PLANNING COMMISSION 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.

March 1, 2023 - 6:00 PM
Hybrid-The Mill:1808 Main St, Lake Stevens, WA 98258
or Zoom Link: https://us02web.zoom.us/j/88684846435
Meeting ID: 886 8484 6435

1. **Call to Order**
   - A. Pledge of Allegiance
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
   - A. Approve Minutes of January 18, 2023
   - B. Approve Minutes of February 15, 2023
5. **Discussion Items**
   - A. Climate Mitigation Plan Work Session — Melissa Place
   - B. Lake Stevens Industrial Center Work Session for Draft Plan Summary — Christi Schmidt
6. **Commissioner Report**
7. **Planning Director's Report**
8. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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.

PLANNING COMMISSION MEETING MINUTES

Hybrid-Online or in the Mill

1-18-23

CALL TO ORDER:	6:00 pm by Chair Todd Welch
MEMBERS PRESENT:	Mike Duerr, Jennifer Davis, Todd Welch, Linda Hoult and Connor Davis
MEMBERS ABSENT:	Janice Huxford, excused
STAFF PRESENT:	Community Development Director Wright, Clerk Cody Schwindt, Clerk Jennie Fenrich
OTHERS PRESENT:	Councilmember Ryan Donahue

Chair Welch called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call: Commissioner Duerr motioned to excuse member absence. Seconded by Commissioner Davis. The motion carried unanimously (5-0-0-1).

Guest business: None

Approval of Minutes: Minutes of 12/7/2022 were approved as written. Motioned by Commissioner Duerr and seconded by Commissioner Hoult (5-0-0-1).

Action Items:

Elections were held and Mike Duerr was elected as Chair and Jennifer Davis was elected Vice Chair. Vote was unanimous (5-0-0-1). *Due to Commissioner Huxford absence, their two proxy nominations were submitted via electronic mail to the Planning Commission Clerk and shared with the commission to be considered in the nomination.*

Adjourn: Moved by Commissioner Hoult, seconded by Commissioner Welch to adjourn the meeting at 6:15p.m. On vote the motion carried (5-0-0-1).

Jennie Fenrich, Planning Commission Clerk

Following the brief meeting, Berk Consultants gave a Housing Action Plan presentation, and the Commission and citizens workshopped their vision of future development ones.

PLANNING COMMISSION MEETING MINUTES

Hybrid-Online or in the Mill

2-15-23

CALL TO ORDER:	6:01 pm by Chair Mike Duerr
MEMBERS PRESENT:	Chair Mike Duerr, Vice Chair Jennifer Davis, Todd Welch, Linda Hoult and Janice Huxford
MEMBERS ABSENT:	Connor Davis, excused (Joined via Zoom during meeting)
STAFF PRESENT:	Community Development Director Wright, Associate Planner Jill Needham, Clerk Cody Schwindt
OTHERS PRESENT:	Councilmember Ryan Donahue

Chair Duerr called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

Roll Call: Commissioner Hoult motioned to excuse member absence. Seconded by Commissioner Huxford. The motion carried unanimously (5-0-0-1).

Guest business: None

Public Hearing: No recommendations were made from the community to the Shoreline Master Program. Commissioner Hoult motioned to close the public hearing. Seconded by Commissioner Huxford. The motion carried unanimously (5-0-0-1).

Action Items: Commissioner Welch motioned to recommend the Shoreline Master Program as submitted by staff. Seconded by Commissioner Hoult. The motion carried unanimously.

Discussion Items: Director Wright briefed the commission on the 2023 Comprehensive Plan Docket and the proposed amendments it entails. The Commission will hold a public hearing March 1, 2023 to discuss each proposed amendment.

City Staff has requested the Planning Commission to consider the short-term rental regulation draft as recommended by the Advisory Committee. Associate Planner Jill Needham and Director Russ Wright recount the development of the regulations proposed to City Council through the work of city staff and the Advisory Committee. Planning Commissioners discussed their opinions on the regulation draft as more information was provided by Chair Duerr and Commissioner Connor Davis; who served as members of the Advisory Committee.

Commissioner Report: Commissioner Huxford reports their company's financial security had been compromised and warns others to take precautions.

Commissioner Connor Davis reports a group of third through fifth graders from Sunnycrest and Mount Pilchuck Elementary School took the time to clean up litter and debris around the north end of the lake during the nice weather and thanks all the volunteers for their help to make the city a better place.

Chair Duerr asks city staff to look into the requirement of PRA annual training as a state requirement.

Director Report: Director Russ Wright reports on the future agenda for March. There will be a public hearing to set the 2023 comprehensive planning docket. Solicitor license, Lake Stevens Municipal Code, and the industrial center will all have updates. City staff is also working on a Climate Action Plan that will be brought to the commission in March. A consultant has also been involved in assisting the Climate Action Plan for public engagement.

Adjourn: Commissioner Hoult moved to close the meeting, seconded by Commissioner Welch to adjourn the meeting at 6:59 p.m. On vote the motion carried (6-0-0).

Cody Schwindt, Planning Commission Clerk

PLANNING COMMISSION STAFF REPORT

Agenda Date: 3/1/2023

Subject: Climate Mitigation Plan Work Session

Contact Person/Department: Melissa Place, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
No action required. The city's consultant (Cascadia Consulting Group) will provide an overview of the draft strategies and actions of the city's Climate Mitigation Plan, which will provide the technical climate change foundation for the city's upcoming update to the Comprehensive Plan. Staff and the consultant are seeking the Commission's feedback on the draft strategies and actions.

SUMMARY/BACKGROUND:
The City of Lake Stevens is developing its first Climate Mitigation Plan (CMP) as a framework and roadmap to manage current and future carbon emissions and potential climate change impacts in Lake Stevens. This plan will establish a suite of feasible strategies to help reduce Lake Steven's greenhouse gas (GHG) emissions, recognizing emissions targets and preparing residents for potential climate impacts. The CMP will also provide the technical climate change foundation for the city's upcoming Comprehensive Plan Update, which must be adopted by June 30, 2024.

The city received a grant in the amount of $80,000 from the Department of Commerce to assist with this planning effort. The city started its CMP process in January of 2023 and is required to complete the project by June 30, 2023 to comply with the grant contract. A consultant team led by Cascadia Consulting Group (CCG) will work with the City of Lake Stevens to develop this plan.

