

CITY COUNCIL MEETING AGENDA



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.

September 6, 2022 - 6:00 PM

TWO WAYS TO PARTICIPATE:

In Person at The Mill, Sawyers Room, 1808 Main Street, Lake Stevens OR

Join Zoom Meeting: <https://us02web.zoom.us/j/88097392770>

or call in at (253) 215-8782 Meeting ID 298 699 210 255

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Citizen Comments**
5. **City Department Update**
 - A. Washington State Historical Society Heritage Grant Russ Wright
 - B. Council Priorities/Timeline Russ Wright
6. **Discussion Items**
 - A. 2023 Budget Discussions Barb Stevens
 - B. 2022 Comprehensive Plan Docket Briefing Aaron Halverson, Russ Wright, David Levitan
 - C. Retail Strategies Report Russ Wright
 - D. Draft Agenda for September 13, 2022 (Will be handed out at the meeting)
7. **Executive Session (Confidential Session of the Council)**
 - A. Discussion of Property Acquisition per RCW 42.30.110 1 (c). Possible action to follow.
8. **Adjourn**

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.

CITY DEPARTMENT REPORT



Agenda Date: 9/6/2022

Contact Person/Department: Russ Wright, Community Development

Earlier this year, the Council approved Resolution 2022-05 supporting a grant request for a new historical museum. Staff applied for a Heritage Capital Project (HCP) grant and was notified that the city's application for the 2023-2025 funding biennium has been included in the ranked list of projects to be recommended to the Washington State Legislature for inclusion in the Washington State Historical Society's (WSHS) capital budget request. If approved for funding by the Legislature, the city will be awarded a grant during the next enacted capital budget for the historical museum. The estimated museum cost is \$1.9 million in 2024 dollars. The grant, if awarded, would provide \$764,000 towards the project.

Heritage Capital Projects Rankings 2023-2025 Bienium

Name	Final Rank	Amount Awarded
City of Bellingham	1	\$380,000.00
Gig Harbor Peninsula Historical Society	2	\$277,000.00
City of Vancouver	3	\$175,000.00
Kittitas County Historical Society, Inc.	4	\$244,000.00
Sammamish Heritage Society	5	\$176,000.00
Whitman County Historical Society	6	\$237,000.00
Okanogan County Historical Society Incorporated	7	\$62,000.00
Polson Park & Museum Historical Society	8	\$155,000.00
Tacoma City Association of Colored Women's Clubs	9	\$203,000.00
Washington Trust for Historic Preservation	10	\$320,000.00
The Steamer Virginia V Foundation	11	\$745,000.00
Cutter Theatre	12	\$19,000.00
Northwest Maritime Center	13	\$300,000.00
Filipino American Community of Bainbridge Island & Vicinity	14	\$52,000.00
Friends of Lakewold Gardens	15	\$403,000.00
City of Auburn	16	\$998,000.00
San Juan Preservation Trust	17	\$160,000.00
City of Sumner	18	\$315,000.00
Historic Seattle PDA	19	\$1,000,000.00
City of Olympia	20	\$1,000,000.00
Holden Village	21	\$667,000.00
City of Mercer Island	22	\$513,000.00
City of Federal Way	23	\$52,000.00
McCleary Historical Society	24	\$74,000.00
City of Lake Stevens	25	\$764,000.00
Cheney Depot Society	26	\$22,000.00
City of Aberdeen	27	\$205,000.00
Sail Sand Point	28	\$272,000.00
Historic Fox Theatre Restorations	29	\$210,000.00

CITY DEPARTMENT REPORT



Agenda Date: 9/6/2022

Contact Person/Department: Russ Wright, Administration

Staff has prepared a spreadsheet of the Council's top priorities. At the meeting, staff will update the Council on the timelines for each of the topics.

Number	Title	Topic Information	Primary Staff
1	Sewer District Merger	There's a request to receive regular updates on the discussion of assumption with the Sewer District.	City Administrator Brazel
2	Public Works Accreditation	Council would like a regular detailed update on the accreditation of the public works department.	Public Works Director Halverson
3	Council Retreat Takeaways	Council would like an update on progress made on the retreat take-aways. This includes an update on Retail Strategies	City Administrator Brazel/Deputy Clerk Weaver
4	Council and Planning Commission Collaboration	The council would like to be a more collaborative partner on planning commission work plans going forward.	Community Development Director Wright
5	Budget Process	There's desire for council to be more involved in the budget process than in years past.	Finance Director Stevens
6	Parks Department Inventory and Schedule	Council would like to see the parks/landscaping maintenance plan that identifies all city owned areas that we maintain. In addition, an equipment inventory to include future equipment needs. This will help when deciding an adequate parks maintenance budget for coming years.	Parks Director Garceau
7	City of Everett Water Easement	Council would like to receive an update on any progress made with the City of Everett water easement use.	Community Development Director Wright
8	Sewer District-Public Works/Parks Shop Partnership	Sewer will be extended to a new development off 131 st Ave NE, just north of 20 th St NE. This project is approximately 550' south of the Public Works/Parks Shop. Initial discussion have been had at the Utility Committee meeting to extend the sewer as far as the Shop so a connection can be made and the existing on site septage system be vacated. This would allow addition space on the shop property for future expansion, up to and including a new facility to house sewer operations.	City Administrator Brazel, Public Works Director Halverson
9	Council/Sewer District Joint Hiring	Council would like staff to continue looking at opportunities to hire joint staff between the City and Sewer District.	City Administrator Brazel, HR Director Warrington
10	Sewer District Fund Allocation-2023 Budget	Council desires to have funding allocation in the 2023 budget proposal for costs associated with the pending Sewer District Assumption.	Finance Director Stevens
11	Mill Spur, Grimm House and OutLot	Council would like an update on Mill Spur, the Grimm House and Out Lot	CD Director Wright, Public Works Director Halverson
12	Sound Wall Maintenance	Council wants to ensure the Sound Wall maintenance along SR9 is a top priority for WSDOT and should graffiti happen.	Public Works Director Halverson
13	Gateway Sign installation Project	Council would like an update on the Gateway Sign installation project. This has been an ongoing struggle for staff to find a contractor interested in this project.	CD Director Wright, Public Works Director Halverson
14	Councilmember Photo's City Hall	There is still a desire to have Councilmember Photo's in City Hall.	City Clerk Chelin, Deputy Clerk Weaver
15	Eminent Domain Process – Powerlines	Council would like an update on the Powerlin Trail eminent domain process	Parks Director Garceau

CITY COUNCIL STAFF REPORT



Agenda Date: 9/6/2022

Subject: 2023 Budget Discussions

Contact Person/Department: Barb Stevens, Finance

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review and discuss the 2023 budget process and priorities.

SUMMARY/BACKGROUND:

The 2023 budget process has begun!

As always, we would like to check in with the City Council prior to submitting requests to determine the City's top priorities for the upcoming budget year.

City Department heads will receive notification emails within the next week, that include budget instructions, a draft budget schedule, and the initial base budget created by the Finance Department. The initial base budget starts with a forecast of future revenues from all sources based on current trends, new initiatives, and resources provided by the Association of Washington Cities (AWC) and the Municipal Research Service Center (MRSC). Initial expenditure budgets generally start as a baseline equal to, or slightly above, the prior year's budget with the exception of one-time requests that are removed from the total. This initial base budget includes current staffing levels, current programs and current levels of service only. Any additional positions, personnel or program expenditures are included as requests to the budget.

This year the budget process will be slightly different than in prior years. At the direction of the Council, we will begin budgeting at a Department level. Department Heads (DH) will still need to include a line-item budget for entry into our financial budgeting system,

but they will be held only to the budget within their entire Department. This means, if DHs intend to spend more on some line items, but less on others, as long as they don't go over the total department amount, they will not be considered over budget, and will not need to request an amendment from the Council, only an adjustment to be completed by Finance.

