



[Zoom mtg](#)

## Doc2

Planning Commission Meeting:

First Wednesday of every Month @ 7:00pm

Planning & Community Development Department

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

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

## Municipal Code

Available online:

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

- **CALL TO ORDER 7:00pm**  
Pledge of Allegiance
- **ROLL CALL**
- **GUEST BUSINESS**
- **ACTION ITEMS**
  1. Approve minutes for 11-18-2020
- **DISCUSSION ITEMS**

1. SEPA Updates	Sr. Planner Place
2. 2021 Work Program	Director Wright
- **COMMISSIONER REPORTS**
- **PLANNING DIRECTOR'S REPORT**
- **ADJOURN**

## **SPECIAL NEEDS**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact City of Lake Stevens ADA Coordinator, at (425) 622-9419 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.*

# **PLANNING COMMISSION AGENDA**

**Regular Meeting Date: 12/2/2020**

**BY REMOTE PARTICIPATION ONLY**

**JOIN MEETING HERE** <https://us02web.zoom.us/j/86324791720>

**Call in: 253 215 8782**  
**Meeting ID: 863 2479 1720**

**PLANNING COMMISSION REGULAR MEETING MINUTES**

Remote Participation

Wednesday, November 18, 2020

CALL TO ORDER: 7:00 pm by Chair Jennifer Davis

MEMBERS PRESENT: Janice Huxford, Vicki Oslund, Linda Hoult, John Cronin, Todd Welch and Mike Duerr

MEMBERS ABSENT: None

STAFF PRESENT: Community Development Director Russ Wright, Senior Planner Dave Levitan, Assistant Planner Needham and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmembers Gary Petershagen and Mary Dickenson

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Chair Davis called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Roll Call:** All present

**Guest business:** None

**Approval of Minutes:** Motion by Commissioner Welch, to approve the minutes for 10-21-2020 meeting with one amendment, seconded by Commissioner Hoult, to (7-0-0-0).

**Public Meeting:**

Commissioner Welch made a motion to open the Public Hearing for the 2020 Comprehensive Plan Update, Commissioner Hoult seconded. Senior Planner Dave Levitan reviewed the annual docket process. He reported the City Council had been briefed on the proposed changes in March. There are five text changes and three city-initiated map amendments.

Commissioner Welch asked if High Intensity on Waterfront Residential was included in this update. Director Wright said it wasn't and will be revisited at the next Shoreline Master Plan update. Commissioner Huxford inquired if the work the Waterfront Task Force will be negated in this process. Director Wright assured her that the work that was done will be implemented in the Shoreline Master Plan update. Commissioner Huxford asked about the Southwest Annexation and if it is assumed that it is moving forward. She asked if there was another public meeting scheduled for the people who will be annexed. Senior Planner Levitan said there is one scheduled for December 9<sup>th</sup> at 6:30. Post cards are being mailed and Facebook will be used to notify residents. Ms. Huxford asked for an update on the Light Industrial zoning push to encourage more manufacturing with higher income wages from the last Comprehensive Plan update. Director Wright said he didn't have current statistics to share, but Mayor Gailey asked staff to bring forward a subarea plan in 2021 to focus on employment opportunities in this area. Commissioner Cronin asked if there were any comments from property owners near the boat launch. Planner Levitan said he had not received any. The comments he received on property designations were in the 20<sup>th</sup> St SE area.

Chair Davis asked if there was any public comment and there was none.

After a discussion amongst the Planning Commissioners, all members were ready to approve the 2020 Docket items and forward a recommendation to City Council to approve. Commissioner Welch made a motion to approve the recommendation to approve with one correction to strike out Shoreline Master Program update. Commissioner Hoult seconded. The motion passed (7-0-0-0).

Chair Davis closed the Hearing.

**Discussion items:**

Permissible Use Table:

Assistant Planner Jill Needham gave a briefing on the Permissible Use Chart that is used to determine allowable uses in different zones within the city. Planner Needham gave some examples of how the proposed streamlined process will reduce redundancies.

Commissioner Welch suggested we reach out to the building community for additional input. Commissioner Hoult asked how outreach will be handled. Senior Planner Levitan said it will be on the City website and through the Chamber of Commerce. Commissioner Cronin is supportive of the changes and sees the permitting streamlining as a good balance between administrative and public process.

