of the following amenities to accommodate a variety of ages and activities:
   i. Site furnishings (benches, tables, bike racks, etc.);
   ii. Picnic areas;
   iii. Patios, plazas, atriums, or courtyards;
   iv. Tot lots and play fields;
   v. Gardens;
   vi. Open lawn; and/or
   vii. Sports courts, such as tennis or basketball courts.

Figure 59 inviting outdoor space

c. Provide each dwelling unit with a private outdoor space that may include balconies, yards, decks, terraces, and patios not less than 50 square feet with no dimension less than five feet. Within the Downtown Subarea, upper floor balconies are not required.
d. Ground level open spaces are subject to the following standards:
   i. Screen private open spaces with berms, low walls, fences, hedges, and/or landscaping;
   ii. Limit walls, hedges, and fences to a maximum height of 42

inches that is no more than 60% opaque; and

iii. Walls or fences must integrate with the architecture of the building and add visual interest in detail, materials, or color of the feature.

iv. Within the Downtown Subarea, ground-level street fronting units with individual doors accessing the street shall have stoops or entry areas setback from the sidewalk and utilize landscaping, low walls or decorative fencing to provide a level of privacy between dwellings and the sidewalk. The use of solid walls or solid fencing greater than 42 inches is prohibited.

B. Parking and Access

Intent – Reduce the impact of parking facilities on the streetscape and neighboring properties

1. Limit shared ingress and egress lanes to one lane for every 300 linear feet of street frontage or one lane per lot if the frontage is less than 300 feet.

2. Preferred Parking:

   i. Side, rear, or internal for stacked apartments or condominiums using surface lots or structures or providing carports or garages;

   ii. Surface lots must follow the elements of Section II.G;

   iii. First level from streets for townhomes. Front yard parking aprons or pullouts are allowed if no alternative exists; or

   iv. Within the Downtown Subarea, no immediate driveway access to a parking structure is allowed from Main Street.

3. Carports and detached garages shall incorporate pitched roofs of a design similar to the principal structure; minimize blank garage doors; and provide architectural details on the garage door or structure.

4. Attached carports and garages shall incorporate pitched roofs of a design similar to the principal structure or recess garage doors from structures; minimize blank garage doors; and provide architectural details on the garage door or structure.

Figures 60 (above) and 61 (below) examples of structured parking facilities

5. Ground level parking structures should be screened from view by the following methods:

   i. Screen exterior walls with architectural details, such as banding, a frieze, cornice, trellis, decorative metal artwork, or similar; and
   ii. Provide a minimum five-foot wide landscape area along the length of the parking structure that includes the elements of LSMC 14.38.070.

C. Building Design

Intent – Maintain the residential scale and character of neighborhoods and project an image of quality

1. Pitched Roof Forms

a. Residential structures are encouraged to use gabled roofs to emphasize vertical proportions and create modulation.
b. Incorporate pitched roof forms having slopes between 4:12 and 12:12.
c. Alternate dormers and rooflines to reinforce roofline modulation.
d. Within the Downtown Subarea, mixed-use residential buildings with gabled or flat roofs are appropriate.

Figure 62 varied pitched roof forms

2. Design to Increase Privacy

a. Provide designs to maximize privacy from adjacent yards and residences.
   i. Locate windows high on walls & stagger placement of windows on adjacent buildings (use sight-obscuring glass, when design cannot practically minimize privacy impacts.
   ii. Set balconies back at least 10 feet from side or rear property lines.
   iii. Fences used to separate private and public spaces shall not exceed 42-inches in height.

Figure 63 private interior open spaces

3. Architectural Character & Scale

a. Use lines and rhythms to create a human scale streetscape by including a mix of vertical and horizontal elements as expressed by bays, belt lines, doors and windows.

b. Modulate building facades along the public street at least every 30 feet by projecting or recessing portions of the façade at least four feet.

c. Residential structures shall emphasize single-story massing elements using architectural features such as porches and bays, dormers, etc. as seen from the street.

d. Residential structures are encouraged to change materials, colors, and/or textures on different elements to provide further articulation and additional variety and character.

Figures 64 (above) and 65 below provide examples of articulation and modulation along street

V GLOSSARY & DEFINITIONS

Arcade – An arched covered passageway along a building facade open to the street frontage.

Architrave – The lowest division of an entablature resting immediately on the capital of the column in classical architecture and/or the molding around a rectangular opening, such as a door.

Articulation – Articulation means a design emphasis placed on particular architectural details, materials, changes in building plane (recessed or extended from building surface), contrast in materials, or decorative artwork.

Awning – Awning means a roof-like cover extending over or in front of a structure (as over the deck or in front of a door or window) as a shelter.

Balcony – Balcony means an outdoor space built as an above-ground platform projecting from the wall of a building and enclosed by a parapet or railing.

Bay Window – Bay window means typically a multi-paned window protruding from the main exterior wall.

Belt Course – A course of masonry that extends the length of a façade and visually stands out from the rest of the wall by color, texture, pattern, projection or recess.

Blank Walls – Any wall or portion of a wall over four feet in height at ground level that is longer than 30 feet and has a surface area of 400 square feet of vertical surface without a window, door, or building modulation or other architectural feature

Bollard – A low post made of stone, concrete, or metal or other material that delineates a pedestrian area or walkway.

Column – A supporting pillar that typically consists of a round shaft, a capital, and a base

Cornice – Cornice means in classical architecture, the top, projecting section of an architrave, also any projecting ornamental molding along the top of a building, wall, arch, etc., finishing or crowning it.

Courtyard – Courtyard means a partially enclosed landscaped space.

Cupola – Cupola means a small dome or other shaped roof projection crowning a roof or turret.

Deck – Deck means an outdoor space built as an above-ground platform projecting from the wall of a building or above an occupied building floor.

Decorative Paving – Decorative paving means any paving surface that includes colored, textured, or stamped cement concrete, in addition to decorative unit pavers, bricks, tiles, or pavers, but does not include colored or stamped asphalt.

Eaves – Eaves mean the under-part of a sloping roof overhanging a wall.

Entablature – Entablature means the upper part of an order, consisting of architrave, frieze, and cornice.

Façade – Any face of a building.

Fenestration – The design, proportioning, and disposition of windows and other exterior openings of a building.

Frieze – Frieze means the middle division of an architrave, between the architrave and cornice; usually decorated but may be plain.

Frontage – Frontage means the portion of a parcel typically abutting a public street.

Gateway building – Developments situated at the intersection of two arterial streets or an arterial street and a collector street shall include an enhanced structure on the corner to mark that location as an architectural landmark.

Ground Level Transparency – Windows made of clear glass.

Landscaping –Area that is planted with vegetation in the form of trees, shrubs, grass, annuals, perennials , and groundcover that may include accent elements such as sculpture, fountains or pools, accent lighting, benches, or other outdoor furnishings; or decorative pavers.

Low-Impact Development – A variety of building techniques and systems designed to lessen the environmental impact of construction activities including but not limited to bio-retention cells, engineered landscapes, green/vegetated roofs, pervious/porous pavement, drought-tolerant landscapes, tree retention, etc.

Main Entrance – Entrance of the building, which is most architecturally prominent and contains operable doors.

Modulation – Stepping back or projecting portions of a building face within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure's exterior walls.

Mullion – Solid vertical strip or other upright that divides parts of a window.

Native Landscaping – Landscaping that exclusively uses any mix of trees, shrubs, ground cover, and flowers indigenous to the Pacific Northwest.

Parapet – Low wall or railing designed to architecturally protect or enhance the edge of a roof or balcony.

Pergola – Covered walk in a garden, or along a commercial frontage, usually formed by a double row of posts or pillars with beams above and covered with climbing plants.

Pilaster – Rectangular or round column or shallow pier attached to a wall constructed to coordinate with the style of the building.

Plinth – A continuous, horizontal portion of a wall that is closest to the ground or an adjacent walkway typically made of different material than the wall above it that extends out slightly from the wall above it.

Portico – Covered entrance of a building especially in classical architecture.

Projecting Sill – Window sill that extends at least 3 inches out from the wall in order to create a shadow line below the window.

Public Art – Element or feature whose primary purpose is to express, enhance, or illustrate aesthetic quality, feeling, physical entity, idea, local condition, historical or mythical happening, or cultural or social value visible to the public. Examples of artwork include sculpture, bas-relief sculpture, mural, or unique specially crafted lighting, furniture, pavement, landscaping, or architectural treatment.

Reveal – A long, narrow, vertical or horizontal recess in a wall intended to create a shadow line and/or diminish the scale of the wall.

Scale, Architectural – Perceived relative height and bulk of a building relative to that of neighboring buildings.

Scale, Human – Perceived size of a building relative to a human being. A building is considered to have "good human scale" if there is an expression of human activity or use that indicates the building's size.

For example, traditionally sized doors, windows, and balconies are elements that respond to the size of the human body, and therefore are elements in a building that indicate a building's overall size.

Site Furnishings – Elements intended to be used by pedestrians, such as benches, bollards, waste receptacles, drinking fountains, chairs, tables, and telephone booths.

Special Landscape Treatment – Landscaping provided in addition to any planting required by code that typically includes elements such as seasonal flowers, unique specimen trees, artistically designed retaining walls, accent lighting, and/or sculpture.

Street Right-of-Way – Land dedicated primarily to the movement of vehicles and pedestrians and providing for primary access to adjacent parcels. Secondarily, the land provides space for utility lines and appurtenances and similar components.

Streetscape – Visual character of a street as determined by various elements such as structures, greenery, open space, views, etc.

Transom – Horizontal glass plane, typically encased in a wood or metal frame that separates the storefront from the upper facade.

Trellis – A frame supporting open latticework used as a screen or a support for growing vines or plants.

Trim – Framing or edging of openings and other features on a facade or indoors. It is usually of a color and material different from that of the adjacent wall surface.

Turret – A very small and slender tower.

Vertical Articulation – Visual division of a building's facade into distinct sections or elements to reduce the apparent horizontal length of the facade.

Visually Permeable – Allows for views through the element or feature, although such views may be partially obstructed or obscured.

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LAKE STEVENS CITY COUNCIL

STAFF REPORT

Council Agenda Date: 10th July 2018

Subject: Lake Stevens Police Station – Design Authorization

Contact Person/Department:	Russell Wright, Community Development Director; Chief Dyer, Chief of Police	**Budget Impact:**	Option 1: $1,209,657 Option 2: $1,297,055

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:
Option 1: Authorize the Mayor to execute a Professional Services Agreement with Mackenzie, an architecture design consultant, to design the Lake Stevens Police Station at the Chapel Hill site in the amount of $1,130,521 with a 7% management reserve of $79,136.

Option 2 (Green Globes Certification): Authorize the Mayor to execute a Professional Services Agreement with Mackenzie, an architecture design consultant, to design the Lake Stevens Police Station at the Chapel Hill site with two Green Globes Certification in the amount of $1,212,201 with a 7% management reserve of $84,854.

SUMMARY/BACKGROUND: Mackenzie was selected through a competitive request for qualifications process, that included consultant interviews, to design the of the Lake Stevens Police Station at Chapel Hill. Mackenzie developed the attached scope and fee proposal, with attention to cost efficiency and City needs, for design of a 18,000-20,000 square foot two-story police station that conforms to the City's Subarea Design Guidelines. The scope includes landscape architecture, furniture/fixtures coordination, signage design/wayfinding, building commissioning and security coordination. An optional green globes certification is also included in Option 2. Public outreach and involvement will be addressed with several council presentations by Mackenzie, public meetings and neighborhood meetings.

Schedule: The goal is to begin construction during the summer of 2019 for project completion in August 2020.

- Pre-Design: Complete in November 2018
- Design/Engineering: Complete in March 2019
- Permitting: Complete in June 2019
- Bidding/Construction Contract Award: July 2019
- Construction: July 2019-August 2020
- Police Move-In: August 2020

Green Globe Certification: Green Globes is a sustainable building rating system that covers design, building and operation of new construction. Obtaining a Green Globes certification for the new police station building will demonstrate the City's commitment to energy conservation, lowered water consumption, responsible use of materials and efficient use of project team time. As proposed, the new police station will be eligible for Two Green Globes but documentation and an assessment are necessary to be certified and to obtain a building plaque. The cost of this effort is estimated at $87,398, including commensurate 7% management reserve.

APPLICABLE CITY POLICIES: n/a

BUDGET IMPACT: $1,209,657 - $1,297,055

ATTACHMENTS:

- Attachment A: PSA
- Exhibit A to PSA: Scope & Fee
- Attachment B: Decision Matrix

ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE STEVENS, WASHINGTON AND MACKENZIE FOR CONSULTANT SERVICES

THIS AGREEMENT ("Agreement') is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and Mackenzie, an Oregon corporation, ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services for architectural, interior, structural, land use planning, landscape architecture, civil and traffic engineering/transportation services for the Lake Stevens Police Station/Civic Campus Project. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 **MINOR CHANGES IN SCOPE**. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

> **Extra Work**. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 **WORK PRODUCT AND DOCUMENTS**. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement

shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 **TERM.** The term of this Agreement shall commence on upon execution of this agreement by all parties and shall terminate at midnight, December 31, 2021. The parties may extend the term of this Agreement by written mutual agreement.

III.4 **NONASSIGNABLE**. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 **EMPLOYMENT**.

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant

affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 **INDEMNITY**.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 **INSURANCE**.

a**. Insurance Term.**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation.**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

(1) Automobile Liability insurance covering all owned, non-owned, hired and

leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

(2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

(3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

(4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

(1) Comprehensive General Liability. $1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; $2,000,000 general aggregate.

(2) Automobile Liability. $1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. $1,000,000 per claim and $1,000,000 as an annual aggregate.

e. **Notice of Cancellation**. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers**. Insurance to be provided by Consultant shall be with insurers with a current A.M. Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best A:VII rating.

g. **Verification of Coverage**. In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision**. The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis**. Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy. Provided, however, Professional Liability /Consultant's Errors and Omissions Liability insurance may be written on a Claims- made basis so long as Consultant provides extended reporting.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **City Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

III.8 **DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION**. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 **UNFAIR EMPLOYMENT PRACTICES**. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 **LEGAL RELATIONS**. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 **INDEPENDENT CONTRACTOR**.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 **CONFLICTS OF INTEREST.** The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 **CITY CONFIDENCES.** The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 **SUBCONTRACTORS/SUBCONSULTANTS**.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit B:
Perteet Engineering; BCE Engineering; Constructing Focus, Inc.

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 **PAYMENTS**.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed $_____ without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount**.**

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 **CITY APPROVAL**. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 **MAINTENANCE/INSPECTION OF RECORDS**.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records.**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City,

the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES**. Notices to the City and Consultant shall be sent to the following addresses:

To the City:	**To the Consultant:**
City of Lake Stevens Attn: City Clerk Post Office Box 257 Lake Stevens, WA 98258 425-334-1012	Mackenzie Attn: Brett Hanson 500 Union Street, Suite 545 Seattle, WA 98101 206-749-9993

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.

V.2 **TERMINATION**. The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES**. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION**. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY.**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER**. A waiver by either party hereto of a breach by the other party hereto of

any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING**. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS**. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT**. The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2018.

CITY OF LAKE STEVENS

By:_____
John Spencer, Mayor

MACKENZIE

By:_____

_____
Printed Name and Title

Approved as to Form:

By:_____
Grant K. Weed, City Attorney

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

Exhibit A

June 29, 2018

City of Lake Stevens
Attention: Russ Wright
PO Box 257
Lake Stevens, WA 98258

Re: **Lake Stevens Police Station/Civic Campus**
Design services through construction contract administration
Project Number 2180157.00

Dear Russ:

Mackenzie appreciates this opportunity, and we are pleased to present to you the following scope of services and fee proposal.

Mackenzie's integrated team of design professionals will provide architectural, interior, structural, land use planning, landscape architecture, civil and traffic engineering/transportation services for the above project. In addition, Mackenzie will retain several consultants to complete the team. See the attached proposals from our consultants.

Mackenzie's design team will consist of the following design professionals:

Principal-in-Charge:	Rich Mitchell
Project Manager:	Brett Hanson, Architect of Record
Land-use Planner:	Michael Chen
Structural Engineer:	Josh McDowell, Structural Engineer of Record
Interior Designer:	Kim Doyle
Landscape Architecture:	Steven Tuttle

And the following consultants:

Civil Engineering:	Perteet Engineering
MEP Engineering:	BCE Engineering
Cost Estimating:	Construction Focus, Inc.

Our Basis of Design along with our scope of services by phase is as follows:

BASIS OF DESIGN

The following is information which defines specific quantitative and qualitative information about the project, representing our understanding of the Client's criteria, requirements, goals, and expectations as relates to our Professional Services and forms the Basis of Design of our Scope of Services/Fee Proposal for the project.

It is understood that the primary core team for the City will be comprised of Chief Dyer as the project lead and primary decision maker, Gene Brazel, Russ Wright, and Aaron Halverson. During the course of the project, Mackenzie will communicate via 30- to 45-minute weekly conference call with Chief Dyer. Specific meeting milestones for design meetings, City Council presentations, and community outreach meetings have been defined within each individual phase as outlined under the scope of services.

The City will not be hiring an owner's representative to facilitate the project on the City's behalf. Aaron Halverson, Capital Projects Coordinator, will serve as a primary contact with regards to Owner hired vendors, procurement, and bidding.

We understand the following project parameters:

- The project construction budget is established at a maximum of $10 million. The project will be designed to 80% of the identified construction budget with the remaining maintained for contingency.
- The project delivery will follow a traditional design/bid/build method.
- Project completion is desired to occur summer of 2020.
- The building will consist of new construction for a new approximately 18,000–20,000 square foot, two-story police facility. Utilization of a 1,500 square foot standalone storage building will be explored during early planning to evaluate this as an option to reduce construction cost of the primary structure or allow for future grown on site. Design development of a separate standalone building beyond conceptual planning is not included, however, can be added to the project as an additional service should it be required.
- The building aesthetic is expected to conform to the City's Subarea Design Guidelines and align with "contemporary northwest" with "slight industrial appearance."
- Building structure is envisioned to consist of steel construction and designed to seismic requirements for an essential facility. Building materials to be cost effective, yet highly durable and long-lasting. Public entry canopies and secure entry canopies to be part of entry sequences.
- Development will occur on an approximately 2.8-acre City-owned property located near Chapel Hill and 99th Avenue NE.
- The site was preliminarily programmed and master planned by MAKERS, in their March 30, 2018, report, for a civic campus that would house police, city hall, and a new library for the Sno-Isle Library District. To date, the library bond is not funded, and the City is moving forward with the initial phase of development for the corner parcels. The initial phase will include design and construction for the police facility, while site planning will additionally include consideration for a future city hall and possible municipal court.
- Site planning will seek to maximize reuse of existing onsite infrastructure, including street frontage improvements, storm detention vaults, utilities and driveway entries where appropriate. It is anticipated that reuse of the existing storm detention vaults will require evaluation and upsizing for the proposed development.
- Site planning will utilize enhanced wetland design strategies to maximize the site to the previously-developed site improvement footprint.
- Site planning will utilize the DEIS/FEIS for the Lake Stevens Center and implement Planned Action Ordinance to determine SEPA Consistency. Site use is allowed outright within the current zoning.
- Site planning will include 75 secure parking stalls for Police and approximately 10-15 public parking stall (exact amount to be determined). Secure parking to be enclosed and to utilize a combination of complimentary site wall and fencing.
- Site layout to allow for inclusion of future city hall, vehicular access, shared public parking with Police, and consideration for future development of the Sno-Isle Library.

- Building programming for Police is preliminary and will be validated with the City and Police Department during preliminary planning. The program is currently outlined per the MAKERS March 30, 2018, report.
- The project is desired to be designed to a LEED Silver/2 Green Globe equivalent. Certification of the project through LEED, Green Globes, or others to be determined as an alternate.
- The City will utilize Sonitrol, the currently contracted security alarm company to support the design team. It is anticipated that the design team will prepare design documents based on input form the City vendor.
- The City will likely utilize KCDA for furniture procurement. It is anticipated that the design team will coordinate furniture selection, design, and procurement for the City. The design team will additionally coordinate selection, layout and specifying of building signage, compact shelving, lockers, and general shelving for the building.
- The City anticipates artwork to be part of the overall project and will be coordinated directly by the City.
- Geotechnical investigations have been completed and provided for the site per Terra Associates, Inc., dated April 9, 2009.
- Wetland Delineation investigations have been completed and provided for the site per Perteet Engineering, dated May 5, 2017.
- The City will coordinate and facilitate the bidding process, advertisement, pre-bid conferences, and bid opening. The design team will support the City with preparation of bid documents, Division 00, and draft owner/contractor agreement forms.

The following phases of the project are included in Basic Services. The scope of services with tasks and deliverables by phase for each of our in-house disciplines is defined in the attached discipline-specific Scope of Services, and for our hired consultants per their attached proposals.

PROJECT PHASES

PHASE I – Pre-Design – Schematic Design

Pre-Design/Programming

Mackenzie will review existing conditions and the program developed by MAKERS, meeting with Chief Dyer and the Police Department, to refine the program in preparation for conceptual design. This effort will focus on determining the specific goals for the workplace environment, and interface with the public, as it relates to the built environment's effect on the staff culture and community's interaction with the Police Department. The design team and stakeholder group will discuss and explore the unique impact that a civic facility of this nature has on its users, focusing on how the City can better serve its citizens, while acknowledging the rapid changes in technology, workplace culture, and the City's desire to attract and retain highly talented staff into the future. It is understood that the City is interested in realizing design solutions that will energize staff and officer wellness, and nurture a collaborative culture between departments.

Meetings: *One (1) meeting is envisioned during this task*

- Two (2) weekly conference calls between Mackenzie Project Manager and Chief Dyer.
- Design Team Meeting: Kick-off meeting, Police Station Goal Setting and Space Needs Program Meeting (at Police Department).
    - Attendees: Mackenzie Architecture and Landscape Architecture, Perteet, City Team, Police Department staff.

Conceptual Design

Mackenzie will work collaboratively with the City Team (subsequently referred to as "Owner") and Community Stakeholders (including Beautification Task Force) to develop and refine the overall project vision and design. The process will additionally seek to define a budget for Owner approval, before moving into Schematic Design and subsequent document development phases that generally focus on developing the required construction details.

Throughout the conceptual design process, Mackenzie will meet with the stakeholder groups, including the City Team, Beautification Task Force, and City of Lake Stevens Planning Department to discuss the massing and aesthetics of the project. Inclusive of this process will be a single public meeting intended to solicit community input. The public meeting will occur in the evening and will invite members of the community who have a vested interest in the aesthetics of the facility, as well as City staff and City Council who are not active participants in the City Team meetings.

The initial concept design meeting will include a visioning exercise, where precedent images of police facilities, city halls, civic centers, and other applicable buildings will be presented for the City Team and Beautification Task force to review and respond. This is a collaborative process that will yield a list of key words and images that describe the stakeholders' desire in terms of the aesthetic of the new facility. Site plan diagrams will be presented, outlining site develop studies and phase options explored.

Based on the outcome of the visioning exercise, Mackenzie will develop building massing options for the site, building and public entry spaces that embrace the aesthetic preferences identified during the prior meeting. Follow-up meetings will be conducted to present the developed schemes to the City Team and Beautification Task Force. The content of these meetings will be developed and prepared for distribution to the City for upload to the City's website and any desired social media output to the community.

The final concept design meeting will present the selected scheme to the City Team and Beautification Task Force, typically refined to identify selected materials and preliminary color palettes for the building exterior and public spaces. Utilizing the refined final concept design, Mackenzie will facilitate and conduct a public/neighborhood meeting to present the conceptual design to the community.

Following the public meeting, final comments and feedback will be incorporated into the concept design before it is approved by the City for conceptual construction cost estimating. At this stage we would anticipate participation in a City Council meeting to present the advancement of the design. Upon City approval the design team will move onto Schematic Design.

Meetings: *Six (6) meetings are envisioned during this task*

- Design Team Meeting: Concept Site Design/Visioning (at City Hall)
  - Attendees: Mackenzie Architecture and Landscape Architecture, City Team, Beautification Task Force
- Design Team Meeting: Concept Building Massing/Character (at City Hall)
  - Attendees: Mackenzie Architecture, City Team, Beautification Task Force
- Design Team Meeting: Final Concept Design (at City Hall)
  - Attendees: Mackenzie Architecture and Landscape Architecture, City Team, Beautification Task Force
- Public Meeting / Neighborhood Meeting: (at City arranged location)
  - Attendees: Mackenzie Architecture, Land Use Planning, City Team, Beautification Task Force, Community

- Design Team Meeting: Cost Estimate Review (at City Hall) (MEETING TO OCCUR SAME DAY AS PUBLIC MEETING)
    - Attendees: Mackenzie Architecture, City Team
- City Council Meeting: Presentation of conceptual design and project update

Schematic Design (SD Phase)

Mackenzie will prepare schematic design documents based on the approved conceptual design, verifying that the project is tracking within the approved construction cost budget, before moving into subsequent document development phases that generally focus on developing the required construction details. The schematic design documents generally refine the conceptual design, illustrating the scale and relationship of the project components, and consist of drawings and other documents including plans, elevations, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, structural, mechanical, electrical, and site-related systems and such other elements as may be appropriate. The schematic design documents also include outline specifications that identify major materials and systems, and establish in general their quality levels. The schematic design documents will be used in the submission for Development Review.

Meetings: *Four (4) meetings are envisioned during this task*

- Design Team Meeting: SD Kick-off/Sustainability Charrette (at Mackenzie)
    - Attendees: Mackenzie Architecture/Landscape Architecture, City Team, BCE, Perteet
- Combined Design Team Meeting (occurs back to back):
    - Interior Design/Landscape Design (at Mackenzie)
        - Attendees: Mackenzie Architecture/Interior Design/Landscape Architecture, City Team
    - Building MEP Systems (at Mackenzie)
        - Attendees: Mackenzie Architecture, BCE, City Team
- Combined Design Team Meeting (occurs back to back):
    - Design Team Meeting: Cost Estimate Review (at City Hall)
        - Attendees: Mackenzie Architecture, City Team
    - Building Official/Fire Marshall Meeting
        - Attendees: Mackenzie Architecture, City Team, Building Official, Fire Marshall
- City Council Meeting: Presentation of schematic design and project update

PHASE II – Design Development through Construction Documents

Land Use Review Process

Mackenzie will work with the City of Lake Steven's Planning Department to take the approved schematic design through the Design Review and Site Plan Review, assisting the City in preparing the applications and documentation, and attending one (1) public meeting before the Design Review Board, as defined in our discipline-specific scopes of services, proposals

attached. The neighborhood meeting will either occur in the Schematic Design phase or early in the Development Review process.

Design Development (DD Phase)

Based on the Owner's approval of the schematic design documents, Mackenzie will prepare Design Development documents for the Client's review. The Design Development documents illustrate and describe the development of the approved schematic design documents and consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, structural, mechanical, electrical and site related systems, and such other elements as may be appropriate. The Design Development documents also include outline specifications that identify major materials and systems and establish in general their quality levels.

Meetings: *Four (4) meetings are envisioned during this task*

- Design Team Meeting: DD Kick-off (at Mackenzie)
  - Attendees: Mackenzie Architecture, City Team
- Design Team Meeting: Low Voltage/Security (at Mackenzie)
  - Attendees: Mackenzie Architecture, BCE, Sonitrol, City Team
- Combined Design Team Meeting (occurs back to back):
  - Design Team Meeting: Furniture/Lockers/Shelving/Signage (at Mackenzie)
    - Attendees: Mackenzie Architecture/Interior Design, City Team
  - Design Team Meeting: Door Hardware/Doors (at Mackenzie)
    - Attendees: Mackenzie Architecture/Interior Design, City Team
- Design Team Meeting: Cost Estimate Review (at City Hall)
  - Attendees: Mackenzie Architecture, City Team

Construction Documents (CDs Phase)

Based on the Owner's approval of the Design Development documents, Mackenzie will prepare Construction Documents for the Client's review. The Construction Documents will illustrate and describe the further development of the approved Design Development documents, and will consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the work. The Client and architect acknowledge that in order to construct the work, the contractor will provide additional information including shop drawings, product data, samples, and other similar submittals which the architect and other disciplines included herein will review to the extent defined in each discipline's scope of services.

Meetings: *Three (3) meetings are envisioned during this task*

- Design Team Meeting: CD Kick-off (at Mackenzie)
  - Attendees: Mackenzie Architecture, City Team
- Design Team Meeting: Miscellaneous (at Mackenzie)
  - Attendees: Mackenzie Architecture, City Team
- Design Team Meeting: Cost Estimate Review (at City Hall)
  - Attendees: Mackenzie Architecture, City Team

PHASE III – Permit, Bidding, Construction Contract Administration (CCA)

Permitting

Mackenzie's involvement in permitting of the project includes submitting and (to the extent defined in each discipline's specific scope of services) resolving plan review by the Authority Having Jurisdiction (AHJ) for the following permits:

- Building Permit
- Mechanical Permit
- Plumbing Permit
- Site Development Permit
- Grading/erosion control Permit

The permits listed above may not include all necessary permits required for the project. The project may require other permits to be procured by the Owner, the Owner's separate consultants and/or vendors, the Client's general contractor, etc. These permits will include items such as the following:

- Fire Alarm Permit
- Fire Protection Permit
- Seismic Restraint of Shelving Permit
- Signage Permit

Bid Assistance

Mackenzie will assist the Owner in obtaining competitive general contractor bids for the construction of the work as defined in our attached discipline-specific scope of services and consultant proposals.

Construction Contract Administration (CCA Phase)

Mackenzie will provide administration of the construction contract between the Owner and the General Contractor as defined in our discipline-specific scopes of services and consultant proposals attached.

SCOPE OF SERVICES

The scope of services for each of our in-house disciplines by phase of the project outlined herein are attached:

- Attachment A – Architectural Scope of Services
- Attachment B – Structural Engineering Scope of Services
- Attachment C – Land Use Planning Scope of Services
- Attachment D – Landscape Architecture Scope of Services

The following disciplines are provided by Mackenzie through outside consultants. The scope of services for each consultant is defined in their firm proposals attached at the end of this document as follows:

- Attachment E – Civil Engineering Scope of Services – Perteet Engineering
- Attachment F - Mechanical, Electrical, Plumbing (MEP), and Low Voltage Design Services – BCE Engineering

- Attachment G – Construction Cost Estimating Scope of Services – Cumming
- Attachment H – Green Globes Scope of Services (OPTIONAL EXPANDED SERVICE)

SCHEDULE

The proposed project schedule forms an integral part of our proposal and is herein included as Attachment I. The proposed project schedule is directly applicable to our Scope of Services and fees. Changes to the project schedule may impact our Scope of Services and/or fees, which will be need to be evaluated and adjusted as necessary at the time of any schedule changes. Our proposed project schedule can be found as Attachment J.

FEES, ASSUMPTIONS, AND EXCLUSIONS

The fees, assumptions, and exclusions that form an integral part of the basis of this proposal are herein included as Attachment I.

We look forward to working with the City of Lake Stevens on this project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,

Rich Mitchell
Project Principal

Enclosure(s): Attachment A – Architectural Scope of Services
Attachment B – Structural Engineering Scope of Services
Attachment C – Land Use Planning Scope of Services
Attachment D – Landscape Architecture Planning Scope of Services
Attachment E – Civil Engineering Services – Perteet Engineering
Attachment F – MEP and Low Voltage Design Services – BCE Engineering
Attachment G – Construction Cost Estimating Services - Cumming
Attachment H – Green Globes Scope of Services (OPTIONAL EXPANDED SERVICE)
Attachment I – Fees, Assumptions, and Exclusions
Attachment J – Proposed Project Schedule
Attachment K – Hourly Billing Rate Schedule
Attachment L – Reimbursable Charges Schedule

c: Gene Brazel, Chief John Dyer, Aaron Halverson – City of Lake Stevens
Rich Mitchell – Mackenzie

MACKENZIE.

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ATTACHMENT A – ARCHITECTURE SCOPE OF SERVICES

June 29, 2018

City of Lake Stevens
Lake Stevens Police Station/Civic Campus
Project Number 2180157.00

This document forms part of the professional services proposal and Owner/Architect agreement for the project. The following information defines our architectural scope of services for the project. Variations to these criteria may require changes to our basis of design, schedule, and/or fees, and will need to be evaluated and adjustments made if necessary on a case-by-case basis.