Exceptions to the department budget rule include, but are not limited to, the following:

- a) Salaries
- b) Benefits
- c) Liability Insurance
- d) Debt
- e) Capital Contributions

These budgets are set by Finance and may not be considered as part of your overall budget compliance.

Salaries and Benefits will also be treated differently this year. Each Department will have a budgeted number of positions (FTEs) and a set dollar amount for your staffing based on 2022 budgeted levels (adding COLA, etc). All requests must include the number of additional FTEs and an estimated budget. Once the 2023 budget is approved, Departments may, with some limitations, perform reorganizations or reclassifications within the Department, without additional Council approval IF the number of FTEs does not increase AND the change will not cause the salary and/or benefit line items to go over budget. If either of those does increase, Council must approve the change in FTE and/or the budget increase.

A possible limitation for the Council to consider is Field Staff Positions. Should this be excluded from the allowable movement of FTEs within the department budget?

For example:

- a. "Trading" an open Crew Worker position for an Engineer
- b. "Trading" an open patrol officer position for a crime analyst
- c. "Trading" an open Code Enforcement position for a Planner

Another possible consideration for the Council: If the FTE position change does not affect the current budget, but will have an effect on future budgets (5% - 10% change in position salary), should the Council be required to take action?

As we move forward through the process, departments will have the opportunity to submit requests for additional staffing, equipment, and projects based on the needs of their department and the city as a whole. Citywide strategic staffing levels and needs will be discussed in detail at an upcoming Council workshop study session in early

October.

The Mayor and City Administrator will then meet with each department regarding the requests in an attempt to prioritize the budget based on the City Council priorities and available future funding. The Mayor's recommended budget, which often includes multiple alternatives, will be presented to the City Council during a workshop meeting in early October. The remaining workshop study sessions are for the Council to discuss recommendations and give feedback based on citizen communication and city needs.

In 2021, the Mayor and Council set the following priorities for the 2022 budget year:

- American Public Works Association (APWA Accreditation)
- Complete Capital Projects in Process
- Streamline Citywide Process to Increase Levels of Service (LOS)
- Enhance Transpiration Program/Funding
- Enhance Park & Recreation Program/Funding

2022 Budget Priority Progress:

- APWA Accreditation is a multiyear undertaking and work is being done citywide to achieve accreditation. Schedules and tasks are created and tracked by the Risk Manager and performed by staff.
- Capital Project Completion - Public Works will give a presentation on on-going and completed projects citywide. Additional projects were added to the 2022 capital budget, some of which will be rolled forward and continued into 2023.
- Streamlining Citywide Processes - (On-going) Citywide, departments are working on various LEAN projects and implementing new procedures to become more efficient.
- Transportation Funding - Council approved a ballot measure to be placed on the November ballot requesting the voters approve a TDB sales tax for transportation, sidewalks & walkways and pavement preservation. If this is approved, the budget will be amended to include the anticipated funding and capital project and M&O expenditures.
- Park & Recreation Program - The newly formed Park & Recreation department is up and running, and the city has welcomed Sarah Garceau, our first official Park & Recreation Director. Thank you to Russ Wright and Aaron Halverson for building the department to this point and assisting with the transition.

2023 priorities will be solicited from the City Council during this discussion.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 9/6/2022

Subject: 2022 Comprehensive Plan Docket Briefing

Contact Person/Department: Aaron Halverson, Russ Wright, David Levitan,
Administration

Budget Impact: NA

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No formal action is required. Council is asked to review preliminary staff and Planning Commission recommendations for Comprehensive Plan text and map amendments as part of the 2022 docket, in advance of scheduling public hearings for adoption of the docket later this fall.

SUMMARY/BACKGROUND:

Comprehensive Plans are the primary land use document for guiding growth and development in Washington jurisdictions. They are required by and must be consistent with the Growth Management Act (GMA), with [RCW 36.70A.070](#) identifying a number of mandatory “elements”, or chapters, that must be included in local plans. Under the GMA, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. On March 22, 2022, the City Council approved the docket via [Resolution 2022-02](#).

Under the GMA, cities must also prepare more complete “periodic updates” to their comprehensive plan, with the next deadline being December 31, 2024. The most recent periodic update was adopted in September 2015 via [Ordinance 937](#) and established the twenty-year planning horizon for the current plan (2015-2035). The Snohomish County Council adopted 2044 growth targets in February 2022, which will align with the planning horizon for the next periodic update (2024-2044). The city has received several grants to complete work related to the Comprehensive Plan periodic update,

including development of a Housing Action Plan and Climate Mitigation Plan. The city is also eligible for \$125,000 in funding from the Department of Commerce (based on its population size) to aid with the periodic update, and the city is in the process of recruiting a consultant team to help with preparation of the update.

2022 Docket

The scope of the city's annual Comprehensive Plan docket has varied in recent years but has generally been limited to minor changes to reflect new capital projects (primarily transportation and parks), updated demographic information and buildable lands/growth target data, and land use map amendments, including the predesignations for the city's Urban Growth Area (UGA) which were adopted as part of the 2019 docket. The 2022 docket is also fairly limited in scope, with more detailed and expansive amendments expected as part of the 2024 periodic update.

The Planning Commission held several work sessions over the last four months during which it reviewed proposed amendments to the Land Use Element ([May 18](#)), Parks, Recreation and Open Space Element ([June 15](#)), Land Use Map ([July 20](#)), and Public Services and Utilities and Capital Facilities Elements ([August 17](#)). Commissioners were comfortable with the proposed text amendments as well as to the revised methodology for evaluating and prioritizing capital projects (currently in development and discussed in more detail below), which will be incorporated into Tables 9-1 and 9-2 of the Capital Facilities Element as well as the Park Element. A more detailed discussion of map amendments M-1 and M-3 is also included below. Given the limited scope of the text amendments staff has not included an attachment showing track changes to all individual text amendments, but they are available in the Planning Commission packets hyperlinked above.

Text amendment T-2 to the Shoreline Master Program (SMP) requires a separate but concurrent process to make minor amendments to the SMP that would remove multiple references to multifamily residential (MFR) development being permitted within the Shoreline Residential Environment (Waterfront Residential zone) and limit development in this zone to detached single family residences and duplexes. These changes would provide consistency with [LSMC Table 14.40-I](#) (Table of Residential Uses), [LSMC Section 14.46.210](#) (Innovative Housing and Infill), and the recommendation of the Waterfront Residential Task Force (as accepted by the City Council at their October 22, 2020 meeting). The city is required to provide a 30-day joint public comment period with the Department of Ecology and hold a public hearing on the proposed minor SMP update, which can happen concurrently within the 60-day Department of Commerce review period and the public hearings scheduled for the Comprehensive Plan docket.

Proposed Changes to Ranking and Prioritization of Capital Projects

In 2022, the city embarked on a process to compile a comprehensive capital projects list that includes cost estimates and priority rankings. This list of projects, known as a Capital Facilities Plan (CFP), is a 20-year project list that will be incorporated into the Capital Facilities Element. In addition, the CFP will be used to develop the city's six-year Capital Improvement Plan (CIP). The CIP will incorporate funding strategies and high-level schedules for each project. CIP projects must be fully or partially funded so the list of CIP projects will be an abbreviated list of the CFP. Attachment 1 provides more detail on the methodology as well as the projects that will be included in Tables 9-1 and 9-2 of the Capital Facilities Element.

Preliminary Planning Commission Recommendations on Map Amendments M-1 and M-3

As noted above, the Planning Commission discussed map amendment proposals M-1 and M-3 at their July 20 meeting; a video of that discussion is [available here](#). M-1 is a citizen-initiated amendment proposal to change the land use designation of two parcels on the south side of 20th St SE just east of S Lake Stevens Rd from High Density Residential to Commercial with an associated rezone to Commercial District, while M-3 is a city-initiated amendment to assess potential changes to land use designations and associated rezones within the eastern half of the 20th St SE Corridor subarea, and was intended primarily to address the city's projected deficit of employment land over the next twenty years.