**Commissioner Reports:**

Commissioner Welch thanked the staff for the hard work they've done in preparing the docket changes. Commissioner Cronin reported the Lake Stevens batting cages have been named The Bert Cronin Batting Cages. Commissioner Huxford reported the Ken Waller family has asked to dedicate one of the benches at the Mill to him.

**Director's Report:** Community Development Wright reported there will be one more Planning Commission for the year that will include 2021 Work Program and SEPA update briefing, and a joint meeting with the City Council on December 15. The City is holding a Winter Market on December 5<sup>th</sup> at North Cove Park. He also let the Commission know that the Costco Appeal had been dismissed.

**MOTION:** Moved by Commissioner Welch, seconded by Commissioner Hoult to adjourn the meeting at 8:20 p.m. The motion carried (7-0-0-0).

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Jennie Fenrich, Planning Commission Clerk



Staff Report  
Lake Stevens Planning Commission

Planning Commission Briefing

Date: December 2, 2020

Subject: **Amendments to the City of Lake Stevens SEPA exemption regulations**

Contact Person/Department: Melissa Place, Senior Planner

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**SUMMARY:**

The consideration of two proposed amendments to the City of Lake Stevens SEPA regulations to:

1. Increase the flexible thresholds for categorical exemptions for minor construction.

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**ACTION REQUESTED OF PLANNING COMMISSION:**

This is an informational briefing and no action is requested at this time.

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**INTRODUCTION:**

The purpose of this briefing is to discuss proposed amendments to the city's State Environmental Policy Act (SEPA) categorical exemptions. These amendments would increase exemption thresholds for minor new construction projects from SEPA review.

**DISCUSSION:**

City staff first briefed the Planning Commission on this topic on October 21, 2020. The Planning Commission had questions on the city's existing regulations regarding stormwater, steep slopes, surface water, and infill within the shoreline. The Commission generally concurred with staff's proposed exemption threshold levels for minor construction. Based on the Commission's input, city staff has drafted code that raises the exemption thresholds as set forth in **Attachment 1** below.

Jurisdictions that raise exemption levels must meet certain procedural requirements as set forth in WAC 197-11-800(1)(c). How the city intends to meet those requirements has been described in red text below each procedural requirement as shown in **Attachment 2**.

To address the requirement that environmental analysis, protection and mitigation for impacts to elements of the environment have been adequately addressed, staff has analyzed the regulations and created a table (**Attachment 3**) summarizing the existing local, state and federal regulations which address SEPA elements of the environment. Through this analysis, staff did identify areas of our existing code where city regulations may be augmented simultaneously with another code amendment.

The City of Lake Stevens' development regulations are up to date and based on best available science. Specifically, revised land disturbance regulations including the protection of cultural resources were adopted in 2018, revised stormwater regulations were adopted in 2018, revised critical areas regulations were adopted in 2019, revised shoreline regulations were adopted in 2019, and updated flood regulations were adopted in 2020.

With the city's development regulations up to date, the categorical SEPA exemptions created by this amendment will not result in environmental impacts that will not otherwise be addressed by

applicable state or federal regulations. Requiring SEPA review is a redundant process except for unusual and exceptional projects. The proposed code amendment is intended to streamline regulatory processes for minor construction projects while maintaining existing levels of environmental protection.

**NEXT STEPS:**

Staff will be briefing the City Council on this proposed code amendment at the joint meeting on December 15, 2020. After the briefings with both the Planning Commission and City Council, staff intends to bring the possible infill exemption discussion back before the Planning Commission in January 2021. Staff is tentatively looking to apply SEPA infill exemptions to the Hartford Industrial area and anywhere within the city that qualifies as infill, per the city's recently adopted infill regulations pursuant to LSMC 14.46.

Staff will then provide a sixty-day notice and opportunity to comment to affected tribes, agencies with expertise, affected jurisdictions, the department of ecology, department of commerce, and the public. The Planning Commission may then hold a public hearing on the proposed code and forward a recommendation to the City Council. Staff will provide a draft ordinance and draft findings and conclusions for the Planning Commission public hearing.

Based on the above, staff is tentatively planning on holding the public hearing before the Planning Commission in Spring 2021. Additional changes to the code or schedule may be forthcoming based on agency review and public comment.