To date, a Public Engagement Plan has been developed to provide a strategic framework for communicating with and engaging partners and the public in the planning

process.

The next step in the development of the plan is to consider a list of draft strategies and actions which will comprise the substance of the plan. These measures are broadly categorized and encompass a multitude of environmental considerations. As such, some directly affect city operations, while others affect local utilities and other partnering agencies outside of the city's purview. The city is coordinating with the outside agencies for feedback on the draft measures since environmental impacts don't follow regulatory boundaries to assess how potential climate changes may impact the city as a whole.

The city's consultant team will provide an overview of the CMP and present the draft measures (**Attachment 1**). The objective of this meeting is to obtain feedback from the Commission on the draft strategies and actions before public input, specifically city-related items. Please note that this is the first draft of measures, is currently under staff review, and as such, is subject to change. Public comment on the measures will occur in March.

The next steps after reviewing the draft strategies would be to conduct an equity assessment, ask for community feedback on draft strategies and actions, and then finalize the list based on engagement with the defined stakeholders. Staff anticipates bringing progress updates to the Commission each month from now until June.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - Draft Strategies and Actions

Strategies & Actions

Action Information

Focus Area	Strategy	Action Short Name	Action Description
Buildings & Energy	Use less energy	Energy-efficient lighting and appliances	In City-owned facilities, purchase and install the following energy efficient appliances: - Indoor and outdoor lighting and lighting-control devices (i.e., light timers and motion sensors) including light emitting diodes (LED) and dimming technologies when appropriate. Convert all streetlights to LEDs. - EnergyStar rated (or equivalent) appliances.
Buildings & Energy	Use less energy	Retrofit existing City buildings	Retrofit existing City buildings for energy efficiency, which may involve some or all of the following specific actions: - Conduct an aging facility assessment to prioritize investments. -Develop a prioritized 5- or 10-year capital replacement plan and determine the funding level necessary for implementation. -Identify funding for equipment replacement and building retrofits at all existing and new facilities. - Make energy efficiency improvements in existing buildings to upgrade appliances and equipment and improve insulation and weatherization. - Consider project location and contracting practices where the benefits are shared by low-income populations and communities of color.
Buildings & Energy	Use less energy	Encourage efficiency retrofits	Encourage early adoption of efficiency retrofits before it is required, and partner with local organizations to provide and promote energy efficiency incentives.
Buildings & Energy	Use cleaner energy sources	Construction standards	Increase requirements for sustainable building practices by adopting local amendments to the Washington State Building Code Council in areas such as water efficiency, rain and greywater harvesting and reuse, efficient system designs, use of low-carbon materials, and green stormwater infrastructure. Consider adopting an ordinance to phase out natural gas and other fossil fuel infrastructure in new construction while considering possible exceptions.
Buildings & Energy	Use cleaner energy sources	Heat pump program	Partner with local utilities and other regional partners to expand regional electric heat pump campaigns to replace natural gas-powered furnaces and oil heating systems with heat pumps and increase energy efficiency in City and residential buildings. Focus on serving low income residents and providing rebates, financial incentives, and educational materials/resources.

Buildings & Energy	Use cleaner energy sources	Support and incentivize solar	Provide incentives for installation of on-site renewable energy systems on residential and commercial buildings and for community solar projects (projects that allow community members to purchase a portion of the renewable energy produced from solar installations on large buildings). This could include streamlined permitting, development benefits, rebates, or bulk-purchasing program. Focus on increasing access to renewable energy by low-income households. Assess the feasibility of rooftop/carport solar panels and storage systems on City facilities; integrating solar power sources into construction and design of new facilities; and supporting the development of local community solar projects and micro-grids.
Buildings & Energy	Use cleaner energy sources	Electrify City facilities	Replace natural gas heating systems with electric systems at all City facilities at time of major renovation or replacement, with a goal of electrifying heating systems at all facilities by 2030. Include efficiency retrofits and solar panel installation in retrofits/remodels where feasible to offset energy costs. At City facilities, replace fossil fuel-powered backup generators with onsite solar and battery storage systems. Replace diesel generators with biodiesel where solar is not feasible.
Buildings & Energy	Use cleaner energy sources	Renewable Energy Credits	Offset all non-renewable energy use at City facilities through purchase of Renewable Energy Credits (RECs), as an interim measure.
Buildings & Energy	Use cleaner energy sources	Home electrification program	In collaboration with utilities and local jurisdictions, develop a residential home energy program to provide education, technical assistance, and financial assistance to replace gas and oil heating systems with electric heat pumps, improve home efficiency, and install renewable energy systems. Options include a rebate program, bulk-purchase retrofit campaign, or other financing mechanism. Explore, identify, and develop funding sources to support building electrification programs and discourage fossil-fuel use. Explore both grant funding and local taxes on fossil-fuel sources to fund electrification and weatherization assistance for low- and middle-income households.
Buildings & Energy	Use cleaner energy sources	Support electrification of commercial and multifamily buildings	Promote existing financing mechanisms and incentives, and develop new incentives to convert gas and oil heating systems at commercial and multifamily buildings to electric space and water heating at low upfront cost, with a focus on low and middle income residential buildings. Partner with regional utilities and jurisdictions to provide technical assistance and outreach to building owners to encourage electrification. Pair electrification measures with efficiency retrofits andrenewable energy installation.
Buildings & Energy	Strengthen energy systems	Utility Infrastructure Resilience	Improve the safety and reliability of infrastructure vulnerable to climate change by working with energy utilities

