



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

CITY COUNCIL REGULAR MEETING AGENDA Lake Stevens School District Educational Service Center (Admin. Bldg.) 12309 – 22nd Street NE, Lake Stevens

Tuesday, November 26, 2019 – 7:00 p.m.

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

CALL TO ORDER	7:00 p.m.	Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		
APPROVAL OF AGENDA		Council President
CITIZEN COMMENTS		
BOARD & COMMISSION OATHS OF OFFICE		Mayor
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Lake Condition Update Department Updates	Leah & Jon
CONSENT AGENDA	*A 2019 Vouchers *B City Council Regular Meeting Minutes of November 12, 2019 *C Changes to Council Meeting Schedule *D Reappointments to Veterans Commission *E Resolution 2019-18 Adopting Employee Handbook *F Ordinance No. 1076 re 2019 Budget Amendment *G Resolution 2019-16 Setting Rates, Fees and Deposits *H Ordinance No. 1077 Amending LSMC 3.44 re Cashier's Change Funds	- Barb - Kathy - Kathy - Kathy - Julie - Barb - Barb - Barb

Lake Stevens City Council Regular Meeting Agenda

November 26, 2019

	*I	2020 Legislative Priorities	Gene
	*J	Appointment of Representative to Community Transit Board	Mayor
	*K	Authorize Mayor and City Staff to Begin Search to Fill Vacant Council Position	Gene
PUBLIC HEARING:	*L	Ordinance No. 1071 Adopting 2020 Budget – Second Reading	Barb
	*M	Comprehensive Plan Update • Ordinance 1073 re Comprehensive Plan Update • Ordinance 1074 re Zoning Map Amendments • Ordinance 1075 re 20th Street SE Planned Action	Russ
	*N	Resolution 2019-17 re Costco Development Agreement	Russ
ACTION ITEMS:	*O	Resolution 2019-19 Amending Resolution 2019-11 Surplus Properties Known as Ridgeline	Russ
DISCUSSION ITEMS:			
EXECUTIVE SESSION:		Collective Bargaining	

ADJOURN

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

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions.

BLANKET VOUCHER APPROVAL
2019

Payroll Direct Deposits	11/10/2019	\$218,961.34
Payroll Checks	49060-49062	\$4,137.81
Electronic Funds Transfers	ACH	\$284,207.72
Claims	49063-49169	\$957,958.19
Void Checks	48930	(\$159.16)
Total Vouchers Approved:		\$1,465,105.90

This 26th day of November 2019

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer

Mayor

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

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

November 26th, 2019



City Expenditures by Type on this voucher packet

Personnel Costs	\$	223,099	15%
Payroll Federal Taxes	\$	77,925	5%
Retirement Benefits - Employer	\$	54,644	4%
Medical Benefits - Employer	\$	140,333	10%
Other Employer paid Benefits	\$	3,992	0%
Employee paid benefits - By Payroll	\$	17,479	1%
Supplies	\$	31,531	2%
Professional Services *	\$	179,979	12%
Capital **	\$	358,265	24%
Debt Payments	\$	378,017	26%
Void Check	\$	(159)	0.0%
Total	\$	1,465,105.90	100%

Large Purchases

* State Court Fees Sept & Oct 2019 - \$48,371

**North Cove/Pavillion/Main Street - \$313,633



Total for Period
\$1,242,165.91

Checks to be approved for period 11/06/2019 - 11/20/2019

Vendor: Ace Hardware
Check Number: 49076

Invoice No	Check Date	Account Number	Account Name	Description	Amount
64413	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Stillcock Brass/Hose Adapter	\$16.33
64416	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Bushings	\$7.62
64420	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Drill Bits	\$16.32
64463	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Fasteners/Zmax Angle	\$13.80
64479	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Hog Ring Hillhump	\$4.35
64549	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Pliers/Crimping Pliers/PP Exterior	\$100.25
64550	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Slip Caps	\$8.63
64606	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	PVC Conduit/PVC Elbows	\$17.90
64606	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	PVC Conduit/PVC Elbows	\$17.90
64615	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Compact Tape	\$20.70
64632	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Loop Chain/Batteries	\$174.32
64644	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Tote	\$13.07
64681	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Keys/Receptables	\$19.00
64684	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Sharkbit Conn	\$11.43
64702	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Large Markers	\$12.16
64822	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Outlet Strip/Wall Charger/Micro USB	\$28.31
					\$482.09

Vendor: AFLAC
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
816591	11/6/2019	001 000 284 00 00 00	Payroll Liability Other	Employee paid Insurance Prem	\$1,323.48
					\$1,323.48

Vendor: AG Enterprise Supply Inc
Check Number: 49077

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV037682	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Manifold Valve - De-Icer Equipment	\$250.89
					\$250.89

Vendor: Alliance 2020 Inc
Check Number: 49078

Invoice No	Check Date	Account Number	Account Name	Description	Amount
572267	11/20/2019	001 008 521 20 41 00	LE-Professional Services	Background Checks New Hire	\$130.50
					\$130.50

Vendor: Alpine Fire and Safety Systems Inc
Check Number: 49079

Invoice No	Check Date	Account Number	Account Name	Description	Amount
57503	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	First Aid Supplies City Shop	\$59.62
57503	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	First Aid Supplies City Shop	\$59.63

57747	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Annual Fire Ext Service City Shop	\$447.25
57747	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Annual Fire Ext Service City Shop	\$447.25
57747	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Annual Fire Ext Service City Shop	\$447.24
					\$1,460.99

Vendor: Amazon Capital Services
Check Number: 49080

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11WW-YY44-CGWK	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Halogen Sealed Beam Headlamp	\$29.40
11WW-YY44-CGYF	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Eotech Magnifier	\$565.71
14KK-JYNK-QKCC	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Internal Hard Drives	\$696.44
17XC-XFV7-H6HV	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Lithium Batteries/Alkaline Batteries	\$124.54
1PVT-PNQG-VX7X	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Batteries	\$44.80
1QW3-TC6H-QX6D	11/20/2019	001 008 521 20 43 01	LE-Business Meetings	Plasticware	\$76.28
1T6T-RJGP-KN6V	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Wire Surveillance Earpiece	\$152.60
1XL1-3MVP-PNNN	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Flash Drives	\$136.52
					\$1,826.29

Vendor: Amazon Capital Services
Check Number: 49081

Invoice No	Check Date	Account Number	Account Name	Description	Amount
17CP-T9C6-61CJ	11/20/2019	001 006 518 80 31 00	IT-Office Supplies	Universal Two Factor Authentication USB	\$55.56
17JX-YHC6-1W16	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Bathroom Spray	\$27.19
1JPF-LHGJ-KFPF	11/20/2019	001 005 518 10 31 00	HR-Office Supplies	Steel Desk Organizer	\$41.95
1PCH-LW1G-D6HK	11/20/2019	001 005 518 10 31 00	HR-Office Supplies	Steel Desk Organizer	\$41.95
1X14-HRXM-NFVN	11/20/2019	001 005 518 10 31 00	HR-Office Supplies	Credit Steel Desk Organizer	(\$41.95)
					\$124.70

Vendor: American Planning Association
Check Number: 49082

Invoice No	Check Date	Account Number	Account Name	Description	Amount
191874-19106	11/20/2019	001 007 558 50 49 01	PL-Staff Development	APA Membership - M Place	\$439.00
					\$439.00

Vendor: Anderson
Check Number: 49083

Invoice No	Check Date	Account Number	Account Name	Description	Amount
111919 ANDERSON	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal Interviewing/Bellingham - A Anderson	\$48.00
					\$48.00

Vendor: Assoc of Washington Cities EFT
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	\$137,675.95
110819	11/6/2019	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	(\$1.26)
110819T	11/6/2019	001 000 283 00 00 00	Payroll Liability Medical	Teamster Dental Premium	\$2,656.89
					\$140,331.58

Vendor: Barrett
Check Number: 49084

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1999	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Street Sweeping Disposal	\$1,072.50
					\$1,072.50

Vendor: Bassett
Check Number: 49085

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120919 BASSETT	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Collision Investigations/Marysville - P Bassett	\$100.00
					\$100.00

Vendor: Bruce C Allen & Associates Inc
Check Number: 49086

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19-0309A	11/20/2019	001 013 518 20 41 00	GG-Professional Service	Landre Property Appraisal	\$3,000.00
					\$3,000.00

Vendor: Bryant
Check Number: 49087

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120219 BRYANT	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Patrol Tactics Instructor/Everett - Bryant	\$200.00
					\$200.00

Vendor: Business Card
Check Number: 49088

Invoice No	Check Date	Account Number	Account Name	Description	Amount
BARNES 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Leading Without Rank - C Brooks	\$149.00
BARNES 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Prep for Promo Test Supervisor - C Christensen	\$149.00
BARNES 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Prep for Promo Test Supervisor - C Wells	\$149.00
BEAZIZO 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Powder Training Projectiles	\$597.00
BEAZIZO 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Taser Cartridge/Power Magazine	\$4,338.20
BEAZIZO 1119	11/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Chain Restraint Belt	\$95.69
BEAZIZO 1119	11/20/2019	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Dual Band Channel Handheld Commercial Radio	\$855.89
BRAZEL 1119	11/20/2019	001 002 513 11 43 00	AD-Travel & Meetings	Meal - Oct 2019 MAG Meeting Snohomish - Brazel	\$17.08
BRAZEL 1119	11/20/2019	001 002 513 11 49 01	AD-Miscellaneous	2020 Waterworks Renewal - Brazel	\$42.00
BRAZEL 1119	11/20/2019	001 002 513 11 49 01	AD-Miscellaneous	Postage to Mail Bond Language to Attorney	\$25.70
BROOKS 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	AR550 Static - Target Package	\$725.73
BROOKS 1119	11/20/2019	001 008 521 20 31 07	LE-Donation Canine Unit	Canine Dog Food	\$53.94
DREHER 1119	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Photos	\$6.00
DREHER 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Bag Mask Resuscitator	\$345.97
DREHER 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Latex Gloves	\$446.13
DREHER 1119	11/20/2019	001 008 521 20 42 00	LE-Communication	Postage 2019-13203	\$3.75
DREHER 1119	11/20/2019	001 008 521 21 43 00	LE-Boating-Travel & Per Diem	Flight Change - Adv Boating Training - Carter	\$198.50
DREHER 1119	11/20/2019	001 008 521 30 31 00	LE-Community Outreach Supplies	Assorted Candy	\$238.85
DREHER 1119	11/20/2019	001 008 521 30 31 00	LE-Community Outreach Supplies	Yard Signs	\$47.95
DREHER 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration - SLI/Oak Harbor - Dyer	\$695.00
DREHER 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration 2019 WAPRO Fall Conference - Fox	\$175.00
DREHER 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration 2019 WAPRO Fall Conference - Starkenburg	\$175.00
DREHER 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Best Practices for Effective Crime Analysis	\$40.00

DREHER 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Building Foundations Workplace Culture - Dyer	\$35.00
DURPOS 1119	11/20/2019	001 007 571 00 30 00	PL-Park & Recreation	Assorted Candy - Harvestfest	\$393.73
DURPOS 1119	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Backflow Assy Test	\$165.00
DURPOS 1119	11/20/2019	001 010 576 80 49 01	PK-Staff Development	Registration 2019-2020 Western WA Recert - M Holly	\$120.00
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Hotel-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$66.72
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Hotel - IACC Conference Wenatchee - Durpos	\$108.52
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Meal - IACC Conference Wenatchee - Durpos	\$15.00
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Meal - IACC Conference Wenatchee - Durpos	\$15.98
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Meals-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$14.40
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Meals-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$17.88
DURPOS 1119	11/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	Meals-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$24.83
DURPOS 1119	11/20/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Multi Colored Led Light Kit W/Controller & Transformer	\$1,179.32
DURPOS 1119	11/20/2019	410 016 531 10 32 00	SW-Fuel	Fuel	\$68.07
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Hotel-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$66.72
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Hotel - IACC Conference Wenatchee - Durpos	\$108.52
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Meal - IACC Conference Wenatchee - Durpos	\$15.00
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Meal - IACC Conference Wenatchee - Durpos	\$15.97
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Meals-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$14.40
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Meals-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$17.89
DURPOS 1119	11/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	Meals-AWC Drug/Alcohol Super Train/Chelan-Durpos/Eshleman	\$24.83
DURPOS 1119	11/20/2019	410 016 531 10 49 01	SW-Staff Development	Credit - Registration - Flagger Cert - J Evans	(\$48.00)
DYER 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Skechers - Dyer	\$49.00
ESHLEMAN 1119	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Straw	\$216.02
ESHLEMAN 1119	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Straw	\$216.22
ESHLEMAN 1119	11/20/2019	410 016 531 10 32 00	SW-Fuel	Fuel	\$90.00
ESHLEMAN 1119	11/20/2019	410 016 531 10 32 00	SW-Fuel	Fuel	\$183.70
ESHLEMAN 1119	11/20/2019	410 016 531 10 32 00	SW-Fuel	Fuel	\$225.08
MINER 1119	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	4-Can Ammo Crate Combo/Shooting Rest & Bag Combo	\$119.76
MINER 1119	11/20/2019	001 008 521 20 31 02	LE-Minor Equipment	T-Mobile Revvly - Purchase	\$109.99
MINER 1119	11/20/2019	001 008 521 20 31 02	LE-Minor Equipment	T-Mobile Revvly - Tax	\$9.90
PUGH 1119	11/20/2019	401 070 535 10 41 00	SE-Professional Service	Old Sewer Easement - Bickford Indemnity Agreement Recording	\$106.50
STEVENS T 1119	11/20/2019	001 006 518 80 43 00	IT-Travel & Meetings	Hotel - ACCIS Conference - T Stevens	\$481.44
THOMAS 1119	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Parking Fees Superior Court	\$7.00
UBERT 1119	11/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	LexisNexis Oct 2019	\$163.50
UBERT 1119	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - ELI Training/Lakewood - Beazizo	\$691.70
UBERT 1119	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - ELI Training/Lakewood - Brooks	\$691.70
UBERT 1119	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - ELI Training/Lakewood - Ubert	\$691.70
UBERT 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Essentials of RIM Cert - Ubert	\$1,299.00
UBERT 1119	11/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Intro to CJIS - Ubert	\$195.00
WRIGHT 1119	11/20/2019	001 007 558 50 32 00	PL-Fuel	Fuel	\$43.79
WRIGHT 1119	11/20/2019	001 007 558 50 41 03	PL-Advertising	Postcard Mailers - Rezones	\$526.62
WRIGHT 1119	11/20/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Cup Fitness/Mt View Phasing	\$59.25
WRIGHT 1119	11/20/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2019-0108 NOPH	\$17.62
WRIGHT 1119	11/20/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2019-0126 SEPA	\$16.74
WRIGHT 1119	11/20/2019	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers SEPA/Lake Apts	\$77.73
WRIGHT 1119	11/20/2019	001 007 558 50 43 00	PL-Travel & Mtgs	Hotel - Planning Conference Tacoma - Wright	\$279.05

WRIGHT 1119	11/20/2019	001 007 558 50 49 01	PL-Staff Development	Refund - 2019 APA Conference - M Place	(\$230.00)
WRIGHT 1119	11/20/2019	001 007 558 50 49 01	PL-Staff Development	Registration Growth Mgmt Act - M Place	\$670.00
WRIGHT 1119	11/20/2019	001 007 558 50 49 01	PL-Staff Development	Registration Trees and Fauna - D Roth	\$279.00
WRIGHT 1119	11/20/2019	001 007 559 30 49 01	PB-Staff Development	Registration Government CESCL Re-Cert - T Farmer	\$175.00
WRIGHT 1119	11/20/2019	001 007 571 00 30 00	PL-Park & Recreation	Assorted Candy - Harvestfest	\$399.75
					\$19,871.92

Vendor: Cascade Collision Center Inc

Check Number: 49089

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4559	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Services PT-19-82	\$3,179.81
					\$3,179.81

Vendor: Central Paving LLC

Check Number: 49090

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2523	11/20/2019	101 016 542 30 41 00	ST-Pavement Preservation	2019 Crack Seal Project	\$17,440.00
					\$17,440.00

Vendor: Central Welding Supply

Check Number: 49091

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RN10190997	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Argon Gas	\$9.03
RN10190997	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Argon Gas	\$9.03
					\$18.06

Vendor: City of Everett

Check Number: 49092

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I19004067	11/20/2019	001 008 554 30 41 00	LE - Animal Control	Animal Control Services Oct 2019	\$975.00
					\$975.00

Vendor: City of Marysville

Check Number: 49093

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LKS19-019	11/20/2019	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations Oct 2019	\$20,184.96
					\$20,184.96

Vendor: Colacurcio Brothers Inc

Check Number: 49063

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Progress 3	11/6/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Progress pmt 3-North Cove	\$44,835.31
Progress 3	11/6/2019	305 013 594 57 60 01	Pavillion - Grant Exp	Progress pmt 3-Pavillion	\$266,873.65
Progress 3	11/6/2019	305 016 595 30 60 02	Main Street Project - Local	Progress pmt 3-North Cove/Main Street	\$1,923.70
					\$313,632.66

Vendor: Cooper

Check Number: 49094

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120919 COOPER	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Records Training/Everett - M Cooper	\$100.00
					\$100.00

Vendor: Cory De Jong and Sons Inc
Check Number: 49095

Invoice No	Check Date	Account Number	Account Name	Description	Amount
X292601	11/20/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Sawdust - North Cove Park	\$226.18
X292602	11/20/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Sawdust - North Cove Park	\$226.18
X292698	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	\$64.72
X293009	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	\$64.72
					\$581.80

Vendor: Crystal Springs
Check Number: 49096

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5249844 110119	11/20/2019	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$72.25
5249844 110119	11/20/2019	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$47.56
5249844 110119	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$47.55
5249844 110119	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$91.21
5249844 110119	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$91.22
					\$349.79

Vendor: Dataquest LLC
Check Number: 49097

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10405	11/20/2019	001 007 558 50 41 00	PL-Professional Servic	Background Check - New Employee	\$79.50
					\$79.50

Vendor: Dept of Labor and Industries
Check Number: 49098

Invoice No	Check Date	Account Number	Account Name	Description	Amount
319673	11/20/2019	001 008 521 20 41 00	LE-Professional Services	Boiler/Pressure Vessel Cert - N Lakeshore Dr	\$104.62
319673	11/20/2019	001 012 569 00 47 00	CS-Aging Services-Utilities	Boiler/Pressure Vessel Cert - Senior Center	\$24.23
319673	11/20/2019	001 012 572 20 41 00	CS-Library-Professional Svc	Boiler/Pressure Vessel Cert - Library	\$24.23
319691	11/20/2019	101 016 542 30 41 02	ST-Professional Service	Boiler/Pressure Vessel Cert - City Shop	\$128.85
319691	11/20/2019	410 016 531 10 41 01	SW-Professional Services	Boiler/Pressure Vessel Cert - City Shop	\$128.85
319719	11/20/2019	001 012 557 30 40 02	CS - VIC Professional Services	Boiler/Pressure Vessel Cert - VIC	\$48.46
					\$459.24

Vendor: Dept of Retirement (Deferred Comp)
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,420.00
					\$2,420.00

Vendor: Dept of Retirement PERS LEOFF
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$54,419.29
110819S	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State	\$224.38
					\$54,643.67

Vendor: Diamante Cleaning Experts LLC

Check Number: 49099

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16	11/20/2019	001 007 558 50 41 00	PL-Professional Serv	Janitorial Services - City Hall	\$65.00
16	11/20/2019	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services - City Hall	\$65.00
16	11/20/2019	001 008 521 50 48 00	LE-Facility Repair & Maint	Janitorial Services - Police Department	\$390.00
16	11/20/2019	001 010 576 80 41 00	PK-Professional Services	Janitorial Services - City Hall	\$65.00
16	11/20/2019	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - City Hall	\$65.00
16	11/20/2019	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - VIC	\$98.00
16	11/20/2019	101 016 542 30 41 02	ST-Professional Service	Janitorial Services - City Hall	\$65.00
16	11/20/2019	410 016 531 10 41 01	SW-Professional Services	Janitorial Services - City Hall	\$65.00
					\$878.00

Vendor: Dyer

Check Number: 49100

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121119 DYER	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal Best Practice Risk Managing/Arlington - J Dyer	\$20.00
					\$20.00

Vendor: EASL Inc

Check Number: 49101

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LS-1119	11/20/2019	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services	\$675.00
					\$675.00

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$77,924.66
					\$77,924.66

Vendor: Electronic Business Machines

Check Number: 49102

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR150139	11/20/2019	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance PW	\$4.92
AR150139	11/20/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance PW	\$4.92
AR151154	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Staples for Copy Machine XTZ01787	\$82.84
					\$92.68

Vendor: Evergreen Community Orchestra

Check Number: 49103

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1004	11/20/2019	001 007 571 00 30 00	PL-Park & Recreation	Winterfest Music 2019	\$500.00
					\$500.00

Vendor: Fox

Check Number: 49104

Invoice No	Check Date	Account Number	Account Name	Description	Amount
111119 FOX	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Reimburse Work Boots - A Fox	\$137.34
					\$137.34

Vendor: Frontier
Check Number: 49105

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1119 FRONTIER	11/20/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services Museum	\$214.96
1119 FRONTIER	11/20/2019	001 013 518 20 42 00	GG-Communication	Fax Services City Hall	\$75.61
1119 FRONTIER	11/20/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	\$62.58
1119 FRONTIER	11/20/2019	101 016 543 30 42 00	ST-Communications	Fax Services City Hall	\$75.61
1119 FRONTIER	11/20/2019	410 016 531 10 42 00	SW-Communications	Fax Services City Hall	\$75.62
					\$504.38

Vendor: Gardner
Check Number: 49106

Invoice No	Check Date	Account Number	Account Name	Description	Amount
741	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Repair Lighting on Pushbar PT-19-82	\$108.50
					\$108.50

Vendor: Grainger
Check Number: 49107

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9347111834	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Pens	\$38.23
9347981897	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Toggle Switch	\$12.99
9351929899	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Trash Bags	\$905.66
					\$956.88

Vendor: Granite Construction Supply
Check Number: 49108

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00079333	11/20/2019	410 016 531 10 31 00	SW-Clothing	Soft Shell Jacket	\$63.68
					\$63.68

Vendor: Green Dot Concrete LLC
Check Number: 49109

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3592	11/20/2019	309 016 595 61 63 01	Sidewalk Construction	Concrete	\$786.98
3593	11/20/2019	309 016 595 61 63 01	Sidewalk Construction	Concrete	\$786.98
					\$1,573.96

Vendor: HB Jaeger Co LLC
Check Number: 49110

Invoice No	Check Date	Account Number	Account Name	Description	Amount
17913047646	11/20/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Watertight Solid Pipe/Pint Lube - North Cove	\$696.05
17913048693	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Watertight Solid Pipe/Coupling with Gasket	\$1,170.62
					\$1,866.67

Vendor: Honey Bucket
Check Number: 49111

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0551297491	11/20/2019	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
0551300904	11/20/2019	001 010 576 80 45 00	PK-Equipment Rental	Honey bucket Rental - Harvestfest	\$553.00
0551305105	11/20/2019	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	\$269.65
					\$940.15

Vendor: HRA VEBA Trust YA20192

Check Number: 49064

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	\$1,114.86
					\$1,114.86

Vendor: HSA Bank

Check Number: 49065

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$494.99
					\$494.99

Vendor: Identi-Kit Solutions

Check Number: 49112

Invoice No	Check Date	Account Number	Account Name	Description	Amount
106758	11/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Identi-Kit 7 Licenses/Install	\$495.00
					\$495.00

Vendor: Industrial Bolt & Supply Inc

Check Number: 49113

Invoice No	Check Date	Account Number	Account Name	Description	Amount
715258-1	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Battery Cleaner/Protector/Frost Removal/Drawer	\$50.59
715258-1	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Battery Cleaner/Protector/Frost Removal/Drawer	\$50.60
715258-1	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Battery Cleaner/Protector/Frost Removal/Drawer	\$50.60
					\$151.79

Vendor: Iron Mountain Quarry LLC

Check Number: 49114

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0295461	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Rock - Vernon Rd	\$71.21
0295546	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Rock - Vernon Rd	\$120.62
					\$191.83

Vendor: J Thayer Company Inc

Check Number: 49115

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1406031-0	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Paper/Staples/Hole Punch	\$77.57
1406038-0	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Toner	\$98.09
1406402-0	11/20/2019	001 007 558 50 31 00	PL-Office Supplies	Folders/Laser Pointer	\$142.79
1406402-0	11/20/2019	001 007 559 30 31 00	PB-Office Supplies	Folders	\$57.42
1406402-0	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Tape/ Letter Pocket	\$47.71
1406402-1	11/20/2019	001 003 514 20 31 00	CC-Office Supply	Index 3-Ring	\$22.56
1408640-0	11/20/2019	001 013 518 20 31 00	GG-Operating Costs	Toilet Paper	\$365.04
C1404327-0	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Credit - Paper	(\$10.67)
					\$800.51

Vendor: Jewell

Check Number: 49116

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120919 JEWELL	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Collision Investigations/Marysville - D Jewell	\$100.00
					\$100.00

Vendor: Kaiser Permanente
Check Number: 49117

Invoice No	Check Date	Account Number	Account Name	Description	Amount
68737442	11/20/2019	101 016 542 30 41 02	ST-Professional Service	Commercial Drivers Med Exam	\$225.00
					\$225.00

Vendor: Lake Stevens Chamber of Commerce
Check Number: 49118

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120119 CHAMBER	11/20/2019	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC Dec 2019	\$1,500.00
					\$1,500.00

Vendor: Lake Stevens Fire
Check Number: 49119

Invoice No	Check Date	Account Number	Account Name	Description	Amount
FIR2019-0052	11/20/2019	001 000 342 40 00 00	Protective Inspections - Fire	FIR2019-0052 Pavilion Fire Fee	(\$64.50)
FIR2019-0052	11/20/2019	305 013 594 57 60 01	Pavillion - Grant Exp	FIR2019-0052 Pavilion Fire Fee	\$494.50
					\$430.00

Vendor: Lake Stevens Police Guild
Check Number: 49066

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,098.50
					\$1,098.50

Vendor: Lake Stevens Sewer District
Check Number: 49120

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110119 LSSD	11/20/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr Acct 6666-01	\$86.00
110119 LSSD	11/20/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 9902-01	\$86.00
110119 LSSD	11/20/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	\$87.00
110119 LSSD	11/20/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	\$172.00
110119 LSSD	11/20/2019	001 012 572 20 47 00	CS-Library-Utilities	Sewer - Library Acct 6664-01	\$86.00
110119 LSSD	11/20/2019	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	\$86.00
110119 LSSD	11/20/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE Acct 3134-03	\$86.00
110119 LSSD	11/20/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer - Butler Property Acct 6670-02	\$86.00
					\$775.00

Vendor: Land Development Consultants Inc
Check Number: 49121

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19675	11/20/2019	301 016 595 61 64 02	TIZ3 - S. Lake Stevens Rd	S Lake Stevens Rd Multi Use Path	\$922.30
19760	11/20/2019	305 010 594 76 60 00	North Cove Park Cap-Local	North Cove Park Plaza Design	\$12,155.40
					\$13,077.70

Vendor: Lemay Mobile Shredding
Check Number: 49122

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4634575	11/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	\$29.59
4634576	11/20/2019	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	\$47.17
					\$76.76

Vendor: LN Curtis & Sons
Check Number: 49123

Invoice No	Check Date	Account Number	Account Name	Description	Amount
522313	11/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Ballistic Panel Set/Concealable Carrier/Trama Plate - Dyer	\$1,459.51
INV330878	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Nik Test Kits	\$238.84
INV332561	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Short Sleeve Polos - Explorers	\$805.80
					\$2,504.15

Vendor: Lowes Companies
Check Number: 49124

Invoice No	Check Date	Account Number	Account Name	Description	Amount
920037	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Lumber	\$86.05
920563	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Ceiling Grid Hanger Wire/Long Nose Pliers	\$29.78
961985	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Craftsman Side Mount Track/Toolbox/Kobalt 138-PC SKT	\$318.08
					\$433.91

Vendor: Method Barricade & Construction Supply LLC
Check Number: 49125

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12490	11/20/2019	101 016 542 64 48 00	ST-Traffic Control - R&M	No Parking Signs	\$480.48
12491	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	White Upside Down Marking Paint	\$45.00
					\$525.48

Vendor: Miles Sand & Gravel
Check Number: 49126

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1753252	11/20/2019	303 016 594 42 60 01	Fuel System Construction	Concrete	\$2,175.64
1753829	11/20/2019	303 016 594 42 60 01	Fuel System Construction	Concrete	\$2,123.32
					\$4,298.96

Vendor: MJ Neal Associates Architects PLLC
Check Number: 49127

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102519 MJ NEAL	11/20/2019	306 000 594 21 60 00	Police Dept Project Account	LS Police Dept Architectural/Engineering Svcs	\$15,000.00
					\$15,000.00

Vendor: Monroe Correctional Complex
Check Number: 49128

Invoice No	Check Date	Account Number	Account Name	Description	Amount
MCC1910-1116	11/20/2019	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew - Oct 2019	\$115.50
MCC1910-1116	11/20/2019	001 013 518 20 48 00	GG-Repair & Maintenance	DOC Work Crew - Oct 2019	\$41.04
MCC1910-1116	11/20/2019	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew - Oct 2019	\$330.44
MCC1910-1116	11/20/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	DOC Work Crew - Oct 2019	\$309.83
					\$796.81

Vendor: Moodys Investors Service Inc
Check Number: 49073

Invoice No	Check Date	Account Number	Account Name	Description	Amount
P0317224	11/12/2019	306 000 592 21 84 00	2019A LTGO Bond Issuance Fees	Bond Issuance Fees	\$17,000.00
					\$17,000.00

Vendor: Nationwide Retirement Solution
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,886.67
					\$3,886.67

Vendor: Naval Surface Warfare Center
Check Number: 49129

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N00164LE0885-20	11/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Thermal Camera SN04482/SN03534	\$600.00
					\$600.00

Vendor: New York Life
Check Number: 49067

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	\$116.00
					\$116.00

Vendor: New York Life EFT
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Oct2019	11/6/2019	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	\$52.99
Oct2019	11/6/2019	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	\$51.35
Oct2019	11/6/2019	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	\$172.85
Oct2019	11/6/2019	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	\$36.54
Oct2019	11/6/2019	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	\$120.77
Oct2019	11/6/2019	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	\$243.67
Oct2019	11/6/2019	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	\$129.02
Oct2019	11/6/2019	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	\$1,457.67
Oct2019	11/6/2019	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	\$197.83
Oct2019	11/6/2019	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	\$149.17
Oct2019	11/6/2019	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	\$446.71
Oct2019	11/6/2019	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	\$455.59
					\$3,514.16

Vendor: North Sound Hose Fittings Inc
Check Number: 49130

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N017285	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Multipurpose Hose/Light/Head Lamp PW73	\$70.35
					\$70.35

Vendor: O Reilly Auto Parts
Check Number: 49131

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-144079	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Strobe Light	\$73.62
2960-144079	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Strobe Light	\$73.63
2960-144079	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Strobe Light	\$73.63
2960-147098	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Oil PW12	\$108.98
2960-149653	11/20/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	Infred Therm	\$38.14

2960-149707	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Motor Oil/Wiper Blade/Oil Filter	\$96.70
2960-149707	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Motor Oil/Wiper Blade/Oil Filter	\$96.71
2960-149806	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Antifreeze	\$107.85
2960-149806	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Antifreeze	\$107.84
2960-149835	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Battery - Sander	\$129.12
2960-150685	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Sealed Beam	\$13.54
2960-151700	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Capsule	\$10.41
2960-151769	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Credit Sealed Beam	(\$13.54)
					\$916.63

Vendor: Office of The State Treasurer
Check Number: 49132

Invoice No	Check Date	Account Number	Account Name	Description	Amount
090119 STATE	11/20/2019	633 000 589 30 00 03	State Building Permit Remit	State Court Fees Sept 2019	\$530.50
090119 STATE	11/20/2019	633 000 589 30 00 04	State Court Remittance	State Court Fees Sept 2019	\$23,833.55
100119 STATE	11/20/2019	633 000 589 30 00 03	State Building Permit Remit	State Court Fees Oct 2019	\$797.50
100119 STATE	11/20/2019	633 000 589 30 00 04	State Court Remittance	State Court Fees Oct 2019	\$23,209.51
					\$48,371.06

Vendor: Outcomes by Levy LLC
Check Number: 49074

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-10-LS	11/12/2019	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting Oct 2019	\$4,922.94
					\$4,922.94

Vendor: Pace Engineers Inc
Check Number: 49133

Invoice No	Check Date	Account Number	Account Name	Description	Amount
73504	11/20/2019	411 016 594 31 60 00	Decant Facility Project	Engineering Services Decant Facility	\$5,009.50
					\$5,009.50

Vendor: Performance Marine Inc
Check Number: 49134

Invoice No	Check Date	Account Number	Account Name	Description	Amount
310670	11/20/2019	001 008 521 21 48 00	LE-Boating Repair & Maint	Oil/Filter/Lube/Maint PT67	\$330.79
					\$330.79

Vendor: Perteet Inc
Check Number: 49135

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-53	11/20/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II Segment 1 Design	\$4,138.41
20180104.002-6	11/20/2019	410 016 531 10 41 01	SW-Professional Services	Callow Rd Drainage/Permit Engineering Services	\$195.00
					\$4,333.41

Vendor: Pigskin Uniforms
Check Number: 49136

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-54	11/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Summer wt Jumpsuit Replacement - Heinemann	\$500.00
					\$500.00

Vendor: Puget Sound Energy
Check Number: 49137

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 1119	11/20/2019	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$138.77
24316495 1119	11/20/2019	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$138.76
24316495 1119	11/20/2019	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$138.81
3723810 1119	11/20/2019	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$123.03
					\$539.37

Vendor: Republic Services 197
Check Number: 49138

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002523762	11/20/2019	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services City Shop Yardwaste	\$3,078.53
0197-002524550	11/20/2019	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services City Shop	\$838.84
0197-002524550	11/20/2019	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services City Shop	\$838.84
0197-002524550	11/20/2019	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services City Shop	\$838.83
0197-002525092	11/20/2019	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services City Hall	\$449.79
					\$6,044.83

Vendor: Rexel USA Inc
Check Number: 49139

Invoice No	Check Date	Account Number	Account Name	Description	Amount
X515320	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	PVC Conduit/Terminal Adpt/Tape	\$139.47
X530851	11/20/2019	001 010 576 80 31 00	PK-Operating Costs	Hole Saw Arbor/PVC Conduit/Sealing Locknut	\$33.10
					\$172.57

Vendor: Setina Manufacturing Co Inc
Check Number: 49140

Invoice No	Check Date	Account Number	Account Name	Description	Amount
193551	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Alum Bumper/Red & Blue Light/Fender	\$1,343.71
					\$1,343.71

Vendor: Sherwin-Williams Co
Check Number: 49141

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6533-9	11/20/2019	101 016 542 64 48 02	ST-Traffic Control - Striping	Arch/Latex Paint	\$1.09
					\$1.09

Vendor: Six Robblees Inc
Check Number: 49142

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-392321	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Rubber Mud Flap PW66	\$70.98
					\$70.98

Vendor: Smarsh Inc
Check Number: 49143

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00558215	11/20/2019	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	\$666.00
					\$666.00

Vendor: Snohomish County Conservation Dist
Check Number: 49144

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4249	11/20/2019	410 016 531 50 31 16	DOE - Capacity Exp 17-19	Grant Reimbursement July-Sept 2019	\$4,500.33
					\$4,500.33

Vendor: Snohomish County PUD
Check Number: 49145

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105224324	11/20/2019	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	\$16.03
105224324	11/20/2019	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	\$47.30
105224324	11/20/2019	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	\$60.60
105224324	11/20/2019	001 012 572 20 47 00	CS-Library-Utilities	200206019 Library Electric	\$414.71
105224324	11/20/2019	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	\$183.46
105224324	11/20/2019	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	\$225.63
105224324	11/20/2019	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	\$182.69
105224324	11/20/2019	001 013 518 20 47 00	GG-Utilities	200206019 Library Water	\$103.73
105224324	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	\$129.04
108530013	11/20/2019	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	\$53.87
111832584	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$91.41
111833122	11/20/2019	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	\$22.45
121762684	11/20/2019	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Dr Electric	\$91.28
121762684	11/20/2019	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Dr Water	\$24.43
121763812	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	\$147.40
125084911	11/20/2019	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Rd Mobile Electric	\$21.81
125084911	11/20/2019	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Rd Mobile Water	\$25.25
125087331	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	\$129.57
128364988	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	\$47.38
131676805	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$53.73
134985487	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$45.18
141498817	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	\$22.90
148126130	11/20/2019	001 012 575 30 47 00	CS-Historical-Utilities	202289237 Museum	\$76.97
148126130	11/20/2019	001 012 575 51 47 00	CS-Grimm House Utilities	202289237 Grimm House	\$76.98
151432637	11/20/2019	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park Electric	\$17.17
154674776	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	\$12,173.72
154674777	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	\$1,441.73
154674778	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	\$1,251.30
161054153	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	\$136.50
167511734	11/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$43.91
					\$17,358.13

Vendor: Snohomish County PW S
Check Number: 49146

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19 108924 RWB	11/20/2019	301 016 595 61 64 02	TIZ3 - S. Lake Stevens Rd	ROW Permit S Lake Stevens Rd Multi Use Path	\$170.00
					\$170.00

Vendor: Snohomish County Sheriffs Office
Check Number: 49147

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-5506	11/20/2019	001 008 523 60 41 00	LE-Jail	Jail Services Medical Sept 2019	\$493.25
					\$493.25

Vendor: Snohomish County Treasurer
Check Number: 49148

Invoice No	Check Date	Account Number	Account Name	Description	Amount
090119 SNCO	11/20/2019	633 000 589 30 00 06	Crime Victims Compensation	Crime Victims Compensation Sept 2019	\$344.47
100119 SNCO	11/20/2019	633 000 589 30 00 06	Crime Victims Compensation	Crime Victims Compensation Oct 2019	\$338.16
					\$682.63

Vendor: Sound Publishing Inc
Check Number: 49149

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH877783	11/20/2019	001 007 558 50 41 03	PL-Advertising	2019 Comp Plan Areadwide Rezones	\$155.18
EDH879264	11/20/2019	001 004 514 23 41 01	FI-Advertising	PH 2020 Proposed Budget	\$68.30
EDH879422	11/20/2019	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0126 Hintz Preliminary Plat	\$164.47
EDH879458	11/20/2019	001 013 518 30 41 01	GG-Advertising	CC Cancel Workshop	\$23.29
EDH880292	11/20/2019	001 013 518 30 41 01	GG-Advertising	Park Board Cancel Mtg/Schedule Special Mtg	\$34.15
					\$445.39

Vendor: Sound Safety Products Co Inc
Check Number: 49150

Invoice No	Check Date	Account Number	Account Name	Description	Amount
314278/1	11/20/2019	410 016 531 10 31 00	SW-Clothing	Overalls/Beanie/Jacket	\$226.98
					\$226.98

Vendor: Sound Security Inc
Check Number: 49151

Invoice No	Check Date	Account Number	Account Name	Description	Amount
948397	11/20/2019	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	\$571.04
					\$571.04

Vendor: State Auditors Office
Check Number: 49152

Invoice No	Check Date	Account Number	Account Name	Description	Amount
L133501	11/20/2019	001 004 514 23 41 00	FI-Professional Service	2018 Accountability/Financial Audit	\$15,559.33
					\$15,559.33

Vendor: Stellar Event Rentals
Check Number: 49153

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5312-1	11/20/2019	001 007 571 00 30 00	PL-Park & Recreation	Tent Rental for Winterfest 2019	\$1,652.45
					\$1,652.45

Vendor: Stericycle Inc
Check Number: 49154

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004879657	11/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
					\$10.36

Vendor: Tacoma Screw Products Inc

Check Number: 49155

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18260045	11/20/2019	101 016 544 90 31 02	ST-Operating Cost	Corner Bolts/Rivets/Screws/Caution Tape	\$160.42
18260045	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Corner Bolts/Rivets/Screws/Caution Tape	\$160.43
					\$320.85

Vendor: Teamsters Local No 763

Check Number: 49068

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 284 00 00 00	Payroll Liability Other	Union Dues	\$1,174.00
					\$1,174.00

Vendor: Technological Services Inc

Check Number: 49156

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14713	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Battery/Power Steering Inspect I-15-69	\$630.86
14742	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Oil/Tires/Wipers PT-16-64	\$306.90
14764	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lub/Oil/Fluids/Tire Rotation PT-19-83	\$81.14
14772	11/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Brake Repair PT-14-56	\$130.29
					\$1,149.19

Vendor: The Watershed Co

Check Number: 49157

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-1444	11/20/2019	301 016 544 40 41 02	T11 - 24th & 91st Ext Design	Environmental Consulting - 24th St SE Extension	\$1,102.50
					\$1,102.50

Vendor: Treichler

Check Number: 49158

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819TREICHLER	11/20/2019	003 000 345 81 00 00	Zoning-Subdivision Fees	Refund Pre-Application Fees LUA2019-0170	\$325.00
					\$325.00

Vendor: United Rentals North America Inc

Check Number: 49159

Invoice No	Check Date	Account Number	Account Name	Description	Amount
174273788-001	11/20/2019	305 010 594 76 60 00	North Cove Park Cap-Local	Road Plate	\$2,680.20
					\$2,680.20

Vendor: UPS

Check Number: 49160

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42459	11/20/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$1.06
					\$1.06

Vendor: US Bank St Paul

Check Number: 49069

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1485919	11/6/2019	210 000 591 75 71 00	2008 Bond Princp Pymt - GG	LAKSGOREF08A - Series 2008A Principle	\$140,000.00
1485919	11/6/2019	210 000 592 18 83 00	2008 Bond Interest Payment	LAKSGOREF08A - Series 2008A Interest	\$34,752.50

1485919	11/6/2019	210 070 591 35 71 00	2008 Bond Principal - Sewer	LAKSGOREF08A - Series 2008A Principle	\$115,000.00
1485919	11/6/2019	210 070 592 35 83 00	2008 Bond Interest Payment	LAKSGOREF08A - Series 2008A Interest	\$9,900.00
					\$299,652.50

Vendor: Valvick
Check Number: 49161

Invoice No	Check Date	Account Number	Account Name	Description	Amount
111919 VALVICK	11/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Reimbursement Meal - Working Case 19-23342	\$71.89
					\$71.89

Vendor: Vantagepoint Transfer Agents - 108991
Check Number: 49070

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$363.39
					\$363.39

Vendor: Vantagepoint Transfer Agents - 307428
Check Number: 49071

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$1,880.02
					\$1,880.02

Vendor: Verizon Northwest
Check Number: 49162

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9841243457	11/20/2019	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service Council	\$332.92
9841243457	11/20/2019	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service Executive	\$45.13
9841243457	11/20/2019	001 002 513 11 42 00	AD-Communications	Wireless Phone Service Admin	\$45.13
9841243457	11/20/2019	001 005 518 10 42 00	HR-Communications	Wireless Phone Service HR	\$90.26
9841243457	11/20/2019	001 006 518 80 42 00	IT-Communications	Wireless Phone Service IT	\$142.82
9841243457	11/20/2019	001 007 558 50 42 00	PL-Communication	Wireless Phone Service Planning	\$335.40
9841243457	11/20/2019	001 007 559 30 42 00	PB-Communication	Wireless Phone Service Building	\$226.08
9841243457	11/20/2019	001 010 576 80 42 00	PK-Communication	Wireless Phone Service PW	\$473.94
9841243457	11/20/2019	101 016 543 30 42 00	ST-Communications	Wireless Phone Service PW	\$473.95
9841243457	11/20/2019	410 016 531 10 42 00	SW-Communications	Wireless Phone Service PW	\$473.95
					\$2,639.58

Vendor: Washington Dept of Ecology
Check Number: 49163

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020-WAR308529	11/20/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Stormwater Discharge Permit 20th St SE	\$1,050.04
					\$1,050.04

Vendor: Washington State Dept of Enterprise Svcs
Check Number: 49164

Invoice No	Check Date	Account Number	Account Name	Description	Amount
73193459	11/20/2019	001 008 521 20 31 00	LE-Office Supplies	Business Cards - Schedler//Anderson	\$81.76
					\$81.76

Vendor: Washington State Patrol

Check Number: 49165

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I20002887	11/20/2019	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks Oct 2019	\$132.50
					\$132.50

Vendor: Washington State Support Registry

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50

Vendor: Weed Graafstra & Associates Inc

Check Number: 49166

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110419 WGA	11/20/2019	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$1,743.75
110419 WGA	11/20/2019	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - General Matters	\$6,334.25
					\$8,078.00

Vendor: Wells

Check Number: 49167

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120819 WELLS	11/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Firearms Instructor/Burien - C Wells	\$380.00
					\$380.00

Vendor: West Marine Pro

Check Number: 49168

Invoice No	Check Date	Account Number	Account Name	Description	Amount
008367	11/20/2019	001 008 521 21 31 00	LE-Boating Minor Equipment	Adapter Power/Cord Set	\$140.51
					\$140.51

Vendor: Western Conference of Teamsters Pension Trust

Check Number: 49072

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110819	11/6/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$3,923.32
					\$3,923.32

Vendor: Western Peterbuilt - Marysville WA

Check Number: 49169

Invoice No	Check Date	Account Number	Account Name	Description	Amount
026P6059	11/20/2019	410 016 531 10 31 02	SW-Operating Costs	Valve-TP5 Control	\$351.58
					\$351.58

Vendor: Zions Bank

Check Number: 49075

Invoice No	Check Date	Account Number	Account Name	Description	Amount
DEC2019	11/12/2019	412 016 591 31 70 00	2019 LTGO Bond - Principal	Loan Principal #0001010000319010	\$53,000.00
DEC2019	11/12/2019	412 016 592 31 80 00	2019 LTGO Bond - Interest	Loan Interest #0001010000319010	\$8,364.99
					\$61,364.99



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

Tuesday, November 12, 2019
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

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

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

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Police Commander Ron Brooks, Interim Human Resources Director/Risk Manager Julie Good, City Clerk Kathy Pugh, City Attorney Greg Rubstello, Police Records Specialist Margaret Cooper and Assistant Planner Jillian Needham

OTHERS: Doug Levy, Outcomes by Levy

Pledge of Allegiance: Mayor Spencer led the Pledge of Allegiance.

Roll Call: All present.

Approval of Agenda: Council President Petershagen requested that under Consent Agenda Item E, the portion relating to reappointments to the Veterans Commission, be removed from consideration until January, because one of the appointees will now be seated on the Council effective January 1st and would take one of the three positions that councilmembers can occupy.

Moved by Councilmember McDaniel, seconded by Councilmember Tageant, to approve the consent agenda with the amendment removing Veterans Commission reappointments from Item E on the consent agenda. On vote the motion carried (7-0-0-0).

Citizen Comments: None.

Guest Business: The City's contracted lobbyist, Doug Levy of Outcomes by Levy, reviewed the 2020 Legislative agenda, noting that top priority issues that impact Lake Stevens directly are Capital Budget/Quality of Life, Transportation Investments and Economic Development Tools. He commented that priorities include both state and federal priorities. He reminded that the Legislature does their operating transportation and capital year budgets on a two-year biennial basis and 2020 is an off year. With that in mind he is recommending that there may be a potential funding option for the Frontier Heights Park, and also said it is important to keep improvements to SR 9/SR 204/U.S. 2 Trestle on the forefront for improvements and future replacement of the Trestle. Mr. Levy commented on potential funding cuts which may result from the passage of Initiative 976. He then invited questions of Councilmembers.

Councilmember Welch prefers the city not participate in any option on utility tax increase as it appears to be an attempted workaround of Initiative 976.

Councilmember Gailey requested study money for the extension of SR 526 be added back into the legislative priorities.

Councilmember Daughtry said it is important that the SR 9/SR 204 projects be kept on the forefront of everyone's mind considering the passage of I-976 as these projects are ready to go.

Councilmember Tageant said it is important to keep the federal agenda moving forward with the loss of local funding.

Mr. Levy clarified the legislation that is being put together includes the utility tax, which may be an option that could be used for funding.

Councilmember Daughtry commented the utility tax is an option that could be used for projects, as is the TBD. At this point there is only one way to fund the TBD and that is by voting on it. Councilmember Daughtry added if the City does not back options for funding there will be less agreement amongst the legislators on providing options.

Councilmember Welch said given the discussion he can support the utility tax funding option.

Mayor Spencer confirmed the Council's direction to add support for a 526 feasibility study.

Councilmember Daughtry commented he does not mind supporting a 526 feasibility study, but he does not want to see anything impede funding for the Trestle. Councilmember Tageant agreed.

There was additional discussion on the importance of lobbying federal legislators and the status of the federal transportation budget.

New Employee Introductions: Police Chief John Dyer introduced the new Police Records Specialist, Margaret Cooper.

Director Russ Wright next introduced the new Assistant Planner, Jillian Needham.

Council Business:

- Councilmember Daughtry: Veterans Commission, Community Transit and Everett Transit, Harvest Fest.
- Councilmember Hilt: Snohomish Health District.
- Councilmember McDaniel: Complimented Public Works Director Durpos and the construction company on the South Lake Stevens Road improvement project.
- Councilmember Gailey: Harvest Fest.
- Councilmember Welch: Commented on the effects and fallout of irresponsible use of social media and noted that as the result of a recent Facebook post threats were made against City Hall. He encouraged that citizens contact councilmembers directly if they have concerns.
- Councilmember Tageant: Harvest Festival, Chamber of Commerce.

Mayor's Business: Mayor Spencer commented on the 2020 budget that will be submitted this evening, saying it protects the general fund reserve at 10% and also protects the city out to 2025, as well as proposing some critical new positions for 2020. He noted proposed funding in 2020 includes better roads, sidewalks and a vibrant downtown.

Mayor Spencer next referenced the Shane McDaniel code enforcement action and said the fine is at \$7,500 and that is where it stands. He noted that staff has followed the adopted code in addressing the code enforcement concerns.

Councilmember McDaniel commented that the property currently owned by Shane McDaniel was previously offered to the city for beachfront by her late husband Frank McDaniel and her father-in-law Gary McDaniel. Mayor Spencer added that the property was offered a second time by Gary McDaniel's widow. Councilmember McDaniel said the property was offered to the city because both Gary McDaniel and Frank McDaniel had a great love for the community and wanted the community to have more access to the lake. She added there is a lot of giving to the community by the McDaniel family.

Chief Dyer clarified that two people were contacted regarding Facebook threats and following each contact those threats were determined to not be creditable, and the people who were contacted were very sorry.

City Department Report:

- Community Development Director Russ Wright: Harvest Fest; contract building official hired for one day a week; \$30,000 Commerce grant to help pay for some of the long range planning work done this year and into next year.
- Public Works Director Eric Durpos: Pavilion update; sidewalk update including there will be continuous sidewalk from the high school to Lundeen Park, additionally next year there will be continuous sidewalk from the high school to North Cove Park.
- Interim Human Resources Director/Risk Manager Julie Good: Washington Cities Insurance Authority annual audit.
- Chief of Police John Dyer: Update on police services in September; new building update; commented on importance of partnerships with other law enforcement agencies.
- Finance Director Barb Stevens: Audit update.

Consent Agenda:

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve the consent agenda as amended:

- A. 2019 Vouchers [Payroll Direct Deposits of \$211,326.91, Payroll Check Nos. 48946-48947 totaling \$3,213.78, Electronic Funds Transfers (ACH) of \$177,834.84, Claims Check Nos. 48948-49059 totaling \$1,216,788.37, Void Check No. 48849 in the amount of \$23.00, Total Vouchers Approved: \$1,609,140.90;
- B. City Council Workshop Meeting Minutes of October 15, 2019;
- C. City Council Workshop Minutes of October 22, 2019, 2019;
- D. City Council Regular Meeting Minutes of October 22, 2019;
- E. Board and Commission Reappointments (as amended);
- F. Appointments to Library Board;
- G. Resolution 2019-15 Declaring Intent to Adopt Legislation re Authorizing a Sales and Use Tax for Affordable Housing; and

H. Ordinance No. 1070 re Interim Sign Regulations.

On vote the motion carried (7-0-0-0).

Public Hearing:

Comprehensive Plan Update: Mayor Spencer opened the public hearing.

Director Wright presented the staff report and a PowerPoint and said tonight's hearing is to obtain citizen comment regarding city-initiated proposed changes to the comprehensive plan text and map amendments and addenda to the Lake Stevens Center and 20th Street SE subareas and associated rezones. Director Wright reviewed the public process including review by the Planning Commission, and commented that Ordinance 1073 amends the Comprehensive Plan, Ordinance 1074 amends the zoning map, concurrent with the Comprehensive Plan Update, and Ordinance 1075 revises the planned action ordinance for the 20th Street SE Corridor Subarea.

Director Wright reviewed the proposed changes to 20th Street SE from Neighborhood Business to Commercial.

Councilmember Daughtry asked about the Neighborhood Business zone located to the east side of the Commercial zoning and Director Wright responded these areas were kept as Neighborhood Business as they abut residential neighborhoods. He said that late in the process there was a request to change this Neighborhood Business to Commercial, but that the Planning Commission opted not to recommend changing it at this time due to the lack of time to study impacts and meet noticing requirements.

Councilmember Daughtry requested the noticing for these parcels be completed and that they be changed to Commercial. He clarified that everything that is Neighborhood Business be changed to Commercial.

Director Wright clarified the noticing requirements under the Municipal Code.

Councilmember Tageant asked why lots on the north side of 20th SE were not changed to Commercial. Director Wright responded that as the plan evolved the goal was to change properties abutting 20th SE to Commercial, but there was also consideration given as to how a change to Commercial would affect residential properties that abut Commercial zoning, so the thought was to have less intensive commercial use against abutting residential properties. He added that properties on the north side of 20th SE appear to have a greater value continuing as they are and are not likely to redevelop in the near future.

Discussion ensued with Councilmember Tageant commenting there are a number of lots on the north side of 20th SE that can be developed commercially and there is a need for that.

Councilmember Petershagen agreed with Councilmember Tageant's comments and added that 20th Street SE is going to be a 5-lane arterial. Councilmember Petershagen encouraged leaving it to the market to determine what happens in this area.

Director Wright next reviewed the text changes, most of which are housekeeping measures that include updating language, land use tables and maps to maintain consistency between the documents. He added that net and gross density language has been removed from the

Comprehensive Plan to keep it a higher-level document. The Planning Commission recommends dealing with density in the Zoning Code as an implementation tool.

Director Wright then reviewed updates to the Parks section based on community feedback given to the Park Board. Moving to the Capital Facilities section, Director Wright noted that both the Sewer District and School District have updated their capital facilities plans and the proposed changes to the Public Services section reflect these changes. Looking at Capital Facilities, the 20-year vision was reviewed and updated, as well as the 6-year capital facilities plan. There are also general administrative updates.

Director Wright said the subareas were reviewed and noted that Lake Stevens is experiencing some significant commercial growth. Looking specifically at 20th Street SE, there is a greater focus on retail. Also proposed is exploring alternative road networks to access some of the properties on the south side of 20th Street SE. Director Wright said 500,000 square feet are proposed for both retail and office, and the effort is to align the city with the regional market trends.

Turning to Lake Stevens Center, the effort is to remove some of the barriers that are not working in that subarea. Next year some of the development regulations and uses will be studied with recommendations coming forward at that time.

Director Wright next reviewed the process for making these recommendations review by the Department of Commerce and preparation of SEPA documents for review and comment. He added there were targeted meetings earlier in the year to residents in the UGA areas.

Responding to Councilmember Petershagen's question, Director Wright said that Local Commercial, such as retail, local restaurants and smaller retail, is still planned in the UGA area on the east end of 20th Street SE. He added there are encumbrances that will have to be worked with.

Mayor Spencer then opened the public comment portion of the public hearing.

David Toyer with Toyer Strategic Planning, 3705 Colby Avenue, Suite 1, Everett, said he supports the removal of references to net and gross density and also some additional flexibility for waterfront residential zoning. He next referenced his earlier comment letters regarding Neighborhood Business zoning on the east end of 20th Street SE and said he supports changing that to Commercial.

Dylan Sluder, Snohomish County manager of Master Builders Association, supports the flexibility added with the waterfront residential and the recommendation to remove gross and net density requirements from the Comprehensive Plan. Mr. Sluder commented on the process and encouraged the Council to look at the proposed zoning changes before the end of the year.

Sally Jo Sebring, 1023 – 99th Avenue SE, Lake Stevens, commented on the idea of expanding into more Commercial along 20th SE as discussed this evening. She commented the subarea plan allows for residential and she does not understand allowing commercial development against residential.

Sue Fernalld, 8430 – 15th Place SE, Lake Stevens, said there are homes in her neighborhood that are encroaching on the 20th Street SE park and is concerned that typical notices do not reach senior residents. She encouraged more direct outreach.

Dan Meyers, 3313 – 127th Avenue NE, Lake Stevens, agreed with Ms. Fernalld's comments and encouraged more outreach from the city.

Mayor Spencer closed the public comment portion of the public hearing and then closed the public hearing. Mayor Spencer then confirmed Council's requests for changes to Land Use and Zoning designations be brought back to the next meeting.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to hold the first reading of Ordinance 1073 updating the Comprehensive Plan, Ordinance 1074, updating the Zoning Map concurrently with the Comprehensive Plan, and Ordinance 1075 updated the planned action ordinance for the 20th Street SE Corridor Subarea, and that staff bring back Council-requested changes to the Land Use and Zoning designations to the second public hearing. On vote the motion carried (7-0-0-0).

Ordinance 1071 Adopting 2020 Budget-First Reading: Mayor Spencer opened the public hearing.

Director Stevens presented the staff report and said tonight's requested action is to hold a public hearing and first reading of Ordinance 1071 adopting the 2020 Budget. Director Stevens reviewed the budget process and key initiatives which are similar to last year's, including continuing with the revitalization of downtown, continue toward funding of a Parks and Recreation division, maintaining a high level of public safety, continue investing in infrastructure to encourage economic development, transportation funding and acquire needed public works equipment. Director Stevens reviewed the various fund types, including what is coming in and what is being spent.

Responding to Councilmember McDaniel's question, Director Stevens explained that there are funds left in the 540 Funds-Aerator under the ILA with Snohomish County, and after discussion the county and city agreed to use those remaining funds for alum treatment.

Director Stevens next reviewed revenues including property tax and sales tax, followed by review of the major operating expenditures by department. She then reviewed the proposed changes to staffing and responded to Councilmembers' questions.

Mayor Spencer opened the public comment portion of the hearing.

Sue Fernalld, 8430 – 15th Place SE, Lake Stevens, referenced the 2020 Proposed Budget slide, and commented the public needs to understand what is being spent.

Mayor Spencer closed the comment portion of the hearing and then closed the Public Hearing.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to approve the first reading of Ordinance 1071 adopting a Budget for 2020. On vote the motion carried (7-0-0-0).

Action Items:

Ordinance 1072 Levying Taxes Upon All Real Property and Setting Levy Rate: Director Stevens presented the staff report and said that Snohomish County collects taxes on behalf of

the city. She reviewed the proposed property tax increase. The total levy amount is estimated to be at \$5,054 million. She then invited questions of Councilmembers and there were none.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to approve Ordinance No. 1072 authorizing collection of property tax levy for 2020 and setting the property tax levy. On vote the motion carried (7-0-0-0).

Discussion Items: None.

Executive Session: At 8:50 p.m. Mayor Spencer announced an executive session beginning in 5 minutes to last 20 minutes to discuss sewer bonds, a property easement and two property acquisitions, with action to follow.

At 9:10 p.m. the regular meeting of the City Council reconvened.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Welch, to enter into a six-month temporary easement with the owner of property located at Frontier Village Way as discussed in executive session. On vote the motion carried (7-0-0-0).

Adjourn:

Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adjourn the meeting at 9:11 p.m. On vote the motion carried (7-0-0-0).

John Spencer, Mayor

Kathy Pugh, City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 26, 2019

Subject: City Council Meeting Schedule

Contact

Person/Department: Kathy Pugh, City Clerk **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: (1) Change the start time of the regularly scheduled meeting on December 10, 2019 to 7:30 p.m.; (2) Cancel the Workshop meeting scheduled for December 17, 2019 and in its place hold a Special Meeting; (3) Cancel December 24, 2019 Regular Meeting.

SUMMARY/BACKGROUND: The following meeting changes are recommended based on previous discussion and upcoming holiday schedules:

December 10, 2019:

- 6:00 p.m. – Joint Meeting with Arts Commission/Parks Board (previously noticed)
- 6:45 p.m. – Outgoing Mayor and Councilmembers Reception (no action)
- 7:30 pm. – Regular Meeting of Lake Stevens City Council

December 17, 2019

- 7:00 p.m. Special Meeting (change from Workshop Meeting)

December 24, 2019 – Cancel

All meetings through the end of the year (December 3 (workshop), 10 and 17) are scheduled to be held at the Lake Stevens School District Educational Services Center (Administration Building).

This was discussed at the November 19, 2019 Council Workshop meeting and there was Council direction to move forward with this schedule.

APPLICABLE CITY POLICIES: LSMC 2.08.030

BUDGET IMPACT: N/A

ATTACHMENTS: None.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 12, 2018

Subject: Reappointments to Veterans Commissions

Contact

Person/Department: Mayor **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Reappoint Karen Boe, Vern Rasmussen and Dennis Ives to the Veterans Commission, all for four-year terms expiring December 31, 2023.

SUMMARY/BACKGROUND: At the November 12, 2019 Council meeting, Council made reappointments to Boards and Commissions, with the exception of the Veterans Commission, which was removed from the agenda due to questions arising around the reappointment of Councilmember-elect Shawn Frederick to the Veterans Commission and the position currently held by Councilmember Hilt on that commission as one of three councilmember appointees. The remaining appointees, Karen Boe, Vern Rasmussen and Dennis Ives are seeking reappointment to positions they currently hold. The Veterans Commission meets on the first Monday of each month and their first meeting in January will be prior to the Council's first regular meeting scheduled for January 14, 2020. Approval of these three reappointments will allow these Veterans Commissioners to fully participate in their January 6, 2020 meeting as voting members of that commission.

The following appointees' terms expire on December 31, 2019 and each has requested reappointment:

Veterans Commission (LSMC 2.70.020(c))

• Karen Boe	December 31, 2023
• Vern Rasmussen	December 31, 2023
• Dennis Ives	December 31, 2023

It is the Mayor's recommendation that the above individuals be reappointed to the Veterans Commission for terms of office as set out above.

APPLICABLE CITY POLICIES: LSMC Title 2

BUDGET IMPACT: N/A

ATTACHMENTS: None



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 11/26/2019

Subject: 2019 Revised Employee Handbook Adoption and Approval

Contact Julie Good/Human Resources
Person/Department: Gene Brazel/City Administrator

Budget Impact: N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Resolution 2019-18, updating the City's personnel policies and procedures.

SUMMARY/BACKGROUND:

Lake Stevens Municipal Code Section 2.76.030 provides that the City has adopted, and will from time to time adopt, personnel policies and procedures which establish vacation, holiday, sick leave and other benefits for City employees; and that personnel policies shall be proposed by the Mayor or City Administrator and approved by City Council. Personnel procedures designed to implement personnel policies shall be approved by the Mayor, or City Administrator pursuant to the executive authority provided by the Mayor.

The City of Lake Stevens' personnel policies and procedures were most recently updated in 2015. Since then, state and federal laws have been created and updated, prompting the need for updated City policies.

During the update of this document, input was gathered from the City Council, City Administrator, department heads, Teamsters, Lake Stevens Police Guild, and legal counsel assigned by Washington Cities Insurance Authority (WCIA). City Council provided recommendations at the April 2, 2019 City Council Workshop regarding 4.16, 5.13 and 5.19 which were included in this final document and presented to Council at the November 19, 2019 City Council Workshop.

RECOMMENDATION:

Approve Resolution 2019-18, updating the City's personnel policies and procedures.

APPLICABLE CITY POLICIES: City of Lake Stevens Municipal Code Section 2.76.030 Additional Employee Benefits and Policies.

BUDGET IMPACT: N/A

ATTACHMENTS:

- ▶ Exhibit A: Resolution No. 2019-18
- ▶ Exhibit B: LSMC 2.76.030 Additional Employee Benefits and Policies

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2019-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON ADOPTING AND APPROVING PERSONNEL RULES AND POLICIES FOR CITY OF LAKE STEVENS EMPLOYEES, SUPERSEDING RESOLUTION NO. 2015-07 IN ITS ENTIRETY, PASSES AND APPROVED ON THE 13TH OF JULY 2015.

WHEREAS, pursuant to Resolution No. 2015-07, the City adopted personnel policies and procedures which establish vacation, holiday, sick leave and other benefits for City employee per Lake Stevens Municipal Code Chapter 2.76; and

WHEREAS, said Policies and Procedures require updating and supplementation from time to time to keep current with changes in the law and changes to City operations and practices; and

WHEREAS, City personnel policies and procedures should be implemented to address matters in addition to employee benefits; and

WHEREAS, personnel procedures designed to implement personnel policies shall be approved by the Mayor, or City Administrator pursuant to the executive authority provided by the Mayor pursuant to RCW 25A.12.100; and

WHEREAS, personnel policies and procedures shall apply to all City employees unless preempted by a collective bargaining agreement with the City, or in the case of the Police Department, Lexipol policy and/or civil service rules;

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: The Employee Handbook dated November 26, 2019 attached hereto as Exhibit A is hereby adopted as the official Employee Handbook for the City of Lake Stevens.

Section 2: The Mayor and City Administrator are hereby authorized and directed to execute, implement and apply said Policies and Procedures in their official capacity as provided by law and the official act and deed of the City of Lake Stevens, Washington.

Section 3: Resolution 2015-07 and all prior Personnel Policies and Procedures are hereby superseded and replaced by this Resolution.

PASSED by the City Council of the City of Lake Stevens this 26th day of November, 2019.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

EXHIBIT A
Employee Handbook
November 26, 2019



EMPLOYEE HANDBOOK

EFFECTIVE: November 26, 2019

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INTRODUCTION

1.01 WELCOME TO CITY OF LAKE STEVENS

If you are a new employee of City of Lake Stevens, welcome to our team. For those of you who have been with us for a while, thank you for your continuing service. Our goal is to recruit, develop, and retain outstanding employees who are committed to fostering public service excellence. You are part of a dedicated team of employees and we are here to support you as you support the city's mission.

This Employee Handbook is intended as a helpful resource regarding your employment with the city. It covers topics including:

- The mission, vision, and values of our city
- Organizational structure and how various departments support our city's goals
- Tools and resources that are accessible and where to find them
- Benefits programs and payroll information
- City personnel policies and procedures
- Information to keep you safe while at work

Thank you for being a part of the city team. We hope you find working for the City of Lake Stevens a rewarding, challenging, inspiring, and personally satisfying experience. We look forward to working with you!

1.02 ABOUT CITY OF LAKE STEVENS

Since settling in 1886, Lake Stevens has been home to families who set their sights on pioneering a better way of life for western Washington and beyond. Surrounding one of the region's most coveted recreational lakes, the City of Lake Stevens has emerged as one of the most desirable places in the state to call home.

Just 10 minutes east of Everett, and 34 minutes from downtown Seattle, Lake Stevens is home to hardworking families and retirees. Our growth is outpacing the rest of Snohomish County. In 2019 we had more than 33,000 residents and forecast that, by 2035, Lake Stevens will experience 40% growth to exceed a population of 40,000.

The City of Lake Stevens operates under the mayor-council system. The city's motto, "One Community Around the Lake", embodies its quality of life, top-ranked school district, and the City Council's commitment to providing excellent services and amenities for its citizens.

Our Mission Statement:

To create a beautiful and functional community by being a caring, committed, and trusted provider of municipal services.

Our Vision Statement:

Provide outstanding municipal services to support the physical and social well-being of the community of Lake Stevens.

Our Values:

- Integrity – Promoting honesty and professional ethics

- Respect – Caring about customers and employees being trustworthy and openly trusting of others
- Service – Providing excellent service, responsive to customer needs
- Creativity – Encouraging entrepreneurial spirit within the organization
- Partnership – Creating a team atmosphere, both inside and outside the organization

1.03 PURPOSE AND SCOPE OF EMPLOYEE HANDBOOK

This Employee Handbook summarizes the City's basic personnel policies and is intended to serve as a resource concerning your employment with the City. This Handbook supersedes all prior personnel policies of the City, except where such pre-existing policies are referenced in this Handbook. As State and Federal laws change and the City grows or evolves, personnel policies may change. The City, therefore, reserves the right to modify, revoke, suspend, terminate, or deviate from the policies set forth in this Handbook at any time. The City will provide reasonable notice of any policy changes, to all appropriate representatives and employees.

There are several things to keep in mind about this Handbook. First and foremost, the Handbook contains only general information and guidelines. It does not constitute an employment contract, or promises of specific treatment, or a promise of employment of any specific duration between the City and its employees. Second, this Handbook is not intended to address every aspect of your employment in detail. In some cases, details may be found in other controlling documents, such as collective bargaining agreements, Civil Service Rules and Regulations, or summary plan descriptions of benefit plans. You may also have questions about whether and how a section applies to a specific situation. For any questions about a specific employment issue, please contact Human Resources for guidance.

Additionally, this Handbook applies to all employees of the City of Lake Stevens. Certain policies – including those addressing behavioral expectations, unlawful harassment, confidential information and ethics – also apply to volunteers and interns. In cases where these policies conflict with an applicable state or federal law or an individual written employment agreement or collective bargaining agreement, the terms of the law or contract will control. In addition, employees covered by a collective bargaining agreement should look to that agreement as the exclusive source of information describing wages and fringe benefit entitlements.

Finally, please note that in addition to the policies included in this Handbook, your Department or work group may have standard operating procedures or other work rules that pertain to you. Those rules and procedures supplement the policies included in this Handbook.

GENERAL EMPLOYMENT POLICIES

2.01 EQUAL EMPLOYMENT OPPORTUNITY

The City of Lake Stevens is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex, race, religion, marital status, military or honorably discharged veteran status, age, national origin, sexual orientation, gender identity, color, creed, ancestry, disability, genetic information, or any other basis prohibited by law.

Any employee who believes that he or she has been discriminated against or has suffered from unlawful harassment or retaliation should report it to their supervisor, any city management employee, or Human Resources. Any member of city management who receives such a complaint should report it to Human Resources immediately. Upon receipt of a complaint, the City will investigate and take appropriate corrective action as may be warranted.

2.02 DISABILITY ACCOMMODATION; PREGNANCY ACCOMMODATION

The City of Lake Stevens complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to qualified employees with a disability if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship or a direct threat to the health or safety of others.

Additionally, an employee who needs accommodation due to pregnancy may be afforded the following accommodations with or without medical certification: frequent, longer, or flexible restroom breaks; modifying a no food or drink policy; job restructuring, part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's work station; seating or allowing the employee to sit more frequently if their job requires standing; providing for a temporary transfer to a less strenuous or less hazardous position; and providing assistance with manual labor and limits on lifting. In addition, a pregnant employee may be entitled to other workplace accommodation(s), provided there is no significant difficulty or expense, and subject to written certification from a health care professional regarding the need for the requested accommodation.

If you would like to request reasonable accommodation, please contact Human Resources. Human Resources will work with you (and your health care provider, as needed) to evaluate the need for reasonable accommodation and options for providing reasonable accommodation.

2.03 RELIGIOUS ACCOMMODATION

The City respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on city business or operations. If you believe you need accommodation for religious reasons, please contact Human Resources.

2.04 PROHIBITION OF UNLAWFUL HARASSMENT

The City of Lake Stevens is committed to providing a workplace that is free from discrimination or any kind of unlawful harassment. In keeping with this commitment, the City will not tolerate harassment by City employees, or of City employees, by anyone including any co-worker, contractor, vendor, member of the public, or other third party. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, or another protected group status. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual Harassment. Sexual harassment is one form of unlawful harassment that will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

Examples of Harassment. Individuals must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of unlawful harassment include, but are not limited to:

- Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Other: making or threatening reprisals as a result of a negative response to harassment.

Complaint Procedure. If you believe you are being subjected to unlawful harassment or discrimination, or if you become aware of such conduct being directed at someone else, promptly notify Human Resources, your supervisor, or any member of City management. You may also submit a complaint to the Mayor. The City encourages employees to use this harassment reporting policy without worrying about whether the conduct involved would be considered harassment in a legal sense. If you think it might be harassment, report it. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of an employee's job, including co-workers, contractors, vendors, suppliers, members of the public, or any other third party.

All complaints will be investigated thoroughly and promptly. To the extent possible, complaints will be handled confidentially. Refusal to cooperate in an investigation will be grounds for discipline up to and including termination.

The City prohibits retaliation or adverse action against employees because of their good faith report of harassment or participation in the investigation of alleged harassment.

Discipline. If the investigation shows the accused individual engaged in harassment, appropriate action will be taken, as in the case of any other serious misconduct. Such actions may include warnings, verbal and/or written reprimands, suspension or termination.

2.05 WORKPLACE VIOLENCE

Prohibition of Workplace Violence. The City of Lake Stevens strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around City premises or the workplace, or otherwise related to City employment:

- Threatening or causing injury to a person
- Fighting or threatening to fight with another person
- Using or threatening to use a weapon while on City premises
- The possession, custody, storage, or control of a firearm on City premises (unless the employee has advance written permission from the City)
- Abusing or damaging property
- Using obscene or abusive language or gestures in a threatening manner
- Raising voices in a threatening manner (e.g., yelling or screaming)
- Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited

“City premises” Definition. The term “City premises” means all areas under City ownership and/or control including, but not limited to buildings, offices, vehicles, work areas, lounges, desks, cabinets, lockers, and storage areas. The City reserves the right to search all City premises and employee property brought onto City premises when the City determines that such a search is a reasonable and necessary precaution for workplace safety.

Reporting Violent Conduct. Any workplace violence incidents, or incidents presenting a potential for violence, are to be reported to a supervisor or other member of management (and/or Human Resources) as soon as possible. If the supervisor and Human Resources are implicated in the complaint, a report may be made to the Mayor. Incident reports are to be completed as appropriate. If management determines that an employee has violated this section, the employee will be subject to discipline up to and including discharge, as deemed appropriate by the City. The City shall handle specific concerns with customers or other public parties as it determines under its policies and procedures.

Imminent Danger/Violence Incident Procedure. Any employee who reasonably believes that a situation with an aggressive employee, guest, citizen, contractor, vendor, or other party may immediately become violent and may put the employee or others in imminent danger at the work site, should promptly leave the work area and report to their supervisor or other member of management (and/or Human Resources). Depending on the circumstances, the employee may first call 911 and/or try and secure the area and see that no other individuals are potentially at risk. No disciplinary action shall be taken against any employee who leaves a work area when the employee has a reasonable belief that an emerging situation with an aggressive person is likely to turn violent at that time at the work site. The supervisor should take immediate action

by calling 911 (if warranted) and contacting Human Resources. The timing and circumstances of the return by the employee to the work area should be coordinated by the employee with City management.

Security Precautions. Staff security is one of the City's highest priorities. All City security policies and rules must be adhered to at all times. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge, as deemed appropriate by the City.

Safety Accommodations for Victims of Domestic Violence, Sexual Assault or Stalking. The City will make reasonable safety accommodations for any employee who is a victim of domestic violence, sexual assault or stalking. Accommodations may include, for example, modification of a telephone number or email address, modified work schedule or implementation of safety procedures. If you are a victim in need of safety accommodations, please contact Human Resources.

2.06 CODE OF ETHICS/CONFLICTS OF INTEREST

The City of Lake Stevens is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities, and to complying with all applicable laws. This section is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

Conflict of Interest: The City prohibits all employees from using their position with the City or the City's relationship with its clients, vendors, or other business affiliates for private gain or to obtain benefits for themselves or members of their family. For purposes of this section, a potential conflict of interest occurs when an employee's outside interests (e.g., financial or personal) interfere with the City's interests or the employee's work-related duties. If you have a question about whether a situation is a potential conflict of interest, please contact Human Resources. By way of example, employees shall not:

- Use or give the appearance of using their positions for personal gain for themselves or for those with whom they have family, business or other personal interests
- Receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity or favor from any person or from any officer or director of such person, if they have reason to believe the donor would not give the gift, gratuity or favor but for their position with the City
- Receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity or favor from any person or from any officer or director of such person, if they have reason to believe such person:
 - Has or is seeking to obtain contractual or other business or financial relationship with the City; or
 - Conducts operations or activities that are regulated by the City; or
 - Has interests which may be substantially affected by the performance or non-performance of official duties
- Have a beneficial interest, directly or indirectly, in any contract, sale, lease or purchase that may be made by, through or under their authority, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward from any such person beneficially interested therein

- Use any person, money, equipment or property under their official control, custody or direction for their own private gain or benefit.

Outside Employment: Outside employment can create a conflict of interest. Employees may engage in another job outside their employment with the City if the outside job does not conflict with the interests of the City or interfere with the employee's ability to perform the City job.

Specifically, outside activities may not:

- Interfere with City job responsibilities;
- Be conducted during the employee's work hours;
- Utilize City telephones, computers, supplies, or any other resources, facilities or equipment;
- Involve employment with or the provision of consulting to a firm that contracts with or does business with the City; or
- Be reasonably perceived as a conflict of interest or raise a reasonable appearance of a conflict of interest

Before accepting outside employment, an employee must disclose the work to their supervisor and obtain a determination that the outside job would not constitute a conflict of interest.

Consensual Relationships Between Employees: At times, consensual romantic and/or sexual relationships may develop between co-workers. When such a relationship arises between an employee who has supervisory authority and one who does not, an actual or perceived conflict of interest may exist. Accordingly, these situations must be disclosed to Human Resources. The City will carefully consider the circumstances and may take appropriate action to address any conflict of interest. A supervisor's failure to disclose a relationship pursuant to this section may be grounds for discipline, including demotion or termination.

Employee Relationships with Citizens, Vendors and Other Business Affiliates. Employees are expected to maintain a courteous, business-like, and professional relationship with citizens, vendors and other business affiliates.

2.07 CIVILITY IN THE WORKPLACE

Incivility, defined as deviant behavior with ambiguous intent to harm another person, violates our workplace norms for mutual respect and will not be tolerated. Employees will conduct themselves in an orderly, courteous, and civil manner toward others and not engage in behavior that generally tends to adversely affect or impair the efficiency of a co-worker, jeopardize working relationships with other employees, customers, business partners, or the general public.

The following are provided as examples, and not an inclusive list, of uncivil behaviors that employees are expected to refrain from:

- Backstabbing
- Bullying, defined as deliberate and focused mistreatment of a person
- Making, publishing or repeating false, vicious or malicious statements concerning a co-worker or client
- Hazing
- Hurtful gossip

- Mobbing, defined as an impassioned, collective campaign by two or more people to exclude, punish and humiliate an individual
- Physical aggression such as throwing objects, violent outbursts (i.e., hitting the wall, pounding on desks, damaging property, etc.); any physical act that a reasonable person would consider menacing or threatening behavior
- Unconstructive talk, such as rude comments or crude jokes; profanity

2.08 CONFIDENTIAL INFORMATION

In the course of your employment with the City of Lake Stevens, you may have access to sensitive personal and medical information about co-workers and those we serve, as well as access to confidential information about City operations. This confidential information (whether in verbal, written or electronic format) may not be disclosed to anyone, except where required for a business purpose. The disclosure of confidential information (whether purposefully or inadvertently through casual conversation) not only violates City policy, but may also violate applicable state or federal law. Any unauthorized disclosure of confidential information may result in disciplinary action up to and including discharge.

2.09 WORKPLACE SAFETY/REPORTING OF INJURIES

Every employee is responsible for maintaining a safe work environment. Employees must promptly report all unsafe or potentially hazardous conditions to their supervisor. The City of Lake Stevens will make every effort to remedy problems as quickly as possible. If an employee endangers other employees or the public, the action may result in immediate suspension or other disciplinary action up to and including termination.

If an employee is injured while on the job, no matter how minor, the employee must immediately notify their supervisor or Human Resources about the injury. The supervisor should promptly confer with Human Resources to ensure appropriate forms are completed.

In the event of an emergency, such as an employee's need for immediate medical care or an imminent safety threat such as fire or other hazard, employees should first address the immediate need by calling 911 or otherwise seeking assistance. As soon as possible thereafter, employees should report the situation to their supervisor or Human Resources.

Please refer to the city's Accident Prevention Plan (Health and Safety Manual) for more safety information and requirements.

2.10 HUMAN IMMUNODEFICIENCY VIRUS (HIV), HEPATITIS B AND C EXPOSURE

The City will comply with all Centers for Disease Control & Prevention recommendations and current Washington State regulations regarding HIV, Hepatitis B and Hepatitis C risk and exposure. Any employee exposed to the HIV, Hepatitis B and/or Hepatitis C virus will receive baseline and follow-up studies. For procedures and protocols regarding exposure, please contact your direct supervisor or Human Resources.

2.11 WHISTLEBLOWER PROTECTION

The City of Lake Stevens, in compliance with the Local Government Whistleblower Protection Act, RCW 42.41, encourages employees to disclose any improper governmental action of local

government officials or employees without fear of retaliation. This section also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

Definitions:

"Improper Governmental Action" is any action by a local government officer or employee that is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the officer's or employee's employment, and

- a) in violation of any federal, state or local law or rule;
- b) an abuse of authority;
- c) of substantial and specific danger to the public health or safety; or
- d) a gross waste of public funds.

"Improper Governmental Action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

"Retaliatory action" means any adverse change in the terms and conditions of a City employee's employment, or hostile actions by another employee towards a City employee that are encouraged by a supervisor or senior manager or official.

"Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: Employees who become aware of improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves the employee's supervisor, the employee may raise the issue directly with Human Resources or with the employee's Department Director, the City Administrator or the Mayor. This should be done as soon as the employee becomes aware of the improper action. In the event a particular complaint involves allegations of criminal behavior, the City may refer the matter to the appropriate law enforcement authorities. If the complaint involves allegations of criminal behavior that may cause immediate harm to an individual or to property, the complaining employee may first report the matter to the Police Department before initiating the procedures described in this section. The Department Director, the City Administrator or the Mayor (or a designee) shall take prompt action to assist the City in properly investigating the report of improper governmental action. Officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes in writing the disclosure of the employee's identity. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except the personnel actions taken as a result of the investigation may be kept confidential (to the extent permitted by law).

In an emergency, where the employee believes that personal injury or property damage may result if action is not taken immediately, the employee may report the improper governmental

action directly to the appropriate government agency with responsibility for investigating the improper action, such as:

Snohomish County Prosecuting Attorney
3000 Rockefeller, M/S 504
First floor of Mission Building
Everett, WA 98201
Phone: 425-388-3333
<http://snohomishcountywa.gov/202/Prosecutor>

Attorney General, State of Washington
1125 Washington St SE # 7
Olympia, WA 98501
Phone:(360) 753-6200
<http://www.atg.wa.gov/>

U.S. Attorney (Western District of Washington)
700 Stewart Street, Suite 5220
Seattle, WA 98101-1271
Phone: (206) 553-7970 or toll free: (800) 797-6722
<http://www.justice.gov/usao-wdwa>

As noted above, the employee may also report an emergency criminal matter to the Police Department or another law enforcement agency.

Employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper governmental action occurred; or that insufficient action was taken by the City to address the improper action, or that for other reasons the improper action is likely to recur.

Employees who fail to make a good faith attempt to follow the City's procedures in reporting improper governmental action shall not be entitled to the protection of this section against retaliation, pursuant to RCW 42.41.030.

Protection Against Retaliatory Actions: Officials and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported an improper governmental action in accordance with these policies and procedures.

An employee who believes he or she has been retaliated against for reporting an improper governmental action must provide written notice to their supervisor within 30 days of the alleged retaliatory action. If the supervisor is allegedly involved in the retaliation, the written notice should be provided to the Department Director, the City Administrator, Human Resources, or the Mayor. The written notice must specify the alleged retaliatory action and the relief requested. Officials and supervisors shall take appropriate action to investigate and assess complaints of retaliation. Represented employees may elect to pursue such issues through the labor agreement grievance process, in which case the procedures that follow would not apply.

After receiving the City's response to the retaliation complaint, or 30 working days after the delivery of the complaint to the City, the employee may request a hearing before a state

administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the Department Director, Human Resources, the City Administrator, or the Mayor within the earlier of either 15 working days after delivery of the City's response to the complaint of retaliation, or 45 working days after delivery of the employee's complaint of retaliation to the City. Upon receipt of the request for hearing, the City shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Management Responsibilities: The City Administrator is responsible for implementing City policies and procedures, for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this section and these procedures are:

- a) Permanently posted where employees will have reasonable access to them;
- b) Made available to any employee upon request, and;
- c) Provided to all newly hired employees.

Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this section and these procedures may result in appropriate disciplinary action up to and including discharge.

2.12 USE OF CITY VEHICLES

City vehicles may be used by and assigned to employees who require transportation in order to conduct City business. Employees using City vehicles will be expected to adhere to policies set forth concerning the use of such vehicles. No City vehicle is to be used for any purpose other than for conducting the business of the City. Employees may be asked to use private vehicles for conducting City business in situations when a City vehicle is not available. All employees driving on behalf of the City must possess a current and valid Washington State driver's license. All employees driving City vehicles must maintain a driving record satisfactory to the City's insurance carrier.

City employees who use, or have been assigned to drive, a City vehicle as a condition of employment will be expected to exercise caution and care when driving in the course of employment. Employees must follow all applicable laws while driving on City business, including those requiring the use of seat belts and addressing the use of mobile devices. The City will make courses in defensive driving available from time-to-time to employee drivers.

Employee drivers will immediately report any accident/incident involving the use of a City vehicle to their immediate supervisor, and will call law enforcement upon any collision with damage over \$1000 or injuries to any party. The supervisor will review each accident/incident and ascertain whether the City driver was at fault. The City will counsel each driver involved in an accident/incident as appropriate, emphasizing the need to practice defensive driving.

Employees who use or are assigned to drive a City car as a condition of employment shall report any loss or suspension of their driver's license, or any arrest on a DUI charge, to their immediate supervisor within seven days of that event, regardless of whether the loss, suspension, or arrest involved City business.

The following shall be considered gross misconduct and grounds for disciplinary action of a City employee who drives a City vehicle as a condition of employment: (1) Loss or suspension of the employee's Washington State Driver's License; or (2) Conviction of driving a City vehicle under the influence of drugs or alcohol (DUI).

Driving violations while operating a City vehicle (including but not limited to reckless driving, negligent driving, or citations for accidents) may be considered gross misconduct and grounds for disciplinary action dependent upon the circumstances. If such situations arise, they will be reviewed by the City and a determination made as to whether disciplinary action is appropriate. The City will take into consideration all facets of the matter, including: (1) the extent of bodily injury, death, or property damage resulting from an accident; (2) the impact of the incident upon the City's ability to maintain automobile liability insurance; (3) the employee's explanation of circumstances involving the accident/citation; and (4) any extenuating circumstances.

2.13 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

The City maintains a fleet of vehicles for employee use when carrying out work assignments and to facilitate attendance at meetings, trainings, conferences and other work-related functions. Absent prior approval to use a personal vehicle by an employee's direct supervisor, employees must use City vehicles when carrying out City business. Permission to use a personal vehicle may be granted where it would be more economical or efficient, such as when an employee is responding to an emergency or other unexpected assignment, where use of a City vehicle would be uneconomical, where an employee has a work assignment that is on the way to or from work, or other circumstances where the employee's use of a personal vehicle is beneficial to the City.

If an employee's use of their personal vehicle is approved, the employee will be reimbursed at the then-current IRS mileage rate. Mileage for the employee's regular work commute is not reimbursable and will be subtracted from any reimbursement calculation. Where an employee is permitted to use their personal vehicle on a regular basis, the employee will be required to provide documentation establishing that the employee's personal insurance covers such use. The City will not be responsible for any costs associated with personal auto insurance.

2.14 EMPLOYEE IDENTIFICATION BADGES AND PROXIMITY CARDS/FOBS

To enhance security and provide easy identification of City employees, all employees will be issued an identification (ID) badge within three days of employment with the City. For employees assigned to work locations other than the Police Department, the ID badges are also proximity cards for secure access to city facilities. All employees will wear ID badges while in City facilities or on City business. The employee is responsible for the ID Badge/Proximity Card, or security fob if the employee of the Police Department, assigned to them and will notify Human Resources or Police Department management immediately if the card or fob is lost, damaged or stolen.

2.15 ELECTRONIC COMMUNICATIONS AND TECHNOLOGY

Electronic communications and technology develops and changes rapidly, with new devices and new forms of old ones emerging every year. City staff have the need to utilize a variety of modern communications tools in carrying out city business. These are useful and often

essential in daily work, but in emergencies they become critically important. Certain city positions have been identified to carry wireless communication devices at all practical times to assist with communications in the event of an emergency. Employees holding those positions will be provided city devices.

Some of these tools and devices also have the potential for personal use, and many employees own similar devices of their own. Some tools can also become a significant distraction from productive work time when browsing non-business related sites or carrying out personal business. Personal use of City tools and devices must be kept to a minimum, such as during rest or meal periods.

Employees may subject their personal devices to public records disclosure if they conduct City business, including email and text messages, on personal devices. The City does not authorize employees' use of personal devices for City business unless the business conducted also resides on the City's servers; a personal device may be subject to review for public records in accordance with state laws.

The purpose of this section is to govern the use of these tools and provide a unified set of standards and guidelines that cover multiple devices in order to minimize the potential exposure to the City from damages which may result from unauthorized use of City resources. It covers devices now in use, and new devices as they enter usage.

Applicability. This section applies to:

- Internet access, whether on a desktop PC, a laptop PC, a smart phone, a tablet, or any other electronic technology device
- Any use of a telephone (i.e., cellular, smart phone, land line, etc.)
- Any use of a fax machine
- Any transmittal of messages, information, or other electronic signals via devices owned by the City
- Any transmittal of messages, information, or other electronic signals involving or related to City business via devices not owned by the City
- Any posting of information on internet sites using City devices
- Any posting of City-related information on internet sites using devices not owned by the City

Definitions:

Business calls. Calls directly related to City business.

Desktop PC. A computer which generally consists of a monitor, keyboard, and computer, and which is therefore not easily portable. Typically (though not always) it is linked to the internet.

Hands-free. A telephone or other electronic device designed to be operated without using the hands.

Laptop PC. A portable computer with most, if not all, of the functions of a desktop computer. May include wireless internet connectivity.

Mobile Device. Device for transmitting information and/or data from a variety of locations. It is not tethered by a cord or by the need to remain close to a short-range transmitter. A

mobile device may be a computer tablet, smart phone or laptop enabled with wireless connectivity.

Personal calls. Calls not directly related to City business.

Remote Access. Ability to remotely connect to the City's network from any host. Only persons authorized in accordance with the Remote Access Section will be granted remote accessibility.

Voice Over Internet Protocol (VOIP). A method of speaking in real time over an internet connection. This is usually done via a service such as Skype, FaceTime or Google Voice, and may include voice only or voice and video connections. It may also be used for videoconferencing.

Virtual Private Network (VPN). Secure connection between two networks over a non-trusted network (such as the internet). VPNs are very useful when sensitive information must be transmitted or received over the Internet. VPN prevents third parties from reading or modifying the information in transit. The connection is controlled and secured by the software installed at the connection end-points. This software implements authentication, key exchange, and data encryption according to standards. Authorization for VPN access is limited and available only for those authorized in accordance with the Remote Access Section.

General Information. City-owned internet-access and communication devices shall be used predominantly for City-related business. Personal use of such City equipment is allowed on a limited basis, provided that all of the following conditions are met:

- There is little or no cost to the City
- Any use is brief in duration, occurs infrequently (e.g., on breaks or meal periods), and is the most effective use of time or resources
- The use does not interfere with the performance of the employee's official duties
- The use does not disrupt or distract from the conduct of City business due to volume, frequency, or substance
- The use does not disrupt other City employees and does not obligate them to make a personal use of City resources
- The use does not compromise the security or integrity of City property, information, or software

Employees should always consider both cost and effectiveness in determining what type of device to use for any particular communication.

Reasonable precautions should be made to prevent equipment theft and vandalism. All City-owned devices that are lost or stolen must be reported immediately to a manager/supervisor and the IT Department.

No Expectation of Privacy. By using the City's technology systems, employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the City systems as permitted under this section. To ensure appropriate use, employees' use of the systems may be monitored and any data that they create, store, or transmit on or over City

systems may be inspected by City management at any time. Employees should understand that certain email messages, other electronic communications and documents created on City computer systems (to include printers, copiers, scanners, fax machines, etc.), or on personal devices where it relates to City business, may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

Costs. Expenses incurred for the purchase and use of City-owned devices should be billed directly to the City. Expenses incurred for the purchase of employee-owned wireless communication devices and air time usage should be billed directly to the employee.

Usage of Wireless Devices. The following rules apply to employee use of City-owned wireless devices, or the use of employee-owned devices while conducting City business:

- Wireless communication devices shall not be used while driving unless they are hands-free. To make or receive calls or text messages, or to access or view data while in a vehicle, the vehicle must be parked. Even hands-free devices can be a distraction from safe driving and should be used minimally and only when necessary for legitimate business purposes.
- The display or transmission of any message or image that contains ethnic slurs, racial epithets, or anything that is harassing or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religious, political beliefs, or any other protected class, is not permitted on City-owned devices. This applies before, during or after business hours, and applies whether or not on City property.
- The display or transmission of sexually explicit images, messages or cartoons on City-owned equipment (unless a job requirement) is not permitted. This applies before, during or after business hours, and applies whether or not on City property.
- Employees shall use care and common sense with open websites, especially when visitors are in the area, to avoid inadvertent offense.
- The display or transmission of any political message or image for the purpose of lobbying or endorsing a candidate or political message is not permitted on City-owned devices. This applies before, during or after business hours, and applies whether or not on City property.
- Solicitation, promotion, or advertising of any organization, product or service is not permitted on City-owned devices. This applies before, during or after business hours, and applies whether or not on City property. The only exceptions are for activities that are clearly part of or supportive of official City business, or promotion of a charitable effort as endorsed by the City.
- Using appropriate sites for business purposes is unrestricted as long as it is reasonable.
- Downloading or copying from any device or service including the internet should be done with caution as it confers potential risk to the City. Data storage is a potential problem; therefore, the amount of downloaded material should be kept to a minimum.
- The City has the right and capability to monitor internet browsing by each user on its system. However, the City's goal is that employees will make this unnecessary.
- The City does not endorse personal electronic mail or other personal data on City devices. Recognizing that it may occur occasionally, it is to be kept to a minimum; personal electronic mail should be sent or received seldom and should be as brief as possible. Personal correspondence and data on City equipment is subject to review in response to public records requests.
- The City reserves the right to determine when an employee is accessing or transmitting inappropriate types or amounts of images or messages.

Equipment. To preserve the integrity and security of City technology, the following rules must be observed:

- All mobile devices connected to the City network shall comply in total with the City's standards for hardware and software.
- The City has the right to require the removal of specific software or files from any device connecting to the City's network.
- City-owned devices are assigned to a specific position and the employee in that position is responsible for the device(s). When an employee for which a device was approved has left their position, the device, software and accessories will be returned to that position's manager/supervisor.
- All devices connected to the City network environment shall have password, PIN, or other access protection enabled.
- All City-owned devices may be inspected for existence of unauthorized use or organization data and security compliance.
- All non-City owned devices (e.g., personal iPhone) must be compatible as determined by the City prior to being used to access City information.

System Protection and Support. Employees must observe the following rules and guidelines to protect City systems and the confidentiality of information on City systems:

- Passwords are an important aspect of computer/data security. All City employees, interns, temporary employees, volunteers, as well as contractors and vendors with access to City systems, are responsible for selecting strong passwords, changing them frequently and keeping them secure. Do not use the same City password for other non-City access; keep City passwords different from personal passwords. Passwords are to be treated as sensitive, confidential information. Strong passwords must follow the following characteristics:
 - Contain upper- and lower-case characters (i.e., a-z, A-Z)
 - Contain digits and punctuation characters (i.e., 0-9, \$%(*!}>+)
 - Contain at least 8 characters and must contain at least one small letter, one capital letter, one number, and one punctuation character
 - Is not a word in any language, slang, dialect, jargon, etc.
 - Is not based on personal information, names of family, etc.
 - Create passwords that can be easily remembered
- Invasion of the City's mail system by viruses is a daily risk. Users must remain aware of all policies and procedures that are published to assist in the prevention of virus attacks or improper entry into the data systems. Attempting to disable any security or monitoring tools without City approval is not allowed.
- Electronic mail is a City asset and is subject to review or monitoring at any time without notice by designated IT Department personnel.
- IT Department will provide support for installation of City standard software in connection with City-owned devices. Support for hardware will be coordinated with the hardware vendor.
- The City won't provide technical support for personally owned equipment, personal software, and/or configuration/customization thereof, personal wired or wireless network configuration. Further, the City won't facilitate access to personal data on any City managed devices and strongly discourages personal data being stored on City managed devices. Personal data on City equipment is subject to review in response to public records requests.

2.16 REMOTE ACCESS

The purpose of this section is to define requirements for connecting to the City's network (or any network managed by the City) from an external entry point. These requirements are designed to minimize the potential exposure to the City from damages which may result from unauthorized use of the City's resources. Damages include the loss of sensitive or confidential information, damage to public image and damage critical to the City's internal systems.

Applicability. This section applies to all City employees, contractors, vendors and agents with a City-owned or personally-owned device(s) used to connect to the City's network. This section applies to remote access connections used to perform work on behalf of the City, including reading or sending email and viewing internet web resources. Remote access implementations that are covered by this section include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, Wi-Fi, and cable modems.

Definitions.

Cable Modem. Cable companies provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the internet.

Dial-in Modem. A peripheral device that connects computers to each other for sending communications via the telephone lines.

DSL. Digital Subscriber Line (DSL) is a form of high speed Internet access competing with cable modems.

Dual Homing. Having concurrent connectivity to more than one network from a computer or network device. Examples include: being logged into the City network via a local Ethernet connection, and dialing into some other Internet Service Provider (ISP).

Mobile Device. Device for transmitting information and/or data from a variety of locations. It is not tethered by a cord or by the need to remain close to a short-range transmitter. A mobile device may be a computer tablet, phone or laptop enabled with wireless connectivity.

Remote Access. Ability to remotely connect to the City's network from any host. This includes, but is not limited to, an employee accessing the City's Outlook system while away from work. Only persons authorized in accordance with this section will be granted remote accessibility.

Split Tunneling. Simultaneous direct access to a non-City network (such as the internet, or a home network) from a remote device (PC, iPhone, etc.) while connected into the City's network via a VPN tunnel.

Voice Over Internet Protocol (VOIP). A method of speaking in real time over an internet connection. This is usually done via a service such as Skype, FaceTime or Google Voice, and may include voice only or voice and video connections. It may also be used for videoconferencing.

Virtual Private Network (VPN). Secure connection between two networks over a non-trusted network (such as the Internet). VPNs are very useful when sensitive information must be transmitted or received over the Internet. VPN prevents third parties from reading or modifying the information in transit. The connection is controlled and secured by the software installed at the connection end-points. This software implements authentication,

key exchange, and data encryption according to standards. Authorization for VPN access is limited and available only for those authorized in accordance with this section.

Wi-Fi. Wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections. A Wi-Fi enabled device such as a PC or cell phone can connect to the Internet when within range of a wireless network.

General Information. Only approved City employees and authorized third parties may be granted remote access to the City's network. To receive approval for remote access, an employee must obtain approval from their manager and/or director. Upon approval by the employee's department, the request for remote access will be forwarded to the IT Department for appropriate device deployment, set up, and/or approval of non-City owned devices. Once approved, remote access usage is subject to the following:

- It is the responsibility of City employees, contractors, vendors, and agents with remote access privileges to the City's network to ensure that their remote access connection is used in accordance with the City's network section.
- General access to the internet for recreational use by the employee or immediate household members through the City's network on personal computers or devices is not permitted. The City employee bears responsibility for the consequences should access be misused.
 - At no time should any user covered under this section provide any City login or password credentials to anyone, not even family members.
- Authorized users with remote access privileges to the City's network must not use non-City email accounts (e.g., personal Hotmail, Gmail) or other external resources to conduct City business.
- Work schedules must comply with the Fair Labor Standards Act, City policies and collective bargaining agreements governing overtime and compensatory time. The fact that an employee has been authorized for remote access services does not constitute approval for overtime or work from home. Absent emergencies or other extenuating circumstances, an employee's supervisor shall limit communications during non-working hours with non-exempt employees and supervisors shall not expect a response during non-working from a non-exempt employee. All time spent accessing work using remote network and email services by non-exempt (those eligible for overtime) City employees is considered compensated work time and must be preauthorized and compensated; non-exempt employees must receive manager authorization in advance of any hours worked outside of and/or beyond their normal agreed upon work schedule.

Equipment.

- All devices connected to the City network shall comply in total with the City Information Technology Department standards for hardware and software.
- The City has the right to require the removal of specific software or files from any devices connecting to the City network.
- City-owned devices are assigned to a specific position and the employee in that position is responsible for the device(s). When an employee for which a device was approved has left their position, the device, software and accessories will be returned to that position's manager/supervisor.
- All devices connected to the City network environment shall have password, PIN or other access protection enabled.

- All device users must comply with City security regulations, policies and procedures that relate to confidential information.
- The City will provide support for installation of City standard software in connection with City-owned devices. Support for mobile device hardware will be coordinated with the hardware vendor.
- By utilizing VPN technology with personally owned devices, users must understand that their devices are *de-facto* extensions of the City's network, and as such are subject to the same rules and regulations that apply to City owned equipment (i.e., their devices must be configured to comply with the City's security rules).
- The City won't provide technical support for personally owned equipment, personal software, and/or configuration/customization thereof, personal wired or wireless network configuration. Further, the City won't facilitate access to personal data on any SHD managed devices and strongly discourages personal data being stored on SHD managed devices.
- Authorized users may utilize the benefits of VPNs. However, the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees for personal ISPs.
- All City-owned devices may be inspected for existence of unauthorized use or organization data and security compliance.
- All non-City owned devices (e.g., personal iPhone) must be approved by IT Department prior to being used to access City information.

2.17 UTILIZATION OF SOCIAL MEDIA

The City endorses the use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. City social media sites are considered Limited Public Forums, which is a forum set aside by government for expressive activities; activities may be limited to specific topics but may not be limited by viewpoint. This section establishes the City's position on the utility of social media in general and not a particular form of social media, including management, administration, and oversight as it applies to city employees. Further, the personal use of social media can have a bearing on city personnel in their official capacity. As such, this section provides information of a precautionary nature as well as prohibitions on the use of social media by city personnel. This section is intended to supplement existing communication guidelines referenced in the Employee Handbook.

All department social media sites or pages shall be approved by department director. The most appropriate uses of city social media sites are:

- For time sensitive and emergency information;
- As a communications/promotional marketing tool which increases the city's ability to broadcast its message to the widest possible audience enhancing customer service;
- To share news and posts of partner agencies and community organizations;
- To promote community awareness, discussion, and understanding of city government and local issues;
- Wherever possible, social media pages shall clearly indicate they are maintained by the city;
- Social media posts shall include a link to the city's website, directing users back to the city of Lake Stevens' website for in-depth information on the posted content and appropriate contact information.

Social media content shall adhere to applicable laws; regulations; copyrights, trademarks, and service mark restrictions; and policies, including Information Systems department and records management policies. Site content must contain accurate city information and be reviewed and updated as necessary and appropriate; such reviews and updates will be completed during regular business hours.

Information posted on the city's social media sites is subject to the Public Records Act, RCW 42.56, and associated retention schedule. Original content posted on social media sites must be retained for three (3) years from the date of posting. City employees assigned to maintain social media sites shall coordinate with the Public Records Officer (City Clerk) to ensure content is appropriately retained. Prohibited content that is removed must also be retained. Removed content/comment shall be documented with a screen print, date of action, reason for content/comment removal and notes as to manager approval.

To ensure prohibited content is not displayed on city social media, all visitor posts must be approved by a city employee. The following is prohibited on the city of Lake Stevens social media sites:

- Comments that violate the social media's terms of use;
- Posts and comments that promote or advertise commercial services, entities or products except as stipulated in city marketing plans or determined by the City to be essential to economic development;
- Political statements, including comments that endorse or oppose political candidates or ballot propositions, are prohibited under state law (RCW 42.52.180);
- Religious statements, including comments that endorse or oppose any type of religion, religious opinions or activities;
- Posts and comments that include vulgar, threatening or harassing language;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, socioeconomic status, national origin, physical or mental disability, sexual orientation, or other protected status;
- Obscene or sexual content or links to obscene or sexual content;
- Illegal activity or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Comments from children under thirteen cannot be posted, in order to comply with the Children's Online Privacy Protection Act. By posting on the city social media site, users acknowledge that they are at least thirteen years old. Those twelve years old or younger may e-mail the city instead;
- Content that violates a legal ownership interest of any other party;
- Anonymous posts.

Elected officials, city employees, board/commission members and volunteers shall not comment on the city's social media sites. Participating in online discussions may constitute a meeting under the Open Public Meeting Act, RCW 42.30.

EMPLOYMENT WITH THE CITY OF LAKE STEVENS

3.01 JOB OPENINGS/TRANSFERS/PROMOTIONS

To obtain qualified applicants for vacant positions, public notice of job openings will usually be given by means of announcements posted on internal and external websites and/or through other means. The City may fill a position internally without posting when deemed appropriate based on the circumstances.

Hiring processes will depend on the particular positions to be filled. Criminal or other background checks may be required of current and prospective employees, in which case such individuals may be required to complete an appropriate authorization.

When hiring for or retention of current employees in non-represented positions, the City retains the discretion to develop and extend employment offers based on specific circumstances. Depending on market factors and other considerations, for example, the City may offer a moving allowance or make adjustments to standard compensation or benefits to attract and retain the most qualified candidate(s).

When deemed necessary, the City may utilize temporary or term-limited appointments. Such appointments may be short-term or have a longer term that has a clearly identifiable end date, such as project-based or those funded by grants. Except as provided for by law, the people in these appointments will not be entitled to benefits described in this handbook.

3.02 TRIAL SERVICE PERIOD (PROBATIONARY PERIOD)

We believe that your initial period of employment or initial period of work in a new position should be a review period for both you and the City. To determine that our association is mutually satisfactory, new employees are hired on a probationary basis and will remain a probationary employee for the first twelve (12) months of employment. This is referred to as the "trial service period". During the trial service period, you will have the opportunity to demonstrate satisfactory technical qualifications for your job, performance of your job duties, and personal conduct in the workplace. You will also have the opportunity to evaluate the City's suitability as an employer and/or determine whether your new job is acceptable.

During the trial service period, employment is "at will," which means either the employee or City may terminate the employment relationship without cause or advance notice. Upon successful completion of the trial service an employee will transition to regular status.

3.03 EMPLOYEE CATEGORIES

For a variety of reasons, it is helpful to define the working category of each employee employed by the City. Employment categories relate to the nature of your job responsibilities, weekly work schedule and participation in City benefit programs. Employees may fall into one or more of the following classifications:

- Regular Full-time – an employee who has completed an initial trial service period and is regularly scheduled to work 40 or more hours per workweek.

- Regular Part-time – an employee who has completed an initial trial service period and is regularly scheduled to work less than 40 hours per week. Employees in this classification are entitled to most City-provided benefits on a pro rata basis.
- Probationary – an employee who has not yet completed their twelve-month trial service period. Probationary employees may be full-time or part-time.
- Temporary/Limited-Term – an individual hired on a temporary/emergency basis (short term) or on a longer limited-term basis (e.g., project work). Temporary limited-term employees are typically brought on for a defined term need, such as covering a regular employee's work during a medical leave or assisting with a specific project. Temporary employees may be placed by temporary employment agencies or hired directly by the City. Temporary positions are non-represented, unless covered by a collective bargaining agreement, and will generally not be eligible for City benefits or paid leave accrual, unless required by law or agreed otherwise in writing. Unless approved by Human Resources, a temporary employee may not be employed by the City for more than five (5) months in a year.
- Student Intern, Apprentice - an individual from an educational institution or program with which the City has an agreement to provide learning opportunities in a work setting. The students or interns may or may not be paid in accordance with the agreement.
- Volunteer – an individual, who through their own free will, performs assigned or authorized duties for the City without compensation. The individual must be registered and accepted as a volunteer by the City.

In addition to the foregoing categories, all employees are classified as exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA). Exempt or non-exempt status is determined based on several factors, including the nature of a position's duties.

- Exempt: Exempt employees are ordinarily paid on a salary basis, structuring their work week to ensure they can fulfill their responsibilities, and are not eligible for overtime pay.
- Non-Exempt: Non-exempt, full-time employees are ordinarily paid a semi-monthly salary and are eligible for overtime pay for hours worked beyond 40 hours in a workweek (see Section 4.16). Non-exempt, part-time employees are ordinarily paid on an hourly basis.

If you have any questions regarding your category or your exempt/non-exempt status, please contact Human Resources.

3.04 FULL-TIME EQUIVALENT (FTE) STATUS

An employee's compensation and benefit eligibility are based on their Full-Time Equivalent (FTE) status. The FTE status is computed by dividing regularly scheduled weekly hours by 40 (i.e., full-time = $40/40 = 1.00$ FTE; half-time = $20/40 = .50$ FTE; 24 hours per week = $24/40 = .60$ FTE). Hours worked in excess of the regularly scheduled work week will not be used in the calculation of FTE.

From time to time, the City may make adjustments to a position's FTE status. For example, based on operational or other needs, a position may be modified from part-time to full-time status, may be reduced from full-time to part-time status, or the part-time FTE status may be adjusted upward or downward. If you are in a position affected by such a modification, the City will make a reasonable effort to provide advance notice of the change in work hours and any resulting change in compensation and benefits eligibility.

3.05 POSITION CLASSIFICATIONS AND POSITION DESCRIPTIONS

The City groups most positions into classifications based on duties, responsibilities and minimum job requirements. A position classification may encompass a number of positions. Position descriptions describe the duties of specific positions within a classification or unique positions that are not assigned to a classification. Position classifications or position descriptions may be amended or reclassified utilizing the City's classification review process.

3.06 PERSONNEL RECORDS

The City maintains a personnel file for each employee. That file may include, but is not limited to, the employee's application and resume, performance evaluations, commendations, disciplinary memoranda, as well as benefits and payroll information. Upon request and reasonable notice, you may review your personnel file.

To ensure that your benefits and records are kept up to date, please notify your supervisor and Human Resources of any change in your name, address, telephone number, marital status, number of dependents, tax exemptions, beneficiaries/dependents, or related information as soon as possible after such changes occur. It is your responsibility to ensure that information on file is up to date and correct.

3.07 PERSONNEL EVALUATIONS

We believe that goal setting and frequent feedback improve performance. Your supervisor should communicate to you the specific performance standards for your job. Formal performance evaluations are generally conducted a minimum of halfway through the probationary period, and on an annual basis thereafter. The timing of the annual evaluations varies by department and director. These evaluations are designed to enhance communication and performance. If for some reason you do not receive your performance evaluation at the appropriate time, please talk to your supervisor or Human Resources.

3.08 PERSONNEL REFERENCES

All inquiries by third parties regarding current or former City employees are to be referred to Human Resources. No employee is permitted to provide any reference information to a third party regarding another current or former City employee unless the reference request has first been referred to Human Resources. Human Resources will respond to such requests or coordinate with the appropriate manager to respond, to ensure legal considerations are observed.

3.09 EMPLOYMENT OF RELATIVES

The City recognizes the potential for problems, both real and perceived, where relatives work for a common employer. As a result, family members of current City employees will not be employed by the City where:

- One of the employees would have authority (or practical power) to benefit, supervise, remove or discipline the other; or
- One employee would be responsible for auditing the work of the other.

For purposes of this section, the term “relative” encompasses spouses, domestic partners, a parent/child relationship (including in-laws or step); grandparent/grandchild; siblings (including in-laws or step); nieces and nephews; and any other relative residing in the same household as the employee.

If two current employees become relatives and, in the City’s judgment, the potential problems noted above exist or reasonably could exist, the City may in its discretion determine that only one of the employees will be permitted to stay with the City, unless appropriate changes can be made by the City to eliminate the potential problem. In such case, the decision as to which employee will remain with the City must be made by the two employees within ninety (90) calendar days of the date they marry, become related, or become domestic partners. If no decision is made during this time, the City may terminate either employee.

3.10 STANDARDS OF CONDUCT

The City of Lake Stevens seeks to ensure that employees are afforded the opportunity to work in an environment that is civil, respectful and courteous. Also, the City strives to provide outstanding customer service, and expects excellence from each and every employee. Each employee was selected to work for the City based on the belief that he or she would be able to fulfill those expectations.

It is important to establish certain expectations regarding employee conduct to ensure efficient City operations, and for the benefit and safety of all employees. As a general matter, employees should conduct themselves in a professional manner, use good judgment, and take personal responsibility in performing their job duties. Conduct that interferes with City operations, is detrimental to the City, and/or is offensive to co-workers or clients will not be tolerated. The following are examples of behavior that is inconsistent with City expectations and/or policies and that may result in disciplinary action, up to and including termination of employment:

- Failure to treat co-workers, clients, vendors and others in a courteous and respectful manner;
- Failure to perform assigned duties, or performance of duties in an unsatisfactory manner;
- Unauthorized absence, or excessive tardiness or absences;
- Misusing, taking for personal use, destroying, damaging or wasting property, supplies or utilities belonging to the City or another employee;
- Assaulting, threatening, or intimidating supervisors or any other fellow employee, vendor, or any other person;
- Engaging in any form of bullying towards another employee, a client, a vendor or other third party;
- Engaging in workplace violence or threats of violence;
- Engaging in any form of sexual or other unlawful harassment of, or discrimination towards, another employee, a client, a vendor or other third party;
- Falsifying or altering any City record or report, such as an employment application, production records, time records, expense records, absentee reports, financial documents, or the like;
- Misusing City communication systems, including electronic mail, computers, internet access, and telephones;

- Refusing to follow management's instructions concerning a job-related matter, or otherwise being disrespectful or insubordinate;
- Smoking or vaping where prohibited by City policy or local ordinance;
- Using profanity or abusive or offensive language;
- Sleeping on the job;
- Disclosing confidential information regarding the City or City client(s);
- Willful negligence or improper conduct resulting in injury or damage to City property;
- Failure to fully cooperate with a City investigation;
- Violating safety procedures or policies, or otherwise endangering the safety of an employee, co-workers or other third party;
- Reporting to work under the influence of alcohol; legal or illegal drugs; controlled substances or narcotics; or using, selling, dispensing, or possessing illegal drugs or narcotics on City premises, provided that use of legal medications is not improper where use is consistent with the applicable instructions or prescription and the medication does not impair safety or performance;
- Failing to report an invalid driver's license in a timely manner if you are required to drive for City business;
- Engaging in political activity during working hours or using City facilities or resources to promote a political cause;
- Representing or implying that the employee is speaking on behalf of the City when communicating with the media or elected officials when the employee does not have such authority;
- Incivility (see Section 2.07);
- Dishonesty;
- Fighting; or
- Engaging in off-duty misconduct that interferes with an employee's ability to do their job or reflects negatively on the City.

This list contains examples only and is not exhaustive. At management's discretion, any violation of the City's policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action. The City, in its sole discretion, will determine the appropriate disciplinary response to misconduct or unsatisfactory performance.

Depending on the nature of the behavior at issue, the City may place an employee on paid administrative leave pending an investigation and determination regarding discipline. As deemed appropriate by the City based on the particular circumstances, an employee on administrative leave shall be available to the City as needed during regular work hours, turn over all City property (cell phone, security cards, etc.), and/or remain away from City facilities without prior permission and escort.

3.11 PROFESSIONAL APPEARANCE

The City strives to maintain a professional atmosphere that is conducive to our business environment and projects an image of efficiency and professionalism to visitors, customers and other business contacts. The City relies on employees to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with this section. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions. This would include good grooming and hygiene, being mindful of using perfumes or colognes due to co-worker/public sensitivities, and wearing your name badge or nametag.

Any employee who is not dressed in proper attire consistent with this section may be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work.

While it is not possible to identify all forms of clothing that are not appropriate to our workplace, the following list is illustrative of the items that are not appropriate to our work environment: jeans with holes or excessive wear, shorts, T-shirts with advertisements or inappropriate sayings or pictures, track suits or sweat suits, sweatshirts, midriff-baring or tube tops, and flip-flops. Visible tattoos with objectionable content may need to be covered.

Any questions about the requirements of this section or what constitutes appropriate workplace attire should be directed to the employee's supervisor or Human Resources.

3.12 POLITICAL ACTIVITY

Political activity by employees shall not be permitted during working hours, nor shall any City employee be required to expend time, effort or money on any political activity as a condition of employment. No employee shall solicit political contributions during working hours, either on or off City premises, for any partisan or nonpartisan political purpose. No City facilities or resources shall be used to promote or support political activities.

3.13 SOLICITATION

To promote efficient operations and to protect employees from unwanted solicitations at work, the City has established restrictions on solicitation and the distribution of materials on City premises. Specifically, the following activities are prohibited:

- Solicitation by employees of co-workers during work time regarding non-City business or on behalf of themselves or outside entities;
- Distribution of literature or materials of any kind by employees (other than as necessary in performing the employee's duties) in working areas;
- Solicitation of any type on City premises by outside entities or individuals.

Exceptions to this section are communications for City-sponsored activities or City-approved charitable causes, or other specific exceptions approved by the City, as well as occasional passive sales on behalf of charitable, school or community groups (for example, an employee could communicate that they are selling fundraising cookies or similar item for their child, as long as the employee did not actively solicit co-workers to purchase the items).

3.14 TOBACCO-FREE WORKPLACE

The City prohibits smoking and vaping in all City buildings, vehicles and work areas, and within 25 feet of any entrances, exits, windows that open, and ventilation intakes. The City also prohibits other forms of tobacco products in all City buildings, vehicles and work areas. To the extent state law imposes additional or different smoking restrictions, the City will comply with applicable law.

The City may provide medical plans that include tobacco cessation benefits that vary according to the plan.

3.15 SUBSTANCE ABUSE

The City is committed to providing and maintaining a safe and productive work environment that is free from the adverse effects of drugs, alcohol and other job-impairing substances. Use of alcohol or any drug that is illegal under federal law or state law (including marijuana) is a serious threat to personal, workplace safety and job performance. Employees are strictly prohibited from possessing, selling, consuming or being under any influence (defined as having any detectable amount in their body) of alcohol, or legal or illegal drugs while on the job or in any other manner that may affect the employee's work performance or the City's interests or reputation. This prohibition also extends to legal drugs for which an employee may not have a valid prescription, or that are not used in a manner consistent with accepted frequency or dosage requirements.

This section applies to all City employees while on the job and to situations where an employee's off-the-job or off-premises conduct impairs work performance or undermines the City's reputation. Our concern is to ensure that employees report to work in a condition to perform their duties safely and efficiently in the interest of the City, fellow workers and members of the public. In addition, various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a physician's prescription. Violations of federal and state laws may result in legal sanctions, including criminal prosecution.

The manufacture, possession, distribution, dispensing, sale or use of controlled substances on City property or work sites will be cause for disciplinary action up to and including termination. Depending on circumstances, such actions may be treated as a criminal matter and referred to law enforcement for investigation and appropriate action. Further, in accordance with the Drug-Free Workplace Act, employees must notify the City within five calendar days if the employee is convicted of a criminal drug violation.

The use of alcohol or legal or illegal drugs in City facilities and vehicles is strictly prohibited.

Use of Medication. The possession and use of medically prescribed or over-the-counter drugs during work hours is permissible, subject to certain conditions. The employee shall have no obligation to inform their supervisor of such use unless, according to a warning notice or the input of a physician or pharmacist, the drug may cause a possible impairment that could prevent the employee from performing their job safely or effectively. In such cases, the employee should notify their supervisor so that a determination can be made as to whether it is in the best interests of the City and the employee that the employee work, not work or be reassigned during the period medication is used.

Resources Available for Employees. Employees are encouraged to request confidential assistance through Human Resources or to access diagnostic, counseling and treatment programs such as those provided by the City's Employee Assistance Program (EAP) if dealing with problems of alcohol or substance abuse.

Drug/Alcohol Testing. An employee may be required to submit to appropriate tests, including urinalysis or breath tests, to determine the existence of alcohol or prohibited drugs or substances in the employee's system where the City has reasonable suspicion that an employee may be under the influence of drugs or alcohol while on duty. Failure to promptly permit such tests will be grounds for immediate termination.

3.16 OPEN DOOR POLICY

The City believes that candid and constructive communication is essential to the smooth functioning of our workplace and to maintaining an atmosphere of mutual respect. Accordingly, the City maintains an “open door” policy, which means that you are welcome to discuss any suggestion, concern or other feedback with Human Resources, your supervisor or any member of management.

The majority of misunderstandings are satisfactorily resolved by a thorough discussion and mutual understanding between the parties involved. Generally speaking, it is best to discuss any concerns with your immediate supervisor first. If you are unable to reach a satisfactory resolution with your supervisor or are not comfortable discussing the issue with your supervisor, you are welcome to discuss the matter with another appropriate manager or with Human Resources.

If you believe that you or another employee has been subject to workplace harassment or discrimination, you must report it immediately in accordance with the section on Unlawful Harassment set forth in this Employee Handbook.

3.17 APPEAL PROCESS

A non-represented employee may file an appeal concerning a decision related to employment conditions with the City. Such an appeal should be filed with the employee’s immediate supervisor within 14 working days after the occurrence of the decision being appealed. Appeals will be heard by the City Administrator, or designee, whose decision shall be final. Also, see section 6.03.

Represented employees may pursue grievances in accordance with the procedures set forth in the labor agreement governing their employment.

HOURS OF WORK AND COMPENSATION

4.01 ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are important parts of your responsibilities as an employee of the City. You are expected to work the hours scheduled by your supervisor.

If you are going to be absent or late to work, you must notify your supervisor at least thirty (30) minutes before the start of your work day, absent extenuating circumstances or prior arrangements. Even with appropriate notice, unreliable attendance may be a basis for disciplinary action, up to and including dismissal.

Individual offices or work groups may establish specific guidelines for attendance and punctuality, based on operational needs. If your department or work group has specific guidelines, your supervisor will review them with you, and it is expected that you will abide by those guidelines.

In the absence of extenuating circumstances, if the City has not received written or verbal communication from you for three (3) scheduled consecutive work days, you will be considered to have resigned from your employment.

4.02 BASIC WORK WEEK

Unless otherwise established in writing, the work period for purposes of calculating overtime for employees assigned to a 5/8, 4/10, or part-time schedule is a seven (7) calendar-day period beginning at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday. The work period for employees working a 9/80 schedule will be a seven (7) calendar-day period beginning at the midpoint of the employee's eight (8) hour shift.

4.03 TIME RECORDS

Maintaining accurate time records is essential in computing non-exempt employee pay and overtime, tracking accrued leave usage and ensuring compliance with applicable laws and regulations. Each employee is responsible for completing and submitting their own time record in a correct and timely manner.

Employees must turn in vacation approvals and scheduled sick leave approvals along with the time records for the pay period in which the vacation or scheduled sick leave was taken.

Falsification of City time records and any misrepresentation of work time or leave usage may be grounds for discipline up to and including termination of employment.

4.04 PAY PROCEDURES

Employees will be paid on a semi-monthly payroll system, with pay periods ending on the 15th and the last working day of each month. Non-exempt employees will submit a signed time record on the last working day of each pay period recording the hours worked and leave taken during the period. Exempt employees will submit a signed time record on the last working day of each pay period recording the hours of leave taken during the period.

Employees' paychecks will be available on the 10th and 25th of the month. In the event a payday described in this section falls on a weekend or holiday, paychecks will be available or pay

amounts will be directly deposited on the prior regular business day. Paychecks will not be released to any person other than the employee unless the employee has provided written authorization to Finance (payroll).

The City will withhold from the employee's paycheck those deductions required by law (payroll taxes and withholding, court-ordered garnishments, etc.), as well as any voluntary deductions authorized by the employee and approved by Human Resources.

Complaints or Concerns: If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been taken from your pay or that your pay does not accurately reflect all hours worked, including overtime, report your concerns to payroll immediately. The City will promptly investigate all reported complaints and, if appropriate, take corrective action.

The City prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this section. Specifically, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this section or applicable law.

4.05 ESTABLISHMENT OF SALARY LEVELS

The City's compensation plan is comprised of a range and step system for non-exempt and exempt positions; each classification will be assigned to a salary range and each range will have seven (7) steps. There is approximately two and one-half percent (2½%) between ranges and approximately four percent (4%) between each step. Progression through the steps is described below.

Step 1: This step is considered to be the normal entry level step in each range. The assumption in hiring at this step is that the employee has the basic required skills, but further training and experience will be required. Employees entering at this step will remain in Step 1 for a period of twelve (12) months. The Department Director may authorize the step advancement early if the employee has demonstrated exceptional performance of the position's duties. Employees who may advance early to the next step shall receive a new step increase date as of the date of early advancement.

Steps 2, 3: These steps may be considered either as a progression advancement from Step 1 or as an alternate hiring step.

- a. If Step 2 or 3 is used as a hiring step, the assumption is that the prospective employee has more immediate skills and experience than one being hired at Step 1 and, therefore, should be advanced initially. Requests to use Step 2 or 3 as a hiring step must be approved by the hiring Department Director.
- b. Employees entering at this step will remain in Step 2 or 3 for a period of twelve (12) months. The Department Director may authorize the step advancement early, after a minimum of six (6) months of employment, if the employee has demonstrated exceptional performance of the position's duties. Employees who may advance early to the next step shall receive a new step increase date as of the date of early advancement.
- c. An employee who advances to Step 2 as a progression from Step 1 will remain in Step 2 for twelve (12) months before being eligible for advancement to Step 3.

Steps 3, 4, 5: These steps are the intermediate steps in the salary plan. Employees will advance to these steps provided they satisfactorily perform their position assignments.

- a. If Step 3, 4 or 5 is used as a hiring step, the assumption is that the prospective employee has progressively more skills and experience than one being hired at Steps 1, 2 or 3 and, therefore, should be advanced initially. Requests to use Steps 3, 4 or 5 as a hiring step must be approved by Human Resources.
- b. Employees entering at one of these steps will remain at that step for a period of twelve (12) months. The Department Director may request Human Resources' authorization for an early step advancement, after a minimum of six (6) months of employment, if the employee has demonstrated exceptional performance of the position's duties. Employees who may advance early to the next step shall receive a new step increase date as of the date of early advancement.
- c. An employee who advances to the next step in the progression will remain at that step for twelve (12) months before being eligible for advancement to the next step in the progression.

Steps 6, 7: These steps are advanced steps in the salary plan. Employees will advance to these steps provided they satisfactorily perform their position assignments.

- a. Step 6 or 7 may be used as hiring steps only under special circumstances. The Department Director and Human Resources will request approval from the City Administrator for hiring at these steps with documentation that the prospective employee is highly skilled and is fully capable of assuming all duties and responsibilities with little or no training and only after a thorough effort has been made to recruit at normal hiring steps.
- b. Employees entering at one of these steps will remain at that step for a period of twelve (12) months. The Department Director and Human Resources may request of the City Administrator authorization for an early step advancement, after a minimum of six (6) months of employment, if the employee has demonstrated exceptional performance of the position's duties. Employees who may advance early to the next step shall receive a new step increase date as of the date of early advancement.
- c. Step 7 is considered to be the completion step in each salary rate range, wherein it is assumed that the employee is fully qualified and experienced to perform all functions required in their position description. The employee will remain at Step 7 unless the position is reclassified to a higher rate range as a result of a change in the prevailing rate for the position or if there is a significant change in functions/responsibilities.

Exceptions to the above hiring and progression in the steps may be authorized in writing by the City Administrator under special circumstances. Such requests for exceptions must be clearly explained and documented by the originating department.

Periodically, the City may conduct a market salary survey to ensure the city's positions are paid appropriately as evaluated against our comparable cities, economic conditions in the area, prevailing wage rates, and/or recruitment or retention difficulties for certain positions. Market adjustments to positions on the salary schedule shall be subject to budgetary consideration. In general, an employee whose existing classification is moved to a higher salary range will move to the same step within the new salary range and their step increase date will not change due to a market adjustment.

General increases for positions on the salary range will be as approved by the City Council for each position classification as set forth in the City's annual budget (as amended or supplemented from time to time).

4.06 LONGEVITY PAY

Additional payment for recognition of service milestones will be made to eligible employees according to the following schedule:

- After 5 years of continuous service, employees shall receive an additional one percent (1.00%) of their base pay.
- After 10 years of continuous service, employees shall receive an additional two and one-half percent (2.50%) of their base pay.
- After 15 years of continuous service, employees shall receive an additional four percent (4.00%) of their base pay.
- After 20 years of continuous service, employees shall receive an additional 4 and three-quarters percent (4.75%) of their base pay.

4.07 PROMOTIONAL SALARY INCREASE

Promotion is defined as an employee's selection via a recruitment process or direct appointment to a position having a higher salary schedule. On the date of promotion, the employee is entitled to a minimum of the higher of:

- the first step of the salary schedule for the new position class; or,
- advancement to the step of the new salary schedule which is approximately 5 percent (5%) more than the previous salary.

Upon a promotion, the date of such advancement becomes the employee's step-increase date. The employee shall receive a new step increase date as of the date of promotion and progress through the steps as described in Section 4.05.

4.08 POSITION RECLASSIFICATIONS

Reclassifications are limited to functional responsibility comparisons within a particular position, which are not considered promotions. They are principally used to correct inequities within the position due to significant changes in duties, responsibilities and scope. If significant function/responsibility changes occur in an employee's position description that possibly change a position enough to place it in a different classification, the Department Director has the responsibility to review requests for reclassification and to either approve or deny an employee's request to continue further in the reclassification process. If the Department Director approves the employee's request, the reclassification request shall be forwarded to Human Resources to conduct an internal and external review of the position. Changes in positions due to reclassifications shall generally be brought forward in the annual budget process.

Employees who are reclassified to a higher range will generally move to the lowest step in the new range that represents an increase of at least five percent (5%). Employees who receive a reclassification shall receive a new step increase date as of the effective date of the reclassification and progress through the steps as described in 4.05.

4.09 SALARY UPON RE-EMPLOYMENT

The salary of an employee who is re-employed and who previously terminated employment through voluntary resignation shall be in accordance with Section 4.05.

4.10 TEMPORARY ASSIGNMENT TO HIGHER CLASSIFICATION

Due to business needs or the extended absence of certain employees, it may be necessary to temporarily reassign an employee to a position of a higher classification. In the event an employee is temporarily reassigned to and will be performing the full responsibilities of the higher classification for thirty (30) calendar days or more, the employee shall be paid at the lowest step in the new range that represents an increase of at least five percent (5%). The temporary reassignment must be made in writing and approved by the City Administrator.

4.11 POSITION DOWNGRADES

In rare situations, it may be necessary to downgrade (for reasons not related to a demotion as defined in Section 6.03) an employee to a lower salary range. Possible reasons are:

- Inability to perform required position functions;
- Employee performance problems in the higher position classification;
- Re-evaluation of a position in terms of prevailing rate for a particular position;
- Employee requested position changes;
- Inter/Intra-departmental transfer from a position at a higher salary range to another position with a lower salary range; or
- Redesign of positions resulting in significant reduction of responsibilities, assignments and/or authority.

In cases where downgrades (not related to demotions) occur, employees will move to the step in the lower salary range which gives consideration to:

- Current step in the higher range; and
- Ability to perform new position assignment.

Each proposed downgrade must be looked at on a case-by-case basis. Full documentation must accompany any downgrade request. Human Resources, in consultation with the Department Director, will make the final determination as to the appropriate step placement in the downgraded salary range with final approval by the City Administrator.

4.12 REIMBURSEMENT OF BUSINESS EXPENSES

Travel Expenses. From time to time, City employees may be required to travel away from their office location in connection with City business or training opportunities. Department directors must approve any overnight travel in advance. Travel time will be compensated in accordance with applicable wage and hour laws.

City employees will be reimbursed for reasonable and customary expenses incurred in connection with the business of the City, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Where an employee is asked by the City to use the employee's personal automobile on City business, mileage reimbursement will be in accordance with the then-current reimbursement rate established by the IRS. Such usage shall be in accordance with the "Use of Personal Vehicles for City Business" section of this Employee Handbook.

Meal Expenses. Employees in travel status (i.e., requiring an overnight stay) or traveling further than 50 miles (from the closer of the employee's home or city location), are eligible for meals in accordance with Washington State Office of Financial Management (OFM) per diem rates, or the U.S. General Services Administration (GSA) rates if traveling outside of Washington state. If using the GSA rates, exclude the calculation specific to federal employees. Meals will not be reimbursed if included in the cost of the business meeting, conference, etc.

Expenses for lodging, meals, parking and other travel-related expenses will be reimbursed following the employee's submission of an expense reimbursement request to their manager or director. Reimbursement requests must generally be supported with legible receipts and must be signed by the employee and their direct supervisor or department director.

Other Work-Related Expenses. The City will reimburse employees for reasonable work-related expenses, such as some meals for city and non-city employees, with a written description of the direct connection for City business. Employees should complete an expense reimbursement request form, with appropriate documentation and approved by your direct supervisor.

4.13 WORK HOURS AND SCHEDULING

The City offices are open for the transaction of business with the public from 9:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of official City holidays. Accordingly, the work day for employees will be scheduled to provide coverage for all City functions during regular business hours. In addition, employees may occasionally be required to work on weekends, evenings or for emergency response. Managers and supervisors have the responsibility to establish work schedules that accommodate operational priorities in their departments or work groups. Your supervisor will advise you of the work hours associated with your position. Managers and supervisors have discretion to approve alternative work schedules on a temporary or ongoing basis if the supervisor believes that the alternative schedule will not impact operational needs or otherwise be inconsistent with the City's interests. Approval may be withdrawn in the event the supervisor determines that the arrangement is not in the City's best interests. Managers and supervisors also have discretion to require alternative work schedules where necessary to meet operational needs.

Full-Time Schedules. Employees working *other than* a 5/8 schedule will be required to complete an Alternate Work Week Schedule form, which can be obtained from Human Resources or Payroll. All regular full-time employees will be assigned to one of the following schedules:

- a. 5/8s. Unless otherwise agreed, regular full-time employees will be assigned to work five (5) eight- (8) hour days on duty, within the employee's work week, with two (2) consecutive days off. The daily starting and ending times for employees working a 5/8 schedule will be consistent with the standard operating hours of the work group to which the employee is assigned.
- b. 4/10s. Upon mutual agreement, full-time employees may be assigned to work four (4) ten-hour days on duty.
- c. 9/80. Upon mutual agreement, full-time employees may be assigned to work a combination of eight (8) nine-hour days and one (1) eight-hour day on duty, during a two-week period that results in eighty (80) scheduled work hours during a two (2) work-week period. The employee will get one day off ("flex day") every other week. Due to Fair Labor Standards Act (FLSA) and overtime requirements for non-exempt

employees, the “flex day” shouldn’t be changed and the work week for a 9/80 schedule will begin and end mid-way through the employee’s 8-hour day and “flex day.”

- d. Flexible. Upon mutual agreement, full-time employees may be assigned to work a flexible schedule of forty (40) hours per work period with starting and ending times set by agreement between the employee and their supervisor.

Part-Time Schedules. The City will determine the schedule for part-time employees based on operational needs and the role of the employee.

Exempt Employees. Allowing flexible work schedules for exempt employees is challenging due to FLSA rules, as well as assuring proper supervision of staff if they are supervisors. The normal work schedule for directors, managers, and supervisors shall be based on working five days a week, covering the large majority of hours worked by staff they manage. Directors, managers, and supervisors may request, in writing, the use of a flexible schedules to include oversight of their staff, ability to respond to issues that arise, impact on community partners and City management team, and how to respond to temporary surges in workload. Use of flexible schedules does not change their FLSA-exempt status, and as such exempt employees must put in whatever hours are necessary to effectively complete their jobs; for example, a manager on a four day schedule will occasionally work a fifth or sixth day in a week without resulting in extra pay or compensatory time.

4.14 TELECOMMUTING

The City may approve employees the opportunity to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies. Alternate work locations may include employees’ homes or other approved locations. The City will determine the positions that best qualify for a telecommuting option, such as those that can effectively accomplish the essential job functions away from the central workplace (e.g., City Hall). Employee salary and benefits will not change because of telecommuting, and telecommuting employees must continue to comply with applicable City policies. Telecommuting is not to be used as a substitute for dependent care; when necessary, telecommuters must make arrangements for dependent care during agreed upon work hours.

The telecommuting timeframe may be temporary based on specific projects or a need for a specified, quiet, uninterrupted time; on-going, intermittent (e.g., once a month, every other week, once a week); or “permanent” (e.g., employee only comes in to the central workplace at designated intervals). While telecommuting, employees shall be accessible during the agreed upon hours and may be required to attend meetings in-person. Telecommuters agree to apply themselves to their work during established work hours.

The total number of hours an employee is expected to work will not change, regardless of the work location. To ensure compliance with the Fair Labor Standards Act (FLSA), non-exempt employees approved for telecommuting will be required to accurately document their hours worked and will not be expected to communicate on work-related items during established non-work hours unless previously approved. Work product for all telecommuters will be reviewed regularly by the employee’s supervisor to ensure expectations are being met.

The City will provide the computer and/or other applicable technology, required software/applications, work-related files and information (with utmost care given to confidential

and/or original documents), and office supplies; the City-supplied equipment shall not be utilized for personal use. The employee will provide internet connectivity, if required, office space and office furniture. As the alternate work location is viewed as an extension of the City's workspace, the City's liability for job-related incidents will continue during the approved work schedule and in the employee's designated work location. To ensure safe working conditions exist, the City will retain the right to make on-site inspections at mutually agreed upon times. Unless otherwise agreed to in writing prior to any loss, damage or wear, the City does not assume liability for loss, damage or wear of employee-owned equipment or furniture.

A Telecommuting Agreement, obtained from Human Resources, must be completed and approved prior to commencing the telecommute arrangement. Telecommuting is at the City's option and viewed as a benefit to both parties. Either party may end the telecommuting arrangement at any time.

4.15 OVERTIME

From time to time, non-exempt employees will be required to work overtime (which means working more than 40 hours in a workweek, inclusive of Holiday pay, but exclusive of floating holiday, vacation, sick, or compensatory leave). The City will make reasonable efforts to provide advance notice when overtime will be required and will first attempt to assign overtime hours on a voluntary basis. In the event no qualified employee wants to voluntarily work overtime, the City will assign overtime hours.

In accordance with state and federal law, the City pays employees who have non-exempt status (that is, those who are eligible for overtime pay) at time and one-half for all hours worked (including City-designated Holidays) in excess of 40 hours during the workweek. Paid leave or unpaid time off is not included as hours worked for overtime calculations (except for City-designated Holidays). Non-exempt status is determined by legal standards based on the tasks and responsibilities associated with a job, as well as the manner in which you are paid. Your supervisor will inform you of your status for purposes of overtime eligibility. If you have questions or concerns about your status, please talk to Human Resources.

Non-exempt employees must have approval from their supervisor prior to working overtime. If non-exempt employees have access to the City network (e.g., a laptop) and/or the City email system, there is no expectation for those employees to conduct any work during their non-working hours, unless pre-approval from the supervisor has been granted. In extraordinary circumstances justified by unforeseen conditions, an employee may work overtime without prior approval, as long as the supervisor subsequently documents the overtime approval. Working unauthorized overtime may result in disciplinary action.

Exempt employees are not eligible for overtime. Therefore, to help with a work-life balance and in recognition of the work hours that frequently exceed the 40-hours work week, exempt employees may receive "management" leave as determined by the City Administrator.

4.16 COMPENSATORY TIME

Supervisors may grant a non-exempt employee's request to receive compensatory time off in lieu of overtime pay. If approved, compensatory time off accrues at the rate of one and one-half hours of paid time off for each overtime hour worked. The maximum number of compensatory time off hours that may be accrued is forty-eight (48) hours; employees will receive overtime pay for any overtime worked once that maximum is reached. The City may

cash-out unused compensatory leave twice each year in May and/or November. Upon separation, employees will be paid for any unused compensatory time.

Exempt employees may earn compensatory leave days for extraordinary hours worked in a crisis as declared by the Mayor, or designee. In those cases, an exempt employee may earn compensatory leave days on a one-for-one basis for any full days worked in excess of five full days in a work week; such compensatory leave days must be pre-approved. Compensatory leave days for exempt employees shall have no cash value and must be used as days off prior to the end of the calendar year in which they were provided.

4.17 MEAL AND REST PERIODS

Meal and break periods for non-exempt employees may vary from and supersede the meal and break period requirements of WAC 296-126-092 when addressed in a collective bargaining agreement. Represented employees should refer to their labor agreement where the agreement addresses meal and rest periods.

Absent modification in an applicable labor agreement, non-exempt employees will be provided a paid fifteen-minute rest period for every four hours of working time. Where the nature of the work permits intermittent rest periods (i.e., "mini-breaks") equivalent to fifteen minutes every four hours, scheduled rest periods are not required. Break periods cannot be accrued or waived. If you do not believe you are receiving adequate rest periods during your work day, please advise your supervisor or Human Resources.

Non-exempt employees will receive a minimum of one-half (1/2) hour off, without pay, for a meal during any shift lasting longer than five (5) hours. When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume their unpaid meal period following the interruption to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee shall be entitled to compensation for the missed meal period he or she was required to work.

Meal and rest periods will be scheduled with the approval of the employee's supervisor. Meal and rest periods may not be used for late arrival or early departure from work, and meal and rest periods shall not be combined, provided that occasional exceptions may be permitted with prior approval of the supervisor.

4.18 LACTATION BREAKS

The City supports employees who want to continue breastfeeding following their return to work after delivery of the baby. Accordingly, employees are entitled to unpaid breaks during the work day for up to two years following childbirth for the purpose of expressing breast milk. These breaks will be paid to the extent they run concurrently with the above-referenced daily breaks. The City will provide a private location, other than a bathroom if such a location exists. If such a place doesn't exist, the City will work with the employees to identify a convenient location and work schedule to accommodate their needs. Please contact Human Resources or your supervisor to make appropriate arrangements if you need lactation breaks.

4.19 INCLEMENT WEATHER/EMERGENCY CLOSURE NOTIFICATION AND COMPENSATION

The City is responsible for providing many crucial services in inclement weather and emergency conditions. Such situations may pose varying threats to life, health or safety of our employees and/or citizens/customers. We have a responsibility to our employees as well as the community when conditions become hazardous.

The City will remain open during inclement weather and emergencies; all employees are to assume they report to work unless the employee has been notified otherwise (see Temporary Closures, below). However, services may be reduced to balance employee and community safety with the delivery of and demand for services to the community. Ultimately, the nature of the inclement weather and emergency will determine which services and staffing must be maintained in inclement weather and emergency situations.

This section prescribes how the City will notify employees during periods where our operations may be temporarily interrupted - whether due to electrical, water or other utility emergencies, evacuation of offices, or otherwise impacted due to extreme inclement weather, volcanic eruption, earthquake, hazardous material release, or other natural or man-made disaster. This section also identifies how the City handles compensation in these situations. This section of the Employee Handbook is a supplement to the Accident Prevention Plan and Emergency Response Plan; please reference those documents for specific instructions and actions during the event of an emergency.

