



## **PLANNING COMMISSION AGENDA**

**Regular Meeting Date: 08/07/2019**

### **Lake Stevens School District Educational Service Center**

Planning Commission  
Meeting:

First Wednesday of  
every Month @ 7:00pm

Planning & Community  
Development  
Department

1812 Main Street  
Lake Stevens, WA  
98258 (425) 622-9430

[www.lakestevenswa.gov](http://www.lakestevenswa.gov)

Municipal Code

Available online:

[www.codepublishing.com/WA/LakeStevens/](http://www.codepublishing.com/WA/LakeStevens/)

- **CALL TO ORDER: 6:00pm**  
Pledge of Allegiance
- **ROLL CALL**
- **GUEST BUSINESS**
- **ACTION ITEMS**  
1. Approve minutes from 06/05/2019

#### **DISCUSSION ITEMS**

1. Briefing-LUA2018-0178-Design Review Code Amend Planner Roth
2. Briefing-Parks Chapter Parks Coordinator Meis

- **COMMISSIONER REPORTS**
- **PLANNING DIRECTOR'S REPORT**
- **ADJOURN**

#### **SPECIAL NEEDS**

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**PLANNING COMMISSION REGULAR MEETING MINUTES**  
**Lake Stevens School District**  
12309 22<sup>nd</sup> St, Lake Stevens  
Wednesday, June 5, 2019

CALL TO ORDER: 7:05 pm by Chair Janice Huxford

MEMBERS PRESENT: Janice Huxford, Tracey Trout, Linda Hoult John Cronin, Steve Ewing and Vicki Oslund

MEMBERS ABSENT: Jennifer Davis

STAFF PRESENT: Planning Manager Josh Machen, Planner Dillon Roth and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmember Petershagen and Gailey

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**Excused Absence:** Commissioner Hoult made a motion to excuse Jennifer Davis and John Cronin seconded. Motion passed 6-0-0-1.

**Guest business.** Courtney Williams asked the Planning Commission to consider a gradual decrease in lot size as zoning changes from HUR to Waterfront Residential so it will not have such abrupt zoning designations.

**Action Items:**

1. Commissioner Hoult made a motion Commissioner Trout seconded to approve minutes for 05-01-2019. Motion passed 6-0-0-1.
2. Commissioner Hoult made a motion Commissioner Ewing seconded to approve the minutes as amended to change location of meeting to the Fire Hall. Motion passed 6-0-0-1.

**Public Hearing:**

Chair Jancie Huxford asked for a motion to open the public hearing on the Fence, Wall and Hedges Ordinance, 14.44. Commissioner Hoult made the motion and Commissioner Trout seconded. Motion passed 6-0-0-1.

**Staff Presentation:** Planning Manager Machen presented code changes for Fence, Walls and Hedges. He explained that the topography in some of our city makes it hard for developers who want to build a taller fence to. Open fencing options would allow privacy without creating site distance issues. Retaining walls and fences provide flexibility to development with additional screening options to include terracing and cascading vegetation. There have been two work sessions on this proposal, and this is the final draft for approval.

**Comments from the Commission:** Commissioner Trout asked for clarification on Design Guidelines 14.52.050 Section 3 regarding the bump out feature and she thought the Commission had asked for that to be removed. Senior Planner Machen replied that he will remove that section as suggested by the Commission. Commissioner Ewing asked for some flexibility in the code to allow for 6 ft fences on side/ front yard height

limits. He gave an example of a lot that has a visible line to a man sitting in his front yard. There is not a sight distance problem and he would like the code to have some flexibility for individual lots. Community Development Director Russ Wright did show there was code to address this.

**Comments from the Audience:** Dylan Scluder, Snohomish County Master Builders Association representative commented that the three-foot landscape buffer takes away property from the lot size. They realize the desire for aesthetics vs. affordability is a fine line. They have concerns of who will maintain the walls after they are built. They are in favor of the alternating planter strip option and like the cascading plants as an option to soften the wall appearance. He acknowledges the challenge between affordability and aesthetics. The more requirements for builders will make a home more expensive to homeowners. Lake Stevens has a limited supply of buildable land and he fears if there are more requirements there are there will be less affordable homes. The Builders asked if there could be a 10 ft max retaining wall with layered landscaping. One builder requests the Type C screening options be specifically spelled out.

**Comments from the Commission:** Commissioner Hoult confirmed that we will take out the section 14.52.050 will be removed. She made a motion to forward the proposal to Council for discussion. Commissioner Trout seconded. Motion passed 6-0-0-1.

**Public Hearing:** Chair Huxford asked for a motion to open the second hearing on Street and Sidewalk ordinance. Commissioner Hoult moved to open, Commissioner Cronin seconded. Motion passed 6-0-0-1.

**Staff Presentation:** Planner Dillon Roth explained the various changes proposed to Chapter 14.56 LSMC. This includes half-street improvements and private access tracts and a new on-street parking requirement. The Commission has been briefed two times and this has been presented to City Council. It was asked if the Fire Marshall has seen this draft, which he has. Commissioner Trout asked for explanation of one on-street parking space per five homes. She also asked where traffic impact fees were collected and used. Staff replied it used in the Traffic Impact Zoning District that the development occurred in, so the City can build future sidewalks and road improvements. Commissioner Trout asked if there is a standard road width for new subdivisions. Planner Roth stated the standard right-of-way width is 50 feet. Chair Huxford has concerns of who will responsible for the frontage improvement maintenance. Director Wright clarified this is only for new subdivision development. Commissioner Cronin asked about the half road improvements for future development. Does the City have a handle on connecting road systems? Director Wright says we have this in place to make neighborhoods connect. Commissioner Ewing asked for an explanation on Traffic Mitigation fees and how they are calculated. He also asked about ADU parking regulations and if the parking spots will have to be on property or will they be allowed to count an on-street spot. Planner Roth said it will need to be on the property of the ADU.

**Comments from the Commission:** See above- was combined in above discussion

**Comments from the Audience:** Dylan Sluder from Snohomish County Master Builders Association questioned whether or not the pedestrian pathway through large city blocks are really needed. He also acknowledged the coordination he has had with staff.

**Comments from the Commission:** Commissioner Trout suggested if there are safety concerns that we should require low lighting features. There was some discussion and there would have to be Code to apply it. Design Review could make it required. Community Development Director Wright commented this community really wants pedestrian friendly walkways and that's why it has been included in this proposal.

Commissioner Hoult moved to close the hearing portion and Commissioner Trout seconded. Motion carried 6-0-0-1.

Commissioner Hoult moved to forward the recommendation to Council for discussion. Motions carried 4-2-0-1.

**Commissioner Reports:** Commissioner Hoult invited the Planning Commission to come to the Sievers Plaza Dedication on June 9<sup>th</sup> in Everett. Commissioner Cronin reported the Burt Cronin Scholarship Foundation awarded three scholarships of \$10,000 each to deserving LSHS students.

**Planning Director Report:** none

**Adjourn.** Motion to adjourn by Commissioner Hoult, seconded by Commissioner Trout. Motion carried 6-0-0-1. Meeting adjourned 8:23 pm.

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Janice Huxford, Chair

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Jennie Fenrich, Clerk, Planning &  
Community Development





## Staff Report City of Lake Stevens Planning Commission

Planning Commission Briefing  
Date: **August 7, 2019**

**SUBJECTS:** Design Review Code Amendment (LUA2018-0178)

**CONTACT PERSON/DEPARTMENT:** Dillon Roth, AICP, *Planner*

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**SUMMARY:** Code amendment to update design review regulations

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**ACTION REQUESTED OF PLANNING COMMISSION:** Review and make recommendations on the proposed regulations.

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### ***What is Design Review?***

Design review is the local government practice of examining public and private projects for their aesthetic, architectural, or urban design quality and compatibility with nearby development. Design review focuses on the appearance of new construction, site planning, and such concerns as landscaping, signage, and other aesthetic issues. Design review typically involves reviewing development projects for their consistency with a community's adopted standards or criteria addressing community character and aesthetic quality (MRSC, Design Review, 2018, **Attachment 1**).

### ***Purpose of Code Amendment***

This is a city-initiated code amendment. City leaders seek to improve and simplify the permitting and design review process. The City is seeking permanent regulations to replace the current interim ordinance.

### ***Background***

On September 11, 2018, the City Council adopted ordinance 1034 dissolving the Design Review Board (DRB) and created interim regulations governing design review (**Attachment 2**). On April 9, 2019, the City Council adopted ordinance 1055 to extend the effectiveness of the interim regulations.

Prior to the interim regulations, the DRB would make a recommendation to the highest-level decision maker, usually with recommended conditions of approval. The DRB had historically been one of the hardest boards to fill due to the requirements for a specific makeup of design-related professionals to fill the board. At the time of dissolve, the DRB did not have enough members for a functional quorum.

In 2018, the City revised the [subarea guidelines](#) concurrent with the creation of the Downtown Subarea. The interim ordinance eliminated the Residential Design Guidelines document (created in 1995) and increased the scope of the revised subarea guidelines to be applicable citywide.

### ***Framework of Proposed Regulations***

Under the interim regulations, staff reviews the design guidelines and the proposed development and makes recommendations to the highest-level decision maker. Design review is applicable to all commercial, industrial and multi-family projects and not applicable to single-family subdivisions. Public meetings are required for any applicable project with a construction cost of more than \$100,000.

The draft regulations (**Attachment 3**) retain the current administrative review/recommendation process, retains when design review is applicable, and removes the requirement for public notice and public meetings. Public meetings would only be required if there is an associated land use permit that included a meeting as part of the required process.

***Next steps***

A briefing before City Council will be forthcoming.

**ATTACHED:**

- 1) Optional Reading, MRSC Design Review webpage
- 2) Interim Regulations, Ordinance 1034
- 3) Draft Regulations



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## Design Review

This page provides an overview of design review programs for cities and counties in Washington State, including their uses and legality, local examples, and links to design illustrations and other resources.

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### Overview

Design review is the local government practice of examining public and private projects for their aesthetic, architectural, or urban design quality and compatibility with nearby development. Design review focuses on the appearance of new construction, site planning, and such concerns as landscaping, signage, and other aesthetic issues. Design review typically involves reviewing development projects for their consistency with a community's adopted standards or criteria addressing community character and aesthetic quality.

Design review is common for commercial and multifamily development, downtown development, development in historic districts, and for projects within certain transportation corridors. In many communities, design review is conducted by an appointed design review board of volunteers that include architects, landscape architects, urban designers, and other design professionals as well as general citizen representatives. Some communities have administrative design review that is handled by city staff, typically planning or urban design staff.

In addition, a design element is an optional element of a comprehensive plan ([WAC 365-196-445](#)). Many communities have included urban or community design elements in their comprehensive plans.

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Jurisdictions use a variety of names for their design elements, including "guidelines," "standards," and "criteria." Although the terms are sometimes used interchangeably, design "standards" and "criteria" are typically mandatory elements that must be present in order for the project to be approved, while "guidelines" are typically used to present suggested design elements that are not necessarily mandatory.

Some jurisdictions have created design review boards to evaluate projects. Members are often have design backgrounds in architecture, urban design and planning. Other jurisdictions rely on staff/administrative review to evaluate designs. A third option is a "hybrid" process, in which some project designs are approved administratively, while others are approved by a design review board.



*Image credit: [City of Redmond](#)*

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## Why Design Review?

There are many reasons why communities enact design review programs. Design review can help to enhance desirable pedestrian characteristics and the aesthetic quality of the streetscape and avoid monotony in new construction. Design review is sometimes used to create an identity or a special physical character in an area of new development. In some older established communities, the interest is in ensuring the compatibility of new development with existing character.

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## Creating Design Standards/Guidelines

Since design standards/guidelines are often created to preserve or enhance the character of a community, the creation of the guidelines is typically the result of a public input or planning process. One way that jurisdictions have done this is by utilizing Visual Preference Surveys and design illustrations to spark public conversation and quantify what design elements are important to residents.

### Finding and Creating Illustrations of Good Design

Illustrations of successful examples of development projects can be helpful in encouraging good design. The MRSC [Planning Illustrated page](#) includes sections relevant to good design. The American Planning Association also maintains an [Image Library](#) accessible to members. Diagrams and illustrations can also be helpful if included as a part of the code provision and standards/guidelines.

Digital visualizations tools like [SketchUp](#) or [Streetmix](#) can be used to create images that can illustrate the effects of design standards/guidelines on new buildings and development sites. Streetmix is free and SketchUp offers a free version.



*Image credit: [Streetmix](#)*

### Visual Preference Surveys

The Visual Preference Survey (VPS) was developed by architect Anton Nelessen and is an effective tool for educating and involving community members in land use planning. The process involves members of the community in ranking images of a community or region, including photographs of streets, houses, stores, office buildings, parks, open space, and other key civic features. The results of the VPS are useful in developing land use plans and transportation planning projects.

- [Institute for Public Administration: Visual Preference Survey Overview Presentation](#)
- [Mukilteo Downtown Business District Subarea Plan: Visual Preference Survey Results \(2008\)](#)



- [Clark County Highway 99 Sub-Area Plan: Visual Preference Survey: Synopsis of Community](#) (2007)
- 

## Evaluating Design Review Standards and Procedures

Periodic review can help to make the design review process more efficient and ensure that specific design outcomes are being achieved. Communities with more established design review often go through processes of evaluating and updating their standards and procedures.

The examples below rely on a combination of case studies from other cities, public input, and analysis of past projects to recommend changes to the design review process and standards:

- **Seattle Design Review Evaluation:**
    - [Design Review Program Improvements For Public Review](#) (2016)
    - [City Auditor's Report on Effectiveness of Design Review Program](#) (2006)
  - [Portland, OR Design Overlay Zone Assessment](#) (2017)
- 

## Legality of Design Review and Selected Court Decisions

Until 1993, there were no Washington appellate cases ruling on the validity of design review ordinances. That year, the Washington State Court of Appeals decided in [Anderson v. Issaquah](#), 70 Wn. App. 64, 82 (1993) that Issaquah's design review regulations were invalid due to vagueness.

However, the issue of how far a city may go in regulating design is far from settled, and it is important for communities to develop meaningful design standards. In light of the Issaquah case, MRSC strongly advises cities, towns, and counties to review their proposed design review programs and criteria with their attorney's office.

The following are selected court decisions addressing design review:

- [Anderson v. Issaquah](#), 70 Wn. App. 64, 82 (1993) The court ruled that Issaquah's design review regulations were invalid due to vagueness. It found the guidelines deficient because they did not give meaningful guidance to the applicant or the design review board. The court affirmed the legitimacy of design review by stating that aesthetic standards are an appropriate component of land use governance.
- [Swoboda v. Town of La Conner](#), 97 Wn. App. 613 (1999) In a challenge to the

constitutionality of the town's historic preservation ordinance, the court determined that the ordinance contained ascertainable standards to protect against arbitrary and discretionary enforcement and defined prohibited or required conduct with sufficient definiteness, and therefore was not unconstitutional as applied. The town's preservation ordinance involves design review within the historic district.

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## Examples of Multifamily and Commercial Design Standards/Guidelines

The following are examples of general design review manuals and standards/guidelines for commercial, mixed-use, and multifamily development, including some code provisions and design review processes.

### Featured Examples

- **Gig Harbor**
  - [Municipal Code Ch. 17.99](#) – Design Manual – comprehensive guidelines outlines specific requirements need for administrative approval and general requirements used by design review board to assess projects
  - [Municipal Code Ch. 17.98](#) – Design Standards and Review – process for using design manual
- **Kirkland**
  - [Design Guidelines for Pedestrian-Oriented Business Districts](#) (Updated 2018) – Establishes design guidelines used by design review board to evaluate projects
  - [Zoning Code Ch. 92](#) – Design Regulations – Applies to development in design districts including downtown and other business districts
- **Westport Design Standards and Guidelines** (2007) – Small community example that combines mandatory standards and voluntary guidelines utilized by city staff when reviewing permits and to supplement their codified development standards ([Ch. 17.20A.060](#))

### Additional Examples

- **Kennewick**
  - [Municipal Code Ch. 18.75](#) – Residential Design Standards
  - [Municipal Code Ch. 18.78](#) – Commercial Design Standards
- **Olympia**
  - [Municipal Code Ch. 18.100](#) – Design Review
  - [Municipal Code Ch. 18.110](#) – Basic Commercial Design Criteria

- [Redmond Zoning Code Article III](#) – Design Standards
- 

## Examples of Downtown and Subarea Development Design

### Standards/Guidelines

Quite a few cities have developed specific design standards/guidelines for their downtowns and subareas. Many of the standards focus on integrating transportation option into the designs.

#### Featured Examples

- [Bellingham City Center Design Standards](#) (2014) – Includes specific guidelines for historic properties. All standards must be met in order for the project to be approved.
- [Bonney Lake Downtown Design Standards](#) (2007) – Downtown design standards apply to all new construction and some remodels; includes both mandatory and voluntary design elements
- [Kent Midway Design Guidelines](#) (2011) – Guidelines for new transit-oriented development around Sound Transit light rail stations. Menu of design options defines the minimum conditions for approval.
- [Mount Vernon Downtown Design Recommendations](#) (2009) – Example of a completely voluntary design guide for constructing, remodeling, and maintaining buildings in the downtown corridor.

#### Additional Examples

- [Burien Municipal Code Ch. 19.47](#) – Downtown Design Standards
  - [Kirkland Design Guidelines for Totem Lake Neighborhood](#) (2006)
  - [Seattle Design Guidelines](#) – Neighborhood guidelines are listed by District
  - [Walla Walla Municipal Code Ch. 20.178](#) – Design Standards for Downtown Walla Walla
- 

## Examples of Single-Family and Duplex Design Standards/Guidelines

Single-family and duplex design standards/guidelines are not very common and generally focus on specific situations, such as development on very small lots, neo-traditional development, garage design, steep slopes or unique lot conditions, or transitional areas adjacent to more intensive uses.



## Featured Examples

- [Mountlake Terrace Smaller Lot Residential Design Standards](#) (2008) – Visual design standards for detached houses on lots of less than 7,200 square feet located in the smaller lot overlay district
- [Sumner Single-Family/Duplex Design and Development Guidelines](#) (2013) – Detailed mandatory and voluntary guidelines address many topics, such as roof design and garage setbacks

## Additional Examples

- [Bainbridge Island Design Guidelines for R-8SF Urban Single-Family Overlay District](#) (2004)
- [Gig Harbor Municipal Code Sec. 17.99.490](#) – Single-family duplex and housing standards

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## Examples of the Design Review Process

### Design Review Processes

- [Gig Harbor Design Review Process](#) – Applicants have the option of seeking administrative approval or review by the design review board
- [Kirkland Design Review Process Brochure](#) (2014) – New buildings greater than one story, large additions, and façade renovations are reviewed by the design review board. All others are subject to administrative review.
- [Tumwater Design Review Process](#) – Describes the administrative design review process.

