

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.

April 11, 2023 - 6:00 PM

HYBRID COUNCIL MEETING - TWO WAYS TO PARTICIPATE:

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

OR Join Zoom Meeting: <https://us02web.zoom.us/j/83813699917>

or call in at (253) 215-8782, Meeting ID 838 1369 9917

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Introduction of New Employees: Alex Griffing-IT Support Analyst and Vanessa Ross-IT Application Analyst Troy Stevens
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **City Department Report**
 - A. Sound Walls/Gateway Signs Update Aaron Halverson
10. **Consent Agenda**
 - A. 2023 Vouchers Barb Stevens
 - B. 2024 Comprehensive Plan Periodic Update Consultant Contracts Russ Wright
 - C. 2023 Budget Amendment No. 1 - Adopting Ordinance No. 1162 Barb Stevens
11. **Public Hearing**
 - A. Ordinance 1139 Short-Term Rentals Russ Wright, Jill Needham
12. **Action Items**
 - A. Fees Resolution Russ Wright

13. Discussion Items

- A. Finalize Council Break Dates Gene Brazel
- B. Review April 18, 2023 Council Meeting Agenda (Handed out at the meeting)

14. Executive Session-Collective Bargaining

15. 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.

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

CITY DEPARTMENT REPORT



Agenda Date: 4/11/2023

Contact Person/Department: Aaron Halverson, Public Works

The Public Works Department prepared the attached memorandum to update the Council on the City Gateway Signs and WSDOT Noise Walls.

MEMORANDUM



Public Works Department

DATE: April 11, 2023
TO: City Council and Mayor
FROM: Aaron Halverson, Public Works Director
SUBJECT: City Gateway Sign and WSDOT Noise Walls

Gateway Sign

An element of the city's beautification plan includes monument signs at key intersections to welcome residents and visitors to this beautiful city. An example of the monument sign is below. Design elements include two sails and a wood hull, mounted to a concrete foundation.

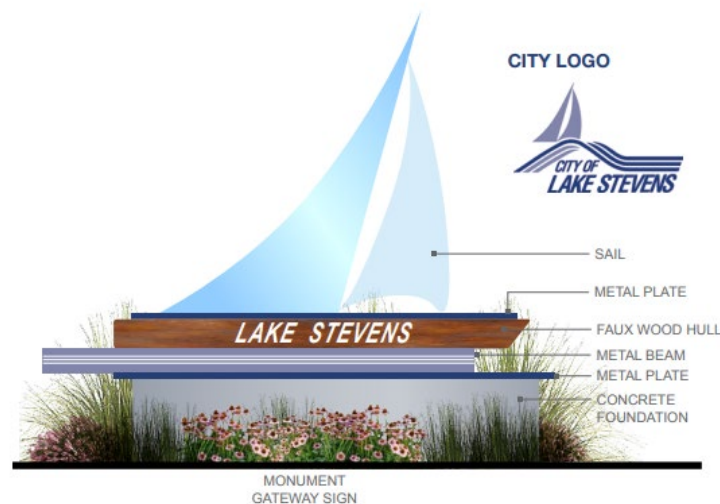


Figure 1: Beautification Monument Sign

The roundabout at South Lake Stevens Road and State Route 9 is now complete with a concrete wall located in the center of the island. The purpose of the wall is to hang a monument on the south face. Procurement and design for the sign has been underway for several months and is now finalized. The first iteration of the sign is on the following page followed by the final design approved for production on March 30, 2023. The sign will be installed in the next six weeks. The same design will be used at the SR9/SR204 intersection and will be installed in a timelier manner given the design is complete.

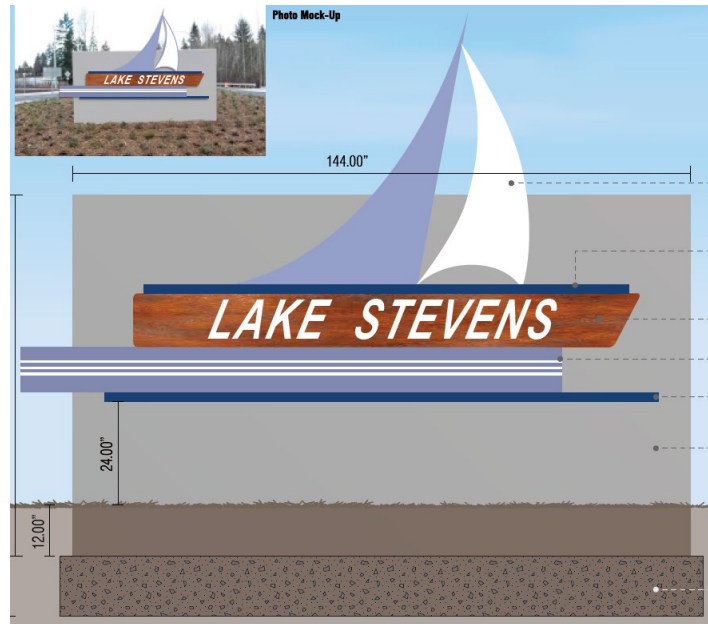


Figure 2: Original Sign Design from the Contractor

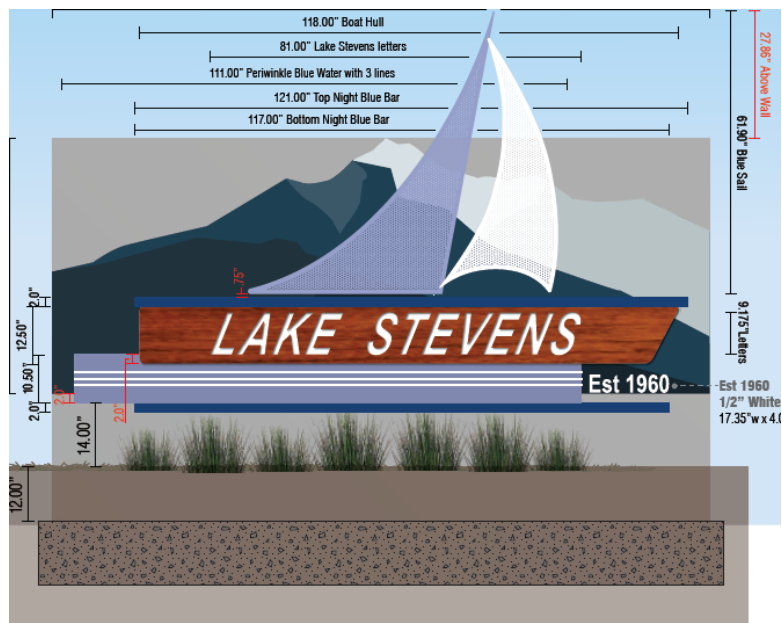


Figure 3: Final Sign Design, Under Production

Washington State Department of Transportation (WSDOT) Noise Walls

WSDOT constructed noise walls on SR 9 south of its intersection with SR 204. Unfortunately, walls tend to attract vandalism in the form of graffiti, which has already occurred on the new walls. The city's desire to maintain a community free of graffiti is memorialized in Lake Stevens Municipal Code 9.60.130,

“Allowing graffiti or any other unauthorized defacement of any surface visible to the public to remain for more than ten (10) days after discovery by the property owner and/or occupant or notification by the Lake Stevens Police Department is prohibited.”

In this case, the property owner is WSDOT and they are responsible for removing the graffiti within ten days of notification. WSDOT has been notified of the existing graffiti and is working with their contractor to have it abated.

Since WSDOT is responsible for repair and maintenance of the walls, the City will continue to work with them to identify and implement alternatives to deter future vandalism and ensure graffiti is abated in accordance with the municipal code.

BLANKET VOUCHER APPROVAL
2023

Payroll Direct Deposits	3/25/2023	\$329,427.37
Payroll Checks	57818	\$2,057.89
Electronic Funds Transfers	ACH	\$219,824.53
Claims	57912-58022	\$621,025.05
Void Checks	56582, 57907	(\$1,653.57)
Total Vouchers Approved:		\$1,170,681.27

This 11th day of April 2023

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

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

April 11, 2023



City expenditures by type for this voucher packet			
Personnel Costs	\$	331,485	28%
Payroll Federal Taxes	\$	130,281	11%
Retirement Benefits - Employer	\$	73,400	6%
Other Employer Paid Benefits	\$	484	0%
Employee Paid Benefits	\$	14,898	1%
Supplies	\$	16,236	1%
Professional Services	\$	320,199	27%
Refunds	\$	2,421	0%
Capital *	\$	282,931	24%
Void Checks	\$	(1,654)	0%
Total	\$	1,170,681	100%

Large Purchases *

- * 91st Ave SE Electrical Power to Street Lights \$11,923
- * Frontier Heights Park Playfields \$13,166
- * Power Pole Relocation 9022 20th St SE \$175,000
- * LS Main Street Design \$50,834
- * LS ADA Transition Plan \$28,762

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 03/24/2023 - 04/06/2023

Total for Period
\$840,849.58

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-27578	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - Brecht	57920	\$357.84
911 Supply Inc	INV-2-27581	001 008 521 20 31 01	LE-Fixed Minor Equipment	Jackets/Beanies for PD Records Unit	57920	\$1,346.24
					57920 Total	\$1,704.08
Ace Hardware	76201	001 010 576 80 31 00	PK-Operating Costs	Fasteners	57921	\$0.79
Ace Hardware	76202	001 010 576 80 31 05	PK-R&M Supplies	Sealant/Caulkgun	57921	\$28.34
Ace Hardware	76203	001 010 576 80 31 00	PK-Operating Costs	Fasteners	57921	\$1.09
Ace Hardware	76215	001 010 576 80 31 05	PK-R&M Supplies	Sealant/Rubber Paste/Putty	57921	\$95.96
Ace Hardware	76274	410 016 531 10 31 02	SW - Operating Costs	Radiant Heater/Padlock/Master Keys	57921	\$158.96
Ace Hardware	76285	101 016 544 90 31 02	ST-Operating Cost	Wallplates	57921	\$0.82
Ace Hardware	76285	410 016 531 10 31 02	SW - Operating Costs	Wallplates	57921	\$0.83
Ace Hardware	76291	101 016 544 90 31 02	ST-Operating Cost	Soap/Cleaner/Clorox	57921	\$74.12
Ace Hardware	76312	101 016 544 90 31 02	ST-Operating Cost	Sandsponges	57921	\$5.23
Ace Hardware	76312	410 016 531 10 31 02	SW - Operating Costs	Sandsponges	57921	\$5.22
Ace Hardware	76316	101 016 544 90 31 02	ST-Operating Cost	Bolt Cutter	57921	\$32.72
Ace Hardware	76321	001 010 576 80 31 00	PK-Operating Costs	Wood - Skatepark	57921	\$38.17
Ace Hardware	76337	001 010 576 80 31 00	PK-Operating Costs	Fasteners - Skatepark	57921	\$48.06
Ace Hardware	76342	001 010 576 80 31 00	PK-Operating Costs	Concrete/Grout - Skatepark	57921	\$39.25
Ace Hardware	76343	101 016 544 90 31 02	ST-Operating Cost	Drain Opener	57921	\$15.75
Ace Hardware	76352	001 010 576 80 31 00	PK-Operating Costs	Fasteners - Skatepark	57921	\$53.45
Ace Hardware	76414	001 008 521 50 30 00	LE-Facilities Supplies	Disinfectant	57921	\$43.62
					57921 Total	\$642.38
Advanced Power LLC	25947	307 000 595 30 60 00	Project Construction Account	91st Ave SE Electrical Power to Street Lights	57922	\$11,922.88
					57922 Total	\$11,922.88
Amazon Capital Services	13KD-VTDW-QMD3	001 008 521 20 31 05	LE-Equipment - New Officers	Tactical Boots	57923	(\$259.13)
Amazon Capital Services	163L-JGMK-3YNX	001 008 521 20 31 00	LE-Office Supplies	Office Chair	57923	\$140.74
Amazon Capital Services	1HH9-NVFG-JMJY	001 008 521 20 31 00	LE-Office Supplies	USB-C to HDMI Cable	57923	\$15.70
Amazon Capital Services	1JXJ-7MX6-JV4G	001 008 521 20 31 00	LE-Office Supplies	iPhone Case	57923	\$27.22
Amazon Capital Services	1LF7-GXVX-DC77	001 008 521 20 31 00	LE-Office Supplies	Portable Hand Steamer	57923	\$122.67
Amazon Capital Services	1N99-W9V1-17TC	001 008 521 20 31 00	LE-Office Supplies	Wireless Keyboard/Mouse Combo	57923	\$130.90
					57923 Total	\$178.10
Amazon Capital Services	14DL-JMRW-DD6R	001 007 558 50 31 00	PL-Office Supplies	Headphones - Faz	57924	\$20.72
Amazon Capital Services	14DL-JMRW-DD6R	001 013 518 20 31 00	GG-Operating Costs	Office Supplies for CH	57924	\$58.85
Amazon Capital Services	16LR-M399-FKJ3	001 005 518 10 31 00	HR-Office Supplies	Portable Monitor Credit	57924	(\$218.19)
Amazon Capital Services	17QG-FTLK-CW6D	101 016 544 90 31 02	ST-Operating Cost	Soap Dispenser Trays	57924	\$204.20
Amazon Capital Services	1DPH-CVCC-3FDV	001 010 576 80 31 03	PK- Equipment & Tools	Anti-Vibration Safety Gloves/Hi-vis Work Gloves	57924	\$129.74
Amazon Capital Services	1FX4-LR93-GLDK	001 007 558 50 31 02	PL-Permit Related Op. Costs	Zip Ties for Land Use Signs	57924	\$13.08
Amazon Capital Services	1L3M-9NH4-144M	001 013 518 20 31 00	GG-Operating Costs	Pen Refills/Copy Paper	57924	\$66.42
Amazon Capital Services	1P9Q-HDK4-94YK	001 010 576 80 31 02	PK-Office Supplies	Binders	57924	\$37.08
Amazon Capital Services	1QM9-G3YD-CQ6G	001 012 575 50 31 00	CS- The Mill- Ops	Bissell Vacuum - The Mill	57924	\$162.55
Amazon Capital Services	1TVC-3JXY-3G74	101 016 544 90 31 02	ST-Operating Cost	Commercial Door Closers (2)	57924	\$364.92
Amazon Capital Services	1X33-FFWW-3MYP	001 013 518 20 31 00	GG-Operating Costs	Kleenex/Toilet Paper/Paper Towels	57924	\$96.45
Amazon Capital Services	1XRJ-VK4V-1HGQ	001 013 518 20 31 00	GG-Operating Costs	Copy Paper	57924	\$54.54
Amazon Capital Services	1XRJ-VK4V-1HGQ	001 007 558 50 31 00	PL-Office Supplies	Wall Calendars	57924	\$21.80
					57924 Total	\$1,012.16
Berk Consulting Inc	10725-02-23	001 007 558 50 41 00	PL-Professional Servc	LS Housing Action Plan 02-2023	57925	\$806.25
					57925 Total	\$806.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Big Trees Inc	PE 28600	101 016 544 90 31 02	ST-Operating Cost	Trees for PW	57926	\$283.24
Big Trees Inc	PE 28600	410 016 531 10 31 02	SW - Operating Costs	Trees for PW	57926	\$283.24
					57926 Total	\$566.48
Braiser	031623 BRAISER	001 013 518 20 49 00	GG-Miscellaneous	LS22-Braiser_4-23-23 Outdoor Plaza Rental Refund	57927	\$75.00
					57927 Total	\$75.00
Brazel	Refund	001 000 282 00 00 00	Payroll Liability Retirement	Refund of Payroll Deduction	57913	\$471.35
					57913 Total	\$471.35
Business Card	BEAZIZO 0323	001 008 521 20 43 00	LE-Travel & Per Diem	Parking Fees Olympia Meeting	57912	\$16.00
Business Card	BRAZEL 0323	001 002 513 11 43 00	AD-Travel & Meetings	AWC Action Days Hotel - Brazel	57912	\$311.36
Business Card	BRAZEL 0323	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Action Days Hotel - Daughtry	57912	\$311.36
Business Card	BRAZEL 0323	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Action Days Hotel - Dickinson	57912	\$311.36
Business Card	CHELIN 0323	001 001 511 60 49 02	Legislative - C.C.Retreat	City Council Retreat Hotel Lodging/Meals	57912	\$3,600.00
Business Card	CHELIN 0323	001 013 518 20 41 00	GG-Professional Service	Zoom - Standard Monthly/Webinar 02-2023	57912	\$261.73
Business Card	CLIFTON 0323	101 016 542 30 49 01	ST-Staff Development	Basic Electronics & Electricity Course Registration - J Evans	57912	\$85.00
Business Card	CLIFTON 0323	101 016 542 30 49 01	ST-Staff Development	Facilities & Grounds Mgmt Certificate Registration	57912	\$825.00
Business Card	CLIFTON 0323	101 016 544 90 31 02	ST-Operating Cost	Practice Guides for PW	57912	\$133.37
Business Card	CLIFTON 0323	410 016 531 10 31 02	SW - Operating Costs	Practice Guides for PW	57912	\$133.37
Business Card	DREHER 0323	001 008 521 20 43 00	LE-Travel & Per Diem	2023 IACP Conf Flights - Beazizo/Ubert/Thomas	57912	\$1,493.97
Business Card	DREHER 0323	001 008 521 20 31 00	LE-Office Supplies	American Flag with Pole & Base	57912	\$150.22
Business Card	DREHER 0323	001 008 521 20 31 02	LE-Minor Equipment	Body Cam Case	57912	\$51.95
Business Card	DREHER 0323	001 008 521 20 31 02	LE-Minor Equipment	Body Cam Case Refund	57912	(\$51.95)
Business Card	DREHER 0323	001 008 521 40 49 01	LE-Registration Fees	Lifesavers National Conf Registration - J Barnes	57912	\$650.00
Business Card	DREHER 0323	001 008 521 40 49 01	LE-Registration Fees	Lifesavers National Conf Registration - M Cooper	57912	\$650.00
Business Card	DREHER 0323	001 008 521 20 42 00	LE-Communication	Postage Fees	57912	\$12.30
Business Card	DREHER 0323	001 008 521 20 31 08	LE - Business Meeting Supplies	Records Staff Retreat Meal	57912	\$124.95
Business Card	GAILEY 0323	001 001 513 10 43 00	Executive - Travel & Mtgs	AWC Action Days Conf Hotel - B Gailey	57912	\$311.36
Business Card	GAILEY 0323	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Action Days Parking Fees	57912	\$10.00
Business Card	GAILEY 0323	001 001 513 10 43 00	Executive - Travel & Mtgs	WACOPS Winter Meeting Meal - B Gailey	57912	\$18.86
Business Card	GARCEAU 0323	001 010 576 80 31 00	PK-Operating Costs	GripStrip Extension	57912	\$31.53
Business Card	GARCEAU 0323	001 010 576 80 49 01	PK-Staff Development	Lean Green Belt Registration - D Goldson Smith	57912	\$550.00
Business Card	GARCEAU 0323	302 010 594 76 61 09	PM - Davies Beach	Parts for Low Profile Dock at Davies Beach	57912	\$155.75
Business Card	GARCEAU 0323	001 010 576 80 31 04	PK-Vandalism Supplies	Wall Panel for North Cove RR Damage	57912	\$60.75
Business Card	GARCEAU 0323	001 010 576 80 49 01	PK-Staff Development	Weed Mgmt Principles for Pre-License Registraion - G Eustace	57912	\$50.00
Business Card	GOOD 0323	001 005 518 10 49 01	HR-Staff Development	Collective Bargaining & Arbitration Conf Registration-Good	57912	\$375.00
Business Card	HALVERSON 0323	101 016 542 30 49 01	ST-Staff Development	ADA Coordinator Training Registration - E Mangold	57912	\$52.05
Business Card	HALVERSON 0323	410 016 531 10 49 01	SW - Staff Development	ADA Coordinator Training Registration - E Mangold	57912	\$52.04
Business Card	HALVERSON 0323	410 016 531 10 31 00	SW - Clothing	Shield Uninsulated Waders	57912	\$209.95
Business Card	HALVERSON 0323	001 010 576 80 43 00	PK-Travel & Meetings	Union Negotiation Meal	57912	\$29.43
Business Card	HALVERSON 0323	101 016 543 30 43 00	ST-Travel & Meetings	Union Negotiation Meal	57912	\$29.43
Business Card	HALVERSON 0323	410 016 531 10 43 00	SW - Travel & Meetings	Union Negotiation Meal	57912	\$29.43
Business Card	HEIST 0323	001 004 514 23 49 01	FI-Staff Development	Annual Financial Reporting Registration - J Rowe/A Crim	57912	\$140.00
Business Card	HEIST 0323	001 004 514 23 49 00	FI-Miscellaneous	WFOA Membership - M Heist	57912	\$75.00
Business Card	HINGTGEN 0323	001 008 521 40 49 01	LE-Registration Fees	Glock Training Armorers Course Registration - Hingtgen	57912	\$250.00
Business Card	KNOEPFLE 0323	001 013 518 20 31 00	GG-Operating Costs	PODS Rental for Museum Storage	57912	\$259.66
Business Card	MACDONALD 0323	101 016 544 90 31 02	ST-Operating Cost	Control Cable PW18	57912	\$29.75
Business Card	MACDONALD 0323	410 016 531 10 31 02	SW - Operating Costs	Control Cable PW18	57912	\$29.76
Business Card	MACDONALD 0323	101 016 544 90 31 02	ST-Operating Cost	Windshield Washer Reservoir PW77	57912	\$150.19
Business Card	MACDONALD 0323	410 016 531 10 31 02	SW - Operating Costs	Windshield Washer Reservoir PW77	57912	\$150.18
Business Card	STEVENS T 0323	510 006 518 80 49 02	LR - Lansweeper	Annual Lansweeper	57912	\$1,069.18
Business Card	STEVENS T 0323	001 006 518 80 41 00	IT-Professional Services	BitBucket Monthly Subscription	57912	\$32.73