PHASE I – Pre-Design – Schematic Design

Pre-Design | Concept Design

Tasks:

1. Meetings: as described in the scope of overall scope of work proposal.
   A. Conduct kick-off meeting Police Department.
   B. Conduct up to five design team concept design coordination meetings at City Hall.
   C. Conduct up to one public/neighborhood meeting at City location.
   D. Conduct up to one City Council Presentation.
2. Prepare and distribute minutes of design team meetings conducted by Mackenzie as defined above.
3. Review Owner-provided initial information consisting of geotechnical report, wetland delineation report, preliminary program document and preliminary construction cost estimates.
4. Confirm project goals, budget and work developed in the previous programming reports.
5. Identify primary contacts and information flow protocol.
6. Develop preliminary project schedule by phase beginning with the Pre-Design phase through the end of the Construction phase.
7. Develop initial design concepts consisting of the following:
   A. Up to 3 site plan options.
   B. Up to 3 floor plan adjacency block plan options.
   C. Up to 3 massing design options.
   D. Up to 3 exterior material color palettes and exterior elevations.
   E. Up to 1 exterior color renderings representative of each option.
8. Based on City's feedback on initial concept design options, refine up to one final design concept consisting of the following:
   A. One site/landscape plan option.
   B. One floor plan option.
   C. One exterior elevation option.
   D. One exterior finish palette option.
   E. Two exterior color renderings.

F. Conceptual Design Narrative (building systems, MEP systems, owner's project requirements)

9. Based on City's feedback on refined concept design option, finalize the design concept consisting of the following:
   A. Refined design deliverables outlined under #7.
10. Issue conceptual design document to City for review and comment.
11. Issue conceptual design documents to cost estimator for construction cost estimating.
12. Prepare overall project budget summary.
13. Meet at City Hall to review conceptual construction cost estimate and project budget with City.
14. Prepare and present culmination of conceptual design task as an update presentation to City Council.
15. Obtain approval from City to proceed to schematic design.

Deliverables:

1. Meeting Minutes following each Design Team Meeting.
2. Final refined project space needs program based on MAKERS preliminary program.
3. Visioning image boards.
4. Initial design concept site plans/elevations (developed in SketchUp).
5. Initial adjacency floor plans (bubble diagrams).
6. Initial design concept 3D renderings (developed in SketchUp).
7. Refined design concept site plans/elevations (developed in SketchUp).
8. Refined block floor plans (developed in Revit).
9. Refined design concept 3D renderings (developed in SketchUp).
10. Refined design concept material palettes.
11. Final design concept site plans.
12. Final design concept elevations.
13. Final design concept 3D renderings.
14. Final design concept floor plans.
15. Final design concept material palette.
16. Final design concept systems narrative.
17. Provide City documentation for uploading to City website.

Schematic Design

Tasks:

1. Meetings: as describe in the scope of overall scope of work proposal.
   A. Conduct schematic design kick-off/sustainability charrette meeting at Mackenzie office.
   B. Conduct up to three design team schematic design coordination meetings at Mackenzie (2) / City Hall (1).
   C. Conduct up to one Building Official/Fire Marshall meeting at City Hall.
   D. Conduct up to one City Council Presentation.
2. Prepare and distribute minutes of design team meetings conducted by Mackenzie as defined above.
3. Review updated and/or new City-provided information consisting of ALTA/Boundary/Topographic Survey.
4. Update preliminary project schedule by phase beginning with the schematic design phase through the end of the construction phase.
5. Coordinate with mechanical/electrical consultant for systems integration.
6. Develop preliminary building code study.

7. Develop initial schematic design documents consisting of the following:
    A. Building code plan
    B. Floor plans (first and second plans)
    C. Roof plan
    D. Preliminary finish floor plans
    E. Preliminary furniture floor plans
    F. Exterior elevations
    G. Reflected ceiling floor plans
    H. Preliminary Project Manual / Outline Specification
    I. Schematic Design cost estimate
8. Issue schematic design documents to cost estimator for construction cost estimating.
9. Issue schematic design documents to City for review and comment.
10. Update overall project budget summary.
11. Meet at City Hall to review schematic construction cost estimate and project budget with City.
12. Meet at City Hall to review schematic design documents with the Building Official and Fire Marshall.
13. Prepare and present culmination of schematic design task as an update presentation to City Council.
14. Obtain approval from City to proceed to design development.
15. Based on City approval, schematic level documents will be coordinated with our Land Use Planners for preparation of the design review application.

Deliverables:

1. 22x34 drawings.
2. Preliminary project manual, 8.5x11 report.
3. Updated project budget including approved value engineering options list.
4. Updated project schedule.

PHASE II – Design Development – Construction Documents

Design Development

Tasks:

1. Meetings: as describe in the scope of overall scope of work proposal.
    A. Conduct design development kick-off meeting at Mackenzie office.
    B. Conduct up to four design team meetings at Mackenzie (2)/City Hall (1).
2. Prepare and distribute minutes of design team meetings conducted by Mackenzie as defined above.
3. Update project schedule by phase.
4. Coordinate with mechanical/electrical consultant for systems integration.
5. Prepare preliminary Division 0 specifications, general conditions and owner/contractor agreement for City review and comment.
6. Develop initial schematic design documents consisting of the following:
    A. Architectural site plan
    B. Floor plans (first and second plans)
    C. Roof plan
    D. Finish floor plans

E. Furniture floor plans
F. Exterior elevations
G. Building sections showing coordination and relationships between components
H. Typical wall sections
I. Reflected ceiling floor plans
J. Primary interior elevations
K. Typical interior details
L. Preliminary door/hardware schedule showing final quantity/type
M. Preliminary finish schedule
N. Preliminary specifications listing manufacturers/products/materials
O. Preliminary Division 00 with general conditions in draft format

7. Issue design development documents to cost estimator for construction cost estimating.
8. Issue design development documents to City for review and comment.
9. Update overall project budget summary.
10. Identify possible value engineering options for incorporation in the design.
11. Meet at City Hall to review construction cost estimate, project budget and documents with City.
12. Obtain approval from City to proceed to construction documents.

Deliverables:

1. 22x34 drawings
2. Preliminary specifications manual, 8.5x11 report
3. Preliminary Division 00 with general conditions
4. Updated project budget including approved value engineering options list
5. Updated project schedule

Construction Documents

Tasks:

1. Meetings: as describe in the scope of overall scope of work proposal.
   A. Conduct construction document kick-off meeting at Mackenzie office.
   B. Conduct up to two design team meetings at Mackenzie (1)/City Hall (1).
2. Prepare and distribute minutes of design team meetings conducted by Mackenzie as defined above.
3. Update project schedule by phase.
4. Coordinate with mechanical/electrical consultant for systems integration.
5. Incorporate City comment and prepare Division 00 specifications, general conditions and owner/contractor agreement for final City review.
6. Develop initial schematic design documents consisting of the following:
   A. Architectural site plan
   B. Floor plans (first and second plans)
   C. Roof plan
   D. Finish floor plans
   E. Furniture floor plans
   F. Exterior elevations
   G. Building sections showing coordination and relationships between components

H. Typical wall sections
I. Reflected ceiling floor plans
J. Primary interior elevations
K. Enlarged floor plans
L. Typical interior details
M. Stair and elevator plans/sections/details
N. Roof, wall and canopy details
O. Door/hardware schedules
P. Window Schedules
Q. Finish schedule
R. Project specifications manual
S. Division 00 and general conditions

7. Issue 90% construction documents to cost estimator for construction cost estimating.
8. Issue 90% construction documents to City for review and comment.
9. Update overall project budget summary.
10. Identify possible value engineering options for incorporation in the design.
11. Meet at City Hall to review construction cost estimate, project budget and documents with City.
12. Obtain approval from City to proceed to permit submittal.

Deliverables:

1. 22x34 drawings
2. Project specifications manual, 8.5x11 report
3. Material and finish binder
4. Division 00 and general conditions
5. Updated project budget including approved value engineering options list
6. Updated project schedule

PHASE III – Permit/Bidding – Construction Contract Administration

Permitting

Tasks:

1. Mackenzie and our consultants include the following permit(s) and process(es) through the listed Authority Having Jurisdiction (AHJ) for each as follows:
   A. Building Permit through the City of Lake Stevens.
   B. Grading/Erosion control permit through the City of Lake Stevens.
   C. Mechanical Permit through the City of Lake Stevens.
   D. Electrical Permit through the City of Lake Stevens.
   E. Plumbing Permit through the City of Lake Stevens.
2. Complete application forms for each separate permit listed above.
3. Coordinate and issue one (1) permit set of construction documents to the AHJ for the permits listed above.
4. Monitor permit process on a biweekly basis after the estimated review duration is complete for up to eight (8) weeks.

5. For each permit defined above, respond up to two (2) times in written and updated construction documents form as appropriate for each of the above listed plan review departments anticipated for approval.
6. Assist project team with addressing conditions of approval of land use decision.
7. Attend one (1) meeting with Building Official, Fire Marshal, Public Works and any additional City departments at City of Lake Stevens.

Deliverables:

1. Stamped and signed construction document drawings 22x34 size for permit submittals defined above.
2. Specifications, 8.5x11 PDFs.
3. Permit application forms (applications, special inspection, energy compliance, etc.)
4. Stamped and signed resubmittal construction documents for plan review responses defined above.
5. Stormwater Manual (prepared by Perteet)
6. Structural Calculations (prepared by Structural Engineer)
7. Written approval for each permit defined above.

Bidding Assistance

Assist Owner in soliciting bids for construction as follows:

Tasks:

1. Issue bid documents electronically to City for bidding purposes.
2. Attend pre-bid meeting.
3. Mackenzie will review and respond via addendum to substitution requests from subcontractors submitted through the General Contractor during the bidding process.
4. Prepare and issue electronically to the City up to two (2) rounds of addenda to respond to contractor's bid questions.
5. Track changes to construction documents formally issued via addenda during the bid process.

Deliverables:

1. Stamped and signed 22x34 bid drawings.
2. Specifications, 8.5x11 PDF.
3. Addenda, as defined above.

Construction Contract Administration

Task:

1. The overall project construction contract administration phase of the project is anticipated to be up to thirteen (13) months total maximum duration, including one month of closeout.
2. Provide an average of thirty (30) hours per week of in-office support for up to fifty-two (52) weeks to provide the following services:
    a. Provide general in-office support via phone, fax, email, and/or via Submittal Exchange, or similar web based project management system for reasonable day to day communication.
    b. Review of specified submittals via Submittal Exchange.
    c. Process General Contractor's reasonable requests for information (RFIs), via Submittal Exchange.

   d. Maintain a record of submittals and RFIs.
   e. Issue Architect's Supplemental Information for no-cost clarifications to Contract Documents via Submittal Exchange.
3. Attend weekly construction meetings and on-site observation visits with Owner to observe work in progress for general compliance with the contract documents.
4. Issue architectural observation reports to City and contractor monthly.
5. Evaluate and take action on post-bid substitution request(s) as directed by City.
6. On a monthly basis, process and take action on properly prepared and accurate requests for payment based on on-site observations as defined above.
7. Issue proposal requests and/or construction change directives to contractor for changes in the work as directed by the City, via Submittal Exchange.
8. Review and approve change orders prepared and submitted by the contractor for approval by the City, via Submittal Exchange.
9. Conduct on-site observation of the work and prepare one (1) single punch list after contractor has deemed the project substantially complete and as agreed to by architect and City of substantially complete status.
10. Issue Certificate of Substantial Completion.
11. Conduct one (1) single on-site punch list completion verification site visit and issue corresponding punch list edits for completion status.
12. Issue Certificate of Final Completion.
13. Process and review properly prepared and complete specified close-out materials including Operations and Maintenance Manual(s) up to one round(s) of review.
14. Based on contractor as-built documentation and formally issued documents during construction prepare record drawings and specifications.

Deliverables:

1. Project visit observation reports.
2. Process submittals.
3. AIA contract documents formally issued (ASI, PR, CCD).
4. Supplemental drawings for clarification and/or revisions to contract documents.
5. Certified contractor applications for payment.
6. Certificate of Substantial Completion.
7. Punch list.
8. Certificate of Final Completion.
9. Processed close-out materials.
10. Record documents (drawings and specifications) in Revit format.

OPTIONAL EXPANDED SERVICES

Services listed below have been selected by the Owner and have been included in the fee summary in Attachment Q – Fees, Assumptions, and Exclusions.

Signage and Wayfinding

Signage and Wayfinding services to be provided in Design Development, Construction Documents and Construction Contract Administration and include the following:

- Meet with Owner to confirm signage and wayfinding requirements.
- Develop signage type drawings for each room type (i.e., Office, Conference, miscellaneous building services, etc.).
- Develop signage specifications.
- Up to four (4) coordination meetings with selected signage fabricator.

Furniture Planning/Coordination

Furniture Selection services to be provided in *Phase II - Design Development and Bidding Phase*. Services to include the following:

Design Development

- Meet with client to confirm furniture needs and design requirements.
- Coordinate and participate in three furniture vendor tours.
- Coordinate with client to select two furniture vendors for bidding or pricing exercise.
- Provide preliminary furniture plan to client for review, including options for workstation layouts.
- Provide two revisions to preliminary furniture plan incorporating client comments.

Bid Package

- Provide typical enlarged office layout and typical enlarged open office work station layout.
- Provide specification information on two vendor product lines as previously selected.
- Meet with client to confirm furniture selections for bid package.
- Compile and submit bid packages to two selected furniture vendors detailing furniture manufacturers, styles, and finishes.
- Answer furniture vendor questions during bidding process.

Meet with client to review bids and facilitate selection of final vendor Implementation

- Assist client with awarding of furniture contracts and project scheduling.
- Provide recommended choices for ancillary furniture at conference rooms, break rooms, and lobby.
- Finalize all styles and finishes with client and vendor.
- Answer selected vendor questions during order process and final detailing of installation plans.
- Attend final furniture punch list walk-through with client and vendor. Punch list will be created by and managed by vendor.

Assumptions

- Final furniture specifications and installation documents will be developed and provided by vendor.
- Furniture purchase will be negotiated with a single furniture vendor.
- Vendor will be responsible for punch list.

Exclusions

- Field verification and documentation of existing space or furniture.
- Additional meetings and/or revisions.
- Furniture punch list (to be provided by furniture vendor).

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ATTACHMENT B – STRUCTURAL SCOPE OF SERVICES

June 29, 2018

City of Lake Stevens
Lake Stevens Police Station/Civic Campus
Project Number 2180157.00

This document forms part of the professional services proposal and Owner/Architect agreement for the project. The following information defines our structural engineering scope of services for the project. Variations to these criteria may require changes to our basis of design, schedule, and/or fees, and will need to be evaluated and adjustments made if necessary on a case-by-case basis.

Scope Clarifications

- Vibration analysis of the building structure is not expected to be required or performed.
- If required, photovoltaic (PV) systems and their attachment to the building are anticipated to be design-build elements. Capacity for their loads will be included in the design of the roof members.
- With the exception of carports, canopies, and trash enclosures connected to or supporting the use of the main police station, structural design of free-standing site elements is assumed to be by others.
- No insurance-based or FM (Factory Mutual) criteria are anticipated for this project.

PHASE I – Pre-Design – Schematic Design

Pre Design - Concept Design

Tasks:

1. Attend up to one (1) Concept Design kick-off meeting at Mackenzie's Office to review project goals and identify any supplementary structural requirements or desires the Owner may have for the new building.
2. Review Owner-provided initial information consisting of Geotechnical Report, anticipated loading criteria, and any specific programming requirements which impact the structural design.
3. Develop initial design concept narrative: Narrative to be primarily written with some PDF markups of concept floor plans indicating key structural systems.

Deliverables:

1. Initial structural narrative.

Schematic Design

Tasks:

1. Attend up to one (1) Schematic Design kick-off meeting at Mackenzie's Office.

2. Based on the approved concept design, develop Schematic Design documents consisting of the following:
   A. (1) Foundation plan
   B. (1) 2nd Floor Framing Plan
   C. (1) Roof Framing Plan.
3. Confirm with Owner the level of detail (LOD) intended for the Revit model and that the model will not be provided to the General Contractor for detail or fabrication purposes.
4. Issue completed Schematic Design documents to Owner for approval to proceed to design development phase.
5. Review prepared construction cost estimates for conformance with design.

Deliverables:

1. 22x34 size PDF drawings.
2. Outline specifications, 8.5x11 PDF.

PHASE II – Design Development – Construction Documents

Design Development

Tasks:

1. Attend up to one (1) Design Development kick-off meeting at Mackenzie's Office.

2. Based on the approved Schematic Design and any revisions, develop initial Design Development phase documents consisting of the following:
   A. Structural General Notes
   B. Structural Typical Details
   C. Foundation Plan
   D. 2nd Floor Framing Plan
   E. Roof Framing Plan
   F. Steel Frame Elevations
   G. Necessary details
   H. Structural specifications.
3. Issue completed Design Development documents to Owner for approval to proceed to Construction Documents phase.
4. Review prepared construction cost estimates for conformance with design.

Deliverables:

1. 22x34 size PDF drawings.
2. Outline specifications, 8.5x11 PDF.

Construction Documents

Tasks:

1. Attend up to one (1) Construction Documents kick-off meeting at Mackenzie's Office.

2. Based on the approved Design Development documents and any revisions, develop initial Construction Documents phase documents consisting of the following:
    A. Structural General Notes
    B. Structural Typical Details
    C. Foundation Plan
    D. 2nd Floor Framing Plan
    E. Roof Framing Plan
    F. Steel Frame Elevations
    G. Structural details
    H. Structural specifications.
3. Issue completed Construction Documents to Owner for approval to submit documents for permit/bid.
4. Complete analysis and calculations as required for submittal to Authority Having Jurisdiction (AHJ) for building permit.
5. Review prepared construction cost estimates for conformance with design.

Deliverables:

1. 22x34 size PDF drawings, sealed.
2. Specifications, 8.5x11 PDF, sealed.
3. Structural calculations, 8.5x11 PDF, sealed.

PHASE III – Permit/Bidding – Construction Contract Administration

Permitting

Tasks:

1. Prepare drawings and calculations for permit submission to Authority Having Jurisdiction (AHJ) as follows:
    A. Building Permit through the City of Lake Stevens.
        I. Respond up to two (2) times in writing and update construction documents as appropriate for structural plan review.

Deliverables:

1. Stamped and signed construction document drawings for permit submittal.
2. Stamped and signed structural calculations for permit submittal.
3. Specifications, 8.5x11.
4. Stamped and signed resubmittal construction documents for plan review responses defined above.

Bidding

Assist Owner in soliciting bids for construction as follows:

Tasks:

1. Prepare and issue up to two (2) rounds of addenda to respond to contractor's bid questions.
2. Track changes to construction documents formally issued via addenda during the bid process.

Construction Contract Administration

Task:

1. Provide an average of four (4) hours per week of in-office support for up to 36 weeks to provide the following services:
   A. Review of up to ten (10) structural submittals.
   B. Provide general in-office support via phone, email, and the project's online management system for reasonable day to day communication.
   C. Process General Contractor's reasonable requests for information (RFIs).
2. Conduct up to four (4) structural observation visits with the General Contractor to observe work in progress for general compliance with the contract documents. This includes a total of four (4) on-site observation visits with corresponding structural observation reports.
3. Issue structural observation reports to Owner and General Contractor after each on-site visit.
4. Based on General Contractor as-built documentation and formally issued documents during construction prepare record drawings.

Deliverables:

1. Structural observation reports.
2. Processed submittals.
3. Supplemental drawings for clarification and/or revisions to contract documents.
4. Record Drawings in PDF format.

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ATTACHMENT C – LAND USE PLANNING SCOPE OF SERVICES

June 29, 2018

City of Lake Stevens
Lake Stevens Police Station/Civic Campus
Project Number 2180157.00

This document forms part of the professional services proposal and Owner/Land-Use Planning agreement for the project. The following information defines our land use planning scope of services for the project. Variations to these criteria may require changes to our basis of design, schedule, and/or fees, and will need to be evaluated and adjustments made if necessary on a case-by-case basis.

Schematic Design

Tasks:

1. Attend schematic design kick-off meeting at Police Department.
2. Attend up to two (2) schematic design coordination meetings with design team at Mackenzie's office.
3. Assist with updating preliminary project schedule by phase beginning with the schematic design phase through the end of the construction phase.
    A. Public Notice Mailings:
    As outlined in the City of Lake Stevens requirements for public notice mailings: Prepare documentation and arrange a neighborhood meeting. Attend one neighborhood meeting and one subsequent follow up public meeting, as required or deemed necessary by the team.
    B. Site Postings:
    As outlined in the City of Lake Stevens site posting requirements: prepare on-site posting boards and coordinate with a local sign copy to fabricate and post up to two boards on the subject site.
4. Review and document existing site conditions with photographs and diagrams with the intent of showing proposed improvements with future development.
5. Coordinate with the consultant team to confirm locations of planned utility connections and verify that locations are not in conflict with any proposed street/bike/pedestrian networks or development locations.
6. Review the development team vision for architectural styles and propose complementary fixtures for street lighting and any other site design features, such as signage or open space amenities, that will be included as part of the Development application.

Deliverables:

1. Existing conditions report.
2. Visionary graphics identified above to demonstrate the project vision to the community and jurisdiction.
3. Public notice mailings in .xls format and radius map.
4. Affidavit of mailing list.

Design Review, Site Plan Review with SEPA

Review development standards and coordinate with Perteet and Mackenzie design team.

- Coordinate with owner and other consultants to prepare application and associated documents to provide required information to address specific approval criteria for the Design Review, Site Plan Review with SEPA applications.
- Coordinate with Perteet to obtain service provider letter from water and sewer purveyor.
- With information and documentation provided by the design team (Schematic Design documents), Mackenzie will prepare and review burden of proof materials including narrative addressing approval criteria, maps, Schematic Design documents, and 3D views/materials board/renderings/drawings necessary to describe the design intent in accordance with City of Lake Stevens' design standards.
- Compile materials for Design Review and Site Development Permit with SEPA:
  - Application Form (Mackenzie)
  - Application Fee (by Client)
  - Narrative (Mackenzie)
  - Vicinity Map (Mackenzie)
  - Existing Site Conditions Map (Perteet)
  - Proposed Site Plan (Perteet)
  - SEPA Environmental Checklist / Planned Action Checklist (Mackenzie)
  - Architectural Drawings (Mackenzie)
  - Preliminary Grading and Drainage Plan (Perteet)
  - Surface Water Detention and Treatment Plan (Perteet)
  - Landscape Plan (Mackenzie)
  - Trip Generation Letter (Perteet)
  - Water and Sewer Capacity Analyses (Perteet)
  - Title Report prepared within 90 days of submittal (Client)
  - Deed Restrictions (Client)
  - Critical Areas Report (Client)
- Submit Design Review, Site Plan Review with SEPA and required supporting materials to City of Lake Stevens in person.
- Monitor Design Review, Site Plan Review and SEPA application through a completeness review. Follow up with City to achieve complete application.
- Generate and prepare presentation document in PowerPoint format for Design Review Board public hearing.
- Attend and present at one (1) Design Review Board Public Hearing, anticipate one planner from Mackenzie to attend.
- Attend up to five (5) conference calls with the City of Lake Stevens and consultant team.
- Review draft Design Review and Site Development Permit with SEPA decision (if available) and comments, and provide recommendations to address potential issues and conditions of approval.
- Assist project team with addressing conditions of approval of land use decision.

Deliverables

1. Burden of proof document, including drawings and other materials noted above, submitted for Design Review, Site Plan Review with SEPA decision by City of Lake Stevens.
2. Prepare Schematic Design document boards for Design Review Board public hearing.

Permitting

Tasks:

2. Mackenzie and our consultants include the following permit(s) and processes through the listed Authority Having Jurisdiction (AHJ) for each as follows:
   A. Site Development Permit through City of Lake Stevens.
   B. Building Permit through City of Lake Stevens.
   C. Mechanical Permit through City of Lake Stevens.
   D. Plumbing Permit through City of Lake Stevens.
   E. Public Improvement Permit through City of Lake Stevens.
3. Obtain and complete application form(s) for each separate permit listed above.
4. Coordinate permit set construction documents to the AHJ for each of the separate permits listed above.
5. Monitor the permit process on a bi-weekly basis for up to 8 weeks.
6. For each permit included as defined above, respond up to 2 times in written and updated construction documents form as appropriate for each of the above listed plan review departments anticipated for approval.

Deliverables:

1. Permit application forms. (Applications, special inspection, energy compliance, etc.)
2. Building drawings in 22x34 format, site development permit drawings in 22x34 format.
3. Structural Calculations
4. Energy Calculations
5. Technical Information Report

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ATTACHMENT D – LANDSCAPE ARCHITECTURE SCOPE OF SERVICES

June 29, 2018

City of Lake Stevens
Lake Stevens Police Station/Civic Campus
Project Number 2180157.00

This document forms part of the professional services proposal and Owner/Architect agreement for the project. The following information defines our landscape architectural scope of services for the project. Variations to these criteria may require changes to our basis of design, schedule, and/or fees, and will need to be evaluated and adjustments made if necessary on a case-by-case basis.

PHASE I – Pre-Design – Schematic Design

Pre-Design/Concept Design

Tasks:

1. Attend and participate in up to three (3) design team/stakeholder meetings.
2. Review Owner-provided initial information consisting of Master Plan by MAKERS and City's beautification plan.
3. Participate in development of initial design concepts.
4. Site visit.

Schematic Design

Tasks:

1. Attend and participate in up to three (3) design team meetings including sustainability charrette and Site Design.
2. Conduct initial code study and LEED (or similar) credit analysis if pursued.
3. Develop initial schematic design documents consisting of the following:
   A. Site Materials Plan
   B. Planting concept Plan and imagery.
4. Meet to present and participate in update to City Council.
5. Attend one neighborhood meeting, combined with other outreach meeting.
6. Issue 100% completed schematic design documents to owner for approval to proceed to DD phase.

Deliverables:

1. Drawings and presentation materials and slides suitable for city council meeting.

PHASE II – Design Development – Construction Documents

Design Development/Land Use Review

Tasks:

1. Attend design development kick-off meeting via Skype.
2. Attend up to three (3) design development coordination meeting via Skype.
3. Develop initial design development phase documents consisting of the following:
    A. Materials and Layout Plan.
    B. Planting Plan.
    C. Wetland or buffer planting plan. All wetland recommendations, species and calculations by Perteet.
    D. Irrigation Plan.
    E. Outline Specifications.
4. Issue 100% completed design development documents to Owner for Land Use Review approval. Review LUR comments and revise drawings per AHJ comments.
5. Review Cost Estimate and provide VE recommendations.

Deliverables:

1. Drawings.
2. Preliminary specifications.

Construction Documents

Tasks:

1. Attend construction document phase kick-off meeting via Skype.
2. Attend up to three construction document phase coordination meetings via Skype.
3. Develop construction documents consisting of the following:
    A. Materials and Layout Plan.
    B. Planting Plan.
    C. Irrigation Plan.
    D. Specifications.
    E. Details including planting, irrigation, furnishings and other designed site features inward from back of curb.
4. Issue in-progress construction documents for coordination, review and comment by Owner and consultants at the following milestones:
    A. 90% complete.
    B. 100% complete.
5. Sequentially coordinate and update construction documents based on red-marked review/check sets from Owner for each of the in-progress milestones listed above.

Deliverables:

1. Drawings and details.
2. Specifications.

PHASE III – Permit/Bidding – Construction Contract Administration

Permitting

Tasks:

1. Issue Permit Set construction documents to the Authority Having Jurisdiction.
2. For each permit included as defined above, respond up to two times in written and updated construction documents form as appropriate for each of the above listed plan review departments anticipated for approval.

Deliverables:

1. Stamped and signed construction document drawings for permit submittals defined above.
2. Specifications.
3. Stamped and signed resubmittal construction documents for plan review responses defined above.
4. Written approval for each permit defined above.

Bidding

Assist Owner in soliciting bids for consideration as follows:

Tasks:

1. Issue bid documents.
2. Review and respond to substitution requests from subcontractors submitted through the General Contractor.
3. Prepare and issue two rounds of addenda to respond to contractor's bid questions.

Deliverables:

1. Drawings.
2. Specifications.
3. Addenda.

Construction Contract Administration

Task:

1. Provide an average of four (4) hours per week of in-office support for up to eight (8) weeks to provide the following services:
    A. Review of specified submittals.
    B. Provide general in-office support via phone, fax, email and/or Owner's web based project management system for reasonable day to day communication.
    C. Process and respond to general contractor's RFI's.
    D. Maintain record of RFI's, ASI's and submittals.
2. Conduct up to two (2) on-site observation visits with the General Contractor to observe work in progress for general compliance with the contract documents. This includes a total of two (2) on-site observation visits with corresponding project visit observation reports.
3. Issue project visit observation reports to and General Contractor after each on-site visit.

4. Conduct on-site observation of the work and prepare a punch list after General Contractor has deemed the project substantially complete and as agreed to by landscape architect and Owner of substantially complete status.
5. Issue certificate of landscape completion if required by AHJ.
6. Issue proposal requests and/or construction change directives to General Contractor for changes in the work as directed by the Owner.
7. Maintain a log of proposal requests, construction change directives, change order proposals, post bid substitution requests and change orders.
8. Based on General Contractor as-built documentation and formally issued documents during construction prepare record documents.

Deliverables:

1. Project visit observation reports.
2. Processed submittals.
3. AIA contract documents formally issued (ASI, PR, CCD).
4. Supplemental drawings for clarification and/or revisions to contract documents.
5. Certificate of completion.
6. Punch list.
7. Record Documents.

ATTACHMENT E

Scope of Services

Police Station/Civic Campus

June 20, 2018

City of Lake Stevens

PERTEET
Better communities, by design

2707 COLBY AVENUE, SUITE 900
EVERETT, WA 98201
800.615.9900 | 425.252.7700

INTRODUCTION

The City of Lake Stevens desires to construct an 18,000 square foot police station and 1,500 square foot storage building along with associated site improvements such as parking and stormwater. The project site was previously cleared and some underground utility infrastructure installed for a commercial development which was not fully completed.

Designer services shall be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Designer shall have no other obligations, duties or responsibilities associated with the project except as expressly provided in this Agreement. The Consultant reserves the right to shift funds within the Contract between Tasks, and between members of the Consultant Team during the prosecution of the work.

DESIGN STANDARDS

Design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, shall be developed in accordance with the latest edition and amendments to the following documents, as of the date this Agreement is signed:

- Standard Specifications for Road, Bridge, and Municipal Construction, 2018 English Edition, published by WSDOT and the Washington State Chapter APWA.
- Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT.
- 2009 Manual on Uniform Traffic Control Devices (MUTCD).
- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), July 26, 2011.
- 2012 Stormwater Management Manual for Western Washington, as amended in 2014 (SWMMWW).
- City of Lake Stevens Municipal Code.
- City of Lake Stevens Engineering Design and Development Standards (May 2009).
- 2012 Low Impact Design Manual (LID Manual) may be used as guidance.
- Apply CPTED design principles.

TASKS

The following tasks will be performed under this scope of services:
Task 1 – Project Management
Task 2 – Stormwater
Task 3 – Conceptual Design
Task 4 – Schematic Design (30% Plans and Estimate)

Task 5 – Design Development (60% PS&E)
Task 6 – Construction Documents (90% PS&E)
Task 7 – Permit Documents (Ad Ready PS&E)
Task 8 – Bidding Support
Task 9 – Engineering Construction Technical Support

Task 1 – Project Management

As part of the Civil Design portion of the project, Perteet will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The monthly progress reports will also identify any other issues or problems that may occur in any given month. Perteet will submit these monthly progress reports to Mackenzie's Project Manager with the monthly invoices. The Perteet Project Manager will notify Mackenzie's Project Manager, in writing (memo format) or via email, of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Work Elements:

- Civil Engineering Scope and budget management.
- Coordination of Perteet personnel.
- Coordinate QA/QC reviews for plan and Drainage Report submittals.
- Prepare monthly progress reports/invoices.

Assumptions:

- This contract duration shall be no longer than twenty-four (24) months.
- Perteet will prepare its invoice and associated progress report monthly.
- A maximum of twenty-four (24) progress reports and invoices will be prepared.
- Perteet will coordinate with Mackenzie's Project Manager via e-mails and phone calls on an as needed basis.

Deliverables:

- Perteet Standard Monthly Progress Reports/Invoices (maximum of twenty-four [24], hard copy)

Task 2 – Stormwater

The stormwater task consists of the following work elements:

Design Criteria

The 2012 Stormwater Management Manual for Western Washington, as amended in 2014 (SWMMWW), the City of Lake Stevens Municipal Code, and the City of Lake Stevens Engineering Design and Development Standards (May 2009) will be used as the stormwater regulatory manuals for this project. The 2012 LID Manual may also be used as guidance. Prior to beginning project stormwater design, a stormwater design criteria matrix will be prepared summarizing all stormwater related requirements and standards. The design criteria matrix will be provided to Mackenzie and the City of Lake Stevens for review and concurrence prior to beginning design work.