Commissioners were supportive of proposal M-1 (shown in black hatch marks on Attachment 2). They believed that it would help meet the city's projected employment deficit and would allow for a use (a proposed brewery) that was appropriate for that stretch of 20th St SE, given its proximity to other commercial uses. Staff asked commissioners about potentially expanding the proposal boundaries to the east, either to the directly adjacent parcel (10610 20th St SE) or to the eastern edge of the subarea, which would also add the two properties on the east side of 106th Ave SE (10620 and 10630 20th St SE). Most commissioners felt that 106th Ave SE was the most logical boundary for the proposed map amendment, which would result in the addition of the parcel outlined in green on Attachment 2. Staff has reached out to that property owner by phone and mail about potentially adding the property to the map amendment but has yet to hear back about their interest. Changing this property to a Commercial land use designation would result in the existing single-family residence on the adjacent parcel becoming a legal nonconforming use.

Staff presented several options for Planning Commission to consider as part of proposal M-3. Area A (Attachment 3) included properties on the north side of 20th St SE on either side of 99th Ave SE that have a current land use designation of High

Density Residential and which commissioners were asked to evaluate a possible change to a commercial or mixed-use designation. Area B (Attachment 4) included properties further to the north on the east side of 99th Ave SE and did not include a proposed land use map amendment but for which commissioners were asked if a zoning change to Multifamily Residential (MFR) was appropriate. Area C (Attachment 5) focused on 97th Dr SE, a cul-de-sac accessed from S Lake Stevens Rd just east of SR 9 which was changed from Medium Density Residential to Commercial as part of the adoption of the 2019 docket ([Ordinance 1073](#)). Area C includes a vacant parcel whose property owner had requested a change to the High-Density Residential land use designation as part of this year's docket (proposal M-2), but that request was not included in the ratified docket.

Commissioners spent approximately 45 minutes discussing the three areas within proposal M-3. The majority opinion was that potential map amendments included in Areas A and B would be more appropriate to consider as part of the 2024 periodic update. They believed that this would allow the city to complete its Housing Needs Analysis and Housing Action Plan and take a broader citywide look at its future employment needs and potential need for map amendments or additional reasonable measures to meet those needs. Regarding Area C, commissioners believed it was unlikely to redevelop to commercial uses given the cost of housing in the region and the limited employment capacity shown in the 2021 Buildable Lands Report (about 32 jobs) and recommended that the Council consider changing the land use designation and zoning in Area C back to residential. A more detailed analysis of the employment capacity in the area is included in the July 20 Planning Commission packet.

Next Steps and Questions for Council

The city is required to provide notice to the Department of Commerce at least 60 days in advance of any text or map amendments to its Comprehensive Plan. Staff has preliminarily identified November 2 (Planning Commission) and November 22 (City Council) as potential dates for the required public hearings, so staff will need to send drafts of the amendments to Commerce by September 23. Staff must also complete the State Environmental Policy Act (SEPA) review process prior to Council approval of the docket. Before sending drafts to Commerce, staff would like Council feedback on the following questions:

1. Are there any questions about/proposed changes to the methodology used for ranking and prioritizing capital projects?
2. Do councilmembers support expanding map amendment proposal M-1 to include any of the parcels to the east (near 20th St SE and 106th Ave SE)?
3. How do councilmembers feel about the Planning Commission's preliminary recommendation for map amendment proposal M-3, which would defer

most potential changes to the 2024 periodic update but did recommend that 97th Dr SE be changed to allow for residential development?

APPLICABLE CITY POLICIES:

Comprehensive Plan

ATTACHMENTS:

1. Attachment 1 - Capital Facilities Plan Memo and Tables
2. Attachment 2 - Map M-1
3. Attachment 3 - Map M-1 Area A
4. Attachment 4 - Map M-3 Area B
5. Attachment 5 - Map M-3 Area C

MEMORANDUM



Public Works Department

DATE: 9/2/2022

TO: City Council and Mayor

FROM: Aaron Halverson, Public Works Director

SUBJECT: 2023-2043 Capital Facilities Plan

Summary

In 2022, the city embarked on a process to compile a comprehensive capital projects list that includes cost estimates and priority rankings. This list of projects, known as a Capital Facilities Plan (CFP), is a 20-year project list that will be incorporated into the city's comprehensive plan update. In addition, the CFP will be used to develop the city's six-year Capital Improvement Plan (CIP). The CIP will incorporate funding strategies and high-level schedules for each project. CIP projects must be fully or partially funded so the list of CIP projects will be an abbreviated list of the CFP.

Project List Development

There are five categories of projects including sidewalks, roadway, parks, surface water, and facilities. Cost estimates are based on best engineering judgement and data gathered from recent public bids. The result is an extensive list in each project type category:

Project Type	Number of Projects	Total Cost Estimate
Sidewalks	46	\$44,280,756
Roadway	13	\$78,740,044
Parks	13	\$15,592,300
Surface Water	10	\$22,542,512
Facilities	12	\$13,616,224
Total	94	\$174,771,836

Project Evaluation

Next, an objective evaluation criterion was created using data from the city's comprehensive plan, vehicle accidents reports, adjacency to essential facilities, roadway types, opportunities for funding/partnerships and estimated project costs. Each project was scored on a scale of 1-3 in each criterion, scores were averaged for each project and were reordered based on evaluation scores. An example of a section of the scoring matrix for sidewalks is below:

Sidewalks - Scoring Criteria				
Priority	Zoning	Roadway Type	Pedestrian/Bicycle Accidents	Facility within 1/4 Mile
High = 3	Commercial, incl. School	Minor Arterial	More than one Ped/Bicycle Accident	Adjacent to a medical office
		Collisions involving pedestrians		Adjacent to services for the disabled
		Streets with highway interchange		Adjacent to a library
				Adjacent to a senior center or senior housing
				Adjacent to a school
				Adjacent to a high use transit stop

Figure 1 Example Scoring Criteria

Prioritized Project List

This effort yielded 94 prioritized capital projects with a cost that exceeds \$174 million. The next step in this process is to develop the six-year capital improvement plan as an element of the 2023 budget document. CIP projects must be funded using either city funds or grants. Given the city's limited capital funding resources the CIP will have an abbreviated list of projects.

The city's Capital Project Manager will develop the CIP of the next quarter.

Facilities - Scoring Criteria									
Priority	Critical Facility	Operational/ Budget Impact	Environmental/ Sustainability	Public Health and Safety	Cost	Opportunity	Partnership Opportunity	Grant Eligibility	Dedicated Funding
High = 3	Police Station	Reduces debt service and operational costs	Reduces utility costs and improves energy/resource consumption.	Significantly improves the public health and safety	<\$150,000	Public Support is Strong and Political Support is Strong	Agreement in place	Eligible for more than two grants	Full Funding
	City Hall		Reduces reliance on fossil fuels.	Improves employee public health and safety.					
	Public Works Shop		Reduces use of hazardous materials.						
Medium = 2	Other Government Buildings	Reduces debt service or operating costs	Reduces vehicle trips	Moderate improvement to public health/safety	\$150,001 to \$500,000	Public or Political Support Strong	Agreement is pending with support	Eligible for one grant	>50% Funded
			Reduces Energy Consumption	Moderate improvement to employee health/safety					
			Improves well-being of employees						
Low = 1	Non-Government Buildings	No effect on debt service or operating costs	No known environment/sustainability benefit	No known benefit	>\$500,000	Support Not Known/Not Supportive	No agreement in place or pending	Eligibility Unknown	<50% Funded