### Design Review Boards

- [Bellingham Design Review Board](#) – Purpose of board, typical decisions, and membership information
- [Kirkland Design Review Board](#) – Includes rules of procedure and design review process brochure
- [Langley Design Review Board](#) – Small city example

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## Examples of Design Elements in Comprehensive Plans

### Featured Examples

- [Bellevue Comprehensive Plan: Urban Design and the Arts \(2015\)](#) – Visual plan integrating art and design elements, identifies streets and areas that are key to neighborhood identity
- [Clark County Comprehensive Plan Ch. 11: Community Design Element \(2015\)](#) – Example of how county has integrated design elements into comprehensive plan
- [Kennewick Comprehensive Plan: Urban Design Element \(page 57, 2017\)](#)

#### Additional Examples

- [Bellingham Comprehensive Plan: Community Design Chapter \(2016\)](#)
- [Bothell Comprehensive Plan: Urban Design Element \(2015\)](#)
- [Edmonds Comprehensive Plan: Community Culture and Urban Design Element \(2016\)](#)
- [Oak Harbor Draft Comprehensive Plan: Urban Design Element \(2016\)](#)
- [Shoreline Comprehensive Plan: Community Design Goals and Policies and Community Design Supporting Analysis \(2012\)](#)

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#### Recommended Resources

- [MRSC Historic Preservation Topic Page](#)
- [MRSC Form-Based Code and Traditional Neighborhood Development Topic Page](#)
- [Puget Sound Regional Council Featured Tool: Design Guidelines](#) – Tools to Promote Housing Affordability – General introduction to design guidelines for affordable housing; includes case studies from Washington cities
- [American Planning Association: Design Review Essential Info Packet](#) – Available to APA members and PAS subscribers
- [Portland, OR Design Guidelines](#) – Links to many different design guideline documents
- [San Francisco, CA](#)
  - [Urban Design Guidelines Webpage](#) – Landing page that provides an overview of guidelines and design review process
  - [Urban Design Guidelines \(Adopted 2018\)](#) – Comprehensive guidelines that make good use of visuals and diagrams to demonstrate each guideline
- [New York City Active Design Guidelines](#) – Combine urban design principle with strategies for encouraging active lifestyles

- **Jim Leggitt/Drawing Shortcuts: Visualizing an Urban Master Plan with SketchUp** –<sup>15</sup>

Interesting example of how to use SketchUp and hand drawing to create design visualizations

Last Modified: July 18, 2018

## Sample Documents

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CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**ORDINANCE NO. 1034**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ADOPTING AN INTERIM OFFICIAL CONTROL DISSOLVING THE DESIGN REVIEW BOARD AND PROVIDING FOR AN ADMINISTRATIVE DESIGN REVIEW PROCESS; REVISING LSMC 14.16A.030, 14.16A.210, 14.16A.220, 14.16A.260 AND 14.16A.320; REPEALING LSMC 14.16A.340; REVISING LSMC 14.16B.010, 14.16B.305, 14.16B.310, 14.16B.340, 14.16B.405, 14.16B.410, 14.16B.440; REVISING LSMC 14.16C.020, 14.16.025, 14.16C.050; REVISING LSMC 14.44.020; REVISING 14.46.015, 14.46.035; ADOPTING FINDINGS OF FACT; PROVIDING FOR A PUBLIC HEARING AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Lake Stevens City Council directed staff to dissolve the Design Review Board at its Special Meeting on January 19-20, 2018 and reaffirmed this direction at its Special Meeting September 5, 2018; and

WHEREAS, the City Council would like to streamline the permit review process by dissolving the Design Review Board and provide for an Administrative Design Review Process during the period necessary for the City to consider permanent regulations; and

WHEREAS, the City has had difficulties recruiting qualified design professionals to fill this board; and

WHEREAS, RCW 36.70A.390 provides that the City Council may adopt an immediate interim zoning ordinance, interim zoning maps, and interim official controls for a period of up to six months if a public hearing on the proposal is held within at least sixty (60) days; and

WHEREAS, moratoria, interim zoning ordinances, interim zoning maps, and interim official controls enacted under RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new regulations will not be rendered moot by intervening development; and

WHEREAS, the proposed interim official control will promote the public health, safety, morals, and general welfare, and it is consistent with the goals and policies of the Comprehensive Plan; and

WHEREAS, this ordinance satisfies the procedural and substantive requirements of and is consistent with the Growth Management Act (GMA); and

WHEREAS, pursuant to WAC 197-11-880 and LSMC Chapter 16.04, the adoption of this ordinance is exempt from the requirements for a threshold determination under the State Environmental Policy Act (SEPA); 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 as if set forth fully herein.

Section 2. Several sections of Title 14 – the Land Use Code are hereby amended, to read as follows, as incorporated by Exhibit A.

Section 3. This Ordinance shall be referred to the Lake Stevens Planning Commission for study, review and a recommendation to the City Council for modified zoning regulations related to future design review of development projects.

Section 4. Public hearing. The Lake Stevens City Council will hold a public hearing on this matter on **October 23, 2018**, at the hour of 7:00 PM at 12308 – 22<sup>nd</sup> Street, N.E., Lake Stevens, Washington, to hear public testimony on this matter in accordance with RCW 36.70A.390. The notice for the public hearing shall specifically indicate that this ordinance may be renewed for one or more six month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

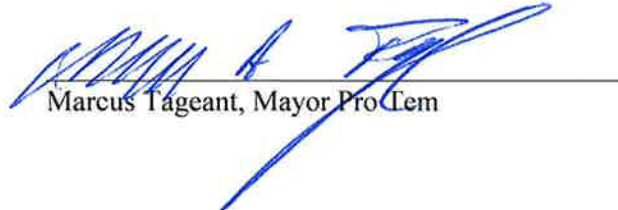
Section 5. Ordinance to be Transmitted to Department. Pursuant to RCW 36.70A.106, a copy of this interim Ordinance shall be transmitted to the Washington State Department of Commerce.

Section 6. Severability. If any section, clause, and/or phrase of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity and/or unconstitutionality shall not affect the validity and/or constitutionality of any other section, clause and/or phrase of the Ordinance.

Section 7. Effective Date. This Ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title. PROVIDED, HOWEVER, that unless extended by the Lake Stevens City Council, this Ordinance shall automatically expire and be deemed to have been repealed six (6) months following its effective date.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 11<sup>th</sup> day of September 2018.


CITY OF LAKE STEVENS

  
\_\_\_\_\_  
Marcus Tageant, Mayor Pro Tem

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Grant K. Weed, City Attorney

First and Final Reading: September 11, 2018

Date of Publication: Sept. 14, 2018

Effective Date: Sept 19, 2018

## EXHIBIT A

### **14.16A.030 Planning Agency Identified.**

The Planning Agency (Chapter 35A.63 RCW) for the City shall be composed of the following:

- (a) The Director of the Department of Planning and Community Development;
- (b) The Building Official;
- (c) The Director of the Department of Public Works;
- ~~(d) Design Review Board;~~
- (e) The Lake Stevens Hearing Examiner;
- (f) The Lake Stevens Planning Commission;
- (g) The Lake Stevens Park Board; and
- (h) The Lake Stevens City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

### **14.16A.210 Types of Review.**

(a) The purpose of this section is to provide an overview of the six levels of land use review. Land use and development decisions are classified into six processes based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity.

(b) Classification of Permits and Decisions.

(1) Type I Review - Administrative Decisions without Notice. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor administrative decisions and are exempt from certain administrative procedures, such as complete application review, noticing, and decision time frames. Appeals of Type I decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type I are listed in the table in subsection (d) of this section.

(2) Type II Review - Administrative Decisions with Notice. A Type II process is an administrative review and decision with recommendation from staff, City departments or others and requiring public notice at the application and/or decision stages of the review. Appeals of Type II decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type II are listed in the table in subsection (d) of this section.

(3) Type III Review - Quasi-Judicial Decisions - Hearing Examiner. This Type III process is a quasi-judicial review and decision by the Hearing Examiner. The Hearing Examiner makes a decision based on a staff

report and, if required, the Design Review Board. A public meeting may be held prior to the Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing, and decision stages of application review. Appeals of Hearing Examiner decisions are made to Snohomish County Superior Court, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type III are listed in the table in subsection (d) of this section.

(4) Type IV Review - Quasi-Judicial Decisions - City Council with Hearing Examiner Recommendation. A Type IV process is a quasi-judicial review and recommendation by the Hearing Examiner and a decision by the City Council. The Hearing Examiner considers ~~the recommendation from the Design Review Board, if required, as well as~~ public testimony received at an open record public hearing. The City Council makes a decision based on a recommendation from the Hearing Examiner during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type IV are listed in the table in subsection (d) of this section.

(5) Type V Review - Quasi-Judicial Decisions - City Council. A Type V process is a quasi-judicial review and decision by the City Council. Public notification is provided at the application, public hearing (if any), and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type V are listed in the table in subsection (d) of this section.

(6) Type VI Review - Legislative Decisions - City Council with Planning Commission Recommendation. A Type VI review is for legislative and/or nonproject decisions by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The Planning Commission makes a recommendation to the City Council. The Planning Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in subsection (d) of this section.

(c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.

(d) Permit-Issuing Authority and Appeal Authority. The permit-issuing authority and appeal authority for permit applications and legislative actions are established in Table 14.16A-I. A detailed explanation for each review procedure is in Chapter 14.16B under each part for each review type.



**Table 14.16A-I: Classification of Permits and Decisions**

<b>Type of Review</b>	<b>Land Use Actions and Permits</b>	<b>Recommendation By</b>	<b>Public Hearing Prior to Decision</b>	<b>Permit-Issuing Authority</b>	<b>Administrative Appeal Body and Hearing</b>
TYPE I Administrative without Public Notice	<ul style="list-style-type: none"> <li>• Administrative Design Review</li> <li>• Administrative Deviation</li> <li>• Administrative Modifications</li> <li>• Boundary Line Adjustments</li> <li>• Change of Use</li> <li>• Code Interpretations</li> <li>• Events</li> <li>• Floodplain Development Permits</li> <li>• Home Occupations</li> <li>• Master Sign Program</li> <li>• Minor Land Disturbance</li> <li>• Reasonable Use Exceptions</li> <li>• Shoreline Exemptions</li> <li>• Signs</li> <li>• Temporary Uses</li> </ul>	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

**Table 14.16A-I: Classification of Permits and Decisions**

<b>Type of Review</b>	<b>Land Use Actions and Permits</b>	<b>Recommendation By</b>	<b>Public Hearing Prior to Decision</b>	<b>Permit-Issuing Authority</b>	<b>Administrative Appeal Body and Hearing</b>
TYPE II Administrative with Public Notice	<ul style="list-style-type: none"> <li>• Administrative Conditional Use (formerly Special Use)</li> <li>• Administrative Variance</li> <li>• Binding Site Plans</li> <li>• Final Plats (short subdivisions and subdivisions)</li> <li>• Major Land Disturbance</li> <li>• Planned Action Certification</li> <li>• SEPA Review (early or when not combined with another permit or required for a Type I permit)</li> <li>• Shoreline Substantial Developments</li> <li>• Short Plats - Preliminary</li> <li>• Short Plat Alterations</li> </ul>	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

**Table 14.16A-I: Classification of Permits and Decisions**

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
	<ul style="list-style-type: none"> <li>• Short Plat Vacations</li> <li>• Site Plan Review</li> </ul>				
TYPE III Quasi-Judicial, Hearing Examiner	<ul style="list-style-type: none"> <li>• Conditional Uses</li> <li>• Preliminary Plats</li> <li>• Shoreline Conditional Uses</li> <li>• Shoreline Variances</li> <li>• Variances</li> </ul>	<b>Design Review</b> Board (if required) <u>Planning Director</u> or designee	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	<ul style="list-style-type: none"> <li>• Essential Public Facilities</li> <li>• Planned Neighborhood Developments</li> <li>• Rezone - Site-Specific Zoning Map Amendments</li> <li>• Secure Community Transition Facilities</li> </ul>	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	<ul style="list-style-type: none"> <li>• Plat Alterations</li> <li>• Plat Vacations</li> <li>• Right-of-Way Vacations</li> </ul>	<b>Design Review</b> Board (if required) <u>Planning Director</u> or designee	Open Record	City Council	None, appeal to Superior Court

**Table 14.16A-I: Classification of Permits and Decisions**

<b>Type of Review</b>	<b>Land Use Actions and Permits</b>	<b>Recommendation By</b>	<b>Public Hearing Prior to Decision</b>	<b>Permit-Issuing Authority</b>	<b>Administrative Appeal Body and Hearing</b>
TYPE VI Legislative, City Council with Planning Commission Recommendation	<ul style="list-style-type: none"> <li>• Comprehensive Plan Amendments, Map and Text</li> <li>• Development Agreements</li> <li>• Land Use Code Amendments</li> <li>• Rezones - Area-Wide Zoning Map Amendments</li> </ul>	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

**14.16A.220 Application Procedures.**

- (a) This section describes the requirements for making application for review, including pre-application conferences, submittal requirements, and fees.
- (b) Applications for development permits and other land use actions shall be made to the Department of Planning and Community Development, except Type I applications shall be made to the department which has the decision making authority (see Section 14.16A.210(d)).
- (c) The property owner or any agent of the owner with authorized proof of agency may apply for a permit or approval under the type of process specified. Consent to the application must be made by the owners or lessees of property or persons who have contracted to purchase property. Signatures by agents of these parties may be accepted, if a letter from the party with ownership interest is submitted which authorizes the agent to sign the application in their name.
- (d) Pre-Application Conferences.
- (1) To achieve efficient and effective application of the requirements of this title, a pre-application conference between the applicant and the City staff is required for projects needing a conditional use permit, planned action certification and planned neighborhood developments.

(2) Pre-application conferences are highly recommended for applications requiring Type III, IV or V reviews, and/or design review. Pre-application conferences are optional for applications requiring Type I, II and VI reviews.

(3) Prior to submitting an application, the applicant may arrange a conference with Planning and Public Works staff to review the proposed action, to become familiar with City policies, plans and development requirements and to coordinate all necessary permits and procedures. Pre-application procedures and submittal requirements shall be determined by the Planning Director and available in the Department of Planning and Community Development.

(4) Since it is impossible for the conference to be an exhaustive review of all potential issues, the discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law.

(5) To request a pre-application conference, an applicant shall submit a set of preliminary plans to the City. The amount and quality of the information submitted is up to the applicant; however, better information provided initially is more likely to result in better feedback and discussion with planning staff. At a minimum, the plans should include a basic layout of the proposal, including circulation, lot patterns and building locations, location of critical areas, and other site constraints.

(e) Submittal Requirements.

(1) The Planning Director shall specify submittal requirements, including type, detail, and number of copies, for an application to be complete. Submittal requirements for each permit application shall be available in the Department of Planning and Community Development. At a minimum the following shall be submitted with new applications:

(i) General application form;

(ii) Applicable fees;

(iii) Environmental checklist (if not exempt);

(iv) Applicable signatures, stamps or certifications;

(v) All required items stated in the applicable development handouts.

(2) The Planning Director may waive in writing specific submittal requirements determined to be unnecessary for review of an application. Alternatively, the Planning Director may require additional material, such as maps, studies, or models, when the Planning Director determines such material is needed to adequately assess the proposed project and submits the request in writing to the applicant.

(3) Applications for shoreline substantial development permits shall include submittal of the supplemental requirements set forth in Chapter 7 of the Shoreline Master Program and shoreline permits application materials.

(f) Determination of Complete Application.

(1) The presumption established by this title is that all of the information set forth in the specified submittal checklists is necessary to satisfy the requirements of this section. However, each development is unique, and therefore the Planning Director may request additional information, if necessary, or may

waive certain items if it is determined they are not necessary to ensure that the project complies with City requirements.

(2) The Planning Director shall make a determination of completeness pursuant to Section 14.16A.230(c).

(g) Consolidated Permit Process.

(1) When applying concurrently for a development that involves two or more related applications, individual permit numbers shall be assigned and separate permit fees shall be paid, but the applications shall be reviewed and processed collectively. A consolidated report setting forth the recommendation and decision shall be issued.

(2) Applications processed in accordance with subsection (g)(1) of this section, which have the same highest numbered procedure but are assigned different hearing bodies, shall be heard collectively by the highest decision maker(s). The City Council is the highest, followed by the Hearing Examiner and then ~~the Design Review Board~~ Administrative.

(3) No hearing or deliberation upon an application for a conditional use permit, subdivision, variance, planned neighborhood development, site plan review, administrative conditional use permit, shoreline permit, or similar quasi-judicial or administrative action, which is inconsistent with the existing Zoning Map, shall be scheduled for the same meeting at which the required Zoning Map amendment will be considered by the Hearing Examiner or the City Council. This section is intended to be a procedural requirement applicable to such actions as noted in RCW 58.17.070.

(h) Application and Inspection Fees. Fees are set forth in a separate fees resolution adopted by the City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 898, Sec. 2, 2013; Ord. 876, Sec. 10, 2012; Ord. 811, Sec. 2 (Exh. 1), 2010)

**14.16A.260 Public Meetings and Public Hearings (Note to editor -remainder of section remains unchanged).**

(a) This section sets forth procedures for public meetings and hearings in addition to processes set forth in each of the review types in Chapter 14.16B.

(b) Public Meetings. The purpose of a public meeting is to provide the public with the opportunity to learn about a project and/or the City, a board or panel, or decision maker to ask questions for a better understanding of a project. Meetings are not as formal as a hearing, do not require public testimony, and are not required to be taped. Public meetings may be required for Type III, IV or V reviews and design review of commercial and industrial buildings.

**14.16A.320 Planning Director.**

(a) The Planning Director enforces the municipal code unless otherwise specified. As specified in this title, the Planning Director shall be the City's Planning and Community Development Director or designated representative.

(b) Authority and Duties. The Planning Director or designee shall have the authority to enter and inspect buildings and land during reasonable hours with permission of the occupant or owner or by court order, to issue abatement orders and citations and to cause the termination and abatement of

violations of this title unless otherwise specified. The duties of the Planning Director shall include, but not be limited to, the following: enforce and administer this title unless otherwise specified; investigate complaints and initiate appropriate action; render decisions or make recommendations as specified in this title; and keep adequate records of land use applications, enforcement actions, and appeals. The Planning Director may also review administrative modifications pursuant to Section 14.16C.025 to items previously approved by the ~~Design Review Board~~, Planning Commission, and/or City Council.

(c) Appeals. Appeals of final decisions of the Planning Director made in the course of interpretation or administration of this title shall be governed by Section 14.16A.265, Appeals. Code enforcement actions pursuant to Section 14.16A.040, Compliance with Title 14 Required, are not "final decisions" for the purpose of this section, except as otherwise provided in this title. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

#### **~~14.16A.340 Design Review Board.~~**

~~(a) The Design Review Board is created independent from the legislative functions of the City Council to review and make urban design decisions that will promote visual quality throughout the City. The purpose of the Design Review Board and their procedure includes but is not limited to the following:~~

~~(1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards including site layout, landscaping, parking and preferred architectural features;~~

~~(2) To implement the City's Comprehensive Plan policies and supplement land use regulation: promote high quality urban design and development, promote a coordinated development of the unbuilt areas, lessen traffic congestion and accidents, secure safety from fire, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;~~

~~(3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or design area as a whole;~~

~~(4) To encourage low impact development (LID) by conservation and use of existing natural site features to integrate small-scale stormwater controls, and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;~~

~~(5) To encourage green building practices to reduce the use of natural resources, create healthier living environments and minimize the negative impacts of development on local, regional, and global ecosystems;~~

~~(6) To encourage creative, attractive harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources~~

which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;

(7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping and that proper attention is given to exterior appearances of structures, signs and other improvements;

(8) To protect and enhance the City's pleasant environments for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;

(9) To stabilize and improve property values and prevent blight areas to help provide an adequate tax base to the City to enable it to provide required services to its citizens;

(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the peace, health and welfare of the City and its citizens;

(11) To ensure compatibility between new and existing developments.

(b) Appointments and Qualifications.

(1) The Design Review Board shall consist of five individuals, of which at least three are City residents, from the following representatives selected by the City Council and shall include staff as a resource:

(i) At least one member and a designated alternate of the Lake Stevens Planning Commission;

(ii) At least one member and a designated alternate who work as urban design professionals experienced in the disciplines of architecture, landscape architecture, urban design, graphic design or similar disciplines and need not be residents of the City; and

(iii) At least one member and a designated alternate who is a city resident that has expressed an interest in urban design.

(2) The term of each professional and resident position is three years and shall expire on December 31st in the final year of each term. When establishing the Design Review Board, one professional shall have a term of three years and the second, if required, shall have a term of two years to start. The Planning Commission representatives shall be voted on by the Planning Commission yearly.

(c) Authority and Duties. The Design Review Board shall review all structures and site features in specific zones and for specific regulations listed in Section 14.16C.050.

(d) Meetings. The Design Review Board shall meet on an as-needed basis.

(e) Rules. The Design Review Board may adopt rules for the transaction of its business. The rules shall be consistent with the development code and may provide for but are not limited to:

(1) Date, time, place and format of public meetings;

(2) Record of proceedings, reports, studies, findings, conclusions and decisions;



~~(3) Election of a chairman and vice chairman of the Design Review Board for a one-year term.~~

~~(f) Approval Required. No design review approval shall be granted, no building permit shall be issued, and no construction shall begin until the Design Review Board has completed the review specified in this section and determined that the requested action is consistent with the adopted design criteria.~~

~~(g) Appeals of Design Review Board Decisions. Applicants and any interested party may appeal decisions of the Design Review Board. Only those issues under the authority of the Design Review Board as established by this section are subject to appeal. Appeals of the decisions of the Design Review Board will be heard as follows:~~

~~(1) If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit-issuing or review body.~~

~~(2) If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)~~

#### **14.16B.010 Classification.**

Land use actions, permits and decisions shall be classified according to which procedures apply. In the following table, a symbol in a cell means the specified procedure (row) pertains to the specified permit type (column). Section 14.16A.210(d) Table 14.16A-I, Classification of Permits and Decisions, lists all land use actions, permits and decisions for each type of review.

Procedure Category	Permit Types					
	I	II	III	IV	V	VI
Unique permit submittal requirements & decision criteria apply	X	X	X	X	X	X
Public notice required		X	X	X	X	X
SEPA threshold determination required		*	*	X	*	*
Public meeting may be required			*	*	*	
Public hearing required			X	X	X	X
Design Review Board required	*	*	*	*	*	
Pre-application conference recommended	O	O	H	H	H	O

X - required; \* - may be required depending on the project; O - optional; H - highly recommended

(Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.305 Purpose.**

A Type III process is a quasi-judicial review and decision made by the Hearing Examiner. The Hearing Examiner makes a decision based on a recommendation from staff ~~and, if required, the Design Review Board~~. A public meeting (e.g., scoping, neighborhood, etc.) may be held prior to staff or Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing and decision stages of application review. The administrative appeal body is the Superior Court, except shoreline permits are appealed to the State Shoreline Hearings Board. The purpose of this part is to provide the necessary steps for permit approvals requiring Type III review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.310 Overview of Type III Review.**

(a) This section contains the procedures the City will use in processing Type III applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type III are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA Responsible Official. The threshold determination shall be issued prior to the issuance of staff's or Design Review Board's recommendation on the application.