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	STEVENS T 0323	001 006 518 80 31 00	IT-Office Supplies	Long Life Battery for CF-54	57912	\$672.65
Business Card	STEVENS T 0323	001 006 518 80 31 00	IT-Office Supplies	Wireless Display Adapter for Council Retreat	57912	\$43.59
Business Card	UBERT 0323	001 008 521 20 31 00	LE-Office Supplies	Canva Prints	57912	\$58.00
Business Card	UBERT 0323	001 008 521 20 41 01	LE-Professional Serv-Fixed	FUBO TV Monthly Subscription for PD	57912	\$93.80
Business Card	UBERT 0323	001 008 521 20 31 04	LE-Donation Exp - Other	Lake Stevens Kids Toy Ride on Police Cars	57912	\$900.00
Business Card	UBERT 0323	001 008 521 20 43 00	LE-Travel & Per Diem	Tyler Connect Conf Flight - M LeBlanc	57912	\$1,317.90
Business Card	WARRINGTON 0323	001 005 518 10 49 01	HR-Staff Development	Collective Bargaining & Arbitration Conf Registration-Warrington	57912	\$375.00
Business Card	WARRINGTON 0323	001 005 518 10 49 00	HR-Miscellaneous	NPELRA Membership - Warrington	57912	\$225.00
Business Card	WARRINGTON 0323	001 007 558 50 41 00	PL-Professional Serv	Planning Manager Advertisement	57912	\$125.00
Business Card	WARRINGTON 0323	001 005 518 10 49 00	HR-Miscellaneous	SHRM Membership - Warrington	57912	\$244.00
Business Card	WEAVER 0323	001 003 514 20 49 02	CC-Staff Development	2023 NW Clerks Institute Registration - C Weaver	57912	\$1,400.00
Business Card	WEAVER 0323	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Action Days Hotel - Petershagen	57912	\$311.36
Business Card	WEAVER 0323	001 001 511 60 49 02	Legislative - C.C.Retreat	City Council Retreat Hotel Lodging/Meals	57912	\$3,741.35
Business Card	WEAVER 0323	001 003 514 20 49 02	CC-Staff Development	Public Records Act Refresher Registration - Chelin/Weaver	57912	\$100.00
Business Card	WRIGHT 0323	001 007 558 50 49 01	PL-Staff Development	2023 PAW Annual Conf Registration - J Needham	57912	\$300.00
Business Card	WRIGHT 0323	001 007 558 50 49 01	PL-Staff Development	2023 PAW Annual Conf Registration - M Place	57912	\$300.00
Business Card	WRIGHT 0323	001 007 558 50 31 02	PL-Permit Related Op. Costs	Building Code Books	57912	\$1,852.86
Business Card	WRIGHT 0323	001 007 558 50 49 01	PL-Staff Development	ICC Code Enforcement Training Registration - C Fauth	57912	\$600.00
Business Card	WRIGHT 0323	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers 127th Sewer	57912	\$37.67
Business Card	WRIGHT 0323	001 007 558 50 41 03	PL-Advertising	Postcard Mailers 2107 Machias Rd	57912	\$13.73
Business Card	WRIGHT 0323	001 007 558 50 41 03	PL-Advertising	Postcard Mailers Davies Beach New Dock	57912	\$11.78
Business Card	WRIGHT 0323	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2022-0110	57912	\$26.18
Business Card	WRIGHT 0323	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers SSDP	57912	\$18.04
Business Card	WRIGHT 0323	001 007 558 50 41 03	PL-Advertising	Postcard Mailers Sunset Beach SSDP	57912	\$11.78
Business Card	WRIGHT 0323	001 007 558 50 49 00	PL-Miscellaneous	WSAPT Membership Renewal - C Schwindt	57912	\$45.00
Business Card	WRIGHT 0323	001 007 558 50 49 00	PL-Miscellaneous	WSAPT Membership Renewal - J Fenrich	57912	\$45.00
Business Card	WRIGHT 0323	001 007 558 50 49 00	PL-Miscellaneous	WSAPT Membership Renewal - N Held	57912	\$45.00
Business Card	YOUNG 0323	001 008 521 20 31 05	LE-Equipment - New Officers	Body Cam Cases (3)	57912	\$140.85
Business Card	YOUNG 0323	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	57912	\$64.53
					57912 Total	\$26,342.09
Business Card	BARNES 0323	001 008 521 20 31 05	LE-Equipment - New Officers	AmeriFlow Tall - Bretch	57919	\$61.09
Business Card	BARNES 0323	001 008 521 40 49 01	LE-Registration Fees	Colt Armorers Course - Hingtgen	57919	\$550.00
Business Card	BARNES 0323	001 008 521 20 31 05	LE-Equipment - New Officers	Low-Ride Duty Holster - Brecht	57919	\$227.47
Business Card	BARNES 0323	001 008 521 20 43 00	LE-Travel & Per Diem	Munition Instructor Training Hotel - Hingtgen	57919	\$131.68
Business Card	BARNES 0323	001 008 521 40 49 01	LE-Registration Fees	PNW Police Detection K9 Conf Registration - D Dreher	57919	\$550.00
Business Card	BARNES 0323	001 008 521 40 49 01	LE-Registration Fees	WHIA Conf Registration - Bassett	57919	\$400.00
					57919 Total	\$1,920.24
Canon Financial Services Inc	30161198	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Lease PW Upstairs	57928	\$11.40
Canon Financial Services Inc	30161198	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Lease PW Upstairs	57928	\$11.39
Canon Financial Services Inc	30161198	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Lease PW Upstairs	57928	\$11.39
					57928 Total	\$34.18
Catlin	031823 CATLIN	001 013 582 10 00 00	Refund of Deposit	LS23-Catlin_3-18 Mill Deposit Refund	57929	\$300.00
					57929 Total	\$300.00
Chavez	031723 CHAVEZ	001 013 582 10 00 00	Refund of Deposit	LS23-Chavez_3-17 Mill Deposit Refund	57930	\$150.00
					57930 Total	\$150.00
Cintas Loc 460	4148929750	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	57931	\$177.59
Cintas Loc 460	4148929750	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	57931	\$177.59
Cintas Loc 460	4148929750	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	57931	\$177.58
Cintas Loc 460	4149612705	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	57931	\$177.29
Cintas Loc 460	4149612705	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	57931	\$177.29

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Cintas Loc 460	4149612705	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	57931	\$177.30
Cintas Loc 460	4150334527	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	57931	\$155.15
Cintas Loc 460	4150334527	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	57931	\$155.15
Cintas Loc 460	4150334527	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	57931	\$155.16
					57931 Total	\$1,530.10
City of Everett	I23008974	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 02-2023	57932	\$500.00
City of Everett	I23008981	410 016 531 10 41 01	SW - Professional Services	Laboratory Analysis	57932	\$1,020.60
					57932 Total	\$1,520.60
ClearGov Inc	2023-12868	510 006 518 80 49 43	LR - ClearGov	ClearGov Transparacy Suite Renewal	57933	\$6,180.52
					57933 Total	\$6,180.52
Coast Gateway LLC	676367	001 008 521 20 43 00	LE-Travel & Per Diem	IAT Asst Instructor Recert Hotel - Kilroy	57934	\$623.15
					57934 Total	\$623.15
Comcast	0323 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	57935	\$401.67
Comcast	0323 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	57935	\$401.67
Comcast	0323 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	57935	\$138.21
Comcast	0323 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	57935	\$326.67
					57935 Total	\$1,268.22
Cooper	042723 COOPER	001 008 521 20 43 00	LE-Travel & Per Diem	NACA Lesion Identification Ellensburg Meal PerDiem	57936	\$17.00
					57936 Total	\$17.00
Crystal Springs	5249844 040123	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	57937	\$40.25
Crystal Springs	5249844 040123	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	57937	\$40.25
Crystal Springs	5249844 040123	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	57937	\$107.65
					57937 Total	\$188.15
DataQuest LLC	20358	001 003 514 20 41 00	CC-Professional Services	Background Checks	57938	\$58.50
					57938 Total	\$58.50
Davido Consulting Group Inc	46313	411 016 594 31 40 00	SWC - Cap Proj Engineering	Downtown Stormwater Projects 1-4	57939	\$3,841.50
Davido Consulting Group Inc	46314	411 016 594 31 40 00	SWC - Cap Proj Engineering	Downtown Stormwater Projects 5-6	57939	\$1,827.00
					57939 Total	\$5,668.50
Dept of Licensing	032523 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 03/19/23 - 03/25/23	57940	\$180.00
Dept of Licensing	040123 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 03/26/23 - 04/01/23	57940	\$207.00
					57940 Total	\$387.00
Dept of Retirement (Deferred Comp)	32523	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$5,328.94
					0 Total	\$5,328.94
Dept of Retirement PERS LEOFF	32523	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$73,170.99
Dept of Retirement PERS LEOFF	32523	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State Contributions	0	\$229.27
					0 Total	\$73,400.26
Dept of Revenue EFT	Feb-23	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes - February 2023	0	\$286.58
Dept of Revenue EFT	Feb-23	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes - February 2023	0	\$4,297.19
					0 Total	\$4,583.77
Dicks Towing Inc	18247671	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-04153	57941	\$151.66
					57941 Total	\$151.66
Dobbs Heavy Duty Holdings LLC	026P42586	101 016 544 90 31 02	ST-Operating Cost	U-Joint with Hardware Kit	57942	\$111.69
Dobbs Heavy Duty Holdings LLC	026P42586	410 016 531 10 31 02	SW - Operating Costs	U-Joint with Hardware Kit	57942	\$111.68
					57942 Total	\$223.37
Dugger	031023 DUGGER	001 013 582 10 00 00	Refund of Deposit	LS22-Dugger2_3-10-23 Mill Deposit Refund	57943	\$100.00
					57943 Total	\$100.00
Dunlap Industrial Hardware	376318-1	101 016 544 90 31 02	ST-Operating Cost	Flannel Rags	57944	\$98.80
Dunlap Industrial Hardware	376318-1	410 016 531 10 31 02	SW - Operating Costs	Flannel Rags	57944	\$98.80
					57944 Total	\$197.60

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Eaton Corporation	61031147	001 008 521 50 48 00	LE-Facility Repair & Maint	PD Generator Troubleshoot	57945	\$1,989.00
					57945 Total	\$1,989.00
Economic Alliance Snohomish County	14633	001 001 511 60 49 01	Legislative - Prof. Developmen	DC Fly In Registration/Lodging/Meals - Daughtry	57946	\$1,800.00
					57946 Total	\$1,800.00
EFTPS	32523	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$130,280.69
					0 Total	\$130,280.69
Electronic Business Machines	AR243895	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - QNN08471	57947	\$29.16
Electronic Business Machines	AR243895	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - QNN08471	57947	\$29.17
Electronic Business Machines	AR243895	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - QNN08471	57947	\$29.16
Electronic Business Machines	AR244282	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	57947	\$35.28
Electronic Business Machines	AR244282	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	57947	\$35.27
Electronic Business Machines	AR244282	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - 2YJ14491	57947	\$35.28
Electronic Business Machines	AR245301	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH Admin XTZ10787	57947	\$902.52
					57947 Total	\$1,095.84
Embedded Works Corporation	EW2301171	001 013 518 20 31 00	GG-Operating Costs	IOT Project Tester Kit/Sensor/Licenses	57948	\$423.68
					57948 Total	\$423.68
Engineering Business Systems Inc	140157	001 007 558 50 31 02	PL-Permit Related Op. Costs	Plotter Paper for LUA Signs	57949	\$616.42
					57949 Total	\$616.42
Ewing	051323 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly In Flight Reimbursement - Ewing	57950	\$577.91
					57950 Total	\$577.91
Fastenal Company	WAARN164550	101 016 544 90 31 02	ST-Operating Cost	Screws/Bolts	57951	\$108.11
Fastenal Company	WAARN164550	410 016 531 10 31 02	SW - Operating Costs	Screws/Bolts	57951	\$108.10
					57951 Total	\$216.21
Feldman & Lee PS	03-2023 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 03-2023	57952	\$10,600.00
					57952 Total	\$10,600.00
Fireshield Inc	11428	001 013 518 20 41 00	GG-Professional Service	Annual Fire Alarm Inspection and Testing at CH	57953	\$840.00
					57953 Total	\$840.00
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	57914	\$177.57
					57914 Total	\$177.57
Gramer SnoCo LLC	032323 GRAMAR	003 000 322 10 00 00	Building Permits	BLD2023-0232 Refund Overpayment	57954	\$194.00
					57954 Total	\$194.00
Heinemann	041923HEINEMANN	001 008 521 20 43 00	LE-Travel & Per Diem	Pepperball Instructor Shelton Meal PerDiem	57955	\$118.00
					57955 Total	\$118.00
Heist	032323 HEIST	001 005 518 10 49 02	HR-Employee Recognition	Finance Recognition Lunch Reimbursement	57956	\$50.00
					57956 Total	\$50.00
Hilde	031223 HILDE	001 000 362 00 00 05	The Mill - Rental	LS22-Hilde_3-12 Mill Rental Overpayment Refund	57957	\$77.00
Hilde	031223 HILDE	001 013 582 10 00 00	Refund of Deposit	LS22-Hilde_3-12 Mill Rental Refund	57957	\$150.00
					57957 Total	\$227.00
Hingtgen	041923 HINGTGEN	001 008 521 20 43 00	LE-Travel & Per Diem	Pepperball Instructor Shelton Meal PerDiem	57958	\$118.00
Hingtgen	042323 HINGTGEN	001 008 521 20 43 00	LE-Travel & Per Diem	Glock Armorer Bellevue Meal PerDiem	57958	\$22.00
Hingtgen	042423 HINGTGEN	001 008 521 20 43 00	LE-Travel & Per Diem	Colt Armorer Oak Harbor Meal PerDiem	57958	\$177.00
					57958 Total	\$317.00
HM Pacific Northwest Inc	5893921	410 016 531 10 41 03	SW - Street Cleaning	Street Sweepings Disposal	57959	\$1,117.28
HM Pacific Northwest Inc	5895005	410 016 531 10 41 03	SW - Street Cleaning	Street Sweepings Disposal	57959	\$2,330.71
					57959 Total	\$3,447.99
Hoepfner	032223 HOEPPNER	001 013 582 10 00 00	Refund of Deposit	LS23-Hoepfner_3-22 Mill Deposit Refund	57960	\$250.00
					57960 Total	\$250.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Home Depot	1523196	101 016 544 90 31 02	ST-Operating Cost	Flex Drain/Caps/Glue	57961	\$68.84
Home Depot	4021095	001 010 576 80 31 00	PK-Operating Costs	Lumber/Hardware Mesh	57961	\$96.06
Home Depot	7011796	101 016 544 90 31 02	ST-Operating Cost	Chase Nips/Locknuts/Ladder Hook/Screw Covers	57961	\$194.50
					57961 Total	\$359.40
Honey Bucket	553346306	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	57962	\$170.50
Honey Bucket	553355867	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	57962	\$156.75
Honey Bucket	553355868	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Callow Rd	57962	\$254.50
Honey Bucket	553363939	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	57962	\$132.00
Honey Bucket	553372961	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	57962	\$330.89
Honey Bucket	553372962	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundeen Park	57962	\$274.45
					57962 Total	\$1,319.09
Houghtaling	033023 HOUGHTAL	101 016 542 30 49 00	ST-Miscellaneous	Coffee for Meeting at the Mill - Reimbursement	57963	\$10.91
Houghtaling	033023 HOUGHTAL	410 016 531 10 49 00	SW - Miscellaneous	Coffee for Meeting at the Mill - Reimbursement	57963	\$10.91
					57963 Total	\$21.82
HSA Bank	32523	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	57915	\$200.00
					57915 Total	\$200.00
Hunsinger	031123HUNSINGER	001 013 582 10 00 00	Refund of Deposit	LS23-Hunsinger_3-11 Mill Deposit Refund	57964	\$300.00
					57964 Total	\$300.00
ICONIX Waterworks US Inc	U2316007868	001 010 576 80 31 05	PK-R&M Supplies	Round Green Lid Sewer	57965	\$12.84
					57965 Total	\$12.84
Impact Association Management	032723 IAM	001 013 582 10 00 00	Refund of Deposit	LS23-Berard_3-27 Mill Deposit Refund	57966	\$250.00
					57966 Total	\$250.00
Industrial Bolt & Supply Inc	810934-1	101 016 544 90 31 02	ST-Operating Cost	Drills/Pans/Auto Fuses	57967	\$54.47
Industrial Bolt & Supply Inc	810934-1	410 016 531 10 31 02	SW - Operating Costs	Drills/Pans/Auto Fuses	57967	\$54.48
					57967 Total	\$108.95
Ink It Your Way LLC	8815	001 008 521 30 31 00	LE-Community Outreach Supplies	Reissue Ck #56582 - Custom Printed Pop Up Tent Kit	57968	\$1,234.64
Ink It Your Way LLC	9577	001 008 521 20 31 00	LE-Office Supplies	PD Backdrop	57968	\$352.39
					57968 Total	\$1,587.03
Irwin	042023 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	BMLE Instructor Kennewick Meal PerDiem	57969	\$552.00
					57969 Total	\$552.00
J Thayer Co Inc	1638362-0	001 010 576 80 31 00	PK-Operating Costs	Office Supplies - PW/Parks	57970	\$22.25
J Thayer Co Inc	1638362-0	101 016 544 90 31 02	ST-Operating Cost	Office Supplies - PW/Parks	57970	\$22.25
J Thayer Co Inc	1638362-0	410 016 531 10 31 02	SW - Operating Costs	Office Supplies - PW/Parks	57970	\$22.25
J Thayer Co Inc	1638362-1	001 010 576 80 31 02	PK-Office Supplies	Received Stamp	57970	\$9.40
J Thayer Co Inc	1638362-1	101 016 544 90 31 01	ST-Office Supplies	Received Stamp	57970	\$9.39
J Thayer Co Inc	1638362-1	410 016 531 10 31 01	SW - Office Supplies	Received Stamp	57970	\$9.39
					57970 Total	\$94.93
Jefferies	b17	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Service - 112th & 119th Dr SE - Streets	57971	\$22,911.00
					57971 Total	\$22,911.00
Jorstad	021423 JORSTAD	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Action Days Hotel - Jorstad	57972	\$311.36
					57972 Total	\$311.36
Kingston	031323 KINGSTON	001 013 582 10 00 00	Refund of Deposit	LS23-Kingston_3-13 Mill Rental Refund	57973	\$250.00
					57973 Total	\$250.00
KPG Psomas Inc	194477	001 007 558 50 41 00	PL-Professional Servic	91st Ave NE Streetscape Conceptual Design	57974	\$7,933.76
					57974 Total	\$7,933.76
Krusey	2023-LS3	001 008 521 20 41 01	LE-Professional Serv-Fixed	Domestic Violence Coordinator Hours 03-2023	57975	\$5,006.38
					57975 Total	\$5,006.38
Lake Stevens Chamber of Commerce	04-2023 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 04-2023	57976	\$1,500.00
					57976 Total	\$1,500.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lake Stevens Police Guild	32523	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	57916	\$1,089.25
					57916 Total	\$1,089.25
Land Development Consultants Inc	30784	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Frontier Heights Park Playfields	57977	\$13,166.26
					57977 Total	\$13,166.26
Larson	032623 LARSON	001 013 582 10 00 00	Refund of Deposit	LS23-Larson_3-26 Mill Deposit Refund	57978	\$150.00
					57978 Total	\$150.00
Lemay Mobile Shredding Inc	4788198S185	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	57979	\$12.58
					57979 Total	\$12.58
Mackenzie Engineering Inc	1082622	001 007 558 50 41 00	PL-Professional Servic	Lake Stevens Industrial Analysis	57980	\$34,116.07
					57980 Total	\$34,116.07
Millerstoulttime	1102359122	101 016 544 90 31 02	ST-Operating Cost	Fiberglass Hammer	57981	\$112.92
Millerstoulttime	1102359122	410 016 531 10 31 02	SW - Operating Costs	Fiberglass Hammer	57981	\$112.92
Millerstoulttime	10112254851	101 016 544 90 31 02	ST-Operating Cost	Drive Knurled Extension Set	57981	\$62.74
Millerstoulttime	10112254851	410 016 531 10 31 02	SW - Operating Costs	Drive Knurled Extension Set	57981	\$62.73
					57981 Total	\$351.31
MissionSquare - 108991	6983260	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	57917	\$483.62
					57917 Total	\$483.62
MissionSquare - 307428	6724682	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	57918	\$1,399.87
					57918 Total	\$1,399.87
Monroe Correctional Complex	MCC2302.1465	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 02-2023	57982	\$200.56
Monroe Correctional Complex	MCC2302.1465	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 02-2023	57982	\$195.74
Monroe Correctional Complex	MCC2302.1465	410 016 531 10 48 00	SW - Repairs & Maintenance	DOC Work Crew 02-2023	57982	\$45.65
					57982 Total	\$441.95
Nationwide Retirement Solution	32523	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$5,684.01
					0 Total	\$5,684.01
North Coast Electric Company	S011815435.007	001 010 576 80 31 04	PK-Vandalism Supplies	Lot Hubbell Lighting	57983	\$554.97
					57983 Total	\$554.97
NWFF Environmental	12520	001 010 576 80 49 01	PK-Staff Development	PW Safety Training	57984	\$2,413.80
NWFF Environmental	12520	101 016 542 30 49 01	ST-Staff Development	PW Safety Training	57984	\$4,482.75
NWFF Environmental	12520	410 016 531 10 49 01	SW - Staff Development	PW Safety Training	57984	\$3,103.45
					57984 Total	\$10,000.00
Office of the State Treasurer	03-2023 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Fees 03-2023	57985	\$289.50
Office of the State Treasurer	03-2023 STATE	633 000 586 00 00 01	State Court Remit	State Court Fees 03-2023	57985	\$7,714.35
					57985 Total	\$8,003.85
Ogden Murphy Wallace PLLC	872957	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 02-2023	57986	\$31,337.50
Ogden Murphy Wallace PLLC	872957	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 02-2023 PRR	57986	\$1,827.00
Ogden Murphy Wallace PLLC	872957	001 011 515 41 41 04	Ext Attorney - Sewer	Legal Services 02-2023 Sewer	57986	\$2,310.00
					57986 Total	\$35,474.50
Owen Equipment Company	109930	410 016 531 10 31 02	SW - Operating Costs	Catch Basin Tubes PW77 Vactor	57987	\$254.21
					57987 Total	\$254.21
Proforce Marketing Inc	514684	001 008 521 20 31 02	LE-Minor Equipment	Firearm Supplies for PD - PO# 1903	57988	\$442.51
					57988 Total	\$442.51
Puget Sound Clean Air Agency	Q2 2023 PSCAA	001 013 553 70 41 00	GG - Air Pollution	Q2 2023 Clean Air Assessment	57989	\$6,618.00
					57989 Total	\$6,618.00
Purchase Power	03-2023 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	57990	\$95.62
Purchase Power	03-2023 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	57990	\$103.60
Purchase Power	03-2023 POSTAGE	101 016 543 30 42 00	ST-Communications	Postage	57990	\$0.39
Purchase Power	03-2023 POSTAGE	410 016 531 10 42 00	SW - Communications	Postage	57990	\$0.39
					57990 Total	\$200.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Putnam	042323 PUTNAM	001 008 521 20 43 00	LE-Travel & Per Diem	Records Academy Lacey Meal PerDiem	57991	\$406.00
					57991 Total	\$406.00
Retail Strategies LLC	522-21	004 013 518 20 40 00	RR - Professional Services	Professional Consulting Services	57992	\$11,250.00
					57992 Total	\$11,250.00
Safety-Kleen Systems Inc	91120204	001 010 576 80 31 00	PK-Operating Costs	30G Parts Washer - Solvent	57993	\$89.44
Safety-Kleen Systems Inc	91120204	101 016 544 90 31 02	ST-Operating Cost	30G Parts Washer - Solvent	57993	\$89.43
Safety-Kleen Systems Inc	91120204	410 016 531 10 31 02	SW - Operating Costs	30G Parts Washer - Solvent	57993	\$89.43
					57993 Total	\$268.30
SavATree LLC	12295215	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Streets	57994	\$56.22
SavATree LLC	12300594	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$901.00
SavATree LLC	12305491	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$162.18
SavATree LLC	12305591	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$360.40
SavATree LLC	12305595	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$324.36
SavATree LLC	12313431	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$351.39
SavATree LLC	12317081	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$531.59
SavATree LLC	12340657	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services Tax - Parks	57994	\$270.30
SavATree LLC	12564008	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services - 4th St NE/99th Ave NE - Streets	57994	\$22,892.10
					57994 Total	\$25,849.54
Sills	032423 SILLS	001 013 582 10 00 00	Refund of Deposit	LS23-Sills_3-24 Mill Deposit Refund	57995	\$150.00
					57995 Total	\$150.00
Smarsh Inc	INV-91222	510 006 518 80 49 05	LR - Smarsh	Verizon MG Cloud MT	57996	\$555.36
					57996 Total	\$555.36
Snohomish County Dept of Emergency Mgmt	I000608379	001 013 525 10 41 00	GG-Emergency	Q2 2023 Emergency Mgmt Svcs	57997	\$14,087.25
					57997 Total	\$14,087.25
Snohomish County PUD	100717225	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	57998	\$8.90
Snohomish County PUD	100717225	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	57998	\$1,136.66
Snohomish County PUD	100717225	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	57998	\$192.63
Snohomish County PUD	122478228	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	57998	\$34.60
Snohomish County PUD	135673522	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	57998	\$55.07
Snohomish County PUD	138882556	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	57998	\$36.55
Snohomish County PUD	142208204	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	57998	\$24.88
Snohomish County PUD	142208816	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	57998	\$528.27
Snohomish County PUD	145536838	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	57998	\$85.48
Snohomish County PUD	145539477	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	57998	\$309.83
Snohomish County PUD	145539477	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	57998	\$309.82
Snohomish County PUD	145539477	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	57998	\$309.82
Snohomish County PUD	148832222	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	57998	\$98.33
Snohomish County PUD	148832835	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	57998	\$25.44
Snohomish County PUD	148833871	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	57998	\$285.55
Snohomish County PUD	148833871	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	57998	\$285.46
Snohomish County PUD	148833871	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	57998	\$285.46
Snohomish County PUD	152116963	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	57998	\$54.94
Snohomish County PUD	152118017	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens Rd	57998	\$655.95
Snohomish County PUD	155373370	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	57998	\$57.28
Snohomish County PUD	155377368	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	57998	\$17.52
Snohomish County PUD	161723567	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	57998	\$79.09

