

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2024-0013

A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON, REPEALING RESOLUTION NO. 2024-0011 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, the Washington State Legislature adopted Second Substitute Bill (SB) 5290 concerning consolidating local permit review processes and fees on April 17, 2023; and

WHEREAS, SB 5290 amended RCW 36.70B.080 to limit the collection of project permit application fees at the time of permit submittal to 80% of the total permit fee, and to require the refund of up to 20% of the permit fee if the time period timelines are not met, unless a local jurisdiction adopts at least three of the options in RCW 36.70B.160(1); and

WHEREAS, the City has adopted more than three of the measures listed in RCW 36.70B.160(1), including the use of on-call consultants to assist with permit review as needed; requiring public hearings only when they are required by state law; and making pre-application conferences optional but not required. As such, the city can require the payment of the entire project permit fee at the time of submittal and is not subject to the permit fee refund provisions in RCW 36.70b.080;

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 there from and;

WHEREAS, the city is proposing adjusted land use and building permit fees to provide for a reasonable fee structure to recover the cost of permit review consistent with the Local Project Review Act (RCW 36.70B.160(1) and RCW 36.70B.245); and

WHEREAS, the city is proposing an annual 5-year average CPI-U adjustment to the land use, building permit and park and traffic impact fees, which will be updated annually. This CPI-U adjustment will occur and become effective January 1st of each year;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO AMMEND THE FEES RESOLUTION AS FOLLOWS Through the enactment of Resolution No. 2024-0013;

Replace Table A: Schedule of Land Use Fees as attached, Replace Table 1A: Building Permit Fees as attached, Replace Table B2: Schedule of Miscellaneous Building Permit Fees as attached, Replace Table B3: Mechanical and Plumbing Fees and Section 11. Fire Safety Inspections as attached, and Replace Permits and Fire District Related Service Fees, Tables A-L as attached and sets 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 and other consultant fees may be recovered for specific projects.

Table A: Schedule of Land Use Fees

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections and associated indirect costs. After two reviews, each subsequent review is subject to an hourly review rate as well any additional consultant costs.	
Permit Type	Fee
Type I Land Use Permits – Administrative without Public Notice	
Administrative Modifications	\$990
Adult Family Home	\$480

(also requires Home Occupation Business License and Building Permit)	
Boundary Line Adjustments	\$1,050
Change of Use	\$690
Code Interpretation	\$840
Construction Plan Approval	\$5,600
Design Review	\$1,050
Event Level 1	\$100 (+ Fire Permit fee)
Event Level 2	\$225 (+ Fire Permit fee)
Event Level 3	\$325 (+ Fire Permit fee)
Event Level 4	\$1050 (+ Fire Permit fee)
Event Level 4 Deposit	80% of City estimated cost for City Services
Event Expediated Review Fee	\$100
Boat Launch Closure	\$200/day
Recycle Containers	Status quo until mid-year adjustment in 2025.
EDDS Deviation / Frontage Improvement Waiver	\$470
Floodplain Development Permit (standalone)	\$470
Home Occupations	Status quo until mid-year adjustment in 2025.
Legal Lot Status Determination	\$570
Land Disturbance, Minor	\$930
Mobile Food Vendor	\$240 License + Fire Permit
Mobile Food Vendor Renewal	\$120 Renewal + Fire Permit
Multi-Family Tax Exemption	\$810
Pasture/Waste Management Plan (LSMC 5.18.040)	\$240
Reasonable Use Exception	\$470 + Critical areas review fee
Shoreline Exemption	\$570
Shoreline Exemption with Floodplain Development Permit	\$690
Mooring Buoy	\$200
Short Term Rentals	\$510
Short Term Rental Renewal	\$120
Signs	\$240
Sign, Master Sign Program	\$600
Temporary Residence	\$240
Temporary Mobile/Modular Public Structures in any zone	\$240
Temporary Structures	\$240
Underground Utility Deviations	\$470
Zoning Verification Letter	\$360
Type II Land Use Permits – Administrative with Public Notice	