Capital Facilities Plan - Facilities				
Project Number	Project Name	Description	Total Cost	Average Score
FC-111	Additional PW Shop Building Feasibility/Preliminary Design	Prepare feasibility report and preliminary design for additional public works shop building at current shop location.	30,000	2.44
FC-103	Police Station HVAC	LSPD facility was purchased in 2019 and remodeled. The life span on the current HVAC and air conditioning units have met their lifespan and are failing in the Administration/Operations Building. The training center systems were replaced shortly after occupancy. Project includes four AC units and four furnaces.	63,500	2.11
FC-109	Refueling Station Cover and Structure	Construct a ~1,200 square foot roof/cover structure over the refueling station at the PW Shop. This is a requirement of the City's NPDES permit.	45,720	2.11
FC-110	Decant Facility and PW Yard Materials Storage Bins Cover	Construct roof/cover structures over the four materials bins at the public works yard and four bins at the decant facility. Total area to cover is 4,700 square feet.	71,628	2.11
FC-108	Security Cameras	Procure and install cameras on municipal facilities to improve security.	63,500	2.00
FC-112	131st Ave NE Sewer Extension	Construct ~550 linear feet of sewer main beneath 131st Ave NE and connect public works shop to public sewer. Costs will be shared with the Lake Stevens Sewer District. This cost estimate is 50% share.	265,176	2.00
FC-102	City Hall	Relocate City Hall from North Cove Park to an alternative location	10,270,000	1.89
FC-104	Library HVAC and Paint	Replace the HVAC system and paint the city-owned building that is occupied by Sno-Isle Library.	88,900	1.89
FC-101	Museum	Design and construct a museum building on Mill Spur adjacent to the Grimm House.	2,413,000	1.78
FC-105	Eagle Ridge Storage Building	Restore/remodel the storage facility at Eagle Ridge Park for use by the Parks Department.	127,000	1.78
FC-106	Lundeen Park Recreation Building Remodel	Remodel the Lundeen Park recreation building for use by vendors and the Parks Department. This project includes security and IT upgrades.	127,000	1.78
FC-107	1819 South Lake Stevens Road - Commercial Building Paint and Remodel	Paint the exterior of the building. Minor remodel of the building including replacement/repair of aging HVAC system and other appliances. This project includes replacement of the eastern fire escape stairway.	50,800	1.44
Total			13,616,224	

Parks - Scoring Criteria									
Priority	Zoning	Park Service Type/Classification	Park Distribution	Park Amenities	Cost	Opportunity	Partnership Opportunity	Grant Eligibility	Dedicated Funding
High = 3	Multi-Family	Community Park (>10 acres)	Community park that fills 2.5 mile distribution gap to residential zone	Playfields	<\$150,000	Public Support is Strong and Political Support is Strong	Agreement in place	Eligible for more than two grants	Full Funding
		Trail >1 Mile	Neighborhood park that fills 1 mile distribution gap to residential zone	Community Center					
	Mixed Use		Mini-park that fills 0.5 mile distribution gap to residential areas	Playgrounds and Restroom					
				Dock/Pier and Swim Beach					
Medium = 2	Single Family	Neighborhood Park (<10 acres)	Community park that fills <2.5 mile to 1 mile distribution gap	Trail/Pathway (>0.5 miles)	\$150,001 to \$500,000	Public or Political Support Strong	Agreement is pending with support	Eligible for one grant	>50% Funded
		Trail >0.5 Mile	Neighborhood park that fills <1 to 0.5 mile distribution gap to residential zone						
				Swim Beach					
Low = 1	Commercial	Mini-Park (<1 acre)	Community park that fills <1 mile distribution gap	View Corridor	>\$500,000	Support Not Known/Not Supportive	No agreement in place or pending	Eligibility Unknown	<50% Funded
	Industrial	Open Space	Neighborhood park that fills <0.5 mile distribution gap to residential zone	Open Space					
		Trail <0.5 Mile	Mini-park that fills <0.5 mile distribution gap to residential areas	Trail/Pathway (<0.5 miles)					

Capital Facilities Plan - Parks				
Project Number2	Project Name	Description	Total Cost	Average Score
PR-100	Frontier Heights Phase II	Design and construction of a multiuse athletic field, drainage and parking lot improvements and pickleball courts.	1,905,000	2.75
PR-101	North Cove Phase IV	Restroom, concession, Grimm House site work, public moorage at North Cove dock. Grant funding received is for the North Cove dock boat slips.	508,000	2.75
PR-102	Eagle Ridge Park Phase II	Design and construct an amphitheater, playground, restrooms, parking and frontage improvements.	984,250	2.63
PR-103	North Cove Dock Boat Slips	Add up to six boat slips to the west side of the pier.	134,000	2.63
PR-104	Cedarwood Recreation Center	Construct a community center/recreation space by renovating an existing building that previously served this purpose.	1,651,000	2.50
PR-106	Sunset Park Phase II	Pave parking lot, drainage improvements, ADA path with overlook deck.	762,000	2.38
PR-107	North Cove Docks @ Boat Launch	Repair/Replace boat launch dock and slips.	317,500	2.38
PR-105	North Cove Pedestrian Bridge	Construct abutments and place previously purchased pedestrian bridge over the Lake Stevens outlet channel between North Cove Park and North Lakeshore Drive.	67,000	2.25
PR-108	Frontier Heights Phase III	Construction of a labyrinth exercise equipment and a sensory garden with associated pedestrian connections.	190,500	2.25
PR-109	20th St. SE Ballfields/Powerline Trail Phase I	Construct paved parking lot adjacent to 20th Street SE and 3,800 linear feet of multi-use path between 20th Street SE and 8th Street SE.	1,644,500	2.25

Capital Facilities Plan - Parks				
Project Number2	Project Name	Description	Total Cost	Average Score
PR-110	Eagle Ridge Property Acquisition	Acquire residential property adjacent to Eagle Ridge Park	920,500	2.25
PR-111	Sunset Park Phase I	Stabilize dock and shoreline. Improve landscaping.	536,000	2.13
PR-112	Neighborhood Park Acquisition	Identify locations for and acquire lands for a neighborhood level park in the southeastern part of the City.	1,952,500	2.13
PR-113	Davies Beach Pier Restoration	Restore the pier with new decking, piling repairs as needed, add three boat slips with lifts for emergency responder boats	134,000	2.00
PR-114	Centennial Woods - Pump Track and Climbing	Improve trails, construct a pump track and climbing walls.	1,340,000	2.00
PR-115	Power Line Trail Phase II	Construct 3,700 linear feet of multi-use path between 8th St. SE and Market Place.	1,497,800	1.75
PR-116	Bonneville Ballfields	Replace the field surface and renovate the athletic field amenities.	952,500	1.63
PR-117	Mini-Park Restoration	Restoration program for mini-parks throughout the City. Mini-parks typically have playgrounds that need to be replaced or repaired. This is recurring annual funding.	95,250	1.63
Total			15,592,300	

Roadway - Evaluation Criteria									
Priority	Highest Land Use Type Within 1/2 Mile	Roadway Type	Accident Data	Facility within 1/4 Mile	Facility within 1/2 mile	Cost	Opportunity	Grant Eligibility	Dedicated Funding
High = 3	Commercial	Minor Arterial	Fatal Accident	Adjacent to a medical office		<\$1,000,000	Public Support is Strong	Eligible for more than two grants	Full Funding
		Collisions involving pedestrians	Vehicle on Ped Accident	Adjacent to services for the disabled			Political Support is Strong		
		Streets with highway interchange		Adjacent to a library					
				Adjacent to a senior center or senior housing					
				Adjacent to a school					
				Adjacent to a high use transit stop					
Medium = 2	Mixed Use	Major Collector	Serious Injury Accident	Adjacent to a public office	Adjacent to a medical office	1,000,001- 5,000,000	Public or Political Support Strong	Eligible for one grant	>50% Funded
	Multi-Family	Minor Collector		Adjacent to a park	Adjacent to services to the disabled				
				Connects or completes street(s)	Adjacent to a library				
					Adjacent to a senior center or senior housing				
					Adjacent to a school				
Low = 1	Single Family	Neighborhood	Other		Adjacent to a high use transit stop	>5,000,001	Support Not Known/Not Supportive	Not eligible for grants	<50% Funded
	Industrial				Adjacent to a public office				
					Adjacent to a park				
					Connects or completes street(s)				