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	168094806	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	57998	\$76.00
Snohomish County PUD	168095907	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	57998	\$55.89
Snohomish County PUD	168099523	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Electric/Water	57998	\$188.64
					57998 Total	\$5,198.06
Snohomish County PUD	1900102056	307 000 595 30 60 00	Project Construction Account	Power Pole Relocation 9022 20th St SE	57999	\$175,000.00
					57999 Total	\$175,000.00
Snohomish County Sheriffs Office	2023-7716	001 008 523 60 41 00	LE-Jail	Jail Services 02-2023	58000	\$45,898.12
					58000 Total	\$45,898.12
Snohomish County Treasurer	0323 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 03-2023	58001	\$138.13
					58001 Total	\$138.13
Sound Publishing Inc	EDH973158	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0035 Fagerlie Perlim Plat	58002	\$136.00
Sound Publishing Inc	EDH973469	001 013 518 30 41 01	GG-Advertising	CC Special Meeting	58002	\$39.68
Sound Publishing Inc	EDH973538	001 013 518 30 41 01	GG-Advertising	Ordinance 1159	58002	\$34.52
Sound Publishing Inc	EDH973562	001 007 558 50 41 04	Permit Related Professional Sr	Admin Modification Lakeshore Plaza	58002	\$84.40
Sound Publishing Inc	EDH973867	001 007 558 50 41 03	PL-Advertising	Planning Commission 04/05/23 Mtg Cancelled	58002	\$19.04
Sound Publishing Inc	EDH973896	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0006 Mattson Replace Dock	58002	\$68.92
Sound Publishing Inc	EDH974016	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0020 FU Chang Ryka Construction	58002	\$74.08
					58002 Total	\$456.64
Springbrook Nursery & Trucking Inc	341380	101 016 542 30 45 01	ST-Dumpster Service	Dump Fees - Brush/Stumps	58003	\$36.00
					58003 Total	\$36.00
Stericycle Inc	3006384783	001 010 576 80 41 00	PK-Professional Services	Hazardous Water Disposal PW	58004	\$3.46
Stericycle Inc	3006384783	101 016 542 30 41 02	ST-Professional Service	Hazardous Water Disposal PW	58004	\$3.45
Stericycle Inc	3006384783	410 016 531 10 41 01	SW - Professional Services	Hazardous Water Disposal PW	58004	\$3.45
Stericycle Inc	3006404374	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Water Disposal PD	58004	\$32.38
					58004 Total	\$42.74
Summit Law Group PLLC	143765	001 011 515 41 41 03	Ext Consult - Labor Relations	General Labor Matters 02-2023	58005	\$2,956.50
					58005 Total	\$2,956.50
Tacoma Screw Products Inc	180061786-00	001 010 576 80 31 03	PK- Equipment & Tools	Dewalt Grease Gun/Jack Stands/Floor Jack	58006	\$706.95
					58006 Total	\$706.95
Technological Services Inc	25962	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services I-17-73	58007	\$1,434.81
Technological Services Inc	25990	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services K9-18-85	58007	\$23.44
Technological Services Inc	26023	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services A-21-96	58007	\$140.67
Technological Services Inc	26037	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services A-20-92	58007	\$144.57
Technological Services Inc	26040	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-19-82	58007	\$1,309.99
					58007 Total	\$3,053.48
Thomco Aggregate LLC	030623 DUMP	101 016 542 30 45 01	ST-Dumpster Service	Concrete Dump Fees	58008	\$27.28
					58008 Total	\$27.28
Transpo Group USA Inc	29869	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	58009	\$50,833.66
Transpo Group USA Inc	29982	304 016 595 61 60 01	ADA Ramp Upgrades	LS ADA Transition Plan	58009	\$28,762.03
					58009 Total	\$79,595.69
TransUnion Risk & Alternative Data Solutions Inc	4016011-202303-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	58010	\$81.83
					58010 Total	\$81.83
Trevor Justin Government Relations LLC	5	001 013 511 70 40 00	Lobbying Services	Lobby Services 03-2023	58011	\$4,500.00
					58011 Total	\$4,500.00
Tyler Technologies Inc	2472	001 008 521 40 49 01	LE-Registration Fees	Tyler Connect Conf Registration - J Ubert	58012	\$1,099.00
Tyler Technologies Inc	3856	001 008 521 40 49 01	LE-Registration Fees	Tyler Connect Conf Registration - LeBlanc	58012	\$1,099.00
					58012 Total	\$2,198.00
ULINE	161173026	101 016 544 90 31 02	ST-Operating Cost	Cleaner	58013	\$41.57
					58013 Total	\$41.57

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ulvestad	031223 ULVESTAD	001 013 582 10 00 00	Refund of Deposit	LS23-Ulvestad2_3-12 Mill Deposit Refund	58014	\$100.00
					58014 Total	\$100.00
UPS	0000074Y42113	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58015	\$23.24
UPS	0000074Y42123	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58015	\$35.11
					58015 Total	\$58.35
Washington State Patrol	I23005167	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	58016	\$566.50
					58016 Total	\$566.50
Washington State Support Registry	32523	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$546.86
					0 Total	\$546.86
Weaver	031423 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	Reissue Ck#57907 2023 WMCA Clerk Conf Gas Credit - C Weaver	58017	(\$43.21)
Weaver	031423 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	Reissue Ck#57907 2023 WMCA Clerk Conf Meal PerDiem - C Weaver	58017	\$148.00
Weaver	031423 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	Reissue Ck#57907 2023 WMCA Clerk Conf Mileage PerDiem-C Weaver	58017	\$314.14
					58017 Total	\$418.93
Wells	041623 WELLS	001 008 521 20 43 00	LE-Travel & Per Diem	Sergeants Academy Centralia Meal PerDiem	58018	\$323.00
Wells	042323 WELLS	001 008 521 20 43 00	LE-Travel & Per Diem	BMLE Instructor Course Kennewick Meal PerDiem	58018	\$345.00
					58018 Total	\$668.00
Wetland Resources Inc	22308-0323	302 010 594 76 61 14	PM - Cedarwood Park	Wetland Delineation - Cedarwood	58019	\$3,090.00
					58019 Total	\$3,090.00
Wetlands Creation Inc	54077-2026	101 016 542 30 45 01	ST-Dumpster Service	Clean Brush Dump Fees	58020	\$328.20
					58020 Total	\$328.20
Willards Pest Control Co	401809	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	58021	\$79.94
					58021 Total	\$79.94
WR Lake Stevens LLC	03-2023 WR	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for D Vehicles 03-2023	58022	\$560.00
					58022 Total	\$560.00

CITY COUNCIL STAFF REPORT



Agenda Date: 4/11/2023

Subject: 2024 Comprehensive Plan Periodic Update Consultant Contracts

Contact Person/Department: Russ Wright, Community Development

Budget Impact: \$58,805 budget amendment with additional funds from the Street and General funds

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the mayor or designee to execute professional service contracts with SBN Planning and the Transpo Group.

SUMMARY/BACKGROUND:

The city must complete a mandatory Comprehensive Plan update in 2024. This major plan update ensures the various chapters remain consistent with state, regional and countywide planning policies. The city has received a \$125,000 planning grant from the Department of Commerce to help offset the cost. The City Council provided a preliminary budget for the transportation element of \$50,000. Planning and Community Development staff solicited proposals from qualified firms to assist the city with its periodic update following the city's procurement policy. City staff selected a qualified team comprised of SBN Planning and the Transpo Group to complete the periodic update. The combined scope and fee for the update is \$233,805 (**Attachments 1 and 2**). Staff requests an additional budget, not to exceed \$58,805, for consultant services to complete this project.

Major SBN tasks include information gathering; public engagement; environmental review; demographic updates; map updates; general plan updates to ensure compliance with state, regional and countywide requirements; implementation tasks (post-plan); and communication and coordination with city staff, boards and commissions and other consultants. The Transpo Group will update the transportation element; collect new traffic data; update maps; review and update the capital projects

lists to confirm adopted levels of service are met; evaluate project costs and impact fees; and coordinate with city staff, boards and commissions and other consultants.

Staff introduced the contract need and budget request to the City Council as part of the Budget Amendment No. 1 discussion at its April 4, 2023 meeting.

APPLICABLE CITY POLICIES:

Procurement policy

ATTACHMENTS:

1. Att.2 Transpo Group_Scope
2. Att.1 SBN Planning Budget and Scope Draft

Scope of Services

Client Name:	City of Lake Stevens		
Project Name:	Transportation Element Update		
Exhibit Dated:	March 28, 2023	TG:	1.23077.PR

Scope of Services

Transpo Group (Transpo) will assist Otak and the City of Lake Stevens (City) in updating its Transportation Element (TE). The transportation element of the Comprehensive Plan update will be primarily programmatic, focused on goals and policies with background information drawn from City staff and previously completed plans.

Key Assumptions

- No detailed travel demand modeling will be conducted.
- No major updates to level of service standards or policies.
- Data needs and support from the City are identified for each task.
- Meeting attendance will be virtual, unless otherwise noted.
- All deliverables will be provided electronically via PDF and in their original file format.
- All relevant and available transportation data will be provided by the City or SBN Planning.
- The Transportation Element document will be updated (red-lined) and not completely re-written.
- Format of the updated Transportation Element will be consistent with the existing document.
- Updates to the Capital Facilities Element will only focus on the transportation capital projects.
- Does not include updates to the transportation concurrency or impact fee programs.
- SEPA analysis and PSRC certification checklist not included

Task 1. Team Coordination and Outreach Support

Transpo Group will support the City and SBN Planning on the following:

Project Coordination over the Life of the Project

- Check-In Calls with City (assume up to 4)
- Team Coordination with SBN Planning (assume up to 4)
- Monthly Invoicing and Project Status Reporting

Community Engagement Activities

- Prepare for and attend one community open house or similar event with City staff to address key transportation issues and updates
- Attend one briefing of the Planning Commission or City Council

City/SBN Planning Support

- *Organize project team meetings*
- *Organize and lead all outreach activities*

Transpo Deliverables

- *Invoices*
- *Attend project team meetings*
- *Prepare Transportation Element materials and attend one open house*
- *Attend one briefing of either the City Council or Planning Commission*

Task 2. Transportation Element Update

Transpo Group will lead the update to the transportation element of the Comprehensive Plan which will comprise of the following tasks:

Existing Conditions

- Collect PM peak hour count data for approximately 16 intersections
- Summarize roadway traffic count data collected by the City for key arterials
- Update existing sidewalk and trail system map
- Prepare map of existing bicycle system
- Update transit system inventory
- Update chapter to incorporate changes to the existing transportation system
- Evaluate intersection LOS for locations with count data
- Update traffic volume map, and include LOS results
- Update roadway classification map

Needs Assessment

- Incorporate outcomes and information from any recent subarea planning efforts
 - Industrial Center Plan
 - Local Road Safety Plan
 - ADA Transition Plan
- Growth rates will be developed from the future land use data to generate future traffic volumes consistent with existing TE
- Using the traffic forecasts, future LOS will be calculated
- Prepare an active transportation system map identifying priority pedestrian and bicycle routes based existing facilities, functional classification, and proximity to pedestrian generating land uses
- Using the active transportation system map and the assessment of the existing pedestrian and bicycle network, identify/confirm key gaps and locations in need of improvement

Update Goals and Policies

- Audit the existing transportation goals and policies, and consistency with PSRC and Department of Commerce checklists
- Review the goals and objectives of the Transportation Element and confirm that all priorities and strategies are consistent and supportive of one another, as well as the land use element
- Policy inconsistencies or updates will be identified, and suggested revisions will be prepared

Transportation Element Document

- The Transportation Element document will be revised based upon the updated transportation analysis, project list, and goals and policies
- Collaborate with the City and SBN Planning on standardizing the resulting maps
- Following one round of review and comment by the City, the document will be finalized

City Support:

- *Provide latest Geographic Information Systems (GIS) base layers (aerials, streets, speed limits, intersections, sidewalks, bike lanes, functional class, etc.)*
- *Provide available transportation and land use studies and plans*
- *Transportation facility inventory to be provided by the City*
- *Provide available traffic counts*
- *Collect additional roadway tube counts, as necessary*

Transpo Deliverables

- *Maps and tables summarizing the transportation facilities*
- *List of suggested policy edits*
- *Draft/Final of the Transportation Element document*

Task 3. Capital Facilities Element Update

Transpo Group will support the update to the capital facilities element of the Comprehensive Plan and will focus on the following items:

Capital Project List and Costs

- Incorporate projects from other recent transportation efforts such as the Local Road Safety Plan and ADA Transition Plan
- Identify additional transportation projects to incorporate into the long-term project list
- Update the transportation improvement projects and programs in table format
- Prepare project cost estimates using a planning-level cost model (up to 15 projects)

Future Revenues

- Develop estimates of future transportation impact fee revenue based on historic TIF revenue trends and the updated project list

City/SBN Planning Support:

- *City 6-year TIP table*
- *Existing capital project lists and status*
- *Estimate future transportation revenues*

Transpo Deliverables

- *Updated multimodal improvement project list*
- *Updated planning level cost estimates*
- *Transportation impact fee revenue estimates*

Cost Estimate Worksheet

Number / Project Name
23077 Lake Stevens TE Update

Pay rates are effective from April 2, 2022 through June 30, 2023, within the ranges shown in the attachment
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager

	Project Manager	Quality Control	Project Engineer	GIS/ Graphics	Project Admin
initials	JCP	CJC	AAC2	CD	AMC
job title	Prin L7	Plnr L6	Anyl L2	PA L4	PA L4
cost rate	\$290.00	\$225.00	\$125.00	\$140.00	\$185.00

Labor:

	Work Task					Hours	Cost
1	Task 1						
2	Project Coordination	12	6		6	24	\$5,940
3	Outreach Support	4			4	8	\$1,720
4							
5							
6	Task 2						
7	Existing Conditions	6	16	24	40	86	\$13,940
8	Needs Assessment	8	16	40	24	88	\$14,280
9	Goals and Policies	6	24			30	\$7,140
10	TE Documentation	12	32	16	8	68	\$13,800
11							
12							
13	Task 2						
14	Capital Project List and Costs	8	32	24	2	66	\$12,800
15	Future Impact Fee Revenue	8	16	8		32	\$6,920
16							
17							
18							
19							
20							

Total Hours	64	142	112	78	6	402	
Labor Costs	\$18,560	\$31,950	\$14,000	\$10,920	\$1,110		\$76,540

Reimbursable Expenses:

	Item	Reimburs. Cost
1	Mileage	\$48
2	Traffic Counts (IDAX)	\$3,600
3		
4		
5		
6		
7		
8		
9		
14		
15		

Sub Total	\$3,648
Total Cost	\$3,648

Subconsultants:

	Firm	Subs. Cost
1	Subconsultant A	
2	Subconsultant B	
3	Subconsultant C	
4	Subconsultant D	
5	Subconsultant E	

Sub Total	\$0
Total Cost	\$0

TOTAL ESTIMATE	\$80,200
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**SBN Planning Scope and Budget Proposal
for
The City of Lake Stevens Comprehensive Plan Update.**

Included below is an outline of the project grouped into categories for the purpose of scope and budget clarity. We aim to work in collaboration with the Staff to achieve many of the specific line items. The degree to which staff is involved or takes point on specific elements may influence the total hours and budget.

Our firm is proposing a budget not to exceed \$153,605.00 assuming an EIS process and a budget not to exceed \$138,105.00 assuming a more programmatic SEPA process. Both proposals do not include the cost associated with a SEPA appeal.

Specifics for each category are provided below, including where our firm sees opportunities for collaboration with city staff which in many cases will result in a decreased total project cost. Our firm will adhere to the Department of Commerce Grant scope and deliverables closely but anticipates possible contract amendments to align our timelines. Additionally, some scope elements discussed with staff at our initial meeting and included below may not be entirely covered by the grant. We look forward to your feedback and working with the Team at The City of Lake Stevens on this project.

Information Gathering \$31,310.00

During this phase, our team will work closely with staff, stakeholders, other consultants, and relevant agencies to establish good rapport and working relationships as we learn about the city, its needs and wants, and where the current plans need improvement in order to meet both statutory requirements and aspirations. This will also be an opportunity for various departments and staff to give feedback on how we can improve upon the functionality and usefulness of this planning document so that it may help the City in many facets of its future work.

Phase	Task / Deliverable	Budget	Section Totals
Information Gathering	Review existing comprehensive plan	\$4,650.00	\$31,310.00
	Review subarea plans	\$3,875.00	
	Review PROS, Trail, Stormwater, etc. plans	\$5,425.00	
	Review Development Regulations	\$1,860.00	
	Review City Profile and Analyze Demographics, Trends, etc.	\$3,100.00	
	Review SnoCo Countywide Planning Policies	\$620.00	
	Review relevant VISION 2050 guidance for Lake Stevens	\$620.00	
	Review other agency plans: PUD Water System, CLS Sewer System, CLS School District	\$3,100.00	
	Review status and timeline of supporting plans	\$1,550.00	
	Complete PSRC Checklist	\$1,860.00	
	Complete Commerce Checklist	\$1,860.00	
	Identify Staff and Department based needs for comprehensive plan update	\$1,550.00	
	Gap Analysis / Audit of existing plan and checklists	\$1,240.00	

Public Engagement \$28,520.00

As an overarching phase, public engagement will begin early with our review of existing practices and discussions with staff and stakeholders to identify what has worked in the past and where changes could be implemented. We aim to leverage public engagement to inform the plan and develop public trust in the City as it takes on projects and updates its plan to support present and future populations. Our team will collaborate with city staff and our team of coordinated consultants to create engagement materials, develop schedules, reach out to the community, and help host events that are equitable and inclusive to the growing diversity of the City.