Administrative Conditional Use	\$1,255
Administrative Variance	\$1,255
Binding Site Plan	\$7,860
Binding Site Plan Revision	\$1,400
Short Subdivision, Preliminary	\$3,060
Short Subdivision Alterations	\$1,620
Short Subdivision, Pre-check and Survey Review	Consultant review cost + hourly staff review
Short Subdivision, Final	\$1,045
Short Subdivision, Vacation	\$1,620
Subdivision, Final	\$3,055
Major Land Disturbance Permit	\$1,375
Major Land Disturbance with Class IV Forest Practices	\$1,615
Shoreline Substantial Development Permit	\$1,135
Site Plan Review	\$1,280
Temporary Encampments	\$2,310
Type III – Quasi-Judicial, Hearing Examiner	
Conditional Uses	\$4,300
Preliminary Subdivisions	\$10,300
Shoreline Variances	\$3,820
Variances	\$3,820
Type IV – Quasi-Judicial, City Council with Hearing Examiner Recommendation	
Essential Public Facilities	\$4,300
Rezone, Minor – Site Specific Zoning Map Amendment	\$4,300
Secure Community Transition Facilities	\$4,300
Type V – Quasi-Judicial, City Council	
Right-of-Way Vacation	\$1,700
Type VI- Legislative, City Council with Planning Commission Recommendation	
Comprehensive Plan Amendment, Minor	\$3,600
Comprehensive Plan Amendment, Major Amendment (5-year cycle)	\$4,900
Development Agreement	\$3,380
Land Use Code Amendments (LSMC 14.16C.075)	\$3,380
Rezone, Major – Areawide Zoning Map	\$3,380
SEPA REVIEW	
SEPA Addendum	\$450
SEPA Appeal (to Hearing Examiner)	\$2,000 Hearing Examiner fee + hourly fee
SEPA, Environmental Impact Study (EIS)	\$1,200

SEPA, Planned Action Certification	\$810
Review of requested studies (including traffic, drainage, etc.)	\$240 (2 hour minimum) per study
SEPA Review (DNS or MDNS)	\$810
SEPA (Stand-alone Type II)	\$975

MISCELLANEOUS FEES	
APPEALS AND RECONSIDERATION	
Appeal, City Council	\$775
Appeal, Hearing Examiner	\$775 + Hearing Examiner Cost
Appeal, Shoreline Hearings Board	\$775
Contested Hearing (Code Enforcement)	\$350 + Hearing Examiner Cost
Reconsideration, Applicable Director	\$1,050
Reconsideration, Hearing Examiner	\$445 + Hearing Examiner fees
CONCESSIONS	
Background Check	\$70
Concession Agreement Review/Administration (lease rate)	Negotiated
Damage & Litter Deposit (refundable at end of contract)	Negotiated
Lease Rate	Negotiated
CONSULTANT FEES INCLUDING ATTORNEY REVIEW	Actual Cost + \$50 administrative fee
CRITICAL AREA REVIEW	Actual Cost + \$50 administrative fee

IMPACT FEES	
Park Mitigation Fees	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	\$4,339
Multifamily residences with two or more bedrooms	\$3,138
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	\$1,997
School Mitigation Fees	
Lake Stevens Schools¹	
Detached Single Family Residence	\$13,730/unit
Townhouse/Multiplex	\$2,627/unit
Multifamily, 0-1 bedrooms	0
Multifamily, 2+ bedrooms	\$751/unit
Snohomish Schools¹	
Detached Single Family Residence	\$5,361/dwelling unit
Duplex/Townhouse	\$5,462/dwelling unit
Multi-Family (1 bedroom)	0
Multi-Family (2+ bedrooms)	\$1,357/dwelling unit
Traffic Mitigation Fees	
Traffic Impact Zone 1	\$2,894
Traffic Impact Zone 2	\$3,655
Traffic Impact Zone 3	\$3,655
MISCELLANEOUS STAFF REVIEW (...)	
Review of requested studies	\$240 + hourly cost after
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	55/tree
Lake Safety Marker – onetime fee for the Lake Safety Program for buoy purchase	\$350
PRE-APPLICATION CONFERENCE FEE	\$840 (Fees is credited toward application fee over \$1000 at submittal if received within 12 months from date of pre-application)
RECORDING FEES	Direct Recording Costs + Staff Hourly Rate.