**Attachments:**

1. Draft Code
2. Process in Order to Raise the Exemption Levels – WAC 197-11-800(1)(c)
3. SEPA Element Table of Regulations

# ATTACHMENT 1

## 16.04.045 Categorical Exemptions and Threshold Determinations.

This section contains information for deciding whether a proposal has a probable significant, adverse environmental impact, requiring an environmental impact statement (EIS) to be prepared. This section also contains rules for evaluating the impacts of proposals not requiring an EIS. The City adopts the following sections of Chapter [197-11](#) WAC by reference:

- [197-11-300](#) Purpose of this part.
- [197-11-305](#) Categorical exemptions.
- [197-11-310](#) Threshold determination required.
- [197-11-315](#) Environmental checklist.
- [197-11-330](#) Threshold determination process.
- [197-11-335](#) Additional information.
- [197-11-340](#) Determination of nonsignificance (DNS).
- [197-11-350](#) Mitigated DNS.
- [197-11-355](#) Optional DNS process.
- [197-11-360](#) Determination of significance (DS)/invitation of scoping.
- [197-11-390](#) Effect of threshold determination.

(Ord. 870, Sec. 2 (Exh. 1), 2012)

## 16.04.050 Categorical Exemptions.

(a) The City adopts by reference the following sections of Chapter [197-11](#) WAC regarding categorical exemptions:

- [197-11-800](#) Categorical exemptions ~~-(except as otherwise established below)~~.
- [197-11-880](#) Emergencies.
- [197-11-890](#) Petitioning Department of Ecology to change exemptions.

~~(b) Under WAC [197-11-800\(1\)\(a\) and \(c\)](#), the City may raise categorical exemption levels for certain types of minor new construction described in WAC [197-11-800\(1\)\(b\)](#). Local conditions, including zoning or other land use plans or regulations, implemented by ordinance, shall support any raised categorical exemption level. If the City increases any categorical exemptions levels, they shall send these to the Department of Ecology. The maximum level that any such category exemption may be raised is specified in WAC [197-11-800\(1\)\(c\)](#). (Ord. 870, Sec. 2 (Exh. 1), 2012)~~

### b) Flexible Thresholds for Minor New Construction Categorical Exemption

The City establishes the following exempt levels for minor new construction as allowed under WAC 197-11-800(1)(c) and (d), based upon local conditions:

- (iv) For office, school, commercial, recreational, service or storage buildings, up to twenty thousand (20,000) square feet;
- (v) For parking facilities, up to forty (40) parking spaces;
- (vi) For fills or excavations, up to five hundred (500) cubic yards. All fill or excavation, of any quantity, necessary for an exempt project in subsections 1 through 6 of this section shall be exempt.

c) The exemptions in this subsection apply except when the project:

- (i) Is undertaken wholly or partly on lands covered by water
- (ii) Requires a license governing discharges to water that is not exempt under RCW 43.21C.0383
- (iii) Requires a license governing emissions to air that is not exempt under RCW 43.21C.0381 or WAC 197-11-800 (7) or (8); or
- (iv) Requires a land use decision that is not exempt under WAC 197-11-800(6).

d) Whenever the city establishes new exempt levels under this section, it shall send them to the Department of Ecology, Headquarters Office, Olympia, Washington, 98504 under WAC 197-11-800(1)(c).

#### **16.04.055 Use of Exemptions.**

(a) When the City receives an application or request for a proposed project or non-project action, the responsible official shall determine if the action is properly defined per WAC [197-11-060](#) and categorically exempt per WAC [197-11-800](#). The determination that a proposal is exempt shall be final and not subject to administrative review. If a proposal is exempt, none of the procedural requirements of this chapter applies to the proposal. The City shall not require completion of an environmental checklist for an exempt proposal.