Phase	Task / Deliverable	Budget	Section Totals
Public Engagement	Review previous public engagement materials and events	\$1,550.00	\$28,520.00
	Review City events for tabling / booth presence	\$620.00	
	Assess possibility of events around City to reach underserved populations	\$1,240.00	
	Comp Plan website updates - Coordinated with Staff and Hosted by CLS	\$1,860.00	
	Coordinate with Transpo Group to review their public engagement needs	\$1,550.00	
	Develop Public Participation Plan	\$1,550.00	
	Develop public launch materials	\$3,100.00	
	Develop Surveys	\$1,550.00	
	Run open houses, focus groups, etc.	\$6,200.00	
	Review results of engagement	\$3,100.00	
	Incorporate engagement to comprehensive plan	\$3,100.00	
	Translation Services as needed (Hiring, Coordination, and Management of Translation Sub-Consultant)	\$3,100.00	

SEPA \$4,340.00 To \$19,840.00

Early in the update process, our team will work with staff to determine the scope and resulting pathways based on completing the checklist, including the supplemental sheet for non-project activities. The budgeted amounts assume that no appeal is made or that our firm is not involved in the appeal process. If we are to be involved in an appeal process, we will provide our services on an hourly basis at an agreed-upon rate.

Phase	Task / Deliverable	Budget	Section Totals
SEPA	Scoping - Work with staff to review past scoping and determine which pathway is appropriate	\$1,240.00	\$4,340.00 To \$19,840.00
	Non-Project Action Programmatically	\$3,100.00	
	Non-Project Action EIS - Assumes maximum scope and coordinated work with CLS Staff	\$18,600.00	
	Appeals - If an appeal is made, we will work with staff on an as-needed basis at an agreed upon hourly rate.	-	

Plan Updating - Writing/Editing \$32,550.00

As part of the writing and editing phase, our team will work closely with staff as we draft and revise the comprehensive plan. Throughout this phase, we will also support staff in presenting to elected officials, meeting with relevant stakeholders, and keeping the public informed. With every chapter review, our firm will revisit the plan checklists, public outreach, and staff knowledge where relevant to ensure that all sources of local knowledge and planning guidance are involved with the update. We will also collaborate with the Transpo Group to ensure the Transportation Element fits seamlessly with the broader update.

Phase	Task / Deliverable	Budget	Section Totals
Plan Updating - Writing/Editing	Review results of other consultant plans (CAP, HAP, CLSID)	\$2,480.00	\$32,550.00
	Chapter Drafting, Editing, Continuity, and Updates	\$12,400.00	
	Chapter by Chapter Presentation and Review for Council, Commissions, etc.	\$3,720.00	
	Identify compliance with requirements, CWPPs, etc.	\$2,480.00	
	Incorporate Transportation Element	\$3,100.00	
	Layout and proofing - Assumes existing templates and structured formatting	\$3,720.00	
	Adoption - Time spent by SBN depends greatly on level of staff involvement	\$4,650.00	

Post-Adoption \$13,175.00

After the public-facing document is complete and the reviews have been finalized, our team will work with staff in various departments to create a cohesive and interconnected set of recommendations for the various updates, frameworks, and City policies. We will also help to define the path forward for staff with a variety of actionable outcomes.

Phase	Task / Deliverable	Budget	Section Totals
Post-Adoption	Recommend Updates for subarea plans for consistency with the updated comprehensive plan	\$2,790.00	\$13,175.00
	Recommend Updates for functional plans for consistency with the updated comprehensive plan	\$3,410.00	
	Recommendations for development regulation updates - Total work effort may be influenced by current legislative session outcomes	\$3,875.00	
	Recommended actionable outcomes list for Staff	\$3,100.00	

Communication and Coordination \$28,210.00

This element overlaps all of the project phases. It is meant to cover the time spent emailing, calling, coordinating, meeting, and scheduling throughout the project. The specific amount of time spent on these line items will depend greatly on the degree of responsiveness and efficacy of communication amongst the various groups.

Phase	Task / Deliverable	Budget	Section Totals
Communication and Coordination	Communication with Transpo Group	\$1,860.00	\$28,210.00
	General Communication with City Staff	\$6,975.00	
	Support Staff in creating staff reports, presentations, and memos as requested by City Council, Mayor, Commissions, etc.	\$3,100.00	
	Team meetings, communication, and coordination	\$9,300.00	
	Coordination with other Consultants regarding completed and in-development plans/sections	\$3,875.00	
	Inter-agency/jurisdiction coordination/communication	\$3,100.00	

Overall Budget

The complete budget has been included at the end of this document for clarity and ease of review. It includes the same line items and dollar amounts as above but without the interspersed narrative elements, which we added to further describe the project and our role.

Phase	Task / Deliverable	Budget	Section Totals
Information Gathering	Review existing comprehensive plan	\$4,650.00	\$31,310.00
	Review subarea plans	\$3,875.00	
	Review PROS, Trail, Stormwater, etc. plans	\$5,425.00	
	Review Development Regulations	\$1,860.00	
	Review City Profile and Analyze Demographics, Trends, etc.	\$3,100.00	
	Review SnoCo Countywide Planning Policies	\$620.00	
	Review relevant VISION 2050 guidance for Lake Stevens	\$620.00	
	Review other agency plans: PUD Water System, CLS Sewer System, CLS School District	\$3,100.00	
	Review status and timeline of supporting plans	\$1,550.00	
	Complete PSRC Checklist	\$1,860.00	
	Complete Commerce Checklist	\$1,860.00	
	Identify Staff and Department based needs for comprehensive plan update	\$1,550.00	
	Gap Analysis / Audit of existing plan and checklists	\$1,240.00	
Public Engagement	Review previous public engagement materials and events	\$1,550.00	\$28,520.00
	Review City events for tabling / booth presence	\$620.00	
	Assess possibility of events around City to reach underserved populations	\$1,240.00	
	Comp Plan website updates - Coordinated with Staff and Hosted by CLS	\$1,860.00	
	Coordinate with Transpo to review their public engagement needs	\$1,550.00	
	Develop Public Participation Plan	\$1,550.00	
	Develop public launch materials	\$3,100.00	
	Develop Surveys	\$1,550.00	

	Run open houses, focus groups, etc.	\$6,200.00	
	Review results of engagement	\$3,100.00	
	Incorporate engagement to comprehensive plan	\$3,100.00	
	Translation Services as needed (Hiring, Coordination, and Management of Translation Sub-Consultant)	\$3,100.00	
SEPA	Scoping - Work with staff to review past scoping and determine	\$1,240.00	\$4,340.00 To \$19,840.00
	Non-Project Action Programmatically	\$3,100.00	
	Non-Project Action EIS - Assumes maximum scope and coordinated work with CLS Staff	\$18,600.00	
	Appeals - If an appeal is made, we will work with staff on an as needed basis at an agreed upon hourly rate.	-	
Plan Updating Writing/Editing	Review results of other consultant plans (CAP, HAP, CLSID)	\$2,480.00	\$32,550.00
	Chapter Drafting, Editing, Continuity, and Updates	\$12,400.00	
	Chapter by Chapter Presentation and Review for Council, Commissions, etc.	\$3,720.00	
	Identify compliance with requirements, CWPPs, etc.	\$2,480.00	
	Incorporate Transportation Element	\$3,100.00	
	Layout and proofing - Assumes existing templates and structured formatting	\$3,720.00	
	Adoption - Depends greatly on level of staff involvement	\$4,650.00	
Post-Adoption	Recommend Updates for subarea plans for consistency with the updated comprehensive plan	\$2,790.00	\$13,175.00
	Recommend Updates for functional plans for consistency with the updated comprehensive plan	\$3,410.00	
	Recommendations for development regulation updates - Total work effort may be influenced by current legislative session outcomes	\$3,875.00	
	Recommended actionable outcomes list for Staff	\$3,100.00	
Communication and Coordination	Communication with Transpo Group	\$1,860.00	\$28,210.00
	General Communication with City Staff	\$6,975.00	
	Support Staff in creating staff reports, presentations, and memos as requested by City Council, Mayor, Commissions, etc.	\$3,100.00	
	Team meetings, communication, and coordination	\$9,300.00	

	Coordination with other Consultants regarding completed and in-development plans/sections	\$3,875.00	
	Coordination and communication with regional and local planning agencies	\$3,100.00	
Total w/ Programmatic Approach		\$138,105.00	
Total w/ EIS		\$153,605.00	

CITY COUNCIL STAFF REPORT



Agenda Date: 4/11/2023

Subject: 2023 Budget Amendment No. 1 - Adopting Ordinance No. 1162

Contact Person/Department: Barb Stevens, Finance

Budget Impact: The budget ordinance will amend the beginning and ending balances, revenues and expenditures in the funds set forth in the ordinance.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

ADOPT: Ordinance No. 1162 - Amending the 2023 Budget Ordinance No. 1150

SUMMARY/BACKGROUND:

No changes have been made to the budget amendment since being presented to the City Council on April 4th other than those discussed during the meeting.

Throughout the year, the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase or contract award.

Due to revenue receipts and expenditure costs outside of the expected values during the 2023 budget process, the 2022 ending fund balances are different from what was adopted in the 2023 budget as beginning balances. The amendments made to beginning fund balances reflect the current 2022 ending fund balances.

In addition to the beginning balances, amendments are being proposed to revenue and expenditure line items throughout the funds. Proposed amendments are based on changes in estimates (based on prior year actuals and current year actuals to date), prior year budgeted items not completed during the year (need reauthorization), new requests, or other obligations.

Summary of Ordinance 1162 - Amendment #1 to the 2023 Budget - CITYWIDE

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2023 Original Budget - 1150	\$46,253,157	\$40,165,196	\$42,798,780	\$43,619,573
Budget Amendment #1 - 1162	\$15,856,461	\$3,706,424	\$15,888,040	\$3,674,844
Totals	\$62,109,618	\$43,871,620	\$58,686,820	\$47,294,417

Summary of Ordinance 1162 - Amendment #1 to 2023 Budget by FUND

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$6,184,949	\$483,667	\$4,055,944	\$2,612,671
101	Street	(\$38,066)	\$29,353	\$240,492	(\$249,206)
111	Drug Seizure & Forfeiture	(\$7,684)	\$421	\$0	(\$7,263)
112	Municipal Arts Fund	\$9,784	\$27,044	\$9,210	\$27,618
301	Cap. Proj.-Dev. Contrib.	\$30,781	\$54,793	\$107,759	(\$22,185)
302	Park Mitigation	(\$42,542)	(\$126,619)	(\$96,697)	(\$272,464)
303	Cap. Imp.-REET	(\$13,813)	\$95,876	(\$132,588)	\$214,651
304	Cap. Improvements	\$1,772,606	\$282,901	\$2,156,801	(\$101,294)
305	Downtown Redevelopment	\$503,493	\$5,000	\$0	\$508,493
307	Infrastructure Capital Project	\$6,204,561	\$2,289,716	\$8,494,277	\$0
309	Sidewalk Capital Project	\$420,163	\$7,580	\$50,000	\$377,743
401	Sewer	\$14,882	\$0	\$0	\$14,882
410	Storm and Surface Water	\$242,832	\$394,073	\$92,775	\$544,130
411	Storm Water Capital	\$56,653	\$93,588	\$102,373	\$47,868
501	Unemployment	\$9,565	\$461	\$0	\$10,026
510	Equipment Fund - Computers	(\$67,858)	\$4,000	\$184,857	(\$248,715)
515	Equipment Fund - Vehicles	\$614	\$770	\$0	\$1,384
520	Equipment Fund-Police	\$379,267	\$73,000	\$421,328	\$30,939
530	Equipment Fund-PW	\$195,533	(\$20,000)	\$190,709	(\$15,176)
633	Treasurer's Trust	\$741	\$10,800	\$10,800	\$741
	Total	\$15,856,461	\$3,706,423	\$15,888,040	\$3,674,844

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

ATTACHMENTS:

1. Ordinance 1162 - Budget Amendment No. 1
2. Line Item Detail - 2nd Reading

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1162**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2023 BUDGET AS SET FORTH IN ORDINANCE NO. 1150 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2023; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2023 budget pursuant to Ordinance No. 1150; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2023 budget; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DO ORDAIN AS FOLLOWS:

SECTION 1. The 2023 budget, as adopted in Ordinance No. 1150, is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Beginning Fund Balance	\$18,766,382	\$24,951,331	\$6,184,949	BegBal.
001 - General	Revenues	\$20,390,128	\$20,873,795	\$483,667	Rev.
001 - General	Expenditures	\$22,380,520	\$26,436,464	\$4,055,944	Exp.
001 - General	Ending Fund Balance	\$16,775,990	\$19,388,661	\$2,612,671	EndBal.
101 - Street	Beginning Fund Balance	\$2,557,065	\$2,518,999	(\$38,066)	BegBal.
101 - Street	Revenues	\$3,210,500	\$3,239,853	\$29,353	Rev.
101 - Street	Expenditures	\$3,420,044	\$3,660,536	\$240,492	Exp.
101 - Street	Ending Fund Balance	\$2,347,521	\$2,098,315	(\$249,206)	EndBal.
111 - Drug Seizure & Forfeiture	Beginning Fund Balance	\$61,037	\$53,353	(\$7,684)	BegBal.
111 - Drug Seizure & Forfeiture	Revenues	\$279	\$700	\$421	Rev.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$36,316	\$29,053	(\$7,263)	EndBal.
112 - Municipal Arts	Beginning Fund Balance	\$52	\$9,836	\$9,784	BegBal.
112 - Municipal Arts	Revenues	\$56	\$27,100	\$27,044	Rev.
112 - Municipal Arts	Expenditures	\$0	\$9,210	\$9,210	Exp.
112 - Municipal Arts	Ending Fund Balance	\$108	\$27,726	\$27,618	EndBal.
301 - Cap. Proj - Dev. Contrib.	Beginning Fund Balance	\$4,918,695	\$4,949,476	\$30,781	BegBal.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$1,210,207	\$1,265,000	\$54,793	Rev.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$1,686,240	\$1,793,999	\$107,759	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$4,442,662	\$4,420,477	(\$22,185)	EndBal.
302 - Park Mitigation	Beginning Fund Balance	\$1,953,029	\$1,910,487	(\$42,542)	BegBal.
302 - Park Mitigation	Revenues	\$1,452,864	\$1,326,245	(\$126,619)	Rev.
302 - Park Mitigation	Expenditures	\$2,098,600	\$2,001,903	(\$96,697)	Exp.
302 - Park Mitigation	Ending Fund Balance	\$1,307,293	\$1,234,829	(\$72,464)	EndBal.
303 - Cap. Imp. - REET I	Beginning Fund Balance	\$6,930,342	\$6,916,529	(\$13,813)	BegBal.
303 - Cap. Imp. - REET I	Revenues	\$1,529,124	\$1,625,000	\$95,876	Rev.
303 - Cap. Imp. - REET I	Expenditures	\$1,017,260	\$884,672	(\$132,588)	Exp.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$7,442,206	\$7,656,857	\$214,651	EndBal.
304 - Cap. Imp. - REET II	Beginning Fund Balance	\$4,769,455	\$6,542,061	\$1,772,606	BegBal.
304 - Cap. Imp. - REET II	Revenues	\$2,048,703	\$2,331,604	\$282,901	Rev.
304 - Cap. Imp. - REET II	Expenditures	\$1,830,769	\$3,987,570	\$2,156,801	Exp.

304 - Cap. Imp. - REET II	Ending Fund Balance	\$4,987,389	\$4,886,095	(\$101,294)	EndBal.
305 - Downtown Redevelopment	Beginning Fund Balance	\$0	\$503,493	\$503,493	BegBal.
305 - Downtown Redevelopment	Revenues	\$0	\$5,000	\$5,000	Rev.
305 - Downtown Redevelopment	Ending Fund Balance	\$0	\$508,493	\$508,493	EndBal.
307 - Infrastructure Capital Project	Beginning Fund Balance	\$0	\$6,204,561	\$6,204,561	BegBal.
307 - Infrastructure Capital Project	Revenues	\$0	\$2,289,716	\$2,289,716	Rev.
307 - Infrastructure Capital Project	Expenditures	\$0	\$8,494,277	\$8,494,277	Exp.
309 - Sidewalk Capital Projects	Beginning Fund Balance	\$300,702	\$720,865	\$420,163	BegBal.
309 - Sidewalk Capital Projects	Revenues	\$2,420	\$10,000	\$7,580	Rev.
309 - Sidewalk Capital Projects	Expenditures	\$300,000	\$350,000	\$50,000	Exp.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$3,122	\$380,865	\$377,743	EndBal.
401 - Sewer	Beginning Fund Balance	\$2,994	\$17,876	\$14,882	BegBal.
401 - Sewer	Ending Fund Balance	\$18,494	\$33,376	\$14,882	EndBal.
410 - Storm & Surface Water	Beginning Fund Balance	\$2,167,348	\$2,410,180	\$242,832	BegBal.
410 - Storm & Surface Water	Revenues	\$4,491,571	\$4,885,644	\$394,073	Rev.
410 - Storm & Surface Water	Expenditures	\$5,641,271	\$5,734,046	\$92,775	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,017,648	\$1,561,778	\$544,130	EndBal.
411 - Storm Water Capital	Beginning Fund Balance	\$2,417,425	\$2,474,078	\$56,653	BegBal.
411 - Storm Water Capital	Revenues	\$2,003,785	\$2,097,373	\$93,588	Rev.
411 - Storm Water Capital	Expenditures	\$459,661	\$562,034	\$102,373	Exp.
411 - Storm Water Capital	Ending Fund Balance	\$3,961,549	\$4,009,417	\$47,868	EndBal.
501 - Unemployment Fund	Beginning Fund Balance	\$20,345	\$29,910	\$9,565	BegBal.
501 - Unemployment Fund	Revenues	\$25,139	\$25,600	\$461	Rev.
501 - Unemployment Fund	Ending Fund Balance	\$30,484	\$40,510	\$10,026	EndBal.
510 - Equip Fund - Computer	Beginning Fund Balance	\$545,349	\$477,491	(\$67,858)	BegBal.
510 - Equip Fund - Computer	Revenues	\$370,411	\$374,411	\$4,000	Rev.
510 - Equip Fund - Computer	Expenditures	\$474,097	\$658,954	\$184,857	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$441,663	\$192,948	(\$248,715)	EndBal.
515 - Equip Fund - Vehicles CD	Beginning Fund Balance	\$71,330	\$71,944	\$614	BegBal.
515 - Equip Fund - Vehicles CD	Revenues	\$20,230	\$21,000	\$770	Rev.
515 - Equip Fund - Vehicles CD	Ending Fund Balance	\$91,560	\$92,944	\$1,384	EndBal.
520 - Equip Fund - Police	Beginning Fund Balance	\$407,177	\$786,444	\$379,267	BegBal.
520 - Equip Fund - Police	Revenues	\$379,000	\$452,000	\$73,000	Rev.
520 - Equip Fund - Police	Expenditures	\$392,914	\$814,242	\$421,328	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$393,263	\$424,202	\$30,939	EndBal.
530 - Equip Fund - PW	Beginning Fund Balance	\$364,430	\$559,963	\$195,533	BegBal.
530 - Equip Fund - PW	Revenues	\$230,000	\$210,000	(\$20,000)	Rev.
530 - Equip Fund - PW	Expenditures	\$272,124	\$462,833	\$190,709	Exp.
530 - Equip Fund - PW	Ending Fund Balance	\$322,306	\$307,130	(\$15,176)	EndBal.
633 - Treasurer's Trust	Beginning Fund Balance	\$0	\$741	\$741	BegBal.
633 - Treasurer's Trust	Revenues	\$375,100	\$385,900	\$10,800	Rev.
633 - Treasurer's Trust	Expenditures	\$375,100	\$385,900	\$10,800	Exp.
633 - Treasurer's Trust	Ending Fund Balance	\$0	\$741	\$741	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1150 shall remain in full force, unchanged.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 11th day of April, 2023.