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 the current editions of:
1. The International Building Code (IBC)
 2. The International Residential Code (IRC)
 3. The International Mechanical Code including the International Fuel Code, National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and National Fire Protection

- Association 54 (National Fuel Gas Code)
4. The Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. 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

Building Fees – Table 1A	
Total Value	Fee
Fees for permits include permit process, file management, payment processing, coordination and inspections which are comprehensive, with two (2) corrections each; all additional inspections, and submittals shall be charged at the hourly rate after two.	
\$1-\$1,000	\$63
\$1,001-\$2,000	\$63 first \$500 plus \$5 each \$100 or fraction
\$2,001-\$25,000	\$110 first \$2,001 plus \$20 each \$1,000 or fraction
\$25,001-\$50,000	\$575 first \$25,001 plus \$14 each \$1,000 or fraction
\$50,001-\$100,000	\$993 first \$50,001 plus \$10 each \$1,000 or fraction
\$100,001-\$500,000	\$1,500 first \$100,001 plus \$8 each \$1,000 or fraction
\$500,001 to \$1,000,000 (recommend and up)	\$4,743 first \$500,001 plus \$6 each \$1,000 or fraction
\$1,000,001 and up (recommend removing)	\$4,743 first \$500,001 plus \$6 each \$1,000 or fraction

Table B2: Schedule of Miscellaneous Building Permit Fees

Building Permit Fees – Table B2	
Miscellaneous Building Permit Fees	
Permit Type	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.	
Basic Plan Set-up fee	\$240 permit fee
Demolition	\$120 permit + \$120/hr. (1hr min.) and hourly whichever is greatest plan check

Fence/Retaining Wall	Table 1A based on value permit fee + 65% of permit fee or \$120/hr. (1hr min) and hourly whichever is greatest plan check
Manufactured Home (add residential/commercial and Modular)	Table 1A based on value (placement, skirting and egress) permit fee + 65% of permit fee or \$120/hr. (1hr min) and hourly whichever is greatest plan check
Certificate of Occupancy (change to no construction, update or reissue and add Temporary Certificate of Occupancy)	\$240/hr. (2hr min) whichever is greatest permit + \$240 (2hr min) and hourly whichever is greatest plan check (if required)
Adult Family Home (add WABO Review/Inspection ONLY)	\$240/hr. (2hr min) whichever is greatest permit + \$240 (2hr min) and hourly whichever is greatest plan check (if required)
Revisions	\$240 (2hr min) and hourly whichever is greatest plan check
Inspection-miscellaneous/other not specifically listed	\$120/hr. (1hr min) and hourly whichever is greatest permit
Inspection-overtime (overtime determined by the building official based on staff availability)	\$360 (2hr min at rate of \$180) and hourly whichever is greatest whichever greatest permit
Re-inspection (add for uncorrected violations after 2 nd inspection, or cancellation after 7am notice)	\$120/hr. and hourly whichever is greatest permit
Investigation-stop work and/or cease and desist (add to fee schedule)	2 times permit
Reinstatement of expired permits shall be determined by building official, shall not be across code cycles and within 1 year of expiration date without changes to plans	\$240 (2hr min) whichever greatest is permit + \$120 (1hr min) and hourly whichever is greatest plan check
Deck, Dock	Proposed update (uncovered /covered deck value, Dock and (add) R-3 Unfinished basement Valued at: BVD and updated annually per CPI-U \$15 \$40/sq.ft. - uncovered \$30 \$45/Sq. ft - dock (\$17 \$50/sq.ft. - covered Unfinished basement (R-3) = \$25/sq.ft

Table B3: Mechanical and Plumbing Fees

Building Permit Fees – Table B3	
Mechanical and Plumbing Fees	
Permit Type	Fee
Fees for inspections are comprehensive, with two (2) corrections each; all additional inspections shall be charged at the hourly rate.	
Mechanical All types	Residential new -10% of building permit fee. Add/alter-\$200 w/4 pieces of equipment over 4-\$15 each additional.