Deliverables:

- Stormwater Design Criteria Matrix (to be included with the drainage report)

Off-Site Analysis

Perteet will verify that the previous downstream analysis performed for the project site is still valid. If the downstream system has been altered in a way that requires an updated analysis then Perteet can perform that analysis under a supplemental scope and fee.

Assumptions:

- Perteet's level of effort will involve a brief site visit and walk of the downstream route(s).
- There are no upstream tributary areas.
- There will be no write-up associated with this effort, only a brief statement in the drainage report.

Deliverables:

- Brief statement verifying that previous downstream analysis conducted is still valid. Copies of the previous downstream analysis will be included in an appendix of the drainage report.

Site Assessment and Mapping

Perteet will prepare site assessment maps showing existing drainage features within the project site. Mapping will be assembled based upon existing topographic maps and any updated survey. Offsite information will be acquired from GIS mapping, City records, and City maps. The assessment maps, produced by Perteet, will show existing contours, existing drainage elements and any critical areas such as wetlands and streams. This information will be used for appropriate documentation in the Drainage Report. These site assessment maps and exhibits will include:

- Land use types and areas.
- Topographic plans within the project site, including enclosed drainage.

- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS).
- Wetlands, streams and other critical areas (if applicable).
- Soil types, depth, and slope – Natural Resources Conservation Service (NRCS).
- Soil subsurface information, as available.

Deliverables:

- Site Assessment Maps in 11" x 17" sheet size with a scale of 1:50 (to be included in the Drainage Report)

Assumptions:

- The City will provide the as-built plans associated with the current project site infrastructure.

Change in Land Use Area Map

Perteet will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to verify mitigation needs for detention and stormwater quality treatment are being met. TDA boundaries, based on high points and conveyance system configuration, will be identified on these maps. Perteet will also prepare a summary of area tables for pre-project and post-project conditions. This task includes updating the proposed impervious area maps after Design Development plans (60% plans) are complete, if there are significant changes to the site design that warrants an update.

Deliverables:

- One (1) electronic PDF copy of the Change in Land Use Maps and corresponding table of change in land use areas. To be included in the Drainage Report. These maps will include:
    - Existing Impervious Area Map (one [1] sheet)
    - Proposed Impervious Area Map (one [1] sheet)
    - Tables identifying the different types of impervious surfaces

Stormwater Flow Control and Water Quality Treatment Calculations

Perteet will confirm whether or not sizing calculations, performed by the previous designer and associated with the existing water quality treatment and flow control facilities, still meet current stormwater requirements. Since the site layout will be different from the original design, the total new impervious surface areas will need to be quantified and the stormwater model will need to be re-run.

Assumptions:

- The existing detention vault and water quality treatment facility sizes meet current standards and are vested, even though site layout is now different. Should

supplemental flow control and/or water quality facilities be necessary then the design of those supplemental facilities will need to be covered under a separate supplemental scope of services.

Deliverables:

- Confirmation calculations (to be included in the Drainage Report)

Pipe Conveyance Calculations

Perteet will prepare storm pipe conveyance capacity calculations for existing pipe segments and any new segments associated with the project site:

a. Design Development (60% PS&E): Prepare preliminary pipe sizing calculations, using full-flow conditions with the Manning equation and SBUH Method.
b. Construction Documents (90% PS&E): Update conveyance calculations for the Drainage Report.

Deliverables:

- Conveyance Calculations (to be included in Drainage Report)

Drainage Report

Perteet will assemble a draft (Design Development [60% PS&E]) and final (Construction Documents [90% PS&E]) Drainage Report. The drainage report will include a written assessment and summary of the surface water design features on the project, summary of tables, confirmation flow control and water quality treatment calculations, pipe capacity calculations, drainage basin maps, backwater analysis (Hydraulic Grade Line) and supporting exhibits.

Deliverables:

- Draft Drainage Report at Design Development phase (60% PS&E) (two [2] comb bound hard copies one [1] electronic PDF copy)
- Final Drainage Report at Construction Document phase (90% PS&E) (two [2] comb bound hard copies, one [1] electronic copy on CD in Word/Excel [editable] and PDF formats)

Task 3 – Conceptual Design

The intent of this task is to develop and refine the civil site design components as they relate to the building massing options that will be explored for the project site.

Work Elements:

- Attendance of the Perteet project manager at the project kick-off meeting.
- Complete conceptual-level, plan-view layouts of up to three (3) alternative site configurations.

Assumptions:

- Perteet's involvement in this phase will be minimal and limited to the fee hours included for this task.
- No one from Perteet will be attending the public meetings or team meetings as a part of this design phase. The Perteet project manager will only be attending the project kick-off meeting.
- The City of Lake Stevens will finalize a site layout configuration through this process that shall not be substantially modified in a later design phase. A substantial change in site configuration will constitute a change in scope and will allow Perteet to negotiate additional compensation for the change.
- Survey is excluded. An electronic AutoCAD basemap will be provided to Perteet.
- Permitting is excluded.

Deliverables:

- Three (3) plan-view site configuration exhibits (hard copy, PDF)

Task 4 – Schematic Design (30% Plans)

The Schematic Design phase will include the preparation of design documents based on the approved conceptual design in Task 3.

Work Elements:

In addition to the design elements described in other tasks, the following work elements will occur during the 30% design phase.

- Review and address Schematic Design comments and incorporate into the 30% design. A summary of comments and actions taken/responses will be provided with the 30% submittal.
- Site Preparation

  Identify work which must be conducted prior to beginning construction of the proposed facilities. This work generally includes elements like tree removal/protection, onsite infrastructure to be removed/protected/reused, pavement removal, and temporary security measures.
- Erosion Control

  Prepare erosion control design to minimize the discharge of sediment from the site. Erosion control measures will be designed in accordance with the current version of the Washington State Department of Ecology's Stormwater Management Manual, Volume II.
- Grading and Earthwork

Identify proposed finished grades throughout the site which provide both surface drainage and user comfort. Grading will be based on the recommendations of the geotechnical report and the City of Lake Stevens grading requirements. Finished grades will be identified by contours at 1' intervals with spot elevations given at critical locations to ensure that the design is adequately conveyed to a contractor. Up to two (2) site cross sections will be prepared. Earthwork design and calculations will be performed using Civil 3D software.

- Drainage

  Drainage plans showing the collection, conveyance and treatment of stormwater runoff from the site. Conveyance systems will be shown in plan.

- Paving

  Identify surfacing and surface features. It is anticipated that the majority of the site will be constructed using asphalt pavement. The paving plans will also identify surfacing materials for pedestrian and landscaping areas. Perteet is responsible for site paving/flatwork up to the building, including the entry plaza.

- Signage, Striping, and Site Amenities

  Identify striping, traffic signage, and site features necessary for the operation of the project site. Signage will be limited to standard signage available in the MUTCD or other sources, except for the site monument signs. Design of site identification signs and other Police specific signage will be provided by the City of Lake Stevens.

- Horizontal Control Plan

  Identify the locations and dimensions of proposed site features in a manner that allows the contractor to correctly locate the facilities. Location information will be a combination of coordinates, Station/Offset callouts and measured dimensions as best conveys the intent of the design.

- Opinion of Probable Cost

  This work element will be limited to support only. Perteet will provide supporting information as necessary to a third party estimator. Perteet will also provide a cursory review, as needed, of the estimate for those elements that Perteet is responsible for.

- Specifications

  Specifications will not be prepared until the 60% submittal.

- Document Assembly

  Assemble all deliverables into a cohesive package for delivery to the Mackenzie Team.

- A maximum of fourteen (14) civil plans will be prepared. Plan sheets will be scaled at 1" = 20' for full size drawings (22" x 34") and 1" = 40' for half size drawings (11" x 17"). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:
  - Legend and Abbreviations (1 plan sheet)

- Site Plan (1 plan sheet)
- Horizontal Control Plan (3 plan sheets)
- Site Preparation and Erosion Control (2 plan sheets)
- Site Preparation and Erosion Control Details (1 sheet)
- Grading Plan (2 plan sheets)
- Drainage Plan (2 plan sheets)
- Paving, Signing and Channelization Plan (2 plan sheets)

Assumptions:

- Survey Control Plan to be prepared by others.
- Comments on conceptual plans will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- The project configuration and design elements selected in the conceptual design phase will not be substantially revised during the course of the design efforts.
- Security system design is excluded from this scope of work.
- Site illumination design is excluded from this scope of work.
- Design will be in accordance with City of Lake Stevens Development Standards.
- No utility main extensions will be provided.
- Utility coordination will be minimal.
- If retaining walls are required, then WSDOT Standard CIP walls or MSE walls will be specified.
- Irrigation plans will be prepared by others. Perteet to assist with locating the irrigation water meter and controllers.

Deliverables:

- Responses to conceptual design comments
- 30% Plans (four [4] copies, half-size – 11” x 17”)
- Electronic version of submittal documents (PDF)

Task 5 – Design Development (60% Plans)

The Design Development phase will incorporate ideas captured during the Schematic Design phase. At the 60% level, all site civil elements of the project will be incorporated into the documents to produce a full preliminary set of Plans and Spec documents.

Work Elements:

In addition to the design elements described in other tasks, the following work elements will occur during the 60% design phase.

- Review and address Schematic Design comments and incorporate into the 60% design. A summary of comments and actions taken/responses will be provided with the 60% submittal.
- Site Preparation

  Identify work which must be conducted prior to beginning construction of the proposed facilities. This work generally includes elements like tree removal/protection, onsite infrastructure to be removed/protected/reused, pavement removal, and temporary security measures.
- Erosion Control

  Prepare erosion control design to minimize the discharge of sediment from the site. Erosion control measures will be designed in accordance with the current version of the Washington State Department of Ecology's Stormwater Management Manual, Volume II.
- Grading and Earthwork

  Identify proposed finished grades throughout the site which provide both surface drainage and user comfort. Grading will be based on the recommendations of the geotechnical report and the City of Lake Stevens grading requirements. Finished grades will be identified by contours at 1' intervals with spot elevations given at critical locations to ensure that the design is adequately conveyed to a contractor. Up to two (2) site cross sections will be prepared. Earthwork design and calculations will be performed using Civil 3D software.
- Drainage

  Drainage plans showing the collection, conveyance and treatment of stormwater runoff from the site. Conveyance systems will be shown in plan and profile.
- Consolidated Utility Plans

  Water and sewer service connections will be provided to the proposed buildings. Water service for irrigation flows will also be provided. Plans will show the layout of proposed services, as well as the location of underground utilities designed by other disciplines (such as electrical systems and video cameras) for cross checking. Fire hydrants and fire suppression components will also be shown on the plans. The utility plans will also be used to show all utilities in a single location, including power, data, and storm drainage systems in order to help identify potential conflicts.
- Paving

  Identify surfacing and surface features. It is anticipated that the majority of the site will be constructed using asphalt pavement. The paving plans will also identify surfacing materials for pedestrian and landscaping areas. Perteet is responsible for site paving/flatwork up to the building, including the entry plaza.
- Signage, Striping, and Site Amenities

Identify striping, traffic signage, and site features necessary for the operation of the project site. Signage will be limited to standard signage available in the MUTCD or other sources, except for the site monument signs. Design of site identification signs and other Police specific signage will be provided by the City of Lake Stevens.

- Horizontal Control Plan

  Identify the locations and dimensions of proposed site features in a manner that allows the contractor to correctly locate the facilities. Location information will be a combination of coordinates, Station/Offset callouts and measured dimensions as best conveys the intent of the design.

- Traffic Analysis

  Traffic analysis will be limited to basic sightline analysis and traffic counts associated with the driveways only. A brief memo will be prepared discussing the results.

- Opinion of Probable Cost

  This work element will be limited to support only. Perteet will provide supporting information as necessary to a third party estimator. Perteet will also provide a cursory review, as needed, of the estimate for those elements that Perteet is responsible for.

- Specifications

  The 60% specifications will include an outline of the project specifications only (CSI format).

- Document Assembly

  Assemble all deliverables into a cohesive package for delivery to the Mackenzie Team.

- A maximum of twenty-one (21) civil plans will be prepared. Plan sheets will be scaled at 1” = 20’ for full size drawings (22” x 34”) and 1” = 40’ for half size drawings (11” x 17”). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:
  - Legend and Abbreviations (1 plan sheet)
  - Site Plan (1 plan sheet)
  - Horizontal Control Plan and Points Table (3 plan sheets)
  - Site Preparation and Erosion Control (2 plan sheets)
  - Site Preparation and Erosion Control Details (1 sheet)
  - Grading Plan (2 plan sheets)
  - Grading Details and Sections (2 plan sheets)
  - Drainage Plan (2 plan sheets)
  - Drainage Details (1 plan sheet)
  - Composite Utility Plan (2 plan sheets)
  - Utility Details (1 plan sheet)
  - Paving, Signing and Channelization Plan (2 plan sheets)
  - Paving, Signing and Channelization Details (1 plan sheet)

Assumptions:

- Survey Control Plan to be prepared by others.
- Comments on conceptual plans will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- The project configuration and design elements selected in the conceptual design phase will not be substantially revised during the course of the design efforts.
- Security system design is excluded from this scope of work.
- Site illumination design is excluded from this scope of work.
- Design will be in accordance with City of Lake Stevens Development Standards.
- No utility main extensions will be provided.
- Utility coordination will be minimal.
- If retaining walls are required, then WSDOT Standard CIP walls or MSE walls will be specified.
- Irrigation plans will be prepared by others. Perteet to assist with locating the irrigation water meter and controllers.

Deliverables:

- Responses to conceptual design comments
- 60% Plans (four [4] copies, half-size – 11” x 17”)
- 60% Specifications outline (two [2] copies)
- Traffic memo, up to three (3) pages (PDF)
- Electronic version of submittal documents (PDF)

Task 6 – Construction Documents (90% PS&E)

The 90% design will incorporate comments from the review of the 60% design documents. At the 90% level, all major elements of the project will be incorporated into the plan set and all major design decisions will have been made.

Work Elements:
In addition to the design elements described in other tasks, the following work elements will occur during the 90% design phase:

- Review and address 60% design comments and incorporate into the 90% design. A summary of comments and actions taken/responses will be provided with the 90% submittal.
- Opinion of Probable Construction Cost

This work element will be limited to support only. Perteet will provide supporting information as necessary to a third party estimator. Perteet will also provide a cursory review, as needed, of the estimate for those elements that Perteet is responsible for.

- Specifications

  Specifications will be prepared in CSI format for the project. The 90% specifications will address significant design elements but will leave some details for later completion.

- Document Assembly

  Assemble all deliverables into a cohesive package for delivery to the Mackenzie Team.

- A maximum of twenty-one (21) civil plans will be prepared. Plan sheets will be scaled at 1" = 20' for full size drawings (22" x 34") and 1" = 40' for half size drawings (11" x 17"). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:
  - Legend and Abbreviations (1 plan sheet)
  - Site Plan (1 plan sheet)
  - Horizontal Control Plan and Points Table (3 plan sheets)
  - Site Preparation and Erosion Control (2 plan sheets)
  - Site Preparation and Erosion Control Details (1 sheet)
  - Grading Plan (2 plan sheets)
  - Grading Details and Sections (2 plan sheets)
  - Drainage Plan (2 plan sheets)
  - Drainage Details (1 sheet)
  - Composite Utility Plan (2 plan sheets)
  - Utility Details (1 sheet)
  - Paving, Signing and Channelization Plan (2 plan sheets)
  - Paving, Signing and Channelization Details (1 plan sheet)

Assumptions:

- Comments on 60% plans will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- Specifications will be in CSI format.
- Color rendered graphics will not be produced.

Deliverables:

- Responses to 60% comments
- 90% Plans (four [4] copies, half-size – 11" x 17")
- 90% Specifications (two [2] copies)
- Electronic version of submittal documents (PDF)

Task 7 – Permit Documents (Ad-Ready PS&E)

The intent of this task is to progress all site civil elements to a bid ready status for issuance by the City of Lake Stevens. The number of plan sheets is anticipated to remain the same as the 90% design effort.

Work Elements:

- Review and address 90% design comments and incorporate into the Ad-Ready design plans. A summary of comments and actions taken/responses will be provided with the Ad-Ready submittal.
- Progress all design elements (plans and specs) to an Ad-Ready, construction ready state.

Assumptions:

- The Mackenzie Team will assemble and advertise the final product, including document reproduction.
- Permitting and environmental support is excluded.

Deliverables:

- Response to 90% comments
- Camera ready full-size set of plans (one [1] set – 22” x 34”)
- Bid Ready Plans (four [4] copies, half-size – 11” x 17”)
- Bid Ready Specifications (two [2] copies)
- Electronic version of submittal documents (PDF and AutoCAD/Word)

Task 8 – Bidding Support

Perteet will respond to Contractor questions as requested by the Mackenzie Team during the bidding process. Perteet will also assist in preparing up to one (1) addendum during the bidding process. The effort for the preparation of addendums is limited to the fee identified in the attached fee schedule. Perteet will not attend the bid opening.

Deliverables:

- Electronic copies of addendum in PDF format, if required.

Task 9 – Engineering Construction Technical Support

Perteet will review and respond to a maximum of five (5) RFI’s and five (5) submittals during the construction phase of the project. A Perteet representative will also attend up to three (3) site visits, each site visit assumed to last no more than three (3) hours, including travel to and from the site.

Deliverables:

- Responses to submittal and RFI requests will be sent via email in the format chosen by the project.

Fee

The following table shows a breakdown summary of the fees associated with the Scope of Services for the Civil Engineering portion of the project. The fees for Task 1 and 2 have been distributed evenly among the design phases represented below.

Discipline/Phase:	PD/SD:	DD:	CDs:	Permitting:	Bid Assistance:	CCA:	TOTAL:
Civil Engineering (Perteet)	$18,350	$32,230	$20,910	$11,650	$3,040	$10,295	$96,475

June 20, 2018

Mackenzie
500 Union St. Suite 545
Seattle WA 98101

Attn: Brett Hanson

RE: Lake Stevens Police Station – MEP Scope of Work

Dear Brett,

We are pleased that you have included BCE Engineers on the team for the Lake Stevens Police Station work. We look forward to working with you on this exciting and challenging project. BCE proposes to provide mechanical and electrical plans, specification, cost estimate reviews and coordination with the design team, end users, and the governing officials as necessary to support the project. Additionally, BCE will provide basic construction period services.

The mechanical systems will consist of: HVAC, DDC control system, plumbing and fire protection. The scope of the mechanical utilities work is limited to fire sprinkler service, storm, waste and domestic water within five feet of the building. All else is considered outside the scope of our work, including the design of any grease interceptors, oil/water separators and sand sediment filtration tanks.

Fire protection design is limited to: coordinating space requirements, design of the sprinkler riser, preparation of performance specifications, review of equipment and shop drawing submittal, and Punchlist/ Field Report prior to the installation of ceilings. One review of fire protection shop drawings and one punchlist report is included in basic services.

The electrical systems will consist of power, lighting, and low voltage systems. The anticipated low voltage systems are: fire alarm, intrusion alarm, access control, CCTV, data network communication infrastructure, audio-visual, and public address systems. Fire Alarm is considered a basic service. The other systems are included in this proposal as additional services.

Fire alarm design will include device layout. Fire alarm construction support will include one punchlist inspection and will be limited to product review, review of device layout, and general compliance with contract documents.

The basic services agreement covers formal submittal packages for Schematic Design, Design Development, Permit, and Final Construction Documents (ie. Bid Set). Informal check sets for coordination purposes are included under the basic services. Any additional formal submittals will be considered outside the basic scope of work and additional compensation may be negotiated at that time.

Support of the REVIT (3D Modeling) effort for this project is included within the basic services fee structure with the exception of plumbing and fire protection- which will be drafted in AutoCAD. Submittals for SD, DD, and CD will be based on AIA B101 Guidelines. We will limit REVIT model updates to once every two weeks throughout the design process. Any requirements to support greater design elements per submittal than required by the B101 guideline or a requirement to support increased model updates may result in additional fees beyond basic services. Any requirement to upgrade to a newer version of Revit after the project has begun will also require additional work and fees beyond basic services.

Basic Services
$1,800,000 (anticipated MEP costs) x 8.04% ($10M MACC, Schedule B) = **$144,720**

Additional Services:

1. Green Globes – Attend an ECO Workshop, provide assistance in coordination and completion of the appropriate paperwork for documentation of conformance to help the team attain (2) Green Globes. We propose a fixed fee of **$6,200.**

2. Enhanced Building Envelope Modeling Service:
   - Provide parametric envelope models to optimize insulation to cost benefit. Our fee assumes the evaluation of 5 different energy model simulations.
   - Calculate dew point locations in wall assemblies based upon architectural details. Dew point locations will be identified at the cavity and stud locations. Our fee assumes the evaluation of 10 different wall assemblies.
   - Evaluate envelope thermal bridging impacts and include the calculated composite U-values in the energy model.

   We can provide the above services for a fixed fee of **$7,000.**

3. Additional Energy Modeling Support: Provide energy modeling support to determine the energy reduction performance for the building for verification of meeting energy goals for the project. This effort has not completely been clarified; therefore, this fee will be determined at a later date.

4. Commissioning Support: BCE proposes to support the commissioning process through attending meetings with the outside commissioning agent and the contractors, review material, and provide engineering support to problem solve installation issues. We propose an allotment of 8 meetings, plus engineering support time for a total allotted time of 70 hours at $115/hour for a fixed fee of **$8,050**.

5. Network Communication Systems: Telecommunication infrastructure design consists of coordinating and designing the layouts of telecommunications outlets, wireless access points, data racks and support infrastructure with the Technology Department. We propose a fixed fee of **$6,400**.

6. Audio-Visual Systems: Design includes coordinating and designing various A-V systems within the facility. We anticipate designing up to (3) different stand-alone system types (ie. conference room, training room and informational display). We propose a fixed fee of **$4,500**.

7. Intrusion, CCTV, Card Access/Access Control: Design includes device layout, systems specification and extensive coordination with the end users for camera coverage and access control locations. We propose a fixed fee of **$8,000**.

8. Distributed Antenna System (DAS): Included in basic services will be conduit pathway to support DAS both vertically and horizontally. If additional pathway is required after the post construction DAS design (by others), the design support for the additional pathways will be included as basic services. We can provide criteria documents (specifications and scoping documents) for a bidder-designed solution. We propose a fixed fee of **$3,000**.

9. Electrical Fault, Coordination and Arc Flash Hazard Study: We will perform a Fault Analysis, Coordination Study, and Arc Flash Hazard Analysis of the electrical distribution system after the electrical equipment and cabling is installed and before project closeout. The deliverable for the Coordination Study will be tabulated recommended settings for all adjustable overcurrent protection devices including both phase and ground settings as applicable. The deliverable for the Arc Flash Hazard Study will be installed labels on all electrical equipment protected by overcurrent protection devices of 60A and larger. We propose to provide this service for a fixed fee of **$6,000.**

10. Washington State Energy Code (WSEC) Sections C406 and C407 Analysis

    a. Item 5A - Washington State Energy Code (WSEC) Section C406 "Additional Efficiency Package Options": The newly adopted WSEC under Section C406 requires a minimum of two out of eight energy saving items be selected and incorporated into the design and construction. As part of basic services BCE will provide a cost opinion of options 1 through 5 (options 6, 7 and 8 costs will be provided by others) to assist with selection. If an additional cost benefit analysis is desired such as life cycle cost analysis, payback period, energy use reduction comparison, etc. an additional service will be required. We propose to provide a comparison table that includes the Energy Use Intensity (EUI) reduction, life cycle cost, and payback period in additional to the cost opinion for a fixed fee of **$4,500**.

    b. Item 5B – Washington State Energy Code (WSEC) Section C407 "Total Building Performance": As an alternative to the requirements of Section C406, Section C407 allows a total building performance analysis be performed that demonstrates that the design of the building including all its systems will result in an annual energy consumption that is 13% less than the WSEC "standard reference design". Compliance with Section C407 requires a separate design permit package be submitted to verify the total building performance. We assume that up to 5 energy model simulation variations in addition to the energy model performed as part of the ELCCA will be needed to arrive at building system that comply with the requirements of Section C407. We propose to provide to perform this scope of work for a fixed fee of **$15,000.**

11. Photovoltaic System Design: We propose to provide design of a roof mounted photovoltaic system with an anticipated size of 60KW. The system will include panels, inverter, racking and electrical appurtenances for a complete system. The system does not include structural support or anchoring by others. We propose to provide this design for a fixed fee of **$6,000.**

12. Enhanced Fire Protection Design: Provide additional design of the fire protection system to show trunk runs, mains, and branch lines in exposed ceiling areas. We propose an additional service fee of **$2,000** per typical space for additional coordination.

13. Conformed Set Drafting: In the past we have been asked to issue a new set of drawings after award of contract that includes all of the addenda items. We will draft all addenda items onto the plans, update the specifications, re-plot all the drawings and re-print the specifications. To do this work we anticipate 60 hours at $75/hour for a fixed fee of **$4,500**.

14. As-Built Record Document Drafting in AutoCAD: We propose to transpose the contractor provided red-line drawings into AutoCAD and provide (1) set of M/E as-built documents, with an anticipated sheet count of 40 sheets at 1 hour per sheet at $75/hour for a fixed fee of **$3,000**.

15. Energy Life Cycle Cost Analysis (ELCCA): An ELCCA is not required for projects under 25,000 square feet and is not anticipated. If desired, one can be developed to compare four different mechanical systems and be tailored for submission to The Department of Enterprise Services (DES). The ELCCA will include an Energy Conservation Report and will be submitted to DES for review at the Permit Submittal. This analysis also includes an energy model simulation. We propose to perform this service for a fixed fee of **$10,000.**

    ** If the ELCCA is desired for selection of the mechanical system during the SD phase, there will be an added fee of **$2,000** in addition to the above ELCCA fee to accommodate energy model revisions.

16. Value Engineering: A formal VE process is not anticipated. If one occurs, we would attend initial and final meetings with the review team as well as responses to any concerns detailed by the review team. We propose a fixed fee of **$4,800**.

17. Constructability Review: A formal VE process is not anticipated. If one occurs, we would attend initial and final meetings with the review team as well as responses to any concerns detailed by the review team. We propose a fixed fee of **$3,500.**

We propose the following Extra Services if they become necessary:

1. Additional Construction Period Services: The basic fee covers our regular attendance of construction meetings every month (averaged over the project for each discipline) with an anticipated construction period of 9 months. If we are needed in excess of this, we propose an allowance of 80 hours at Engineering rate of $115/hour or $9,200. This may be used if we are needed at additional construction meetings, if the construction period is extended or if there are excessive RFIs (contentious contractors). This could also be negotiated when it is determined that we have unmitigated circumstances that would warrant this additional service.

2. Alternate Bid Design: When alternate bids create a situation where multiple designs are required for the same item or the alternate bids increase the MACC, we reserve the right to request compensation for the additional requested designs. Since the extent of the alternates has not been defined, any additional design scope will need to be negotiated at a later date.

3. Warranty Item Correction Documentation and Troubleshooting: If we have good qualified contractors this item will be unnecessary, otherwise we need to set aside an allowance of 48 hours (24 hours each discipline) or $4,800. Again this could be negotiated when it is determined that it is needed.

4. Construction Changes Orders and Directives: We reserve the right to request additional compensation to cover the costs of design and construction supervision services attributable to construction change orders and change directives. We propose to bill these services at our standard office billing rates. In instances where the changes are large additive dollar amounts the billing will be at the same percentage as that described under basic services.

5. Fire Protection Enhanced Coordination Efforts: Additional Construction Administrative Support: Under Basic Services, Construction Administrative Support is limited to (Qty. 1) equipment and shop drawing submittal review and (Qty. 1) Punchlist. Depending upon the quality of the fire sprinkler subcontractor awarded the project, additional oversight may be needed to ensure all of the equipment, shop drawing, and Field Report/ Punchlist comments are addressed. We propose to perform up to (Qty. 2) additional equipment and shop drawing reviews, attend (Qty. 2) construction meetings, and (Qty.2) additional Field/ Punchlist Reports for a fixed fee of **$9,000**.

6. Enhanced Coordination Efforts: Buildings with large quantities of exposed structures or limited ceiling space require intricate design for domestic piping, HVAC ductwork, fire sprinkling, and lighting. Additional services will be required. As the scope of the service is not defined, we would defer negotiations until further information is known.

7. Per industry standards, the following systems are an example of systems considered an extra service for design (these can be added at a later date if desired):

    - Mechanical and electrical commissioning as the commissioning agent
    - LEED documentation and submittal
    - Mechanical systems for paint booths, dust collectors and automotive lube systems
    - Studies for indoor air quality
    - Fire pumps
    - Smoke Evacuation Systems
    - Offsite electrical work and Utility relocation and coordination
    - Data Network electronic equipment selection (switches, routers, WAPs)
    - Telephone system equipment
    - Evacuation assistance systems
    - Seismic calculations for mechanical and electrical components
    - All work associated with the research, application, and submittals for grant money
    - Clash detection beyond standard design coordination is excluded.

    As the scope of work is not defined for these items, we would defer any negotiations until further information is known.

8. After final acceptance of the design by the Owner, any additional Owner requested design changes will be an additional service.

9. This proposal is based on a normal design period which continues through to completion without substantial or repeated delays. In situations where these delays occur, BCE Engineers reserves the right to request additional compensation.

CUMMING
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ATTACHMENT G:

June 20, 2018

Brett Hanson
Associate Principal
Mackenzie
Logan Building
500 Union Street, Suite # 545
Seattle, WA 98101

City of Lake Stevens, New Police Station / Civic Campus
Cost Management Services
CCORP Ref: 18-1168

Dear Brett,

Thank you for the opportunity to provide your team with cost management services for the Lake Stevens Police Station project. We have prepared the following approach and recommended course of action with regards to supporting the conceptual thru CD design phases for the new 18,000 – 20,000 sf facility.

Our proposed service deliverables include:

- Initial Concept / ROM Estimate
- Detailed Milestone Estimates at phases SD, DD and CD
- Support and attendance at three (3) cost reduction/VE strategy meetings; one at each phase (SD, DD, CD)
- Attendance at up to four (4) costing meetings; one at each phase (Concept, SD, DD, CD)

Our approach will be to bring budget transparency throughout the design process to help establish and track target costs for the project. All projected costs will be continually tied back to the base budget targets established during the initial conceptual study. Our key focus areas include:

Value Management **–** Our approach is to *promote best value solutions* for Mackenzie and your client. As a normal course of our estimating services, Cumming provides value analysis recommendations wherever cost savings can be achieved and without impact to design integrity or project quality. Employing this approach as early in the process as possible allows the project to gain the most benefit in cost savings and to advise on best use of the City of Lake Stephen's dollars.

Detailed Cost Estimating – Our focus will be to identify detailed cost line items for all trades / scope and minimize the use of lump sums and excessive contingencies. This greater level of detail flushes out scope unknowns and the potential for scope creep in later design. Our published estimates will be reconciled back to the target budget with clear identification of where any discrepancies exist. Our team will also utilize our in-house MEP estimating and market analyst specialist teams to add further layers of budget transparency.

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Our overall cost estimate proposal can be broken down as follows:

Cost Management Services	Total
- Conceptual ROM Estimate - Schematic Design Statement of Probable Cost - Design Development Statement of Probable Cost - Construction Documents Statement of Probable Cost	
Total Cost Management Services	

Exclusions

The following services are not included in the rates above, and if required would be billed on a time and material basis as approved by Facebook:

- Analysis of soft cost scope (equipment, furnishings, artwork, move management, etc.)
- Revisions to estimate based on updated documentation received after authorization to proceed

Cumming will require 10 working days from receipt of authorization to proceed to delivery of final estimate. This timeframe allows for not only adequate preparation time for our own estimators, but also the ability to conduct market outreach and incorporate market information from the subcontractor / vendor community as required.

If this proposal meets with your approval, please return a signed acceptance, indicating the amount of approval, which will serve as the agreement between us and our authorization to perform the services included herein. Corporate policy does not allow us to begin work until we have received your written authorization.

Thank you once again for the opportunity to be part of your team. We look forward to working with you on this project and trust the above will be to your satisfaction. We are available to discuss any questions you may have regarding this fee proposal at any time.

Very truly yours,
CUMMING

Noel Whorton
Managing Director

Mackenzie

Accepted by _____

Signature _____

MACKENZIE.