Temporary Closures

- a. Except as provided below, the Mayor retains authority to determine when emergency conditions warrant closing City offices and services. The Mayor may delegate this authority to a Person-in-Charge (PIC) who may make the decision (see below).
- b. The City may be closed, fully or partially for a full day(s), may close early, or may open late.
- c. Once a closure directive has been issued, Department Directors are authorized to determine which services will remain available and the employees required to provide those services, determine alternate work locations, and/or to provide critical or emergency services. Department Directors are encouraged to develop specific written emergency condition standard operating procedures, based on the general requirements of this section, provide that information to the employees in their department and coordinate with other departments as to the City-wide impacts. See "Staffing Levels", below.
- d. Primary notification and related information regarding closure or interruption of City service(s) will be conveyed to City employees through a notification pushed out to employees via the city's webpage. All city issued mobile phones will be automatically opted into the notification. City employees are strongly encouraged to opt in to the notification for their personal devices to ensure they are notified in the event they are not issued a city mobile phone or if their city mobile phone is not available to them (e.g., phone is left at work or is not charged).
- e. If a closure extends for more than one week, the status of displaced employees may be reviewed by the City to determine whether a reduction in force may be necessary due to either lack of funds or lack of work.
- f. Your department or work group may have additional procedures regarding notification. If so, your supervisor will advise you of those notification procedures.

Establishing a Person-in-Charge (PIC) In the event a decision of City status has not been made, and the Mayor or designee, is not immediately available or at the office (or alternate location), the Police Chief, Police Commander, or the first law enforcement officer arriving at the office (or alternate location) shall be the Person-In-Charge (PIC) at the office/location. For role clarity to others arriving on-site, the PIC will notify others of their role. The PIC shall contact the Mayor or designee, to provide safety and status information and to obtain direction to share with other employees as they arrive on-site.

Staffing Levels When an inclement weather or emergency condition closing is directed, Department Directors, or designees, must determine which services remain available during the closure. These determinations will be shared with the Mayor or designee, as well as shared with each Department Director or designee, to ensure a collaborative effort of providing essential services. Based on the determination of essential services, the directors, or designees, shall determine the level of staffing required for their department and decide which employees can be released and which must remain on duty and/or report to work.

- a) Authorization to work: When the City has announced a closure, only those employees who have been authorized to work are to perform work and be paid for such time. Normally, employees who are authorized to work will report to an established work site. On an exception basis, a director, manager or supervisor may authorize an employee to work from home or other location to complete essential work.
- b) Emergency work schedules: When it is likely that the City may announce a closure, the work day for employees will be defined as an 8:00 a.m. to 5:00 p.m. schedule; however, directors, managers or supervisors may authorize employees to work schedules other than this, based on essential work needs.

Employee-Initiated Time Off

- a) In hazardous conditions, but short of a closure, employees are authorized some discretion in deciding not to report for work or to leave work early, such as when employees legitimately believe that travel to or from work is overly hazardous, or circumstances at home require their presence. The employee must notify their manager or supervisor of this decision as soon as possible.
- b) Paid time off under this section must be requested by the employee and approved by the employee's immediate supervisor or the person they would normally contact for time off. Requests will be honored provided the circumstances reasonably justify the employee's concern and the employee's presence is not required for critical services. Leave charged for this purpose may be comp time, vacation, floating holidays, or leave without pay. Sick leave may not be used. Employees are encouraged to maintain adequate leave balances for unforeseen events.

Pay During Closures

- a) Partial day closures: When the City closure is announced mid-day or there is an announced late start/opening, the following applies:
 - Employees scheduled to work who reported to work on the partial day closure will be paid for their normally scheduled work day, and paid leave need not be charged for the hours applicable to the closure.
 - Employees scheduled to work who did not report to work and do not contact their manager or supervisor prior to an announced closure may be considered to have been absent without authorization and may only be eligible for leave without pay for the full work day; a supervisor may authorize paid leave (compensatory time, vacation, floating holiday) based on the circumstances.

- b) Full day closures: If the closure is announced in advance of the work day and employees scheduled to work do not report on that basis, the city will pay for the first full day of closure. Second and subsequent days of closure will require employees to use their own paid leave for the day, as described above.

4.20 EMPLOYEE RECOGNITION

The city appreciates the hard work of its employees and utilizes a recognition program as a means of honoring employees for outstanding contributions. The purpose of the recognition is to:

- Encourage a high level of employee productivity;
- Promote positive behaviors that support the City's Vision, Mission and Values;
- Create a work environment that allows people to be their best, to perform at higher levels, and to feel genuinely appreciated in the process;
- Recognize outstanding contributions and performance by individuals and teams;
- Embed recognition as a part of the City culture at all organizational levels; and
- Provide guidance and tools for managers and supervisors to express appreciation for their employees' efforts.

Through the Human Resources department, the city will provide funds to support recognition efforts, subject to budgetary limits. These funds may be used to provide:

- Service awards: Awards given to employees who reach years of service at predetermined levels, usually in five-year increments.
- Retirement awards: Awards given to retiring employees upon retirement from the city.
- Department events: Award or presentation events at the department level, such as recognition of a successful project that was unusual or unprecedented coordination of teamwork was involved.
- City events: Events sponsored by the city and approved by the Mayor or City Administrator in recognition of employees citywide, such as a summer barbeque or winter celebration.

BENEFITS AND LEAVES

5.01 HEALTH AND WELFARE BENEFITS

The City provides a comprehensive benefits package for full-time and part-time employees, subject to eligibility requirements. Benefits generally include insurance coverage for medical, dental, life and vision. The benefit programs and eligibility information will be explained upon hire and complete information about the benefit programs can be found in the Summary Plan Descriptions provided to employees. If you lose or misplace the Summary Plan Descriptions or have questions regarding benefit programs, please see Human Resources.

Benefit programs, coverages and cost-sharing are subject to change from time to time based on insurance market conditions, legal requirements, City resources, and other considerations. You will receive a list of benefits for which you are eligible during open enrollment each year. Please check with Human Resources if you have questions about your benefits and eligibility.

Dual Coverage Opt-Out. When an employee has family members (spouse and/or eligible dependents) covered under the City's health insurance plans (medical, dental, vision) and when the employee or their family members are also covered by comprehensive insurance in a qualified group health plan, the employee is said to have "dual coverage".

Regular full-time employees with dual coverage are eligible to voluntarily decline medical insurance for themselves or their eligible family members and receive a monthly financial incentive for doing so. Employees electing to only decline dental and/or vision insurance will not receive an incentive. This program is available to City employees that are husband and wife who have coverage on a City medical insurance plan; only one spouse may receive the dual coverage incentive. Incentive payments will only be made if there is an actual savings in the premiums the City is paying.

Employees must sign a waiver and acknowledge the conditions. In addition, employees who "opt out" must enroll with the third-party vendor that the City selected to administer the incentive payment.

This option does not apply to single employees with no dependents as there would be no "dual coverage" consideration. This option also doesn't apply if the employer-sponsored medical plan would otherwise be primary to Medicare or TRICARE (federal rules do not allow employers to provide financial or other benefits incentives to Medicare or TRICARE beneficiaries to opt-out of an employer-sponsored medical plan that would otherwise be primary to Medicare or TRICARE). The City retains the right to revoke, modify or cancel this program at any time.

Benefits Eligibility for Part-time Employees. Part-time employees who are regularly scheduled to work 0.5 FTE or greater are eligible to participate in the City's health and miscellaneous benefit programs (i.e., medical, dental, life and vision); dependents of part-time employees are not eligible for the City's health and welfare programs. Employees who are not regularly scheduled to work at least 0.5 FTE are not eligible for benefits, unless required by law.

Benefits Eligibility for Temporary Employees. Benefit eligibility for temporary employees depends on the particular circumstances of the temporary employment arrangement. For example, temporary employees placed through a staffing agency may be eligible for benefits through the staffing agency. In other cases, benefit eligibility will depend on hours worked and duration of the temporary employment. Where an employee's hours of work will be uncertain or

will vary, making a benefit eligibility determination difficult, the City will use certain measurement periods to make eligibility determinations in accordance with federal law.

5.02 COBRA

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the City offers continuing group healthcare coverage on a self-pay basis to employees and their eligible dependents when a “qualifying event” would normally result in a loss of eligibility. Some common qualifying events are termination (for reasons other than gross misconduct), a reduction in hours affecting coverage, divorce or legal separation, retirement, or death. Depending on the qualifying event, continuation coverage may be available for 18 months or 36 months, or until the affected party becomes eligible for other health insurance coverage, whichever occurs first.

Employees will be provided with information describing COBRA rights upon termination or when the City learns that a qualifying event has occurred. If you desire further clarification regarding COBRA, or if you anticipate any change in your job or family status that may affect benefits eligibility and qualify as a COBRA “event,” please contact Human Resources.

5.03 RETIREMENT

Pension for employees and contributions to the Public Employee’s Retirement System (PERS) will be governed by Washington state statute.

Employees eligible for benefits will also be given the option to participate in a voluntary retirement savings plan, such as a deferred compensation retirement plan.

5.04 OTHER MISCELLANEOUS BENEFITS

To enhance your employment experience with the City, the City will consistently strive to make available a range of benefit and incentive programs for employees, such as life insurance, supplemental insurance (i.e., AFLAC) and wellness programs. Information regarding programs currently being offered by the City is available through Human Resources, and updates will be disseminated from time to time. Please see Human Resources if you are not sure whether you have the most current information regarding available programs.

5.05 WORKERS’ COMPENSATION INSURANCE

All employees are covered by the Washington State Labor and Industries workers’ compensation (industrial insurance) program. For qualifying cases, the state workers’ compensation program will pay you to cover certain lost compensation and medical expenses arising from job-related injuries or illnesses.

All job-related accidents or illnesses should be reported immediately to the employee’s supervisor. The supervisor shall be responsible for directing the employee to get medical treatment, if necessary, and shall report the injury/illness to Human Resources. The supervisor should also direct the employee to complete the necessary paperwork to submit to Human Resources and the State to report the incident and initiate a workers’ compensation claim.

An employee may supplement workers’ compensation benefits with accrued leave, but is not entitled to receive more than 100% of their regular earnings while receiving time loss payments

through the workers' compensation program. The City will notify the employee of the possibility the employee might receive more than 100% of their regular earnings as soon as it is discovered. The employee may choose to receive less than 100% of their City earnings during the period of leave. For example, the employee may choose to receive only workers' compensation payments without utilizing any sick or vacation leave. Whenever possible, the employee and the City will mutually agree upon a method of reduced payment or repayment when overpayment is anticipated or received.

5.06 LIABILITY INSURANCE

The City maintains liability insurance policies to protect the City and its employees from liability arising from lawsuits filed against the City or City employees. Persons insured under these policies include any employee acting within the scope of their employment.

5.07 FAMILY AND MEDICAL LEAVE

The City's family and medical leave program enables employees to take time off, under certain conditions, for a serious health reason or to care for family members. This section will be administered in accordance with the federal Family and Medical Leave Act (FMLA).

Eligibility. To be eligible for leave under this family and medical leave section, an employee must have been employed by the City for at least 12 months, must have worked at least 1,250 hours in the preceding 12 months, and must work at a location where at least 50 employees are employed by the City within 75 miles.

Leave Entitlement. An eligible employee may request up to 12 workweeks of FMLA leave per "leave year" for one or more of the following reasons:

- To care for the employee's child upon birth, or to care for a child upon the child's placement with the employee for adoption or foster care;
- To care for a spouse, son, daughter or parent who has a serious health condition;
- To care for self, if the employee has a serious health condition that makes the employee unable to perform the essential functions of the position (including incapacity due to pregnancy, prenatal medical care or childbirth); or
- For a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member (including those in the regular Armed Forces, the National Guard or the Reserves) who is on active duty, or has been notified of an impending call to covered active duty, and who has been or is being deployed to a foreign country.

Qualifying exigencies are generally activities related to the active duty or call to duty, including attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

The City defines a leave year as the rolling twelve-month period measured backward from the date an employee uses any FMLA leave. FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. In addition, generally

spouses employed by the City will be jointly entitled to a combined leave of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, or to care for a parent with a serious health condition. Each spouse is, however, eligible for the full 12 weeks of leave in the 12-month leave period to care for a child or spouse with a serious health condition, or for either employee's own serious health condition.

Military Caregiver FMLA entitlement. An eligible employee may also take up to 26 weeks of leave during a single 12-month period to care for an injured servicemember who is the employee's spouse, parent, child or next of kin. A covered servicemember is a current member of the Armed Forces, including a National Guard or Reserves member, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered servicemember may also be a veteran who was a member of the Armed Forces any time during the five years preceding their need for medical treatment, recuperation or therapy for a serious injury or illness, where the injury or illness was incurred or aggravated in the line of duty. For purposes of this kind of leave, the 12-month period begins with the first day the employee takes leave. The combined total of leave for all purposes described in this section may not exceed 26 weeks in the applicable leave year.

Serious Health Condition. For purposes of this FMLA section, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a hospital, hospice or residential medical care facility;
- A period of incapacity of more than three consecutive, full calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a healthcare provider;
- A period of incapacity due to pregnancy or for prenatal care;
- A period of incapacity or treatment due to a chronic serious health condition, for a permanent or long-term condition for which treatment may not be effective, or to receive multiple treatments for restorative surgery after an accident or injury or for a condition that would likely result in an incapacity of more than three full, consecutive calendar days in the absence of medical treatment (e.g., chemotherapy for cancer or dialysis for kidney disease).

Intermittent or Reduced Work Schedule Leave. In certain circumstances, eligible employees may take FMLA intermittently (for example, in smaller blocks of time) or by reducing their work schedule. If the FMLA leave is because of the employee's own serious health condition or to care for a family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary. Eligible employees may also take FMLA leave on an intermittent or reduced schedule basis when necessary because of a qualifying exigency arising from a family member's military service. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the City's permission. Where intermittent leave or reduced-schedule leave is needed for planned medical treatment, an employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly business operations. Where an employee needs intermittent or reduced-schedule leave based on planned medical treatment,

the City may transfer the employee to an alternative position with equivalent pay and benefits that can better accommodate such recurring leave.

Notice and Certification. Employees who want to take FMLA leave ordinarily must provide the City with at least 30 days' notice of the need for leave, if the need for leave is foreseeable. If 30 days' advance notice is not possible, notice must be provided as soon as practicable (which is generally the same day or next business day after the need for leave becomes known). Absent unusual circumstances, employees are required to follow the City's regular procedural requirements when requesting FMLA leave. When requesting leave, employees must provide sufficient information for the City to determine whether the leave may be FMLA-qualifying, and the anticipated timing and duration of requested leave. Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

In addition, employees who need leave for their own or a family member's serious health condition may be required to provide medical certification from a healthcare provider of the serious health condition. The City may require a second or third opinion (at City expense), periodic recertifications of the serious health condition and, when the leave is for an employee's own serious health condition, a certification that the employee is fit to return to work. Employees who need leave for a qualifying exigency arising from a family member's military leave must provide a certification confirming the need for leave.

The City may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. The City also may delay or deny approval of leave for lack of proper certification establishing the need for leave.

Please contact Human Resources to obtain further information and forms relating to FMLA leave requests.

Continuation of Pay and Benefits. FMLA leave is unpaid leave. However, employees are required to use any accrued paid leave available to them as part of their FMLA leave. An employee will be required to use accrued leave in the following sequence for their own serious health condition: sick, floating holiday, vacation, compensatory time, and may receive unpaid leave only after exhausting all their accrued leave balances. An employee will be required to use accrued leave in the order of their choosing to care for a family member and may receive unpaid leave only after exhausting all their accrued leave balances.

During all leave under this family and medical leave section, the City will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Failure of the employee to pay their portion of the premium may result in cancellation of health insurance. Under certain circumstances, if an employee fails to return to work at the end of the leave, the employee may be responsible to pay back the City for the employer portion of the health insurance premiums. Leaves such as vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave.

Job Restoration Upon Return from Leave. Upon return from FMLA leave, an employee will be entitled to return to the employee's former position or a position with equivalent pay, benefits and conditions of employment, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the City as soon as possible.

For Guidance. For more information about leave entitlements, or if you think you may need to take a Family and Medical Leave, please contact Human Resources. The leave laws, particularly those applicable to pregnancy and childbirth, can be confusing. Employees are encouraged to contact Human Resources with any questions about how the various laws are coordinated in a particular situation.

5.08 ADDITIONAL FAMILY AND MEDICAL LEAVE ENTITLEMENTS UNDER WASHINGTON LAW; INTEGRATION WITH FMLA

Paid Family and Medical Leave (PFML). Beginning in January 2019, employers and employees in Washington state are required to pay into the state's Paid Family Medical Leave (PFML) insurance program. During 2019, the state will continue to write the eligibility rules for employees to access the insurance program beginning in 2020. This section will be updated as the rules become available.

Pregnancy Disability Leave. In addition to leave under the federal FMLA described above, Washington law provides certain additional leave rights in connection with pregnancy-related disability and to care for a newborn. Regardless of whether an employee is eligible for FMLA leave, she is entitled to Pregnancy Disability leave for the period of time that she is temporarily disabled because of pregnancy or childbirth. Medical certification may be required to confirm the need for leave. If the employee is eligible for FMLA leave, the Pregnancy Disability leave will run concurrently with FMLA leave. Pregnancy Disability leave is unpaid, although accrued leave may be used to cover the absence. If the absence is unpaid, benefits are not automatically continued (unless the employee is also eligible for FMLA leave); however, the employee may continue insurance coverages at her expense through COBRA.

Family Care Act. This act allows employee to use accrued leave to care for sick family members (see section 5.19). Family members include children, parents, spouses, registered domestic partners, parents-in-law, and grandparents. This includes accrued sick leave, vacation, compensatory time or floating holidays.

Washington Family Leave Act. *Note: this act will be replaced by the Washington Paid Family and Medical Leave program effective January 1, 2020.* The WFLA provides certain additional leave benefits to eligible employees. The WFLA largely mirrors the FMLA, with the same eligibility standards and entitlement to 12 weeks of leave for family and medical reasons. In most situations, WFLA provides the same leave entitlement as (and runs concurrently with) FMLA leave and employees should follow the procedures described above for both FMLA and WFLA leave. WFLA differs from FMLA leave only in the following respects:

- WFLA leave does not run concurrently with any leave taken for Pregnancy Disability leave; this affords an employee up to 12 weeks of additional time off to care for her newborn once she has recovered from the Pregnancy Disability.
- Under the WFLA (but not the FMLA), an eligible employee may be entitled to up to 12 weeks of leave to care for the employee's registered domestic partner with a serious health condition.
- The WFLA does not provide leave for military exigencies or for military caregivers. Where such military-related leave is taken under the FMLA, it will not count against the 12-week leave entitlement available under the WFLA.

- Continuation of employer-paid health insurance is not required during WFLA leave. Thus, during leave that is covered only by WFLA and not FMLA, insurance will not be automatically continued unless the employee elects continuation coverage at their expense.

5.09 OTHER UNPAID LEAVE

Subject to operational and other considerations, the City may grant a leave of absence without pay for an absence not covered by any other type of leave. Any available accrued leave must be exhausted before an unpaid leave will be approved. An example of an absence that may qualify is a prolonged illness or medical condition for which an employee needs reasonable accommodation.

5.10 BENEFITS DURING LEAVE

Employees who are on a paid leave of absence shall continue to receive benefits they were entitled to prior to the start of their leave, including the accrual of annual leave, sick leave, holidays, retirement and health insurance benefits. Unless stated otherwise in these policies, an employee's benefits (including health insurance) will be suspended during any period of unpaid leave in excess of 30 consecutive days. In certain cases, self-payment of insurance premiums may apply (see COBRA information). Leave accruals will be suspended during an unpaid leave, or as stated in the applicable leave section.

5.11 JURY DUTY

Employees who are required by law to render jury service will be granted time off with pay during the period of jury duty. Compensation received by the employee for jury service (other than expense payments) will be deducted from the employee's normal salary for the same period so that the income from both sources does not exceed the employee's normal salary. The employee will have the option of providing the pay received from jury duty to the City and collecting full salary from the City.

Employees should notify their supervisor as soon as possible after receipt of a juror summons so that operational adjustments can be made as needed during the employee's absence. A copy of the juror summons must be provided upon request. If an employee is summoned for jury service during a critical work period, the City may ask the employee to request a waiver from duty. Employees are expected to return to work if they are excused from jury duty during regular working hours or are released from jury service earlier than expected.

5.12 PROFESSIONAL DEVELOPMENT

The City recognizes the value and importance of employee development and training in improving individual job performance, enhancing knowledge, skills and abilities directly related to an employee's position, as well as broadening the skill level within our workforce. The City shall provide job related training opportunities to employees as needed and as financial resources are available. The professional development opportunity must be pre-approved by your supervisor.

The City may reimburse or pay expenses for employees to attend job-related certifications, seminars, webinars, conferences and business meetings when the proposed educational program is deemed of value to the operations of the City, or is required by the City, and funding

permits the authorization of attendance at such programs. Work schedules shall be arranged such that overtime costs are minimized or not incurred.

Regarding certifications or licenses, the City will reimburse the cost of the course work and testing fees upon attaining the certification or license. If the certification and/or license are not a requirement for your current position, you must use your own time (paid leave or non-working hours) to attend courses and testing.

5.13 TUITION REIMBURSEMENT

Subject to budgetary limitations, the City encourages post-secondary education opportunities (courses toward associate's or bachelor's degrees) for employees to the end that services provided to the residents of Lake Stevens may be made more effective. Further, the City may assist employees with costs, subject to budgetary limitations, incurred in receiving approved education, upon satisfactory completion of such education when it relates to the employee's current position, or it would support the employee's professional growth toward a potential future position within the city. Nothing in this section shall be interpreted as a guarantee that the costs of education will be paid or reimbursed, in whole or in part, by the city.

To be eligible for consideration of this section, an employee must:

- Be in regular full-time or part-time status;
- Must have successfully passed their new hire probationary period and be in good standing (not currently under discipline);
- The educational classes must be offered at accredited colleges, universities or vocational schools. Classes must be relevant to the employee's current position or would support the employee's professional growth toward another position with the City. This also includes classes which relate to the degree program the employee is working towards when such degree program and institution of study has been pre-approved (this does not include elective courses);
- The employee must provide documentation as to the applicability of the proposed training;
- The employee must successfully complete the course(s), attaining a minimum of a 2.5 or "C" letter grade or a "Pass" in a Pass/Fail course;
- The course work must be approved by the employee's director, Human Resources Director and City Administrator.
- As a condition of acceptance of the reimbursement, employees who accept education reimbursement agree to remain employed by the city for a minimum of twenty-four (24) months after completion of the course(s) for which reimbursement is received. If an employee voluntarily separates employment prior to the twenty-four (24) months, the employee agrees to repay the city the amount of reimbursement received.

Subject to the above eligibility requirements and budgetary limits, the city's reimbursement of 50% of the following costs, up to a maximum of two thousand five hundred dollars (\$2,500) per calendar year, include:

- Registration or tuition;
- Books or course work materials; and
- Lab fees and costs directly associated with the course.

Reimbursements will not be granted retroactively to the date of final approval. If training and education assistance is available through outside grant funds or any other potential sources, including G.I. or V.A benefits, then reimbursement shall be through that source. Any remaining costs after outside funds have been used may be eligible for city reimbursements in accordance with this section. Student loans shall not be considered outside funds for purposes of this section.

5.14 MILITARY LEAVE

Every employee who is a member of the National Guard or of the U.S. Army, Navy, Air Force, Coast Guard, or Marine Corps, or of any organized reserve of the United States, will be granted military leave in accordance with state and federal law. Employees who take military leave will have whatever rights to reinstatement, seniority, vacation, layoffs, and compensation as are provided by applicable law.

Paid Leave of 21 Days Per Year. Under Washington law, a public employee is entitled to a paid military leave of absence for a period not to exceed 21 working days during each year beginning October 1st and ending the following September 30th. Military leave beyond the 21 days of paid time off will be unpaid, provided that employees may elect to use accrued vacation, compensatory time or other available paid time off during the period of military leave.

You should notify your supervisor as soon as you receive notice of your need to report for military duty and provide your supervisor with a copy of your orders. Human Resources can provide additional information at that time regarding benefits and other employment matters associated with your military leave.

5.15 LEAVE FOR SPOUSES AND REGISTERED DOMESTIC PARTNERS OF MILITARY PERSONNEL

During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while their spouse or domestic partner is on leave from deployment, or before and up to deployment. (Family military leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take the family military leave described in this section.) The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide the City with notice of their intent to take leave within five business days of receiving official notice that the employee's spouse or domestic partner will be on leave or of an impending call to active duty. The employee may substitute any available accrued leave for any part of this family military leave.

5.16 LEAVE DUE TO DOMESTIC VIOLENCE OR SEXUAL ASSAULT

In compliance with Washington state law, the City will authorize leave for employees who are victims of domestic violence, sexual assault, or stalking, or for employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with

whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. A reasonable amount of leave will be provided, and this leave may be taken in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave (e.g., vacation or sick leave) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. The City may require verification to support the need for the leave. Except where disclosure is authorized or required by law, or where an employee authorized disclosure of certain information, the City will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

You're urged to contact Human Resources in the event you need leave from work to address a domestic violence situation.

5.17 UNPAID LEAVE FOR REASONS OF FAITH OR CONSCIENCE

Consistent with Washington state law, employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

You may select the days on which you desire to take the two unpaid holidays after consultation with your supervisor. If you prefer to take the two (2) unpaid holidays on specific days, then you will be allowed to take the unpaid holidays on the days you have selected unless the absence would impose an undue hardship on the City, or your presence at work is necessary to maintain public safety. "Undue hardship" means an action requiring significant difficulty or expense to the City, taking into account factors such as the effect of your absence on operations and the number of other employees requesting leave, and the impact on other employees' leave entitlements.

You should submit a written request for an unpaid holiday(s) to your supervisor a minimum of two weeks prior to the requested day off; see Human Resources for the request form. Approval of the unpaid holiday(s) shall not be deemed approved unless it has been authorized in writing by your supervisor. Partial days off will count as a full day toward the annual entitlement of two (2) unpaid holidays.

Employees may not use accrued vacation or other leave for this time of leave; if you would like to take vacation or other paid time off instead of an unpaid holiday under this section, it will be subject to the paid time off approval process applicable to the type of paid leave requested.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

5.18 ANNUAL LEAVE (VACATION)

The City provides paid annual leave (vacation) to full-time employees at the following accrual rates:

Months of Continuous Employment	Monthly Accrual	Yearly
1 – 12	6.67 hrs	80 hrs
13 – 36	7.33 hrs	88 hrs
37 – 60	8.66 hrs	104 hrs
61 – 120	10.66 hrs	128 hrs
121 – 180	12.66 hrs	152 hrs
181 – 240	15.33 hrs	184 hrs
241 +	16.66 hrs	200 hrs

Accrual. Employees shall accrue annual leave on the basis of completed calendar months of continuous employment in a paid status. New employees shall begin accruing paid annual leave from the first day of employment and may use accrued annual leave; however, there shall be no cash value for accrued annual leave prior to satisfactory completion of the trial service period. New employees will normally be hired at the lowest level of vacation accrual. However, with the prior approval of the City Administrator, a new employee may be hired at a vacation accrual level above the minimum when experience, training or proven capability warrant, or when employment market conditions require a higher starting vacation accrual.

Part-time and Temporary Employees. Annual leave accrual for part-time employees will be calculated by multiplying the employee's FTE by the employee's accrual rate based on years of service. Temporary employees are not generally eligible to accrue annual leave.

Use of Annual Leave. Use of annual leave is subject to the approval of the employee's supervisor. Timing of the requests will be a minimum of one week in advance of the leave, especially those requests for planned vacations (e.g., a full work week or majority of a work week). For example, if you're taking a trip you've probably made arrangements well in advance; please provide as much notice as possible.

For those opportunities that come up last minute, make the request as soon as possible with every effort to provide a minimum of one week's notice. Depending on business needs, an unplanned request *may* be denied; however, every attempt will be made to approve the request.

For emergency situations, please notify your supervisor as soon as practical and provide a return time if known. These situations should be rare.

The City will attempt to accommodate an employee's preferred leave dates, subject to operational needs and the leave requests of other employees. When it is necessary to restrict the number of employees granted leave during a particular period, due consideration will be given to such factors as operating needs, skills availability, timing of request and seniority. When all other factors are equal, the employee with the greatest City seniority will be given preference for the preferred leave period.

Maximum Accrual. The City encourages employees to use their accrued leave to achieve a good work-life balance. To that end, employees may accumulate up to a maximum of two hundred forty (240) hours of annual leave. Once this maximum is reached, no further leave will accrue until the employee uses annual leave to bring down their balance. An exception to this rule may be permitted where an employee has deferred leave usage at the request of the City.

Cash-out Upon Separation. Employees who are separated from employment by the City, or who resign or retire with at least ten (10) working days' advance notice, will be paid for annual leave that is accrued but unused as of the separation date. An employee who has not satisfactorily completed their trial service period is not eligible for any annual leave cash-out.

5.19 SICK LEAVE

The City will provide eligible employees a measure of financial protection by allowing reasonable time off with pay when a personal illness, accident, or disability, or that of a member of the employee's immediate family, requires the absence of the employee. The City's sick leave policy is also intended to fulfill its obligations under Washington state law. No employee will be subject to retaliation based on their legitimate use of paid sick leave. Paid sick leave based on the individual employee's regular weekly work schedule shall be the method to ensure that the intent of the policy is equitably accomplished.

Definition and coverage.

Coverage under this section includes all employees of the City.

- Paid sick leave is defined as a specified period of time that an employee is absent from work due to an illness, injury or health condition of the employee or an immediate family member, or for other authorized reasons, and for which the employee receives regular salary.
- The term "immediate family member" is defined herein as the employee's spouse, state-registered domestic partner, child (biological, step, foster, adopted or de facto), parent (whether biological adoptive, step, or person who stood in loco parentis to employee as a child), parent-in-law, grandparent, grandchild or sibling. For further clarification see RCW 49.12.265, "Sick leave, time off-Care of family members".
- Paid sick leave is intended solely as a form of financial protection and is not to be considered as paid time off that is owed to an employee.

Accrual schedule and eligibility.

Regular full-time employees shall accrue paid sick leave at the rate of eight (8) hours per completed calendar month of continuous employment for use following one (1) month's continuous employment. Regular part-time employees accrue sick leave on a prorated basis based on the employee's FTE status (i.e., a .5 FTE will receive four (4) hours each month).

- A temporary change in the employee's regular weekly work schedule shall not affect the employee's accumulation of sick leave benefits, unless the change lasts longer than thirty (30) days.
- For purposes of accrual by regular employees, the employee's regular weekly work schedule includes regular hours worked, holidays, vacations, sick leave, or bereavement leave and excludes unpaid leave of absence periods.
- Employees in an unpaid leave status are not eligible to accrue sick leave.

Non-regular part-time employees, seasonal employees and temporary employees shall accrue paid sick leave at the rate of one hour for every 40 hours worked. For accrual purposes, hours worked encompasses actual working time, and not paid or unpaid leave. Accrual will begin on an employee's first day of employment, provided that an employee will not be permitted to use paid sick until the employee has been employed for 90 days.

Carry-over. Employees may carry over up to 1,168 hours of earned but unused sick leave from one calendar year to the next.

- When there is a separation of employment and an employee is rehired within twelve (12) months of separation, previously accrued unused sick leave shall be reinstated.
- When there is a separation of employment and an employee is rehired more than twelve (12) months from separation, there shall be no reinstatement of sick leave. The rehired employee shall be considered to have newly commenced employment for purposes of this section.

Reporting and use of accrued sick leave.

- It is the responsibility of employees to notify their supervisors in the event of any absence before or immediately following the start of each work day. Where the need to use sick leave is foreseeable, an employee must provide notice at least 10 days' advance notice, or as early as practicable under the circumstances. Failure to notify may result in loss of paid sick leave for the day as well as discipline. Employees may be required to present a physician's statement at the discretion of the Department Director, provided that for non-exempt employees: (i) documentation may only be required when an employee uses sick leave on more than three consecutive work days; (ii) an employee will have up to ten (10) calendar days to provide the required documentation; (iii) if requested, documentation need not disclose the nature of the medical condition causing the need for leave; and (iv) if a requirement to provide documentation will result in unreasonable burden or expense to the employee, an employee may advise the City of this concern and the City will evaluate its request in light of the circumstances and its obligations under the law.
- Paid sick leave shall be granted when an employee is required to be absent from work under the following conditions:
 - Injury, illness or health condition of the employee; or to accommodate the need for medical diagnosis, care or treatment of a health condition; or for preventive medical care;
 - Disability of the employee due to pregnancy, childbirth and associated periods of recovery;

- The employee's care for an immediate family member with an illness, injury or health condition; care for family member who needs medical diagnosis, care or treatment; care for family member who needs preventive medical care;
 - An absence due to closure of the City's offices by order of public official for any health-related reason, or where the employee's child's school or day care is closed for such a reason;
 - Absences covered by the City's Domestic Violence/Sexual Assault/Stalking leave policy. approved medically necessary treatment program.
- Employees who are utilizing paid sick leave as defined above will be returned to their position with the City. Concurrence of the employee's physician may be required.
- In the event that an employee is absent for a condition listed above, and subject to the Family Care Act (RCW 49.12.265), the following shall be exhausted in the order listed:
 - Sick leave; followed by
 - Earned but unused compensatory time; followed by
 - Earned but unused vacation time; followed by
 - Earned but unused floating holiday; followed by
 - Leave of absence without pay, which may result in a review of the employee's attendance record, unless such leave is a qualifying event under federal or state Family Medical leave.
- In the event that an employee incurs a personal illness, injury, accident or disability, or that of a member of the immediate family, while the employee is on scheduled vacation leave, the employee may cease utilizing vacation leave and convert to the use of accrued sick leave. Such conversion from vacation to sick leave may require a physician's certification.
- An illness related absence of three (3) consecutive work days or more may require verification by the employee's personal physician that the employee is physically capable of resuming the regular duties of the job classification. Sick leave is computed up to the nearest quarter hour for non-exempt employees and payable for the approved period of absence up to the regularly scheduled hours of work for the day(s) absent.

Use of Sick Leave in Connection with On-the-Job Injury. Any employee who sustains an injury or develops an illness considered by the employee to be job-related should inform the attending healthcare provider, who will prepare the necessary forms for the employee to receive benefits under the Washington State Labor & Industries' Workers' Compensation system.

Employees receiving time-loss compensation from Labor & Industries are eligible to use accrued leave to cover the shortfall between their regular base rate of pay and time-loss compensation. Any amount paid out by the City will be charged to sick leave, accrued compensatory time or vacation. When the employee's paid leave accounts are exhausted, the City's payment will cease. An employee may not receive more pay while on time loss than the employee would have received had they not been injured. During time-loss leave, upon receipt of time-loss compensation, the employee shall either endorse those payments to the City or provide personal payment to the City. If an employee desires their paid leave balances not to be utilized, that employee must notify Payroll in writing at the start of the time-loss period.

If the ruling is that the injury or illness is not covered by Workers' Compensation, the employee will continue to be charged sick leave for the time lost due to a bona fide injury or illness. If the employee exhausts all sick leave, then the absence will be charged against all other leave balances until exhausted. Thereafter such leave shall be unpaid. Also, refer to section 5.05.

Termination/Retirement. Non-represented employees retiring or resigning in good standing may convert accrued and unused sick leave into a post-separation health reimbursement arrangement (HRA) plan as follows:

- Employees with five (5) years (i.e., completion of 60 months) of consecutive service to the City may convert ten percent (10%), up to a maximum of forty-eight (48) hours, of available sick leave.
- Employees with seven (7) years (i.e., completion of 84 months) of consecutive service to the City may convert fifteen percent (15%), up to a maximum of one hundred (101) hours of available sick leave.
- Employees with ten (10) or more years (i.e., completion of 120 or more months) of consecutive service to the City may convert twenty-five percent (25%) up to a maximum of two hundred ninety-two (292) hours of available sick leave.

Such conversions shall reduce the final sick leave balance to zero.

Except as specifically described in this section, a separating employee will not receive payment for accrued sick leave upon separation.

NOTE: The terms of retirement are in accordance with the provisions of the Public Employees Retirement System (PERS) and the Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF).

5.20 HOLIDAYS

The City provides paid time off for the following holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday of January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Friday after Thanksgiving
Christmas Day	December 25

For non-exempt employees on an alternate schedule (other than a 5/8 schedule), when a holiday falls on their scheduled work day which is longer than eight (8) hours, (i.e., 9- or 10-hour scheduled work day), the employee must use leave or flex extra hours in that work week to make up the difference.

Part-Time and Temporary Employees. Part-time employees shall earn holiday pay on a pro rata basis determined by multiplying their FTE times the full-time benefit. Temporary employees are generally not eligible for holiday pay.

Floating Holidays. Full-time and part-time employees are entitled to take two (2) floating holidays per calendar year. Floating holidays may be taken on a day chosen by the employee provided the floating holidays will be taken at a time approved by the City and at a time that will not impair the efficiency of the City. Part-time employees are entitled to floating holidays on a

pro rata basis according to the proportion of a full-time work schedule they regularly are assigned to work.

Employees beginning work before July 1st will be entitled to two (2) floating holidays during that calendar year. Employees beginning work July 1st or later will be entitled to one (1) floating holiday during that calendar year.

Floating holidays must be used in full-day increments (8 hours or the pro-rated equivalent if less than full time). Floating holidays lapse at the end of the calendar year if unused and are non-compensable upon termination.

5.21 BEREAVEMENT LEAVE

Upon notification, full-time employees shall be granted bereavement leave with pay up to six (6) months following a death in the family. The maximum number of working days of leave shall be three (3), except that when the death occurs at a distance beyond 500 miles, additional time not exceeding two (2) working days may be granted. Part-time employees are entitled to bereavement leave on a pro rata basis according to the proportion of a full-time work schedule they are regularly scheduled to work.

For the purpose of bereavement leave, the employee's family shall include the employee's spouse or domestic partner, and any of the following relatives of the employee, spouse or domestic partner: child, foster child, parent, stepparent, brother, sister, grandchild, grandparent, or other relative residing in the employee's household. If there are extenuating circumstances of a person considered a "relative" for purposes of bereavement leave, a special request may be made through Human Resources.

When requesting bereavement leave, employees should inform their immediate supervisor as to who died and the date of death. Proof of death and/or relationship may be required by your supervisor or Human Resources.

5.22 SHARED LEAVE

The City will allow employees to transfer accrued unused sick and annual leave to co-workers who, without such transfers, would be forced to go without pay or terminate employment in order to meet the needs of their own severe illness. It is understood that the use of shared leave will not significantly increase the City's costs, except for those costs which would otherwise be incurred in the administration of this section. Shared leave shall be subject to the following conditions:

1. The employee must be suffering from a non-work illness, injury, impairment, or a physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay or to terminate their employment with the City.
2. The employee will have depleted their balance of accrued sick leave, annual leave, floating holiday, and compensatory time.
3. The employee must be ineligible for state industrial insurance benefits.

4. To the extent possible, the shared leave shall be used on a consecutive basis. The employee's salary and benefits on shared leave shall not exceed the total of salary and benefits the employee would have received had they been in regular pay status.
5. The employee shall be required to provide appropriate medical justification and documentation for the necessity and duration of the leave.
6. The donating employee must submit the Shared Leave Donation form to Human Resources to approve a transfer of a specified amount of accrued sick or annual leave to an employee who is authorized to receive shared leave. In order to be eligible to donate annual leave, a donating employee must have a sick leave balance in excess of four hundred eighty (480) hours or an annual leave balance in excess of eighty (80) hours, and must retain four hundred eighty (480) hours of sick leave and eighty (80) hours of annual leave after donation. If an employee has less than four hundred eighty (480) accrued sick leave hours, the employee will be allowed to donate on a one-time basis, up to sixteen (16) hours with prior approval by the Human Resources Director.
7. Annual leave shall be donated in terms of a specified number of hours of the donor's annual leave. Those hours will be translated into a dollar value based on the donor's rate of pay, and that value translated back into hours of leave based on the recipient's hourly rate of pay.
8. The value of any leave transferred which remains unused shall be returned to its original value to the employee(s) who donated the leave. To the extent administratively feasible, the unused leave shall be returned on a pro rata basis.
9. While on shared leave, the employee will continue to be classified as an active City employee and receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive on annual leave.
10. An employee is limited to receiving a total of 60 working days of shared leave during their entire employment with the City.

5.23 EXEMPT EMPLOYEES' LEAVE TIME

The City adheres to federal and state regulations which require exempt employees to be paid on a salary basis. All time off must be scheduled in advance and approved as stated in previous sections.

- Unscheduled absences are subject to the City's attendance standards.
- Unless absent for a partial day due to FMLA-qualified absence, exempt employees shall not be required to use their paid leave balances for occasional absences during a working day and shall be paid their regular salary despite such absences. Exempt employees shall notify their supervisor in advance and shall schedule such absences to cause the least impact on the work unit. Such absences shall not interfere with the employee's ability to produce their expected work outcomes.
- When an exempt employee is eligible for the federal Family and Medical Leave Act, deductions from paid leave bank(s) or salary may be made in one (1) hour increments. FMLA qualified absences are tracked in one (1) hour increments and will be counted toward their FMLA entitlement.

- The City shall continue the exempt employee's salary while they are on jury duty or temporary military leave with an expectation the employee is providing services to the City for at least part of the work week(s).
- When an exempt employee's applicable paid leave (vacation or sick) is exhausted, then deductions from their pay will only occur in full-day increments occasioned for personal reasons, illness or injury.
- The City limits the use of unpaid disciplinary suspensions for exempt employees to full days and to those limited circumstances allowed by federal and state regulations.
- The City will not pay the full salary of an exempt employee in any partial initial or terminal week of employment.
- Any exempt employee who believes that improper deductions have been made from their salary are urged to bring their concerns to Human Resources as soon as they are discovered. Human Resources will investigate promptly and, if applicable, the City will reimburse the employee on the next payroll.

SEPARATION AND DISCIPLINE/DISCHARGE

6.01 SEPARATION FROM EMPLOYMENT

Separation of your employment with the City may be for a number of reasons including, but not limited to your resignation, retirement, layoff, or discharge.

Upon separation, employees must immediately return all City property to the City including keys, security cards, equipment, etc. Departing employees will normally be given an opportunity for an exit interview. This interview will be conducted by Human Resources or another designated representative. This interview will usually be held on the employee's last day of work. The City encourages employees to share their insights about their employment experience with the City so that the City can identify ways to improve its work environment.

Final paychecks will normally be issued on the next payroll date following the separation date, unless applicable law imposes different requirements. Information regarding post-separation benefits will be provided by Human Resources or directly by the benefit provider.

6.02 REDUCTION IN FORCE (LAYOFFS)

The City may lay off employees as necessary due to lack of work, operational changes or other legitimate reasons. Determinations as to which employees will be laid off will be in the sole discretion of City administration, taking into account the future needs of the City, and the City's assessment as to which positions and personnel are most necessary to continued operations. An approved leave of absence does not prevent an employee from being subject to a reduction-in-force.

Prior to layoff of any regular employee, the City will make a reasonable effort to provide 30 days' written notice to the employee affected. During such period the employee may offer proposals regarding alternatives to such layoff which will be duly considered by the City. If the employee to be laid off is an initial trial service employee, the above procedure will not apply and the City will be required to give the employee a minimum of five (5) working days advance notice.

6.03 DISCIPLINE AND DISCHARGE

The City may suspend, suspend without pay, transfer, demote, or discharge an employee who has completed the trial service period for just cause. The City may also impose other corrective action as deemed appropriate, including verbal or written warnings, performance improvement plans or required retraining. The City may place an employee on paid administrative leave pending an investigation into potential misconduct.

Suspension. For just cause, the City may suspend an employee for a period up to 15 calendar days as a single penalty, or up to a total of 30 calendar days in any one calendar year as an accumulation of several penalties. Exempt employees may only be issued suspensions in increments of full workweeks unless the suspension is for violating a safety rule of major significance or other situations as allowed by law. A suspension will not affect seniority, but it will result in a suspension of holiday pay, accumulation of sick leave and accumulation of annual leave.

Demotion. Demotions may be appropriate where an employee has demonstrated an inability to perform in their current position or for serious or repeated issues. No demotion shall be made as a disciplinary action unless the employee to be demoted possesses the minimum qualifications for employment in the lower position. An employee demoted for disciplinary reasons will be placed in the pay range of the lower position and at the step in the lower range that is the closest in pay to what they are making in the position from which they are being demoted. Further, the employee has no right to displace a subordinate or junior employee who has regular status.

Discharge. Discharge of an employee from employment may be appropriate where an employee continues to demonstrate an inability to perform in their current position, for serious or repeated issues, or egregious act(s). If the City believes that an employee being discharged should be separated immediately from employment, the City may suspend the employee immediately without pay.

Abandonment of Position. An employee who is absent from work for a period of three (3) consecutive days without notice to the City is deemed to have abandoned their position. Such employee may be notified of discharge from employment by written notice by registered mail to the employee's last known address.

Pre-Disciplinary Notice and Opportunity to Respond. Before implementing an unpaid suspension, demotion or discharge, the City will furnish the employee with a written notice of the intended action that states the reason for the intended action and offers the employee an opportunity to respond. The notice will be furnished directly to the employee during working hours, or if the employee is absent on that day of work, the notice may be sent by registered mail to the employee's last known address. The employee will be afforded an opportunity to respond to the intended action, either in writing or in a meeting with the supervisor(s) involved. The employee may also waive the opportunity to respond. After the employee has had a chance to respond to the intended action, the City may proceed with discipline or discharge as deemed appropriate.

Discipline or Discharge During Trial Service Period. An employee serving their initial trial service period is employed "at will" and may be disciplined or discharged without cause or advance notice. In such cases, the employee will have no right to appeal the discipline or discharge.

Appeals. Non-represented employees may appeal discipline or discharge decisions to their supervisor within fourteen days (14) after the occurrence of the condition being appealed. Represented employees may pursue an appeal via the grievance procedure in the applicable labor agreement. Also, see section 3.22.

APPENDIX A

A.1. DRUG AND ALCOHOL TESTING FOR COMMERCIAL DRIVER'S LICENSE HOLDERS

This section applies to all employees who are required to have and maintain a Commercial Driver's License (CDL). Participation in the City's drug and alcohol testing program is a condition of employment for any employee who is required to maintain a CDL. Any employee who has questions about this policy may contact the City's Designated Employer Representative(s) at (425) 622-9420 (Human Resources).

Federal regulations require that employers conduct alcohol and controlled substances testing of drivers who operate commercial motor vehicles, mechanics, and supervisors with a commercial driver's license who fill in. For the purpose of this policy, the employee will be referred to as "driver" and the employer will be referred to as "Employer." This policy provides guidelines for circumstances under which the Federal Motor Carrier Safety Administration (FMCSA) and the United States Department of Transportation (DOT) mandated testing must be conducted. Of course, all the details of every possible situation cannot be anticipated, so the Employer reserves the right to determine the appropriate application of this policy and general employment policies to any particular case.

The Employer expects all drivers to work drug- and alcohol-free at all times. If you have any questions about this policy, contact the City's Designated Employer Representative(s) at (425) 622-9420 (Human Resources).

Employees covered by this policy have been provided a copy of these FMCSA/DOT provisions and by signature verify that they have read and understand the policy. **Drivers should note that in addition to the required DOT regulations, they are also subject to the Employer's drug and alcohol policy and all other policies and procedures applicable to all employees.** Throughout this policy, any provisions that are based on Employer's sole authority (vs. mandated by federal regulations) will be underlined.

For purposes of this policy, "drugs" refers to marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids.

The following conditions and activities are expressly prohibited:

The manufacture, or sale, or use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on Employer premises or property, or during work time, or while representing the Employer in any work-related fashion.

Reporting for work having consumed alcohol or used illegal drugs or controlled substances at a time, or in such quantities, or in a manner that may impair work performance. For purposes of this policy, having any detectable level of an illegal or controlled drug, or alcohol with an alcohol concentration of .02 or greater, in one's system while covered by this policy will be considered to be a violation.

An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.

Alcohol and Drug Problems

In some cases, alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Drivers who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. It is the *driver's* responsibility to seek help when needed, and to do so *before* substance abuse causes problems on the job, results in a positive drug or alcohol test, or results in disciplinary action.

Drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 382 and 40, provided that:

- 1) The admission is in accordance with the Employer's written established voluntary self-identification policy;
- 2) The driver does not self-identify in order to avoid testing;
- 3) The driver makes the admission of alcohol misuse or controlled substances use before performing a safety-sensitive function;
- 4) The driver does not perform a safety-sensitive function until the Employer is satisfied that the driver has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Normally, the Employer will:

- 1) Not take adverse action against a driver making a voluntary admission of alcohol misuse or controlled substances use provided that the admission occurs before the employee has been subject to disciplinary action or the use/misuse has affected job performance;
- 2) Allow the driver sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem;
- 3) Permit the employee to return to safety sensitive duties **only** upon successful completion of an educational or treatment program, as determined by a substance abuse professional.

The following Substance Abuse Professional can provide help and referrals:

ComPsych (Employee Assistance Program)
(800) 570-9315
Guidanceresources.com
Company/Organization Web ID: trusteeap71

Definitions

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol concentration (or content), BAC" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382.

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"Commercial motor-vehicle" (or "CMV") means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

"Controlled substances" mean those substances identified in 49 CFR Part 40.85, as amended: marijuana, cocaine, opiates, amphetamines, and phencyclidine.

"DOT Agency" means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, and 655), in accordance with 49 CFR Part 40.

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly-employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

"Drug" has the meaning of any controlled substances, prescription, or over-the-counter medication.

"EBT (or evidential breath testing device)" means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

"Employer" means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with 49 CFR Part 382. The term refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, as well as those individuals employed by the entity who take personnel actions resulting from violations of 49 CFR Part 382 and any applicable DOT agency regulations. Service agents are not employers.

"Licensed medical practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with their medical history and any other relevant biomedical information.

"Performing (a safety-sensitive function)" means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Refuse to submit (to an alcohol or controlled substances test)" means that a covered employee:

- Fails to show up for any test (except a pre-employment test) within a reasonable time after being directed to do so by the Employer. This includes the failure of an employee to appear for a test when called by a Consortium/Third Party Administrator;
- Fails to remain at the testing site until the testing process is complete; provided, that an applicant who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused a test. The testing process commences once the applicant has been provided the specimen collection cup.
- Fails to provide a urine specimen for any drug test or breath or saliva sample for an alcohol test required by 49 CFR Part 382, if the employee leaves after the testing process has commenced;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of urine, breath or saliva when directed, unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure to provide.
- Fails or declines to take a second test the employer or collector has directed following a negative dilute result as required by CFR 40.197(b);
- Fails to undergo an additional medical examination, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) concerning the evaluation as part of the "shy bladder" procedures in 49 CFR Part 40, subpart I; or fails to undergo a medical examination or evaluation as directed by the employer as part of the insufficient breath procedures outlined in CFR 40.265(c).
- Fails to cooperate (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector) or otherwise interferes with any part of the testing process.
- Fails to sign the certification at Step 2 of the alcohol testing form (ATF).
- Is reported by the MRO as having a verified adulterated or substituted test result.
- For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Admits to the collector or MRO to having adulterated or substituted the specimen.

"Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- 1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- 2) All time inspecting equipment as required by FMCSA regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- 3) All time spent at the driving controls of a commercial motor vehicle in operation;
- 4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);

- 5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- 6) All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct

The following is considered prohibited conduct under this policy:

- 1) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- 2) No driver shall use alcohol while performing safety-sensitive functions.
- 3) No driver shall perform safety-sensitive functions within four hours after using alcohol.
- 4) No driver required to take a post-accident alcohol test under 49 CFR 382.303 shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- 5) No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test required by 49 CFR Part 382.
- 6) No driver shall report for duty, remain on duty or perform a safety-sensitive function when there is a quantifiable level of a controlled substance in the driver's body above the minimum thresholds established in 49 CFR Part 40. Although the personal use of marijuana is permitted under Washington law, federal law still prohibits the use and possession of marijuana. Employees must be aware that having a detectable level of marijuana in their body, regardless of whether their use was for recreational or medical purposes, constitutes prohibited conduct.
- 7) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. Notwithstanding the above, the medical use of marijuana that causes drug or drug metabolites to be present in the body above minimum thresholds established in 49 CFR Part 40 constitutes prohibited conduct regardless of whether the marijuana was used under the guidance of a medical practitioner and regardless of whether the medical practitioner advised that such use will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- 8) The Employer shall not permit a driver to continue to perform safety sensitive functions if the Employer has actual knowledge of a driver violating any of the aforementioned prohibitions. Actual knowledge may be based on the Employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substances use, except as discussed in the Employer's voluntary self-identification program.

Prescription and Other Medications

No driver may possess any prescription medication or report to work while using any prescription medication, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect their ability to safely operate a commercial motor vehicle. The use of any medication, whether prescription or over-the-counter, that could affect a driver's safe job performance is prohibited while working. The driver shall report to the City's Designated Employer Representative(s), at (425) 622-9420 (Human Resources), the use

of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair the ability to safely perform their duties. If, as a result of testing under this policy, the driver is found to have the presence of controlled substances in the body which is a result of the use of their legally prescribed medication that has not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair their ability to safely perform assigned duties. Notwithstanding the above, a driver may not possess or report to work while using marijuana under any circumstances, even if the marijuana was prescribed by a doctor.

Other Related Alcohol Conduct

A driver tested under the requirements of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed immediately from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the test administration.

Depending on the circumstances, an employee who is removed from service due to an alcohol concentration of 0.02 or greater but less than 0.04 may be subject to discipline.

Controlled Substances and Alcohol Testing

Submission to the controlled substance and alcohol testing described in this policy is a condition of employment with the Employer for those drivers covered by DOT and FMCSA regulations. A refusal to submit (as described above) will constitute a violation of this policy and be grounds for termination of employment. A driver may be tested for controlled substances at any time during their work day, except pre-employment, and alcohol testing will be conducted just before, during or after performing safety sensitive functions.

Drivers will be subject to testing as follows:

Pre-Employment: Drivers will be tested for controlled substances unless:

- 1) the driver participated in a DOT testing program within the past 30 days and:
- 2) While participating in that program, either:
 - a. Was tested for controlled substances within the past 6 months (from the date of application with the Employer), or
 - b. Participated in the random controlled substances testing program for the previous 12 months (from the date of application with the Employer); and
- 3) No prior employer of the driver of whom the employer has knowledge has records of a violation of DOT controlled substances regulations within the previous 6 months.

A driver/applicant who tests positive on a pre-employment test will not be hired but may be eligible to reapply for employment with the Employer after six months from the date of the positive test. In addition, an applicant who tested positive on any DOT mandated pre-employment drug test after August 1, 2001, must provide documentation of their successful completion of DOT return-to-duty requirements (i.e., an evaluation by a substance abuse professional, education and/or treatment, and a negative DOT pre-employment test, all of which meet the requirements of 49 CFR Part 40).

In the event a driver does reapply following a positive test, the driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment, and the subsequent pre-employment test.

Post-Accident: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol if:

- 1) the driver was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life (fatality); or
- 2) the driver received a citation for a moving violation and the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
- 3) the driver received a citation for a moving violation and the accident involved one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver may not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test. The alcohol test must be completed within two (2) hours of the accident; if not, the supervisor must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the accident. After eight (8) hours the attempt to test will be ceased, and the supervisor must again provide the reasons for the test not being administered.

A controlled substances test shall be administered as soon as practicable up to 32 hours following the accident. After 32 hours the attempt to test will be ceased, and the supervisor must provide the reasons for the test not being administered promptly. A driver must remain readily available for testing, or may be deemed by the Employer to have refused to submit to testing.

Nothing in this policy should be construed to require the delay of necessary medical attention for the injured.

In addition, any driver involved in any commercial motor vehicle accident involving an injury requiring immediate medical attention or any vehicle towed away because of disabling damage, will be required to submit to testing, even if the driver is not issued a citation. Testing will be to determine the presence, use, or any involvement with alcohol or drugs unless the Employer determines, in its discretion, that the accident could not have been caused by alcohol or drug use.

The driver will submit to an alcohol test within eight (8) hours and a controlled substances test within 32 hours of the accident. The Employer/driver must advise the collection site and alcohol testing personnel that the test being required is an Employer-required test, and not a mandated DOT test.

Random: The Employer is using a consortium/third party administrator to facilitate the random selection of drivers and notification to the employer of the driver(s) selected for testing. The consortium/third party administrator is:

A WorkSAFE Service, Inc.
1696 Capitol St NE
Salem OR 97301
(503) 391-9363

Drivers will be subject to random alcohol and controlled substance testing under the following program:

- 1) Random selection of drivers will be made by a scientifically valid method using a computer-based random number generator that is matched with drivers' social security numbers.
- 2) Each driver shall have an equal chance of being drawn each time selections are made.
- 3) Selections for testing are unannounced and reasonably spread throughout the calendar year.
- 4) Random selections are made to ensure testing for controlled substances is conducted at not less than the minimum annual 25% rate and alcohol is conducted at not less than the minimum annual 10% rate, or the rates as established by the FMCSA.
- 5) A driver shall only be tested for alcohol just before, during, or after performing safety-sensitive functions; however, he/she may be tested for controlled substances any time while performing work for the Employer.
- 6) Once a driver is notified of selection for random alcohol and/or controlled substances testing, he/she shall proceed to the test site immediately.

Reasonable Suspicion: Drivers will be tested for alcohol and/or controlled substances whenever the employer has reasonable suspicion that the individual is under the influence of alcohol or a controlled substance. Reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the behavior, speech, appearance or body odors of the driver, including any indicators of the chronic and withdrawal effects of controlled substances. Drivers required to be tested under reasonable suspicion testing will be removed from performing safety-sensitive functions pending the outcome of the test result(s) and be transported to the testing facility by the Employer.

Reasonable suspicion drug testing is authorized when the supervisor's observation (or another trained person) of the driver's behavior occurs any time during the workday. Reasonable suspicion alcohol testing is authorized only if the supervisor's observation (or another trained person) of the driver's behavior has been made during, just preceding, or just after performing any safety-sensitive function.

The alcohol test must be completed within two (2) hours of the observation; if not, the Employer must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the observation. After eight (8) hours, the attempt to test will cease. If an alcohol test is not completed within the two (2) or eight (8) hour time periods, the employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames.

The Employer shall not permit a driver to report for duty, remain on duty, perform, or continue to perform any safety-sensitive functions while the driver is impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, until:

- 1) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02 percent; or
- 2) The start of the driver's next regularly-scheduled duty period, but not less than twenty four (24) hours following the determination that reasonable suspicion exists.

Supervisors and any Employer representative that may be expected to serve in a supervisory capacity or who may be required to make a reasonable suspicion determination, must have

received at least 60 minutes of training on the indications of probable drug use and an additional 60 minutes training on the indicators of probable alcohol misuse. Only those individuals who have received this training are qualified to make these decisions.

Return-to-Duty: No driver found to be in violation of the Employer drug and alcohol policy will be permitted to return to duty involving safety-sensitive functions until the driver has undergone an assessment with a Substance Abuse Professional as required by 49 CFR Part 40 and has a verified negative controlled substances test and/or an alcohol test with a result less than 0.02 alcohol concentration. All controlled substances return-to-duty tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

Follow-Up: Any driver in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances use as identified through the evaluation by the Substance Abuse Professional will, if still employed, be required to enter into a Last Chance Agreement as a condition of continued employment and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional. The Employer may perform follow-up testing for five years. All controlled substances return-to-duty tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

Failure to Cooperate

Employees who are subject to this policy are expected to comply fully with any required testing. Failure to do so (including, for example, refusing to sign consent or refusing to test, obstructing the testing process, failing to make themselves available for a required test, failing to provide an adequate sample for testing, attempting to adulterate or substitute a specimen, or in any way tampering with a required test, failure to empty pockets or wash hands as requested by collection site personnel, refusing to permit an observed collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process) will cause the driver to be immediately relieved from performing safety-sensitive functions, and will also be considered a violation of Employer policy that will subject the employee to discipline, up to and including termination of employment. The Employer also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

Testing Procedures

Urine Specimen Collection: Specimen collections will be conducted in accordance with the procedures of 49 CFR Part 40, as amended. The collection procedures are designed to ensure the security and integrity of the specimen provided by each covered employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to preserve the individual's privacy as much as possible consistent with ensuring an accurate result. Covered employees will be required to empty their pockets before providing the drug test specimen.

Under normal circumstances, the applicant or covered employee will be afforded complete privacy in the restroom for providing the urine sample. Certain situations do require the urine sample be provided under same-gender direct observation. Those situations include:

- The temperature on the original specimen was out of range; or
- The original specimen appeared to have been tampered with (i.e., unusual color, odor, foam, etc.); or
- The collector observes materials brought to the collection site or the individual's conduct clearly indicates an attempt to tamper with a specimen; or
- The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to the Employer there was not an adequate medical explanation for the result; or
- The MRO reported to the Employer that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
- The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5mg/dL, and the MRO reported the specimen to the Employer as negative-dilute and a second collection must take place under direct observation; or
- All return-to-duty or follow-up drug tests.

When that occurs, the individual subjected to testing will be required to follow the observer's instructions to raise their clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.

Refusing to permit an observed collection, or possessing or wearing a prosthetic or other device that could be used to interfere with the collection process, are considered a refusal to test and will constitute a verified positive drug test result.

Laboratory Analysis: As required by 49 CFR Part 40, only a laboratory certified by the Department of Health and Human Services (DHHS) will be retained by the Employer to perform the analysis of the urine specimen for controlled substances. The initial screening test will be performed by immunoassay and will test for substances and at cutoff levels required by 49 CFR Part 40, as amended. All specimens identified as positive on the initial screening test will be confirmed using gas chromatography/mass spectrometry techniques at cutoff levels required by 49 CFR Part 40, as amended.

Negative Dilute Specimens: All negative dilute specimen test results will require the driver to submit to an immediate retest with minimum advance notice. The retest results shall become the test result of record. If the retest results are also negative and dilute, the test will be deemed a negative result, unless the MRO has directed a recollection under direct observation.

Breath Alcohol: Testing will be conducted by a qualified technician according to 49 CFR Part 40 procedures using a DOT-approved device. If an initial test indicates an alcohol concentration of less than 0.02, no further testing will be conducted. If the initial test result is 0.02 or greater, a confirmation test will be conducted by a Breath Alcohol Technician using an Evidential Breath Testing (EBT) device. Testing will be conducted in a manner that protects the confidentiality of the employee's testing information as well as the integrity of the testing process.

Medical Review

All controlled substances test results will be reviewed by a Medical Review Officer (MRO) before results are reported to the City. The MRO will attempt to contact the driver to discuss the test results before reporting positive results to the City.

The Employer Medical Review Officer is:

Dee J. McGonigle, M.D.
18912 North Creek Parkway
Suite 202
Bothell, Washington 98011
(425) 488-9755

Notification of Results

The City will notify the affected driver of any controlled substances test that is reported as positive by the MRO. The City will notify driver-applicants of the results of pre-employment controlled substances testing if the applicant requests that information in writing within 60 days after the City notifies the applicant that he/she has or has not been hired.

Analysis of Split Sample Specimen

A urine sample will be split at the time of collection. Within 72 hours of the MRO notifying the driver of a verified positive controlled substances test, or an adulterated or substituted specimen, the driver may request the split sample to be tested. Only the MRO may authorize such testing, which may take place only at laboratories certified by the Department of Health and Human Services (DHHS). If the split sample test fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test or take such steps as are directed by DOT regulations.

All applicants/drivers have a right to request testing of the split sample. The applicant/driver will be responsible for the cost of testing the split sample.

Confidentiality

Records required under this policy, including test results, will be maintained in a secure location with controlled access. Each driver, upon written request, shall be entitled to receive copies of their own records, and to have copies of their records made available to any subsequent employer. Information may also be disclosed to the relevant state or federal agencies, or in connection with judicial, administrative or related proceedings (e.g., grievances and arbitration) initiated by or on behalf of the driver, or where otherwise required by law.

Evaluation and Referral

DOT regulations require that any driver who violates the alcohol and controlled substances rules of 49 CFR Part 382 be advised of available evaluation resources and be evaluated by a

Substance Abuse Professional. The driver must complete an appropriate education and/or treatment program before being eligible to return to safety-sensitive duty.

Before returning to performing safety-sensitive functions for **any** DOT employer, a driver must be tested for controlled substances with a verified negative controlled substances test result and/or alcohol with a test result less than 0.02 alcohol concentration. The driver will be subject to follow-up testing of at least six tests in the first 12 months of returning to duty, and follow-up testing may continue for five years. All return-to-duty and follow-up drug tests will be required to be collected as same gender direct observation collections.

FMCSA CDL Clearinghouse Reporting

Pursuant to DOT regulations, the City is required to report the following information to the FMCSA Clearinghouse: a verified positive, adulterated, or substituted drug test result; an alcohol confirmation test with a concentration of 0.04 or higher; a refusal to submit to any required test; the City's actual knowledge of on-duty alcohol use, pre-duty alcohol use, alcohol use following an accident; controlled substance use; a substance abuse professional's report of the successful completion of the return-to-duty process; a negative return-to-duty test; an employee's completion of follow-up testing.

Securing Information from Previous Employers: If a person to be hired into a position covered by this section has, during the previous two years, worked as a driver of a commercial vehicle, that person must authorize a request of all employers of the driver to release information on positive alcohol or drug tests and any refusals to be tested. This information must be obtained before the person is employed by the City. If the information obtained from the previous employer indicates either a positive test or that a refusal to be tested occurred within the past two years, that person will not be permitted to drive a commercial vehicle unless subsequent information indicates that an evaluation by a substance abuse professional was made and return to duty testing was administered.

Consequences of Engaging in Prohibited Conduct or Positive Test: Under the City's authority, an employee will be subject to appropriate disciplinary action up to and including termination if:

- The employee tests positive for drugs or alcohol;
- Results from an alcohol test indicate blood alcohol level of .02 or greater; or
- The employee has engaged in prohibited conduct.

Effect of Alcohol and Controlled Substances:

DOT regulations require employers to furnish information regarding the effects of alcohol and controlled substance use, as well as the signs and symptoms of such use. Included in an appendix to this policy are fact sheets regarding alcohol and various controlled substances. Any employee who suspects a co-worker has an alcohol or drug problem may refer the co-worker to contact information for the Substance Abuse Professional identified in this policy, to the City's EAP, or to management.

Personnel responsible for supervising and managing employees subject to testing under this policy must attend at least two hours of training on alcohol and drug misuse symptoms and indicator used in making determinations for reasonable suspicion testing.

The following provisions apply to those employees who are not terminated for violations:

- If an employee tests positive for drugs or has an alcohol test that indicated a blood alcohol level of .04 or greater from a random, reasonable suspicion or post-accident test,

or engages in prohibited conduct, the employee will be immediately removed from duties requiring the driving of a commercial vehicle. The employee will not be permitted to return to work unless he/she:

- Has been evaluated by a qualified Substance Abuse Professional; and
- If recommended by said professional, has properly followed any rehabilitation prescribed; and
- Has a verified negative result on a return-to-duty alcohol (<.02) and/or drug test
- Upon completion of a recommended rehabilitation program and successful return to work, an employee will be subject to follow-up random testing for up to sixty months as recommended by the substance abuse professional and the city with a minimum of six such unscheduled tests within the first twelve months of returning to duty.
- Employees having a breath alcohol concentration of at least .02 but less than .04 shall be removed from duty requiring the driving of a commercial vehicle for at least 24 hours.

This section is in conjunction with Section 3.15, Substance Abuse.

**APPENDIX TO DRUG AND ALCOHOL TESTING FOR
COMMERCIAL DRIVER'S LICENSE HOLDERS**

**Drug and alcohol awareness training materials: Information on effects and signs of
alcohol and controlled substance use**

DRAFT

Detection periods

Detection periods vary; rates of metabolism and excretion are different for each drug and use and vary by individual. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations.

Drug and detection period

Amphetamines	Amphetamine	1 to 2 days
	Methamphetamine	1 to 2 days
Cocaine	Benzoyllecgonine	2 to 3 days
Cannabinoids (Marijuana)	Casual use	Up to 7 days
	Chronic use	Up to 30 days
Alcohol		12 to 24 hours
Opiates	Codeine	Usually up to 2 days
	Hydromorphone (Dilaudid)	Usually up to 2 days
	Morphine (for Heroin)	Usually up to 2 days
Phencyclidine (PCP)	Casual use	Up to 8 days
	Chronic use	Up to 30 days

Alcohol Fact Sheet

Alcohol is a drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Description

Generic/chemical names (Representative): Beer (about 4.5 percent alcohol), wine (about 14 to 20 percent alcohol), distilled spirits or liquor (about 50 percent alcohol).

Alternative sources: After-shave lotion, cough medicine, antiseptic mouthwash, vanilla extract, disinfectant, room deodorizer fluid, cologne, breath sprays, shaving creams, rubbing alcohol.

Common street names: Booze, juice, brew, grain, shine, hooch.

Distinguishing characteristics: Pure ethanol (sold in some States as "grain alcohol") is a colorless liquid with a distinctive odor and taste. It has a cooling effect when rubbed on the skin. Most commonly, however, alcohol is consumed as the component of another beverage, and grain alcohol itself is normally diluted with juices or other soft drinks by the consumer. Depending upon the concentration of alcohol in the beverage, the aroma of alcohol may serve as an indicator of the presence of alcohol in a beverage. Since the sale and distribution of all products containing more than a trace amount of ethanol are regulated by Federal and State governments, the best guide to whether a specific beverage contains alcohol will be label information if the original container is available.

Paraphernalia: Liquor, wine, after-shave, or cough medicine bottles; drinking glasses; cans of alcohol- containing beverages; can and bottle openers. Paper bags are sometimes used to conceal the container while the drink is being consumed.

Method of intake: Alcohol is consumed by mouth. It is infrequently consumed as pure (grain) alcohol. It is, however, frequently consumed in the form in which it is sold (e.g., cans of beer, "straight" liquor, glasses of wine). Alcohol is often consumed in combination with other beverages ("mixers"), either to make it more palatable or to disguise from others that alcohol is being consumed.

Duration of single dose effect: Alcohol is fully absorbed into the bloodstream within 30 minutes to 2 hours, depending upon the beverage consumed and associated food intake. The body can metabolize about one quarter of an ounce (0.25 oz. or roughly half the amount in a can of beer) of alcohol per hour.

The effects of alcohol on behavior (including driving behavior) vary with the individual and with the concentration of alcohol in the individual's blood. The level of alcohol achieved in the blood depends in large part (although not exclusively) upon the amount of alcohol consumed and the time period over which it was consumed. One rule of thumb says that in a 150-pound person, each drink adds 0.02% to blood alcohol concentration and each hour that passes removes 0.01percent from it.

Generally speaking, alcohol is absorbed into the blood relatively quickly and metabolized more slowly. Therefore, the potential exists for alcohol concentrations to build steadily throughout a drinking session.

The following table shows some general effects of varying levels of BAC:

BAC	Behavioral effects
0.02-0.09%	Loss of muscular coordination, impaired senses, changes in mood and personality.
0.10-0.19%	Marked mental impairment, further loss of coordination, prolonged reaction time.
0.20-0.29%	Nausea, vomiting, double vision.
0.30-0.39%	Hypothermia, blackouts, anesthesia.
0.40-0.70%	Coma, respiratory failure, death.

Detection time: The detection time for alcohol depends upon the maximum level of BAC achieved and varies by individual. Since under FMCSA regulations alcohol concentrations as low as 0.02 percent (under DOT testing procedures, breath alcohol concentration is used as a proxy for BAC) require employer action, and current technology can reliably detect this level, a driver who had achieved a moderate level of intoxication (i.e., 0.08 percent BAC) would be detectable approximately 8 hours after achieving that level. (Note: this is detectability after achieving this level and not after commencing or stopping drinking.)

Dependency level: The chronic use of alcohol can produce dependence in some individuals manifested by craving, withdrawal, and tolerance. Despite the fact that many individuals consume alcoholic beverages (more than 90 percent of Americans at some point during their lives), relatively few of them (only about 10 percent of drinkers) develop psychological and physical dependency on it.

Signs and symptoms of use

Evidence of presence of alcohol: Bottles, cans, and other containers which alcohol-containing beverages may have been purchased and/or consumed in; bottle caps from alcohol containers; bottle or can openers; employees drinking from paper bags; odor of alcohol on containers or on employee's breath.

Physical symptoms: Reduction of reflexes, slurred speech, loss of coordination, unsteady gait.

Behavioral symptoms: Increased talkativeness, reduced emotional control, distorted judgment, impaired driving ability, gross effects on thinking and memory.

Effects of alcohol on the individual

Physical health effects

- The liver is the primary site of alcohol metabolism and can be severely affected by heavy alcohol use. The three primary dangers are fatty liver, alcoholic hepatitis, and cirrhosis.
- Heavy alcohol use can also severely affect the gastrointestinal tract, contributing to inflammation of the esophagus, exacerbating peptic ulcers, and causing acute and chronic pancreatitis. It interferes with the absorption of nutrients from food and contributes to malnutrition.
- Heavy alcohol use affects the heart and vascular system, contributing to heart attacks, hypertension, and strokes.
- Either because of direct action or indirectly through the malnutrition, liver disease, and other effects it causes, alcohol depresses immune system functioning and increases the likelihood of infection.
- There is considerable evidence that alcohol abuse is associated with the incidence of cancer, particularly cancers of the liver, esophagus, nasopharynx, and larynx.
- Heavy alcohol consumption causes brain damage, manifested through dementia, blackouts, seizures, hallucinations, and peripheral neuropathy.

Other health effects

- In addition to having direct health effects through physiological changes in the drinker's body, alcohol contributes significantly to health problems indirectly. While most of the medical consequences of alcohol use listed above result from chronic use, these other effects can often result from a single episode of acute use:
- One half of all traffic accident fatalities are alcohol-related. The risk of a traffic fatality per mile driven is at least eight times higher for a drunk driver than for a sober one.
- Falls are the most common cause of nonfatal injuries in the U.S. and the second-most common cause of fatal accidents. Estimates of the involvement of alcohol in these falls range from 20 to 80 percent. A BAC between 0.05 and 0.10 percent increases the likelihood of a fall by three times. Between 0.10 and 0.15 percent, it increases by a factor of 10, and above 0.16 percent it increases by a factor of 60.
- Research indicates over 60 percent of those dying in non-vehicular fires (fourth leading cause of accidental death in the United States) have BACs over 0.10 percent.
- Approximately 38 percent of those drowning (third leading cause of accidental death in the United States) have been exposed to alcohol at the time of their deaths.
- Between 20 and 36 percent of suicide victims have a history of alcohol abuse or were drinking shortly before their suicides.
- Alcohol also plays a significant role in crime and family violence, including spousal and child abuse.

Effects on employee performance

The statistics reported above make it clear that alcohol can have a devastating effect on employee performance. By affecting vision, reflexes, coordination, emotions, aggressiveness, and judgment, alcohol deprives the professional driver of most of the tools he or she relies upon to perform safely.

Hangovers also present a risk to driving behavior, as would other illnesses. The sick feeling associated with hangovers, including headaches, nausea, and other symptoms, can distract an employee's attention and lead to accidents even though alcohol may no longer be detectable in the body.

Overdose effects

Unconsciousness, coma, death.

Withdrawal syndrome

Repeated use of alcohol results in tolerance, with increasing consumption necessary to attain its characteristic effects. Alcohol at a given blood level produces less impairment in heavy drinkers than it does in lighter drinkers. Alcohol is toxic by itself and, coupled with the malnutrition common in alcoholics, can lead to kidney disease, deterioration of mental faculties, and psychotic episodes (the "DTs") if the alcohol is withdrawn. The DTs are characterized by hallucinations and extreme fear, and their presence are a clear indication of alcohol dependence. Withdrawal and the associated DTs can be fatal.

References

Blum, Kenneth, "Handbook of Abusable Drugs," NY, Gardner Press, 1984.

Department of Health and Human Services, "Alcohol and Health: 7th Special Report to the U.S. Congress," Washington, DC, 1990.

Amphetamine Fact Sheet

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the United States or clandestinely manufactured in crude laboratories.

Description

Generic/chemical names: Include amphetamine and methamphetamine. Trade names include: Desoxyn, Dexapex, Fastin, Vasotilin, Dexedrine, Delcobese, Fetamine, Obetrol.

Common street names: Uppers, speed, bennies, crystal, black beauties, Christmas trees, white crosses, mollies, bam, crank, meth, ice, LA ice.

Distinguishing characteristics: In their pure form, amphetamines are yellowish crystals. They are manufactured in a variety of forms, including pill, capsule, tablet, powder, and liquid. Amphetamine ("speed") is sold in counterfeit capsules or as white, flat, double-scored "mini bennies." Methamphetamine is often sold as a creamy white, granular powder or in lumps wrapped in aluminum foil or sealable plastic bags.

Paraphernalia: Needles, syringes, and rubber tubing for tourniquets, used for the injection method.

Method of intake: The most common forms of amphetamines are pills, tablets, or capsules, which are ingested. The less frequent forms, liquid and powder, are injected or snorted.

Duration of single dose effect: 2 to 4 hours.

Detection time: 1 to 2 days after use.

Dependency level: Psychological dependence on amphetamines is known to be high. Physical dependence is possible.

Signs and symptoms of use

Evidence of presence of amphetamines: Most frequently pills, capsules, or tablets; envelopes, bags, vials for storing the drug; less frequently syringes, needles, tourniquets.

Physical symptoms: Dilated pupils, sweating, increased blood pressure, palpitations, rapid heartbeat, dizziness, decreased appetite, dry mouth, headaches, blurred vision, insomnia, high fever (depending on the level of the dose).

Behavioral symptoms: Confusion, panic, talkativeness, hallucinations, restlessness, anxiety, moodiness, false sense of confidence and power; "amphetamine psychosis" which might result from extended use (see health effects).

Effects of amphetamine use on the individual

Physical health effects

- Regular use produces strong psychological dependence and increasing tolerance to drug.
- High doses may cause toxic psychosis resembling schizophrenia.

- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.
- Long-term heavy use can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies.
- Lack of sleep, weight loss, and depression also result from regular use.
- Users who inject drugs intravenously can get serious and life-threatening infections (e.g., lung or heart disease, kidney damage) from non-sterile equipment or contaminated self-prepared solutions.

Effects on mental performance

- Anxiety, restlessness
- Moodiness
- False sense of power

Large doses over long periods can result in

- Hallucinations
- Delusions
- Paranoia
- Brain damage.

Effects on employee performance

Amphetamines cause a false sense of alertness and potential hallucinations, which can result in risky driving behavior and increased accidents. Employees who fail to get sufficient rest may use the drug to increase alertness. However, although low doses of amphetamines will cause a short-term improvement in mental and physical functioning, greater use impairs functioning. The hangover effect of amphetamines is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

Overdose effects

- Agitation
- Convulsions
- Increase in body temperature
- Hallucinations
- Death

Withdrawal syndrome

- Apathy
- Depression
- Long-term periods of sleep
- Disorientation
- Irritability

Workplace issues

- Because amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness due to unusual overtime demands or failure to get rest.
- Low-dose amphetamine use will cause a short-term improvement in mental and

physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

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Cocaine Fact Sheet

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Description

Generic/chemical names: Cocaine hydrochloride or cocaine base.

Common street names: Coke, crack, snow, blow, flake, "C", toot, rock, base, nose candy, snort, white horse.

Distinguishing characteristics: Cocaine is an alkaloid (organic base) derived from the coca plant. In its more common form, cocaine hydrochloride or "snorting coke" is a white to creamy granular or lumpy powder chopped fine before use. Cocaine base, rock, or crack is a crystalline rock about the size of a small pebble.

Paraphernalia: Cocaine hydrochloride single-edged razor blade, a small mirror or piece of smooth metal; a half straw or metal tube, and a small screw-cap vial or folded paper packet containing the cocaine (used for snorting), needles, tourniquets (used for injecting). Cocaine base a "crack pipe" (small glass smoking device for vaporizing the crack crystals); a lighter, alcohol lamp, or small butane torch for heating the substance.

Method of intake: Cocaine hydrochloride is snorted into the nose, rubbed on the gums, or injected into the veins. Cocaine base is heated in a glass pipe and the vapor is inhaled.

Duration of single dose effect: 1 to 2 hours.

Detection time: Up to 2 to 3 days after last use.

Dependency level: Research indicates possible physical dependence. Although there is insufficient evidence for humans, animal studies indicate "reverse tolerance," in which certain behavioral effects become stronger with repeated use of cocaine. Psychological dependence on cocaine is known to be high.

Signs and symptoms of use

Evidence of presence of cocaine: Small folded envelopes, plastic bags, or vials used to store cocaine; razor blades; cut-off drinking straws or rolled bills for snorting; small spoons; heating apparatus.

Physical symptoms: Dilated pupils, runny or irritated nose, profuse sweating, dry mouth, tremors, needle tracks, loss of appetite, hyper-excitability, restlessness, high blood pressure, heart palpitations, insomnia, talkativeness, formication (sensation of bugs crawling on skin).

Behavioral symptoms: Increased physical activity, depression, isolation and secretive behavior, unusual defensiveness, frequent absences wide mood swings, difficulty in concentration, paranoia, hallucinations, confusion, false sense of power and control.

Effects of cocaine use on the individual

Physical health effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days of using crack or within several months of snorting coke. Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than those of other chemical dependencies.
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths in the United States has tripled in the last four years.

Effects on mental performance

- Paranoia and hallucinations
- Hyper excitability and overreaction to stimulus
- Difficulty in concentration
- Wide mood swings
- Withdrawal leads to depression and disorientation

Effects on employee performance

Cocaine use results in an artificial sense of power and control, which leads to a sense of invincibility. Lapses in attention and the ignoring of warning signals brought on by cocaine use greatly increase the potential for accidents. Paranoia, hallucinations, and extreme mood swings make for erratic and unpredictable reactions while driving.

The high cost of cocaine frequently leads to workplace theft and/or dealing. Forgetfulness, absenteeism, tardiness, and missed assignments can translate into lost business.

Overdose effects

- Agitation
- Convulsions
- Increase in body temperature
- Death
- Hallucinations

Withdrawal syndrome

- Apathy
- Depression
- Long periods of sleep
- Disorientation
- Irritability

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Cannabinoids (Marijuana) Fact Sheet

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception-altering effects it produces.

Description

Generic/chemical name: Dronabinol, marinol, nabilone.

Common Street Names: Pot, dope, grass, hemp, weed, hooch, herb, hash, joint, Acapulco gold, reefer, sinsemilla, Thai sticks.

Distinguishing characteristics: Like tobacco, marijuana consists of dried, chopped leaves that are green to light tan in color. The seeds are oval with one slightly pointed end. Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense. Less prevalent, hashish is a compressed, sometimes tar like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil.

Paraphernalia: Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found. Smoking "bongs" (large-bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

Method of intake: Marijuana is usually inhaled in cigarette or pipe smoke. Occasionally, it is added to baking ingredients (e.g., brownies) and ingested. Tetrahydrocannabinol (THC), the active chemical detected in urinalysis, is released by exposure to heat.

Duration of single dose effect: The most obvious effects are felt for 4 to 6 hours. Preliminary studies suggest that performance impairment lasts longer. The active chemical, THC, is stored in body fat and slowly metabolized over time.

Detection time: Traces of marijuana will remain in the urine of an occasional user for up to 1 week, and, in the case of a chronic user, for 3 to 4 weeks.

Dependency level: Evidence indicates moderate psychological dependence.

Signs and symptoms of use

Evidence of presence of marijuana: Plastic bags (commonly used to sell marijuana); smoking papers; roach clip holders; small pipes of bone, brass, or glass; smoking bongs; distinctive odor.

Physical symptoms: Reddened eyes (often masked by eye drops); stained fingertips from holding "joints," particularly for nonsmokers; chronic fatigue; irritating cough; chronic sore throat; accelerated heartbeat; slowed speech; impaired motor coordination; altered perception; increased appetite.

Behavioral symptoms: Impaired memory, time-space distortions, feeling of euphoria, panic reactions, paranoia, "I don't care" attitude, false sense of power.

Effects of marijuana use on the individual

General health effects

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart

conditions are at risk.

- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Marijuana smoking lowers the body's immune system response, making users more susceptible to infection. The U.S. Government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive human immunodeficiency virus (HIV) carriers.

Pregnancy problems and birth defects

- The active chemical, THC, and 60 other related chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in the male sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics, including breast development, occurs in heavy users.
- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.
- Pregnant women who are chronic marijuana smokers have a higher-than-normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.
- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver, and water on the brain and spine.
- Offspring of test animals that were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.
- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.
- Fetal exposure may decrease visual functioning and cause other ophthalmic problems.

Mental function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function known as "acute brain syndrome," which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

Effects on employee performance

- The mental impairments resulting from the use of marijuana produce reactions that can lead to unsafe and erratic driving behavior. Distortions in visual perceptions, impaired signal detection, and altered reality can make driving a vehicle very dangerous.

Overdose effects

- Aggressive urges
- Immobility
- Anxiety
- Mental dependency
- Confusion
- Panic
- Fearfulness
- Paranoic reaction
- Hallucinations
- Unpleasant distortions in body image
- Heavy sedation

Withdrawal syndrome

- Sleep disturbance
- Irritability
- Hyperactivity
- Gastrointestinal distress
- Decreased appetite
- Salivation, sweating, and tremors

Workplace issues

- The active chemical, THC, is stored in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.
- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of *both* the depressant and marijuana.

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Opiates (Narcotics) Fact Sheet

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

Description

Generic/chemical names: Natural and natural derivatives include opium, morphine, codeine, and heroin (semi-synthetic). Synthetics include meperidine (Demerol), oxymorphone (Numorphan), and oxycodone (Percodan).

Common street names: Big M, micro, dots, horse, "H", junk, smack, scag, Miss Emma, dope, China white.

Distinguishing characteristics: Because of the variety of compounds and forms, opiates are more difficult to clearly describe in terms of form, color, odor, and other physical characteristics. Opium and its derivatives can range from dark brown chunks to white crystals or powders. Depending on the method of intake, they may be in powder, pill, or liquid form.

Paraphernalia: Needles, syringe caps, eyedroppers, bent spoons, bottle caps, and rubber tubing (used in the preparation for and injection of the drug).

Method of intake: Opiates may be taken in pill form, smoked, or injected, depending upon the type of narcotic used.

Duration of single dose effect: 3 to 6 hours.

Detection time: Usually up to 2 days.

Dependency level: Both physical and psychological dependence on opiates are known to be high. Dependence on codeine is moderate.

Signs and symptoms of use

Evidence of presence of drug: In addition to paraphernalia enumerated above, the following items may be present: foil, glassine envelopes, or paper "bindles" (packets for holding drugs); balloons or prophylactics used to hold heroin; bloody tissues used to wipe the injection site; a pile of burned matches used to heat the drug prior to injection.

Physical symptoms: Constricted pupils, sweating, nausea and vomiting, diarrhea, needle marks or "tracks," wearing long sleeves to cover "tracks", loss of appetite, slurred speech, slowed reflexes, depressed breathing and heartbeat, and drowsiness and fatigue.

Behavioral symptoms: Mood swings, impaired coordination, depression and apathy, stupor; euphoria.

Effects of narcotics use on the individual

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.
- Narcotics' effects are multiplied when used in combination with other depressant drugs

and alcohol, causing increased risk for an overdose.

Effects on mental performance

- Depression and apathy
- Wide mood swings
- Slowed movement and reflexes
- In addition, the high physical and psychological dependence level of opiates compounds the impaired functioning.

Effects on employee performance

The apathy caused by opiates can translate into an "I don't really care" attitude toward performance. The physical effects as well as the depression, fatigue, and slowed reflexes impede the reaction time of the employee, raising the potential for accidents. Although opiates have a legitimate medical use in alleviating pain, workplace use may cause impairment of physical and mental functions.

Social issues

- There are more than 500,000 heroin addicts in the United States, most of whom are IV needle users.
- An even greater number of medicinal narcotic-dependent persons obtain their narcotics through prescriptions.
- Because of tolerance, there is an ever-increasing need for more narcotic to produce the same effect.
- Strong mental and physical dependency occurs.
- The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

Workplace issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident.
- Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Phencyclidine (PCP) Fact Sheet

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma like condition with muscle rigidity and a blank stare with the eyelids half- closed. Sudden noises or physical shocks may cause a "freak-out," in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

Description

Generic/chemical names: Phencyclidine.

Common street names: Angel dust, dust, peace pills, hog, killer weed, mint, monkey dust, supergrass, Tran Q, weed.

Distinguishing characteristics: PCP is commonly sold as a creamy, granular powder. It is either brown or white and often packaged in one-inch-square aluminum foil or folded paper packets. Occasionally, it is sold in capsule, tablet, or liquid form. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.

Paraphernalia: Foil or paper packets; stamps (off which PCP is licked); needles, syringes, and tourniquets (for injection); leafy herbs (for smoking).

Method of intake: In pill, capsule, or tablet form, PCP may be ingested. It is commonly injected as "angel dust." It may be smoked or snorted when applied to leafy materials or combined with marijuana or tobacco.

Duration of single dose effect: Days.

Detection time: Up to 8 days.

Dependency level: Psychological dependence on PCP is known to be high. Physical dependence is unknown.

Signs and symptoms of use

Evidence of presence of PCP: Packets, stamps, injection paraphernalia, herbs.

Physical symptoms: Dilated or floating pupils, blurred vision, nystagmus (jerky eye movement), drooling, muscle rigidity, profuse sweating, decreased sensitivity to pain, dizziness, drowsiness, impaired physical coordination (e.g., drunken-like walk, staggering), severe disorientation, rapid heartbeat.

Behavioral symptoms: Anxiety, panic/fear/terror, aggressive/violent behavior, distorted perception, severe confusion and agitation, disorganization, mood swings, poor perception of time and distance, poor judgment, auditory hallucinations.

Health effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.

- PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.
- Misdiagnosing the hallucinations as LSD-induced, and then treating with Thorazine, can cause a fatal reaction.
- Use can cause irreversible memory loss, personality changes, and thought disorders.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

Effects on mental performance

- Irreversible memory loss
- Personality changes
- Thought disorders
- Hallucinations

Effects on employee performance

The distortions in perception and potential visual and auditory delusions make employee performance unpredictable and dangerous. PCP use can cause drowsiness, convulsions, paranoia, agitation, or coma, all obviously dangerous to driving.

Overdose effects

- Longer, more intense "trip" episodes
- Psychosis
- Coma
- Possible death.

Withdrawal syndrome

- None reported

Workplace issues

- PCP abuse is less common today than in the recent past. It is not generally used in a workplace setting because of the severe disorientation that occurs.

CERTIFICATE OF RECEIPT

I hereby certify that on the date shown below, I received and read a copy of the City of Lake Stevens Drug and Alcohol Testing for Commercial Driver's License Holders for Use With FMCSA/DOT-Regulated Employees, consisting of fifteen (15) pages including these Certificates of Receipt, and a copy of drug and alcohol awareness training materials. I understand and agree to comply with this policy, including any required alcohol or controlled substance testing.

Employee Printed Name

Employee Signature

Date

(Original to be kept in employee personnel file.)

CERTIFICATE OF RECEIPT

I hereby certify that on the date shown below, I received and read a copy of the City of Lake Stevens Drug and Alcohol Testing for Commercial Driver's License Holders for Use With FMCSA/DOT-Regulated Employees, consisting of fifteen (15) pages including these Certificates of Receipt, and a copy of drug and alcohol awareness training materials. I understand and agree to comply with this policy, including any required alcohol or controlled substance testing.

Employee Printed Name

Employee Signature

Date

(Employee to receive duplicate copy.)

EMPLOYEE ACKNOWLEDGEMENT

(Non-represented employee)

I understand that it is my responsibility to read the Employee Handbook and any subsequent revisions for the proper procedures and rules of the City of Lake Stevens. I understand that I am expected to follow the policies and procedures and that failure to do so could result in disciplinary action or termination. I also understand that I may discuss the contents of the Employee Handbook with the Mayor or City Administrator at any reasonable time. I further understand the Employee Handbook does not constitute an employment contract or employee agreement of any kind, nor is it to be interpreted as a covenant of employment and that I may be terminated at will. I realize the Employee Handbook contains guidelines only and that they may be changed by the City of Lake Stevens from time to time when the City deems that circumstances so require.

Employee Printed Name

Employee Signature

Date

EMPLOYEE ACKNOWLEDGEMENT

(Union-represented employee)

I understand that it is my responsibility to read the Employee Handbook and any subsequent revisions for the proper procedures and rules of the City of Lake Stevens. I understand that I am expected to follow the policies and procedures and that failure to do so could result in disciplinary action or termination. I also understand that I may discuss the contents of the Employee Handbook with the Mayor or City Administrator at any reasonable time. I further understand the Employee Handbook does not constitute an employment contract or employee agreement of any kind, nor is it to be interpreted as a covenant of employment. I realize the Employee Handbook contains guidelines only and that they may be changed by the City of Lake Stevens from time to time when the City deems that circumstances so require.

Employee Printed Name

Employee Signature

Date

EXHIBIT B

Lake Stevens Municipal Code Chapter 2.76: Employee Benefits

TITLE 2 -- ADMINISTRATION AND PERSONNEL

Chapter 2.76

EMPLOYEE BENEFITS

Sections:

- 2.76.010 Social Security**
- 2.76.020 Retirement System**
- 2.76.030 Additional Employee Benefits and Policies**

2.76.010 Social Security. The City acknowledges that it participates in the Social Security System. The benefits of the Social Security System shall be extended to all eligible employees and officers.

2.76.020 Retirement System. The City acknowledges that it participates in the State-wide City employees' retirement system for pension, relief, disability and retirement for the employees of the City as provided for in RCW 41.44.

2.76.030 Additional Employee Benefits and Policies. The City acknowledges that it has adopted, and will from time to time adopt, personnel policies and procedures which establish vacation, holiday, sick leave and other benefits for City employees. Personnel policies and procedures may also regulate employee activities. Personnel policies shall be proposed by the Mayor or City Administrator and approved by the City Council. Personnel procedures designed to implement personnel policies shall be approved by the Mayor, or City Administrator pursuant to the executive authority provided by the Mayor. Personnel policies and procedures shall apply to all City Employees unless preempted by a collective bargaining agreement with the City.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2019

Subject: 2019 Budget Amendment #3

Contact Person/Department: Barb Stevens/ Finance

Budget Impact: Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

APPROVE: Ordinance No. 1076 Amending 2019 Budget

SUMMARY/BACKGROUND:

Throughout the year the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision.

Amendments are being proposed in revenue and expenditure line items throughout various funds. Proposed amendments are based changes in estimates, or other obligations related to bonds and previously approved projects. Amendments are detailed below by Project.

Police Department:

- Revenues increase to account for bond proceeds, bond premium, and bond issuance fees for the 2019A bonds.
- Expenditures increase to account for property purchase and design consultant. Remaining expenditures are accounted for in 2020.

Decant Facility:

- Revenue increases account for transfer of funds from 410 SWM Fund to 411 Debt Service and 412 Capital Project funds and movement of transactions previously accounted for in 410 SWM Fund for this project.
- Expenditure increases correlate to the revenue increases

South Lake Stevens Path:

- Revenue increases are for the transfer of grant funds received into the 103 Street Reserve fund to the 301 Traffic Mitigation fund (Cap. Proj. – Dev. Contrib. – Traffic) where the project is being accounted for.
- Expenditure increases correlate to the revenue increases

Laserfiche:

- Revenues increase in the General Fund to account for the return of funds from the 510 – IT Replacement fund to the City Clerk department of the General Fund to retain consultants to assist in the implementation and training of Laserfiche. Funds for consulting work were mistakenly contributed to IT fund. Funds within the IT fund are for annual maintenance fees not consultation and training.
- Expenditures increase in the General fund to account for consultation and training needed to continue implementation of Laserfiche by the City Clerk department.

A summary of changes is provided in the tables below:

Summary of 2019 Budget Amendments – CITYWIDE

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2019 Original Budget - 1038	\$21,333,131	\$29,449,510	\$28,171,241	\$22,611,400
Budget Amendment #1 - 1052	\$6,933,590	\$6,901,123	\$14,772,465	(\$937,752)
Budget Amendment #2 - 1062	\$0	\$9,258,826	\$9,789,468	(\$530,642)
Budget Amendment #2 - 1076	\$0	\$9,465,427	\$5,061,396	\$4,404,031
Totals	\$28,266,721	\$55,074,886	\$57,794,570	\$25,547,037

Ordinance 1076 - Summary of Changes by Fund

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$49,000	\$49,000	\$0
103	Street Reserve	\$0	(\$200,000)	(\$200,000)	(\$0)
301	Traffic Mitigation	\$0	\$200,000	(\$200,000)	\$400,000
306	Facility Capital Project	\$0	\$9,106,562	\$5,102,531	\$4,004,031
410	Storm and Surface Water	\$0	(\$600,000)	(\$600,000)	\$0
411	Storm Water Capital	\$0	\$848,500	\$848,500	\$0
412	Storm Water Dept Service	\$0	\$61,365	\$61,365	\$0
	Total	\$0	\$9,465,427	\$5,061,396	\$4,404,031

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

BUDGET IMPACT:

The budget ordinance will amend the beginning and ending balances, revenues and expenditures in the funds set forth in the ordinance as well as amend the staffing positions as set forth in the organizational chart.

ATTACHMENTS:

- ▶ Attachment A: Ordinance No. 1076
- ▶ Attachment B: Budget Amendment Detail

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1076**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2019 BUDGET AS SET FORTH IN ORDINANCE NO. 1038 AND AS AMENDED IN ORDINANCE NO. 1052 AND 1062 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2019.

WHEREAS, the City of Lake Stevens adopted the 2019 budget pursuant to Ordinance No. 1038, and amended the budget in Ordinances 1052 and 1062; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2019 budget; and

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

SECTION 1. The 2019 budget, as adopted in Ordinance No. 1038, and as amended in Ordinances 1052 and 1062, is hereby amended as follows:

SECTION 2. Except as set forth above, all other provisions of Ordinance 1038 and as amended in Ordinances 1052 and 1062 shall remain in full force, unchanged.

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Revenues	\$18,006,583	\$18,055,583	\$49,000	Rev.
001 - General	Expenditures	\$19,538,660	\$19,587,660	\$49,000	Exp.
103 - Street Reserve	Revenues	\$200,024	\$24	(\$200,000)	EndBal.
103 - Street Reserve	Expenditures	\$200,000	\$0	(\$200,000)	BegBal.
301 - Cap. Proj. - Dev Contrib.	Revenues	\$3,017,629	\$3,217,629	\$200,000	Rev.
301 - Cap. Proj. - Dev Contrib.	Expenditures	\$4,774,609	\$4,574,609	(\$200,000)	Exp.
306 - Facility Capital Project	Revenues	\$0	\$9,106,652	\$9,106,652	Rev.
306 - Facility Capital Project	Expenditures	\$0	\$5,102,531	\$5,102,531	Exp.
306 - Facility Capital Project	Ending Fund Balance	\$0	\$4,004,031	\$4,004,031	EndBal.
410 - Storm & Surface Water	Revenues	\$4,191,620	\$3,591,620	(\$600,000)	Rev.
410 - Storm & Surface Water	Expenditures	\$4,093,459	\$3,493,459	(\$600,000)	Exp.
411 - Storm Water Capital	Revenues	\$0	\$848,500	\$848,500	Rev.
411 - Storm Water Capital	Expenditures	\$0	\$848,500	\$848,500	Exp.
412 - Storm Water Debt Service	Revenues	\$0	\$61,365	\$61,365	Rev.
412 - Storm Water Debt Service	Expenditures	\$0	\$61,365	\$61,365	Exp.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 26th day of November, 2019.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Presented: November 19, 2019
Final Reading: November 26, 2019

Published:
Effective:

Project	Fund	Revenue/Expenditure Account	Type	Total Amount	Notes
Police Dept	306	2019A LTGO Bond Proceeds	Rev	\$ 8,245,000	
Police Dept	306	2019A LTGO Bond Premium	Rev	\$ 861,562	
Police Dept	306	2019A LTGO Bond Issuance Fees	Exp	\$ 102,531	
Police Dept	306	Police Dept Project Account	Exp	\$ 5,000,000	Purchase of Property and Design
Decant Facility	410	Transfer to Capital	Exp	\$ 248,500	Transfer for Decant Project Funding
Decant Facility	411	Transfer from SWM	Rev	\$ 248,500	Transfer for Decant Project Funding
Decant Facility	410	Transfer to Debt Service Fund	Exp	\$ 61,365	Transfer for Debt Service Payment
Decant Facility	412	Transfer from SWM	Rev	\$ 61,365	Transfer for Debt Service Payment
Decant Facility	410	Decant Facility Project	Exp	\$ (839,200)	Moving Transaction to Capital Fund (411)
Decant Facility	411	Decant Facility Project	Exp	\$ 839,200	Moving Transaction from Operating Fund (411)
Decant Facility	410	2019 LTGO Bond Proceeds	Rev	\$ (600,000)	Moving Transaction to Capital Fund (411)
Decant Facility	411	2019 LTGO Bond Proceeds	Rev	\$ 600,000	Moving Transaction from Operating Fund (411)
Decant Facility	410	2019 LTGO Bond Issuance Costs	Exp	\$ (9,300)	Moving Transaction to Capital Fund (411)
Decant Facility	411	2019 LTGO Bond Issuance Costs	Exp	\$ 9,300	Moving Transaction from Operating Fund (411)
Decant Facility	410	2019 LTGO Bond - Principal Payment	Exp	\$ (53,000)	Moving Transaction to Debt Service Fund (412)
Decant Facility	412	2019 LTGO Bond - Principal Payment	Exp	\$ 53,000	Moving Transaction from Operating Fund (411)
Decant Facility	410	2019 LTGO Bond - Interest Payment	Exp	\$ (8,365)	Moving Transaction to Debt Service Fund (412)
Decant Facility	412	2019 LTGO Bond - Interest Payment	Exp	\$ 8,365	Moving Transaction from Operating Fund (411)
S. Lake Stevens	103	TIB - Complete Streets Grant	Rev	\$ (200,000)	Combining Grant Funding in Traffic Mit Fund
S. Lake Stevens	103	TIB - S. Lake Stevens Path	Exp	\$ (200,000)	Combining Project Expenditures in Traffic Mit Fund
S. Lake Stevens	301	TIB - S. Lake Stevens Path	Rev	\$ 200,000	Combining Grant Funding in Traffic Mit Fund
S. Lake Stevens	301	TIZ3 - S. Lake Stevens Rd	Exp	\$ 200,000	Combining Project Expenditures in Traffic Mit Fund
Laserfiche	001	Transfer In	Rev	\$ 49,000	Transfer funds from IT Replacement for Consulting
Laserfiche	001	City Clerk Professional Services	Exp	\$ 49,000	Consulting Services for Laserfiche



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2019

Subject: Stormwater Utility Rate – Fees Schedule Update

Contact Person/Department: Barb Stevens/ Finance Director **Budget Impact:** NA

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Resolution 2019-16 updating the City's fees schedule to increase the annual surface water rates through 2024 as provided by the FCS Group Stormwater Rate Study in 2018.

SUMMARY/BACKGROUND: The City's storm water utility rates had not been increased since 2008 when they were increased from \$65/year to \$104/year. In 2018, the City contracted with FCS Group to perform a surface water utility rate study to identify and project the desired level of service (LOS), rate structure and revenue requirements of the utility through 2024.

During its June 19, 2018 workshop, the City Council was briefed on the history and elements of the surface water utility fees, revenue requirements and optional levels of service. Staff was directed to pursue LOS 3 to fund operations, NPDES permit compliance and high priority capital projects.

In August 2018, City Council adopted Ordinance 1032 amending Lake Stevens Municipal Code Title 11.04 to provide for a change in utility rate collection methodology and Resolution 2018-22 updating the City's fees schedule to incorporate the findings of the FCS Group Stormwater Rate Study including the Equivalent Service Unit (ESU) fee methodology and increasing the surface water rate to provide for Level of Service 3. The revenue requirements for LOS 3 had an initial annual rate of \$220 per ESU and calls for annual increases through 2024 beginning with a 7% increase in 2020 and continuing with a 3% increase each subsequent year.

This resolution will increase the annual Single Family and ESU rate per the recommendation of the 2018 rate study as follows:

LOS 3: High Priority Capital	2019	2020	2021	2022	2023	2024
Percent Increase		7%	3%	3%	3%	3%
Dollar Increase		\$15	\$7	\$7	\$7	\$8
Single Family & ESU Rate	\$220	\$235	\$242	\$250	\$257	\$265

APPLICABLE CITY POLICIES: LSMC 11.04

BUDGET IMPACT: Increased resources for Storm & Surface Water maintenance and projects.

ATTACHMENTS:

- Exhibit A: Resolution 2019-16

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2019-16

A RESOLUTION REPEALING RESOLUTION NO. 2019-02 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO RE-ENACT RESOLUTION 2019-03 AS FOLLOWS: Resolution No. 2019-02 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

Section 1. Fees and Deposits-General.

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the

necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.

- E. **Concurrent Applications.** Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
Eligible Facility Modification	150 for first two hours + 75 per hour for each hour of additional staff time
Lot Status Determination	150 for first two hours + 75 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required (may also require SEPA and critical area review fees)	150
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040)	
Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	150 for first two hours + 75 per hour for each hour of additional staff time
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
Temporary Encampment (LSMC 14.44.038)	1,250
ADMINISTRATIVE REVIEW (If hearing is requested additional cost for hearing examiner at actual cost)	
Administrative Conditional Use Permit	1,000
Administrative Deviation	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Review of Model Home	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
Administrative Review of Small Wireless Facilities	150 deposit for first two hours + 75 per hour for each hour of additional staff time

Action/Permit/Determination	Fee (\$)
ANNEXATIONS	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
ATTORNEY FEES	Applicant pays actual cost charged City plus 35 Administrative fee
APPEALS PER TITLE 14	
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
BINDING SITE PLANS	6,000
Revision	1,000
CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
CONCESSIONS	
Background Check	15
Concession Agreement Review/Administration	150
Damage and Litter Deposit (refundable at end of contract)	100
Lease Rate	5% of revenue
CONDITIONAL USE PERMITS	3,500+ Hearing Examiner cost
CONSTRUCTION PLAN APPROVAL	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department

Action/Permit/Determination	Fee (\$)
	Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
CONSULTANT FEES (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
CRITICAL AREA REVIEW	Applicant pays actual cost charged City plus 35 Administrative fee
DESIGN REVIEW	
Design Review – Administrative Decision	450
DEVELOPMENT AGREEMENT	1,400
EDDS DEVIATION REQUEST	150 for first two hours + 75 per hour for each additional hour of staff time
ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
EVENT PERMITS	
Event Level1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
IMPACT FEES	
Park Mitigation	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	4,154.92/dwelling unit
Multifamily residences with three or more units	3,004.75/dwelling unit
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	1,912.53/dwelling unit
School Mitigation	
Detached Single Family Residence	7,235/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	3,512/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
Traffic Mitigation	
Traffic Impact Zone 1	2,771/PM peak hour trip
Traffic Impact Zones 2 & 3	3,500/PM peak hour trip

Action/Permit/Determination	Fee (\$)
Impact Fee Adjustment/Deferral Application	150
LAND DISTURBANCE	
Minor Land Disturbance Permits	375
Major Land Disturbance Permits	1,000
Major Land Disturbance Permit with Class IV Forest Practice	1,250
LAND USE CODE AMENDMENTS	3,000
MISCELLANEOUS ACTIONS/ITEMS	
Manufacturing Tax Exemption Application	500
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	35/tree
Lake Safety Marker – one-time fee for contribution to the Lake Safety Program for buoy purchase.	350
MISCELLANEOUS TASKS	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
PARK PERMITS	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
PLANNED NEIGHBORHOOD DEVELOPMENTS	3,500+Hearing Examiner cost
PRE-APPLICATION CONFERENCE FEE (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
RECONSIDERATION OF DECISION by:	
Planning Director	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
RECORDING FEES	At cost (paid directly to Snohomish County)
REZONES - ZONING MAP AMENDMENTS	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
Action/Permit/Determination	Fee (\$)
RIGHT-OF-WAY	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot

Action/Permit/Determination	Fee (\$)
SEPA REVIEW (does not include critical areas review, which is a separate fee)	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
SHORELINE PERMITS (may also require SEPA and critical area review fees)	
Mooring Buoy Application	150
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
<u>Shoreline Exemption with Floodplain Development Permit</u>	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
SIGN PERMITS	
Sign Permit	150+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	450
SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)	
Preliminary Short Plat	4,320
Final Short Plat	765
Final Plat / Short Plat Pre-check and Survey Review	75/hour, 2 hour minimum plus \$1,000 survey deposit
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
VARIANCE (Hearing Examiner review)	1,100+Hearing Examiner cost
ZONING CERTIFICATION LETTER	150

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 2015 edition of the International Building Code (IBC)
 2. 2015 edition of the International Residential Code (IRC)
 3. 2015 edition of the International Mechanical Code including the 2015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2015 National Fire Protection Association 54 (National Fuel Gas Code)
 4. 2015 edition of the Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. 2015 edition of the International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

C. Plan Review Fees:

Residential:

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

Commercial:

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U

Construction Valuation From: To:	Fee
Group R-3 or IRC Dwellings (regardless of valuation)	\$30
\$0 \$1,000	\$30
\$1,001 \$5,000	\$115
\$5,001 \$10,000	\$175
\$10,001 \$20,000	\$200
\$20,001 \$45,000	\$260
\$45,001 \$100,000	\$315
\$100,001 \$250,000	\$430
\$250,001 \$500,000	\$545
\$500,001 \$1,000,000	\$690
\$1,000,001 \$1,500,000	\$775
\$1,500,001 \$2,000,000	\$835
>\$2 million	\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.

Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.

Reinspection fees assessed at \$75 per hour (1 hour minimum).

Penalty for commencing work prior to permit issuance: Double permit fee.

Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).

Additional plan review required by changes, additions or revisions to plans: \$75/hour.

For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

Table B2: Schedule of Miscellaneous Building Permit Fees

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
BASIC HOUSE PLAN REVIEW			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each residential permit)	\$6.50		\$6.50
Each additional residential unit	\$2.00		\$2.00
Each Commercial permit (per RCW 19.27.085)	\$25.00		\$25.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data February 2019, International Code Council

Table B3: Mechanical and Plumbing Fees

Mechanical Fees		Plumbing Fees	
Mechanical Permit	35.00	Plumbing Permit	35.00
AC unit < 100,000k	20.00	Back Flow Preventer	10.00
AC unit 100,000k – 499,999 k	30.00	Bathtub	10.00
AC unit 500,000k and up	40.00	Commercial Dishwasher	15.00
Air Handlers <10,000 CFM	13.00	Drinking Fountain	10.00
Air Handlers 10,000 CFM and up	23.00	Floor Sink or Drain	10.00
Boilers	15.00	Grease Interceptor	50.00
Commercial Incinerator	30.00	Grease Traps	10.00

Mechanical Fees		Plumbing Fees	
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00
Wall/Unit Heaters	20.00	Water Heater	15.00
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License: – Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime – Each dog or cat neutered or non-neutered, lifetime – Senior Citizen (defined as being 62 years of age or older) owners, lifetime – Service and guide dogs, lifetime – Duplicate license for lost or destroyed dog/cat tag – Duplicate license - Senior Citizen owners and Service/Guide Dogs – Other Code Violations: ■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. ■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	Free 20 Free Free 4 Free
Impound Fees for Cost Recovery: – Dogs and cats (at police kennel) – Animals – Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements. – Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	25 30 Varies
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.



Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Lamination Services – Concealed Pistol Licenses	3.50
Boat Launch Parking Fees and Fine:	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works : Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee)	Refer to current billable rate schedule
Business Licenses: - Non-refundable Adult Entertainment (Cabaret) application Fee 100 - Adult Entertainment (Cabaret) Establishment (annual) 500 - Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual) 50/person - Business License Registration – Application 40 - Business License Registration – Annual Renewal 25 - Temporary business license 40 - Renewal 5 - Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.) 75 for the 1st three employees, and \$10 for each additional employee - Live music and/or dance entertainment (annual) 50 - Games (annual) 50 - Pawnbroker and Second Dealers (annual) 500	
- Washington State Department of Licensing's Master License Service - Business license handling fee (fees shall be automatically amended by the State)	Currently New Application \$19 Renewal \$11
Duplication of Public Records: (postage/delivery costs extra) - In-house Copying of City documents for the public. - In-house Copying of City documents to pdf when original document is not in electronic format. - Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery. - Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations. - Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge - In-House duplication of City documents to CD, such as • Comprehensive Plan, Lake Stevens Municipal Code Title 14, • Urban Design Standards, Engineering Design and Development Standards, etc.	For all records duplication and/or transmission, first \$5 cumulative waived 15¢/page/side 10¢/page/side \$1 extra for copy to CD 5¢ per each four electronic files or attachments plus 10¢ per gigabyte Actual Cost Actual Cost

Permit/Action	Fee or Fine (\$)
- Documents or CDs printed by outside vendor - Maps - Duplication of maps less than 11"x17" - Maps - Duplication of maps greater than 11"x17" and - Special requests for plotted maps, aerials, plans, etc. (each) - Audio recordings of meetings: • Duplicated by Staff • Duplicated by outside vendor - Color photos (cost to reproduce) - Certified copy of a public record	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly) \$0.15/page \$1 per square foot for in-house printing or actual cost if sent out to reproduce \$1/tape/disc Actual cost to reproduce 40¢ \$5 for 1st Page and \$1 each after the 1st Page
Dishonored Check Fine (in payment of City services)	\$35
Passports (fees shall be automatically amended by U.S. Dept. of State)	Consistent with effective federal changes
Age 16 and Over	Passport Fee \$110 Execution Fee \$35
Under Age 16	Passport Fee \$80 Execution Fee \$35
Passport Photos	\$16.00/set including sales tax
Technology Fee	A technology fee of three (3) percent will be assessed on each building and land use permit issued.

Section 8. Community Center and Facility Rental Fees. Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
Facilities	
Athletic Fields	
Youth Sports	\$20 per every 2hrs
Adult Sports	\$30 per every two hours
Eagle Ridge Community Garden bed rental	\$40 annually

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. **Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee.
7. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Section 9. Lundeen Park Shelter Fees. Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

Maximum of 50 people per shelter. Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens			
Lundeen Park Shelter Pricing	1-50	1	\$ 60 Non-refundable reservation fee + \$ 7 \$ 67
	1-100	2	\$ 120 Non-refundable reservation fee + \$ 7 \$ 127

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table IA: Stormwater Management Utility

Type	Impervious Area per Equivalent Service Unit	Annual Rate per
Residential and Multifamily Residential with Five or Fewer Units ¹	NA	\$220 <u>Year 2019</u> \$235 <u>Year 2020</u> \$242 <u>Year 2021</u> \$250 <u>Year 2022</u> \$257 <u>Year 2023</u> \$265 <u>Year 2024</u>
All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$220 <u>Year 2019</u> \$235 <u>Year 2020</u> \$242 <u>Year 2021</u> \$250 <u>Year 2022</u> \$257 <u>Year 2023</u> \$265 <u>Year 2024</u>
Undeveloped ²	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.
3. Annual increases are based on the completion of the 2018 Stormwater Management rate study and approval of the "Level of Service 3 - High Priority Capital" recommendation.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00per parcel

1. The lakefront lot assessment applies to each land parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

Section 11. Fire Safety Inspections, Permits and Fire District Related Service Fees

Fees for fire safety inspections, permits and Fire District related services shall be as listed in Tables A through L below. Fees listed in Tables C through K are comprehensive for plan review, permit issuance, and two (2) site inspections per inspection item.

Table A - Fire Safety Inspection Fees	
Inspected Square-footage (SF)	Fee
1-1,000	\$25
1,001-2,500	\$50
2,501-10,000	\$75
10,001-50,000	\$150
50,001-150,000	\$300
150,001-400,000	\$425
Over 400,000	\$550
R-2 Apartment Buildings	Fee
1 and 2 story	\$25
3 story and greater	\$50
Interior halls	SF Fee
Other Fees	Fee
Re-inspection Fee (for uncorrected violations are time of re-inspection)	\$50

Table B - Operational Fire Permits			
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes that may produce conditions hazardous to life or property.			
An Operational Fire Permit is required prior to engagement in the activities, operations, practices, or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed at least annually.			
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event.			
IFC Reference	Permit	Required for:	Fee
105.6.1	Aerosol Products	Level 2 or Level 3 aerosol products in excess of 500 pounds.	\$75
105.6.2	Amusement Buildings	Operation of a special amusement building.	\$75
105.6.3	Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	\$75
105.6.4	Carbon Dioxide Systems	Carbon dioxide systems having more than 100 pounds of carbon dioxide.	\$75

105.6.5	Carnivals and Fairs	Conducting a carnival or fair.	\$75
105.6.6	Cellulose Nitrate Film	Storage, handling or using cellulose nitrate film in a Group A occupancy.	\$75
105.6.7	Combustible Dust-Producing Operations	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$75
105.6.8	Combustible Fibers	Storage and handling of combustible fibers in quantities greater than 100 cubic feet.	\$75
105.6.9	Compressed Gases	Storage, use or handling of compressed gases in excess of the amounts listed in Table 105.6.9.	\$75
105.6.10	Covered and Open Mall Buildings	(1) The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. (2) The display of liquid- or gas-fired equipment in the mall. (3) The use of open-flame or flame-producing equipment in the mall.	\$75
105.6.11	Cryogenic Fluids	Production, storage, transportation on site, use, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11.	\$75
105.6.12	Cutting and Welding	Cutting or welding operations.	\$75
105.6.13	Dry Cleaning	Dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	\$75
105.6.14	Exhibits and Trade Shows	Operation of exhibits and trade shows	\$75
105.6.15	Explosives	See Table D	Table D
105.6.16	Fire Hydrants and Valves	Contact water purveyor having jurisdiction.	No Fee

105.6.17	Flammable and Combustible Liquids	See IFC 105.6.17 for permit requirements.	\$75
105.6.18	Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.	\$75
105.6.19	Fruit and Crop Ripening	Operation of a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$75
105.6.20	Fumigation and Insecticidal Fogging	Operation of a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$75
105.6.21	Hazardous Materials	Storage, transportation on site, dispensing, use or handling of hazardous materials in excess of the amounts listed in Table 105.6.21.	\$75
105.6.22	HPM Facilities	Storage, handling or use hazardous production materials.	\$75
105.6.23	High-Piled Storage	Use of a building or portion thereof as a high-piled storage area exceeding 500 square feet.	\$75
105.6.24	Hot Work Operations	Hot work including, but not limited to: (1) Public exhibitions and demonstrations where hot work is conducted. (2) Use of portable hot work equipment inside a structure. (3) Fixed-site hot work equipment, such as welding booths. (4) Hot work conducted within a wildfire risk area. (5) Application of roof coverings with the use of an open-flame device. (6) Where approved, the fire code official shall issue a permit to carry out a hot work program.	\$75
105.6.25	Industrial Ovens	Operation of industrial ovens regulated by Chapter 30.	\$75

105.6.26	Lumber Yards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet.	\$75
105.6.27	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$75
105.6.28	LP Gas	(1) Storage and use of LP-gas. (2) Operation of cargo tankers that transport LP-gas.	\$75
105.6.29	Magnesium	Melting, casting, heat treatment or grind more than 10 pounds of magnesium.	\$75
105.6.30	Miscellaneous Combustible Storage	Storage in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material.	\$75
105.6.31	Motor Fuel-Dispensing Facilities	Operation of automotive, marine and fleet motor fuel-dispensing facilities.	\$75
105.6.32	Open Burning	Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.	\$75
105.6.33	Open Flames and Torches	Removing paint with a torch; or to use a torch or open-flame device in a wildfire risk area.	\$75
105.6.34	Open Flames and Candles	Use of open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.	\$75
105.6.35	Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	\$75
105.6.36	Places of Assembly	Operation a place of assembly.	\$75

105.6.37	Private Fire Hydrants	The removal from service, use or operation of private fire hydrants.	\$75
105.6.38	Pyrotechnic Special Effects Material	Use and handling of pyrotechnic special effects material.	\$75
105.6.39	Pyroxylin Plastics	Storage or handling of more than 25 pounds of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$75
105.6.40	Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by Chapter 6.	\$75
105.6.41	Repair Garages and Motor Fuel-Dispensing Facilities	Operation of repair garages.	\$75
105.6.42	Rooftop Heliports	Operation of a rooftop heliport.	\$75
105.6.43	Spraying or Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$75
105.6.44	Storage of Scrap Tires and Tire Byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$75
105.6.45	Temporary Membrane Structures and Tents	Operation of an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet.	Table C
105.6.46	Tire-Rebuilding Plants	Operation and maintenance of a tire-rebuilding plant.	\$75
105.6.47	Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities.	\$75
105.6.48	Wood Products	Storage of chips, hogged material, lumber or plywood in excess of 200 cubic feet.	\$75

105.6.49	Marijuana Extraction Systems	Use of a marijuana / cannabis extraction system regulated under WAC 314-55-104.	\$75
WAC 173-425-060	Residential Open Burning (Only for unincorporated Snohomish County within Lake Stevens Fire District boundary)	Outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee.	\$25

Table C - Special Assembly Permits	
IFC 105.7.18 Required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet. Fees listed below include issuance of operational permit 105.6.45.	
Temporary Membrane Structures, Canopies and Tents	
Duration of Use	Fee
Less than 3 Days	No Fee
4-180 Days	\$60
Temporary Assembly Membrane Structures, Canopies and Tents	
Occupant Load	Fee
50-99 persons	\$60
Over 100 persons	\$115

Table D - Explosives	
IFC 105.6.15 Required for manufacturing, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.	
Retail and Wholesale Fireworks	
Type	Fee
CFRS Facility - Wood Stand	\$100
CFRS Facility - Tent or Canopy	\$100
Fireworks sales in other than a CFRS Facility	\$100
Public Fireworks Display	
Type	Fee
Public Display (Licensed pyrotechnic operators in accordance with RCW 70.77 only)	\$250
Temporary Storage	\$175
Blasting	
Type	Fee
Blasting (Licensed blasters in accordance with WAC 296-52 only)	\$250
Temporary Storage	\$175

Table E - NFPA 72 Fire Alarm and Detection Systems and Related Equipment
IFC 105.7.6 Required for installation of or modification to fire alarm and detection systems and related equipment.
Devices include individual parts of a fire alarm system including, but not limited to initiating devices, notification appliances, NAC panels, modules, relays, remote annunciation panels, and other such devices. Each part of the system is one device.
Note: All Central Station Monitoring shall be UL or FM listed.
Tenant Improvement or Modification to Existing System

Number of Devices	Fee
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
Over 200	\$660
New System	
Number of Devices	Fee
1-100	\$430
101-200	\$545
Over 200	\$660
FACP and/or Transmitter	
In addition to the above device fees shown, the following fees also apply:	
Condition	Fee
Replacement	\$145
New	\$230

Table F - Automatic Fire Extinguishing Systems and Components	
IFC 105.7.1 required for installation of or modification to an automatic fire-extinguishing system.	
NFPA 13 and 13R Fire Sprinkler Systems &	
Devices are individual parts of an automatic fire extinguishing system including, but not limited to sprinkler heads, risers, valves, gongs and other such devices. Each part of the system is one device.	
Tenant Improvement or Modification to Existing System	
Number of Heads and Devices	Fee
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720

New System	
Number of Heads and Devices	Fee
1-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720
NFPA 13D Residential Fire Sprinkler Systems	
Number of Heads and Devices	Fee
1-10	\$200
11-25	\$260
Over 25	\$315
*Non-required NFPA 13D systems shall not be charged a fee for plan review, permits or inspections.	
UL 300 Commercial Cooking Hood Suppression Systems & NFPA 2001 Clean Agent Systems	
Type	Fee
Pre-Engineered	\$145
Custom Engineered	\$315
NFPA 14 Standpipe Systems	
IFC 105.7.17 Required for the installation, modification or removal from service of a standpipe system.	
Class	Fee
I, II or III	\$175
NFPA 20 Fire Pumps and Related Equipment	
IFC 105.7.7 Required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers and generators.	
Quantity	Fee
1	\$345
2 or more	\$575

Underground Supply Piping for Automatic Sprinkler Systems	
IFC 105.7.20 Required for the installation of the portion of the underground water supply piping, public or private, supplying a water-based fire protection system. The permit shall apply to all underground piping and appurtenances downstream of the first control valve on the lateral piping or service line from the distribution main to one foot above finished floor of the facility with the fire protection system.	
Quantity of Supply Lines to Building	Fee
1	\$115
2 or more	\$230

Private Fire Hydrants	
IFC 105.7.13 Required for the installation or modification of private fire hydrants.	
Quantity	Fee
1	\$115
2 or more	\$230

Table G - Hazardous Materials	
IFC 105.7.10 Required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21.	
Quantity	Fee
1-2 Hazardous Materials	\$115
3-5 Hazardous Materials	\$230
Over 5 Hazardous Materials	\$460

Table H - Gases, Liquids and Cryogenics	
Compressed Gases	
IFC 105.7.3 Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.	
Type	Fee
Compressed Gas System	\$230
LP- Gas	
IFC 105.7.12 Required for installation of or modification to an LP-gas system.	
Tanks	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000	\$460
Residential LP-Gas System	\$85
Flammable and Combustible Liquids	
IFC 105.7.8 Required to (1) to install, repair or modify a pipeline for the transportation of flammable or combustible liquids. (2) To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. (3) To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.	

Type	Fee
(1) Pipeline	\$230
(2) Vehicles, Equipment, Facilities, etc.	\$230
(3) Tanks	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460
Residential Fuel Tank Install or Abandonment	\$60
Cryogenic Fluids	
IFC 105.7.4 Required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.11.	
Quantity	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460

Table I - Spraying/Dipping, Industrial Ovens and Marijuana Extraction Systems	
Spraying or Dipping	
IFC 105.7.16 Required to install or modify a spray room, dip tank or booth.	
Type	Fee
Pre-Engineered Booth or Tank	\$175
Site-Built or Used Room, Booth or Tank	\$290
Industrial Ovens	
IFC 105.7.11 Required for installation of industrial ovens covered by Chapter 30.	
Class	Fee
Class A, B, C or D	\$290
Marijuana Extraction System	
IFC 105.7.19 Required to install a marijuana/cannabis extraction system regulated under WAC 314-55-104.	
Valuation	Fee
\$25,000 or Less	\$115
\$25,001-\$50,000	\$230
\$50,001-\$100,000	\$460
Over \$100,000	\$575

Table J - Power, Radio and Smoke Control Systems	
Battery System	
IFC 105.7.2 Required to install stationary storage battery systems having a liquid capacity of more than 50 gallons.	
Quantity	Fee
50-100 Gallons	\$115
Over 100 Gallons	\$230
Solar Photovoltaic Power System	
IFC 105.7.15 required to install or modify solar photovoltaic power systems.	
Type	Fee
Residential PV System	\$115
Commercial PV System	\$230
Emergency Responder Radio Coverage System	
IFC 105.7.5 required for installation of or modification to emergency responder radio coverage systems and related equipment.	
Type	Fee
Single Bi-Directional Antenna System	\$230
Distributed Antenna System	\$460
Smoke Control System	
IFC 105.7.14 required for installation of or alteration to smoke control or smoke exhaust systems.	
Type	Fee
Smoke Control Systems (Passive and Mechanical)	\$460

Table K - Gates and Barricades Across Fire Apparatus Roads	
IFC 105.7.9 Required for the installation of or modification to a gate or barricade across a fire apparatus access road.	
Quantity	Fee
1	\$115
2 or More	\$230

Table L - Miscellaneous Fees	
Description	Fee
After Hours Inspections (Regular Hours: Monday-Friday 8:00am - 4:00pm excluding Holidays)	\$85 per Hour; 1 Hour Minimum
Additional Plan Review Fee (required by (1) changes, (2) additions, or (3) revisions to approved plans)	\$85 per Hour; 1 Hour Minimum
City of Lake Stevens Administrative Fee (added to all fees collected by the City of Lake Stevens)	15% of Permit Fee

Construction Permit Extension (additional 180 days)	\$150
Construction Re-Inspection Fee (for uncorrected violations after 2nd site inspection)	\$75
Expired Construction Permit Re-Issuance (for expired permits not exceeding 1 year abandonment)	50% of Permit Fee
Firefighter Fire Watch or Standby	\$75 per Hour per Firefighter; 2 Hour Minimum
Fire Flow Determination	Contact Water Purveyor Having Jurisdiction
Outside Consultant Review	Actual Cost Plus 50% of Permit Fee
Work Without a Permit	Permit Fee x 3

Table M - Fire Investigation Fees	
Cause Determined As	Fee
Accidental, Natural or Undetermined	No Fee
Incendiary (intentionally set or criminal fire, arson)	Actual cost shall be billed to the convicted party for investigation, report preparation, courtroom preparation and testimony as received from Snoomish County in accordance with the current ILA.

PASSED by the City Council of the City of Lake Stevens on the 26th day of November, 2019.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2019

Subject: Cashier's Change Fund

Contact Person/Department: Barb Stevens / Finance Director **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance No. 1077 amending the cashier's change funds at the City Hall and the Police Station.

SUMMARY/BACKGROUND: Currently there are eight separate cash funds used for making change during receipting processes. City Hall has three separate funds of \$100.00 each and the Police Station has five funds in the amount of \$200.00 each.

The Police Administrative Manager recently reached out to Finance recommending the elimination of one of their five funds. Due to the reorganization of their records department, only four change funds are needed.

This ordinance will decrease the number of change funds at the Police Department from five to four and amend our municipal code (LSMC 3.44.010) to reflect change in authorized funds. All other aspects of this code section will remain in full force.

The \$200.00 will be redeposited and accounted for in the General Fund.

APPLICABLE CITY POLICIES: City Council approves the creation of change funds and their amounts.

BUDGET IMPACT: N/A

ATTACHMENTS:

- Exhibit A: Ordinance No. 1077

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1077

AN ORDINANCE AMENDING ORDINANCE NOS. 610, 587, 414, 751, 755, 807, 857 AND 1021 CODIFIED AS LAKE STEVENS MUNICIPAL CODE SECTION 3.44.010, ENTITLED “CASHIER’S CHANGE FUND CREATED” TO ACCOMMODATE CUSTOMER PAYMENTS AT CITY HALL AND THE POLICE STATION.

WHEREAS, there is a need to provide separate cash funds for each individual who receipts payments at City Hall and at the Police Station with adequate funds to accommodate customer payments, and

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

Section. 1. Ordinance Nos. 610, 587, 414, 751, 755, 807, 857, and 1021 codified as Lake Stevens Municipal Code Section 3.44.010, entitled “Cashier’s Change Fund Created”, is hereby amended to read as follows:

3.44.010 Cashier’s Change Fund Created. The City of Lake Stevens shall retain three separate cash funds at City Hall of \$100.00 each and ~~five~~ four separate cash funds at the Police Station of \$200.00 each, known as the Cashier’s Change Funds, to accommodate customer payments.

Section 2. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 26th day of November, 2019.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading:
Published:
Effective:

ORDINANCE NO. 1077



City of Lake Stevens – 2020 Legislative Agenda Top Priority Issues at a Glance

Top Priority Issues -- Impacting Lake Stevens Directly

Capital Budget/Quality of Life

The City of Lake Stevens is tremendously appreciative of the help its 44th Legislative District Delegation has provided on capital investments in our local community, particularly those from recent cycles that have helped finance the Civic Center Phase I and Phase II redevelopments. Recognizing that 2020 is a supplemental year and that the Capital Budget will have significantly less capacity than the two-year budget, Lake Stevens is focusing its 2020 ‘ask’ on a project in Frontier Heights.

- ❖ **Frontier Heights playground equipment:** The City requests \$250,000 to replace playground equipment at Frontier Heights Park and to help trigger a series of larger investments within this park facility. Frontier Heights is a lower-income area and city officials feel that *all* residents of the community, regardless of income level, deserve access to outdoor recreation amenities.

Transportation Investments

Lake Stevens appreciates the leadership of its 44th District delegation – particularly with “Connecting Washington” funds for rebuilding the State Route 9/State Route 204 Interchange and allocations toward other critical projects such as SR 9 roundabouts, 20th Street peak-access lanes, the Village Way access, the South Lake Stevens Road trail extension, and more. These investments are mission-critical for a city of 33,000 that has finite resources yet is being asked to accommodate unprecedented levels of growth. Heading into the 2020 Session, Lake Stevens has identified three transportation priorities to work on with area lawmakers:

- ❖ **U.S. 2 Trestle Improvements and Replacement:** As lawmakers continue discussions in 2020 over a possible new-revenue transportation investment package, Lake Stevens urges the Legislature to ensure that any package include funding to improve the U.S. 2 Trestle – and ultimately to replace the deteriorating westbound structure. The City will look for continued opportunities to emphasize the critical need to act on and fund the Trestle.
- ❖ **Fish-Passage Culvert at SR 9 and South Lake Stevens Road:** The City of Lake Stevens, in tandem with the Washington State Department of Transportation (WSDOT), seeks up to \$1 million in the 2020 Supplemental Transportation Budget to construct a fish-passage culvert

underneath SR 9 at South Lake Stevens Road. WSDOT and the City had not been aware of the need for this culvert at the outset of the SR 9 Roundabouts project and the criticality of doing it became apparent during early design and on-site field inspections. This project would yield significant enhancements for fisheries, wildlife habitat, and nearby wetlands – and would complement significant investments already being made by WSDOT, the City of Lake Stevens, and Costco.

- ❖ **Transportation – Local Funding Options and Protecting Area Investments as I-976-Related Cuts Occur:** A just-completed Joint Transportation Committee (JTC) study of city transportation funding needs demonstrates a \$2 *billion* gap between needed maintenance and preservation of existing city roads and current funding resources to address that M&O. As a result, Lake Stevens will strongly support anticipated 2020 legislation to provide cities with more Transportation Benefit District funding options, such as a ‘councilmanic’ option of up to 2 percent utility tax. Enhanced TBD options will be even more critical now that voters have approved Initiative 976, which repeals the Vehicle License Fee funding tool utilized by TBDs. With the passage of I-976 lawmakers must make a minimum of \$150 million worth of cuts in the 2020 Supplemental Transportation Budget, Lake Stevens will ask its 44th District Members to help protect area transportation investments to the maximum extent possible.
- ❖ **Study/Evaluation of a State Route 526 Eastbound Extension into East Snohomish County:** Understanding the Legislature will be grappling with required cuts as a result of the voter passage of Initiative 976, Lake Stevens will explore whether funding could be made available to study the idea of an eastbound extension of State Route 526 into East Snohomish County. The City believes it is important to have all available east-west options on the table and bring the 526 extension idea forward in that spirit.

Economic Development Tools -- Tax-Increment Financing/Local Revitalization Financing (TIF/LRF)

In 2020, Lake Stevens will support legislative initiatives led by AWC, individual cities, and others to ***provide economic development and economic recruitment tools to local communities***. In both 2018 and 2019, the Legislature considered – but did not enact – bills to re-establish the “Local Revitalization Financing” (LRF) tool previously extended to cities. The tool involves the use of state sales tax credit dollars, matched by local funds, to make lasting infrastructure improvements that fuel economic development. A more robust tool, “Tax Increment Financing” (TIF), would involve the use of property tax increments to front-fund economic development retention and recruitment, and ultimately would require a constitutional amendment. These tools are designed to enable Washington to capture developments – and the resulting revenue that goes with them -- that otherwise would not occur at all, or certainly would not occur as soon or as expansively without the financing mechanism. Lake Stevens will strongly support legislation to establish these tools in statute.



City of Lake Stevens – 2020 Legislative Agenda “Support/Oppose” & “Track/Monitor”

Budget and Fiscal Matters

- Align with local partners to **support** efforts to ensure that “state-shared revenues” and other key state-program funding for cities and counties are preserved.
- **Support** efforts to ensure the Legislature adheres to previous agreements to raise marijuana revenue distributions for cities and counties from \$30 million to \$40 million a biennium. The 2019-21 Operating Budget included \$30 million rather than the previously-negotiated \$40 million level.
- **Oppose** any new unfunded or “under-funded” mandates and protect local revenue authority.
- **Support** legislative initiatives that may emerge to replace the 1 percent property tax cap on local governments with a system that is based on inflation and population growth.

Criminal Justice/Public Safety/Fire/Courts

- **Support** legislation, if it emerges, to reduce statutory wait times – from the current six months to two months -- for enrolling newly-hired law enforcement officers into Basic Law Enforcement Academy (BLEA) training slots.
- **Oppose** legislation that would undermine or weaken drug and property seizure and forfeiture laws which help local law enforcement agencies combat illegal drug-trafficking and narcotics operations.
- **Support** funding to add needed funds for Case-Management System upgrades for Municipal and District Courts.

Economic Development/Infrastructure/Housing/Affordable Housing

- **Support** continued efforts to rebuild the Public Works Assistance Account (“Public Works Trust Fund”) and recapture funding streams previously diverted into the Education Legacy Account.
- **Support** legislation to extend additional tools and incentives to local jurisdictions to address vital affordable housing, homelessness prevention, and mental health needs.
- **Oppose** legislation that, in the name of affording a ‘bill of rights’ to the homeless, could result in routine law enforcement contacts to *help* those experiencing homelessness being categorized in state law as ‘harassment.’ Lake Stevens joins cities, counties, law enforcement, and prosecutors in asking lawmakers to let current laws and court decisions govern actions to help provide treatment and services to those experiencing homelessness.

Land-Use/Growth Management Act (GMA)

- **Support** initiatives to revise state laws to program updates to GMA, Shoreline, and Critical Area plans on an every-10-years schedule so that they synch up with the 10-year census population updates.
- **Oppose** legislation that would mandate specific development standards and regulations for Accessory Dwelling Units (ADUs). Such decisions are best left to elected officials at the local level.

Local Government in General/Miscellaneous

- **Support** initiatives that can help reduce costs for cities and counties or make service delivery more efficient.
- **Support** legislation to streamline and improve the administration of the “No Dig Law.”

Parks and Recreation

- **Support** legislation being put forth by the Washington Recreation and Park Association (WRPA) to give parks and recreation agencies additional local funding options, particularly for ongoing operating needs, key capital investments, and maintenance backlogs.

Personnel, Pension, and other Human Resource Issues

- **Oppose** legislation that adds new costs and requirements to employee benefit programs without accompanying funds.
- **Oppose** bills or budget initiatives that increase employer/employee pension rates without corresponding funds to cover the costs of those rate hikes.

Transportation/Transit

- **Support** initiatives to augment funding opportunities for culvert repairs and removals – with an emphasis on ensuring both *state*-owned culverts and *locally*-maintained culverts are addressed through a watershed-based approach.



City of Lake Stevens – 2020 Federal-Issue Priorities

- **Top Priority:** Continue to seek funding opportunities for the U.S. 2 Trestle, particularly within transportation reauthorization and infrastructure legislation being considered by Congress and if Congress re-establishes any type of project earmarking process;
- **Priority:** Strongly support legislation to enhance transportation and infrastructure funding, resources, and tools. Both a Transportation Act Reauthorization and a more comprehensive infrastructure package are on the table in Washington, D.C., though 2020 action is unlikely;
- **Priority:** Strong support for legislation by U.S. Senator Maria Cantwell (D-WA) and U.S. Rep. Suzan DelBene (D-WA/1st District) to add significant funding and eligibility for the Low-Income Housing Tax Credit (LIHTC) program;
- **Support:** H.R. 2772 is a bi-partisan bill to re-establish advance bond refinancing for local taxing districts such as cities, counties, school districts, and PUDs. This advanced financing tool had been available for decades but was lost under recent tax-cuts legislation passed by Congress. Passage of **2772** is a priority issue for the Government Finance Officers Association (GFOA).



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2019

Subject: Appointment of Representative to Community Transit Board

Contact

Person/Department: Gene Brazel, City Administrator **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Appoint Councilmember Kim Daughtry as Lake Stevens representative to the Community Transit Board for calendar year 2020.**

SUMMARY/BACKGROUND: The Council appoints representatives to various boards and commissions and area-wide agencies each year in January. Representatives of Community Transit will meet on January 16, 2020 to elect their board members for the year from the representatives appointed by each City. In order to participate in this process it is necessary to advise Community Transit who the Lake Stevens representative is by January 8, 2020.

Councilmember Daughtry has been actively involved with Community Transit for a number of years and has served as the city's representative for the past two years. He is interested in continuing as the city's representative to Community Transit in 2020.

APPLICABLE CITY POLICIES: Council Procedures

BUDGET IMPACT: N/A

ATTACHMENTS: None.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 26, 2019

Subject: Authorize Mayor and City Staff to Proceed with Process to Fill Council Vacancy

Contact

Person/Department: Gene Brazel, City Administrator

Budget

Impact:

N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor and Staff to Proceed with Process to Fill Council Vacancy

SUMMARY/BACKGROUND: Councilmember Gailey resigned his position as Councilmember Position 6 effective December 16, 2019 at 11:59 p.m. RCW code sections 35A.12.050 - Vacancies, 42.12.010 – Causes of Vacancy, 42.12.020 – Resignations, to whom made, 42.12.030 Term of person elected to fill vacancy, 42.12.070 – Filling nonpartisan vacancies and 29A.24.171 – Vacancies in office provide the process for resigning a council position and for filling a vacant position. Vacancies must be filled within 90 days. Council’s Rules of Procedure 22.3 provides that Council “shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.”

Staff and Mayor Spencer are proposing the following timeline for filling the vacant position:

- Legal Notice/Request for Letters of Interest sent out by November 27, 2019
- Deadline for submitting Letters of Interest: December 6, 2019
- Council Interviews: December 17, 2019 at p.m. (time dependent on number of applications received)

BUDGET IMPACT: N/A

APPLICABLE CITY POLICIES: Council Procedures 22.3 Appointment Process

BUDGET IMPACT: N/A

ATTACHMENTS:

- Exhibit A: Resignation
- Exhibit B: State Law Regarding Council Vacancies
- Exhibit B: Proposed Advertisement for Letters of Interest

Exhibit A

Kathleen Pugh

From: Brett Gailey
Sent: Friday, November 22, 2019 9:44 AM
To: Gary Petershagen
Cc: Kathleen Pugh; Gene Brazel
Subject: Council Resignation

Due to the election results and my pending movement into the Mayor's Office I am tendering my resignation from Council position #6 effective December 16th, 2019 at 2359.

Brett Gailey, *City Councilmember*

City of Lake Stevens | City Council

1812 Main Street | PO Box 257

Lake Stevens, WA 98258-0257

425.407.3497 | bgailey@lakestevenswa.gov

NOTICE: All emails and attachments sent to and from Lake Stevens are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

Exhibit B

STATE LAW REGARDING COUNCIL VACANCIES

RCW 35A.12.050

Vacancies.

The office of a mayor or councilmember shall become vacant if the person who is elected or appointed to that position fails to qualify as provided by law, fails to enter upon the duties of that office at the time fixed by law without a justifiable reason, or as provided in RCW 35A.12.060 or 42.12.010. A vacancy in the office of mayor or in the council shall be filled as provided in chapter 42.12 RCW. An incumbent councilmember is eligible to be appointed to fill a vacancy in the office of mayor.

RCW 42.12.010

Causes of vacancy.

Every elective office shall become vacant on the happening of any of the following events:

- 1) The death of the incumbent;
- 2) His or her resignation. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation;
- 3) His or her removal;
- 4) Except as provided in RCW * 3.46.067 and 3.50.057, his or her ceasing to be a legally registered voter of the district, county, city, town, or other municipal or quasi municipal corporation from which he or she shall have been elected or appointed, including where applicable the council district, commissioner district, or ward from which he or she shall have been elected or appointed;
- 5) His or her conviction of a felony, or of any offense involving a violation of his or her official oath;
- 6) His or her refusal or neglect to take his or her oath of office, or to give or renew his or her official bond, or to deposit such oath or bond within the time prescribed by law;
- 7) The decision of a competent tribunal declaring void his or her election or appointment; or
- 8) Whenever a judgment shall be obtained against that incumbent for breach of the condition of his or her official bond.

RCW 42.12.020

Resignations, to whom made.

Resignations shall be made as follows: By the state officers and members of the legislature, to the governor; by all county officers, to the county commissioners of their respective counties; by all other officers, holding their offices by appointment, to the body, board or officer that appointed them.