~~(c) Following issuance of the Design Review Board recommendation, if applicable, a public hearing will be held before the city Hearing Examiner.~~

(d) The decision of the Hearing Examiner on a Type III application is appealable to the Superior Court, except shoreline permit appeals are made to the State Shoreline Hearings Board. The Hearing Examiner action deciding the appeal and approving, approving with modifications, or denying a project is the final City decision on a Type III application. A final appeal may be made to the Snohomish County Superior Court. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.340 Notice of Public Hearing.**

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.

(c) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted oral or written comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

**14.16B.405 Purpose.**

A Type IV process is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. At an open record public hearing, the Hearing Examiner considers the recommendation from staff and, if required, the Design Review Board, as well as public testimony received at the public hearing. The City Council makes a decision, based on a recommendation from the Hearing Examiner, during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The purpose of this part is to provide the necessary steps for permit approvals requiring Type IV review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

**14.16B.410 Overview of Type IV Review.**

(a) This section contains the procedures the City will use in processing Type IV applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type IV are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA responsible official. The threshold determination shall be issued prior to the issuance of staff or Design Review Board's recommendation on the application.

(c) Following issuance of staff or Design Review Board recommendation, a public hearing will be held before the City Hearing Examiner.

(d) The recommendation of the Hearing Examiner on a Type IV application is forwarded to the City Council. The City Council action approving, approving with modifications, or denying a Type IV application is the final City decision. (Ord. 811, Sec. 3 (Exh. 2), 2010)

**14.16B.440 Notice of Public Hearing.**

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of the availability of the staff or Design Review Board recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff or Design Review Board recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(c) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16C.020 Administrative Design Review.**

(a) The purpose of this section is to allow administrative review and approval of design for small development design by establishing the criteria the Planning Director or designee will use in making a decision upon an application for administrative design review in all zones. ~~All other design review must be reviewed by the Design Review Board pursuant to Section 14.16C.050.~~

(b) Procedure. Applications that seek administrative design review shall follow the procedures established in Chapter 14.16B for a Type I permit process. New commercial and industrial projects subject to design review, shall follow the procedures established in Chapter 14.16B for a Type II permit process, when not associated with other land use applications.

(c) The Planning Director or designee will review the project administratively ~~make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~

(d) Limitations. ~~Administrative d-Design~~ review ~~is limited to of~~ small projects with minimal impacts to exterior design elements, including changes to existing structures, facades, landscaping, or site design with a construction value less than \$100,000 do not require a public meeting. ~~The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~

(e) Decision Criteria. The Planning Director's decision shall be based on the extent to which the proposed project meets applicable design guidelines adopted by Council. (Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.16C.025 Administrative Modifications.**

(a) This section governs requests to modify any final approval granted pursuant to this title, excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a recorded plat governed by Chapter 14.18.

(b) Procedure. Applications that seek administrative modification that meet the criteria below shall follow the procedures established in Chapter 14.16B for a Type I permit process.

(c) Decision Criteria.

(1) The Planning Director may determine that an addition or modification to a previously approved project or decision will require review as a new application rather than an administrative modification, if it exceeds the criteria in subsection (c)(2) of this section. If reviewed as a new application rather than an administrative modification, the modification shall be reviewed by the

same body that reviewed the original application. ~~If the application resulting in the approval which is the subject of the request for modification was reviewed by the Design Review Board and the modification would have minimal impacts to design, then the Planning Director shall review the request and make a final decision.~~ The criteria for approval of such a modification shall be those criteria governing original approval of the permit which is the subject of the proposed modification.

(2) A proposed modification or addition will be decided as an administrative modification, if the modification meets the following criteria:

- (i) No new land use is proposed;
- (ii) No increase in density, number of dwelling units or lots is proposed;
- (iii) No changes in location or number of access points are proposed;
- (iv) Minimal reduction in the amount of landscaping is proposed;
- (v) Minimal reduction in the amount of parking is proposed;
- (vi) The total square footage of structures to be developed is the lesser of 10 percent or 6,000 gross square footage; and
- (vii) Minimal increase in height of structures is proposed to the extent that additional usable floor space will not be added exceeding the amount established in subsection (c)(2)(vi) of this section. (Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.16C.050 Design Review.**

(a) ~~The Design Review Board is created~~ required to review and make urban design decisions that will promote visual quality throughout the City. The purpose of design review includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features;
- (2) To implement the City's Comprehensive Plan policies and supplement the City's land use regulations, promote high-quality urban design and development, supplement land use regulation, promote a coordinated development of the unbuilt areas, improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;
- (3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or subarea as a whole;

- (4) To encourage low impact development (LID) by conservation and use of existing natural site features in order to integrate small-scale stormwater controls and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;
  - (5) To encourage green building practices in order to reduce the use of natural resources, create healthier living environments, and minimize the negative impacts of development on local, regional, and global ecosystems;
  - (6) To encourage creative, attractive and harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;
  - (7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;
  - (8) To protect and enhance the City's community vision for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;
  - (9) To stabilize and improve property values to help provide an adequate tax base to the City to enable it to provide required services to its citizens;
  - (10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the health, safety and welfare of the City and its citizens; and
  - (11) To ensure compatibility between new and existing developments.
- (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 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. These design guidelines also apply to the construction of new commercial,

industrial and multifamily projects inside and outside of the subareas. 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.

~~(c) Design Review Board. Review of permit applications for conformance with the development design guidelines shall be done by the Design Review Board in public meetings, as set forth in Section 14.16A.260.~~

(d) Projects requiring design review that meet the limitations in Section 14.16C.020(d) shall follow the procedures established in Chapter 14.16B for a Type I permit process ~~as an administrative~~ for small project design review. All other projects requiring design review shall follow the procedures in subsection (e) of this section.

(e) Procedure.

(1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.

(2) Design Review Submittal Requirements. Seven color, hard copies and one electronic copy are required for each submittal for review by the Design Review Board.

(i) Buildings and Site Development Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
  1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
  2. Location of building setback lines.
  3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
  4. Parking lot layout, design and, if applicable, loading areas.
  5. Public improvements including sidewalks, curbs, gutters, etc.
  6. Location of existing trees and vegetation to be retained.
- c. Building material samples and color chips.

- d. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
  - e. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
  - f. Roof plan including the location of mechanical equipment.
  - g. A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties.
  - h. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.
- (ii) Landscape Plans. The following information and materials shall be submitted to the City for review under this chapter:
- a. A completed application.
  - b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
    - 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
    - 2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
    - 3. Parking lot layout, design and loading areas if applicable.
    - 4. Public improvements including sidewalks, curbs, gutters, etc.
    - 5. Location and size of existing trees and vegetation to be retained.
    - 6. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
    - 7. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.
    - 8. Photographs of proposed plant material.
    - 9. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.



(iii) Sign Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. A site plan, drawn to scale, showing the location of the building upon which the sign will be installed, surrounding buildings, and adjacent streets.
- c. A drawing showing the size, shape and exact location of the proposed sign(s). For wall or building-mounted signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same facade or common building wall. Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.
- d. Dimensions, area (in square feet), and style of letters/symbols of the proposed signs.
- e. A colored illustration of the proposed signs.
- f. Sign materials (wood, plastic, metal, etc.) and color samples.

(iv) The Director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

(3) Recommendation. A staff report of findings, conclusions and recommendations shall be forwarded to the ~~Design Review Board~~ Director or designee before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the development design guidelines. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the development design guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public. The decision shall be based upon a consideration of the whole record of the application.

(f) Conformance with Design Guidelines or Standards.

(1) Structures within the following zones are subject to the design guidelines or standards adopted per subsection (b) of this section, except when the project meets the limitations in Section 14.16C.020(d) or when the development is located within an adopted subarea plan ~~and is required to meet the adopted subarea design guidelines:~~

- (i) Central Business District ~~(except Class 1.100 or 1.200 uses);~~
- (ii) Mixed Use ~~(except Class 1.100 or 1.200 uses);~~
- (iii) Neighborhood Commercial ~~(except Class 1.100 or 1.200 uses);~~

- (iv) Local Business (~~except Class 1.100 or 1.200 uses~~);
- (v) Planned Business District;
- (vi) ~~Sub-Regional Commercial~~;
- (vii) High Urban Residential (multifamily developments);
- (viii) Multi-Family Residential (multifamily developments);
- (ix) Light Industrial;
- (x) General Industrial; or
- (xi) Public/Semi-Public.

(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section 14.16C.020(d):

- (i) Planned neighborhood developments (Section 14.16C.080);
- (ii) Planned residential developments (Section 14.44.020); and
- (iii) Innovative Housing Options Program (Chapter 14.46).

(3) No building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (f)(4) of this section.

(4) A building or land use permit may be issued for a structure or use that does not comply with subsection (f)(1), (2) or (3) of this section, if any one of the following findings can be made by the permit-issuing authority:

- (i) The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame.
- (ii) The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way.
- (iii) The structure will not be visible from an existing, planned, or proposed public right-of-way.
- (iv) The structure is pre-existing with proposed changes to portions of the facade that are not visible from public rights-of-way. (Ord. 1027, Sec. 3, 2018; Ord. 903, Sec. 19, 2013; Ord. 876, Sec. 12, 2012; Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.44.020 Planned Residential Developments.**

It is intended that a PRD will: result in a residential environment of higher quality than traditional lot-by-lot development by being held to higher standards of design of buildings, parks, open space, landscaping, roadways, entrance and other project features; provide flexibility to the property owners; protect critical areas and significant stands of trees; encourage a variety or mixture of housing types; and encourage compatibility of the development with the surrounding neighborhood. In addition to meeting the other relevant requirements of this title, planned residential developments (PRDs) must comply with the following:

- (a) The PRD may only be located on tracts of at least five acres within a Suburban Residential, Urban Residential, High Urban Residential, or Multi-Family Residential zoning district.
- (b) The gross density of a PRD shall not exceed the allowable density specified in Section 14.48.010.
- (c) Permissible types of residential uses within a PRD include single-family detached dwellings (use classification 1.111), single-family attached (1.130), two-family residences (1.200), and multifamily residences (1.300) regardless of the underlying zone.
- (d) In the SR and UR zones the developer may create lots and construct buildings with reduced lot size, width, or setback restrictions, except that:
  - (1) In the SR zone, perimeter lots must have a minimum area of 7,500 square feet and width of 60 feet, and in the UR zone, perimeter lots must have a minimum area of 6,000 square feet and width of 45 feet.
  - (2) At least 50 percent of the total number of dwelling units must be single-family detached residences on lots of at least 6,000 square feet in all zones except for the Multi-Family Residential.
  - (3) Comply with the fire protection requirements of the International Building Code (IBC) and the International Fire Code (IFC). Additional fire protection is required by these rules when setbacks are reduced below the standard five feet.
  - (4) Setback requirements of the underlying zone shall apply for all property lines located on the perimeter of the PRD.
  - (5) Each lot must be of a size and shape to contain the proposed improvements.
  - (6) The lots are designed so that homes can be constructed at least 15 feet from any environmentally critical area buffer.
  - (7) In providing additional amenity pursuant to subsection (h) of this section, priority shall be given to maintaining native areas in a natural condition.
  - (8) Homes shall be designed so as to minimize the visual impact of garages and automobiles from the streets and sidewalks through either:

- (i) Providing alleys which provide access to the garage at the rear of the lot; or
- (ii) Locate the garage at least 20 feet behind the front of the house; or
- (iii) Locate the garage at least five feet behind the front of the house, with the combined width of garage doors no wider than 18 feet or 50 percent of the width of the front of the house (including garage), whichever is less.

(e) The design of a PRD, including site layout, landscaping, public facilities (e.g., storm drainage, parks, streets, etc.) and building design shall be subject to Design Review Board (DRB) approval and shall meet the City's adopted Development Design Guidelines. ~~In lieu of the DRB approving each SFR structure, the applicant may propose project-specific design guidelines, in which case the DRB may approve the guidelines, to be implemented administratively by the Department of Planning and Community Development. Where authority is granted by the DRB to staff to review individual single-family residential structures, the DRB shall be the arbiter between the applicant and staff.~~

(f) When located in the SR, UR or HUR zone, multifamily portions of a PRD shall be developed more toward the interior rather than the periphery of the tract so that only single-family detached residences border adjacent properties and roads.

(g) Type A screening (Chapter 14.76) shall apply to the exterior boundaries of the PRD, but are not required between uses within the PRD.

(h) When creating a PRD, the applicant must improve 10 percent of the site with common amenities, in addition to the open space requirements. The amenities can include, but are not limited to, additional usable open space area, landscaped entries into the project (in addition to the standard roadway dedication and landscaping requirements), landscape islands in the center of roads, special treatment of roads (such as concrete pavers), protection of significant clusters of trees, or other amenities as may be appropriate. Common amenities do not include protected critical areas and their buffers, unless passive recreation is provided within the buffer areas. In such case, credit for trails will be given at a rate of 10 square feet for each lineal foot of trail, 10 square feet for each park bench and five square feet for each interpretive sign. Park space will be given credit towards meeting this requirement only when it meets the criteria for dedication contained in Chapter 14.120.

(i) Protected critical areas and significant stands of trees will be used as an amenity to the project through such techniques as providing pervious trails and benches in buffers and significant stands of trees, orienting buildings to create views, and any other technique to provide visual and physical access. (Ord. 903, Sec. 31, 2013; Ord. 746, Sec. 5, 2007; Ord. 741, Sec. 6, 2007; Ord. 639, Sec. 3, 2001; Ord. 579, 1998; Ord. 501, Sec. 9, 1995; Ord. 468, 1995)

#### **14.46.015 Review and Processing.**

Innovative housing projects shall be reviewed and processed according to the requirements of Sections 14.16C.015, 14.16C.045 and 14.40.020(b), with the additional requirements below:

(a) A pre-application conference per Section 14.16A.220(d) is required to exchange general and preliminary information and to identify potential issues.

(b) After the pre-application conference, the applicant shall schedule and host a neighborhood meeting before submitting an application to the City. The purpose of the neighborhood meeting is to provide residents who live adjacent and nearby to the proposed cottage housing development an opportunity to obtain information about the proposal and provide comment on the overall project before an applicant expends significant time and resources in developing the specific site and development features of the proposal.

(1) The meeting shall be located in the general area of the proposed project.

(2) Notice of the neighborhood meeting shall be mailed to all property owners located within 300 feet of the proposed project or 20 property owners (whichever results in more property owners being noticed) and shall provide details of the proposed project, including a description of any modification or flexibility in site design standards that will be requested.

(3) Comprehensive notes describing the meeting shall be submitted with the project application.

(4) Following the neighborhood meeting, the applicant shall consider public input received during the neighborhood meeting and shall consider recommendations, if any, for revising the proposed innovative housing project to respond to neighborhood concerns.

(c) ~~The Design Review Board shall consider project proposals at one meeting with staff and provide a recommendation for design approval of~~ is required for projects in accordance with this chapter.

Duties and authority are as follows:

~~(1) The Design Review Board is required to meet with the Director and City staff at a meeting to discuss proposed innovative housing development site plans and recommend modifications.~~

(2) Prior to a final decision by the Director or the Hearing Examiner, ~~the Design Review Board shall make a recommendation based on~~ a staff report including findings of fact must be provided demonstrating whether the proposed project meets the specific design requirements provided in this chapter for the specific type of innovative housing option and may propose allowable modifications.  
(Ord. 872, Sec. 5, 2012; Ord. 811, Sec. 54, 2010; Ord. 798, Sec. 7 (Exh. 2), 2009)

#### **14.46.035 Modifications to the Provisions in this Chapter.**

(a) An applicant may request modifications to the provisions of this chapter or other provisions of this title related specifically to this chapter, to the extent that such modifications are consistent with the purpose, intent and requirements of this chapter.

(b) The applicant must describe each requested modification and document in writing how the modifications are consistent with the purpose, intent and requirements of this chapter.

(c) The Director or Hearing Examiner may approve modifications after:

- (1) Considering the Design Review ~~Board's recommendations~~ a staff report and findings of fact; and
  - (2) Documenting in writing that the modifications are consistent with the purpose and requirements of this chapter and do not threaten the public health, safety, or welfare.
- (d) Minor changes to a site plan or design elements approved under this chapter may be approved by the Director. Changes that increase the intensity of development, e.g., trips generated or number of residential units; alter the character of the development or balance of mixed uses; increase the floor area in one building by more than 10 percent; change access points; move buildings around on the site; reduce the acreage of common open area or buffering areas; or diminish the effectiveness of perimeter buffers, are major and shall be subject to the requirements of this chapter. Major modifications may be approved by the original decision body and ~~shall~~ may be subject to design review approval. (Ord. 872, Sec. 6, 2012; Ord. 798, Sec. 7 (Exh. 2), 2009)

#### **14.16A.030 Planning Agency Identified.**

The Planning Agency (Chapter 35A.63 RCW) for the City shall be composed of the following:

- (a) The Director of the Department of Planning and Community Development;
- (b) The Building Official;
- (c) The Director of the Department of Public Works;
- ~~(d) Design Review Board;~~
- (e) The Lake Stevens Hearing Examiner;
- (f) The Lake Stevens Planning Commission;
- (g) The Lake Stevens Park Board; and
- (h) The Lake Stevens City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

#### **14.16A.210 Types of Review.**

(a) The purpose of this section is to provide an overview of the six levels of land use review. Land use and development decisions are classified into six processes based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity.

(b) Classification of Permits and Decisions.

(1) Type I Review - Administrative Decisions without Notice. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor administrative decisions and are exempt from certain administrative procedures, such as complete application review, noticing, and decision time frames. Appeals of Type I decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type I are listed in the table in subsection (d) of this section.

(2) Type II Review - Administrative Decisions with Notice. A Type II process is an administrative review and decision with recommendation from staff, City departments or others and requiring public notice at the application and/or decision stages of the review. Appeals of Type II decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type II are listed in the table in subsection (d) of this section.

(3) Type III Review - Quasi-Judicial Decisions - Hearing Examiner. This Type III process is a quasi-judicial review and decision by the Hearing Examiner. The Hearing Examiner makes a decision based on a staff report ~~and, if required, the Design Review Board. A public meeting may be held prior to the Design Review Board recommendation.~~ The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing, and decision

stages of application review. Appeals of Hearing Examiner decisions are made to Snohomish County Superior Court, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type III are listed in the table in subsection (d) of this section.

(4) Type IV Review - Quasi-Judicial Decisions - City Council with Hearing Examiner Recommendation. A Type IV process is a quasi-judicial review and recommendation by the Hearing Examiner and a decision by the City Council. The Hearing Examiner considers ~~the recommendation from the Design Review Board, if required, as well as~~ public testimony received at an open record public hearing. The City Council makes a decision based on a recommendation from the Hearing Examiner during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type IV are listed in the table in subsection (d) of this section.

(5) Type V Review - Quasi-Judicial Decisions - City Council. A Type V process is a quasi-judicial review and decision by the City Council. Public notification is provided at the application, public hearing (if any), and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type V are listed in the table in subsection (d) of this section.

(6) Type VI Review - Legislative Decisions - City Council with Planning Commission Recommendation. A Type VI review is for legislative and/or non-project decisions by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The Planning Commission makes a recommendation to the City Council. The Planning Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in subsection (d) of this section.

(c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.

(d) Permit-Issuing Authority and Appeal Authority. The permit-issuing authority and appeal authority for permit applications and legislative actions are established in Table 14.16A-I. A detailed explanation for each review procedure is in Chapter 14.16B under each part for each review type.