	Commercial - table 1A based on value of the equipment and installation. Add/alter not requiring plan check-\$200 w/4 pieces of equipment over 4-\$15 each additional.
Plumbing All types	Residential new-10% of building permit fee. Add/alter-\$200 w/4 pieces of equipment over 4-\$15 each additional. Commercial - table 1A based on value of the fixtures and installation. Add/alter not requiring plan check-\$200 w/4 pieces of equipment over 4-\$15 each additional.

Building Permit Fees – Table C	
Plan Review Fees	
Permit Type	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate. Valuation of plumbing and mechanical work for determining the plumbing and mechanical permit fees shall be based on the plumbing and mechanical work for each permit and listed for combination permits separately.	
Residential, (Duplex and IRC Townhomes)	65% of table 1A or \$120 (1hr min) whichever is greatest
Basic House plan check	See table 2B
Commercial, (Multi-Family and Mixed Use)	65% of table 1A or \$120 (1hr min) whichever is greatest
Plumbing & Mechanical-Commercial, Multi-Family and Mixed Use	40% of Plumbing & Mechanical permit fee or \$120 (1hr min) whichever is greatest
Other: All overtime plan review as determined by the building official based on staff availability	\$360 (2hr min at \$180 hourly) and hourly whichever is greatest plan check

Fire Department Commercial Plan Review	
Building Permit Table D - Fire Fees (SRFR) 2025 fees are hereby adopted by reference Table A)	
Plan Review Fees	
Total Value	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.	
New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U (Adopt Snohomish Regional Fire & Rescue (SRFR) by reference. Section 2, table A Building Permit Fees	
Group R-3 or IRC Dwellings (regardless of valuation)	\$31
\$0-\$1000	\$31
\$1,001-\$5,000	\$31
\$5,001-\$10,000	\$61
\$10,001-\$20,000	\$10,001-\$28,000

	\$91
\$20,001-\$45,000	\$28,001-\$55,000 \$180
\$45,001-\$100,000	\$55,001-\$275,000 \$299
\$100,001-\$250,000	\$275,001-\$550,000 \$419
\$250,001-\$500,000	\$550,001-\$1,000,000 \$568
\$500,001-\$1,000,000	\$1,000,001-\$2,000,000 \$788
\$1,000,001-\$1,500,000	\$2,000,001-\$5,000,000 \$896
\$1,500,001-\$2,000,000	\$5,000,001-\$10,000,000 \$1,076
>\$2 million	Over \$10,000,000 \$1,254 fee plus \$66 per \$500,000

- C. Fire (SRFR) 2025 fees are hereby adopted by reference. See SRFR Tables A, B, C, D and E, F, G, H, I, J, K, L, M, N and O for Sprinkler and Alarm fees, Operational, Investigation, Miscellaneous, City Administrative and Technology.
- D. 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:

Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License:	
– Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime	Free
– Each dog or cat neutered or non-neutered, lifetime	20
– Senior Citizen (defined as being 62 years of age or older) owners, lifetime	Free
– Service and guide dogs, lifetime	Free
– Duplicate license for lost or destroyed dog/cat tag	4
– Duplicate license - Senior Citizen owners and Service/Guide Dogs	Free

<ul style="list-style-type: none"> — Other Code Violations: <ul style="list-style-type: none"> ■ 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. 	
<p>Impound Fees for Cost Recovery:</p> <ul style="list-style-type: none"> — 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. 	<p>25</p> <p>30</p> <p>Varies</p>
<p>Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees</p>	

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 and Solicitor 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
Fine:	
1. Failure to pay fee (50% reduction if paid within 24 hours)	40
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 and Parks and Recreation Departments : Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee) Equipment/Assets: <ul style="list-style-type: none"> - Theft or Vandalism/Damage - Lost Items (applies when City items are leant out to events) 	Refer to current billable rate schedule Actual Replacement Cost + 20% + Staff Time
Business Licenses: <ul style="list-style-type: none"> - 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 Renewal 40 5 - Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol fingerprint processing 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 	
<ul style="list-style-type: none"> - 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) For all records duplication regardless of format, first \$1 cumulative will be waived.	

Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> - In-house Copying of City documents to pdf when original document is not in electronic format. 	15¢/page/side
<ul style="list-style-type: none"> - Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery. 	10¢/page/side \$1 extra for copy to CD
<ul style="list-style-type: none"> - Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations. 	5¢ per each four electronic files or attachments plus 10¢ per gigabyte
<ul style="list-style-type: none"> - 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 	Actual Cost
<ul style="list-style-type: none"> - In-House duplication of City documents to CD, such as <ul style="list-style-type: none"> • Comprehensive Plan, Lake Stevens Municipal Code Title 14, • Urban Design Standards, Engineering Design and Development Standards, etc. 	Actual Cost
<ul style="list-style-type: none"> - Documents or CDs printed by outside vendor 	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)
	\$.15/page
<ul style="list-style-type: none"> - Maps - Duplication of maps less than 11"x17" 	\$1 per square foot for in-house printing or actual cost if sent out to reproduce
<ul style="list-style-type: none"> - Maps - Duplication of maps greater than 11"x17" and - Special requests for plotted maps, aerials, plans, etc. (each) 	\$0.84 per minute
<ul style="list-style-type: none"> - Police Body Worn Camera <ul style="list-style-type: none"> • Redaction of audio/video 	\$1/tape/disc Actual cost to reproduce
	40¢

Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> - Audio recordings of meetings: <ul style="list-style-type: none"> • Duplicated by Staff • Duplicated by outside vendor - Color photos (cost to reproduce) - Certified copy of a public record 	\$5 for 1 st Page and \$1 each after the 1 st Page
Dishonored Check Fine (in payment of City services)	\$35
Technology Fee	A technology fee of three (3) percent will be assessed on city services including, but not limited to issued building and land use permits and park and event rentals.

Section 8. Community 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 every 2hrs
	Adult Sports: \$30 every 2 hrs.
Eagle Ridge Community Garden Bed Rental (Annually)	\$50 \$25 ADA Bed (half size)
The Mill	See Table G1 – G3

Table G1: Mill Rental Fees

	Saturday	Friday or Sunday	Mon-Thurs
Entire Mill	\$2000	\$1800	
Hartford Hall	\$1500	\$1200	\$85/hr. \$800 all day
Hartford Hall w/ The Stack	\$1800	\$1500	\$1000

The Stack	\$70 /hr.	\$70/hr.	\$60/hr.
Sawyers Room	\$120/hr.	\$100/hr.	

Non-Profit Rental Fee: 20% discount (rounded up to the nearest dollar)

1. ****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.
2. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Table G2: Mill Deposits

The Mill Deposits (refundable when the facility is returned to pre-rental condition and all rules and rental times are followed.

	Deposit	Add Alcohol	Deposit & Alcohol
Entire Mill or Two Rooms	\$500	\$500	\$1,000
Individual Rooms or Hourly	\$250	\$250	\$500

Table G2: The Mill – Other Fees

Cancellation Fee	\$250
Modification Fee (change in hours and/or days; not for adding hours before/after).	\$35

Section 9. Park Fees. Fees for boat launch parking and the rental of Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Park Fees

	Number of shelters	Rate
Park Shelter/Facility	Rental fee	
Lundeen Park	North or South Shelter (half)	\$100
	Full Shelter (both sides)	\$200
North Cove Park Shelter		\$100

North Cove Park Observation Deck	\$100 \$
Mill Outdoor Plaza Rental	\$100
All Shelters/Facilities – Half Day Rentals	\$60 (Available during peak season, April 1 through September 30.)
Cancellation Fee for Shelters/Facilities	\$25 if cancelled more than 14 days in advanced. No refunds 14 days or less from reservation date.
Reservation Date Modification	\$10 (Modifications cannot be made 14 days or less from reservation date.)
Boat Launch Parking	\$10 for one day \$5 for three-hour parking
Annual Parking Pass	\$75 \$60 for Lake Stevens Residents (One per household)
Technology Fee (CivicRec Transactions)	3%

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	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027
All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027
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. Surface water utility service charges are evaluated in accordance with LSMC Title 11.
4. A developed parcel will receive a minimum of one ESU.

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	\$136.00 per parcel

1. The lakefront lot assessment applies to each developed 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 are developed parcels.
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.

PASSED by the City Council of the City of Lake Stevens on the 17th day of December, 2024.



Brett Galey, Mayor

ATTEST:



Kelly Chelin, City Clerk