Transportation	Drive less	Sustainable City employee commutes & telework	Continue to support sustainable commutes for City staff; encourage work from home (telework) and flexible schedules, and work with local transportation agency to promote transportation alternatives where possible. This could include free or reduced transit passes for staff (opt-in program); incentives to use alternative transportation (walking, biking, using transit, or carpooling) such as bike lockers, showers and cycling infrastructure at City workplaces; resources and programs to increase the awareness around reducing commute emissions; and a guaranteed ride home safeguard to reimburse an employee's taxi or rideshare ride home in case of personal emergency or illness.
Transportation	Drive less	Update the Pedestrian and Bicycle Plan	Develop a Pedestrian and Bicycle Plan, that evaluates the use of urban street design guidelines such as NACTO, and identify/evaluate projects, provide a preliminary scope of work, and establish priorities of work with the intention of providing a roadmap, foundation, and timeline for future improvements.
Transportation	Drive less	Transportation Demand Management	Incentivize Travel Demand Management (TDM) strategies to reduce car trips from residents at new multifamily developments through incentive programs. Explore and implement options to increase TDM incentives and requirements for new development.
Transportation	Drive less	Walkability/ street connectivity	Increase street and multimodal connectivity by studying and implementing land use and transportation policies to increase density, increase walkability and bicycle paths, and encourage business development so that basic and desirable amenities and schools are available by active transportation (walking and biking) from more residences.
Transportation	Drive less	Public Transportation	Coordinate with Transit Agency to plan for transit-supportive growth patterns and improvement of transit infrastructure, and to develop innovative solutions for those areas of the city that lack regular, fixed route transit.
Transportation	Drive less	Transit-Oriented Development	1. Execute policy 2.8.3 in Lake Stevens Comp Plan: Promote cooperation and coordination among transportation providers, local governments and developers to ensure that developments are designed to promote and improve physical, mental and social health, and reduce the impacts of climate change on the natural and built environments. 2. Work with local planning and land use agencies to develop more transit-accessible jobs and

Transportation	Drive cleaner vehicles	Public & City EV Infrastructure Plan	Develop and implement an EV Infrastructure Plan. The Plan should: - Guide EV charging expansion throughout the city, in collaboration with local utilities. - Include analysis and recommendations on 2030 and 2050 fleet electrification goals and on the facilities and infrastructure required for the City and School District to meet those goals. - Include a readiness and capacity study to evaluate increasing EV charging at commercial and residential properties, and an implementation strategy including partnerships, funding, and future policy recommendations. - Plan for charging installations at the most visited City-owned or leased facilities.
Transportation	Drive cleaner vehicles	Electric equipment	Establish goal dates to phase out gas-powered maintenance equipment, and transition to using electric equipment (lawnmowers, leaf blowers, etc.) for City maintenance and operations and allocate funding for additional batteries to avoid breaks due to charging needs.
Transportation	Drive cleaner vehicles	EV education & outreach	Facilitate EV adoption by educating residents on the benefits of EVs, EV incentives and rebates, charger locations, and other information by developing education and outreach programs and materials .
Transportation	Drive cleaner vehicles	City fleet electrification	Define and implement a green vehicle selection process and resources for new or replacement vehicles, to electrify the City vehicle fleet, including updating charging infrastructure. Replace City vehicles with electric or hybrid wherever possible when they are at the end of their lives; purchase one hybrid or long-range electric vehicle for each major site for highway/town travel and on-road maintenance projects; and track technology development for hybrid, electric, or alternative fuel trucks. When a viable option comes on the market, acquire and test one truck as a pilot project.
Transportation	Reduce air travel emissions	Regional aviation coordination	Promote the use of sustainable aviation fuel and adoption of aviation fuel efficiency standards, in support of regional and industrial efforts to reduce regional aviation emissions.
Water & Natural Systems	Use less water and improve water management	Low-impact development	Using Department of Ecology guidelines where practical, create low-impact development (LID) policies and guidelines specific to Lake Stevens. Guidelines and policies may include requiring LID for all City-owned construction and remodels, and replacing old stormwater infrastructure with permeable pavement, bioscales, rain gardens, and vegetated roofs.
Water & Natural Systems	Use less water and improve water management	Water-efficient plumbing fixtures	Install water-efficient plumbing fixtures in City facilities (such as "push button" showers and low flushometers). When possible, use grey water and reclaimed water.
Water & Natural Systems	Use less water and improve water	Water Storage	Provide back-up water supplies during droughts and support climate resilience by constructing new water storage systems (e.g. large cisterns, water towers, and reservoirs).

Water & Natural Systems	Use less water and improve water	Exceed project design standards	Use LEED and SITES standards as examples to develop project design standards that exceed the minimum for energy efficiency and storm water management.
Water & Natural Systems	Use less water and improve water management	Sustainable water management	Support sustainable water management at City facilities and citywide: - Provide education and financial incentives to private landowners for practicing sustainable water management (e.g., through green stormwater retrofits, habitat restoration, and water reuse). - Manage City water resources sustainably through smart irrigation, smart metering, green stormwater management, preventative maintenance, water conservation and reuse, strategic plant selection, and landscape management. Isolate irrigation to allow brown-outs in particular areas, especially during summer.
Water & Natural Systems	Use less water and improve water	Flood prevention projects	Design and install flood prevention projects (such as water diversion designs or barriers) along key roads, sidewalks, and bike trails.
Water & Natural Systems	Expand, protect, and improve green spaces and natural ecosystems	Water-efficient landscape standards	Plant trees and plants that are suitable for a warmer, drier planet, prioritizing use of drought-tolerant native plants (and controling invasive plant, animal, and aquatic species). Utilize educational campaigns to encourage drought-resistant and native landscaping and design. Work with landscape companies and home owner associations to educate and incentivize drip irrigation and low fertilizer/pesticide management techniques.
Water & Natural Systems	Expand, protect, and improve green spaces and natural ecosystems	Tree preservation guidelines	Protect tree canopy and prevent tree loss by developing urban forestry and tree preservation guidelines. Offer tree-awareness campaigns and classes to educate the community, and develop tree planting demonstration programs. Support and encourage residents and property owners to plant the right tree in the right place.
Water & Natural Systems	Expand, protect, and improve green spaces and	Natural habitat resilience	Increase water residence time, store water on landscape, conserve water, and protect water quality to increase aquatic habitat resilience to low summer water levels.
Water & Natural Systems	Expand, protect, and improve green spaces and	Ecosystem services benefits	Quantify the benefits of natural systems and include these natural capital assets in community and development planningcost-benefit assessments.
Waste & Materials Management	Reduce communitywide waste	Recycling requirements & education	Develop requirements and educational programs to support recycling and composting. - Update requirements to ensure that new buildings include sufficient space for recycling and compost bins. - Develop and implement an educational campaign to support the phase-in of requirements for residential and commercial recycling and composting from WA's 2022 Organics Management Law. Work with building owners, renters, businesses, and all community members to educate about the requirements and how they can take action.