RCW 42.12.030

Term of person elected to fill vacancy.

Whenever any officer resigns his or her office before the expiration of his or her term, or the office becomes vacant from any other cause, and at a subsequent special election such vacancy is filled, the person so elected to fill such vacancy shall hold office for the remainder of the unexpired term.

RCW 42.12.070

Filling nonpartisan vacancies.

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

- 1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.
- 2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.
- 3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.
- 4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.
- 5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.
- 6) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

RCW 29A.24.171

Vacancies in office.

- 1) If, prior to the first day of the regular filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that office shall be accepted during the regular filing period. The filing officer shall provide notice of the vacancy and filing period to newspapers, radio, and television in the county, and online. The position shall appear on the primary and general election ballots unless no primary is required or unless a candidate for superior court judge is entitled to a certificate of election pursuant to Article 4 [IV], section 29 of the state Constitution.
- 2) If, on the first day of the regular filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term, the election of the successor shall occur at the next succeeding general election that the office is allowed by law to have an election.

***The next general election for municipal governments is in November 2021.



Exhibit C

LAKE STEVENS CITY COUNCIL VACANCY

The Mayor is requesting letters of interest from individuals willing to serve on the City Council to fill an unexpired term of office held by former City Council Member Brett Gailey. Individuals interested in serving must reside within the Lake Stevens city limits and be a registered voter. Selection will be by the City Council at the Special City Council Meeting scheduled for December 17, 2019 at _____ a.m./p.m. The term will commence once a candidate is appointed by a majority vote of the City Council, and will expire on December 31, 2021. The selected individual will be required to file necessary paperwork with the State's Public Disclosure Commission.

The City operates under a Strong Mayor form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

Individuals interested in serving should send a letter of interest and any other materials they deem pertinent for Council to review to City Clerk Kathy Pugh at Post Office Box 257, Lake Stevens, WA 98258. Letters may also be emailed to kpugh@lakestevenswa.gov.

All letters must be received by 5:00 p.m. on December 6, 2019.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2019

Subject: Public Hearing - 2020 Budget Ordinance 1071

Contact Person/Department: Barb Stevens - Finance

Budget Impact: Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Second & Final Reading of 2020 Budget and Adopt Ordinance No. 1071.

SUMMARY/BACKGROUND

Budgeting is an essential element of the financial planning, control, and evaluation processes of governments. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Upon adoption, the expenditure estimates are enacted into law through the passage of an appropriations ordinance. The appropriations constitute maximum expenditure authorizations during the fiscal year and cannot legally be exceeded unless subsequently amended by the legislative body. Expenditures should be monitored through the accounting system to assure budgetary compliance. Unexpended appropriations lapse at year end and may be brought forward as an amendment to the budget.

The City Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2020 budget ordinance.

Revisions made to the 2020 Proposed Budget Ordinance 1071 (2020 Budget detail is correct) since presented during the Public Hearing on November 12, 2019 are as follows:

- Fund 001 – General Fund
 - Beginning balance decreased by \$100,000 to account for Police Department Design not included in bond calculation (Chapel Hill site).
 - Expenditures decreased \$41,329
 - Reclassification of Planning Manager to Principal or Senior Planner Lead (\$10,715)
 - Correction of transfer line item (\$30,314)
- Fund 306 – Facility Capital Project Fund – Beginning balance decreased by \$17,000 to account for additional bond issuance fees paid in 2019.

The 2020 Proposed Budget document can be downloaded at www.lakestevenswa.gov.

Planning Department Staffing Option: On November 19th, Council proposed adding more staffing in the Planning/Building department. The department currently (2019) has 3 budgeted positions that remain vacant. These include the Building Official (interviews set for December 3rd), the Planning Manager, and the Permit Coordinator – Lead.

The current proposed budget includes filling the 3 open positions, a budget increase of \$35,000 for long-range planning assistance and an additional \$100,000 to increase the utilization of consultants for plan review and building inspections for 2020 that is accounted for in the permit related managerial fund.

Based on discussions with Director Wright, the current proposed budget has been updated to include reclassifying the Planning Manager to a Principal or Senior Planner – Lead position to add more efficiencies in his department. This change results in a cost savings of approximately \$10,000 per year.

An additional option proposes create a new Building Inspector 2 position that will focus mostly on commercial inspections. This position will cost approximately \$148,844 in 2020 with \$108,844 of ongoing salary & benefit costs. Most of the costs of this position will be paid from the restricted permit related revenues that are accounted for separately from General Fund and Contingency Reserve balances. As such, there is minimal effect on the General Fund forecast looking out through 2024.

At this time, staff recommends moving forward with the updated current proposed budget that will reclassify the Planning Manager position to a Principal Planner - Lead, fill the vacant Building Official and Permit Coordinator Lead positions, and maintain the increased budget for plan review and building inspector consultant services. Filling the vacant positions and adding supplemental consultant services will help to reduce permitting lead times and alleviate any backlogs the department may experience.

Although there is a cost saving to the updated proposed budget, this recommendation is also based on the lack of available work space in City Hall to accommodate additional staff beyond those positions currently budgeted.

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, the legislative body shall adopt the budget by ordinance. Per RCW 84.55.120 the legislative body will hold public hearings on the proposed budget for the coming year.

BUDGET IMPACT:

The budget ordinance will enact into law all approved appropriations for the 2020 calendar year.

ATTACHMENTS:

- ▶ Ordinance 1071
- ▶ 2020 Organizational Chart
- ▶ 2020 Budget Detail

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1071

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2020

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2020, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 12th day of November and the 26th day of November, 2019, at the hour of 7:00 P.M., at the City Council Chambers in the Lake Stevens School District Educational Service Center of said City for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2020 is hereby adopted, the content which will be set forth in the document entitled City of Lake Stevens 2020 Annual Budget, 1 copy of which will be on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2020 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2020 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$11,244,520	\$15,725,063	\$16,344,360	\$10,625,223
101	Street	\$2,008,522	\$2,570,031	\$2,744,033	\$1,834,520
103	Street Reserve	\$3,591	\$30	\$0	\$3,621
111	Drug Seizure & Forfeiture	\$81,540	\$21,262	\$82,500	\$20,302
112	Municipal Arts Fund	\$21,208	\$10,500	\$31,708	\$0
210	2008 Bonds	\$0	\$349,705	\$349,705	\$0
213	2015 LTGO Bond	\$0	\$94,426	\$94,426	\$0
214	2019A LTGO Bond	\$0	\$433,996	\$433,996	\$0
301	Cap. Proj.-Dev. Contrib.	\$3,629,771	\$10,103,622	\$12,825,410	\$907,983
302	Park Mitigation	\$468,409	\$1,060,424	\$419,130	\$1,109,703
303	Cap. Imp.-REET	\$3,874,092	\$1,180,645	\$765,245	\$4,289,492
304	Cap. Improvements	\$1,256,484	\$3,035,951	\$1,379,553	\$2,912,882
305	Downtown Redevelopment	(\$0)	\$1,000,000	\$1,000,000	(\$0)
306	Facility Capital Project	\$4,004,031	\$0	\$4,000,000	\$4,031
309	Sidewalk Capital Project	\$831,812	\$19,310	\$375,000	\$476,122
310	20th Street SE Corridor CP	\$811,589	\$13,702	\$824,354	\$937
401	Sewer	\$237,705	\$1,060,525	\$1,069,396	\$228,834
410	Storm and Surface Water	\$1,191,100	\$3,562,304	\$4,126,503	\$626,901
411	Storm Water Capital	\$0	\$1,631,486	\$1,631,486	\$0
412	Storm Water Debt	\$0	\$125,404	\$125,404	\$0
501	Unemployment	\$59,765	\$1,542	\$40,000	\$21,307
510	Equipment Fund - Computers	\$76,886	\$329,466	\$311,976	\$94,376
515	Equipment Fund - Vehicles	\$30,849	\$10,536	\$0	\$41,385
520	Equipment Fund-Police	\$277,740	\$218,398	\$210,000	\$286,138
530	Equipment Fund-PW	\$913,232	\$217,751	\$396,432	\$734,551
540	Aerator Equip (Lake Treatment)	\$94,800	\$2,000	\$38,000	\$58,800
621	Refundable Deposits	\$2,578	\$100,000	\$101,000	\$1,578
633	Treasurer's Trust	\$1,493	\$451,804	\$453,297	\$0
Total		\$31,121,718	\$43,329,883	\$50,172,914	\$24,278,687

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this ____ day of _____, 2019.

John Spencer, Mayor

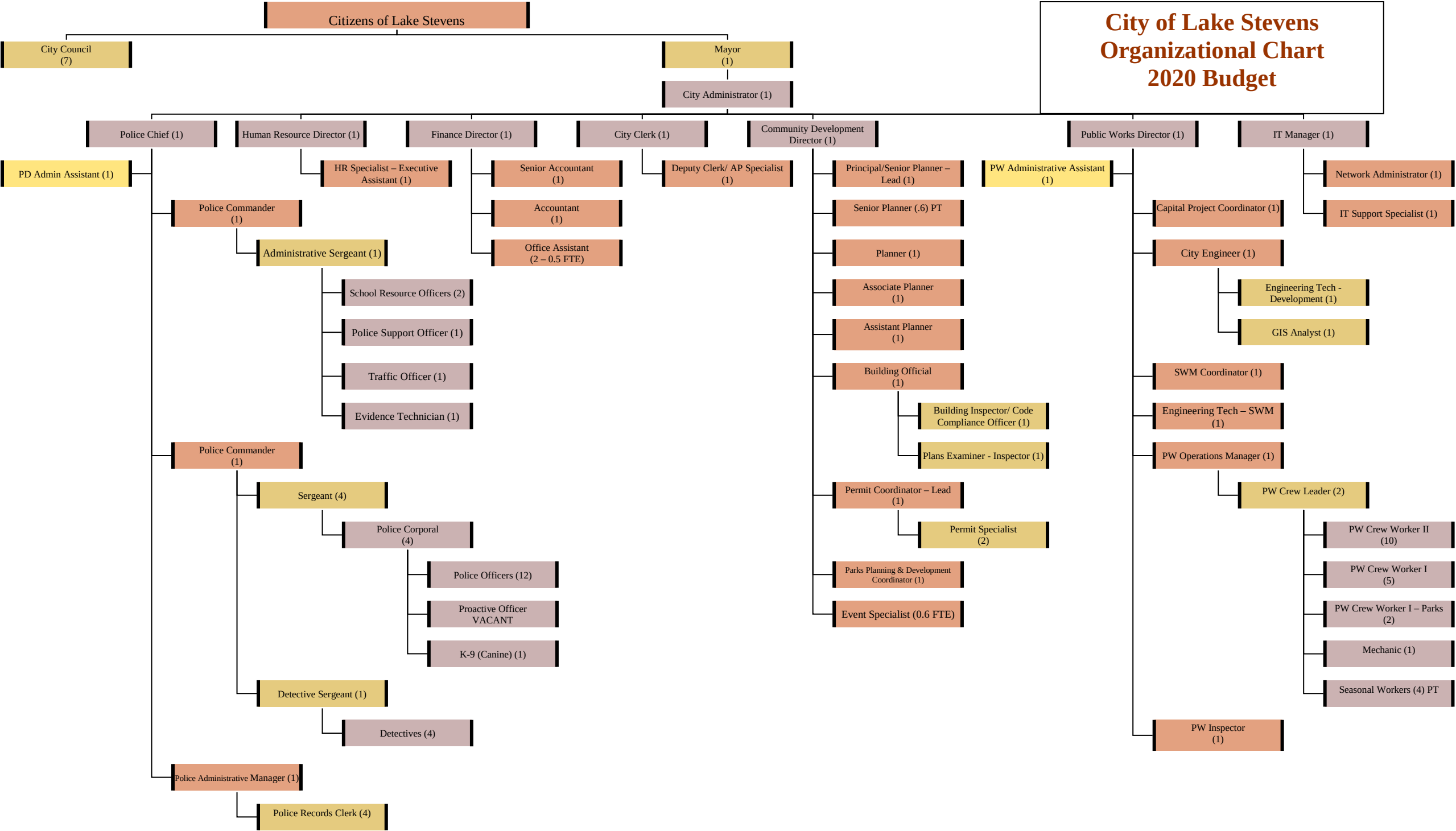
ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading: November 12, 2019
Second Reading: November 26, 2019
Final Reading:
Effective:



Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	General Beginning Cash Balance	\$ 6,699,563	\$ 5,139,935	\$ 5,139,935	\$ 3,926,488
001	Real & Personal Property Tax	\$ 3,333,594	\$ 3,468,013	\$ 3,468,013	\$ 3,638,816
001	Local Retail Sales-Use Tax	\$ 2,716,889	\$ 2,835,350	\$ 3,035,800	\$ 3,278,664
001	Construction Sales & Use Tax	\$ -	\$ 100,000	\$ 100,000	\$ 300,000
001	Criminal Justice Sales-Use Tax	\$ 585,808	\$ 584,358	\$ 622,368	\$ 653,486
001	Utility Tax - Electric	\$ 855,299	\$ 1,075,000	\$ 968,243	\$ 987,608
001	Utility Tax - Gas	\$ 342,219	\$ 419,731	\$ 349,923	\$ 356,921
001	Utility Tax - Telephone	\$ 446,637	\$ 465,000	\$ 367,957	\$ 375,316
001	Utility Tax - Water	\$ -	\$ 392,400	\$ 295,515	\$ 325,515
001	Gambling Tx - Punch-Pull Tabs	\$ 24,319	\$ 25,521	\$ 25,224	\$ 25,728
001	Gambling Tx - Amuse Games	\$ 58	\$ -	\$ 85	\$ 125
001	Leasehold Excise Tax	\$ 8,589	\$ 5,000	\$ 7,462	\$ 11,193
001	Concessions	\$ 588	\$ 1,500	\$ 1,814	\$ 1,500
001	Franchise Fee - Cable	\$ 408,860	\$ 418,000	\$ 438,157	\$ 485,339
001	Bus. Lic - Other	\$ 62,541	\$ 65,514	\$ 61,648	\$ 62,265
001	Animal Licenses	\$ 2,056	\$ 2,100	\$ 1,525	\$ 1,469
001	Weapon License Permit - Local	\$ 10,682	\$ 11,213	\$ 9,407	\$ 10,171
001	Other Non-Bus. Event Permits	\$ 750	\$ 1,377	\$ 1,570	\$ 1,600
001	DOJ Fed Dir 16.607 BPV Grant	\$ 2,965	\$ 4,080	\$ 2,102	\$ 3,000
001	Equitable Sharing - Fed Seize	\$ -	\$ -	\$ 500	\$ -
001	DOT Fed Ind 20.600 Hwy Safety	\$ 10,455	\$ 5,000	\$ 10,000	\$ 10,000
001	DHS Fed Ind 97.012 Boat Safety	\$ 16,915	\$ 14,500	\$ 12,967	\$ 12,500
001	DHS Fed Ind 97.036 FEMA	\$ -	\$ -	\$ 500	\$ -
001	WA OPD - Social Worker	\$ 25,000	\$ 35,000	\$ 35,000	\$ 22,000
001	DOE - SMP 1719	\$ 902	\$ 19,098	\$ 19,098	\$ -
001	L&I Stay at Work Program	\$ -	\$ -	\$ -	\$ -
001	PUD Privilege Tax	\$ 126,790	\$ 128,000	\$ 128,000	\$ 129,280
001	Vessel Registration Fees	\$ 11,766	\$ 12,000	\$ 12,792	\$ 13,000
001	City-County Assistance	\$ 123,903	\$ 125,000	\$ 112,043	\$ 101,588
001	Crim Jus - High Crime	\$ -	\$ -	\$ -	\$ -
001	Crim Jus - Violent Crimes-Pop	\$ 9,205	\$ 9,177	\$ 9,722	\$ 10,255
001	Crim Jus - Special Programs	\$ 33,272	\$ 33,244	\$ 26,257	\$ 37,050
001	Marijuana Excise Tax	\$ 61,357	\$ 65,000	\$ 46,347	\$ 47,117
001	DUI & Other Crim Jus Assist	\$ 4,693	\$ 4,786	\$ 4,626	\$ 4,718
001	Liquor-Beer Excise Tax	\$ 160,486	\$ 163,710	\$ 174,437	\$ 181,609
001	Liquor Control Board Profits	\$ 263,043	\$ 268,280	\$ 266,800	\$ 265,302
001	Housing Authority Pay In Lieu	\$ -	\$ 135	\$ 135	\$ 135
001	ARRA DOJ Fed Dir - 16.804 IT	\$ -	\$ -	\$ -	\$ -
001	Accting Srv - ILA Lobbying	\$ -	\$ -	\$ -	\$ -
001	Sales of Maps-Publications	\$ 12	\$ -	\$ 24	\$ 31
001	Duplicating Srv	\$ 285	\$ 300	\$ 71	\$ 67
001	Duplicating Srv - PRR	\$ 1,798	\$ 1,500	\$ 2,354	\$ 2,002
001	Duplicating Srv - Laminate	\$ 1,999	\$ 2,000	\$ 1,783	\$ 1,934
001	Election Candidate Filing Fee	\$ -	\$ -	\$ -	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	Passports	\$ 88,939	\$ -	\$ 19,614	\$ -
001	Passport Photos	\$ 26,235	\$ -	\$ 6,152	\$ -
001	LE Services	\$ 130	\$ 200	\$ -	\$ -
001	LE Services - Extra Duty	\$ 6,102	\$ 6,000	\$ 33,275	\$ 6,000
001	LE Services - SRO	\$ 188,005	\$ 183,050	\$ 169,000	\$ 170,000
001	LE - Fingerprinting	\$ 1,850	\$ 1,900	\$ 2,128	\$ 1,957
001	Background Check -Temp Bus Lic	\$ 60	\$ 49	\$ 141	\$ 185
001	Protective Inspections - Fire	\$ 3,219	\$ 3,000	\$ 2,028	\$ 2,066
001	Information Srv- ILA	\$ -	\$ -	\$ -	\$ -
001	Preferred Vendor Review Fee	\$ -	\$ -	\$ -	\$ -
001	Requested Hearing Fee	\$ 350	\$ 350	\$ -	\$ -
001	Impact Fee Adj Deferral APP	\$ -	\$ -	\$ -	\$ -
001	Reimb - Sno Isle Library	\$ 5,998	\$ 6,000	\$ 6,000	\$ 6,120
001	Boating Safety Class	\$ -	\$ -	\$ -	\$ -
001	Mandatory Insurance-Admin Fee	\$ -	\$ -	\$ -	\$ -
001	District Court	\$ 256,084	\$ 273,000	\$ 243,767	\$ 243,767
001	Violations Bureau - Local	\$ 4,275	\$ 5,000	\$ 3,933	\$ 4,000
001	Building Code Enforce Fines	\$ 471	\$ -	\$ 3,188	\$ 2,486
001	Animal Impound Fees	\$ 270	\$ -	\$ -	\$ -
001	Investment Interest	\$ 100,870	\$ 60,000	\$ 88,479	\$ 92,961
001	Real & Personal Prop Tax Int	\$ 3,182	\$ 2,000	\$ 3,244	\$ 4,206
001	Sales & Use Tax Interest	\$ 5,402	\$ 4,000	\$ 8,590	\$ 8,475
001	Leasehold Excise Tax Interest	\$ 9	\$ 10	\$ 12	\$ 11
001	Special Event - Rental Reimb	\$ 1,223	\$ 500	\$ 1,219	\$ 1,340
001	Boat Launch Parking Fees	\$ 7,960	\$ 8,000	\$ 2,000	\$ 8,000
001	Boat Launch Closure Fees	\$ -	\$ 200	\$ 200	\$ 200
001	Lundeen Shelter Rental	\$ 3,968	\$ 7,500	\$ 8,902	\$ 9,000
001	Community Center Rental	\$ 6,080	\$ -	\$ 710	\$ -
001	Chamber VIC Rental	\$ 1,205	\$ 1,200	\$ 1,200	\$ 1,200
001	City Shop Lease	\$ 13,293	\$ -	\$ -	\$ -
001	WWTP Property Lease	\$ 10	\$ 10	\$ 10	\$ 10
001	Property Leases	\$ 19,124	\$ 20,000	\$ 22,494	\$ 91,500
001	Food Bank Lease	\$ 120	\$ 120	\$ 120	\$ 120
001	Community Garden Rental Fees	\$ 680	\$ 600	\$ 1,280	\$ 1,000
001	Arts Commission Donation	\$ -	\$ -	\$ 1,000	\$ -
001	Arts-Sidewalk Chalk	\$ -	\$ -	\$ -	\$ -
001	Donation-Police Dept	\$ 65,500	\$ 10,000	\$ 10,000	\$ 10,000
001	Private Grants - HR	\$ -	\$ 700	\$ -	\$ -
001	Private Party Grant/Donation	\$ 4,069	\$ 9,088	\$ 16,398	\$ 5,000
001	Sale of Surplus	\$ 1,000	\$ -	\$ -	\$ -
001	Unclaimed Money & Property	\$ 1,579	\$ 1,194	\$ 320	\$ 239
001	Sale of Confiscated & Forfeite	\$ 48	\$ 98	\$ -	\$ -
001	Misc Rev. Judgment-Settlement	\$ 601	\$ 500	\$ 500	\$ 510
001	Employee Reimb Contrib- Guns	\$ -	\$ -	\$ -	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	Cash Adjustments	\$ 10	\$ -	\$ -	\$ -
001	Miscellaneous Revenue - Other	\$ 1,889	\$ 500	\$ 500	\$ 500
001	Interfund Loan Repay Received	\$ -	\$ 25,000	\$ 25,000	\$ -
001	Refundable Customer Deposits	\$ 3,700	\$ -	\$ -	\$ -
001	Seizure - State Portion	\$ -	\$ -	\$ -	\$ -
001	Refunds or Overpayments	\$ 1,792	\$ -	\$ 717	\$ -
001	Sale of Capital - Property	\$ 11,384	\$ -	\$ -	\$ -
001	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -
001	Interfund Transfer In	\$ 760,737	\$ 769,000	\$ 1,068,245	\$ 1,000,000
001	Insurance Recoveries - Non Cap	\$ 10,000	\$ -	\$ -	\$ -
Revenue Total		\$ 11,261,158	\$ 12,159,656	\$ 12,370,635	\$ 13,028,158
001	Legislative - Salaries	\$ 59,325	\$ 67,200	\$ 57,083	\$ 73,080
001	Legislative - Benefits	\$ 8	\$ -	\$ 86	\$ 80
001	Legislative - Social Security	\$ 4,006	\$ 5,141	\$ 4,367	\$ 5,591
001	Legislative - Workers Comp	\$ 134	\$ 238	\$ 82	\$ 326
001	Legislative - Operating Costs	\$ 321	\$ 500	\$ 77	\$ 500
001	Legislative - Communication	\$ 4,709	\$ 4,500	\$ 3,967	\$ 4,500
001	Legislative - Travel & Mtgs	\$ 13,130	\$ 20,000	\$ 9,787	\$ 20,000
001	Legislative - Rentals	\$ 1,651	\$ 1,600	\$ 853	\$ 1,000
001	Legislative - Prof. Developmen	\$ 3,907	\$ 5,000	\$ 3,300	\$ 5,000
001	Legislative - C.C.Retreat	\$ 3,150	\$ 5,000	\$ 5,967	\$ 5,000
001	Executive - Salaries	\$ 24,000	\$ 24,000	\$ 26,400	\$ 26,400
001	Executive - Benefits	\$ 3	\$ -	\$ 40	\$ -
001	Executive - Social Security	\$ 2,368	\$ 1,836	\$ 2,020	\$ 2,020
001	Executive - Workers Comp	\$ 22	\$ 295	\$ -	\$ 309
001	Executive - Supplies	\$ 214	\$ 200	\$ -	\$ 200
001	Executive - Communication	\$ 1,153	\$ 600	\$ 538	\$ 600
001	Executive - Travel & Mtgs	\$ 2,552	\$ 4,000	\$ 4,918	\$ 4,000
001	Executive - Miscellaneous	\$ 15	\$ 100	\$ 267	\$ 100
001	Executive - Prof. Development	\$ 1,134	\$ 600	\$ 787	\$ 600
001	Executive - Board/Staff Apprec	\$ 482	\$ 500	\$ -	\$ 500
001	Legislative - Election Costs	\$ -	\$ -	\$ -	\$ -
001	Legislative - Election Costs	\$ 7,351	\$ 10,000	\$ 10,000	\$ 70,000
001	Legislative - Voter Reg Fees	\$ -	\$ -	\$ -	\$ -
001	Legislative - Voter Reg Fees	\$ 35,094	\$ 40,000	\$ 36,929	\$ 40,000
001	Legislative & Executive	\$ 164,729	\$ 191,310	\$ 167,466	\$ 259,806
001	AD-Salaries	\$ 142,452	\$ 129,830	\$ 136,129	\$ 144,648
001	AD-Overtime	\$ 422	\$ -	\$ -	\$ -
001	AD-Benefits	\$ 18,770	\$ 13,959	\$ 13,387	\$ 13,793
001	AD-Social Security	\$ 9,030	\$ 9,473	\$ 9,331	\$ 11,066
001	AD-Retirement	\$ 20,707	\$ 22,079	\$ 15,902	\$ 25,834
001	AD-Workers Comp	\$ 201	\$ 393	\$ 163	\$ 423
001	AD-Office Supply	\$ 707	\$ 500	\$ 197	\$ 500
001	AD-Professional Services	\$ 1,413	\$ 1,000	\$ -	\$ 1,000

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	AD-Communications	\$ 1,051	\$ 1,100	\$ 860	\$ 1,100
001	AD-Travel & Meetings	\$ 6,292	\$ 5,000	\$ 5,611	\$ 5,000
001	AD-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
001	AD-Staff Development	\$ 2,205	\$ 2,000	\$ 1,533	\$ 2,000
001	AD-Miscellaneous	\$ 3,216	\$ 2,000	\$ 751	\$ 2,000
	Department Director Salary Update				\$23,305
001	Administration	\$ 206,466	\$ 187,334	\$ 183,864	\$ 230,669
001	CC-Salaries	\$ 136,213	\$ 88,723	\$ 87,454	\$ 99,045
001	CC-Overtime	\$ 2,750	\$ 3,799	\$ 37	\$ 3,000
001	CC-Benefits	\$ 24,187	\$ 7,690	\$ 19,210	\$ 19,988
001	CC-Social Security	\$ 11,548	\$ 6,787	\$ 8,335	\$ 7,577
001	CC-Retirement	\$ 17,718	\$ 11,383	\$ 11,233	\$ 12,737
001	CC-Workers Comp	\$ 407	\$ 488	\$ 354	\$ 482
001	CC-Office Supply	\$ 1,243	\$ 1,000	\$ 542	\$ 1,000
001	CC-Professional Services	\$ 11,638	\$ 103,000	\$ 48,000	\$ 10,000
001	CC-Communications	\$ 849	\$ 1,000	\$ 645	\$ 1,000
001	CC-Travel & Meetings	\$ 3,248	\$ 5,000	\$ 5,000	\$ 3,000
001	CC-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
001	CC-Miscellaneous	\$ 707	\$ 400	\$ 820	\$ 620
001	CC-Staff Development	\$ 1,958	\$ 4,250	\$ 1,975	\$ 2,250
	Item/Project Request				\$ 16,025
001	City Clerk	\$ 212,465	\$ 233,520	\$ 183,606	\$ 176,724
001	FI-Salaries	\$ 225,637	\$ 325,856	\$ 324,144	\$ 332,184
001	FI-Overtime	\$ 2,174	\$ 2,763	\$ 2,368	\$ 3,000
001	FI-Benefits	\$ 44,032	\$ 53,914	\$ 61,636	\$ 62,652
001	FI-Social Security	\$ 20,049	\$ 24,928	\$ 26,891	\$ 25,412
001	FI-Retirement	\$ 31,487	\$ 41,807	\$ 44,816	\$ 42,719
001	FI-Workers Comp	\$ 674	\$ 1,500	\$ 878	\$ 1,407
001	FI-Office Supplies	\$ 2,374	\$ 2,500	\$ 2,427	\$ 2,500
001	FI-Professional Service	\$ 62,195	\$ 37,600	\$ 37,600	\$ 43,000
001	FI-Advertising	\$ 39	\$ 100	\$ -	\$ 100
001	FI-Communications	\$ 845	\$ 650	\$ 800	\$ 800
001	FI-Travel & Meetings	\$ 2,492	\$ 3,000	\$ 2,192	\$ 3,000
001	FI-Insurance	\$ 109	\$ 120	\$ 99	\$ 120
001	FI-Software Maint	\$ 15,400	\$ 10,000	\$ 10,000	\$ -
001	FI-Miscellaneous	\$ 469	\$ 650	\$ 616	\$ 650
001	FI-Staff Development	\$ 2,084	\$ 2,300	\$ 2,300	\$ 2,300
001	FI-Banking Services	\$ 995	\$ 1,000	\$ 2,043	\$ 2,500
001	FI-Credit Card Services	\$ 53,739	\$ 50,000	\$ 79,703	\$ 85,000
001	FI- Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Item/Project Request				\$ 1,450
001	Finance	\$ 464,794	\$ 558,688	\$ 598,513	\$ 608,794
001	HR-Safety Program	\$ 1,380	\$ 2,000	\$ 1,492	\$ 2,000
001	HR-Wellness Program	\$ 2,854	\$ 2,000	\$ 265	\$ 2,000

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	HR-Salaries	\$ 141,274	\$ 162,766	\$ 163,430	\$ 179,643
001	HR-Overtime	\$ 1,265	\$ 500	\$ 2,693	\$ 1,000
001	HR-Benefits	\$ 26,099	\$ 29,705	\$ 26,484	\$ 27,901
001	HR-Soc Security	\$ 10,719	\$ 12,452	\$ 12,429	\$ 13,743
001	HR-Retirement	\$ 18,171	\$ 20,883	\$ 19,750	\$ 23,102
001	HR-Workers Comp	\$ 304	\$ 695	\$ 344	\$ 668
001	HR-Office Supplies	\$ 963	\$ 900	\$ 797	\$ 900
001	HR-Operating Cost	\$ 970	\$ 1,500	\$ 642	\$ 1,500
001	HR-Professional Services	\$ 30,487	\$ 35,000	\$ 35,000	\$ 10,000
001	HR-Communications	\$ 1,240	\$ 950	\$ 1,398	\$ 1,500
001	HR-Travel & Meetings	\$ 1,157	\$ 2,000	\$ 2,323	\$ 2,000
001	HR-Miscellaneous	\$ 721	\$ 1,100	\$ 813	\$ 1,100
001	HR-Staff Development	\$ 2,422	\$ 1,999	\$ 1,547	\$ 2,000
001	HR-Employee Recognition	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
001	HR-Civil - Office Supply	\$ -	\$ -	\$ -	\$ -
001	HR-Civil - Professional Srv	\$ -	\$ -	\$ -	\$ -
	Item/Project Request				\$ 5,000
001	Human Resources	\$ 240,027	\$ 279,450	\$ 274,409	\$ 279,057
001	IT-Salaries	\$ 158,207	\$ 191,144	\$ 189,529	\$ 234,092
001	IT-Overtime	\$ -	\$ 1,000	\$ 601	\$ 1,200
001	IT-Benefits	\$ 36,352	\$ 44,574	\$ 40,275	\$ 58,717
001	IT-Soc Security	\$ 11,965	\$ 14,597	\$ 13,216	\$ 17,908
001	IT-Retirement	\$ 19,360	\$ 24,482	\$ 22,077	\$ 30,104
001	IT-Workers Comp	\$ 355	\$ 846	\$ 402	\$ 965
001	IT-Office Supplies	\$ 2,772	\$ 6,000	\$ 7,954	\$ 6,000
001	IT-Fuel	\$ -	\$ 200	\$ -	\$ 200
001	IT-Professional Services	\$ 38,416	\$ 25,000	\$ 15,000	\$ 25,000
001	IT-Communications	\$ 2,038	\$ 1,993	\$ 1,972	\$ 1,993
001	IT-Travel & Meetings	\$ 723	\$ 5,300	\$ 2,521	\$ 5,300
001	IT-Repair & Maintenance	\$ 3,474	\$ 4,000	\$ 4,000	\$ 4,000
001	IT-Miscellaneous	\$ 135	\$ 200	\$ 1,428	\$ 200
001	IT-Staff Development	\$ 4,619	\$ 4,800	\$ 4,148	\$ 4,800
	Item/Project Request				\$ 5,900
001	Information Technology	\$ 278,417	\$ 324,136	\$ 303,122	\$ 396,379
001	Pension and Other Benefits	\$ -	\$ -	\$ -	\$ -
001	PL-Salaries	\$ 462,381	\$ 714,793	\$ 512,634	\$ 627,988
001	PL-Overtime	\$ 4,339	\$ 1,030	\$ 3,845	\$ 1,200
001	PL-Benefits	\$ 103,152	\$ 153,216	\$ 109,169	\$ 123,473
001	PL-Social Security	\$ 38,434	\$ 54,161	\$ 43,977	\$ 48,041
001	PL-Retirement	\$ 63,331	\$ 90,834	\$ 73,221	\$ 80,759
001	PL-Workers Comp	\$ 1,358	\$ 3,503	\$ 1,621	\$ 2,807
001	PL-Office Supplies	\$ 3,597	\$ 4,000	\$ 3,156	\$ 4,000
001	PL-Operating Costs	\$ 4,217	\$ 8,000	\$ 896	\$ 8,000
001	PL-Permit Related Op. Costs	\$ -	\$ 20,000	\$ 7,412	\$ 20,000

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	PL-Fuel	\$ 264	\$ 86	\$ 406	
001	PL-Small Tools	\$ -	\$ -	\$ -	
001	PL-Professional Servic	\$ 13,163	\$ 10,000	\$ 37,236	\$ 10,000
001	PL-CA-Developer Reimb	\$ -	\$ -	\$ -	\$ -
001	PL-Software Maint.	\$ 9,964	\$ -	\$ -	\$ -
001	PL-Advertising	\$ 6,836	\$ 15,000	\$ 11,116	\$ 15,000
001	Permit Related Professional Sr	\$ 138,421	\$ 145,000	\$ 164,935	\$ 145,000
001	PL-Communication	\$ 4,442	\$ 5,725	\$ 3,629	\$ 4,000
001	PL-Travel & Mtgs	\$ 2,028	\$ 6,000	\$ 1,595	\$ 6,000
001	PL-Repairs & Maint.	\$ 1,201	\$ 1,500	\$ 1,009	\$ 1,500
001	PL-Miscellaneous	\$ 760	\$ 700	\$ 863	\$ 700
001	PL-Staff Development	\$ 4,996	\$ 6,000	\$ 2,893	\$ 6,000
001	PL-Printing and Bindin	\$ -	\$ 1,000	\$ -	\$ 1,000
001	PL-UGA-RUTA-Annexation	\$ 1,779	\$ 18,000	\$ 21,334	\$ -
001	PL-Prof Serv-Hearing E	\$ 2,000	\$ -	\$ 2,667	\$ 2,000
001	PL-GIS Mapping	\$ -	\$ -	\$ -	\$ -
001	PL-Commission - Travel & Mtgs	\$ -	\$ -	\$ -	\$ -
001	PL-Commission - Misc	\$ -	\$ -	\$ -	\$ -
	PL- Citywide Beautification	\$ -	\$ -	\$ -	\$ 20,000
001	PL-Economic Devel	\$ 72,394	\$ 20,000	\$ 10,245	\$ -
001	PL-Econ Dev - Travel-Training	\$ -	\$ -	\$ -	\$ -
001	PB-Salaries	\$ 231,141	\$ 299,029	\$ 201,802	\$ 321,788
001	PB-Overtime	\$ 1,589	\$ 1,030	\$ 8,336	\$ 1,200
001	PB-Benefits	\$ 51,352	\$ 76,831	\$ 44,769	\$ 82,094
001	PB-Social Security	\$ 14,834	\$ 22,876	\$ 11,236	\$ 24,619
001	PB-Retirement	\$ 24,895	\$ 38,365	\$ 19,166	\$ 41,386
001	PB-Workers Comp	\$ 2,836	\$ 7,273	\$ 2,227	\$ 4,467
001	PB-Office Supplies	\$ 1,635	\$ 2,000	\$ 1,315	\$ 2,000
001	PB-Operating Cost	\$ 1,221	\$ 1,700	\$ 740	\$ 1,700
001	PB-Clothing	\$ 142	\$ 500	\$ 254	\$ 500
001	PB-Fuel	\$ 2,984	\$ 2,755	\$ 1,724	\$ 2,755
001	PL - Contrib to Vehicle Replac	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
001	PB-Professional Srv	\$ 505	\$ 6,000	\$ 6,000	\$ 6,000
001	PB-Advertising	\$ 519	\$ 1,000	\$ 200	\$ 1,000
001	PB-Communication	\$ 1,907	\$ 1,995	\$ 2,259	\$ 1,995
001	PB-Travel & Mtgs	\$ 2,216	\$ 3,000	\$ 350	\$ 3,000
001	PB-Repair & Maintenance	\$ 1,377	\$ 2,500	\$ 1,951	\$ 2,500
001	PB-Miscellaneous	\$ 345	\$ 300	\$ -	\$ 300
001	PB-Staff Development	\$ 3,969	\$ 4,000	\$ 2,147	\$ 4,000
001	PL-Park & Recreation	\$ 11,359	\$ 26,185	\$ 25,662	\$ 26,185
001	PL-Capital Outlay	\$ 5,500	\$ -	\$ -	\$ -
001	PB-Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Position Request				\$47,285
	Item/Project Request				\$65,000

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	Planning & Community Develop	\$ 1,309,383	\$ 1,785,887	\$ 1,353,996	\$ 1,777,242
001	LE - Contrib to Vehicle Repl	\$ 88,000	\$ 210,000	\$ 210,000	\$ 210,000
001	LE - Contrib to Boat Repl	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
001	LE - Contrib to Taser Repl				\$ 7,000
001	LE-Salaries	\$ 3,386,071	\$ 3,735,549	\$ 3,563,229	\$ 3,809,310
001	LE-Overtime	\$ 372,588	\$ 300,000	\$ 292,319	\$ 300,000
001	LE-Salaries Extra Duty	\$ 6,431	\$ 10,000	\$ -	\$ -
001	LE-Holiday Cashout	\$ 77,207	\$ 80,000	\$ 27,787	\$ 80,000
001	LE-Benefits	\$ 810,981	\$ 907,731	\$ 825,829	\$ 889,675
001	LE-Social Security	\$ 294,065	\$ 285,723	\$ 298,910	\$ 291,412
001	LE-Retirement	\$ 240,058	\$ 239,509	\$ 250,818	\$ 244,668
001	LE-Workers Comp	\$ 66,581	\$ 97,901	\$ 77,778	\$ 98,737
001	LE-Clothing Allowance	\$ 23,112	\$ 28,000	\$ 28,000	\$ 28,000
001	LE-Office Supplies	\$ 13,672	\$ 17,000	\$ 10,995	\$ 17,000
001	LE-Fixed Minor Equipment	\$ 39,077	\$ 85,000	\$ 77,635	\$ 78,000
001	LE-Minor Equipment	\$ 76,032	\$ 44,832	\$ 34,449	\$ 44,000
001	LE-Donation Exp Helmets	\$ 490	\$ 1,000	\$ -	\$ 1,000
001	LE-Donation Exp - Other	\$ 10,058	\$ 10,000	\$ 10,000	\$ 10,000
001	LE-Equipment - New Officers	\$ 20,141	\$ -	\$ 3,574	\$ -
001	LE-Emergency Mgmt Supplies	\$ 7,192	\$ 8,000	\$ 3,828	\$ 8,000
001	LE-Donation Canine Unit	\$ 13,619	\$ 41,881	\$ 43,720	\$ -
001	LE-Fuel	\$ 93,040	\$ 80,000	\$ 76,926	\$ 80,000
001	LE-Professional Services	\$ 43,900	\$ 22,000	\$ 10,485	\$ 28,000
001	LE-Professional Serv-Fixed	\$ 28,764	\$ 45,000	\$ 48,103	\$ 51,000
001	LE-Professional Srv-Legal	\$ -	\$ -	\$ -	\$ -
001	LE-Advertising	\$ 856	\$ 1,500	\$ -	\$ 1,500
001	LE-Communication	\$ 52,982	\$ 51,881	\$ 46,820	\$ 51,881
001	LE-Travel & Per Diem	\$ 39,741	\$ 38,500	\$ 37,331	\$ 38,500
001	LE-Business Meetings	\$ 2,611	\$ 5,000	\$ 1,880	\$ 5,000
001	LE-Insurance	\$ 237,084	\$ 234,623	\$ 236,774	\$ 234,623
001	LE-Repair & Maintenance Equip	\$ 86,934	\$ 100,000	\$ 70,255	\$ 100,000
001	LE-Dues & Memberships	\$ 2,627	\$ 4,000	\$ 3,387	\$ 4,000
001	LE-Boating Salaries Local	\$ 33,985	\$ 20,432	\$ 27,631	\$ 20,432
001	LE-Boating - Other Salaries	\$ 14,183	\$ 50,000	\$ 9,739	\$ 50,000
001	LE-Boating Benefit Local	\$ 13,198	\$ 8,225	\$ 11,334	\$ 8,225
001	LE-Boat Other Benefits	\$ 3,460	\$ 3,100	\$ 3,401	\$ 3,100
001	LE-Boating Clothing	\$ 172	\$ 500	\$ 500	\$ 500
001	LE-Boating Minor Equipment	\$ 9,917	\$ 9,505	\$ 9,505	\$ 9,505
001	LE-Boating-Fuel	\$ 1,927	\$ 2,500	\$ 2,500	\$ 2,500
001	LE-Boating-Travel & Per Diem	\$ 1,497	\$ 6,000	\$ 6,000	\$ 6,000
001	LE-Boating Repair & Maint	\$ 6,305	\$ 5,500	\$ 5,500	\$ 5,500
001	LE-Investigation Ops Costs	\$ -	\$ -	\$ -	\$ -
001	LE-Investigations Prof.Service	\$ -	\$ -	\$ -	\$ -
001	LE-Community Outreach Supplies	\$ 6,841	\$ 5,000	\$ 5,000	\$ 5,000

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	LE-Drug Task Force	\$ 5,965	\$ 10,000	\$ 10,180	\$ 11,000
001	LE-Registration Fees	\$ 37,658	\$ 32,000	\$ 37,980	\$ 32,000
001	LE-Staff Development - BLEA	\$ 3,187	\$ 3,063	\$ -	\$ 3,063
001	LE-Finance Charges	\$ 196	\$ -	\$ 103	\$ -
001	LE-Boating- Registration Fees	\$ 980	\$ 3,000	\$ -	\$ 3,000
001	LE-Facilities Supplies	\$ 3,231	\$ 5,200	\$ 2,242	\$ 5,200
001	LE-Facilities Minor Equipment	\$ 7,409	\$ 3,000	\$ -	\$ 3,000
001	LE-Fleet Minor Equipment	\$ -	\$ 5,000	\$ 2,068	\$ 5,000
001	LE-Facility Utilities	\$ 13,314	\$ 14,378	\$ 13,047	\$ 14,810
001	LE-Facility Repair & Maint	\$ 3,244	\$ 11,000	\$ 7,356	\$ 11,000
001	LE-Traffic Policing-Grants	\$ -	\$ -	\$ -	\$ -
001	LE-Evidence Room - Supplies	\$ 21	\$ -	\$ -	\$ -
001	LE-Evidence Impound	\$ -	\$ -	\$ -	\$ -
001	LE-Evidence Room-Alarm	\$ -	\$ -	\$ -	\$ -
001	LE-Jail	\$ 346,715	\$ 415,841	\$ 396,845	\$ 479,049
001	LE - Snopac Dispatch	\$ 366,694	\$ 348,572	\$ 348,572	\$ 383,226
001	LE-SERS Radio Assessment	\$ 73,238	\$ 80,349	\$ 80,349	
001	LE - Animal Control	\$ 21,817	\$ 21,574	\$ 18,908	\$ 21,574
001	Seizure - State Remit	\$ -	\$ -	\$ -	\$ -
001	LE-Capital Boating	\$ 14,787	\$ -	\$ -	\$ -
001	LE-Capital Outlays Equipment	\$ 55,538	\$ 12,565	\$ -	\$ -
001	LE-Capital Outlay - Facilities	\$ -	\$ -	\$ -	\$ -
	Position Request				\$ 64,000
	Item/Project Request				\$ 20,000
001	Law Enforcement	\$ 7,187,393	\$ 7,768,935	\$ 7,297,592	\$ 7,885,990
001	PK-Salaries	\$ 181,418	\$ 313,998	\$ 315,993	\$ 374,296
001	PK-Seasonal Salaries	\$ -	\$ 60,000	\$ -	\$ -
001	PK-Overtime	\$ 6,184	\$ 7,053	\$ 13,280	\$ 10,000
001	PK-Benefits	\$ 53,830	\$ 89,238	\$ 90,447	\$ 101,647
001	PK-Seasonal Benefits	\$ -	\$ -	\$ -	\$ -
001	PK-Social Security	\$ 17,033	\$ 24,021	\$ 27,316	\$ 28,634
001	PK-Retirement	\$ 23,826	\$ 40,286	\$ 42,182	\$ 44,970
001	PK-Workers Comp	\$ 5,217	\$ 9,173	\$ 6,917	\$ 10,063
001	PK- Clothing - Boot Allowance	\$ 514	\$ 8,196	\$ 1,988	\$ 4,000
001	PK-Operating Costs	\$ 125,413	\$ 54,605	\$ 80,839	\$ 80,000
001	PK-Ops-Clothing	\$ 2,249	\$ 2,500	\$ 682	\$ 2,500
001	PK - Lake Safety	\$ 3,280	\$ 4,000	\$ 303	\$ 4,000
001	PK - Boat Launch Expenses	\$ 684	\$ 400	\$ 360	\$ 1,000
001	PK-Fuel Costs	\$ 1,557	\$ 1,500	\$ 415	\$ 1,500
001	PK - Contrib to PW Equpt	\$ 80,000	\$ 80,000	\$ 80,000	\$ 40,000
001	PK-Professional Services	\$ 26,108	\$ 54,500	\$ 12,507	\$ 40,000
001	PK -Professional Tree Srv	\$ 96,180	\$ 140,000	\$ 140,000	\$ 100,000
001	PK-Communication	\$ 5,878	\$ 4,652	\$ 7,049	\$ 9,000
001	PK-Travel & Meetings	\$ 265	\$ 200	\$ 210	\$ 200

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	PK-Equipment Rental	\$ 8,001	\$ 8,000	\$ 11,187	\$ 8,000
001	PK- Dumpster Service	\$ 9,800	\$ 10,000	\$ 6,532	\$ 10,000
001	PK-Insurance	\$ 7,668	\$ 21,896	\$ 30,289	\$ 21,896
001	PK-Utilities	\$ 21,237	\$ 40,000	\$ 24,447	\$ 40,000
001	PK-Storm Drainage	\$ 2,707	\$ 18,585	\$ 18,713	\$ 21,482
001	PK-Repair & Maintenance	\$ 7,164	\$ 3,500	\$ 1,635	\$ 3,500
001	PK-Miscellaneous	\$ 144	\$ 150	\$ -	\$ 150
001	PK-Staff Development	\$ 1,203	\$ 1,000	\$ 50	\$ 1,000
001	PK-Park Board-Miscellaneous	\$ -	\$ 150	\$ -	\$ 150
001	PK-Capital Outlay	\$ 1,805	\$ 39,350	\$ 39,350	\$ -
	Position Request				\$95,241
	Capital Requests				\$ 107,699
001	Parks	\$ 689,367	\$ 1,036,952	\$ 952,692	\$ 1,160,928
001	Grant Receipt - Arlington	\$ -	\$ -	\$ -	\$ -
001	Ext Consultation - City Atty	\$ 145,038	\$ 200,000	\$ 211,219	\$ 225,000
001	Ext Consult - PRA	\$ 17,156	\$ 2,623	\$ 16,770	\$ 20,000
001	Ext Consult - Prosecutor Fees	\$ 138,194	\$ 141,991	\$ 142,669	\$ 146,949
001	Ext Consult - Labor Relations	\$ 611	\$ 5,000	\$ -	\$ 5,000
001	Ext Litigation - City Atty	\$ 44,616	\$ 25,000	\$ 108,064	\$ 50,000
001	LG-General Indigent Defense	\$ 124,770	\$ 134,056	\$ 128,516	\$ 134,678
001	Social Worker Program (Grant)	\$ 18,695	\$ 18,720	\$ 18,720	\$ 14,720
001	Grant Exp - Arlington	\$ 18,975	\$ 21,000	\$ 21,000	\$ 15,000
001	Legal	\$ 508,054	\$ 548,389	\$ 646,957	\$ 611,347
001	CS-Visitor Center	\$ 8	\$ 250	\$ -	\$ 250
001	CS - VIC Utilities	\$ 3,295	\$ 3,000	\$ 1,332	\$ 3,000
001	CS - VIC Professional Services	\$ -	\$ -	\$ -	\$ -
001	CS-Human Services	\$ -	\$ 40,000	\$ 40,000	\$ -
001	CS-Veteran Services	\$ 1,044	\$ 3,607	\$ 3,607	\$ -
001	CS-Aging Services-Supplies	\$ 1,397	\$ 250	\$ -	\$ 250
001	CS-Aging Services-Utilities	\$ -	\$ -	\$ -	\$ -
001	CS-Aging Services R&M	\$ 2,681	\$ 1,500	\$ -	\$ 1,500
001	CS-Special Event-Equip Rent	\$ 1,043	\$ 1,500	\$ -	\$ 1,500
001	CS-Library-Office & Operating	\$ 357	\$ 500	\$ -	\$ 500
001	CS-Library-Professional Svc	\$ 185	\$ -	\$ -	\$ -
001	CS-Library-Utilities	\$ 7,338	\$ 7,100	\$ 5,999	\$ 7,313
001	CS-Library Storm Drainage	\$ 447	\$ 1,331	\$ 887	\$ 1,425
001	CS-Library-Repair & Maint.	\$ -	\$ 1,500	\$ 114	\$ 1,500
001	CS-Arts Commission	\$ 10,507	\$ -	\$ -	\$ -
001	CS-Community Activity-Aquafest	\$ 1,661	\$ 3,500	\$ 1,243	\$ 3,500
001	CS-Historical-Operating	\$ 34	\$ 70	\$ 392	\$ 70
001	CS-Historical-Communications	\$ 1,267	\$ 1,341	\$ 2,770	\$ 1,341
001	CS-Historical-Utilities	\$ 831	\$ 900	\$ 463	\$ 927
001	CS-Community Center-Ops	\$ 604	\$ -	\$ -	\$ 10,000
001	CS-Community Center - Cleaning	\$ 1,706	\$ -	\$ 195	\$ 5,000

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	CS-Community Center - Comm	\$ 257	\$ -	\$ 215	\$ 2,000
001	CS-Community Center-Utilities	\$ 5,283	\$ 500	\$ 1,783	\$ 10,000
001	CS-Community Center - R & M	\$ 2,860	\$ -	\$ -	\$ 2,000
001	CS-Grimm House - Operating	\$ 14	\$ -	\$ -	\$ -
001	CS-Grimm House Utilities	\$ 676	\$ 750	\$ 463	\$ 773
001	CS-Library - Capital Outlay	\$ -	\$ -	\$ -	\$ -
001	CS-Community Center - Capital	\$ -	\$ 5,000	\$ 6,962	\$ -
001	Community	\$ 43,497	\$ 72,599	\$ 66,424	\$ 52,849
001	Refund of Deposits	\$ 1,400	\$ 3,400	\$ 3,867	\$ 3,400
001	Lobbying Services	\$ 108,151	\$ 57,647	\$ 57,179	\$ 62,000
001	GG-Municipal Court Fees	\$ 204,017	\$ 250,000	\$ 195,804	\$ 200,000
001	GG-Operating Costs	\$ 13,259	\$ 15,000	\$ 11,064	\$ 15,000
001	GG-Fuel	\$ 392	\$ 487	\$ 195	\$ 487
001	GG-Professional Service	\$ 45,278	\$ 30,000	\$ 30,000	\$ 30,000
001	GG-Communication	\$ 3,316	\$ 3,348	\$ 3,043	\$ 3,348
001	GG-Rental & Services	\$ 1,963	\$ 2,500	\$ 942	\$ 2,500
001	GG-Dumpster Service	\$ 2,758	\$ 1,500	\$ 3,214	\$ 1,500
001	GG-Insurance	\$ 99,001	\$ 110,197	\$ 95,767	\$ 110,197
001	GG-Utilities	\$ 18,427	\$ 18,485	\$ 14,608	\$ 18,485
001	GG-Storm Drainage	\$ 7,213	\$ 18,008	\$ 9,101	\$ 18,008
001	GG - Utilities for Rentals	\$ 1,174	\$ 12,000	\$ 12,000	\$ -
001	GG-Repair & Maintenance	\$ 47,040	\$ 80,000	\$ 74,991	\$ 80,000
001	GG-Miscellaneous	\$ 838	\$ 2,000	\$ 1,037	\$ 2,000
001	GG-Salaries Regular	\$ 69,406	\$ 230,124	\$ 242,406	\$ 273,540
001	GG-Salaries Overtime	\$ 2,778	\$ 3,210	\$ 10,105	\$ 3,500
001	GG-Benefits	\$ 19,267	\$ 57,060	\$ 63,477	\$ 73,354
001	GG-Social Security	\$ 5,308	\$ 17,604	\$ 18,834	\$ 20,926
001	GG-Retirement	\$ 8,634	\$ 29,525	\$ 32,333	\$ 35,173
001	GG-Workers Comp	\$ 904	\$ 6,078	\$ 3,504	\$ 6,271
001	GG-Clothing-Boot Allowance	\$ 280	\$ -	\$ 954	\$ 1,000
001	GG-Advertising	\$ 5,827	\$ 3,245	\$ 2,356	\$ 3,245
001	GG-Judgments & Settlements	\$ 100,550	\$ -	\$ -	\$ -
001	GG-PRR - Print-Copy	\$ 2	\$ 100	\$ -	\$ 100
001	GG - Contrib to Unemployment	\$ -	\$ -	\$ -	\$ -
001	GG - Contrib to Computer	\$ 152,000	\$ 149,921	\$ 149,921	\$ 230,080
001	GG-PSRC	\$ 9,961	\$ 10,000	\$ 10,398	\$ 12,000
001	GG-Chamber of Commerce	\$ 18,000	\$ 18,000	\$ 20,000	\$ 18,000
001	GG-Economic Alliance	\$ 2,720	\$ 3,000	\$ 3,000	\$ 3,000
001	GG-Visitor Center -SnoCo Contr	\$ 800	\$ 800	\$ 800	\$ 800
001	GG-AWC	\$ 22,652	\$ 23,609	\$ 23,609	\$ 24,560
001	GG-SnoCo Tomorrow	\$ 5,747	\$ 5,862	\$ 6,022	\$ 6,038
001	GG-Excise Tax	\$ 3,773	\$ 4,100	\$ 1,205	\$ 4,100
001	GG-Snohomish Health District	\$ 31,740	\$ -	\$ -	\$ -
001	GG-Protectective Insp Enforce	\$ -	\$ -	\$ -	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
001	GG - Emergency	\$ 38,732	\$ 41,351	\$ 41,351	\$ 42,592
001	GG-Pollution Earthday Salaries	\$ -	\$ -	\$ -	\$ -
001	GG-Pollution Earthday Benefits	\$ -	\$ -	\$ -	\$ -
001	GG-Pollution Earthday Supplies	\$ -	\$ -	\$ -	\$ -
001	GG - Air Pollution	\$ 20,447	\$ 21,271	\$ 21,271	\$ 21,858
001	GG - Liquor Tax to SnoCo	\$ 10,186	\$ 8,616	\$ 8,786	\$ 8,616
001	Interfund Loan	\$ 25,000	\$ -	\$ -	\$ -
001	GG - Lundeen House Capital	\$ -	\$ -	\$ -	\$ -
001	GG - City Hall Demo	\$ 61,389	\$ -	\$ -	\$ -
001	GG - Chapel Hill	\$ -	\$ -	\$ -	\$ -
001	GG - Property Purch - LE	\$ -	\$ -	\$ -	\$ -
001	GG-Contrib to Muni Arts Fund	\$ -	\$ -	\$ -	\$ -
001	GG-Trsfr to Cum Res Fund 002	\$ 500,000	\$ -	\$ -	\$ -
	Item/Project Request				\$ 28,000
001	General Government	\$ 1,670,330	\$ 1,238,048	\$ 1,173,141	\$ 1,363,678
001	ME - Operating Costs	\$ 2,669	\$ 2,500	\$ -	\$ -
001	Mechanic	\$ 2,669	\$ 2,500	\$ -	\$ -
	Expense Total	\$ 12,977,591	\$ 14,227,749	\$ 13,201,783	\$ 14,803,463
001	Ending Fund Balance	\$ 5,139,935	\$ 3,071,842	\$ 3,926,488	\$ 2,151,183
002	Contingency Beginning Cash	\$ 3,186,098	\$ 3,926,097	\$ 3,926,097	\$ 4,979,942
002	Local Construction Sales Tax	\$ 944,539	\$ 700,000	\$ 1,066,542	\$ 600,000
002	Investment Interest	\$ 70,134	\$ 45,927	\$ 97,303	\$ 101,905
002	Interfund Loan Repay Receipt	\$ -	\$ 3,050,000	\$ 3,050,000	\$ -
002	Uncashed Checks	\$ -	\$ -	\$ -	\$ -
002	Interfund Transfer In	\$ 500,000	\$ -	\$ -	\$ -
	Revenue Total	\$ 1,514,674	\$ 3,795,927	\$ 4,213,845	\$ 701,905
002	Interfund Loan	\$ -	\$ 3,050,000	\$ 3,050,000	\$ -
002	Unclaimed Checks Paid	\$ 5,331	\$ -	\$ -	\$ -
002	Traffic Incentive Fee Reimb	\$ -	\$ 145,000	\$ -	\$ 145,000
002	GR - Interfund Transfer Out	\$ -	\$ 10,000	\$ 10,000	\$ -
002	Police Dept - Loaned	\$ 145,090	\$ 1,354,910	\$ 100,000	\$ -
002	Park Acquisition/Captial	\$ 624,253	\$ -	\$ -	\$ 200,000
	Expense Total	\$ 774,674	\$ 4,559,910	\$ 3,160,000	\$ 345,000
002	Ending Fund Balance	\$ 3,926,097	\$ 3,162,114	\$ 4,979,942	\$ 5,336,847
003	Permitting - Beginning Cash	\$ -	\$ 977,680	\$ 977,680	\$ 2,338,090
003	Building Permits	\$ 1,538,637	\$ 1,500,000	\$ 1,727,203	\$ 1,515,000
003	Zoning-Subdivision Fees	\$ 282,479	\$ 600,000	\$ 577,295	\$ 480,000
003	Developer Reimbursable Receipt	\$ 4,080	\$ -	\$ -	\$ -
003	Investment Interest - To GF	\$ -	\$ -	\$ -	\$ -
003	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 1,825,196	\$ 2,100,000	\$ 2,304,498	\$ 1,995,000
003	PM-Salaries	\$ -	\$ -	\$ -	\$ -

Fund	Description	2018 Actual	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
003	PM-Benefits	\$ -	\$ -	\$ -	\$ -
003	Developer Reimbursement	\$ -	\$ -	\$ 4,943	\$ -
003	Miscellaneous	\$ 9,820	\$ -	\$ 500	\$ -
003	BM-Salaries	\$ -	\$ -	\$ -	\$ -
003	BM-Benefits	\$ -	\$ -	\$ -	\$ -
003	BM-Professional Srv	\$ -	\$ -	\$ -	\$ -
003	Interfund Transfer Out	\$ 837,696	\$ 800,000	\$ 938,645	\$ 1,095,897
003	Interfund Transfer Out				\$ 100,000
	Expense Total	\$ 847,516	\$ 800,000	\$ 944,089	\$ 1,195,897
003	Ending Fund Balance	\$ 977,680	\$ 2,277,680	\$ 2,338,090	\$ 3,137,193
101	Street - Cash	\$ 2,388,379	\$ 2,239,476	\$ 2,239,476	\$ 2,008,522
101	Real & Personal Property Tax	\$ 1,296,398	\$ 1,348,672	\$ 1,348,672	\$ 1,415,095
101	Utility Tax - Garbage	\$ -	\$ 168,000	\$ 175,422	\$ 266,640
101	TBD - Vehicle Fees	\$ -	\$ -	\$ -	\$ -
101	Other Non-Bus. ROW Permits	\$ 32,800	\$ 34,000	\$ 32,552	\$ 28,701
101	DHS Fed Ind 97.036 Storm	\$ -	\$ -	\$ -	\$ -
101	WA State Grt - Storm	\$ -	\$ -	\$ -	\$ -
101	WA TSC - School Zone	\$ -	\$ -	\$ -	\$ -
101	WA TIB - Arterial Preservation	\$ -	\$ -	\$ -	\$ -
101	Multimodal Transportation	\$ 44,671	\$ 45,561	\$ 45,309	\$ 44,989
101	MVFT - City Streets	\$ 694,988	\$ 679,034	\$ 674,758	\$ 702,950
101	Street - PW Services	\$ 895	\$ -	\$ -	\$ -
101	Street Lights - Developer Paid	\$ -	\$ -	\$ -	\$ -
101	Street - PW Services	\$ -	\$ -	\$ -	\$ -
101	Street - Plan Checking Service	\$ -	\$ -	\$ -	\$ -
101	Investment Interest	\$ 39,655	\$ 29,992	\$ 48,316	\$ 49,412
101	Street Op Special Assessment	\$ 12,166	\$ 2,268	\$ 12,525	\$ 14,090
101	Sale of Surplus	\$ -	\$ -	\$ -	\$ -
101	Misc Rev. Judgment-Settlement	\$ -	\$ -	\$ -	\$ -
101	Miscellaneous Revenue - Other	\$ 47	\$ 500	\$ 91	\$ 500
101	Insurance Recoveries - Capital	\$ 5,624	\$ -	\$ -	\$ -
101	Interfund Transfer In	\$ 30,069	\$ 35,000	\$ 52,631	\$ 47,654
101	Insurance Recoveries - Non Cap	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 2,157,314	\$ 2,343,027	\$ 2,390,277	\$ 2,570,031
101	ME - Operating Costs	\$ 23,079	\$ 21,464	\$ 5,164	\$ 21,464
101	ST-Salaries	\$ 820,475	\$ 827,514	\$ 746,286	\$ 835,002
101	ST-Overtime	\$ 24,585	\$ 45,000	\$ 32,044	\$ 46,350
101	ST-Benefits	\$ 210,491	\$ 202,054	\$ 193,875	\$ 215,176
101	ST-Social Security	\$ 62,166	\$ 63,209	\$ 55,282	\$ 63,878
101	ST-Retirement	\$ 80,907	\$ 107,767	\$ 97,182	\$ 109,212
101	ST-Workers Comp	\$ 11,605	\$ 19,941	\$ 10,891	\$ 16,694
101	ST-Boot - Clothing Allowance	\$ 8,170	\$ 8,197	\$ 4,438	\$ 8,197
101	ST-Fuel	\$ 27,954	\$ 25,779	\$ 33,377	\$ 25,779

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
101	ST-Pavement Preservation	\$ 239,352	\$ 400,000	\$ 400,000	\$ 400,000
101	ST-Advertising	\$ 2,463	\$ 1,054	\$ 2,381	\$ 1,054
101	ST-Professional Service	\$ 6,334	\$ 20,000	\$ 10,077	\$ 20,000
101	ST-Rentals-Leases	\$ 3,396	\$ 1,690	\$ 1,741	\$ 3,000
101	ST-Dumpster Service	\$ 6,255	\$ 6,400	\$ 5,806	\$ 6,400
101	ST-Repair & Maintenance	\$ 21,662	\$ 35,000	\$ 6,287	\$ 35,000
101	ST-Miscellaneous	\$ 121	\$ 1,000	\$ 113	\$ 1,000
101	ST-Staff Development	\$ 3,191	\$ 2,700	\$ 4,194	\$ 2,700
101	MISC - Administrative Fees TBD	\$ -	\$ 31,000	\$ -	\$ -
101	ST-Storm Drainage	\$ 3,989	\$ 11,500	\$ 11,500	\$ 12,307
101	ST-SWM Road Debt Charge	\$ 6,589	\$ 6,608	\$ 6,589	\$ 6,608
101	ST-Sidewalk Repair Supply	\$ 36,915	\$ -	\$ -	\$ -
101	ST-Sidewalk R&M	\$ 16,657	\$ 25,000	\$ -	\$ 25,000
101	ST-Lighting - Utilities	\$ 204,090	\$ 184,737	\$ 171,151	\$ 184,737
101	ST-Lighting - R&M	\$ -	\$ 2,000	\$ -	\$ 2,000
101	ST-Traffic Control - Supply	\$ 35,331	\$ 8,555	\$ 22,778	\$ 10,000
101	ST-Traffic Control -Utility	\$ 3,513	\$ 3,369	\$ 3,845	\$ 3,369
101	ST-Traffic Control - R&M	\$ 14,325	\$ 12,000	\$ 36,463	\$ 12,000
101	ST-Traf Control - Guardrail	\$ 7,644	\$ 3,000	\$ 8,475	\$ 10,000
101	ST-Traffic Control - Striping	\$ 46,256	\$ 112,516	\$ 112,516	\$ 112,516
101	ST-Snow & Ice - Sply	\$ 15,804	\$ 12,000	\$ 41,011	\$ 20,000
101	ST-Street Cleaning	\$ 9,042	\$ -	\$ -	\$ -
101	ST-Roadside - Supply	\$ 678	\$ 809	\$ -	\$ 809
101	Citywide Beautification Implem	\$ 9,861	\$ 15,140	\$ 24,344	\$ 15,000
101	ST-Roadside Equip Rental	\$ 397	\$ -	\$ -	\$ -
101	ST-Clothing	\$ 2,601	\$ 2,213	\$ 124	\$ 2,213
101	ST - Contrib to PW Equipt	\$ 160,000	\$ 160,000	\$ 160,000	\$ 80,000
101	ST - Contrib to Computer	\$ 24,000	\$ 75,040	\$ 36,000	\$ 24,000
101	ST-Roundabout Landscape	\$ -	\$ -	\$ -	\$ -
101	ST-Prof Srv - Legal	\$ -	\$ -	\$ -	\$ -
101	ST-Software Maint & Support	\$ 5,527	\$ -	\$ -	\$ -
101	ST-Communications	\$ 5,479	\$ 5,344	\$ 6,776	\$ 5,344
101	ST-Travel & Meetings	\$ 579	\$ 4,000	\$ 368	\$ 4,000
101	ST-Insurance	\$ 46,442	\$ 86,907	\$ 84,961	\$ 86,907
101	ST - Contrib to Unemployment	\$ -	\$ -	\$ -	\$ -
101	ST-Utilities	\$ 4,125	\$ 4,456	\$ 8,244	\$ 10,339
101	ST-Facilities R&M	\$ -	\$ -	\$ -	\$ -
101	ST-Prof Srv - Engineering	\$ -	\$ 20,000	\$ 50,226	\$ 20,000
101	ST-Prof Srv-GMA Traffic Plan	\$ -	\$ -	\$ -	\$ -
101	ST-Traf Study-20th SE	\$ -	\$ -	\$ -	\$ -
101	ST-Hwy 9/204 Circulation Std	\$ -	\$ -	\$ -	\$ -
101	ST-Office Supplies	\$ 7,034	\$ 2,250	\$ 669	\$ 2,250
101	ST-Operating Cost	\$ 80,632	\$ 48,470	\$ 93,387	\$ 60,000
101	2010 PWTF Loan Principal Pymt	\$ 634	\$ 634	\$ -	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
101	2010 PWTF Loan Int Pymt	\$ 247	\$ 228	\$ -	\$ -
101	ST-Capital Expenditures	\$ 5,621	\$ 132,667	\$ 132,667	\$ -
101	ST - Capital ROW Purchase	\$ -	\$ -	\$ -	\$ -
101	ST-Sidewalk Capital Project	\$ -	\$ -	\$ -	\$ -
101	ST-36th Street Bridge Repair	\$ -	\$ -	\$ -	\$ -
101	ST - Cap - Grade Road	\$ -	\$ -	\$ -	\$ -
101	ST-Cap Proj-Mini Roundabouts	\$ -	\$ -	\$ -	\$ -
101	ST-Traffic Control-Capital	\$ -	\$ -	\$ -	\$ -
101	ST-Transfer Out	\$ -	\$ -	\$ -	\$ -
101	ST-Transfer Out to Street Rsrv	\$ -	\$ -	\$ -	\$ -
101	ST-Trsfr-Sidewalk CapProj Fund	\$ -	\$ -	\$ -	\$ -
101	ST-Contribution-Municipal Arts	\$ -	\$ -	\$ -	\$ -
	<i>Position/Salary Change Requests</i>				\$ 8,330
	<i>Item/Project Request</i>				
	<i>Capital Request</i>				\$ 215,398
	Expense Total	\$ 2,306,218	\$ 2,759,212	\$ 2,621,231	\$ 2,744,033
101	Ending Fund Balance	\$ 2,239,476	\$ 1,823,291	\$ 2,008,522	\$ 1,834,520
103	Street Reserve - Beginning Cash	\$ 1,546	\$ 1,576	\$ 1,576	\$ 3,591
103	TIB - Complete Street Grant	\$ -	\$ -	\$ -	\$ -
103	Investment Interest	\$ 30	\$ 24	\$ 2,015	\$ 30
103	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 30	\$ 24	\$ 2,015	\$ 30
103	TIB - S. Lake Stevens Path	\$ -	\$ -	\$ -	\$ -
103	Transfer Out	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ -	\$ -
103	Ending Fund Balance	\$ 1,576	\$ 1,600	\$ 3,591	\$ 3,621
111	Drug Seizure - Beginning Cash	\$ 42,897	\$ 43,694	\$ 43,694	\$ 81,540
111	Investment Interest	\$ 796	\$ 654	\$ 1,312	\$ 1,262
111	Confiscated & Forfeited Prop	\$ -	\$ 55,000	\$ 55,000	\$ 20,000
	Revenue Total	\$ 796	\$ 55,654	\$ 56,312	\$ 21,262
111	Drug Seizure - Settlement Agmt	\$ -	\$ 17,998	\$ 17,998	\$ -
111	Drug Seize - Operating Costs	\$ -	\$ 49,000	\$ 467	\$ 25,000
111	Drug Seize - Canine Supplies	\$ -	\$ -	\$ -	\$ 7,500
	Drug Seize - Canine Prof Srv	\$ -	\$ -	\$ -	
111	Drug Seize - Misc Exp	\$ -	\$ -	\$ -	\$ -
111	Drug - Capital Outlay	\$ -	\$ -	\$ -	\$ 50,000
	Expense Total	\$ -	\$ 66,998	\$ 18,465	\$ 82,500
111	Ending Fund Balance	\$ 43,694	\$ 32,349	\$ 81,540	\$ 20,303
112	Municipal Arts - Beginning Cash	\$ 20,349	\$ 20,716	\$ 20,716	\$ 21,208
112	Investment Interest	\$ 367	\$ 310	\$ 492	\$ 500
112	Interfund Transfer In	\$ -	\$ 10,000	\$ -	\$ 10,000

Fund	Description	2018 Actual	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
	Revenue Total	\$ 367	\$ 10,310	\$ 492	\$ 10,500
112	Art - Public Art Acquisition	\$ -	\$ 20,963	\$ -	\$ 31,708
	Expense Total	\$ -	\$ 20,963	\$ -	\$ 31,708
112	Ending Fund Balance	\$ 20,716	\$ 10,063	\$ 21,208	\$ 0
210	LTGO 2008A Bond - Beginning Cash	\$ -	\$ -	\$ -	\$ -
210	Interfund Transfer In - SD	\$ 139,400	\$ 135,100	\$ 135,100	\$ 135,500
210	Interfund Transfer In - REET	\$ 210,505	\$ 209,805	\$ 209,805	\$ 214,205
210	Interfund Transfer In	\$ -	\$ -	\$ -	
	Revenue Total	\$ 349,905	\$ 344,905	\$ 344,905	\$ 349,705
210	2008 Bond Princp Pymt - GG	\$ 135,000	\$ 140,000	\$ 140,000	\$ 150,000
210	2008 Bond Interest Payment	\$ 74,905	\$ 69,505	\$ 69,505	\$ 63,905
210	2008 Bond Fees	\$ 600	\$ 600	\$ 600	\$ 600
210	2008 Bond Principal - Sewer	\$ 115,000	\$ 115,000	\$ 115,000	\$ 120,000
210	2008 Bond Interest Payment	\$ 24,400	\$ 19,800	\$ 19,800	\$ 15,200
	Expense Total	\$ 349,905	\$ 344,905	\$ 344,905	\$ 349,705
210	Ending Fund Balance	\$ -	\$ -	\$ -	\$ -
213	2015 LTGO Bond - Beginning Cash	\$ 0	\$ 0	\$ 0	\$ -
213	2004 Refunding Bond Proceeds	\$ -	\$ -	\$ -	\$ -
213	Interfund Transfer In	\$ 95,955	\$ 97,221	\$ 97,221	\$ 94,426
	Revenue Total	\$ 95,955	\$ 97,221	\$ 97,221	\$ 94,426
213	2015 LTGO 2015 Princ Pmt PD	\$ 85,000	\$ 88,000	\$ 88,000	\$ 87,000
213	2015 LTGO Interest Pymt PD	\$ 10,955	\$ 9,221	\$ 9,221	\$ 7,426
213	2015 LTGO Debt Issuance Costs	\$ -	\$ -	\$ -	\$ -
213	2015 LTGO Bond Fees PD	\$ -	\$ -	\$ -	\$ -
213	2004 Ref Debt Escrow Princ Pmt	\$ -	\$ -	\$ -	\$ -
213	2004 Ref Debt Escrow Int Pymt	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 95,955	\$ 97,221	\$ 97,221	\$ 94,426
213	Ending Fund Balance	\$ 0	\$ 0	\$ -	\$ -
214	2019A LTGO Bond - Beginning Cash	\$ -	\$ -	\$ 0	\$ 0
214	Interfund Transfer In		\$ -		\$ 433,996
	Revenue Total	\$ -	\$ -	\$ -	\$ 433,996
214	2019A LTGO Princ Pmt PD		\$ -	\$ -	\$ 170,000
214	2019 LTGO Interest Pymt PD		\$ -	\$ -	\$ 263,696
214	2019 LTGO Bond Fees PD	\$ -	\$ -	\$ -	\$ 300
	Expense Total	\$ -	\$ -	\$ -	\$ 433,996
214	Ending Fund Balance	\$ -	\$ -	\$ 0	\$ 0
301	Traffic Mitigation - Beginning Cash	\$ 3,436,666	\$ 3,387,514	\$ 3,387,514	\$ 3,629,771
301	DOT Fed Ind 20.205 LA8543	\$ 318,399	\$ 76,200	\$ 129,059	\$ 5,103,000
301	WSDOT - S Lake Stevens Rd	\$ -	\$ 1,300,000		\$ 1,300,000
301	WSDOT - Village Access Rd	\$ -	\$ 420,000	\$ 420,000	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
302	TIB - S Lake Stevens Rd	\$ -	\$ 200,000	\$ 200,000	
301	Local Trans. Act -Impact Fees	\$ 19,234	\$ 10,060	\$ 2,100	\$ 2,500
301	Traffic Mitigation - GMA Cnty	\$ -	\$ -	\$ -	\$ -
301	Traffic Mitigation - TIZ 1	\$ 121,573	\$ 47,468	\$ 226,580	\$ 84,000
301	Traffic Mitigation - TIZ 2	\$ 154,280	\$ 370,272	\$ 4,667	\$ 211,288
301	Traffic Mitigation - TIZ 3	\$ 736,530	\$ 782,760	\$ 782,312	\$ 3,312,050
301	Traffic Mitigation - SEPA	\$ -	\$ -	\$ -	\$ -
301	Investment Interest	\$ 63,842	\$ 10,868	\$ 88,410	\$ 90,784
301	Interfund Transfer In	\$ -	\$ -	\$ -	
	Revenue Total	\$ 1,413,857	\$ 3,217,629	\$ 1,853,127	\$ 10,103,622
301	Refunds or Reimbursements	\$ 12,394	\$ -	\$ -	\$ -
301	Transfer Out	\$ 202,858	\$ 529,268	\$ 529,268	\$ -
301	Street Op - P&D - 20th St SE	\$ 251,528	\$ 131,602	\$ 131,602	\$ -
301	T11 - 24th & 91st Ext Design	\$ 183,422	\$ 407,088	\$ 150,000	\$ -
301	20th St SE Phase II Construct	\$ -	\$ 1,680,000	\$ -	\$ 7,439,085
301	Village Access - TIZ2	\$ -	\$ 650,000	\$ 650,000	\$ -
301	T11 - 24th St & 91st Ext Temp	\$ 22,071	\$ -	\$ -	\$ 3,150,000
301	SEPA Capital Expenditures	\$ 612,087	\$ -	\$ -	\$ -
301	TIZ1 Capital Expenditures	\$ -	\$ -	\$ -	\$ -
301	TIZ3 - S. Lake Stevens Rd	\$ 178,649	\$ 1,576,651	\$ 150,000	\$ 2,236,325
	Expense Total	\$ 1,463,010	\$ 4,974,609	\$ 1,610,870	\$ 12,825,410
301	Ending Fund Balance	\$ 3,387,514	\$ 1,630,534	\$ 3,629,771	\$ 907,983
302	Park Mitigation - Beginning Cash	\$ 2,574,206	\$ 1,264,033	\$ 1,264,033	\$ 468,409
302	DOC - Cavelero Grant	\$ -	\$ 485,000	\$ 485,000	\$ -
302	Snohomish County SCPP Grants	\$ -	\$ -	\$ 9,500	\$ -
302	Park Mitigation	\$ 700,608	\$ 800,000	\$ 1,155,540	\$ 1,019,277
302	Investment Interest	\$ 39,308	\$ 3,821	\$ 30,537	\$ 35,687
302	Tree Replacement Fee	\$ 9,583	\$ 80,000	\$ 80,000	\$ 10,000
302	Interfund Transfer In	\$ -	\$ -	\$ -	
	Revenue Total	\$ 749,499	\$ 1,368,821	\$ 1,760,576	\$ 1,060,424
302	Park Mitigation Funds Exp	\$ -	\$ -	\$ -	\$ -
302	Tree Replacement Expenditures	\$ 5,073	\$ 80,397	\$ 80,397	\$ -
302	PM - Park Acquisition	\$ 1,000,000	\$ 242,000	\$ 245,919	\$ -
302	PM - Frontier Heights Capital	\$ 45,150	\$ 39,125	\$ 39,316	\$ 102,105
302	PM - North Cove Capital	\$ -	\$ 162,570	\$ 219,048	\$ 180,000
302	PM - Lundeen Park Capital	\$ 600,000	\$ -	\$ -	\$ -
302	PM - Soccer Field 20th Street	\$ 17,904	\$ -	\$ -	\$ 137,025
302	PM - Eagle Ridge	\$ 59,917	\$ 15,936	\$ 15,936	\$ -
302	PM - Cavelero Park	\$ -	\$ 735,000	\$ 735,000	\$ -
302	Transfer Out	\$ 331,627	\$ 1,220,584	\$ 1,220,584	\$ -
	Expense Total	\$ 2,059,671	\$ 2,495,612	\$ 2,556,200	\$ 419,130
302	Ending Fund Balance	\$ 1,264,033	\$ 137,242	\$ 468,409	\$ 1,109,704

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
303	REET 1 - Beginning Cash	\$ 2,364,410	\$ 3,138,376	\$ 3,138,376	\$ 3,874,092
303	REET 1-1st Quarter Percent	\$ 1,051,272	\$ 850,000	\$ 1,258,307	\$ 1,100,000
303	Investment Interest	\$ 51,772	\$ 35,254	\$ 79,552	\$ 80,645
303	Tranfser In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 1,103,044	\$ 885,254	\$ 1,337,860	\$ 1,180,645
303	Bond Fees	\$ -	\$ -	\$ -	\$ -
303	Transfer to Police 2015 Debt	\$ 95,955	\$ 97,221	\$ 97,221	\$ 94,426
303	transfer to 210 for 2008 bonds	\$ 210,505	\$ 210,205	\$ 210,205	\$ 214,205
303	Transfer to 212 for 2010 Bonds	\$ -	\$ -	\$ -	\$ -
303	Transfer out for New PD Bond	\$ -	\$ 500,000		\$ 433,996
303	800 MHZ Capital Debt Principal	\$ 18,258	\$ 18,258	\$ 18,258	\$ 20,321
303	800 MHZ Capital Debt Interest	\$ 4,360	\$ 4,360	\$ 4,360	\$ 2,297
303	SW - Decant Facility	\$ -	\$ 148,500	\$ 148,500	\$ -
303	Fuel System Construction	\$ -	\$ 123,600	\$ 123,600	\$ -
303	T11 - 24th ST & 91st Extension	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 329,078	\$ 1,102,144	\$ 602,144	\$ 765,245
303	Ending Fund Balance	\$ 3,138,376	\$ 2,921,486	\$ 3,874,092	\$ 4,289,492
304	REET 2 - Beginning Cash	\$ 3,691,065	\$ 4,408,111	\$ 4,408,111	\$ 1,256,484
304	REET 2- 2nd Quarter Percent	\$ 1,017,848	\$ 850,000	\$ 1,255,241	\$ 1,100,000
304	DOT Grant 91st/Market RAB	\$ -	\$ -	\$ -	\$ -
304	WSDOT Grant - Trestle/HOV/BAT	\$ -	\$ 1,822,000	\$ -	\$ 1,822,000
304	Investment Interest	\$ 75,680	\$ 22,244	\$ 111,885	\$ 113,951
304	Property Sale Proceeds	\$ -	\$ 75,000	\$ 75,000	\$ -
	Revenue Total	\$ 1,093,527	\$ 2,769,244	\$ 1,442,126	\$ 3,035,951
304	Lundeen Park Redevelopment	\$ 200,000	\$ 50,000	\$ 50,000	\$ -
304	Frontier Heights Pk Redevelop	\$ -	\$ -	\$ -	\$ 350,000
304	Park Redevelopment - Capital	\$ -	\$ 110,000	\$ 110,000	\$ -
304	PWTF 2010 Principal	\$ -	\$ 7,606	\$ 7,606	\$ -
304	PWTF 2010 Interest	\$ -	\$ 229	\$ 229	\$ -
304	24th/91st - Drainage	\$ 4,500	\$ 800,000	\$ -	\$ 800,000
304	Capital - Trans - Land Improve	\$ -	\$ -	\$ -	\$ -
304	79th Ave SE Access Road	\$ 47,675	\$ 1,134,325	\$ 1,134,325	\$ 45,000
304	91st/Market RAB	\$ -	\$ -	\$ -	\$ -
304	Callow Road Embankment	\$ -	\$ -	\$ -	\$ -
304	Frontier Village/4th Project	\$ 87,224	\$ 116,526	\$ 116,526	\$ -
304	Trestle/HOV Lane/BAT	\$ -	\$ 2,622,475	\$ 2,622,475	\$ 47,525
	S. Lake Stevens Road				\$ 137,028
304	Transfer Out	\$ 37,082	\$ 552,593	\$ 552,593	\$ -
	Expense Total	\$ 376,481	\$ 5,393,754	\$ 4,593,754	\$ 1,379,553
304	Ending Fund Balance	\$ 4,408,111	\$ 1,783,601	\$ 1,256,484	\$ 2,912,881
305	Downtown Redev - Beginning Cas	\$ -	\$ 261,626	\$ 261,626	\$ (0)
305	State Commerce - DT Grant	\$ -	\$ 3,050,000	\$ 3,050,000	\$ 1,000,000

Fund	Description	2018 Actual	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
305	Investment Interest	\$ 654	\$ 1,000	\$ 263	\$ -
305	Interfund Loan	\$ -	\$ 3,050,000	\$ 3,050,000	\$ -
305	Transfer In	\$ 534,485	\$ 2,302,445	\$ 2,302,445	\$ -
	Revenue Total	\$ 535,139	\$ 8,403,445	\$ 8,402,708	\$ 1,000,000
305	Interfund Loan Repayment	\$ -	\$ 3,050,000	\$ 3,050,000	\$ -
305	Transfer out	\$ -	\$ -	\$ -	\$ -
305	Park Design	\$ -	\$ -	\$ -	\$ -
305	North Cove Park Cap-Local	\$ 67,383	\$ 2,035,802	\$ 2,035,802	\$ 1,000,000
305	Butler Property Purchase-Grant	\$ -	\$ 530,000	\$ 520,887	\$ -
305	Pavillion - Grant Exp	\$ -	\$ 2,520,001	\$ 2,528,377	\$ -
305	Main Street Project - Local	\$ 206,130	\$ 529,268	\$ 529,268	\$ -
	Expense Total	\$ 273,513	\$ 8,665,071	\$ 8,664,334	\$ 1,000,000
305	Ending Fund Balance	\$ 261,626	\$ -	\$ (0)	\$ (0)
306	Facility Capital Project Fund - Beginning	\$ -	\$ -	\$ -	\$ 4,004,031
306	Investment Interest	\$ -	\$ -		
306	Interfund Loan	\$ -	\$ -		
306	2019A LTGO Bond Proceeds	\$ -	\$ 8,245,000	\$ 8,245,000	
306	2019A LTGO Bond Premium	\$ -	\$ 861,562	\$ 861,562	
306	Transfer In	\$ -	\$ -		
	Revenue Total	\$ -	\$ 9,106,562	\$ 9,106,562	\$ -
306	Interfund Loan Repayment	\$ -	\$ -		
306	2019A LTGO Bond Issuance Fees	\$ -	\$ 102,531	\$ 102,531	
306	Police Dept Project Account	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 3,800,000
306	Police Dept Retrofit - Old facility	\$ -	\$ -	\$ -	\$ 200,000
306	Transfer out	\$ -	\$ -		
	Expense Total	\$ -	\$ 5,102,531	\$ 5,102,531	\$ 4,000,000
306	Facility Capital Project Fund	\$ -	\$ 4,004,031	\$ 4,004,031	\$ 4,031
309	Sidewalk Capital - Beginning Cash	\$ 1,123,128	\$ 846,914	\$ 846,914	\$ 831,812
309	WA DOT - 91st/4th SRTS Grant	\$ -	\$ 466,500	\$ 466,500	\$ -
309	WA TIB - Sidewalk	\$ -	\$ -	\$ -	\$ -
309	Investment Interest	\$ 19,732	\$ 14,784	\$ 19,144	\$ 19,310
309	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 19,732	\$ 481,284	\$ 485,644	\$ 19,310
309	Safer Routes - 91st/4th St.SE	\$ 295,946	\$ 326,055	\$ 300,746	\$ -
	<i>117th Sidewalk</i>				<i>\$ 175,000</i>
309	Sidewalk Construction	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
	Expense Total	\$ 295,946	\$ 526,055	\$ 500,746	\$ 375,000
309	Ending Fund Balance	\$ 846,914	\$ 802,143	\$ 831,812	\$ 476,122
310	20th Street SE CP - Beginning Cash	\$ -	\$ 10,198	\$ 10,198	\$ 811,589
310	Investment Interest	\$ 20	\$ -	\$ 14,371	\$ 13,702
310	Interfund Loan Received	\$ 25,000	\$ -	\$ -	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
310	Sale of Capital Assets	\$ -	\$ 833,105	\$ 828,274	\$ -
310	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 25,020	\$ 833,105	\$ 842,645	\$ 13,702
310	Interfund Loan Repayment	\$ -	\$ 25,000	\$ 25,000	\$ -
310	20th St SE - Professional Srv	\$ 14,822	\$ 16,378	\$ 16,254	\$ 824,354
	Expense Total	\$ 14,822	\$ 41,378	\$ 41,254	\$ 824,354
	Ending Fund Balance	\$ 10,198	\$ 801,925	\$ 811,589	\$ 938
401	Sewer - Beginning Cash	\$ 280,237	\$ 267,870	\$ 267,870	\$ 237,705
401	Sewer Utility Agreement	\$ 17,917	\$ 15,000	\$ 15,000	\$ 15,000
401	Investment Interest	\$ 6,170	\$ 3,763	\$ 8,777	\$ 9,825
401	Sewer District Reimbursement	\$ 1,049,671	\$ 1,040,335	\$ 1,040,335	\$ 1,035,700
401	Interfund Transfer In	\$ 4,073	\$ -	\$ -	\$ -
	Revenue Total	\$ 1,077,831	\$ 1,059,098	\$ 1,064,112	\$ 1,060,525
401	SE-Salaries	\$ 7,949	\$ -	\$ -	\$ -
401	SE-Benefits	\$ 2,693	\$ -	\$ 6	\$ -
401	SE-Social Security	\$ 982	\$ -	\$ -	\$ -
401	SE-Retirement	\$ 1,620	\$ -	\$ -	\$ -
401	SE-Workers Comp	\$ 22	\$ -	\$ -	\$ -
401	SE-Operating Cost	\$ -	\$ -	\$ -	\$ -
401	SE-Professional Service	\$ 21,056	\$ 75,000	\$ 41,134	\$ 20,000
401	SE-Travel & Meetings	\$ -	\$ -	\$ -	\$ -
401	SE-Storm Drainage	\$ 6,204	\$ 12,802	\$ 12,802	\$ 13,696
401	PWTF 2002 - Principal	\$ 85,691	\$ 85,691	\$ 85,691	\$ 85,692
401	PWTF 2005 - Principal	\$ 52,632	\$ 52,632	\$ 52,632	\$ 52,632
401	PWTF 2006 - Principal	\$ 409,539	\$ 409,540	\$ 409,540	\$ 409,540
401	PWTF 2008 - Principal	\$ 301,734	\$ 301,735	\$ 301,735	\$ 301,735
401	PWTF 2002 - Interest	\$ 2,142	\$ 1,714	\$ 1,714	\$ 1,286
401	PWTF 2005 - Interest	\$ 8,421	\$ 7,368	\$ 7,368	\$ 6,316
401	PWTF 2006 - Interest	\$ 18,429	\$ 16,382	\$ 16,382	\$ 14,334
401	PWTF 2008 - Interest	\$ 31,682	\$ 30,173	\$ 30,173	\$ 28,665
401	SE-Trmf 2008 Debt Serv OM	\$ 139,400	\$ 135,100	\$ 135,100	\$ 135,500
	Expense Total	\$ 1,090,197	\$ 1,128,137	\$ 1,094,278	\$ 1,069,396
401	Ending Fund Balance	\$ 267,870	\$ 198,832	\$ 237,705	\$ 228,834
410	Storm & Surface Water - Cash	\$ 1,343,804	\$ 934,546	\$ 934,546	\$ 1,191,100
410	DOE - Capacity 17-19	\$ 6,891	\$ 43,109	\$ 43,109	\$ 25,000
410	Storm Drainage Charges	\$ 1,473,665	\$ 3,477,107	\$ 3,340,000	\$ 3,451,300
410	SnoCo Aerator Contrib	\$ -	\$ -	\$ -	\$ -
410	SnoCo Weed Abate Contrib.	\$ 32,220	\$ 20,000	\$ 10,248	\$ 20,000
410	Remediation - Clean Up	\$ -	\$ -	\$ -	\$ -
410	Investment Interest	\$ 18,800	\$ 16,404	\$ 19,218	\$ 17,762
410	Sale of Surplus	\$ -	\$ -	\$ -	\$ -
410	Judgements/Settlements	\$ -	\$ -	\$ -	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
410	Miscellaneous Revenues - Storm	\$ 966	\$ -	\$ 2,293	\$ -
410	Insurance Recoveries	\$ -	\$ -	\$ -	\$ -
410	Interfund Transfer In	\$ 42,818	\$ 35,000	\$ 55,156	\$ 48,243
	Revenue Total	\$ 1,575,360	\$ 3,591,620	\$ 3,470,025	\$ 3,562,304
410	ME - Operating Costs	\$ 19,513	\$ 28,050	\$ 309	\$ 28,050
410	SW-Salaries	\$ 780,523	\$ 1,016,849	\$ 785,873	\$ 1,008,874
410	SW-Overtime	\$ 21,739	\$ 20,000	\$ 32,931	\$ 20,000
410	SW-Benefits	\$ 192,975	\$ 244,427	\$ 199,736	\$ 257,819
410	SW-Social Security	\$ 55,529	\$ 73,901	\$ 59,912	\$ 77,179
410	SW-Retirement	\$ 90,797	\$ 124,984	\$ 97,751	\$ 127,401
410	SW-Medical Insurance	\$ -	\$ -	\$ -	\$ -
410	SW-Workers Comp	\$ 9,680	\$ 23,190	\$ 13,218	\$ 20,241
410	SW Clothing-Boot Allowance	\$ 7,936	\$ 8,196	\$ 4,499	\$ 8,196
410	SW-Clothing	\$ 2,812	\$ 3,000	\$ 5,345	\$ 5,000
410	SW-Office Supplies	\$ 7,264	\$ 2,000	\$ 1,696	\$ 2,000
410	SW-Operating Costs	\$ 85,644	\$ 148,470	\$ 212,049	\$ 148,470
410	SW-Fuel	\$ 27,559	\$ 24,647	\$ 27,267	\$ 24,647
410	SW-Small Tools	\$ -	\$ -	\$ 10,468	\$ 10,000
410	SW-Professional Services	\$ 29,588	\$ 26,500	\$ 24,270	\$ 26,500
410	SW-Milfoil Treatment	\$ 84,670	\$ 90,270	\$ 24,907	\$ 90,270
410	SW-Street Cleaning	\$ 24,267	\$ 30,000	\$ 30,000	\$ 30,000
410	SW-Software Maint & Support	\$ 3,527	\$ -	\$ -	\$ -
410	SW-Advertising	\$ 1,774	\$ 1,000	\$ 617	\$ 1,000
410	SW-Prof Srv Legal	\$ -	\$ -	\$ -	\$ -
410	SW - Billing Fees	\$ 45,251	\$ 45,500	\$ 42,979	\$ 45,000
410	SW-DOE Annual Permit	\$ 39,679	\$ 30,000	\$ 26,604	\$ 30,000
410	SW-Communications	\$ 5,425	\$ 5,233	\$ 6,776	\$ 5,233
410	SW-Travel & Meetings	\$ 783	\$ 1,077	\$ 509	\$ 1,077
410	SW-Excise Taxes	\$ 21,943	\$ 25,000	\$ 53,568	\$ 45,000
410	SW-Dumpster Service	\$ 7,360	\$ 6,526	\$ 6,532	\$ 6,526
410	SW-Rentals-Leases	\$ 2,590	\$ -	\$ 26,835	\$ 5,000
410	SW-Insurance	\$ 35,368	\$ 48,415	\$ 46,378	\$ 48,415
410	SW-Utilities	\$ 2,856	\$ 3,160	\$ 4,408	\$ 5,070
410	SW-Drainage	\$ 1,042	\$ 5,683	\$ 5,683	\$ 6,081
410	SW-Repairs & Maintenance	\$ 42,576	\$ 15,000	\$ 80,454	\$ 15,000
410	SW-Miscellaneous	\$ 19	\$ 300	\$ 198	\$ 300
410	SW-Staff Development	\$ 3,423	\$ 1,800	\$ 2,719	\$ 3,000
410	SW - Alum Treatment	\$ 95,778	\$ 107,508	\$ 107,508	\$ 107,508
410	SW-SnoCo Lake O & M	\$ -	\$ -	\$ -	\$ -
410	SW-SnoCo Lake Monitoring	\$ 10,580	\$ 12,726	\$ 11,658	\$ 12,726
410	SW - Contrib to PW Equipt	\$ 160,000	\$ 160,000	\$ 160,000	\$ 80,000
410	SW - Contrib to Unemployment	\$ -	\$ -	\$ -	\$ -
410	SW - Contrib to Computer	\$ 24,000	\$ 75,040	\$ 36,000	\$ 24,000
410	SW - Contrib to Aerator Equpt	\$ 14,288	\$ 16,074	\$ 16,074	\$ -

Fund	Description	2018 Actual	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
410	DOE - Capacity Exp	\$ 13,354	\$ 36,646	\$ 45,454	\$ 25,000
410	SW-Diking District Contrib	\$ -	\$ 30,000	\$ -	\$ -
410	SWM - Refunds	\$ -	\$ -	\$ -	\$ -
410	SW-Parkway Crossing Det Pond	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
410	SW - Capital Expenditure	\$ 1,805	\$ 681,722	\$ 681,722	\$ -
410	SW-Storm Drainage - Cap Proj	\$ -	\$ -	\$ -	\$ -
410	SW-Lundeen Creek Restor	\$ -	\$ -	\$ -	\$ -
410	SW- Transfer to SWM Capital	\$ -	\$ 248,500	\$ 248,500	\$ 1,631,486
410	SW - Transfer to SWM Debt	\$ -	\$ 61,365	\$ 61,365	\$ 125,404
	Position Requests				\$ 8,330
	Item/Project Requests				
	Expense Total	\$ 1,984,618	\$ 3,493,459	\$ 3,213,471	\$ 4,126,503
410	Ending Fund Balance	\$ 934,546	\$ 1,032,708	\$ 1,191,100	\$ 626,901
411	Storm Water Capital - Cash	\$ -	\$ -	\$ -	\$ -
411	2019 LTGO Bond Proceeds	\$ -	\$ 600,000	\$ 600,000	\$ -
411	Transfer In	\$ -	\$ 248,500	\$ 248,500	\$ 1,631,486
	Revenue Total	\$ -	\$ 848,500	\$ 848,500	\$ 1,631,486
411	2019 LTGO Bond Issuance Costs	\$ -	\$ 9,300	\$ 9,300	\$ -
411	Decant Facility Project	\$ -	\$ 839,200	\$ 839,200	\$ -
	Capital Requests - Decant Facility				\$ 1,291,088
	Capital Requests - PW Shop Remodel				\$ 215,398
	Capital Requests - Vactor				\$ 125,000
	Capital Requests				
	Expense Total	\$ -	\$ 848,500	\$ 848,500	\$ 1,631,486
411	Ending Fund Balance	\$ -	\$ -	\$ -	\$ -
412	Storm Water Debt - Beginning Cash	\$ -	\$ -	\$ -	\$ -
412	Interfund Transfer In	\$ -	\$ 61,365	\$ 61,365	\$ 125,404
	Revenue Total	\$ -	\$ 61,365	\$ 61,365	\$ 125,404
412	2019 LTGO Bond - Principal	\$ -	\$ 53,000	\$ 53,000	\$ 113,000
412	2019 LTGO Bond - Interest	\$ -	\$ 8,365	\$ 8,365	\$ 12,404
	Expense Total	\$ -	\$ 61,365	\$ 61,365	\$ 125,404
412	Ending Fund Balance	\$ -	\$ -	\$ -	\$ -
501	Unemployment - Beginning Cash	\$ 96,253	\$ 66,167	\$ 66,167	\$ 59,765
501	Contributions From Other Funds	\$ -	\$ -	\$ -	\$ -
501	Investment Interest	\$ 1,581	\$ 1,018	\$ 1,474	\$ 1,542
	Revenue Total	\$ 1,581	\$ 1,018	\$ 1,474	\$ 1,542
501	Payment to Claimants	\$ 31,666	\$ 40,000	\$ 7,876	\$ 40,000
	Expense Total	\$ 31,666	\$ 40,000	\$ 7,876	\$ 40,000
501	Ending Fund Balance	\$ 66,167	\$ 27,185	\$ 59,765	\$ 21,308
510	Capital Computer - Beginning Cash	\$ 173,499	\$ 161,890	\$ 161,890	\$ 76,886

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
510	Technology Fee	\$ 33,419	\$ 25,000	\$ 46,522	\$ 48,514
510	Information Srv - Shared Exp	\$ -	\$ -	\$ -	\$ -
510	Contributions From Other Funds	\$ 200,000	\$ 300,000	\$ 220,000	\$ 278,080
510	Investment Interest	\$ 2,264	\$ 502	\$ 2,929	\$ 2,872
510	Misc Revenues	\$ 9,801	\$ -	\$ -	\$ -
	Revenue Total	\$ 245,484	\$ 325,502	\$ 269,451	\$ 329,466
	Transfer Out	\$ -	\$ 49,000	\$ 49,000	\$ -
510	Purchase Computer Equipment	\$ 68,601	\$ 8,200	\$ 8,200	\$ 12,000
510	License Renewal - Annual Maint	\$ 288	\$ -	\$ -	\$ -
510	LR - SiteImprove Website Optim	\$ 4,530	\$ 4,711	\$ -	\$ -
510	LR - Quest Kace Patch Mgmt	\$ 2,200	\$ 2,288	\$ 3,235	\$ 4,000
510	LR - Adobe Pro	\$ 6,098	\$ 9,684	\$ 8,852	\$ 9,684
510	LR - WaveBroadband Fiber Lease	\$ 17,978	\$ 28,184	\$ 22,750	\$ 29,184
510	LR - Smarsh	\$ 8,559	\$ 7,488	\$ 7,893	\$ 7,872
510	LR - Laserfiche	\$ 17,003	\$ 26,600	\$ 26,600	\$ 18,033
510	LR - Civic Plus Website	\$ 5,674	\$ 5,901	\$ 5,229	\$ 5,901
510	LR - TrendMicro Antivirus	\$ 1,497	\$ 1,557	\$ 2,326	\$ 4,200
510	LR - Social Media Archive	\$ 2,388	\$ 2,484	\$ 2,446	\$ 2,484
510	LR - Meraki Cloud Mgmt	\$ 593	\$ 624	\$ 624	\$ 624
510	LR - MeetMeRoom SnoCo	\$ -	\$ 624	\$ 624	\$ 624
510	LR - Datacenter Rack Spc SnoCo	\$ 5,400	\$ 5,512	\$ 5,400	\$ 5,512
510	LR - Firewall Security Subscri	\$ 3,621	\$ 3,047	\$ 3,251	\$ 3,800
510	LR - Barracuda Email Archive	\$ 6,070	\$ 6,313	\$ 6,829	\$ 7,000
510	LR - Quest Backup Solution	\$ 2,359	\$ 3,120	\$ 3,120	\$ 3,120
510	LR - GoDaddy SSL - 3 yr	\$ -	\$ 400	\$ 373	\$ 400
510	LR - .GOV Domain	\$ 628	\$ 416	\$ 400	\$ 416
510	LR - Microsoft Enterprise Agmt	\$ 41,302	\$ 46,000	\$ 47,161	\$ 48,000
510	LR - Office 365 Pro Plan	\$ -	\$ -	\$ -	\$ -
510	LR - Microsoft Project Pro	\$ -	\$ -	\$ -	\$ -
510	LR - Microsoft Project Online	\$ -	\$ -	\$ -	\$ -
510	LR - Microsoft Visio Pro 365	\$ -	\$ -	\$ -	\$ -
510	LR - OpenText RightFax Express	\$ 373	\$ -	\$ -	\$ -
510	LR - Log360 SIEM	\$ 2,723	\$ 5,663	\$ 6,237	\$ 6,237
510	LR - Bomgar Cloud Remote Admin	\$ 2,259	\$ 2,350	\$ 2,375	\$ 2,375
510	LR - KnowBe4 Cyber Security Tr	\$ 1,616	\$ 1,681	\$ 1,823	\$ 2,000
510	LR - Accela/Springbrook	\$ 18,239	\$ 21,000	\$ 18,734	\$ 21,000
510	LR - NEOGOV	\$ -	\$ 10,843	\$ 10,842	\$ 11,400
510	LR - ESRI - ArcGIS	\$ -	\$ 1,358	\$ 1,308	\$ 6,400
510	LR - Permit Trax	\$ -	\$ 6,000	\$ 5,450	\$ 10,000
510	LR - Vue Works	\$ -	\$ 6,400	\$ 6,400	\$ 11,000
510	LR - NovaTime	\$ -	\$ 5,500	\$ 5,500	\$ 14,000
510	LR - AutoDesk Civil 3D	\$ -	\$ 4,200	\$ 4,709	\$ 4,800
510	LR - Dell Hardware Support	\$ -	\$ 6,700	\$ 6,548	\$ 6,700
510	LR - Fortivoice				\$ 500

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
510	LR - DUO 2FA				\$ 2,100
510	Capital - Purch Computer Equip	\$ 37,093	\$ 80,216	\$ 80,216	\$50,611
	Expense Total	\$ 257,093	\$ 364,063	\$ 354,455	\$ 311,976
510	Ending Fund Balance	\$ 161,890	\$ 123,329	\$ 76,886	\$ 94,376
515	Capital Planning Vehicle - Beginn	\$ 10,020	\$ 20,315	\$ 20,315	\$ 30,849
515	Contributions From Other Funds	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
515	Investment Interest	\$ 296	\$ 303	\$ 533	\$ 536
515	Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -
515	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 10,296	\$ 10,303	\$ 10,533	\$ 10,536
515	Vehicle Purch - Building Dept	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ -	\$ -
515	Ending Fund Balance	\$ 20,315	\$ 30,619	\$ 30,849	\$ 41,384
520	Capital Equip - Police - Beginning	\$ 246,375	\$ 237,070	\$ 237,070	\$ 277,740
520	Contributions for Vehicle Replacem	\$ 96,000	\$ 218,000	\$ 218,000	\$ 200,000
520	Contributions for Boat Replacement	\$ -	\$ -	\$ -	\$ 8,000
520	Contributions for Taser Replacement	\$ -	\$ -	\$ -	\$ 7,000
520	Investment Interest	\$ 3,917	\$ 290	\$ 3,587	\$ 3,398
520	Sale of Capital Assets	\$ 13,647	\$ -	\$ 13,134	\$ -
520	Insurance Recoveries - Capital	\$ 32,646	\$ -	\$ 3,647	\$ -
	Revenue Total	\$ 146,210	\$ 218,290	\$ 238,369	\$ 218,398
520	Capital Equipment	\$ 155,515	\$ 197,725	\$ 197,699	\$ 210,000
	Expense Total	\$ 155,515	\$ 197,725	\$ 197,699	\$ 210,000
520	Ending Fund Balance	\$ 237,070	\$ 257,636	\$ 277,740	\$ 286,139
530	Cap Equip PW - Beginning Cash	\$ 466,437	\$ 785,693	\$ 785,693	\$ 913,232
530	Contributions From Other Funds	\$ 400,000	\$ 400,000	\$ 400,000	\$ 200,000
530	Investment Interest	\$ 11,847	\$ 14,319	\$ 17,648	\$ 17,751
530	Sale of Surplus	\$ 176	\$ -	\$ -	\$ -
530	Sale of Capital Equipment	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 412,023	\$ 414,319	\$ 417,648	\$ 217,751
530	Purchase Of Capital Equipment	\$ 42,784	\$ 239,000	\$ 239,000	\$ -
530	Sales Tax on Capital Lease	\$ 3,051	\$ 4,178	\$ 4,177	\$ 4,500
530	Capital Lease Principal	\$ 43,238	\$ 44,092	\$ 44,092	\$ 45,433
530	Capital Lease Interest	\$ 3,694	\$ 2,840	\$ 2,840	\$ 1,499
	<i>Item Requests</i>				\$345,000
	Expense Total	\$ 92,766	\$ 290,110	\$ 290,109	\$ 396,432
530	Ending Fund Balance	\$ 785,693	\$ 909,901	\$ 913,232	\$ 734,551
540	Aerator - Beginning Cash	\$ 93,789	\$ 111,767	\$ 111,767	\$ 94,800
540	SnoCo Aerator Contrib	\$ 1,712	\$ 1,926	\$ 1,926	\$ -
540	Contribution from Other Funds	\$ 14,288	\$ 16,074	\$ 16,074	\$ -

Fund	Description	2018 Acutal	2019 Budget	2019 Estimated Ending	2020 Proposed Budget
540	Investment Interest	\$ 1,978	\$ 2,000	\$ 3,033	\$ 2,000
	Revenue Total	\$ 17,978	\$ 20,000	\$ 21,033	\$ 2,000
540	Transfer Out	\$ -	\$ -	\$ -	
540	Lake Maintenance Expenditures	\$ -	\$ 38,000	\$ 38,000	\$ 38,000
	Expense Total	\$ -	\$ 38,000	\$ 38,000	\$ 38,000
540	Ending Fund Balance	\$ 111,767	\$ 93,767	\$ 94,800	\$ 58,800
621	Refundable Deposits - Beginning C	\$ 77,252	\$ 13,159	\$ 13,159	\$ 2,578
621	Retainage - Street Project	\$ 515	\$ 50,000	\$ -	\$ 50,000
621	Retainage - Other PW Project	\$ 3,087	\$ 50,000	\$ -	\$ 50,000
621	Retainage - Janitor/Landscape	\$ 251	\$ 1,000	\$ -	
	Revenue Total	\$ 3,852	\$ 101,000	\$ -	\$ 100,000
621	Retain Reimb - Janitor/Landscp	\$ 3,464	\$ 1,000	\$ -	\$ 1,000
621	Retainage Release - Other PW	\$ 64,481	\$ 50,000	\$ -	\$ 50,000
621	Street Project Retainage Reimb	\$ -	\$ 50,000	\$ 10,582	\$ 50,000
	Expense Total	\$ 67,945	\$ 101,000	\$ 10,582	\$ 101,000
621	Ending Fund Balance	\$ 13,159	\$ 13,159	\$ 2,578	\$ 1,578
633	Treasurer's Trust - Beginning Cas	\$ 2,540	\$ 2,296	\$ 2,296	\$ 1,493
633	District Court	\$ 275,315	\$ 397,804	\$ 253,217	\$ 397,804
633	Gun Permit Fees	\$ 15,785	\$ 17,000	\$ 15,803	\$ 17,000
633	St. Bldg Permit Fee Non-Rev	\$ 5,053	\$ 4,000	\$ 7,307	\$ 4,000
633	Leasehold Excise Tax Receipts	\$ 4,247	\$ 3,000	\$ 4,628	\$ 3,000
633	Seizure & Forfeit - State REV	\$ 10	\$ 10,000	\$ 4,166	\$ 10,000
633	Violations Bureau - State REV	\$ -	\$ -	\$ -	\$ -
633	Mandatory Ins.-Admin Cost Cnty	\$ -	\$ -	\$ -	\$ -
633	Fire District Fees	\$ 20,450	\$ 20,000	\$ 14,207	\$ 20,000
633	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 320,860	\$ 451,804	\$ 299,328	\$ 451,804
633	Seizure & Forfeit State REMIT	\$ -	\$ 10,000	\$ 4,166	\$ 10,000
633	Leasehold Excise Tax Remit	\$ 4,247	\$ 3,000	\$ 4,628	\$ 3,000
633	Fire District Fee Remit	\$ 17,600	\$ 20,000	\$ 12,940	\$ 20,000
633	State Building Permit Remit	\$ 4,938	\$ 4,000	\$ 7,231	\$ 4,000
633	State Court Remittance	\$ 275,315	\$ 400,100	\$ 253,217	\$ 398,655
633	Gun Permit - State Remittance	\$ 10,548	\$ 13,000	\$ 9,677	\$ 10,000
633	Crime Victims Compensation	\$ 3,768	\$ -	\$ 3,741	\$ 3,642
633	Gun Permit - WSP Remittance	\$ 4,688	\$ 4,000	\$ 4,529	\$ 4,000
	Expense Total	\$ 321,104	\$ 454,100	\$ 300,131	\$ 453,297
633	Ending Fund Balance	\$ 2,296	\$ 0	\$ 1,493	\$ (0)
	Revenue Total	\$ 25,956,686	\$ 55,074,886	\$ 53,713,289	\$ 43,329,885
	Expense Total	\$ 26,165,284	\$ 58,194,571	\$ 50,475,993	\$ 50,172,915
	Ending Fund Balance	\$ 28,266,722	\$ 25,147,037	\$ 31,121,718	\$ 24,278,688



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Date: November 26, 2019

Subject: 2019 Comprehensive Plan Amendments (LUA2019-0004 & LUA2019-0005) – Public Hearing

Contact Person/Department: Russ Wright, Community Development Director **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. **Public Hearing and second reading for Ordinances Nos. 1073, 1074 and 1075** for the 2019 Comprehensive Plan Amendments and associated rezones and updates to the Planned Action Ordinance for the 20th Street SE Corridor.
2. **A Motion to Approve Ordinance 1073** amending the Lake Stevens Comprehensive Plan, including map and text amendments along with addenda to the Lake Stevens Center and 20th Street SE Subareas; **Ordinance 1074** amending the official zoning map as a concurrent land use action with the 2019 Comprehensive Plan update and **Ordinance 1075** revising the Planned Action Ordinance for the 20th Street SE Corridor.

SUMMARY: Public hearing and second reading of ordinances to consider city-initiated text and map amendments, addenda to the Lake Stevens Center and 20th Street SE Subareas and associated rezones. Staff presented the various elements of the 2019 Comprehensive Docket and the Planning Commission's recommendation to the City Council on November 12, 2019. At the City Council's direction, staff included additional properties along the 20th Street Corridor as Commercial with a proposed Zoning Designation of Commercial District to provide the most flexibility for future commercial uses (**Exhibits 1a and 1b**). The affected property owners were sent letters notifying them of the potential changes. No response has been received to date.

The city has received two additional comment letters. The first from the city of Everett with the city's response (**Exhibit 2**) and a letter from David Toyer requesting an additional property, not associated with the 20th Street Corridor be rezoned to High Urban Residential (**Exhibit 3**). As this request for a site-specific rezone north of the Lake was not contemplated in the Resolution setting the 2019 Docket and has not been analyzed through SEPA or by the Planning Commission nor has it undergone a public noticing process, staff recommends that Mr. Toyer's clients request a site-specific rezone pursuant to LSMC 14.16C.090 Rezones - Official Zoning Map Amendments for review of this proposed change.

BACKGROUND/ HISTORY:

Under the Growth Management Act, the City can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The city is proposing city-initiated map amendments, text amendments to the Land Use Element, Parks Element, Public Service Element and Capital Facility Element, Addenda to the Subarea Plans and other Minor Administrative Amendments to the Comprehensive Plan (LUA2019-0004) as summarized below and included in Ordinance 1073 (**Attachment 1**). Other related ordinances include Ordinance No 1074 to adopt the updated zoning map (**Attachment 2**) and Ordinance 1075 (**Attachment 3**) to adopt the updated Planned Action ordinance for the 20th Street Subarea.

1. T-1 – The city is proposing a text amendment to Chapter 2 – the Land Use Element and subarea plans, which would update land use tables and text reflecting map changes, annexations and

reports. The text, goals and policies related to adoption of the Downtown Lake Stevens subarea and modifications to the Shoreline Master Program have been revised. The amendments also include addenda for Lake Stevens Center and 20th Street SE Corridor subareas to reflect current market conditions.

2. T-2 – The city is proposing a text amendment to Chapter 5 – the Parks, Recreation and Open Space Element, which would add a revised Needs Assessment, describe new park projects in the capital project list and add a level of service for recreation. The amendments would revise narratives, figures and park planning descriptions.
3. T-3 – The city is proposing text amendments to Chapter 7 – the Public Services and Utilities Element, which would update references to the current School District Capital Facilities Plan and Lake Stevens Sewer District Comprehensive Plan along with map changes reflecting recent annexations.
4. T-4 – The city is proposing a text amendment to Chapter 9 – the Capital Facilities Element, which would include amendments to add updated park, facility and road projects to the Capital Facilities Element. The amendments would also update the public facilities map and include updates to tables in the chapter.
5. T-5 – T6 – Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addendums).

The city-initiated map amendments and concurrent rezone applications include the following:

1. Updated Comprehensive Plan Map;
2. Pre-designations for land use and zoning for future annexation areas;
3. Change the Land Use Designation of Medium Density Residential properties to Public / Semi-Public to support park facilities (Frontier Heights Park, Oak Hill Park and 20th Street Ballfields) along with associated rezones to change the zoning designations to Public / Semi-Public.
4. Change the Land Use Designation of Mixed-Use Properties in the Lake Stevens Center Subarea to Commercial with an associated rezone to change the zoning designations to Commercial District.
5. Change the Land Use Designations of Medium Density and High-Density Residential properties in the 20th Street SE Corridor Subarea to Commercial with associated rezones to change zoning designations to Commercial District.

The proposed Comprehensive Plan amendments were sent to the Washington Department of Commerce on September 20, 2019 for the required 60-day review by State agencies. A SEPA Addendum and Adoption of Existing Documents were issued for the Docket on September 16, 2019. A SEPA Addendum and Adoption of Existing Documents were issued for the 20th Street Corridor on September 19, 2019. A SEPA Addendum and Adoption of Existing Documents were issued for the and Lake Stevens Center Subarea Plans on September 20, 2019.

FINDINGS AND CONCLUSIONS:

The items on the ratified docket have been analyzed against the criteria to grant or deny an amendment. The Planning Commission packet (minus attachments) from the November 6, 2019 is attached to this document (**Attachment 4**) and includes a review of each proposed amendment (**Attachment 5**). Staff concludes that each of the items meet the applicable criteria for approval and adoption. The Planning Commission held a public hearing for the 2019 Comprehensive Plan Docket on November 6, 2019 and recommended approval of the docket (**Attachment 6**).

APPLICABLE CITY POLICIES: Chapters 14.16A, 14.16B and 14.16C of the Lake Stevens Municipal Code and the Lake Stevens Comprehensive Plan.

BUDGET IMPACT: There is not a budget impact.

EXHIBITS

Exhibit 1a Revised Comprehensive Plan Map Inserts

Exhibit 1b Revised Zoning Map Inserts

Exhibit 2 City of Everett Letter and Response

Exhibit 3 David Toyer Letter

ATTACHMENTS

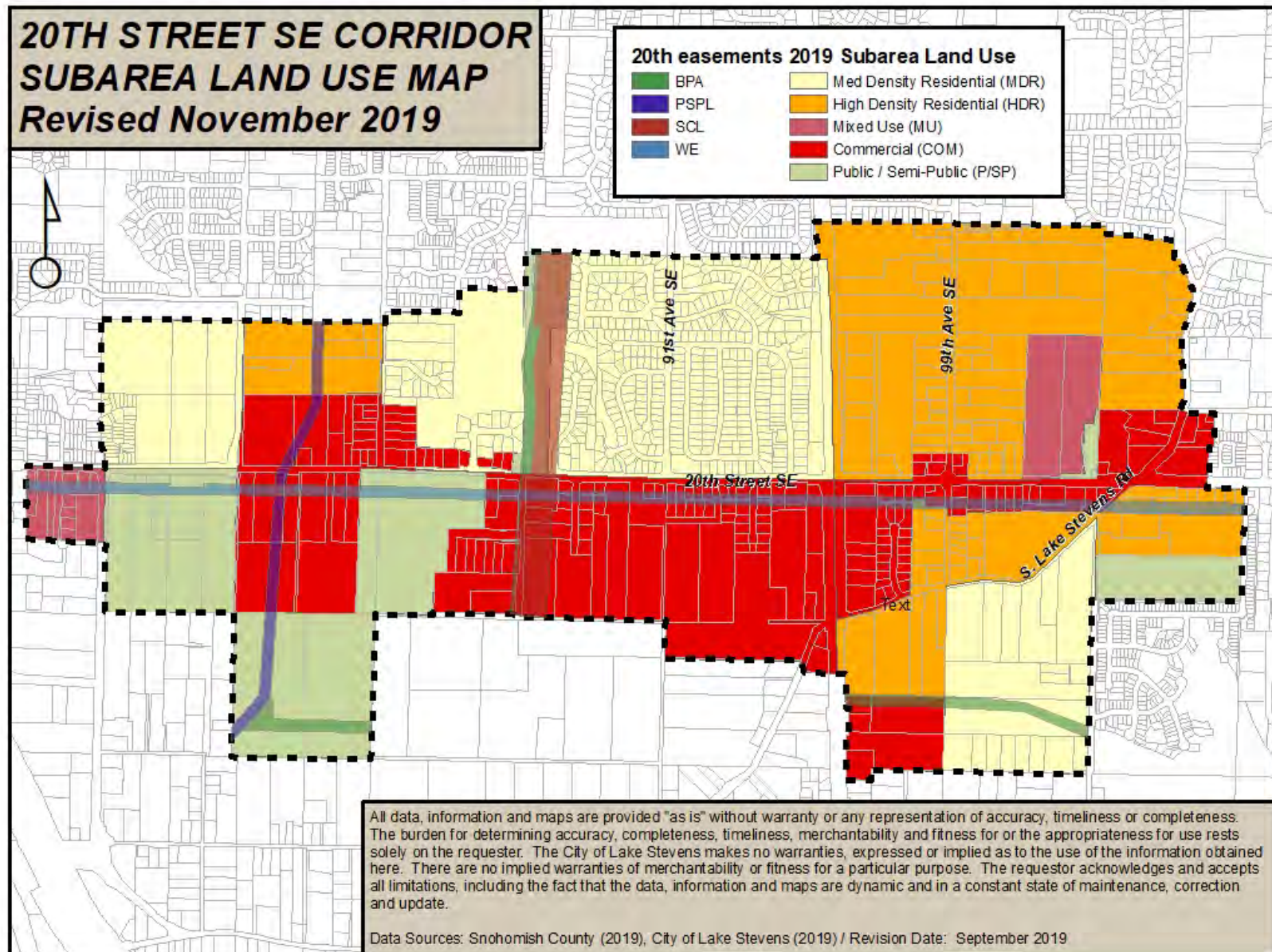
Attachment 1 – DRAFT Ordinance 1073

Attachment 2 – DRAFT Ordinance 1074

Attachment 3 – DRAFT Ordinance 1075

NOVEMBER 2019

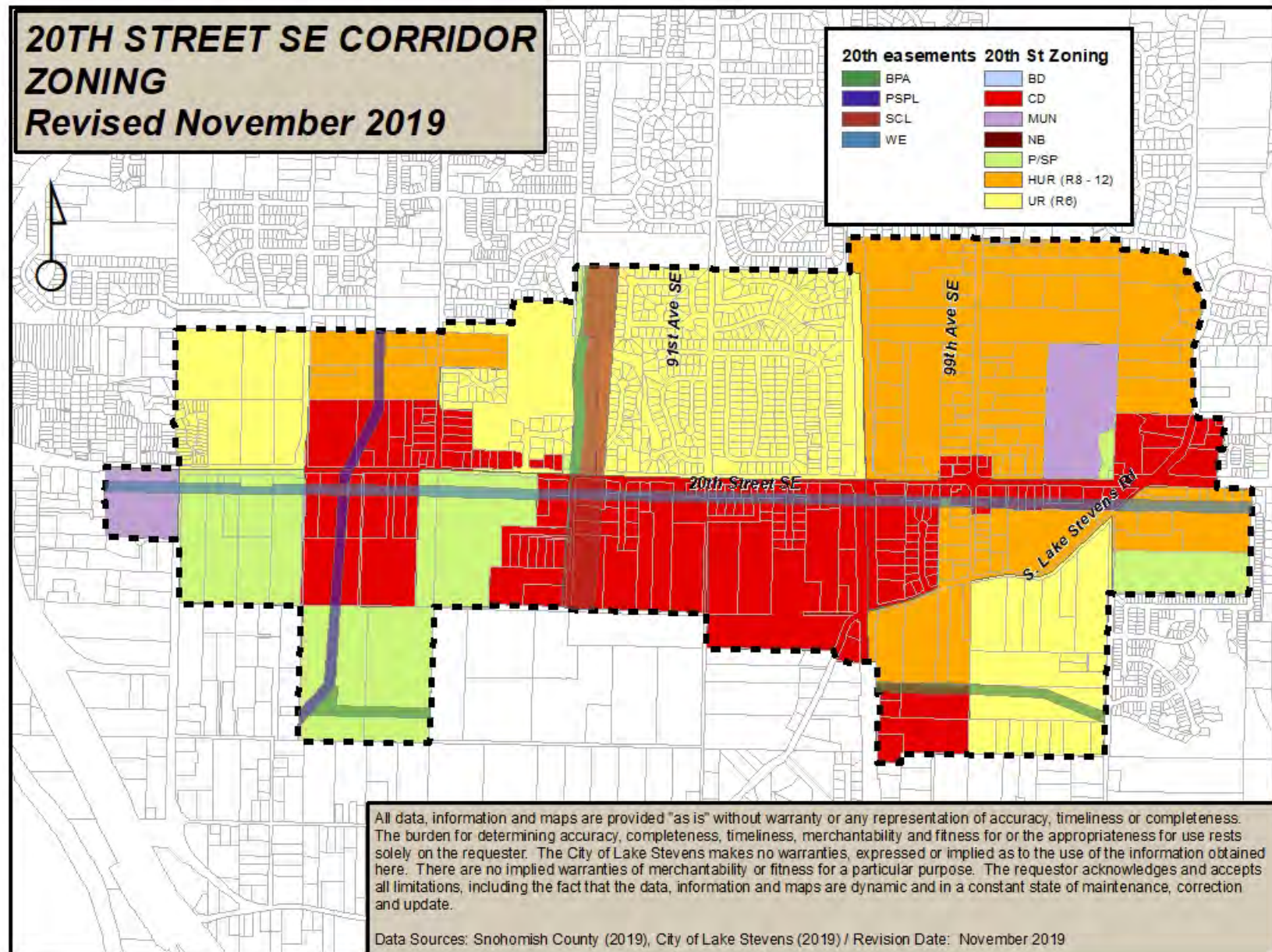
Exhibit 1a



Map 2 Revised Land Use Map

NOVEMBER 2019

Exhibit 1b



Map 3 Revised Zoning Map

Exhibit 2

November 18, 2019

Russ Wright, Community Development Director
City of Lake Stevens
1812 Main Street
Lake Stevens, WA 98258

RE: Lake Stevens Comprehensive Plan and the 20th Street Subarea Plan

Dear Russ Wright,

This letter provides comments on Addendum 11 to the Lake Stevens Comprehensive Plan and Addendum 3 to the 20th Street Subarea Plan.

The City of Everett Public Works' regional water system provides water to approximately 640,000 people, including Lake Stevens residents. From its water filtration plant, Everett's water system conveys potable water through four large water transmission lines to most of Snohomish County. Each of the pipelines is about 4 feet in diameter and can carry about 50 MGD. Three of Everett's water transmission lines run parallel to and south of 20th Street in a 100' wide pipeline right-of-way.

The pipeline right-of-way easements are continuous and grant Everett Public Works the right to access, operate, maintain and improve the regional water system. The easements within the Lake Stevens city limits are typically "perpetually exclusive" and grant Everett Public Works the right to approve or deny proposed improvements. As development increases in these previously rural areas, it is becoming more apparent that interagency coordination will be required to protect the pipelines and this utility corridor of regional significance.

The Comprehensive Plan and Sub Area Plan and recent addenda include some reference to the pipelines and easements; however, they do not fully consider the pipelines and how actions in these plans could affect the pipelines.

As Everett indicated to Lake Stevens this summer, certain development is not compatible with the City of Everett's existing land use and Everett's easement rights that have been in place in this location for nearly 100 years. Incompatible development activities could negatively impact Everett's ability to provide safe drinking water to the region. Such development would constitute a probable significant adverse impact under SEPA that would require detailed environmental review when developers apply for projects near the pipelines. The pipelines are an element of the built environment under the SEPA regulations (WAC 197-11-444) that should be included in the SEPA process and the 20th Street SE Subarea Plan.

Public Works



3200 Cedar Street
Everett, WA 98201



425.257.8800
425.257.8882 fax



everettpw@everettwa.gov
everettwa.gov/pw

Among the goals and policies stated in the Lake Stevens Comprehensive Plan is a policy to “protect existing regional transmission facilities for Snohomish County PUD, Lake Stevens Sewer District and Puget Sound Energy from encroachment by incompatible urban development”. Everett’s transmission lines also meet the definition of “essential public facility” under LSMC 14.16C.060. Everett Public Works requests that the City of Everett be added to the list of regionally significant utility providers included in the Lake Stevens Comprehensive Plan.

The pipeline right-of-way was identified in Snohomish County’s 2012 Buildable Lands Report as a “major utility easement” and thus removed from the buildable land inventory. RCW 36.70A.100 specifies that City Comprehensive plans must be coordinated with County-wide planning and compatible with other local area plans. Everett requests that the pipeline right-of-way be shown on Lake Steven’s planning maps as a major utility easement and also identified as unbuildable open space, just as the powerline easement has been identified as such in both Lake Steven’s 20th Street SE Subarea maps and Snohomish County’s Buildable Lands maps.

Everett Public Works requests to be included as a stakeholder in the Lake Stevens Comprehensive Plan and Subarea Plan process. Lake Stevens development review in the 20th Street Subarea should consider not only the physical protection of the pipelines, but also preserve Everett’s rights to access, maintain, operate and improve the regional water system. Access to the pipelines and the pipeline right-of-way is imperative to our mission to provide safe drinking water to the region. As we consider the potential for a large magnitude earthquake in our region, it has become more apparent that future access to these pipelines must be preserved for emergency response. Additionally, in the future replacement of the three existing pipelines and construction of additional pipelines will be necessary.

Sincerely,



Grant Moen, P.E.
Maintenance Superintendent
Everett Public Works Department



Planning and Community Development

1812 Main Street
P.O. Box 257
Lake Stevens, WA 98258

November 20, 2019

Grant Moen
Maintenance Superintendent
Everett Public Works Department
3200 Cedar Street
Everett, WA 98201

RE: Everett comments

Dear Mr. Moen,

This correspondence acknowledges receipt of your comment letter, related to the 2019 Comprehensive Plan Docket, dated November 18, 2019. Your comments will be submitted to the City Council for their consideration. Your primary comments are summarized below:

- *Defining the regional waterline corridor and easements,*
- *Addenda and Comprehensive Plan as it addresses the waterline corridor,*
- *Your assumptions on land uses within the 20th Street Corridor related to the waterline corridor and the corridor's relationship to the buildable lands report, and*
- *Your request that the waterline be identified as an essential public facility.*

Your concerns and comments have been noted but are outside of the scope of changes being proposed to the Comprehensive Plan with the 2019 docket. The current docket proposals consider map changes related to a recent market analysis, annexations and expanded public parks. None of the proposed changes significantly modify the underlying land uses along the 20th Street Corridor. Other changes include updates to the park plan, development trends, references and revisions to the capital facilities plan.

As previously discussed, the city of Lake Stevens adopted a subarea plan for the 20th Street SE Corridor in 2012 following an extensive public process to implement its growth strategy, outlined in the Comprehensive Plan. Lake Stevens issued a draft Environmental Impact Statement for the 20th Street SE Corridor on January 24, 2012 that set the scoping for the project, which included a review of utilities under the different alternatives. The city of Everett was notified of Lake Stevens' planning efforts at that time. Lake Stevens received no comments from Everett. A final Environmental Impact Statement was issued on July 31, 2012. A Planned Action Ordinance (Ordinance 878) was adopted with the plan on September 24, 2012 setting the regulations for future SEPA and development review along this corridor.

As noted above, many of the issues raised are outside of the docket established for 2019. However, as we continue to work collaboratively on setting the terms for an interlocal agreement that recognizes the needs of both cities, we can revisit these topics for the water transmission line.

Sincerely,

Russ Wright

Community Development Director

Cc: Ryan Sass, Public Works Director

November 19, 2019

Exhibit 3

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

Zoning Map Amendment

Dear Council Members:

We've been retained by the owners of a 1.37 acre parcel at 11025 20th Street NE in Lake Stevens to request the Council include a rezone of this property in its final action on the 2019 zoning and comprehensive plan amendments.

Respectfully, we request Council consider an additional zoning map amendment to rezone this parcel from UR¹ to HUR². This zoning amendment does not require any change to the future land use map in the comprehensive plan.

Further, Council has the ability under city code and state law to request such amendment to be introduced via the Council's agenda packet for consider at the November 26, 2019 public hearing. This is supported by the attached letter from land use counsel.

Supporting Facts:

- The subject parcel is narrow and the change in zoning would provide appropriate flexibility to encourage infill redevelopment of this site consistent with multiple 'reasonable measures' within the City's comprehensive plan, as well as the following Lake Stevens Comprehensive Plan Goals and Policies:

GOAL 2.1 Provide sufficient land area to meet the projected needs for housing, employment and public facilities within the City of Lake Stevens.

This is consistent with maximizing the city's existing land supply in recognition of new, higher population targets that will be planned by 2023.

Policy 2.1.1 Accommodate a variety of land use uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and the Countywide Planning Policies.

The rezone would also be consistent with the Regional Growth Strategy: MPP-DP-2, MPPDP-14 and County-wide Planning Policies: DP-14, HO 2(c) & (d), HO-9(a), and TR-24

Policy 2.3.3 Encourage infill development on suitable vacant parcels and redevelopment of underutilized parcels. Ensure that the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.

This parcel borders and would be consistent to an established HUR zone – Ashley Pointe, a senior living cluster development.

Policy 2.14.1 Encourage mixed land use and greater land density to shorten distances between homes, workplaces, schools and recreation so people can walk or bike more easily to them.

¹ Proposed to become the R6 zone

² Proposed to become the R8-12 zone

The parcel proposed for rezone is less than 500' from a Community Transit bus stop for Route 280, which connects Lake Stevens to the Seaway Transit Center (Boeing).

- The subject parcel is immediately adjacent to a HUR zone parcel (Ashley Pointe) and otherwise surrounded by UR zoning.
- The proposed zoning amendment is minor in nature, is not inconsistent with the surrounding area, nor would it result in a significant change in conditions to warrant a more exhaustive environmental review or require an addendum to the FEIS.
- The parcel's Medium Density Residential land use designation has several implementing zones, including UR and HUR. Thus, this rezone would otherwise be substantiated on its own if proposed outside the docket process.
- The change in zoning to HUR does not require a corresponding change to the comprehensive plan land use designation, as it is an implementing zoning for Medium Density Residential.

Attached please find a map of the location and a letter from land use counsel addressing Council's ability to consider and act upon this request as part of its public hearing on November 26th.

In closing, we encourage a member or members of the Council to request staff and include this proposed rezone within the Council agenda packet to be introduced prior to the opening of the November 26th public hearing after which time the amendment could be addressed in public testimony and be considered by the Council as part of its action on the 2019 docket.

Very Sincerely,



David K. Toyer
/founder/

CC: Russ Wright, Director





Johns Monroe
Mitsunaga Koloušková
PLLC

Michael P. Monroe
Darrell S. Mitsunaga
Duana T. Koloušková
Vicki E. Orrico
Dean Williams

Via E-Mail:

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

November 20, 2019

Re: Zoning Map Amendments

Dear Honorable Councilmembers:

On behalf of 20th Point LLC, which is the owner of property 11025 20th Street NE, Lake Stevens, we hereby request Council amend the zoning of this parcel from UR (R6) to HUR (R8-12). Mr. Toyer, Toyer Strategic Consulting, has provided correspondence under separate cover with factual support for the rezone.

We have reviewed both the Growth Management Act, Chapter 36.70A RCW (the “GMA”), and the City of Lake Stevens Municipal Code regarding the Council’s ability to add this rezone request to the pending 2019 docket and conclude that such amendment is both lawful and permissible as a matter of planning policy.

It is well within the City Council’s legislative purview to make zoning decisions as part of its annual GMA-based comprehensive plan and zoning amendment review. The GMA allows for great latitude as to how the docketing process is to move forward and the Council’s ability to add items or amend to the docket at its discretion. RCW 36.70A.130. As our Washington State Supreme Court has explained, “the GMA does not prescribe a single approach to growth management.” *Phoenix Development v. City of Woodinville*, 171 Wn.2d 810 (2011).

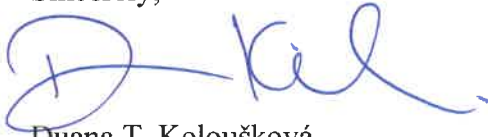
Lake Stevens Code mirrors the Council’s discretionary authority under the GMA, readily recognizing that the Council has authority to accept or reject any recommendations from the Planning Commission and to add items even if entirely unforeseen under the earlier docketing materials. LSMC Sections 14.16B.605-.660. Code is clear that the Type VI process, i.e. the legislative review process, anticipates the City Council may well add proposals for consideration at its own initiative. LSMC 14.16B.610.

Based on this summary, it is our opinion that the Council, or an individual Council member, has ample latitude to direct this proposed rezone be included in Council’s list of amendments to the docket, which it may consider after the public hearing scheduled for November 26, 2019.

Thank you for your consideration of this request.

City Council
City of Lake Stevens
November 20, 2019
Page 2

Sincerely,



Duana T. Koloušková

Direct Tel: (425) 467-9966

Email: kolouskova@immlaw.com

Ltr to Lake Stevens City Council 11-20-19_dkt.docx

Attachment 1

**CITY OF LAKE STEVENS
Lake Stevens, Washington**

ORDINANCE NO. 1073

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING THE LAKE STEVENS COMPREHENSIVE PLAN BY APPROVING CITY-INITIATED TEXT AMENDMENTS T-1 (CHAPTER 2 THE LAND USE ELEMENT), T-2 (CHAPTER 5 PARKS, RECREATION AND OPEN SPACE ELEMENT), T-3 (PUBLIC SERVICES AND UTILITIES ELEMENT), T-4 (CHAPTER 9 CAPITAL FACILITIES ELEMENT), T-5 - T6 (APPENDICES, COVER, FOOTERS, TABLE OF CONTENTS, INTRODUCTION), ADDENDA TO THE 20TH STREET SE CORRIDOR AND LAKE STEVENS CENTER SUBAREAS AND CITY-INITIATED LAND USE MAP AMENDMENTS AS PART OF THE CITY'S ANNUAL COMPREHENSIVE PLAN UPDATE PROCESS; PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens is required to review, and if needed, revise its Comprehensive Plan and development regulations to ensure the plan and regulations are consistent with and comply with the Growth Management Act, Chapter 36.70A RCW; and

WHEREAS, the Growth Management Act allows jurisdictions to amend comprehensive plans once a year, except in those situations enumerated in RCW 36.70A.130(2)(a); and

WHEREAS, the 2019 Comprehensive Plan Docket, ratified by Resolution No. 2019-05, includes city-initiated text and map amendments with concurrent rezones. All the described actions propose to revise the Comprehensive Plan land use map, text and figures; and

WHEREAS, on September 20, 2019, the City submitted the proposed Comprehensive Plan amendments to the Washington State Department of Commerce for its 60-day review and received documentation on September 23, 2019 of completion of the procedural requirement; and

WHEREAS, a SEPA Addendum and Adoption of Existing Documents were issued for the Docket on September 16, 2019. A SEPA Addendum and Adoption of Existing Documents were issued for the 20th Street Corridor on September 19, 2019. A SEPA Addendum and Adoption of Existing Documents were issued for the and Lake Stevens Center Subarea Plan on September 20, 2019.

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

WHEREAS, the Lake Stevens Planning Commission, after review of the proposed 2019 Comprehensive Plan amendments, held a duly noticed public hearing on November 6, 2019 an all public testimony was given full consideration; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed 2019 Comprehensive Plan land use map, text and figure amendments and held a duly noticed public hearing and considered all public testimony on November 12, 2019; and

WHEREAS, pursuant to RCW 36.70A.130 all the Comprehensive Plan amendments set forth in this ordinance were considered concurrently so the cumulative effect of the proposals could be ascertained; and

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

Section 1. The City Council hereby adopts and incorporates by reference the findings and conclusions for approving the 2019 Comprehensive Plan Docket set forth in the Planning Commission's recommendation letter, dated November 7, 2019 and the staff report dated January November 6, 2019 (**Exhibit A**).

Section 2. The City Council hereby finds the city-initiated map amendments and text amendments meet the approval criteria as set forth in LSMC 14.16C.040 for amendments to the Comprehensive Plan.

1. The Amendments are consistent with the Growth Management Act and other applicable State laws;
2. The Amendments are consistent with the applicable Countywide Planning Policies;
3. The Amendments are consistent with the Community Vision or other goals, policies, and provisions of the Comprehensive Plan;
4. The Amendments can be accommodated by all applicable and available public services and facilities, including transportation;
5. The Amendments will change the development or use potential of a site or area without creating significant adverse impacts on existing sensitive land uses, businesses, and/or residents; and
6. The Amendments will result in long-term benefits to the community and are in the best interest of the community.

Section 2. The amendments shall be included with the Comprehensive Plan filed in the office of the Planning and Community Development Department and shall be available for public inspection.

Section 3. The City Council hereby amends the Comprehensive Plan Land Use Map included as **Exhibit B**.

Section 4. The City Council hereby amends the Comprehensive Plan by adopting the 2019 city-initiated text amendments included as **Exhibit C**.

Section 5. The City Council hereby amends the 20th Street SE Subarea Plan by adopting the addendum included as **Exhibit D**.

Section 6. The City Council hereby amends the Lake Stevens Center Subarea Plan by adopting the addendum included as **Exhibit E**.

Section 7. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 8. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 12th day of November 2019.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading: November 12, 2019

Second Reading: November 26, 2019

Published:

Effective Date:



Exhibit A

Staff Report City of Lake Stevens Planning Commission

2019 Comprehensive Plan Docket / Rezone Public Hearing
Date: November 6, 2019

Subject: 2019 Comprehensive Plan Docket Public Hearing

Contact Person/Department: Russ Wright, Community Development Director

ACTION REQUESTED: Hold a public hearing on the 2019 Comprehensive Plan Docket along with associated rezones and forward a recommendation to the City Council.

SUMMARY: Public hearing to consider city-initiated amendments to the land use map, city-initiated text amendments that include annual updates to the land use element, parks element, public service element, capital facility element and administrative updates associated rezones to the Comprehensive Plan (LUA2019-0004) along with associated rezones (LUA2019-0005). There are also updates to the 20th Street SE Subarea Plan and the Lake Stevens Center Subarea Plan.

BACKGROUND/ HISTORY:

Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The Planning Commission held a public hearing for recommendation to ratify the 2019 Docket on February 6, 2019. City Council ratified the 2019 Docket on February 26, 2019.

The city is proposing city-initiated map amendments, text amendments to the land use element, parks element, public services element and capital facility element and other minor administrative amendments to the Comprehensive Plan. The amendments are summarized in **Exhibit 1**.

1. T-1 – The city is proposing a text amendment to Chapter 2 – the Land Use Element and subarea plans, which would update land use tables and text reflecting map changes, annexations and reports (**Exhibit 2**). The text, goals and policies related to adoption of the Downtown Lake Stevens subarea and modifications to the Shoreline Master Program have been revised. The amendments also include addenda for Lake Stevens Center and 20th Street SE Corridor subareas to reflect current market conditions (**Exhibits 3 and 4**).
2. T-2 – The city is proposing a text amendment to Chapter 5 – the Parks, Recreation and Open Space Element, which would add a revised Needs Assessment, describe new park projects in the capital project list and add a level of service for recreation. The amendments would revise narratives, figures and park planning descriptions (**Exhibit 5**).
3. T-3 – The city is proposing text amendments to Chapter 7 – the Public Services and Utilities Element, which would update references to the current School District Capital Facilities Plan and Lake Stevens Sewer District Comprehensive Plan along with map changes reflecting recent annexations (**Exhibit 6**).
4. T-4 - The city is proposing a text amendment to Chapter 9 – the Capital Facilities Element, which would include amendments to add updated park, facility and road projects to the Capital Facilities Element. The amendments would also update the public facilities map and include updates to tables in the chapter. (**Exhibit 7**).

5. T-5 – T6 – Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addendums) (**Exhibit 8**).

The city-initiated map amendments and concurrent rezone applications include the following:

1. Updated Comprehensive Plan Map (**Exhibit 9**);
2. Pre-designations for land use and zoning for future annexation areas (**Exhibit 10**);
3. Change the Land Use Designation of Medium Density Residential properties to Public / Semi-Public to support park facilities (Frontier Heights Park, Oak Hill Park and 20th Street Ballfields) along with associated rezones to change the zoning designations to Public / Semi-Public (**Exhibits 11a –11c**).
4. Change the Land Use Designation of Mixed-Use Properties in the Lake Stevens Center Subarea to Commercial with an associated rezone to change the zoning designations to Commercial District (**Exhibits 12a & 12b**).
5. Change the Land Use Designations of Medium Density and High-Density Residential properties in the 20th Street SE Corridor Subarea to Commercial with associated rezones to change zoning designations to Commercial District and Neighborhood Business. (**Exhibits 13a & 13b**).

COMP PLAN CRITERIA

14.16C.040 Comprehensive Plan Amendments - Text and Maps

- (a) Amendments to the City of Lake Stevens Comprehensive Plan include amendments, additions and deletions to the text, maps, or charts and do not include amendments to the Zoning Map as set forth in Section [14.16C.090](#).
- (b) Procedure. Comprehensive Plan amendments shall follow the procedures established in Chapter [14.16B](#) for a Type VI permit process and appropriate State statutes including RCW [36.70A.130](#).
- (c) Amendment Criteria. All amendments to the Comprehensive Plan processed under this section shall be in conformance with the Lake Stevens vision, consistency requirements, and revisions and amendments sections of Chapter 1 of the Comprehensive Plan.
- (d) Exemptions. Changes in the organization, format, appearance, illustrations, examples or other nonmaterial changes to the Comprehensive Plan may be made by the Department of Planning and Community Development and are exempt from this section.
- (e) Approval by Ordinance. All amendments shall be approved by ordinance of the City Council.

*Findings: The 2019 Docket for map and text amendments was set by resolution 2019-05. The review of the 2019 Docket followed the amendment process for Type VI Legislative Actions and the state process for comprehensive plan reviews per Chapter 36.70A RCW and environmental SEPA review per Chapter 197-11 WAC. **Exhibit 14** (Text Amendment Analysis Sheet) and **Exhibit 15** (Map Amendment Analysis Sheet) address these criteria and criteria from the Comprehensive Plan.*

REZONE REQUIREMENTS

14.16C.090 Rezones - Official Zoning Map Amendments

- (g) Decision Criteria. The following factors are to be taken into account by the Planning Commission, Hearing Examiner and the City Council when considering a map amendment:
 - (1) The amendment complies with the Comprehensive Plan Land Use Map, policies, and provisions and adopted subarea plans;

- (2) The amendment is in compliance with the Growth Management Act;
- (3) The amendment serves to advance the public health, safety and welfare;

Findings: The 2019 Docket including associated rezones have been reviewed in conjunction with land use map changes and text changes to the comprehensive plan following local and state requirements meeting the first three criteria above.

- (4) The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district;

Findings: The proposed land use designation changes and associated rezones respond to the expansion of the city's park inventory, changing local market conditions as identified in the recent 2019 BERK Market Analysis and respond to available areas for commercial development identified in the 2019 LDC Land Use Capacity Study.

- (5) The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district;

Findings: The properties will be suitable for development associated with the new zoning classifications following local and state rules in effect at the time of development.

- (6) The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;

Findings:

- *The rezones will not be materially detrimental to adjacent uses.*
- *The comprehensive plan sets levels of service based on the location for park facilities of certain sizes; changes to expand park zones address this issue in three distinct areas of the city.*
- *The proposed changes to add commercial land meet goals in the Land Use Element and Economic Development Element; potential impacts in these areas were addressed with the environmental analysis performed for each subarea leading to specific land use regulations and design guidelines to create compatibility between different types of zoning districts.*
- *The city has received correspondence supporting some changes and requesting inclusion in potential rezones. The city has received neutral comments and feedback that not all property owners notified wish to be included in the proposed rezone and have expressed concerns about proposed changes.*
- *The city has also received two comment letters related to proposed changes to the Land Use Element, specifically changes related to proposed changes going from a gross density to a net density. These letters have taken an isolated and narrow view of what this change represents. Under the Snohomish County Buildable Lands Methodology, a discount rate is applied to develop an actual yield (net density) between 20 – 30 percent for individual properties. Based on actual buildable lands, the city can project its growth targets and establish appropriate zoning. Using a net density basis is inline with the countywide Buildable Lands Methodology and provides a more accurate determination of an attainable yield versus a mathematical yield that may or may not be achieved. Any comments related to future zoning codes would be evaluated as a separate action.*
- *Public Comments are included as **Exhibit 16**.*

- (7) Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;

Findings: The areas proposed for zoning reclassifications are all served by existing or planned infrastructure improvements. Concurrency for future development will need to be met at the time of application.

- (8) The probable adverse environmental impacts of the types of development allowed by the proposed zone can be mitigated, taking into account all applicable regulations, or the unmitigated impacts are acceptable;

Findings: Potential impacts from the proposed zoning reclassifications can be addressed through mitigation measures and code regulations including items like screening, traffic mitigation and design guidelines.

- (9) The amendment complies with all other applicable criteria and standards in this title; and

Findings: The proposed zoning reclassifications meet the applicable criteria and standards of Title 14 LSMC.

- (10) If the proposal is located within an adopted subarea plan:

- (i) The rezone is to a zoning designation allowed within the applicable subarea; and
- (ii) The rezone does not increase the established intensities adopted as part of the planned action ordinance or mitigates increased or additional impacts by supplementing, amending or adding the applicable planned action draft and final environmental impact statement.

Findings: The proposed zoning reclassifications are allowed designations inside and outside subareas. The planned action thresholds are being reviewed in tandem with the rezones and will provide adequate areas within the revised thresholds.

The proposed Comprehensive Plan amendments were sent to the Washington Department of Commerce on September 20, 2019 for the required 60-day review by State agencies. A SEPA Addendum and Adoption of Existing Documents were issued for the Docket on September 16, 2019 (**Exhibit 17**). A SEPA Addendum and Adoption of Existing Documents were issued for the 20th Street Corridor on September 19, 2019 (**Exhibit 18**). A SEPA Addendum and Adoption of Existing Documents were issued for the and Lake Stevens Center Subarea Plans on September 20, 2019 (**Exhibit 19**).

Conclusion: All proposed comprehensive plan and rezone changes meet the requirements for granting the proposed amendments and have met state and local requirements for review.

RECOMMENDATION:

Forward a recommendation to City Council approving:

- 1. Approve the map and text changes for the 2019 Comprehensive Plan (LUA2019-0004);
- 2. Approve city-initiated rezones associated with the 2019 Comprehensive Plan Amendments (LUA2019-0005)

Note: The Commission can take separate actions on each of the identified items.

Staff will prepare a letter of recommendation to the City Council for signature by the Commission Chair.

ATTACHMENTS (available by request):

1. Amendments Summary	7. T-4 Capital Facilities Element
2. T-1 Land Use Element	8. T-5 / T-6 Administrative Updates & Appendices
3. 20 th Street Addendum	9. Updated Comprehensive Plan Map
4. Lake Stevens Center Addendum	10. Pre-designation Annexation Maps
5. T-2 Parks, Recreation and Open Space Element	11. 11a –11c Park Map Changes
6. T-3 Public Services and Utilities Element	

- 12. 12a & 12b Lake Stevens Center Map Changes**
- 13. 13a & 13b 20th Street SE Corridor Map Changes**
- 14. Text Amendment Analysis Sheet**
- 15. Map Amendment Analysis Sheet**
- 16. Public Comments**

- 17. SEPA Addendum #11 to the 2005 Comprehensive Plan and FEIS**
- 18. SEPA Addendum #4 to the FEIS for the Center Subarea Plan**
- 19. SEPA Addendum #3 to the FEIS for the 20th Street SE Corridor Subarea Plan**



Planning & Community Development

1812 Main Street

P.O. Box 257

Lake Stevens, WA 98258

November 7, 2019

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

RE: Planning Commission Recommendation 2019 Comprehensive Plan

Commissioners Present: Jennifer Davis, Janice Huxford, Vicki Oslund, Linda Hoult, Tracy Trout and Steve Ewing

Commissioners Absent: John Cronin

PLANNING COMMISSION PUBLIC HEARING

Planning and Community Development staff presented the 2019 Docket and responded to questions and comments from the Planning Commission and audience. Staff discussed the background and overview of the Docket and Comprehensive Plan amendments and presented each proposed amendment individually. Staff also discussed the specific public outreach for individual elements.

Various members of the public and other stakeholders attended. Most of the public comments related to requests for clarification on proposed boundaries for re-designations and zoning. Other public comments related to policy issues and procedure.

Staff concluded that each amendment met the approval criteria of the Comprehensive Plan and the Growth Management Act (GMA). Provided below is a synopsis of each amendment

T-1 – The city is proposing a text amendment to Chapter 2 – the Land Use Element and subarea plans, which would update land use tables and text reflecting map changes, annexations and reports. The text, goals and policies related to adoption of the Downtown Lake Stevens subarea and modifications to the Shoreline Master Program have been revised. The amendments also include addenda for Lake Stevens Center and 20th Street SE Corridor subareas to reflect current market conditions.

T-2 – The city is proposing a text amendment to Chapter 5 – the Parks, Recreation and Open Space Element, which would add a revised Needs Assessment, describe new park projects in the capital project list and add a level of service for recreation. The amendments would revise narratives, figures and park planning descriptions.

T-3 – The city is proposing text amendments to Chapter 7 – the Public Services and Utilities Element, which would update references to the current School District Capital Facilities Plan and Lake Stevens Sewer District Comprehensive Plan along with map changes reflecting recent annexations.

T-4 - The city is proposing a text amendment to Chapter 9 – the Capital Facilities Element, which would include amendments to add updated park, facility and road projects to the Capital Facilities Element. The amendments would also update the public facilities map and include updates to tables in the chapter.

T-5 – T6 – Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addenda).

The city-initiated map amendments and concurrent rezone applications include the following:

1. Updated Comprehensive Plan Map;
2. Pre-designations for land use and zoning for future annexation areas;
3. Change the Land Use Designation of Medium Density Residential properties to Public / Semi-Public to support park facilities (Frontier Heights Park, Oak Hill Park and 20th Street Ballfields) along with associated rezones to change the zoning designations to Public / Semi-Public.
4. Change the Land Use Designation of Mixed-Use Properties in the Lake Stevens Center Subarea to Commercial with an associated rezone to change the zoning designations to Commercial District.
5. Change the Land Use Designations of Medium Density Residential properties in the 20th Street SE Corridor Subarea to Commercial with associated rezones to change zoning designations to Commercial District and Neighborhood Business.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions described in the staff report and analysis sheets, dated November 7, 2019, and concludes that the proposed amendments and rezones fulfill the following requirements:

1. The Docket is consistent with the adopted Lake Stevens Comprehensive Plan;
2. The Docket meets the criteria for amending the Comprehensive Plan;
3. The associated rezones meet the criteria for amending the Zoning Map; and
3. The Docket complies with the Growth Management Act.

PLANNING COMMISSION RECOMMENDATIONS

Commissioner Davis made a motion to forward a recommendation to the City Council to approve the 2019 Comprehensive Plan Amendments with the following amendments:

1. Exclude additional request for reclassification of Neighborhood Business properties between 99th Ave SE and South Lake Stevens Road to Commercial District as there had not been time for public outreach and analysis.
2. Remove references to gross or net density in policies as these will be addressed with future zoning code updates; and
3. Fix inconsistencies and errata identified by the Planning Commission and public.

Commissioner Hoult seconded the motion.

Motion passed 4-2-0-1.

Respectfully Submitted,

Original on File

Janice Huxford, Chair



Exhibit C - Comprehensive Plan

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Planning in Lake Stevens



City of Lake Stevens

2015 - 2035 Comprehensive Plan

Executive Summary

2035 LAKE STEVENS VISION

As the city contemplates the next 20 years, it must embrace its position as a unified growing city. Lake Stevens will be a vibrant sustainable community that provides a positive development atmosphere and maintains a strong community image with excellent schools and neighborhoods. Sustainability will be manifested through environmental protection, conscientious community development and sound economic policy. The city will continue emphasizing the role of local growth centers and subarea planning as the primary locations for new development – specifically as essential pockets for economic development and focal points for new neighborhood and commercial areas. The city will ensure that the city’s infrastructure and public services will meet the demands of the community as it grows in an economically feasible manner. Development will be sensitive to the lake, environment and existing neighborhoods. The community will become a balanced community with sufficient and affordable housing, family-wage jobs and a variety of shopping and service options to meet the needs of Lake Stevens’ residents.

PLANNING CONTEXT

Effective land use planning has become a common feature in statewide, regional and local governance since 1991 when the Washington State Legislature enacted the Growth Management Act (GMA) as Chapter 36.70A of the Revised Code of Washington (RCW). The primary purpose of the GMA is to encourage appropriate levels of growth in urban and rural areas consistently across the state. The GMA identifies several mandatory planning elements that jurisdictions must incorporate into their individual comprehensive plans:



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1. Land Use	5. Rural Element (counties)
2. Housing	6. Transportation
3. Capital Facilities	7. Economic Development
4. Utilities	8. Park and Recreation

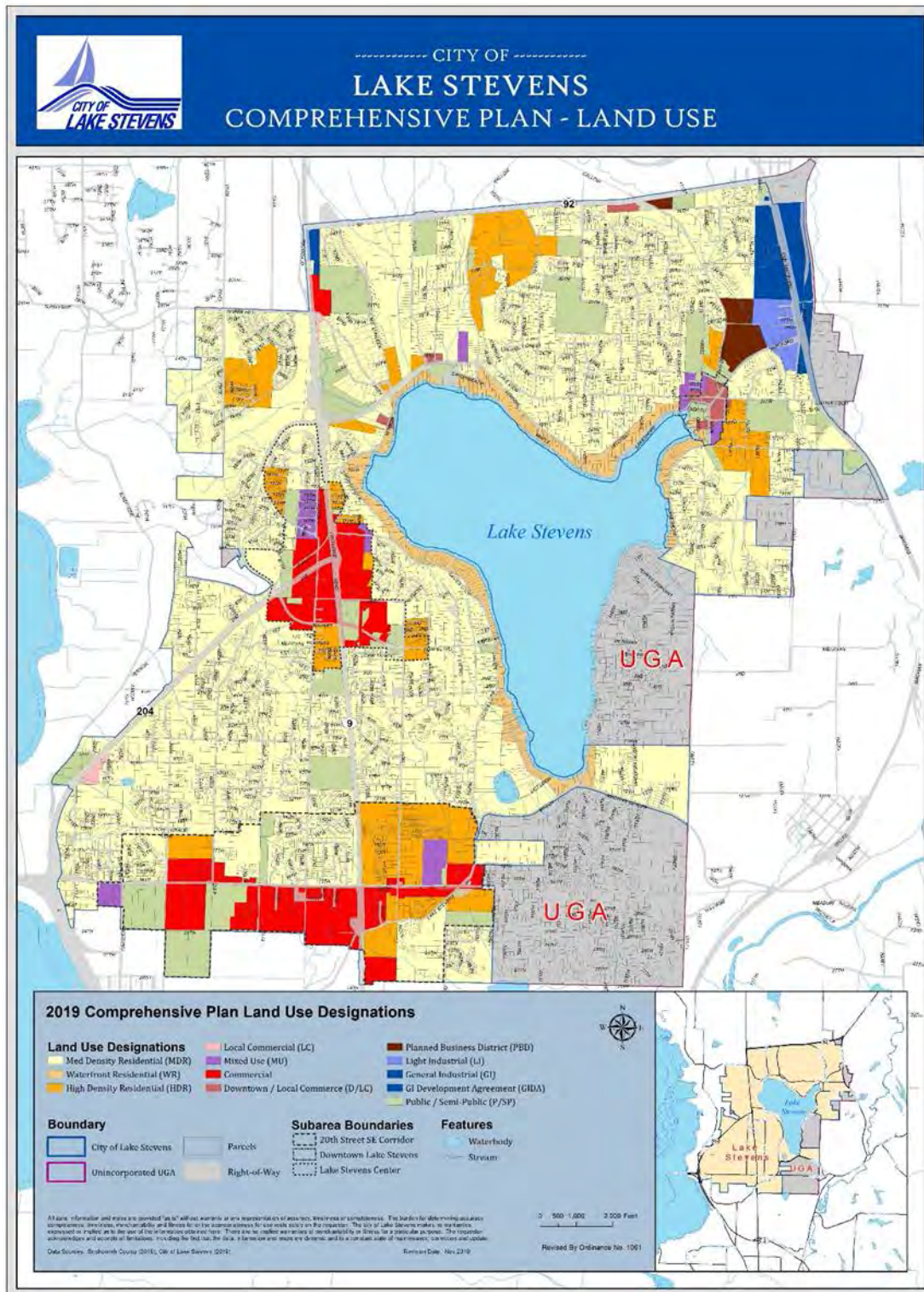
The GMA also directs local jurisdictions to consider specific planning goals to facilitate population and employment growth when developing land use policy and regulations, including control of urban growth and sprawl, encouraging efficient transportation systems, promoting economic development, providing for predictable and timely permit review, maintaining the natural environment and natural resources industries, encouraging public participation, ensuring adequate public facilities, preserving cultural and historic lands and implementing the Shoreline Management Act.

The Puget Sound Regional Council (PSRC) comprised of agencies from the four-county central Puget Sound developed a regional approach, articulated in *VISION 2040*, to implement GMA requirements. VISION 2040 augments GMA goals related to environmental protection, focused development patterns, housing affordability, sustainable regional economy, integrated transportation systems and adequate public services. VISION 2040 emphasizes regional growth centers as areas to concentrate future employment and population growth, linking regional and local centers with efficient multimodal transportation system, promoting sustainability in decision-making and allocating population and employment growth within regional geographies based on community size.

The GMA requires counties to adopt countywide planning policies in cooperation with affected cities (RCW36.70A.210). Countywide planning policies provide a local planning framework to ensure consistency among cities and a regional vision. Snohomish County facilitates collaborative countywide planning through Snohomish County Tomorrow (SCT), which is comprised of staff, local citizens and elected officials from every jurisdiction. The cities, towns, tribes and county have worked together through SCT since 1989 to address local planning issues. SCT provides a forum in which jurisdictions can address regional growth management issues such as transportation, utilities, housing, population and employment.

PLANNING IN LAKE STEVENS

The city of Lake Stevens adopted its initial GMA Comprehensive Plan to address growth in the city and its Urban Growth Areas (UGA) in 1994. The first major update to the Lake Stevens Comprehensive Plan occurred in 2006, which highlighted the city's changing status from small community to a growing city. The 2006 plan identified specific growth centers as the focus for the plan and recommended developing subarea plans for each growth center including Downtown Lake Stevens, 20th Street SE Corridor (AKA South Lake), Lake Stevens Center (AKA Frontier Village) and the Hartford Road Industrial Area. By the end of 2012 the city had adopted two subareas and was working on a framework for a third. Also as part of the 2006 Comprehensive Plan, the city developed an annexation plan that calls for eventually annexing the remainder of the unincorporated area within its unincorporated UGA.





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As of December 31, 2009, all of the UGA west and southwest of the lake has been annexed. There are areas southeast of the lake, small areas east of downtown and one parcel west of Lundeen Parkway that remain unincorporated.

Jurisdictions are required to update their comprehensive plans and development regulations periodically to remain compliant with GMA requirements. Through its annual docket cycle, Lake Stevens continues to refine its plan. For example, the city incorporated economic development data and strategies into goals and policies. The city adopted two subarea plans that considered land uses and housing in large portions of the city. The city continues to update its transportation element regularly, which contributed to the completion of a new concurrency-based impact fee system. The city adopted a revised Park, Recreation and Open Space Element with a new model for determining levels of service. Other minor changes occur as well – typically in the form of citizen-initiated land use map changes.

The GMA mandates jurisdictions complete thorough updates to comprehensive plans according to a predetermined schedule. Snohomish County cities, including Lake Stevens, must complete their major updates in 2015.

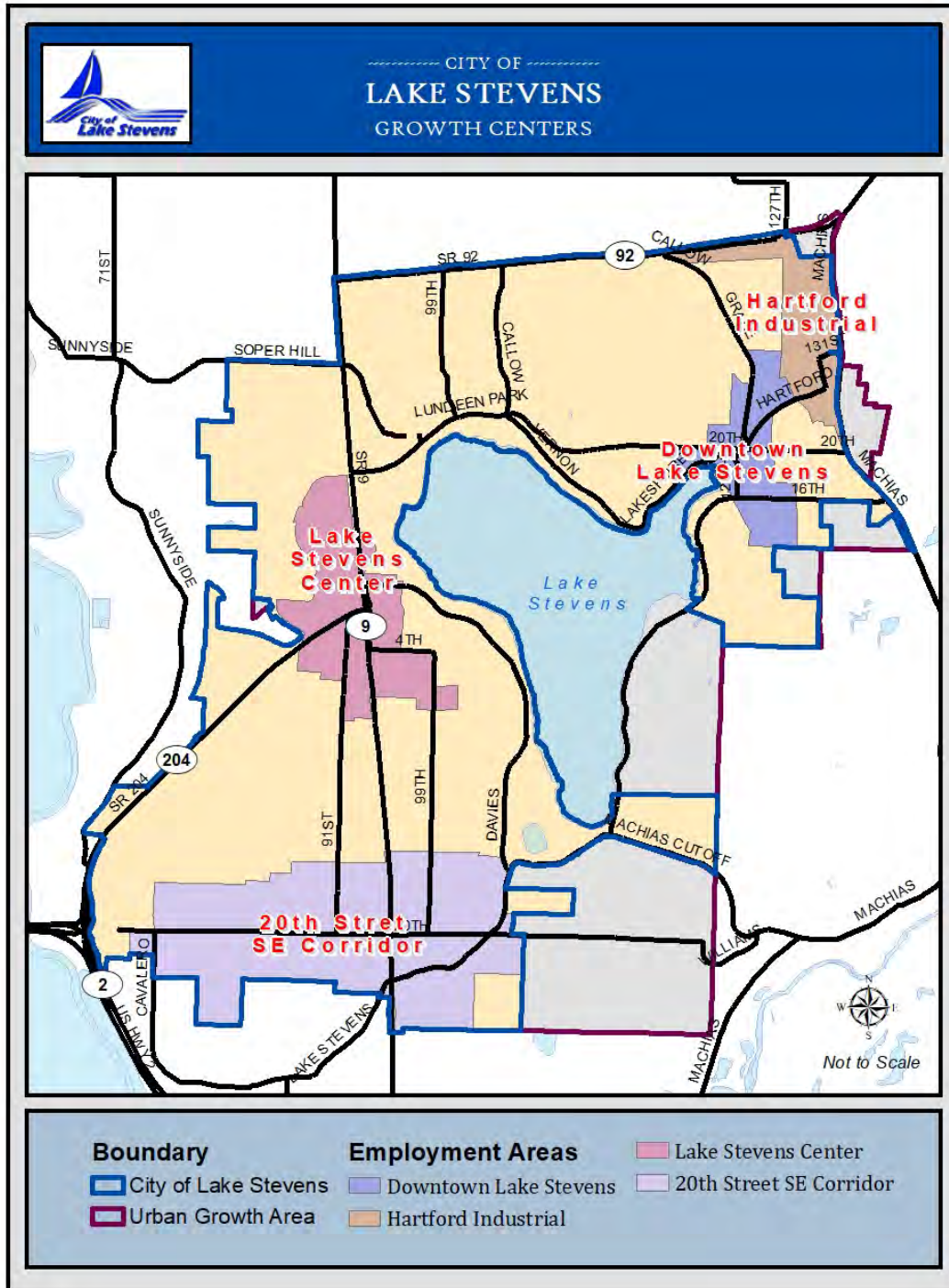
As the city began its comprehensive plan update process for 2015 staff identified several tasks that would need to take place to ensure compliance with GMA, PSRC and countywide policies. To date, staff has prepared a self-audit of its comprehensive plan and development regulations to identify any state, regional or countywide inconsistencies. The city has engaged the community in a public participation program that has included public open houses, surveys, social media, outreach to service groups, and meetings with the Planning Commission and City Council. The plan addresses many technical issues:

1. What has changed since the last time we adopted our comprehensive plan (e.g., boundaries, population and infrastructure)?
2. How has demand for various land uses changed?
3. What has been implemented?
4. Are we using all of our planning tools (e.g., subarea planning, innovative codes, continuous public participation, etc.)
5. Does the comprehensive plan accurately reflect the city's community vision?

Aside from meeting technical and procedural requirements the update has allowed city staff to pose fundamental questions to the community about their vision for Lake Stevens over the next 5, 10 and 20 years.

- Will you be in Lake Stevens in 2035?
- Where will you live?
- Where will you work?
- How will you get there?
- What will you do for recreation?
- Where will you shop?

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At the first open house, city staff and board members had breakout sessions with the public to discuss the mandatory comprehensive plan elements. Based on the public comments received, fresh vision



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statements emerged for each plan element. The next important avenue to receive public outreach was an opinion survey. The survey was posted electronically on the city's website and administered at city events. Through this survey, community members were asked a series of questions to determine public concerns and preferences for growth over the next 20 years.

- Cottage housing and townhouses were identified as the most popular non-single-family housing options;
- The preferred location for residential growth was southwest Lake Stevens followed by Northeast Lake Stevens and the Soper Hill area;
- Retail, High-tech industry and professional offices were identified as the most important employment sectors for Lake Stevens;
- The preferred location for employment growth was the 20th Street SE Corridor, followed by Lake Stevens Center and the Hartford Industrial Area;
- A sense of community and residential opportunities were identified as the most positive changes over the last 10 years, increased traffic was identified as the greatest challenge;
- Participants identified schools and neighborhoods as the city's greatest strength;
- 30% of participants are attracted to other cities for shopping and dining;
- 25% of participants felt economic development (increased shopping and jobs) should be a priority, followed by public services over the next 20 years;
- Over 38% of participants identified adding more sidewalks and pedestrian paths as the most important transportation improvement followed by increased vehicle capacity; and
- 37% of participants indicated parks and open spaces are the most important public facilities followed closely by roads and sidewalks.

These responses provided a valuable framework for re-evaluating individual plan elements and updating goals and policies to reflect community preferences.

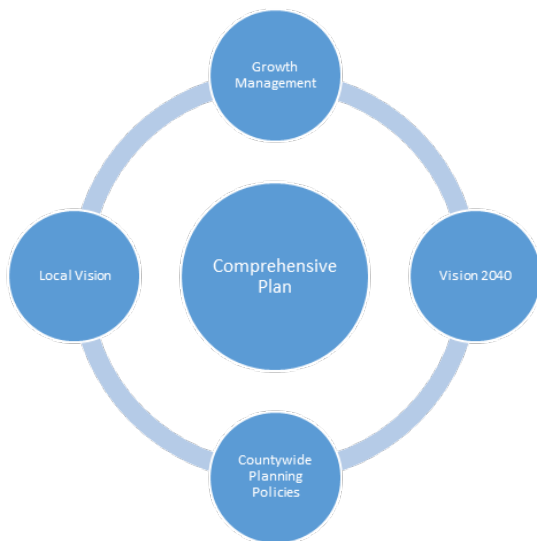
The 2035 Lake Stevens Comprehensive Plan update addresses the applicable GMA elements as specific chapters and considers optional elements related to conservation, solar energy, recreation and subarea plans in individual chapters. The plan incorporates and responds to community preferences and concerns. It also considers the role of regional planning under VISION 2040 and countywide planning in the development of specific goals and policies. The following sections will identify the vision and primary revisions for each element.



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INTRODUCTION

A Vision for Planning – the city will integrate the Growth Management Act (GMA), defined in Chapter 36.70A of the Revised Code of Washington (RCW), as an essential planning framework for the Lake Stevens Comprehensive Plan. The GMA principles will help direct community, regional, and statewide efforts to enhance the quality of life, environmental protection and economic vitality for the city, its residents and its interests in and around the Lake Stevens Urban Growth Area and Rural Transition Area as a unique lakeside community.



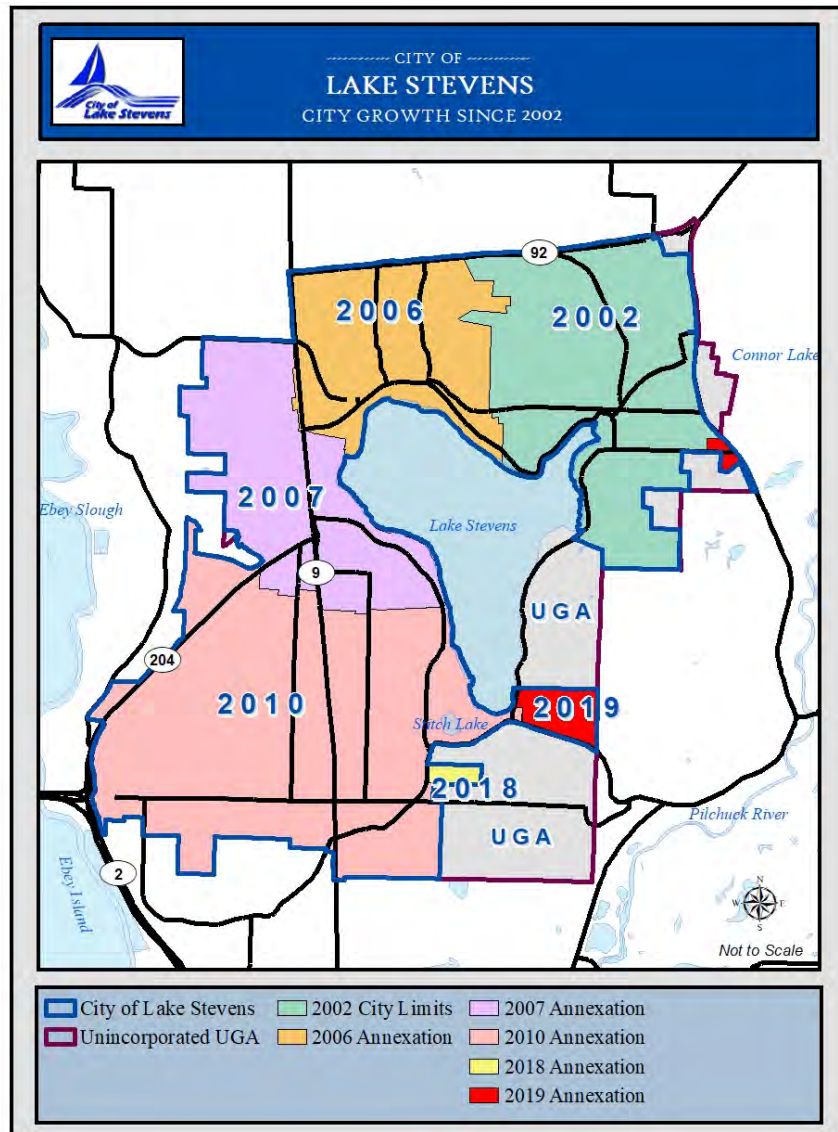
The Introduction describes the planning context for the Growth Management Act, PSRC VISION 2040 and Snohomish County as these relate to coordinated local planning; it provides a basic description of the planning area including the UGA and Rural Transition Area (RUTA); and describe the city's vision statement and individual element visions. This chapter also describes the public process and environmental review for this update and contains revised goals and policies for administering the annual Comprehensive Plan process.

Land Use Element

A Vision for Land Use – As Lake Stevens continues to grow in population and area, the city will strive to create balanced opportunities for residential growth, varied housing types, employment, commercial endeavors and public services for all people to live, work, learn and play throughout the community.

The city's Land Use Element considers anticipated land use forecasts and growth targets for the next 20 years. The largest single change to the Land Use Element is accounting for areas annexed into the city since 2006. Through a series of annexations the city population grew from 6,361 to 26,670 in 2010. The current city boundaries encompass an area of approximately 5,760 acres (8.9 square miles). Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA) with an area of 2,192 acres (3.4 square miles) including the lake.

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Major changes to the Land Use Element include an enhanced discussion of state, regional and countywide planning policies and updated statistical data and analysis, along with revised goals and policies. This section includes significant updates to the building lands data between 2007 and 2012. The *2012 Buildable Lands Report* (BLR) and the Snohomish County Growth Monitoring Report set the tone for evaluating the Land Use Element. Significant land use trends are highlighted below.

- The *Snohomish County Growth Monitoring Report* indicates the Lake Stevens population grew by over 341% between 2000 and 2010.
 - Since 2010, the city population has grown annually by approximately 4%.
- The 2014 city population is 29,170.
- The Growth Monitoring Report establishes a 2035 population target of 46,380 for the UGA.
 - The city's portion would be 39,340 or an increase of 11,130 people by 2035.



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- o There will be an estimated 509 person surplus.
- The Growth Monitoring Report establishes a 2035 jobs target of 7,821 for the UGA
 - o The city's portion would be 7,412 or an increase of 3,818 jobs by 2035.

Through a review of recent permit data, remaining buildable land supply has been identified for employment and population growth based on growth from mid-2012 to present.

- Remaining buildable acreage is estimated to be 161 acres for commercial development (218 for the entire UGA) and 716 acres for residential development (1,212 for the entire UGA).
- Based on the previous buildable acres the city housing capacity is 3,784 new units (5,465 for the entire UGA) and employment capacity is 1,954 new jobs (2,410 for the entire UGA).

At the present rate of development the city remains on track to meet growth targets.

The Land Use Element provides updates to the city's growth center strategy with discussions of progress and next steps. The city's ultimate goal for each center, based on the economic and demographic assessments, is to develop a unique subarea plan with distinguishing characteristics that serve slightly different markets, thus ensuring economic diversity and vitality. As noted the city adopted subarea plans for the Lake Stevens Center and 20th Street SE Corridor in 2012. The city has developed a framework plan for Downtown Lake Stevens, which will transform into a subarea plan.

In addition, this chapter continues to emphasize the city's interest in coordinated planning of transitional areas including unincorporated portions of the UGA and RUTA where future annexations and development will occur over the next 20 years. The city will annex the remaining unincorporated UGA throughout the 2035 planning horizon. Additionally, the city of Lake Stevens remains interested in development outside its borders given the impact that is felt on the entire Lake Stevens community, in preparation for future UGA expansions following build out.

Housing Element

A Vision for Housing –The city will provide a regulatory framework that supports the creation of high-quality housing (e.g., single-family houses, townhomes and apartments) with a range of densities, which implement community design preferences and are affordable to all community members across the city.

The Housing Element includes updated statistical and demographic information based on the *2013 Housing Characteristics and Needs in Snohomish County Report*, prepared by the Planning Advisory Committee of Snohomish County Tomorrow and the *Affordable Housing Profile* for the city of Lake Stevens, prepared by the Alliance for Housing Affordability. This information is used to describe current population and housing trends in the city. Specific attention is given to discussion of housing distribution, household makeup and affordability. City information is compared to trends in Snohomish County and the other larger cities in the county. Significant population and housing trends are highlighted below.

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- Since 2000, larger cities manifest the greatest population growth in Snohomish County, with Lake Stevens experiencing one the highest population increases since the last census.
 - The current city population of 29,170 represents an increase of 350% over the 2000 population, which was 6,361.
- Lake Stevens has the youngest median age at 32.1, while the median age in Snohomish County is 37.3.
- About 7% (1,951 people) of the Lake Stevens population is over 65 which is projected to increase over the next decade.
- There are currently 9,550 households in the city – approximately 74% of those are family households.
 - The combined, average household size in Lake Stevens is 2.87 persons, while the average county household size is 2.65 persons.
- The Growth Monitoring Report establishes a 2035 new housing unit target of 4,413 for Lake Stevens.
- In 2012, there were an estimated 10,414 dwelling units in Lake Stevens and 237,899 dwelling units in Snohomish County.
 - Lake Stevens ranked fourth (80%) for the highest ratio of single-family dwellings in the county.
 - The average house size for new construction between May 2013 and May 2015 was just under 2,400 square feet.
- The 2011 area median income (AMI) in Lake Stevens is \$73,000, which is slightly higher than the AMI for other larger cities at \$72,000 and Snohomish County, which is nearly \$68,000.
- Approximately 47% of the occupied housing units in the Lake Stevens and Snohomish County are cost-burdened.
- The 2011 unemployment rate in the city was 5.5% compared to 5.7% for the county.
- The 2013 median home price in Lake Stevens is \$246,900.
 - Owner occupancy increased from 75% in 2000 to 78.2% in 2010.
- The average monthly rent in 2000 was \$716 while in 2010 the average monthly rent increased to \$1,254
 - Rental unit vacancy increased from 5.4% in 2001 to 9.1% in 2010.
- In 2011 the special needs population within the county was over 110,000.
 - 43,600 residing in the unincorporated areas
 - 32,000 in larger cities
 - 3,009 in Lake Stevens

Executive Summary



- In Lake Stevens, approximately 3% of households received some sort of assistance; while in Snohomish County 3.8% of households received assistance.
- 97,000 additional housing units would need to be constructed in the county by 2035
 - Larger and small cities have about 60% of the available residential capacity for single-family and 40% for multifamily.
 - Lake Stevens needs to accommodate an additional 4,469 housing units.
 - The projected city share of affordable units would be 984 affordable housing units for households making less than 50% of AMI.



Other changes to this section include an updated discussion of state, regional and countywide planning policies and updated strategies to promote housing affordability, along with updated goals and policies.

Environment and Natural Resources



A Vision for the Environment and Natural Resources – the city of Lake Stevens will provide effective and ongoing investment to ensure water quality and continued environmental stewardship for current and future generations by protecting fish and wildlife habitat, critical areas and open space corridors; conserving land, air, water and energy resources; and integrating the shoreline management of Lake Stevens into land use decisions.



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The city is committed to providing ongoing environmental stewardship of our shared shorelines, open spaces, critical areas, and wildlife habitats. Updates to the Environment and Natural Resources chapter of the Comprehensive Plan include the integration of the state, regional, county and local planning contexts, providing a description of local geology, soil profiles, drainage, and surface and ground water resources, a discussion of the city's coordination with other state and regional agencies to improve air quality and mitigate the effects of climate change by encouraging sustainable development, and a consolidation and reorganization of the Goals and Policies section to eliminate redundancy, contradictory policies and reflect updated code requirements.

Parks Element

A Vision for Parks and Recreation – 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.

The Parks Element includes an inventory of parks, recreation and opens spaces, describes the unique park classifications, establishes levels of service for each park type, and provides a needs assessment and capital facilities plan. Only minor changes are proposed to the Parks Element including an updated vision statement and updated references in the capital projects list to include a discussion of to reflect RCO update in 2019.

Economic Development



A Vision for Economic Development – Lake Stevens will embrace a sustainable local economy by supporting a varied job sector for residents, promoting excellent shopping and service options, providing a stable and predictable permitting process and fostering accountable government oversight of public funds.

The Economic Development Element describes the city's economic development strategy in terms of growth patterns and fiscal conditions. Changes to the Economic Development Element include updated goals and policies to reflect the city's focus, efforts and progress toward the economic strategy plan adopted by the city in 2010. Updates also include market and demographic data used as economic indicators that will guide further emphasis on specific strategies supporting economic growth in the areas of job sector diversification, retail and personal services industry growth to serve the community's needs. This data is ever changing and will be used as a "snap shot" in time. Therefore the Chapter further provides for updating, monitoring data and analyzing results as an on-going activity to ensure city resources are used for the best possible yield and in a responsible manner. The changes are



supported in the Land Use Element and other Comprehensive Plan elements by directing retail and employment growth into the city's growth centers.

Public Services and Utilities Element

***A Vision for Public Utilities and Services** – Lake Stevens will strive to provide excellent public utilities & services to meet the health and safety needs of the community in proportion to future population growth and will continue to coordinate with local service providers such as the Lake Stevens Sewer District, Lake Stevens Fire, and the Lake Stevens School District to ensure service continuity as the community grows.*

This element provides a descriptive inventory of, and considers the general location and capacity of, all existing and proposed public utilities, facilities and services in the city of Lake Stevens in relation to levels of service for current and future residents and businesses. In the preparation of this element, city staff met with other departments, public agencies and special purpose districts (e.g., Lake Stevens School District, the Snohomish County Public Utilities District (PUD), Lake Stevens Sewer District, Lake Stevens Fire District and Lake Stevens Police Department) to identify the current status of facilities and services provided by these agencies to incorporate. Significant trends are highlighted below.

- The Lake Stevens Police Department continues to provide a variety of services including marine and road patrol, crime and accident investigation, traffic enforcement, crime prevention, School Resource Officer Program, concealed weapons permits, passports, records and evidence keeping and animal control.
- Within the city's stormwater system there are approximately 68 city-owned or operated facilities, 4,562 catch basins, 13.5 miles of road side ditches, 66.2 miles of pipe and 22,942 feet of culverts
- The sewer system includes a network of trunk and collector lines, a flow telemetry system, manholes, and pump/lift stations and a treatment plant operated by the Lake Stevens Sewer District.
 - Since the last update the new Sunnyside Treatment Plant and Southwest Interceptor have been completed, providing additional capacity for development.
 - The Sewer District has completed the 2016 update to their Sanitary Sewer Comprehensive Plan
- Lake Stevens Fire serves an area of about 46 square miles with 3 stations and 1 administration building.
 - The Fire District performs fire code compliance activities, inspects commercial and public buildings for the city of Lake Stevens (381 in 2013) and reviews land use and building permits through the Fire Marshal's office.
 - In 2013, Lake Stevens Fire responded to 4,659 calls.



Executive Summary

- o Over the past 5 years, the Fire District has experienced an annual increase in call volume of 1.5%.
 - o The Fire District plans to increase the daily staffing level to 14 firefighters by year 2017 and build a new station by 2022.
- The Lake Stevens School District covers approximately 37 square miles
 - o The District currently serves a student population of 8,392 with seven elementary schools, two middle schools, one mid-high school, one high school and one homeschool partnership program (HomeLink). The District estimates the enrollment will total 9,114 students in 2021. The District has projected permanent capacity shortfall by 2021 for K-5 of 1,106 students (with no improvements).
 - o Currently five of the six elementary schools are above their design capacity. Voters recently approved financing for a seventh school.
 - o The city has adopted the most recent School District Capital Facilities Plan.
- The city coordinates with the Snohomish County Health District for public health services, specifically the review of septic systems and food service inspections.
- Waste Management Northwest, Incorporated and Republic Services provide solid waste services within the city under contract for a 3-year period.
- Puget Sound Energy provides natural gas service through a city franchise.
- The Public Utility District No. 1 of Snohomish County (PUD), serves the city of Lake Stevens
 - o 80% of its power comes from the Bonneville Power Administration, with the remainder provided from a mix of renewable resources.
 - o The PUD operates 3 distribution substations within the city and multiple transmission lines.
- The PUD also manages the city's water system, which includes 8 reservoirs and 330 miles of pipe.
 - o The primary water supply to the Lake Stevens Water System comes from Spada Lake and is purchased from the city of Everett.
 - o Former emergency wells, in the northeast corner of the city, have been converted to full-time use to supplement the water supply.

Transportation

A Vision for Transportation – the city will develop an effective multimodal transportation system that emphasizes access, direct circulation and safety for vehicles, freight, public transportation, cyclists and pedestrians locally and to the region.

The Transportation Element contains updated information related to road classifications, level of service standards, street inventory, multi-modal planning, and mass transit. The chapter includes required GMA, PSRC and county-required goals and policies. Analysis of future roadway, safety and



pedestrian and bicycle needs have also been reviewed and updated. The goals and policies have been revised as needed to ensure required elements are included for consistency with other plan elements.

Capital Facilities

***A Vision for Capital Facilities** – The city will develop a realistic and achievable capital facilities plan that ensures an effective use of taxpayer and ratepayer dollars that prioritizes capital investments to maintain adopted levels of service, responds to project urgency and feasibility, is consistent with the city's growth strategy, and provides a clear community benefit.*

The Capital Facilities Element was substantially changed in 2012 and 2013 as a result of the newly adopted Subarea Plans for Lake Stevens Center and 20th Street SE Corridor. The primary modifications to the Capital Facilities Element in 2016 contain updates of financial data, inventory, funding mechanisms and clarification of the 6-year Capital Improvement Plan. The Goals and Policies are updated to reflect the city's desire to be a sustainable community around the Lake with unsurpassed infrastructure supporting an exceptional quality of life. The city expects to accomplish these goals by ensuring good fiscal stewardship, using smart growth principles to understand how the city's planned growth pattern affects the investments that will be needed and investing in where new growth should occur. The changes in this Element also provide for the short and long term cost planning to support infrastructure expenditures.

Executive Summary



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Chapter 2: Land Use Element





CHAPTER 2: LAND USE ELEMENT

A VISION FOR LAND USE

As Lake Stevens continues to grow in population and area, the city will strive to create balanced opportunities for residential growth, varied housing types, employment, commercial endeavors and public services for all people to live, work, learn and play throughout the community.

INTRODUCTION

In 2018, the city completed several annexations modifying the city boundaries, established in December 2009. As of November 2019, the city encompasses an area of approximately 5,915 acres (9.24 square miles). Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA) with an area of 2,036 acres (3.18 square miles) including the lake. The current Lake Stevens UGA provides sufficient capacity to accommodate population and employment forecasts considering environmental constraints, existing development, infrastructure and services, existing and/or planned transportation corridors and areas where urban services could be extended logically. The city limits currently surround the northern, northeastern and western banks of Lake Stevens. The city anticipates that the remainder of the Urban Growth Area (UGA) will be annexed over the next planning horizon.

Directly west of the city is the Snohomish River flood plain, which consists of critical habitat areas and agricultural uses. To the east are largely forested lands with limited residential development. The area south of the current city boundaries and an unincorporated portion of the UGA is a patchwork of large-lot residences, small farms, and wooded areas with limited commercial areas.

Beyond the Lake Stevens UGA to the north, east and south the city and Snohomish County have established a Rural Urban Transition Area (RUTA) as a future planning area to accommodate growth beyond the 20-year planning horizon. The city's Comprehensive Plan acknowledges that development policies within the RUTA will have direct and indirect impacts on the Lake Stevens community, and it has an interest in decision-making in these areas as it affects development. The RUTA directly adjacent to the Lake Stevens UGA totals approximately 5,400 acres and is largely rural in character. It contains large lot residences, several sizable tracts of forested land and limited agricultural uses. According to the Snohomish County Comprehensive Plan, RUTAs are intended as areas to set aside for potential supply of land for employment and residential land uses and possible inclusion in a UGA.



PLANNING CONTEXT

The Land Use Element presents a blueprint for growth over the next 20 years. This element considers the general location, intensity and density of land uses, how traffic, drainage, community services, etc. interact with and affect development. The Land Use Element influences how the community develops through the implementation of municipal code. This section provides an overview of the existing land use patterns within the city and its unincorporated UGA and describes the city's existing strategy for accommodating residential and employment growth within city limits and beyond.

In implementing its growth strategy, the city faces several challenges including development of land within city limits and the unincorporated UGA constrained by topography, critical areas, infrastructure needs, or ability to accommodate larger employment uses. The city and partner agencies also face challenges to fund the infrastructure needs associated with population and employment growth.

State Planning

The Land Use Element is one of the six mandatory elements required by the Growth Management Act, RCW 36.70A.070(1). Within the Land Use Element, the city must:

- Provide a future land use map;
- Consider approaches to promote physical activity;
- Provide a consistent population projection;
- Estimate population densities and building intensities based on future land uses;
- Include provisions for the protection of groundwater;
- Describe lands useful for public purposes, including essential public facilities, airports and military installations as applicable;
- Identify open space corridors;
- Consider review of drainage, flooding and stormwater run-off;
- Designate policies to protect critical areas; and
- Considers transfer of development rights for significant forest or agricultural lands.

These specific state requirements are discussed in subsequent sections or as specific goals and policies as applicable.



Regional Planning

VISION 2040 supports using the urban lands efficiently and sustainably to accommodate population and employment growth across the central Puget Sound. Some specific land use concerns mirror those found in the GMA, such as establishing consistent planning targets for housing and employment. The city's plan identifies housing and employment targets that are consistent with the 2012 Buildable Lands Report within the Land Use and Housing elements. Many 2040 provisions cross over into different elements, such as Environment, Development Patterns, Housing, Economic Development, Public Services and Transportation. Another important aspect of the regional strategy is to promote centers and compact urban development, which is a central theme of the city's plan, which focuses on local growth centers implemented as subarea plans. The city's subarea plans present an integrated planning approach based on incorporating economic development, environmental protection, sustainability, social justice and well-being, compact and mixed-use development and multimodal transportation. In addition, the city's municipal code provides several effective mechanisms supporting compact infill development. Another PSRC provision is healthy and active living. The city's plan promotes this ideal in the Parks, Recreation and Open Space, Land Use and Transportation elements. Finally, the city has considered the role of adjacent rural areas as they relate to the city beyond the planning horizon.

Countywide Planning

Snohomish County has adopted Countywide Planning Policies that provide a consistent framework for each jurisdiction to develop its comprehensive plans adopted.

The Development Patterns Goal found in the Countywide Planning Policies states,

"The cities, towns, and Snohomish County will promote and guide well-designed growth into designated urban areas to create more vibrant urban places while preserving our valued rural and resource lands."

Specific policies relevant to the Land Use Element include the role of Urban Growth Areas in land use planning including future expansions or modifications, inter-jurisdictional coordination, utilities, and location of employment and housing in relation to infrastructure and transit. Another theme relevant to this element previously identified in the state and regional planning strategies is designating local centers, promoting compact urban developments and transit-oriented developments that encourage higher residential density and infill while integrating new development into existing neighborhoods. Finally, the land use element should consider annexation policies for the unincorporated UGA.

The city recognizes the importance of efficient planning and use of land within the entire UGA in order to meet the population, employment, environmental and other objectives of the GMA and established countywide planning policies. The city's Comprehensive Plan and



existing growth strategy is reflective of the policies and vision within the County's Comprehensive Plan and Countywide Planning Policies.

Lake Stevens Planning

The city's Land Use Element considers the themes expressed in the state, regional and countywide plans. Specifically, the Land Use Element describes anticipated land use assumptions and growth targets over the current planning period. This information is the basis for current land use designations and zoning districts as well as the city's local growth strategy.

In order to meet projected growth targets, the Lake Stevens UGA must accommodate a population of **46,380** and **7,821** jobs by 2035 (Source: Appendix A Table 1 Snohomish County 2035 Population Growth Targets). The city's portion would include a population of 39,340 or an increase of 11,130 people over the planning period. The current employment target for the city is 7,412 or an increase of 3,818 jobs by 2035. (Source: Appendix D, Table 1 - 2035 Population Growth Targets for Cities, UGAs and the Rural/Resource Area). Figure 2.1 illustrates the total number and percent of both the city's and the unincorporated UGA's 2035 population and employment growth targets.

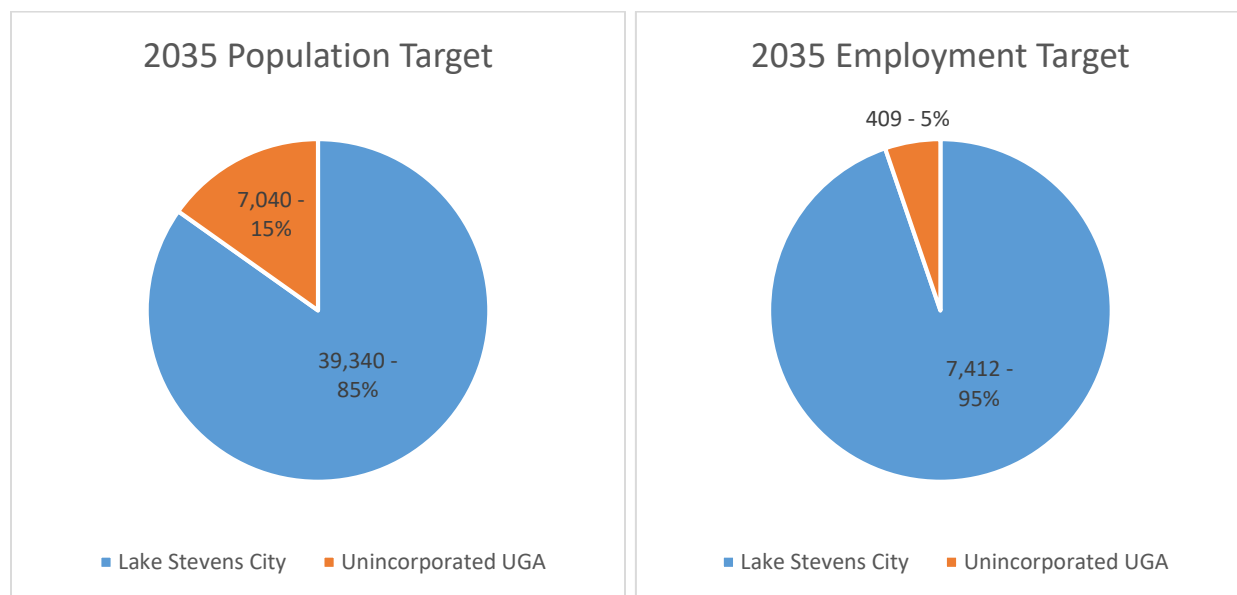


Figure 2.1 – 2035 Growth Targets



LAKE STEVENS GROWTH STRATEGY

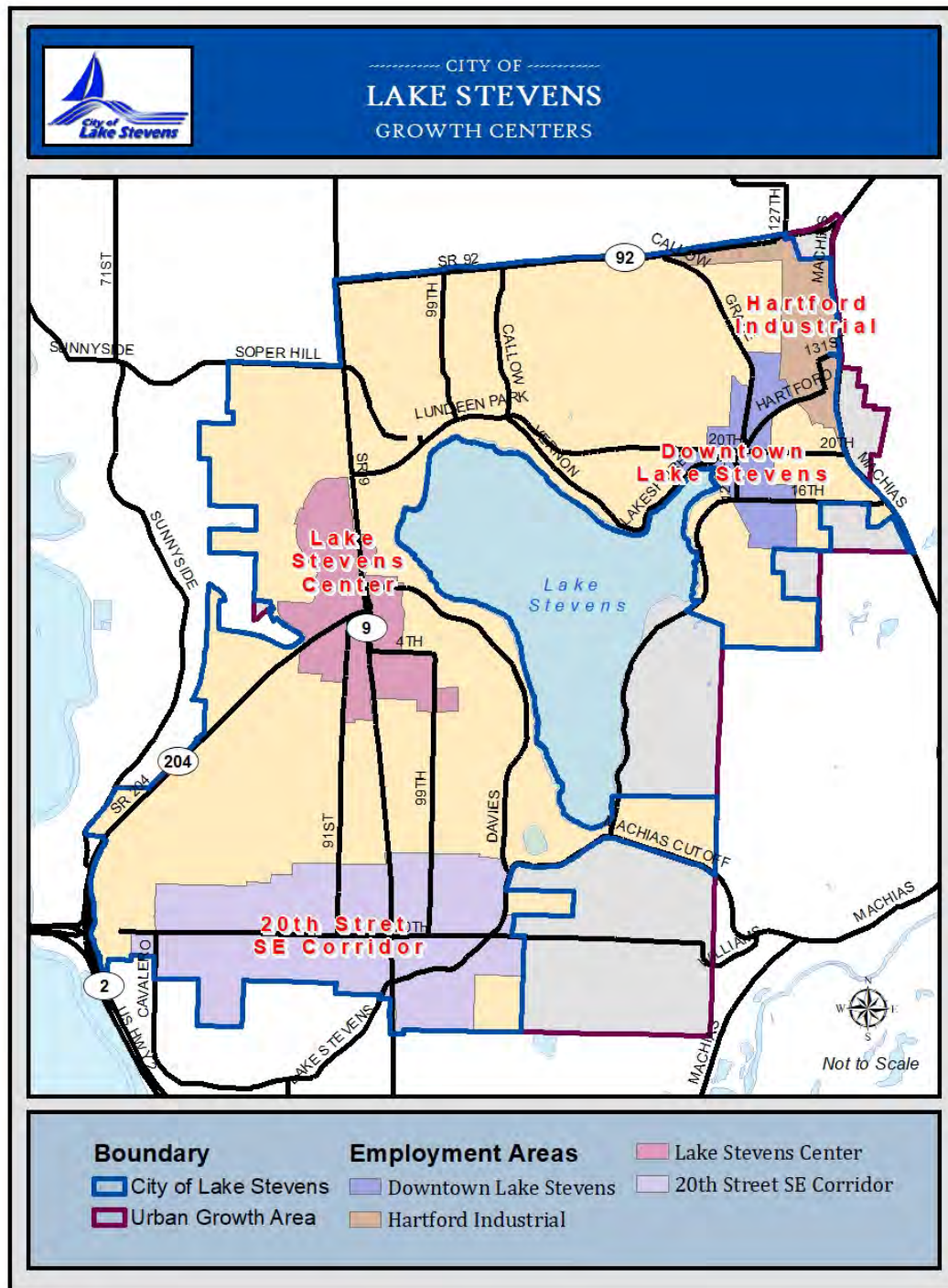
The Snohomish County Growth Monitoring Report indicates the population of the city grew by over 341 percent between 2000 and 2010 adding 21,708 people. Annexation and steady residential development fueled this rapid growth. Since 2010, the city population has continued to grow annually by approximately 3.9 percent.

The city's growth strategy directs most residential and employment growth into concentrated centers readily available for development. It is the city's vision to accommodate and attract new businesses that provide family-wage jobs by growing a range of employment sectors near Growth Centers in proximity to housing. Downtown Lake Stevens, Lake Stevens Center, and the 20th Street SE Corridor are identified as Community Growth Centers, while the Hartford Industrial area is an Industrial Center. Figure 2.2 illustrates the location of the four primary centers. A summary of development potential for each growth center is summarized in Table 2.1.

Each defined Growth Center has varying suitability and potential for future employment uses due to location, access to the transportation network, overall size, development potential, and range of parcel sizes. This growth center strategy implements countywide, regional and statewide goals by focusing development where infrastructure and services are or will be available and preserving the natural characteristics of the city. The city's growth center strategy is consistent with the public vision expressed during the community outreach for this project and others.

To complement its growth strategy, the city began developing an economic development approach. In 2010, the city completed an Economic Development Assessment. The main findings suggested residents were spending retail dollars outside the city and leaving the city to work. This document was followed by a demographic assessment and economic profile of the city. These documents laid the foundation for future economic development and complemented the evolving growth strategy.

The city's ultimate goal for each center, based on the economic and demographic assessments, is to develop a unique subarea plan with distinguishing characteristics that serve slightly different markets ensuring economic diversity and vitality. The city has adopted three Subarea Plans: Lake Stevens Center and the 20th Street SE Corridor in 2012 and the Downtown Lake Stevens Subarea in 2018. As a development incentive, the city adopted a Planned Action Ordinance for each subarea to satisfy State Environmental Policy Act review requirements. Adoption of the plans resulted in area-specific design guidelines, development regulations and zoning districts.



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Table 2.1 - Growth and Development Potential of Existing Growth Centers

	DOWNTOWN LAKE STEVENS	LAKE STEVENS CENTER	HARTFORD CENTER	20TH STREET SE CORRIDOR
Size (Acres)	30	359	267	845
Subarea Planning	• Framework plan completed in 2012 • Subarea plan completed July 2018	• Subarea Plan adopted 2012 • Planned Action Ordinance adopted 2012	• None	• Subarea Plan adopted 2012 • Planned Action Ordinance adopted 2012
Relation to Transportation System	• Local access via 20th St NE • Indirect access to SR 92 via Grade Rd	• Direct access to SR 9 and SR 204 • Indirect access to US 2 via SR 204	• Indirect access to SR 92 via Machias Rd., Old Hartford Dr. • Indirect access to US 2 via Machias Road • Limited internal network of roads	• Indirect access to SR 9 via 20th St SE, S Lake Stevens Rd.
Existing Land Use Pattern	• Small to medium parcels (0.2-3.0 acres) in Historic Town Center • Existing residential uses on commercially zoned parcels • Significant amount of multi-family residential uses and zoning in southeast portion of center with small to large parcels (0.3-10 acres) • Medium to large parcels (1-10 acres) in Grade Rd. area, largely undeveloped	• Auto-oriented commercial uses primarily on large parcels (>10 acres) with smaller parcels (<0.5 acres) carved out along street frontage • Primarily multi-family residential uses and zoning at edges of center with some single-family residential uses in eastern portion of center • Significant portion of government-owned property on eastside of SR 9 @ Market Pl.	• Primarily medium to large parcels (3-30 acres) • Cluster of smaller parcels (< 1 acre) in middle of center • Largely undeveloped	• Primarily medium to large parcels (1-10 acres) with several irregular parcels due to diagonal intersection • Limited existing commercial uses and zoning at intersection of 20th St SE and S Lake Stevens Rd. in eastern portion of center • Primarily mix of multi-family and single-family residential uses • Several large parcels (> 10 acres) zoned multi-family

Chapter 2 – Land Use



	DOWNTOWN LAKE STEVENS	LAKE STEVENS CENTER	HARTFORD CENTER	20 TH STREET SE CORRIDOR
Environmental Constraints	- Wetlands and flood prone areas within Grade Rd. area - Category 2 wetlands east of historic town center area where zoned multi-family residential. - Catherine Creek bisects the Grade Rd. area and downtown	Wetlands between SR 9 and 91st Ave SE, near SR 204	Small amount of wetlands just north of Hartford Dr. NE and just north of 36th St NE	Wetlands at northeast corner of S Lake Stevens Rd and 20th St SE, north of S Lake Stevens Rd
Amenities	- Lake Stevens shoreline access - Catherine Creek - View potential	View potential	View potential	View potential
Potential Land Use Issues	Center has lower intensity single-family uses to the north, west, and south and higher intensity industrial uses to the east	Center is surrounded by lower-intensity single-family and multi-family residential uses	- Center is surrounded by lower intensity residential uses - Lack of Utilities & Infrastructure	Center is surrounded by lower-intensity single-family residential uses
Conclusion	- Limited potential for larger employment uses due to transportation access and small parcel sizes - More suitable for local-serving retail and small commercial uses - Potential as a Mixed-Use Town Center consisting of civic and local-serving retail uses, limited office and residential uses	- Some potential for larger employment uses given transportation access and large parcels, but contingent upon redevelopment potential - Potential for Main Street center on 91st Street NE between Market Place/SR204 - Potential as a Commercial Mixed-Use Center consisting primarily of regional retail commercial uses with multi-family residential uses towards the edges of the center	- Potential to accommodate larger employment uses, but limited by location and transportation access - Potential as an Industrial Center consisting primarily of industrial uses and limited office uses	- Potential for larger employment uses including business parks and retail centers - Potential for Mixed-Use Centers consisting primarily of residential uses with some office and local-serving retail commercial uses



DOWNTOWN LAKE STEVENS

The greater downtown Lake Stevens includes an area of more than 200 acres near 20th St NE, Main St and Hartford Drive NE, and consists of the historic town center adjacent to the northwestern tip of the lake, the Grade Road Planned Business District, and associated residential areas. As adopted, the subarea plan takes in the historic downtown core encompassing a compact area of approximately 30 acres. This area has been characterized primarily by low-intensity commercial and residential development on small to medium-sized parcels.

The historic town center has several key attributes to support its revitalization including its lake front setting, strong projected population growth and the potential for higher density residential development. Development of an effective plan and an active marketing campaign for this area is a high priority for the city. In 2005, the city developed a conceptual plan for downtown Lake Stevens. In 2012, the city proposed a framework plan for the area that identified preferred land uses and potential infrastructure improvements to facilitate desired growth patterns. In 2018, the city adopted a full subarea plan that identified land uses, development intensity, parking requirements, public improvements, program development, etc.

Downtown Lake Stevens has some challenges, specifically access and infrastructure. Several road improvements are proposed to improve access throughout downtown and to the Hartford Industrial Center, and to the to the regional highway system. The city continues to work with utility providers to assess needed infrastructure improvements.

LAKE STEVENS CENTER SUBAREA (FORMERLY FRONTIER VILLAGE GROWTH CENTER)

Lake Stevens Center is comprised of approximately 360 acres of land centered on the State Route 9/State Route 204 intersection. In September 2012, the City Council adopted the Lake Stevens Center Subarea Plan to revitalize the center, emphasizing retail and office growth. The plan also amended the Land Use Map for many parcels within the subarea. Future residential development would be primarily high-density residential. The general land use pattern would consist of a commercial core, smaller commercial and mixed-use areas, a main street area, and transit-oriented development. Following a recent market analysis in 2019, the city has updated the land use designation to more closely match current market conditions. The plan assumes future growth of 140,000-150,000 gross square feet of retail, 140,000-150,000 gross square feet of office, and 180 to 200 additional dwelling units. A Planned Action Ordinance, capital facilities plan, development regulations, and design guidelines were also adopted.



20TH STREET SE CORRIDOR (FORMERLY SOUTH LAKE GROWTH CENTER)

The 20th Street SE Corridor is comprised of approximately 850 acres of land crossing the southern portion of the city from approximately South Lake Stevens Road in the east to Cavalero Road in the west. In September 2012, the City Council adopted the 20th Street SE Corridor Subarea Plan to create an employment center emphasizing business parks and commercial development. Future residential development would be primarily higher-density development including townhomes, row houses, cottage housing, and live/work units. The general land use pattern would consist of at least one large business park, a regional retail center, and commercial or mixed-use nodes with higher-density residential growth in transitional areas between existing single-family developments and higher intensity development. Following a recent market analysis in 2019, the city has updated the potential growth sectors to more closely match current market conditions. The revised plan predicts 500,000 gross square feet of retail, 500,000 gross square feet of office, and 1,000 additional dwelling units. A Planned Action Ordinance, capital facilities plan, development regulations, and design guidelines were also adopted.

HARTFORD INDUSTRIAL CENTER

The Hartford Industrial Center is an area of approximately 267 acres located in the northeast portion of the city, between Downtown Lake Stevens and unincorporated Snohomish County. The Hartford Center is adjacent to industrially zoned properties outside the city limits. The area is zoned General Industrial (GI) and Light Industrial (LI), which allow a wide range of industrial uses. The area currently has a mix of low-intensity industrial uses, some retail and older single-family residential pockets. The Hartford Industrial Center currently has additional employment capacity available for redevelopment. It is the city's intention to promote and develop the Hartford Industrial Center as a local employment center. The Hartford Industrial Center's potential to accommodate larger employment uses are currently limited by location, limited visibility, lack of extensive public infrastructure and transportation access. The city will conduct a market study of the area to determine any need for expansion, infrastructure improvements, and marketing strategies to attract appropriate industries.

NEIGHBORHOOD SERVICE CENTERS

In addition to the defined growth centers, the city has several small Neighborhood Service Centers located throughout the city zoned Local Business (LB) or Mixed Use. Small neighborhood service centers serve the immediate shopping and service needs for the surrounding residential areas. These neighborhood service centers augment economic development activity citywide and balance the commercial uses found in larger growth centers.



ANNEXATION AND RURAL URBAN TRANSITION AREA (RUTA)

The city will continue to coordinate annexation of the remaining unincorporated UGA throughout the 2035 planning horizon. Additionally, the city of Lake Stevens is looking outside its borders given the impact that planning efforts have on the entire Lake Stevens community in preparation for future UGA expansions after build-out.

For the purposes of defining a Framework Plan that includes the Rural Urban Transition Area (RUTA) as an area for long-term employment growth, the city's existing strategy for growth within the UGA has been reviewed and analyzed. Related documents such as County plans and Buildable Lands Report are discussed further below, together with summaries of information related to public services and utilities. The city completed a project report for the Lake Stevens South Rural Urban Transition Area in August 2008. The city recognizes the importance of review and analysis of all adjacent RUTA areas for future comprehensive planning and benefit.

The city of Lake Stevens recognizes that the UGA is bordered by areas labeled by the County as "transitional". The city also recognizes that development policies within these areas and beyond will have direct and indirect impacts on the Lake Stevens community, its quality of life, infrastructure, transportation, services, finance and the stewardship of land and lake water quality. Therefore, the city's vision requires its involvement in the decision-making in these areas as they affect development and its impacts.

LAND USES AND ZONING

Lake Stevens includes a mix of residential, commercial, industrial and public/semi-public land use designations. Residential designations are spread throughout the city and include both high-density and single-family oriented land uses. There are several commercial designations that vary in intensity by location. For example, the highest intensity commercial land uses are located along highways and arterials, while neighborhood level commercial use may be congregated at the intersections of arterials and collectors. The city's industrial land uses are primarily located in the northeastern corner of the city, except for one area in the northwestern corner, subject to a development agreement. Public/Semi-public land uses are spread across the city. Most public/semi-public areas include school sites, municipal services and parks. Figure 2.3, the current Comprehensive Plan Land Use Map, illustrates the distribution of land use throughout the city.

Residential Land Uses – Residential land uses include all single-family development and multifamily uses including, apartments, condominiums, manufactured housing, foster care facilities, group quarters, and cooperative housing.

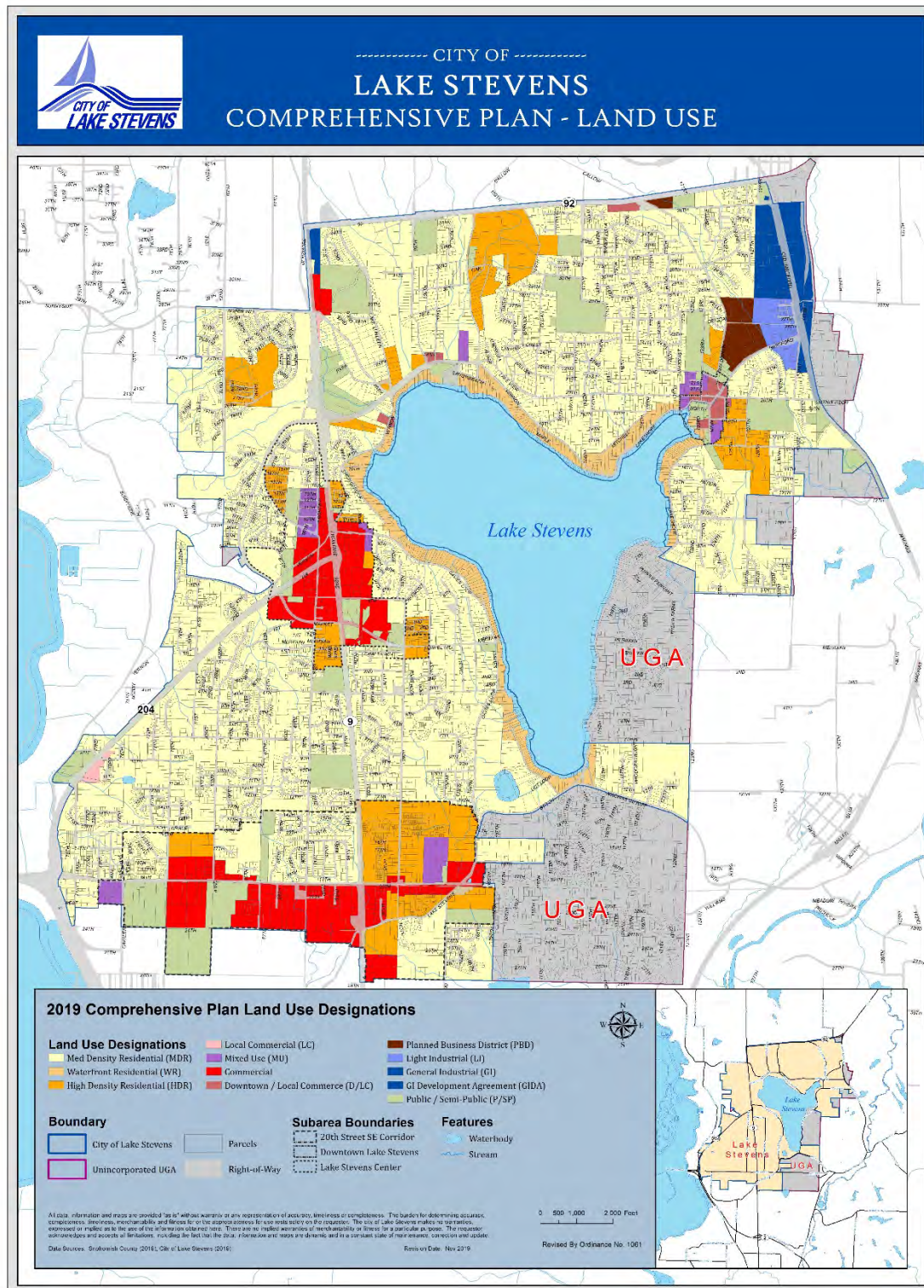


Figure 2.3 – City Land Use Map



- High Density Residential allows single-family, two-family, and multifamily residential uses. It also allows limited public/semi-public, community and recreational uses. This designation should be generally located in transitional areas between single-family designations and commercial designations where infrastructure and public transportation is readily available.
- Medium Density Residential allows single-family, two-family and some multifamily residential development with a density between four (4) to 12 units per acre based on zoning with the potential for bonuses. This designation includes detached and attached units, accessory units, townhouses, condominiums, duplexes, tourist homes, special service homes and manufactured/mobile structures. It also allows limited public/semi-public, community and recreational uses. This designation should be generally located in transitional areas between high density designations and rural areas where infrastructure is readily available.
- Waterfront Residential allows single-family residential uses with a density of four (4) units per acre with the potential for bonuses. It includes This designation includes detached and attached units, accessory units, detached, tourist homes, and special service homes. It also allows limited multifamily, public/semi-public, community, and recreational uses. This designation is located in residential neighborhoods within the shoreline jurisdiction.

Through implementation of zoning regulations, the city will consider innovative and flexible residential options, in appropriate zoning districts, to allow a variety of housing. For example, the municipal code allows higher-density residential uses such as townhouses and small-lot, single-family residential units, and innovative housing options such as cottage housing. In all residential zones, cluster subdivisions and planned residential developments allow variations in housing styles and increases in housing density as a means of encouraging good design, specifically on challenging sites where natural characteristics (slopes, wetlands, streams, etc.) require careful design and development.

Commercial Land Uses – Commercial land uses include all commercial and mixed-use configurations including, small scale/neighborhood commercial, large scale retail, and employment designations.

- Downtown/Local Commercial: This designation permits moderate to higher intensity land uses including the Central Business District and other dense arrangements of professional offices and retail stores. This designation discourages uses that are land consumptive (i.e., warehouses) or that generate high-traffic volumes (e.g., drive-through businesses or gas stations). It allows mixed-use development.
- Mixed-Use Commercial: This designation permits moderate to higher intensity land use that includes both commercial and residential elements and encourages mixed-use (commercial and residential). It is intended that this land use designation will be placed where a "village atmosphere" is desired, or as a transition between high and low intensity zones.



- **Planned Business District:** The Planned Business District allows moderate intensity commercial or mixed-use development through a Master Development Plan. It is intended that this land use designation be placed on lands between high and low intensity uses to act as a buffer; or on sites containing sensitive resources; or other sites where, due to property specific circumstances, detailed planning would benefit all property owners involved as well as the public by allowing transfer of densities among parcels in order to avoid impacts to critical areas or local infrastructure. It also allows limited public/semi-public, community, and recreational uses.
- **Commercial:** This is a high intensity land use that includes both high-intensity retail and employment uses including community and regional retail centers, offices, business parks, and associated uses. Multifamily residential uses could be included above or behind commercial uses. It should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.

Industrial Land Uses – Industrial uses include a mix of light and general industrial trades geared toward manufacturing, resource extraction, agriculture, warehousing and other intensive types of land uses.

- **General Industrial** – This designation allows a full range of industrial uses which may impact surrounding properties. This category also allows retail sales, public/semi-public, community and recreational uses. It should be located in areas with direct access to truck routes, adequate public services, infrastructure and traffic capacity.
- **Light Industrial** – This designation allows a full range of industrial uses with less impact to surrounding properties than general industrial properties. The city looks to this designation as accommodating the future high-tech industries and family-wage jobs. This category also allows retail sales, public/semi-public, community and recreational uses. It should be located in areas with direct access to truck routes, adequate public services, infrastructure and traffic capacity, and be transitional to commercial/mixed-use areas.

Public/Semi-Public – This category includes public buildings, public services, and transportation facilities to support operations of the city, the school district, fire district and miscellaneous other governmental functions. These services require land throughout the city.

EXISTING ZONING IN CITY AND UGA

The city establishes zoning for areas within the city limits while Snohomish County establishes zoning for areas within the unincorporated portions of the Lake Stevens UGA. Existing zoning within the city and its UGA allows a range of residential and employment uses.

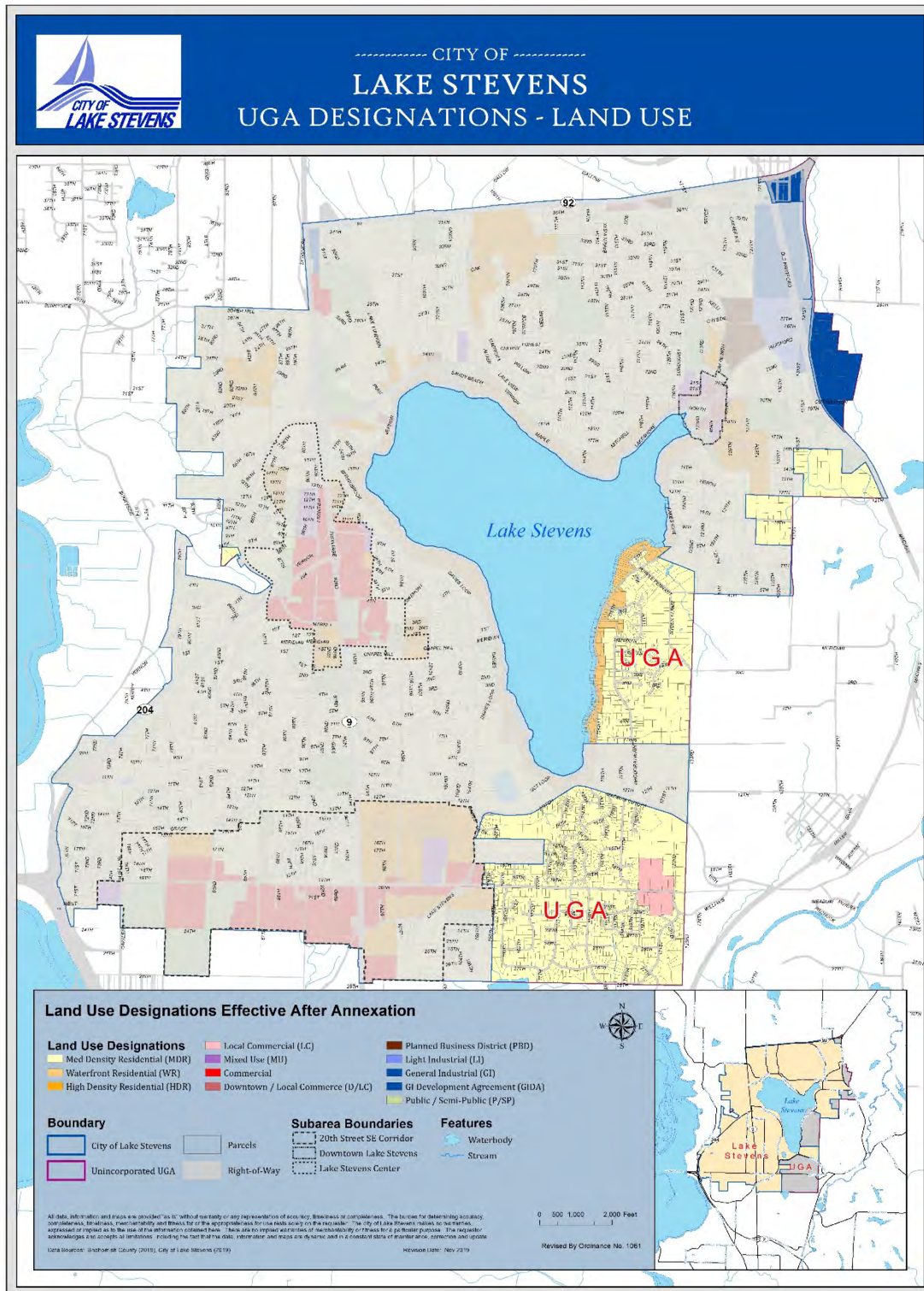


Figure 2.4 – Unincorporated UGA Pre-designation Land Use Map



Chapter 2 – Land Use

As part of the 2019 update, the city hosted public outreach as it considered future land uses designations and zoning districts for land within the unincorporated Urban Growth Area. In general, the land use designations will closely follow the current county designations. Current industrial and business park areas will be zoned General Industrial. Notably a commercial node for land use and zoning has been identified in the southeastern area. The pre-designation and zoning are shown on the following map – Figure 2.4.

Commercial/Industrial Zoning Districts

The city's zoning districts that allow employment uses primarily occur within growth centers and subareas. These zones vary in type of permitted uses and requirements for special or conditional use permits. Residential uses above and/or behind permitted non-residential uses are allowed in some commercial and mixed-use zones. There remains untapped capacity for new commercial development in the two Planned Business District (PBD) zones, and in the Central Business District (CBD) and Mixed Use (MU) zones, where existing houses have not yet converted to commercial uses. Table 2.2 shows a summary of employment zones by acres within the city and its UGA, which is followed by a brief description of the various employment zoning districts.

TABLE 2.2 - EMPLOYMENT ZONING IN LAKE STEVENS UGA

EMPLOYMENT ZONE	ACRES	PERCENT OF CITY	PERCENT OF UNINCORPORATED UGA ¹
CITY			
General Industrial	94.39	1.63	1.19%
General Industrial w/Development Agreement	7.02	0.12%	0.09%
Light Industrial	40.19	0.69%	0.51%
Central Business District	21.42	0.37%	0.27%
Planned Business District	43.83	0.76%	0.55%
Local Business	18.88	0.33%	0.24%
Mixed Use	11.79	.20%	0.15%
Business District	0.90%	0.02%	0.01%
Commercial District	400.69	6.92% %	5.05 %
Main Street District ²	0%	0%	0%
Neighborhood Business District ³	0%	. 0%	0%
Mixed-Use Neighborhood	55.61	0.96%	0.70%
City Total	683.64	12%	8.76%

¹ Combined UGA (city and unincorporated UGA) total approximately 7,952 acres, city portion is 5,801 acres.

² The Main Street District has been eliminated and re-designated Commercial District.

³ The Neighborhood Business District has been eliminated and re-designated Commercial District.

Chapter 2 – Land Use



EMPLOYMENT ZONE	ACRES	PERCENT OF CITY	PERCENT OF UNINCORPORATED UGA
UNINCORPORATED AREA			
Heavy Industrial (Snohomish County Code)	62.35	3.06%	0.78%
Business Park (Snohomish County Code)	23.62	1.16%	0.30%
Unincorporated Total	85.97	4.22%	9.68%
UGA Total	769.61	13.01%	9.67

The three industrial zones – General Industrial (GI), Light Industrial (LI) and General Industrial with Development Agreement (GIDA), permit a range of uses including manufacturing, processing and equipment repair uses, as well as allowing indoor recreational uses, restaurants, storage, motor vehicle sales, and home occupations.

Other employment zones include Planned Business District (PBD), Local Business (LB), Central Business District (CBD), Mixed Use (MU), and Public/Semi-Public (P/SP). These zones allow a wide range of employment uses including sales and rental of goods, office, some manufacturing uses, and retail uses. The CBD zone allows two-family and multifamily residences.

New employment zones since adoption of the subarea plans include Business District (BD), Commercial District (CD), Neighborhood Business (NB), and Mixed-Use Neighborhood (MUN). The BD zone is geared toward high-tech and other professional occupations. The CD zone allows the most intensive retail uses in the city, while the NB zone is geared toward retail needs of adjacent neighborhoods. The MUN zone is a mixed-use zone. With amendments to the Lake Stevens Center and 20th Street SE Corridor subarea plans, approximately 13 percent of the land within the city, or 10 percent of total UGA (city plus UGA) is zoned for commercial and employment uses.

Employment zones in the unincorporated UGA are found in the northeast portion of the city adjacent to the Hartford Industrial Center. It is assumed that similar city zoning would be applied once these areas are annexed into the city.

Residential Zoning Districts

Table 2.3 shows a summary of residential zones by acres within the city and in the unincorporated UGA. Single-family zones include R4 (previously Suburban Residential), R6 (previously Urban Residential), and Waterfront Residential. The higher-density residential zones include R8-12 (previously High-Urban Residential), Multi-family Residential, and MF Development Agreement.



TABLE 2.3 - RESIDENTIAL ZONING

CITY ONLY			UNINCORPORATED UGA	
	Acres	Percent	Acres	Percent
Higher-Density Zoning ⁴	914.24	15.76 %	9.8	0.12%
Single-family Zoning	3712.07	63.99%	1010.2	12.76%

Approximately 16 percent of the city is zoned for higher-density residences while approximately 64 percent is zoned for medium to lower density single-family residential uses. Areas zoned for higher-density residential development are found within designated growth centers, subareas and several areas outside of these centers, along SR 9 and Callow Road in the northern portion of the city. A smaller area zoned for multifamily residential uses occurs along Lundeen Parkway, approximate to the northwest tip of the lake. Snohomish County zoning applies to unincorporated areas within the Lake Stevens UGA. Approximately 0.12 percent of the unincorporated UGA is zoned for multifamily residential uses while approximately 13 percent of the area is zoned for single-family residential.

BUILDABLE LANDS ANALYSIS / GROWTH TARGETS

Recent annexations have increased the amount of buildable land in the city. The city recognizes the importance of efficient planning and use of remaining lands to meet the population, employment, environmental and other objectives of growth management. The amount of land that is fully developable within the city limits is limited, with large portions of remaining land constrained by topography, critical areas and infrastructure needs. A vital community must find a balance between inevitable growth, a quality environment, good service to citizens and fiscal responsibility. The Land Use Plan is a key factor in developing this balance. Coordination between the Land Use Element and the Capital Facilities Element is essential to produce a Plan that can realistically be implemented. The Comprehensive Plan must ensure that infrastructure can support existing and new development.

Under the GMA, Snohomish County and its cities review and evaluate the adequacy of suitable residential, commercial and industrial land supplies inside the UGA for accommodating projected population and employment growth every five years. Regular

⁴ Higher Density Zoning includes R8-12 (formerly High Urban Residential), Multifamily Residential and Multifamily Residential Development Agreement zoning districts.



updates to the buildable lands report ensure that communities continue to meet growth targets for the remaining portion of its current planning horizon.

Going into the 2007 buildable lands update, the Lake Stevens UGA had a population surplus and employment deficit of 264 jobs. These findings were generally consistent between Snohomish County’s analysis and the city’s independent analysis. The city’s independent study was designed to reflect a more accurate picture of the growth potential and/or limitations in the city limits and the UGA given the city’s annexation goals and schedule. The county and cities worked diligently to reach consensus on the methodologies used to calculate land capacity; all major differences were reconciled at the UGA level.

Since 2007, as the city limits grew through annexation, the city identified reasonable measures to address capacity deficiencies and inconsistencies within the UGA. A detailed list of reasonable measures is found later in this section. As discussed previously, through the city’s growth center strategy it has developed two subarea plans, which directly address employment deficiencies. Moving into the 2012 BLR, the Lake Stevens UGA has reconciled its forecasted employment deficit. Overall, there is an adequate land capacity to accommodate the adopted 2035 population and employment growth targets.

Table 2.4 compares the 2012 buildable lands capacity estimates and adopted 2035 growth targets for population and employment for the Lake Stevens UGA. The city’s portion of the 2035 growth targets for employment would be 7,412 jobs and 39,340 population respectively.

Table 2.4 Buildable Lands / 2035 Growth Target Comparison

	2035 GROWTH TARGETS	2025 POPULATION CAPACITY	DIFFERENCE
Population	46,380	46,634 (BLR)	254
Employment	7,821	7,988 (BLR)	167

Tables 2.5 summarizes the 2012 buildable lands capacity for residential zoning districts within the city of Lake Stevens. Each total includes the remaining acreage.



Table 2.5 - Buildable Lands Analysis – Residential Capacity⁵ (2012)

ZONING DISTRICT – RESIDENTIAL	TOTAL ACRES⁶	BUILDABLE ACRES⁷
Commercial District	401.693	0.165
Main Street ⁸	0	0
Mixed-Use Neighborhood	55.61	31.939
Mixed-Use	11.79	1.636
Multifamily Development Agreement	80.03	29.881
Multifamily Residential	132.71	10.346
R8-12 (formerly High Urban Residential)	701.50 4	205.271
R4 (formerly Suburban Residential)	1485.14	144.852
R6 (formerly Urban Residential)	1968.78	268.448
Waterfront Residential	261.59	14.844
City Totals		716.63
Unincorporated UGA Residential		385.923
Lake Stevens UGA Total		1,212.016

Of the estimated 3,784 city units, 3,145 would be single-family and 639 would be multifamily. The 2035 housing unit target is 4,413, which is less than assumed buildable lands capacity. The 2012 BLR did not provide a complete estimate for potential mixed-use residential developments in the commercial and mixed-use zones. By comparison, the unincorporated UGA has approximately 385 buildable acres. After reductions, the estimated buildable housing capacity in the unincorporated UGA would be 1,211 new single-family units.

Tables 2.6 summarizes the 2012 buildable lands capacity for employment zoning districts within the city of Lake Stevens. Each total includes the remaining acreage.

⁵ Adapted from the Lake Stevens UGA - Additional Population Capacity Table Snohomish County Tomorrow 2012 Buildable Lands Report, June 2013

⁶ Approximate zone area that includes rights-of-way.

⁷ This column represents estimates the amount of buildable land that is not constrained by critical areas or other limiting factors and includes pending, vacant, partially-used and redevelopable parcels from the 2012 Buildable Lands Report. The estimate is not a precise inventory. Site-specific studies are necessary at the time of development to identify location and size of potentially unbuildable lands precisely.

⁸ The Main Street District has been eliminated and re-designated Commercial District.



Table 2.6 - Buildable Lands Analysis– Employment Capacity⁹ (2012)

ZONING DISTRICT - EMPLOYMENT	TOTAL ACRES	BUILDABLE ACRES
High Urban Residential	701.50	33.86
Mixed-Use Neighborhood	55.61	25.36
Mixed-Use	11.79	1.64
Main Street ¹⁰	0	0
Commercial District	344.33	32.61
Neighborhood Business ¹¹		0
Local Business	18.88	4.36
Business District	0.90	0
General Industrial	94.39	2.18
City Totals		161.43
Unincorporated UGA Employment		56.74
Lake Stevens UGA Total		218.17

DEVELOPMENT TRENDS

A look at development trends inside city limits is helpful to understand how current zoning affects future development potential inside the city and shapes the city's growth strategy. A review of development trends also provides insight into growth potential outside city limits as the city contemplates annexation of unincorporated portions of the UGA. Figure 2.5 shows development activity in the city since 2012.

Residential

The current population target for the Lake Stevens UGA is 46,380. Under current zoning the city and unincorporated UGA should have a surplus population of nearly 509 people based on the buildable lands report. Large portions of the city have developed within the past several decades resulting in a relatively new housing stock. Much of the development within recently annexed areas of the city occurred while these areas were part of unincorporated

⁹ Adapted from the Lake Stevens UGA - Additional Population Capacity Table Snohomish County Tomorrow 2012 Buildable Lands Report, June 2013

¹⁰ The Main Street District has been eliminated and re-designated Commercial District.

¹¹ The Neighborhood Business District has been eliminated and re-designated Commercial District.



Snohomish County. The present-day land use pattern within the city and its surrounding UGA remains predominantly single-family residential:

- Approximately 76 percent of land within the city, and 61 percent of the entire UGA is zoned for single-family use.
- Multifamily residential zones are located near the perimeter of the downtown Central Business District, along Grade Road to the north, along 16th Street NE to the south, and in and around Lake Stevens Center.
- The city has also designated several commercial and mixed-use zones that allow multifamily development associated with the underlying commercial use.

Since 2006, Lake Stevens has experienced a steady stream of residential construction, as anticipated in the 2012 Buildable Lands Report.

- From 2015 through the end of 2018, the city has approved more than 2,500 housing units through at least the preliminary approval stage.

These growth numbers equate to 79 percent of the city's 2035 growth target. As the trend for steady residential construction continues approximately 72 acres of vacant land remains inside the city with another 617 acres of partially-used/re-developable land available for infill development as of late 2018.

As mentioned, the buildable lands study did not assign a large amount of residential capacity to commercially zoned and mixed-use properties, which allow apartments above the ground floor. It is difficult to predict how many dwellings these zones would accommodate because of a lack of past development history in the city. The potential for accommodating additional dwellings in mixed-use projects is increasing as the city continues to become more urban and with the focus on growth centers through the adoption of distinct subarea plans.

Chapter 2 – Land Use

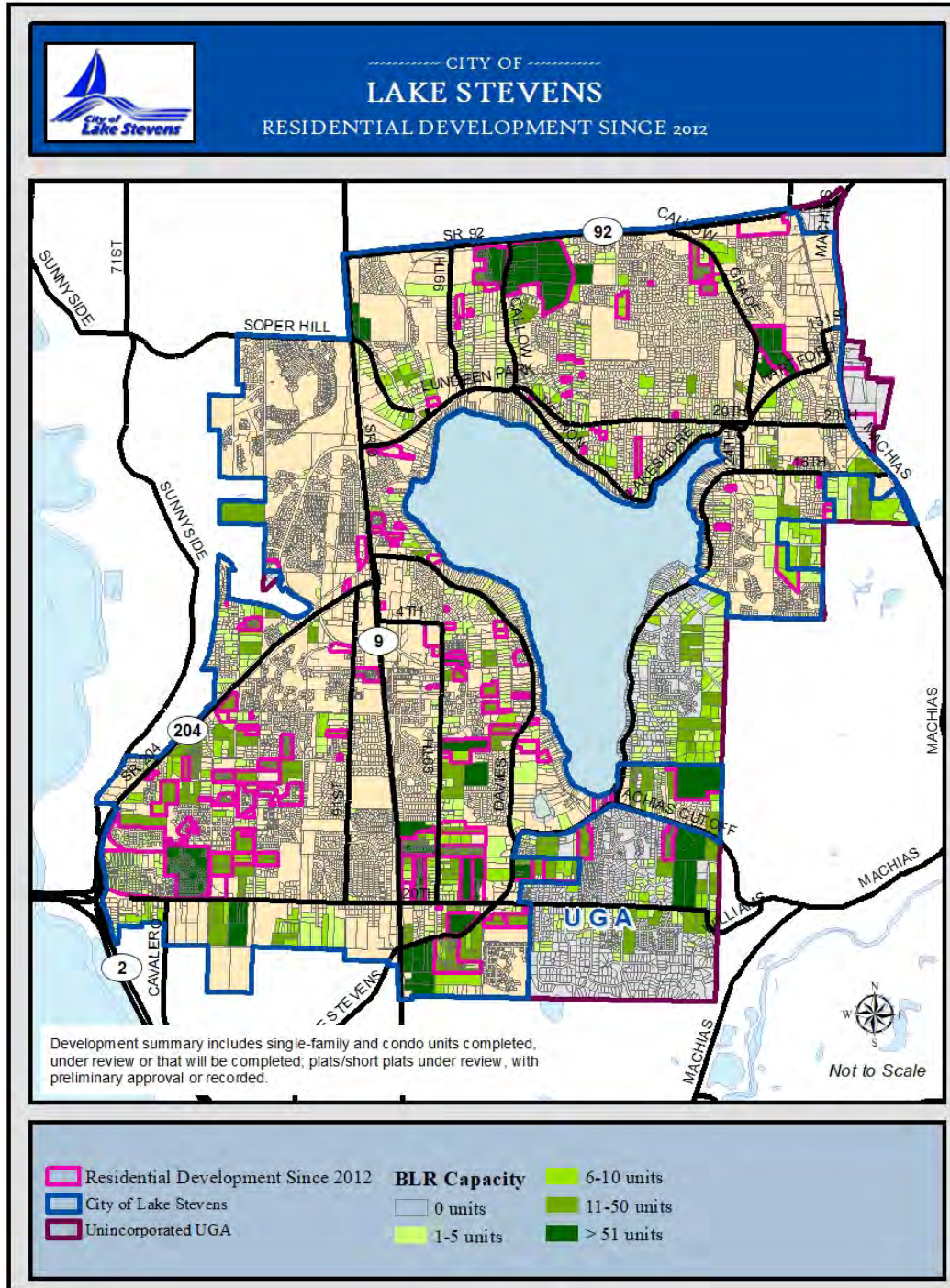


Figure 2.5 – Development Trends Map



Commercial

Lake Stevens has historically had one of the lowest jobs to household ratios compared to other Snohomish County cities. The city desired to increase the number of employment opportunities given the increasing size of its population and the need to maintain a sustainable and economically healthy community. The city continues to work to improve its house-to-employment ratio through the implementation of reasonable measures, development of subarea plans and its growth strategy. At present, the entire UGA has an employment growth target of 7,821 jobs by 2035. The 2012 BLR estimates a surplus of 1,373 jobs at build out based on a capacity of 7,988 jobs, which exceeds the growth target.

Commercial development has been modest in the city's commercially zoned districts. Downtown Lake Stevens and Lake Stevens Center continue to redevelop. A recent market analysis performed for the city shows that this trend is changing with a reported 3.9 percent annual growth (BERK consulting 2019). The most significant growth during this time has been in Warehousing, Transportation, and Utilities (15%/year); Construction (11%/year); Finance, Insurance, and Real Estate (9%/year), and Services (3%/year).

Between 2012 and mid-2016, the city has approved 43 new commercial/industrial projects, with roughly half of those approved in 2016. The city has also approved a new elementary school and early learning center off Soper Hill Road and a new shopping center in Lake Stevens Center. There remains untapped capacity for new commercial development throughout the city, notably in the two Planned Business Districts, undeveloped or underdeveloped downtown properties, and properties located in the Lake Stevens Center and 20th Street SE Corridor.

Industrial

The industrial zones remain largely underdeveloped. Much of the industrial activity has occurred on the individual sites or within existing buildings. New construction has been in the form of small additions or low-employment activities (e.g. self-storage, etc.).

- Since the 2012 Buildable Lands Report, the city has approved two industrial projects adding 13 buildings and approximately 108,000 square feet of storage space.
- At present, just over 68 acres of buildable industrial land remains. Most of this land is in the Hartford Road industrial area in the northeastern part of the city.
- The city approved an industrial land segregation in 2017 that will add additional industrial employment capacity.

The city added approximately 100 acres of employment-oriented zoning, as part of the subarea plans which remain available for development. For example, the new Business District is geared toward high-tech employment, manufacturing and professional offices and medical as principal uses. This zone should attract employers as the city continues to grow because of its central locations and availability of infrastructure.



REASONABLE MEASURES

The Growth Management Act requires that cities consider “reasonable measures” to allow growth to meet the adopted population and employment targets. The following table (Table 4-3) lists the reasonable measures included in the Countywide Planning Policies (part of the 2005 County Comprehensive Plan update), identifies those in effect in Lake Stevens, and comments on their effectiveness or potential.

The reasonable measures with the greatest potential to increase employment in suitable locations include establishment of an economic development strategy and then, encouraging development in centers through subarea planning.

As the city moves forward with the implementation of its Comprehensive Plan, these reasonable measures will be reviewed, revised or added to the city’s regulations and development programs.

Table 2.7 – Reasonable Measures Included in Countywide Planning Policies

MEASURES TO INCREASE RESIDENTIAL CAPACITY			
MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Permit Accessory Dwelling Units (ADUs) in single family zones	Yes	Allows small accessory units	Good tool for providing affordable housing. The city currently allows accessory apartments in all residential zones.
Multi-family Housing Tax Credits to Developers	No		
Transfer of Development Rights	Yes	Properties with critical areas	The city has adopted provision in its subdivision code and critical areas codes to allow reduced lots size and development transfers.
Clustered Residential Development	Yes	PRDs and Cluster Subdivisions	The city has adopted provision in its subdivision code and critical areas codes to allow reduced lots size and development transfers.
Allow Co-Housing	Yes	Shared housing by non-family members	The zoning code allows boarding houses and other congregate living arrangements in specified zones.
Increased Residential Densities	Yes	Single-family zones.	The city allows a range of single-family densities ranging from 4 -12 units per acre.
Maximum Lot Sizes	No		
Minimum Residential Densities	Yes	Discourages residential sprawl	The city allows a range of single-family densities ranging from 4 -12 units per acre.

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Reduce Street Width	Yes	Reduced street standards in residential areas	The city allows a variety of standard and reduced road profiles in its Engineering Design & Development Standards
Allow Small Residential Lots	Yes	Smaller lots in compact neighborhoods	The city allows a range of single-family lot sizes.
Encourage Infill and Redevelopment	Yes	New or redevelopment in urban areas	The zoning code allows innovative housing and small lots housing options for infill development.
Inclusionary Zoning	No		Subarea plans encourage as an optional development incentive
Manufactured Housing	Yes	Manufactured homes allowed under the same rules as other housing types	Lake Stevens allows manufactured housing in all residential zoning districts.

MEASURES TO INCREASE EMPLOYMENT CAPACITY

MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Economic Development Strategy	Yes	Lake Stevens Center and 20 th Street SE Corridor Subareas	In 2012, two subareas were adopted with planned actions to create areas for employment and additional commercial development. An Economic Development Strategy began as part of the subarea planning and will continue in the future. The Downtown subarea plan anticipated for 2016.
Create Industrial Zones	Yes	General and Light Industrial Zones	Capacity exists. Largely undeveloped. Minimal potential for additional implementation.
Zone by building type, not use	Yes, some	Current city zoning is based on use; adopted subarea plans include some regulation by building type	Minimal potential for implementation to significantly alter the growth strategy except within subareas.
Brownfields Programs	No	No known brownfields within the city	
Urban Centers/Villages	Yes	City adopted two subareas that permit a higher density mix of residential and non-residential uses	Implementation through subarea planning with rezoning to increase intensity and density with transition areas between existing residential areas and planning for multi-model transportation system
Allow Mixed Uses	Yes	CBD, PBD and MU zones and within the subareas	City allows mixed-use in MU zones and most commercial zones.
Transit Oriented Design	Yes	Currently there is limited transit service within the Lake Stevens area	Included within subarea plans and Community Transit has identified 20 th Street SE as a transit emphasis corridor for future frequent service.

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Downtown Revitalization	Yes	A plan has been developed for the Grade Road portion of the historic town area.	The Downtown Lake Stevens Subarea Plan was adopted mid-2018. The city will continue to support downtown revitalization through city-lead implementation measures
Adequate Public Facilities	Yes	Concurrency standards for infrastructure.	The city has adopted concurrency standards and GMA-based traffic impact, school and park mitigation fees.
Transportation Efficient Land Use	Yes	Mixed-use zoning	No specific measures for transit oriented development.
Urban Growth Management Agreements	Yes		Annexation interlocal agreement with Snohomish County; Traffic interlocal agreement with Snohomish County.
Annexation plans	Yes		Annexation plan adopted for eventual “One Community Around the Lake” in the future.
Reduce off-street surface	Yes	Reduced minimum standard required for office uses	Subarea plans include use of low impact development and building height incentives for reducing surface coverage. Also added use of Floor Area Ratios (FARs) within subareas.
Identify and redevelop vacant buildings	No	Few vacant buildings within city and UGA	Minimal potential for additional implementation to significantly alter the growth strategy. Due to market conditions, some of the few vacant buildings have been redeveloped.
Concentrate critical services near homes, jobs and transit	Yes	Subareas	Subarea plans should bring much needed services to the city at Lake Stevens Center and along 20 th Street SE and additional planning to Downtown.
Locate civic buildings in existing communities rather than in greenfield areas	Yes		City campus, library and post office are located in historic downtown. Plans for new or replaced civic buildings are being proposed in existing commercial zoned areas.
Implement permit expedition	Yes	Processing Code and Planned Actions	Although permit review times are not currently extensive, the new processing code adopted in 2010, planned actions adopted in 2012 and a new permit tracking system in 2012 should provide specific requirements for submittal and minimize necessary review times.

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MEASURES TO MITIGATE IMPACTS OF DENSITY			
MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Design Standards	Yes	Applies to commercial and high-density residential development	Community design quality and expectations have increased as a result of the adopted standards. Creating new design standards for cottage housing. City has a Design Review Board. Subarea Design Guidelines were adopted for development within the subareas using the Design Review Board and administrative review.
Urban Amenities for Increased Densities	Yes	PRDs and subareas	PRD plats are required to provide additional amenity. Subarea plans allow for increased floor area ratios with a menu of amenity options.
Community Visioning	Yes		Provided basis of land use policies. Updated in 2015 Plan. Important part of subarea planning, downtown framework planning and shoreline planning.
OTHER MEASURES			
MEASURE	ADOPTED?	APPLICABILITY	EFFECTIVENESS/POTENTIAL
Low Densities in Rural and Resource Lands	N/A		
Urban Holding Zones	Yes	Does not apply to areas within the city	None
Capital Facilities Investment	Yes	Subarea Plans and GMA Traffic Impact Fees	Subarea planning included adoption of a subarea capital facilities plan and GMA traffic impact fees adopted. Expectation is that investment will spur development.
Environmental review and mitigation built into subarea planning process	Yes		Planned actions adopted for the subareas include required mitigation measures. In addition, a GMA-base traffic impact mitigation fee code was adopted with specific fees identified.
Partner with non-governmental organizations to preserve natural resource lands	In Process		City in discussions with various organizations.



LAND USE GOALS AND POLICIES

GOAL 2.1 PROVIDE SUFFICIENT LAND AREA TO MEET THE PROJECTED NEEDS FOR HOUSING, EMPLOYMENT AND PUBLIC FACILITIES WITHIN THE CITY OF LAKE STEVENS.

Policies

- 2.1.1 Accommodate a variety of land uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and the Countywide Planning Policies.
- 2.1.2 Review cumulative changes to residential, commercial, industrial and public land use designations during the annual comprehensive plan cycle to ensure employment and population capacity estimates are being met.
- 2.1.3 Review land uses in conjunction with updates to the Buildable Lands Report and Growth Monitoring Report to ensure employment and population capacity estimates are being met. The strategy will be used to amend the Plan as necessary to remain consistent with actual development trends.
- 2.1.4 Direct new growth to areas where infrastructure and services are available or planned to ensure growth occurs in a fiscally responsible manner to support a variety of land uses.
- 2.1.5 Coordinate land use decisions with capital improvement needs for public facilities including streets, sidewalks, lighting systems, traffic signals, water, storm and sanitary sewer, parks and recreational facilities, cultural facilities and schools.

GOAL 2.2 ACHIEVE A WELL BALANCED AND WELL-ORGANIZED COMBINATION OF RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OPEN SPACE, RECREATION AND PUBLIC USES.

Policies

- 2.2.1 Allow the following residential land use designations as described.
 - 1. High Density Residential – Encourage a variety of residential forms of residential structures containing three or more dwellings. Multiple structures may be located on a single parcel, and there are no density limits, provided the project meets the zoning district requirements and other pertinent codes, standards and adopted development guidelines. This land use category also allows limited public/semi-public, community, recreational, and commercial uses.



Chapter 2 – Land Use Element

2. Medium Density Residential – Encourage single-family (1 du/lot), two-family residential and some multifamily housing with a density between 4 and 12 units per acre with the potential for bonuses. This designation allows detached, attached, conversion, accessory apartments, townhouses, condominiums, duplexes, tourist homes, special service homes and some manufactured/mobile structures. Also allows limited public/semi-public, community, recreational, and neighborhood commercial uses.
3. Low Density Residential – Allows for single-family homes on large lots, with fewer than four units per acre. Buildings usually have fewer stories and are spaced farther apart with large setbacks to side boundaries and the street, and have large areas of private open space.
4. Waterfront Residential – Provides single-family (1 du/lot) residential uses with a density of 4 units per acre with the potential for bonuses on residential properties located adjacent to Lake Stevens subject to the regulations of the shoreline master program. This designation includes detached and attached units, accessory units, tourist homes, special service homes, limited multifamily, public/semi-public, community, and recreational uses.

2.2.2 Allow the following commercial land use designations as described.

1. Downtown/Local Commercial – Encourages medium to high intensity commercial uses and other dense arrangements of professional offices and retail stores. This designation allows mixed-use development. This land use designation may be placed on lands between higher-intensity commercial areas and residential areas to act as a buffer. This designation also allows limited public/semi-public, community and recreational uses.
2. Mixed-Use – Allows medium to high intensity mixed-use (commercial and residential). It is intended that this land use designation will be placed where a "village atmosphere" is desired, or on lands between higher and lower intensity uses to buffer commercial and residential areas. This designation also allows limited public/semi-public, community and recreational uses.
3. Planned Business District – The Planned Business District allows moderate intensity commercial or mixed-use development. It is intended that this land use designation be placed on lands between higher and lower intensity uses as a buffer or on sites containing sensitive resources. The intent of this designation is to provide detailed planning that would benefit all property owners involved, as well as the public, by allowing transfer of densities among parcels in order to avoid impacts to sensitive resources. It achieves this by requiring that a Master Development Plan be developed for all similarly zoned contiguous parcels before any one parcel can be developed, and that any parcel developed is developed according to that plan. This designation encourages high floor area ratios by allowing a minimum of 2:1, with a 3:1



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ratio allowed in designated density receiving areas when excess density is transferred from a designated sending area. This designation also allows limited public/semi-public, community, and recreational uses.

4. Commercial District – The Commercial District allows for high-intensity commercial and employment with some mixed-use. Principal uses include community and regional retail centers, offices, business parks, civic, cultural, recreational, and associated uses. Multi-family residential uses could be included above or behind commercial uses. This land use designation should be located in areas with direct access to highways and arterials that provide adequate public services and traffic capacity, in addition to transit facilities.

2.2.3 Allow the following industrial land use designations as described

1. General Industrial – This category allows a full range of industrial and employment uses which traditionally can cause impacts to surrounding properties because of the high intensity uses. This designation does not allow any residential (except temporary or caretaker residences). This land use designation should be located in areas with direct access to highways and arterials that provide adequate public services and traffic capacity.
2. Light Industrial – This category includes only those types of industrial, sale, or service uses, which have minimal externalities, but can cause impacts to surrounding properties because of the high intensity uses. This designation does not allow any residential (except temporary or caretaker residences). This land use designation should be located in areas with direct access to highways and arterials that provide adequate public services and traffic capacity.

2.2.4 Allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned. It allows public buildings and services, recreational uses, utilities, and transportation facilities. This designation may also allow a limited range of commercial uses.

GOAL 2.3 APPLY THE COMPREHENSIVE PLAN AS A GUIDE FOR COMMUNITY DEVELOPMENT IMPLEMENTED THROUGH THE CITY'S DEVELOPMENT REGULATIONS TO ENSURE PREFERRED COMMUNITY GROWTH PATTERNS ARE ACHIEVED.

Policies

- 2.3.1 Review development standards and regulations to ensure that they possess an appropriate level of flexibility to promote efficient use of buildable land, balanced with the need for predictable decision-making.

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- 2.3.2 Preserve and promote the character of existing neighborhoods through thoughtful development regulations and design standards.
- 2.3.3 Encourage infill development on suitable vacant parcels and redevelopment of underutilized parcels. Ensure that the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.
- 2.3.4 Maintain development regulations to promote compatibility between uses; retain desired neighborhood character; ensure adequate light, air and open space; protect and improve environmental quality; and manage potential impacts on public facilities and services.
- 2.3.5 Promote architecture that is pedestrian friendly and conducive to human interaction (e.g., front porches, garages behind houses, small front yard setbacks, no "walled" neighborhoods).
- 2.3.6 Ensure that subdivisions are pedestrian friendly and include ample street trees, adequate sidewalks, walkways and paths connecting plats.
- 2.3.7 Review Development and Design Guidelines for Multifamily Residential, Planned Residential Developments, Commercial and Mixed-Use development outside of subareas.
- 2.3.8 Promote neighborhood commercial uses in appropriate places where the property:
 - a. is located at an intersection with at least one arterial street;
 - b. is at least one-half mile distance from other similarly designated properties; and
 - c. results in no more than two acres of land being designated for neighborhood commercial uses at the same intersection.
- 2.3.9 Promote commercial uses catering to day to day needs of neighbors in locations that are easily reached by foot or local commuters. Proposed uses shall clearly reflect this intent.
- 2.3.10 Encourage nodal development through adoption of zoning designations, specific design guidelines and development regulations.
- 2.3.11 The Planning Commission shall continue to welcome citizen input from all citizens within the incorporated city and unincorporated Urban Growth Area when making planning decisions that affect the city and future annexation areas.



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GOAL 2.4 ENCOURAGE THE CONTINUED PLANNING OF LOCAL GROWTH CENTERS TO DEVELOP A BALANCED AND SUSTAINABLE COMMUNITY THAT PROVIDES A FOCUS FOR EMPLOYMENT, PUBLIC AND RESIDENTIAL DEVELOPMENT.

Policies

- 2.4.1 Prior to the adoption of a subarea plan, the city should develop a thorough economic analysis for each growth center that considers investments and expenditures to provide a full range of services and infrastructure in relation to project revenue.
- 2.4.2 Each growth center should consider impacts on existing commercial properties, and residential areas to ensure the compatibility and synergy between existing and new development as a subarea plan is developed.
- 2.4.3 Future subarea planning of growth centers shall include substantial public involvement through multiple meetings, updates in the media and on city-owned modes of communication. The city shall provide clear information as to the benefits, costs, and risks so that the community can provide informed opinions to the Planning Commission and City Council.
- 2.4.4 Ensure that adequate connections are made to link growth centers, subareas and adjacent residential areas.

GOAL 2.5 CONTINUE TO SUPPORT THE REDEVELOPMENT OF DOWNTOWN LAKE STEVENS THAT ENCOURAGES A COMPACT COMMERCIAL DISTRICT THAT FACILITATES EASY PEDESTRIAN ACCESS BETWEEN SHOPS AND BUILDINGS, ALLOWS MIXED-USE DEVELOPMENT, PROMOTES ECONOMIC DEVELOPMENT COMPATIBLE WITH THE CHARACTER OF LAKE STEVENS AND STIMULATES A DIVERSE ARRAY OF BUSINESS TYPES TO ATTRACT VISITORS AND MEET THE NEEDS OF RESIDENTS.

Policies

- 2.5.1 Ensure that significant lakeside non-commercial public access is maintained for informal and formal recreational opportunities, and is balanced with the desire to develop a vibrant mixed-use downtown
- 2.5.2 Emphasize high-quality design, pedestrian orientation and integrated flexibility in the red-development of downtown Lake Stevens.



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- 2.5.3 Encourage strong traditional downtown elements as expressed in the Downtown Lake Stevens Subarea Plan that accentuate a stable design concept that will survive the life of the buildings.

GOAL 2.6 PROMOTE AN ACTIVE, HEALTHY AND DIVERSE HARTFORD ROAD INDUSTRIAL DISTRICT.

Policies

- 2.6.1 Pursue and implement incentive programs that would encourage industrial uses which result in high employment densities.
- 2.6.2 Aggressively market the Hartford Industrial Center and aggressively pursue family-wage employers to that revitalized area.
- 2.6.3 Review development regulations to ensure that impacts are kept to a minimum, especially those that affect adjoining, non-industrially zoned areas.
- 2.6.4 Conduct a market study as part of the Hartford Road Industrial Area study to determine any need for expansion, infrastructure needs and marketing strategies.
- 2.6.5 Consider developing a framework plan for the Hartford Industrial Center based on market study.
- 2.6.6 Pursue local improvement districts and grant funding for infrastructure development.

GOAL 2.7 PROVIDE APPROPRIATE BUFFERS BETWEEN LAND USES ADJACENT TO MACHIAS ROAD AND SR-92.

- 2.7.1 Require retention of all trees within a 30' visual/noise buffer along SR-92, SR-9, and the Hartford/Machias Road (as measured from the edge of ultimate right-of-way). Where trees need to be removed because of instability, require replanting of 5-gallon (minimum) conifers at a 3:1 ratio within the 30' buffer.
- 2.7.2 Ensure that design of highway accessible/visible commercial uses along SR-92, SR-9, and the Hartford/Machias Road is aesthetically pleasing from both the roadway and the local roads.

GOAL 2.8 COORDINATE GROWTH AND DEVELOPMENT WITH ADJACENT JURISDICTIONS TO PROMOTE AND PROTECT INTERJURISDICTIONAL INTERESTS.



Policies

- 2.8.1 Participate in the Snohomish County Tomorrow Planning Advisory Committee (PAC) to improve inter-jurisdictional coordination of land use planning activities in the adopted urban growth area.
- 2.8.2 Coordinate planning efforts among jurisdictions, agencies, and federally recognized Indian tribes, where there are common borders or related regional issues, to facilitate a common vision.
- 2.8.3 Promote cooperation and coordination among transportation providers, local governments and developers to ensure that developments are designed to promote and improve physical, mental and social health, and reduce the impacts of climate change on the natural and built environments.

GOAL 2.9 PROMOTE ANNEXATIONS OF LANDS INTO THE CITY IN A MANNER THAT IS FISCALLY RESPONSIBLE TO ENSURE THE CITY IS ABLE TO PROVIDE A HIGH LEVEL OF URBAN SERVICES.

Policies

- 2.91 Affiliate all urban unincorporated lands appropriate for annexation with an adjacent city or identify those that may be feasible for incorporation.
- 2.9.2 It is the city's intent to annex the entire Lake Stevens Urban Growth Area over the planning horizon to become one city, considering the following:
 - a. To manage growth in the UGA it is important to note that elected officials who reside within, and represent the Lake Stevens community make the best land use and Comprehensive Plan decisions for the Lake Stevens area.
 - b. To keep locally generated sales tax revenues within the community to meet local needs rather than allowing those revenues to be distributed throughout the entire county.
 - c. To provide an accessible and open forum in which citizens may participate in their own governance.
 - d. To create a larger city which can have greater influence on regional and state policy decisions and can be more competitive for grants.
 - e. To stabilize the development environment, striving to bring land use predictability to residents and property owners.

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- d. To ensure that urban infrastructure is provided at the time development occurs to minimize the need to retrofit substandard improvements in the future.
- 2.9.3 To the degree reasonably possible, annexations should serve to regularize city boundaries, and not divide lots. The intent is to ensure practical boundaries in which services can be provided in a logical, effective and efficient manner.
- 2.9.4 Prior to any annexation, the city should consider the effects on special purpose districts and County services within the Urban Growth Area, considering the following:
- a. Outstanding special bonds or other debt,
 - b. Absorbing the district's or county's service provision responsibilities and acquiring the necessary assets at the appropriate stage (set by state law); and
 - c. Impacts on the district's or county's operations and personnel.
- 2.9.5 The city's intent is to minimize disruption to residents, businesses and property owners in annexed areas, considering the following:
- a. Annexed property should be designated in the Comprehensive Plan and zoning ordinance in a manner that most closely reflects the designations identified in Figure 2.4. The City Council will consider alternative designations proposed by those properties included in the annexation. Council may adopt alternative designations if it finds the proposal protects the general health, safety, and welfare of the community and it meets the requirements of the Growth Management Act.
 - b. Uses that are either previously established legal non-conforming, or are made non-conforming with the annexation, will be allowed to continue in a manner consistent with the rights established in the city's land use code.
 - c. Annexed areas shall be accorded equal accommodation in the distribution of capital improvements, maintenance of roads and other facilities, police and other services.
 - d. For annexed areas, the city shall strive to ensure annexed areas are fairly represented by the Mayor and city Council, with extra care during the initial two years in which the annexed area may have not had a chance to vote for their local officials.
- 2.9.6 At such time an annexation proposal is made, the city shall make every reasonable effort to provide accurate, timely and useful information to community members so that they may make reasoned and well-informed decisions.



GOAL 2.10 ENSURE THAT LAND USES OPTIMIZE ECONOMIC BENEFIT AND THE ENJOYMENT AND PROTECTION OF NATURAL RESOURCES WHILE MINIMIZING THE THREAT TO HEALTH, SAFETY AND WELFARE.

Policies

- 2.10.1 Preserve and accentuate the lake as the centerpiece of Lake Stevens in compliance with the shoreline master program.
- 2.10.2 Preserve and promote a safe, clean living environment.
- 2.10.3 Prohibit storage of soil, yard waste, refuse, machines and other equipment in front yard setbacks.
- 2.10.4 Where a sight distance or safety problem is created, prohibit storage of vehicles in front and side yard setbacks, except on driveways (and then no more than three) or in parking lots.
- 2.10.5 Protect and preserve wetlands and riparian corridors associated with Shorelines of the State and open space corridors within and between urban growth areas useful for recreation, wildlife habitat, trails, and connection of critical areas.
- 2.10.6 Encourage growth that is responsive to environmental concerns and that enhances the natural environment of the lake drainage basin and the area watersheds.

GOAL 2.11 WHERE POSSIBLE, USE ELEMENTS OF THE NATURAL DRAINAGE SYSTEM TO MINIMIZE STORM WATER RUNOFF IMPACTS.

Policies

- 2.11.1 Encourage new developments to use natural drainage patterns and incorporate means to contain storm water pollutants.
- 2.11.2 Encourage new developments to implement “low impact development” techniques which can better manage stormwater while providing cost savings in terms of land and improvements.
- 2.11.3 Recognize that storm drainage problems cross jurisdictional lines and therefore create the need to work with the Drainage Improvement District and residents to address those problems.
- 2.11.4 Adopt and keep current a stormwater control ordinance requiring best management practices for stormwater control, addressing such issues as detention, release, erosion and siltation, etc.



GOAL 2.12 ENCOURAGE ENERGY-SAVING METHODS IN TRANSPORTATION, LAND USE AND BUILDING CONSTRUCTION.

Policies

- 2.12.1 Encourage the development of paths and easements for non-motorized transportation to facilitate pedestrian and bicycle use throughout the city.
- 2.12.2 Encourage new developments to compliment and improve development of a grid system to reduce public and private utility and transportation costs.
- 2.12.3 Encourage energy-saving construction and building operation practices and the use of energy-conserving materials in all new construction and rehabilitation of buildings.
- 2.12.4 Encourage small scale, neighborhood compatible, commercial uses to be distributed throughout the community, thus reducing the need to drive to the nearest “big-box” retailer to pick up day-to-day convenience items. This also provides the opportunity for pedestrian access to stores along with the health and social benefits related to pedestrian activity.

GOAL 2.13 PROMOTE THE IDENTIFICATION, MAINTENANCE, AND PRESERVATION OF SPECIAL HISTORIC, GEOGRAPHIC, ARCHITECTURAL, AESTHETIC OR CULTURAL RESOURCES OR STRUCTURES WHICH HAVE SPECIAL SIGNIFICANCE BECAUSE OF HISTORICAL, ARCHAEOLOGICAL, ARCHITECTURAL, RECREATIONAL, SOCIAL, CULTURAL, AND/OR SCENIC IMPORTANCE THROUGH THE DESIGNATION OF HISTORIC LANDMARKS AND DISTRICTS AND THE ADOPTION OF APPROPRIATE INCENTIVES

Policies

- 2.13.1 Work with other public agencies and/or a local historical society to determine priorities and establish methods for public and private funding to achieve this goal.
- 2.13.2 Encourage the development of written narratives and maps for self-guided tours of significant areas and the provision for site markers to identify significant sites.
- 2.13.3 Encourage additions and alterations to significant architectural buildings to conform to the style and period of the initial construction as much as possible.



GOAL 2.14 DESIGN AND BUILD A HEALTHY COMMUNITY TO IMPROVE THE QUALITY OF LIFE FOR ALL PEOPLE WHO LIVE, WORK, LEARN, AND PLAY WITHIN THE CITY.

Policies

- 2.14.1 Encourage mixed land use and greater land density to shorten distances between homes, workplaces, schools and recreation so people can walk or bike more easily to them.
- 2.14.2 Provide good mass transit to reduce the dependence upon automobiles.
- 2.14.3 Decreases dependence on the automobile by building good pedestrian and bicycle infrastructure, including sidewalks and bike paths that are safely removed from automobile traffic as well as good right of way laws and clear, easy-to-follow signage in proximity to homes, businesses, schools, churches and parks closer to each other so that people can more easily walk or bike between them.
- 2.14.4 Provide opportunities for people to be physically active and socially engaged as part of their daily routine, improving the physical and mental health of citizens by promoting community centers , public/semi-public areas and by offering access to green space and parks where people can gather and mingle as part of their daily activities.
- 2.14.5 Allow persons, if they choose, to age in place and remain all their lives in a community that reflects their changing lifestyles and changing physical capabilities.
- 2.14.6 Develop high quality, compact urban communities throughout the region's urban growth area that impart a sense of place, preserve local character, provide for mixed uses and choices in housing types, and encourage walking, bicycling, and transit use.

Chapter 5: Parks, Recreation & Open Space Element





Chapter 5 – Parks, Recreation and 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; 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."



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- 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:



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- 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 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.



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

TYPE	TYPICAL SIZE	DESCRIPTION & TYPICAL AMENITIES	TYPICAL AREA SERVED
Community Park	> 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
Neighborhood Park	≤ 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
Mini-Park	≤ 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
School Parks	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
Special Use Parks & Facilities	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
Trails & Pedestrian Facilities	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
Open Space	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.



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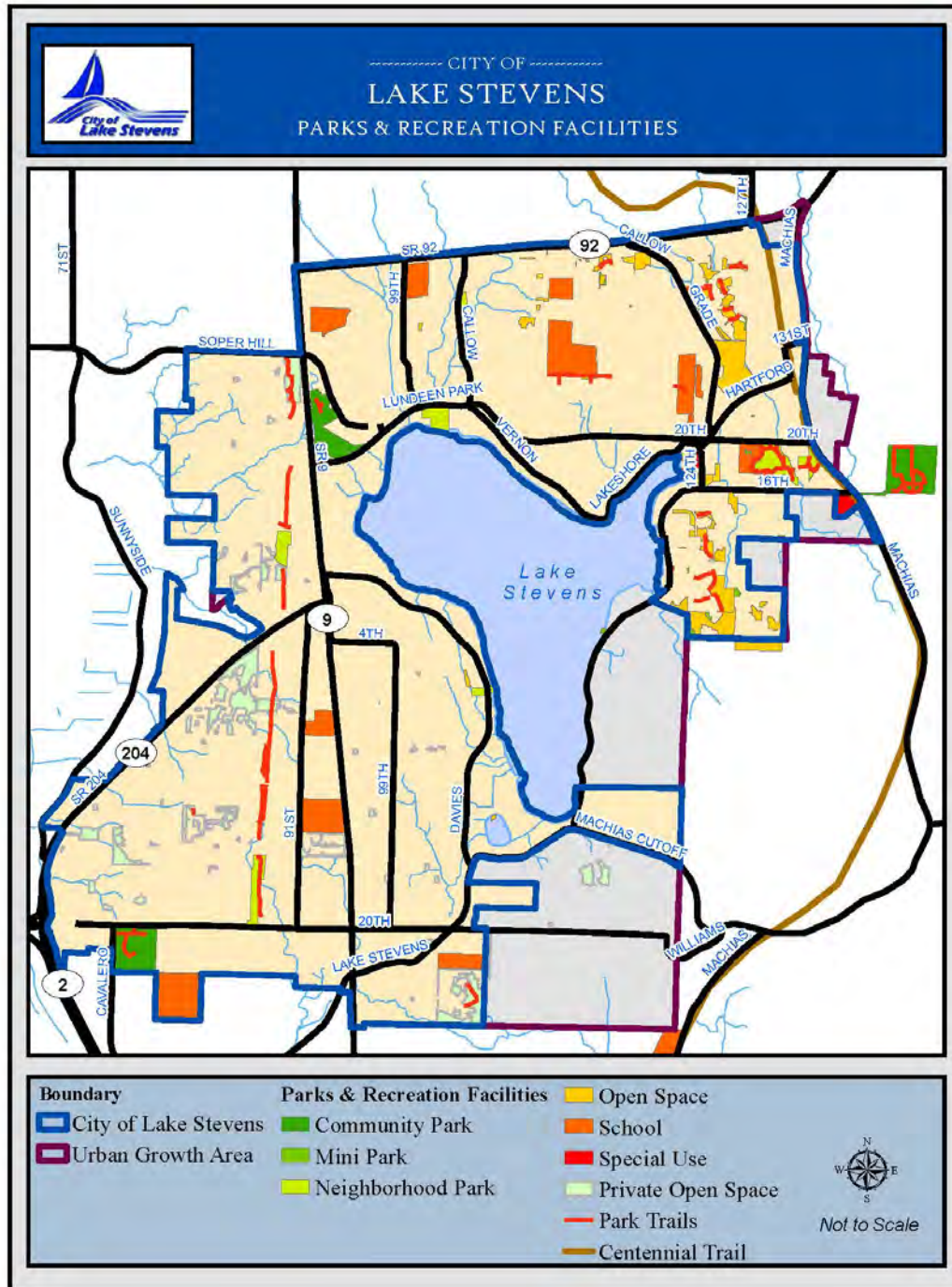


Figure 5.1 – Lake Stevens Parks & Recreation Facilities



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Cavalero Community Park – The park is located off 20th Street SE, in the southwestern part of the city. 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 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.





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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	
Total Acres			104.37												

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.



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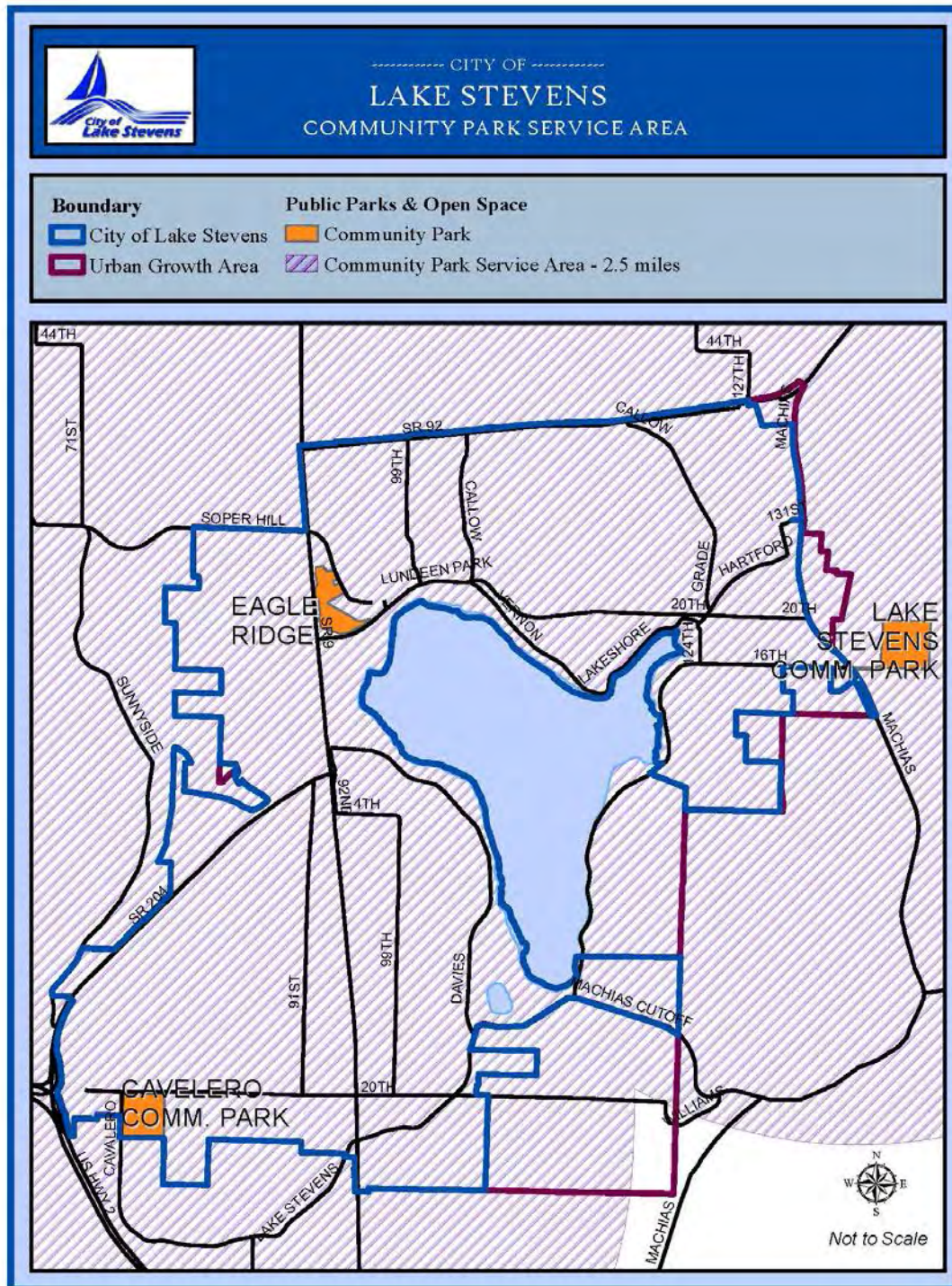


Figure 5.2 – Community Park Distribution



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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 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).



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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.

Lundeen Park – A 9-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 Memorial, interpretive stations along a salmon-spawning creek, public restrooms, a rinse-off shower, a covered picnic area and 98 parking spaces. The Lake Stevens Chamber of Commerce maintains a Visitor Information Center at the park.



North Cove Park – A 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 8,900 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 (fishing, interpretation & picnicking), picnic areas that include tables, sun shades benches, and paths. Parking facilities are shared with the City Hall complex. The city is currently planning for Phase II expansion and development of the park. This phase will include additional parking, playground, critical area replanting, picnic shelters and restrooms.





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Oak Hill 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.

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.



20th Street Ballfields – A 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)

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 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 in North Cove Park, the Pavilion a public facility that provides rental space, public plaza, festival venue and community gathering space. All 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.



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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 Park	12708 20th St NE	Lake Stevens School District	16.55	X		X							X		X
Centennial Woods Park	131st Dr NE	City of Lake Stevens	6.02			X							X		
Frontier Heights	8801 Frontier Circle	City of Lake Stevens	7.2		X		X				X				
Lundeen Park	10108 Lundeen Parkway	City of Lake Stevens	10.05	X	X	X	X	X	X		X	X	X	X	X
North Cove Park	Main St & North Lane	City of Lake Stevens	3.66	X		X		X	X		X	X		X	X
Oak Hill Park	Oak Road	City of Lake Stevens	2.63	X		X	X					X			
Wyatt Park	20 South Davies Rd	Snohomish County	2.48	X				X	X	X	X	X		X	X
20th Street Ballfields	20 th Street SE & 88th Avenue SE	City of Lake Stevens	12.36										X		X
<i>Neighborhood Parks Total Acres</i>			60.95												

Figure 5.3 illustrates the distribution of neighborhood-level parks within Lake Stevens. As shown, there are gaps in the services area in the southeastern 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. 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 20th Street Ballfields meets the level of service for the southwestern area of the city.



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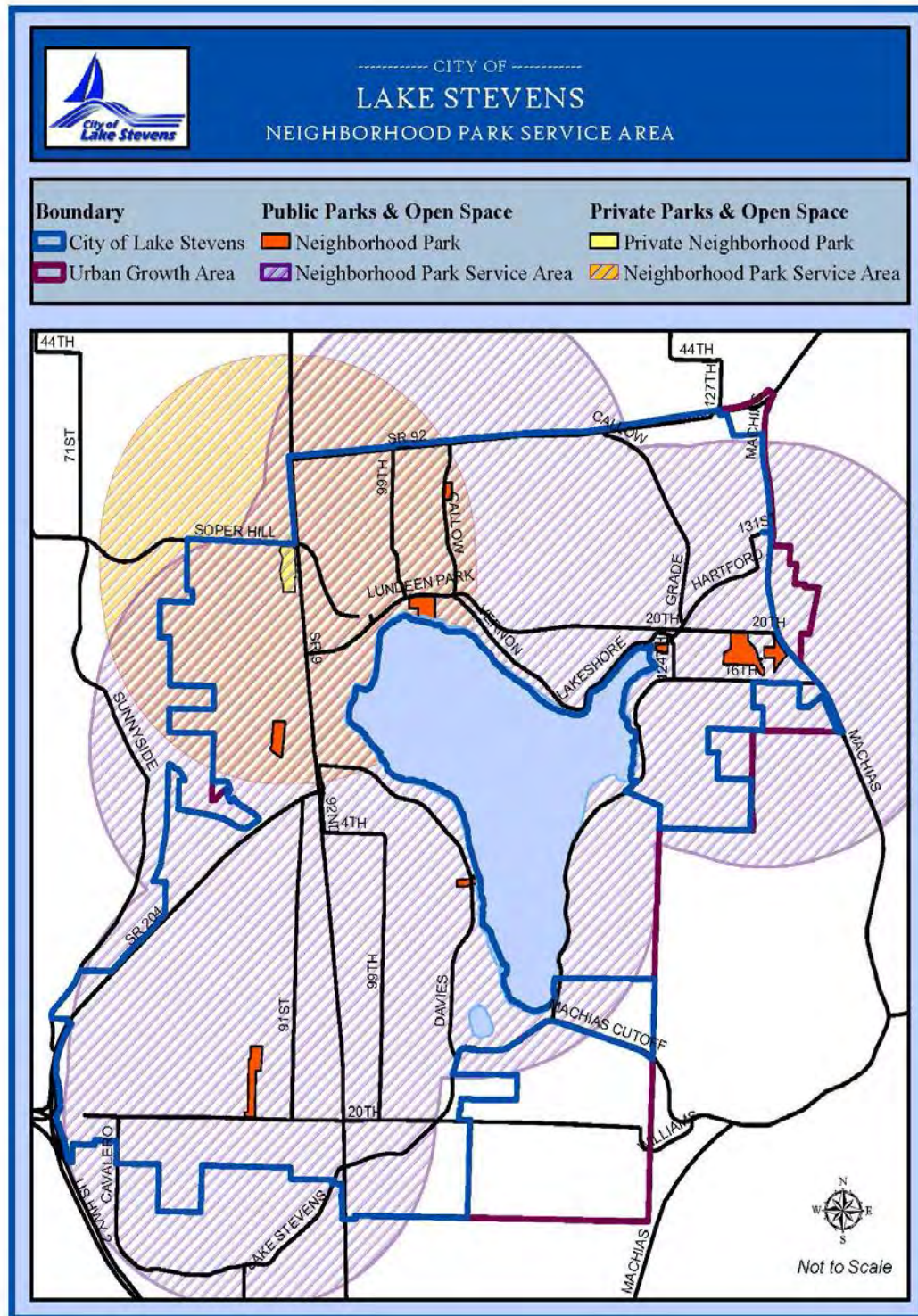


Figure 5.3 – Neighborhood Park Distribution



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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.

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

Trail and Park associated with Woodland Hills Subdivision- This 0.6-acre park is located within the Woodland Hills Subdivision it is equipped with a playground and walking trail.



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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
Mini-Park – Public												
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		
Sunset Park	410 E Lake Stevens Rd	Snohomish County	0.60	X			X		X	X		X
Woodland Hills	79 th Ave SE	City of Lake Stevens	.66		X	X						
Mini-Park – Created w/ Subdivisions Dedicated to the Public												
Semi-Public Mini-Parks			3.86		X	X					X	X
<i>Mini-Park Parks Total Acres</i>			<i>5.53</i>									

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.



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Additionally, school campuses provide areas for sports activities, informal recreation uses, and potentially special activities.

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 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
Stevens Creek Elementary	9317 29th Street NE	X	X	X				X		X	X
Sunnycrest Elementary	3411 99th Ave NE	X	X	X						X	X



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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 18th 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.



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Mill Cove Reserve – A one-acre passive 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.

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. The city has begun the process for a formal Trails Master Plan to be adopted in 2019.



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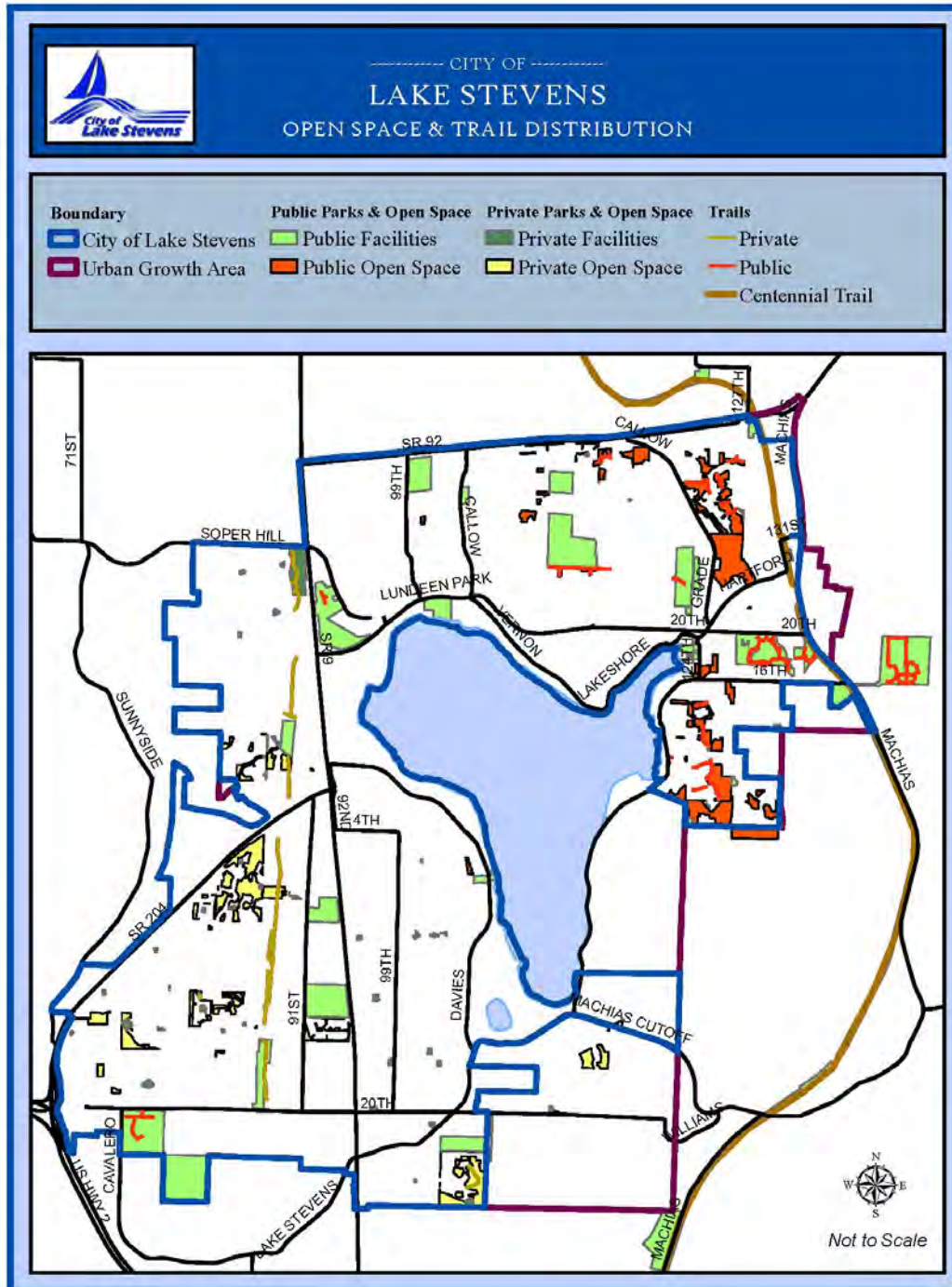


Figure 5.5 – Open Space and Trail Distribution



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The Snohomish County Centennial Trail skirts the eastern city limits, 1.7 miles of which are within the city. Nearly seven miles of the Centennial Trails is adjacent to the city between Centennial Middle School and the Rhododendron Trail Head.

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.





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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 foot 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.

North Cove Pavilion – This approximate 9,670 square foot multi-use facility constructed in 2019 provides meeting space, covered patios, festival space and three-season section for community events.





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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 – 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
North Cove Boat Launch	North Drive	WA Dept of Fish & Wildlife	0.89			X	X		X	X
Grimm House	1804 Main Street	City of Lake Stevens	0.60							X
North Cove Pavilion	1808 Main Street	City of Lake Stevens	.58							X
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					
Special Use Parks Total Acres			24.81							



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

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.

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 -, soccer, football, and basketball. User fees fund LSJAA programs.

Lake Stevens Little League – A non-profit youth baseball and softball organization that organizes seasonal teams and maintain Bonnevill Field.

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.

Water Ski Club- The Lake Stevens Water Ski Club was started in the late 1940’s and hosted the West Coast Regional Championships in North Cove. The club is open to all interested families and friends who are looking for fun on and off the water.



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FUTURE NEEDS AND LEVELS OF SERVICE

Methodology and Public Process

The city traditionally based its level of service for parks and recreation facilities on an overall population ratio. Under this model, using the 2012 population estimate, the city 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 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 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 2013 the City updated the methodology to include an acceptable individualized distance for residents to travel to reach each classification of parks, trails and facilities.

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 a refined survey by social media, posted it on the city's website in spring of 2019. The Park and Recreation Planning Board held several regular meetings throughout the year. Staff also briefed the Planning Commission and City Council about the project throughout 2019 at open public meetings. Staff has refined the needs assessment based on survey responses and comments from the community and city officials.



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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 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, 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 fund matching. Additional questions focus on forming a recreation program and determining offerings to be included.

Through a process of applying the adopted parks and open space LOS standards, reviewing the current inventory and analyzing the 2019 Parks and Recreation 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, & Maintenance and Recreation programming. 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



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trails, playgrounds, picnic areas, permanent restrooms and active recreation areas including sports fields and facilities. 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. 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 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 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.
4. Prepare an open space plan for the various downtown shorelines, wetlands and riparian open spaces (e.g., Mill Cove Reserve, 16th and 18th Street wetlands and) 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.
5. Implement a wayfinding program developed with the City Beautification Plan in 2020, 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 20th Street SE.
2. The city should identify locations for additional shoreline properties on Lake Stevens. Shoreline acquisition should consider expansion of current properties, a balanced



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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., landscaping, trail development, interpretive signs, etc.) and start construction of Phase 2 improvements (e.g., restroom facilities area, etc.) and Phase 3 improvements (e.g. playgrounds, 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 grading and trail installation, restrooms, playground installation and resurfacing basketball court. Phase II includes
4. 20th Street Ballfields – Develop a Master Plan that incorporates the Trails Master Program and other recreational opportunities consistent with site design and location.

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.



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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.

Recreation Programming

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.

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 considering 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 Trails, Paths and Pedestrian Facilities Master Plan

Total Cost: \$50,000

Target Start Date: 2019

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.2 Downtown Open Space Master Plan

Total Cost: \$30,000

Target Start Date: 2020-2022



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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 16th Ave NE and 18th 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: 2020-2035

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: \$500,000 to \$1 million

(Southeast Lake Stevens between 5 – 10 acres)

Target Start Date: 2020 - 2025

Description: Identify locations for and acquire lands for a neighborhood level park in the southeastern part of the city.

Proposed Funding Sources: Impact fees, REET

Location: Southern part of the city, near 20th Street SE

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



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Acquisition Project No.3 Shoreline Acquisition

Total Cost: \$1 – 1.5 million

Target Start Date: 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: 2020-2030

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: \$1,300,000

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.



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Development Project No.2 Frontier Heights Redevelopment

Total Cost: \$500,000 - \$1,000,000

Target Start Date: 2020 - 2021

Description: Regrade site, install new playgrounds, sports field, public 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.3 – Complete remaining Phases of the Eagle Ridge Master Plan

Total Cost: \$831,210

Phase 2 – \$271,205

Phase 3 – \$560,005

Target Start Date: 2021-2025

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.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: 2020-2030

Description: Construct multi-use trail along utility corridor.

Proposed Funding Sources: Impact fees



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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 – 20th Street Ballfields Development

Total Cost: \$1,300,000

Target Start Date: 2020-2022

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: 20th Street SE and 88th 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: \$50,000

Target Start Date: 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 131st Ave NE.

Proposed Funding Sources: Mitigation, Grants

Location: Hartford Drive NE between 20th Street NE and 131st 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



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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.

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.



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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. 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 and Contributions

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. Contributions can be from service clubs, individuals or organizations wishing to make a one-time or periodic gift to parks.

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.



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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.



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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 20th Street SE Corridor subarea plans.
- 5.2.5 Establish an east/west sidewalk trail along 24th Street SE and South Lake Stevens Road that will eventually connect to the Centennial Trail as identified in the 20th 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,



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- 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 city 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.



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- 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.



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- 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 design and development standards that facilitate 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.



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- 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.



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- 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).



Chapter 7 – Public Services and Utilities Element

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CHAPTER 7: PUBLIC SERVICES AND UTILITIES ELEMENT

A VISION FOR PUBLIC SERVICES AND UTILITIES

Lake Stevens will strive to provide excellent public utilities and services to meet the health and safety needs of the community in proportion to future population growth, and will continue to coordinate with local service providers such as the Lake Stevens Sewer District, Lake Stevens Fire and the Lake Stevens School District to ensure service continuity as the community grows.

INTRODUCTION.

This element addresses public utilities and services available in the city of Lake Stevens. It specifically considers the general location, proposed location and capacity of all existing and proposed utilities and public facilities, including public structures and utility lines. It also discusses levels of services for current and future residents and businesses. The discussion in this section relates to other elements including Parks, Transportation and Capital Financing.

Much of the planning for utilities in the Urban Growth Area (UGA) is the responsibility of various service providers and special purpose districts. The city and utility plans are often interrelated, as the utilities provide service to the city and activities in the city affect the demands upon the utilities.

The city cooperates with other cities and service providers in the joint delivery of utilities and services. The city is open to all opportunities to coordinate and cooperate with neighboring service providers.

The Planned Action EIS documents for the 20th Street SE Corridor and Lake Stevens Center subarea plans included updated information on utilities and public services and facilities. The city met with service and utility providers to determine the availability of service for future development within the subareas. The EIS documents provide details for each subarea plan including mitigation measures, if required.



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PLANNING CONTEXT

State Planning

Following the Growth Management Act (GMA), local jurisdictions must plan for the public service and facility needs in their communities based on projected growth. Planning for public services and utility facilities is imperative to guarantee sufficient local amenities for current and future residents within a defined level of service. Local public services and facilities range from municipal services, police, sewer and water infrastructure, schools, parks, etc. Regional services and facilities may include fire protection, telecommunications, transportation and electrical infrastructure. Communities must also incorporate policies to consider the location of essential public facilities such as education facilities, transportation facilities, correctional facilities, solid waste facilities and mental health/substance abuse facilities. Local jurisdictions must also develop a financing plan for public services and facilities, which is described in the Capital Facilities Plan.

The Washington Utilities and Transportation Commission (WUTC) regulate utilities and transportation. The WUTC is empowered to regulate utilities such as electrical, gas, irrigation, telecommunication and water companies. The WUTC has jurisdiction over rates and charges, services, facilities and practices of utilities. Any change in customer charges or service provision policy requires WUTC approval. The WUTC also requires gas providers to demonstrate that existing ratepayers will not subsidize new customers.

Regional Planning

The Puget Sound Regional Council (PSRC) Vision 2040 plan reiterates GMA goals and emphasizes providing adequate public services and facilities in a coordinated and cost-effective manner to support development. Vision 2040 also promotes a central theme of efficient use and conservation of resources and facilities across the region. In Lake Stevens, most utility providers are independent local or regional providers. The city will continue to coordinate with utility providers and special purpose districts for local and regional delivery of services and facilities.

Countywide Planning

The Snohomish County Countywide Goal for Public Services and Facilities states,

“Snohomish County and its cities will coordinate and strive to develop and provide adequate and efficient public facilities and services to ensure the health, safety, conservation of resources, and economic vitality of our communities.”

The specific policies draw distinctions between services and facilities in urban and rural areas. Of note, the policies identify cities as the preferred urban service providers. As such, cities determine appropriate levels of service in incorporated areas or coordinate with the



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county through interlocal agreements for unincorporated areas to address services and facilities. Countywide, the cities and county should coordinate together and with service providers to determine the location and extent of public services and facilities to support jobs and housing. The countywide goals also emphasize conservation of public services, resources and facilities. Countywide planning policies identify standards for establishing and mitigating local, regional, statewide and federal essential public facilities. It also recommends the cities and county collaborate with public agencies and special districts to identify opportunities for the co-location of local essential public facilities.

Lake Stevens Planning

The city provides many municipal services, including governance, administration, planning and community development, building permits, public works and projects, governmental financing, grant development and management, fire inspection and police services. Planning and provision of other services and utilities in the UGA is the responsibility of special purpose districts and utility providers. Future staffing levels are directly related to the degree to which annexations occur. With the present size of the city, existing 2015 staffing levels are found generally to be adequate. When annexations occur, staffing levels will need to be re-evaluated.

The city does not currently have a central municipal campus. Services are spread out at different locations in the downtown area including City Hall, the Permit Center, Public Works Maintenance and Equipment yard, Shop and Police Station. The city desires to create a centralized municipal campus in the future to combine many city services in one location.

The city cooperates with other cities and service providers in the joint planning and delivery of services within its UGA based on current and future growth projections, adopted levels of service and concurrency requirements. The Comprehensive Plan provides policy guidance on how utilities and services shall be planned and provided to ensure consistency between city and county planning documents. Services provided directly by special purpose districts include health, school, fire, power, judicial and library services. Lake Stevens Fire (Fire District) provides fire protection services within the city and UGA.

The city asserts its interest to participate in the planning of rural areas outside of the UGA where future UGA expansions could occur. Utility and service planning requires that the city be involved in the planning and decision-making of these areas both to comment on future service impacts and to do its own service planning.

The following section provides specific descriptions of public services and utilities within the city and its UGA.



Chapter 7 – Public Services and Utilities Element

INVENTORY AND DESCRIPTION OF PUBLIC SERVICES AND UTILITIES.

Police Services

The Lake Stevens Police Department (Police Department) currently provides a variety of services to its citizens. These services include marine and road patrol, crime and accident investigation, traffic enforcement, crime prevention, the School Resource Officer Program, concealed weapons permits, passports, records and evidence keeping and animal control. The Police Department also contracts some of its services, including dispatch, jail, court services and vehicle maintenance. The Police Department currently responds to approximately 25,000 incidents annually. The average response time for the Police Department is three to four minutes for emergency calls and six to 10 minutes for all other calls.

Stormwater

The city of Lake Stevens provides stormwater services for the entire city. The system consists of surface runoff from roadways, inlets, pipes and ditch conveyance, water quality devices, storm ponds and outfalls. Within the system are two lakes, Stitch Lake and Lake Stevens. The stormwater system covers an area of approximately 5,700 acres (8.9 square miles) and is broken into 18 basins. Within the stormwater system, there are approximately 68 city-owned or operated facilities, 4,562 catch basins, 13.5 miles of roads side ditches, 66.2 miles of pipe and 22,942 feet of culverts.

The city has numerous older developments approved and constructed to rural standards. In some cases, stormwater detention/retention, water quality and conveyance and storm drainage facilities may not have been required at the time of construction. While new projects provide facilities to urban standards, the older developments continually affect neighborhoods, streets and the lakes by conveying runoff that is not channeled and not treated. As part of a citywide stormwater inventory, opportunities for regional stormwater treatment systems should be developed.

Some of the detention systems and ditches within subdivisions and commercial developments are privately owned and maintenance is the responsibility of the individual property owner/s, which is often under a homeowners' association or property management service. As the city approves new projects, they must meet the requirements of the Department of Ecology (DOE) stormwater manual and include maintenance provisions for the owner(s).

Lake Stevens is the largest stormwater feature in the city. The lake has multiple inflow areas and one outfall monitored by the city. A weir system located at the outfall of the lake controls the lake level. In 2010, the city adopted a Lake Level Management Plan to provide guidance and policy to perform this service.

CITY OF LAKE STEVENS
STORMWATER CONVEYANCE SYSTEM

Map showing the City of Lake Stevens Stormwater Conveyance System. The map includes the city boundary, urban growth area, and various stormwater conveyance systems (detention, enclosed pipe, open channel, private, public, undetermined). Major roads and landmarks are labeled, including SR 92, SR 204, SR 9, and Lake Stevens. A north arrow and 'Not to Scale' note are also present.

Legend:

- City of Lake Stevens
- Urban Growth Area
- Culvert
- Detention
- Enclosed Pipe System
- Open Channel System
- Private System
- Public
- Undetermined

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Between April and through September the city manages the level of the lake. This serves three purposes:

- 1) Maintain the lake at a level to sustain downstream channel flows for aquatic habitat;
- 2) Protect downstream channel/flood from flash surges during heavy rainfall events; and
- 3) Maintain recreational usage of the lake in the historical shallow areas on the northwest side of the lake.

In August of 2012, the Washington State Department of Ecology (DOE) issued two new “NPDES Phase II” municipal stormwater permits that affect Lake Stevens. These permits were issued under the authority delegated to Ecology to implement requirements of the Federal Clean Water Act. The stormwater permits cover municipal storm sewer systems that discharge to surface waters that are not part of a combined sewer system. The city is currently operating under the requirements of this permit. The city updates its Stormwater Management plan yearly per the requirement of its National Pollutant Discharge Elimination System (NPDES) permit. The NPDES program regulates discharges of water to ensure pollutants do not enter waters of the United States. The service area and drainage basins of the city are shown on Figure 7.1.

Sewer Service

In May of 2005, the city of Lake Stevens and the Lake Stevens Sewer District (Sewer District) entered into an interlocal agreement (ILA) entitled “Unified Sewer Services and Annexation Agreement.” Under the ILA, the Sewer District provides, maintains and operates sewer facilities throughout its district boundaries. The approximate 10.9 square mile service area includes the current city limits, Lake Stevens UGA and a small area of overlap into the Marysville UGA. The entire boundary is shown in Figure 7.2. The agreement also lays the groundwork for the eventual assumption of the Sewer District and its facilities, by the city, which will occur no sooner than 20 years from the District’s assumption of sewer responsibilities, unless both parties agree sooner to an amended schedule as part of continuing coordination between both agencies. The Sewer District will continue collecting and treating wastewater in the city and its UGA until this responsibility is transferred to the city per provisions of the ILA. As of the end of 2014, the District provided sewer service to 11,026 residential connections with an estimated population of 34,477 people. These connections are largely in the Lake Stevens UGA, with about 108 connections in plats either in the rural area or in the Marysville UGA. The District served an additional 162 commercial connections, representing approximately 854 equivalent residential units (ERUs).

The Lake Stevens Sewer District sewer system consists of a new wastewater treatment facility (WWTF, membrane bioreactor process, 2012), a former wastewater treatment plant site, 29 lift stations, over nine miles of force mains (4” to 19” diameter), over 112 miles of gravity sewer collection, trunk and interceptor pipes (6” to 36” diameter) and one gravity sewer dosing station. The collection system is a “separate” sewer system, designed to receive domestic, commercial and industrial pre-treated wastewater. The Sunnyside WWTF has a current permitted maximum month average daily flow capacity of 5.01 million gallons per day.



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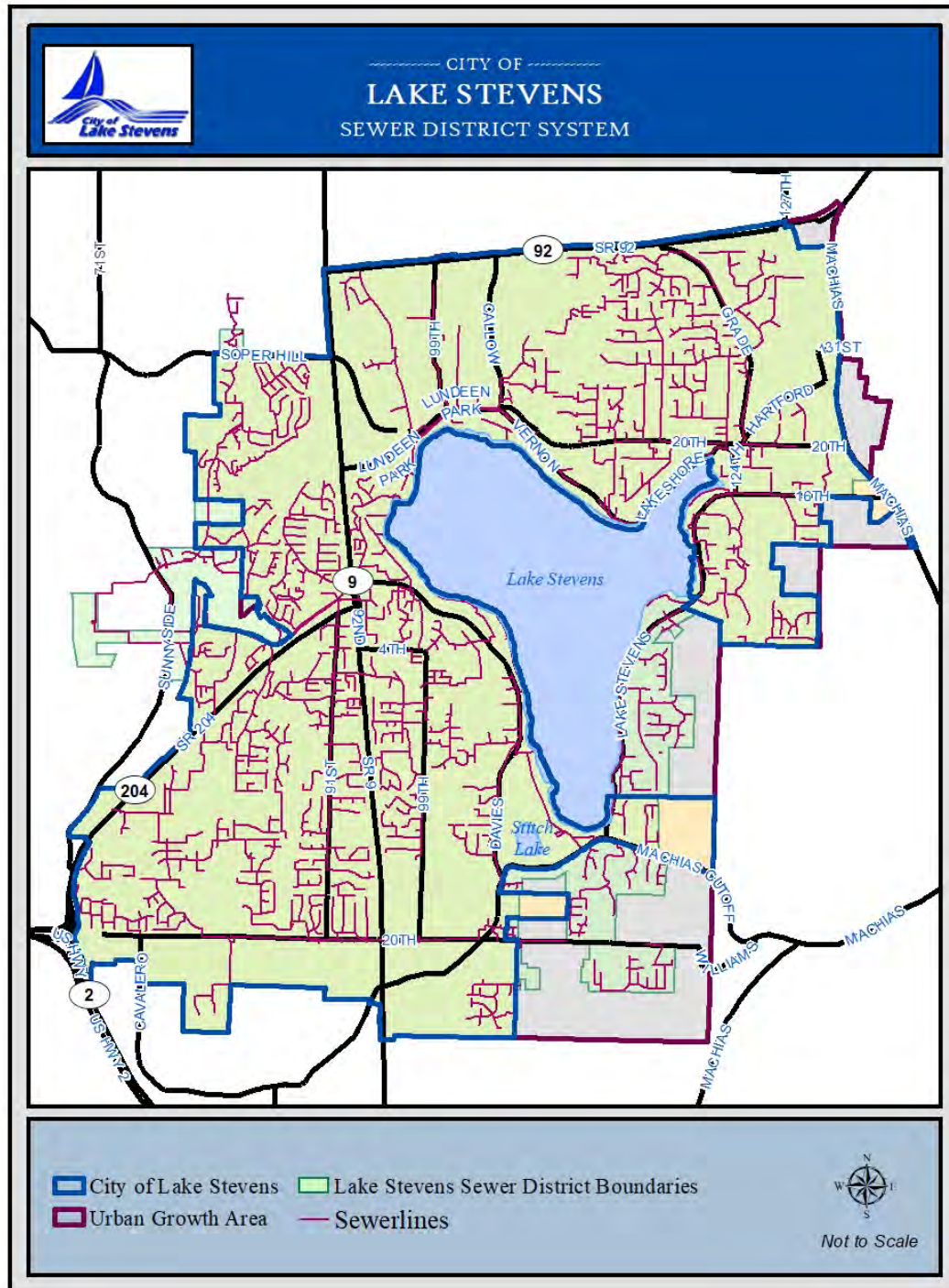


Figure 7.2 - Lake Stevens Sewer District Boundary Map



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The existing plant is in the process of decommissioning in phases, and the LSSD has initiated a project to remove much of the accumulated biosolids in the existing lagoon system. A future project will address final vacation of the site.

On October 24, 2016, the Lake Stevens Sewer District adopted a new Sanitary Sewer Comprehensive Plan. The 2016 Sanitary Sewer Comprehensive Plan for the Lake Stevens Sewer District presents the comprehensive planning needs for wastewater collection, transmission, treatment and discharge for the planning period 2016 through 2035. The District issued Amendment 1 in May 2019. The city has adopted these plans by reference into the city of Lake Stevens Comprehensive Plan. The sewer service and planning area is the Lake Stevens UGA and the two presently served plats referenced above. The 2016 Sewer Plan has also designated the rural-urban transition areas (RUTAs) around the geographic limits of the UGA as an Additional Study Area, in order to support an early estimate of the magnitude of potential future growth of the District's sewer service area. The main planning criteria is 70 gallons per capita per day of wastewater flow, and an average of 2.70 persons per dwelling unit or ERU. Additional allowances are made for extraneous flows in the wastewater system due to inflow and infiltration. ERUs for commercial connections are determined based on water consumption of 900 cubic feet per month, per ERU.

Additionally, the city and the Sewer District coordinate on capital facilities planning to benefit the community and its economic development. During the environmental impact process for the 20th Street SE Corridor and Lake Stevens Center subarea plans in 2012, the city and Sewer District reviewed projects and capital improvements required for development of the two subareas over the next 20 years. The city and Sewer District continue to plan jointly for the city's Growth Centers, including Downtown Lake Stevens.

This plan asserts a goal of eliminating all septic systems over time as the sewer system and the city limits expand. New developments, re-built structures, new industrial development in the Hartford Road and other non-residential areas would all be required to provide sewers to the extent the existing system is available or can be extended.

Lake Stevens Fire District

Lake Stevens Fire serves an area of about 46 square miles (Figure 7.3). To the city it provides fire prevention and suppression services, emergency medical services (EMS) including Advanced Life Support (ALS), technical rescue and fire marshal services. The District has three fire stations, administrative offices and conference center:

- Station 81 (12409 21st Street NE, Lake Stevens 98258)
- Station 82 (9811 Chapel Hill Road, Lake Stevens 98258)
- Station 83 (13717 Division Street, Snohomish 98290)
- Administration Office and Conference Center (1825 S. Lake Stevens Rd, Lake Stevens)



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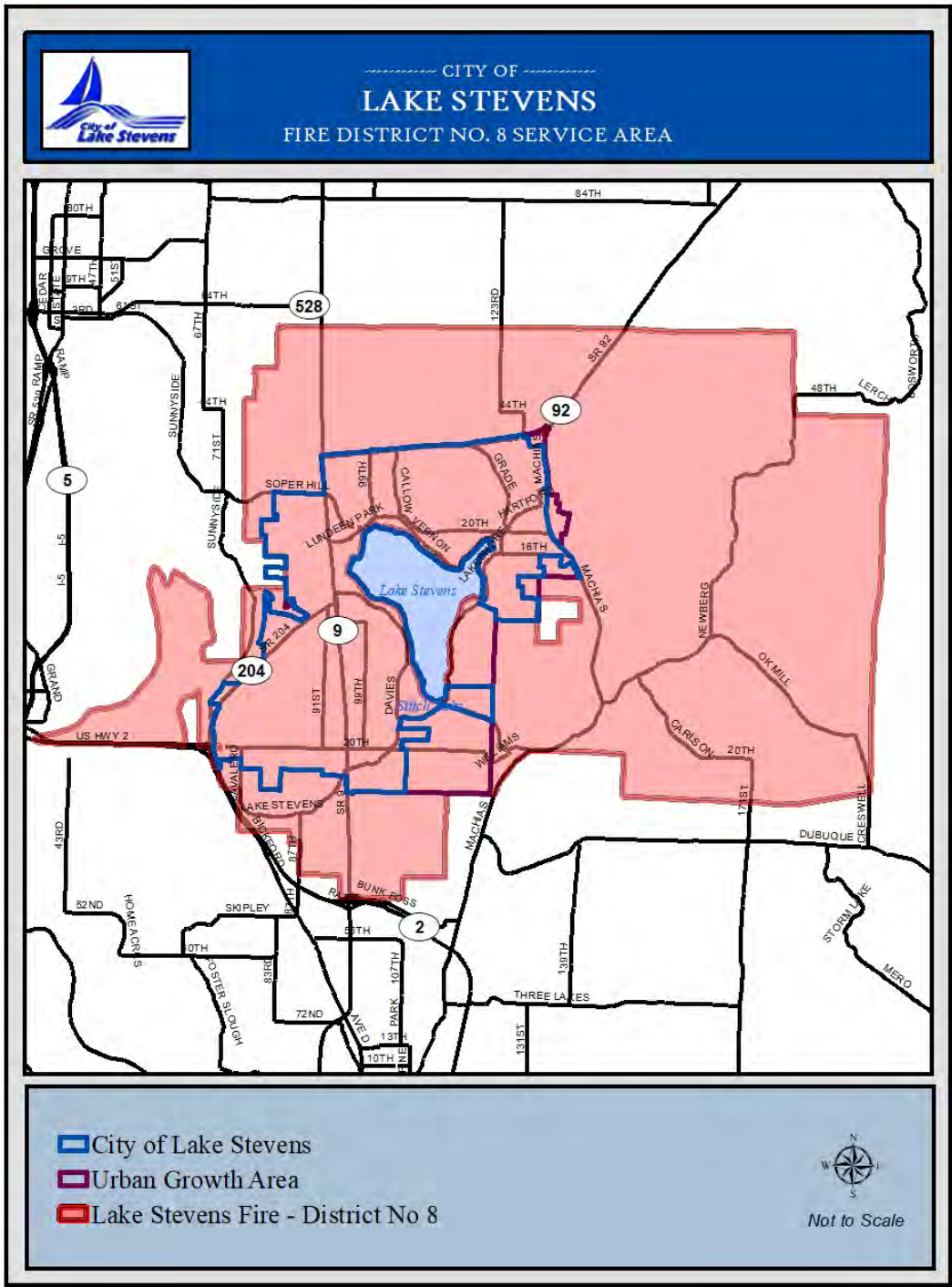


Figure 7.3 – Lake Stevens Fire District #8 Service Area



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The conference center provides a venue for conferences, retreats, and meetings for local government. It is also available as a rental for the public.

Lake Stevens Fire is the seventh busiest fire department in Snohomish County. In 2013, Lake Stevens Fire responded to 4,659 calls. Over the past five years, the Fire District has experienced an average annual increase in call volume of 1.5 percent. The Fire District currently maintains a minimum on-duty staffing of 11 firefighters 24 hours a day-365 days a year.

Through strategic planning the fire department is on course to increase the daily staffing level to 14 firefighters by year 2017. Lake Stevens Fire plans to construct an additional fire station for the year 2022.

In 2013, the Washington Surveying and Rating Bureau completed its evaluation of the fire protection capabilities for the city of Lake Stevens. This evaluation resulted in an improved protection class rating from Protection Class 5 to Protection Class 4.

Annually the Fire District performs fire code compliance activities, inspects commercial and public buildings for the city of Lake Stevens (381 in 2013) and reviews land use and building permits through the Fire Marshal's office.

Lake Stevens Fire and the city will continue to partner together to meet the fire protection and emergency medical services needs of the community. The city has adopted by reference the Lake Stevens Fire Capital Facilities Plan.

Lake Stevens School District

The Lake Stevens School District covers approximately 37 square miles, encompassing all of Lake Stevens as well as portions of unincorporated Snohomish County and a small portion of the city of Marysville. The District is located south of the Marysville School District and north of the Snohomish School District (see Figure 7.4).

There is a current student population of 8,970 within the Lake Stevens School District served by seven elementary schools grades K-5 (Stevens Creek, Mt. Pilchuck, Hillcrest, Sunnycrest, Glenwood, Highland and Skyline), two middle schools grades 6-7 (Lake Stevens and North Lake), one mid-high school grades 8-9 (Cavelero), one high school grades 10-12 (Lake Stevens), one early learning center and one homeschool partnership program for grades K-12(HomeLink). The District also owns approximately 76 acres of vacant land.



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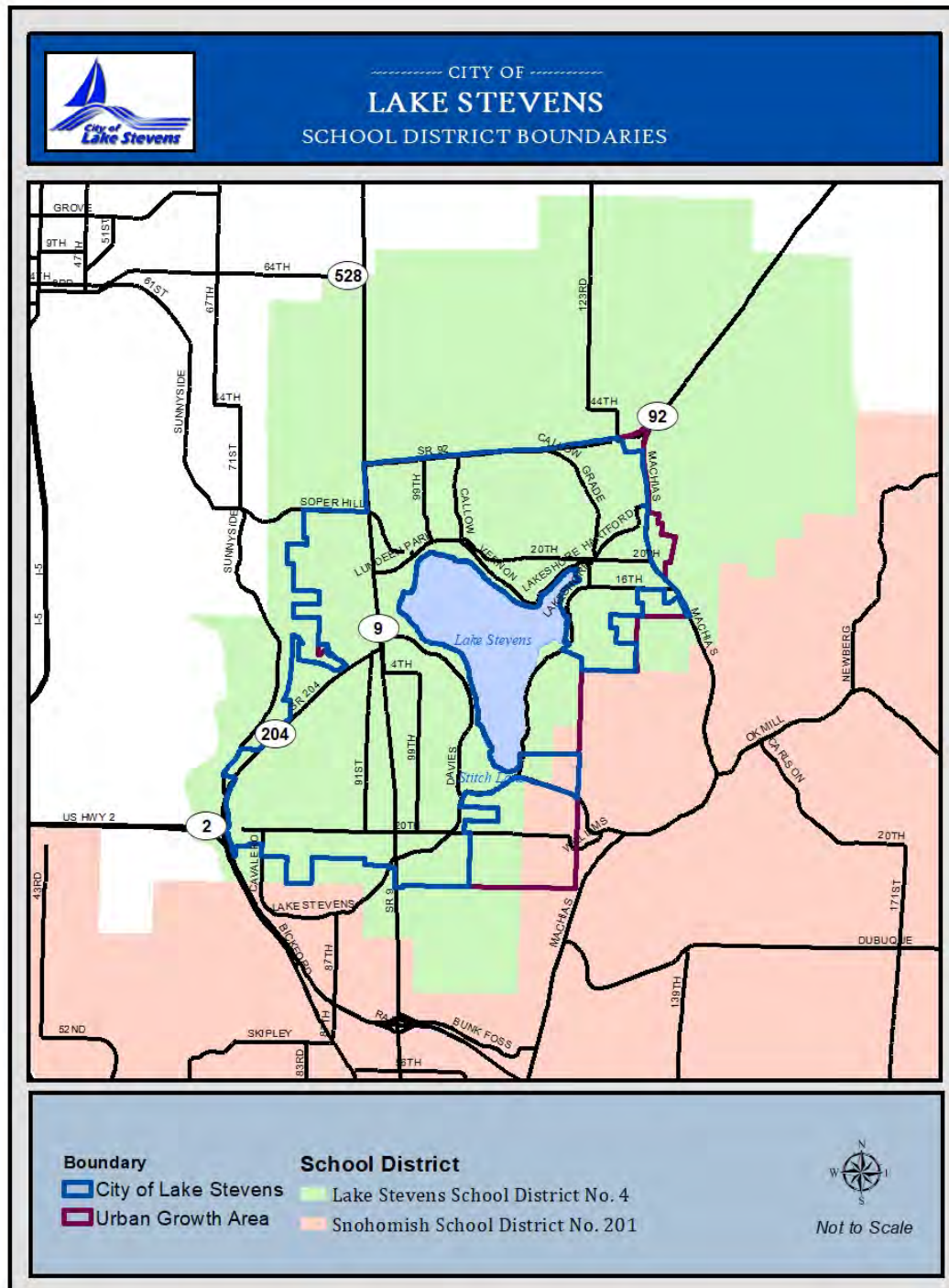


Figure 7.4 - School District Boundary



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The Lake Stevens School District has experienced steady upward growth in enrollment for the past four decades. Student enrollment in the School District remained relatively constant between 1973 and 1985 (15%) and then grew significantly from 1985 through 2005 (approximately 120%).

Between October 2008 and October 2017, student enrollment increased by 1003 students, approximately 13%.

Overall, there was a two percent decline countywide during this period. The School District's October 2013 enrollment was 7,759 students, an increase of 1.6 percent over October of 2011. The School District has been, and is projected to continue to be, one of the fastest growing districts in Snohomish County based on the Office of Financial Management population forecast. Population forecasts estimate the Lake Stevens UGA population will increase to 46,380 people in 2035. Likewise, the population within the Lake Stevens School District boundaries will rise from 43,000,238 in 2015 to over 61,000 in 2035. Planned improvements in the Lake Stevens School District through the Year 2021 based on enrollment projections include the construction of a new elementary school, the installation of additional portable classrooms at existing facilities and new site acquisitions and improvements.

The city has adopted by reference the current Lake Stevens School District No. 4 2018-2023 Capital Facilities Plan. This Plan provides the basis for charging GMA-based impact fees as implemented in the city's Land Use Code. The District participates in the school impact mitigation fee program and issues an updated Capital Facilities Plan every two years. The city applies a discount to the calculated rate, as do most other cities in Snohomish County.

Snohomish School District.

The Snohomish School District covers a small corner of the southeastern portion of the UGA, south of 4th Street NE and east of 115th Avenue SE and serves residents south of the Lake Stevens School District. No Snohomish School District schools are currently located within the Lake Stevens UGA. The city will adopt the Snohomish School District's Capital Facilities Plan by reference into the Comprehensive Plan when the area served by the Snohomish School District is annexed into the city.

Snohomish County Health District

The city contracts with the Snohomish County Health District for public health services. The most common task the Health District performs in the Lake Stevens area is approving septic systems. Other responsibilities include food service inspections and issuing state permits for certain (potentially noxious) activities (e.g., septic sludge recycling, soil processing, etc.).

Solid Waste

Waste Management Northwest, Incorporated and Republic Services provide solid waste



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services within the city. Solid waste service is contracted out for a three-year period. Recycling is provided by East Snohomish County Association of Recycling Cities (ESCARC), contracting with Fiber International. ESCARC members are Monroe, Snohomish, Lake Stevens, Sultan, Granite Falls and Gold Bar. These cities pool resources to provide the capital facilities for lower cost recycling. The city receives curbside service from Bill's Disposal service, which is a division of Fiber International.

Natural Gas

Puget Sound Energy (PSE) provides natural gas service through a city franchise. PSE is the largest natural gas company in Washington serving approximately 770,000 customers in six counties and 64 cities. It is a demand-driven utility, meaning that no service is initiated until requested by a specific customer. As natural gas is a competitive energy source, it can be assumed that the demand for it will continue to grow, particularly if substantial savings over other fuels can be effectively demonstrated (Acme, 1993).

The U.S. Department of Energy estimates a 60-year supply of conventional natural gas reserves exists. Unconventional reserves requiring advanced technology are estimated at a 150-200 year supply.

Telecommunications

Telecommunication facilities are private utilities that provide services such as television (broadcast, cable and satellite), phone (direct lines and cellular) and internet. Content is transmitted by a variety of methods that may include cable lines, electrical wires or fiber and optical fibers. Wireless technology includes traditional broadcasting, radio transmission and cellular networks. Telecommunication services often use existing infrastructure along utility corridors and public rights-of-way.

The telecommunications industry is evolving and will continue changing over the next 20 years. Telecommunications services are integral to the modern world and economy. For example, the telecommunications industry is the primary conduit for information exchange between individuals, corporations and public service providers. As this industry changes, there may be unknown impacts on land use planning, existing facilities and regulatory oversight. The city should coordinate with service providers to plan for the construction and reconstruction of facilities and provide feedback on capacity, design and equipment.

Electrical Utilities

The Public Utility District No. 1 of Snohomish County (PUD), which purchases 80 percent of its power from the Bonneville Power Administration (BPA), serves the city of Lake Stevens. The remainder of the PUD's power is provided by a mix of renewable resources that include output from the PUD's Jackson, Youngs Creek and Woods Creek hydroelectric projects, and several long-term contracts for wind, landfill gas, biogas, and biomass.



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The PUD uses an 115,000-volt transmission system to distribute electricity from three major BPA delivery points in Snohomish County to distribution substations. These substations transform the transmission voltage to 12,500-volt distribution voltage. PUD electrical facilities of less than 55,000 volts (55 kV) are referred to as distribution facilities. Facilities of more than 55,000 volts (55 kV) are referred to as transmission facilities.

There are three distribution substations, Hartford, Lake Stevens and Frontier, within the city limits of city of Lake Stevens. The city is fully served by these substations with distribution lines that extend service to all residential, commercial and public customers. According to the PUD, there is ample capacity to meet existing demand for both the incorporated city limits as well as the UGA.

In addition to PUD facilities, there are Bonneville Power Administration and Seattle City Light Transmission lines that pass through the city that constitute regional power transmission facilities.

Water Utilities

Except for a few homes on wells, the Public Utility District No. 1 of Snohomish County (PUD) provides water service. The PUD currently owns and operates nine water systems. PUD's Lake Stevens Water System serves the city. The service area is bounded on the west by Ebey Slough and the Snohomish River; on the north by Marysville and Arlington; on the east by the Snohomish County Commercial Forest-Forest Transition Area (CF-FTA); and on the south by the boundaries of other water systems.

The city of Everett's transmission lines from Spada Lake pass through the water service area, delivering water to Everett and to many water customers. In 2012, PUD converted its emergency wells, in the northeast corner of the city, to full-time use to supplement the water supply purchased from Everett. The PUD's Walker Hill storage reservoirs (4 million gallons capacity) and Hillcrest reservoirs (6 million gallons capacity) serve both the city and the UGA. The distribution system within the city is shown in Figure 7.5. In 2012, PUD constructed water main extensions to merge its Lake Roesiger water system into the Lake Stevens system. In 2014, PUD constructed water main extensions to merge its Dubuque water system into the Lake Stevens system.

The following is an overview of the Lake Stevens water system and its major facilities, including updates provided by the PUD since its *2011 Water System Plan*:

Source – Eleven connections to the city of Everett's Transmission Pipeline Nos. 2, 3 and 5 provide the primary water supply to the Lake Stevens Water System. Water from five of these connections flows by gravity into the water system, while the remaining six have pump stations to deliver the water. Four connections are inside the city limits, including one connection shared with the city of Marysville. As stated earlier, two wells supplement the primary water supply.



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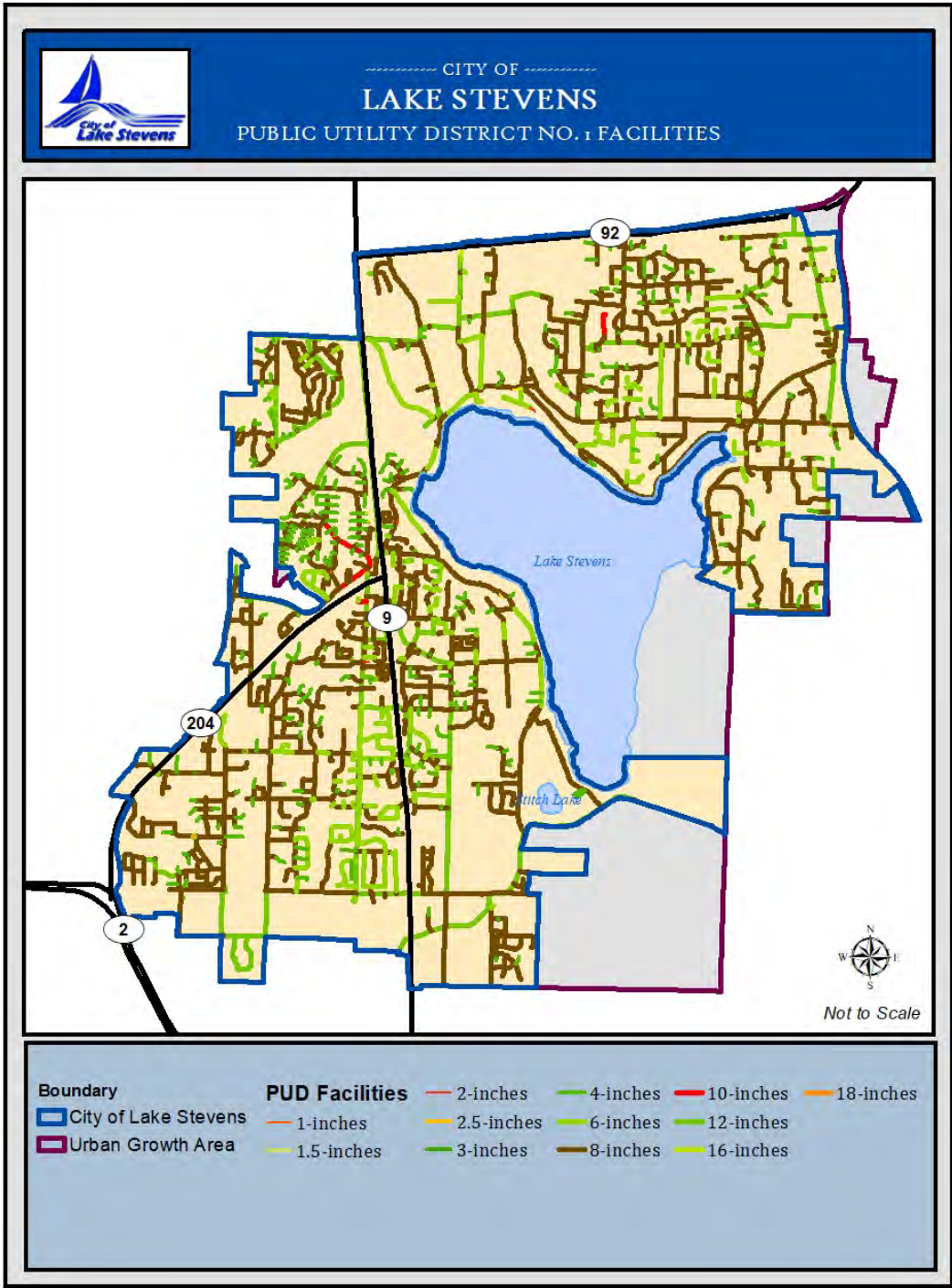


Figure 7.5 – Map of Water Facilities



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Storage – The PUD Lake Stevens water system contains eight storage reservoirs, with a combined capacity of over 14 million gallons. Four of these reservoirs are located in the city at the Walker Hill and Hillcrest tank sites. The water storage capacity in the city is 10 million gallons.

Transmission and Distribution Pipelines – There are over 330 miles of pipe in the PUD’s Lake Stevens water system. Pipeline sizes range from 3/4 to 40 inches and materials include cast iron, asbestos cement, ductile iron, galvanized, and steel

Booster Pump Stations – At higher elevations, booster pump stations provide additional pressure. In the city, there are two booster pump stations serving the Walker Hill and Hillcrest areas.

Pressure Reducing Stations – There are 35 pressure-reducing stations throughout the Lake Stevens Water System that help regulate pressure and define the separate pressure zones. Inside the city limits, there are six pressure zones served by seven pressure-reducing stations, which provide reasonable pressure to all city consumers.

The PUD normally designs its water facilities to provide fire flow capacity of at least 1,000 gallons per minute (gpm). In some areas, flows up to 3,000 gpm are available. Developers must fund and construct any improvements necessary to bring water to their projects and to achieve fire flow required by the Fire Marshal. The PUD’s water source and storage are adequate for projected growth within its water service area.

Essential Public Facilities

Under GMA provisions (RCW 36.70A.200) jurisdictions shall include a process for identifying and siting essential public facilities. An essential public facility can be any facility owned or operated by a federal, state or local government, public utility, transportation authority or other entities that provide public services. Essential public facilities are typically difficult to site, such as education facilities, regional transportation facilities (e.g. airports), solid waste-handling facilities, regional transit authority facilities, state or local correctional facilities and in-patient facilities including substance abuse, mental health and group homes. The GMA provides that no comprehensive plan or development regulations may preclude the siting of essential public facilities. However, jurisdictions can impose reasonable conditions or mitigations on essential public facilities through its comprehensive plan or development regulations, provided these do not preclude the siting of the facility. The city has adopted essential public facilities standards within the municipal code.



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GOALS AND POLICIES

GOAL 7.1 COORDINATE WITH CITY DEPARTMENTS, SPECIAL PURPOSE DISTRICTS, UTILITY COMPANIES AND OTHER SERVICE PROVIDERS TO ENSURE THE ADEQUATE DISTRIBUTION OF PUBLIC SERVICES AND FACILITIES THROUGHOUT THE CITY AND CONSISTENCY WITH THE LAND USE ELEMENT.

Policies

- 7.1.1 Coordinate with city departments including Administration, Finance, Planning and Community Development, Police Department and Public Works to ensure public facilities are adequately maintained and distributed to support the community's needs and that each department's planning documents are consistent.
- 7.1.2 Coordinate with special purpose districts including the Lake Stevens Sewer District and Snohomish County PUD and other utility providers (e.g., gas, electrical, phone, etc.) to ensure public facilities are adequately maintained and distributed to support the community's needs and that each agency's planning documents are consistent.
- 7.1.2 Coordinate with local and regional service providers including the Lake Stevens School District, Lake Stevens Fire, Sno-Isle Library, etc. to ensure public services are adequately maintained and distributed to support the community's needs and that each agency's' planning documents are consistent.
- 7.2.1 Prepare and adopt a detailed master storm drainage plan for the city to coordinate storm drainage and detention/retention consistent with the concept plan adopted as part of this element to include cumulative watershed effects.
- 7.2.2 Prepare and adopt a detailed master sewer plan for the city to coordinate sewer and detention/retention consistent with the concept plan adopted as part of this element.
- 7.2.3 Protect existing regional transmission facilities for Snohomish County PUD, Lake Stevens Sewer District and Puget Sound Energy from encroachment by incompatible urban development.



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GOAL 7.2 PROVIDE THE BEST CITY HALL SERVICE ATTAINABLE WITHIN BUDGET PARAMETERS AND MINIMIZE GOVERNMENTAL EXPENDITURES BY REDUCING DUPLICATION OF SERVICES.

Policies

- 7.2.1 Strive to maintain efficiency in the provision of city government services through continual evaluation and improvement of administrative, technical and personnel procedures and practices, as well as the Lake Stevens Municipal Code.
- 7.2.2 Devote adequate funds to ensure quality staffing.
- 7.2.3 Ensure that elected officials, appointed commissioners and staff maintain and/or improve their levels of expertise through continued education, development and peer consultation.
- 7.2.4 Take advantage of affordable technological advances where it results in better and more efficient levels of service.
- 7.2.5 In order to expand services to the citizens of Lake Stevens in a fiscally responsible manner, continue and expand the practice of interagency cooperation by sharing personnel and facilities wherever possible.
- 7.2.6 Provide adequate public facilities to support the city's administrative and field operations.
- 7.2.7 Assure private property is not taken for public use without just compensation.

GOAL 7.3 PROVIDE FOR ADEQUATE POLICE AND FIRE PROTECTION SERVICES.

Policies

- 7.3.1 Periodically review and update police staffing analysis based on national practices using a work-load based model.
- 7.3.2 Maintain and update the Police Department Strategic Plan including goals to reduce crime and addressing conditions affecting the quality of life of the community.
- 7.3.3 Coordinate police services with fire protection services and other local, state and federal agencies to develop a disaster preparedness program for Lake Stevens.
- 7.3.4 Support the Snohomish County Fire Prevention District #8 to maintain its adopted level of service.



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- 7.3.5 Coordinate with the Fire District on review of submitted site and building plans.
- 7.3.6 Coordinate land use density and intensity with the Fire District's capital budget in order to provide services within the city.
- 7.3.7 Consider the disaster response implications in prioritizing Fire District capital improvement and public service planning.

GOAL 7.4 PROVIDE ADEQUATE SCHOOL FACILITIES.

Policies

- 7.4.1 Support the Lake Stevens School District to maintain its adopted level of service.
- 7.4.2 Coordinate land use density and intensity with the School District's capital budget in order to provide services within the city.
- 7.4.3 The city will adopt by reference the Lake Stevens School District Capital Facilities Plan. The City Council shall review the CFP every two years to ensure that it is consistent with the requirements of the GMA; the impact fee calculation is consistent with the city's adopted formula and the CFP has been adopted by the District's Board of Directors.

GOAL 7.5 PROVIDE ADEQUATE STORMWATER FACILITIES AND SERVICES.

Policies

- 7.5.1 Continue to implement programs and projects designed to meet the goals and requirements of Department of Ecology's NPDES permit.
- 7.5.2 Maintain and enforce land-use plans and ordinances requiring stormwater controls for new development and re-development.
- 7.5.3 Actively promote and support education efforts focusing on all facets of stormwater management.
- 7.5.4 Develop and maintain a comprehensive stormwater inventory and identify needs to ensure a functioning stormwater system.
- 7.5.5 Integrate distributed, small-scale stormwater controls and prevent measurable harm to streams, lakes, wetlands and other natural aquatic systems from



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commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape.

- 7.5.6 Promote education of controlling the release of chemicals from residential fertilizing and weed/insect control on Lake Stevens and its watershed.

GOAL 7.6 STRIVE TO PROVIDE ADEQUATE SEWER SERVICES TO EVERY RESIDENCE AND BUSINESS IN THE CITY.

Policies

- 7.6.1 Support the Lake Stevens Sewer District to maintain its adopted level of service.
- 7.6.2 Support the implementation of the Lake Stevens Sewer District capital facilities plan. Coordinate land use density and intensity with the Sewer District's capital planning work and budget in order to provide services within the city.
- 7.6.3 As needed to further the purposes and goals of the Unified Sewer Service and Annexation Agreement, the city will continue to work with the Lake Stevens Sewer District to review and amend existing regulations to provide commonality, consistency, predictability and concurrent levels of sewer permits and regulation.
- 7.6.4 Coordinate city-sponsored capital improvements with the Lake Stevens Sewer District, Snohomish County Health District and neighboring jurisdictions to ensure effective and cost-efficient provision of sewer service.
- 7.6.5 Support the Lake Stevens Sewer District in accomplishing sewer expansions in future expanded urban growth boundaries and high priority development areas within the city as well as priority development areas such as Downtown Lake Stevens.
- 7.6.6 Replace failing septic systems within the urban growth area with sanitary sewers; use innovative and state-of-the-art design and techniques when replacing septic tanks to restore and improve environmental quality.
- 7.6.7 Support efforts to require new development within the urban growth area to obtain sanitary sewer systems or fit it with dry sewers in anticipation of connection to the sewer system. Alternative technology to sewers should only be considered when it can be shown to produce treatment at standards that are equal to or better than the sewer system and where a long-term maintenance plan is in place.



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GOAL 7.7 PROCESS PERMITS FOR UTILITY FACILITIES AND OTHER SERVICE PROVIDERS IN A FAIR AND TIMELY MANNER AND IN ACCORD WITH THE DEVELOPMENT REGULATIONS, WHICH ENCOURAGES PREDICTABILITY.

Policies

- 7.7.1 Promote co-location of new public and private utility distribution facilities and coordination of construction timing to minimize construction-related disruptions and reduce the cost to the public of utility delivery.
- 7.7.2 Provide timely and effective notice to utilities to encourage coordination of public and private utility trenching activities for new construction and maintenance and repair of existing roads.
- 7.7.3 The city shall encourage provision of an efficient, cost effective and reliable utility service by ensuring land will be made available for the location of utility lines or other utilities.
- 7.7.4 The city will promote the extension of distribution lines to and within the urban growth area. Coordinate land use and facility planning to allow eventual siting and construction of any utility distribution lines within or adjacent to rights-of-way which are being dedicated or within roads which are being constructed or reconstructed.
- 7.7.5 The city shall encourage system design practices intended to minimize the number and duration of interruptions to customer service.
- 7.7.6 The city will formulate, interpret, and apply the land development regulations to allow the timely development of utility facility additions and improvements.

GOAL 7.8 ENSURE THAT UTILITIES PROVIDE SERVICE IN A MANNER THAT IS ENVIRONMENTALLY SENSITIVE, SAFE, RELIABLE AND COMPATIBLE WITH THE SURROUNDING PROPERTIES.

Policies

- 7.8.1 Proposals for electricity generation facilities should be scrutinized carefully to avoid impacts on local air and water quality.
- 7.8.2 The city will consider public utility substations, transmission facilities and other regional facilities as “necessary public facilities” for purposes of permit review, provided that utility providers can prove locational need and significant mitigation of impacts.



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GOAL 7.9 PROMOTE CONSERVATION AND ENERGY EFFICIENCY AND ALLOW FOR ALTERNATIVE DESIGN STANDARDS AND/OR MATERIALS.

Policies

- 7.9.1 Encourage conservation of resources and reduction of energy consumption to extend the life of existing electrical energy and infrastructure.
- 7.9.2 Promote the reduction of water consumption through conservation, efficiency, reclamation and reuse to reduce wastewater generation and ensure continued water availability.
- 7.9.3 Coordinate with water purveyors and local and tribal governments to identify and develop additional water supply sources to meet the region's long-term water needs and growth strategy, recognizing the potential impacts on water supply from climate change and fisheries protection.
- 7.9.4 Consider the needs for both human consumption and for environmental balance, including potential impacts of climate change on regional water sources.
- 7.9.5 Support renewable energy resources, energy management technology and the conversion to cost-effective and environmentally sensitive alternative technologies to meet the region's energy needs.
- 7.9.4 Promote low impact development projects and techniques on non-LID projects to conserve and use existing natural site features
- 7.9.5 The city should support development of a bio fuel technology to provide more options to reduce vehicular pollution (city fleet to cleaner fuels). The city will move toward bio fuel technology as fleet replacement occurs and as the technology is developed and proven.
- 7.9.6 Reduce the rate of energy use per capita, both in building use and in transportation activities.
- 7.9.7 Reduce greenhouse gases by expanding the use of conservation and alternative energy sources and by reducing vehicle miles traveled by increasing alternatives to driving alone.



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GOAL 7.10 SUPPORT LESS RESOURCE CONSUMPTION THROUGH PROGRAMS AIMED TOWARD REDUCING, REUSING, AND RECYCLING OF RESOURCES.

Policies

- 7.10.1 Promote demand management and the conservation of services and facilities prior to developing new facilities.
- 7.10.2 Maintain and expand reduction, re-use, and recycling programs in the city.
- 7.10.3 Support local, regional, state, federal, and private programs aimed at reduction, re-use, and recycling of natural resources.
- 7.10.4 Allow zoning for businesses aimed at recycling materials when it does not pose a threat to the community's health and welfare.
- 7.10.5 Examine the feasibility of requiring, through zoning or other legislative mechanisms, that distributors of hazardous, noxious or toxic materials accept those materials for recycling.

GOAL 7.11 ESTABLISH A PROCESS AND IMPLEMENT DEVELOPMENT REGULATIONS TO IDENTIFY AND SITE LOCAL ESSENTIAL PUBLIC FACILITIES, CONSISTENT WITH THE PROVISIONS OF THE GMA.

Policies

- 7.11.1 The city will not preclude the siting of essential public facilities; however, it shall enforce its Comprehensive Plan and development regulations to ensure reasonable compatibility with other land uses when considering location and intensity of development.
- 7.11.2 Local essential public facilities should be sited to support the countywide land use pattern, support economic activities, reduce environmental impacts, provide amenities or incentives, and minimize public costs. This siting process should include:
 - a. A definition of these facilities;
 - b. An inventory of existing and future facilities;
 - d. A public involvement strategy;
 - e. Assurance that the environment and public health and safety are protected; and
 - f. A consideration of alternatives to the facility.



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- 7.11.3 Collaborate with public agencies and special districts to identify opportunities for the co-location of local essential public facilities.
- 7.11.4 Consider the location of local essential public facilities inside Urban Growth Areas, unless it is demonstrated that a non-urban site is the most appropriate location for such a facility. Local essential public facilities located outside of an Urban Growth Area shall be self-contained or be served by urban governmental services in a manner that shall not promote sprawl.
- 7.11.5 Develop reasonable conditions, alternatives and/or mitigation requirements to address the potential adverse impacts of siting local, regional, statewide, or federal essential public facilities.

GOAL 7.12 AS THE CITY ANNEXES NEW AREAS STRIVE FOR A SMOOTH TRANSITION OF SERVICE PROVIDERS TO MINIMIZE FINANCIAL AND LOGISTICAL IMPACTS ON CITIZENS.

Policies

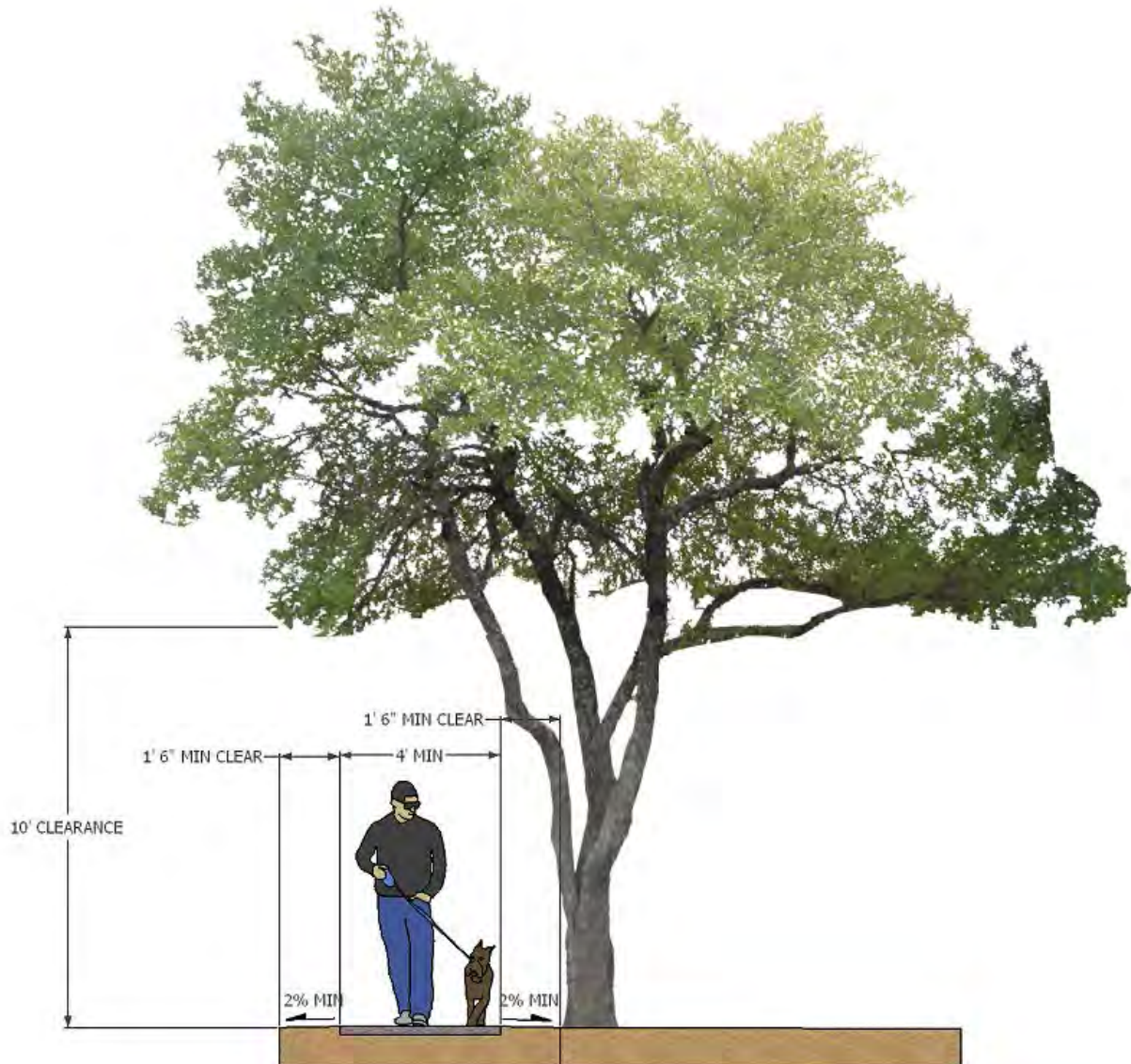
- 7.12.1 Under the Growth Management Act and Lake Stevens Comprehensive Plan the city is likely to be the provider of general government services within the Urban Growth Area. For potential annexation it is the city's policy to have interlocal agreements achieving the orderly transition of services during annexation.
- 7.12.2 Establish an interlocal agreement model with Snohomish County and other service provider agencies to facilitate the transfer of governance within the city's UGA in an expeditious and consistent manner.
- 7.12.3 The city asserts its interest in areas outside the UGA where it is possible that future UGA expansions could occur. The city will become involved in these areas' planning and decision making, both to comment on future service impacts and to assist its own service planning.



Chapter 7 – Public Services and Utilities Element

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Chapter 9: Capital Facilities Element





Chapter 9 – Capital Facilities

CHAPTER 9: CAPITAL FACILITIES ELEMENT

A VISION FOR CAPITAL FACILITIES

The city will develop a realistic and achievable capital facilities plan that ensures an effective use of taxpayer and ratepayer dollars that prioritizes capital investments to maintain adopted levels of service; responds to project urgency and feasibility; is consistent with the city's growth strategy; and provides a clear community benefit.

INTRODUCTION

The Comprehensive Plan is a tool for helping government officials think strategically about all aspects of the community and the way the elements interact. The Capital Facilities Element is used to guide public decisions on the use of capital funds. It will also indirectly guide private development decisions by providing strategically planned public capital expenditures which affects the timing and scale of development. Strategic provision of capital infrastructure also helps to mitigate the impacts of growth.

Capital facilities planning requires ongoing communication and cooperation between various disciplines including engineering, finance and planning. The Comprehensive Plan is the common basis relied upon by these disciplines and is intended to provide a realistic and achievable plan. It also requires close communication between the many service providers in Lake Stevens to ensure a coordination of capital improvements and effective use of taxpayer and rate payer dollars.

The Capital Facilities Element promotes effectiveness and efficiency by requiring the city to plan in advance for capital improvements rather than relying on a mechanism with a shorter horizon such as the annual budget. Long range financial planning presents the opportunity to schedule projects so that the various steps in development logically follow one another, with regard to relative urgency, economic desirability and community benefit. In addition, the identification of funding sources results in the prioritization of needs and allows the trade-off between projects to be evaluated.



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PLANNING CONTEXT

State Planning

The Washington State Growth Management Act (GMA) requires that the city of Lake Stevens prepare and maintain a comprehensive plan capital facilities element. This element is required “in order to assure that public facilities will be reasonably available to accommodate planned growth over the next twenty years.” This requirement is referred to as concurrency and specifically means:

- Public facilities that are needed to serve new development and population within a jurisdiction or service area must be in place at the time of development.
- Such facilities must be sized to adequately serve the area without decreasing the services levels established by the jurisdiction.

The GMA also requires that the comprehensive plan be of at least a twenty year planning horizon and be based on population projections supplied by the Office of Financial Management (OFM), and include a capital facilities element with a six-year plan for financing identified capital needs.

WAC 365-195-315 requires that the capital facilities plan address the following:

- An inventory of existing capital facilities owned by the public entity;
- At least a six year plan that will finance such capital facilities within project funding capacities and clearly identifies sources of public money for such purposes;
- Provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements.

Regional Planning

The Puget Sound Regional Council Vision 2040 specifies the Regional Growth Strategy and directs growth primarily into urban growth areas where public services and facilities are better served. The Regional Growth Strategy highlights the need for strategic investments in services and facilities, especially to support growth and development in centers and compact urban communities.

Countywide Planning

The Snohomish Countywide Planning Policies include provisions to ensure the orderly transition of unincorporated areas to city governance, including the provision of services and infrastructure financing. These policies also address the need for consistency of capital



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improvement programming with local comprehensive plans, countywide planning policies and VISION 2040.

Many policies give guidance for counties (and, where appropriate, cities) to review special district plans for consistency with local comprehensive plans and VISION 2040; also, they provide guidance for the review of special district criteria for location and design of schools and other public facilities. And finally, the policies direct jurisdictions to develop strategies to reduce the number of special districts where appropriate.

Lake Stevens Planning

The city of Lake Stevens is somewhat unique to its neighboring jurisdictions because it is responsible for general government services, police services, roads, stormwater and parks while special purpose districts provide all other services and utilities as identified in Chapter 7, Public Utilities and Services Comprehensive Plan Element. These include schools, wastewater, potable water, library, fire prevention, suppression and emergency medical services, and all other utility services.

Lake Stevens has established level of services standards (LOS) for the city's responsibilities detailed in these Comprehensive Plan Chapters and summarized later in this Chapter:

Level of Service Standards

SERVICE	LOCATION IN COMPREHENSIVE PLAN
General Government Services:	Chapter 7- Utilities & Public Services
Police Services	Chapter 7- Utilities & Public Services
Roads and Transportation	Chapter 8 – Transportation
Stormwater	Chapter 7- Utilities & Public Services
Parks	Chapter 5 – Parks, Recreation & Open Space

The city therefore coordinates closely with community service providers to plan appropriate capital investments.



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REVENUE SOURCES

Municipal Revenues

Lake Stevens faces continuing fiscal challenges common to most cities. These are driven in large part by increased costs of doing business, increased service requirements mandated by legislation and restriction or elimination of certain tax revenue streams as a result of prior voter initiatives.

A diverse mix of municipal revenue sources is important, including property taxes, utility taxes, sales taxes and others. Fiscal diversity, like economic diversity, limits risk of over-reliance on a single revenue source. Lake Stevens' General Fund, which supports citizen services and the operations of the city government itself, is heavily dependent on tax revenues and especially property tax and sales and use taxes, for its funding. Property taxes account for 30 percent of General Fund revenues and sales and use taxes account for 25 percent. Other sources of revenue are utility and other taxes, licenses and permits, intergovernmental transfers, charges for services and other minor revenue sources.

Potential New Revenue Sources

Long-term economic sustainability for the city of Lake Stevens requires one or more of the following: increased local jobs, increased municipal revenues derived from business and industry, use of additional land to support community develop and retention of current jobs and revenue sources. Increasing municipal revenues from commercial sources is generally seen as one of the few ways that cities can improve their fiscal situation, recognizing the perception that housing and residents increase demands for services. Cities frequently look toward business attraction and creation to increase local revenues from utility taxes and sales taxes.

Taxes and Fees

There are limited additional sources of revenue that the city could use to meet its fiscal needs. These potential taxes and fees increase the cost of doing business or creating development in the city, and therefore may not be the solution to Lake Stevens' projected fiscal deficit with annexation.

- B&O taxes could potentially generate more revenue; however, at this stage, the city has elected to remain economically competitive by not enacting a B&O tax as a strategy to attract businesses considering locating in the city.
- Impact mitigation fees from new development are used as a means of funding portions of parks or traffic capital projects.



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LAND USE PLANNING CONSIDERATIONS

All land uses generate fiscal impacts on the city by changing revenue collections and the cost of providing services. Costs stem from impacts on city capital facilities and services as well as internal city operations. Revenues come from collection of taxes and fees.

Land use planning can incorporate several considerations related to the city's fiscal position: the anticipated revenues from new development; necessary infrastructure investments and on-going expenses to support future uses; and the current and future market feasibility of each use type.

Diversity of land uses is an important consideration. For example, multifamily housing can play a necessary and critical role in supporting local retail and other businesses by providing housing that workers can afford (keeping the cost of labor and prices down at local retail). Growth in population or business activity creates increased local demand for goods or services by introducing new consumers or producers. New property generates property tax revenues, while consumer spending by additional residents and businesses generates sales tax revenues. Similarly, attracting or growing businesses that draw traffic and spending from elsewhere in the region increases local economic activity and revenue.

Infrastructure investments must also be considered in land use planning. While such investments can be costly to build and support over time, those costs may be outweighed by the increase in property values and spillover effects that such investments can lead to.

INVENTORY AND ANALYSIS

Capital Improvement Plan

This Capital Facilities Element identifies needed improvements, which are of relatively large scale, are generally a non-recurring high cost and may require multi-year financing. The list of improvements focuses on major projects, leaving smaller improvements (less than \$10,000) to be addressed in the annual budget. Figure 9.1 identifies the location of publically-owned facilities, which may be included in the capital facilities plan. Smaller facilities such as traffic signals and drainage ponds are not included on the map.

The Capital Improvement Plan is a six-year financing plan for capital expenditures to be incurred on a year-by-year basis. It is based on priority improvements taking into account, the forecasted revenue over the next six years from various sources. The six-year plan uses the long range 2035 Plan as a key factor to set priorities for capital projects that the jurisdiction plans to undertake, and presents estimates of the resources needed to finance them. The first year of the Capital Facilities Program will be converted to the annual capital budget, while the remaining five-year program will provide for long term planning. Only the expenditures and appropriations in the annual budget represent financial commitments.



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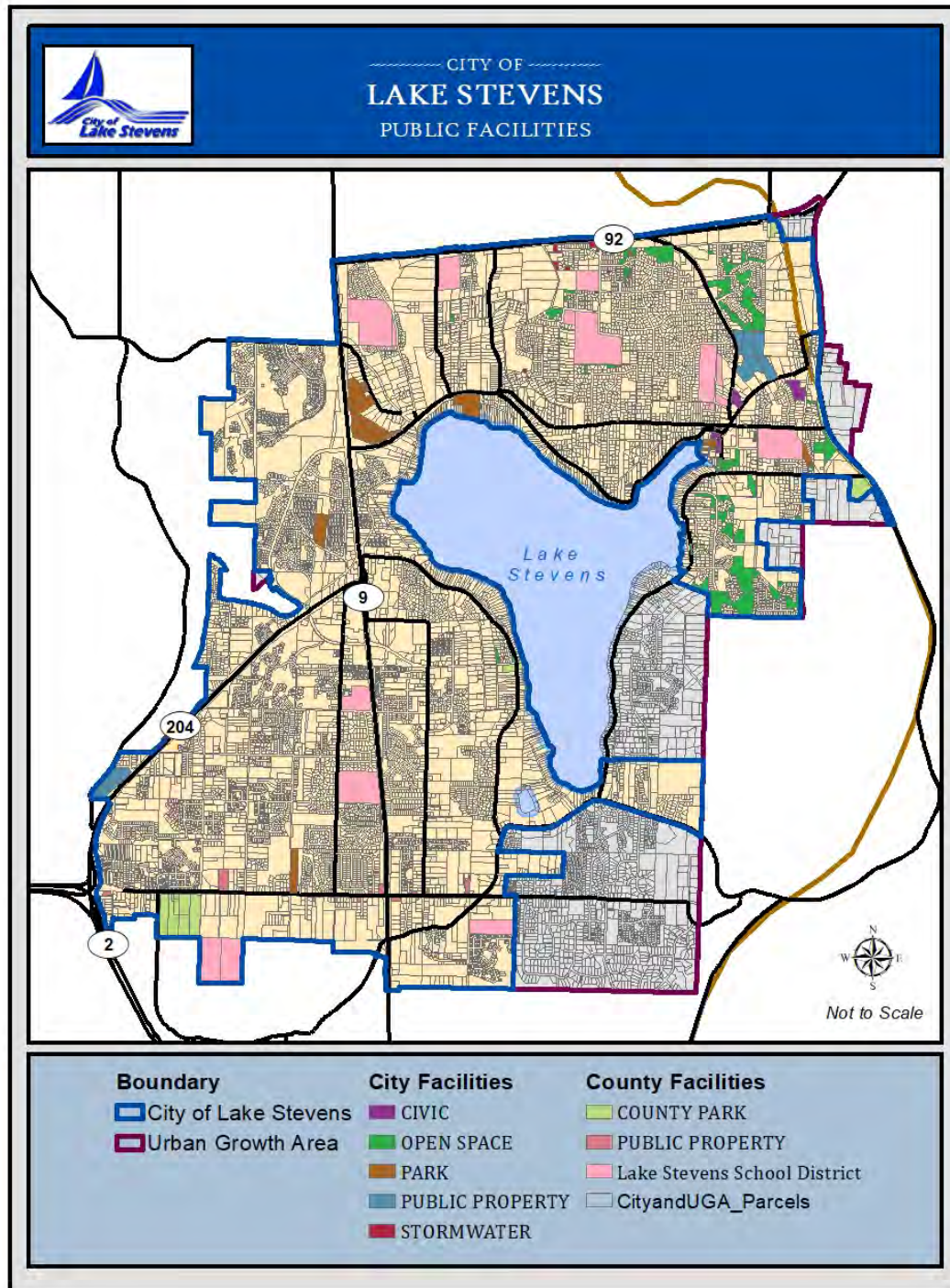


Figure 9.1 – Public Facilities Map



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Definition of Capital Improvement

For the purposes of capital facility planning, “capital improvements” are major projects, activities or maintenance costing over \$10,000 and requiring the expenditure of public funds over and above annual operating expenses. They have a life expectancy of more than ten years and result in an addition to the city's fixed assets and/or extend the life of the existing capital infrastructure. The cost estimates may include design, engineering efforts, permitting, environmental analysis, land acquisition, construction, major maintenance, site improvements, energy conservation projects, landscaping and initial furnishings and equipment. Capital improvements do not include equipment or the city's rolling stock, nor does it include the capital expenditures of private or non-public organizations.

Subarea Capital Facilities Planning

The city has embarked on subarea planning over the past few years. As part of these subarea plans, the city adopted a Subareas Capital Facilities Plan which is an important associated document to this Element. The study describes utility infrastructure required for redevelopment of the Lake Stevens Center, , 20th Street SE Corridor, and Downtown Lake Stevens including transportation, sewer, water and stormwater. The city is currently responsible for transportation outside of state routes, except that the city is responsible for maintenance of state routes within city limits and stormwater facilities. Special purpose districts provide sewer and water infrastructure and services.

The proposed projects are described in the Capital Facilities section of the plans with estimated costs representing costs typical for public works projects competitive bidding in accordance with Washington State law. The estimated costs are partitioned by expected funding, which could change based on available public funding, grants, development or private financing, or negotiated development agreements. The capital plan describes the infrastructure requirements, phasing, cost partitioning and proposed financing alternatives for the subareas. .

PROJECTION OF CAPITAL FACILITY NEEDS

Identified Needs

All public facility needs have been identified in the other elements of the Comprehensive Plan. Through the process of developing this Capital Facilities Element the financial feasibility of the other elements has been ensured. The other Plan elements describe the location and capacity of any facilities available through December 31, 2014 and analyze the need for increased capacity from 2015-2035. The capital improvements needed to satisfy future and existing substandard development and maintain adopted level of service standards are identified and listed in Table 9.4, and include projects from the adopted Subarea Capital Facilities Plan, adopted by Council on September 24, 2012, which provides a detailed discussion and list of infrastructure needs and projects in the subareas.



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Table 9.1, which includes the adopted Subarea Capital Facilities Plan, provides a brief description of each of the capital improvement projects with an estimate of the total project costs. The year indicates when the projects must be completed in order to maintain the adopted level of service standards for the respective facilities. Capital improvement projects have been identified for transportation, parks and recreation, government and stormwater drainage facility improvements. Facilities for wastewater, potable water, fire protection, schools and solid waste are contained in district and agency plans, coordinated with, but independent of the city's Comprehensive Plan.

Prioritization of Capital Facilities

The capital improvement needs listed in Table 9.1 (attached at the end of the chapter) that includes the projects found in the adopted Subarea Capital Facilities Plan were developed by the city staff based on community-wide input and the other elements of this Comprehensive Plan. The following criteria were applied in developing the final listing of proposed projects:

- **Service Considerations:** Safety, Health and Welfare Factors, Environmental Impact, Effect on Quality of Service;
- **Economic Considerations:** Potential for Financing, Impact on Future Operating Budgets, Timeliness of Opportunity, Benefit to Economy and Tax Base;
- **Feasibility Considerations:** Legal Mandates, Citizen Support, Staff Availability; and
- **Consistency Considerations:** Goals and Objectives in Other Elements of this Plan, Linkage to Other Planned Projects, Plans of Other Jurisdictions, County-Wide Planning Policies.

Cost estimates in this element are presented in 2019 dollars and were derived from various federal and state documents, published cost estimates, records of past expenditures and information from private contractors.

FUTURE NEEDS AND ALTERNATIVES

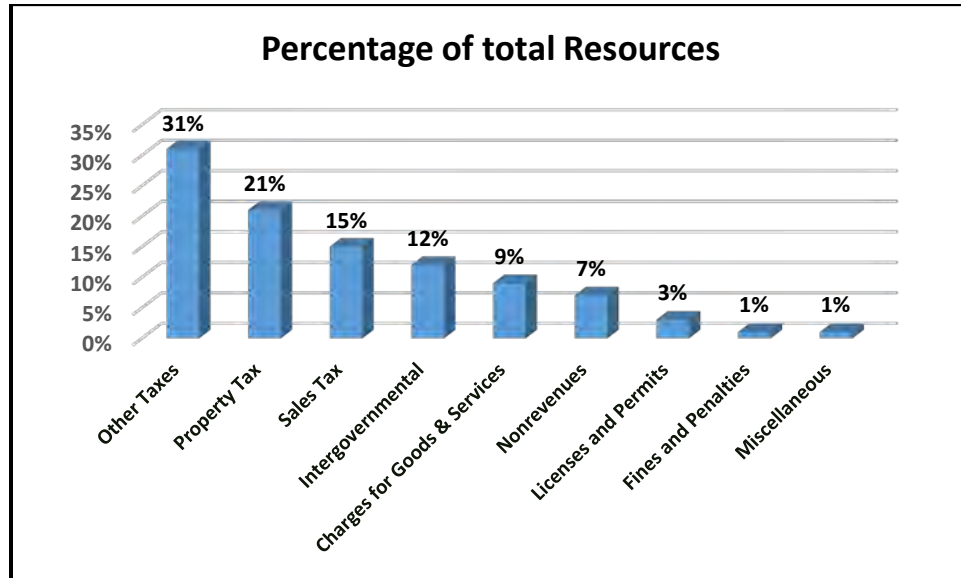
Current Revenue Sources

The largest single source of non-restricted revenue for the city is the *ad valorem* property tax, which generally accounts for 20 percent of city revenue. The city's assessment for this tax is usually set at the maximum rate. Figure 9.2 depicts the distribution of revenue sources for the city.



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FIGURE 9.2 – Source of Existing City Resources, Average 2014



FINANCIAL RESOURCES

To ensure that the city is using the most effective means of collecting revenue, the city inventoried the various sources of funding currently available. Financial regulations and available mechanisms are subject to change; furthermore, changing market conditions influence the city's choice of financial mechanism. Therefore, the city should periodically review the impact and appropriateness of its financing system. The following list of sources includes all major financial resources available and is not limited to those sources which are currently in use or will be used in the six-year schedule of improvements.

Debt Financing

Short-Term Borrowing: The high cost of many capital improvements requires local governments to occasionally use short-term financing through local banks.

Revenue Bonds: These bonds are financed by those benefiting from the capital improvement. The debt is retired using charges collected from the users of public facilities such as sewer systems and electrical power plants. Interest rates tend to be higher than for general obligation bonds and issuance of the bonds may be approved without a voter referendum.

Industrial Revenue Bonds: Bonds issued by a local government, but actually assumed by companies or industries that use the revenue for construction of plants or facilities. The attractiveness of these bonds to industry is that they carry comparatively low interest rates



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due to their tax-exempt status. The advantage to the jurisdiction is the private sector is responsible for retirement of the debt.

General Obligation Bonds: Bonds backed by the value of the property within the jurisdiction. Voter-approved bonds increase property tax rates and dedicate the increased revenue to repay bondholders. Councilmanic bonds do not increase taxes and are repaid with general revenues. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities. This debt should be used for projects that benefit the city as a whole.

Local Multi-Purposes Levies

Ad Valorem Property Taxes: Tax rate in millions (1/10 cent per dollars of taxable value). The maximum rate is \$3.60 per \$1,000 assessed valuation. The city is prohibited from raising its levy more than 1 percent of the previous year's amount levied before adjustments, new construction and annexation. A temporary or permanent access levy may be assessed with voter approval. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities.

Local Single Purpose Levies

Emergency Medical Services Tax: The EMS tax is a property tax levy of \$0.50 for emergency medical services. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities. The city's EMS service are currently provided by the Lake Stevens Fire District.

Motor Vehicle Fuel Tax: This tax is paid by gasoline distributors and distributed by the Department of Licensing. Revenues must be spent for highway (city streets, county roads and state highways) construction, maintenance or operations; policing of local roads; or related activities.

Local Option Fuel Tax: This is a countywide voter approved tax equivalent to 10 percent of Statewide Motor Vehicle Fuel Tax and a special fuel tax of 2.3 cents per gallon. Revenue is distributed to the city on a weighed per capita basis. Revenues must be spent for highway (city streets, county roads and state highways) construction, maintenance or operations; policing of local roads; or highway-related activities.



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Local Non-Levy Financing Mechanisms

Reserve Funds: Revenue that is accumulated in advance and earmarked for capital improvements. Sources of funds can be surplus revenues, funds in depreciation reserves or funds resulting from the sale of capital assets.

Fines, Forfeitures and Charges for Services: This includes various administrative fees and user charges for services and facilities operated by the jurisdiction. Examples are franchise fees, sales of public documents, property appraisal fees, fines, forfeitures, licenses, permits, income received as interest from various funds, sale of public property, rental income and all private contributions to the jurisdiction. Revenue from these sources may be restricted in use.

User Fees, Program Fees and Tipping Fees: Fees or charges for using park and recreational facilities, solid waste disposal facilities, sewer services, water services, surface water drainage facilities. Fees may be based on measure of usage, a flat rate or design features. Revenues may be used for new capital facilities, or maintenance and operations of existing facilities.

Street Utility Charge: Fee up to 50 percent of actual costs of street construction, maintenance and operations charged to businesses and households. The tax requires local referendum. The fee charged to businesses is based on the number of employees and cannot exceed \$2.00 per employee per month. Owners or occupants of residential property are charged a fee per household that cannot exceed \$2.00 per month. Both businesses and households must be charged. Revenue may be used for activities such as street lighting, traffic control devices, sidewalks, curbs, gutters, parking facilities and drainage facilities.

Special Assessment District: District created to service entities completely or partially outside of the jurisdiction. Special assessments are levied against those who directly benefit from the new service or facility. This includes Local Improvement Districts, Road Improvement Districts, Utility Improvement Districts and the collection of development fees. Funds must be used solely to finance the purpose for which the special assessment district was created.

Special Purpose District: District created to provide a specified service. Often the district will encompass more than one jurisdiction. This includes districts for fire facilities, hospitals, libraries, metropolitan parks, airports, ferries, parks and recreation facilities, cultural arts, stadiums and convention centers, sewers, water flood controls, irrigation and cemeteries. Voter approval is required for airport, parks and recreation and cultural arts, stadium and convention districts. District has authority to impose levies or charges. Funds must be used solely to finance the purpose for which the special purpose district was created.



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Transportation Benefit Districts: Chapter 36.73 RCW enables cities and counties to create transportation benefit districts in order to finance and carry out transportation improvements necessitated by economic development and to improve the performance of the transportation system.

Lease Agreements: Agreement allowing the procurement of a capital facility through lease payments to the owner of the facility. Several lease packaging methods can be used. Under the lease-purchase method the capital facility is built by the private sector and leased back to the local government. At the end of the lease, the facility may be turned over to the municipality without any future payment. At that point, the lease payments will have paid the construction cost plus interest.

Privatization: Privatization is generally defined as the provision of a public service by the private sector. Many arrangements are possible under this method ranging from a totally private venture to systems of public/private arrangements, including industrial revenue bonds.

Impact Fees: These fees are paid by new development based upon its impact to the delivery of services. Impact fees must be used for capital facilities needed by growth, not for current deficiencies in levels of service, and cannot be used for operating expenses. These fees must be equitably allocated to the specific entities which will directly benefit from the capital improvement and the assessment levied must fairly reflect the true costs of these improvements. Impact fees may be imposed for public streets and roads, publicly owned parks, open space and recreational facilities, school facilities and fire protection facilities (in jurisdictions that are not part of a fire district).

Storm Drainage Utility Charge: Utility district created to specifically provide storm and drainage management, maintenance and operation. Fees would be levied against properties receiving benefit of storm water management.

State Grants and Loans

Community Development Block Grant (CDBG): Grant funds available for public facilities, economic development, housing and infrastructure projects which benefit low and moderate income households. Grants distributed by the Department of Community Development primarily to applicants who indicate prior commitment to project. Revenue restricted in type of project and may not be used for maintenance and operations.

Community Economic Revitalization Board: Low-interest loans (rate fluctuates with State bond rate) and occasional grants to finance infrastructure projects for a specific private sector development. Funding is available only for projects which will result in specific private developments or expansions in manufacturing and businesses that support the trading of goods and services outside of the State's borders. Projects must create or retain



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jobs. Funds are distributed by the Department of Trade and Economic Development primarily to applicants who indicate prior commitment to project. Revenue restricted in type of project and may not be used for maintenance and operations.

Public Works Trust Fund (PWTF): Low interest loans to finance capital facility construction, public works emergency planning and capital improvement planning. To apply for the loans the city must have a capital facilities plan in place and must be levying the original 1/4 real estate excise tax. Funds are distributed by the Department of Community Development. Loans for construction projects require matching funds generated only from local revenues or state shared entitlement revenues. PWTF revenues may be used to finance new capital facilities, or for maintenance and operations of existing facilities.

Federal Project Grants (LWCF): Federal monies are available for the acquisition and construction of outdoor park facilities from the National Park Service's (NPS) Land and Water Conservation Fund (LWCF). The grants are administered by the Washington State Recreation and Conservation Office (RCO).

NPS grants usually do not exceed \$150,000 per project and must be matched on an equal basis by the local jurisdiction. The RCO assigns each project application a priority on a competitive statewide basis according to each jurisdiction's need, population benefit, natural resource enhancements and a number of other factors. In the past few years, project awards have become extremely competitive as the federal government has significantly reduced the amount of federal monies available under the NPS program. The state has increased contributions to the program over the last few years using a variety of special funds, but the overall program could be severely affected by pending federal deficit-cutting legislation.

Applicants must submit a detailed comprehensive park and recreation plan to be eligible for NPS funding. The plan must demonstrate facility need and prove that the city's project proposal will adequately satisfy local park and recreation needs and interests. This Comprehensive Plan functions as the city's detailed park and recreation plan for such grant purposes (See Chapter 5).

State Project Grants (ALEA): Washington State created a number of new programs in recent years for park and recreation development purposes using special state revenue programs. Recently enacted programs include the 1985 Aquatic Lands Enhancement Act (ALEA) using revenues obtained by the Washington Department of Natural Resources from the lease of state owned tidal lands. The ALEA program is administered by RCO for the development of shoreline-related trail improvements and may be applied for the full cost of the proposal.

Urban Arterial Trust Account (UATA): Revenue available for projects to alleviate and prevent traffic congestion. Entitlement funds are distributed by the State Transportation Improvement Board (STIB) subject to UATA guidelines and with a 20 percent local matching requirement. Revenue may be used for capital facility projects to alleviate roads that are



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structurally deficient, congested with traffic, or have accident problems.

Transportation Improvement Account: Revenue available for projects to alleviate and prevent traffic congestion caused by economic development or growth. Entitlement funds are distributed by the State Transportation Improvement Board with a 20 percent local match requirement. For cities with a population of less than 500 the entitlement requires only a 5 percent local match. Revenue may be used for capital facility projects that are multi-modal and involve more than one agency.

Centennial Clean Water Fund: Grants and loans for the design, acquisition, construction and improvement of Water Pollution Control Facilities and related activities to meet state and federal water pollution control requirements. Grants and loans are distributed by the Department of Ecology with a 50-25 percent matching share. Use of funds limited to planning, design and construction of Water Pollution Control Facilities, storm water management, ground water protection and related projects.

Water Pollution Control State Revolving Fund: Low interest loans and loan guarantees for water pollution control projects. Loans distributed by the Department of Ecology. Applicant must show water quality need, have a facility plan for treatment works and show a dedicated source of funding for repayment.

Washington State Recreation and Conservation Office: Provides leadership, grant funding and technical assistance for the building of trails, parks, boating facilities, water access and more. Office administers 12 grant programs for providing recreation, conserving habitat, measuring farmland and recovering salmon. Applicants must complete a planning process before applying for funding. Most grants require either a cash or in-kind contribution of up to 50 percent of the cost of the project.

Federal Grants and Loans

Federal Aid Bridge Replacement Program: Funds available with a 20 percent local matching requirement for replacement of structurally deficient or obsolete bridges. Funds are distributed by the Washington State Department of Transportation on a statewide priority basis. Therefore, the bridge must be on the State of Washington Inventory of Bridges.

Federal Aid Safety Programs: Revenue available for improvements at specific locations which constitute a danger to vehicles or pedestrians as shown by frequency of accidents. Funds are distributed by Washington State Department of Transportation from a statewide priority formula and with a 10 percent local match requirement.



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Federal Aid Emergency Relief: Revenue available for restoration of roads and bridges on the federal aid system which are damaged by extraordinary natural disasters or catastrophic failures. Local agency declares an emergency and notifies Division of Emergency Management, upon approval entitlement funds are available with a 16.87 percent local matching requirement.

Department of Health Water Systems Support: Revolving, low-interest loans for upgrading existing small water systems, ensuring effective management and achieving maximum conservation of safe drinking water. Grants distributed by the State Department of Health through intergovernmental review.

Intermodal Surface Transportation Efficiency Act (ISTEA): ISTEA (referred to as "ice tea") provides funding to the State for transportation oriented projects. Several federal programs were combined to create one umbrella program. Separate areas of funding are made available through Washington State Department of Transportation (WSDOT) or the Puget Sound Regional Council (PSRC) focusing on motor vehicles, bicycles, pedestrians, carpooling, HOV lanes, commuter trains, bridges, highway safety, environmental and "enhancement" projects. Grants are generally awarded on a competitive basis within the County, Puget Sound region or the State.

CAPITAL FACILITY STRATEGIES

In order to realistically project available revenues and expected expenditures on capital facilities, the city must consider all current policies that influence decisions about the funding mechanisms, as well as policies affecting the city's obligation for public facilities. The most relevant of these are described below. These policies along with the goals and policies articulated in the other elements of the Comprehensive Plan were the basis for the development of various funding scenarios. Any variations from the current policies in the development of the six-year Capital Improvement Plan Table 9.2 were incorporated into the goals and policies of the Comprehensive Plan.

Mechanisms to Provide Capital Facilities

Increase Local Government Appropriations: The city will investigate the impact of increasing current taxing rates and will actively seek new revenue sources. In addition, on an annual basis the city will review the implications of the current tax system as a whole.

Analysis of Debt Capacity: Generally, Washington State law permits a city to ensure a general obligation bonded debt equal to 1.5 percent of its property valuation without voter approval. By a 60 percent majority vote of its citizens, a city may assume an additional general obligation bonded debt of 1 percent, bringing the total for general purposes up to 2.5 percent of the value of taxable property. The value of taxable property is defined by law as



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being equal to 100 percent of the value of assessed valuation. For the purpose of supplying municipally-owned electric, water or sewer service, and with voter approval, a city may incur another general obligation bonded debt equal to 2.5 percent of the value of taxable property. At the current time, the city of Lake Stevens does not supply these services; however, the city has an interest in where the utility purveyors invest in infrastructure. With voter approval, cities may also incur an additional general obligation bonded debt equal to 2.5 percent of the value of taxable property for parks and open space. Thus, under State law, the maximum general obligation bonded debt which a city may incur cannot exceed 7.5 percent of the assessed property valuation.

Municipal revenue bonds are not subject to a limitation on the maximum amount of debt which can be incurred. These bonds have no effect on the city's tax revenues because they are repaid from revenues derived from the sale of services.

The city of Lake Stevens has used general obligation bonds and municipal revenue bonds very infrequently. Therefore, under state debt limitations, it has ample debt capacity to issue bonds for new capital improvement projects as shown in Table 9.3. However, the city does not currently have policies in place regarding the acceptable level of debt and how that debt will be measured.

The city has developed the 20-year Capital Facilities Program to address future growth plans and anticipates new development will pay a proportionate share of impacts to meet concurrency requirements.

User Charges and Connection Fees: User charges are designed to recoup the costs of public facilities or services by charging those who benefit from such services. As a tool for affecting the pace and pattern of development, user fees may be designed to vary for the quantity and location of the service provided. Thus, charges could be greater for providing services further distances from centers.

Mandatory Dedications or Fees in Lieu of: The jurisdiction may require, as a condition of plat approval, that subdivision developers dedicate a certain portion of the land in the development to be used for public purposes, such as roads, parks, or schools. Dedication may be made to the local government or to a private group. When a subdivision is too small or because of topographical conditions a land dedication cannot reasonably be required, the jurisdiction may require the developer to pay an equivalent fee in lieu of dedication.

The provision of public services through subdivision dedications not only makes it more feasible to serve the subdivision, but may make it more feasible to provide public facilities and services to adjacent areas. This tool may be used to direct growth into certain areas.



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Table 9.3 – Limitation of Indebtedness

I. INDEBTEDNESS FOR GENERAL PURPOSES WITHOUT A VOICE OF THE PEOPLE					
Councilmanic: Legal Limit 1.5% of taxable property			Capacity	Less Outstanding	Remaining Debt Capacity
1.5% times 2,375,391,203 equals			35,630,868	4,607,704	31,023,164
II. INDEBTEDNESS FOR GENERAL PURPOSES WITH A 3/5 VOTE OF THE PEOPLE					
Councilmanic: Legal Limit 2.5% of taxable property			Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 2,375,391,203 equals			59,384,780	0	59,384,780
I & II. TOTAL INDEBTEDNESS FOR GENERAL PURPOSES					
Councilmanic: Legal Limit 2.5% of taxable property			Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 2,375,391,203 equals			59,384,780	4,607,704	54,777,076
III. INDEBTEDNESS FOR CITY UTILITY PURPOSES WITH A 3/5 VOTE OF THE PEOPLE					
Councilmanic: Legal Limit 2.5% of taxable property			Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 2,375,391,203 equals			59,384,780	0	59,384,780
IV. INDEBTEDNESS FOR OPEN SPACE AND PARK FACILITIES WITH A 3/5 VOTE OF THE PEOPLE					
Councilmanic: Legal Limit 2.5% of taxable property			Capacity	Less Outstanding	Remaining Debt Capacity
2.5% times 2,375,391,203 equals			59,384,780	0	59,384,780
TOTAL	7.50%		TOTAL CAPACITY	TOTAL LESS OUTSTANDING	TOTAL REMAINING DEBT CAPACITY
			178,154,340	4,607,704	173,546,636



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Negotiated Agreement: Agreement whereby a developer studies impact of development and proposes mitigation for city's approval. These agreements rely on the expertise of the developer to assess the impacts and costs of development. Such agreements are enforceable by the jurisdiction. The negotiated agreement will require lower administrative and enforcement costs than impact fees.

Impact Fees: Impact fees may be particularly useful for a community that is facing rapid growth and with existing residents desiring to minimize the impacts to the existing levels of service.

Obligation to Provide Capital Facilities

Coordination with Other Public Service Providers: Local goals and policies as described in the other Comprehensive Plan elements are used to guide the location and timing of development. However, many local decisions are influenced by state agencies, special purpose districts and utilities that provide public facilities within the city of Lake Stevens. The planned capacity of public facilities operated by other entities is essential not only for the location and timing of public services, but also in the financing of such services and for the community to realize infrastructure and growth sustainability.

The city's plan for working with the natural gas, electric and telecommunication providers is detailed in the Public Services and Utilities Element Chapter 8. This Plan includes policies for sharing information and a procedure for negotiating agreements for provision of new services in a timely manner.

The Level of Service Standards for other public service providers such as school districts, sewer provider and private water providers are addressed in their respective Capital Facility programs. The city's policy is to exchange information with these entities and to provide them with the assistance they need to ensure that public services are available and that the quality of the service is maintained.

Level of Service Standards: Level of service standards are an indicator of the extent or quality of service provided by a facility that are related to the operational characteristics of the facility. They are a summary of existing or desired public service conditions. The process of establishing level of service standards requires the city to make quality of service decisions explicit. The types of public services for which the city has adopted level of service standards will be improved to accommodate the impacts of development and maintain existing service in a timely manner with new development.

Level of service standards will influence the timing and location of development, by clarifying which locations have excess capacity that may easily support new development and by delaying new development until it is feasible to provide the needed public facilities.



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TABLE 9.4 – LEVEL OF SERVICE STANDARDS

FACILITY	ADOPTED LOS
Streets and Roads	
Major and Minor Arterials	LOS E
Collector Roadways	LOS E
Local Access Roadways	LOS C
SR9, SR204 and SR92*	LOS set by Puget Sound Region Council
Transit*	Coordination with Community Transit
Domestic Water*	
Domestic Supply	100 per capita per day - Adopted by Snohomish County PUD
Commercial	Adopted by Snohomish County PUD
Fire Flow	
Domestic and Commercial	Per IFC
Sewer	
Residential & Equivalent Commercial*	70 gallons per capita per day
Schools*	
Early Learning	State mandated LOS
K-5	State mandated LOS
6-8	State mandated LOS
9-12	State mandated LOS
Home School Program	State mandated LOS
Fire Protection*	
Fire Response	COORDINATE WITH Lake Stevens FD
Medical Response	COORDINATE WITH Lake Stevens FD
Law Enforcement	
Emergency Response	3 – 4 minutes
Non-emergency Response	6 – 10 minutes
Parks, Recreation and Open Space	
Community Parks	> 10 acres, within 2.5 miles
Neighborhood Parks	≤ 10 acres, within 1 mile
Mini-Parks	≤ 1 acre, within ½ mile residential or commercial
School Parks	Varies
Special Use Parks & Facilities	Varies
Trails & Pedestrian Facilities	Varies, within 1 mile of residential
Open space	Varies
Libraries*	
Building	Coordinated with Sno-Isle Library District
Solid Waste*	
Residential	3.3 pounds per capita per day
Other Government Services	
Building	Varies

*City considers and adopts special purpose district Capital Planning Document



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In addition, to avoid over extending public facilities, the provision of public services may be phased over time to ensure that new development and projected public revenues keep pace with public planning. The city has adopted a level of service standard for six public services. The specific standards are identified in Chapters 5, 7 and 8 and summarized in Table 9.4 below.

Concurrency Management System Ordinance: The city adopted a concurrency implementation ordinance which contains procedures for reviewing proposed development within the city based on the available capacity of public facilities coupled with the adopted Level of Service standard for them.

Methods for Addressing Shortfalls

The city will not be able to finance all proposed capital facility projects, therefore, it has clearly identified the options available for addressing shortfalls and how these options will be exercised. The city evaluates capital facility projects on both an individual basis and a system-wide basis. In deciding how to address a particular shortfall the city will balance the equity and efficiency considerations associated between each of these options.

When the city identifies a potential shortfall, the city may address it by increasing revenue, examining and adjusting levels of service as appropriate, look for additional creative, cost effective solutions for constructing the facility, use a phasing solution to implement the facility construction and/or other methods as appropriate.

Six-Year Capital Improvement Plan

Financial Assumptions

The following assumptions about future operating conditions in the local government and market conditions were used in the development of the six-year Capital Improvement Plan Table 9.2:

- The city will maintain its current fund accounting system to handle its financial affairs.
- The cost of running the local government will continue to increase due to inflation and other factors, while revenues will decrease.
- New revenue sources, including new taxes, may be necessary to maintain and improve city services and facilities.
- Significant capital investment is needed to maintain, repair and rehabilitate the city's aging infrastructure and to accommodate future growth.
- Public investment in capital facilities is the primary tool of local government to support and encourage economic growth.



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- A comprehensive approach to review, consider and evaluate capital funding requests is needed to aid decision-makers and citizenry in understanding the capital needs of the city.
- Special purpose districts will cooperate and coordinate in the city's approach to capital facility planning to ensure growth is guided as directed.

In accordance with the existing accounting system, financial transactions are recorded in individual "fund" accounts. Capital improvements will be financed through the following funds:

- General Fund
- Capital Improvement Fund
- Transportation Improvement Fund
- Enterprise Fund

PROJECTED REVENUES

Projected Tax Base

The city's tax base was projected to increase at a 1 percent annual rate of growth for the adjusted taxable value of property (including new construction). The assessment ratio is projected to remain stable at 100 percent. This is important to the overall fiscal health of the city; however, capital improvements are also funded through non-tax resources.

Revenue by Fund

General Fund: This is the basic operating fund for the city, however, historically a number of capital improvements have been financed through this fund. Ad valorem tax yields were projected using the current tax rate and the projected 1 percent annual rate of growth for the city's assessed valuation. The General Fund will generally be allocated 72 percent of the annual tax yield from ad valorem property taxes. Sales tax projection estimates are based on historical trend data and increase approximately 1 percent per year.

Transportation Funds: Expenditures from these funds include direct annual outlays for capital improvement projects as well as the operating expenditures of the Street Fund. The revenues in this fund represent total receipts from state and local gas taxes. The projection estimates are based on state projections for gasoline consumption, current state gas tax revenue sharing methodologies and continued utilization of local option gas taxes at current levels. This fund also includes state and federal grant monies dedicated to transportation improvements.



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Capital Improvement Funds: These revenues are committed to annual debt service and capital projects. The revenues in this fund represent continued capture of the real estate excise tax revenues necessary to meet annual debt service obligations on outstanding general obligation bonds.

Enterprise Fund: The revenue in this fund is used for the annual capital, debt service and operating expenditures for services that are operated and financed similar to private business enterprises. The projected revenues depend upon income from user charges, bond issues, state or federal grants and carry-over reserves.

Table 9.5 indicates the expected revenue available to the city to finance capital improvements and related operation and maintenance costs for the years 2015-2020.

Revenue amounts projected are based on past trends.

Table 9.5 – Revenue Projections Affecting Capital Improvements (Thousands)

FUNDS	2015	2016	2017	2018	2019	2020
General Fund	9,229	8,741	8,696	8,789	8,878	8,985
Total General	9,229	8,741	8,696	8,789	8,878	8,985
Street Fund	2,155	2,209	2,264	2,321	2,379	2,438
Total Transportation	2,155	2,209	2,264	2,321	2,379	2,438
Storm Water Management	1,545	1,560	1,576	1,592	1,608	1,624
Total Proprietary	1,545	1,560	1,576	1,592	1,608	1,624
CIP - Development Contributions	315	99	28	28	28	28
REET	804	614	620	626	633	639
Sidewalk Capital Project	-	-	-	-	-	-
Total Capital Project	1,119	713	648	654	661	667

Plan Implementation and Monitoring

Projected Expenditures

For the purpose of this fiscal assessment, projected capital expenditures have been aggregated to include:

- The direct cost of scheduled capital improvement projects presently underway;



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- Capital improvement debt service expenditures for outstanding and planned bond issues; and
- The direct cost of capital facilities in Table 9.1.

These expenditures represent additional costs to maintain adopted level of service standards under projected growth conditions.

The Six-Year Schedule of Funded Improvements referred to as the 6-Year CIP (Table 9.2) is the mechanism by which the city can stage the timing, location, projected cost and revenue sources for the capital improvements identified for implementation in the other Comprehensive Plan Elements. The Six-Year Schedule of Funded Improvements is economically feasible within the target revenues discussed in the preceding sections of this element entitled Inventory and Analysis.

Table 9.1 lists the capital facilities by type and provides estimates of project costs by year. The distribution among years matches the years in which capital improvement work is planned in order to achieve or maintain the adopted Level of Service standards and measurable objectives for various public facilities.

The capital improvement projects listed in Table 9.2 are inclusive of all anticipated capital improvements as assessed by city departments for the six year planning period.

Monitoring and Evaluation

Monitoring and evaluation are essential in ensuring the effectiveness of the Capital Facilities Program Element. This element will be regularly reviewed and amended to verify that fiscal resources are available to provide public facilities needed to support adopted LOS standards and measurable objectives. The review will reevaluate the following considerations in order to determine their continued appropriateness:

1. Any needed changes to costs, revenue sources, acceptance of dedicated facilities, or the date of construction of any facility enumerated in the element.
2. The Capital Facilities Element's continued consistency with the other elements and its support of the Land Use Element.
3. The priority assignment for addressing public facility deficiencies.
4. The city's progress in reducing or eliminating deficiencies.
5. The criteria used to prioritize capital improvement projects.
6. The city's effectiveness in maintaining the adopted LOS standards and achieving measurable objectives.
7. The city's effectiveness in reviewing the impacts of plans and programs of state agencies that provide public facilities with the city's jurisdiction.



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8. The effectiveness of impact fees and dedications for assessing the degree to which new development pays for its impacts.
9. The impacts of special districts and any regional facility and service provision upon the city's ability to maintain its adopted LOS standards or to achieve its measurable objectives.
10. Success of securing grants or private funds to finance capital improvements.
11. Capital improvements needed for the latter part of the planning period for update of the Six-Year Schedule of Improvements.
12. Concurrency status.

Analysis of Infrastructure

Capacity of Infrastructure

City Hall Facilities/Library Building: As the city organization has grown through annexation, so has the need for larger, updated facilities. In 2008 the city purchased property at the edge of downtown on Grade Road, north of the current Police Station, for the purposes of a civic campus. Sno-Isle Regional Library System and the city are coordinating the opportunity to jointly locate on this property and seek funding for new facilities.

Water System: The quality of the water provided by the PUD is good and the service meets present needs, with each household using approximately 300 gallons of water per day. Relying on standards developed for previous water supply plans, the city has decided to adopt 100 gallons of water per capita per day as a level of service standard.

Provision of water to future development not only depends on capacity, but also on design considerations. The PUD anticipates having enough capacity to serve the projected population; however, the costs of providing this service will vary significantly due to design. The PUD will also need to carefully consider the impact of very large industrial developments.

Wastewater Disposal Facilities: The city of Lake Stevens and the Lake Stevens Sewer District have a combined sewer system currently operated by the Sewer District. The Sewer District completed construction of a new wastewater treatment plant to serve the larger population in the city and the urban growth boundary for the planning period. The plant is capable of expansion to service additional needs beyond 2035.

There are few homes still on septic within the city and most of these do not pose a health threat. If such a threat becomes imminent, city ordinance does allow the city to mandate that a home with a failing septic system and within 300 feet of a sewer line be hooked up to the system. Most new homes being built are on the sewer system, as the minimum parcel size for a septic system to be used is 12,500 square feet.



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Solid Waste Disposal: The County anticipates that it will have adequate landfill capacity during this planning period, especially since most jurisdictions have or are initiating a curbside recycling program. The city has a mandatory garbage and recycling program.

Medical and Emergency Facilities: The city is adequately served by Providence Hospitals. EMS services are provided by the Lake Stevens Fire Prevention District No.8.

Police and Fire Protection: The provision of safe, commercial and industrial areas improves the quality of life for current residents and makes the city more attractive for new residents and businesses. As specified in Public Services and Utilities Element Chapter 7, the Police Department will strive for a level of service that maintains an Emergency Response Time of 3 to 4 minutes and a non-emergency response time of 6 to 10 minutes. Periodic staffing review will ensure the level of service is being met.

Public Education Facilities: To meet the demand generated by growth, the Lake Stevens School Districts' capital facilities plan calls for construction of two new elementary schools and a middle school in that time frame.

Library: Current library space is undersized to serve the existing library service area. The city is currently working with Sno-Isle Regional Library on a joint location for a new facility.

Transportation Facilities: Various types of land uses will need different types of transportation and will place different demands on the transportation system. Residential areas need access to centers of employment; commercial and industrial enterprises need access to supplier and consumer markets; and transportation corridors are often used to extend public services and utilities. This plan projects future transportation needs according to the Land Use Plan and recent annexations.

Parks: Chapter 5 is the Parks, Recreation and Open Space Element, which establishes specific goals and policies to guide decision-making and contains a detailed needs assessment for planning, acquisition, development and improvement of facilities and lands. The needs assessment provides the framework for the capital parks and recreation projects identified in Table 9.1.

GOALS AND POLICIES

GOAL 9.1 THE CITY WILL STRIVE TO BE A SUSTAINABLE COMMUNITY AROUND THE LAKE WITH UNSURPASSED INFRASTRUCTURE FOR AN EXCEPTIONAL QUALITY OF LIFE.

Policies

9.1.1 Ensuring good fiscal stewardship.



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- 9.1.2 Using smart growth principles to understand how the city’s planned growth pattern affects the investments that will be needed, and investing in where new growth should occur.
- 9.1.3 Expertly planning for the short and long term costs to support infrastructure expenditures and leave a quality legacy.

GOAL 9.2 PROVIDE PUBLIC FACILITIES IN A MANNER WHICH PROTECTS INVESTMENTS IN, AND MAXIMIZES USE OF, EXISTING FACILITIES AND PROMOTES ORDERLY COMPACT URBAN GROWTH.

Policies

- 9.2.1 Capital improvements shall be provided to correct existing deficiencies, to replace worn out or obsolete facilities and to accommodate desired future growth.
- 9.2.2 Capital improvement projects identified for implementation in this Plan and at a cost of at least \$10,000 shall be included in the Six-Year Schedule of Improvement. Capital improvements with a cost of less than \$10,000 should be reviewed for inclusion in the six-year Capital Improvement Program and the annual capital budget.
- 9.2.3 Proposed capital improvement projects shall be evaluated and prioritized in consideration of the following criteria:
 - a. Need exists to correct existing deficiencies, replace facilities, or to provide for growth;
 - b. Elimination of public hazards;
 - c. Elimination of capacity deficits;
 - d. Financial feasibility;
 - e. Site needs based on projected growth patterns;
 - f. Environmental impacts;
 - g. New development and redevelopment;
 - h. Plans of state agencies; and
 - i. Local budget impact including costs for operations and maintenance.

GOAL 9.3 DEVELOPMENT SHALL BEAR ITS FAIR SHARE OF COSTS OF PROVIDING PUBLIC FACILITIES AT THE ADOPTED LEVELS OF SERVICE.



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Policies

- 9.3.1 Transportation and park impact fees shall be sufficient to pay the fair share of improvement costs necessitated by new development.
- 9.3.2 Appropriate funding mechanisms for developments' contribution of a fair share of other public facility improvements [such as recreation, drainage and solid waste] will be considered for implementation as the city develops them.

GOAL 9.4 PROVIDE NEEDED CAPITAL IMPROVEMENTS TO MAINTAIN ADOPTED LEVELS OF SERVICE.

Policies

- 9.4.1 The city shall continue to adopt an annual capital budget and a six-year capital improvement program as part of its budgeting process.
- 9.4.2 Debt shall be managed so that city general obligation debt will not exceed debt limitations set by state law and the city's ability to pay. There are no limits placed on revenue bonds other than the ability to pay.
- 9.4.3 Efforts shall be made to secure grants or private funds whenever available to finance the provision of capital improvements.
- 9.4.4 Fiscal policies to direct expenditures for capital improvements will be consistent with other Comprehensive Plan Elements.

GOAL 9.5 COORDINATE LAND USE DECISIONS AND FINANCIAL RESOURCES WITH A SCHEDULE OF CAPITAL IMPROVEMENTS TO MEET ADOPTED LEVEL OF SERVICE STANDARDS, MEASURABLE OBJECTIVES.

Policies

- 9.5.1 Certain public facilities and services needed to support development shall be available concurrent with the development. The city shall adopt a concurrency program subject to concurrency requirements which shall include transportation, parks and sanitary sewer. The city will consider in the future the feasibility of implementing concurrency for stormwater and potable water.
- 9.5.2 The city will support and encourage the joint development and use of cultural and community facilities with other governmental or community organizations in areas of mutual concern and benefit.



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- 9.5.3 The city will emphasize capital improvement projects, which promote the conservation, preservation or revitalization of commercial, industrial and residential areas in Lake Stevens.
- 9.5.4 Proposed Plan amendments and requests for new development or redevelopment shall be evaluated according to the following guidelines as to whether the proposed action would:
- a. Contribute to a condition of public hazards;
 - b. Exacerbate any existing condition of public facility capacity deficits;
 - c. Generate public facility demands that exceed capacity increase planning in the Six-Year Schedule of Improvements;
 - d. Conform to future land uses as shown on the future land use map of the Land Use Element;
 - e. Accommodate public facility demands based upon adopted LOS standards and attempts to meet specified measurable objectives, when public facilities are developer-provided;
 - f. Demonstrate financial feasibility, subject to this element, when public facilities are provided, in part or whole, by the city; and
 - g. Affect state agencies' facilities plans and siting of essential public facilities.
- 9.5.5 Continue to update prioritizations on Table 9.2 as needs are identified; and move projects/facilities to and/or from Table 9.1 to 9.2 as funding becomes available.



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TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PROGRAM, 2015-2035

TABLE 9.1 – CAPITAL FACILITIES PROGRAM, 2015-2035 (Updated in 2019) <u>TRANSPORTATION</u>								
ROAD	FROM	TO	COST	YEAR/S	Local	State/Fed	Mitigation	Dev Imp
SR9/SR204/System (SR9/204, 91 st /204, 4 th /SR9	North of SR204	South of 4 th and West of 91 st	\$69,000	>2021		X		
N Davies/FV - RAB	north Frontier Village		\$150,000	>2021			X	X
93rd Ave NE (new)	Market	4th St NE	\$3,840,000	>2021	X	X	X	X
93rd Ave NE (existing)	Market	1st St SE	\$3,597,000	>2021	X	X	X	X
91st Ave NE	4th St NE	SR 204	\$751,500	>2021	X		X	X
91st Ave NE	SR 204	Vernon	\$351,000	>2021	X		X	X
Frontier Circle E	91st Ave NE	13th St NE	\$750,000	>2026	X		X	X
4th St NE	SR 9	93rd Ave NE (new)	\$315,000	>2026	X		X	X
4th St NE	93rd Ave NE (new)	94th Ave NE (Target)	\$522,000	>2021			X	X
4th St NE	94th Ave NE (Target)	99th Ave NE	\$864,000	>2021	X		X	X
99th Ave NE	Market	4th St NE	\$1,170,000	>2026	X		X	X
4th St SE	91st Ave SE	SR-9	\$622,000	>2021	X	X		
4th St NE	91st Ave NE	SR 204	\$7,578,460	>2021			X	X
90th Ave NE shop center road	4th Ave NE	Market	\$4,648,540	>2026			X	X



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13th St NE (SR 204)	SR 9	93rd Ave NE (new)	\$195,500	>2026	X		X	X
Vernon Road	91st Ave NE	SR 9	\$935,000	>2021	X		X	X
Lundeen/Vernon - Intersection	Vernon Rd	-	\$400,000	2026	X	X	X	X
91st Ave NE	4th St SE	Market	\$1,710,000	>2021	X	X	X	X
94th Ave NE (Target)	Market	4th St NE	\$2,937,000	>2021	X		X	X
2nd St NE Connector (Target)	94th Ave NE (Target)	99th Ave NE	\$191,000	>2021	X		X	X
20th St SE	83rd Ave SE	91st Ave SE	\$8,700,000	>2020	X	X	X	X
20th St SE	79th Ave SE	83rd Ave SE	\$2,864,400	>2026	X		X	X
20th St SE/79th SE - Intersection	79th Ave SE	-	\$300,000	>2026	X	X	X	X
20th St SE	73rd Ave SE	79th Ave SE	\$2,455,200	>2026	X	X	X	X
20th St SE/73rd SE - Intersection	73rd Ave SE	-	\$500,000	>2026			X	X
20th St SE	US 2	73rd Ave SE	\$2,557,500	>2026	X	X	X	X
24th St SE/73rd SE - Intersection	73rd Ave SE	-	\$800,000	2021-2026			X	X
24th St SE	73rd Ave SE	79th Ave SE	\$3,653,000	>2026			X	X
24th St SE/79th SE - Intersection	79th Ave SE	-	\$800,000	>2026			X	X
24th St SE	83rd Ave SE	87th Ave SE	\$5,278,000	>2021			X	X
24th St SE/83rd SE - Intersection	83rd Ave SE	-	\$800,000	>2026			X	X
24th St SE	SR 9	91st Ave SE	\$3,000,000	2020-2021			X	X
24th St SE/SR 9 - Intersection			\$4,000,000	>2020	X		X	X



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20th St SE/SR 9 - Intersection			\$4,327,000	>2026	X		X	X
91st Ave SE	20th St SE	4th St SE	\$4,770,000	>2026	X	X	X	X
91st Ave SE	20th St SE	24th St SE	\$4,600,000	2020-2021			X	X
99th Ave SE	20th St SE	4th St SE	\$4,763,800	2021-2024	X	X	X	X
99th Ave SE	20th St SE	Lake Stevens Rd	\$5,507,800	2021-2024			X	X
83rd Ave SE	20th St SE	24th St SE	\$2,369,500	>2021			X	X
79th Ave SE	20th St SE	24th St SE	\$2,369,500	2020-- 2026			X	X
24th St SE	83rd Ave SE	79th Ave SE	\$1,728,300	>2021			X	X
S Lake Stevens Road	SR 9	Machias Cutoff	\$5,000,000	2019-2026	X	X	X	X
20th St NE	Grade Rd	500' w of 123rd SE	\$1,500,257	>2021	X		X	X
123rd Ave NE	20th St NE	N Lakeshore Dr	\$257,500	>2021	X		X	X
20th St NE & Main Intersection	Intersection		\$1,112,004	2021-2024	X	X	X	X
North Lakeshore Dr	123rd Ave NE	550 west of 123rd NE	\$788,739	>2021	X	X	X	X
North Lakeshore Dr	123rd Ave NE	Main St NE	\$282,920	>2021	X		X	X
123rd Ave NE	N Lakeshore Dr	18th St NE	\$4,040,621	>2021			X	X
Main Street	20th St NE	17th St NE	\$1,274,558	2019-2026	X		X	X
19th St NE	Main St	125th Ave NE	\$2,649,804	>2021			X	X
18th St NE	123rd Ave NE	Main St NE	\$1,287,281	>2021			X	X
18th St NE	Main St	125th Ave NE	\$428,820	>2021	X		X	X
123rd Ave NE	18th St NE	17th St NE	\$1,094,300	>2021	X		X	X



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18th Pl NE	123rd Ave NE	Main St NE	\$808,375	>2021	X		X	X
17th Pl NE	123rd Ave NE	180' west of 123rd NE	\$899,614	>2021	X		X	X
17th Pl NE	123rd Ave NE	Main St NE	\$938,474	>2021	X		X	X
Grade Road	20th St NE	SR 92	\$15,607,836	2021>2024	X	X	X	X
20th Street NE	east of Main St	Centennial Trail	\$1,284,475	>2021	X	X	X	X
SR 92 & Grade Rd RAB	Intersection		\$4,105,221	>2026	X	X	X	X
Lundeen Pkwy Corridor Ped Imp	Vernon Rd	99 th Ave NE	\$900,000	>2021	X		X	
Hartford Rd & Drainage Imp	Catherine Creek Crossing		\$700,000	>2021	X	X	X	
20 th Street NE Widening	Main St	111 th Dr NE	\$1,668,000	>2021	X		X	
30 th Street NE non-motorized	113rd Ave NE	Cedar Rd NE	\$540,000	>2021	X	X	X	
Mitchell Ro/Manning Road	200ft W of 116 th Dr NE	600 ft. E of 116 th Dr NE	\$360,000	>2021	X		X	X
117 th Avenue NE	20 th St NE to 26 th Street NE	150 ft. S of 28 th St NE	\$1,932,000	2020-2021	X		X	X
116 th Avenue NE	20 th St NE	26 th St NE	\$1,900,000	>2021	X		X	
26 th Street NE	115 th Ave NE	117 th Ave NE	\$280,000	>2021	X		X	
Mitchell Dr/118 th Ave NE	N. Lakeshore Dr	20 th St NE	\$1,400,000	>2021	X		X	
131 st Avenue NE	20 th St NE	Hartford Rd	\$1,489,000	>2021	X		X	
22 nd Street NE	117 th Ave NE	123 rd Ave NE	\$768,000	>2021	X		X	
28 th Street NE	Old Hartford Rd	N. Machias Rd	\$470,000	>2021	X		X	
32 nd Street NE	118 th St NE	Grade Rd	\$545,000	>2021	X		X	X
East Lakeshore Drive – non motorized	Main St	7 th St NE	\$1,450,000	>2021	X	X	X	
Old Hartford Road	36 th St NE	Hartford Road	\$2,323,000	>2021	X		X	



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36 th Street NE	Grade Road	Old Hartford Road	\$2,340,000	>2021	X		X	
16 th Street NE	Main St	134 th Ave NE	\$1,737,000	>2021	X		X	
SR 92 and 127 th Ave NE RAB	Intersection		\$1,750,000	>2021		X		
SR 92 and Lake Dr Rechannalization	Intersection		\$200,000	2016		X		
S. Davies Rd and S Lake Stevens Rd	Intersection		\$800,000	>2021	X		X	X
Cedar Road	Forest Road	29 th St NE	\$2,273,000	2017-2022	X	X		
City-Wide Mini-RAB Intersection Improvements.	Various		\$900,000	2017-2022	X	X		
91 st Street SE Pedestrian Improvements	8 th Street NE	12 Street NE	\$610,000	2016-2018		X	X	
	12 Street NE	20 th Street SE	\$1,100,000	2016				



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TABLE 9.1 – CAPITAL IMPROVEMENTS, 2015 – 2035 (Updated in 2019)
FACILITIES

FACILITIES	FROM	TO	COST	YEAR/S	Local	State/Fed	Mitigation	Dev Imp
City Hall			10,000,000	>2022	X			
Police Station			9,000,000	2020	X			
Old Police Station Rehabilitation			\$200,000	2020	X			
Civic Center			8,000,000	2023	X	X		
Public Works Shop			\$900,000	2020	X			
Decant Facility			\$2,300, 000	2020	X		X	
Regional Stormwater Pond (20 th St Area) – part of 20 th Street SE extension				>2021	X	X		X
Regional Stormwater Pond (24 th St Area)			\$713,000	2020-2021	X	X		X
Downtown Parking			\$500,000	2020	X			
Hydraulic study on Lake Stevens Outfall								
17th Place/114th Stormwater System in cul-de-sac								
Catherine Creek 36th Street Bridge Repair (Bridge #6) - Design Only								
Callow Road Drainage								



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Table 9-1 – Capital Facilities Program, 2015-2035 (Updated in 2019)
PARKS*

PROJECT	FROM	TO	COST	YEAR/S	Local	State/Fed	Mitigation	Dev Imp
Planning								
Trails, Paths and Pedestrian Facilities Master Plan			50,000	On-going			X	X
North Cove/Downtown Open Space Master Plan			2,000,000	>2026	X	X	X	
Acquisition								
Lakeside Path Right-of-Way/Easement Acquisition (northern section)			237,382	>2021	X	X	X	
Lakeside Path Right-of-Way/Easement Acquisition (eastern section)			222,684	>2021	X	X		
Lakeside Path Right-of-Way/Easement Acquisition (southern portion)			1.15 million	>2021	X	X		
Neighborhood Park Acquisition (near 20th Street SE)			1,000,000	>2021	X		X	
Shoreline Acquisition			1.5 million	>2020		X	X	
Power Line Trail Right-of-Way/Easement Acquisition			838,200	>2020		X	X	
Development								
North Cove Park Expansion			\$1,300,000	2020	X	X	X	
Frontier Heights Redevelopment			\$1,000,000	2020-2026	X	X	X	
Complete remaining phases of the Eagle Ridge Master Plan			\$850,000	>2021			X	X



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Power Line Trail Construction (northern segment)			699,600	>2021			X	
Power Line Trail Construction (southern segment)			641,700	>2021			X	
Cavelero Community Park Phase 1 Development (Partnership with Snohomish County)			750,000	2020-2021	X	X	X	
20th Street Ballfields Development			1,300,000	>2020	X		X	
Improvements								
Hartford Road Walking Path/Trail Head			50,000	>2020		X	X	
Catherine Creek and Centennial Woods Trail Improvements			15, 206	2020	X		X	

Table 9.2 - 2020-2026 6-Year Capital Improvement Plan Summary

Project ID #	PROJECT NAME	DESCRIPTION OF WORK	YEAR/S	TOTAL PROJECT COST
ROAD PROJECTS				
1	79 th Ave SE Access Road	Construct 20 th Ave SE to 24 th Ave SE	2020-2026	\$1,179,300
2	20 th Street SE Phase II includes regional stormwater pond construction	Construct 91 st Ave SE to 83 rd Ave SE	2020-2026	\$8,700,000
3	Main Street	Construct 16 th Street NE to 20 th Street NE	2020-2026	\$6,500,000
4	South Lake Stevens Road Multi Use Path	Construct Machias Cutoff to SR-9	2019-2021	\$2,702,000
5	24th St and 91st Ave Extensions, includes regional stormwater pond construction	Construct new collector roads between SR9 and 20 th Street SE	2020-2026	\$17,000,000
6	US 2 Trestle HOV Transit Congestion Jump (BAT) Lane	HOV lane on 20 th Street SE	2020-2026	\$2,700,000
7	117th Sidewalk	Construct 2200 LF of sidewalk between 20th St. NE to 26th St. NE	2020-2026	\$1,345,000



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8	123rd Sidewalk	Construct 500 LF of sidewalk between 20th St. NE to 22nd St. NE	2020-2026	\$500,000
9	Hwy 9 Beautification	Beautification of RABs and ROW between Market St to Vernon Rd	2020-2021	\$20,000
10	Sidewalk Improvement Program	various	On-going	\$200,000
11	Pavement Preservation Program	various	On-going	\$400,000
Project ID #	PROJECT NAME	DESCRIPTION OF WORK	YEAR/S	TOTAL PROJECT COST
FACILITY PROJECTS				
1	Police Station	Remodel and relocate PD	2020	\$9,000,000
2	Old Police Station Rehabilitation	Complete structural improvements to building	2020-2021	
3	Civic Center	Construct Downtown Conference Center	>2023	\$8,000,000
4	Public Works Shop	Remodel Public Works shop	2019-2021	\$80,000
5	Downtown Property Acquisition	Purchase property for potential parking and other public purpose	2019 - 2020	\$500,000
6	Hydraulic study on Lake Stevens Outfall		2019 - 2020	\$80,000
7	17th Place/114th Stormwater System in cul-de-sac		2020-2026	\$30,000
8	Catherine Creek 36th Street Bridge Repair (Bridge #6) - Design Only		2020-2026	\$150,000
9	Callow Road Drainage		2019-2021	\$150,000
10	City Hall Relocation		>2022	\$10,000,000
11	Decant Facility		2020-2022	\$2,300,000
PARK PROJECTS				
<i>Planning</i>				
1	Trails, Paths and Pedestrian Facilities Master Plan		On-going	\$50,000
<i>Acquisition</i>				
1-1	Lakeside Path Right-of-Way/Easement Acquisition (northern section)		>2021	\$237,382



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1-2	Lakeside Path Right-of-Way/Easement Acquisition (eastern section)		>2021	\$222,684
1-3	Lakeside Path Right-of-Way/Easement Acquisition (southern portion)		>2021	\$1,150,000
2	Neighborhood Park Acquisition (near 20th Street SE)		2020-2026	\$1,000,000
3	Shoreline Acquisition		2020-2026	\$1,500,000
4	Power Line Trail Right-of-Way/Easement Acquisition		>2021	\$838,200
<i>Development</i>				
1-1	Complete Phase 1 remaining phases of the Eagle Ridge Master Plan		2020-2026	\$850,000
2-1	Power Line Trail Construction (northern segment)		On-going	\$699,600
2-2	Power Line Trail Construction (southern segment)		On-going	\$641,700
3	Cavalero Community Park Development (Partnership with Snohomish County)		2019-2021	\$750,000
4	Frontier Heights Redevelopment		2020-2026	\$1,000,000
5	20 th Street Ballfields		2020-2026	\$1,000,000
6	North Cove Park Expansion		2020	\$1,300,000
<i>Improvements</i>				
1	Hartford Road Walking Path/Trail Head		>2020	\$50,000
2	Catherine Creek and Centennial Woods Trail Improvements		2020	15, 200



Chapter 9 – Capital Facilities

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Appendix A – Final Environmental Impact Statement City of Lake Stevens Comprehensive Plan

July 2006



Planning and Community Development

For more information contact: The City of Lake Stevens Department and Community Development
(425) 334-1012 1812 Main Street, Lake Stevens WA 98258

FINAL ENVIRONMENTAL IMPACT STATEMENT

Fact Sheet

Proposed Action: The City of Lake Stevens Integrated 2005 Comprehensive Plan, Development Regulations and Final Environmental Impact Statement (FEIS) provide an updated land use plan and policies to address growth for a twenty year planning period through the year 2025 within the Lake Stevens Planning Area. The Plan includes updates to all sections. The Development Regulations update includes a revised Critical Areas Ordinance using Best Available Science.

The document includes identification of the Preferred Alternative (as recommended by the Lake Stevens Planning Commission).

Location of Proposal: Lake Stevens and Lake Stevens Urban Growth Area (maps enclosed)

Proponent: City of Lake Stevens

Lead Agency: City of Lake Stevens
1812 Main Street
P.O. Box 257
Lake Stevens, WA 98258
(425) 334-1012

Responsible Official: Rebecca Ableman, Planning Director

Required Approvals: City of Lake Stevens Planning Commission-
Recommendation

City of Lake Stevens City Council- Adoption

Areas outside of the Urban Growth Area require action of the Snohomish County Council for inclusion within the Urban Growth Area and Snohomish County Comprehensive Plan.

EIS Authors: City of Lake Stevens, Shockey/Brent, Inc.

Date of Final EIS Issue: July 17, 2006

Date of Final Action: July 27, 2006

The Draft integrated Comprehensive Plan and Environmental Impact Statement was issued by the City on April 7, 2006. The comment period for the Draft EIS concluded on May 7, 2006. The City received no comments specifically related to the EIS. Comments received on the

Comprehensive Plan were considered by the Planning Commission at meetings and public hearings throughout June and July, 2006. Responses to those comments were among the specific recommendations forwarded to the City Council. The City Council held hearings on the Planning Commission recommendations on July 17 and July 24 and considered public comments received during the Plan and EIS comment period. Final adoption of the SEPA/GMA Integrated Comprehensive Plan occurred on July 27, 2006.

Location of Prior Environmental Documents and Background Information:

City of Lake Stevens
1812 Main Street
P.O. Box 257
Lake Stevens, WA 98258
(425) 334-1012

Cost of Document: Printed copies may be purchased for \$25.00 at the address above. Copies are also available for \$5.00 per CD. The document is also available for free download on the City's website.

SEPA Distribution List

Federal Agencies

Natural Resource Conservation Service
NOAA Fisheries
U.S. Army Corps of Engineers
U.S. Environmental Protection Agency
U.S. Fish and Wildlife Service

State Agencies

Department of Corrections
Department of Ecology
Department of Fish and Wildlife
Department of Health
Department of Natural Resources
Department of Social and Health Services
Department of Transportation
Environmental Protection Agency

Department of Community Trade and Economic Development
National Marine Fisheries
NOAA Northwest Regional Office
Office of Archeology and Historical Preservation
Parks and Recreation Commission
U.S. Army Corps of Engineers, Seattle District
Department of Agriculture
Washington State Energy Office

Regional Agencies

Community Transit
Economic Development of Snohomish County
Puget Sound Air Pollution Control Agency
Puget Sound Water Quality Authority
Regional Transit Authority

Local Government, Tribes, Utilities

City of Arlington
City of Everett
City of Marysville
Snohomish County
Muckelshoot Indian Tribe
Snoqualmie Tribe
Stillaguamish Tribe
Tulalip Tribes
Tulalip Housing Authority
Comcast
Verizon
Drainage District No. 8
Lake Stevens Fire Department
Lake Stevens Historical Society
Lake Stevens Police Department
Lake Stevens School District
Lake Stevens Sewer District
Marysville School District
Snohomish School District
Puget Sound Energy
Snohomish County Fire District #8
Snohomish County Fire Marshall
Snohomish Health District
Snohomish County Parks and Recreation
Snohomish PUD No. 1

Snohomish County Sheriff
Waste Management NW

Organizations and Interest Groups

Earth Share of WA
Lake Stevens Chamber of Commerce
Interagency Commission on Outdoor Recreation
Master Builders of King & Snohomish Counties
Pilchuck Audubon Society
Puget Sound Action Team
Puget Sound Regional Council
Snohomish County Association of Realtors, Inc.
Puget Sound Water Quality Action Team

Newspapers

Lake Stevens Journal
Seattle Post Intelligencer
The Arlington Times
The Everett Herald
The Seattle Times

Libraries

Lake Stevens Library

Purpose of the Proposal

The Proposed Action is the 10-year update of the City of Lake Stevens' Comprehensive Plan in accordance with the requirements of the Growth Management Act (GMA). In general, the proposed update is intended to revise and refine, correct, and extend the 1994 GMA Comprehensive Plan policy direction, rather than markedly depart from the original Plan vision.

SEPA Procedures and Public Involvement

Purpose of the EIS

The purpose of this EIS is to assist the public and agency decision-makers in considering future decisions on land use patterns and Comprehensive Plan goals, policies, and development regulations for the City of Lake Stevens as part of the 10-year Comprehensive Plan Update. These broad decisions will provide direction and support for more specific actions by the City, such as capital improvements and implementing regulations.

Programmatic Analysis

This EIS provides qualitative and quantitative analysis of environmental impacts appropriate to the general nature of the Comprehensive Plan amendment proposals. The adoption of comprehensive plans, or other long-range planning activities is classified by SEPA as a non-project (i.e. programmatic) action. A non-project action is defined as an action that is broader than a single site-specific project, and involves decisions on policies, plans or programs. An EIS for a non-project proposal does not require site-specific analyses; instead the EIS discusses impacts and alternatives appropriate to the scope of the non-project proposal and to the level of planning for the proposal (WAC 197-11-442).

Phased Review

SEPA encourages the use of phased environmental review to focus on issues that are ready for decision, and to exclude from consideration issues already decided or not yet ready for decision-making [WAC 197-11-060 (5)]. Phased review is appropriate where the sequence of a proposal is from a programmatic document, such as an EIS addressing a comprehensive plan, to other documents that are narrower in scope, such as for a site-specific, project-level analysis. The City of Lake Stevens is using phased review, as authorized by SEPA, in its environmental review of growth management planning actions. The analysis in this EIS will be used to review the environmental impacts of the proposed Comprehensive Plan alternatives and other related actions, including implementing regulations.

Public Comment

The following public participation opportunities were held to gain public input:

- Plan documents and Draft EIS Comment Period
- Public Workshop: March 1, 2006
- Public Hearings – Planning Commission
- Public Hearing – City Council

Proposed Action, Alternatives, and Objectives

No Action Alternative

The No Action Alternative represents the continuation of the City's current Comprehensive Plan (adopted 1994) extended to the City's 2025 planning horizon. The current Comprehensive Plan would accommodate growth to 2012. The No Action Alternative has an estimated growth capacity of 2131 people based on the adopted

Land Use Plan. The No Action Alternative does not include any of the other Comprehensive Plan components listed under the Proposed Action.

Proposed Action

The proposed action is an update to the City of Lake Stevens' Comprehensive Plan. The Proposed Action consists of the Plan as presented in this document.

Objectives of the Proposal

The principal objective of this 2006 update of the Lake Stevens Comprehensive Plan is to adjust, where necessary, the growth policies of the City based on revised population estimates and changing development regulations since the Plan's original adoption in 1994. It is also the objective of this update to meet the requirements of the Washington Growth Management Act, which requires that plans be updated every ten years. Specifically, this update meets the following mandates of the Growth Management Act:

- ◆ Refine, correct, extend and update the 1994 Lake Stevens Comprehensive Plan policies.
- ◆ Accommodate population and employment forecasts to meet GMA requirements and the City vision.
- ◆ Include revisions that may be needed because of GMA changes and other related State law.
- ◆ Address changes to the City since the Plan's adoption in 1994.

Significant Impacts

The updated Comprehensive Plan would direct land use, services, and capital resources for the next 20-year period, but the Plan alone would not have direct impacts on the environment. The Comprehensive Plan would have indirect impacts by establishing the mix of land uses and overall land use patterns, levels of public services, and focus of future public capital improvements. Future development or public capital improvement projects allowed by the Comprehensive Plan could directly or indirectly affect the elements of the environment addressed in the EIS. Impacts are addressed in the Matrix of Impacts and Mitigation Measures.

Proposed Mitigation Measures

At a programmatic, non-project level, future Comprehensive Plan policies and existing or proposed development regulations that implement the Comprehensive Plan may serve as mitigation measures. Programmatic mitigation measures described under

each element of the environment in this EIS are addressed in the Matrix of Impacts and Mitigation Measures.

Significant Unavoidable Impacts

Conclusions as to whether an impact would be considered adverse, significant and unavoidable are found in the Matrix of Impacts and Mitigation Measures.

Matrix of Impacts and Mitigation Measures

The Matrix of Impacts and Mitigation Measures is intended to provide a comparison of Alternatives' impacts, a review of mitigation measures, and potential significant unavoidable adverse impacts. "Impacts Common to All" apply to both FEIS Alternatives, unless otherwise noted. "Distinguishing Impacts of Alternatives" identifies potential impacts of each Alternative. Mitigating measures focus on "Other Potential Mitigation Measures" and do not include those measures that are Applicable Regulations, for purposes of conciseness and to focus on measures which may require additional City action in comparison to those measures already a part of regulations.

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Matrix of Impacts and Mitigation Measures

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Earth	
All alternatives would result in loss of vegetative cover associated with development. Increases in impervious surface would result. Loss of vegetative cover, and increases in impervious coverage will result in increased surface water runoff and potential increases in downstream flooding, erosion, water quality problems and aquatic degradation.	No Action: See “Impacts Common to All Alternatives” Proposed Action: The Proposed Action Alternative could have less impact to the earth if growth is more focused in the Town Centers which primarily consist of developed lands.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: Accompanying Critical Areas Ordinance (as adopted) will apply.	
Significant Unavoidable Adverse Impacts: Both Alternatives will increase urbanization in the Lake Stevens planning area, thereby increasing potential for erosion and sedimentation which may affect water resources.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Air Quality	
Implementation of the Alternatives would not in itself directly affect air quality. The Comprehensive Plan Update will, however, provide a framework that will guide growth and development in the City during the 20-year planning period. It will result in subsequent actions by the City to implement the Plan such as implementing new development regulations and infrastructure projects, and actions by private parties within the Plan's framework. Indirectly, therefore, the Alternatives could affect air quality in three ways. During construction of infrastructure or private projects, dust impacts from construction activities can be significant, even if localized and temporary. Pollutants will be released during residential wood burning at new homes and from new industrial facilities constructed in areas zoned according to the Comprehensive Plan. Finally, increased traffic due to population and employment growth will generate vehicle emissions.	No Action: As the region is in attainment, air quality impacts are anticipated to be mitigated due to the following regulatory requirements: ■ Impacts due to construction would be addressed by PSCAA regulations for fugitive dust control. ■ Impacts due to emissions from stationary sources would be addressed by compliance with PSCAA requirements for emission control and permitting. ■ Localized impacts caused by traffic emissions at congested intersections would be addressed on a case-by-case basis. ■ Regional air quality impacts caused by Countywide population growth and transportation emissions, including Lake Stevens contribution to the Countywide growth, would not be significant because the forecasted Countywide population is slightly under the PSRC population forecast. Also, the PSRC projected emissions indicate that the four-county projected emissions are less than the "budget." Proposed Action: Impacts of the Proposed Action Alternative would be similar to conclusions for the No Action Alternative. However, if development is focused in the Town Centers, the possibility of reducing the daily automotive trips compared to the No Action Alternative is greater due as a result of residents being located close to daily services.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could develop environmental policies specific to addressing air quality protection and impacts including Low Impact Development techniques. ■ The City could require air quality impact analyses of major developments in the Planning Area. ■ The City could limit or prohibit the use of wood stoves. ■ The City could encourage the use of fuels other than gasoline and diesel. ■ Planning documents leading to regulatory change could reduce vehicle use within the planning area.	
Significant Unavoidable Adverse Impacts: Additional development in the Planning Area will contribute to the regional pollutant burden as a whole. Considering the region is in attainment and considering mitigation measures, significant unavoidable adverse impacts are not anticipated.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Water Quality	
Both Alternatives could indirectly affect Lake Stevens’ water resources. One area of special concern is the aquifer found in the northeast corner of the City. As this aquifer is an emergency backup water source for PUD, it is imperative that it remain uncontaminated. Increased population, development, and human activity would increase the potential for water quality degradation. Surface water runoff from new development in aquifer recharge areas may contribute to groundwater contamination if it reaches the City’s spring collection areas without the benefit of filtration. Chemicals and other contaminants can directly affect groundwater supplies. Potential sources of groundwater contamination include residential septic systems; automobile-related petroleum products; pesticides, fertilizers, and herbicides; and agricultural, commercial, and industrial activities. Removal of vegetation and creation of impervious surfaces would reduce groundwater recharge rates and increase the quantity and rate of surface water runoff delivered to local streams. Without adequate stormwater detention, stream channel responses may include: ■ Increased scour of the streambed; ■ Decreased bank stability; ■ Loss of gravels and cobbles that would otherwise provide aquatic habitat in steeper or more confined reaches; ■ Deposition of fine sediment in the gravels and cobbles that may provide habitat in flatter or less confined reaches; ■ Loss of physical channel structure that would provide energy dissipation for streams and habitat for aquatic life; and ■ Degradation of water quality by sediments and other pollutants, such as heavy metals, nutrients, and petroleum products.	No Action: The effects of impervious surfaces and other land cover changes include altered surface water flows, increased stormwater quantities, localized flooding impacts, and generation of non-point source pollution to local surface waters. Risk of groundwater contamination will be increased in areas of new development or increased densities. Stream water quality is expected to decline gradually with increasing development. The greatest amount of projected development is expected in neighborhoods with vacant and partially developed acreage. Proposed Action: Impacts to Lake Stevens’ groundwater and surface water resources would be similar to those described in the No Action Alternative. However, the possibility of higher percentages of growth and increasing densities in the Town Center areas, where significant levels of impervious surface already exist, and less emphasis on new development in the City, could result in potentially fewer impacts in less-developed areas.

Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments:

- Accompanying Critical Areas Ordinance (as adopted) will apply to wetlands, streams, and geological hazards.
- The City could adopt the *2001 Ecology Stormwater Management Manual for Western Washington*. This manual is being adopted to bolster water quality requirements in response to recent Endangered Species Act (ESA) listings, to reduce adverse impacts to receiving waters, and to ensure compliance with the anticipated NPDES Phase II Permit requirements.
- Application of Low Impact Development standards which would allow for an innovative approach to stormwater quantity and quality control that mimics the pre-developed hydrology of a project site by using site design techniques that store, infiltrate, evaporate, and detain stormwater runoff. With a low impact development approach and best management practices (BMPs), receiving surface water bodies may experience fewer negative impacts in the volume, frequency, and quality of runoff to maintain base flows and more closely approximate pre-development runoff conditions

Significant Unavoidable Adverse Impacts:

Direct impacts would be minimized with implementation of Federal, State, and City regulations, including critical area regulations. Indirect or cumulative adverse impacts to water resources that may occur despite attempts to mitigate them include:

- Decreases in vegetative cover, resulting in accelerated runoff and erosion processes, elevated water temperatures, and increased stress on aquatic organisms;
- Increases in impervious surfaces, resulting in accelerated runoff, increased volumes of runoff, decreased water quality, and decreased groundwater recharge;
- Erosion and sedimentation of rivers and streams due to increased flow rates and volumes, resulting in the decline of nutrient balances, substrate quality, and habitat availability;
- Increase in pollutants from stormwater runoff to rivers and streams.

The extent to which these indirect and/or cumulative impacts could be reduced or offset will depend on implementation and enforcement of adopted City plans and codes. The level of significance of impacts would be more precisely determined through project-specific environmental review.

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Plants and Animals	
Vegetation Under both Alternatives, development and capital improvement projects could have both direct and indirect impacts on vegetation, with direct impacts primarily involving the physical removal of vegetation. Indirect impacts would include changes in permeability to infiltrate water. Increased impervious surfaces generally result in increased peak rates and increased volumes of surface water runoff, which may impact the viability of certain vegetation types. Non-native invasive plant species may invade and colonize areas where vegetation has been removed and the soils disturbed. Wetlands Potential impacts to Lake Stevens’ wetlands include increasing sedimentation from adjacent land use activities. Sediment reduces storage volume and limits opportunities for flood moderation, groundwater exchange, and sediment stabilization. Direct impacts to wetlands from increased development could potentially be avoided by implementation of the Federal, State, and local rules and ordinances that regulate the filling of wetlands. Alterations consistent with those allowed by these regulations could occur under each Alternative although no-net-loss of functions and values must be demonstrated. Additional losses could still occur if required efforts to restore, enhance, or create wetlands as mitigation are not fully successful and corrective action is not taken. Wildlife Habitat Under both Alternatives, ongoing development activities could reduce the amount of wildlife habitat in the City. Impacts could be both direct and indirect, with direct impacts including loss or conversion of habitat to either unsuitable or less suitable types for many wildlife species currently occupying those habitats. Indirect effects could include a reduction in wildlife habitat quality and function due to increased human disturbance and associated factors in areas adjacent to areas of wildlife habitat. Development of currently vacant or underdeveloped parcels could lead to fragmentation of wildlife habitat, potentially altering habitat connectivity.	No Action: Ongoing development in Lake Stevens could result in fragmentation of interconnected wildlife habitat corridors and open space areas used by a variety of plant and animal species. The increase in population, employment, traffic, impervious surfaces, and human activity associated with the No Action Alternative could result in additional use of open space areas that are currently priority habitats. Increased surface water runoff could result in water pollution, including erosion and sedimentation of streams and wetlands that can significantly affect plant and animal species. Continuing loss of potential quality habitat could result in reductions in plant and animal numbers and diversity. Proposed Action: Impacts to plants and animals would be similar to those described in the No Action Alternative. The Proposed Action Alternative would result in the adoption of the accompanying Critical Areas Ordinance. Continuing development and increasing densities in Lake Stevens through the 2025 planning horizon could result in additional habitat fragmentation and reduction in open space areas, especially in high-growth neighborhoods. If a significant percentage of growth/redevelopment occurs in the Town Center areas, where a significant amount of land is already developed impacts to the natural environment would be lessened.

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Aquatic Habitat Both Alternatives could result in a reduction in the quality and quantity of aquatic habitat in the City over time. Development puts greater pressure on the aquatic ecosystems that support fish populations by causing higher water temperatures, sedimentation, increased peak flows, reduced low flows, reduced groundwater, erosion, scour, pollution, stream bank armoring, channelization, and reduced riparian and wetland areas. Direct impacts (e.g., loss or conversion of aquatic habitat to either unsuitable or less suitable types) to fish and fish habitat are expected to be minimal because of current buffer requirements for salmon bearing streams and the timing of in-stream work window periods, which protect fish, streams and/or adjacent vegetation. Additional regulations are in place to provide fish passage, work restrictions near surface waters, and protection of fish and fish habitat. Indirect impacts to aquatic habitats could result from increased stormwater runoff from impervious surfaces (e.g., roads, parking lots, and roofs) associated with development. Impervious surfaces prevent water from soaking into the ground and as impervious surfaces increase, so do the volume, peak flows, and velocity of stormwater runoff into rivers and streams. Increased stream volume, peak flows, and velocity cause greater erosion and sedimentation, disrupt spawning and resting areas, scour out redds, and increase velocities through culverts making fish passage more difficult. As a result of increased water volumes and velocities, there is a potential for displacement of juvenile salmonids and/or their habitats, particularly in simplified channels that lack low-velocity habitats. Current State and City regulations require the inclusion of stormwater treatment facilities in most projects that create new or expand existing impervious surface area. Potential impacts from development and urbanization should be mitigated through regulations.	
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ Accompanying Critical Areas Ordinance (as adopted) will apply. ■ As part of the Critical Areas Ordinance update, the City would update wetland requirements based on a Best Available Science review by its consultants and in consultation with the Washington State Department of Ecology. ■ The City could adopt <i>2001 Ecology Stormwater Management Manual for Western Washington</i>. This manual is being adopted to bolster water quality requirements in response to recent Endangered Species Act (ESA) listings, to reduce adverse impacts to receiving waters, and to ensure compliance with	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
the anticipated NPDES Phase II Permit requirements. ■ Temporary impacts can be reduced through the use of appropriate BMPs. Permanent conversions can be mitigated through the planting of native plant species and control of invasive nonnative species. ■ The City could use the State Priority Habitat and Species (PHS) Map and PHS habitat management recommendations to identify and protect habitat networks. ■ The City could participate in regional watershed plans and implementing activities such as the Shared Strategy for Puget Sound. ■ The City could implement shoreline and stream restoration projects. This involves acquiring, protecting, and/or enhancing properties of value for fish and wildlife habitat. ■ Low Impact Development approaches would reduce impacts to plants and animals.	
Significant Unavoidable Adverse Impacts: Direct impacts to protected critical areas and listed/priority habitats and species should be limited by critical area regulations. Cumulative and indirect impacts to vegetation communities and wetlands, wildlife habitat and fish habitat could occur with any alternative. ■ Vegetation and Habitat: Potential indirect impacts include the loss and reduced function of vegetation communities as a result of population growth and development within the City under both Alternatives. The reduction in habitat values for some species of wildlife would result in an increase in populations of those species adapted to more urban habitats. ■ Direct impacts to wetlands would be minimized with implementation of Federal, State, and City regulations, including critical area regulations. Indirect impacts could include: changes in wetland hydrology and vegetation types due to changes in runoff water quantity and quality and water temperature. ■ Fish habitat could be lost or reduced in function and value. Overall, greater human activity, culvert replacements, increased storm runoff, modified hydrology, and lowered water quality from commercial and roadway traffic sources could result from these Alternatives, all of which would negatively impact fisheries and aquatic habitat. The extent to which these indirect and/or cumulative impacts could be reduced or offset will depend on implementation and enforcement of adopted City plans and codes, watershed planning efforts, and City restoration plans for fish and wildlife habitat. The level of significance of impacts would be more precisely determined through project-specific environmental review.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Noise	
For all alternatives, construction of infrastructure and buildings over time will result in noise impacts. Long-term noise is associated with traffic levels and is predicted to continue. In addition, existing, stationary sources of noise could remain and would continue to contribute noise. Growth outside of the planning area will likely increase vehicle traffic along primary arterials, particularly Highway 9 and 20th St NE.	No Action: Noise levels will increase over existing levels on most roadways as development occurs. Proposed Action: Noise impacts would be similar to those in the No Action Alternative. With a more pedestrian friendly and calmed streetscape, it is probable that traffic noise levels could decrease within the Town Center area over current levels.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could adopt the EDNA classification system to help determine the impacts of new proposals that require environmental review. ■ The City could review setback standards in potentially noise sensitive areas. ■ The City could require review of noise impacts for new developments and require mitigation as appropriate through the SEPA process. The City could develop a SEPA policy specifically addressing noise for the purposes of mitigating impacts of new development. ■ Mitigation can be used to reduce the impacts of additional noise that results from new development. According to <i>The Audible Landscape: A Manual for Highway Noise and Land Use</i>, by the U.S. Department of Transportation, mitigation options can include: ◆ Acoustical Site Planning by requiring buffers between the noise source and noise sensitive activities, using buildings as barriers, orienting noise sensitive buildings to face away from noise sources, and placing noise compatible uses adjacent one another. ◆ Acoustical Architecture could be used that incorporates noise reducing design through window and room placement, etc. ◆ Acoustical Construction methods could be used such as improved airspace and insulation for walls, using windows that are designed for noise sensitive buildings, etc. ◆ Noise barriers could be constructed between noise sources and noise sensitive areas. Barriers could be constructed of earth berms, walls, dense landscaping, etc.	
Significant Unavoidable Adverse Impacts: Noise levels will likely increase in the Planning Area from short-term and long-term noise sources.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Land Use	
Land Conversions and Land Use Compatibility in the Lake Stevens Planning Area As development occurs over time existing land uses will convert to land uses consistent with the Comprehensive Plan. Some land use may result in a potential for compatibility impacts due to use type, scale, or activity levels. Surrounding Land Uses – Other Communities Both Alternatives would result in increase residential and commercial development. Increase potential for land use incompatibilities at the edge of UGA.	No Action: See “Impacts Common to All Alternatives.” Proposed Action: The Proposed Action Alternative would have an increased potential for land use incompatibility with land immediately adjacent to Town Centers.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could review zoning and subdivision regulations to ensure adequate setbacks, landscaping and buffering are required where land use conflicts may occur. ■ Accompanying Critical Areas Ordinance (as adopted) will apply.	
Significant Unavoidable Adverse Impacts: Both alternatives result in new construction to accommodate population and employment growth. New construction will result in changes of use and the characteristics of parcels of land, including potential demolition and displacement.	

Impacts Common to All	Distinguishing Impacts of the Alternatives
Relationship to Plans and Policies	
Both Alternatives must demonstrate that the land use, capital facilities element, and financing are consistent. GMA Goals The No Action Alternative and Proposed Action Alternative would meet GMA goals addressing: ■ Urban Growth ■ Transportation ■ Housing ■ Economic Development ■ Open Space and Recreation ■ Environment ■ Citizen Participation and Coordination ■ Public Facilities and Services ■ Historic Preservation Minimum employment densities are not included in the Comprehensive Plan or Zoning Code currently. Minimum employment densities in key locations could help in providing more efficient transit or alternate transportation mode services. In addition to goals that are similar to GMA, both Alternatives meet concepts presented in VISION 2020, Countywide Planning Policy, and the Lake Stevens Vision Statement.	No Action: No Action Alternative would meet GMA Goals as well as VISION 2020, Snohomish County Countywide Planning Policy, and the Lake Stevens Vision Statement. Also, the No Action Alternative would accommodate the twenty year population forecasts for Lake Stevens but would require additional capital projects and services related to growth. Proposed Action: Impacts of the Proposed Action Alternative would be similar to conclusions for the No Action Alternative.

Impacts Common to All	Distinguishing Impacts of the Alternatives
Mitigation Measures: ■ Minimum employment densities in key locations could help in providing more efficient transit or alternate transportation mode services. The City could research and monitor recent employment densities achieved and whether they allow for transit or alternative modes and then determine appropriate policy or regulatory approaches. ■ Development Regulations and EIS include proposed Critical Areas Ordinance using Best Available Science. ■ Coordinate with Snohomish County to reconcile land use designations and achieve greater consistency of standards within the UGA. ■ Pursue interlocal agreements within Snohomish County to result in implementation of City of Lake Stevens design and development standards for transportation connections, roadway design, stormwater facility standards, critical areas regulations, and development densities within unincorporated portions of the UGA. ■ The City could prepare an economic plan identifying the factors that attract desired businesses to the Lake Stevens area as well as factors to ensure business retention particularly in Town Centers. ■ Sewer Comprehensive Plan update could be undertaken by the City.	
Significant Unavoidable Impacts: The Alternatives are generally compatible with State, regional and local jurisdiction plans. At a policy and regulation level, no impacts would be considered significant unavoidable and adverse as plan and code amendments can resolve any discrepancies.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Population and Employment	
Population and employment will increase under either Alternative reviewed, to similar degrees although locations may differ as noted in the next column. Additional population growth will increase the demand for housing. Secondary, indirect impacts of growth would likely include potential encroachment near natural environmental resources, increases in demand for facilities, infrastructure, and other effects. These secondary impacts are described in other sections of this Final EIS. The 10-Year Update of the City of Lake Stevens Comprehensive Plan is required by GMA to accommodate the forecasted population City through 2025. The City's growth targets are the result of a multi-jurisdictional, regional process of how each City is able to accommodate its fair share of future regional growth. The population target for the City of Lake Stevens equals 8,360 for the year 2025 and 46,125 for the year 2025 in the Lake Stevens UGA. The City target, minus current population levels, would result in a net population increase of 1,720 over the Year 2002 population of 6,640. In the UGA, the net increase in population is estimated to be 19,297 over Year 2002 population estimate of 26,828 persons. Generally for both alternatives, dwelling capacity is sufficient to allow for attainment of the growth targets. The projected 2025 growth studied is generally the same in total for each alternative, although the location of the growth could differ as described under each Alternative. The employment target for the City of Lake Stevens equals 1,805 for the year 2025 and 6,615 for the year 2025 in the Lake Stevens UGA. The City target, minus current employment levels, would result in a net employment increase of 641 over the Year 2002 employment of 1,164. In the UGA, the net increase in employment is estimated to be 2,816 over Year 2002 employment estimate of 3,799 persons.	No Action: The current land use plan in the adopted Comprehensive Plan has a 2012 population target of 8,771. The No Action Alternative would also allow for an increase in employment. Proposed Action: The Proposed Action Alternative has a 2025 population target of 8,360 and an employment target of 1,805. The Proposed Action Alternative would provide an opportunity for accommodation of the City's population in Town Centers due to existing services and the convenience of a central location for residents.

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ Comprehensive Plan provides goals and policies for managing population and employment growth. ■ Accompanying Critical Areas Ordinance (as adopted) would apply. ■ Development regulations adopted as part of this action include design standards for use within the City of Marysville. ■ The City could consider neighborhood impact fees for areas of high growth and unfunded road projects. ■ The City could monitor growth levels and determine if adjustments to the Comprehensive Plan, capital facility and service plans, or other supporting plans or regulations are warranted to ensure that all Comprehensive Plan Elements and implementing plans and regulations are consistent and in balance. GMA and City regulations allow for annual review and amendment of City plans as appropriate.	
Significant Unavoidable Adverse Impacts: Population and employment will increase under either Alternative reviewed, although locations of growth could differ. Additional population growth will increase the demand for housing, capital facilities and public services. Additional population and employment growth will result in secondary impacts to the natural and built environment and to the demand for public services, and is addressed in the appropriate sections of this Final EIS.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Housing	
Under both Alternatives, the population and number of housing units will increase over time. The primary difference between the alternatives is the distribution of the growth within the City and its UGA and the capacity of each alternative to accommodate future growth. Under both Alternatives, the land use plan has the capacity to meet the City's housing targets. Based on calculations derived from the Snohomish County's Recommended Fair Share Housing Allocation Guidelines, it is anticipated that Lake Stevens total fair share allocation of affordable housing is 789 units by 2025. The City's ability to meet its fair share allocation of affordable housing will likely be achieved through its existing housing stock and the construction of new single- and multi-family housing units. Alternative housing styles such as senior housing, small lot single-family, accessory dwelling units, and live-work units provide opportunities to accommodate a range of household incomes. These alternative housing types could potentially help increase the City's ability to meet its affordable housing fair share allocation. New multifamily units with a range of unit sizes can also help to achieve the City's fair share of affordable housing. For both Alternatives, the potential indirect impacts of growth would likely include potential encroachment near natural resources, increased demand for City facilities and services, infrastructure, and other effects. These secondary impacts are described in other sections of this Final EIS.	No Action: The No Action Alternative accommodates growth to the year 2012. At capacity, it is projected that an additional 1,603 dwelling units could be provided in the City. The No Action Alternative provides an administrative procedure addressing use-by-right, which provides low-cost housing incentives in residential districts. Proposed Action: The Proposed Action Alternative accommodates growth to the year 2025. As of April 2001 the city could support about 726 new dwelling units, which included some large plats underway at the time. Residential development in the Town Centers can accommodate a range of housing types, styles, and densities providing a mechanism to accommodate future population growth and housing demand. Provided that land is used efficiently and a diversity of housing types is allowed, the projected population of 2025 should be accommodated for with existing buildable land. The Proposed Action Alternative provides a land use strategy which allows for home office/home businesses exist within the same building with a mixed-use appearance. The Alternative also recognizes Co-op Housing, cluster housing around a community center, as a Low Cost Housing Type.
■ Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could monitor growth levels (including housing mix and densities) and determine if adjustments to the Comprehensive Plan, capital facility and service plans, and or other supporting plans or regulations are necessary. This will ensure that all Comprehensive Plan elements and implementing plans and regulations are consistent and in balance. GMA and City regulations allow for annual review and amendment of City plans as appropriate. ■ Alternative housing types, such as small lot single family, multi-family development, and senior housing will help to create a wider range of housing options. ■ Other potential implementation measures include: utilization of Federal or State funds, where appropriate; potential development of an inclusionary housing program; fast track permit processing; fee waivers; and reduction in development standards (e.g. density bonus, reduced parking requirements, etc.) for affordable housing. These implementation measures will require detailed review if for example development regulations are revised subsequent to this Comprehensive Plan update.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
■ The City could take further action to meet its affordable housing targets by providing affordable housing incentives and by supporting affordable and transitional housing programs sponsored by Snohomish County Housing Authority and/or other local non-profit housing agencies. ■ Federal non-profit housing programs such as the Federal Housing Administration homebuyer programs, community development block grants, and Section 8 Housing Assistance Program can help Lake Stevens' residents with access to affordable housing. ■ State programs such as Aid to Families with Dependent Children, the Family Assistance Program, Refugee Assistance, Consolidated Emergency Assistance Program, and general assistance for financially needy families, pregnant women, and unemployable persons can also help Lake Stevens' residents with access to affordable housing.	
Significant Unavoidable Adverse Impacts: Housing units will increase under both Alternatives reviewed. Additional population growth will increase the demand for housing as well as capital facilities and public services. The need for affordable housing will increase as well. Additional population and housing growth will result in secondary impacts to the natural and built environment and to the demand for public services addressed in other sections of this FEIS.	

Impacts Common to All	Distinguishing Impacts of the Alternatives
Cultural Resources	
Designated historic landmarks would be protected by Federal and State laws. Both Alternatives designate certain historic structures: Community/Senior Center, Sno-Isle Regional Library- Lake Stevens Branch, Lake Stevens Historical Museum, Lake Stevens Community Hall, and Grimm House. City design guidelines could result in compatibility of new development near designated historic buildings and grounds. The protection of <i>non-designated</i> historic resources would primarily be left to the market place. City design guidelines could provide some protection in terms of compatibility of new development near historic buildings and grounds. Development over the planning period in the Planning Area also has the potential to disturb archaeological resources.	No Action: See “Impacts Common to All Alternatives.” Proposed Action: See “Impacts Common to All Alternatives.”
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could coordinate with local tribes, and the State Office of Archaeology and Historic Preservation to conduct a general survey of the City limits and the Planning Area to identify potential archaeological sites. ■ The City could develop a historic district or landmark ordinance and other programs to promote historic and cultural education and recognition, and potentially include regulatory measures on such landmarks. ■ The City could work with other groups to acquire and/or restore key historic properties or their development rights.	
Significant Unavoidable Adverse Impacts: While State and City regulations and procedures should allow consideration of historic and cultural properties, the lack of surveys may mean that new development may disrupt historical or cultural properties. Implementation of other potential mitigation measures related to inventories, local regulations, or acquisition, could reduce the potential for this impact.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Transportation	
Traffic Volumes and Operations All roadway segments, except for a portion of Main Street, are expected to meet the adopted levels of service at the 2010 horizon. Both Alternatives will increase volumes on regional highways and Lake Stevens streets, and increase congestion at intersections. However, even with the growth in traffic, the long-term transportation improvements identified in the <i>Transportation Improvement Plan</i> are estimated to provide the necessary roadway and intersection capacity to support the increase in residential land use. All major intersections within Lake Stevens are estimated to operate at or above LOS standards, with the exception of Main Street. Main Street between North Lakeshore Drive and 18th Street NE is projected to deteriorate to LOS F within 10 to 20 years, which is below the LOS D estimate developed as part of the adopted <i>Transportation Improvement Plan</i>. Nonmotorized Both Alternatives will impact nonmotorized modes through increased use of trails and bikeways. As would be expected the increase in population and employment would increase the demand for additional pedestrian and bicycle facilities. Transit Transit operations and facilities will be impacted by the increase in travel demand created by both of the Alternatives. These increases could require extended service and some capital facilities. Commuter routes will also see increased demand impacting the park and ride lot. Impacts of Proposed Capital Improvements To accommodate growth under all alternatives, numerous projects are proposed to improve road, transit, and nonmotorized transportation. Although the improvements address the impacts of traffic congestion, the projects themselves could result in impacts to the natural and built environment. Construction impacts would include increased noise and dust,	No Action: The No Action Alternative represents an opportunity for development to be more dispersed. As a result, transportation improvement could be required over a larger area and requiring an increased demand for the creation of new roads. Proposed Action: The Town Centers provide an opportunity for growth to be central to existing transportation routes and facilities. Rather than creating new roads, the development of the Town Centers could result in higher demand for upkeep of existing facilities to accommodate for a more centrally located population.

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
as well as impede the normal flow of traffic. Roadway expansion projects will additionally result in increases in impervious surface area, which in turn can potentially affect water quality, vegetation, wildlife, and other elements described elsewhere in this FEIS. Detailed planning and design analyses will be required to carry any of the proposed transportation improvement projects through to pre-design, design and ultimately construction. At this later stage, more detailed analysis of projects would include detailed evaluation of topographic considerations, impacts to residents and businesses, environmental impacts, construction impacts, and project costs.	
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City has recommended 2025 transportation improvements as identified in the <i>Transportation Improvements Plan</i>. ■ The City could pursue interlocal agreements with Snohomish County to result in implementation of City of Lake Stevens design and development standards for transportation connections, roadway design, within unincorporated portions of the UGA. ■ Consider neighborhood impact fees for areas of high growth and unfunded road projects.	
Significant Unavoidable Adverse Impacts: Increases in future development will result in increased traffic volumes. Although congestion can be addressed through the mitigation measures presented in this document, the increase in traffic itself is considered a significant unavoidable impact.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Parks and Recreation	
Both alternatives increase City population and employment growth and will increase demand on park and recreation facilities. The UGA population projection would further increase demand if annexed, although unincorporated area residents may use City facilities prior to annexation.	No Action: See “Impacts Common to All Alternatives.” Proposed Action: See “Impacts Common to All Alternatives.”
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could regularly review and update the Level of Service Standards to remain current for planning, design, and grant purposes. ■ The City could regularly update its park and trail impact fee ordinance to help ensure that park infrastructure keeps pace with development. ■ The City could pursue more aggressive grant and bond financing for parks and trails projects. The City could develop a policy and corresponding program to protect estate properties from development.	
Significant Unavoidable Adverse Impacts: Increased residential and employment growth will increase the demands on parks and recreational facilities. With implementation of mitigation measures, the City could provide parks and recreation services at locally adopted levels of service to meet the demand, avoiding adverse impacts. Development of existing vacant parcels will reduce privately held open space in the Planning Area.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Fire, Police and Court Services	
Both accommodate growth in Lake Stevens with the primary difference in the distribution and location of that growth. It is anticipated that additional growth accommodated by either Alternative would result in increased demand for public safety services. In particular, additional police and fire services would likely require additional personnel to meet demand. New development would likely enhance assessed valuation, tax base, and revenues available to the affected jurisdictions and special districts for providing emergency services. Availability of services will be dependent on allocated budgets.	No Action: The No Action Alternative represents an opportunity for development to be more dispersed. Without additional staff, future development that occurs further away from police and fire stations may result in increased response times to outlying areas. As demand for services increases, the City may need to consider the construction of satellite stations to meet response time standards. Proposed Action: The Town Centers provide an opportunity for growth to be central to existing services. Residential growth and development in the proximity of existing public services may help to keep response times lower, due to shorter travel times respond to calls.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: General - Specific impacts of future development proposals should be assessed and appropriate mitigation measures imposed through the City’s SEPA authority. These may include the adoption of an impact fee ordinance for fire services in the City to support funding for future capital improvements. - The City should determine capital facilities needs and cost of new equipment and facilities to accommodate demand for services. - The City should continue to monitor demand for services and review ability to achieve the City’s level of service standards such as through the budgeting process. Fire - Expanded fire/emergency medical services and police protection services should be provided concurrent with new development. - The City should consider revisions to the current level of service standards to address mandatory State requirements. - The City should consider a level of service standard based on emergency call volumes. - The future development pattern may require the need for satellite fire stations and review of the current fire station capacity. - The City could consider implementing impact fees for capital improvements in City limits and revising the SEPA mitigation fees to help pay for other needs and services. Police - The City should consider a “calls for service per year per officer” standard as a means of monitoring officer workload to allow adequate time for community crime prevention programs. - The City should consider establishing response time standards (annual average) for calls.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
■ The City should consider monitoring street miles and/or square miles of service to assist with documenting response times. ■ Efforts with community crime prevention programs could also help mitigate some of the impact of increased demand for police services. ■ The City should consider integration of Crime Prevention Through Environmental Design (CPTED) techniques into development regulations and development application reviews to reduce opportunities for crimes.	
Significant Unavoidable Adverse Impacts: Under each alternative, future population growth and business development will continue to increase the need and demand for fire, police, and municipal court services. City level of service standards and budgets will determine the service response to these increased demands. Due to the City's policies and annual monitoring, no unavoidable impacts are anticipated.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Libraries and Schools	
Schools Population growth in the City and its UGA would result in increased enrollment at Lake Stevens School District. Additional students will in turn place increased demand on school facilities and services. Library Projected population growth will result in greater demands on the library system. The existing library facility was considered to be at capacity in 1992 and is currently considered inadequate. Population growth would result in an increased demand for library facilities.	No Action: See “Impacts Common to All Alternatives.” Proposed Action: The Proposed Action Alternative recognizes the need for a larger library, approximately 10,000 square feet in size.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ Consistent with City policies, the City should coordinate with the Lake Stevens School District and Sno-Isle Regional Library to ensure timely exchange of growth information; allowing services to expand as demand increases for libraries and schools. ■ Specific impacts of future development proposals would be reviewed through SEPA and development regulations. Appropriate mitigation measures may include pedestrian improvements to school facilities and impact fees.	
Significant Unavoidable Adverse Impacts: Under each alternative, future population growth and development will continue to increase the need and demand for public services such as libraries and schools. Coordination with service providers and regular review of capital plans by City, School Districts, and the Sno-Isle Regional Library will help avoid impacts.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Water Supply	
Both alternatives will result in increased demand for water service. Regardless of which Alternative is selected, the Water System Plan should be updated to using the land use designations, capacities, and assumptions that are in the adopted Comprehensive Plan Update.	No Action: See “Impacts Common to All Alternatives.” Proposed Action Alternative: See “Impacts Common to All Alternatives.”
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could implement an aggressive water conservation program for residential, commercial and industrial users. ■ The City could implement an impact fee or other financial methods to finance improvements. ■ The City could create a <i>City Water Plan</i> to incorporate land use and growth area decisions made as part of the Comprehensive Plan Update. ■ The City could establish a policy for new and/or existing businesses to use water at the average per capita employee level. Those not able to meet the goal should be encouraged to conserve, re-use water, or develop new sources. ■ In conjunction with developing additional sources, the City could develop a more detailed groundwater protection program.	
Significant Unavoidable Adverse Impacts: Continued growth in the Planning Area will lead to a need for expanded water sources. Such expansion could have its own environmental impacts, depending on the nature of the new source and its location. The City’s Capital Facility Plan along with water system planning should minimize unavoidable impacts.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Sanitary Sewer	
Both Alternatives would increase demand for wastewater treatment and service which is currently provided by Lake Stevens Sewer District through an interlocal agreement. Regardless of which Alternative is selected, the Sanitary Sewer Plan should be updated with the land use designations, capacities, and assumptions that are in the adopted Comprehensive Plan.	No Action: See “Impacts Common to All Alternatives.” Proposed Action: The Proposed Action Alternative includes a goal of eliminating all septic systems over time.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: - Development within the UGA should be expected to connect to and extend existing and planned sanitary sewers. This enables the most efficient delivery of wastewater facilities within an urban area. - Discourage septic systems in the UGA if sanitary sewer is available or planned within six years for the area.	
Significant Unavoidable Adverse Impacts: Additional population, employment, and industrial/commercial growth will result in increased demands on sanitary sewer facilities. Advanced sewer system planning and capital facility planning should minimize the possibility of unavoidable impacts.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Storm Sewer	
Additional growth and development will increase the amount of impervious surfaces and the level of stormwater run-off in comparison to existing vacant and natural (vegetated) land uses. In most situations, downstream flows would increase.	No Action: Older developments, that were approved to rural standards contribute unchanneled and unfiltered runoff to the lake, are not taken into consideration in the No Action Alternative. Proposed Action: The Proposed Action Alternative includes the development of a master drainage plan that would provide “regional” detention facilities where water may be channeled, collected, and biofiltered. The master drainage plan would address impacts from older developments that are not functioning at current regulations.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: - The City could modify its stormwater standards to provide additional storage and reduced release rate. - The City could fund more public education on water quality for residents and businesses.	

Significant Unavoidable Adverse Impacts:

Increased development increases impervious surface, reduces vegetation, and thereby impacts the stormwater system in the planning areas and the natural recharge of groundwater.

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Solid Waste	
Additional growth would contribute to increased demand for solid waste capacity. Snohomish County Solid Waste Division estimates that current landfill capacity should last for at least the next 20 years. The projected populations for both Alternatives are similar and the City would be expected to experience similar impacts from either Alternative.	No Action: See “Impacts Common to All Alternatives.” Proposed Action: The Proposed Action Alternative includes a goal of eliminating all septic systems over time.
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City could support added public outreach efforts to increase awareness of recycling programs.	
Significant Unavoidable Adverse Impacts: As population growth occurs, the amount of solid waste generated will increase, resulting in increased demand on the County’s disposal system. Unavoidable impacts are not anticipated due to the Countywide coordination of solid waste and recycling programs.	

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
Utilities The primary difference between the alternatives is the location of the growth. This will in turn affect the location of service demand in the City. Electricity Additional population growth will result in additional demand for electricity. The City’s population growth is an allocation of State OFM projections for Snohomish County, and should be consistent with PSE’s use of State OFM projections. Natural Gas Additional population growth will result in additional demand for natural gas. Natural gas is not an essential service, and therefore, Puget Sound Energy is not mandated to serve all areas. Extension of service is based on requests and the result of a market analysis to determine if revenues from an extension will offset the cost of construction. Telecommunications Additional population growth will require the addition of telephone cable lines and additional electronic service area stations and demand for new residential and commercial phone lines. Telephone service providers can provide adequate coverage at present and have existing facilities capable of accommodating growth in the future. Wireless telecommunications companies analyze the market demand and expand services and install new cellular towers in response to increased demand. The capacity of wireless facilities is based on the number of facilities in an area, number of customers and the amount of customer use. Wireless telecommunications companies consider information related to demand and capacity proprietary information. Electromagnetic Fields There are currently no Federal or State regulations or standards for low frequency electromagnetic field (EMF) exposure for electric power lines. There are requirements for power line field strength per the National Electrical Safety Code. Federal and State research provides some direction	No Action: See “Impacts Common to All Alternatives.” Proposed Action: If residential and commercial growth is more focused in the Town Centers where much utility infrastructure already exists, services would need to be increased but not necessarily constructed, in these areas.

Impacts Common to All Alternatives	Distinguishing Impacts of the Alternatives
for possible techniques to lessen exposure to EMF, which primarily focuses on passive regulatory action such as public education outreach efforts aimed to reduce exposure.	
Mitigation Measures: In addition to Incorporated Plan Features and Applicable Regulations/Commitments: ■ The City should provide annual updated population, employment, and development projections to Puget Sound Energy so they can evaluate actual patterns and rates of growth, and compare these patterns to electrical demand forecasts. ■ The City could coordinate and cooperate with other jurisdictions in the implementation of multi-jurisdictional electric utility facility additions and improvements.	
Significant Unavoidable Adverse Impacts: Additional population and employment growth will increase the demand for electricity, natural gas, and telecommunication services. The City’s coordination with service providers along with mitigation measures should allow for increased demand to be met. Unavoidable impacts are not anticipated.	

ADDENDUM NO. 8 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

**Adoption of Land Use Map Amendments and Text Revisions,
including the addition of an Executive Summary and revisions
to Chapter 1 Introduction, Chapter 2 Land Use, Chapter 3
Housing, Chapter 4 Environment and Natural Resources,
Chapter 5 Parks, Recreation and Open Space Element, Chapter
6 Economic Development, Chapter 7 Public Services and
Utilities, Chapter 8 Transportation, Chapter 9 Capital Facilities,
Appendices, Cover, Footers and Table of Contents**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: June 26, 2015

FACT SHEET

ADDENDUM NO. 8 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

Proposed:

In 1994 the city of Lake Stevens adopted its initial GMA Comprehensive Plan to address growth in the city and associated Urban Growth Areas (UGA). The first major update to the Lake Stevens Comprehensive Plan occurred in 2006, which highlighted the city's changing status from small community to a growing city. The 2006 plan identified specific growth centers as the focus for the plan and recommended developing subareas plans for each growth centers including the Downtown Lake Stevens, 20th Street SE Corridor (AKA South Lake), Lake Stevens Center (AKA Frontier Village) and the Hartford Road Industrial Area. By the end of 2012 the city had adopted two subareas and completed a draft framework for a third. Also as part of the 2006 Comprehensive Plan, the city developed an annexation plan that calls for eventually annexing the remainder of the unincorporated area within its unincorporated UGA. As of December 31, 2009, all of the UGA west and southwest of the lake has been annexed.

The proposed 2035 Lake Stevens Comprehensive Plan is a non-project action that addresses the applicable GMA elements pursuant to Chapter 36.70A RCW as specific chapters. The updated plan incorporates and responds to community preferences and concerns and considers the role of planning under GMA, Vision 2040 and Snohomish Countywide Planning in the development of specific goals and policies. This plan also adopts the current population (46,380) and employment (7,988) targets for the Lake Stevens UGA as the guiding framework to address land use, housing, infrastructure, transportation, recreation and funding needs for the community over the next 20 years. This update includes specific amendments to maps, figures and text to reflect current citywide conditions, demographics and statistical information.

Description of Proposal:

The 2035 Lake Stevens Comprehensive Plan includes the following revisions:

- **Title Page and Table of Contents** updates the title page, table of contents and references as needed with final draft.
- **Executive Summary** provides an overview of the city's vision, describes growth since the last major update and identifies major changes to each element of the plan.
- **Chapter 1 - Introduction** includes updated vision statements for each plan element; describes the state, regional and countywide planning context for the Comprehensive Plan; provides an updated public participation discussion and goals; along with updated statistical and demographic information.

- **Chapter 2 – Land Use** includes map, text and figure amendments, describes the state, regional and countywide planning context for the Land Use Element; provides updated statistical and demographic information, including current population and employment growth targets; updates the city's growth strategy; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.
- **Chapter 3 – Housing** includes text and figure amendments, describes the state, regional and countywide planning context for the Housing Element; provides updated population and demographic information, including current housing targets; specific attention is given to discussing housing distribution, household makeup and affordability; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.
- **Chapter 4 – Environment and Natural Resources** includes map and text amendments, describes the state, regional and countywide planning context for the Environmental Element; provides updated critical areas and shoreline discussion; incorporates sections related to climate change and aquifer recharge; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.
- **Chapter 5 – Parks, Recreation and Open Space** proposes minor changes including an updated vision statement; new project references in the capital projects (e.g., Cavelaro Park Master Plan, Frontier Heights Park and Trail Connections) as a major update was completed in 2013.
- **Chapter 6 – Economic Development** includes text amendments; describes the state, regional and countywide planning context for the Capital Facilities Element; discusses economic strategy plan progress; it also includes economic indicators that will guide further emphasis on specific strategies supporting economic growth; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.
- **Chapter 7 – Public Services and Utilities** includes map, figure and text amendments; describes the state, regional and countywide planning context for the Public Services and Utilities for the city and special purpose districts; provides a descriptive inventory of the general location and capacity of all existing and proposed public utilities, facilities and services including level of service standards in the city of Lake Stevens; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.
- **Chapter 8 – Transportation** includes map, figure and text amendments; describes the state, regional and countywide planning context for the Transportation Element; contains updated information related to the road classifications, level of service standards and concurrency, street inventory, multi-modal planning, and mass transit; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.
- **Chapter 9 – Capital Facilities** includes figure and text amendments; describes the state, regional and countywide planning context for the Capital Facilities Element; contains updated financial data, inventory, funding mechanisms, and clarification of the 6-year Capital Improvement Plan; identifies short and long term cost planning to support infrastructure expenditures; and includes revised goals and policies for compliance with GMA, Vision 2040 and Countywide Planning Policies.

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information to the proposed Lake Stevens Comprehensive Plan amendments. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the city's Integrated 2005 Comprehensive Plan (adopted July 2006) and FEIS (adopted July 17, 2006) along with subsequent addenda 1-7 adopted between 2007 and 2014. The city has considered the impacts of the proposed programmatic actions to the FEIS and addenda, the FEIS for the Lake Stevens Center Subarea Plan (adopted July 2012) and the FEIS for the 20th Street SE Corridor Subarea Plan (adopted July 2012). No additional significant impacts beyond those identified in the previous FEIS documents are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the city of Lake Stevens' environmental review for the 2015 Comprehensive Plan update.

Location of Proposal:	City of Lake Stevens
Proponent: Lead Agency:	City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258 (425) 377-3235
Required Approvals:	Adoption of GMA Comprehensive Plan map and text amendments granted by Lake Stevens City Council
Circulation:	This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.
Comment:	No comment period is required for this addendum under WAC 197-11-502; however, the city is circulating this addendum with an optional comment period of 30 days to interested parties and affected agencies. The city must receive comments no later than 4:00 pm July 26, 2015.
Contact Person:	Russell Wright, <i>Lead Senior Planner</i> (425) 212-3315 or rwright@lakestevenswa.gov
Date of Issuance:	June 26, 2015
Responsible Official:	

Signature: _____

Russell Wright, *Lead Senior Planner* on behalf of Rebecca Ableman McCrary, *Planning & Community Development Director*

Public Hearing:

The City Council and Planning Commission have held multiple workshops and two open houses related to the described Comprehensive Plan amendments over the last 18 months. The Lake Stevens Planning Commission and City Council will hold public hearing to receive final comments and testimony prior to adoption.

Documents:

The Integrated 2005 Comprehensive Plan and Final Environmental Impact Statement, as addended is available at the Permit Center. Electronic copies may be requested. The city website also has a copy of the current plan and FEIS at www.lakestevenswa.gov.

ADDENDUM NO. 9 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

**Adoption of Four Map Amendments and Text Revisions to
Chapter 2 Land Use Element, Chapter 5 Parks, Recreation
and Open Space Element, Chapter 7 Public Services and
Utilities Element, Chapter 9 Capital Facilities Element,
Appendices and Covers, Footers, Dates, Executive Summary
and Table of Contents
with the 2016 Docket**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: August 30, 2016

ADDENDUM #9 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

FACT SHEET

ADDENDUM NO. 9 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

Proposed Non-Project Action:

Under the Growth Management Act, the City of Lake Stevens may amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The proposed non-project action consists of minor map and text amendments for the 2016 Docket including two proposed citizen map amendments that have undergone individual SEPA review, two proposed city map amendments and city text amendments to the Land Use Element, the Parks, Recreation and Open Space Element, the Public Services and Utilities element, Capital Facilities element and the Appendices. Standard administrative updates and SEPA documents will be incorporated into the plan. The GMA requirements contained in Chapter 36.70A RCW apply to this action.

Planning and Community Development has prepared this Addendum No. 9 to the City of Lake Stevens Integrated 2005 Comprehensive Plan and Final Environmental Impact Statement (FEIS) issued July 17, 2006 along with an adoption of existing environmental documents.

Description of Proposal:

The 2016 Docket contains four map amendments, text amendments and minor administrative amendments to the City of Lake Stevens Comprehensive Plan.

RCW 36.70A.130 allows amendments to the Comprehensive Plan once per year with some exceptions. The following actions comprises the City's annual changes to its Comprehensive Plan:

- **Title Page, Table of Contents and Introduction** - Update the dates on the title page, header and footers, the Executive Summary, the table of contents and introduction references as needed with final draft (**Exhibit 2**).
- **Chapter 2 – Land Use Element** – A city-initiated text amendment to update applicable Figures and Tables to reflect the adoption of the two citizen-initiated map amendments (LUA2015-0119 and LUA2016-0007) and two city-initiated map amendments (LUA2016-0017).
 - Text “redlines” to pages LU-10, LU-17, LU-18, LU-21, LU-24;
 - Updates to Figures 2.3 – City Land Use Map and 2.4 – Development Trends Map; and
 - Updates to Tables 2.2 – Employment Zoning in Lake Stevens UGA and 2.3 – Residential Zoning (**Exhibit 3**).
- LUA2015-0119 – A citizen-initiated map amendment to change the land use designation on two parcels totaling approximately 38 acres located at 9105 and 9203 29th Street NE, from

ADDENDUM #9 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

Medium-Density Residential to Public/Semi-Public (**Exhibit 3a**). The city issued a DNS on July 22, 2016 for LUA2015-0119 – no comments or appeals were received. The city hereby adopts this existing DNS (**Exhibit 3b**) by reference and incorporates it into Addendum No. 9.

- LUA2016-0007 – A citizen-initiated map amendment to change the land use designation on three parcels totaling approximately 15.5 acres located on the west side of 127th Drive NE between SR-92 and 36th Street NE, from Planned Business District to Medium Density Residential and accompanied with a city recommended expansion (see below) to the adjacent parcels to the east and west of the project area (**Exhibit 3c**). The city issued a DNS on July 20, 2016 for LUA2016-0007 – one written comment was received and no appeals were filed. The city hereby adopts this existing DNS (**Exhibit 3d**) by reference and incorporates it into Addendum No. 9.
- LUA2016-0007 (continued)– A city-initiated map amendment in concurrence with LUA2016-0007 to change the land use designation on four parcels totaling approximately 3.5 acres adjacent to the three parcels amending to the Planned Business District as described above (**Exhibit 3c**). Three parcels would change from Planned Business District to Medium Density Residential and one parcel would change from Planned Business District to General Industrial.
- LUA2016-0111 – A city-initiated map amendment to change the land use designation on 40 parcels totaling approximately 25 acres located south of 20th Street SE, north of South Lake Stevens Road and near SR-9, from Mixed Use, High Density Residential and Medium Density Residential to Commercial (**Exhibit 3e**). The city is also considering another option that would only rezone the Mixed Use parcels to Neighborhood Business while the remaining parcels in the study area would maintain their current zoning and land use designation.
- **Chapter 5 – Parks, Recreation and Open Space Element** - A city-initiated text amendment to add park projects(s) to the Capital Project List for improvements to Lundeen Park and acquisition of park property in the northwestern portion of the city. The amendment will include text “redlines” to pages P-28 through P-33 (**Exhibit 4**).
- **Chapter 7 – Public Services and Utilities Element** – Update references on page PS-9 to incorporate the Lake Stevens Sewer Districts’ updated Sanitary Sewer Comprehensive Plan (2016) and update references on page PS-13 to incorporate the Lake Stevens School District No.4’s 2016-2021 Capital Facilities Plan (**Exhibit 5**).
- **Chapter 9 – Capital Facilities Element** - A city-initiated text amendment to add park and road projects to Table 9.1 Capital Facilities Program 2015 to 2035 and Table 9.2 - 6-year Capital Improvement Plan. The amendments will include the following additions:
 - Lundeen Park;
 - Park Acquisition;
 - Cedar Road from 20th Street NE to 30th Street NE;
 - South Lake Stevens Road from South Davies to E. Lakeshore;
 - 20th Street SE Transit Alignment; and
 - Revisions to the Transportation Improvement Program 2017 to 2022 (**Exhibit 6**).

ADDENDUM #9 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- **Appendices** – Updates to the following sections:
 - **Appendix A** – Add this document as “Addendum No. 9”;
 - **Appendix C** – Update to “2016 Lake Stevens Sewer District Comprehensive Plan”; and
 - **Appendix F** – Update to “2016-2021 Lake Stevens School District No. 4 Capital Facilities Plan” (**Exhibit 7**).

ADDENDUM #9 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information relating to the 2016 Comprehensive Plan amendments. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the City's Integrated 2005 Comprehensive Plan (July 2006) and FEIS (July 17, 2006). The City has considered the impacts of the proposed programmatic actions to the FEIS document. No additional significant impacts beyond those identified in the FEIS are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the City of Lake Stevens' environmental review for the 2016 Comprehensive Plan Docket.

Location of Proposal: City of Lake Stevens

Proponent: City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258
Lead Agency: (425) 377-3235

Required Approvals: Adoption of 2016 Comprehensive Plan Docket map and text amendments granted by Lake Stevens City Council.

Circulation: This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.

Comment: No comment period is required for this addendum.

Contact Person: Russell Wright, *Community Development Director*
(425) 212-3315 or rwright@lakestevenswa.gov

Date of Issuance: August 30, 2016

Responsible Official: Signature: 
Russell Wright, *Community Development Director*

Public Hearing: Staff has held briefings with both City Council and the Planning Commission related to the analysis of each of the Docket items. The Lake Stevens Planning Commission and City Council will hold public hearings to receive final comments and testimony prior to adoption.

ADDENDUM #9 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

Documents: All of the application materials and staff documents are available at the Permit Center. Electronic copies may be requested.

Exhibit List:

1. Commerce Coversheet
2. Administrative Amendments
3. Chapter 2 Amendments
 - a. School District Map
 - b. School District SEPA DNS
 - c. Hild Rezone Map
 - d. Hild Rezone SEPA DNS
 - e. City-Initiated Map
4. Chapter 5 Amendments
5. Chapter 7 Amendments
6. Chapter 9 Amendments
7. Appendices Amendments

ADDENDUM NO. 10 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

**Adoption of Two Map Amendments and Text Revisions to
Chapter 2 Land Use Element, Chapter 5 Parks, Recreation
and Open Space Element, Chapter 9 Capital Facilities
Element, Appendices and Covers, Footers, Dates, and Table
of Contents pursuant to the 2017 Docket**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: November 9, 2017

ADDENDUM #10 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

FACT SHEET

ADDENDUM NO. 10 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

Proposed Non-Project Action:

Under the Growth Management Act, the city of Lake Stevens may amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The proposed non-project action consists of minor map and text amendments for the 2017 Docket, including two city-initiated map amendments (with concurrent rezones), city text amendments to the Land Use Element, the Parks, Recreation and Open Space Element, the Capital Facilities element and the Appendices. Standard administrative updates and SEPA documents will be incorporated into the plan. The GMA requirements contained in Chapter 36.70A RCW apply to this action.

Planning and Community Development prepared this Addendum No. 10 to the City of Lake Stevens Integrated 2005 Comprehensive Plan and Final Environmental Impact Statement (FEIS) issued July 17, 2006 along with an adoption of existing environmental documents.

Description of Proposal:

The 2017 Docket contains two map amendments, text amendments and minor administrative amendments to the city of Lake Stevens Comprehensive Plan.

RCW 36.70A.130 allows amendments to the Comprehensive Plan once per year, with some exceptions. The following actions comprise the City's annual changes to its Comprehensive Plan:

Title Page and Table of Contents – Updates to the title page, header and footers and table of contents as needed with final draft (**Exhibit 1**).

Chapter 2 – Land Use Element – The following-described text amendments and updates to applicable Figures and Tables to reflect the adoption of two city-initiated map amendments (**Exhibit 2**):

- LU-10 – Revised narrative related to Downtown Plan and Planned Business District;
- LU-13 – Update Figure 2.3 City Land Use Map
 - Chapel Hill Properties – City request to change the land use designation of four parcels adjacent to 99th Avenue and Chapel Hill Road from Commercial and Mixed Use Neighborhood to Public / Semi-Public to support new civic buildings. The city will also process a concurrent area-wide, minor rezone to change the zoning designation of the subject parcels to the Public / Semi-Public zoning designation. The subject properties are located within the city's Lake Stevens Center Subarea and are subject to a SEPA addendum to the Final Environmental Impact Statement established for the subareas (**Exhibit 3**).

ADDENDUM #10 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- Eagle Ridge Park Properties City request to change the land use designation for two (2) parcels adjacent to Soper Hill Road from Medium Density Residential to Public / Semi-Public to support park activities. The city will also process a concurrent area-wide, minor rezone to change the zoning designation of the two (2) subject parcels to the Public / Semi-Public zoning designation.
- LU-21 – Update Development Trends narrative for residential development;
- LU-22 – Update Figure 2.4 Development Trends Map;
- LU-23 – Update Development trends narrative for industrial development

Chapter 5 – Parks, Recreation and Open Space Element - City-initiated text amendments to add park projects(s) to the Capital Project List for improvements to North Cove Park and Lundeen Park (**Exhibit 4**).

- P-4 – Revised narrative for inventory of park facilities;
- P-6 – Update Figure 5.1 to include new neighborhood parks (e.g., Frontier Heights and 20th Street Ballfields);
- P-7 – Update description of Cavelero Park planning;
- P-11 – Add description for Frontier Heights and the 20th Street SE Ballfields;
- P-12 – Update Table 5.3 to add information for Frontier Heights and the 20th Street SE Ballfields;
- P-13 – Revised narrative describing neighborhood park needs;
- P-14 – Update Figure 5.3 Neighborhood Park Distribution;
- P-29 – Update acquisition project narratives;
- P-31 through P-36 – Update capital project descriptions;

Chapter 9 – Capital Facilities Element – City-initiated text amendment to add park and road projects to the Capital Facilities Plan that will include the following additions (**Exhibit 5**):

- CF-7 – Update the Public facilities Map;
- CF-30 – Update Table 9.1 Capital Facilities Program; and
- CF-38 – Update Table 9.2 Six Year Capital Improvement Plan

Appendices – Updates to the following sections:

- **Appendix A** – Add this document as “Addendum No. 10”.

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information relating to the 2017 Comprehensive Plan amendments. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the City’s Integrated 2005 Comprehensive Plan (July 2006) and FEIS (July 17, 2006). The City

ADDENDUM #10 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

has considered the impacts of the proposed programmatic actions to the FEIS document. No additional significant impacts beyond those identified in the FEIS are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the City of Lake Stevens' environmental review for the 2017 Comprehensive Plan Docket.

Location of Proposal: City of Lake Stevens

Proponent: City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258
Lead Agency: (425) 377-3235

Required Approvals: Adoption of 2017 Comprehensive Plan Docket map and text amendments granted by Lake Stevens City Council.

Circulation: This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.

Comment: No comment period is required for this addendum.

Contact Person: Russell Wright, *Community Development Director*
(425) 212-3315 or rwright@lakestevenswa.gov

Date of Issuance: November 9, 2017

Responsible Official: Signature: 
Russell Wright, *Community Development Director*

Public Hearing: Staff has held briefings with both City Council and the Planning Commission related to the analysis of each of the Docket items. The Lake Stevens Planning Commission and City Council will hold public hearings to receive final comments and testimony prior to adoption.

Documents: All application materials and staff documents are available at the Permit Center upon request.

Exhibit List:

1. Administrative Amendments
2. Chapter 2 Amendments
3. SEPA Addendum #3 to the FEIS for the Subareas
4. Chapter 5 Amendments
5. Chapter 9 Amendments

ADDENDUM NO. 11 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

**Adoption of Map Amendments; Text Revisions to the
Executive Summary; Land Use Element; Parks, Recreation
and Open Space Element; Public Utilities and Services
Element; Capital Facilities Element; and Appendices, Covers,
Footers, Dates, and Table of Contents pursuant to the 2019
Docket**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: September 16, 2019

ADDENDUM #11 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

FACT SHEET

ADDENDUM NO. 11 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

Proposed Non-Project Action:

Under the Growth Management Act, the city of Lake Stevens may amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The proposed non-project action consists of map and text amendments for the 2019 Docket, including city-initiated map amendments (with concurrent rezones), city text amendments to the Land Use Element, the Parks, Recreation and Open Space Element, Public Utilities and Services Element, the Capital Facilities element and the Appendices. Standard administrative updates and SEPA documents will be incorporated into the plan. The GMA requirements contained in Chapter 36.70A RCW apply to this action.

Planning and Community Development prepared this Addendum No. 11 to the City of Lake Stevens Integrated 2005 Comprehensive Plan and Final Environmental Impact Statement (FEIS) issued July 17, 2006 along with an adoption of existing environmental documents.

Description of Proposal:

The 2019 Docket contains map amendments, text amendments and minor administrative amendments to the city of Lake Stevens Comprehensive Plan.

RCW 36.70A.130 allows amendments to the Comprehensive Plan once per year, with some exceptions. The following actions comprise the City's annual changes to its Comprehensive Plan:

Title Page and Table of Contents – Updates to the the title page, header and footers and table of contents as needed with final draft.

Executive Summary – City-initiated text amendment the Executive Summary (**Exhibit 1**):

- ES-3 – Update the Land Use Map;
- ES-8 – Update City Growth Map;
- ES-12 – Update Parks Element narrative;
- ES-14 – Update School District narrative

Chapter 2 – Land Use Element – The following-described text amendments and updates to applicable Figures and Tables to reflect the adoption of map amendments (**Exhibit 2**):

- LU-2 – Updated opening sentence and current city land area;
- LU-6 – Updated growth strategy actions in last paragraph;
- LU-8 – Updated Table 2.1
- LU-10 – Revised narrative related to Downtown Plan and Lake Stevens Center;

ADDENDUM #11 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- LU-11 – Updated narrative related to 20th Street Corridor;
- LU-13 – Update Figure 2.3 City Land Use Map (**Exhibit 2a**);
 - o Oak Hill Park – City request to change the land use designation from High Density Residential to Public/Semi-Public, with concurrent rezone to Public/Semi-Public,
 - o Frontier Heights Park – City request to change the land use designation from Medium Density Residential to Public/Semi-Public with concurrent rezone to Public/Semi-Public,
 - o 20th Street Ballfields – City request to change the land use designation from Medium Density Residential to Public/Semi-Public with concurrent rezone to Public/Semi-Public,
 - o Lake Stevens Center Subarea – City request to change land use designations from Mixed-Use to Commercial on properties between SR-204 and Market with concurrent rezone from Main Street District and Mixed Use Neighborhood to Commercial District, and
 - o 20th Street Subarea – City request to consider changes from Medium Density Residential and High Density Residential to Commercial on properties east of SR-9 between 20th Street SE and South Lake Stevens Road with concurrent rezone to either Neighborhood Business or Commercial District;
- LU-14 – Updated text describing land use categories;
- LU-16/17 – Update Table 2.2. and minor text amendments;
- LU-18 – Update Table 2.3. and minor text amendments;
- LU-20 – Update Table 2.6. and minor text amendments;
- LU-21 – Update Development Trends narrative for residential development;
- LU-23 – Update Figure 2.4 Development Trends Map;
- LU-24 – Update Development trends narrative for commercial development;
- LU-25-28 -Update Table 2.7;
- LU-33/34 – Revise Goal 2.5 and policies to reflect adoption of the Downtown Lake Stevens Subarea; and
- LU-36 – Revise Policy 2.9.5 to reflect pre-designations for unincorporated areas.

Chapter 5 – Parks, Recreation and Open Space Element - City-initiated text amendments to add park projects(s) to the Capital Project List for improvements to North Cove, 20th Street Ballfields and Frontier Heights Park (**Exhibit 3**). The chapter has been updated to include recreational services and images have been updated to reflect improvements.

- P-4 – Local planning revised to include Level of Service;
- P-4 – Revised narrative for inventory of park facilities;
- P-6 – Update Figure 5.1 to include new school park, neighborhood park and mini-park (e.g., Stevens Creek, Oak Hill Park and park located within the Woodland Hills subdivision);

ADDENDUM #11 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- P-7 – Update description of Cavalero and Eagle Ridge Parks planning;
- P-10 – Update Figure 5.2 to clarify coverage area;
- P-11 – Add description for Oak Hill. Update description for Frontier Heights, North Cove and the 20th Street SE Ballfields;
- P-12 – Update Table 5.3 to add information for North Cove, Oak Hill Park and the 20th Street SE Ballfields;
- P-13 – Update description of North Cove Park. Revised narrative describing neighborhood park needs;
- P-14 – Update description of service gaps to reflect acquisition of Frontier Heights. Update Figure 5.3 Neighborhood Park Distribution;
- P-16 – Update figure 5.3 to clarify coverage area;
- P-18 – Add description of mini-park located within the Woodland Hills Subdivision. Updated Table 5.4 to add mini-park located within the Woodland Hills Subdivision;
- P-19 – Update Figure 5.4 to include mini-park within the Woodland Hills Subdivision;
- P-21 – Update Table 5.5 to include new school, Stevens Creek elementary;
- P-23 – Omit Grade Road/Hartford Open Space property and added trails within the Reserve neighborhood. Noted the addition of the Trails Master Program.
- P-24 – Update Figure 5.5 to add trails and clarify coverage area;
- P-26 – Omit Community Center facility;
- P-27 - Add North Cove Pavilion;
- P-28 – Update Table 5.6 to omit Community Center and add North Cove Pavilion. Remove Ironman triathlon.
- P-29 – Add Lake Stevens Little League and Waterski Club as recreation providers;
- P-30 – Update future needs and level of service methodology;
- P-34 – Add Frontier Heights and 20th Street Ballfields to Site Development. Add provision for recreation programming;
- P-35 - through P-40 – Update capital project descriptions;
- P-42 - Update Foundations and Contributions narrative; and
- P-43-49 – Update and add policies

Chapter 7 – Public Services and Utilities Element – City-initiated text amendment to the Public Services and Utilities Element that will include the following additions (**Exhibit 4**):

- PS7 – Update NPDES text;
- PS-7 – Update Sewer District narrative
- PS-9 – Update Sewer District Plan reference

ADDENDUM #11 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- PS-12 – Update School District narrative; and
- PS-12 – Update School District plan reference
- CF-38 – Update Table 9.2 Six Year Capital Improvement Plan

Chapter 9 – Capital Facilities Element – City-initiated text amendment to add park and road projects to the Capital Facilities Plan that will include the following additions (**Exhibit 5**):

- CF-7 – Update the Public facilities Map;
- CF-30 – Update Table 9.1 Capital Facilities Program; and
- CF-38 – Update Table 9.2 Six Year Capital Improvement Plan

Appendices – Updates to the following sections:

- **Appendix A** – Add this document as “Addendum No. 11”.

Other Maps

- Concurrent Areawide Rezones (**Exhibit 6**)
- Land Use Pre-designation UGA (**Exhibit 7**)
- Zoning Pre-designation UGA (**Exhibit 8**)

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information relating to the 2019 Comprehensive Plan amendments. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the City’s Integrated 2005 Comprehensive Plan (July 2006) and FEIS (July 17, 2006). The City has considered the impacts of the proposed programmatic actions to the FEIS document. No additional significant impacts beyond those identified in the FEIS are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the City of Lake Stevens’ environmental review for the 2017 Comprehensive Plan Docket.

Location of Proposal:	City of Lake Stevens
Proponent:	City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258
Lead Agency:	(425) 377-3235
Required Approvals:	Adoption of 2019 Comprehensive Plan Docket map and text amendments granted by Lake Stevens City Council.
Circulation:	This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.
Comment:	No comment period is required for this addendum.

ADDENDUM #11 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

Contact Person: Russell Wright, *Community Development Director*
(425) 622-9424 or rwright@lakestevenswa.gov

Date of Issuance: September 19, 2019

Responsible Official: Signature: *Russell Wright*
Russell Wright, *Community Development Director*

Public Hearing: Staff has briefed both the City Council and the Planning Commission on the 2019 Docket items. The Lake Stevens Planning Commission and City Council will hold public hearings to receive final comments and testimony prior to adoption.

Documents: All application materials and staff documents are available at the Permit Center upon request.

Exhibit List:

1. Executive Summary
2. Chapter 2 Amendments
2a Proposed land use map changes
3. Chapter 5 Amendments
4. Chapter 7 Amendments
5. Chapter 9 Amendments
6. Concurrent Rezone Map
7. Draft UGA Land Use Pre-designation
8. Draft UGA Zoning Pre-designation

Appendix B

2012 Buildable Lands Report

Adopted by the Snohomish County Council

on June 12, 2013

Available upon request



Appendix C

APPENDIX C

2016 LAKE STEVENS SEWER DISTRICT

SANITARY SEWER COMPREHENSIVE PLAN AND

AMENDMENT NO.1

ADOPTED BY CITY OF LAKE STEVENS ORDINANCE NO. 980

AND ORDINANCE NO. 1075

PLAN CAN BE VIEWED OR PURCHASED AT

LAKE STEVENS SEWER DISTRICT

1106 VERNON ROAD, SUITE A, LAKE STEVENS, WA

APPENDIX D

CITY OF LAKE STEVENS STREET INVENTORY

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
100TH AVE NE	405.05	Local Access	25
100TH DR SE	210.45	Local Access	25
101ST AVE NE	4487.45	Local Access	25
101ST AVE SE	1646.26	Local Access	25
101ST DR SE	269.93	Local Access	25
102ND AVE NE	1132.52	Local Access	25
102ND DR SE	793.10	Local Access	25
103RD AVE NE	1932.95	Local Access	25
103RD AVE SE	3803.88	Collector/Local Access	25/30
103RD DR SE	2125.65	Local Access	25
104TH AVE SE	292.60	Local Access	25
104TH DR NE	318.16	Local Access	25
104TH DR SE	862.00	Local Access	25
105TH AVE SE	736.72	Local Access	25
105TH DR SE	454.52	Local Access	25
106TH DR NE	447.25	Local Access	25
106TH DR SE	269.60	Local Access	25
107TH AVE NE	521.29	Local Access	25
107TH DR NE	828.26	Local Access	25
109TH AVE NE	408.71	Local Access	25
10TH PL NE	202.92	Local Access	25
10TH PL SE	2865.55	Local Access	25
10TH ST NE	1966.32	Local Access	25
10TH ST SE	2555.50	Collector/Local Access	25/35
111TH DR NE	742.20	Local Access	25
112TH AVE NE	425.44	Local Access	25
112TH CT NE	138.62	Local Access	25
112TH DR NE	1624.96	Local Access	25
113TH AVE NE	2694.29	Collector	25
113TH DR NE	678.07	Local Access	25
114TH AVE NE	1991.38	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
114TH CT NE	165.96	Local Access	25
114TH DR NE	2301.44	Local Access	25
115TH AVE NE	392.80	Collector	25
115TH CT NE	115.90	Local Access	25
115TH DR NE	311.50	Local Access	25
116TH AVE NE	3157.07	Collector/Local Access	25
116TH DR NE	1292.19	Local Access	25
117TH AVE NE	4700.54	Collector/Local Access	25/35
117TH DR NE	324.33	Local Access	25
118TH AVE NE	469.55	Local Access	25
118TH DR NE	2071.58	Local Access	25
119TH DR NE	358.68	Local Access	25
11TH PL NE	257.39	Local Access	25
11TH PL SE	2973.58	Local Access	25
11TH ST NE	1295.15	Local Access	25
11TH ST SE	467.68	Local Access	25
120TH AVE NE	1477.84	Local Access	25
120TH DR NE	1587.70	Local Access	25
121ST CT NE	308.85	Local Access	25
121ST DR NE	854.05	Local Access	25
122ND AVE NE	523.87	Local Access	25
122ND CT NE	525.84	Local Access	25
123RD AVE NE	5208.37	Collector/Local Access	25
123RD DR NE	289.06	Local Access	25
124TH AVE NE	982.15	Local Access	25
124TH CT NE	270.85	Local Access	25
125TH AVE NE	2443.65	Local Access	25
127TH AVE NE	4137.53	Local Access	25
127TH DR NE	1423.46	Collector/Local Access	25/35
128TH AVE NE	912.89	Local Access	25
129TH AVE NE	655.56	Local Access	25
129TH CT NE	280.54	Local Access	25
129TH DR NE	330.99	Local Access	25
12TH PL NE	1391.75	Local Access	25
12TH PL SE	3302.82	Local Access	25
12TH ST NE	1725.13	Local Access	25
12TH ST SE	3391.92	Local Access	25
130TH CT NE	439.59	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
130TH DR NE	1293.93	Local Access	25
131ST AVE NE	4507.84	Collector	25/35
131ST DR NE	1002.46	Local Access	25
13TH PL NE	1333.70	Local Access	25
13TH PL SE	836.37	Local Access	25
13TH ST NE	1745.42	Local Access	25
13TH ST SE	806.67	Local Access	25
14TH PL NE	295.86	Local Access	25
14TH PL SE	2450.49	Local Access	25
14TH ST NE	1560.58	Local Access	25
14TH ST SE	1396.81	Local Access	25
15TH CT SE	109.21	Local Access	25
15TH PL NE	445.65	Local Access	25
15TH PL SE	4534.54	Local Access	25
15TH ST NE	2878.30	Local Access	25
15TH ST SE	1076.22	Local Access	25
16TH PL SE	1663.46	Local Access	25
16TH ST NE	3618.08	Collector/Local Access	25/35
17TH PL NE	627.60	Local Access	25
17TH PL SE	200.84	Local Access	25
17TH ST NE	1641.03	Local Access	25
17TH ST SE	953.35	Local Access	25
18TH PL NE	177.68	Local Access	25
18TH ST NE	1980.08	Local Access	25
18TH ST SE	566.44	Local Access	25
19TH PL NE	300.11	Local Access	25
19TH PL SE	1194.89	Local Access	25
19TH ST NE	2313.24	Local Access	25
19TH ST SE	269.04	Local Access	25
1ST PL NE	889.48	Local Access	25
1ST PL SE	1477.24	Local Access	25
1ST ST SE	2803.76	Collector/Local Access	25
20TH PL NE	175.82	Local Access	25
20TH ST NE	9576.90	Minor Arterial /Local Access	25/35
20TH ST SE	11394.46	Major Arterial	35
21ST PL NE	1424.51	Local Access	25
21ST ST NE	315.33	Local Access	25
21ST ST SE	444.21	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
22ND PL NE	1103.49	Local Access	25
22ND ST NE	2267.91	Local Access	25
23RD PL NE	404.11	Local Access	25
24TH PL NE	921.26	Local Access	25
24TH ST NE	983.75	Local Access	25
24TH ST SE	1174.39	Local Access	25
25TH CT NE	495.41	Local Access	25
25TH PL NE	765.99	Local Access	25
25TH PL SE	324.38	Local Access	25
25TH ST NE	2246.07	Local Access	25
25TH ST SE	659.54	Local Access	25
26TH PL NE	347.23	Local Access	25
26TH PL SE	960.58	Local Access	25
26TH ST NE	3567.62	Collector/Local Access	25
27TH CT NE	306.98	Local Access	25
27TH PL NE	998.52	Local Access	25
27TH ST NE	585.79	Local Access	25
28TH PL NE	1658.49	Local Access	25
28TH ST NE	4800.09	Collector/Local Access	25
29TH CT NE	232.53	Local Access	25
29TH PL NE	1266.99	Local Access	25
29TH ST NE	1107.40	Local Access	25
2ND PL SE	1818.47	Local Access	25
2ND ST SE	1394.44	Local Access	25
30TH PL NE	279.49	Local Access	25
30TH ST NE	5048.68	Local Access	25
31ST PL NE	843.64	Local Access	25
31ST ST NE	569.22	Local Access	25
32ND ST NE	4182.93	Collector/Local Access	25/35
33RD CT NE	408.46	Local Access	25
33RD PL NE	1057.18	Local Access	25
33RD ST NE	451.82	Local Access	25
34TH PL NE	637.24	Local Access	25
34TH ST NE	2527.19	Local Access	25
35TH PL NE	979.44	Local Access	25
36TH ST NE	4814.18	Collector/Local Access	25/35
3RD PL SE	378.25	Local Access	25
3RD ST NE	1733.30	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
3RD ST SE	1639.58	Local Access	25
4TH PL NE	408.64	Local Access	25
4TH PL SE	464.43	Local Access	25
4TH ST NE	4548.70	Collector	25/35
4TH ST SE	4871.73	Collector/Local Access	25
5TH PL NE	385.70	Local Access	25
5TH PL SE	1815.79	Local Access	25
5TH ST NE	1347.39	Local Access	25
5TH ST SE	605.17	Local Access	25
6TH PL NE	383.37	Local Access	25
6TH PL SE	1336.52	Local Access	25
6TH ST SE	706.46	Local Access	25
71ST AVE SE	2606.88	Local Access	25
72ND AVE SE	488.15	Local Access	25
72ND DR SE	724.46	Local Access	25
73RD DR SE	585.14	Local Access	25
74TH DR SE	698.19	Local Access	25
77TH AVE SE	1304.60	Local Access	25
77TH DR SE	2487.56	Local Access	25
78TH DR SE	302.92	Local Access	25
79TH AVE SE	5101.52	Collector/Local Access	25/35
79TH DR NE	1233.06	Local Access	25
79TH DR SE	585.24	Local Access	25
7TH PL SE	1544.05	Local Access	25
7TH ST NE	498.32	Local Access	25
7TH ST SE	866.12	Local Access	25
80TH AVE SE	543.59	Local Access	25
80TH DR NE	152.64	Local Access	25
81ST AVE NE	1762.82	Local Access	25
81ST AVE SE	1082.57	Local Access	25
81ST DR SE	1207.97	Local Access	25
82ND AVE NE	977.34	Local Access	25
82ND AVE SE	264.60	Local Access	25
82ND DR NE	210.01	Local Access	25
82ND DR SE	1087.06	Local Access	25
83RD AVE NE	3141.85	Local Access	25
83RD AVE SE	5654.59	Collector/Local Access	25/30
83RD DR NE	129.59	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
83RD DR SE	1970.96	Collector/Local Access	25
84TH AVE NE	419.20	Local Access	25
84TH AVE SE	1885.89	Local Access	25
84TH DR NE	1451.54	Local Access	25
85TH AVE NE	430.62	Local Access	25
85TH AVE SE	1668.43	Local Access	25
85TH DR NE	3413.30	Local Access	25
85TH DR SE	1221.98	Local Access	25
86TH AVE NE	287.12	Local Access	25
86TH AVE SE	812.07	Local Access	25
86TH DR SE	285.62	Local Access	25
87TH AVE NE	2838.62	Local Access	25
87TH AVE SE	3344.79	Local Access	25
87TH DR NE	231.32	Local Access	25
87TH DR SE	481.65	Local Access	25
88TH AVE NE	1507.48	Local Access	25
88TH AVE SE	592.61	Local Access	25
88TH DR SE	1513.94	Local Access	25
89TH AVE NE	2410.15	Local Access	25
89TH AVE SE	2465.86	Local Access	25
89TH DR NE	624.18	Local Access	25
89TH DR SE	760.47	Local Access	25
8TH PL NE	555.47	Local Access	25
8TH PL SE	288.16	Local Access	25
8TH ST NE	1295.76	Local Access	25
8TH ST SE	5081.56	Collector/Local Access	25/35
90TH AVE NE	325.69	Local Access	25
90TH AVE SE	127.04	Local Access	25
90TH DR NE	1437.18	Local Access	25
90TH DR SE	933.91	Local Access	25
91ST AVE NE	2958.83	Minor Arterial/Collector/Local Access	25/30
91ST AVE SE	6792.65	Minor Arterial	30
91ST DR NE	702.55	Local Access	25
91ST DR SE	961.55	Local Access	25
92ND AVE NE	1163.61	Collector	25
92ND AVE SE	472.28	Local Access	25
92ND DR NE	704.78	Local Access	25
92ND DR SE	1702.19	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
93RD AVE NE	169.48	Local Access	25
93RD AVE SE	876.56	Local Access	25
93RD DR NE	135.57	Local Access	25
93RD DR SE	2502.29	Local Access	25
94TH AVE SE	435.45	Local Access	25
94TH DR NE	153.56	Local Access	25
94TH DR SE	1634.41	Local Access	25
95TH AVE SE	1322.33	Local Access	25
95TH DR SE	1795.50	Local Access	25
96TH AVE NE	1064.93	Local Access	25
96TH AVE SE	2054.31	Local Access	25
96TH DR SE	221.43	Local Access	25
97TH AVE SE	1938.21	Local Access	25
97TH DR NE	1522.58	Local Access	25
97TH DR SE	769.13	Local Access	25
98TH AVE SE	1815.44	Local Access	25
98TH DR NE	1009.70	Local Access	25
99TH AVE NE	5443.09	Collector	25/35
99TH AVE SE	7559.99	Collector/Local Access	30
99TH DR SE	209.17	Local Access	25
9TH PL NE	893.62	Local Access	25
9TH PL SE	1591.34	Local Access	25
9TH ST NE	485.14	Local Access	25
9TH ST SE	1998.20	Local Access	25
ALDER RD	401.14	Local Access	25
BAKER VISTA LN	502.33	Local Access	25
BRYCE DR	1333.86	Local Access	25
CALLOW RD	4189.14	Collector	35
CATHERINE DR	2340.89	Local Access	25
CAVALERO RD	1288.70	Local Access	45
CEDAR RD	3411.05	Local Access	25
CHAPEL HILL RD	3931.98	Collector/Local Access	25
CHERRY RD	899.77	Local Access	25
CRYSTAL PL	226.36	Local Access	25
DOE WAY	255.61	Local Access	25
E LAKESHORE DR	1748.38	Collector	30
E DAVIES LOOP RD	645.03	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
E LAKESHORE DR	2289.44	Collector	30
FOREST RD	633.12	Local Access	25
FRONTAGE RD	762.62	Collector	25
FRONTIER CIR E	1250.41	Local Access	25
FRONTIER CIR W	2433.21	Local Access	25
GRACE LN	580.32	Local Access	25
GRADE RD	6436.17	Minor Arterial	25/35
HARTFORD DR	3774.45	Minor Arterial/Collector/Local Access	25/35
HERON PL	543.58	Local Access	25
KELLI PL	326.26	Local Access	25
LAKE DR	5116.60	Collector	25
LAKE VIEW DR	1971.48	Minor Arterial	25
LAKEMONT AVE	675.47	Local Access	25
LUNDEEN PKWY	12309.29	Minor Arterial	25/35
LUNDQUIST LN	475.01	Local Access	25
MACHIAS CUTOFF RD	324.09	Collector	35
MADRONA DR	679.84	Local Access	25
MAIN ST	1377.18	Collector	25
MANDOLIN CT	188.74	Local Access	25
MAPLE LN	456.61	Local Access	25
MARKET PL	4068.33	Collector	35
MEADOW DR	715.64	Local Access	25
MERIDIAN PL NE	1045.31	Local Access	25
MITCHELL RD	1832.95	Local Access	25
N DAVIES RD	5924.83	Collector	30
N LAKESHORE DR	4601.46	Collector	25
NORTH LN	490.09	Local Access	25
OAK RD	1157.48	Local Access	25
OLD HARTFORD RD	2857.47	Collector	35
PARK DR	301.29	Local Access	25
S DAVIES RD	3342.53	Collector	30/35
S LAKE STEVENS RD	1757.57	Collector	35
S DAVIES RD	1816.60	Collector	30
S LAKE STEVENS RD	7414.88	Collector	30/35
SANDY BEACH DR	1154.22	Local Access	25
SOPER HILL RD	6536.77	Collector	35
SPRINGBROOK RD	1864.00	Local Access	25
SPRUCE RD	1453.69	Local Access	25

STREET NAME	LENGTH IN FT	CLASSIFICATION	SPEED
STITCH RD	2399.94	Local Access	25
VERNON RD	16861.90	Collector/Local Access	25/30
VERNON RD SE	168.15	Local Access	25
W DAVIES LOOP RD	732.77	Local Access	25
WILLOW RD	1107.44	Local Access	25
	496395.54		

[illegible]



APPENDIX E

2018 -2023 LAKE STEVENS SCHOOL DISTRICT NO. 4

CAPITAL FACILITIES PLAN

ADOPTED BY CITY OF LAKE STEVENS

ORDINANCE NO. 1075

PLAN CAN BE VIEWED AT

LAKE STEVENS SCHOOL DISTRICT

12309 22ND ST NE, LAKE STEVENS, WA

Appendix F

CITY DRAINAGE FACILITIES

FAC ID	NAME	PLATNAME	CROSS STREET	CROSS STREET	FAC CLASS	PARCEL DES	UNIQ ID
69	Cedarbrook Division No2 Detention Pipe South	Cedarbrook Division No2	24th St NE	120th Ave NE	Detention Pipe		FLS00069
70	Cedarbrook Division No2 Detention Pipe North	Cedarbrook Division No2	26th St NE	122nd Ct NE	Detention Pipe		FLS00070
71	Skyview Detention Pipe	Skyview	26th St NE	118th Dr NE	Detention Pipe		FLS00071
72	Lundquest Lane Detention Pipe	Lundquest Lane	Lundquest Ln	22nd St NE	Detention Pipe		FLS00072
73	Lakeridge North Detention Pipe	LAKERIDGE NORTH	28th St NE	117th Ave NE	Detention Pipe		FLS00073
74	Walker Road Estates Detention Pipe	Walker Road Estates	117th Ave NE	30th St NE	Detention Pipe		FLS00074
75	Walker Vista Estates Detention Pipe	Walker Vista Estates	115th Dr NE	30th St NE	Detention Pipe		FLS00075
76	Corrie Court Detention Pipe	Corrie Court	25th St NE	116th Ave NE	Detention Pipe		FLS00076
77	Lake Forest Detention Pipe	Lake Forest	25th St NE	113th Dr NE	Detention Pipe		FLS00077
78	Lake Stevens Estates Div 2 Detention Pipe	Lake Stevens Estates Div 2	112th Dr NE	21st Pl NE	Detention Pipe		FLS00078
79	Whitney Court Detention Pipe	Whitney Court	21st Pl NE	116th Ave NE	Detention Pipe		FLS00079
80	Overhill Estates Div B Detention Pipe	Overhill Estates Div B	19th Pl NE	114th Ave NE	Detention Pipe		FLS00080
81	20th Street Vault		20th St NE	123rd Ave NE	Vault		FLS00081
82	Lakeview Crest Detention Pipe	Lakeview Crest	106th Dr NE	25th Pl NE	Detention Pipe		FLS00082
83	Lundeen Parkway Detention Pipe North		Lundeen Park Way	SR 9	Detention Pipe		FLS00083
84	Lundeen Parkway Detention Pipe South		Lundeen Park Way	12th Pl NE	Detention Pipe		FLS00084
56	S Lake Stevens Rd Walkway Pond #2	S Lake Stevens Rd Walkway Pond #2	S Lake Stevens RD	18th St SE	Pond	R/W	FLS00056
61	Hewitt Hills Div No 2 & 3 Detention Pipe	Hewitt Hills Div No 2 & 3	92nd Dr. SE	19th Pl. SE	Detention Pipe	R/W	FLS00061
65	Quail Court Detention Pipe South	Quail Court	88th Dr SE	20th St SE (E Hewitt Ave)	Detention Pipe	R/W	FLS00065
62	Hewitt Hills Div No 4 Detention Pipe	Hewitt Hills Div No 4	91st Dr. SE	19th Pl. SE	Detention Pipe	R/W	FLS00062
64	Quail Court Detention Pipe North	Quail Court	88th Dr SE	20th St SE (E Hewitt Ave)	Detention Pipe	R/W	FLS00064
52	Shadowood No 10 Detention Pipe	Shadowood No 10	104th Dr SE	12th Pl SE	Detention Pipe	Combination	FLS00052
51	Crystal View Detention Pipe	Crystal View	102nd Dr SE	10th Pl SE	Detention Pipe	R/W	FLS00051
54	91st Ave SE @ 12th Pl SE Detention Swale	91st Ave SE @ 12th Pl SE	91st Ave SE	12th Pl SE	Pond	Combination	FLS00054
48	Timberland Detention Pipe	Timberland	91st Ave SE	11th Pl SE	Detention Pipe	R/W	FLS00048
46	S Lake Stevens Rd (South) Filter	S Lake Stevens Rd (South)	Machias Cutoff	S Lake Stevens Rd	Storm Filter	R/W	FLS00046
47	Mission Ridge Div. 3 Detention Pipe	Mission Ridge Div. 3	South Lake Steven	113th Ave SE	Detention Pipe	R/W	FLS00047
59	20th Street Pond #3	20th Street Pond #3	20th St SE	S Lake Stevens Rd	Pond		FLS00059
60	20th Street Pond #2	20th Street Pond #2	20th St SE	SR9	Pond		FLS00060
63	20th st Pond #1	20th Street Pond #1	20th St SE	91st AVE SE	Pond		FLS00063
57	20th Street Pond #5	20th Street Pond #5	20th St SE	S Lake Stevens Rd	Pond		FLS00057

FAC ID	NAME	PLATNAME	CROSS STREET	CROSS STREET	FAC CLASS	PARCEL DES	UNIQ ID
58	20th Street Pond #4	20th Street Pond #4	20th St SE	S Lake Stevens Rd	Pond		FLS00058
1	Greenwood Vilage Div 2 Vault A	Greenwood Vilage Div 2	4th St NE	5th Pl NE	Vault	Tract 999	FLS00001
2	Greenwood Vilage Div 2 Vault B	Greenwood Vilage Div 2	127th Ave NE	128th Ave NE	Vault	Tract 997	FLS00002
3	Greenwood Vilage Div 2 Vault C	Greenwood Vilage Div 2	131st Ave NE	7th St NE	Vault	Tract 996	FLS00003
5	Greenwood Vilage Div 1 Vault	Greenwood Vilage Div 1	125th Ave NE	6th pl NE	Vault	Tract 998	FLS00005
9	The Reserve at Lake Stevens Div 3 Pond	The Reserve at Lake Stevens Div 3	125th Ave NE	8th St NE	Pond	Tract 512	FLS00009
7	The Reserve at Lake Stevens Div 2 Vault	The Reserve at Lake Stevens Div 2	10th St NE	125th Dr NE	Vault	Tract 508	FLS00007
8	The Reserve at Lake Stevens Div 2 Pond	The Reserve at Lake Stevens Div 2	123rd Ave NE	8th St NE	Pond	Tract 511	FLS00008
6	The Reserve at Lake Stevens Div 1 Pond	The Reserve at Lake Stevens Div 1	14th St NE	123rd Ave NE	Pond	Tract 504	FLS00006
10	Lake Point Infiltration Pond	Lake Point	9th Pl NE	123rd Ave NE	Pond	Tract 998	FLS00010
11	Schilling SP Pond	Schilling SP	125th Dr NE	10th St NE	Pond	Tract 502	FLS00011
12	Sunset Ridge Estates Detention Pipe	Sunset Ridge Estates	11th Pl NE	122 Ave NE	Detention Pipe	ROW	FLS00012
13	Timberlake Pond	Timberlake	12th Pl NE	131st Ave NE	Pond	Tract 999	FLS00013
14	Jake's Place Pond	Jake's Place	13th Pl NE	131st Ave NE	Pond	Tract 101	FLS00014
17	Catherine Creek Gardens Pond	Catherine Creek Gardens	131st Dr NE	16th St NE	Pond	Tract C	FLS00017
19	Cedarbrook Division No1 Pond	Cedarbrook Division No1	120th Ave NE	22nd St NE	Pond		FLS00019
20	Meadow Estates Vista Pond	Meadow Estates Vista	Grade Road	Meadow Drive	Pond	Private Lot w /Esmt	FLS00020
15	Bridgeport at the Crossings Pond	Bridgeport at the Crossings	124th Ave NE	30 Pl NE	Pond	Trcat B	FLS00015
16	Lake Stevens Woods Phase 3 Pond	Lake Stevens Woods Phase 3	127th Ave NE	32nd St NE	Pond	Tract 516	FLS00016
21	Pilchuck Terrace Pond	Pilchuck Terrace	34th St NE	118th Dr NE	Pond	Tract 998	FLS00021
22	Baker Vista Vault	Baker Vista	34th St NE	116th Ave NE	Vault	Tract 501	FLS00022
24	Robinet SP Pond	Haack SP	33rd Pl NE		Pond	Tract 999	FLS00024
27	Malia Heights Pond A	Malia Heights	36th St NE		Pond	Tract 997	FLS00027
26	Malia Heights Pond B	Malia Heights	36th St NE		Pond	Tract 999	FLS00026
28	Malia Heights Pond C	Malia Heights	34th St NE		Pond	Tract 995	FLS00028
25	Haack SP Pond	Haack SP	31st Pl NE		Pond	Tract 999	FLS00025
29	Shirewood Vault	Shirewood	31st St NE		Vault	Tract 999	FLS00029
30	Cedar Road Vault	Cedar Road	29th St NE		Vault	Tract 999	FLS00030
31	Lakeview Crest Pond	Lakeview Crest	107th Dr NE		Pond	Tract 997	FLS00031
32	Lundeen Park Bio Swale		Sandy Beach Rd	Vernon Rd	Bio Swale		FLS00032
33	Lundeen Park Way Vault A with filter		Lundeen Park Way	Lake Dr	Vault		FLS00033
34	Lundeen Park Way Vault B with filter		Lundeen Park Way	Lake Dr	Vault		FLS00034
35	Lundeen Park Way Vault C		Lundeen Park Way		Vault		FLS00035

FAC ID	NAME	PLATNAME	CROSS STREET	CROSS STREET	FAC CLASS	PARCEL DES	UNIQ ID
38	Lundeen Park Way Pond 1		Lundeen Park Way		Pond		FLS00038
39	Lundeen Park Way Pond 2		Lundeen Park Way		Pond		FLS00039
40	Lundeen Park Way Pond 3		Lundeen Park Way		Pond		FLS00040
41	Market Place Detention Pipe 1	Market Place Detention Pipe 1	SR 204	Meridian ST	Detention Pipe		FLS00041
42	Market Place Detention Pipe 2	Market Place Detention Pipe 2	Meridian St.	91st Ave NE	Detention Pipe		FLS00042
43	Market Place: Pond 2		Market Place	SR 9	Pond		FLS00043
44	Market Place: Pond 3		Market Place	99th Ave NE	Pond		FLS00044
36	N Davies Rd Walkway: Filter 1		n Davies Rd	96th Ave NE	Storm Filter		FLS00036
37	N Davies Rd Walkway: Filter 2		N Davies Rd	Chapel Hill Rd	Storm Filter		FLS00037
4	Greenwood Vilage Div 2 Vault D	Greenwood Vilage Div 2	131st Ave NE	7th St NE	Vault	Tract 996	FLS00004
66	S Lake Stevens Rd Walkway Pond #1	S Lake Stevens Rd Walkway Pond #1	S Lake Stevens RD	18th ST SE	Pond	R/W	FLS00066
45	Chaple Medow Condo Filters	Chapel Meadows Condo	3rd St NE	101 st Ave NE	Storm Filter		FLS00045
67	Mandolin Court SP Pond	Mandolin Court SP	Mandolin Ct	32nd St NE	Pond		FLS00067
68	Morgan Townhomes Condo Filter	Morgan Townhomes Condo	127th Ave NE	20th St NE	Storm Filter	ROW	FLS00068

Exhibit D

20th Street SE Corridor Subarea Plan Addendum



November 26, 2019

Ordinance No. 1073

NOVEMBER 2019

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NOVEMBER 2019

20th Street SE Corridor Addendum

A. Subarea Plan Review

1. Plan Goals and Assumptions

The subarea planning process for the 20th Street SE Corridor grew out of a vision expressed in the City's Comprehensive Plan to establish concentrated growth centers for future employment, retail, and housing growth. As a first step, the City hired a consultant team to prepare economic assessments and economic development reports (Leland Consulting Group & LMN Architects, 2011a and 2011b; Leland Consulting Group, 2011). A key finding from the reports indicated that significant retail "leakage" was occurring (i.e., consumers were travelling outside the City for retail purposes) in Lake Stevens. The assessments evaluated the opportunities and constraints associated with each growth center. The city realized it had an opportunity to attract new retail development and employment based on its demographics, location and quality of life.

The 20th Street SE Corridor Subarea Plan was developed as a key tool to create an employment center in the southern part of the city. The plan for the 20th Street SE Corridor identified the potential for providing the City's highest concentration of jobs, particularly professional and technical services, integrated with retail nodes to serve workers and residents along with higher-density housing on the periphery. The primary goals of the plan remain valid today.

- Establish 20th Street SE as an appealing gateway into the City with attributes reflecting a distinct, unified community.
- Promote economic development and a more positive balance of jobs and housing by providing a mixture of jobs, goods and services, housing with recreation/open space and protection of important environmental resources.
- Attract a variety of employers of varying sizes.
- Encourage a concentration of local and regional retailing and services around the intersection of 20th Street SE and SR-9.
- Create pockets of parks and open space throughout the corridor.

- Continue the widening of 20th Street SE westward towards the Hewett Avenue (US 2) trestle.
- Provide multiple routes of travel with clear circulation and access to destinations including parallel east-west circulation routes north and south of 20th Street SE.
- Enhance the appearance of streets, sidewalks, sites, and buildings.

2. Original Plan Alternatives

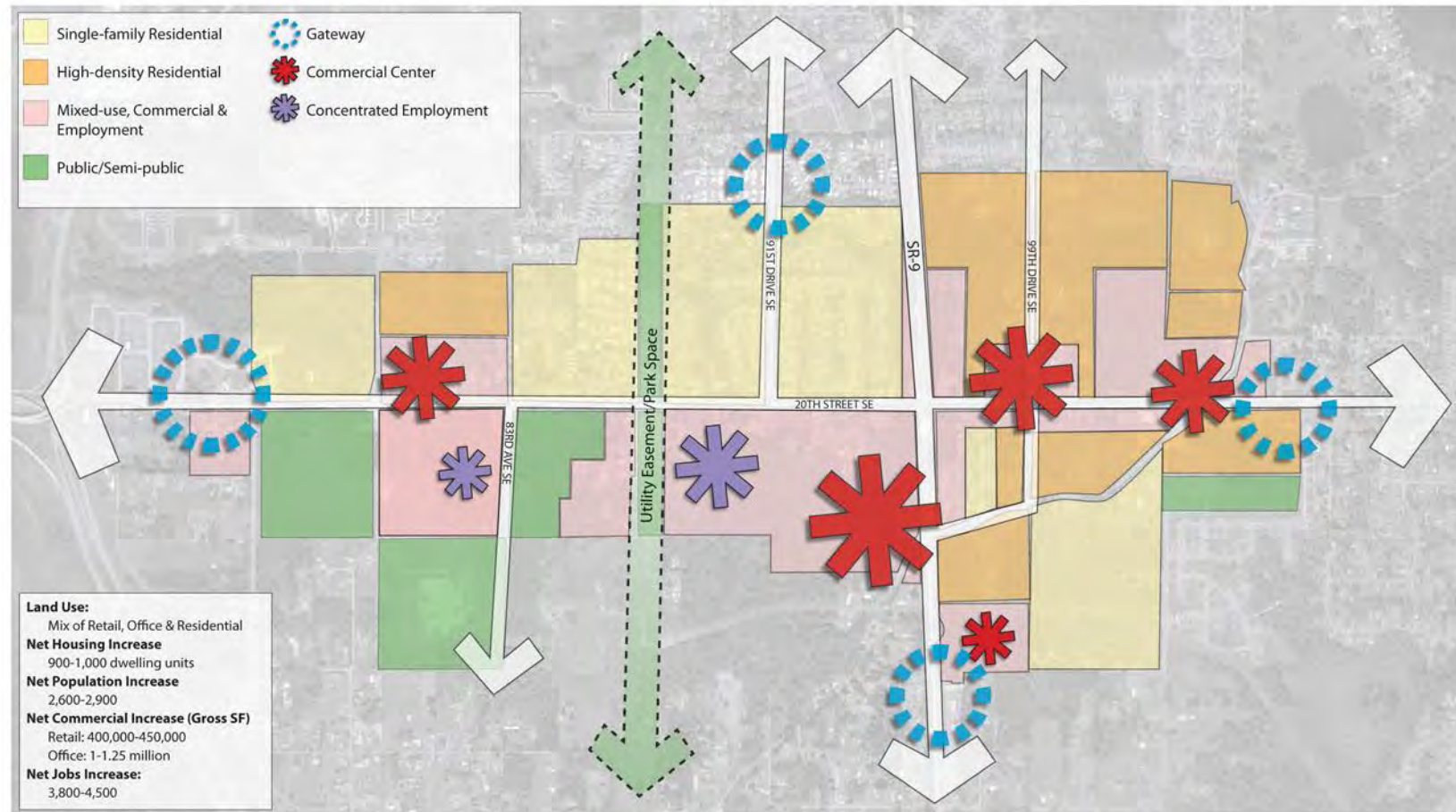
The draft Environmental Impact Statement (EIS) considered three land use alternatives (Addendum - Table 1) that included a strong emphasis on employment growth, economic diversification and capturing retail spending occurring outside the City. The Lake Stevens City Council selected Alternative 2 as the preferred land use alternative.

Alternative	Retail (Gross Sq. Ft.)	Office (Gross Sq. Ft.)	Housing (Dwelling Units)
Alternative 1 – No Action	150,000-180,000	20,000-35,000	600-1,200
PREFERRED ALTERNATIVE Alternative 2 – Employment/ Commercial Emphasis	400,000-450,000	1-1.25 million	900-1,000
Alternative 3 – Moderate Employment/Commercial & Residential Emphasis	300,000-350,000	600,000-750,000	1,200-1,400

Addendum Table 1 Summary of EIS alternatives

The Preferred Alternative/Alternative 2 emphasized employment and commercial growth that focused growth in office parks, commercial and mixed-use nodes along the corridor, and larger complexes, with an increase in higher-density residential uses along the periphery of the subarea to provide a transition to existing single-family neighborhoods. The subarea plan included a conceptual map for the preferred alternative that shows major land use patterns and focus areas (Addendum Map 1).

NOVEMBER 2019



20th Street SE Corridor Preferred Alternative: Intensive Employment with Residential

July 2012

Map 1 Preferred Alternative

3. Purpose & Authority

To help realize its economic strategy, the City developed a subarea plan for the 20th Street SE Corridor, under the Revised Code of Washington (RCW) 36.70A.080, to promote balanced employment and retail growth in the City in an area with larger parcels for development. The City adopted the subarea plan as a supplementary document to the City's Comprehensive Plan. The subarea plan identified the land use goals and policies for the area that framed the regulatory development regulations. The plan is also a primary mechanism to identify actions and capital investments necessary to implement the plan. The City adopted the 20th Street SE Corridor Subarea Plan in accordance with the Lake Stevens Comprehensive Plan and incorporated associated regulations as part of the municipal code. The City also adopted the subarea plan as a planned action. A planned action is a tool that cities can use to provide regulatory certainty and encourage economic development, as allowed under the State Environmental Policy Act (RCW 43.21C.031 and WAC 197-11-164). Performing early environmental review as part of a subarea plan streamlines SEPA review for subsequent projects that are consistent with the plan.

B. Plan Updates and Development Trends

1. Development Trends

The city has achieved several of the objectives laid out in the subarea plan. The residential component of the plan has been most successful. Between 2012 and mid-2019, the area has seen the development or pre-development of over 800 new dwelling units, including 307 attached units. One thousand (1000) units were anticipated. During the same time, there has been limited commercial development. The most significant project was the Trestle Station an 18,000 square foot retail complex. There is significant commercial and institutional development on the horizon including a new fire station / headquarters and Food Bank with civic offices of approximately 11,000 square feet.

Some issues that have affected commercial growth along the corridor include the presence of critical areas and the Everett waterline south of 20th Street SE and powers corridors west of SR-9. Other factors have

been the regional trend of renewed commercial development following significant residential growth. Snohomish County has seen limited office production countywide.

As part of the 2019 Comprehensive Plan Docket, the City Council requested staff reevaluate the market conditions along the corridor and assess if the growth targets identified in the Subarea Plan and Planned Action Ordinance remain valid. The city retained BERK consultants to evaluate current local and regional market trends in its re-evaluation of the growth targets for the 20th Street SE Corridor.

BERK's findings indicated that under current conditions, the office targets are overly ambitious. They also indicated that Lake Stevens is well positioned to expand retail development targets.

- * *Planning should look to accommodate 1.1–1.2 million square feet of new commercial space overall by 2040*
- * *Continue negotiations with Everett to mitigate easement restrictions on properties.*
- * *Adjust the 20th St SE Corridor concept to permit a mix of uses that is more reflective of market trends and considers site limitations.*
- * *Areas for additional commercial development should be explored by the City, potentially through annexation*

The City Council and Planning Commission have reviewed the findings of the report and recommended moving forward with identified changes, including modifying some of the growth targets in the different employment sectors.

2. Public Process

Stakeholder Meeting

- BERK toured the city on July 24, 2019 and met with a group of local stakeholders including developers, property owners and real estate professionals to gauge their thoughts on the plan and potential changes.

NOVEMBER 2019

Noticing and Document Issuance Dates

- On September 20, 2019 the city issued a SEPA addendum for the Comprehensive Plan and FEIS for the 20th Street SE and sent notice to the Department of Commerce and affected agencies.

Planning Commission

- 1st Briefing on Subarea Plan changes September 18, 2019
- 2nd Briefing on Subarea Plan map changes October 16, 2019
- Comprehensive Plan Hearing November 6, 2019

City Council

- 1st Briefing on Subarea Plan changes September 19, 2019
- 2nd Briefing on Subarea Plan map changes October 1, 2019
- Comprehensive Plan Hearing / 1st Reading November 6, 2019
- Comprehensive Plan Final Action / 2nd Reading November 26, 2019

C. Updated Market Conditions

1. BERK Assessment

- * *The 20th St SE Corridor has experienced a slow rate of development to date due to infrastructure capacity, site limitations, and divided ownership.*
- * *Wetlands will limit the ability to develop portions of the Subarea*
- * *The water transmission line easement controlled by the City of Everett will also pose a significant constraint for development*

2. Regional Trends

- Office commercial development in the regional market has been slow and focused in existing centers
- Greater market for new retail space in the region
- Employment in construction and healthcare services has experienced significant growth recently in the regional economy
- Future regional planning promotes decentralized job growth, with a greater focus on communities in transit corridors

- County and regional plans identify Lake Stevens as a location for locally important goods, services, and employment

3. Lake Stevens Market

- Estimates indicate that Lake Stevens has experienced significant employment growth, primarily related to warehousing, construction, and services.
- Taxable retail sales data highlight that construction-related activities, restaurants, and general merchandise stores provide the greatest amount of retail activity in the market
- A retail leakage analysis indicates that there may be opportunities for expansion with several types of businesses, including general merchandise stores and restaurants
- Local rents and vacancy rates suggest that in the short-term smaller office spaces may be at a premium
- Projections estimate that employment in Lake Stevens should grow by 3,600–4,000 jobs, with a need for 1.1–1.2 million sf of commercial space
- Growth in the number of mini-storage facilities in the city suggest that limits to these uses in planned commercial and retail areas should be maintained

4. Recommendations

- Shift the land use concept away from business/office parks and put a greater focus on retail and commercial that cannot be accommodated in Lake Stevens Center.
- Review the Business District (BD) designation in this neighborhood under LSMC 14.38.020(a) to allow for a more flexible range of retail uses to be accommodated.
- Review the Commercial District (CD) designation in this neighborhood under LSMC 14.38.020(b) to expand the list of principal uses to include health care / professional services, entertainment, and other commercial uses as principal uses. In addition, increase the 10,000-sf requirement for a conditional

use permit for building with health care, professional, scientific, and technical services.

- Coordinate future revisions to the Planned Action EIS that adjust development thresholds in LSMC 14.38.120(c) to align with projections.
- Maintain the use of the design guidelines in the Subarea Plan to reinforce community identity but re-orient the pedestrian-oriented guidelines, building design standards, and streetscape standards to create comfortable and welcoming internal circulation nodes that tie adjacent development together. Integrate this with the standards for plazas, courtyards, and seating areas and pedestrian connections.
- Explore alternative access routes for development impacted by the water transmission line easement.
- Note that the development bonus included in LSMC 14.38.050 will not likely be applied to greenfield commercial and residential development in this area. Explore other approaches to promote the provision of open space and sustainability with new development in this area, such as voluntary programs and informational campaigns.

D. Targets, Land Use Designations and Zoning

1. Development Thresholds

The draft Environmental Impact Statement (EIS) considered three land use alternatives (Table 4.1), all of which envisioned the 20th Street SE Corridor with a strong emphasis on employment growth, economic diversification and capturing the retail spending occurring outside the City. The recent market analysis does not change this goal but allows the City to be adaptable and modify targets for individual employment sectors under the previously adopted preferred alternative. Proposed changes fall within the analysis for all the original growth targets.

The Revised Development Thresholds continue to emphasize employment and commercial growth with office parks, commercial and mixed-use nodes near higher-density residential uses in the subarea.

Development Thresholds	Retail (Gross Sq. Ft.)	Office (Gross Sq. Ft.)	Housing (Dwelling Units)
Development Thresholds	500,000	500,000	1,000

Addendum Table 2 Revised Development Thresholds

Based on the 2019 market analysis, the allocations have shifted toward less office and more retail. Residential capacity has not changed. Approximately 55% of Retail, 100% of Office, and 16% of Residential capacity remains. The changes fall within the alternatives evaluated are consistent with the subarea plan and the EIS.

2. Land Use and Zoning Changes

Based on the updated market analysis several parcels received new zoning designations included as Maps 3 and 4. Specifically, the properties that had been designated with various commercial zoning designations have been rezoned Commercial District to provide the most flexibility for potential land uses. Some residential properties have received a Land Use Designation of Commercial with the Commercial District zone. Table 3 shows revised acreage for land use and zoning changes.

Land Use Designations	Acres	Zoning District	Acres
Medium Density Residential	249.04	R-6 (formerly Urban Residential)	244.19
High Density Residential	209.61	High Urban Residential	214.69
Commercial	235.87	Commercial District	235.87
Mixed Use	28.78	Mixed-Use Neighborhood	29.12
Public/Semi-Public	128.64	Public/Semi-Public	126.33

Addendum Table 3 Revised Land Use / Zoning Summary

NOVEMBER 2019

E. Implementation

1. Market and Promotion

City staff has been cultivating relationships with developers and major property owners who have expressed a desire to develop along portions of the corridor. As a future implementation task, the City should develop updated marketing materials, actively promote the subarea and continue reaching out to developers, companies and real estate professionals with a deliberate marketing approach.

2. Partnerships

No City on its own can create a transformation of an area in all its many forms, nor does it have the financial resources to accomplish that. The City should identify strategic partners who can contribute resources, investments, and efforts to implement the 20th Street SE Corridor Subarea Plan. Partners include utility districts, school districts, Snohomish County, Washington Department of Transportation, non-profit groups, civic organizations, and private developers.

3. Gateways and Wayfinding

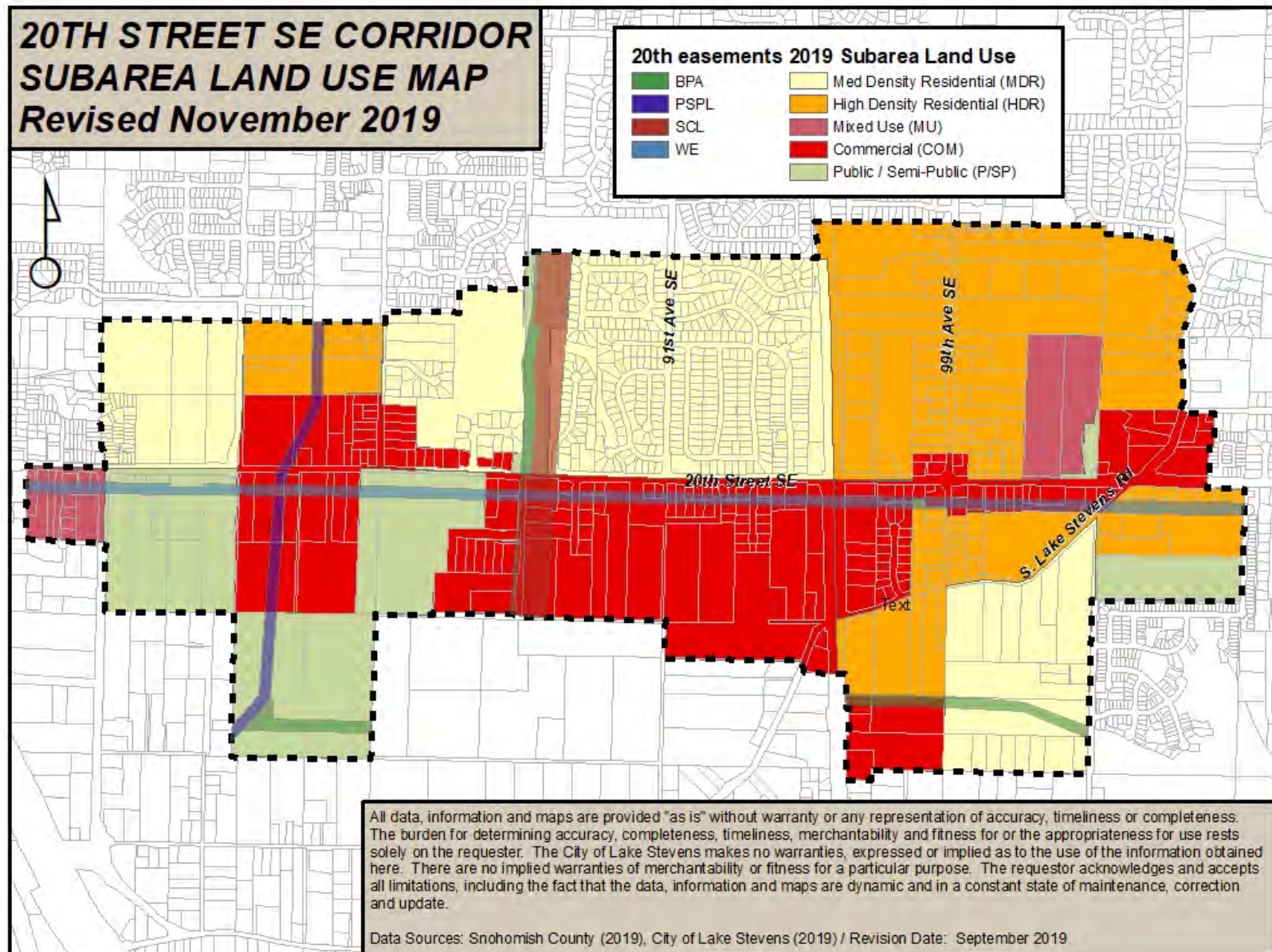
To capitalize on the positive changes envisioned in the subarea plan, the City should implement Gateway and Wayfinding following the City's

adopted beautification plan. Future signs could reflect the unique character of the subarea and its diverse residential and commercial areas and provide clear direction to amenities, businesses, and services within the subarea for visitors and residents. A successful Gateway and Wayfinding program is a key tool to enhance economic development and help establish an attractive and dynamic subarea that connects the subarea seamlessly to greater Lake Stevens.

4. Associated Documents

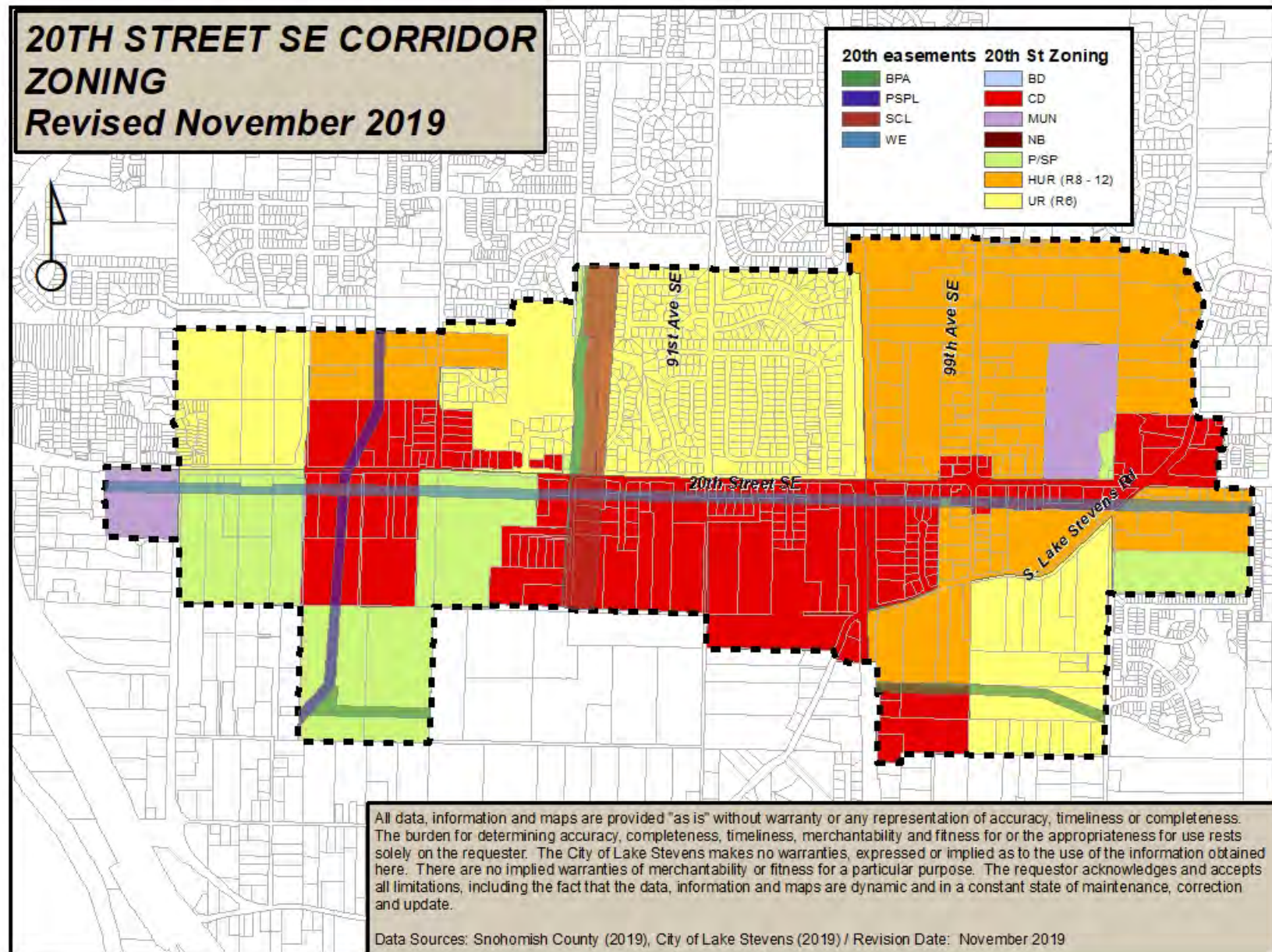
The Subarea Plan provides guidance for the Vision, but the plan is implemented through land use regulations, design guidelines, capital facilities plan and the planned action ordinance. Follow up actions should include an update to the planned action ordinance and review of the development regulations in Title 14 of the Lake Stevens Municipal Code for consistency with the Subarea Plan and associated documents. Updates to the Capital Facilities Plan will be through the annual docket process and six-year capital plan as City Council sets priorities for road and park improvements.

NOVEMBER 2019



Map 2 Revised Land Use Map

NOVEMBER 2019



Map 3 Revised Zoning Map

*A great place to
▲work ▲shop ▲live*

Exhibit E

Lake Stevens Center Subarea Plan Addendum



November 26, 2019

Ordinance No. 1073

NOVEMBER 2019

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Lake Stevens Center Addendum

A. Subarea Plan Review

1. Plan Goals and Assumptions

The subarea planning process for the Lake Stevens Center grew out of a vision expressed in the City's Comprehensive Plan to establish concentrated growth centers for future employment, retail, and housing growth. As a first step, the City hired a consultant team to prepare economic assessments and economic development reports (Leland Consulting Group & LMN Architects, 2011a and 2011b; Leland Consulting Group, 2011). A key finding from the reports indicated that significant retail "leakage" was occurring (i.e., consumers were travelling outside the City for retail purposes) in Lake Stevens. The assessments evaluated the opportunities and constraints associated with each growth center. The city realized it had an opportunity to attract new retail development and employment based on its demographics, location and quality of life.

The City developed a framework for the development of the Lake Stevens Center through this planning effort. The primary impetus of the subarea plan was to revitalize the City's retail core and bestow a renewed vitality to the district. The subarea enjoys excellent transportation access because of the intersections of two regional highways, notably SR-9 and SR-204. Being a crossroads for markets, the Lake Stevens Center's location favors its position for retail growth with considerable pass-through traffic from commuters to the east and north. Three strategies will help attract additional retail development:

- Capture retail "leakage" (i.e., goods purchased in another market that could or should be purchased locally).
- Become a retail destination.
- Increase the City's tourism draw.

The City goal to revitalize the Lake Stevens Center appearance, improve traffic and pedestrian circulation; and expand retail, office, and residential development by enhancing the appearance of streets, sidewalks, sites, and buildings; and transforming the area into a regional center with anchor retail, a greater array of restaurants, visitor lodging, family-oriented entertainment, and public spaces. These actions will make the subarea a destination for shopping, services, dining, and entertainment. Most of the primary goals of the plan remain valid today.

- Promote economic development and balanced jobs and housing.
- Recognize and strengthen Lake Stevens Center as an important crossroad for commerce for communities along SR-9.
- Transform the area into a regional center with anchor retail, mixed-use nodes, restaurants, visitor lodging, family-oriented entertainment, professional services and public spaces, utilized by the local and regional community.
- Encourage infill, greater intensity and redevelopment where older buildings have outlived their economic life and look for opportunities to upgrade older properties into places where people can live as well as conduct business.
- Incorporate mixed-use residential buildings with ground-floor retail or office that allow people to work within walking distance of their homes.
- Upgrade the transportation network to ensure that multiple modes of travel have effective circulation and access to destinations.
- Enhance the appearance of streets, sidewalks, sites, and buildings through the development of effective development regulations, guidelines, and standards to create a welcoming entry to the community.
- Protect important environmental resources.
- Strengthen attributes that reflect Lake Stevens as a distinct, unified community.
- Create an incentive for redevelopment through a SEPA Planned Action.

NOVEMBER 2019

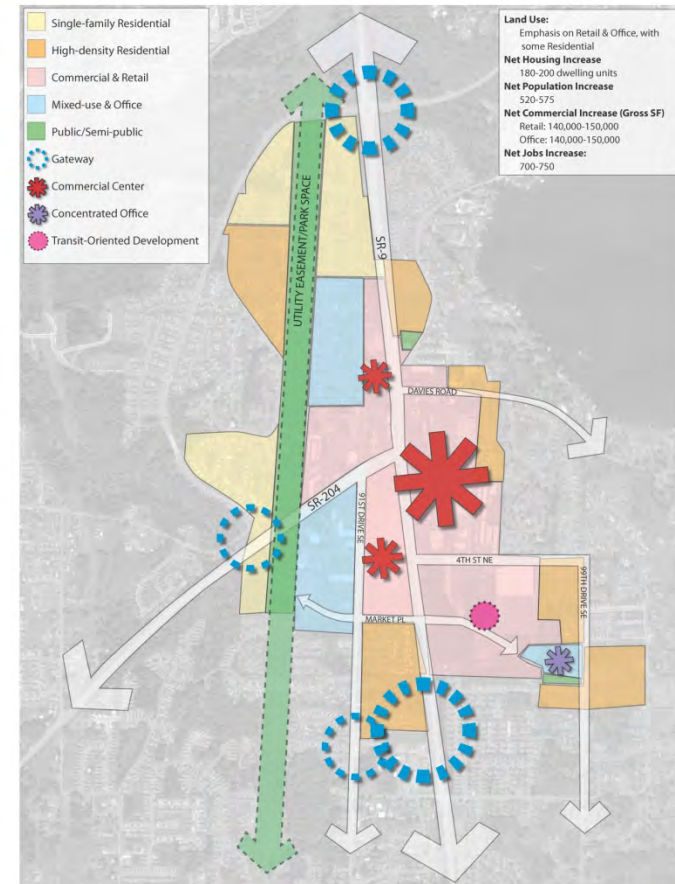
2. Original Plan Alternatives

The draft Environmental Impact Statement (EIS) considered three land use alternatives (Addendum - Table 1) that included a strong emphasis on employment growth, economic diversification and capturing retail spending occurring outside the City. The Lake Stevens City Council selected Alternative 2 as the preferred land use alternative.

Alternative	Retail (Gross Sq. Ft)	Office (Gross Sq. Ft)	Housing (Dwelling Units)
Alternative 1 – No Action	50,000-60,000	30,000-40,000	100-120
Alternative 2 – Center Revitalization	140,000-150,000	140,000-150,000	180-200
Alternative 3 – Residential & Retail Emphasis	140,000-150,000	100,000-120,000	500-600

Addendum Table 1 Summary of EIS alternatives

The Preferred Alternative/Alternative 2 emphasized intensifying employment and commercial growth in the city's traditional retail core. with an increase in higher-density residential uses along the periphery of the subarea to provide a transition to existing single-family neighborhoods. The subarea plan included a conceptual map for the preferred alternative that shows major land use patterns and focus areas (Addendum Map 1). From the preferred alternative specific development thresholds were adopted in the planned action ordinance. The exact land uses have changed but the main concept of concentrated commercial growth in the traditional retail core remains consistent.



LSC Preferred Alternative: Center Revitalization

July 2012



Map 1 Preferred Alternative

3. Purpose & Authority

To help realize its economic strategy, the City developed a subarea plan for the Lake Stevens Center, under the Revised Code of Washington (RCW) 36.70A.080, to promote balanced development in this growth center and to support the addition of employment and retail growth in the City in an area with larger parcels for development.

The City adopted the subarea plan as a supplementary document to the City's Comprehensive Plan. The subarea plan identified the land use goals and policies for the area that framed the regulatory development regulations. The plan is also a primary mechanism to identify actions and capital investments necessary to implement the plan. The City adopted the Lake Stevens Center Subarea Plan in accordance with the Lake Stevens Comprehensive Plan and incorporated associated regulations as part of the municipal code. The City also adopted the subarea plan as a planned action. A planned action is a tool that cities can use to provide regulatory certainty and encourage economic development, as allowed under the State Environmental Policy Act (RCW 43.21C.031 and WAC 197-11-164). Performing early environmental review as part of a subarea plan streamlines SEPA review for subsequent projects that are consistent with the plan. No changes to the planned action will be required.

B. Plan Updates and Development Trends

1. Development Trends

The city has achieved several of the objectives laid out in the subarea plan including the construction of approximately 58,000 square feet of new commercial and office development, including Vernon Village, Petco, the Ram and a new Bartell's in the Lake Stevens Center.

Some issues that have affected commercial growth include the limited amount of remaining developable acres. Other factors have been the regional trend of renewed commercial development following significant residential growth.

As part of the 2019 Comprehensive Plan Docket, the City Council requested staff reevaluate the market conditions along the corridor and assess if the growth targets identified in the Subarea Plan and Planned Action Ordinance remain valid. The city retained BERK Consultants to evaluate current local and regional market trends in its re-evaluation of the growth targets for the Lake Stevens Center.

BERK's findings indicated that under current conditions, the office targets are overly ambitious. They also indicated that Lake Stevens is well positioned to expand retail development targets.

- * *Plan for 1.1–1.2 million square feet of new commercial space by 2040*
- * *Design requirements in Lake Stevens Center should be relaxed to allow for more opportunities for redevelopment.*
- * *Areas for additional commercial development should be explored by the City, potentially through annexation.*

The City Council and Planning Commission have reviewed the findings of the report and recommended moving forward with identified changes, including modifying some of the growth targets in the different employment sectors.

2. Public Process

Stakeholder Meeting

- BERK toured the city on July 24, 2019 and met with a group of local developers, property owners and real estate professionals to gauge their thoughts on the existing plan and potential changes.

Noticing and Document Issuance Dates

- On September 20, the city issued an SEPA addendum to the Lake Stevens Comprehensive Plan and FEIS for the 20th Street SE and sent notice to the Department of Commerce of proposed changes.

NOVEMBER 2019

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City Council

- 1st Briefing on Subarea Plan changes September 19, 2019
- 2nd Briefing on Subarea Plan map changes October 1, 2019
- Comprehensive Plan Hearing / 1st Reading November 6, 2019
- Comprehensive Plan Final Action / 2nd Reading November 26, 2019

C. Updated Market Conditions

1. BERK Assessment for the Lake Stevens Center

- * *Lake Stevens Center has experienced some retail and residential growth that aligns with the current Subarea Plan, but tourism and office commercial growth has been limited to date.*
- * *Multimodal transportation, streetscape, and building massing requirements in the Subarea Plan may impact potential development for this site, and future transportation improvements will promote a more auto-oriented environment*
- * *Additional infill and redevelopment may be possible on certain sites, but redevelopment of large format retail to align with the Subarea Plan will be challenging*

2. Regional Trends

- Office commercial development in the regional market has been slow and focused in existing centers
- There has been more of a market for new retail space in the region
- Employment in construction and healthcare services has experienced the most significant growth recently in the regional economy

- Future regional planning intends to promote decentralized job growth, but with a greater focus on communities in transit corridors
- County and regional plans identify Lake Stevens as a location for locally important goods, services, and employment

3. Lake Stevens Market

- Estimates indicate that Lake Stevens has experienced significant employment growth, primarily related to warehousing, construction, and services.
- Taxable retail sales data highlight that construction-related activities, restaurants, and general merchandise stores provide the greatest amount of retail activity in the market
- A retail leakage analysis indicates that there may be opportunities for expansion with several types of businesses, including general merchandise stores and restaurants
- Local rents and vacancy rates suggest that in the short-term smaller office spaces may be at a premium
- Projections estimate that employment in Lake Stevens should grow by 3,600–4,000 jobs, with a need for 1.1–1.2 million sf of commercial space
- Growth in the number of mini-storage facilities in the city suggest that limits to these uses in planned commercial and retail areas should be maintained

4. Recommendations

- Ensure that growth strategies for Lake Stevens Center recognize that further yields of commercial space in this area will likely result from longer-term redevelopment, with a limited amount of redevelopment and infill outside of the major community shopping centers.

- Review the Commercial District (CD) designation in this neighborhood under LSMC 14.38.020(b) to expand the list of principal uses to include health care / professional services, entertainment, and other commercial uses as principal uses. In addition, increase the requirements for a conditional use permit for health care, professional, scientific, and technical services in buildings with a footprint greater than 10,000 sf.
- Remove the maximum setbacks included in LSMC 14.38.040 for MS and Mixed Use Neighborhood (MUN) designations in this neighborhood to provide additional flexibility with site configuration and massing.
- Maintain the use of the design guidelines in the Subarea Plan to reinforce community identity but re-orient the pedestrian-oriented guidelines, building design standards, and streetscape standards to create comfortable and welcoming internal circulation nodes that tie adjacent development together. Integrate this with the standards for plazas, courtyards, and seating areas and pedestrian connections.
- Note that a development bonus such as the one included in LSMC 14.38.050 will not likely be applicable in the short-term as a means of encouraging additional commercial development. Over the long term these bonuses may provide incentives for redevelopment, especially with respect to mixed-use and multifamily projects. Review and adjust the development incentives provided for the bonus height when new multi-story development is proposed for this area.
- Maintain the current development thresholds for the Planned Action EIS included in LSMC 14.38.120(c), but re-evaluate these targets after additional commercial development occurs in the neighborhood to ensure that this mix of uses is being attained.

D. Targets, Land Use Designations and Zoning

1. Development Thresholds

The draft Environmental Impact Statement (EIS) considered three land use alternatives (Table 1), all of which envisioned the Lake Stevens Center with a strong emphasis on employment growth, economic diversification and capturing the retail spending occurring outside the City. The recent market analysis does not change this goal but allows the City to be adaptable and modify targets for individual employment sectors under the previously adopted preferred alternative. Proposed changes fall within the analysis for all the original growth targets.

Development Thresholds	Retail (Gross Sq. Ft.)	Office (Gross Sq. Ft.)	Housing (Dwelling Units)
Adopted Development Thresholds	150,000	150,000	200

Addendum Table 2 Preferred Alternative

The Development Thresholds for allocation of land uses types will remain the same. As of June 2019, approximately 61% of Retail, 95% of Office, and 87% of Housing capacity remains. The changes fall within the alternatives evaluated are consistent with the subarea plan and the EIS.

B. Land Use and Zoning Changes

Based on the updated market analysis some parcels received new land use and zoning designations included as Maps 3 and 4 (pages XX). Specifically, the properties between SR-204 and Market were assigned the Commercial land use designation and Commercial District zoning designation to allow greater use flexibility. Table 3 shows revised acreage for land use and zoning changes.

Land Use Designation	Acres	Zoning	Acreage
Medium Density Residential	80	Urban Residential	80
High Density Residential	58	High Urban Residential	66
Commercial	153	Business District, Commercial District	118
Mixed Use	22	Mixed Use, Mixed Use Neighborhood	63
Public/Semi-Public	43	Public/Semi-Public	32

Addendum Table 3 Revised Land Use / Zoning Summary

E. Implementation

1. Market and Promotion

City staff has been cultivating relationships with developers and major property owners who have expressed a desire to develop along portions of the corridor. As a future implementation task, the City should develop updated marketing materials, actively promote the subarea and continue reaching out to developers, companies and real estate professionals with a deliberate marketing approach.

2. Partnerships

No City on its own can create a transformation of an area in all its many forms, nor does it have the financial resources to accomplish that. The City should identify strategic partners who can contribute resources, investments, and efforts to implement the Lake Stevens Center Subarea Plan. Partners include utility districts, school districts, Snohomish

County, Washington Department of Transportation, non-profit groups, civic organizations, and private developers.

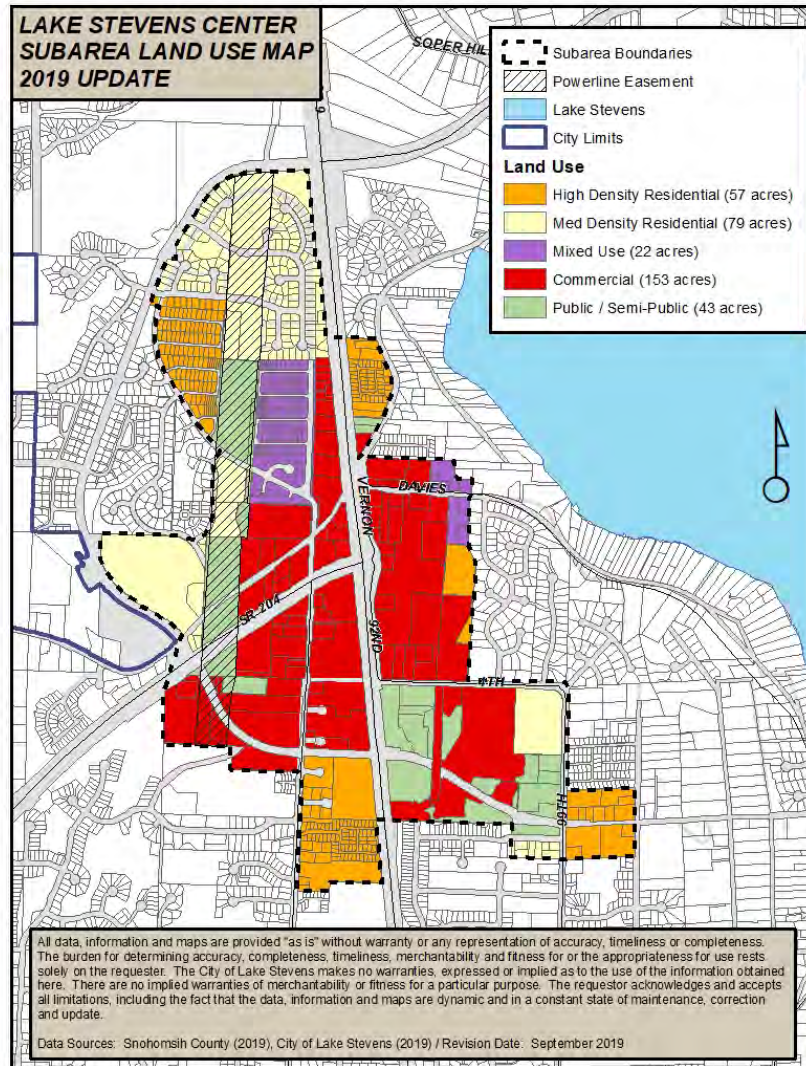
3. Gateways and Wayfinding

To capitalize on the positive changes envisioned in the subarea plan, the City should implement Gateway and Wayfinding following the City's adopted beautification plan. Future signs could reflect the unique character of the subarea and its diverse residential and commercial areas and provide clear direction to amenities, businesses, and services within the subarea for visitors and residents. A successful Gateway and Wayfinding program is a key tool to enhance economic development and help establish an attractive and dynamic subarea that connects the subarea seamlessly to greater Lake Stevens.

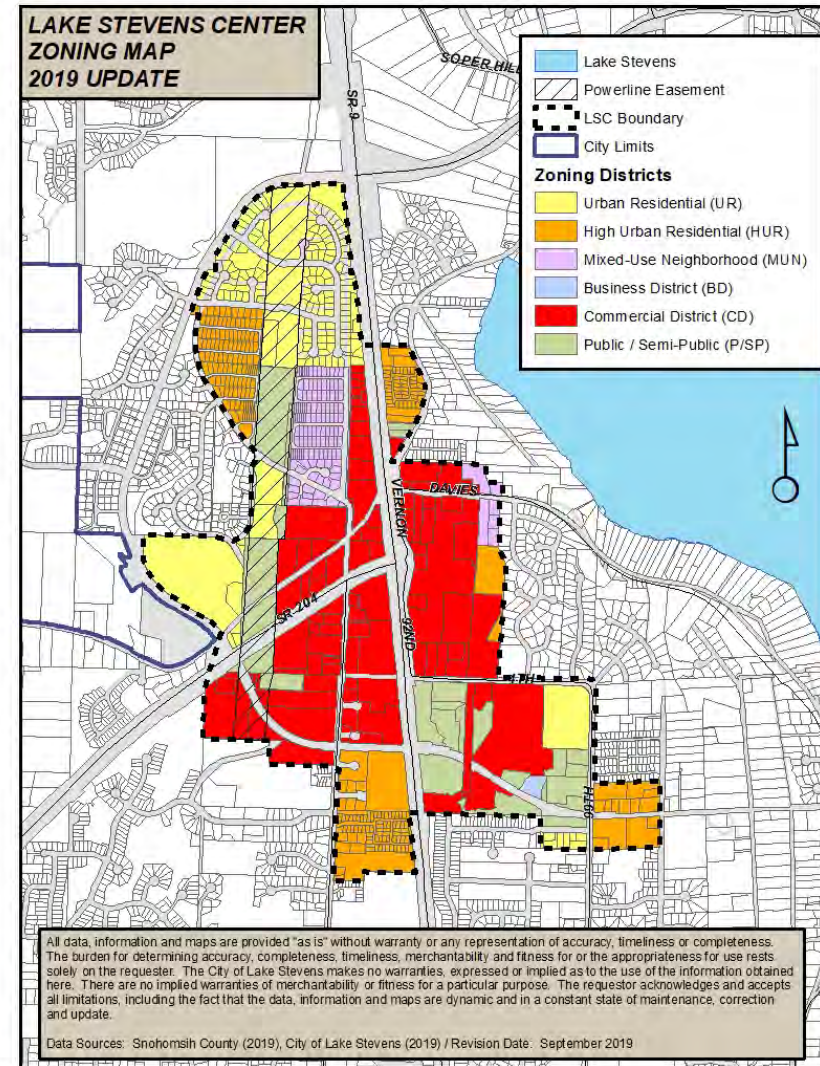
4. Associated Documents

The Subarea Plan provides guidance for the Vision, but the plan is implemented through land use regulations, design guidelines, capital facilities plan and the planned action ordinance. Follow up actions will include a review of the development regulations in Title 14 of the Lake Stevens Municipal Code for consistency with the Subarea Plan and associated documents. Updates to the Capital Facilities Plan will be through the annual docket process and six-year capital plan as City Council sets priorities for road and park improvements.

NOVEMBER 2019



Map 2 Revised Land Use Map



Map 3 Revised Zoning Map

Attachment 2

**CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1074**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING THE
OFFICIAL ZONING MAP AS A CONCURRENT LAND USE ACTION WITH THE
2019 COMPREHENSIVE PLAN UPDATE.**

WHEREAS, the City as part of its 2019 Comprehensive Plan update, the City has proposed land use map amendments along with concurrent rezones; and

WHEREAS, Section 14.16C.090 of the Lake Stevens Municipal Code (LSMC) sets forth the process for rezone applications; and

WHEREAS, pursuant to LSMC 14.16C.090, the rezones are considered area-wide rezones because the proposed changes are tied to Comprehensive Plan Amendments; and

WHEREAS, as part of the Comprehensive Plan, the City intends to adopt pre-designations for unincorporated areas including zoning designation as part of the Official Zoning Map; and

WHEREAS, the city and its partner agencies did review the application materials pursuant to the requirements of LSMC 14.16C.090; and

WHEREAS, a SEPA Addendum and Adoption of Existing Documents were issued for the Docket on September 16, 2019 – no SEPA comments were received; and

WHEREAS, on September 20, 2019, the City submitted the proposed Comprehensive Plan land use map, text and figure amendments to the Washington State Department of Commerce for its 60-day review and received documentation of completion of the procedural requirement; and

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

WHEREAS, the Lake Stevens Planning Commission, after review of the proposed Comprehensive Plan land use map, zoning change request, text and figure amendments and associated rezones, held a duly noticed public hearing on November 6, 2019, and all public testimony was given full consideration; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed Comprehensive Plan land use map, text and figure amendments and associated rezones and held a duly noticed public hearing and considered all public testimony on December 13, 2016; and

WHEREAS, area-wide rezones are Type VI legislative decision per Table 14.16A-I as found in Chapter 14.16A LSMC, which requires recommendation from the Planning Commission to City Council, based on written findings and conclusions, supported by evidence from an open-record hearing; and

WHEREAS, the Planning Commission provided the City Council with a recommendation letter along with findings and conclusions to approve the rezone request pursuant to LSMC 14.16B.645 as the proposed rezone meets the legal criteria for approving a rezone as set forth in LSMC 14.16C.090 and applicable State requirements; and

WHEREAS, the City Council considered the Planning Commission's recommendation on November 12, 2019

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

Section 1. The City Council hereby adopts and incorporates the findings and conclusions for approving a rezone as set forth in the Planning Commissions recommendation, pursuant to LSMC 14.16C.090 and adopts the Planning Commission's Recommendation, including the conditions of approval, dated November 6, 2019, attached hereto as **Exhibit A and incorporated by this reference.**

Section 2. The City Council makes the following conclusions based on the entire record of this proceeding, including all testimony and exhibits:

- A. The open record public hearing of the Planning Commission and the open record public hearing of the City Council satisfy the public participation requirements of Chapter 14.16A LSMC.
- B. The SEPA process conducted for this ordinance satisfies the requirements of the State Environmental Policy Act codified in Chapter 43.21C RCW as implemented by Chapter 197-11 WAC and Title 16 LSMC.
- C. The zoning map amendment adopted by this ordinance complies with the Growth Management Act (Chapter 36.70A RCW).
- D. The zoning map amendment adopted by this ordinance is consistent with the adopted Lake Stevens Comprehensive Plan.

Section 3. The Official Zoning Map is hereby amended as depicted in **Exhibit B attached hereto and incorporated by this reference.**

Section 4. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 5. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 12th day of November 2019

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathleen Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading: November 12, 2016

Second Reading: November 26, 2019

Published:

Effective Date:



EXHIBIT A

Planning & Community Development

1812 Main Street

P.O. Box 257

Lake Stevens, WA 98258

November 7, 2019

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

RE: Planning Commission Recommendation 2019 Comprehensive Plan

Commissioners Present: Jennifer Davis, Janice Huxford, Vicki Oslund, Linda Hoult, Tracy Trout and Steve Ewing

Commissioners Absent: John Cronin

PLANNING COMMISSION PUBLIC HEARING

Planning and Community Development staff presented the 2019 Docket and responded to questions and comments from the Planning Commission and audience. Staff discussed the background and overview of the Docket and Comprehensive Plan amendments and presented each proposed amendment individually. Staff also discussed the specific public outreach for individual elements.

Various members of the public and other stakeholders attended. Most of the public comments related to requests for clarification on proposed boundaries for re-designations and zoning. Other public comments related to policy issues and procedure.

Staff concluded that each amendment met the approval criteria of the Comprehensive Plan and the Growth Management Act (GMA). Provided below is a synopsis of each amendment

T-1 – The city is proposing a text amendment to Chapter 2 – the Land Use Element and subarea plans, which would update land use tables and text reflecting map changes, annexations and reports. The text, goals and policies related to adoption of the Downtown Lake Stevens subarea and modifications to the Shoreline Master Program have been revised. The amendments also include addenda for Lake Stevens Center and 20th Street SE Corridor subareas to reflect current market conditions.

T-2 – The city is proposing a text amendment to Chapter 5 – the Parks, Recreation and Open Space Element, which would add a revised Needs Assessment, describe new park projects in the capital project list and add a level of service for recreation. The amendments would revise narratives, figures and park planning descriptions.

T-3 – The city is proposing text amendments to Chapter 7 – the Public Services and Utilities Element, which would update references to the current School District Capital Facilities Plan and Lake Stevens Sewer District Comprehensive Plan along with map changes reflecting recent annexations.

T-4 - The city is proposing a text amendment to Chapter 9 – the Capital Facilities Element, which would include amendments to add updated park, facility and road projects to the Capital Facilities Element. The amendments would also update the public facilities map and include updates to tables in the chapter.

T-5 – T6 – Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addenda).

The city-initiated map amendments and concurrent rezone applications include the following:

1. Updated Comprehensive Plan Map;
2. Pre-designations for land use and zoning for future annexation areas;
3. Change the Land Use Designation of Medium Density Residential properties to Public / Semi-Public to support park facilities (Frontier Heights Park, Oak Hill Park and 20th Street Ballfields) along with associated rezones to change the zoning designations to Public / Semi-Public.
4. Change the Land Use Designation of Mixed-Use Properties in the Lake Stevens Center Subarea to Commercial with an associated rezone to change the zoning designations to Commercial District.
5. Change the Land Use Designations of Medium Density Residential properties in the 20th Street SE Corridor Subarea to Commercial with associated rezones to change zoning designations to Commercial District and Neighborhood Business.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions described in the staff report and analysis sheets, dated November 7, 2019, and concludes that the proposed amendments and rezones fulfill the following requirements:

1. The Docket is consistent with the adopted Lake Stevens Comprehensive Plan;
2. The Docket meets the criteria for amending the Comprehensive Plan;
3. The associated rezones meet the criteria for amending the Zoning Map; and
3. The Docket complies with the Growth Management Act.

PLANNING COMMISSION RECOMMENDATIONS

Commissioner Davis made a motion to forward a recommendation to the City Council to approve the 2019 Comprehensive Plan Amendments with the following amendments:

1. Exclude additional request for reclassification of Neighborhood Business properties between 99th Ave SE and South Lake Stevens Road to Commercial District as there had not been time for public outreach and analysis.
2. Remove references to gross or net density in policies as these will be addressed with future zoning code updates; and
3. Fix inconsistencies and errata identified by the Planning Commission and public.

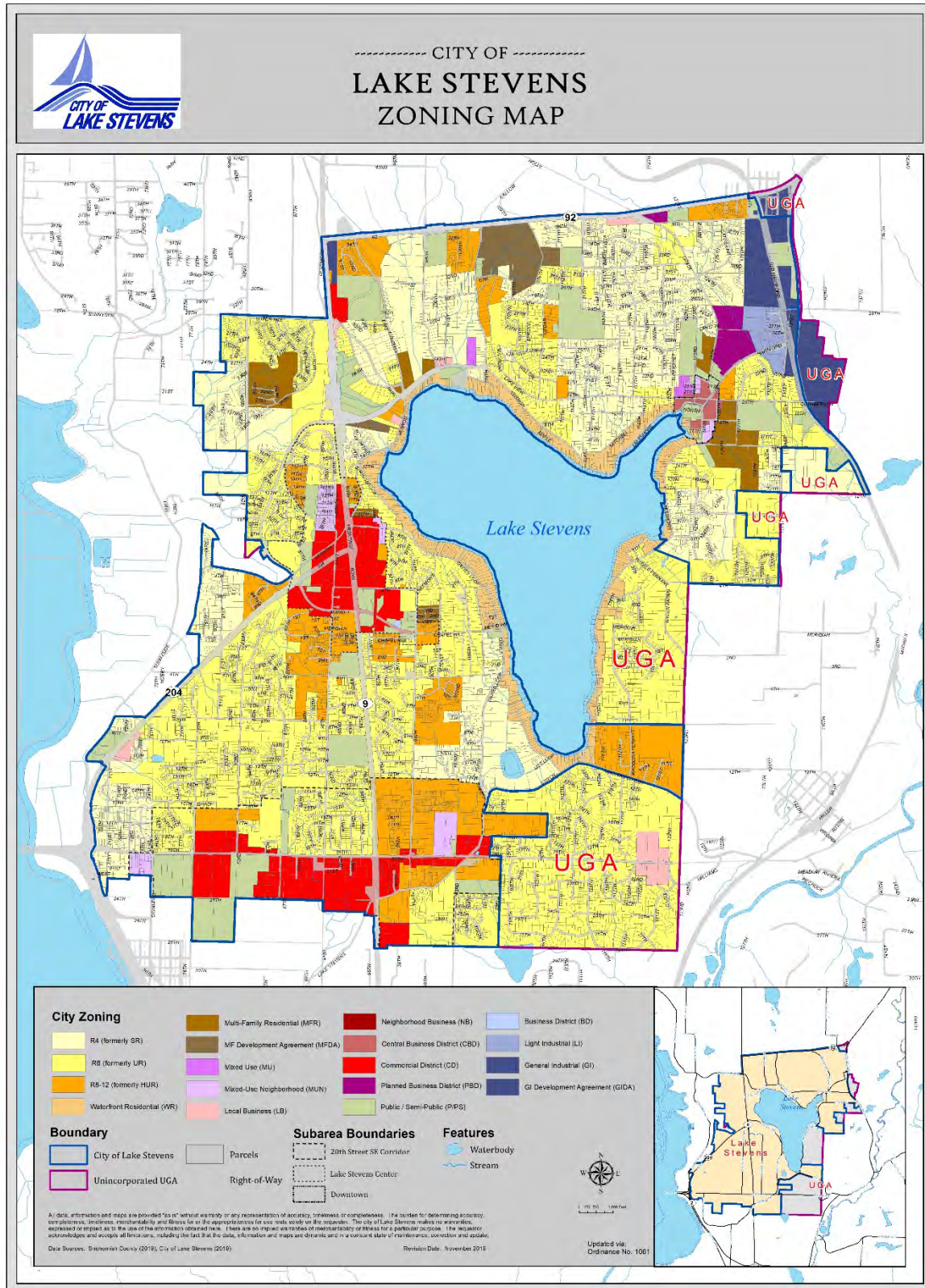
Commissioner Hoult seconded the motion. Motion passed 4-2-0-1.

Respectfully Submitted,

Original on File

Janice Huxford, Chair

EXHIBIT B



Attachment 3

ORDINANCE NO. 1075

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
REVISING THE PLANNED ACTION ORDINANCE FOR THE 20TH
STREET SE CORRIDOR SUBAREA PURSUANT TO THE STATE
ENVIRONMENTAL POLICY ACT (CHAPTER 43.21C RCW AND WAC
197-11-164)**

WHEREAS, the State Environmental Policy Act (SEPA) (Chapter 43.21C RCW) and implementing rules (WAC 197-11-164) provide for the integration of environmental review with land use planning and project review through designation of "Planned Actions" by jurisdictions planning under the Growth Management Act (GMA) (Chapter 36.70A RCW); and

WHEREAS, the City has prepared a subarea plan for the 20th Street SE Corridor, which is referred to as the Planned Action Area; and

WHEREAS, on July 31, 2012 the City issued a Final environmental impact statement (EIS) for the 20th Street SE Corridor Subarea Plan which identifies impacts and mitigation measures associated with planned development in the subarea; and

WHEREAS, on September 24, 2012 the Lake Stevens City Council enacted Ordinance No. 878 and adopted a Planned Action Ordinance for the 20th Street SE Corridor Subarea Plan as a supplement to the Comprehensive Plan after an extensive public process; and

WHEREAS, as part of the 2019 Comprehensive Plan Update (Ordinance No. 1073), the City has adopted an addendum to the 20th Street SE Corridor Subarea Plan that revises the development thresholds pursuant to a recent market analysis; and

WHEREAS, a SEPA Addendum and Adoption of Existing Documents were issued for the 20th Street Corridor on September 19, 2019; and

WHEREAS, the proposed Comprehensive Plan amendments were sent to the Washington Department of Commerce on September 20, 2019 for the required 60-day review by State agencies; and

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

WHEREAS, on November 6, 2019 the Planning Commission, after review of the proposed 20th Street SE Corridor Subarea Plan Addendum and 2019 Comprehensive Plan updates and associated rezones, held a duly noticed public hearing on the amendment, and all public testimony was given full consideration before making a recommendation to the City Council to approve the proposed Subarea Plan addendum and related documents; and

WHEREAS, on November 12 and November 26, 2019, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed 20th Street SE Corridor Subarea Plan Addendum, Comprehensive Plan, Planned Action Update and associated rezones, and held a duly noticed public hearing, and all public testimony has been given full consideration; and

WHEREAS, designation of a Planned Action expedites the permitting process for subsequent, implementing projects whose impacts have been previously addressed in a Planned Action EIS, and thereby encourages desired growth and economic development; and

WHEREAS, the 20th Street SE Corridor Subarea is deemed to be appropriate for designation of a Planned Action,

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

SECTION 1. Purpose. The City Council declares that the purpose of this ordinance is to:

A. Combine analysis of environmental impacts with the City's development of plans and regulations;

B. Designate the 20th Street SE Corridor Subarea as a Planned Action for purposes of environmental review and permitting of subsequent, implementing projects pursuant to the State Environmental Policy Act (SEPA), RCW 43.21C.031;

C. Determine that the EIS prepared for the subarea plan meets the requirements of a Planned Action EIS pursuant to SEPA;

D. Establish criteria and procedures, consistent with state law, that will determine whether subsequent, implementing projects qualify as Planned Actions;

E. Provide the public with information about Planned Actions and how the City will process applications for implementing projects;

F. Streamline and expedite the land use review and approval process for qualifying projects by relying on the environmental impact statement (EIS) completed for the Planned Action; and

G. Apply the City's development regulations together with the mitigation measures described in the EIS and this Ordinance to address the impacts of future development contemplated by the Planned Action.

SECTION 2. Findings. The City Council finds as follows:

A. The City is subject to the requirements of the Growth Management Act, Chapter 36.70A RCW, and is located within an Urban Growth Area;

B. The City has adopted a Comprehensive Plan complying with the GMA, and is amending the Comprehensive Plan to incorporate a subarea element specific to the 20th Street SE Corridor Planned Action Area;

C. The City has adopted development regulations and design guidelines concurrent with the Subarea Plan to implement said Plan;

D. The City has prepared an EIS for the 20th Street SE Corridor Subarea and addenda that finds that this EIS adequately addresses the probable significant environmental impacts associated with the type and amount of development planned to occur in the designated Planned Action Area;

E. The mitigation measures identified in the Planned Action EIS and subsequent addenda together with adopted subarea land use regulations and design guidelines, will adequately mitigate significant impacts from development within the Planned Action Area;

F. The subarea plan and Planned Action EIS identify the location, type and amount of development that is contemplated by the Planned Action;

G. Future projects that are implemented consistent with the Planned Action will protect the environment, benefit the public and enhance economic development within the City;

H. The City has provided numerous opportunities for meaningful public involvement in the proposed Planned Action; has considered all comments received; and, as appropriate, has modified the proposal or mitigation measures in response to comments;

I. The 20th Street SE Corridor Subarea Plan is not an essential public facility as defined by RCW 36.70A.200(1). Future improvements to state highways within the subarea are not eligible for review or permitting as Planned Actions. However, such future proposals may use the information contained in the Planned Action EIS, consistent with SEPA;

J. The Planned Action Area is a defined area that is smaller than the overall City boundaries; and

K. Public services and facilities will be adequate to serve the proposed Planned Action with implementation of mitigation measures identified in the EIS.

SECTION 3. Procedures and Criteria for Evaluating and Determining Projects as Planned Actions.

A. *Planned Action Area.* The Planned Action designation shall apply to the area shown in Exhibit A.

B. *Environmental Document.* A Planned Action determination for a site-specific implementing project application shall be based on the environmental analysis contained in the Draft EIS issued by the City on January 24, 2012 and the Final EIS issued on July 31, 2012. The Draft and Final EISs together shall comprise the Planned Action EIS.

The mitigation measures contained in Exhibit B are based upon the findings of the Planned Action EIS and shall, along with adopted City regulations, provide the framework that the City will use to impose appropriate conditions on qualifying Planned Action projects.

C. Planned Action Designated. Land uses and activities described in the Planned Action EIS, subject to the thresholds described in subsection 3.D and the mitigation measures contained in Exhibit B, are designated Planned Actions or Planned Action Projects pursuant to RCW 43.21C.031. A development application for a site-specific project located within the 20th Street SE Corridor Subarea shall be designated a Planned Action if it meets the criteria set forth in subsection 3.D of this ordinance and applicable laws, codes, development regulations and standards of the City.

D. Planned Action Qualifications. The following thresholds shall be used to determine if a site-specific development proposed within the 20th Street SE Corridor Subarea is contemplated by the Planned Action and has had its environmental impacts evaluated in the Planned Action EIS:

(1) Land Use. The following general categories/types of land uses, which are permitted or conditionally permitted in zoning districts applicable to the 20th Street SE Corridor Planned Action Area, are considered Planned Actions:

- (a) Retail and service activities;
- (b) Civic and cultural uses which are not defined as essential public facilities;
- (c) Office/Employment uses;
- (d) Commercial uses;
- (e) Lodging, such as hotels and motels;
- (f) Residential dwelling units; and
- (g) Infrastructure improvements identified in the EIS to support planned land uses.

Individual land uses considered to be Planned Actions shall include those uses specifically listed in subarea land use regulations, Chapter 14.38 LSMC, applicable to the zoning classifications applied to properties within the Planned Action Area.

(2) Development Thresholds.

(a) The following amount of various new land uses are contemplated by the Planned Action:

Land Use ¹	Development Thresholds
Residential	1,000 units
Commercial ²	500,000 gross square feet
Employment ³	500,000 gross square feet

¹A building with multiple uses will be designated by the majority use.

²Commercial includes accommodation services, arts and entertainment, food services, retail trade, etc.

³Employment includes corporate offices, general offices, research and development, medical clinics, technology, light manufacturing and assembly, etc.

(b) Local road projects identified in the EIS to support planned levels of growth identified in subsection (2)(a) are considered planned actions, except for 24th Street SE.

(c) Shifting the total build out between categories of uses may be permitted so long as the total build out does not exceed the aggregate amount of development and the trip generation reviewed in the EIS, and so long as the impacts of that development have been identified in the Planned Action EIS and are mitigated consistent with Exhibit B.

(d) If future development proposals in the 20th Street SE Corridor Planned Action Area exceed the development thresholds specified in this ordinance, further environmental review may be required pursuant to WAC 197-11-172. In addition, if proposed development would alter the assumptions and analysis in the Planned Action EIS, further environmental review may be required.

(3) Building Height. Building height shall not exceed those permitted in the underlying zoning district(s) pursuant to the standards of the Lake Stevens Municipal Code.

4) Transportation.

(a) *Trip Ranges & Thresholds*. The numbers of new PM peak hour trips anticipated in the Planned Action Area and reviewed in the EIS are as follows:

Total Trips PM Peak Hour	3,441 trips

Uses or activities that would exceed these maximum trip levels will require additional SEPA review.

(b) *Concurrency*. The determination of transportation impacts shall be based on the City's concurrency management program contained in Chapter 14.110 LSMC.

(c) *Off-Site Mitigation*. As provided in the EIS and Chapter 14.110 LSMC, in order to mitigate transportation related impacts, all Planned Action Projects shall pay a traffic impact mitigation fee to participate in and pay a proportionate share of off-site improvements consistent with Chapter 14.112 LSMC and the current Fees Resolution.

(d) *Director Discretion*. The Director of Public Works shall have discretion to determine incremental and total trip generation, consistent with the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual or an alternative manual accepted by the Director of Public Works at his or her sole discretion, for each project permit application proposed under this Planned Action.

(5) Elements of the Environment and Degree of Impacts. A proposed project that would result in a significant change in the type or degree of impacts to any of the elements of the environment analyzed in the Planned Action EIS, or that causes significant impacts to an element of the environment that was not considered in the Planned Action EIS, would not qualify as a Planned Action.

(6) Changed Conditions. Should environmental conditions change significantly from those analyzed in the Planned Action EIS, the City's SEPA Responsible Official

may determine that the Planned Action designation is no longer applicable until supplemental environmental review has been conducted.

E. Planned Action Review Criteria.

(1) The City's SEPA Responsible Official may designate as "Planned Actions", pursuant to RCW 43.21C.030, applications that meet all the following conditions:

(a) Proposal is located within the Planned Action Area identified in Exhibit A of this ordinance;

(b) Proposed uses and activities are consistent with those described in the Planned Action EIS and Section 3.D of this ordinance;

(c) Proposal is within the Planned Action thresholds and other criteria of Section 3.D of this ordinance;

(d) Proposal is consistent with the City of Lake Stevens Comprehensive Plan;

(e) Proposal's significant adverse environmental impacts have been identified in the Planned Action EIS;

(f) Proposal's significant impacts have been mitigated by application of the measures identified in Exhibit B, and other applicable city regulations, together with any modifications, variances or special permits that may be required;

(g) Proposal complies with all applicable local, state and/or federal laws and regulations, and the SEPA Responsible Official determines that these constitute adequate mitigation; and

(h) Proposal is not an essential public facility as defined by RCW 36.70A.200(1), unless an essential public facility is accessory to or part of a project that is designated as a planned action.

(2) The City shall base its decision on review of a SEPA checklist, or an alternative form adopted with Planned Action Ordinance, and review of the application and supporting documentation.

(3) A proposal that meets the criteria of this section shall be considered to qualify and be designated as a Planned Action, consistent with the requirements of RCW 43.21C.030, WAC 197-11-164 et seq., and this ordinance.

F. Effect of Planned Action

(1) Designation as a Planned Action Project means that a qualifying proposal has been reviewed in accordance with this ordinance and found to be consistent with its development thresholds, and with the environmental analysis contained in the Planned Action EIS.

(2) Upon determination by the City's SEPA Responsible Official that the proposal meets the criteria of Section 3.D and qualifies as a Planned Action, the proposal shall not require a SEPA threshold determination, preparation of an EIS, or be subject to further review pursuant to SEPA.

G. Planned Action Permit Process. Applications for Planned Actions shall be reviewed pursuant to the following process.

(1) Development applications shall meet all applicable requirements of the Lake Stevens Municipal Code (LSMC). Applications for Planned Actions shall be made on

forms provided by the City and shall include a SEPA checklist, or an approved Planned Action checklist.

(2) The City's Director of Planning and Community Development or designee shall determine whether the application is complete as provided in LSMC 14.16A.220(f).

(3) If the application is for a project within the Planned Action Area defined in Exhibit A, the application will be reviewed to determine if it is consistent with the criteria of this ordinance and thereby qualifies as a Planned Action Project. The SEPA Responsible Official shall notify the applicant of his/her decision. If the project is determined to qualify as a Planned Action, it shall proceed in accordance with the applicable permit review procedures specified in Chapter 14.16B LSMC, except that no SEPA threshold determination, EIS or additional SEPA review shall be required. The decision of the SEPA Responsible Official regarding qualification as a Planned Action shall be final.

(4) Public notice of the determination that a project qualifies as a planned action project, pursuant to Chapter 43.21C RCW, shall be mailed or otherwise verifiably provided to:

- (a) All affected federally recognized tribal governments and
- (b) Agencies with jurisdiction over the future development anticipated for the planned action.

The notice shall state that the project has qualified as a planned action. Other notice may be required for the underlying permit.

(5) Development Agreement.

(a) To provide additional certainty about applicable requirements, the City or an applicant may request consideration and execution of a development agreement for a Planned Action Project. The development agreement may address review procedures applicable to a Planned Action Project, permitted uses, mitigation measures, payment of impact fees or provision of improvements through other methods, design standards, phasing, vesting of development rights, or any other topic that may properly be considered in a development agreement consistent with RCW 36.70B.170 et seq.

(b) A development agreement may also include alternative mitigation measures proposed by an applicant, provided that such alternative measures shall provide mitigation that is equivalent to or better than that identified in the Planned Action EIS. The determination that mitigation measures are equivalent shall be made by the SEPA Responsible Official.

(6) If a project is determined to not qualify as a Planned Action, the SEPA Responsible Official shall so notify the applicant and prescribe a SEPA review procedure consistent with the City's SEPA regulations and the requirements of state law. The notice shall describe the elements of the application that result in failure to qualify as a Planned Action.

(7) Projects that fail to qualify as Planned Actions may incorporate or otherwise use relevant elements of the Planned Action EIS, as well as other relevant SEPA documents, to meet their SEPA requirements. The SEPA Responsible Official may limit the scope of SEPA review for the non-qualifying project to those issues and environmental impacts not previously addressed in the Planned Action EIS.

SECTION 4. Monitoring and Review.

A. The City shall monitor the progress of development in the designated Planned Action Area to ensure that it is consistent with the assumptions of this ordinance and the Planned Action EIS regarding the type and amount of development and associated impacts, and with the mitigation measures and improvements planned for the 20th Street SE Corridor Planned Action Area.

B. This Planned Action Ordinance shall be reviewed by the SEPA Responsible Official when development within the Planned Action Area is approaching maximum threshold levels or no later than five years from its effective date to determine the continuing relevance of its assumptions and findings with respect to environmental conditions in the Planned Action Area, the impacts of development, and required mitigation measures. Based upon this review, the City may propose amendments to this ordinance or may supplement, addend or amend the Planned Action EIS.

SECTION 5. Conflict. In the event of a conflict between this Ordinance or any mitigation measure imposed thereto, and any ordinance or regulation of the City, the provisions of this ordinance shall control, EXCEPT that the provision of any International Code shall supersede.

SECTION 6. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

SECTION 7. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 12th day of November 2019.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading: 11/12/2019
Second & Final Reading: 11/26/2019
Published: _____
Effective Date: _____

EXHIBIT A – 20TH STREET SE CORRIDOR PLANNED ACTION AREA

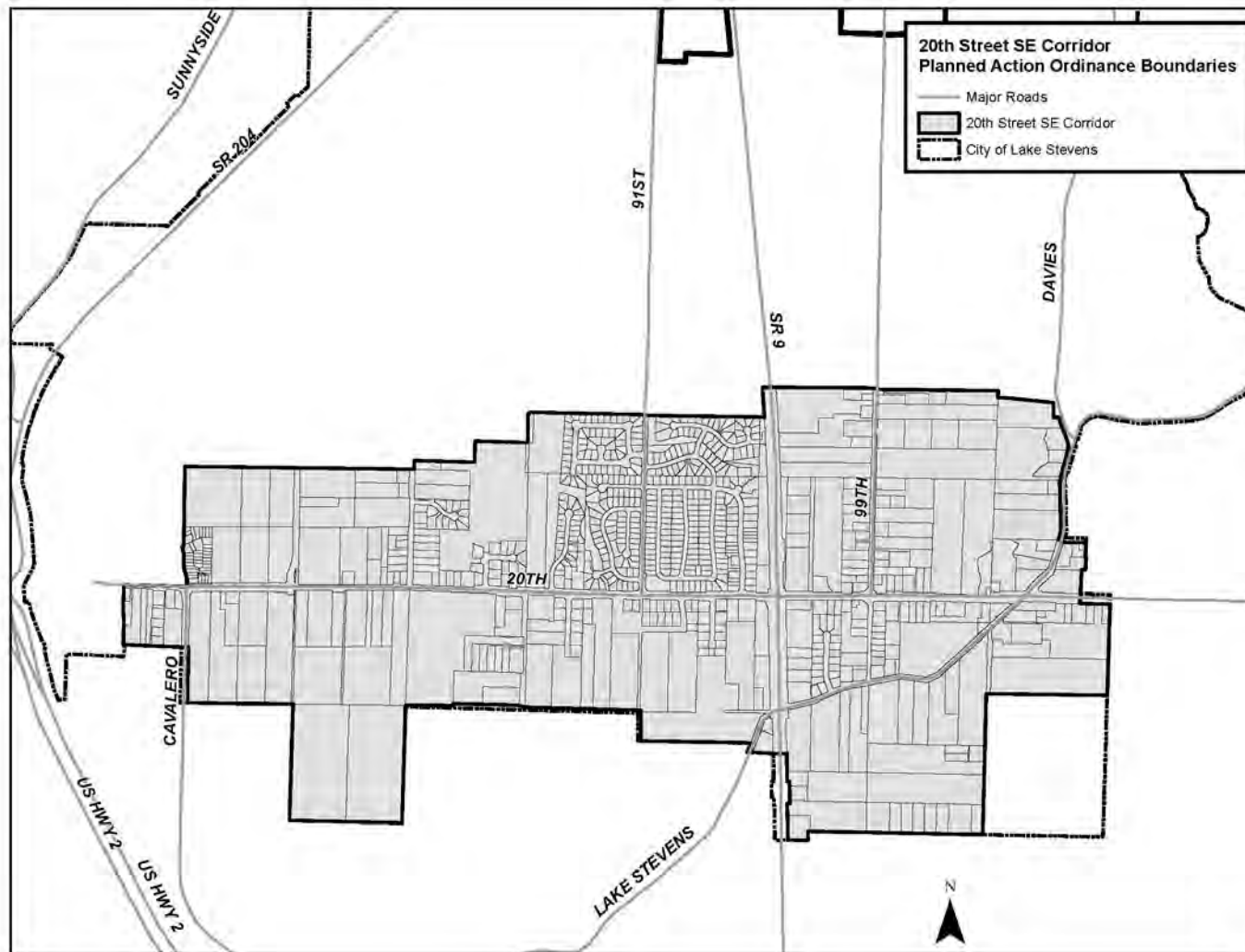


EXHIBIT B
20th STREET SE CORRIDOR SUBAREA PLAN PLANNED ACTION ORDINANCE
MITIGATION MEASURES

In compliance with the State Environmental Policy Act (SEPA), the City of Lake Stevens prepared and published draft and final environmental impact statements (collectively “the Planned Action EIS”) for the 20th Street SE Corridor Subarea Plan. The Planned Action EIS identifies significant impacts to the environment that would occur as a result of future growth in the subarea, along with mitigation measures that would avoid, reduce, minimize or compensate for those impacts. The City will designate the subarea as a Planned Action for purposes of future environmental review, consistent with the requirements of RCW 43.21C.031 and WAC 197-11-164 et seq.

This exhibit to the Planned Action Ordinance summarizes mitigation measures identified in the Planned Action EIS. The Planned Action EIS should be reviewed to understand the full context of measures for each element of the environment. As part of its review of future development proposals within the Planned Action Area (Exhibit A), and to determine whether such proposals qualify as planned actions, the City will review the measures identified herein and require them as conditions of approval.

It should be noted that some mitigation measures identified in the Planned Action EIS have already been accomplished (such as adoption of a Planned Action Ordinance) and are not included in this exhibit. References are provided for measures that rely on adopted provisions of the Lake Stevens Municipal Code. In addition, while most mitigation measures identified in the Planned Action EIS apply to development projects (public or private), a few provide direction to the City for future planning and regulatory programs. The City will consider these as part of its ongoing planning processes, including any required monitoring.

1. Natural Environment
A. Earth

Applicable Regulations and Commitments

- **Geological Assessments Required:** LSMC 14.88.630 requires the preparation of a geological assessment for any development proposal within 200 feet of an area designated as geologically hazardous. Geological assessments must contain an analysis of the potential impacts to geologically hazardous areas resulting from the proposed development and identify appropriate mitigation measures necessary to protect development and the geologically hazardous area.
- **Native Growth Protection Area:** LSMC 14.88.670 requires developers to place geologically hazardous areas not approved for alteration and their buffers in a native growth protection area; lawfully altered geologically hazardous areas are subject to a covenant of notification and indemnification/hold harmless agreement.
- **Erosion Control Measures Required:** LSMC 14.64.130 requires the implementation of sedimentation and erosion control measures for any development that would entail land disturbance. The Public Works Director must review and approve erosion control plans.

Additional Mitigation Measures

Existing regulations provide adequate mitigation for identified impacts. No additional measures are required.

B. Water Resources

Applicable Regulations and Commitments

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

- **Stormwater Management:** The City's municipal code requires the use of natural drainage systems to the extent feasible in order to preserve natural topography (LSMC 14.64.100). The Code also requires all new stormwater drainage systems to be constructed in accordance with the requirements of the Department of Ecology's 2005 Stormwater Management Manual for Western Washington (LSMC 11.06.020 and LSMC 14.64.140).
- **NPDES Phase II Municipal Stormwater Permit:** The Western Washington Phase II Municipal Stormwater Permit was issued in 2007 to implement the requirements of the Clean Water Act and the National Pollutant Discharge Elimination System as codified in Sections 11.06.020 and 14.64.140 of the City's municipal code. Local jurisdictions covered under the permit, including the City of Lake Stevens, are required to develop a stormwater management program designed to reduce the discharge of pollutants and protect water quality. In accordance with the requirements of the permit, the City of Lake Stevens has adopted a stormwater management plan focused on public education and outreach, detection and elimination of illicit stormwater discharge, controlling runoff generated by new development activities, and prevention of pollution resulting from municipal activities. Continued implementation of the measures contained in the stormwater management program would reduce pollutant loading and improve water quality in the City's lakes, streams and wetlands.
- **Critical Area Regulations:** Lake Stevens' adopted critical area regulations, Chapter 14.88 LSMC, protects wetlands and streams by limiting allowed activities and disturbance and establishing buffers of varying size based on wetland or stream classification. Future development will be subject to these regulations, including all applicable protection standards, mitigation requirements and mitigation sequencing procedures. In particular, wetlands mitigation is required to take the form of in-kind replacement of impacted functions and values wherever possible, and replacement wetlands must adhere to the design requirements of LSMC 14.88.840, including performance standards and mitigation ratios.

Additional Mitigation Measures

- **Stormwater Detention:** For properties adjacent to identified wetlands and their buffers, new development and redevelopment shall not result in an increased rate of runoff from the site to the wetland. To prevent alteration of established wetland hydrologic processes, adopted regulations require that stormwater be either detained or infiltrated on-site.
- **Low Impact Development (LID):** The City has incorporated incentives for the use of LID techniques (Chapter 14.38 LSMC) to encourage use of LID techniques to reduce stormwater impacts.
- **Critical Areas:** More detailed analysis will be required for future projects that occur on sites containing critical areas – including full delineation, classification, and functional assessment – in conjunction with development permitting. The standards and mitigation requirements of Chapter 14.88 LSMC will be applied to such development to avoid or mitigate impacts.
- **Wetland Mitigation Banking.** LSMC 14.88.040 allows the use of credits from a state-approved wetland mitigation bank to compensate for unavoidable impacts to wetlands. Per these regulations, projects using mitigation bank credits must be consistent with the replacement ratios specified in the mitigation bank's certification. If mitigation credits are not available and establishment of a separate mitigation bank is not feasible, the City may encourage preservation and enhancement of wetland-affected areas in exchange for increased development potential in other portions of the site or subarea.

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

C. Plants & Animals

Applicable Regulations and Commitments

- **Tree Retention:** The City's land use code (LSMC 14.76.120) requires every development to retain existing significant trees and stands of trees that occur on the development site unless such retention would create an unreasonable burden on the developer or create a safety hazard. The code also requires that significant trees removed as part of a development project be replaced, and that retained and replanted trees be protected during construction. Similarly, the code requires retention or planting of trees along dedicated streets (LSMC 14.76.110).
- **Critical Areas Regulations:** Future development in the 20th Street SE Subarea has the potential to adversely affect wildlife and habitat through clearing of vegetated areas. However, the City's critical areas regulations (Chapter 14.88 LSMC) protect wetlands, riparian areas and other critical areas that provide habitat for plants and animals, by limiting the activities allowed within the critical area and establishing appropriate protective buffers and mitigation strategies for unavoidable impacts.

2. Air

A. Air Quality

Mitigation During Construction

Although significant air quality impacts are not anticipated with any of the subarea plan alternatives, construction contractors will be required to comply with all relevant federal, state, and local air quality rules. In addition, implementation of best management practices will also reduce emissions related to the construction phase of future projects. During development review, the City will consider best management practices to minimize potential air quality impacts, including measures for reducing exhaust emissions and fugitive dust. Possible control measures that will be considered include the following:

- Use only equipment and trucks that are maintained in optimal operational condition
- Require all off-road equipment to have emission reduction equipment (e.g., require participation in Puget Sound Region Diesel Solutions, a program designed to reduce air pollution from diesel, by project sponsors and contractors)
- Use bio diesel or other lower-emission fuels for vehicles and equipment
- Use car-pooling or other trip-reduction strategies for construction workers
- Implement restrictions on construction truck and other vehicle idling (e.g., limit idling to a maximum of 5 minutes)
- Spray exposed soil with water or other suppressant to reduce emissions of particulate matter (PM) and deposition of particulate matter
- Pave or use gravel on staging areas and roads that would be exposed for long periods
- Cover all trucks transporting materials, wetting materials in trucks, or providing adequate freeboard (space from the top of the material to the top of the truck bed), to reduce particulate matter (PM) emissions and deposition during transport
- Provide wheel washers to remove particulate matter that would otherwise be carried off site by vehicles to decrease deposition of particulate matter on area roadways
- Remove particulate matter deposited on paved, public roads, sidewalks, and bicycle and pedestrian paths to reduce mud and dust; sweep and wash streets continuously to reduce emissions
- Cover dirt, gravel, and debris piles as needed to reduce dust and wind-blown debris

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

- Stage construction to minimize overall transportation system congestion and delays to reduce regional emissions of pollutants during construction

Mitigation During Operation

The EIS indicates that the development pursuant to the subarea plan would not result in any significant adverse air quality impacts in the study area. Consequently, no operational impact mitigation measures are warranted or proposed.

B. Greenhouse Gas Emissions (GHG)

Based on the goals and strategies listed in the 20th Street SE Corridor Subarea Plan, the City will consider the following GHG reduction strategies for reducing GHG emissions:

- Adopt green building standards for new development (e.g., Lead in Energy and Environmental Design (LEED) silver or better);
- Although the City is not currently subject to the commute trip reduction requirements of RCW 70.94.527, future development within the subarea may be within the statutory thresholds and may require that the City adopt a commute trip reduction program. Any development meeting the statutory criteria would be subject to this program.
- Expand transit options such as the Community Transit vanpool program or new fixed route bus service; or
- Implement efficient transportation design standards including the use of roundabouts and LED street and area lighting where appropriate.

3. Land Use

Many of the land use changes identified in the EIS – including increased density/intensity and a greater diversification and mix of land uses – are not considered adverse impacts. The change in the subarea's land use pattern, for example, does not require mitigation.

Potential land use conflicts between proximate land uses of different intensity are addressed in proposed subarea land use regulations and design guidelines and will be mitigated through project review. For example, height and bulk limits and setback requirements in zoning regulations address potential conflicts between commercial and residential land uses. Landscaping requirements will also help to buffer and screen land uses of dissimilar intensity or scale. Proposed design guidelines provide approaches to site planning and building design that will reduce a range of potential impacts. These techniques are incorporated into subarea land use regulations (Chapter 14.38 LSMC) and subarea design guidelines.

4. Population, Housing & Employment

No significant adverse impacts to population, housing or employment have been identified and no mitigation is necessary.

5. Aesthetics

A. Visual Character

- **Development Regulations:** Zoning regulations and design guidelines to implement the subarea plan address appropriate uses, heights, setbacks and similar development parameters. The code also includes incentives, such as bonuses in height or intensity, in exchange for incorporating a menu of public amenities in new development. Standard landscaping standards have been modified to create the desired character for development sites, roads, and sidewalks and trails.
- **Design Guidelines:** Subarea-specific design guidelines will ensure that future development achieves a cohesive visual character and high-quality site planning, building design, lighting and signage.

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

B. Views

- **Park & Open Space Planning:** The City will update its *Parks & Open Space Plan* to address needs created by planned growth in the 20th Street SE Corridor Subarea. In conjunction with this planning, the City may identify new parks or open space areas that provide views of landscape features, as discussed above, and determine adequate measures that maintain or enhance specified viewpoints. Proposed development regulations also provide incentives to create public spaces in the subarea.
- **Design Guidelines and Standards:** The City may consider adopting guidelines that identify when and how site plans or building design can incorporate elements to minimize impacts to views from parks and other public spaces.

C. Light & Glare

- **Development Regulations:** Proposed subarea lighting requirements (LSMC 14.38.080) will limit lighting intensity, avoid light spillage on adjacent properties, and reduce glare.

6. Cultural Resources

Applicable Regulations and Commitments

- **Chapter 27.53 RCW:** Washington State law prohibits the disturbance, destruction, or removal of historic or prehistoric archaeological deposits without approval from Department of Archaeology and Historic Preservation. Persons who violate the terms of this statute are subject to both criminal and civil liability.

Additional Mitigation Measures

- **Archaeological Survey:** As part of the development review process, the City would require an archaeological survey for properties in the same general vicinity as the known archaeological site, and for properties which display a similar history of logging activity (e.g., timber harvesting, timber roads, sawmills, etc.), to determine the presence of archaeological or historic resources.
- **Development Agreements:** The City may consider the use of development agreements, per LSMC 14.16C.055, for any properties with known archaeological or historic resources. Such a development agreement could include mitigation measures to protect archaeological resources, such as a memorandum of agreement with DAHP regarding research and curation of artifacts, as well as construction monitoring by a qualified archaeologist.
- **Inadvertent Discovery Plan:** For development proposals on properties that are extensively forested, previously undeveloped, or known to be associated with the historic railroad or historic logging operations, the City would require the preparation of an inadvertent discovery plan to establish protocols for handling archaeological deposits uncovered during construction.

7. Transportation

A. Concurrency

Lake Stevens' adopted concurrency management system, set forth in LSMC 14.110, identifies three options an applicant may select to maintain concurrency when mitigation is required: (1) reducing the size of the development; (2) delaying the development until needed improvements are provided by the City or others; or (3) constructing the needed facilities. Changes may be made to a development proposal to enable it to meet the concurrency requirement, such as by reducing project size, employing transportation demand management to reduce the number of trips generated, or financing the needed improvements. Per the Growth Management Act, concurrency does not apply to highways of statewide significance, such as SR-9.

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

B. Level of Service Threshold

The City is considering changes to its adopted Levels of Service (LOS) in the 20th Street SE Corridor Subarea. The City's transportation consultant recognized that the citywide LOS standard of "C" would be financially prohibitive within the subarea and recommended that the City revise its standard as part of the subarea plan. To address the subarea's transportation needs, and to help ensure that desired development occurs, the City adopted a system-level LOS standard of "E". However, based on the discretion of the Public Works Director, intersections that are built to their ultimate size would be allowed to operate at LOS F if programmatic mitigation measures to reduce trip generation are implemented.

C. Impacted Intersections

The EIS identifies that the following subarea intersections would be deficient, i.e., fall below LOS E during the PM peak hour: 20th Street SE and Cavalero Road; and 20th Street SE and SR-9.

D. Necessary Road Improvements

20th Street SE and Cavalero Road: Add a signal or roundabout to the intersection of 20th Street SE and Cavalero Road. Signalizing the intersection would improve operations to LOS C during the PM peak hour. A roundabout would function at the threshold level of LOS E.

20th Street SE and 83rd Avenue SE: Adding a southbound right turn pocket would improve the intersection's overall LOS to D during the AM peak hour.

20th Street SE and SR-9: This intersection is under the jurisdiction of WSDOT, not the City of Lake Stevens. Any mitigation measures would likely arise as part of the SR-9 Corridor Planning Study (WSDOT, 2011)

Additional Network Improvements: The Subarea Plan and EIS identify additional improvements to the road network that are necessary as a result of growth and which were assumed in the transportation analysis. These include widening of 20th Street SE; construction of a new 24th Street SE, paralleling 20th Street SE, between Cavalero Road and the intersection of SR-9 and South Lake Stevens Road, and construction of a roundabout or installation of a signal at this new intersection; extension of 91st Avenue SE between 20th Street SE and 24th Street SE; and conversion of 79th Avenue SE to a public road between 20th Street SE and 24th Street SE.

E. Traffic Impact Fees

The improvements described above require a substantial investment of money to implement (See Subareas Capital Facilities Plan). To help address identified impacts, and to generate the funds necessary to implement the mitigation measures described above, the City will adopt a traffic impact fee program (Chapter 14.112 LSMC), as authorized by RCW 82.02.050. This citywide program will establish fees within a traffic impact zone including the 20th Street SE Corridor Subarea.

Given that the majority of the traffic impacts would occur on the state highway system, the City of Lake Stevens could pursue an interlocal agreement with WSDOT. The interlocal agreement would allow the City and WSDOT to share fee revenues and help construct necessary improvements.

F. Transportation Benefit District

Formation of a Transportation Benefit District (TBD), as authorized by RCW 36.73.120, may be used by the City to help finance transportation improvements in conjunction with a traffic impact fee.

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

G. Transportation Demand Management

Transportation demand management (TDM) strategies include mandatory commute trip reduction (CTR) programs and enhanced transit service. Although the City is not currently subject to the commute trip reduction program requirements of RCW 70.94.527, future development within the subarea may be within the statutory thresholds and may require that the City adopt a CTR program. Any development meeting the statutory criteria would be subject to this program. Proposed development regulations also include incentives for alternative or high-efficiency transportation modes (LSMC 14.38.050).

8. Public Services

Applicable Regulations & Commitments

All development will be required to comply with adopted development regulations related to emergency access, fire suppression systems, and school and park impact mitigation fees. Subarea land use regulations and subarea design guidelines also include incentives that will encourage the provision of public spaces in new development, and address site and building lighting to ensure security.

Additional Mitigation Measures

- During construction, implement security measures such as onsite lighting, fencing, onsite surveillance, etc. to reduce potential criminal activity;
- Begin a planning process to identify additional park space within the subarea. Identify land that is suitable for acquisition, and investigate the potential for acquiring easements within the utility corridor; and
- The School District will continue to monitor student generation and capital needs every two years and mitigation fees may be adjusted in the future to reflect identified needs.
- The City should review current level of service standards for police services to ensure that they are consistent with regional standards and with the standards of comparable cities, and that they meet the needs of the City.
- Begin a planning process to identify additional park space within the subarea that will be considered during updates to the Parks and Recreation Element of the Comprehensive Plan. Identify land that is suitable for acquisition and investigate the potential for acquiring easements within the utility corridor.

9. Utilities

A. Drainage

Applicable Regulations and Commitments

- **Ecology Stormwater Manual:** The City has adopted the *Department of Ecology's 2005 Stormwater Management Manual for Western Washington* as its minimum design standard for stormwater infrastructure. All development meeting the minimum thresholds is required to design associated stormwater infrastructure to be consistent with these standards.
- **City of Lake Stevens Stormwater Ordinance:** Chapter 11.06 and Chapter 14.64 (Part II) of the Lake Stevens Municipal Code adopt the *Department of Ecology's 2005 Stormwater Management Manual for Western Washington*. Any project that meets or exceeds the thresholds defined in the manual for new impervious area, drainage system modifications, or redevelopment is subject to City review and permit approval.
- **Low Impact Development:** The City's stormwater ordinance identifies Low Impact Development (LID) solutions, as defined and listed in the LID Technical Guidance Manual for Puget Sound, that are acceptable and encourages alternative standards for

EXHIBIT B – 20TH Street SE Corridor Subarea Planned Action Ordinance Mitigation Measures

management of stormwater. In addition, subarea land use regulations provide an incentive for the use of LID techniques (LSMC 14.38)

B. Water

Applicable Regulations and Commitments

- **Supply Upgrades:** Snohomish County PUD's 2011 *Water System Plan* identifies necessary capital improvements to provide adequate water supply for the next 20 years. Planned and budgeted supply improvements include conversion of the system's two emergency groundwater wells to a full-time source, increasing system supply by approximately 1.2 MG per day.
- **Storage Upgrades:** The PUD's 2011 *Water System Plan* identifies the following planned and budgeted capital improvements to storage capacity:
 - o Walker Hill Booster Zone Intertie: Eliminates dead storage in the Walker Hill tanks, making this water available to the Lake Stevens 500 zone for emergency use. (2012)
 - o Getchell Reservoir: New 9.2 MG reservoir serving the Lake Stevens 500 pressure zone.
- **Distribution Upgrades:** The PUD's ongoing water main replacement program annually evaluates aging pipes for replacement with a focus on the replacement of galvanized iron/steel and asbestos cement pipes.

Additional Mitigation Measures

- **Design Review for Fire Flow:** The City and developers will coordinate review of development permit applications with the Snohomish County PUD and the Lake Stevens Fire Marshal to determine fire flow requirements based on project type, intensity and design. Upgrades to existing lines will be coordinated with the PUD. Installation of new water lines adequate to provide required fire flows shall be the responsibility of the developer, in accordance with the fire flow design thresholds established below.
 - o Commercial, Office, and High-Density Residential: 12-inch pipes and 3,000 gpm.
 - o Existing Medium and Low-Density Residential Areas: 8-inch pipes and 1,500 gpm.
 - o All Other Areas and Development Types: 10-inch pipes and 2,000 gpm.

C. Sewer

Applicable Regulations and Commitments

- **Planned Capital Improvements:** The Lake Stevens Sewer District adopted updates to its Comprehensive Plan in 2007 and 2010, describing the capital improvements planned for the near future, including several pipeline expansions, decommissioning of several lift stations, pump upgrades, and construction of a new wastewater treatment plant. These improvements are designed to relieve existing system deficiencies and create the capacity necessary to serve future development. The City will coordinate with the Sewer District to ensure that improvements are implemented as planned and/or reprioritized as necessary to facilitate implementation of the subarea plan.

Additional Mitigation Measures

- **Joint Planning with Lake Stevens Sewer District:** The City and the Lake Stevens Sewer District should establish a joint planning process to identify and implement capital improvements necessary to serve anticipated development in the subarea, including new wastewater collection infrastructure and future expansions to the new treatment plant that may be necessary to accept projected flows from development under the subarea plan.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

**Council Agenda
Date:**

November 26, 2019

Subject: Costco Development Agreement

**Contact
Person/Department:**

Russ Wright
Planning & Community
Development

**Budget
Impact:**

N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. **Hold a Public Hearing for the Costco Development Agreement.**
2. **Adopt, hold over or deny the Costco Development Agreement as conditioned and authorize the Mayor to sign through the adoption of Resolution 2019-17 (Attachment 1).**

SUMMARY/BACKGROUND:

Costco Wholesale is requesting approval of a Binding Site Plan (LUA2019-0156), Site Plan Review (LUA2019-0080) and Design Review (LUA2019-0081) and two minor alterations to develop an approximately 160,000 square foot Costco warehouse with a fuel facility in the Commercial District, within the 20th Street SE Corridor Subarea, on seven parcels totaling nearly 36.74 gross acres. The net site area is nearly 21.67 acres after removing future roads, stormwater facility, wetland and mitigation areas, and an out lot. The development is proposed to be accessed off two new roads: 91st Ave SE and 24th St SE. Other related traffic improvements will include realigning South Lake Stevens Road and constructing a roundabout on SR-9 at the intersection of South Lake Stevens Road and 24th St SE. Additional permits related to the actual construction of public and private improvements will follow as separate applications. The various permits related to the Costco project have garnered a significant amount of public comment. The public comments for the various proposals are available on the city's website at the following link: <https://www.lakestevenswa.gov/380/Current-Planning> toward the bottom of the page. Comments received after November 19, 2019 are included at the end of the staff report and exhibits (**Attachment 2**). City staff has provided a response summary that is available on the city's website at the following link: <https://www.lakestevenswa.gov/DocumentCenter/View/8046/Summary-Response-To-Public-Comments-11-19-19?bidId=>

In tandem, Costco has applied for a Development Agreement on October 31, 2019 to establish the terms for future phased development for an assemblage of parcels. Under state law (Chapters 36.70B.170 through 36.70B.210 of the Revised Code of Washington), Development Agreements are designed to provide certainty to the city and the developer for major projects or phased proposals. Significant topics include establishing development and design standards, permitted uses, impacts fees, potential mitigation measures, phasing and vesting.

Staff, the City Attorney and representatives of Costco have been coordinating the terms of the development agreement as the proposed development affects the expansion of public infrastructure and construction of a private development. Staff has briefed City Council twice on the development agreement at workshops (October 15, 2019 and November 19, 2019).

Pending the execution of the Development Agreement, Costco would submit Construction Plans and Building Permits for review to facilitate the development of the project.

Under the city's municipal code, Development Agreements are Type VI applications subject to City Council review and approval.

FINDINGS:

Process

The city issued a Planned Action Certification to construct the public roads of 91st Ave SE and the S. Lake Stevens Road Connector on April 22, 2019. The city issued an MDNS for the proposal to construct the public road of 24th St SE on April 22, 2019. The city issued a Planned Action Certification for the Costco project on June 6, 2019. Staff has issued a Notice of Application for the project, issued a Planned Action Certification for the project and duly advertised the public hearing. Staff has coordinated with the City Attorney's office and reviewed the Development Agreement against the requirements of LSMC 14.16C.055.

Decision Criteria

- (1) The proposed agreement is compatible with the goals and policies of the Comprehensive Plan;

The proposal is consistent with several goals and policies of the 2015-2035 Lake Stevens Comprehensive Plan and the 20th Street SE Corridor Subarea Plan, including but not limited to the following:

Land Use Element

- ***Policy 2.1.5*** Coordinate land use decisions with capital improvement needs for public facilities including streets, sidewalks, lighting systems, traffic signals, water, storm and sanitary sewer, parks and recreational facilities, cultural facilities and schools.
- ***Goal 2.4*** Encourage the continued planning of local growth centers to develop a balanced and sustainable community that provides a focus for employment, public, and residential development.
- ***Policy 2.4.4*** Ensure that adequate connections are made to link growth centers, subareas and adjacent residential areas.
- ***Goal 6.3*** Enhance retail and personal services growth to address the community's needs and expand the city's retail sales tax base.
- ***Goal 6.4*** Support employment growth in the city.

Economic Development Element

- ***Goal 6.1*** Improve the city's economic conditions for a healthy, vibrant, and sustainable community with a high quality of life.
- ***Goal 6.2*** Manage commercial growth in centers.
- ***Goal 6.3*** Enhance retail and personal services growth to address the community's needs and expand the city's retail sales tax base.
- ***Goal 6.4*** Support employment growth in the city.
- ***Policy 6.4.1*** Develop zoning for employment/business areas that is flexible to support employment growth and large employers.
- ***Goal 6.6*** Participate and foster public and private partnerships.

Capital Facilities Element

- **Policy 9.2.2** Capital improvement projects identified for implementation in this Plan and at a cost of at least \$10,000 shall be included in the Six-Year Schedule of Improvement.
- **Policy 9.3.2** Appropriate funding mechanisms for developments' contribution of a fair share of other public facility improvements [such as recreation, drainage and solid waste] will be considered for implementation as the city develops them.
- **Goal 9.4** Provide needed capital improvements to maintain adopted levels of service.

20th St SE Corridor Subarea Plan

- **Policy 1.4 – Incentives for Public Amenities in New Developments 1.4.1** -Develop new land use regulations governing uses, intensities and heights that allow additional development potential in return for a development with specified public amenities (pg. 24).
- **Goal 3:** Identify business/office park locations, and areas of commercial/mixed use nodes and specific locations for higher density housing to create a vibrant district for economic development, jobs, regional shopping and housing options over a 10 to 20-year period with some areas developing earlier and others later depending upon access, market demand, environmental factors and other variables (pg. 30).
- **Policy 3.1.4** - Identify separate nodes for commercial/mixed-use development. For example, the southwest corner of 20th Street SE and SR- 9 is proposed for a large regional commercial development. The northwest corner of the same intersection or the northeast intersection of 20th Street SE and 79th Avenue SE could be identified for mixed-use development (pg. 31).
- **Policy 4.3.1** - Achieve more connectivity and accommodate development as it occurs, by identifying additional public streets of any class defined in the layered network or significant upgrades to existing streets as development occurs. For example, constructing a new street, 24th Street SE, in the southern part of the subarea would provide a secondary east-west connector for local vehicle access and could be developed as a trail street to support walking and biking (pg. 33).
- **Goal 5:** Development and infill projects should apply best management practices and integrate site design into the natural systems and greenbelts while striving to retain natural elements such as existing vegetation and significant trees and take advantage of mountain and valley views (pg. 37).
- **Policy 5.2.3** - New development within the subarea should utilize a variety of environmental enhancement and low impact development techniques such as rain gardens, pervious pavement, and other infiltration techniques as appropriate and feasible (pg. 38).

- (2) The proposed agreement is consistent with applicable development regulations;

The development agreement is consistent with applicable development regulations and the project will meet current development regulations or any allowed modifications.

- (3) The proposed agreement provides for adequate mitigation of adverse environmental impacts; provided, that if the development is not sufficiently characterized at a project level, the agreement shall provide a process for evaluating and appropriately mitigating such impacts in the future; and

The Development Agreement sets out a conceptual strategy for mitigation of the potential impacts to the built and natural environment from the development. At the project level (i.e., during the review of construction and building permits) all mitigation documents must be finalized.

- (4) The proposed agreement reserves authority to impose new or different regulations to the extent required by a serious threat to public health and safety.

The development agreement explicitly provides a provision reserving the city's authority to impose new or different regulations.

Contents

The proposed development agreement includes the minimum provisions required by RCW 36.70B.170 through 36.70B.210 and other measures as allowed under LSMC 14.16C.055(e).

Recording: ***The Development Agreement will be recorded upon execution.***

Modification: ***Any future modifications will follow the requirements of the LSMC.***

Appeal: ***Appeal process is outlined below.***

RECOMMENDATION AND CONDITIONS OF APPROVAL:

STAFF RECOMMENDS that City Council authorize the Mayor to execute the Development Agreement in the form attached and APPROVE the Costco Development Agreement subject to the following conditions:

1. Acceptance by Costco of the revised Agreement AS ATTACHED AND WITH ALL CONDITIONS AND LIMITATIONS CONTAINED THEREIN;
2. The applicant shall record the Development agreement within 30-days of Council Approval.

APPEALS

- (1) A development agreement shall be subject to appeal in Snohomish County Superior Court in accordance with the provisions of the Land Use Petition Act, Chapter [36.70C](#) RCW.
- (2) The cost of transcribing the record of proceedings, of copying photographs, video tapes, and any oversized documents, and of staff time spent in copying and assembling the record and preparing the record for filing with the court shall be borne by the party filing the petition. If more than one party appeals the decision, the costs of preparing the record shall be borne equally among the appellants.

Attached

Attachment 1 - Resolution 2019-17

Attachment 2 - Comments after November 19, 2019

BUDGET IMPACT: NA

Attachment 1

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2019-17

A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON, APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF LAKE STEVENS (CITY), WASHINGTON, A WASHINGTON MUNICIPAL CORPORATION, AND COSTCO WHOLESALE CORPORATION (COSTCO), A WASHINGTON CORPORATION AND/OR ASSIGNS AND SUCCESSORS

WHEREAS, the Legislature, through RCW Sections 36.70B.170 through .210 has authorized the City to enter into development agreements; and

WHEREAS, the City owns approximately 13 acres of commercially zoned property known as the **“Ridgeline Property”** located at the intersection of 91st Avenue SE and 24th Street SE. The Ridgeline Property is currently landlocked with future access identified in the City’s Capital Facilities Plan and 20th Street SE Corridor Subarea Plan (**“Corridor Plan”**), which is part of the City’s Growth Management Act (**“GMA”**, Ch. 36.70A RCW) 2015-2035 Comprehensive Plan.

WHEREAS, the property is located within the 20th Street Corridor Subarea and has a comprehensive plan designation of Commercial and a zoning designation of Commercial District; and

WHEREAS, on October 31, 2019, Costco applied for a Development Agreement (LUA2019-0178) for the Costco Project; and

WHEREAS, the City and Costco will enter into a Real Estate Purchase and Sale Agreement (PSA), where the City has agreed to sell the Ridgeline Property to Costco; and

WHEREAS, Costco and its successors and/or assigns, agree to all requirements, terms and conditions of the Development Agreement **Exhibit No. 1**; and

WHEREAS, comprehensively evaluating the entire Costco project and all associated improvements, three distinct SEPA actions have been taken to date: 1) A Planned Action Certification for the construction of the Costco Warehouse and related infrastructure improvements 2) A Planned Action Certification for the public roads of 91st Ave SE and S. Lake Stevens Road Connector 3) An MDNS for the construction of 24th St SE.

- 1) The Costco property is within the Lake Stevens 20th Street SE Corridor Subarea for which a Planned Action EIS exists. The proposal for this SEPA action included the warehouse, parking stalls, fueling facility, and stormwater pond. This proposal qualifies as a planned action under the Lake Stevens 20th St. SE Corridor Subarea EIS adopted via Ordinance No. 878 and pursuant to Lake Stevens Municipal Code (LSMC) 14.38.120. The city issued a Planned Action Certification for the Costco project on June 6, 2019.
- 2) The city issued a Planned Action Certification to construct the public roads of 91st Ave SE and the S. Lake Stevens Road Connector on April 22, 2019. This project is consistent with the Lake Stevens Comprehensive Plan and the Capital Improvement Plan for the city. These roads were identified in

the 20th St. SE Corridor Subarea EIS as additional improvements needed to the road network that are necessary as a result of growth and which were assumed in the transportation analysis.

3) The city issued an MDNS for the proposal to construct the public road of 24th St SE on April 22, 2019. This project is consistent with the Lake Stevens Comprehensive Plan and the Capital Improvement Plan for the city. 24th St SE was identified in the 20th St SE Corridor Subarea Plan as a key connecting roadway but potential environmental impacts of the construction of this road were not fully analyzed in the 20th St SE Corridor EIS thus requiring a SEPA determination for the roadway itself; and

WHEREAS, LSMC 14.16C.055(c)(2) requires a Type VI Legislative Review process with no Planning Commission review; and

WHEREAS, a notice of the public hearing was duly noticed in the Everett Herald as required by LSMC 14.16B.630(b); and

WHEREAS, the City Council held a public hearing on October 26, 2019 to consider the Development Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. Development Agreement between the city of Lake Stevens, Washington, a Washington Municipal Corporation, and Costco Wholesale Corporation, a Washington Corporation and its Successors and/or Assigns, which is attached hereto and incorporated by reference as **Exhibit No. 1**, is hereby approved.

Section 2. SEPA. The City has met SEPA requirement pursuant to Chapter 197-11 WAC and Chapter 16.04 LSMC and Ordinance 878.

Section 3. Findings. The approval of the Development Agreement is based upon the following specific findings required by section 14.16.055(d):

- (1) The proposed agreement is compatible with the goals and policies of the Comprehensive Plan;
- (2) The proposed agreement is consistent with applicable development regulations;
- (3) The proposed agreement provides for adequate mitigation of adverse environmental impacts; provided, that if the development is not sufficiently characterized at a project level, the agreement shall provide a process for evaluating and appropriately mitigating such impacts in the future; and
- (4) The proposed agreement reserves authority to impose new or different regulations to the extent required by a serious threat to public health and safety.

Section 4. Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 5. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this _____ day of _____, 2019.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

11/26/19

Exhibit 1

DEVELOPMENT AGREEMENT FOR CONSTRUCTION OF A COSTCO WHOLESALE MEMBERSHIP FACILITY

This Development Agreement (“**Agreement**”) is made this ____ day of _____, 2019 (“**Effective Date**”), by and among the City of Lake Stevens, a Washington municipal corporation (the “**City**”) and Costco Wholesale Corporation (“**Costco**”), a Washington corporation. The City and Costco may be referred to herein individually as a “**Party**” or collectively as the “**Parties**”.

I. RECITALS

- A. The City is a noncharter Optional Municipal Code city incorporated under the laws of the State of Washington. The City has authority to enact laws and enter into agreements to promote the health, safety and welfare of its citizens and thereby control the use and development of the Costco Property (as hereafter defined) and specify zoning and land use regulatory controls with the jurisdictional limits of the City.
- B. The City has authority under RCW 36.70B.170 through 36.70B.210 and Lake Stevens Municipal Code (“**LSMC**”) section 14.16C.055 to enter into a development agreement with a person having ownership or control of real property wherein they agree to development standards and other provisions that shall apply and govern and vest the development, use and mitigation of the real property. This Agreement is also entered into under the City’s general contracting authority and the City’s State Environmental Policy Act (“**SEPA**”) mitigation agreement authority.
- C. The City owns approximately 13 acres of commercially zoned property known as the “**Ridgeline Property**” located at the intersection of 91st Avenue SE and 24th Street SE. The Ridgeline Property is currently landlocked with future access identified in the City’s Capital Facilities Plan and 20th Street SE Corridor Subarea Plan (“**Corridor Plan**”), which is part of the City’s Growth Management Act (“**GMA**”, Ch. 36.70A RCW) 2015-2035 Comprehensive Plan.
- D. The City adopted the Corridor Plan pursuant to RCW 36.70A.080, which identifies preferred land uses, establishes development thresholds and defines the necessary capital improvements for implementation of the Corridor Plan to increase the City’s employment base and to promote economic development in this area.
- E. Pursuant to Chapters 35.77 and 47.26 RCW the City prepared and adopted its 2014-2019 Transportation Improvement Plan (“**TIP**”), consistent with the Capital Facilities Element of the City’s Comprehensive Plan, which includes two new road connections: 91st Avenue SE from 20th Street SE to 24th Street SE and 24th Street SE from 91st Avenue SE to State Route 9 (“**SR9**”).
- F. The City has adopted the 2014 Ecology Stormwater Manual for Western Washington and desires to construct a regional stormwater facility to facilitate and mitigate the development contemplated in the Corridor Plan.

11/26/19

- G. The City's Comprehensive Plan includes a Capital Facilities Element that identifies establishing a sidewalk trail along 20th Street SE and an east/west multi-modal path along 24th Street SE and South Lake Stevens Road. This trail system is also included and identified in the 20th Street SE Corridor subarea plan.
- H. Costco intends to purchase the approximately 13-acre Ridgeline Property from the City, and approximately 25 acres of adjacent real property owned by Nordin Investment, LLC ("**Nordin Property**"). All such property is located in the City of Lake Stevens, within the Corridor Plan planning area, in the vicinity of 20th Street SE and SR9. The Ridgeline Property and the Nordin Property are collectively referred to in this Agreement as the ("**Costco Property**"). Upon completion of the purchase and concurrent closing on the Ridgeline Property and the Nordin Property, Costco will own the real property legally described in **Exhibit A** and depicted on **Exhibit B**.
- I. Costco intends to develop, construct and operate on a portion of the Costco Property, in accordance with Costco's policies, a wholesale and retail general merchandise facility, which also may include, without limitation, a pharmacy, liquor sales, photo processing, butcher, deli and bakery services, optometry services, a tire sales and installation center, a propane sales and fueling center, a vehicle fueling facility, a car wash, office space, parking and other infrastructure improvements ("**Costco Project**"). A site plan for the Costco Project, following the completion of the onsite and offsite improvements, is attached as **Exhibit C**.
- J. Both the City and Costco find it desirable to enter into this Agreement to plan for the orderly development of the Costco Project and the necessary environmental mitigation and public transportation infrastructure to support the Costco Project.
- K. The City finds that Costco's presence in the community provides economic and community benefit to the City and its residents. The public benefits of entering into this Agreement for the Costco Project include, but are not limited to, Costco's participation in construction of roads and other public infrastructure, increased property and sales tax revenues, and the creation of employment opportunities for residents of the City and nearby communities in Snohomish County.
- L. The mutual goals that will be achieved through implementation of this Agreement include, without limitation:
 - i. Facilitating development of the Costco Project within the City's 20th Street SE Corridor Subarea, which will provide needed goods, services and employment opportunities to Lake Stevens' residents;
 - ii. Maximizing the effectiveness of public and private planning and financial resources to coordinate development of the Costco Project and related public infrastructure;
 - iii. Providing certainty and predictability for development of the Project; and
 - iv. Generating increased property and sales tax revenues for the City and Snohomish County.

EXHIBIT "A"

Legal Description of Costco Property

A portion of the north half of tract 25, Plat of Glenwood Division "A", according to the plat thereof recorded in volume 7 of plats, page 46, records of Snohomish County Washington, lying west of State Road No 1-A;

Except the north 10 feet conveyed to Snohomish County by deed recorded under recording no. 2144563;
And also except that portion conveyed to Snohomish County by deed recorded May 16, 2008 under recording no. 200805160832.

And, the south half of tract 23, in the Plat of Glenwood, Division "A", according to the plat thereof recorded in volume 7 of plats, page 46, in Snohomish County, Washington;

Tract 24, in the plat of Glenwood, Division "A", according to the plat thereof recorded in volume 7 of plats, page 4-6, in Snohomish County, Washington;

Except the north 250 feet thereof:

And also except the south 50 feet thereof conveyed to the County of Snohomish by deed recorded under recording no. 486165:

Also excepting therefrom that portion described in agreed Decree of Appropriation in favor of Snohomish County, a Municipal Corporation. Filed March 30, 2010. Snohomish County Superior Court.
Case no. 09-2-04614-8,

The south half of tract 25 in the Plat of Glenwood, Division "A", according to the plat thereof recorded in volume 7 of plats, page 46, in Snohomish County, Washington lying south of 20th Street Southeast (Hewitt Avenue) and lying west of State Route 9;

Except the south 30 feet thereof conveyed to Snohomish County by deed recorded under Recording No. 486165;

Also excepting therefrom that portion described in agreed Decree of Appropriation in favor of Snohomish County, a Municipal Corporation, filed March 30, 2010, Snohomish County Superior Court,
Case No. 09-2-04614-8,

And all of tract 33; all being in the Plat of Glenwood, Division "A", according to the plat thereof recorded in volume 7 of plats, page 46, in Snohomish County, Washington;

And, that portion of lots 21 and 22, Plat of Glenwood, Division "A", according to the plat thereof recorded in volume 7 of plats, page 46, records of Snohomish County, Washington, lying southerly of the Following described line;

Beginning at the northeast corner of said lot 22;

Thence south 00°18'17" west 360 feet to the point of beginning of said line;

Thence south 89°02'10" west 126.25 feet:

Thence south 10 feet;

Thence south 89°02'10" west 498.18 feet to the west line of said lot 21 and the end of said line.

Except the west 15 feet of said lot 21 conveyed to Snohomish County by instrument recorded under Auditor's File No. 486165.

Situate in the County of Snohomish, State of Washington.

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II. AGREEMENT

1. Costco Project. In exchange for the promises and consideration contained in this Agreement, Costco shall have the right to construct the Costco Project on the Costco Property, which will include a building that contains approximately 160,000 square feet, plus and enclosed canopy, with parking for approximately 810 vehicles (with an ability to expand the parking area to accommodate up to approximately 900 vehicles in the future), and a fueling station with open canopy as generally depicted on **Exhibit C**. The target date for completion of the Costco Project is October 31, 2021.
2. Parking. Pursuant to Lake Stevens Municipal Code 14.72.020 Flexibility in Administration Required, the permit-issuing authority may permit deviations from the presumptive requirements and may require more parking or allow less parking whenever it finds that such deviations are more likely to satisfy the standard set forth in Section 14.72.010(a). Costco has provided a parking study to justify its need for additional parking beyond the maximum stalls allowed in LSMC 14.38.060. The City approves this request to allow parking up to 5.7 stall per 1,000 square feet for the Costco Project.
3. Offsite Improvements. The construction of the Costco Project is dependent on the construction of the following improvements that will be ultimately located off the Costco Project site: wetland mitigation, sewer facilities (e.g., lift station, force main and gravity lines) stormwater improvements, culvert replacements/removals, and transportation and utility improvements (hereinafter collectively "**Offsite Improvements**"). The Offsite Improvements are depicted on several sketches attached hereto as **Exhibit D**. The Costco Project and Offsite Improvements are collectively referred to in this Agreement as the "**Development**". This Agreement provides for shared responsibility for financing and construction of the Offsite Improvements. A more detailed discussion of the project descriptions, construction timing, and financing for the Offsite Improvements is contained in the Mitigation Construction and Funding Agreement ("**MCFA**"), which is attached as **Exhibit E**.
4. The Offsite Improvements consist of the following:
 - a. Street and Roadway Improvements:
 - i. Intersection of 91st Avenue SE and 20th Street SE ("**91st Intersection Section A**") **Exhibit D1**;
 - ii. 91st Avenue SE to the Ridgeline Property ("**91st Avenue SE Section B**") **Exhibit D2**;
 - iii. 91st Avenue SE through the Ridgeline Property to 24th Street SE, a collector ("**91st Avenue SE Section C**") **Exhibit D3**;
 - iv. 24th Street SE (a collector with a multi-modal path) ("**24th Street SE**") **Exhibit D4**;
 - v. South Lake Stevens Road connection to 24th Street SE ("**S. Lake Stevens Road Connection**") **Exhibit D5**; and
 - vi. SR9/24th Street SE Roundabout ROW Acquisition (if necessary) and Construction ("**SR 9 Roundabout**") **Exhibit D6**.

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- b. Regional Stormwater Detention Facility (“**Regional Stormwater Facility**”) **Exhibit D7**.
 - c. Sewer Lift Station, Gravity Sewer and Force Main (“**Sewer Facilities**”) **Exhibit D8**.
 - d. Wetland mitigation (“**Wetland Mitigation**”) **Exhibit D9**.
 - e. Extension of other utilities including but not limited to communications, power lines, water lines, and gas mains (“**Utility Extensions**”) **Exhibit D10**.
 - f. SR9/24th Street Roundabout fish passage culvert (“**SR9 Culvert**”), and the removal of six culverts, and their replacement with, three new fish passage structures, on an unnamed tributary of Mosher Creek (“**Mosher Culverts**”, and collectively with the SR9 Culvert, the “**Fish Passage Culverts**”) **Exhibit D11**.
5. Responsibility for Design and Construction of the Offsite Improvements.
- a. Costco will be responsible for the design (except as otherwise provided herein) and construction of the following Offsite Improvements:
 - i. 91st Intersection Section A;
 - ii. 91st Avenue SE Section B;
 - iii. 91st Avenue SE Section C
 - iv. 24th Street SE;
 - v. S. Lake Stevens Road Connection;
 - vi. Regional Stormwater Facility;
 - vii. Sewer Facilities;
 - viii. Wetland Mitigation;
 - ix. Utility Extensions; and
 - x. Fish Passage Culverts.
 - b. The City will be responsible for the design of 91st Avenue SE Section B (Costco will construct this improvement). To the extent this work requires an Inter-Agency Agreement (“**IAA**”) with the City of Everett (“**Everett**”) with respect to Everett’s water line in the roadway, the City agrees to secure an IAA between Everett and the City (“**Everett IAA**”) in a timely manner.
 - c. The Washington State Department of Transportation (“**WSDOT**”) shall be responsible for the design and construction of the SR9 Roundabout (except that Costco shall be responsible for the design and construction of the SR9 Culvert) under the terms set forth in an IAA between WSDOT and the City (“**WSDOT IAA**”), which the City agrees to secure in a timely manner.
 - d. Costco will construct the Sewer Facilities for the Lake Stevens Sewer District (“**LSSD**”). To the extent this work requires an IAA with the LSSD, the City agrees to secure an IAA between LSSD and the City (“**LSSD IAA**”) in a timely manner.
 - e. In addition to the City’s obligation to secure the Everett IAA, the WSDOT IAA, the LSSD IAA (as applicable), the City shall be responsible (at its sole cost and expense) for securing all agreements involving third parties (other than the City and Costco) that are necessary for the completion of the Offsite Improvements, including,

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without limitation (to the extent applicable): agreements necessary for the performance of Fish Passage Culverts work, right-of-way acquisition agreements, temporary construction easements, and other similar agreements pertaining to the performance of the Offsite Improvements on property not owned or controlled by the Parties. The City agrees to use commercially reasonable efforts to pursue and secure the Everett IAA, the WSDOT IAA, the LSSD IAA (as applicable), and such other agreements with third parties (collectively, **“Third Party Agreements”**) on or before **December 31, 2019** in order to ensure that such agreements are in place and do not delay construction of the Costco Project or the Development. As a condition precedent to Costco’s performance under this Agreement, Costco shall have the right to review and approve (in Costco’s commercially reasonable discretion) all Third Party Agreements before they become effective.

6. Future Performance of this Agreement and Opt-out. The Parties intend that this Agreement will become effective upon mutual execution by the City and Costco, with the proviso that future performance is contingent on two events: (i) Costco’s and the City’s agreement on the bids received for construction of the Offsite Improvements (**“Mutual Agreement to Proceed”**) and (ii) Costco’s decision to close on the purchase of the Assemblage (**“Costco Closing Decision”**).
7. Timing of Decision on Mutual Agreement to Proceed. The Parties agree to cooperate in good faith to prepare mutually acceptable bid packages for the Offsite Improvements. Within seven (7) days of receipt of the bid responses, the Parties shall meet to review the bid responses and select the winning bidder. Within seven (7) days of the bid response review meeting, each Party shall notify the other in writing as to whether the bids are acceptable to that Party and indicate that Party’s intent to proceed (**“Notice of Intent to Proceed”**). If the Parties are not in agreement on proceeding, they shall meet and try to resolve their differences. If the Parties cannot reach agreement on proceeding, the Parties shall initiate the procedures in Paragraph 9 for winding down and terminating this Agreement.
8. Timing of Costco’s Closing Decision. Costco’s Notice of Intent to Proceed shall include Costco’s Closing Decision on whether to close on the purchase of the Assemblage, in accordance with the applicable purchase and sales agreements. Costco’s Closing Decision shall be in Costco’s sole and absolute discretion and may be based on factors other than the bid responses for construction of the Offsite Improvements. If Costco decides to close on the Assemblage, the closing shall occur within a commercially reasonable time thereafter. If Costco decides not to close on the purchase of the Assemblage, the Parties shall initiate the procedures in Paragraph 9 for winding down and terminating this Agreement.
9. Early Termination and Wind-Down. In the event the City and Costco fail to jointly agree upon the amount of the construction bids for the Offsite Improvements, or Costco decides not to proceed with the closing on the purchase of the Assemblage, then (a) this Agreement, including the MCFA (**Exhibit E**), shall be terminated, and the Parties shall be relieved of all obligations and responsibilities thereunder, and (b) upon written request from the City, Costco will transfer to the City all engineering and design plans and reports related to the construction of the Offsite Improvements; provided, however, that the responsibility for the payment of soft costs (as such term is defined in the MCFA), including soft costs incurred by Costco prior to the execution date of this Agreement, shall be as follows: (i) if

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the Parties mutually agree not to proceed, then the City shall reimburse Costco for fifty percent (50%) of the soft costs incurred by Costco prior to the date the Parties mutually agree not to proceed; (ii) if Costco desires to proceed, but the City chooses not to proceed, then the City shall reimburse Costco for one hundred percent (100%) of the soft costs incurred by Costco prior to the date the City chooses not to proceed; and (iii) if the City desires to proceed, but Costco chooses not to proceed, then Costco shall be responsible for one hundred percent (100%) of the soft costs incurred by Costco prior to the date Costco chooses not to proceed.

10. Transportation Mitigation, Impact Fees, and Concurrency. Costco's participation in funding and construction of the traffic improvements identified in the MCFA (**Exhibit E**) fully mitigates all SEPA and development regulation-based traffic mitigation, traffic impact fee and traffic concurrency requirements for the Costco Project and overall Development. The MCFA is part of this Agreement and is approved pursuant to RCW 36.70B.170 through 36.70B.210. Costco shall pay for the first TWO MILLION EIGHT HUNDRED THOUSAND AND NO/100 U.S. DOLLARS (\$2,800,000.00) of the costs of construction for portions of the Offsite Improvements (for streets and roads) as an offset against the amount of Transportation Mitigation, Impact Fees otherwise due pursuant to LSMC 14.112.090 as described in the MCFA. No additional traffic fees or traffic mitigation will be required to entitle the Costco Project. The City confirms that the Costco Project is concurrent. The City agrees that no further concurrency review and/or mitigation of transportation impacts are required for the Costco Project.
11. Mitigation Fully Mitigates Development Impacts.
 - a. Offsite Mitigation. In conjunction with traffic mitigation described in Paragraph 10, Costco's participation in the design and construction of the non-transportation Offsite Mitigation, including without limitation the wetland mitigation (e.g., wetland creation, enhancement or restoration), culvert replacements for fish passage, wetland bank credit purchases, sewer lift station, stormwater pond, and utility extensions fully mitigate the identified impacts for the proposed Development. Unless the project scope is materially increased above the parameters for the Costco Project identified in Paragraph 1, or through additional SEPA review under Section 12.g and additional impacts are identified, no additional mitigation fees, impact fees, or mitigation shall be required for the Costco Project or overall Development.
 - b. Onsite Mitigation. As part of its overall mitigation and construction strategy for the Costco Project, to the extent commercially reasonable, Costco agrees to consider and implement low impact development techniques as deemed feasible and practicable using best available science for its management of stormwater and rehydration of wetlands and streams in proximity to the Costco Property.
12. State Environmental Policy Act (Ch. 43.21C "SEPA") / National Environmental Policy Act (40 CFR Parts 1500-1508 "NEPA") Compliance. SEPA and NEPA compliance for the Development shall occur in accordance with the provisions of this Paragraph:
 - a. Planned Action Determination. The Costco Property is within the area described in City Ordinance No. 878, which approved a SEPA Planned Action for the City's 20th Street SE Corridor Subarea, pursuant to RCW 43.21C.031 ("**Planned Action Ordinance**"), attached as **Exhibit F**. The Planned Action Ordinance and supporting

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documentation addressed the environmental impacts associated with development within the 20th Street SE Corridor Subarea in order to facilitate and expedite the environmental review of future individual development projects. The Development is an implementing project for purposes of the Planned Action Ordinance.

b. Confirmation of Consistency. The Development is consistent with the Planned Action Ordinance and thereby qualifies as a Planned Action Project that complies with Ch. 43.21C RCW and Ch. 16.04 LSMC.

c. Except as described below, no SEPA threshold determination, environmental impact statement, or additional SEPA review shall be required for the Development. Future development permit applications implementing this Agreement will not require additional SEPA review if the City confirms that the application is consistent with the Planned Action Determination.

d. Compliance for 24th Street SE Road Improvement. The 24th Street SE road improvement (“**24th Street SE Improvement**”) was not included in the Planned Action Ordinance. The City conducted SEPA review on the 24th Street SE Improvement and issued a Mitigated Determination of Non-Significance on April 22, 2019 (**Exhibit G**). This SEPA MDNS was not appealed and is now final and incorporated by reference into this Agreement. Subject to subsection g. below, no further SEPA review shall be required for construction of the 24th Street SE road improvement.

e. SEPA / NEPA Compliance for the SR9 Roundabout. The SR9 Roundabout was not included in the Planned Action Ordinance. The City in conjunction with WSDOT will conduct SEPA review on the SR9 Roundabout and issued a separate threshold determination.

f. NEPA. The City in conjunction with WSDOT and Costco will prepare NEPA documentation as necessary for impacts from the Development to satisfy any requirements of related to the Individual Army Corps Permit.

g. Further SEPA Compliance Included in this Agreement. Pursuant to RCW 36.70B.170(3)(c), this Agreement addresses the “mitigation measures, development conditions, and other requirements under Ch. 43.21C RCW” that are applicable to the Development. Pursuant to RCW 43.21C.240(2) & (3), the City finds that the mitigation measures in this Agreement and the analyses and mitigation required by other local, state, and federal laws and regulations provide adequate analysis of, and mitigation for, the identified adverse environmental impacts of the Development.

h. Submission of Documentation to Determine Development Consistency. For each permit application that would otherwise be subject to SEPA review, Costco shall submit a completed SEPA checklist, or other documents acceptable to the City’s Designated Official, to confirm consistency of the proposed development with this Agreement and the existing SEPA determinations. Submission of the future SEPA checklist or other documentation is for informational purposes to confirm consistency of the proposed development and mitigations established in this Agreement and shall not be a basis for additional SEPA process or mitigation so long as the proposed development conforms to the terms of this Agreement and no additional significant, adverse environmental impacts are identified using the following criteria.

i. Limitations on Additional SEPA Review and Mitigation for Implementing Applications. This Agreement is consistent with the Planned Action process, and the

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SEPA mitigation for the build out of the Development has been incorporated into this Agreement, particularly the MCFA (**Exhibit E**). As such, the Designated Official may require further SEPA review and mitigation only to the extent that an implementing entitlement approval or requested modification meets the following conditions:

- i. The City concludes that a requested entitlement application is likely to cause unmitigated, significant, adverse environmental impacts that have not been previously analyzed in the Planned Action process or other SEPA environmental documents; or
- ii. The City concludes, pursuant to WAC 197-11-600(3)(B), that substantial changes have been made to the development proposal that are likely to have significant, adverse impacts that have not been previously analyzed in the Planned Action process or other SEPA environmental documents; or
- iii. As otherwise required by RCW 43.21C.440 and WAC 197-11-169 and WAC 197-11-172.

13. Vested Rights and Term. The Development shall be governed by this Agreement and is vested to the applicable provisions of the City of Lake Stevens Municipal Code and other land use regulations and controls in effect on the Effective Date of this Agreement and by extension other vesting applications received by the City related to the Costco Project, specifically the binding site plan. Costco shall have the right to construct the Development in accordance with this Agreement and the City's substantive land use regulations and controls including, but not limited, to mitigation, zoning, and construction regulations in effect on the Effective Date. Per RCW 36.70B.170(3)(i), the term of this Agreement is five (5) years to commence on the Effective Date unless the expiration date is extended by the mutual written agreement of the Parties per Chapter 14.16A and 14.6B LSMC, but in no event shall the vesting period exceed one hundred and twenty (120) months (10 years) from the effective date of this Agreement. Unless otherwise agreed to by the Parties, Costco shall apply for all necessary permits and project approvals for the Development within the Agreement's five (5) year term. For purposes of this Agreement, the City's land use regulations and controls are "development standards" as that term is defined in RCW 36.70B.170(3) and are vested for the term of this Agreement and are material to Costco's decision to enter into this Agreement. Complete applications submitted during the term of this Agreement shall be governed by the City's land use regulations and controls in effect on the Effective Date of this Agreement regardless of whether those applications remain under review following the expiration of this Agreement.

14. Limitation on Imposition of New or Modified Land Use Regulations. In accordance with RCW 36.70B.180, during the term of this Agreement the City shall not modify or impose new or additional development standards applicable to the Development except as set forth in this Agreement: provided however, that to the extent this Agreement does not establish development standards, process, procedures, or similar elements covering a certain subject, element or condition, then the Development shall be governed by the City's land use regulations and controls in effect upon the Effective Date of this Agreement, except as follows:

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a. Stormwater Detention and Treatment. The stormwater standards applicable to the Costco Project are set forth in LSMC Chapter 11.06 and the 2014 DOE Stormwater Manual for Western Washington. Except as state law or NPDES permits may otherwise require, the Development is vested to these stormwater standards for five (5) year period established in Paragraph 12 (*Vested Rights and Term*).

b. Serious Threat to Public Health or Safety. The City Council may modify one or more of the City's land use regulations and controls during the term of this Agreement to the extent required to avoid a serious threat to the public health or safety. Any serious threat must be reasonably believed to be imminent and permanent.

c. Updated International Codes Apply. Notwithstanding the foregoing, the International Building Code, International Fire Code, and other construction codes in effect in the State of Washington, and as adopted by the City of Lake Stevens on the date of filing a complete building permit application for the Costco Project, shall apply.

15. Amendment. This Agreement may be amended as follows:

“**Major Amendments**” shall be processed consistent with LSMC 14.16C.055(g) and require a public hearing before the Lake Stevens City Council. Major Amendments are those that materially change the terms of this Agreement by:

- (i) Increasing the Costco Facility size by more than twenty (20) percent;
- (ii) Increasing the costs of the Offsite Improvements by more than twenty (20) percent;
- (iii) Delaying the construction of the Offsite Improvements by more than eighteen (18) months, unless the delay is the result of a *force majeure* as described in Paragraph 30; or
- (iv) Modifying the term of this Agreement.

All other proposed revisions will be considered “**Administrative Amendments**” and shall be reviewed and decided by the City's Director of Planning and Community Development based on consistency with this Agreement and the provisions of the Lake Stevens Municipal Code.

16. Agreement to Run with the Land. For the term of this Agreement, the benefits and obligations of this Agreement shall run with the land and continue following the subdivision, leasing, or transfer of ownership to Costco's successors and assigns.

17. Definitions. Words and phrases highlighted in bold herein shall have the meaning ascribed to them by this Agreement. All other words and phrases shall be interpreted using the ordinary meaning derived from dictionaries in common usage such as Oxford's American Dictionary, Merriam-Webster's Dictionary, or the American Heritage Collegiate Dictionary.

18. Construction of Documents. In the event there are any conflicts or ambiguities between the terms of the body of this Agreement, the terms of the Exhibits, the City's Comprehensive Plan, or the LSMC, the terms of the body of this Agreement shall control.

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19. Recitals and Exhibits Incorporated by Reference. All Recitals and Exhibits referenced in this Agreement are hereby incorporated by this reference and shall be considered as material terms of this Agreement.
20. Integration. This Agreement and its component elements constitute the entire understanding between the Parties regarding the subject matter hereof, and no prior oral or written agreement shall be valid.
21. Headings. The headings used in this Agreement are for convenience only and shall not be used to interpret the terms of this Agreement.
22. Obligation to Abide by Law. The Parties acknowledge their respective obligations to abide by county, state and federal laws and regulations which may be applicable to this Agreement. Nothing herein shall prevent the City from enforcing such laws where applicable or where related to City funding requirements.
23. Reservation of Police Power or Condemnation Authority. By executing this Agreement, the City does not in any manner waive its police power or condemnation authority. This reservation of authority includes, but is not limited to, the authority to impose new or different regulations upon the Project to the extent required by a serious threat to public health or safety.
24. Covenant Running with Land. This Agreement and its component elements shall be covenants running with the land and shall be binding on the Parties and their successors and assigns, and on all subsequent purchasers, lessees or lessors, and transferors of every nature as set forth herein.
25. Recordation. Pursuant to RCW 36.70B.190, this Agreement shall be recorded with the Snohomish County Auditor at Costco's expense following final execution. Costco shall promptly provide the City with proof of such recording.
26. Agreement's Consistency with RCW 82.02.020. The mitigation payments and dedications established by this Agreement are consistent with the requirements of RCW 82.02.020 and mitigate the direct impacts that have been identified as a consequence of the Development. Costco, or any assignees, shall not assert a claim against the City asserting that (1) the City lacked a legal basis for imposing these agreed-upon payments and dedications; (2) that these payments and dedications lacked sufficient nexus or proportionality with the identified impacts of the Development; or (3) that the payments and dedications were greater than if these mitigation measures had been calculated using alternative rationales or formulae.
27. Authority. By executing this Agreement, each Party represents and warrants that it has taken all necessary steps under its corporate authorities to authorize such act, and that its execution of this Agreement is valid and binding for all purposes articulated herein.
28. Binding Effect; Assignability. This Agreement shall bind and inure to the benefit of the Parties hereto and their respective successors, heirs, legatees, representatives, receivers, trustees, successors, transferees and assigns.

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29. Interpretation. This Agreement has been reviewed and revised by legal counsel for both Parties, and no presumption or rule construing ambiguity against the drafter of the document shall apply to the interpretation or enforcement of this Agreement. Nothing herein shall be construed as a waiver of the City's constitutional and statutory powers. Nothing herein shall be construed or implied that the City is contracting away its constitutional and statutory powers, except as otherwise authorized by law.
30. Authority. Each signatory to this Agreement represents and warrants that he or she has full power and authority to execute and deliver this Agreement on behalf of the Party for which he or she is signing, and that he or she will defend and hold harmless the other Parties and signatories from any claim that he or she was not fully authorized to execute this Agreement on behalf of the person or entity for whom he or she signed. Upon proper execution and delivery, this Agreement will have been duly entered into by the Parties, will constitute as against each Party a valid, legal and binding obligation that shall run with the land, and will be enforceable against each Party in accordance with the terms herein.
31. Delays. If either Party is delayed in the performance of its obligations in this Agreement due to Force Majeure, then performance of such obligation shall be excused for the period of delay. Force Majeure means extraordinary natural events or conditions such as war, riot, labor disputes, or other causes beyond the reasonable control of the obligated party. Except as otherwise provided in Paragraphs 6-8, the City's or Costco's inability to fund, or decision not to fund, any of its obligations shall not be an acceptable reason for delay.
32. Notices. All notices, requests, demands, and other communications called for or contemplated by this Agreement shall be in writing, and shall be duly given by mailing the same by certified mail, return receipt requested; or by delivering the same by hand, to the following addresses, or to such other addresses as the Parties may designate by written notice in the manner aforesaid.

Costco Wholesale Corporation

c/o Bruce Coffey
999 Lake Drive
Issaquah, WA 98027

And to its Attorney:
Stoel Rives LLP
c/o Patrick Mullaney
600 University Street
Suite 3600
Seattle, WA 98101

City of Lake Stevens

c/o Gene Brazel
City Hall
1812 Main Street
Lake Stevens, WA 98258

And to its Attorney:
Ogden Murphy Wallace

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c/o Greg Rubstello
901 5th Avenue
Suite 3500
Seattle, WA 98164

33. Dispute Resolution. It is the Parties' intent to work cooperatively and to resolve disputes in an efficient and cost-effective manner.
- a. Appeals of Permit Decisions. All appeals of permit decisions related to the Development shall be governed by the applicable provisions of the LSMC.
 - b. Settlement Meeting. If any dispute arises between the Parties relating to this Agreement, then the Parties shall meet and seek to resolve the dispute in good faith, within ten (10) days after a Party's request for such a meeting. The City shall send the Designated Official and persons with information relating to the dispute, and Costco shall send an owner's representative and any consultant or other person with technical information or expertise related to the dispute.
 - c. Unresolved Disputes. In the event that the Parties are unable to resolve their dispute at the Settlement Meeting, either Party may provide the other Party with a Notice of Default, setting out the nature of the dispute and proposed resolution. The Party issuing the Notice of Default is referred to herein as the "**Non-Defaulting Party**" and the Party receiving the Notice of Default is referred to as the "**Defaulting Party**". The Defaulting Party shall have ten (10) business days to respond to Notice of Default. If the Defaulting Party fails to respond or the dispute remains unresolved at the end of the ten (10) day period, the Non-Defaulting Party may commence an action in Superior Court to enforce this Agreement. The Parties may in their joint discretion mutually agree to extend the ten (10) day period for cure. If an extension agreement is reached, the Non-Defaulting Party shall not exercise any legal remedies until and unless the applicable cure period has expired and the default remains materially uncured at such time.
 - d. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any judicial action arising out of or relating to this Agreement shall lie in King County Superior Court.
 - e. Specific Performance. The Parties specifically agree that damages are not an adequate remedy for breach of this Agreement and that the Parties are entitled to compel specific performance of all material terms of this Agreement by any Party in default hereof. All terms and provisions of this Agreement are material.
 - f. Attorneys' Fees. In any administrative or judicial action to enforce or determine a party's rights under this Agreement, the prevailing party (or the substantially prevailing party, if no one party prevails entirely) shall be entitled to reasonable attorneys' fees, expert witness fees, and costs, including fees and costs incurred in the appeal of any ruling of a lower court.
34. No Third Party Beneficiary. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto and their successors and assigns. No other person shall have any right of action based upon any provision of this Agreement.
35. Severability. This Agreement does not violate any federal or state statute, rule, regulation or common law known; but any provision which is found to be invalid or in violation of

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any statute, rule, regulation or common law shall be considered null and void, with the remaining provisions remaining viable and in effect.

36. Cooperation in Execution of Documents. The Parties agree to properly and promptly execute and deliver any and all additional documents that may be necessary to render this Agreement practically effective. This Paragraph shall not require the execution of any document that expands, alters or in any way changes the terms of this Agreement.
37. Exhibits. This Agreement includes the following exhibits which are incorporated by reference herein:
 - a. **Exhibit A** – Legal Description of Costco Property
 - b. **Exhibit B** – Sketch of Costco Property
 - c. **Exhibit C** – Costco Project Site Plan
 - d. **Exhibit D** – Sketches of the Offsite Improvements
 - e. **Exhibit E** – Mitigation Construction and Funding Agreement
 - f. **Exhibit F** – Ordinance 878 (SEPA Planned Action Ordinance)
 - g. **Exhibit G** – SEPA MDNS for 24th Street SE Road Improvement
38. Compliance with Other Regulatory Agency Requirements. The Parties expressly acknowledge that public agencies other than the City may impose standards, conditions and requirements upon the Development which are separate from, and additional to, those contained in this Agreement. Other public agencies with jurisdiction over the Development may include, without limitation, the Washington State Department Ecology, the Army Corps of Engineers, and the Washington State Department of Labor and Industries.
39. Full Understanding. The Parties each acknowledge, represent and agree that they have read this Agreement; that they fully understand the terms thereof; that they have had the opportunity to be fully advised by their legal counsel and any other advisors with respect thereto; and that they are executing this Agreement after sufficient review and understanding of its contents.
40. Final and Complete Agreement. This Agreement is integrated and constitutes the final and complete expression of the Parties on all subjects relating to the Development. This Agreement may not be modified, interpreted, amended, waived or revoked orally, but only by a writing signed by all Parties. This Agreement supersedes and replaces all prior agreements, discussions and representations on all subjects discussed herein, without limitation. No Party is entering into this Agreement in reliance on any oral or written promises, inducements, representations, understandings, interpretations or agreements other than those contained in this Agreement and the exhibits hereto.

[Signatures follow.]

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IN WITNESS WHEREOF, the parties have executed this Development Agreement on the date first set forth above.

CITY OF LAKE STEVENS

By: _____
John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

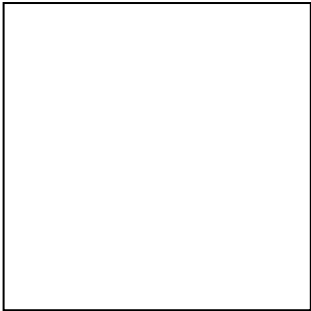
APPROVED AS TO FORM:

Greg A. Rubstello, City Attorney

STATE OF _____)
COUNTY OF _____) ss:

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and s/he acknowledged that s/he signed this instrument, on oath stated that s/he was authorized to execute the instrument and acknowledged it as the Mayor, of City of Lake Stevens that executed the within and foregoing instrument, to be the free and voluntary act of such party of the uses and purposes mentioned in the instrument.

DATED: _____, 2019.



Print Name: _____
NOTARY PUBLIC in and for the State of _____, residing at: _____
My Appointment Expires: _____

[Signature follows.]

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EXHIBIT "B"

Sketch of Costco Property

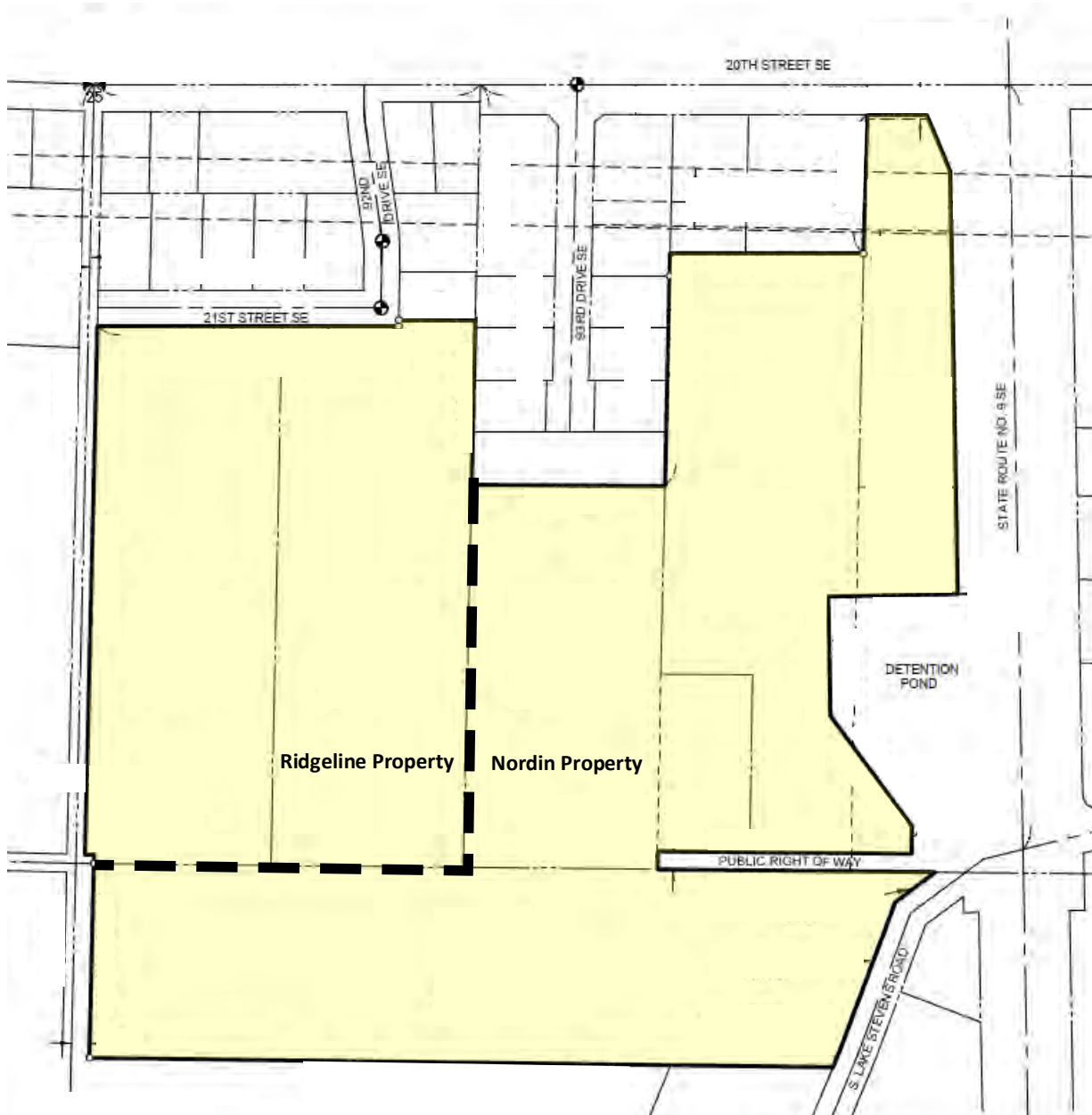


EXHIBIT "C"

Conceptual Costco Project Site Plan

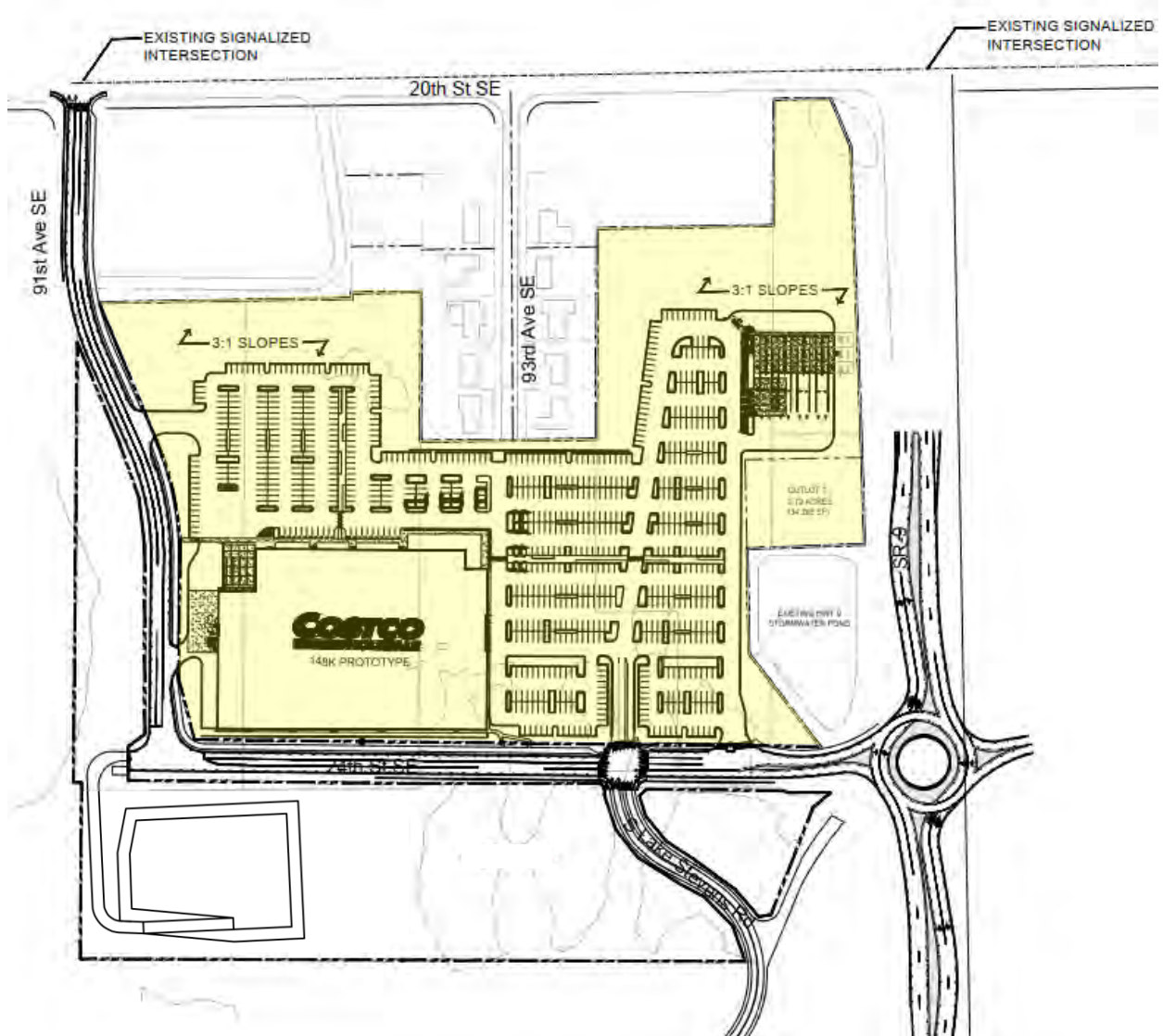


EXHIBIT "D1"

Sketch of Offsite Improvements
91st Avenue SE, Section A

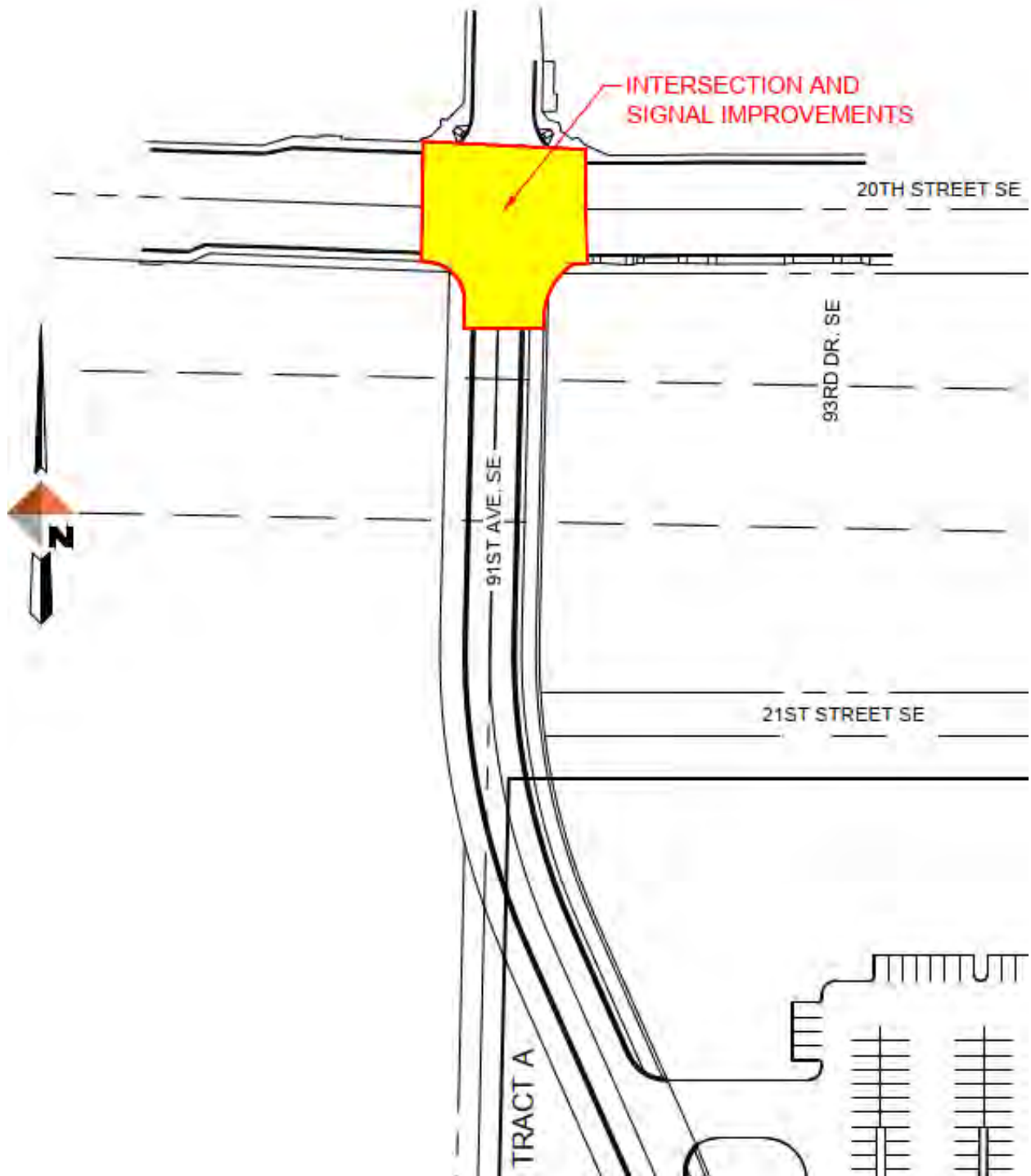


EXHIBIT "D2"

Sketch of Offsite Improvements
91st Avenue SE, Section B

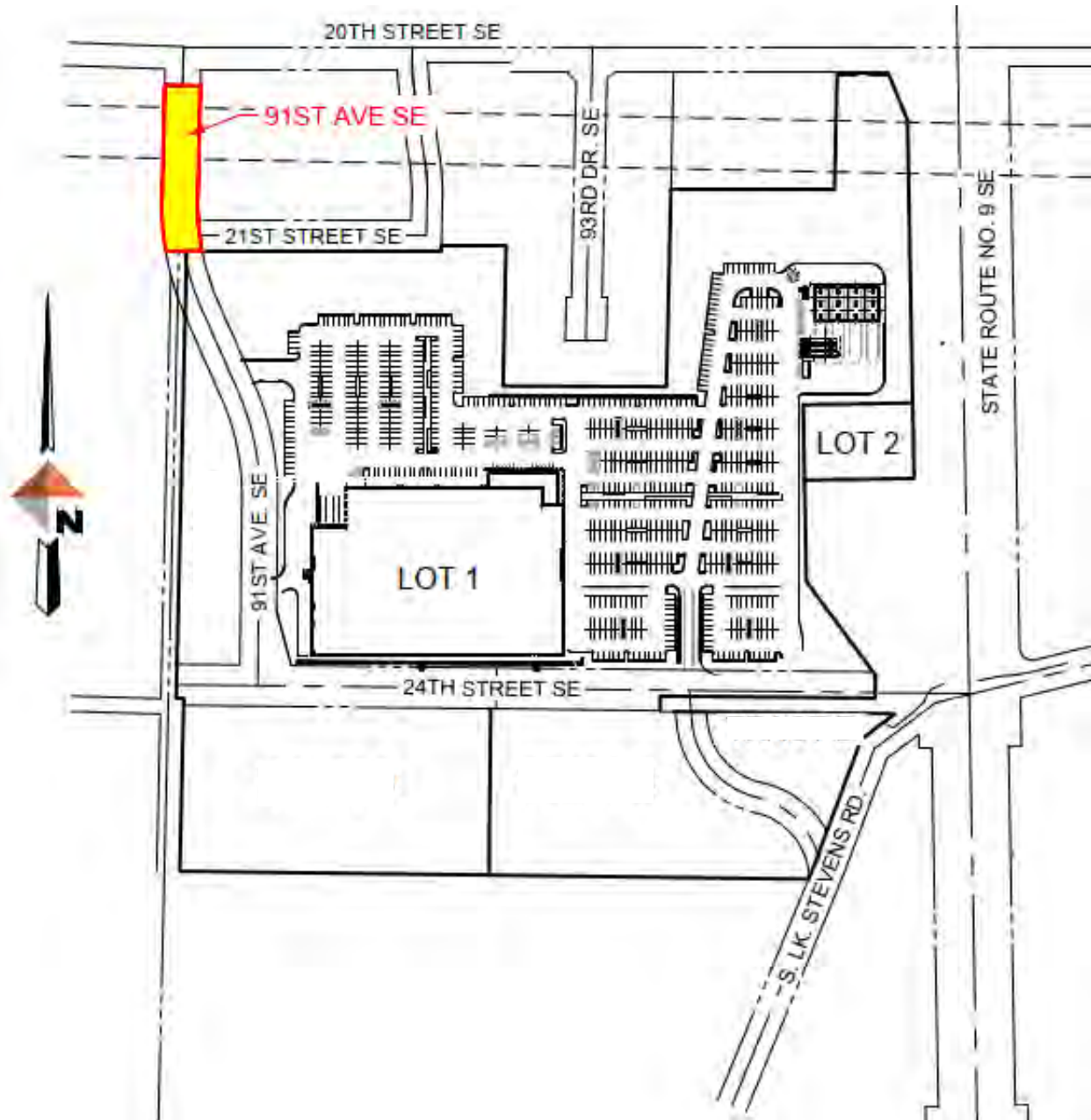


EXHIBIT "D3"

Sketch of Offsite Improvements
91st Avenue SE, Section C



EXHIBIT "D4"

Sketch of Offsite Improvements
24th Street SE

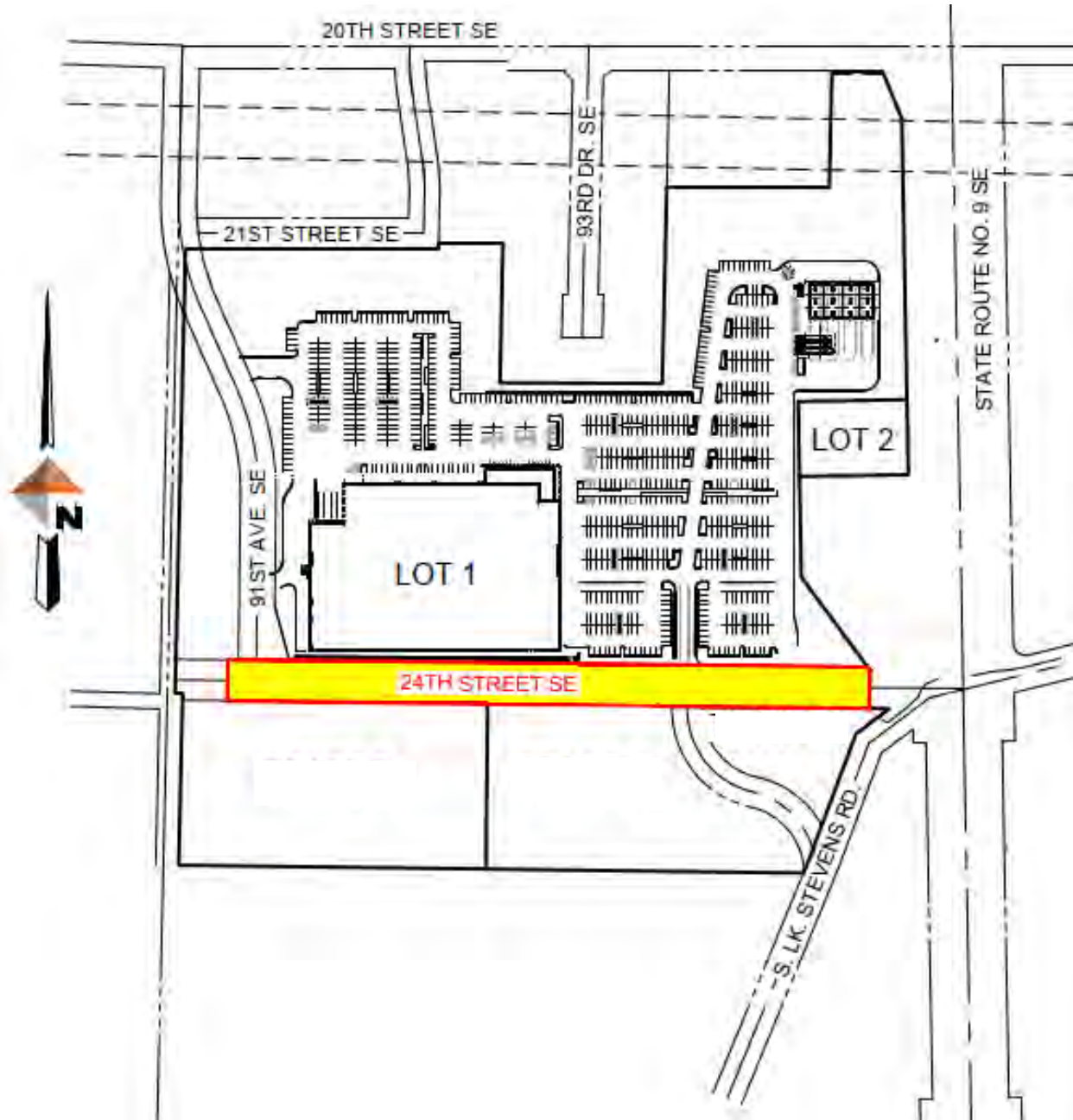


EXHIBIT "D5"

Sketch of Offsite Improvements
S Lake Stevens Road Connection

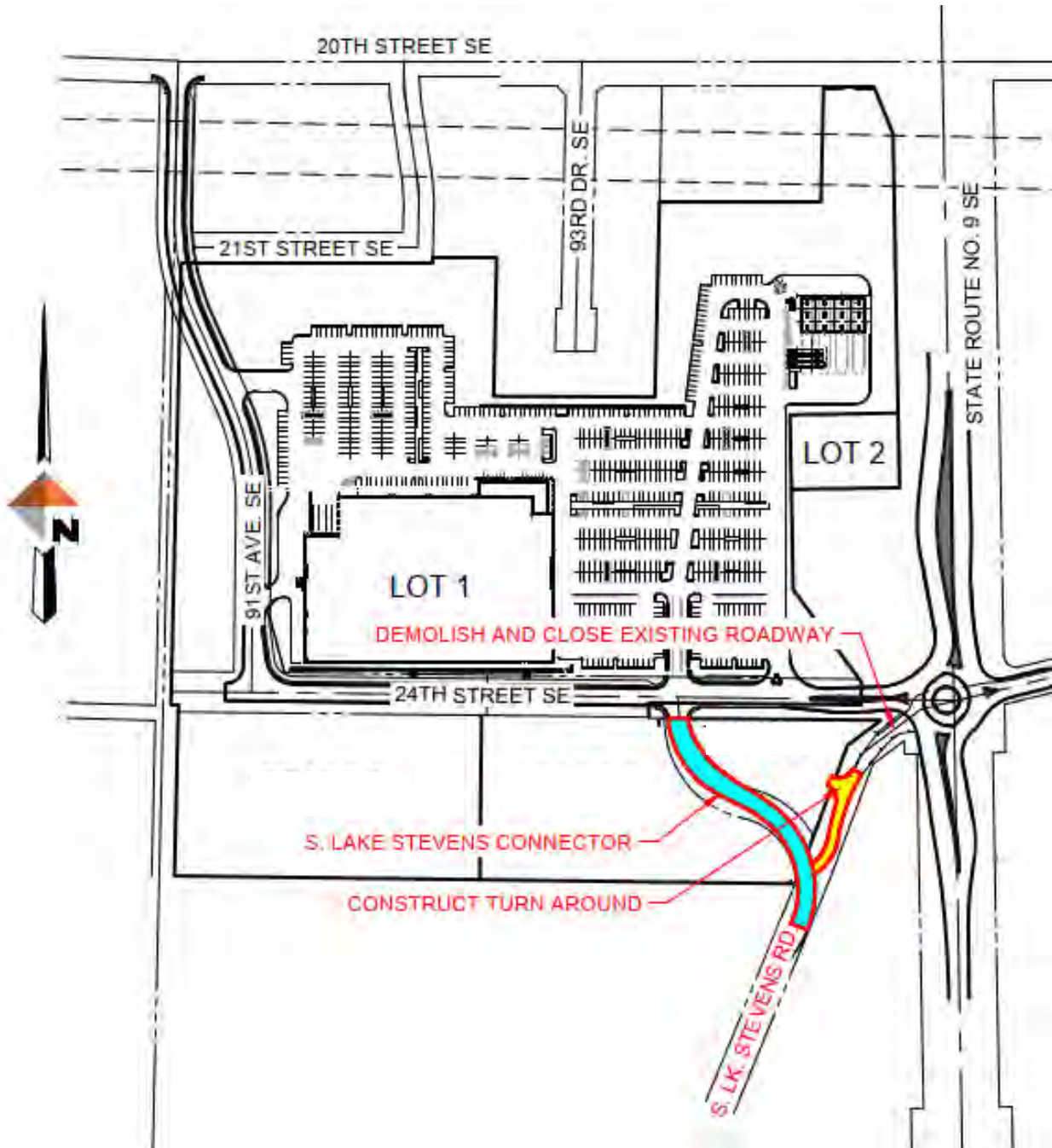


EXHIBIT "D6"

Sketch of Offsite Improvements
Regional Stormwater Facility

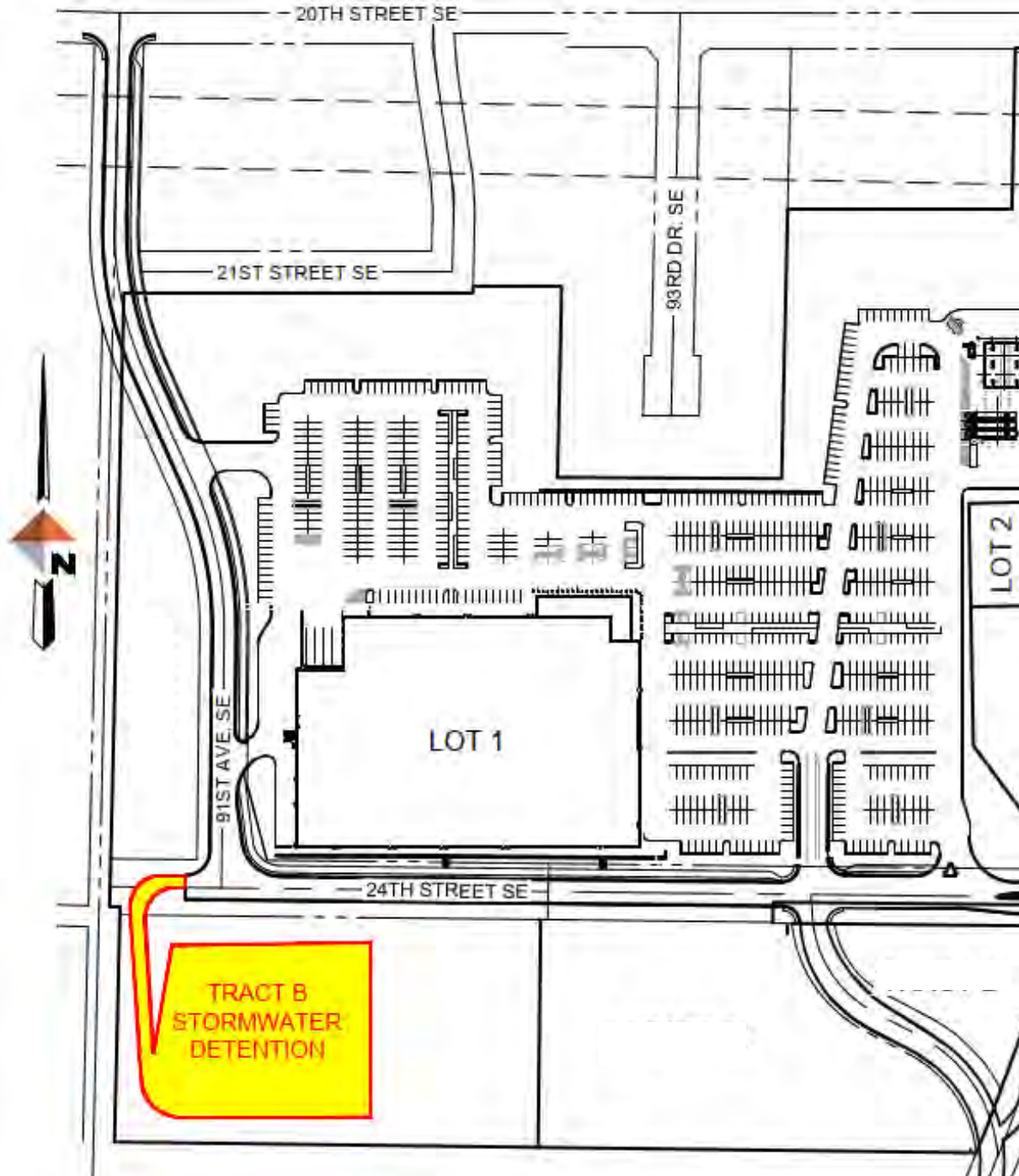


EXHIBIT "D7"

Sketch of Offsite Improvements
Sewer Facilities



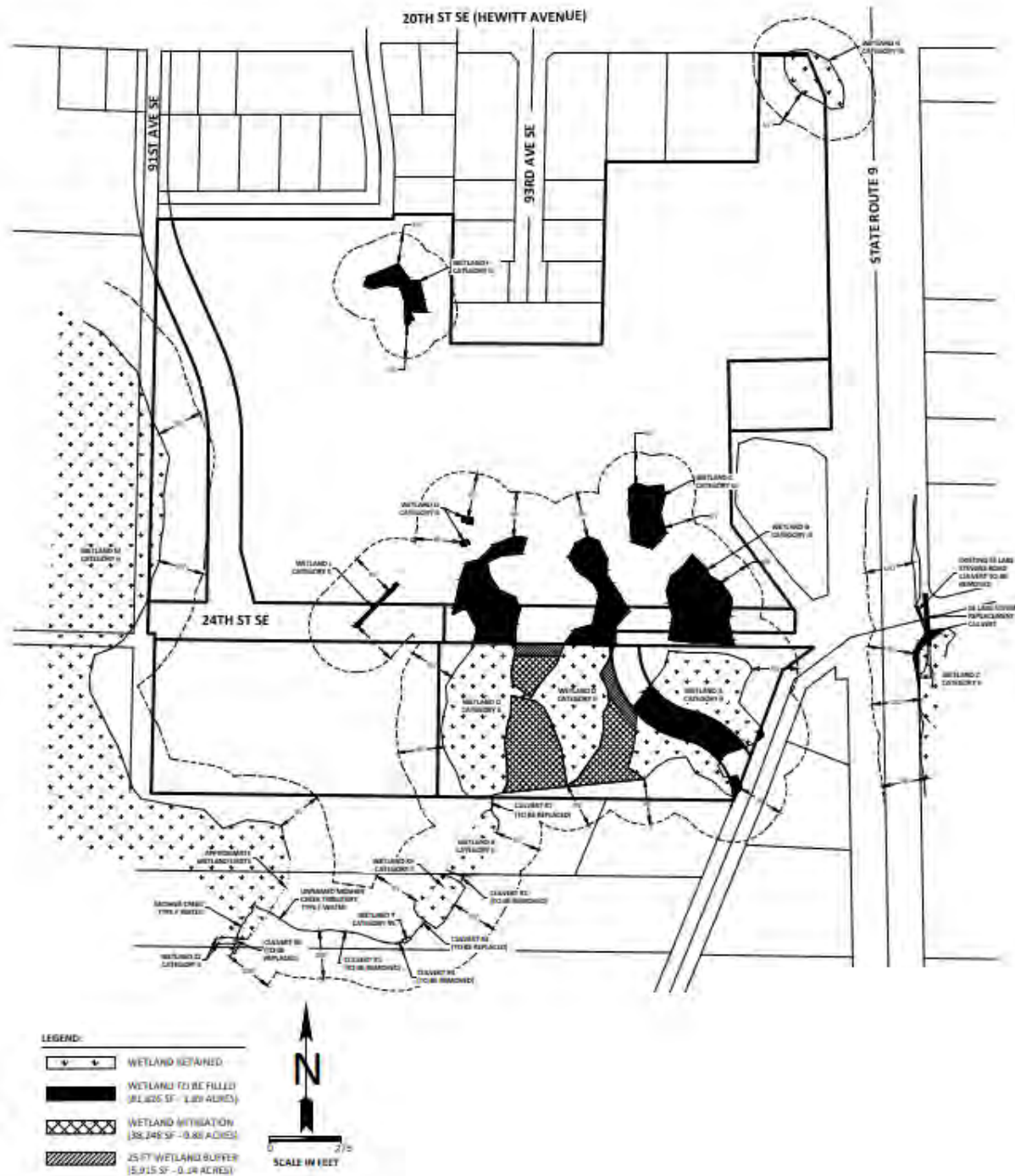


EXHIBIT "D9"

Sketch of Offsite Improvements
Utility Extensions

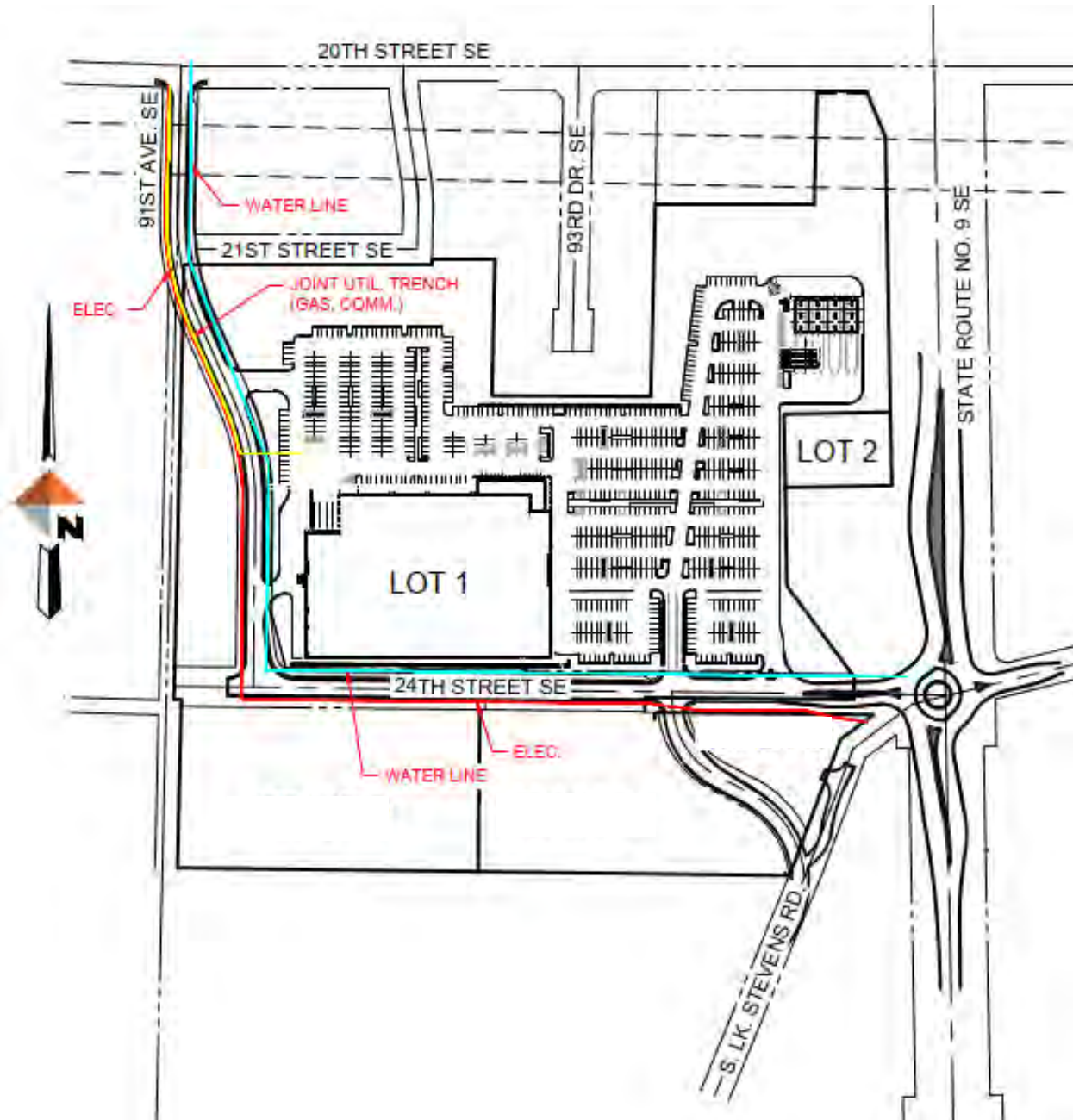
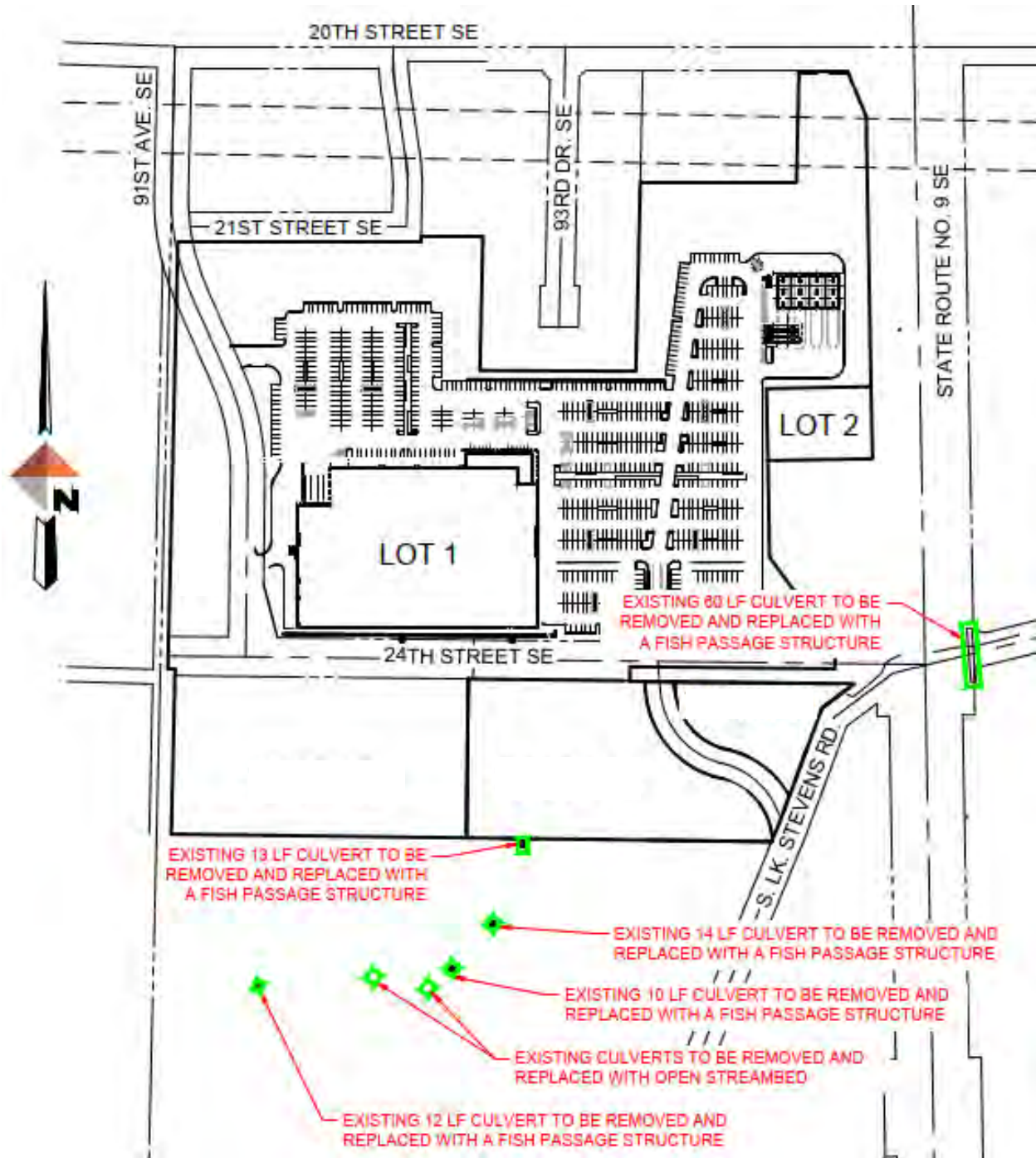


EXHIBIT "D10"

Sketch of Offsite Improvements
Fish Passage Culverts



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Development Agreement Exhibit E Mitigation Construction and Funding Agreement

This Mitigation Construction and Funding Agreement (“**MCFA**”) is intended to implement the Development Agreement for Construction of a Costco Wholesale Membership Facility (“**Development Agreement**”) entered into by the City of Lake Stevens, a Washington municipal corporation (the “**City**”) and Costco Wholesale Corporation, a Washington corporation (“**Costco**”). The City and Costco are referred to herein individually as a “**Party**” and collectively as the “**Parties**”. In consideration of the covenants and agreements contained in this MCFA, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Costco agree to implement the Development Agreement as set forth below.

I. RECITALS

- A. This MCFA is intended to set forth additional terms and conditions for the funding and construction of certain enumerated public infrastructure improvements necessary to (i) benefit the public through the improvement of the 20th Street SE Corridor and (ii) support and mitigate the development of the Costco Project.
- B. To construct the Costco Project and mitigate the impacts of the Costco Project, Costco will need to acquire both the City Property and the Nordin Property consisting of approximately 38 acres in the aggregate (“**Costco Property**”), which Costco Property will include land (in addition to that required for the Costco Project) required for right-of-way, wetland mitigation, and other off-site improvements, such as a sewer lift station and a stormwater detention pond (collectively, the “**Offsite Improvements**”).
- C. The Offsite Improvements will create a public benefit beyond mitigating the development impacts of the Costco Project and will be funded through a public/private partnership between the City and Costco.
- D. Both the City and Costco find it desirable to enter into this MCFA to plan for the orderly development of necessary public infrastructure to support economic development within the 20th Street SE Corridor Subarea, including the development of the Costco Project.
- E. The City finds that the development of the public infrastructure described in this MCFA is consistent with the Lake Stevens Comprehensive Plan, associated Transportation Improvement Plan, the City’s adopted development regulations and other applicable provisions of the Lake Stevens Municipal Code, Planned Action Ordinance 878 and the Development Agreement. The City’s approval of this Development Agreement and construction of the Costco Project will benefit the citizens of Lake Stevens by accelerating the completion of needed public infrastructure, providing a catalyst for additional commercial development in the 20th Street Corridor Subarea, and facilitating a development that will provide the City with additional sales tax revenue.

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II. AGREEMENT

1. Defined Terms. Undefined terms used herein shall have the meanings set forth in the Development Agreement.
2. Conflicts Between Documents. In the event of a conflict in the terms and conditions of the Development Agreement and this MCFA, the terms and conditions of this MCFA shall control.
3. Costco Project. As described in Development Agreement **Paragraph 1** (*Costco Project*), Costco intends to develop, construct, and operate on a portion of the Costco Property the Costco Project as generally depicted on Development Agreement **Exhibit C**.
4. Offsite Improvements. The Offsite Improvements necessary to construct the Costco Project consist of the following:
 - a. Street and Roadway Improvements:
 - i. Intersection of 91st Ave. SE and 20th St. SE ("**91st Intersection Section A**");
 - ii. 91st Ave. SE to the Ridgeline Property ("**91st Avenue SE Section B**");
 - iii. 91st Ave SE through the Ridgeline Property to 24th St. SE, a collector ("**91st Avenue SE – Section C**");
 - iv. 24th Street SE (a collector with a multi-modal path) ("**24th Street SE**");
 - v. South Lake Stevens Road Connection to 24th Street SE ("**S. Lake Stevens Road Connection**"); and
 - vi. SR9/24th Street SE Roundabout ROW Acquisition (if necessary) and Construction ("**SR9 Roundabout**").
 - b. Regional Stormwater Detention Facility ("**Regional Stormwater Facility**").
 - c. Sewer Lift Station, Gravity/Force Main ("**Sewer Facilities**").
 - d. Wetland mitigation and off-site culvert replacement/removal for fish passage ("**Wetland Mitigation**").
 - e. Extension of other utilities including but not limited to communications, power lines, water lines, sewer lines and gas mains ("**Utility Extensions**").
 - f. SR9/24th Street Roundabout fish passage culvert ("**SR9 Culvert**"), and the removal of six culverts, and their replacement with, three new fish passage structures, on an unnamed tributary of Mosher Creek ("**Mosher Culverts**", and collectively with the SR9 Culvert, the "**Fish Passage Culverts**").

The Offsite Improvements are depicted on the several sketches attached as Development Agreement **Exhibit D (Exhibits D1 – D11)**.

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5. Responsibility for Design and Construction of the Offsite Improvements.

- a. Costco will be responsible for the design (except as otherwise provided herein) and construction of the following Offsite Improvements:
 - i. 91st Intersection Section A;
 - ii. 91st Avenue SE Section B;
 - iii. 91st Ave SE Section C;
 - iv. 24th Street SE;
 - v. S. Lake Stevens Road Connection;
 - vi. Regional Stormwater Facility;
 - vii. Sewer Facilities;
 - viii. Wetland Mitigation;
 - ix. Utility Extensions; and
 - x. Fish Passage Culverts.
- b. The City will be responsible for the design of 91st Avenue SE Section B (Costco will construct this improvement).
- c. The Wetland mitigation for the Costco Project includes the removal of six culverts, and their replacement with, three new fish passage structures, on an unnamed tributary of Mosher Creek that currently block the potential passage of fish. The City shall be responsible to secure all agreements with the off-site property owners necessary to perform the Fish Passage Culverts improvements.
- d. The Washington State Department of Transportation (“**WSDOT**”) shall be responsible for the design and construction of the SR9 Roundabout under the terms set forth in the WSDOT IAA, except that Costco shall be responsible for the design and construction of the SR9 Culvert.
- e. Costco will build sanitary sewer for the Lake Stevens Sewer District (“**LSSD**”) under the terms set forth in the LSSD IAA (if applicable).
- f. The City will provide the right-of-way for the construction of 91st Intersection Section A and 91st Avenue SE Section B under the terms set forth in the Everett IAA (if applicable).
- g. Costco will provide the right-of-way for the construction of: 91st Ave SE Section C, 24th Street SE, and the S. Lake Stevens Road Connector.

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- h. The City shall be responsible for procuring all other right-of-way and Third Party Agreements necessary for construction of the Offsite Improvements. Further, the City covenants that it owns sufficient right-of-way to construct the Offsite Improvements.
 - i. Costco will own the stormwater and wetland mitigation tracts until construction is completed on those tracts, at which time Costco will convey the stormwater and wetland tracts to the City pursuant to the terms of a separate purchase and sale agreement.
 - j. The City shall be responsible for all off-site utility relocation (coordination with utility purveyors and relocation of utilities), which shall be accomplished with no additional costs to Costco.
 - k. The parties agree to enter into a Stormwater Maintenance Agreement, under which Costco will pay an annual stormwater maintenance and operation fee to the City, which shall be based on Costco's pro-rata share of the stormwater facility's capacity.
 - l. The City will execute a commercially reasonable temporary construction easement to the extent any of Costco's construction of the Offsite Improvements impact City-owned land.
6. Reimbursable Costs. The Offsite Improvements costs reimbursable pursuant to this MCFA shall include, without limitation, reasonable soft and hard costs incurred by Costco, or its third-party consultants, to design and construct the Offsite Improvements ("**Design and Construction Costs**"), including Design and Construction Costs incurred by Costco prior to the execution date of the Development Agreement. As used herein, "**soft costs**" shall mean and refer to costs that are not direct construction costs, such as architectural, engineering, financing, legal, and other pre- and post- construction costs incurred in connection with the performance of the applicable construction work.
7. City Reimbursement. Upon conveyance and dedication to the City of the Offsite Improvements listed in Subparagraphs 5.a (i – ix) hereof, the City shall promptly reimburse Costco the applicable City Reimbursement Responsibility percentage set forth on the City Reimbursement Obligation table attached hereto as **Exhibit E-1** multiplied times the invoiced, reasonable and actual Design and Construction Costs paid by Costco for the applicable component of Offsite Improvements PROVIDED, the City shall receive credit for payment of the first Two Million Eight Hundred Thousand Dollars (\$2,800,000.00) otherwise due Costco consistent with Costco's payment obligation in lieu of Transportation Mitigation Impact Fees set forth in section 10 of the Development Agreement. The City is entering into the Development Agreement. The City is entering into the Development Agreement, including this MCFA as a binding agreement. The City is pledging its full faith and credit to fund the City's share of the Offsite Improvements. This promise from the City is material consideration for Costco's execution of the Development Agreement, including this MCFA. In the event the City fails to reimburse Costco within thirty (30) days following Costco's request for reimbursement, then the amount owed by the City to Costco will accrue interest from the date Costco's request for reimbursement was delivered to the City until paid in full at the prime rate of interest published

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in *The Wall Street Journal*, or similar publisher of business statistical data, plus two percent (2%); provided, however, that such rate shall not exceed, in any event, the highest rate of interest that may be charged under applicable law without the creation of liability for penalties or rights of offset or creation of defenses.

8. Construction Oversight Responsibility. Except for the design and construction of the SR9 Roundabout, which are WSDOT's responsibility, and the design of the 91st Avenue SE, which is the City's responsibility, Costco shall be responsible for the design and construction of the remaining Offsite Improvements. Costco shall select the vendors and contractors to construct the Offsite Improvements, and Costco shall be responsible for all necessary engineering design work, government approvals and permits, and administering the Offsite Improvements construction projects.

- a. Sixty Percent (60%) Meeting and Design Direction Cut-Off. The Parties shall meet after the sixty percent (60%) design level for the Offsite Improvements is completed, or as otherwise mutually agreed to, to discuss and decide upon value engineering and design direction. Prior to any decision to materially change the design directions after the sixty percent (60%) level, the Parties will meet to collaborate on and discuss the risks and costs to each Party associated with the proposed design direction change. A "**Material Change**" is defined as an increase in project cost of ten percent (10%) or a delay in project scheduling of more than six (6) months.
- b. Development of Bid Packages. Pursuant to Development Agreement **Paragraph 6** (*Timing of Decision on Mutual Agreement to Proceed*), the Parties shall collaborate on the development of the construction bid packages for the Offsite Improvements. Costco will provide the City with copies of the "**Final Bid Packages**", which are the documents that Costco will provide to contractors and sub-contractors ("**Contractors**") responding to the request for bid. The bid package will include "**Construction Contract Documents**," which are defined as the construction contracts, including number of contractor working days, engineer's estimates and other documents that Costco will present for execution to the Contractors that may be awarded the bid to construct an off-site project. Prior to advertising a project for bid, Costco and the City shall meet to review the Final Bid Packages and obtain the City's consent to the Final Bid Packages, which consent shall not be unreasonably withheld or delayed, so long as the bid package is consistent with the Development Agreement, applicable laws and regulations and the 60% design decisions.
- c. Approval of Bid Responses. Within seven (7) days of receipt of the bid responses, the Parties shall meet to review the bid responses and select the winning Contractors. Within seven (7) days of the bid response review meeting, each Party shall notify the other in writing as to whether the bids are acceptable to that Party and indicate that Party's intent to proceed ("**Notice of Intent to Proceed**").

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- d. Pre-Construction Meeting. Prior to the commencement of a project, Costco shall notify the City of its intent to proceed with the construction. Costco shall schedule a meeting with the City and the general contractor to discuss the construction, scheduling, contractor accounting, contractor invoicing, contractor bill practice, Costco payments to the contractor and particular issues applicable to that project.
- e. Costco Invoicing to City. Each month, Costco will provide the City with copies of the invoices it receives and pays from its Contractors. The invoices shall contain supporting documents considered by Costco in making payment. Upon request, Costco shall promptly provide the City with reasonable evidence of invoice payments.
- f. Invoice Disputes. Should the City dispute any portion of an invoice, the City shall provide Costco with written notice of the dispute and the City's basis for the dispute within thirty (30) days of receipt of the disputed invoice.
- g. Change Orders. Prior to implementing amendments or modifications to the Construction Contract Documents ("**Change Order(s)**") that could result in a material change to a project scope, including without limitation quantities, conditions, material type, schedule, or that could, in aggregate, cause a cumulative increase of ten percent (10%) or more in the Construction Contract Document project costs on a per project basis, Costco shall notify the City of the proposed Change Order(s) as soon as practicable and provide the Change Order(s) for City review and comment together with a detailed explanation of the need for the Change Order(s). Absent a compelling reason not to do so, Costco shall implement any reasonable comments that the City may provide with respect to such amendments or modifications.
- h. Costco Performance of Offsite Improvements. Costco shall diligently perform and complete the Offsite Improvements after bid award subject to issues that may arise outside of its control or through the Parties' mutual agreement to an extension. Such issues that are outside of Costco's control and that may affect timing include, without limitation outside agency permitting, permit appeals, or court decisions, but not Costco's inability to fund, or Costco's decision not to fund, project construction to completion. If issues arise that impact project construction, the Parties shall consult with one another to mutually determine how best to move forward.
- i. Conveyance of Offsite Improvements to the City. Upon completion of construction of an Offsite Improvement by Costco, and the final inspection and acceptance of the Offsite Improvement by the City, which shall not be unreasonably withheld or delayed, Costco shall convey the Offsite Improvement and associated right-of-way to the City. Following the City's acceptance of an off-site improvement, the City shall be responsible for future maintenance of these improvements.

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- j. Identification of City Sales Tax Number. Costco's Contractors shall be required to identify the City's state sales tax number 3109 on payments of sales tax for materials used in construction of the Offsite Improvements. Invoices from contractors and suppliers shall include the required sales tax number.
9. No Additional Requirements. As set forth in Development Agreement Paragraphs 10 and 11, Costco's participation in funding and construction of the traffic improvements identified in this MCFA fully mitigates all SEPA and development regulation-based traffic mitigation, traffic impact fee and traffic concurrency requirements for the Costco Project and overall Development, and Costco's participation in the design and construction of the non-transportation Offsite Mitigation, including without limitation the wetland mitigation (e.g., wetland creation, enhancement or restoration), Fish Passage Culverts, wetland bank credit purchases, sewer lift station, stormwater pond, and utility extensions fully mitigate the non-transportation impacts for the proposed Development (unless the project scope is materially increased above the parameters for the Costco Project identified in Development Agreement Paragraph 1. Consequently, the City agrees that no further concurrency review and/or mitigation of transportation impacts are required for the Costco Project, nor are any additional mitigation fees, impact fees, or other mitigation be required for the Costco Project or overall Development.
10. City Acknowledgement of Sufficient Right-of-Way. The City acknowledges that it has conducted a reasonable investigation and ascertained that sufficient right-of-way exists to construct the Off-Site Improvements. Should an unanticipated right-of-way deficiency arise, the City agrees to use its best efforts, including, if necessary, the possible exercise of its powers of eminent domain, to procure the needed right-of-way at no additional cost to Costco.
11. Agreement to Run with the Land. For the term of the Development Agreement, the benefits and obligations of this MCFA shall run with the land and continue following the subdivision, leasing, or transfer of ownership to Costco's successors and assigns.
12. Definitions. Words and phrases highlighted in bold herein shall have the meaning ascribed to them by the Development Agreement and this MCFA. All other words and phrases shall be interpreted using the ordinary meaning derived from dictionaries in common usage such as Oxford's American Dictionary, Merriam-Webster's Dictionary, or the American Heritage Collegiate Dictionary.
13. Construction of Documents. In the event there are any conflicts or ambiguities between the terms of the body of MCFA, the terms of the Development Agreement exhibits, the City's Comprehensive Plan, or the LSMC, the terms of the body of this MCFA shall control.
14. Recitals and Exhibits Incorporated by Reference. All Recitals and exhibits referenced in this MCFA are hereby incorporated by this reference and shall be considered as material terms of this MCFA.
15. Integration. The Development Agreement and this MCFA and their component elements constitute the entire understanding between the Parties regarding the subject matter hereof, and no prior oral or written agreement shall be valid.

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16. Headings. The headings used in this MCFA are for convenience only and shall not be used to interpret the terms of this MCFA.

17. Obligation to Abide by Law. The Parties acknowledge their respective obligations to abide by county, state and federal laws and regulations which may be applicable to this MCFA. Nothing herein shall prevent the City from enforcing such laws where applicable or where related to City funding requirements.

18. Reservation of Police Power or Condemnation Authority. By executing this MCFA, the City does not in any manner waive its police power or condemnation authority. This reservation of authority includes, but is not limited to, the authority to impose new or different regulations upon the Project to the extent required by a serious threat to public health or safety.

19. Covenant Running with Land. This MCFA and its component elements shall be covenants running with the land and shall be binding on the Parties and their successors and assigns, and on all subsequent purchasers, lessees or lessors, and transferors of every nature as set forth herein.

20. Agreement's Consistency with RCW 82.02.020. The mitigation payments and dedications established by this MCFA are consistent with the requirements of RCW 82.02.020 and mitigate the direct impacts that have been identified as a consequence of the Costco Project. Costco, or any assignees, shall not assert a claim against the City asserting: (1) that the City lacked a legal basis for imposing these agreed-upon payments and dedications; (2) that these payments and dedications lacked sufficient nexus or proportionality with the identified impacts of the Costco Project; or (3) that the payments and dedications were greater than if these mitigation measures had been calculated using alternative rationales or formulae.

21. Binding Effect; Assignability. This MCFA shall bind and inure to the benefit of the Parties hereto and their respective successors, heirs, legatees, representatives, receivers, trustees, successors, transferees and assigns.

22. Interpretation. This MCFA has been reviewed and revised by legal counsel for both Parties, and no presumption or rule construing ambiguity against the drafter of the document shall apply to the interpretation or enforcement of this MCFA. Nothing herein shall be construed as a waiver of the City's constitutional and statutory powers. Nothing herein shall be construed or implied that the City is contracting away its constitutional and statutory powers, except as otherwise authorized by law.

23. Authority. Each signatory to this MCFA represents and warrants that he or she has full power and authority to execute and deliver this MCFA on behalf of the Party for which he or she is signing, and that he or she will defend and hold harmless the other Parties and signatories from any claim that he or she was not fully authorized to execute this MCFA on behalf of the person or entity for whom he or she signed. Upon proper execution and delivery, this MCFA will have been duly entered into by the Parties, will constitute as against each Party a valid, legal and binding obligation that shall run with the land, and will be enforceable against each Party in accordance with the terms herein.

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24. Delays. If either Party is delayed in the performance of its obligations in this MCFA due to Force Majeure, then performance of such obligation shall be excused for the period of delay. “**Force Majeure**” means extraordinary natural events or conditions such as war, riot, labor disputes, or other causes beyond the reasonable control of the obligated party. The City’s or Costco’s inability to fund, or decision not to fund, any of its obligations shall not be an acceptable reason for delay.

25. Notices. All notices, requests, demands, and other communications called for or contemplated by this MCFA shall be in writing, and shall be duly given by mailing the same by certified mail, return receipt requested; or by delivering the same by hand, to the following addresses, or to such other addresses as the Parties may designate by written notice in the manner aforesaid.

Costco Wholesale Corporation

c/o Bruce Coffey
999 Lake Drive
Issaquah, WA 98027

And to its Attorney:
Stoel Rives LLP
c/o Patrick Mullaney
600 University Street
Suite 3600
Seattle, WA 98101

City of Lake Stevens

c/o Gene Brazel
City Hall
1812 Main Street
Lake Stevens, WA 98258

And to its Attorney:
Ogden Murphy Wallace
c/o Greg Rubstello
901 5th Avenue
Suite 3500
Seattle, WA 98164

26. Dispute Resolution. It is the Parties’ intent to work cooperatively and to resolve disputes in an efficient and cost-effective manner.

- a. Settlement Meeting. If any dispute arises between the Parties relating to this MCFA, then the Parties shall meet and seek to resolve the dispute in good faith, within ten (10) days after a Party’s request for such a meeting. The City shall send the Designated Official and persons with information relating to the dispute, and Costco shall send an owner’s representative and

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any consultant or other person with technical information or expertise related to the dispute.

- b. Unresolved Disputes. In the event that the Parties are unable to resolve their dispute at the Settlement Meeting, either Party may provide the other Party with a Notice of Default, setting out the nature of the dispute and proposed resolution. The Party issuing the Notice of Default is referred to herein as the “**Non-Defaulting Party**” and the Party receiving the Notice of Default is referred to as the “**Defaulting Party**”. The Defaulting Party shall have ten (10) business days to respond to Notice of Default. If the Defaulting Party fails to respond or the dispute remains unresolved at the end of the ten (10) day period, the Non-Defaulting Party may commence an action in Superior Court to enforce this MCFA. The Parties may in their joint discretion mutually agree to extend the ten (10) day period for cure. If an extension agreement is reached, the Non-Defaulting Party shall not exercise any legal remedies until and unless the applicable cure period has expired and the default remains materially uncured at such time.
 - c. Governing Law and Venue. This MCFA shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any judicial action arising out of or relating to this MCFA shall lie in King County Superior Court.
 - d. Specific Performance. The Parties specifically agree that damages are not an adequate remedy for breach of this MCFA and that the Parties are entitled to compel specific performance of all material terms of this MCFA by any Party in default hereof. All terms and provisions of this MCFA are material.
 - e. Attorneys’ Fees. In any arbitration or judicial action to enforce or determine a party’s rights under this MCFA, the prevailing party (or the substantially prevailing party, if no one party prevails entirely) shall be entitled to reasonable attorneys’ fees, expert witness fees, and costs, including fees and costs incurred in the appeal of any ruling of a lower court.
27. No Third-Party Beneficiary. This MCFA is made and entered into for the sole protection and benefit of the Parties hereto and their successors and assigns. No other person shall have any right of action based upon any provision of this MCFA.
28. Severability. This MCFA does not violate any federal or state statute, rule, regulation or common law known; but any provision which is found to be invalid or in violation of any statute, rule, regulation or common law shall be considered null and void, with the remaining provisions remaining viable and in effect.
29. Cooperation in Execution of Documents. The Parties agree to properly and promptly execute and deliver any and all additional documents that may be necessary to render this MCFA practically effective; provided, however, that this Paragraph shall not require the execution of any document that expands, alters or in any way changes the terms of this MCFA.

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30. Compliance with Other Regulatory Agency Requirements. The Parties expressly acknowledge that public agencies other than the City may impose standards, conditions and requirements upon the Development which are separate from, and additional to, those contained in this MCFA. Other public agencies with jurisdiction over the Development may include, without limitation, the Washington State Department Ecology, the Army Corps of Engineers, and the Washington State Department of Labor and Industries.

31. Full Understanding. The Parties each acknowledge, represent and agree that they have read this MCFA; that they fully understand the terms thereof; that they have had the opportunity to be fully advised by their legal counsel and any other advisors with respect thereto; and that they are executing this MCFA after sufficient review and understanding of its contents.

32. Final and Complete MCFA. This MCFA is integrated and constitutes the final and complete expression of the Parties on all subjects relating to the Development. This MCFA may not be modified, interpreted, amended, waived or revoked orally, but only by a writing signed by all Parties. This MCFA supersedes and replaces all prior MCFAs, discussions and representations on all subjects discussed herein, without limitation. No Party is entering into this MCFA in reliance on any oral or written promises, inducements, representations, understandings, interpretations or agreements other than those contained in this MCFA and the exhibits hereto.

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Exhibit E-1

MCFA City Reimbursement Obligation

<u>Offsite Improvements</u>	<u>City's Reimbursement Responsibility¹</u>
Offsite Improvements Soft Costs ²	100%
91 st Intersection Section A and Utility Extensions	100%
91 st Avenue SE Section B and Utility Extensions	100%
91 st Avenue SE Section C and Utility Extensions	100%
24th Street SE and Utility Extensions	100%
S. Lake Stevens Road Connection	100%
Regional Stormwater Facility	100%
Sewer Facilities	80%
Wetland Mitigation	50%
SR9 Culvert	100%
Mosher Culverts	0%

[END OF MCFA.]

¹ See Section II.10 of the Development Agreement for Costco's contribution for offsite streets and roads identified in the city's Capital Facilities Plan and 20th Street SE Corridor Subarea Plan.

² See Section II.9 of the Development Agreement for exceptions related to soft costs.

Attachment 2
Public Comment Received After November 19, 2019

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:27 AM
To: Jill Needham
Subject: FW: Att: Melissa Place-Costco Comments

From: Beth McBeth <BethMcBeth@hotmail.com>
Sent: Wednesday, November 20, 2019 8:31 AM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: Att: Melissa Place-Costco Comments

Good morning Melissa Place,

I wanted to email to request that the city Lake Stevens consider making sure that the Costco fueling station offers Diesel pumps.

My business relies on my truck which is diesel based. I would love to support our area locally instead of driving away from home to fuel up. Please consider taking this request into consideration.

Thank you for your time. I hope you have a good day.

Sincerely,

Beth McBeth Perez
(626)-329-7239
BethMcBeth@hotmail.com

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:27 AM
To: Jill Needham
Subject: FW: Costco Public Comment and Responses

From: dcclay2@comcast.net <dcclay2@comcast.net>
Sent: Wednesday, November 20, 2019 10:23 AM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: RE: Costco Public Comment and Responses

Dear Melissa Place,

I am writing to formally request that the City of Lake Stevens postpone to a later date the November 26, 2019 meeting on the proposed COSTCO site be extended to a future date given the fact that the City just dumped on us the public comments received on the Costco project to-date and the City's Summary Response with just under a week before the sole public hearing for this massive project.

Sincerely,

David L. Clay
9307 45th PL. SE
Snohomish, Washington 98290
425-422-0625 (M)
Dcclay2@comcast.net

From: Melissa Place <mplace@lakestevenswa.gov>
Sent: Wednesday, November 20, 2019 8:04 AM
To: Jennie Fenrich <jfenrich@lakestevenswa.gov>
Subject: Costco Public Comment and Responses

Dear Party of Record and Interested Parties, please find a link below to the public comments received on the Costco project to-date and the City's Summary Response.

<https://www.lakestevenswa.gov/380/Current-Planning>

Thank you, Melissa

Melissa Place, *Senior Planner*
City of Lake Stevens | Planning & Community Development
1812 Main Street | PO Box 257
Lake Stevens, WA 98258-0257
425.622.9433 | mplace@lakestevenswa.gov

NOTICE: All emails and attachments sent to and from City of Lake Stevens are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

My regular hours are Monday, Tuesday, and Thursday, 8:00 am to 5:00 p.m. I am not in the office on Wednesdays and Fridays. I will review your email upon my return. If you need immediate assistance, please contact jfenrich@lakestevenswa.gov or call 425-622-9430.

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:27 AM
To: Jill Needham
Subject: FW: Costco Public Comment and Responses

From: Bill and Marilyn <rockinw1@frontier.com>
Sent: Wednesday, November 20, 2019 11:26 AM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: RE: Costco Public Comment and Responses

Thank you for getting this information out.

I would like to request this information become part of the hearing record. I would also like to request a delay of the Costco hearing to give people a chance to review this information.

From the information posted on the City website, it looks like the Nov. 26th hearing will have multiple topics on the agenda. I am waiting to see the agenda on Friday. I find it unfortunate for the public to have the hearing include other topics, just like it is unfortunate for the hearing to be held 2 days before Thanksgiving. This scheduling gives the appearance that the City is trying to limit hearing attendance and limit adequate time for Costco.

Thank you,
Marilyn Webber

From: Melissa Place [<mailto:mplace@lakestevenswa.gov>]
Sent: Wednesday, November 20, 2019 8:04 AM
To: Jennie Fenrich <jfenrich@lakestevenswa.gov>
Subject: Costco Public Comment and Responses

Dear Party of Record and Interested Parties, please find a link below to the public comments received on the Costco project to-date and the City's Summary Response.

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Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:27 AM
To: Jill Needham
Subject: FW: Costco Public Comment and Responses

From: Kristin Kelly <kristy2cam@gmail.com>
Sent: Wednesday, November 20, 2019 11:39 AM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: Re: Costco Public Comment and Responses

Dear Ms. Place,

Will you please put this email into the record for the November 26th public hearing on the Costco issue, and forward this email to the city council today.

I am requesting that the public hearing be rescheduled or extended to a future date, plus not a date a few days before an important holiday (such as Christmas) given that a lot of important information for the public to review and comment on for the public hearing, which is just 6 days away has just been released today, November 20, 2019. The City needs to be fair to the public during any public hearing process and it is the duty of the City of Lake Stevens to ensure the public is given the information important to a development, policy or regulation in an appropriate time frame and manner so that the public can time to analyze and comment adequately to the city council at their public hearing. Six days is not adequate time!

Thank you for consideration of this request.

Kristin Kelly
Pilchuck Audubon Society
1429 Avenue D, #198
Snohomish, WA 98290

On Wed, Nov 20, 2019 at 8:04 AM Melissa Place <mplace@lakestevenswa.gov> wrote:

Dear Party of Record and Interested Parties, please find a link below to the public comments received on the Costco project to-date and the City's Summary Response.

<https://www.lakestevenswa.gov/380/Current-Planning>

Thank you, Melissa

Melissa Place, *Senior Planner*
City of Lake Stevens | Planning & Community Development
1812 Main Street | PO Box 257
Lake Stevens, WA 98258-0257
425.622.9433 | mplace@lakestevenswa.gov

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Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:27 AM
To: Jill Needham
Subject: FW: Costco Public Comment and Responses

From: dcclay2@comcast.net <dcclay2@comcast.net>
Sent: Wednesday, November 20, 2019 12:37 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: RE: Costco Public Comment and Responses

Dear Melissa Place,

Will you please enter this email into the record for the November 26th public hearing on the Costco issue, and forward this email to the city council today.

I am writing to formally request that the City of Lake Stevens postpone to a later date the November 26, 2019 meeting on the proposed COSTCO site be extended to a future date given the fact that the City just dumped on us the public comments received on the Costco project to-date and the City's Summary Response with just under a week before the sole public hearing for this massive project.

Sincerely,

David L. Clay
9307 45th PL. SE
Snohomish, Washington 98290
425-422-0625 (M)
Dcclay2@comcast.net

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:27 AM
To: Jill Needham
Subject: FW: Costco Binding Site Plan/LUA2019-0156
Attachments: 2019 11 20 Bricklin to Place - Comment Letter.pdf

From: Peggy Cahill <cahill@bnd-law.com>
Sent: Wednesday, November 20, 2019 1:32 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Cc: Dave Bricklin <bricklin@bnd-law.com>
Subject: Costco Binding Site Plan/LUA2019-0156

Dear Ms. Place:

Attached please find a letter from David Bricklin to you regarding the above-referenced matter.

Thank you for your attention to this matter.



Peggy S. Cahill
Legal Assistant
Bricklin & Newman, LLP
1424 Fourth Avenue
Suite 500
Seattle WA 98101

ph.: 206.264.8600
fax: 206.264.9300

Spokane Office:
25 West Main
Suite 234
Spokane, WA 99201

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Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:28 AM
To: Jill Needham
Subject: FW: Lake Stevens Costco Comment Submission
Attachments: COSTCO - Lake Stevens letter.docx

From: gncgnc@protonmail.com <gncgnc@protonmail.com>
Sent: Wednesday, November 20, 2019 2:08 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: Lake Stevens Costco Comment Submission

Dear Melissa Place,

City of Lake Stevens Senior Planner

Will you please enter this email into the record for the November 26th public hearing on the Costco issue, and forward this email to the city council today.

I am writing to formally request that the City of Lake Stevens postpone to a later date the November 26, 2019 meeting on the proposed COSTCO site be extended to a future date given the fact that the City just dumped on us the public comments received on the Costco project to-date and the City's Summary Response with just under a week before the sole public hearing for this massive project.

Has there been an economic impact study performed that takes into consideration the following:

- Has there been a study done or will there be a study done on the cost of traffic congestion to the City of Lake Stevens residents and businesses?
- What information is there on the loss in taxes from other businesses? Taxes otherwise that would have been collected through other local businesses?
- Why is Costco spending less money than the city in their infrastructure costs?

- Has a study been done on the impact of property values in direct vicinity and surrounding areas?
- If congestion relief is already needed without the influx of 5,000 to 10,000 cars people wouldn't the true costs of traffic relieving infrastructure be higher?
- How will light pollution, noise pollution, and air pollution affect property values or quality of life?
- How is worsening traffic and use of tax payer money for a private business good for residents beyond one estimate of potential tax revenue?

Has there been any research done or has there been an attempt to answer the following questions:

- When will there be an environmental impact study done? Who will be responsible for the costs?
- Is the land being gifted to Costco, in full or in part? What is the potential money lost from gifting the land to Costco?
- Who owns the land?
- What other large super stores has Lake Stevens gifted property to?
- How many other businesses has the City of Lake Stevens paid to build infrastructure for at almost double the cost to the business?
- Are any of the city council members at Costco?
- What are 5 other locations the city council or Costco has looked into to build a warehouse?

- How will increased traffic affect schools and bus schedules?
- How will light pollution, noise pollution, and air pollution affect quality of life?
- If the City of Lake Stevens didn't have the money for a library why can they afford to build a Costco and in part gift the property to them?

Sincerely,

Garrett N. Clay

9307 45th PL SE

Snohomish, Washington 98290

425-335-4765

Sent with [ProtonMail](#) Secure Email.

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:28 AM
To: Jill Needham
Subject: FW: Comments - Public Hearing and Notice of Application for a Costco Development Agreement

From: Bill and Marilyn <rockinw1@frontier.com>
Sent: Wednesday, November 20, 2019 4:41 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Cc: Kim Daughtry <kdaughtry@lakestevenswa.gov>; Brett Gailey <bgailey@lakestevenswa.gov>; Kurt Hilt <khilt@lakestevenswa.gov>; Rauchel McDaniel <rmcdaniel@lakestevenswa.gov>; Gary Petershagen <gpetershagen@lakestevenswa.gov>; Marcus Tageant <mtageant@lakestevenswa.gov>; Todd Welch <twelch@lakestevenswa.gov>; John Spencer <jspencer@lakestevenswa.gov>; Gene Brazel <gbrazel@lakestevenswa.gov>; Eric Durpos <edurpos@lakestevenswa.gov>; dave.somers@co.snohomish.wa.us; Sam.Low@co.snohomish.wa.us; Nate.Nehring@snoco.org; Brian.Sullivan@co.snohomish.wa.us; Stephanie.Wright@snoco.org; Terry.Ryan@snoco.org; Doug.McCormick@co.snohomish.wa.us; nwpublicaffairs@wsdot.wa.gov; SawyerM@wsdot.wa.gov; greg.stlouis@ci.everett.ma.us; steve.hobbs@leg.wa.gov; Stevick@Heraldnet.com; SDavey@Heraldnet.com
Subject: Comments - Public Hearing and Notice of Application for a Costco Development Agreement

To whom it may concern:

Below you will find the City of Lake Stevens Mission Statement and Vision Statement. Please read them and think about what they mean.

The City of Lake Stevens Mission Statement:

City of Lake Stevens Mission Statement. The City of Lake Stevens' mission is not only to preserve the natural beauty that attracted so many of its citizens, but to enhance and harmonize with the environment to accommodate new people who desire to live here.

The City of Lake Stevens Vision Statement:

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

Now think about the some of the issues facing our community today:

- Environmental Issues
- Traffic – soon to reach gridlock
- Excessive growth
- Lack of infrastructure to support growth
- Dangerous roadways for humans and animals

Lack of open space to enjoy nature
Increased noise

Now think about the issues and concerns about the Proposed Costco development:

Place a business with a huge footprint in an inappropriate location.

Increase in traffic, road noise and congestion estimated at 799 PM peak hour trips.

Negative impact to wetlands and fish bearing creeks that flow from the proposed site thru properties all the way to Ebey Slough and the Pilchuck River.

Loss of ability to live and enjoy your home and yard.

Increased demand for Medical, Fire and protection services.

Harder access and repair on City of Everett water lines which today supply most of Snohomish Counties water,

over 600,000 customers.

Taxpayer burden of 60% of the development costs.

Why would the City want to increase the current community issues by adding not just more, but additional issues and

concerns. Common sense tells you the proposed development has too many negative impacts. All of this for a shorter

trip to one of the 4 surrounding Costco's?

An approval of the Proposed Costco Project does not follow the City of Lake Stevens Mission and Vision Statements.

The City needs to realign their actions with their Statements. It's obvious they do not care about peoples quality

of life as they approve more and more housing and commercial development. The City has been and continues to be

a major contributor to the traffic and congestion we have today. They do not care about the impacts to surrounding residential neighborhoods that have been there for generations, or newly built ones. They constantly ignore

facts addressing all facets of the Costco proposal and push on as if there are no negative impacts. It seems they are

obsessed with the potential revenue generation and don't care about the 60% development costs being pushed on the taxpayers.

Respectively Submitted,

Marilyn and Bill Webber

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:28 AM
To: Jill Needham
Subject: FW: 5596 - Lake Stevens
Attachments: Final L.S. Costco Comments2.pdf

From: Emmy <emmy@whiplawgroup.com>
Sent: Wednesday, November 20, 2019 4:43 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Cc: grubstello@omwlaw.com
Subject: 5596 - Lake Stevens

Hello Melissa,

Please see the attached letter. If you have questions please feel free to reach out to our office at any time.

Emmy Meisfjord
Legal Assistant
The Whipple Law Group, PLLC
309 E. Pacific Ave.
Spokane, WA 99202
(Tel) 509.869.3223
(Fax) 509.847.0165

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Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:28 AM
To: Jill Needham
Subject: FW: Costco Public Comment and Responses

From: Crystal Sackman <crystallion720@gmail.com>
Sent: Wednesday, November 20, 2019 6:29 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: Re: Costco Public Comment and Responses

Hi Melissa

I flipped through the City's response to the public comments. I have a question about this excerpt:

"The traffic analysis did not include the US 2, SR 204, and 20th St SE intersection. The design and construction of these intersections are being analyzed by WSDOT under the project title 'SR-9/SR-204 Intersection Improvement, Stage 1, 2, and 3.' Projects are funded by Connect Washington. Stage 1 was constructed in summer of 2019. Stage 2 is planned for construction in summer of 2020. Stage 3 is planned for construction in summer of 2021."

The first line refers to the US 2, SR 204, and 20th St SE interchange, but the referenced WSDOT project in the next line is for a completely different interchange. The increased traffic that will pour to/from the US 2, SR 204, and 20th St SE interchange as a result of the new Costco and other continued development in Lake Stevens is a significant concern. Did the Costco project traffic analysis include the US 2, SR 204, and 20th St SE intersection and, if so, what were the findings?

Thank you

Crystal Sackman

On Wed, Nov 20, 2019, 8:04 AM Melissa Place <mplace@lakestevenswa.gov> wrote:

Dear Party of Record and Interested Parties, please find a link below to the public comments received on the Costco project to-date and the City's Summary Response.

<https://www.lakestevenswa.gov/380/Current-Planning>

Thank you, Melissa

Melissa Place, *Senior Planner*
City of Lake Stevens | Planning & Community Development
1812 Main Street | PO Box 257
Lake Stevens, WA 98258-0257
425.622.9433 | mplace@lakestevenswa.gov

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Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:28 AM
To: Jill Needham
Subject: FW: Potential COSTCO

From: Dawn Watson <rainylivn@yahoo.com>
Sent: Wednesday, November 20, 2019 9:37 PM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: Potential COSTCO

Good evening Melissa,

My family of 5 have been residents of Lake Stevens for 25 years and the last 3 years have been absolutely mind boggling with all the many housing developments going up every where, I realize that the property that is being sold is property that people have owned and they are taking advantage of the boom, but when the rumors of a Costco being built on the corner of Hwy. 9 and NE 20th - started I was confident that there was no way this could happen, and it should NOT happen. There are so many reasons that the City of Lake Stevens should say NO! First of all Lake Stevens (which I am sure has been said many times) does NOT have the infrastructure to handle a 170,000 square-foot wholesale/retail warehouse with parking stalls and really - 30 gas pumps! If this is okayed to go through, it will definitely be a shame for the present and future.

Remember story of The Lorax by Dr. Seuss? There was the Once-ler, he **was** a greedy industrialist who cut down all of the beautiful, multi-colored Truffula Trees to make a peculiar garment known as a Thneed, 'a Fine-Something-That-All-**People**-Need". Well we all know that all that was left was a young boy with the last seed.

The charm of what brought people to Lake Stevens is quickly and constantly being removed, we might as well change the name to Lynn Stevens, or Smokey Stevens because if this craziness happens and continues we will be a smaller version of both. If you keep bringing all these big stores in, can you explain to our children why there are no sidewalks in many many place around Lake Stevens, or places to play, or why their classrooms are so crowded and there are not enough teachers. We moved here 25 years ago because it was a great place to raise children, our neighborhood is awesome, the community is great, but my fear of constant gridlock in our small town saddens me.

For those who like the "convenience" there is a Costco in Marysville - 26 min (15.2 mi) Walmart - Marysville 20 min (10.1 mi) via WA-9N - etc. - for many residents of Lake Stevens it could take the same time! Or gosh - I think they have this new thing where you can get anything delivered to your home - gosh I think even Costco has on-line shopping!

Have studies been done on how awful the commute will be for many Lake Stevens residents - or is the plan for all residents to work at Costco!? The one article in the Everett Herald

I plan on being at the meeting next Tuesday as I want to know the Pro's as all I can see are the Cons. And then there is Tom Thumb, Turner's Grocery, Norm's, Costco will definitely affect their bottom line, and I am sure Safeway and Haagen - its a sad world already - why make it tougher!

My concern is for the environment (there are wetlands that are protected) our wild life is constantly getting misplaced and have to find another safe area, only to have to find another one, my concern is for the quality of life for Lake Stevens residents, the noise of more traffic, the gridlock and road rage that will happen - etc. The damage that will come from a Costco in Lake Stevens will be irreversible and those damages will not be revealed right away but know that it will happen.

I thank you for your time in reading my letter, and I hope that all the people involved will have answers for all of the residents questions that have major concerns about this.

Dawn Watson

~~"When the last tree has been cut down, the last fish caught, the last river poisoned, only then will we realize that one cannot eat money."~~

~~-Cree Indian Proverb~~

Jill Needham

From: Melissa Place
Sent: Thursday, November 21, 2019 8:28 AM
To: Jill Needham
Subject: FW: Costco Public Comment and Responses

From: Tom Wyles <tpwyles@gmail.com>
Sent: Thursday, November 21, 2019 3:55 AM
To: Melissa Place <mplace@lakestevenswa.gov>
Subject: Re: Costco Public Comment and Responses

I am planning on attending the meeting November 26th and my understanding is each person is allow 3 minutes to speak. My time will be spent addressing the thousands of members and new members who will not have to add the Eastbound on Highway 2 and both North and Southbound on Highway 9 to use Everett, Woodinville and Marysville.

On Wed, Nov 20, 2019 at 8:04 AM Melissa Place <mplace@lakestevenswa.gov> wrote:

Dear Party of Record and Interested Parties, please find a link below to the public comments received on the Costco project to-date and the City's Summary Response.

<https://www.lakestevenswa.gov/380/Current-Planning>

Thank you, Melissa

Melissa Place, *Senior Planner*
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Reply to: Seattle Office

November 20, 2019

VIA E-MAIL TO mplace@lakestevenswa.gov

Melissa Place, Planner
Planning and Community Development
City of Lake Stevens
City Hall
PO Box 257
Lake Stevens, WA 98258

Re: Costco Binding Site Plan/LUA2019-0156

Dear Ms. Place:

I write on behalf of my clients, Brooke Zueger, Randy and Julie Allen with regard to the above-referenced application. My clients own the property directly south of the site Costco proposes to develop. Because of the extensive wetland fills proposed for its property, Costco has proposed wetland mitigation. Some of the wetland mitigation is proposed to be undertaken on its own property but some is proposed to be off-site.

Part of the off-site mitigation is proposed for my clients' property. Essentially, that makes my clients' property part of the development proposal. Yet the application for the project was not signed by my clients. Nor have my clients consented to the mitigation proposed for their property.

Given these circumstances, the City should not and cannot approve the Binding Site Plan at this time. The mitigation proposed for my clients' property is an integral part of the overall development plan. Without my clients' consent, the mitigation plan cannot be implemented. If the mitigation plan cannot be implemented, then the proponents are not providing adequate mitigation for all of the wetland filling that they are proposing.

I am aware that the draft Development Agreement proposes that the City assume the responsibility of obtaining my client's consent to this work. The City should not enter into a Development Agreement that imposes that responsibility on the City. Further, even if the City assumes that responsibility, that does not address the underlying problem that no consent by my clients has been provided at this time. Regardless whether Costco or the City will undertake to obtain the missing consent, until that consent is obtained, it is premature and improper to approve the site or to approve the related applications.

Melissa Place, Planner
November 20, 2019
Page 2

It may be that, in time, Costco and my clients will come to an agreement with regard to the use of my clients' property for Costco's mitigation. Important issues -- like assuring that the work will not cause unexpected harm to my client's property or the property of others, and providing liability protection through hold harmless agreements -- likely can be resolved. But until such time as that occurs, the City should not approve any part of the project.

Very truly yours,

BRICKLIN & NEWMAN, LLP



David A. Bricklin

DAB:psc

cc: Client

Dear Melissa Place,

Will you please enter this email into the record for the November 26th public hearing on the Costco issue, and forward this email to the city council today.

I am writing to formally request that the City of Lake Stevens postpone to a later date the November 26, 2019 meeting on the proposed COSTCO site be extended to a future date given the fact that the City just dumped on us the public comments received on the Costco project to-date and the City's Summary Response with just under a week before the sole public hearing for this massive project.

Has there been an economic impact study performed that takes into consideration the following:

- Has there been a study done or will there be a study done on the cost of traffic congestion to the City of Lake Stevens residents and businesses?
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- Has a study been done on the impact of property values in direct vicinity and surrounding areas?
- If congestion relief is already needed without the influx of 5,000 to 10,000 cars people wouldn't the true costs of traffic relieving infrastructure be higher?
- How will light pollution, noise pollution, and air pollution affect property values or quality of life?
- How is worsening traffic and use of tax payer money for a private business good for residents beyond one estimate of potential tax revenue?

Has there been any research done or has there been an attempt to answer the following questions:

- When will there be an environmental impact study done? Who will be responsible for the costs?

- Is the land being gifted to Costco, in full or in part? What is the potential money lost from gifting the land to Costco?
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- What other large super stores has Lake Stevens gifted property to?
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- Are any of the city council members at Costco?
- What are 5 other locations the city council or Costco has looked into to build a warehouse?
- How will increased traffic affect schools and bus schedules?
- How will light pollution, noise pollution, and air pollution affect quality of life?
- If the City of Lake Stevens didn't have the money for a library why can they afford to build a Costco and in part gift the property to them?

Sincerely,

Garrett N. Clay
9307 45th PL SE
Snohomish, Washington 98290
425-335-4765

309 E. Pacific Ave.
Spokane, WA 99202

November 20, 2019

VIA: Email - mplace@lakestevenswa.gov

Lake Stevens City Council
Lake Stevens Planning Director
Lake Stevens City Hall
Attn: Melissa Place
PO Box 257,
Lake Stevens, WA 98258

Re: Comments on Costco Development Agreement, Site Plan, Binding
Site Plan, Design Review, and Planned Action Certification –
LUA2019-0178, LUA2019-0156, LUA2019-0080, LUA2019-0081,
and LUA2019-0082

Dear Council Members/Planning Director:

These comments are provided on behalf of Livable Lake Stevens, a group of citizens (including local residents) working together to try to ensure that Lake Stevens develops responsibly and sustainably to the benefit of all its citizens. Livable Lake Stevens (hereafter LLS) has many concerns about the appropriateness and impacts of this proposed development on this site.¹

¹ There have been some unfounded rumors and rank speculation on Social Media about LLS. Those appear to be fueled by people who are less concerned about the legitimate substantive questions that LLS is asking about this project (and the way the City is handling it), than in conspiracy theories. Rather than trying to address LLS's concerns on the merits, some individuals have engaged in ad-hominem attacks about who makes up the membership of LLS. That is both legally and practically irrelevant. LLS happens to have a number of local members, but even if it didn't the legitimate concerns it is raising cannot legally (and should not as a policy matter) be ignored. It does not matter **who** presents legitimate concerns about a project to the City. The more important issue is how (and whether) the City substantively responds to such concerns, and addresses City compliance with the Lake Stevens Municipal Code and the State and Federal laws that apply to the proposed actions. The citizens of Lake Stevens deserve a fair, transparent, process for considering these actions. LLS hopes that the City will give weight to - and make substantive responses to each of - the concerns LLS has raised. That is, after all, the point of having public participation in the decision making process.

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Parts of the site at issue – including parts owned by the City - are forested, rolling topography with significant wetlands and two stream segments. These are important resources. They need to be managed to retain the Critical Area components that provide a high-functioning natural system within Lake Stevens.

Right now, this area constitutes one of the largest and highest quality areas of this type in the City. If the proposed development is allowed to go forward, all or virtually all of that will be lost.

The Development Agreement that has been proposed commits the City to deficit spending to fund the \$18,635,188.00 ‘investment’ in a Costco’s Warehouse store.² Unlike Costco, the City and its citizens are not making major profits every year. It makes no sense to have the City committing to pay twice what Costco will pay, to develop this site. Yet, that is precisely what the Development Agreement as currently proposed appears to do.

Unlike the City, Costco made \$3.13 **Billion** in 2018. Costco is projected to earn \$3.66 Billion this year.³ What criteria were used to justify providing such a massive subsidy to such a massively profitable private corporation?

It does not appear to LLS that this project complies with the City Code. These comments highlight many of the issues that need to be addressed. These comments also raise significant concerns about the process (or lack of process) that Lake Stevens (hereafter also the “City”) has followed thus far for this proposal.

In light of the process problems, LLS asks that the Council/City postpone or extend for a minimum of 45 days the Hearing currently scheduled for next Tuesday November 26, 2019. It is not appropriate for the City to release over 650 pages of records, including a brand new 16 page City Memo with a “Response to Public Comments” (which includes for the first time a description of the multiple City processes underway), less than a week before the Hearing. Nor is it reasonable to give the public a mere 15 days to comment on the 35 documents listed on pages 2-4 of that Response Memo,⁴ and a mere 21 days to present public testimony on the issues raised by at least four separate land use decisions, with at least 35 existing and two pending documents, to say nothing of the newly released 675 pages of material.

² See, City Working Budget Spreadsheet, attached.

³ See, e.g., Market Watch, Annual Financials for Costco Wholesale Corp. Available at: <https://www.marketwatch.com/investing/stock/cost/financials>

⁴ The Notice was issued 11-5-19, for written comments due today 11-20-19, and a Hearing on 11-26-19. Moreover the Response indicates that there are several key documents that are **still not even complete**, much less available for public review and comment. These apparently include a “Peer Review” underway (presumably on wetlands and other water resources) by the Watershed Company **and** a pending ESA Agency review of construction plans. See, Response at p.3 (last two bullets in Critical Areas document list).

I. Due Process Problems

Access to information and development staff by the public for this project has been made exceptionally difficult by the City. This raises significant due process concerns.

For example, LLS has had a pending Washington Public Records Act (WPRA) request with the City for all documents related to this project since May of this year.⁵ A copy of that Request is attached. It is very broad. Yet many key documents have not been made available, or they were not produced until LLS discovered their existence (independently) and did a follow up request identifying the missing documents and asking why they had not yet been produced.⁶

For example, the City 11-19-19 Response and the 11-5-19 Notice for these comments both reference a Planned Action Certification that was allegedly issued for some part of this project and is apparently dated June 4, 2019. Yet that document has, as far as LLS can tell, never been provided to LLS or made available to the public on the City's Website.⁷

Counsel for LLS also made multiple attempts to clarify the scope of the City process for this project and the City's view of the applicable standards. That included providing a 4 page letter with a detailed outline of questions about the process, timelines and approval criteria.⁸ A meeting with City staff was set, to discuss those issues and review the file, but then the meeting was cancelled at the last minute by City Staff.

Apparently the City attorney was not available for the meeting. City Staff also refused to answer the questions posed about the process and approval criteria and instead referred LLS to the City attorney. LLS then presented the same questions to the City attorney.⁹ The City's attorney also refused to answer LLS's questions, and instead suggested that LLS file a WPRA Request (something that LLS had actually done already in May).¹⁰

This sort of refusal to be transparent, and to provide basic process information is completely unacceptable. It has interfered with LLS' ability to provide comprehensive comments on this project. It is also incredibly unfair and one sided, and it suggests a clear bias on the part of the City in favor of the development.

⁵ The City has to date produced seven different sets of documents, in response to that request.

⁶ See 11-12-19 City email to LLS Counsel Anuta, with production of key documents submitted by the City or Costco to the Washington Department Of Ecology (DOE) and the U.S. Army Corps of Engineers, as part of the wetland permitting process.

⁷ Counsel for LLS has also searched the City's Website, and has been unable to locate a copy of this alleged Certification.

⁸ See, 10-30-19 letter from LLS counsel Whipple to Melissa Place.

⁹ See, 11-6-19 letter from LLS counsel Whipple to Greg Rubstello (attached).

¹⁰ See, 11-12-19 letter from Rubstello to Whipple.

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It is apparent from the voluminous documents on this project that City Staff have had dozens of meetings with the applicant, and its representatives and consultants. It does not appear that in any of those meetings the City insisted that they could not meet unless the City's attorney also attended. This disparate treatment is a due process violation, and another obstacle put in the way of the public's ability to understand and participate in this development decision.

Another problem is the multiple versions of the same documents that have been provided by the City, without any versions marked as final (such as the Development Agreement at issue in this hearing). This leaves the public unsure as to what documents are really being proposed for approval at this time.

It is also often impossible to tell which version of documents the City is actually working from. For example, the draft Development Agreement put up on the City website is marked 10/28/2019 DRAFT for DISCUSSION PURPOSES.

However, another version was obtained by LLS, which is not currently up on the City Website. That version is designated ~~10/28/2019~~ COSTCO DRAFT for DISCUSSION PURPOSES 11/5/19. LLS suspects that the 11/5/19 version is the current one being discussed by the Council - because it is the most recent. However, other members of the public may not even know about that version, and there is no sure way to tell for sure which document is up for discussions because the City won't answer LLS' questions about the process and documents.

Another example of a lack of transparency and potential due process violations is found in the Notice or announcement of the opportunity to comment and of the upcoming Hearing. That Notice is titled "NOTICE OF PUBLIC HEARING & NOTICE OF LAND USE APPLICATION (Development Agreement)."

However, as the City Response Memo released at 8:04 AM this morning shows, there is **much more than just a Development Agreement** that is at issue here. Buried in the body of the announcement is the statement that says this will actually be "A public hearing before the City Council will be held at 7:00 pm on November 26, 2019, to consider **four consolidated land use applications** for the project..."

In other words, despite the Notice title, at issue in this Hearing will apparently be (1) a Development Agreement, (2) a Binding Site Plan – something that was already Noticed for comments and a decision, (3) a Site Plan, and (4) a Design Review. The Response Memo issued this morning by the City further muddies the water, by suggesting (contrary to the Notice text) that the Council will only hear testimony about the Development Agreement and that the City Planning Director will make a decision on the other three land use actions listed in the Notice. Thus, the public is basically left to guess at the scope of the comments or testimony to be submitted.

Moreover, missing from the list of consolidated decisions to be made is the State Environmental Policy Act (SEPA) review for the actual Costco project. So far as LLS can tell, no site specific SEPA for this specific development has been completed. Instead the City

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apparently intends to try to tier to a SubArea EIS, and/or to “piecemeal” the SEPA on this project and to rely on a Mitigated Determination of Non-Significance (MDNS) that was limited to road construction. These issues are addressed in further detail later in these comments, but from a due process standpoint it is completely inappropriate for the City to try to engage in a Site Plan, Binding Site Plan and a Design Review, when there is no site specific SEPA for this specific Costco development.

The Notice goes on to say that the consolidated Hearing is being held under LSMC 14.16A.220(g). That section of the Code provides at subsection (2) that applications with varying Hearing bodies that are heard collectively will use the highest decision maker. LLS agrees that using that process makes sense. However, what is missing from the Notice and what City Staff have failed or refused to address are the other issues that consolidation of this sort creates.

For example, there are different approval criteria for each of the four listed applications. Each has varying standards of review. Each has varying appeal processes. It is unclear from the Notice, and from the 11-19-19 Response Memo, what the consolidated will look like and whether it complies with LSMC 14.16A.220.

Since a Hearing before the Council would be a review by the “highest decision maker” the Council should be Hearing and deciding the result in all four land use actions. Yet the Response Memo suggests that the Planning Director will be deciding at least three of the four matters. How is that consistent with the Consolidation provisions in the Code?

There is also an access to documents issue. As noted LLS has had a pending WPRA Request since May, and LLS has received multiple sets of documents as a result. The same is not true for the rest of the public. It is unfair, inappropriate, and contrary to the City’s claims of transparent process to not have made all the related documents available on the Web to the public.

For example, it was not until just two weeks before this Hearing that the City made nearly 300 pages of wetland related documents available to the public on the City’s Website. It was not until this morning, at 8:04 AM on 11-20-19 that the City made an additional 675 pages available. And even those two document sets do not include key things - **such as the Spreadsheet that shows that the City is planning or considering paying over \$6.4 Million for the construction of this project, almost twice the \$3.5 Million that Costco is going to pay.** A highlighted copy of that document is attached.

Sadly, whether it was accidental or intentional, the City has effectively erected significant and inappropriate barriers to public participation in this project. It has provide an inappropriate and exceptionally short window in which to evaluate an enormous volume of information. This situation cries out for a lengthy extension or postponement of the Hearing and decision making process.

It also appears to LLS, from the way this process has been handled so far, that the City has pre-judged the outcome. It appears that the City is dead set on approving this project in its

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current form, no matter what the facts and law require, and that the City is unconcerned about informed public participation. Whether the project ultimately is in the interests of Lake Stevens and can or should be approved is an open question, that should be carefully and fully reviewed by Staff and the Council. LLS believes the project in its current form fails to conform to City policy and to the law, and it should be rejected or revised. Regardless of the project at issue, attempts to skirt the approvals process set up by the City Code and/or to “fast-track” a project approval is both bad policy and contrary to the law.

II. Critical Area Process Deficiencies

Thus far in the application and vetting process by the City, nothing that LLS has seen reflects compliance with the City Critical Areas Code. That Code requires that recognized Critical Areas be protected to ensure there is no net loss of acreage, functions and values of critical areas. *See*, LSMC 14.88.010.

Given the Code, development of this site should be avoided altogether. The City is under no compulsion to sell its land to this, or any other developer. The private land might be developed at some point for appropriate uses, but the controlling Code says that the first step is “avoiding impacts altogether by not taking a certain action or parts of an action.” *See*, LSMC 14.88.010(a)(1).

The Costco in Everett is only about ten miles away from this site. Before Critical Areas are permanently lost to a development, a thorough analysis of the larger area, and the need - or lack thereof - for yet another Costco store in this particular area must be a part of the analysis in order to comply with LSMC 14.88.

A recent alternatives analysis by a Costco consultant,¹¹ which appears to be done for the wetlands permits not for compliance with the City’s Critical Area’s Ordinance, makes the claim that Lake Stevens residents “lack access to Costco facilities within a reasonable drive time.” On Saturday November 16th, Google Maps indicated that a drive from central Lake Stevens to the Everett Costco would take 23 minutes, and to the Marysville Costco, 28 minutes. Costco sells items in bulk. People do not do daily shopping there. What, then, is a “reasonable drive time” to a Costco to resupply on bulk items? Any claims about the alleged “need” for a Costco in Lake Stevens must be supported by more than Costco’s desire to saturate the market.

An alternatives analysis must contain a no-build alternative that preserves the wetland and forest areas that exist on the site and factor in the losses of those areas to Lake Stevens residents. *See*, LSMC 14.88.010(a)(1). Substantive analysis of such an alternative is completely missing from the recently provided alternatives analysis.

Instead, that analysis simply dismisses such an approach as an option that will “not meet the Project need of constructing a Costco Facility in the Lake Stevens service area.”¹² That is not

¹¹ Alternatives Analysis for Costco Wholesale, Lake Stevens, Sewell Consulting, October 21, 2019.

¹² 10-21-19 Sewall Alternative’s Analysis letter, p.22.

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an “analysis” that is a circular argument based on an a hypothetical and unproven “need” for market saturation and profit. A true alternatives analysis cannot be constrained by an artificially narrow statement of need or purpose.

Moreover, if these wetlands are destroyed and a Costco is built, will there still be any thriving natural areas that are not on private property and within a “reasonable drive time” for Lake Stevens residents? Does it make sense to destroy these key wetlands, to allegedly ameliorate the “hardship” being experienced by Lake Stevens residents of having to drive just a bit over 20 minutes to go shopping in bulk at a Costco? Would their quality of life not suffer more from losing the ecosystem services and greenspace on the City owned property at issue here? These are questions that need to be answered before this project gets the City’s blessing and over \$19 million of taxpayer subsidies.

Likewise, the City appears to have failed to comply with LSMC 14.88.295, which requires that all streams and wetlands "shall be **permanently protected** by designating them as native growth protection areas," which are “**to be left permanently undisturbed** in a substantially or environmentally enhanced **natural state.**” (emphasis added). There is no question that these parcels are laced with Critical Area wetlands. They are also the headwaters of Mosher Creek and an associated tributary that host native cutthroat trout, Coho salmon, and lamprey.¹³ What legal steps have been taken to avoid the required designation and associated protections for these public resources under LSMC 14.88.295? The City must explain why this has not been done, and why the exact opposite of what this code provision requires is now proposed.

A crucial first step in that process is missing. The evaluations of the site performed by the City’s and Costco’s consultants are superficial and wholly inadequate. No serious work seems to have been done on evaluating the true scope of the impacts of this project.

The “Biological Evaluation” (done for the Corps wetland permitting process) by Cedarock Consultants is wholly focused on federally listed fish species. Coastal Cutthroat Trout, which are a federal species of concern and which have been identified in Mosher Creek by the Tualip Tribes, are not considered. Nor are any other species, plant or animal, listed by the federal government or by Washington state agencies.

Incredibly, in a site with several acres of significant wetlands, amphibians on the site are **not even mentioned** in **any** of the evaluations, reports, mitigation plans or any other documents the City has thus far provided.¹⁴ This is an egregious omission, but not surprising, as the reports thus far prepared for this project on wildlife appear to be almost entirely based on web resources rather than actual observation and applied science.

Moreover, this area is potential habitat for the Oregon Spotted Frog, which is federally listed as “Threatened,” and by WDFW as “Endangered.” Yet, as far as LLS can tell, zero effort

¹³ See, e.g. Letter from Zach Lamebull of the Tualip Tribes to Melissa Place, dated May 6, 2019.

¹⁴ Possible species of Greatest Conservation Need as listed by WDFW occupying the site include: Cascade Torrent Salamander, Cope’s Giant Salamander, and Western Toad.

has been spent on determining whether that frog or other imperiled amphibians or reptiles currently occupy this site.

Similarly, as far as LLS can tell little or no effort has been made to comprehensively survey the actual site in various seasons to determine its actual biological resources to any degree of certainty. The anecdotal observations of local residents Eric McQuinston and Brooke Zueger in their letters to the City document song birds, hawk, heron, eagle, dove, quail, owl, duck, Canadian geese, deer, bear, beaver, coyote, racoon, skunk, opossum, salmon, trout, and brook lamprey, among other creatures. Where is the comprehensive follow up on those comments, to assess population density and usage?

At this point those observations appear to be the most comprehensive evaluations of wildlife on the site thus far. That makes no sense. That is not consistent with SEPA or the Critical Areas Ordinance. Also noted in those letters, but nowhere to be found in materials provided by the City, is that WDFW has used this site to release red-tailed hawks. If this site is turned into a Costco, will Lake Stevens residents still be within reasonable driving distance of a red-tailed hawk release site?

LSMC14.88.235(a) requires that the City use “best available science” when making decisions on Critical Areas. It is not clear what all of the studies which need to meet that requirement would be. It does seem clear that the extremely casual approach taken by the City and the applicant’s consultants so far in evaluating the Critical Areas and wildlife habitat on this site falls woefully short of meeting that standard.

The Code is clear that:

Critical area studies and decisions to alter critical areas shall rely on the **best available science to protect the functions and values of critical areas** and must give **special consideration to conservation or protection measures necessary to preserve or enhance anadromous fish and their habitat, such as salmon and bull trout.**

LSMC 14.88.235(b) (emphasis added).¹⁵ With such a large disparity between the observed physical and ecological realities of this site and the evaluations done so far, it is apparent that the City lacks the required scientific information to evaluate this site. There is a legally prescribed remedy for that:

Lack of Scientific Information. Where there is an absence of valid scientific information or incomplete scientific information relating to a critical area leading to uncertainty about the risk to critical area function or permitting an alteration of or impact to the critical area, **the City shall:**

¹⁵ See *also*, RCW 36.70A.172, Critical areas—Designation and protection—Best available science to be used: “In designating and protecting critical areas under this chapter, counties and cities shall include the best available science in developing policies and development regulations to protect the functions and values of critical areas. In addition, counties and cities shall give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries.”

- (1) Take a precautionary or no-risk approach that **strictly limits development and land use activities until the uncertainty is sufficiently resolved**; and
- (2) Require application of an effective adaptive management program that relies on scientific methods to evaluate how well regulatory and nonregulatory actions protect the critical area. An adaptive management program is a formal and deliberative scientific approach to taking action and obtaining information in the face of uncertainty. To effectively implement an adaptive management program, the City hereby commits to:
 - (i) Address funding for the research component of the adaptive management program;
 - (ii) Change course based on the results and interpretation of new information that resolves uncertainties; and
 - (iii) **Commit to the appropriate time frame and scale necessary to reliably evaluate regulatory and nonregulatory actions affecting protection of critical areas and anadromous fisheries.**

LSMC 14.88.325(c) (emphasis added). The City must approach this decision deliberately, with its priorities aligned with its stated policies, not with the timetable of a private profit-making warehouse business first in mind.

It is also unclear whether a survey of significant trees on the site, which is required by LSMC 14.76.120(c), and a Plan for protecting significant trees has been done. So far LLS have seen no sign of such a survey, nor of such a Plan.

The Lake Stevens Comprehensive Plan (“LSCP”) provides that “The city will continue to prioritize the protection of **wetlands, streams and creeks**, lakes and ponds, **aquifer recharge areas**, geological hazardous areas (e.g., **steep slopes** and erosion areas), significant trees, **fish and wildlife habitat areas and corridors**, cultural resources, and frequently flooded areas through land use policies, regulations and decisions based on best available information and in coordination with state and regional priorities.” LSCP Policy 4.1.1 (emphasis added, to highlight features relevant on this site). So far, Costco has not prioritized these protections in considering this site. It is not possible to “continue to prioritize” wildlife habitat and corridors without even bothering to account for the wildlife using this site for habitat and connection to other habitat. The City must do so now, and quantify the habitat values for this site using the best available science.

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The City cannot be party to pushing a development proposal that is incompatible with this site and with the City's own LSCP.¹⁶ There is no Policy or Code provision prioritizing the convenience of a private for profit company over the natural resources that are held in trust by the City for all the citizens of the City.

First, the City needs to ensure that studies that comply with the law are done. Second, those studies must be based on the best available science. Third, once those studies are done, they must be evaluated, and the plans for the development changed to reflect the required emphasis on preservation of critical areas and habitat. It is only **then** that an application to develop this City property in an appropriate way, can (or should) be considered.

Land use and development activities on land containing critical areas are prohibited except under certain, specific exceptions. Typically, none of those would apply to a big box warehouse store, on land owned by the City.¹⁷

It is unclear from the MDNS issued by the City for road building on this site whether these roads are planned solely to serve this proposed development, or if they are part of an independent plan. The City needs to clarify its rationale and intentions for those roads. If, as it appears, those roads are actually just part of the Costco proposal then the City is likely going to end up with an unlawful segmentation problem under the SEPA.¹⁸ That could lead to years of expensive litigation. That is not a problem that the City should create, just to benefit a private, for-profit company.

The City also needs to insist that any applicant (including Costco) who wants to develop in a critical area needs to make the case - once the required studies, using best available science, are completed) – for why critical areas that by law are to remain undeveloped and preserved in a functional state, simply cannot be avoided. That is what LSMC 14.88.295 requires.

Alternative layouts and designs/plans for roads and building on and around this site that avoid critical areas entirely must be proposed. See, LSMC 14.88.010(a)(1). Since none of this has been done, the City should not move forward with any of the road building plans covered by the MDNS until all required steps have been taken under the City Code.

¹⁶ The City must "Ensure compatibility of land uses with topography, geology, soil suitability, water, ground water, frequently flooded areas, wetlands, climate and vegetation." LSCP Policy 4.3.2.

¹⁷ LSMC 14.88.210 identifies exceptions for "allowed activities," activities that meet "performance standards," and denial of all reasonable economic uses. A big box development is not an allowed activity, there are no performance standards in wetlands and waterways, and there is no denial of all economic uses, especially for city-owned property that could be turned to any number of uses for the benefit of Lake Stevens residents.

¹⁸ So far, it appears to LLS that the roads are just for the Costco. If that is the case, then the MDNS is legally invalid and the City must perform a SEPA analysis of the roads as part of the entire project.

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The Alternatives analysis done by Sewell Consulting claims that development and fill of the wetlands is all but inevitable, because of development pressure on this area.¹⁹ That does not square with LSMC 14.88.295, which prioritizes preservation of wetlands and streams in a natural state.

The Mitigation Plan proposed for the loss of the intact, functioning wetland onsite is grossly inadequate, not based on the best available science, and attempts to claim credit for creating wetlands which will not function as such due to their close proximity to areas of intensive use and ridiculously narrow buffers. First, the avoidance and minimization required by LSMC 14.88.840 has not been applied before proposing this mitigation. That step must be taken before any Mitigation Plan is approved, or even considered. If the law is followed, and an honest effort to minimize impacts is undertaken, mitigation will likely not be necessary.

As far as LLS can tell, Costco has provided **no alternative layouts or construction measures** that avoid these Critical Areas. In Costco's evaluation of alternative sites, the "Lake Stevens 20th Street SE" site was rejected in part because "[o]nce buffers were added to the wetlands only about 5 acres remained developable..." **However**, in the Mitigation Report for the preferred site the proposed created wetland - which requires an adequate buffer surrounding it to maintain its habitat functions - would instead get a ridiculously small, ineffective 25 foot buffer.²⁰ This is justified by a claim that it would satisfy criteria LSMC 14.88.298 for an Innovative Development Design.

That is a ludicrous claim, one that any objective wetland scientist would find appalling. A category II wetland, with a habitat score of 6-7, requires a 110 foot buffer not a 25 foot sliver of land. See, LSMC 14.88.830(b), Table 14.88.

In fact, buffer reductions are **only** allowed in Category III or IV wetlands. See, LSMC 14.88.830(f). A wetland with a 25 foot buffer width **is not** a Category II wetland. The engineered wetland proposed for this site should not be allowed, and the idea of crediting it as .88 acres of additional Category II wetland on the site is preposterous.

The Mitigation Report **only** addresses maintenance of water volume from Wetland D, which is something desired by the Tulalip Tribes for off-site fish habitat. While that is indeed a good cause, with a functionally nonexistent buffer, and no actual plan for this wetland to be something other than a glorified retention pond, there is nothing "innovative" about this proposal. It falls far short of the requirement of LSMC 14.88.298(b)(1) that:

The innovative development design will achieve protection **equivalent to or better than the treatment of the functions and values of the critical areas** that would be obtained by applying the standard prescriptive measures contained in this chapter;

¹⁹ See e.g., Costco Lake Stevens & SE 24th Street Extension – Alternatives analysis SWC Job#18-105, Sewall Wetland Consulting, Inc., Feb. 19, 2019, p.2.

²⁰ Costco Wholesale Lake Stevens – Impacts and Mitigation Report, CW #17-0230, SWC Job #18-105, Sewell Wetland Consulting, Inc., Sept. 17, 2019, p.7-8.

(emphasis added). Using a wetland as a detention pond is not innovative, it is instead the failed approach that has been used for years.

The proposed physical and hydrological alteration of a wetland for stormwater management is specifically disallowed by LSMC 14.88.20(c). Subsection 2 requires that there be no net loss of functions and values of the wetland. As noted, the habitat functions of this wetland will most likely be lost entirely. That does not comport with the Code. Subsection 3 of the Code prohibits alteration if there are any breeding populations of native amphibian species in the wetland. Again, the evaluation of this site has been so superficial that no mention of amphibians is made in **any** of the reports the LLS has seen to date.

Moreover, LSMC 14.88.20(c)(1) also restricts stormwater management alterations to a wetland to the outer 25 percent of the **buffer** of the wetland. What is proposed here is turning the entire wetland over to stormwater management, with a buffer reduced so far as to be no buffer at all.

Wetland D has the highest habitat score of any of the wetlands on this site.²¹ The heavily engineered wetland proposed in mitigation has buffers reduced to a size so absurdly small that all of those functions would be lost. No evidence is provided by Sewell Consulting on the current species inhabiting this wetland, what its functions beyond water retention currently are, and how those will be altered by its proposal. This does not meet the law's requirements.

The City should also keep in mind that this particular consultant does not have a good track record. In February of 2019 Sewell Consulting, Inc. unequivocally stated that it had determined that:

No state or federally listed fish species were noted in the stream **nor would any be expected to be found**. It is likely the only occupants of the creek are resident cutthroat trout.²²

(emphasis added). Yet it has since been reliably determined that there are (at least) Coho Salmon and Brook Lamprey in Mosher Creek. That is the opposite of what Sewall concluded. This calls into serious question whether Sewell Consulting is really using the "best available science" required by LSMC 14.88.235(a), or instead is simply using wishful or magical thinking to support whatever conclusions its employers wish it to reach. Haphazard, deterministic "reports" should not be held to meet the required standard, and "innovative development designs" that propose ersatz wetlands with no intact functions and values other than water retention should be rejected.

²¹ Rated at 7 out of 10 for habitat in the Costco Wholesale Lake Stevens – Critical Areas Report (Revised) CW #17-0230, SWC Job #18-105, Sewell Consulting, Inc., Sept. 19, 2019, pp.15-16 (noting the necessity of a 95 foot buffer for preserving the high habitat functions).

²² Costco Wholesale Lake Stevens – Habitat Report, CW #17-0230, SWC Job #18-105, Sewell Consulting, Inc., Feb. 18, 2019, p.4.

III. SEPA Process Deficiencies

As already noted, the SEPA process carried out so far for this development is grossly deficient. It should be redone, and an Environmental Impact Statement (EIS) that fully evaluates the site, and the likely direct, indirect, and cumulative impacts of the project on the surrounding area should be undertaken.

One SEPA application, for road improvements by the Public Works Department of the City, made to the City, for the 23th Street SE Project, was received on Thursday, April 19th, 2019. An MDNS was issued the following Monday, April 22nd. This rapid turnaround does not reflect a deliberative process.

Also, incorrect and misleading information on the SEPA checklist deprived the public of information it needed to respond to the application and MDNS. For example on page 7 of the checklist, it indicates that part of the site is pasture, and none of it contains water plants. Both of those statements are the reverse of actual conditions on site.

Also deceptive was the answer to Question 7 in the checklist. In April of 2019, the City was well aware of the detailed plans submitted by Costco year earlier.²³ But Question 7 is answered: “It is anticipated that 24th St. SE would be constructed further west as a logical extension when future development occurs; timeframe is unknown.” That makes no sense, when a detailed proposal integrated with this action was in process with the City. The City, in its Response Memo issued this morning, appears to attempt to deflect this problem by claiming:

As such, the city issued both the SEPA MDNS for 24th St SE and the Planned Action Certifications for 91st Ave SE and the S. Lake Stevens Road Connector as early actions for the road improvements. **As coordination with Costco progressed, development of the site, city roads, and improvements to SR-9 became codependent** and the responsibility for permitting, construction, ownership and maintenance became complicated.

Response at p.14 (emphasis added). The is again a disingenuous position by the City.

The City knew exactly what kind of future development was being proposed at the time of the SEPA process for the road corridor project. The City’s failure or refusal to integrate, or to even disclose in the SEPA documents at a time – a point when coordination with Costco was in full swing – that the road project was for or being done in conjunction with the Costco construction is an abuse of the SEPA process. The City cannot lawfully avoid taking a comprehensive “hard look” at the actual impacts, both direct, indirect, and cumulative, of this development.

²³ See e.g., Lake Stevens Costco Green Ink Set, by DOWL, dated 4/13/18.

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The City is correct that the process became complicated. However, instead of taking on the complications to the SEPA process that arose from the particulars of this proposal, the City appears to have attempted to sweep them under the proverbial rug.

These problems, and others, invalidate the MDNS. This action also violates WAC 43.21C.030(c, d).²⁴ This action is not exempt from notice and distribution requirements under LSMC 14.06.030(C)(3) as an administrative approval because, as an application for SEPA review it is not categorically exempt and SEPA review has not been completed.

As described above, the haphazard approach to evaluating the site also invalidates this SEPA process. The failure to notify the public after the application was filed, but before the MDNS was issued contributed to the lack of accuracy and superficial determinations made in the MDNS. Any thorough look at the environmental impacts of this development should include, for instance, the impact on the coho salmon, cutthroat trout and lamprey that currently depend on the “fairly pristine channel” of the Mosher²⁵ once its tributary and the wetlands and buffers around them are destroyed.

The SEPA process should be undertaken again, from scratch, and all legal requirements followed. Tribes and other stakeholder groups, including neighbors, should be consulted, and competent scientists should be sought and retained to apply the best available science to the process.

Related to the general inadequacy of the SEPA process here is the apparent attempt to pretend that all environmental impacts have already been evaluated during prior reviews under the Planned Action Ordinance (LSMC 14.06.010) for this subarea. In reality, none of the SEPA reviews carried out so far have incorporated the actual development proposed here.

The Response issued this morning claims that general SEPA matters were reviewed as allowed under WAC 197-11-060 and WAC 197-11-776 to “evaluate general matters in broader environmental documents (Subarea Plan and Planned Action), with subsequent narrower documents concentrating solely on the issues specific to the later analysis (24th Street SE and SR9 Intersection),” including “Construction of the Costco Warehouse and related infrastructure improvements.” Response at p.12. That is precisely the point. There still remains a gaping hole in SEPA analysis for this project. **An actual hard look at the specific impacts of the big-box, parking, 30 pump gas depot and associated disturbances has yet to be undertaken.**

²⁴ See e.g., *Nickum v. City of Bainbridge Island*, 153 Wn. App. 366, 372 n.4 (2009) (“If SEPA applies, it requires that a ‘detailed statement’ of the proposed action ‘be made available to ... the public.’”)(quoting RCW 43.21C.020(3)(d)).

²⁵ See, Costco Lake Stevens #18-105 Sewall Wetland Consulting, Inc. February 18, 2019, p.4. As noted previously, the Sewell report failed to identify any fish species in Mosher Creek, and despite finding it fairly pristine, absurdly concluded that it was unlikely anything but native cutthroat would be identified in the stream.

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Since those impacts have not been adequately addressed, the City has the duty, under RCW 43.21C.240, to conclude - as the Development Agreement provides in Section 11(i) - that this development “is likely to cause unmitigated, significant, adverse environmental impacts that have not been precisely analyzed in the Planned Action process or other SEPA environmental documents.”

The draft environmental checklist prepared as “The City of Lake Stevens/Costco 20th St SE Subarea implementation plan” exhibits all of the flaws in evaluating the site noted already. The SEPA process for this large and environmentally sensitive area should not be based on that document, and a full EIS should be undertaken before this project is approved.

The only site specific completed SEPA review documents for this site that has to date been provided to LLS and the public by the City is the MDNS for road construction. That is not a site specific evaluation of the proposed development itself. The City seems to suggest that no further SEPA review is necessary, due to the EIS done for the sub area under the Planned Action Ordinance. However, that EIS did not cover or complete any substantive analysis on this particular development.

The 20th Street SE Corridor Subarea Planned Action EIS contains no detail on wetlands, their quality ratings, functions of individual wetlands on this site, or any mention of Mosher Creek. It does say, however that critical areas are subject to the Critical Areas protections in LSMC 14.88.²⁶ So, the entire work of identifying, quantifying, and evaluating the environmental impacts of the losses of critical areas, their functions and habitats has yet to be done by the City, under SEPA.

What has been done is, as noted above, deterministic and superficial analysis that does not conform to SEPA or Lake Stevens’ Critical Area Code sections. These provisions must be rigorously enforced, as described in the section above, in order to adequately address the environmental impacts of this proposed development.

In short, none of the SEPA mandated processes thus far carried out have evaluated the actual anticipated environmental impacts of this proposed development. The EIS was entirely general, and the SEPA process on the road extensions was narrowly focused on the specific impacts of the roads, not the impacts of the Costco and gas station development proposal. Trying to evade or reduce the scope of environmental impacts analysis by piecemealing in this way, which it appears either Costco or the City is doing, is unlawful.²⁷

²⁶ “More detailed analysis will be required for future projects that occur on sites containing critical areas – including full delineation, classification, and functional assessment – in conjunction with development permitting. The standards and mitigation requirements of Chapter 14.88 LSMC will be applied to such development to avoid or mitigate impacts.” FEIS at p.14.

²⁷ See e.g., *Merkel v. Port of Brownsville*, 8 Wn. App. 844, 851 (1973) (“If clearing and construction activity is allowed to continue in the uplands portion before the wetlands portion has been approved, it is obvious the entire area will be affected. The legislature, in extending the scope of SMA to consideration of the use of lands adjacent to shorelines, sought to prevent this type of coerced land use development.” ***

The generalized EIS and subsequent road construction MDNS findings do not anticipate or reveal the environmental impacts of Costco's proposed development. LLS is not the only one who recognizes this. For example, in a comment to the City in June of this year the Snohomish County Public Works Department noted that: "In order for the Costco Wholesale development proposal to qualify as a planned action under the 20th Street SE Corridor Subarea EIS adopted via Ordinance No. 878 and for a Planned Action Certification to be issued, the EIS prepared for the 20th Street SE Corridor Sub Area Plan would need to have addressed the impacts of a facility as extensive as a Costco Wholesale located in the southwest quadrant of the 20th Street SE/SR9 intersection." As the County, and LLS, have noted that was not something actually covered by the SubArea EIS

The SEPA process requires a "hard look" at the environmental impacts of a proposed action.²⁸ A hard look means that "broad generalizations" and "vague references" do not suffice.²⁹

A specific and particular analysis of the project at issue – a Costco with a massive gas station - is required. This has not yet happened on this application. The actual impacts, both direct, indirect, and cumulative - not just a general, area-wide discussion of some of the issues - must be completed.

The proposed project in its entirety, must undergo SEPA review. The actual impacts must be measured, and meaningful alternatives to the proposed development must be proposed and evaluated. Notice of the application to the public and required comment periods (extended beyond the minimum 14 days, due to the complexity of this site) must be observed. The law requires it, and the people of Lake Stevens deserve an objective, and transparent impact analysis process.

To permit the piecemeal development urged upon us by the port would lower the environmental mandates of these acts to the status of mere admonitions. The result would be frustration rather than fulfillment of the legislative intent inherent in these acts. This project will have a significant effect upon the environment. It is to the public's benefit that any project significantly affecting the environment and shorelines of this state comply with the procedures established by SEPA and SMA to insure [sic] that the environmental aspects have been fully considered.") (emphasis added).

²⁸ See e.g. *Sierra Club v. Peterson*, 717 F.2d 1409, 1413 (D.C. Cir. 1983). Because SEPA is substantially similar to NEPA, Washington courts often look to federal case law when interpreting SEPA compliance issues. *Local 19 v. City of Seattle*, 176 Wn. App. 512, 525 (2013). See also, *Toward Responsible Dev. v. City of Black Diamond*, 179 Wn. App. 1012, 2014 Wash. App. LEXIS 197, 2014 WL 295838 (Slip Op. at p.7) rev. den., 180 Wn.2d 1017 (2014) (same holding as *Peterson* on the piecemealing issue).

²⁹ See e.g., *Neighbors of Cuddy Mountain*, 137 F.3d 1372, 1381, (9th Cir. 1998); and *Klamath- Siskiyou Wildlands Ctr. v. Bureau of Land Mgmt.*, 387 F.3d 989, 993-94 (9th Cir. 2004), both stating that NEPA analysis must be based on "some quantified or detailed information; . . . [g]eneral statements about possible effects and some risk do not constitute a hard look absent a justification regarding why more definitive information could not be provided." (Alteration in original, citations omitted).

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In sum, the recitals and statements made in the Development Agreement³⁰ on Mitigation (Agreement Item 10), as well as those related to SEPA (Agreement Item 11), are not supported by substantial evidence. Approval of those statements and this agreement, in this situation, would be arbitrary and capricious.

As noted the Planned Area FEIS was entirely general and relied on specific laws and procedures protecting Critical Areas, species listed as threatened or endangered by state or federal law, and water quality. No SEPA analysis of the site specific situation presented by this Costco Warehouse and gas fueling depot has been completed. Consequently, the determinations made in the Development Agreement are not consistent with the law or with the procedures and standards contained in the LSMC. For these reasons, none of the applications on the agenda at the City Council Hearing – including but not limited to the Development Agreement – should be approved.

IV. Traffic Impact Issues

This proposed store location sits about 1.4 miles from the US 2, SR 204 and 20th Street Southeast interchange. This is an interchange which WSDOT describes as **already** experiencing “severe congestion during peak commute times. These backups can sometimes spill over onto other highways and surface streets, creating additional congestion.” The City even has a webpage devoted to publicizing the problem and letting citizens vent about it.

Yet this interchange does not appear to be analyzed in the current Traffic Impact Analysis (“TIA”) done for Costco. Traffic jams on US 2 and the ‘Trestle’ are well known, and universally hated. Will putting up a 170,000 square foot big box warehouse and private gas fueling club exacerbate these traffic issues?

Costco is apparently not concerned. People that live in and around Lake Stevens are. They deserve to know if a Costco at this location it will make their driving experience less bearable, and what Costco proposes to do to prevent that from happening.

Several intersections studied in the TIA will have service levels of E or F with this project added to their load. Is that something Lake Stevens residents just have to live with, or are there more appropriate locations in the area for a Costco?

Is another Costco, in such close proximity to existing Costco’s, really something that Lake Stevens residents should accept as part of traffic congestion in their City? Is that good long term planning? Is that sustainable?

The development as proposed has elements inconsistent with the LSMC and the 20th Street SE Corridor Subarea Plan. In particular, the 93rd Drive SE extension dead-ends into the

³⁰ LLS is working from the Development Agreement titled “Costco Draft 11/5/19.” The Announcement for this Hearing did not make clear which version is being used for the hearing, and a Final version was not among the documents made available on the City’s website.

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Costco development site. This conflicts with LSMC 14.56.100, “[d]ead end streets **shall** be avoided.” (emphasis added).

Further, extending the street in this way so that it serves only Costco makes it not so much as an improvement of a public road as a private drive for Costco’s benefit. Figure 6.20 of the 20th Street SE Corridor Subarea Plan shows this road continuing through the proposed site and connecting to the planned 24th Street SE. Why is the Plan being altered in this way, to benefit only Costco, without revisiting it and making the change, supported by evidence that it improves the Plan?

LLS asked a Traffic Engineering consultant, Greenlight Engineering, to review Costco’s application and the TIA done by Transportation Solutions, Inc. for consistency and compliance with relevant plans, policies and laws. Attached as Exhibit #2 is the Greenlight Report. It identifies a host of problems, needed improvements, clarifications and data required for a legally sufficient TIA.

Some of the most significant findings in the Greenlight Report include the fact that many intersections that the Comprehensive Plan and the LSMCs **require** be analyzed **were not evaluated** in the TIA currently before the Council.³¹ Many other intersections that will bear significant traffic impacts of hundreds of vehicles per hour from this development were also not evaluated. These deficiencies should be corrected, and adjustments to the TIA and the current development proposal should be made to reflect and mitigate for these impacts.

The Greenlight Report also identifies problems with the TIA’s trip generation estimates for the proposed development. They rely on data that is not published or publicly available, and so, are not reviewable or verifiable.

A study done for a public body like the City cannot rely on ‘trust me’ for verification of the figures it uses. There is no reasonable rationale for making information the City and the public relies on to evaluate a development application secret. The data used to develop the TIA must be published, so that it, and the conclusions drawn from it can be peer reviewed for accuracy.

Another oddity of the TIA is that the pass-by trip estimates do not conform to the definition of pass-by trips in the ITE Trip Generation Handbook, and they also appear to reflect numbers that are physically impossible. This should be corrected so that an accurate description of traffic impacts can be assessed.

Also, the TIA assumes road improvement projects that are not currently funded will be in place, and that signal timing changes will be made. However, the funding source for all of these is not clear. If they are to come out of the \$2.8 million dollars that Costco is committed to spend on offsite street and roadway improvements under Section 9 of the Development Agreement, that

³¹ LSMC 14.110.040(b)(1) requires “**all** intersections within the defined subarea boundaries of the 20th Street SE Corridor with the exclusion of SR-9 intersections” to be evaluated. (emphasis added). The TIA, however, analyzed only **signalized** intersections. That is a huge and fundamental error.

should be made clear, and cost estimates broken out for **all** such planned improvements by both the City and Costco in the TIA as the WSDOT Design Manual requires.

Of particular concern, given the Critical Areas and intact wildlife habitat on this site is Costco's request for additional parking. Costco should be proposing less parking and modifying its design to comply with the policy of preservation of Critical Areas detailed in Section II of this Comment, not trying to expand the footprint of this development.

A host of other concerns on safety, traffic management, and evaluation in the TIA are identified in the Greenlight Report. They should all be given the full attention of responsible staff members and measures taken to address all of the deficiencies in the TIA and Development Agreement around the issue of Traffic Impacts.

Until this is done, and all of the unclear and incorrect methods, evaluation and data identified in the Greenlight Report are addressed, the City should not finalize Section 9 of the Development Agreement that concludes that all transportation related Mitigation, Impact Fees and Concurrency have been addressed and accounted for by the Agreement.

V. Other Issues

There are a host of other issues that pervade this project. Even the City Staff seem to recognize that, as many of these issues are listed in the Response Memo issued this morning.

There is insufficient time and space to address in detail all of these issues in this comment. Nor is it clear yet, because of the confusing process used by the City so far, that this is the appropriate place to do so. So for now LLS will simply list those issues.

In addition to those already identified in this comment there are issues posed by this project on:

- Noise impacts on the area;
- Design Connectivity for residential and other streets in the area;
- Stormwater runoff that will potentially affect hydrology (perhaps positively, or perhaps negatively) downstream;
- Air quality impacts, due to increased vehicle trips, idling of consumer vehicles waiting to gas up, idling of commercial vehicles waiting to deliver or to gas up, and from the off-gassing from one of more of the 30 pumps at the massive fueling depot;
- An increased Greenhouse Gas emission and footprint for the City;
- Light pollution, both from the facility and from all the vehicles travelling to and from the facility;
- Interference with other local government entity utility lines;
- Creation of sewer, garbage, water supply and electrical supply issues;
- Wetland and stream impacts;

- Likely significant negative economic effects on local stores that sell the same or similar products;
- More sprawl, and less nature for local citizens to enjoy; and
- Removal of over 1,800 trees, many of which – unlike the proposed replacements – are mature growth that provide exceptional habitat and carbon sequestration.

All of these need to be addressed, and a “hard look” taken at the direct, indirect, and cumulative impacts of the proposed Costco. So far that has not been done.

VI. Conclusion

The various applications that are apparently being considered either at the upcoming Hearing or by the Planning Department (or both) should not be approved at this time. The public process issues alone mean that this Hearing should be continued, and time and attention given by City Staff to adequately informing all members of the public about these proposals; answering all reasonable questions from members of the public; and providing up to date, comprehensive copies of all documents relevant to these decisions. Then, and only then - after adequate time and, hopefully, presentations by the City to the public on these applications – it would be fair to ask the public for their final input and to make decisions on this project and its many applications.

Substantively, there are significant deviations in these applications that from the applicable Lake Stevens Code - and from good public policy. Those deviations mean that the pending applications cannot be lawfully approved at this time.

For example, the Development Agreement is not “compatible with the goals and policies of the Comprehensive Plan” as required by LSMC 14.16C.055(d)(1). Many intersections required by the Comprehensive Plan to be analyzed were not analyzed.

Additionally, the prioritization of

“the protection of wetlands, streams and creeks ,lakes and ponds, aquifer recharge areas, geological hazardous areas (e.g., steep slopes and erosion areas), significant trees, fish and wildlife habitat areas and corridors, cultural resources, and frequently flooded areas through land use policies, regulations and decisions based on best available information and in coordination with state and regional priorities.”

that is required by LSCP Policy 4.1.1 has been either ignored or given superficial, deterministic consideration without using the best available science with respect to recharge areas, significant trees, and fish and wildlife habitat areas and corridors.

In the same way, the Development Agreement violates Policy 2.10.5, which requires the City to:

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Protect and preserve wetlands and riparian corridors associated with Shorelines of the State and open space corridors within and between urban growth areas useful for recreation, wildlife habitat, trails, and connection of critical areas.

That is clearly not what is occurring here.

These departures from legal requirements must be addressed and corrected, and that should be done before approving a Development Agreement. The Comprehensive Plan also notes that the wetlands on this parcel are a *constraint* on development. See, LSCP Table 2.1 at LU-9. Preservation, not removal and mitigations, is what the Comprehensive Plan calls for. See, LSCP Policy 4.1.3 (“Preserve existing vegetation as much as possible due to its vital role in maintaining wildlife habitat and preventing additional storm water runoff or soil erosion from new developments.”)

Subsidizing and developing a big-box Costco and a massive fueling depot on this site also conflicts with LSCP Policy 2.12.4:

Encourage small scale, neighborhood compatible, commercial uses to be distributed throughout the community, thus reducing the need to drive to the nearest “big-box” retailer to pick up day-to-day convenience items. This also provides the opportunity for pedestrian access to stores along with the health and social benefits related to pedestrian activity.

A Costco is the antithesis of that Policy. It is also at odds with LSCP Policy 2.14.6, to:

Develop high quality, compact urban communities throughout the region's urban growth area that impart a sense of place, preserve local character, provide for mixed uses and choices in housing types, and encourage walking, bicycling, and transit use.

The Development Agreement as currently written also violates LSMC 14.16C.055(d)(3), because it does not adequately mitigate adverse environmental impacts. As described, the studies done by Costco’s consultants are demonstrably at odds with the best available science. The site has not been evaluated with anything near to a level of detail that allows the City **or the public** to truly understand the scope and intensity of the environmental impacts.

If the environmental impacts are not competently described, they cannot be understood. Until they are properly understood, the wisdom and desirability of wiping out the extant environment and subsidizing a Costco in its place, or the type and extent of mitigation needed to compensate for such an action, is really unknowable.

The Binding Site Plan should also not be approved as written, for many of the same reasons. For example, the deficiencies in the TIA that have been outlined and that are discussed in more detail in the Greenlight Report that is provided with this comment demonstrate that the Binding Site Plan does not conform with LSMC 14.18.120(c), by meeting “[r]equirements for

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public or private roads, right-of-way establishment and permits, access, and other applicable road and traffic requirements.”

The Binding Site Plan also fails to meet the standard in LSMC 14.18.120(h). That mandates: “[c]ompliance with environmental policies and procedures and critical areas regulations of Title 16 and Chapter 14.88.” Since the Binding Site Plan relies on the same documentation and studies done for the project in general, and on the Development Agreement, please refer to the extensive discussions in this comment for some of the many reasons why the Binding Site Plan does not comply with the LSMC sections referenced in LSMC 14.18.120(h).

Similarly, the Design Review for this project should not be approved as presently proposed. The current design departs drastically from the City’s standards for approval of a design. This proposed design does not “improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources” as LSMC 14.16C.050(a)(2) mandates. Quite the opposite. It also does nothing like “prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape,” as LSMC 14.16C.050(a)(4) requires. Instead, the project as proposed measurably harms high-functioning natural aquatic systems.

One wonders if a massive big-box warehouse stuffed with imported goods will actually utilize “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” as required by LSMC 14.16C.050(a)(5). Sadly, the answer is likely no.

Does anyone credibly argue that a Costco big-box warehouse with 30 gas pumps fulfills the citizens of Lake Stevens’

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

in any way? Yet that is what LSMC 14.16C.050(a)(6) calls upon it to do.

A Costco may have its good points. However, should something so at odds with so many provisions of Lake Stevens’ Comprehensive Plan and City Code be approved, let alone **massively subsidized by taxpayer dollars**? LLS submits that it should not.

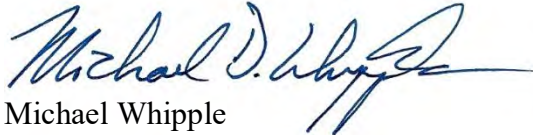
LLS, like other members of the public, is left with both a host of concerns and a host of questions. Provided with this comment is a list of some of the questions that LLS sees as currently unanswered. Both City Staff, and the Council, should be sure all these questions are

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answered and that the public has time to digest the answers and to provide feedback on them, before any decision making occurs.

For all of the reasons cited here, and in the prior LLS comments that are already on file with the City, the current Costco proposal should be rejected. It is, as currently presented, inappropriate for the site chosen and incompatible with the long term best interests of Lake Stevens residents.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. Whipple". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael Whipple

C: Karl G. Anuta Esq.
Greg Rubstello, Esq.

Working Budget					
Project	Original			Revised	
City Land	\$3,400,000.00			\$3,400,000.00	
Other Land (Purchase Nordin)	\$4,200,000.00			\$4,200,000.00	
Excess Property	-\$1,000,000.00			-\$1,000,000.00	
Consulting Fees	\$230,000.00			\$230,000.00	
Total Land		\$6,830,000.00			\$6,830,000.00
Soft Cost Site (70%)	\$2,003,035.00			\$2,003,035.00	
Soft Cost Roads/Off-Sites (20%)	\$572,296.00			\$572,296.00	
Soft Cost Route 9 (10%)	\$286,148.00			\$286,148.00	
Traffic Impact Fees	\$2,800,000.00			\$2,800,000.00	
Total Soft Costs		\$5,661,479.00			\$5,661,479.00
On-Site Work		\$10,923,135.00			\$10,923,135.00
A - 91st from 20th to Ridgeline	\$0.00			\$1,000,000.00	
B - 91st Costco Frontage	\$2,085,287.00			\$2,085,287.00	
C - 24th St	\$3,302,468.00			\$3,302,468.00	
D - S Lake Stevens Rd	\$505,091.00			\$505,091.00	
E - Stormwater Detention Pond	\$1,059,582.00			\$1,059,582.00	
Property Acquisition for all Above	\$0.00			\$0.00	
F - Hwy 9 Roundabout	\$3,794,417.00			\$3,794,417.00	
Property Acquisition for Hwy 9	\$225,000.00			\$225,000.00	
G - Hwy 9/Hwy 2 Improvement	\$500,000.00			\$500,000.00	
Off-Site Work		\$11,471,845.00			\$12,471,845.00
Building		\$14,931,236.00			\$14,931,236.00
Gas		\$1,854,000.00			\$1,854,000.00
Equipment		\$7,000,000.00			\$7,000,000.00
Capex		\$400,000.00			\$400,000.00
WA Tax (8.9%)		\$2,549,741.00			\$2,549,741.00
TOTAL		\$61,621,436.00			\$62,621,436.00
<i>Less Economic Assistance</i>					
City Road Contribution	-\$3,400,000.00			-\$3,400,000.00	
City TIF Investment in Road	-\$2,800,000.00			-\$2,800,000.00	
State Route 9 Contribution	-\$1,435,188.00			-\$1,435,188.00	
City Bond Issuance	-\$9,000,000.00			-\$9,000,000.00	
91st from 20th to Ridgeline				-\$1,000,000.00	
Total Economic Assistance		-\$16,635,188.00			-\$17,635,188.00
TOTAL PROJECT COST		\$44,986,248.00			\$44,986,248.00
CITY ECONOMIC ASSISTANCE				\$17,635,188.00	
Additional Sewer Cap Investment				\$1,000,000.00	
TOTAL CITY INVESTMENT				\$18,635,188.00	

FOR CITY USE ONLY



CITY OF LAKE STEVENS
PUBLIC RECORDS REQUEST FORM

Requestor Name: Karl G. Anuta Date: 05/07/2019

Agency: City of Lake Stevens Community Planning and Community Development

Requestor Address: 735 S.W. First Avenue, Strowbridge Bldg, Second Floor
Portland Oregon 97204
City State Zip Code

Requestor Phone: _____ Cell: 503-827-0320 (office) Email: kg@integra.net

Request Made: ☐ In Person ☐ In Writing ☐ Telephone ☐ Fax ☒ Email
Preferred Delivery: ☐ Pick Up ☐ U.S. Mail ☒ Email (provide address)
☐ Fax (provide number) ☐ On-Site Inspection

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested, including dates. Also, please include the type of access requested (copying or inspection) and the medium requested.

Any and all records related to - including any applications for development, site plan review, environmental review, or design review, as well as any pre-application materials - for a possible or actually proposed Costco, from 2018 through present. Copy to and send on a CD or Thumb-drive.

I agree to pay the actual cost of duplicating, scanning, and/or mailing copies of the requested public records. I understand that the City is prohibited from disclosing lists of individuals to requestors for commercial purposes and do hereby swear under penalty of law that I will not use or allow others to use such public records for commercial purposes.

[Signature] 05/07/2019
Requestor's Signature Date

Acknowledgement of Receipt of Records: _____
Requestor's Signature & Date

309 E. Pacific Ave.
Spokane, WA 99202

November 6, 2019

Greg Rubstello
Ogden Murphy Wallace
901 5th Ave. Ste. 3500
Seattle, WA

RE: *Lake Stevens Costco Project*

Dear Mr. Rubstello:

We represent Livable Lake Stevens, a community group dedicated to sustainable, cost-conscious, quality growth in the City of Lake Stevens. As you are aware, I attempted to meet with the planning department representative responsible for the review of the Costco project and associated proposed City road development projects. Initially, I was told that we would not be able to meet for several days. Then, after the meeting was scheduled, I was contacted by the department director who instructed me that it was the City's policy not to meet with attorneys without having counsel for the City present. In addition, I was instructed to direct future communication to you.

This is the first time I have ever been presented with such a position by a municipal planning agency in a land use development project review that was not the subject of litigation. In addition, the City's position serves only to obstruct our clients' ability to inform themselves of the project and prevent meaningful input into the review process. Further, this position is in direct opposition to the posted project notices directing interested persons to the department for information and responses pertaining to the project.

To that end, please direct me to the adopted City policy prohibiting planning department representatives from discussing a land use project under review with a representative of a citizen group. In addition, please provide any additional examples where this has occurred in similar circumstances.

Further, in response to the department's invitation, I provided a list of questions pertaining to the project. It has been over a week and we have received no response. As you are aware, the City is accelerating the review of this project. The lack of information and deliberate thwarting of our access to meaningful responses to our reasonable requests

is prejudicial to our clients and prevents their ability to offer meaningful input and participation in the review process. I have attached a copy of the initial questions that were previously provided to the department. I look to you to facilitate the return of expedited full responses.

Please contact me immediately if you require any clarifications.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. Whipple". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael D. Whipple
Attorney at Law

Unanswered Questions In Costco Application Process

1. Why were the advanced plans that Costco had submitted to the City not accounted for and included in the SEPA determinations for the MDNS issued on April 22, 2019?¹
2. Is it the City's position that the structure and timing of the road improvements was completely independent of the Costco project?
3. Where is documentation that the City took the first step required by LSMC 14.88.010(a)(1) to not take this action, and to analyze other uses that preserve the Critical Areas, as the law requires?
4. How does the planning for this development comply with the requirement in LSMC 14.88.295 to leave streams and wetlands "permanently undisturbed" in a "natural state" and left as a native growth protection area?
5. Why does the draft of the Biological Evaluation submitted to the Corps of Engineers consider only fish species, and no others?
6. Is it the position of the City that only fish species have federal or state protections, and that no other species falls within the ambit of SEPA/NEPA impact analysis and must be considered before actions are taken that impact them?
7. What measures has the City taken to ensure the best available science is being used to evaluate Critical Areas and other environmental assessments?
8. Why is Sewell Consulting, which has made serial errors and omissions in almost every assessment it has done so far, still being relied upon by the City?
9. Is it the City's position that studies that omit actual observations and counts of bird, mammal, amphibian, reptilian and plant species constitute sufficient or the best scientific information about this site?
10. Given the lack of detailed information and study on this site, is it not incumbent on the City to invoke the precautionary principle required under LSMC 14.88.325(c) and pause development until this uncertainty is resolved?
11. How do the wildlife habitat and habitat corridors on this site fit into the local ecosystem?

¹ For example, a Geotechnical Survey Report on the site for Costco had been issued by Terracon Consultants over a year earlier, and the City had detailed plan sets from Costco for many months before undertaking the road project.

12. How has the City prioritized those functions and values on this site as LSCP Policy 4.1.1 requires?
13. Since big-box stores are not one of the exceptions to the allowed activities in Critical Areas under LSMC 14.88.210, and much of the area is City owned so that there is no denial of economic activity on those portion off the property, what finding allows the City to permit development that appears to otherwise be expressly prohibited in a Critical Area?
14. Does the City agree or disagree with the assessment of the Snohomish County Public Works Environmental Services Department in its June 19, 2019 Comment to Planning and Community Development that: "In order for the Costco Wholesale development proposal to qualify as a planned action under the 20th Street SE Corridor Subarea EIS adopted via Ordinance No. 878 and for a Planned Action Certification to be issued, the EIS prepared for the 20th Street SE Corridor Sub Area Plan would need to have addressed the impacts of a facility as extensive as a Costco Wholesale located in the southwest quadrant of the 20th Street SE/SR9 intersection"?
15. What is the best available science that supports the applicant's proposed created wetland to be designated as a Category II wetland with a 25 foot buffer rather than the 110 foot buffer as required by 14.88.830(b)?
16. What evidence is there that a wetland of this type that is used/abused as a retention pond and only has a 25 foot rather than a 110 foot buffer will nonetheless retain its habitat functions?
17. Is it the City's position that an Innovative Development Design under LSMC 14.88.298 can simply be an abrogation of legal standards, rather than being more protective than the treatment of functions and values that would obtain under the existing standards?
18. How does the proposal to have only a 25 foot buffer on that wetland square with LSMC 14.88.830(f), which says that buffer reductions are only allowed in Category III or IV wetlands?
19. Does the City require that the City's lawyer be present for all meetings between City staff and Costco's legal representatives?
20. What pages in the EIS for the 20th Street Corridor Sub Area Plan, contain the description and detailed analysis of the likely environmental impacts (both direct, indirect and cumulative) of this specific Costco proposal?
21. In what other SEPA document is the description and detailed analysis of the likely environmental impacts (both direct, indirect and cumulative) of this specific Costco proposal?

22. Does the Shoreline Management Act apply to any of the wetlands or streams at issue in this project?
23. If no, why not?
24. How much of a drive is “too long” or unreasonable, for a person to be able to get to a Costco?
25. What is the ideal drive time and distance for today’s consumer to drive to a Costco?
26. Where in the City Development Code is drive time to a big-box store found as an approval criteria for a development?
27. Does the City consider drive time to reach a particular kind of store to be an adequate demonstration of the “need” for a project?
28. Does the City have any policies or rules on whether an applicant can define “need” so narrowly that only one specific site can be found to be viable for the project?
29. How did the City come to the conclusion that a corporation that will make \$3.66 **Billion** dollars needed around \$19 million dollars of Lake Stevens taxpayer money to build a store in the City?
30. Why is the City proposing to provide a subsidy of over \$6 Million in taxpayer funds to Costco, to construct a store on this site?
31. Has the City looked at what the alternative uses of those funds, for schools, road repairs, and other key services might be?
32. Is it the City’s position that the underlying data in a Traffic Impact Assessment (TIA) need not be made available to the public for analysis?
33. Has the City seen the underlying data relied upon in the TIA?
34. Has the City had its own traffic engineer review the data in the TIA, to determine if it really shows what the TIA claims it shows?
35. Has the City made an official exemption to the requirement in LSMC 14.110.040(b)(1) that “**all** intersections within the defined subarea boundaries of the 20th Street SE Corridor with the exclusion of SR-9 intersections” be analyzed?
36. Is it acceptable for an applicant to interpret “all intersections” to mean only signalized intersections?

37. Has the City had the TIA independently reviewed by a qualified traffic engineer to evaluate whether the TIA actually describes all the likely traffic impacts?
38. Has the City had the TIA independently reviewed by a qualified traffic engineer to evaluate whether the mitigation proposed in the TIA will likely be sufficient to mitigate all the potential traffic impacts?
39. Does the City typically accept pass-by trip analysis in a TIA that is estimated according to some source other than the ITE Trip Generation Manual?
40. If so, what provision of the City Code allows for that?
41. Why does the City think that this Costco fits the description of development preferred for Lake Stevens in Policy 2.12.4, which mandates that the City: “Encourage small scale, neighborhood compatible, commercial uses to be distributed throughout the community, thus reducing the need to drive to the nearest “big-box” retailer to pick up day-to-day convenience items. This also provides the opportunity for pedestrian access to stores along with the health and social benefits related to pedestrian activity”?
42. If not, what is the rationale for disregarding that Policy?
43. If the City Council approves the Development Agreement, what will be the appeal process and deadline that the public will need to meet if one or more folks wish to challenge such an approval?
44. Is there a legal deadline of some sort by which the Council has to make a decision one way or the other on the Development Agreement?
45. If the Planning Director approves one or more of the consolidated proposed land use actions, what will be the appeal process and deadline that the public will need to meet if one or more folks wish to challenge such an approval?
46. Is there a legal deadline of some sort by which the Planning Director has to make a decision one way or the other on each of the pending land use actions?
47. How does a massive Costco, with extra parking spaces and a 30 pump fuel depot, comply with the mandate in LSMC 14.16C.050(a)(6) that development in Lake Stevens satisfy 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”?

Lake Stevens Costco Summary of Sub-Projects

A	B	C	D	E	F	G	H	I	J
1	Date: July 2018								
2	Sub-Project Description	Total	City of Lake Stevens Total	Costco Total	Sub-Project Specific Assumptions		Length	CLS	Costco
3	A 91st Ave - 20th to Ridgeline Property	\$ 893,600.00	\$ 893,600.00	\$ -	- City pays 100% of development cost including crossing of water lines	4	370	100%	0%
4	B 91st Ave - Costco Frontage	\$ 1,850,700.00	\$ 925,400.00	\$ 925,400.00	- City/Costco cost share 50:50 - Costco is responsible for frontage improvements per LSMC	5	842	50%	50%
5	C Intersection at 91st Ave and 20th St	\$ 106,400.00	\$ 106,400.00	\$ -	- City pays 100% of development cost	6		100%	0%
6	D 24th St - Lochner Design	\$ 2,756,800.00	\$ 2,756,800.00	\$ -	- City pays base cost per Lochner design/estimate and the following assumptions: - Lochner estimate does not separate 24th St and 91st St: - 24th St accounts for 53% of Lochner estimate (24th - 1380 LF; 91st - 1,220) - Lochner estimate does not include utilities: - 100% of Green Ink set water quantities added to Lochner estimate - No dry utilities located along 24th St - City standards and requirements are applied to both designs	7	1382	100%	0%
7	E 24th St - Green Ink Set	\$ 2,997,100.00	\$ 2,756,800.00	\$ 240,300.00	- Costco pays all costs in excess of Lochner design - City standards and requirements are applied to both designs	8	1382	92%	8%
8	F South Lake Stevens Spur	\$ 354,600.00	\$ 336,800.00	\$ 17,800.00	- Costco dedicates the property and pays cost of 24th St/S Lake Stevens intersection improvements - City pays cost of road	9	474	95%	5%
9	G SR9 Intersection - Signalized	\$ 2,838,800.00	\$ 1,419,400.00	\$ 1,419,400.00	- City/Costco cost share 50:50	10		50%	50%
10	H SR9 Intersection - RI/RO/LI	\$ 119,200.00	\$ 59,600.00	\$ 59,600.00	- City/Costco cost share 50:50	11		50%	50%
11	I Storm Water Detention - Sized for Costco Impacts	\$ 486,500.00	\$ -	\$ 486,500.00	- Costco dedicates the land and pays percentage of cost based on percent of facility dedicated to Costco use - City pays for oversizing for future use	12		0%	100%
12	J Storm Water Detention - Green Ink Set	\$ 940,400.00	\$ 453,900.00	\$ 486,500.00	- Costco dedicates the land and pays percentage of cost based on percent of facility dedicated to Costco use - City pays for oversizing for future use	13		48%	52%
13	K Sewer Line - Gravity	\$ -	\$ -	\$ -	- Costco pays 100% - Gravity line directly from Costco to existing pump station in the SW corner at the 91st Ave/20th St intersection - VE Out	14		0%	100%
14	L Sewer Pump Station Upgrade for Added Flows	\$ -	\$ -	\$ -	- Costco pays 100% - City or LSSD to pay for any oversizing for late-comers - VE Out	15		0%	100%
15	M Sewer Line to SR9 "Dry Line"	\$ -	\$ -	\$ -	- City/LSSD pays 100% of development cost - VE Out	16		100%	0%
16	N Private Cost Pump Station	\$ 464,900.00	\$ -	\$ 464,900.00	- Costco pays 100% - City or LSSD to pay for any oversizing	17		0%	100%
17	Costco Preferred Sub-Projects	\$ 9,992,600.00	\$ 6,438,400.00	\$ 3,554,300.00					
18									
19	General Assumptions								
20	1 Unit Costs: Unit costs are primarily based on State Prevailing Wage jobs in the last 12-18 months. There may be a slight decrease in unit prices for private (non-prevailing wage) work.								
21	2 Pavement Section: Pavement section assumes 10" HMA/9" CSBC for SR9 and 3"HMA/6" ATB/6" CSBC for all other road per Lake Stevens standard drawing 2-020.								
22	3 Gravity block walls used for vertical retaining structures								
23	4 Timber resale not accounted for in clearing and grubbing								
24	5 Common utility trench for power, gas, communication								
25	6 Additional survey is needed along SR9 to determine full extent of impacted envelop. Earthwork quantities along SR9 are estimated based on known information.								
26	7 Embankment In Place quantity includes 51,720 CY of excavation for CLS and 8,390 CY of excavation for SR9. The remaining embankment material will be cut material from onsite earthwork.								
27	8 No contingency has been added to these estimates - Costco add desired level of contingency								
28	9 Sales tax, permitting, and right-of-way acquisition are not included in this estimate								
29	10 The following VE items have been eliminated: - Box culvert (Project B) - Gravity/force main sewer system (Projects K & L); replaced with private lift station at Costco for force main directly to the existing PS in the SW corner of 20th/91st intersection (Project N) - Sewer "Dry Line" (Project M)								
30	11 Filterra units only required along the north side of 24th St								
31	12 Earthwork quantities from Due Diligence report								
32	13 Pump station unit pricing (Project N) based on original estimate lift station								
33									
34									
35									



November 20, 2019

City of Lake Stevens Planning & Community Development
PO Box 527
Lake Stevens, WA 98258-0257

RE: Lake Stevens Costco Project, Development Agreement (LUA2019-0178), Binding Site Plan Review (LUA2019-0156), Site Plan Review (LUA2019-0080), Design Review (LUA2019-0081), Planned Action Certification (LUA2019-0082)

Greenlight Engineering has been asked by attorney Karl Anuta to evaluate the transportation related impacts of the proposed Lake Stevens Costco & gas station project.

It should be noted that the review of this project has been challenging as the City of Lake Stevens has combined a Binding Site Plan Review, Development Agreement review, with a Design Review, and with a Site Plan. It is not evident there is SEPA Review addressing transportation impacts. A transportation impact analysis was prepared and included, but it is unclear how this document fits with the four land use actions noticed for public comment. I have reviewed each of the following documents to date:

- “Costco Lake Stevens Traffic Impact Analysis” dated October 26, 2018
- “Lake Stevens Costco Green Ink Set” plans dated February 14, 2019
- “SR 9, MP 13.80 24th Street SE/South Lake Stevens Road Intersection Control Evaluation Draft Report” dated August 2018
- Site Plans dated April 2 & April 4, 2019
- “Site Plan and Design Review Submittal for new Costco Warehouse” narrative dated April 29, 2019
- “Costco Parking Needs Assessment” dated May 6, 2019

Key documents (such as city staff reports and recommendations, WSDOT and Snohomish County staff recommendations, city TIA Guidelines, and the final Intersection Control Evaluation, and potentially other documents, assuming that these documents exist) may not have been made available to the public. This analysis may need to be updated once all the relevant documents are made publicly available by the city.

Education and Experience

I am a Professional Engineer (P.E.) registered and practicing in Washington, Oregon, and Montana. I hold a Bachelor of Science degree in Civil Engineering. I have over 20 years of experience in traffic engineering and transportation planning including evaluating, preparing analyses, and reviewing the transportation impacts of residential, commercial and industrial development.

Executive Summary

- The 20th Street SE Corridor Subarea Plan requires a roadway through this development that is not illustrated as part of the development and precludes its future construction.
- The traffic impact analysis is founded upon an incorrect reading of the city Comprehensive Plan and Municipal Code resulting in an omission of numerous intersections that should be included in the traffic impact analysis.
- The traffic impact analysis study area lacks consistency with some intersections and roadway segments omitted completely from the analysis when the development will add hundreds of vehicles per hour to those intersections.
- The trip generation of Costco and the gas station are not supported by evidence in the written record. In a similar situation in Salem, Oregon, ODOT and the City of Salem requested such evidence to be provided for an application that was ultimately denied.
- The need for the requested parking variance is not based upon evidence in the written record.
- There are many other issues associated with these applications that require further analysis and review.

The Proposed Development is Not Consistent with the 20th Street SE Corridor Subarea Plan

Lake Stevens Municipal Code (“LSMC”) 14.38.010 reads “The City of Lake Stevens has adopted the following subarea plans, as identified on the Official Zoning Map and illustrated in Figure 14.38-I...20th Street SE Corridor Subarea Plan.”

Figure 6.20 (see Appendix A) of the 20th Street SE Corridor Subarea Plan illustrates an extension of 93rd Drive SE as a “new roadway” directly through the subject site. The proposed development does not illustrate and prevents any future extension of 93rd Drive SE in direct conflict with the city's adopted plan. The adopted plan reads “The 20th Street SE Corridor will provide a layered street network that prioritizes various types of travel on different roadways to reflect and emphasize the character of the neighborhood. Figure 6.20, on the following page, illustrates the network.”

Figure 6.20 clearly illustrates an extension of the existing 93rd Drive SE extending through the site to the future 24th Street SE.

Further illustrating the need for this connection, Policy 4.3.2 of the Subarea plan seeks to “Establish standard block lengths to aid in the formation of an effective transportation and circulation grid...”

LSMC 14.38.090 requires “a street network unique to the subareas that emphasizes multi-modal travel and grid connectivity...Block lengths should not exceed 400 feet in length; shopping districts should provide midblock crosswalks to allow additional crossing opportunities.” The site illustrates block lengths that exceed 400 feet and don't illustrate

midblock crosswalks. As noted in the applicant's April, 29, 2019 narrative "...block lengths exceed 400' in some cases..."

LSMC 14.56.080(b) states "All existing and planned streets which the City deems necessary for the completion of the City's transportation system are shown and classified in the City's Transportation Element of the Comprehensive Plan. However, the list of planned streets is nonexhaustive and other streets may be proposed by a permit applicant or department director.

LSMC 14.56.080(c) provides "Any permit application shall be reviewed for conformance with the Transportation Plan. If a planned street is shown to run through or adjacent to a property proposed for development, the proposal must include roadway dedication and improvements which are generally in conformance to the plan and meet the development standards identified in this chapter."

LSMC 14.56.100 reads "Dead-end streets shall be avoided." 93rd Drive SE is currently a dead end street with no turnaround.

The City's Subarea Plan clearly calls for the extension of 93rd Drive SE through the subject site to 24th Street SE. Despite these clear requirements, the applications do not address these requirements in any way.

TIA Presents Incorrect Mobility Standards and Omits Numerous Intersections From the Study Area

The October 26, 2018 "Costco Lake Stevens Traffic Impact Analysis" ("TIA") incorrectly asserts that "The City of Lake Stevens Comprehensive Plan states that the City of Lake Stevens has a citywide LOS standard of LOS E for major and minor arterials and collector roadways. On the 20th Street SE corridor, LOS is determined as an average of **all signalized** intersections from South Lake Stevens Roadway to 79th Ave SE (Farview Dr)" (emphasis added).

In fact, the Comprehensive plan includes that "The city of Lake Stevens has set a citywide standard of LOS E for major and minor arterials and collector roadways. Along the 20th Street SE corridor, LOS is determined as an average of **all intersections** from South Lake Stevens Roadway to Cavalero Road" (emphasis added).

The Comprehensive Plan requires the analysis of all intersections (including unsignalized intersections), not just signalized intersections as incorrectly reported in the TIA.

Furthermore, the TIA omits many intersections that are required to be analyzed per LSMC 14.110.040(b)(1) which requires "For the 20th Street SE Corridor Subarea, this would include all intersections within the defined subarea boundaries of the 20th Street SE Corridor with the exclusion of SR-9 intersections."

In spite of these clear requirements, the TIA is significantly deficient in its treatment of the study area.

Study Area Significantly Lacks Consistency

As illustrated in Figure 11 of the TIA, there are significant inconsistencies with regard to the study area. On the eastern edge of the city, the intersection of Lake Steven Road/20th Street is included in the study area. During the weekday PM peak hour, this intersection is expected to increase by 48 vehicles/hour as a result of the proposed development. On the southern edge of the study area, the southernmost study intersection is SR 9/US 2 EB ramps and is expected to experience an increase of 123 trips/hour. On the western edge of the city, the intersection of 20th Street/79th Avenue is the westernmost intersection studied, with the TIA illustrating an increase of 200 vehicles/hour. The northernmost intersection studied, SR 9/4th Street, is expected to experience an increase of 359 vehicles/hour. A significant amount of traffic is expected to travel further west and north around the City than many of the intersections that were included in the study area. As Figure 11 illustrates, 45% of the overall trip generation of the site is expected to travel north of 20th Avenue, yet only one intersection north of 20th Avenue is included in the study area.

These inconsistencies are unexplained.

WSDOT's Development Services Manual 4.1.05 provides the following:

“WSDOT will typically request that mitigation take the form of either construction of a highway improvement (which often includes the donation/dedication of property for right of way purposes) or contribution of a traffic mitigation payment to a programmed (funded or nearly funded) WSDOT project. On some occasions WSDOT may request both. WSDOT will consider any development that meets or exceeds either or both of the following vehicular trip criteria to have a probable significant adverse impact to the state highway system.

- Fee-based mitigation: Addition of ten (10) or more AM or PM peak-hour vehicle trips to any state highway intersection or segment of state highway for the purpose of determining whether a traffic mitigation payment (pro-rata share) to a planned and/or programmed WSDOT project should be requested.
- Non fee-based mitigation: Addition of twenty five (25) or more AM or PM peak hour vehicle trips to any state highway intersection or access connection for the purpose of determining whether a developer funded, designed, and constructed highway improvement should be requested.”

The development contributes over 350 trips to points north of the SR 9/4th Avenue intersection, or 350 times the threshold for a probable significant adverse impact. However, rather than studying these intersections, these study intersections have inexplicably been omitted from the study area.

The TIA provides that “The 20th Street SE Corridor Subarea Plan EIS recommended a traffic signal at 75th Ave SE and 20th Street to improve side street access to and from 75th Street SE. This improvement is not currently funded and this intersection is not included in the study area for this analysis.”

It is curious that this intersection was not included in the study area for this analysis especially as the development will add approximately 200 trips/hour to this intersection. There are likely several other City of Lake Stevens intersections that are impacted by more than 100 trips/hour that were omitted from the TIA.

It is also curious to note the exclusion of the SR 9/SR 204 and SR 9/Market Street intersections from the study area, which will both be impacted by hundreds of vehicles per hour from the proposed development. The TIA notes on page 18 that WSDOT's SR 9 Corridor Planning Study, dated January 2011, identified needed improvements at SR 9/SR 204 and SR 9/Market Street. There is no evidence that these improvements are funded. Based upon the trip impact from the proposed development, the development will likely have a "significant adverse impact to the state highway system."

An email request for information regarding the City of Lake Stevens traffic impact analysis requirements submitted to City staff has not been returned.

The applicant should be required to expand the TIA study area to adequately address their impacts on the transportation system.

Trip Generation of Costco and Gas Station Not Supported by Evidence

The trip generation presented in the TIA is not based on evidence in the record nor on the industry standard ITE *Trip Generation Manual*. The *Trip Generation Manual* provides trip generation data for the proposed uses which include "Discount Club" (ITE Code #857) and "Gasoline/Service Station" (ITE Code #944), but the TIA instead relies upon a custom trip generation estimate that is not supported by any evidence in the record.

The TIA relies upon a contention that data exists to support the use of alternative trip generation. The TIA refers to and includes a two page memo from Kittelson and Associates that provides a trip generation estimate, but provides none of the background evidence to support its use. This ensures that the trip generation estimate presented cannot be reviewed. By lacking the transparency to evaluate the purported data upon which the TIA is founded, the applicant has created an issue of substantial evidence whereby the applicant clearly does not comply with the industry standard. Rather than relying on the *Trip Generation Manual*, the TIA refers to a supposed abundance of information from other Costco locations but provides none of that data that supports the use of an alternative trip generation estimate or pass-by rate.

A similar approach was taken in a proposed and subsequently denied Salem, Oregon Costco project. In a June 28, 2018 letter, the Oregon Department of Transportation (ODOT) recognized that insufficient data regarding the trip generation of the site had been presented and commented that "[t]his study has not provided the data referenced to produce custom trip generation for the 'Costco Warehouse with Gas Station (30 positions)' This information should be provided for review" (Appendix B). Similarly, in their June 6, 2018 letter, City of Salem staff requested trip generation data by stating "Since the trip generation is estimated from Costco data, please provide some background how it was derived". In that case, rather than provide any data to the record, the applicant continued to provide no data,

instead summarizing their results and claiming its reliability without evidence, and that it had been reviewed and approved by many unnamed jurisdictions. If it indeed has been reviewed and approved by so many jurisdictions, it would seem easy to repackage and provide evidence into the public record for review. However, in that case of that application, it was never provided in the written record. Additionally, if it has indeed been collected for so many years and been independently reviewed by so many reviewers, why has it not been peer reviewed and presented in the *ITE Trip Generation Manual* as other trip generation information has been provided?

If an alternative trip generation is entertained, Chapter 9 of the 3rd Edition of the *ITE Trip Generation Handbook* provides guidelines on how custom trip generation studies should be conducted. Neither the TIA nor the Kittelson memo provide reference to the *Trip Generation Handbook* in their limited description of their methodology for their alternative trip generation, so it is unclear how these trip generation studies were conducted and if it follows the national standard *ITE Trip Generation Handbook*. Given that trip generation rates based on the *ITE Trip Generation Manual* provide data for the proposed use, yet the applicant would prefer to rely on trip generation estimates from other data, it is logical and imperative that the applicant provide this data in order for these applications to be reviewed and approved.

It is important to note the Kittelson memo does not report any weekday PM trip generation rate or any equation or any description about how the trip generation was calculated or could be calculated. Yet, the trip generation presented by Kittelson forms the basis of the TIA and without accurate trip generation data, the TIA is of little use. As no data is provided to prove the adequacy of this trip generation summary, it is not possible for any reviewer to confirm the use of the trip generation estimate presented nor could a reviewer derive trip generation figures for a slightly smaller or slightly larger Costco with or without a gas station as the trip generation provides no numerical evidence or correlations between the size of the structures and/or the number of fueling positions.

The Kittelson memo refers to a weekday PM peak hour pass-by trip rate of 35%, which is used in the TIA. Like the trip generation estimate, the TIA provides no data to support the use of this pass-by rate. Again, the applicant provides no evidence to support their trip generation conclusions.

The Kittelson memo and TIA lack transparency in their key trip generation assumptions which form the basis of the conclusions of the remainder of the TIA. For that reason alone, the TIA should be rejected. There is not substantial evidence to support the use the alternative trip generation or pass-by figures reported in the TIA. The *ITE Trip Generation Manual* provides trip rates for the proposed uses and the *Trip Generation Handbook* allows for the combination of the “Discount Club” and “Gasoline/Service Station.”

Trip Distribution of Costco and Gas Station Not Supported by Evidence

The TIA provides no evidence of the trip generation of the Costco and the gas station separately. It can be assumed that not all Costco patrons visit the gas station and vice versa. However, Figure 11 of the TIA considers a trip distribution that appears to be highly

dependent on whether drivers are accessing the gas station or the Costco store. There is no evidence of how this trip distribution was accomplished as there is no evidence regarding the number of trips the Costco generates versus the trips generated by the gas station.

Pass-by Figures Are Not Possible

Figure 11 illustrates 216 weekday PM peak hour pass-by trips entering/exiting the north access on the extension of 91st Avenue SE. However, Figure 10 of the TIA illustrates only 135 weekday PM peak hour on 91st Avenue SE without the project in place.

The 3rd Edition of the ITE *Trip Generation Handbook* states that “A pass-by trip is made as an intermediate stop on the way from an origin to a primary trip destination without a route diversion. Pass-by trips are attracted from traffic passing the site on an adjacent street or roadway that offers direct access to the generator. **Pass-by trips are not diverted from another roadway not adjacent to the site.**”

In the case of 91st Avenue SE, the TIA illustrates more pass-by trips than the amount of traffic that is expected to be on 91st Avenue SE without the project in place, which is not possible based upon the definition of pass-by trips.

The TIA should be adjusted to portray a pass-by trip scenario that is possible.

Need for Parking Variance Not Established

LSMC 14.38.060(c) includes that “The Director or designee may approve a modification (increase or decrease) of up to 25 percent of the required off-street parking spaces...Increases above the maximum allowed parking standard will be allowed when a traffic/parking study, conducted for a similar use and circumstances, documents that a particular use consistently requires a higher parking standard for the use than allowed.”

Kittelson and Associates, in a memo dated May 6, 2019, recommends that the parking maximum be increased from a maximum of 4.00 stalls per 1,000 square feet of building area to 4.73 parking stalls per 1,000 square feet of building area. Kittelson's recommendation is based solely upon the parking supply rather than the parking demand at the other hand-picked Costco sites. The memorandum fails to provide any evidence that documents that the “particular use consistently requires a higher parking standard.” The applicant have established that some other jurisdictions have allowed a higher rate of parking, yet have not established a need for the City of Lake Stevens standard to be adjusted. While the applicant may desire this level of parking, the applicant has failed to establish that the parking standard must be adjusted based upon the use consistently generating more parking than the standard.

Kittelson argues that the five other sites were chosen as they “are comparable in use and circumstances” but provides no further explanation as to how those selections were made.

In the applicant's April 29, 2019 narrative on this subject, the applicant contends that the parking adjustment is needed “because the size of the Costco warehouse and geographic pull of this regional destination results in customers shopping for extended periods of time resulting in a low turnover of parking stalls.” However, the applicant's TIA indicates that

during the weekday PM peak hour, there are 590 entering trips and 640 exiting trips, illustrating ample turnover with a net reduction in parking demand over the peak hour.

As previously mentioned, the trip generation estimate lacks specifics between the use of the Costco building and the gas station. Not all trips generated by the site will park at the site. However, due to the vagueness of the trip generation information, this figure cannot be determined.

Like with their trip generation estimate, the applicant fails to provide evidence of the parking generation of the site. Despite the city's clear requirements, the applicant fails to provide evidence that supports their requested parking variance.

Parking Areas Fail to Meet Requirements

LSMC 14.38.060(d)(2) requires that "Parking lots that contain 50 or more parking spaces must be divided into smaller individual lots of no more than 50 spaces per lot."

LSMC 14.38.060(d)(4) reads that "Parking areas shall be divided into bays of not more than 10 contiguous parking spaces in a row."

Yet, in reviewing the available site plan, there are several locations that don't comply with these clear and objective standards.

Access to 24th Avenue is Restricted

Per page T-6 of the Transportation Element of the City of Lake Stevens Comprehensive Plan, 24th Avenue SE will be an arterial roadway.

Section 3-101 of the EDDS requires that "Only one (1) full access shall be allowed for every 500 feet of any contiguous parcel ownership or master plan arterial frontage. **In all cases, the number of access locations should be minimized and existing access consolidated if possible**" (emphasis added).

Page 5 of the TIA states that the west access to 24th Avenue SE is "about 425 feet west of SR 9" and the east access is located "about 260 feet west of SR 9."

The TIA presents and promotes only one option: two access points to 24th Avenue SE. The TIA establishes that the use of the easternmost access to 24th Avenue SE will be lightly used. Figure 11 of the TIA labels the west and east accesses incorrectly, but illustrates the eastern access is expected to be used by only 145 westbound right turning vehicles in the weekday PM peak hour with no other expected traffic. There is no evidence that suggests that the western access could not be utilized for this low amount of right turning trips. While the applicant may desire this access, the presence of this access, especially considering its proximity to the SR 9/24th Street/Lake Stevens Road intersection, is less than desirable and not supported by the EDDS.

The eastern site driveway proposes a right-in/right-out configuration. The TIA predicts zero right turns out over the entire weekday PM peak hour. The proposed access introduces

additional conflict points that would not be present if the access was not constructed. Based on the proposed design, eastbound left turns in from 24th Avenue SE into the site would appear feasible given the proposed geometry of the median along 24th Avenue SE and the driveway entry.

Section 3-101 also requires that “Where a property has frontage on more than one roadway, access will generally be limited to the lowest volume roadway where the impacts of a new access will be minimized. Access onto other higher volume roadways may be denied or restricted in the interest of traffic safety or in order to lessen congestion on the higher volume road.”

The proposed development has frontage on 91st Avenue SE, 24th Avenue SE and SR 9. No access is proposed to SR 9. Two accesses are proposed to 91st Avenue SE and two accesses are proposed to 24th Avenue SE. Based upon Figure 12 of the TIA, 24th Avenue SE is anticipated to carry significantly higher traffic volumes than 91st Avenue SE. Additionally, as the 24th Avenue SE corridor is further built out to the west, traffic volumes will further increase on this section of 24th Avenue SE.

Despite these clear requirements, the applicant fails to provide evidence that the proposed access is needed.

Projects Assumed in Place are Not Funded

Page 15 of the TIA indicates that the 24th Street improvements west of SR 9 and the 91st Avenue SE extension from 20th Street SE to 24th Street SE will be under construction in 2019, yet are not fully funded.

On page 16 of the TIA, it is stated that the 24th Street SE and 91st Avenue SE improvements “are assumed to be complete.”

On page 26 of the TIA, it is noted that “For the with-Project analysis a signal is assumed at 79th Ave SE and 20th Street SE.” On page 15, the TIA states that 20th Street SE improvements are not funded.

LSMC 14.110.070 provides:

“Concurrency testing may rely on:

- (1) Capacity provided by fully funded projects, including projects in the current six-year Capital Facilities Plan;
- (2) Projects funded for construction within six years by other agencies or jurisdictions; and
- (3) Improvements under contract as part of other approved development proposals.
- (4) The concurrency testing shall take into account development projects already in the pipeline but not yet completed. Development in the pipeline includes projects that either were vested prior to the adoption of this chapter or have received a certificate of concurrency.”

The WSDOT Design Manual 320.04(4) includes:

“TIAs...shall clearly describe the methodology and process used to develop forecasts in support of a proposed project's analysis. For example, include only those projects that:

- Are on the six-year Transportation Improvement Plan.
- Are fully funded.
- Have entered the environmental review process”

Without projects being fully funded, these projects should not be assumed in place as the projected opening of the development in 2022. As noted in the TIA, these projects are not funded and therefore cannot be assumed to be in place. The TIA should be updated to only rely on projects that are fully funded and re-analyze the street network to assume that projects that are not funded are not constructed.

Proposed Signal Timing Changes

The TIA suggests signal timing optimization at the SR 9/US 2 intersections to address impacts associated with the proposed development. The TIA notes that “There are 160 PM peak hour Project trips forecast through these three intersections...The applicant should negotiate their fair share cost for optimizing the both signals, the [Costco project] impact share at these intersections is 5.4%.”

As noted in WSDOT's Development Services Manual 4.1.05 “Non fee-based mitigation: Addition of twenty five (25) or more AM or PM peak hour vehicle trips to any state highway intersection or access connection for the purpose of determining whether a developer funded, designed, and constructed highway improvement should be requested.”

Based upon this impact, the applicant should be required to implement these improvements rather than pay a “fair share” for this project. Additionally, the TIA provides no evidence that this signal timing project is funded, feasible and would otherwise be completed by WSDOT nor whether WSDOT even supports this mitigation.

Per the WSDOT Design Manual 320.10(1)(e)(4), the TIA must include “Defined responsibilities for implementing mitigation measures” The TIA provides no definition of what entity will complete these suggested and unplanned improvements.

Per the WSDOT Design Manual 320.10(1)(e)(5), the TIA must include “Cost estimates for mitigation measures and financing plan” The TIA provides no cost estimate or financing plan for the suggested improvements.

If these improvements are not constructed, then the TIA illustrates that the intersections will not operate adequately.

Safety Analysis Is Not Compliant With WSDOT Requirements

WSDOT Design Manual 320.10(1)(d)(7) calls for a TIA to include a “Safety performance analysis (see Chapter 321 and the Traffic Analysis Procedures Manual).” Section 3210.10 defines the “Minimum Contents” of a TIA.

WSDOT Design Manual 321.04 states “Use the procedures described in the WSDOT Safety Analysis Guide when performing a safety analysis.”

The WSDOT Safety Analysis Guide requires a TIA to:

“Analyze the segments and intersections with the HSM predictive method described in the applicable chapter (Chapter 10, 11, 12, 18, or 19). If the HSM predictive method cannot be used, the observed crash history can be used along with CMFs. Perform a human factors review of the feasible alternatives and document a review of the fatal and serious injury crashes, and any crashes involving pedestrians or bicyclists. Define mitigation strategies to address changes in safety performance.”

The HSM predictive method involves evaluating the “existing safety performance of different intersections or segments in comparison to similar facilities. There are three scenarios: location with similar crash performance, location with more crashes than similar locations, and location with fewer crashes than similar locations.”

The TIA does not utilize the HSM predictive method nor does it utilize CMFs (Crash Modification Factors).

Per the WSDOT Design Manual 320.10(1)(e)(2), safety analysis also must include “Predicted safety performance with and without mitigation measures.”

Despite these clear requirements, the TIA provides no safety analysis of any of the proposed mitigation measures.

Mini-Roundabout at US 2/Bunk Foss Road

The TIA states that “With the [Costco project], the stop controlled northbound approach of the US 2 westbound off-ramp at Bunk Foss Road is forecast to operate at LOS E...with the a mini-roundabout replace (sic) the existing traffic control, the intersection is forecast to operate at LOS B...A mini-roundabout at the off-ramp is estimated to cost \$150,000 and the Applicant's share for Project impacts (3.2%) is estimated at \$4,800.”

Figure 11 of the TIA illustrates that the proposed development will add 37 weekday PM peak hour trips to this intersection.

Based upon this impact, the applicant should be required to implement this project improvement rather than pay a “fair share” for this project. Additionally, the TIA provides no evidence that this mini-roundabout project is funded, feasible, and would otherwise be completed by WSDOT or Snohomish County nor whether WSDOT and the county even support this mitigation.

Per the WSDOT Design Manual 320.10(1)(e)(4), the TIA must include “Defined responsibilities for implementing mitigation measures” The TIA provides no definition of what entity will complete this suggested and unplanned improvement.

Per the WSDOT Design Manual 320.10(1)(e)(5), the TIA must include “Cost estimates for mitigation measures and financing plan” The TIA provides no detailed, verifiable cost estimate or financing plan for the suggested improvement.

If this improvement is not constructed, then the TIA illustrates that the intersection will not operate adequately.

Proposed Traffic Signal at 24th Street/Lake Stevens Road/Site Access Not Evaluated for Traffic Signal Warrants

The TIA recommends the installation of a traffic signal at the intersection of 24th Street/Lake Stevens Road/Site Access. The *Manual on Uniform Traffic Control Devices (MUTCD)* requires that “[a]n engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the location shall be performed to determine whether installation of a traffic control signal is justified at a particular location.” The *MUTCD* is the national standard for traffic control. Furthermore, the *MUTCD* provides:

“The investigation of the need for a traffic control signal shall include an analysis of factors related to the existing operation and safety at the study location and the potential to improve these conditions, and the applicable factors contained in the following traffic signal warrants:

- Warrant 1, Eight-Hour Vehicular Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 3, Peak Hour
- Warrant 4, Pedestrian Volume
- Warrant 5, School Crossing
- Warrant 6, Coordinated Signal System
- Warrant 7, Crash Experience
- Warrant 8, Roadway Network
- Warrant 9, Intersection Near a Grade Crossing”

The *MUTCD* also requires that “[a] traffic control signal should not be installed unless an engineering study indicates that installing a traffic control signal will improve the overall safety and/or operation of the intersection.” The state of Washington has adopted the *MUTCD*.

However, the TIA offers no traffic signal warrant analysis of the proposed traffic signal controlled intersection. It should be noted that there are potential liability issues in approving a traffic signal at a location that is not supported by an engineering study that establishes the need for a traffic signal. However, the applicant continues to propose a traffic signal that may not even be minimally warranted

SimTraffic Calibration

The WSDOT Design Manual 320.6(2) requires “For existing networks, calibrate models to existing conditions.”

The WSDOT Traffic Analysis Guidebook states that “No results of SimTraffic are acceptable unless calibration has been demonstrated.”

Per the WSDOT Design Manual 320.10(1)(f), the TIA must “provide a copy of the Confidence and Calibration Report” if microsimulation such as SimTraffic is used in the analysis. The TIA includes no such report.

The TIA lacks information regarding the calibration, if any, that was completed as part of the analysis. In fact, the TIA lacks any statements that their models have been calibrated at all. The TIA analyzes several WSDOT intersections with no information provided regarding the calibration of their model.

Disregarding these requirements, the TIA offers no information regarding these requirements.

Proposed 91st Avenue Accesses Should be Reviewed for Entering Sight Distance

Section 2-105 of the City of Lake Stevens *Engineering Design and Development Standards* (“EDDS”) states that “Entering sight distance applies on driveways and on streets intersections as set forth in Sections 2-103. Specific ESD values for required design speeds are also listed...”

Section 2-103 contains Table 2-5 which includes the entering sight distance standards as illustrated below.

Table 2-5: Arterial Streets and Commercial Access Streets Design Values

Design Speed (mph)	30	35	40
Horizontal Curvature (Ft.)	300	454	667
Stopping Sight Distance (Ft.)	200	250	305
Entering Sight Distance (Ft.)	375	470	575
Passing Sight Distance (Ft.) for a 2-Lane Road	1,100	1,300	1,500

LSMC 14.56.050 requires that “All driveway entrances and other openings onto streets within the City's planning jurisdiction shall be constructed so that...Vehicles can enter and exit from the lot in question without posing any substantial danger...Specifications for driveway entrances and driveway cuts are set forth in the...EDDS...”

The TIA does not address stopping sight distance or entering sight distance requirements, a key component of safety and atypical to not include in a TIA.

The “Lake Stevens Costco Green Ink Set” plans dated February 14, 2019 and prepared by DOWL, illustrate the proposed 91st Avenue SE improvements. The plans illustrate a significant grade difference between the proposed north site access to the site and the

adjacent land along the northwest portion of the subject property. Additionally, the design illustrates a horizontal curve within 91st Avenue SE. With these two factors working against each other, there may be entering sight distance limitations at the north site access. The applications do not include information on the design speed of 91st Avenue. However, Table 2-3 of the EDDS provides that the design speed of minor arterials is 30-40 MPH. Therefore, entering sight distance standards vary from 375 to 575 feet per Table 2-5.

The TIA should be updated to include a discussion on the sight distance of the proposed site accesses.

20th Avenue/91st Avenue Intersection Should be Evaluated for Eastbound Right Turn Lane

EDDS 3-107 reads that “The need for left turn, right turn, acceleration and deceleration lanes will be determined in conjunction with development proposals on a case by case basis. Evaluation by the Public Works Director or designee may require submittal of traffic data by the Applicant/Developer.”

The TIA illustrates that the eastbound right turn weekday PM peak hour volume will increase from 0 under existing conditions to 176 at the intersection of 20th Avenue/91st Avenue with the proposed project. However, the TIA provides no evaluation for the need for an eastbound right turn lane.

TIA is Unclear Regarding What Improvements Will be Constructed at SR 9/24th Street Intersection

Page 1 of the TIA states that “a multilane roundabout will be in-place at the SR 9 intersection with 24th Street SE and South Lake Stevens Road.” Later on that same page, the TIA states “Vehicle queues on 24th Street SE are not forecast to impede traffic flow between the signalized intersections at SR 9 and at [24th Street/Lake Stevens Road/Site access intersection].” The TIA is unclear in what was analyzed and proposed for mitigation at the SR 9/24th Street intersection.

The TIA reads that “The ICE report concluded that a signal is the preferred intersection control to support the goals of the 20th Street SE Corridor Subarea Plan and future WSDOT plan for SR 9.” The TIA goes on to analyze only the roundabout option and does not study the traffic signal option at the SR 9/24th Street intersection.

The TIA should be updated to be clear about what improvements will be provided at the intersection.

Analysis Not Based Upon Most Recent Version of the Highway Capacity Manual

The traffic operations analysis is based upon the 2010 Highway Capacity Manual. The 6th Edition of the Highway Capacity Manual was published in 2016 (well prior to the date of the TIA) with significant changes from the HCM 2010. All of the analysis should be updated to be based upon the most recent version of the Highway Capacity Manual.

WSDOT Design Manual 320.05 requires that "The quality and level of service for state-owned and state-interest facilities shall be based upon MOEs that support the project purpose and need. They shall also be developed and presented in accordance with the latest versions of the Highway Capacity Manual (HCM)."

Despite these requirements, the TIA relies on the out of date manual.

Intersection Control Evaluation Report

The following pertains to our review of the August 2018 "SR 9, MP 13.80 24th Street SE/South Lake Stevens Road Intersection Control Evaluation Draft Report" ("ICE report"). A final report has not been provided to us at this time.

The WSDOT Design Manual 320.05 says, "The quality and level of service for state-owned and state-interest facilities shall be based upon MOEs that support the project purpose and need. They shall also be developed and presented in accordance with the latest versions of the Highway Capacity Manual (HCM)."

As mentioned previously, the analysis should have been performed using Highway Capacity Manual 6th Edition instead of the Highway Capacity Manual 2010.

The ICE report fails to establish if the analysis is based upon post-processed March 2018 traffic volumes to 2040 volumes in accordance with NCHRP Report 765: Analytical Travel Forecasting Approaches.

As evidenced in Tables 10, 17, 24, and 32 of the report, the ICE report does not follow WSDOT Design Manual Subsection 1310 on storage lengths. The report includes the deceleration lengths which artificially increases the storage lengths for the left turn and right turn lanes. The ICE report may misreport the queue is not exceeding the storage when the queue is actually exceeds the storage. Exhibit 1310-10d of the WSDOT Design Manual provides additional information.

The ICE report appendices show no supporting output sheets for LOS, queuing, and travel time. The appendices also do not show the number of Vissim model runs, the result of those model runs, and the averaging of those runs. WSDOT Vissim Protocol requires "...the document must contain in the Appendix the detailed results from the Vissim analysis."

The ICE report relies on Vissim to analyze Alternative B. According to the WSDOT Traffic Analysis Guide, Vissim can only be used when Sidra cannot be used with locations involving roundabouts. The ICE report fails to provide a justification why Sidra was not utilized in analyzing the roundabout alternative.

Again, the analysis fails to meet the minimum requirements.

Other Issues

Page 11 of TIA indicates that the existing traffic signal timing was utilized in the analysis. However, those traffic signal timing parameters are not included in the record.

The TIS analyzes the intersection of 20th Street/83rd Avenue with a shared northbound left/through lane and a separated northbound right turn lane. The intersection is actually configured with a separated northbound left and shared northbound through/right lane.

The TIA reads that “For this analysis a 2.5% annual growth rate was applied to the existing traffic volume to forecast future volumes without the project.” This growth rate is not based upon any evidence in the record.

The TIA states that “A scoping memorandum was prepared to (sic) the City of Lake Stevens on February 20, 2018. Additional feedback from the City of Stevens was received on September 13 and 27, 2018...” This scoping memorandum and this feedback does not appear to be included in the written record and cannot be reviewed.

Conclusion

There are numerous errors and omissions included within the TIA and associated documents that are in clear violation of the LSMC, the Comprehensive Plan, WSDOT requirements and industry standards.

For these reasons, the applications should be denied.

Should you have any questions, please contact me at rick@greenlightengineering.com or 503-317-4559.

Sincerely,

Rick Nys

Rick Nys, P.E.
Principal Traffic Engineer



Appendix A

Excerpt of 20th Street SE Corridor Subarea Plan

SEPTEMBER 2012



Figure 6.20 Layered street network

Appendix B

***ODOT Comments on Salem Costco & Gas Station Project
Regarding Trip Generation Estimate
June 28, 2018***



Oregon

Kate Brown, Governor

Department of Transportation

Region 2 Tech Center

455 Airport Road SE, Building A
Salem, Oregon 97301-5397
Telephone (503) 986-2990
Fax (503) 986-2839

DATE: June 28, 2018

TO: Casey Knecht, PE
Region 2 Development Review Coordinator

FROM: 
Keith P. Blair, PE
Region 2 Senior Transportation Analyst

SUBJECT: Kuebler Gateway Shopping Center (Salem) – Outright Use
TIA Review Comments

ODOT Region 2 Traffic has completed our review of the submitted traffic impact analysis (dated May 31, 2018) to address traffic impacts due to development of a Costco warehouse, fuel station, and four retail building (approximately 21,000 square-feet) on the southwest quadrant of the Kuebler Boulevard/27th Avenue intersection in the city of Salem, with respect to consistency and compliance with current versions of ODOT's *Analysis Procedures Manual (APM)*. Both versions of the *APM* were most recently updated in January 2018. Current versions are consistently published online at: <http://www.oregon.gov/ODOT/TD/TP/Pages/APM.aspx>. As a result, we submit the following comments for the City's consideration:

Analysis items to note:

- This study has utilized unsignalized intersection methodology from the Highway Capacity Manual (HCM) 2000. HCM 2000 methodology for unsignalized intersections are outdated and the current version of the HCM (6th Edition, 2017) should have rather been utilized for unsignalized intersections.
- Region Traffic assumes all land uses and densities offered under the current zoning are consistent with the City's code as cited in the report.
- The study did not utilize the most recent complete crash data available as data up to December 31, 2016 has been available.

Recommended analysis items to be addressed:

1. The study utilized traffic counts from December 2017, during a period of the year when volumes are lowest, and did not apply any seasonal adjustment. ODOT's analysis procedures specify use of the 30th highest hour volume (30HV) of the year for analyses of ODOT facilities as the Oregon Highway Plan (OHP) mobility targets are specifically defined to be compared to the 30HV. As a result, the conditions at the I-5 terminal signalized intersections have not been accurately compared to the OHP mobility targets. Either new counts conducted during the peak travel months

for I-5 near Kuebler (June-August) should be collected and analyzed or an appropriate seasonal adjustment should be applied for movements at these intersections. This will have an effect on the operational analysis results and will likely have an effect on the conclusions of the study as the I-5 SB Ramp/Kuebler Blvd intersection is right at the mobility target of 0.85 with the proposed land uses and this intersection has been under analyzed.

2. This study has not provided the data referenced to produce the custom trip generation for the "Costco Warehouse with Gas Station (30 positions)". This information should be provided for review.
3. The study utilized the weighted average rate method of trip generation for one situation where the fitted curve equation method is instead recommended, per the *Institute of Transportation Engineers (ITE)*. The proposed trip generation for "Shopping Center" (ITE land use code 820) in Table 5 has used the weighted average rate method to generate 897 daily, 78 weekday PM peak hour, and 101 Saturday midday peak hour trips. However, per Section 4.4 of the current *ITE Trip Generation Handbook* (3rd Edition, August 2014), the fitted curve equation method is recommended for the proposed size of this land use code. Therefore, the fitted curve equation method, which generates 2,080 daily, 171 weekday PM peak hour, and 180 Saturday midday peak hour trips should instead be utilized. Following reanalysis, all affected tables and figures should be updated as appropriate.
4. The limited queuing analysis prepared appears to have been developed using Synchro which is acceptable for isolated intersections. However, ODOT recommends simulation-based queuing analyses (such as SimTraffic) where intersections are closely spaced, such as in this study, per Chapter 8 of Version 1 of the *APM*. Further, the provided queuing reports identifies "95th percentile volume exceeds capacity, queue may be longer" for multiple movements. This is another indication that a simulation-based queuing analysis is appropriate. We recommend a simulation-based queuing analysis be conducted.

Proposed mitigation comments:

5. ODOT maintains jurisdiction of the Pacific Highway No. 1 (I-5) and ODOT approval shall be required for all proposed mitigation measures to this facility. No mitigation measures to ODOT facilities have been proposed. However, this conclusion may not be appropriate as the I-5 SB Ramp/Kuebler Blvd intersection is right at the mobility target of 0.85 with the proposed zoning and this intersection has been under analyzed, per comment #1 above.
6. This study has assumed many improvements, listed on pages 11 and 12 of the study, will have been installed prior to the analysis year (2019). However, Region Traffic does not recommended assuming these improvements will have been built by the analysis year unless they are currently funded projects. If the City does not identify these projects as currently funded or reasonably likely to occur, the study should also include scenarios without these improvements and specifically address how operations at all intersections will be affected if these improvements have not been installed by the analysis year.

Thank you for the opportunity to review this traffic impact analysis. As the analysis files were not provided, Region 2 Traffic has only reviewed the submitted report. It is likely comments #1 and #3 will have an effect on the operational analysis results which may be significant enough to have an effect on the conclusions of the study. If the City determines any of the above comments will merit the need for reanalysis, we are willing and able to assist with an additional round of review. If there are any questions regarding these comments, please contact me at (503) 986-2857 or Keith.P.Blair@odot.state.or.us.



Snohomish County

Public Works

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Everett, WA 98201-4046
(425) 388-3488
www.snoco.org

Dave Somers
County Executive

November 20, 2019

Gene Brazel
City Administrator
City of Lake Stevens
P.O. Box 257

Lake Stevens, WA 98258-0257

RECEIVED

NOV 21 2019

CITY OF LAKE STEVENS

Dear Gene:

The City of Lake Stevens has proposed a new City street, 24th Street SE, extending westerly from State Route 9 (SR9) from the location of the current intersection of SR9 and South Lake Stevens Road. To accommodate this new City street, the City proposes to close a short section of South Lake Stevens Road on the west side of SR9. South Lake Stevens Road will be realigned to intersect with the new 24th Street SE at a new signalized intersection,

South Lake Stevens Road is an important County arterial that functions as an alternative to SR 9 and 20th Street SE. In particular, it provides necessary capacity in the AM peak hour when these other two routes have significant queuing in the peak direction. To accommodate its arterial function, the realignment of South Lake Stevens Road must provide a continuous through route to its new intersection with 24th Street SE. South Lake Stevens Road should not turn at ninety degrees at the City limit line as originally proposed by the City.

The County has provided the City with an S-Curve alignment which is designed for a 25 mph speed limit. The alignment is shown on the attached. The County supports realignment of South Lake Stevens Road by the City utilizing the S-Curve alignment, a posted speed limit of 25 mph and intersection with 24th Street SE at a signalized intersection. As agreed, the S-Curve alignment will provide two travel lanes and shoulders on both sides, with at least one being wide enough for comfortable use by pedestrians. The new signalized intersection would be separated approximately 425 feet from the future roundabout proposed at the intersection of 24th Street SE with SR9 to adequately accommodate traffic queues.

Thank you for working with us to reach agreement on an alignment of South Lake Stevens Road that meets County and City needs.

Sincerely,

Steven E. Thomsen, P.E.
Public Works Director

From: [Scott Dorsey](#)
To: [Russell Wright](#)
Subject: Costco & 20th Street comp plan
Date: Friday, November 22, 2019 8:20:01 AM

Thank you for taking the time to consider my comment,

My family has lived in Lake Stevens for over 5 decades and clearly has seen a significant change in the demographics of this community. With these changes come the need for sustainable growth.

The pending expansion of a Costco store along with commercial development along the 20th Street corridor is a wise investment in the future of Lake Stevens.

We need local jobs that provide our citizens opportunity to live and work in our community. We need opportunity to shop in our community. The SR2 trestle is overloaded and with the recent passage of Eyman's initiative hope for expansion of the trestle just got eliminated.

We need local solutions and your plan provides those solutions. I have not even addressed the benefit of local dollars being spent in our community. The benefit of taxes collected that support our infrastructure cannot be overlooked. Please move forward with a reasonable development of both Costco and a commercial corridor along 20 St. S.E.

Respectfully,
Scott Dorsey
Lake Stevens
--
Scott Dorsey



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 26, 2019

Subject: Surplus of Real Property

Contact Russ Wright
Person/Department: Community Development Director

Budget Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2019-19, a resolution authorizing the City Council to surplus real property and authorizing the Mayor or designee to convey or sell real property pursuant to Chapter 2.98 LSMC. This Resolution supersedes Resolution 2019-11.

SUMMARY/BACKGROUND:

The city acquired property commonly known as the Ridgeline property through a property trade in May 2017. The Ridgeline property contains two parcels totaling approximately 13.33 acres (580,655 square feet). The Ridgeline parcels are listed in Exhibit A and depicted in Exhibit B of the resolution. The City Council approved Resolution 2019-11, on June 11, 2019, to surplus portions of real property owned by the city along the 20th Street SE Corridor commonly known as the Ridgeline property.

Resolution 2019-19 will supersede and replace Resolution 201-11. The revised resolution would surplus the entirety of the properties commonly known as the Ridgeline properties (Parcel numbers 00457000002102 and 00457000002201). This resolution finds that the Ridgeline property would be put to a higher or better use for the community at large by a negotiated sale for commercial purposes under the terms of a development agreement being negotiated by Costco and City of Lake Stevens.

Lake Stevens Municipal Code (LSMC) 2.98.010 authorizes the City Council to surplus real property when it is not needed for some present or future municipal use and if it can be sold for a reasonable return.

APPLICABLE CITY POLICIES: Chapter 2.98 LSMC

BUDGET IMPACT: Revenue from the sale will be used to construct infrastructure improvements identified in the 20th Street SE Corridor Subarea Plan.

ATTACHMENTS:

Attachment 1: Resolution 2019-19

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2019-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS SUPERSEDING AND REPLACING RESOLUTION 2019-11, MAKING THE DETERMINATION THAT CERTAIN CITY-OWNED REAL PROPERTY WOULD BE PUT TO A HIGHER OR BETTER USE FOR THE COMMUNITY AT LARGE BY A NEGOTIATED SALE TO COSTCO WHOLESALE CORPORATION FOR THE PURPOSES DESCRIBED IN AN APPROVED DEVELOPMENT AGREEMENT, AND THEREFORE SUPRLUS PUSUANT TO CH. 2.98 OF THE LAKE STEVENS MUNICIPAL CODE (LSMC)

WHEREAS, certain undeveloped real property described in Exhibit A and depicted in Exhibit B to this resolution (“the Surplus Property”) is owned by the City; and

WHEREAS, a Development Agreement between the Costco Wholesale Corporation and the City of Lake Stevens providing for the development of the Surplus Property in aggregation with other privately-owned real property is in the process of negotiation and approval following public hearing; and

WHEREAS, the development of the Surplus Property for the purposes and uses described in the proposed Development Agreement will implement comprehensive planning, improve the City’s transportation system; increase the City sales tax base and provide citizens with a local Costco Wholesale Store offering needed goods and services for their benefit and convenience; and

WHEREAS the City by professional appraisal has determined the approximate fair market value for the Surplus Property for purposes of sale to Costco; and

WHEREAS the determination that the property is surplus if purchased and developed as provided for in a negotiated Development Agreement between Costco and the City is necessary for approval of the Development Agreement and negotiation of a Purchase and Sale Agreement; and

WHEREAS this resolution constitutes the determination that the Surplus Property is surplus as required by Chapter 2.98 LSMC; and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. Surplus Property Determination. The City Council adopts the recitals above as findings and makes hereby its determination to Council approval of the Development

Agreement between Costco Wholesale Corporation and the City described above, that the real property described in Exhibit A and depicted in Exhibit B hereto is surplus property as defined in section 2.98.010 LSMC.

Section 2. Further Authority. The Mayor or designee may negotiate and approve a Purchase and Sale Agreement between Costco Wholesale Corporation and the City of Lake Stevens as provided for in the approved Development Agreement.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by majority vote of the Lake Stevens City Council in open meeting this 26th day of November 2019.

John Spencer, Mayor

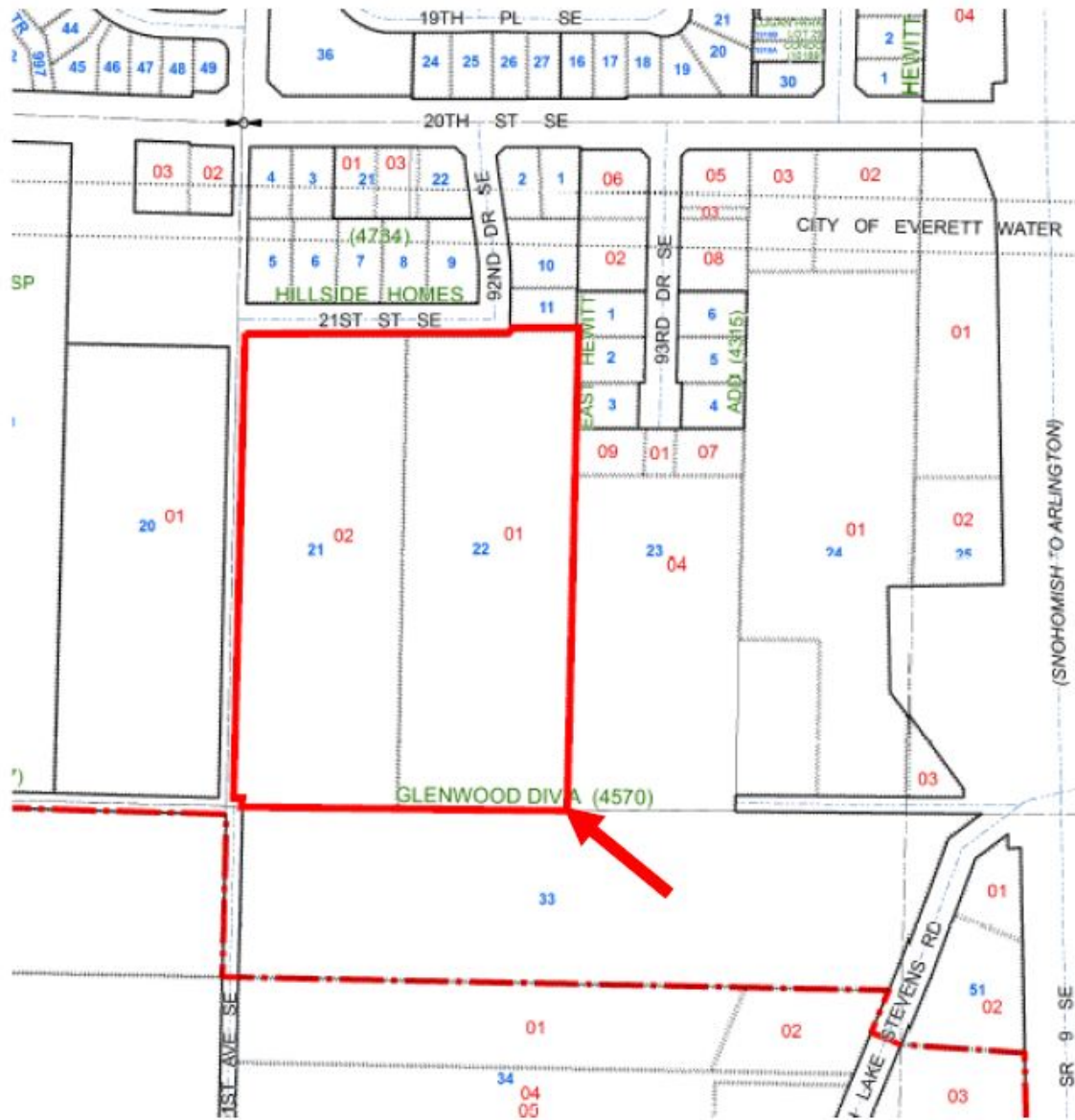
ATTEST:

Kathy Pugh, City Clerk

EXHIBIT A

List of properties or portions of properties identified by parcel number under the legal ownership of the City of Lake Stevens: 00457000002102 and 00457000002201.

Exhibit B: Ridgeline property map



City Property - Parcel Map