Capital Facilities Plan - Roadways				
Project Number	Project Name	Description	Total Cost	Average Score
RD-100	79th Ave SE Access Road	Construct new roadway including 7' bike lane, two 11' travel lanes, 5' landscape strips and 5' sidewalks for through road to Cavalero Mid-High School	3,163,500	2.11
RD-110	99th/20th U-turn Channelization	Rechannelize 20th Street SE to allow for U-turns at the intersection of 20th Street SE and 99th Ave SE.	30,000	2.11
RD-102	91st Ave NE Commercial Revitalization	Upgrade road to minor arterial road standard including multi-use path or sidewalk with 7' bike lane, 11' travel lanes and 12' center lane with landscape islands. Potential for roundabout at midblock for circulation into commercial areas	6,748,800	1.89
RD-101	Main Street Redevelopment	Multi-use path, street frontage improvements and roundabout at Main Street & 20th St NE intersection.	7,198,720	1.89
RD-112	91st Ave SE/24th Street SE/S. Lake Stevens Road	Construction of minor arterial south of 20th Street SE that provides an additional connection to SR 9.	21,000,000	1.89
RD-103	99th Ave NE - Boulevard	Upgrade road to minor arterial road standard including multi-use path or sidewalk with 7' bike lane, 11' travel lanes and 12' center lane with landscape islands. Potential for roundabout at midblock for circulation into commercial areas	5,848,960	1.56
RD-104	Grade Road - Boulevard	Upgrade road to minor arterial road standard including multi-use path or sidewalk with 7' bike lane, 11' travel lanes and 12' center lane with landscape islands.	15,747,200	1.56
RD-105	125th Ave NE/18th St NE/20th St NE Downtown Roadway Improvements	Upgrade road to two 10' travel lanes, 8' parking on both sides, 5' planters and 5' sidewalks.	4,150,512	1.56

RD-111	12th St. SE/87th Ave SE Road Realignment	The intersection at 87th Street SE and 12th Street SE is not aligned to provide adequate sight distances for vehicles. Project will realign the intersection and construct additional roadway surface.	6,596,320	1.56
RD-106	79th Ave SE/8th St. SE Interse	Improve the intersection at 79th Ave SE and 8th Street SE to provide pedestrian amenities and intersection improvements. Limits are 200' from intersection.	899,840	1.44
RD-107	Madrona Drive	Convert half road to reduced standard local access road section including two 10' travel lanes and a sidewalk on a single side of the road.	1,057,312	1.11
RD-108	Alder Road	Convert half road to reduced standard local access road section including two 10' travel lanes and a sidewalk on a single side of the road.	1,574,720	1.11
RD-109	101st Ave NE	Convert half road to reduced standard local access road section including two 10' travel lanes and a sidewalk on a single side of the road.	4,724,160	1.11
Total			78,740,044	

Sidewalks - Scoring Criteria								
Priority	Zoning	Roadway Type	Pedestrian/Bicycle Accidents	Facility within 1/4 Mile	Cost	Opportunity	Grant Eligibility	Dedicated Funding
High = 3	Commercial, incl. School	Minor Arterial	More than one Ped/Bicycle Accident	Adjacent to a medical office	<\$150,000	Public & Political Support is Strong	Eligible for more than two grants	Full Funding
		Collisions involving pedestrians		Adjacent to services for the disabled				
		Streets with highway interchange		Adjacent to a library				
				Adjacent to a senior center or senior housing				
				Adjacent to a school				
				Adjacent to a high use transit stop				
Medium = 2	Mixed Use	Major Collector	One Ped/Bicycle Accident	Adjacent to a public office	\$150,001 to \$500,000	Public or Political Support Strong	Eligible for one grant	>50% Funded
		Minor Collector						
				Adjacent to a park				
Low = 1	Single Family	Neighborhood	No Record		>\$500,000	Known/Not Supportive	Eligibility Unknown	<50% Funded
	Industrial			Connects or completes street(s)				
Adjacent is within 1/4 mile								

Capital Facilities Plan- Sidewalks					
Project Number	Roadway	Start	End	Total Cost	Average Score
CP-101	16th Street NE	Main Street	Machias Cutoff	1,623,024	2.25
CP-127S	91st Ave SE	4th St. SE	Market Street	606,528	2.25
CP-128S	91st Ave SE	8th Street SE	4th Street SE	808,704	2.25
CP-131S	91st Ave SE	Market Place	12th Street SE	1,375,920	2.25
CP-107	117th Ave NE	20th Street NE	26th Street NE	1,224,288	2.13
CP-151S	91st Ave SE	20th Street SE	12th Street SE	1,179,360	2.13
CP-141S	North Lakeshore Drive	Main Street	123rd Ave NE	131,976	2.13
CP-140S	S. Lake Stevens Road	100th Dr SE	SR 9	1,124,604	2.13

Capital Facilities Plan- Sidewalks					
Project Number	Roadway	Start	End	Total Cost	Average Score
CP-112	Soper Hill	Lake Drive	RAB at SR9	1,714,284	2.13
CP-132S	113 th Ave NE	32nd Street NE	36th Street NE	68,796	2.00
CP-139S	20th Street NE	Main Street	131st Ave SE	29,484	2.00
CP-104	Grade Road	Hartford Drive	Library	383,292	2.00
CP-103	Hartford Drive	20th St NE	21st Street NE	303,264	2.00
CP-130S	103 rd Ave SE	32nd Street NE	South Lake Stevens Road	81,432	1.88
CP-102	123rd Ave NE	22nd Street NE	North Lakeshore Drive	421,200	1.88
CP-129S	83rd Ave NE	20th Street SE	17th Street SE	477,360	1.88

Capital Facilities Plan- Sidewalks					
Project Number	Roadway	Start	End	Total Cost	Average Score
CP-118	99th Ave NE	1st Street NE	Chapel Hill Road	101,088	1.88
CP-142S	North Lakeshore Drive	123rd Ave NE	North Lakeshore Swim Bea	692,172	1.88
CP-135S	99 th Ave NE	Sunnycrest Elem.	30th Street NE	741,312	1.75
CP-150S	99th Ave SE	20th St. SE	8th St. SE	1,718,496	1.75
CP-124	South Lake Stevens Road	East Lakeshore Drive	123rd Street SE	2,729,376	1.75
CP-126S	20th Street SE	S. Lake Stevens Road	113th Drive SE	1,151,280	1.63
CP-116	4th Street NE	97th Drive NE	98th Drive NE	263,952	1.63
CP-144S	79th Ave SE	16th Place SE	14th Street SE	209,196	1.50

Capital Facilities Plan- Sidewalks					
Project Number	Roadway	Start	End	Total Cost	Average Score
CP-117	99th Ave NE	Lakemont Avenue	3rd Street NE	320,112	1.50
CP-119	99th Ave NE	Market Place	4th Street SE	780,624	1.50
CP-105	Grade Road	30th Street NE	32nd Street NE	303,264	1.50
CP-147S	Hartford Drive	21st Street NE	131st Ave NE	2,075,112	1.50
CP-108	Lake View Drive	112th DR NE	Callow Road	1,729,728	1.50
CP-137S	30 th Street NE	99th Ave NE	Callow Road	703,404	1.38
CP-123	79th Ave SE	8th Street SE	12th Street SE	741,312	1.38
CP-145S	79th Ave SE	14th Street NE	10th Street SE	631,800	1.38

Capital Facilities Plan- Sidewalks					
Project Number	Roadway	Start	End	Total Cost	Average Score
CP-136S	8 th Street SE	79th Ave SE	91st Avenue SE	1,433,484	1.38
CP-149S	East Lakeshore	S. Lake Stevens Road	Sunset Beach	4,212,000	1.38
CP-146S	Frontier Circle	Frontier Circle East	11th Street SE	584,064	1.38
CP-143S	North Lakeshore Drive	Mitchell Road	114th Drive NE	921,024	1.38
CP-125	Vernon Road	12th Place NE	15th Street NE	359,424	1.38
CP-133S	131 st Ave NE	20th Street NE	Hartford Road	1,029,132	1.25
CP-122	8th Street SE	79th Ave SE	83rd Ave SE	746,928	1.25
CP-120	99th Ave SE	11th Place SE	4th Street SE	1,437,696	1.25