Waste & Materials Management	Reduce communitywide waste	C&D waste diversion and recycling	Adopt local Construction & Demolition (C&D) waste diversion guidance or requirements to reduce emissions related to construction; develop and implement a policy and program for recycling C&D waste by a designated date.
Waste & Materials Management	Reduce communitywide waste	Landfill waste reduction target	Set a target percentage reduction in waste disposed of in landfills, and a date to achieve that target.
Waste & Materials Management	Reduce communitywide waste	Use Food Well Washington Plan review	Conduct a thorough review of the Use Food Well Washington Plan to determine which recommendations make sense for implementation in Lake Stevens. As part of this review, identify the priority level for different recommendations.
Waste & Materials Management	Reduce communitywide waste	Support community reuse and waste reduction	Support community reuse and waste reduction programs through grant funding and promotional communications. Some examples of programs may include "Buy Nothing" groups, tool libraries, food banks, and food rescue programs.
Waste & Materials Management	Reduce municipal waste	Sustainable Purchasing Policy	Adopt a Sustainable/Environmentally Preferable Purchasing Policy for the City. The policy should prioritize products and services with the lowest environmental impact, including embodied carbon impacts.
Waste & Materials Management	Reduce municipal waste	Municipal electronics management	Develop guidelines around responsible electronics purchasing and disposal. Consider purchasing refurbished electronics where viable or develop guidelines for environmentally preferable brands and attributes of electronics (potentially as part of the Sustainable Purchasing Policy). Donate or properly recycle electronics when the City is ready to dispose of them.
Waste & Materials Management	Reduce municipal waste	Single-use plastics ban	Ban single-use plastics in City facilities and at City events.
Waste & Materials Management	Reduce municipal waste	Waste management training for City staff	Train and educate City staff on waste management. Improve signage throughout City offices and facilities related to trash, recycling, and compost and hold annual trainings with all staff on responsible waste management.
Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Emergency management planning	Review and update Lake Stevens' emergency management plans to ensure readiness to respond to climate emergencies. Emergency management plans might include developing additional air shelters, cooling centers, or resilience hubs in case of extreme weather events; developing emergency communication materials; and partnering with community members, other agencies, and community-based organizations to ensure equitable access to education and resources related to emergency preparedness and response.

Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Wildfire resilience strategy	Develop and implement a comprehensive wildfire resilience strategy. The strategy should include: - Encourage strategic maintenance of open space buffers. - Identify and protect large tracts of shrubsteppe and smaller blocks with high connectivity value as a way to improve ecosystem climate resilience. - Encourage and support habitat restoration, especially where areas have been disturbed by wildfires. - Create wildfire evacuation plans and outreach materials to help community members prepared for safe and efficient evacuation.
Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Review City standards, codes, and guidelines with climate lens	Conduct a review of City standards, guidelines, and codes with a climate change lens. Update standards, guidelines, and codes as needed to plan for climate impacts and improve citywide resilience (e.g., encourage green stormwater infrastructure and retrofits, tree planting and retention, and other adaptation strategies).
Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Vulnerability Assessment	Conduct a community vulnerability assessment to better understand the specific climate risks Lake Stevens is facing, identify vulnerable infrastructure and community groups, and better prioritize resilience and adaptation actions.
Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Adaptation incentives	Advocate for, support, and utilize state and federal adaptation incentive and rebate programs that help and fund adaptation upgrades or retrofits (e.g., installation of green roofs, cool pavement, ceiling fans, air filters).
Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Resilience hubs	Support the development of "resilience hubs," which provide public access to cooling, warming, and clean air, especially in the face of climate emergency events. Consider using City facilities as resilience hub locations and/or partner with other agencies and community-based organizations to host hubs.

Community Resiliency & Adaptation	Improve community resilience by increasing capacity to respond to future climate impacts	Filter fan education	Implement education programs in collaboration with Puget Sound Clean Air Agency and other local or regional organizations to train community members on making DIY filter fans.
Community Resiliency & Adaptation	Encourage climate and environmental education and awareness	Community gardens	Provide financial and technical support to community-based organizations to expand and add community gardens throughout Lake Stevens. Support increased community gardening access and education to underserved communities, including building and maintaining gardens near low-income apartments and providing classes or opportunities to learn more about sustainability and gardening. Support the development of community gardens at community buildings, churches, and multi-family properties.
Community Resiliency & Adaptation	Encourage climate and environmental education and awareness	Youth climate education program	Collaborate with Lake Stevens School District to develop and implement a climate and environmental education program. Initiatives could include curriculum development, climate challenges or pledges, school garden planning and development, and educational campaigns.
Community Resiliency & Adaptation	Implement the CMP	Working groups	Establish 2 working groups/task forces to implement the CAP. - Establish a working group or "Green Team" with City staff members from all key implementation departments and divisions to implement the CMP and make decisions on action prioritization and implementation. - Establish a working group or task force with community members from different city demographics (age, race/ethnicity, income, line of work). The working group can coordinate with City staff and the City "Green Team" to support action implementation and take ownership over community-centric CMP actions. The working group can also connect City staff with local community-based organizations and businesses.
Community Resiliency & Adaptation	Implement the CMP	Regular GHG inventories	Budget for and complete regular greenhouse gas (GHG) inventories (every 2-3 years). GHG inventories help with understanding the community's top sources of emissions, further prioritizing actions, and tracking progress toward GHG reduction goals.

PLANNING COMMISSION STAFF REPORT

Agenda Date: 3/1/2023

Subject: Lake Stevens Industrial Center Work Session for Draft Plan Summary

Contact Person/Department: Christi Schmidt, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Provide feedback to staff/consultant on the presentation, Council feedback and Attachments 1 and 2.

SUMMARY/BACKGROUND:
In 2021, staff briefed Council about undertaking a major infrastructure analysis of the Hartford/Machias Industrial areas. Historic shortcomings include substandard sewer and transportation facilities. The City Council discussed its desire to reimagine the uses of this area to increase productivity. The City Council approved a budget in 2022 to begin work on an infrastructure and marketing analysis. A scoping meeting was held to discuss stormwater, sewer and water system needs with city staff, the Sewer District and PUD. Since then, the city has hired Mackenzie and EconNorthwest to complete the analysis for the Lake Stevens Industrial Center (LSIC).