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ATTACHMENT H – GREEN GLOBES SCOPE OF SERVICES

June 29, 2018

City of Lake Stevens
Lake Stevens Police Station | Civic Campus
Project Number 2180157.00

We have broken down this proposal into two steps. Step One is from project kick-off through the completion of the Stage I Design Assessment. Step Two is up to the Stage II on-site assessment to the issuance of the final report to GBI. Mackenzie is a Green Globes Enterprise Partner (GGEP) and our integrated team of design professionals will provide Green Globes Services for the above project.

The Green Globes team will consist of the following Mackenzie design professionals:

- Alison Hoagland, Green Globes Assessor (GGA)
- Rich Mitchell, Green Globes Professional (GGP)

Our Project Understanding along with our detailed scope of services by phase is as follows:

PROJECT UNDERSTANDING

The following describes in detail the Project Understanding for this proposal.

- The City of Lake Stevens would like to pursue a two green globe rating for the new Police Station project.
- At this time, we understand that a preliminary Green Globes Online Assessment has not yet been completed.
- The project is preliminarily established to following the proposed project schedule (Attachment J).
  (The following milestones specifically relate to the Green Globes Program.)
  - **Step One: Green Globes Kick-Off/Goal Review Meeting**
  - **Step One: Eco-Charrette Meeting with members of the core project team**
  - Building Permit Submittal
  - **Step One: Final Green Globe drawings, specifications, etc., due to GGP**
  - **Step One: Follow up meeting to coordinate Green Globes items with team**
  - **Step One: Green Globes Stage I Design Assessment**
  - **Step Two: Team meeting before construction starts**
  - Construction Start
  - **Step Two: Team meeting at 25% construction completion**
  - **Step Two: Team meeting at 50% construction completion**
  - **Step Two: Green Globes Stage II On-Site Assessment**
  - Substantial Completion

SCOPE OF SERVICES

Green Globe Professional (GGP) – Rich Mitchell – Mackenzie

1. We have included periodic attendance at regularly scheduled design and construction meetings. At this time, we have assumed participation at meetings will be as follows (additional meetings are not currently assumed):

   A. Step One – Project Kickoff Meeting: 1 meeting
   B. Step One – Design/Eco-Charrette: 1 meeting *(assumes extended meeting, co-led by Architect)*
   C. Step One – Design/Document Phases: Up to 3 meetings
   D. Step One – Stage I Design Assessment: 1 meeting
   E. Step Two – Construction Phase: Up to 3 meetings
   F. Step Two – Stage II On-Site Assessment: 1 meeting

Step One:

1. Meet at Mackenzie's office with Owner and Design Team to kick off Green Globes services. At this meeting we will discuss the Green Globes Program as a whole and review the schedule. We will also define sustainability objectives, identify potential options to reach various environmental assessment levels, develop a preliminary project "scorecard," and register the project with the Green Building Initiative. The scorecard will be maintained and updated throughout the design and documentation phase by Mackenzie.

2. Facilitate an early design session or eco-charrette with members of the core project team, including owner representatives, development manager, architect, general contractor, MEP designer(s)/engineer(s), energy modeler, commissioning agent, landscape, and civil teams. The eco-charrette will serve to initiate the integrated design process, a collaborative approach to project design and execution.

3. Identify specific tasks associated with design or performance objectives and assign tasks to a responsible project team firm. Although we will provide specific information relative to the project and certain Green Globes environmental assessment levels, it is assumed that the design team and contractor will have primary responsibility to document all assessments (points) for which they are specifically assigned.

4. Develop and maintain an overall documentation matrix and milestone schedule for the project, and review periodically with team.

5. Monitor the Green Globes documentation schedule for the project team, respond to field questions regarding the execution and requirements associated with particular tasks, coordinate interactive design meetings between team members, and generally keep the Green Globes program on track. Mackenzie has assumed that the design team and contractor will provide timely and accurate information relative to their assigned credits.

6. If required, facilitate coordination between the design team, energy modeler, and commissioning authority at required Green Globes milestones for fundamental and, if required, enhanced commissioning activities. We have assumed that the commissioning authority will be on board at project kickoff and that a separate proposal is being obtained outside our scope of work.

7. Provide quality control reviews prior to submittal of the Stage I Online Environmental Assessment.

8. Schedule and coordinate the Stage I Design Assessment with the GGA, design team, client/owner, and contractor.

Step Two:

1. During the review phase of the Online Environmental Assessment conducted by the GGA, monitor the review process with the GGA and coordinate with the design team and to respond to applicable comments. The design team will provide timely response to required credits for resubmittal if required, and incorporate the necessary changes to the work prior to construction.
2. Near project construction completion, Mackenzie will submit a formal request for the on-site assessment by the GGA.
3. Schedule and coordinate the Stage II On-Site Assessment with the GGA, design team, client/owner, and contractor.
4. Following receipt of comments from the GGA as a result of the on-site assessment, Mackenzie will coordinate with the client, design team, and contractor to resubmit all required follow-up documentation.
5. Following receipt of the Green Globes award notification from the Green Building Institute (GBI), Mackenzie will coordinate award application on behalf of the client.

Green Globe Assessor (GGA) – Alison Hoagland – Mackenzie

Step One:

1. Review Stage I Design Assessment and project documentation as prepared by the Green Globes Professional.
2. Coordinate with GGP during the Stage I online assessment and then develop Stage I Design Assessment report for GBI review.

Step Two:

1. Coordinate with GGP between Stage I Design Assessment and Stage II On-Site Assessment and provide input.
2. Review Stage II Design Assessment and project documentation as prepared by the Green Globes Professional.
3. Develop a draft Stage II report that identifies items to confirm on-site during the Stage II On-Site Assessment.
4. Conduct Stage II On-Site Assessment with the GGP, design team, client/owner and contractor.
5. Develop and submit Stage II On-Site Assessment report for GBI review.

Commissioning – (to be done during Step Two)

1. Commission the systems below per the Green Globes for New Construction Technical Reference Manual (Version 1.4, dated October 26, 2015).
   A. Unit heaters and their controls (Green Globes criteria 3.1.3.2.1.1)
   B. Fire Protection Systems (Green Globes criteria 3.1.3.2.1.4)
   C. Plumbing System (Green Globes criteria 3.1.3.2.1.5)
   D. Electrical System (Panelboards) including photovoltaic system (Green Globes criteria 3.1.3.2.1.6)
   E. Lighting System and their controls (Green Globes criteria 3.1.3.2.1.7)
2. Review Owner's Project Requirements and Basis of Design Documentation.
3. Develop Commissioning Plan.

4. Review of Contractor submittals.

Enhanced Energy Modeling – (to be done during Step One)

1. Provide an energy model per the Green Globes for New Construction Technical Reference Manual (Version 1.4 dated October 26, 2015).

FEE SUMMARY

Our estimated hourly fees for the GGP and GGA described above are as follows:

Step One	**GGP Rich Mitchell Mackenzie**	**GGA Alison Hoagland Mackenzie**	**Energy Modeler Consultant (BCE)**
Project kick-off through completion of Stage I Design Assessment	$7,000 to $8,500	$2,800 to $3,500	$8,000 to $8,500
Mackenzie consultant mark-up	--	--	$960 to $1,020
Step One Subtotals:	**$7,000 to $8,400**	**$2,800 to $3,500**	**$8,960 to $9,520**

Total fee estimate range for Step One is **$18,760 to $21,420.** Reimbursable expenses (printing, copying deliveries, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost, are estimated to be $1,070, and will not be exceeded without the Owner's approval.

Step Two	**GGP Rich Mitchell Mackenzie**	**GGA Alison Hoagland Mackenzie**	**Commissioning Agent Consultant (Third Party TBD)**
Post Stage I Design Assessment up to Stage II On-Site Assessment	$5,500 to $6,750	$2,000 to $2,400	$19,50 to $25,000**
Stage II On-Site Assessment to issuance of Final Report to GBI	$4,900 to $5,750	$2,900 to $3,800	--
Mackenzie consultant mark-up	--	--	Hired Direct by City
Step Two Subtotals:	**$10,400 to $12,500**	**$4,900 to $6,200**	**$19,500 to $25,000**

**Estimated fees for budgetary purposes, to be contracted directly with the City

Total estimate for Step Two is **$34,800 to $43,700, which includes $15,400 to $18,700 in Mackenzie fees and estimated consultant fees of $19,500 to $25,000.** Reimbursable expenses (printing, copying deliveries, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost, are estimated to be $2,185, and will not be exceeded without the Owner's approval.

Design Team Support		**Mackenzie**	**BCE Engineering**
Documentation Support		$7,500 to $8,500	$6,200 to $6,750
Mackenzie consultant mark-up	--	--	$744 to $810
Subtotals:		**$7,500 to $9,000**	**$6,944 to $7,560**

Total estimate for Design Team Support is **$14,444 to $16,560.** Reimbursable expenses (printing, copying deliveries, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost, are estimated to be $1,990, and will not be exceeded without the Owner's approval.

The estimated grand total fee of Step One, Step Two, and Design Team Support, including Mackenzie, our consultants, and City-hired third-party Commissioning Agent, would be a range of **$68,004 to $81,680, which includes $48,604 to $56,680 and an estimated $19,500 to $25,000 estimated City-contracted consultant fees.** Reimbursable expenses, in addition, are estimated to be $5,245, and will not exceed this amount without approval.

The City of Lake Stevens would be responsible for the following GBI fees:

New Construction (NC) Project Registration – to be paid in Step One	$1,500
Green Globes NC Review & Coordination, Step One – to be paid in Step One	$3,000
Green Globes Enterprise Partner (GGEP) License Fee – to be paid in Step One	$1,500
Green Globes NC Review & Coordination, Step Two – to be paid in Step Two	$3,000
16" x 16" Exterior Grade Plaque (optional – 4-6 weeks for delivery) – to be paid in Step Two	$945
TOTAL	**$9,945**

ASSUMPTIONS

In addition to the scope of work outlined above, we have assumed the following:

- The contract agreement for our services will be directly with the Owner.
- Owner is responsible for all fees paid to Green Building Institute (GBI).
- Our scope of work is limited to sustainability services involving Green Globes coordination and administration services only.
- Mackenzie will endeavor to assist the owner in achieving desired environmental assessments and certification level; however, we cannot guarantee or warrant any specific level of certification or acceptance of specific environmental assessments. While we will provide a review of all documentation prior to submittal, we will not provide an exhaustive review of all calculations and are entitled to rely on the accuracy of the technical documentation provided by others.
- Energy modeling services will be provided to meet the requirements based on ASHRAE-90.1-2010 Appendix G, Energy Star Target Finder, ANSI/GBI 01-2010 Building C02E Emissions, or ASHRAE bEQ As-Designed Rating. Energy modeling services will include a review of design documents and energy conservation measures, development of

a baseline building energy model using DOE hourly energy simulation program, and required documentation, and submittals provided to the GBI.

- Fundamental commissioning services will be carried out by a commissioning authority to ensure the central (MEP) systems are complete, fully functional, and perform in accordance with the contract documents and design intent.
- The Design Team will provide the GGP and GGA current drawings, specifications, calculations, and any other reports and/or surveys that are available on an as-needed basis.
- Owner's General Contractor will provide fire sprinkler and fire alarm systems on a design-build basis. The Owner's General Contractor and design-build trades will provide drawings, specifications, calculations, and any other reports and/or surveys in a timely manner to maintain the project schedule and coordination efforts between the GGP, GGA and GBI.

EXCLUSIONS

In addition to any exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of work:

- Reimbursable expenses.
- Meetings with public agencies or other meetings other than those specifically identified above.
- Design services and related specifications.
- Construction cost estimating.
- Marketing materials.
- Solar-ready study.

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ATTACHMENT I – FEES, ASSUMPTIONS, AND EXCLUSIONS

June 29, 2018

City of Lake Stevens
Lake Stevens Police Station/Civic Campus
Project Number 2180157.00

FEE SUMMARY

Our lump sum fixed fees for the disciplines and related design services described above included hired consultants are as follows:

Discipline/Phase:	PD/SD:	DD:	CDs:	Permitting:	Bid Assistance:	CCA:	TOTAL:
Basic Services:							
Architecture/Interior Design (M.)	$98,400	$116,200	$139,200	$6,500	$3,400	$134,900	$498,600
Structural Engineering (M.)	$14,650	$38,550	$48,500	$2,750	$1,700	$37,100	$143,250
Landscape Architecture (M.)	$13,600	$21,500	$14,800	$1,850	$1,300	$9,500	$62,550
Land Use Planning (M.)	$4,200	$8,700	$0	$3,500	$0	$0	$16,400
Civil Engineering (Perteet)	$18,350	$32,230	$20,910	$11,650	$3,040	$10,295	$96,475
Mechanical/Electrical Engineering (BCE)	$26,050	$28,944	$44,863	$1,500	$1,395	$41,968	$144,720
Cost Estimating (Cumming)	$19,833	$20,913	$18,003	$0	$0	$0	$58,749
Consultant Markup	*$7,708*	*$9,850*	*$10,053*	*$1,578*	*$532*	*$6,272*	*$35,993*
Total Basic Services	**$202,791**	**$276,887**	**$296,329**	**$29,328**	**$11,367**	**$240,035**	**$1,056,737**

Expanded Services:							
Furniture/Fixtures Design/Coordination	$2,500	$6,200	$8,500			$2,600	$19,800
Signage Design/Way Finding		$3,500	$7,250			$1,850	$12,600
Enhanced Building Envelope Modeling (BCE Item 2)	$1,500	$3,500	$2,000			$0	$7,000
Building Commissioning Support (BCE Item 4)	$0	$0	$2,250			$5,800	$8,050
Security / AV / DAS Design (BCE Items 5, 6, 7, 8)	$2,570	$6,750	$8,750			$3,830	$21,900
Consultant Markup	*$488*	*$1,230*	*$1,560*			*$1,156*	*$4,434*
Total Expanded Services	**7,058**	**$21,180**	**$30,310**			**$15,236**	**$73,784**
Total Basic/Expanded Services Fee:	**$209,849**	**$298,067**	**$326,639**	**$29,328**	**$11,367**	**$255,271**	**$1,130,521**

Reimbursable expenses (printing, copying deliveries, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost, are estimated to be $56,400 (approximately 5% of total basic service fee), and will not be exceeded without the Owner's approval. See standard Reimbursable Charges schedule (Attachment L).

OPTIONAL SERVICES FEE SUMMARY

With exception to the hourly estimate for Green Globes Certification, our lump sum fixed fees for the optional design services described above are as follows:

Note: additional optional expanded services related to M.E.P. related services for consideration have been included within Attachment F – BCE Scope of Services.

Discipline/Phase:	TOTAL:
Green Globes Certification (Attachment H) – Estimated Fee Range	$68,004 to $81,680

ASSUMPTIONS

In addition to the scope of work outlined above, we have assumed the following:

- Owner will provide current electronic files of ALTA/boundary/topographic survey including legal description, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project. Owner's geotechnical engineer shall provide paving recommendations and related paving specifications.
- Scope and fee are based on Owner not hiring a third-party Owner Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the Owner, Mackenzie reserves the right to estimate scope and fee impacts that will result in additional services.
- The Owner will determine if they will be pursuing sustainability certification for the project. Services to provide Green Globes certification as an expanded service has been provided as an optional service.
- The Owner will approve the documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client/Owner approvals, including but not limited to Owner-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
- Owner is responsible for all fees paid to public bodies having jurisdiction over the project.
- Owner's General Contractor will provide fire suppression/fire alarm systems and landscape irrigation on a design-build basis.
- Conditions not depicted on available existing building documents, provided by the Owner, or readily visible on project walkthroughs are excluded. Such impacts will be evaluated at the time of discovery and addressed via additional services as necessary.
- Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only. Calculations of gross, net, and rentable square footages are not included.
- Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model being developed to Level 200-250 standard. The model will be graphically represented with specific systems for primary building components, but as generic systems for non-primary components with

configuration and interfaces. We anticipate that Owner's consultants/vendors will also utilize Revit for their documentation, will be responsible for modeling and detailing their respective components, and will comply with Mackenzie's expectations for document control standards. Mackenzie will develop the base model file and provide it to the consultant team for coordination.

- For additional assumptions related to the Scope of Services of our retained consultant(s), refer to their attached proposal(s).

EXCLUSIONS

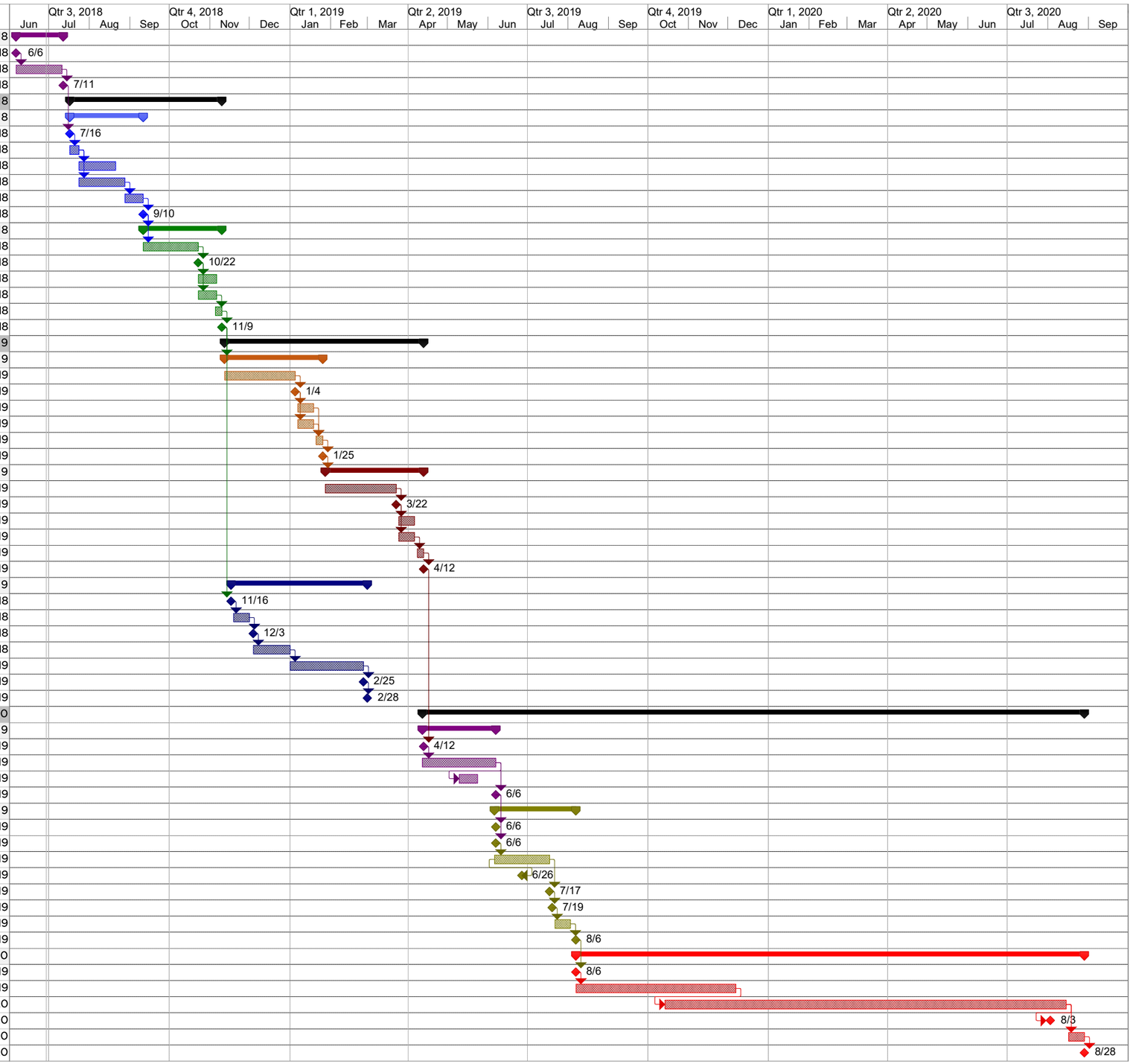
In addition to any exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of work.

- Reimbursable expenses.
- Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- Soils investigations/testing and related specifications.
- Appeals, variances, public hearings, land use approvals beyond those identified in the included scope of work.
- Conditional use review application.
- Other land use reviews such as any required Adjustments.
- Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
- Environmental review.
- Sensitive lands requirements beyond review of suggestions/requirements from the City planning department.
- Hazardous materials mitigation design.
- Traffic analysis.
- Off-site improvements (such as roads, half street improvements, and utilities).
- Pavement design and related specifications, which are assumed by Owner's Geotechnical Engineer.
- Special foundation systems.
- Floor vibration analysis, design for footfall impact.
- Equipment support or racking systems.
- No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards. No formal BIM Execution Plan will be provided.
- Disabled access compliance design other than that required by the current editions of the 2015 IBC (with Washington Amendments) and the Americans with Disabilities Act - Accessibility Guidelines (ADAAG) for new construction, whichever is more stringent.
- Permits other than those identified within the proposal identified above (e.g., phase permitting, trade permits).
- LEED Certification services.
- Materials testing/special inspections.
- As-built certification to local jurisdiction.
- For additional exclusions related to the Scope of Services of our retained consultant(s), refer to their attached proposal(s).

ATTACHMENT J

CITY OF LAKE STEVENS POLICE STATION - PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish
1	A/E Consultant Approval Process	26 days	Wed 6/6/18	Wed 7/11/18
2	A/E Project Awarded	0 days	Wed 6/6/18	Wed 6/6/18
3	Execution of Agreement	25 days	Wed 6/6/18	Tue 7/10/18
4	Notice to Proceed	0 days	Wed 7/11/18	Wed 7/11/18
5	Phase I - Preliminary - Schematic Design	84 days	Mon 7/16/18	Fri 11/9/18
6	Pre-Design	40 days	Mon 7/16/18	Mon 9/10/18
7	Project Kick-Off Meeting	0 days	Mon 7/16/18	Mon 7/16/18
8	Space Program Validation	5 days	Tue 7/17/18	Mon 7/23/18
9	Site Evaluation | Geotechnical/Topo Boundary Studies	4 wks	Tue 7/24/18	Mon 8/20/18
10	Development of Plan and Concept Design / Visioning	5 wks	Tue 7/24/18	Mon 8/27/18
11	Conceptual Cost Development	10 days	Tue 8/28/18	Mon 9/10/18
12	Concept approval and Notice to Proceed	0 days	Mon 9/10/18	Mon 9/10/18
13	Schematic Design	44 days	Tue 9/11/18	Fri 11/9/18
14	SD Document Development	6 wks	Tue 9/11/18	Mon 10/22/18
15	SD Document Release (30% Complete CDs)	0 days	Mon 10/22/18	Mon 10/22/18
16	SD Pricing	10 days	Tue 10/23/18	Mon 11/5/18
17	SD Client Review	10 days	Tue 10/23/18	Mon 11/5/18
18	VE & Adjustments	5 days	Mon 11/5/18	Fri 11/9/18
19	Client Approval to Proceed	0 days	Fri 11/9/18	Fri 11/9/18
20	Phase II - Design Development - Construction Documents	110 days	Mon 11/12/18	Fri 4/12/19
21	Design Development	55 days	Mon 11/12/18	Fri 1/25/19
22	DD Document Development	8 wks	Mon 11/12/18	Fri 1/4/19
23	DD Document Release (60% Complete CDs)	0 days	Fri 1/4/19	Fri 1/4/19
24	DD Pricing	10 days	Mon 1/7/19	Fri 1/18/19
25	DD Client Review	10 days	Mon 1/7/19	Fri 1/18/19
26	VE & Adjustments	5 days	Mon 1/21/19	Fri 1/25/19
27	Client Approval to Proceed	0 days	Fri 1/25/19	Fri 1/25/19
28	Construction Documents	55 days	Mon 1/28/19	Fri 4/12/19
29	CD Document Development	8 wks	Mon 1/28/19	Fri 3/22/19
30	CD Document Release (90% Complete CDs)	0 days	Fri 3/22/19	Fri 3/22/19
31	CD Pricing	10 days	Mon 3/25/19	Fri 4/5/19
32	CD Client Review	10 days	Mon 3/25/19	Fri 4/5/19
33	VE & Adjustments	5 days	Mon 4/8/19	Fri 4/12/19
34	Client Approval to Proceed	0 days	Fri 4/12/19	Fri 4/12/19
35	Land Use Review Process	74 days	Fri 11/16/18	Thu 2/28/19
36	Pre-Application Conference with Staff	0 days	Fri 11/16/18	Fri 11/16/18
37	Prepare Design Review / SEPA Checklist	2 wks	Mon 11/19/18	Fri 11/30/18
38	Submit Design Review / SEPA Checklist	0 days	Mon 12/3/18	Mon 12/3/18
39	Completeness Review	20 days	Tue 12/4/18	Mon 12/31/18
40	Staff Review Period	8 wks	Tue 1/1/19	Mon 2/25/19
41	Staff Design Review Recommendation / SEPA Determination	0 days	Mon 2/25/19	Mon 2/25/19
42	Design Review Board Meeting	0 days	Thu 2/28/19	Thu 2/28/19
43	Phase III - Permit/Bidding & Construction Services	361 days	Fri 4/12/19	Fri 8/28/20
44	Permitting	40 days	Fri 4/12/19	Thu 6/6/19
45	Submit for Building Permit	0 days	Fri 4/12/19	Fri 4/12/19
46	Plan Review	8 wks	Fri 4/12/19	Thu 6/6/19
47	Respond to Plan Review Comments	10 days	Fri 5/10/19	Thu 5/23/19
48	Building Permit Issued	0 days	Thu 6/6/19	Thu 6/6/19
49	Bidding	44 days	Thu 6/6/19	Tue 8/6/19
50	Public Notice for Bidding Issued	0 days	Thu 6/6/19	Thu 6/6/19
51	Issue Bid Set	0 days	Thu 6/6/19	Thu 6/6/19
52	GC Bidding	6 wks	Thu 6/6/19	Wed 7/17/19
53	Addendum 1 Release	0 days	Wed 6/26/19	Wed 6/26/19
54	Bid Opening	0 days	Wed 7/17/19	Wed 7/17/19
55	Notice of Intent to Award	0 days	Fri 7/19/19	Fri 7/19/19
56	Contract Execution	2 wks	Mon 7/22/19	Fri 8/2/19
57	Council Approval / Notice To Proceed	0 days	Tue 8/6/19	Tue 8/6/19
58	Construction	278 days	Tue 8/6/19	Fri 8/28/20
59	Site Mobilization	0 days	Tue 8/6/19	Tue 8/6/19
60	Site and Foundation Construction	4 mons	Wed 8/7/19	Fri 12/6/19
61	Building Construction	10 mons	Mon 10/14/19	Fri 8/14/20
62	Substantial Completion	0 days	Mon 8/3/20	Mon 8/3/20
63	Department Move-In	2 wks	Mon 8/17/20	Fri 8/28/20
64	Project Completion	0 days	Fri 8/28/20	Fri 8/28/20



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HOURLY BILLING RATE SCHEDULE*

PRINCIPALS	$ 145 – $ 230
ARCHITECTURE/LANDSCAPE	
Project Architect I – III	$ 95 – $ 175
Architectural Designer III-IV	$ 70 – $ 145
Architectural Designer I –II	$ 55 – $ 90
Designer/Drafter	$ 50 – $ 70
Intern	$ 50 – $ 65
ENGINEERING	
Project Engineer I – III	$ 95 – $ 170
Designer I – II	$ 65 – $ 115
Transportation Analyst I – II	$ 65 – $ 100
Designer/Drafter	$ 60 – $ 100
Intern	$ 50 – $ 65
PLANNING	
Project Planner I – III	$ 80 – $ 175
Permit Coordinator	$ 50 – $ 80
Assistant Planner	$ 60 – $ 85
Economist	$ 100 – $ 150
INTERIOR DESIGN	
Interior Designer III – V	$ 80 – $ 160
Interior Designer I – II	$ 50 – $ 105
Intern	$ 50 – $ 65
ADMINISTRATION	
Administrator	$ 60 – $ 150
Word Processor	$ 70 – $ 95
Graphic Artist	$ 95 – $ 115

*Subject to change April 1, 2019

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REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: $0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: $1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: $0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: $3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: $0.21/sq. ft.
Full Color: $4.00/sq. ft.

Fax

Local: $1.00/sheet
Long distance: $1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

$15.00/download

Check Generation Fee

$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: $7.75 to $54.40
(depending on mileage)

Data Supplies

CD documentation: $15.00
DVD documentation: $30.00

Report Binder

Without tabs: $3.00/book
With tabs: $4.00/book

Foamcore: $4.25/sheet

ATTACHMENT B

City of Lake Stevens
Summary - SOQ Scoring
Police Station/Civic Campus

Consultant	Score (90 pts possible)
Mackenzie	72.00
Rolluda Architects	68.00
2812 Architecture and RMKM Architecture	61.33
Helix Design Group	60.67
Calvin Jordan Associates, Inc.	60.00
Coates Design Architects	57.33
KMB Architects	56.67
Salas O'Brien	52.00
Concept Architecture, LLC	48.00
Page & Beard Architects	44.00

LAKE STEVENS CITY COUNCIL

STAFF REPORT

Agenda Date: July 10, 2018

Subject: Impact Fees

Contact Person/Department:	Russ Wright, Community Development Director Eric Durpos, Public Works Director Dillon Roth, Associate Planner	**Budget Impact:**	None at this time

RECOMMENDATION(S)/ACTION REQUESTED OF CITY COUNCIL:

1. Discuss current impact fees and comparisons; and
2. Select preferred impact fees for traffic and parks and adopt with the proposed fees resolution or remand to staff for additional review for adoption with a future fees resolution.

SUMMARY:

Impact fees are charges paid by new development to reimburse local governments for the cost of public facilities that are needed to serve new development and the people who occupy or use that new development. Impact fees may only be imposed for "system improvements" - public capital facilities in a local government's capital facilities plan that are designed to provide service to the community at large (not private facilities), are reasonably related to the new development, and will benefit the new development (WAC 365-196-850).

Impact fees cannot exceed a proportionate share of the cost for system improvements, and municipalities must have additional funding sources and cannot rely solely on impact fees to fund improvements (RCW 82.050.050). The city adopted its current traffic fees in 2012 and current park fees in 2009. A reexamination of the current fees is warranted to ensure that new development is paying a proportionate share of the cost to provide the necessary infrastructure based on a review of current projects and increase in constructions costs. The attached materials provide an overview of current fees and comparisons with peer cities along with proposed calculations. The park fee models show different discount rates that Council could apply; while the traffic fees show an index of 10 to 20 percent increases using the existing model developed in 2012. Proposed park impact fees would be above the average of cities compared. Proposed traffic impact fees would be below the state and regional average.

In Lake Stevens, impact fees are paid at the issuance of building permits for new development. The city of Lake Stevens currently collects park and school impact fees for new residential development, while traffic impact fees are collected for all new development. The amount of the impact fee varies based on the proposed project. There are different rates for single-family development and multi-family development. Other jurisdictions also charge a park impact fee for non-residential development based on total square feet of the new development.