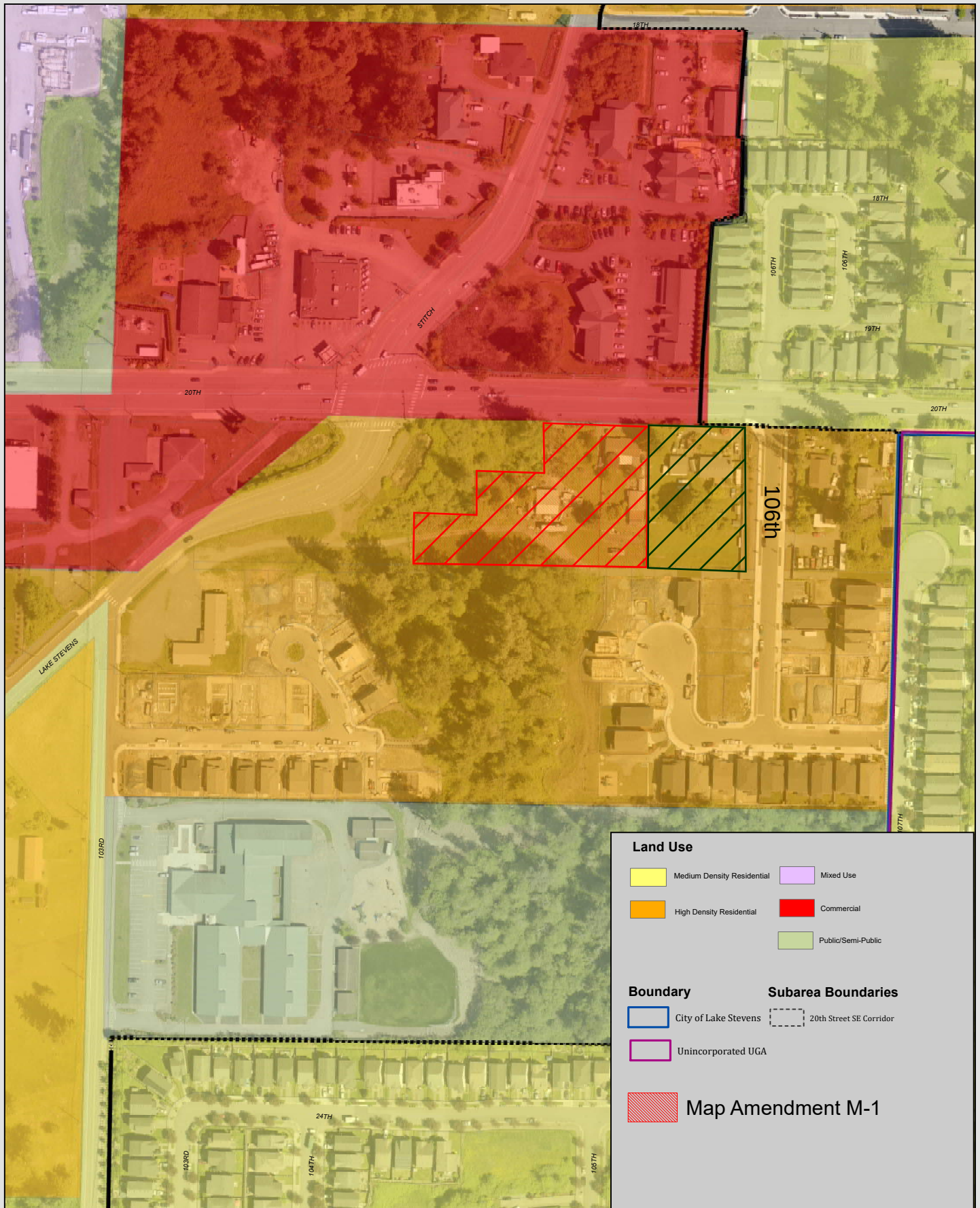
Capital Facilities Plan- Sidewalks					
Project Number	Roadway	Start	End	Total Cost	Average Score
CP-110	Cedar Road	Forest Road	28th Street NE	786,240	1.25
CP-138S	Cedar Road	20th St. NE	30th Street NE	1,950,156	1.25
CP-148S	118th Ave SE	Machias	Meridian	2,459,808	1.13
CP-121	32nd Street NE	Grade Road	118th Drive NE	263,952	1.13
CP-111	Lake Drive	Lundeen Parkway	28th Street NE	853,632	1.13
CP-106	Cedar Road	20th Street NE	Forest Road	797,472	1.00
Total				44,280,756	

Storm - Scoring Criteria									
Priority	Land Use	Flood Mitigation Benefit/Risk Mitigation	Environmental/ Sustainability	Operational/ Budget Impact	Cost	Opportunity	Partnership Opportunity	Grant Eligibility	Dedicated Funding
High = 3	Commercial	>5 Structures Mitigated	Total Fish Barrier Restored	Substantial reduction in operational costs	<\$150,000	Public Support is Strong and Political Support is Strong	Agreement in place	Eligible for more than two grants	Full Funding
	Industrial	Minor Arterial	Stream Daylighted	Substantial reduction in financial risk					
		Sole Access	Project improves TMDL						
Medium = 2	Multi-Family	>3 Structures Mitigated	Partial Fish Barrier Restored	Moderate reduction in operational costs	\$150,001 to \$500,000	Public or Political Support Strong	Agreement is pending with support	Eligible for one grant	>50% Funded
		Major/Minor Collector	Restoration of Wetlands/Wetland reconnection	Moderate reduction in financial risk					
			Improves Water Quality						
Low = 1	Single Family	<2 Structures Mitigated	No Fish Barrier Restored	Minor operational cost reduction	>\$500,000	Support Not Known/Not Supportive	No agreement in place or pending	Eligibility Unknown	<50% Funded
		Neighborhood Roadway	No Wetland Reconnection	Minor financial risk reduction					
			No Water Quality Improvement						

Capital Facilities Plan - Stormwater				
Project Number				
	Project Name	Description	Total Cost	Average Score
SW-105	20th Street NE Culvert Replacement	Phase II - Downtown Flood Mitigation: Replacement of the 20th Street NE culvert with a bridge to reduce the severity and occurrence of flooding in the downtown area. This project includes channel realignment.	3,175,004	3.50
SW-106	Hartford Culvert Replacement	Phase III - Downtown Flood Mitigation: Replacement of two culverts on Hartford Drive with bridges and channel restoration through the wetland west of Hartford.	6,350,005	3.50
SW-101	Weir Replacement	Phase I - Downtown Flood Mitigation: Replacement of the weir at the outlet of Lake Stevens with a control structure that provides fish passage and automated control of the lake level.	952,500	3.50
SW-107	18th Street NE Culvert Replacement	Phase IV - Downtown Flood Mitigation: Replacement of the 18th Street NE with a bridge.	3,175,006	3.33
SW-104	Bridge 06 Replacement - 36th Street NE	Bridge 06 requires a quarterly inspection due to structural concerns. This bridge should be replaced to ensure commercial traffic can access the Hartford Industrial area of the City.	3,175,003	3.00
SW-109	Regional Stormwater Facility Downtown	Construct a regional stormwater facility in downtown Lake Stevens to encourage commercial growth.	1,270,000	2.67
SW-110	Regional Stormwater Facility Hartford Industrial	Construct a regional stormwater facility in adjacent to Hartford Drive to encourage industrial growth.	1,270,000	2.67
SW-102	10th/79th Storm Line Replacement	Replacement of inadequately sized stormwater pipes and structures with structures/pipes to convey the significant quantity of water in this area.	508,001	2.50
SW-108	36th Street Culvert Replacement - Fish Passable	Replace the culvert at 36th Street NE that conveys a tributary to Catherine Creek.	762,000	2.33
SW-103	99th Ave SE/4th St. SE Culvert Feasibility	Design/feasibility of a culvert replacement project at 99th Ave SE/4th St. SE.	1,905,002	1.50
Total			22,542,521	