The consultants have held stakeholder meetings with the LSIC property owners (September 27, 2022), the City Planning Commission (October 19, 2022), and the City Council (November 15, 2022). Meetings with city departments and leadership were also conducted. The consultants have provided an initial analysis letter, which is attached as Attachment 1. At the City Council Retreat in early February, the Draft Mackenzie and EconNorthwest Analysis letter was presented and the Council provided the following feedback:

- Market Analysis – consider other zoning uses, such as a Business Park model, to compare employment capacity based on presumed medium-density

employment with niche industrial. Provide a comparison of expected employment numbers of industrial to business park/professional office and services.
- Provide pros and cons of funding models e.g., LID, capital funding, grants, etc.
- Identify transportation improvements and connections to SR-92
- Provide suggestions for realistic sewer extensions that do not impact development potential on lots – sewer in the road, not in private easements.
- Shared stormwater

The consultant will provide a presentation on Attachment 1 and a market analysis presentation from EconNorthwest then solicit feedback from the Planning Commission on the information contained in Attachment 1 and Attachment 2*, as well as Council comments. These documents along with an updated schedule are contained on the City's Subarea webpage.

Next Steps:
On March 13,2023 the City will be holding the second property owners meeting. The consultant will have a draft plan in early March for staff to review and the study is expected to be finalized in April and presented to the City Council.

*Note: Attachment 2 shows the LSIC Study Area and the remaining graphics are available online on the city's Subarea webpage and will be presented by the consultant at the meeting.

APPLICABLE CITY POLICIES:

ATTACHMENTS:
1. Attachment 1 - Executive Summary of Draft Plan
2. Attachment 2 - LSIC Study Area Map

MACKENZIE.

February 2, 2023 ***(Revised February 6, 2023)***

City of Lake Stevens
Attention: Christi Schmidt – Senior Planner
1812 Main Street – PO Box 257
Lake Stevens, WA 98258

Re: **Lake Stevens Industrial Center Analysis Summary**
Project Number 2220142.00

Dear Christi:

The purpose of this letter is to provide a brief overview and preview of our analysis for the Lake Stevens Industrial Center as we continue toward issuing our draft report.

Executive Summary –

The Lake Steven Industrial Center (LSIC) analysis covers approximately 280 acres, consists of two storm drainage basins, two major road networks (Old Hartford and Machias Road), and limited sanitary sewer and stormwater utilities. Stakeholder meetings were held with the LSIC property owners (September 27, 2022), the City Planning Commission (October 19, 2022), and the City Council (November 15, 2022). Meetings with city departments and leadership were also conducted. Various GIS data sets, utility studies, as-builts of complete development, and pre-application notes were reviewed.

To date, the lack of a comprehensive network of sanitary sewer and stormwater infrastructure has limited the quantity and scale of development. The LSIC development pattern shows sites within proximity to existing infrastructure are being redeveloped; the Hartford Industrial Center is one of those examples with several others in the pipeline.

The goal of our analysis is to provide a multi-year vision for the LSIC to determine the potential additional building square footage and potential additional employment capacity yield as a result of redevelopment within the LSIC. Our analysis will reflect how potential future development will occur based on a tiering methodology. The team will propose a tiered classification overlay for the LSIC in the final report. The three tiers indicate the degree of difficulty to achieve new industrial development. Attributes for the tiering include utilities, topography, and adjacency to existing development.

Land Use Overview –

The LSIC current consist of two zoning designations: General Industrial (GI) and Light Industrial (LI). We recommend consolidating the entire LSIC area into one zoning designation, General Industrial (GI). The uses table can be combined as many of the uses identified in Table 14.40 are allowed in both zones. The one permitted residential use of “apartment(s) above permitted nonresidential use” and a few other uses should be evaluated for removal from the General Industrial (GI) zone.

Regulatory Requirements and Design Standards –

Nonresidential density and dimensional standards (Table 14.48.-II) would need to be consolidated to only reflect General Industrial (GI). The current city-wide design guidelines do not have specific standards for industrial buildings. We recommend a separate chapter be added to the existing design guidelines.

Land Use Allowance and Limitations for Redevelopment –

Based on the existing allowed uses and development standards in the General Industrial zone, we provide several examples of a typical industrial development. These will be tools to develop a city design vision for the LSIC. Please refer to site development scenario (Attachment B).

Transportation-Related Considerations –

The LSIC is served by Old Hartford a minor collector and N. Machias Road a major arterial. The classification of N. Machias Road has several different classifications depending on the data source. As part of our analysis, we will recommend the correct road classification based on the anticipated buildout of the LSIC and projected traffic volumes within our final recommendations. The intersection of Old Hartford and 28th Street NE is being evaluated for possible realignment. Mackenzie traffic engineers have requested traffic counts at said intersection that were recorded in September 2022 by a private party. The crossing and alignment of the Centennial Trail will also be evaluated.

Utilities –

The Industrial Study Area is within the service boundary of the Lake Stevens Sewer District (LSSD) which provides services the area for sanitary sewer. According to the Lake Steven Sewer District General Sewer/Wastewater Facility Plan, dated October 2022 and prepared by Gray & Osborne, Inc., there are no public sanitary sewer or wastewater systems within the study area and most of the properties within the study area are on septic systems. The Gray & Osborne study identifies an additional lift station is needed but did not propose a specific gravity pipe network for the area.

Snohomish County PUD provides water and electric service within the LSIC. Snohomish County PUD confirmed no known deficiencies in the area.

The city of Lake Stevens manages the storm water system, which discharges to Catherine Creek for the western half of the LSIC. The eastern half of the LSIC discharges into Little Pilchuck Creek. We will recommend possible locations within both drainage basins for regional stormwater facilities.

Ziply Fiber provides standard internet speed to the LSIC. High speed (fiber) internet service is not available with the LSIC, high speed service is available within the Lake Stevens Downtown Subarea. There are no immediate plans by Ziply Fiber to expand high speed service to the LSIC.

Economic Analysis –

Please reference the attached memo from ECONorthwest (Attachment A).

Environmental Makeup and Constraints –

The Riley Group provided both an environmental risk assessment and a geotechnical analysis based on historic records; no field work was performed. There are 26 properties within the LSIC that are currently listed on various environmental regulatory databases reviewed by Environmental Risk Information Services (ERIS). Of the 26 properties listed, seven

properties are considered an elevated environmental risk to soil, groundwater, and/or soil vapor. The at-risk properties follow:

- Lake Stevens Best Storage (formerly Cooper Lumber/Old Cedar Mill) – 2303 and 2311 131st Avenue Northeast
- Lake Conner Grocery – 2730 Hartford Drive (and North Machias Road)
- Arnold's Body Shop – 2710 and 2720 North Machias Road
- Old Apex Wood Building – 2524 North Machias Road
- Gunner Auto Parts and Braven Metals and (formerly NW Auto Recyclers) – 2315 and 2317 North Machias Road
- 360 Auto Recycling – 2017 North Machias Road
- Furby's Truck Repair – 1901 North Machias Road

The entire environmental risk assessment will be provided as an exhibit to the final LSIC report.