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Brett Gailey, Mayor

Presented: April 4, 2023

Final Reading: April 11, 2023

Published:

Effective:

Project	Fund	Fund #	Code	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	R
Operations	GF	001	001-011-515-41-41-03	Labor Relations	Exp	\$50,000	\$30,000	\$80,000	Increase Cost - Union Negotiations and Arbitration	Adj
Operations	GF	001	001-010-576-80-42-00	PK-Communication	Exp	\$15,000	\$5,000	\$20,000	Increased Cost - Additional Parks (Internet) for Cameras	Adj
Operations	GF	001	001-012-557-30-40-01	CS- VIC Utilities	Exp	\$1,300	\$700	\$2,000	Increased Cost	Adj
Operations	Permit	003	003-007-597-00-00-00	Transfer Out	Exp	\$1,300,000	\$200,000	\$1,500,000	Capturing more Permit Related Charges for Reimbursement to GF	Adj
Operations	GF	001	001-004-514-23-41-00	FI - Professional Services	Exp	\$40,000	\$28,900	\$68,900	RF - 2022-2023 Audit	RF
Operations	GF	001	001-007-558-60-41-00	PL-UGA-RUTA-Annexation	Exp	\$10,000	\$10,000	\$20,000	RF - Remaining budget as placeholder	RF
Operations	GF	001	001-007-558-70-31-00	PL - Citywide Beautification	Exp	\$10,000	\$95,000	\$105,000	RF - Remaining budget	RF
Operations	GF	001	001-010-576-80-31-07	PK-Recreation Supplies	Exp	\$10,000	\$1,500	\$11,500	RF - Remaining budget	RF
Operations	GF	001	001-012-594-75-64-00	CS- The Mill - Capital	Exp	\$0	\$10,526	\$10,526	RF - Wireless Mics in the Mill - 2nd half payment due	RF
Operations	GF	001	001-013-518-20-48-01	GG - R&M - Commerical Bldg	Exp	\$0	\$50,000	\$50,000	RF - Commerical Bldg Repairs - Not Complete	RF
Operations	PR	004	004-013-518-20-40-00	RR - Professional Services	Exp	\$0	\$450,502	\$450,502	RF - Hartford Ind Study & Retail Strategies & Sewer Assmp Placeholder	RF
Operations	PR	004	004-013-518-63-40-01	PR - Food Bank Service Org	Exp	\$0	\$950,000	\$950,000	RF - Contribution - Remaining Contract	RF
Operations	PR	004	004-013-518-63-40-02	PR - VOA Service Org	Exp	\$0	\$50,000	\$50,000	RF - Contribution - Remaining Contract	RF
Operating	PR	004	004-013-594-18-60-01	RR - Capital Purchases	Exp	\$0	\$100,000	\$100,000	RF - Financial Software Placeholder	RF
Operations	ST	101	101-016-542-30-41-00	ST-Pavement Preservation	Exp	\$400,000	\$92,700	\$492,700	RF - Remaining Budget - Expand Overlays	RF
Operations	ST	101	101-016-542-30-41-03	ST-Professional Service Comp Plan	Exp	\$0	\$80,200	\$80,200	RF - Comp Plan Element (Consultant) - \$30,000 Add'l	Adj
Operations	PM	302	302-010-576-90-31-00	Tree Replacement Expenditures	Exp	\$0	\$30,000	\$30,000	RF - Remaining (addt'l may be needed for future projects)	RF
Capital Eq	PW	530	530-016-594-48-60-00	Purchase Of Capital Equipment	Exp	\$94,624	\$190,709	\$285,333	RF - Remaining - Equipment Purchases Not Complete/Invoiced	RF
Property Tx	GF	001	001-000-311-10-00-00	Real & Personal Property Tax	Rev	\$4,613,705	(\$100,105)	\$4,513,600	Annexation calculated estimates reduced by SnoCo	Adj
Property Tx	ST	101	101-000-311-10-00-00	Real & Personal Property Tax	Rev	\$1,794,219	(\$38,930)	\$1,755,289	Annexation calculated estimates reduced by SnoCo	Adj
Interest	GF	001	001-000-361-10-00-00	Investment Interest	Rev	\$91,555	\$408,445	\$500,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	ST	101	101-000-361-10-00-00	Investment Interest	Rev	\$11,717	\$28,283	\$40,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Drug	111	111-000-361-10-00-00	Investment Interest	Rev	\$279	\$421	\$700	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Art	112	112-000-361-10-00-00	Investment Interest	Rev	\$56	\$44	\$100	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	TM	301	301-000-361-10-00-00	Investment Interest	Rev	\$20,207	\$54,793	\$75,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	PM	302	302-000-361-10-00-00	Investment Interest	Rev	\$6,619	\$28,381	\$35,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	R1	303	303-000-361-10-00-00	Investment Interest	Rev	\$29,124	\$95,876	\$125,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	R2	304	304-000-361-10-00-00	Investment Interest	Rev	\$20,493	\$79,507	\$100,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	DT	305	305-000-361-10-00-00	Investment Interest	Rev	\$0	\$5,000	\$5,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Sidewalk	309	309-000-361-10-00-00	Investment Interest	Rev	\$2,420	\$7,580	\$10,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	SWM	410	410-000-361-10-00-00	Investment Interest	Rev	\$12,771	\$57,229	\$70,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	SWC	411	411-000-361-10-00-00	Investment Interest	Rev	\$3,785	\$21,215	\$25,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Unempl	501	501-000-361-10-00-00	Investment Interest	Rev	\$139	\$461	\$600	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Comp	510	510-000-361-10-00-00	Investment Interest	Rev	\$1,000	\$4,000	\$5,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Vehicle	515	515-000-361-10-00-00	Investment Interest	Rev	\$230	\$770	\$1,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	Police	520	520-000-361-10-00-00	Investment Interest	Rev	\$2,000	\$8,000	\$10,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
Interest	PW	530	530-000-361-10-00-00	Investment Interest	Rev	\$30,000	(\$20,000)	\$10,000	Decreased due to typographical error in budget	Adj
Storm Fees	SWM	410	410-000-343-10-00-00	Storm Water Fees Revenues	Rev	\$4,388,800	\$307,000	\$4,695,800	Storm Water Fees - Based on 3% increase over prior year actuals	Adj
Storm Fees	GF	001	001-010-576-80-47-01	Park Drainage Fees	Exp	\$24,000	\$8,503	\$32,503	Updated Fees for New City Owned Parcels (Frontier Hgts, Timbers, etc)	Adj
Storm Fees	GF	001	001-013-518-20-47-01	General Gov't Drainage Fees	Exp	\$30,400	\$115	\$30,515	Updated Fees for New City Owned Parcels	Adj
Storm Fees	ST	101	101-016-542-40-41-00	Street Drainage Fees	Exp	\$7,500	\$2,212	\$9,712	Updated Fees for New City Owned Parcels (Decant)	Adj
Storm Fees	SWM	410	410-016-531-10-47-01	Storm Water Drainage Fees	Exp	\$6,450	\$2,748	\$9,198	Updated Fees for New City Owned Parcels (Decant)	Adj
Insurance	GF	001	001-004-514-23-46-00	FI-Insurance	Exp	\$102	(\$6)	\$96	Increased WCIA Rates - More City Assets Insured	Adj
Insurance	GF	001	001-008-521-20-46-00	LE-Insurance	Exp	\$343,000	\$3,300	\$346,300	Increased WCIA Rates - More City Assets Insured	Adj
Insurance	GF	001	001-010-576-80-46-00	PK-Insurance	Exp	\$70,000	\$2,400	\$72,400	Increased WCIA Rates - More City Assets Insured	Adj
Insurance	GF	001	001-013-518-20-46-00	GG-Insurance	Exp	\$179,000	\$3,400	\$182,400	Increased WCIA Rates - More City Assets Insured	Adj
Insurance	ST	101	101-016-543-30-46-00	ST-Insurance	Exp	\$143,000	(\$19,620)	\$123,380	Increased WCIA Rates - More City Assets Insured	Adj
Insurance	SWM	410	410-016-531-10-46-00	SW-Insurance	Exp	\$90,000	\$54,570	\$144,570	Increased WCIA Rates - More City Assets Insured	Adj

Yellow highlighted items were those discussed at the April 4, 2023 presentation to Council, that had not previously been included in Council packet.

Project	Fund	Fund #	Code	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	R
Arts	Art	112	112-000-397-00-00-00	Interfund Transfer In	Rev	\$0	\$27,000	\$27,000	1% Contribution to Art Fund - LSMC 3.38.030 (Estimated Placeholder)	Adj
Arts	PR	004	004-000-597-00-00-00	Interfund Transfer Out	Exp	\$0	\$27,000	\$27,000	1% Contribution to Art Fund - LSMC 3.38.030 (Estimated Placeholder)	Adj
Arts	Art	112	112-012-594-73-63-00	Art - Public Art Acquisition	Exp	\$0	\$9,210	\$9,210	RF - Remaining for Water Tower	Adj
Retainage	ST	101	101-000-382-20-00-00	PW - Retainage	Rev	\$0	\$40,000	\$40,000	Capital Project Placeholder - State L&I Requirement on PW Projects	Adj
Retainage	ST	101	101-016-582-20-00-00	PW Retainage Release	Exp	\$25,000	\$40,000	\$65,000	Capital Project Placeholder - State L&I Requirement on PW Projects	Adj
Retainage	SWC	411	411-000-382-20-00-00	Retainage	Rev	\$0	\$10,000	\$10,000	Capital Project Placeholder - State L&I Requirement on PW Projects	Adj
Retainage	SWC	411	411-016-582-20-00-00	Retainage Release	Exp	\$0	\$10,000	\$10,000	Capital Project Placeholder - State L&I Requirement on PW Projects	Adj
Coding	GF	001	001-000-382-10-00-01	The Mill - Deposit	Rev	\$3,500	\$25,000	\$28,500	Coding Correction for Mill Deposit (No Netting)	Adj
Coding	GF	001	001-013-582-10-00-00	Refunds of Deposits	Exp	\$0	\$25,000	\$25,000	Coding Correction for Mill Deposit (No Netting)	Adj
Coding	SWM	410	410-016-531-10-31-03	SW - Quartermaster Supplies	Exp	\$0	\$15,000	\$15,000	Fund Correction - Quartermaster Supplies to Operating Fund	Adj
Coding	SWC	411	411-016-594-31-60-08	Capital Equipment	Exp	\$167,073	(\$15,000)	\$152,073	Fund Correction - Quartermaster Supplies to Operating Fund	Adj
Coding	R1	303	303-000-582-20-00-00	131st Sewer Extension	Exp	\$132,588	(\$132,588)	\$0	Fund Correction - Budget approved in wrong fund	Adj
Coding	R2	304	304-016-594-31-60-00	131st Ave NE Sewer Extension	Exp	\$0	\$132,588	\$132,588	Fund Correction - Budget approved in wrong fund	Adj
Ins Recovery	SWC	411	411-000-395-20-00-00	SW Capital Insurance Recovery	Rev	\$0	\$62,373	\$62,373	Insurance Recovery for Damaged Sweeper	Adj
Ins Recovery	SWC	411	411-016-594-31-60-08	Capital Equipment	Exp	\$167,073	\$62,373	\$229,446	Sweeper Replacement (placeholder)	Adj
Opioid	GF	001	001-000-369-40-00-01	Opioid Settlement	Rev	\$0	\$22,192	\$22,192	Opioid Settlement Funds Received (1st 2 years)	Adj
Opioid	GF	001	001-008-521-20-31-09	Supplies - Opioid Settlement	Exp	\$0	\$10,000	\$10,000	Opioid Settlement Funds - Code Creation	Adj
Opioid	GF	001	001-008-521-20-41-04	Prof Srv - Opioid Settlement	Exp	\$0	\$12,192	\$12,192	Opioid Settlement Funds - Code Creation	Adj
Grant	SWM	410	410-000-369-91-00-00	Miscellaneous Revenues - Storm	Rev	\$0	\$824	\$824	Account for WCIA Training Reimbursement - Certified SW Inspector	Adj
Grant	SWM	410	410-016-531-10-49-01	SW - Staff Development	Exp	\$15,000	\$824	\$15,824	Account for WCIA Training Reimbursement	Adj
Grant	TT	633	633-000-389-30-00-12	OPD Grant - Arlington Portion	Rev	\$0	\$10,800	\$10,800	OPD Grant for Public Defense - Arlington Portion	Adj
Grant	TT	633	633-000-589-30-00-12	OPD Grant Exp - Arlington	Exp	\$0	\$10,800	\$10,800	OPD Grant for Public Defense - Arlington Portion	Adj
Grant	GF	001	001-000-334-01-10-20	LE - CJTC Grant	Rev	\$0	\$19,135	\$19,135	Use of Force Grant	Adj
Grant	GF	001	001-008-521-40-49-02	LE - Use of Force - Grant Exp	Exp	\$0	\$19,135	\$19,135	Use of Force Grant Exp	Adj
Grant	GF	001	001-000-334-03-10-00	State Dept of Ecology - Grant	Rev	\$0	\$30,000	\$30,000	Ecology Grant - Shoreline Master Program	Adj
Grant	GF	001	001-000-334-04-20-00	State Commerce - Grants	Rev	\$125,000	\$7,500	\$132,500	RF - Remaining Grant Revenues	RF
Operating	General	001	001-007-558-50-41-00	PL-Professional Servic	Exp	\$200,000	\$28,605	\$228,605	Comp Plan (Consultant) \$28,605	Adj
Grant	GF	001	001-007-558-50-41-00	PL-Professional Servic	Exp	\$228,605	\$37,500	\$266,105	RF - Grant Related Expenditures	RF
Grant	SWM	410	410-000-334-03-10-11	DOE - Capacity Grants	Rev	\$25,000	\$29,020	\$54,020	RF & Additional Funding Provided	RF
Grant	SWM	410	410-016-531-50-31-16	DOE - Capacity Exp	Exp	\$25,000	\$19,633	\$44,633	RF & Additional Funding Provided	RF
Comp	GF	001	001-000-397-00-00-00	Transfer In	Rev	\$1,366,000	\$66,500	\$1,432,500	RF & Fund Correction Transfer - O365 & Sharepoint Migration	RF
Comp	Comp	510	510-006-597-00-00-00	Transfer Out	Exp	\$0	\$66,500	\$66,500	RF & Fund Correction Transfer - O365 & Sharepoint Migration	RF
Comp	GF	001	001-006-518-80-41-00	IT-Professional Services	Exp	\$25,000	\$66,500	\$91,500	Fund Correction - O365 & Sharepoint Migration to GF Operating	RF
Comp	Comp	510	510-006-518-80-31-00	Purchase Computer Equipment	Exp	\$32,600	\$5,951	\$38,551	RF - Remaining Budget - Not Complete	RF
Comp	Comp	510	510-006-594-18-64-00	Capital - Purch Computer Equip	Exp	\$108,500	\$43,000	\$151,500	RF - Remaining Budget - Backup Server - Not Purchased/Invoiced	RF
Comp	Comp	510	510-006-518-80-49-33	LR - Vue Works	Exp	\$10,000	\$69,406	\$79,406	RF - Remaining Budget from PR Fund - Not Complete	RF
Police	GF	001	001-000-367-11-00-02	Donation - Police Department	Rev	\$0	\$5,000	\$5,000	New Donation to Drone Program - Received March 2023	Adj
Police	GF	001	001-008-594-21-60-00	LE-Capital Boating	Exp	\$0	\$54,000	\$54,000	RF - PD Dock Relocation - Not Complete	RF
Police	GF	001	001-008-594-21-63-01	LE-Capital Outlay - Facilities	Exp	\$0	\$41,000	\$41,000	RF - PD Building Repairs - Not Complete	RF
Police	GF	001	001-008-521-20-31-01	LE- Fixed Minor Equipment	Exp	\$83,000	\$9,325	\$92,325	RF - Ammo Order from 2022 - Invoiced in 2023	RF
Police	GF	001	001-008-521-20-31-04	LE-Donation Exp - Other	Exp	\$0	\$25,273	\$25,273	RF - Remaining Donated fund - Not Complete	RF
Police	GF	001	001-008-521-20-31-05	LE-Equipment - New Officers	Exp	\$50,000	\$55,000	\$105,000	RF - Remaining budget - (Placeholder for Officers not yet hired)	RF
Police	GF	001	001-008-594-21-63-00	LE-Capital Outlays Equipment	Exp	\$0	\$59,522	\$59,522	RF - PD New Vehicle - Placeholder for Officers not yet hired)	RF
Police	Police	520	520-000-348-00-00-04	LE - Contributions BWC	Rev	\$40,000	\$65,000	\$105,000	BWC Contract - Placeholder	Adj
Police	Police	001	001-008-521-10-40-04	LE - Contribu to BCW	Exp	\$40,000	\$65,000	\$105,000	BWC Contract - Placeholder	Adj
Police	Police	520	520-008-594-21-63-04	LE - Body Worn Cameras	Exp	\$51,914	\$65,000	\$116,914	BWC Contract - Placeholder	Adj
Police	Police	520	520-008-594-21-63-00	Vehicles - Capital Equip	Exp	\$303,000	\$349,738	\$652,738	RF - 2022/2023 Remaining Vehicle Budgets (Not Received/Invoiced)	RF
Police	Police	520	520-008-594-21-63-04	Body Worn Cameras - Cap Equip	Exp	\$51,914	\$6,610	\$58,524	RF - Remaining Budget - Not Complete	RF

Project	Fund	Fund #	Code	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	R
Facility Cap	GF	001	001-012-575-51-31-00	CS- Grimm House - Operating	Exp	\$0	\$50,000	\$50,000	RF - Grimm House Exterior work - Repairs Not Complete	RF
Road Cap	ST	101	101-016-594-42-64-00	ST-Capital Expenditures	Exp	\$0	\$45,000	\$45,000	RF - SR9/204 Welcome Sign - Project Not Yet Contracted	RF
Road Cap	Sidewalk	309	309-016-595-61-60-03	S. Lake Stevens Path Design	Exp	\$0	\$50,000	\$50,000	RF - Design (Remaining awtg grant)	RF
SWM Cap	SWC	411	411-016-594-31-11-00	SWM CP Salaries	Exp	\$0	\$10,000	\$10,000	Account for Project Related Salaries for City Staff	Adj
SWM Cap	SWC	411	411-016-594-31-20-00	SWM CP Benefits	Exp	\$0	\$5,000	\$5,000	Account for Project Related Benefits for City Staff	Adj
SWM Cap	SWC	411	411-016-594-31-40-00	SWC - Cap Proj Engineering	Exp	\$0	\$30,000	\$30,000	RF - Complete Downtown Drainage Project - Not Complete	RF
Park Cap	PM	302	302-010-594-76-61-14	PM - Cedarwood Park	Exp	\$30,000	\$70,000	\$100,000	RF - Remaining (additional funding in future years) - Not Complete	RF
Park Cap	PM	302	302-010-594-76-61-09	PM - Davies Beach	Exp	\$200,000	\$6,183	\$206,183	RF - Remaining Budget - Not Complete	RF
Park Cap	R2	304	304-010-594-76-60-04	Park - Eagle Ridge Park	Exp	\$515,250	(\$9,879)	\$505,371	Reduce 2023 Budget - More was spent in 2022 than anticipated	RF
Park Cap	PR	004	004-010-594-76-60-02	PR - Frontier Heights Park P2	Exp	\$213,508	(\$28,948)	\$184,560	Reduce 2023 Budget - More was spent in 2022 than anticipated	RF
Festival	PM	302	302-000-334-04-20-01	State Commerce -Grants	Rev	\$436,245	(\$160,000)	\$276,245	Remove Duplicated Hartford Depot/Mill Restroom Grant Budget	Adj
Festival	PM	302	302-010-594-76-61-07	PM - Festival Street	Exp	\$228,600	(\$228,600)	\$0	Remove Duplicated Grant & Move remaining budget to REET2 Fund	Adj
Festival	R2	304	304-000-334-04-20-01	Commerce - Festival Street Grt	Rev	\$0	\$181,028	\$181,028	RF - Remaining Grant Revenues	RF
Festival	R2	304	304-016-595-30-11-00	Capital Project Salaries	Exp	\$0	\$30,000	\$30,000	Account for Project Related Salaries for City Staff	RF
Festival	R2	304	304-016-595-30-20-00	Capital Project Benefits	Exp	\$0	\$9,600	\$9,600	Account for Project Related Benefits for City Staff	RF
Festival	R2	304	304-016-595-30-60-02	Festival Street Restroom	Exp	\$0	\$185,000	\$185,000	RF - Remaining Budget & Move approved 2023 from Park Mit	RF
Festival	R2	304	304-016-595-30-60-03	Festival Street/Mill Spur	Exp	\$0	\$930,000	\$930,000	RF - Remaining Budget - Not Complete	RF
Sunset	PM	302	302-000-337-04-20-01	Snohomish County Grant	Rev	\$0	\$5,000	\$5,000	County Grant for Sunset Park - Reauthorize	RF
Sunset	PM	302	302-010-594-76-61-10	PM - Sunset Beach	Exp	\$250,000	\$25,720	\$275,720	RF - Remaining Budget - Not Complete	RF
24th/91st	PR	004	004-016-594-31-60-01	PR - 17705 91st/24th Storm Inf	Exp	\$0	\$1,500,000	\$1,500,000	RF - Remaining Project Budget - Not Complete	RF
24th/91st	TM	301	301-016-595-30-60-03	TZ3 -17005- 24th St & 91st Ext	Exp	\$0	\$107,759	\$107,759	RF - Remaining Project Budget - Not Complete	RF
24th/91st	R2	304	304-000-334-03-80-00	TIB - 17005 24th/91st	Rev	\$0	\$22,366	\$22,366	RF - Remaining Grant - Not Complete	RF
24th/91st	R2	304	304-016-594-31-63-00	17005 - 24th St SE & 91st Ave	Exp	\$0	\$879,492	\$879,492	RF - Remaining Project Budget & Corrected Grant - Not Complete	RF
24th/91st	IC	307	307-000-361-10-00-00	Investment Interest	Rev	\$0	\$30,000	\$30,000	Increases in LGIP interest rates (Approx 47% Increase)	Adj
24th/91st	IC	307	307-000-334-03-80-00	TIB - 17005 24th/91st	Rev	\$0	\$2,092,494	\$2,092,494	RF - Remaining Grant - Not Complete	RF
24th/91st	IC	307	307-000-382-20-00-00	Retainage Held	Rev	\$0	\$167,222	\$167,222	RF - Remaining Budget - State L&I Requirement	RF
24th/91st	IC	307	307-000-595-30-11-00	Project Salaries - 17005	Exp	\$0	\$20,000	\$20,000	Account for Project Related Salaries for City Staff	Adj
24th/91st	IC	307	307-000-595-30-20-00	Project Benefits - 17005	Exp	\$0	\$8,000	\$8,000	Account for Project Related Benefits for City Staff	Adj
24th/91st	IC	307	307-000-582-20-00-00	Retainage Release	Exp	\$0	\$341,387	\$341,387	RF - Remaining Budget - State L&I Requirement	RF
24th/91st	IC	307	307-000-595-30-60-00	Project Construction Account	Exp	\$0	\$7,124,890	\$7,124,890	RF - Remaining Project Budget (less TM credit) - Not Complete	RF
24th/91st	IC	307	307-013-594-31-60-00	Property Acquisition - Drainage	Exp	\$0	\$1,000,000	\$1,000,000	RF - DA - Drainage Property Purchase	RF

CITY COUNCIL STAFF REPORT



Agenda Date: 4/11/2023

Subject: Ordinance 1139 Short-Term Rentals

Contact Person/Department: Russ Wright, Jill Needham, Community Development

Budget Impact: Initial application fee of \$500 and a renewal fee of \$100 for short-term rental permits which will be adopted separately by Resolution 2023-05

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

1. Hold a Public Hearing
2. Adopt Ordinance 1139

SUMMARY/BACKGROUND:

BACKGROUND/HISTORY: The city adopted supplementary use regulations for tourist homes (commonly known as short-term rentals) in 1998 ([LSMC 14.44.064](#)). City staff have worked with the Planning Commission, City Council and a Citizen Advisory group to develop a set of clear and objective standards to balance neighborhood concerns and property rights.

The Planning Commission held three work sessions on the proposed code amendment in 2022 and one in 2023. The Planning Commission held a public hearing on [April 20, 2022](#). The majority of the Planning Commission expressed support for hosted rentals. The Commission discussed proposed amendments to allow local representatives in place of prohibiting unhosted rentals. Ultimately, the Planning Commission forwarded a recommendation to the City Council to approve the revised regulations.