(b) If a proposed project or nonproject action includes both exempt and nonexempt actions, the City may authorize exempt actions prior to compliance with the procedural requirements of this chapter, except that the City shall not authorize:

- (1) Any nonexempt action;
- (2) Any action that would have an adverse environmental impact; or
- (3) Any action that would limit the choice of alternatives. (Ord. 870, Sec. 2 (Exh. 1), 2012)



**Attachment 3 - Summary of how existing Lake Stevens, state, and federal regulations address SEPA elements associated with minor new construction activities**

SEPA ELEMENT	CITY, STATE or FEDERAL REGULATION AUTHORITY
EARTH	Chapter 11.06 LSMC (Stormwater Management) regulates stormwater discharges from all new development and redevelopment to prevent and control adverse impacts of drainage and stormwater on the public health, safety, and general welfare; Chapter 14.50 LSMC (Land Disturbance) regulates clearing and grading; and Chapter 14.88 LSMC (Critical Areas) regulates development on geologically hazardous areas.
AIR	Chapter 14.44.240 LSMC (Smoke and Air Pollution) regulate air pollution from manufacturing and processing uses; and construction and demolition must comply with the Puget Sound Clean Air Agency requirements.
WATER	Chapter 14.88 LSMC (Wetlands and Fish & Wildlife Conservation Areas) regulates development in and around wetlands and fish and wildlife habitat; Chapter 11.06 LSMC (Stormwater Management) regulates stormwater discharges from all new development and redevelopment to prevent and control adverse impacts of drainage and stormwater on the public health, safety, and general welfare; Chapter 11.06.070 addresses low impact development (LID) techniques; Chapter 14.64 LSMC (Special Flood Hazard Areas) regulates impacts to floodplains and associated habitat functions, flood protection, and flood damage; and Chapter 14.92 (Shoreline Management) regulates development in and around designated shoreline areas within the city; and Chapter 14.60 LSMC (Utilities) regulates water supply and sewage disposal systems. The Snohomish Health District in conjunction with the Washington Department of Health, oversees the regulation of septic systems within the city, implementing WAC 246-270 through 246-274. The Department of Ecology regulates the use of water wells and groundwater protection via RCW 90.36 and 90.44.
PLANTS/ANIMALS	Chapter 14.88 (Critical Areas) regulates development in and around designated critical areas including wetlands and fish and wildlife conservation areas as well as requiring preservation of critical areas as Native Growth Protection Areas during development and demonstrating compliance with state and federal government lists of endangered, threatened or candidate species; Chapter 14.50.155 LSMC (Forest Practices) regulates certain forest practices assumed under DNR within the city; Chapter 14.76.120 LSMC (Retention and Protection of Large Trees) requires retention of existing significant trees or replanting of trees removed. The City's Comprehensive Plan contains policies regarding wildlife habitat areas and corridors.
ENERGY AND NATURAL RESOURCES	Chapter 14.80 (Building and Construction) adopts the International Energy Conservation Code of the State of Washington.
ENVIRONMENTAL HEALTH	Chapter 11.06 LSMC (Stormwater Management) regulates stormwater discharges from all new development and redevelopment to prevent and control adverse impacts of drainage and stormwater on the public health, safety, and general welfare; Chapter 14.44.250 LSMC (Disposal of Liquid and Hazardous Wastes) regulates waste from manufacturing and processing uses; Chapter 16.04.020 LSMC (SEPA General Requirements) adopts WAC 197-11-250 through 258 related to the SEPA/Model Toxics Control Act.
NOISE	Chapter 9.56 LSMC (Noise Control) regulates exposure of citizens to the physiological and psychological dangers of excessive noise and to protect, promote and preserve the public health, safety and welfare; Chapter 14.44.210 (Noise) regulates noise associated with manufacturing and processing uses and construction activity.
LAND/SHORELINE USE	Chapter 14.40 LSMC (Permissible Uses) in conjunction with Chapter 14.38 LSMC (Subarea Plans) establishes which uses or types of uses are permitted, which require special approvals, and which are prohibited in the zones; Chapter 14.92 LSMC (Shoreline Management) implements the goals of the Shoreline Management Act (SMA) (chapter 90.58 RCW) and the state Department of Ecology's implementing guidelines (chapter 173-26 WAC) and provides a uniform basis for applying Lake Stevens Shoreline Management Program (SMP) policies and development regulations within distinctive shoreline areas.
HOUSING	Chapters 14.48 LSMC (Density and Dimensional Regulations) and 14.38 LSMC (Subarea Plans) establish setback, lot coverage, building height, and lot dimension regulations for all zoning districts in Lake Stevens; Chapter 14.120 LSMC (Park Impact Mitigation Fees) requires that new growth and development pay its proportionate share of the costs of new park land and park facilities identified in the capital facilities plan element of the comprehensive plan that are reasonably related to the new development; Chapter 14.112 LSMC (Traffic Impact Mitigation Fees) and Chapter 14.110 LSMC (Concurrency Management System) ensure that public health, safety and welfare will be preserved by having safe and efficient roads serving new and existing developments; and Chapter 14.100 LSMC (School Impact Mitigation) ensure that adequate school facilities are available to serve new growth and development and to require that new growth and development pay its proportionate share of the costs of new school facilities. RCW 59.18.440 provides for relocation assistance for low-income tenants when required.