The geology of the LSIC indicates the central portion of the site as underlain by Till which is a mixture of clay, silt, sand, and gravel deposited at the base of the Vashon ice sheet. The western portion of the site is primarily mapped as Older Alluvium, which is sand and gravel deposited as terraces above the younger alluvium. The LSIC site generally does not have high erosion hazard areas. There are certain areas along the western bank of Little Pilchuck Creek with steeper slopes, specifically adjacent to Machias Road. A Snohomish County Well Head Protection Radius occupies the northern portion of the site. Stormwater infiltration may be feasible in the younger and older alluvial deposits on the site, specifically in the area west of Hartford Road.

Redevelopment Concepts –

The report will provide three broad Strategic Concepts of the LSIC. In these concepts, major actions are explored to envision scenarios and possibilities for the industrial district. These include connection points to Highway 92, routes through the district, alignment of the Centennial Trail, modifications to the intersection of Old Hartford and 28th, prioritization of land uses within the industrial district from larger scaled industrial developments to Maker/Start-up industrial uses to community commercial/industrial uses. Each concept has been developed to elicit conversation on the path to developing a Strategic Concept for the LSIC.

Sincerely,

Michael Chen
Principal Planner

Enclosure(s): Attachment A – ECONorthwest Letter, dated February 1, 2023
Attachment B – Site Development Scenario

c: Chris Blakney – ECONorthwest
Brett Conway – Mackenzie

ECONorthwest
ECONOMICS · FINANCE · PLANNING

DATE: February 6, 2023
TO: Michael Chen; Mackenzie
FROM: Oscar Saucedo-Andrade and Chris Blakney; ECONorthwest
SUBJECT: Lake Stevens Industrial Market Analysis

Progress to Date

As of February 1st, ECONorthwest has an 80 percent draft of Lake Stevens' industrial center market study. ECONorthwest has completed the following as part of the market study deliverable:

- Compiled real estate market trends for industrial and flex real estate. These include rent rates, vacancy rates, deliveries and net absorption, and a comparison of market performance of Lake Stevens to North Snohomish County.
- Complied recent industrial development examples.
- Conducted a comparison of industrial centers to describe Lake Stevens competitive position in the North Snohomish County submarket.
- Compiled and analyzed drivers of industrial land demand. These include trends in GDP, growth in GDP, consumer price index, unemployment rate, employment by industry, industrial sector employment, wage growth, population growth, commute trends, and education attainment.
- Described Lake Stevens' competitive advantages and disadvantages for industrial development.
- Complied case study examples of other industrial parks/centers.

Preliminary Key Findings

Industrial Market Overview:

North Snohomish County

- Stable to low vacancies which have driven recent increases in rent growth.
- Average rent is at a decade-high of $13.00 per square foot.
- The market has experienced large industrial development concentrated in Arlington and Marysville.
- Total industrial inventory as of Q1 2023 is 7.5 million square feet with approximately 3.4 million under construction or proposed.

Lake Stevens

- Very low vacancy rate with increases in industrial rent growth.
- Limited inventory of industrial space which has kept vacancies low.
- As of Q1 2023, there is 217,000 square feet of industrial space with no proposed or under construction projects other than the application recently received.

- The market has experienced limited new industrial construction. Recently new industrial construction has been steel warehouses, largely comprised of storage space.

Competitor Analysis:

- Marysville and Arlington have stood out as the major competitors for industrial space. This is due to their locational advantages of highway and air access and large served sites suitable for DCs.
- Recent new development in these two cities have been large warehouses and distribution centers. Construction is typically concrete tilt up.

Market Strengths:

- Demand for new industrial space will come from the consistent year-over-year growth of wholesale trade, transportation, and utilities, and construction/resources.
- The wholesale trade and transportation industry are likely to demand larger industrial space in the future. Although the manufacturing industry saw a small decline in jobs since COVID-19, the industry makes up a large share of Snohomish County's industrial jobs that will continue to demand industrial space in the future as well.
- Lake Stevens could continue to support light warehouse uses and specialty niche production uses. However, it will likely not serve large employment opportunities.
- Proximity to downtown lends opportunities for niche industrial.
- Access to workforce.

Market Challenges:

- Lake Stevens' market share of industrial development is relatively small and mostly comprised of steel warehouses.
- The Industrial Area has no direct access to the larger transportation network and lacks infrastructure.
- The combination of infrastructure and tilt-up development costs create a high financial barrier to development—especially for small local businesses.
- Physical land constraints limit large industrial development primarily seen in Marysville and Arlington.

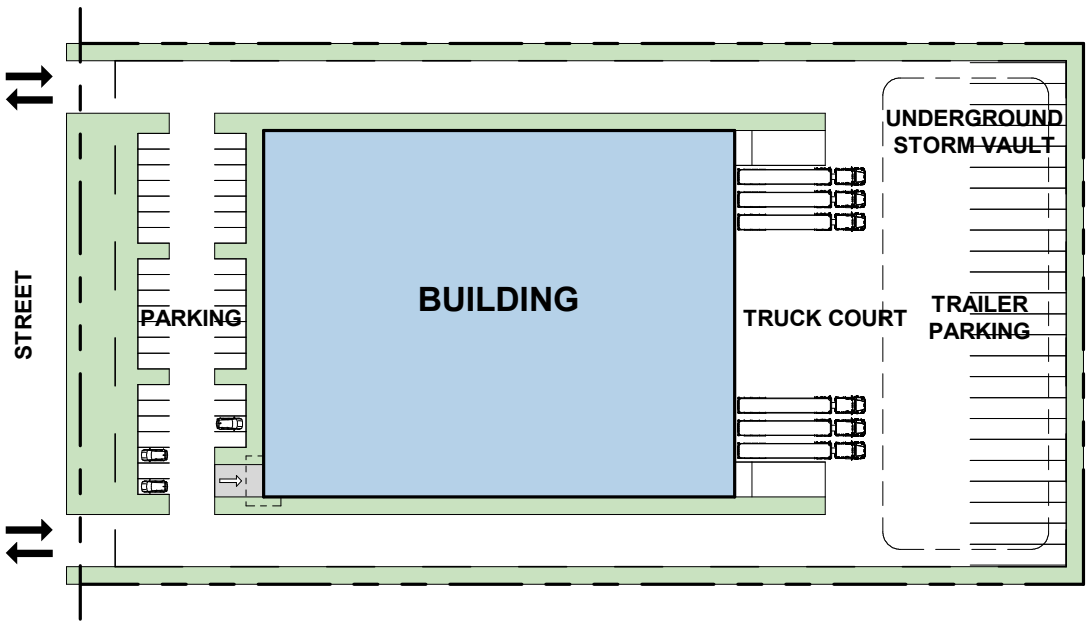
Implications for Lake Stevens:

- Lake Stevens will continue to see smaller, low-cost industrial development. This may include steel warehouses and some flex development.