EXHIBITS:

Exhibit 1: Park Impact Fee Comparison
Exhibit 2: Park Impact Fee Model
Exhibit 3: Traffic Impact Fee Comparison by City of Bellingham
Exhibit 4: Traffic Impact Fee Model

Exhibit 1

City	Population	SFR	MFR	Non-Residential per sq ft
Bothell	44,370	$4,010	$2,797	$1.09
Edmonds	41,260	$2,734	$2,340	$1.34
Issaquah	36,030	$6,174	$5,317	$2.21
Lynnwood	36,950	$4,442	$3,552	$2.26
Marysville	65,900	$1,463	$1,034	
Mercer Island	24,210	$2,118	$1,361	
Monroe	18,350	$2,479	$2,020	
Mount Vernon	34,360	$855	$789	
Puyallup	40,500	$4,017	$1,560	0.87
Snohomish	10,010	$4,150	$3,600	
University Place	31,440	$3,644	$2,660	
	Total	*$36,086*	*$27,030*	*$7.77*
	Average	***$3,280.54***	***$2,457.29***	***$0.71***
Average (minus Issaquah & Mount Vernon)	*Total*	*$26,577.90*	*$18,904.00*	*$7.77*
	Average	***$2,953.10***	***$2,100.44***	***$0.86***
Lake Stevens Current	**32,570**	**$2,363**	**$1103 - $1733**	**N/A**

Bothell - fee varies by unit size and includes a park and open space fee (comps shown represent standard home size)

Monroe - average for multifamly fees

Puyallup - fee varies by unit size (comps shown represent standard home size)

Exhibit 2

Park Impact Fee Calculation for Acquisition and Improvements

Investment to be Paid by Growth				
Capital Project Costs[1]	-	City Investment for Growth @ 30%	=	Investment to be Paid by Growth
$16,580,490	-	$4,974,147.00	=	$11,606,343.00

Growth Cost per Person[2]				
Investment to be Paid by Growth	÷	Forecast Population Growth	=	Growth Cost per Person
$11,606,343.00	÷	6,770	=	$1,714.38

Cost per Dwelling Unit					
Growth Cost per Person	x	Average Persons per Dwelling Unit		=	Cost per Dwelling Unit
$1,714.38	x	SFR (SFR/Duplex/ Manufactured Home)	2.61	=	$4,474.53
$1,714.38	x	MFR (3+ Units Apts)	1.89	=	$3,235.89

Impact Fee		
Type of Dwelling Unit		Impact Fee
SFR (SFR/Duplex/ Manufactured Home)	=	**$4,474.53**
MFR (3+ Units Apts)	=	**$3,235.89**

Investment to be Paid by Growth				
Capital Project Costs	-	City Investment for Growth @ 40%	=	Investment to be Paid by Growth
$16,580,490	-	$6,632,196.00	=	$9,948,294.00

Growth Cost per Person				
Investment to be Paid by Growth	÷	Forecast Population Growth	=	Growth Cost per Person
$9,948,294.00	÷	6,770	=	$1,469.47

Cost per Dwelling Unit					
Growth Cost per Person	x	Average Persons per Dwelling Unit		=	Cost per Dwelling Unit
$1,469.47	x	SFR (SFR/Duplex/ Manufactured Home)	2.61	=	$3,835.31
$1,469.47	x	MFR (3+ Units Apts)	1.89	=	$2,773.62

Impact Fee		
Type of Dwelling Unit		Impact Fee
SFR (SFR+Duplex/ Manufactured Home)	=	**$3,835.31**
MFR (3+ Units Apts)	=	**$2,773.62**

1. Park estimates based on projects in the Comprehsnive Plan or forthcoming to account for inflation and revised project descriptions
2. All population and household estimates based on 2018 OFM Population Estimate

Investment to be Paid by Growth				
Capital Project Costs	-	City Investment for Growth @ 50%	=	Investment to be Paid by Growth
$16,580,490	-	$7,461,220.50	=	$9,119,270

Growth Cost per Person				
Investment to be Paid by Growth	÷	Forecast Population Growth	=	Growth Cost per Person
$9,119,270	÷	$6,770	=	$1,347

Cost per Dwelling Unit					
Growth Cost per Person	x	Average Persons per Dwelling Unit		=	Cost per Dwelling Unit
$1,347	x	SFR (SFR/Duplex/ Manufactured Home)	2.61	=	$3,516
$1,347	x	MFR (3+ Units Apts)	1.89	=	$2,542

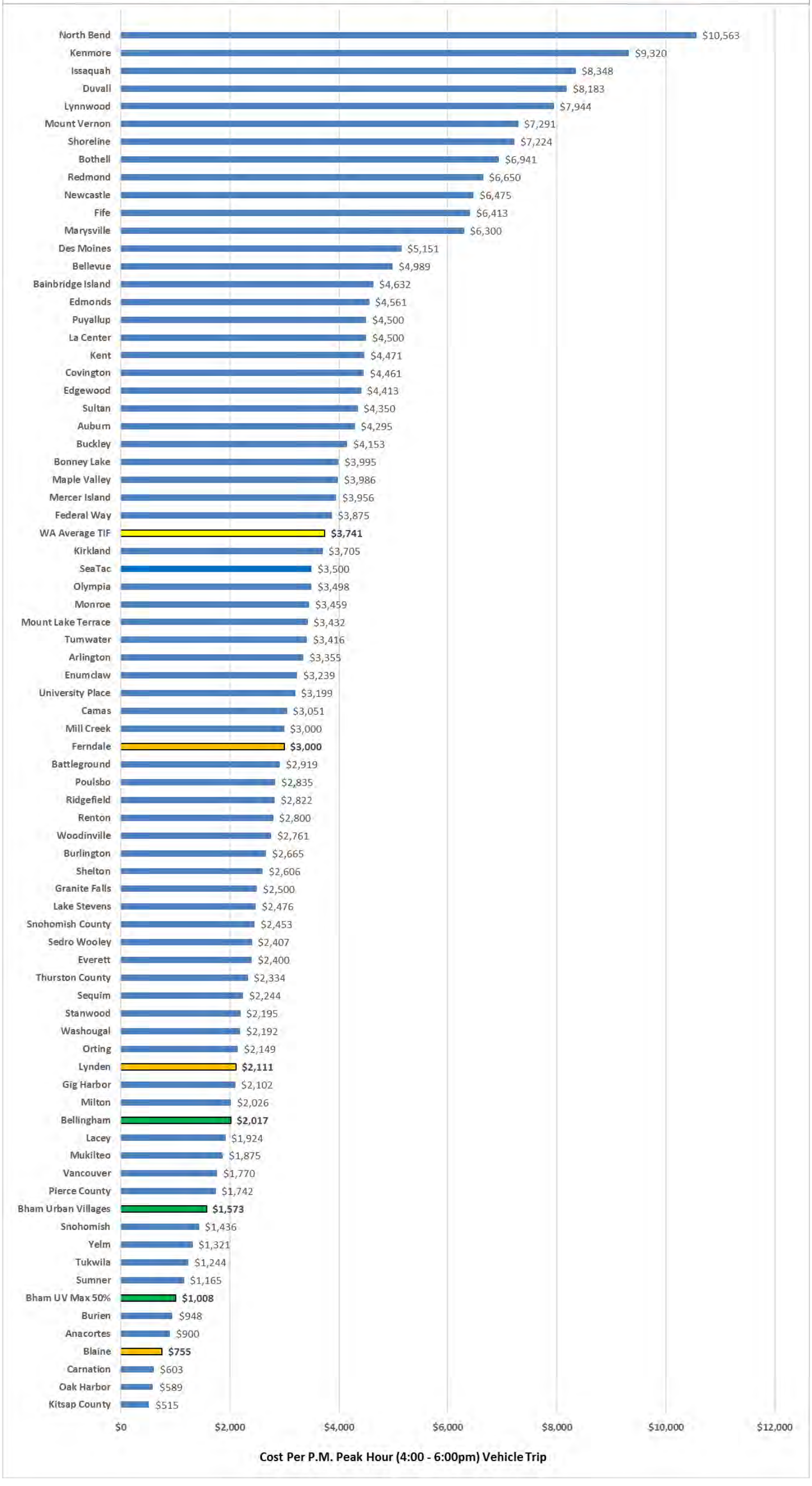
Impact Fee		
Type of Dwelling Unit		Impact Fee
SFR (SFR+Duplex/ Manufactured Home)	=	**$3,516**
MFR (3+ Units Apts)	=	**$2,542**

Comparison of 2017-2018 TIF Base Rates in 72* Cities and 4 Counties in Western Washington

With Whatcom County Cities and Bellingham's Urban Village TIF Reductions Highlighted for Emphasis

*[*City of Sammamish, WA $14,707 TIF base rate excluded from graphic due to size - see TIF rate table on next page]*

Data compiled October 2017 by Chris Comeau, AICP-CTP, Transportation Planner, Bellingham Public Works ccomeau@cob.org or (360) 778-7946



2018 Transportation Impact Fee Comparison: 72 Cities + 4 Counties in Western Washington

Data compiled October 2017 from public web sites, telephone calls, and email inquiries by

Chris Comeau, AICP-CTP, Transportation Planner, Bellingham Public Works ccomeau@cob.org or (360) 778-7946

City	Population	2018 Base Rate	2018 CBD-Incentive
Anacortes[1]	16,780	$900	
Arlington	18,690	$3,355	
Auburn[2]	78,960	$4,295	$3,479
Bainbridge Island	23,950	$4,632	
Battleground	20,370	$2,919	
Bellevue	140,700	$4,989	
Bellingham[3]	86,720	$2,017	$1,573
Blaine[4]	5,075	$755	
Bonney Lake	20,500	$3,995	
Bothell	44,370	$6,941	
Buckley	4,670	$4,153	
Burien[5]	50,680	$948	
Burlington	8,715	$2,665	
Camas[6]	23,080	$3,051	
Carnation	2,030	$603	
Covington	19,850	$4,461	
Des Moines	30,860	$5,151	
Duvall	7,500	$8,183	
Edgewood	10,420	$4,413	
Edmonds	41,260	$4,561	
Enumclaw	11,450	$3,239	
Everett	109,800	$2,400	
Federal Way[7]	96,350	$3,875	
Ferndale[8]	13,470	$3,000	$2,550
Fife[9]	10,100	$6,413	
Gig Harbor	9,500	$2,102	
Granite Falls	3,485	$2,500	
Issaquah[10]	36,030	$8,348	
Kenmore[11]	22,580	$9,320	
Kent[12]	127,100	$4,471	$3,223
Kirkland	86,080	$3,705	
La Center[13]	3,195	$4,500	
Lacey	48,700	$1,924	
Lake Stevens[14]	31,740	$2,476	
Lynden[15]	13,620	$2,111	
Lynnwood[16]	36,950	$7,944	$5,107
Maple Valley[17]	24,900	$3,986	
Marysville	65,900	$6,300	
Mercer Island	24,210	$3,956	
Mill Creek	19,960	$3,000	
Milton	7,900	$2,026	
Monroe	18,350	$3,459	
Mount Vernon	34,360	$7,291	
Mount Lake Terrace	21,290	$3,432	
Mukilteo	21,240	$1,875	
Newcastle	11,280	$6,475	
North Bend[18]	6,605	$10,563	
Oak Harbor[19]	22,840	$589	
Olympia[20]	52,160	$3,498	$1,287
Orting	7,835	$2,149	
Poulsbo	10,510	$2,835	
Puyallup	40,500	$4,500	
Redmond[21]	62,100	$6,650	
Renton	102,700	$2,800	
Ridgefield	7,235	$2,822	
Sammamish[22]	62,240	$14,707	
SeaTac	28,850	$3,500	
Sedro Wooley[23]	10,950	$2,407	$1,341
Sequim	7,280	$2,244	$2,020
Shelton	10,120	$2,606	
Shoreline	55,060	$7,224	
Snohomish	10,010	$1,436	
Stanwood	6,785	$2,195	
Sultan	5,030	$4,350	
Sumner	9,920	$1,165	
Tukwila[24]	19,660	$1,244	
Tumwater	23,210	$3,416	
University Place	31,440	$3,199	
Vancouver[25]	162,400	$1,770	
Washougal	13,807	$2,192	
Woodinville[26]	9,200	$2,761	
Yelm	6,242	$1,321	

County	Population	Base Rate
Kitsap County	240,862	$515
Pierce County	796,836	$1,742
Snohomish County	694,571	$2,453
Thurston County[27]	256,591	$2,334

Notes: ***All data above obtained from public web sites, telephone, and email inquiries.***

1. Anacortes has a very old TIF system, which is being updated, and new TIF rates of $3,000 anticipated in 2018..
2. Auburn adopted rates August 1, 2013.
3. In Urban Villages, Bellingham allows automatic 22% to 25% TIF reduction and voluntary TDM performance measures up to 50% TIF reduction.
4. The City of Blaine future pm peak hour vehicle trip rate is currently being evaluated.
5. Burien limited improvement project costs to keep rates low. TIF was adopted in 2009.
6. Camas uses a 2-zone TIF system; Average = $3,051.
7. Federal Way charges 3% non-refundable admin. fee + base rate + 3-yr WSDOT construction cost index. SF fee = City 2014 rate schedule summary
8. Ferndale uses 3-zone TIF system. $3,000 citywide; $3,750 for 443-acre "Main Street" Planned Action; $2,550 downtown Ferndale.
9. Fife uses a VMT-based TIF system adjusted from ITE ADT rates.
10. Issaquah created development incentive in which the first 10,000 SF of commercial TIF paid from other public funding sources (per WA State law).
11. Kenmore uses a "Person Trip" based TIF system.
12. Kent TIF rates are based on 30% of maximum rate from Rate Study (May 2010) and downtown Kent rate memorandum.
13. La Center allows TIF to be deferred to occupancy by requiring lien on property.
14. Lake Stevens uses a 3-zone TIF system; average - $2,476
15. Lynden TIF allows up to 50% reduction in industrial areas where there is a significant chance that grants can be obtained.
16. Lynnwood has two TIF zones and reduces TIF by 15% (per ITE) in portion of City Center.
17. Maple Valley fee per 2013 rate schedule (R-13-909 Jan 28, 2013)
18. North Bend is similar to Sammamish in that most development is residential with little to no pass-by, diverted link trips.
19. Oak Harbor uses a very old TIF system.
20. Olympia TIF allows up to 20% reduction in downtown for accepted TDM performance measures.
21. Redmond uses "Person Trips/Mobility Units" for Concurrency and TIF
22. Sammamish has highest TIF ($14,707) in all of Washington due to primarily residential development with little to no pass-by, diverted link trips.
23. Sedro-Woolley uses a 15-zone TIF system; Average = $2,407; TIF reduction in downtown Sedro-Woolley
24. Tukwila = 4-zone TIF system: Average =$1,244
25. Vancouver uses 5-zone ADT-based TIF system; Average = $1,770.
26. Woodinville calculates ADT; Average = $2,761.
27. Thurston County uses a 6-zone TIF system; Average = $2,334

Exhibit 4

Traffic Impact Zones (TIZ)				
	TIZ 1 – East Lake Stevens	TIZ 2 – West Lake Stevens	TIZ 3 – South Lake Stevens	TIZ 2 & 3 Combined
Estimated Project Costs*	$39,014,319	$45,157,310	$75,744,668	$120,901,978
Current Impact Fees	**$2,309**	$5,320	$2,013	**$2,917**
Proposed Impact Fees @10% Increase	**$2,540**	$5,852	$2,214	**$3,209**
Proposed Impact Fees @20% Increase	**$2,771**	$6,384	$2,416	**$3,500**
TIZ 1 reflect current engineering estimates / TIZ 2 and TIZ 3 project costs inflated by 10% / 20% additional projects need to be added into total.				

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LAKE STEVENS CITY COUNCIL

STAFF REPORT

Council Agenda Date: July 10, 2018

Subject: Fees Resolution 2018-019

Contact Person/Department:	Kathy Pugh, City Clerk Russ Wright, Community Development Director Eric Durpos, Public Works Director	**Budget Impact:**	none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:
Adopt Resolution 2018-019 adjusting fees for city licenses, permits and other services.

BACKGROUND:

The city periodically adjusts fees for licenses, permits and other services by resolution to ensure city costs are appropriate.

DISCUSSION:

Staff is recommending that City Council adopt Resolution 2018-019. The following list describes the proposed fee adjustments.

Table A: Schedule of Land Use Fees

- Add a fee of $1250 for temporary encampments. The fee is in line with fees for similar administrative review with a slight increase to account for noticing and staff time for public meetings.
- Impact fees for parks and traffic to be updated based on Council's preferred alternative. Park fees will vary using a 30 to 50 percent discount rate and by residential category (an updated comparison is attached). Traffic fees vary using a 10 to 20 percent mark up to account for increases in construction costs across the different traffic zones.

Table F: Schedule of Miscellaneous Fees and Fines

- Duplication of Public Records Fee for first $5.00 for copying fees would be waived.

Section 8 to be renamed to Facility Rental Fee / Table G: Schedule of Rental Fees

- This section is updated to include the addition of athletic fields as a new category. Staff recommends a fee of $20.00 for every two hours for youth teams and $30.00 per every two hours for adult teams based on comparable rentals within Snohomish County (comparison attached).

ATTACHED

Resolution 2018-19

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2018-019

A RESOLUTION REPEALING RESOLUTION NO. 2017-06 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS: Resolution No. 2018-02 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

Section 1. Fees and Deposits-General.

A. Fees. Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.

B. Payment Due. Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.

C. Late Payment Penalties. If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of $20.00, from the date the fee became due and the date payment is actually made.

D. Waivers. Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.

E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. *(Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)*

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee ($)
ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
Lot Status Determination	150 for first two hours + 75 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required (may also require SEPA and critical area review fees)	150
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040) Plan Review Fee Subsequent Plan Modification Review	 75 75/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	150 for first two hours + 75 per hour for each hour of additional staff time
Temporary Use Temporary Residence (1.700) Temporary Mobile/Modular Public Structures (15.500) in any zone Temporary Structures (23.000) Temporary Encampment (LSMC 14.44.038)	 125 100 200 1,250
ADMINISTRATIVE REVIEW (If hearing is requested additional cost for hearing examiner at actual cost)	
Administrative Conditional Use Permit	1,000
Administrative Deviation	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Review of Model Home	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
ANNEXATIONS	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
ATTORNEY FEES	Applicant pays actual cost charged City plus 35 Administrative fee
APPEALS PER TITLE 14	

Action/Permit/Determination	Fee ($)
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
BINDING SITE PLANS	**6,000**
Revision	1,000
CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d)	Hearing Examiner cost
COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
CONCESSIONS	
Background Check	15
Concession Agreement Review/Administration	150
Damage and Litter Deposit (refundable at end of contract)	100
Lease Rate	5% of revenue
CONDITIONAL USE PERMITS	3,500+ Hearing Examiner cost
CONSTRUCTION PLAN APPROVAL	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below)

Action/Permit/Determination	Fee ($)
	As determined by the appropriate Department Director
CONSULTANT FEES (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
CRITICAL AREA REVIEW	Applicant pays actual cost charged City plus 35 Administrative fee
DESIGN REVIEW	
Design Review – Administrative Decision	450
Design Review –Design Review Board	450
DEVELOPMENT AGREEMENT	1,400
EDDS DEVIATION REQUEST	150 for first two hours + 75 per hour for each additional hour of staff time
ESSENTIAL PUBLIC FACILTIES (in addition to conditional use permit fees)	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
EVENT PERMITS	
Event Level1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
FIREWORKS PERMITS	
Fireworks Display	250
Fire Works Stand	100
IMPACT FEES	
Park Mitigation	
~~Single Family Residence and Apartments with 3+ bedrooms~~Single-family residences (e.g., single-family residence, duplex and manufactured home)	~~2,363/dwelling~~
~~Duplex and Apartments with 2 bedrooms~~Multifamily residences with three or more units	~~1,733/dwelling~~x
~~Apartments with 0-1 bedrooms~~Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	~~1,103/dwelling~~
School Mitigation	
Detached Single Family Residence	6,624/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	3,678/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0

Action/Permit/Determination	Fee ($)
Traffic Mitigation	
Traffic Impact Zone 1	~~2,039/PM Peak Hour Trip~~
Traffic Impact Zones 2 & 3	~~2,917/PM Peak Hour Trip~~
Impact Fee Adjustment/Deferral Application	150
LAND DISTURBANCE	
Minor Land Disturbance Permits	375
Major Land Disturbance Permits	1,000
Major Land Disturbance Permit with Class IV Forest Practice	1,250
LAND USE CODE AMENDMENTS	3,000
MISCELLANEOUS ACTIONS/ITEMS	
Manufacturing Tax Exemption Application	500
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	Equal to cost of purchasing & planting trees as per applicant submitted report prepared by certified arborist or landscape designer/contractor
MISCELLANEOUS TASKS	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
PARK PERMITS	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
PLANNED NEIGHBORHOOD DEVELOPMENTS	3,500+Hearing Examiner cost
PRE-APPLICATION CONFERENCE FEE ($400 credited toward application fee over $1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
RECONSIDERATION OF DECISION by:	
Planning Director	200
Design Review Board	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
RECORDING FEES	At cost (paid directly to Snohomish County)
REZONES - ZONING MAP AMENDMENTS	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost

| Action/Permit/Determination | Fee ($) |

Action/Permit/Determination	Fee ($)
RIGHT-OF-WAY	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
SEPA REVIEW (does not include critical areas review, which is a separate fee)	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
SHORELINE PERMITS (may also require SEPA and critical area review fees)	
Mooring Buoy Application	150
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
Shoreline Exemption with Floodplain Development Permit	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
SIGN PERMITS	
Sign Permit	150+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	450
SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)	
Preliminary Short Plat	4,320
Final Short Plat	765
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
VARIANCE (Hearing Examiner review)	1,100+Hearing Examiner cost
ZONING CERTIFICATION LETTER	150

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
   1. 2015 edition of the International Building Code (IBC)
   2. 2015 edition of the International Residential Code (IRC)
   3. 2015 edition of the International Mechanical Code including the 2015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2015 National Fire Protection Association 54 (National Fuel Gas Code
   4. 2015 edition of the Uniform Plumbing Code
   5. Washington State Barrier Free Regulations (Title 51 WAC)
   6. Current edition of the Washington State Energy Code
   7. 2015 edition of the International Fire Code
   8. Current edition of the Washington State Ventilation & Indoor Air Quality Code

B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Total Valuation	Fee
$1.00 to $499.99	**$23.50**
$500.00 to $1,999.99	**$23.50 for the first $499.99 plus $3.05 for each additional $100, or fraction thereof, up to and including $1,999.99.**
$2,000.00 to $24,999.99	**$69.25 for the first $1,999.99 plus $14 for each additional $1,000, or fraction thereof, up to and including $24,999.99.**
$25,000.00 to $49,999.99	**$391.25 for the first $24,999.99 plus $10.10 for each additional $1,000, or fraction thereof, up to and including $49,999.99.**
$50,000 to $99,999.99	**$643.75 for the first $49,999.99 plus $7.00 for each additional $1,000, or fraction thereof, up to and including $99,999.99.**
$100,000 to $499,999.99	**$993.75 for the first $99,999.99 plus $6.50 for each additional $1,000, or fraction thereof, up to and including $499,999.99.**
$500,000 to $999,999.99	**$3,233.75 for the first $499,999.99 plus $4.75 for each additional $1,000, or fraction thereof, up to and including $999,999.99.**
$1,000,000 and up	**$5,608.75 for the first $999,999.99 plus $3.65 for each additional $1,000, or fraction thereof.**

C. Plan Review Fees:

Residential:

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: $75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

Commercial:

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** $75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of $75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Groups R-3 and U

Construction Valuation From:	To:	Fee
$0	$1,000	$30
$1,001	$5,000	$115
$5,001	$10,000	$175
$10,001	$20,000	$200
$20,001	$45,000	$260
$45,001	$100,000	$315
$100,001	$250,000	$430
$250,001	$500,000	$545
$500,001	$1,000,000	$690
$1,000,001	$1,500,000	$775
$1,500,001	$2,000,000	$835
>$2 million		$865 plus $55 per $500,000 (prorated over $2 million

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.
Inspections outside of normal business hours: $75/ hour, 2 hour minimum.
Reinspection fees assessed at $75 per hour (1 hour minimum).
Penalty for commencing work prior to permit issuance: Double permit fee.
Inspections for which no fee is specifically indicated: $75 /hour (1/2 hour minimum).
Additional plan review required by changes, additions or revisions to plans: $75/hour.
For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

Table B2: Schedule of Miscellaneous Building Permit Fees

Permit	Fee ($)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
BASIC HOUSE PLAN REVIEW			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each permit) Each additional residential unit (per RCW 19.27.085)	$4.50 $2.00		$4.50 $2.00
Deck	Valued at: $15/sq.ft. – uncovered $17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	$75		$75
Dock	Valued at: $30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	$75	$75/hr (1 hr min)	$75 + plan check fee
Manufactured Home Placement ((& Skirting))	$225		$225
Certificate of Occupancy	$100		$100
Reroof: Residential Residential with sheathing Commercial	 $40.00 $90.00 Refer to Table1A	 Same as Commercial TI	 $40.00 $90.00 Permit fee + plan check fee
Adult Family Home	$150		$150
Re-inspection	$75		$75

BVD = Building Valuation Data, August 2012, International Code Council

Table B3: Mechanical and Plumbing Fees

Mechanical Fees		Plumbing Fees	
Mechanical Permit	**35.00**	**Plumbing Permit**	**35.00**
AC unit < 100,000k	**20.00**	**Back Flow Preventer**	**10.00**
AC unit 100,000k – 499,999 k	**30.00**	**Bathtub**	**10.00**
AC unit 500,000k and up	**40.00**	**Commercial Dishwasher**	**15.00**
Air Handlers <10,000 CFM	**13.00**	**Drinking Fountain**	**10.00**
Air Handlers 10,000 CFM and up	**23.00**	**Floor Sink or Drain**	**10.00**

Mechanical Fees		Plumbing Fees	
Boilers	**15.00**	**Grease Interceptor**	**50.00**
Commercial Incinerator	**30.00**	**Grease Traps**	**10.00**
Condensers	**20.00**	**Hose Bibs**	**10.00**
Domestic Incinerator	**20.00**	**Ice Makers**	**10.00**
Duct Work	**15.00**	**Kitchen Sink**	**10.00**
Evaporative Cooler	**15.00**	**Laundry Tray**	**10.00**
Forced Air System <100,000 BTU	**18.00**	**Lavatory**	**10.00**
Forced Air System 100,000 or more BTU	**24.00**	**Lawn Sprinkler System**	**10.00**
Gas Clothes Dryer	**15.00**	**Medical Gas 1- 5**	**50.00**
Gas Piping 1 – 4 Outlets	**11.00**	**Medical Gas, for each one over five**	**10.00**
Additional Outlets	**1.00**	**Mop Sink**	**10.00**
Heat Exchanger	**15.00**	**Other**	**10.00**
Heat Pump	**15.00**	**Pedicure Chair**	**10.00**
Manf. Fireplace/ Log Lite	**18.00**	**Reclaimed Water System**	**40.00**
Misc. Appliance	**15.00**	**Residential Dishwasher**	**10.00**
Range Hood – Residential	**15.00**	**Roof Drains**	**10.00**
Range Hood – Commercial	**150.00**	**Shower**	**10.00**
Refrigeration Unit <100K	**20.00**	**Specialty Fixtures**	**10.00**
Refrigeration Unit 100K – 499K	**30.00**	**Supplemental Permit**	**15.00**
Refrigeration Unit 500K and up	**40.00**	**Testing of Reclaimed Water System**	**30.00**
Relocation Repair	**15.00**	**Urinal**	**10.00**
Stove Appliance	**15.00**	**Vacuum Breakers 1- 5**	**10.00**
Supplemental Permit	**15.00**	**Vacuum Breakers, for each one over five**	**2.00**
Vent Systems	**15.00**	**Washing Machine**	**10.00**
Vent w/o Appliance	**10.00**	**Waste Interceptor**	**10.00**
Ventilation Fans	**10.00**	**Water Closet**	**10.00**

Mechanical Fees		Plumbing Fees	
Wall/Unit Heaters	**20.00**	**Water Heater**	**15.00**
Water Heater	**15.00**	**Water Service**	**10.00**
Wood Stoves	**18.00**		

Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee ($)
Dog/Cat License:	
– Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime	Free
– Each dog or cat neutered or non-neutered, lifetime	20
– Senior Citizen (defined as being 62 years of age or older) owners, lifetime	Free
– Service and guide dogs, lifetime	Free
– Duplicate license for lost or destroyed dog/cat tag	4
– Duplicate license - Senior Citizen owners and Service/Guide Dogs	Free
– Other Code Violations: ■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. ■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	
Impound Fees for Cost Recovery: – Dogs and cats (at police kennel)	25
– Animals	30
– Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional $5.00 administrative fee for reviewing and processing billing statements.	
– Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	Varies
Pasture/Waste Management Plan (Sec□5.18.040): *See Table A Land Use Fees*	

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.

Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee ($)
Fingerprinting:	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Lamination Services – Concealed Pistol Licenses	3.50
Boat Launch Parking Fees and Fine:	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
Off-duty Officer:	**Refer to current billable rate schedule**
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	**25**

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine ($)
Public Works : Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee)	**Refer to current billable rate schedule**
Business Licenses:	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
Renewal	5
- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.)	75 for the 1st three employees, and $10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing's Master License Service	Currently New Application $15
- Business license handling fee (fees shall be automatically amended by the State)	Renewal $9
Duplication of Public Records: (postage/delivery costs extra)	
- In-house Copying of City documents for the public.	For all records duplication and/or transmission, first $5 cumulative waived
- In-house Copying of City documents to pdf when original document is not in electronic format.	15¢/page/side
- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.	10¢/page/side $1 extra for copy to CD
- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.	5¢ per each four electronic files or attachments
- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge	10¢ per gigabyte
- In-House duplication of City documents to CD, such as • Comprehensive Plan, Lake Stevens Municipal Code Title 14, • Urban Design Standards, Engineering Design and Development Standards, etc.	Actual Cost

Permit/Action	Fee or Fine ($)
- Documents or CDs printed by outside vendor	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)
- Maps - Duplication of maps less than 11"X17"	Actual Cost to reproduce; requestor may arrange to pay outside vendor directly
- Maps - Duplication of maps greater than 11"x17"	$2
- Special requests for plotted maps, aerials, plans, etc. (each)	
- Audio recordings of meetings: • Duplicated by Staff • Duplicated by outside vendor	$6 $12
- Color photos (cost to reproduce)	$1/tape/disc Actual cost to reproduce
- Certified copy of a public record	40¢ $5 for 1st Page and $1 each after the 1st Page
Dishonored Check Fine (in payment of City services)	$35
Passports (fees shall be automatically amended by U.S. Dept. of State)	Consistent with effective federal changes
Age 16 and Over	Passport Fee $110 Execution Fee $35
Under Age 16	Passport Fee $80 Execution Fee $35
Passport Photos	$16.00/set including sales tax
Technology Fee	A technology fee of three (3) percent will be assessed on each building and land use permit issued.

Section 8. Community Center and Facility Rental Fees. Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount ($)
Community Center	
*Local users – see definition below	$10/ hour or $60/day
Non-local users	$15/hour or $90/day
**Non-Profit Community Interest Groups - see definition below	$5/hour
Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions	Free
Key Replacement Fee	$25
Facilities	
Athletic Fields	
Youth Sports	$20 per every 2hrs
Adult Sports	$30 per every two hours
Eagle Ridge Community Garden bed rental	$40 annually

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event If proof of insurance is not provided, the event will be cancelled.
2. “Local” user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. **Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of $25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee
7. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Section 9. Lundeen Park Shelter Fees. Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

	Group Size	Number of shelters	Rate
Lundeen Park Shelter Pricing	1-50	1	**$ 60** ***Non-refundable reservation fee*** **+ $ 7** **$ 67**
	1-100	2	**$ 120** ***Non-refundable reservation fee*** **+ $ 7** **$ 127**

Maximum of 50 people per shelter.
Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table I: Stormwater Management Utility

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	$8.67/parcel	$104.00 per parcel
Condominium	NA	$7.17 per unit	$86.02per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	$2.38 per 1/4 acre	$28.61per 1/4 acre
Light	20% to 39%	$8.00 per 1/4 acre	$96.00 per 1/4 acre
Moderate	40% to 59%	$13.28 per 1/4 acre	$159.36 per 1/4 acre
Heavy	60% to 79%	$18.06 per 1/4 acre	$216.77 per 1/4 acre
Very Heavy	80% to 100%	$23.90 per 1/4 acre	$286.85 per 1/4 acre
City Roads	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
State Highways	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
Low Income Senior & Disabled Exemption			Set in accordance with Snohomish County guidelines

Mobile Home parks shall be charged under the appropriate rate category by their percentage of impervious surface.
Duplex, Triplex, Four-plex will be charged the base single family rate multiplied by the number of units.
Parcels with multiple single family structures will be charged the base single family rate multiplied by the number of structures.
Miscellaneous structures over 120sf, will be charged under the appropriate rate category by their percentage of impervious surface.
.
Undeveloped lots are not altered from the natural state by construction and include lakefront and split lots.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class	Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot	NA	$16.00per parcel	$192.00 per parcel
Split Lot	NA	$11.33 per parcel	$136.00per parcel

The lake front lot assessment applies to each land parcel abutting the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and a portion of the lot separated from the lake shore by the city road. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.
Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

Section 11. Annual Fire Inspection Fees and Fire Department Related Service fees. Fees for fire inspection and Fire Department related Services fees shall be as listed in Table J below.