**Table 14.16A-I: Classification of Permits and Decisions**

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	<ul style="list-style-type: none"> <li>• Administrative Design Review</li> <li>• Administrative Deviation</li> <li>• Administrative Modifications</li> <li>• Boundary Line Adjustments</li> <li>• Change of Use</li> <li>• Code Interpretations</li> <li>• Events</li> <li>• Floodplain Development Permits</li> <li>• Home Occupations</li> <li>• Master Sign Program</li> <li>• Minor Land Disturbance</li> <li>• Reasonable Use Exceptions</li> <li>• Shoreline Exemptions</li> <li>• Signs</li> <li>• Temporary Uses</li> </ul>	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

**Table 14.16A-I: Classification of Permits and Decisions**

<b>Type of Review</b>	<b>Land Use Actions and Permits</b>	<b>Recommendation By</b>	<b>Public Hearing Prior to Decision</b>	<b>Permit-Issuing Authority</b>	<b>Administrative Appeal Body and Hearing</b>
TYPE II Administrative with Public Notice	<ul style="list-style-type: none"> <li>• Administrative Conditional Use (formerly Special Use)</li> <li>• Administrative Variance</li> <li>• Binding Site Plans</li> <li>• Final Plats (short subdivisions and subdivisions)</li> <li>• Major Land Disturbance</li> <li>• Planned Action Certification</li> <li>• SEPA Review (early or when not combined with another permit or required for a Type I permit)</li> <li>• Shoreline Substantial Developments</li> <li>• Short Plats - Preliminary</li> <li>• Short Plat Alterations</li> </ul>	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

**Table 14.16A-I: Classification of Permits and Decisions**

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
	<ul style="list-style-type: none"> <li>• Short Plat Vacations</li> <li>• Site Plan Review</li> </ul>				
TYPE III Quasi-Judicial, Hearing Examiner	<ul style="list-style-type: none"> <li>• Conditional Uses</li> <li>• Preliminary Plats</li> <li>• Shoreline Conditional Uses</li> <li>• Shoreline Variances</li> <li>• Variances</li> </ul>	<del>Design Review Board (if required)</del> <u>Planning Director or designee</u>	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	<ul style="list-style-type: none"> <li>• Essential Public Facilities</li> <li>• Planned Neighborhood Developments</li> <li>• Rezone - Site-Specific Zoning Map Amendments</li> <li>• Secure Community Transition Facilities</li> </ul>	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	<ul style="list-style-type: none"> <li>• Plat Alterations</li> <li>• Plat Vacations</li> <li>• Right-of-Way Vacations</li> </ul>	<del>Design Review Board (if required)</del> <u>Planning Director or designee</u>	Open Record	City Council	None, appeal to Superior Court

**Table 14.16A-I: Classification of Permits and Decisions**

<b>Type of Review</b>	<b>Land Use Actions and Permits</b>	<b>Recommendation By</b>	<b>Public Hearing Prior to Decision</b>	<b>Permit-Issuing Authority</b>	<b>Administrative Appeal Body and Hearing</b>
TYPE VI Legislative, City Council with Planning Commission Recommendation	<ul style="list-style-type: none"> <li>• Comprehensive Plan Amendments, Map and Text</li> <li>• Development Agreements</li> <li>• Land Use Code Amendments</li> <li>• Rezones - Area-Wide Zoning Map Amendments</li> </ul>	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

**14.16A.220 Application Procedures.**

- (a) This section describes the requirements for making application for review, including pre-application conferences, submittal requirements, and fees.
- (b) Applications for development permits and other land use actions shall be made to the Department of Planning and Community Development, except Type I applications shall be made to the department which has the decision making authority (see Section 14.16A.210(d)).
- (c) The property owner or any agent of the owner with authorized proof of agency may apply for a permit or approval under the type of process specified. Consent to the application must be made by the owners or lessees of property or persons who have contracted to purchase property. Signatures by agents of these parties may be accepted, if a letter from the party with ownership interest is submitted which authorizes the agent to sign the application in their name.
- (d) Pre-Application Conferences.
- (1) To achieve efficient and effective application of the requirements of this title, a pre-application conference between the applicant and the City staff is required for projects needing a conditional use permit, planned action certification and planned neighborhood developments.

(2) Pre-application conferences are highly recommended for applications requiring Type III, IV or V reviews, and/or design review. Pre-application conferences are optional for applications requiring Type I, II and VI reviews.

(3) Prior to submitting an application, the applicant may arrange a conference with Planning and Public Works staff to review the proposed action, to become familiar with City policies, plans and development requirements and to coordinate all necessary permits and procedures. Pre-application procedures and submittal requirements shall be determined by the Planning Director and available in the Department of Planning and Community Development.

(4) Since it is impossible for the conference to be an exhaustive review of all potential issues, the discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law.

(5) To request a pre-application conference, an applicant shall submit a set of preliminary plans to the City. The amount and quality of the information submitted is up to the applicant; however, better information provided initially is more likely to result in better feedback and discussion with planning staff. At a minimum, the plans should include a basic layout of the proposal, including circulation, lot patterns and building locations, location of critical areas, and other site constraints.

(e) Submittal Requirements.

(1) The Planning Director shall specify submittal requirements, including type, detail, and number of copies, for an application to be complete. Submittal requirements for each permit application shall be available in the Department of Planning and Community Development. At a minimum the following shall be submitted with new applications:

(i) General application form;

(ii) Applicable fees;

(iii) Environmental checklist (if not exempt);

(iv) Applicable signatures, stamps or certifications;

(v) All required items stated in the applicable development handouts.

(2) The Planning Director may waive in writing specific submittal requirements determined to be unnecessary for review of an application. Alternatively, the Planning Director may require additional material, such as maps, studies, or models, when the Planning Director determines such material is needed to adequately assess the proposed project and submits the request in writing to the applicant.

(3) Applications for shoreline substantial development permits shall include submittal of the supplemental requirements set forth in Chapter 7 of the Shoreline Master Program and shoreline permits application materials.

(f) Determination of Complete Application.

(1) The presumption established by this title is that all of the information set forth in the specified submittal checklists is necessary to satisfy the requirements of this section. However, each development is unique, and therefore the Planning Director may request additional information, if necessary, or may

waive certain items if it is determined they are not necessary to ensure that the project complies with City requirements.

(2) The Planning Director shall make a determination of completeness pursuant to Section 14.16A.230(c).

(g) Consolidated Permit Process.

(1) When applying concurrently for a development that involves two or more related applications, individual permit numbers shall be assigned and separate permit fees shall be paid, but the applications shall be reviewed and processed collectively. A consolidated report setting forth the recommendation and decision shall be issued.

(2) Applications processed in accordance with subsection (g)(1) of this section, which have the same highest numbered procedure but are assigned different hearing bodies, shall be heard collectively by the highest decision maker(s). The City Council is the highest, followed by the Hearing Examiner and then ~~the Design Review Board~~Administrative.

(3) No hearing or deliberation upon an application for a conditional use permit, subdivision, variance, planned neighborhood development, site plan review, administrative conditional use permit, shoreline permit, or similar quasi-judicial or administrative action, which is inconsistent with the existing Zoning Map, shall be scheduled for the same meeting at which the required Zoning Map amendment will be considered by the Hearing Examiner or the City Council. This section is intended to be a procedural requirement applicable to such actions as noted in RCW 58.17.070.

(h) Application and Inspection Fees. Fees are set forth in a separate fees resolution adopted by the City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 898, Sec. 2, 2013; Ord. 876, Sec. 10, 2012; Ord. 811, Sec. 2 (Exh. 1), 2010)

#### **14.16A.320 Planning Director.**

(a) The Planning Director enforces the municipal code unless otherwise specified. As specified in this title, the Planning Director shall be the City's Planning and Community Development Director or designated representative.

(b) Authority and Duties. The Planning Director or designee shall have the authority to enter and inspect buildings and land during reasonable hours with permission of the occupant or owner or by court order, to issue abatement orders and citations and to cause the termination and abatement of violations of this title unless otherwise specified. The duties of the Planning Director shall include, but not be limited to, the following: enforce and administer this title unless otherwise specified; investigate complaints and initiate appropriate action; render decisions or make recommendations as specified in this title; and keep adequate records of land use applications, enforcement actions, and appeals. The Planning Director may also review administrative modifications pursuant to Section 14.16C.025 to items previously approved by the ~~Design Review Board~~, Planning Commission, and/or City Council.

(c) Appeals. Appeals of final decisions of the Planning Director made in the course of interpretation or administration of this title shall be governed by Section 14.16A.265, Appeals. Code enforcement actions pursuant to Section 14.16A.040, Compliance with Title 14 Required, are not "final decisions" for the

purpose of this section, except as otherwise provided in this title. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

#### **~~14.16A.340 Design Review Board.~~**

~~(a) The Design Review Board is created independent from~~

~~the legislative functions of the City Council to review and make urban design decisions that will promote visual quality throughout the City. The purpose of the Design Review Board and their procedure includes but is not limited to the following:~~

~~(1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards including site layout, landscaping, parking and preferred architectural features;~~

~~(2) To implement the City's Comprehensive Plan policies and supplement land use regulation: promote high quality urban design and development, promote a coordinated development of the unbuilt areas, lessen traffic congestion and accidents, secure safety from fire, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;~~

~~(3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or design area as a whole;~~

~~(4) To encourage low impact development (LID) by conservation and use of existing natural site features to integrate small-scale stormwater controls, and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;~~

~~(5) To encourage green building practices to reduce the use of natural resources, create healthier living environments and minimize the negative impacts of development on local, regional, and global ecosystems;~~

~~(6) To encourage creative, attractive harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;~~

~~(7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping and that proper attention is given to exterior appearances of structures, signs and other improvements;~~

~~(8) To protect and enhance the City's pleasant environments for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;~~

~~(9) To stabilize and improve property values and prevent blight areas to help provide an adequate tax base to the City to enable it to provide required services to its citizens;~~

~~(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the peace, health and welfare of the City and its citizens;~~

~~(11) To ensure compatibility between new and existing developments.~~

~~(b) Appointments and Qualifications.~~

~~(1) The Design Review Board shall consist of five individuals, of which at least three are City residents, from the following representatives selected by the City Council and shall include staff as a resource:~~

~~(i) At least one member and a designated alternate of the Lake Stevens Planning Commission;~~

~~(ii) At least one member and a designated alternate who work as urban design professionals experienced in the disciplines of architecture, landscape architecture, urban design, graphic design or similar disciplines and need not be residents of the City; and~~

~~(iii) At least one member and a designated alternate who is a city resident that has expressed an interest in urban design.~~

~~(2) The term of each professional and resident position is three years and shall expire on December 31st in the final year of each term. When establishing the Design Review Board, one professional shall have a term of three years and the second, if required, shall have a term of two years to start. The Planning Commission representatives shall be voted on by the Planning Commission yearly.~~

~~(c) Authority and Duties. The Design Review Board shall review all structures and site features in specific zones and for specific regulations listed in Section 14.16C.050.~~

~~(d) Meetings. The Design Review Board shall meet on an as-needed basis.~~

~~(e) Rules. The Design Review Board may adopt rules for the transaction of its business. The rules shall be consistent with the development code and may provide for but are not limited to:~~

~~(1) Date, time, place and format of public meetings;~~

~~(2) Record of proceedings, reports, studies, findings, conclusions and decisions;~~

~~(3) Election of a chairman and vice chairman of the Design Review Board for a one-year term.~~

~~(f) Approval Required. No design review approval shall be granted, no building permit shall be issued, and no construction shall begin until the Design Review Board has completed the review specified in this section and determined that the requested action is consistent with the adopted design criteria.~~

~~(g) Appeals of Design Review Board Decisions. Applicants and any interested party may appeal decisions of the Design Review Board. Only those issues under the authority of the Design Review Board~~



~~as established by this section are subject to appeal. Appeals of the decisions of the Design Review Board will be heard as follows:~~

~~(1) If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit-issuing or review body.~~

~~(2) If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)~~

#### 14.16B.010 Classification.

Land use actions, permits and decisions shall be classified according to which procedures apply. In the following table, a symbol in a cell means the specified procedure (row) pertains to the specified permit type (column). Section [14.16A.210](#)(d) Table 14.16A-I, Classification of Permits and Decisions, lists all land use actions, permits and decisions for each type of review.

Procedure Category	Permit Types					
	I	II	III	IV	V	VI
Unique permit submittal requirements & decision criteria apply	X	X	X	X	X	X
Public notice required		X	X	X	X	X
SEPA threshold determination required		*	*	X	*	*
Public meeting may be required			*	*	*	
Public hearing required			X	X	X	X
Design Review <del>Board</del> required	<del>*</del>	*	*	*	*	
Pre-application conference recommended	O	O	H	H	H	O

X - required; \* - may be required depending on the project; O - optional; H - highly recommended

(Ord. 811, Sec. 3 (Exh. 2), 2010)

#### 14.16B.305 Purpose.

A Type III process is a quasi-judicial review and decision made by the Hearing Examiner. The Hearing Examiner makes a decision based on a recommendation from staff ~~and, if required, the Design Review Board~~. A public meeting (e.g., scoping, neighborhood, etc.) may be held prior to staff or Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing and decision stages of

application review. The administrative appeal body is the Superior Court, except shoreline permits are appealed to the State Shoreline Hearings Board. The purpose of this part is to provide the necessary steps for permit approvals requiring Type III review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.310 Overview of Type III Review.**

(a) This section contains the procedures the City will use in processing Type III applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type III are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA Responsible Official. The threshold determination shall be issued prior to the issuance of staff's or Design Review Board's recommendation on the application.

~~(c) Following issuance of the Design Review Board recommendation, if applicable, a public hearing will be held before the city Hearing Examiner.~~

~~(c)~~ The decision of the Hearing Examiner on a Type III application is appealable to the Superior Court, except shoreline permit appeals are made to the State Shoreline Hearings Board. The Hearing Examiner action deciding the appeal and approving, approving with modifications, or denying a project is the final City decision on a Type III application. A final appeal may be made to the Snohomish County Superior Court. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.340 Notice of Public Hearing.**

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.

(c) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted oral or written comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.405 Purpose.**

A Type IV process is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. At an open record public hearing, the Hearing Examiner considers the

recommendation from staff ~~and, if required, the Design Review Board~~, as well as public testimony received at the public hearing. The City Council makes a decision, based on a recommendation from the Hearing Examiner, during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The purpose of this part is to provide the necessary steps for permit approvals requiring Type IV review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.410 Overview of Type IV Review.**

(a) This section contains the procedures the City will use in processing Type IV applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type IV are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA responsible official. The threshold determination shall be issued prior to the issuance of staff ~~or Design Review Board's~~ recommendation on the application.

(c) Following issuance of staff ~~or Design Review Board~~ recommendation, a public hearing will be held before the City Hearing Examiner.

(d) The recommendation of the Hearing Examiner on a Type IV application is forwarded to the City Council. The City Council action approving, approving with modifications, or denying a Type IV application is the final City decision. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.440 Notice of Public Hearing.**

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of the availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(c) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **~~14.16C.020 Administrative Design Review.~~**

- ~~(a) The purpose of this section is to allow administrative review and approval of design for small development by establishing the criteria the Planning Director will use in making a decision upon an application for administrative design review in all zones. All other design review must be reviewed by the Design Review Board pursuant to Section 14.16C.050.~~
- ~~(b) Procedure. Applications that seek administrative design review shall follow the procedures established in Chapter 14.16B for a Type I permit process.~~
- ~~(c) The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~
- ~~(d) Limitations. Administrative review is limited to small projects with minimal impacts to exterior design elements, including changes to existing structures, facades, landscaping, or site design with a construction value less than \$100,000. The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~
- ~~(e) Decision Criteria. The Planning Director's decision shall be based on the extent to which the proposed project meets applicable design guidelines adopted by Council. (Ord. 811, Sec. 4 (Exh. 3), 2010)~~

#### **14.16C.025 Administrative Modifications.**

- (a) This section governs requests to modify any final approval granted pursuant to this title, excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a recorded plat governed by Chapter 14.18.
- (b) Procedure. Applications that seek administrative modification that meet the criteria below shall follow the procedures established in Chapter 14.16B for a Type I permit process.
- (c) Decision Criteria.
  - (1) The Planning Director may determine that an addition or modification to a previously approved project or decision will require review as a new application rather than an administrative modification, if it exceeds the criteria in subsection (c)(2) of this section. If reviewed as a new application rather than an administrative modification, the modification shall be reviewed by the same body that reviewed the original application. ~~If the application resulting in the approval which is the subject of the request for modification was reviewed by the Design Review Board and the modification would have minimal impacts to design, then the Planning Director shall review the request and make a final decision.~~ The criteria for approval of such a modification shall be those criteria governing original approval of the permit which is the subject of the proposed modification.
  - (2) A proposed modification or addition will be decided as an administrative modification, if the modification meets the following criteria:
    - (i) No new land use is proposed;

- (ii) No increase in density, number of dwelling units or lots is proposed;
- (iii) No changes in location or number of access points are proposed;
- (iv) Minimal reduction in the amount of landscaping is proposed;
- (v) Minimal reduction in the amount of parking is proposed;
- (vi) The total square footage of structures to be developed is the lesser of 10 percent or 6,000 gross square footage; and
- (vii) Minimal increase in height of structures is proposed to the extent that additional usable floor space will not be added exceeding the amount established in subsection (c)(2)(vi) of this section. (Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.16C.050 Design Review.**

(a) ~~The~~ Design Review ~~Board~~ is created required to review and make urban design decisions that will promote visual quality throughout the City. The purpose of design review includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features;
- (2) To implement the City's Comprehensive Plan policies and supplement the City's land use regulations, promote high-quality urban design and development, supplement land use regulation, promote a coordinated development of the unbuilt areas, improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;
- (3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or subarea as a whole;
- (4) To encourage low impact development (LID) by conservation and use of existing natural site features in order to integrate small-scale stormwater controls and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;
- (5) To encourage green building practices in order to reduce the use of natural resources, create healthier living environments, and minimize the negative impacts of development on local, regional, and global ecosystems;
- (6) To encourage creative, attractive and harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and

unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;

(7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;

(8) To protect and enhance the City's community vision for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;

(9) To stabilize and improve property values to help provide an adequate tax base to the City to enable it to provide required services to its citizens;

(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the health, safety and welfare of the City and its citizens; and

(11) To ensure compatibility between new and existing developments.

(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)The~~ Subarea Design Guidelines 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. These design guidelines also apply to the construction of new commercial, industrial, institutional and multifamily projects inside and outside of the subareas. To assure an attractive, pedestrian-friendly environment, ~~all applicable~~ 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.

~~(c) Design Review Board. Review of permit applications for conformance with the development design guidelines shall be done by the Design Review Board in public meetings, as set forth in Section 14.16A.260.~~

~~(d) Projects requiring design review that meet the limitations in Section 14.16C.020(d) shall follow the procedures established in Chapter 14.16B for a Type I permit process as an administrative design review. All other projects requiring design review shall follow the procedures in subsection (e) of this section.~~

(e) Procedure. Applicants that seek design review shall follow the procedures established in Chapter 14.16B for a Type I permit process and as follows:

(1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.

(2) Design Review Submittal Requirements. Seven-Two color, hard copies and one electronic copy are required for each submittal for review ~~by the Design Review Board.~~

(i) Buildings and Site Development Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
  1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
  2. Location of building setback lines.
  3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
  4. Parking lot layout, design and, if applicable, loading areas.
  5. Public improvements including sidewalks, curbs, gutters, etc.
  6. Location of existing trees and vegetation to be retained.
- c. Building material samples and color chips.
- d. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
- e. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
- f. Roof plan including the location of mechanical equipment.
- g. A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties.

h. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.

(ii) Landscape Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
  1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
  2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
  3. Parking lot layout, design and loading areas if applicable.
  4. Public improvements including sidewalks, curbs, gutters, etc.
  5. Location and size of existing trees and vegetation to be retained.
  6. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
  7. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.
  8. Photographs of proposed plant material.
  9. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.

(iii) Sign Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. A site plan, drawn to scale, showing the location of the building upon which the sign will be installed, surrounding buildings, and adjacent streets.
- c. A drawing showing the size, shape and exact location of the proposed sign(s). For wall or building-mounted signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same facade or common building wall.



Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.

- d. Dimensions, area (in square feet), and style of letters/symbols of the proposed signs.
- e. A colored illustration of the proposed signs.
- f. Sign materials (wood, plastic, metal, etc.) and color samples.

(iv) The Director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

(3) Recommendation. A staff report of findings, conclusions and recommendations shall be forwarded to the Design Review Board Director or designee before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the development design guidelines. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the development design guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public. The decision shall be based upon a consideration of the whole record of the application.

(f) Conformance with Design Guidelines or Standards.

(1) New commercial, industrial, multi-family and institutional structures, like places of worship and civic buildings, are subject to the design guidelines or standards adopted per subsection (b) of this section or when the development is located within an adopted subarea plan.

~~(1) Structures within the following zones are subject to the design guidelines or standards adopted per subsection (b) of this section, except when the project meets the limitations in Section 14.16C.020(d) or when the development is located within an adopted subarea plan and is required to meet the adopted subarea design guidelines:~~

- ~~(i) Central Business District (except Class 1.100 or 1.200 uses);~~
- ~~(ii) Mixed Use (except Class 1.100 or 1.200 uses);~~
- ~~(iii) Neighborhood Commercial (except Class 1.100 or 1.200 uses);~~
- ~~(iv) Local Business (except Class 1.100 or 1.200 uses);~~
- ~~(v) Planned Business District;~~
- ~~(vi) Sub Regional Commercial;~~

- ~~(vii) High Urban Residential;~~
- ~~(viii) Multi-Family Residential (multifamily developments);~~
- ~~(ix) Light Industrial;~~
- ~~(x) General Industrial; or~~
- ~~(xi) Public/Semi-Public.~~

(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section [14.16C.020](#)(d):

- (i) Planned neighborhood developments (Section [14.16C.080](#));
- (ii) Planned residential developments (Section [14.44.020](#)); and
- (iii) Innovative Housing Options Program (Chapter [14.46](#)).