Funding Strategy

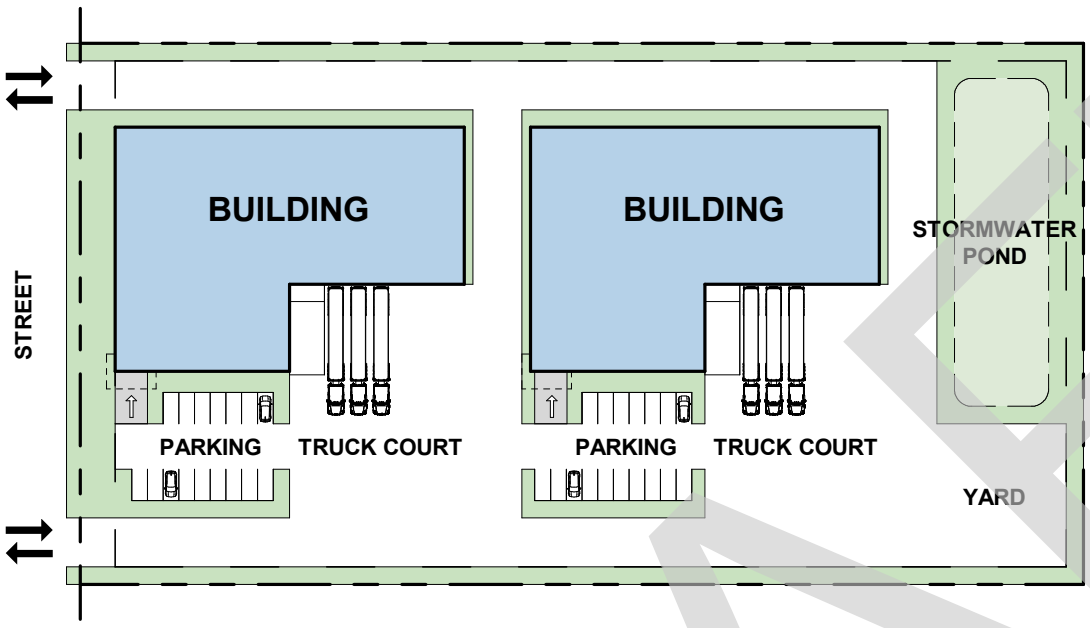
Our funding strategy will be completed in response to recommendations from Mackenzie. Preliminary findings suggest that the lack of high-value development opportunities will limit the effectiveness of value-capture strategies like tax-increment financing. A local improvement district would likely be more effective if there is support from existing property

owners and businesses. We would expect outside sources like grants to play a larger role in the funding opportunities for the area.