Table J: ANNUAL FIRE INSPECTION

AND FIRE DEPARTMENT RELATED SERVICE FEES

TABLE A -- ANNUAL FIRE INSPECTION FEE			
Building size In square feet	FEE		
	B, M, R	A, E, LC, R	F, H, I, S Occupancies
0-1000	$45	$75	$95
1,001-2,500	$65	$105	$165
2,501-5.000	$95	$155	$245
5,001-7,500	$115	$185	$285
7,501-10,000	$125	$195	$300
10,001-12,500	$145	$230	$315
12,501-15,000	$165	$275	$330
15,001-17,500	$175	$295	$345
17,501-20,000	$190	$310	$365
20,001-30,000	$215	$350	$375
30,001-40,000	$230	$375	$385
40,001-50,000	$245	$400	$400
50,001-60,000	$260	$425	$425
60,001-70,000	$275	$450	$450
70,001-100,000	$300	$475	$475
100,001-150,000	$350	$500	$500
150,001-200,000	$400	$525	$525
OVER 200,000	$450	$550	$550

REINSPECTION FEES	
For uncorrected violations at time of first re-inspection	$25
For uncorrected violations at time of second re-inspection	$50
SPECIAL INSPECTION FEES	
Riser system Re testing	$58 each
Fuel storage tank abandonment Alarm System re-testing	$58.00 each $58.00 each
SPECIAL EVENT PERMIT FIRE INSPECTIONS	

During regular business hours	$115
After regular business hours/weekends	$69/hour of actual
PYROTECHNIC FIREWORKS	
Retail fireworks	$115
Wholesale fireworks	$115

FIRE DEPARTMENT RELATED SERVICE

Table B -- SPECIAL ASSEMBLY PERMITS(IFC 105.6.43)	
Temporary Membrane Structures, Tents & Canopies	
(See IFC 105.6.43& IFC 24)	
Duration / Commercial Use	Fee:
< 3 days	No Fee
4 to 180 days	$58
Temporary Assembly	
For <99 people	$58
For >100 people	$115
Table C -- EXPLOSIVES (105.6.15)	
Retail Fireworks Stand	
Retail Sales - Wood Stand	included in Fireworks Permit fee
Retail Sales – Tent	included in Fireworks Permit fee
Must meet requirements of Table B, but no additional fees required.	
Public Display	
Licensed Pyrotechnic Operators Only	$115
Temporary Storage	$173

Table D -- NFPA 72 FIRE ALARM SYSTEMS 105.7.4		
Comprehensive Fees for Permit, Review & Inspection		
Tenant Improvement or System Modification		
Number of Devices* From:	To:	Fee:
1	2	$ 86
3	5	$ 144
6	10	$ 201
11	20	$ 259
21	40	$ 345
41	100	$ 431
101	200	$ 546
>200		$575 plus $58 per 100 additional devices (prorated)
New System		
Number of Devices* From:	To:	Fee:
1	100	$403
101	200	$546
>200		$575 plus $58 per 100 additional devices (prorated)
In addition to device* fees shown, the following fees also apply:		
FACP and/or Transmitter		
Replaced		$144
New		$230
Note: All Central Station Monitoring must be UL or FM listed.		
*Devices include separate individual portions of a Fire Alarm System such as: Initiation Devices, Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each piece is one device), and other such devices.		

Table E -- FIRE SPRINKLER SYSTEMS (105.7.1, 105.7.11, 105.7.4)		
Tenant Improvement or System Modification (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From:	To:	Fee:
1	2	$ 86
3	5	$ 144
6	10	$ 201
11	20	$ 259
21	40	$ 345
41	100	$ 460
101	200	$ 546
201	300	$ 661
>300		$690 plus $58 per 100 additional devices (prorated)
New System (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From:	To:	Fee:
1	100	$431
101	200	$546
201	300	$690
>300		$719 plus $58 per 100 additional devices (prorated)
NFPA 13-D (RESIDENTIAL)		
Number of Sprinklers:		Fee*:
1 to 10		$ 201
11 to 25		$ 259
26+		$ 316
*Non-required NFPA 13-D Systems Fee 50% of listed fees for voluntary installations		
Hood Suppression Systems		

Type of System:	Fee:
Pre-Engineered	$144
Custom Engineered	$316
Standpipe Systems	
Class I, II or III new or existing	$173
Fire Pump (each)	
$345 each, maximum $575	
**Devices include separate individual portions of a Fire Sprinkler System such as: Sprinklers, Risers, Valves, Pull Stations, Beam Detectors (each piece is one device) and other such devices.	

Table F -- HAZARDOUS MATERIALS FACILITY CONSTRUCTION (105.7.7)

Hazardous Materials Installation, Repair, Abandonment, Removal, Closure or Substantial Improvement

Permits in addition to Annual Operational Permit

Permits required when quantity exceeds permit amounts in Table105.6.20.

QUANTITY	FEE
1-2 Materials in Excess of Permit Amount	$115.00
3-5 Materials in Excess of Permit Amount	$230.00
>5 Materials in Excess of Permit Amount	$460.00

**Table G --COMPRESSED GASES105.7.3)
AND FLAMMABLE & COMBUSTIBLE LIQUIDS (105.7.6) AND LP-GAS105.7.9)**

Compressed Gas Installation, Repair, Abandonment, Closure or Substantial Modification to a Compressed Gas System when the Compressed Gases used or Stored exceed the amounts listed in Table105.6.8.

Modification or repair of a flammable or combustible liquids pipeline. Installation or construction or Alteration of those items listed in 105.7.6

For installation of or modification to an LP-gas system.

Compressed Gas System	$201
Flammable & Combustible Liquids < 500 Gallons >/= 500 Gallons >/= 1000 Gallons	 $115 $230 $575
LP-Gas System	$86

**Table H -- SPRAY BOOTHS (105.7.11) AND INDUSTRIAL OVENS (105.7.8)
Note: Separate Sprinkler Permit Required under Table E**

NOT SUBJECT TO TABLE A FEES	
SPRAY BOOTHS Type:	Fee:
Pre-Engineered w/ documents	$ 173
Site-Built or used w/o documents	$ 288
INDUSTRIAL OVENS	$ 288
Table I -- ANNUAL BUSINESS INSPECTION FEES	
1st Inspection	In accordance with LSMC 2.52
Table J -- MISCELLANEOUS FEES	
Work Begun or Completed before Permit Issuance	Permit Fees Triple / No inspections until paid
After Hours Inspection (Regular Inspection Hours: 7:30am to 3:30pm)	$86 per hour / 1 hour minimum
Firefighter Fire Watch or Standby	$75 per hour / per firefighter 2-hour minimum per firefighter
Fire Flow Determination	$115
Re-Inspection Fee for each inspection after the 3rd site visit, or as required by the fire code official.	$86
Fees may be reduced by the fire code official for small or short duration projects. Note: $25 of each fire permit issued is retained by the permit department ~~as~~ an administrative fee**.** The remainder of the fees listed is remitted to the Fire Department. "**Additional plan review required by changes, additions or revisions to plans $58.00 per hour."** **Outside Consultant Review: Actual Costs plus 10% (Fire Marshal Review Fee**)	
TABLE K -- OPERATIONAL PERMITS	
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes which may produce conditions hazardous to life or property.	
An Operational Fire Permit is required prior to engagement in the activities, operations, practices or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed annually before expiration.	
Unless otherwise indicated, Operational Permit Fees are $100 each. If more than one permit is required for a single occupancy, all permits shall be issued under a single permit fee in the amount of $150. Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event or will not be considered.	
Permit Type:	Required for:
Aerosol Products	Level 2 or 3 in excess of 500 lbs

Amusement buildings	Operation of a special amusement building
Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or aircraft fuel-servicing vehicles
Carnivals & Fairs	Conducting a carnival or fair
Battery Systems	Installing or using lead-acid battery systems w/ a liquid capacity > 50 gallons
Cellulose Nitrate film	Storing, handling or using cellulose nitrate film in a Group A occupancy
Combustible Dust	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the IFC
Combustible Fibers	Storage and handling of combustible fibers in excess of 100 cubic feet (Agricultural storage exempt)
Compressed Gases	Storage, use or handling at normal temperature and pressure of compressed gases in excess of quantities listed in IFC 105.6.8(compressed gas-fueled vehicles exempt)
Covered Mall Buildings	1. Placement of retail fixtures or displays, concession equipment, displays of highly combustible goods and similar items in the mall 2. Display of liquid- or gas- fired equipment in the mall. 3. The use of open-flame or flame-producing equipment in the mall.
Cryogenic Fluids	Production, storage, transport on site, using, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.
Cutting and Welding	Cutting or welding operations within the jurisdiction
Dry Cleaning Plants	Engaging in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment
Exhibits and Trade Shows	Operating an exhibit or trade show
Explosives	The manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of IFC 33
Flammable and Combustible Liquids	See WAC 51-54-0100, 105.6.16
Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids
Fruit and Crop Ripening	Operating a fruit-, or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.

Fumigation and Thermal Insecticidal Fogging	Operating a business of fumigation or thermal insecticidal fogging and to maintaining a room, vault or chamber in which a toxic or flammable fumigant is used.
Hazardous Materials	Storage or Use in excess of quantities shown in Table105.6.20.
High-piled Storage	Using a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m2)
Hot Work Operations	Hot work including, but not limited to: 1. Public exhibitions and demonstrations where hot work is conducted. 2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit. 3. Fixed-site hot work equipment such as welding booths. 4. Hot work conducted within a hazardous fire area. 5. Application of roof coverings with the use of an open-flame device. 6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.
Industrial Ovens	Operation of industrial ovens regulated by IFC 21
Lumberyards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet (8,333 ft3) (236 m3)
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings
LP Gas	1. Storage and use of LP-gas Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. 2. Operation of cargo tankers that transport LP-gas.
Magnesium	Melting, casting, heat treating or grinding more than 10 pounds (4.54 kg) of magnesium
Miscellaneous Combustible Storage	Storing in any building or upon any premises in excess of 2,500 cubic feet (71m3) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material
Open Burning	Contact Fire District Directly at 425.334.3034
Open Flames and Torches	Removing paint with a torch; or using a torch or open-flame device in a hazardous fire area
Open Flames and Candles	Using open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments
Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day
Places of Assembly	Operating a place of assembly

Pyrotechnic special effects material	Use and handling of pyrotechnic special effects material
Pyroxylin Plastics	Storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics
Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by IFC 6
Repair garages and motor fuel-dispensing facilities.	Operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities
Rooftop Heliport	Operation of a rooftop heliport
Spraying and Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by IFC 15
Storage of scrap tires and tire byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m3) of total volume of scrap tires and for indoor storage of tires and tire byproducts
Temporary Membrane Structures, Tents & Canopies	The fees for this permit are in Table B. An operational permit is not required – but a construction permit is required under Table B.
Tire-rebuilding Plants	Operation and maintenance of a tire-rebuilding plant
Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities
Wood products	Storing chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3)

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS THIS 10th DAY OF April 2018.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

Park Impact Fee Calculation for Acquisition and Improvements

Investment to be Paid by Growth				
Capital Project Costs[1]	-	City Investment for Growth @ 30%	=	Investment to be Paid by Growth
$16,580,490	-	$4,974,147.00	=	$11,606,343.00

Growth Cost per Person[2]				
Investment to be Paid by Growth	÷	Forecast Population Growth	=	Growth Cost per Person
$11,606,343.00	÷	6,770	=	$1,714.38

Cost per Dwelling Unit					
Growth Cost per Person	x	Average Persons per Dwelling Unit		=	Cost per Dwelling Unit
$1,714.38	x	SFR (SFR/Duplex/ Manufactured Home)	2.61	=	$4,474.53
$1,714.38	x	MFR (3+ Units Apts)	1.89	=	$3,235.89

Impact Fee		
Type of Dwelling Unit		Impact Fee
SFR (SFR/Duplex/ Manufactured Home)	=	**$4,474.53**
MFR (3+ Units Apts)	=	**$3,235.89**
MFR/ Accesory DU[3] (0-1 bedroom)	=	**$2,059.64**

Investment to be Paid by Growth				
Capital Project Costs	-	City Investment for Growth @ 40%	=	Investment to be Paid by Growth
$16,580,490	-	$6,632,196.00	=	$9,948,294.00

Growth Cost per Person				
Investment to be Paid by Growth	÷	Forecast Population Growth	=	Growth Cost per Person
$9,948,294.00	÷	6,770	=	$1,469.47

Cost per Dwelling Unit					
Growth Cost per Person	x	Average Persons per Dwelling Unit		=	Cost per Dwelling Unit
$1,469.47	x	SFR (SFR/Duplex/ Manufactured Home)	2.61	=	$3,835.31
$1,469.47	x	MFR (3+ Units Apts)	1.89	=	$2,773.62

Impact Fee		
Type of Dwelling Unit		Impact Fee
SFR (SFR+Duplex/ Manufactured Home)	=	**$3,835.31**
MFR (3+ Units Apts)	=	**$2,773.62**
MFR/ Accesory DU (0-1 bedroom)	=	**$1,765.41**

1. Park estimates based on projects in the Comprehsnive Plan or forthcoming to account for inflation and revised project descriptions
2. All population and household estimates based on 2018 OFM Population Estimate
3. The city's current fees resolution provides a 36.5% reduction in impact fees for apartments with 0-1 bedrooms. This same discount is applied.

Investment to be Paid by Growth				
Capital Project Costs	-	City Investment for Growth @ 50%	=	Investment to be Paid by Growth
$16,580,490	-	$7,461,220.50	=	$9,119,270

Growth Cost per Person				
Investment to be Paid by Growth	÷	Forecast Population Growth	=	Growth Cost per Person
$9,119,270	÷	$6,770	=	$1,347

Cost per Dwelling Unit					
Growth Cost per Person	x	Average Persons per Dwelling Unit		=	Cost per Dwelling Unit
$1,347	x	SFR (SFR/Duplex/ Manufactured Home)	2.61	=	$3,516
$1,347	x	MFR (3+ Units Apts)	1.89	=	$2,542

Impact Fee		
Type of Dwelling Unit		Impact Fee
SFR (SFR+Duplex/ Manufactured Home)	=	**$3,516**
MFR (3+ Units Apts)	=	**$2,542**
MFR/ Accesory DU (0-1 bedroom)	=	**$1,618**

Athletic Field Price Comparison

	Youth	Adult	Youth Competitive	I	IIA	IIB	IIC	III	IV	V
Marysville - 2 hours	$26.00	$31.00								
Everett - per hour	$43.00	$63.00	$48							
Everett - per game	$23.00	$38.00	$33							
Monroe - per hour	$8.00	$12.00								
Monroe - per game	$17.00	$31.00								
Lake Stevens School District*	$25.00	$35.00		NC	$5 per athlete per season	$5 per athlete per season & $100 per season	$5 per athlete per season & $200 per season	$25 per hour	$35 per hour	$70 per hour
Snohomish, City - per hour	$8.00	$8.00								
Snohomish County - per hour	$8.00	$15.00								
Stanwood - per hour	$5.00	$15.00								
*Average***	*$19.80*	*$27.60*								
Park Board recommendation										
Lake Stevens, City - 2 hours	*$15.00*	*$30.00*								
Staff recommendation										
Lake Stevens, City - 2 hours	***$20.00***	***$30.00***								

* School District average calculated based on Class III and IV groups

** Low and high (Everett and Stanwood) excluded from average calculation

LAKE STEVENS CITY COUNCIL

STAFF REPORT

Council Agenda Date: July 10, 2018

Subject: 20th Street SE Property Broker Services

Contact Person/Department:	Russ Wright, Community Development Director	**Budget Impact:**	TBD

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve the format for Request for Proposals for Brokerage Services

SUMMARY/BACKGROUND:

Prior to the city of Lake Stevens' southwest annexation, Snohomish County acquired several parcels of real property along the 20th Street SE corridor for a road widening project. Snohomish County transferred the properties to Lake Stevens. Council determined that 10 properties were not needed for present or future use and passed Resolution 2016-18 authorizing Council to surplus the real property along the 20th Street SE Corridor.

Council has requested that staff solicit new proposals from qualified brokers to sell these properties. Staff has developed a request for proposal for broker services to determine a fair market value for properties and then list and sell these properties. Sale procedures for surplus property include the broker determining a fair market value for each property. The terms of the contract would be for 180 days with ability to extend. The chosen broker would be required to keep the City Council apprised of its marketing strategy to sell the properties. Compensation for sales would be negotiated with the preferred candidate.

APPLICABLE CITY POLICIES: LSMC 2.98

BUDGET IMPACT: Compensation to be negotiated

ATTACHMENTS:

- Exhibit A: Draft Request for proposals
- Exhibit B: Surplus Property Map

Exhibit A

CITY OF LAKE STEVENS

REQUEST FOR PROPOSALS FOR

COMMERCIAL REAL ESTATE SERVICES
20TH STREET SE CORRIDOR

Russ Wright • Community Development Director • rwright@lakestevenswa.gov
1812 Main Street | P.O. Box 257 | Lake Stevens, WA 98258-0257

Submittal Due Date

To be eligible for consideration, interested brokers / firms should submit three (3) hard copies and one (1) electronic copy in PDF format, ("Response") to this Request for Proposals ("RFP") The proposal should not exceed 10 pages in length. The city of Lake Stevens must receive the response no later than close of business, **5:00 PM, July 31, 2018**.

Description of Project

The city of Lake Stevens is seeking Real Estate Brokerage and appraisal services (Broker) to first determine a fair-market value for surplus city properties and then sell these properties to stimulate commercial development along the 20th Street SE Corridor. The strategic location of the surplus properties provides an opportunity for the selected broker / firm to coordinate with surrounding property owners to market adjacent properties as appropriate to achieve exciting and attractive development opportunities.

The 20th Street SE Corridor is at a cross road for local and regional traffic, centered at State Route 9 and 20th Street SE, which flows directly to US Highway 2 and State Route 204, just 10 minutes east of Everett and 34 minutes from downtown Seattle. Lake Stevens is experiencing a resurgence. Lake Stevens is a community of nearly 33,000 residents and remains one of the fastest growing cities in Snohomish County. Lake Stevens is also home to hard-working families and retirees from the region's top local employers including Boeing, Microsoft, Philips, U.S. Navy, and Premera Blue Cross.

The city of Lake Stevens is investing in infrastructure and creating incentives to entice development partners and address the current retail leakage in Lake Stevens. The ability to establish competitive pricing and successfully develop and execute strategies to sell the city's properties to aid in the commercial development of 20th Street SE Corridor is key to a successful RFP response. The purpose of the district is to accommodate high-intensity retail and employment needs of the city and regional market. The current zoning supports a wide variety of commercial, employment and residential uses.

Information Required

To be deemed responsive to this RFP, interested brokers/firms must submit the following information:

1. **Representatives**: Provide the name and contact information of each team member that would be assigned to provide services to the city for this project. Please include all transactions completed by those team members within the last five (5) years.
2. **Experience:** Provide biographical information and resumes outlining the relevant experience and track records of team members for similar projects, and discuss generally the real estate transactions, including experience assembling a group of properties, completed by those team members within the last five (5) years.
3. **Licensing:** Provide evidence that the brokerage, and each brokerage team member, is duly licensed in the state of Washington to legally provide the services requested by the city for this project.
4. **Commission/Fees:** Provide the commission structure proposed for this project, listing specifically any percentage commission split between the listing agent and the selling agent.
5. **Listing Agreement:** Provide the city with a proposed listing agreement for a 180-day term. The agreement will not contain an "exposure clause."
6. **Competitive Market Analysis:** Provide the city with a competitive analysis of the surplus properties that assesses fair market value for each property, including comparable sales and market factors along with options for marketing the property and probable projection to sell the properties.

7. **Communication/Marketing Strategy and Plans:** Provide the city with a recommended communication/marketing strategy and marketing plan that describes in detail how the broker/firm proposes to market the property to generate proposals that achieve fair market compensation for the city and can develop the property in a manner promoted by the city's codes and vision for permitted uses along the 20th Street Corridor.
8. **References:** Provide references for each member of the team that will be providing service to the city.

Expected Term of Listing Agreement

The initial agreement period shall be for 180 days. At the end of the 180-day period, the agreement can be extended for 180, when an extension request is made 30-days prior to the expiration; otherwise the listing agreement will expire and city and broker/firm will have no further obligation to each other except as provided in the listing agreement (e.g., pending sale). The listing agreement may be extended only by mutually written agreement.

Contact

Russ Wright, Community Development Director

City of Lake Stevens, Washington

Office: (425) 212-3315

Cell: (425) 583-7321

Email: rwright@lakestevenswa.gov

Scope of Work

Broker duties would include at a minimum:

1. Conduct appraisals to determine fair market value for each property to be listed.
2. Work with City Council to establish listing prices for each property.
3. Listing the property on the Commercial Broker's Association (CBA) web service.
4. Work with the city and its consultants to contact neighboring landowners, determining their level of interest in selling their property, responding to their key concerns, and establishing a dialogue with reluctant landowners.
5. Work with the city and its consultants to identify potential purchasers and developers who can purchase and develop the property within a reasonable time frame, possibly creating a competitive bidding process among interested buyers/developers.
6. Listing the property on the broker's website, and possibly other sources deemed appropriate.
7. Providing marketing materials for use on the city's website.
8. Utilizing the broker's real estate industry network including, but not limited to, other real estate firms, members of CBA and prospective purchasers to advertise and promote the sale of property within 10 business days of entering into a listing agreement.
9. Posting 'For Sale' signs located in prominent locations and easily visible from nearby rights-of-way.
10. Providing guidance and assistance for preparing the property for sale, including any studies that may be needed, and disclosure documents and items.

11. Showing the property to interested buyers/developers, providing viewing opportunities and inspection, and coordinating these visits with city staff.
12. Providing relevant information to the city regarding any third-party site visits and feedback on prospective purchaser's background and level of interest.
13. Communicating to the market and potential buyers the city's selection process and criteria for evaluating offers for the property, as well as the city's objectives and goals for the sale and redevelopment of the property. The city's requirements, objectives, community goals, and evaluation criteria will be provided to the Broker for dissemination to prospective purchasers.
14. Assist in the negotiation and sale of the property as directed by the city. The city will prepare any Purchase and Sale Agreements (PSA) for the surplus properties.
15. Review and screen qualifications of prospective buyers.
16. Provide monthly updates to City Council in writing (email acceptable) and verbal update to City Council quarterly on progress.

Timelines

1. Questions from broker/firm must be submitted in writing to the contact listed above no later than July 25, 2018.
2. The city should receive proposals not later than July 31, 2018 to be considered.
3. Proposals will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews may be held with the top proposers commencing after August 6, 2018.
4. The estimated date of a listing agreement is August 28, 2018.

Evaluation Criteria

Broker will be evaluated on the following criteria:

1. Ability of the broker/firm to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references, and reputation;
3. Knowledge of regional real estate market, appraisal experience, and ability to market to prospects on a regional level;
4. Sample of firm's listing agreement/commission rate;
5. Competitive Market Analysis;
6. Marketing and Advertising Plan;
7. Completeness of response to RFP as outlined in this solicitation;
8. Oral Presentation/Interviews – Brokers submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal; and
9. Other information as appropriate.

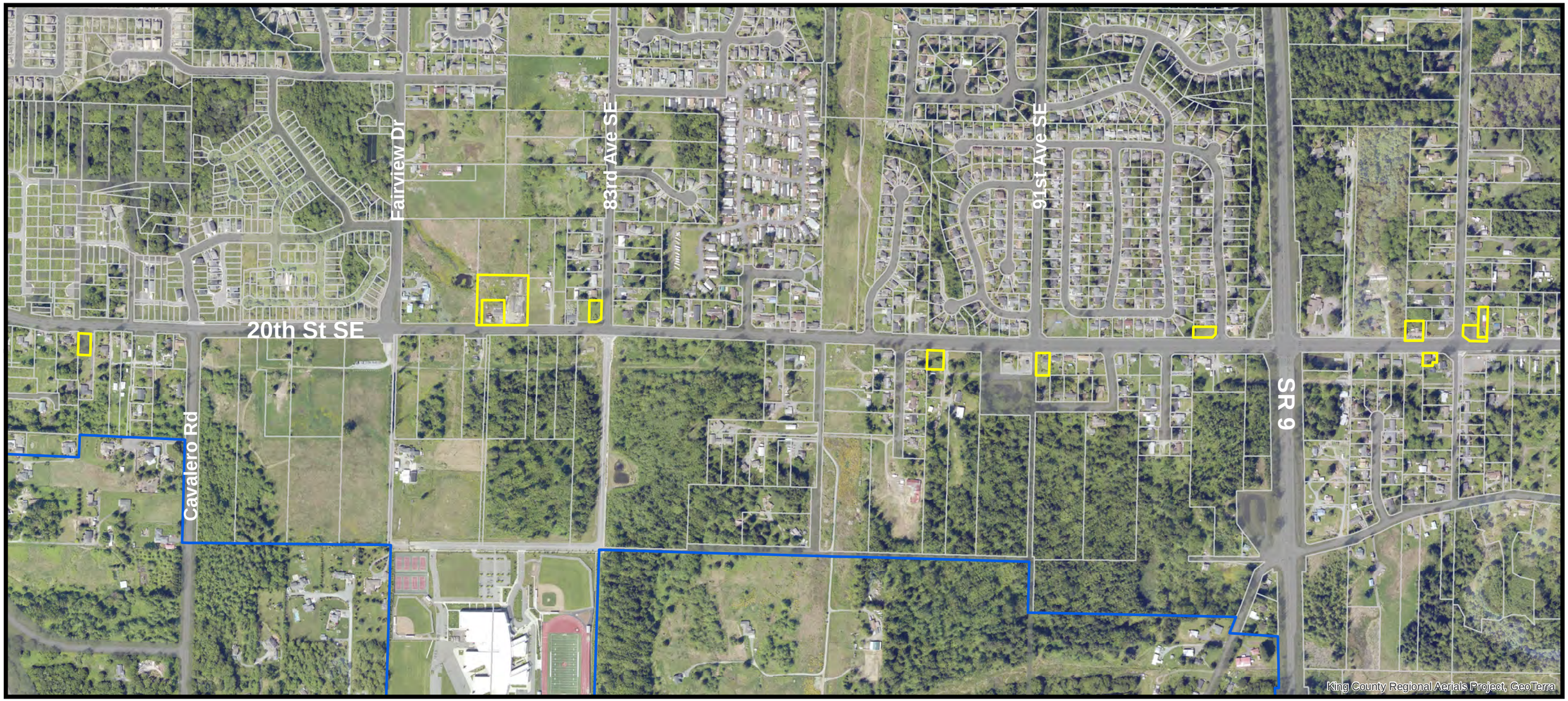
GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to all proposals to provide services to the city.

1. The city may, in its sole and absolute judgment and discretion, exercise any or all the following reserved rights:
   - To reject any and/or all irregularities in the proposals submitted;
   - To reject any or all proposals or portions thereof;
   - To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances; and
   - To make the award to any broker / firm or combination of broker / firm whose proposal(s), in the sole opinion of the city, is in the best interest of the city.
2. The RFP must be signed by an authorized individual of the broker / firm empowered to act in that capacity.
3. Any proposal or modification received after the hour and date specified may be returned unopened by the city.
4. All documents, reports, proposals, submittals, working papers, or other materials prepared by the broker/firm pursuant to this proposal shall become the sole and exclusive property of the city and the public domain, and not the property of the broker/firm. The broker/firm shall not copyright, or cause to be copyrighted, any portion of said items submitted to the city in response to this RFP.

Exhibit B

20th St SE Surplus Properties



Properties for Surplus

0 0.125 0.25 0.5 Miles

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LAKE STEVENS CITY COUNCIL

STAFF REPORT

Council Agenda Date: July 10, 2018

Subject: Volunteer Recognition – Community Service Award and Citizen of the Year (Adult and Junior)

Contact Person/Department: Jim Haugen, Parks & Recreation Coordinator

Budget Impact: $300

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve the Community Service Award Volunteer Recognition Program

SUMMARY/BACKGROUND: The City has been actively involved with the Adopt-A-Community program. Organizations have adopted streets and parks throughout the City and individuals and groups have been involved with single and ongoing event volunteer opportunities. The Parks and Recreation Coordinator is responsible for scheduling and overseeing volunteer activities working with Public Works and Human Resources. As part of the Parks & Recreation Coordinator 2018 Work Program, that was previously presented to Council, Item 3 states: *Develop a robust volunteer program "Adopt a Community" to help facilitate community projects in parks/open spaces, along roadways and events with service clubs, scouting groups and other volunteers. This would include developing a list of projects, schedules and appreciation/recognition for volunteers.*

The Parks & Recreation Planning Board has reviewed a program to appreciate and recognize community volunteers.

The citizen of the year award will be awarded to a citizen that has contributed to the community in any way. Contributions of time, monetary donations, work in kind or material donations. The process is laid out in Exhibit A

APPLICABLE CITY POLICIES:

BUDGET IMPACT: $300 for awards to be paid from the Parks & Recreation budgeted account

ATTACHMENTS: Exhibit A - Volunteer Recognition Program.pdf

Exhibit A

Adopt-A-Community Service Volunteer Recognition and Citizen of the Year Awards

Categories

1. Adopt-A-Community Service Award for Individuals
2. Adopt-A-Community Service Award for Small groups, less than 25
3. Adopt-A-Community Service Award for Large groups, 25 or more
4. Citizen of the year
5. Junior Citizen of the Year

Performance timeframe for consideration will be from July 1 to June 30.

Presentation and awards to be made during Aquafest.

The Park Planning Board will make a recommendation on the Adopt-A Community Service Award based on staff information.

Nominations for Citizens of the year will be made by a citywide request to employees to nominate individuals demonstrating an exceptional contribution to our community.

Each recipient will receive an acrylic plaque award & certificate (a style similar to the one pictured).

Citizen and Junior Citizen of the Year will also be included in the Aquafest Grand Parade.

LAKE STEVENS CITY COUNCIL

STAFF REPORT

Council Agenda Date: July 10, 2018

Subject: 2018 2nd Quarter Financial Update

Contact Person/Department: Barb Stevens/ Finance

Budget Impact: N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:
N/A

SUMMARY/BACKGROUND:

Overall Cash and Investments as of June 30, 2018, are $29.1 million. We expect this amount to decrease to $16 million by yearend if all budgeted projects are completed.

Expenditures:
Several budgeted projects are still in their early phases of planning and design, as such citywide expenditures are at 31% of budget, approximately $11.4 million.

- All departments are within budget expectations

Revenues:
Citywide revenues are at $12.2 million or 50% of budget.

- Construction sales tax receipts are currently trending at 22% of total sales tax or $414,000. Total remaining sales tax receipts are at 47% or $1.5 million.
- Building permits are only slightly below budget expectations at 48% which equates to $514,000.
- Land use permits (Plats) are well above total budget at almost $184,000.
- Real Estate Excise Taxes are at 81% of total budget, or $994,000, excluding anticipated grant reimbursements.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:
N/A

ATTACHMENTS:
► Exhibit A: 2018 2nd Quarter Financial Update

Monthly Financial Report
City of Lake Stevens, WA
www.lakestevenswa.gov

To: City Council
FROM: Barbara Stevens, Finance Director
DATE: 7/3/2018
SUBJECT: Operating Funds Financial report for June 30th, 2018.

General Fund:

Fund Balance:

The General Fund ended June 2018 with a fund balance of $6,167,151. Revenues were at $6,004,506 and expenses were at $6,536,918.

Revenues: (Also see Monthly General Fund Revenue Graphs)

Revenues ended at 46% collected.

The City collected $1,548,443 in sales tax through June which is 47% of budget. Of this amount, $534,791 is Criminal Justice Sales Tax.

In addition to the above, the City has receipted $413,620 in construction sales tax into the Council Contingency Fund. These one-time revenues are being utilized for current and future capital needs.

Utility taxes ended at 54% or $944,591. This includes gas, telephone and electric.

Licenses & Permit revenues ended at 54% of budget or $248,098. The majority is from Cable Franchise Fees.

Building Permits ended at $513,551 or 48% of budget.

Intergovernmental revenues ended at 49% of budget or $368,480. With the new marijuana tax distributions from the state, the City has received $38,464 or 186% of budget. The current budget for these revenues are $20,699. The marijuana excise tax formula depends on population, marijuana sales as a portion of total retail sales, as well as total population of cities and counties that prohibit marijuana. These revenues will vary as the above criteria change.

Charges for services stayed ahead of budget at 89% of budget or $382,236. Zoning and Subdivision fees make up $189,117of these revenues.

Expenditures: (Also see Monthly General Fund Expenditure Graphs)

Overall, expenditures ended at 44% spent or $6,536,918. This is tracking as expected into 2018.

Street Fund:

(Also, see Street Fund Operating Revenues and Expenditure BvA)

The Street Maintenance Division maintains the City's public roadway system in a safe and passable condition. Maintenance activities include pothole repair; traffic signal maintenance and operation; installation and replacement of traffic control signs and pavement markings; vegetation control and maintenance; sidewalk repair; street sweeping; snow and ice removal; and street lighting.

Revenues:

Total Street Fund revenues were $1,067,661 or 51% of budget. The next distribution of property tax will be in November. The main revenue sources are property tax and Motor Vehicle Fuel Tax.

Expenditures:

Total Street Fund expenditures were $997,153 or 36% of budget.

Storm and Surface Water Fund:

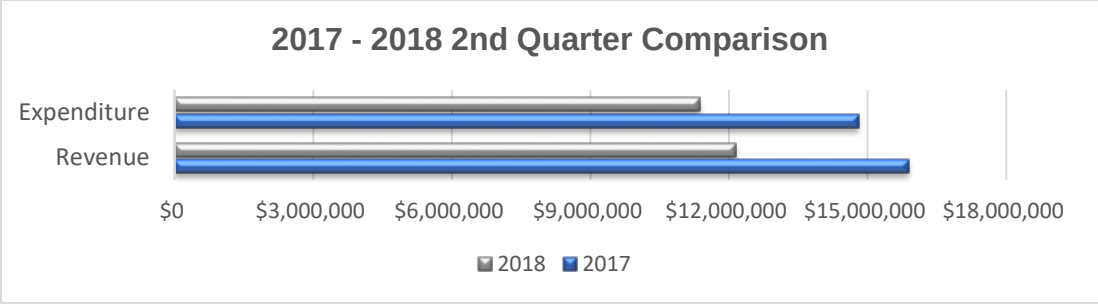
(Also, see Storm & Surface Water Fund Operating Revenues and Expenditure BvA)

The Storm and Surface Water Fund maintains the City's storm system conveyance, detention, and retention systems, which includes; drainage pipes and ditches, catch basins, storm detention vaults and ponds, and water filtering systems.

Revenues:

The Storm and Surface Water Fund revenues are 51%, or $812,014. The next distribution will be in November 2018. The main revenue source is from storm drainage charges, which we contract payment processing through Snohomish County.

Expenditures: The Funds Expenditures are 36% of budget at $751,399.

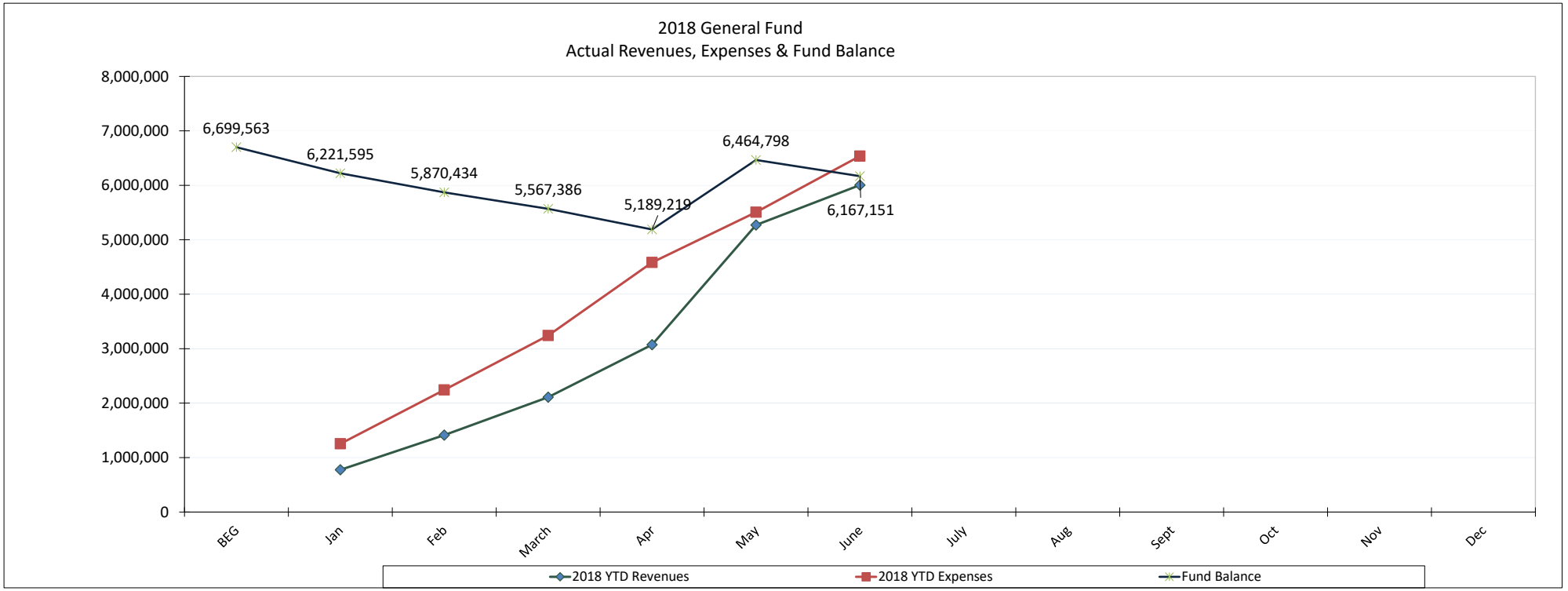


No.	Fund Name	2017 2nd Quarter ACTUAL REVENUES	2017 2nd Quarter ACTUAL EXPENDITURES	2018 Beginning Cash Balance	Budgeted Revenues	2018 2nd QTR ACTUAL REVENUES	Budgeted Expenditures	2018 2nd QTR ACTUAL EXPENDITURES	2018 Budgeted Ending Balance	2nd QTR ACTUAL ENDING BALANCE
001	General	$9,850,959	$10,428,060	$6,696,846	$12,929,081	$6,004,506	$14,798,620	$6,536,918	$4,827,307	$6,164,434
002	Contingency Reserve	$562,931	$0	$3,188,815	$1,113,843	$691,811	$1,508,050	$0	$2,794,608	$3,880,626
101	Street	$1,014,756	$1,592,157	$2,388,379	$2,087,887	$1,067,661	$2,733,817	$997,153	$1,742,449	$2,458,887
103	Street Reserve	$5	$0	$1,546	$11	$13	$0	$0	$1,557	$1,559
111	Drug Seizure & Forfeiture	$645	$1,982	$42,897	$9,316	$343	$40,000	$0	$12,213	$43,241
112	Municipal Arts Fund	$39	$0	$20,349	$80	$152	$20,350	$0	$79	$20,501
210	2008 Bonds	$54,553	$54,553	$0	$349,705	$49,953	$349,705	$49,953	$0	$0
212	2010 LTGO Bonds	$37,082	$37,082	$0	$37,082	$37,082	$37,082	$37,082	$0	$0
213	2015 LTGO Bond	$6,304	$6,304	$0	$95,955	$5,477	$95,955	$5,477	$0	$0
301	Cap. Proj.-Dev. Contrib.	$315,660	$75,219	$3,436,666	$829,720	$720,850	$4,226,156	$921,674	$40,231	$3,235,842
302	Park Mitigation	$174,009	$18,778	$2,574,206	$835,724	$253,842	$3,010,749	$383,568	$399,181	$2,444,480
303	Cap. Imp.-REET	$422,287	$69,166	$2,364,410	$612,911	$507,366	$1,128,878	$65,848	$1,848,443	$2,805,928
304	Cap. Improvements	$423,561	$37,082	$3,691,065	$1,279,198	$486,377	$3,839,582	$60,731	$1,130,681	$4,116,711
309	Sidewalk Capital Project	$318,970	$0	$1,123,128	$473,191	$8,986	$622,000	$112	$974,319	$1,132,002
310	20th Street SE Corridor CP	$0	$0	$0	$0	$0	$0	$0	$0	$0
401	Sewer	$936,921	$945,587	$280,237	$1,067,650	$935,922	$1,090,198	$934,540	$257,689	$281,618
410	Storm and Surface Water	$788,028	$1,004,581	$1,343,804	$1,603,826	$812,014	$2,109,179	$751,399	$838,451	$1,404,419
501	Unemployment	$328	$364	$96,253	$669	$763	$30,000	$2,393	$66,921	$94,623
510	Equipment Fund	$78,114	$72,890	$173,499	$202,932	$111,767	$351,994	$208,086	$24,437	$77,180
515	Equipment Fund - Vehicles	$0	$0	$10,020	$10,020	$5,102	$0	$0	$20,040	$15,121
520	Equipment Fund-Police	$98,794	$176,991	$246,375	$64,620	$38,198	$113,540	$124,739	$197,456	$159,834
530	Equipment Fund-PW	$658,170	$168,729	$466,437	$403,462	$215,524	$92,930	$74,540	$776,969	$607,420
540	Aerator Equipment Repl.	$14,493	$0	$93,789	$0	$16,819	$0	$0	$93,789	$110,608
621	Refundable Deposits	$31,073	$21,801	$77,252	$101,000	$3,461	$178,252	$59,223	$0	$21,489
633	Treasurer's Trust	$90,407	$91,561	$2,540	$301,200	$162,814	$303,740	$158,897	$0	$6,457
	Total All Funds	**$15,878,087**	**$14,802,886**	**$28,318,513**	**$24,409,082**	**$12,136,802**	**$36,680,777**	**$11,372,335**	**$16,046,819**	**$29,082,981**

Monthly Financial Report

As of June 30th, 2018

Month	2018 YTD Revenues	2018 YTD Expenses	Fund Balance
BEG			6,699,563
Jan	775,527	1,253,495	6,221,595
Feb	1,413,122	2,242,251	5,870,434
March	2,109,487	3,241,664	5,567,386
Apr	3,073,075	4,583,419	5,189,219
May	5,271,845	5,506,610	6,464,798
June	6,004,506	6,536,918	6,167,151
July			
Aug			
Sept			
Oct			
Nov			
Dec			

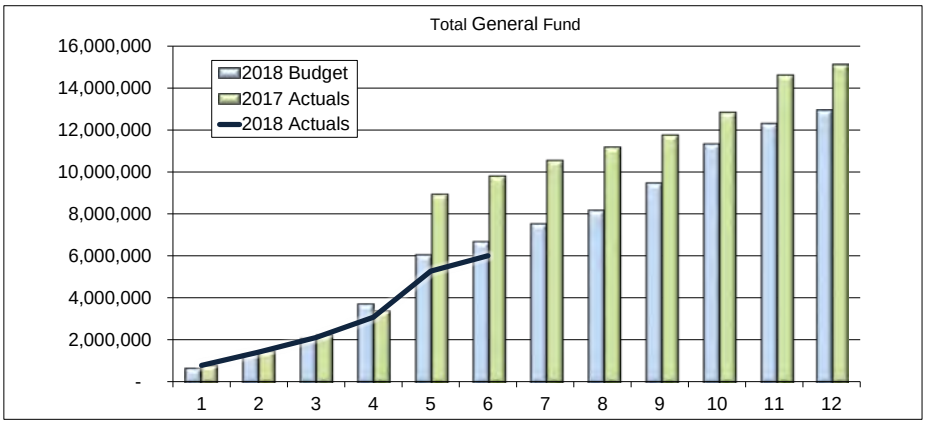


Monthly General Fund Revenue Graphs
As of June 30th, 2018

% thru year 41.7%

Total General Fund Revenues

	2018 Budget	2018 Actuals
January	702,339	775,527
February	1,381,384	1,413,122
March	2,128,288	2,109,487
April	3,761,437	3,073,075
May	6,092,803	5,271,845
June	6,712,063	6,004,506
July	7,558,682	
August	8,194,740	
September	9,487,513	
October	11,330,292	
November	12,301,647	
December	12,929,081	
Percent collected to date		46.44%

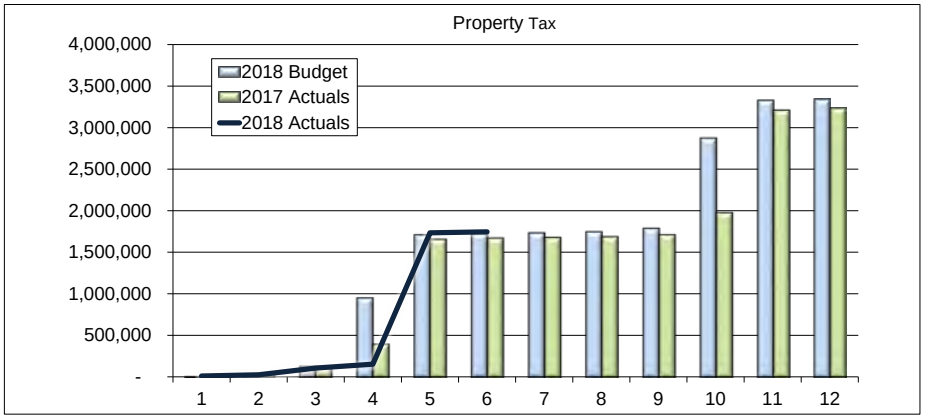


Total General Fund revenues. The spike in 2017 actuals is due to the sale of Grade Road property.

Property Tax

25.82% of total GF Revenues

	2018 Budget	2018 Actuals
January	8,869	9,985
February	35,865	23,983
March	135,574	106,045
April	964,549	151,898
May	1,719,315	1,733,142
June	1,730,092	1,745,651
July	1,741,285	
August	1,754,577	
September	1,795,663	
October	2,874,577	
November	3,324,958	
December	3,338,633	
Percent collected to date		52.29%

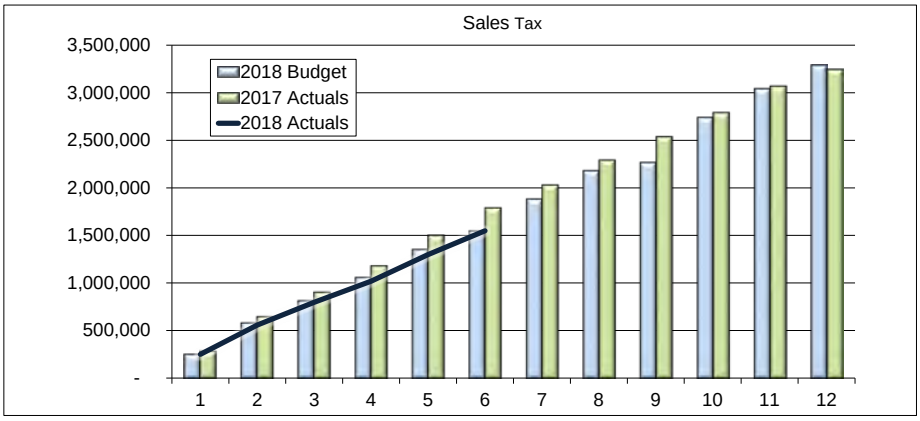


Property Taxes are paid twice a year (in May and November). Most property taxes are accounted for in the General Fund, however 28% of property taxes are also receipted in Fund 101 - Street.

Sales Tax

25.46% of total GF Revenues

	2018 Budget	2018 Actuals
January	256,634	249,836
February	584,909	557,853
March	818,211	797,496
April	1,062,598	1,019,200
May	1,355,702	1,297,991
June	1,550,076	1,548,443
July	1,886,784	
August	2,184,612	
September	2,270,143	
October	2,742,738	
November	3,045,082	
December	3,291,320	
Percent collected to date		47.05%



The total sales tax rate is 8.9% of the value of the sale. The City receives 0.85% of the 8.9%. The State receives the remaining majority of sales tax at 6.5%. Taxes are collected by the state and sent to the city two months after the actual collection. This account has Criminal justice sales tax, which is 1/10 of 1% or .1% of sales in the city. (10 cents per $100 in sales).

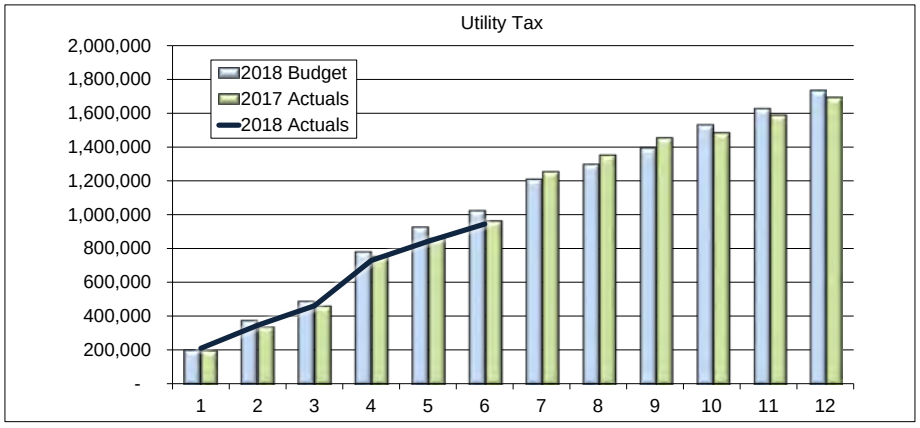
Monthly General Fund Revenue Graphs
As of June 30th, 2018

% thru year 41.7%

Utility

13.44% of total GF Revenues

	2018 Budget	2018 Actuals
January	204,841	209,393
February	380,622	345,755
March	494,053	460,522
April	785,922	728,668
May	931,835	842,155
June	1,029,123	944,591
July	1,214,391	
August	1,302,131	
September	1,398,644	
October	1,535,150	
November	1,630,669	
December	1,737,279	
Percent collected to date		54.37%

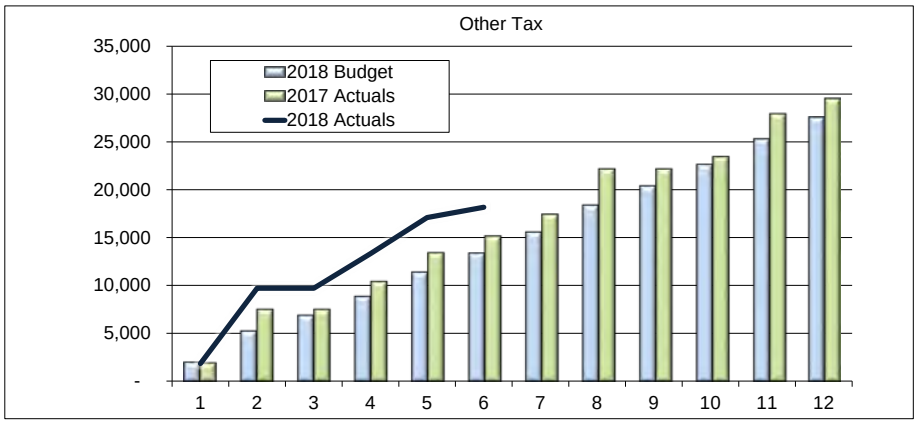


The utility tax rate is 6% on the gross revenue of telephone, and 5% on gross revenues of gas and electric. The City does not have a utility tax on cable, instead using a franchise fee. The City does not have a utility tax on garbage or sewer

Other Taxes

0.21% of total GF Revenues

	2018 Budget	2018 Actuals
January	2,043	1,833
February	5,308	9,700
March	6,942	9,700
April	8,900	13,318
May	11,430	17,087
June	13,407	18,171
July	15,593	
August	18,398	
September	20,399	
October	22,623	
November	25,279	
December	27,534	
Percent collected to date		66.00%

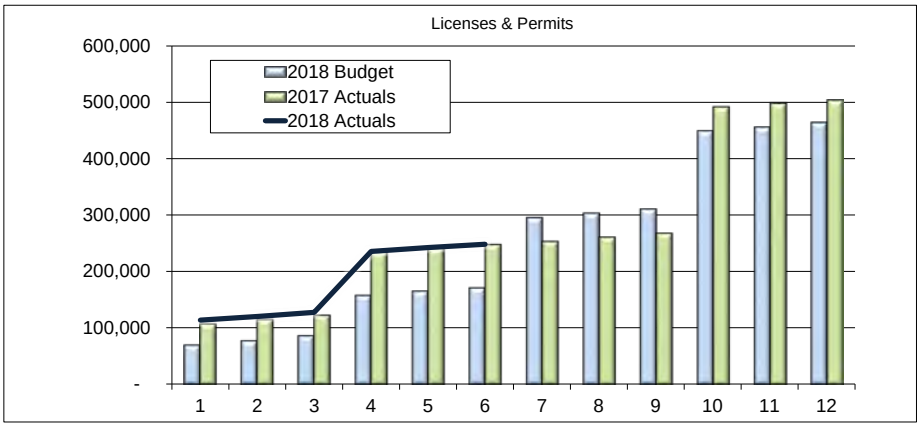


This account includes gambling taxes which include pull tabs and amusement games. The tax is 5% of gross sales.

Licenses / Other Permits

3.59% of total GF Revenues

	2018 Budget	2018 Actuals
January	70,527	113,404
February	78,317	119,975
March	86,986	127,172
April	158,368	235,401
May	165,918	242,200
June	171,681	248,098
July	296,144	
August	303,891	
September	311,163	
October	449,388	
November	456,211	
December	464,145	
Percent collected to date		53.45%



This account has Business Licenses, Cable Franchise fees, and permits other than building and land use

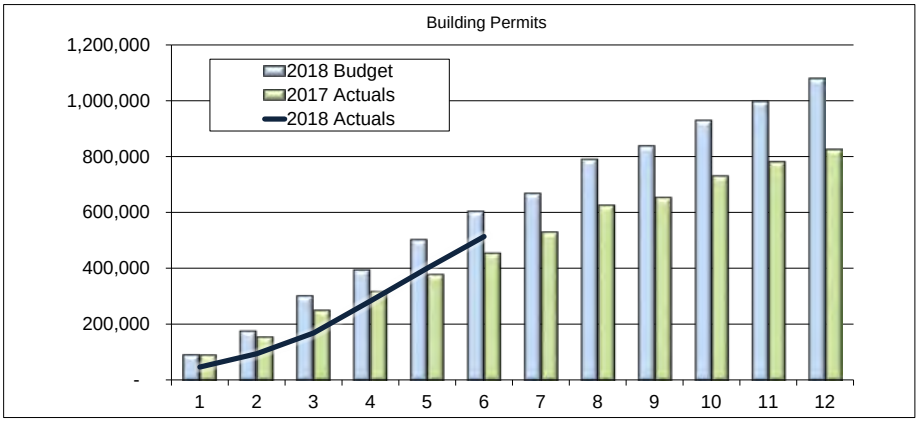
Monthly General Fund Revenue Graphs
As of June 30th, 2018

% thru year 41.7%

Building Permits

8.35% of total GF Revenues

	2018 Budget	2018 Actuals
January	93,483	46,085
February	178,915	93,737
March	305,072	168,099
April	397,146	282,556
May	505,494	400,444
June	606,551	513,551
July	670,466	
August	792,057	
September	840,021	
October	930,638	
November	998,784	
December	1,080,000	
Percent collected to date		47.55%

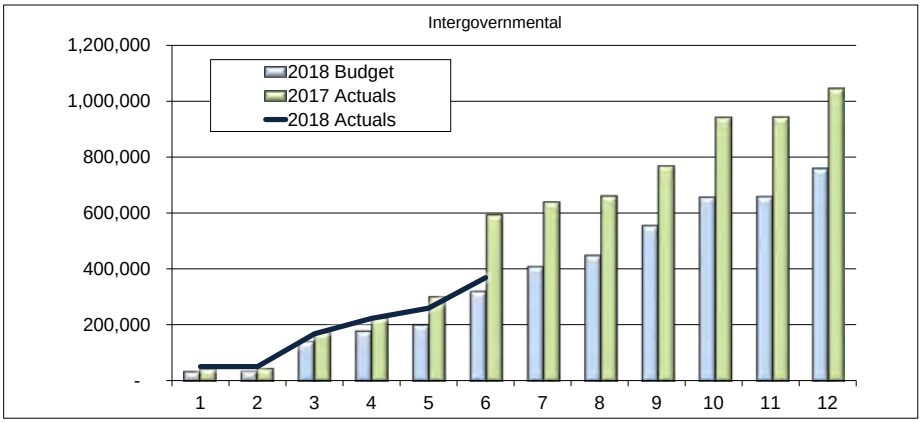


Permits related to development.

Intergovernmental

5.88% of total GF Revenues

	2018 Budget	2018 Actuals
January	36,162	49,964
February	37,646	49,964
March	144,596	167,587
April	182,209	222,543
May	204,813	259,310
June	322,970	368,480
July	410,597	
August	451,441	
September	555,892	
October	657,606	
November	659,697	
December	759,863	
Percent collected to date		48.49%

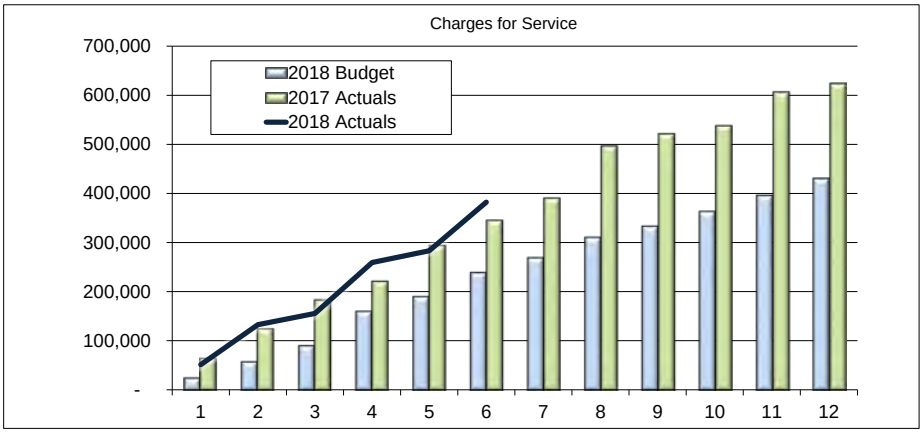


Intergovernmental revenues include state support for criminal justice, state shared revenues for liquor taxes, liquor profits, and marijuana enforcement. Also included are PUD privilege taxes, and City-County assistance. Various types of grants are also included.

Charges for Service

3.33% of total GF Revenues

	2018 Budget	2018 Actuals
January	26,115	51,210
February	59,516	132,639
March	92,704	155,626
April	161,907	259,378
May	191,948	283,251
June	240,433	382,236
July	270,526	
August	311,236	
September	333,678	
October	363,706	
November	396,205	
December	430,200	
Percent collected to date		88.85%



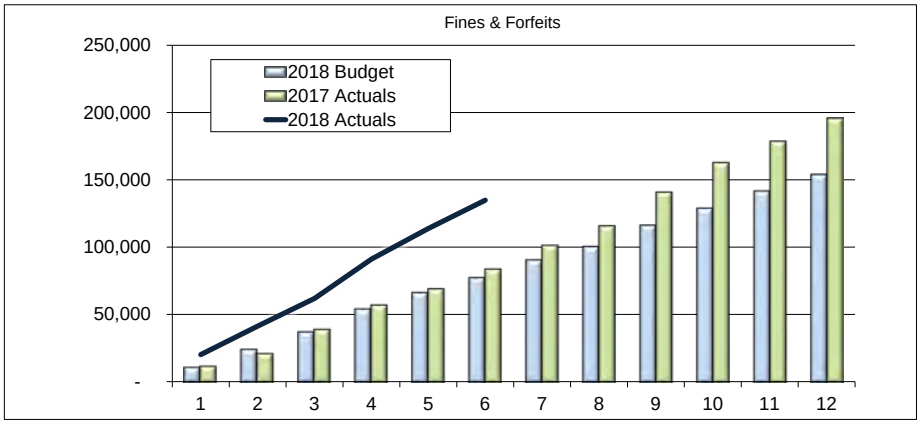
Charges for service include zoning development services, passport services and charges for School Resource Officer. The largest portion of the budget is for land use permits.

Monthly General Fund Revenue Graphs % thru year 41.7%
As of June 30th, 2018

Fines & Forfeits

1.19% of total GF Revenues

	2018 Budget	2018 Actuals
January	11,539	20,100
February	25,083	41,226
March	38,316	61,875
April	54,994	91,089
May	67,165	113,868
June	78,115	134,861
July	91,215	
August	101,089	
September	116,605	
October	129,131	
November	141,809	
December	154,000	
Percent collected to date		88%

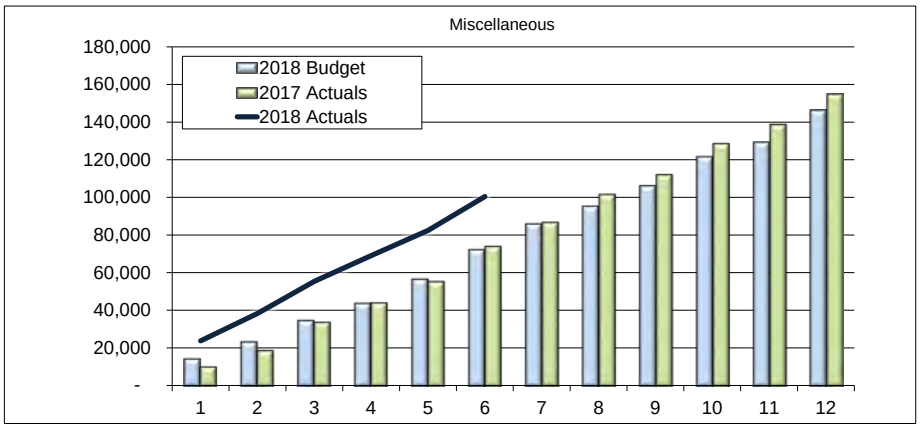


Fines and Forfeits collected by the district court on behalf of the city for violations.

Miscellaneous

1.13% of total GF Revenues

	2018 Budget	2018 Actuals
January	14,732	23,717
February	23,759	38,291
March	35,073	55,366
April	44,137	69,023
May	56,844	82,397
June	72,502	100,423
July	86,066	
August	95,352	
September	106,169	
October	121,508	
November	129,208	
December	146,108	
Percent collected to date		69%



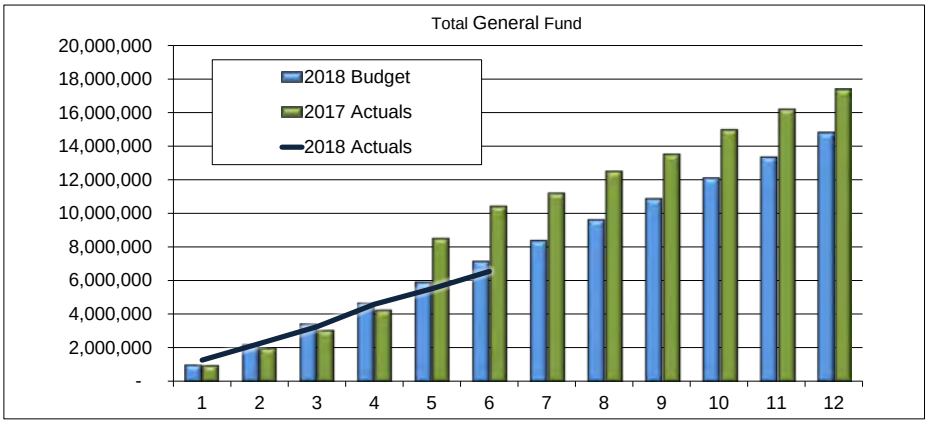
Miscellaneous revenues includes interest earnings, lease revenues, insurance recoveries, other smaller revenues that do not fit into one of the above categories. Not included in miscellanous is a 2017 purchase/sale of property as it skews the graph.

Monthly General Fund Expenditure Graphs
As of June 30th, 2018

% thru year 41.7%

Total General Fund Expenditures

	2018 Budget	2018 Actuals
January	1,006,819	1,253,495
February	2,240,037	2,242,251
March	3,473,255	3,241,664
April	4,706,474	4,583,419
May	5,939,692	5,506,610
June	7,172,911	6,536,918
July	8,406,129	
August	9,639,348	
September	10,872,566	
October	12,105,784	
November	13,339,003	
December	14,798,621	
	% spent	44.17%

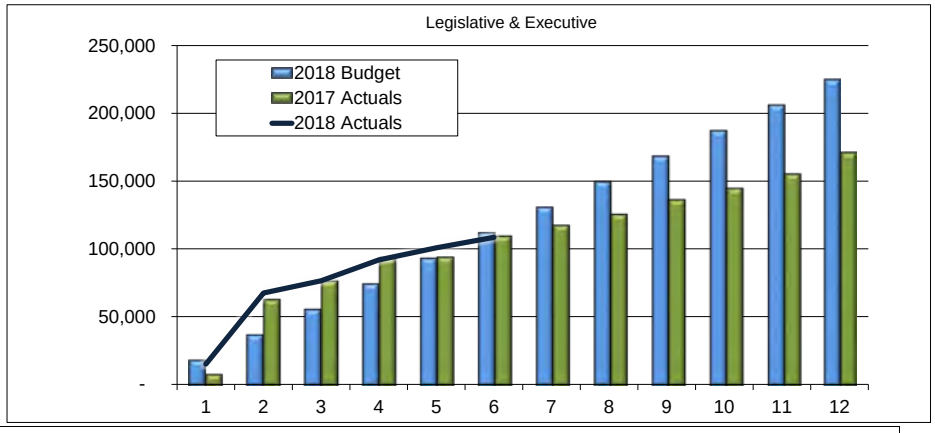


Total General Fund Expenditures.

Legislative & Executive

1.52% of total GF Exp

	2018 Budget	2018 Actuals
January	18,750	14,976
February	37,499	67,461
March	56,249	76,457
April	74,999	91,856
May	93,748	100,821
June	112,498	108,516
July	131,248	
August	149,997	
September	168,747	
October	187,497	
November	206,246	
December	224,996	
	% spent	48.23%

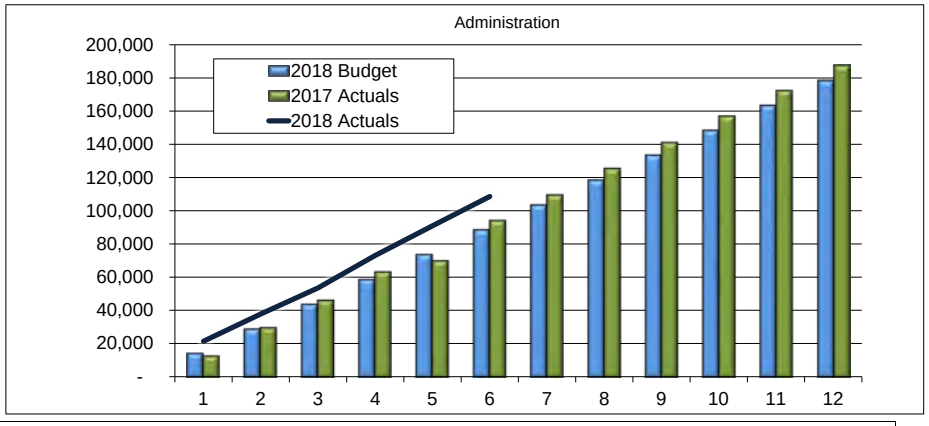


Includes activities related to the City Council and Mayor. Major items include salaries and benefits, travel & meetings, and voter registration fees.

Administration

1.21% of total GF Exp

	2018 Budget	2018 Actuals
January	14,869	21,369
February	29,737	37,793
March	44,606	53,525
April	59,475	73,068
May	74,343	90,916
June	89,212	108,581
July	104,081	
August	118,949	
September	133,818	
October	148,687	
November	163,555	
December	178,424	
	% spent	60.86%



Includes the salary, benefits and operating costs of the City Administrator. City Administrator Salary is 74% General Fund, 15% street, 1% sewer, and 10% to Storm Water.

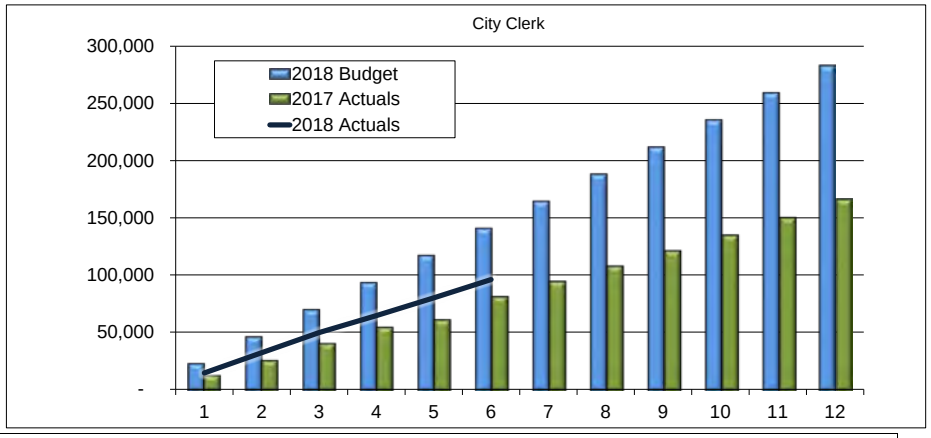
Monthly General Fund Expenditure Graphs
As of June 30th, 2018

% thru year 41.7%

City Clerk

1.92% of total GF Exp

	2018 Budget	2018 Actuals
January	23,628	14,329
February	47,256	32,065
March	70,884	49,634
April	94,512	64,497
May	118,140	79,920
June	141,769	95,974
July	165,397	
August	189,025	
September	212,653	
October	236,281	
November	259,909	
December	283,537	
	% spent	33.85%

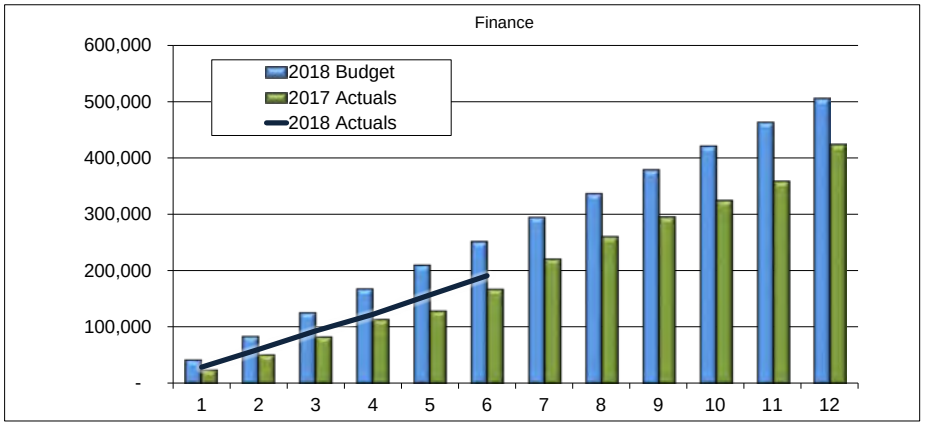


City Clerk activities including records management, public disclosure, legal compliance services, agendas, minutes and legal notifications . Costs are mainly salaries and benefits. Budget includes a new deputy clerk position not yet hired.

Finance

3.41% of total GF Exp

	2018 Budget	2018 Actuals
January	42,103	28,324
February	84,206	59,905
March	126,309	92,736
April	168,411	122,041
May	210,514	156,590
June	252,617	190,772
July	294,720	
August	336,823	
September	378,926	
October	421,028	
November	463,131	
December	505,234	
	% spent	37.76%

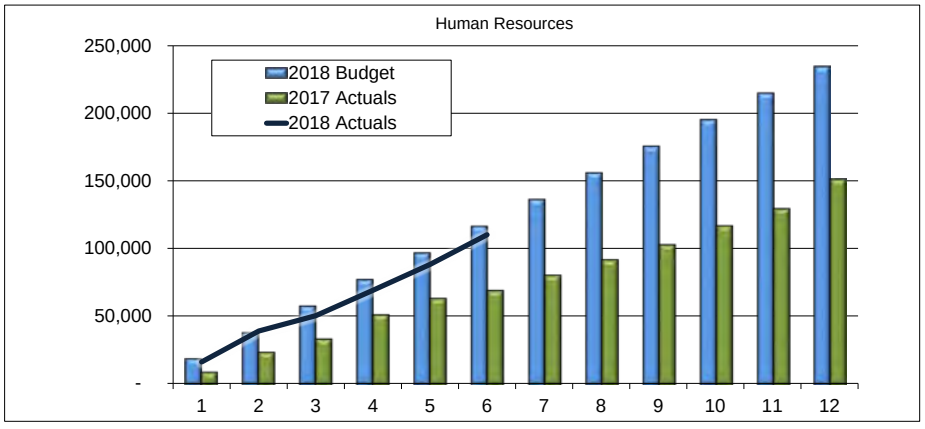


Finance provides for accounting, payroll processing, purchasing/payments, budgeting, and treasury services. Planned expenditures include professional services including costs related to the State Audit and Financial Consulting Services.

Human Resources

1.59% of total GF Exp

	2018 Budget	2018 Actuals
January	19,592	15,881
February	39,183	38,737
March	58,775	50,162
April	78,366	68,946
May	97,958	88,090
June	117,550	110,071
July	137,141	
August	156,733	
September	176,324	
October	195,916	
November	215,507	
December	235,099	
	% spent	46.82%



Human Resources provides personnel, recruitment and related functions

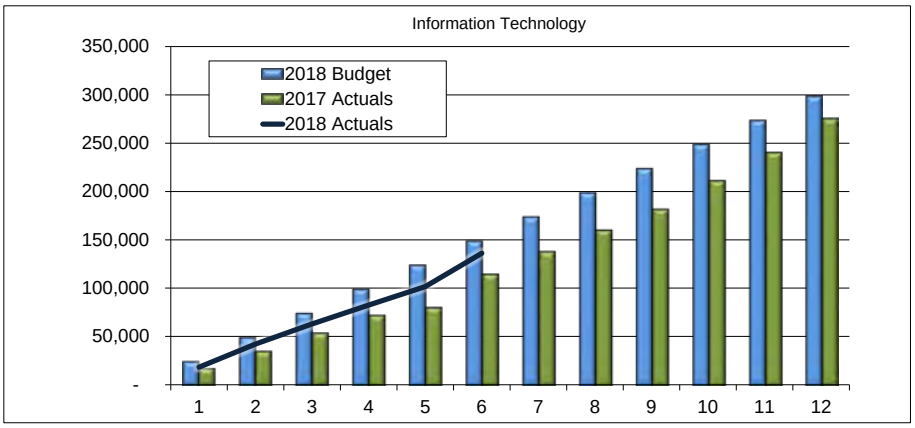
Monthly General Fund Expenditure Graphs
As of June 30th, 2018

% thru year 41.7%

Information Technology

2.02% of total GF Exp

	2018 Budget	2018 Actuals
January	24,914	18,185
February	49,828	42,234
March	74,742	62,996
April	99,657	82,434
May	124,571	101,627
June	149,485	136,145
July	174,399	
August	199,313	
September	224,227	
October	249,142	
November	274,056	
December	298,970	
	% spent	45.54%

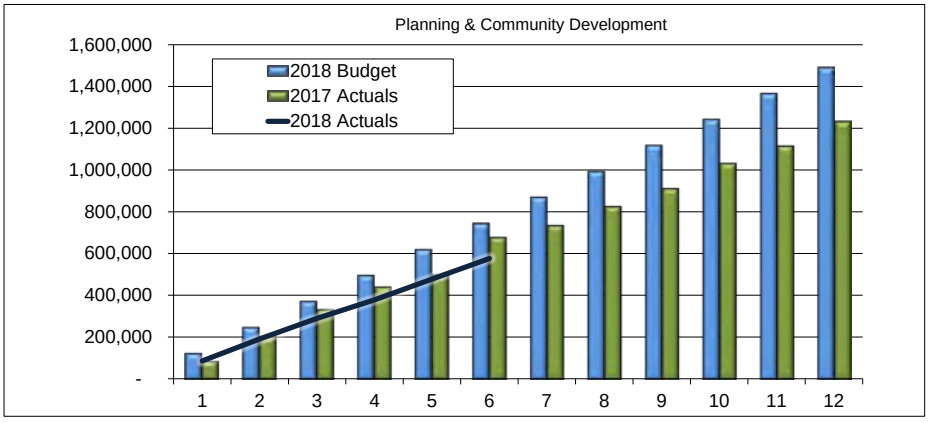


Information Technology provides technical hardware and software support of the City's computer systems and communication systems. Provides technology training, responding to technical support requests, administrating the city website and intranet.

Planning & Community Development

10.07% of total GF Exp

	2018 Budget	2018 Actuals
January	124,214	85,526
February	248,428	190,611
March	372,642	289,815
April	496,856	378,130
May	621,070	477,293
June	745,284	575,993
July	869,498	
August	993,712	
September	1,117,926	
October	1,242,140	
November	1,366,354	
December	1,490,568	
	% spent	38.64%

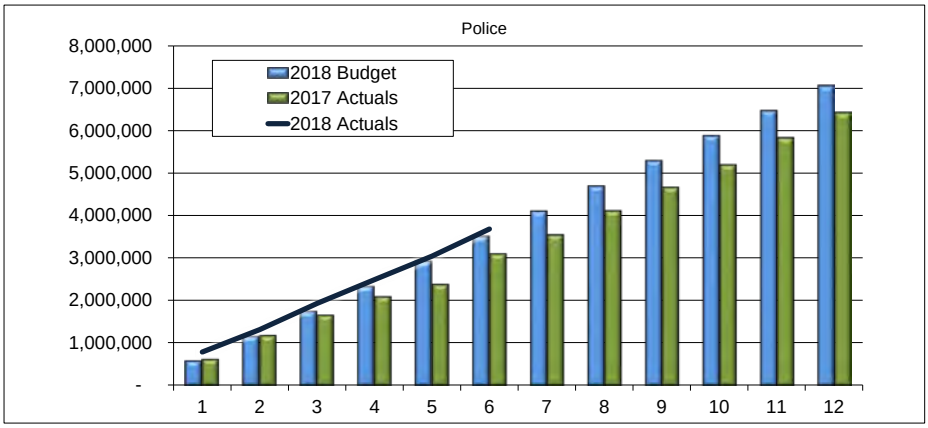


Largely accounts for the planning department which includes the permit center, long-range and short-range planning, and plan review. Also includes building official and building inspections in addition to economic development and code enforcement related activities.

Police

47.75% of total GF Exp

	2018 Budget	2018 Actuals
January	588,843	778,098
February	1,177,686	1,307,973
March	1,766,529	1,927,052
April	2,355,371	2,486,660
May	2,944,214	3,041,079
June	3,533,057	3,680,513
July	4,121,900	
August	4,710,743	
September	5,299,586	
October	5,888,429	
November	6,477,272	
December	7,066,114	
	% spent	52.09%



Police Department Services. Additional funding in the amount of $55,000 is supplied by the General Fund to the Police Captial Fund for equipment purchases.

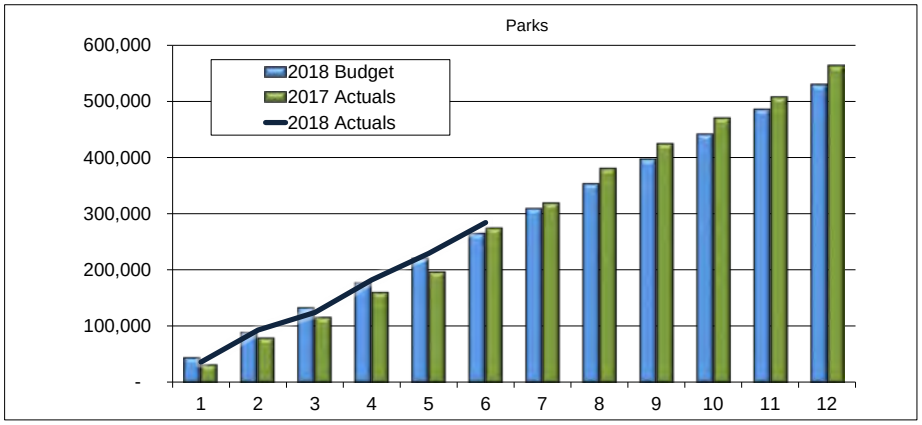
Monthly General Fund Expenditure Graphs
As of June 30th, 2018

% thru year 41.7%

Parks

3.58% of total GF Exp

	2018 Budget	2018 Actuals
January	44,192	35,664
February	88,383	92,542
March	132,575	124,083
April	176,767	181,981
May	220,958	229,331
June	265,150	284,241
July	309,342	
August	353,533	
September	397,725	
October	441,917	
November	486,108	
December	530,300	
	% spent	53.60%

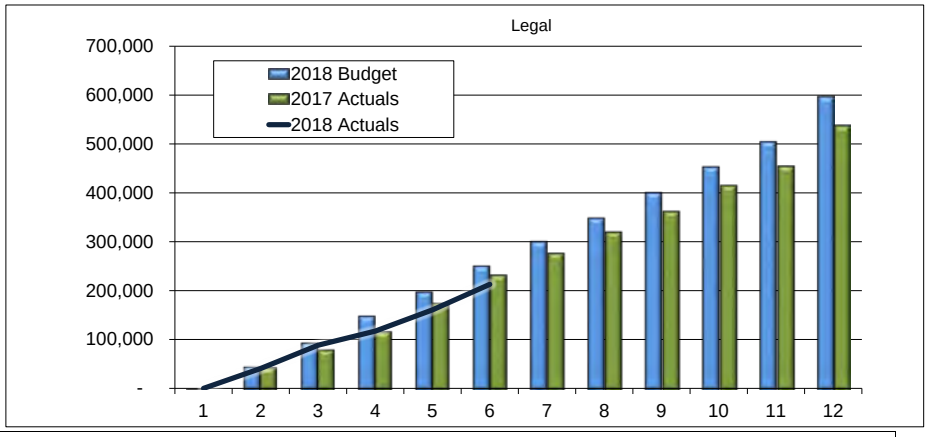


Parks within the General Fund includes personnel, park maintenance, and capital outlay. Lundeen park restoration began in 2017. The remaining cost of the project will be completed out of the Park Mitigation Fund in 2018.

Legal

4.04% of total GF Exp

	2018 Budget	2018 Actuals
January	217	-
February	45,993	40,689
March	95,298	88,254
April	150,240	117,113
May	199,363	160,669
June	252,320	212,833
July	302,347	
August	350,043	
September	401,896	
October	454,544	
November	506,055	
December	598,270	
	% spent	35.57%



Includes our contracted City Attorney services with Weed Graafstra & Associates, Prosecuting Attorney contract with Zachor and Thomas, and General Indigent Defense (public defender) with Feldman and Lee

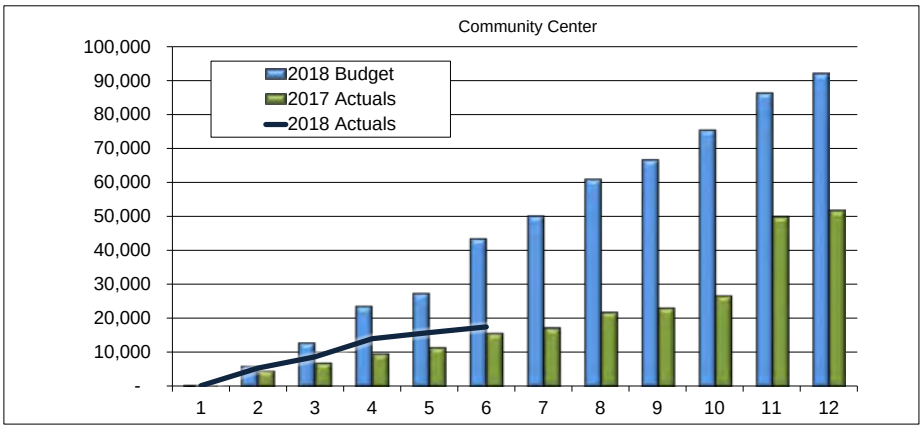
Monthly General Fund Expenditure Graphs
As of June 30th, 2018

% thru year 41.7%

Community Center

0.62% of total GF Exp

	2018 Budget	2018 Actuals
January	330	86
February	5,936	5,291
March	12,866	8,598
April	23,653	13,934
May	27,432	15,750
June	43,507	17,415
July	50,159	
August	60,949	
September	66,708	
October	75,413	
November	86,343	
December	92,086	
	% spent	18.91%

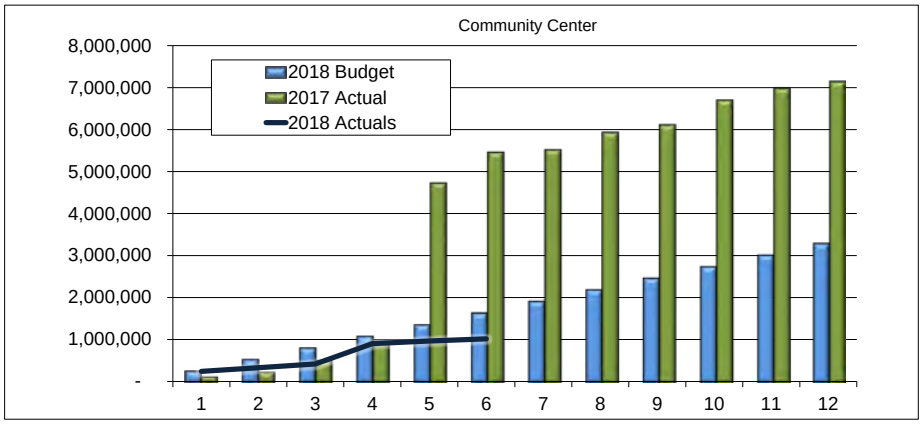


Includes the Visitor Information Center (VIC), Library operating costs, Art Commission, and Community Center operating costs.

General Government

22.27% of total GF Exp

	2018 Budget	2018 Actuals
January	274,585	241,057
February	549,171	326,950
March	823,756	418,353
April	1,098,341	902,758
May	1,372,926	964,523
June	1,647,512	1,015,865
July	1,922,097	
August	2,196,682	
September	2,471,267	
October	2,745,853	
November	3,020,438	
December	3,295,023	
	% spent	30.83%



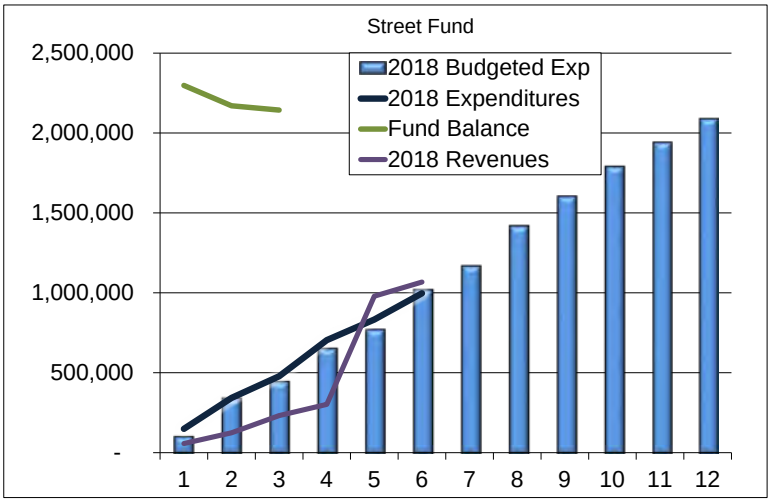
General Government includes insurance payments, transfers to reserve and capital funds, payments to the district court, and other general city payments as well as initial design and architecture of a new Police Building. Includes property purchase.

Monthly Other Fund Expenditure Graphs
As of June 30th, 2018

% thru year 41.7%

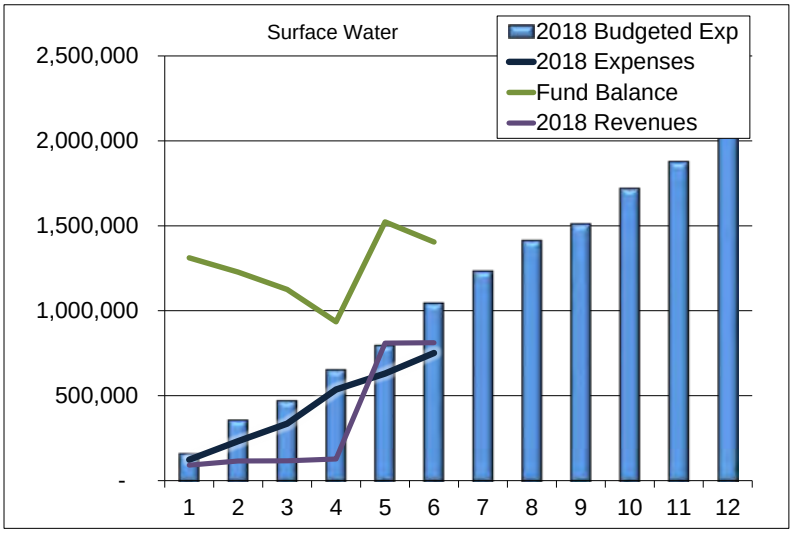
Street (Fund 101) Expenditures

	Budget	Actual
January	105,970	149,061
February	348,129	343,110
March	450,988	478,438
April	658,173	704,404
May	774,406	832,700
June	1,022,680	997,153
July	1,171,938	
August	1,419,541	
September	1,604,268	
October	1,789,668	
November	1,940,627	
December	2,087,887	
	BTD Status	47.76%



Storm & Surface Water (Fund 410) Expenditures

	Budget	Actual
January	164,542	123,320
February	363,498	232,158
March	477,529	335,882
April	659,041	535,975
May	801,937	630,689
June	1,050,916	751,399
July	1,237,486	
August	1,417,698	
September	1,515,177	
October	1,723,285	
November	1,880,319	
December	2,109,179	
	BTD Status	35.63%



CITY OF LAKE STEVENS
FINANCIAL REPORT - Summary
As of June 30th, 2018

	Revenues			Expenditures		
Fund	**2018 Budgeted Revenue**	**2018 Revenue Collected**	**2018 % of Budget Collected**	**2018 Budgeted Expenditures**	**2018 Expended**	**2018 % of Budget Expended**
General Fund	$ 12,929,081	$ 6,004,506.30	46.4%	$ 14,798,621	$ 6,536,918	44.2%
Council Contingency	1,113,843	691,811	62.1%	1,508,050	0	0.0%
SPECIAL REVENUE FUNDS:						
Street	2,087,887	1,067,661	51.1%	2,733,817	997,153	36.5%
Street Reserve	11	13	120.9%	0	0	0.0%
Drug Seizure & Forfeiture	9,316	343	3.7%	40,000	0	0.0%
Municipal Arts	80	152	190.9%	20,350	0	0.0%
DEBT SERVICE FUNDS:						
LTGO 2008A Bond	349,705	49,953	14.28%	349,705	49,953	14.28%
LTGO 2010 Bond	37,082	37,082	100.0%	37,082	37,082	100.00%
2015 LTGO Bond (REF)	95,955	5,477	5.7%	95,955	5,477	5.7%
CAPITAL PROJECT FUNDS:						
Cap Project-Developer Contributions	829,720	720,850	86.9%	4,226,156	921,674	21.8%
Park Mitigation Fund	835,724	253,842	30.4%	3,010,749	383,568	12.7%
Real Estate Excise Tax I	612,911	507,366	82.8%	1,128,878	65,848	5.8%
Real Estate Excise Tax II	1,279,198	486,377	38.0%	3,839,582	60,731	1.6%
Sidewalk Capital Project	473,191	8,986	1.9%	622,000	112	0.0%
ENTERPRISE FUNDS:						
Sewer	1,067,650	935,922	87.7%	1,090,198	934,540	85.7%
Storm & Surface Water	1,603,826	812,014	50.6%	2,109,179	751,399	35.63%
INTERNAL SERVICE FUNDS:						
Unemployment	669	763	114.1%	30,000	2,393	8.0%
Capital Equipment - Computer	202,932	111,767	55.1%	351,994	208,086	59.1%
Capital Equipment - Vehicle Rpelacement	10,020	5,102	50.9%	0	0	
Capital Equipment - Police	64,620	38,198	59.1%	113,540	124,739	109.9%
Capital Equipment - PW	403,462	215,524	53.4%	92,930	74,540	80.2%
Aerator Equipment Replacement	0	16,819	#DIV/0!	0	0	0.0%
FIDUCIARY FUNDS:						
Refundable Deposits	101,000	3,461	3.4%	178,252	59,223	33.2%
Treasurer's Trust	301,200	162,814	54.1%	303,740	158,897	52%

General Fund Operating Revenues and Expenditures
Budget to Actual

As of June 30th, 2018

REVENUE SOURCES	2018 BUDGET	THROUGH JUNE 2018	% OF BUDGET
Taxes:			
-Property Tax-Regular	$ 3,338,633	$ 1,745,651	52.3%
-Sales -.85%	2,733,461	1,265,915	46.3%
-Criminal Justice Sales - 0.1%	557,859	282,529	50.6%
-Utility	1,737,279	944,591	54.4%
-Gambling tax/leasehold excise	27,534	18,171	66.0%
Licenses & Permits	464,145	248,098	53.5%
Building Permits	1,080,000	513,551	47.6%
Intergovernmental	759,863	368,480	48.5%
Charges for services	430,200	382,236	88.9%
Fines & Forfeitures	154,000	134,861	87.6%
Miscellaneous	139,108	98,630	70.9%
Other financial sources/Transfers	1,502,000	1,792	0.1%
Non-Revenues	5,000	-	0.0%
Total Revenues	**$ 12,929,081.27**	**$ 6,004,506**	**46.4%**
Beginning Fund Balance	$ 6,699,563	$ 6,699,563	100.0%
Total Resources	$ 19,628,644	$ 12,704,069	64.70%

EXPENDITURES	2018 BUDGET	THROUGH JUNE 2018	% OF BUDGET
Legislative & Executive	$ 224,996	$ 108,516	48.2%
Administration	178,424	108,581	60.9%
City Clerk	283,537	95,974	33.8%
Finance	505,234	190,772	37.8%
Human Resources	235,099	110,071	46.8%
Information Technology	298,970	136,145	45.5%
Planning & Community Development	1,490,568	575,993	38.6%
Law Enforcement	7,066,114	3,680,513	52.1%
Parks	530,300	284,241	53.6%
Legal	598,270	212,833	35.6%
Community	92,086	17,415	18.9%
General Government	3,295,023	1,015,865	30.8%
Other	0	0	0.0%
Total Expenditures	**$ 14,798,621**	**$ 6,536,918**	**44%**
Total Increase (Decrease) to Resources	$ (1,869,540)	$ (532,412)	28.5%
Ending Fund Balance	**$ 4,830,023**	**$ 6,167,151**	**127.70%**

Street Fund Operating Revenues and Expenditures
Budget to Actual

As of June 30th, 2018

REVENUE SOURCES	2018 BUDGET	THROUGH JUNE 2018	% OF BUDGET
Taxes:			
-Property Tax-Regular	$ 1,298,357	$ 678,864	52.3%
Licenses & Permits	28,026	15,600	55.7%
Intergovernmental	734,146	355,194	48.4%
Charges for services	1,500	-	0.0%
Miscellaneous	23,858	18,003	75.5%
Other financial sources/Transfers	2,000	-	0.0%
Total Revenues	**$ 2,087,887**	**$ 1,067,661**	**51.1%**
Beginning Fund Balance	$ 2,389,895	$ 2,389,895	100.0%
Total Resources	$ 4,477,782	$ 3,457,556	77.20%

EXPENDITURES	2018 BUDGET	THROUGH JUNE 2018	% OF BUDGET
Salaries	$ 885,616	$ 412,345	46.6%
Benefits	404,126	220,722	54.6%
Supplies	347,261	72,272	20.8%
Professional Services	864,582	190,322	22.0%
Inter Govt	9,063	8,584	94.7%
Capital Outlays	38,288	28	0.1%
Debt Service	881	881	100.0%
Interfund Transfers	184,000	92,000	50.0%
Total Expenditures	**$ 2,733,817**	**$ 997,153**	**37%**
Total Increase (Decrease) to Resources	$ (645,930)	$ 70,508	-10.9%
Ending Fund Balance	**$ 1,743,965**	**$ 2,460,403**	**141.10%**

Storm & Surface Water Fund Operating Revenues and Expenditures
Budget to Actual

As of June 30th, 2018

REVENUE SOURCES	2018 BUDGET	THROUGH JUNE 2018	% OF BUDGET
Taxes:			
Intergovernmental	25,000	-	0.0%
Charges for services	1,567,508	802,423	51.2%
Miscellaneous	11,318	9,591	84.7%
Total Revenues	**$ 1,603,826**	**$ 812,014**	**50.6%**
Beginning Fund Balance	$ 1,343,804	$ 1,343,804	100.0%
Total Resources	$ 2,947,630	$ 2,155,818	73.10%

EXPENDITURES	2018 BUDGET	THROUGH JUNE 2018	% OF BUDGET
Salaries	$ 818,548	$ 377,041	46.1%
Benefits	385,028	140,684	36.5%
Supplies	116,580	50,287	43.1%
Professional Services	357,325	67,520	18.9%
Inter Govt	82,971	9,580	11.5%
Capital Outlays	154,027	-	0.0%
Debt Service	10,700	-	0.0%
Interfund Transfers	184,000	106,288	57.8%
Total Expenditures	**$ 2,109,179**	**$ 751,399**	**36%**
Total Increase (Decrease) to Resources	$ (505,353)	$ 60,615	-12.0%
Ending Fund Balance	**$ 838,451**	**$ 1,404,419**	**167.50%**