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LAKE STEVENS
Proposal M-1 - Change to Commercial

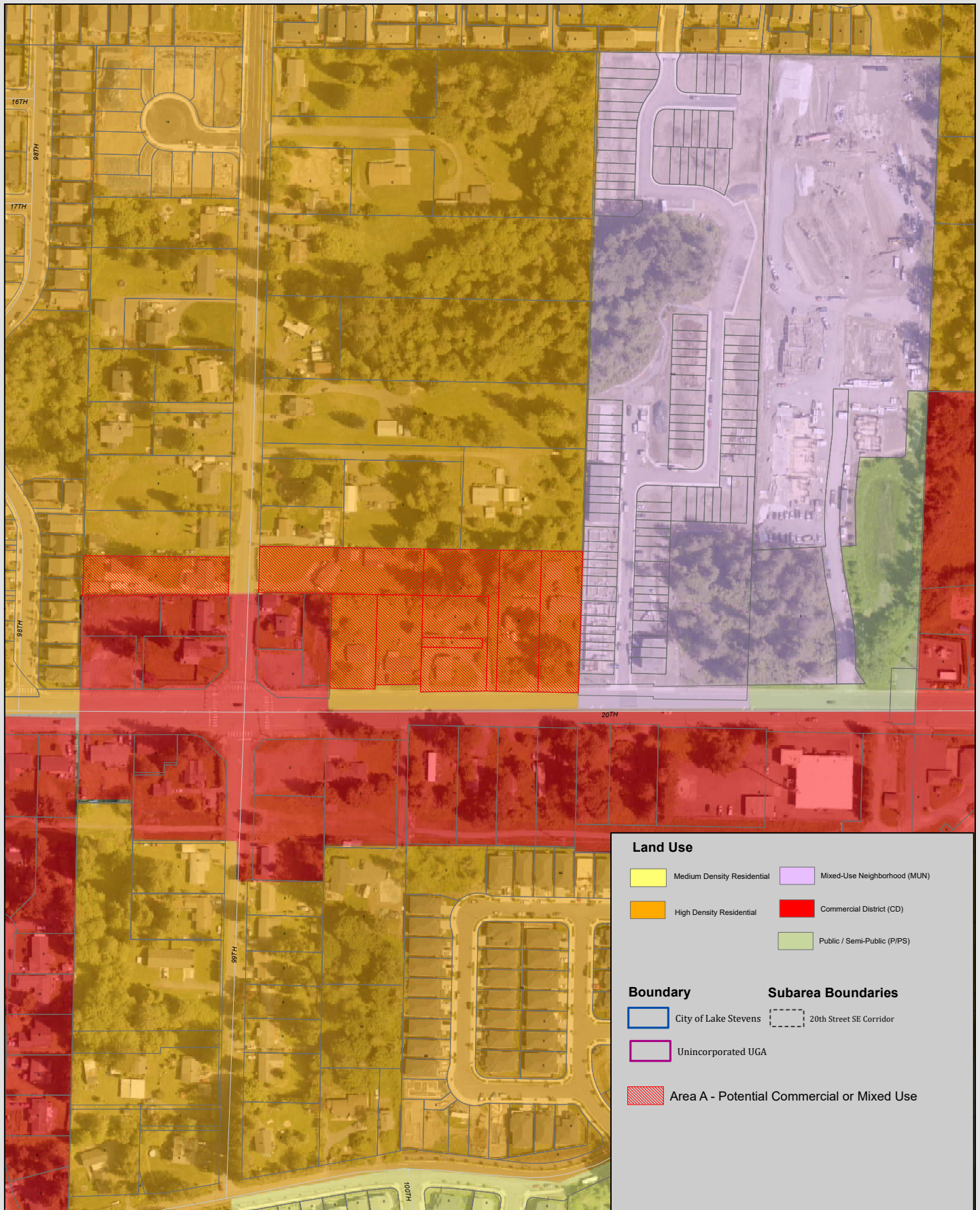




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LAKE STEVENS

Proposal M-3, Area A - Potential Commercial or Mixed Use

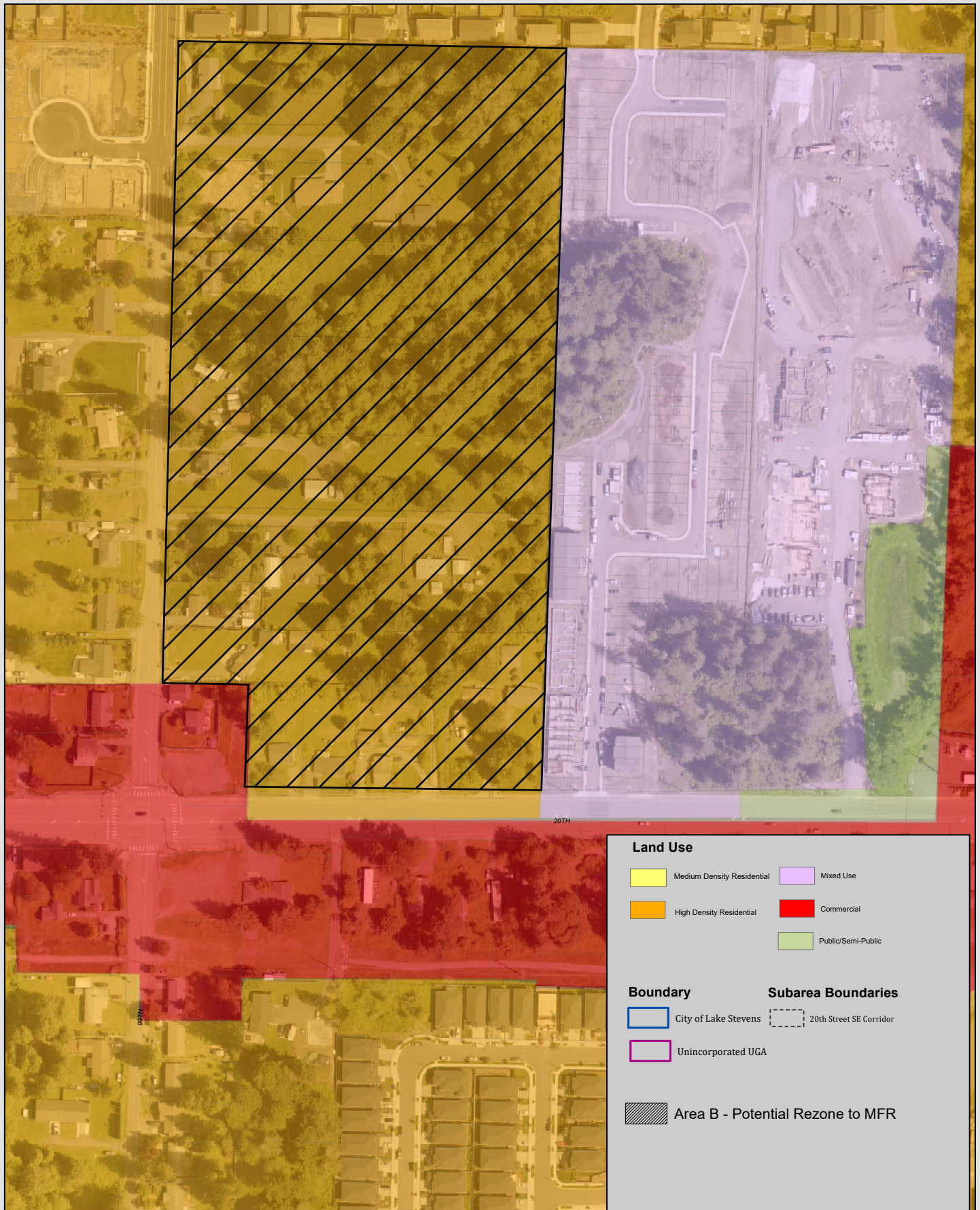




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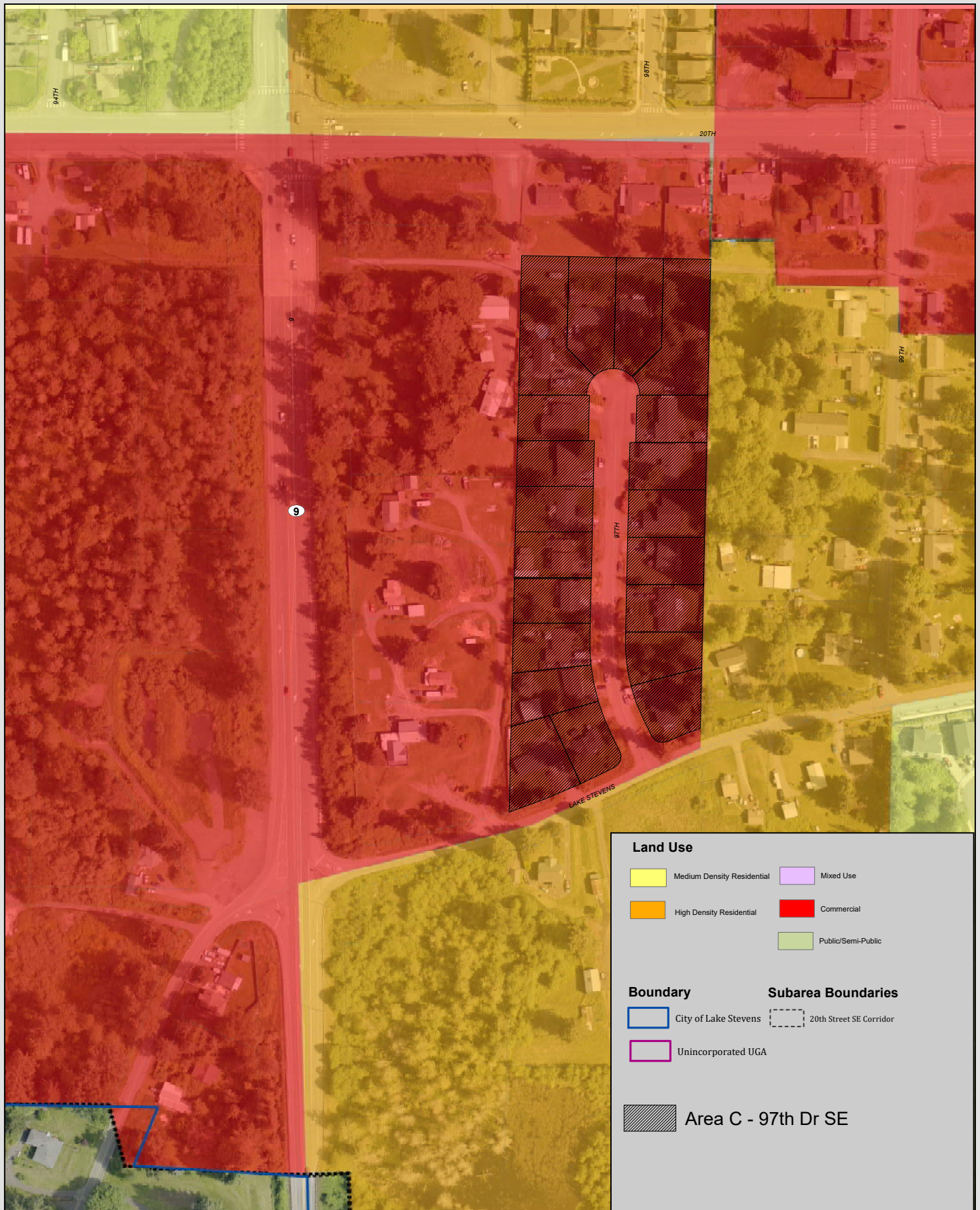
LAKE STEVENS

Proposal M-3, Area B - Potential Rezone to MFR





----- CITY OF -----
LAKE STEVENS
Proposal M-3, Area C - 97th Dr SE



CITY COUNCIL STAFF REPORT



Agenda Date: 9/6/2022

Subject: Retail Strategies Report

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA - Contract was budgeted

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No Action

SUMMARY/BACKGROUND:

The City Council approved funding through its ARPA allocation to promote economic recovery and expansion. The city engaged Retail Strategies to facilitate conversations between national companies and local property owners to increase economic development. Retail Strategies team members toured Lake Stevens with the Mayor, City Administrator and the Community Development Director to discuss priority areas. In our tour, we emphasized the redevelopment of 91st Ave NE and the greater Lake Stevens Center subarea as well as the commercial properties near the 20th Street SE subarea. We also discussed different priority businesses from prior leakage analyses, including recreation facilities and a sporting goods store. To date, Retail Strategies has produced a demographic overview, an updated market tapestry profile and a market guide for the city and surrounding area. Retail Strategies represented the city at the International Conference of Shopping Centers (ICSC) in December and met with multiple retail businesses, brokers and developers. The staff and the Mayor continue to have recruitment discussions with Retail Strategies about prospective properties and opportunities as they arise. I have attached for your review their latest summary report of activities.

APPLICABLE CITY POLICIES:

NA

ATTACHMENTS:

1. Lake Stevens, WA - Ongoing Conversations - 8.24.22



Overview & Ongoing Conversations

Importance of Retail

Retail's economic impacts adds up quickly. It increases sales tax revenue, creates jobs, builds up a workforce, enhances quality of life, and encourages future growth within your community.

Partnership Overview

We share a common goal to generate new retail communication that would not otherwise happen. The initial 90 business days of our partnership are spent on due diligence for the discovery phase, which helped identify national retail prospects - varying from quick serve restaurants (QSR), to big box general merchandise, etc. - that are not currently in the market and/or could warrant an additional market location. Moving forward, our team works to connect those retail prospects to property owners/to our City points of contact and advance the potential deal.