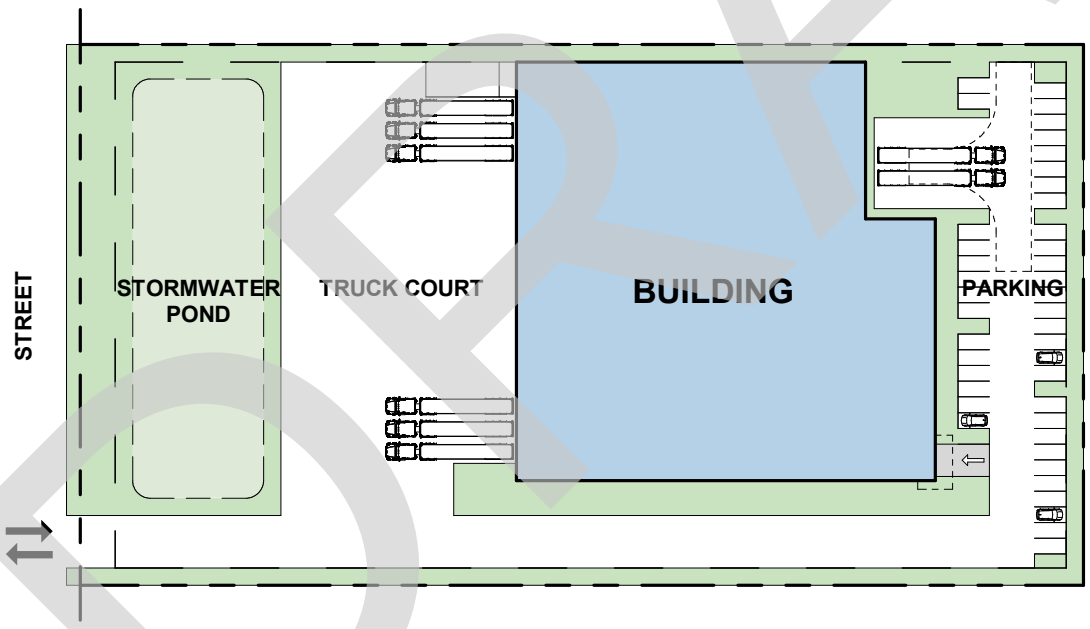
Lot A - Option 1

Parking At Front & Truck Court At Rear



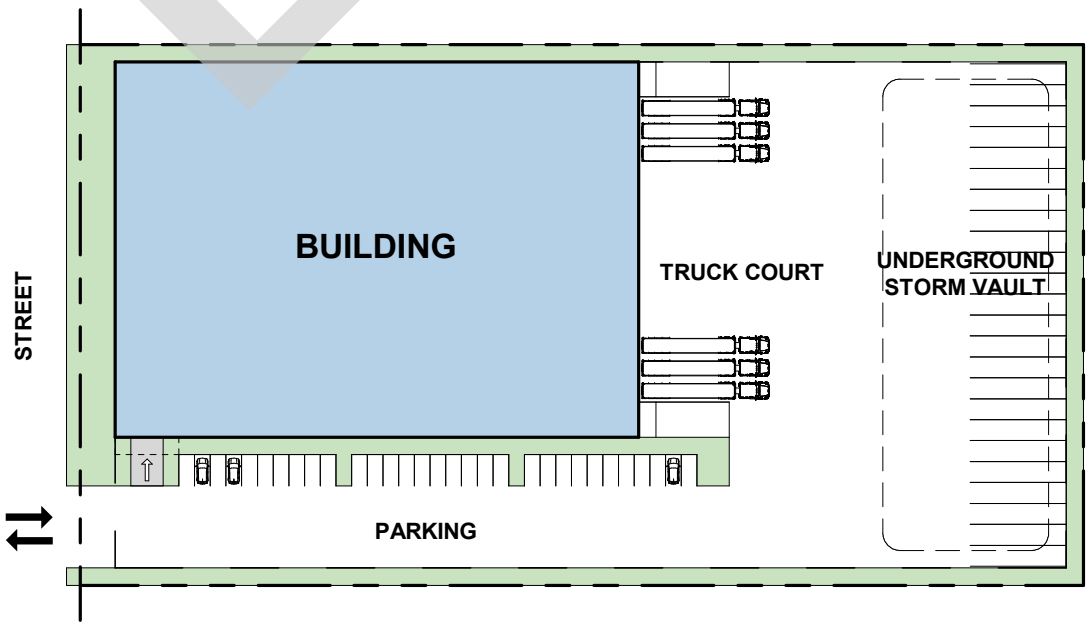
Lot A - Option 2

Multiple Buildings



Lot A - Option 3

Truck Court At Front



Lot A - Option 4

Parking At Side

Site Development Framework

- 20 foot front setback/buffer
- 10 foot rear/side setback/buffer

Not To Scale

Site Development Scenarios

CITY OF LAKE STEVENS

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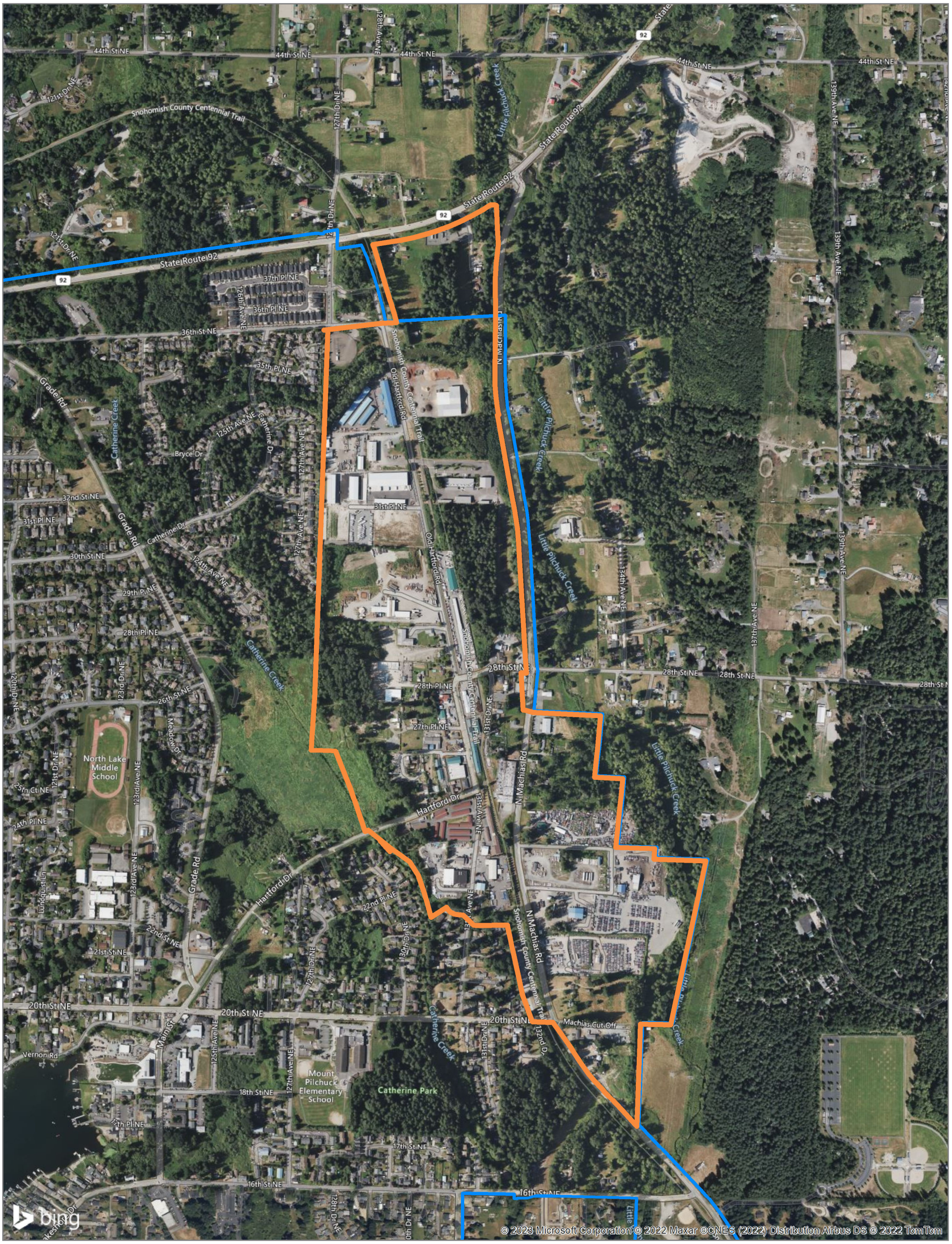

CITY OF LAKE STEVENS

CITY OF LAKE STEVENS INDUSTRIAL LANDS ANALYSIS
Lake Stevens, Washington

LEGEND

- City Limits
- Industrial Study Area

Feet
0 350 700 1,400

N

1 inch = 700 feet

SOURCE DATA:
Snohomish County Database, July 2022

GEOGRAPHIC PROJECTION:
NAD 83 HARN, Washington North Lambert Conformal Conic

Date: 12/6/2022
File: Lake Stevens Industrial Lands Analysis Uses

Map Created By: JBM
Project No: 2220142.00

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