On [May 3, 2022](#), the City Council held a work session to consider the Planning Commission's recommendation. Several councilmembers expressed concerns about the prohibition on unhosted rentals, party size limits and inspection requirements. Others were concerned that there had not been adequate outreach to

operators of STRs.

Staff provided all public comments received through June 1, 2022 to the City Council at its [June 7, 2022](#) work session. Staff provided a spreadsheet identifying concerns raised by the Council and potential options to address those concerns. Councilmembers felt there were still several unresolved issues. The City Council formed a three-member subcommittee, comprised of councilmembers Ewing, Frederick and Jorstad, to refine the regulations. The committee met between June 2022 and August 2022.

On [September 13, 2022](#), the City Council held a public hearing to consider the subcommittee's STR regulations. The packet included additional written public comments. Nine members of the public provided additional testimony. Councilmembers deliberated the code amendment and continued the public hearing to allow an additional work session. Councilmembers requested information about emergency calls and incident reports related to STRs to assess the scale of law enforcement issues. Additionally, councilmembers wanted more information on the subcommittee process, including materials reviewed and prepared by subcommittee members.

At the [October 4, 2022](#) work session, councilmembers reviewed LSPD data for existing STRs. Councilmembers reviewed the subcommittee's various iterations and other available information. Councilmembers directed staff to incorporate additional changes, re-notice the public hearing and allow additional public comment in advance of the public hearing.

At its [October 25 public hearing](#), City Council continued the public hearing and requested an additional work session. During the [November 1 work session](#), councilmembers reviewed and discussed the changes and directed staff to make additional revisions, including changes to definitions; review process; adding insurance requirements; and changing the period an owner, with a revoked short-term rental permit, must wait to apply for a new short-term rental permit to one year. Council held an additional work session on [November 8](#) to review the changes in advance of the planned November 15 public hearing. Councilmembers supported the proposed changes and fees.

At the public hearing, 11 citizens testified. The Council deliberated and considered amendments to the ordinance. No action was taken. Councilmember Daughtry made a motion to form an advisory committee comprised of citizens, planning commissioners and councilmembers. The motion passed.

The advisory committee held four meetings between December 12, 2022 and February 6, 2023.

- At its December 12, 2022 meeting, the committee was briefed on basic growth management act principles, developed a project goal statement and discussed short-term rentals.
- At its January 9, 2023 meeting, the committee re-affirmed points including limiting corporate interest in neighborhoods, a preference for hosted rentals, prohibiting non-lodging activities in STRs. They received recent public comments, reviewed an updated comparison table of regulations from other jurisdictions and discussed a proposed code outline with a purpose statement and definitions.
- At its January 23, 2023 meeting, the committee received additional public comments. They discussed the draft code, which included different alternative sections to consider. They re-evaluated if unhosted rentals should be allowed, permit types and distance requirements for contacts. The code as presented and discussed blended elements reviewed by the Planning Commission and City Council and highlighted the direction of the advisory committee.
- At its February 6, 2023 meeting, the committee discussed the revised code, as reviewed by the city attorney for legal compliance.

After its deliberation, the STR committee recommended the current draft be moved forward and appointed a spokesperson to present its work to the Planning Commission and City Council.

To date, the city has received 27 unique written public comments totaling 191 pages of text. These were provided to the Council at previous hearings for consideration. Of these comments, 18 comments were in favor of hosted rentals. Through oral testimony, the Planning Commission and City Council have received additional public comment as part of the record.

The Planning Commission discussed the code process and the current version of the code on [February 15, 2023](#). Commissioners Davis and Duerr provided feedback on the STR committee process and main issues. The Planning Commission discussed the following issues: STR caps, occupancy requirements, rental party makeup, ownership and fees. The Planning Commission generally supported the revised amendments for the City Council's action.

The city council reviewed the findings of the STR committee and discussed next steps in February 2023. There was no consensus on the draft code as presented. The Council discussed remanding the short-term rental regulations back to the Planning Commission. The Council agreed to provide specific written comments on outstanding issues by March 15, 2023. Councilmembers Donoghue, Ewing and Petershagen provided written comments for the Council's consideration.

Final amendments were thoroughly discussed by the City Council, including the proposed written comments, on March 21, 2023, which were summarized by Council President Jorstad. The Council achieved consensus on the items discussed for inclusion in a final set of regulations, as included, for a Public Hearing and Action.

DISCUSSION

Staff requests that the City Council consider the draft short-term rental regulations as attached; comments included in the record to date and approve the regulations as the regulations are consistent with the Comprehensive Plan and the requirements of LSCM 14.16C.75 for code amendments along with the findings of facts and conclusions listed below. The proposed Short-Term Rental regulations, as presented, include items discussed by the Planning Commission, the City Council and the Advisory Committee with consideration of public comment.

For the City Council's review and consideration, staff has attached the adopting ordinance (**Attachment 1**) and a redline version of the code with requested adjustments from the March 21, 2023 meeting (**Attachment 2**).

In parallel with developing the draft regulations, staff have prepared administrative guidance documents and application forms consisting of the following:

- Frequently Asked Questions
- STR Submittal Checklist
- STR Application Addendum
- STR Notice Template
- Good Neighbor Guidelines
- STR Tracking Matrix.

Staff has been in correspondence with the existing owners and operators of Tourist Homes and Short-Term rentals to ensure existing facilities are following the city's current development regulations. City staff have initiated code enforcement proceedings as needed. As of April 5, 2023:

- Eight STR operators have applied for Type II Tourist Home Permits,
- Nine operators have complied by removing their listings,
- Five operators have complied by changing their rentals to long-term rentals, and
- Three owners have received Notices of Violation because they have not complied with requests to cease operations or apply for a tourist home.

Staff has included language in Section 7 of the adopting ordinance that provides a pathway forward for existing operators of tourist homes or those with complete

applications for tourist homes to transfer their application to a short-term rental, subject to approval of Ordinance 1139, within 60 days by written request.

FINDINGS AND CONCLUSIONS

Per [LSMC 14.16C.075\(f\)](#), the City Council shall make the following findings when approving land use code amendments:

1. The amendment is consistent with the Lake Stevens Comprehensive Plan

- Land Use Element Goal 2.1: Provide sufficient land area to meet the projected needs for housing, employment and public facilities within the City of Lake Stevens
- Land Use Element Goal 2.2: Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses
- Housing Element Policy 3.2.2: Support land uses and development regulations designed to increase housing opportunities for current and future residents, seniors, disabled, or other special-needs populations in proximity to shopping, health care, services, recreation facilities and public transportation.

Conclusions – Adoption of the city-initiated amendment is consistent with the goals and policies of the city's Comprehensive Plan. The proposed amendment aims to allow property owners to rent out their homes by utilizing a predictable and objective review process that also considers potential impacts on nearby properties.

2. The amendment complies with the Growth Management Act (RCW 36.70A.106)

- Code amendments are subject to review by the Washington State Department of Commerce.
- The city provided the required notice to the Department of Commerce on March 18, 2022. Commerce acknowledged the proposed amendment under Submittal ID 2022-S-3775.
- If approved by the City Council, staff will file the final ordinance with the Department of Commerce within 10 days of its adoption.

Conclusions – The proposed code amendment meets all Growth Management Act requirements.

3. The amendment serves to enhance the public health, safety and welfare

Conclusions – The recommended amendment will simplify and streamline the review process for short-term rentals included in LSMC 14.44.064. The proposed code language addresses a variety of topics including parking requirements, good neighbor guidelines, and code enforcement. Short-term rentals will also be subject to health and safety standards identified in RCW 64.37.030.

4. Public Notice and Comments

- Land use code amendments are reviewed through the city's Type VI legislative review process identified in [LSMC 14.16B.605-660](#), which requires the Planning Commission to hold a public hearing and make a recommendation to City Council.
- The city has provided legal public notices for the Planning Commission and City Council public hearings.
- All available public comments have been provided to the Planning Commission and City Council for consideration.

Conclusions – The city has met all public notice requirements per Chapter 14.16B LSMC.

4. State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16 LSMC)

- The city determined that the proposal is categorically exempt from SEPA under WAC 197-11-800(19)(b) and issued a notice of SEPA exemption on April 9, 2022.

Conclusions – The proposed code amendment has met all local and state SEPA requirements.

APPLICABLE CITY POLICIES:

[LSMC 14.16B.605-660](#)

ATTACHMENTS:

1. Attachment 1 - Ordinance 1139_4-11-2023
2. Attachment 2 Redline_Code Draft_4-11-2023

Attachment 1

CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1139

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON REVISING LSMC CHAPTERS 14.08 (BASIC DEFINITIONS AND INTERPRETATIONS), 14.16A (ADMINISTRATION AND PROCEDURES), 14.40 (PERMISSIBLE USES), 14.44 (SUPPLEMENTARY USE REGULATIONS) AND 14.72 (PARKING); ADOPTING FINDINGS AND CONCLUSIONS; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the city adopted regulations for tourist homes, now more commonly known as short-term-rentals, in LSMC 14.44.064 via Ordinance 590; and

WHEREAS, the short-term rental market has significantly changed since the existing regulations were adopted in 1998, and the city has identified a need to update and modernize the code; and

WHEREAS, the City recognizes that when operated responsibly, short-term rentals provide a benefit to the City by expanding the number and type of lodging facilities in the area and encouraging visitation to local businesses; and

WHEREAS, the City further recognizes that, unless properly regulated, these facilities may have adverse impacts on nearby properties and residents, and pose a threat to the public health, safety and general welfare; and

WHEREAS, the Planning Commission, City Council, City Council Subcommittee and the Short-term Rental Advisory Committee and have held multiple work sessions to discuss the proposed amendments; and

WHEREAS, the Lake Stevens Planning Commission held a duly noticed public hearing on April 20, 2022, during which five members of the public provided public comment; and

WHEREAS, at the conclusion of the April 20, 2022 public hearing, Planning Commission made a recommendation to amend LSMC Chapters 14.08, 14.40, 14.44 and 14.72 regulating short-term rentals; and

WHEREAS, at the conclusion of their June 7, 2022 work session, the Lake Stevens City Council formed a subcommittee of three Councilmembers to refine the code language recommended by the Planning Commission; and

WHEREAS, the Lake Stevens City Council held a duly noticed public hearing to consider the code language developed by the subcommittee and all public testimony on September 13, 2022; and

WHEREAS, the City Council approved a motion to continue the September 13, 2022 public hearing to a future date; and

WHEREAS, the City Council held additional workshops on October 4, November 1 and November 8, 2022, during which they provided direction to staff on desired revisions to the proposed code language; and

WHEREAS, the Lake Stevens City Council held a duly noticed public hearing on the revised code language developed by the subcommittee and considered all public testimony on November 15, 2022; and

WHEREAS, at the conclusion of its November 15, 2022 Public Hearing, the Lake Stevens City Council formed a Short-term Rental Advisory committee comprised of Councilmembers, Planning Commissioners and Citizens to consider refinements to the code language;

WHEREAS, the City Council held additional workshops on February 21, 2023 and March 21, 2023 to consider refinements to the code recommended by the Short-term Rental Advisory Committee; and

WHEREAS, the Lake Stevens City Council held a duly noticed public hearing to consider the code language regulating Short-term Rental and receive public comment on April 11, 2023; and

WHEREAS, land use code amendments are Type VI legislative decisions which require a recommendation from the Planning Commission to City Council, based on written findings and conclusions, supported by evidence from an open-record hearing; and

WHEREAS, the City submitted the proposed amendment to the Washington State Department of Commerce for the required review (Submittal ID 2022-S-3907), with expedited review granted on April 25, 2022; and

WHEREAS, the City determined that the proposal is categorically exempt from the State Environmental Policy Act (SEPA) per WAC 19-11-800(19)(b); and

WHEREAS, staff has developed administrative guidance with specific steps for current operators to become compliant with the new regulations at the City Council's desire to ensure a smooth transition and imposition of new regulations;

WHEREAS, the Planning Commission made findings and conclusions to approve the code amendment as part of their recommendation;

WHEREAS, the City Council made findings and conclusions to approve the code amendment pursuant to the criteria outlined in LSMC 14.16C.075(f).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The City Council hereby makes the following findings:

- A. This ordinance amending the City's municipal code was sent to the Washington State Department of Commerce (2022-S-3907), as required by the Growth Management Act; no comments were received.
- B. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
- C. As required by LSMC 14.16C.075(f), the adoption and amendment of codes are consistent with the Comprehensive Plan, comply with the Growth Management Act and advance the public health, safety and welfare.

Section 2. Chapter 14.08 LSMC, entitled "Basic Definitions and Interpretations," is hereby amended by the addition of new definitions as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections remain unchanged):

14.08.010 Definitions of Basic Terms.

~~*Boarding House.* A residential use consisting of at least one dwelling unit together with more than two rooms that are rented or are designed or intended to be rented but which rooms, individually or collectively, do not constitute separate dwelling units. A rooming house or boarding house is distinguished from a tourist home in that the former is designed to be occupied by longer term residents (at least month to month tenants) as opposed to overnight or weekly guests.~~

Boarding house means a residential use consisting of at least one single-family dwelling unit together with more than two rooms that are rented or are designed or intended to be rented but which rooms, individually or collectively, do not constitute separate dwelling units. A rooming house or boarding house does not include adult family homes, clean and sober facilities, rest homes or convalescent homes and is distinguished from a short-term rental in that the former is designed to be occupied by longer term residents (at least month-to-month tenants) as opposed to overnight or weekly guests.

Local contact means the person designated by the owner or operator who is the point of contact for the short-term rental; who is available 24 hours per day, seven days per week; and who can respond to complaints and take remedial actions.

Long-term rental means the rental of a room or dwelling unit for residential use as a permanent or semi-permanent for a period of 30 or more days.

Primary residence means a person's usual place of return for housing where one makes their home and conducts their daily affairs, including, without limitations, paying bills and receiving mail. A primary residence is generally the dwelling unit with the residential address used on documentation related to identification, taxation and insurance purposes, including, without limitation, income tax returns, medical service plans, voter registration, paycheck stubs, lease or rental agreement, mortgage agreements, bank statements, driver's licenses, valid state identifications, and/or vehicle registrations.

Short-term rental means a residential dwelling unit, in which all or part of the structure including an accessory dwelling unit is rented to a rental party, on a nightly or weekly basis for temporary lodging of less than 30 days, subject to the standards identified in LSMC 14.44.064. Short-term rentals do not include bed and breakfasts, inns, hotels and motels.

Short-term rental party (or rental party) means an overnight guest or group of renters renting the short-term rental for a specified period of one or more nights but less than 30 days and visitors of the overnight occupants.

Short-term rental owner means the owner of the short-term rental who has an interest in the property as provided for in the property deed. All persons listed in the deed that have an ownership interest are required to sign the short-term rental permit application. If the property is held in a trust or is part of a limited liability company (LLC), the trustee or the general member of the LLC must sign the short-term rental permit application. If the property is held in a corporation's name, the corporation's duly authorized agent shall sign the short-term rental permit application. Each owner shall be held jointly and severally liable for any violations of this chapter.

Short-term rental operator (or operator) means the owner, property management company, or another entity or person designated by the owner to act on their behalf as the main contact for rental parties responsible for day-to-day operations of the short-term rental, addressing any complaints and to ensure compliance with the requirements of LSMC 14.44.064.

~~*Tourist Home.* A single family structure in which rooms are rented by the day or week.~~

Section 3. Chapter 14.16A, “Administration and Procedures,” is hereby amended as follows (additions shown by underline, deletions shown by ~~striketrough~~, and all other sections remain unchanged):

Table 14-16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Shoreline Exemptions • <u>Short-Term Rentals</u> • Signs	None	Open Record	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Section 4. Chapter 14.40, “Permissible Uses,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections remain unchanged):

Table 14.40-I: Table of Residential Uses by Zones

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply. P – Permitted Use; A – Administrative Conditional Use; C – Conditional Use (See Section 14.40.070 for explanation of combinations)															
NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
MISCELLANEOUS AND ACCESSORY USES															
<u>N/A</u>	<u>Short-Term Rentals</u> ⁸	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>							
<u>N/A</u>	<u>Tourist homes</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>		<u>A</u>							

⁸ Subject to Type II review and requirements of LSMC 14.44.064.

Section 5. Chapter 14.44, “Supplementary Use Regulations,” is hereby amended as follows, with the entirety of Section 14.44.064 (“Tourist Homes”) repealed and replaced by a new section entitled “Short-Term Rentals,” which is shown below as clean text:

LSMC 14.44.064 – Short-Term Rentals

(a) Purpose and Restrictions

- (1) Short-term rentals allow temporary lodging in residential dwelling units for less than 30 days for direct or indirect compensation. Specific standards and reasonable limitations related to operating lawful short-term rentals are designed to minimize potential adverse commercial impacts in residential areas; protect against public nuisance activities; preserve the availability of housing stock and rental housing; allow property owners to efficiently use their properties and permit temporary accommodations. This section does not authorize any property owner to violate any covenants, conditions or restrictions applicable to the owners’ residential dwelling unit.
- (2) Restrictions
 - i. It shall be unlawful for any person to offer or to rent a short-term rental without obtaining a valid short-term rental permit issued by the department of Planning and Community Development.
 - ii. Only one short-term rental is permitted per parcel, which may be in the primary dwelling unit or an accessory dwelling unit, but not both.
 - iii. Short-term rental permits are not transferable to another operator or location.
 - iv. Use of the short-term rental for weddings, banquets, parties, charitable fundraising or other gatherings other than temporary lodging for direct or indirect compensation is prohibited.

(b) Licensing and Registration

- (1) Short-term rentals are allowed in the zoning districts identified in Table 14.40-I of Chapter 14.40 LSMC.
- (2) Short-term rentals shall be separated by at least 300 feet between parcel boundaries, as confirmed by the city, based upon the Snohomish County Assessor’s parcel data. Distance shall be measured as a radius from the edge of the parcel boundaries of the short-term rental site.
- (3) The maximum total number of short-term rental licenses allowed at any one time to be issued per year shall be 50, no more than 10 of which shall be within the Waterfront Residential zoning district.
- (4) Short-term rentals require a Type I application per Table 14.16-A-I, applicable fees and a written description of the proposed short-term rental identifying the following:
 - i. The name, phone number, email address and postal address providing valid current contact information for the owner and the operator (see definitions) and any other local contact. Any changes to the name or telephone number(s) of contact(s) must be submitted to the department of Planning and Community Development and to property owners in proximity to the short-term rental site that share a common boundary and properties immediately across a street or other public right-of-way, within 14 days of the change and upon license renewal;
 - ii. The address of the structure where the short-term rental use will occur;

- iii. The area to be rented, including number of bedrooms, to overnight guests; and
 - iv. The initial short-term rental permit fee and renewal fee shall be established by resolution of the City Council.
- (5) Short-term rental operators shall obtain and maintain a city business license per Chapter 4.04 LSMC.
- (6) Short-term rental owners/operators shall maintain current insurance per RCW 64.37.050.
- (7) The short-term rental operator shall provide written notification to property owners in proximity to the project site that share a common boundary and properties immediately across a street or other public right-of-way of their intent to operate a short-term rental, on a form provided by the city. The short-term rental operator shall sign and return a copy of this notice to the department of Planning and Community Development, as part of the Type 1 review.
- (8) The short-term rental operator shall attest that the short-term rental unit provides basic health and safety standards for rental parties and provide photographic and/or video documentation to the department of Planning and Community Development as part of the initial Type 1 review and annual renewal.
 - i. Basic health and safety standards mean the short-term rental is equipped with working fire extinguishers, smoke detectors, carbon monoxide detectors and clearly marked exits within the unit in accordance with state building code requirements.
 - ii. The city reserves the right to conduct inspections of the short-term rental in response to health and safety complaints, subject to any fees identified in the current Fees Resolution.
- (9) The Planning and Community Development Director or designee will evaluate short-term rental applications for compliance with the requirements of this section, other applicable sections of the Lake Stevens Municipal Code, including but not limited to Chapter 4.04 Business Licenses and Regulations, Title 14 Land Use Code and Title 17 Uniform Enforcement Code along with state regulations for short-term rentals in Chapter 64.37 RCW.
- (10) Duration of Approval and Renewal
 - i. Short-term rental approvals shall be valid for a period of one year, with the effective date running from the date of issuance.
 - ii. Short-term rentals must be renewed annually with the department of Planning and Community Development, provided all the approval criteria continue to be met.
 - iii. It is the owner's / operator's responsibility to ensure that the short-term rental remain in substantial compliance with all applicable codes and laws.
- (c) General Operating Requirements
 - (1) Subject to the provisions below, short-term rentals must be occupied by the short-term rental operator as a primary residence at least 240 days a calendar year unless the owner/operator has a primary residence within the Lake Stevens Urban Growth Area.
 - i. The residency requirement for the short-term rental operator does not apply for any time the subject property is not being used as a short-term rental.
 - ii. When not onsite or absent from their primary residence and unavailable for contact by the rental party or city employees during a short-term rental, the operator must designate an available local contact.
 - (2) Short-term rentals shall be located within a permanent, legal conforming residential dwelling units. No structures located overwater, either partly or wholly, shall be rented as a short-term

rental for lodging and sleeping, unless such use is determined to be legally non-conforming. Rental of temporary structures, open land and recreational vehicles as a short-term rental is prohibited.