SEPA ELEMENT	CITY, STATE or FEDERAL REGULATION AUTHORITY
AESTHETICS	Chapter 14.16C.05 LSMC (Design Review) provides design standards for commercial, industrial, multifamily, and innovative housing development; Chapter 14.76 LSMC (Screening and Trees) provides screening and tree requirements for new development; Chapter 14.46 LSMC (Innovative Housing and Infill) regulates innovative housing, cottage housing, and infill projects; and Chapter 14.38 LSMC (Subarea Plans) provides design standards for development within the subareas.
LIGHT/GLARE	Chapter 14.38.080 (Lighting) regulates light for development within the subareas; Chapter 14.68.110 LSMC (Sign Illumination and Signs Containing Lights) regulates artificial lighting from signs; Chapter 14.60 (Utilities) contains lighting requirements for public streets and sidewalks, buildings, and outdoor areas as well as addresses excessive lighting; 14.38 LSMC (Subarea Plans) provides design standards including lighting for development within the subareas.
RECREATION	Chapter 14.46 LSMC (Innovative Housing and Infill) requires open space for cottage housing and infill development; Chapter 14.18 LSMC (Subdivision) requires open space in Planned Residential Developments, cluster, and unit lot subdivisions; Chapter 14.16C.05 LSMC (Design Review) provides design standards including required open space for development subject to the design standards; Chapter 14.120 LSMC (Park Impact Mitigation Fees) requires that new growth and development pay its proportionate share of the costs of new park land and park facilities identified in the capital facilities plan element of the comprehensive plan that are reasonably related to the new development; and Chapter 14.92 LSMC (Shoreline Management) implements the goals of the Shoreline Management Act (SMA). The city's Comprehensive Plan contains policies regarding the level of service for parks and trails. The city has recently prepared a Trails Master Plan and Parks Plan to implement recreational level of service goals within the city.
HISTORIC/CULTURAL PRESERVATION	Chapter 14.50.160 LSMC (Cultural Resource Management) addresses archaeological and historic resources within Lake Stevens; additionally, RCW's 27.34 (historic sites), 27.44. (Indian graves and records), & 27.53 (archaeological sites and resources) and WAC 25.48 (permits) apply to cultural resources and historic properties within the state.
TRANSPORTATION	Chapter 14.56 LSMC (Streets and sidewalks) in combination with the city's Engineering Design and Development Standards (EDDS) regulates the design of streets and sidewalks in the city; Chapter 14.72 LSMC (Parking) regulates off-street parking within city limits; Chapter 14.112 LSMC (Traffic Impact Mitigation Fees) and Chapter 14.110 LSMC (Concurrency Management System) ensure that public health, safety and welfare will be preserved by having safe and efficient roads serving new and existing developments. Public transit is addressed in the city's transportation element of the Comprehensive Plan.
PUBLIC SERVICES	Chapter 14.120 LSMC (Park Impact Mitigation Fees) requires that new growth and development pay its proportionate share of the costs of new park land and park facilities identified in the capital facilities plan element of the comprehensive plan that are reasonably related to the new development; Chapter 14.112 LSMC (Traffic Impact Mitigation Fees) and Chapter 14.110 LSMC (Concurrency Management System) ensure that public health, safety and welfare will be preserved by having safe and efficient roads serving new and existing developments; and Chapter 14.100 LSMC (School Impact Mitigation) ensure that adequate school facilities are available to serve new growth and development and to require that new growth and development pay its proportionate share of the costs of new school facilities. Fire districts are funded by property taxes and are therefore self-funded by development. Chapter 2.32 LSMC addresses the responsibility of the police department.
UTILITIES	Chapter 14.60 LSMC (Utilities) regulates water supply, sewage disposal systems, electric power, natural gas services, and telephone; Chapter 6.16 LSMC (Connection to the Public Sewer System) regulates extensions of sewer inside and outside city limits; Chapter 8.16 LSMC (Solid Waste Disposal) regulates solid waste disposal in the city; Chapter 12 LSMC (Building and Construction) addresses franchises with certain utilities including telecommunications, gas, and cable.

## ATTACHMENT 2

### **WAC 197-11-800(1)(c)**

At a minimum, the following process shall be met in order to raise the exempt levels.

- i. Documentation that the requirements for environmental analysis, protection and mitigation for impacts to elements of the environment (listed in WAC [197-11-444](#)) have been adequately addressed for the development exempted. The requirements may be addressed in specific adopted development regulations, and applicable state and federal regulations.

The adopting ordinance will contain a section that addresses this requirement and the findings and conclusions from the adopting body will further describe how this requirement is met. Staff have prepared a table summarizing the environmental elements required by SEPA and the corresponding adopted development regulations that protect and mitigate impacts to the specific element.

- ii. Description in the findings or other appropriate section of the adopting ordinance or resolution of the locally established notice and comment opportunities for the public, affected tribes, and agencies regarding permitting of development projects included in these increased exemption levels.

The adopting ordinance will contain a section that addresses the public notice and comment opportunities for the increased exemption levels.

- iii. Before adopting the ordinance or resolution containing the proposed new exemption levels, the agency shall provide a minimum of sixty days notice to affected tribes, agencies with expertise, affected jurisdictions, the department of ecology, and the public and provide an opportunity for comment.

City staff will issue a notice of proposed code amendment simultaneously with the Notice of Intent to Adopt (Department of Commerce) and provide a minimum of sixty days' notice to the public and stakeholders listed above.

- iv. The city, town, or county must document how specific adopted development regulations and applicable state and federal laws provide adequate protections for cultural and historic resources when exemption levels are raised. The requirements for notice and opportunity to comment for the public, affected tribes, and agencies in (c)(i) and (ii) of this subsection and the requirements for protection and mitigation in (c)(i) of this subsection must be specifically documented. The local ordinance or resolution shall include, but not be limited to, the following:

- Use of available data and other project review tools regarding known and likely cultural and historic resources, such as inventories and predictive models provided by the Washington department of archaeology and historic preservation, other agencies, and tribal governments.
- Planning and permitting processes that ensure compliance with applicable laws including chapters [27.44](#), 27.53, 68.50, and [68.60](#) RCW.

- Local development regulations that include at minimum preproject cultural resource review where warranted, and standard inadvertent discovery language (SIDL) for all projects.

The adopting ordinance will contain a section that describes how the city's regulations, in combination with the state and federal regulations, adequately protects cultural and historic resources. The ordinance will also address the notice and opportunity to comment for the public, affected tribes, and agencies on development projects.



Staff Report  
City of Lake Stevens Planning Commission

Planning Commission Briefing  
Date: December 2, 2020

**SUBJECTS:** 2021 Long Range Work Program

**CONTACT PERSON/DEPARTMENT:** Russ Wright, *Community Development Director*

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**SUMMARY:** Discuss proposed 2021 Long Range Work Program

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

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The tentative 2021 Long Range Work Program to the Planning Commission is attached for your consideration. The major projects for completion in the first part of the year include:

- **Permissible Use Table** – this project is to modernize and simplify the city's permissible use table; and
- **SEPA Categorical Exemptions** – review the city's flexible SEPA thresholds as part of its Commerce grant.

Other amendments throughout the year, subject to change, will include:

- **Impact Fee Review** – the city needs to review its impact fee code for new development and adopt standards for annexed areas;
- **Lots Status** – develop formal regulations for determining lot status for legal buildable lots based on case law and Attorney General Opinion, rather than relying on an outdated code interpretation.
- **Code clean up** – this project would be a comprehensive overview of the zoning code to identify inconsistencies and clarify any ambiguous sections;
- **Nonconforming Code** – this project would review and modernize the city's non-conforming code;
- **Tiny Houses** – this project would set zoning regulations for tiny homes within the city; and
- **Process Code** – this project would review the city's administrative process code to streamline the city's process and eliminate ambiguous and redundant sections.

The Planning Commission and City Council may consider amendments to the Comprehensive Plan and related documents in 2021 if private applications are received. City amendments would include standard housekeeping amendments; a limited update to the Shoreline Master Program to implement recommendations of the Waterfront Task Force and changes to downtown zoning; and a limited subarea plan / neighborhood plan for the Hartford and Machias Industrial area focusing on identifying infrastructure needs to facilitate increased job production and marketability.

Staff will work with Snohomish County on Buildable Lands updates, UGA expansions and develop marketing materials for the subareas. Finally, staff will continue to process annexations under review in coordination with petitioners, City Council and Snohomish County. It is likely the city will seek to annex the remaining northeastern UGA through an interlocal agreement with Snohomish County.

Staff has also included the 2020 Work Program with status updates.

**ATTACHED:**

2021 Work Program

2020 Work Program



# DRAFT 2021 Long Range Work Program

Lake Stevens 2021 Long Range Work Program					
Amendments	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	Status / Notes
<b>Zoning Code</b>					
1. Impact Fee Update	PC	CC			Carryover
2. Code Clean Up			PC	CC	Carryover
3. Tiny Houses			PC	CC	Building Code Changes
4. Non-conforming Code		PC	CC		Streamline Code
5. Lot Status	PC	CC			Streamline Code
6. Review Process Code 14.16A and 14.16B		PC	CC		Streamline Code
7. Place holder	To be determined				
<b>Comprehensive Plan / Economic Development</b>					
1. Annual Docket (if needed) a. Land Use Element b. Capital Facilities	PC / CC	PC	PC	PC / CC	Annual Update / Council Directed
2. Shoreline Master Program	PC / CC	PC / CC	PC	PC / CC	Amend sections related to multifamily housing and zone changes per recommendations of Task Force, PC and CC in 2020
3. Hartford / Machias Industrial Subarea Plan	PC / CC	PC	PC / CC		Economic Development
4. RUTA Analysis	Ongoing				
5. Economic Development Marketing Materials	Ongoing				
<b>Annexations</b>					
1. Northeastern Interlocal Annexation Island	PC	CC			Implement Annexation Plan
2. Petition Placeholder					

1st Quarter January through March

2nd Quarter April through June

3rd Quarter July through September

4th Quarter October through December



**REVISED**  
**2020 Long Range**  
**Work Program**

Revised Lake Stevens 2020 Long Range Work Program					
Amendments	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	Status / Notes
<b>Zoning Code</b>					
1. Infill Code	PC / CC				Carryover / Implements House Bill 1923 Ord. 1080 & 1081 Passed
2. Content Based Sign Code (City Council Only)	CC				Legal Requirement Done
3. Permitted Use Table				PC	On-hold until 4 <sup>th</sup> Quarter
4. SEPA Infill Exceptions			PC	CC	Implements House Bill 1923 Underway
5. Code Clean Up					On-hold - 2021
6. Multifamily Tax Exemption			PC	CC	Economic Development Done 11/24/2020
7. Affordable Housing Tax Funding (City Council only)	Schedule TBD				Done
8. Impact Fee Update				PC / CC	Start 4 <sup>th</sup> Quarter 2020 or 1 <sup>st</sup> Quarter 2021
9. Multifamily uses in WR			PC	CC	Done
10. Floodplain Review	PC	CC			FEMA Mandate Done
11. Mobile Food Vendors	Schedule TBD				Done
<b>Other Code Amendments</b>					
1. Chapter 14.80 Building and Construction	Schedule TBD				State Required Underway
2. Title 17 Enforcement Code	Schedule TBD				Attorney Recommended Underway
<b>Comprehensive Plan / Economic Development</b>					
1. Annual Docket (if needed) a. Land Use Element • <del>Multifamily uses in waterfront residential</del> b. Capital Facilities	PC / CC	PC	PC / CC		Annual Update / Council Directed Underway
2. RUTA Analysis	Schedule TBD				Underway
3. Economic Development Marketing Materials	Schedule TBD				On-hold

<b><i>Annexations</i></b>					
1. Southeast Interlocal Annexation	Schedule TBD				Underway – Tentative adoption January 2021
2. Machias Industrial Petition	PC / CC				60% petition received Underway – Tentative adoption January 2021
3. NE Island	PC	CC			On-hold
4. Petition Placeholder					

1st Quarter January through March

2nd Quarter April through June

3rd Quarter July through September

4th Quarter October through December