(3) No building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (f)(4) of this section.

(4) A building or land use permit may be issued for a structure or use that does not comply with subsection (f)(1), (2) or (3) of this section, if any one of the following findings can be made by the permit-issuing authority:

- (i) The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame.
- (ii) The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way.
- (iii) The structure will not be visible from an existing, planned, or proposed public right-of-way.
- (iv) The structure is pre-existing with proposed changes to portions of the facade that are not visible from public rights-of-way. (Ord. 1027, Sec. 3, 2018; Ord. 903, Sec. 19, 2013; Ord. 876, Sec. 12, 2012; Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.44.020 Planned Residential Developments.**

It is intended that a PRD will: result in a residential environment of higher quality than traditional lot-by-lot development by being held to higher standards of design of buildings, parks, open space, landscaping, roadways, entrance and other project features; provide flexibility to the property owners;

protect critical areas and significant stands of trees; encourage a variety or mixture of housing types; and encourage compatibility of the development with the surrounding neighborhood. In addition to meeting the other relevant requirements of this title, planned residential developments (PRDs) must comply with the following:

- (a) The PRD may only be located on tracts of at least five acres within a Suburban Residential, Urban Residential, High Urban Residential, or Multi-Family Residential zoning district.
- (b) The gross density of a PRD shall not exceed the allowable density specified in Section [14.48.010](#).
- (c) Permissible types of residential uses within a PRD include single-family detached dwellings (use classification 1.111), single-family attached (1.130), two-family residences (1.200), and multifamily residences (1.300) regardless of the underlying zone.
- (d) In the SR and UR zones the developer may create lots and construct buildings with reduced lot size, width, or setback restrictions, except that:
  - (1) In the SR zone, perimeter lots must have a minimum area of 7,500 square feet and width of 60 feet, and in the UR zone, perimeter lots must have a minimum area of 6,000 square feet and width of 45 feet.
  - (2) At least 50 percent of the total number of dwelling units must be single-family detached residences on lots of at least 6,000 square feet in all zones except for the Multi-Family Residential.
  - (3) Comply with the fire protection requirements of the International Building Code (IBC) and the International Fire Code (IFC). Additional fire protection is required by these rules when setbacks are reduced below the standard five feet.
  - (4) Setback requirements of the underlying zone shall apply for all property lines located on the perimeter of the PRD.
  - (5) Each lot must be of a size and shape to contain the proposed improvements.
  - (6) The lots are designed so that homes can be constructed at least 15 feet from any environmentally critical area buffer.
  - (7) In providing additional amenity pursuant to subsection (h) of this section, priority shall be given to maintaining native areas in a natural condition.
  - (8) Homes shall be designed so as to minimize the visual impact of garages and automobiles from the streets and sidewalks through either:
    - (i) Providing alleys which provide access to the garage at the rear of the lot; or
    - (ii) Locate the garage at least 20 feet behind the front of the house; or

(iii) Locate the garage at least five feet behind the front of the house, with the combined width of garage doors no wider than 18 feet or 50 percent of the width of the front of the house (including garage), whichever is less.

(e) The design of a PRD, including site layout, landscaping, public facilities (e.g., storm drainage, parks, streets, etc.) and building design shall be subject to Design Review ~~Board (DRB) approval~~ and shall meet the City's adopted ~~Development~~ Design Guidelines. ~~In lieu of the DRB approving each SFR structure, the applicant may propose project-specific design guidelines, in which case the DRB may approve the guidelines, to be implemented administratively by the Department of Planning and Community Development. Where authority is granted by the DRB to staff to review individual single-family residential structures, the DRB shall be the arbiter between the applicant and staff.~~

(f) When located in the SR, UR or HUR zone, multifamily portions of a PRD shall be developed more toward the interior rather than the periphery of the tract so that only single-family detached residences border adjacent properties and roads.

(g) Type A screening (Chapter [14.76](#)) shall apply to the exterior boundaries of the PRD, but are not required between uses within the PRD.

(h) When creating a PRD, the applicant must improve 10 percent of the site with common amenities, in addition to the open space requirements. The amenities can include, but are not limited to, additional usable open space area, landscaped entries into the project (in addition to the standard roadway dedication and landscaping requirements), landscape islands in the center of roads, special treatment of roads (such as concrete pavers), protection of significant clusters of trees, or other amenities as may be appropriate. Common amenities do not include protected critical areas and their buffers, unless passive recreation is provided within the buffer areas. In such case, credit for trails will be given at a rate of 10 square feet for each lineal foot of trail, 10 square feet for each park bench and five square feet for each interpretive sign. Park space will be given credit towards meeting this requirement only when it meets the criteria for dedication contained in Chapter [14.120](#).

(i) Protected critical areas and significant stands of trees will be used as an amenity to the project through such techniques as providing pervious trails and benches in buffers and significant stands of trees, orienting buildings to create views, and any other technique to provide visual and physical access. (Ord. 903, Sec. 31, 2013; Ord. 746, Sec. 5, 2007; Ord. 741, Sec. 6, 2007; Ord. 639, Sec. 3, 2001; Ord. 579, 1998; Ord. 501, Sec. 9, 1995; Ord. 468, 1995)

#### **14.46.015 Review and Processing.**

Innovative housing projects shall be reviewed and processed according to the requirements of Sections [14.16C.015](#), [14.16C.045](#) and [14.40.020](#)(b), with the additional requirements below:

(a) A pre-application conference per Section [14.16A.220](#)(d) is required to exchange general and preliminary information and to identify potential issues.

(b) After the pre-application conference, the applicant shall schedule and host a neighborhood meeting before submitting an application to the City. The purpose of the neighborhood meeting is to

provide residents who live adjacent and nearby to the proposed cottage housing development an opportunity to obtain information about the proposal and provide comment on the overall project before an applicant expends significant time and resources in developing the specific site and development features of the proposal.

- (1) The meeting shall be located in the general area of the proposed project.
- (2) Notice of the neighborhood meeting shall be mailed to all property owners located within 300 feet of the proposed project or 20 property owners (whichever results in more property owners being noticed) and shall provide details of the proposed project, including a description of any modification or flexibility in site design standards that will be requested.
- (3) Comprehensive notes describing the meeting shall be submitted with the project application.
- (4) Following the neighborhood meeting, the applicant shall consider public input received during the neighborhood meeting and shall consider recommendations, if any, for revising the proposed innovative housing project to respond to neighborhood concerns.

(c) ~~The Design Review Board shall consider project proposals at one meeting with staff and provide a recommendation for design approval of~~ is required for projects in accordance with this chapter.

Duties and authority are as follows:

~~(1) The Design Review Board is required to meet with the Director and City staff at a meeting to discuss proposed innovative housing development site plans and recommend modifications.~~

~~(2)~~ Prior to a final decision by the Director or the Hearing Examiner, ~~the Design Review Board shall make a recommendation based on a staff report including findings of fact must be provided demonstrating~~ whether the proposed project meets the specific design requirements provided in this chapter for the specific type of innovative housing option and may propose allowable modifications. (Ord. 872, Sec. 5, 2012; Ord. 811, Sec. 54, 2010; Ord. 798, Sec. 7 (Exh. 2), 2009)

#### **14.46.035 Modifications to the Provisions in this Chapter.**

- (a) An applicant may request modifications to the provisions of this chapter or other provisions of this title related specifically to this chapter, to the extent that such modifications are consistent with the purpose, intent and requirements of this chapter.
- (b) The applicant must describe each requested modification and document in writing how the modifications are consistent with the purpose, intent and requirements of this chapter.
- (c) The Director or Hearing Examiner may approve modifications after:
  - (1) Considering the Design Review ~~Board's recommendations~~ staff report and findings of fact; and
  - (2) Documenting in writing that the modifications are consistent with the purpose and requirements of this chapter and do not threaten the public health, safety, or welfare.

(d) Minor changes to a site plan or design elements approved under this chapter may be approved by the Director. Changes that increase the intensity of development, e.g., trips generated or number of residential units; alter the character of the development or balance of mixed uses; increase the floor area in one building by more than 10 percent; change access points; move buildings around on the site; reduce the acreage of common open area or buffering areas; or diminish the effectiveness of perimeter buffers, are major and shall be subject to the requirements of this chapter. Major modifications may be approved by the original decision body and ~~shall~~may be subject to design review approval. (Ord. 872, Sec. 6, 2012; Ord. 798, Sec. 7 (Exh. 2), 2009)



## Staff Report City of Lake Stevens Planning Commission

Planning Commission Briefing  
Date: **August 7, 2019**

**SUBJECTS:** Parks Chapter of the 2019 Comprehensive Plan

**CONTACT PERSON/DEPARTMENT:** Jill Meis, Parks Planning and Development Coordinator

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**SUMMARY:** Briefing on the Parks Element of the Comprehensive Plan.

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**ACTION REQUESTED OF PLANNING COMMISSION:** No action at this time.

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

To maintain the city's ability to apply for grants there are updates that are required pertaining to level of service, including the distance from resident's homes to recreation opportunities. This year the update is considered a minor update. This proposed update maintains the city's compliance with Washington State Recreation and Conservation Office (RCO).

Since the last update the city has acquired additional park property and has improved existing park properties in addition to adding recreation opportunities within parks. Earlier this year the City polled community members via internet survey as well as hard copy and used this data to establish preferences and needs assessments. The survey showed a clear desire for parks of all sizes in close proximity to housing. The community also expressed interest in recreation programs and expanded events. This information was used to update new and expanded goals and policies to guide the city in decisions relating to parks and recreation.

**ATTACHED:**

1. Draft Chapter 5



# Chapter 5: Parks, Recreation & Open Space Element





# CHAPTER 5: PARKS, RECREATION, AND OPEN SPACE ELEMENT

## A VISION FOR PARKS

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

## INTRODUCTION

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

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

## PLANNING CONTEXT

### State Planning

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

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

- RCW 36.70A.020(9) establishes a planning goal to "Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities." Capital improvements are included within the definition of "Public Facilities."

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

### Regional Planning

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

### Countywide Planning

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

### Lake Stevens Planning

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

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

## **FACILITY CLASSIFICATIONS, CHARACTERISTICS AND INVENTORY**

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

### **Inventory of Facilities**

The following section includes an inventory of the parks, open space tracts, recreational facilities, and cultural programs and facilities found within or near the city. The city has approximately ~~146~~171 acres of public parks, 10 acres devoted to special uses, 122 acres of open space and approximately seven miles of the Centennial trail (adjacent to or within city limits) in addition to approximately five miles of park trails. The numbers include city and county facilities (mini-parks, neighborhood parks and community parks), special use parks, trails and open space (undeveloped property and Native Growth Protection Areas). In addition to the public facilities described, there are approximately 145 acres of private parks and open spaces and an additional three miles of private trails that complement the city's inventory. Different homeowner's associations are responsible for these facilities created during the subdivision process for specific neighborhoods.

### **Community Parks**

Community parks have the largest service area and attract citizens from across the community. A large size and variety of amenities characterize community parks. These parks provide a mix of informal, active, and passive recreation areas with permanent facilities. Community Parks are generally at least 10 acres, but must be large enough to provide room for multiple uses such as sports fields, a recreation center and group-use shelters alongside large open areas and playgrounds.

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

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

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

### Figure 5.1 – Lake Stevens Parks & Recreation Facilities



**Cavalero Community Park** – The park is located off 20<sup>th</sup> Street SE, in the southwestern part of the city. ~~Because the park has a large undeveloped area and is located within the city of Lake Stevens, the city and Snohomish County are preparing to revise the master plan for this facility through a joint planning effort in the near future. Currently Cavalero has an off-leash dog area and undeveloped open space.~~ Snohomish County has begun construction of a skate park, basketball courts and picnic areas. The park has an existing dog park and open space. This site is well poised to house a multi-sport complex and other organized sporting areas.



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



### ***Lake Stevens Community Athletic Park***

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



**Table 5.2 – Community Park Inventory**

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

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



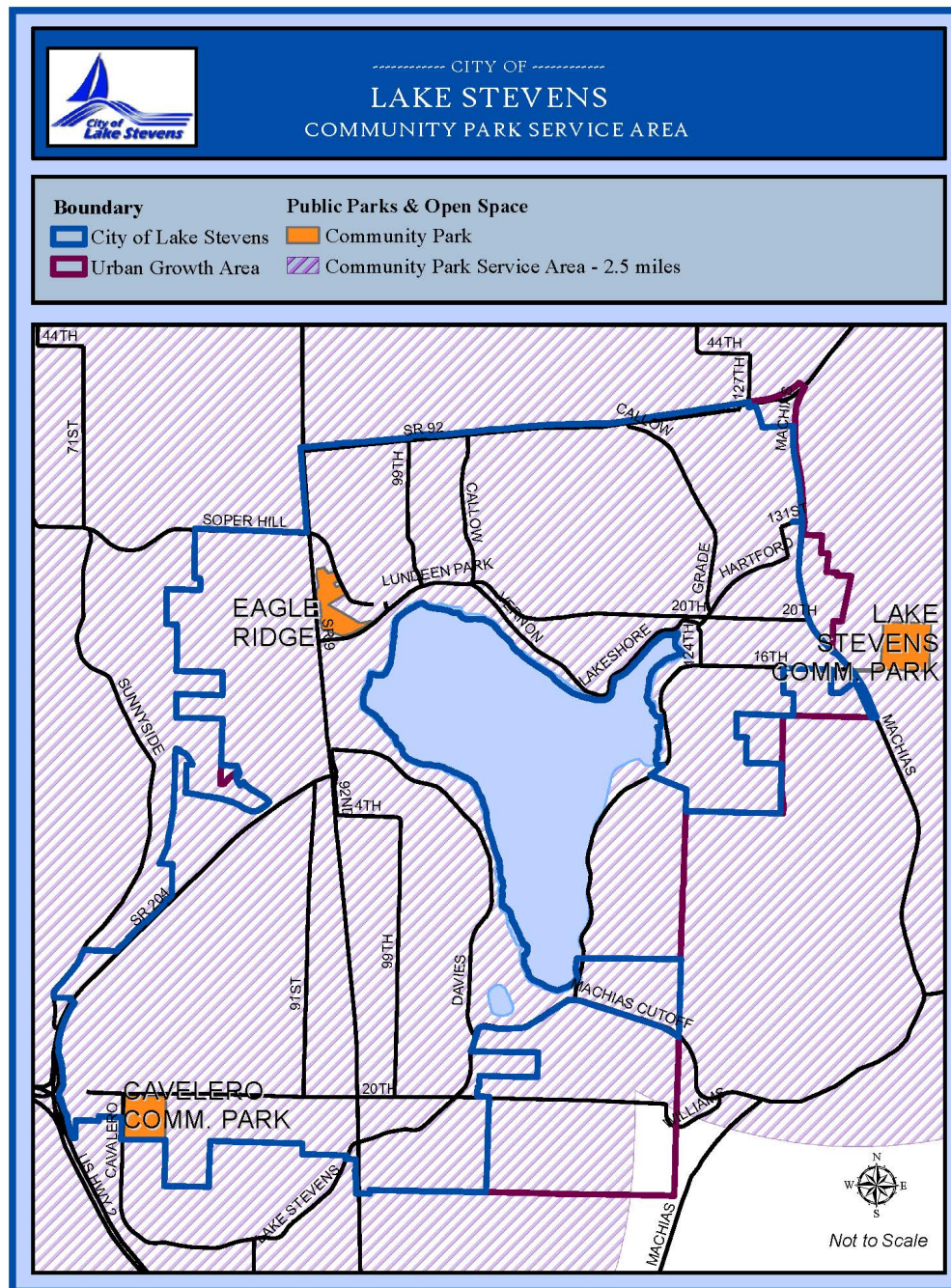


Figure 5.2 – Community Park Distribution



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

### **Neighborhood parks**

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

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

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



***Centennial Woods Park*** — A 6.3 acre passive recreation park purchased in 1997 through the Snohomish County Conservation Futures grant program. This park includes trails through the site, which connect the Centennial Trail to Catherine Creek Park (with an eye on an eventual connection to downtown).

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



**North Cove Park** – A ~~four-acre~~ 3.66 acre waterfront park located at the extreme northeast end of the lake. Access is available to downtown Lake Stevens, next to the City Hall complex. North Cove Park underwent a major renovation in 2019 and added an 8900 square foot multi-use facility that provides meeting space, covered patios, festival space and three-season section for community events. The park has a 250-foot municipal boardwalk/pier (interpretation, fishing & picnicking, ~~but no boat access~~), picnic areas that include tables, sun shades benches, and paths ~~and two horseshoe pits~~. Parking facilities are shared



with the City Hall complex. The city is currently planning for future Phase II expansion and development of the park. This phase will include additional parking, playground, critical area replanting, picnic shelters and restrooms.

**Wyatt County Park** – A three-acre regional park, formerly known as Davies Beach, located four miles from downtown, across the lake, on Davies Road. Facilities include a public boat launch, a dock (for boats), a fishing pier, a swimming area, restrooms,

picnic tables, and 80 parking spaces. This park is especially busy during summer weekends. [It also houses a private rowing club.](#)

**Frontier Heights Park** – A 7-acre multi-use park located at 8801 Frontier Circle West in the Lake Stevens Center Subarea. The city acquired this property in 2017 from the [homeowner's association of the adjacent neighborhoods](#). This park includes basketball courts, tennis courts, playground and athletic fields. [A Master Plan has been developed](#). This park will be renovated to replace and update the current amenities and add a walking trail, additional playground, sensory garden and labyrinth.

**20<sup>th</sup> Street Ballfields** – A ~~6.33~~12.36-acre park acquired that will be developed to include sports fields, parking, walking trails and a new playground (This park is undergoing a formal naming)

**Oak Hill Park (Nourse Park)** – A 2.63 acre park located at Oak Road and Callow Road. This park includes a playground, restroom, basketball court and a walking trail ~~currently under construction~~.