- (3) No more than two short-term rental parties can occupy the short-term rental at any time.
 - (4) The short-term rental operator shall post a set of “good neighbor guidelines” in a conspicuous place in the short-term rental unit, on a form provided by the city, with the following information:
 - i. Contact information for the operator and designated local contact who is available 24-hours a day and seven days per week;
 - ii. Emergency and non-emergency contact information for medical, police and fire services;
 - iii. Quiet hours are between 10 pm and 7 am;
 - iv. The location of the rental’s designated parking space(s);
 - v. The location of emergency shut-offs (e.g., gas, water, electrical and other primary utilities), fire extinguisher(s), fire exits and escape routes; and
 - vi. The location of trash, compost and recycling containers.
 - (5) A minimum of one off-street parking space shall be provided per every two bedrooms rented.
 - i. Per LSMC Table 14.72-I a minimum of two off-street parking spaces shall be provided for the dwelling unit.
 - ii. Parking of boat trailers and recreation vehicles is only allowed when adequate parking is provided onsite.
 - (6) Short-term rental operators must remit all applicable local, state, and federal taxes and other assessments per RCW 64.37.020 for the short-term rental.
 - (7) The short-term rental operator must comply with Chapter 64.37 RCW. When the standards of this section and Chapter 64.37 RCW differ, the stricter standards shall apply.
- (d) Permit Modifications
- (1) The Director of Planning and Community Development, or designee may modify the operational requirements, based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term rental.
 - (2) All requests must be in writing and shall identify how the strict application of the operational requirements creates an unreasonable hardship to a property or property owner, and if the requirement is not modified, reasonable use of the property for a short-term rental would not be allowed.
 - (3) Any hardships identified must relate to physical constraints to the subject site. Such hardships cannot be self-induced or economic.
 - (4) In addition, any modification to the operational requirements cannot further exacerbate an already existing problem.
- (e) Nuisance Activity – It shall constitute a public nuisance for any short-term rental operator to allow rental parties to create raucous noise or host unruly gathering at a short-term rental in violation of Chapter 9.56 LSMC Noise Control or allow other nuisance activities as described in Chapter 9.60 Nuisance Activity or other applicable sections of the Lake Stevens Municipal Code.

- (1) All conditions which are determined by the director or designee to be a nuisance activity shall be subject to enforcement pursuant to Title 17 of the Lake Stevens Municipal Code.
- (2) The short-term rental operator shall, upon receiving notification from the city, Police Department or any other means, that any rental party has created a public nuisance, engaged in disorderly conduct or committed violations of the Lake Stevens Municipal Code or applicable laws must promptly respond to the complaint and document corrective actions taken. Failure to respond to complaints in a timely manner may be grounds for penalties as set forth in this section. It is not intended that the short-term rental operator or local contact place himself or herself in an at-risk situation.

(f) Complaints and Enforcement

- (1) Complaints and enforcement are subject to the processes identified in Chapters 4.04 LSMC and Title 17 LSMC including any applicable fines and penalties.
- (2) A new short-term rental permit will not be issued to the short-term rental operator of a revoked short-term rental permit and business license until one year from the time of revocation has passed.
- (3) Permits issued based on applications containing misrepresented or misleading information may be revoked.

Section 6. Chapter 14.72, entitled “Parking,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections remain unchanged):

TABLE 14.72-I: TABLE OF PARKING REQUIREMENTS

Rooming and boarding houses	1 space for each bedroom.
<u>Short-Term Rentals</u>	<u>1 space per every 2 bedrooms rented plus 2 spaces for owner / agent when occupied</u>
Tourist homes , Hotels and motels.	1 space for each room to be rented plus additional space (in accordance with other sections of this table) for restaurant or other facilities.

Section 7. Currently licensed operators of short-term rentals or tourist homes or those individuals with facilities being reviewed under a complete application will have 60-days to request in writing that the city transfer their permit application or license to a Type I short-term rental per the regulations as adopted herein, when the facility shows compliance with these same standards.

Section 8. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 9. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 11th day of April 2023.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: April 11, 2023

Published:

Effective Date:

Attachment 2

LSMC 14.44.064 – Short-Term Rentals

(a) Purpose and Restrictions

- (1) Short-term rentals allow temporary lodging in residential dwelling units for less than 30 days for direct or indirect compensation. Specific standards and reasonable limitations related to operating lawful short-term rentals are designed to minimize potential adverse commercial impacts in residential areas; protect against public nuisance activities; preserve the availability of housing stock and rental housing; allow property owners to efficiently use their properties and permit temporary accommodations. This section does not authorize any property owner to violate any covenants, conditions or restrictions applicable to the owners' residential dwelling unit.

(2) Restrictions

- i. It shall be unlawful for any person to offer or to rent a short-term rental without obtaining a valid short-term rental permit issued by the department of Planning and Community Development.
- ii. Only one short-term rental is permitted per parcel, which may be in the primary dwelling unit or an accessory dwelling unit, but not both.
- iii. Short-term rental permits are not transferable to another operator or location.
- iv. Use of the short-term rental for weddings, banquets, parties, charitable fundraising or other gatherings other than temporary lodging for direct or indirect compensation is prohibited.

(b) Licensing and Registration

- (1) Short-term rentals are allowed in the zoning districts identified in Table 14.40-I of Chapter 14.40 LSMC.
- (2) Short-term rentals shall be separated by at least ~~500~~ 300 feet between parcel boundaries, as confirmed by the city, based upon the Snohomish County Assessor's parcel data. Distance shall be measured ~~using the shortest possible straight line as a radius~~ from the ~~closest~~ edge of the parcel boundaries ~~ies of the project short-term rental site. y on the same side of the street.~~
- (3) The maximum total number of short-term rental licenses allowed at any one time to be issued per year shall be ~~30~~ 50, no more than 10 of which shall be within the Waterfront Residential zoning district.
- (4) Short-term rentals require a Type I application per Table 14.16-A-I, applicable fees and a written description of the proposed short-term rental identifying the following:
 - i. The name, phone number, email address and postal address providing valid current contact information for the owner and the operator (see definitions) and any other local contact. Any changes to the name or telephone number(s) of contact(s) must be submitted to the department of Planning and Community Development and to property owners in proximity to the project short-term rental site that share a common boundary and properties immediately across the street adjacent property owners or other public right-of-way, within 14 days of the change; and upon license renewal;
 - ii. The address of the structure where the short-term rental use will occur;
 - iii. The area to be rented, including number of bedrooms, to overnight guests; and

- iv. The initial short-term rental permit fee and renewal fee shall be established by resolution of the City Council.
- (5) Short-term rental operators shall obtain and maintain a city business license per Chapter 4.04 LSMC.
- (6) Short-term rental owners/operators shall maintain current insurance per RCW 64.37.050.
- (7) The short-term rental operator shall provide written notification to property owners in proximity to the project site that share a common boundary and properties immediately across the street or other public right-of-way of their intent to operate a short-term rental, on a form provided by the city, ~~to adjacent property (see definitions) owners of their intent to operate a short-term rental.~~ The short-term rental operator shall provide sign and return a completed copy of the this notice and signed statement made under penalty of perjury of the adjacent property provided the notice to the department of Planning and Community Development, as part of the review process Type 1 review.
- (8) The short-term rental operator shall attest that the short-term rental unit provides basic health and safety standards for rental parties and provide photographic and/or video documentation to the department of Planning and Community Development as part of the initial Type 1 review process and annual renewal.
 - i. Basic health and safety standards mean the short-term rental is equipped with working fire extinguishers, smoke detectors, carbon monoxide detectors and clearly marked exits within the unit in accordance with state building code requirements.
 - ii. The city reserves the right to conduct inspections of the short-term rental in response to health and safety complaints, subject to any fees identified in the current Fees Resolution.
- (9) The Planning and Community Development Director or designee will evaluate short-term rental applications for compliance with the requirements of this section, other applicable sections of the Lake Stevens Municipal Code, including but not limited to Chapter 4.04 Business Licenses and Regulations, Title 14 Land Use Code and Title 17 Uniform Enforcement Code along with ~~and~~ state regulations for short-term rentals in Chapter 64.37 RCW.
- (10) Duration of Approval and Renewal
 - i. Short-term rental approvals shall be valid for a period of one year, with the effective date running from the date of issuance.
 - ii. Short-term rentals must be renewed annually with the department of Planning and Community Development, provided all the approval criteria continue to be met.
 - iii. It is the owner's / operator's responsibility to ensure that the short-term rental remain in substantial compliance with all applicable codes and laws.
 - iv. ~~It is the owner's / operator's responsibility to verify or update current contact information annually, upon renewal of the license, for the owner, operator and local contact to be provided to the city and adjacent property owners.~~

(c) General Operating Requirements

- (1) Subject to the provisions below, Short-term rentals must be occupied by the short-term rental operator as a primary residence at least 240 days a calendar year unless the owner/operator has a primary residence within the Lake Stevens Urban Growth Area.

- i. The residency requirement for the short-term rental operator does not apply for any time the subject property is not being used as a short-term rental.
 - ii. When not onsite or absent from their primary residence and unavailable for contact by the rental party or city employees during a short-term rental, the operator must designate an available local contact.
- (2) Short-term rentals shall be located within a permanent, legal conforming residential dwelling units. No structures located overwater, either partly or wholly, shall be rented as a short-term rental for lodging and sleeping, unless such use is determined to be legally non-conforming. Rental of temporary structures, open land and recreational vehicles as a short-term rental is prohibited.
- ~~(3) No more than two guests, excluding children under six years old, are permitted per bedroom.~~
- ~~(4)(3)~~ No more than two short-term rental parties can occupy the short-term rental at any time.
- ~~(5)(4)~~ The short-term rental operator shall post a set of “good neighbor guidelines” in a conspicuous place in the short-term rental unit, on a form provided by the city, with the following information:
- i. Contact information for the operator and designated local contact who is available 24-hours a day and seven days per week;
 - ii. Emergency and non-emergency contact information for medical, police and fire services;
 - iii. Quiet hours are between 10 pm and 7 am;
 - iv. The location of the rental’s designated parking space(s);
 - v. The location of emergency shut-offs (e.g., gas, water, electrical and other primary utilities), fire extinguisher(s), fire exits and escape routes; and
 - vi. The location of trash, compost and recycling containers; and
 - ~~vii. Guests must follow all applicable local, state and federal regulations.~~
- ~~(6)(5)~~ A minimum of one off-street parking space shall be provided per every two bedrooms rented.
- i. Per LSMC Table 14.72-I a minimum of two off-street parking spaces shall be provided for the dwelling unit.
 - ii. Parking of boat trailers and recreation vehicles is only allowed when adequate parking is provided onsite.
- ~~(96)~~ Short-term rental operators must remit all applicable local, state, and federal taxes and other assessments per RCW 64.37.020 for the short-term rental.
- ~~(107)~~ The short-term rental operator must comply with Chapter 64.37 RCW. When the standards of this section and Chapter 64.37 RCW differ, the stricter standards shall apply.
- (d) Permit Modifications
- (1) The Director of Planning and Community Development, or designee may modify the operational requirements, based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term rental.

- (2) All requests must be in writing and shall identify how the strict application of the operational requirements creates an unreasonable hardship to a property or property owner, and if the requirement is not modified, reasonable use of the property for a short-term rental would not be allowed.
 - (3) Any hardships identified must relate to physical constraints to the subject site. Such hardships cannot be self-induced or economic.
 - (4) In addition, any modification to the operational requirements cannot further exacerbate an already existing problem.
- (e) Nuisance Activity – It shall constitute a public nuisance for any short-term rental operator to allow rental parties to create raucous noise or host unruly gathering at a short-term rental in violation of Chapter 9.56 LSMC Noise Control or allow other nuisance activities as described in Chapter and 9.60 Nuisance Activity or other applicable sections of the Lake Stevens Municipal Code.
- ~~(1) A raucous noise may include but is not limited to yelling, screaming, shouting or the transmission of any loud or amplified noise, which unreasonably interferes with the peace and quiet of the nearby residents or members of the public.~~
- ~~(2) A loud and unruly gathering may include but is not limited to exceeding the number of allowed occupants; activities of rental parties that create raucous noise that may be heard by nearby residents or members of the public; and/or occupants and/or guests engage in disorderly conduct that disturbs the public peace.~~
- (1) All conditions which are determined by the director or designee to be a nuisance activity shall be subject to enforcement pursuant to Title 17 of the Lake Stevens Municipal Code.
- ~~(3)(2)~~ (2) The short-term rental operator shall, upon receiving notification from the city, Police Department or any other means, that any rental party has created a public nuisance, engaged in disorderly conduct or committed violations of the Lake Stevens Municipal Code or applicable laws must promptly respond to the complaint and document corrective actions taken. Failure to respond to complaints in a timely manner may be grounds for penalties as set forth in this section. It is not intended that the short-term rental operator or local contact place himself or herself in an at-risk situation.
- (f) Complaints and Enforcement
- (1) Complaints and enforcement are subject to the processes identified in Chapters 4.04 LSMC and ~~17.20 LSMC~~ Title 17 LSMC including any applicable fines and penalties.
- ~~(2) Multiple violations of the short-term rental code will result in progressive enforcement as identified in LSMC 17.20.030.~~
- ~~(3)(2)~~ (2) A new short-term rental permit will not be issued to the short-term rental operator of a revoked short-term rental permit and business license until one year from the time of revocation has passed.
- ~~(4)(3)~~ (3) Permits issued based on applications containing misrepresented or misleading information may be revoked.

14.08 Definitions

~~Adjacent property means any property contiguous to a property on which a short-term rental location is located.~~

~~Boarding House. A residential use consisting of at least one dwelling unit together with more than two rooms that are rented or are designed or intended to be rented but which rooms, individually or collectively, do not constitute separate dwelling units. A rooming house or boarding house is distinguished from a tourist home in that the former is designed to be occupied by longer term residents (at least month-to-month tenants) as opposed to overnight or weekly guests.~~

Boarding house means a residential use consisting of at least one single-family dwelling unit together with more than two rooms that are rented or are designed or intended to be rented but which rooms, individually or collectively, do not constitute separate dwelling units. A rooming house or boarding house does not include adult family homes, clean and sober facilities, rest homes or convalescent homes and is distinguished from a short-term rental in that the former is designed to be occupied by longer term residents (at least month-to-month tenants) as opposed to overnight or weekly guests.

Local contact means the person designated by the owner or operator who is the point of contact for the short-term rental; who is available 24 hours per day, seven days per week; and who can respond to complaints and take remedial actions.

Long-term rental means the rental of a room or dwelling unit for residential use as a permanent or semi-permanent for a period of 30 or more days.

Primary residence means a person's usual place of return for housing where one makes their home and conducts their daily affairs, including, without limitations, paying bills and receiving mail. A primary residence is generally the dwelling unit with the residential address used on documentation related to identification, taxation and insurance purposes, including, without limitation, income tax returns, medical service plans, voter registration, paycheck stubs, lease or rental agreement, mortgage agreements, bank statements, driver's licenses, valid state identifications, and/or vehicle registrations.

Short-term rental means a residential dwelling unit, in which all or part of the structure including an accessory dwelling unit is rented to a rental party, on a nightly or weekly basis for temporary lodging of less than 30 days, subject to the standards identified in LSMC 14.44.064. Short-term rentals do not include bed and breakfasts, inns, hotels and motels.

Short-term rental party (or rental party) means an overnight guest or group of renters renting the short-term rental for a specified period of one or more nights but less than 30 days and visitors of the overnight occupants.

Short-term rental owner means the owner of the short-term rental who has an interest in the property as provided for in the property deed. All persons listed in the deed that have an ownership interest are required to sign the short-term rental permit application. If the property is held in a trust or is part of a limited liability company (LLC), the trustee or the general member of the LLC must sign the short-term rental permit application. If the property is held in a corporation's name, the corporation's duly authorized agent shall sign the short-term rental permit application. Each owner shall be held jointly and severally liable for any violations of this chapter.

Short-term rental operator (or operator) means the owner, property management company, or another entity or person designated by the owner to act on their behalf as the main contact for rental parties responsible for day-to-day operations of the short-term rental, addressing any complaints and to ensure compliance with the requirements of LSMC 14.44.064.

Tourist Home. A single-family structure in which rooms are rented by the day or week.

Table 14-16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Shoreline Exemptions • <u>Short-Term Rentals</u> • Signs	None	Open Record	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Table 14.40-I: Table of Residential Uses by Zones

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply. P – Permitted Use; A – Administrative Conditional Use; C – Conditional Use (See Section 14.40.070 for explanation of combinations)																
NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP	
MISCELLANEOUS AND ACCESSORY USES																
<u>N/A</u>	<u>Short-Term Rentals</u> ⁸	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>								
<u>N/A</u>	Tourist homes	A	A	A	A	A		A								

⁸ Subject to Type I review and requirements of LSMC 14.44.064.

TABLE 14.72-I: TABLE OF PARKING REQUIREMENTS

Rooming and boarding houses	1 space for each bedroom.
<u>Short-Term Rentals</u>	<u>1 space per every 2 bedrooms rented plus 2 spaces for owner / agent when occupied</u>

CITY COUNCIL STAFF REPORT



Agenda Date: 4/11/2023

Subject: Fees Resolution

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Adds new fees for short-term rentals

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Adopt Resolution 2023-05

SUMMARY/BACKGROUND:

The city periodically adds fees for new services through a fees resolution. With consideration of new short-term regulations, Table A (Attachment 1 - page 6) has been updated to include a \$500 application fee and \$100 renewal fee for short-term rentals as previously discussed with the City Council. The change is shown in underline mode.

APPLICABLE CITY POLICIES:

NA

ATTACHMENTS:

1. Att. 1 2023-05 Fees Resolution

Attachment 1

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2023-05

A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON, REPEALING RESOLUTION NO. 2022-14 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution; and,

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO RE-ENACT RESOLUTION 2022-14 AS FOLLOWS: Resolution No. 2021-12 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

Section 1. Fees and Deposits-General.

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.

- E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. *(Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)*

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	200
Eligible Facility Modification	200 for first two hours + 100 per hour for each hour of additional staff time
Lot Status Determination	200 for first two hours + 100 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required (may also require SEPA and critical area review fees)	200
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040)	
Plan Review Fee	100
Subsequent Plan Modification Review	100/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	200 for first two hours + 100 per hour for each hour of additional staff time
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
Temporary Encampment (LSMC 14.44.038)	1,250
ADMINISTRATIVE REVIEW (If hearing is requested additional cost for hearing examiner at actual cost)	
Administrative Conditional Use Permit	1,000
Administrative Deviation	200 for first two hours + 100 for each additional hour of staff time
Administrative Review of Model Home	200 for first two hours + 100 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
Administrative Review of Small Wireless Facilities	200 deposit for first two hours + 100 per hour for each hour of additional staff time 21n

Action/Permit/Determination	Fee (\$)
ANNEXATIONS	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
ATTORNEY FEES	Applicant pays actual cost charged City plus 35 Administrative fee
APPEALS PER TITLE 14	
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	100/hr
BINDING SITE PLANS	6,000
Revision	1,000
CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
CONCESSIONS	
Background Check	70
Concession Agreement Review/Administration	200
Damage and Litter Deposit (refundable at end of contract)	200
Lease Rate	5% of revenue
CONDITIONAL USE PERMITS	3,500+ Hearing Examiner cost
CONSTRUCTION PLAN APPROVAL	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 100 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 100 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director

Action/Permit/Determination	Fee (\$)
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 100 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
CONSULTANT FEES (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
CRITICAL AREA REVIEW	Applicant pays actual cost charged City plus 35 Administrative fee
DESIGN REVIEW	
Design Review – Administrative Decision	450
DEVELOPMENT AGREEMENT	1,400
EDDS DEVIATION REQUEST	200 for first two hours + 100 per hour for each additional hour of staff time
ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
EVENT PERMITS	
Event Level 1	100
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
IMPACT FEES	
Park Mitigation	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	4,154.92/dwelling unit
Multifamily residences with three or more units	3,004.75/dwelling unit
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	1,912.53/dwelling unit
School Mitigation	
Lake Stevens School District – fees as shown below or as adopted in most current Capital Facilities Plan	
Detached Single Family Residence	11,434/dwelling
Duplex/Townhouse	2,526/dwelling
Multifamily Residential with 2 or more bedrooms	2,526/unit

Action/Permit/Determination	Fee (\$)
Snohomish School District – fees as shown below or as adopted in most current Capital Facilities Plan	
Detached Single Family Residence	6,495/dwelling
Duplex/Townhouse	4,514/dwelling
Multifamily Residential with 2 or more bedrooms	4,514/unit
Traffic Mitigation	
Traffic Impact Zone 1	2,771/PM peak hour trip
Traffic Impact Zones 2 & 3	3,500/PM peak hour trip
Impact Fee Adjustment/Deferral Application	200
LAND DISTURBANCE	
Minor Land Disturbance Permits	500
Major Land Disturbance Permits	1,000
Major Land Disturbance Permit with Class IV Forest Practice	1,250
LAND USE CODE AMENDMENTS	3,000
MISCELLANEOUS ACTIONS/ITEMS	
Manufacturing Tax Exemption Application	500
Permit Extension	200
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	35/tree
Lake Safety Marker – one-time fee for contribution to the Lake Safety Program for buoy purchase.	350
MISCELLANEOUS TASKS	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	100/hr
Miscellaneous Research or other staff time	100/hr
MOBILE FOOD VENDING UNITS	
Initial License Application	75
License Renewals	40
PARK PERMITS	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
PLANNED NEIGHBORHOOD DEVELOPMENTS	3,500+Hearing Examiner cost
PRE-APPLICATION CONFERENCE FEE (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
RECONSIDERATION OF DECISION by:	
Planning Director	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
RECORDING FEES	At cost (paid directly to Snohomish County)
REZONES - ZONING MAP AMENDMENTS	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
RIGHT-OF-WAY	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50

Action/Permit/Determination	Fee (\$)
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
SEPA REVIEW (does not include critical areas review, which is a separate fee)	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	100 per hour 2 hour minimum
Review of requested traffic studies	100 per hour 2 hour minimum
Review of requested drainage studies	100 per hour 2 hour minimum
Environmental Impact Statement (EIS)	100 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	200+Hearing Examiner cost
SHORELINE PERMITS (may also require SEPA and critical area review fees)	
Mooring Buoy Application	200
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
Shoreline Exemption with Floodplain Development Permit	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
<u>SHORT-TERM RENTAL</u>	
<u>Initial Application</u>	<u>500</u>
<u>Annual Renewal</u>	<u>100</u>
SIGN PERMITS	
Sign Permit	200+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	600
SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)	
Preliminary Short Plat	4,320
Final Short Plat	765
Final Plat / Short Plat Pre-check and Survey Review	100/hour, 2 hour minimum plus \$1,000 survey deposit
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
VARIANCE (Hearing Examiner review)	1,100+Hearing Examiner cost
ZONING CERTIFICATION LETTER	200

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from the current editions of:
1. The International Building Code (IBC)
 2. The International Residential Code (IRC)
 3. The International Mechanical Code including the International Fuel Code, National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and National Fire Protection Association 54 (National Fuel Gas Code)
 4. The Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. The International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

C. Plan Review Fees:

Residential:

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$100 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

Commercial:

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$100 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$100 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U

Construction Valuation From: To:	Fee
Group R-3 or IRC Dwellings (regardless of valuation)	\$30
\$0 \$1,000	\$30
\$1,001 \$5,000	\$115
\$5,001 \$10,000	\$175
\$10,001 \$20,000	\$200
\$20,001 \$45,000	\$260
\$45,001 \$100,000	\$315
\$100,001 \$250,000	\$430
\$250,001 \$500,000	\$545
\$500,001 \$1,000,000	\$690
\$1,000,001 \$1,500,000	\$775
\$1,500,001 \$2,000,000	\$835
>\$2 million	\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.