Retail Timeline Overview

The timeline for a retail deal typically takes around 18 to 36 months:

- Step 1: A lot of retail expansion plans are made by investors and executives, as most national retailers are publicly traded companies, and they identify the number of stores needed to grow.
- Step 2: Store growth and expansion goes to the Real Estate Director (RED), and they will have a territory or region for opening those stores.
- Step 3: Oftentimes, a local tenant rep is hired to identify and submit sites back to the RED.
- Step 4: Proforma the selected deals.
- Step 5: Submit a letter of intent.
- Step 6: The deal goes to a real estate committee to approve or deny.
- Step 7: If approved, then a lease will be executed.
- Step 8: A developer is hired or is already involved in the process.
- Steps 9 & 10: Construction or remodeling begins, and store doors are opened.



LAKE STEVENS, WA

Brookley Valencia, Portfolio Director
bvalencia@retailstrategies.com



Overview & Ongoing Conversations

Prospect Outreach

We have conducted outreach to over 50 retail prospects. We continue highlighting the Lake Stevens market in ongoing conversations, sharing demographics, potential sites, and property contacts. We also continue with new outreach and discussing market opportunities.

Prospect – Potential Market Interest

Through our outreach we have gained interest from the following concepts listed below. We are continuing to discuss the market and help with potential sites that may be a fit.

- 1 sporting goods store
- 1 general merchandise store
- 1 shoe store
- 2 chicken QSRs
- 1 wings QSR
- 1 pizza chain
- 2 early childhood care centers
- 1 dental group
- 1 gas station

Prospect - Needs Franchisee

We also have market interest from retailers, but they do not currently have an expanding franchisee in the area.

- 2 bakery concepts
- 1 frozen yogurt concept



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bvalencia@retailstrategies.com



Overview & Ongoing Conversations

Prospect – Not Now, Maybe Later

A no now in retail does not mean a no indefinitely. We continue to reengage with retailers that have noted they are currently passing on the market, as expansion plans and market requirements change over time. Retailers that have passed stated it is due to either inflated construction costs, available real estate not meeting requirements, market size not meeting population requirements, or no current expansion in the state of Washington.



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