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

Table 5.3 – Neighborhood Park Inventory

FACILITY	LOCATION	OWNER	ACRES	PICNIC SHELTER / BENCHES	PLAYGROUND	TRAIL / PATHWAY	BASKETBALL	BEACH / SWIMMING	DOCK	BOAT LAUNCH	VIEW CORRIDOR	RESTROOMS	OPEN SPACE	LANDSCAPING	OTHER
Catherine Creek	12708 20th St NE	Lake Stevens School District	16.55	X		X							X		X
Centennial Woods	131st Dr NE	City of Lake Stevens	6.02			X							X		
Lundeen Park	10108 Lundeen Parkway	City of Lake Stevens	10.05	X	X	<del>X</del>	X	X	X		X	X	<del>X</del>	X	X
North Cove	Main St & North Lane	City of Lake Stevens	<del>2.283.6</del> <u>6</u>	X		X		<del>X</del>	X		X	<del>X</del>		X	X
Wyatt Park	20 South Davies Rd	Snohomish County	2.48	X				X	X	X	X	X		X	X
<u>Oak Hill Park</u>	<u>Oak Road</u>	<u>City of Lake Stevens</u>	<u>2.63</u>	<del>X</del>		<del>X</del>	<del>X</del>					<del>X</del>			
<u>Frontier Heights Park</u>	<u>8801 Frontier Circle</u>	<u>City of Lake Stevens</u>	<u>7.2</u>		<del>X</del>		<del>X</del>				<del>X</del>				<del>X</del>
<u>20<sup>th</sup> Street Ballfields</u>	<u>20<sup>6.34+2.48</sup> Street SE &amp; 88th Avenue SE</u>	<u>City of Lake Stevens</u>	<u>6.3412.36</u>										<del>X</del>		<del>X</del>
<i>Neighborhood Parks Total Acres</i>			<del>37.3760.95</del>												

Figure 5.3 illustrates the distribution of neighborhood-level parks within Lake Stevens. As shown, there are gaps in the services area in the ~~southern-southeastern and western~~ part of the

city. To provide equity of distribution, the city should concentrate on acquiring lands in the southeastern part of the city for additional neighborhood parks as opportunities arise. ~~The gap in the western part of the city is smaller and not as crucial, as two large private parks and an informal trail network provides some recreational outlets for the neighborhoods west of SR-9. In 2017 acquisition of Frontier Heights as a public park eliminated the service gap in the western part of the city. The recent acquisition of the 20<sup>th</sup> Street Ballfields meets the level of service for the southwestern area of the city.~~



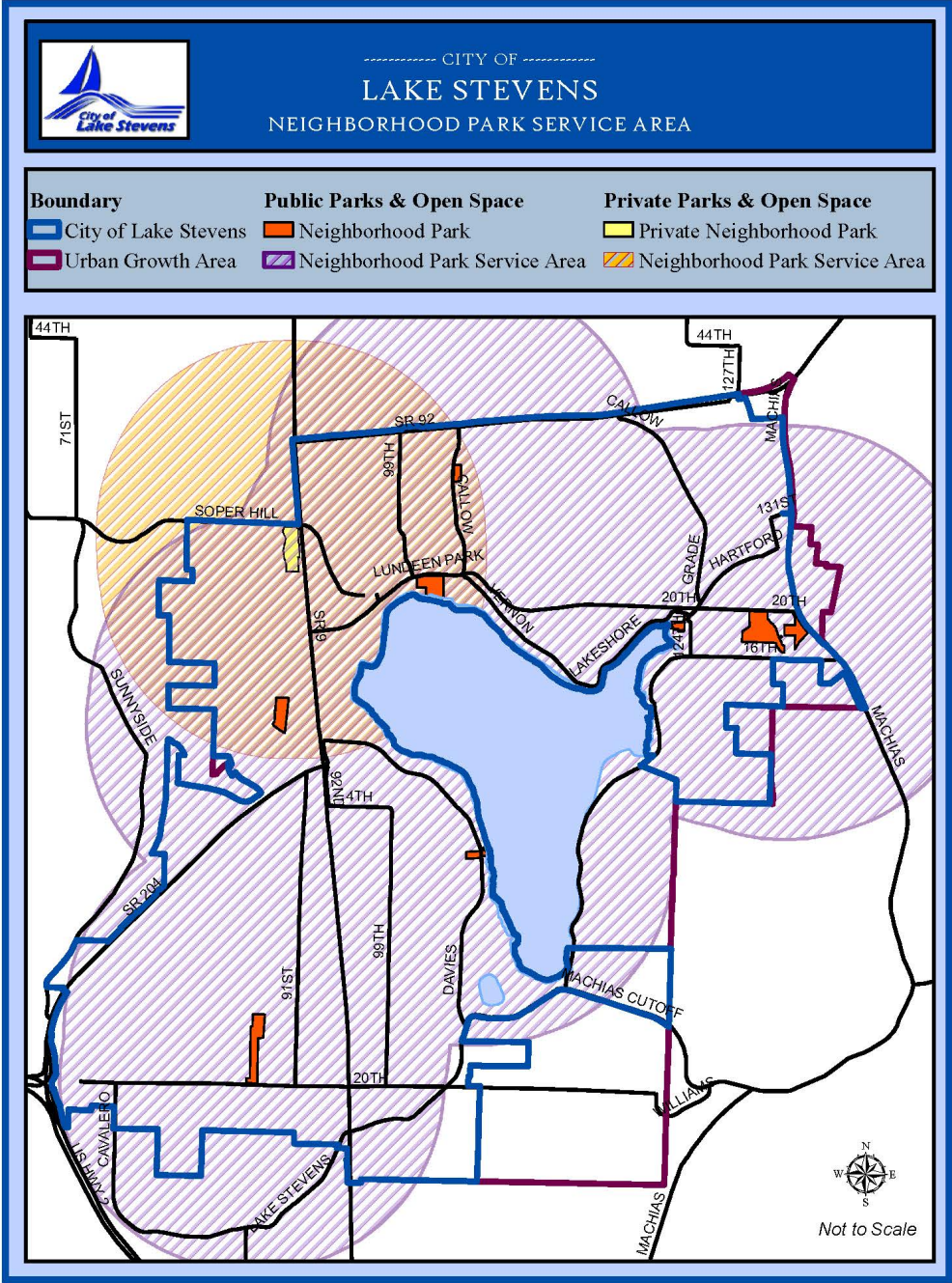


Figure 5.3 – Neighborhood Park Distribution

## Mini-Parks

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

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

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



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

Trail and Park associated with ~~Lyons Gate~~Woodland Hills Subdivision- This .6-acre park is located within the Woodland Hills Subdivision it is equipped with a playground and walking trail.

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

**Table 5.4 – Mini-Park Inventory**

FACILITY	LOCATION	OWNER	ACRES	PICNIC SHELTER/BENCHES	PLAYGROUND	TRAIL/PATHWAY	BEACH/SWIMMING	SOFTBALL/BASEBALL	DOCK	VIEW CORRIDOR	OPEN SPACE	LANDSCAPING
<b>Mini-Park – Public</b>												
Kids Oasis	12708 20th St NE	Lake Stevens School District	0.36		X							
North Lakeshore Swim Beach	North Lakeshore Dr	City of Lake Stevens	0.71				X		X	X		
<u>Woodland Hills</u>	<u>79<sup>th</sup> Ave SE</u>	<u>City of Lake Stevens</u>	<u>.66</u>		<u>X</u>	<u>X</u>						
Sunset Park	410 E Lake Stevens Rd	Snohomish County	0.60	X			X		X	X		X
<b>Mini-Park – Created w/ Subdivisions Dedicated to the Public</b>												
Semi-Public Mini-Parks			<del>3.28</del> 6		X	X					X	X
<i>Mini-Park Parks Total Acres</i>			<del>4.93</del> 5.53									

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

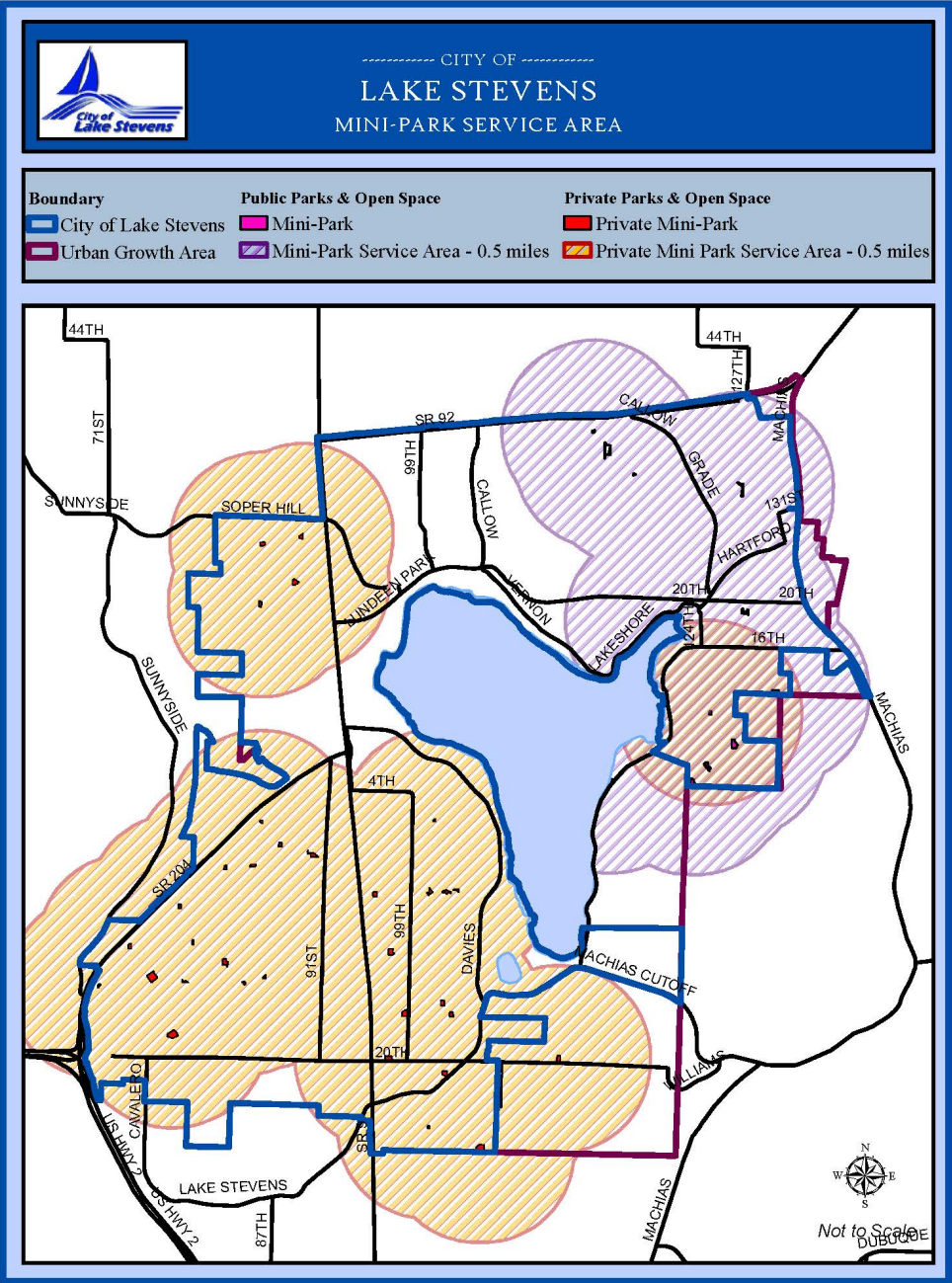
## School Parks

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



neighborhoods, they are easily accessible and evenly distributed throughout the community. Additionally, school campuses provide areas for sports activities, informal recreation uses, and potentially special activities.

#### **Figure 5.4 – Mini-Park Distribution**



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

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

**Table 5.5 – School Parks Inventory (LSSD)**

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

## **Open Spaces and Natural Resources**

Open spaces consist of undeveloped lands, passive recreation areas or Native Growth Protection Areas, both public and private. Open spaces allow residents to engage in low-intensity and passive recreation activities such as hiking and bird/wildlife watching, while protecting natural areas and resources. Typical amenities include soft trails, boardwalks, interpretive signage and scenic views. Open space may provide habitat corridors for wildlife and links between neighborhoods for humans. Open spaces frequently buffer potentially incompatible land uses. Open space should be distributed throughout the city.

Currently, the land use code requires dedication of Native Growth Protection Areas on lands with critical areas such as wetlands, streams, and steep slopes during development. The city also requires the dedication or creation of open space as a condition of approval for some subdivisions and attached housing developments. These set asides form a large portion of the open space inventory for the city that must be managed cooperatively between the city, homeowners, homeowners' associations, other agencies and even non-profit land trusts.

The city has many natural resources with the primary resource being Lake Stevens, a 1,040-acre lake and its tributaries, which provide migration, spawning, and rearing habitat for resident and anadromous fish species. The city provides a variety of habitat niches for terrestrial and aquatic wildlife and birds; notably there are many Bald Eagles that live around the lake. Public agencies own many of these open spaces; others are dedicated through the development process or as gifts from property owners. Generally, open spaces are located in critical areas and are retained in a natural state to protect the resource. In total, the city of Lake Stevens includes nearly 124 acres of public and semi-public open space and an additional 111 acres of privately held open space. Together these areas equal approximately four percent of the city. As previously noted, much of this property is within dedicated Native Growth Protection Areas. Open spaces with the potential for passive recreation uses are listed below.

***Downtown Open Spaces*** – Approximately five acres of open space exist between 16th Street NE and 18<sup>th</sup> Street NE, in downtown Lake Stevens. This area could be developed into a natural classroom with interpretive information, and connected by trails, sidewalks, and boardwalks.



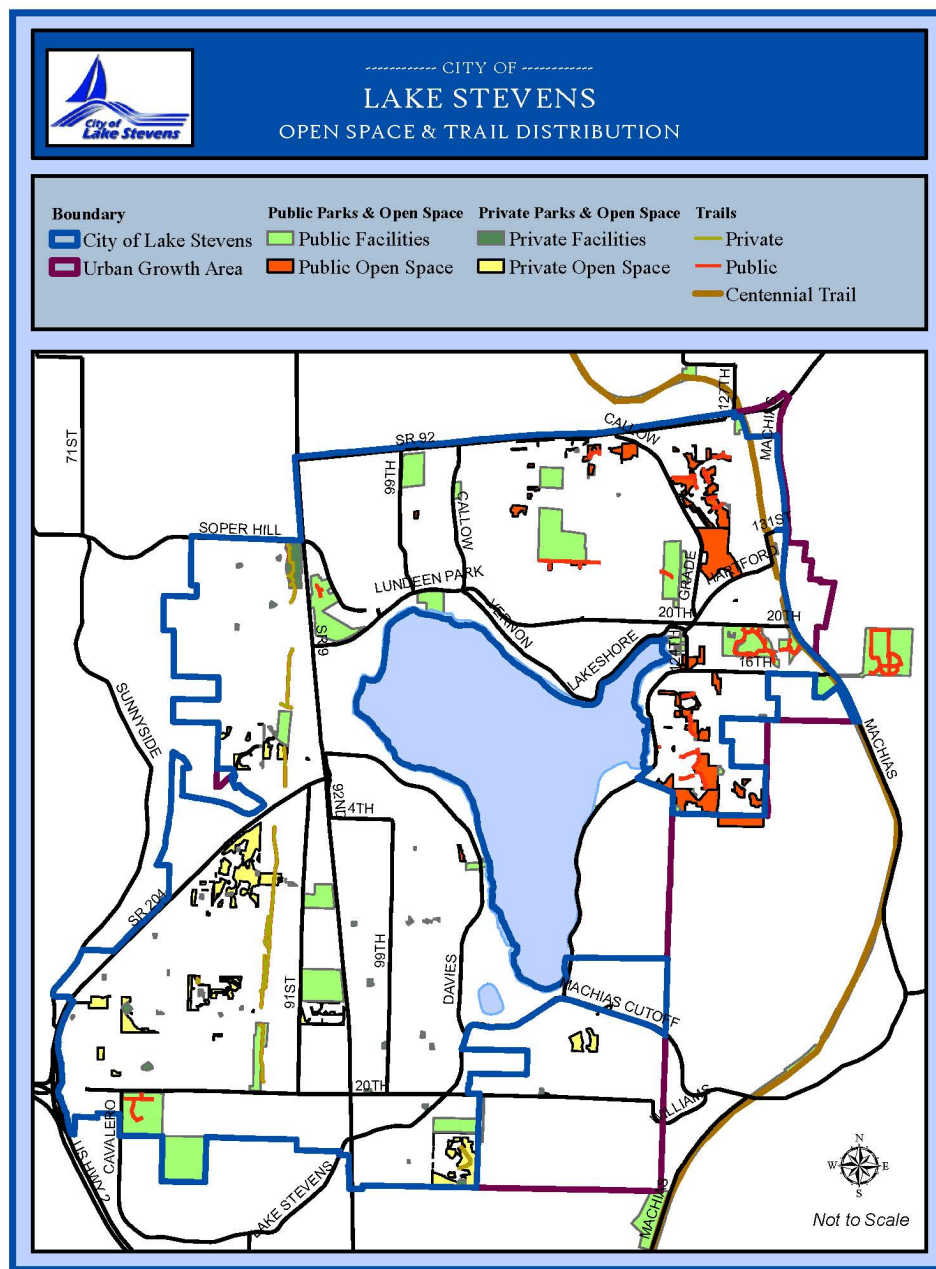
**Mill Cove Reserve ~~Park~~**— A one-acre passive ~~recreation park~~open space purchased in 1997 through the Snohomish County Conservation Futures grant program. The wooded site is at the location of the historic Rucker Mill and contains wetlands and shore lands. From the site, one can see the pilings that supported the old mill over the lake. The city will continue to seek grant opportunities to finance trails, signage and other passive recreation amenities.

~~**Grade Road/Hartford Open Space**— A 25-acre open space originally purchased as a potential municipal campus site located between Grade Road and Hartford Drive. The city has not officially incorporated this site into the open space inventory. However, this site has the potential for an additional natural area for fish and wildlife habitat protection and passive recreation. Appropriate development could include boardwalks and interpretive signage. Additionally, this site could be linked to other natural sites near downtown Lake Stevens.~~

## Trails and Pedestrian Facilities

Soft surface and paved trails, walking paths, sidewalks and multi-use trails for walking, hiking and bicycling make up the category of trails and pedestrian facilities. Paths and trails enhance connectivity between neighborhoods, parks, schools, transit facilities and commercial areas throughout the community and provide opportunities for alternative transportation. Recreational paths and trails can meander away from the road network, creating a focus on interacting with the natural or built environment. Sidewalks provide safe, direct routes between points along a road network.

Approximately five miles of public or semi-public trails exist in the city. Many of the shorter trails link road segments. Some of the newer subdivisions include soft trails within the outer portions of critical area buffers or as paths between different areas. One trail circumscribes the western and southern borders of the high school property. Two miles of trails meander through Catherine Creek Park. Gravel trails leading through Centennial Woods Park connect Catherine Creek Park to the Centennial Trail. The Lake Stevens Reserve neighborhood has a network of gravel trails that provide pedestrian access. There is also a network of informal trails in the power line corridor, located in the western portion of the city. ~~Over time, the city should look for opportunities to enhance and connect these trails into an organized network throughout the city. The city has begun the process for a formal Trails Master Plan to be adopted in 2019.~~





The trail stretches between the city of Arlington to the north and the city of Snohomish to the south. The trail is planned to extend from the southern Snohomish/King County line to the northern Snohomish/ Skagit County line. The trail serves pedestrians, bicyclists, skaters, and equestrians.

Figure 5.5 provides an overview of public and private open spaces and trail locations within or near the city.

### **Special Use Parks & Facilities**

Special use parks may be any park type or facility (private or public) with a specialized amenity that provides a unique experience, a particular sport or activity, and may provide a revenue income. Special use parks may include boat launches, cultural facilities, community centers, recreation centers/facilities or public art. Commercial enterprises geared toward the lake such as non-motorized uses or the Centennial Trail could compliment the city's inventory of special use facilities. The size of these facilities varies depending on the proposed use and available amenities. Special use parks should be distributed throughout the city. Because demand for special use facilities is generated from within and outside the city limits, the city, county, and other recreation providers should cooperate on locating special use sites.

***Bonneville Field Ball Park*** – A three-acre baseball field, which also provides informal trailhead parking for the Centennial Trail, is located at the intersection of 16th Street NE and Hartford-Machias Road. The Lake Stevens Junior Athletic Association operates this site. Facilities include a baseball diamond and approximately 35 parking spaces. The park is used primarily by organized little league teams during the summer.

***City Boat Launch*** – A one-acre public boat launch and parking lot, with 30 spaces, is located on the eastern shore of North Cove. Access is from 17th Place NE, off Main Street. The Washington State Department of Fish and Wildlife owns this site and leases it to the city. Most users are boaters, anglers, and jet-skiers launching their watercraft. Use is heaviest on summer weekends.



~~***Community Center*** – Within the City Hall complex is a 1,800-square-foot meeting/activity hall with a small (<150-square-foot) kitchen. The Center is used for public meetings, activities and classes. The Center is available for rent by the public for specific activities.~~

**North Cove Pavilion** – This 8900 square foot multi-use facility constructed in 2019 provides meeting space, covered patios, festival space and three-season section for community events.

***Grimm House*** – The historic Grimm House, associated with the Rucker Mill, is located next to the Historical Museum and serves as an adjunct to the museum. Through volunteer efforts, the house has been relocated and renovated.

***Historic Sites*** – The potential for historic sites in Lake Stevens is excellent because of the city's rich past linked to logging and railroads, evident in remains around the lake. For example, the concrete footing of the water tower serving the Rucker Brothers' Saw Mill is still located in North Cove Park. There are also trestle remains from the mill operations, in the lake, dating back to the turn of the century.

***Lake Stevens Historical Museum*** – Adjacent to the Lake Stevens branch of the Sno-Isle Regional Library is the 1,600 square foot Lake Stevens Historical museum. The museum houses permanent and rotating exhibits illuminating the town's history, the Society's office, and a 1,000-piece historical photograph collection. The Lake Stevens Historical Society, formed in 1982, operates this museum. The Lake Stevens Historical Society is a group of about 150 individuals dedicated to preserving community history through the collecting of information and artifacts and educating the public.

***Lake Stevens Senior Center*** – The Lake Stevens Senior Center, located at Eagle Ridge Park, welcomes all older adults to share in fellowship, classes and social events in the Lake Stevens area. The Senior Center is in a 2,800 square feet building with a commercial kitchen, dining/multi-purpose room, barrier-free bathrooms, office space and additional class and meeting rooms.

***Lochsloy Field*** – The Lake Stevens School District owns this 15-acre site, located north of SR-92, between Lake Stevens and Granite Falls. Facilities include a baseball diamond, numerous soccer fields and a large parking area. Organized league teams use the park primarily during the summer.



**Sno-Isle Regional Library, Lake Stevens Branch** – The city owns a 2,500 square foot building at 1804 Main Street that serves as a library. The Sno-Isle Libraries provide library services to the community here. The building's size limits the possibility of increasing the collection, adding computer access and increasing programming. Based on current activity levels and 2025 population projections for the Lake Stevens area, Sno-Isle Libraries estimates a need for a 15,000 square foot facility.

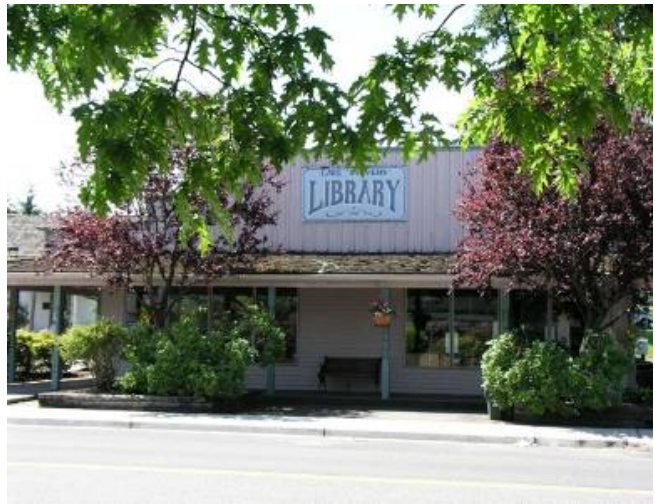


Table 5.6 lists some well-known and popular special use sites and facilities.

**Table 5.6 – Special Use Inventory**

FACILITY	LOCATION	OWNER	ACRES	FOOTBALL/SOCCER FIELDS	SOFTBALL/BASEBALL	DOCK	BOAT LAUNCH	SWIMMING POOL	VIEW CORRIDOR	OTHER
Bonneville Field	1530 N Machias Road	Snohomish County	7.32		X					X
City Boat Launch	North Drive	WA Dept of Fish & Wildlife	0.89			X	X		X	X
<del>Community Center/City Hall</del>	<del>1805 Main Street</del>	<del>City of Lake Stevens</del>	<del>0.58</del>	-	-	-	-	-	-	<del>X</del>
Grimm House	1804 Main Street	City of Lake Stevens	0.60							X
<u>The North Cove Pavilion</u>	<u>1808 Main Street</u>	<u>City of Lake Stevens</u>	<u>.58</u>							<u>X</u>
Library / Historic Society	1804 Main Street	City of Lake Stevens	0.25							X

Lochsloy Field	6710 147th Ave NE	Lake Stevens School District	15.17	X	X						
<i>Special Use Parks Total Acres</i>			<i>24.81</i>								

## Recreation Programs, Events and Special Providers

**Aquafest** – Lake Stevens’ annual city celebration is usually held in July. It includes an aqua-run, children’s activities, fireworks, vendor booths and several parades.

~~**Ironman Triathlon** – Lake Stevens hosts an annual World Qualifying Triathlon event with competitors swimming, running and bicycling through Lake Stevens.~~

**Lake Stevens Boys and Girls Club** – A one-acre property located at the intersection of 16th Street NE and Main streets. Clubs, Inc., a non-profit organization composed of representatives of the Lake Stevens Lions Club and the Lake Stevens Junior Athletic Association (LSJAA), owns this property. The Boys and Girls Club includes a recently remodeled building, gymnasium and a small meeting room (50-60 person occupancy) available for rent. This room is available at no cost to service clubs and scout troops. The property also includes a baseball diamond (Bond field), used for youth team sports, and storage/concession area, operated and maintained by LSJAA, behind the gymnasium. Approximately 75 parking spaces are available on the property.

**Lake Stevens Junior Athletic Association (LSJAA)** – A non-profit youth organization, the LSJAA organizes seasonal teams for baseball, softball, soccer, football, and basketball. User fees fund LSJAA programs.

**Lake Stevens School District** – The LSSD offers evening and weekend classes in sports, hobbies, job skills, continuing education and other recreational classes. The LSSD operates the indoor swimming pool. The LSSD Community Education program currently provides recreation and leisure service programming, such as summer youth recreation programs and adult programs, in the fall, winter and spring.

**Rowing Clubs** – Different rowing clubs use Lake Stevens frequently, hosting several large regattas on the lake, including the Washington State Games, as well as offering competitive rowing opportunities for juniors and adults.

**Scouting, 4-H, Church Youth Programs, Other Special Interest Groups** – All the scouting organizations are represented in Lake Stevens, as well as 4-H. Additionally, many of the churches have youth programs.

## FUTURE NEEDS AND LEVELS OF SERVICE

### Methodology and Public Process

The city ~~has~~ traditionally based its level of service for parks and recreation facilities on an overall population ratio. Under this model, using the 2012 population estimate ~~29,104~~32,785, the city ~~provides~~provided approximately five acres of developed or planned parkland per 1,000 residents. Comparatively, this is within the level of service ranges provided by neighboring communities. As a first step to providing an adequate land supply, setting a broad population-based goal is acceptable. However, the city recognized that ~~there are were~~ inherent problems with this method. The city and its UGA have a limited amount of large usable lands remaining. As the city's population grows, it is not likely that it can continue to acquire a larger inventory of new parkland. Secondly, a population-based model ignores access to different types of parks, special features and an equitable distribution throughout the community. Finally, this older method does not inform a jurisdiction on the city's satisfaction with individual facilities, the inventory as a whole or identify preferences for specific types of amenities.

At the last park element update the city determined the existing model of a population-based methodology did not adequately represent the needs of the community. In 2012<sup>3</sup> the City updated the methodology to include an acceptable individualized distance for residents to travel to reach each classification of parks, trails and facilities.

The current needs assessment and proposed service standards seek to address the deficiencies of the previous model. First, the city developed a park classification system previously described in Table 5.1. Second, the city completed an updated inventory of public and private facilities. The inventory categorized the facility by its classification, included current acreage and identified specific amenities available at each location. Third, the city proposed new level of service standards and mapped the distribution of different park facilities throughout the community based on the defined levels of service. The maps include an overall park distribution and individual distribution of different park types to determine access to residential areas. Fourth, the city developed and distributed a parks and recreation survey. The survey contained questions related to demographics, access to facilities, facility use and preferences, community desires, satisfaction and potential funding sources. Based on these results and recommendations by the community, Park Board and Planning Commission new service levels were set.

As part of the 2019 update ~~Staff distributed the a refined survey by direct mailing to a random sample populations~~social media, posted it on the city's website in spring of 2019, and ~~circulated it at city events and meetings during the summer of 2013. Fifth, t~~The Park and Recreation Planning Board held several regular meetings throughout the year, ~~and hosted two open houses, at different venues, to reach different city residents. The first open house included a presentation focusing on the current facility inventory and proposed changes to~~

~~the level of service. The second open house was an informal “meet and greet” allowing Park Board members and staff to discuss parks and recreation issues directly with the public.~~ Staff also briefed the Planning Commission and City Council about the project throughout ~~2013~~ 2019 at open public meetings. ~~Finally, s~~Staff has refined the ~~earlier elements~~needs assessment based on survey responses and comments from the community and city officials ~~to develop the proposed model.~~

### Level of Service Standards and Goals

The level of service standard (LOS) for park facilities are based on residential access and equitable distribution of facilities to different park types and trails community wide. The LOS standard for community parks is one park within 2.5 miles of residential areas. The LOS standard for neighborhood parks is one park within one mile of residential areas. The service goal for mini-parks (public and private) is one mini-park within 0.5 miles of residential areas. The LOS standard for multi-use trails is one trail within one mile of residential areas. The LOS standard for open space is five percent of the community. Within each facility, the city will strive to maintain a mix of amenities that reflect community use preferences as defined in the most current Lake Stevens Parks and Recreation Survey.

### Needs Assessment

Survey respondents suggested that community ~~and neighborhood~~ level parks should receive the highest priorities, but a desire to see all park types was evident from responses. Some of the most popular uses included walking/hiking, picnicking, beach/dock use, and swimming. Some of the most desired improvements include walking, hiking and multi-use trails, picnic areas, public docks, a community garden, playgrounds, a skate park, and improved restrooms. Overall respondents claim to be somewhat satisfied with the facilities and amenities. The most common complaint was a ~~perceived lack of park properties, perceived lack of~~ amenities and lake access. Respondents identified the cost of park maintenance and land for additional access as major issues to be resolved. Popular funding sources include public and private partnerships and ~~user fees~~fund matching. Additional questions added this year focus on forming a recreation program and which determining offerings would to be included.

Through a process of applying the adopted parks and open space LOS standards, reviewing the current inventory and analyzing the ~~2013-2019 Parks and Recreation Survey Community Survey~~, a clear picture of the city’s needs for public park and recreation programs and facilities emerges. Four main categories comprise the current needs assessment: Planning, Acquisition, Site Development and Improvements, Recreation programming & Maintenance. Each element provides the basis for developing a capital improvement plan. Decision-makers should prioritize the selection of capital projects based on gaps in the service for different park types, distribution of amenities throughout the park network, community

preferences, opportunities, and likelihood of partnerships with other jurisdictions or private groups.

## Park Planning

To improve existing recreational facilities and design new facilities, the city needs to develop master plans for specific uses in existing parks, in addition to new facilities added to the inventory. Master plans should consider the distribution of existing inventoried facilities and identify locations for improving and developing preferred uses and amenities from the community survey. Specifically, new master plans should consider opportunities to add trails, playgrounds, picnic areas, permanent restrooms and active recreation areas including sports fields and facilities~~the location of a permanent skate/BMX park~~. Additionally master plans should identify potential locations for additional trails and shoreline acquisition and development.

The following list includes a series of proposed planning efforts, based on responses from the community survey, to implement the Park Plan.

1. Coordinate with Snohomish County to plan park facilities jointly within or adjacent to the city. ~~A specific example for a capital project would be developing a coordinated master plan for Cavalero Community Park. This project would meet the identified preference for development of community level parks. This site should include a more formal trail network and could continue to include an off-leash dog area. A master plan for Cavalero should provide a formal parking area, restrooms, playgrounds, scenic views, picnic areas, and consider the inclusion of some type of active recreation amenity. Examples include future construction phases of Cavalero park, transfer of some park facilities, and a long-term analysis of county properties outside city limits.~~
2. The city is working with a consultant to develop~~Craft~~ a master plan for trails emphasizing formalizing the power line trail system into a multi-use trail, developing a lakefront path within the public right-of-way along Lake Stevens that provides pedestrian access to the waterfront at various locations and creating trail links between the western and eastern portions of the city, ultimately linking to downtown and the Centennial trail. Survey respondents identified walking paths and multi-use trails as preferred uses consistently throughout the community survey.
3. ~~Develop a master plan to improve North Cove Park that addresses the need for additional beach access, playgrounds, picnicking, restrooms, etc. — all of which are community-preferred improvements. A master plan for North Cove Park should parallel downtown planning efforts.~~

- 4.3. Develop a master plan for non-motorized uses of the waterfront including swimming areas, beach use, rowing/paddling and public docks/piers. Improved shoreline access and a variety of water-related activities are important identified issues by residents. This project should be coordinated with a variety of user groups and stakeholders.
- 5.4. Prepare an open space plan for the various downtown shorelines, wetlands and riparian open spaces (e.g., Mill Cove Reserve, 16<sup>th</sup> and 18<sup>th</sup> Street wetlands and ~~Grade Road open space~~) with an emphasis on low impact development, interpretative education and linkages. The community identified habitat protection and development of interpretive sites as an important goal for the community parks, recreation and open space system.
- 6.5. ~~Produce a park~~Implement a wayfinding program developed with the City Beautification Plan in 20XX, to identify the locations of parks and recreational facilities throughout the community. A wayfinding program would be crucial to providing a uniform image and highlighting existing and proposed site improvements.

### Acquisition

Based on the distribution of park facilities and survey responses, the city should identify opportunities to acquire the following lands to meet the recreational needs of city residents. Decision-makers should include one or more of these potential acquisitions as placeholders on the capital program list to act on as opportunities are identified.

1. The city should identify a location for a new public neighborhood level park in the southeastern part of the city, near 20<sup>th</sup> Street SE.
- ~~1. The city should identify locations for two new public neighborhood level parks in the southern part of the city, near 20<sup>th</sup> Street SE. Acquisitions should include one park on each side of SR-9 to ensure equity of distribution. It is advisable to provide one park on the northern side of 20<sup>th</sup> Street SE that can be accessed on foot from the numerous developments occurring in this area.~~
2. The city should identify locations for additional shoreline properties on Lake Stevens. Shoreline acquisition should consider expansion of current properties, a balanced distribution of access points on all sides of the lake, lands that can provide a mix of active and passive recreation activities and linear access tracts for trails, paths and view corridors.
3. Rights-of-way/easements for multi-use trails, pedestrian paths and sidewalks throughout the city with an emphasis on lakefront locations, the power line corridor in the western part of the city and east/west connections to the Centennial Trail and downtown.

### Site Development



Some projects are ready for immediate implementation and construction. Decision-makers should give these projects a high-priority for inclusion on the capital project list. As the city completes other master plans, Council should consider adding these as future capital projects.

1. Complete construction of Eagle Ridge Master Plan's Phase 1 improvements (e.g., ~~roofing garage and barn, vegetation maintenance~~, landscaping, ~~community garden~~, trail development, interpretive signs, ~~interpretation center~~, etc.) and start construction of Phase 2 improvements (e.g., restroom facilities ~~and trailhead parking~~ area, etc.) and Phase 3 improvements (e.g. playgrounds, ~~parking lot~~, picnic shelter, amphitheater, etc.
2. After acquisition of right-of-way/easements, the city should begin constructing the power line trail in phases.
3. [Frontier Heights – Implement the Master Plan in phases, starting with...](#)
4. [20th Street Ballfields – Develop a Master Plan...](#)

#### [Recreation](#)

[Lake Stevens currently provides seasonal events for community recreation. Recreation programming will be developed over a 5--year plan to increase offerings to all ages and abilities.](#)

#### [Park Improvements / Maintenance](#)

Several projects do not need significant planning, but will help implement community desires and preferences and should be included on the capital project list. Such projects involve maintenance and repairs or improvements to existing facilities. Many of these projects could be completed through cooperative efforts between the city and stakeholder groups. Specific examples for consideration as a capital project follow.

1. Repair existing soft trails at Catherine Creek Park and Centennial Woods. This may include clearing brush and installing new surface materials on trails. The city should endeavor to define trailheads and install location and wayfinding signage between the two sites. As appropriate, city staff could install additional amenities at these sites including formal seating areas and picnic facilities along with restroom facilities.
2. Coordinate with user groups to repair and improve the disc golf course in Catherine Creek Park.
3. Construct a pedestrian pathway between Downtown Lake Stevens and the Centennial Trail along Hartford Drive NE terminating at land dedicated to the city for creating a new trail connection. The project would include improvements along Hartford Drive NE such as directional signage, striping and other safety features. ~~The new trailhead~~

~~should include landscaping, a paved trail connection, signage and possibly a seating area. If space is available, the site could include parking spaces for one or two cars.~~

- ~~4. Coordinate with the Washington Department of Fish and Wildlife on necessary repairs and improvements to the city boat launch. Improvements may include repairs to the boat launch, parking area, and the addition of a non-motorized launch.~~

### Capital Projects

An analysis of existing conditions and projected needs in the previous section highlighted the areas of concern and opportunities for Lake Stevens. The Capital Facilities Element contains a strategy for achievement of the city's goals in light of the existing conditions in the city and identified needs. Capital projects will be prioritized based on the survey result preferences, needs assessment, levels of service and relationship to economic development opportunities. The following list of different project types should be considered for inclusion in the Capital Facilities Element.

#### **~~Planning Project No.1 – Cavalero Community Park Master Plan Joint Planning~~**

**~~Total Cost:~~** ~~\$10,000~~

**~~Start Date:~~** ~~2014~~

**~~Description:~~** ~~Coordinate with Snohomish County on its planning efforts for Cavalero Community Park to ensure it provides city preferred recreation amenities. Park master planning to be completed in 2015. Development of initial phases to begin in 2016.~~

**~~Proposed Funding Sources:~~** ~~State, Local Contributions, Impact fees~~

**~~Location:~~** ~~20<sup>th</sup> Street SE and 79<sup>th</sup> Ave SE~~

**~~Justification:~~** ~~This project would meet the identified preference for developing community level parks.~~

#### **~~Planning Project No.2 Wayfinding Plan~~**

**~~Total Cost:~~** ~~\$20,000~~

**~~Target Start Date:~~** ~~2015~~

**~~Description:~~** ~~Produce a park wayfinding program in conjunction with economic development efforts to create a standard package for locating parks and recreational facilities and identifying amenities throughout the community.~~

**~~Proposed Funding Sources:~~** ~~Impact fees~~

**~~Location:~~** ~~Citywide~~



~~**Justification:** A wayfinding program would be crucial to providing a uniform image and highlighting existing and proposed site improvements to support economic development.~~

### **Planning Project No. ~~3~~1 Trails, Paths and Pedestrian Facilities Master Plan**

**Total Cost:** \$~~15,000~~50,000

**Target Start Date:** 201~~5~~9

**Description:** Master plan for trails, paths, and pedestrian facilities identifying appropriate connections and engineered details for various trail types with an emphasis on trail connections, the power line trail, and a path around the lake.

**Proposed Funding Sources:** Impact fees, Development

**Location:** Citywide

**Justification:** This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

### **Planning Project No. ~~4~~2 Downtown Open Space Master Plan**

**Total Cost:** \$30,000

**Target Start Date:** ~~2015~~2020-2022

**Description:** Open space plan for various downtown open spaces including shoreline, wetland, and riparian areas. The plan would include environmental analysis, identify appropriate connections between areas, develop interpretive information and provide engineered details for boardwalks, viewing areas and signage.

**Proposed Funding Sources:** Impact fees, Grants

**Location:** Mill Cove Reserve, Grade Road Open Space, Wetlands between 16<sup>th</sup> Ave NE and 18<sup>th</sup> Ave NE

**Justification:** This project would meet the identified preference for balanced habitat protection and development of interpretive sites as an important component in the community parks, recreation and open space system.

### **Acquisition Project No.1 Lakeside Path Right-of-Way/Easement Acquisition**

**Total Cost:** \$1,610,066

**Phase 1** (Northern Section approximately 3,800 linear feet) – \$237,382

**Phase 2** (Eastern Section approximately 3,600 linear feet) – \$222,684

**Phase 3** (Western/Southern approximately 18,000 linear feet) – \$1,150,000

**Target Start Date:** 20~~1~~205-203~~5~~4

**Description:** Purchase rights-of-way/easements for walking paths around the lake.

**Proposed Funding Sources:** Local Contributions, Impact fees, Grants

**Location:** Road network around Lake Stevens

**Justification:** This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

#### **Acquisition Project No.2 Neighborhood Park Acquisition**

**Total Cost:** ~~\$317,671~~500,000 to \$1 million

~~Phase 1 (Southwest Lake Stevens between 5 – 10 acres) – \$158,835~~

~~Phase 2 (Southeast Lake Stevens between 5 – 10 acres) – \$158,835~~

**Target Start Date:** ~~2019~~2020 - ~~2024~~2025

**Description:** Identify locations for and acquire lands for ~~two a~~ neighborhood level parks in the south~~east~~ern part of the city. ~~Acquisitions should include one park on each side of SR-9 to ensure equity of distribution.~~

**Proposed Funding Sources:** Impact fees, REET

**Location:** Southern part of the city, near 20<sup>th</sup> Street SE

**Justification:** This project would meet the Level of Service standard for access and distribution of neighborhood level parks.

#### **Acquisition Project No.3 Shoreline Acquisition**

**Total Cost:** \$1 – 1.5 million

**Target Start Date:** ~~2014-2019~~2020-2025

**Description:** Identify locations for and acquire shoreline property that can provide a balance mix of water related activities around Lake Stevens.

**Proposed Funding Sources:** Impact fees, Grants

**Location:** Lake Stevens

**Justification:** This project would meet the identified preference for acquisition and development of additional shoreline properties as an important part of the community parks, recreation and open space system.

#### **Acquisition Project No.4 – Power Line Trail Right-of-Way/Easement Acquisition**

**Total Cost:** \$838,200

**Phase 1** (Northern Portion approximately 6,350 linear feet) – \$419,100

**Phase 2** (Southern Portion approximately 6,350 linear feet) – \$419,100

**Target Start Date:** 2020-~~2025~~2030

**Description:** Purchase rights-of-way/easements for multi-use trails in the power line corridor.

**Proposed Funding Sources:** Impact fees, Grants

**Location:** Power line corridor in the western part of Lake Stevens

**Justification:** This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

#### **Development Project No.1 North Cove Park Expansion**

**Total Cost:** \$1,000,000

**Target Start Date:** 2020

**Description:** Regrade remaining site, install new playgrounds, install public art, complete walking path around the park, construct picnic shelter and restrooms, parking and stormwater, add a public parking lot, add a boat moorage and restore the lake outlet and stream channel.

**Proposed Funding Sources:** Impact fees, Grants

**Location:** 1820 Main Street

**Justification:** This project would meet the identified need of additional parks and preference for developing safe walking paths, picnic areas, playgrounds and water access.

#### **Development Project No.12 Frontier Heights Redevelopment**

**Total Cost:** ~~\$460~~500,000

**Target Start Date:** 2020

**Description:** Regrade site, install new playgrounds, sports field, pubic art, walking path around the park and integrates into regional trail system, restrooms, parking and stormwater.

**Proposed Funding Sources:** Impact fees, Development, Grants

**Location:** 8801 Frontier Circle E

**Justification:** This project would meet the identified need of additional parks and preference for developing safe walking paths and multi-use trails throughout the community. This project would revitalize this neighborhood and increase economic development in the surrounding area. This project would meet the identified preference for developing neighborhood level parks.

#### **Development Project No.1~~2~~3 - Complete remaining Phases ~~1~~ and ~~2~~ of the Eagle Ridge Master Plan**

**Total Cost:** \$~~911,922~~831,210

**~~Phase 1~~** – \$80,712

**Phase 2** – \$271,205

**Phase 3** – \$560,005

**Target Start Date:** ~~2015~~[2021-2020](#)[2025](#)

**Description:** Construct remaining improvements identified as Phase 1 improvements and then begin construction of Phase 2 and Phase 3 improvements identified in the Eagle Ridge Master Plan.

**Proposed Funding Sources:** Impact fees, Development

**Location:** Eagle Ridge Park

**Justification:** This project would meet the identified preference for developing community level parks.

#### **Development Project No. ~~2~~[4](#) Power Line Trail Construction**

**Total Cost:** \$1,341,660

**Phase 1** (Northern Segment construct approximately 6,350 linear feet) – \$699,960

**Phase 2** (Southern Segment construct approximately 6,350 linear feet) – \$641,700

**Target Start Date:** ~~2025~~[2020-2034](#)[2030](#)

**Description:** Construct multi-use trail along utility corridor.

**Proposed Funding Sources:** Impact fees

**Location:** Power line corridor in the western part of Lake Stevens

**Justification:** This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

#### **Development Project No. 5 – 20<sup>th</sup> Street Ballfields Development**

**Total Cost:** \$200,000

**Target Start Date:** 201~~8~~[9](#)-2022

**Description:** Renovate existing facilities in two phases to increase safety standards. Phase I will include re-grading the existing fields. Phase II will include installing a new playground, walking path and parking along with renovation of the ballfields and trail extension.

**Proposed Funding Sources:** Grants, Impact Fees

**Location:** 20<sup>th</sup> Street SE and 88<sup>th</sup> Ave SE

**Justification:** This facility would improve a public neighborhood level park in southwestern Lake Stevens

#### **Improvement Project No.1 Hartford Road Walking Path/Trail Head**

**Total Cost:** ~~\$41,173~~[50,000](#)

**Target Start Date:** ~~2014~~[2020-2021](#)

**Description:** Improve the pedestrian pathway between Downtown Lake Stevens and the Centennial Trail along Hartford Drive NE and construct a new trailhead at the intersection of Hartford Road and 131<sup>st</sup> Ave NE.

**Proposed Funding Sources:** Mitigation, Grants

**Location:** Hartford Drive NE between 20<sup>th</sup> Street NE and 131<sup>st</sup> Ave NE

**Justification:** This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

## **Improvement Project No.2 – Catherine Creek and Centennial Woods Trail Improvements**

**Total Cost:** \$15,206

**Phase 1** (Catherine Creek approximately 4,460 linear feet) – \$11,097

**Phase 2** (Centennial Woods approximately 1,127 linear feet) – \$4,110

**Target Start Date:** 2020

**Description:** Improve existing soft trails at Catherine Creek and Centennial Woods.

**Proposed Funding Sources:** Impact fees, Local Contribution

**Location:** Catherine Creek and Centennial Woods Parks

**Justification:** This project would meet the identified preference for developing safe walking paths and multi-use trails throughout the community.

## **Improvement Project No.3 – City Boat Launch Improvement**

**Total Cost:** \$527,000

**Target Start Date:** 2016

**Description:** Construction of a fully renovated boat launch along with development of associated amenities to modernize the site, improve public safety and enhance access for all users.

**Proposed Funding Sources:** Washington State Recreation and Conservation Office Grant and park mitigation

**Location:** Lake Stevens Town Center on the lake's North Cove off 17<sup>th</sup> Place NE

**Justification:** This project would meet the identified preference for improved boat launching facilities and increased site usability and safety for all boaters.

## Financing

Parks and recreation facilities users do not necessarily recognize political boundaries; therefore, it is imperative that jurisdictions plan for and provide recreation facilities to meet

the needs of the community jointly. Recognizing this fact also allows a more efficient system to be established using scarce tax dollars to provide for the recreational needs of regional populations. For example, it is more efficient to build a swimming pool between two jurisdictions where demand exists than to build two separate pools three blocks from each other simply because each city feels that tax dollars should be spent in individual communities. The city should continue to place emphasis on a balanced, cooperative approach to parks and recreation planning.

In accordance with the Revised Code of Washington Sections 82.02.050 and 82.02.060, the city is to provide a balance between impact fees and other sources of public funds to meet its capital project needs. Revenues from property taxes, user fees (if imposed), sales taxes, real estate taxes, grants and other revenue sources need to be used to pay the proportionate share of the growth-generated capital facilities costs. Therefore, the city's commitment to improving the parks system is not solely reliant on impact fees.

### Impact Fees

Once a LOS is adopted, impact fees may be assessed under GMA to ensure that levels of services are maintained as the population grows. It is required that impact fees be based on the LOS in place at the time of development. It is in the city's interest to ensure impact fees are current as allowed under GMA based upon the level of service established in this element. The amount that could be charged new development would be determined through a separate fee study.

### General Revenues

Unlimited general obligation bonds may be submitted to voters for park and recreation purposes. These bonds require approval by at least 60% of the resident voters during an election that has a turnout of at least 40% of those who voted in the last state general election. The bond must be repaid from a special levy which is not governed by the six percent statutory limitation on the property tax growth rate.

### Grants

While the city has been successful in obtaining grants for parks, it will continue to apply for grants for acquisition, development, recreation programming and maintenance, the lack of match has proved to be a constraint on obtaining even more grants. With a larger community, it is anticipated that the city's resources could be better leveraged with more and larger grants.

### Special Revenue Funds

*Conservation Futures:* By state law, counties can elect to levy up to \$0.065 per \$1,000 of assessed valuation for all county properties to acquire shoreline or other open space lands.

In 1997, the city obtained conservation future funds to purchase about 21 acres of open space lands contained in three parks.

*Real Estate Excise Tax (REET):* State law allows counties the option of imposing excise taxes on the sale of real estate. The tax may be imposed up to \$0.25 per \$1,000 in sale value to be used to finance capital facility developments, including the acquisition and development of park and recreational facilities.

### Foundations

~~The Arts and Parks Foundation was established as a 501(c)(3) as an avenue for people to make tax-exempt contributions that directly support parks and art activities. As another source of revenue the establishment of a foundation is being explored. The Parks Board and Arts Commission have agreed to look at developing a non-profit 501C Foundation that would provide the ability for people to make tax-exempt contributions that directly support parks and art activities.~~

### Fundraising

Lake Stevens will promote fundraising opportunities within events, dedication of amenities and legacy gifts of properties and funds.

## **GOALS AND POLICIES**

An analysis of existing park, recreation and open space facilities along with community input provide the basis for establishing goals and policies within the Park Plan. The goals and policies provide guidelines and actions for achieving that Plan. Goals are broad intent statements that describe a desired outcome. Policies provide the framework for developing specific measurable actions.

### **GOAL 5.1 PROVIDE A HIGH-QUALITY, DIVERSIFIED PARKS, RECREATION AND OPEN SPACE SYSTEM THAT PROVIDES RECREATIONAL AND CULTURAL OPPORTUNITIES FOR ALL AGES AND INTEREST GROUPS.**

#### Policies

- 5.1.1 Provide a system of multi-purpose neighborhood and community parks, throughout the community, accessible to all residents that meet the following levels of service:
  - a. Neighborhood Parks – one park within a one-mile radius of all residential areas and
  - b. Community Parks – one park within a 2.5-mile radius of all residential areas.



- 5.1.2 Provide a park, recreation and open space system with activities for all age groups and abilities, equally distributed throughout the community, with an emphasis on youth-oriented activities.
- 5.1.3 Provide a balanced mix of active recreational facilities including but not limited to court and field activities, skateboard/BMX areas, and multi-use trails and passive recreation facilities, including but not limited to, hiking/walking, shoreline access and picnicking accessible to the largest number of participants.
- 5.1.4 Promote balanced lake access for pedestrians and motorized and non-motorized watercraft so all segments of the population can enjoy the lake and have access to its recreational opportunities.
- 5.1.5 Encourage the inclusion of performing arts facilities in public parks and recreation areas and incorporate visual arts into the design of park features, such as railings, benches, buildings and other amenities.
- 5.1.6 Support the use of indoor community spaces for arts and crafts, music, video, classroom instruction, meeting facilities and other spaces for all age groups on a year-round basis.
- 5.1.7 When appropriate and economically feasible, participate in the development of special interest recreational facilities.
- 5.1.8 Continue to participate in the annual Aquafest community celebration.
- 5.1.9 Identify recreational and cultural needs opportunities for special needs populations.
- 5.1.10 Support the Lake Stevens Historical Society in their efforts to inventory significant historical and archaeological resources and to provide information to the community on its history.

5.1.11 Create a recreation program that provides activities for all ages and abilities.

5.1.12 Support community events that create pride and provide for economic development.

**GOAL 5.2 PROVIDE AN INTERCONNECTED SYSTEM OF HIGH-QUALITY, ACCESSIBLE TRAILS AND GREENWAY CORRIDORS THAT OFFER DIVERSE, HEALTHY OUTDOOR EXPERIENCES WITHIN A VARIETY OF LANDSCAPES AND NATURAL HABITATS, PUBLIC FACILITIES, LOCAL NEIGHBORHOODS, BUSINESS DISTRICTS AND REGIONAL TRAILS.**

#### Policies

- 5.2.1 Provide a comprehensive network of multi-use trails for pedestrians, bicycles and skating using alignments along the public rights-of-way, through public landholdings as well as across cooperating private properties, which link residential neighborhoods to community facilities, parks, special use areas, commercial areas

and the waterfront that meets the following level of service: one trail within one mile of residential areas. Implement Master Trail Plan as adopted.

- 5.2.2 Provide for a comprehensive city trail system linking the downtown area, schools, parks, and the Centennial Trail.
- 5.2.3 Establish a multi-use trail around the lake, choosing a route that best provides lake access and/or views.
- 5.2.4 Establish a north/south trail under the power lines as identified in the Lake Stevens Center and 20<sup>th</sup> Street SE Corridor subarea plans.
- 5.2.5 Establish an east/west sidewalk trail along 24<sup>th</sup> Street SE and South Lake Stevens Road that will eventually connect to the Centennial Trail as identified in the 20<sup>th</sup> Street SE Corridor subarea plan.
- 5.2.6 Establish, expand and/or improve nature trails and boardwalks through open spaces with an emphasis on Eagle Ridge Park, Catherine Creek Park, Centennial Woods, Mill Cove Reserve, and the Grade Road Open Space.

**GOAL 5.3    PRESERVE AND ENHANCE OPEN SPACE AND NATURAL RESOURCES AREAS INCLUDING FISH AND WILDLIFE HABITAT, MIGRATION CORRIDORS, NATURAL MEADOWS AND WATER RESOURCES.**

Policies

- 5.3.1 Preserve open space corridors and buffers to provide separation between natural areas and urban land uses with a goal of maintaining five percent of city as open space.
- 5.3.2 Plan, locate and manage park and recreation facilities so that they enhance wildlife habitat, minimize erosion, complement natural site features and create linkages within the developed area.
- 5.3.3 Balance the desire for public access and interpretive education with preservation of environmentally sensitive areas and other natural sites
- 5.3.4 Maintain and enforce leash laws and animal at-large laws to stem wildlife predation.
- 5.3.5 Preserve lake and other scenic views for the public when considering land use decisions and when siting park and recreation facilities.
- 5.3.6 Plan for an open space system that may include:
  - a. Natural or scenic areas,
  - b. Water bodies and drainage easements,
  - c. Public/private passive park and recreation sites,
  - d. Cultural, archaeological, geological and historical sites,

- e. Large reserve tracts, private parks, common ground, and buffer areas from residential development,
- f. Utility corridors, and
- g. Trail corridors that may function as wildlife corridors.

**GOAL 5.4 MAXIMIZE PARK FACILITIES BY LEVERAGING, SHARING AND EFFICIENTLY USING RESOURCES.**

Policies

- 5.4.1 Cooperatively plan for joint-use facilities, meeting and class rooms, athletic fields, and other facilities with the Lake Stevens School District, Lake Stevens Junior Athletic Association, Snohomish County Parks Department and other public or private providers of recreation services and facilities that are of mutual benefit to each agency and the users/participants in the eCity and its Urban Growth Area.
- 5.4.2 Create a comprehensive, balanced park, recreation and open space system that integrates city facilities and services with resources available from the Lake Stevens School District, Snohomish County and other state, federal and private park and recreational lands and facilities in a manner that will best serve and provide for area residents' interests.
- 5.4.3 Support continued cooperation between the city, non-profit organizations, the Lake Stevens School District and other agencies for continuation and development of recreation programming for youths, senior citizens and other segments of the population to avoid duplication, improve facility quality and availability, which reduces costs and represents area residents' interests through joint planning and development efforts.
- 5.4.4 Establish inter-local agreements between the city, county, school district and private non-profit organizations and other agencies to provide for athletic facilities to serve the needs of the city and the Urban Growth Area.

**GOAL 5.5 MAINTAIN PARK FACILITIES TO MAXIMIZE LIFE OF THE FACILITIES AND TO PROVIDE AN ATTRACTIVE AND PLEASING ENVIRONMENT FOR USERS.**

Policies

- 5.5.1 Design and develop facilities, which reduce overall facility maintenance and operations requirements and costs. Where appropriate, use low maintenance materials, settings or other value engineering considerations that reduce care and security requirements and retain natural conditions and experiences.
- 5.5.2 Develop a maintenance management system to estimate and plan for life cycle maintenance in addition to replacement costs.

- 5.5.3 Provide operation and maintenance to insure safe, serviceable, and functional parks and facilities. Provide adequate funding to operate and maintain existing and new special use sites.
- 5.5.4 The city shall establish creative methods to efficiently expand park and trail maintenance services such as encouraging volunteer efforts, continued use of the State Department of Corrections crews and mutual coordination with other local agencies.
- 5.5.5 Where appropriate, the city should initiate joint planning and operating programs with other public and private agencies to provide for special activities like shoreline access, aquatic facilities, marinas and community festivals.
- 5.5.6 In the design of parks, encourage the use of materials and designs to reduce the occurrence and impacts of vandalism. Parks design which provides for easy surveillance of facilities by residents and by police can reduce vandalism. Use of materials such as graffiti resistant coatings can reduce these impacts.
- 5.5.7 Repair acts of vandalism immediately to discourage park property and city recreation facilities from becoming targets for further such acts.
- 5.5.8 Ensure that all park and recreation facilities owned and operated by the city comply with ADA accessibility requirements.
- 5.5.9 Establish a formal volunteer network as volunteerism is a significant source of energy and ideas. The city must continue to tap and improve existing opportunities to involve the community in its own programs. The city shall formalize a volunteer program that includes "adopt a park," and "adopt a trail," and similar programs.

5.5.10 Coordinate with Lake Stevens Police in park design to reduce unsafe park environments to reduce crime.

**GOAL 5.6 THE CITY RECOGNIZES THAT LAND IS IN HIGH DEMAND AND THAT ACQUISITIONS MUST BE PURSUED AS QUICKLY AS POSSIBLE TO IMPLEMENT THE COMMUNITY'S VISION CONCURRENTLY WITH DEVELOPING AND IMPROVING EXISTING FACILITIES TO ACHIEVE A HIGH-QUALITY AND BALANCED PARK AND RECREATION SYSTEM.**

#### Policies

- 5.6.1 Add capacity at existing parks by expanding or improving facilities to accommodate current and future populations and desired uses including walking/hiking trails, active recreation and passive recreation.
- 5.6.2 Acquire additional shoreline lands for trails, public docks, waterfront fishing, wading, swimming, boating and other water related recreational activities.

- 5.6.3 Cooperate with public and private agencies and with private landowners to set aside land and resources necessary to provide high-quality, convenient park and recreation facilities before the most suitable sites are lost to development.
- 5.6.4 Work with developers to identify additional parks, recreation and open space opportunities in redeveloping areas.
- 5.6.5 Prioritization for new park and recreation facilities shall take into consideration areas within the community that are under-represented by parks, types of desired facilities not presently available, availability of properties appropriate for a particular type of park and availability and opportunities for grants and other funding sources.
- 5.6.6 With a developer requirement of paying GMA-based park mitigation fees, developers are still encouraged to install mini-parks voluntarily for the benefit of their developments; however, such mini-parks shall not be credited against meeting the developer's mitigation obligation. The city has not defined a LOS for mini-parks, but encourages one park within a half-mile radius of all residential areas

## **GOAL 5.7 DEVELOP PARK AND TRAIL DESIGN STANDARDS.**

### Policies

- 5.7.1 Standardize facility design to ensure consistency and quality in the Lake Stevens park system, and establish a standard for trail signage including interpretive, safety and regulatory signs.
- 5.7.2 Develop trail improvements using the Lake Stevens Trails Master Plan to a design and development standards that facilitates maintenance, security and other appropriate personnel, equipment and vehicles and includes:
  - a. Trail systems with appropriate supporting trailhead improvements that include interpretive, directory and mileage signage as well as rules and regulations for trail use.
  - b. Provide site furnishings such as benches, bike racks, dog waste stations and trash containers.
  - c. Locate trails in conjunction with park sites, schools, and other community facilities to increase local area access to the trail system and to take advantage of access to existing restrooms and drinking water, thereby reducing duplication of supporting improvements.
  - d. Design outdoor picnic areas, trails, playgrounds, courts, fields, parking lots, restrooms, and other active and supporting facilities to be accessible to individuals and organized groups of all physical capabilities, skill levels, age groups, income and activity interests.

- 5.7.4 Implement the provisions and requirements of the Americans with Disabilities Act (ADA) and other design and development standards that will improve park facility safety and security features for park users, department personnel, and the public-at-large.
- 5.7.5 Promote sustainable landscapes to increase the ecological functions of natural areas and utilize native vegetation in planted areas, where possible.
- 5.7.6 Choose durable products to promote human health in a safe environment and consider life-cycle analysis of materials options. Incorporate green building technology including nontoxic materials and sustainable development practices. Select local products where feasible. Consider environmental as well as economic impacts

## **GOAL 5.8 INCREASE AWARENESS OF PARK AND RECREATION ACTIVITIES.**

### Policies

- 5.8.1 Promote the use of local parks through the media, Aquafest, other festivals and by providing information as to their availability such as publishing maps showing park locations and their available facilities.
- 5.8.2 Promote and provide volunteer opportunities.
- 5.8.3 Facilitate community involvement and stewardship.
  - a. Continue and expand the volunteer work party program.
  - b. Continue and expand the Adopt-a-Trail program.
  - c. Develop interlocal management agreements.
  - d. Encourage participation in community trail events.
  - e. Expand on existing relationships with schools, business and non-profit organizations.
- 5.8.4 Promote environmental protection as part of providing a successful park and recreation program by establishing a permanent celebration promoting Earth Day activities
- 5.8.5 Where appropriate, use adopt-a-park programs, neighborhood park watches, park police patrols and other innovative programs that will increase safety and security awareness and visibility.
- 5.8.6 Provide historic and natural interpretation opportunities throughout the city's park system.
- 5.8.7 Promote commercial recreation opportunities along the Centennial Trail and on and near the lake.

- 5.8.8 Utilize interpretive materials to highlight features such as native flora and historic points of interest

**GOAL 5.9 CREATE EFFECTIVE AND EFFICIENT METHODS OF ACQUIRING, DEVELOPING, OPERATING AND MAINTAINING FACILITIES AND PROGRAMS THAT ACCURATELY DISTRIBUTE COSTS AND BENEFITS TO PUBLIC AND PRIVATE INTERESTS.**

Policies

- 5.9.1 Establish financing mechanisms to ensure that adequate parks, open space and recreation facilities are available to the community.
- 5.9.2 Investigate innovative available methods or the financing of maintenance and operating needs in order to reduce costs, retain financial flexibility, match user benefits and interests and increase facility services.
- 5.9.3 The city shall explore, and where appropriate, adopt a creative funding strategy which takes advantage of traditional sources such as capital budgeting, grants, and developer contributions, but also non-traditional sources including, but not limited to, volunteers, dedication of benches or other amenities for fundraising, interlocal agreements, donations, foundations, interjurisdictional partnerships and other appropriate mechanisms.
- 5.9.4 In developing the park system, encourage donations and dedications, conservation easements, innovative land use contractual agreements and other methods involving foundations, organizations, associations, trusts, developers, landowners, others from the private sector and neighboring and regional governments.
- 5.9.5 Allow fee stewardship programs to be established in conjunction with recognized land conservancies to maintain dedicated natural areas in lieu of permitting homeowner associations to assume such responsibilities (assuming the city does not wish to assume such responsibility).