Inspections outside of normal business hours: \$100/hour, 2 hour minimum.

Reinspection fees assessed at \$100 per hour (1 hour minimum).

Penalty for commencing work prior to permit issuance: Double permit fee.

Inspections for which no fee is specifically indicated: \$100/hour (1/2 hour minimum).

Additional plan review required by changes, additions or revisions to plans: \$100/hour.

For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

Table B2: Schedule of Miscellaneous Building Permit Fees

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
BASIC HOUSE PLAN REVIEW			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each residential permit)	\$6.50		\$6.50
Each additional residential unit	\$2.00		\$2.00
Each Commercial permit (per RCW 19.27.085)	\$25.00		\$25.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$100		\$100
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$100	\$100/hr (1 hr min)	\$100 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$200		\$200
Re-inspection	\$100		\$100

Current BVD = Building Valuation Data, International Code Council

Table B3: Mechanical and Plumbing Fees

Mechanical Fees		Plumbing Fees	
Mechanical Permit	35.00	Plumbing Permit	35.00
AC unit < 100,000k	20.00	Back Flow Preventer	10.00
AC unit 100,000k – 499,999 k	30.00	Bathtub	10.00
AC unit 500,000k and up	40.00	Commercial Dishwasher	15.00
Air Handlers <10,000 CFM	13.00	Drinking Fountain	10.00
Air Handlers 10,000 CFM and up	23.00	Floor Sink or Drain	10.00
Boilers	15.00	Grease Interceptor	50.00
Commercial Incinerator	30.00	Grease Traps	10.00

Mechanical Fees		Plumbing Fees	
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00
Wall/Unit Heaters	20.00	Water Heater	15.00
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

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

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License: – Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime – Each dog or cat neutered or non-neutered, lifetime – Senior Citizen (defined as being 62 years of age or older) owners, lifetime – Service and guide dogs, lifetime – Duplicate license for lost or destroyed dog/cat tag – Duplicate license - Senior Citizen owners and Service/Guide Dogs – Other Code Violations: ■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. ■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	Free 20 Free Free 4 Free
Impound Fees for Cost Recovery: – Dogs and cats (at police kennel) – Animals – Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements. – Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	25 30 Varies
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.



Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Lamination Services – Concealed Pistol Licenses	3.50
Fine:	
1. Failure to pay fee (50% reduction if paid within 24 hours)	40
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit:	\$100 per hour of event with one hour minimum
(For special planned events that require additional police services)	
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works : Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee)	Refer to current billable rate schedule
Business Licenses: - Non-refundable Adult Entertainment (Cabaret) application Fee 100 - Adult Entertainment (Cabaret) Establishment (annual) 500 - Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual) 50/person - Business License Registration – Application 40 - Business License Registration – Annual Renewal 25 - Temporary business license 40 - Renewal 5 - Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.) 75 for the 1st three employees, and \$10 for each additional employee - Live music and/or dance entertainment (annual) 50 - Games (annual) 50 - Pawnbroker and Second Dealers (annual) 500	
- Washington State Department of Licensing's Master License Service - Business license handling fee (fees shall be automatically amended by the State)	Currently New Application \$19 Renewal \$11
Duplication of Public Records: (postage/delivery costs extra) - In-house Copying of City documents for the public. - In-house Copying of City documents to pdf when original document is not in electronic format. - Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery. - Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations. - Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge - In-House duplication of City documents to CD, such as • Comprehensive Plan, Lake Stevens Municipal Code Title 14, • Urban Design Standards, Engineering Design and Development Standards, etc.	For all records duplication and/or transmission, first \$5 cumulative waived 15¢/page/side 10¢/page/side \$1 extra for copy to CD 5¢ per each four electronic files or attachments plus 10¢ per gigabyte Actual Cost Actual Cost

Permit/Action	Fee or Fine (\$)
- Documents or CDs printed by outside vendor - Maps - Duplication of maps less than 11"x17" - Maps - Duplication of maps greater than 11"x17" and - Special requests for plotted maps, aerials, plans, etc. (each) - Audio recordings of meetings: • Duplicated by Staff • Duplicated by outside vendor - Color photos (cost to reproduce) - Certified copy of a public record	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly) \$.15/page \$1 per square foot for in-house printing or actual cost if sent out to reproduce \$1/tape/disc Actual cost to reproduce 40¢ \$5 for 1st Page and \$1 each after the 1st Page
Dishonored Check Fine (in payment of City services)	\$35
Technology Fee	A technology fee of three (3) percent will be assessed on city services including, but not limited to issued building and land use permits and park and event rentals.

Section 8. Community Facility Rental Fees. Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
Facilities	
Athletic Fields	Youth Sports: \$20 every 2hrs
	Adult Sports: \$30 every 2 hrs
Eagle Ridge Community Garden bed rental	\$40 annually
The Mill	See Table G1

Table G1: Standard Mill Rental Fees

	Max Occupancy	Saturday	Friday or Sunday	Mon-Thurs	Damage Deposit (refundable)	Reservation Deposit (non-refundable)
Entire Mill	461	\$1800	\$1300		\$250 without alcohol \$500 with alcohol	\$200
Hartford Hall	213	\$1300	\$900	\$75/hr \$600 all day	\$250 without alcohol \$500 with alcohol	\$200
The Stack	48	\$67/hr	\$67/hr	\$55/hr	\$150 \$300 with alcohol	\$50
Sawyers Room	200	\$77/hr	\$77/hr		\$150 \$300 with alcohol	\$50

NON-PROFIT Rental Fees:

Friday – Sunday, 30% discount (rounded up to nearest dollar)

Monday – Thursday, 50% discount (rounded up to nearest dollar)

	Saturday	Friday or Sunday	Mon-Thurs
Entire Mill	\$1260	\$910	
Hartford Hall	\$910	\$630	\$300
The Stack	\$47/hr	\$47/hr	\$38/hr
Sawyers Room		\$54/hr	\$28/hr

1. ****Non-Profit Community Interest Groups** devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
2. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

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

Table H: Schedule of Park Fees

	Number of shelters	Rate
Park Shelter/Facility		Rental fee
Lundeen Park	North or South Shelter (half)	\$100
	Full Shelter (both sides)	\$200
North Cove Park Shelter		\$100
North Cove Park Observation Deck		\$75
Mill Outdoor Plaza Rental		\$100
All Shelters/Facilities – Half Day Rentals		\$60 (Available during peak season, April 1 through September 30.)
Cancellation Fee for Shelters/Facilities		\$25 if cancelled more than 14 days in advanced. No refunds 14 days or less from reservation date.
Reservation Date Modification		\$10 (Modifications cannot be made 14 days or less from reservation date.)
Boat Launch Parking		\$10 daily/\$2 for two-hour parking (Davies Only)
Annual Parking Pass		\$75
Technology Fee (CivicRec Transactions)		3%

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table IA: Stormwater Management Utility

Type	Impervious Area per Equivalent Service Unit	Annual Rate per
Residential and Multifamily Residential with Five or Fewer Units ¹	NA	\$220 Year 2019 \$235 Year 2020 \$242 Year 2021 \$250 Year 2022 \$257 Year 2023 \$265 Year 2024
All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$220 Year 2019 \$235 Year 2020 \$242 Year 2021 \$250 Year 2022 \$257 Year 2023 \$265 Year 2024
Undeveloped ²	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.
3. Annual increases are based on the completion of the 2018 Stormwater Management rate study and approval of the "Level of Service 3 - High Priority Capital" recommendation,

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00per parcel

1. The lakefront lot assessment applies to each land parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.

2. Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

Section 11. Fire Safety Inspections, Permits and Fire District Related Service Fees

Fees for fire safety inspections, permits and Fire District related services shall be as listed in Tables A through L below. Fees listed in Tables C through K are comprehensive for plan review, permit issuance, and two (2) site inspections per inspection item.

Table A - Fire Safety Inspection Fees	
Inspected Square-footage (SF)	Fee
1-1,000	\$25
1,001-2,500	\$50
2,501-10,000	\$75
10,001-50,000	\$150
50,001-150,000	\$300
150,001-400,000	\$425
Over 400,000	\$550
R-2 Apartment Buildings	Fee
1 and 2 story	\$25
3 story and greater	\$50
Interior halls	SF Fee
Other Fees	Fee
Re-inspection Fee (for uncorrected violations are time of re-inspection)	\$50

Table B - Operational Fire Permits			
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes that may produce conditions hazardous to life or property.			
An Operational Fire Permit is required prior to engagement in the activities, operations, practices, or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed at least annually.			
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event.			
IFC Reference	Permit	Required for:	Fee
105.6.1	Aerosol Products	Level 2 or Level 3 aerosol products in excess of 500 pounds.	\$75

105.6.2	Amusement Buildings	Operation of a special amusement building.	\$75
105.6.3	Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	\$75
105.6.4	Carbon Dioxide Systems	Carbon dioxide systems having more than 100 pounds of carbon dioxide.	\$75
105.6.5	Carnivals and Fairs	Conducting a carnival or fair.	\$75
105.6.6	Cellulose Nitrate Film	Storage, handling or using cellulose nitrate film in a Group A occupancy.	\$75
105.6.7	Combustible Dust-Producing Operations	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$75
105.6.8	Combustible Fibers	Storage and handling of combustible fibers in quantities greater than 100 cubic feet.	\$75
105.6.9	Compressed Gases	Storage, use or handling of compressed gases in excess of the amounts listed in Table 105.6.9.	\$75
105.6.10	Covered and Open Mall Buildings	(1) The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. (2) The display of liquid- or gas-fired equipment in the mall. (3) The use of open-flame or flame-producing equipment in the mall.	\$75
105.6.11	Cryogenic Fluids	Production, storage, transportation on site, use, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11.	\$75
105.6.12	Cutting and Welding	Cutting or welding operations.	\$75

105.6.13	Dry Cleaning	Dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	\$75
105.6.14	Exhibits and Trade Shows	Operation of exhibits and trade shows	\$75
105.6.15	Explosives	See Table D	Table D
105.6.16	Fire Hydrants and Valves	Contact water purveyor having jurisdiction.	No Fee
105.6.17	Flammable and Combustible Liquids	See IFC 105.6.17 for permit requirements.	\$75
105.6.18	Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.	\$75
105.6.19	Fruit and Crop Ripening	Operation of a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$75
105.6.20	Fumigation and Insecticidal Fogging	Operation of a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$75
105.6.21	Hazardous Materials	Storage, transportation on site, dispensing, use or handling of hazardous materials in excess of the amounts listed in Table 105.6.21.	\$75
105.6.22	HPM Facilities	Storage, handling or use hazardous production materials.	\$75
105.6.23	High-Piled Storage	Use of a building or portion thereof as a high-piled storage area exceeding 500 square feet.	\$75

105.6.24	Hot Work Operations	Hot work including, but not limited to: (1) Public exhibitions and demonstrations where hot work is conducted. (2) Use of portable hot work equipment inside a structure. (3) Fixed-site hot work equipment, such as welding booths. (4) Hot work conducted within a wildfire risk area. (5) Application of roof coverings with the use of an open-flame device. (6) Where approved, the fire code official shall issue a permit to carry out a hot work program.	\$75
105.6.25	Industrial Ovens	Operation of industrial ovens regulated by Chapter 30.	\$75
105.6.26	Lumber Yards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet.	\$75
105.6.27	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$75
105.6.28	LP Gas	(1) Storage and use of LP-gas. (2) Operation of cargo tankers that transport LP-gas.	\$75
105.6.29	Magnesium	Melting, casting, heat treatment or grind more than 10 pounds of magnesium.	\$75
105.6.30	Miscellaneous Combustible Storage	Storage in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material.	\$75
105.6.31	Motor Fuel-Dispensing Facilities	Operation of automotive, marine and fleet motor fuel-dispensing facilities.	\$75

105.6.32	Open Burning	Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.	\$75
105.6.33	Open Flames and Torches	Removing paint with a torch; or to use a torch or open-flame device in a wildfire risk area.	\$75
105.6.34	Open Flames and Candles	Use of open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.	\$75
105.6.35	Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	\$75
105.6.36	Places of Assembly	Operation a place of assembly.	\$75
105.6.37	Private Fire Hydrants	The removal from service, use or operation of private fire hydrants.	\$75
105.6.38	Pyrotechnic Special Effects Material	Use and handling of pyrotechnic special effects material.	\$75
105.6.39	Pyroxylin Plastics	Storage or handling of more than 25 pounds of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$75
105.6.40	Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by Chapter 6.	\$75
105.6.41	Repair Garages and Motor Fuel-Dispensing Facilities	Operation of repair garages.	\$75
105.6.42	Rooftop Heliports	Operation of a rooftop heliport.	\$75
105.6.43	Spraying or Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$75

105.6.44	Storage of Scrap Tires and Tire Byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$75
105.6.45	Temporary Membrane Structures and Tents	Operation of an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet.	Table C
105.6.46	Tire-Rebuilding Plants	Operation and maintenance of a tire-rebuilding plant.	\$75
105.6.47	Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities.	\$75
105.6.48	Wood Products	Storage of chips, hogged material, lumber or plywood in excess of 200 cubic feet.	\$75
105.6.49	Marijuana Extraction Systems	Use of a marijuana / cannabis extraction system regulated under WAC 314-55-104.	\$75
WAC 173-425-060	Residential Open Burning (Only for unincorporated Snohomish County within Lake Stevens Fire District boundary)	Outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee.	\$25

Table C - Special Assembly Permits	
IFC 105.7.18 Required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet. Fees listed below include issuance of operational permit 105.6.45.	
Temporary Membrane Structures, Canopies and Tents	
Duration of Use	Fee
Less than 3 Days	No Fee
4-180 Days	\$60
Temporary Assembly Membrane Structures, Canopies and Tents	
Occupant Load	Fee
50-99 persons	\$60
Over 100 persons	\$115

Table D - Explosives	
IFC 105.6.15 Required for manufacturing, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.	
Retail and Wholesale Fireworks	
Type	Fee
CFRS Facility - Wood Stand	\$100
CFRS Facility - Tent or Canopy	\$100
Fireworks sales in other than a CFRS Facility	\$100
Public Fireworks Display	
Type	Fee
Public Display (Licensed pyrotechnic operators in accordance with RCW 70.77 only)	\$250
Temporary Storage	\$175
Blasting	
Type	Fee
Blasting (Licensed blasters in accordance with WAC 296-52 only)	\$250
Temporary Storage	\$175

Table E - NFPA 72 Fire Alarm and Detection Systems and Related Equipment
IFC 105.7.6 Required for installation of or modification to fire alarm and detection systems and related equipment.
Devices include individual parts of a fire alarm system including, but not limited to initiating devices, notification appliances, NAC panels, modules, relays, remote annunciation panels, and other such devices. Each part of the system is one device.
Note: All Central Station Monitoring shall be UL or FM listed.
Tenant Improvement or Modification to Existing System

Number of Devices	Fee
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
Over 200	\$660
New System	
Number of Devices	Fee
1-100	\$430
101-200	\$545
Over 200	\$660
FACP and/or Transmitter	
In addition to the above device fees shown, the following fees also apply:	
Condition	Fee
Replacement	\$145
New	\$230

Table F - Automatic Fire Extinguishing Systems and Components	
IFC 105.7.1 required for installation of or modification to an automatic fire-extinguishing system.	
NFPA 13 and 13R Fire Sprinkler Systems &	
Devices are individual parts of an automatic fire extinguishing system including, but not limited to sprinkler heads, risers, valves, gongs and other such devices. Each part of the system is one device.	
Tenant Improvement or Modification to Existing System	
Number of Heads and Devices	Fee
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720

New System	
Number of Heads and Devices	Fee
1-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720
NFPA 13D Residential Fire Sprinkler Systems	
Number of Heads and Devices	Fee
1-10	\$200
11-25	\$260
Over 25	\$315
*Non-required NFPA 13D systems shall not be charged a fee for plan review, permits or inspections.	
UL 300 Commercial Cooking Hood Suppression Systems & NFPA 2001 Clean Agent Systems	
Type	Fee
Pre-Engineered	\$145
Custom Engineered	\$315
NFPA 14 Standpipe Systems	
IFC 105.7.17 Required for the installation, modification or removal from service of a standpipe system.	
Class	Fee
I, II or III	\$175
NFPA 20 Fire Pumps and Related Equipment	
IFC 105.7.7 Required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers and generators.	
Quantity	Fee
1	\$345
2 or more	\$575

Underground Supply Piping for Automatic Sprinkler Systems	
IFC 105.7.20 Required for the installation of the portion of the underground water supply piping, public or private, supplying a water-based fire protection system. The permit shall apply to all underground piping and appurtenances downstream of the first control valve on the lateral piping or service line from the distribution main to one foot above finished floor of the facility with the fire protection system.	
Quantity of Supply Lines to Building	Fee
1	\$115
2 or more	\$230

Private Fire Hydrants	
IFC 105.7.13 Required for the installation or modification of private fire hydrants.	
Quantity	Fee
1	\$115
2 or more	\$230

Table G - Hazardous Materials	
IFC 105.7.10 Required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21.	
Quantity	Fee
1-2 Hazardous Materials	\$115
3-5 Hazardous Materials	\$230
Over 5 Hazardous Materials	\$460

Table H - Gases, Liquids and Cryogenics	
Compressed Gases	
IFC 105.7.3 Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.	
Type	Fee
Compressed Gas System	\$230
LP- Gas	
IFC 105.7.12 Required for installation of or modification to an LP-gas system.	
Tanks	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000	\$460
Residential LP-Gas System	\$85
Flammable and Combustible Liquids	
IFC 105.7.8 Required to (1) to install, repair or modify a pipeline for the transportation of flammable or combustible liquids. (2) To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. (3) To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.	

Type	Fee
(1) Pipeline	\$230
(2) Vehicles, Equipment, Facilities, etc.	\$230
(3) Tanks	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460
Residential Fuel Tank Install or Abandonment	\$60
Cryogenic Fluids	
IFC 105.7.4 Required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.11.	
Quantity	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460

Table I - Spraying/Dipping, Industrial Ovens and Marijuana Extraction Systems	
Spraying or Dipping	
IFC 105.7.16 Required to install or modify a spray room, dip tank or booth.	
Type	Fee
Pre-Engineered Booth or Tank	\$175
Site-Built or Used Room, Booth or Tank	\$290
Industrial Ovens	
IFC 105.7.11 Required for installation of industrial ovens covered by Chapter 30.	
Class	Fee
Class A, B, C or D	\$290
Marijuana Extraction System	
IFC 105.7.19 Required to install a marijuana/cannabis extraction system regulated under WAC 314-55-104.	
Valuation	Fee
\$25,000 or Less	\$115
\$25,001-\$50,000	\$230
\$50,001-\$100,000	\$460
Over \$100,000	\$575

Table J - Power, Radio and Smoke Control Systems	
Battery System	
IFC 105.7.2 Required to install stationary storage battery systems having a liquid capacity of more than 50 gallons.	
Quantity	Fee
50-100 Gallons	\$115
Over 100 Gallons	\$230
Solar Photovoltaic Power System	
IFC 105.7.15 required to install or modify solar photovoltaic power systems.	
Type	Fee
Residential PV System	\$115
Commercial PV System	\$230
Emergency Responder Radio Coverage System	
IFC 105.7.5 required for installation of or modification to emergency responder radio coverage systems and related equipment.	
Type	Fee
Single Bi-Directional Antenna System	\$230
Distributed Antenna System	\$460
Smoke Control System	
IFC 105.7.14 required for installation of or alteration to smoke control or smoke exhaust systems.	
Type	Fee
Smoke Control Systems (Passive and Mechanical)	\$460

Table K - Gates and Barricades Across Fire Apparatus Roads	
IFC 105.7.9 Required for the installation of or modification to a gate or barricade across a fire apparatus access road.	
Quantity	Fee
1	\$115
2 or More	\$230

Table L - Miscellaneous Fees	
Description	Fee
After Hours Inspections (Regular Hours: Monday-Friday 8:00am - 4:00pm excluding Holidays)	\$100 per Hour; 1 Hour Minimum
Additional Plan Review Fee (required by (1) changes, (2) additions, or (3) revisions to approved plans)	\$100 per Hour; 1 Hour Minimum
City of Lake Stevens Administrative Fee (added to all fees collected by the City of Lake Stevens)	15% of Permit Fee

Construction Permit Extension (additional 180 days)	\$200
Construction Re-Inspection Fee (for uncorrected violations after 2nd site inspection)	\$100
Expired Construction Permit Re-Issuance (for expired permits not exceeding 1 year abandonment)	50% of Permit Fee
Firefighter Fire Watch or Standby	\$100 per Hour per Firefighter; 2 Hour Minimum
Fire Flow Determination	Contact Water Purveyor Having Jurisdiction
Outside Consultant Review	Actual Cost Plus 50% of Permit Fee
Work Without a Permit	Permit Fee x 3

Table M - Fire Investigation Fees	
Cause Determined As	Fee
Accidental, Natural or Undetermined	No Fee
Incendiary (intentionally set or criminal fire, arson)	Actual cost shall be billed to the convicted party for investigation, report preparation, courtroom preparation and testimony as received from Snohomish County in accordance with the current ILA.

PASSED by the City Council of the City of Lake Stevens on the 11th day of April 2023.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk